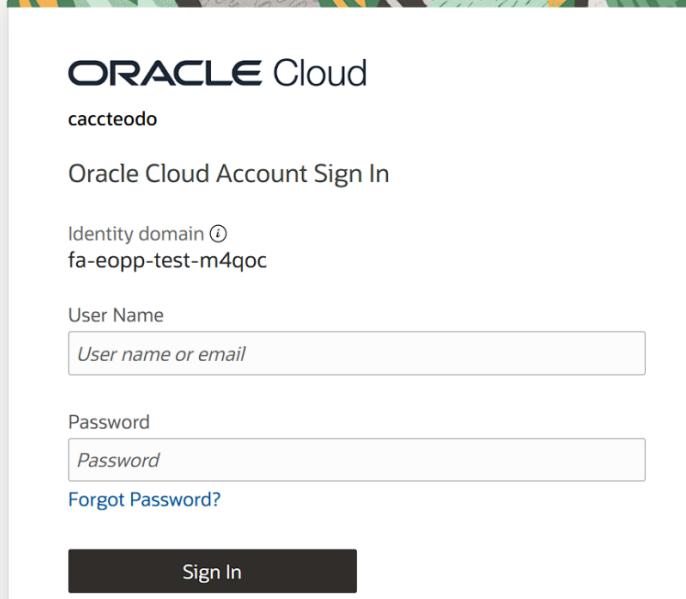




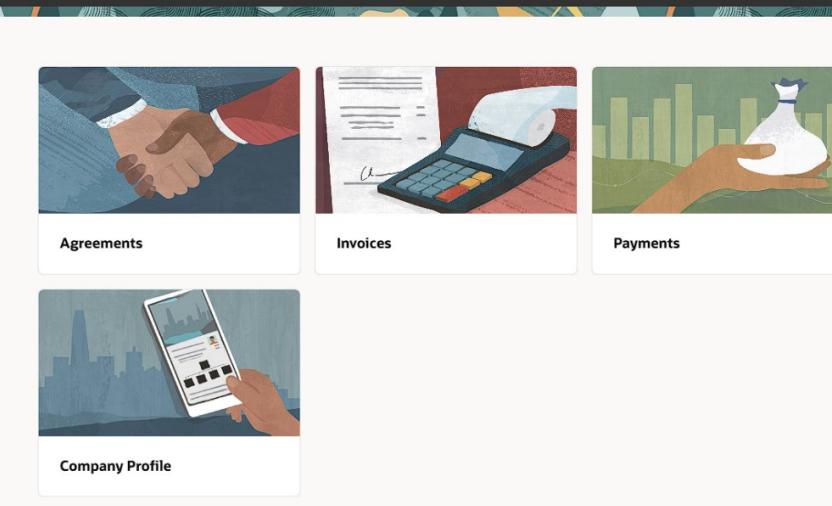
Create Invoice with PO from Supplier Portal

1. Login to Oracle Fusion Applications



The screenshot shows the Oracle Cloud Account Sign In page. At the top, it says "ORACLE Cloud" and "caccteodo". Below that is the "Oracle Cloud Account Sign In" heading. It shows the "Identity domain" as "fa-eopp-test-m4qoc". There are fields for "User Name" (labeled "User name or email") and "Password". Below the password field is a "Forgot Password?" link. At the bottom is a "Sign In" button.

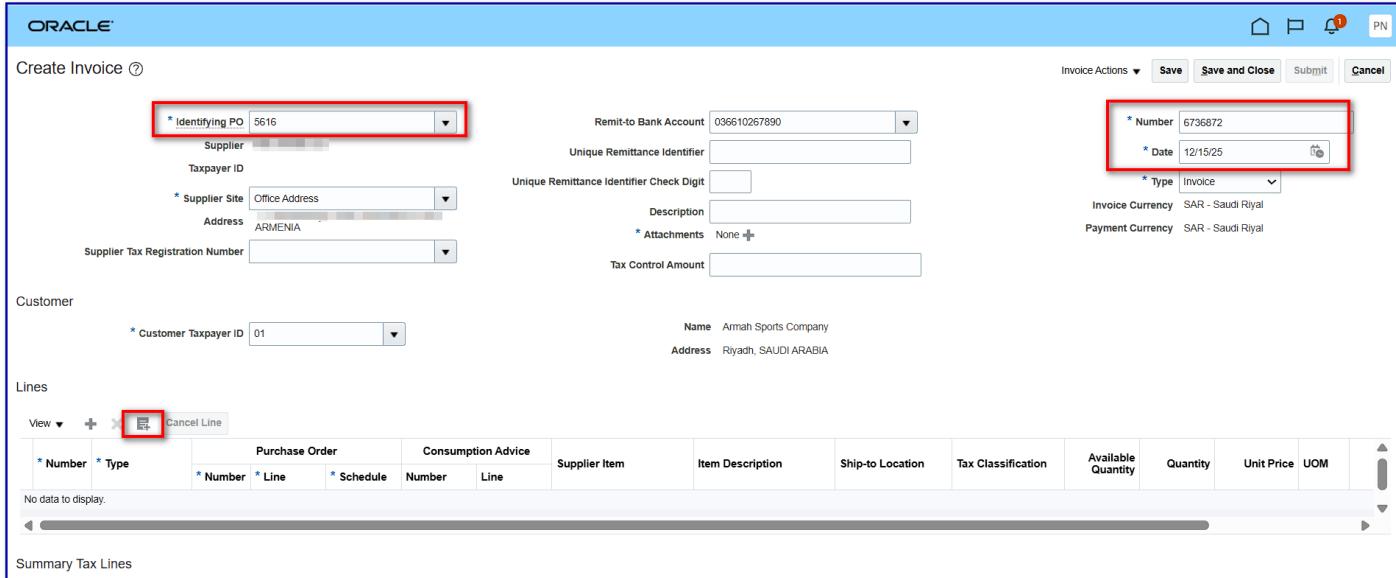
2. On the homepage click on **Create Invoice** task



The screenshot shows the Supplier Portal homepage. At the top, it says "Supplier Portal". Below that is a decorative banner. The main content area has four cards: "Agreements" (two hands shaking), "Invoices" (a calculator and a document), "Payments" (a hand holding a white vase), and "Company Profile" (a smartphone displaying a city skyline). To the right, there is a "Notifications" box showing "0 Unread" and a "Supplier News" section with a message about monthly closing and audit dates. At the bottom right is a "Create invoice" button, which is highlighted with a red box.

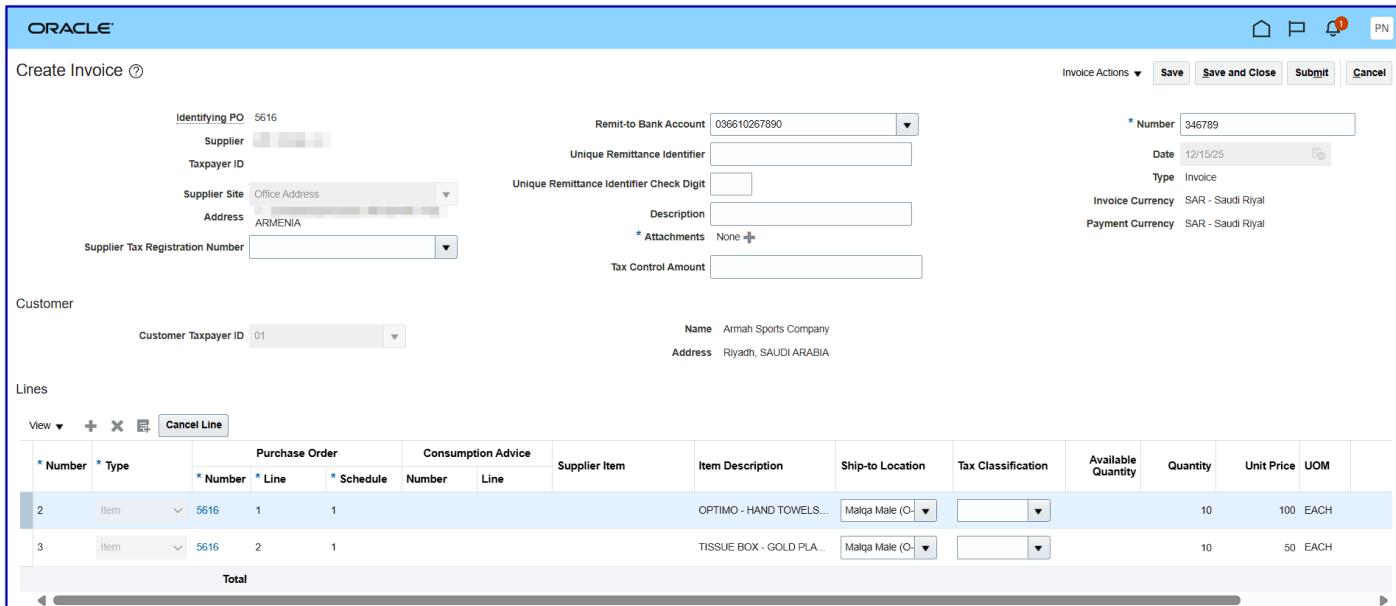
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3. Enter the Purchase order number in **Identifying PO** field, Invoice number, Invoice date and click on **Select and Add** button.



The screenshot shows the Oracle Create Invoice interface. The 'Identifying PO' field is highlighted with a red box and contains the value '5616'. The 'Number' field in the top right is also highlighted with a red box and contains '6736872'. The 'Date' field contains '12/15/25'. Other fields like 'Supplier', 'Taxpayer ID', 'Supplier Site', 'Address', 'Supplier Tax Registration Number', 'Remit-to Bank Account', 'Unique Remittance Identifier', 'Unique Remittance Identifier Check Digit', 'Description', 'Attachments', 'Tax Control Amount', 'Customer', 'Customer Taxpayer ID', 'Name', 'Address', and 'Invoice Actions' buttons are visible.

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



The screenshot shows the Oracle Create Invoice interface with the same fields as the previous screen. The 'Identifying PO' field contains '5616'. The 'Number' field in the top right contains '346789'. The 'Date' field contains '12/15/25'. The 'Type' field contains 'Invoice'. The 'Purchase Order' table below shows two rows: row 2 with item 'OPTIMO - HAND TOWELS...' and row 3 with item 'TISSUE BOX - GOLD PLA...'. The 'Customer' and 'Lines' sections are also present.



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5. Click on Save and then click on Submit buttons

The screenshot shows the 'Create Invoice' screen in the Oracle Supplier Portal. The 'Save' and 'Submit' buttons in the top right corner are highlighted with red boxes. The 'Identifying PO' field contains '5616'. The 'Customer Taxpayer ID' field contains '01'. The 'Lines' section shows two items: '2 Item 5616 1 1' and '3 Item 5616 2 1'. The 'Description' column for the first item is 'OPTIMO - HAND TOWELS...' and for the second is 'TISSUE BOX - GOLD PLA...'. The 'Quantity' column shows '10' for both items, and the 'Unit Price' column shows '100 EACH' and '50 EACH' respectively. The 'UOM' column shows 'EACH' for both.

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

The screenshot shows the 'Create Invoice' screen after submission. A confirmation message 'Invoice 346789 has been submitted.' is displayed in a box, with the checkmark icon highlighted with a red box. The 'Number' field contains '346789'. The 'Customer Taxpayer ID' field contains '01'. The 'Lines' section shows the same two items as the previous screen. The 'Description' column for the first item is 'OPTIMO - HAND TOWELS...' and for the second is 'TISSUE BOX - GOLD PLA...'. The 'Quantity' column shows '10' for both items, and the 'Unit Price' column shows '100 EACH' and '50 EACH' respectively. The 'UOM' column shows 'EACH' for both.