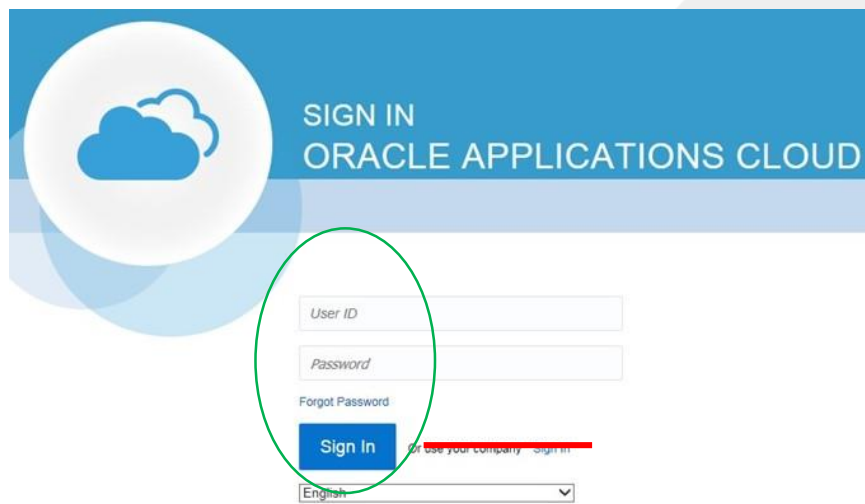


Oracle Sign In -- Click on the Cloud




If you were directed to this page, enter your HCSC credentials.



If you are directed to this page, click on the “You have a new home page” link or the “home” icon on the top bar



Welcome, DANIELLE SCHULTZ!



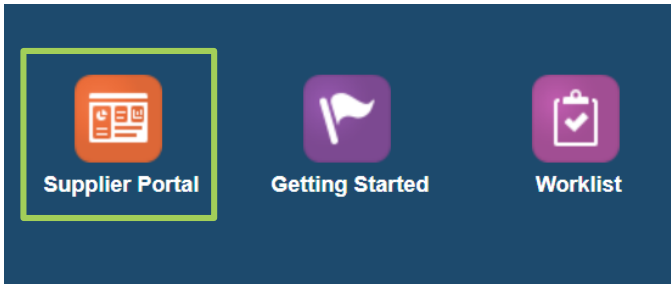
You have a new home page!

Open it with the home icon or the company logo. You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.

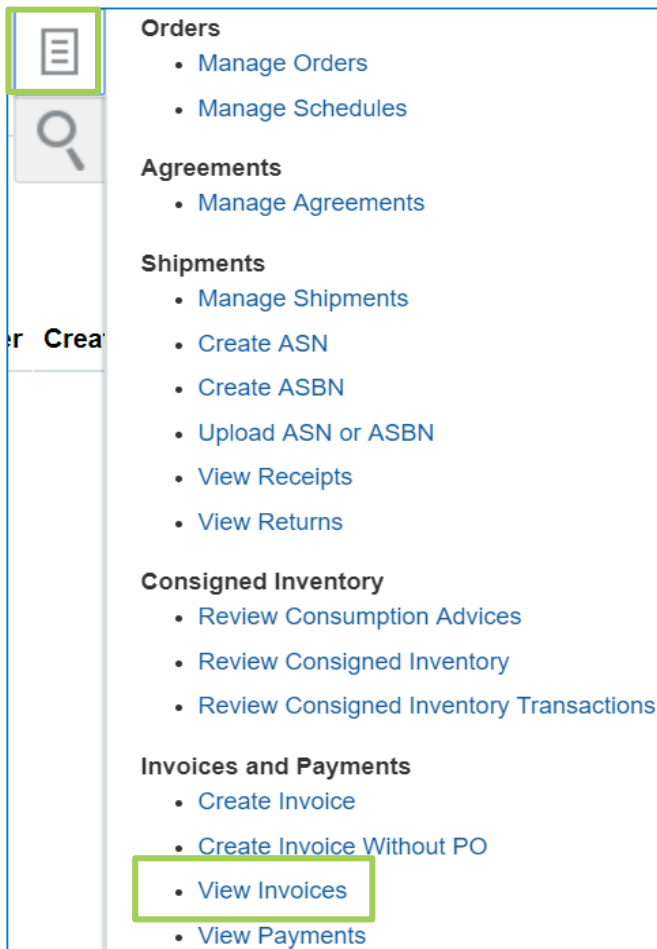


How to Review Invoices and Payments

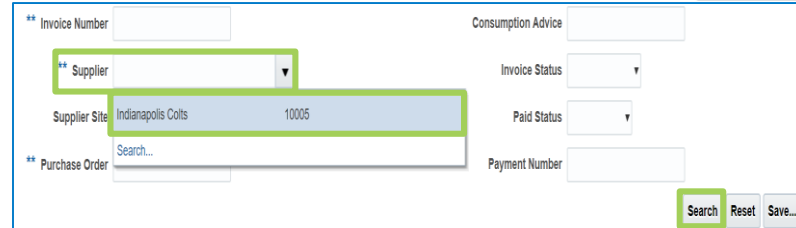
1 From the **Oracle Cloud ERP** home page, select the **“Supplier Portal”** icon



2 Click on the **“Task List”** icon and then click on **“View Invoices”**

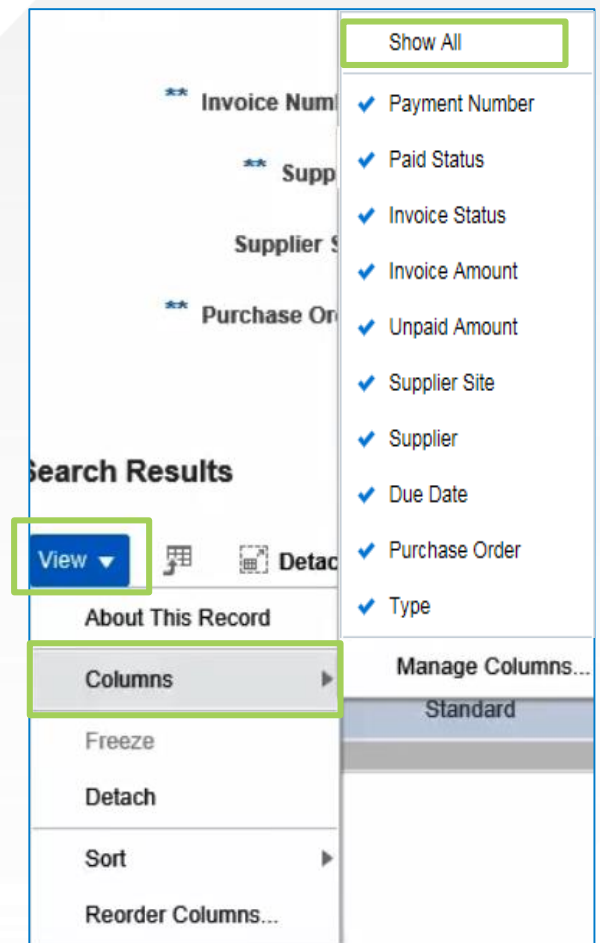


3 Select **Supplier** from dropdown and select **“Search”**



*Note: Add **Supplier Site** if applicable, before selecting **Search***

4 Select **“View”** to see options
Select **“Columns”** then click on **“Show All”** to see all columns listed



How to Review Invoices and Payments

5 Review the **Paid Status** column for the desired invoice

Invoice Number	Invoice Date	Type	Purchase Order	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number
Toy2345	11/28/17	Standard	10000000000143	275.63 USD	275.63 USD	In process	Unpaid	
TOY111	11/25/17	Standard	10000000000144	55.13 USD	55.13 USD	In process	Unpaid	
12345	11/21/17	Standard	10000000000142	0.00 USD	275.63 USD	Approved	Paid	30000358
toystore1234	11/5/17	Standard	10000000000125	99.95 USD	99.95 USD	On hold	Unpaid	
toystrore1234	11/5/17	Standard	10000000000125	99.95 USD	99.95 USD	On hold	Unpaid	

6 Select the **Invoice Number** to review associated details, if desired

Invoice Number	Invoice Date	Type	Purchase Order	Supplier
Toy2345	11/28/17	Standard	10000000000...	Darryl's Toy Store
TOY111	11/25/17	Standard	10000000000...	Darryl's Toy Store
12345	11/21/17	Standard	10000000000...	Darryl's Toy Store

7 Click the **“Lines”** tab to view payments or the **“Payments”** tab for invoice/payment details. Select **“Done”** when finished

Invoice: 12345 Done

Business Unit	HCSO BU	Invoice Amount	275.63 USD	Invoice Type	Standard
Legal Entity Name	HCSO	Unpaid Amount	0.00 USD	Description	
Supplier or Party	Darryl's Toy Store	Payment Currency	USD	Attachment	None
Supplier Site	HeadQuarter				
Address	123 Main Street, CHICAGO, IL 60601COOK				
Invoice Date	11/21/17				

Lines
Payments

8 Select **“Done”**

Done

Advanced
Saved Search
All Invoices
▼

** At least one is required

Consumption Advice	<input type="text"/>
Invoice Status	<input type="text" value="▼"/>
Paid Status	<input type="text" value="▼"/>
Payment Number	<input type="text"/>