

# View payments

## 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](#)

## 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 Payments**.

### Invoices and Payments

- View Invoices
- **View Payments**

## Step 4

To access payments linked to your profile, click the dropdown menu in the search box titled **Supplier**. Select your organisations name and click **Search**.

\*\* Supplier

Supplier Site

Payment Date dd/mm/yyyy

Search

Steps continue on the next page

## Step 5

Payments linked to your profile will be displayed, to view the payment information click on the **Payment Number**. This will open a landing page displaying the details of the selected payment.

### Payment Number

20043614

## Step 6

From the **Payment Number** view, you see the invoice number, invoice date, invoice type, purchase order, receipt, paid amount, invoice amount, invoice status, due date and paid status.

| Number    | Invoice Date | Type     | Purchase Order |
|-----------|--------------|----------|----------------|
| 202510-15 | 01/10/2025   | Standard | MSCP00003826   |

| Paid Amount  | Invoice Amount | Invoice Status | Due Date   | Paid Status |
|--------------|----------------|----------------|------------|-------------|
| 6,904.31 NZD | 6,904.31 NZD   | Workflow ...   | 01/10/2025 | Fully paid  |

## Step 8

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

Done

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

