

How to View Invoices in the Supplier Portal



1

Navigate to https://ebkk.login.us8.oraclecloud.com/oam/server/obrareq.cgi?ECID-Context=1.006IEk%5ES_1c0zkVay1Na6G007rbA0001Er%3BkXjE

Sign In
Oracle Applications Cloud

Company Single Sign-On

or

User ID
codprocurement@gmail.com

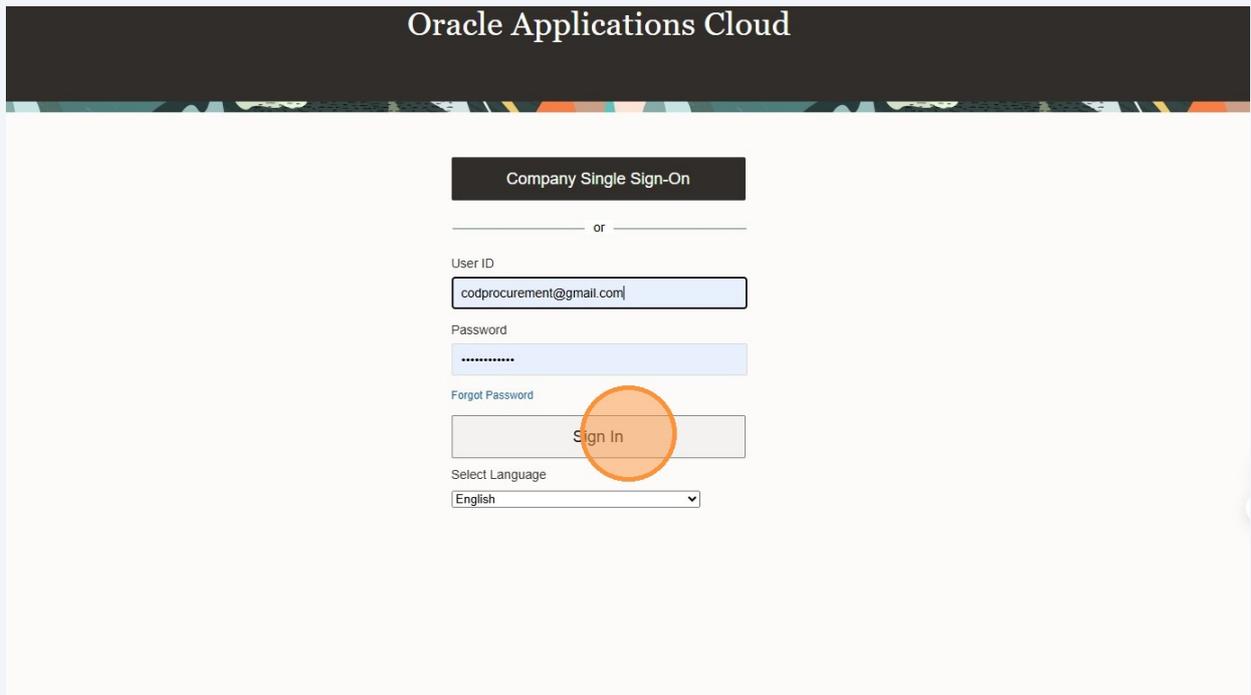
Password

Forgot Password

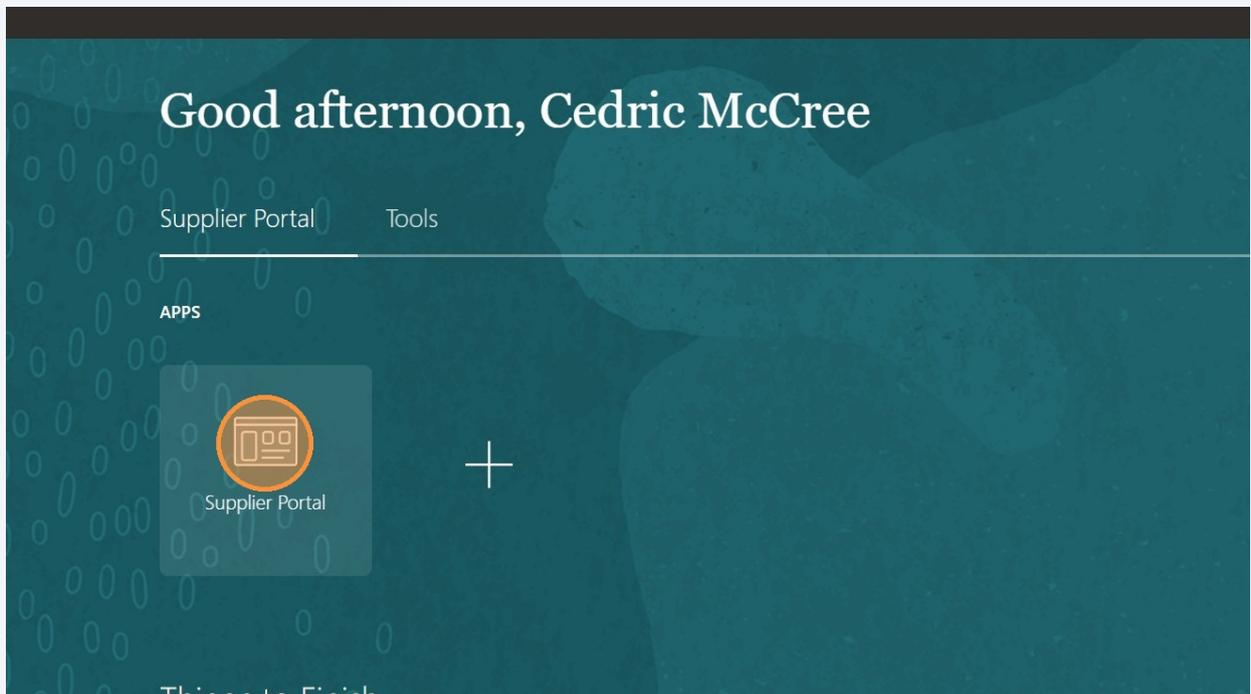
Sign In

Select Language
English

2 Click "Sign In"



3 Click here.



4 Click "Invoices" icon

The dashboard features a grid of navigation icons: Negotiations, Orders, Agreements, Receipts and Returns, Invoices (circled in orange), Payments, and Company Profile. The sidebar on the right includes a '+ Create invoice' button, a notification box showing '1 Unread', and a 'Supplier News' section with a red heading 'ATTENTION SUPPLIERS!' and a sub-heading 'The Fiscal Year End Work Has Been'. Below this, there is text about restored invoicing capabilities and contact information for APInvoice@detroitmi.gov and eProcurement@detroitmi.gov.

5 Click the "Supplier" field. Enter your supplier name.

The 'View Invoices' search interface includes a search bar with filters for Invoice Number, Supplier (circled in orange), Supplier Site, and Purchase Order. There are also fields for Consumption Advice, Invoice Status, Paid Status, and Payment Number. A 'Search' button is located at the bottom right of the search area. Below the search area is a 'Search Results' section with a table header and a 'No search conducted.' message.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paym Numt
No search conducted.									

6 Click the dropdown

TEST - Clone of PROD from 07/18/2025

View Invoices

Search Advanced Saved Search

** Invoice Number

** Supplier 

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paym Num
No search conducted.									

7 Select your supplier name

TEST - Clone of PROD from 07/18/2025

View Invoices

Search Advanced Saved Search

** Invoice Number

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Supplier Site

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Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paym Num
No search conducted.									

8 Click "Search"

City of Detroit logo and navigation icons (Home, Print, Notifications, CM) are visible at the top. A 'Done' button is in the top right. Below the header, there are tabs for 'Advanced', 'Saved Search', and 'All Invoices'. A note states '** At least one is required'. The search form includes fields for Invoice Number, Supplier (set to TEST SUPPLIER), Supplier Site, Purchase Order, Consumption Advice, Invoice Status, Paid Status, and Payment Number. The Search button is circled in orange, along with the Reset and Save... buttons.

Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
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9 Click the invoice you would like to see.

The 'View Invoices' page shows the same search form as above. Below the form, there is a 'Search Results' section with a 'View' dropdown and a 'Detach' icon. The search results table has two rows, with the first row circled in orange.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
3085588 Parti...	8/6/25	Standard	3085588	TEST SUPPLIER	DETROIT	1,000.00 USD	1,000.00 USD	On hold	
3085589 Full	8/6/25	Standard	3085589	TEST SUPPLIER	DETROIT	2,000.00 USD	2,000.00 USD	On hold	