

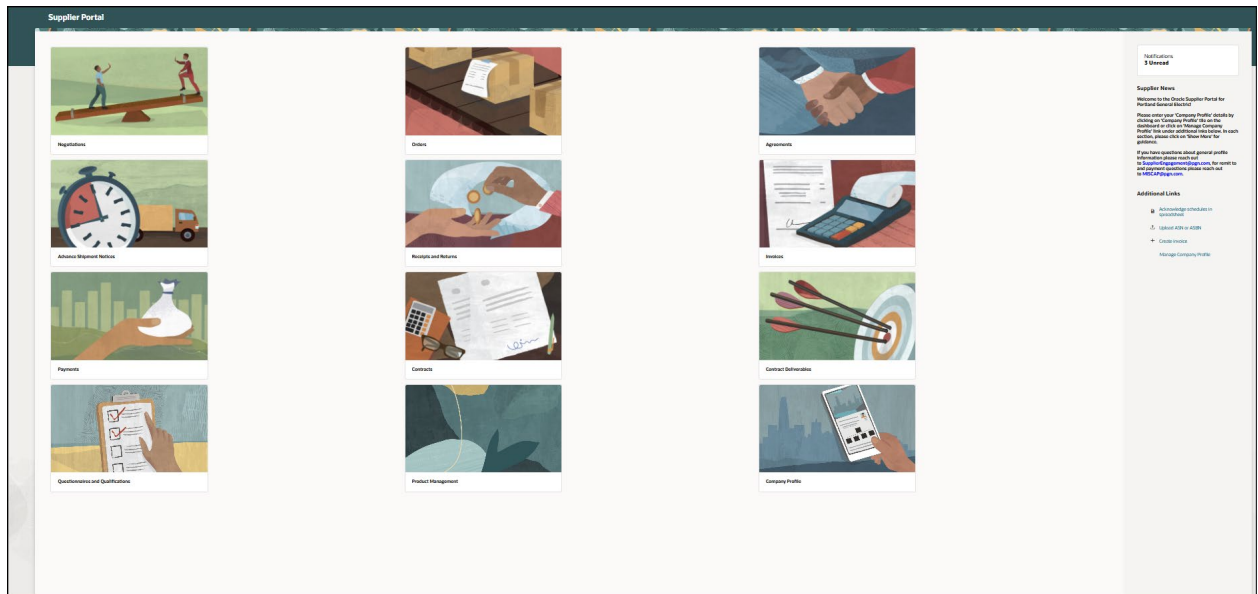
Supplier Portal – Creation of Invoice

Table of Contents

- Accessing the Create Invoice feature in the Oracle Supplier Portal 2
- Accessing the Create Invoice screen 2
- Create Invoice screen overview 3
- Step 1: Mandatory fields..... 3
- Invoice Reference Table..... 4
- Step 2: Matching Invoice Lines to PO Lines 4
- Adding Freight..... 6
- Adding Miscellaneous Lines 7
- Removing a Line 8
- Cancelling a Line..... 8
- Step 3: Submitting an Invoice for Payment 8
- Step 4: Validation 9

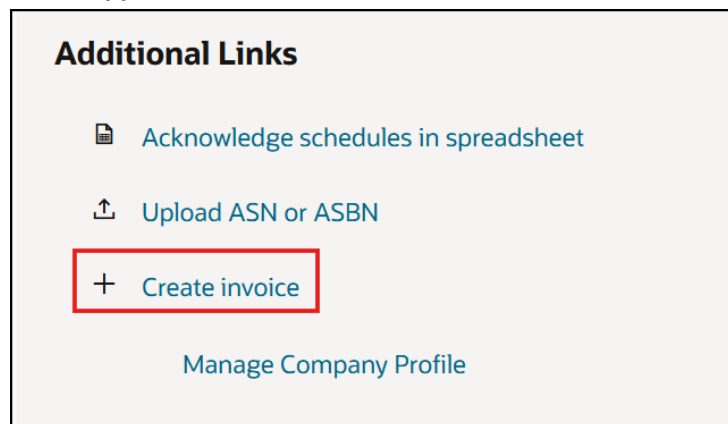
Accessing the Create Invoice feature in the Oracle Supplier Portal

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.

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

* Identifying PO Supplier Taxpayer ID * Supplier Site Address Supplier Tax Registration Number

Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments (Maximum of 50 MB) None + Tax Control Amount

* Number * Date m/d/yy * Type Invoice Invoice Currency Payment Currency

Customer Customer Taxpayer ID Name Address

Lines View + - Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Availabl Quantiti
		* Number * Line * Schedule	Number Line					
No data to display.								
Total								

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

- 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.

Lines

View Cancel Line
Select and Add

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Cla
* Number	* Type	* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

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**.

Select and Add: Purchase Orders

Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered	Received	Consumed
Number	Line	Schedule	Number	Line	Number	Description				
PO100013	1	1				UAT Test PR14	TUCANNON RIVER WIND PLANT	1,200.00	1,200.00	

Apply OK Cancel

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**.

Select and Add: Purchase Orders

×

Search Results

View ▾

 Detach

Select All

	Purchase Order		Ship-to Location	Ordered	Received	Consumed	Invoiced	
	Number	Line	Schedule					
	PO100013	1	1	UCANNON RIVER WIND PLANT	1,200.00	1,200.00	0.00	

Apply

OK

Cancel

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.

Lines

View     Cancel Line

Consumption Advice er	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		UAT TEST PR20	PGE CORPORA		2	2	500	EA	1,000.00	UAT TEST PR
									1,000.00	

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.**

[illegible]

Adding Freight

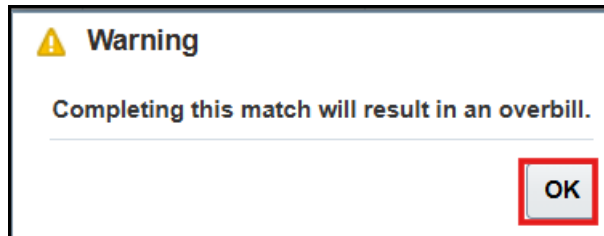
1. Use this option **only** when the Purchase Order does not include Freight as a **Line** item, click the **+** icon to add Freight. The item Type will be defaulted as Freight for PO invoices.

Lines

View    Cancel Line

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
* Number	* Type	* Number	* Line	* Schedule						
2	Freight									
Total										

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**.



* Number		* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	* Amount
* Number	* Line	* Schedule	Number	Line		Number	Line				
4		Freight								TUCANNON RI	1100.00
3		Item	PO100013	1	1				UAT Test PR14	TUCANNON RI	1,200.00
Total											1,300.00

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.

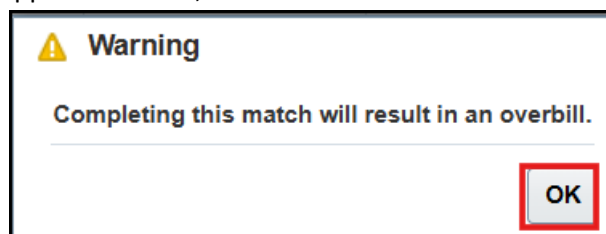
Adding Miscellaneous Lines

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.

* Number		* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	* Amount	Tax Classification
* Number	* Line	* Schedule	Number	Line		Number	Line					
7		Freight										
6		Freight										
		Item	PO100013	1	1				UAT Test PR14	TUCANNON RI	1,200.00	
Total											1,200.00	
Miscellaneous												

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**.



* Number		* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	* Amount
* Number	* Line	* Schedule	Number	Line		Number	Line				
7		Freight								TUCANNON RI	250.00
6		Item	PO100013	1	1				UAT Test PR14	TUCANNON RI	1,200.00
Total											1,450.00

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.

The screenshot shows the 'Lines' table interface. At the top left, there are buttons for 'View', '+', 'x', and 'Cancel Line'. The 'Delete' button, represented by an 'x' icon, is highlighted with a red box. Below the buttons is a table with columns: * Number, * Type, * Number, * Line, * Schedule, Number, Line, Supplier Item, Item Description, Ship-to Location, Tax Classification, and Available Quantity. The first row shows line 1 with details: PO100013, 1, 1, UAT Test PR14, TUCANNON RI. A 'Total' row is at the bottom.

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.

This screenshot is similar to the previous one, showing the 'Lines' table. In this instance, the 'Cancel Line' button is highlighted with a red box. The table data remains the same, showing line 1 with details: PO100013, 1, 1, UAT Test PR14, TUCANNON RI.

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.

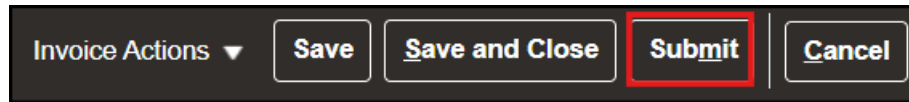
The screenshot shows the 'Invoice Actions' bar at the bottom of the screen. It contains buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

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.

The screenshot shows the 'Summary Tax Lines' table. It has columns: Line, * Regime, * Tax Name, Tax Jurisdiction, * Tax Status, * Rate Name, Percentage, Per Unit, and Amount. There are three rows of tax data: 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. Below the table is a 'Totals' section with columns: Items (-1,200.00), Freight (0.00), Miscellaneous (0.00), Inclusive Tax (0.00), Exclusive Tax (-98.40), Retainage (0.00), Invoice Amount (-1,298.40), and 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**.

A horizontal toolbar with a dark background. It contains four buttons: 'Invoice Actions' with a downward arrow, 'Save', 'Save and Close', and 'Submit' (which is highlighted with a red border). A vertical line separates the 'Submit' button from the 'Cancel' button.

Invoice Actions ▼ Save Save and Close Submit Cancel

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.