

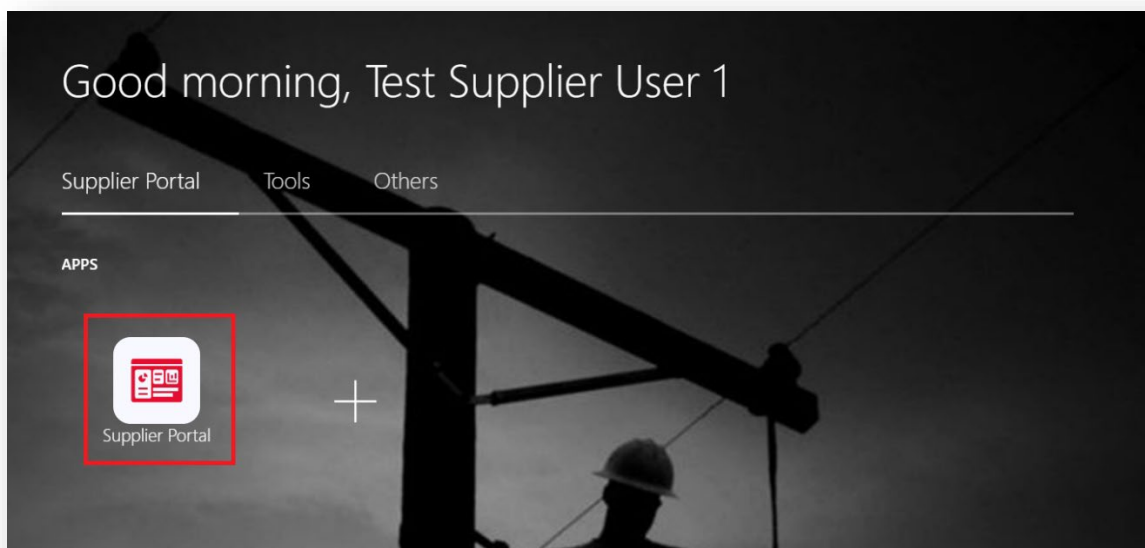
# External Supplier: View invoices Job Aid

Version 1.0 / Updated February 15, 2024

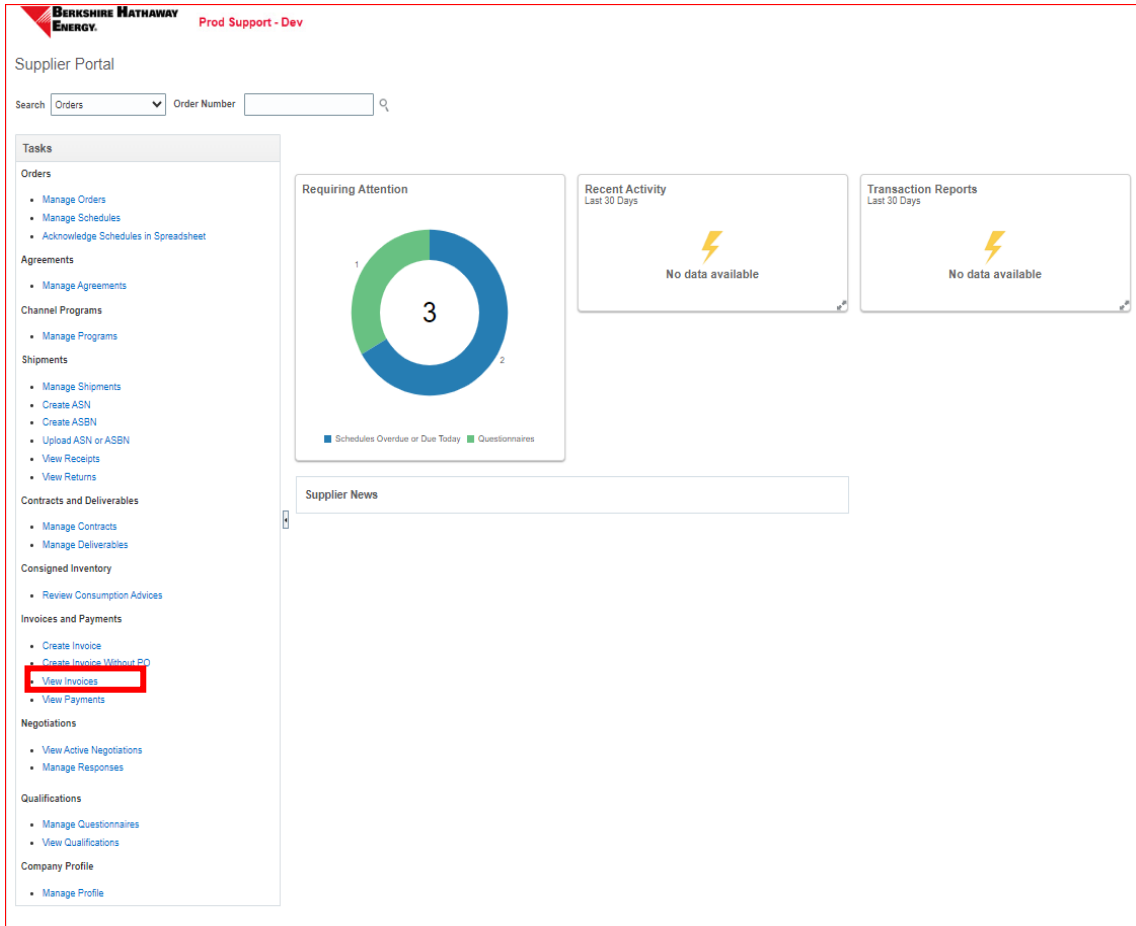
*This job aid provides step-by-step instructions for external supplier administrators on how to View invoices in the supplier portal.*

## Part 1: Navigate to Company Profile

1. From the Oracle Fusion landing page, select the “Supplier Portal” tile as shown below.



## 2. Tasks > Invoice and Payment > View Invoices.



The screenshot displays the Supplier Portal interface. At the top, the Berkshire Hathaway Energy logo is on the left, and 'Prod Support - Dev' is on the right. Below the logo is the 'Supplier Portal' title. A search bar is present with a dropdown menu set to 'Orders' and an 'Order Number' input field. The left sidebar contains a 'Tasks' section with a list of categories and their respective sub-items. The 'View Invoices' option under the 'Invoices and Payments' category is highlighted with a red rectangle. The main content area features a 'Requiring Attention' donut chart with a total value of 3, divided into 'Schedules Overdue or Due Today' (blue) and 'Questionnaires' (green). To the right of the chart are two boxes for 'Recent Activity' and 'Transaction Reports', both indicating 'No data available'.

**Supplier Portal**

Search  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Channel Programs
  - Manage Programs
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advises
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices**
  - View Payments
- Negotiations
  - View Active Negotiations
  - Manage Responses
- Qualifications
  - Manage Questionnaires
  - View Qualifications
- Company Profile
  - Manage Profile

**Requiring Attention**

3

1 2

■ Schedules Overdue or Due Today ■ Questionnaires

**Recent Activity**  
Last 30 Days

No data available

**Transaction Reports**  
Last 30 Days

No data available

**Supplier News**

View Invoices

Search

Advanced

Saved Search

All Invoices

\*\* Invoice Number

\*\*\* Supplier

SAM B2B TEST PROD

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

\*\* At least one is required

Search

Reset

Save...

Search Results

View

Print

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
123456TEST	03/24/2025	Standard	MEC114254	SAM B2B TEST PROD	DESMO101_KIN	USD	0.00 USD	Incomplete	Unpaid		

Identifying PO

MEC114254

Supplier

SAM B2B TEST PROD

Taxpayer ID

999

Supplier Site

DESMO101\_OGIN

Address

666 GRAND AVE, DES MOINES, IA 50309POLK,

Supplier Tax Registration Number

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

Address Validation - Agrivisio

Tax Control Amount

Invoice Actions

Save

Save and Close

Submit

Cancel

\* Number

123456TEST

\* Date

03/24/2025

Type

Invoice

Invoice Currency

USD - US Dollar

Payment Currency

USD - US Dollar

Customer

Customer Taxpayer ID

62-1425214

Name

MidAmerican Energy Company

Address

Lines

View

+

×

📄

Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
No data to display.																
Total															0.00	

Summary Tax Lines

View

+

×

📄

Cancel Line

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