



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

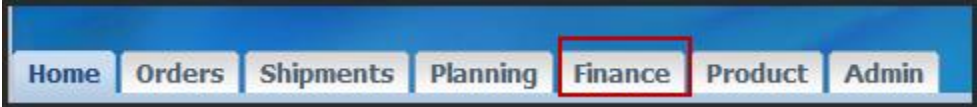
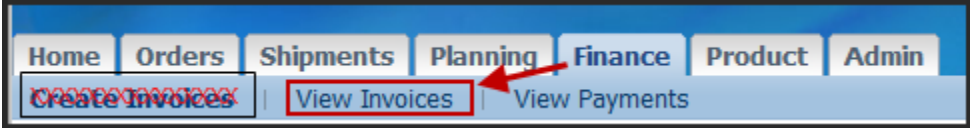
Process / Application:	Oracle iSupplier Portal
Process Tasks:	Viewing invoices and payments
Comments / Summary:	How to view invoices and payments
User Role / Function:	iSupplier Contact / Procurement Administrator
Organization / Contact:	Trane Commercial Systems / Business Operations Support / 800-444-6224,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

Contents

(Click or Ctrl+Click on Contents item to go to that section.)

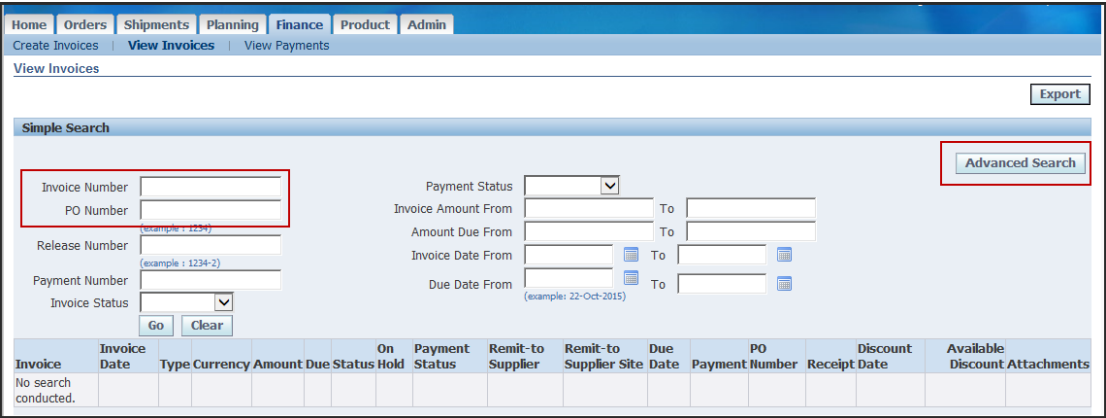
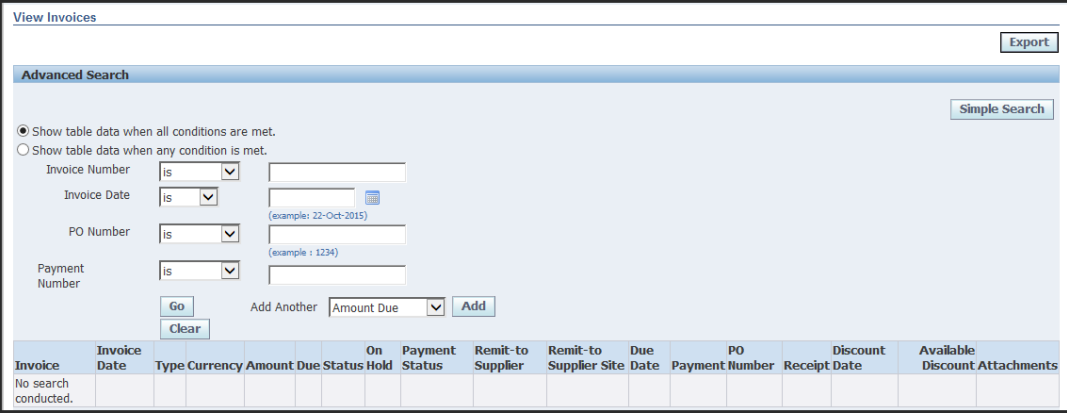
- 1.0 Terms and DefinitionsError! Bookmark not defined.
- 2.0 Searching for invoices and Payments.....Error! Bookmark not defined.

2.0 Searching for Invoices and Payments

STEPS	DESCRIPTION
1. Navigation	<p>Enter steps and instructions or task description.</p> <p>From iSupplier Home page, click the Finance tab</p>  <p>Click the View Invoices link</p>  <p>**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.</p>

Proprietary



STEPS	DESCRIPTION
2. Searching	<p>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</p>  <p>Advanced Search for a more comprehensive search. By clicking on the Add Another drop down arrow you can customize your search criteria.</p>  <p>Search results display beneath the search panel.</p>



STEPS	DESCRIPTION
3. Viewing Data	<p>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.</p> <div data-bbox="360 401 1528 777"> </div> <p>Click the Invoice link to view the invoice</p> <p>The Invoice Lines tab below shows line items on the invoice.</p> <div data-bbox="360 940 1507 1392"> </div> <p>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.</p>





STEPS | **DESCRIPTION**

Finance: View Invoices > View Invoices >
Standard Invoice: AlisonTest (Total USD 888.00)
Currency=USD

General	Amount Summary	Payment Information
Invoice Date: 16-Oct-2015	Item: 888.00	Paid: 0.00
Status: In-Process	Freight: 0.00	Discount Taken: 0.00
On Hold: [None]	Miscellaneous: 0.00	Due: 888.00
Batch: [None]	Tax: 0.00	Status: Not Paid
Attachments: None	Prepayment: 0.00	Payment Date: [None]
Supplier: [Redacted]	Retainage: 0.00	Payment: [None]
Supplier Site: US-IL-CHICA-01	Withholding Tax: 0.00	Term: Net45
Address: [Redacted]	Total: 888.00	
CHICAGO, IL 606773006		

Export

Invoice Lines | Scheduled Payments | Hold Reasons

Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method
30-Nov-2015	888.00	888.00			Not Paid	Electronic

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.

Finance: View Invoices >
Standard Invoice: AlisonTest (Total USD 888.00)
Currency=USD

General	Amount Summary	Payment Information
Invoice Date: 16-Oct-2015	Item: 888.00	Paid: 0.00
Status: In-Process	Freight: 0.00	Discount Taken: 0.00
On Hold: [On Hold]	Miscellaneous: 0.00	Due: 888.00
Batch: [None]	Tax: 0.00	Status: Not Paid
Attachments: None	Prepayment: 0.00	Payment Date: [None]
Supplier: [Redacted]	Retainage: 0.00	Payment: [None]
Supplier Site: US-IL-CHICA-01	Withholding Tax: 0.00	Term: Net45
Address: [Redacted]	Total: 888.00	
CHICAGO, IL 606773006		

Export

Invoice Lines | Scheduled Payments | Hold Reasons

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
No results found.					

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.

