CITY OF DETROIT SUPPLIER PORTAL – HOW TO VIEW INVOICES

How to view Invoices via Supplier Portal

Step by Step instructions for Supplier to view their Invoices submitted to the City of Detroit via Supplier Portal.

Shay Schaufele sschaufele@astcorportion.com

How to view Invoices submitted to the City of Detroit via Supplier Portal

Log into Oracle Supplier Portal using your Contact email address and password.



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SANDY WADE - AST	74	Configurator Models	Supplier Portal	Social Getting Started	
1 0 Conversations Following	0 owers	Marketplace	Worklist		
1 Employee News 0 My Flags	⊖ ⊝				

You will be directed to the Home page. Click on the Supplier Portal icon.

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Summary Orders Agreements Schedules	
/ Worklist	Q
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a watchist	Supplier News
Refresh Start Time 12/29/16 4:25 PM	
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Changed or canceled in the last 7 days	
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You will be directed to the Overview page. Click on the List icon on the far-right side of the page.



View Invoices		Done
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		** At least one is required
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Search Results View ▼ 第 Detach		Search Reset Save
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No search conducted.		

View Invoices page will display. Key in the invoice number. Click the Search button.

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17181 10/10/16 Standard	3004065 APPLICATIO	NS SOFTWARE TECHNOLOGY CORPORATION NAPERVILLE	0.00 USD 265,680	.00 U Approv 200855

In the Search Results area, the invoice will display. Click the Invoice Number link to view details.

Invoice: 17181

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Invoice Details page will display. The Lines tab show all PO lines matched to this invoice. Click the Payments tab to see payment details.

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Invoice: 17181

Business Unit CoD BU Invoice Amount 265,680.00 USD Invoice Opp Standard Legal Entity Name City of Detroit Entity Unpaid Amount 0.00 USD Description FN Supplier or Pary APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION Paryment Currency UBD Funds Status Reserved Supplier or Bars NAPERVILLE TAbererville Lit 60663 Attachment City of Detroit Inv#17181.pdf Addres NAPERVILLE TABERVISTREET, STE 100, NAPERVILLE Lit 60663 Attachment City of Detroit Inv#17181.pdf	Besines Null CO: DU Invoice Amount 265,680.00 USD Invoice Type Standard Legal Entity Name City of Detroit Entity Unpaid Amount 0.00 USD Description FN Supplier or Pary APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION Supplier Still NAPERVILLE 155 PARK STREET, STE 100, NAPERVILLE, IL 60553 Name Name Name Reserved Address 1755 PARK STREET, STE 100, NAPERVILLE, IL 60553 TSS PARK STREET, STE 100, NAPERVILLE, IL 60553 Name Reserved Name Payments Very Payment Very Payment Very Payment Name Reserved Reserved 1 1000 Date Anount (USD) Gross Non 114/15 Reserved Name Applied Amount (USD) Gross Name Payment Legic I parket Name Applied Amount (USD) For the payment I Name Name Payment I payment Legic I payment													
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Invoice payment details will be displayed. Click on the Payment Number to see details of this payment.

Payment: 200855			Dy	<u>o</u> ne
Business Unit	CoD BU	Payment Amount	265,680.00 USD	
Payee	APPLICATIONS SOFTWARE TECHNOLOGY CORPORATION	Payment Date	11/4/16	
Payee Site	NAPERVILLE	Payment Type	Payment Process Request	
Address	1755 PARK STREET, STE 100, NAPERVILLE, IL 60563	Remit-to Account	XXXXX3601	
Payment Status	Negotiable	Payment Document	CoD Electronic Payment	
Paid Invoices				

Number	Invoice Date	Туре	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
17181	10/10/16	Standard	3004065			265,680.00 U	265,680.00 U	Not required	11/9/16	Fully paid

Specific details will be displayed. This includes invoices, amounts and paid status.

Click Done button to close page.

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