



Oracle Fusion: View Payments

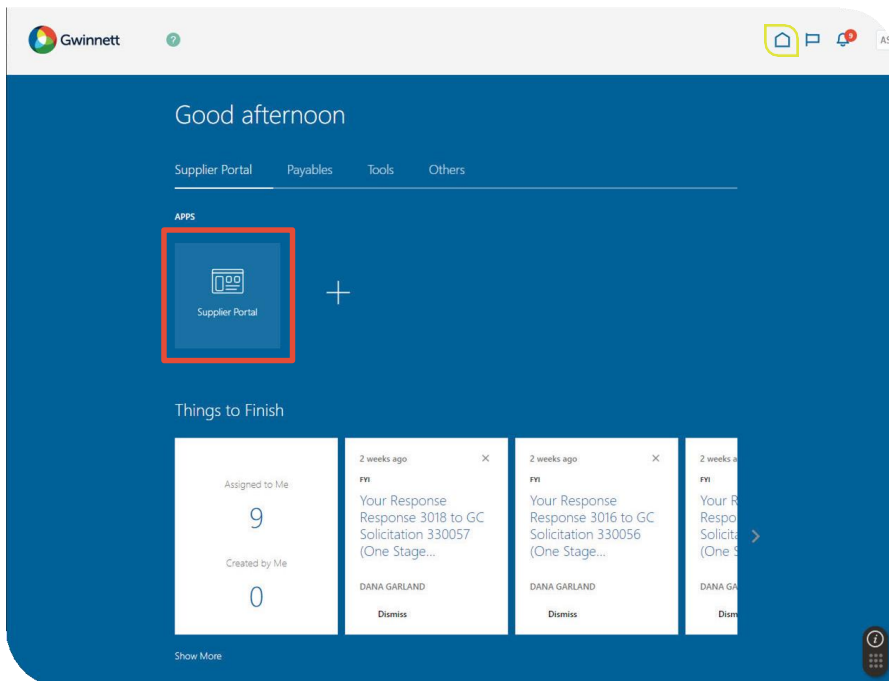
Supplier Standard Operating Guide

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

Step 1

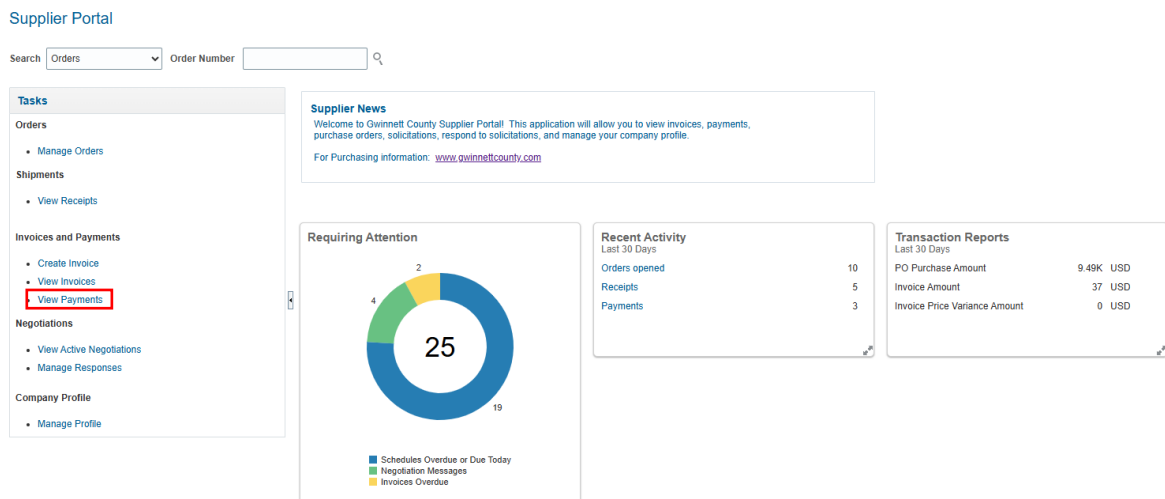
From the Oracle homepage, click **Supplier Portal**.

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”**.



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

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

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
50000002	03/18/2025	Payment Process Re...	123456	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	25.00 USD	Negotiable	
22000737	03/04/2025	Payment Process Re...	6543.1	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	15.00 USD	Negotiable	XX3456
22000738	03/04/2025	Payment Process Re...	Multiple	ADVANCED COVERT TECHNOLOGY	EVANS_PAY	7.00 USD	Negotiable	XX3456
22000729	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

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 PDOS 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 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 UnitGC BU

PayeeADVANCED COVERT TECHNOLOGY

Payee SiteEVANS_FKY

AddressPO Box 1518, EVANS, GA 30809

Payment StatusNegotiable

Payment Amount25.00 USD

Payment Date03/18/2025

Payment TypePayment Process Request

Remit to Account

Payment DocumentGC PDES CHECK8664

Paid Invoices

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