

SUPPLIER PORTAL– VIEW PAYMENTS

Supplier Portal Guide



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1. PURPOSE

Axos Supplier Portal is an online application that enables Axos Financial and our suppliers to communicate with each other via a secure portal. It enables suppliers to have real-time access to information such as purchase orders, invoices, and payment information.

The purpose of this document is to familiarize our suppliers with the Axos Supplier Portal.

2. BENEFITS OF USING AXOS SUPPLIER PORTAL:

- Reduce the transfer of sensitive information via email.
- The Payment Portal will provide vendors with the ability to directly enter AP invoices against Axos Purchase Order (PO) lines, reducing payment delays.
- View purchase order information from Axos Financial.
- Provide real-time payment status information to our suppliers via the Payment Portal.
- Allow the supplier to update their contact information directly through the portal, reducing delays in payments to our vendors.

3. DEFINITIONS

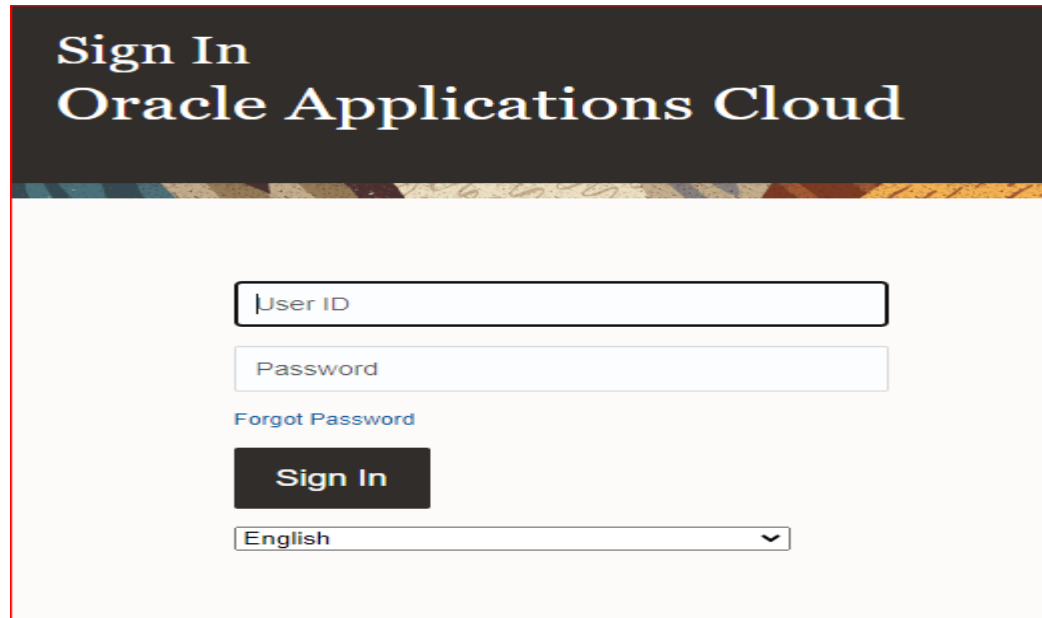
- ERP - Enterprise Resource Planning
- AP - Accounts Payable
- Supplier Portal - Vendor Portals, also known as Supplier Portals, are platforms that allow businesses to connect and collaborate with their third-party suppliers on the internet.

4. SUPPLIER PORTAL

Oracle Fusion Supplier Portal is a browser-based, supplier self-service solution.
Log in to Oracle Applications Cloud using the URL provided during the registration process.

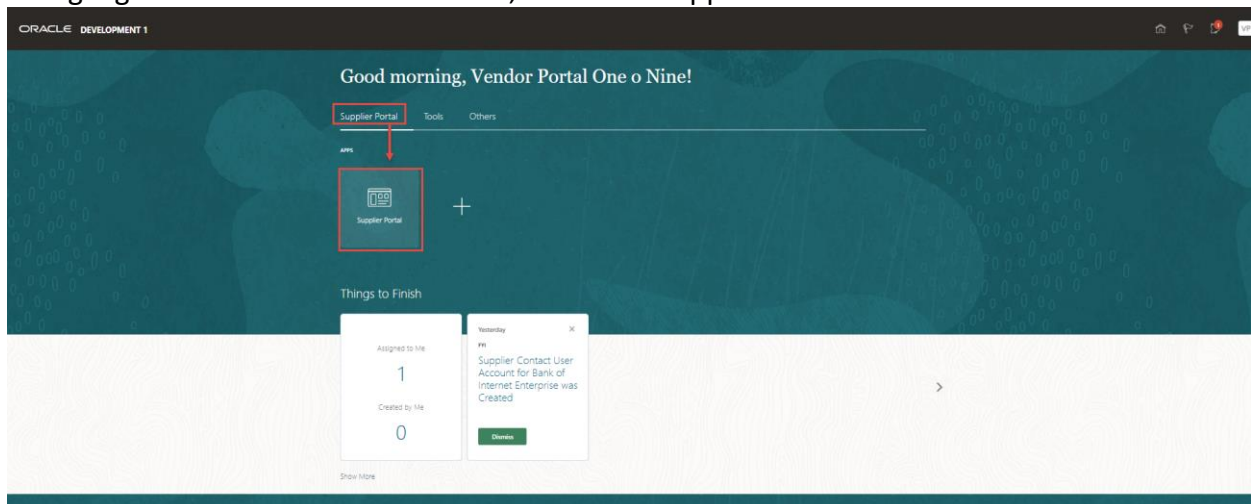
5. VIEW PAYMENT

From the Sign In page, enter the username and password.

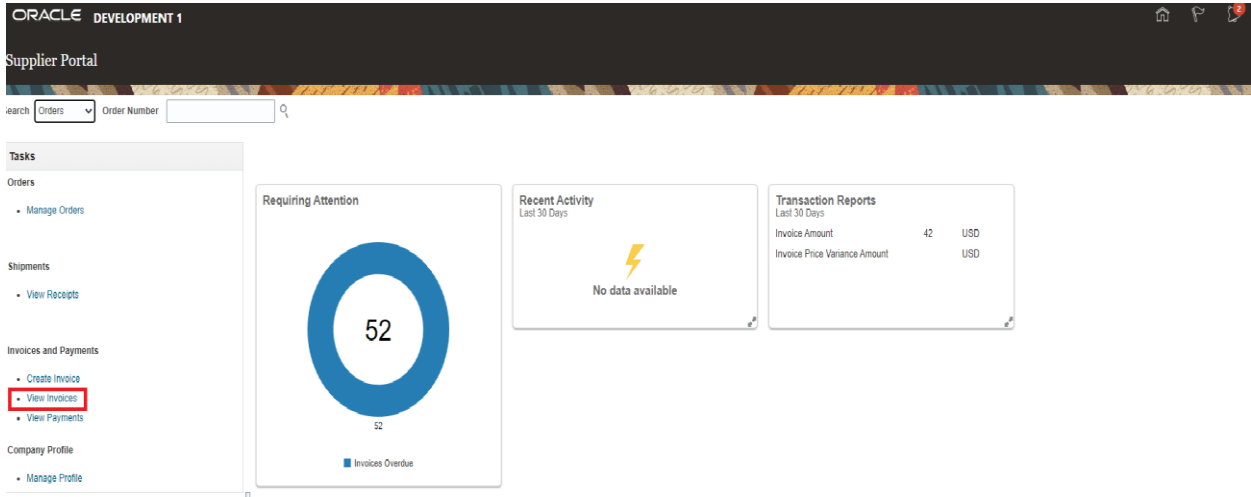


5.1 Select the Supplier Portal

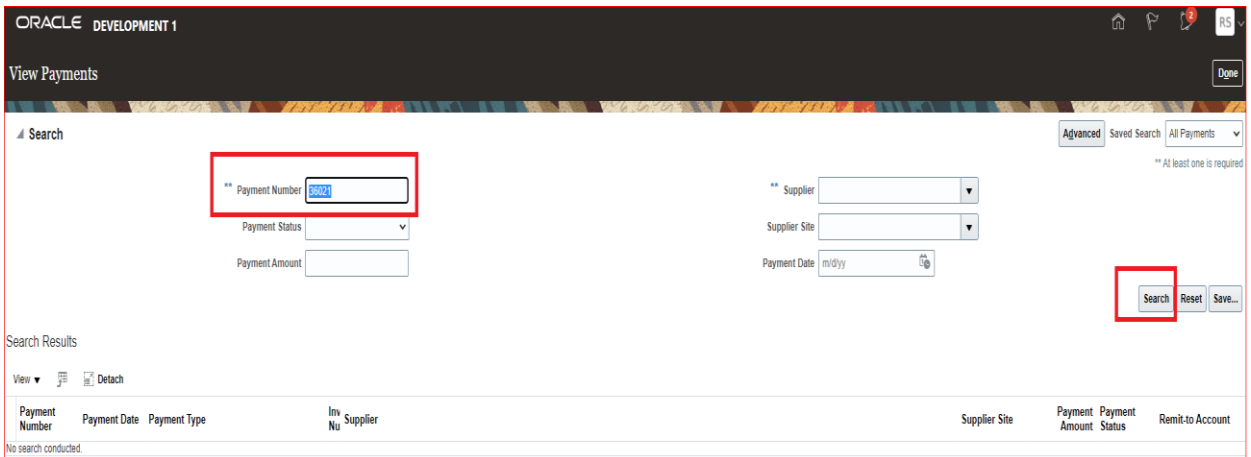
As highlighted in the below screenshot, select the Supplier Portal.



As highlighted in the below screenshot, select View Invoices.



As highlighted in the below screenshot, input the payment number, and select the Search button.



The below screen will appear after selecting the Search button.

ORACLE DEVELOPMENT 1

View Payments

Search

Advanced Saved Search All Payments

** Payment Number: 36021
 Payment Status:
 Payment Amount:
 ** Supplier:
 Supplier Site:
 Payment Date: m/d/yy

Search Reset Save...

Search Results

View Detach

Payment Number	Payment Date	Payment Type	Inv No	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
36021	8/16/21	Payment Process Request	M...	UNITED PARCEL SERVICE	MAIN	7,864.89 USD	Negotiable	XXXXXXXXXX7283

As highlighted in the above screenshot, select the Payment Number to view the details in the below screen.

ORACLE DEVELOPMENT 1

Payment: 36021

Business Unit: AXOS BANK
 Payee: UNITED PARCEL SERVICE
 Payee Site: MAIN
 Address: PO BOX 809488, CHICAGO, IL 60680-9488
 Payment Status: Negotiable

Payment Amount: 7,864.89 USD
 Payment Date: 8/16/21
 Payment Type: Payment Process Request
 Remit-to Account: XXXXXXXXXXXX7283
 Payment Document: ACH

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
0000022085321	8/7/21	Standard	535279			3,467.95 USD	3,467.95 USD	Not required	8/17/21	Fully paid
00007870E0321	8/7/21	Standard	535306			570.80 USD	570.80 USD	Not required	8/17/21	Fully paid
0000A2551V321	8/7/21	Standard	535308			3,826.14 USD	3,826.14 USD	Not required	8/17/21	Fully paid

Then select the Invoice Number or Purchase Order to view the respective details.