

How to Create and Manage Invoices Against Purchase Orders

	Why might use this guide?	Suppliers wishing to create invoices against purchase orders in Oracle via the Oracle Supplier Portal.
Ls	Who might use this guide?	Suppliers can enter all invoice details such as Identifying Purchase Order, Invoice Number, Invoice Type, and Date through a single unified platform. Suppliers can also search for invoices using various criteria such as Invoice Number, Invoice Status, Paid Status etc. Invoices can also be cancelled /deleted if not submitted for payment.
		Note: some fields are Mandatory and are indicated by *
	What related documents should I refer to?	How to Cancel an Unpaid or Incomplete Invoice

Overview

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Invoice Header displays common information such as Supplier and supplier type, Tax Registration number (ABN), Invoice number, Invoice date and customer details.

essential					
Create Invoice ⑦				Invoice Actions Save	Close Submit Cancel
* Identifying PO	4	Remit-to Bank Account	v	* Number	
Supplier Texnever ID	Unique	e Remittance Identifier		* Date dd/mm/yy	Ê
* Supplier Site	Unique Remittance	e Identifier Check Digit		* Type Invoice	~
Address		Attachments None +		Payment Currency	
Supplier Tax Registration Number	•	Tax Control Amount			
Customer					
Customer Taxpayer ID	Ŧ	Name Address			•



Invoice Lines shows details of goods and services including tax, freight and miscellaneous charges. Summary Tax Lines shows tax (GST) Charges. Totals shows total charges and costings on the invoice. Invoice details <u>the state water water</u>	Overview				
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Une "Regime " Tax Name Tax Justicition " Tax Status " Rate Name Percentage Per Unit Anount Totals Invoice Actions/Calculate Tax calculates relevant GST charges on an invoice. Invoice Actions/Cancel or Delete Invoice allows an unsaved and unsubmitted invoice to be cancelled. Search for the invoice number via View Invoices, highlight the invoice number to access the Invoice Actions field. An invoice that has been matched to a purchase order is unable to be deleted but can be cancelled. Invoice Hat has been matched to a purchase order is unable to be deleted but can be cancelled. Invoice Invoice (Invoice Invoice Interference Invoice Invoice Invoice Invoice Interference Invoice Invoice Interference Invoice Invoice Invoice Interference Invoice Interference Invoice Interference Invoice Interference	Summary Tax Lines				, *
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Invoice Actions/Calculate Tax calculates relevant GST charges on an invoice. Invoice Actions/Cancel or Delete Invoice allows an unsaved and unsubmitted invoice to be cancelled. Search for the invoice number via View Invoices, highlight the invoice number to access the Invoice Actions field. An invoice that has been matched to a purchase order is unable to be deleted but can be cancelled. Essential to be cancelled invoice of the invoice	Totals Items Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
Invoice Actions/Cancel or Delete Invoice allows an unsaved and unsubmitted invoice to be cancelled. Search for the invoice number via View Invoices, highlight the invoice number to access the Invoice Actions field. An invoice that has been matched to a purchase order is unable to be deleted but can be cancelled.	Invoice Actions/Calculate Tax calculate	ulates relevant GST cł	narges on an invoic	Retainage	0.00 Due
Create Invoice (*) * identifying PO * Remit-to Bank Account Calculate Tax Crit-At-X Cancel Invoice Calculate Tax Crit-At-X Cancel Invoice Delete Invoice Delete Invoice Calculate Tax Crit-At-X Cancel Invoice Calcu	Invoice Actions/Cancel or Delete In for the invoice number via View Invoi invoice that has been matched to a p	nvoice allows an unsa ces, highlight the invoi urchase order is unab	ved and unsubmitte ce number to acces le to be deleted but	ed invoice to b ss the Invoice can be cance	e cancelled. Search Actions field. An Iled.
* identifying PO Remit-to Bank Account Calculate Tax: Ctri-Ai-X Supplier Unique Remitance Identifier Delete Invoice Taxapayer ID Unique Remitance Identifier Check Digit Tippe Invoice * supplier site Delete Invoice Calculate Tax: Ctri-Ai-X Delete Invoice Calculate Tax: Ctri-Ai-X Cancel Invoice Outros Unique Remittance Identifier Check Digit Invoice Currency	essentiat energy Create Invoice ⑦			Invoice Act	ons ↓ Save Save and Close Submit Cancel
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Address	Suppler Taxpayer ID * Suppler Site	Unique Remittance Identifier Unique Remittance Identifier Check Digit		Invoice	Type Invoice v Currency
Supplier Tax Registration Number		Attachments No	ne 🕇	Payment	Currency
Note: If an invoice has been saved as incomplete and is required to be paid, please ensure that you review and click Submit to complete the process	Address Supplier Tax Registration Number	Tax Control Amount			



System Steps of Creating an Invoice

Step	Action							
	Login to the system.							
1 2	Navigate to the Supplier Portal tab. Click on the Supplier Portal app							
	Good morning, Accounts NA							
	Me My Team C Supplier Portal Procurement Tools Others APPS 2 Fupplier Portal							
3	From the Supplier Portal homepage, scroll down the Task list and select Create Invoice .							
	essential							
	Supplier Portal							
	Search Order Number Q							
	Orders Manage Orders Manage Schudues Admonésdes Schudues in Spreadsheet Agreements Admonésdes Schudues in Spreadsheet Agreements Manage Agreements Shameel Programs Manage Sthomets Manage Sthomets Manage Shipments Manage Shipments Orders ASBN Upload ASW or ASBN Vew Receipts							
	Vew Returns Supplier News Contracts Supplier News • Manage Contracts • Manage Newretures Tank you for your continuing support of Essential Energy's Oracle Fusion system. • Over the last few months understanding and awareness of the system has improved both for you or our valued suppliers and thinkin Essential Energy. consigned Inventory • Review Consumption Adves • Create Invice • You can review purchase orders and Initiate changes to them which flow back to Essential • You can review purchase orders • Yeuw Payments • Yeuw Payments • You supplier Portal is completely optional and unique to each supplier. • Yeuw payments • Yeuw Payments							



Step	Action
4	The Invoice Header must be completed before moving onto Invoice Lines. Enter the relevant and mandatory (*) fields: 4a: Identifying PO number. 4b: Supplier Site 4c: Supplier Invoice Number 4d: Date of Invoice 4e: Type (Invoice) 4f: Use the Attachments field to upload a copy of Supplier Invoice or other attachments.
5 6 7	Scroll down to the heading 'Lines', click on the Select and Add icon. Select the purchase order, highlight the purchase order Lines covered by the invoice. Click on Apply, then Ok.
8 9	 and/or lines. To remove, click the box again. Review the Quantity to be shipped and adjust if applicable. Partial deliveries may be invoiced separately If the items or services are GST applicable, go to Invoice Actions and select Calculate Tax. This option also allows for invoices to be cancelled and deleted (refer to Definitions on page 2 of this guide) At the end of step 9, an invoice can be submitted via the Submit button (step 9A) where the invoice may have been attached from an external Supplier system.
	If using the Oracle system for invoicing and additional costs are required please proceed to step 10 and beyond.



Step	Action
	Create Invoice ©
	Customer Tarpayer ID V Name Essential Energy
	Lines
	Verr + X R Cancel Line
	Number * Number * Chedule Number Line Mumber Line Mumber Classifier Quantify
	Total 1,000.00
10 11	Enter Shipping and Handling charges using the + Symbol Select the Charge Type 11a: Enter an Amount and Description Uner Uner Uner Purchase Order Consumption Advice Suppler Item tem Description Ship-to Location Tax Classification Available Quantity Unit Planetty Consumption Description
	Number * Line * Schedule Number Line Guinning Projett AU GST STOP AU GST STOP 11a
	Item EE0005 2 1 Test 2 Engineering Services Port Macquirit AU GST STDP I.000.00 Test 2 Engineering Services Total
12	Scroll back up the page and click on Submit Create Invoice @
	Customer Section Energy
	Customer Texpayer ID
	Purchase Order Purchase Order Consumption Advice Purchase Order Consumption Advice Purchase Order Consumption Advice Purchase Order Purchase Order Output of the model Purchase Order Purchase Order Output of the model Purchase Order <
	Freight AU GST STOP 200 c0 Freight Total 120000 120000 Total 120000 120000
13	A banner will pop up advising 'Tax was calculated. Review the tax lines, make necessary changes,
	and calculate tax again.
	Essential energy Tax was calculated. Review the tax lines, make necessary changes, and calculate tax again. X Y 13 Create Invoice (2) Invoice Action: • Save Save and Close Fielding Concert
	Review tax lines to ensure all is correct. If no changes are required, click Submit. A banner will pop up advising 'Invoice XXXXX has been submitted.'



