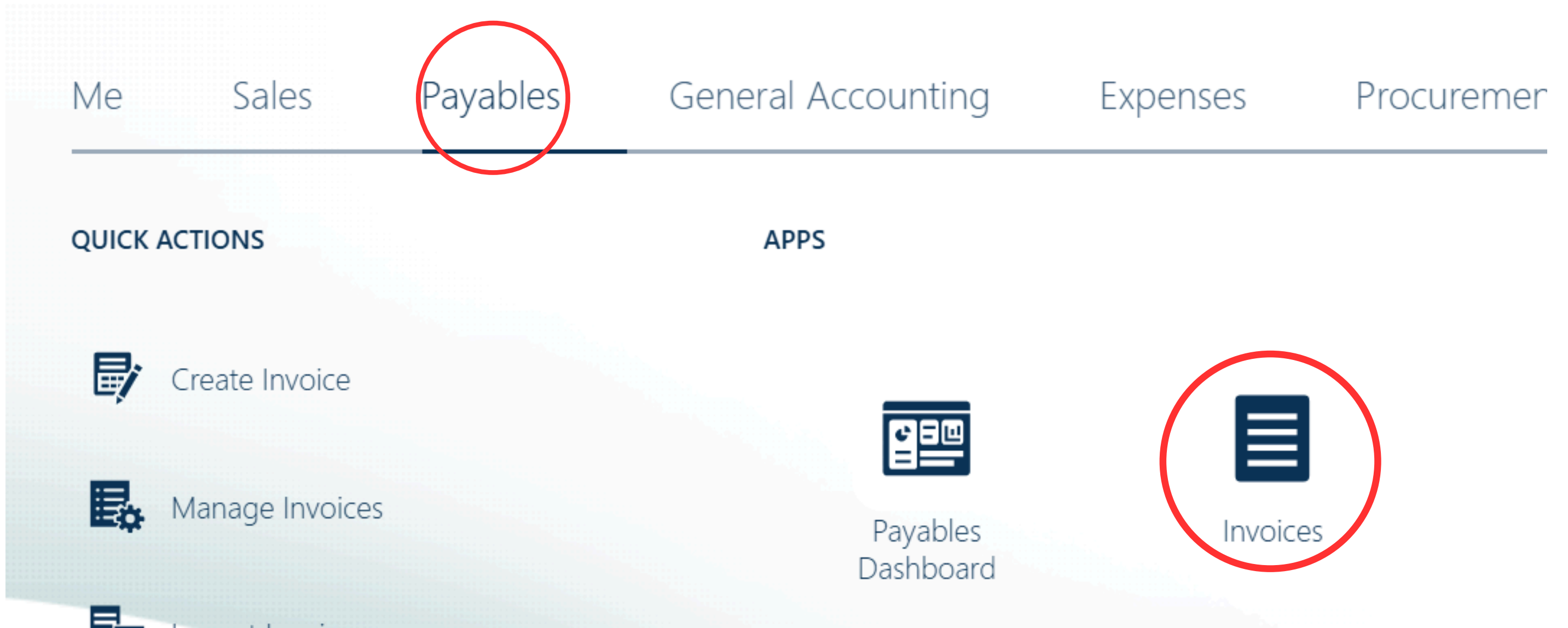


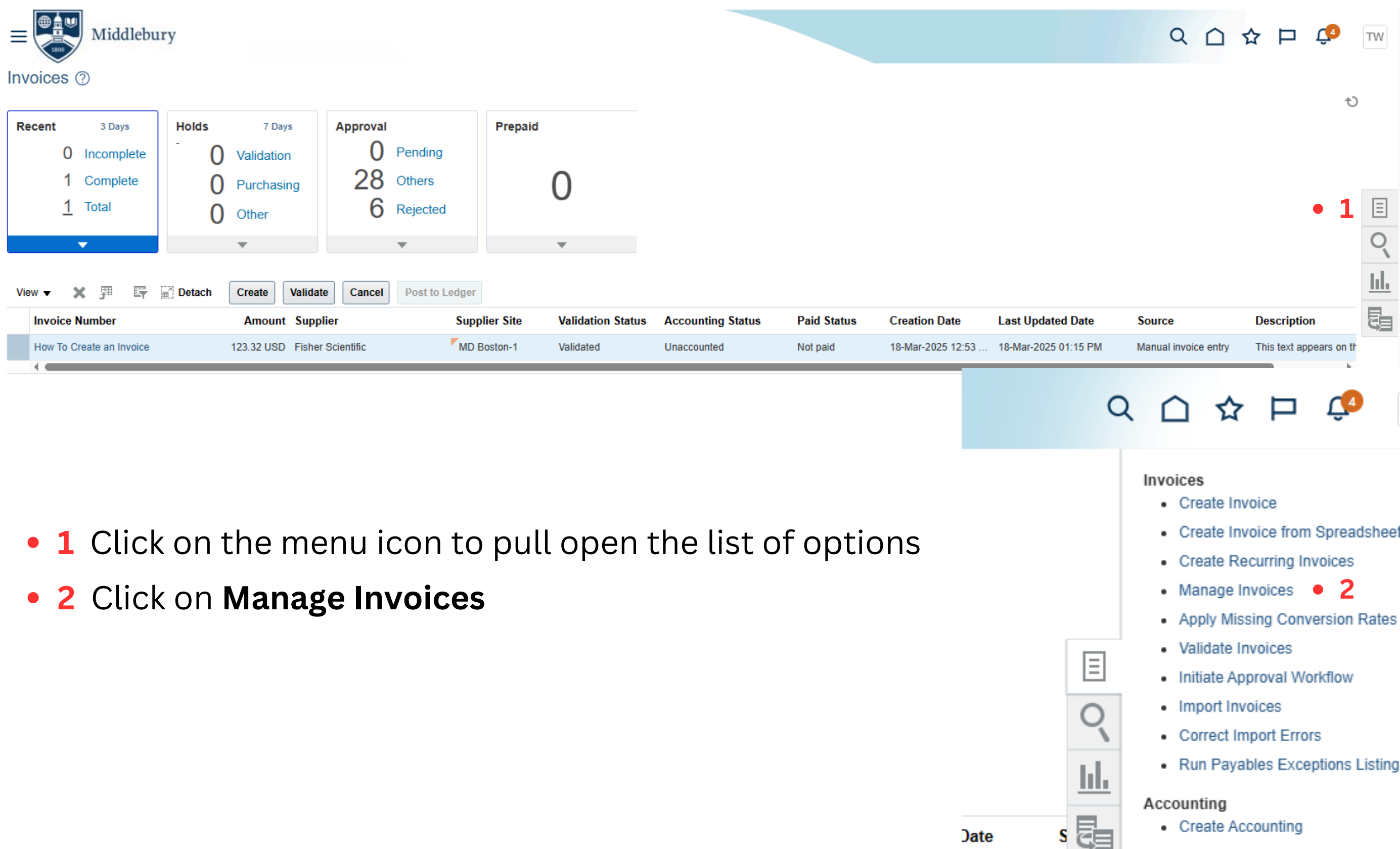
Searching For Your Invoice

How to search for your invoice

Page 1 of 2



- To access Invoices click on the **Payables** tab.
- In the **Payables** tab click on **Invoices**



Searching For Your Invoice

How to search for your invoice

Page 2 of 2

Middlebury

Manage Invoices

Search Results

Search: Invoice

Advanced Saved Search All Invoices

** At least one is required

Business Unit MIDD BU • 3

** Invoice Number

Invoice Amount

** Invoice Date dd-mmm-yyyy

** Supplier or Party Fisher Scientific • 4

** Supplier Number 11330

Supplier Site

Taxpayer ID

** Invoice Group

• 5

Search Reset Save...

Actions View Validate Pay in Full Approval Post • 6

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Status	Holds	Details
How To Create an Invoice	18-Mar-2025	18-Mar-2025 ...	Fisher Scientific	MD Boston-1	456.78 USD	456.78 USD	0.00 USD	Standard		Validated	Initiated	0	

- 3 You can search by invoice number
- 4 You can also search by supplier name
- 5 Once you have entered your search criteria click search
- 6 Your search results will appear in the field below

**If you have any questions or need any assistance,
please contact Accounts Payable at:
ap@gmhec.org**