

Vendor Invoice Query Instructions

1. Enter your ABN (no gaps).
2. Enter your invoice number (including any characters and zeros before the number).
3. Click the 'Check Invoice Status' button.



Vendor Invoice Enquiry

To check the processing status of an invoice:

Enter your ABN (AU) or GST Code (NZ): *

Enter your Invoice Number: *

Results

Invoice No:	
Invoice Date:	
Received:	
Status:	

[Help »](#)

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Results will display the information of your invoice and a status.

Invoice Status Steps:

1. No Invoice Found
2. Submitted to Accounts Payable
3. Submitted for Processing
4. Approved Pending Payment
5. Paid (<date>)

For more information, see our **FAQ** section.