

# 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](mailto: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.**



To have easier access to the payment status information from the University of San Francisco, I'd like you to join the Concur Supplier Portal.

When registering, instead of entering in your TIN, please enter the following vendor ID number:  
12345678

The Concur Supplier Portal facilitates business collaboration by allowing you to check invoice details and payment status.

**Please click the following link to accept the invitation:**

<https://www.concursolutions.com/expense/supplierportal/?invcode=cDAwMDE1NzVndWlwOjY5>

This invitation was sent on behalf of:

Melissa Melnikoff (University of San Francisco)  
University of San Francisco  
415-422-2735  
[ap@usfca.edu](mailto:ap@usfca.edu)

**Do not reply to this email.**

After you click on the invitation link, click the Register Now button to read to 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.\*

*\*Please note that you can not search by check number or direct deposit reference number*

### Check Invoice Status

<p>Buyer:</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">University of San Francisco</div> <p>Contact Name: Melissa Melnikoff (University of San Francisco)          Phone Number: 415-422-2735          Email: ap@usfca.edu</p> <p>Search:</p> <div style="display: flex; align-items: flex-start; margin-bottom: 10px;"> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Invoice Number</div> <div style="border: 1px solid #ccc; padding: 2px; margin-right: 5px;">Begins With</div> <div style="border: 1px solid #ccc; padding: 2px; flex-grow: 1;">15387</div> </div> <div style="border: 1px solid #ccc; padding: 2px; width: fit-content;"> <ul style="list-style-type: none"> <li style="background-color: #f0f0f0; padding: 2px;">Invoice Number</li> <li style="padding: 2px;">Invoice Date</li> <li style="padding: 2px;">Payment Status</li> <li style="padding: 2px;">Invoice Amount</li> </ul> </div>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Invoice Number:</td> <td style="width: 30%;">15387</td> <td style="width: 30%;">Status:</td> <td style="width: 10%;">Paid</td> </tr> <tr> <td>Invoice Date:</td> <td>05/16/2015</td> <td>Status Date:</td> <td>06/08/2015</td> </tr> <tr> <td>Invoice Amount:</td> <td>1,425.00 USD</td> <td>Request Total:</td> <td>1,425.00 USD</td> </tr> <tr> <td>Payment Amount:</td> <td>0.00 USD</td> <td></td> <td></td> </tr> <tr> <td>Invoice Image:</td> <td colspan="3">[View Image]</td> </tr> <tr> <td>Check Number:</td> <td colspan="3">A0910916</td> </tr> <tr> <td>Notes From Buyer:</td> <td colspan="3">[View Image]</td> </tr> </table>	Invoice Number:	15387	Status:	Paid	Invoice Date:	05/16/2015	Status Date:	06/08/2015	Invoice Amount:	1,425.00 USD	Request Total:	1,425.00 USD	Payment Amount:	0.00 USD			Invoice Image:	[View Image]			Check Number:	A0910916			Notes From Buyer:	[View Image]		
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Check Status

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## 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:

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

**For questions about the Supplier Portal,  
please contact Tracy Dip at 415-422-5977.**