

Viewing Invoices and Payments with Oracle Supplier Portal

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).

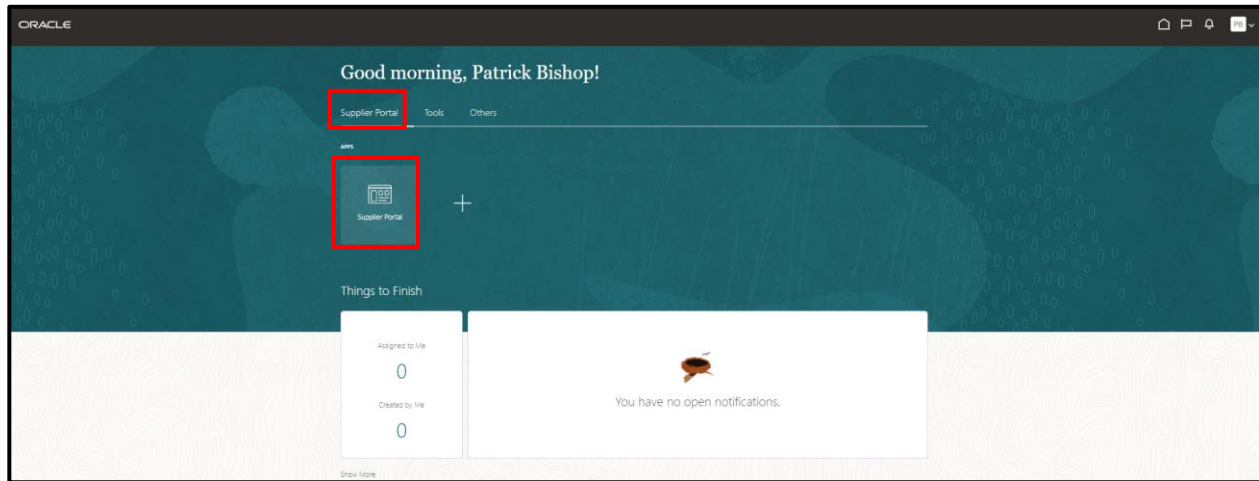
When the new Oracle Supplier Portal goes live, Wine, Spirits & Accessories Suppliers (Merchandise Suppliers to FW&GS stores) will need to use the new portal to (1) inquire about invoice and payment status; and (2) to update the PLCB supplier record with changes to addresses, contact information and banking 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.

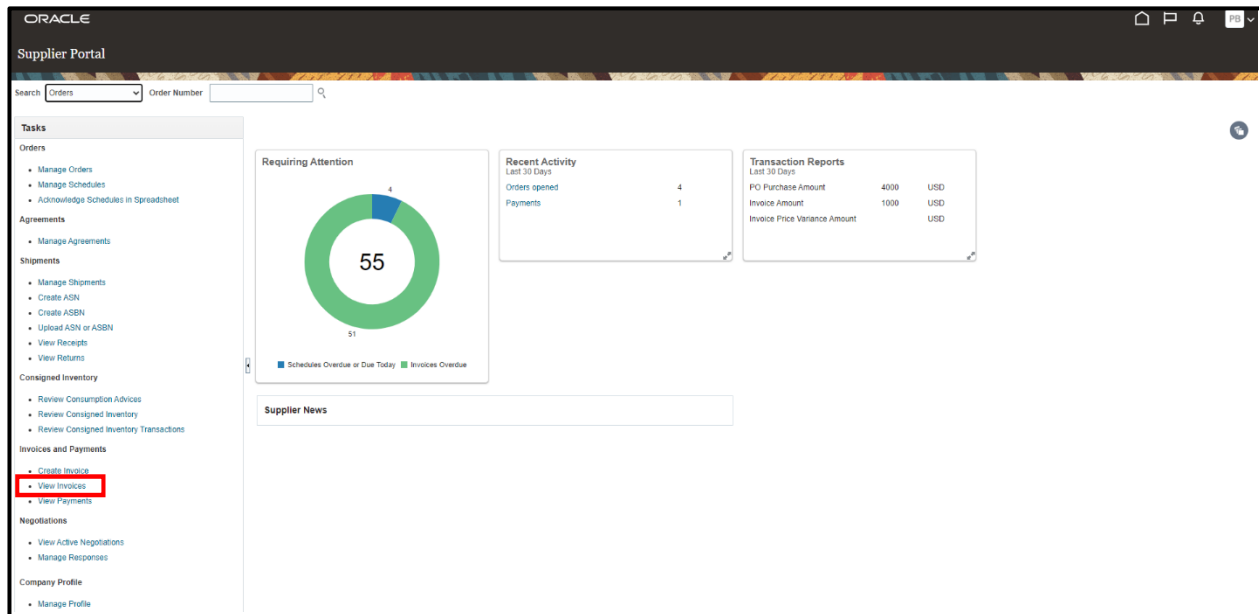
In this lesson, we will walk through how to view invoices and payments within the new Oracle Supplier Portal.

Viewing Invoices and Payments with Oracle Supplier Portal Quick Reference

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.

Viewing Invoices and Payments with Oracle Supplier Portal Quick Reference

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.

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

The screenshot shows the Oracle Supplier Portal search interface. The search criteria are: Invoice Number (marked with **), Supplier (HEAVEN HILL DISTILLERIES INC), Supplier Site, and Purchase Order (marked with **). Additional filters include Consumption Advice, Invoice Status, Paid Status, and Payment Number. A red 'Search' button is visible. Below the search area, a table header is visible with columns for Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Supplier Site, Unpaid Amount, Invoice Amount, Invoice Status, Payment Number, and Comments.

- 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)

Viewing Invoices and Payments with Oracle Supplier Portal Quick Reference



6. Go to the search results and select an **Invoice Number** link.

View Invoices

Search

Supplier: HEAVEN HILL DISTILLERIES INC

Supplier Site: PA-KY-BARDS-01

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
XRSADV001	8/22/21	Standard	8000010	HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	1,000.00 USD	1,000.00 USD	Unpaid		
310-448029	8/22/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	0.00 USD	1,000.00 USD	Approved	300001	
310-448077	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-27.35 USD	-27.35 USD	Approved		
310-448009	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-48.77 USD	-48.77 USD	Approved		
DEAL2081421	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-61.00 USD	-61.00 USD	Approved		
120-448952	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-123,339.50 U...	-123,339.50 U...	Approved		
122-448704	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-8.35 USD	-8.35 USD	Approved		
122-448704	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-11.42 USD	-11.42 USD	Approved		
127-448790	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-53.99 USD	-53.99 USD	Approved		
CO2209224	8/19/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-4.70 USD	-4.70 USD	Approved		
CO2209225	8/19/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	205,204.62 USD	205,204.62 USD	Approved		
CO2209292	8/19/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	308,427.48 USD	308,427.48 USD	Approved		
CO2209292	8/19/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	287,422.44 USD	287,422.44 USD	Approved		
310-448287	8/15/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-29.72 USD	-29.72 USD	Approved		
DEAL2081421	8/15/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	-124,408.50 U...	-124,408.50 U...	Approved		

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.

Invoice: XRSADV001

Business Unit: ENTERPRISE BU
 Legal Entity Name: Pennsylvania Liquor Control Board
 Supplier or Party: HEAVEN HILL DISTILLERIES INC
 Supplier Site: PA-KY-BARDS-01
 Address: 55A HEAVEN HILL BRANDS, PO BOX 708 BARDSTOWN, KY 40304-0709
 Invoice Date: 8/30/21

Invoice Amount: 1,000.00 USD
 Unpaid Amount: 0.00 USD
 Payment Currency: USD
 Tax Control Amount

Invoice Type: Standard
 Description: 1000
 Funds Status: Reserved with warning
 Attachment: None

Payments

Items

Line	Amount	Description	Budgetary Control	Quantity	Unit Price	UOM	Purchase Order	Receipt	Consumption Advice	Tax Determinants
1	1,000.00	1000	Budget Date: 8/30/21 Funds Status: Reserved with a				PLCB CENTRAL OFFICE			

Summary Tax Lines

Shipping and Handling

Totals

Tax charges summary

Item	Amount
Items	1,000.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	1,000.00
Less Invoice Payments	0.00
Remaining Amount	0.00
Invoice Amount	1,000.00
Less Withheld Tax	0.00
Less Excise Payments	0.00
Less Penalties	0.00

Viewing Invoices and Payments with Oracle Supplier Portal Quick Reference



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: 3000001

Business Unit: ENTORPSE BU
 Payee: HEAVEN HILL DISTILLERIES INC
 Payee Site: PA-KY-BARDOS-01
 Address: DBA-HEAVEN HILL BRANDS, PO BOX 728, BARDSTOWN, KY 40004-0728
 Payment Status: Negotiable

Payment Amount: 1,000.00 USD
 Payment Date: 8/30/21
 Payment Type: Payment Process Request
 Remit to Account: XXX1177
 Payment Document: FJCB Check

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
XRSADV001	8/30/21	Standard				1,000.00 USD	1,000.00 USD	Workflow...	8/30/21	Fully paid

View Invoices

Search filters:
 ** Invoice Number:
 ** Supplier: HEAVEN HILL DISTILLERIES INC
 Supplier Site:
 ** Purchase Order:

Consumption Advice:
 Invoice Status:
 Paid Status:
 Payment Number:

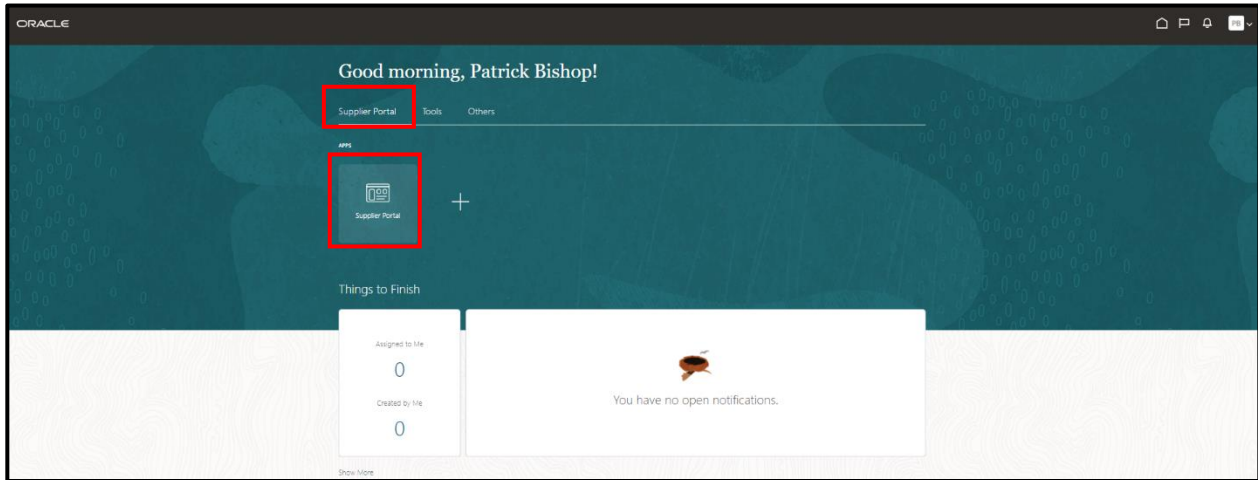
Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
HEAVEN001	8/22/21	Standard	8000010	HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	1,000.00 USD	1,000.00 USD	In process...		
XRSADV001	8/30/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	0.00 USD	1,000.00 USD	Appro...	3000001	
310-44829	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-27.35 USD	-27.35 USD	Appro...		
310-44877	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-48.77 USD	-48.77 USD	Appro...		
310-44909	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-81.00 USD	-81.00 USD	Appro...		
DEAL2001421...	8/22/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-123,339.50 U...	-123,339.50 U...	Appro...		
120-44882	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-8.35 USD	-8.35 USD	Appro...		
122-448704	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-11.42 USD	-11.42 USD	Appro...		
123-448740	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-53.89 USD	-53.89 USD	Appro...		
127-448756	8/21/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-4.70 USD	-4.70 USD	Appro...		
CD220024	8/15/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	205,204.62 USD	205,204.62 USD	Appro...		
CD220025	8/15/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	308,427.48 USD	308,427.48 USD	Appro...		
CD220026	8/15/21	Standard		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	257,422.44 USD	257,422.44 USD	Appro...		
310-448287	8/15/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-29.72 USD	-29.72 USD	Appro...		
DEAL2001421...	8/15/21	Credit memo		HEAVEN HILL DISTILLERIES INC	PA-KY-BARDOS-01	-124,408.50 U...	-124,408.50 U...	Appro...		

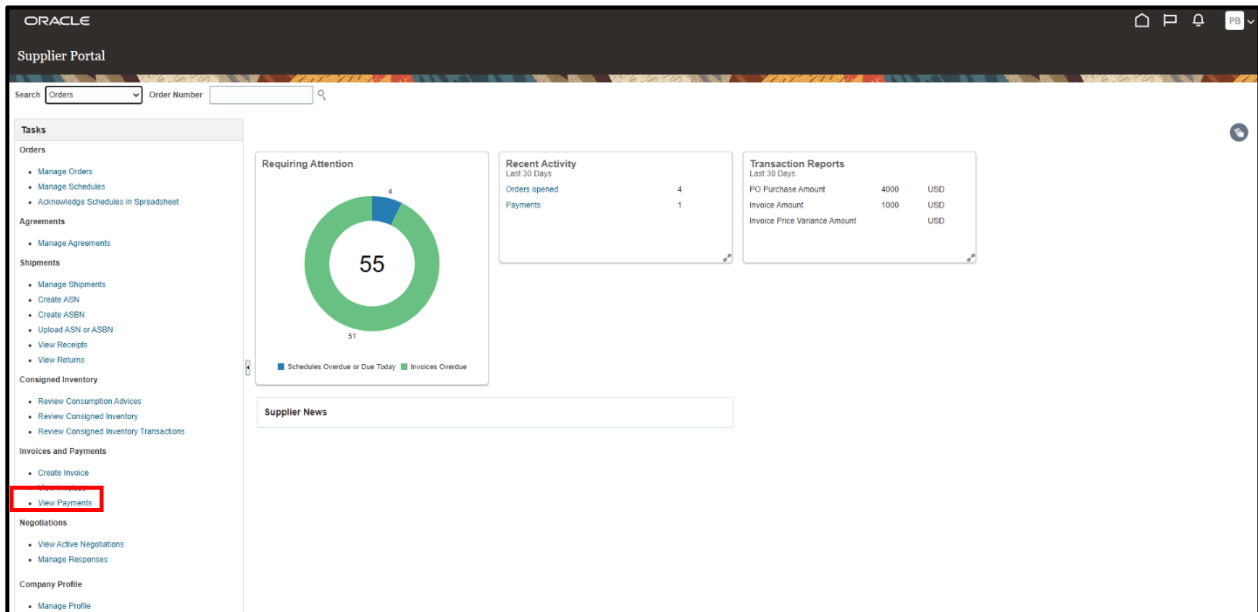
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Payment Inquiry

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**.



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- 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.

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

The screenshot shows the 'View Payments' search interface. A red box highlights the search criteria fields: Payment Number (with a double asterisk), Supplier (with a double asterisk), Payment Status, Payment Amount, and Payment Date. The Search button is also highlighted with a red box. Below the search fields, the search results table is empty, showing 'No search conducted'.

- 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.

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

The screenshot shows the search results for the criteria: Supplier: HEAVEN HILL DISTILLERIES INC, Payment Date: midyy. The search results table has one row highlighted in blue:

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit to Account
3000001	8/30/21	Payment Process R...	XRSADV001	HEAVEN HILL DISTILLERIES INC	PA-KY-BARDS-01	1,000.00 USD	Negotiable	XXXX1177

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

The screenshot shows the details for Payment: 3000001. The 'Done' button is highlighted with a red box. Below the payment details, there is a table of paid invoices:

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
XRSADV001	8/30/21	Standard				1,000.00 USD	1,000.00 USD	Workflow...	8/30/21	Fully paid