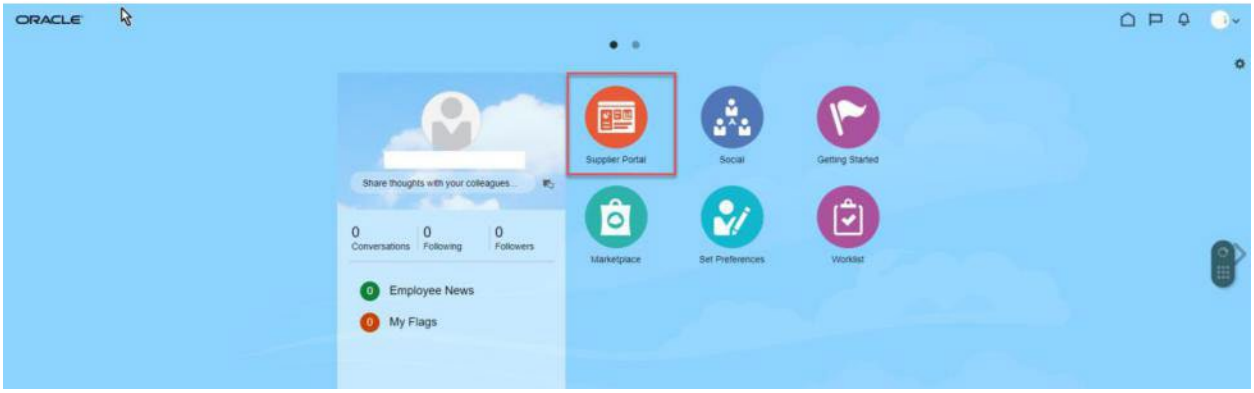
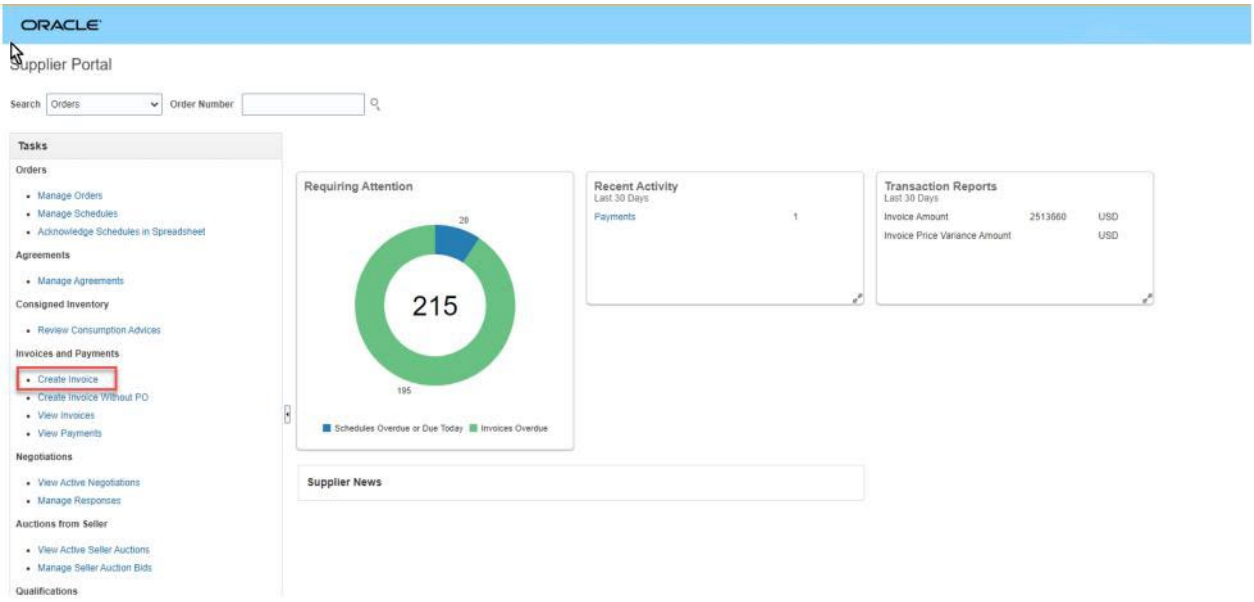
Entering specific tax information on an Invoice created via the Portal

1. **Log into ORACLE**
2. **Click 'Supplier Portal' Icon**

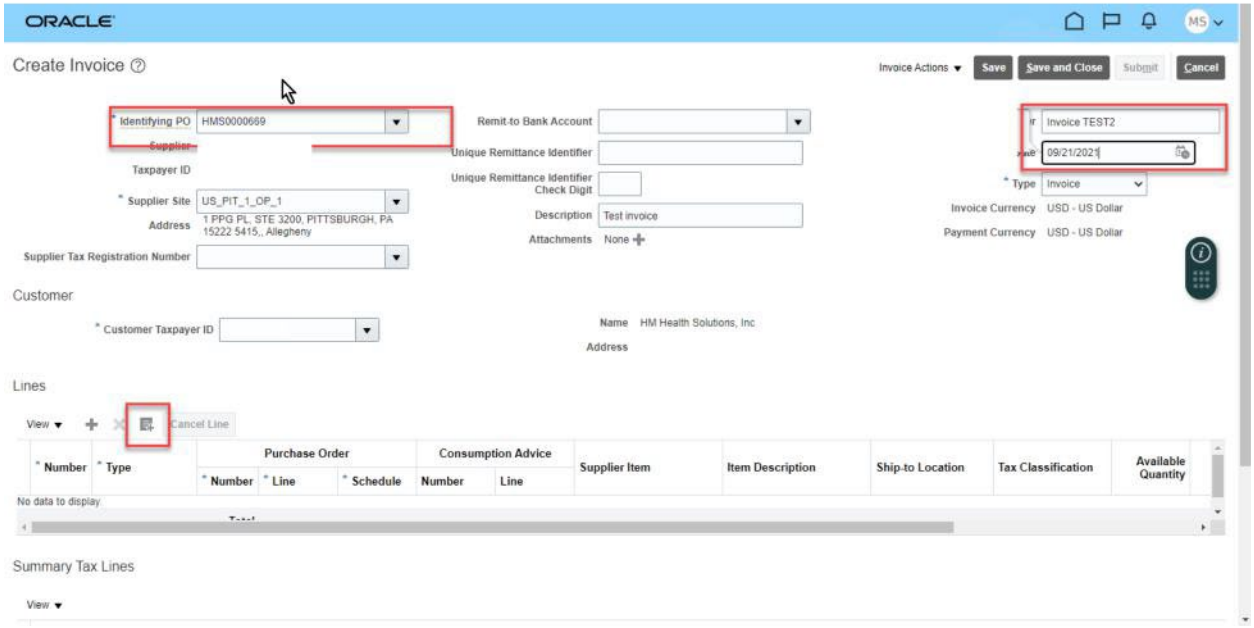


3. **Click on 'Create Invoice'**

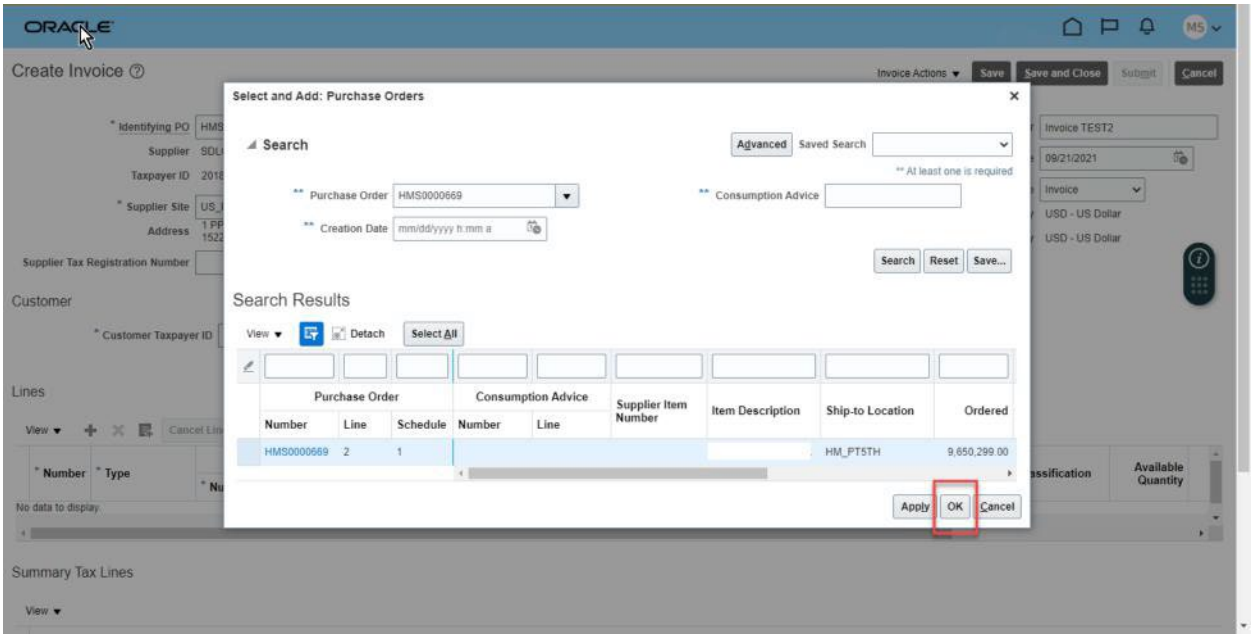


0. Click drop-down arrow beside 'Identifying PO' to select PO (Purchase Order)
1. Enter Invoice Number and Invoice Date

0. Click under LINE section to display the PO data

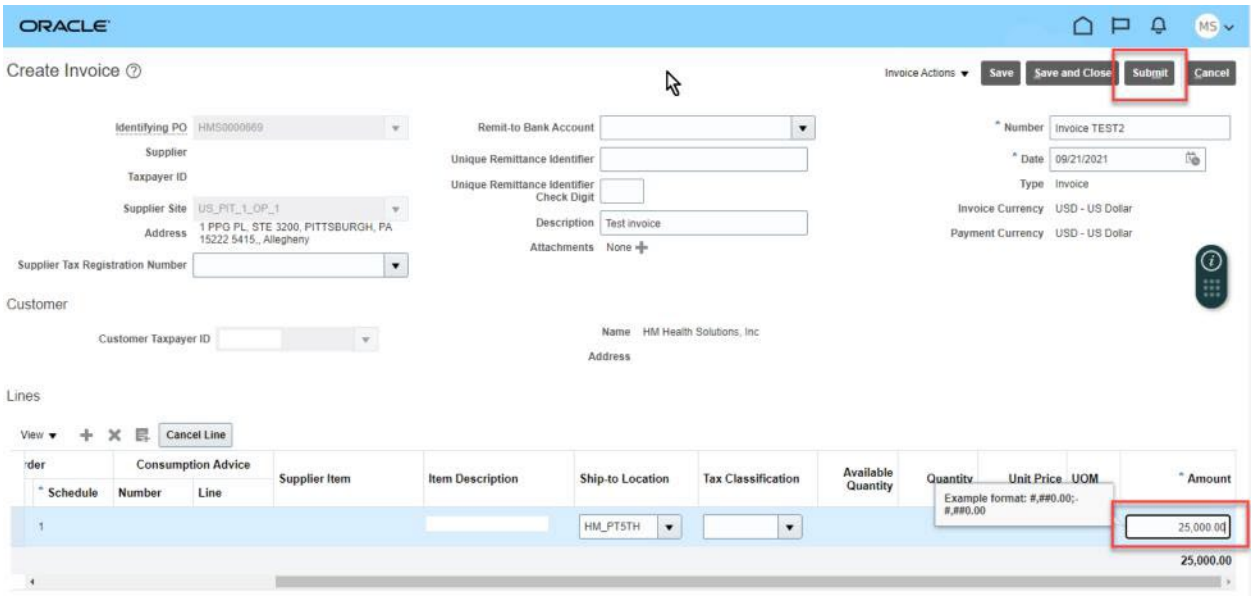


2. Highlight PO Line and Click 'OK' to pull PO information into the Invoice.

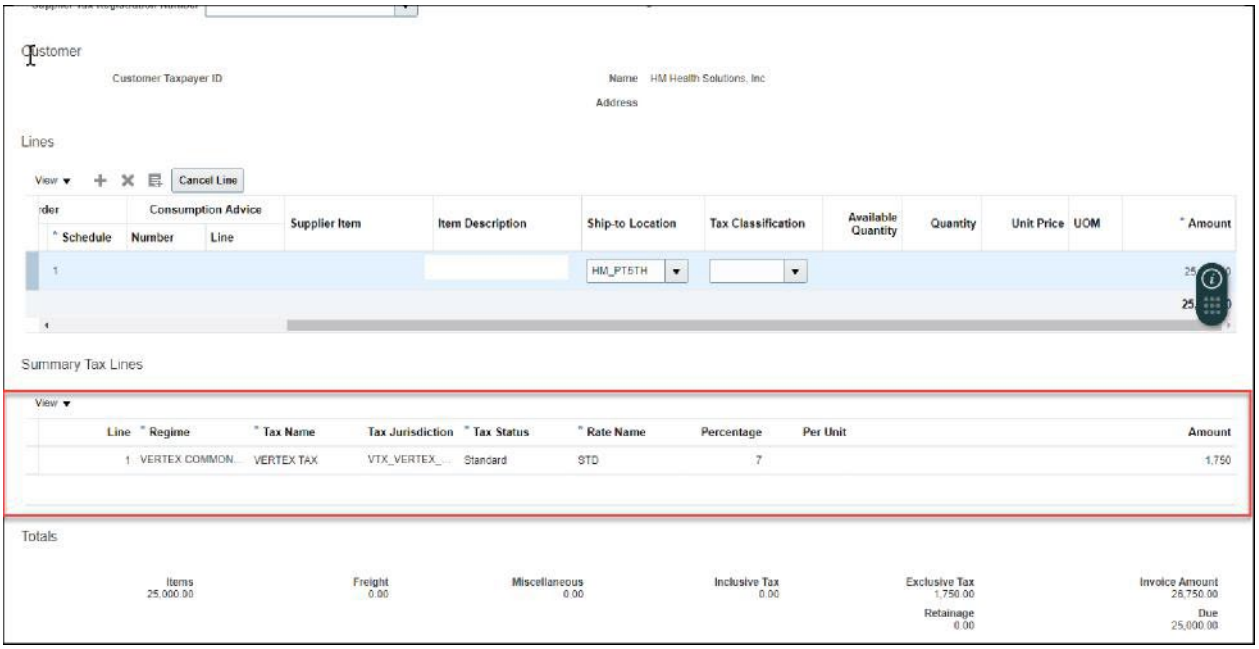


4. Update Invoice Amount as needed

5. Click 'Submit' and Continue

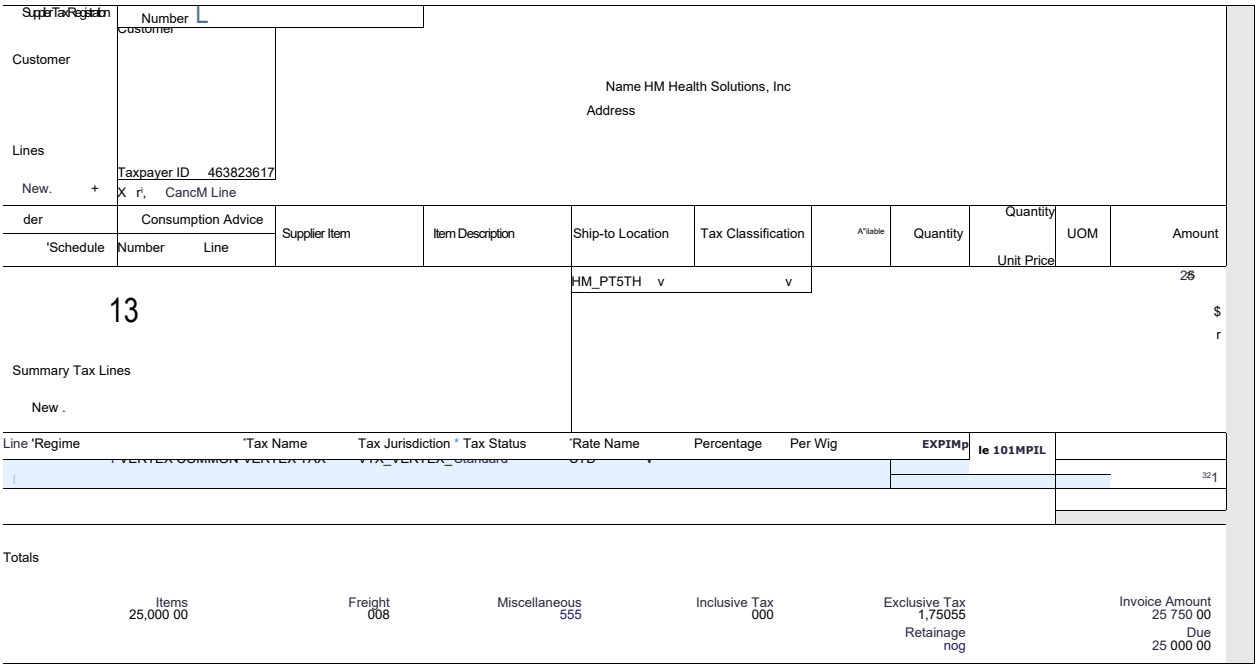


6. Information will appear in the Tax section of the invoice

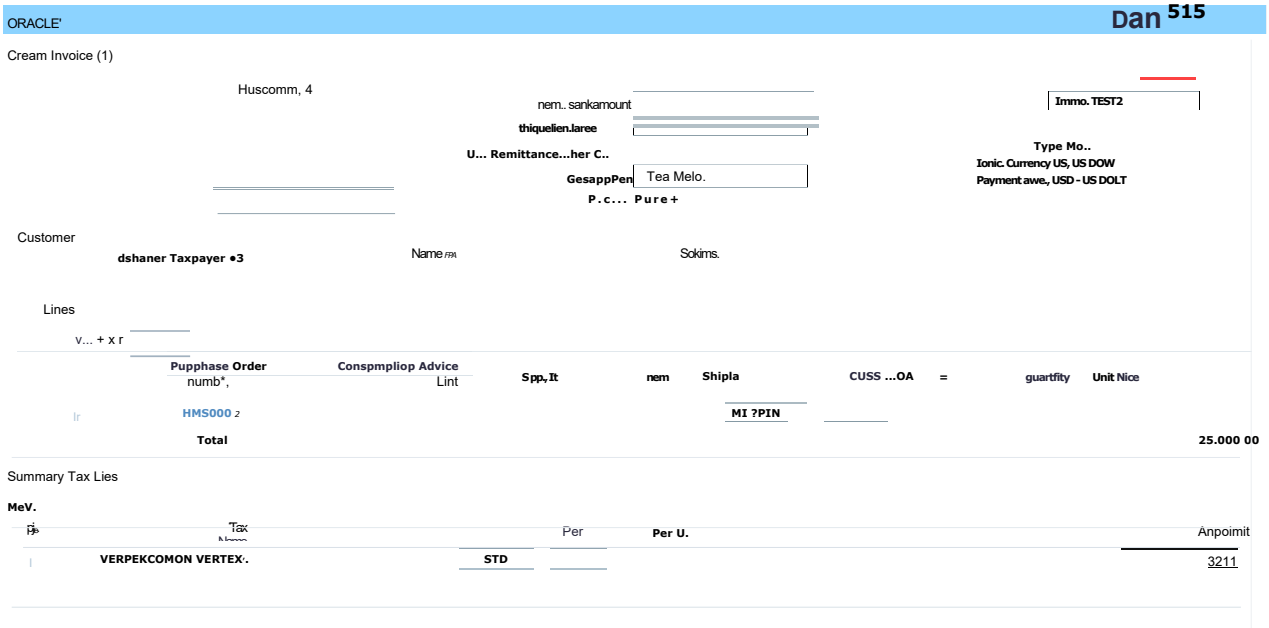
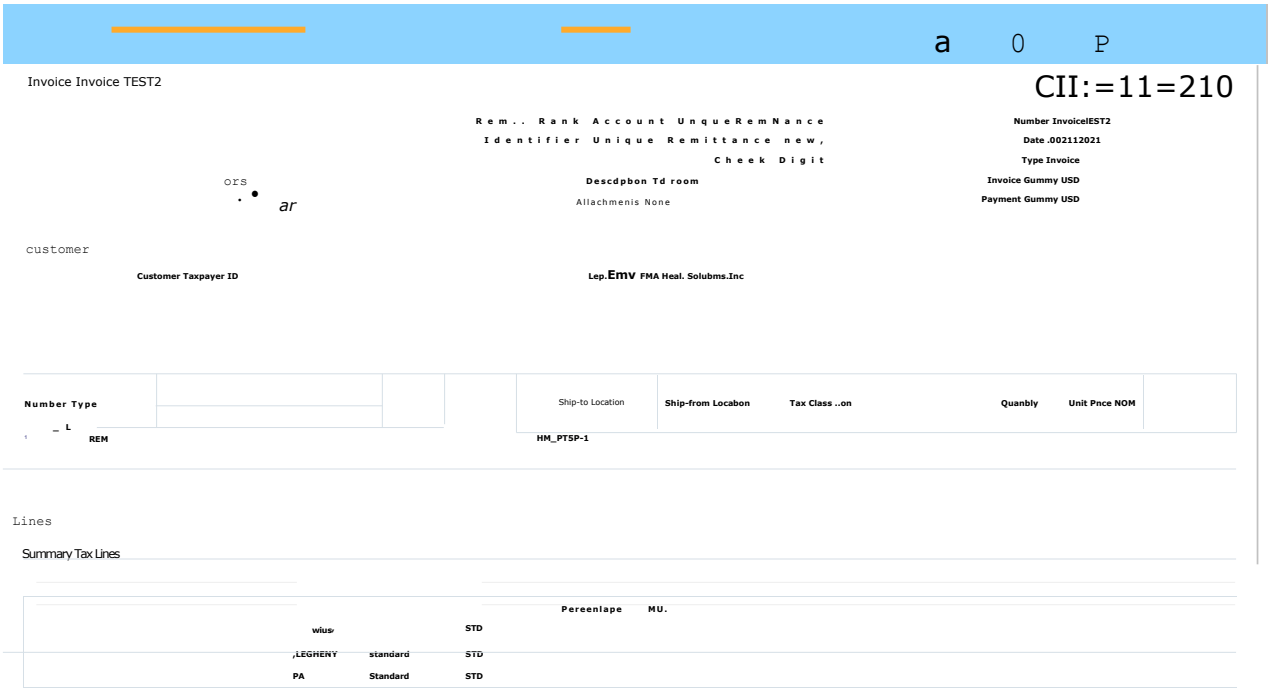


7. Click on the 'Amount' Field in the Tax section. This will open the field and allow you to edit.

8. Enter the amount of Tax you are charging.



9. Click Submit Again



14. Your invoice will be submitted with the Tax Amount supplied as well as the system calculated Use Tax which Highmark will handle internally