

Hoping these quick tips will be helpful to vendors.

There is a portal manual on the left sidebar with much more information.

1. Go to web address: <https://milliken.invoiceinfo.com>
2. Enter their vendor number if you want to provide that to them (remember to use the 'pay-to' number as opposed to the 'order-from' number; if that's unfamiliar, I would not suggest giving them the number at all)
3. Enter a total of 2 pieces of data

Notes:

- ✓ The dashes don't matter on the front screen. If we don't use them, the invoice number will still pull up in the search with the dash
- ✓ Once you pull up the first search, you will see a Date Range Search on the front screen (see screenshot)
- ✓ This will allow you to see all the posted (whether paid or not) invoices within a stated time period
- ✓ You can download the results by hovering over the "Download Results in CSV Format" line (underlined on the screenshot)

I think this will get vendors into the search feature. There are some simple-to-follow instructions on the left sidebar, should they not be able to find an invoice in their search.

(See second screenshot)

Milliken

Welcome to the Vendor Invoice and Payment Status Portal for Milliken & Co

To access your company's invoice status or to research a payment, please enter 2 pieces of information in the sections below. Please click on "How to Use This Portal" for detailed instructions.

Authentication Successful! You may now use date ranges if desired.

Search by Invoice

Invoice Number:

Invoice Date: TO [Date Range Search](#) [Clear Dates](#)

Vendor Number:

Invoice Amount:

PO Number:

Search by Payment Received

Clearing Document Number:

Check Number:

Payment Amount:

Payment Date: TO [Date Range Search](#) [Clear Dates](#)

Sort Report by

[Search](#) [Reset](#)

[Download Results in CSV Format](#)

Invoice Number ^{L*}	Invoice Date ^{L*}	Invoice Amount ^{L*}	Currency ^{L*}	Entry date ^{L*}	Baseline Date ^{L*}	Invoice Status ^{L*}	Terms ^{L*}	Payment Amount ^{L*}	Total Payment Amount ^{L*}	Pay Date ^{L*}	Check/Payment Number ^{L*}	Payment Method ^{L*}	Clearing Doc Number ^{L*}	Other Info ^{L*}	PO Number ^{L*}
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[Download Results in CSV Format](#)

1. Click "Contact Us" on the bottom of the left sidebar
2. From the dropdown in the top-middle, select the "Direct/Raw Materials" option
 - a. The screenshot below is showing the Raw Material choice
3. Add the email address from the vendor, which will be the address to which we respond

4. Type message
5. Optional feature: attached an image for additional info
6. Check the box, "I'm not a robot"
7. Click "Send"

That will send an email inquiry to the appropriate team for review.

Contact Form

Please Fill Out the Information Below:

What team? : **Direct/Raw Materials** ▼

Your email address:

Attach File (optional) Select csv, txt, pdf, xls, doc or image only

Message: (Enter Your Question Below)

I'm not a robot  reCAPTCHA
Privacy - Terms

Send My Question **Reset**