



# ***Oracle12 iSupplier Portal*** **External User Guide** **Product Information**

*Last Update: 10/01/2019*

## *Chapter Objectives:*

Through the iSupplier portal, a supplier can view any invoice information received and entered into Oracle by DAA. Supplier can also view any payment information related to an invoice.

Estimated Lesson Time: 5 minutes

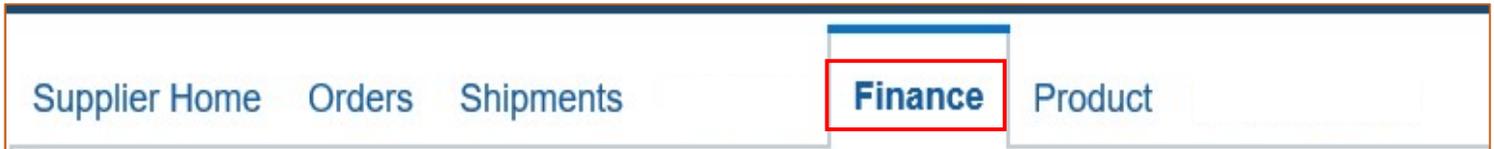
*As more features are added and endorsed by DAA in the iSupplier portal, updated guides and information will be provided.*

## Viewing Invoice Information

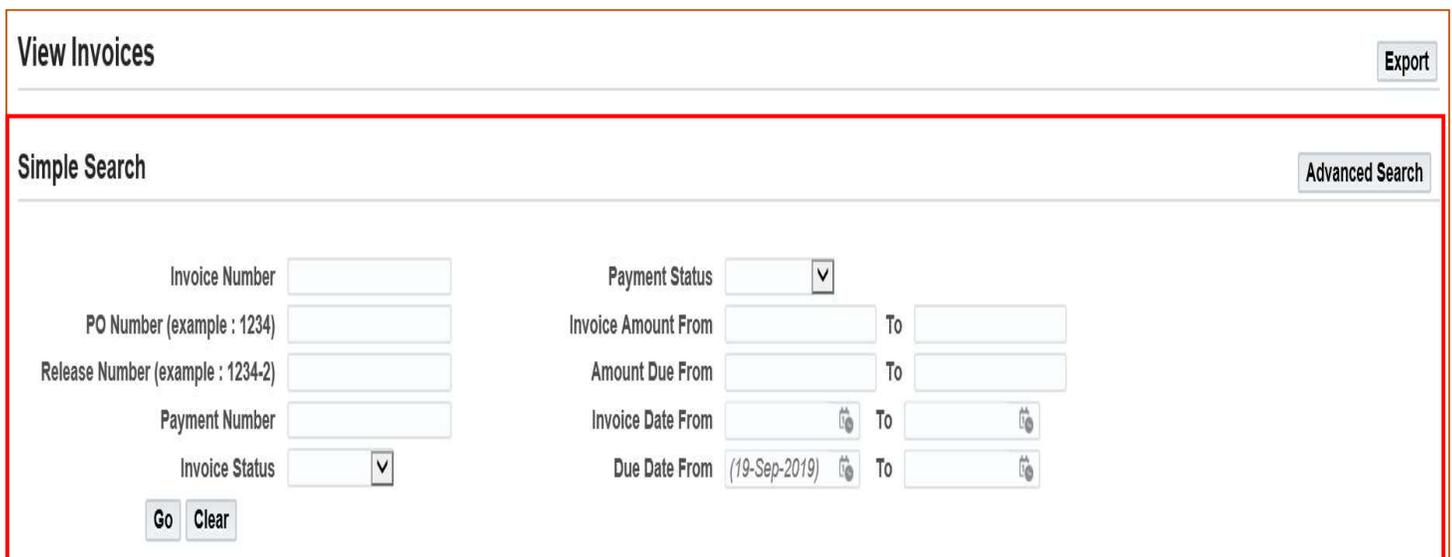
### **Responsibility: DAIKIN iSUPPLIER USER**

Use the View Invoices feature to view any supplier's invoice that has been entered into DAA's Accounts Payable (AP) system. Only invoices that have been processed by DAA's AP department will be available. If an invoice is not visible using the following steps, it is likely that the invoice has not yet been processed by DAA's AP department.

Begin by clicking on the "Finance" tab in the upper left-hand corner of the screen.



The Invoice Summary screen will load by default presenting various simple search fields. Enter search criteria into the fields as desired and select "Go." The page will reload displaying any results that meet the search criteria. *Note: Leaving the fields blank and selecting "Go" will display all invoices listed in Oracle.*

A screenshot of the "View Invoices" search interface. The page title is "View Invoices" with an "Export" button in the top right. Below the title is a "Simple Search" section with an "Advanced Search" button. The search fields are arranged in two columns. The left column contains: "Invoice Number" (text input), "PO Number (example : 1234)" (text input), "Release Number (example : 1234-2)" (text input), "Payment Number" (text input), and "Invoice Status" (dropdown menu). The right column contains: "Payment Status" (dropdown menu), "Invoice Amount From" (text input) and "To" (text input), "Amount Due From" (text input) and "To" (text input), "Invoice Date From" (calendar icon) and "To" (calendar icon), and "Due Date From" (calendar icon) and "To" (calendar icon). At the bottom left of the search area are "Go" and "Clear" buttons.

The Invoice Summary search results provide a high-level view of the invoice itself including the following:

Invoice Number, Description (basic description of the invoice as entered by DAA's AP department), Invoice Date (as stated on the invoice), PO Number (provides a list of purchase orders/releases applicable to the invoice), Currency, Gross Amount, Amount Due, Due Date (determined by the payment terms stated on the order/release), Status (whether the invoice is approved, on hold, or rejected), payment number (if available), and the type of invoice.

To view details of the invoice and all associated purchase orders/releases, click one of the Invoice Number links on the far left of the search results. (You can also view any associated purchase order(s), payments, or scheduled payments by clicking their links.)

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date	Available Discount
PO-1177501	27-Aug-2019	Standard	USD	1.00	1.00	In-Process	Qty Rec	Not Paid		11-OCT-2019		1177501	2		11-Sep-2019	
INV-12345	24-Aug-2019	Standard	USD	18,149.85	18,149.85	In-Process		Not Paid		08-OCT-2019		Multiple			08-Sep-2019	
PO-1177498-V4	22-Aug-2019	Standard	USD	27,829.77	27,829.77	In-Process		Not Paid		06-OCT-2019		1177498			06-Sep-2019	
PO#1177491	21-Aug-2019	Standard	USD	88,639.50	88,639.50	In-Process		Not Paid		05-OCT-2019		1177491			05-Sep-2019	
PO-1177498-V2	21-Aug-2019	Standard	USD	6,049.95	6,049.95	In-Process		Not Paid		05-OCT-2019		1177498			05-Sep-2019	
PO-1177490-V1	21-Aug-2019	Standard	USD	11,818.60	11,818.60	In-Process		Not Paid		05-OCT-2019		1177490			05-Sep-2019	
PO-1177498-V1	21-Aug-2019	Standard	USD	8,863.95	8,863.95	In-Process		Not Paid		05-OCT-2019		1177490			05-Sep-2019	
PO-1177498-V5	21-Aug-2019	Standard	USD	6,049.95	6,049.95	In-Process		Not Paid		05-OCT-2019		1177498			05-Sep-2019	
PO-1177498-V2	21-Aug-2019	Standard	USD	7,259.94	7,259.94	In-Process		Not Paid		05-OCT-2019		1177498			05-Sep-2019	
312013	08-Aug-2019	Standard	USD	156.60	0.00	Approved		Paid		19-SEP-2019		2367689	1158421-100		23-Aug-2019	0.78
311850	05-Aug-2019	Standard	USD	2,304.46	0.00	Approved		Paid		08-SEP-2019		2367689	Multiple		20-Aug-2019	11.52
311411	25-Jul-2019	Standard	USD	5,134.35	0.00	Approved		Paid		08-SEP-2019		2366784	Multiple		09-Aug-2019	25.67

- #1: On the Invoice Details page, you can see the header level information.

Supplier Home Orders Shipments Planning **Finance** Product Administration

View Invoices View Payments

Finance: View Invoices >

**Standard Invoice: INV-12345 (Total USD 18,149.85)** Export

Currency= USD

<p><b>General</b></p> <p>Invoice Date 24-Aug-2019</p> <p>Status In-Process</p> <p>On Hold</p> <p>Batch</p> <p>Attachments <u>None</u></p> <p>Supplier</p> <p>Supplier Site CHICA</p> <p>Address : Chicago, IL 60677</p>	<p><b>Amount Summary</b></p> <table border="0"> <tr><td>Item</td><td>18,149.85</td></tr> <tr><td>Freight</td><td>0.00</td></tr> <tr><td>Miscellaneous</td><td>0.00</td></tr> <tr><td>Tax</td><td>0.00 </td></tr> <tr><td>Prepayment</td><td>0.00</td></tr> <tr><td>Retainage</td><td>0.00</td></tr> <tr><td>Withholding Tax</td><td>0.00</td></tr> <tr><td><b>Total</b></td><td><b>18,149.85</b></td></tr> </table>	Item	18,149.85	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Prepayment	0.00	Retainage	0.00	Withholding Tax	0.00	<b>Total</b>	<b>18,149.85</b>	<p><b>Payment Information</b></p> <table border="0"> <tr><td>Paid</td><td>0.00</td></tr> <tr><td>Discount Taken</td><td>0.00</td></tr> <tr><td>Due</td><td>18,149.85</td></tr> <tr><td>Status</td><td>Not Paid</td></tr> <tr><td>Payment Date</td><td></td></tr> <tr><td>Payment</td><td></td></tr> <tr><td>Term</td><td>.5/10 NET 30 D5</td></tr> </table>	Paid	0.00	Discount Taken	0.00	Due	18,149.85	Status	Not Paid	Payment Date		Payment		Term	.5/10 NET 30 D5
Item	18,149.85																															
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- To view invoice line information, click the Invoice Lines tab. You can also view any scheduled payments and any hold information

Invoice Lines Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		10	EACH				0.00	Approved	1177499	3	1		
2	Item		5	EACH				0.00	Approved	1177498	3	1		
3	Item		20	EACH				0.00	Approved	1177496	1	2		
4	Item		10	EACH				0.00	Approved	1177496	1	1		

### Scheduled Payments Tab

Invoice Lines Scheduled Payments Hold Reasons

Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method
11-Oct-2019	1.00	1.00			Not Paid	Check

### Hold Reasons Tab

Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
QTY REC	Quantity billed exceeds quantity received	27-Aug-2019		Release of Hold By Supervisor/Manager	29-Aug-2019
LINE VARIANCE	Total of Invoice Lines does not equal Invoice Amount	27-Aug-2019			
QTY REC	Quantity billed exceeds quantity received	27-Aug-2019			
QTY REC	Quantity billed exceeds quantity received	27-Aug-2019			

The following table lists some common holds names and their details. *For resolution of holds, please contact DAA Buyer or AP Contact.*

#	Hold Name	Hold Reason
1	AMT ORD	Amount Billed is greater than Amount Ordered * (1 + % Ordered tolerance).
2	AMT REC	Amount Billed is greater than Amount Received * (1 + % Received tolerance).
3	MAX AMT REC	Amount Billed is greater than the sum of Amount Received and Maximum Amount Received Tolerance Amount
4	Max Qty Rec	Quantity billed is more than the sum of (quantity received plus the tolerance amount)
5	Qty Rec	Quantity billed is more than [quantity received (1 plus % tolerance)]
6	Line Variance	Total of Invoice Lines does not equal Invoice Amount.

# 2: PO Associations – provides a link to any orders/releases the invoice is applied to. *Note: Clicking on a PO Number from this screen will display a specialized order details page limiting the line and shipment data to only those applicable to the invoice selected.*

Finance: View Invoices >

Purchase Orders for Standard Invoice: INV-12345 Export

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
1177496	4		Standard PO	Test iSupplier Portal-	29-Aug-2019 10:27:24		USD		Open			
1177499	1		Standard PO		21-Aug-2019 07:50:52		USD		Open			
1177498	2		Standard PO	Test iSupplier Portal-Acknowledgement	20-Aug-2019 13:21:16		USD		Open			

Return to Finance: View Invoices

## Viewing Payment Information

### **Responsibility: DAIKIN iSUPPLIER FINANCE**

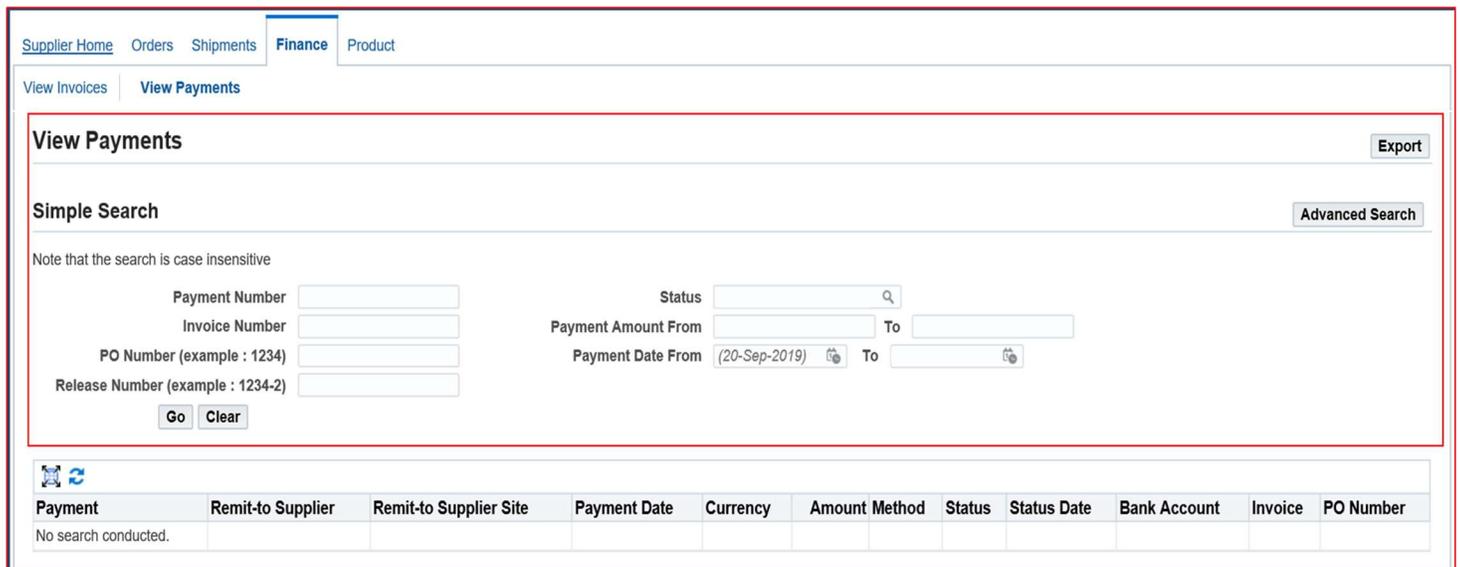
Use the View Payments feature of iSupplier to view payment history and expected payments to a supplier. This feature allows a supplier to view the details associated with a payment including the issue date and the invoice(s) that were covered by the payment.

Begin by clicking on the “Account” tab in the upper left-hand corner of the screen.



Once the Invoice Summary page loads, click on the “View Payments” link located in the second row of the screen. This will load the “Payment Summary” page.

The Payment Summary screen will load with simple search fields appear towards the top of the screen.



The screenshot shows the 'View Payments' page. At the top, there are navigation tabs: Supplier Home, Orders, Shipments, Finance (selected), and Product. Below the tabs, there are two links: View Invoices and View Payments (selected). The main content area is titled 'View Payments' and includes an 'Export' button. Below this is a 'Simple Search' section with an 'Advanced Search' link. A note states: 'Note that the search is case insensitive'. The search fields are: Payment Number, Invoice Number, PO Number (example : 1234), Release Number (example : 1234-2), Status, Payment Amount From, Payment Date From (20-Sep-2019), and Payment Date To. There are 'Go' and 'Clear' buttons. Below the search fields is a table with the following columns: Payment, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number. The table currently shows 'No search conducted.'

Enter search criteria into the fields as desired and select “Go.” The page will reload displaying any results that meet the search criteria. *Note: Leaving the fields blank and selecting “Go” will display all payments noted in Oracle.*

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
2367689			16-Aug-2019	USD		Check	Negotiable	16-Aug-2019		Multiple	Multiple
2367226	Test Supplier	PITTS	09-Aug-2019	USD		Check	Negotiable	09-Aug-2019		310879	1174189
2366784	Test Supplier		02-Aug-2019	USD		Check	Negotiable	02-Aug-2019		Multiple	Multiple
2366304			26-Jul-2019	USD		Check	Negotiable	26-Jul-2019		Multiple	Multiple
2365755			19-Jul-2019	USD		Check	Reconciled	29-Jul-2019		310575	1173108
2365303			12-Jul-2019	USD		Check	Reconciled	18-Jul-2019		Multiple	Multiple
2364895			05-Jul-2019	USD		Check	Reconciled	11-Jul-2019		309680	1166167
2364466			28-Jun-2019	USD		Check	Reconciled	05-Jul-2019		Multiple	Multiple
2363936			21-Jun-2019	USD		Check	Reconciled	28-Jun-2019		Multiple	Multiple
2363502			14-Jun-2019	USD		Check	Reconciled	21-Jun-2019		308260	1158421-56
2363041			07-Jun-2019	USD		Check	Reconciled	13-Jun-2019		Multiple	Multiple
2362539			31-May-2019	USD		Check	Reconciled	06-Jun-2019		Multiple	Multiple
2362081			24-May-2019	USD		Check	Reconciled	03-Jun-2019		Multiple	Multiple
2359001			05-Apr-2019	USD		Check	Reconciled	12-Apr-2019		306631	Multiple
2358391			28-Mar-2019	USD		Check	Reconciled	04-Apr-2019		Multiple	Multiple
2357881			22-Mar-2019	USD		Check	Reconciled	01-Apr-2019		Multiple	Multiple
2357436			15-Mar-2019	USD		Check	Reconciled	22-Mar-2019		Multiple	Multiple

The Payment Summary search results provide a high-level view of the invoice itself including the following:

Payment Number (DAA's payment reference), Invoice(s) indicating any invoice that is paid as a part of the payment number, PO Number (depicts any order/release that is related to the payment), Payment Date (the date payment was issued by DAA), Currency, and the Amount of the payment.

Clicking on a payment number loads the Payment Detail screen for the selected payment.

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
311206									
311204									
311205									
311268									
311850									
312013									
311269									

This Payment Detail screen displays the address the check was issued to, the payment amount, and the payment date. It also provides a link to the Invoice Summary screen for each invoice attached to the payment.