

QTS



QTS User Guide

Oracle Supplier Portal

Version	Date	Author
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QTS Procurement

QTS DATA CENTERS | PROCUREMENTOPS@QTSDATACENTERS.COM

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Overview

QTS has implemented Oracle Fusion Supply Chain Management and Financials for their QTS Procurement, LLC legal entity. The Oracle Supplier Portal is a self-service, cloud-based app which allows you to manage QTS-issued purchase orders, participate in bidding activities, provide advanced shipping notifications and serial numbers, submit and track invoices to payment, and more!

The link to Oracle's Supplier Portal differs by each client (meaning you will not be able to log into one portal to manage all your clients utilizing Oracle Fusion), so it is recommended you save our QTS link to your favorites.

Initial access to the Supplier Portal will be provided by the QTS Supplier Relationship Team.

Expectations

This guide should serve as a user manual and reference file for how to perform actions or find information within the Oracle Supplier Portal. Additionally, it serves as an outline of QTS's expectations for our strategic suppliers in conducting business and partnering together more efficiently with the use of a robust system.

- **Negotiations:** QTS expects all responses and questions related to an RFP/ RFQ/ RFI issued from the Oracle system are submitted via the Oracle Supplier Portal
- **Purchase Order acknowledgement:** QTS purchase orders require acknowledgement by your firm via the Oracle Supplier Portal by the due date noted on the purchase order.
- **Delivery Dates:** QTS purchase orders should be populated with your delivery dates ("Promised Delivery Date" in Oracle, previously titled "Current Ship Date" in SmartSheet)
- **Shipping Location:** QTS purchase orders will indicate the shipping location of every asset and this must match the actual location where the asset is delivered, else it will not be able to be received. If you receive conflicting information, please reach out to our Procurement Ops team to help
- **Advanced Ship Notices:** ASNs and Serial Numbers can be manually added via the Supplier Portal; this is not a requirement at this time but will be a functionality we launch in the near future
- **Invoicing:** all invoices against a purchase order should be submitted via the Oracle Supplier Portal, ensuring accurate application of invoicing to the correct asset in the order

QTS Contacts

- For any Supplier Portal assistance, general help, or access requests, please reach out to the QTS Supplier Relationship Team at Suppliers@qtsdatacenters.com.
- For specific questions regarding the items being ordered, please reach out to the QTS point of contact listed as the Requester on the purchase order.
- For help regarding shipping and deliveries, please reach out to the Supply Chain team at LogisticsandSupplyChain@qtsdatacenters.com.
- For general questions about purchase orders, please reach out to the Procurement Operations team at ProcurementOps@qtsdatacenters.com.

Getting Started

Oracle System Notifications

Oracle system notifications will come from iavdgy.fa.sender@workflow.email.us-phoenix-1.ocs.oraclecloud.com. Please ensure these notifications do not go to your spam folder. If you are not receiving these emails, then consult with your Company's IT team.

How to Log In

Sign in with your username and password into the Oracle Fusion link provided by QTS. Your User ID will be your email address, and your password will be one you create when you receive an email invitation to the QTS Oracle Supplier Portal.

Supplier Contact User Account for Setup Enterprise Was Created

Details

Assignee	Email Test	Supplier	[Redacted]
Assigned Date	10/29/24 3:08 PM	Supplier Number	[Redacted]
Expiration Date	11/28/24 3:08 PM		
Task Number	226029		

Recommended Actions

You were granted access to the supplier application for Setup Enterprise. A separate email will be sent to you with the instruction to access the application.

[Access the application](#)

User Account Details

Sign In Oracle Applications Cloud

Company Single Sign-On

or

User ID

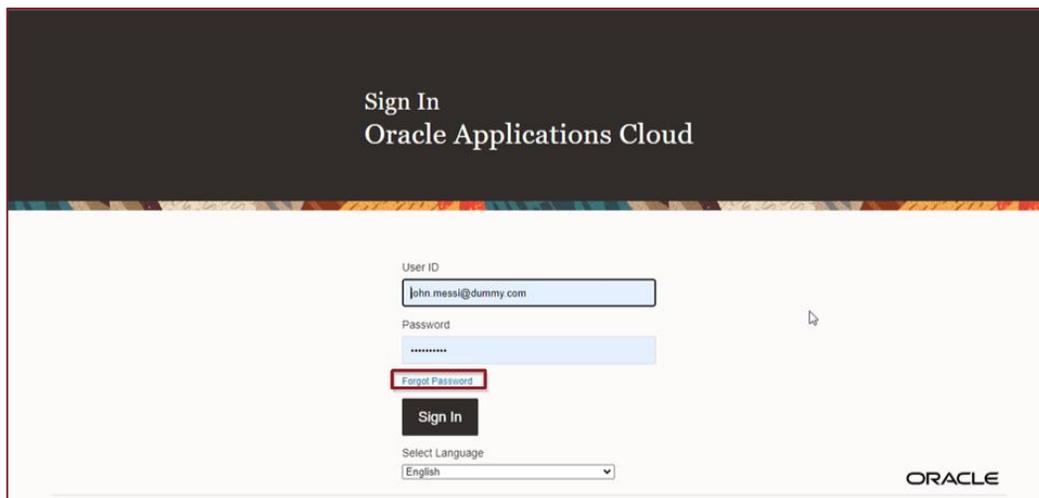
Password

[Forgot Password](#)

Select Language

How to Reset Your Password

1. Click on **Forgot Password** to reset your password.



Sign In
Oracle Applications Cloud

User ID
john.messi@dummys.com

Password

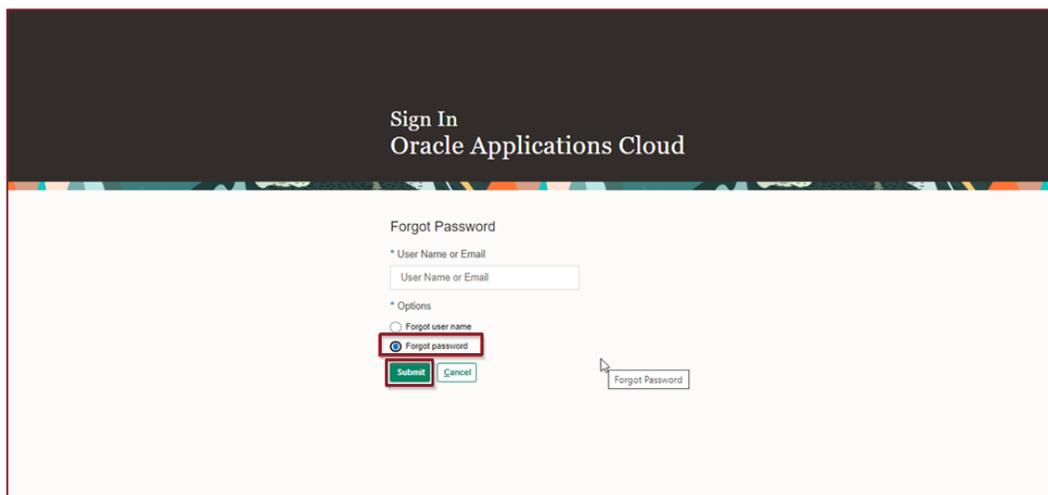
Forgot Password

Sign In

Select Language
English

ORACLE

2. Enter your User ID and select the **Forgot Password** option. Click **Submit**.



Sign In
Oracle Applications Cloud

Forgot Password

* User Name or Email
User Name or Email

* Options

Forgot user name

Forgot password

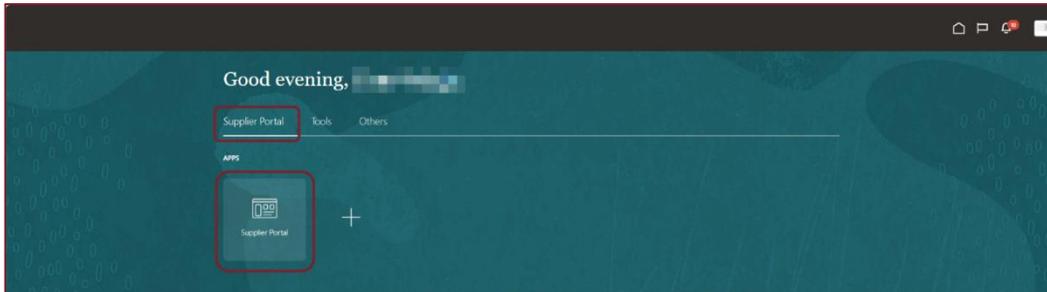
Submit Cancel

Forgot Password

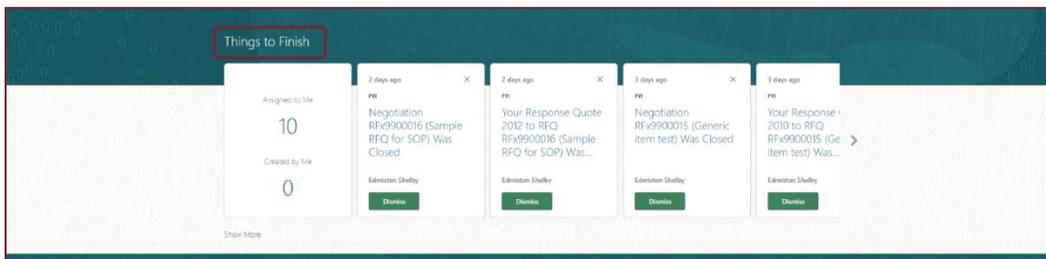
3. You will receive an email from Oracle with a link to reset your password. Follow instructions in the email to reset your password.

General Navigation: The Home Page

- **Apps:** Most actions and tasks are managed from the Supplier Portal app (see [The Supplier Portal Dashboard](#)). Click on the **Supplier Portal** tab and select the **Supplier Portal** app.



- **Things to Finish:** Direct links to your pending tasks.



- **Icons on Top Bar:** These icons appear on every screen for general navigation.
 - Left: Click the QTS Logo to navigate back to the Home Screen.
 - Right: Click the home icon to navigate back to the Home Screen. Click the bell icon for **Notifications**. Click the square icon with your initials for **Settings and Actions**.

General Navigation: The Supplier Portal Dashboard

The Supplier Portal Dashboard offers a variety of ways to navigate the Supplier Portal, access information, and share information with QTS.

The Dashboard is divided into 4 different sections:

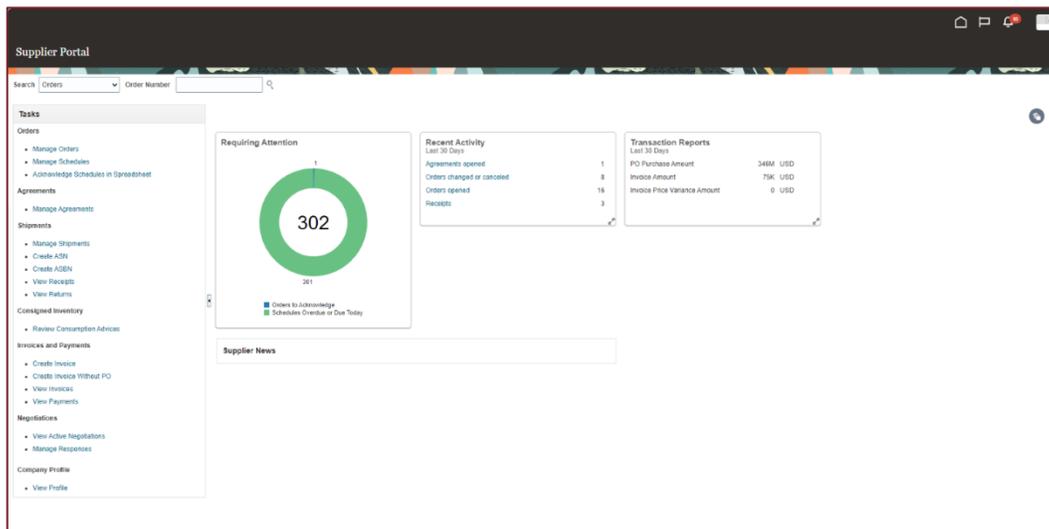
- Search
- Tasks
- Useful Reports
- Supplier News

The **Search bar** (top left) is a quick way to navigate to specific documents: orders, agreements, invoices, payments, negotiations (bidding events), your negotiation responses, and questionnaires.

The **Tasks** section (left side panel) allows you to manage all your documents in the following categories: orders, agreements, invoices, payments, negotiations (bidding events), negotiation responses, and questionnaires.

The **Useful Reports** section is comprised of infographic boxes in the center of the screen. Reports can be accessed by clicking on the title of the infographic box.

- **Requiring Attention** displays as a circle graph view of things to review. Examples of these might be new purchase orders requiring your acknowledgement or shipping schedules with upcoming/ past due dates, etc.
- **Recent Activity** provides you a quick view of the activity in the last 30 days, like requests to participate in a bidding event, orders or change orders created, etc.
- **Transaction Reports** provides a quick summary of the value of Purchase Orders or Invoices in the last 30 days.



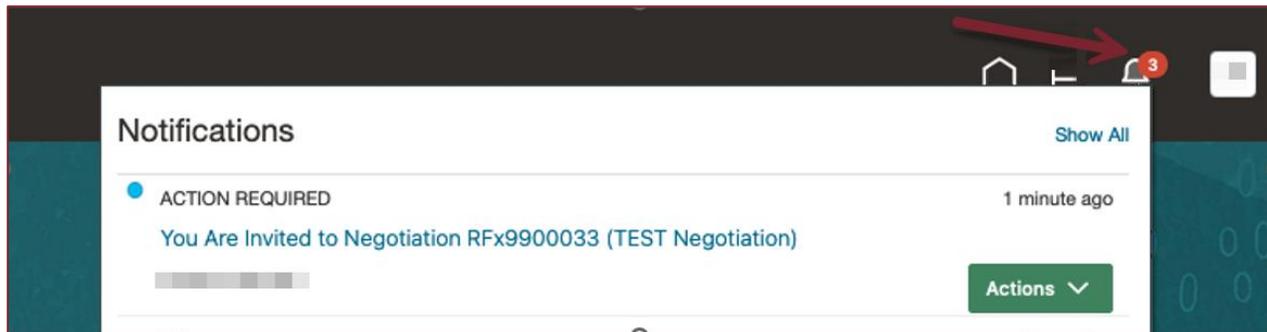
Negotiations & Awards

Negotiations within Oracle Fusion are Requests for Proposals (RFP), Requests for Quotes (RFQ), and Requests for Information (RFI). Collectively, this activity is referred to as RFX events.

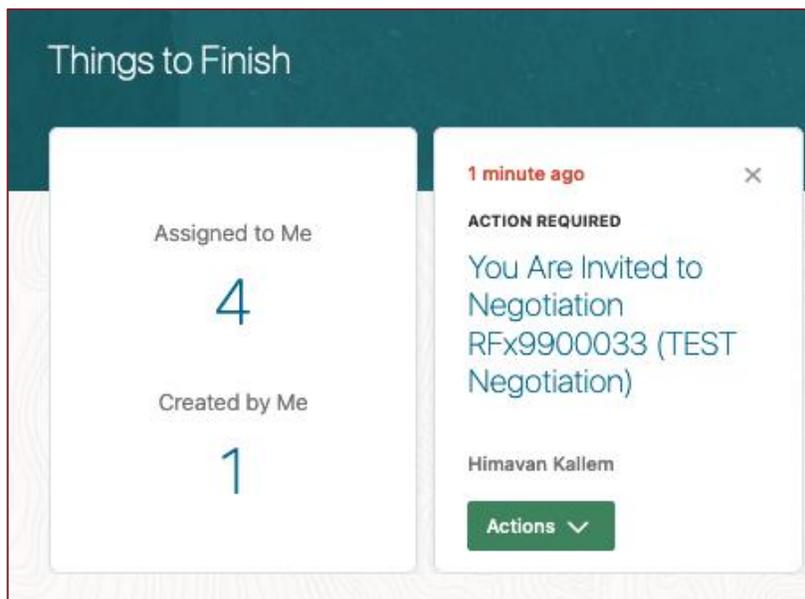
Participate in Negotiations

QTS uses Oracle system for RFX events. When your company is invited to participate in an event, notifications are sent to your company's contact on file. Notifications are also visible in Oracle:

1. In the bell icon at the top right as a new notification.



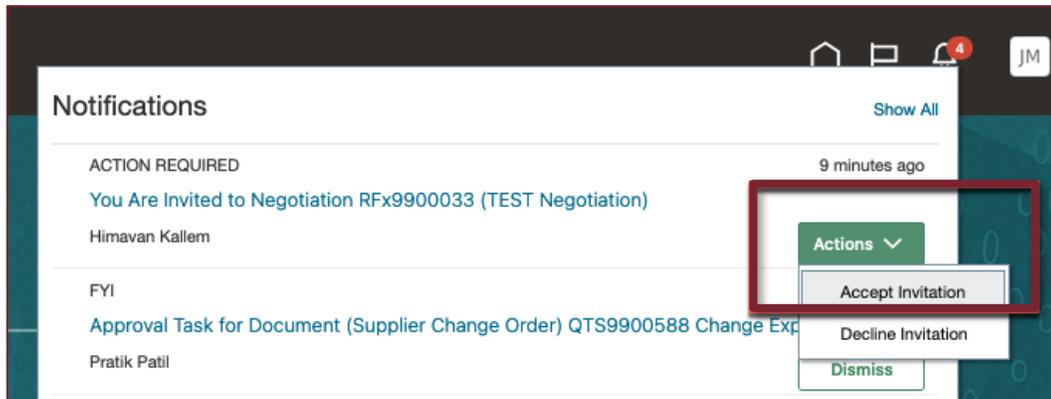
2. Within the **Things to Finish** widgets at bottom of the home page.



Accept Negotiation Invitation

Accepting the invitation informs QTS your company *is interested* in participating in the RFx event. There is no commitment to participate in the RFx event. Your company has the option later in the process to decline participation.

To accept the invitation, click on the **Actions** button and select **Accept Invitation** in the drop-down menu that appears.

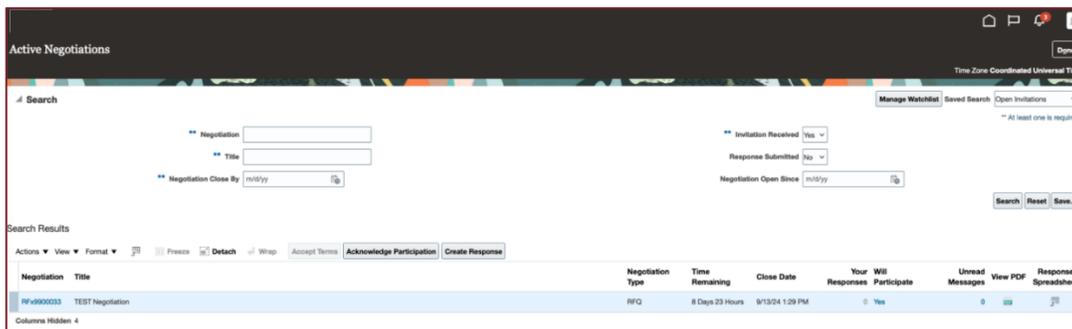


Acknowledge Negotiation

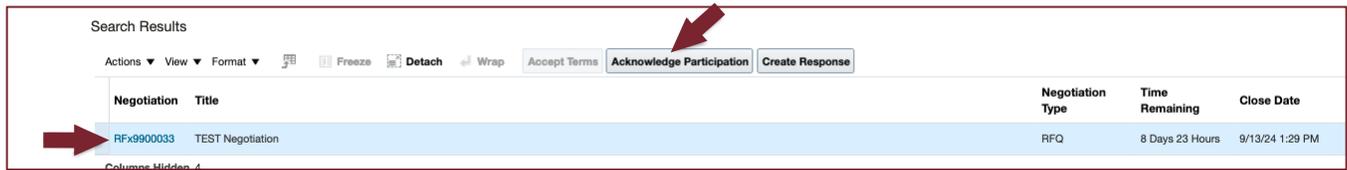
- After the invitation is accepted, you will open the negotiation to draft your response. Open the **Supplier Portal Dashboard**, click **View Active Negotiations** (under **Negotiations**) task in the **Task** panel.



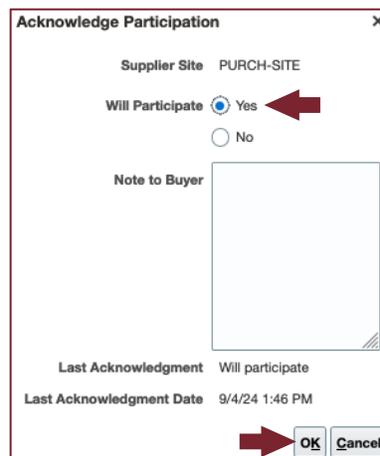
- All **Active Negotiations** is displayed. There are some default filters on the Search when you open this page. Default Invitation Received is “Yes” and Response Submitted is “No.”



- Select the negotiation and click the **Acknowledge Participation** to inform QTS whether your company intends (or does not intend) so submit a response.



- This will open a popup window. Select the appropriate response for **Will Participate**. You can send a message to QTS in the **Note to Buyer** field. Click “OK.”

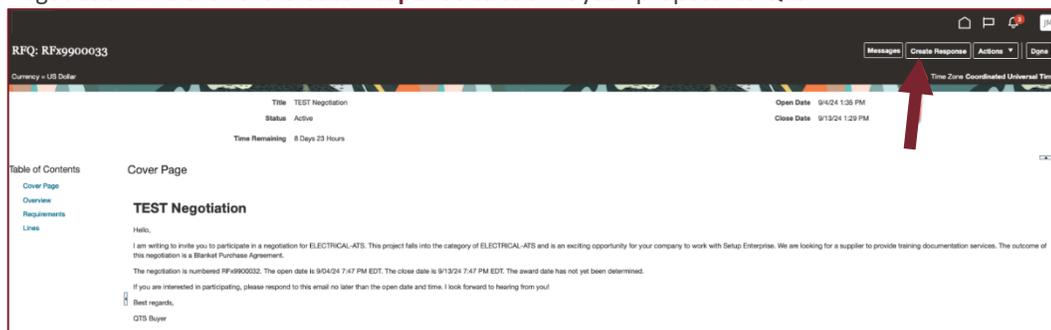


Respond to Negotiation

A negotiation consists of multiple steps. Your progress is illustrated at the top of your screen. Click **Save** often to preserve your progress.

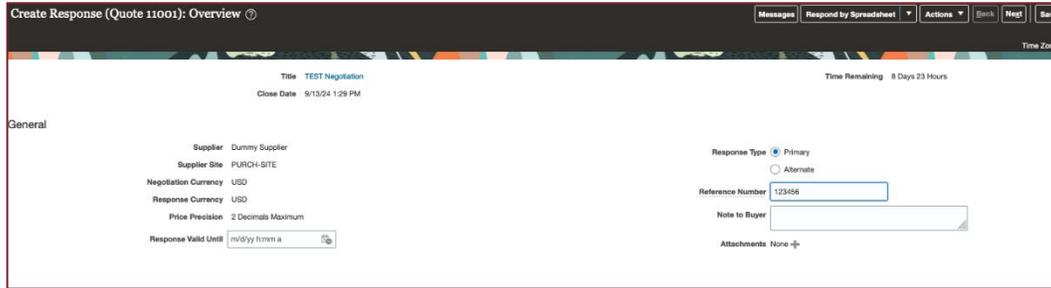
You may have the option to submit a Primary response (default) and an Alternative response depending on whether QTS enables this feature for the Negotiation.

1. Select the negotiation and click the **Create Response** to submit your proposal to QTS.

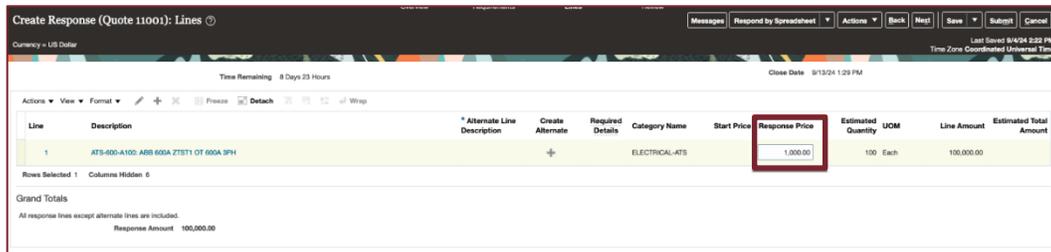


2. The **Create Response Overview** page is displayed.
 - If enabled, select **Primary** (or Alternative) **Response Type**.

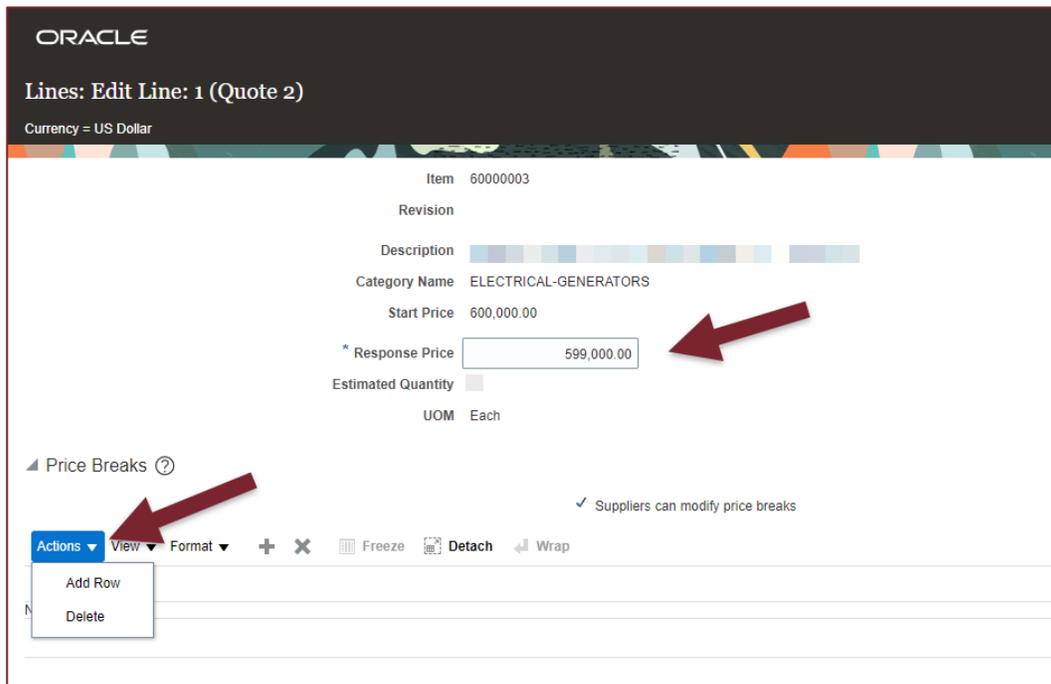
- **Reference Valid Until, Reference Number, and Note to Buyer** are optional.



3. Click **Next** at the top right of your screen to proceed to the next step. Click **Save** if you want to stop and return later.
4. If QTS enables requirements for the Negotiation, the **Create Response Requirements** page is displayed. Complete questions or add attachments, if directed. Click **Next** at the top right of your screen to proceed to the next step. Click **Save** if you want to stop and return later.
5. The **Create Response Lines** page is displayed to enter line pricing.



6. If you wish to submit tiered pricing by volume, click on the line, and select **Actions**, then **Edit**. This will display the **Price Breaks** options.
 - Enter the **Response Price** in the header.
 - Click **Actions** then **Add Row** to enter a Price Break (price tiering option).



- Enter the **Quantity**.
- Select a **Pricing Basis**: Price or Price Discount
- Enter a **Response Value**. Response Value for Pricing Basis: Price is the unit price. Response Value for Pricing Basis: Price Discount is the percent discount (i.e. 32% discount off the Response Price in the header)
- Enter **Start Date** and **End Date** for the price.

The screenshot shows a table with the following data:

Quantity	Pricing Basis	Response Value	Start Date	End Date
100	Price Discount	32	12/2/24	12/31/24
50	Price	550,000.00	12/2/24	12/31/24
30	Price	580,000.00	12/2/24	12/31/24

A red arrow points to the 'Type' field, which is set to 'Noncumulative'.

- Add another line, if applicable.
 - Click **Save and Close** to navigate back to the **Create Response Lines** page.
7. **Do not** populate the Release Minimum Release Amount. This is a QTS internal field.
 8. If there are additional items that go with this order, please include this in your quote attachment. Additional communication back to QTS can be performed through the Message button at the top
 9. Click **Next** at the top right of your screen to proceed to the next step. Click **Save** if you want to stop and return later.
 10. The **Create Response Review** page is displayed. Review your responses carefully, ensure that all the required documents are attached. Ensure that the Response Price is correct.
 11. Click **Save**.
 12. Click on **Actions**, then **Validate** to submit your Negotiation.

The screenshot shows the 'Actions' dropdown menu with the following options:

- View Negotiation
- View Response PDF
- Validate** (highlighted with a red box)

Other visible elements include: Messages, Respond by Spreadsheet, Back, Next, Save, Submit, Cancel, Last Saved 9/4/24 2:28 PM, Time Zone Coordinated Universal Time, and Time Remaining 8 Days.

13. Click **OK** when prompted in the Confirmation windows.
14. The contact that responded to the Negotiation will receive an email notification, as well as an Oracle notification in the top right corner and on the Home Page.
15. The process to create an **Alternate Response** is the same as the Primary Response. Remember to select **Alternate Response Type** at Step 2.

View Negotiation

To view your negotiations, either click **View Active Negotiations** under Tasks, or click **Negotiation responses awarded or rejected** on the **Recent Activity** infographic in your **Supplier Portal Dashboard**.

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

Recent Activity	
Last 30 Days	
Negotiation responses awarded or rejected	3
Agreements opened	2
Orders changed or canceled	1
Orders opened	3

Award Notifications

Award notifications will be sent through Oracle. Notifications will be sent to your company’s contact on file. Notifications are also visible in Oracle from the bell icon at the top right as a new notification, and the Things to Finish widget on the home page (subject: “Award Decision”). Example notification below:

[Dismiss](#)

Award Decision: Awarded

TEST Negotiation

Setup Enterprise
 From Himavan Kallem
 RFQ: [RFx9900033](#)
 Closed 9/4/24 4:45 PM
 Your response is awarded.

Supplier: **Dummy Supplier**
 Supplier Site: **PURCH-SITE**
 Supplier Contact: **John Messi**

Details

Response: [11002](#)
 Awarded Lines: 1
 Total Award Amount: **USD 97,500.00**

Line	Award Quantity (UOM)	Award Amount (USD)
1 ATS-600-A100: ABB 600A ZTST1 OT 600A 3PH	(Each)	97,500.00
Total		97,500.00

[View Negotiation](#)
[View Response](#)

View Awards

- To view award statuses, either click **Manage Responses** under Tasks, or click **Negotiation responses awarded or rejected** on the **Recent Activity** infographic in your **Supplier Portal Dashboard**.

Invoices and Payments

- [Create Invoice](#)
- [Create Invoice Without PO](#)
- [View Invoices](#)
- [View Payments](#)

Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

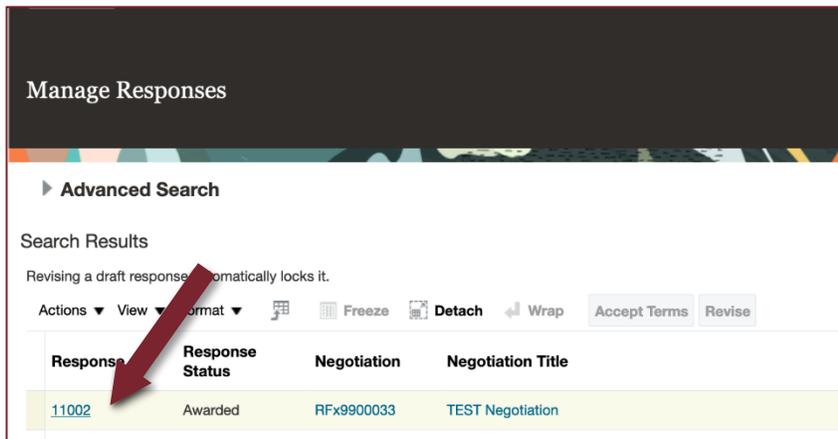
Recent Activity
Last 30 Days

Negotiation responses awarded or rejected	3
Agreements opened	2
Orders changed or canceled	1
Orders opened	3

2. The **Manage Responses** window will display all Negotiations. Statuses are “Awarded” or “Rejected.”

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
11002	Awarded	RFx9900033	TEST Negotiation	RFQ	0 Seconds	0	
11001	Rejected	RFx9900033	TEST Negotiation	RFQ	0 Seconds	0	
8001	Awarded	SN9900027	Nego123	RFQ	0 Seconds	0	

3. To open a **Negotiation response**, click on the negotiation number.



Award View

Quote: 11002 (RFQ RFx9900033)
Currency - US Dollar

Title: TEST Negotiation
Response Status: Awarded
Time Remaining: 0 Seconds
Close Date: 9/4/24 4:45 PM

Overview Requirements Lines

General

- Supplier: Dummy Supplier
- Supplier Site: PURCH-SITE
- Supplier Contact: Messi, John
- Response Currency: USD
- Price Precision: 2 decimals maximum
- Response Valid Until:
- Response Type: Alternate
- Reference Number: Note to Buyer
- Attachments: None

4. To filter Negotiations, expand the **Search** header at the top of the page.

Search filters:

- ** Negotiation Title:
- ** Negotiation:
- ** Response:
- ** Response Status: Active or draft (dropdown)
- Line Description:

- Active
- Active or draft
- Awarded**
- Disqualified
- Draft
- Pending award
- Rejected
- Resubmission required

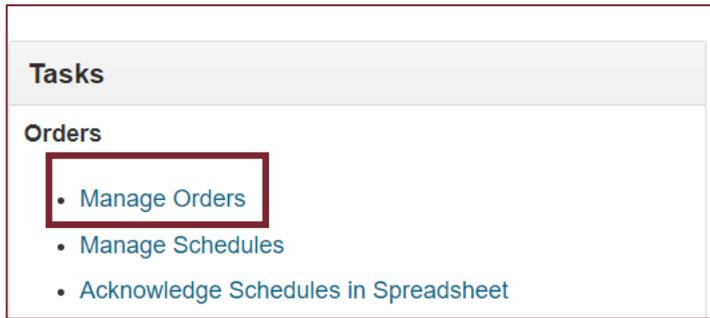
Purchase Orders

Purchase Orders will be sent through Oracle and sent to your company’s contact on file. Purchase Order notifications are also visible in Oracle from the bell icon at the top right as a new notification, and the Things to Finish widget on the home page

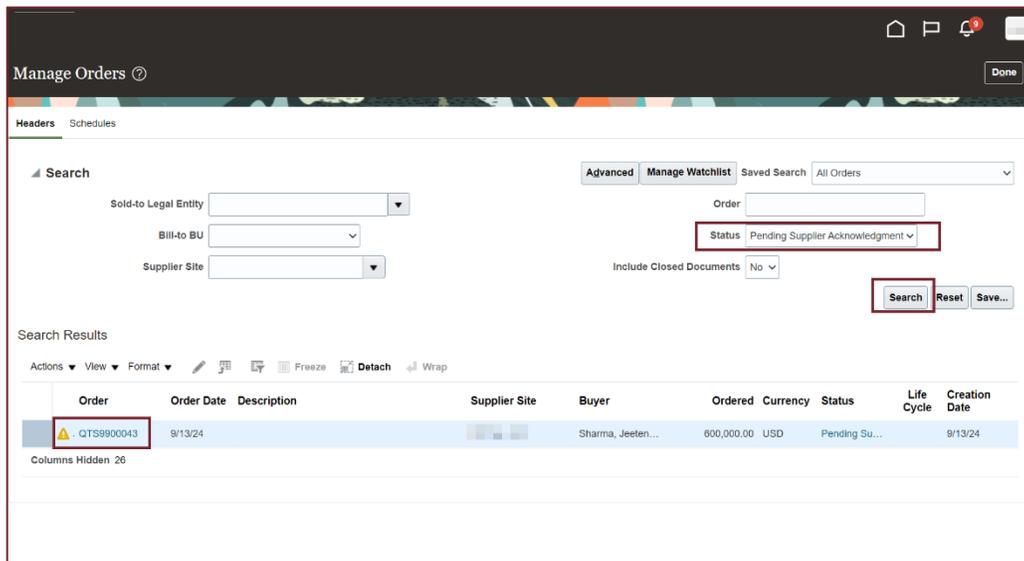
Acknowledge Purchase Orders

If your company is required to acknowledge the Purchase Order, the deadline will appear on the notification.

1. To view your Purchase Orders requiring acknowledgement, either click **Manage Orders** under Tasks, or click **Orders to Acknowledge** on the **Recent Activity** infographic in your **Supplier Portal Dashboard**.



2. On the **Manage Orders** page, **Search** by **Status** “Pending Supplier Acknowledgement” (if the view did not default to this filter). Click on the **Order** hyperlink.



3. Review the Purchase Order and click **Acknowledge**.

Purchase Order: QTS9900043

Acknowledge View PDF Actions Refresh Done

Main

General

Sold-to Legal Entity QTS Procurement, LLC Supplier Ordered 600,000.00 USD
 Bill-to BU LE0099 QTS Procurement BU Supplier Site Description
 Order QTS9900043 Supplier Contact Source Agreement
 Status Pending Supplier Acknowledgment Additional Contact Email Negotiation
 Buyer Jeetendra Sharma Bill-to Location QTS Headquarters Supplier Order
 Creation Date 9/13/24 Ship-to Location WH-ATLWH01 (Sullivan)

Terms Notes and Attachments

Required Acknowledgment Document and Schedule Shipping Method
 Acknowledgment Due Date 9/23/24 Freight Terms — Pay on receipt
 Payment Terms Net 30 FOB — Confirming order

Additional Information

Context Prompt

4. Select **Accept** from the **Acknowledge Response** drop down. Acknowledgement Note is optional.

Acknowledge Document (Purchase Order): QTS99000...

EdR View PDF Submit Cancel

Main

General

Sold-to Legal Entity QTS Procurement, LLC Supplier Ordered 600,000.00 USD
 Order QTS9900043 Supplier Site Description
 Status Pending Supplier Acknowledgment Supplier Contact Source Agreement
 Buyer Sharma, Jeetendra Additional Contact Email Supplier Order
 Creation Date 9/13/24 Bill-to Location QTS Headquarters Communication Method E-Mail
 Ship-to Location WH-ATLWH01 (Sullivan) Communication Email

Terms Notes and Attachments

Required Acknowledgment Document and Schedule Payment Terms Net 30 — Pay on receipt
 Acknowledgment Due Date 9/23/24 Shipping Method — Confirming order
 Freight Terms FOB

Acknowledge Response Accept

Acknowledge Note Add a note (optional)

5. Scroll down to the **Schedules** and **Accept** each item.

Additional Information

Context Prompt

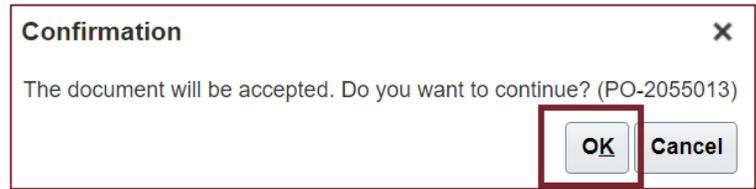
Schedules

Actions View Format Freeze Detach Wrap Accept Reject Response All

Line	Description	Supplier Item	Quantity	UOM	Price	Requested Delivery Date	Promised Delivery Date	Response	Rejection Reason	Location
1	GEN-HSE: YANCEY 1.25MW HOUSE GENERATOR		1	Each	600,000.00		9/16/24	Accept		WH-ATLWH01 (...)
2	GEN-HSE: YANCEY: HOUSE GEN ACCESSORY CF		1	Each	0.00			Accept		WH-ATLWH01 (...)
3	GEN-HSE: YANCEY: 1.25MW ENCLOSED HOUSE (1	Each	0.00			Accept		WH-ATLWH01 (...)

Rows Selected 1 Columns Hidden 9

- Click **Submit** on the top right of the page. Click **OK** on the **Confirmation** page.

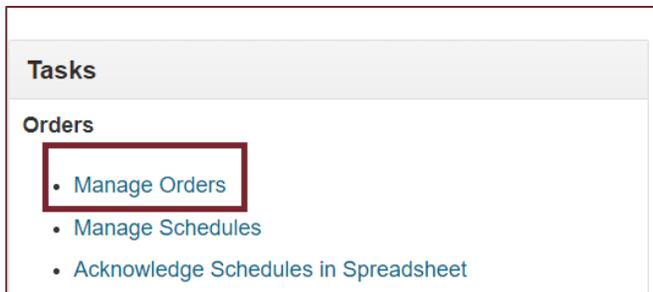


- Click **View PDF** on any page to download the **QTS Purchase Order**.

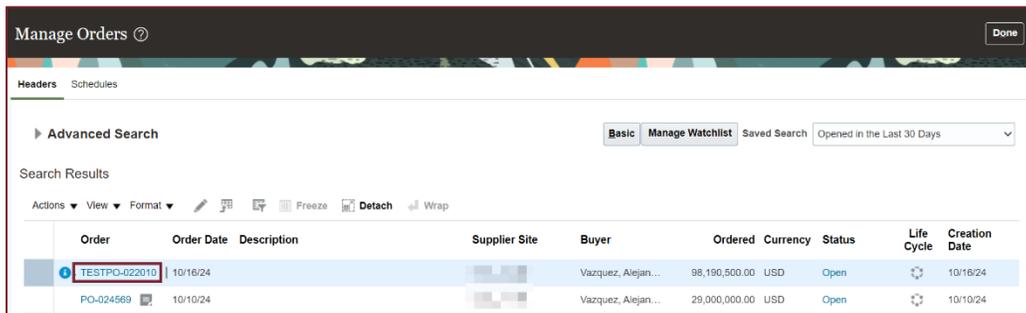
Initiate Purchase Order Change Requests

Your company may update the delivery date in Oracle. This is called a **Change Order** in Oracle.

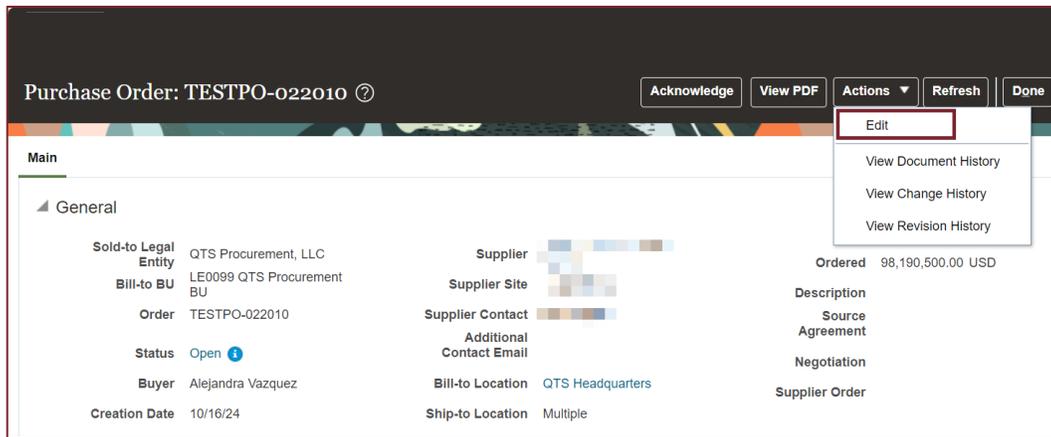
- To initiate a change order, either click **Manage Orders** under Tasks, or click **Orders opened** on the **Recent Activity** infographic in your **Supplier Portal Dashboard**.



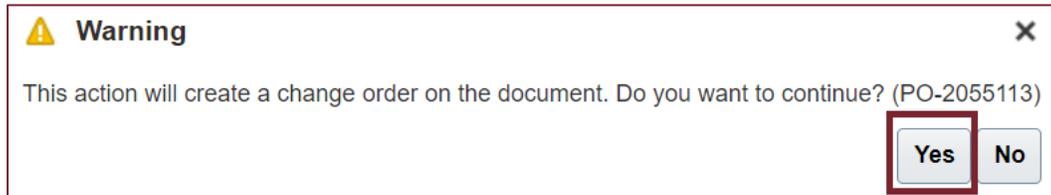
- Click on the Order hyperlink to open the Order.



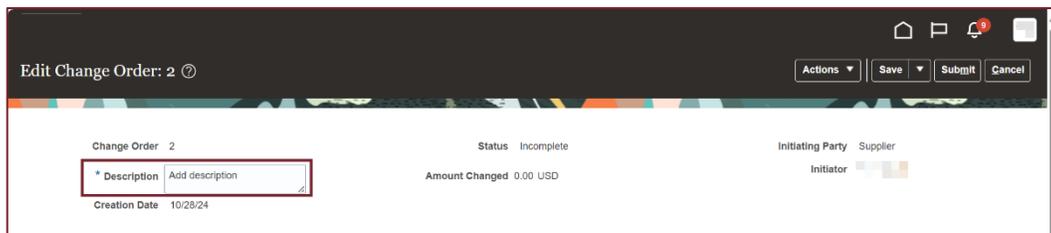
3. Click **Actions > Edits** on the top right of the page.



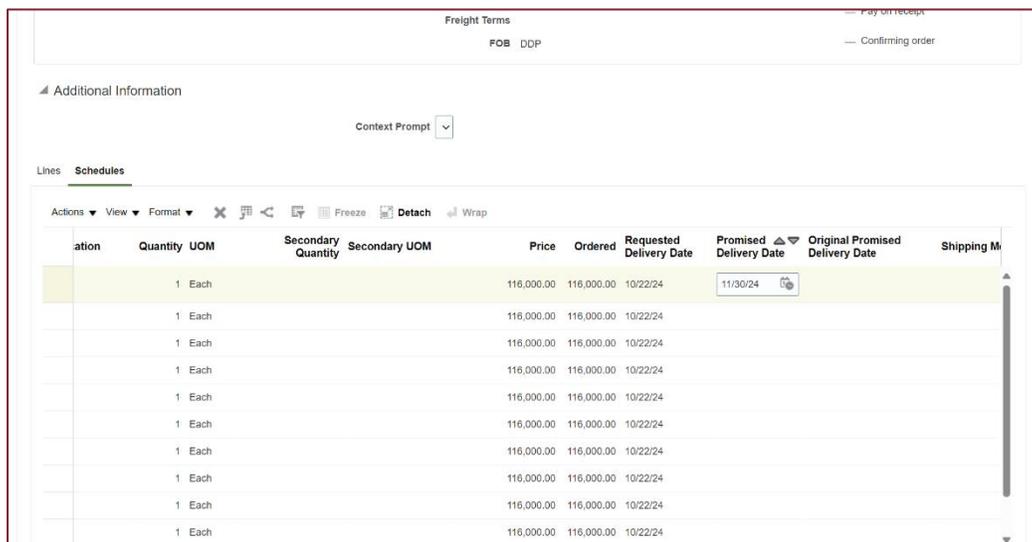
4. Click **Yes** when prompted.



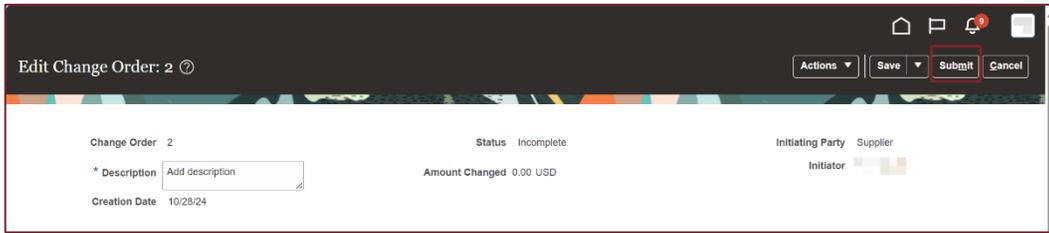
5. Enter a **Description**.



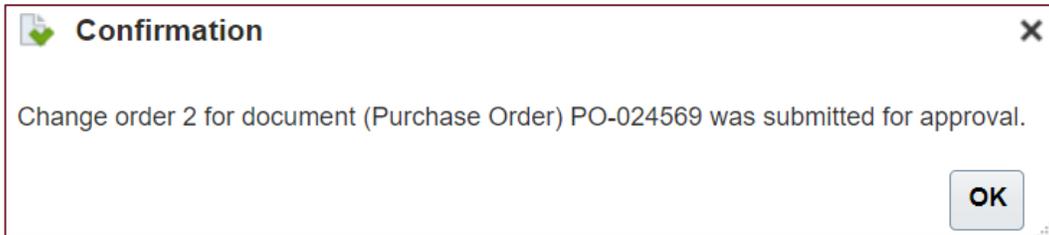
6. In this example, the supplier wants to push back the Delivery Date. Scroll down to **Schedules**. Enter the **Promised Delivery Date**.



- Click **Submit** (or **Save** if you are not ready to submit).



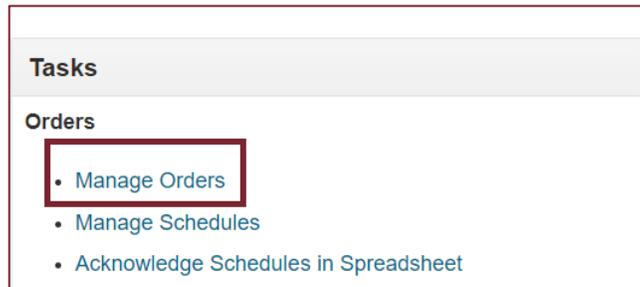
- Click **OK** in the Confirmation prompt.



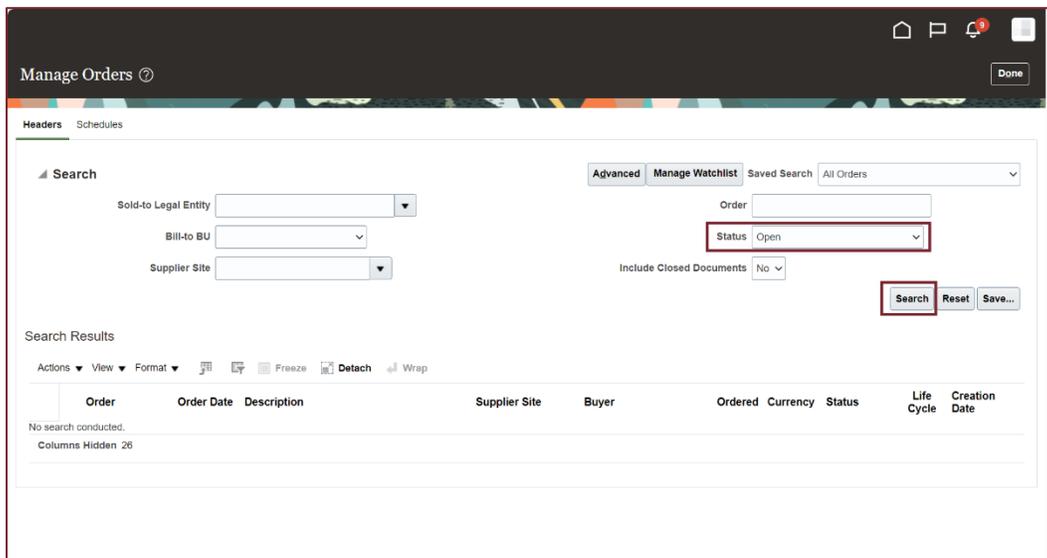
- A QTS Procurement Buyer will review your request and reach out if they have questions.

Search and View Purchase Orders

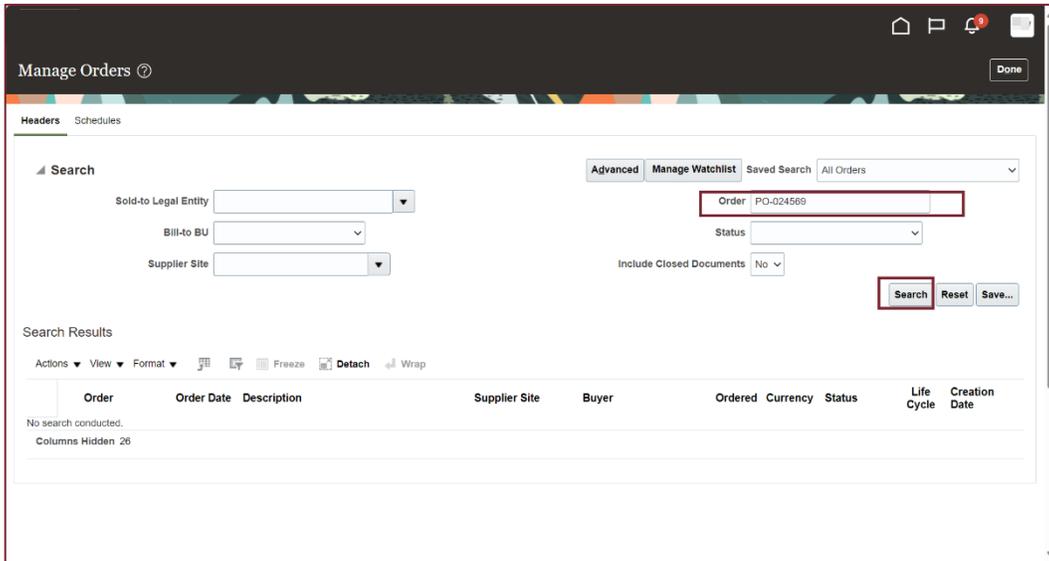
- To view your orders, click **Manage Orders** under Tasks in the **Supplier Portal Dashboard**.



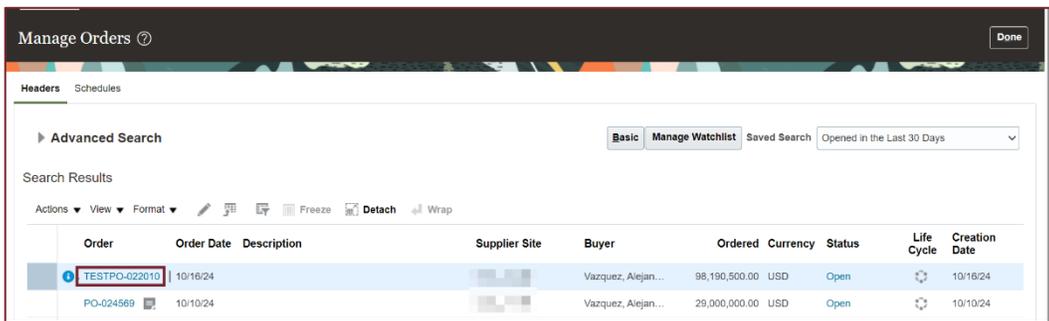
- Use search options to narrow results and click the **Search** button. If you want to view all Purchase Orders, just click the **Search** button.



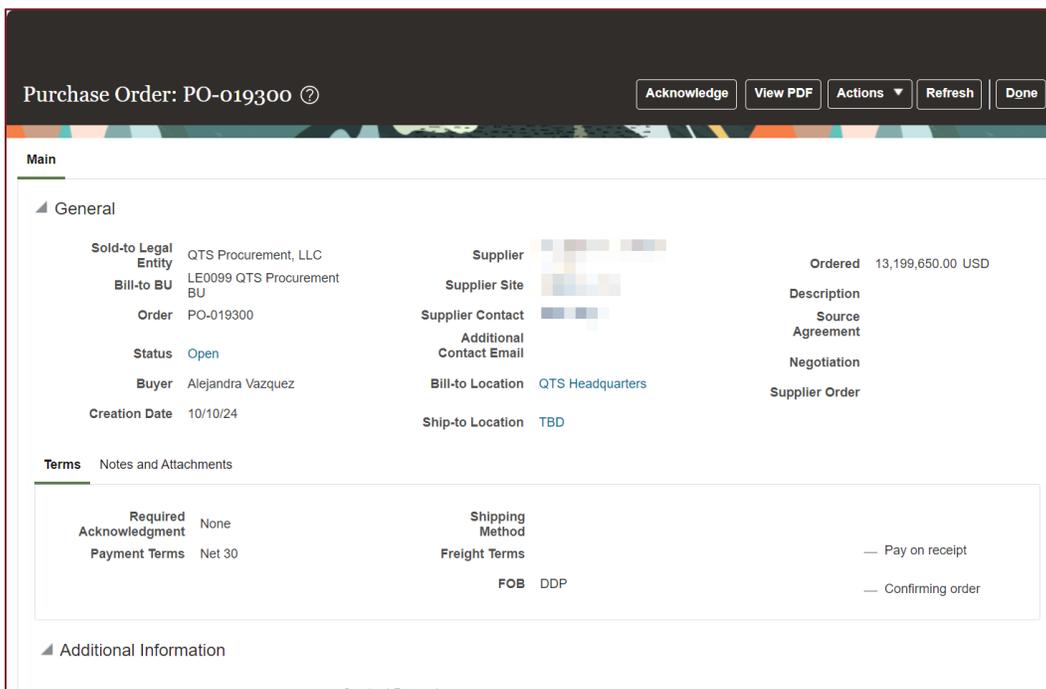
- In this example, the user searched by the Order number.



3. Click on the **Order** hyperlink to open the Order.



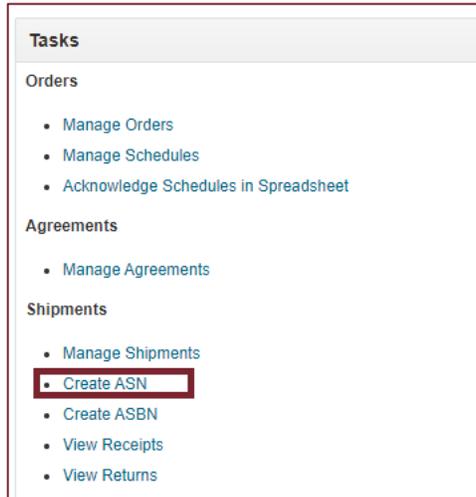
4. All Order information the schedule (delivery schedule) will appear on the page. Download the Purchase Order PDF by clicking **View PDF**.



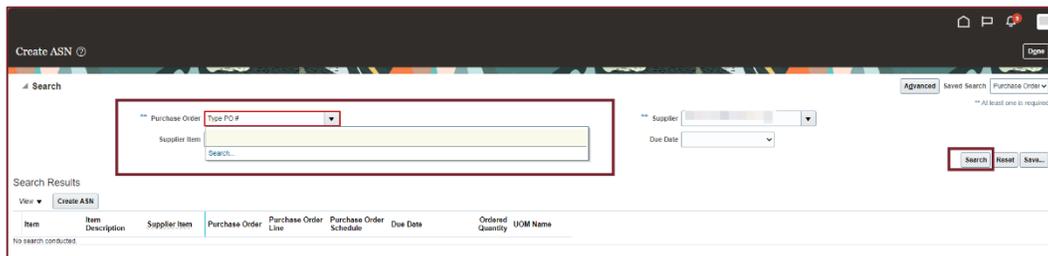
Advanced Shipping Notices (ASN)

Create ASN

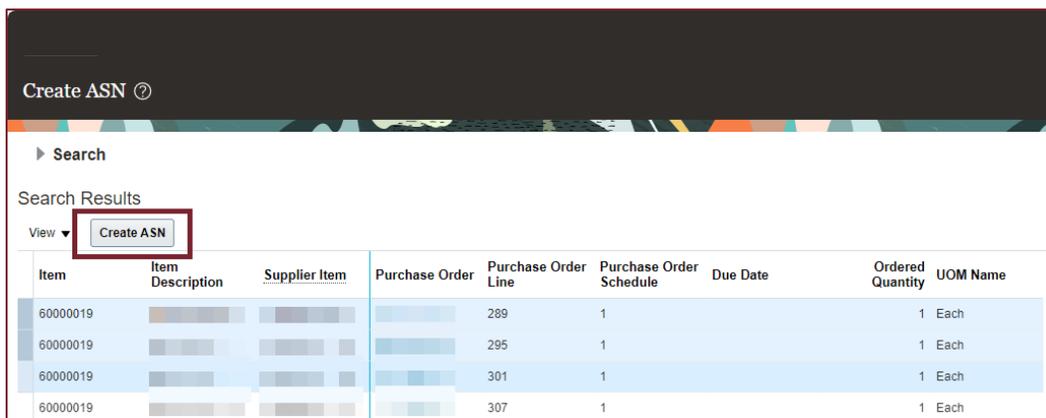
1. To create an ASN, click **Create ASN** under Tasks (subheading Shipments) on the **Supplier Portal Dashboard**.



2. Search for the Purchase Order number and click on the Search button. Alternatively, click on the Search button to view all Purchase Orders and Purchase Order lines.



3. Select the Purchase Order line by clicking on the individual line or select multiple lines while holding the Shift key on the keyboard. Click the **Create ASN** button.

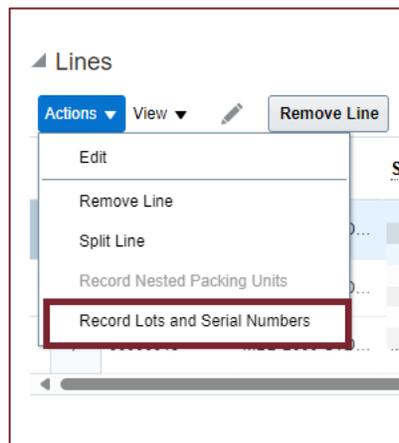


- The **Create ASN Details** page is displayed. In the **Header** section, enter **Shipment** number (required), **Shipped Date** (required), and **Bill of Lading** number (required). **Serial Numbers** (next step) are mandatory. **Packing slip** number and other information are optional.

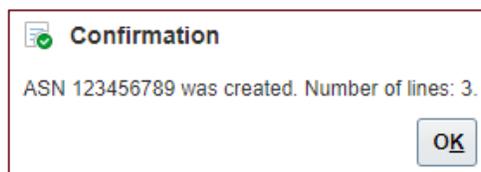
- Serial Numbers** are mandatory. To add serial numbers, view the **Lines** section and enter the quantity that is shipped.

Item	Item Description	Supplier Item	Manufacturer Part Number	Manufacturer	Purchase Order	Purchase Order Line	Purchase Order Schedule	Quantity	UOM Name	Secondary Quantity	Secondary UOM	Source Packing Unit	Due Date	Ship-to Location	Ordered Quantity	Ordered Quantity UO
60000019				MCI		289	1	1	Each					CM-MPS (M3Kin...	1	Each
60000019				MCI		295	1	1	Each					CM-MPS (M3Kin...	1	Each
60000019				MCI		301	1	1	Each					CM-MPS (M3Kin...	1	Each

- Click **Actions** and selection **Record Lots and Serial Numbers**.

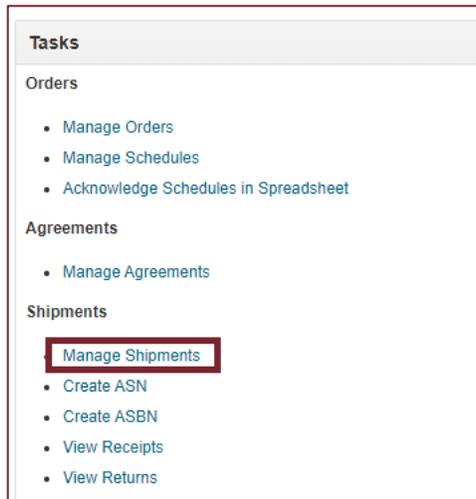


- Enter the **Serial Numbers** for the equipment that is being shipped. Click **Enter Single Serial Number** button for a single serial number or click on the **Enter Serial Number Range** if the serial numbers that are shipping are in a range.
- Click **Submit** at the top right.
- Click **OK** in the Confirmation window. An ASN number is created.

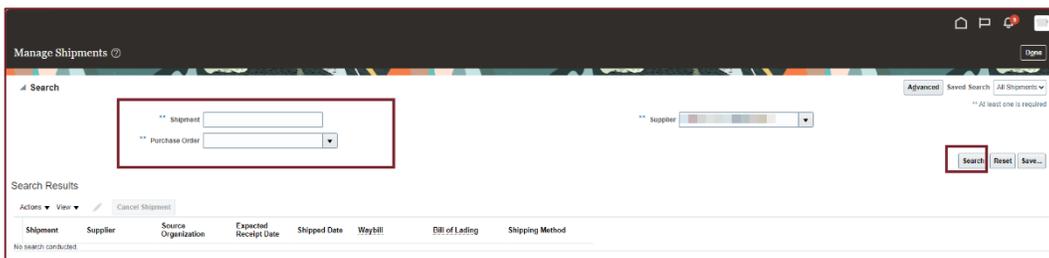


Search and View Shipments

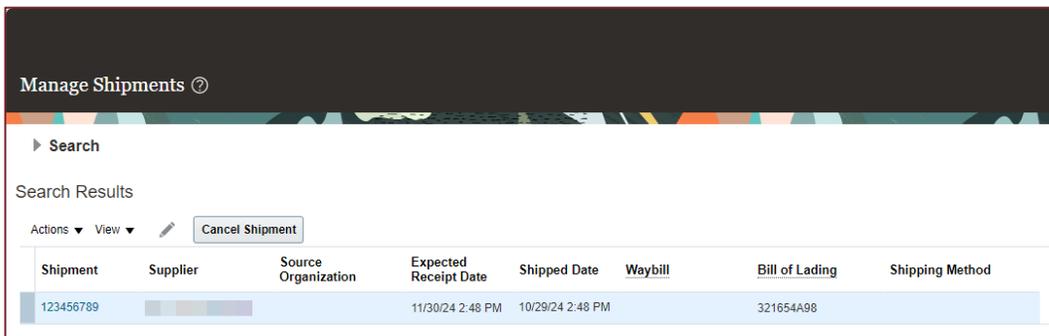
1. To view shipments, click **Manage Shipments** under Tasks (subheading Shipments) on the **Supplier Portal Dashboard**.



2. Search for the Purchase Order number or Shipment and click on the Search button. Alternatively, click on the Search button to view all Shipments.



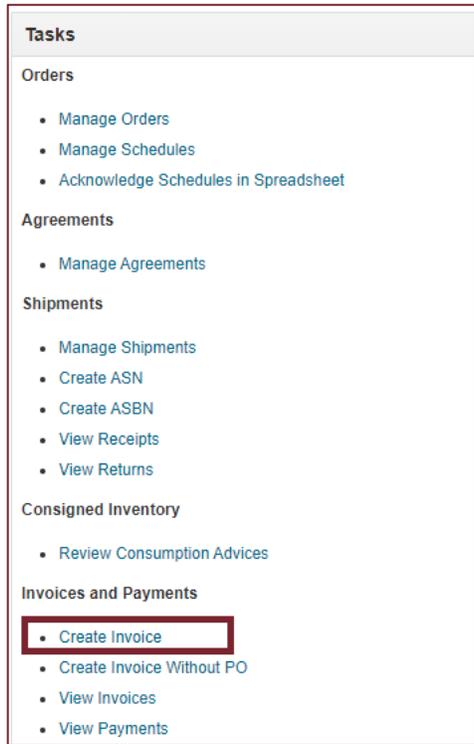
3. Select the Shipment from the Search Results to view more Shipment information. To edit the Shipment, click the pencil icon and follow the prompts.



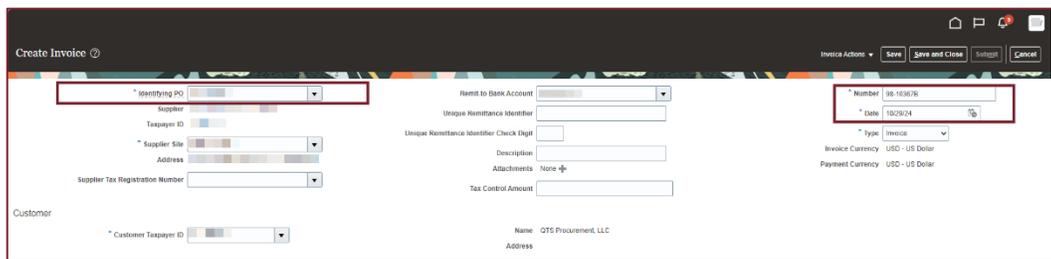
Invoicing and Payments

Create Invoices

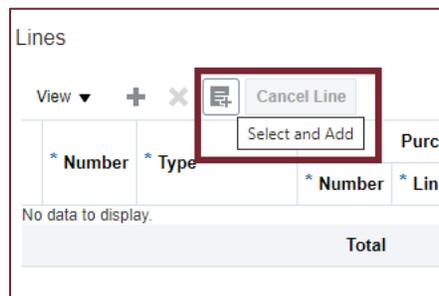
- To create an invoice, click **Create Invoice** under Tasks (subheading Invoices and Payments) on the **Supplier Portal Dashboard**.



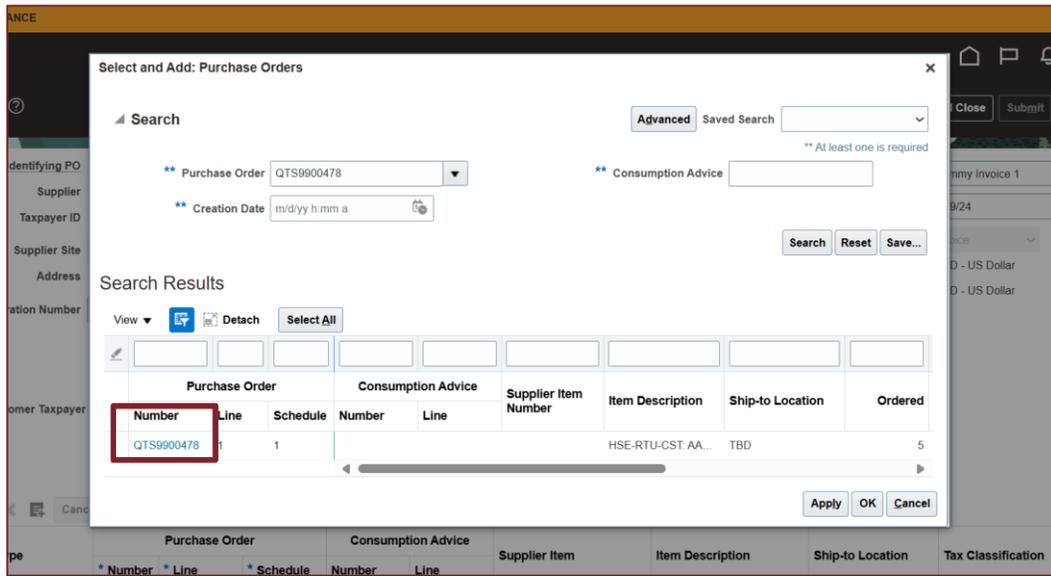
- Select the **Identifying PO** from the dropdown menu. The other fields will auto populate. Enter your company's invoice **Number and Date**.



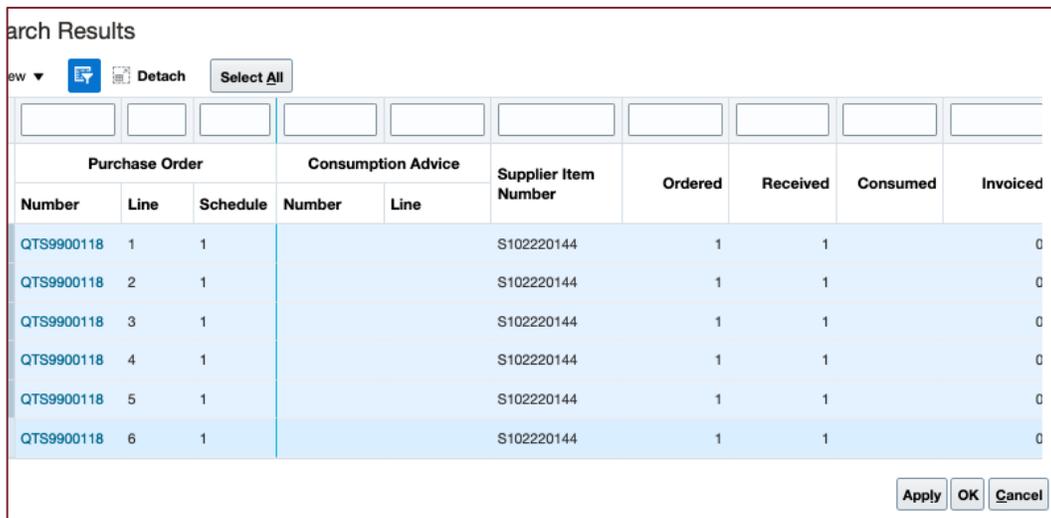
- In the **Lines** section, select the document icon (**Select and Add**).



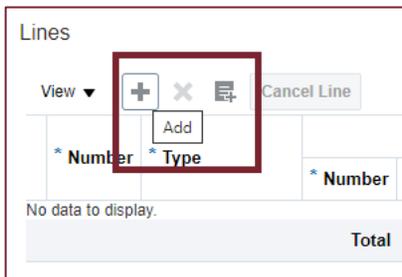
- The Purchase Order and received lines will appear in the window. If the items were not received, they cannot be invoiced. Contact your QTS partner to inquire about un-received items if you believe there is an error.



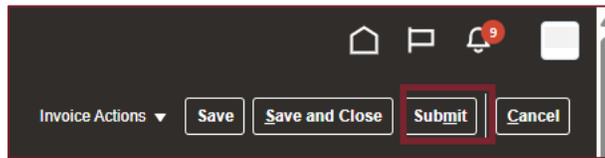
- Select all the received items to add to the invoice. Select multiple lines by holding the Shift key on the keyboard.



- Click **Apply** and **OK**.
- To add freight or other charges, use the plus + icon to add lines manually and add the amount in the line.



- Click **Submit** at the top right on the page (or **Save** if you are not ready to submit).



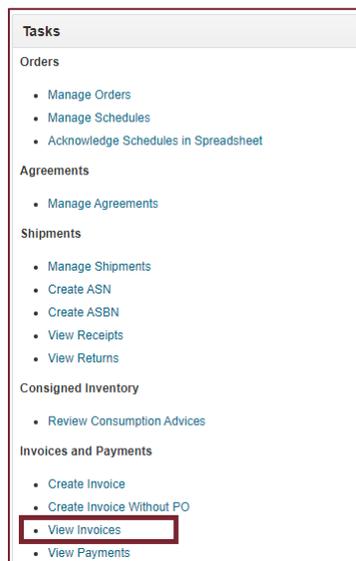
- An invoice number will be generated.



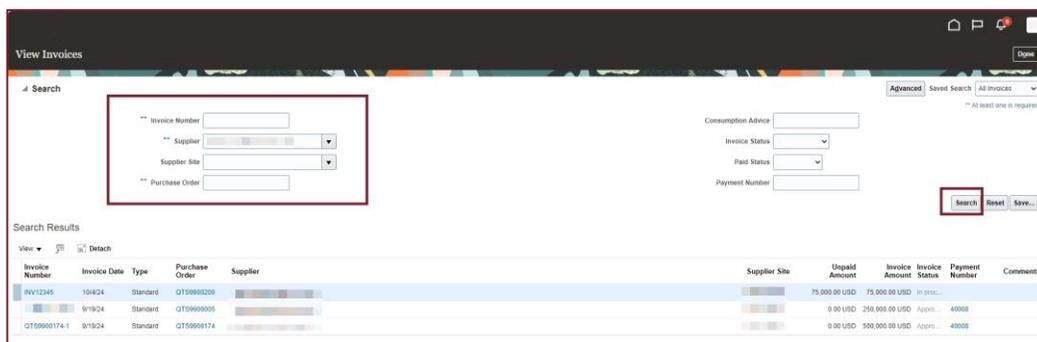
- Click **Create Another** at the top right of the page to create another invoice or click **Done** to exit.

View Invoices

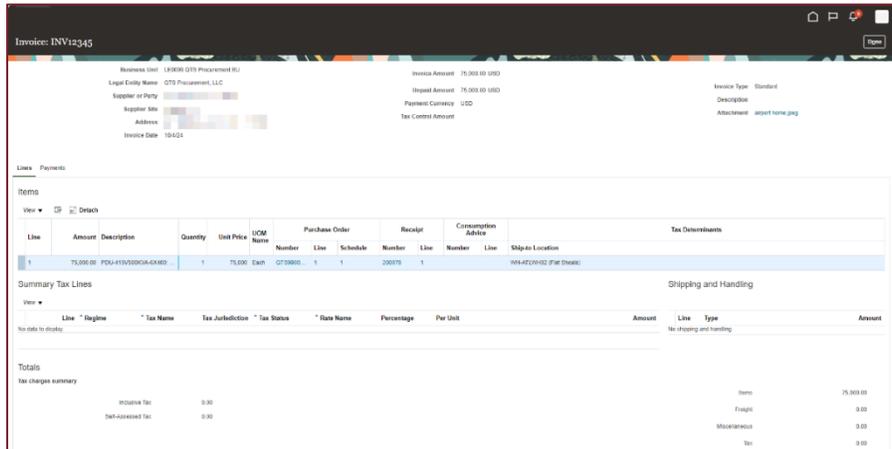
- To view invoices, click **View Invoices** under Tasks (subheading Invoices and Payments) on the **Supplier Portal Dashboard**.



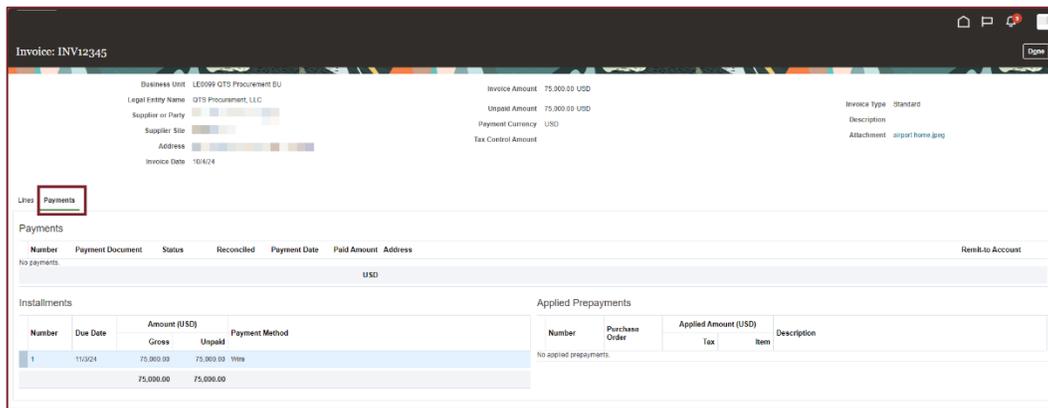
- Search by Invoice Number or Purchase Order and click Search. Alternatively, select your Company in the Supplier dropdown and click Search to view all invoices.



- Click on the Invoice hyperlink to view all invoice details.



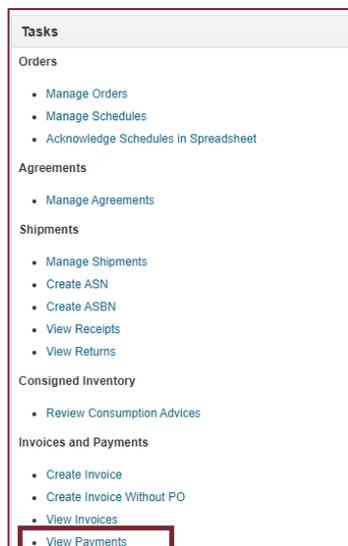
- Click on the **Payments** tab to view payment details.



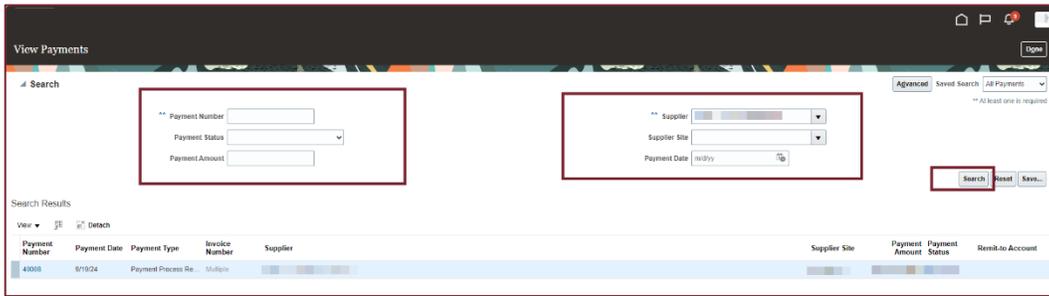
- Click the **Done** button to close the screen.

View Payments

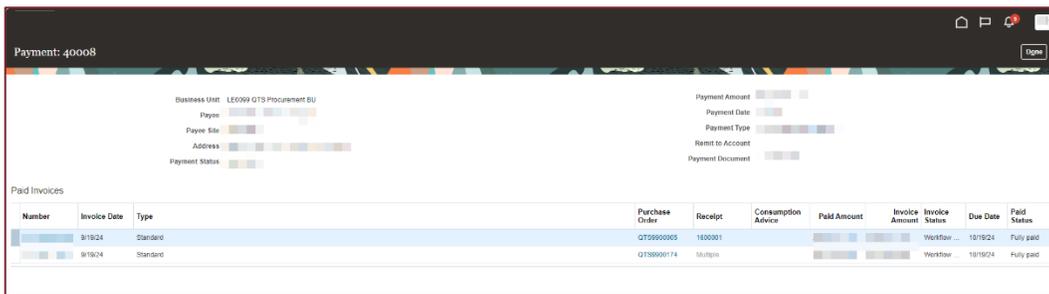
- To view payment, click **View Payments** under Tasks (subheading Invoices and Payments) on the **Supplier Portal Dashboard**.



2. Search by Payment Number. Alternatively, select your Company in the Supplier dropdown and click **Search** to view all payments.



3. Click on the **Payment Number** hyperlink to view payment details.



4. Click the **Done** button to close the screen.