Reviewing Payments, Purchase Orders and Invoices in eSupplier

Description:

eSupplier is a system that allows suppliers to maintain information pertaining to their addresses and contacts. It can also be used to review information related to Purchase Orders (PO), invoices and payments. The vendor must be registered in eSupplier and must have at least one user with a valid user ID and password in order to perform the below searches. See Enroll in the Vendor Self-Service Portal for more information.

This job aid describes the steps to review:
- Payment information
- PO information
- Invoice information

How Do I View Payment Information (Invoices, Payment Info, and Account Balances)?

1.	Click the **Review Payment Information** link on the left-side.
2.	From here you can review invoice information, payment information, and account balances.
3.	Click the desired link: **Invoices**, **Payments**, or **Account Balances**. For this scenario, Payment information will be reviewed.

4.	For this scenario, the Review Payments search screen is shown. Enter the desired search criteria. It is not necessary to enter search criteria into all the available fields. For this scenario, only dates were entered. **NOTE**: It is best practice to search by dates first. The Payment Reference can also be used as search criteria.

FIELD NAME	DEFINITION
Payment Reference	Check or ACH number
The Invoice Number	This invoice number is usually the vendor's invoice number, but can also be assigned by New York State.

Review Payments
Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number: [   ]

Payment Reference: [   ]

From Payment Date: 04/06/2011 [31] (example: 12/31/2000)

To Payment Date: 04/20/2012 [31] (example: 12/31/2000)

[Search]   Return to Vendor List

5.	Click the **Search** button.

6.	The search results display. Click any available links in the search results to see more information. For this scenario, the Review Payments search results screen is shown. The Reference link can be clicked to view additional information. The **invoice number** is usually the vendor's invoice number, but can also be assigned by New York State. The **reference number** is the payment number, check or ACH identifier or number. **NOTE**: One or more invoices can be included in one payment.

Review Payments

Payments Made

Set filter options   Return to Vendor List

Customize | Find | 🗒   First ◀ 1-4 of 4 ▶ Last

Reference	Invoice Number	Payment Date	Amount
00015320	011 D030818	04/18/2012	$4,767.24 USD
0001576	025 D030855	04/20/2012	$35,561.38 USD
0001576	033 D030692	04/20/2012	$35,561.38 USD
0001576	037 D025520	04/20/2012	$35,561.38 USD

| 7. | If the Reference link is clicked, the user can view the payment details, such as associated invoice, payment method, etc.

NOTE: One or more invoices can be included in one payment. |

Reference:	000157	**Business Unit:**	DOT01
Invoice Number:	025 D0308	**Phone:**	518457
Method:	ACH	**Payment Date:**	04/20/2012
Amount:	$35,561.38 USD	**Pay Status:**	Paid
Paid To:			
Country:	USA United States		
Address 1:	145		
Address 2:	Suite		
Address 3:			
City:	Rochester		
County:	Monroe	**Postal:**	14620
State:	NY New York		
From:	Key Bank		

Payment Advice

Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
037 D0255	14,651.15 USD	0.00 USD	0.00 USD	14,651.15 USD
025 D0308	10,347.59 USD	0.00 USD	0.00 USD	10,347.59 USD
033 D0306	10,562.64 USD	0.00 USD	0.00 USD	10,562.64 USD

How Do I Review Purchase Order Information?

Step	Action
1.	Click the **Manage Orders** link on the left-side.
2.	Click the **Purchase Orders** link.

Step	Action
3.	Enter the desired search criteria. It is not necessary to enter search criteria into all the available fields. For this scenario, only dates were entered. **NOTE**: It is best practice to search by dates first. The other available fields can be used as search criteria.

FIELD NAME	DEFINITION
PO ID	Purchase Order ID number assigned automatically by the Statewide Financial System (SFS).
Buyer	New York State Agency identification information of how the PO was entered into the system.
Contract ID	Contract number assigned by New York State.
PO's Waiting Acknowledgement	This feature is not currently used.

Purchase Orders

Filter Options

DDB WORLDWIDE COMMUNICATIONS GROUP INC

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

From PO ID:		☐ PO's Waiting Acknowledgement
To PO ID:		
Item ID:		
Vendor Item ID:		
From Date:	03/20/2011	(example: 01/31/2000)
To Date:	04/20/2012	(example: 01/31/2000)
Buyer:		
Contract ID:		

Search   Return to Vendor List

| 4. | Click the **Search** button. |

Step	Action
5.	The search results display. The Purchase Order links and Header Details tab can be clicked to view additional information. The A PO with a status of "Dispatched" indicates this PO has been approved by the State Agency. **NOTE** View PDF button is not currently functional. **Purchase Orders** **Purchase Order List** DDB WORLDWIDE COMMUNICATIONS GROUP INC Set filter options Return to Vendor List Default View for Change Orders: All lines Purchase Order List Customize	Find	View All	First ◄ 1-2 of 2 ► Last PO Details Header Details 	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount	
----------------	--------	---------------------------	-------	--------------	--
☐ 0000000005	Dispatched	02/24/2012 10:56:42AM	1	848.64 USD	View PDF
☐ 0000000001	Dispatched	02/24/2012 10:56:42AM	1	358.52 USD	View PDF	
6.	If the PO link is clicked, the user can view the PO details, and related documents such as associated invoices, as shown in the example screen shot below. Additional detail can be seen in the Extension, Line Details and Contract Info tabs. **Purchase Orders** **Purchase Order Details** ERDMAN ANTHONY AND ASSOCIATES INC PO Number: D030692001 Purchase Order Date: 06/01/2009 PO Status: Dispatched Last Dispatch: 04/13/12 7:00:54PM Buyer: BUYER FOR BULKLOADED POS **Purchase Order Total** Billing Location: DOT01 Merchandise Amt: 1,930,318.35 Payment Terms: Net 30 Freight/Tax/Misc.: 0.00 Total Amount: 1,930,318.35 USD ▷ Standard BU Comments Purchase Order Lines Customize	Find	View All	First ◄ 1 of 1 ► Last Line Information Extension Line Details Contract Info 	Line	Status	Item ID	Description	Quantity	Amount
------	--------	---------	-------------	----------	--------
1	Active		CONVERTED CONTRACT	1.0000 EA	1,930,318.35 USD | Invoice List Customize	Find	View All	First ◄ 1 of 1 ► Last | Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher
---------	--------------	--------	----------	-----------	---------
033 D030692	04/02/2012	10,562.64 USD	05/02/2012	Approved	WP00122	

How Do I View Order Summary Information?

Step	Action
1.	Click the **Manage Orders** link on the left-side
2.	Click the **Order Summary** link.

Step	Action
3.	Enter the desired search criteria. It is not necessary to enter search criteria into all the available fields. For this scenario, only dates were entered.

NOTE: It is best practice to search by dates first. The other available fields can be used as search criteria. Item ID is the Statewide Financial System item ID.

FIELD NAME	DEFINITION
Include PO Data check box	This box should always be checked.
The PO Status	Open – PO has been entered by the Agency in SFS but not submitted. Pending – PO has been submitted by the Agency in SFS. Approval - PO is in the approval process in SFS. Approved – PO has been approved by the State Agency in SFS. Dispatched- PO has been approved by the State Agency.
Item ID	The SFS Item ID.
Vendor Item ID	This field is not currently used.

View Order Summary

Filter Options

DDB WORLDWIDE COMMUNICATIONS GROUP INC

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

☑ Include PO Data   PO Status: Dispatched

From Date: 03/20/2011 (example: 01/31/2000)

To Date: 04/20/2012 (example: 01/31/2000)

Item ID:

Vendor Item ID:

Search   Return to Vendor List

| 4. | Click the **Search** button. |

Step	Action
5.	The search results display.

View Order Summary

Order Schedule

DDB WORLDWIDE COMMUNICATIONS GROUP INC

Set filter options   Return to Vendor List

Schedules								Customize | Find | 📖 First ⬜ ,
Due Date	Item ID	Description	Quantity	Business Unit	PO Number	Type	Status	Ship To
01/26/2012		lotto 4q11 local gm tv	1.0000 EA	Division of Lottery	0000000005	PO	Dispatched	One Broadway Cent
01/26/2012		Lotto q4 local gm tv	1.0000 EA	Division of Lottery	0000000001	PO	Dispatched	One Broadway Cent