

Supplier Portal TAX

Does Invoice contain state sales tax?

- **Yes** (reference Section 1) – invoice copy must show tax amount to be reimbursed.
- **No** (reference Section 2) – invoice copy will not show tax amount.

SECTION 1 – Payment should include TAX

Create invoice in Oracle Supplier Portal, enter all necessary header information.
(PO #, Invoice#, Invoice Date, Attachment)

The screenshot shows the Oracle Supplier Portal 'Create Invoice' interface. The form includes fields for Supplier, Supplier Site, Supplier Tax Registration Number, Remit-to Bank Account, Unique Remittance Identifier, Description, Attachments, Tax Control Amount, Invoice Number, Date, Invoice Type, Invoice Currency, and Payment Currency. A modal window titled 'Select and Add: Purchase Orders' is open, showing search results for Purchase Order H54. The modal has a table with columns: Purchase Order, Consumption Advice, Supplier Item Number, Item Description, Ship-to Location, and Order Amount. The first row is highlighted in yellow, and a callout bubble points to it with the text 'Highlight PO line and click OK'. The 'OK' button in the modal is also highlighted with a red box. Other callouts include 'Enter PO #' pointing to the Identifying PO field, 'Attach invoice' pointing to the Attachments field, and 'Enter Inv # and Date' pointing to the Invoice Number and Date fields.

Number	Type	Purchase Order	Consumption Advice	Supplier Item			
* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item
No data to display							
Total							

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percent
No data to display						

Number	Line	Schedule	Number	Line	Supplier Item Number	Item Description	Ship-to Location	Order Amount
H	1	3	1			Consumables for th...	HM_FL132	40,303

Enter the amount of the tax that appears on the invoice in the TAX CONTROL AMOUNT field (this amount will be included in the invoice payment). Update the Line Amount to match your invoice. Click 'Save', Click 'Submit'

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Create Invoice Invoice Actions **Save** Save and Close **Submit** Cancel

Identifying PO: HE
 Supplier: IC
 Taxpayer ID:
 Supplier Site: US_PHI_LDF_1
 Address: PO BOX, PHILADELPHIA, PA 19132 Philadelphia
 Supplier Tax Registration Number:

Remit-to Bank Account:
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: Oracle Entity Codes: X X
 Tax Control Amount: 7.50

* Number: TAXINV5
 * Date: 06/27/2024
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer Taxpayer ID:
 Name: HM Health Solutions, Inc.
 Address:

Lines

View + X Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
		* Number	* Line	* Schedule	Number	Line							
1	Item	HE	3	1								100.00	Consumables
Total												100.00	

Summary Tax Lines

View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Retainage	0.00	Invoice Amount	100.00
												Due	0.00

Enter tax amount as shown on invoice.

Update the amount to match the invoice line amount (excluding tax)

After clicking 'Submit', data will appear in the 'Summary Tax Lines' section.

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Create Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

Identifying PO: HE
Supplier
Taxpayer ID
Supplier Site: US_PHL_1_OR_1
Address: PO Box 7, PHILADELPHIA, PA 19118, Philadelphia
Supplier Tax Registration Number

Remit to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments: Oracle Entity Codes.xlsx
Tax Control Amount: 7.50

* Number: TAXINV5
Date: 06/27/2024
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer
Customer Taxpayer ID: 46922817
Name: HM Health Solutions, Inc.
Address:

Lines

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
1	Item	HG	3	1	Consumables for the Ricoh VC80000 inkjet printers	HM_FL152						100.00	Consumables
Total												190.00	

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	7.5		7.50

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	7.50	Exclusive Tax	7.50	Invoice Amount	107.50
								Retriage	0.00	Due	100.00

The amount in the 'Summary Tax Lines' section will match what was entered in the 'Tax Control Amount' field. Click 'Submit' again to submit the invoice for processing/payment.

SECTION 2 – Payment should not include tax.

Create invoice in Oracle Supplier Portal, enter all necessary header information.
 (PO #, Invoice#, Invoice Date, Attachment)

The screenshot shows the Oracle Supplier Portal 'Create Invoice' interface. Key elements include:

- Header Information:** Fields for Identifying PO, Supplier, Taxpayer ID, Supplier Site (US_PHI_1_OP_1), Address (PHILADELPHIA, PA 19182), Unique Remit Identifier, Remit to Bank Account, Description (Ma swats orecreamy oar& + X), Tax Control Amount, Invoice Number (TAXIN5), and Inver. Currency (USD Doha).
- Annotations:**
 - A yellow callout bubble labeled 'Enter PO #' points to the Identifying PO field.
 - A yellow callout bubble labeled 'Attach invoice' points to the Attach Invoice button.
 - A yellow callout bubble labeled 'Click on Invoice Date' points to the Invoice Date field.
- Customer Section:** A table for Customer Lines with columns: Number, Type, Purchase order, Consumption Advice, S, ppl, Item.
- Search Dialog:** A 'Select and Add: Purchase Orders' dialog box is open, showing search results for 'Athas needs saved Sew.' and 'Al red re is replied'. A table of results is visible with columns: Purchase Order, Consumption Advice, Number, Line, Schedule, Number, Lm. A red box highlights the 'OK' button in the dialog.
- Summary Tax Lines:** A table with columns: Line, Tax Name, Tax Jurisdiction, Tax hiatus, Hale Name.
- Totals Section:** A table with columns: Items, Prey*, Miscellaneous, Inclusive Tax, Exclusive Tax, Retainage, Invoice Amount, Due.

Update the Line Amount to match your invoice line amount. Click 'Save', Click 'Submit'

ORACLE To tweet an invoice with the Check Cloud API Amazon, click here to submit. Chen and Det

Create Invoice ()

Invoice Address: **Save** Save as Draft **Submit** Cancel

Identifying PO: HE
 Supplier: IC
 Taxpayer ID:
 Supplier Site: US_PHL_1_OP_1
 Address: PO BOX 1000 PHILADELPHIA, PA 19182 Philadelphia
 State Tax Registration Number:

%NW Bank Mooted
 Unique Remittance Identifier:
 Invoice Identifier Check Digit:
 Description: /madness Oracle Sty CO-SAS+ X
 TaxLoyd Arnold

* Number: TAXINV05
 * Date: 09/27/2024
 Type Invoice
 Invoice Currency: USD-us-Or
 Payment Currency: USD-us-Near

Customer
 Customer Taxpayer ID:
 Name: FNI Health Solutions, Inc
 Address:

Lines
 View + - C- Line

Number	Type	Purchase Order		Consumption Advice		Ship. Location	Item Description	Tea Classification	Quantity	Unit Price	COM	Amount	Description
		Line	Item	Line	Item								
1	Inv	3	1			MA FL132	Consumables for the Rio. VCOGODO mt. primers					100.00	anumetes
TAX												100.00	

Summary Tax Lines
 View

Line	Item	In Name	Tax Jurisd	Tax Status	Rate Name	Percentage	Per Unit	Amount
No detail display								

Details

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
IGO CO	GOO	GOO	000	0 CO Malaga Om	100.00 Due 0.00

Update the amount to match the invoice line amount (excluding tax)

After clicking 'Submit', Tax data may appear in the 'Summary Tax Lines' section, the 'Invoice Amount' at the bottom shows the reimbursement amount.

ORACLE Top | [click here to submit Cherwell ticket](#) Opal.

Create Invoice QQ mb:eh:tom | [About](#) | [Close](#) | [Submit](#) | [Cancel](#)

Menial", PO Fr
 Supplier
 Taxpayer ID
 Supplier Sae LIS_PH_M_OPTI
 Address PO BC... I PHILADELPHIA PA
 Supplier Tax Registration Number

Remitate Bank Aeat Unique
 Remittance Mather
 Unique...11CP Identifier CV. Bpi
 DESCIPIDII
 Athemerts Code Entry _ 'Aviv+ X
 Tax Lemoor near

Number TAX000
 Date
 Type nue.
 wS bereney ILSD - us Dean
 payment bp, LSD - LIS Dotlar

Customer
 ariler Taxpayer ID:43823817
 Name NM Health Sebum, Inc
 Address

Lines

Item 1. X Et [Name Line](#)

Number	Type	Purchase Order		Consumption Advice		S put It	Item Description	Shiptly Lowlion	Tax Classification	*Z...	Quantibr	Unit Price	DOM	Amount	Description
		Lim Number	Schedule	Number	Line										
1	Pen	V	μS				Cernumablv forte Pooh VC&KQ/VP*	RA FL132						100.00	IMO) mmm bin

MVA

Summary Tax Lets

view

Line	Regime	Tax Name	Tax JURISDICTION	Tax Status	Rate Name	Perceenbpe	Per UNIT	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX...	Standard	SIU	7.0	7.50	

Example lomat V.V.

Totals

Items	100.00	Halpin	0.00	discretionous	0.00	...oumo tax	0.00	ExclSNP Tax	7.50	INVOICE TOTAL	107.50
								Retinae	0.00		Due 10Um

To ensure the invoice payment **DOES NOT** include the tax, click on the Tax amount field and enter 0 (removing the initial Tax Amount calculated by Oracle) Click 'Submit'

ORACLE TOE

Create Invoice (1)

Supplier: **Itemlito Bank Amami Unique**
 Taxpayer ID: **Newnan:01...r Unit,**
 Address PO AC: **r, PHILADEPHM, PA 1018,** Philadelphia
 Supplier Tax Rep: **hinter**

Customer Taxpayer ID: **4923317**
 Name: **DM Melba, Inc**
 Address:

Lines

Number	Type	Purchase Order	Consumption Advice	S opt II	Item Description	Shit Location	Tax Classification	Amount	Description
1	Item	3	1		Consumed Imforim Rich VCS MOD more nless	HM_FL132		100.00	Consumables

Summary Tax Lines

Line	Regime	Tax Name	Tax Jur	on Tax MMus	Tax Rate	PL...Mane	Per Unit	Amount
1		VERTEX COMMON VERTEXTAX		Standard	STU		7.5	0

Totals

Items	100.00	Meagre	0.00	MISLAMI PULLS	0.00	MIGUSLVP TAX	0.00	BDLUSP Tax	7.50	Invoice Amount	107.50
								Retinae	0.00	Due	107.50

After clicking 'Submit', the information in the tax line will update. Now, the 'Invoice Amount' at the bottom shows the reimbursement amount (excluding the tax).

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Invoice: TAXinv5

Printable Page Create Another Done

Identifying PO HS Remit-to Bank Account Number TAXinv5
 Supplier Unique Remittance Identifier Date 06/27/2024
 Taxpayer ID Unique Remittance Identifier Check Digit Type Invoice
 Supplier Site US_PHI_1_OP_1 Description Invoice Currency USD
 Address PO BC T, PHILADELPHIA, PA 191 T, Philadelphia Attachments Oracle Entity Codes.xlsx Payment Currency USD
 Supplier Tax Registration Number Tax Control Amount

Customer
 Customer Taxpayer ID 7 Legal Entity HM Health Solutions, Inc
 Address

Lines

View ▼

Number	Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule Number	Line										
1	ITEM	HS45628	3	1			Consumables for the Ricoh VC80000 ijet printers	HM_FL132							100.00
Total															100.00

Summary Tax Lines

View ▼

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
2	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_...	Standard	STD	0		0
3	VERTEX US TAX	COUNTY	DUVAL	Standard	STD	1.5		1.5
4	VERTEX US TAX	STATE	FL	Standard	STD	6		6
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_...	Standard	STD	7.5		0

Totals

Items	100.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Retainage	0.00	Invoice Amount	100.00
												Due	107.50

Click 'Submit' again to send the invoice for processing/payment.