

Oracle iSupplier Portal

R12.2.4

Create Invoice

Functionaity User Guide

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Introduction to iSupplier Portal

Oracle iSupplier Portal enables a buying company to communicate key procure-to-pay information with suppliers. As a supplier using Oracle iSupplier Portal, you can view and acknowledge purchase orders, submit change requests, create advance shipment notices, view receipts, view invoices and payments. It enables suppliers to have real-time access to information (such as purchase orders and delivery schedules) and respond to the buying company with order acknowledgments, change requests, & shipment notices.

Create Invoice Functionality

Using create invoice functionality suppliers can directly create invoices in Oracle iSupplier portal. They can create PO matched invoices and submit it for approval to the company. Once approved and validated, these invoices will be ready for payment. System will validate all the information with PO & receipt data and only quantity will be available for update.

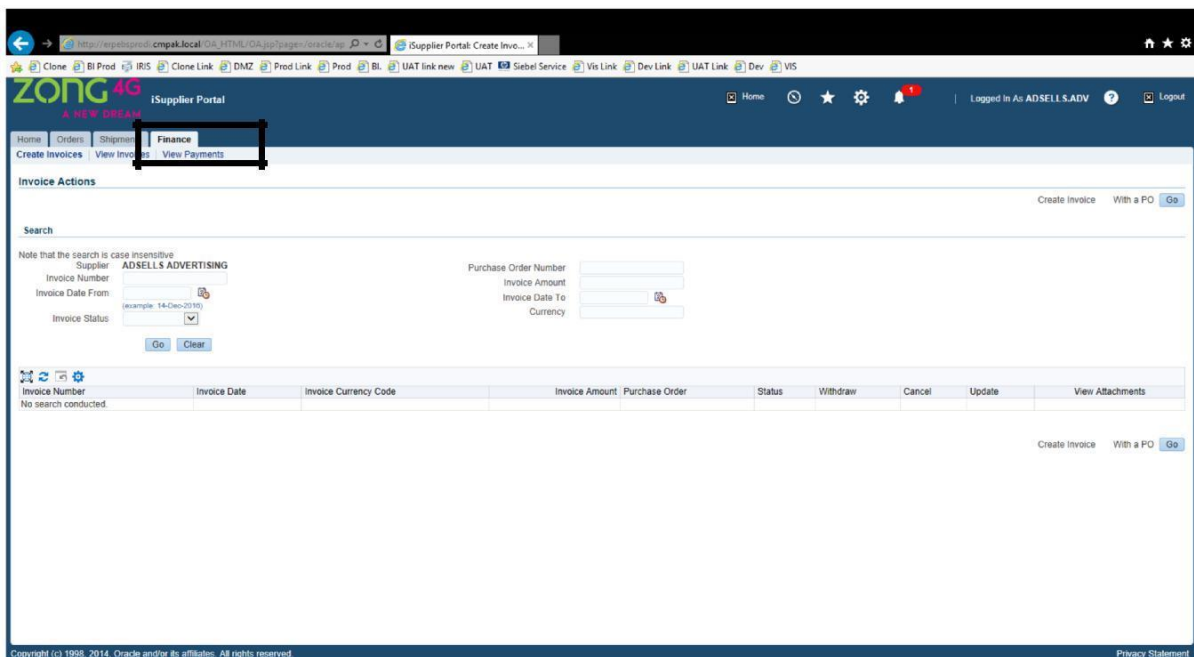
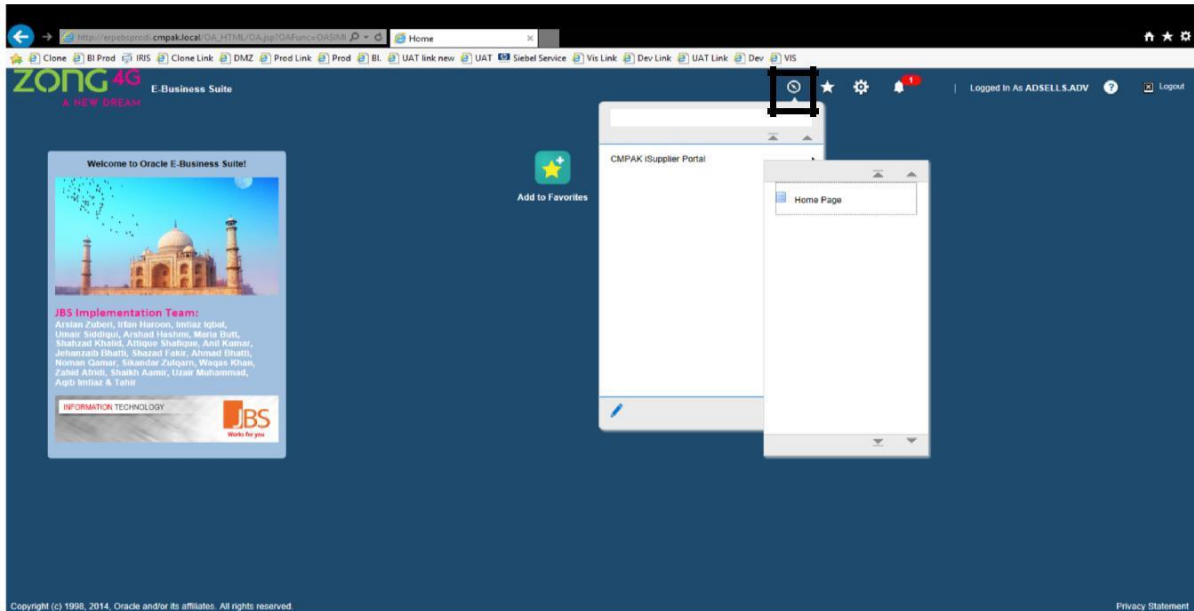
To create an Invoice from iSupplier Portal follow the following steps:

1. Login to Oracle Applications as supplier user following URL <http://erpebsprodi.cmpak.local> Enter the assigned user name & password & click Login button.

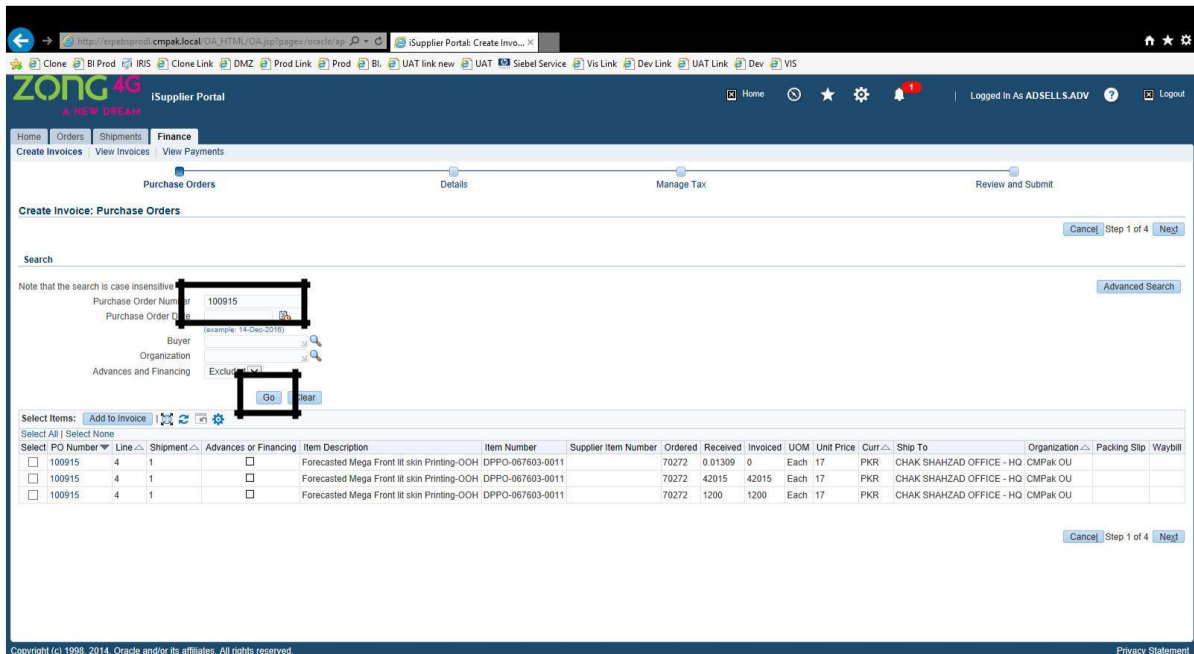
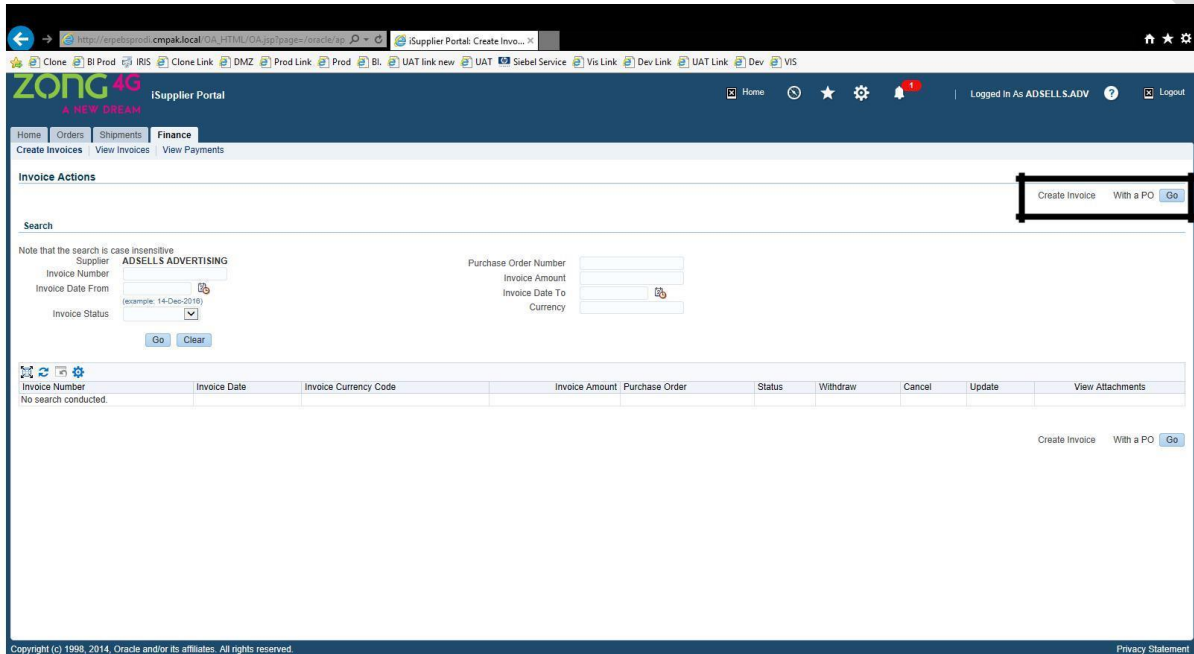
The screenshot shows a web browser window with the URL <http://erpebsprodi.cmpak.local>. The page features the ZONG 4G logo and a login form. The form includes fields for 'User Name' and 'Password', along with 'Login' and 'Cancel' buttons. There are also links for 'Login Assistance' and 'Privacy Statement'. The footer contains copyright information for Oracle from 1998 to 2014.

- Oracle Applications Home Page will open. Now navigate to create invoices page by clicking on the navigator.

Navigation: CMPak iSupplier Portal – Homepage – Finance – Create Invoices – With a PO



- Click Go button against "Create Invoice with a PO" to create a new invoice. Now enter the desired PO number in the Purchase Order field against which the invoice is to be created. After entering the PO number Click Go button, system will show the PO lines eligible for invoicing.



4. Now select the PO line(s) to be invoiced & click “Add to Invoice” button.

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 100915
 Purchase Order Date: (example: 14-Dec-2016)
 Buyer: [Search]
 Organization: [Search]
 Advances and Financing: Excluded

Go Clear

Select Items: **Add to Invoice**

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	100915	4	1	<input type="checkbox"/>	Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		70272	0.01309	0	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU		
<input type="checkbox"/>	100915	4	1	<input type="checkbox"/>	Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		70272	42015	42015	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU		
<input type="checkbox"/>	100915	4	1	<input type="checkbox"/>	Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		70272	1200	1200	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select	PO	Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	100915	4	1		Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		0.01309	0.01309	0	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU

5. After selecting all the required lines click “Next” button.

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 100915
 Purchase Order Date: (example: 14-Dec-2016)
 Buyer: [Search]
 Organization: [Search]
 Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	100915	4	1	<input type="checkbox"/>	Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		70272	0.01309	0	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU		
<input type="checkbox"/>	100915	4	1	<input type="checkbox"/>	Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		70272	42015	42015	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU		
<input type="checkbox"/>	100915	4	1	<input type="checkbox"/>	Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		70272	1200	1200	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select	PO	Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	100915	4	1		Forecasted Mega Front lit skin Printing-OOH	DPPO-067603-0011		0.01309	0.01309	0	Each	17	PKR	CHAK SHAHZAD OFFICE - HQ	CMPak OU

6. Invoice creation page will open, enter the following information:

- Enter Invoice Number in the “Invoice Number” field e.g. 100219
- Enter Invoice Date in the “Invoice Date” field e.g. 10-Dec-2106
- Select the required Invoice type from list of values. You can choose “Invoice” or “Credit Memo” as Invoice Type.

Create Invoice: Details

Supplier: Network Solutions
 Address: 6th Floor Dawood Center Shahra-e-Faisal Sindh 41000

Invoice:
 Invoice Number: 100210
 Invoice Date: 14-Dec-2016
 Invoice Type: Invoice
 Currency: USD

Customer: CMPak Legal Entity
 Address: Kuri Road, Chak Shahzad Islamabad PK

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
100210-1	2	2	ADF0170001	Sofa Three Seater		CMPAK - HQ-Islamabad	20	20	300	Each	6000

7. Enter the quantity to be billed in the “Quantity” field. This quantity cannot be greater than the available quantity i.e. quantity received less quantity already billed.

Create Invoice: Details

Supplier: Network Solutions
 Address: 6th Floor Dawood Center Shahra-e-Faisal Sindh 41000

Invoice:
 Invoice Number: 100210
 Invoice Date: 14-Dec-2015
 Invoice Type: Invoice
 Currency: USD

Customer: CMPak Legal Entity
 Address: Kuri Road, Chak Shahzad Islamabad PK

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
100210-1	2	2	ADF0170001	Sofa Three Seater		CMPAK - HQ-Islamabad	20	15	300	Each	6000

8. Click Next button to proceed to the next page.

The screenshot shows the 'Create Invoice: Details' page in the Oracle Supplier Portal. The breadcrumb trail is: Home > Orders > Shipments > Planning > Finance > Product > Admin > Create Invoices > View Invoices > View Payments > Purchase Orders > Details > Manage Tax > Review and Submit. The 'Details' step is currently active. The 'Next' button in the top right corner is highlighted with a red box.

Supplier Information:

- Supplier: Network Solutions
- Supplier Tax Payer ID: Network Solutio
- Remit To Address: 6th Floor Dawood Center Shahra-e-Faisal Sindh 41000
- Remit To Bank Account: [Empty]
- Unique Remittance Identifier: [Empty]
- Remittance Check Digit: [Empty]

Invoice Information:

- Invoice Number: 100210
- Invoice Date: 14-Dec-2016 (example: 14-Dec-2016)
- Invoice Type: Invoice
- Currency: USD
- Attachment: None

Customer Information:

- Customer Tax Payer ID: 234
- Customer Name: CMPak Legal Entity
- Address: Kuri Road, Chak Shahzad Islamabad PK

Items Table:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
100210-1	2	2	ADF0170001	Sofa Three Seater		CMPAK - HQ-Islamabad	20	15	300	Each	4500

Shipping and Handling:

Charge Type: No results found.

9. On the manage tax page system will show all the taxes applicable to this Invoice. Now click Next button to proceed to the final step.

The screenshot shows the 'Create Invoice: Manage Tax' page in the Oracle Supplier Portal. The breadcrumb trail is: Home > Orders > Shipments > Planning > Finance > Product > Admin > Create Invoices > View Invoices > View Payments > Purchase Orders > Details > Manage Tax > Review and Submit. The 'Manage Tax' step is currently active. The 'Next' button in the top right corner is highlighted with a red box.

Supplier Information:

- Supplier: Network Solutions
- Supplier Tax Payer ID: Network Solutio
- Remit To Address: 6th Floor Dawood Center Shahra-e-Faisal Sindh 41000
- Remit To Bank Account: XXXXXXXXXXXXXXXXXXXX8102
- Unique Remittance Identifier: [Empty]
- Remittance Check Digit: [Empty]

Invoice Information:

- Invoice Number: 100210
- Invoice Date: 14-Dec-2016
- Invoice Type: Standard
- Currency: PKR
- Invoice Description: [Empty]
- Invoice Subtype: [Empty]
- Department: [Empty]
- Attachment: None

Customer Information:

- Customer Tax Payer ID: 234
- Customer Name: CMPak Legal Entity
- Address: Kuri Road, Chak Shahzad Islamabad PK

Summary Tax Lines:

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
2	PAKISTAN	GST	ACTIVE	FBR	GST-17%	18	900	Active
1	ADVTAX5%	ADVTAX5%	ADVTAX5%	ADVTAX5%	ADVTAX5%	5	250	Active
3	PKADVTAX5%	PKADVTAX5%	PKADVTAX5%	PKADVTAX5%	PKADVTAX5%	5	0	Active

Items Table:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
100218	1	1	Services		CMPAK - HQ-Islamabad	7		5.00 Each	1,000.00	5,000.00

10. Now “Review & Submit” page will open. Review all the information of this invoice before submission. Click submit button to submit this invoice to the payables department.

The screenshot shows the Oracle Supplier Portal interface. The breadcrumb trail is: Home > Orders > Shipments > Planning > Finance > Product > Admin > Create Invoices > Review and Submit. The page title is "Create Invoice: Review and Submit". A "Submit" button is highlighted with a red box. The invoice details are as follows:

Supplier	Invoice
<ul style="list-style-type: none"> Supplier: Network Solutions Tax Payer ID: Network Solutio Remit To Address: 6th Floor Dawood Center Shakra-e-Faisal Sindh 41000 Remit To Bank Account: XXXXXXXXXXXXXXXXXXXXXXX8102 Unique Remittance Identifier Remittance Check Digit 	<ul style="list-style-type: none"> Invoice Number: 100210 Invoice Date: 14-Dec-2016 Invoice Type: Standard Currency: PKR Invoice Description Invoice Subtype Department Attachment: None

Customer details:

- Customer Tax Payer ID: Z34
- Customer Name: CMPak Legal Entity
- Address: Kuri Road, Chak Shahzad Islamabad PK

Items table:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
100218	1	1	Services		CMPAK - HQ-Islamabad	7		5.00 Each	1,000.00	5,000.00

Shipping and Handling: No results found.

Summary Tax Lines: No results found.

11. Upon submission system will show a confirmation message.

The screenshot shows the Oracle Supplier Portal interface after submission. The breadcrumb trail is: Home > Orders > Shipments > Planning > Finance > Product > Admin > Create Invoices > Confirmation. A confirmation message is displayed in a red box:

Confirmation
Invoice 100210 was submitted to our Accounts Payable department on 14-Dec-2016. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 100210

Supplier details:

- Supplier: Network Solutions
- Tax Payer ID: Network Solutio
- Remit To Address: 6th Floor Dawood Center Shakra-e-Faisal Sindh 41000
- Remit To Bank Account: XXXXXXXXXXXXXXXXXXXXXXX8102
- Unique Remittance Identifier
- Remittance Check Digit

Customer details:

- Customer Tax Payer ID: Z34
- Customer Name: CMPak Legal Entity
- Address: Kuri Road, Chak Shahzad Islamabad PK

Items table:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
100218	1	1	Services		CMPAK - HQ-Islamabad	7		5.00 Each	1,000.00	5,000.00

Invoice Summary:

Items	5,000.00
Less Retainage	0.00
Freight	0.00

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