FOR USF VENDORS:
HOW TO ACCESS PAYMENT STATUS INFORMATION

In order for vendors to have access to payment status information*, they need to be invited to the Concur Invoice Supplier Portal. To receive an invitation email, please send a request to ap@usfca.edu.

*for non-purchase order payments only
Once you receive the invitation (below), click on the link and follow the instructions. The invitation will contain a unique vendor number which you will use to register in place of a Tax ID number.
After you click on the invitation link, click the Register Now button to read the Supplier Portal User Agreement, then click Yes, I Accept. You will be taken to the registration page where you will fill out your company and contact information. To accept the invitation, you must enter a Tax ID (this is the vendor ID number provided in the email invitation) and confirm your remittance address & contact information. Then you will be taken to the Supplier Portal screen where you can check on the payment status of invoices*, and also view the invoice image by clicking on the PDF icon.

*Please note that you can not search by check number or direct deposit reference number
Instructions on how to check on the status of an invoice and the descriptions of different types of status levels are below.

To check the status of an invoice:

1. On the Supplier Portal page, select a buyer from the Buyer list under Check Invoice Status.
2. Enter the invoice number in the Invoice Number text box.
3. Click Check Status.
4. The system displays the invoice in the right pane with the following information:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The current state of the invoice:</td>
</tr>
<tr>
<td>Received</td>
<td>The payment request has been created.</td>
</tr>
<tr>
<td>Pending Approval</td>
<td>The request is currently in the buyer’s workflow.</td>
</tr>
<tr>
<td>Paid</td>
<td>The request has been paid. (See Status Date below for related information.)</td>
</tr>
<tr>
<td>Voided</td>
<td>The buyer has voided this request.</td>
</tr>
<tr>
<td>Cancelled</td>
<td>The buyer has cancelled payment of this request.</td>
</tr>
<tr>
<td>Status Date</td>
<td>The date on which the Payment Confirmation Request job was run that resulted in confirmation of the payment and change of the Status field to Paid.</td>
</tr>
<tr>
<td>Amount</td>
<td>The total of the line items (not the actual amount to be paid).</td>
</tr>
<tr>
<td>Check Number</td>
<td>The tracking number of the check issued as payment for the request.</td>
</tr>
</tbody>
</table>

For questions about the Supplier Portal, please contact Melissa Melnikoff at 415-422-2735.