

# Guide to Oracle Supplier Portal

Once you have completed the Oracle Supplier Onboarding [process](#) you will be taken to the home screen. Here you can navigate to view purchase orders, upload invoices and track status of your items.

This training document will cover the following areas:

1. [Receiving a new PO](#)
2. [Create an Invoice](#)
3. [Issues Submitting an Invoice via the Portal](#)
4. [Adding Sales Tax \(for US Suppliers\)](#)
5. [Create a Credit Memo](#)
6. [Check Invoice Status](#)
7. [Check Payment Status](#)
8. [Adding or Removing Contacts/Updating Information](#)

**Before we get started on using the system below are a couple of navigation tips and tricks:**

In the top right corner of the home page you will see a few icons that will help you navigate quickly:





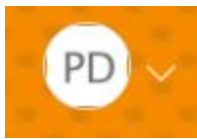
Home icon will take you directly back to the landing page



This will track and alert you to anything that you may have added to your watchlist




Anytime you see a number next to this bell icon you have a notification that either informs you of an event or notifies you of an action that needs to be taken.



Initials of the logged in user - here you can logout of the system and set/modify preferences

Oracle does not recognize the use of browser forward and back buttons. If you are within a

screen and want to exit the screen either click submit, the done button  or home icon. If you click submit or done this will take you back to the previous screen, clicking home will take you to the landing page.

## Receiving a New PO

When you receive a new PO through the new Oracle process you will receive an email notification that looks like the below:

From: <[ephz.fa.sender@workflow.mail.us2.cloud.oracle.com](mailto:ephz.fa.sender@workflow.mail.us2.cloud.oracle.com)>

Date: Fri, Jan 8, 2021 at 9:02 AM

Subject: Document Purchase Order GB2015-000001

To: XXX

Review the purchasing document and any files that are attached to the message.

The attachment should look like the below and will contain all the relevant purchase order information - line level details, payment terms and terms and conditions:

# Snap Inc.

Supplier Info

## Snap Inc. PURCHASE ORDER

PO NUMBER	REVISION
GB2015-000001	0
DATE	REVISION DATE
08-JAN-2021	
PAYMENT TERMS	
Net 30	
SHIPPING TERMS	
None	
CURRENCY	
GBP	
CONTACT	

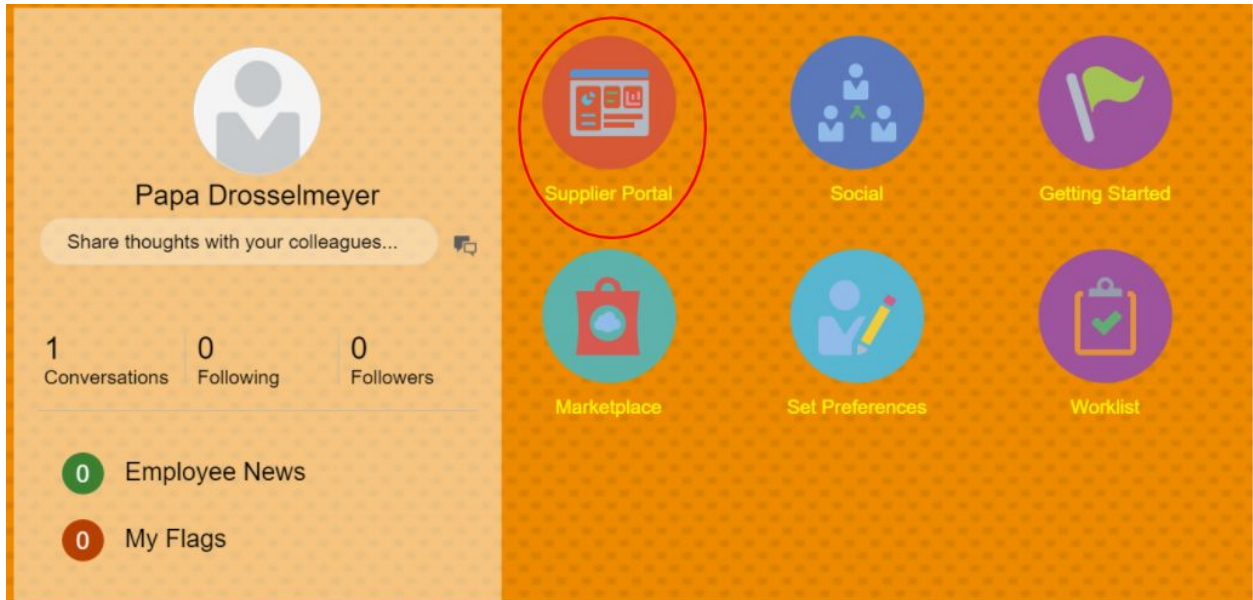
Snap Contact

Ship To
7-11 Lexington St
LONDON
W1F 9AF
UNITED KINGDOM

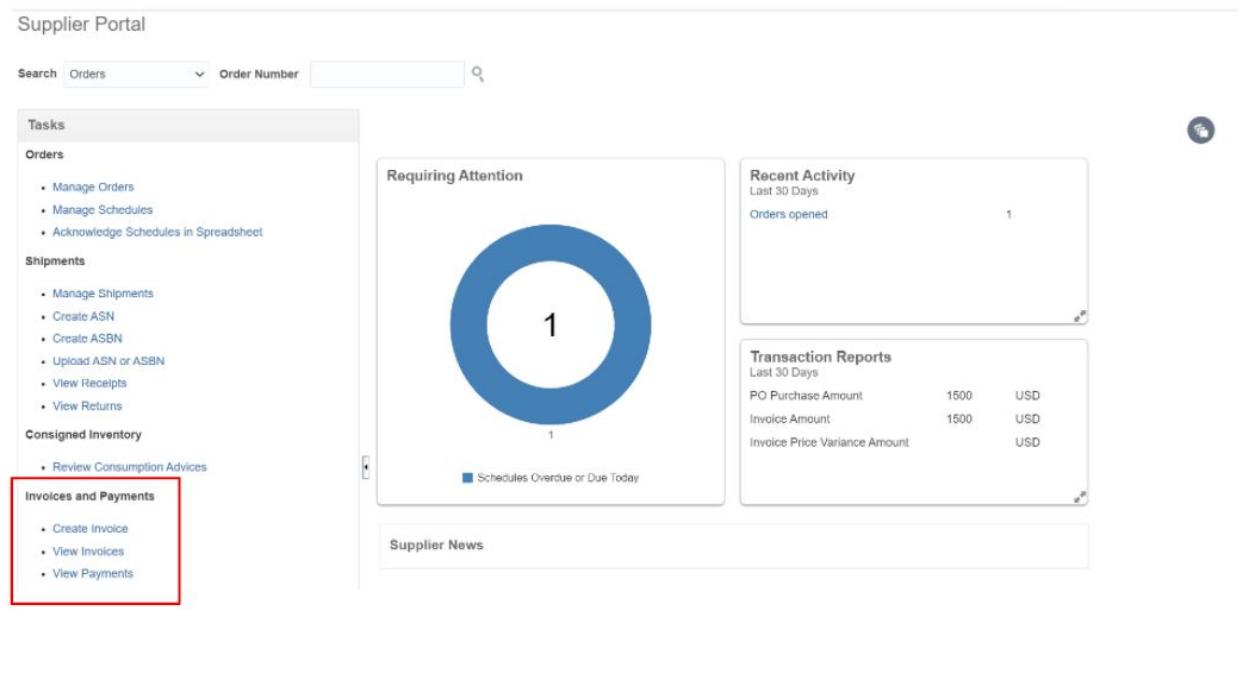
Bill To
Snap Group Limited
7-11 Lexington St
LONDON
W1F 9AF
UNITED KINGDOM

### Create an Invoice

Once you log into the portal click onto the Supplier Portal infolet to be taken to the work area:



In the Supplier Portal work area you will be able to navigate to multiple areas listed on the left hand column - most useful will be orders, shipments, invoices and payments, and managing your company's profile. On the left hand pane scroll down to the **Invoices and Payments** section and click on Create Invoice.



Transaction Reports		
Last 30 Days		
PO Purchase Amount	1500	USD
Invoice Amount	1500	USD
Invoice Price Variance Amount		USD

You will be taken to the Create Invoice screen:

Create Invoice ? Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

**\* Identifying PO**  **Remit-to Bank Account**  **\* Number**   
Supplier Sugar Plums LLC Unique Remittance Identifier   
Taxpayer ID  Unique Remittance Identifier Check Digit   
**\* Supplier Site**  Description   
Address  Attachments None   
Supplier Tax Registration Number  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
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

From here you can search on the invoice by a few different methods. Any time you see a field marked with a single asterisk (\*) it indicates that at least one of these fields is required for searching and must be filled out in order to proceed.

\*Identifying PO - if you click on the down arrow next to the field you will see a list of open POs and/or be able to search by Purchase Order or Supplier Site.

**\* Identifying PO**  **Remit-to Bank Account**   
Supplier GB2015-0... Sugar Plums LLC Main  
Taxpayer ID Search...  
Identifier Check Digit

Once you select the Identifying PO the Supplier site will automatically populate.

\*Supplier Site - automatically populated once Identifying PO is selected, otherwise click on the down arrow next to the field box to search.

Supplier Tax Registration Number - please include this information as needed

Remit-To Bank Account - please be sure to select the correct bank account. While not a required field it will help ensure that payment is processed correctly.

Unique Remittance Identifier - fill in as needed

Unique Remittance Identifier Check Digit - fill in as needed

Description - optional field to add any comments as needed

Attachments - Please be sure to upload a copy of the invoice

\*Number - Please enter the invoice number that you are creating. NOTE: You can only use an invoice number once if the invoice process has been submitted so if there are any errors and this process has to be rejected or cancelled, a new invoice number will need to be created or the original invoice number will need to be appended with a version number. For example:  
Invoice Number 1234 - failed the process and needs to be re-created after it has been submitted - resubmit with new Invoice Number: 1234-1.

\*Date - Please enter the invoice creation date

\*Type - please select whether you are creating an invoice or credit memo. This field will default to invoice as the type.

Invoice Currency - defaults based on purchase request attributes

Payment Currency - defaults based on bank account setup

Create Invoice ?

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

\* Identifying PO GB2015-000006

Supplier Sugar Plums LLC

Taxpayer ID

\* Supplier Site Main

Address 1234 Main St., LONDON, 34567, UNITED KINGDOM

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

\* Number

\* Date m/d/yy

\* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

\* Customer Taxpayer ID 9763672

Name Snap Group Limited

Address

1 line

Once you complete the top part of the form, scroll down to add lines to the invoice to be billed, you may also manually add freight charges if applicable. In order to add lines, please select the symbol that has a plus sign over a piece of paper under the lines section. This will allow you to choose which lines from the purchase request are being invoiced against.

## Lines






Once you click select and add - highlight the lines you want to invoice and click add, click apply and then OK.

Lastly, please click the arrow under Tax Classification and apply the correct tax rate. Below is an example of some options that will populate depending on location.

E-Gb-G	E-GB-G
E-Gb-S	E-GB-S
UK 0% VAT Tax Payments	X-TAX
UK 0% VAT Zero/Exempt Tax Code	Z-GB
Zero Rated Intercompany	Z-IC
UK 20% VAT Standard Rate Tax Code	S-GB
UK 5% VAT Reduced Rate Tax Code	S-GB5
UK 6% VAT China VAT for IC invoices	S-CN6
Zero Rated Conversion Tax Code	Z-CV
Search...	

Should you need to add freight to the invoice please click on the plus sign under the lines section and fill out the below information.

Lines

View    Cancel Line

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

\*Number - this will automatically be provided by the system

\*Type - options here are Freight, Item or Miscellaneous

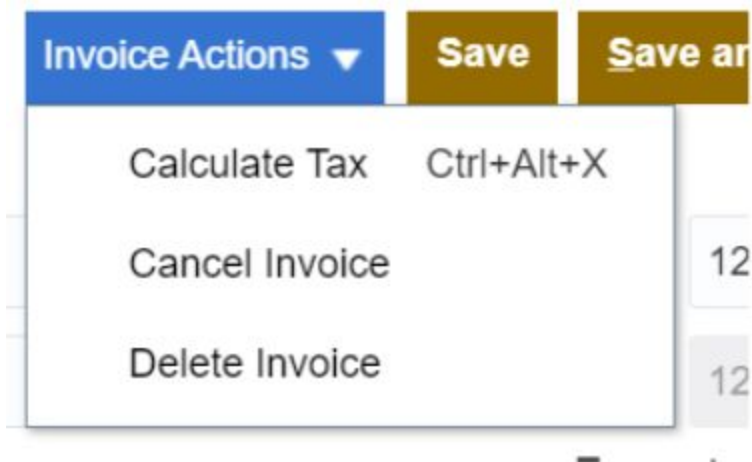
Ship-to Location - please select the appropriate Snap location that this item pertains to

Tax Classification - please select the appropriate tax piece to associate with the added line if applicable

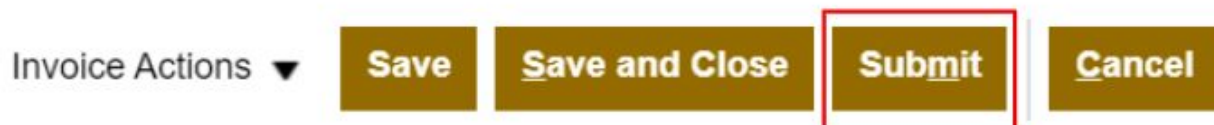
\*Amount - use the bottom scroll bar to scroll to the right and please enter the cost of the extra line item - in this example the freight charges



**NOTE:** If you are adding a tax classification and want to be sure you have selected the right category make sure you calculate the tax to confirm prior to submission. This can be done by scrolling to the top right of the Invoice Create screen and clicking on the arrow next to Invoice Actions:



Lastly, after you have reviewed that all items are correct please click submit in the top right corner to send the invoice for approval and processing.



Upon a successful submission a confirmation message will pop up.



Click done to return to the main dashboard or you can print the page for your own records.

**Printable Page**

**Done**

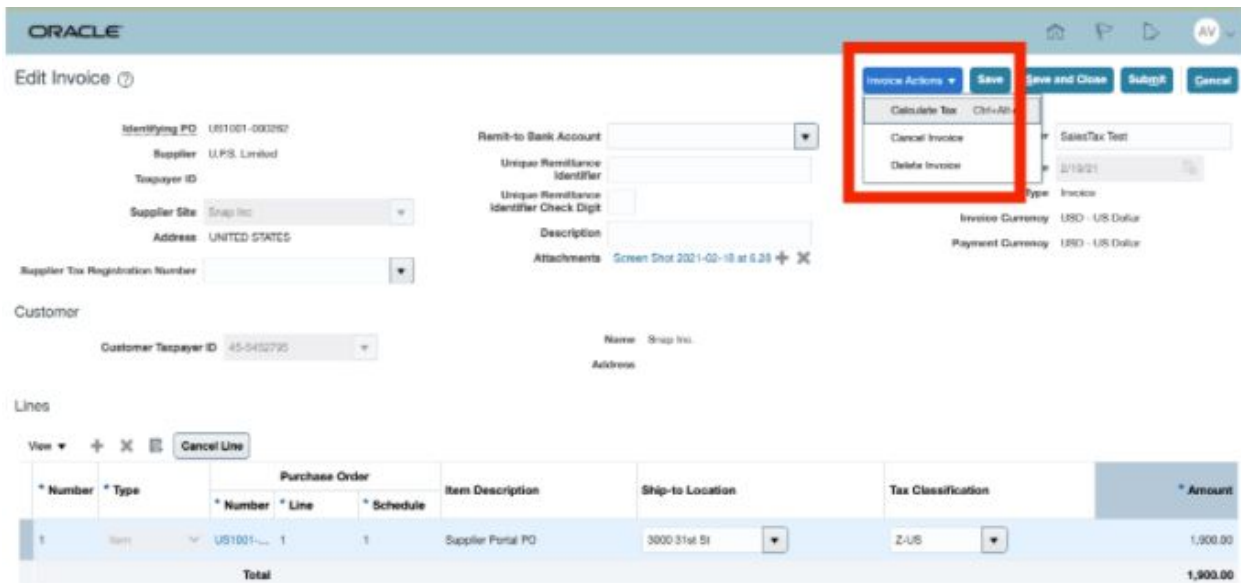
### Issues Submitting an Invoice via the Portal

If for any reason you are unable to locate the PO or submit an invoice through the portal please immediately send an email with the invoice attached and a short description of the issues you are experiencing to the AP team - [ap@snap.com](mailto:ap@snap.com).

### Adding Sales Tax (for US Suppliers)

To add sales tax to an invoice before submitting, please follow the directions below:

1. Populate all of the required invoice fields (PO, attachment, Invoice Number, Date, and PO line)
2. After the amount is updated, click “Invoice Actions” and select “Calculate Tax”



The screenshot displays the Oracle Invoice Portal interface for editing an invoice. The top navigation bar includes the Oracle logo and user information. The main section is titled 'Edit Invoice'. It contains several input fields for invoice details, including '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', and 'Attachments'. A red box highlights the 'Invoice Actions' dropdown menu, which is open, showing options: 'Calculate Tax', 'Cancel Invoice', and 'Delete Invoice'. The 'Save and Close' button is also visible. Below the form fields, there is a 'Customer' section with 'Customer Taxpayer ID' and 'Name'. The bottom section is titled 'Lines' and contains a table with columns: \* Number, \* Type, \* Number, \* Line, \* Schedule, Item Description, Ship-to Location, Tax Classification, and \* Amount. The table shows a single line item with a total amount of 1,900.00.

* Number	* Type	* Number	* Line	* Schedule	Item Description	Ship-to Location	Tax Classification	* Amount
1	Item	US1001	1	1	Supplier Portal PO	3000 31st St	Z-US	1,900.00
Total								1,900.00

3. Select “Save and Close”

Oracle Supplier Portal navigation bar with icons for Home, Flag, Bell, and User (AV).

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

\* **Number** SalesTax Test

**Date** 2/19/21

**Type** Invoice

**Invoice Currency** USD - US Dollar

**Payment Currency** USD - US Dollar

4. You'll be directed back to the Supplier Portal home page. Click "View Invoices"

ORACLE

Supplier Portal

Search **Orders** Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Consigned Inventory**

- Review Consumption Advices

**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

5. Select your Supplier name and click "Search". After all invoices appear, select the invoice you just saved.



7. Enter the tax percentage rate and the sales tax amount in the open fields

Summary Tax Lines

View ▾

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	US TAX	US TAX	US TAX	Z-Us	Z-US ▾	19		361

8. After the amount is updated, click “Invoice Actions” and select “Calculate Tax”

AV ▾

Invoice Actions ▾ Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+T  
Cancel Invoice  
Delete Invoice

SalesTax Test

2/19/21

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

9. Review the invoice and then click “Submit”

Invoice Actions ▾ Save Save and Close Submit Cancel

★ Number SalesTax Test

Date 2/19/21

Type Invoice

Create a Credit Memo

The Oracle Supplier Portal allows you to apply credit memos to Purchase Orders (PO). From the Portal Home screen click on Supplier Portal to be routed to the work area. From there, navigate to the Create Invoices task on the left hand side of the page.

Supplier Portal

Search Orders Order Number

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Consigned Inventory**
  - Review Consumption Advices
- Invoices and Payments**
  - Create Invoice
  - View Invoices
  - View Payments

**Requiring Attention**

1

Schedules Overdue or Due Today

**Recent Activity**

Last 30 Days

Orders opened 1

**Transaction Reports**

Last 30 Days

PO Purchase Amount	1500	USD
Invoice Amount	1500	USD
Invoice Price Variance Amount		USD

**Supplier News**

Click Create Invoice and from the Create Invoice screen on the right side make sure the drop down next to Type is changed from Invoice to Credit Memo by clicking the down arrow and selecting Credit Memo.

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO Supplier Sugar Plums LLC Taxpayer ID

\* Supplier Site Address Supplier Tax Registration Number

Customer Customer Taxpayer ID

Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments None

\* Number \* Date m/d/yy \* Type Credit memo Invoice Currency Payment Currency

Just like the create invoice process you will need to fill out the below fields:

\*Identifying PO

\*Supplier Site

\*Number - credit memo number

\*Date - date the credit memo is issued

Attachment - please be sure to include an attachment of the credit memo

Once you have selected the appropriate purchase order, scroll down to the Lines section of the form, click on the plus sign that is on top of a piece of paper to add the appropriate lines that the credit memo should be applied to.

## Lines



### Select and Add: Purchase Orders

#### Search

\*\* Purchase Order GB2015-000006 ▼  
\*\* Creation Date m/d/yy h:mm a

Advanced Saved Search ▼

\*\* At least one is required

\*\* Consumption Advice

Search Reset Save...

#### Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
GB2015-00...	1	1				Toy Soldier Thumb ...	3000 31st St	1,500.00

Apply OK Cancel

From here you can choose Select All if the credit memo should be applied against all lines on the purchase order or you can select only specific items that apply. To select individual lines, highlight them by clicking in the box to the left of the PO number. Then click Apply and OK. This will take you back to the previous Lines screen with the line(s) you selected. The system will

automatically fill out the full amount as a credit. If this needs to be modified please update the amount by scrolling to the right.

Lines

View Cancel Line

Assumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Line									
		Toy Soldier Thumb Drives	3000 31st St						-1,500.00
									-1,500.00

Summary: Toy 1 line

Once you have ensured that all the information and amounts are correct please scroll to the top of the page and click submit. This will route the credit memo to the AP team for processing.

Invoice Actions

**Save** **Save and Close** **Submit** **Cancel**

\* **Number** 1234-CM

\* **Date** 12/16/20

**Type** Credit memo

**Invoice Currency** USD - US Dollar

**Payment Currency** USD - US Dollar

You will get a notification showing that the Credit Memo has successfully been submitted.

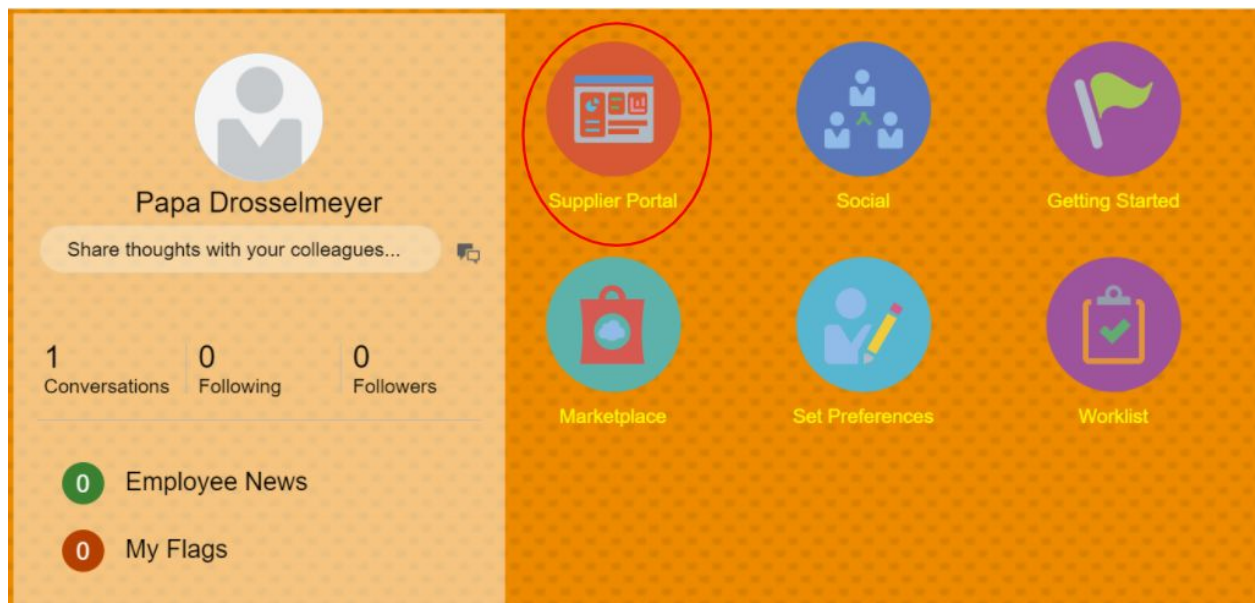
Invoice 1234-CM has been submitted.



Finally click Done to be routed back to the Supplier Portal work area. Should you have any issues uploading the invoice or hit an error message please contact [purchasing@snap.com](mailto:purchasing@snap.com)

### **Check Invoice Status**

To check the status of a submitted invoice you will need to click on the Supplier Portal Infolet once you have logged into the system.



From here you will be taken to the Supplier work area where you will need to navigate to the View Invoices link on the left hand side of the screen.

Supplier Portal

Search

Orders

Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Requiring Attention

1

Schedules Overdue or Due Today

Recent Activity

Last 30 Days

Orders opened 1

Transaction Reports

Last 30 Days

PO Purchase Amount	1500	USD
Invoice Amount	1500	USD
Invoice Price Variance Amount		USD

Supplier News

View Invoices

Search

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced

Saved Search

All Invoices

\*\* At least one is required

Search

Reset

Save...

Search Results

View

Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

Please note that anytime you see a double asterisk (\*\*) at least one of the fields must be filled out in order to perform the search. You have the ability to search by Supplier, Supplier Site or on specific Purchase Orders. You can also filter those results by invoice and paid status. In the below example, we are searching on Supplier which returns all invoices and credit memos related to the supplier. To export this information from the portal simply click on the excel icon under search results.

## View Invoices

Done

Search

Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number   
\*\* Supplier Sugar Plums LLC  
Supplier Site   
\*\* Purchase Order

Consumption Advice   
Invoice Status   
Paid Status   
Payment Number

Search Reset Save...

## Search Results

View ☐ ☒ Details

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Pa Nu	Comments
1234-CM	12/16/20	Credit memo	GB2015-000006	Sugar Plums LLC	Main	-750.00 USD	-750.00 USD	In process		
1234	12/15/20	Standard	GB2015-000006	Sugar Plums LLC	Main	1,500.00 USD	1,500.00 USD	In process		

You are able to save search criteria and have it set to your default settings by clicking on the Save... button in the middle right hand side of the screen.

Search Reset **Save...**

## Create Saved Search X

\* Name

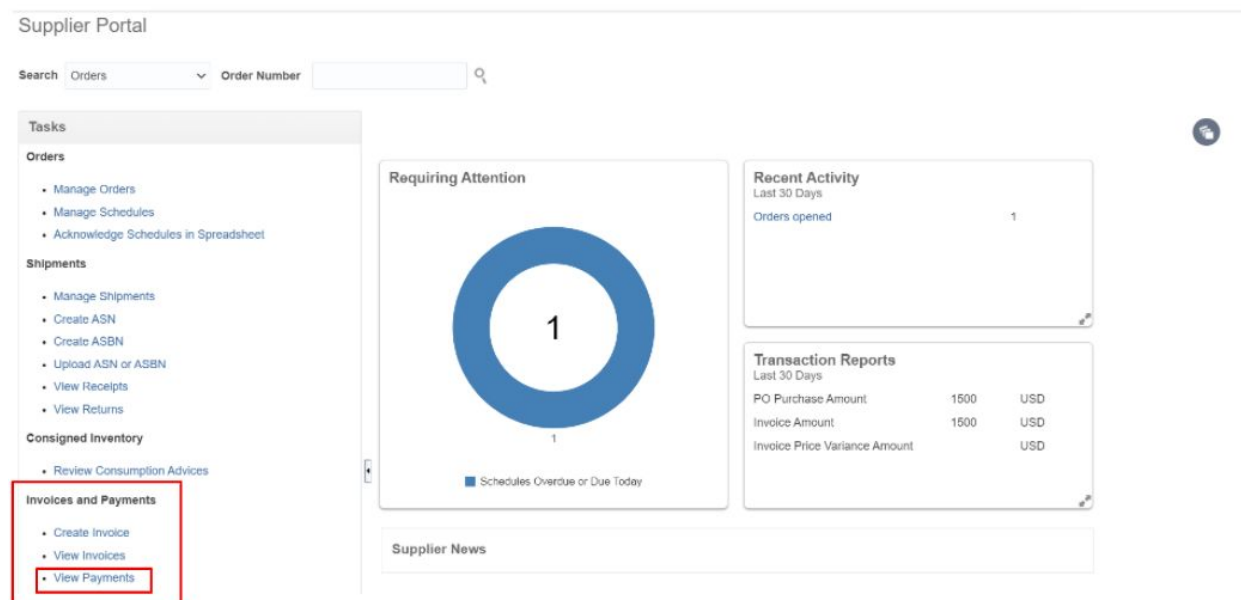
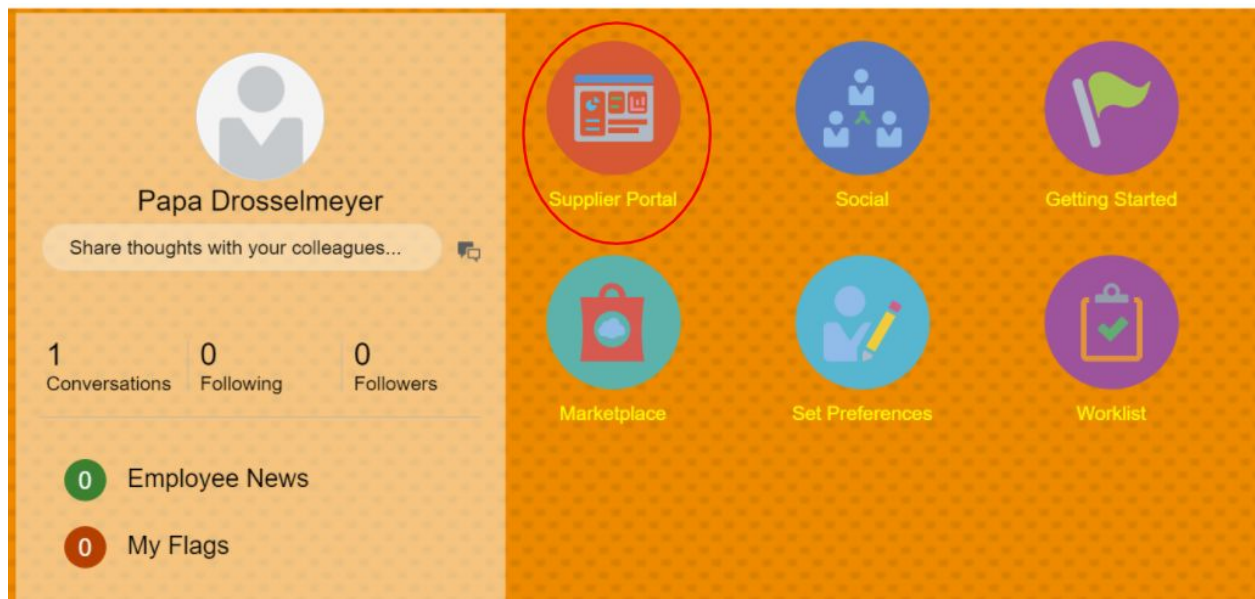
☐ Set as Default☐ Run Automatically

OK

Cancel

## Check Payment Status

To check the payment status on one or more invoices please log in to the Supplier Portal, click on the Supplier Portal infotile and navigate to the View Payments link under the “Invoices and Payments” section.



From the View Payments screen you have the choice to search by Payment Number or Supplier Name. Anytime you encounter a search screen with field marked by a double asterisk (\*\*) you

need to search by at least one of those criteria. There are additional search fields that will also help you narrow the results.

**\*\*Payment Number** - you can search by the payment number to tie it back to the invoice. This field is also displayed on the view invoice tab

**Payment Status** - you can select from various options: Cleared, Cleared but unaccounted, Issued, Negotiable, Stop Initiated and Voided

**Payment Amount** - enter the amount you are searching for in this field

**\*\*Supplier** - search by the supplier name for a broader search result

**Supplier Site** - if you have multiple sites you can use this field to narrow the results

**Payment Date** - enter a specific date

View Payments

Done

Search

Advanced Saved Search All Payments

\*\* At least one is required

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date m/d/yy

Search

Reset

Save...

Search Results

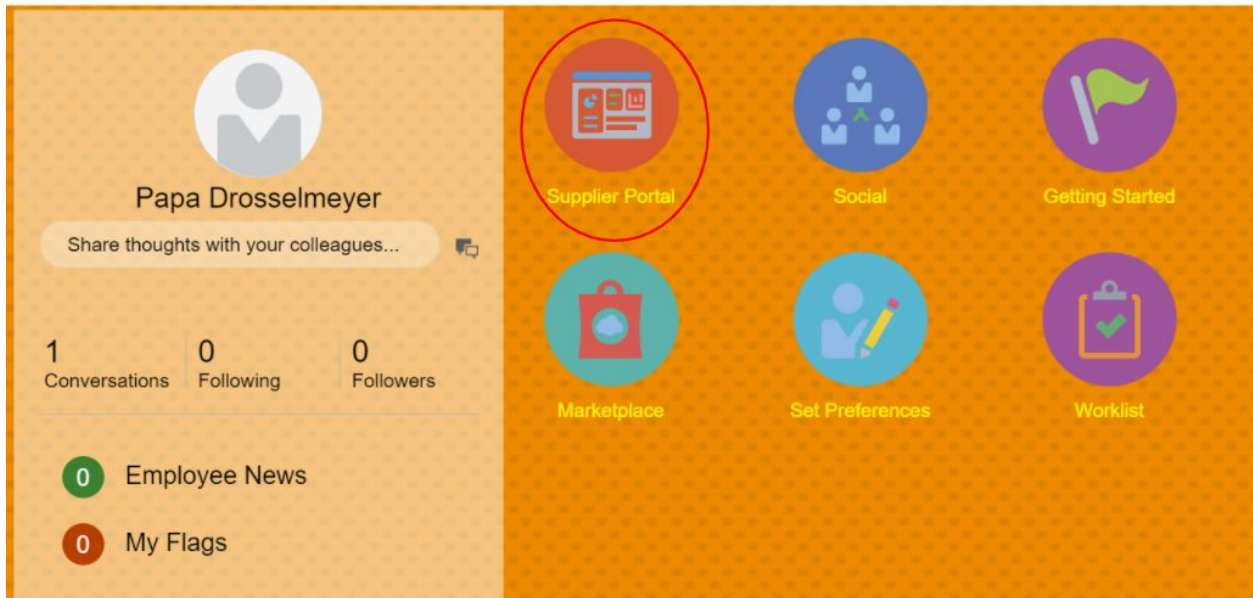
View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

## Adding or Removing Contacts/Updating Information

To add or remove contacts from your Oracle Portal account follow the below steps:

1. Login to the Portal
2. Navigate to the Supplier work area:

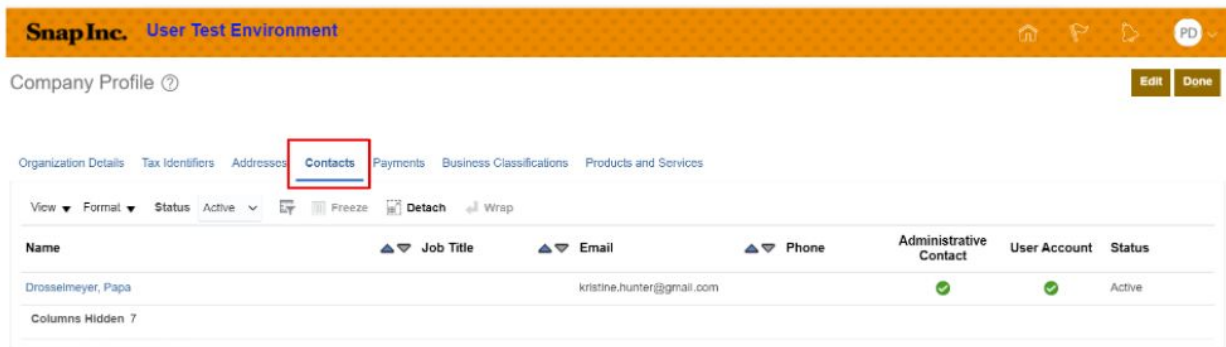


- On the left hand side under Tasks - scroll down to the bottom section where it says **Company Profile** and click on Manage Profile:

## Company Profile

- [Manage Profile](#)

- Select the Contacts Tab:



- Click on Edit - you will get a popup Warning about creating a change request - click Yes



**Snap Inc.** User Test Environment

Company Profile ?

**Edit** **Done**

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

View ▼ Format ▼ Status Active ▼ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
Drosselmeyer, Papa		kristine.hunter@gmail.com		✓	✓	Active

Columns Hidden 7

**Warning**

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

**Yes** **No**

- You will be taken to the Edit Profile Change Request page. Navigate to the Contacts tab again and click on the Plus sign.

Edit Profile Change Request: 14001

**Delete Change Request** **Review Changes** **Save** **Save and Close** **Cancel**

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions ▼ View ▼ Format ▼ **+** Status Active ▼ Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
------	-----------	-------	-------	------------------------	--------------	--------

- This will take you to the create contact page. Please fill out the First Name, Last Name and Email address. At the bottom of this initial section you can delegate this new contact as Administrative or not:

Create Contact ✕

Salutation ▼

**\* First Name** Test

Middle Name

**\* Last Name** New Contact

Job Title

☐ Administrative contact

Phone ▼

Mobile ▼

Fax ▼

**Email** email@company.com

Status Active ▼

8. If this contact should have access within the portal you will need to check the Request User Account box and select the type of access they should have - hover your mouse over the description fields to see the full text:

#### ▲ User Account

☒ Request user account

**Roles** **Data Access**

Actions ▼ View ▼ Format ▼ ✕ Freeze Detach Wrap

Role	Description
SNAP POS External Supplier Full Access JR	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...
SNAP POS External Supplier User JR	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requ...

Create Another
OK
Cancel

9. On the Data Access tab you will be able to restrict the new contact to certain sites (if you have multiple) or enable them to all locations by selecting the appropriate access level. Once complete you can click Create Another to continue adding users or click OK.

#### ▲ User Account

☒ Request user account

**Roles** **Data Access**

Restrict Access To ● Supplier

○ Selected supplier sites

Actions ▼ View ▼ Format ▼ + ✕ Freeze Detach Wrap

* Supplier	Supplier Site	Procurement BU	Site Address
Sugar Plums LLC			

Columns Hidden 1

Create Another
OK
Cancel



10. Upon completion of all the changes, click Save and Close and the new contacts will be added.

Edit Profile Change Request: 14001

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description