

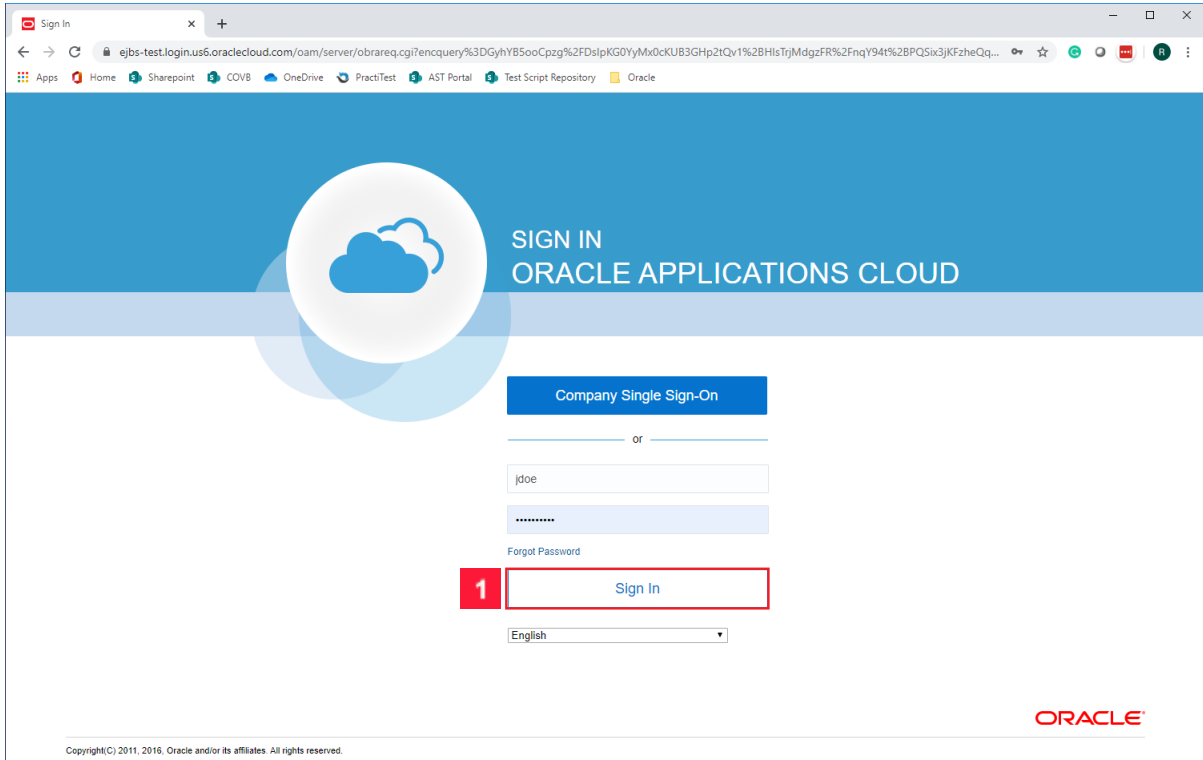
View Payments in Supplier Portal

As a Supplier for the City of Virginia Beach, you have the ability to view Payments that have been issued to your company. This user guide will walk you through the steps to view your payments.

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1 Sign into Supplier Portal

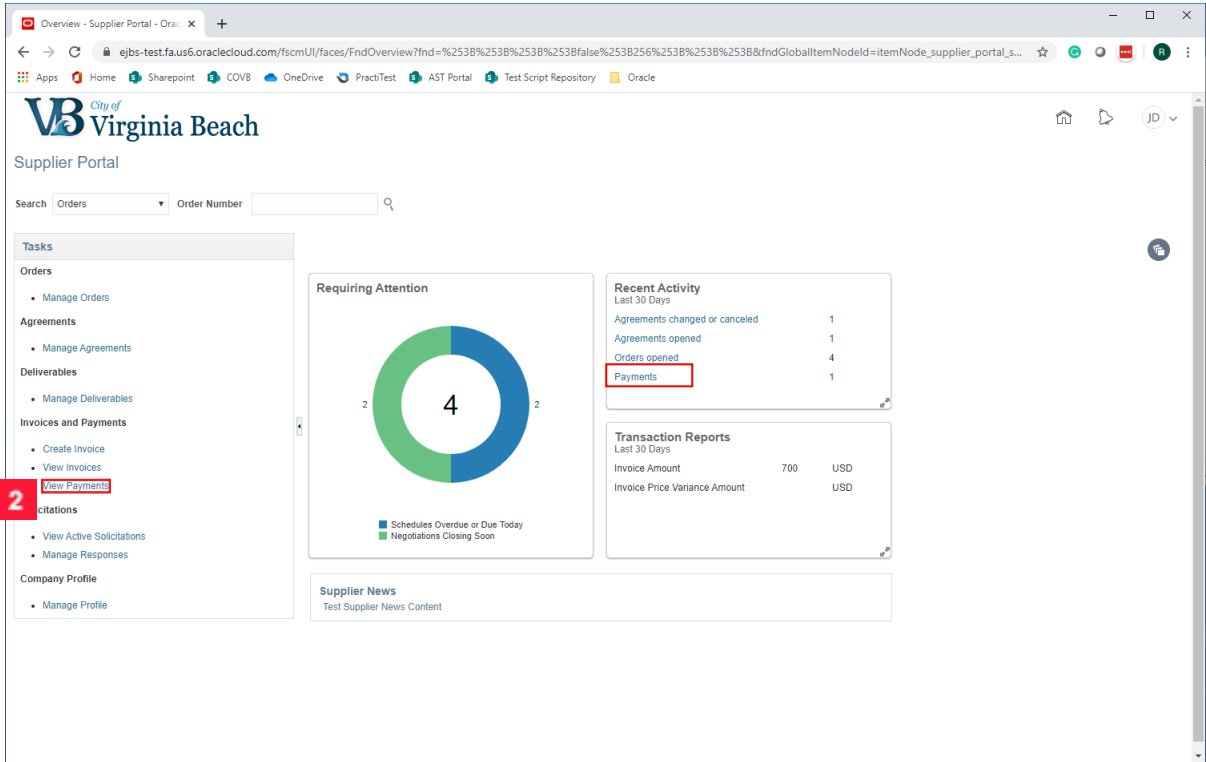


Enter *your user ID* in the **User ID** field. Enter *your password* in the **Password** field.

- 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.

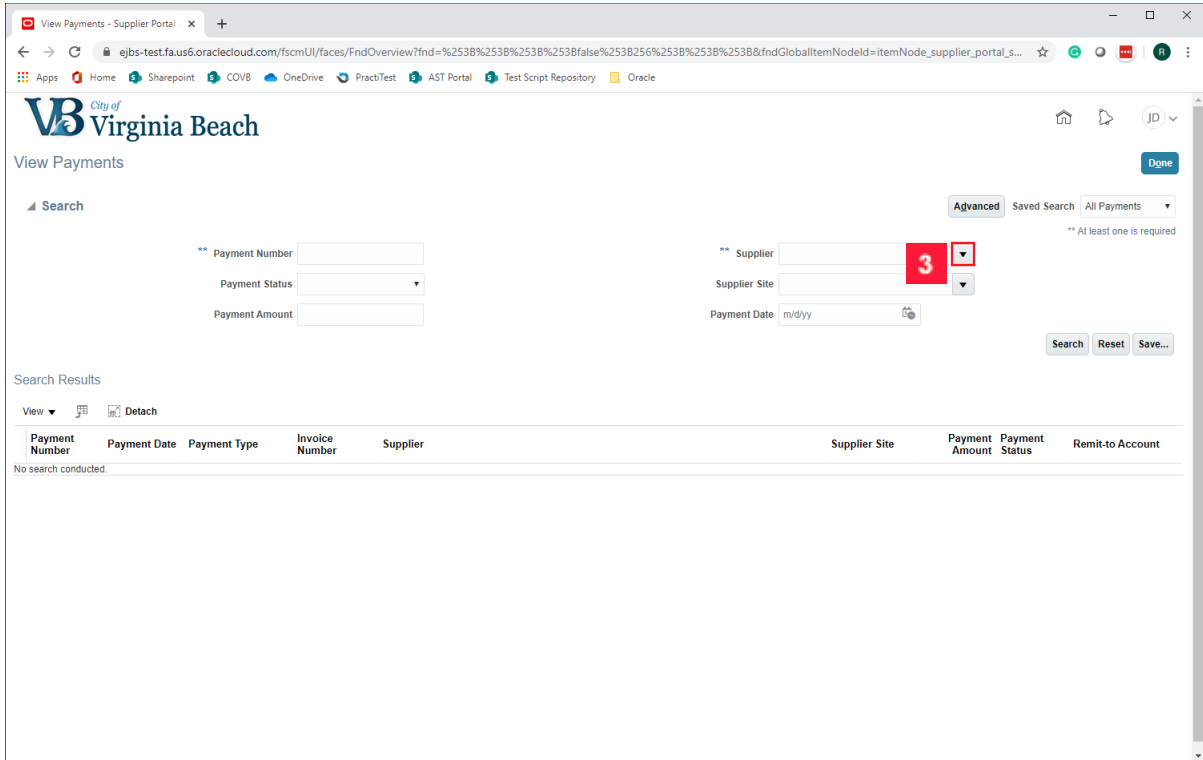
2 Supplier Portal Dashboard



2 Click the **View Payments** link in the Tasks menu.

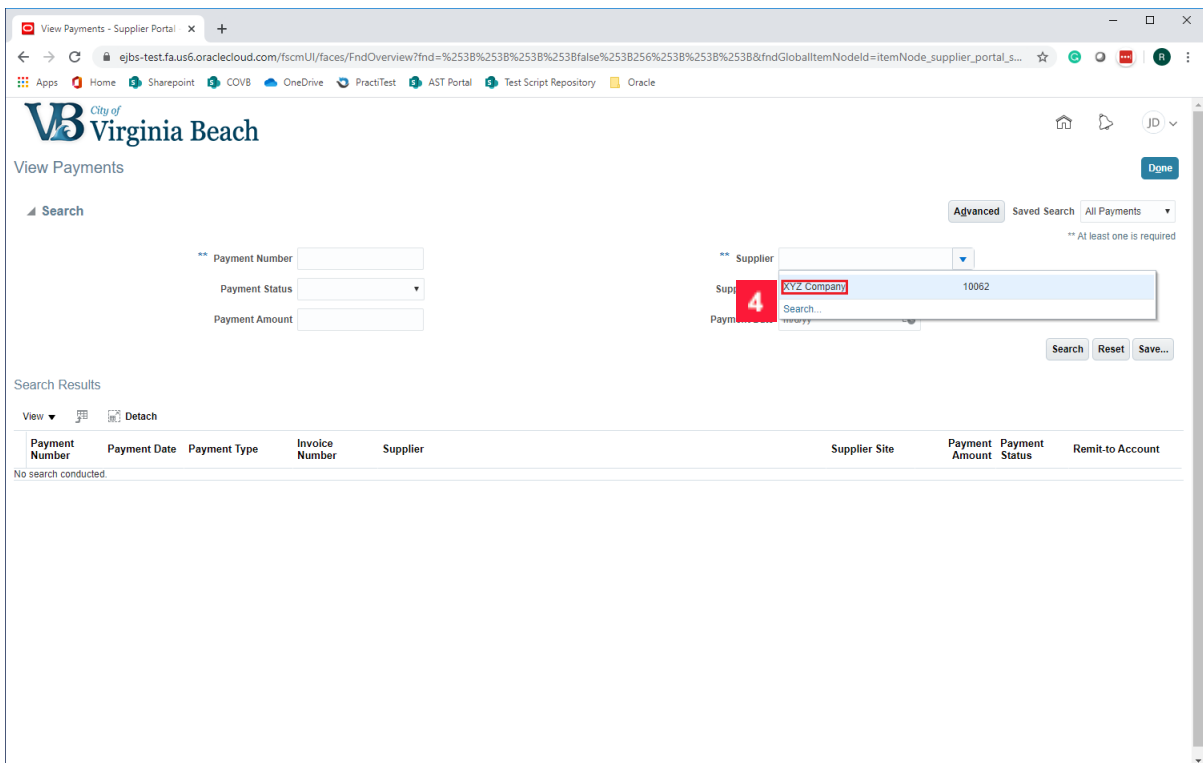
Alternatively, you may click **Payments** from the **Recent Activity** infolet. This infolet shows recent activity from the last 30 days.

3 Search for Payments



3 Click the **Supplier** field drop-down arrow.

Alternatively, you may search using Payment Number, Payment Status, Payment Amount, Supplier Site and/or Payment Date.



4 Select your company name from the drop-down list.

View Payments

Search

Advanced Saved Search All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier XYZ Company

Supplier Site

Payment Date m/d/yy

5 Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

5 Click Search.

View Payments

Search

Advanced Saved Search All Payments

** Payment Number

Payment Status

Payment Amount

** Supplier XYZ Company

Supplier Site

Payment Date m/d/yy

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
1011	5/14/20	Quick	3137	XYZ Company	HQ	500.00 USD	Negotiable	XXXX1234

6 Click the Invoice Number link.

Invoice: 0137

Business Unit: CITY OF VIRGINIA BEACH
 Invoice Amount: 500.00 USD
 Invoice Type: Standard

Legal Entity Name: CITY OF VIRGINIA BEACH
 Unpaid Amount: 0.00 USD
 Description: Services Rendered per P100128

Supplier or Party: XYZ Company
 Payment Currency: USD
 Funds Status: Reserved

Supplier Site: HQ
 Attachment: None

Address: 123 Main Street, Suite 100, VIRGINIA BEACH, VA 23450, Virginia Beach (Ind City)

Invoice Date: 4/29/20

7 Payments

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Dist
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	500.00	HR Consulting Services	4/29/20	Reserved			P100128	1	1						4C

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
No data to display.											

Shipping and Handling

No shipping and handling.

You are now viewing the Invoice page and can see the invoice details.

7 Click the **Payments** tab to view the payment details.

Notice the payment number, payment date, paid amount, remit-to account and other details.

Invoice: 0137

Business Unit: CITY OF VIRGINIA BEACH
 Invoice Amount: 500.00 USD
 Invoice Type: Standard

Legal Entity Name: CITY OF VIRGINIA BEACH
 Unpaid Amount: 0.00 USD
 Description: Services Rendered per P100128

Supplier or Party: XYZ Company
 Payment Currency: USD
 Funds Status: Reserved

Supplier Site: HQ
 Attachment: None

Address: 123 Main Street, Suite 100, VIRGINIA BEACH, VA 23450, Virginia Beach (Ind City)

Invoice Date: 4/29/20

8 Done

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
1011	COVB Paymode ACH	Negotiable	No	5/14/20	500.00 USD	123 Main Street, Suite 100, VIRGINIA BEACH, VA 23450, Virginia Beach (Ind City)	XXXX1234
					500.00 USD		

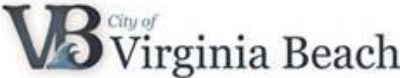
Installments

Number	Due Date	Amount (USD)		Payment Method
		Gross	Unpaid	
1	5/29/20	500.00	0.00	Electronic
		500.00	0.00	

Applied Prepayments

Number	Purchase Order	Applied Amount (USD)		Description
		Tax	Item	
No applied prepayments.				

8 Click **Done**.



4 Supplier Portal Support

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