

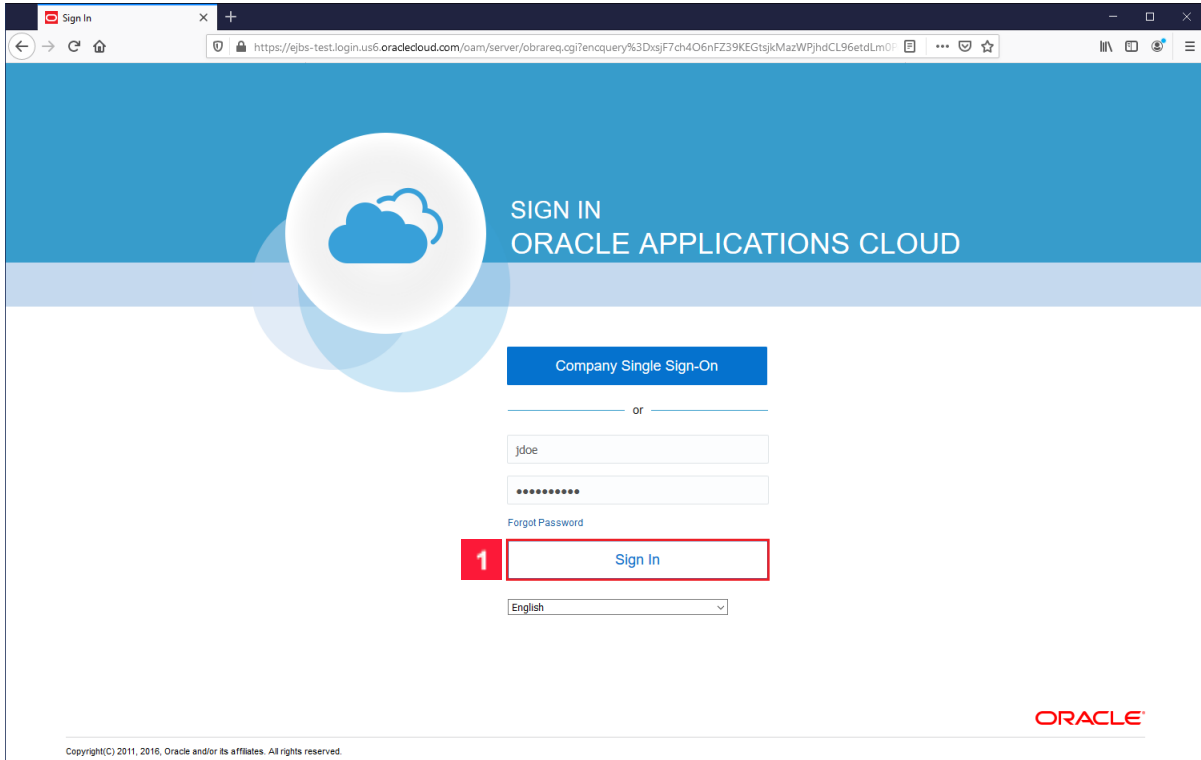
View Invoices in Supplier Portal

As a Supplier for the City of Virginia Beach, you have the ability to view invoices and create invoices in the Supplier Portal. This user guide will walk you through the steps to view your company's invoices. To create an invoice, please refer to the Create an Invoice user guide.

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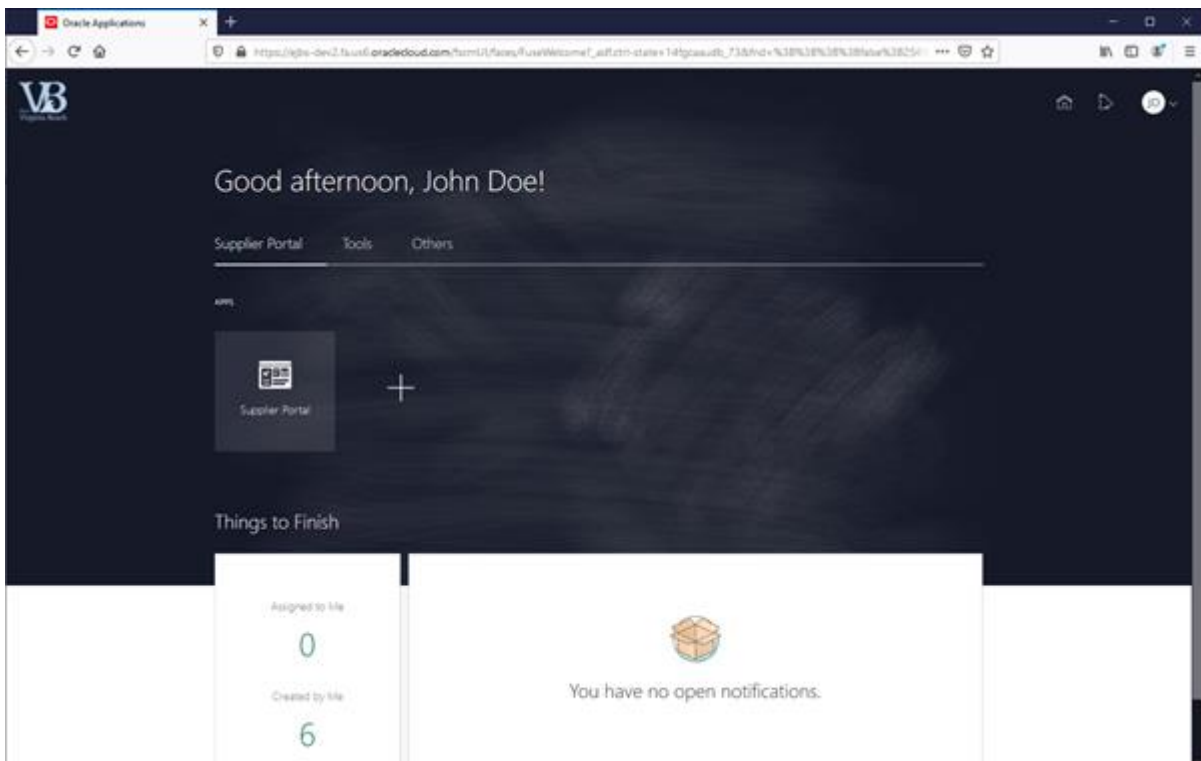
1 Sign into Supplier Portal



Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

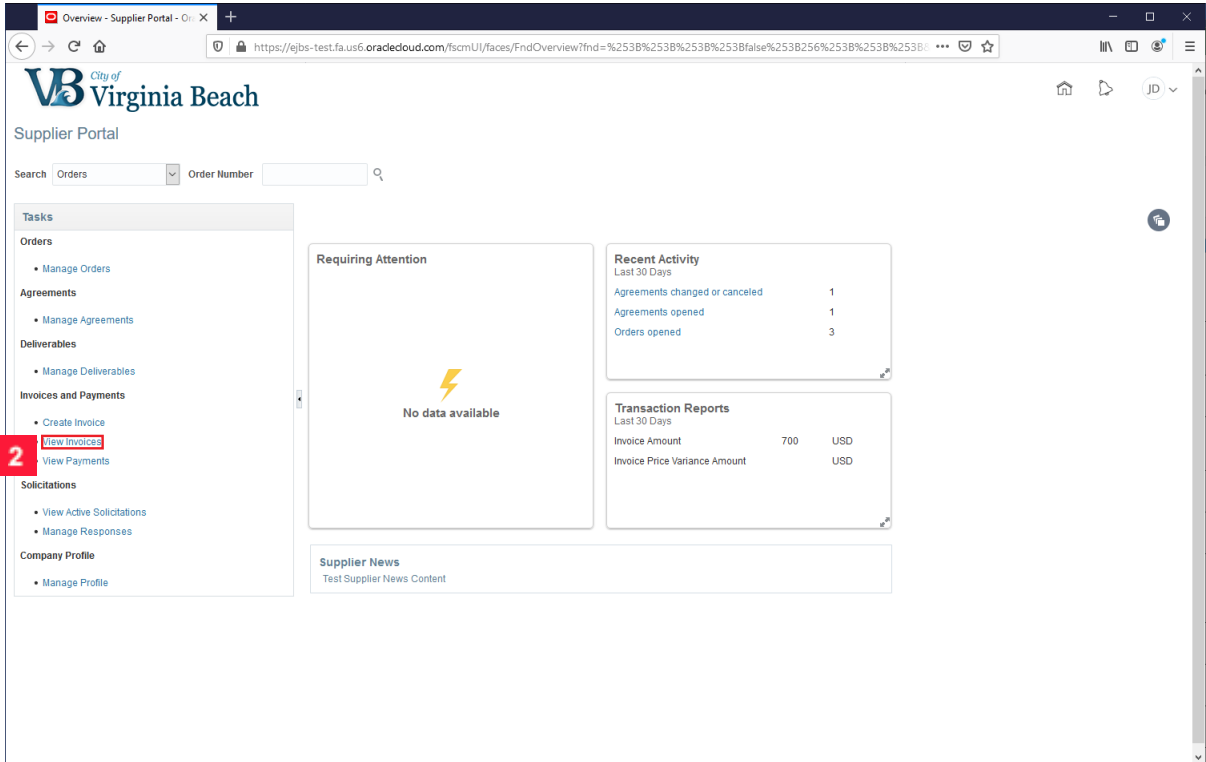
- Your user ID was sent to you in an email from the City of Virginia Beach when your Supplier Portal account was created. It also included a password reset link.
- If you do not have your user ID or Password click the **Forgot Password** link.

1 Click the **Sign In** button.



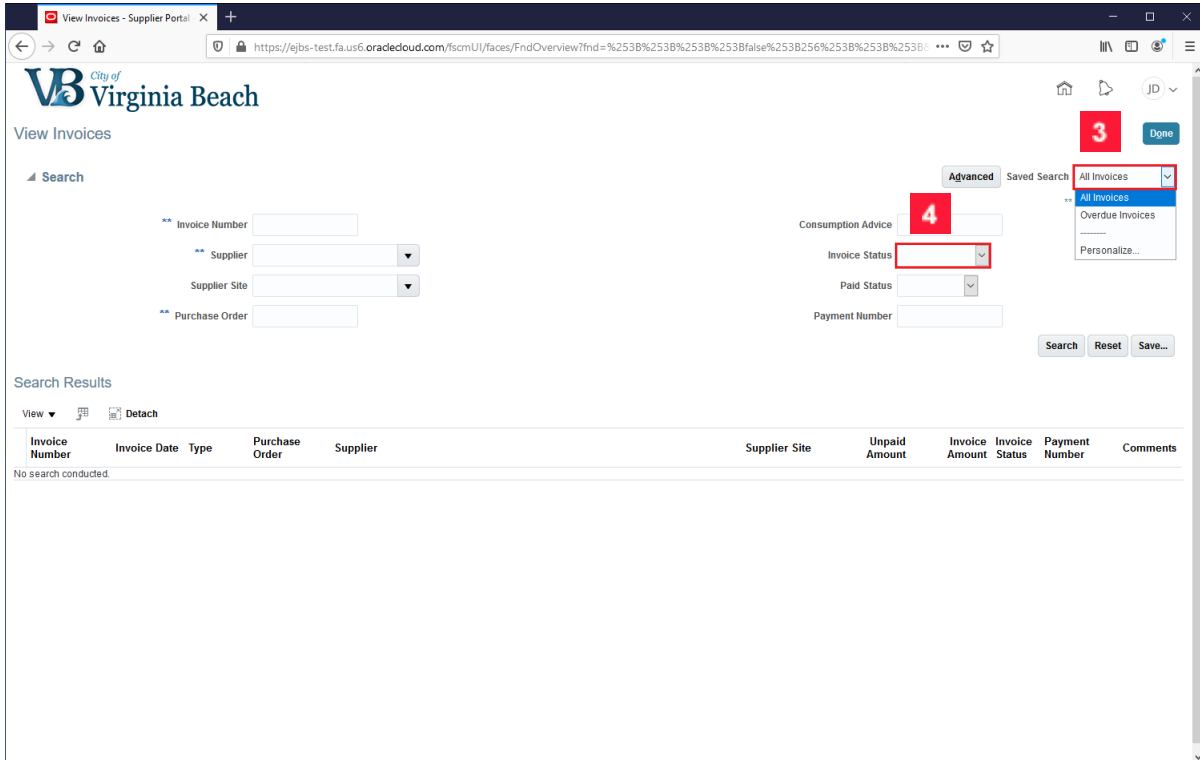
On the Home page, click the **Supplier Portal** icon.

2 Supplier Portal Dashboard



2 Click the **View Invoices** link in the **Tasks** menu

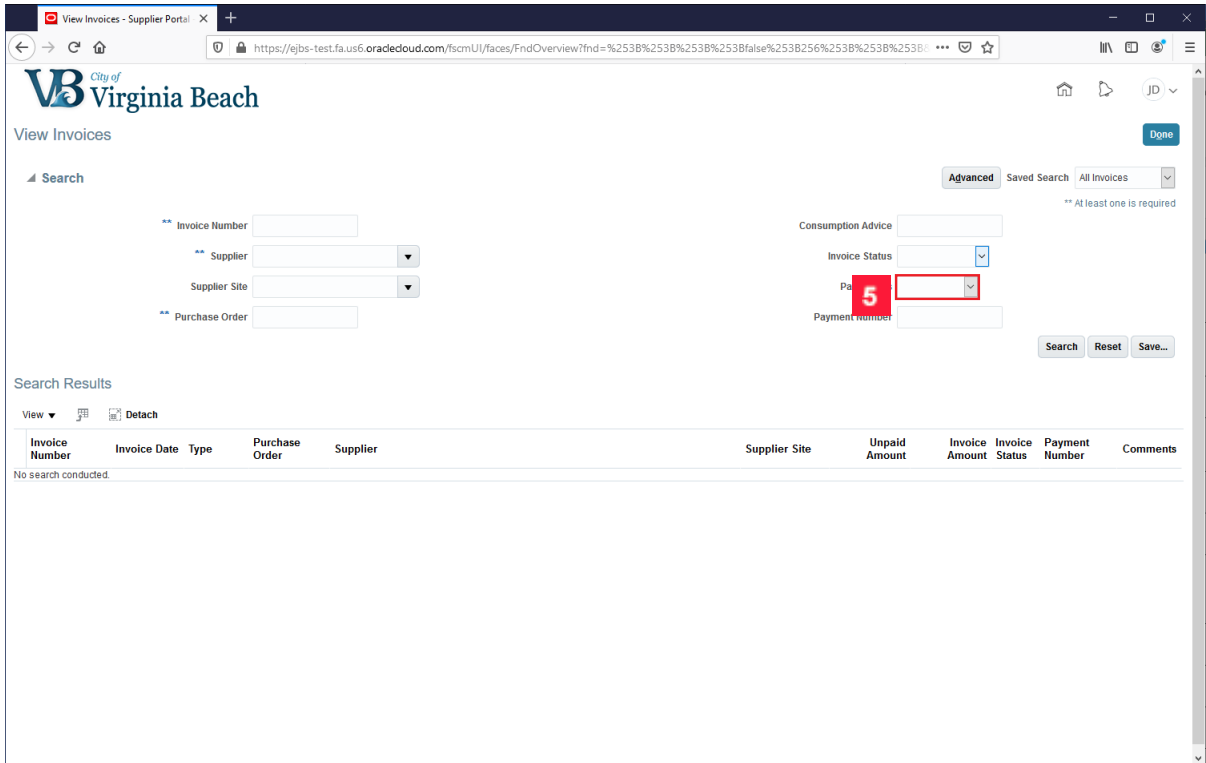
3 Search for and View Invoices



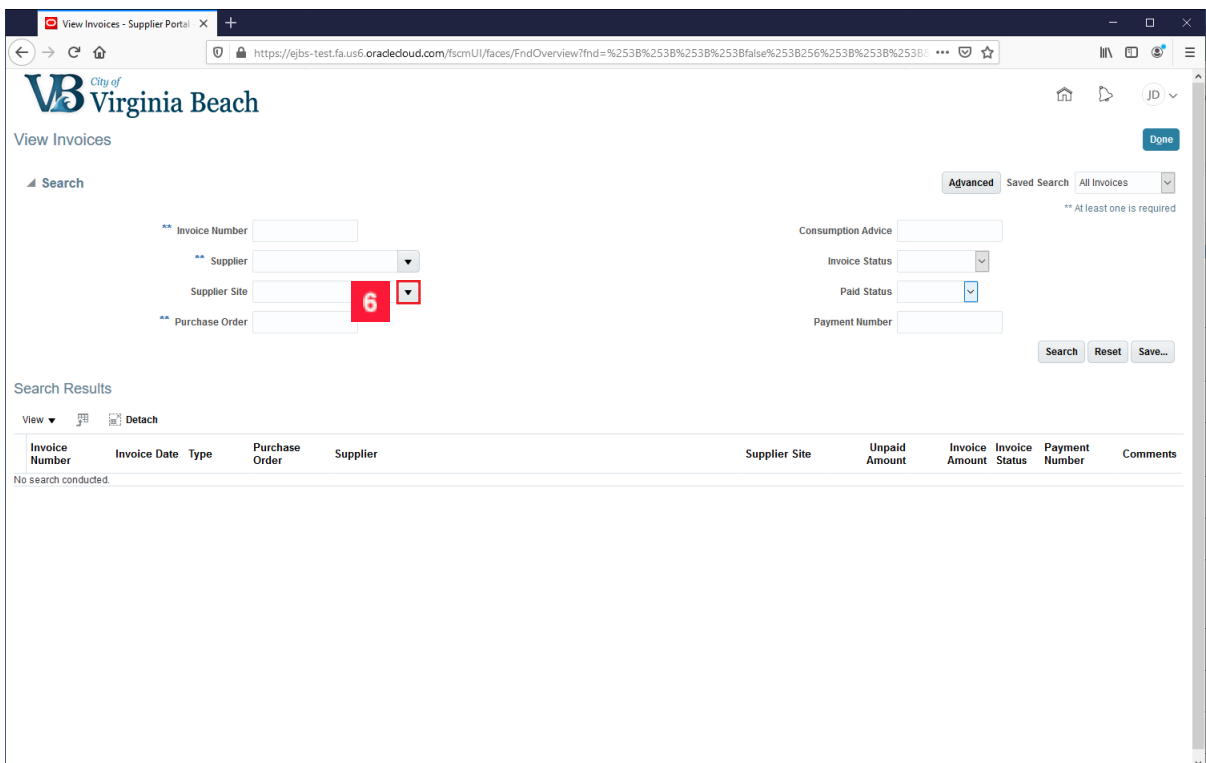
There are various ways to search for invoices. By clicking the Saved Search drop-down arrow, you have the ability to search **All Invoices** and **Overdue Invoices**.

3 Click the **Saved Search drop-down arrow**. In this example, we selected **All Invoices** from the drop-down list.

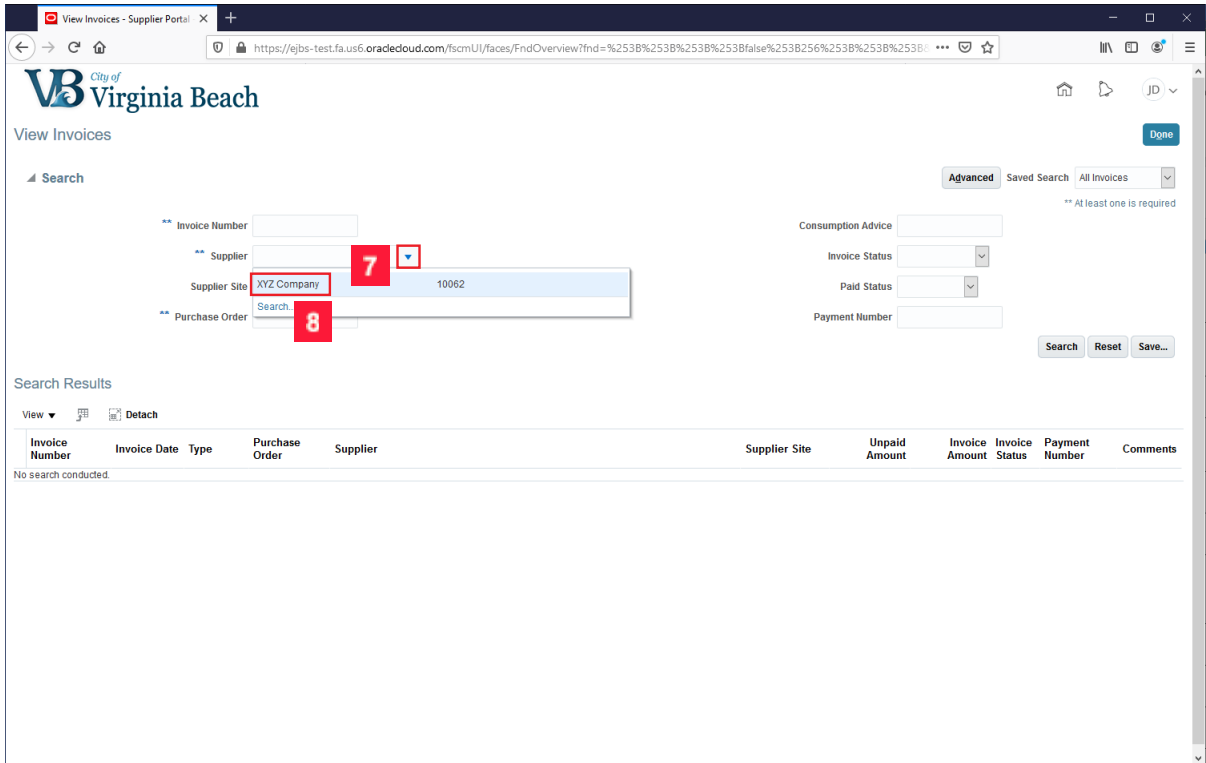
4 By clicking the **Invoice Status** drop-down arrow, you can search for invoices that are Approved, Cancelled, In process, Incomplete, On hold, Pending import, or Rejected.



5 By clicking the **Paid Status** combo box, you can search for invoices that are Paid, Partially Paid or Unpaid.

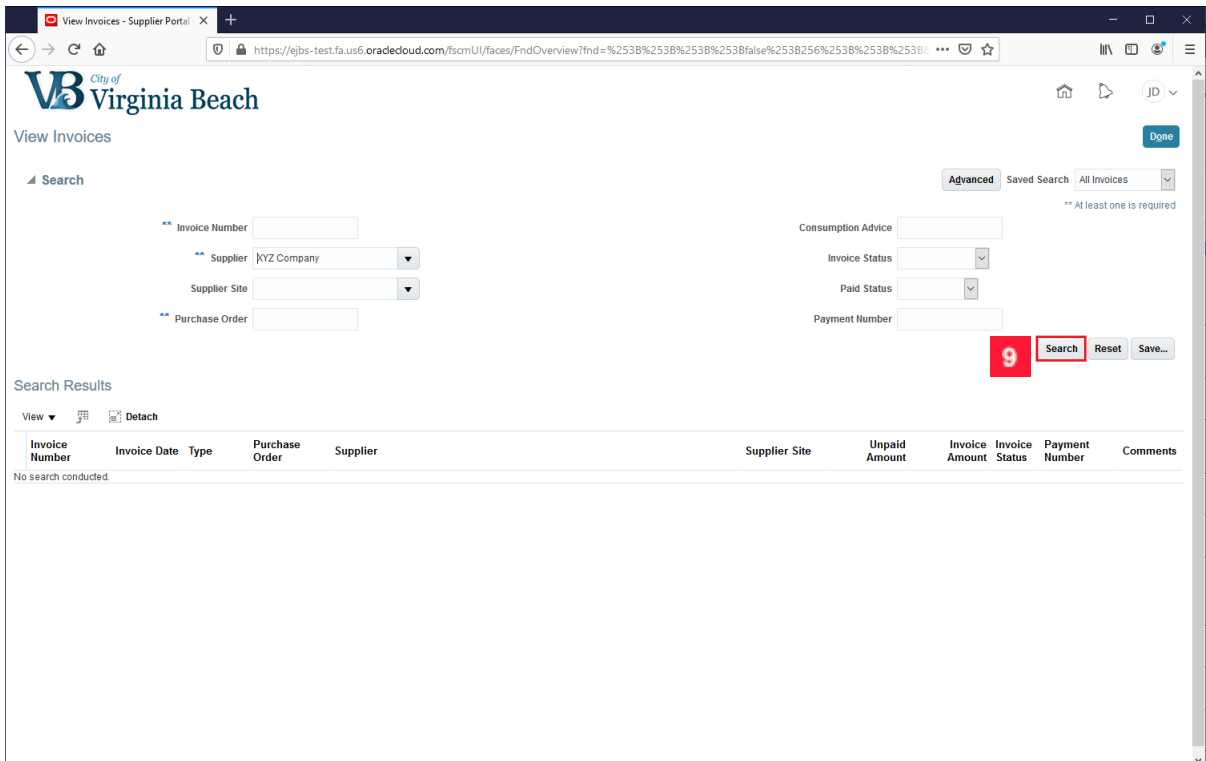


6 You may search by a specific site by clicking on **Supplier Site** drop-down arrow.



7 To select your Company, click the **Supplier** drop-down arrow.

8 Click your **Company Name** so it is highlighted in blue.



9 Click the **Search** button.

10 View

11 Columns

Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
	Standard	P100129	5/30/20	XYZ Company	HQ	80.00 USD	80.00 USD	In proc...	Unpaid		
	Standard	P100131	5/30/20	XYZ Company	HQ	120.00 USD	120.00 USD	In proc...	Unpaid		
	Standard	P100128	5/29/20	XYZ Company	HQ	500.00 USD	500.00 USD	In proc...	Unpaid		

The invoices are visible in the **Search Results** section.

10 Click **View** to customize how this information is presented.

11 Click the **Columns** input field to identify what columns you want to see. You can sort the information in different ways and reorder the columns.

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Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
0138	4/30/20	Standard	P100129	5/30/20	XYZ Company	HQ	80.00 USD	80.00 USD	In proc...	Unpaid		
0139	4/30/20	Standard	P100131	5/30/20	XYZ Company	HQ	120.00 USD	120.00 USD	In proc...	Unpaid		
0137	4/29/20	Standard	P100128	5/29/20	XYZ Company	HQ	500.00 USD	500.00 USD	In proc...	Unpaid		

12 To view the details of an invoice, click the **Invoice Number** link.

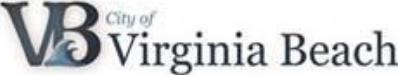
You are now viewing the invoice details.

13 When finished viewing your invoice, click the **Done** button.

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
0138	4/30/20	Standard	P100129	5/30/20	XYZ Company	HQ	80.00 USD	80.00 USD	In proc...	Unpaid		
0139	4/30/20	Standard	P100131	5/30/20	XYZ Company	HQ	120.00 USD	120.00 USD	In proc...	Unpaid		
0137	4/29/20	Standard	P100128	5/29/20	XYZ Company	HQ	500.00 USD	500.00 USD	In proc...	Unpaid		

Repeat steps 12-13 to view more invoices.

14 When finished, click the **Done** button.



4 Supplier Portal Support

You have successfully viewed invoices in Supplier Portal. If you have questions or need additional assistance, please contact us at SupplierPortal@vbgov.com or (757) 385-4438.