



# Cleveland Clinic

## Using Oracle: Supplier Portal Invoice and Payment Inquiry

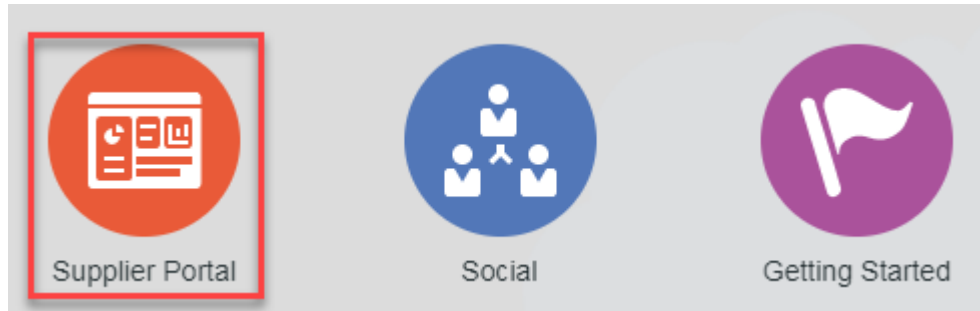
### *User Guide*

[GLOBAL BUSINESS TRANSFORMATION](#)

August 17, 2020

**Purpose:** The purpose of this document is to provide CCF/CCL suppliers training on the process for viewing invoices and payment status.

1. Log into Oracle as Supplier and select **“Supplier Portal”**.



2. Select **“View Invoices”** under Invoices and Payments (Bottom left of screen).

#### Invoices and Payments

- Create Invoice
- View Invoices
- View Payments



3. Search for a specific invoice by one or multiple variables to include at least one of the following: **“Invoice Number”**, **“Supplier”**, **“Purchase Order”**. Then select **“Search”**. (Supplier sites are created for each remit-to-address.)

** Invoice Number	<input type="text"/>	Consumption Advice	<input type="text"/>
** Supplier	<input type="text"/>	Invoice Status	<input type="text"/>
Supplier Site	<input type="text"/>	Paid Status	<input type="text"/>
** Purchase Order	<input type="text"/>	Payment Number	<input type="text"/>
		<input type="button" value="Search"/>	<input type="button" value="Reset"/> <input data-bbox="1414 1444 1479 1476" type="button" value="Save..."/>

**Note:** Advanced search is optional. Select **“Advanced”** button for additional search options, additionally select **“Add Fields”** button to add additional field search options.

- View results of search criteria entered in the previous step.

## Search Results

View ▾   Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
<a href="#">19969963</a>	5/20/20	Standard	<a href="#">CCL20000271</a>	DMC Contracts LTD	DmcContr-01	500,000.00 GBP	500,000.00 GBP	On hold	

- Select “**hyperlink**” for **Invoice Number** to display invoice details.

## Search Results

View ▾   Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
<a href="#">19969963</a>	5/20/20	Standard	<a href="#">CCL20000271</a>	DMC Contracts LTD	DmcContr-01	500,000.00 GBP	500,000.00 GBP	On hold	

- Select “**Lines**” to view invoice line details.

**Lines** Payments

## Items

View ▾   Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order		
			Budget Date	Funds Status				Number	Line	Sched
1	450,000.00	Retainage Req	5/20/20	✓ Reserved				CCL20000...	1	1
2	50,000.00	Retainage	5/20/20	⚠ Reserved with w				CCL20000...	2	1

7. Select **"Payments"** to view invoice payment details.

Lines **Payments**

### Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address
No payments.						

### Installments

Number	Due Date	Amount (GBP)		Payment Method
		Gross	Unpaid	
1	5/20/20	500,000.00	500,000.00	Electronic
		500,000.00	500,000.00	

8. Select **"Done"**, then select **"Done"** again to exit search.

**Done**

## Viewing Payments

9. Select **"View Payments"** under Invoices and Payments (Bottom left of screen).

### Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

10. In the View Payments screen enter one of the required fields **"Payment Number"** and/or **"Supplier"** as indicated with **"\*\*"**. Then click **Search**.

View Payments

Search

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

Advanced Saved Search All Payments

\*\* At least one is required

Search Reset Save...

11. Search results will appear. Select the **Payment Number** hyperlink to view.

Search Results

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
<a href="#">10000477</a>	6/4/20	Payment Process Re...	Retainage-Teresa	DMC Contracts LTD	DmcContr-01	180,000.00 GBP	Cleared	XXXX1436

12. Here you can see paid invoices and payment amount. Select the invoice **Number** to expand payment details.

Payment: 10000477 Done

Business Unit	CC LONDON	Payment Amount	180,000.00 GBP
Payee	DMC Contracts LTD	Payment Date	6/4/20
Payee Site	DmcContr-01	Payment Type	Payment Process Request
Address	Unit 17, The Capstan Centre, The Capstan Centre, Tibury, Essex, RM18 7HH, United Kingdom	Remit-to Account	XXXX1436
Payment Status	Cleared	Payment Document	CCL_UK_BACS

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
<a href="#">Retainage-Teresa</a>	5/27/20	Standard	CCL20000206			180,000.00 G	180,000.00 G	Manually	5/27/20	Fully paid

13. Select the Payments tab and review **Payments** and **Installments**, then select **Done**.

Invoice: Retainage-Teresa Done

Business Unit	CC LONDON	Invoice Amount	180,000.00 GBP	Invoice Type	Standard
Legal Entity Name	CLEVELAND CLINIC LONDON	Unpaid Amount	0.00 GBP	Description	
Supplier or Party	DMC Contracts LTD	Payment Currency	GBP	Funds Status	Reserved
Supplier Site	DmcContr-01			Attachment	None
Address	Unit 17, The Capstan Centre, The Capstan Centre, Tibury, Essex, RM18 7HH, United Kingdom				
Invoice Date	5/27/20				

Lines **Payments**

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
<a href="#">10000477</a>	CCL_UK_BACS	Cleared	Yes	6/4/20	180,000.00 GBP	Unit 17, The Capstan Centre, The Capstan Centre, Tibury, Essex, RM18 7HH, United Kingdom	XXXX1436
180,000.00 GBP							

Installments

Number	Due Date	Amount (GBP)		Payment Method
		Gross	Unpaid	
1	5/27/20	180,000.00	0.00	Electronic
		180,000.00	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (GBP)		Description
		Tax	Item	
No applied prepayments				