

# How to View Payments

## Tasks → Invoices and Payments → View Payments

Supplier Portal

Search Orders Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Deliverables
  - Manage Deliverables
- Invoices and Payments**
  - Create Invoice
  - View Invoices
  - View Payments**
- Tenders
  - View Active Tenders
  - Manage Responses
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - Manage Profile

**Requiring Attention**

38

5 Schedules Overdue or Due Today  
33 Invoices Overdue

**Recent Activity**  
Last 30 Days

No data available

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**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**  
Supplier Guidelines

Figure 43

## Search Result with Supplier:

**View Payments**

Search

Advanced Saved Search All Payments

Supplier: FARM & COUNTRY LIMITED

Search Reset Save...

Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
88002	28/11/2018	Quick	Multiple	FARM & COUNTRY LIMITED	CM16 5JA	588.37 GBP	Cleared	XXXX8795
11001071	28/11/2018	Quick	Multiple	FARM & COUNTRY LIMITED	CM16 5JA	1,125.00 GBP	Negotiable	XXXX8795
11001081	28/11/2018	Quick	INV0009091	FARM & COUNTRY LIMITED	CM16 5JA	900.00 GBP	Negotiable	XXXX8795
88001	27/11/2018	Quick	PO Matched-1	FARM & COUNTRY LIMITED	CM16 5JA	225.00 GBP	Cleared	XXXX8795
11001084	27/11/2018	Quick	INV-10001	FARM & COUNTRY LIMITED	CM16 5JA	75.00 GBP	Negotiable	XXXX8795

Figure 44

## Click on the Payment Number to view the Payment Details:

Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
88002	28/11/2018	Quick	Multiple	FARM & COUNTRY LIMITED	CM16 5JA	588.37 GBP	Cleared	XXXX8795
11001071	28/11/2018	Quick	Multiple	FARM & COUNTRY LIMITED	CM16 5JA	1,125.00 GBP	Negotiable	XXXX8795
11001081	28/11/2018	Quick	INV0009091	FARM & COUNTRY LIMITED	CM16 5JA	900.00 GBP	Negotiable	XXXX8795

Figure 45

# Payment Details:

Payment: 88002

Done

Business Unit	Thurrock Business Unit	Payment Amount	588.37 GBP
Payee	FARM & COUNTRY LIMITED	Payment Date	28/11/2018
Payee Site	CM18 5JA	Payment Type	Quick
Address	THE DUTCH BARN, BURY, BURY LANE, EPPING, ESSEX, CM18 5JA	Remit-to Account	XXXX3765
Payment Status	Cleared	Payment Document	Check Payment

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
64638	23/10/2018	Standard				484.50 GBP	65,711.26 GBP	Manually...	23/10/2018	Partially paid
6576	23/10/2018	Standard				71.25 GBP	6,735.00 GBP	Manually...	23/10/2018	Partially paid
43062	18/10/2018	Standard				32.62 GBP	43,807.50 GBP	Manually...	18/10/2018	Partially paid

Figure 46