OVERVIEW

This User Guide describes how Suppliers can view invoice and payment information status.

HOW TO USE THIS USER GUIDE

If familiar with the iSupplier Portal Functionalities and the CRC processes, refer to the One-Page Quick Reference (Cheat sheet) on page 2. Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screen shots for how each of the tasks shall be executed.
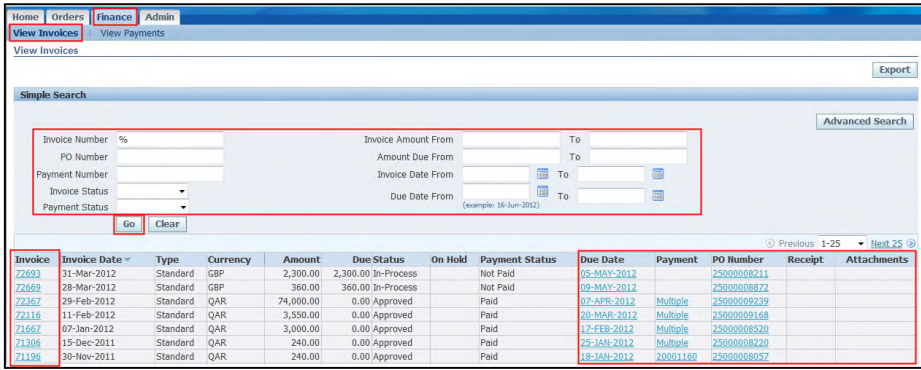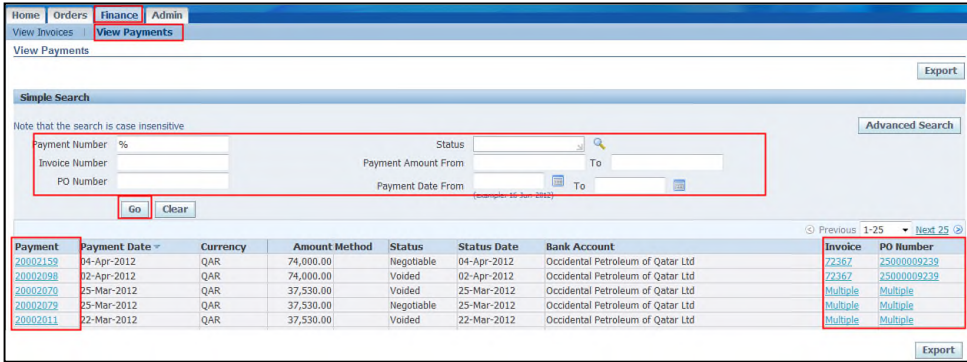
When completing the steps in the iSupplier Portal, you may refer to the Content/Checklist column to validate that the required steps have been completed. In addition, this User Guide provides highlighted and / or framed notes, tips and important messages to assist you in some tasks.

PROCESS OVERVIEW

The iSupplier Portal shows all the Invoices and Payments information as well as related transactions such as purchasing documents, receipts and attachments. Suppliers can access the iSupplier Portal to view their Invoices and Payments information and their statuses. Follow the steps outlined below to perform these processes.

QUICK REFERENCE (CHEAT SHEET)

| Action	Quick Reference
Access the iSupplier Portal	• In the "**Main Menu**" panel click on the appropriate responsibility. 4 If it will be necessary to view the Invoices and Payments and complete related transactions such as purchasing documents, receipts and attachments, click on the "**Supplier User – Transactions**" responsibility. Otherwise you can click on either the "**Supplier User – Full View**" or "**Supplier User – Finance View**" responsibilities. • From the "**Home**" page click on the "**Finance**" tab.
View Invoices	• Click on the "**View Invoices**" hyper-link. • Populate any of the search criteria to view specific invoices or leave the search fields blank to access all invoices. Then, click on the "**Go**" button. • View and access the detailed invoice information by clicking on the specific "**Invoice Number**" hyper-link in the "**Invoice**" column. 4 Alternatively, to view the details related to the invoice click on the hyper-links in the "**Due Date**", "**Payment**", "**PO Number**", "**Receipt**" or "**Attachment**" column.
View Payments	• Click on the "**View Payments**" hyper-link. • Populate any of the search criteria or leave it blank to access all payment information. Then click on the "**Go**" button. • View and access detailed information about a payment by clicking on the "**Payment Number**" in the "**Payment**" column. 4 As needed, view and access additional information associated with the payment by clicking on the hyper-links in the "**Invoice**" and "**PO Number**" columns.

CONTENT / CHECKLIST

INSTRUCTIONS

### 1. ACCESS THE ISUPPLIER PORTAL

Login to the iSupplier Portal at: http://isupplier.crc.com/OA_HTML/AppsLocalLogin.jsp
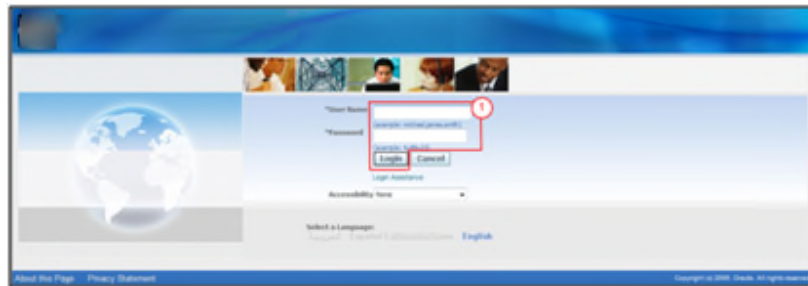
(1) Enter your Username and Password and click on the "**Login**" button.

Note: The "**Password**" field is case sensitive. If there is a problem accessing the iSupplier Portal, click on the "**Login Assistance**" hyper-link. Alternatively, review the User Guide– Overview Access and Passwords, Navigation, Notification.

After logging in to the portal, the "**Oracle Application Home Page**" will be displayed if more than one responsibility is assigned to the User. If the User only has one responsibility the "**Home**" tab screen for that responsibility will automatically be displayed.
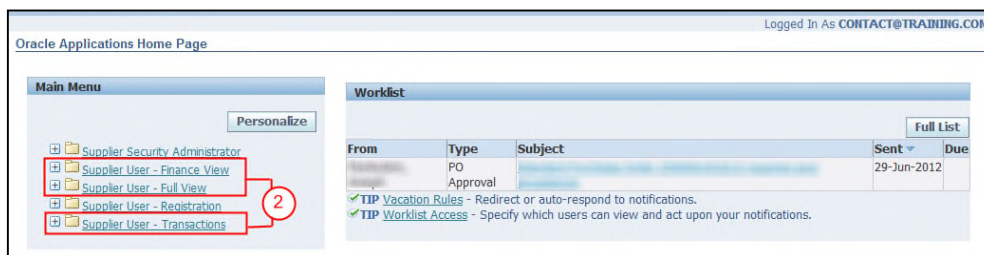
(2) To access and view Invoices and Payments, click on one of the following responsibilities:

Responsibility	Description	Assign To
Supplier User - Finance View	View invoices and payment information	• iSupplier Portal Security Administrator. • User who only needs to view purchasing documents, invoices and payments.
Supplier User - Full View	View all the information available in the iSupplier Portal	• iSupplier Portal Security Administrator. • User who needs to view the information but does not have the level of authority to enter data on behalf of the Supplier.
Supplier User - Transactions	Perform actions related to all the processes available in the iSupplier Portal except managing Supplier Users and Supplier profile data.	• iSupplier Portal Security Administrator. • User who needs to view the information and has the level of authority to enter data on behalf of the Supplier.

Once you are in the required responsibility, the **"Home"** tab screen will then be displayed. Click on the **"Finance"** tab to see your Invoices and Payments.

Note: If none of the responsibilities above have been assigned to you, contact the iSupplier Portal Security Administrator within your company to request the responsibilities that you need. Go to the User Guide – Overview – Access and Passwords, Navigation and Notifications to learn how to view the list contacts and iSupplier Users for your company.

2. VIEW INVOICES

Within the **"Finance"** tab, view the **"Invoice"** information, as well as payments, purchase documents and attachments related to the invoice.

(1) Start by clicking on the **"Finance"** tab to view the invoices.

(2) Click on the **"View Invoices"** hyper-link, then the screen above will be displayed.

(3) Populate any of the search criteria to search for specific invoices or leave the search fields blank to view all invoices.

(4) Click on the **"Go"** button, and then the **"Invoice"** table with a list of the invoices from your company will be displayed.

   Note: Click on the **"Advanced Search"** button to narrow the search criteria further.

- The **"Invoice"** table provides a hyper-link to access the documents related to the invoice.

(5) The **"Invoice"** column shows the Invoice Number, as needed click on the **"Invoice Number"** hyper-link. Then, the detailed information about the invoice will be shown.

(6) The **"Type"** column can shows the following invoice types.

Invoice Types	Description
Standard	Standard invoices are invoices from a Supplier representing an amount due for goods or services purchased. In the Standard invoices the total invoice amount is positive.
Mixed	Mixed invoices are invoices that have been submitted by Supplier that could have both positive and negative line items and the invoice amount is positive.
Credit Memos	Credit Memos are memos from a Supplier representing a credit amount toward goods or services. Credit memos are always negative amounts.
Debit Memos	Debit Memos are invoices used to pay a customer.
Prepayment	Prepayments are invoices to record an advanced payment made for expenses to a Supplier or an employee.

(7) The **"Currency"** column shows the currency the payment has been or will be paid.

(8) The **"Amount"** column shows the amount that has been paid or will be paid.

(9) The **"Status"** column shows the following invoices statuses.

Status	Description
In - Process	Invoice has been entered but not yet approved for payment
Cancelled	Invoice has been cancelled
Approved	Invoice has been approved for payment
Rejected	Invoice has been declined and Supplier has been notified

(10) The **"Payment Status"** column can show the following Payment Statuses.

Payment Status	Description
Paid	Invoice has been paid.
Not Paid	Invoice is awaiting terms to pay.

(11) The **"Due Date"** column shows the date that the payment is expected to be issued.

(12) As needed, click on the hyper-link located under the **"Payment"**, **"PO Number"**, **"Receipt"** and **"Attachments"** columns to access additional information associated with the invoice.
   Note: Some invoices can include multiple PO orders or split into multiple payments or receipts. You can access and view the list of Payments, PO orders and Receipts associated with the specific invoices by clicking on the **"Multiple"** hyper-link

(13) As needed, click on the **"Export"** button to export the general information for the listed invoices to a spreadsheet.

2.1. VIEW INVOICES DETAILS

Once the Supplier chooses a specific invoice by clicking on the **"Invoice Number"** hyper-link in the **"Invoices"** table, the following screen will appear.


(1)   The **"Header"** section shows the information related to the Invoice.

(2)   Click in the Sub-tabs to view **"Invoice Lines"**, **"Scheduled Payments"** or **"Hold Reasons"** related to the invoice.

(3)   The **"Invoice Lines"** sub-tab shows the details of the Invoice such as the PO Number, Receipt number, Quantity, Price, Amount and Buyer. Use the hyper-link to access the specific documents.

(4)   As needed, click on the **"Export"** button to export the detailed information about the invoice to a spreadsheet.

> **IMPORTANT:** Return to the previous page by clicking in the **"Return to Finance: View Invoices"** hyperlink located in the screen shot above on the left side of the page.

3. VIEW PAYMENTS

Follow the steps below to access and view applicable payment information.
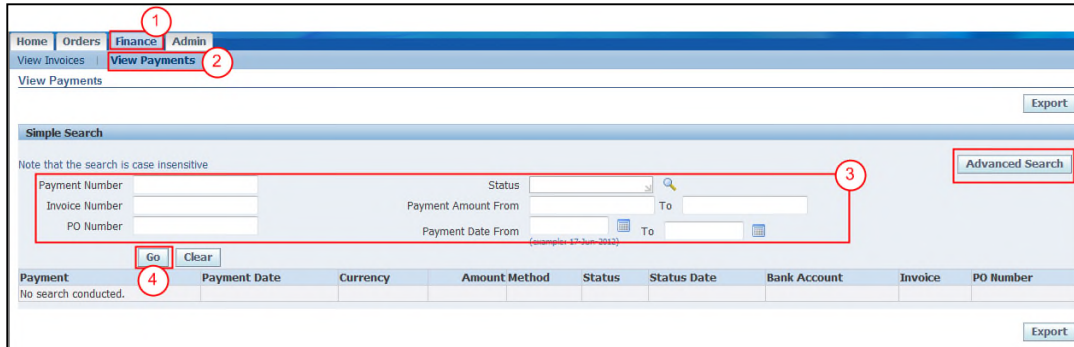
(1) Click on the "**Finance**" tab to view the Payments.

(2) Click on the "**View Payments**" hyper-link.

(3) Populate any of the search criteria to search for specific payments or leave the search fields blank to view all payments.

(4) Click on the "**Go**" button, and the list of applicable payments information for your company will appear.
  Note: Click on the "**Advanced Search**" button to narrow the search criteria further.

- The "**Payment**" table shows the following information and provides access to specific related documents as needed.

(5) The "**Payment**" column shows the payment number. As needed, click on the "**Payment Number**" hyper-link. Then, the payment detailed information will appear.

(6) The "**Currency**" column shows the currency in which the payment will be made.

(7) The "**Amount**" column shows the amount charged on the invoice.

(8) The "**Status**" column shows one of the following payment statuses:

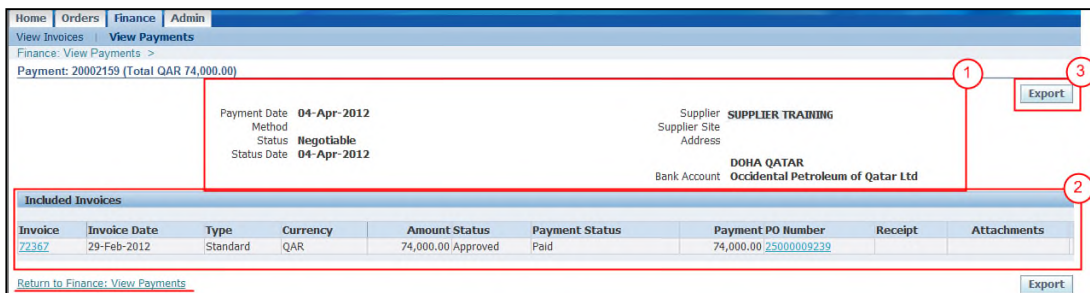| Status	Description
Voided	The payment has been canceled
Negotiable	The payment has been issued
Reconciled	Payment has been issued and cleared the bank.
Unaccounted	Payment has been issued but has not been posted to CRC's general ledger

(9) Click on the hyper-link located under the "**Invoice**" and "**PO Number**" columns to access additional information associated with the payment.

Note: Some payments are for multiple invoices or PO orders. You can access and view the list of invoices or PO orders associated with the specific payment by clicking on the **"Multiple"** hyper-link.

(10) As needed, click on the **"Export"** button to export the general information of the listed payments to a spreadsheet.

3.1.   VIEW PAYMENT DETAILS

Once the Supplier chooses a specific payment by clicking on the **"Payment Number"** hyper-link in the **"View Payments"** screen, the following screen will appear.

(1)   The **"Header"** section shows basic Payments information.

(2)   The **"Included Invoices"** section shows the invoices that have been processed for payment linked to the order information and payment status. Use the hyper-links to access the specific documents.

(3)   As needed, click on the **"Export"** button to export the payment detailed information to a spreadsheet.

> **IMPORTANT:** Return to the previous screen by clicking in the **"Return to Finance: View Payment"** hyperlink located in the screen shot above on the left side of the page.