

View invoices

Step 1

Log into the **Supplier/ Partner portal**

Welcome to MSD's Secure Access Login

To keep your data safe, we need to confirm it's really you. Please choose a log in method to secure your credentials.

Login using a RealMe® account.

Partner/Supplier Login [2]

Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



Supplier Portal

Step 3

From the task menu, select **View Invoices**.

Invoices and Payments

• View Invoices

Step 4

To access invoices linked to your profile, click the dropdown menu in the search box titled **Supplier**. Select your organisation's name and click **Search**.

** Supplier

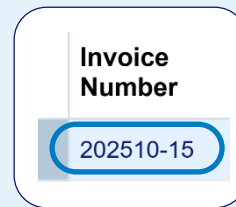
Supplier Site

Search

You can refine your search further using fields such as **Invoice Number** and **Purchase Order Number**.

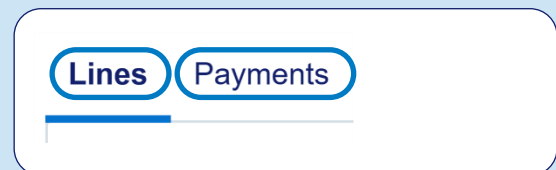
Step 5

Invoices linked to your profile will be displayed. To view the invoice information click on the **Invoice Number**. This will open a landing page displaying the details of the selected invoice.



Step 6

From the **Invoice** view, click into the **Lines** and **Payments** tabs to view information about the invoice.



Step 7

To download a copy of the invoice sent to the Ministry, navigate to the **Attachments** section and click on the hyperlink associated with the invoice.



Step 8

To navigate back to the **View Invoices** landing page, click **Done**.



Other quick reference guides are available at:
[**Resources to guide you through the changes**](#)



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