Supplier Portal – Creation of Invoice

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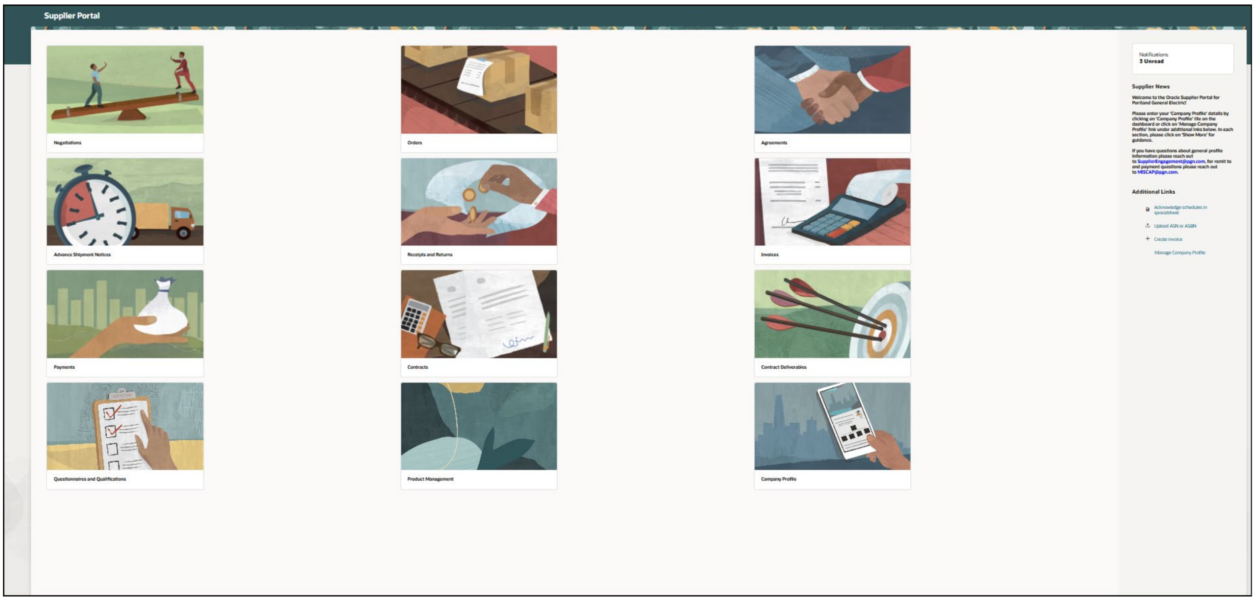
Accessing the Create Invoice feature in the Oracle Supplier Portal

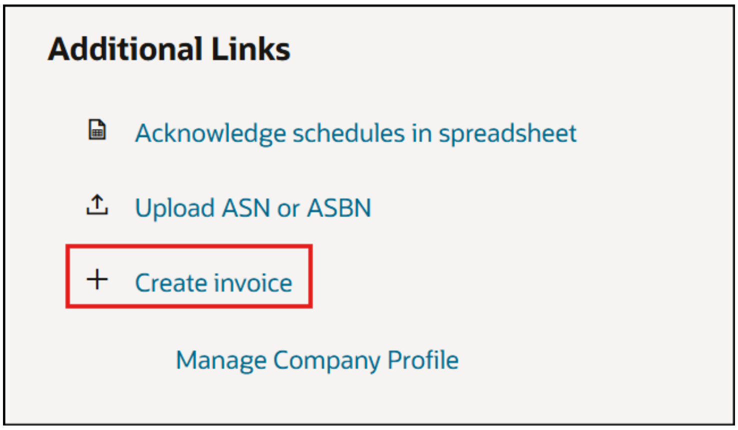
1. From the **Oracle Supplier Portal** landing page, **click** on the **Supplier Portal** application to direct the user to the **Supplier Portal** dashboard.

2. The system will redirect the user to the **Supplier Portal** dashboard. From the dashboard, the user can access any of the applications they have permissions for.



Accessing the Create Invoice screen

1. To access the **Create Invoice** screen in the **Oracle Supplier Portal**, navigate to the **Create Invoice link** located on the right-hand side of the **Supplier Portal** dashboard under Additional Links.



2. The **Create Invoice** page will open to a screen that allows the user to enter required invoice information.

Create Invoice screen overview

1. The **Create Invoice** screen is divided into four main sections:

General Information

This section contains a mix of auto-populated and mandatory fields. These fields capture key Supplier and invoice details. The information provided here ensures that the invoice submission is correctly matched to the correct supplier profile in Oracle.

Customer Information

This section is automatically populated from the purchase order. It identifies the PGE entity that will be invoiced for the goods and/or services.

Lines

This section is manually added from the purchase order. The amounts must be updated and/or the quantities for each line. Each line should accurately match the invoice amount to the corresponding PGE purchase order line. This step is required.

Totals

After all details are entered and the invoice is submitted for the first time; this section updates automatically. It combines amounts from the **Tax Control Amount** field and the **Lines** section to display the total taxes and the final invoice amount to be submitted for payment.

Step 1: Mandatory fields

Suppliers must complete six mandatory fields on the Create Invoice screen when creating an invoice.

1. Identifying PO

2. Attachments

3. Number

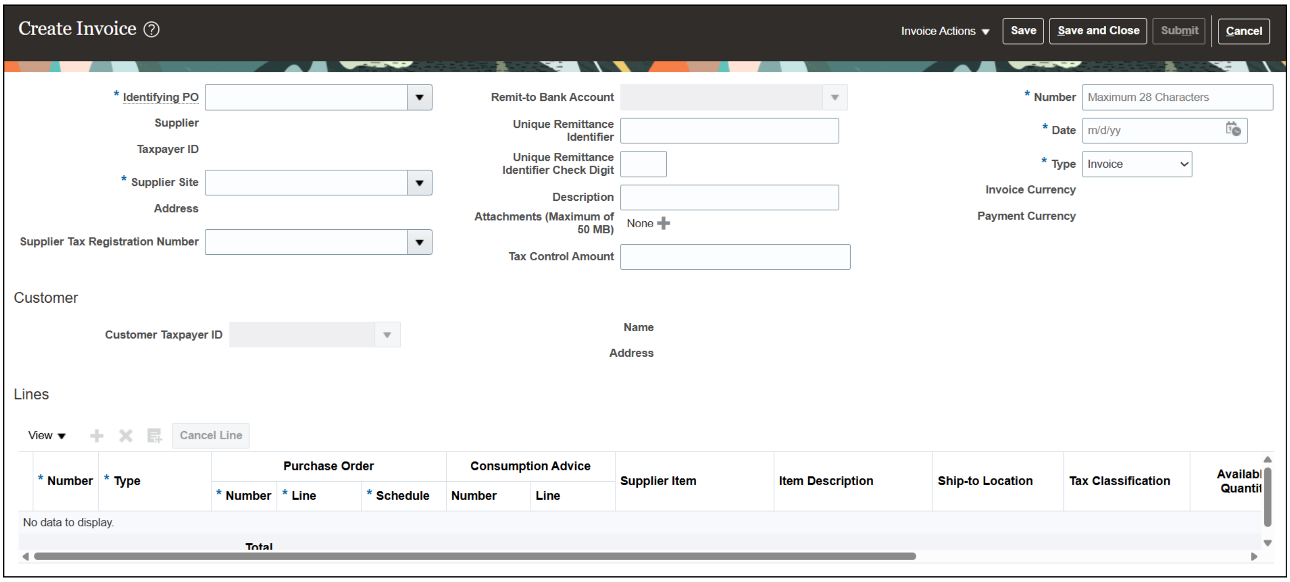
4. Date

5. Tax Control Amount

6. Lines

When a user populates the Identifying PO field, the Supplier, Taxpayer ID, Supplier Site, Address, Invoice and Payment Currency fields are automatically populated from the Purchase Order. The Customer fields may also automatically populate at the same time.

Verify that the correct combination of Site Address and Business Unit is selected and matches the details on the invoice copy.



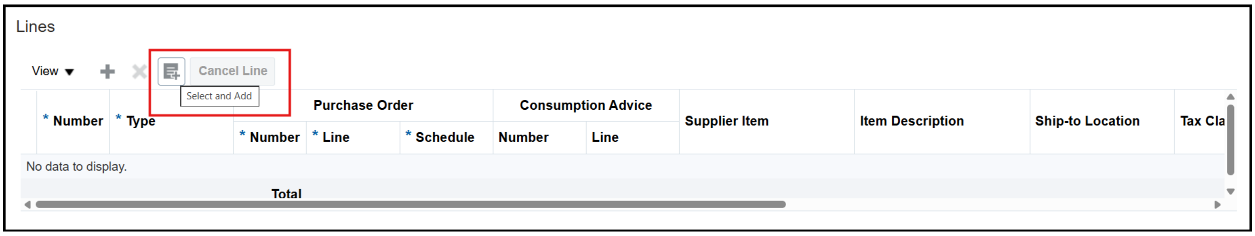
Invoice Reference Table

Mandatory Fillable Fields	Instructions
1. Identifying PO	Enter the **Purchase Order** (PO) number associated with the invoice in the designated field. As the PO number is typed, a drop-down list appears. Select the correct PO from the list.
2. Attachments	Select **Manage "+" Attachments** to upload the Invoice document and any required supporting documents (e.g., invoice copy, receipts). Choose the file from the local system and confirm the upload. Up to 500MB is allowed. Click here to ensure that the attached invoice meets all of PGE's Invoice Requirements.
3. Tax Control Amount	Enter the total tax amount(s) (PST, GST, HST, etc.) for the invoice in the **Tax Control Amount** field. This ensures tax calculations align with the invoice details. If there are no taxes on the invoice, leave this field blank. Note: The system does not accept Invoices that contain charges for multi-provincial or multi-state taxes. Separate invoices by province or state, then submit individual invoices.
4. Number	Enter the **Invoice** number and format as follows: Invoice number must be unique & only alphanumeric characters and numbers (no special characters or punctuation)
5. Date	Enter the **Invoice Date** as it appears on the invoice document. **Do not** submit future dated invoices.
6. Lines	Adding lines from the purchase order is **mandatory.** Add invoice lines by selecting the corresponding purchase order lines. Update quantities and/or amounts for each line to match the invoice details. Each line must correspond to the correct PO line. **Note: Enter pre-tax amounts only.** Tariff charges must be matched to a PO line. Freight charges and miscellaneous items are added separately if they are matched with a PO line.

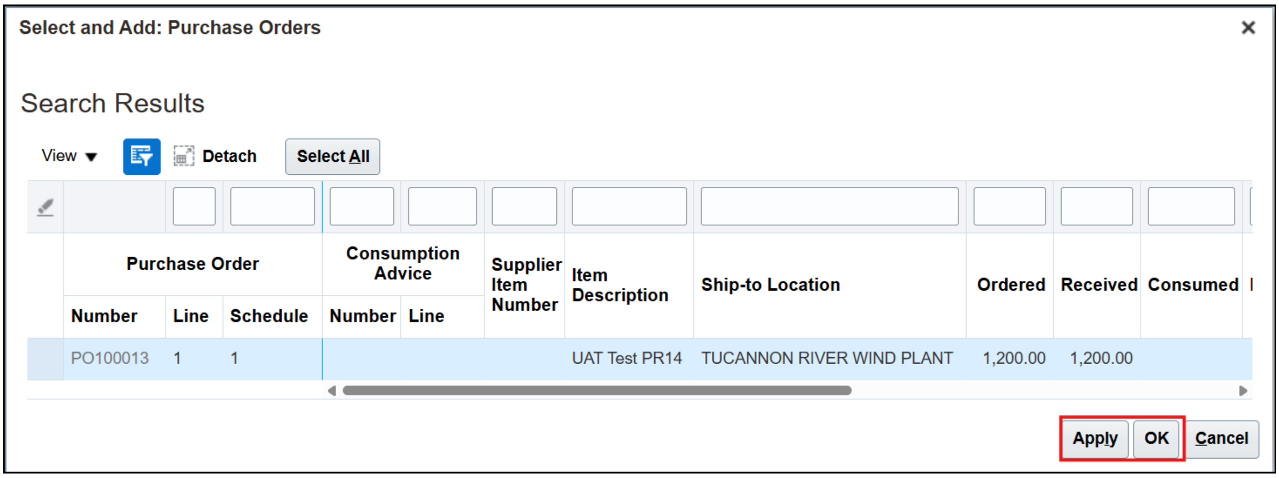
Step 2: Matching Invoice Lines to PO Lines

1. The last required section to complete is adding the Lines from the Purchase Order to match the Lines from the attached Invoice. Once the first six mandatory fields have been completed, the **Lines** section can be completed.

2. From the **Lines** section at the bottom of the screen, **click** on the **Select and Add Document Icon,** to add lines from the Purchase Order. Ensure these lines are applicable to the invoice that is being submitted.



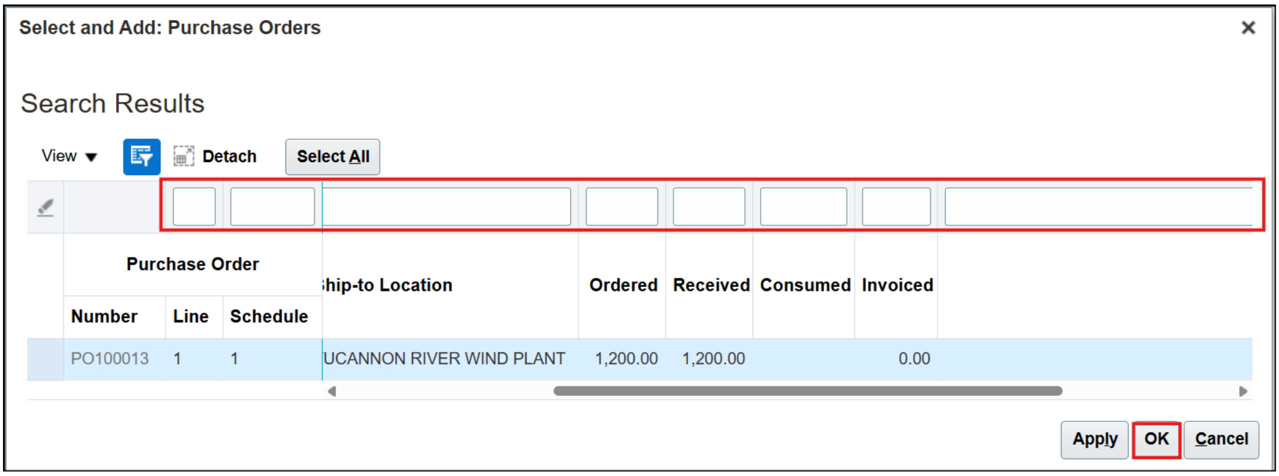
3. **The Select and Add:** Purchase Orders pop-out window displays. In the **Select and Add: Purchase Orders** pop-out window, click anywhere on the desired line (except the Purchase Order Number hyperlink) to select it. Then click **Apply**, followed by **OK**. To select multiple lines, hold down the **Ctrl** key and highlight additional lines, click on **Apply**, then **OK**.



Missing or Greyed-Out Lines

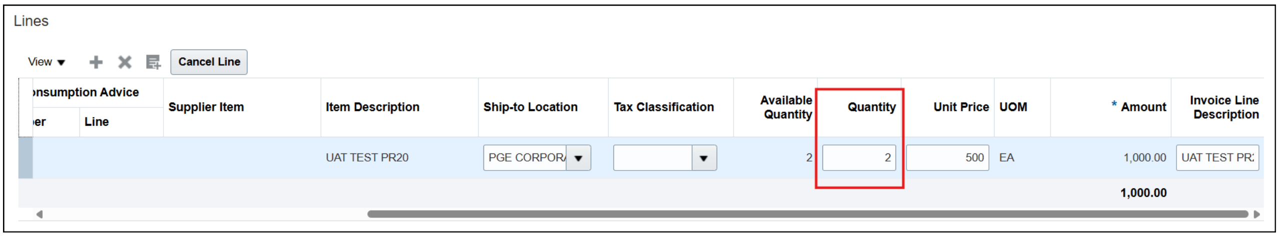
If no lines appear, the Purchase Order may be closed. If a line is greyed out, the funds for that line have been fully used. In this case, a **Change Order** for that line must be requested from the requester.

4. For Purchase Orders with multiple lines, a search can be done to narrow the selection by entering corresponding search criteria into the blank fields above each column area, then click **OK**.

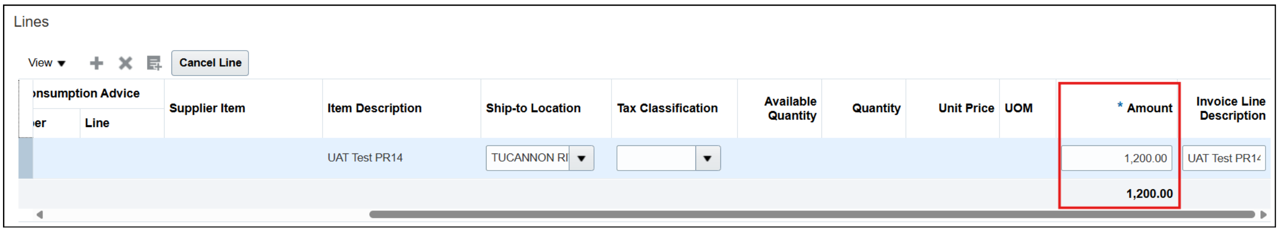


When Purchase Order lines are added, the system displays the remaining balance available to be charged for each specific line.

For goods, update the **quantity** for each line item to match the attached invoice. Ensure that the available **Quantity** shown is not exceeded.

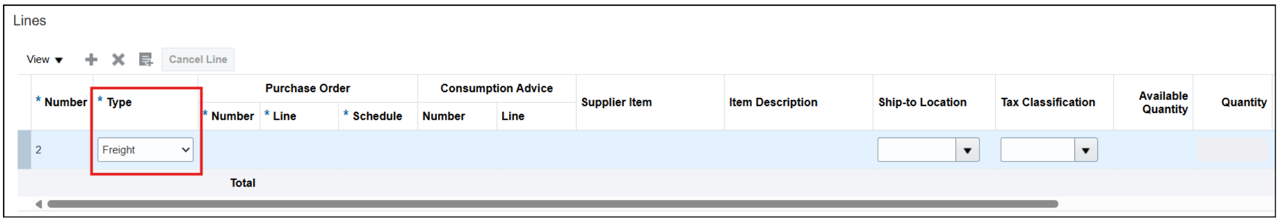


For services, update the **amount** (**pre-tax**) for each line item to match the attached invoice. Ensure that the available **Amount total** is not exceeded. **All line amounts must be entered as Pre-Tax amounts.**

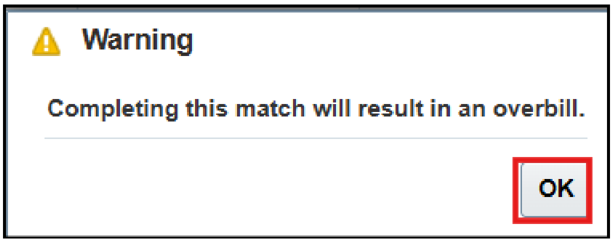


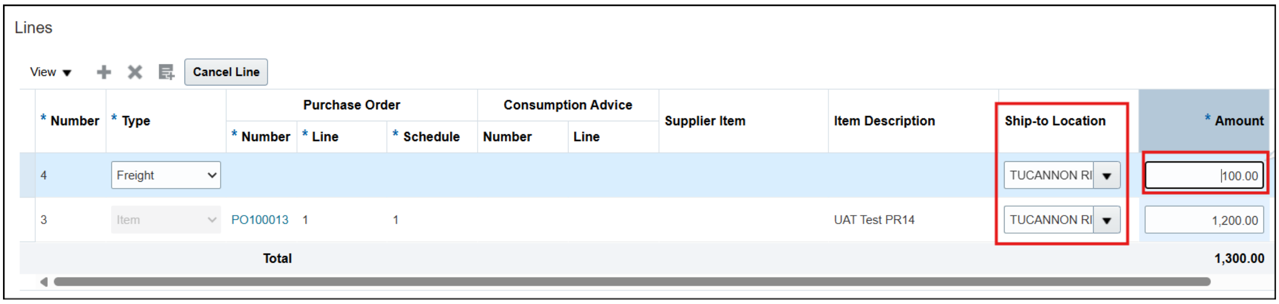
Adding Freight

1. Use this option ***only*** when the Purchase Order does not include Freight as a **Line** item, click the **+ icon** to add Freight. The item Type will be defaulted as Freight for PO invoices.



2. Under the **Ship-to-Location** column, select the **Ship-to-Location** from the drop-down list, it must be the same **Ship-to-Location** as all other Purchase Order lines. Update the total **Amount** under the **Amount** column. A warning will appear as below, click on **OK.**



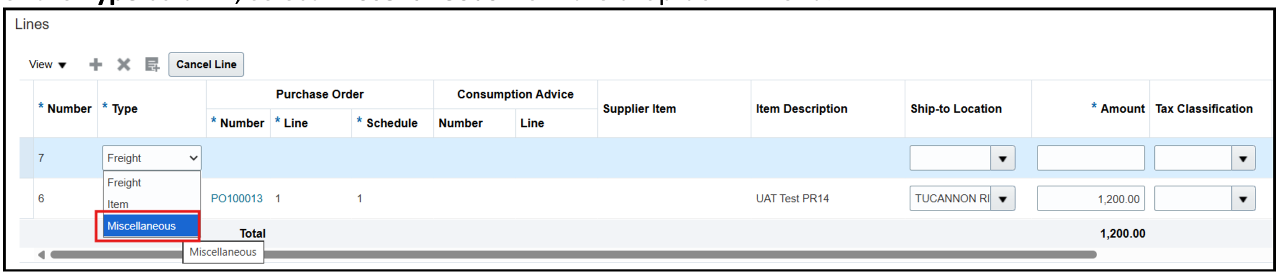


IMPORTANT: Double check the **Ship-to-Location** prior to submitting the invoice as the system sometimes defaults this field to blank resulting in an Error.

Adding Miscellaneous Lines

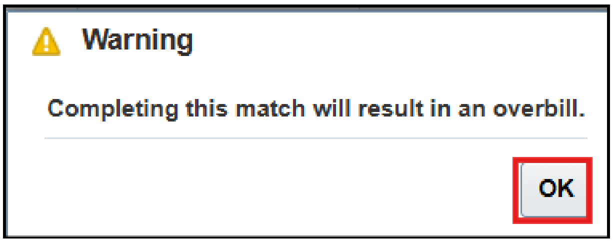
1. Use this option ***only*** when the Purchase Order does not include a matching line item for **Miscellaneous Charges** for items such as storage fees, environmental fees, etc. Click on the **Line** item, click the **+ icon** to add **Miscellaneous.**

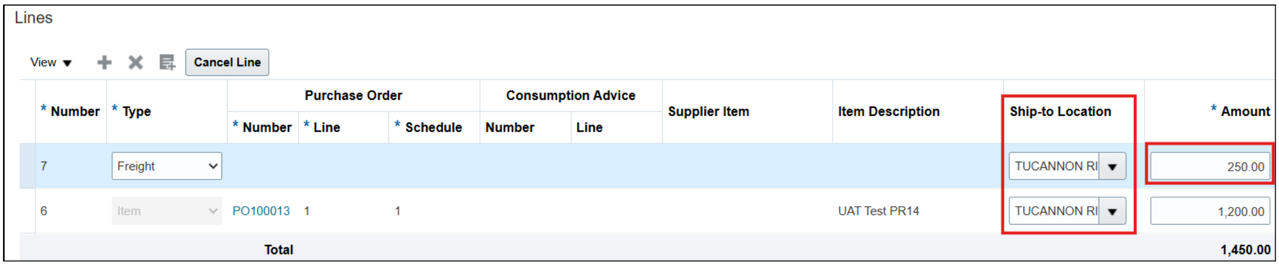
2. Under the **Type** column, select **Miscellaneous** from the drop-down menu.



IMPORTANT: Double check the **Ship-to-Location** prior to submitting the invoice as the system sometimes defaults this field to blank resulting in an Error.

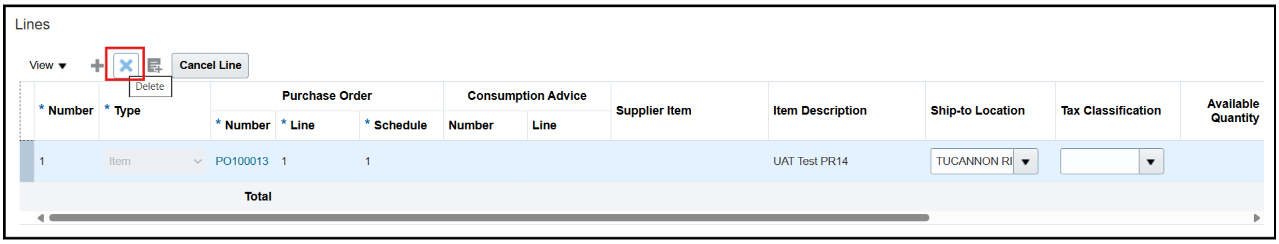
3. **Enter** the total of the Miscellaneous amount in the empty **Amount** field and **Select** the **Ship-to Location** from the drop-down menu. A warning will appear as below, click on **OK.**





Removing a Line

To remove a **Line** after it has been added but has not been updated, highlight the **Line** and click the **Delete** button to remove the **Line** from the Invoice.



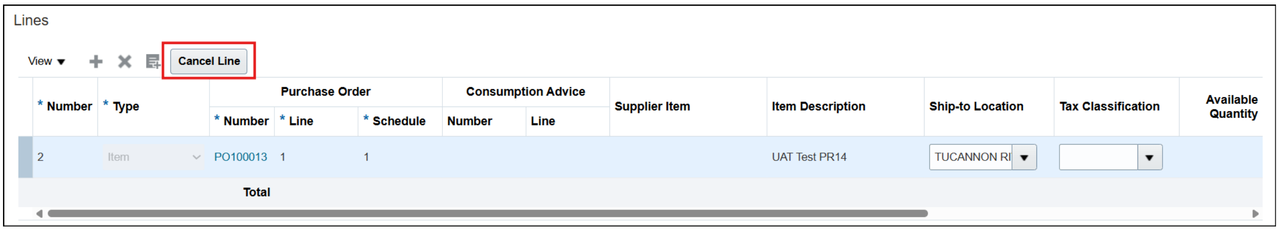
Lines

View ▾ Delete Cancel Line

* Number	* Type	Purchase Order * Number	* Line	* Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
1	Item	PO100013	1	1				UAT Test PR14	TUCANNON RI		
		Total									

Cancelling a Line

To cancel a Line, first save the invoice and then highlight the **Line** to be cancelled and click the **Cancel** button. Line amount will be **"zeroed"** out. At this time, the same line may be selected again.



Lines

View ▾ Cancel Line

* Number	* Type	Purchase Order * Number	* Line	* Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
2	Item	PO100013	1	1				UAT Test PR14	TUCANNON RI		
		Total									

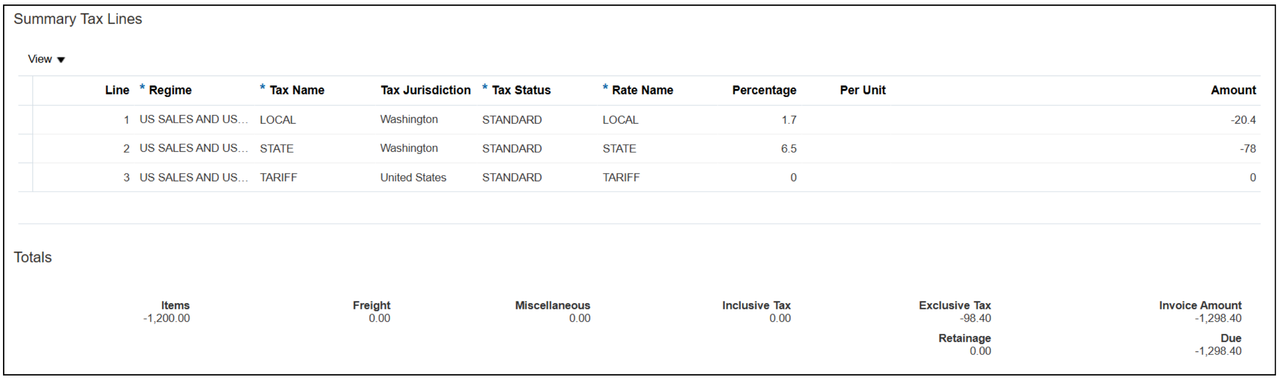
Click on **Save** and then **Submit**. The first time **Submit** button is pressed, the Invoice status will be updated in Oracle to an **In process** status. This allows the user to check the total amount of taxes, freight and Total Invoice amount that is being submitted. At this point in time, **corrections can be made to the Invoice**.

Step 3: Submitting an Invoice for Payment

1. Once all fields have been populated and quantities or amounts on all **Lines** updated with pre-tax **Amounts** and **Ship-to Locations**, press the **Save** button, then the **Submit** button located on the top right-hand corner of the screen once.

2. The first time the **Submit** button is pressed, the Invoice status will be updated in Oracle to an **Inprocess** status. This allows the user to check the total amount of taxes, freight and Total Invoice amount that is being submitted. At this point in time, **corrections can be made to the Invoice**.

Note: For invoices with no tax, the Submit button only needs to be pressed once.



Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	US SALES AND US...	LOCAL	Washington	STANDARD	LOCAL	1.7		-20.4
2	US SALES AND US...	STATE	Washington	STANDARD	STATE	6.5		-78
3	US SALES AND US...	TARIFF	United States	STANDARD	TARIFF	0		0

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
-1,200.00	0.00	0.00	0.00	-98.40	-1,298.40
				Retainage 0.00	Due -1,298.40

3. For invoices with taxes entered in the Tax Control Amount box, after pressing the **Submit** button once, check all required fields, taxes and the Invoice Amount at the bottom of the Invoice screen. If everything is correct, press the **Submit** button a second time to **submit the Invoice for Payment**.

Step 4: Validation

1.The system checks all mandatory requirements.

2.If met, the invoice may go through approval or a 3-way match (invoice amount, ordered amount, and received amount).

Once validated, the invoice proceeds with payment.

If any of these required fields are missing, **PGE will reject or cancel the invoice,** and the invoice will not be processed for payment. A notification will be sent with the reason for rejection or cancellation.