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.

2. 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
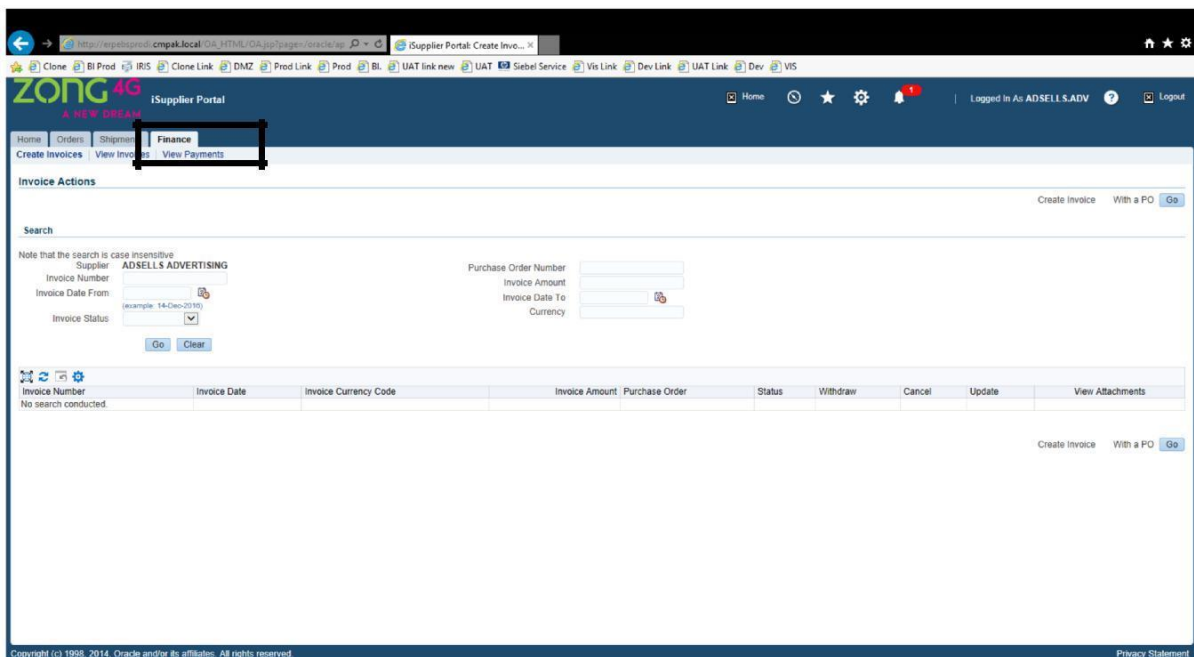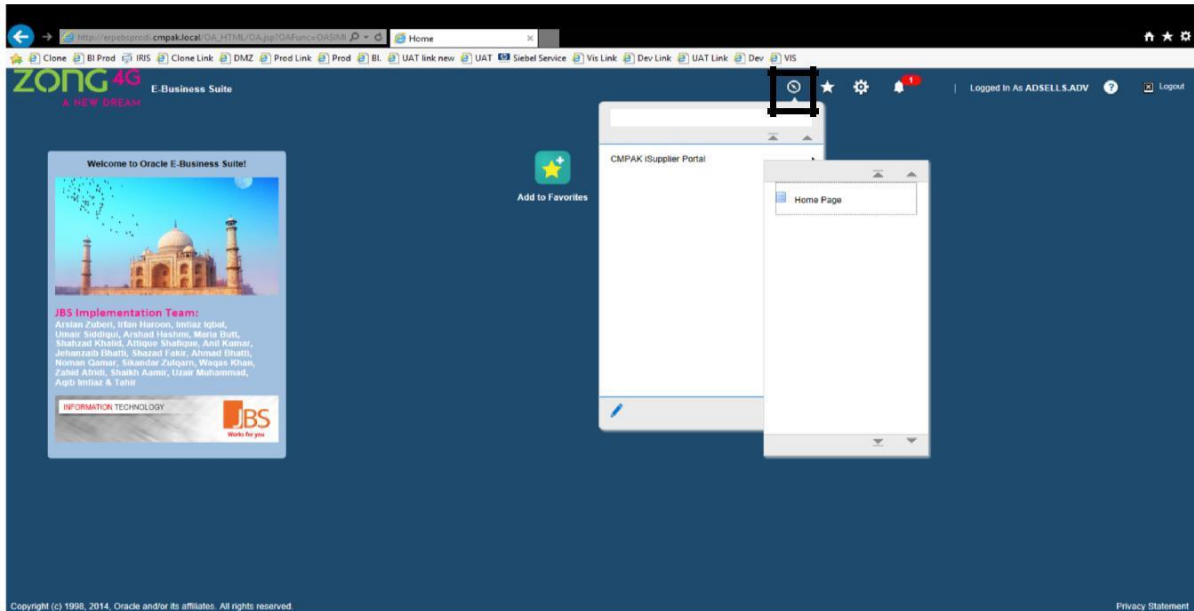
3. Click Go button against "Create Invoice with a PO" to create a new invoice. Now enter the desired PO number in the Purchase Order field against which the invoice is to be created. After entering the PO number Click Go button, system will show the PO lines eligible for invoicing.
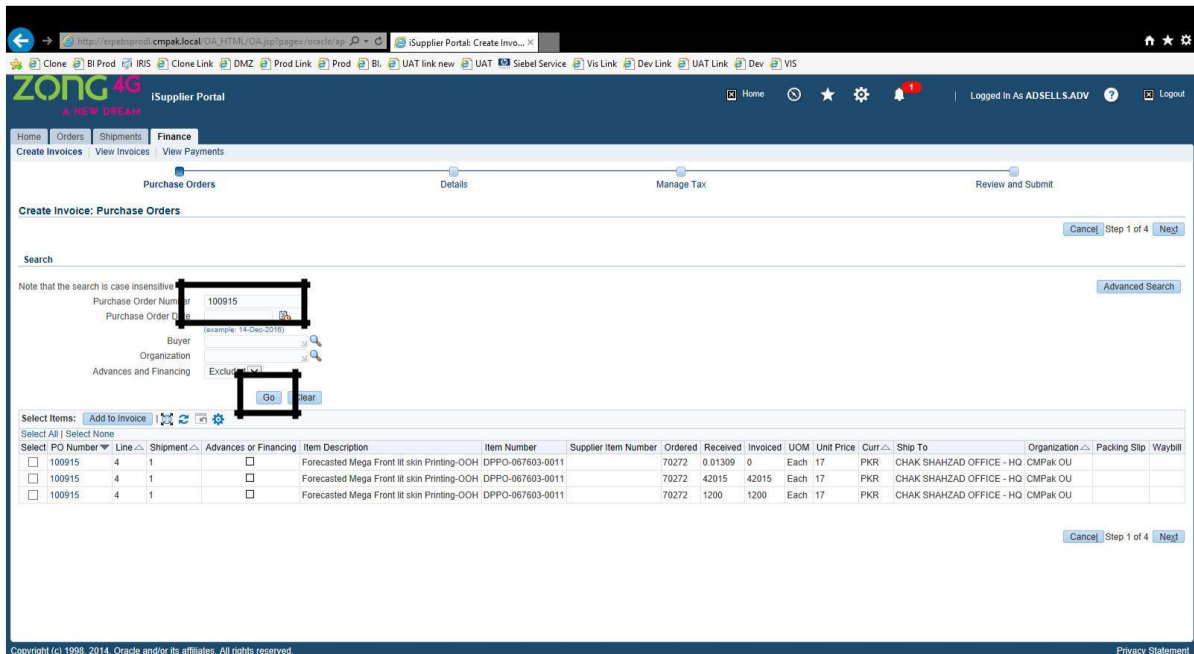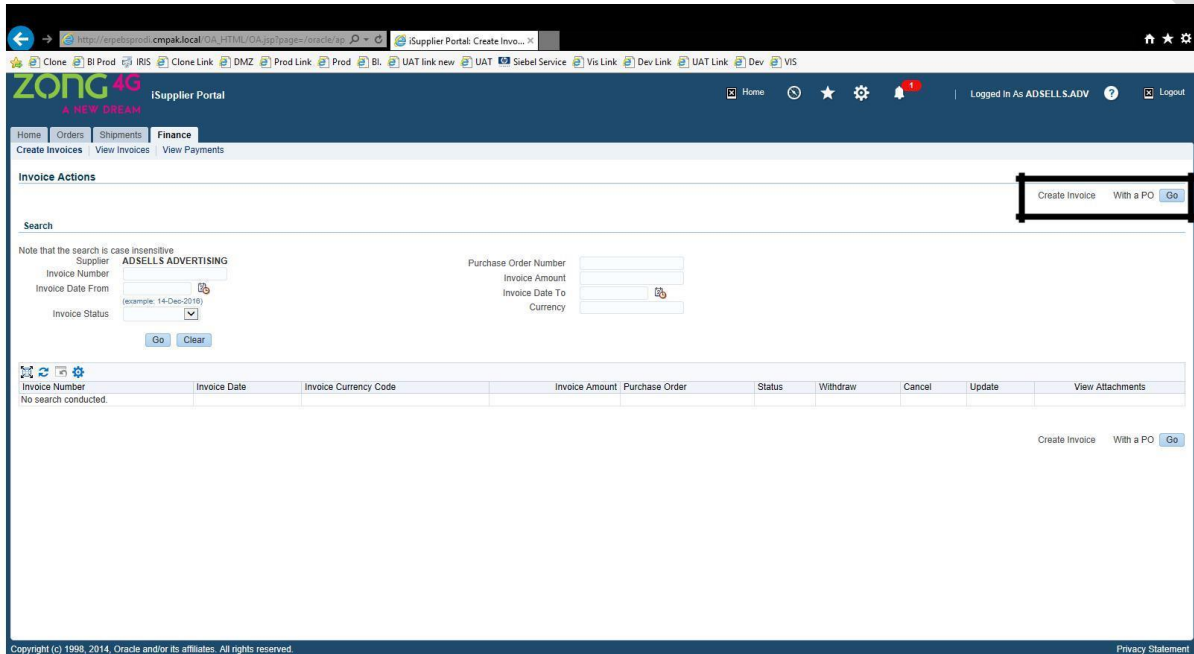
4. Now select the PO line(s) to be invoiced & click "Add to Invoice" button.

5. After selecting all the required lines click "Next" button.

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.

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.

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

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.

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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.

11. Upon submission system will show a confirmation message.