Step-by-Step Guide
PO Supplier Payment Status Search

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This guide demonstrates how to search for information regarding status of payment due to a supplier.

Search for an invoice

1. To search for payment status of an invoice in USC eMarket, log in to the USC Supplier Portal

2. On the USC Supplier Portal home page, enter the invoice number(s) in the Invoice Number(s) field under Find Invoice and click the Search button. Separate multiple invoice numbers with commas.
3. The **Invoice Status** column in the search results displays the status of the relevant invoice(s).

![Invoice Status Example]

**Search for a credit memo**

1. Click on **Advanced Search** under **Find Invoice** on the USC Supplier Portal home page.

![Advanced Search]

2. Enter the relevant purchase order number(s) in the **Purchase Order Number(s)** field, check **Credit Memo** under **Invoice Type** and click the **Go** button.

![Invoice Search Form]

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3. The **Invoice Status** column in the search results displays the status of the relevant invoice(s).

![Invoice Status Example]

### Filter search results

1. To refine search results, select one or more of the various parameters displayed in the **Refine Search Results** section of the screen. Filter options include:
   - Type
   - Date Range
   - Supplier
   - Payment Status
   - Invoice Type

Payment statuses include:
- Paid
- Payable
- Cancelled
- In Process (invoice is under review but has not been paid)
2. The original search criteria and the applied filters are displayed in the **Search Details** section. To remove a filter, uncheck the box next to it, or click the **remove all** link to remove all of the filters.

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**View invoice details**

1. To view details of an invoice, click on that Invoice Number from the search results.

2. The **Customer Invoice Information** section provides details of the invoice’s payment status.