



## Viewing Payments and Invoices

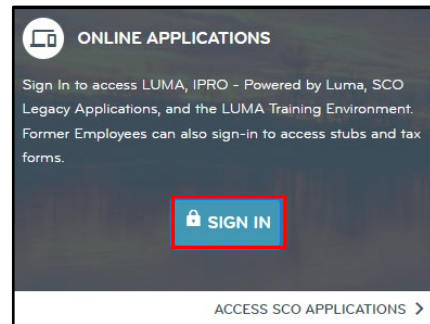
**Luma Role:** Supplier

**Reason:** A Supplier needs to view their payments and invoices in the Supplier Portal.

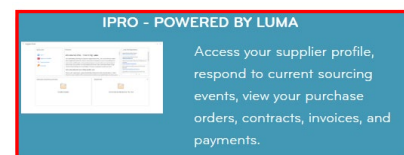
1. Access **IPRO** via the **State of Idaho Controller's Office** website at [www.sco.idaho.gov](http://www.sco.idaho.gov).



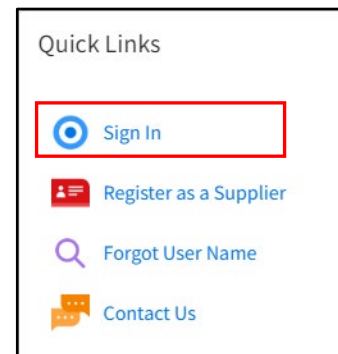
2. Click the **SIGN IN** button in the **ONLINE APPLICATIONS** box.



3. Select **IPRO – POWERED BY LUMA** option from the menu.



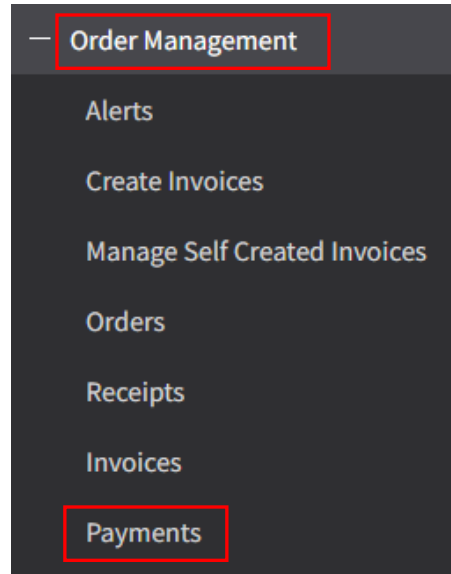
4. Click **Sign In** in the **Quick Links** menu to log into your account.



5. Click the **toggle menu** icon beside Supplier Portal if the left menu is not showing.

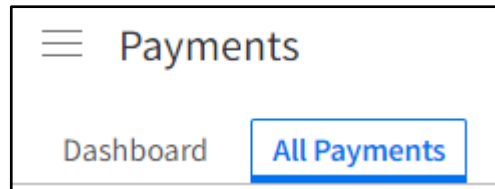


6. Select **Order Management** to expand the menu.

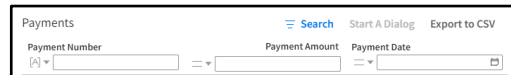


7. Select **Payments**.

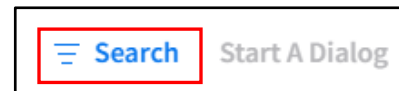
8. Select **All Payments** tab on the Payments page.



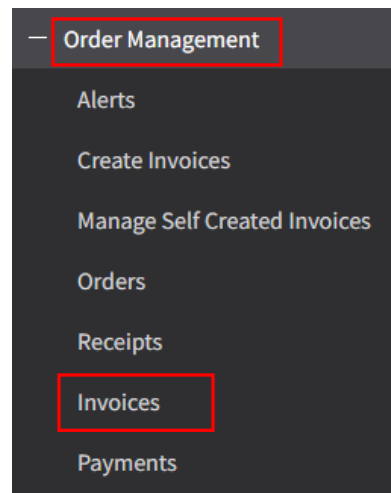
9. Utilize the various search fields to review or locate specific payments.



**Note:** If the search fields are not showing, click the **Search** icon.



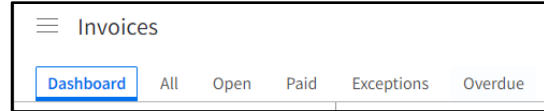
10. Select **Order Management** to expand the side menu.



11. Select **Invoices**.

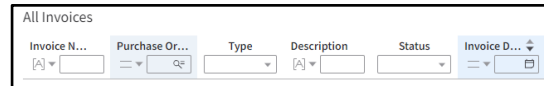
12. Select the appropriate tab on the **Invoices** page.

- **All**
- **Open**
- **Paid**
- **Exceptions**
- **Overdue**



13. Utilize the various search fields to locate the invoice(s) you would like to view.

**Note:** If the search fields are not showing, click the **Search** icon.



14. For detailed information, please contact the agency the payment was received from.

15. Contact Us for assistance with the Supplier Portal:

- [SupplierPortal@sco.idaho.gov](mailto:SupplierPortal@sco.idaho.gov)
- State Controller's Office – (208) 334-3100 Menu Option 5

## Result

You have successfully viewed a payment and/or invoice in the Supplier Portal.

Images shown are for illustration purposes only and may not be an exact representation of the product due to the environment in which they were captured. In addition, interfaces (colors, message locations, etc.) may vary based on user preferences.

Date (09/20/23)  
Version 1