

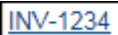



iSupplier Order Inquiry - Order Invoice and Payment Status

Step	Action
1.	Click the HRSD iSupplier Responsibility link. 
2.	The <i>iSupplier Portal Home Page</i> displays. Select the Purchase Order to view. Click the 6150028 PO Number link. 
3.	The <i>Standard Purchase Order: 6150028</i> page displays. Click the Received Amount link to view more detail. 
4.	The <i>Receipts for Standard Purchase Order: 6150028</i> page displays. Click the Receipt 22 link for more detail. 
5.	The <i>Receipt 22</i> page displays. Review the details. Click the Return to Receipt Transactions link. 
6.	Click the Return to View Order Details link. 
7.	Click the Invoiced Amount link to view more detail. 
8.	The <i>Invoices for Standard Purchase Order: 6150028</i> page displays. Click the INV-1234 link to view more detail. 
9.	The <i>Standard Invoice: INV-1234</i> page displays. Click the Payment Number link to view more detail. 
10.	The <i>Payment: 4000002</i> page displays.

	<p>Review the Payment information details.</p> <p>Click the Return to Invoice Details link.</p> <p>Return to Invoice Details</p>
11.	<p>Click the Scheduled Payments link.</p> <p>Scheduled Payments</p>
12.	<p>View any Scheduled Payments.</p> <p>If invoices have been submitted, but not paid yet, the scheduled payment date can be viewed here.</p>
13.	<p>This topic covered:</p> <ul style="list-style-type: none">- View Order status including Receipts, Invoices and Payments <p>End of Procedure.</p>