

View Invoices & Payments

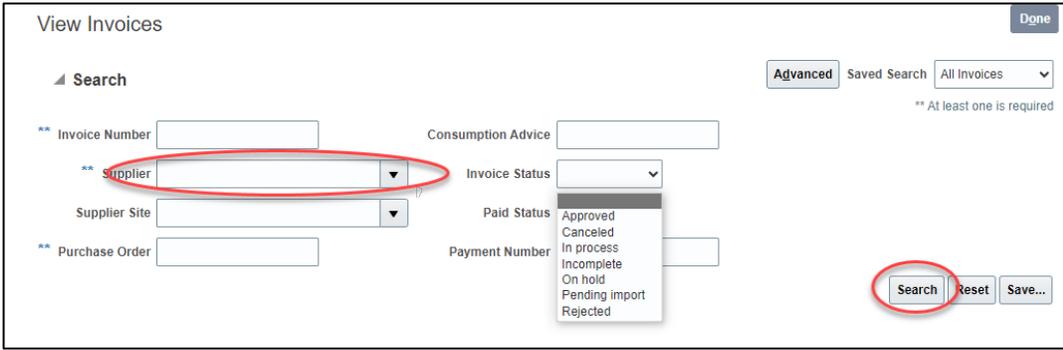
1. In the Supplier Portal click on View Invoices.
2. Select your Supplier Name, the status you which to review (blank will return all invoices) and click Search.
3. When selecting all invoices you will see the Invoice Status and any payment numbers.
 - a. Approved (will pay on due date)
 - b. Canceled
 - c. In process (being validated)
 - d. Incomplete (not yet submitted)
 - e. On Hold (requires receiving by Redpath, etc.)
 - f. Pending Import
 - g. Rejected (something is wrong with the invoice and Redpath has rejected it, you should be notified as to why)

1



- Create Invoice
- **View Invoices**
- View Payments

2



View Invoices Done

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number Consumption Advice

** **Supplier** Invoice Status

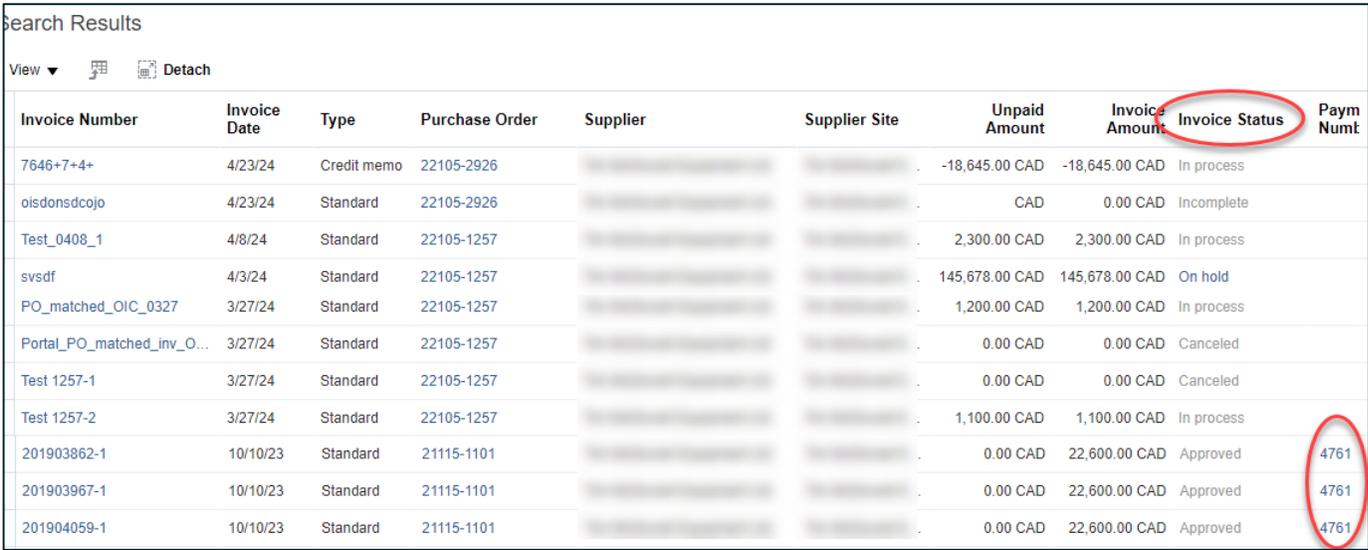
Supplier Site Paid Status

** Purchase Order Payment Number

Approved
Canceled
In process
Incomplete
On hold
Pending import
Rejected

Search Reset Save...

3



Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paym Numt
7646+7+4+	4/23/24	Credit memo	22105-2926			-18,645.00 CAD	-18,645.00 CAD	In process	
oisdonsdcojo	4/23/24	Standard	22105-2926			CAD	0.00 CAD	Incomplete	
Test_0408_1	4/8/24	Standard	22105-1257			2,300.00 CAD	2,300.00 CAD	In process	
svsdf	4/3/24	Standard	22105-1257			145,678.00 CAD	145,678.00 CAD	On hold	
PO_matched_OIC_0327	3/27/24	Standard	22105-1257			1,200.00 CAD	1,200.00 CAD	In process	
Portal_PO_matched_inv_O...	3/27/24	Standard	22105-1257			0.00 CAD	0.00 CAD	Canceled	
Test 1257-1	3/27/24	Standard	22105-1257			0.00 CAD	0.00 CAD	Canceled	
Test 1257-2	3/27/24	Standard	22105-1257			1,100.00 CAD	1,100.00 CAD	In process	
201903862-1	10/10/23	Standard	21115-1101			0.00 CAD	22,600.00 CAD	Approved	4761
201903967-1	10/10/23	Standard	21115-1101			0.00 CAD	22,600.00 CAD	Approved	4761
201904059-1	10/10/23	Standard	21115-1101			0.00 CAD	22,600.00 CAD	Approved	4761

View Invoices & Payments

4. In the Supplier Portal click on View Payments.
5. Select your Supplier Name and click Search.
6. You will see the list of payment numbers, the pay date, their associated invoice number (Multiple – click on the payment number to see the list of invoices) and the Payment Status and the account to which it is remitted.

NOTE REGARDING INCOMPLETE INVOICES – click the invoice number to edit, you may need to cancel the line(s) and re-select and add them to successfully submit your invoice OR go to Invoice Actions to cancel/delete. Until you click Submit, the invoice remains incomplete.

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Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

5

View Payments

Advanced Saved Search All Payments

** Payment Number ** Supplier

Payment Status Supplier Site

Payment Amount Payment Date m/d/yy

Search Reset Save...

6

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
5945	11/2/23		201904081			17,515.00 CAD	Negotiable	XXX
5845	11/1/23		201904075			14,375.00 CAD	Negotiable	XXX
5661	10/30/23		Multiple			80,330.00 CAD	Negotiable	XXX
5173	10/24/23		Multiple			26,617.15 CAD	Negotiable	XXX
5084	10/23/23		201904041			47,460.00 CAD	Cleared	XXX
4761	10/13/23		Multiple			67,800.00 CAD	Cleared	XXX
4541	10/10/23		201904002			17,515.00 CAD	Cleared	XXX
4278	10/5/23		Multiple			199,290.00 CAD	Cleared	XXX
3777	9/27/23		201903974			18,745.00 CAD	Cleared	XXX