Viewing Invoices
Quick Reference Guide

Purpose: This document provides instructions for suppliers to search for an invoice via the Supplier Portal.
Audience: Suppliers with access to the Ascension Supplier Portal

Contents

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:

  o A unique invoice number

  o The supplier company name

  o The supplier's remit address

  o Line items identifying the details of the charges of the invoice

  o The current balance due

  o 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.

Viewing Invoices

1. To log in to the Ascension Supplier Portal, click the **Sign In** button at the top right at https://supplierportal.ascension.org.

2. A new browser tab will open. Enter your user ID and Password and click the **Sign In** button. If you cannot remember your user ID and/or password, use the Forgot Password? or Forgot User ID? links.
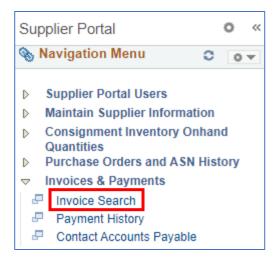

3. On the left-hand navigation, click the arrow next to **Invoices & Payments** to expand the menu options.
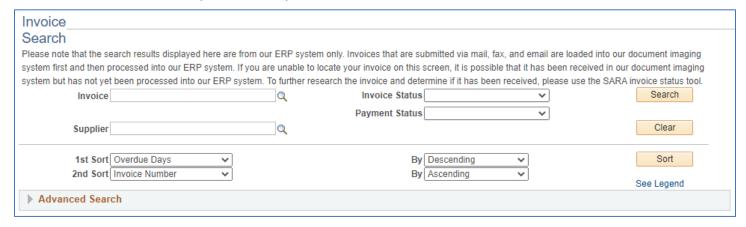

4. Click **Invoice Search.**

Supplier Portal

⛓ **Navigation Menu**

▷ **Supplier Portal Users**
▷ **Maintain Supplier Information**
▷ **Consignment Inventory Onhand Quantities**
▷ **Purchase Orders and ASN History**
▽ **Invoices & Payments**
  ⊞ Invoice Search
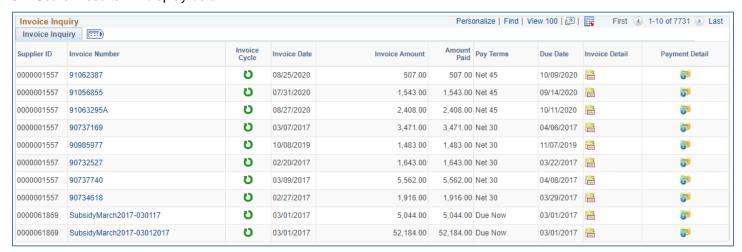 ⊞ Payment History
  ⊞ Contact Accounts Payable

5. The **Invoice Search** page will open. Please note that you only need to enter relevant search criteria – the less criteria entered, the wider the results.

6. To view a particular invoice, enter the invoice number in the **Invoice** field and click the **Search** button.

7. To view all invoices currently in our ERP system, leave all search fields blank and click the **Search** button.

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
		Payment Status	⌄	
Supplier	⌕			Clear

1st Sort	Overdue Days ⌄	By	Descending ⌄	Sort
2nd Sort	Invoice Number ⌄	By	Ascending ⌄	
				See Legend

▷ **Advanced Search**

8. Search results will display below.

Invoice Inquiry   Personalize | Find | View 100 | ⬚ | 🖩   First ◀ 1-10 of 7731 ▶ Last

Invoice Inquiry

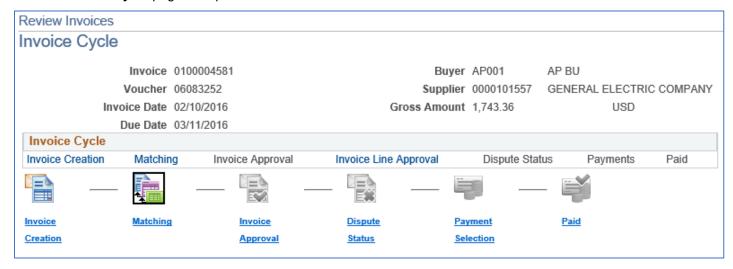| Supplier ID	Invoice Number	Invoice Cycle	Invoice Date	Invoice Amount	Amount Paid	Pay Terms	Due Date	Invoice Detail	Payment Detail
0000001557	91062387	↻	08/25/2020	507.00	507.00	Net 45	10/09/2020	📇	📋
0000001557	91056855	↻	07/31/2020	1,543.00	1,543.00	Net 45	09/14/2020	📇	📋
0000001557	91063295A	↻	08/27/2020	2,408.00	2,408.00	Net 45	10/11/2020	📇	📋
0000001557	90737169	↻	03/07/2017	3,471.00	3,471.00	Net 30	04/06/2017	📇	📋
0000001557	90985977	↻	10/08/2019	1,483.00	1,483.00	Net 30	11/07/2019	📇	📋
0000001557	90732527	↻	02/20/2017	1,643.00	1,643.00	Net 30	03/22/2017	📇	📋
0000001557	90737740	↻	03/09/2017	5,562.00	5,562.00	Net 30	04/08/2017	📇	📋
0000001557	90734618	↻	02/27/2017	1,916.00	1,916.00	Net 30	03/29/2017	📇	📋
0000061869	SubsidyMarch2017-030117	↻	03/01/2017	5,044.00	5,044.00	Due Now	03/01/2017	📇	📋
0000061869	SubsidyMarch2017-03012017	↻	03/01/2017	52,184.00	52,184.00	Due Now	03/01/2017	📇	📋

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

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

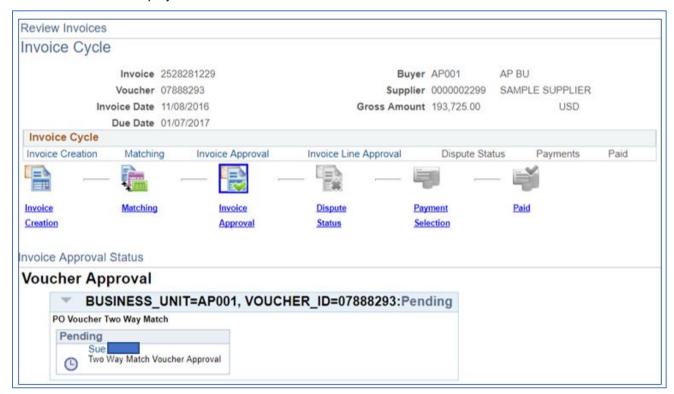**Last updated:** 11/20/20

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 | 🔗 | 📊   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	662040000001114

Payments Made

Personalize | Find | 🔗 | 📊   First ◀ 1 of 1 ▶ Last

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

11. If payments have been issued for the invoice, they will be listed under **Payments Made.** Click the payment number link in the **Reference** column to view details for the payment.

12. Click the PO number link in the **PO** column to view details of the PO used to process the invoice.

13. If the invoice has not been paid, click **Return to Invoice Search** at the top of the **Invoice Details** page.

14. Click the **Invoice Cycle** icon ↻ to see where the invoice is in the process.

15. 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	

Last updated: 11/20/20

16. 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.

17. Details about the current stage in the invoice cycle will display as well.

   a. If an invoice is in 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.

18. If you have questions or need more information about an invoice, please submit a self-service case to the MSC AP team and include the invoice number, invoice amount, invoice date, and 15-digit Ascension PO number in the details of your request.