

Reviewing Payments, Purchase Orders and Invoices in eSupplier

Description:

eSupplier is a system that allows suppliers to maintain information pertaining to their addresses and contacts. It can also be used to review information related to Purchase Orders (PO), invoices and payments. The vendor must be registered in eSupplier and must have at least one user with a valid user ID and password in order to perform the below searches. See the [Vendor Guide to New York State's Centralized Vendor Management](#) process for more information on registering and logging in to Vendor Self Service.

This job aid describes the steps to review:

- Payment information
- PO information
- Invoice information

How Do I View Payment Information (Invoices, Payment Info, and Account Balances)?

1.	<p>Click the Review Payment Information link on the left-side.</p> 
2.	<p>From here you can review invoice information, payment information, and account balances.</p> 
3.	<p>Click the desired link: Invoices, Payments, or Account Balances. For this scenario, Payment information will be reviewed.</p>

4. For this scenario, the Review Payments search screen is shown. Enter the desired search criteria. It is not necessary to enter search criteria into all the available fields. For this scenario, only dates were entered.

NOTE: It is best practice to search by dates first. The Payment Reference can also be used as search criteria.

FIELD NAME	DEFINITION
Payment Reference	Check or ACH number
The Invoice Number	This invoice number is usually the vendor's invoice number, but can also be assigned by New York State.

Review Payments

Filter Options

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Invoice Number:

Payment Reference:

From Payment Date: (example: 12/31/2000)

To Payment Date: (example: 12/31/2000)

[Return to Vendor List](#)

5. Click the **Search** button.

6. The search results display. Click any available links in the search results to see more information. For this scenario, the Review Payments search results screen is shown. The Reference link can be clicked to view additional information.

The **invoice number** is usually the vendor’s invoice number, but can also be assigned by New York State. The **reference number** is the payment number, check or ACH identifier or number.

NOTE: One or more invoices can be included in one payment.

Review Payments
Payments Made

[Set filter options](#) [Return to Vendor List](#)

Customize Find 			
First  1-4 of 4  Last			
Reference	Invoice Number	Payment Date	Amount
00015320	011 D030818	04/18/2012	\$4,767.24 USD
0001576	025 D030855	04/20/2012	\$35,561.38 USD
0001576	033 D030692	04/20/2012	\$35,561.38 USD
0001576	037 D025520	04/20/2012	\$35,561.38 USD

7. If the Reference link is clicked, the user can view the payment details, such as associated invoice, payment method, etc.

NOTE: One or more invoices can be included in one payment.

Reference: 000157 Business Unit: DOT01
 Invoice Number: 025 D0308 Phone: 518457
 Method: ACH Payment Date: 04/20/2012
 Amount: \$35,561.38 USD Pay Status: Paid
 Paid To:

Country: USA United States

Address 1: 145
 Address 2: Suite
 Address 3:

City: Rochester
 County: Monroe Postal: 14620
 State: NY New York
 From: Key Bank

Payment Advice				
Invoice	Gross Amount	Discount	Discount Taken	Paid Amount
037 D0255	14,651.15 USD	0.00 USD	0.00 USD	14,651.15 USD
025 D0308	10,347.59 USD	0.00 USD	0.00 USD	10,347.59 USD
033 D0308	10,562.64 USD	0.00 USD	0.00 USD	10,562.64 USD

How Do I Review Purchase Order Information?

Step	Action
1.	<p>Click the Manage Orders link on the left-side.</p>  <p>The screenshot shows the SFS logo and a blue navigation bar. Below it is a 'Menu' window with a search field and a list of options: 'Maintain Supplier Information', 'Manage Orders', 'Review Payment Information', 'Change My Password', and 'My System Profile'. The 'Manage Orders' option is highlighted with a blue background.</p>
2.	<p>Click the Purchase Orders link.</p>

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3.	<p>Enter the desired search criteria. It is not necessary to enter search criteria into all the available fields. For this scenario, only dates were entered.</p> <p>NOTE: It is best practice to search by dates first. The other available fields can be used as search criteria.</p> <table border="1" data-bbox="425 491 1295 1087"> <thead> <tr> <th data-bbox="425 491 711 527">FIELD NAME</th> <th data-bbox="711 491 1295 527">DEFINITION</th> </tr> </thead> <tbody> <tr> <td data-bbox="425 527 711 690">PO ID</td> <td data-bbox="711 527 1295 690">Purchase Order ID number assigned automatically by the Statewide Financial System (SFS).</td> </tr> <tr> <td data-bbox="425 690 711 854">Buyer</td> <td data-bbox="711 690 1295 854">New York State Agency identification information of how the PO was entered into the system.</td> </tr> <tr> <td data-bbox="425 854 711 953">Contract ID</td> <td data-bbox="711 854 1295 953">Contract number assigned by New York State.</td> </tr> <tr> <td data-bbox="425 953 711 1087">PO's Waiting Acknowledgement</td> <td data-bbox="711 953 1295 1087">This feature is not currently used.</td> </tr> </tbody> </table> <p data-bbox="318 1108 519 1136"><u>Purchase Orders</u></p> <p data-bbox="318 1146 519 1178">Filter Options</p> <p data-bbox="318 1203 902 1230">DDB WORLDWIDE COMMUNICATIONS GROUP INC</p> <p data-bbox="318 1251 919 1278">Enter search criteria and click on Search. Leave blank for all values.</p> <div data-bbox="318 1283 1451 1703" style="border: 1px solid #000; padding: 5px;"> <p data-bbox="318 1283 461 1310">Search Criteria</p> <p data-bbox="318 1352 435 1379">From PO ID: <input type="text"/></p> <p data-bbox="318 1390 410 1417">To PO ID: <input type="text"/></p> <p data-bbox="318 1428 394 1455">Item ID: <input type="text"/></p> <p data-bbox="318 1465 467 1493">Vendor Item ID: <input type="text"/></p> <p data-bbox="318 1503 427 1530">From Date: <input type="text" value="03/20/2011"/> (example: 01/31/2000)</p> <p data-bbox="318 1541 402 1568">To Date: <input type="text" value="04/20/2012"/> (example: 01/31/2000)</p> <p data-bbox="318 1579 383 1606">Buyer: <input type="text"/></p> <p data-bbox="318 1617 435 1644">Contract ID: <input type="text"/></p> <p data-bbox="326 1675 440 1703"><input type="button" value="Search"/></p> <p data-bbox="553 1675 743 1703">Return to Vendor List</p> </div>	FIELD NAME	DEFINITION	PO ID	Purchase Order ID number assigned automatically by the Statewide Financial System (SFS).	Buyer	New York State Agency identification information of how the PO was entered into the system.	Contract ID	Contract number assigned by New York State.	PO's Waiting Acknowledgement	This feature is not currently used.
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5.	<p>The search results display. The Purchase Order links and Header Details tab can be clicked to view additional information. The A PO with a status of “Dispatched” indicates this PO has been approved by the State Agency.</p> <p>NOTE View PDF button is not currently functional.</p> <p>Purchase Orders</p> <p>Purchase Order List</p> <p>DDB WORLDWIDE COMMUNICATIONS GROUP INC</p> <p>Set filter options Return to Vendor List Default View for Change Orders: All lines</p> <p>Purchase Order List Customize Find View All First 1-2 of 2 Last</p> <p>PO Details Header Details</p> <table border="1"> <thead> <tr> <th>Purchase Order</th> <th>Status</th> <th>Last Dispatched Date/Time</th> <th>Lines</th> <th>Total Amount</th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 0000000005</td> <td>Dispatched</td> <td>02/24/2012 10:56:42AM</td> <td>1</td> <td>848.64 USD</td> <td>View PDF</td> </tr> <tr> <td><input type="checkbox"/> 0000000001</td> <td>Dispatched</td> <td>02/24/2012 10:56:42AM</td> <td>1</td> <td>358.52 USD</td> <td>View PDF</td> </tr> </tbody> </table>	Purchase Order	Status	Last Dispatched Date/Time	Lines	Total Amount		<input type="checkbox"/> 0000000005	Dispatched	02/24/2012 10:56:42AM	1	848.64 USD	View PDF	<input type="checkbox"/> 0000000001	Dispatched	02/24/2012 10:56:42AM	1	358.52 USD	View PDF														
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6.	<p>If the PO link is clicked, the user can view the PO details, and related documents such as associated invoices, as shown in the example screen shot below. Additional detail can be seen in the Extension, Line Details and Contract Info tabs.</p> <p>Purchase Orders</p> <p>Purchase Order Details</p> <p>ERDMAN ANTHONY AND ASSOCIATES INC</p> <p>PO Number: D030692001 Purchase Order Date: 06/01/2009 PO Status: Dispatched Last Dispatch: 04/13/12 7:00:54PM Buyer: BUYER FOR BULKLOADED POS Billing Location: DOT01 Payment Terms: Net 30</p> <table border="1"> <thead> <tr> <th colspan="2">Purchase Order Total</th> </tr> </thead> <tbody> <tr> <td>Merchandise Amt:</td> <td>1,930,318.35</td> </tr> <tr> <td>Freight/Tax/Misc.:</td> <td>0.00</td> </tr> <tr> <td>Total Amount:</td> <td>1,930,318.35 USD</td> </tr> </tbody> </table> <p>Standard BU Comments</p> <p>Purchase Order Lines Customize Find View All First 1 of 1 Last</p> <p>Line Information Extension Line Details Contract Info</p> <table border="1"> <thead> <tr> <th>Line</th> <th>Status</th> <th>Item ID</th> <th>Description</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Active</td> <td></td> <td>CONVERTED CONTRACT</td> <td>1.0000 EA</td> <td>1,930,318.35 USD</td> </tr> </tbody> </table> <p>Invoice List Customize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Invoice</th> <th>Invoice Date</th> <th>Amount</th> <th>Due Date</th> <th>Appr Stat</th> <th>Voucher</th> </tr> </thead> <tbody> <tr> <td>033_D030692</td> <td>04/02/2012</td> <td>10,562.64 USD</td> <td>05/02/2012</td> <td>Approved</td> <td>WP00122</td> </tr> </tbody> </table>	Purchase Order Total		Merchandise Amt:	1,930,318.35	Freight/Tax/Misc.:	0.00	Total Amount:	1,930,318.35 USD	Line	Status	Item ID	Description	Quantity	Amount	1	Active		CONVERTED CONTRACT	1.0000 EA	1,930,318.35 USD	Invoice	Invoice Date	Amount	Due Date	Appr Stat	Voucher	033_D030692	04/02/2012	10,562.64 USD	05/02/2012	Approved	WP00122
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How Do I View Order Summary Information?

Step	Action
1.	<p>Click the Manage Orders link on the left-side</p>  <p>The screenshot shows the SFS logo at the top left. Below it is a menu window titled 'Menu' with a search field and a list of options: 'Maintain Supplier Information', 'Manage Orders', 'Review Payment Information', 'Change My Password', and 'My System Profile'. The 'Manage Orders' option is highlighted.</p>
2.	<p>Click the Order Summary link.</p>

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3.	<p>Enter the desired search criteria. It is not necessary to enter search criteria into all the available fields. For this scenario, only dates were entered.</p> <p>NOTE: It is best practice to search by dates first. The other available fields can be used as search criteria. Item ID is the Statewide Financial System item ID.</p> <table border="1" data-bbox="425 489 1295 1255"> <thead> <tr> <th data-bbox="425 489 711 527">FIELD NAME</th> <th data-bbox="711 489 1295 527">DEFINITION</th> </tr> </thead> <tbody> <tr> <td data-bbox="425 527 711 657">Include PO Data check box</td> <td data-bbox="711 527 1295 657">This box should always be checked.</td> </tr> <tr> <td data-bbox="425 657 711 1058">The PO Status</td> <td data-bbox="711 657 1295 1058"> Open – PO has been entered by the Agency in SFS but not submitted. Pending – PO has been submitted by the Agency in SFS. Approval - PO is in the approval process in SFS. Approved – PO has been approved by the State Agency in SFS. Dispatched- PO has been approved by the State Agency. </td> </tr> <tr> <td data-bbox="425 1058 711 1157">Item ID</td> <td data-bbox="711 1058 1295 1157">The SFS Item ID.</td> </tr> <tr> <td data-bbox="425 1157 711 1255">Vendor Item ID</td> <td data-bbox="711 1157 1295 1255">This field is not currently used.</td> </tr> </tbody> </table> <p data-bbox="326 1268 565 1297">View Order Summary</p> <p data-bbox="326 1304 526 1339">Filter Options</p> <p data-bbox="326 1360 894 1388">DDB WORLDWIDE COMMUNICATIONS GROUP INC</p> <p data-bbox="326 1404 911 1430">Enter search criteria and click on Search. Leave blank for all values.</p> <div data-bbox="326 1436 1429 1753"> <p data-bbox="326 1436 1429 1463">Search Criteria</p> <p data-bbox="326 1493 1166 1520"><input checked="" type="checkbox"/> Include PO Data PO Status: <input type="text" value="Dispatched"/></p> <p data-bbox="326 1535 883 1562">From Date: <input type="text" value="03/20/2011"/> (example: 01/31/2000)</p> <p data-bbox="326 1577 883 1604">To Date: <input type="text" value="04/20/2012"/> (example: 01/31/2000)</p> <p data-bbox="326 1619 781 1646">Item ID: <input type="text"/></p> <p data-bbox="326 1661 1133 1688">Vendor Item ID: <input type="text"/></p> <p data-bbox="326 1717 721 1745"><input type="button" value="Search"/> Return to Vendor List</p> </div>	FIELD NAME	DEFINITION	Include PO Data check box	This box should always be checked.	The PO Status	Open – PO has been entered by the Agency in SFS but not submitted. Pending – PO has been submitted by the Agency in SFS. Approval - PO is in the approval process in SFS. Approved – PO has been approved by the State Agency in SFS. Dispatched- PO has been approved by the State Agency.	Item ID	The SFS Item ID.	Vendor Item ID	This field is not currently used.
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