Supplier - Create an Invoice in Oracle Supplier Portal Quick Reference Guide

Introduction

The new Oracle Supplier Portal will replace the iSupplier portal for Wine, Spirits & Accessories Suppliers (merchandise suppliers). 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 Pennsylvania Liquor Control Board (PLCB) to receive invoices from suppliers.

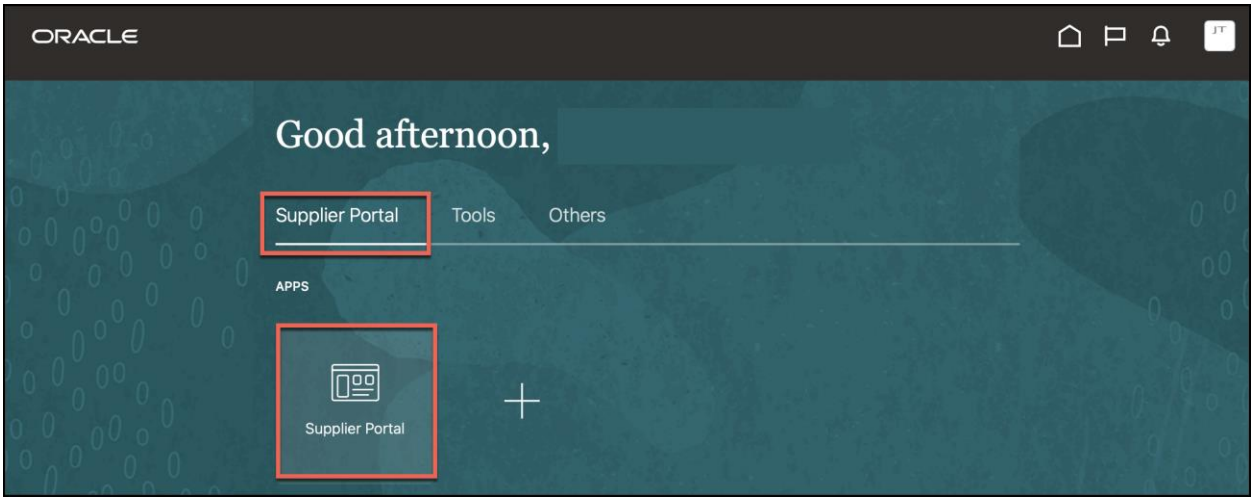
This enables suppliers to link invoices to a purchase order (PO) and see all activity between them and the PLCB.

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

Create an Invoice in the Supplier Portal

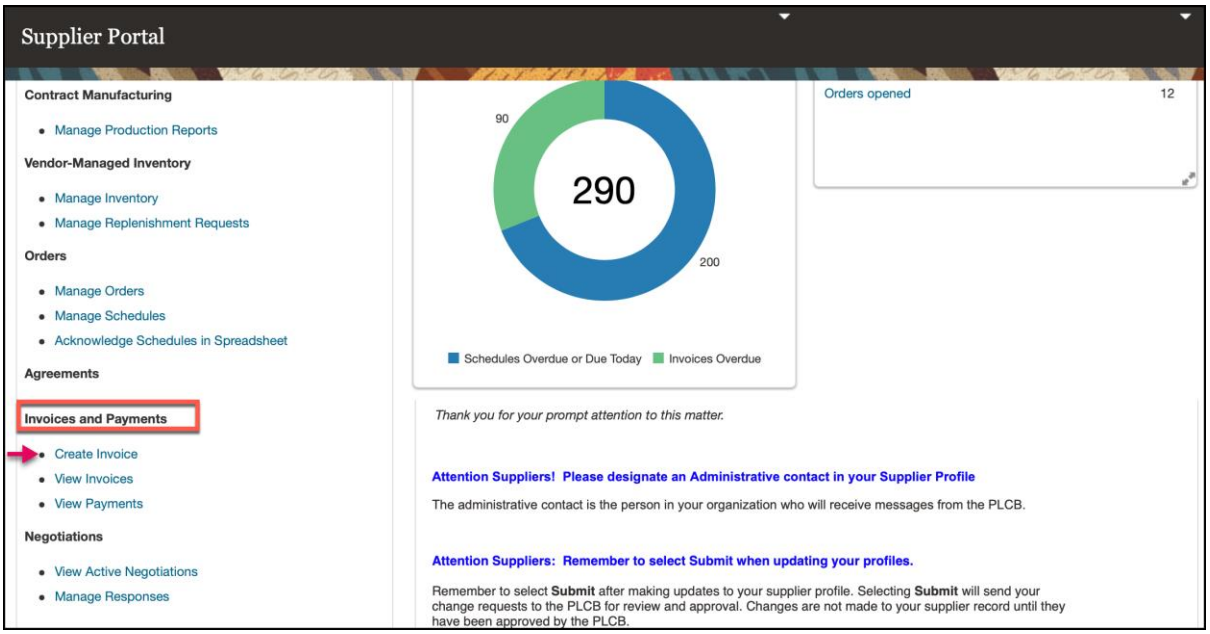
Link to eLearning video: Create Invoice in Supplier Portal

1. Log in to the Oracle Supplier Portal.
2. Click the **Supplier Portal Tab,** then click the **Supplier Portal Tile**.



The Supplier Portal Work Area will appear.

3. Click the **Create Invoice Link** under the Invoices and Payments Heading.

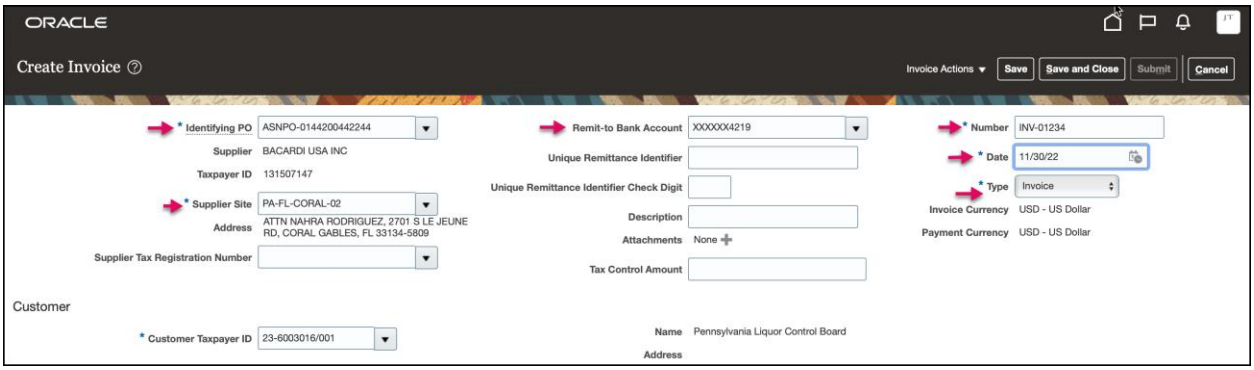


The Create Invoice Screen will appear.

4. Enter the following fields:

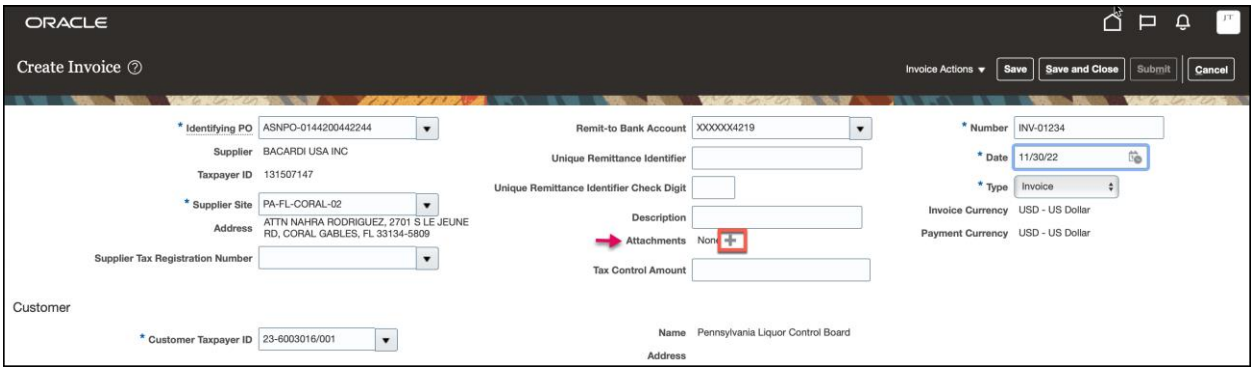
Field Name	Field Type	Input	Instructions
Identifying PO *	Dropdown	User	Select the PO against which the invoice is created. Note: When creating an invoice, you need to link it to an existing PO, therefore, selecting the PO number associated with the invoice is mandatory.
Supplier Site*	Dropdown	Auto/User	This field appears when the Identifying PO is entered. Note: The primary payment site will automatically populate in the Supplier Site Field. If there is no primary payment site or there is more than one payment site, then select the applicable payment site from the dropdown.
Address	Text	Auto	This field appears when the Identifying PO is entered.
Remit-to Bank Account	Dropdown	User	Select Remit to Bank Account if there is more than one bank account.
Invoice Number*	Number	User	Use a unique invoice identifier.
Date*	Date	User	Click the **Calendar Icon**, then select a date. Note: The invoice date must be a current or future date. You cannot backdate an invoice in the new Oracle Supplier Portal.
Type*	Dropdown	Auto	Defaults to **Invoice**.

Note: Fields marked with an asterisk are mandatory, therefore a value must be entered. Other fields will be auto-populated with details already present on the PO and the associated data on the system.



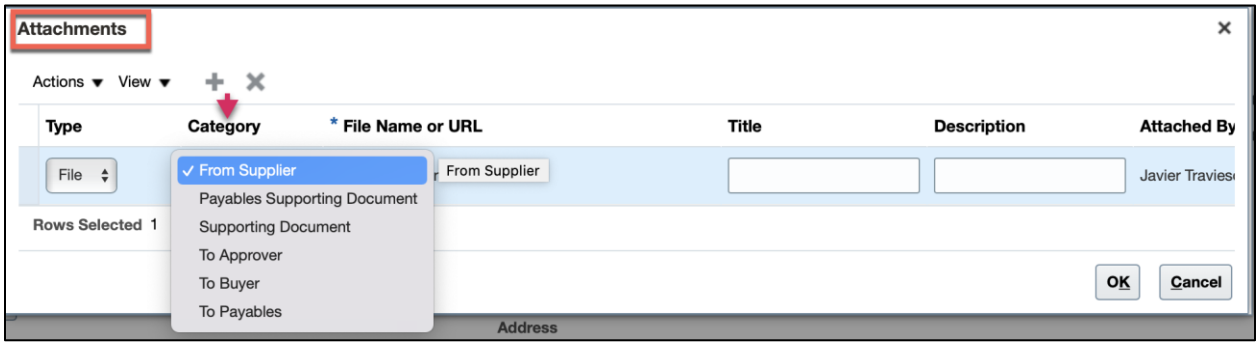
5. Click the **+ Icon** next to Attachments to add a PDF attachment.

Note: Only PDF attachments are permitted. Attachments are optional but may include documents such as a PDF of the invoice from your system.



The Attachments Window will appear.

6. Click the **Category Dropdown** to choose a correct attachment category. In this example, **From Supplier**.



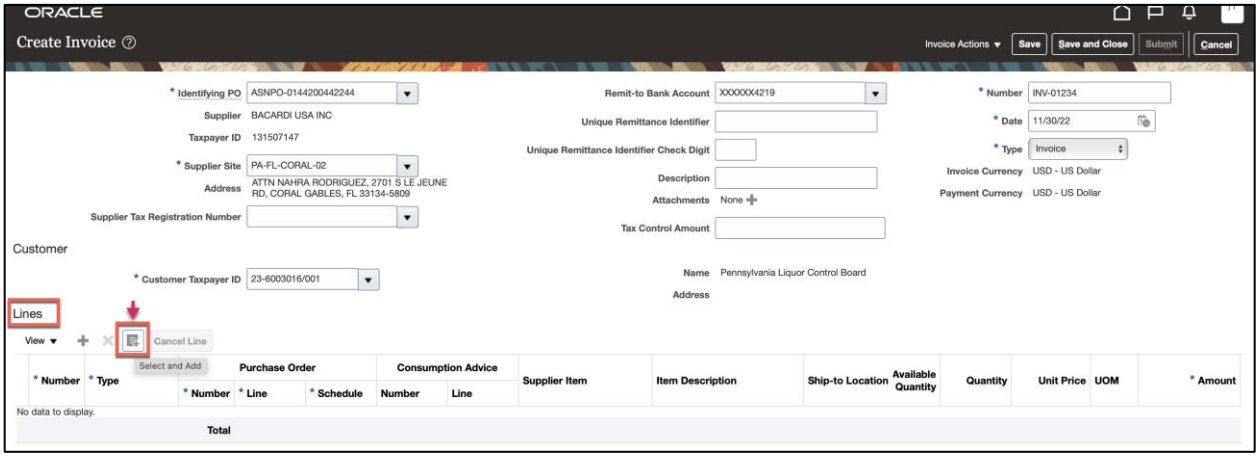
7. Click the **Choose File Button** and follow the prompt to upload a document.

8. Optionally, enter a relevant **Title** and **Description** for the attachment, then click **OK** to attach the document.

Notes: No more than one attachment (a PDF version of the invoice) can be attached using the FROM SUPPLIER category. Word, Excel, Outlook, bmp, jpeg or any document other than a PDF document will not be accepted by the Pennsylvania Department of Treasury, which issues vendor payments. If supporting documentation for an invoice should accompany the invoice, it must be attached in the same PDF document using the FROM SUPPLIER category.

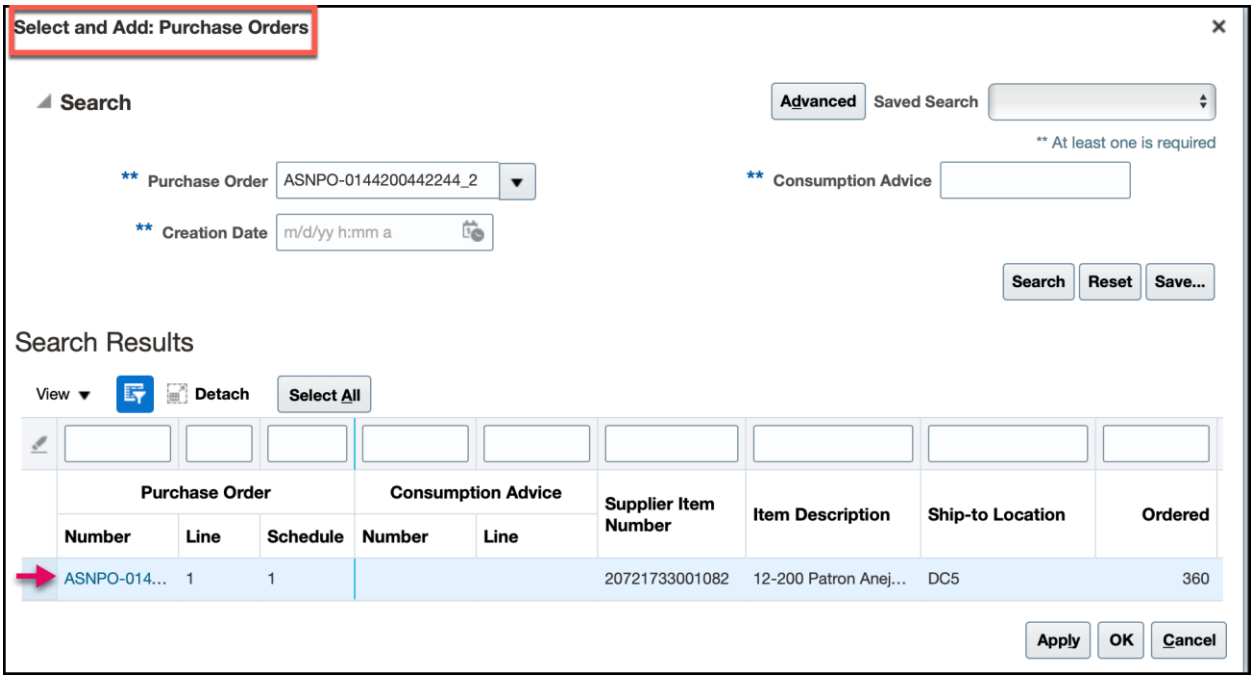
Supporting documentation which does not need to accompany the invoice for it to be paid can be attached using the SUPPORTING DOCUMENT category (see image above). These supporting documents can be in any format but will not go to the Pennsylvania Department of Treasury.

9. Go to the <u>Lines Section</u>, then click the **Select and Add Button** to match to the PO lines.

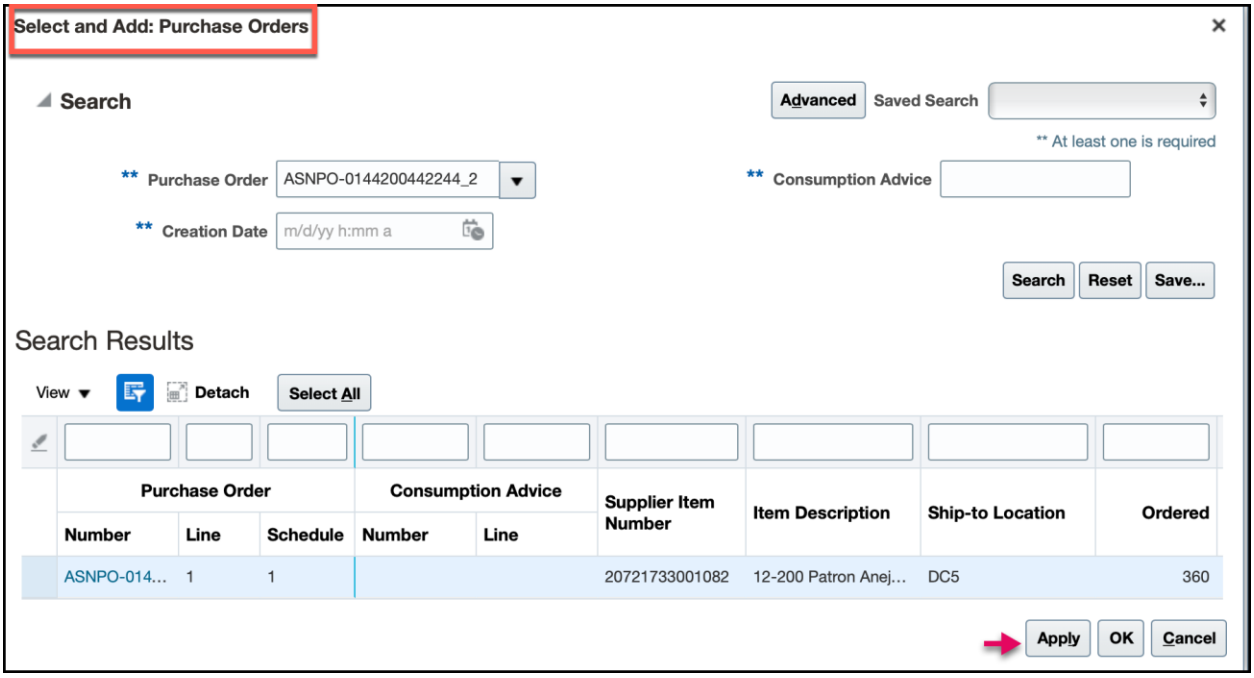


The <u>Select and Add: Purchase Orders Window</u> will open. PO lines should be returned (opened for matching against invoices).

10. Select the **Line** for which invoice is to be created.

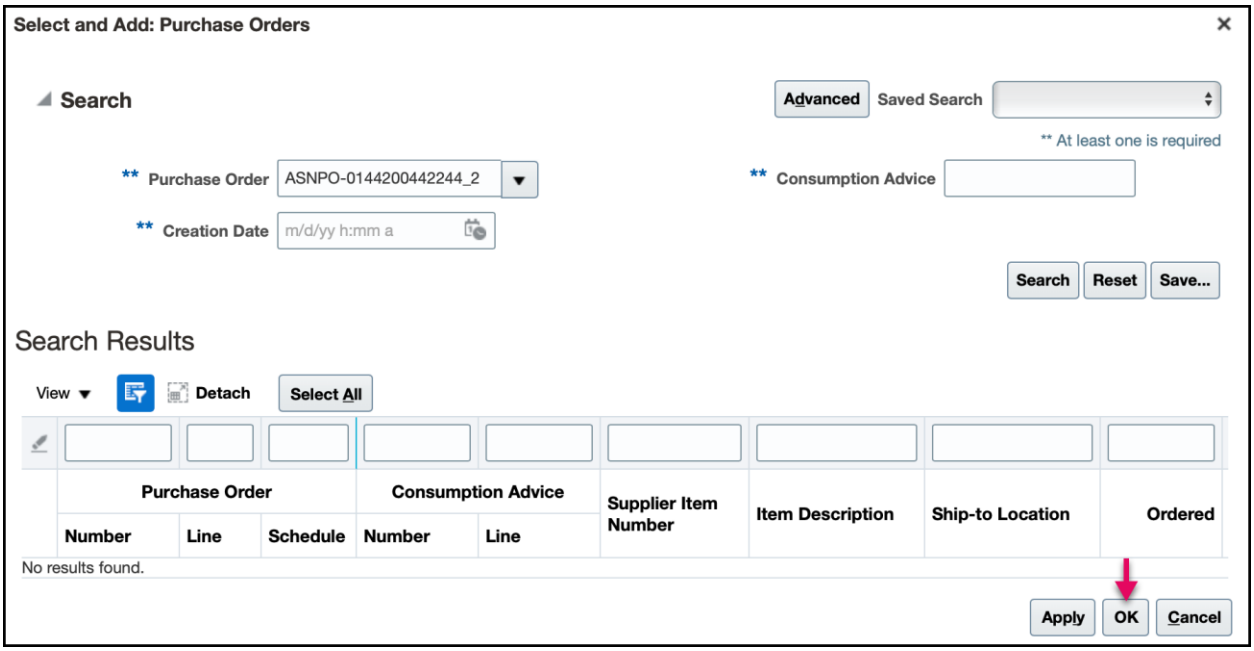


11. Click **Apply**.

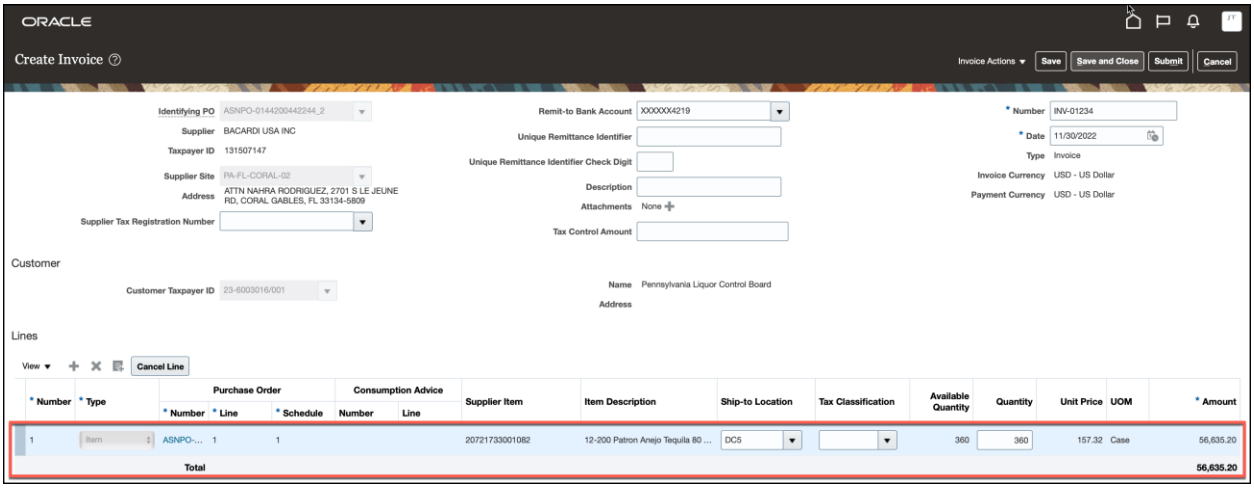


Invoice line information will appear with all information necessary to create an invoice. Check that the details are populated correctly.

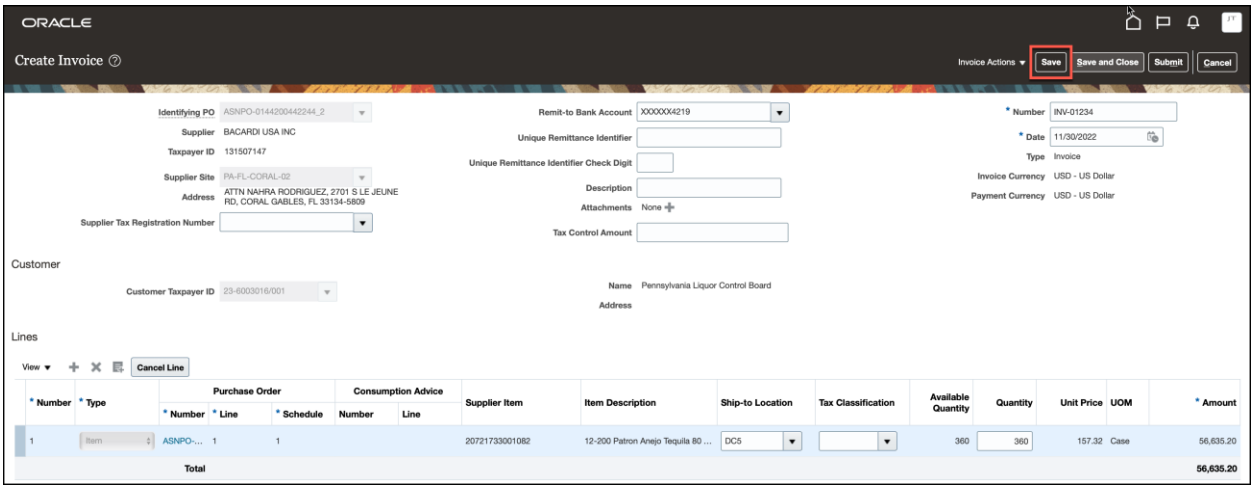
12. Click **OK** to close the Select and Add: Purchase Orders Window.



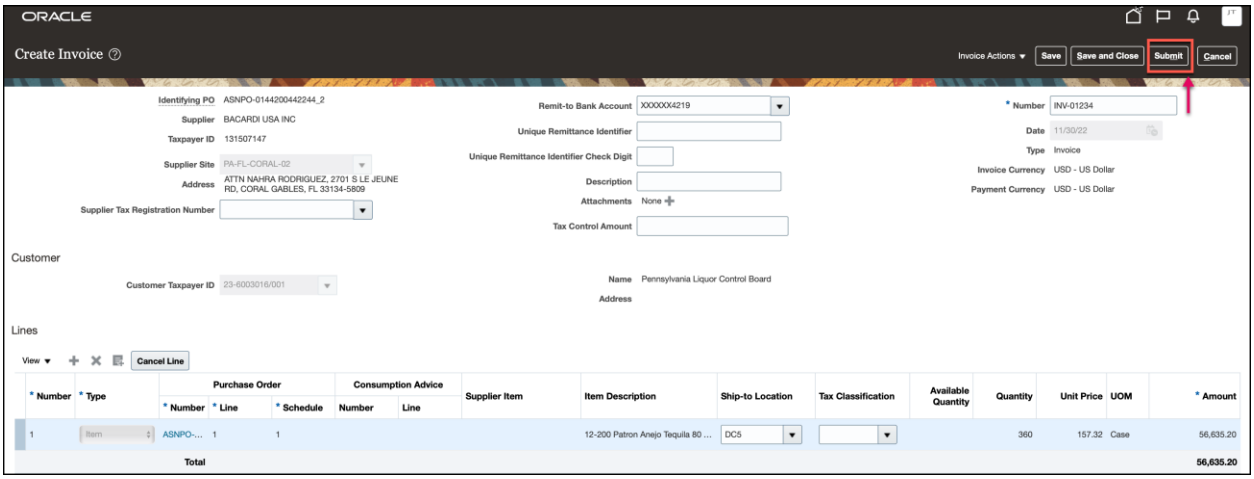
13. Review the Line details and ensure that they are correct.



14. Click **Save**.



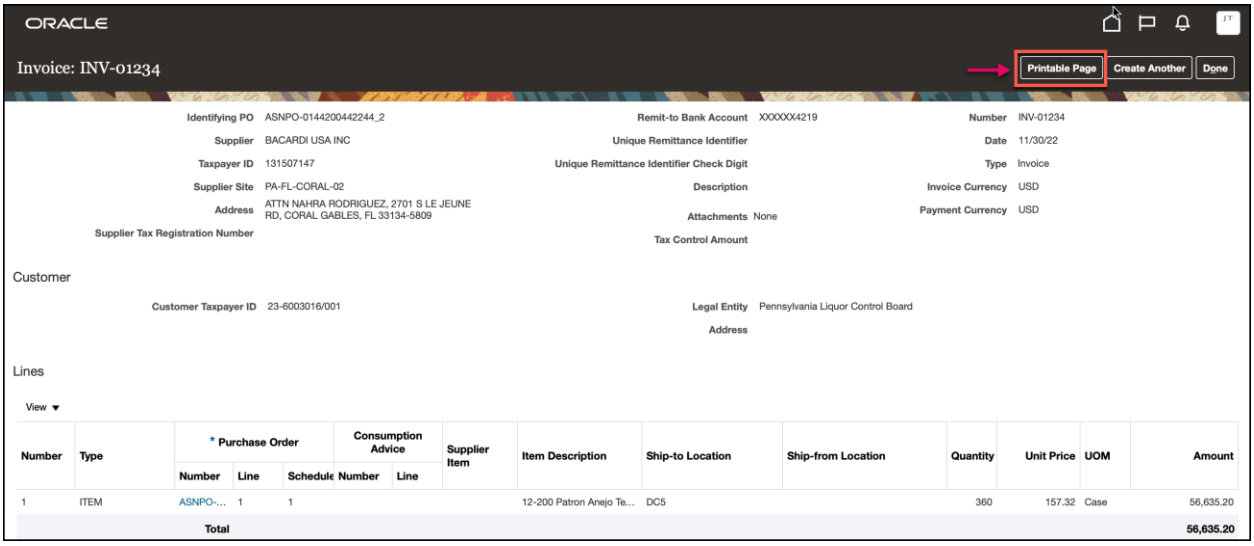
15. Click **Submit**.



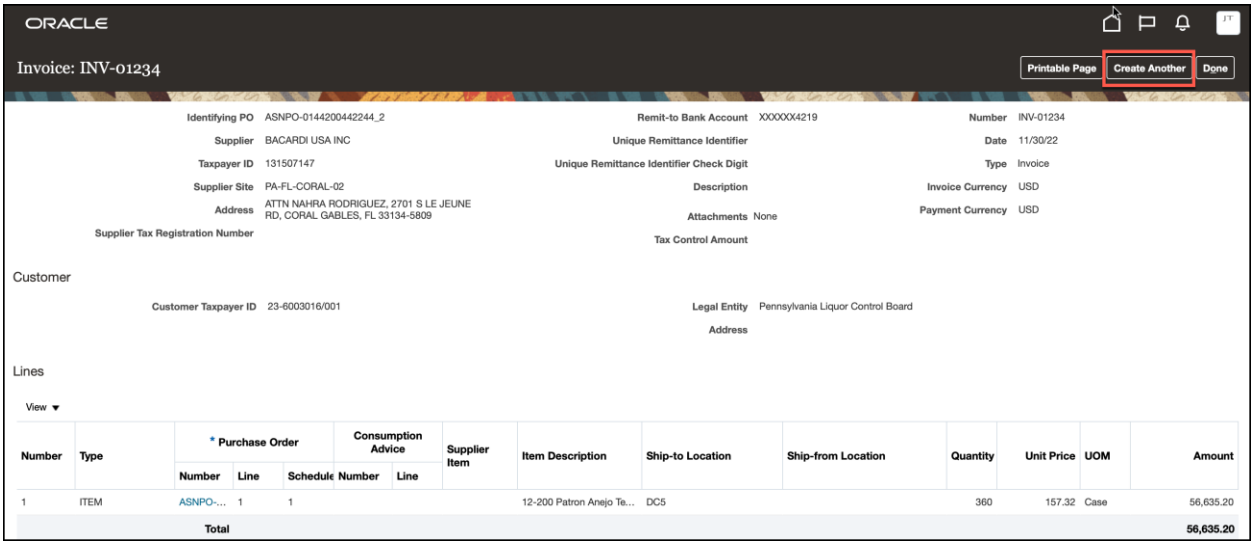
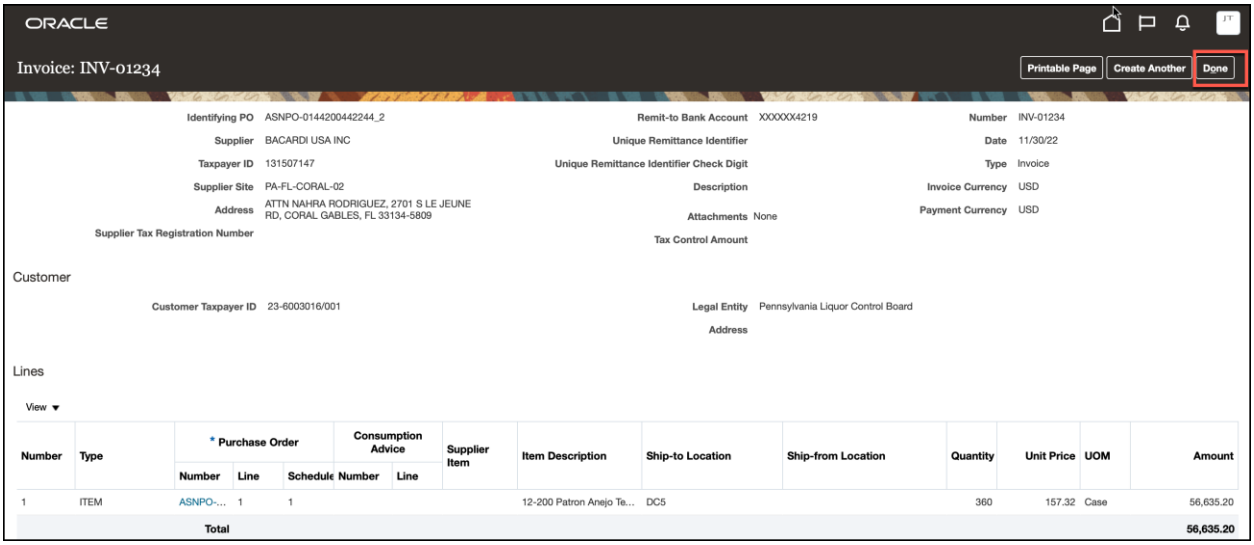
Important: The supplier must click **SUBMIT** to finalize the invoice. If the invoice is saved but not submitted, it will remain in “Incomplete” status and will not be processed for payment.

A confirmation tape will appear briefly. The invoice has been submitted to the PLCB.

16. Click **Printable Page** if printing invoice is required for record keeping.



17. Click **Create Another** to create another invoice following the same steps shown above.



18. Click **Done** to return to the Supplier Portal Dashboard.