School District of Philadelphia Supplier Portal
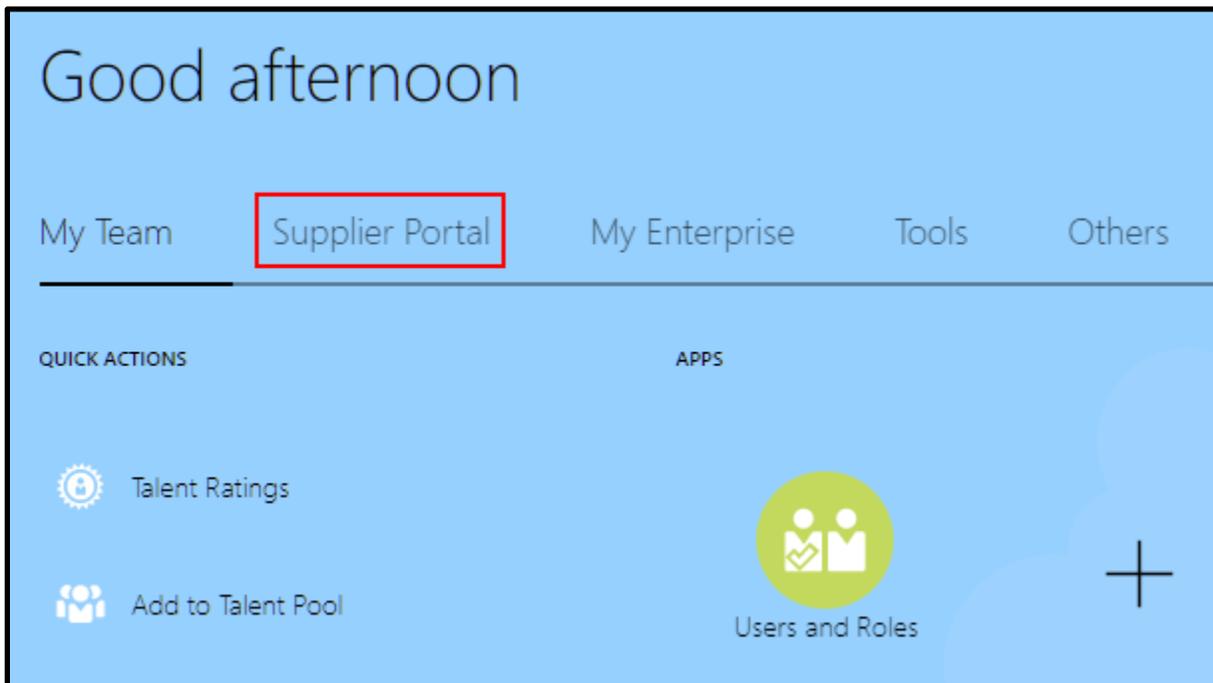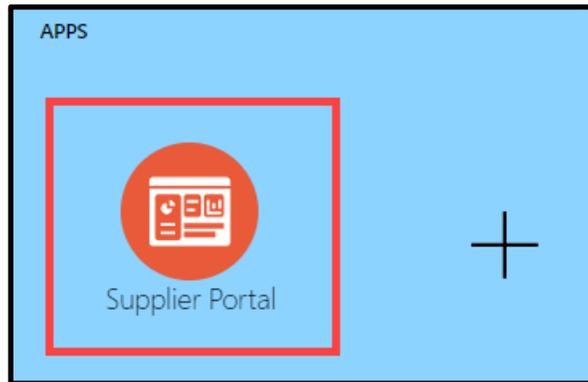# View Payments

Guidelines

Viewing Payments allows you to see which invoices have been paid and which are awaiting payment. You can also see the amounts currently paid, how payments were made, where they were sent, when payments were issued, and if any invoices have only been paid partially and are awaiting further payment.
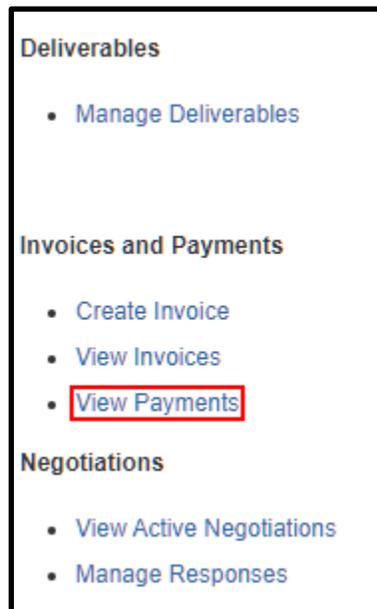
Navigation

1. While on the Springboard, click the ***Supplier Portal* tab**.

2. While on the Springboard, click the **Supplier Portal icon**.

3. When the Supplier Portal has loaded, click on the **View Payments link** in the Tasks Pane on the left hand side of the screen.

4. The View Payments Search Page will load. Enter the search criteria necessary to find the Payment(s) for which you are searching, then click the *Search* button.

    a. **Payment Number**
    b. **Supplier**
      NOTE: At least one of the criterion marked with a double asterisk ** needs to be filled out in order to search.

5. The Search Results display based on the criteria entered. Click on the blue *Payment hyperlink* to open the Payment for which you're searching.

6. The Payment will display and you will be able to see the following information.

a. **Address** - where the payment(s) were sent.
b. **Payment Amount** - total amount for all invoices which are a part of this payment.
c. **Payment Date** - the date payment was sent out.
d. **Payment Document** - the type of payment made.
e. **Invoice Date** - the date the invoice was delivered.
f. **Paid amount** - the amount paid for each individual invoice.
g. **Invoice Amount** - the amount of payment necessary to fulfill each individual invoice.
h. **Paid status** - denotes whether the payment has been made in full for the individual invoice line on which it appears.
   NOTE: You can click into the individual Invoices or Purchase Orders associated with this payment via their hyperlinks to view details about them.