



He Kaupare. He Manaaki. He Whakaora.
Prevention. Care. Recovery.

ProviderHub

ProviderHub training guide

Find invoice





Find invoice

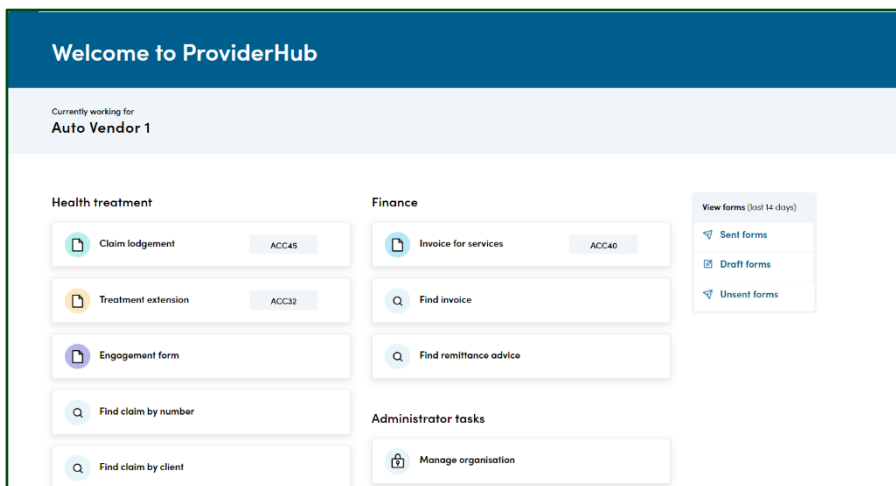
Use this form when you need to search for up-to-date invoice information.

This guide will give you steps and information on:

- searching for an invoice
- finding the status of your invoice
- single invoice search and summary
- multiple invoice search and summary.

Note: Any field that is marked with * is mandatory to complete the search.

Navigating the home page

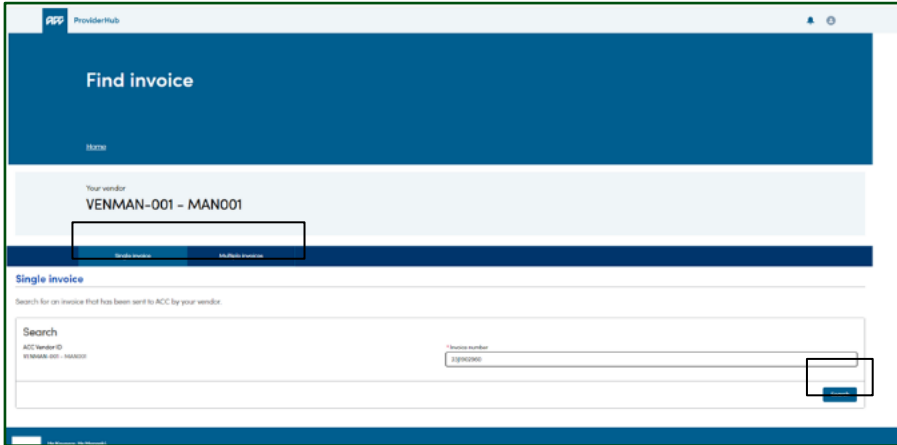


From the ProviderHub home page, under the heading Finance, click **Find invoice**.





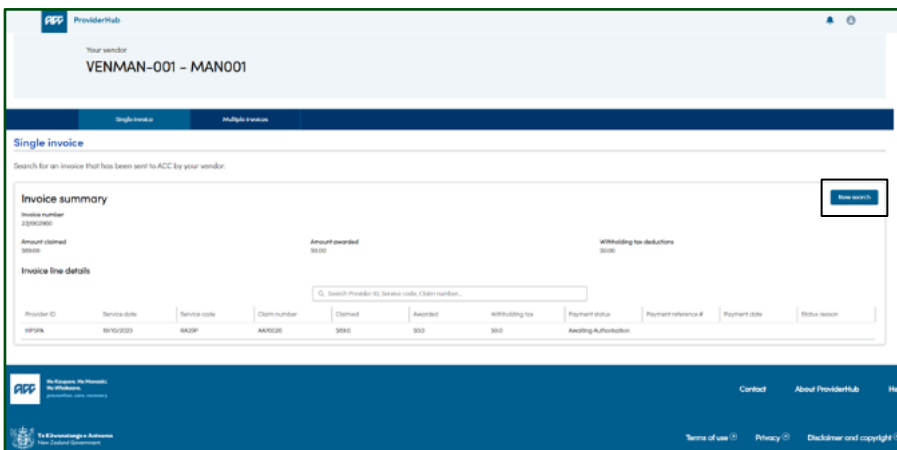
Single invoice search



On this page, you can search by **Single invoice** or **Multiple invoices**.

To check the details of a single invoice, enter the invoice number you would like to query. Click **Search**.

Single invoice summary



You can view key information relating to the invoice such as payment status, payment reference, and the payment date.

To check another invoice, click on **New search** and enter another invoice number.

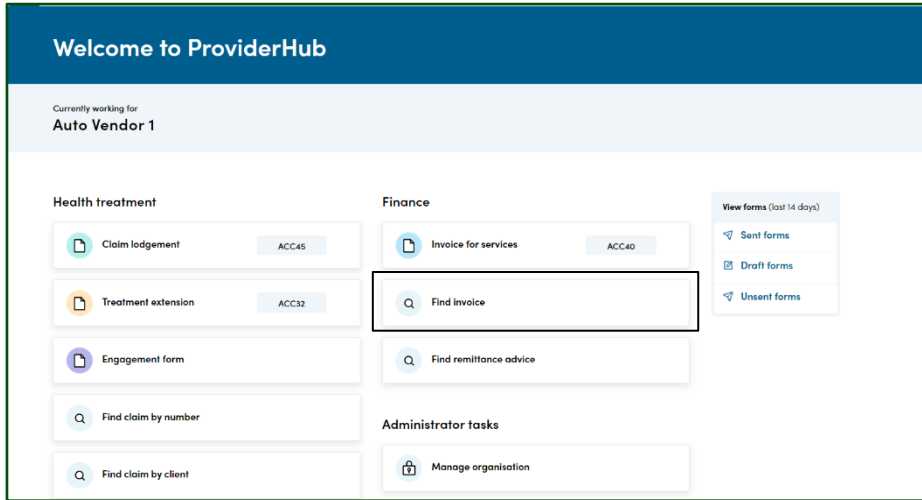
To search for an invoice at another vendor you work for, return to the home page and click **Change vendor**.

Find invoice

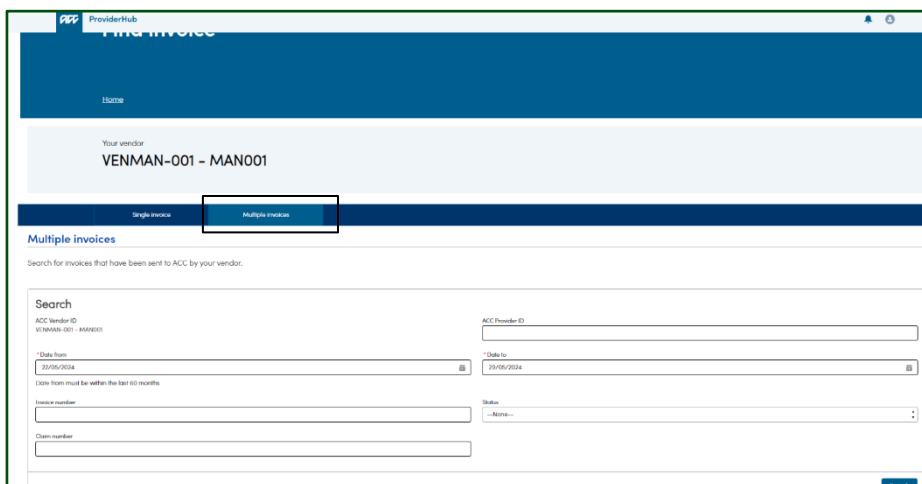




Multiple invoice search



From the home page, click **Find invoice**.



To check the details of multiple invoices, click **Multiple invoices**.

You will be able to search for invoices based on specific criteria like date range, ACC Provider ID, claim number, and status. Click **Search**.

Errors: If there is a mismatch between the ACC vendor ID and ACC provider ID, an error message will be displayed stating that there are no matches found based on your search criteria. Make sure you have entered the correct information.

Find invoice



Multiple invoices summary

Submitted	Vendor ID	Invoice number	Status	Amount	Comments	Actions
18/10/2023	MAN001	231802954	Complete & Awaiting Validation	524.0		View
18/10/2023	MAN001	AA550837	Complete & Awaiting Validation	538.7		View
18/10/2023	MAN001	231802960	Complete & Awaiting Validation	585.0		View
18/10/2023	MAN001	231802961	Complete & Awaiting Validation	529.4		View
18/10/2023	MAN001	231802960	Complete & Awaiting Validation	578.0		View
18/10/2023	MAN001	231802962	Complete & Awaiting Validation	5923.76		View
20/10/2023	MAN001	232002971	Complete & Awaiting Validation	5000.01		View
20/10/2023	MAN001	232002972	Complete & Awaiting Validation	5990.0		View

A list of invoices will be displayed, based on the search criteria selected.

Tip: You can adjust the number of records that show on each page by clicking the drop-down arrow next to records per page.

In the summary view key information is displayed such as:

- date submitted
- vendor ID
- invoice number
- status
- amount for each invoice
- any comments.

To view the full invoice, click **View** on the invoice you would like to view in detail.

Click the **New search** button to go back to the **Find invoice** screen to check another invoice.

