

Quick Reference Guide

iSupplier – How to view Invoice Payments

Process Description

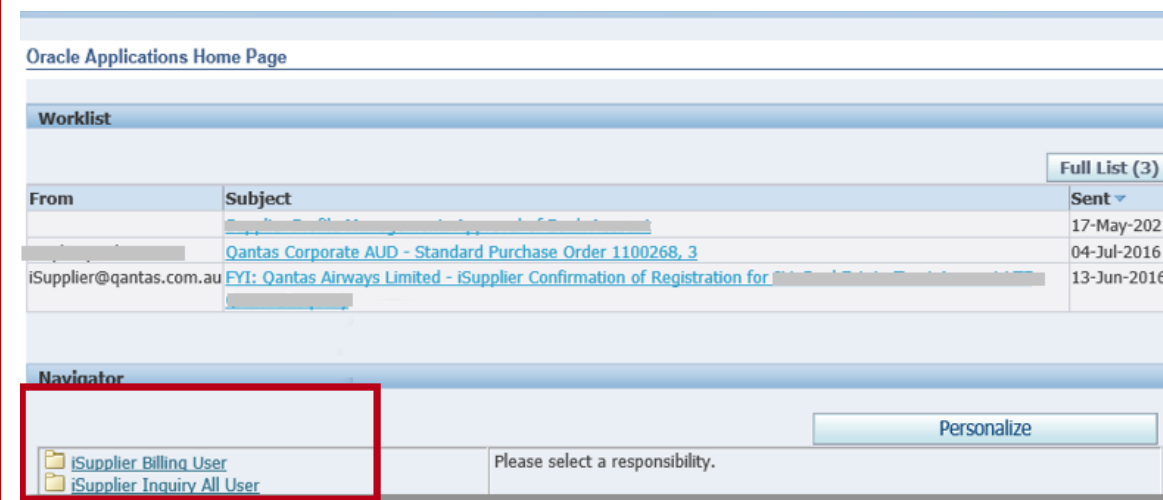
The **View Payments** page enables you to view the history of all the payments to your invoices.

How to View Remittance Advice

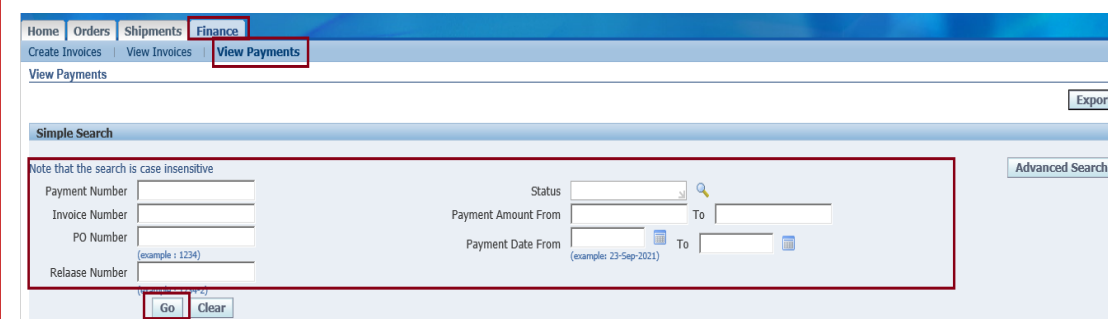
Access the **iSupplier** webpage using the following URL: <https://eq.qantas.com.au>. Enter the **username** and **password** credentials.

Step # Description

Step 1 Select the iSupplier Billing User/iSupplier Inquiry All User Responsibility



Step 2 Click on the **Finance** tab. Then Click on **View Payments** sub-tab

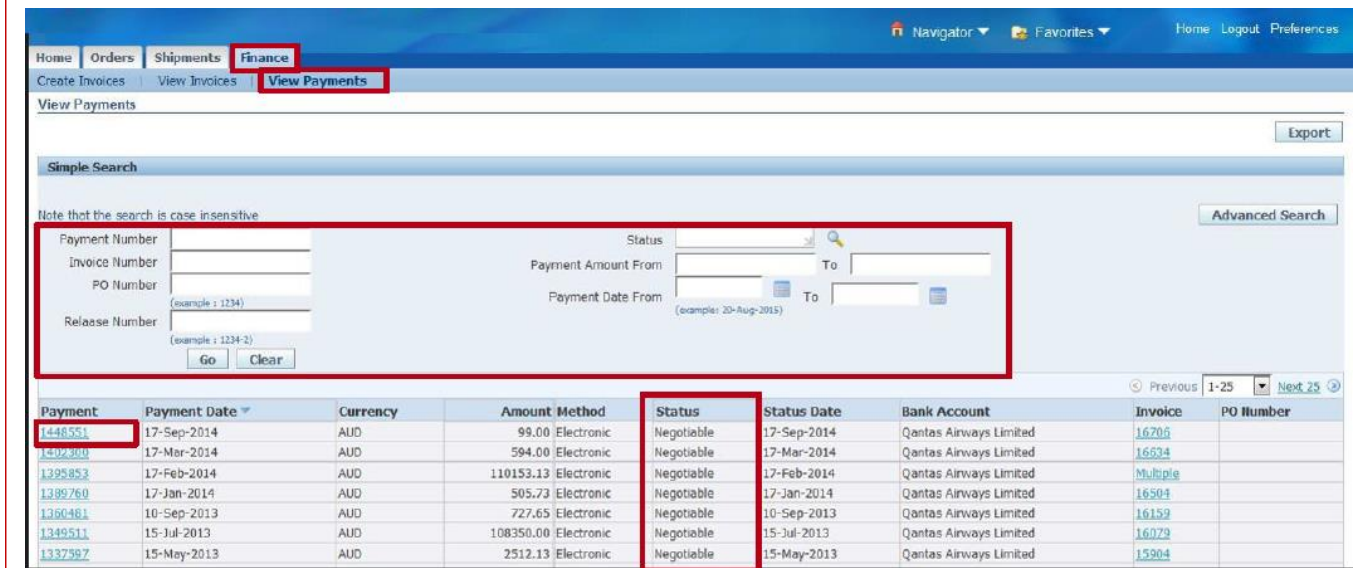


You can use the View Payments page to search using various search criteria:

- Payment number
- Invoice number
- Payment date
- Purchase order number
- Status

Click on **Go**

Step 3 Search results are returned. Click on **Payment number** link.



Step 4 On the **Payments Details** page, you can see the payment information, including the invoices impacted by the payment.

