



Oracle12 iSupplier Portal

External User Guide

Create and Submit Invoices

Last Update: 02/05/2021

Chapter Objectives:

Learn about iSupplier functions to create and submit Invoices
Learn how to submit and manage invoices using iSupplier Portal

Chapter Tasks:

Create Invoice
View open purchase orders and add purchase order lines to the Invoice
Enter invoice header details
Update quantities for partially shipped items
Add miscellaneous charge lines to the Invoice
Submit the Invoice

Estimated Lesson Time: 15-20 minutes

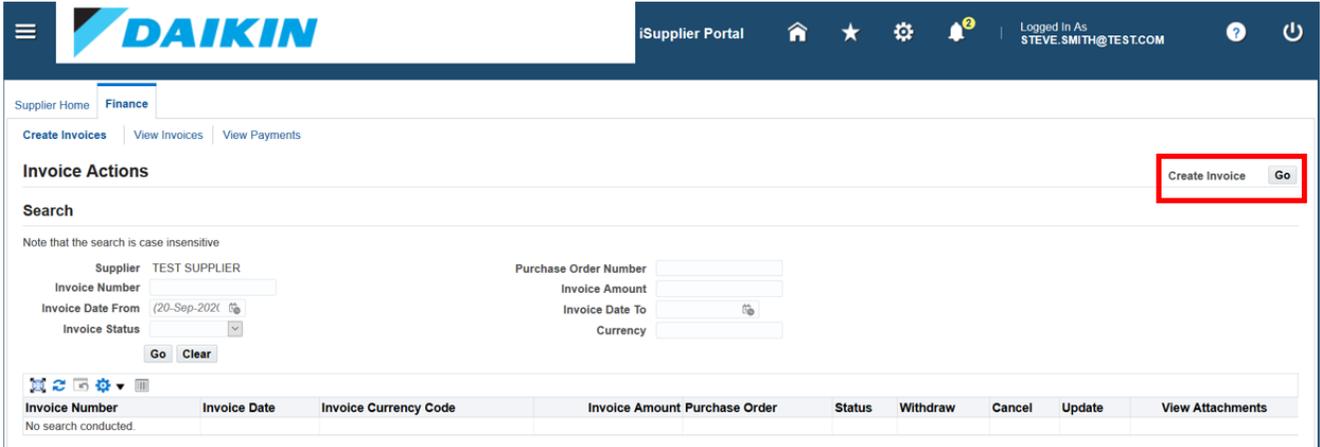
iSupplier Portal enables you to create and submit invoices for open purchase orders by adding PO lines directly to the invoice being created. You can include freight, tax and other charges as needed to complete invoice preparation.

Creating Invoices

Responsibility: Daikin iSupplier Finance

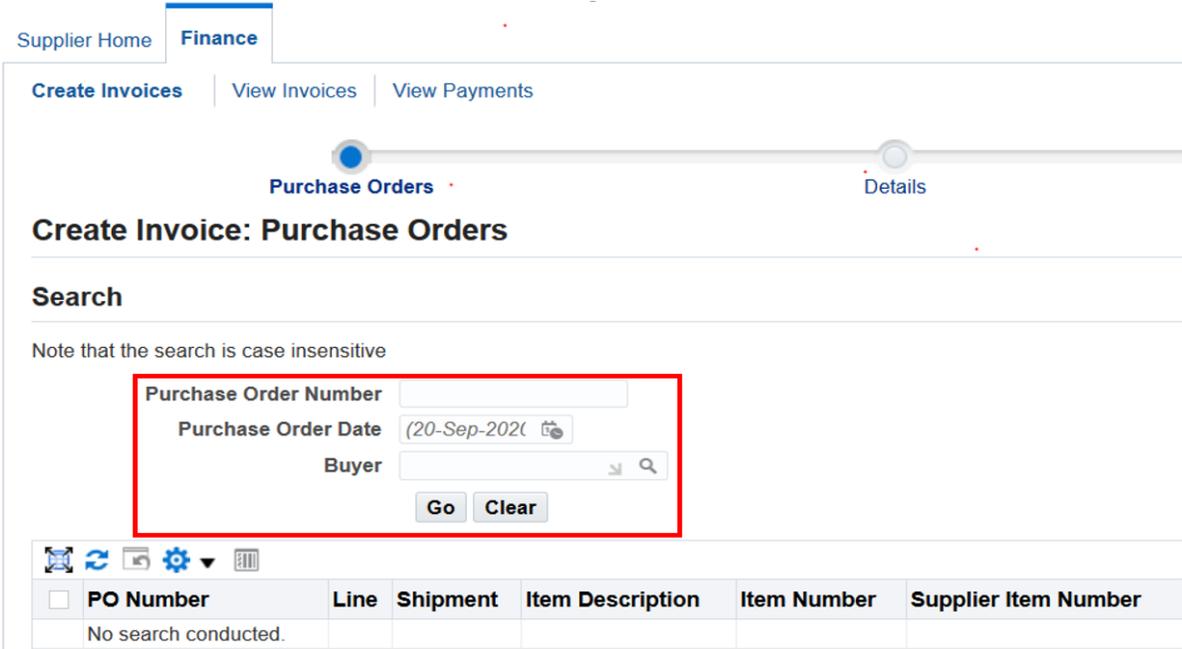
Menu Path = Finance > Create Invoices

Use the Go button on the right-hand side of the **Invoice Actions** screen to create a new invoice.



Search for existing purchase orders for the invoice using one of the three search fields:

- Purchase Order Number
- Purchase Order Date
- Buyer



Adding Purchase Order Lines to Invoices

To add purchase order lines to the invoice, first mark the box next to each PO line that you want to add. Once you have selected all PO lines, click the “Add to Invoice” button.

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number:

Purchase Order Date: (20-Sep-2020)

Buyer: Saini, Sandeep

Select Items: **Add to Invoice**

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1216378	2	1	LOGO, (ACS320)								FBO NORTH	MCQUAY US OU		
<input checked="" type="checkbox"/>	1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input checked="" type="checkbox"/>	1216378	4	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	5	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	404181301	100	0	0	EACH	10	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	6	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	7	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	8	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	9	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	10	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216378	11	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		

Once you have added all of the desired PO lines to the invoice, click the “Next” button to continue.

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number: 1216377

Purchase Order Date: (20-Sep-2020)

Buyer:

Select Items: **Add to Invoice**

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	404181301	100	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		
<input type="checkbox"/>	1216377	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU		

Purchase Order Items Added to Invoice

Select Items: **Remove from Invoice**

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	404181301	100	0	0	EACH	10	USD	FBO NORTH	MCQUAY US OU
<input type="checkbox"/>	1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU
<input type="checkbox"/>	1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320	404181303	50	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU
<input type="checkbox"/>	1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)	404181301	100	0	0	EACH	15	USD	FBO NORTH	MCQUAY US OU

Step 1 of 4

Adding Invoice Header Details

On the **Create Invoice: Details** screen, enter the following details:

- Invoice Number (required, as indicated by the *)
- Invoice Date (required)
- Invoice Type
- Currency
- Invoice Description

You can also include attachments to the invoice (optional). To attach a file to the invoice, click on the “+” sign next to the word “Attachment” and then selecting a file or document to attach. A count of invoice attachments will appear after the first attachment is added.

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier **Invoice**

* Supplier TEST SUPPLIER
 Tax Payer ID 98-7653001
 * Remit To BALTI
 Address 100 EAST BALTIMORE ST Baltimore MD 21202

* Invoice Number TEST INV#101
 * Invoice Date 05-Oct-2020
 Invoice Type Invoice
 Currency USD
 Invoice Description Invoice for Supplier Training
 Attachment +

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Please update the quantity on each PO line on the invoice to match to the quantity shipped. The quantity updated on each PO line cannot be more than the Available Quantity displayed.

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
1216378	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80	10	EACH	800
1216378	2	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
1216378	3	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
1216377	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100	15	EACH	1500

Adding Charge Lines to the Invoice

On the same screen where you updated PO line quantities, you can add charge lines for freight, sales tax and other miscellaneous charges. Scroll below “Shipping and Handling” and add charge lines as needed.

- Use the Charge Type “Miscellaneous” for both Sales Tax and Miscellaneous charges.
- Select a Sub-Charge Type for any lines using Charge Type “Miscellaneous” to indicate if the line is “Tax” or “Surcharge”.
- Provide charge line details in the “Description” field.

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
1216378	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80	10	EACH	800
1216378	2	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40	15	EACH	600
1216378	3	1	404181303	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50	15	EACH	750
1216377	1	1	404181301	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100	15	EACH	1500

[Inspect MDS Contents](#)

Shipping and Handling

Charge Type	Sub-Charge Type	Amount	Description
Freight		10	SHIPPING CHARGE
Miscellaneous	SURCHARGE	20	SURCHARGE
Miscellaneous	TAX	40	6.5% MN STATE TAX

The available Sub-Charge Types to use are OTHERS, SURCHARGE and TAX.

Search and Select: Sub-Charge Type

[Cancel](#) [Select](#)

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Sub-Charge Type [Go](#)

Results

Select	Quick Select	Sub-Charge Type	Description
<input type="radio"/>		OTHERS	OTHERS
<input type="radio"/>		SURCHARGE	SURCHARGE
<input type="radio"/>		TAX	TAX

Reviewing and Submitting the Invoice

When you have completed entering any charge lines, click the “Next” button to continue.

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.00
1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50.00 EACH	15.00	750.00
1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100.00 EACH	15.00	1,500.00

Shipping and Handling

Charge Type	Sub-Charge Type	Amount Description
Freight		10.00 SHIPPING CHARGES
Miscellaneous	SURCHARGE	20.00 HANDLING CHARGES
Miscellaneous	TAX	40.00 MN STATE TAX

Invoice Summary

Items	3,650.00
Freight	10.00
Miscellaneous	60.00
Recalculate Total	Total (USD) 3,720.00

[Cancel](#) | [Save](#) | [Back](#) | Step 3 of 4 | [Next](#) | [Submit](#)

Review the Invoice details. If everything is complete and correct, click “Submit” to submit the invoice.

Supplier Home **Finance**

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Review and Submit

[Cancel](#) | [Save](#) | [Back](#) | Step 4 of 4 | [Submit](#)

Supplier

* Supplier TEST SUPPLIER
 Tax Payer ID 98-7653001
 * Remit To BALTI
 Address 100 EAST BALTIMORE ST Baltimore MD 21202

Invoice

* Invoice Number TEST INV#101
 * Invoice Date 05-Oct-2020
 Invoice Type Standard
 * Currency USD
 Invoice Description Invoice for Supplier Training
 Attachment

Customer

* Customer Tax Payer ID 410404230
 Customer Name Daikin Applied Americas Inc.
 Address 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.00
1216378	3	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	50.00 EACH	15.00	750.00
1216377	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	100.00 EACH	15.00	1,500.00

The next screen includes a confirmation message that the invoice has been submitted.

Supplier Home **Finance**

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | **Review and Submit**

Confirmation

Invoice TEST INV#101 was submitted to our Accounts Payable department on 05-Oct-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: TEST INV#101 [Printable Page](#) [Create Another](#)

Supplier

- * Supplier: TEST SUPPLIER
- * Tax Payer ID: 98-7653001
- * Remit To: BALTI
- Address: 100 EAST BALTIMORE ST Baltimore MD 21202

Invoice

- * Invoice Number: TEST INV#101
- * Invoice Date: 05-Oct-2020
- * Invoice Type: Standard
- * Currency: USD
- Invoice Description: Invoice for Supplier Training
- Attachment:

Customer

- * Customer Tax Payer ID: 410404230
- Customer Name: Daikin Applied Americas Inc.
- Address: 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1216378	1	1	INVERTER, MD4, EYEBROW, DAIKIN LOGO, (ACS320)		FBO NORTH	100	80.00 EACH	10.00	800.00
1216378	2	1	INVERTER, MD4, KEYPAD, BASIC, ACS320		FBO NORTH	50	40.00 EACH	15.00	600.00

If you want to print a copy of the invoice, you can use the “Printable Page” button on this screen to generate a version of the invoice suitable for printing.

Review and Submit

Search by navigating to the Home page.

[Printable Page](#) [Create Another](#)

Create Invoice: Review and Submit

Supplier

- * Supplier: TEST SUPPLIER
- * Tax Payer ID
- * Remit To: BALTI
- Address: 500 EAST BALTIMORE ST Baltimore MD 21202
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: TEST INV#101
- * Invoice Date: 02-Dec-2020
- * Invoice Type: Standard
- * Currency: USD
- Invoice Description
- Old_10_2_Batch_Name
- Batch Number
- Service Location
- Notes
- Source File Name
- Astee Invoice Number
- Attachment: None

Customer

- * Customer Tax Payer ID: 410404230
- Customer Name: Daikin Applied Americas Inc.
- Address: 13600 INDUSTRIAL PARK BLVD Minneapolis 55441 US

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
1226367	1	1	VALVE-GAS-ACTUATOR FLUID POWER ON-OFF		FBO NORTH	100	80.00 EACH	125.00	10,000.00
1226367	2	1	VALVE-GAS-ACTUATOR FLUID POWER		FBO NORTH	100	40.00 EACH	100.00	4,000.00
1226367	4	1	TEST COST CENTER 028		FBO NORTH	100	50.00 EACH	80.00	4,000.00
1226367	5	1	TEST COST CENTER 028		FBO NORTH	100	100.00 EACH	90.00	9,000.00

Shipping and Handling

Charge Type	Sub-Charge Type	Amount	Description
Freight		10.00	SHIPPING CHARGES
Miscellaneous	SURCHARGE	20.00	SURCHARGE
Miscellaneous	TAX	40.00	6.5% MN STATE TAX

END