



Portal iSupplier de Oracle12

Guía de usuario Externo

Crear y enviar Facturas

Ultima actualización: 02/05/2021

Objetivos del Capítulo:

Aprender sobre el funcionamiento del portal ISupplier para crear y enviar facturas.
Aprender a enviar y administrar facturas mediante el portal ISupplier.

Tareas del Capítulo:

Crear Facturas
Ver órdenes de compra abiertas y agregar líneas de órdenes de compra a la factura.
Ingresar los detalles del encabezado de la Factura.
Actualizar cantidades para artículos enviados parcialmente.
Agregar varias líneas de cargo misceláneas a la factura.
Enviar Factura

Tiempo estimado de Lección: 15-20 minutos

El portal ISupplier le permite crear y enviar facturas para ordenes de compra abiertas, agregando líneas de orden de compra directamente a la factura que se esta creando. Puede Incluir fletes, impuestos y otros cargos según sea necesario para completar la preparación de la factura.

Creando Facturas

Responsabilidad: Daikin iSupplier Finance

Desde el Menu = Finance > Create Invoices

Utilice el botón “Go” en el lado derecho de la pantalla “Invoice Actions” para crear una nueva Factura.

The screenshot shows the 'iSupplier Portal' interface. At the top, there's a navigation bar with the DAIKIN logo and user information (Logged In As STEVE.SMITH@TEST.COM). Below the navigation bar, there are tabs for 'Supplier Home' and 'Finance'. Under 'Finance', there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main section is titled 'Invoice Actions' and contains a search form. The search form has fields for 'Supplier' (TEST SUPPLIER), 'Invoice Number', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date From' (20-Sep-2021), 'Invoice Date To', 'Invoice Status', and 'Currency'. There are 'Go' and 'Clear' buttons at the bottom of the search form. A red box highlights the 'Create Invoice' and 'Go' buttons in the top right corner of the 'Invoice Actions' section.

Busque ordenes de compra existentes para la factura utilizando uno de los tres campos de búsqueda:

- Numero de orden de Compra
- Fecha de Orden de Compra
- Comprador

The screenshot shows the 'Create Invoice: Purchase Orders' page. At the top, there's a navigation bar with the DAIKIN logo and user information. Below the navigation bar, there are tabs for 'Supplier Home' and 'Finance'. Under 'Finance', there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main section is titled 'Create Invoice: Purchase Orders' and contains a search form. The search form has fields for 'Purchase Order Number', 'Purchase Order Date' (20-Sep-2021), and 'Buyer'. There are 'Go' and 'Clear' buttons at the bottom of the search form. A red box highlights the search form fields.

Agregar detalles del Encabezado de la Factura

En la pantalla de **Create Invoice: Details** agrega los siguientes valores:

- Numero de Factura (requerido, indicado con el signo *)
- Fecha de Factura (requerido)
- Tipo de Factura
- Tipo de Moneda
- Descripción de Factura

También podras incluir adjuntos a la factura (opcional). Para adjuntar un archivo a la factura, haga clic en el signo “+” junto a la palabra “Attachment” y luego seleccione un archivo o documento para adjuntar. Aparecerá un recuento de los adjuntos de la factura después de agregar el primer adjunto.

Actualice la cantidad en cada línea de orden de compra de la factura para que coincida con la cantidad enviada. La cantidad actualizada en cada línea de orden de compra no puede ser mayor que la cantidad disponible mostrada.

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
1216378	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80	10	EACH	800
1216378	2	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
1216378	3	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
1216377	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100	15	EACH	1500

Agregar líneas de Cargo a la Factura

En la misma pantalla donde se actualizan las cantidades de la línea de orden de compra, se podrá agregar líneas de cobro para flete, impuestos sobre las ventas y otros cargos misceláneos. Desplácese debajo de "Shipping and Handling" y agregue líneas de cargo según sea necesario.

- Utilice el tipo de cargo "Miscellaneous" tanto para el impuesto sobre las ventas como para los cargos misceláneos.
- Seleccione un tipo de cargo secundario para cualquier línea que utilice el tipo de cargo "Miscellaneous" para indicar si la línea es "Tax" o "Surcharge"
- Proporcione los detalles de la línea de cargo en el campo "Description".

Customer

Customer Tax Payer ID: 410404230
 Customer Name: Daikin Applied Americas Inc.
 Address: 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
1216378	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80	10	EACH	800
1216378	2	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40	15	EACH	600
1216378	3	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
1216377	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100	15	EACH	1500

Shipping and Handling

Charge Type	Sub-Charge Type	Amount	Description
Freight		10	SHIPPING CHARGE
Miscellaneous	SURCHARGE	20	SURCHARGE
Miscellaneous	TAX	40	6.5% MN STATE TAX

Los tipos de sub cargos disponibles para usar son OTHERS, SURCHARGE y TAX.

Search and Select: Sub-Charge Type

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Results

Select	Quick Select	Sub-Charge Type	Description
<input type="radio"/>		OTHERS	OTHERS
<input type="radio"/>		SURCHARGE	SURCHARGE
<input type="radio"/>		TAX	TAX

Revisando y Enviando la Factura

Cuando haya terminado de ingresar las líneas de cargo, haga clic en el botón “Next” para continuar.

Customer

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Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.00
1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50.00 EACH	15.00	750.00
1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100.00 EACH	15.00	1,500.00

Shipping and Handling

Charge Type	Sub-Charge Type	Amount	Description
Freight		10.00	SHIPPING CHARGES
Miscellaneous	SURCHARGE	20.00	HANDLING CHARGES
Miscellaneous	TAX	40.00	MN STATE TAX

Invoice Summary

Items	3,650.00
Freight	10.00
Miscellaneous	60.00
Recalculate Total	Total (USD) 3,720.00

Revise los detalles de la factura. Si todo esta completo y correcto, haga clic en “Submit” para enviar la Factura.

Supplier Home **Finance**

Create Invoices | View Invoices | View Payments

Purchase Orders
Details
Manage Tax
Review and Submit

Create Invoice: Review and Submit

Supplier

* Supplier TEST SUPPLIER
 Tax Payer ID 98-7653001
 * Remit To BALTI
 Address 100 EAST BALTIMORE ST Baltimore MD 21202

Invoice

* Invoice Number TEST INV#101
 * Invoice Date 05-Oct-2020
 Invoice Type Standard
 * Currency USD
 Invoice Description Invoice for Supplier Training
 Attachment

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.00
1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50.00 EACH	15.00	750.00
1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100.00 EACH	15.00	1,500.00

La siguiente pantalla incluye un mensaje de confirmación de que se ha enviado la factura.

Supplier Home **Finance**

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax **Review and Submit**

Confirmation

Invoice TEST INV#101 was submitted to our Accounts Payable department on 05-Oct-2020. 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: **TEST INV#101** [Printable Page](#) [Create Another](#)

Supplier

- * Supplier TEST SUPPLIER
- * Tax Payer ID 98-7853001
- * Remit To BALTI
- Address 100 EAST BALTIMORE ST Baltimore MD 21202

Invoice

- * Invoice Number TEST INV#101
- * Invoice Date 05-Oct-2020
- Invoice Type Standard
- * Currency USD
- Invoice Description Invoice for Supplier Training

Customer

- * Customer Tax Payer ID 410404230
- Customer Name Dalkin Applied Americas Inc.
- Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.00

Si desea imprimir una copia de la factura, puede utilizar el botón "Printable Page" en esta pantalla para generar una versión de la factura adecuada para imprimir.

Review and Submit

Search by navigating to the Home page.

[Printable Page](#) [Create Another](#)

Create Invoice: Review and Submit

Supplier

- * Supplier TEST SUPPLIER
- * Tax Payer ID
- * Remit To BALTI
- Address 500 EAST BALTIMORE ST Baltimore MD 21202
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number TEST INV#101
- * Invoice Date 02-Dec-2020
- Invoice Type Standard
- * Currency USD
- Invoice Description
- Old_10_7_Batch_Name
- Batch Number
- Service Location
- Notes
- Source File Name
- Astrea Invoice Number
- Attachment None

Customer

- * Customer Tax Payer ID 410404230
- Customer Name Dalkin Applied Americas Inc.
- Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1225367	1	1	VALVE-GAS ACTUATOR FLUID POWER,ON-OFF		FBO NORTH	100	80.00 EACH	125.00	10,000.00
1225367	2	1	VALVE-GAS ACTUATOR FLUID POWER		FBO NORTH	100	40.00 EACH	100.00	4,000.00
1225367	4	1	TEST COST CENTER 028		FBO NORTH	100	50.00 EACH	80.00	4,000.00
1225367	5	1	TEST COST CENTER 028		FBO NORTH	100	100.00 EACH	90.00	9,000.00

Shipping and Handling

Charge Type	Sub-Charge Type	Amount	Description
Freight		10.00	SHIPPING CHARGES
Miscellaneous	SURCHARGE	20.00	SURCHARGE
Miscellaneous	TAX	40.00	6.5% MN STATE TAX

END