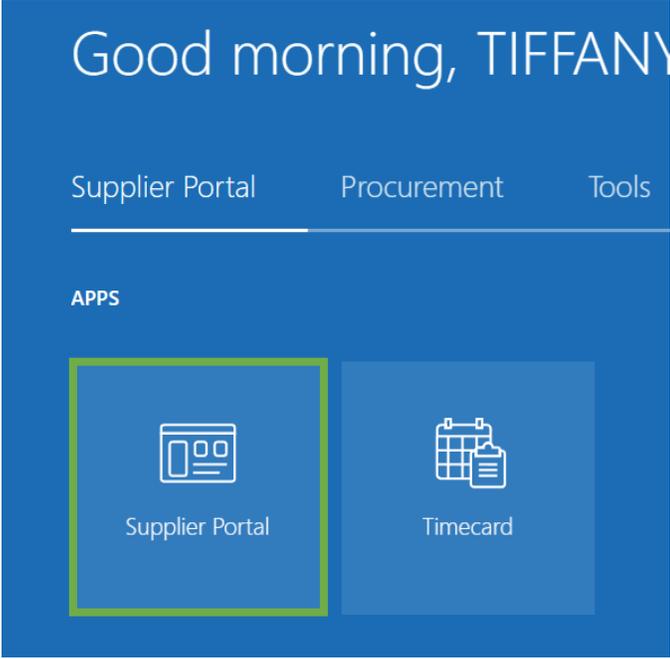


Applies to:	Suppliers
Description:	Create a PO Matched Invoice
Sub-Application	Oracle Cloud – Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 Minutes

Introduction

This article can be used by suppliers to create PO matched invoices in the supplier portal.

Complete these steps:

Step	Illustration
<p>1. From the homepage, click on the Supplier Portal app.</p>	

2. In the Tasks pane, click on Create Invoice.

Tasks

Orders

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spread](#)

Agreements

- [Manage Agreements](#)

Contracts and Deliverables

- [Manage Contracts](#)
- [Manage Deliverables](#)

Consigned Inventory

- [Review Consumption Advices](#)

Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

3. On the Create Invoice screen, click the drop down next to Identifying PO.

Create Invoice ?

* Identifying PO

Supplier I T TEST SUPPLIER 1

4. Select the PO number that you want to create the invoice for from the drop down. If you do not see the PO you are looking for, click the Search button to search for it. You may also enter the PO number directly in the box.

Create Invoice ?

* Identifying PO

Supplier P6000714 I T TEST SUPPLIER 1

Taxpayer ID P6000703 I T TEST SUPPLIER 1

* Supplier Site P6000479 I T TEST SUPPLIER 1

Address P6000053 I T TEST SUPPLIER 1

Supplier Tax Registration Number P3018131 I T TEST SUPPLIER 1

[Search...](#)

NOTE: Do not select an Identifying PO with 'ERS' in the supplier site name. All purchase orders that are available to bill against will show in the search results. If there are no options available, then there are no purchase orders to invoice against.

5. Click the drop down next to Remit-to Bank Account and select the account you want the invoice to pay to, if applicable.

Remit-to Bank Account * Number

Unique Remittance Identifier	BANK OF AMERICA NA	XXX2874
Unique Remittance Identifier Check Digit	BANK OF AMERICA, N.A.	XXXXXXXX2258
More...		

Description

6. In the Number field, enter your invoice number.

* Number

* Date

* Type

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

7. In the Date field, enter the invoice date.

NOTE: You can also click on the calendar icon to select the invoice date from a calendar.

* Number

* Date

* Type

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

8. Click the + icon next to Attachments to add a copy of the invoice.

NOTE: Attachments are mandatory to submit an invoice, as denoted by the blue asterisk.

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

* Attachments

Tax Control Amount

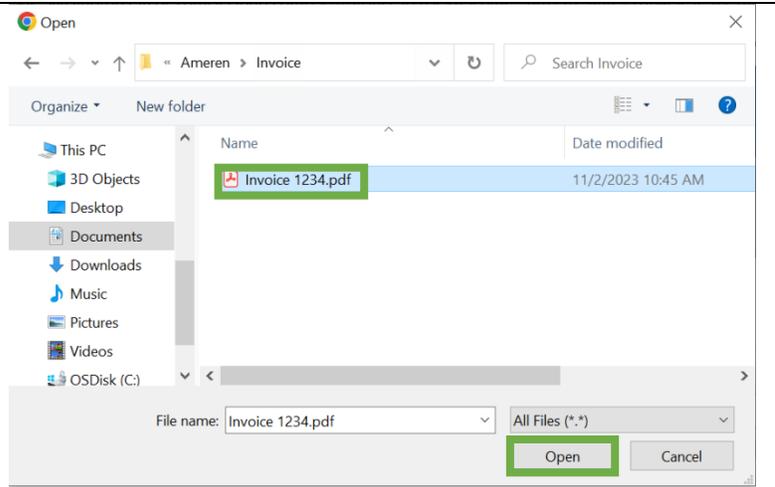
9. Click the Choose File button to select the invoice copy from your computer.

Attachments

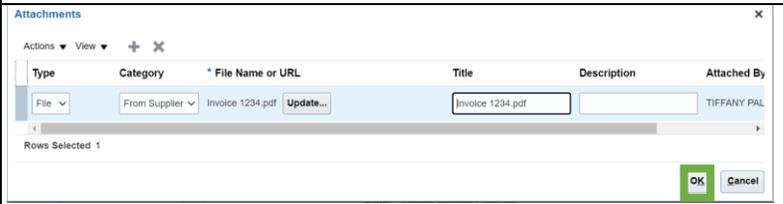
Actions

Type	Category	* File Name or URL
<input type="text" value="File"/>	<input type="text" value="From Supplier"/>	<input type="text" value="Choose File"/> No file chosen

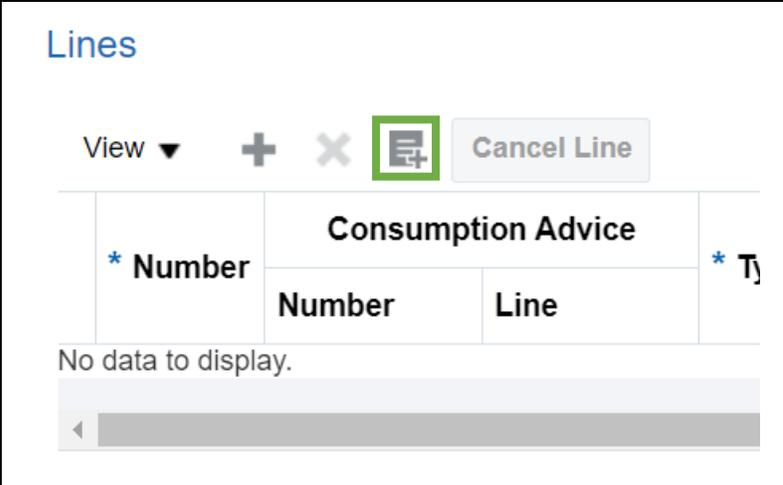
10. Click on the invoice file to select it then click Open.



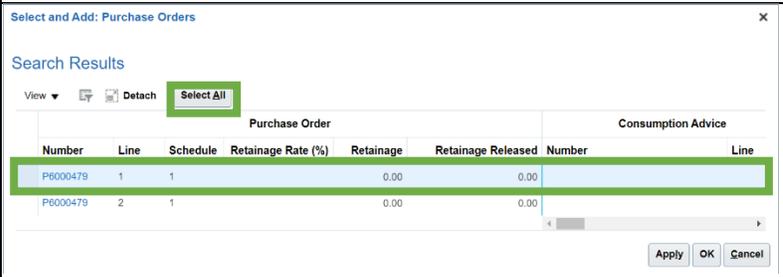
11. Click OK.



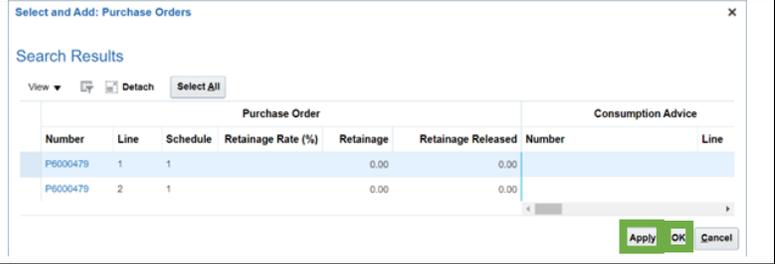
12. In the Lines section, click the Select and Add icon (the icon with the piece of paper and the plus sign) to select lines from the PO to add to the invoice.



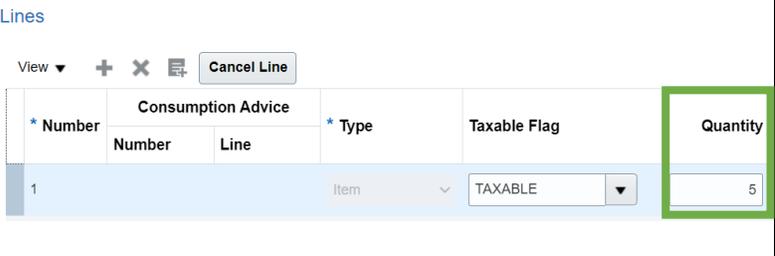
13. The purchase order lines that are available to invoice against will appear. Click on the row of the line that you want to add to the invoice to select it or click the Select All button if you want to add all available purchase order lines to the invoice.



14. Click Apply then click OK to add the line(s) to the invoice.



15. In the Quantity field, enter the quantity you want to bill the invoice for.

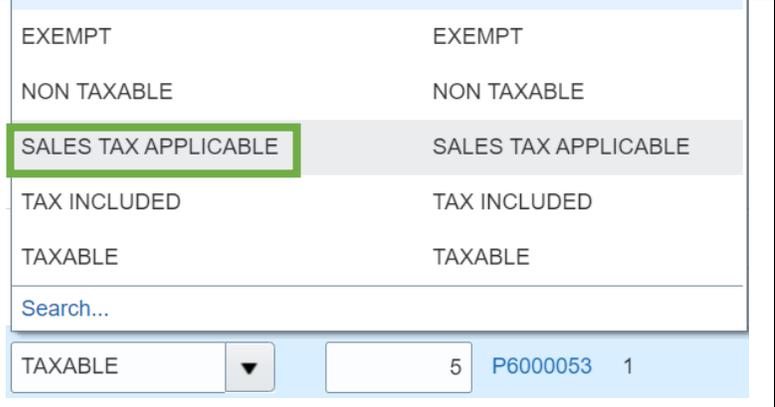


16. If you need to add tax to the invoice, click on the Taxable Flag drop down.

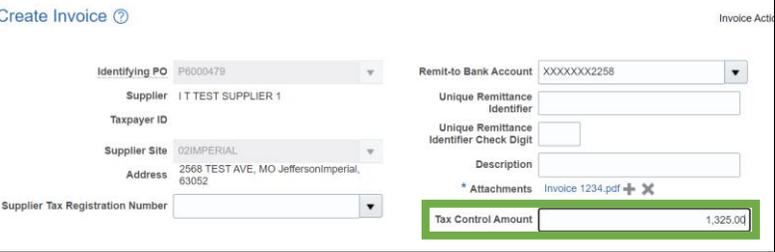


17. Select SALES TAX APPLICABLE from the drop down.

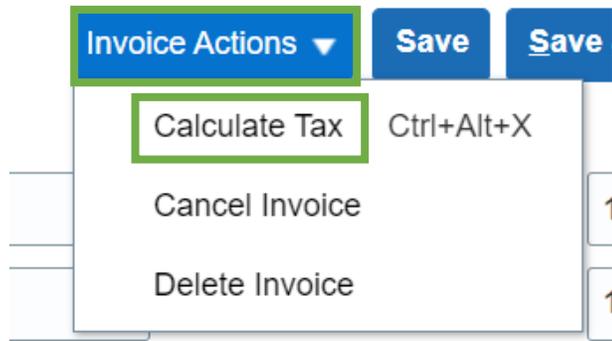
NOTE: If you choose the TAXABLE option, tax will NOT be paid on the invoice. You must choose SALES TAX APPLICABLE.



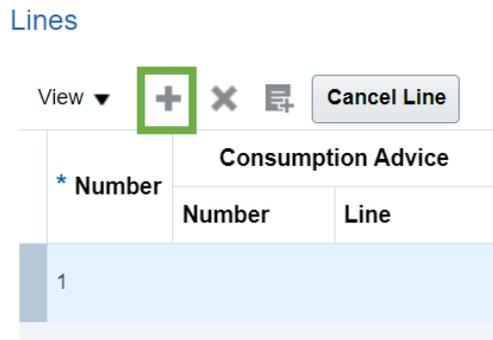
19. In the header of the invoice, enter the full tax amount in the Tax Control Amount field. This is the tax amount that will be paid on the invoice.



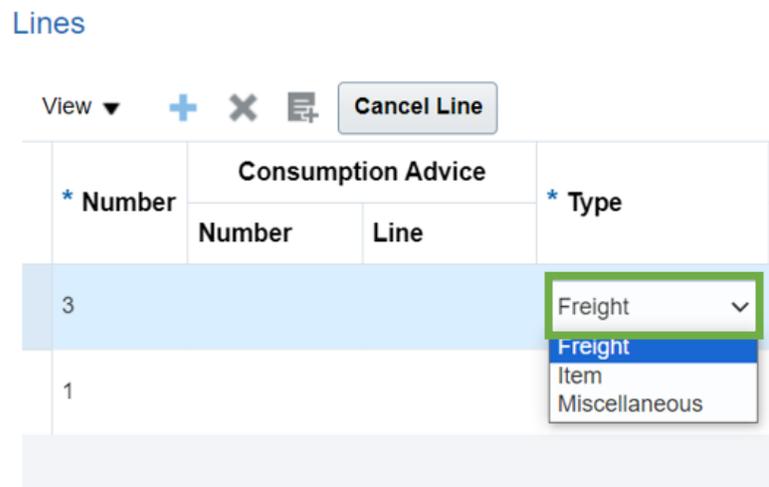
20. Click the Invoice Actions drop down in the top right of the invoice and select Calculate Tax.



21. To add a Freight or Miscellaneous line to the invoice, click the + icon. If you do not need to add a freight or miscellaneous line, proceed to step 24.



22. Select the type of line you want to add from the Type drop down.



23. Scroll to the right until you see the Amount field and enter the amount of the freight or miscellaneous line.

Lines

View ▾ + ✕ 📄 Cancel Line

* Amount	Description	Product Ty
<input type="text" value="500.00"/>	<input type="text"/>	
24,032.00	Test for Demos	Services
24,532.00		

24. In the Totals section at the bottom of the invoice, verify that the individual amounts and the total invoice amount is correct.

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
24,032.00	500.00	0.00	0.00	1,320.00	25,857.00
				Retainage 0.00	Due 25,857.00

25. Once the invoice is complete, click the Save button then click Submit.

Save **Save and Close** **Submit** **Cancel**

* Number

Date 📅

Type Invoice

26. You will receive a confirmation message that the invoice has been submitted.

✔ Invoice 1234 has been submitted.