

## Supplier – View Consumption Advice, Invoice and Payments in Supplier Portal Quick Reference Guide

### Introduction

All bailment invoices and consumption advices created are visible in the Oracle Supplier Portal. The Supplier Portal enables suppliers to view invoices to a purchase order (PO) and review all activity between them and the Pennsylvania Liquor Control Board (PLCB).

Bailment suppliers can access the consumption of bailment items from the Supplier Portal. Suppliers can only search for their own items.

Using the Oracle Supplier Portal, suppliers will be able to view the consumed quantity of the bailment item and its purchasing document i.e., purchase agreement number, PO, etc.

Consumption advices for bailment items are available daily for suppliers to review and issue invoices for the consumed quantity.

**Note:** The Supplier Portal is the preferred method for the PLCB to receive invoices from suppliers.

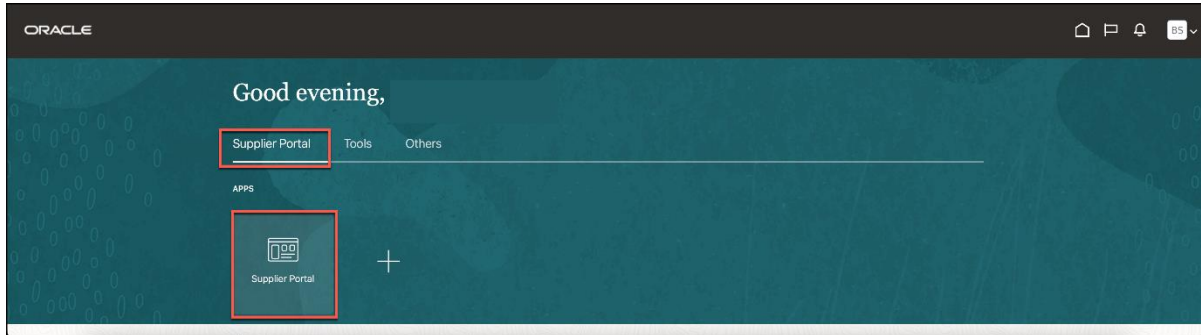
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## View Consumption Advice

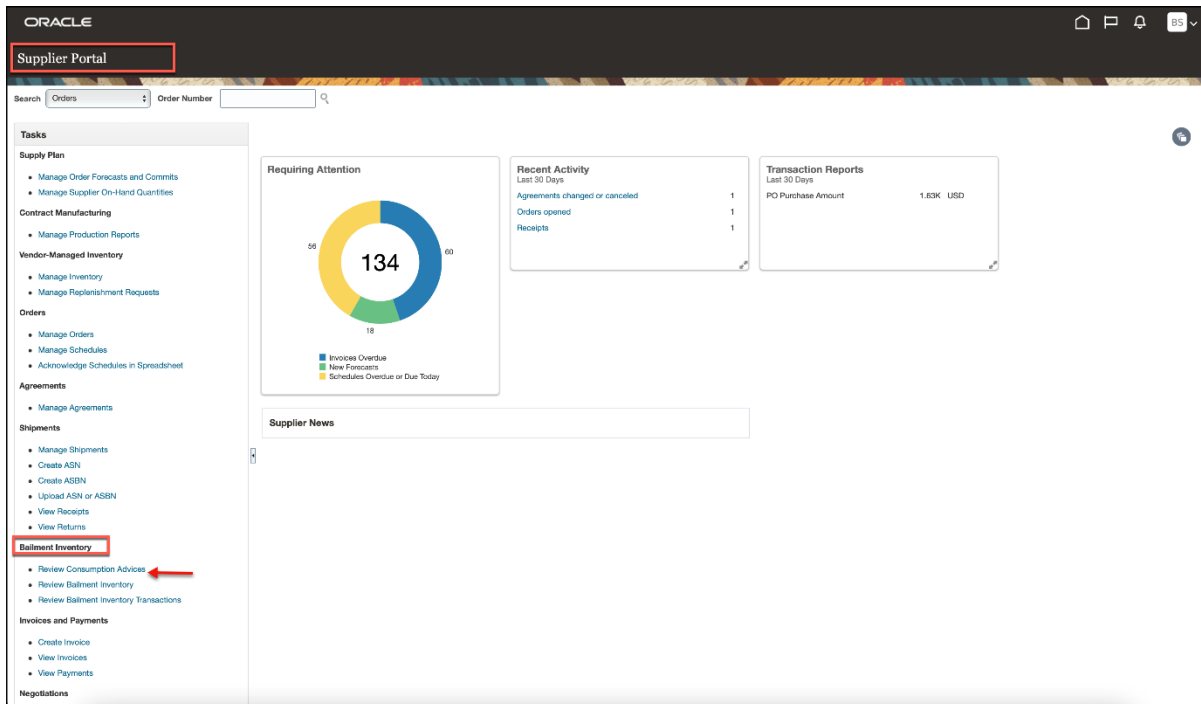
Link to eLearning Video: [Supplier - View Consumption Advice, Invoice and Payment in Supplier Portal](#)

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 **Review Consumption Advices** under the Bailment Inventory Heading.

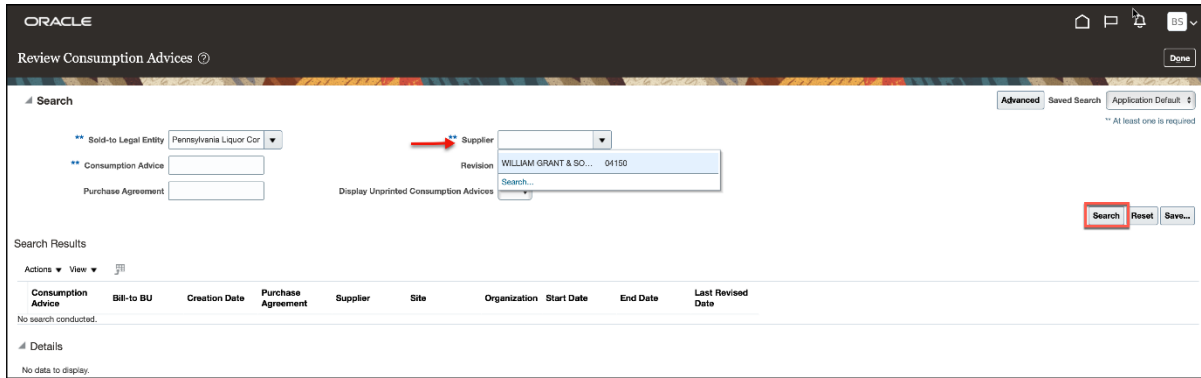


The Review Consumption Advices Screen will appear.

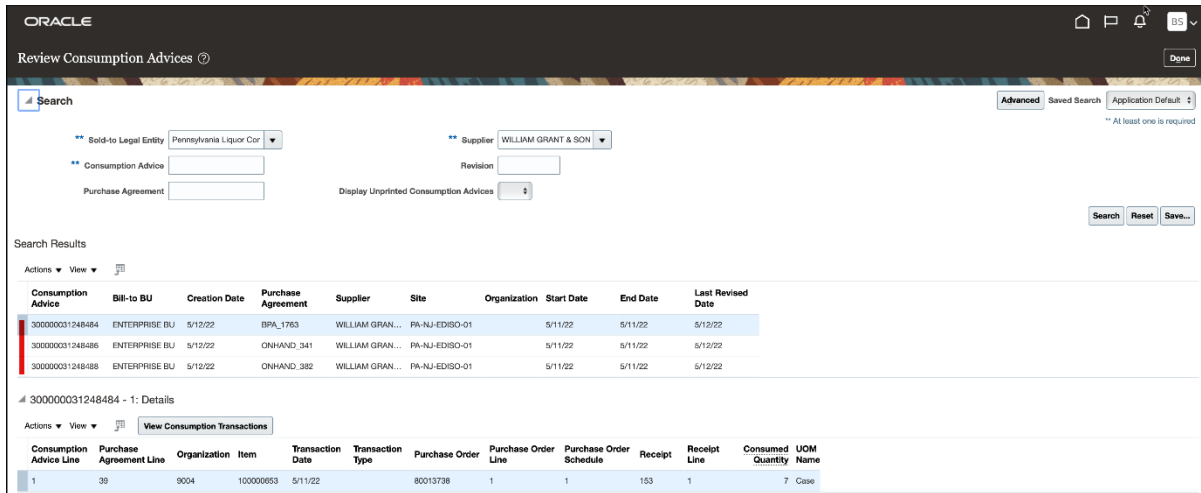
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4. Click the dropdown next to Supplier, then select the **Supplier Name**.
5. Click **Search**.



The retrieved results will be displayed in the Search Results Section.



**Note:** Based on the consumption, each day two consumption advice will be automatically created for each distribution center (DC) (DC4 & DC5).

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6. Select the **Consumption Advice** to be reviewed.
7. Review the details of consumption advice in the Details Section below.

**Note:** Important details to review below are the number of Transactions Line, Organization (DC4/DC5), Item Number, Purchase Order Number, Consumed Quantity.

**Search Results**

Consumption Advice	Bill-to BU	Creation Date	Purchase Agreement	Supplier	Site	Organization	Start Date	End Date	Last Revised Date
30000031248484	ENTERPRISE BU	5/12/22	BPA_1763	WILLIAM GRAN...	PA-NJ-EDISO-01		5/11/22	5/11/22	5/12/22
30000031248486	ENTERPRISE BU	5/12/22	ONHAND_341	WILLIAM GRAN...	PA-NJ-EDISO-01		5/11/22	5/11/22	5/12/22
30000031248488	ENTERPRISE BU	5/12/22	ONHAND_382	WILLIAM GRAN...	PA-NJ-EDISO-01		5/11/22	5/11/22	5/12/22

**30000031248488 - 1: Details**

Consumption Advice Line	Purchase Agreement Line	Organization	Item	Transaction Date	Transaction Type	Purchase Order	Purchase Order Line	Purchase Order Schedule	Receipt	Receipt Line	Consumed Quantity	UOM Name
1	1	9005	10000693	5/11/22		PO_382_1	1	1	1076	1	114	Case

8. Click the **View Consumption Transactions Button** to open the transaction details of that particular consumption advice.

**Search Results**

Consumption Advice	Bill-to BU	Creation Date	Purchase Agreement	Supplier	Site	Organization	Start Date	End Date	Last Revised Date
30000031248484	ENTERPRISE BU	5/12/22	BPA_1763	WILLIAM GRAN...	PA-NJ-EDISO-01		5/11/22	5/11/22	5/12/22
30000031248486	ENTERPRISE BU	5/12/22	ONHAND_341	WILLIAM GRAN...	PA-NJ-EDISO-01		5/11/22	5/11/22	5/12/22
30000031248488	ENTERPRISE BU	5/12/22	ONHAND_382	WILLIAM GRAN...	PA-NJ-EDISO-01		5/11/22	5/11/22	5/12/22

**30000031248488 - 1: Details**

Consumption Advice Line	Purchase Agreement Line	Organization	Item	Transaction Date	Transaction Type	Purchase Order	Purchase Order Line	Purchase Order Schedule	Receipt	Receipt Line	Consumed Quantity	UOM Name
1	1	9005	10000693	5/11/22		PO_382_1	1	1	1076	1	114	Case

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## 9. Review the Consumption Transaction details.

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View Consumption Transactions: Consumption Advice 300000031248488 - Line 1

Supplier: WILLIAM GRANT & SONS INC      Item: 100000663

Site: PA-NJ-EDISO-01      Purchase Order: PO\_382\_1

Bill-to BU: ENTERPRISE BU      Purchase Order Line: 1

Organization: 9005      Purchase Order Schedule: 1

Organization Name: DC5      Receipt: 1076

Purchase Agreement: OKHAND\_382      Receipt Line: 1

Purchase Agreement Line: 1      Consumed Quantity: 114 Case

Creation Date: 5/12/22

Transactions

Actions View

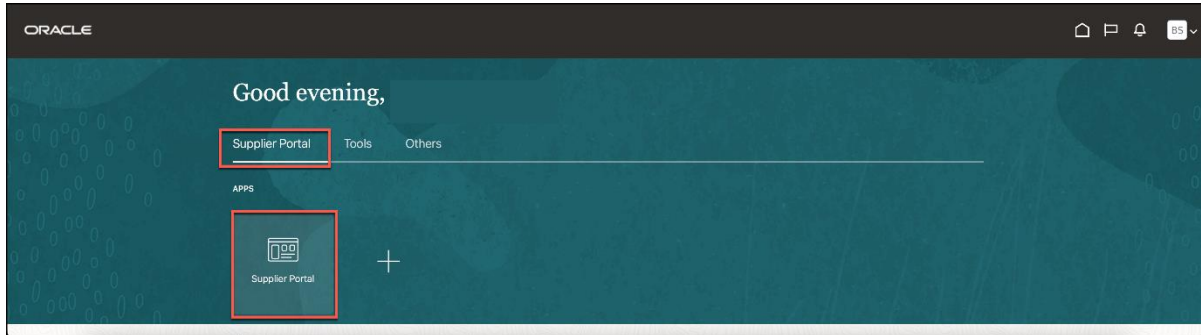
Transaction ID	Transaction Date	Transaction Quantity	UOM Name	Transaction Type	Transaction Source	Transaction Source
358397	5/11/22	-114	Case	Miscellaneous L...	Inventory	

**Note:** Based on the consumption advice, an invoice will be automatically created and subsequently the supplier will be notified by an email to the saved supplier contact(s).

## View Invoice

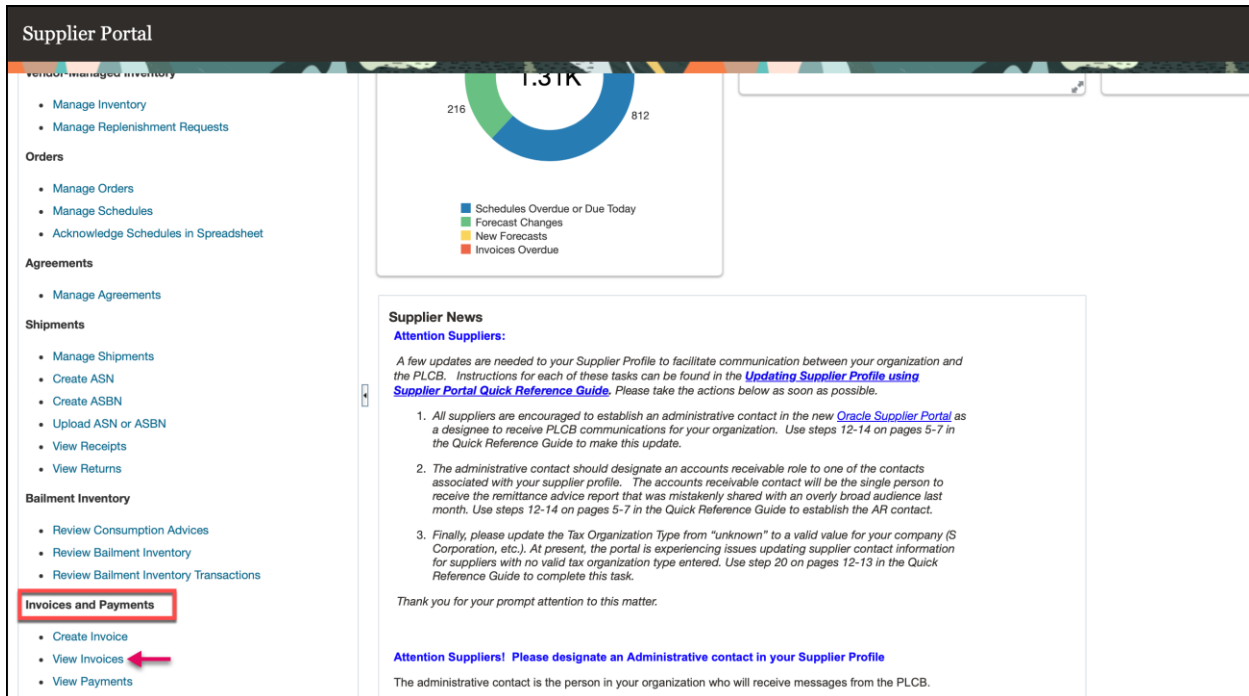
Link to eLearning Video: [Supplier - View Consumption Advice, Invoice and Payment in Supplier Portal](#)

1. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



The Supplier Portal Work Area will appear.

2. Click the **View Invoices Task** under the Invoices and Payments Heading.



The View Invoices Screen will appear.

3. Enter the **Supplier Name**, then click **Search**.

**Notes:** Fields marked with double asterisks mean at least one of the fields must be entered for searching. Multiple fields can be entered to narrow down the search. In this example supplier can enter the consumption advice number to view the invoice related to a specific consumption advice.

The supplier can also select a specific Invoice Status or Paid Status or both by clicking the respective dropdown menu to further narrow down the search.

Results will be displayed in the Search Results Section.

4. View the following key information: (Invoice) **Type**, **Due Date**, **Invoice Amount**, **Invoice Status**, **Paid Status**, **Payment Number**.

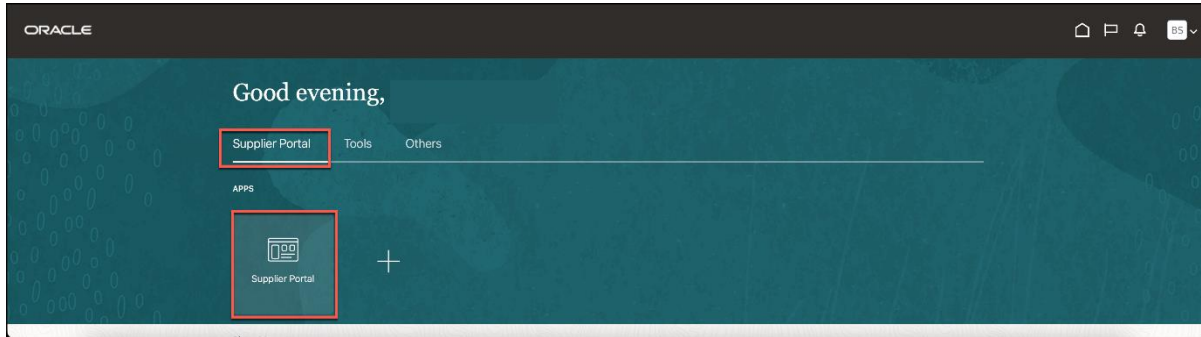
Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
310-498168	6/30/23	Credit memo		6/30/23	USA INC	PA-FL-	-16.43 USD	-16.43 USD	Approved	Unpaid		
93113899	6/30/23	Standard		9/1/23	USA INC	PA-FL-	1,317,918.78 USD	1,317,918.78 USD	In process	Unpaid		
93113941	6/30/23	Standard		9/1/23	USA INC	PA-FL-	589,498.29 USD	589,498.29 USD	In process	Unpaid		
93116178	6/30/23	Standard		9/18/23	USA INC	PA-FL-	510,813.73 USD	510,813.73 USD	Approved	Unpaid		
93116179	6/30/23	Standard		9/1/23	USA INC	PA-FL-	1,190,544.64 USD	1,190,544.64 USD	In process	Unpaid		
06272305221442	6/28/23	Credit memo		6/28/23	USA INC	PA-FL-	-424.00 USD	-424.00 USD	Approved	Unpaid		
06282304221442	6/28/23	Debit memo		6/28/23	USA INC	PA-FL-	-449.00 USD	-449.00 USD	Approved	Unpaid		



## View Payments

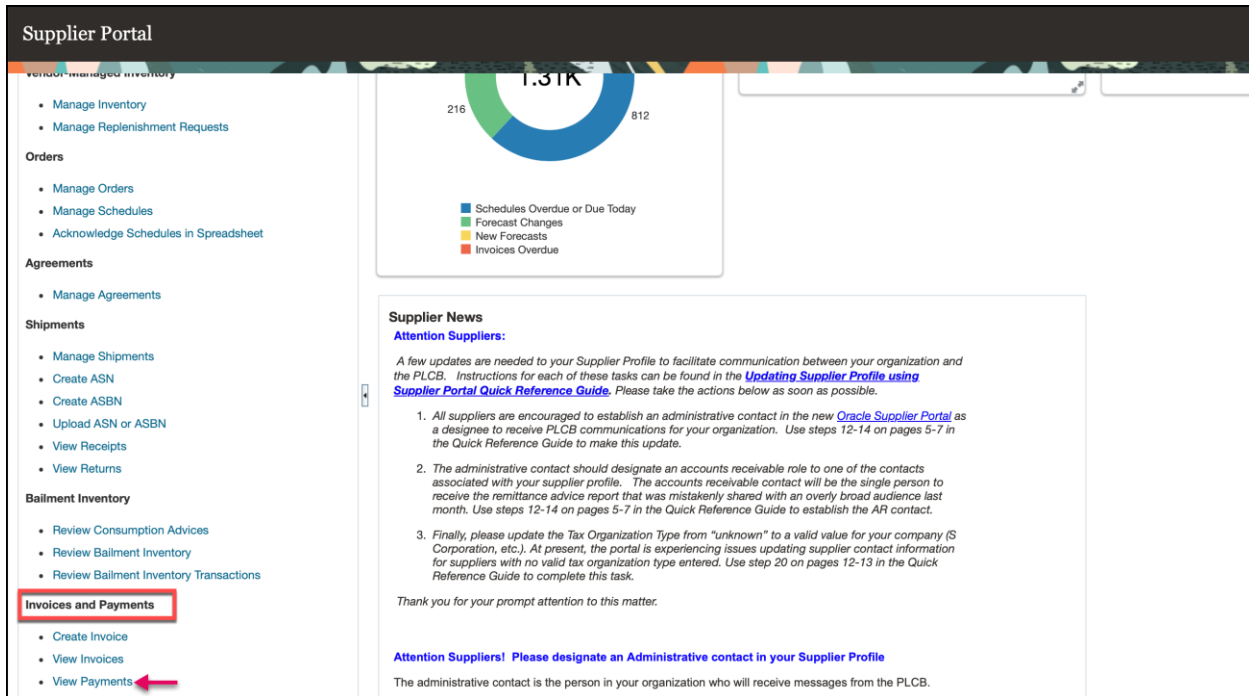
Link to eLearning Video: [Supplier - View Consumption Advice, Invoice and Payment in Supplier Portal](#)

1. Click the **Supplier Portal Tab**, then click the **Supplier Portal Tile**.



The Supplier Portal Work Area will appear.

2. Click the **View Payments Task** under the Invoices and Payments Heading.



The View Payments Screen will appear.

3. Enter the **Supplier Name**, then click **Search**.

**Notes:** Fields marked with double asterisks mean at least one of the fields must be entered for searching. Multiple fields can be entered to narrow down the search. In this example supplier can enter the payment number to view the payments status related to a specific invoice.

The supplier can also select a specific payment status by clicking the Payment Status Dropdown to further narrow down the search.

ORACLE View Payments

Search

Payment Number  Supplier

Payment Status  Supplier Site

Payment Amount  Payment Date

Search Reset Save...

Results will be displayed in the Search Results Section.

5. View the following key information: **Payment Number, Payment Date, Invoice Number, Payment Amount, Remit-to-Account**.

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Search Results

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
4029586	6/6/23	Manual	93005239	JSA INC	PA-FL-	964,764.65 USD	Negotiable	
4029500	6/3/23	Manual	0093005236	JSA INC	PA-FL-	412,130.53 USD	Negotiable	
4028017	5/9/23	Manual	0092984328	JSA INC	PA-FL-	87,705.00 USD	Negotiable	