

Training Guide - iSupplier

Supplier Submit & Review Receipt/Return, Credit Memo and Invoice/Payment Status



Professional ■ **R**espect ■ **I**ntegrity ■ **D**ynamic ■ **E**xcellence

Submit and Review Receipt, Credit Memo and Invoice/Payment Status

Scope

This procedure explains how supplier submit & review Receipt/Return, Credit Memo and Invoice/Payment status. Upon receipt done by requester, supplier submit Invoice. Similarly supplier need to submit Credit Memo requester perform return and the returns are not replaceable.

- **Review Receipt/Return/Overdue Receipts**
- **Submit Invoice**
- **Submit Credit Memo**
- **Review Invoice/Payment Status**

Login to Oracle Homepage

1.1 Login to Oracle Apps.

- Enter User Name
- Enter Password
- Click Login

RHB ◆

*User Name
(example: michael.james.smith)

*Password
(example: 4u99v23)

[Login Assistance](#)

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Review Receipt

- Supplier can review a historical transaction of all receipts that have been recorded for the goods done by requester from RHB Banking Group under Shipments -> Receipts tab.
- Select Search criteria and click Go button.
- Review receipt information, to review receipt detail click Receipt no. hyperlink.

The screenshot shows the RHB iSupplier Portal interface. The 'Receipts' tab is selected in the navigation menu. Below the navigation, there is a 'Simple Search' section with various input fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. A 'Go' button is located at the bottom of the search section. Below the search section, there is a table of receipt information. The first row of the table is highlighted with a red box and a callout 'c', pointing to the 'Receipt' column which contains a hyperlink '56'. A callout 'a' points to the 'Receipts' tab in the navigation menu, and a callout 'b' points to the search criteria fields.

Receipt	Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/ Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
56	07-Aug-2013 17:32:58	RHB BANK	ASN001	06-Aug-2013 17:43:46						35	INV001	

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
12-Aug-2013 17:01:10	05-Aug-2013 12:00:00	05-Aug-2013 12:00:00	On-Time	35	1	1		Test Receipt to FA	EACH	5	1.0	4		RHB CENTER			INV001

Review Return

- Supplier can review a historical transaction of all return that have been recorded for the goods done by buyer from RHB Banking Group under Shipments -> Returns tab.
- Select Search criteria and click Go button.
- Review return information, to review return detail click Receipt no. (H).

RHB iSupplier Portal

Navigation: Home | Logout | Preferences | Help | Diagnostics

Menu: Main | Sourcing | Orders | **Shipments** | Finance | Admin

Sub-menu: Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | **Returns** | Overdue Receipts

Search Criteria (b):

- Organization: []
- PO Number: 35
- Receipt Number: []
- Shipment Number: []
- RMA Number: []
- Item: []
- Supplier Item: []
- Item Description: []

Buttons: Go, Clear, Advanced Search, Export

Organization	Receipt Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Quantity Received	Quantity Returned	Return Date	Supplier Reason Config ID
RHB BANK	56	35	ASN001	07-Aug-2013 17:32:58	Test Receipt to FA	EACH 5	1	16-Aug-2013 14:13:39	

Receipt Number	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Defects Location	Receipt Date	Promised Date	Need-By Date	Performance
56	35	1	1	Test Receipt to FA	EACH	5	1.0	Returns Summary				

Summary Table:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier
RHB BANK	56	35	ASN001		07-Aug-2013	Test Receipt to FA	EACH	5	1	16-Aug-2013 14:13:39		E-UNISON STATIONERY SDN BHD	

- Click Returned quantity (H).

Review Overdue Receipts

- Supplier can review the details of purchase order shipments that are past due. under Shipments -> Overdue Receipts tab.
- Select Search criteria and click Go button.
- Review overdue receipts information.

The screenshot shows the RHB iSupplier Portal interface. The 'Shipments' tab is selected in the main navigation, and the 'Overdue Receipts' sub-tab is highlighted in the secondary navigation. A search form is visible with fields for Organization, PO Number, Item, Supplier Item, and Due Date. Below the search form is a table of overdue receipts.

Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
RHB BANK	90			Receipt to Asset Flow Test Req 01 - Asset/Foreign	27-Aug-2013 12:00:00	EACH	1000	0	RHB_CENTER		OCS, Afzal	
RHB BANK	90			Receipt to Asset Flow Test Req 01 - Expense/Foreign	27-Aug-2013 12:00:00	EACH	1000	0	RHB_CENTER		OCS, Afzal	

Create Online Invoice

- a. Click Finance tab.
- b. Click Go button.

The screenshot shows the RHB iSupplier Portal interface. At the top left is the RHB logo. To its right is the text "iSupplier Portal". Below this is a navigation bar with tabs: Main, Sourcing, Orders, Shipments, Finance (highlighted with a red box and labeled 'a'), and Admin. To the right of the tabs are links for Navigator, Favorites, Home, Logout, Preferences, Help, and Diagnostics. Below the navigation bar is a sub-menu with links: Create Invoices, View Invoices, and View Payments. Below this is a section titled "Invoice Actions" with a "Create Invoice With a PO" button (labeled 'b') and a "Go" button. Below the "Invoice Actions" section is a "Search" form. The form includes a note: "Note that the search is case insensitive". The form fields are: Supplier (E-UNISON STATIONERY SDN BHD), Invoice Number, Invoice Date From (with a calendar icon and example: 15-Aug-2013), Invoice Status (dropdown), Purchase Order Number, Invoice Amount, Invoice Date To (with a calendar icon), and Currency. There are "Go" and "Clear" buttons at the bottom of the form. Below the search form is a table with the following columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table content shows "No search conducted."

Create Online Invoice – Search for eligible PO lines

- c. Enter Purchase Order Number or any other search criteria.
- d. Click Go button.
- e. System displays only PO No. of which goods/service has been already received by RHB. If you could not find your PO then need to check whether PO has been received or work confirmation has already approved or not.
- f. Check Select on the PO lines.
- g. Click Add to Invoice button.

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

[Cancel](#) Step 1 of 4 [Next](#)

Search

Note that the search is case insensitive

Purchase Order Number: 149

Purchase Order Date: (example: 23-Sep-2013)

Buyer: [Dropdown]

Organization: [Dropdown]

Advances and Financing: Excluded

[Go](#) [Clear](#)

Select Items: [Add to Invoice](#)

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	149	1		<input type="checkbox"/>	Special Toner for the Coin Deposit Machine Slip printing HP23245TY			20	10	5	EACH	23.5	MYR	RHB CENTER	RHB BANK		

Create Online Invoice – Select PO lines

h. After finished, click Next button.

Select Items:

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	149	1	1	<input type="checkbox"/>	Special Toner for the Coin Deposit Machine Slip printing HP23245TY			20	10	5	EACH	23.5	MYR	RHB CENTER	RHB BANK		

Purchase Order Items Added to Invoice

Select Items:

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	149	1	1	Special Toner for the Coin Deposit Machine Slip printing HP23245TY			10	10	5	EACH	23.5	MYR	RHB CENTER	RHB BANK

Step 1 of 4

h

Create Online Invoice – Enter Invoice Information

- i. Enter Invoice Number, Date, and Invoice Description.
- j. Enter Invoice quantity, invoice quantity must be less than or equal to Available Quantity (Received Qty).
- k. Click Add button to attach additional documents (if applicable).

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details
* Indicates required field

Cancel Back Step Next

Supplier

* Supplier E-UNISON STATIONERY SDN BHD
Tax Payer ID
* Remit To KUALA LUMPUR
Address NO 50-52, JALAN PERDANA 6/8, PANDAN PERDANA, KUALA LUMPUR 55300

Invoice

* Invoice Number INV001
* Invoice Date 01-Oct-2013
(example: 23-Sep-2013)
Invoice Type Invoice
Currency MYR
Invoice Description Test Invoice

Attachment None **Add...**

Customer

* Customer Registration Number 6171-M
Customer Name RHB BANK BERHAD
Address HEAD OFFICE, RHB CENTER KUALA LUMPUR 50400 MY

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	Amount
149	1	1		Special Toner for the Coin Deposit Machine Slip printing HP23245TY		RHB CENTER	5	5	23.5	EACH 117.5

Create Online Invoice – Add Attachment

- l. Enter Title and Description.
- m. Check File as Type and Click Browse button to select the file.
- n. Click Apply button.

Add Attachment

The screenshot shows the 'Add Attachment' form with three callouts: 'l' pointing to the Title and Description fields, 'm' pointing to the File type and Browse button, and 'n' pointing to the Apply button.

Attachment Summary Information

Title	Warranty Information
Description	Warranty Information
Category	From Supplier

Define Attachment

Type File C:\Users\tcholsuw\Desktop\Warranty Info.docx

URL

Text

Create Online Invoice – Submit Invoice

- o. Confirmation Message after attachment added (if applicable).
- p. Click Next button.

Confirmation
Attachment Warranty Information has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details
* Indicates required field

Supplier

- * Supplier **E-UNISON STATIONERY SDN BHD**
- Tax Payer ID
- * Remit To
- Address **NO 50-52, JALAN PERDANA 6/8, PANDAN PERDANA, KUALA LUMPUR 55300**

Invoice

- * Invoice Number
- * Invoice Date (example: 23-Sep-2013)
- Invoice Type
- Currency **MYR**
- Invoice Description

Attachment [Attachment List...](#)

Customer

- * Customer Registration Number
- Customer Name **RHB BANK BERHAD**
- Address **HEAD OFFICE, RHB CENTER KUALA LUMPUR 50400 MY**

Step 2 of 4

Create Online Invoice – Review and submit

- r. Review the invoice information.
- s. To update previous information click Back button.
- t. To Save invoice in Draft version for edit later, click Save button.
- u. Click Submit button to submit invoice.

RHB iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Main Sourcing Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next Submit

Supplier

- * Supplier: E-UNISON STATIONERY SDN BHD
- * Tax Payer ID
- * Remit To: KUALA LUMPUR
- Address

Invoice

- * Invoice Number: INV001
- * Invoice Date: 01-Oct-2013
- * Invoice Type: Standard
- * Currency: MYR
- Invoice Description: Test Invoice
- Attachment: Attachment List...

Customer

- * Customer Registration Number: 6171-M
- Customer Name: RHB BANK BERHAD
- Address

Summary Tax Lines

Calculate

Summary Tax Line Number Tax Regime Code Tax Tax Status Code Tax Jurisdiction Code Tax Rate Code Tax Rate Tax Amount Line Status

No results found.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
149	1	1	Special Toner for the Coin Deposit Machine Slip printing HP23245TY		RHB CENTER	5	5.00 EACH	23.50	117.50

Invoice Summary

Items	117.50
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (MYR) 117.50

Cancel Save Back Step 3 of 4 Next Submit

Main Sourcing Orders Shipments Finance Admin Home Logout Preferences Help Diagnostics

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Create Online Invoice – Confirmation Screen

v. Confirmation Message after submitted.

RHB iSupplier Portal

Navigator Favorites Home Logout Preferences Help Diagnostics

Main Sourcing Orders Shipments Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation

Invoice INV001 was submitted to our Accounts Payable department on 08-Oct-2013. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV001

[Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier	E-UNISON STATIONERY SDN BHD	* Invoice Number	INV001
Tax Payer ID		* Invoice Date	01-Oct-2013
* Remit To	KUALA LUMPUR	Invoice Type	Standard
Address		* Currency	MYR
		Invoice Description	Test Invoice
		Attachment	Attachment List...

Customer	
* Customer Registration Number	6171-M
Customer Name	RHB BANK BERHAD
Address	

Items									
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
149	1	1	Special Toner for the Coin Deposit Machine Slip printing HP23245TY		RHB CENTER	5	5.00 EACH	23.50	117.50

Invoice Summary	
Items	117.50
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	117.50
Less Advances and Financing	0.00
Total (MYR)	117.50

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

Main Sourcing Orders Shipments Finance Admin Home Logout Preferences Help Diagnostics

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Create Online Credit Memo

The steps to create are similar to Invoice except in Invoice detail screen:

- a. Invoice Type need to change to Credit Memo and
- b. The quantity must be in negative value (< 0).

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details
* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier: E-UNISON STATIONERY SDN BHD
Tax Payer ID: [Empty]
* Remit To: KUALA LUMPUR
Address: NO 50-52, JALAN PERDANA 6/8, PANDAN PERDANA, KUALA LUMPUR 55300

Invoice

* Invoice Number: CN001
* Invoice Date: 08-Oct-2013
Invoice Type: **Credit Memo** (a)
Currency: MYR
Invoice Description: Tes tCredit Memo
Attachment: None Add...

Customer

* Customer Registration Number: 6171-M
Customer Name: RHB BANK BERHAD
Address: HEAD OFFICE, RHB CENTER KUALA LUMPUR 50400 MY

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	Unit	Amount
149	1	1		Special Toner for the Coin Deposit Machine Slip printing HP23245TY		RHB CENTER	0	-1	23.5	EACH	-23.5

Note: Credit Memo in iSupplier Portal is used in case of goods return only.

Create Advance Invoice – Complex Service Procurement

- a. Click Finance tab.
- b. Click Go button.

The screenshot displays the RHB iSupplier Portal interface. At the top left is the RHB logo. The main navigation bar includes tabs for Main, Sourcing, Orders, Shipments, Finance, and Admin. The Finance tab is highlighted with a red box and labeled 'a'. Below the navigation bar, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. On the right side, there are links for 'Home', 'Logout', 'Preferences', 'Help', and 'Diagnostics'. Below the navigation bar, there is a section for 'Invoice Actions' with a 'Go' button highlighted by a red box and labeled 'b'. Below the 'Invoice Actions' section is a search form with the following fields: Supplier (E-UNISON STATIONERY SDN BHD), Invoice Number, Invoice Date From (with a calendar icon and example: 15-Aug-2013), Invoice Status (dropdown), Purchase Order Number, Invoice Amount, Invoice Date To (with a calendar icon), and Currency. There are 'Go' and 'Clear' buttons below the search form. Below the search form is a table with the following columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.'

Create Advance Invoice – Complex Service Procurement

- c. Enter Purchase Order Number or any other search criteria.
- d. Select Only Advance and Financing.
- e. Click Go button.

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Step 1 of 4

Search

Note that the search is case insensitive

Purchase Order Number: 47% c

Purchase Order Date:
(example: 19-Aug-2013)

Buyer:

Organization:

Advances and Financing: Only d e

Select Items:

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	47	1	0	<input checked="" type="checkbox"/>	Project - Renovation			1000	0	0			MYR	RHB CENTER	RHB BANK		

Create Advance Invoice – Complex Service Procurement

- f. Check Select on the PO lines
- g. Click Add to Invoice button
- h. Click Next button

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Step 1 of 4

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date
(example: 19-Aug-2013)

Buyer

Organization

Advances and Financing

Select Items:

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	4		0	<input checked="" type="checkbox"/>	Project - Renovation			1000	0	0			MYR	RHB CENTER	RHB BANK		

Create Advance Invoice – Complex Service Procurement

The steps to create are similar to Invoice except in Invoice detail screen:

- i. Invoice Type is changed to Prepayment and
- j. The Amount must be less than or equal to Advance total amount.

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

Create Invoice: Details
* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier: E-UNISON STATIONERY SDH BHD
Tax Payer ID
* Remit To: Kuala Lumpur
Address: 67, Jln 11A DU

Invoice

* Invoice Number: ADV001
* Invoice Date: 19-Aug-2013
Invoice Type: **Prepayment** (i)
Currency: MYR
Invoice Description
Attachment: None Add...

Customer

* Customer Registration Number: 6171-M
Customer Name: RHB BANK BERHAD
Address: HEAD OFFICE, RHB CENTER KUALA LUMPUR 50400 MY

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
47	1	0	Project - Renovation		RHB CENTER					1000 (j)

Edit Draft Invoice

- a. Click Finance tab.
- b. Enter Invoice Number.
- c. Click Go button.
- d. Click Update Icon to update invoice detail for submission.

Note: Only Invoice Status ‘Unsubmitted’ can be updated.

The screenshot displays the RHB iSupplier Portal interface. At the top, the RHB logo and 'iSupplier Portal' text are visible. Below this is a navigation bar with tabs for 'Main', 'Sourcing', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Finance' tab is highlighted and circled in red with a callout 'a'. Below the navigation bar, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a search form. The search form includes fields for 'Supplier' (E-UNISON STATISTICS), 'Invoice Number' (INV002), 'Invoice Date From', 'Invoice Date To', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency'. The 'Go' button is circled in red with a callout 'c'. Below the search form is a table of search results. The table has columns for 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'Attachments'. The first row shows an invoice with number 'INV002', date '16-Aug-2013', currency 'MYR', amount '600.00', and status 'Unsubmitted'. The 'Update' icon (a pencil) is circled in red with a callout 'd'.

Review Invoice Status

- a. Click Finance tab
- b. Click View Invoices sub tab
- c. Enter Search criteria
- d. Click Go button
- e. View the status of invoice
- f. Click on link to view Invoice detail

The screenshot shows the RHB Sourcing interface. The top navigation bar includes 'Main', 'Sourcing', 'Orders', 'Supplies', 'Finance', and 'Admin'. The 'Finance' tab is selected, and the 'View Invoices' sub-tab is active. Below the navigation is a search area with a 'Simple Search' section containing various input fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. A 'Go' button is located below the search fields. Below the search area is a table of invoices with columns for Invoice, Invoice Date, Type, Currency, Amount, Due, Status, On Hold, Payment Status, Due Date, Payment Number, Receipt, Discount Date, Available Discount, and Attachments. Two rows of invoices are visible, with the first row having a 'Not Paid' status and the second row having an 'In-Process' status.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Due Date	Payment Number	Receipt	Discount Date	Available Discount	Attachments
16-AUG-2013	16-Aug-2013	Standard	MYR	500.00	500.00	Approved		Not Paid	16-AUG-2013	43	69			
INV001	15-Aug-2013	Standard	MYR	3,000.00	3,000.00	In-Process		Not Paid	15-AUG-2013	35	56			

Review Invoice Status

g. Review Invoice Detail.

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

Standard Invoice: INV001 (Total MYR 3,000.00)

Currency=MYR Export

General

Invoice Date **15-Aug-2013**
 Status **Approved**
 On Hold
 Batch
 Attachments [View](#)
 Supplier **E-UNISON STATIONERY SDN BHD**
 Supplier Site **Kuala Lumpur**
 Address **67, Jln 11A DU**

Amount Summary

Item **3,000.00**
 Freight **0.00**
 Miscellaneous **0.00**
 Tax **0.00** ⓘ
 Prepayment **0.00**
 Retainage **0.00**
 Withholding Tax **0.00**
 Total **3,000.00**

Payment Information

Paid **0.00**
 Discount Taken **0.00**
 Due **3,000.00**
 Status **Not Paid**
 Payment Date
 Payment
 Term **IMMEDIATE**

Invoice Lines
Scheduled Payments
Hold Reasons

Line ▲	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Test Receipt to FA	5	EACH	600.00		3,000.00	0.00	Approved	35	1	1	OCS, Afzal	56

Review Invoice Status

The Status of Invoice can be

- a. Unsubmitted :** Invoice has not been submitted to RHB
- b. In Process :** Invoice has been submitted and pending for payment
- c. Approved :** Invoice has been approved by RHB and ready for payment
- d. Rejected :** Invoice has been rejected by RHB finance dept.
- e. Cancelled :** Invoice has been cancelled
- f. On Hold :** Invoice has been hold for Payment

Review payment Status

- a. Click Finance tab
- b. Click View Payments sub tab
- c. Enter Search criteria
- d. Click Go button
- e. Click on link to view Payment detail

The screenshot shows the RHB Sourcing interface. At the top, there is a navigation bar with the RHB logo and the word 'Sourcing'. Below this, there are several tabs: 'Main', 'Sourcing', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Finance' tab is highlighted, and a red box labeled 'a' is around it. Under the 'Finance' tab, there are sub-tabs: 'Create Invoices', 'View Invoices', and 'View Payments'. The 'View Payments' sub-tab is highlighted, and a red box labeled 'b' is around it. To the right of the navigation bar, there are links for 'Home', 'Logout', 'Preferences', and 'Diagnostics'. Below the navigation bar, there is a 'Simple Search' section. It contains a search form with the following fields: 'Payment Number', 'Invoice Number', 'PO Number', 'Release Number', 'Status', 'Payment Amount From', 'Payment Date From', and 'To' (for both amount and date). A red box labeled 'c' is around the search form. Below the search form, there are 'Go' and 'Clear' buttons. A red box labeled 'd' is around the 'Go' button. Below the search form, there is a table with the following columns: 'Payment', 'Payment Date', 'Currency', 'Amount Method', 'Status', 'Status Date', 'Bank Account', 'Invoice', and 'PO Number'. The table contains three rows of data. A red box labeled 'e' is around the first row of the table.

Simple Search

Note that the search is case insensitive

Payment Number Status

Invoice Number Payment Amount From To

PO Number Payment Date From To

Release Number (example : 1234) (example: 16-Aug-2013)

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
131	12-Aug-2013	MYR	350.00 Check	Negotiable	12-Aug-2013	RHB BANK PAYABLES CLEARING A/C	112345	46
123	10-Aug-2013	MYR	600.00 Check	Negotiable	10-Aug-2013	RHB BANK PAYABLES CLEARING A/C	A12	24
104	07-Aug-2013	MYR	7,210.00 RHB IBFT	Negotiable	07-Aug-2013	RHB BANK PAYABLES CLEARING A/C	Multiple	Multiple

Review payment Status

f. Review Payment Detail.

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Finance: [View Payments](#) >

Payment: 131 (Total MYR 350.00)

Export

Payment Date **12-Aug-2013**
Method **Check**
Status **Negotiable**
Status Date **12-Aug-2013**

Supplier **E-UNISON STATIONERY SDN BHD**
Supplier Site **Kuala Lumpur**
Address **67, Jln 11A DU**

Bank Account **RHB BANK PAYABLES CLEARING A/C**

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	PO Number	Receipt	Attachments
112345	12-Aug-2013	Standard	MYR	350.00	Approved	Paid	350.00	46	59	

Thank you