

View Invoice and Payment

Suppliers can view details of payments and invoice history in iSupplier.

https://einvoice.usps.com

Step 1

• Select USPS iSupplier External Account Inquiry.

UNITED STATES POSTAL SERVICE	uite	viewi	u. c.i.u										
Home													
Navigator	Wo	orklist		Full List									
USPS (Supplier Extense) Account of the second	nt Inguiny Free ce Creation The Maintenance	om ere are no netifications TIP <u>Vacation Rules</u> - Re	In this view.	bject Sent Due									
Step 2 •	Select t Search	he Finar using th	nce tab. ie invoic	e nur	aber o	r Pu	cha	ase O	rdei	r num	her		
•	o P Select ('Os mus 30.	st be ent	tered i	n ALL	. CAI	S :	and N		DASH	IES.		
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e Orders Finance 28 New Invoices View Payments Voices	o P Select ('Os mus 30.	st be ent	tered i	n ALL	. CAF	PS a	and N		DASH	IES.	-	Б
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Ite Orders Finance View Payments Voices Search PO Number CAT 3.01 PO Number CAT 3.01 PO Number (example: 1234-2) ayment Number Invoice Status V Go Clear	o P Select (POs mus	Payment Status Invoice Amount From Amount Due From Due Date From (f	tered i				and N		DASH	IES.	-	E dvanced Ser
ne Orders Finance ces rew Invoices View Payments IVOICES Search PO Number Release Number (example: 1234-2) Payment Number invoice Status Go Clear Description	o P Select (POs mus 30.	Payment Status Invoice Amount From Invoice Date From Due Date From (f	tered i		Due Status	On Hold	Payment Status	Payment	PO Number	IES.	- A Scheduled Payments	E dvanced Se Attachm

Table Diagnostics

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Step 3 • Users will be able to see:

- o Invoice status
- Payment status
- o Scheduled payments

Supplier Home Orders Fi	inance														
Create Invoices View Inv	voices View Payments														
View Invoices															Expo
Simple Search															Advanced Search
Invoice Numbe	er CAT 3.01			Payment Status		V									
PO Numbe	er (mente 1991)			Invoice Amount From			То								
Release Numbe	(example : 1234) Pr			Amount Due From		Gia Tr	To	Ťŵ.							
Dovmont Numbo	(example : 1234-2)			Due Date From	(14-Sep-202	3) 👸 T	D	60							
Invoice Statu	8														
	Go Clear														
	n		Invoice Date	Data Invoice Received	Туро	Curroney	Amount 🛆	Duo Statue	On Hold	Daymont Statue	Daymont	DO Number	Pacaint	Schodulod Daymonte	Attachmonte
CAT 3.01 Create invoi	ice for PO with capital (Non-I	IRA) NET30 - EFT1 invoice for \$101,000,000	23-Mar-2023	23-Mar-2023	Standard	USD	101,000,000.00	0.00 Approved	OII HUIU	Paid	19578859	3DVPRT23C0016	Necelhi	Scheudeu Payments	Autorillents
Table Diagnostics															

• Select the Invoice number hyperlink to view more details on invoice.

Supplier Home Ord	ers Finance												
Create Invoices	View Invoices View Payments												
Finance: View Invoi	ces >												
Standard Inv	voice: CAT 3.01 (Total USD 101,000,000.00)												Export
Currency= USD						/							
General		Amount Summary			/	Payment Inf	ormation aid 95,950,	000.00					
Invoice Date	23-Mar-2023	Item 101,000,000.00				Discount Ta	cen 5,050,0	00.00					
Status	Approved	Freight 0.00			/)ue 0.00				· \		
On Hold		Miscellaneous 0.00				St	tus Paid				- 1		
Batch	ISP_INVOICE_20230323	Tax 0.00 💷				Payment I	ate 24-MAH	1-2023			1		
Attachments	None	Prepayment 0.00			<u>۱</u>	Payn	ent <u>195/88</u>	<u>59</u>					
Supplier	OSHKOSH DEFENSE LLC	Retainage 0.00				1	1111 37613N	EIJU					
Supplier Site	1	Withholding Tax 0.00											
Address	XX XXX XXXX	Total 101,000,000.00											
	XXXXXXX, WI XXXXXXXXX												
Invoice Lines	Scheduled Payments Hold Reasons												
•••													
Line 🔺 Type 4	△ Description		Qty UOM	Price	Tax Included	Amount 🛆	Retainage	Status 🛆	PO Number	PO Line	PO Shipment	Buyer	Receipt
1 Item	50,000 NEXT GENERATION DELIVERY VEHICLES IN ACCORDANCE WITH U.S. POSTAL SERVIC AND BATTERY ELECTRIC POWERTRAINS. THE PRODUCTION YEAR 1 MODEL MIX CANNOT BE	E STATEMENT OF WORK CONFIGURED WITH INTERNAL COMBUSTION ENGINE CHANGED AFTER THE DELI	101000000 DOLLARS	S 1.00		101,000,000.00	0.00	Approved	3DVPRT23C0016	6 1	1	Tran, aitrinh T	

