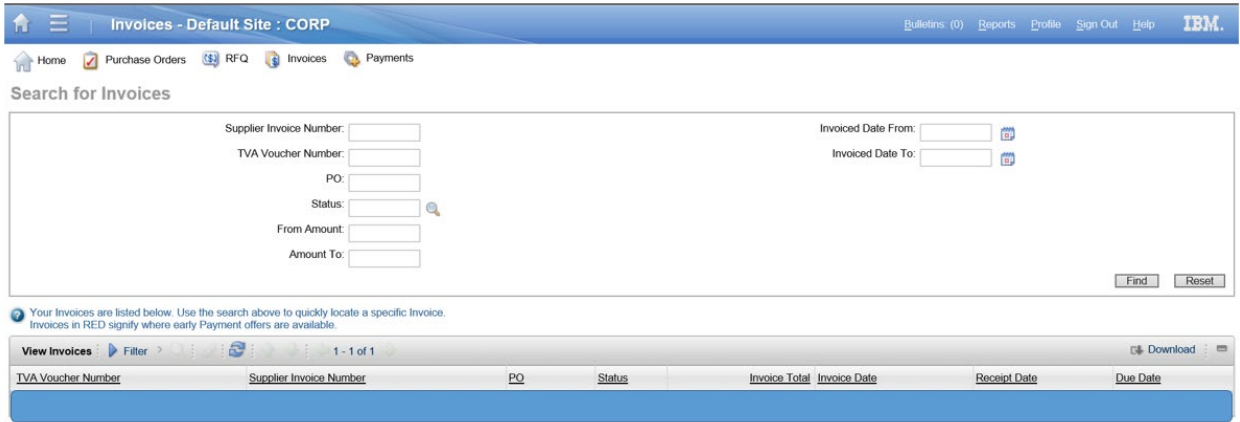
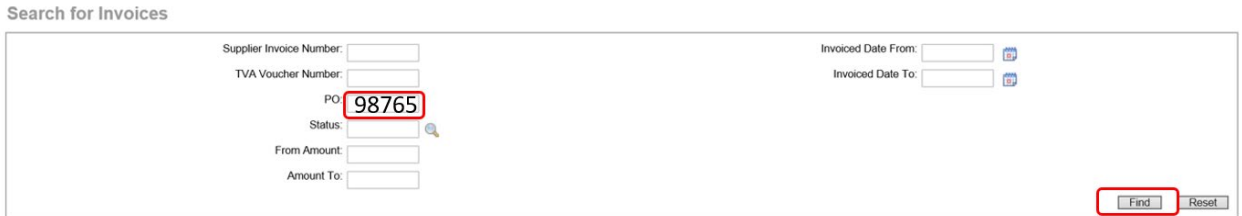


04 - Show Me Invoices

Assumption: You have logged in and are now on the Portal's Dashboard.



1. Search for invoices by populating one or more of the Search parameters. Then, click Find.



2. See the invoices below and how the due date field shows when payment will be made.

TVA Voucher Number	Supplier Invoice Number	PO	Status	Invoice Total	Invoice Date	Receipt Date	Due Date
456789	INV858	98765	APPR	50,000.00	05/01/2022	05/02/2022	06/16/2022

3. TVA has several different invoice statuses; see below their meanings.

Invoice Status	Invoice Status Description	Invoice Status Definition
APPR	Approved	The invoice has been approved and will pay according to its payment terms.
APPREDI	EDI Approved	The invoice has been approved and will pay according to its payment terms.
CANCEL	Cancel	The invoice has been canceled; please contact the buyer for more information concerning next steps.
ENTERED	Entered	The invoice has been received and is in the initial stages of processing.
HOLD	Hold	The invoice has been received and is awaiting next steps.
HOLDCERT	Hold for Certification	The invoice has been entered and is undergoing a secondary review before it is finalized.
HOLDPRICE	Hold for Price	The invoice has a unit price that differs from the unit price on the purchase order.
HOLDRECPT	Hold for Receipt	The invoice has been entered and is awaiting receiving to be completed.
HOLDSIG	Hold for Signature	The invoice has been entered and is awaiting approval.
HOLDVALUE	Hold for Value	The invoice has been entered. The associated purchase order and/or contract needs additional funds added before this can be processed for payment.
PAID	Paid	The invoice has been paid.
PAIDCANCEL	Check Canceled	The payment was canceled.
WAPPR	Waiting for Approval	The invoice has been entered and is in the initial stages of processing.