



Account Payable Information



- Introduction to iSupplier
- Vendor Registration
- Orders Tab
- Shipments Tab
- Account Tab**
 - View invoices
 - View payments
 - Submit invoices for payment
 - This functionality is not yet available but will be in the coming weeks, at which time the materials will be updated for your use and reference.
- Admin
- Negotiations



Find Supplier Invoices



Home | Orders | Shipments | Finance | Admin | Negotiations

View Invoices | View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number Invoice Amount From To
PO Number Amount Due From To
Payment Number Invoice Date From To
Invoice Status Due Date From To
Payment Status (example: 13-Jul-2009)

Previous 25 | 101-125 | Next 25

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	PO	Receipt	Attachments
4002126M	12-Dec-2008	Standard	USD	3.43	0.00	Approved	Paid	12-DEC-2008	902114		
4002111M	12-Dec-2008	Standard	USD	339.50	0.00	Approved	Paid	12-DEC-2008	902114		
4002110M	12-Dec-2008	Standard	USD	89.90	0.00	Approved	Paid	12-DEC-2008	902114		
4002109M	12-Dec-2008	Standard	USD	110.01	0.00	Approved	Paid	12-DEC-2008	902114		
4002108M	12-Dec-2008	Standard	USD	229.03	0.00	Approved	Paid	12-DEC-2008	902114		
4002107M	12-Dec-2008	Standard	USD	524.40	0.00	Approved	Paid	12-DEC-2008	902114		
4002105M	12-Dec-2008	Standard	USD	175.35	0.00	Approved	Paid	12-DEC-2008	902114		

- ❑ A Supplier can search for items that are past due.
- ❑ Click Go to return list of invoices.
- ❑ Any item underlined and in light blue font color is a hyperlink. As such you can click on the link to find out more detailed information about that value.
- ❑ Click Export to bring the list of sorted purchase orders into Excel.



Find Supplier Payments



Home | Orders | Shipments | Finance | Admin | Negotiations

View Invoices | **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive Advanced Search

Payment Number Status

Invoice Number Payment Amount From To

PO Number Payment Date From To
(example: 13-Jul-2009)

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
903201	09-Feb-2009	USD	6,969.46	Check	Voided	09-Feb-2009	General Funds Checking	Multiple	500353
902902	28-Jan-2009	USD	14,663.75	Check	Negotiable	28-Jan-2009	General Funds Checking	Multiple	
902114	21-Jan-2009	USD	10,289.51	Check	Negotiable	21-Jan-2009	General Funds Checking	Multiple	
901313	14-Jan-2009	USD	11,089.10	Check	Negotiable	14-Jan-2009	General Funds Checking	Multiple	

- ❑ A Supplier can search for items that are past due.
- ❑ Click Go to return list of payments.
- ❑ Click on hyperlinks to view more detailed information.
- ❑ Invoice column will display all invoices paid by a check.



Questions, Assistance & Clarification



Still need assistance or have questions. Please utilize the following;

1. Follow the links on the County's website which will take you to video tutorial of the scenarios on YouTube. Each of these scenarios was done in Oracle just as you, the Supplier will be completing them. They are a great tool and as such the County encourages you to utilize them.
2. Contact the Purchasing Department via email at purchasing@countyofberks.com or via phone at 610.478.6168. For questions regarding iSupplier follow the prompts pertaining to questions regarding purchase orders.

Clarification: The County of Berks Purchasing Department is managing iSupplier due to negotiations/solicitations. Any questions or issues regarding electronic funds transfer, payments or accounts as a result of information viewed in iSupplier should be directed to the County of Berks Controllers Office via email at controller@countyofberks.com or via phone at 610.478.6150.