



Oracle Fusion: View Payments

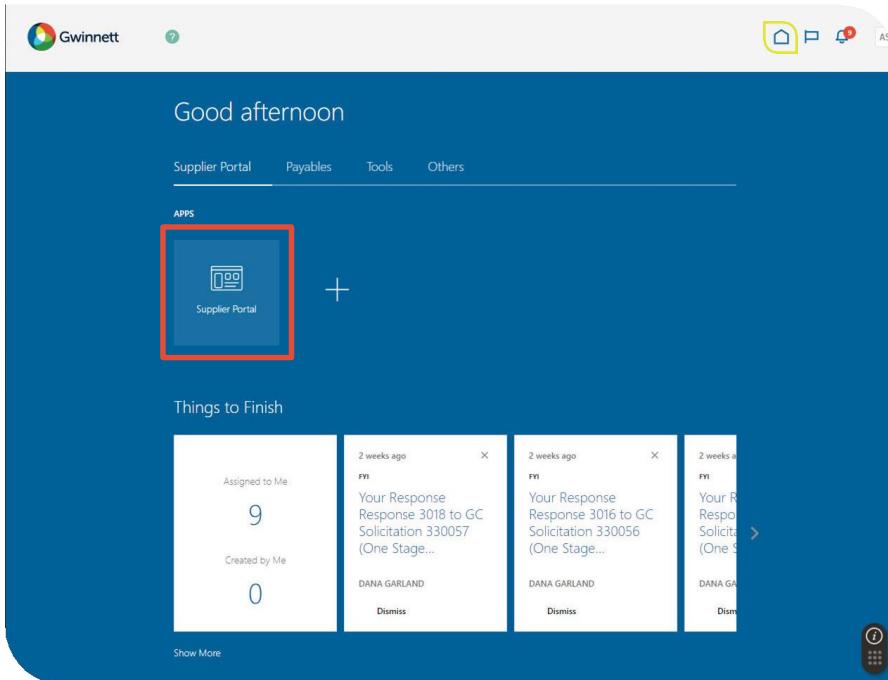
Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

Step 1

From the Oracle homepage, click Supplier Portal.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



Step 2

From the tasks list, click on “View Payments”.

A screenshot of the 'Supplier Portal' tasks list. On the left, there is a sidebar with a 'Tasks' section containing links for 'Manage Orders', 'View Receipts', 'Create Invoice', 'View Invoices', and 'View Payments'. The 'View Payments' link is highlighted with a red box. Below the sidebar are three main content boxes: 'Supplier News' (welcome message and purchasing info), 'Requiring Attention' (a donut chart showing 25 items across three categories: Schedules Overdue or Due Today, Negotiation Messages, and Invoices Overdue), and 'Recent Activity' and 'Transaction Reports' sections.

Step 3

Either the “Payment Number” or “Supplier” field is required to perform a search.

After entering criteria in either field, select “Search”.

View Payments

Search

Payment Number
Payment Status
Payment Amount

Supplier
Supplier Site
Payment Date

Advanced Saved Search All Payments

** At least one is required

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

Step 4

After clicking “Search”, your payments will appear.

Click the desired payment number in the first column to view more details.

View Payments

Search

Payment Number
Payment Status
Payment Amount

Supplier
Supplier Site
Payment Date

Advanced Saved Search All Payments

** At least one is required

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
50000000	03/18/2025	Payment Process Re...	123456	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	25.00 USD	Negotiable	
220009737	03/04/2025	Payment Process Re...	6543.1	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	15.00 USD	Negotiable	XX3456
220009728	03/04/2025	Payment Process Re...	Multiple	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	7.00 USD	Negotiable	XX3456
220009728	02/13/2025	Payment Process Re...	INV-220025	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	25.00 USD	Negotiable	

Step 5

Review the payment information.

To review more detailed information on the Purchase Order, select the PO number in the Purchase Order column.

Payment: 50000002

Done

Business Unit	GC BU	Payment Amount	25.00 USD
Payee	ADVANCED COVERT TECHNOLOGY	Payment Date	03/18/2025
Payee Site	EVANS_PAY	Payment Type	Payment Process Request
Address	PO Box 1518, EVANS, GA 30809	Remit-to Account	
Payment Status	Negotiable	Payment Document	GC PD&ES CHECK8664

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
123456	02/21/2025	Standard	220025			25.00 USD	25.00 USD	Workflow ...	03/23/2025	Fully paid

When you've selected the PO number, a detailed screen will appear with more information regarding the specific order. Click "Done" once you have completed reviewing the information.

Purchase Order: 220025 [\(i\)](#)

[View PDF](#) [Actions](#) [Refresh](#) [Done](#)

Main

General

Sold-to Legal Entity	Gwinnett County Board of Commissioners	Supplier	ADVANCED COVERT TECHNOLOGY	Ordered	50.00 USD
Bill-to BU	GC BU	Supplier Site	EVANS_PAY	Description	
Order	220025	Supplier Contact	RYAN MITCHELL	Source Agreement	
Status	Closed	Additional Contact Email		Supplier Order	
Buyer	Jake Scarpone	Bill-to Location	Gwinnett Justice & Administrative Center	Master Contract	
Creation Date	02/04/2025	Ship-to Location	Gwinnett Justice & Administrative Center		

Terms Notes and Attachments

Required Acknowledgment	None	Shipping Method	Manual	... Requires signature
Payment Terms	Net 30	Freight Terms	None	... Pay on receipt
		FOB	Destination	... Confirming order

Additional Information

Original Agreement Start Date	Consumed Agreement Amount	Procurement Type
Original Agreement End Date	GCID	Department
Original Approved Agreement Amount	Approved Agreement Amount	Context Prompt
Total Agreement Amount at Conversion	Exempt Agreement	

Step 6

Once you have completed reviewing the payment information, select “Done”.

Payment: 50000002

Done

Business Unit GC BU
Payee ADVANCED COVERT TECHNOLOGY
Payee Site EVANS_PAY
Address PO Box 1518, EVANS, GA 30809
Payment Status Negotiable

Payment Amount 25.00 USD
Payment Date 03/18/2025
Payment Type Payment Process Request
Remit-to Account
Payment Document GC PD&S CHECK8664

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
123456	02/21/2025	Standard	220625			25.00 USD	25.00 USD	Workflow ...	03/23/2025	Fully paid