University of Iowa – Review Invoices and Payments

Link to Online Application: eSupplier Connection Supplier Portal

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Introduction:
Thank you for doing business with the University of Iowa. This script will help you review submitted invoices and related payments. Should you have any questions or comments, please email the Supplier Relations team at purchasing-vendor@uiowa.edu.

NOTE: We recommend that you use one of the following browsers: Google Chrome, Mozilla Firefox, Safari and Microsoft Edge. For security purposes while logged in, anytime you are not actively using the system for approximately 20 minutes you will timeout from the system. Any unsaved work will need to be entered again from the beginning. To guard against this, we recommend actively using the system while logged in and logging out fully once you are done using the system.

Step 1 – Login

![Login Screen](image)

a. Enter your **UserID** which begins with ‘ES-’. **UserID** is case sensitive, be sure to use the same case from the email you received with your login credentials.

b. Enter your **Password** which is case sensitive, be sure to use the same case you originally entered for your password. If it is the first time you are logging in, you will be asked to change your password and to set your forgotten password reminder.

c. Select the **Sign In** button to continue to **Step 2**.
Step 2 – Navigate

a. Select the **Main Menu** at the top of the webpage on the top left of eSupplier Connection.
b. Select the **Review Payment Information** menu group.
c. Select the **Invoices**, **Payments**, or **Account Balances** menu item and continue to **Step 3**, **Step 4**, or **Step 5**, respectively.

Step 3 – Invoices

a. Enter the **Search Criteria** for the invoices you would like to review.
b. Make sure the **From Date** and the **To Date** include the invoices you are searching for.
c. Select the **Search** button to see all POs matching the **Search Criteria** entered.
d. Select the **Set filter options** hyperlink to return to update Search Criteria and review another group of invoices.

e. Select the hyperlink on the **Invoice Number** to see details for a given invoice.
f. The **Invoice Line Details** section includes a list of the lines that were included on the invoice received by the University.

g. The **Payment Schedule** section includes information about the scheduled payment.

h. The **Payments Made** section includes information about any payments made against the invoice being reviewed.

i. The **Purchase Orders** (POs) section includes the PO(s) associated with the supplier invoice.

j. The **Receipts** section includes the receipt(s) entered by the University department once goods have been received.

k. Select the **Return to Invoice List** hyperlink to review other invoices received by the University for payment.
Step 4 – Payments

a. Navigate to the Payments menu item in the Review Payment Information menu group.
b. Enter the Search Criteria for the payments you would like to review.
c. Make sure the From Date and the To Date include the payments you are searching for.
d. Select the Search button to see all payments matching the Search Criteria entered.

e. Select the Set filter options hyperlink to search for other payments.
f. Select the hyperlink in the Reference (payment number) column to access information for a specific payment.
g. The Payment Advice section includes information about the invoices being paid on a given payment.

h. Select the Return to Payments Made hyperlink to review other payments made by the University to your firm.
Step 5 – Account Balances

a. Navigate to the **Account Balances** menu item in the **Review Payment Information** menu group.

b. The **Invoice List** section includes the invoices from your firm scheduled for payment.

c. Select the hyperlink on the **Invoice Number** to see details for a given invoice received by the University for payment.

d. The **Invoice Lines** section includes details about the lines included on the invoice.

e. The **Payment Schedule** section includes details about the schedule for payment.

f. Select the **Return to Invoice List** hyperlink to review other invoices scheduled for payment.