iSupplier Invoice and Payment Views

Do not delete gray highlight areas. Use orange button to edit title, headers, footers, etc.

Double Click to Enter Doc Controls

Process / Application:	Oracle iSupplier Portal
Process Tasks:	Viewing invoices and payments
Comments / Summary:	How to view invoices and payments
User Role / Function:	iSupplier Contact / Procurement Administrator
Organization / Contact:	Trane Commercial Systems / Business Operations Support / 800-444-6224, Option 2, Option 4 / TCS Procurement Support

Contents

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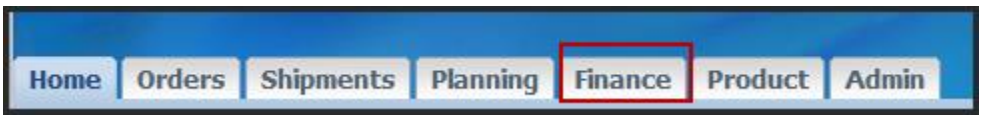
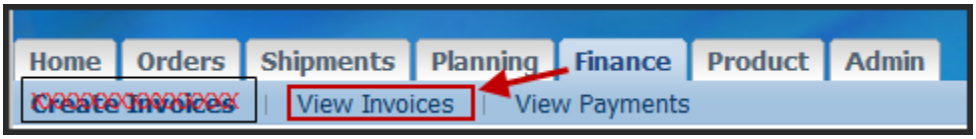
2.0 Searching for invoices and Payments.....**Error! Bookmark not defined.**

2.0 Searching for Invoices and Payments

STEPS	DESCRIPTION
1. Navigation	Enter steps and instructions or task description. From iSupplier Home page, click the Finance tab  Click the View Invoices link  ****Although tabs for Create Invoices and Admin are available they are not system supported at this time. You may have the ability to use them but it is not integrated with the system so no action will be taken on any documents or requests created.**

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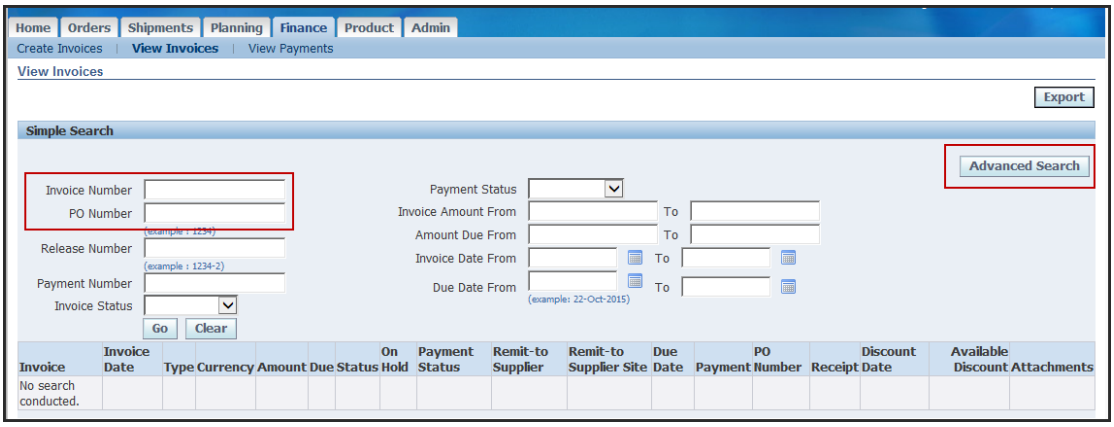
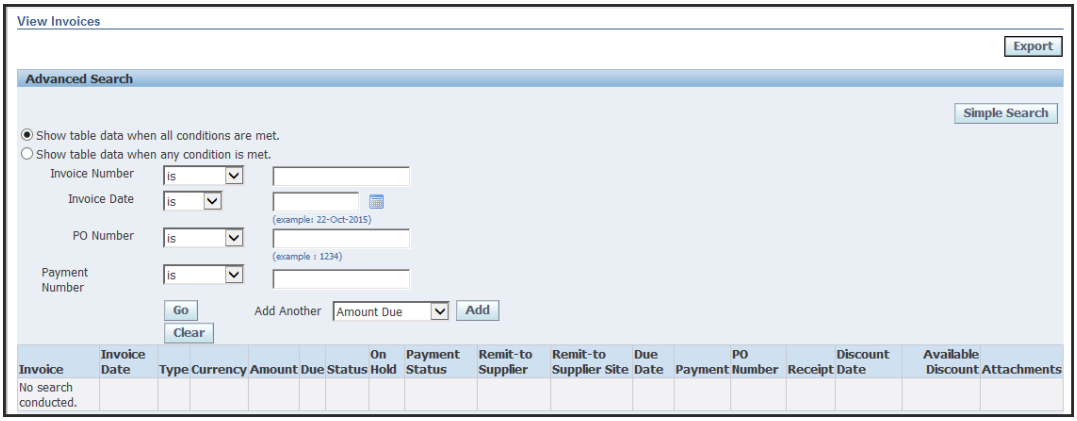
STEPS	DESCRIPTION
2. Searching	Search for invoices in the Simple Search panel appears. You can use as many of the criteria cells as needed to perform your search. The main ones you will probably use are the invoice number or PO number. If you still need to narrow your search then you can click on the Advanced Search icon. Click the GO button to activate your search. Any screen showing the Export button means you can click on the button to export the information in .csv format



Advanced Search for a more comprehensive search. By clicking on the Add Another drop down arrow you can customize your search criteria.



Search results display beneath the search panel.

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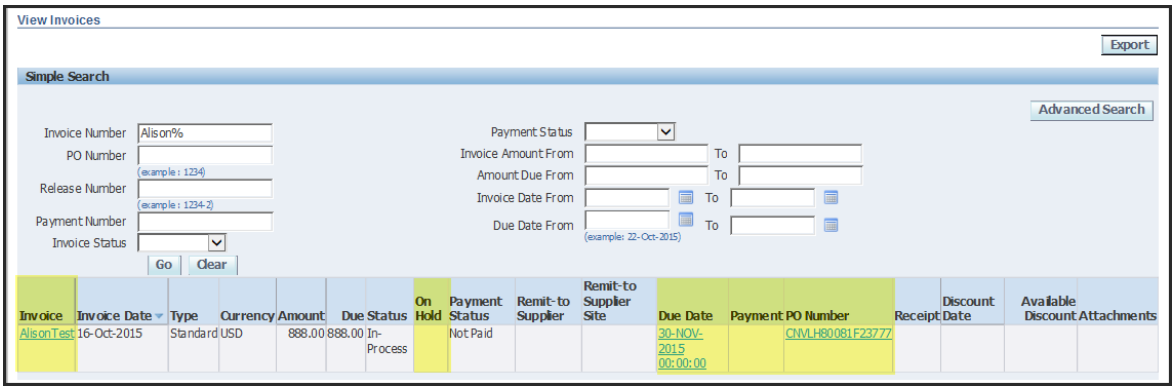
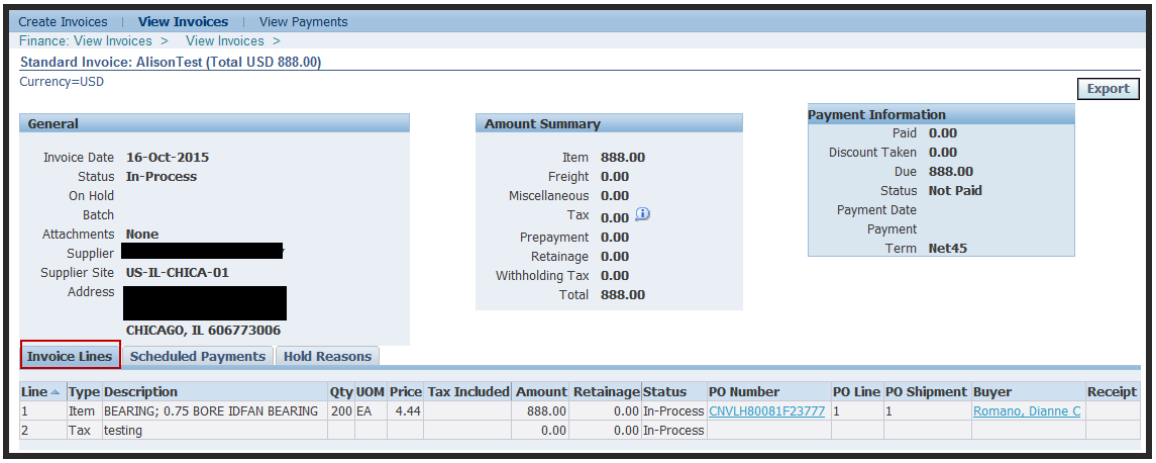
STEPS	DESCRIPTION
3. Viewing Data	Certain fields will have the data showing as a blue underlined item, these fields are hyperlinks which can be used to drill down to view additional information.



Click the **Invoice** link to view the invoice

The Invoice Lines tab below shows line items on the invoice.



Click the Scheduled Payments tab to view any scheduled payments. The payment number and date will show in the Payment Information section. The remit details will show at the bottom of the screen.

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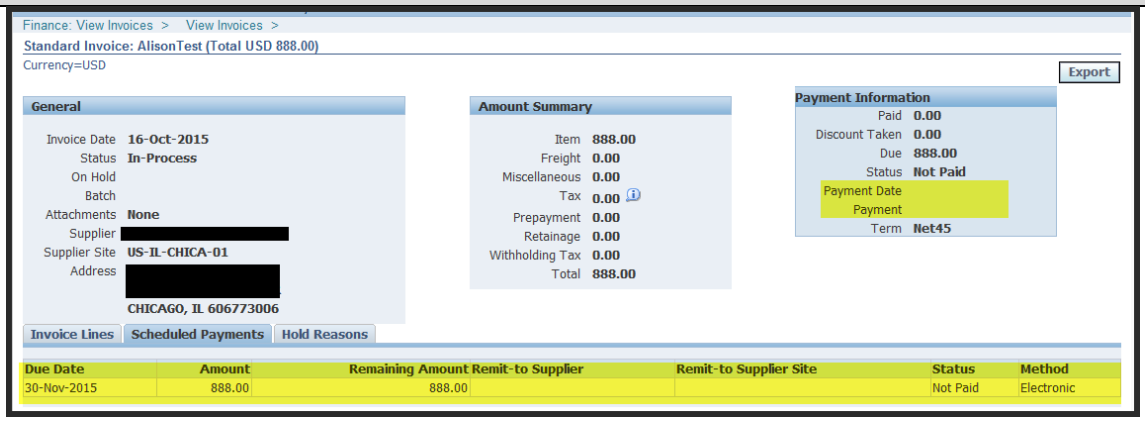
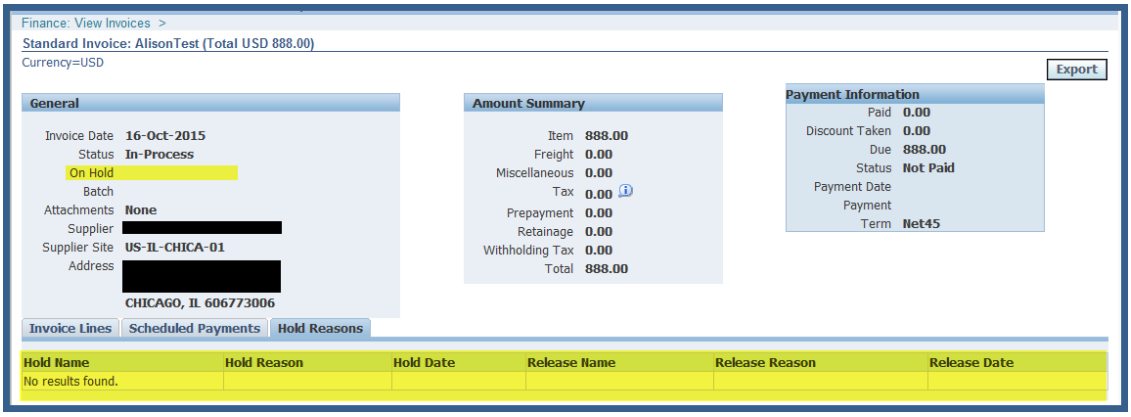
STEPS	DESCRIPTION



Click the Hold Reasons tab to view hold related information. A hold happens when the invoice and purchase order do not match correctly. The buyer is responsible for resolving holds.



If system shows a payment but supplier has not received it then they should work with our AP department at:

Accounts Payable Service Center through email at iSupplierHelp@TraneTechnologies.com or at 800-392-8539, Monday through Friday 8:00 AM to 8:00 PM EST, if you have any questions.

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