

Create Invoice in Supplier Portal

Introduction

The new Oracle Supplier Portal will replace the iSupplier portal for Goods & Services Suppliers (Non-Merchandise Suppliers, or suppliers of services and merchandise not sold in Fine Wine & Good Spirits stores), and invoices may be entered directly in the new Oracle Supplier Portal. Invoices may also be submitted via email or mail, but the Supplier Portal is the preferred method for the PLCB to receive invoices from suppliers.

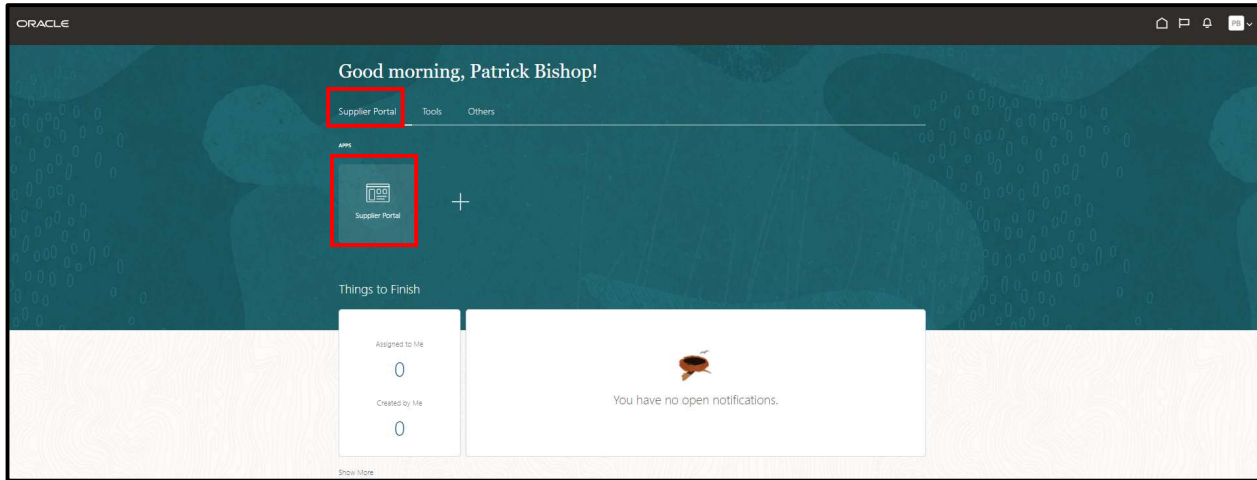
This enables suppliers to link to a purchase order (PO) and see all activity between the vendor and the PLCB.

Note: Initially, only Goods & Services Suppliers will be able to enter invoices in the Supplier Portal. Wine, Spirit & Accessories purchase order data will be available in Release 2.

This lesson will demonstrate how to enter an invoice in the new Oracle Supplier Portal.

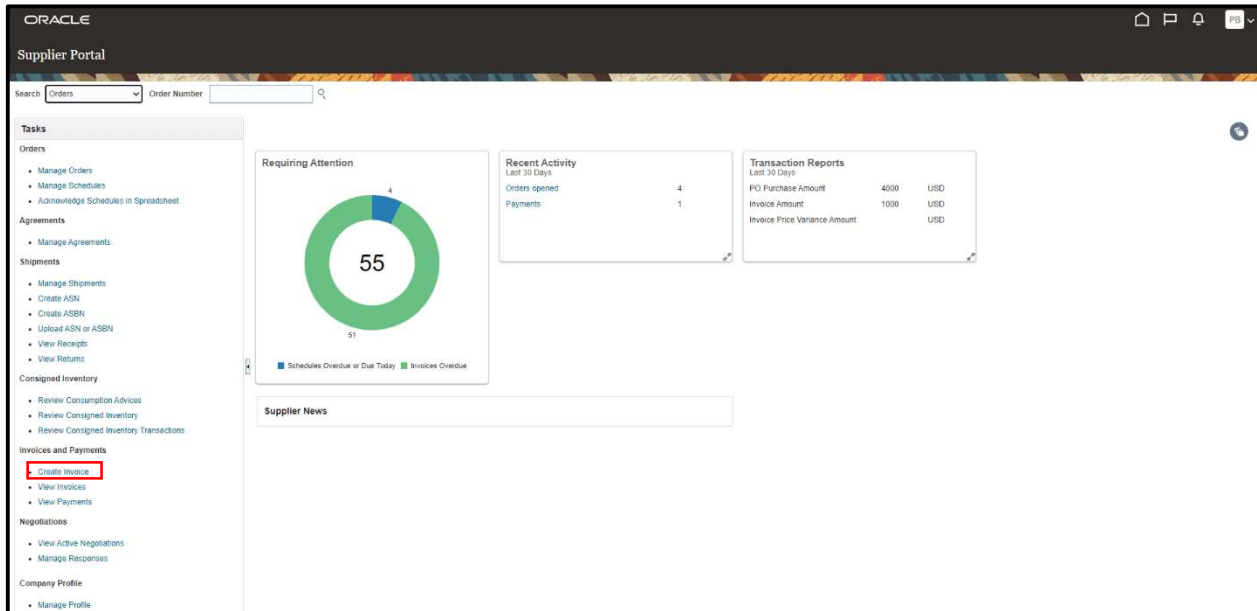
Create Invoice in Supplier Portal Quick Reference

1. Select the **Supplier Portal** tab and select the **Supplier Portal** tile.



2. You will see a dashboard of active orders, payments and your transaction history with the PLCB. Once a PO has been delivered, you may wish to create an invoice. Use the **Menu** on the left-hand side to select **Invoices and Payments**.

- a. Select the **Create Invoice** link



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The **Create Invoice** window will appear.

When creating an invoice, you need to link it to the existing PO.

Note: Fields marked with an asterisk are mandatory.

- Enter the PO number associated with the invoice in the **Identifying PO** field
- Select the bank account from the **Remit to Bank Account** list (this field must always be selected; it does not default)
- Enter the Invoice Number in the **Number** field (free text)
- Enter the invoice date in the **Date** field (this field must always be manually input; it does not default)
- Select Invoice Type from the **Type** dropdown field
- Select the **Attachment** field “+” to add relevant documents to the Invoice

Note: Attachments are optional, but may include documents such as a PDF of the invoice from your system, or a copy of the approved PO.

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- g. Other fields will be self-populated with details already present on the PO and the associated data on the system.

The screenshot shows the Oracle 'Create Invoice' form. Key fields include:

- Identifying PO:** 80000010
- Supplier:** 8000010 HEAVEN HILL DISTILLERIES INC PA-KY-BARDS-01
- Remit-to Bank Account:** XXX1177
- Number:** Testing001
- Date:** m/d/yyyy
- Type:** Invoice

 The form also includes sections for Customer, Lines, and Summary Tax Lines.

- 3. In the *Lines* section, select the **Select and Add** icon.

- a. PO lines should be returned (opened for matching against invoices).

This screenshot shows the 'Lines' section of the form. A line item has been added:

* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
Item	80000008	1	1		Test	PLCB - AP OFF		10	10	100	Each

 The 'Cancel Line' icon in the 'Lines' toolbar is highlighted with a red box.

- 4. Select the **Line** you are creating the invoice for.

- a. Select **Apply**, then select **OK**

- 5. Invoice line information should be returned with all information necessary to create an invoice. Check that the details are populated correctly.

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a. Select Save

ORACLE Create Invoice

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

Identifying PO: 80000010
 Supplier: HEAVEN HILL DISTILLERIES INC
 Taxpayer ID: 610402960
 Supplier Site: PA-KY-BARDS-01
 Address: DBA HEAVEN HILL BRANDS, PO BOX 729, BARDSTOWN, KY 40004-0729
 Supplier Tax Registration Number: []

Remit-to Bank Account: XXX1177
 Unique Remittance Identifier: []
 Unique Remittance Identifier Check Digit: []
 Description: []
 Attachments: None
 Tax Control Amount: []

Number: HEAVEN001
 Date: 9/22/21
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 23-6003016001
 Name: Pennsylvania Liquor Control Board
 Address: []

Lines

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line								
1	Item	80000010	1	1			Test	PLCB - AP OFF		10	10	100	Each	1,000.00
Total														1,000.00

Summary Tax Lines

No data to display.

Totals

b. Select Submit

ORACLE Create Invoice

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

Identifying PO: 80000010
 Supplier: HEAVEN HILL DISTILLERIES INC
 Taxpayer ID: 610402960
 Supplier Site: PA-KY-BARDS-01
 Address: DBA HEAVEN HILL BRANDS, PO BOX 729, BARDSTOWN, KY 40004-0729
 Supplier Tax Registration Number: []

Remit-to Bank Account: XXX1177
 Unique Remittance Identifier: []
 Unique Remittance Identifier Check Digit: []
 Description: []
 Attachments: None
 Tax Control Amount: []

Number: HEAVEN001
 Date: 9/22/21
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 23-6003016001
 Name: Pennsylvania Liquor Control Board
 Address: []

Lines

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line								
1	Item	80000010	1	1			Test	PLCB - AP OFF		10	10	100	Each	1,000.00
Total														1,000.00

Summary Tax Lines

No data to display.

Totals

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- c. The invoice has been submitted to the PLCB. Determine if you want to print it for your records or create another invoice. Return to the Supplier Portal Dashboard by selecting **Done**.

ORACLE
Invoice: HEAVEN001

Printable Page Create Another **Done**

Identifying PO: 8000010
Supplier: HEAVEN HILL DISTILLERIES INC
Taxpayer ID: 610402060
Supplier Site: PA-KY-BARDIS-01
Address: OBA-HEAVEN HILL BRANCS, PO BOX 728, BARDISTOWN, KY 40004-0728
Supplier Tax Registration Number

Remit-to Bank Account: XXX1177
Unique Remittance Identifier: Description
Attachments: None
Tax Control Amount

Number: HEAVEN001
Date: 0/22/21
Type: Invoice
Invoice Currency: USD
Payment Currency: USD

Customer
Customer Taxpayer ID: 23-00000193001
Legal Entity: Pennsylvania Liquor Control Board
Address

Lines

Number	Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UCM	Amount
		Number	Line	Number	Line										
1	ITEM	8000010	1	1			Test	PLCB-AP OFFICE				10	100	Each	1,000.00
Total															1,000.00

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	1,000.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Invoice Amount	1,000.00
								Retainage	0.00	Due	1,000.00