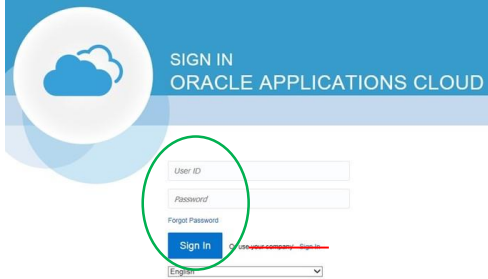


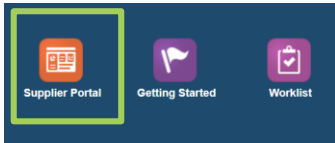
How to Create an Invoice

Sign in the Oracle Cloud home page

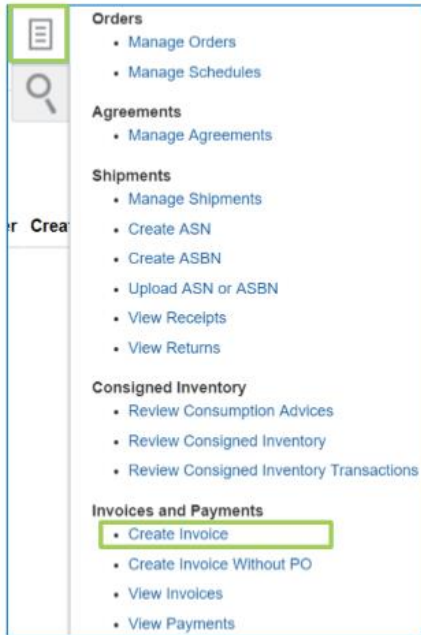
Use the Company's Sign In (circled in green)



- From the Oracle Cloud ERP home page, select the "Supplier Portal" icon



- Click on the "Task List" icon and click "Create Invoice"



- Begin inputting the Identifying PO number and select it from the drop down suggestions

* Identifying PO 10000000000192

Supplier Darryl's Toy Store

Taxpayer ID 999999999

* Supplier Site 123 Main Street

Address 123 Main Street, CHICAGO, IL 60601COOK

- Enter Invoice Number, Date, and (+) attach invoice

Number

* Date

* Type Invoice

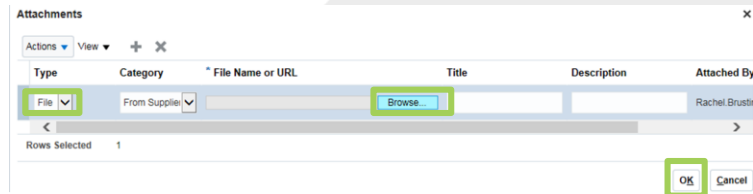
Invoice Currency

Payment Currency

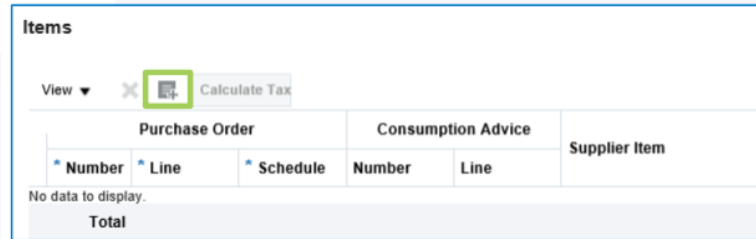
Description

Attachments None

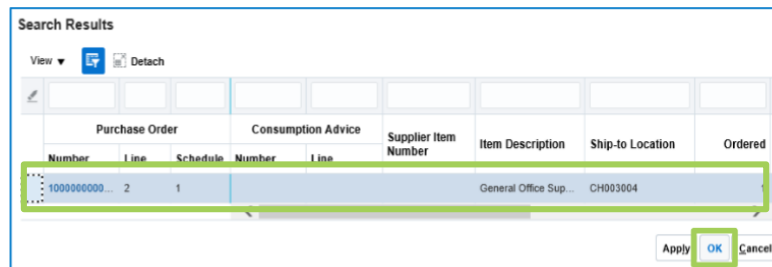
- Select the type of file from the drop down Click "Browse" to search for the invoice to add Click "OK"



- Scroll down to the Items section and select the "Add" icon



- Select the Purchase Order line and select "OK"



- In the top right corner, click "Submit"

Submit Cancel

* Number 123404321

- Select "OK" and your invoice is complete

