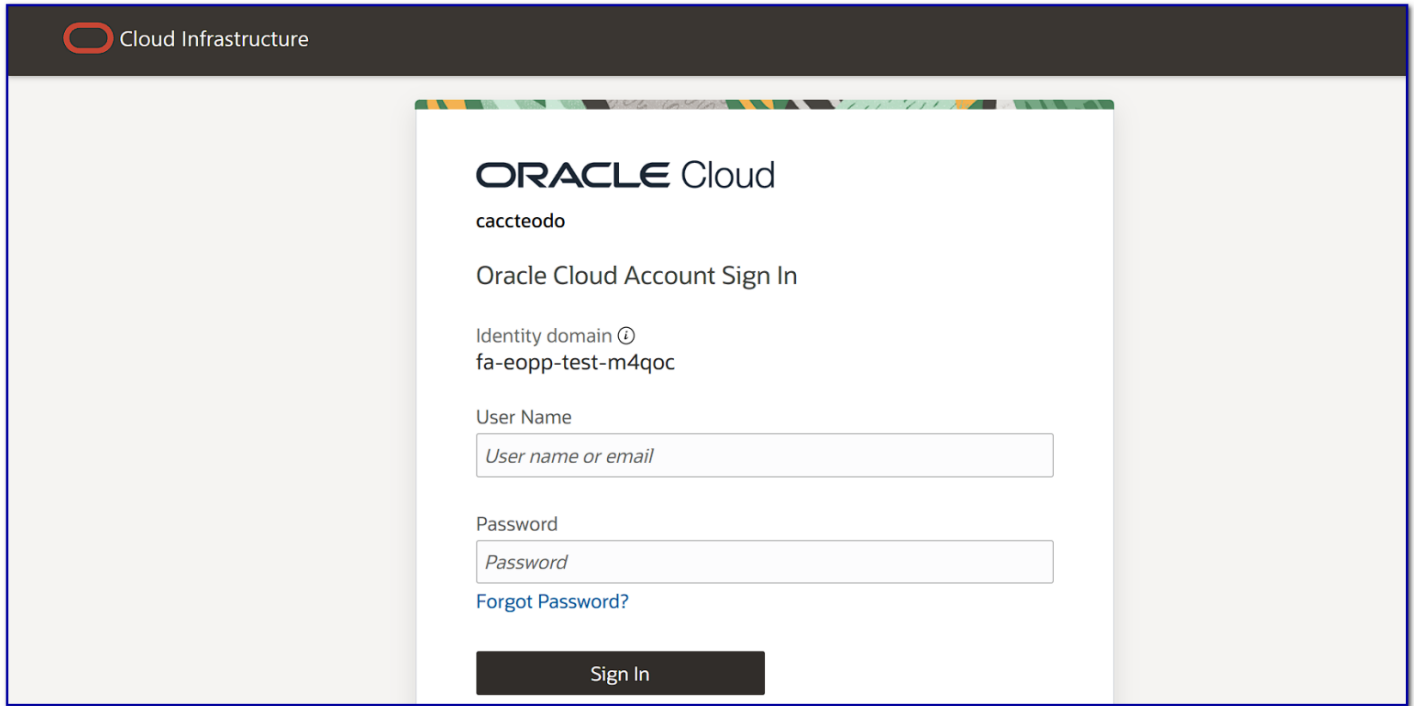


# Create Invoice with PO from Supplier Portal

## 1. Login to Oracle Fusion Applications



Cloud Infrastructure

**ORACLE** Cloud

caccteodo

Oracle Cloud Account Sign In

Identity domain ⓘ  
fa-eopp-test-m4qoc

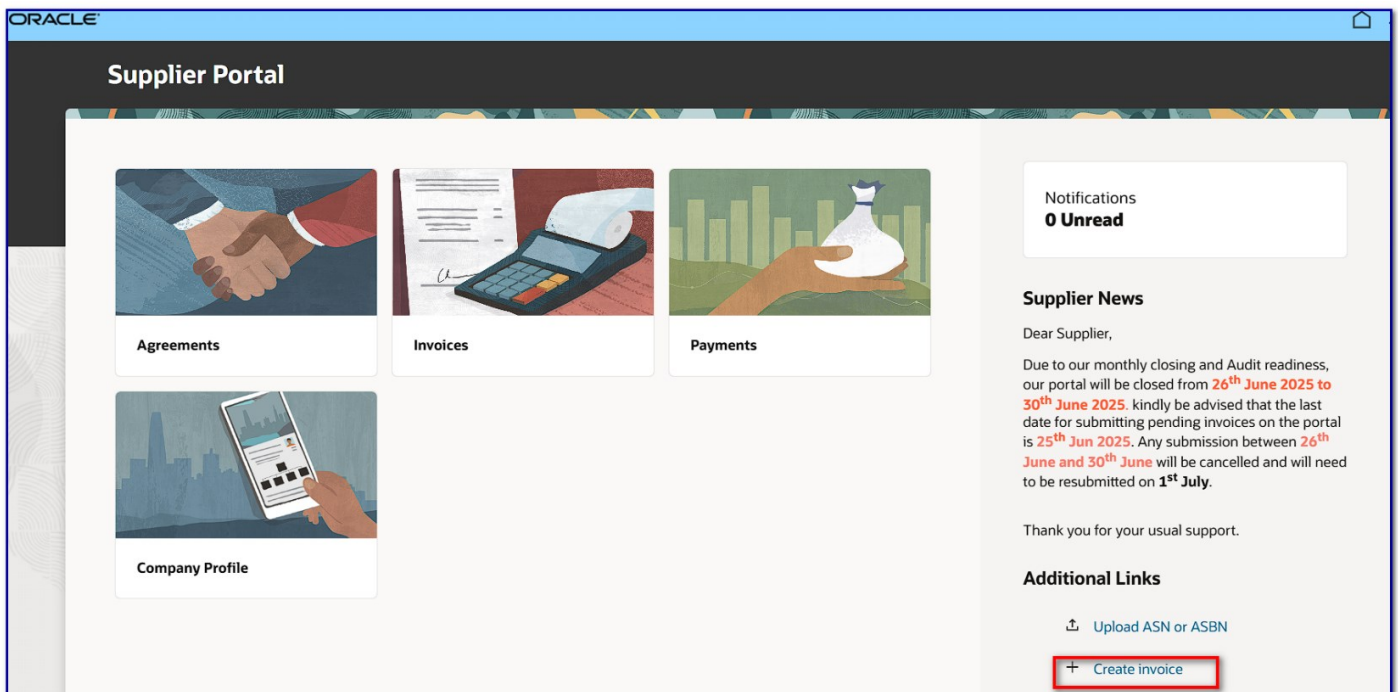
User Name

Password


[Forgot Password?](#)

**Sign In**


## 2. On the homepage click on **Create Invoice** task




**Supplier Portal**




**Agreements**



**Invoices**



**Payments**



**Company Profile**

**Notifications**  
**0 Unread**

**Supplier News**

Dear Supplier,

Due to our monthly closing and Audit readiness, our portal will be closed from **26<sup>th</sup> June 2025** to **30<sup>th</sup> June 2025**. kindly be advised that the last date for submitting pending invoices on the portal is **25<sup>th</sup> Jun 2025**. Any submission between **26<sup>th</sup> June and 30<sup>th</sup> June** will be cancelled and will need to be resubmitted on **1<sup>st</sup> July**.

Thank you for your usual support.

**Additional Links**

[Upload ASN or ASBN](#)

**+ Create invoice**

## Create Invoice with PO from Supplier Portal

- Enter the Purchase order number in **Identifying PO** filed, Invoice number, Invoice date and click on **Select** and Add button.

ORACLE

Create Invoice ⓘ

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: 5616

Supplier: [Redacted]

Taxpayer ID: [Redacted]

Supplier Site: Office Address

Address: ARMENIA

Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: 036610267890

Unique Remittance Identifier: [Redacted]

Unique Remittance Identifier Check Digit: [Redacted]

Description: [Redacted]

\* Attachments: None

Tax Control Amount: [Redacted]

\* Number: 6736872

\* Date: 12/15/25

\* Type: Invoice

Invoice Currency: SAR - Saudi Riyal

Payment Currency: SAR - Saudi Riyal

Customer

\* Customer Taxpayer ID: 01

Name: Armah Sports Company

Address: Riyadh, SAUDI ARABIA

Lines

View: +, -, Cancel Line

| * Number            | * Type | Purchase Order |        | Consumption Advice |  | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM |
|---------------------|--------|----------------|--------|--------------------|--|---------------|------------------|------------------|--------------------|--------------------|----------|------------|-----|
| * Number            | * Line | * Schedule     | Number | Line               |  |               |                  |                  |                    |                    |          |            |     |
| No data to display. |        |                |        |                    |  |               |                  |                  |                    |                    |          |            |     |

Summary Tax Lines

- Select the line and click on Apply or OK buttons.

ORACLE

Create Invoice ⓘ

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: 5616

Supplier: [Redacted]

Taxpayer ID: [Redacted]

Supplier Site: Office Address

Address: ARMENIA

Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: 036610267890

Unique Remittance Identifier: [Redacted]

Unique Remittance Identifier Check Digit: [Redacted]

Description: [Redacted]

\* Attachments: None

Tax Control Amount: [Redacted]

\* Number: 346789

Date: 12/15/25

Type: Invoice

Invoice Currency: SAR - Saudi Riyal

Payment Currency: SAR - Saudi Riyal

Customer

Customer Taxpayer ID: 01

Name: Armah Sports Company

Address: Riyadh, SAUDI ARABIA

Lines

View: +, -, Cancel Line

| * Number | * Type | Purchase Order |        | Consumption Advice |  | Supplier Item | Item Description         | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM  |
|----------|--------|----------------|--------|--------------------|--|---------------|--------------------------|------------------|--------------------|--------------------|----------|------------|------|
| * Number | * Line | * Schedule     | Number | Line               |  |               |                          |                  |                    |                    |          |            |      |
| 2        | Item   | 5616           | 1      | 1                  |  |               | OPTIMO - HAND TOWELS...  | Matqa Male (Q-)  |                    |                    | 10       | 100        | EACH |
| 3        | Item   | 5616           | 2      | 1                  |  |               | TISSUE BOX - GOLD PLA... | Matqa Male (Q-)  |                    |                    | 10       | 50         | EACH |
| Total    |        |                |        |                    |  |               |                          |                  |                    |                    |          |            |      |

## Create Invoice with PO from Supplier Portal

5. Click on Save and then click on Submit buttons

ORACLE

Create Invoice ?

Invoice Actions: **Save** **Save and Close** **Submit** Cancel

Identifying PO: 5616  
 Supplier: [Redacted]  
 Taxpayer ID: [Redacted]  
 Supplier Site: Office Address  
 Address: ARMENIA  
 Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: 036610267890  
 Unique Remittance Identifier: [Redacted]  
 Unique Remittance Identifier Check Digit: [Redacted]  
 Description: [Redacted]  
 \* Attachments: None  
 Tax Control Amount: [Redacted]

\* Number: 346789  
 Date: 12/15/25  
 Type: Invoice  
 Invoice Currency: SAR - Saudi Riyal  
 Payment Currency: SAR - Saudi Riyal

Customer  
 Customer Taxpayer ID: 01  
 Name: Armah Sports Company  
 Address: Riyadh, SAUDI ARABIA

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  |
|----------|--------|----------------|--------|------------|--------------------|------|---------------|--------------------------|--------------------|--------------------|--------------------|----------|------------|------|
|          |        | * Number       | * Line | * Schedule | Number             | Line |               |                          |                    |                    |                    |          |            |      |
| 2        | Item   | 5616           | 1      | 1          |                    |      |               | OPTIMO - HAND TOWELS...  | Malqa Male (O-...) |                    |                    | 10       | 100        | EACH |
| 3        | Item   | 5616           | 2      | 1          |                    |      |               | TISSUE BOX - GOLD PLA... | Malqa Male (O-...) |                    |                    | 10       | 50         | EACH |
| Total    |        |                |        |            |                    |      |               |                          |                    |                    |                    |          |            |      |

6. Once submitted, confirmation message will be displayed that invoice is submitted.

ORACLE

Invoice: 346789

**✓ Invoice 346789 has been submitted.**

Create Another Done

Identifying PO: 5616  
 Supplier: [Redacted]  
 Taxpayer ID: [Redacted]  
 Supplier Site: Office Address  
 Address: ARMENIA  
 Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: 036610267890  
 Unique Remittance Identifier: [Redacted]  
 Unique Remittance Identifier Check Digit: [Redacted]  
 Description: [Redacted]  
 Attachments: None  
 Tax Control Amount: [Redacted]

Number: 346789  
 Date: 12/15/25  
 Type: Invoice  
 Invoice Currency: SAR  
 Payment Currency: SAR

Customer  
 Customer Taxpayer ID: 01  
 Legal Entity: Armah Sports Company  
 Address: Riyadh, SAUDI ARABIA

Lines

View: [Icons]

| Number | Type | * Purchase Order |      |          | Consumption Advice |      | Supplier Item | Item Description | Ship-to Location            | Ship-from Location             | Tax Classification | Location of Final Discharge | Quantity | Unit Price | UOM  |
|--------|------|------------------|------|----------|--------------------|------|---------------|------------------|-----------------------------|--------------------------------|--------------------|-----------------------------|----------|------------|------|
|        |      | Number           | Line | Schedule | Number             | Line |               |                  |                             |                                |                    |                             |          |            |      |
| 2      | ITEM | 5616             | 1    | 1        |                    |      |               | OPTIMO - HAN...  | Malqa Male (O-RY-MLQ-M-...) | 1, Gortsaranayin street,Art... |                    |                             | 10       | 100        | EACH |
| 3      | ITEM | 5616             | 2    | 1        |                    |      |               | TISSUE BOX - ... | Malqa Male (O-RY-MLQ-M-...) | 1, Gortsaranayin street,Art... |                    |                             | 10       | 50         | EACH |
| Total  |      |                  |      |          |                    |      |               |                  |                             |                                |                    |                             |          |            |      |