Create Invoice in Supplier Portal

Introduction

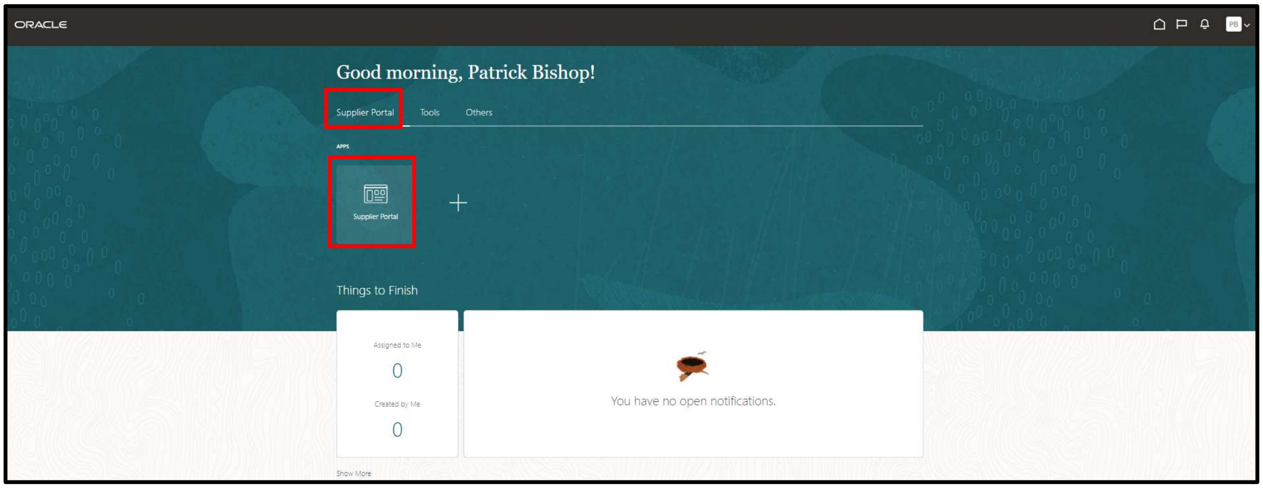
The new Oracle Supplier Portal will replace the iSupplier portal for Goods & Services Suppliers (Non-Merchandise Suppliers, or suppliers of services and merchandise not sold in Fine Wine & Good Spirits stores), and invoices may be entered directly in the new Oracle Supplier Portal. Invoices may also 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.

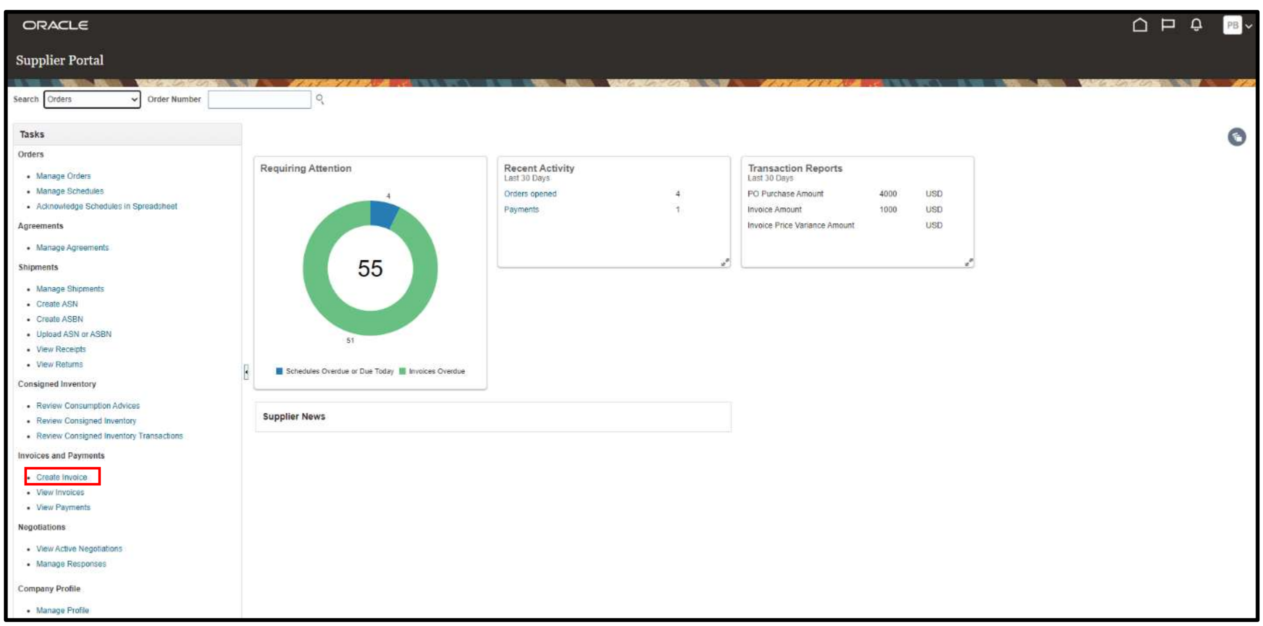
This lesson will demonstrate how to enter an invoice in the new Oracle Supplier Portal.

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

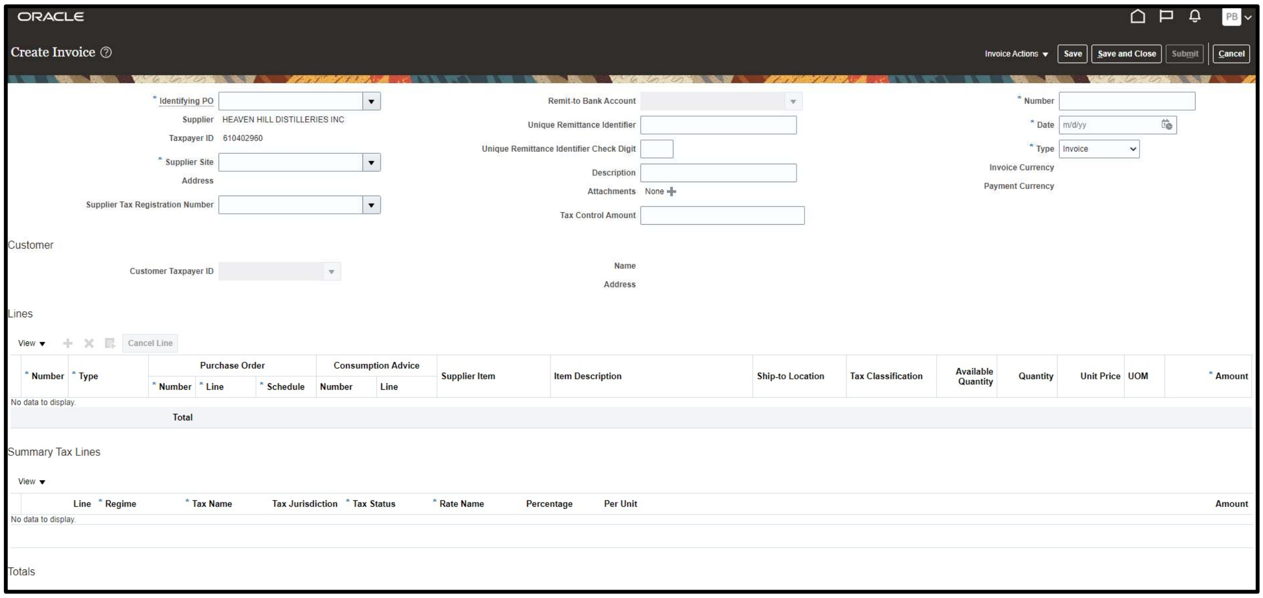


2. You will see a dashboard of active orders, payments and your transaction history with the PLCB. Once a PO has been delivered, you may wish to create an invoice. Use the **Menu** on the left-hand side to select **Invoices and Payments.**

   a. Select the **Create Invoice** link



The **Create Invoice** window will appear.



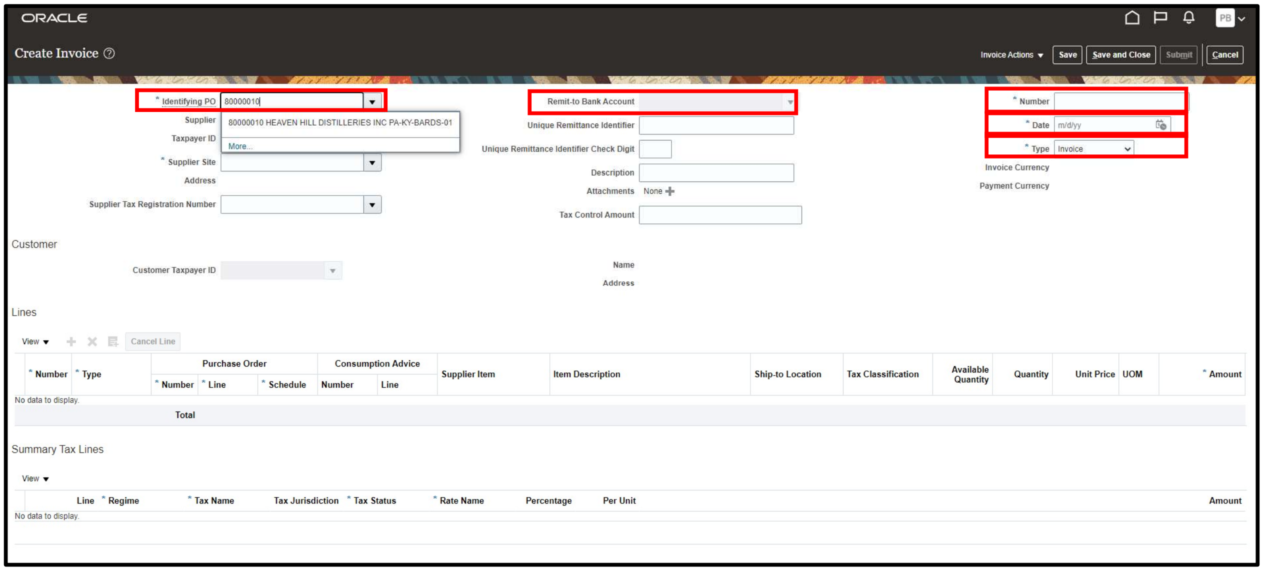
When creating an invoice, you need to link it to the existing PO.

Note: Fields marked with an asterisk are mandatory.

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

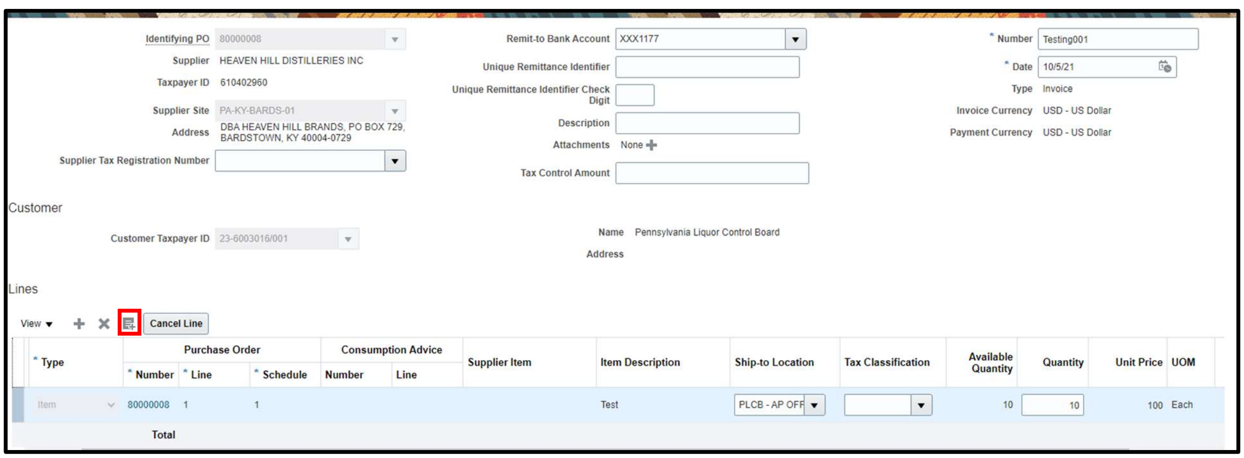
   Note: Attachments are optional, but may include documents such as a PDF of the invoice from your system, or a copy of the approved PO.

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



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

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

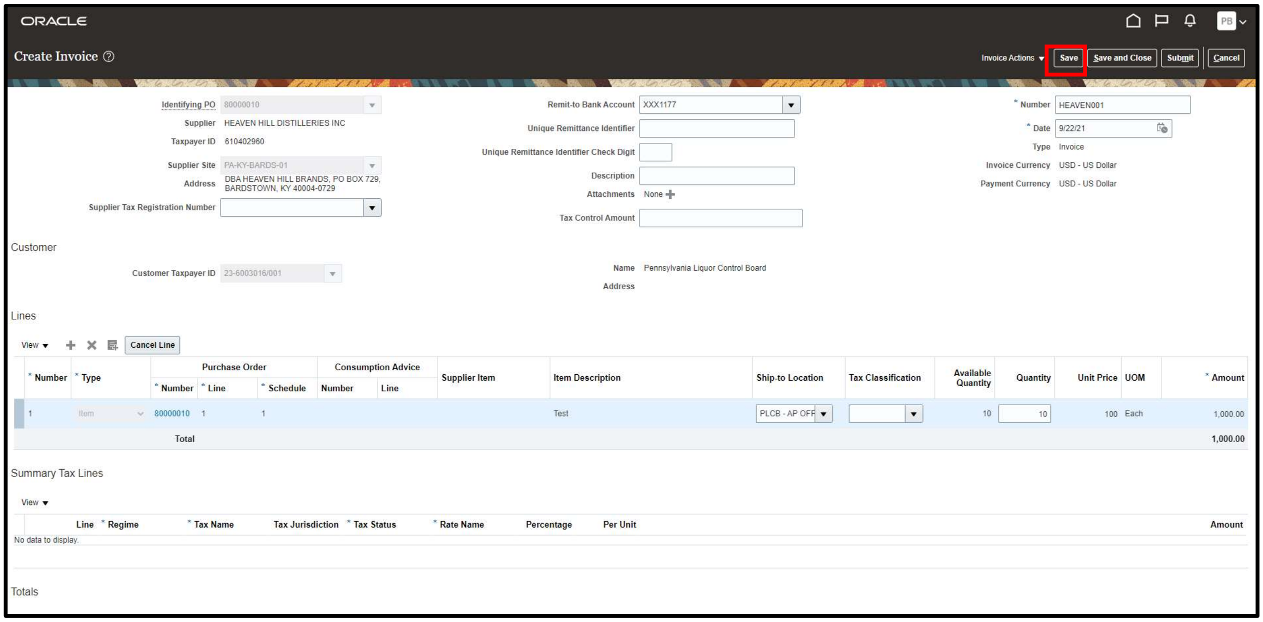


4. Select the **Line** you are creating the invoice for.

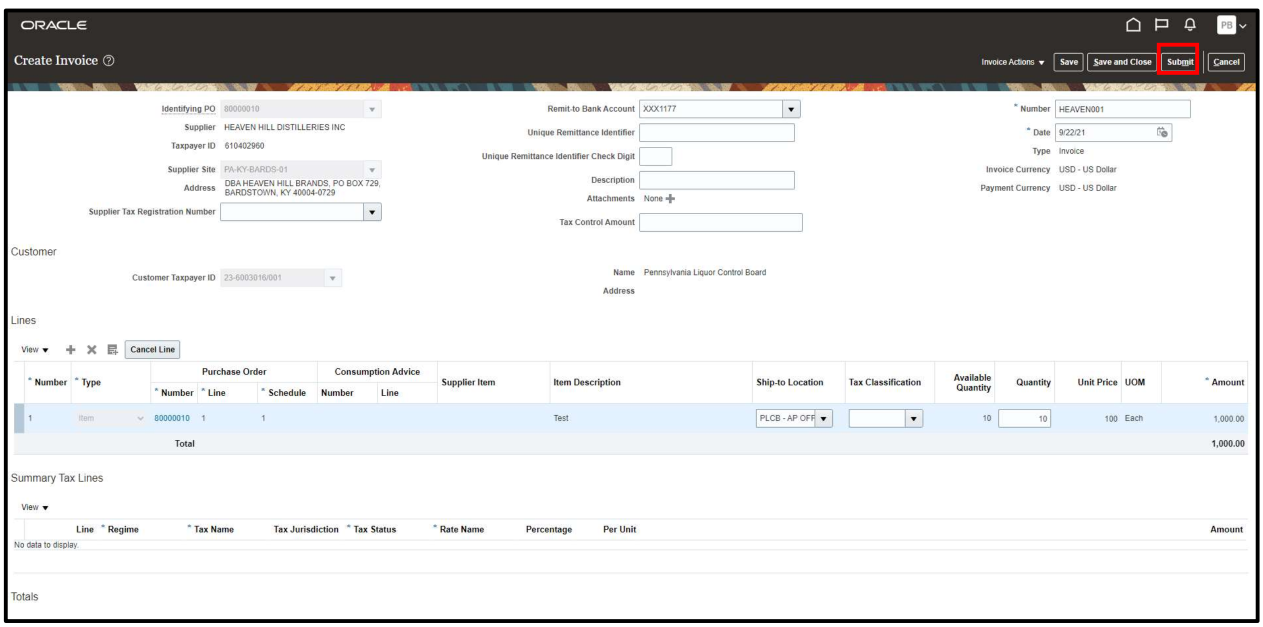
   a. Select **Apply**, then select **OK**

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

a. Select **Save**



b. Select **Submit**



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**.