


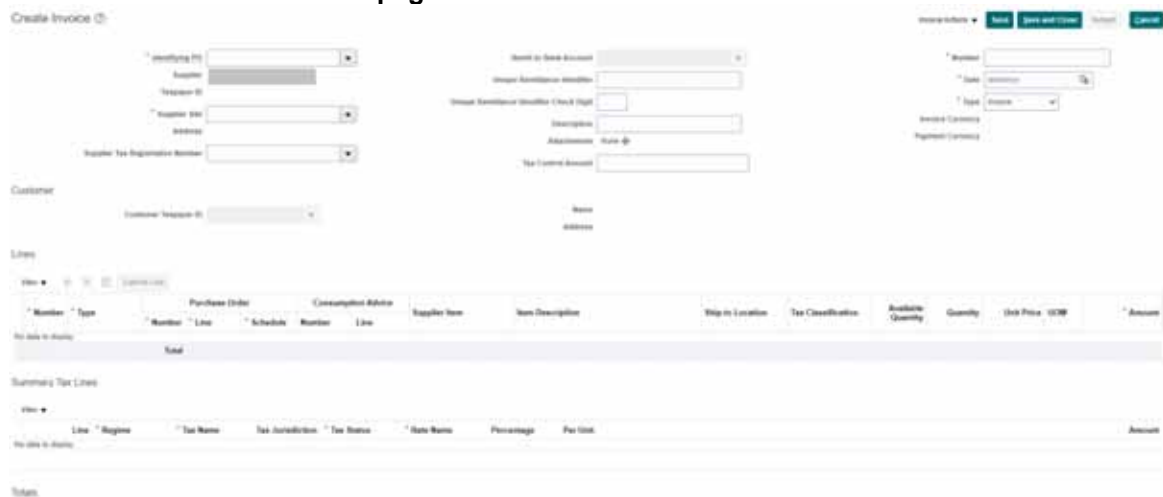


# How to Create and Manage Invoices Against Purchase Orders

|  |   |
|--|---|
|  <b>Who might use this guide?</b>                 | Suppliers wishing to create invoices against purchase orders in Oracle via the Oracle Supplier Portal.  |
|  <b>What is this guide about</b>                  | 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.<br><br>Note : some fields are Mandatory and are indicated by * |
|  <b>What related documents should I refer to?</b> | <ul style="list-style-type: none"> <li>How to Cancel an Unpaid or Incomplete Invoice</li> </ul>   |

## Overview

### What does the Create Invoice homepage look like?



### Definitions :

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



**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

**Lines**

View ▾ + × Cancel Line

| * Number           | * Type | Purchase Order | Consumption Advice | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity |
|--------------------|--------|----------------|--------------------|---------------|------------------|------------------|--------------------|--------------------|----------|
| * Number           | * Line | * Schedule     | Number             | Line          |                  |                  |                    |                    |          |
| No data to display |        |                |                    |               |                  |                  |                    |                    |          |
| Total              |        |                |                    |               |                  |                  |                    |                    |          |

**Summary Tax Lines**

View ▾

| Line               | * Regime | * Tax Name | Tax Jurisdiction | * Tax Status | * Rate Name | Percentage | Per Unit | Amount |
|--------------------|----------|------------|------------------|--------------|-------------|------------|----------|--------|
| No data to display |          |            |                  |              |             |            |          |        |

**Totals**

| Items | Freight | Miscellaneous | Inclusive Tax | Exclusive Tax | Retainage | Invoice Amount | Due |
|-------|---------|---------------|---------------|---------------|-----------|----------------|-----|
|       |         |               |               | 0.00          |           | 0.00           |     |

**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 Actions ▾ Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice

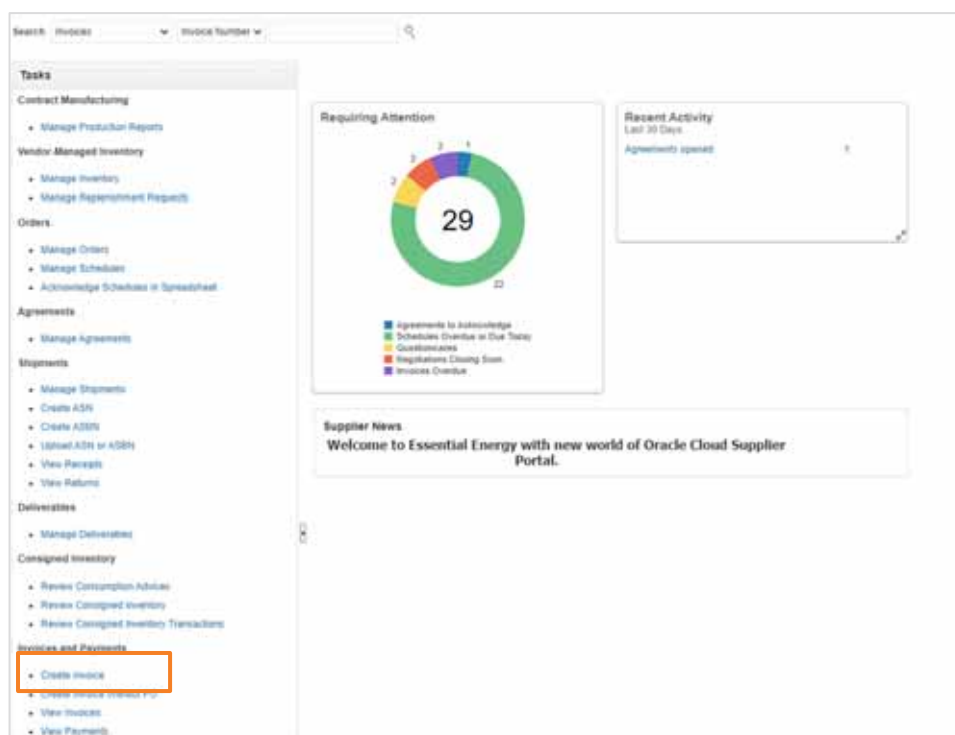
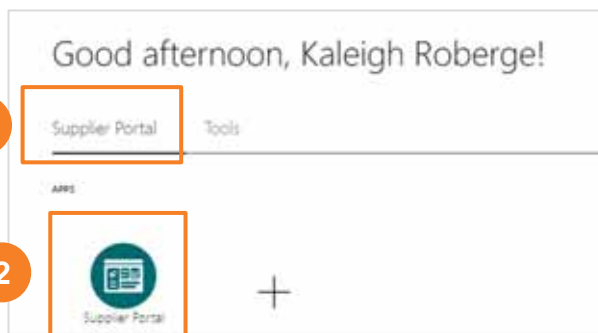
Delete Invoice

Type Invoice

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.

## System Steps of Creating an Invoice

| Step | Action   |
|------|--|
| 1    | Login to the system.   |
| 2    | Navigate to the <b>Supplier Portal</b> tab.<br>Click on the <b>Supplier Portal</b> app.                |
| 3    | From the Supplier Portal homepage, scroll down the <b>Task</b> list and select <b>Create Invoice</b> . |



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



The screenshot shows the 'Create Invoice' form. Callouts point to the following fields: 4a points to the 'Identifying PO' dropdown; 4b points to the 'Supplier Site' dropdown; 4c points to the 'Invoice Number' text field; 4d points to the 'Date' dropdown; 4e points to the 'Type' dropdown; and 4f points to the 'Attachments' button.

5 Scroll down to the heading 'Lines', click on the **Select and Add** icon, shown as step 5

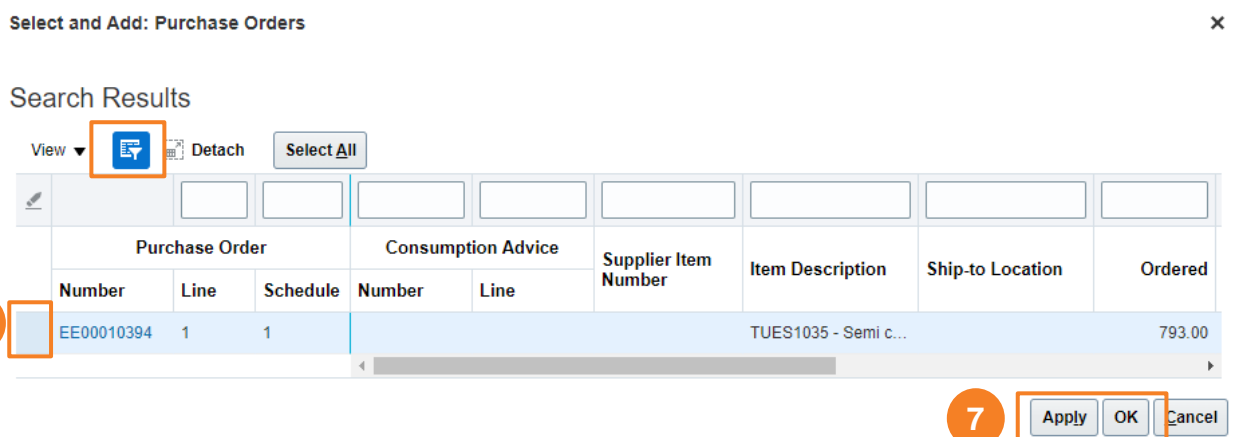


The screenshot shows the 'Lines' section. Callout 5 points to the 'Select and Add' icon (a plus sign in a square) next to the 'View' dropdown.

6 Select the purchase order Highlight the purchase order **Lines** covered by the invoice.

7 Click on **Apply** and then click on **Ok**.

Note : the Query by Example (blue box) allows for filtering where there are multiple purchase orders and/or lines. To remove click the box again



The screenshot shows the 'Select and Add: Purchase Orders' dialog. Callout 6 points to the 'Query by Example' (blue box) icon. Callout 7 points to the 'Apply' button. The 'Search Results' table is shown below.

| Purchase Order |      |          | Consumption Advice |      | Supplier Item Number | Item Description     | Ship-to Location | Ordered |
|----------------|------|----------|--------------------|------|----------------------|----------------------|------------------|---------|
| Number         | Line | Schedule | Number             | Line |                      |                      |                  |         |
| EE00010394     | 1    | 1        |                    |      |                      | TUES1035 - Semi c... |                  | 793.00  |

- 8 Review the **Quantity** to be shipped and adjust if applicable. Partial deliveries may be invoiced separately.
- 9 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.



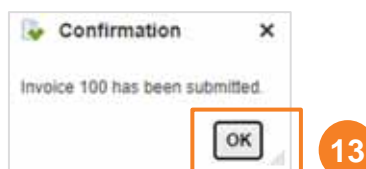
- 10 Enter Shipping and Handling charges using the **+ Symbol**.
- 11 Select the **Charge Type** and enter an **Amount** and **Description**.



- 12 Scroll back up the page and click on **Submit**.



- 13 A confirmation message will pop up to confirm the invoice has been submitted. Click on **Ok**.



Should you require assistance please email to [suppliers@essentialenergy.com.au](mailto:suppliers@essentialenergy.com.au)