

SUPPLIER: VIEW INVOICES AND PAYMENTS

Introduction

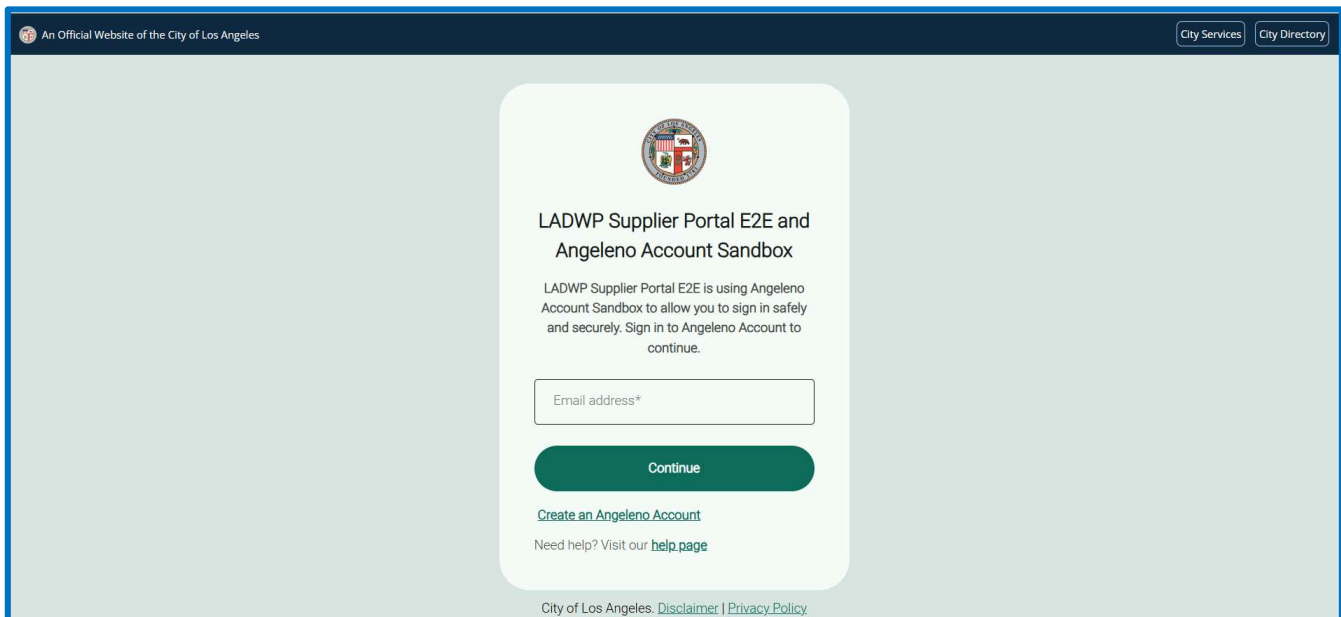
Suppliers can review which invoices were included in a specific payment. Moreover, Suppliers can view their payment history in Workday to confirm when payments were issued.

Security Roles

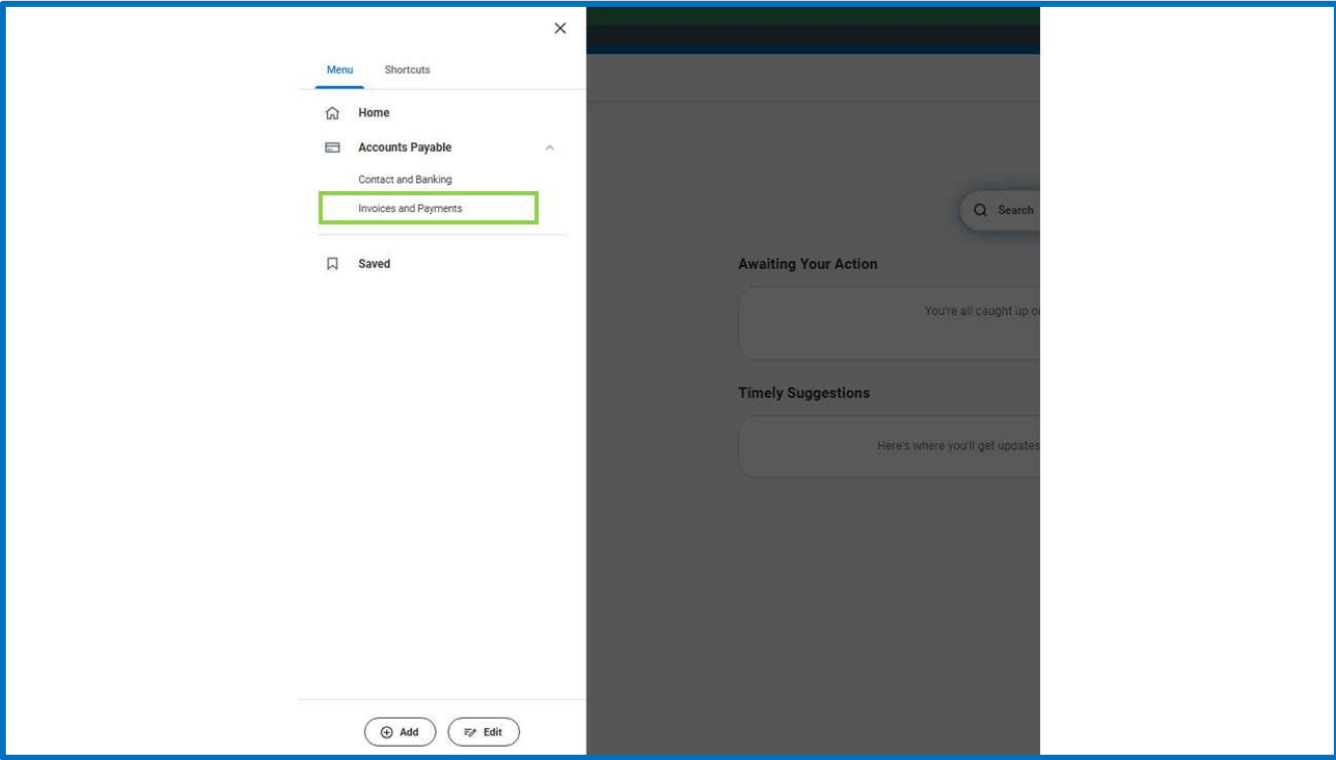
- Supplier - External Supplier Portal User

View Invoices

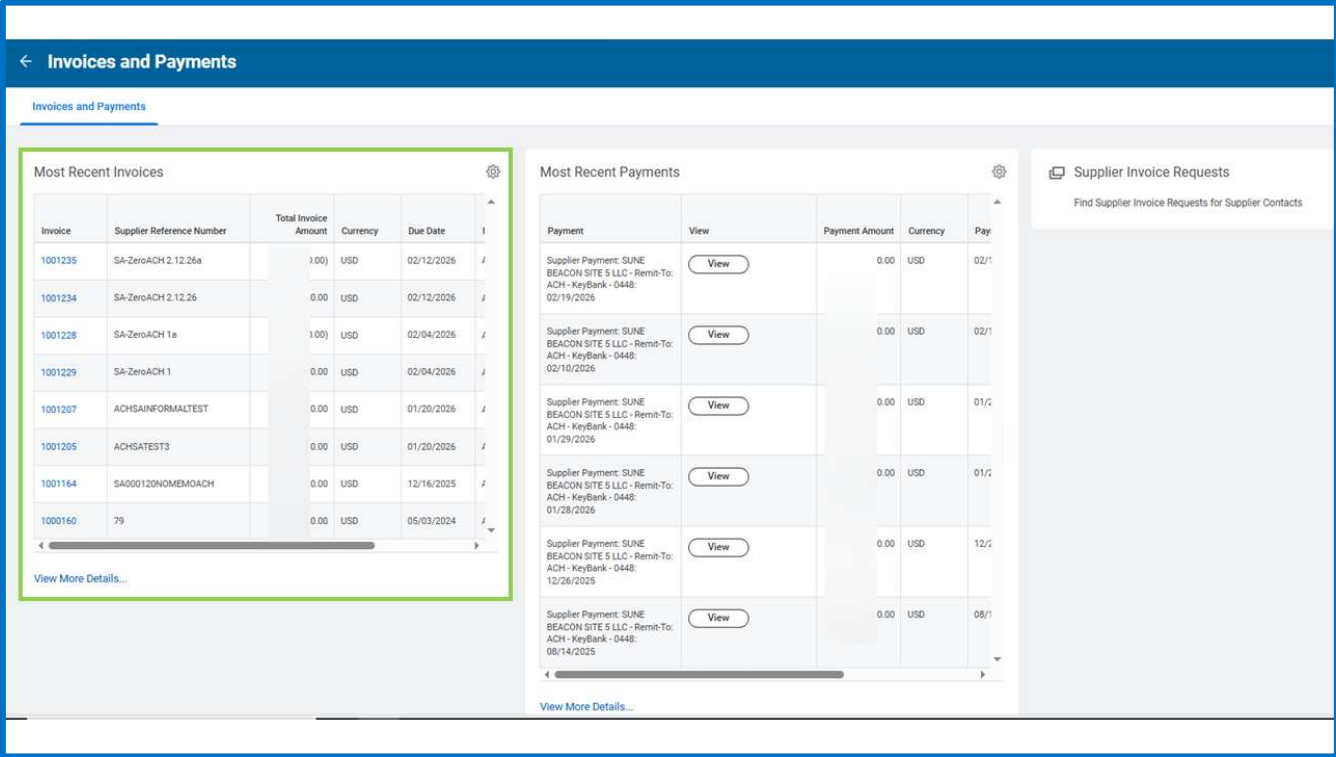
1. Sign in to the **Workday Supplier Portal** through Angeleno log in using your credentials.



2. From the **Menu** at the top left, navigate to the **Invoice and Payments** dashboard.



3. The **Invoice and Payments** dashboard displays **Most Recent Invoices**.



- Under **Most Recent Invoices**, click any blue hyperlink under the **Invoice** column and it will display the selected invoice included in a specific payment.
- Alternatively, select the **View More Details** blue hyperlink. A pop up will be displayed where you can drill-down further.

Find Invoices for Supplier Contact 🔖 ✕

Invoice Due Date On or After 📅

Invoice Due Date On or Before 📅

Invoice Number

Supplier Reference Number

Invoice Status ⋮

Payment Status ⋮

View Payment History

- The **Invoice and Payments** dashboard displays **Most Recent Payments**. Under **Most Recent Payments**, click any **View** button under the **View** column, and it will display the selected details for that specific payment.

← Invoices and Payments

Invoices and Payments

Most Recent Invoices

Invoice	Supplier Reference Number	Total Invoice Amount	Currency	Due Date	
1001235	SA-ZeroACH 2.12.26a	1.00	USD	02/12/2026	⌵
1001234	SA-ZeroACH 2.12.26	0.00	USD	02/12/2026	⌵
1001228	SA-ZeroACH 1a	1.00	USD	02/04/2026	⌵
1001229	SA-ZeroACH 1	0.00	USD	02/04/2026	⌵
1001207	ACHSAINFORMALTEST	0.00	USD	01/20/2026	⌵
1001205	ACHSATEST3	0.00	USD	01/20/2026	⌵
1001164	SA000120NOMEMOACH	0.00	USD	12/16/2025	⌵
1000160	79	0.00	USD	05/03/2024	⌵

[View More Details...](#)

Most Recent Payments

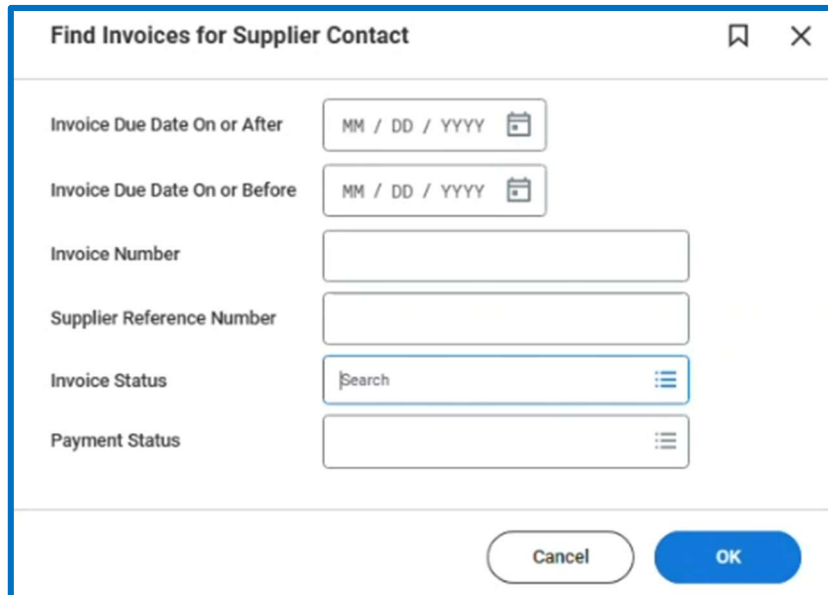
Payment	View	Payment Amount	Currency	Pay
Supplier Payment: SUNE BEACON SITE 5 LLC - Remit-To: ACH - KeyBank - 0448: 02/19/2026	View	0.00	USD	02/1
Supplier Payment: SUNE BEACON SITE 5 LLC - Remit-To: ACH - KeyBank - 0448: 02/10/2026	View	0.00	USD	02/1
Supplier Payment: SUNE BEACON SITE 5 LLC - Remit-To: ACH - KeyBank - 0448: 01/29/2026	View	0.00	USD	01/2
Supplier Payment: SUNE BEACON SITE 5 LLC - Remit-To: ACH - KeyBank - 0448: 01/28/2026	View	0.00	USD	01/2
Supplier Payment: SUNE BEACON SITE 5 LLC - Remit-To: ACH - KeyBank - 0448: 12/26/2025	View	0.00	USD	12/2
Supplier Payment: SUNE BEACON SITE 5 LLC - Remit-To: ACH - KeyBank - 0448: 09/14/2025	View	0.00	USD	09/1

[View More Details...](#)

Supplier Invoice Requests

Find Supplier Invoice Requests for Supplier Contacts

- Alternatively, select the **View More Details** blue hyperlink. A pop up will be displayed where you can drill-down further.



The image shows a dialog box titled "Find Invoices for Supplier Contact" with a bookmark icon and a close button (X) in the top right corner. The dialog contains several input fields for filtering invoices:

- Invoice Due Date On or After:** A date input field with a calendar icon, showing the placeholder "MM / DD / YYYY".
- Invoice Due Date On or Before:** A date input field with a calendar icon, showing the placeholder "MM / DD / YYYY".
- Invoice Number:** A text input field.
- Supplier Reference Number:** A text input field.
- Invoice Status:** A dropdown menu with a search icon and a list icon, showing the placeholder "Search".
- Payment Status:** A dropdown menu with a list icon.

At the bottom of the dialog, there are two buttons: "Cancel" and "OK".