Supplier Portal

View Invoice
Click on Supplier Portal
Scroll down to Invoices and Payments, then select View Invoices located on the left side if your screen.
Click on View Invoices
This screen will allow you to search invoices by using any of the parameters above.

Enter the Invoice number, or click on Search to run a report that will show a list of all invoices associated with your account.

Click on Search
### Search

- **Invoice Number**: 12345xyz
- **Supplier**: 
- **Supplier Site**: 
- **Purchase Order**: 
- **Consumption Advice**: 
- **Invoice Status**: 
- **Paid Status**: 
- **Payment Number**: 

### Search Results

| Invoice Number | Invoice Date | Type   | Purchase Order | Supplier       | Supplier Site | Unpaid Amount | Invoice Amount | Invoice Status | Payment Number | Comments   |
|----------------|--------------|--------|----------------|----------------|---------------|---------------|----------------|----------------|----------------|------------|----------|
| 12345xyz       | 10/29/21     | Standard |                | XYZ Supplier   | 0050          | 100.00 USD    | 100.00 USD     | In proc...      |               |          |
View Invoice

Customize your toolbar by selecting View, then click on Columns to add or remove columns.

Click the hyperlink on the Invoice Number.

See the next slide for Invoice Status definitions.
Invoice Status Definitions

**In Process:** invoice has been received by accounts payable but needs to be validated. No further action is needed.

**Incomplete:** no action has been taken on the invoice, AP needs to review and validate. No further action is needed.

**Validated:** invoice has been received, the information confirmed, and the payment is cleared to process.

**Re-Validated:** invoice has been received, but changes were made after the invoice was validated.

**Canceled:** invoice has been received, but the information can not be validated, or the services were canceled.

**Rejected:** the invoice was received but was unable to validate and will need to be resubmitted or canceled.

If you have questions regarding when a payment will process or if you need to correct an invoice that has already been submitted, please email mhe.accountspayable@mheducation.com.
Click on Done when you are finished.
End of View Invoice