

Submit an Invoice

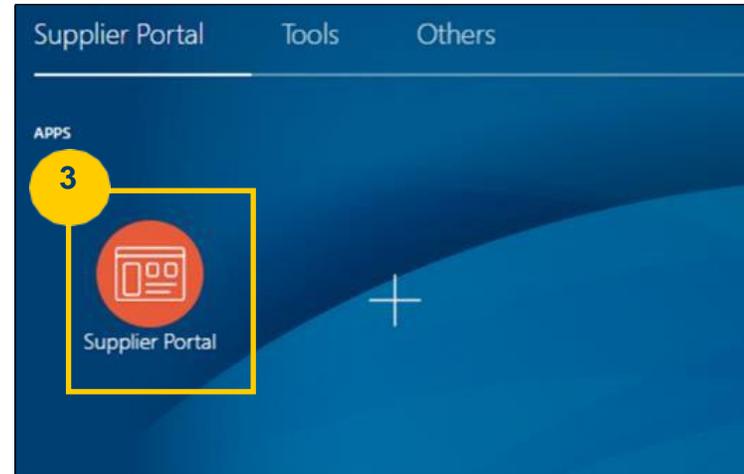
The Oracle Cloud supplier portal gives you the ability to submit invoices electronically. This job aid will walk you through all of the steps necessary to create an electronic invoice, while highlighting common sticking points and frequently asked questions.

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Submit an Invoice

1. Login to Oracle Cloud
 - **Helpful Hint:** *If you are attempting to submit an invoice against a PO with a workorder from STP (for time and materials contractors), STOP. You do not need to submit an invoice for those POs. You will be paid automatically based on approved time worked for each of your contractors. Questions on STP can be submitted to contingentlabor@bcbsm.com*
2. Navigate to the **Home Page**
3. Click **Supplier Portal**
4. Click **Create Invoice** from the task list on the left side of the screen



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5. Enter the following information:
 - A. From the **Identifying PO** dropdown, select the PO you are invoicing against. If you do not see the PO you need, use the search function at the bottom of the dropdown
 - B. In the **Number** field, enter your invoice number. This is a free text alpha-numeric field, so you can use your invoice numbering format.
 - C. In the **Date** field, enter the appropriate invoice date (the system will not allow back-dating)
 - D. From the **Type** drop down, ensure “Invoice” is selected (unless you are creating a credit memo - we like those) 😊
 - **Helpful Hint:** *Certain data elements populate based on the selected purchase order and cannot be modified, including Supplier Site*
 - E. **REQUIRED** – Enter a brief **Description** of the invoice (e.g., “2022 annual maintenance”, “monthly service fee for June 2022”)
6. In the **Attachments** field, select the + symbol

The screenshot shows the 'Create Invoice' form with the following fields and callouts:

- 5A**: Identifying PO (dropdown menu)
- 5B**: Number (text input field)
- 5C**: Date (text input field with a calendar icon)
- 5D**: Type (dropdown menu, currently set to 'Invoice')
- 5E**: Description (text input field, indicated by a red arrow)
- 6**: Attachments (dropdown menu, currently set to 'None' with a plus sign)

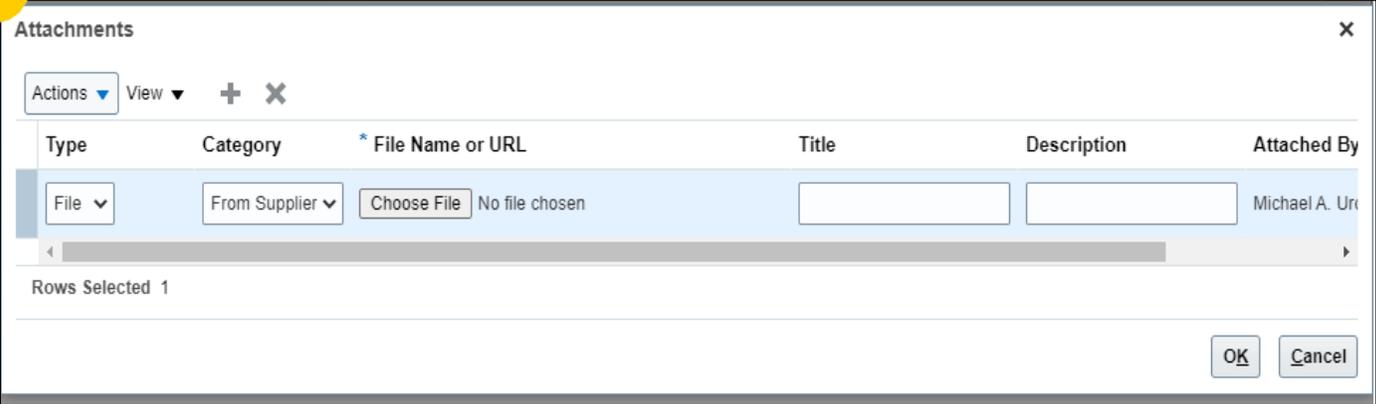
Other fields visible include: Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number, Remit-to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, and Tax Control Amount. The top right of the form has buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'.

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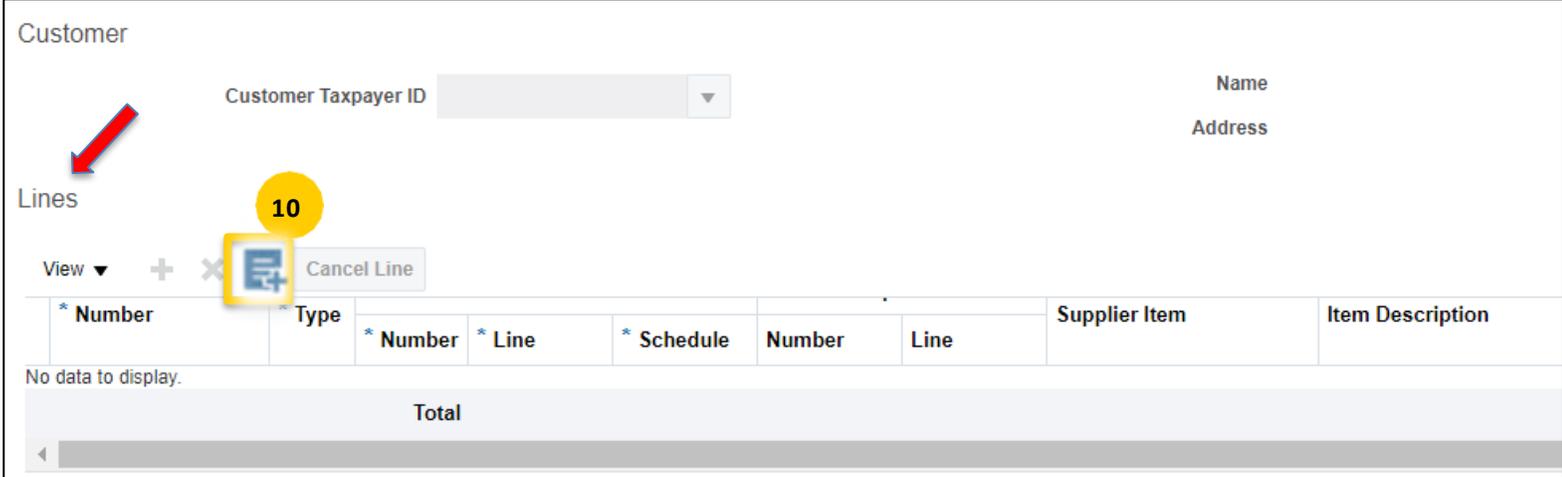
7. An attachments pop-up menu will appear, select **Browse** to select your invoice to attach. Always attach your company invoice and any necessary supporting documentation to the electronic invoice you are about to submit
8. Enter a **Description** for the attachment
9. Select **OK**
10. In the Lines section, click the **Select and Add**  icon.
This will allow you to choose the PO lines to invoice against.

- **Helpful Hint:** If you cannot click this icon, make sure that steps 5A, 5B, and 5C have been completed, as the icon will not unlock until those required fields are populated.

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The Attachments pop-up menu is shown. It has a title bar with a close button (X). Below the title bar are 'Actions' and 'View' dropdown menus, and '+' and 'X' icons. The main area is a table with columns: Type, Category, * File Name or URL, Title, Description, and Attached By. The first row is highlighted in blue and contains: Type: File, Category: From Supplier, File Name or URL: Choose File (No file chosen), Title: (empty), Description: (empty), Attached By: Michael A. Ur... Below the table is a 'Rows Selected 1' indicator. At the bottom right are 'OK' and 'Cancel' buttons.



The Customer and Lines sections are shown. The Customer section has a 'Customer Taxpayer ID' dropdown and 'Name' and 'Address' labels. A red arrow points to the 'Lines' section. The Lines section has a 'View' dropdown, '+' and 'X' icons, and a 'Cancel Line' button. A yellow circle with the number '10' highlights the 'Select and Add' icon. Below the icons is a table with columns: * Number, * Type, * Number, * Line, * Schedule, Number, Line, Supplier Item, and Item Description. The table is currently empty with the text 'No data to display.' and a 'Total' row at the bottom.

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11. A pop-up window will appear and allow you to Select the lines of the PO you can invoice against.

- **Helpful Hint:** The invoice amount cannot be updated from this pop-up window; it will be editable once you return to the main Create Invoice screen.

12. Click on the row of the PO line you would like to Invoice against (**the row should turn blue**) and click **Apply** to add the PO line to the invoice. Repeat this process until all of the PO lines you are invoicing against in this invoice have been added.

- **Helpful Hint:** The PO number in the Number column is a link to the PO. You can view PO details using this link and then return to the invoice.

13. Click **OK** to return to the Create Invoice screen

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Select and Add: Purchase Orders

Search Advanced Saved Search ** At least one is required

** Purchase Order ▼ ** Consumption Advice

** Creation Date

Search Reset Save...

Search Results

View ▼ Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO06591	2	1				722308 Travel and r...	Advantasure, Inc.	13,343.50
PO06591	3	1				721323 Temp help-...	Advantasure, Inc.	28,122.56
PO06591	5	1				722308 Travel and r...	Advantasure, Inc.	6,558.00

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Apply OK Cancel

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14. In the **Amount** column of each line, enter the amount being invoiced against that line.

- **Helpful Hint:** By default, Amount is the column farthest to the right. You might need to scroll to be able to see it. You can use the View option to rearrange the columns for easier viewing.
- **Do not include tax in the invoiced amount.** You will enter tax in step 16 - adding it to the invoiced amount will result in tax being charged twice.

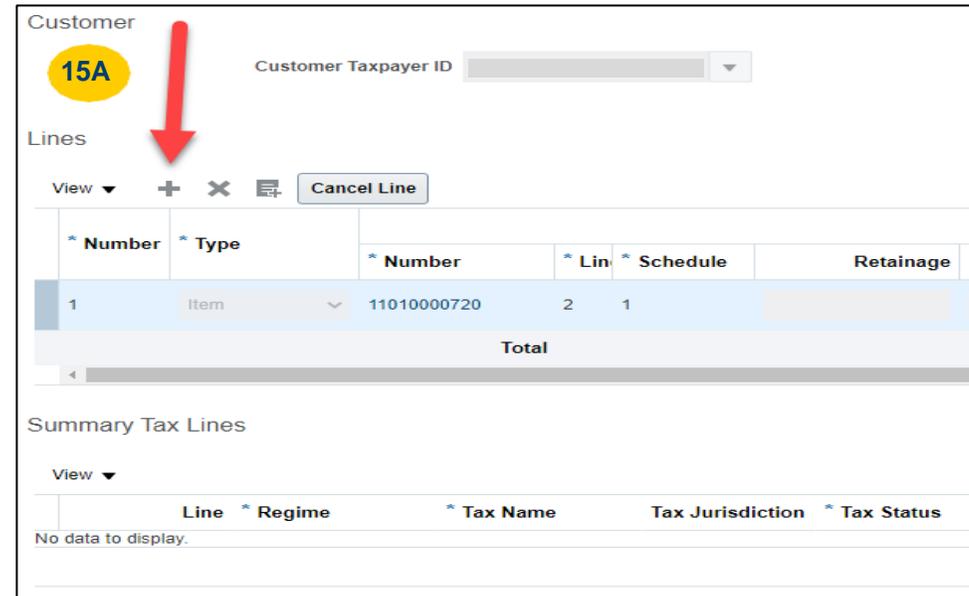
LINES												
Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
PO06591	3	1				721323 Temp help-SOW # 2-0017 - Review and assess Claims Adjudication and supporting modules code branche...	Advantasure, Inc.					28,122.58
PO06591	2	1				722308 Travel and related-SOW # 2-0017 - Travel and Related Expenses(11/05/2018 - 12/31/2018)	Advantasure, Inc.					13,343.50
Total											41,466.06	

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15. Adding freight when the PO does not have freight included as a line item on the PO:

- A. After adding the line(s) from the PO and updating the amounts, if needed, click on the “+” icon to add freight.
- B. Enter the freight amount – scroll to the right to locate the Amount column. Do not change any other values.

- **Helpful Hint:** Be sure to complete this step before you add the tax control amount - which is step 16.



Customer 15A Customer Taxpayer ID [dropdown]

Lines

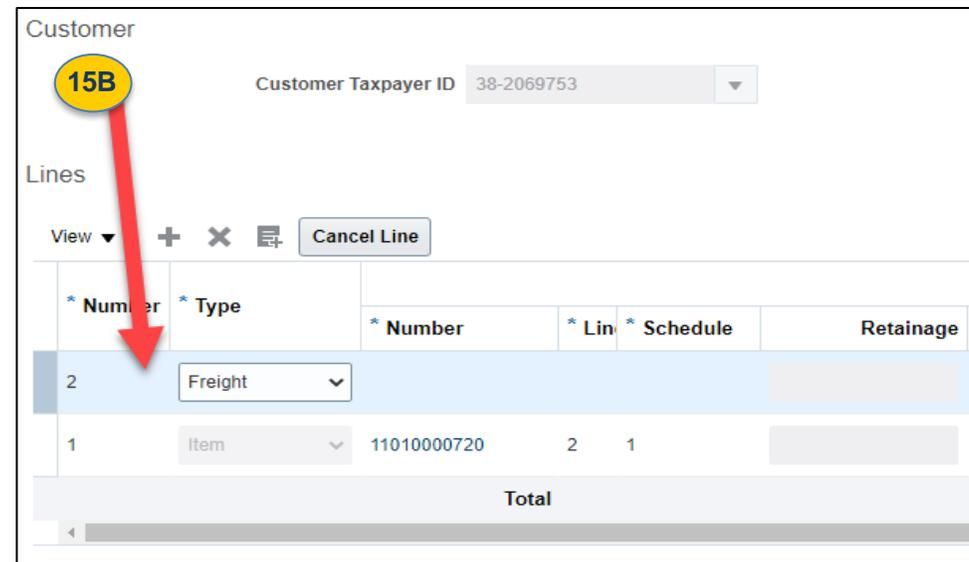
View [dropdown] + X [icon] [icon] Cancel Line

* Number	* Type	* Number	* Lin	* Schedule	Retainage
1	Item	11010000720	2	1	
Total					

Summary Tax Lines

View [dropdown]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status
No data to display.				



Customer 15B Customer Taxpayer ID 38-2069753

Lines

View [dropdown] + X [icon] [icon] Cancel Line

* Number	* Type	* Number	* Lin	* Schedule	Retainage
2	Freight				
1	Item	11010000720	2	1	
Total					

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16. If tax is applicable

- A. Enter the amount of tax owed into **the Tax Control Amount** field.
- B. Go to the **Invoice Actions** drop down and select Calculate Tax
 - **Helpful Hint:** You must enter the tax amount in the Tax Control Amount field for the system to recognize it as sales tax. Do Not choose “calculate tax” before adding the tax due in the Tax Control Amount field or it will be submitted as a Self-Assessed Tax.
- C. Click the **“Save”** button in the top right corner.

The screenshot shows a web form for submitting an invoice. In the top right corner, there is a yellow circle labeled '16B' next to a dropdown menu labeled 'Invoice Actions'. Below this, the form contains several fields: 'Remit-to Bank Account' (a dropdown menu), 'Unique Remittance Identifier' (a text input field), 'Unique Remittance Identifier Check Digit' (a smaller text input field), 'Description' (a text input field), and 'Attachments' (displaying 'None' with a plus sign). At the bottom of the form, there is a yellow circle labeled '16A' next to the 'Tax Control Amount' text input field.

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17. Review the tax amount

A. If you entered a Tax Control Amount and chose Calculate Tax from the Invoice Actions drop down, a system calculated tax amount will appear at the bottom of the screen in the “**Exclusive Tax**” field. It should match the amount you entered.

- **Helpful Hint:** *The tax tolerance will allow a variance of up to \$1 between the calculated tax and tax entered amount to account for system rounding differences.*

B. Also make sure that the “**Invoice Amount**” and amount due are the same amount.

C. If the amount appears as an “Inclusive Tax” you may have exceeded the tax tolerance and you’ll want to review your previous steps to ensure quantities, amounts due, etc. are accurate.

- If you make any changes, please remember to **repeat step 16**.

Summary Tax Lines

View ▾

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UNITED STATES	State Sales/Use	MICHIGAN-STA...	Standard	USMI_P2P	6		3.55

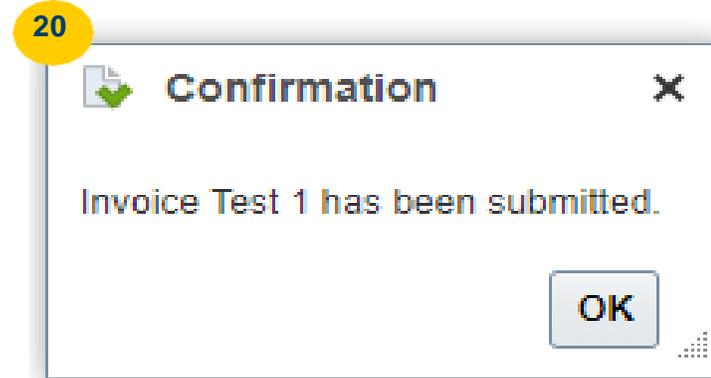
Totals

Items	49.31	Freight	10.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	3.55	Retainage	0.00	Invoice Amount	62.86	Due	62.86
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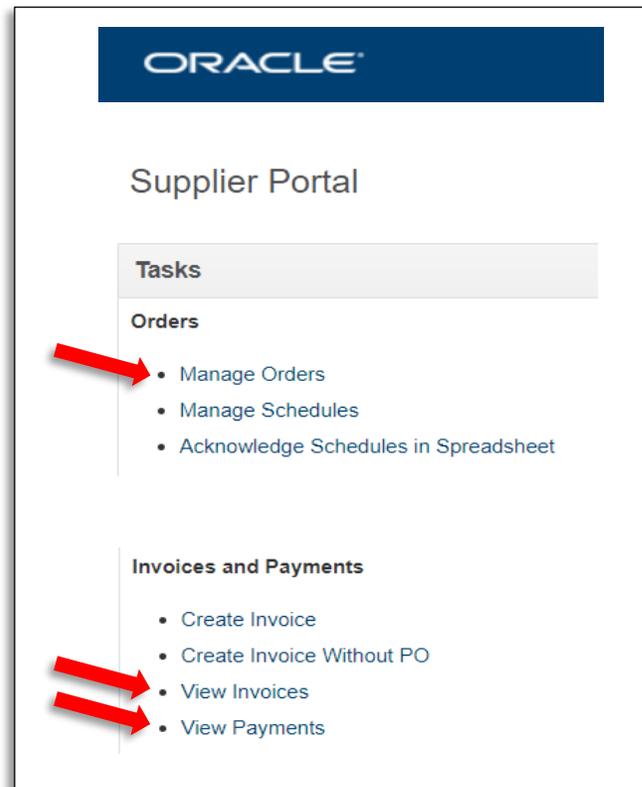
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18. Confirm that all the amounts on the Totals line are accurate.
19. Click **Submit** at the top right of the page
20. Select **OK** on the confirmation pop-up



How to View Submitted Invoices

1. To view invoices that have already been submitted,
 - A. Go to the **Task Menu** on the home page and search for invoices in the **“Invoices and Payments”** section.
 - B. You can also search for Purchase Orders that have been issued in the **“Manage Orders”** section.



How to Cancel an “Incomplete” Invoice

1. To cancel an “incomplete” invoice
 - A. Click **View Invoices** from the task menu
 - B. Once you’re on the **View Invoices** screen, enter your invoice number in the **Invoice Number** field, then click search
 - C. Click on the invoice number to access the invoice

The screenshot displays the Oracle Supplier Portal interface. On the right, a task menu is visible with the following structure:

- Supplier Portal
 - Tasks
 - Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
 - Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices (highlighted with a red arrow and yellow circle labeled 1A)
 - View Payments

The main 'View Invoices' screen features a search section with the following fields:

- Search
- Invoice Number (highlighted with a red arrow and yellow circle labeled 1B)
- Supplier (dropdown)
- Supplier Site (dropdown)
- Purchase Order

On the right side of the search section, there are additional filters:

- Consumption Advice
- Invoice Status (dropdown)
- Paid Status (dropdown)
- Payment Number

Below the search section, the 'Search Results' table is displayed with the following columns: Invoice Number, Invoice Date, Type, Purchase Order, Supplier, and Supplier Site. The first row is highlighted with a blue background and a red arrow pointing to the 'Invoice Number' column, labeled with a yellow circle '1C'.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site
121620218CE	12/10/2021	Standard			
121620218CE	12/10/2021	Standard	11910005432	KL	

How to Cancel an “Incomplete” Invoice

D. Highlight the invoice line

E. Click the **Invoice Actions** drop down menu, then select **Cancel**

F. Click **OK**

The screenshot shows the Oracle 'Edit Invoice Without PO' interface. The 'Invoice Actions' dropdown menu is open, showing options: Save, Save and Close, Submit, and Cancel. A yellow circle labeled '1E' points to the 'Cancel' button. In the 'Lines' section, the first line is highlighted, and a yellow circle labeled '1D' points to the 'Cancel Line' button. A warning dialog box is displayed in the foreground, with a yellow circle labeled '1F' pointing to the 'OK' button. The dialog box contains the text: 'Warning: You can't update the invoice number or reuse the number once it's canceled. Do you want to continue and cancel the invoice?'. The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog. The background interface includes fields for Supplier, Customer, and Invoice details.

How to View Payments

If you're not able to pull up payments by clicking "View Payments" from the task menu, then follow the steps below.

1. Click "View Invoices" from the task menu
2. Enter the Invoice number or Supplier name and click search
3. Click on the invoice number to access the invoice details page
4. Once you're on the invoice page, click the "Payments" tab located in the middle of the screen, next to "Lines".

