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.

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.

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.

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.