

# Supplier Portal

## View Invoice

## Good afternoon, XYZ Supplier

Me    **Supplier Portal**    Projects    Cash Management    Procurement    Tools    Other >

### APPS



Supplier Portal

Click on Supplier Portal

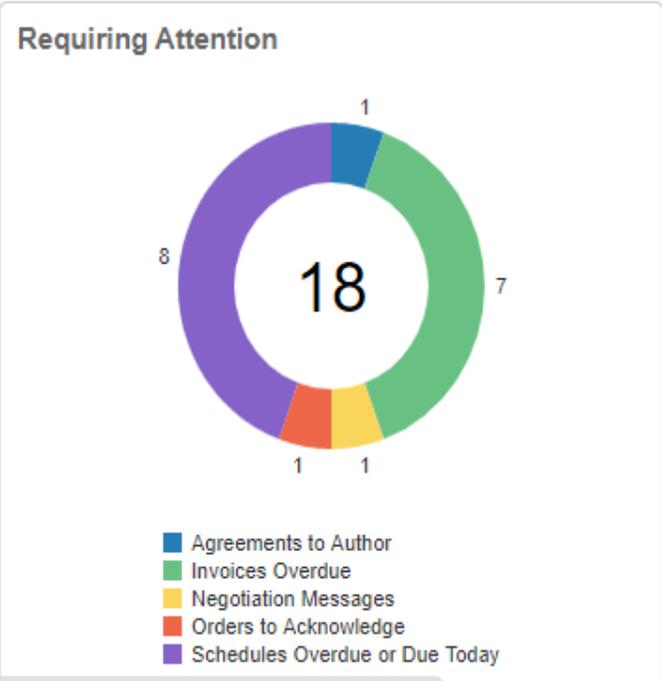
### Things to Finish

# View Invoice

## Supplier Portal

Search  Order Number

- Tasks**
- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns



### Recent Activity

Last 30 Days

Agreements changed or canceled	2
Agreements opened	3
Orders changed or canceled	1
Orders opened	21

### Transaction Reports

Last 30 Days

PO Purchase Amount	195974	USD
Invoice Amount	119998	USD
Invoice Price Variance Amount	1100	USD

Scroll down to Invoices and Payments, then select View Invoices located on the left side of your screen.

# View Invoice

- [Create ASBN](#)
- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

## Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

## Consigned Inventory

- [Review Consumption Advices](#)

## Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

## Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

## Qualifications

- [Manage Questionnaires](#)
- [View Qualifications](#)

## Company Profile

- [Agreements to Author](#)
- [Invoices Overdue](#)
- [Negotiation Messages](#)
- [Orders to Acknowledge](#)
- [Schedules Overdue or Due Today](#)

PO Purchase Amount	195974	USD
Invoice Amount	119998	USD
Invoice Price Variance Amount	1100	USD

## Supplier News

Click on View Invoices

# View Invoice

## View Invoices

Done

### Search

Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

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

Consumption Advice

Invoice Status

Paid Status

Payment Number

Click on Search Search Reset Save...

### Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
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No search conducted.

This screen will allow you to search invoices by using any of the parameters above.

# View Invoice

## View Invoices

Done

### Search

Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

### Search Results

View Detach

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

## View Invoices

Done

Search Advanced Saved Search All Invoices

\*\* At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

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

### Search Results

View

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
<a href="#">12345xyz</a>	10/29/21	Standard		XYZ Supplier	0050	100.00 USD	100.00 USD	In proc...		

## 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](mailto:mhe.accountspayable@mheducation.com).

# View Invoice



Invoice: 12345xyz

Done

Click on Done when you are finished

Business Unit	MH_US_USD_CORP_BU	Invoice Amount	100.00 USD	Invoice Type	Standard
Legal Entity Name	MCGRAW-HILL EDUCATION LLC	Unpaid Amount	100.00 USD	Description	
Supplier or Party	XYZ Supplier	Payment Currency	USD	Attachment	<a href="#">Sample.docx</a>
Supplier Site	0050	Tax Control Amount			
Address	123, West St., San Jose, CA 95000				
Invoice Date	10/29/21				

Lines Payments

## Items

View Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	100.00	Non PO Invoice											

View the Invoice

End of View Invoice