



GBSC- Transaction Services

Payment Status Portal- How To Guide

Purpose

The purpose of this document is to leverage best practices when utilizing the MasterCard Payment Status Portal.

What is a simple inquiry & how do I execute it?

- A simple inquiry occurs only when you need to look-up a single payment
 1. Enter the Purchase Order Number, Supplier Number (per the last payment you received) or an Invoice Number.
 2. Enter another value into any of the remaining fields
 3. Click "Search"
 4. Upon successfully completing a simple inquiry, the Supplier Number will be returned; this number will be constant and can be used for future inquiries.

[Download Results in CSV Format](#)

Supplier Number	PO Number	Invoice Number	Invoice Date	Invoice Amount	Currency	Terms	Invoice Status	Hold Reason	Payment Due Date	Payment Method	Payment Number	Payment Date	Invoice Discount Amount	Payment Amount	Payment Status	Payment Cleared Date	Clearance Status	Total Payment Amount
100005	7010013715	93482979	31-JAN-2015	57,352.96	USD	Net 30	Paid		02-MAR-2015	EFT	17039508	19-FEB-2015	0.00	57,352.96		19-FEB-2015		57,352.96

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I received a “No Data Found” message. What should I do?

- If you receive the “No Data Found” message, your invoice may not have been processed for payment.
 1. Contact the person who requisitioned the goods/services to confirm whether or not they approved the invoice for payment.
 2. If your invoice was approved and it is more than 20 days old contact the GBSC_helpdesk@MasterCard.com.

MasterCard

Welcome to Mastercard's Payment Status Portal

You have successfully received at least one valid response during this session and may use date ranges if desired.

PO Number:

Supplier Number:

Invoice Number:

Invoice Date: TO

Invoice Amount:

Payment Amount:

Payment Date:

Sort Report by:

No Data Found (1)

What is a multi-invoice inquiry & how do I execute it?

- If you are interested in inquiring about invoices for a range of dates, you must first perform the simple inquiry.
 1. Follow the steps outlined to execute a simple inquiry
 2. Upon successful completion, the “date range” option will be presented for Invoice Date.

MasterCard

Welcome to Mastercard's Payment Status Portal

You have successfully received at least one valid response during this session and may use date ranges if desired.

PO Number:

Supplier Number:

Invoice Number:

Invoice Date: TO

Invoice Amount:

Payment Amount:

Payment Date:

Sort Report by:

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Supplier Number	PO Number	Invoice Number	Invoice Date	Invoice Amount	Currency	Terms	Invoice Status	Hold Reason	Payment Due Date	Payment Method	Payment Number	Payment Date	Invoice Discount Amount	Payment Amount	Payment Status	Payment Cleared Date	Clearance Status	Total Payment Amount
100008	7010013715	93462979	31-JAN-2015	57,352.96	USD	Net 30	Paid		02-MAR-2015	EFT	17039508	19-FEB-2015	0.00	57,352.96		19-FEB-2015		57,352.96