

## Searching For Invoices in the Supplier Portal Quick Reference Guide

**Purpose:** This document provides instructions for suppliers to search for an invoice via the Supplier Portal.

**Audience:** Supplier users with access to the Ascension Supplier Portal

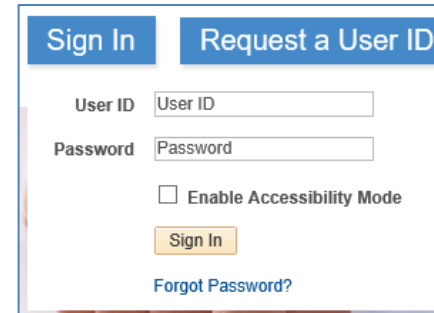
### General Information:

- The invoice search feature in the Supplier Portal only searches the Ascension ERP system.
- Invoices that are submitted to the MSC via email, mail, or fax are first loaded into our document imaging system where they are processed. If the invoice includes a valid 15-digit PO number, the invoice will be entered into our ERP system for payment processing.
- It can take up to five business days for an invoice that is submitted via email, mail, or fax to move from our document imaging system into PeopleSoft if the invoice contains all the information required to process it for payment, including a valid 15-digit PO number. If the invoice does not include all required information, processing times may be delayed.
- Invoice documents should include the following information to be recognized as an invoice and processed with no issues:
  - A unique invoice number
  - The supplier company name
  - The supplier's remit address
  - Line items identifying the details of the charges of the invoice
  - The current balance due
  - A valid 15-digit PO number
- If you are unable to locate your invoice using the invoice search feature in the Supplier Portal, we encourage you to use the SARA invoice status tool to inquire about the status of the invoice. This tool searches in multiple systems including our document imaging system, and it may be able to locate your invoice to provide status information. Refer to the **SARA Invoice Status Tool Quick Reference Guide** for more information.

1. Navigate to the Ascension Supplier Portal at <https://supplierportal.ascension.org>.



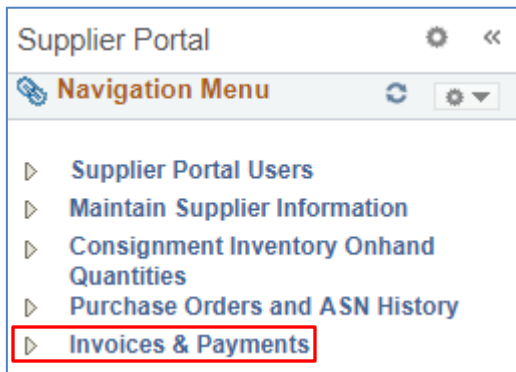
2. Click the **Sign In** button at the top right of the page.
3. Enter your User ID and Password and click the **Sign In** button.



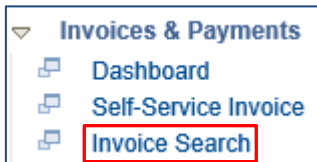
4. Click the **Supplier Fluid Home** tile.



5. You will be taken to the Supplier Homepage. In the **Navigation Menu**, click the arrow ▸ next to **Invoices & Payments**.



1. Under the Invoices & Payments section, click **Invoice Search**.



2. The **Invoice Search** page will open.

Invoice Search

Please note that the search results displayed here are from our ERP system only. Invoices that are submitted via mail, fax, and email are loaded into our document imaging system first and then processed into our ERP system. If you are unable to locate your invoice on this screen, it is possible that it has been received in our document imaging system but has not yet been processed into our ERP system. To further research the invoice and determine if it has been received, please use the SARA invoice status tool.

Invoice:  Invoice Status:  Search:

Supplier:  Payment Status:

3. Enter the invoice number in the **Invoice** field. You can also search for all invoices by leaving the **Invoice** field blank.
4. Click the **Search** button.
5. Results will display below the search fields on the page. Search results will display the Supplier ID, Invoice Number, Invoice Date, Invoice Amount, Amount Paid, Pay Terms, and Due Date.

Supplier ID	Invoice Number	Invoice Cycle	Invoice Date	Invoice Amount	Amount Paid	Terms	Due Date	Invoice Detail	Payment Detail
0000101555	62613235		03/10/2017	159.53	159.53	Net 30	04/09/2017		
0000000432	030467054		05/05/2017	19,081.39	19,081.39	Due Now	05/05/2017		
0000000432	030448892		02/22/2017	888.25	888.25	Due Now	02/22/2017		
0000101557	5160888		02/28/2017	10,087.62	10,087.62	Net 30	03/30/2017		

6. To see more details about the invoice, click the link under the **Invoice Number** column.

Supplier ID	Invoice Number	Invoice Cycle	Invoice Date
0000000432	<a href="#">030448892</a>		02/22/2017

7. The **Invoice Details** page will open.

**Invoice Details** [Return to Invoice Search](#)

Invoice Number 62620808  
 Invoice Date 03/24/2017  
 Due Date 04/23/2017

Net Amount 304.00 USD  
 Discount Amount 0.00 USD  
 Invoiced Tax 19.00 USD  
 Freight Amount 26.00 USD  
 Misc Charge Amount 0.00 USD  
 Gross Amount 349.00 USD

Approval Status Approved  
 Payment Terms Net 30


Payment Status Paid in Full

**Invoice Line Details** [Personalize](#) | [Find](#) | [Print](#) | [Grid](#) | First 1 of 1 Last


Description	Quantity	UOM	Unit Price	Merchandise Amt	Currency	PO
M1092331, Bedside Panel, Left/	1.0000	EA	304.00000	304.00	USD	<a href="#">662040000001114</a>


**Payments Made** [Personalize](#) | [Find](#) | [Print](#) | [Grid](#) | First 1 of 1 Last

Reference	Supplier	Method	Date	Amount	Currency
0000674	DATEX-OHMEDA INC	Automated Clearing House	04/19/2017	600.15	USD

- a. The **Invoice Number**, **Invoice Date**, and **Due Date** will display in the top left corner.
  - b. If your payment terms include a discount, the **Discount Amount** will display to the right.
  - c. If freight/shipping charges were included on the invoice, the **Freight Amount** will display to the right.
  - d. In the **Invoice Line Details** section, line details for the invoice will display including Item Description, Quantity, Unit of Measure (UOM), Unit Price, Merchandise Amount, and the relevant PO number. Click the PO link to view details for the PO.
  - e. If payments have been issued for the invoice, they will be listed under **Payments Made**. Click the Payment Reference link to view details for the payment.
8. If an invoice has not been paid, click **Return to Invoice Search** at the top of the **Invoice Details** page.
  9. Click the **Invoice Cycle** icon  to see where the invoice is in the process.

**Invoice Inquiry**

**Invoice Inquiry** 

Supplier ID	Invoice Number	Invoice Cycle	Invoice Date
0000000432	030448892		02/22/2017

10. The **Invoice Cycle** page will open for the invoice.








**Review Invoices**

**Invoice Cycle**

Invoice 0100004581      Buyer AP001      AP BU  
 Voucher 06083252      Supplier 0000101557      GENERAL ELECTRIC COMPANY  
 Invoice Date 02/10/2016      Gross Amount 1,743.36      USD  
 Due Date 03/11/2016

**Invoice Cycle**

[Invoice Creation](#)   [Matching](#)   [Invoice Approval](#)   [Invoice Line Approval](#)   [Dispute Status](#)   [Payments](#)   [Paid](#)

[Invoice Creation](#)   [Matching](#)   [Invoice Approval](#)   [Dispute Status](#)   [Payment Selection](#)   [Paid](#)








11. The invoice cycle progresses from left to right from the initial status of *Invoice Creation* and ends with *Paid*. If an icon within the cycle is gray, this indicates the invoice has not yet reached that stage of the cycle.
12. Details about the current stage in the invoice cycle will display as well.
  - a. If an invoice is in the the *Matching* stage of the invoice cycle, any match exceptions that prevent it from moving further will be displayed towards the bottom of the page.
  - b. If an invoice is in the *Invoice Approval* stage of the invoice cycle, the name of the approver who needs to take action will be displayed.

Review Invoices

Invoice Cycle

Invoice: 2528281229      Buyer: AP001      AP BU  
Voucher: 07888293      Supplier: 0000002299      SAMPLE SUPPLIER  
Invoice Date: 11/08/2016      Gross Amount: 193,725.00      USD  
Due Date: 01/07/2017

**Invoice Cycle**

Invoice Creation	Matching	Invoice Approval	Invoice Line Approval	Dispute Status	Payments	Paid
						
<a href="#">Invoice Creation</a>	<a href="#">Matching</a>	<a href="#">Invoice Approval</a>	<a href="#">Dispute Status</a>	<a href="#">Payment Selection</a>	<a href="#">Paid</a>	

Invoice Approval Status

**Voucher Approval**

**BUSINESS UNIT=AP001, VOUCHER\_ID=07888293:Pending**

PO Voucher Two Way Match

Pending

Sue [redacted]

Two Way Match Voucher Approval

13. To return, click the **Return to Invoice Inquiry** link.