# Oracle Fusion: Creating an Invoice

Supplier Standard Operating Guide

Comprehensive step-by-step instructions designed to support accurate and efficient task completion within Oracle Fusion Cloud Application Software.

Gwinnett

Step 1

From the Oracle homepage, click Supplier Portal.
If the Oracle homepage isn't displayed, click the home icon on the top-right corner.
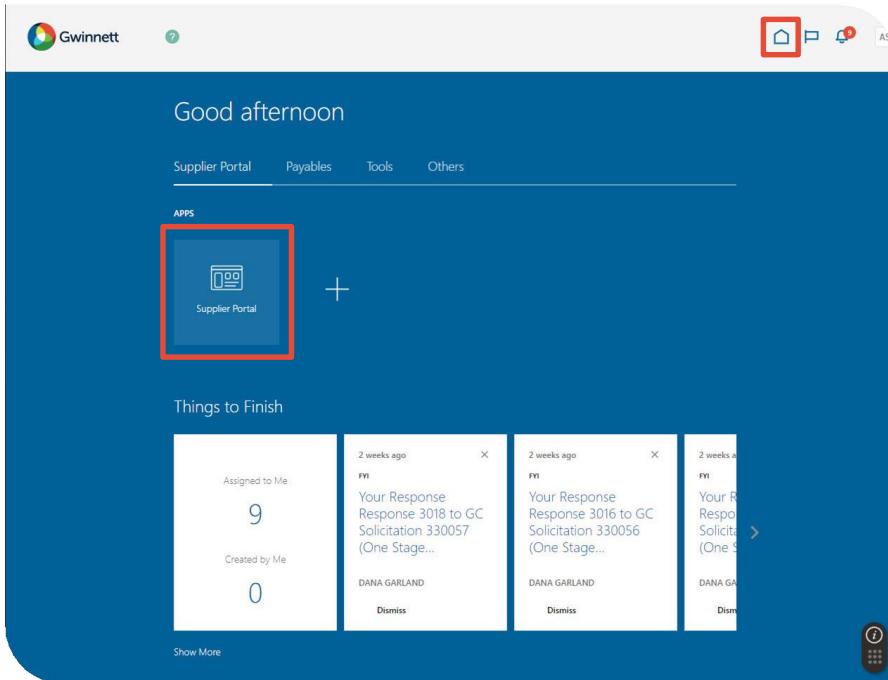
Step 2

From the tasks list, click on "Create Invoice".
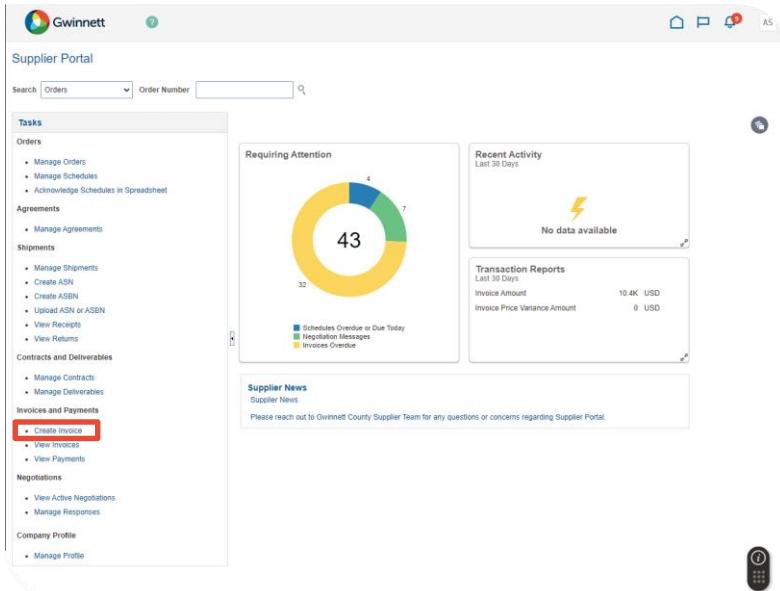
Step 3

To create an invoice, you need to know your PO number. Type it in the "Identifying PO" field or use the dropdown to search for it.

If the supplier site does not automatically populate, you will need to choose it from the **Supplier Site** dropdown list.
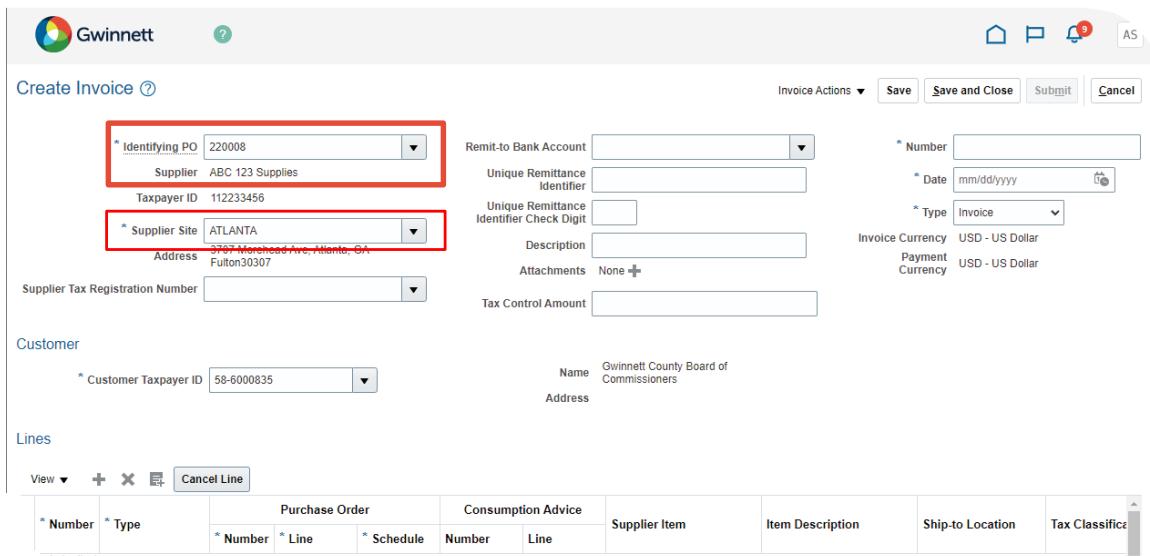
Step 4

Verify that the correct banking information appears in "Remit-to-Bank Account".

If you need to edit linked accounts, those steps are covered in the **Profile Management SOP**.
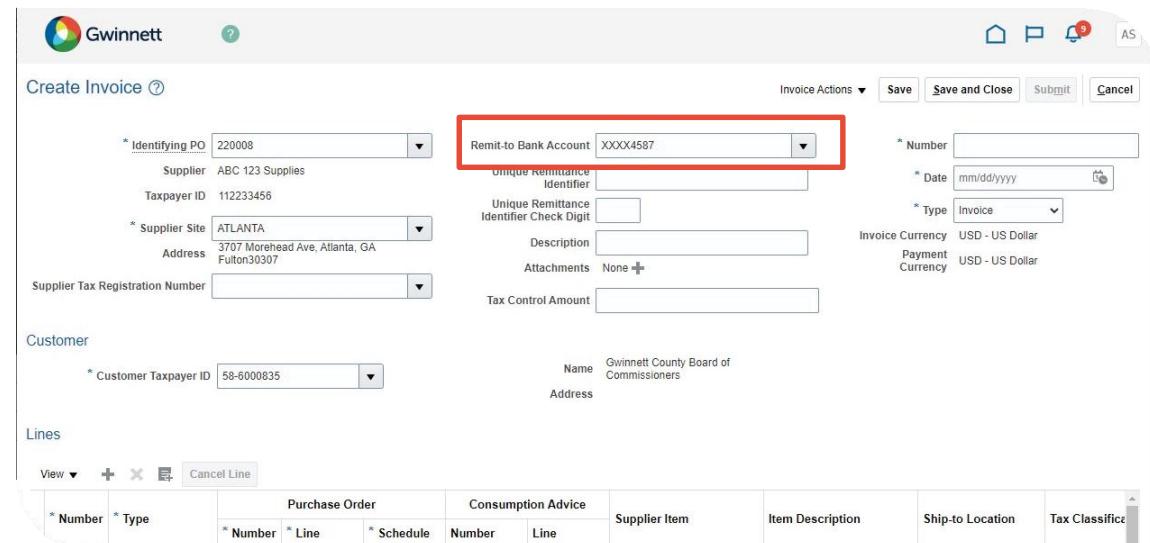
Step 5

Fill in details for the "Invoice Number", "Date", and "Type" fields.

You cannot back date invoices. All invoices must either have the current date or a date in the future.

Step 6

To include other necessary files, click the + button next to "Attachments". A commonly included attachment is a PDF copy of the invoice.

AP requires a copy of the invoice you are submitting. You can add any type of file including photos, PDFs, and word documents.
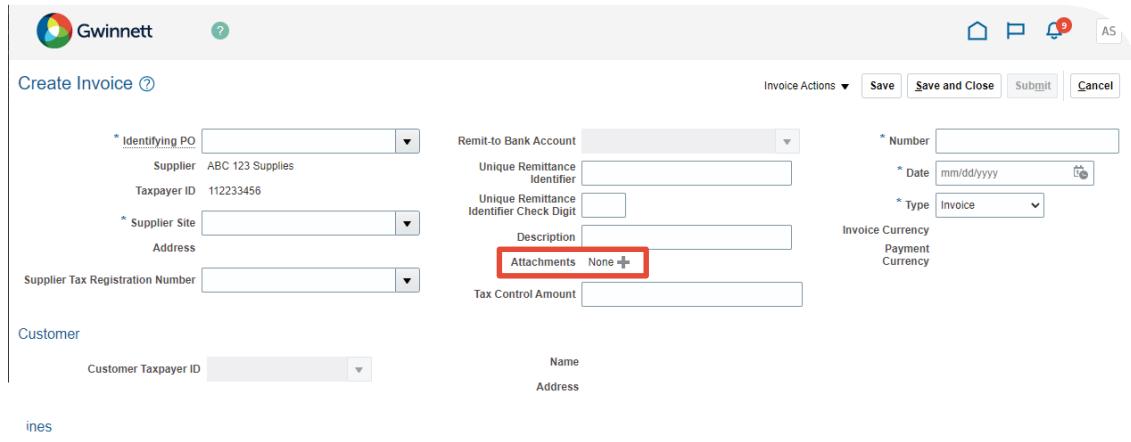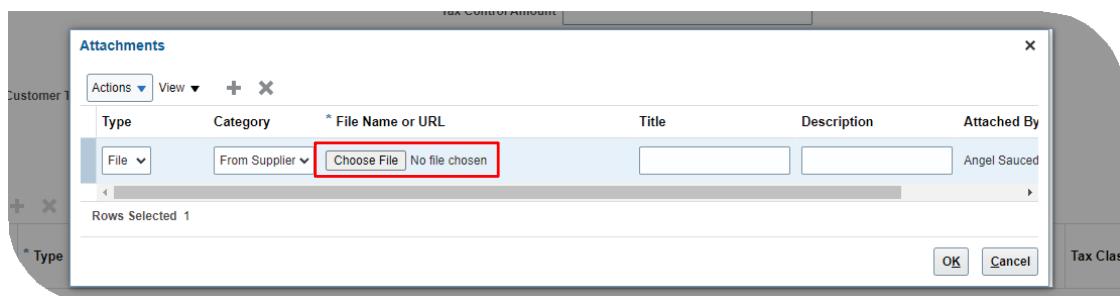
Step 7

To add lines to the invoice, click the Select and Add icon.

Click to the left of a line to highlight it. To select multiple items, click and drag or hold Ctrl while you click. **You cannot add lines that have already been billed**.

After you've selected all applicable items, click **Apply** and **OK**.

Step 8

Verify the Quantity. You cannot bill more than the Available Quantity.

Use the scroll bar to see all fields for the line.
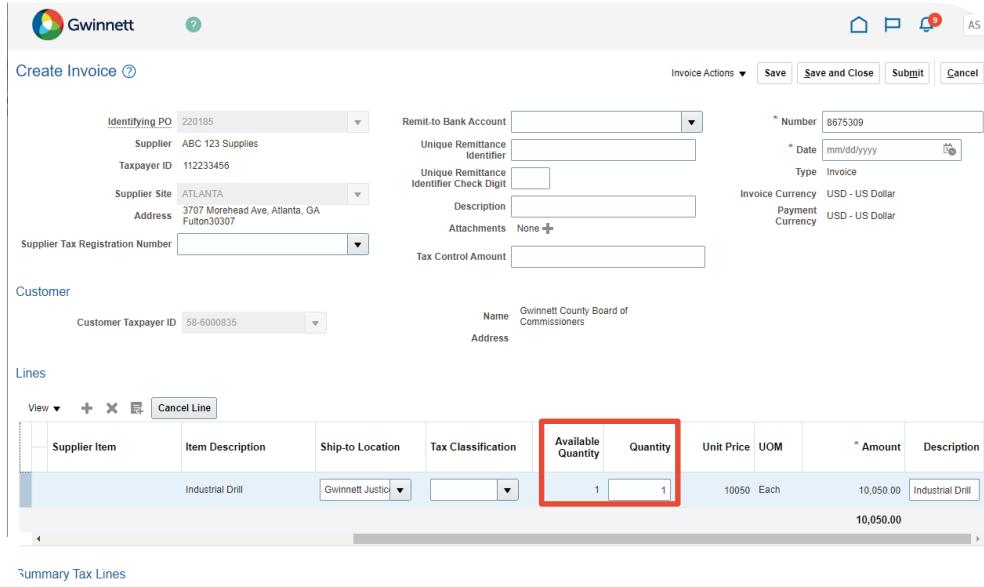
Step 9

Click "Submit".

A window will appear once "Submit" is pressed. This banner will show the invoice number and is a notification stating that the invoice has been successfully submitted.