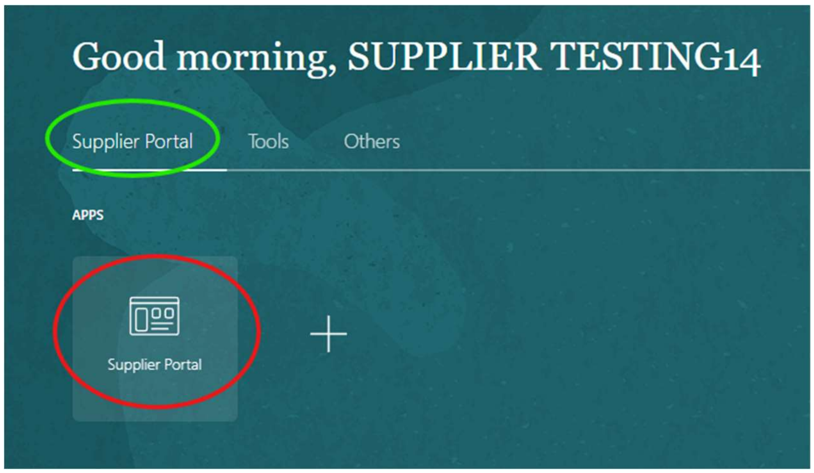
# Textron Systems Supplier Portal How-To Guide

## Topic: Viewing the Invoice Status in the Supplier Portal

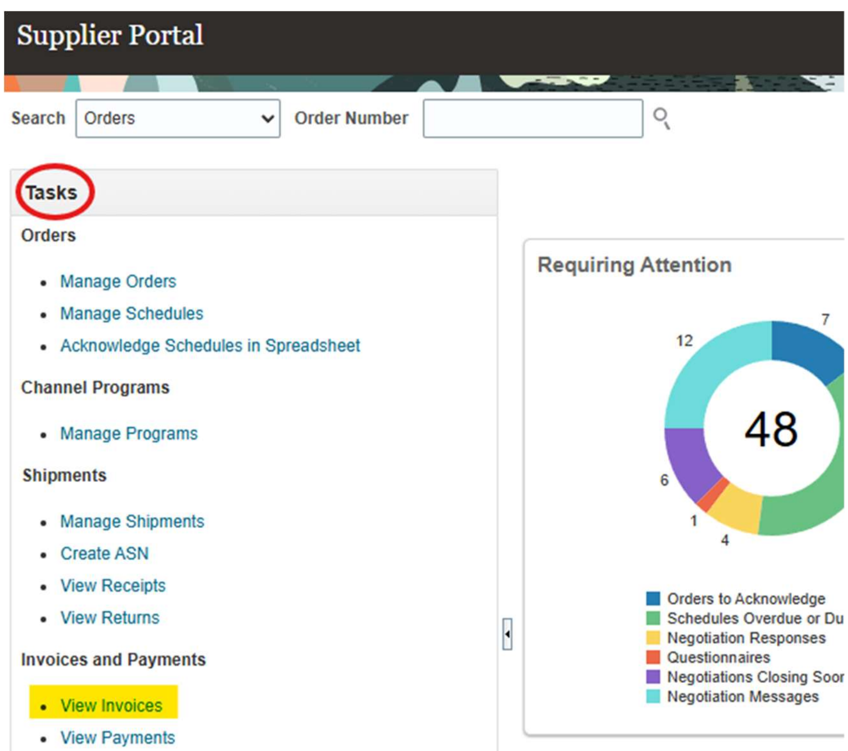
Link to Portal: https://fusion-iaaymg.fa.ocs.oraclegovcloud.com/fscmUI/faces/FuseOverview

**Important Note**: In the supplier portal, you can view invoice status. There is no functionality to submit invoices currently in the supplier portal. This training guide will walk through how to view this invoice progress.

1. Go to the “Supplier Portal” App under the “Supplier Portal” tab.

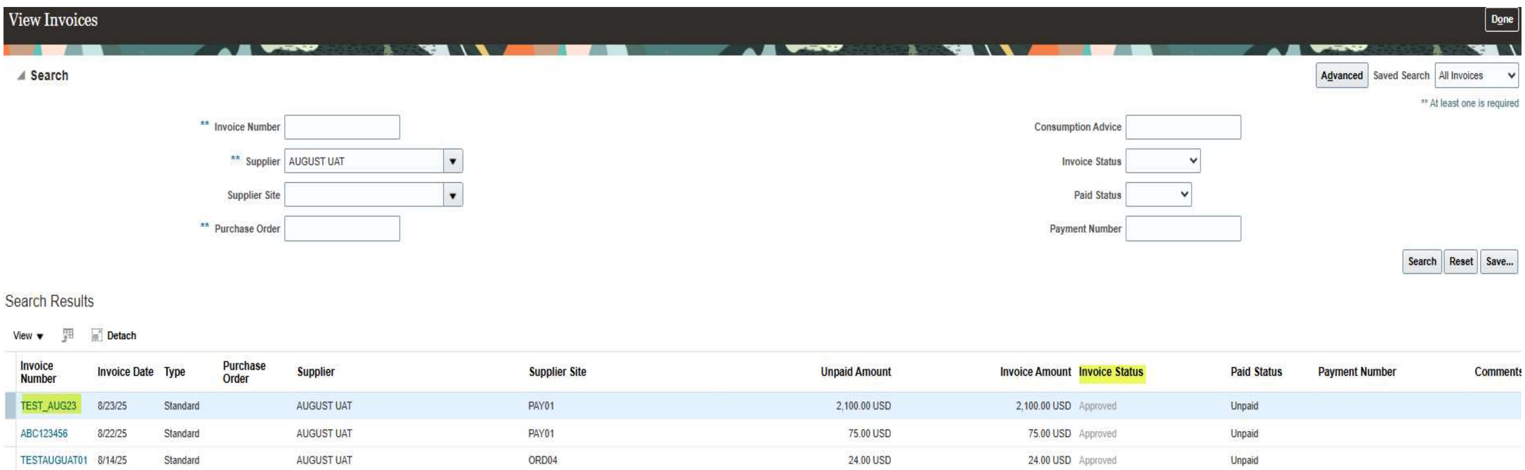



2. Navigate to the “Tasks” list on the left side of the page. Select the “View Invoices” hyperlink.

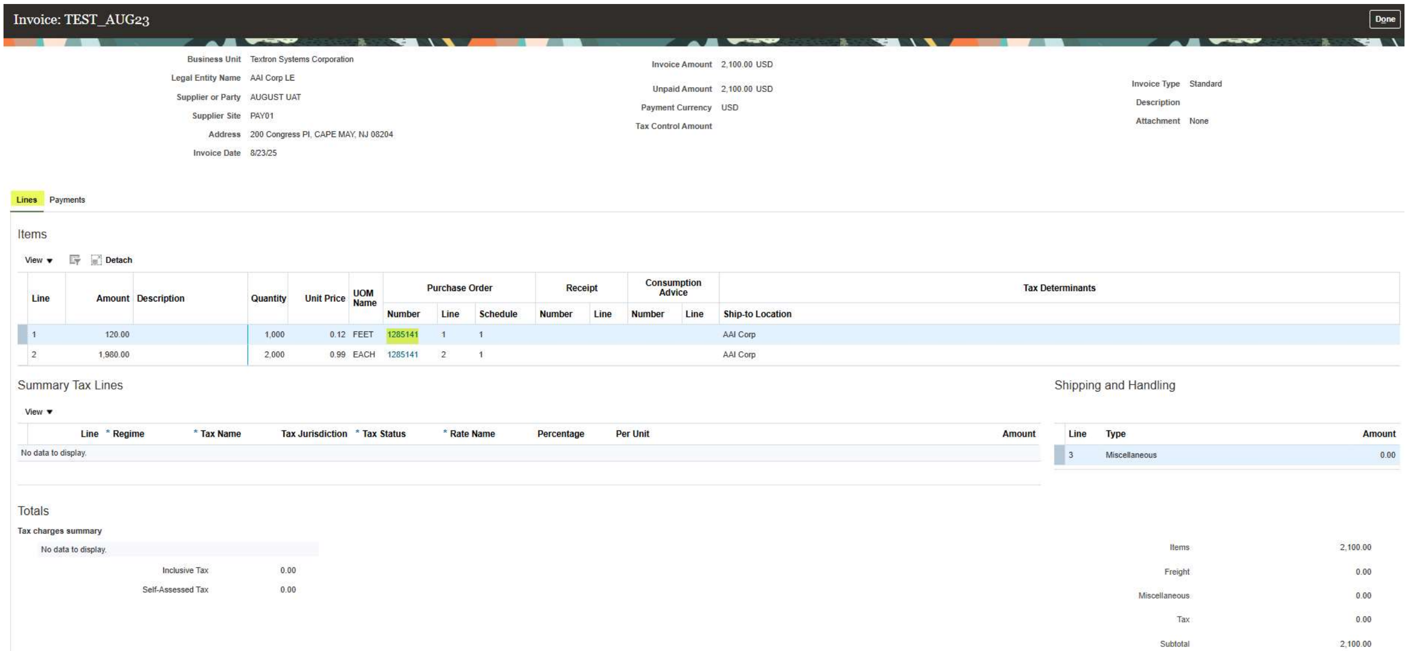


3. Search by any of the fields to find the invoice in question. Then, press "Search". Note: Either the "Invoice Number" field, "Supplier" field, or "Purchase Order" field must be filled out.

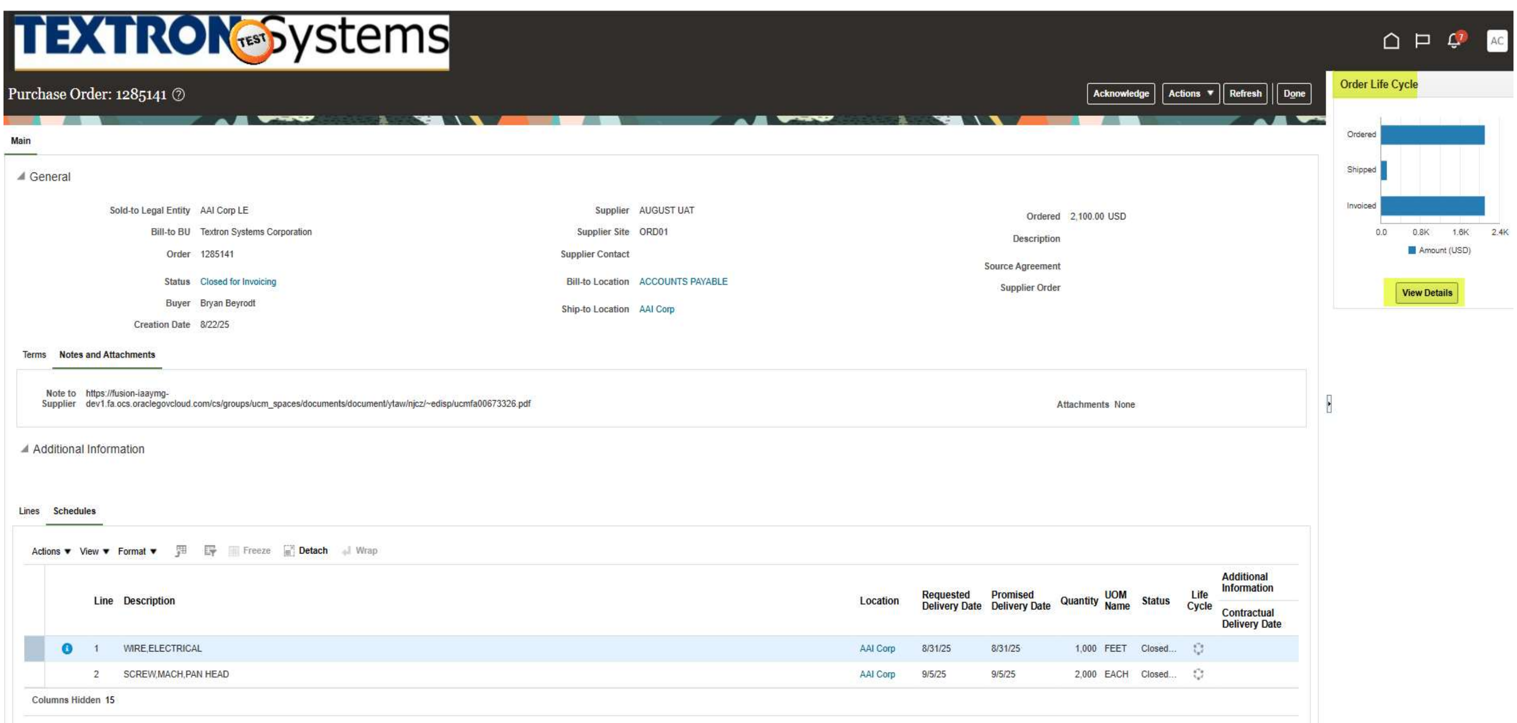

4. Navigate to the "Search Results" and select the Invoice hyperlink for the one in question. View the "invoice Status" here as well.



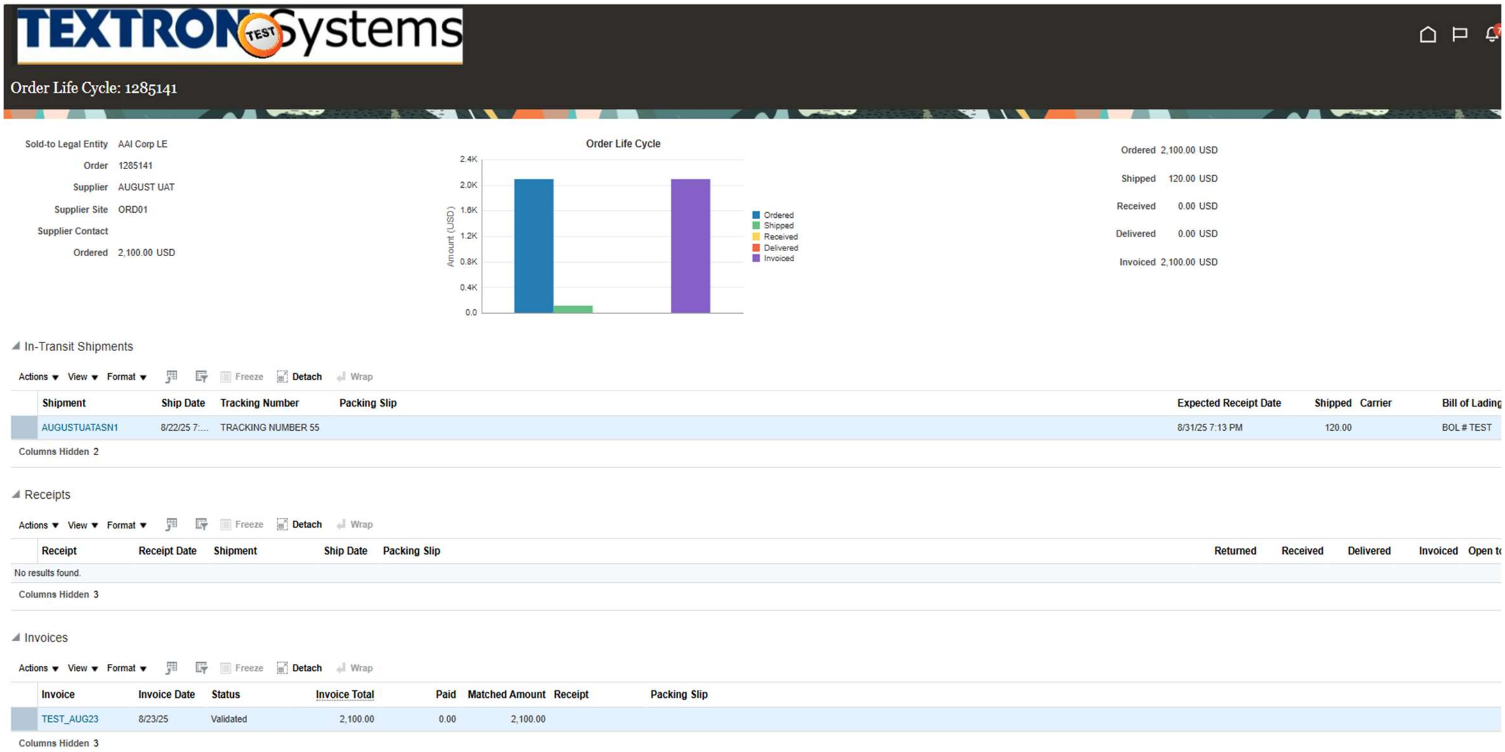
5. Select the “Lines” tab for the invoice to view the items. Select the “Purchase Order” hyperlink number to view the life cycle of the PO.




6. View the “Order Life Cycle” in the Purchase Order on the right side of the page. Press “View Details” (highlighted in the screenshot below the order life cycle) to see more progress on the Purchase Order.



7. View any applicable "Order Life Cycle" content. An example of this below for a Purchase Order.




End of the Training Guide – View Invoice Progress

If you need help with this process, contact your buyer POC and/or use the supplierportal@textronsystems.com email for any questions.