

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.

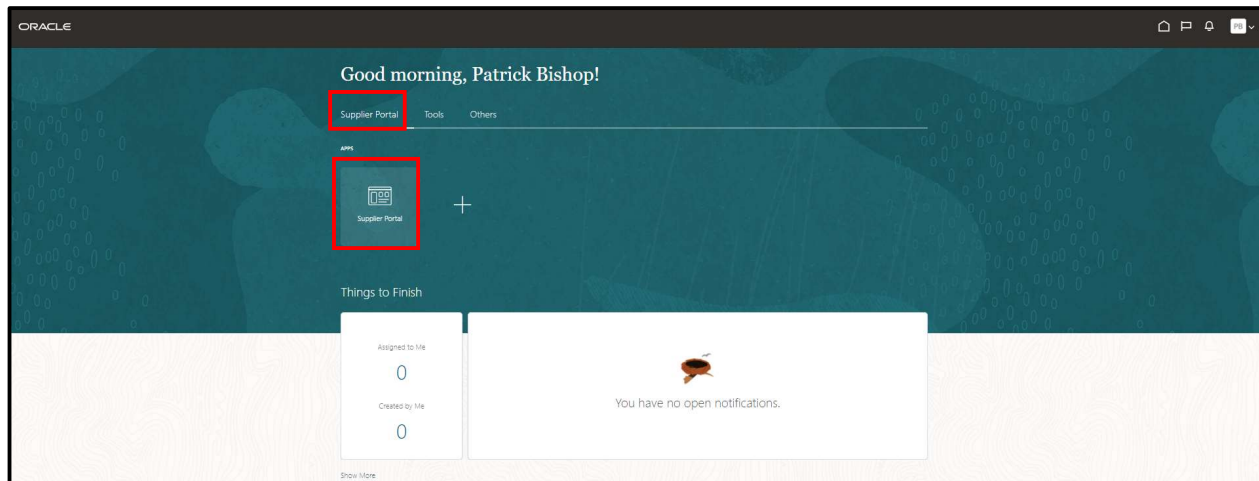
This enables suppliers to link to a purchase order (PO) and see all activity between the vendor and the PLCB.

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.

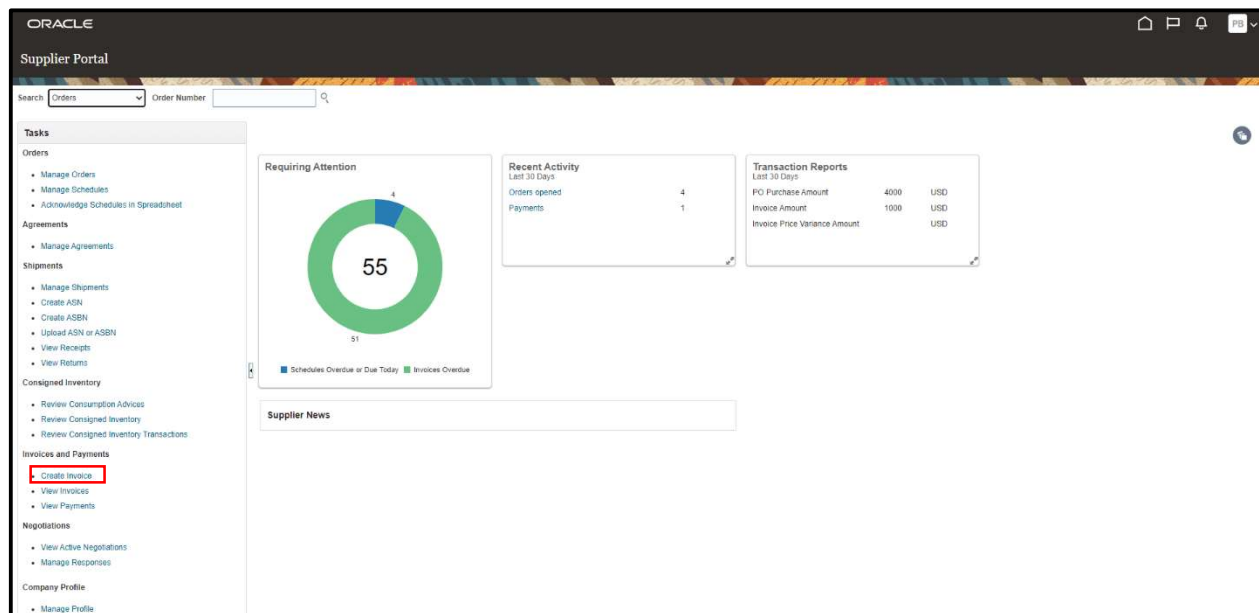
Create Invoice in Supplier Portal Quick Reference

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



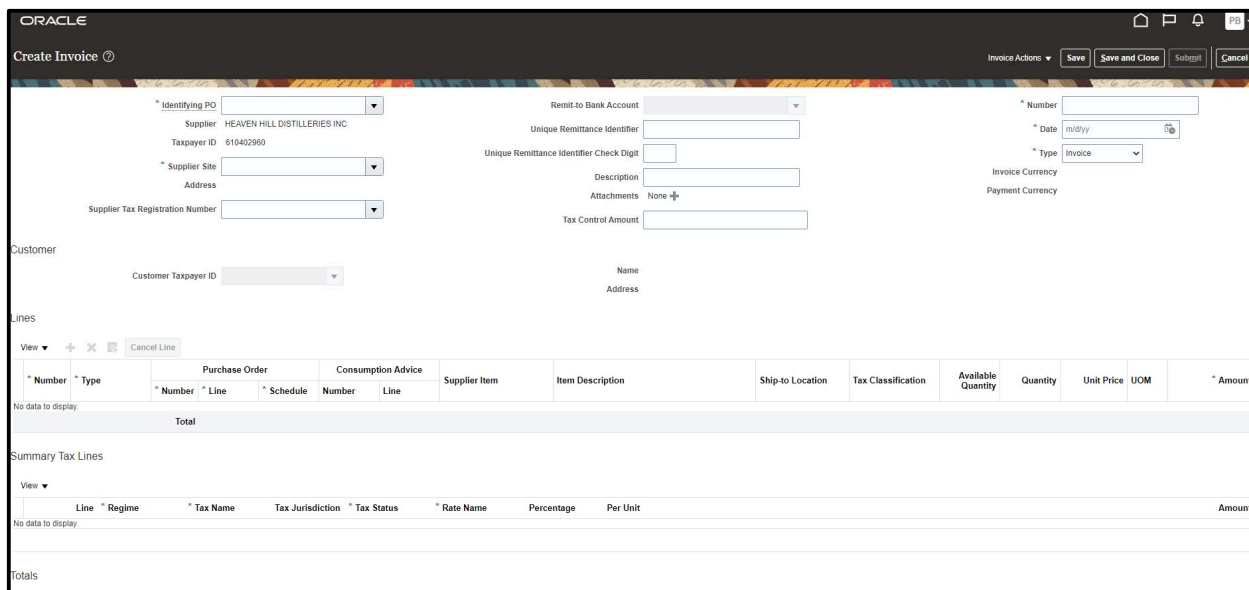
2. You will see a dashboard of active orders, payments and your transaction history with the PLCB. Once a PO has been delivered, you may wish to create an invoice. Use the **Menu** on the left-hand side to select **Invoices and Payments**.

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



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The **Create Invoice** window will appear.



The screenshot shows the Oracle 'Create Invoice' window. At the top, there's a title bar with 'ORACLE' and a 'PB' button. Below it, the 'Create Invoice' title is on the left, and 'Invoice Actions' with buttons for 'Save', 'Save and Close', 'Subtotal', and 'Cancel' are on the right. The main form area is divided into several sections: 'Identifying PO' with fields for Supplier (HEAVEN HILL DISTILLERIES INC.), Taxpayer ID (610402960), Supplier Site, Address, and Supplier Tax Registration Number; 'Remit to Bank Account' with fields for Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Attachments (set to None), and Tax Control Amount; 'Number' with fields for Number, Date (m/d/yyyy), Type (set to Invoice), Invoice Currency, and Payment Currency. Below these are 'Customer' and 'Lines' sections. The 'Lines' section contains a table with columns for Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM, and Amount. Below the table is a 'Summary Tax Lines' section with a table for Line, Regime, Tax Name, Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, and Amount. The bottom of the window shows 'Totals'.

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:

- Supplier:** 80000010 HEAVEN HILL DISTILLERIES INC PA-KY-BARDS-01
- Supplier Site:** PA-KY-BARDS-01
- Address:** DBA HEAVEN HILL BRANDS, PO BOX 729, BARDSTOWN, KY 40004-0729
- Supplier Tax Registration Number:** (empty)
- Remit-to Bank Account:** XXX1177
- Unique Remittance Identifier:** (empty)
- Description:** (empty)
- Attachments:** None
- Tax Control Amount:** (empty)
- Invoice Number:** Testing001
- Date:** 10/5/21
- Type:** Invoice
- Invoice Currency:** USD - US Dollar
- Payment Currency:** USD - US Dollar

 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).

The screenshot shows the Oracle 'Create Invoice' form with the 'Lines' section expanded. The 'Select and Add' icon is highlighted. The table below shows the line details:

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

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-BARDOS-01
Address: DBA HEAVEN HILL BRANDS, PO BOX 729, BARDSTOWN, KY 40004-0729
Supplier Tax Registration Number: [Empty]

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

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

Customer
Customer Taxpayer ID: 23-6003016/001
Name: Pennsylvania Liquor Control Board
Address: [Empty]

Lines

View: [Icons] Cancel Line

* 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

View: [Icons]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
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-BARDOS-01
Address: DBA HEAVEN HILL BRANDS, PO BOX 729, BARDSTOWN, KY 40004-0729
Supplier Tax Registration Number: [Empty]

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

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

Customer
Customer Taxpayer ID: 23-6003016/001
Name: Pennsylvania Liquor Control Board
Address: [Empty]

Lines

View: [Icons] Cancel Line

* 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

View: [Icons]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
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. Unique Remittance Identifier: XXX1177 Number: HEAVEN001
 Taxpayer ID: 61040280 Unique Remittance Identifier Check Digit: Invoice Date: 9/22/21
 Supplier Site: PA-KV-BARDIS-01 Description: Invoice Currency: USD
 Address: DBA HEAVEN HILL BRANDS, PO BOX 728, BARDISTOWN, KY 40004-0728 Attachments: None Payment Currency: USD
 Supplier Tax Registration Number: Tax Control Amount:

Customer

Customer Taxpayer ID: 23-0000015001 Legal Entity: Pennsylvania Liquor Control Board
 Address:

Lines

View

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

Summary Tax Lines

View

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