Follow these instructions to look up the payment status of your invoices in the supplier portal. All questions should directed to [SupplierPortalSupport@crowley.com](mailto:SupplierPortalSupport@crowley.com)

1. A screen shot of a sign in

   Description automatically generatedLog in with your credentials
2. A screenshot of a computer

   Description automatically generatedAccess the portal menu to select the desired function.
3. A close-up of a message

   Description automatically generatedSelect View Invoices
4. A screenshot of a computer

   Description automatically generatedEnsure your company name is selected in the \*\*Supplier drop down. Note: you can also inquire on a single invoice number or the Crowley purchase order.

1. The results of an inquiry using the name of your company will display all invoices associated with your company profile.

A screenshot of a computer

Description automatically generatedThe status of the invoice will appear and the hyperlink will give you access to the invoice data fields.

A screenshot of a chat

Description automatically generated

1. The View Payments link allows you to search by payment number or status.
2. A screenshot of a computer

   Description automatically generatedYou can search by invoice status:

In Process, Incomplete, and Complete.

A bell with a red square and a number

Description automatically generatedA close-up of a computer screen

Description automatically generated

1. The bell icon will appear with a number when you have notifications. Click to view the important notifications and respond to Crowley’s requests for action.