



Please read these instructions before navigating the iSupplier Portal. While the tool is generally intuitive, there are key elements specific to how Urban Outfitters is using the application that will not make sense without some explanation.

WELCOME TO THE URBAN OUTFITTERS, INC. ISUPPLIER PORTAL

Urban Outfitters is pleased to offer this self-service tool to its suppliers to enable basic inquiries into supplier invoices and payments. It is intended that this tool helps more efficiently communicate the status of invoices and payments between suppliers and URBN, ideally reducing the need for emails, phone calls, and waiting on replies. More complex scenarios such as disputes or invoices on hold may still require an outreach to Accounts Payable as these situations are not visible through the portal. Images of invoices are not available through this tool.

HOW DOES IT WORK?

Urban Outfitters, Inc. uses Oracle Payables to support invoice and payment processing to all of its suppliers. All payments made from Urban Outfitters brands and affiliates are recorded in Oracle Payables. The iSupplier tool allows users to see invoice and payment data through Oracle. The tool is not currently configured to accept or enable the update of supplier information or invoice submission. It is an “inquiry only” function.

WHAT WILL I BE ABLE TO SEE?

For **trade suppliers** who submit invoices according to purchase orders either in Tradestone or directly to Accounts Payable, please note that initial invoice intake and processing is done in Urban Outfitters' merchandise payables systems which enable three-way matching according to purchase order and receipt information. Once invoices pass through matching, they are interfaced to the Oracle payables system at which time they are visible to users of the portal. Depending on the timeline to process merchandise invoices, your trade invoice may not yet be visible in Oracle. All invoices are paid in Oracle according to the supplier terms and receipt date. You will not see purchase order or chargeback information in the iSupplier Portal, that information resides in Tradestone.

For **non-trade suppliers**, invoices submitted and approved by your business contacts are processed by the payables team directly into Oracle and subsequently paid according to terms. The approval process is not tracked in Oracle, so any reference to an approval status should be disregarded.

Users will be able to see their invoice information and related data along with payment information in the portal. Payment information will also include the status of the payment, for example if the payment has cleared the bank.

WHAT IF I SUBMITTED MY INVOICE BUT IT IS NOT SHOWING UP IN THE PORTAL?

Trade suppliers may need to allow up to four weeks to see invoices in Oracle based on the timeline for receiving invoices and processing them in the merchandise payables systems. If invoices are not submitted timely this will hold up the three-way matching process and subsequent flow of invoices to Oracle.

Non-trade suppliers who submit invoices to their business contact or approver should check with their contact first before contacting Accounts Payable with an inquiry if they do not see their invoice in Oracle. Non-trade invoice approvals take place outside of Oracle. Please allow 10 business days from time of submission for processing.

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GETTING STARTED

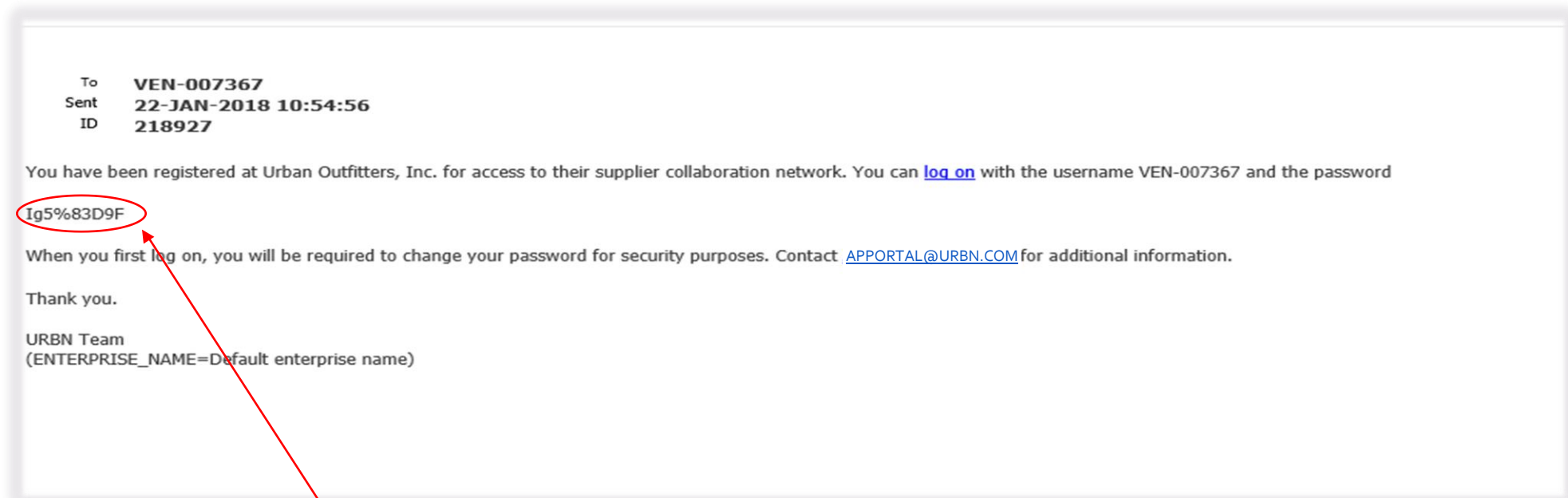
In advance of registration, the accounts payable team will reach out to suppliers to ensure URBN has an appropriate email contact for the iSupplier Portal.

You will receive an email invitation that you have been registered for the Portal.

This email will contain a link to log on, your user name, which will always start with “VEN–” and your vendor number, and will also provide your initial password. It may also have a “NA” or “EU” Suffix if doing business with both North America and Europe business units.

This guide is provided to assist you with navigation in the Portal, various sample supplier profiles and mock ups may be used for illustrative purposes. Please note that from time to time slight changes may take place in the system affecting the look of the environment, therefore some colors or fonts may vary in the menu or navigation.

Example Email Format

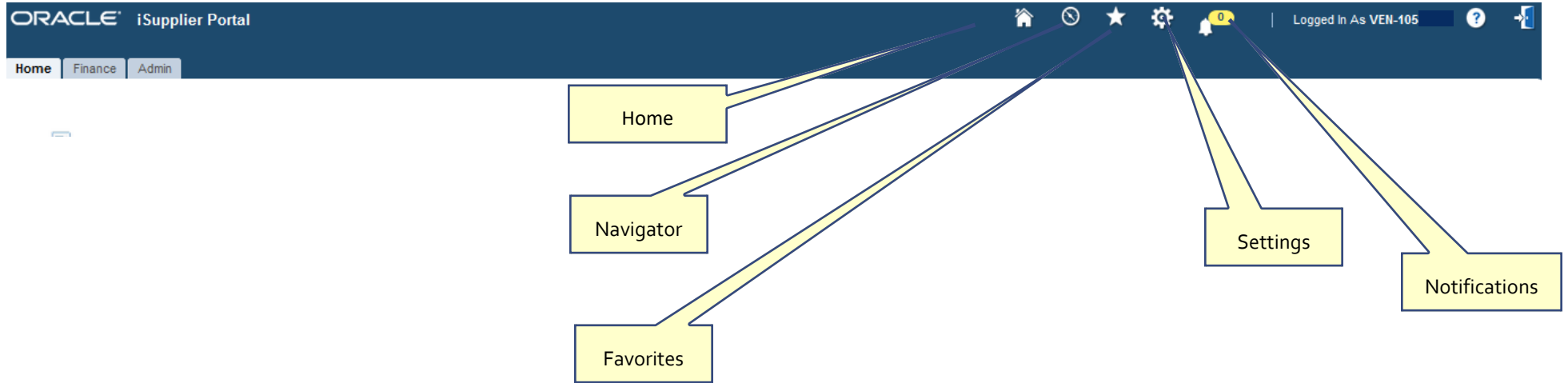


*Note – If you copy the password when logging in for the first time, please be sure that you are not including additional spaces or characters.

Upon the first log in to the portal, the user will be prompted to change the password, to be entered twice. The new password cannot contain repeating characters. Please make a secure note of your new password for future reference.

TOP LINE MENU NAVIGATION

This section explains the icons and menu functionality on the main page



Home

Navigator

Favorites -> if user clicks on pencil, options will appear. Due to the simplistic navigation of the portal and that suppliers have limited functions, use of this is not recommended.



Manage Favorites

Cancel Apply

Not intended for use with Portal

Search for Functions

Function Prompt: Responsibility:

Select	Function Prompt	Description	Menu Hierarchy	Responsibility
No search conducted.				

Favorites

- TIP You can only update favorites that are available for your current login.
- TIP Only links to pages outside Oracle E-Business Suite can be set to open in a new window (or tab).

Select	Up	Move	Down	Favorite	Description	Responsibility	URL	Open in New Window
No results found.								

Cancel Apply

Settings

The screenshot shows the Oracle iSupplier Portal settings page. The top navigation bar includes 'Home', 'Finance', and 'Admin' tabs. The user is logged in as 'VEN-1051'. The main content area is divided into sections: 'General Preferences', 'Languages', 'Accessibility', 'Visual', 'Access Keys', and 'Regional'. A yellow callout box at the top states: 'It is NOT recommended for Portal users to make changes to these settings as unintended presentation changes to the data may occur and provide incomplete information'. Red arrows point from this box to the 'Current Session Language', 'Default Application Language', 'Accessibility Features', 'Page Header Display Style', and 'Disable Access Keys' settings. Another yellow callout box at the bottom states: 'EU Users may wish to change the date format but other changes are not recommended', with a red arrow pointing to the 'Date Format' dropdown menu. The 'Regional' section shows 'Territory' set to 'United States', 'Date Format' set to 'dd-MMM-yyyy (24-Jan-2016)', 'Timezone' set to an empty dropdown, and 'Number Format' set to '10,000.00'. Buttons for 'Cancel', 'Reset to Default', and 'Apply' are visible in the top right corner.

Change Password

Known As

Old Password

New Password

Repeat Password

TIP Please enter your old and new passwords. Passwords are case sensitive.

Users can make password changes here and click "Apply"

Delivery Manager e-mail server credentials

e-Mail username

e-Mail password

Users should not make changes to these settings

Start Page

Responsibility

Page

Notifications

Email Style

Notifications will be sent in your current default language, American English.

Notifications

If there are any notifications they will be identified above the icon

ORACLE E-Business Suite

Star icon, Gear icon, Notification icon (0), Logged In As VEN-105

Home

No Open notifications found for this user.
[Go To Full Worklist](#)

MAIN PORTAL NAVIGATION

Once the password is changed the default portal menu will appear and the supplier will have several tabs to explore

- HOME (THIS TAB WILL DISPLAY ANY NOTIFICATIONS, IT ALSO HAS LINKS TO INVOICES AND PAYMENT INQUIRIES)

ORACLE iSupplier Portal

Home Finance Admin

Notifications

Full List

Subject	Date
No results found.	

Invoices

- Invoices

Payments

- Payments

Users may also click on these links to go directly to invoice or payment inquiries

Notifications will appear if applicable

ORACLE iSupplier Portal

Home Finance Admin

Notifications

Full List

Subject	Date
Urban Outfitters, Inc. Supplier Collaboration Network: Confirmati...	17-Jan-2018 10:56:34

Invoices

- Invoices

Payments

- Payments

ORACLE iSupplier Portal

Home Finance Admin

Information

This notification does not require a response.

Urban Outfitters, Inc. Supplier Collaboration Network: Confirmation of User Registration (ENTERPRISE_NAME=Default enterprise name)

OK Reassign

To VEN-105
Sent 17-Jan-2018 10:56:34
ID 236707

You have been registered at Urban Outfitters, Inc. for access to their supplier collaboration network. You can [log on](#) with the username VEN-105 and the password Bk9,401XK

When you first log on, you will be required to change your password for security purposes. Contact APINFO@URBN.COM for additional information.

Thank you.

URBN Team

(ENTERPRISE_NAME=Default enterprise name)

Return to Worklist

Display next notification after my response

OK Reassign

- FINANCE (THIS TAB ALLOWS THE USER TO SEARCH FOR INVOICES OR FOR PAYMENTS, CHANGE VARIOUS SEARCH OPTIONS, AND EXPORT DATA)

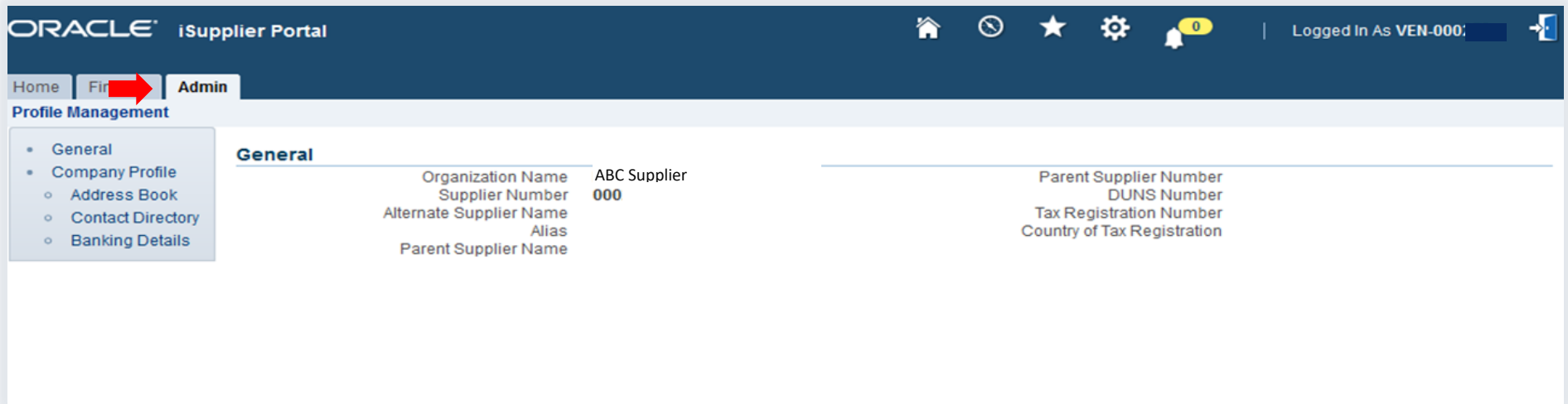
The screenshot shows the Oracle iSupplier Portal interface. At the top, the Oracle logo and 'iSupplier Portal' are visible. The user is logged in as 'VEN-001'. The 'Finance' tab is selected, indicated by a red arrow. Below the navigation bar, there are links for 'View Invoices' and 'View Payments'. The 'View Invoices' section contains a search form with the following fields:

- Invoice Number:
- Payment Number:
- Invoice Status:
- Payment Status:
- Invoice Amount From: To:
- Amount Due From: To:
- Invoice Date From: To: (with calendar icons)
- Due Date From: To: (with calendar icons and example text: (example: 15-Nov-2017))

Buttons for 'Go', 'Clear', 'Advanced Search', and 'Export' are present. Below the search form is a table with the following columns:

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
No search conducted.													

- ADMIN (THIS TAB ALLOWS THE USER TO SEE GENERAL INFORMATION REGARDING THE SUPPLIER'S COMPANY (NOTE THAT TAX ID NUMBER WILL BE SUPPRESSED FROM VIEW))



The General tab has also been updated to allow attachments related to banking updates (described later in detail)

General

Organization Name	ABC Supplier	Parent Supplier Number
Supplier Number		DUNS Number
Alternate Supplier Name		Tax Registration Number
Alias		Country of Tax Registration
Parent Supplier Name		

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- ADMIN -> ADDRESS BOOK -> WILL SHOW VARIOUS ADDRESSES THAT ARE ON FILE IN THE AP RECORDS, PLEASE NOTE THAT THESE ARE GENERALLY REMITTANCE ADDRESSES THAT HAVE BEEN PROVIDED TO ACCOUNTS PAYABLE

ORACLE iSupplier Portal

Home | Finance | **Admin**

Profile Management

- General
- Company Profile
- **Address Book**
- Contact Directory
- Banking Details

Address Book

Address Name	Address Details	Country
PO Box 12345	PO Box 12345 Sunnyside, PA 15251	United States

- ADMIN -> CONTACT DIRECTORY -> THIS WILL SHOW ALL OF THE CONTACTS THAT ARE SET UP FOR THIS SUPPLIER ALONG WITH EMAIL CONTACT INFORMATION

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Finance', and 'Admin' tabs. The 'Admin' tab is active, and the 'Profile Management' section is expanded to show 'Contact Directory'. The 'Contact Directory : Active Contacts' section displays a table with the following data:

First Name ▲	Last Name ▲	Phone Number ▲	Email ▲	Status ▲	User Account
	VEN-105i		!supplier@verizon.net	Current	✓

Below the active contacts table, there is a section for 'Contact Directory : Inactive Contacts' which is currently collapsed. A yellow highlighted note at the bottom of the screenshot reads: 'Note - The default settings for supplier contacts registered in the portal do not include phone numbers and names. Supplier contacts for the Portal are not necessarily the same as AP remittance and invoicing contacts which are maintained separately'.

ADMIN -> BANKING DETAILS -> THIS WILL SHOW ACTIVE BANKING DETAILS FOR SUPPLIERS WHO ARE ON ELECTRONIC PAYMENTS SUCH AS ACH OR WIRE PAYMENT (USD SWIFT). **BANK ACCOUNTS WILL BE MASKED AND SHOW ONLY THE LAST FOUR DIGITS OF THE BANK ACCOUNT NUMBER FOR INCREASED SECURITY.**

TO SEE YOUR BANKING INFORMATION, SELECT "ALL ACCOUNTS" AND CLICK ON "GO" AND THE ACCOUNT ASSOCIATED WITH YOUR PROFILE WILL APPEAR

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Finance', and 'Admin' tabs. The 'Admin' tab is active, and the 'Profile Management' section is expanded to show 'Banking Details'. A dropdown menu labeled 'View' is set to 'All Accounts', and a 'Go' button is next to it. A red arrow points to the 'Go' button. Below this, a table displays banking information for a masked account number ending in 4699.

Masked Account Number	Status	Currency	Bank Name	Bank Number	Branch Name	Branch Number
XXXXXXXX4699	Approved	US Dollar	CITIZENS BANK		036076150	036076150

LOOKING UP INVOICES AND PAYMENT INFORMATION

Each Inquiry function has an advanced search and a simple search functionality. The system defaults to the simple search. The advanced search functions are meant for greater flexibility in filtering search criteria.

Navigate to Finance -> View Invoices

ORACLE iSupplier Portal

Home Finance Admin

View Invoices View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

(example: 15-Nov-2017)

Go Clear

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
No search conducted.													

Export

Enter or pick a selection in one of the boxes or simply click "Go" and all invoices will display

At this level, suppliers can see the invoice numbers, amount, and status of invoices at a glance, along with a payment number if the invoices have been paid

Guide to Fields:

Invoice Number - this will generally be the invoice number provided by the supplier, if an invoice number is not provided, an invoice number will be assigned based on the supplier number and date

Payment Number - If the invoice is paid, this will be the number of the payment assigned

Invoice Status - This refers to the systemic status of the invoice in Oracle. Most invoices that have been processed will be in "Approved" status. Cancelled status means that the invoice was entered and then cancelled or voided, In-Process will appear if the invoice is literally being processed during your inquiry, On-hold would indicate that the invoice is on hold due to some dispute or other issue to be resolved before it can be processed. It could also be on hold temporarily when a check is voided and a payment needs to be reissued. Rejected and unsubmitted status would not be used.

Please note that "Approved" status is not tied to the approval of the actual invoice by an authorized URBN associate.

Payment Status - This will be indicated as "Paid", "Not Paid" or "Partially Paid"

ORACLE iSupplier Portal | Home | Finance | Admin | View Invoices | View Payments | Logged In As VEN-000

View Invoices | Invoices will be displayed after clicking on "Go" or your selection | Export

Simple Search | Advanced Search

Invoice Number: Invoice Amount From: To:
Payment Number: Amount Due From: To:
Invoice Status: Invoice Date From: To:
Payment Status: Due Date From: To: (example: 15-Nov-2017)

Go **Clear**

Results

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
162404565	185248925	30-Oct-2017	Standard	USD	26,957.79	26,957.79		Not Paid			30-OCT-2017		
162152235	185248925	23-Oct-2017	Standard	USD	15,020.79	0.00		Paid			23-OCT-2017	2047738	
162152292	317237820	23-Oct-2017	Standard	USD	22,488.69	0.00		Paid			23-OCT-2017	2048042	
596812605	317237820	20-Oct-2017	Standard	USD	163.36	0.00		Paid			20-OCT-2017	2047738	
161905580	185248925	16-Oct-2017	Standard	USD	16,754.97	0.00		Paid			16-OCT-2017	2047738	
596261443	596261443	16-Oct-2017	Standard	USD	45.00	0.00		Paid			20-OCT-2017	2047738	
161905638	317237820	16-Oct-2017	Standard	USD	41,473.01	0.00		Paid			16-OCT-2017	2048737	

The user can also export all of the records to Excel

To export, click the “Export” button in the upper right corner, the dialog box will then appear indicating it is opening a .csv file, click ok to open with Excel. Your file will download and appear in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	
2	164792341	185248925	8-Jan-18	Standard	USD	42,688.17	42,688.17		Not Paid			8-Jan-18		
3	164604786	185248925	1-Jan-18	Standard	USD	30,616.65	30,616.65		Not Paid			1-Jan-18		
4	164435424	164435424	26-Dec-17	Standard	USD	112.23	112.23		Not Paid			26-Dec-17		
5	164389367	185248925	25-Dec-17	Standard	USD	45,193.42	45,193.42		Not Paid			25-Dec-17		
6	164108206	164108206	18-Dec-17	Standard	USD	197.83	197.83		Not Paid			26-Dec-17		
7	164122024	317237820	18-Dec-17	Standard	USD	39,957.16	0		Paid			18-Dec-17	2052385	
8	164047532	164047532	15-Dec-17	Standard	USD	240.76	240.76		Not Paid			26-Dec-17		
9	163958268	631937128	13-Dec-17	Standard	USD	455.33	455.33		Not Paid			26-Dec-17		
10	163922631	163922631	12-Dec-17	Standard	USD	29.4	29.4		Not Paid			26-Dec-17		
11	163865292	317237820	11-Dec-17	Standard	USD	47,846.59	0		Paid			11-Dec-17	2052916	
12	163865235	185248925	11-Dec-17	Standard	USD	11,885.40	0		Paid			11-Dec-17	2051869	
13	163850784	163850784	11-Dec-17	Standard	USD	93.3	93.3		Not Paid			26-Dec-17		
14	601941649	305485446	8-Dec-17	Standard	USD	8.64	8.64		Not Paid			26-Dec-17		
15	163613521	185248925	4-Dec-17	Standard	USD	41,062.47	0		Paid			4-Dec-17	2050766	
16	163613595	317237820	4-Dec-17	Standard	USD	42,386.28	0		Paid			4-Dec-17	2052385	
17	163384687	317237820	27-Nov-17	Standard	USD	30,401.23	0		Paid			27-Nov-17	2052385	
18	163384622	185248925	27-Nov-17	Standard	USD	12,965.81	0		Paid			27-Nov-17	2050766	
19	163141166	185248925	20-Nov-17	Standard	USD	13,907.51	0		Paid			20-Nov-17	2050766	
20	163141224	FEDEX	20-Nov-17	Standard	USD	65,478.04	0		Paid			20-Nov-17	2051869	
21	162893923	FEDEX	13-Nov-17	Standard	USD	27,043.57	0		Paid			13-Nov-17	2051869	

To Inquire on a specific invoice, click on an invoice number in the list

ORACLE iSupplier Portal

Home Finance Admin

View Invoices View Payments

View Invoices

Export

Simple Search

Advanced Search

Invoice Number:

Payment Number:

Invoice Status:

Payment Status:

Go Clear

Invoice Amount From: To:

Amount Due From: To:

Invoice Date From: To:

Due Date From: To:

(example: 15-Nov-2017)

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
162404565	185248925	30-Oct-2017	Standard	USD	26,957.79	26,957.79		Not Paid			30-OCT-2017		
162152235	185248925	23-Oct-2017	Standard	USD	15,020.79	0.00		Paid			23-OCT-2017	2047738	
162152292	317237820	23-Oct-2017	Standard	USD	22,488.69	0.00		Paid			23-OCT-2017	2048042	
596812605	317237820	20-Oct-2017	Standard	USD	163.36	0.00		Paid			20-OCT-2017	2047738	
161905580	185248925	16-Oct-2017	Standard	USD	16,754.97	0.00		Paid			16-OCT-2017	2047738	
596261443	596261443	16-Oct-2017	Standard	USD	45.00	0.00		Paid			20-OCT-2017	2047738	
161905638	317237820	16-Oct-2017	Standard	USD	41,473.01	0.00		Paid			16-OCT-2017	2048737	

The details of the invoice will show as in the example below.

Invoice Lines Tab (This shows invoice line item details)

ORACLE iSupplier Portal | Home | Finance | Admin | View Invoices | View Payments | Finance: View Invoices > | Logged In As VEN-000

Standard Invoice 162404565 (Total USD 26,957.79)
Currency=USD

General		Amount Summary		Payment Information	
Invoice Date	30-Oct-2017	Item	26,957.79	Paid	0.00
Status	In-Process	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	26,957.79
Batch	ROZAA11151701	Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	ABC Supplier	Retainage	0.00	Payment	
Supplier Site	NA	Withholding Tax	0.00	Term	00
Address	PO Box 12345 Sunnyside, PA 15251	Total	26,957.79		

Invoice Lines | Scheduled Payments | Hold Reasons

Line ▲	Type ▲	Description	Price	Tax Included	Amount ▲	Retainage
1	Item	VARPOS			22,176.29	0.00
2	Item	500023710			1,070.72	0.00
3	Item	500023744			336.41	0.00
4	Item	500024190			2,490.70	0.00
5	Item	500024204			501.98	0.00
6	Item	500024210			381.69	0.00

Scheduled Payments Tab

ORACLE iSupplier Portal

Home **Finance** Admin

View Invoices | View Payments

Finance: View Invoices >

Standard Invoice: 162404565 (Total USD 26,957.79)

Currency=USD

Export

General	Amount Summary	Payment Information
Invoice Date: 30-Oct-2017 Status: In-Process On Hold: Batch: ROZAA11151701 Attachments: None Supplier: ABC Supplier Supplier Site: NA Address: PO Box 12345 Sunnyside, PA 15251	Item: 26,957.79 Freight: 0.00 Miscellaneous: 0.00 Tax: 0.00 ⓘ Prepayment: 0.00 Retainage: 0.00 Withholding Tax: 0.00 Total: 26,957.79	Paid: 0.00 Discount Taken: 0.00 Due: 26,957.79 Status: Not Paid Payment Date: Payment: Term: 00

Invoice Lines **Scheduled Payments** Hold Reasons

Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method
30-Oct-2017	26,957.79	26,957.79			Not Paid	USD CHECKS

Return to Finance: View Invoices

Export

"Method" indicates how payments are made to this supplier

If a supplier is factored, separate remit to information will appear

Looking up payments

Navigate to Finance - > View Payments

Also note that you can navigate to view payments directly from the invoice inquiry by clicking on a payment.

View Invoices Export

Simple Search Advanced Search

Invoice Number
 Payment Number
 Invoice Status
 Payment Status
 Go Clear

Invoice Amount From To
 Amount Due From To
 Invoice Date From To
 Due Date From To
(example: 15-Nov-2017)

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
162404565	185248925	30-Oct-2017	Standard	USD	26,957.79	26,957.79		Not Paid			30-OCT-2017		
162152235	185248925	23-Oct-2017	Standard	USD	15,020.79	0.00		Paid			23-OCT-2017	2047738	
162152292	317237820	23-Oct-2017	Standard	USD	22,488.69	0.00		Paid			23-OCT-2017	2048042	
596812605	317237820	20-Oct-2017	Standard	USD	163.36	0.00		Paid			20-OCT-2017	2047738	
161905580	185248925	16-Oct-2017	Standard	USD	16,754.97	0.00		Paid			16-OCT-2017	2047738	
596261443	596261443	16-Oct-2017	Standard	USD	45.00	0.00		Paid			20-OCT-2017	2047738	
161905638	317237820	16-Oct-2017	Standard	USD	41,473.01	0.00		Paid			16-OCT-2017	2048737	
161664179	317237820	09-Oct-2017	Standard	USD	46,974.01	0.00		Paid			09-OCT-2017	2048042	
161664114	185248925	09-Oct-2017	Standard	USD	5,764.35	0.00		Paid			09-OCT-2017	2047738	
161423464	317237820	02-Oct-2017	Standard	USD	32,501.50	0.00		Paid			02-OCT-2017	2048737	
161423396	185248925	02-Oct-2017	Standard	USD	76,278.67	0.00		Paid			02-OCT-2017	2046617	
161273921	161273921	27-Sep-2017	Standard	USD	1,187.69	0.00		Paid			27-SEP-2017	2047078	
161182738	185248925	25-Sep-2017	Standard	USD	15,528.73	0.00		Paid			02-OCT-2017	2046617	
161182799	317237820	25-Sep-2017	Standard	USD	39,868.48	0.00		Paid			25-SEP-2017	2046617	
160941286	317237820	18-Sep-2017	Standard	USD	44,071.49	0.00		Paid			18-SEP-2017	2046617	

When inquiring on a payment, the user will see header information showing when the payment was made, the payment method, the status of the payment, remit to information as well as each invoice included in the payment. This information can also be exported using the “Export” button

ORACLE iSupplier Portal | Home | **Finance** | Admin | View Invoices | **View Payments** | Finance: View Invoices > | Logged In As VEN-000

Payment: 2048042 (Total USD 69,462.70)

Payment Date	06-Nov-2017	Supplier	ABC Supplier
Method	USD CHECKS	Supplier Site	NA
Status	Reconciled	Address	PO Box 12345
Status Date	13-Nov-2017		Sunnyside, PA 15251
Remit-to Supplier	ABC Supplier		
Remit-to Supplier Site	NA		

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment	Attachments
161664179	09-Oct-2017	Standard	USD	46,974.01	Approved	Paid	46,974.01	
162152292	23-Oct-2017	Standard	USD	22,488.69	Approved	Paid	22,488.69	

Return to Finance: View Invoices

The navigation shown below is when the user starts at the View Payments inquiry.

The user can enter the payment number, invoice number, or a payment status for inquiry. The user can also enter a range of amounts or payment dates.

The screenshot displays the Oracle iSupplier Portal interface for the 'View Payments' inquiry. At the top, the Oracle logo is visible on the left, and navigation icons (home, clock, star, gear, notification) are on the right. The user is logged in as 'VEN-105'. The main navigation bar includes 'Finance' and 'Admin' tabs, with 'View Payments' selected and circled in red. A yellow callout box with the text 'Select an option or click "Go" to see all payment records' is positioned above the search area. The search area is titled 'Simple Search' and includes a note: 'Note that the search is case insensitive'. It features several input fields: 'Payment Number', 'Invoice Number', 'Status' (with a magnifying glass icon), 'Payment Amount From' and 'To', and 'Payment Date From' (with an example '24-Jan-2018') and 'To'. There are 'Go' and 'Clear' buttons below the search fields. An 'Advanced Search' button is also present. Below the search area is a table with the following columns: Payment, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount, Method, Status, Status Date, and Invoice. The table currently displays 'No search conducted.' and has an 'Export' button at the bottom right.

Note that payment or check status refers to whether a payment is cleared/reconciled or negotiable meaning it is still not cleared the bank. When selecting this, the user will click on the magnifying glass, click "Go" and see the following options and will need to select one. This should not be confused with the status of the invoice.











Select an option, click the “Select” button, then select the icon, this will default the selection into the search box. Alternately, the user could just click on the Quick Select icon corresponding to the check status.

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the “Go” button.

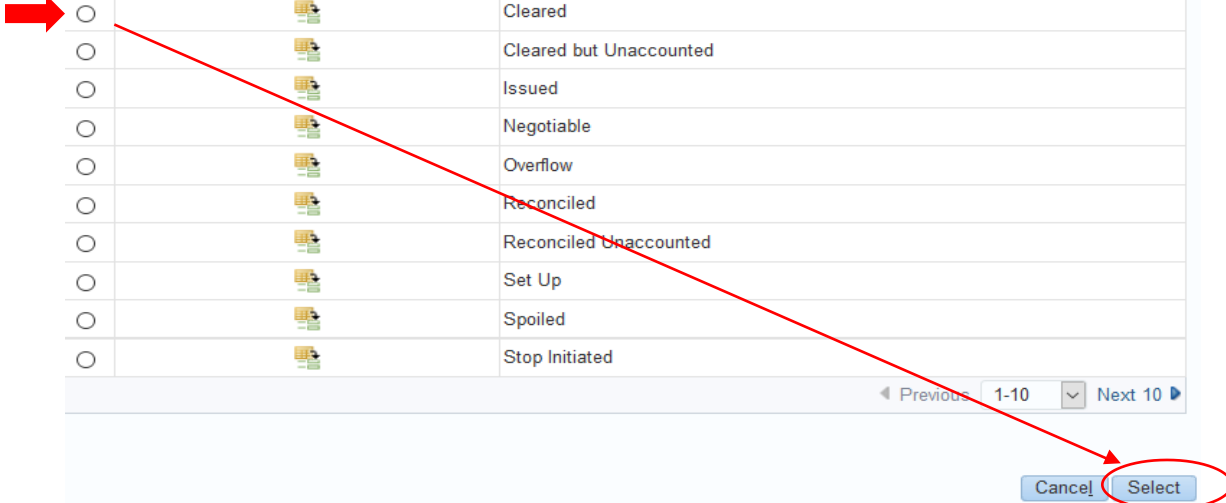
Search By

Results

Select	Quick Select	Check Status
<input type="radio"/>		Cleared
<input type="radio"/>		Cleared but Unaccounted
<input type="radio"/>		Issued
<input type="radio"/>		Negotiable
<input type="radio"/>		Overflow
<input type="radio"/>		Reconciled
<input type="radio"/>		Reconciled Unaccounted
<input type="radio"/>		Set Up
<input type="radio"/>		Spoiled
<input type="radio"/>		Stop Initiated

◀ Previous 1-10 ▼ Next 10 ▶

◀ Previous 1-10 ▼ Next 10 ▶



Payment statuses used by Urban Outfitters:

- Cleared – applies to ACH and wire payments when URBN determines payments have cleared the bank
- Negotiable – designates the payment as outstanding or no confirmation of bank clearance yet
- Reconciled – applies to check payments that have been cleared by the bank

Other statuses will not apply

Result of Search Below

The screenshot displays the Oracle iSupplier Portal interface for viewing payments. The top navigation bar includes 'Home', 'Finance', and 'Admin' tabs, with 'View Invoices' and 'View Payments' links. The 'View Payments' section features a search area with the following filters:

- Payment Number:
- Invoice Number:
- Status: **Cleared** (circled in red)
- Payment Amount From: To:
- Payment Date From: To: (example: 24-Jan-2018)

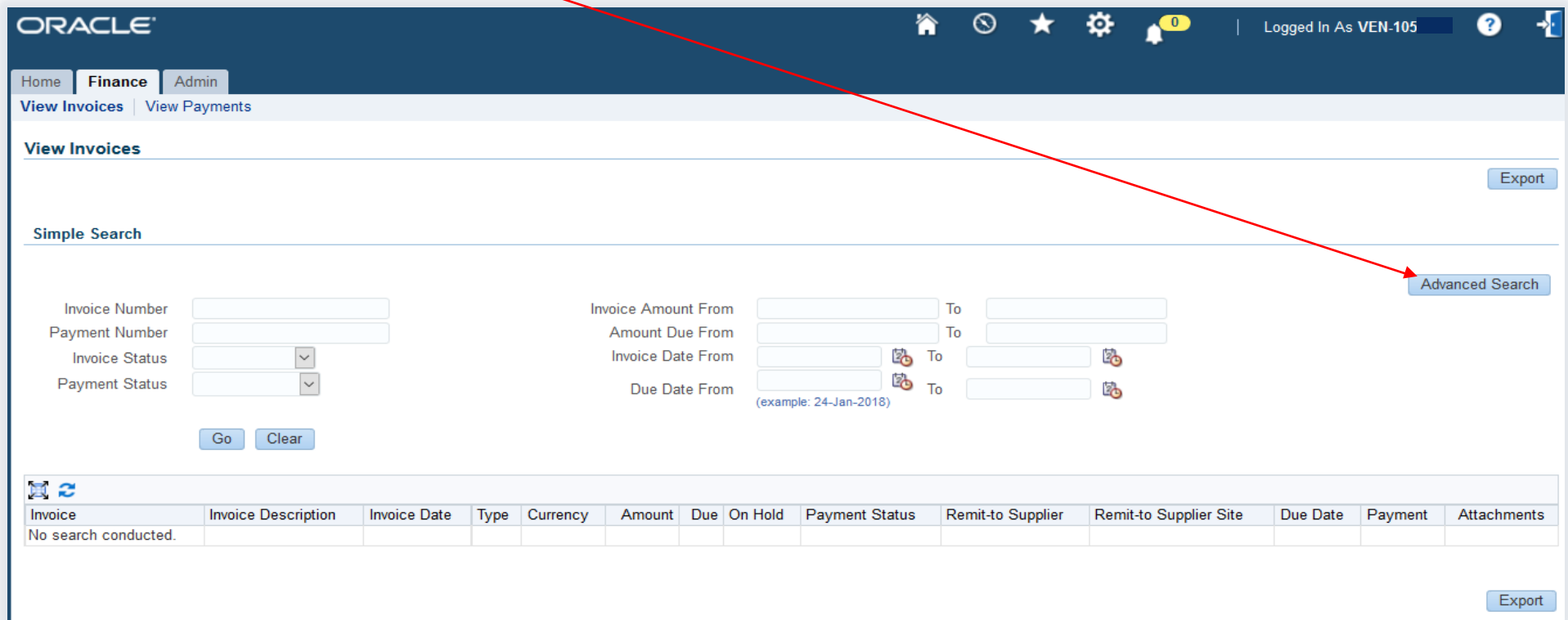
Buttons for 'Go', 'Clear', 'Advanced Search', and 'Export' are visible. Below the search filters is a table of payment records:

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Invoice
267094	ABC Supplier	Sunnyside	19-Dec-2017	USD	15,480.00	USD ACH	Cleared	22-Dec-2017	121817-1058835
260399	ABC Supplier	Sunnyside	01-Nov-2017	USD	10,292.00	USD ACH	Cleared	07-Nov-2017	103017-1058835
257206			03-Oct-2017	USD	7,590.00	USD ACH	Cleared	05-Oct-2017	100217-1058835
254754			12-Sep-2017	USD	8,400.00	USD ACH	Cleared	14-Sep-2017	090717-1058835
253424			29-Aug-2017	USD	7,320.00	USD ACH	Cleared	01-Sep-2017	080917-1058835

Using Advanced Search Functions

Users may also use the Advanced Search functions. These provide more filtering options when selecting invoices or payments.

Click on “Advanced Search”



The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with the Oracle logo and user information (Logged In As VEN-105). Below this, there are tabs for Home, Finance, and Admin. The main content area is titled 'View Invoices' and includes an 'Export' button. Underneath, there is a 'Simple Search' section with various input fields for Invoice Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. A red arrow points from the text 'Click on “Advanced Search”' to the 'Advanced Search' button located in the top right corner of the search section. Below the search fields, there are 'Go' and 'Clear' buttons. At the bottom, there is a table with columns for Invoice, Invoice Description, Invoice Date, Type, Currency, Amount, Due, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, and Attachments. The table currently displays 'No search conducted.'

Advanced Search -> Select your criteria

Use drop down boxes to select filter, once filter is selected click on “Go”

Note that “PO Number” field is not used, do not try to select on this option

The screenshot displays the Oracle iSupplier Portal's Advanced Search interface. At the top, there are navigation tabs for Home, Finance, and Admin. Below these, there are links for View Invoices and View Payments. The main heading is "View Invoices".

The "Advanced Search" section includes two radio buttons for search criteria: "Show table data when all conditions are met." (selected) and "Show table data when any condition is met." Below this, there are four search criteria, each with a dropdown menu set to "is" and a text input field:

- Invoice Number
- Invoice Date (with an example: 24-Jan-2018)
- PO Number (with an example: 1234)
- Payment Number

At the bottom of the search criteria, there are buttons for "Go" (circled in red), "Clear", "Add Another", "Amount Due" (dropdown), and "Add".

Below the search criteria is a table with the following columns: Invoice, Invoice Description, Invoice Date, Type, Currency, Amount, Due, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, and Attachments. The table currently displays "No search conducted."

There are "Export" buttons in the top right and bottom right corners of the search area.

View Invoices

Export

Advanced Search

Simple Search

- Show table data when all conditions are met.
- Show table data when any condition is met.

Invoice Number
Invoice Date
(example: 24-Jan-2018)
PO Number
Payment Number
(example : 1234)

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
No search conducted.													

Export

View Invoices

Export

Advanced Search

Simple Search

- Show table data when all conditions are met.
- Show table data when any condition is met.

Invoice Number: is [input]
Invoice Date: after [input] 01-May-2017
PO Number: is [input]
Payment Number: is [input]

Go Clear Add Another Amount Due Add

Invoice	Invoice Description	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	Attachments
121817-1058835	BILLING PERIOD 10/22-12/18 CONSULTING FEES	18-Dec-2017	Standard	USD	15,480.00	0.00		Paid			18-DEC-2017	267094	
103017-1058835	CONSULTANT BILLING PERIOD 09/24-10/21	30-Oct-2017	Standard	USD	10,292.00	0.00		Paid			30-OCT-2017	260399	
100217-1058835	CONSULTANT-BILLING PERIOD 8/27-9/23/17	02-Oct-2017	Standard	USD	7,590.00	0.00		Paid			02-OCT-2017	257206	
090717-1058835	CONSULTANT-BILLING PERIOD 7/30-8/26	07-Sep-2017	Standard	USD	8,400.00	0.00		Paid			07-SEP-2017	254754	
080917-1058835	CONSULTING	09-Aug-2017	Standard	USD	7,320.00	0.00		Paid			09-AUG-2017	253424	
071017-1058835	FINANCIAL SYSTEMS REPLACEMENT PROJECT, PROCESS SUPPORT, AND ADVISORY	10-Jul-2017	Standard	USD	4,680.00	0.00		Paid			10-JUL-2017	251861	

Results may also be exported

WORKING WITH ATTACHMENTS

Urban Outfitters has enabled supplier attachments for the purpose of communicating banking updates in a secure manner.

Your secure log in will allow you to upload a bank form (provided by URBN) when you need to initiate a change to your bank if you are paid by electronic means such as ACH or Wire Transfer

When you have obtained and completed the entire form, upload the file following the steps below:

1. Save a copy of your completed form on your computer or network
2. Navigate to the Admin tab of the portal
3. Click on “Add Attachment”
4. Attachment type will be “File”; click on “Browse” and select the file from a location on your computer
5. Click “Apply” to save the file

The administrator will receive notification of the attachment and will perform the updates if all of the information provided is valid and complete. If additional information or corrections are needed the administrator will contact you to get the information needed.

Suppliers should allow up to 5 days for processing of bank changes. Suppliers should not assume that a bank change can be made the day before or day of the payment run.

Any attachments made other than the prescribed bank change forms will be disregarded.

Home Finance **Admin**

Profile Management

- General
- Company Profile
- Address Book
- Contact Directory
- Banking Details

General

Organization Name	ABC Supplier	Parent Supplier Number	
Supplier Number	1059999	DUNS Number	
Alternate Supplier Name		Tax Registration Number	
Alias		Country of Tax Registration	
Parent Supplier Name			

Attachments

Search

Note that the search is case insensitive

Title

▶ Show More Search Options

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Add Attachment ✕

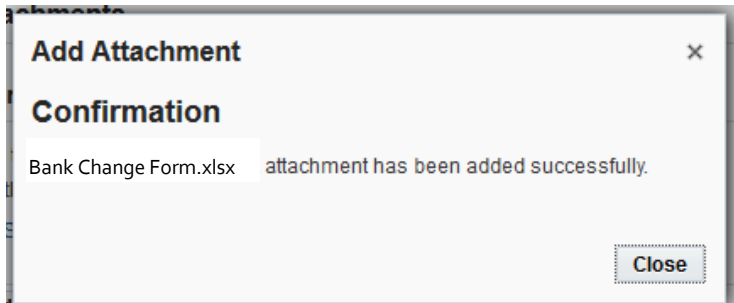
Attachment Type ▼

Title



Description

Category

File No file selected.



Add Attachment...

Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
Bank Change Form.xlsx	File		From Supplier	VEN-1059999NA	08-May-2018	One-Time		

While the self-service portal is meant to be a simplistic tool to support basic supplier inquiries, minor issues could occur.

What to do if:

1. I don't see my invoice in the Portal

- If it is a trade or merchandise invoice, first ensure you have submitted the invoice in Tradestone or as directed by Vendor Relations. If a trade invoice is not yet in the portal it means it has not cleared the three-way match process to be paid. Allow up to four weeks for invoices to be processed before they reach Oracle.
- If it is a non-merchandise related invoice, first follow up with your point of contact to ensure invoices have been submitted to Accounts Payable. All non-merchandise invoices must have approvals by the authorized business personnel before they can be processed by Accounts Payable. Allow 10 business days for invoice processing.

2. I am unable to log in with my password

- Click on password assistance, enter the user name into the box as noted and click "Forgot Password" The user will be sent a link to reset their password and then be prompted to complete the reset actions. When you change your password, remember that it does not allow repeating characters such as in the word "Chatter".

3. My invoice is marked as paid, but I have not received my payment yet?

- Click on the payment number, verify the status if it has been "cleared" or "reconciled" – that means Urban Outfitters has bank confirmation the payment has cleared the bank. First, you may want to verify that the electronic banking information is correct if applicable. If a paper check was issued, you would need to inquire directly with your bank or your accounting staff if the check is marked as reconciled or cleared. If the payment for a physical check is still outstanding and you have not received it yet, please allow for delivery by USPS which could take up to 14 business days. Urban Outfitters will not stop payment on any checks that have not been outstanding for more 30 days. In addition, you may check the address in the portal which would be the address used by Urban Outfitters to mail the payment.

4. I am going on vacation /out of office and need to give access to someone else

- You will need to provide your delegate with the user name and password. You may change your password on your own and change it back if you are delegating access to another party.

5. I see my invoice in the portal and it is past due but no payment assignment is made yet

- Depending on the timing of when an invoice is entered into the Payables system, the invoice may be awaiting a payment run. For example, if an approver submits the invoice to Accounts Payable after it is due, it will be entered and picked up according to payment terms the next time a payment run occurs. In this scenario, the supplier may see an invoice in the portal that is past due and not yet paid. Urban Outfitters generally runs payments in the beginning of the week. You may also observe payment due dates on unpaid invoices in the portal. These due dates are calculated based on the invoice date (or goods received date in the case of merchandise) and the payment terms with each supplier.

6. I want to see purchase order information

- For merchandise invoices, the purchase order information is usually translated into the invoice description in Oracle. This may not happen in all cases if there are multiple purchase orders associated with an invoice. Because the purchase order is in the description field, this is not a searchable field. URBN does not use the PO field in the main invoice inquiry screen in Oracle. Oracle is the system of payment and not the system used to process the invoice for three-way matching.

7. I am unable to search on the PO to find my invoices

- See #6

8. My export to Excel will not open

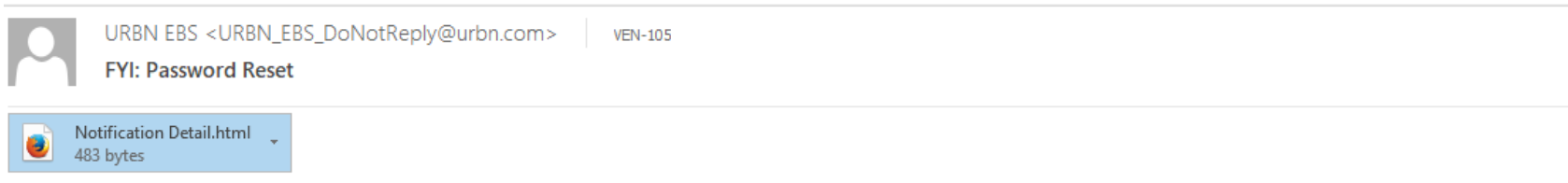
Check your browser settings in case pop-ups may be blocked. Double check another window to see if the file has downloaded in the background. Ensure that you have the MS Excel application.

9. I do not see chargebacks in the portal

Chargeback information and other order related information is only housed in Tradestone

10. What notification will I receive if I change my password?

Following is the notification you will receive to reset your password if you forget



To **VEN-105**
Sent **22-MAR-2018 12:45:53**
ID **245561**

[Reset your password](#) and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

If you change your password on your own by going to General Preferences the system will confirm your update in the portal

