

# 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: <u>Supplier - View Consumption Advice</u>, 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.

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	Supplier Portal Tools Others	
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The Supplier Portal Work Area will appear.

3. Click the Review Consumption Advices under the Bailment Inventory Heading.

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Supplier Portal				
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Tasks				6
Supply Plan				-
Manage Order Forecasts and Commits	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days	
Manage Supplier On-Hand Quantities		Agreements changed or canceled 1	PO Purchase Amount 1.63K USD	
Contract Manufacturing		Orders opened 1		
Manage Production Reports	50	receipto		
Vendor-Managed Inventory	134			
Manage Inventory				
Manage Replenishment Requests				
Orders				
Manage Orders     Manage Schedules	10			
Acknowledge Schedules in Spreadsheet	Invoices Overdue New Forecasts			
Agreements	Schedules Overdue or Due Today			
Manage Agreements				
Shipments	Supplier News			
Manage Shipments				
Create ASN				
Create ASBN     Upload ASN or ASBN				
View Receipts				
View Returns				
Bailment Inventory				
Review Consumption Advices				
Review Bailment Inventory     Review Bailment Inventory Transactions				
Invoices and Payments				
Create Invoice				
View Invoices				
View Payments				
Negotiations				

The <u>Review Consumption Advices Screen</u> will appear.





- 4. Click the dropdown next to <u>Supplier</u>, then select the **Supplier Name**.
- 5. Click **Search**.

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Review Consumption Advices 🗇	Done
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Search Results	
Consumption Bill-to BU Creation Date Purchase Supplier Site Organization Start Date End Date Date Date Date	
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The retrieved results will be displayed in the <u>Search Results Section</u>.

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Review Consumption Advices (?)										
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** Consumption Advice	Revision									
Purchase Agreement	Display Unprinted Consumption Advices		Search Reset Save							
Search Results										
Actions • View • 🕎										
Consumption Bill-to BU Creation Date Agreement	Supplier Site Organizatio	n Start Date End Date Last Revised Date								
300000031248484 ENTERPRISE BU 5/12/22 BPA_1763	WILLIAM GRAN PA-NJ-EDISO-01	5/11/22 5/11/22 5/12/22								
300000031248486 ENTERPRISE BU 5/12/22 ONHAND_341	WILLIAM GRAN PA-NJ-EDISO-01	5/11/22 5/11/22 5/12/22								
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Actions View View View Consumption Transactions										
Consumption Purchase Organization Item Transa Advice Line Agreement Line Organization Item Date	ction Transaction Purchase Order Purchase Type Line	Order Purchase Order Receipt Consu Schedule Receipt Line Qua	med UOM mity Name							
1 39 9004 100000653 5/11/2	80013738 1	1 153 1	7 Case							

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





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

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

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Review Consumption Advices ⑦		Dow
▲ Search		Advanced Saved Search Application Default \$
Sold-Io Legal Entity Pennsylvania Liquor Cor     Torosumption Advice      Purchase Agreement	Supplier WILLIAM GRAAT & SON       Revision  Display Unprinted Consumption Advices	* At least one is required ** At least one is required Search Reset Save
Actions View View View		
Consumption Bill-to BU Creation Date Agreement	Supplier Site Organization Start Date End Date Date Date	
300000031248484 ENTERPRISE BU 5/12/22 BPA_1763	WILLIAM GRAN PA-NJ-EDISO-01 5/11/22 5/11/22 5/12/22	
300000031248486 ENTERPRISE BU 5/12/22 ONHAND_341	WILLIAM GRAN PA-NJ-EDISO-01 5/11/22 5/11/22 5/12/22	
300000031248488 ENTERPRISE BU 5/12/22 ONHAND_382	WILLIAM GRAN PA-NJ-EDISO-01 5/11/22 5/11/22 5/12/22	
▲ 300000031248488 - 1: Details		
Actions View View View Consumption Transactions		
Actions View View T II View Consumption Transactions Consumption Purchase Advice Line Agreement Line Organization Itom Date	ion Transaction Purchase Order Purchase Order Receipt Consum Type Purchase Order Line Schedule Line Quanti	id UOM Sy Name

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

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Review Consumption Advices (?)										
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Actions View View J										
Consumption Bill-to BU Creation Date Agreement	Supplier Site Organization Start Date End Date	Last Revised Date								
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300000031248486 ENTERPRISE BU 5/12/22 ONHAND_341	WILLIAM GRAN PA-NJ-EDISO-01 5/11/22 5/11/22	5/12/22								
300000031248488 ENTERPRISE BU 5/12/22 ONHAND_382	WILLIAM GRAN PA-NJ-EDISO-01 5/11/22 5/11/22	5/12/22								
4 300000031248488 - 1: Details     Actions ▼ View ▼      The View Consumption Transactions										
Consumption Purchase Organization Item Transa Advice Line Agreement Line Organization Item Date	tion Transaction Purchase Order Purchase Order Receipt	Receipt Consumed UOM Line Quantity Name								
1 1 9005 100000653 5/11/22	PO_382_1 1 1 1076	1 114 Case								





9. Review the Consumption Transaction details.

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View Consumpti	View Consumption Transactions: Consumption Advice 300000031248488 - Line 1 🕖										
	VIG. GROSSAN	Mary Mary States	I THE REAL OF								
Supplier	WILLIAM GRANT & SONS INC	Item	100000653								
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	ONHAND_382	Receipt Line	1								
Purchase Agreement Line	1	Consumed Quantity	114 Case								
Creation Date	5/12/22		114 0430								
Transactions											
Actions • View •	•	•									
Transaction ID Trans Date	action Transaction UOM Quantity Nam	M Transaction Transact ne Type Type	on Source Transac Source								
▶358397 5/11/2	2 -114 Case	Miscellaneous i 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: <u>Supplier - View Consumption Advice</u>, Invoice and Payment in Supplier Portal

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

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	Good evening,	
	Supplier Portal Tools Others	
	AP95	
	Supplier Portal +	

The Supplier Portal Work Area will appear.

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

Supplier Portal		
Manage Inventory     Manage Replenishment Requests Orders		1.3 IK 216 812
Manage Orders     Manage Schedules     Acknowledge Schedules in Spreadsheet Agreements		Schedules Overdue or Due Today Forecast Changes New Forecasts Invoices Overdue
Manage Agreements Shipments		Supplier News Attention Suppliers:
Manage Shipments     Create ASN     Create ASN	R	A few updates are needed to your Supplier Profile to facilitate communication between your organization and the PLCB. Instructions for each of these tasks can be found in the <u>Updating Supplier Profile using</u> <u>Supplier Portal Quick Reference Guide</u> . Please take the actions below as soon as possible.
Upload ASN or ASBN     View Receipts		<ol> <li>All suppliers are encouraged to establish an administrative contact in the new <u>Oracle Supplier Portal</u> as a designee to receive PLCB communications for your organization. Use steps 12-14 on pages 5-7 in the Quick Reference Guide to make this update.</li> </ol>
View Returns Bailment Inventory		2. The administrative contact should designate an accounts receivable role to one of the contacts associated with your supplier profile. The accounts receivable contact will be the single person to receive the remittance advice report that was mistakenly shared with an overly broad audience last month. Use steps 12-14 on pages 5-7 in the Quick Reference Guide to establish the AR contact.
Review Consumption Advices     Review Bailment Inventory     Review Bailment Inventory Transactions		3. Finally, please update the Tax Organization Type from "unknown" to a valid value for your company (S Corporation, etc.). At present, the portal is experiencing issues updating supplier contact information for suppliers with no valid tax organization type entered. Use step 20 on pages 12-13 in the Quick Reference Guide to complete this task.
Invoices and Payments  • Create Invoice		Thank you for your prompt attention to this matter.
View Invoices     View Payments		Attention Suppliers! Please designate an Administrative contact in your Supplier Profile The administrative contact is the person in your organization who will receive messages from the PLCB.

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 <u>Invoice Status</u> or <u>Paid Status</u> or both by clicking the respective dropdown menu to further narrow down the search.

View Invoices					↓ D <u>o</u> ne
Search				Advanced	Saved Search All Invoices \$
					** At least one is required
** Invoice Number			Consumption Advice	]	
	INC	•	Invoice Status	\$	
Supplier Site		•	-> Paid Status	\$	
** Purchase Order			Payment Number	 ]	
					Search Reset Save

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**.

7	View Invoices Demo													
	▶ Search Advanced Saved Search AllInvoices €													
S	Search Results													
	Invoice Number	Invoice Date	Туре	Purchase Order	Due Date	Supplier	r	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: <u>Supplier - View Consumption Advice</u>, Invoice and Payment in Supplier Portal

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

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	Good evening,	
	Supplier Portal Tools Others	
000000 000000	APP5	
	Supplier Portal +	

The Supplier Portal Work Area will appear.

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

Supplier Portal		
Manage Inventory     Manage Replenishment Requests		1.31K 216 812
Manage Orders     Manage Schedules     Acknowledge Schedules in Spreadsheet Agreements		Schedules Overdue or Due Today Freeeast Changes New Forecasts Invoices Overdue
Manage Agreements Shipments		Supplier News Attention Suppliers:
Manage Shipments     Create ASN     Create ASBN	•	A few updates are needed to your Supplier Profile to facilitate communication between your organization and the PLCB. Instructions for each of these tasks can be found in the <u>Updating Supplier Profile using</u> <u>Supplier Portal Quick Reference Guide</u> . Please take the actions below as soon as possible.
<ul><li>Upload ASN or ASBN</li><li>View Receipts</li></ul>		<ol> <li>All suppliers are encouraged to establish an administrative contact in the new <u>Oracle Supplier Portal</u> as a designee to receive PLCB communications for your organization. Use steps 12-14 on pages 5-7 in the Quick Reference Guide to make this update.</li> </ol>
View Returns Bailment Inventory		2. The administrative contact should designate an accounts receivable role to one of the contacts associated with your supplier profile. The accounts receivable contact will be the single person to receive the remittance advice report that was mistakenly shared with an overly broad audience last month. Use steps 12-14 on pages 5-7 in the Quick Reference Guide to establish the AR contact.
Review Consumption Advices     Review Bailment Inventory     Review Bailment Inventory Transactions		3. Finally, please update the Tax Organization Type from "unknown" to a valid value for your company (S Corporation, etc.). At present, the portal is experiencing issues updating supplier contact information for suppliers with no valid tax organization type entered. Use step 20 on pages 12-13 in the Quick Reference Guide to complete this task.
Invoices and Payments  • Create Invoice		Thank you for your prompt attention to this matter.
View Invoices     View Payments		Attention Suppliers! Please designate an Administrative contact in your Supplier Profile The administrative contact is the person in your organization who will receive messages from the PLCB.

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 <u>Payment Status</u> <u>Dropdown</u> to further narrow down the search.

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View Payments					Done
✓ Search				Advanced	Saved Search All Payments \$
					** At least one is required
	lumber		USA INC	•	
Payment	Status 🗧 🗘	Supplier Site		•	
Payment A	Imount	Payment Date	m/d/yy		
					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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V	iew Paym	ents								Do	one
	Search							Advanc	ed Saved Search	All Payments	¢
Se	arch Results	5									
Vi	ew 🕶 ቻ	Detach		•				•		+	
Vi	ew • J Payment Number	Detach	Payment Type	Invoice Number	Supplier	S	upplier Sit🛆 💎	Payment Amoun	t Payment Status	Remit-to Acco	ount
Vi	ew Tayment Number 4029586	Detach Payment Date 6/6/23	Payment Type Manual	Invoice Number 93005239	Supplier	SI JSA INC P/	upplier Sit C	Payment Amoun 964,764.65 USI	Payment Status     Negotiable	Remit-to Acco	ount
Vi	ew <b>Payment</b> Number 4029586 4029500	Detach Payment Date 6/6/23 6/3/23	Payment Type Manual Manual	Invoice Number 93005239 0093005236	Supplier	JSA INC PA JSA INC PA	upplier Sit▲ マ \-FL- \-FL-	Payment Amoun 964,764.65 USI 412,130.53 USI	<ul> <li>Payment Status</li> <li>Negotiable</li> <li>Negotiable</li> </ul>	Remit-to Acco	ount

