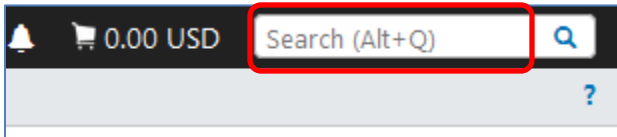




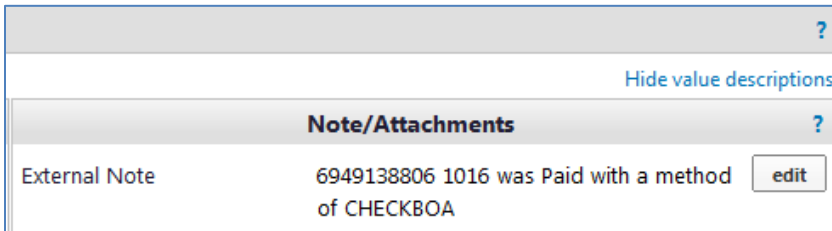
Check the Payment Status of an Invoice

From the RU MarketPlace homepage:

1. In the quick search bar in the upper right corner of the screen, enter the invoice number you would like to check.



2. Select the **Buyer Invoice** tab, then the **Summary** tab.
3. In the **Notes/Attachments** section, the **External Note** provides an indication of the payment status.



Tip: The External Note section is automatically updated as the invoice progresses through the payment process. For invoices not yet paid, check back frequently to see the status of the payment.

4. Next, view the **Payment Information** section to determine if a payment has been generated.

5. If a check number is not provided, but the Oracle Load Status field displays "Success", the invoice has been successfully loaded into Oracle and will be paid on the due date shown.

Oracle Load Status	Success
Payment Method Override	no value
Invoice Payment Priority Override	no value
Invoice Date	12/12/2016
Discount Date	no value
Due Date	1/26/2017
Terms	0, Net 45

6. If you see that the invoice has not been paid and you feel that it should have been, please contact the Procurement help desk for more information.