



iSupplier

如何查看采购订单/ 发票并检查付款状态

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1. 如何查看您的采购订单？

- 登录 iSupplier 后，点击屏幕右侧的“采购订单”。

The screenshot shows the iSupplier Supplier Home interface. On the left, there are two main sections: 'Notifications' and 'Purchase Orders At A Glance'. The 'Purchase Orders At A Glance' section has a search bar and a table with columns for PO Number, Description, and Order Date. On the right, there is a sidebar with a tree menu. The 'Orders' node is expanded, and its child node 'Purchase Orders' is highlighted with a yellow background and a red arrow pointing to it. Other nodes in the 'Orders' menu include 'Purchase History', 'Invoices', and 'Payments'. A note at the bottom right says 'TIP Important documents are placed on Admin tab.'

- 点击您想查看的采购订单号。

The screenshot shows the 'Purchase Orders' screen. It includes a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below is a table listing purchase orders. The first row, with PO Number 4098289224, is selected and highlighted with a yellow background.

	PO Number	Rev	Operating Unit	Document Type	T
<input type="radio"/>	4098289224	0	EXP_US_EHI_OU	Standard PO	T
<input type="radio"/>	4098289223	0	EXP_US_EHI_OU	Standard PO	T

- 在下一个屏幕中，您将看到以下详细信息：
 - 总计：采购订单净值
 - 地址：您的地址。如果此处显示的详细信息不正确，请在管理选项卡中更新
 - 采购订单副本：您将找到一份采购订单副本以供记录，以及我们的标准条款和条件的链接

The screenshot shows the 'Standard Purchase Order' details for order number 1545104050008179, which totals AUD 109.66. The screen is divided into several sections: 'Order Information' (General, Terms and Conditions, Summary), 'Ship-To Address', 'Bill-To Address', and 'Supplier Contact'. The 'General' section includes fields like Total (109.66), Supplier Site (LEVEL 2, BUILDING 3, 14 AQUATIC DRIVE, SYDNEY, NSW 2086), and Buyer Order Date. The 'Terms and Conditions' section shows Payment Terms (30 Days), Carrier (FOB), and Freight Terms (Shipping Control). The 'Summary' section provides a breakdown of the total amount received, invoiced, and payment status. The 'Supplier Contact' section includes a 'PO Copy' button with a '1' icon.

- 注意：请勿单击摘要屏幕上的“PO 复制”，因为这会将您直接引导至 iSupplier 网页。

The screenshot shows the iSupplier Purchase Orders interface. A modal window titled "Attachments" is open, displaying a table with one row. The table columns are Seq, Title, Type, Description, Category, and Action. The single row contains: Seq 0, Title (http://www.e...), Type Web Page, Description Default URL added on portal, Category To Supplier, and Action (with a checkmark). The "Description" field is highlighted with a red box.

2. 如何查看您的发票？

- 登录 iSupplier 后，点击屏幕右侧的“发票”。

The screenshot shows the iSupplier interface with a sidebar on the right labeled "Contact Us". Under the "Invoices" section, there is a link "Invoices" which is highlighted with a yellow box and has a red arrow pointing to it from below. Other links in the sidebar include "Purchase Orders", "Purchase History", "Payments", and "Payments".

- 要查找特定发票，您可以使用通配符（%）来扩大搜索条件（例如，“12345%” - 这将查询以 12345 开头的所有发票；或者，“102-%12345”将查询以 102- 开头并以 12345 结尾的所有采购订单）。
- 对于一般搜索，您可以将所有搜索参数留空，然后单击“GO”按钮以调出所有发票。请注意，如果系统中有大量记录，这可能需要几分钟。

The screenshot shows the "View Invoices" screen. It features a "Simple Search" section with various input fields: Invoice Number (Case Sensitive), PO Number, Release Number, Payment Number, Invoice Status, and Payment Status. Below these fields are "Go" and "Clear" buttons, with the "Go" button highlighted with a yellow box. The "Simple Search" section also includes "Invoice Amount From", "Amount Due From", "Invoice Date From", "Due Date From", and a note that invoice number search is case sensitive. The "Advanced Search" button is located at the top right of the search area.

- 一旦发票获得用户部门批准，应付账款部门就会处理发票。如果您无法在 iSupplier 中找到您的发票，请联系下订单的个人或请求者。

3. 如何查看付款状态？

- 登录 iSupplier 后，点击屏幕右侧的“付款”。

The screenshot shows the iSupplier interface. At the top, there's a navigation bar with 'Supplier Home', 'Orders', 'Finance', and 'Administration'. Below it is a search bar with 'Search' and 'PO Number' fields, a dropdown menu, and a 'Go' button. The main content area has two sections: 'Notifications' (empty) and 'Purchase Orders At A Glance' (empty). On the right, there's a sidebar titled 'Contact Us' with sections for 'Orders', 'Invoices', and 'Payments'. The 'Payments' section is highlighted with a yellow box and a red arrow pointing to it. A note at the bottom says 'TIP Important documents are placed on Admin tab.'

- 您可以根据发票号或采购订单号检查付款状态。使用通配符 (%) 扩大搜索条件。
- 对于常规搜索，您可以将所有搜索参数留空，然后单击“GO”按钮以调出所有发票和采购订单。请注意，如果系统中有大量记录，这可能需要几分钟。

The screenshot shows the 'View Payments' page under the 'Finance' tab. It includes a 'Simple Search' section with fields for Payment Number, Invoice Number (Case Sensitive), PO Number, and Release Number, each with an example placeholder. There are 'Go' and 'Clear' buttons. To the right, there are filters for Status, Payment Amount From/To, and Payment Date From/To. The main area shows a table with columns: Payment, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number. A note at the top of the search section says 'Note that the search is case insensitive'.

- 发票付款由付款条款决定。查询发票后，请查看付款条款以确定发票的付款日期。
- 请注意，付款可能不会在实际到期日发生，因为我们的付款时间表可能与付款到期日不完全一致。