



# Oracle Fusion: Creating an Invoice

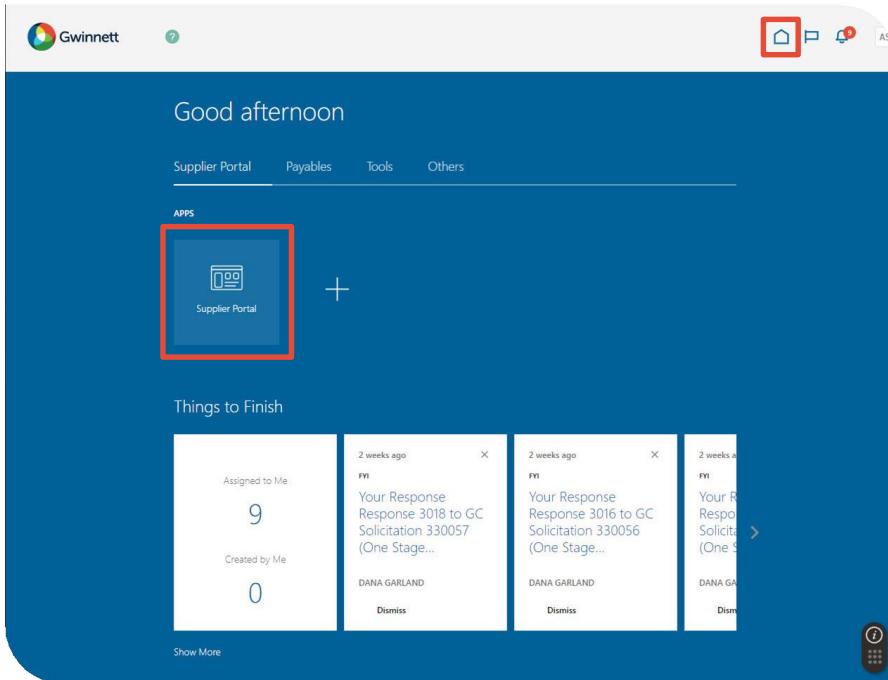
## Supplier Standard Operating Guide

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

# Step 1

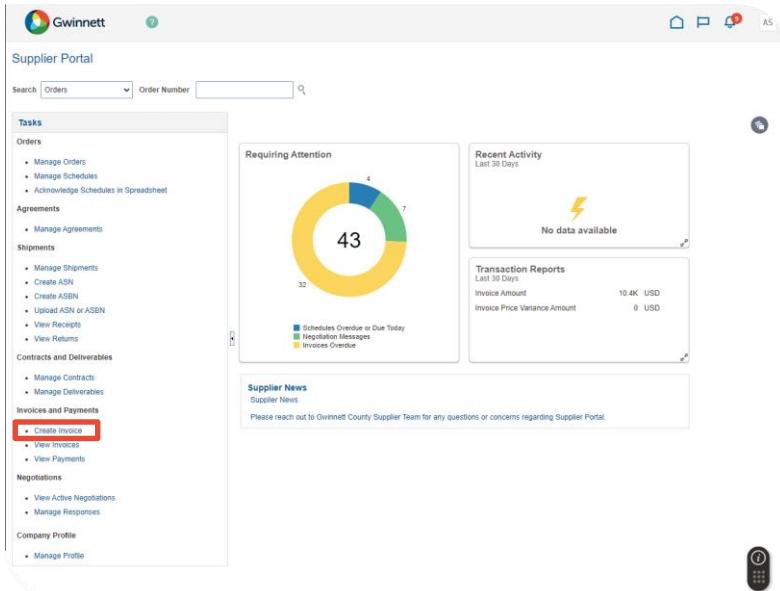
From the Oracle homepage, click Supplier Portal.

If the Oracle homepage isn't displayed, click the home icon on the top-right corner.



# Step 2

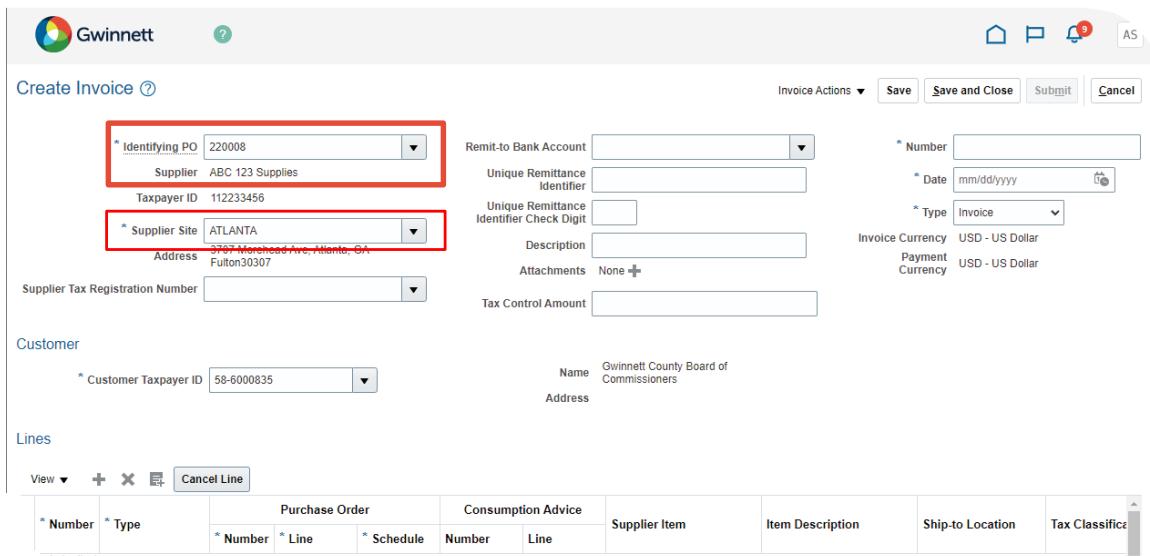
From the tasks list, click on “Create Invoice”.



## 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.



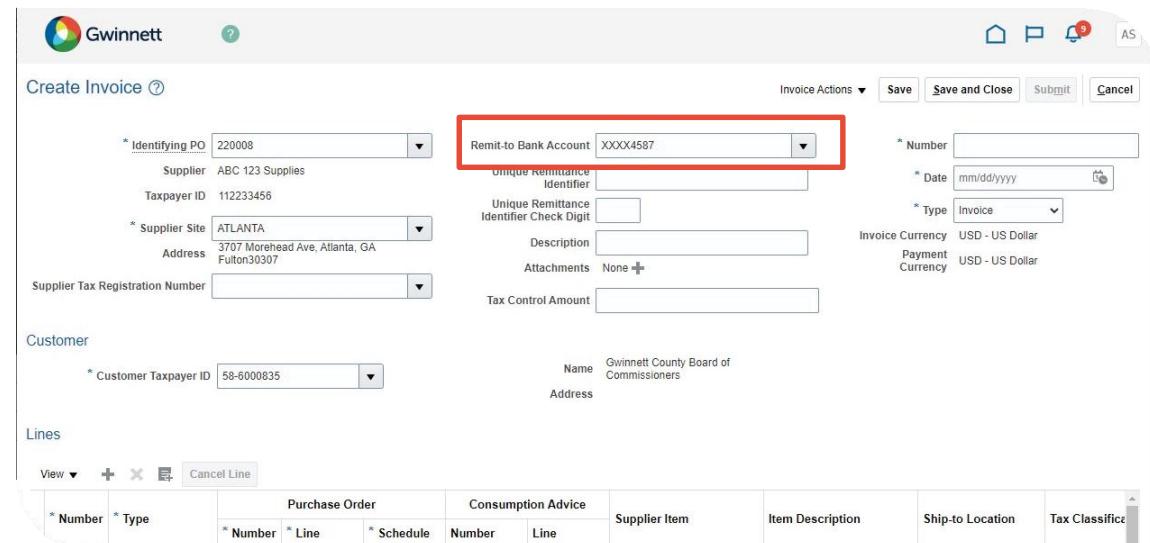
The screenshot shows the 'Create Invoice' page with several fields highlighted in red:

- Identifying PO:** 220008
- Supplier:** ABC 123 Supplies
- Taxpayer ID:** 112233456
- Supplier Site:** ATLANTA
- Address:** 3707 Morehead Ave, Atlanta, GA 30307
- Remit-to Bank Account:** XXXX4587
- Number:** (empty)
- Date:** (empty)
- Type:** Invoice
- Invoice Currency:** USD - US Dollar
- Payment Currency:** USD - US Dollar
- Supplier Tax Registration Number:** (empty)
- Description:** (empty)
- Attachments:** None
- Tax Control Amount:** (empty)

## 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**.



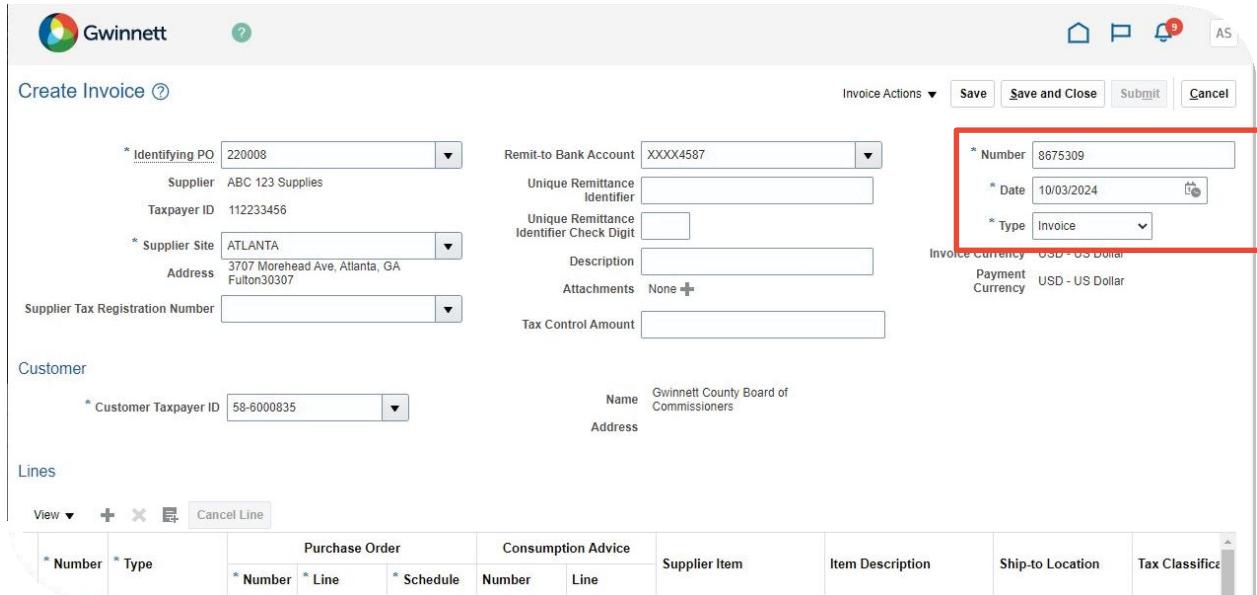
The screenshot shows the 'Create Invoice' page with the 'Remit-to Bank Account' field highlighted in red:

- Identifying PO:** 220008
- Supplier:** ABC 123 Supplies
- Taxpayer ID:** 112233456
- Supplier Site:** ATLANTA
- Address:** 3707 Morehead Ave, Atlanta, GA 30307
- Remit-to Bank Account:** XXXX4587
- Number:** (empty)
- Date:** (empty)
- Type:** Invoice
- Invoice Currency:** USD - US Dollar
- Payment Currency:** USD - US Dollar
- Supplier Tax Registration Number:** (empty)
- Description:** (empty)
- Attachments:** None
- Tax Control Amount:** (empty)

# 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.



The screenshot shows the 'Create Invoice' screen in the Gwinnett system. The 'Number' field is set to 8675309, the 'Date' field is set to 10/03/2024, and the 'Type' field is set to 'Invoice'. These three fields are highlighted with a red box. The rest of the form fields are visible but not highlighted.

Identifying PO: 220008  
Supplier: ABC 123 Supplies  
Taxpayer ID: 112233456  
Supplier Site: ATLANTA  
Address: 3707 Morehead Ave, Atlanta, GA  
Supplier Tax Registration Number:

Remit-to Bank Account: XXXX4587  
Unique Remittance Identifier:   
Unique Remittance Identifier Check Digit:   
Description:   
Attachments: None

Invoice Actions: Save, Save and Close, Submit, Cancel  
Number: 8675309  
Date: 10/03/2024  
Type: Invoice  
Invoice Currency: USD - US Dollar  
Payment Currency: USD - US Dollar

Customer: Name: Gwinnett County Board of Commissioners  
Address:

Customer Taxpayer ID: 58-6000835

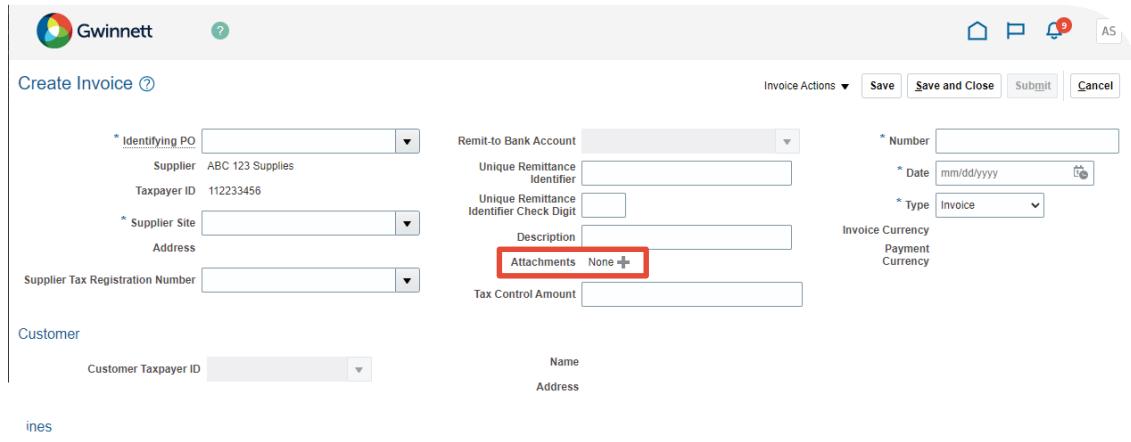
Lines: View, +, X, Cancel Line

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classifica
* Number	* Line	* Schedule	Number	Line					

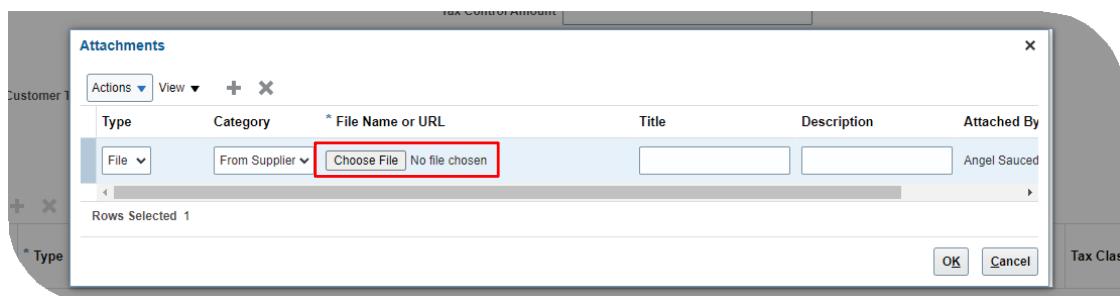
# Step 6

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.



The screenshot shows the 'Create Invoice' screen in the Gwinnett system. In the center, there is a section for 'Attachments' with a red box highlighting the '+ button' next to the word 'Attachments'. The 'Attachments' field currently displays 'None'.



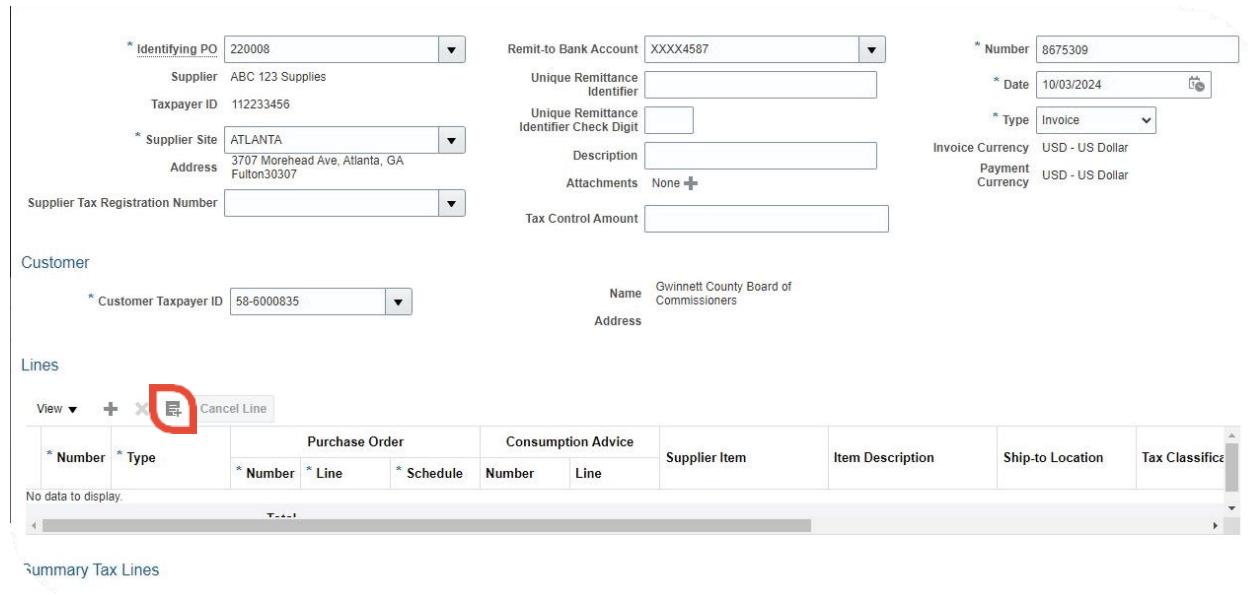
The screenshot shows the 'Attachments' dialog box. In the 'File Name or URL' input field, there is a red box highlighting the 'Choose File' button, which is currently showing 'No file chosen'. The dialog box also includes columns for 'Type', 'Category', 'Title', 'Description', and 'Attached By'.

# Step 7

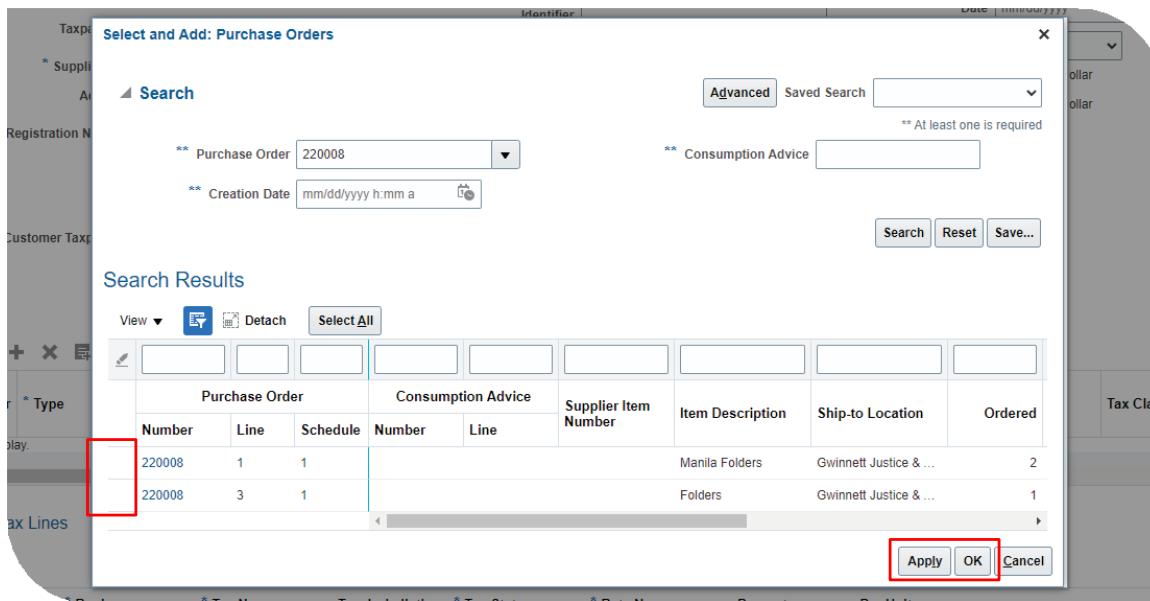
## To add lines to the invoice, click the Select and Add icon.

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**.



The screenshot shows the 'Lines' section of an invoice creation interface. The toolbar above the grid includes 'View', '+', 'Cancel Line', and a 'Select and Add' icon (magnifying glass). The grid columns are: \* Number, \* Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, and Tax Classification. A message 'No data to display.' is shown below the grid. The 'Summary Tax Lines' section is visible at the bottom.

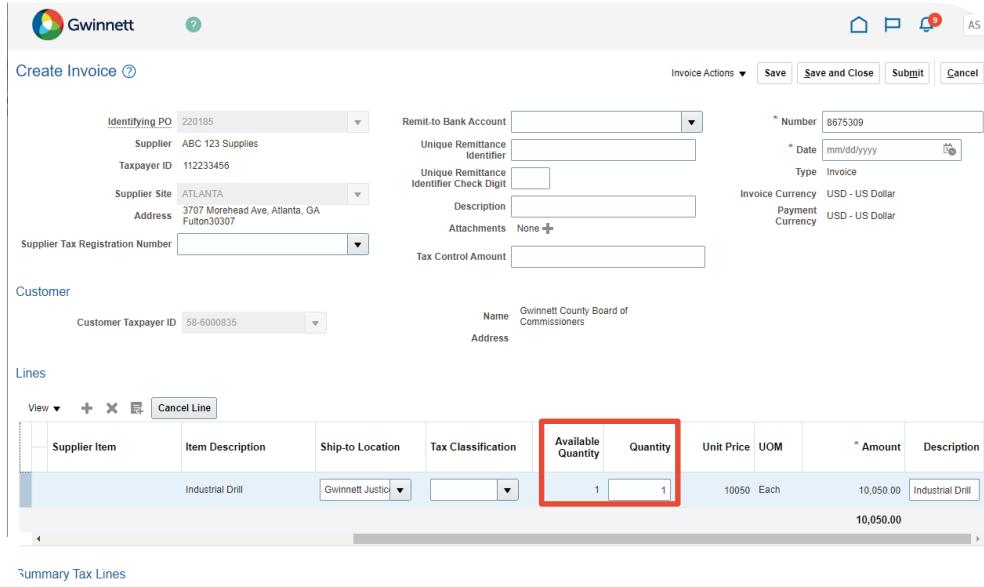


The screenshot shows the 'Select and Add: Purchase Orders' dialog box. The toolbar includes 'View', 'Search' (with 'Advanced' and 'Saved Search' buttons), and 'Select All'. The search fields are: \*\* Purchase Order (220008) and \*\* Creation Date (mm/dd/yyyy h:mm a). The search results grid shows two purchase order lines: 220008, Line 1, and 220008, Line 3. The bottom right of the dialog has 'Apply', 'OK', and 'Cancel' buttons.

# Step 8

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

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

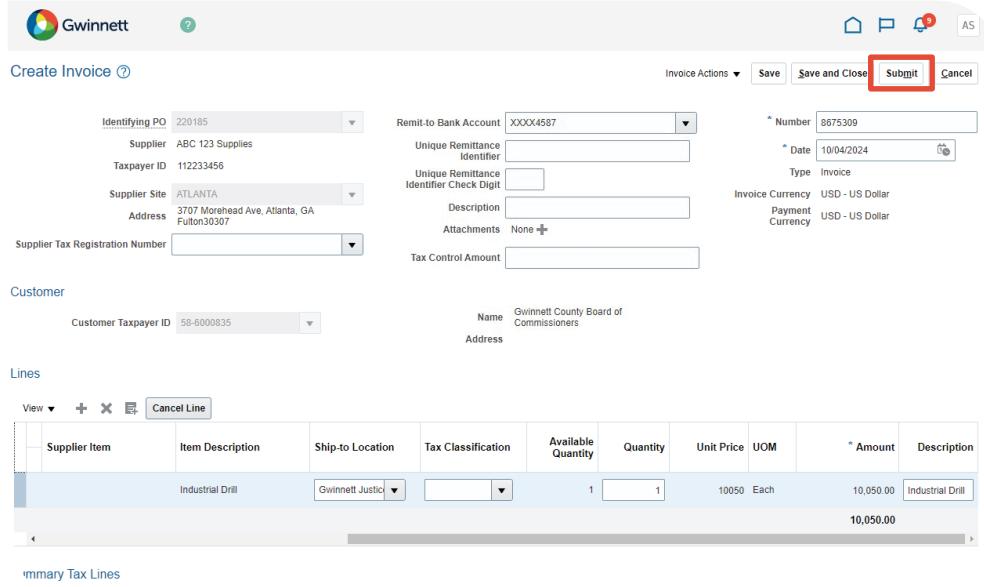


The screenshot shows the 'Create Invoice' screen. In the 'Lines' section, there is a table with columns: Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM, Amount, and Description. A single row is visible for an 'Industrial Drill' item. The 'Available Quantity' and 'Quantity' fields are highlighted with a red box, both containing the value '1'. The 'Unit Price' is '10050', 'UOM' is 'Each', and 'Amount' is '10,050.00'.

# 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.



The screenshot shows the 'Create Invoice' screen. The 'Submit' button is highlighted with a red box. The rest of the interface is identical to the previous screenshot, showing the 'Lines' section with the same table and data for the Industrial Drill item.