Create and Manage Invoices in Supplier Portal

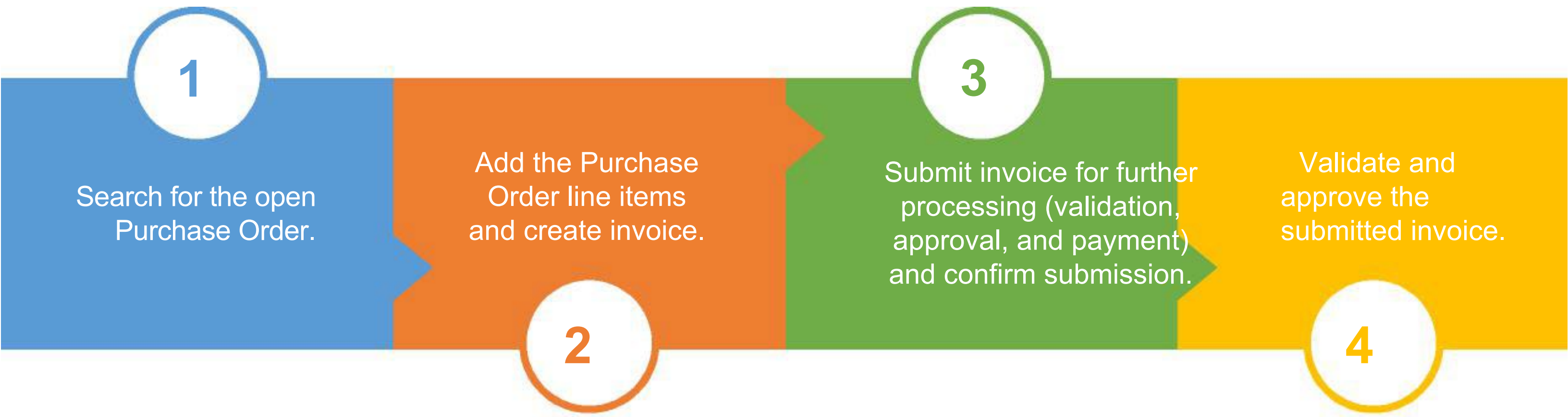
Suppliers can use the Oracle Supplier Portal to navigate to open purchase orders and create invoices against them. Suppliers can enter all invoice details such as invoice number, invoice type, and date through a single platform. Suppliers can search for invoices using various criteria such as invoice number, invoice status, paid status, purchase order number, etc.

Summary

Invoice information is divided into the following components in Oracle:

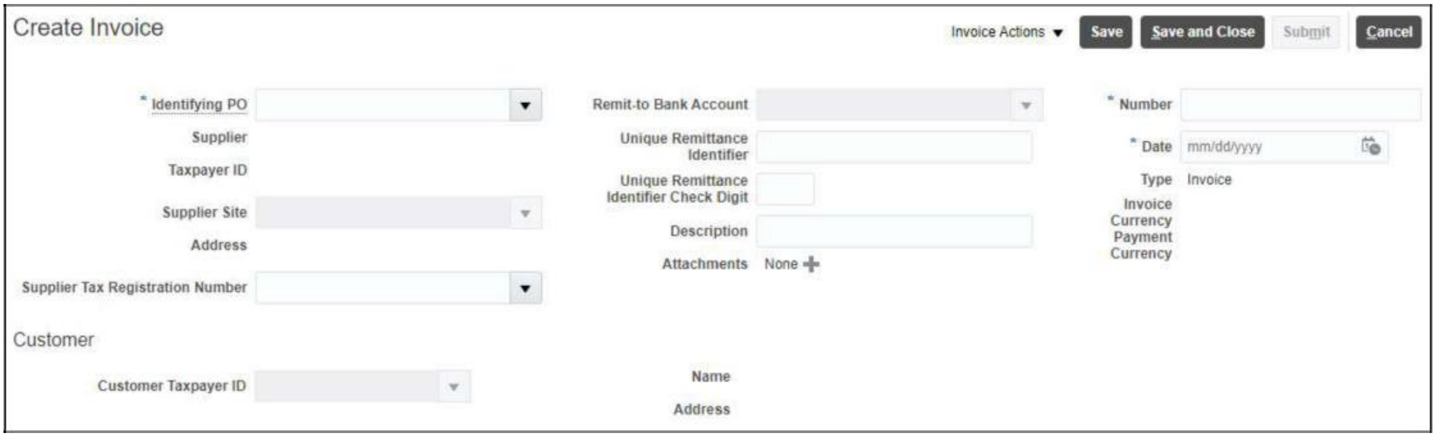
- **Invoice Header** defines common information about an invoice, such as invoice number, invoice amount, supplier name, and payment terms.
- **Invoice Lines** are where the details of goods and services including tax, freight, and miscellaneous charges are added. They capture all the details required for future payment.

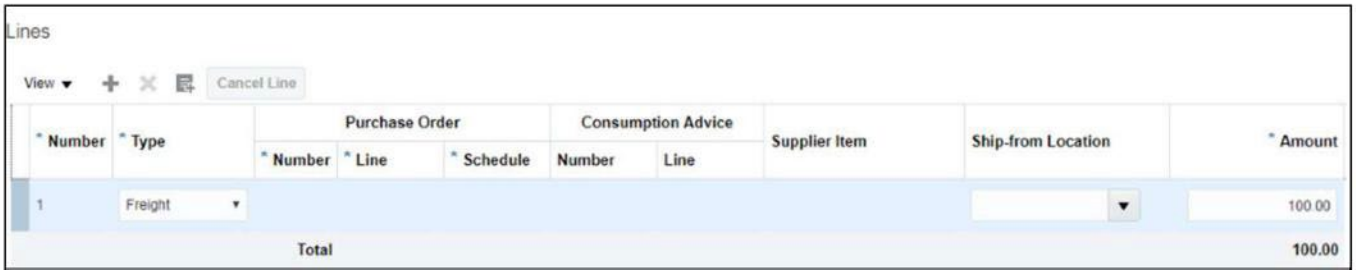
Below is the process flow that shows the steps to create invoices against an open Purchase Order using the Supplier Portal:



Create and submit an invoice using the Supplier Portal:

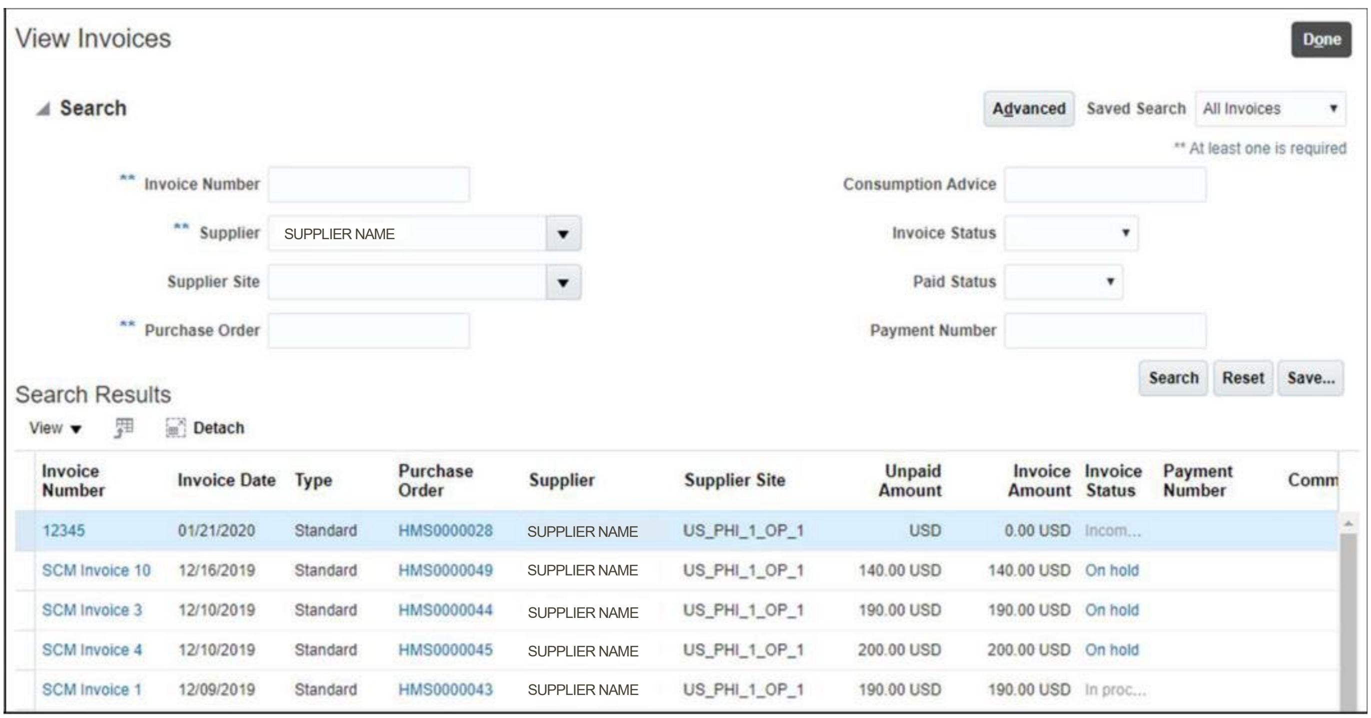
1. Click on the Home page icon located at the top right of your screen . Click **Supplier Portal** > **Tasks** menu on the left > Scroll down to the **Invoice and Payments** section>click **Create Invoice.**
2. Everything with an asterisk (*) is a mandatory field to complete. Choose from each drop down: **Identifying PO**, **Supplier Site**, **Date**, and **Type**. Enter the Invoice Number in the **Number** field.
3. Click **Attachments Add** icon and upload invoice document. (invoice attachment is required for payment). Under **Lines** section, click **Select and Add** icon. Select relevant line(s) to invoice. Hold Ctrl key to select more than one line. Click **OK**.
4. Adjust Amount or Quantity if necessary.
5. Click **Save** and then **Submit**.

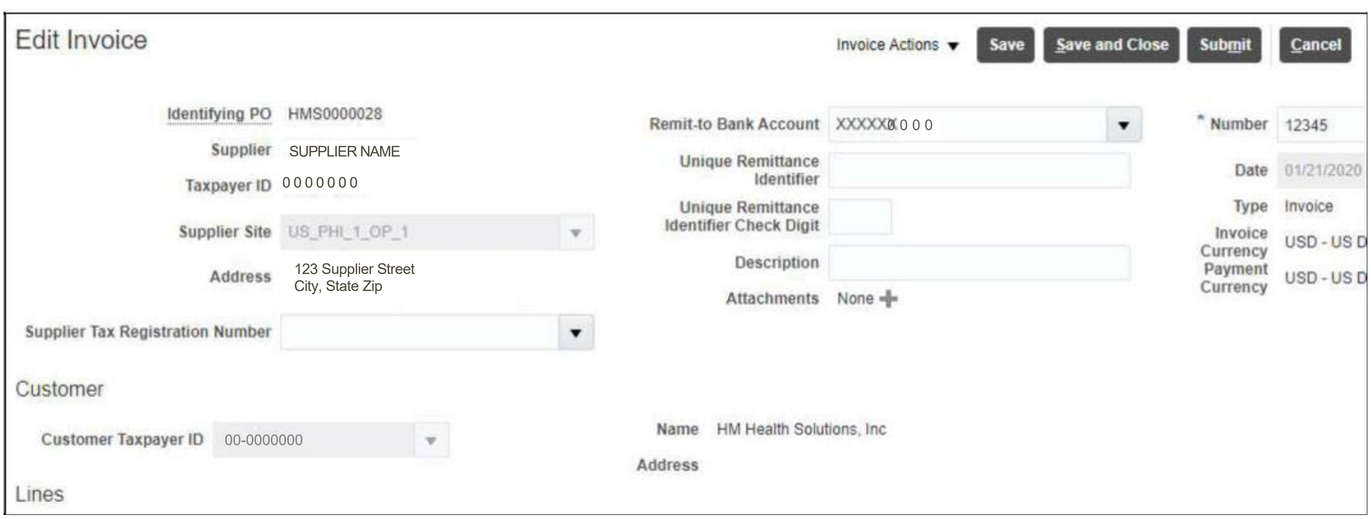




View and update an invoice using the Supplier Portal:

1. From the Home page, click **Supplier Portal** link > **Tasks** menu > **View Invoices** link under the **Invoice and Payments** section. **This is the best way to confirm invoice submission as the system does not send a confirmation email.**
2. Enter relevant search criteria and click **Search**.
3. Select relevant **Invoice Number** link from search results.
4. Confirm invoice submission or make updates as needed.
5. Click **Save** and then **Submit**.


View Invoices
Done
Search
Advanced
Saved Search
All Invoices
** At least one is required
** Invoice Number
** Supplier
SUPPLIER NAME
Supplier Site
** Purchase Order
Consumption Advice
Invoice Status
Paid Status
Payment Number
Search
Reset
Save...
Search Results
View
Detach
Invoice Number | Invoice Date | Type | Purchase Order | Supplier | Supplier Site | Unpaid Amount | Invoice Amount | Invoice Status | Payment Number | Comm
12345 | 01/21/2020 | Standard | HMS0000028 | SUPPLIER NAME | US_PHI_1_OP_1 | USD | 0.00 USD | Incom...
SCM Invoice 10 | 12/16/2019 | Standard | HMS0000049 | SUPPLIER NAME | US_PHI_1_OP_1 | 140.00 USD | 140.00 USD | On hold
SCM Invoice 3 | 12/10/2019 | Standard | HMS0000044 | SUPPLIER NAME | US_PHI_1_OP_1 | 190.00 USD | 190.00 USD | On hold
SCM Invoice 4 | 12/10/2019 | Standard | HMS0000045 | SUPPLIER NAME | US_PHI_1_OP_1 | 200.00 USD | 200.00 USD | On hold
SCM Invoice 1 | 12/09/2019 | Standard | HMS0000043 | SUPPLIER NAME | US_PHI_1_OP_1 | 190.00 USD | 190.00 USD | In proc...


Edit Invoice
Invoice Actions
Save
Save and Close
Submit
Cancel
Identifying PO HMS0000028
Supplier SUPPLIER NAME
Taxpayer ID 0000000
Supplier Site US_PHI_1_OP_1
Address 123 Supplier Street
City, State Zip
Supplier Tax Registration Number
Remit-to Bank Account XXXXX0000
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
* Number 12345
Date 01/21/2020
Type Invoice
Invoice Currency USD - US D
Payment Currency USD - US D
Customer
Customer Taxpayer ID 00-0000000
Name HM Health Solutions, Inc
Address
Lines