

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.



2.	Click the SIGN IN button in the ONLINE APPLICATIONS box.	ONLINE APPLICATIONS Sign In to access LUMA, IPRO - Powered by Luma, SCO Legacy Applications, and the LUMA Training Environment. Former Employees can also sign-in to access stubs and tax forms. Image: Sign IN Access SCO APPLICATIONS >
3.	Select IPRO – POWERED BY LUMA option from the menu.	IPRO - POWERED BY LUMA Access your supplier profile, respond to current sourcing events, view your purchase orders, contracts, invoices, and payments.
4.	Click Sign In in the Quick Links menu to log into your account.	Quick Links Image: Sign In Image: Sign In Image: Register as a Supplier Image: Q Forgot User Name Image: Sign In Image: Sign In

 Click the toggle menu icon beside Supplier Portal if the left menu is not showing. 	≡ Supplier Portal
Select Order Management to expand the menu.	— Order Management
	Alerts
7. Select Payments.	Create Invoices
	Manage Self Created Invoices
	Orders
	Receipts
	Invoices
	Payments
Select All Payments tab on the Payments page.	\equiv Payments
	Dashboard All Payments
9. Utilize the various search fields to review or locate specific payments.	Payments ⇒ Search Start A Dialog Export to CSV Payment Number Payment Annount Payment Date Ar = * ■
Note: If the search fields are not showing, click the Search icon.	Search Start A Dialog
10. Select Order Management to expand	
the side menu.	 Order Management
	- Order Management Alerts
11.Select Invoices	- Order Management Alerts Create Invoices
11.Select Invoices.	Order Management Alerts Create Invoices Manage Self Created Invoices
11.Select Invoices.	Order Management Alerts Create Invoices Manage Self Created Invoices Orders
11.Select Invoices.	 Order Management Alerts Create Invoices Manage Self Created Invoices Orders Receipts
11.Select Invoices.	 Order Management Alerts Create Invoices Manage Self Created Invoices Orders Receipts Invoices

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 12. Select the appropriate tab on the Invoices page. All Open Paid Exceptions Overdue 	Invoices Dashboard 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.	All Invoices Invoice N Purchase Or Type Description Status Invoice D Ave vertice Purchase Or Type Description Status Invoice D Ave vertice Purchase Or Type Description Status Invoice D Export to CSV Status Vertice Or Search
14. For detailed information, please contact the agency the payment was received from.	
15. Contact Us for assistance with the Supplier Portal:	

 <u>SupplierPortal@sco.idano.gov</u>
 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.

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