

How to View Invoice, Payment and Remittance Advice Information

Go to our Mercury Supplier Portal at www.supplier.mercurymarine.com

Select iSupplier Resources tab > Select iSupplier Login button

Welcome to Mercury Marine's Supplier Portal

Supplier Communications **iSupplier Resources** EQMS Resources Supplier Resources

Click to log into iSupplier

iSupplier Login

[iSupplier Forgot Password](#)
[iSupplier Change Password](#)

Documentation

- iSupplier Overview
- iSupplier Training Manual
- How to View Invoices, Payments and Remittance Information

Support

- iSupplier Admin Email
- Accounts Payable Questions

Transactions

- Add & Update Address Book
- Add & Update Contacts
- Update Business Classifications
- Create Invoices against PO's (non-ERS suppliers)
- Print PO Copies

Views

- View Purchase Orders
- View Invoice Processed
- View Payments
- View Remittance Advice
- View Address Book
- View Contact Directory

iSupplier Portal is an internet self-service tool which gives suppliers the ability to directly access information and enter business transactions across the procure-to-pay life cycle. This is secured website and suppliers will only be able to access information related to your own supplier site.

Enter you iSupplier Username > Password > Select Login

ORACLE
Access Manager

Welcome

Enter your Single Sign-On credentials below

1 Username: iSupplier Username

2 Password: iSupplier Password

3 Login

After login, your iSupplier Home page will open.

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests Finance

Search PO Number Go

Notifications

Full List

Subject

Date

No results found.

Orders At A Glance

Full List

PO Number	Description	Order Date
2219247		07-Jun-2017 17:05:45
2219246		31-May-2017 17:09:47

Orders

- Agreements
- Purchase Orders
- Purchase History

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

There are many ways that you can pull up Payment information in the iSupplier portal. As you can see, there are tabs across the top or you can navigate through the links on the right side. We will go through the Finance Tab.

Note: If you noticed a PO #, Payment # or Receipt#, etc. underlined, this indicates that it's a link to another page with more detailed information.

View Invoices – Search by Payment Number

- On the column headers, you will notice some are “raised” like Invoice Number, Invoice Date, Due Date, etc. Those columns are ones you can click on and they will sort.
- **Important Note if you are an ERS supplier:** Your invoice is automatically generated based on the receipt. The packing slip entered at the time of the receipt will be part of the ERS invoice number. We recommend searching by packing slip number or you can search by PO number. When searching by Invoice number, be sure to add a % before and after your packing slip number (i.e., %5426841%).

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | **View Invoices** | View Payments

View Invoices You can export this data into an Excel spreadsheet. Just click the Export Button. [Export](#)

Simple Search [Advanced Search](#)

Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number: 268367
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 14-Jul-2017)

As you are in View Invoices, pulling by Payment Number will pull all invoices under this payment.

Previous 1-25 Next 25 >

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt Date	Discount	Available Discount	Attachments	Packing Slip
166959701	24-Oct-2016	Standard	USD	274.30	0.00	Approved	Paid			07-JAN-2017	268367 2189879-1087					1
166922500	24-Oct-2016	Standard	USD	157.56	0.00	Approved	Paid			07-JAN-2017	268367 2214694					10/25/2016
166954802	24-Oct-2016	Standard	USD	212.28	0.00	Approved	Paid			07-JAN-2017	268367 2189869-1426					1
166952704	24-Oct-2016	Standard	USD	96.50	0.00	Approved	Paid			07-JAN-2017	268367 2189879-1085					1669527-04
166958302	24-Oct-2016	Standard	USD	600.36	0.00	Approved	Paid			07-JAN-2017	268367 2189863-1657					1
167005600	24-Oct-2016	Standard	USD	1,084.23	0.00	Approved	Paid			07-JAN-2017	268367 2189865-994					1
166972600	24-Oct-2016	Standard	USD	7.30	0.00	Approved	Paid			07-JAN-2017	268367 2189879-1088					1
166958000	24-Oct-2016	Standard	USD	196.16	0.00	Approved	Paid			07-JAN-2017	268367 2189863-1654					1
167005500	24-Oct-2016	Standard	USD	1,293.20	0.00	Approved	Paid			07-JAN-2017	268367 2189863-1668					1
166916001	24-Oct-2016	Standard	USD	123.90	0.00	Approved	Paid			07-JAN-2017	268367 2189879-1075					1

How to search by Debit Memo or Credit Memo

If you know the Mercury Debit Memo or Credit Memo, enter this in the Invoice Number and select Go.

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | **View Invoices** | View Payments

View Invoices [Export](#)

Simple Search [Advanced Search](#)

Invoice Number: 3121236-58558 ← Search by Debit/Credit Memo
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 19-Jan-2018)

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt Date	Discount	Available Discount	Attachments	Packing Slip
No search conducted.																

[Export](#)

Home Orders Shipments Product Admin Requests Finance

If you do not know the Mercury Debit Memo or Credit Memo, you can use the Advanced Search to search by Type. Once you select Type, you can search by Debit Memo or Credit Memo.

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | **Finance**

Create Invoices | View Remittance Advice | **View Invoices** | View Payments

View Invoices [Export](#)

Simple Search [Advanced Search](#)

Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 19-Jan-2018)

1. Select Advanced Search → [Advanced Search](#)

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt Date	Discount	Available Discount	Attachments	Packing Slip
No search conducted.																

[Export](#)

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests Finance

Create Invoices View Remittance Advice **View Invoices** View Payments

Finance: View Invoices >

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

Invoice Date is (example: 19-Jan-2018)

PO Number is (example: 1234)

Payment Number is

Go Clear Add Another **Type** **Add**

1. Select Type from Drop Down
2. Select Add

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Discount Receipt Date	Available Discount	Attachments	Packing Slip
No search conducted.															

Export

Home Orders Shipments Product Admin Requests Finance

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests Finance

Create Invoices View Remittance Advice **View Invoices** View Payments

Finance: View Invoices >

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

Invoice Date is (example: 19-Jan-2018)

PO Number is (example: 1234)

Payment Number is

Type is Debit Memo

1. Enter Debit Memo

2. Select Go **Go** Clear Add Another **Type** **Add**

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Discount Receipt Date	Available Discount	Attachments	Packing Slip
No search conducted.															

Export

MERCURY iSupplier Portal

Home Orders Shipments Product Admin Requests Finance

Create Invoices View Remittance Advice **View Invoices** View Payments

Finance: View Invoices >

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

Invoice Date is (example: 19-Jan-2018)

PO Number is (example: 1234)

Payment Number is

Type is Debit Memo

Go Clear Add Another **Type** **Add**

To see more details of the Debit Memo, click the link

Previous 1-25 Next 25

Invoice	Invoice Date	Type	Currency	Amount Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Discount Receipt Date	Available Discount	Attachments	Packing Slip
DM1111111111	22-Nov-2017	Debit Memo	USD	<250.00>	0.00	Approved	Paid			22-NOV-2017					
32123154545	22-Nov-2017	Debit Memo	USD	<250.00>	0.00	Approved	Paid			22-NOV-2017					
DM2222545	04-Nov-2017	Debit Memo	USD	<21.26>	0.00	Approved	Paid			04-NOV-2017					00415961

View Payments – Search by Payment Number

Home Orders Shipments Product Admin Requests Finance

Create Invoices View Remittance Advice View Invoices **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number Invoice Number PO Number Release Number

Status Payment Amount From To Payment Date From To

Go **Clear** Advanced Search

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
268367			11-Jan-2017	USD	166,205.64 Electronic	Negotiable	11-Jan-2017	AP DISBURSEMENTS EFT	Multiple	Multiple

Export

Home Orders Shipments Product Admin Requests Finance

Create Invoices View Remittance Advice View Invoices **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number Invoice Number PO Number Release Number

Status Payment Amount From To Payment Date From To

Go **Clear** Advanced Search

To view all of the invoices applied to this payment, select Multiple under Invoice column

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
268367			11-Jan-2017	USD	166,205.64 Electronic	Negotiable	11-Jan-2017	AP DISBURSEMENTS EFT	Multiple	Multiple

Export

To view the Payment Details, select the Payment Number.

Home Orders Shipments Product Admin Requests Finance

Create Invoices View Remittance Advice View Invoices **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive

Payment Number Invoice Number PO Number Release Number

Status Payment Amount From To Payment Date From To

Go **Clear** Advanced Search

To view more Payment Details, click on the Payment

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
268367			11-Jan-2017	USD	166,205.64 Electronic	Negotiable	11-Jan-2017	AP DISBURSEMENTS EFT	Multiple	Multiple

Export

It will take you to the Payments page. If you would like, you can select the Export button and it will export to Excel.

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | View Remittance Advice | View Invoices | View Payments

Finance: View Payments > View Invoices >

Payment: 268367 (Total USD 166,205.64)

Payment Date: 11-Jan-2017
 Method: Electronic
 Status: Negotiable
 Status Date: 11-Jan-2017
 Remit-to Supplier: [Redacted]
 Remit-to Supplier Site: [Redacted]

Supplier: [Redacted]
 Supplier Site: [Redacted]
 Address: [Redacted]

Bank Account: AP DISBURSEMENTS EFT

[Export](#)

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
ERS-28090 10212016190413-3936714	21-Oct-2016	Standard	USD	12.91	Approved	Paid	12.91 2189858-7498	173480	
ERS-28090 10212016190513-3936715	21-Oct-2016	Standard	USD	69.40	Approved	Paid	69.40 2189858-7499	173481	
ERS-28090 10212016190613-3936716	21-Oct-2016	Standard	USD	113.40	Approved	Paid	113.40 2189858-7500	173482	
ERS-28090 10212016190714-3936717	21-Oct-2016	Standard	USD	93.10	Approved	Paid	93.10 2189858-7501	173483	
ERS-28090 10212016190812-3936718	21-Oct-2016	Standard	USD	62.10	Approved	Paid	62.10 2189858-7502	173484	
ERS-28090 10212016191014-3936719	21-Oct-2016	Standard	USD	7.47	Approved	Paid	7.47 2189858-7503	173485	
ERS-28090 10212016191116-3936720	21-Oct-2016	Standard	USD	418.00	Approved	Paid	418.00 2189859-3099	173486	
ERS-28090 10212016191218-3936721	21-Oct-2016	Standard	USD	17.76	Approved	Paid	17.76 2189858-7504	173487	
ERS-28090 10212016191315-3936722	21-Oct-2016	Standard	USD	124.24	Approved	Paid	124.24 2189858-7505	173488	

Sample of what will export....

Payment Date	Method	Status	Status Date	Remit-to Supplier	Remit-to Supplier Site	Supplier	Supplier Site	Address	Address
11-Jan-17	Electronic	Negotiable	11-Jan-17	SUPPLIER NAME	PRM MENDOMNEE F	SUPPLIER NAME	PRM ADDRESS	W6250 PIONEER ROAD	PO BOX 123

Invoice	Invoice Date	Invoice Type	Currency	Amount	Status	Payment Status	Payment Amount	PO Number	Receipt
ERS-28090 10212016190413-3936714	21-Oct-16	Standard	USD	12.91	Approved	Paid	12.91	2189858-7498	173480
ERS-28090 10212016190513-3936715	21-Oct-16	Standard	USD	69.4	Approved	Paid	69.4	2189858-7499	173481
ERS-28090 10212016190613-3936716	21-Oct-16	Standard	USD	113.4	Approved	Paid	113.4	2189858-7500	173482
ERS-28090 10212016190714-3936717	21-Oct-16	Standard	USD	93.1	Approved	Paid	93.1	2189858-7501	173483
ERS-28090 10212016190812-3936718	21-Oct-16	Standard	USD	62.1	Approved	Paid	62.1	2189858-7502	173484
ERS-28090 10212016191014-3936719	21-Oct-16	Standard	USD	7.47	Approved	Paid	7.47	2189858-7503	173485
ERS-28090 10212016191116-3936720	21-Oct-16	Standard	USD	418	Approved	Paid	418	2189859-3099	173486
ERS-28090 10212016191218-3936721	21-Oct-16	Standard	USD	17.76	Approved	Paid	17.76	2189858-7504	173487
ERS-28090 10212016191315-3936722	21-Oct-16	Standard	USD	124.24	Approved	Paid	124.24	2189858-7505	173488
166943603	20-Oct-16	Standard	USD	439.04	Approved	Paid	439.04	2189863-1651	
166944100	21-Oct-16	Standard	USD	96.24	Approved	Paid	96.24	2189866-596	
166952701	20-Oct-16	Standard	USD	23.3	Approved	Paid	23.3	2189879-1085	
166952702	21-Oct-16	Standard	USD	134.42	Approved	Paid	134.42	2189879-1085	
166952703	21-Oct-16	Standard	USD	1,878.15	Approved	Paid	1,878.15	2189879-1085	
166958301	20-Oct-16	Standard	USD	809	Approved	Paid	809	2189863-1657	
166958400	21-Oct-16	Standard	USD	235.5	Approved	Paid	235.5	2189864-178	
166972200	20-Oct-16	Standard	USD	957.6	Approved	Paid	957.6	2189865-990	
166972900	20-Oct-16	Standard	USD	2,616.21	Approved	Paid	2,616.21	2211676	

Remittance Advice Report

View your Remittance Advice information on our iSupplier portal and you have the ability to export the report into Excel. It is the same Remittance Advice report that is emailed to your company from APPPROD@mercmarine.com.

Go to the Finance Tab, select View Remittance Advice link

- To view your Remittance Advice information, you will need to search by either Payment Number or Payment Date Range (Payment Date From and Payment Date To)

MERCURY iSupplier Portal

Home | Orders | Shipments | Product | Admin | Requests | Finance

Create Invoices | **View Remittance Advice** | View Invoices | View Payments

Remittance Search [Export](#)

Simple Search

Note that the search is case insensitive

Payment Number:

Payment Date From:

Payment Date To:

Vendor Name	Payment Number	Payment Date	Payment Amount	Currency	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	PO Discount Number	Line Num	Rel Item Desc	Item UOM	Qty Recd / Rtrn	Recpt / Rtrn Date	Packing Slip# / RMA#	Qty Invoiced	Unit Plant Price	Amount
No search conducted.																		

TIP To search, please enter at least one of the following search criteria: Payment Number or Payment Dates

[Export](#)

Home | Orders | Shipments | Product | Admin | Requests | Finance

Search Option 1: Search by Payment Number

- Enter Payment Number
- Select Go

The screenshot shows the Mercury iSupplier Portal interface. The 'Remittance Search' section is active. Under 'Simple Search', the 'Payment Number' field contains '901498'. The 'Go' button is highlighted with a red box. Below the search fields is a table with the following columns: Vendor Name, Payment Number, Payment Date, Payment Amount, Currency, Invoice Number, Invoice Type, Invoice Date, Invoice Amount, PO Number, Line Num, Rel, Item Desc, Qty Recd / UOM Rtrnd, Rcpt / Rtrn Date, Packing Slip# / RMA#, Qty Invoiced, Unit Plant Price, and Amount. The table is currently empty, with a message stating 'No search conducted.' A tip below the table reads: 'TIP To search, please enter at least one of the following search criteria: Payment Number or Payment Dates'. Navigation links for Home, Orders, Shipments, Product, Admin, Requests, and Finance are visible at the top and bottom of the page.

Search Option 2: Enter a Date Range

- Enter a Payment Date From
- Enter a Payment Date To
- Select Go

Note: If you search by Date Range, depending on your date criteria, your search may result in showing multiple payments.

The screenshot shows the Mercury iSupplier Portal interface. The 'Remittance Search' section is active. Under 'Simple Search', the 'Payment Date From' field contains '01-Jan-2018' and the 'Payment Date To' field contains '01-Mar-2018'. The 'Go' button is highlighted with a red box. Below the search fields is a table with the same columns as in the first screenshot. The table is currently empty, with a message stating 'No search conducted.' A tip below the table reads: 'TIP To search, please enter at least one of the following search criteria: Payment Number or Payment Dates'. Navigation links for Home, Orders, Shipments, Product, Admin, Requests, and Finance are visible at the top and bottom of the page.

The screenshot shows the Mercury iSupplier Portal interface with search results. The 'Remittance Search' section is active. Under 'Simple Search', the 'Payment Date From' field contains '01-Jan-2018' and the 'Payment Date To' field contains '31-Mar-2018'. The 'Go' button is highlighted with a red box. Below the search fields is a table with the following columns: Vendor Name, Payment Number, Payment Date, Payment Amount, Currency, Invoice Number, Invoice Type, Invoice Date, Invoice Amount, Discount, PO Number, Line Num, Rel, Item, Item Desc, Qty Recd / UOM Rtrnd, Rcpt / Rtrn Date, Packing Slip# / RMA#, Qty Invoiced, Unit Plant Price, and Amount. The table contains three rows of data:

Vendor Name	Payment Number	Payment Date	Payment Amount	Currency	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Discount	PO Number	Line Num	Rel	Item	Item Desc	Qty Recd / UOM Rtrnd	Rcpt / Rtrn Date	Packing Slip# / RMA#	Qty Invoiced	Unit Plant Price	Amount
	901046	09-Mar-2018	487.1	USD	ERS-0131948-4240713	STANDARD	25-Feb-2018	4955	99.1	823583	1	91			Piece 500	25-Feb-2018	0131948	500	015	4955
	901046	09-Mar-2018	487.1	USD	ERS-0131949-4240714	STANDARD	25-Feb-2018	1026	20.52	818948	1	1689			Piece 600	25-Feb-2018	0131949	600	015	1026
	901046	09-Mar-2018	487.1	USD	ERS-0131950-4240715	STANDARD	25-Feb-2018	535.08	10.7	816163	1	1303			Piece 343	25-Feb-2018	0131950	343	015	535.08

Navigation links for Home, Orders, Shipments, Product, Admin, Requests, and Finance are visible at the top and bottom of the page. A pagination control at the bottom right shows 'Previous 1-10 Next 10'.

If you want to view the report in Excel, select the Export button

The screenshot shows the MERCURY iSupplier Portal interface. At the top, there are navigation tabs: Home, Orders, Shipments, Product, Admin, Requests, and Finance. Below these are links for 'Create Invoices', 'View Remittance Advice', 'View Invoices', and 'View Payments'. The main section is titled 'Remittance Search' and contains a 'Simple Search' form with fields for 'Payment Number', 'Payment Date From' (01-Jan-2018), and 'Payment Date To' (31-Mar-2018). A red arrow points to an 'Export' button in the top right corner. Below the search form is a table with columns: Vendor Name, Payment Number, Payment Date, Payment Amount, Currency, Invoice Number, Invoice Type, Invoice Date, Invoice Amount, Discount, PO Number, Line Num, Rel, Item, Item Desc, Qty Recd / UOM, Rtrn Date, Packing Slip# / RMA#, Qty Invoiced, Plant, Unit Price, and Amount. The table contains three rows of data for Vendor Name 901046.

Sample Remittance Advice report that will export....

Vendor Name	Payment Number	Payment Date	Payment Amount	Currency	Invoice Number	Invoice Type	Invoice Date	Invoice Amount	Discount	PO Number	Line Num	Rel	Item	Item Desc
SUPPLIER NAME (SUP)	268367	11-Jan-17	1000.5	USD	166732501	STANDARD	20-Oct-16	35	0	2189869	862	1351	55084-0760	BURR CARBIDE .1
SUPPLIER NAME (SUP)	268367	11-Jan-17	1000.5	USD	166507802	STANDARD	19-Oct-16	305.7	0	2189869	1445	1218	58940-2020	STEP DRILL 0217X
SUPPLIER NAME (SUP)	268367	11-Jan-17	1000.5	USD	ERS-28090 10192016183452-393568	STANDARD	19-Oct-16	85.1	0	2189858	125	7429	54589-0321	INSERT GROOVIN
SUPPLIER NAME (SUP)	268367	11-Jan-17	1000.5	USD	ERS-28090 10192016185754-393570	STANDARD	19-Oct-16	39.6	0	2189858	84	7445	54574-0241	INSERT CARBIDE
SUPPLIER NAME (SUP)	268367	11-Jan-17	1000.5	USD	ERS-28090 10192016190253-393571	STANDARD	19-Oct-16	187.1	0	2189858	118	7450	54583-0261	INSERT CUTOFF G
SUPPLIER NAME (SUP)	268367	11-Jan-17	1000.5	USD	166941100	STANDARD	18-Oct-16	128.71	0	2189865	29	984	85020-0048	VISITOR SPECS