

Quick Reference Guide

iSupplier – How to view Invoices

Process Description

The **View Invoices** page enables you to search for and view details of an invoice you have submitted..

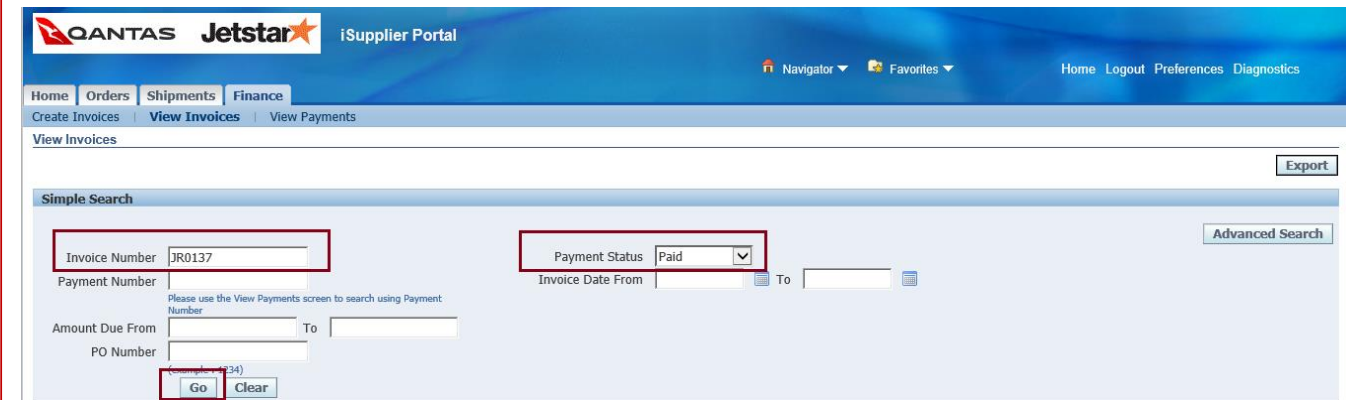
How to View Purchase Orders

Access the **iSupplier** webpage using the following URL: <https://eq.qantas.com.au>. Enter the **username** and **password** credentials.

Step #	Description
Step 1	Select the iSupplier Billing User/iSupplier Inquiry All User Responsibility
Step 2	Click on Finance Tab, and then Click on View Invoices sub-tab

Step 3 Search the invoice using any or all of the search criteria on the page, such as:

- Invoice Number
- Invoice date
- Due date
- Invoice Amount



Step 4 The search results are displayed. The Status column indicates whether the invoice is In-Process, Approved or Cancelled.

Invoice Num	Invoice Date	PO Number	Currency	Invoice Amount	Status	Rejection Reason	Payment Number	Payment Status	Payment Date	Operating Unit	Type	Business Contact	Attachments
JR0139	13-Jul-2018	1324423	AUD	246394.27	Approved		1890677	Paid	18-JUL-2018	Qantas Corporate	Standard		
JR0137	10-Jul-2018	1348478	AUD	1049.50	Approved		1689236	Paid	13-JUL-2018	Qantas Corporate	Standard		

Step 5 Click the Invoice Number link to view the details of the invoice. You can also view any associated Purchase Order(s) or payments.

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Receipt
1	Item	...	2000	Each	1		2000	0	Approved	133248	1	1	