



How to Create Invoices Against Purchase Orders

 Why should I use this guide?	This guide provides information to assist you in creating and submitting invoices in the Supplier Portal.
 Who might use this guide?	Suppliers can use the Oracle ERP Cloud Supplier Portal to navigate to Open Purchase Orders and create invoices against them. Suppliers are to enter all invoice details such as Identifying Purchase Order, Invoice Number, Invoice Type, and Date through a single unified platform. Suppliers can search for invoices using various criteria such as Invoice Number, Invoice Status, Paid Status etc.

Overview

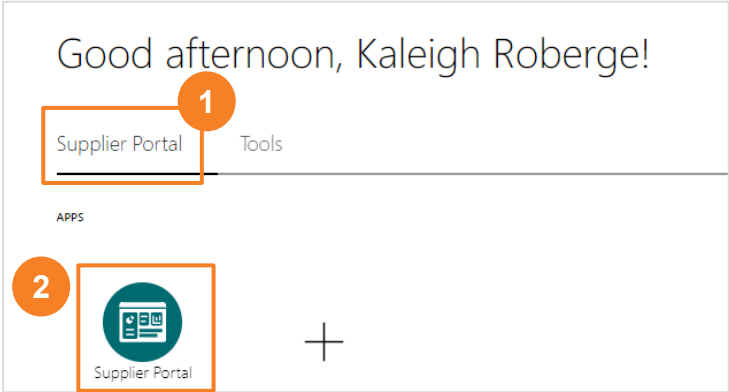
Invoice information is divided into the following components in Cloud:

- **Invoice Header** defines common information about an invoice, such as Invoice Number, Invoice Amount, Supplier, and Payment Terms.
- **Invoice Lines** record the details of goods and services including tax, freight, and miscellaneous charges. They capture the details necessary for integration with applications.

This guide provides information and the steps to create invoices against an open Purchase Order using the Supplier Portal.

System Steps of Creating an Invoice

Step	Action
1	Login to the system.
1	Navigate to the Supplier Portal tab.
2	Click on the Supplier Portal app.



The screenshot shows a user interface with a greeting: "Good afternoon, Kaleigh Roberge!". Below the greeting is a navigation bar with two tabs: "Supplier Portal" and "Tools". The "Supplier Portal" tab is highlighted with an orange box and a circled "1". Below the navigation bar is a section titled "APPS" containing a "Supplier Portal" app icon, which is also highlighted with an orange box and a circled "2". A plus sign is visible to the right of the app icon.

Step Action

3 You will be navigated to the Supplier Portal homepage.
In the **Task** list, select **Create Invoice**.

The screenshot shows the Supplier Portal homepage. At the top, there is a search bar with 'Invoices' selected in the dropdown and 'Invoice Number' in the input field. Below the search bar is a 'Tasks' sidebar menu with categories: Contract Manufacturing, Vendor-Managed Inventory, Orders, Agreements, Shipments, Deliverables, Consigned Inventory, and Invoices and Payments. The 'Create Invoice' option under 'Invoices and Payments' is highlighted with a red box and a red circle containing the number '3'. The main content area features a 'Requiring Attention' donut chart with a total of 29 items, broken down into: Agreements to Acknowledge (1), Schedules Overdue or Due Today (22), Questionnaires (2), Negotiations Closing Soon (2), and Invoices Overdue (1). To the right of the chart is a 'Recent Activity' box showing 'Agreements opened' with a count of 1. At the bottom of the main content area is a 'Supplier News' box with the text: 'Welcome to Essential Energy with new world of Oracle Cloud Supplier Portal.'

Step	Action
4	<p>Enter the relevant and mandatory fields:</p> <p>4a: Identifying PO number</p> <p>4b: Supplier Site</p> <p>4c: Internal Invoice Number</p> <p>4d: Date of Invoice</p> <p>4e: Type (Invoice)</p> <p>4f: Description of Order</p> <p>4g: Use the Attachments field to upload Invoice</p> <div data-bbox="387 703 1944 1334" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Create Invoice ? Submit Cancel</p> <p>* Identifying PO ESS657199 4a</p> <p>Supplier <input type="text"/></p> <p>Taxpayer ID <input type="text"/></p> <p>4b * Supplier Site TEST SITE</p> <p>Address <input type="text"/></p> <p>Remit-to Bank Account <input type="text"/></p> <p>Unique Remittance Identifier <input type="text"/></p> <p>Unique Remittance Identifier Check Digit <input type="text"/></p> <p>Supplier Tax Registration Number <input type="text"/></p> <p>Customer</p> <p>* Customer Taxpayer ID <input type="text"/></p> <p>Name Essential Energy</p> <p>4c * Number 100</p> <p>4d * Date dd-mmm-yyyy <input type="text"/></p> <p>4e * Type Invoice</p> <p>Invoice Currency AUD - Australian Dollar</p> <p>Payment Currency AUD - Australian Dollar</p> <p>4f Description <input type="text"/></p> <p>4g Attachments None +</p> <p>Address <input type="text"/></p> </div>

Step Action

5 Under the Heading 'Items' click on the **Select and Add** icon.

6 Highlight the purchase order **Lines** you'd like to add to the invoice.
7 Click on **Apply** and then click on **Ok**.

Step Action

- 8 Review the **Quantity** to be shipped and adjust if applicable.
- 9 If tax is required, click on **Calculate Tax**.

Items

View 9

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
ESS657...	1	1			441120	Cable	Port Macquarie	8	1	10	Each	10.00
Total												10.00

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	AU GST	AU GST	Australia	AU Standard	AU GST STDP	10		1

- 10 Enter Shipping and Handling charges using the **+ Symbol**.
- 11 Select the **Charge Type** and enter an **Amount** and **Description**.

Shipping and Handling

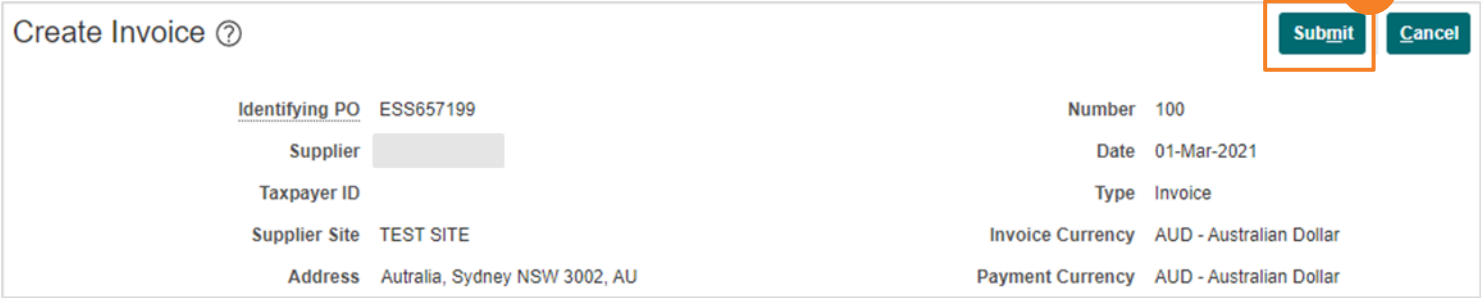
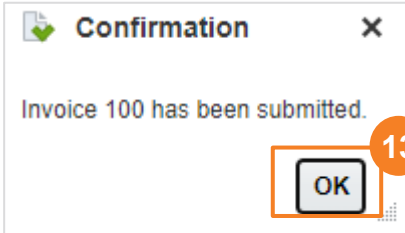
View 10

* Charge Type	* Amount	Description
11	15.00	

Freight

Miscellaneous

Freight

Step	Action																				
12	<p>Scroll back up the page and click on Submit.</p>  <p>The screenshot shows a 'Create Invoice' form with the following details:</p> <table border="1"> <tr> <td>Identifying PO</td> <td>ESS657199</td> <td>Number</td> <td>100</td> </tr> <tr> <td>Supplier</td> <td>[Redacted]</td> <td>Date</td> <td>01-Mar-2021</td> </tr> <tr> <td>Taxpayer ID</td> <td></td> <td>Type</td> <td>Invoice</td> </tr> <tr> <td>Supplier Site</td> <td>TEST SITE</td> <td>Invoice Currency</td> <td>AUD - Australian Dollar</td> </tr> <tr> <td>Address</td> <td>Australia, Sydney NSW 3002, AU</td> <td>Payment Currency</td> <td>AUD - Australian Dollar</td> </tr> </table>	Identifying PO	ESS657199	Number	100	Supplier	[Redacted]	Date	01-Mar-2021	Taxpayer ID		Type	Invoice	Supplier Site	TEST SITE	Invoice Currency	AUD - Australian Dollar	Address	Australia, Sydney NSW 3002, AU	Payment Currency	AUD - Australian Dollar
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13	<p>A confirmation message will pop up to confirm the invoice has been submitted. Click on Ok.</p>  <p>The screenshot shows a 'Confirmation' dialog box with the text: 'Invoice 100 has been submitted.' The 'OK' button is highlighted with an orange box and a '13' callout.</p>																				