

View Payments on the Worldpac Oracle Supplier Portal

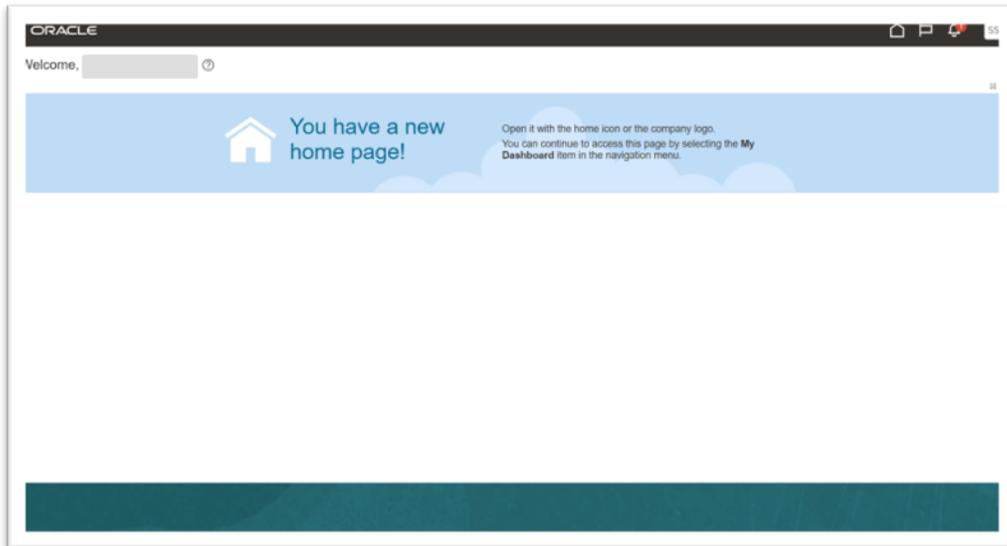
Viewing Payments



Suppliers can use this feature to view the status of payments related to their invoices. It helps them monitor remittance dates, payment methods, and reference details, providing essential visibility into financial transactions and cash flow.

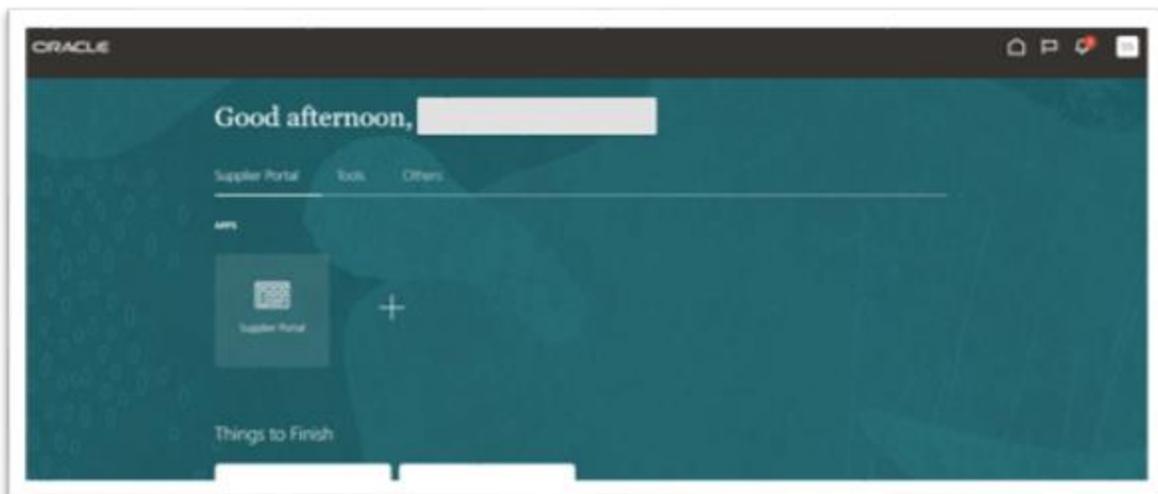
1

Login to the **Worldpac Oracle Supplier Portal** using your supplier credentials. You should see the **Oracle homepage**.



2

Navigate to **Home > Supplier Portal** to access the Supplier Portal Dashboard.



Viewing Payments



3

From the **Tasks** panel, click **View Payments**. The **View Payments** page will display.

The screenshot shows the 'Supplier Portal' interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and a search icon. Below the search bar is a 'Tasks' panel with three sections: 'Orders', 'Invoices and Payments', and 'Company Profile'. The 'Invoices and Payments' section is highlighted with a red dashed box and contains the following items: 'Create Invoice', 'Create Invoice Without PO', 'View Invoices', and 'View Payments'. To the right of the tasks panel is a 'Requiring Attention' donut chart. The chart shows 15 total items, with 12 'Schedules Overdue or Due Today' (blue) and 3 'Invoices Overdue' (green). A legend at the bottom of the chart identifies the colors.

4

Enter applicable search criteria such as **Payment Number** or **Supplier** and click **Search**.

The screenshot shows the 'View Payments' search form. At the top, there is a search bar with a search icon and a 'Done' button. Below the search bar is a search filter section with a dropdown menu set to 'All Payments'. The search criteria are: 'Payment Number', 'Payment Status', 'Payment Amount', 'Supplier', 'Supplier Site', and 'Payment Date'. The 'Payment Number', 'Supplier', and 'Payment Date' fields are highlighted with a red dashed box. A note at the bottom right of the search criteria section states: '** At least one is required'. At the bottom right of the search form are buttons for 'Search', 'Reset', and 'Save...'.

