Introduction

The Oracle Supplier Portal will replace iSupplier for Goods & Services Suppliers (Non-Merchandise Suppliers, or suppliers of services and merchandise not sold in Fine Wine & Good Spirits stores).

When the new Oracle Supplier Portal goes live, Wine, Spirits & Accessories Suppliers (Merchandise Suppliers to FW&GS stores) will need to use the new portal to (1) inquire about invoice and payment status; and (2) to update the PLCB supplier record with changes to addresses, contact information and banking details. Payment information will NOT be available on the old Supplier portal (iSupplier) upon Release 1 go live and the debut of the new Oracle Supplier Portal. Wine, Spirits & Accessories Suppliers will continue use the Vendor Collaboration Portal to submit invoices and for visibility to purchase orders and special orders until our next release, when these functions will transition to the new system.

The Supplier Portal enables you, suppliers, to see activity between you and the PLCB. This includes the ability to view the status of invoices and payments directly through the portal.

In this lesson, we will walk through how to view invoices and payments within the new Oracle Supplier Portal.
1. Select the **Supplier Portal** tab and select the **Supplier Portal** tile.

2. You will see a dashboard of active orders, payments and your transaction history with the PLCB. To view the status of invoices and payments, use the **Menu** on the left-hand side to select **Invoices and Payments**.

3. Select the **View Invoices** link.

4. This will bring you to an Invoice Search window, which allows you to search invoices in a variety of ways including by Invoice Number, Supplier or Purchase Order (PO) Number.
When searching, you will need to enter one of the fields marked with a double asterisk (Invoice Number, Supplier or Purchase Order). You may also narrow your selection by choosing one or more of the other search fields.

a. Enter the invoice number in the **Invoice Number** field OR
b. Select a supplier from the **Supplier** list OR
c. Enter the PO number associated with the invoice in the **Purchase Order** field
d. Select **Search**

5. A summary list of all invoices associated with the search criteria will display. Items shown in blue can be selected to view detailed information about the invoice, PO or payment.

**Note:** In Release 1, invoice and payment information will be available for review by all suppliers. PO information will only be available for Goods & Services POs. Wine, Spirits & Accessories PO data will be available starting with our next release.

Invoice information provided includes:

- Invoice Number (select link for detail on the invoice)
- Invoice Date
- Type
- PO number (select link for detail on the PO)
- Supplier Site
- Unpaid Amount
- Invoice Amount
- Invoice Status
- Payment Number (select link for detail on payments)
6. Go to the search results and select an **Invoice Number** link.

7. Invoice detail is provided including information on invoice amount, description of item, shipping information, etc.
   
   a. Select the **Payments** tab to see detail of payments for the invoice.
8. Payment information is provided for the invoice showing the status of payment.

   a. When you are finished reviewing the information, select **Done** to return to the list of invoices.
Payment Inquiry

1. Select the **Supplier Portal** and select the **Supplier Portal** tile.

2. You will see a dashboard of active orders, payments and your transaction history with the PLCB. To view the status of invoices and payments, use the **Menu** on the left-hand side to select **Invoices and Payments**, then **View Payments**.
3. This will bring you to a Payment Search window, which allows you to search payments in a variety of ways, including by Payment Number or Supplier. When searching, you will need to enter one of the fields marked with a double asterisk (Payment Number or Supplier). You may also narrow your selection by choosing one or more of the other search fields.

   a. Enter the payment number in the **Payment Number** field **OR**
   b. Select a supplier from the **Supplier** list
   c. Select **Search**

4. A summary list of all payments associated with the search criteria will display. Items shown in blue can be selected to view detailed information about the payment or invoice.

   **Note:** In Release 1, invoice and payment information will be available for review by all suppliers. PO information will only be available for Goods & Services POs. Wine, Spirits & Accessories PO data will be available starting with our next release.

   a. Select **Payment Number** to see details of the payment.

5. When you are finished reviewing the information, select **Done** to return to the list of payments.