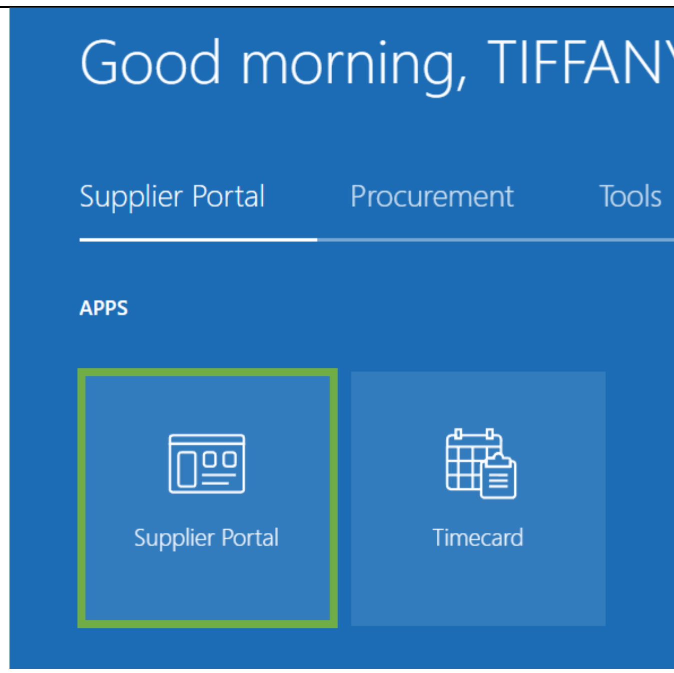
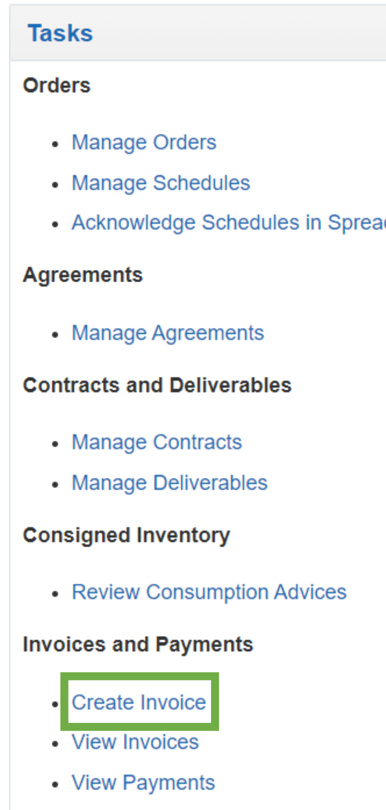
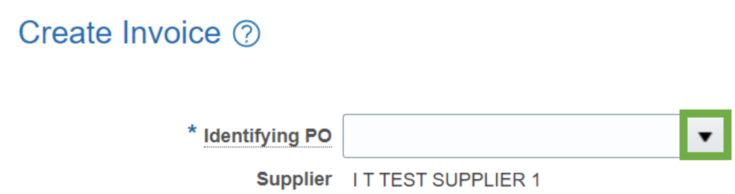
Applies to:	Suppliers
Description:	Create a PO Matched Invoice
Sub-Application	Oracle Cloud – Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 Minutes

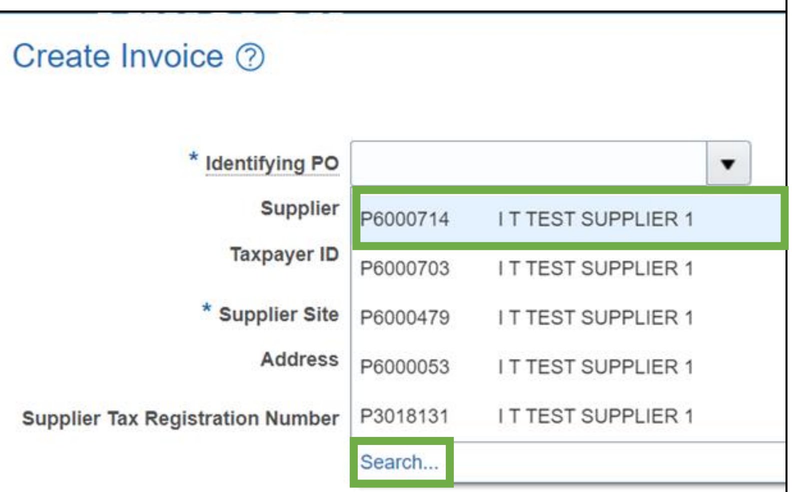
Introduction

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

Complete these steps:

Step	Illustration
1. From the homepage, click on the Supplier Portal app.	

<table>
<tr><td>2. In the Tasks pane, click on Create Invoice.</td><td>
</td></tr>
<tr><td>3. On the Create Invoice screen, click the drop down next to Identifying PO.</td><td>
</td></tr>
<tr><td>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.

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.</td><td>
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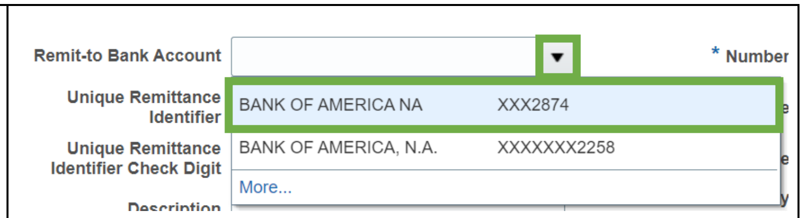
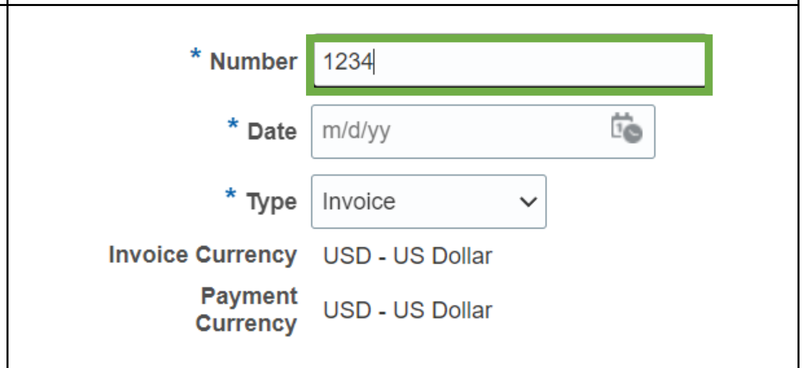
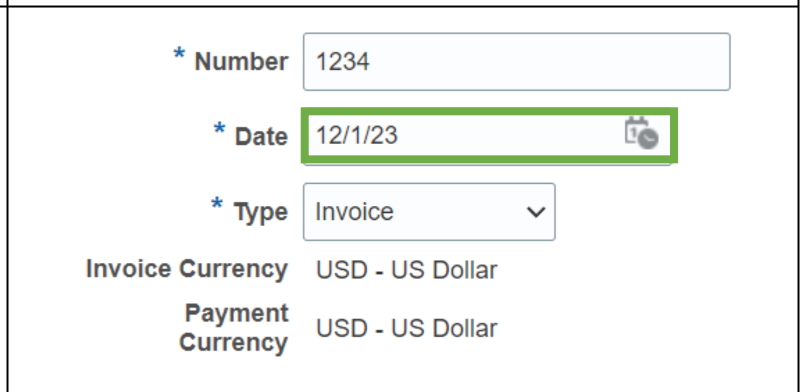
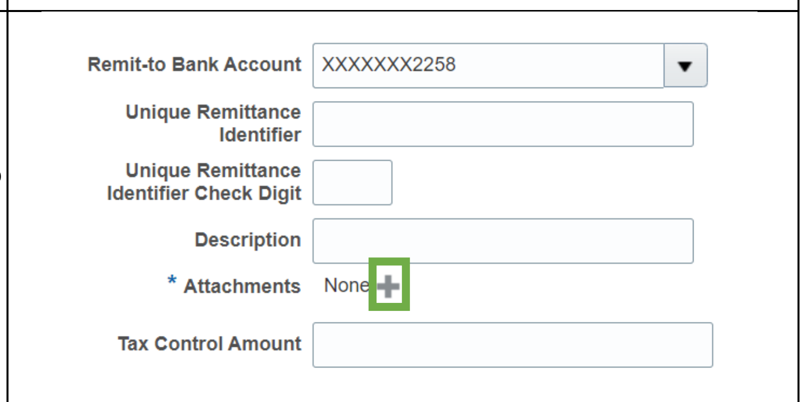
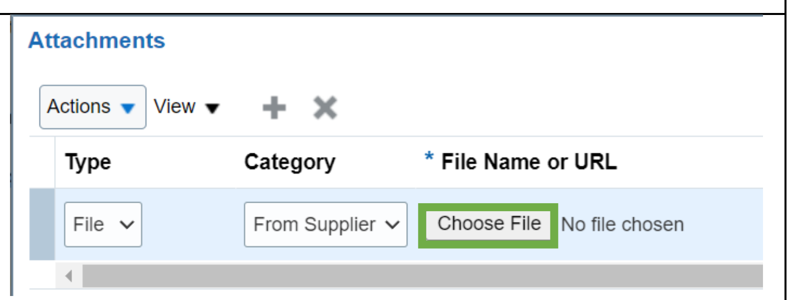
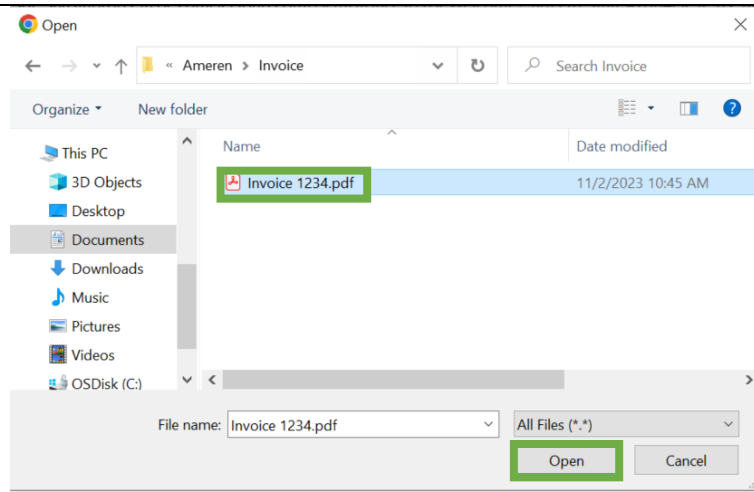
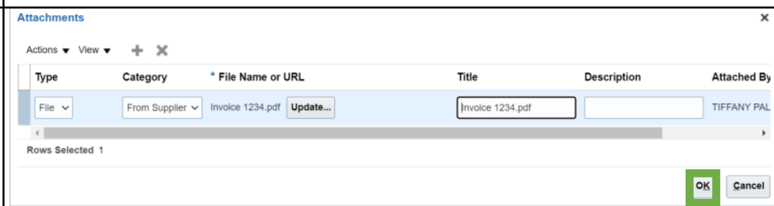
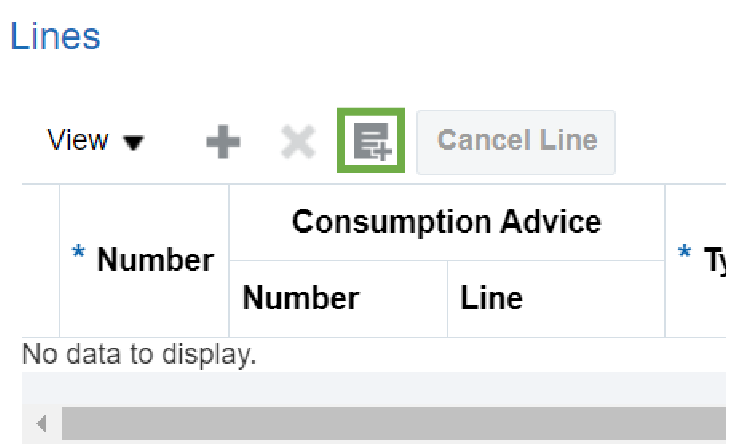
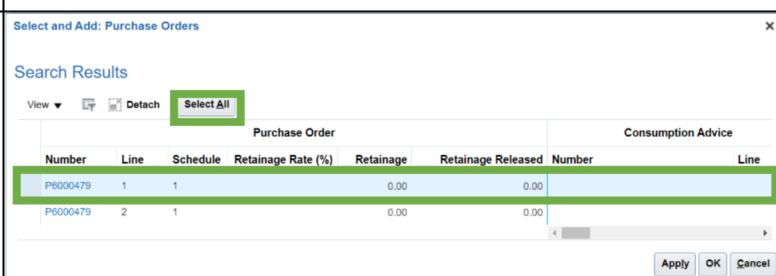
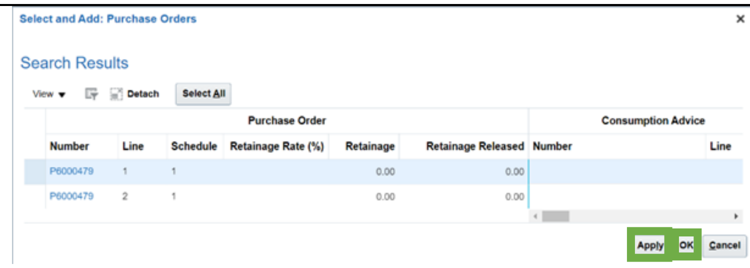
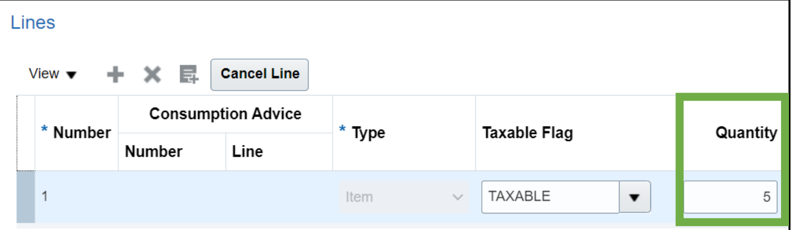
5. Click the drop down next to Remit-to Bank Account and select the account you want the invoice to pay to, if applicable.	
6. In the Number field, enter your invoice number.	
7. In the Date field, enter the invoice date. NOTE: You can also click on the calendar icon to select the invoice date from a calendar.	
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.	
9. Click the Choose File button to select the invoice copy from your computer.	

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.	

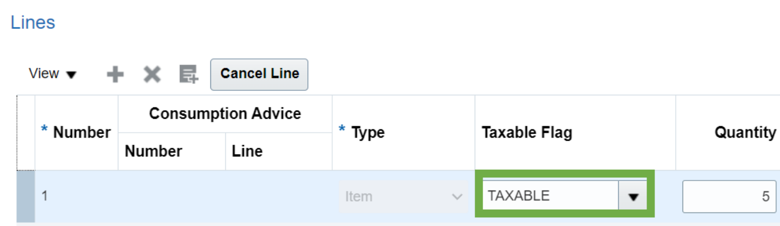
14. Click Apply then click OK to add the line(s) to the invoice.



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

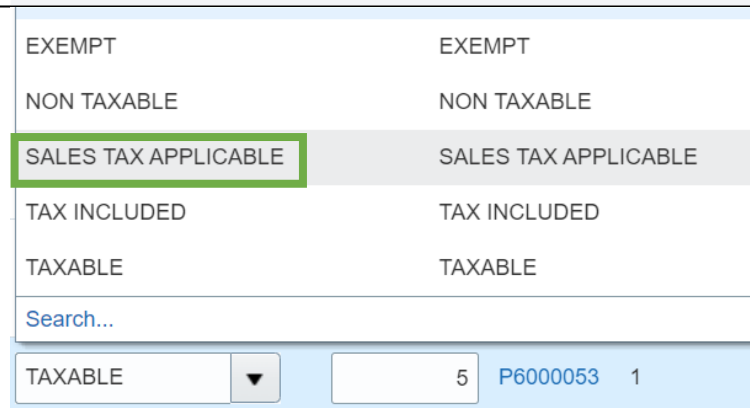


16. If you need to add tax to the invoice, click on the Taxable Flag drop down.

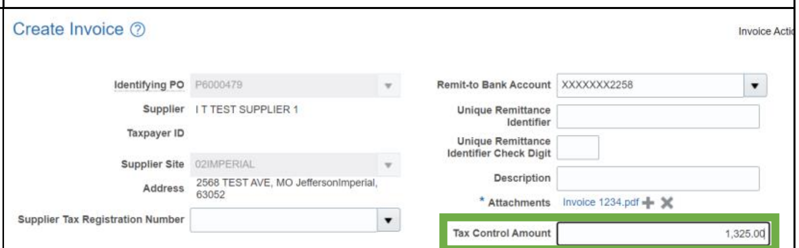


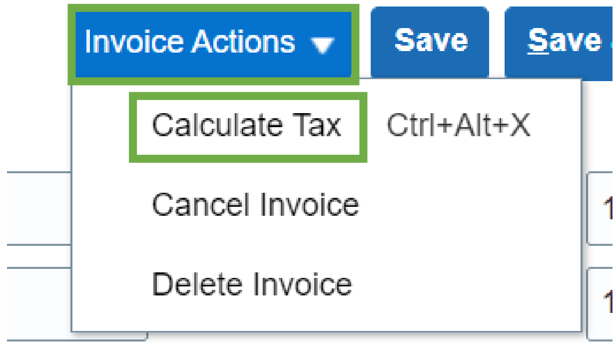
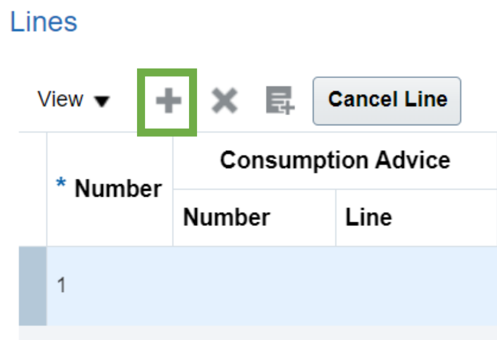
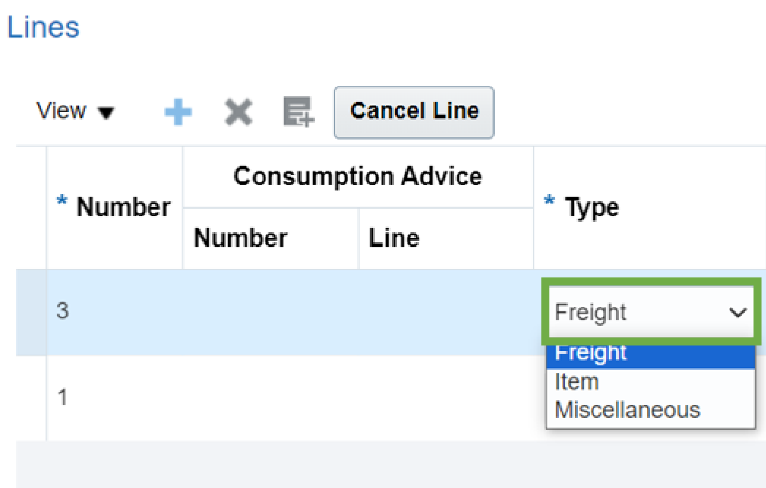
17. Select SALES TAX APPLICABLE from the drop down.

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.	

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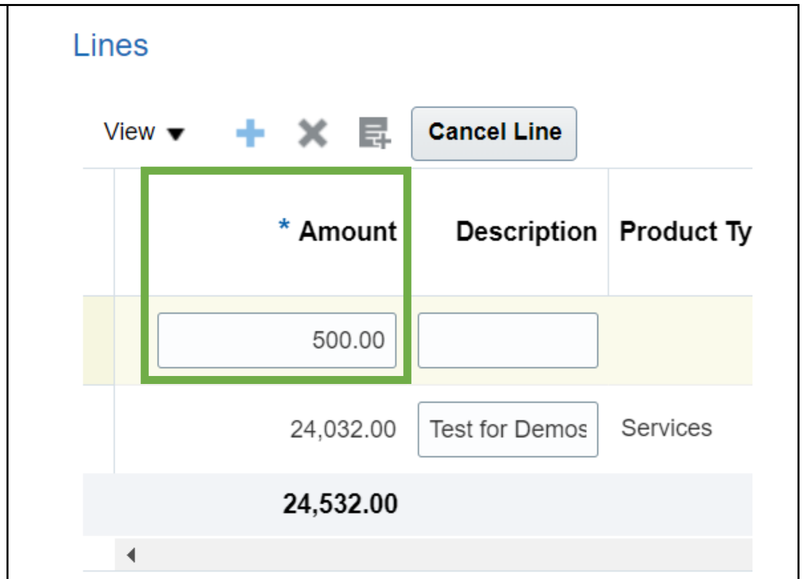
<td>23. Scroll to the right until you see the Amount field and enter the amount of the freight or miscellaneous line.</td>
<td>
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<td>24. In the Totals section at the bottom of the invoice, verify that the individual amounts and the total invoice amount is correct.</td>
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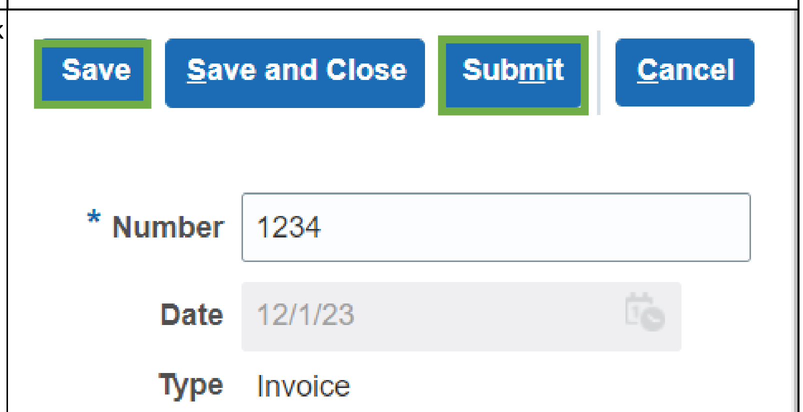
<td>25. Once the invoice is complete, click the Save button then click Submit.</td>
<td>
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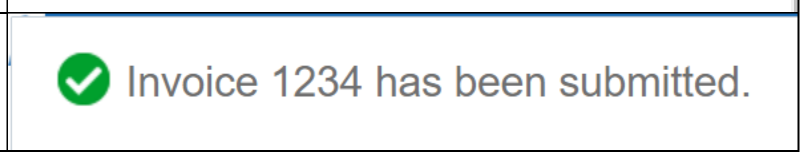
<td>26. You will receive a confirmation message that the invoice has been submitted.</td>
<td>
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