## **How to View Payments**

| Supplier Portal                                           |                                                         |                                 |   |
|-----------------------------------------------------------|---------------------------------------------------------|---------------------------------|---|
| Search Orders V Order Number                              | Q                                                       |                                 |   |
| Tasks                                                     |                                                         |                                 | 6 |
| Orders  Manage Orders  Manage Schedules                   | Requiring Attention                                     | Recent Activity<br>Last 30 Days | · |
| Acknowledge Schedules in Spreadsheet Agreements           | 5                                                       | No data available               |   |
| Manage Agreements Deliverables                            | 38                                                      |                                 |   |
| Invoices and Payments  Create Invoice                     |                                                         | Last 30 Days                    |   |
| View Invoices     View Payments Tenders                   | 33<br>Schedules Overdue or Due Today 📕 Invoices Overdue | No data available               |   |
| View Active Tenders     Manage Responses                  | Supplier News<br>Supplier Guidelines                    |                                 |   |
| Qualifications  Manage Questionnaires View Qualifications |                                                         |                                 |   |
| Company Profile                                           |                                                         |                                 |   |
| Manage Profile                                            |                                                         |                                 |   |

## Tasks →Invoices and Payments →View Payments

Figure 43

## Search Result with Supplier:

| View Pa                                | yments                                               |                                                                                                                               |                                              |                                                                                                      | Dune                                                                                                                                                                                                                                                                                                        |
|----------------------------------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓ Searce                               | :h                                                   |                                                                                                                               |                                              |                                                                                                      | Advanced Saved Search All Payments 🗸                                                                                                                                                                                                                                                                        |
|                                        |                                                      |                                                                                                                               |                                              |                                                                                                      | ** At least one is required                                                                                                                                                                                                                                                                                 |
|                                        |                                                      | ** Payment Num                                                                                                                | nber                                         |                                                                                                      | ** Supplier FARM & COUNTRY LIMITED                                                                                                                                                                                                                                                                          |
|                                        |                                                      | Payment Sta                                                                                                                   | atus                                         | $\sim$                                                                                               | Supplier Site                                                                                                                                                                                                                                                                                               |
|                                        |                                                      | Payment Amo                                                                                                                   | ount                                         |                                                                                                      | Payment Date dd/mm/yyyy                                                                                                                                                                                                                                                                                     |
|                                        |                                                      |                                                                                                                               |                                              |                                                                                                      | Search Reset Save                                                                                                                                                                                                                                                                                           |
| 2                                      |                                                      |                                                                                                                               |                                              |                                                                                                      |                                                                                                                                                                                                                                                                                                             |
| Search Re                              | sults                                                |                                                                                                                               |                                              |                                                                                                      |                                                                                                                                                                                                                                                                                                             |
| View 🔻                                 | 3 Detach                                             |                                                                                                                               |                                              |                                                                                                      |                                                                                                                                                                                                                                                                                                             |
| Payment<br>Number                      | Payment Date                                         | Payment Type Inv<br>Nu                                                                                                        | voice                                        | Supplier                                                                                             | Supplier Site Payment Payment Remit-to Account                                                                                                                                                                                                                                                              |
|                                        |                                                      |                                                                                                                               |                                              |                                                                                                      |                                                                                                                                                                                                                                                                                                             |
| 88002                                  | 28/11/2018                                           | Quick Mul                                                                                                                     | ltiple                                       | FARM & COUNTRY LIMITED                                                                               | CM16 5JA 588.37 GBP Cleared X000X8785                                                                                                                                                                                                                                                                       |
| 88002                                  | 28/11/2018<br>28/11/2018                             | Quick Mul                                                                                                                     | Jtiple<br>Itiple                             | FARM & COUNTRY LIMITED                                                                               | CM16 5JA 558.37 GBP Cleared 3000/3765 A                                                                                                                                                                                                                                                                     |
| 88002<br>11001071<br>11001081          | 28/11/2018<br>28/11/2018<br>28/11/2018               | Quick Mul<br>Quick Mul<br>Quick INV                                                                                           | uttiple<br>Ittiple<br>/90909091              | FARM & COUNTRY LIMITED<br>FARM & COUNTRY LIMITED<br>FARM & COUNTRY LIMITED                           | CM10 5JA 558.37 GBP Cleaned 300003765 CM10 5JA 1,125.00 GBP Negotiable 300003765 CM10 5JA 00.00 GBP Negotiable 300003765                                                                                                                                                                                    |
| 88002<br>11001071<br>11001081<br>88001 | 28/11/2018<br>28/11/2018<br>28/11/2018<br>27/11/2018 | Quick         Mu           Quick         Mu           Quick         Mu           Quick         INV           Quick         PO | ultiple<br>Jtiple<br>/90909091<br>'Matched-1 | FARM & COUNTRY LIMITED<br>FARM & COUNTRY LIMITED<br>FARM & COUNTRY LIMITED<br>FARM & COUNTRY LIMITED | CM10 5.JA         558.37 GBP         Cleaned         300003765         J           CM10 5.JA         1.125.00 GBP         Negotiable         300003765           CM10 5.JA         900.00 GBP         Negotiable         300003785           CM10 5.JA         225.00 GBP         Cleaned         300003785 |

Figure 44

Click on the Payment Number to view the Payment Details:

| Se | arch Results      |              |              |                   |                        |               |                   |                   |                  |   |
|----|-------------------|--------------|--------------|-------------------|------------------------|---------------|-------------------|-------------------|------------------|---|
| ١  | ñew ▼ 💯           | Detach       |              |                   |                        |               |                   |                   |                  |   |
|    | Payment<br>Number | Payment Date | Payment Type | Invoice<br>Number | Supplier               | Supplier Site | Payment<br>Amount | Payment<br>Status | Remit-to Account |   |
| C  | 88002             | 28/11/2018   | Quick        | Multiple          | FARM & COUNTRY LIMITED | CM16 5JA      | 588.37 GBP        | Cleared           | XXXXX8785        | ~ |
|    | 11001071          | 28/11/2018   | Quick        | Multiple          | FARM & COUNTRY LIMITED | CM16 5JA      | 1,125.00 GBP      | Negotiable        | XXXXX8785        |   |
|    | 11001081          | 28/11/2018   | Quick        | INV90909091       | FARM & COUNTRY LIMITED | CM16 5JA      | 900.00 GBP        | Negotiable        | XXXX8785         |   |

## Payment Details:

| Payme    | ent: 88002                                                                                                                                                                               | 2          |          |  |                                                                                                                                           |         |                       |             |                   |                   |            | Done           |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|--|-------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------------------|-------------|-------------------|-------------------|------------|----------------|
|          | Business Unit Thurook Business Unit<br>Payee FARM & COUNTRY LIMITED<br>Payee Site CM18 SUA<br>Address THE DUTCH BARN, BURY, BURY LANE, EPPINO, ESSEX, CM18 SUA<br>Payment Status: Chered |            |          |  | Payment Amount 588.37 GBP<br>Payment Date 28/11/2018<br>Payment Type Quick<br>Remit-to Account X0003785<br>Payment Document Check Payment |         |                       |             |                   |                   |            |                |
| Paid Inv | /oices                                                                                                                                                                                   |            |          |  |                                                                                                                                           |         |                       |             |                   |                   |            |                |
| Numb     | oer In                                                                                                                                                                                   | voice Date | Туре     |  | Purchase<br>Order                                                                                                                         | Receipt | Consumption<br>Advice | Paid Amount | Invoice<br>Amount | Invoice<br>Status | Due Date   | Paid<br>Status |
| 64638    | 23                                                                                                                                                                                       | 3/10/2018  | Standard |  |                                                                                                                                           |         |                       | 484.50 GBP  | 65,711.26 GBP     | Manually          | 23/10/2018 | Partially paid |
| 9576     | 23                                                                                                                                                                                       | 3/10/2018  | Standard |  |                                                                                                                                           |         |                       | 71.25 GBP   | 9,735.00 GBP      | Manually          | 23/10/2018 | Partially paid |
| 43092    | 18                                                                                                                                                                                       | 8/10/2018  | Standard |  |                                                                                                                                           |         |                       | 32.62 GBP   | 43,807.50 GBP     | Manually          | 18/10/2018 | Partially paid |

Figure 46