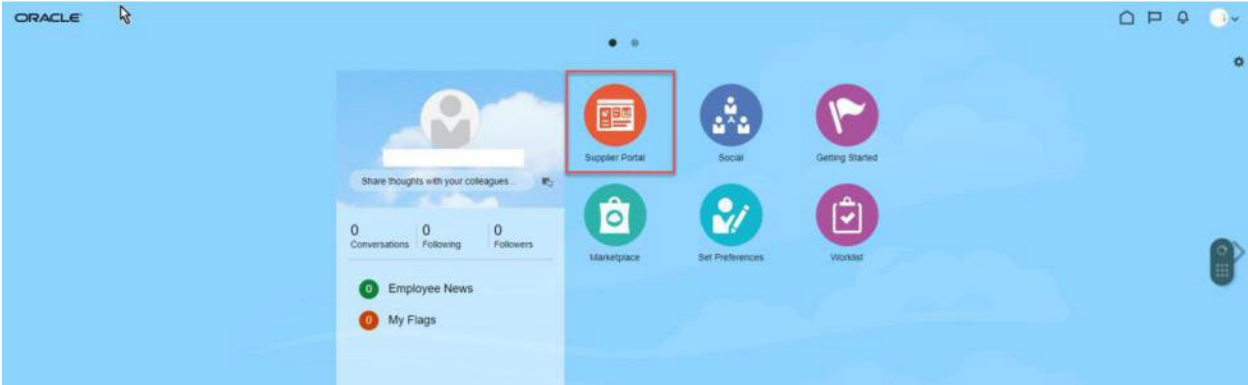


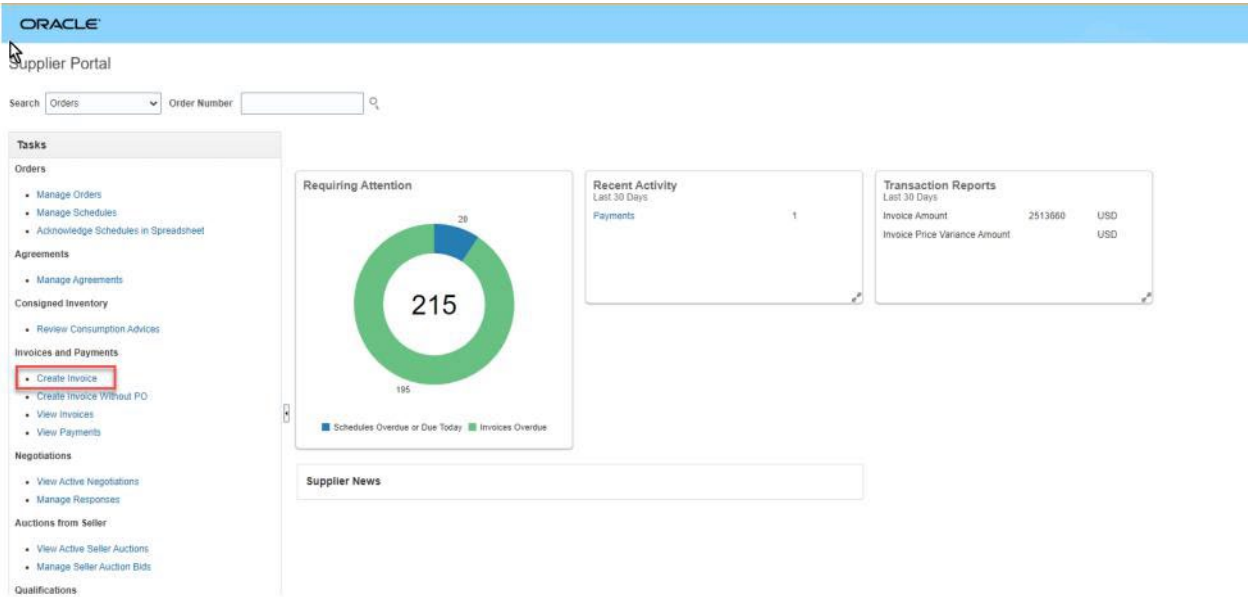
Entering specific tax information on an Invoice created via the Portal

1. Log into ORACLE

2. Click 'Supplier Portal' Icon

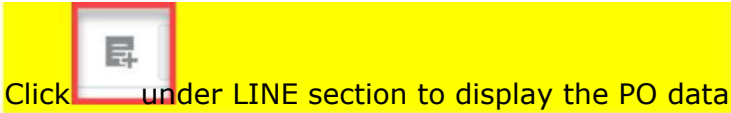


3. Click on 'Create Invoice'

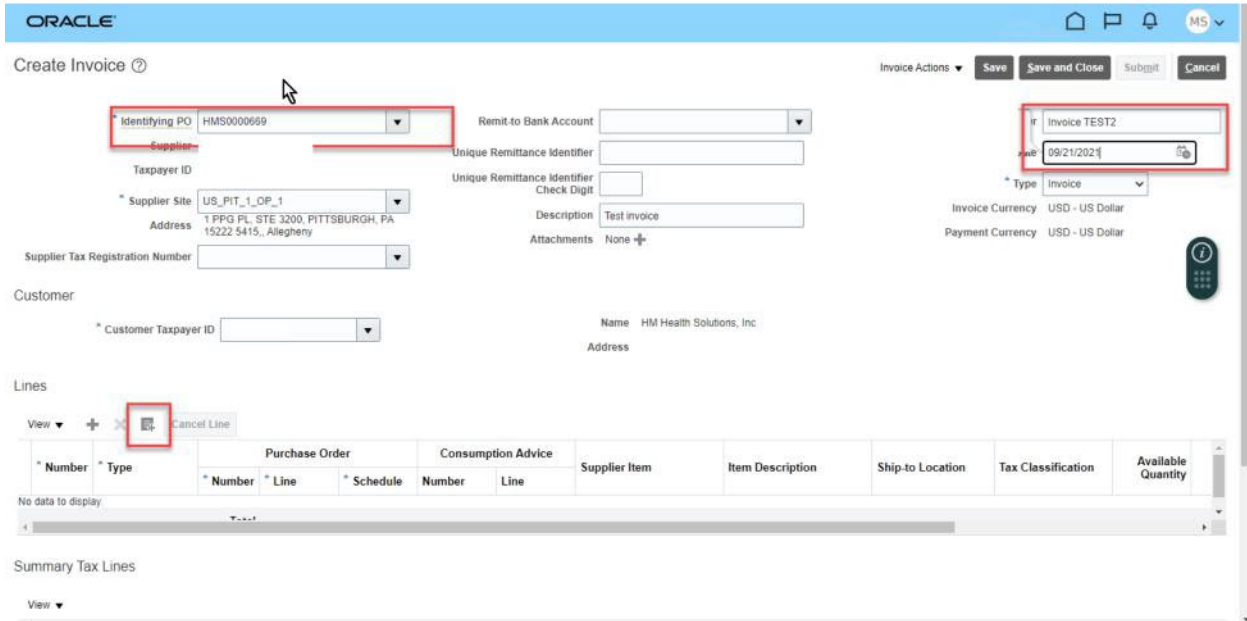


0. Click drop-down arrow beside 'Identifying PO' to select PO (Purchase Order)

1. Enter Invoice Number and Invoice Date



0. Click  under LINE section to display the PO data



ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO HMS0000669

Supplier Supplier

Remit to Bank Account

Invoice TEST2

09/21/2021

Supplier Site US_PIT_1_OP_1

Address 1 PPG PL STE 3200 PITTSBURGH, PA 15222 5415 Allegheny

Description Test Invoice

Supplier Tax Registration Number

Customer

Customer Taxpayer ID

Name HM Health Solutions, Inc.

Address

Lines

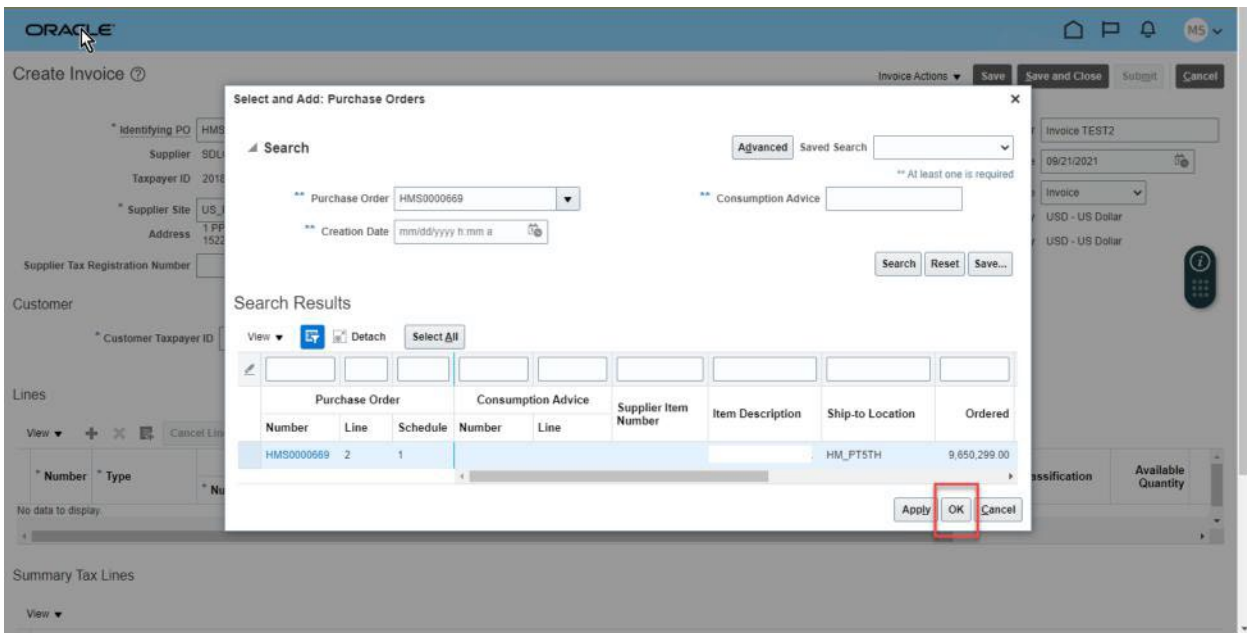
View + - Cancel Line

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

Summary Tax Lines

View

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



ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO HMS

Supplier S0U

Taxpayer ID 2016

Supplier Site US

Address 1 PPG

Supplier Tax Registration Number

Customer

Customer Taxpayer ID

Lines

View + - Cancel Line

* Number * Type

No data to display

Summary Tax Lines

View

Select and Add: Purchase Orders

Search

Advanced Saved Search

** Purchase Order HMS0000669

** Consumption Advice

*** Creation Date mm/dd/yyyy h:mm a

Search Results

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Number	Line	Number			
HMS0000669	2		1			HM_PT5TH	9,650,299.00

Apply OK Cancel

4. Update Invoice Amount as needed

5. Click 'Submit' and Continue

ORACLE

Create Invoice

Invoice Actions: Save, Save and Close, **Submit**, Cancel

Identifying PO: HMS0000869

Supplier: [Empty]

Supplier Site: US_PIT_L_OP_1

Address: 1 PPG PL, STE 3200, PITTSBURGH, PA 15222 5415, Allegheny

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: Test invoice

Attachments: None

Number: Invoice TEST2

Date: 09/21/2021

Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer: HM Health Solutions, Inc

Customer Taxpayer ID: [Empty]

Lines

Order	Schedule	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
1					HM_PT5TH						25,000.00
											25,000.00

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

Customer: HM Health Solutions, Inc

Customer Taxpayer ID: [Empty]

Lines

Order	Schedule	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
1					HM_PT5TH						25,000.00
											25,000.00

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	7		1,750

Totals

Items	25,000.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	1,750.00	Invoice Amount	26,750.00	
									Retainage	0.00	Due	25,000.00

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.

Supplier	Region	Number								
Customer			Name HM Health Solutions, Inc Address							
Lines	Taxpayer ID 463823617									
New.	X r, CancM Line									
Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Atable	Quantity	Unit Price	UOM	Amount
'Schedule	Number	Line		HM_PT5TH v	v					25
13										
Summary Tax Lines										
New .										
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Wig	EXPIMP	le 101MPIL	Amount
		VERPEKCOMON VERTEX TAX	VERPEKCOMON VERTEX TAX	STD						321
Totals										
	Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount			
	25,000 00	008	555	000	1,75055	nog	25 750 00		Due 25 000 00	

9. Click Submit Again

ORACLE
Dan 515

Cream Invoice (1)

Huscomm, 4

nem.. sankamount

thiquellen.laree

U... Remittance...her C..

GesappPen Tea Melo.

P.c... Pure +

Immo. TEST2

Type Mo..

Ionic. Currency US, US DOW

Payment awe, USD - US DOLT

Customer dshaner Taxpayer #3 Name r/n Skims.

Lines

v... + x r

Pupphase Order numb*	Conspmplio Advice Lint	Spp,It	nam	Shipla	CUSS ...OA	=	quartfity	Unit Nice
HMS000 2				MI ?PIN				
Total								25.000 00

Summary Tax Lies

MeV.

Tax	Per	Per U.	Anpoimit
VERPEKCOMON VERTEX.	STD		3211

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

a 0 P																							
Invoice Invoice TEST2			CII:=11=210																				
Rem . . Rank Account UnqueRemNance Identifier Unique Remittance new, Cheek Digit			Number InvoiceEST2 Date .002112021 Type Invoice Invoice Gummy USD Payment Gummy USD																				
Descdpbon Td room Attachments None																							
OES . ar																							
customer			Lep.EMV FMA Heal. Solubms.Inc																				
Customer Taxpayer ID																							
Number Type			Ship-to Location	Ship-from Location	Tax Class .on	Quantity	Unit Price NOM																
REM			NM_PTSP-1																				
Lines																							
Summary Tax Lines																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;"></td> <td style="width: 10%;">Percentage</td> <td style="width: 10%;">MU.</td> </tr> <tr> <td>wius</td> <td></td> <td>STD</td> <td></td> </tr> <tr> <td>,LEGHENY</td> <td>standard</td> <td>STD</td> <td></td> </tr> <tr> <td>PA</td> <td>Standard</td> <td>STD</td> <td></td> </tr> </table>										Percentage	MU.	wius		STD		,LEGHENY	standard	STD		PA	Standard	STD	
		Percentage	MU.																				
wius		STD																					
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