

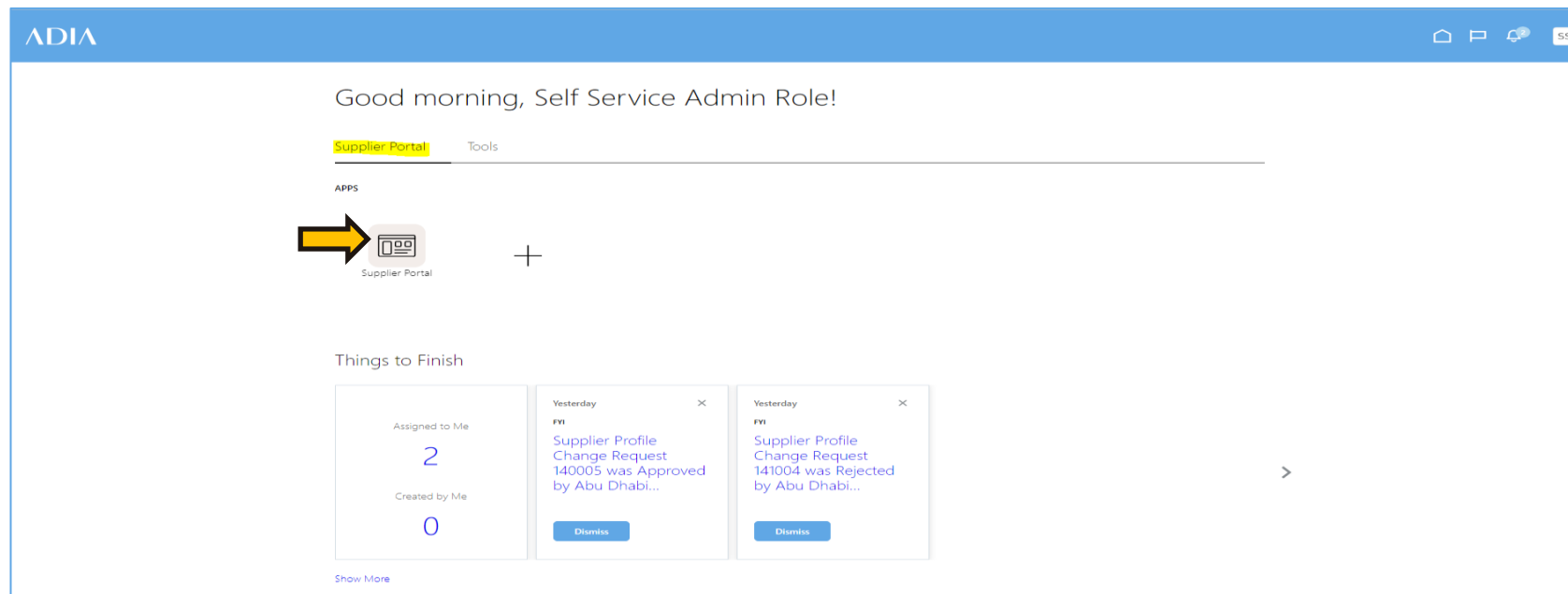
View Payments

ADIA

Login

1. To access the **Supplier Portal**, open a web browser such as Chrome and click on the URL <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com> received from ADIA.
2. To access the supplier portal menu, click on the “Supplier Portal” tile.

Note: *The Menu you see will be depending on the access provided.*



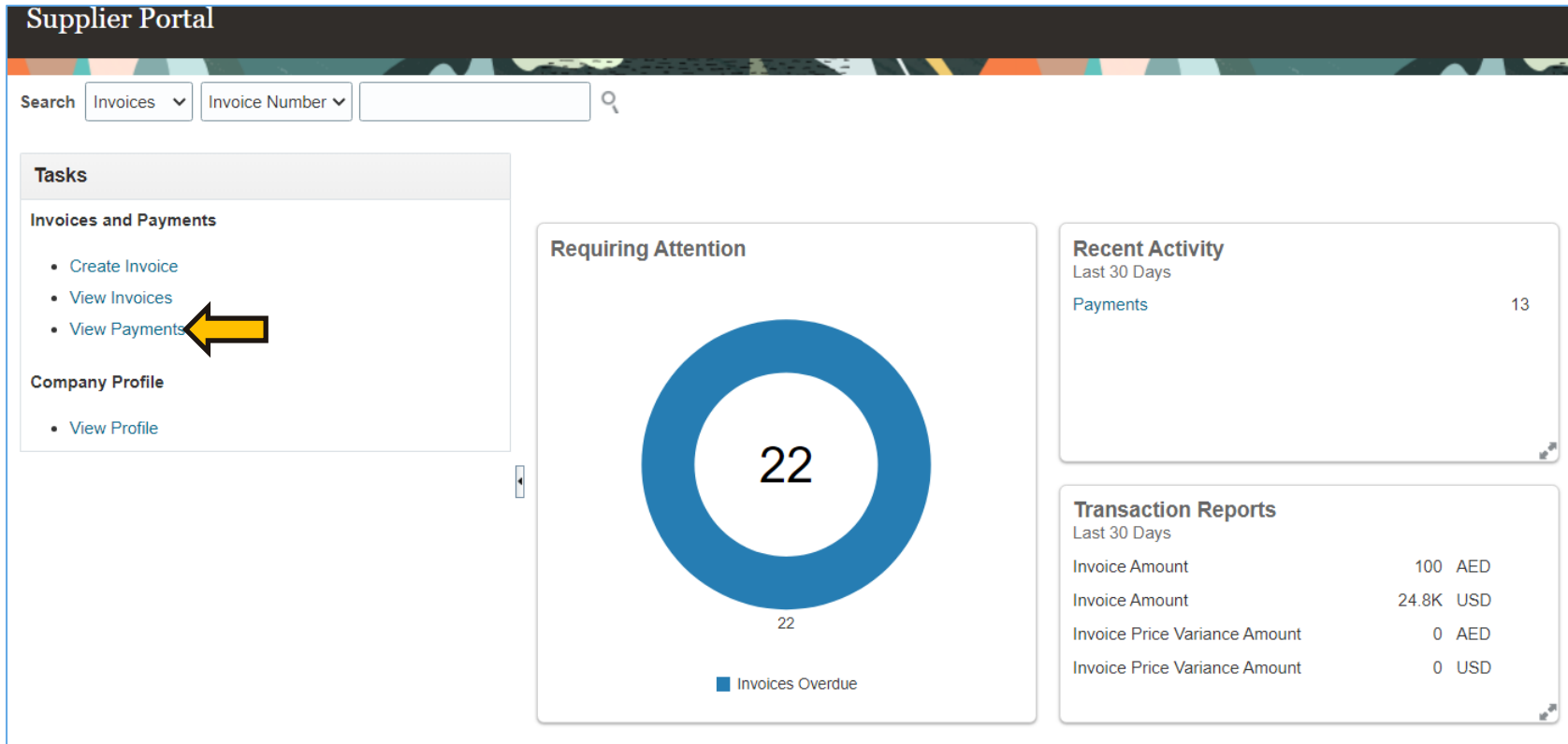
ADIA

Figure 1

View Payments

To access the **Supplier Portal Page**:

1. Click “View Payments” under Invoices and Payments



ADIA

Figure 2

2. Please enter the Supplier name in the Search Results section to view payment details.
3. Search result will be visible in the list.

The screenshot shows the 'View Payments' interface. At the top right, there are buttons for 'Advanced', 'Saved Search', and 'All Payments'. Below these are search filters: 'Payment Number', 'Payment Status', 'Payment Amount', 'Supplier' (with a dropdown menu and a yellow arrow pointing to it), 'Supplier Site', and 'Payment Date'. A 'Search' button is highlighted with a yellow box. Below the filters is a 'Search Results' section with a table of results.

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
1012516	26-Jul-2023	Payment Process Re...	NU_TEST123	XXXXXXXXXXXX	FC01	1,000.00 USD	Negotiable	XXXXXXXXXXXXXXXXXXXX
1012524	20-Jul-2023	Payment Process Re...	AMM-20233	XXXXXXXXXXXX	FC01	19,057.99 USD	Negotiable	XXXXXXXXXXXXXXXXXXXX
1012515	14-Jul-2023	Payment Process Re...	130723-FI01	XXXXXXXXXXXX	FC01	3,500.00 USD	Negotiable	XXXXXXXXXXXXXXXXXXXX

Figure 3

Note: You can save your search criteria for future use and recall it by selecting from “Saved Search”

Two Asterix (**) in search field indicating that any one field is required.

Single Asterix (*) where a field is Mandatory to view the results.



4. Click the required Payment Number in Search Results section to view payment details.

Note: Expect the Funds in your Bank account on the Payment Date or the Next Day of the Payment Date.

Payment: 1012516 Done

Business Unit LE OPEX AED BU Payee XXXXXXXXXXXX Payee Site FC01 Address 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM Payment Status Negotiable	Payment Amount 1,000.00 USD Payment Date 26-Jul-2023 Payment Type Payment Process Request Remit-to Account XXXXXXXXXXXXXXXXXXXX Payment Document Electronic
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Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
NU_TEST123	01-May-2023	Prepayment				1,000.00 USD	1,000.00 USD	Workflow ...	01-May-2...	Fully paid



Figure 4