



Oracle Fusion: Creating an Invoice

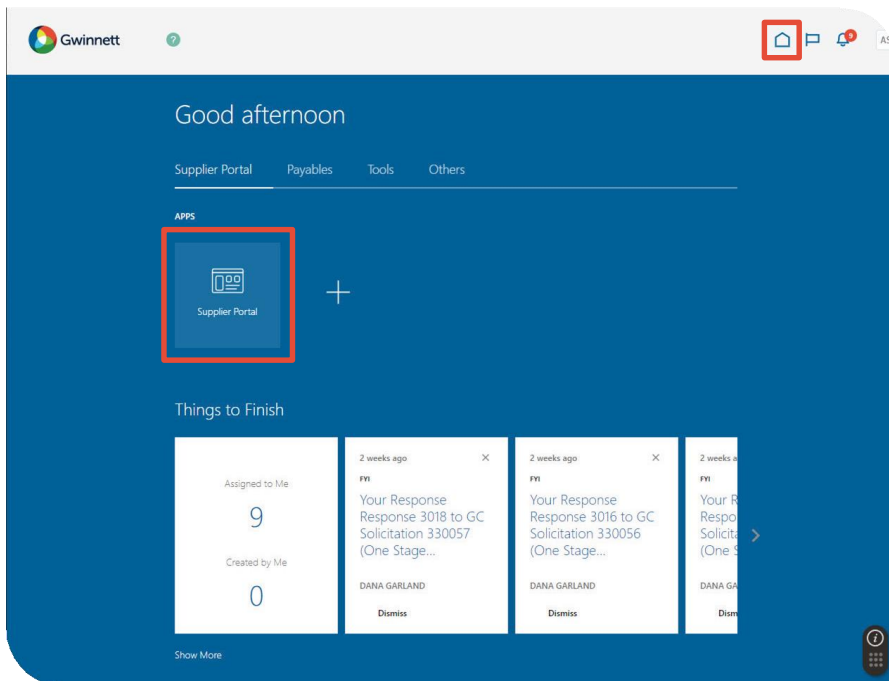
Supplier Standard Operating Guide

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

Step 1

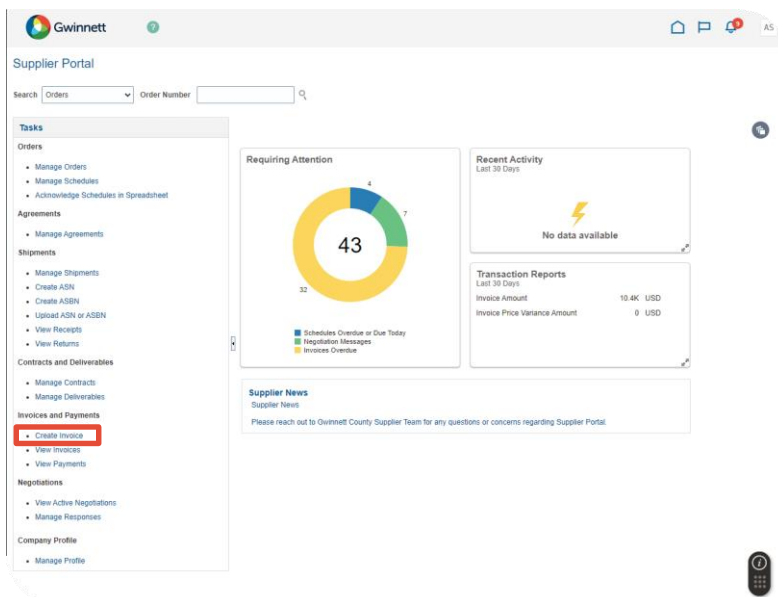
From the Oracle homepage, click Supplier Portal.

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.

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

* Identifying PO: 220008
Supplier: ABC 123 Supplies
Taxpayer ID: 112233456
* Supplier Site: ATLANTA
Address: 3707 Morehead Ave, Atlanta, GA
Fulton30307
Supplier Tax Registration Number: [empty]

Remit-to Bank Account: [empty]
Unique Remittance Identifier: [empty]
Unique Remittance Identifier Check Digit: [empty]
Description: [empty]
Attachments: None
Tax Control Amount: [empty]

* Number: [empty]
* Date: mm/dd/yyyy
* Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer
* Customer Taxpayer ID: 58-6000835
Name: Gwinnett County Board of Commissioners
Address: [empty]

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification
*a to display.										

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**.

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

* Identifying PO: 220008
Supplier: ABC 123 Supplies
Taxpayer ID: 112233456
* Supplier Site: ATLANTA
Address: 3707 Morehead Ave, Atlanta, GA
Fulton30307
Supplier Tax Registration Number: [empty]

Remit-to Bank Account: XXXX4587
Unique Remittance Identifier: [empty]
Unique Remittance Identifier Check Digit: [empty]
Description: [empty]
Attachments: None
Tax Control Amount: [empty]

* Number: [empty]
* Date: mm/dd/yyyy
* Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer
* Customer Taxpayer ID: 58-6000835
Name: Gwinnett County Board of Commissioners
Address: [empty]

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification
*a to display.										

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.

Create Invoice ?

Invoice Actions: Save, Save and Close, Submit, Cancel

* Identifying PO: 220008
Supplier: ABC 123 Supplies
Taxpayer ID: 112233456
* Supplier Site: ATLANTA
Address: 3707 Morehead Ave, Atlanta, GA
Fulton30307
Supplier Tax Registration Number: [dropdown]
Remit-to Bank Account: XXXX4587
Unique Remittance Identifier: [dropdown]
Unique Remittance Identifier Check Digit: [dropdown]
Description: [dropdown]
Attachments: None +
Tax Control Amount: [dropdown]
* Number: 8675309
* Date: 10/03/2024
* Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar
Tax Classification: 3

Customer

* Customer Taxpayer ID: 58-6000835
Name: Gwinnett County Board of Commissioners
Address: [dropdown]

Lines

View: +, -, [icon], Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* 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.

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

* Identifying PO: Supplier ABC 123 Supplies, Taxpayer ID 112233456

* Supplier Site: Address

Supplier Tax Registration Number

Remit-to Bank Account: Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description

Attachments: None +

Tax Control Amount

* Number: * Date: mm/dd/yyyy, * Type: Invoice

Invoice Currency, Payment Currency

Customer: Customer Taxpayer ID, Name, Address

Attachments

Actions: View, +, X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			Angel Sauced

Rows Selected: 1

* Type

OK Cancel

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**.

Identifying PO 220008
Supplier ABC 123 Supplies
Taxpayer ID 112233456
Supplier Site ATLANTA
Address 3707 Morehead Ave, Atlanta, GA
Fulton30307
Supplier Tax Registration Number
Remit to Bank Account XXXX4587
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount
Number 8675309
Date 10/03/2024
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer
Customer Taxpayer ID 58-6000835
Name Gwinnett County Board of Commissioners
Address

Lines
View + - x [Select and Add] Cancel Line
No data to display.

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
Number	Line	Schedule	Number	Line				

Summary Tax Lines

Select and Add: Purchase Orders

Search
Advanced Saved Search
** Purchase Order 220008
** Creation Date mm/dd/yyyy h:mm a
** Consumption Advice
** At least one is required
Search Reset Save...

Search Results
View [Select and Add] Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
220008	1	1				Manila Folders	Gwinnett Justice & ...	2
220008	3	1				Folders	Gwinnett Justice & ...	1

Apply OK Cancel

Step 8

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

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

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: 220185
Supplier: ABC 123 Supplies
Taxpayer ID: 112233456
Supplier Site: ATLANTA
Address: 3707 Morehead Ave, Atlanta, GA
Fulton30307
Supplier Tax Registration Number: [Field]
Remit to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None
Tax Control Amount: [Field]
* Number: 8675309
* Date: mm/dd/yyyy
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer
Customer Taxpayer ID: 58-6000835
Name: Gwinnett County Board of Commissioners
Address: [Field]

Lines

Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
	Industrial Drill	Gwinnett Justice		1	1	10050	Each	10,050.00	Industrial Drill
								10,050.00	

Summary Tax Lines

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.

Create Invoice

Invoice Actions: Save, Save and Close, **Submit**, Cancel

Identifying PO: 220185
Supplier: ABC 123 Supplies
Taxpayer ID: 112233456
Supplier Site: ATLANTA
Address: 3707 Morehead Ave, Atlanta, GA
Fulton30307
Supplier Tax Registration Number: [Field]
Remit to Bank Account: XXXX4587
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None
Tax Control Amount: [Field]
* Number: 8675309
* Date: 10/04/2024
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Customer
Customer Taxpayer ID: 58-6000835
Name: Gwinnett County Board of Commissioners
Address: [Field]

Lines

Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
	Industrial Drill	Gwinnett Justice		1	1	10050	Each	10,050.00	Industrial Drill
								10,050.00	

Summary Tax Lines