

## Quick Reference Guide – Checking Invoice Status

### How to Check Invoice Status

1. To view all invoices, click Invoices tab. Status of each invoice is displayed.



### 3. Fill out the relevant information of your company. Click Next.

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For questions contact suppliersupport@cmc.com





# Quick Reference Guide – Checking Invoice Status

### How to Check Paid Invoices

- 1. To view all invoices, click Invoices tab. Status of each invoice is displayed.
- 2. Click Create View on the View dropdown.

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ome	Profile Order	s Service/T	Time Sheets AS	SN Invoic	es Catalog	is Busine	ss Performance	Sourcing	Add-ons	Setup
voices	Invoices Lines P	ayment Receipts	1							
							Select Customer	Commercia	al Metals Comr	anv
	Invoices									
	IIIVOICES									
	Create Invo	oices 🚺								
	Create Invoice f	rom PO Cre	eate Invoice from Co	ontract	reate Blank Inv	oice Cre	eate Credit Note			
	Create Invoice f	rom PO Cre	eate Invoice from Co	ontract C	reate Blank Inv	oice Cre	eate Credit Note			
	Create Invoice t Export to v	from PO Cre	eate Invoice from Co	ontract C	reate Blank Inv	oice Cre View	eate Credit Note All	✔ Se	arch	ρ
	Create Invoice f Export to v Invoice #	from PO Created Date	eate Invoice from Co Status	ontract C	treate Blank Inv	oice Cre View Unanswered	All All Abandoned	✔ Se	arch	ې Actions
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	Create Invoice f Export to v Invoice # TEST Inv100002	rom PO Created Date 04/30/22 04/30/22	eate Invoice from Co Status Pending Approval Pending Approval	PO# None None	Total 150,000.00	view View Unanswered No No	All All Abandoned Approved Credit Notes Disputed	✔ Se	arch	۵ Actions
	Create Invoice 1 Export to v Invoice # TEST Inv100002 TEST Inv100001 None	rom PO Created Date 04/30/22 04/30/22 03/22/22	eate Invoice from Co Status Pending Approval Pending Approval Draft	PO # None None None	Total 150,000.00 0.00	Cree View Unanswered No No	All Abandoned Approved Credit Notes Disputed Disputes with a su Disputes with out si	Se S	arch	Actions
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	Create Invoice 1 Export to v Invoice # TEST Inv100001 None None None TEST008	Created Date           04/30/22           04/30/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22	eate Invoice from Co Status Pending Approval Pending Approval Draft Draft Draft Praft Pending Approval	PO #         None           None         None           None         None           None         7600000089           7600000089         7600000089	Total 150,000,00 15,000,00 0,00 0,00 1,000,00 1,000,00 2,000,00	oice Cre View Unanswered No View No View No View No View No View	All Alproved Credit Notes Al Abandoned Approved Credit Notes Dispute Disputes with a su Disputes with a su Disputes without si Draft Overdue invoices Paid Inoices Paid Inoices Panding Approval Processing Unnait Imprices	Se S	e k	Actions
	Create Invoice 1 Export to v Invoice # TEST Inv100002 TEST Inv100001 None None None None TEST008 TEST007	Created Date           04/30/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22           03/22/22	Status Pending Approval Pending Approval Draft Draft Draft Praft P	PO #         None           None         None	Teate Blank Inv Total 150,000 00 15,000 00 0.00 0.00 1,000 00 2,000 00 100 000 00	oice Crew View Unanswered No No No No No No No	All All Abandoned Approved Credit Notes Disputes Disputes with a sup Disputes without su Disputes with a sup Disputes with a s	Se poplier response poplier response poplier respons	e k	Actions

- 3. Enter the name of the report. Then, Add condition: Paid=Yes.
- 4. Drag the information that you need in your report. Then, click Save.

Create New data table view								
General								
Name Paid Visibility O Onl @ Eve Editable by all Start with view All	Invoices y Me ıryone	X						
Conditions								
Filter By Paid Columns Drag columns to the right to select	is Yes     to the left to unselect and vertice	ally to change column order						
You can also use your keyboard to modify the selected columns. Use TAB to focus and ENTER to move a column to or from the Selected Column list. To reorder, use SPACE to grab an item and then UP or DOWN to move it. Press SPACE again to drop the item, or ESC to cancel the reordering.								
Commented	Invoice #							
Comments	Created Date							
Date Of Supply	Status							
Date Of Supply	PO#							
Delivery Number	Total							
Disputed Date	Paid							

#### 4. Paid invoices are displayed.

Invoices							
Create Invoic	es 🕖						
Create Invoice from	PO Create Invoice	from Contract Crea	ate Blank Invoice	Create Credit Note			
Export to ~			View	Paid Invoices	~ /	Search	P
Invoice #	Created Date	Status	PO #	Total	Paid	Actions	
TEST002	02/22/22	Approved	760000089	1,000.00	Yes		
TEST001	02/22/22	Approved	760000089	1,000.00	Yes		

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