iSupplier Portal

Registered suppliers may view payments made in Oracle R12 by accessing the Supplier Portal.

**Supplier Self Service – View Payments**
Follow the steps below to search and view payments.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Open an Internet Explorer browser and go to the Oracle R12 iSupplier login page. <strong>Log In</strong> to iSupplier. The Oracle R12 Home Page opens.</td>
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<tr>
<td></td>
<td><img src="image1.png" alt="Oracle R12 iSupplier Home Page" /></td>
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<tr>
<td>2.</td>
<td>In the Navigator section, <strong>Click Metro iSupplier Portal Access</strong> then <strong>Click the Home Page link</strong>.</td>
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<td></td>
<td><img src="image2.png" alt="Oracle R12 iSupplier Home Page" /></td>
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</tbody>
</table>

The Supplier Home Page opens.
3. **Click the Finance tab.**

The Finance page Opens.

4. **Click the View Payments link.**

5. To view Payments, perform a Simple Search. **Click the Go button** to view ALL payments OR **Enter** one or more **search criteria** to narrow search results.
Search by the following:

**Payment Number** – Enter the **Payment Number**
**Invoice Number** – Enter the **Invoice number**
**PO Number** – Enter the **Purchase Order number**
**Status** – Enter the **status**
**Payment Amount From and To** – Enter the **Range in dollars** of the payment
**Payment Date From and To** – Enter the **Range of dates** the payment was made

6. **View** the Payments Results. Results are filtered based on the search criteria. See result column details below.

**Results Columns**

- **Payment**: Click the Payment number link (blue) to view payment information.
- **Remit-to Supplier**: The Business Name of the supplier payment is remitted to.
- **Remit-to Supplier Site**: The Remit Supplier Site.
- **Payment Date**: Date the payment was made.
- **Currency**: USD (default)
- **Amount**: The payment amount.
- **Method**: How the payment was made, for example electronically or check.
- **Bank Account**: AP Disbursement Account- Checks, or ACH
- **Invoice**: Invoice number for the payment. Click the **invoice** link to view invoice details for the payment.
- **PO Number**: The Metro issued Purchase Order number and details for the payment. Click the **PO Number** link to view the purchase order details.

7. **Click** the **Payment** link to view the payment details.

The Payment details page opens.
8. **Click** the *Return to Finance: View Payments* link.

*End Process*