# **View payments**

# Step 1

Log into the **Supplier/ Partner portal** 



### 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.



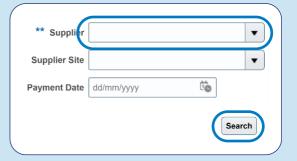
## Step 3

From the task menu, select **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**.



## 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.



#### 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.



### Step 8

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



Other quick reference guides are available at:

Resources to guide you through the changes

