

Submit an Invoice

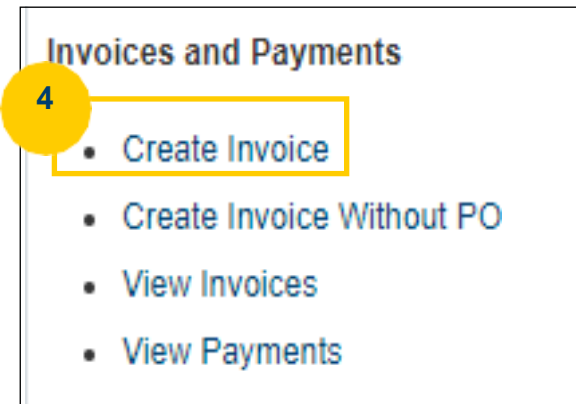
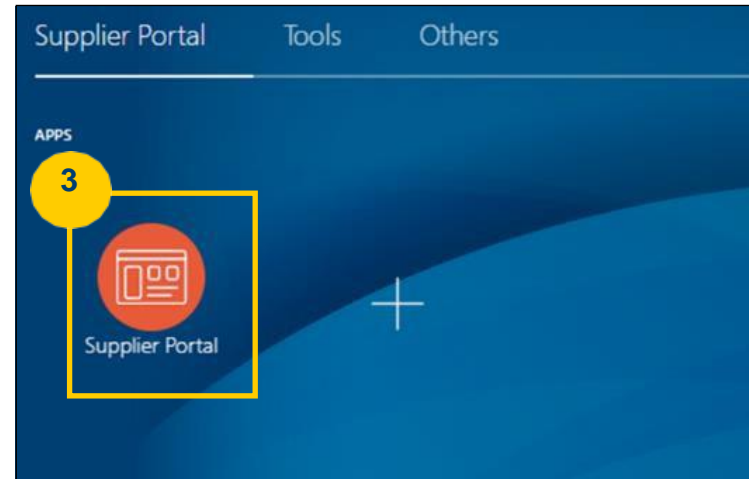
The Oracle Cloud supplier portal gives you the ability to submit invoices electronically. This job aid will walk you through all of the steps necessary to create an electronic invoice, while highlighting common sticking points and frequently asked questions.

Table of Contents

1. Submitting an Invoice Page 2
2. How to view submitted invoices Page 11
3. How to cancel an “incomplete” invoice ... Page 12
4. How to view payments Page 14

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



Submit an Invoice


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. **RECOMMENDED** – 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, highlighted with a red arrow)
- 6**: Attachments (dropdown menu, currently set to 'None' with a plus sign)

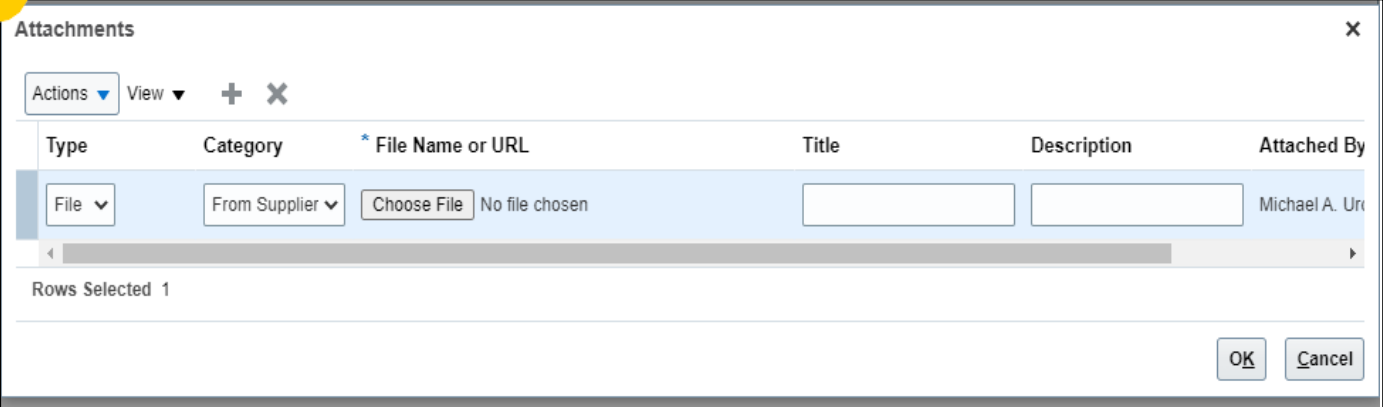
Other fields visible include: Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number, Remit-to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, and Tax Control Amount. The top right of the form has buttons for 'Save', 'Save and Close', 'Submit',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

Submit an Invoice

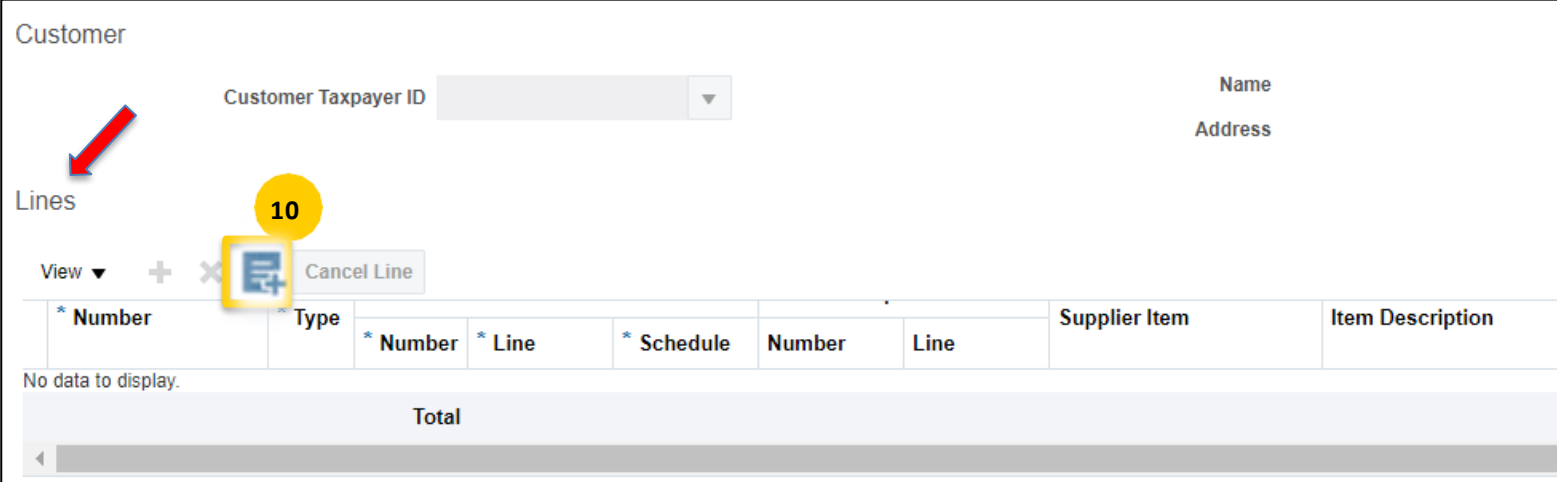
7. An attachments pop-up menu will appear, select **Browse** to select your invoice to attach. Always attach your company invoice and any necessary supporting documentation to the electronic invoice you are about to submit
8. Enter a **Description** for the attachment
9. Select **OK**
10. In the Lines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

7



The Attachments pop-up menu is shown with a yellow circle containing the number 7. It features a header with 'Attachments' and a close button. Below the header is a toolbar with 'Actions', 'View', 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 and 'OK' and 'Cancel' buttons.



The Customer and Lines sections are shown. The Customer section has a red arrow pointing to the 'Lines' label. The Lines section has a yellow circle containing the number 10 over the 'Select and Add' icon. The Lines table has 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.

Submit an Invoice

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

11

Select and Add: Purchase Orders

Advanced Saved Search

** Purchase Order PO06591

** Consumption Advice

** Creation Date mm/dd/yyyy h:mm a

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

12

Apply OK Cancel

13

Submit an Invoice

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

View X Cancel Line

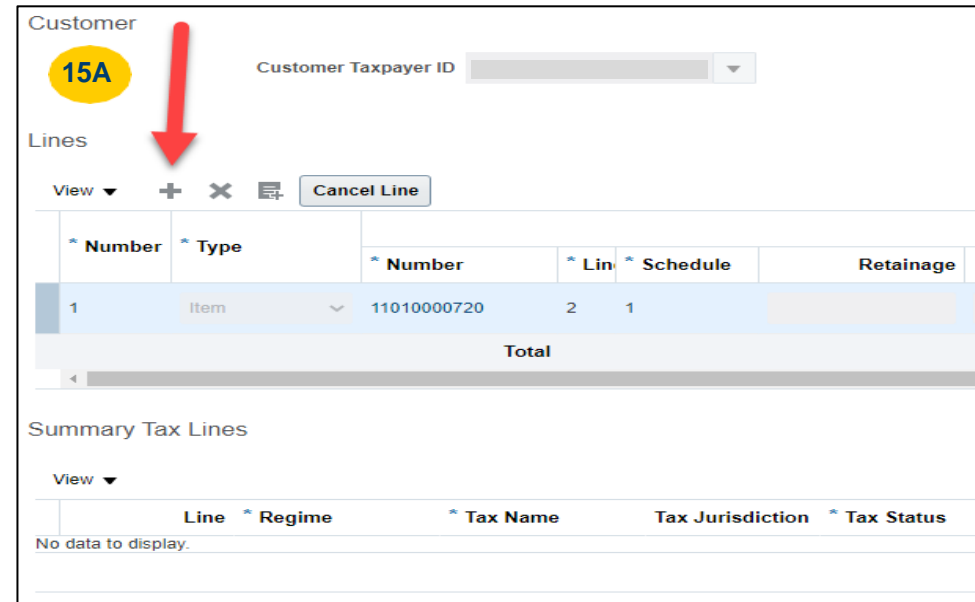
Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
PO06591	3	1				721323 Temp help-SOW # 2-0017 - Review and assess Claims Adjudication and supporting modules code branche...	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

Submit an Invoice

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

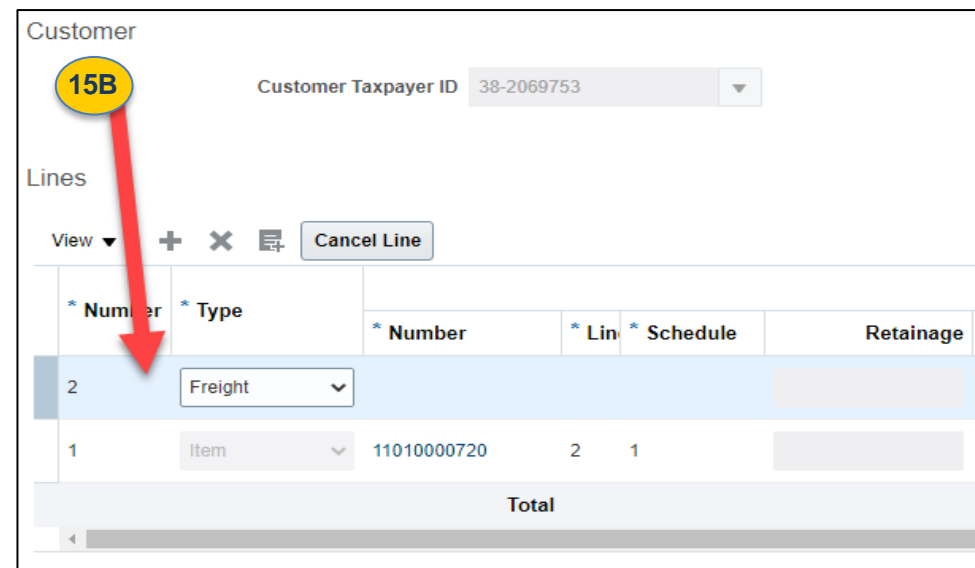
View [dropdown] + X [icon] [icon] Cancel Line

* 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					

Submit an Invoice

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.

Submit an Invoice

17. Review the tax amount

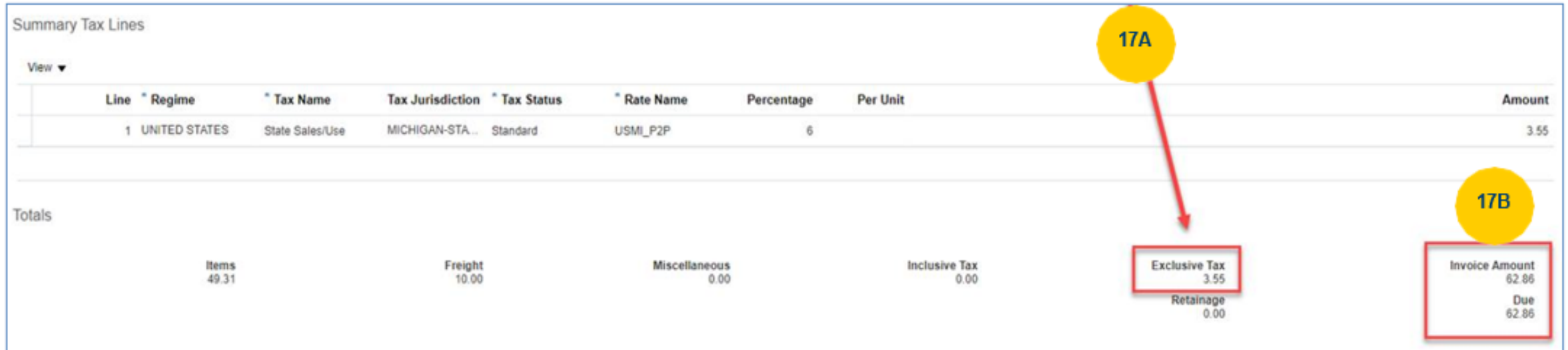
A. If you entered a Tax Control Amount and chose Calculate Tax from the Invoice Actions drop down, a system calculated tax amount will appear at the bottom of the screen in the “**Exclusive Tax**” field. It should match the amount you entered.

- **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**.

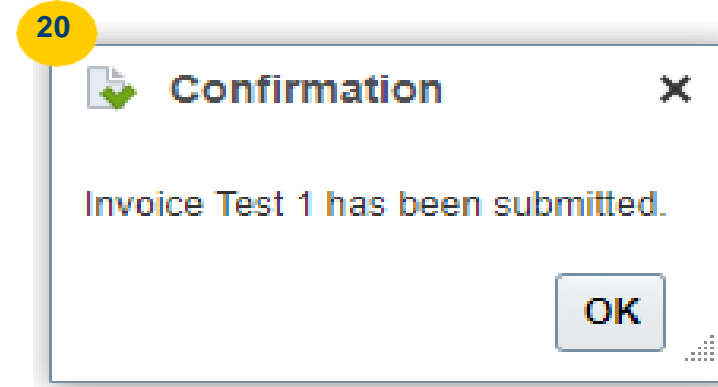


Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UNITED STATES	State Sales/Use	MICHIGAN-STA...	Standard	USMI_P2P	6		3.55

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

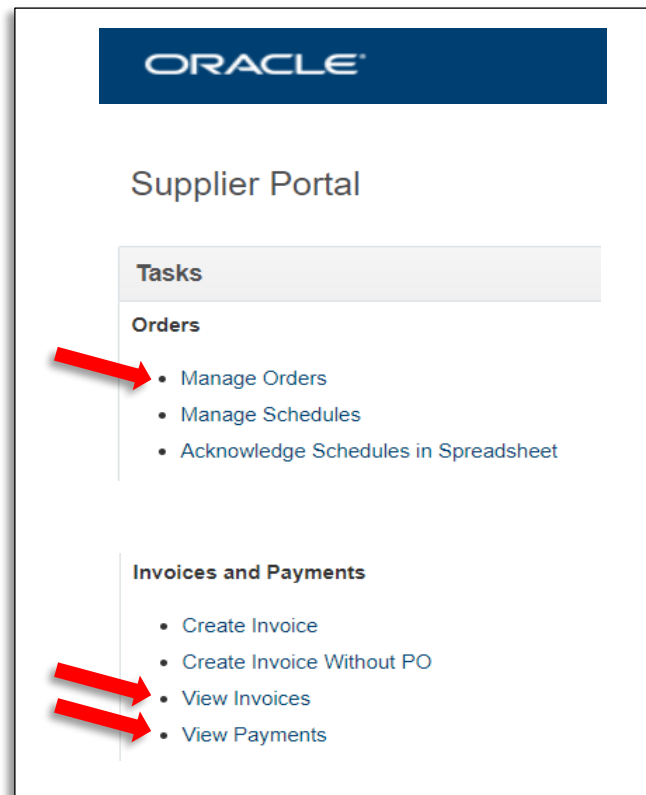
Submit an Invoice

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. The main area is titled "View Invoices" and contains a search form with fields for "Invoice Number", "Supplier", "Supplier Site", and "Purchase Order". A red arrow points to the "Invoice Number" field, labeled "1B". Below the search form is a "Search Results" table with columns for "Invoice Number", "Invoice Date", "Type", "Purchase Order", and "Supplier". The first row of the table is highlighted, and a red arrow points to the "Invoice Number" column, labeled "1C". On the right side of the screen, there are additional filters for "Consumption Advice", "Invoice Status", "Paid Status", and "Payment Number". A callout box on the right side of the image shows the "Tasks" menu with "View Invoices" highlighted, labeled "1A".

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

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 interface includes a header with the Oracle logo and navigation icons. The main content area is divided into several sections: 'Supplier' information, 'Remit-to Bank Account' and 'Unique Remittance Identifier' fields, 'Customer' information, and a 'Lines' table. The 'Invoice Actions' menu is highlighted with a yellow circle labeled '1E', and the 'Cancel' button is visible. The 'Lines' table has a yellow circle labeled '1D' over the first line. A warning dialog box is open, displaying the message: '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 dialog box has 'OK' and 'Cancel' buttons, with a yellow circle labeled '1F' over the 'OK' button. The 'Total' amount is shown as 0.00.

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification
1	Item	Blue Cross Blue Shk	11864 BELDEN CT, I	
Total				0.00

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".

