

This job aid will show you how to search and view invoices.

Step 1. In iSupplier, click the **Finance** Tab and the **View Invoices** sub-tab.

Step 2. Enter any desired information into the Simple Search fields. Click **GO**.

Step 3. Click **Invoice Number**

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Supplier Site	Due Date	Payment PO Number	Receipt	Discount Date	Available Discount	Attachments
87654	2017-05-23	Standard	USD	1,746.64	1,746.64	In-Process	Qty Rec	Not Paid		2017-06-22	2101061054				
67	2017-05-09	Standard Invoice Request	USD	4,270.00	4,270.00	In-Process		Not Paid		2017-06-08					

Note: if there are attachments, an icon will appear and you can click on the icon to view the attachments.

Standard Invoice: 87654 (Total USD 1,746.64)
Currency=USD

General		Amount Summary		Payment Information	
Invoice Date	2017-05-23	Item	1,636.20	Paid	0.00
Status	In-Process	Freight	0.00	Discount Taken	0.00
On Hold	Qty Rec	Miscellaneous	0.00	Due	1,746.64
Batch		Tax	110.44	Status	Not Paid
Attachments	View	Prepayment	0.00	Payment Date	
Supplier	UPK SUPPLIER	Retainage	0.00	Payment	
Supplier Site	MAIN OFFICE	Withholding Tax	0.00	Term	NET 30
Address	123 MAIN STREET KALAMAZOO, MI 49001	Total	1,746.64		

Line	Type	Description	Qty	UOM	Price	Included	Tax Amount	Retainage	Status	PO Number	PO Line	PO Shipm
1	Item	ADAPTOR, FRAME, FOR	3	EACH	545.40		1,636.20	0.00	In-Process	2101061054	1	1
2	Tax	US_SALES_TAX_EAM - US NC STATE TAX					110.44	0.00	In-Process			

Note: this page displays invoice details, supplier details, Invoice amounts and payment details. To view the invoice lines information, payment schedule details, or any hold details click on the appropriate tabs.

SUCCESS!! You have now viewed an invoice.