
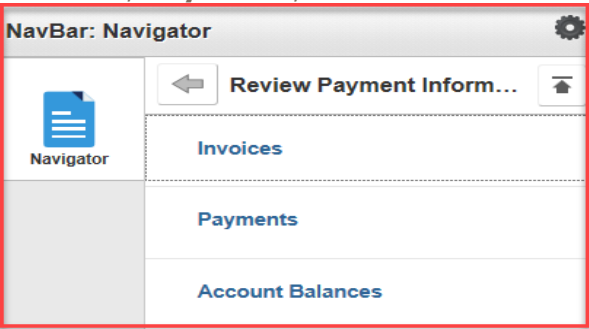


## Review Payment Information

Step #	Do This:
1	Browse Supplier portal. <a href="https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?">https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL?</a>
2	Click on <b>Sign In</b> tile.
3	Enter User id and password to log in.
4	Click on NavBar:Navigator. 
5	Click on NavBar:Navigator > <b>Review Payment Information</b> with three sub-headings: <b>Invoices, Payments, and Account Balances.</b> 
6	Click on <b>Invoices.</b>
7	To search by a date range, fill in the beginning date and end date and click on <b>SEARCH</b> button. Note that the approval status—approved, denied or pending—is one of the options.
8	The following information is displayed: Invoice number, Invoice date, Total amount, Status, and Voucher number. Click on Invoice Number to view the Invoice Detail information. The invoice information provided includes Invoice Details, Payments, Purchase Orders, Receipts.
9	Click on NavBar:Navigator > <b>Review Payment Information &gt; Payments.</b>
10	To search by a date range, fill in the beginning date and end date and click on <b>SEARCH</b> button. The following information is displayed: Reference number, the Invoice Number, the Payment Date and the amount of the payment.
11	Click on NavBar:Navigator > <b>Review Payment Information &gt; Account Balances.</b>
12	If there is an Invoice that is outstanding, the Supplier can see the date of the invoice, the amount, the date the invoice is scheduled to be paid and that this payment has been approved—along with the associated voucher number.
13	Click on the invoice number and the description of the goods sold and payment terms or discounts associated with the award will be displayed.
	<b>End</b>