

# Quick Reference Guide

## iSupplier – How to view Remittance Advice

### Process Description

The **View Payments** page enables you to search for and view details of the remittance advice.

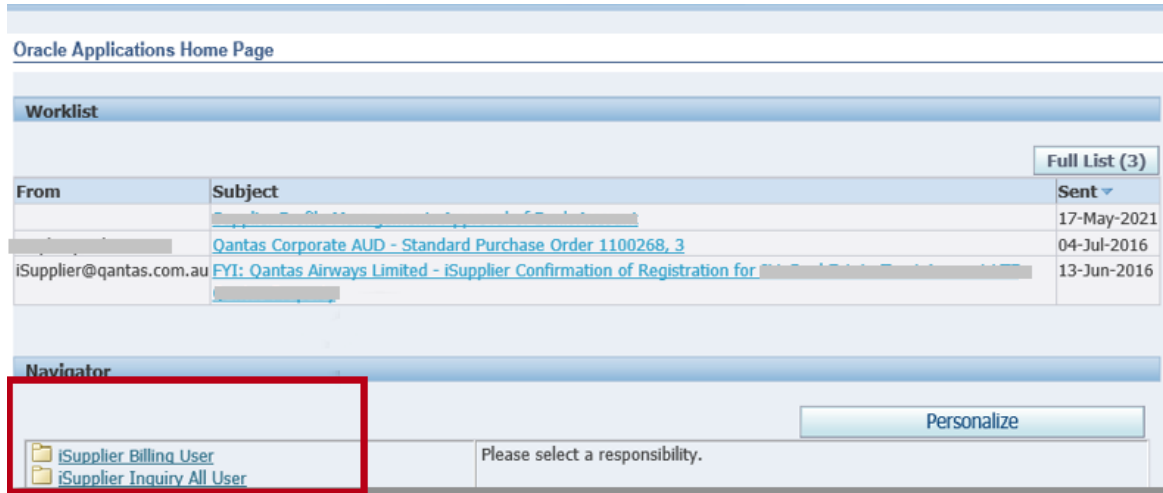
### How to View Remittance Advice

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

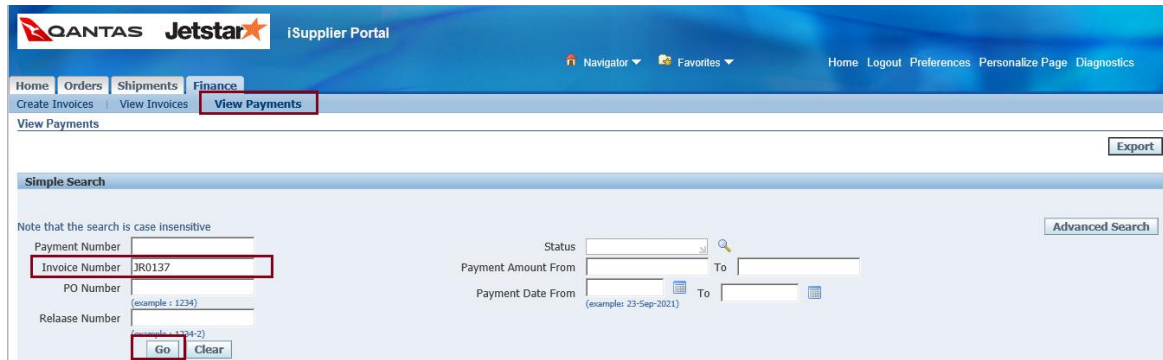
Step #	Description
<b>Step 1</b>	Select the iSupplier Billing User/iSupplier Inquiry All User Responsibility
<b>Step 2</b>	To view payment information, click the Finance tab and then the <b>View Payments</b> sub-tab.

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<b>Step 1</b>	Select the iSupplier Billing User/iSupplier Inquiry All User Responsibility

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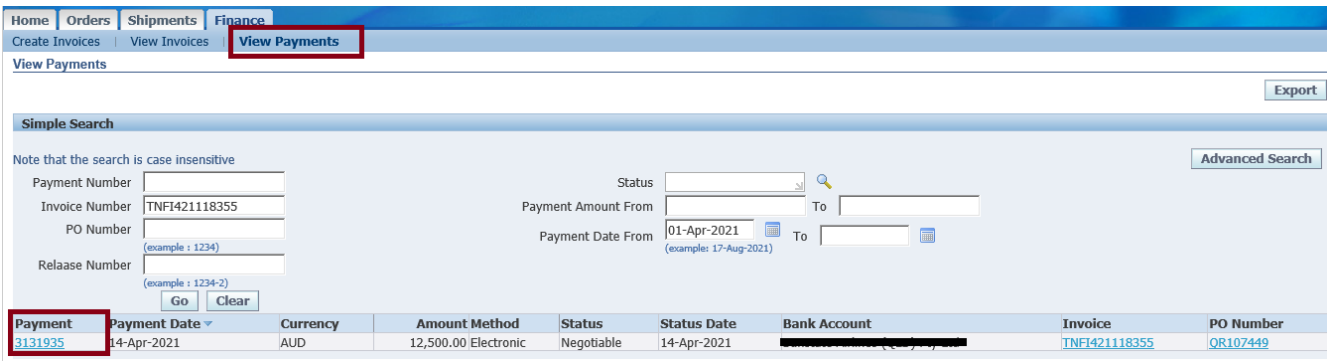


Enter the Invoice Number and Click on **Go**

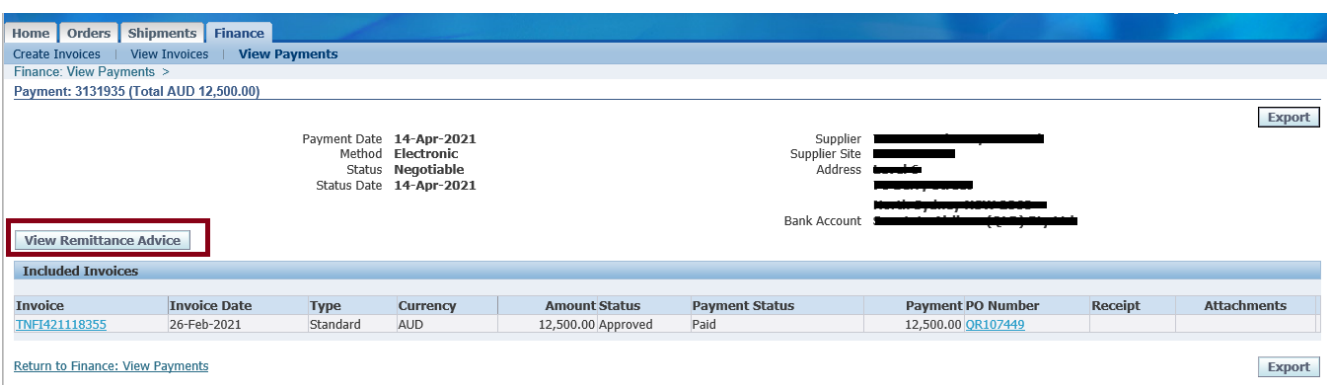
Step #	Description
<b>Step 3</b>	Click on <b>Payment number</b> link.
<b>Step 4</b>	On the next page click on the <b>View Remittance Advice</b> button. This will submit a program in the background, the status of which can be viewed on the next page to which clicking the button redirects.
<b>Step 5</b>	Check the <b>“Phase”</b> column, if it's in Pending or Running status, keep clicking the <b>Refresh</b> button until the Phase shows completed. The <b>“View PDF Output”</b> column will remain empty until the phase changes to <b>“Completed”</b>
<b>Step 6</b>	Once the Phase is Completed, the download icon will appear under the <b>“View PDF Output”</b> column. Click on the icon to view the Remittance Advice PDF.

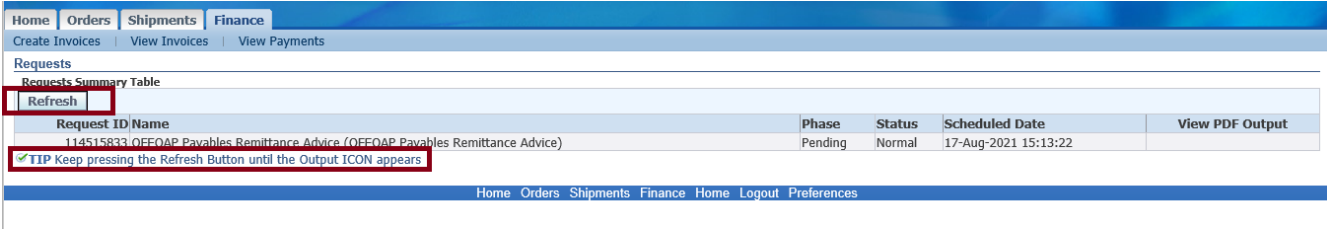
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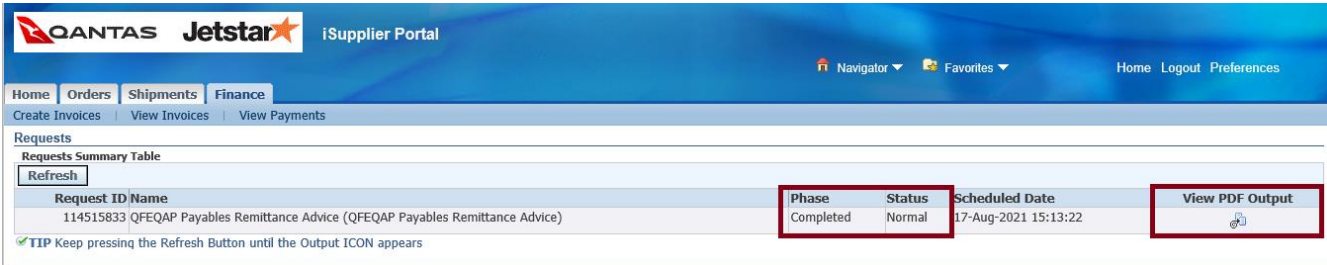
Step #	Description
<b>Step 4</b>	On the next page click on the <b>View Remittance Advice</b> button. This will submit a program in the background, the status of which can be viewed on the next page to which clicking the button redirects.

Step #	Description
<b>Step 5</b>	Check the <b>“Phase”</b> column, if it's in Pending or Running status, keep clicking the <b>Refresh</b> button until the Phase shows completed. The <b>“View PDF Output”</b> column will remain empty until the phase changes to <b>“Completed”</b>

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<b>Step 6</b>	Once the Phase is Completed, the download icon will appear under the <b>“View PDF Output”</b> column. Click on the icon to view the Remittance Advice PDF.



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Sunstate Airlines (QLD) Pty Ltd (ABN 82 009 734 703)

**Remittance Advice**

Payee: Sunstate Airlines (QLD) Pty Limited  
Accounts Payable Department  
P.O. Box 566  
Tamworth NSW 2340

For Queries Email: shrqantaslinkaccounts@qantas.com.au  
Date: 14/04/2021

Phone: [REDACTED]  
Email: [REDACTED]

Funds transfer has occurred for:  
Sum: AUD 12,500.00  
Account Number: [REDACTED]  
Payment Reference Number: [REDACTED]  
Please allow up to 5 working days for this transaction to be completed.

Supplier Number: 1010007      Supplier Site: NORTH SYD (1800053)      Page 1 of 1

Invoice No.	Invoice Date	Invoice Amount	Description
TNFI421118355	26/02/2021	12,500.00	
	Total AUD	12,500.00	