

Oracle12 iSupplier Portal External User Guide Create and Submit Invoices

Last Update: 02/05/2021

<u>Chapter Objectives:</u> Learn about iSupplier functions to create and submit Invoices Learn how to submit and manage invoices using iSupplier Portal

Chapter Tasks:

Create Invoice View open purchase orders and add purchase order lines to the Invoice Enter invoice header details Update quantities for partially shipped items Add miscellaneous charge lines to the Invoice Submit the Invoice

Estimated Lesson Time: 15-20 minutes

iSupplier Portal enables you to create and submit invoices for open purchase orders by adding PO lines directly to the invoice being created. You can include freight, tax and other charges as needed to complete invoice preparation.

Responsibility: Daikin iSupplier Finance

Menu Path = Finance > Create Invoices

Use the Go button on the right-hand side of the Invoice Actions screen to create a new invoice.

=	DAIKIN	4	iSu	pplier Portal	â	*	٥	↓ ² ∣	Logged in As STEVE.SMITH@	TEST.COM	?	ሳ
Supplier Home Finance Create Invoices Vi Invoice Actions	ew Invoices View Payments									Crea	te Invoice	Go
Search	ase insensitive											
	TEST SUPPLIER		Purchase Order Number Invoice Amount									
Invoice Status	(20-Sep-202(6		Invoice Date To Currency	60								
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amo	unt Purchase Order		Status	Withdra	w Ca	ncel Update	View	Attachment	s
No search conducted.		,										

Search for existing purchase orders for the invoice using one of the three search fields:

- Purchase Order Number
- Purchase Order Date
- Buyer

Supplier Home	Finance			-		
Create Invoid	view Inv	oices	View Paymer	nts		
	Purc	chase Or	ders ·		Det	ails
Create In	voice: Pur	chase	e Orders			
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Adding Purchase Order Lines to Invoices

To add purchase order lines to the invoice, first mark the box next to each PO line that you want to add. Once you have selected all PO lines, click the "Add to Invoice" button.

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Purch	nase Order N	lumber													
P	Irchase Orde	er Date (20-	Sep-202(📸												
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PO Number	△ Line △	Shipment ⊿	Litem Description	ltem Number	Supplier Item Number	Ordered	Received	Invoiced	иом	Unit Price		Ship To	Organization $ riangleq$	Packing Slip	Waybill
			LUGU, (ACS320)									NORTH			
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1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS32	0 404181303		50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
1216378	4	1	INVERTER, MD4, KEYPAD, BASIC, ACS32	0 404181303		50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
1216378	5	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	404181301		100	0	0	EACH	10	USD	FBO NORTH	MCQUAY US OU		
1216378	6	1	INVERTER, MD4, KEYPAD, BASIC, ACS32	0 404181303		50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
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Once you have added all of the desired PO lines to the invoice, click the "Next" button to continue.

Search																		Advanced	Search
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			Buyer			Ы	Q.												
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1216377		1	1		VERTE ACS320)		EYEBROW, DAIKIN LOGO,	404181301		100	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
1216377		2	1	IN	VERTE	R, MD4,	KEYPAD, BASIC, ACS320	404181303		50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
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vurchase C	Order	Items	Added	to Inv	/oice														
Select Items:	Dem		Invoice		~ =	* 1													
			ment Iten					Itom Number	Supplier Item Num	oor Orde	red Bessi	und Invo	and H	M Linit	Brice Cu	rr Chin To	Organization		
 1216378 	1	1					W, DAIKIN LOGO, (ACS320)		Supplier Rein Hum	100	0	0		CH 10			RTH MCQUAY US		
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_	3						BASIC, ACS320	404181303		50	0	0	-	CH 15			RTH MCQUAY US	_	
1216378																			

Cancel Step 1 of 4 Next

Adding Invoice Header Details

On the **Create Invoice: Details** screen, enter the following details:

- Invoice Number (required, as indicated by the *)
- Invoice Date (required)
- Invoice Type
- Currency
- Invoice Description

You can also include attachments to the invoice (optional). To attach a file to the invoice, click on the "+" sign next to the word "Attachment" and then selecting a file or document to attach. A count of invoice attachments will appear after the first attachment is added.

Supplier Home Finan	ce				
Create Invoices	View Invoices View Payments				
	Purchase Orders Details	Manage Tax	Re	view and Submit	
Create Invoice		manago tax	10		Step 2 of 4 Next
* Indicates required fi	eld				
Supplier		Invoice			
	* Supplier TEST SUPPLIER Tax Payer ID 98-7653001 * Remit To BALTI <u>S</u> Q Address 100 EAST BALTIMORE ST Baltimore MD 21202		* Invoice Number TEST INV#101 * Invoice Date 05-Oct-2020 @ Invoice Type Invoice © Currency USD Invoice Description Invoice for Supplier Training Attachment	ін. + Фф	
Customer					
	* Customer Tax Payer ID 410404230 J Q Customer Name Daikin Applied Americas Inc. Address 13600 INDUSTRIAL PARK BL	VD Minneapolis 55441 US			

Please update the quantity on each PO line on the invoice to match to the quantity shipped. The quantity updated on each PO line cannot be more than the Available Quantity displayed.

		* Customer T	Tax Payer ID	410404230 🔟 🔍								
		Cust	tomer Name	Daikin Applied Americas Inc.								
			Address	13600 INDUSTRIAL PARK BLVD Minneapolis	55441 US							
Items												
12 5	ф.					-				1		
State of the state		Item Number	Item Descri	ption	Supplier Item Number	Ship To	Available Quantity	* Quantity		Unit Price	UOM	Amour
PO Number		Item Number 404181301	www.www.www.w	ption MD4, EYEBROW, DAIKIN LOGO, (ACS320)	Supplier Item Number	Ship To FBO NORTH		*Quantity	80	Unit Price	UOM EACH	
PO Number 1216378			INVERTER, M		Supplier Item Number		100	* Quantity	80 50	burg.		800
	Line 1	404181301	INVERTER, M	MD4, EYEBROW, DAIKIN LOGO, (ACS320)	Supplier Item Number	FBO NORTH	100 50	* Quantity		burg.	EACH	800 750

Adding Charge Lines to the Invoice

On the same screen where you updated PO line quantities, you can add charge lines for freight, sales tax and other miscellaneous charges. Scroll below "Shipping and Handling" and add charge lines as needed.

- Use the Charge Type "Miscellaneous" for <u>both</u> Sales Tax and Miscellaneous charges.
- Select a Sub-Charge Type for any lines using Charge Type "Miscellaneous" to indicate if the line is "Tax" or "Surcharge".
- Provide charge line details in the "Description" field.

tems				Tax Payer ID 410404230 III Q. tomer Name Daikin Applied Americas Inc. Daikin Applied Americas Inc. 13600 INDUSTRIAL PARK BLVD Minneapole	s 55441 US						
1 2 5 I	¢ •										
			Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amour
216378	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80	10	EACH	800
216378	2	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40	15	EACH	600
216378	3	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
216377	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100	15	EACH	1500
Inspect MD hipping ai											

Charge Type	Sub-Charge Type	Amount	Description
Freight Y		10	SHIPPING CHARGE
Miscellaneous 🗸	SURCHARGE SURCHARGE	20	SURCHARGE
Miscellaneous 🗸	TAX SI Q. TAX	40	6.5% MN STATE TAX

The available Sub-Charge Types to use are OTHERS, SURCHARGE and TAX.

Search	and Select: Sub-C	harge Type	Cance <u>I</u> Select
Search			
To find yo	ur item, select a filter item in t	the pulldown list and enter a value in the te	xt field, then select the "Go" button.
Search By	Sub-Charge Type 🕥	Go	
Results			
Select	Quick Select	Sub-Charge Type	Description
0		OTHERS	OTHERS
0		SURCHARGE	SURCHARGE
\bigcirc	B	ТАХ	ТАХ

Reviewing and Submitting the Invoice

When you have completed entering any charge lines, click the "Next" button to continue.

			*Customer Tax Payer ID 410404230 Customer Name Daikin Applied Americas Inc. Address 13600 INDUSTRIAL PARK BLVD Mi	inneapolis 55441 US					
tems									
a 2 🖬 🕸	• •								
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amou
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.0
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.0
1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50.00 EACH	15.00	750.0
1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100.00 EACH	15.00	1,500.0
Freight Miscellaneous			SURCHARGE J Q,	10.00 SHIPPING 20.00 HANDLIN	G CHARGES				
Miscellaneous			TAX Q,	40.00 MN STAT	E TAX				
Invoice Sun	nmary								
								ltems Freight laneous	3,650.00 10.00 60.00

Review the Invoice details. If everything is complete and correct, click "Submit" to submit the invoice.

Supplier Home	Finance												
Create Invoice	s View	Invoices View	v Payments										
		0		0		0				•			
		Purchase Order	s	Details		Manage Tax				Review and	Submit	_	
Create Inv	voice: F	Review and	Submit							Cancel	<u>S</u> ave I	Back Step 4 of	4 Sub <u>m</u> it
Supplier					Inv	oice							
		Tax	Supplier TEST SUPPLIER Payer ID 98-7653001 Remit To BALTI					nvoice Number * Invoice Date Invoice Type					
			Address 100 EAST BALTIMORE ST B	altimore MD 21202				* Currency					
							Invoi		Invoice for Supplier Training	ng			
									Attachm	ent 🔗 🔼			
Customer													
			*Customer Tax Payer ID 41040423 Customer Name Daikin Ap Address 13600 IND		lis 55441 US								
Items													
X 2 5 4	*												
PO Number	Line	Shipment	Item Description		Supplier Item Nur	mber Sh	nip To	Available Q	ty Quanti	ty To Invoice	MOU	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN	LOGO, (ACS320)		FB	BO NORTH	100		80.00	EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, AC				BO NORTH	50		40.00		15.00	600.00
1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, AC				BO NORTH	50		50.00		15.00	750.00
1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN	LOGO, (ACS320)		FB	BO NORTH	100		100.00	EACH	15.00	1,500.00

The next screen includes a confirmation message that the invoice has been submitted.

Supplier Home	Finance												
Create Invoic	es View	Invoices View Paym	ents										
		0		0		0							
		Purchase Orders		Details		Manage Ta:	к			Review	w and Submit		
🔒 Confirm	ation												
Invoice TE	ST INV#101	was submitted to our Ac	counts Payable department	t on 05-Oct-2020. The confirmation num	ber for this invoice is t	the invoice number. Y	/ou can query its sta	atus by using Sea	arch by navigating t	o the Home page.			
Invoice:	TEST IN	V#101									Prin	table Page Cr	ate Another
Supplier						Invoice							
		* Suppli	r TEST SUPPLIER				*1	nvoice Number	TEST INV#101				
		Tax Paver	D 98-7653001					* Invoice Date					
			o BALTI					Invoice Type					
			100 EAST BALTIMORE	ST Baltimore MD 21202				* Currency					
		- Augusta	100 ENDT DALTIMOTA				Invo		Invoice for Suppl	ier Training			
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Customer													
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		Cu	-	ikin Applied Americas Inc.									
				300 INDUSTRIAL PARK BLVD Minneapo	lie 55441 LIS								
			Address 15		13 33441 03								
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1 2 🕞	🌣 🗕 🎟												
PO Number	Line	Shipment Item	Description		Supplier Ite	m Number	Ship To	Available C	aty	Quantity To Inv	voice UOM	Unit Price	Amount
1216378	1	1 INVE	RTER, MD4, EYEBROW, D	DAIKIN LOGO, (ACS320)			FBO NORTH	100			80.00 EACH	10.00	800.00
1216378	2	1 INVE	RTER, MD4, KEYPAD, BAS	SIC, ACS320			FBO NORTH	50			40.00 EACH	15.00	600.00

If you want to print a copy of the invoice, you can use the "Printable Page" button on this screen to generate a version of the invoice suitable for printing.

Review and Submit	
Search by navigating to the Home page	ge.
Printable Page	Create Another

Create Invoi	ce: Revie	w and Subm	it							
Supplier					Invoice					
	* Supplier TEST SUPPLIER				* Invoice Number TEST INV#101					
			Tax Payer ID		* Invoice Date 02-Dec-2020					
	* Remit To BALTI				Invoice Date 02/06/2020					
					*Currency USD					
	Address 500 EAST BALTIMORE ST Baltimore MD 21202 Remit To Bank Account									
					Invoice Description					
		Unique Remitta			Old_10_7_Batch_Name					
		Remittanc	e Check Digit		Batch Number					
							Service Location			
							Notes			
							Source File Name			
							Astea Invoice Number			
							Attachment None			
Customer										
Items			Address 13600 INDUSTRIAL PARK E	ILVD Minneapolis 55441 US						
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount	
1226367	1	1	VALVE-GAS.ACTUATOR.FLUID POWER,ON-OFF		FB0 NORTH	100	80.00 EACH	125.00	10,000.00	
1226367	2	1	VALVE-GAS, ACTUATOR, FLUID POWER		FB0 NORTH	100	40.00 EACH	100.00	4,000.00	
1226367	4	1	TEST COST CENTER 028		FB0 NORTH	100	50.00 EACH	80.00	4,000.00	
1226367	5	1	TEST COST CENTER 028		FB0 NORTH	100	100.00 EACH	90.00	9,000.00	
Shipping and	Handling									
Charge Type			Sub-Charge Type			Amount Description				
Freight						10.00 SHIPPING C	HARGES			
Miscellaneous			SURCHARGE			20.00 SURCHARG	E			
Miscellaneous			TAX TAX			40.00 6.5% MN ST	ATE TAX			