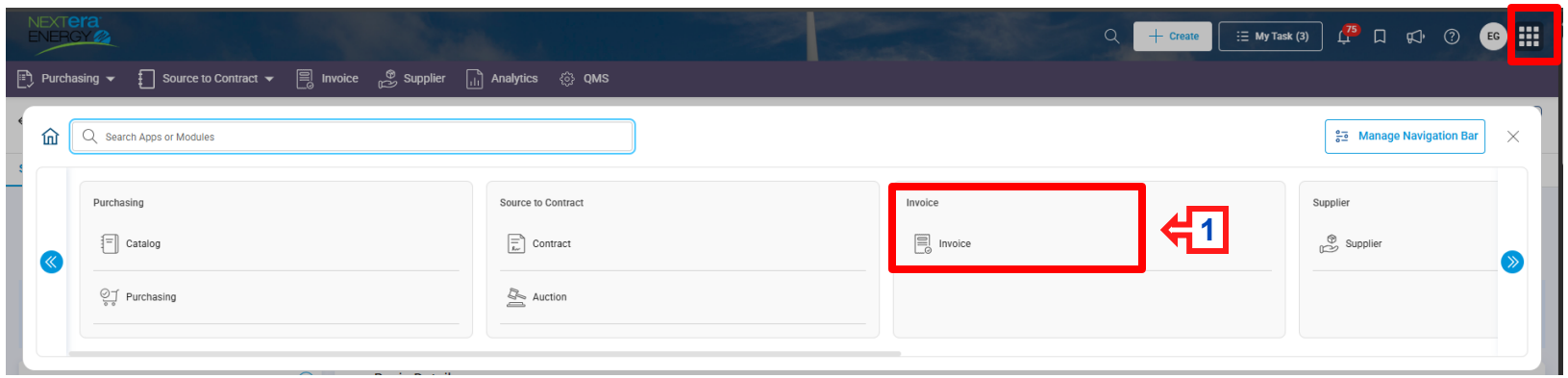
How to Find an Invoice and Check Invoice Status

GEP SMART™

Viewing Invoice Status

PO is Auto Acknowledged | **Select Your Invoice** | Check Status of Payment



1

Click the App Launcher and select **'Invoice'** icon.
This will open the Invoice Section.

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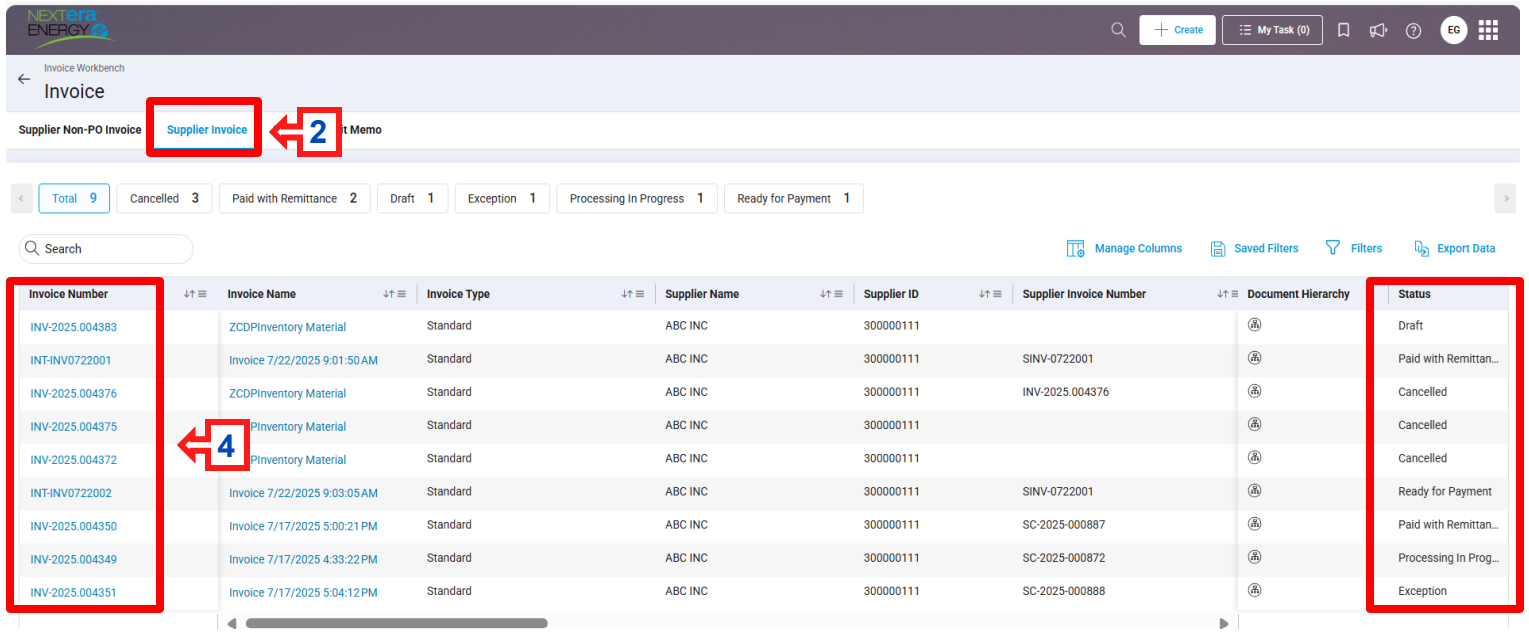


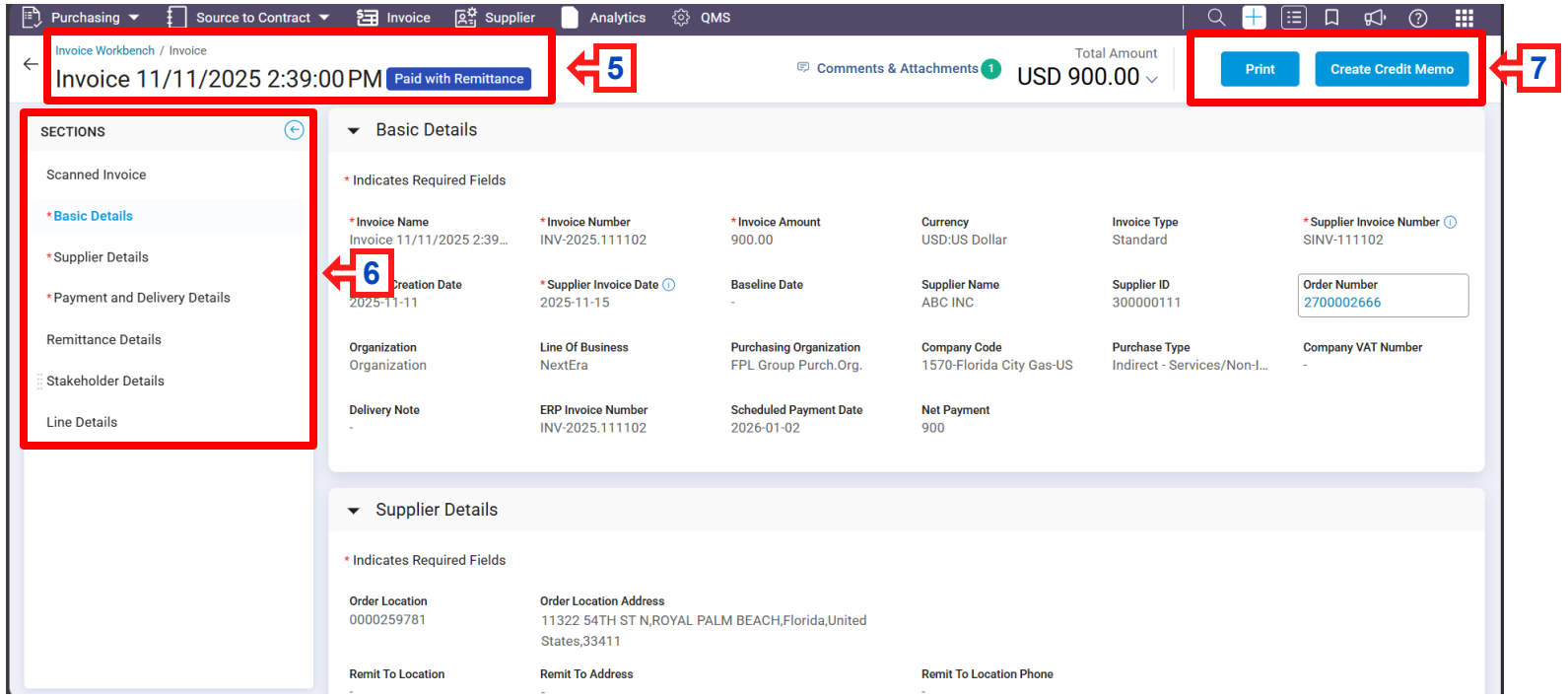
2. Click on **'Supplier Invoice'** section in top left portion of the screen to view all Invoices.

3. The **'Status Column'** displays the respective status of each Invoice.

4. Click on the specific Invoice Number to view the Invoice

ERS Invoice Status – Supplier

PO is Auto Acknowledged → **Select your Invoice** → **Check Status of Payment**



5 The specific Invoice opens in a new window with its status.

6 All information of the Invoice is spread across various sections.

7 You can print the Invoice or proceed to create Credit Memo if your Invoice is under status:

- Ready for Payment
- Paid with Remittance

ERS Invoice Status – Supplier

PO is Auto Acknowledged → Select your Invoice → **Check Status of Payment**

Invoice Statuses	Explanation
Ready for Payment	The e-invoice will be paid once the payment terms are met.
Paid with Remittance	The invoice has been paid, and remittance details are visible.