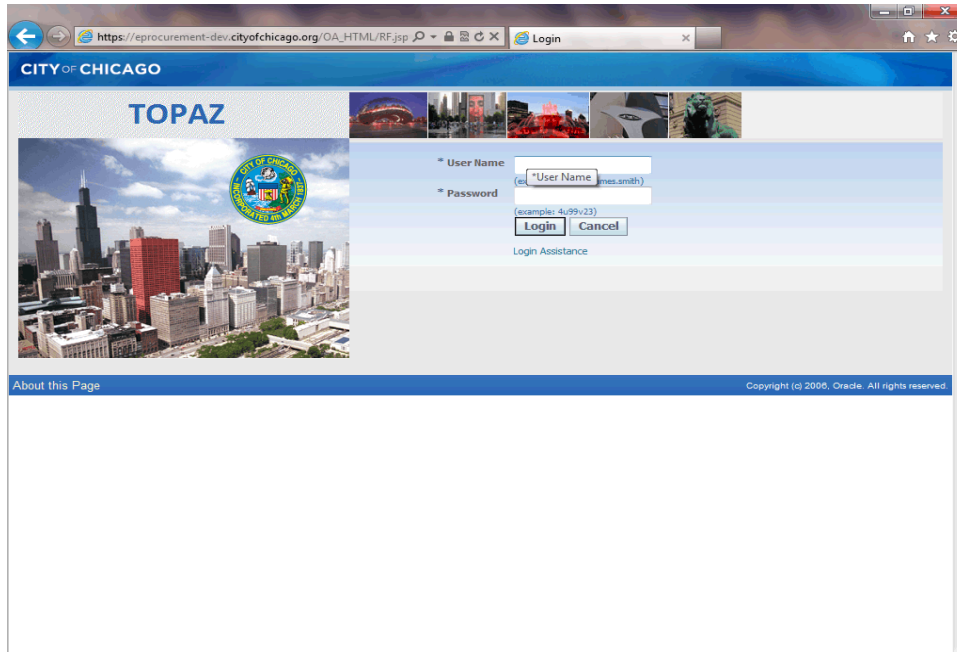
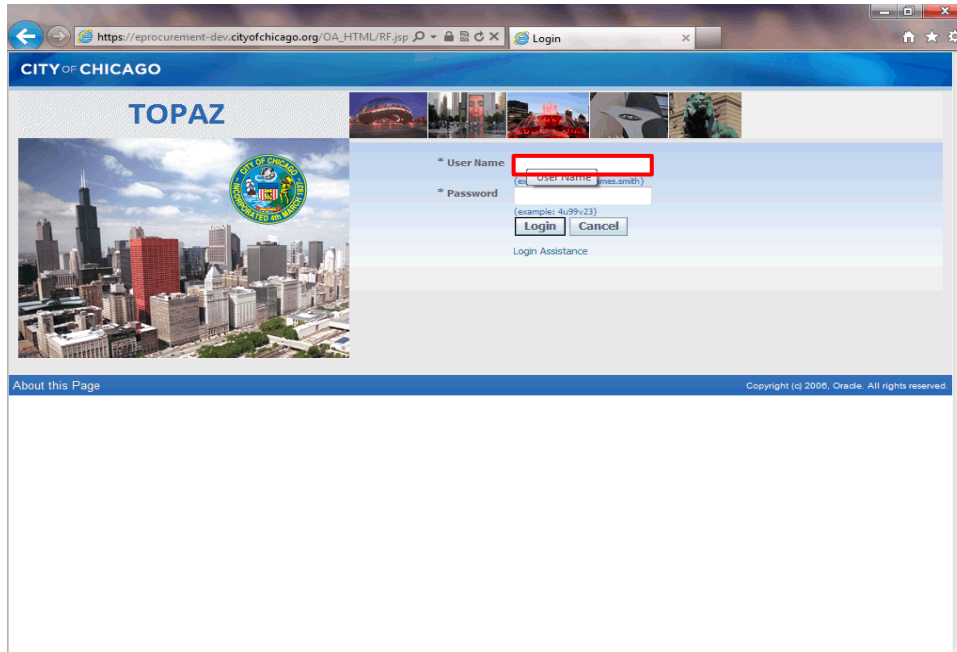


# View Invoices

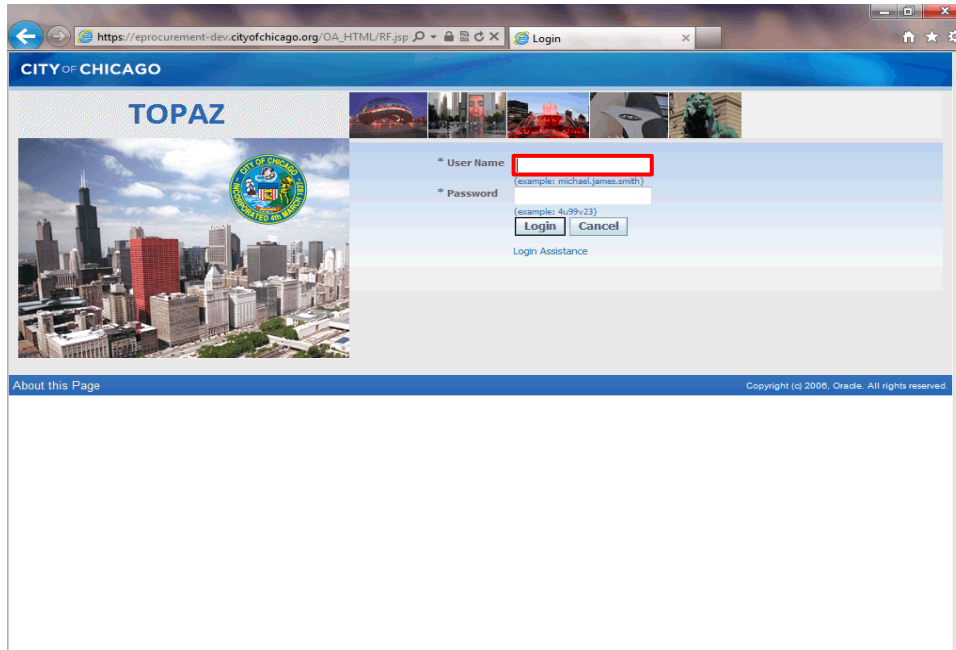


In this Course you will learn how to view all of your invoices that have been created by the City of Chicago through their iSupplier Portal.



## Step 1

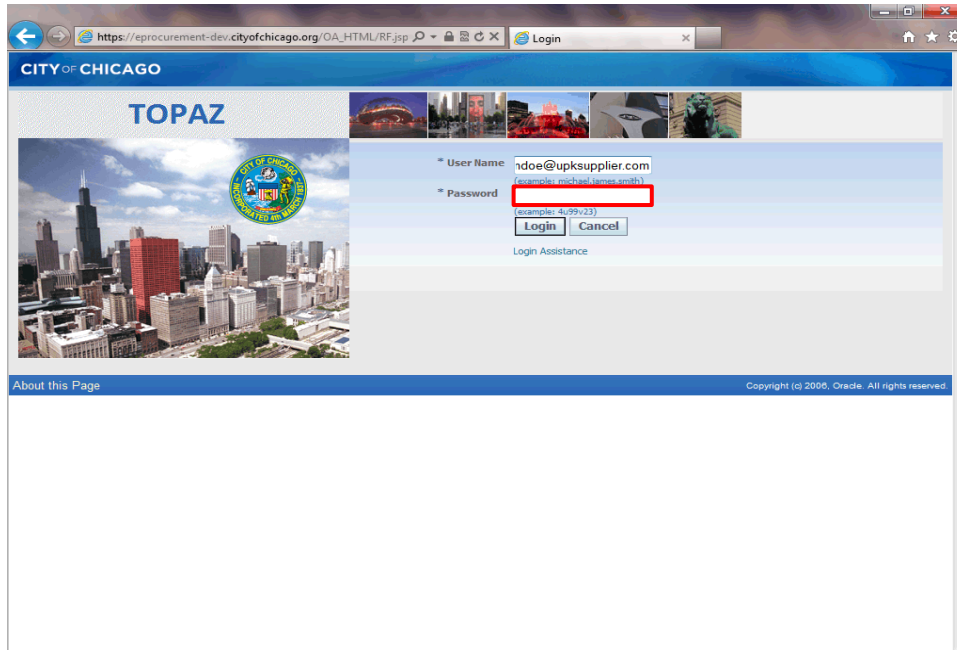
From the login page, click in the **User Name** field.



## Step 2

Enter the desired information into the **Username** field. In this example, enter "**john.doe@upksupplier.com**".

You will need to use your current login for the City of Chicago's iSupplier Portal.



https://eprocurement-dev.cityofchicago.org/OA\_HTML/RF.jsp Login

CITY OF CHICAGO

TOPAZ

User Name: rdoe@upksupplier.com

Password: [REDACTED]

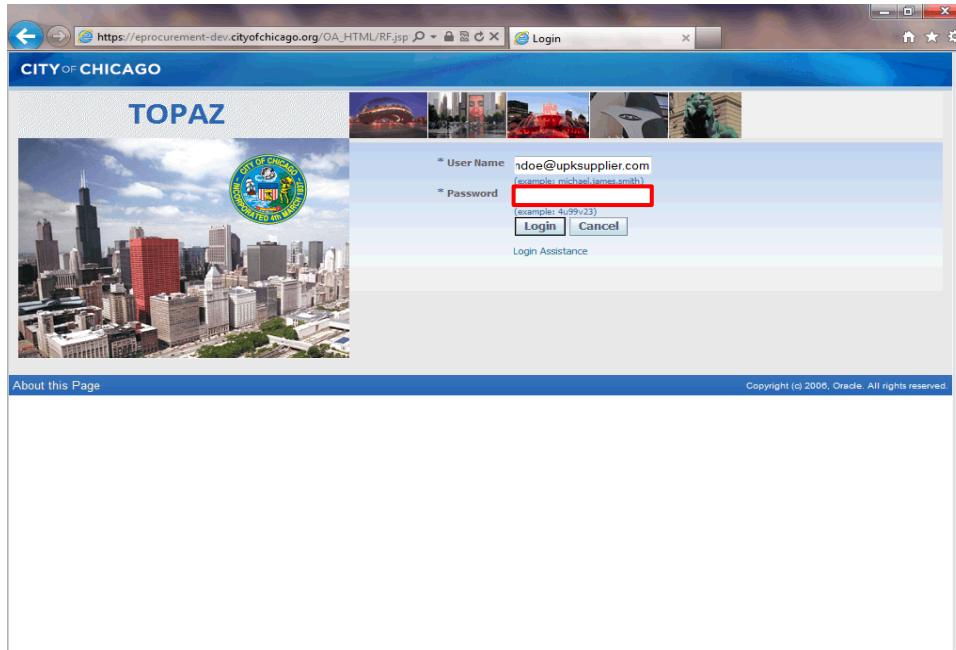
Login Cancel

Login Assistance

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Step 3

Click in the **Password** field.



https://eprocurement-dev.cityofchicago.org/OA\_HTML/RF.jsp Login

CITY OF CHICAGO

TOPAZ

User Name: ndoe@upksupplier.com  
Password: oracle123

Login Cancel

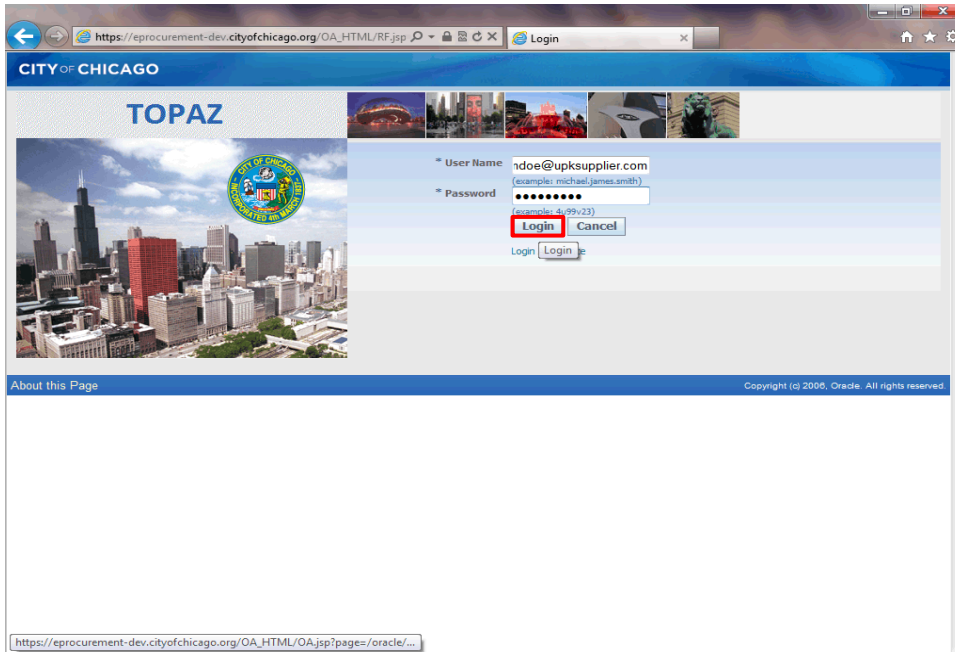
Login Assistance

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## Step 4

Enter the desired information into the **Password** field. Enter "**oracle123**".

You need to enter your specific password to access your iSupplier Portal account with the City of Chicago.



Step 5

Click the **Login** button.

The screenshot displays the Oracle Applications Home Page for the City of Chicago E-Business Suite (TOPAZ). The page includes a navigation menu on the left with a red box highlighting the 'City of Chicago iSupplier Portal' link. The main content area features a 'Worklist' table with the following data:

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181_1</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33184_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33183_0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33182_0</a>	29-Dec-2015	

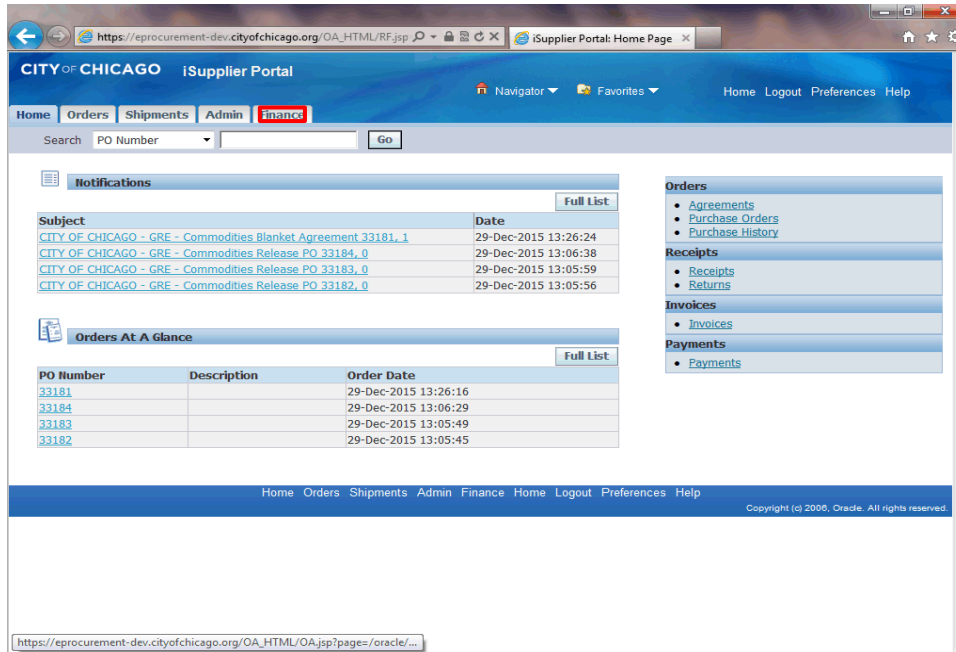
Below the table, there are two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

## Step 6

The *Oracle Applications Home Page* will now appear.

To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.

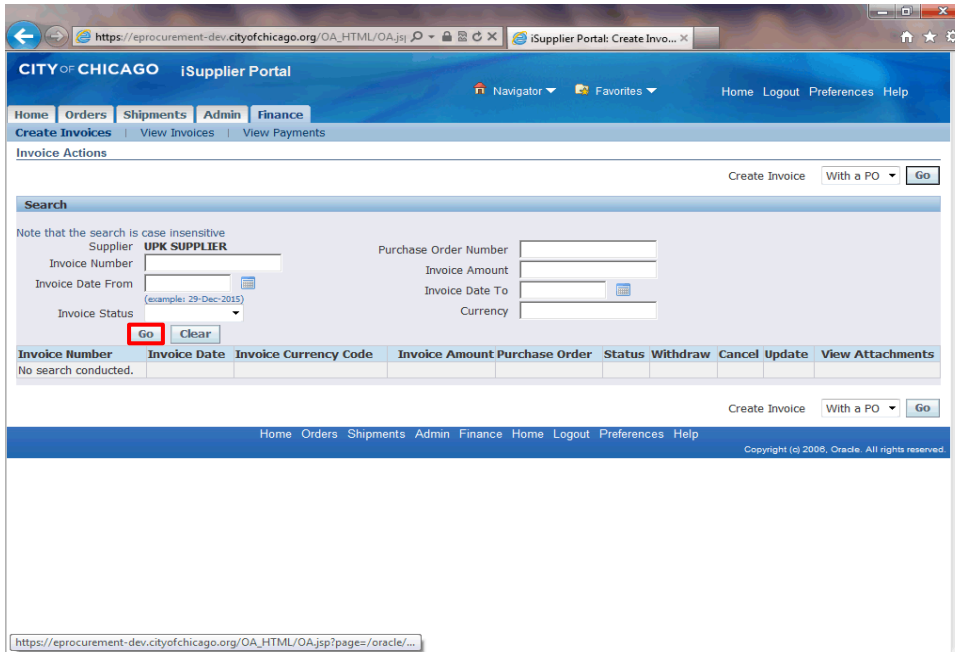




## Step 7

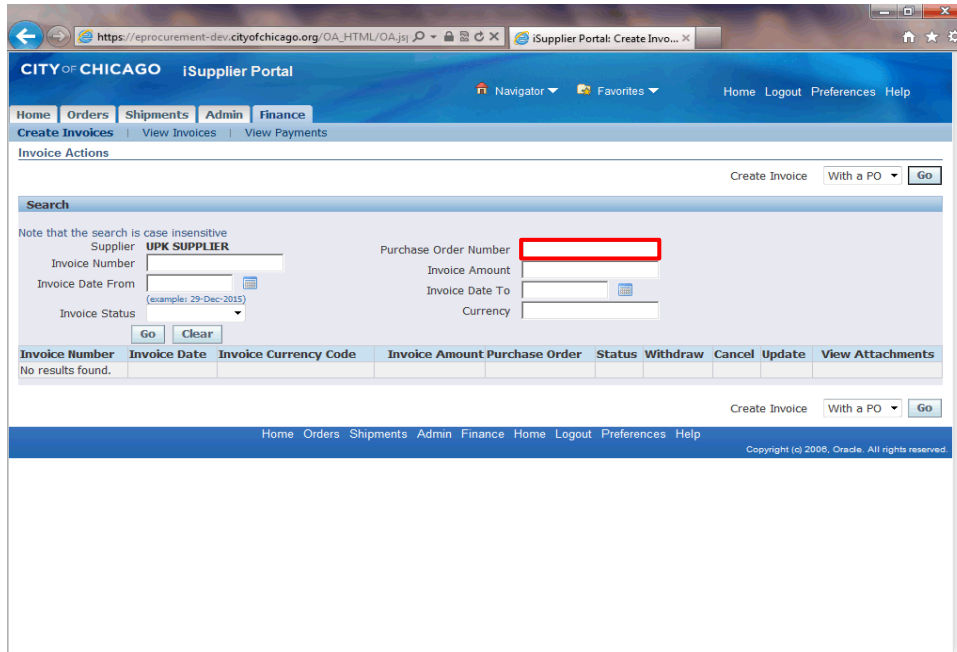
The *iSupplier Portal Home Page* window now appears.

Click the **Finance** link at the top of the page to access your financial information.



Step 8

The *Invoice*  
Click the **Go** button.



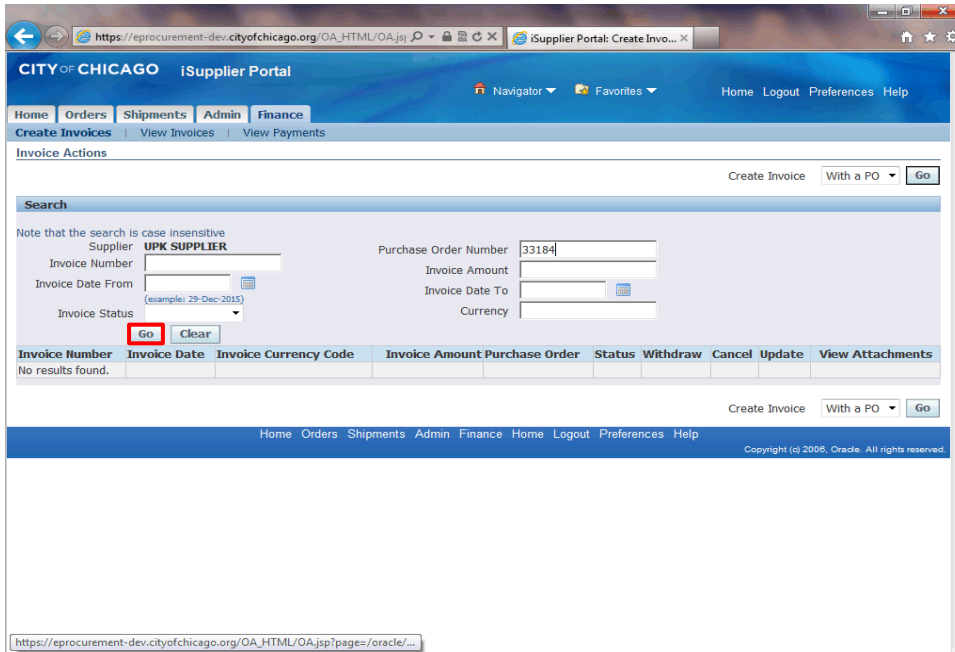
## Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, Admin, and Finance. Below this, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a search form. The search form includes fields for Supplier (UPK SUPPLIER), Invoice Number, Invoice Date From, Invoice Date To, Invoice Status, Purchase Order Number, Invoice Amount, and Currency. The 'Purchase Order Number' field is highlighted with a red box. Below the search form, there is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No results found.' At the bottom of the page, there is a footer with the text 'Copyright (c) 2008, Oracle. All rights reserved.'

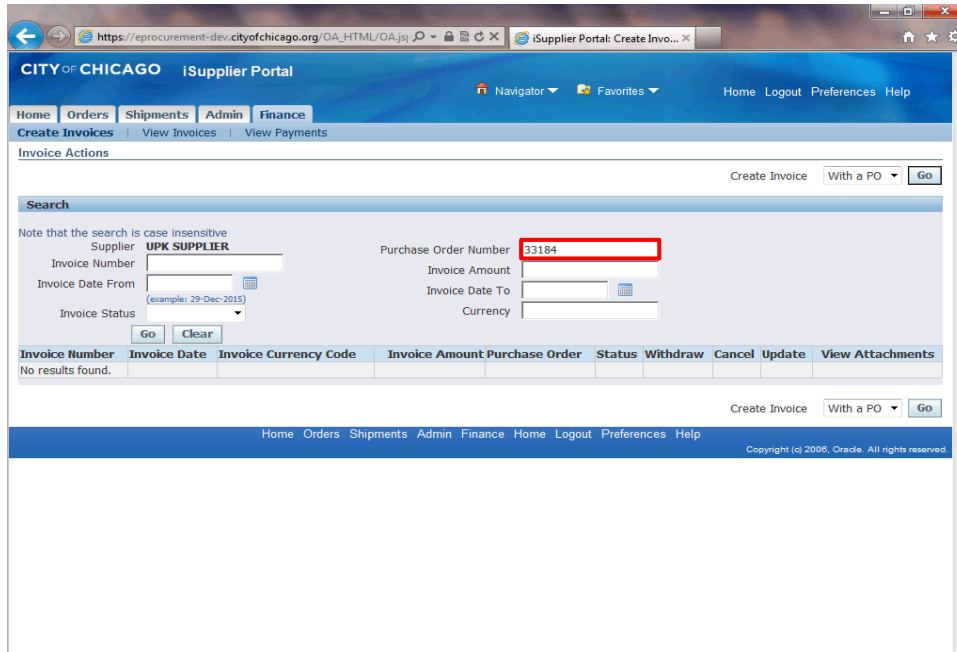
## Step 10

Enter the desired information into the **Purchase Order Number** field. Enter "**33184**".



Step 11

Click the **Go** button.

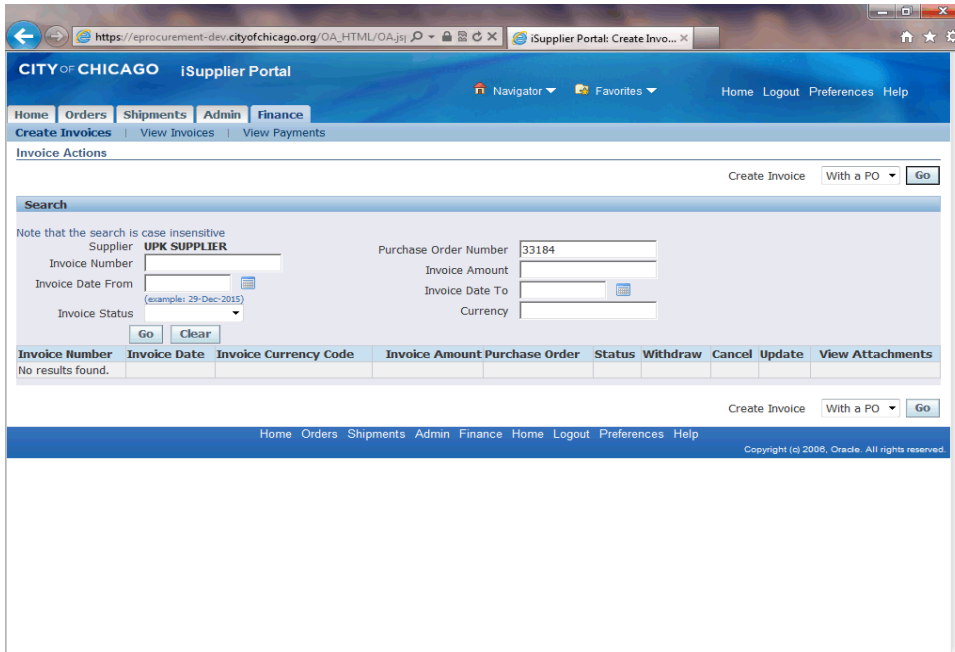


## Step 12

Click in the **Purchase Order Number** field.

Step 13

Press **[Backspace]**.

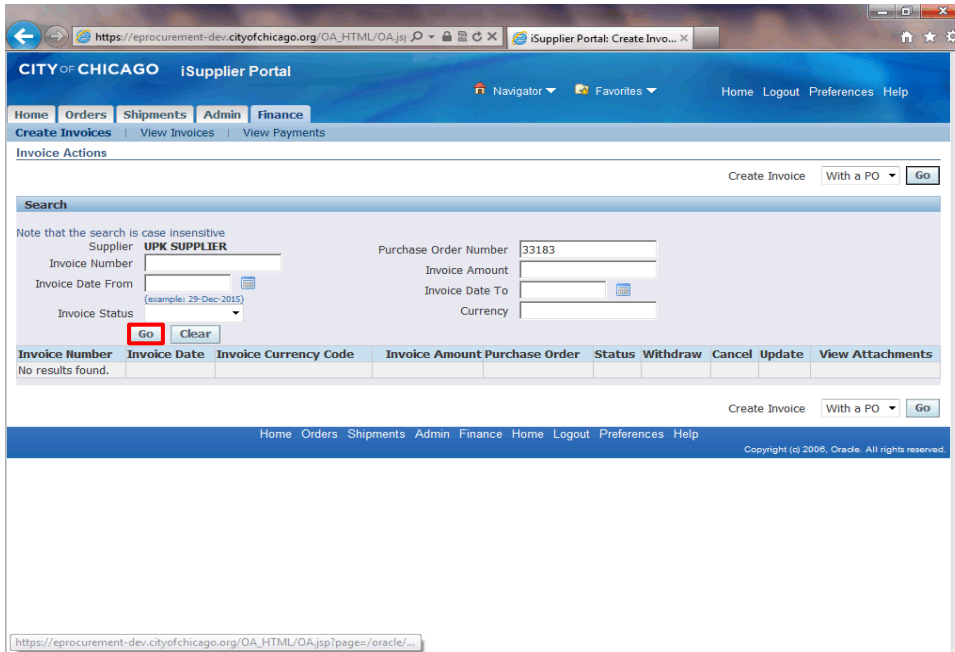


The screenshot shows the City of Chicago iSupplier Portal interface. At the top, there is a navigation bar with links for Home, Orders, Shipments, Admin, and Finance. Below this, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and includes a search form. The search form has several fields: 'Supplier' (UPK SUPPLIER), 'Purchase Order Number' (3318, highlighted with a red box), 'Invoice Number', 'Invoice Date From', 'Invoice Date To', and 'Invoice Status'. There are 'Go' and 'Clear' buttons below the search fields. Below the search form, there is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No results found.' At the bottom of the page, there is a footer with the text 'Copyright (c) 2008, Oracle. All rights reserved.'

## Step 14

Enter the desired information into the **Purchase Order Number** field. Enter "3".



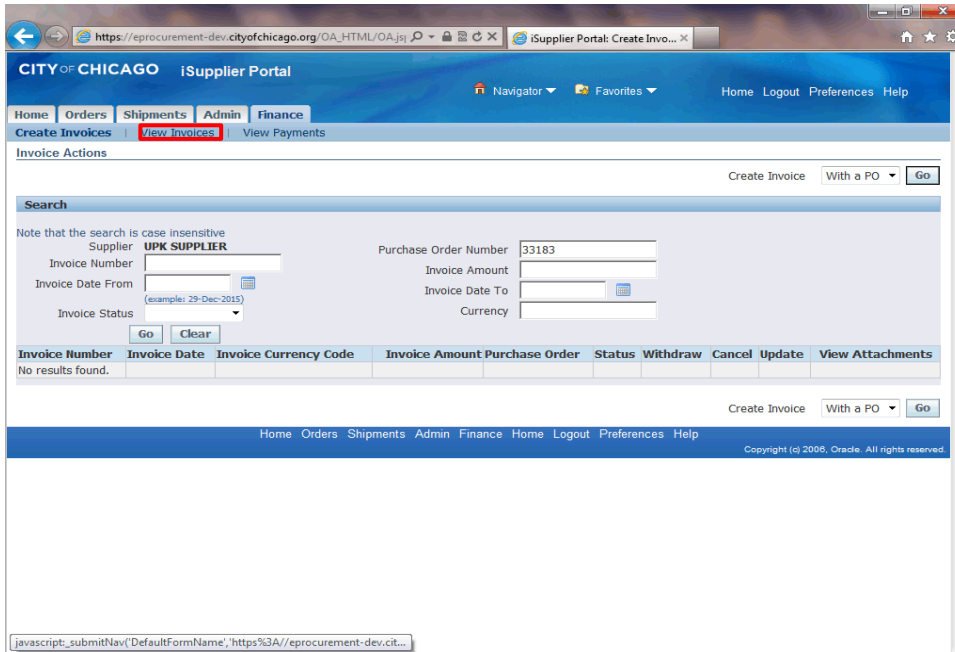


Step 15

Click the **Go** button.

Step 16

Click the **View Invoices** link.



Step 17

Click the **Go** button.

The screenshot shows the Oracle iSupplier Portal interface for viewing invoices. The page title is "CITY OF CHICAGO iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Admin", and "Finance". The "View Invoices" section is active, and the "Go" button in the search form is highlighted with a red box. The search form includes fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. Below the search form is a table with columns for Invoice Date, Type, Currency, Amount Due, Status, Hold Status, Payment to Supplier Site, Remit-to Supplier Date, PO Number, Receipt Date, Discount Available, Attachments, and Net Amount. The table currently shows "No search conducted."

Step 18

Click the **87125478164** link.

The screenshot shows the 'View Invoices' page in the City of Chicago iSupplier Portal. The page includes a search form with fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. Below the search form is a table of invoices. The first row of the table is highlighted in red, indicating the invoice number 87125478164.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment to	Remit- to Supplier	Supplier Site	Due Date	Payment Number	Receipt Date	Discount Available
<a href="#">87125478164</a>	29-Dec-2015	Standard	USD	1,400.00	1,400.00	In-Process		Not Paid			29-DEC-2015	33183	622917	
<a href="#">78678687</a>	29-Dec-2015	Standard	USD	2,225.00	2,225.00	In-Process		Not Paid			29-DEC-2015	33182	622919	
<a href="#">8728613876</a>	29-Dec-2015	Standard	USD	1,575.00	1,575.00	In-Process		Not Paid			29-DEC-2015	33184	622918	

**CITY OF CHICAGO iSupplier Portal**

Home | Orders | Shipments | Admin | Finance

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

**Standard Invoice: 87125478164 (Total USD 1,400.00)**

Currency=USD Export

General		Amount Summary		Payment Information	
Invoice Date	29-Dec-2015	Item	1,400.00	Paid	0.00
Status	In-Process	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	1,400.00
Batch	PV035153501921	Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	UPK SUPPLIER	Retainage	0.00	Payment	
Supplier Site	A	Withholding Tax	0.00	Term	IMMEDIATE
Address	123 MAIN ST. CHICAGO, IL 60602	Total	1,400.00		

**Invoice Lines** | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Included	Tax Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	1	Month	500.00		500.00	0.00	In-Process	33183	1	1	WOODFORK MOORE, KIMLEMAY	622917
2	Item	RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	10	Day	25.00		250.00	0.00	In-Process	33183	2	1	WOODFORK MOORE, KIMLEMAY	622917
3	Item	RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	1	Week	200.00		200.00	0.00	In-Process	33183	3	1	WOODFORK MOORE, KIMLEMAY	622917
4	Item	RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	3	Week	150.00		450.00	0.00	In-Process	33183	4	1	WOODFORK MOORE, KIMLEMAY	622917

Return to Finance: View Invoices Export

Step 19

Click the scrollbar.

Step 20

Click the **Return to Finance: View Invoices** link.

Standard Invoice: 87125478164 (Total USD 1,400.00)  
Currency=USD

**General**

Invoice Date: 29-Dec-2015  
Status: In-Process  
On Hold: No  
Batch: PV035153501921  
Attachments: None  
Supplier: UPK SUPPLIER  
Supplier Site: A  
Address: 123 MABI ST. CHICAGO, IL 60602

**Amount Summary**

Item	1,400.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>1,400.00</b>

**Payment Information**

Paid: 0.00  
Discount Taken: 0.00  
Due: 1,400.00  
Status: Not Paid  
Payment Date:  
Payment:  
Term: IMMEDIATE

**Invoice Lines**

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	1	Month	500.00		500.00	0.00	In-Process	33183	1	1	WOODFORK MOORE, KIMLEMAY	622917
2	Item	RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	10	Day	25.00		250.00	0.00	In-Process	33183	2	1	WOODFORK MOORE, KIMLEMAY	622917
3	Item	RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	1	Week	200.00		200.00	0.00	In-Process	33183	3	1	WOODFORK MOORE, KIMLEMAY	622917
4	Item	RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	3	Week	150.00		450.00	0.00	In-Process	33183	4	1	WOODFORK MOORE, KIMLEMAY	622917

**Return to Finance: View Invoices**

Home Orders Shipments Admin Finance Home Logout Preferences

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Step 21

Click in the **PO Number** field.

The screenshot shows the 'View Invoices' page in the City of Chicago iSupplier Portal. The search criteria section includes fields for Invoice Number, PO Number (highlighted with a red box), Release Number, Payment Number, and Invoice Status. There are also date range selectors for Invoice Amount, Amount Due, Invoice Date, and Due Date. Below the search criteria is a table of invoices.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment to Supplier	Remit-to Supplier Site	Date Due	PO Number	Receipt Date	Discount	Available
<a href="#">87125478164</a>	29-Dec-2015	Standard	USD	1,400.00	1,400.00	In-Process		Not Paid		29-DEC-2015	33183	622917		
<a href="#">78678687</a>	29-Dec-2015	Standard	USD	2,225.00	2,225.00	In-Process		Not Paid		29-DEC-2015	33182	622919		
<a href="#">8728613876</a>	29-Dec-2015	Standard	USD	1,575.00	1,575.00	In-Process		Not Paid		29-DEC-2015	33184	622918		

Step 22

Enter the desired information into the **PO Number** field. Enter "33183".

The screenshot shows the 'View Invoices' page in the City of Chicago iSupplier Portal. The search criteria section includes fields for Invoice Number, PO Number (highlighted with a red box), Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. Below the search criteria is a table of invoice data.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment to	Remit- to Supplier	Remit- to Supplier Site	Due Date	PO Number	Receipt Date	Discount Available	Discount At
<a href="#">87125478164</a>	29-Dec-2015	Standard	USD	1,400.00	1,400.00	In-Process		Not Paid			29-DEC-2015	33183	622917		
<a href="#">28678687</a>	29-Dec-2015	Standard	USD	2,225.00	2,225.00	In-Process		Not Paid			29-DEC-2015	33182	622919		
<a href="#">8728613876</a>	29-Dec-2015	Standard	USD	1,575.00	1,575.00	In-Process		Not Paid			29-DEC-2015	33184	622918		



Step 23

Click the **Go** button.

The screenshot shows the 'View Invoices' page in the City of Chicago iSupplier Portal. The search form includes the following fields and values:

- Invoice Number:
- PO Number: 33183
- Release Number:
- Payment Number:
- Invoice Status:
- Payment Status:
- Invoice Amount From:  To:
- Amount Due From:  To:
- Invoice Date From:  To:
- Due Date From:  To:

The 'Go' button is highlighted with a red box. Below the search form is a table of invoices:

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment to	Remit to	Supplier Site	Date Due	PO Number	Receipt Date	Discount	Available
<a href="#">87125478164</a>	29-Dec-2015	Standard	USD	1,400.00	1,400.00	In-Process		Not Paid			29-DEC-2015	33183	622917		
<a href="#">78678687</a>	29-Dec-2015	Standard	USD	2,225.00	2,225.00	In-Process		Not Paid			29-DEC-2015	33182	622919		
<a href="#">8728613876</a>	29-Dec-2015	Standard	USD	1,575.00	1,575.00	In-Process		Not Paid			29-DEC-2015	33184	622918		

Step 24

Click the **87125478164** link.

The screenshot shows the 'View Invoices' page in the City of Chicago iSupplier Portal. The page includes a search form and a table of invoices. The invoice with ID 87125478164 is highlighted in red.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment to	Remit- to Supplier Site	Supplier Site	Due Date	PO Number	Receipt Date	Discount Available
<a href="#">87125478164</a>	29-Dec-2015	Standard	USD	1,400.00	1,400.00	In-Process		Not Paid			29-DEC-2015	33183	622917	

**CITY OF CHICAGO iSupplier Portal**

Home | Orders | Shipments | Admin | Finance

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

**Standard Invoice: 87125478164 (Total USD 1,400.00)**

Currency=USD Export

General		Amount Summary		Payment Information	
Invoice Date	29-Dec-2015	Item	1,400.00	Paid	0.00
Status	In-Process	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	1,400.00
Batch	PV035153501921	Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	UPK SUPPLIER	Retainage	0.00	Payment	
Supplier Site	A	Withholding Tax	0.00	Term	IMMEDIATE
Address	123 MAIN ST. CHICAGO, IL 60602	Total	1,400.00		

**Invoice Lines** | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Included	Tax Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	1	Month	500.00		500.00	0.00	In-Process	33183	1	1	WOODFORK MOORE, KIMLEMAY	622917
2	Item	RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	10	Day	25.00		250.00	0.00	In-Process	33183	2	1	WOODFORK MOORE, KIMLEMAY	622917
3	Item	RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	1	Week	200.00		200.00	0.00	In-Process	33183	3	1	WOODFORK MOORE, KIMLEMAY	622917
4	Item	RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	3	Week	150.00		450.00	0.00	In-Process	33183	4	1	WOODFORK MOORE, KIMLEMAY	622917

Return to Finance: View Invoices Export

Step 25

Click the scrollbar.

Step 26

Click the **Return to Finance: View Invoices** link.

Standard Invoice: 87125478164 (Total USD 1,400.00)  
Currency=USD

General		Amount Summary		Payment Information	
Invoice Date	29-Dec-2015	Item	1,400.00	Paid	0.00
Status	In-Process	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	1,400.00
Batch	PV035153501921	Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	UPK SUPPLIER	Retainage	0.00	Payment	
Supplier Site	A	Withholding Tax	0.00	Term	IMMEDIATE
Address	123 MABI ST. CHICAGO, IL 60602	Total	1,400.00		

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	RENTAL OF CYLINDERS AND TANKS - STEEL CYL. 33 LB. (EMPTY)	1	Month	500.00		500.00	0.00	In-Process	33183	1	1	WOODFORK MOORE, KIMLEMAY	622917
2	Item	RENTAL OF STORAGE TANKS - 7,000 GAL. TANK	10	Day	25.00		250.00	0.00	In-Process	33183	2	1	WOODFORK MOORE, KIMLEMAY	622917
3	Item	RENTAL OF GENERATORS WITH 200 FT. OF CABLE AND CONNECTORS - 10 KW	1	Week	200.00		200.00	0.00	In-Process	33183	3	1	WOODFORK MOORE, KIMLEMAY	622917
4	Item	RENTAL OF PORTABLE COMPRESSORS, TRAILER MOUNTED - 185 CFM	3	Week	150.00		450.00	0.00	In-Process	33183	4	1	WOODFORK MOORE, KIMLEMAY	622917

[Return to Finance: View Invoices](#)

Step 27

Click the **Home** link.

The screenshot shows the 'View Invoices' page in the City of Chicago iSupplier Portal. The 'Home' link in the top navigation bar is highlighted with a red box. Below the search filters, a table displays one invoice record.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit to Supplier Site	Remit to Supplier Due Date	PO Number	Receipt Date	Discount Available
<a href="#">87125478164</a>	29-Dec-2015	Standard	USD	1,400.00	1,400.00	In-Process		Not Paid		<a href="#">29-DEC-2015</a>	<a href="#">33183</a>	<a href="#">622917</a>	

Step 28

End of Procedure.

The screenshot shows the Oracle Applications Home Page for the City of Chicago E-Business Suite (TOPAZ). The page includes a navigation menu, a search bar, and a worklist table. The worklist table contains the following data:

From	Type	Subject	Sent	Due
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Blanket Agreement 33181, 1</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33184, 0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33183, 0</a>	29-Dec-2015	
WOODFORK MOORE, KIMLEMAY	PO Approval	<a href="#">CITY OF CHICAGO - GRE - Commodities Release PO 33182, 0</a>	29-Dec-2015	

Additional information on the page includes a 'Main Menu' with links to 'City of Chicago Supplier Portal', 'Home Page', and 'City of Chicago Online Bidding'. There are also 'TIP' notes for 'Vacation Rules' and 'Worklist Access'. The page footer shows 'Logout Preferences Help' and 'Copyright (c) 2008, Oracle. All rights reserved.'