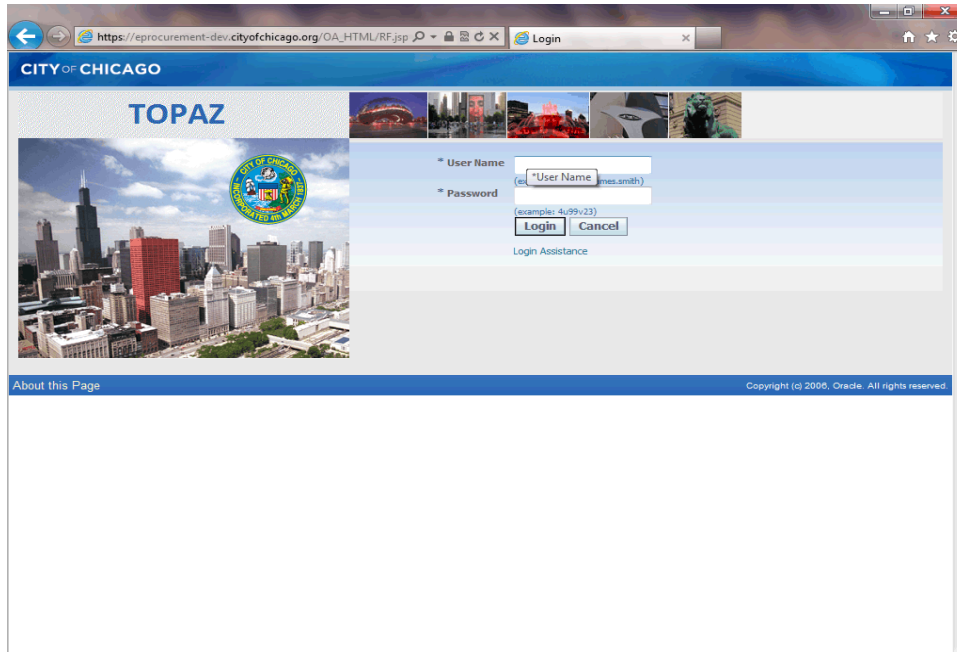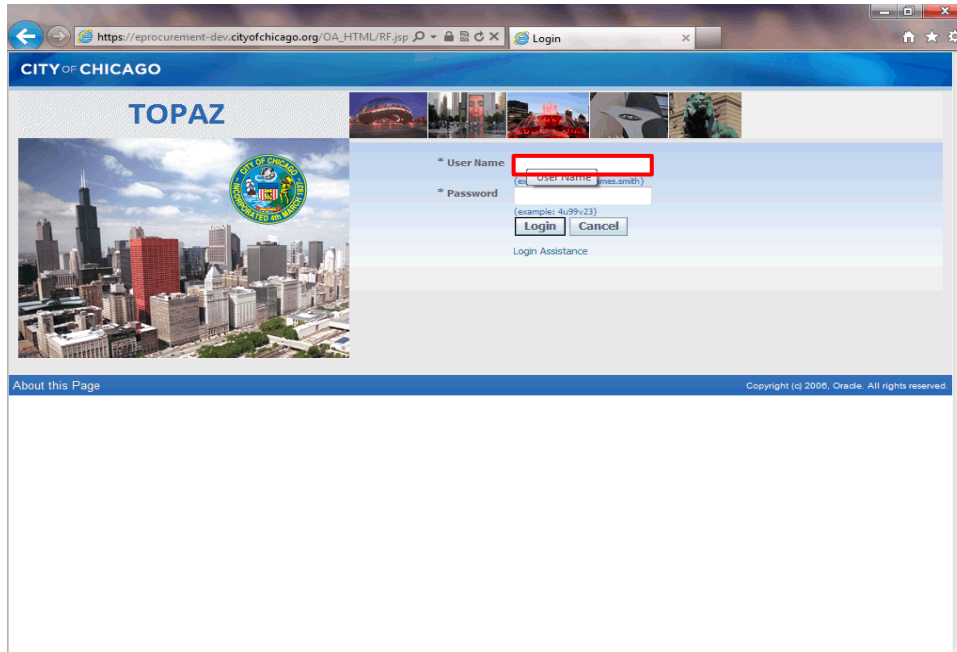# View Invoices
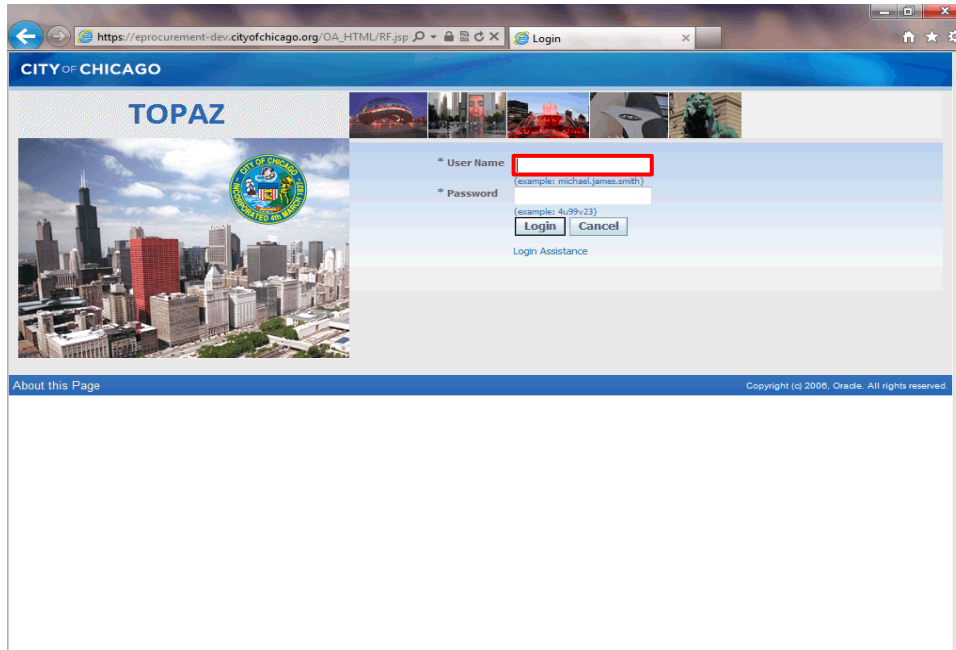
In this Course you will learn how to view all of your invoices that have been created by the City of Chicago through their iSupplier Portal.
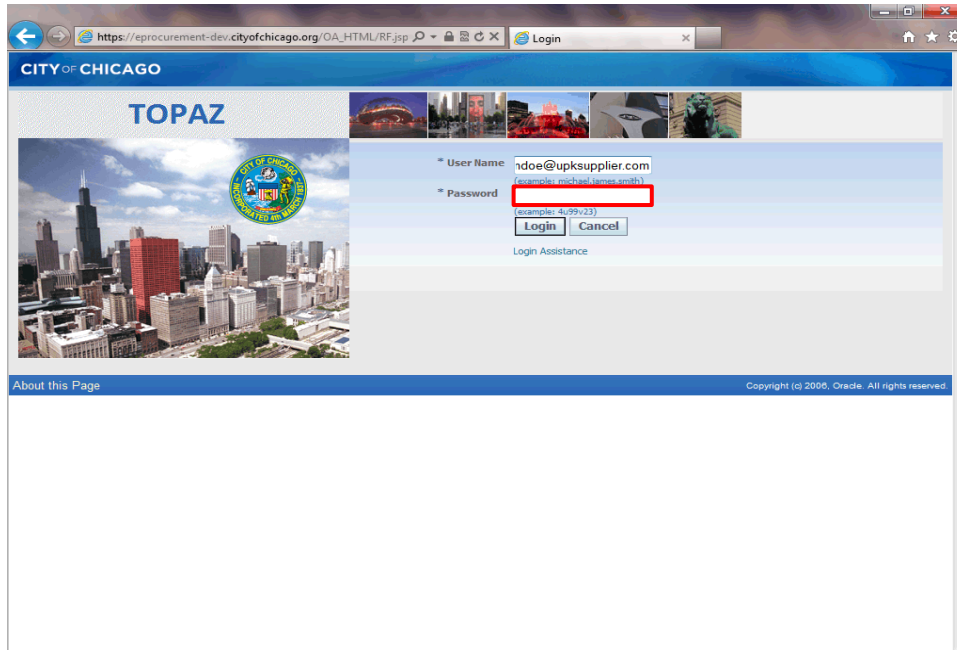
Step 1

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

Step 2

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

You will need to use your current login for the City of Chicago's iSupplier Portal.
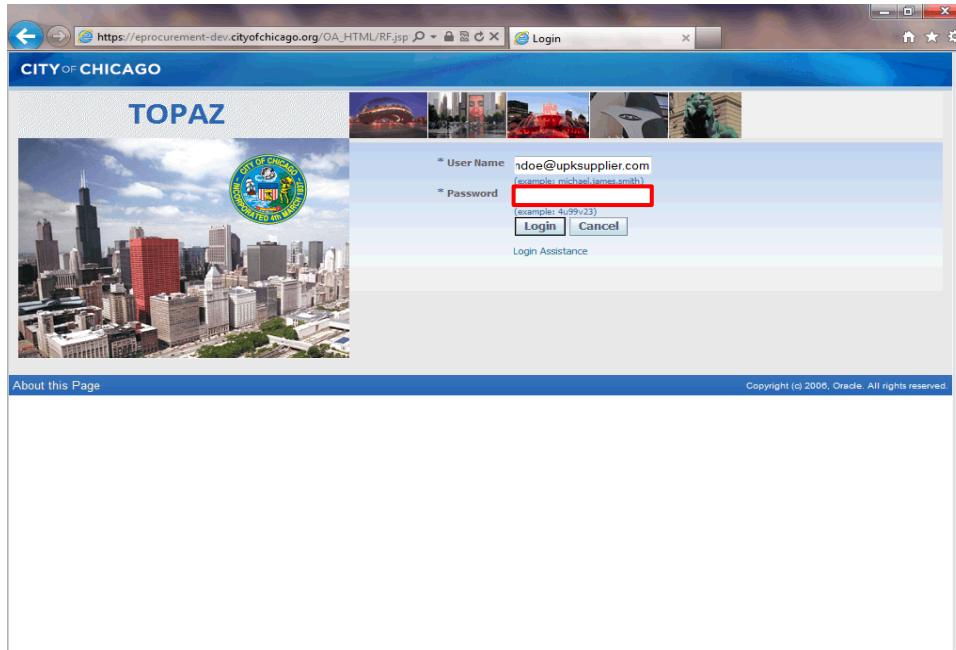
Step 3

Click in the **Password** field.

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.
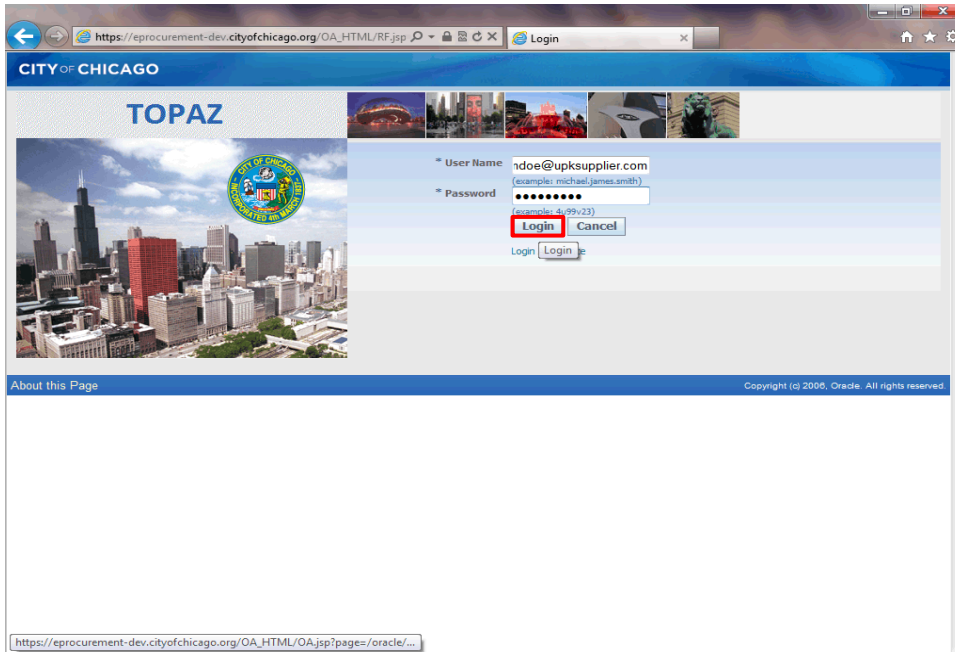
Step 5

Click the **Login** button.

Step 6

The *Oracle Applications Home Page* will now appear.

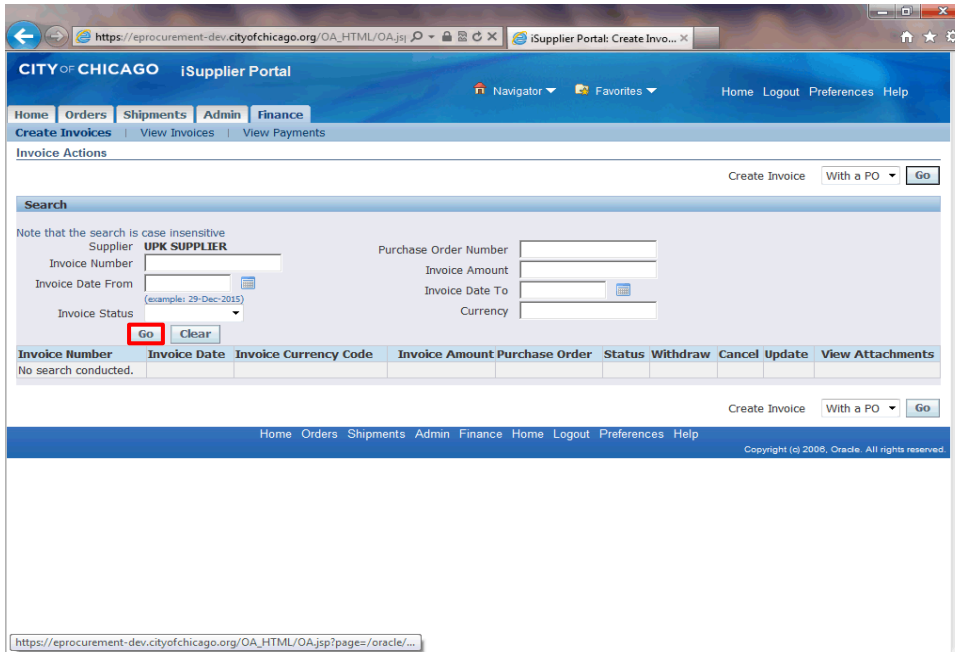To access the City of Chicago organization details, click the **City of Chicago iSupplier Portal** link.
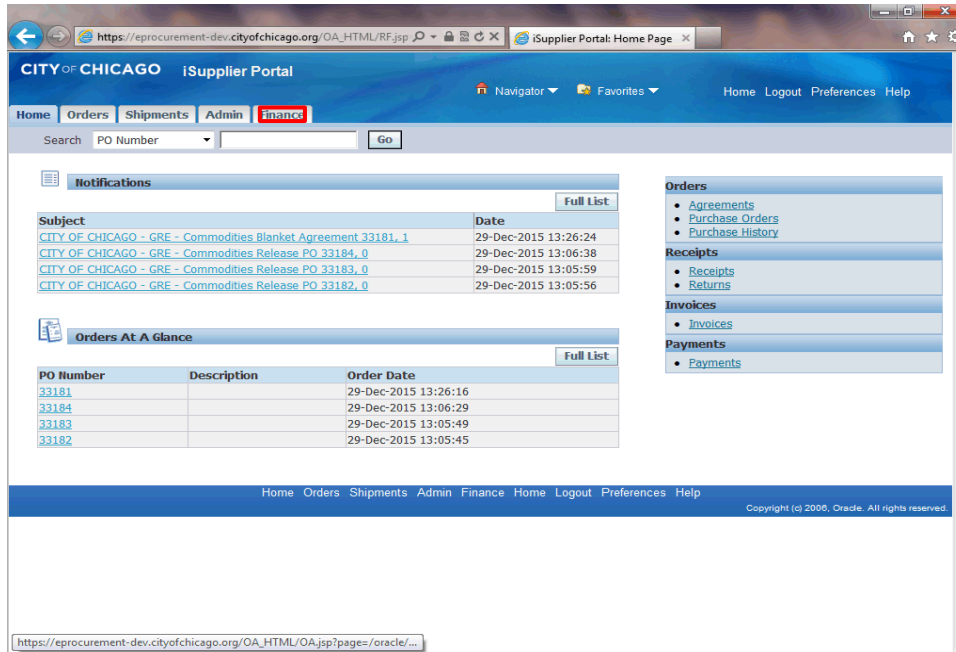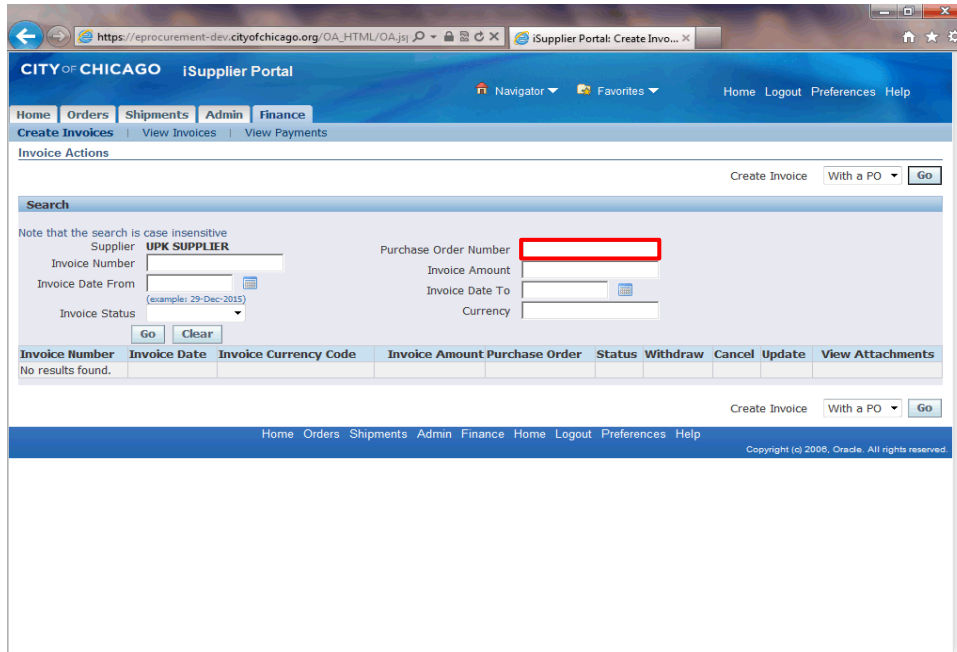
Step 7

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.

Step 10

Enter the desired information into the **Purchase Order Number** field. Enter "**33184**".
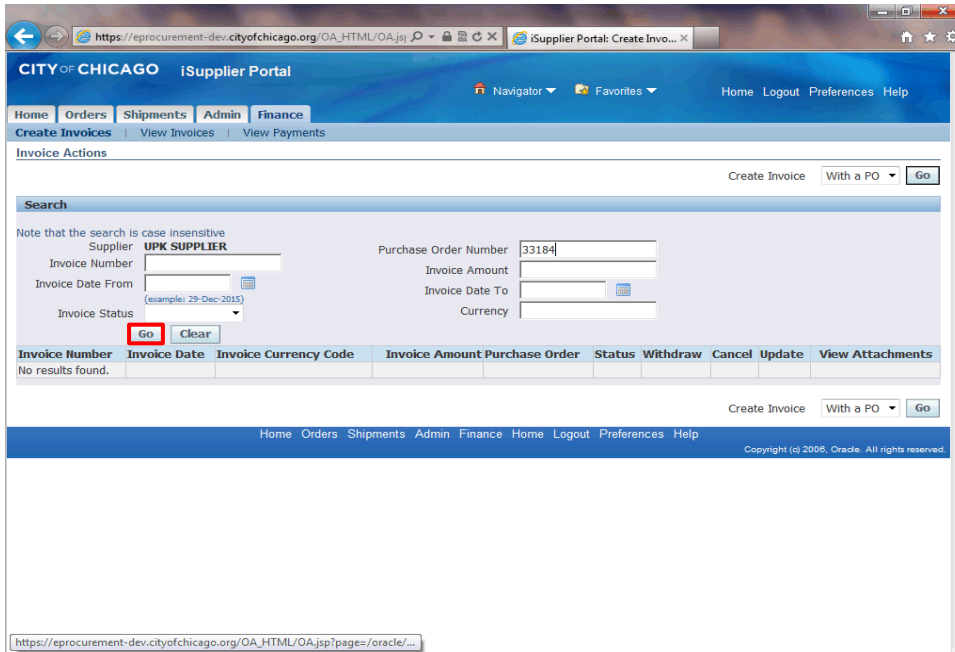
Step 11

Click the **Go** button.
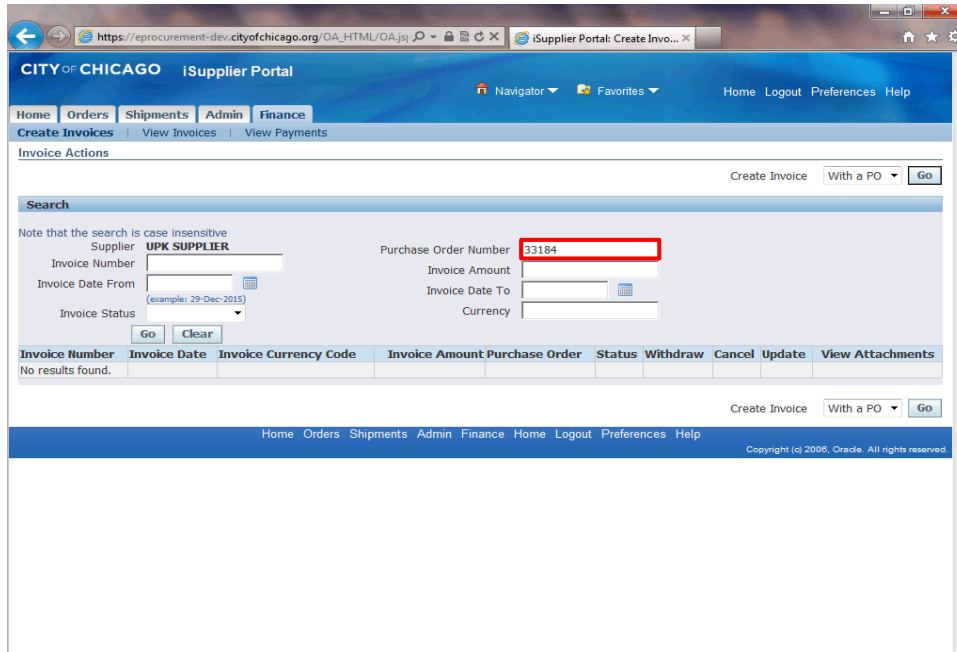
Step 12

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

Step 13

Press **[Backspace]**.

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.
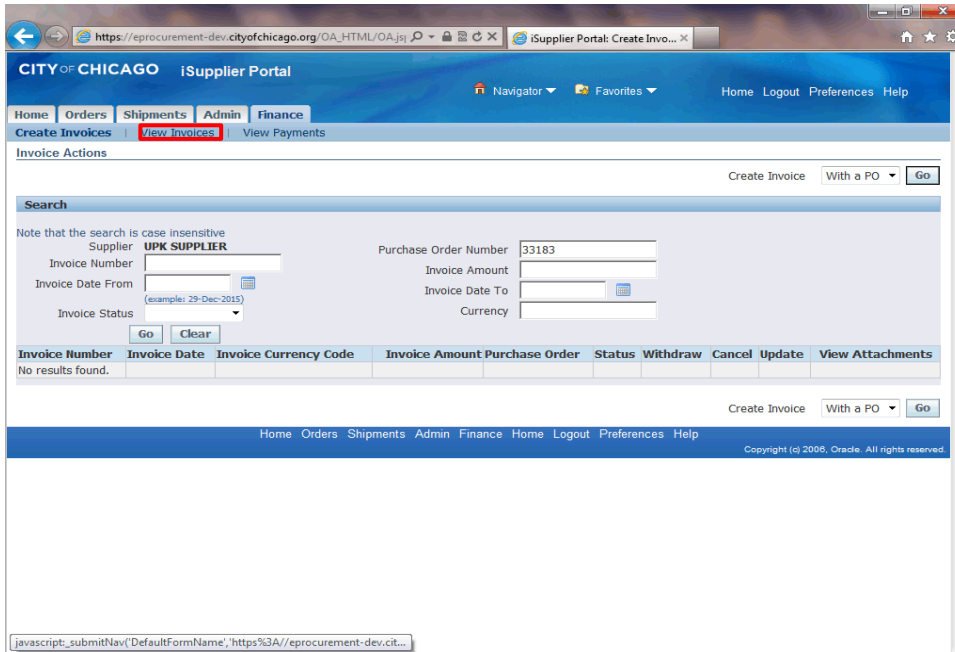
Step 17

Click the **Go** button.

Step 18

Click the **87125478164** link.

Step 19

Click the scrollbar.

Step 20

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

Step 21

Click in the **PO Number** field.

Step 22

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

Step 23

Click the **Go** button.

Step 24

Click the **87125478164** link.

Step 25

Click the scrollbar.

Step 26

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

Step 27

Click the **Home** link.

Step 28

End of Procedure.