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:

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

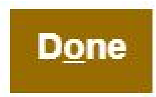
In the top right corner of the home page you will see a few icons that will help you navigate quickly:

 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>

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 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

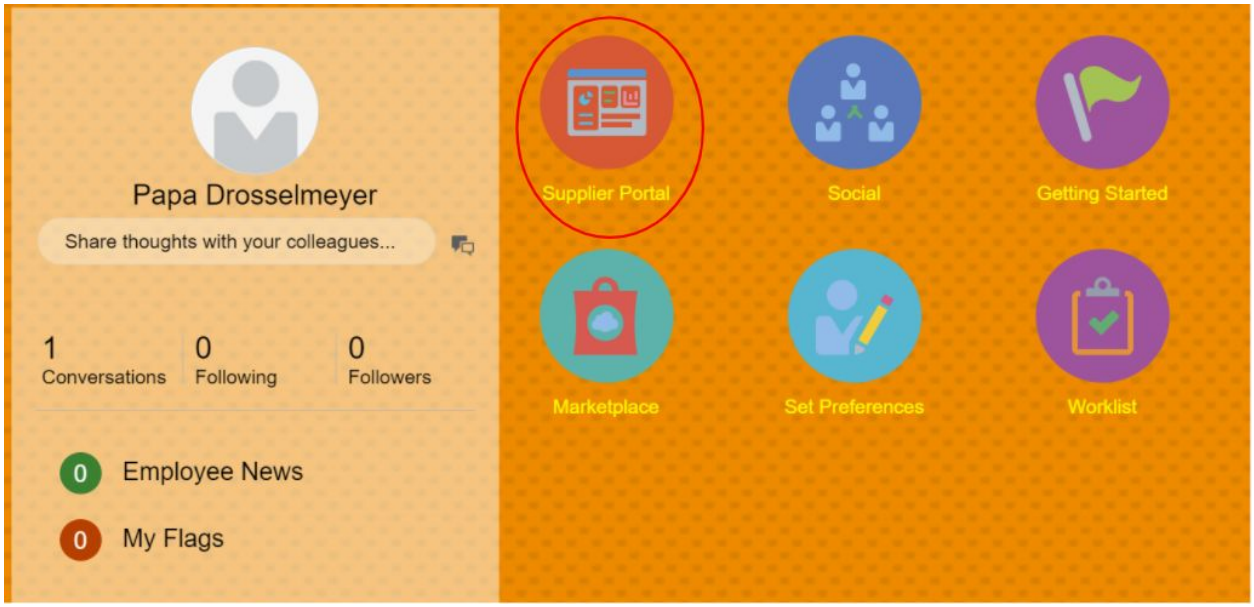
CONTACT

Snap Contact

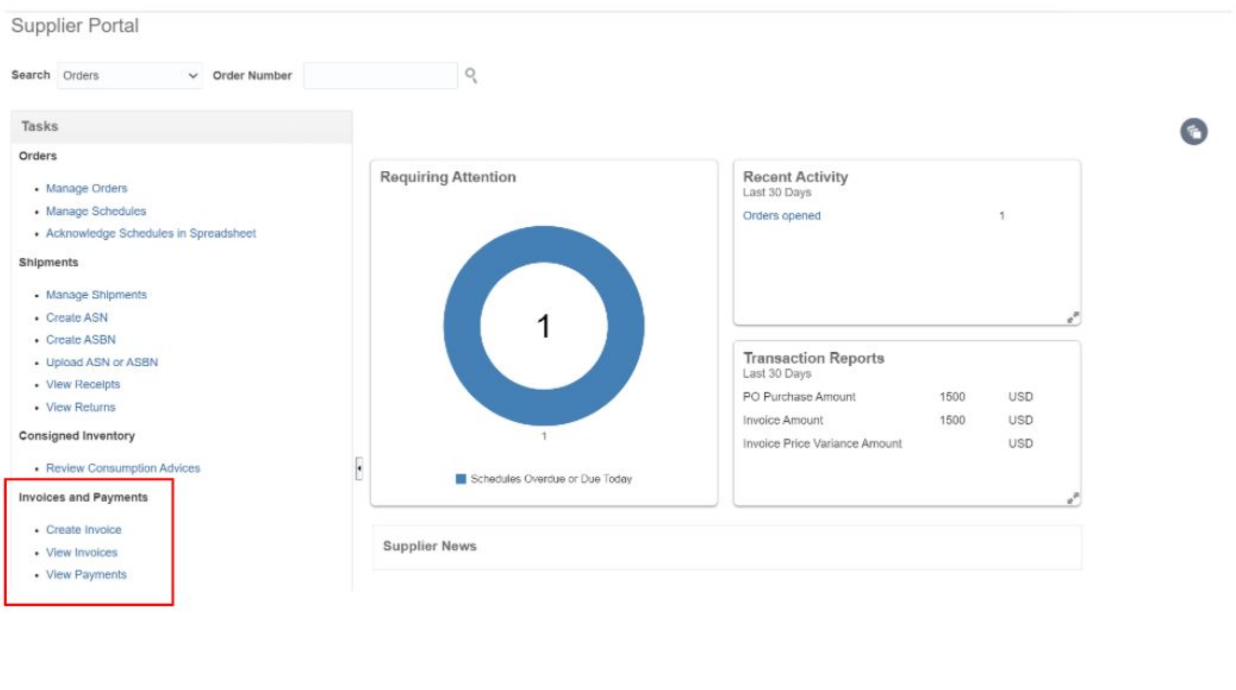
Ship To	Bill To
7-11 Lexington St LONDON W1F 9AF UNITED KINGDOM	Snap Group Limited 7-11 Lexington St LONDON W1F 9AF UNITED KINGDOM

Create an Invoice

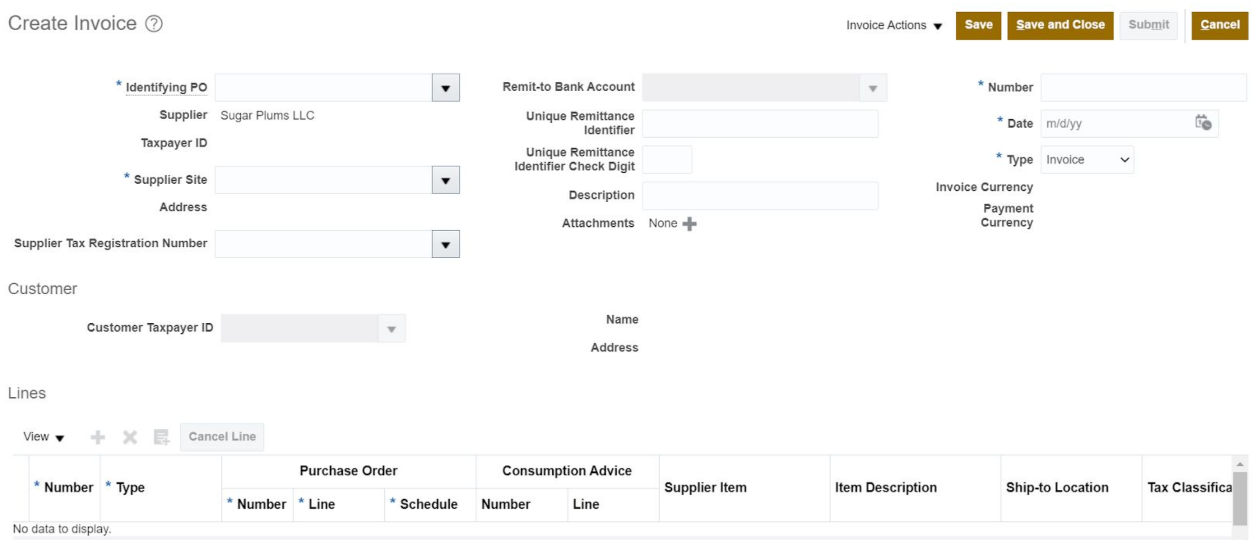
Once you log into the portal click onto the Supplier Portal infolet to be taken to the work area:



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.



You will be taken to the Create Invoice screen:



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.

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

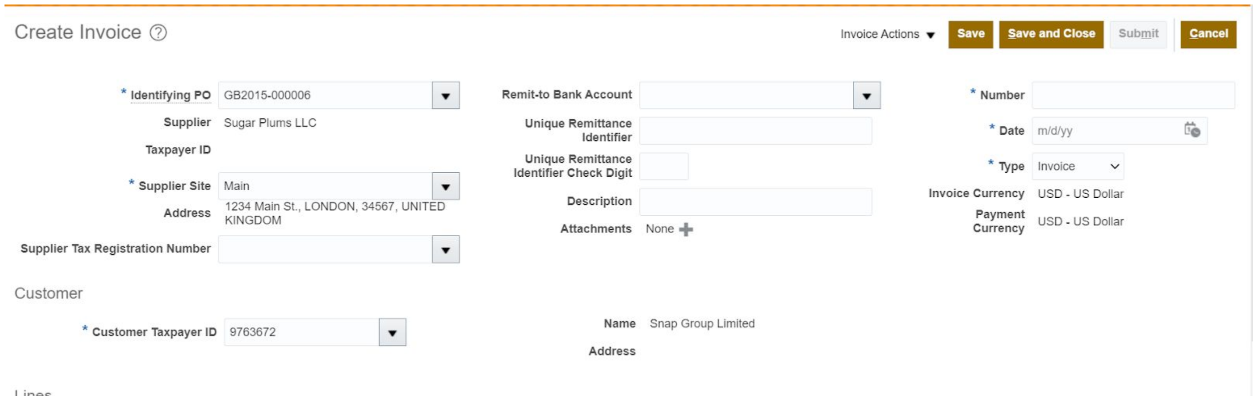
*Number - Please enter the invoice number that you are creating. NOTE: You can only use an invoice number once if the invoice process has been submitted so if there are any errors and this process has to be rejected or cancelled, a new invoice number will need to be created or the original invoice number 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

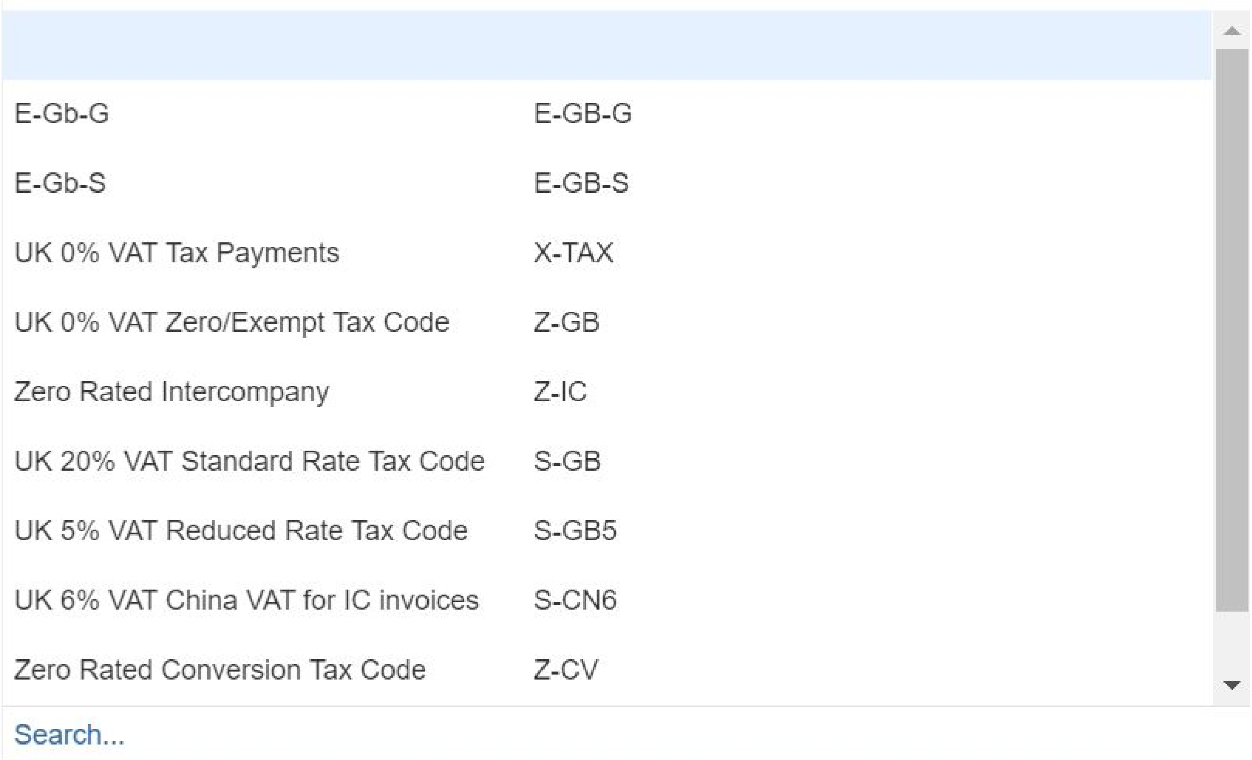
Payment Currency - defaults based on bank account setup



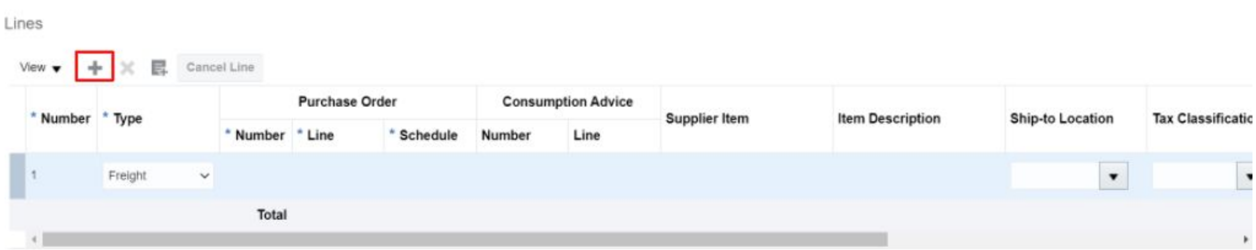
Once you complete the top part of the form, scroll down to add lines to the invoice to be billed, you may also manually add freight charges if applicable. In order to add lines, please select the symbol that has a plus sign over a piece of paper under the lines section. This will allow you to choose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

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.



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.



*Number - this will automatically be provided by the system

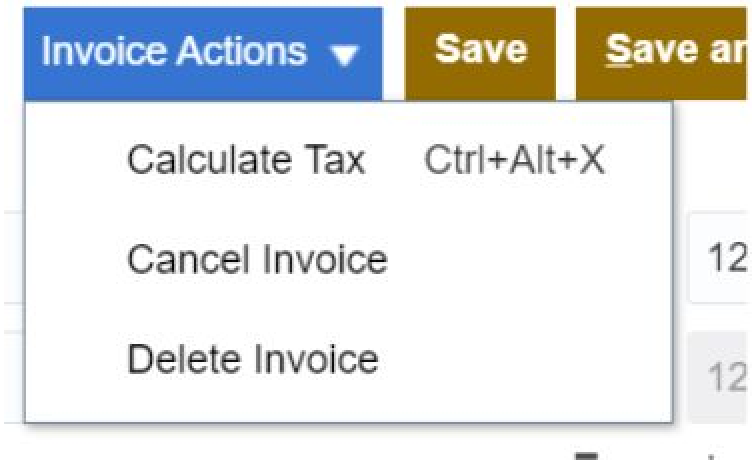
*Type - options here are Freight, Item or Miscellaneous

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.

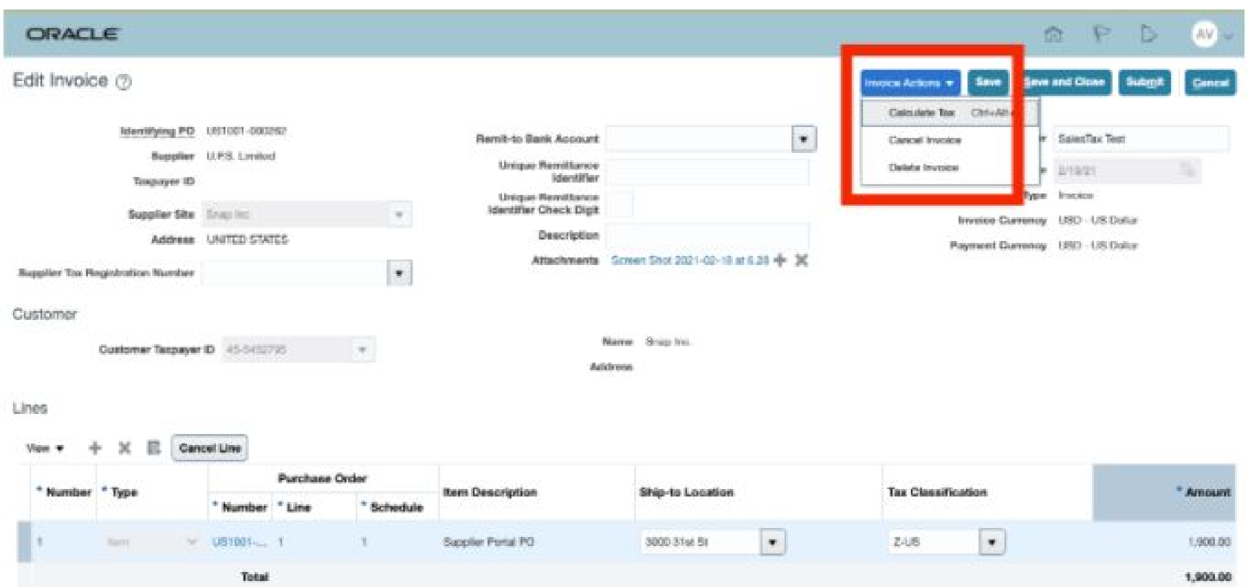
Issues Submitting an Invoice via the Portal

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.

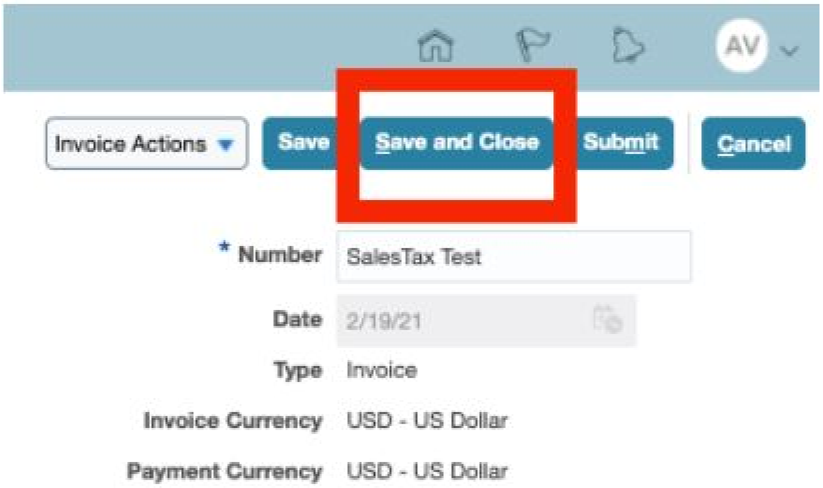
Adding Sales Tax (for US Suppliers)

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

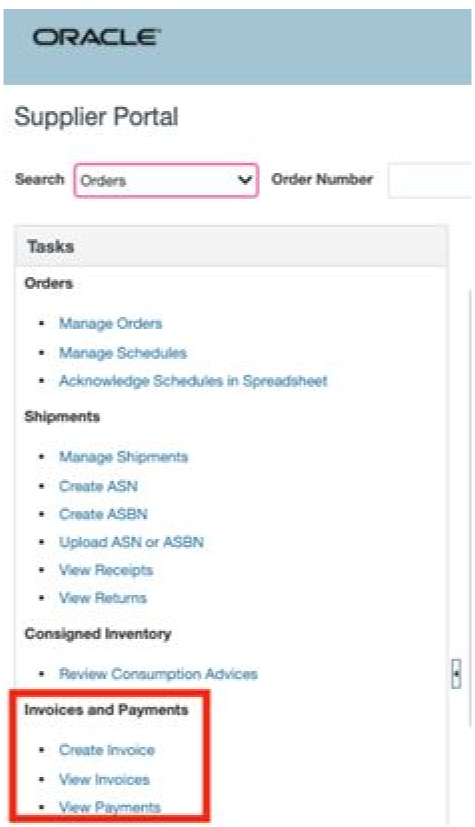
1. Populate all of the required invoice fields (PO, attachment, Invoice Number, Date, and PO line)
2. After the amount is updated, click "Invoice Actions" and select "Calculate Tax"



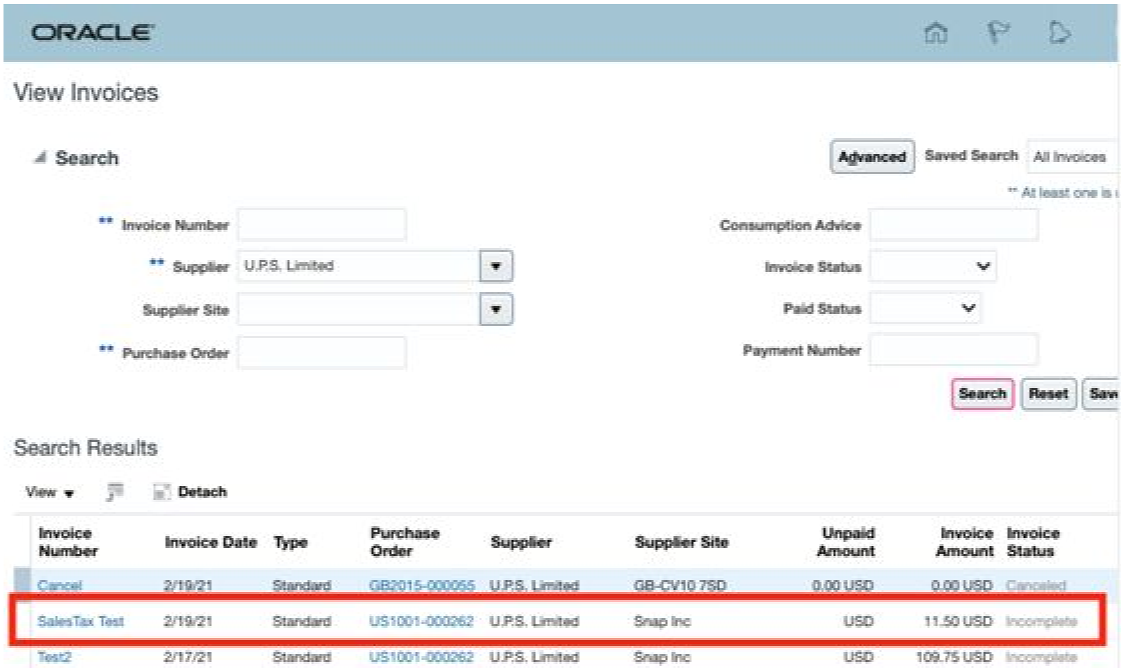
3. Select "Save and Close"



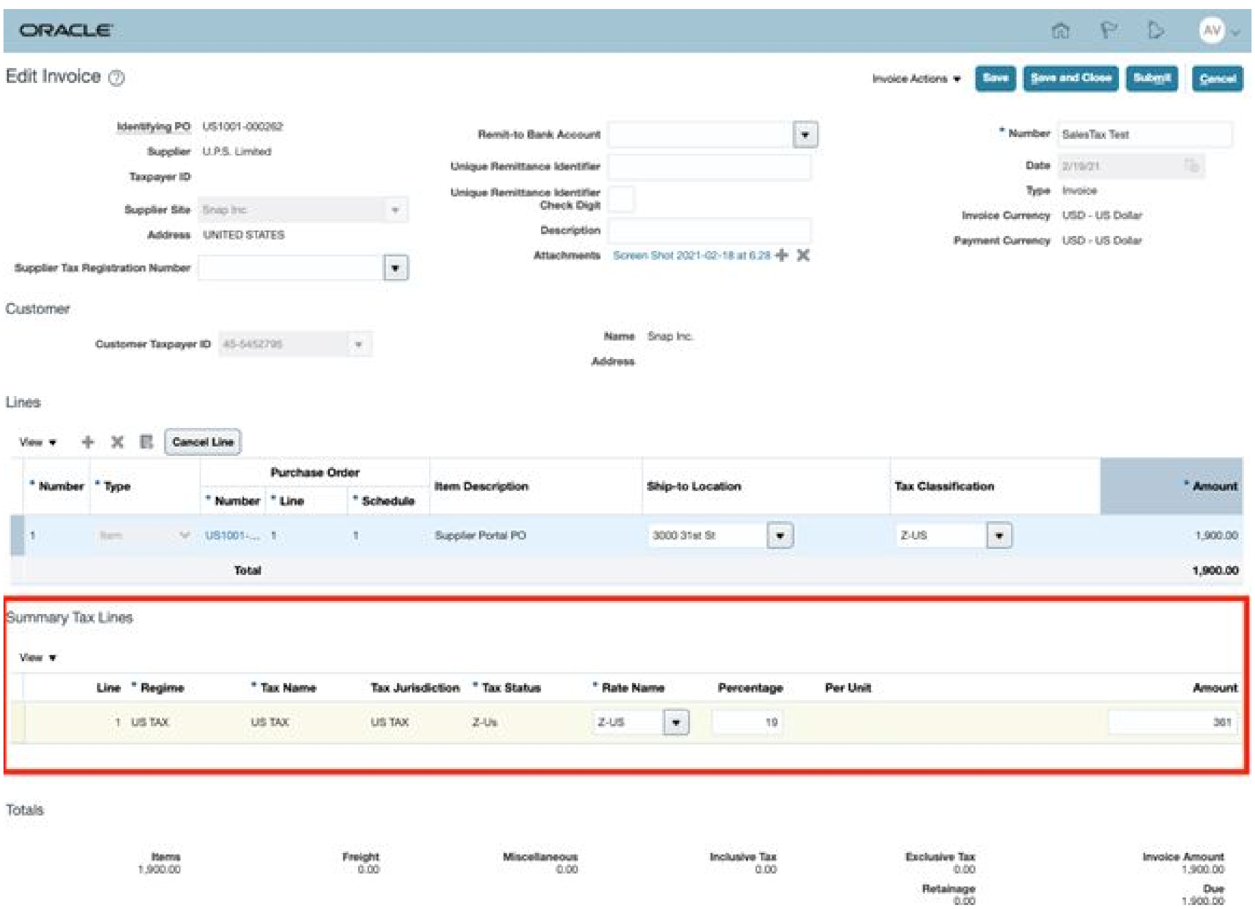
4. You'll be directed back to the Supplier Portal home page. Click "View Invoices"



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

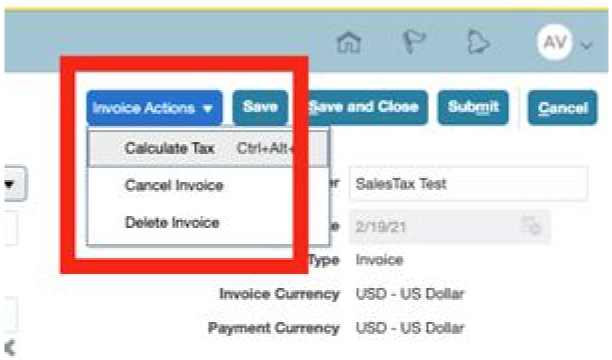


6. Navigate to the bottom of the page where it says “Summary Tax Lines”

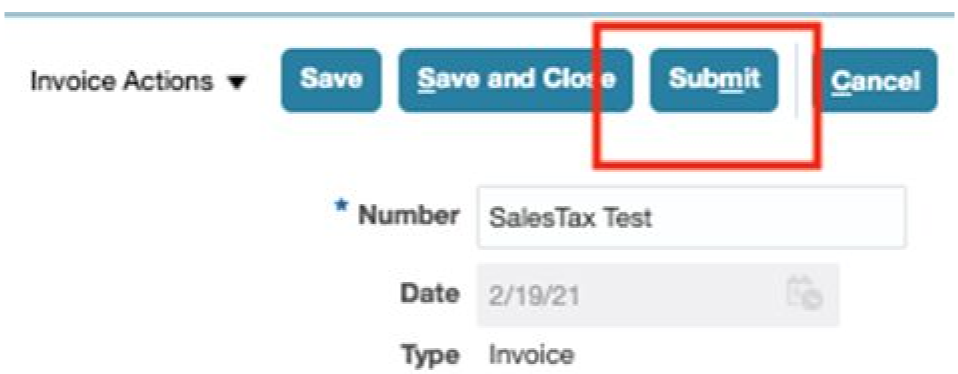


7. Enter the tax percentage rate and the sales tax amount in the open fields

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

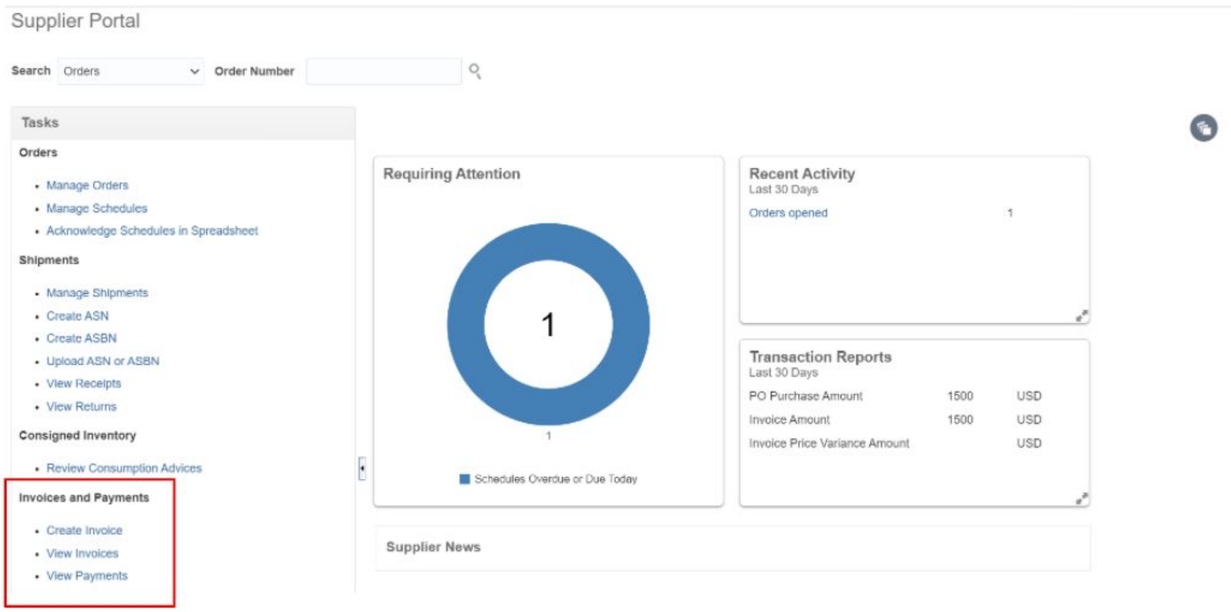


9. Review the invoice and then click “Submit”

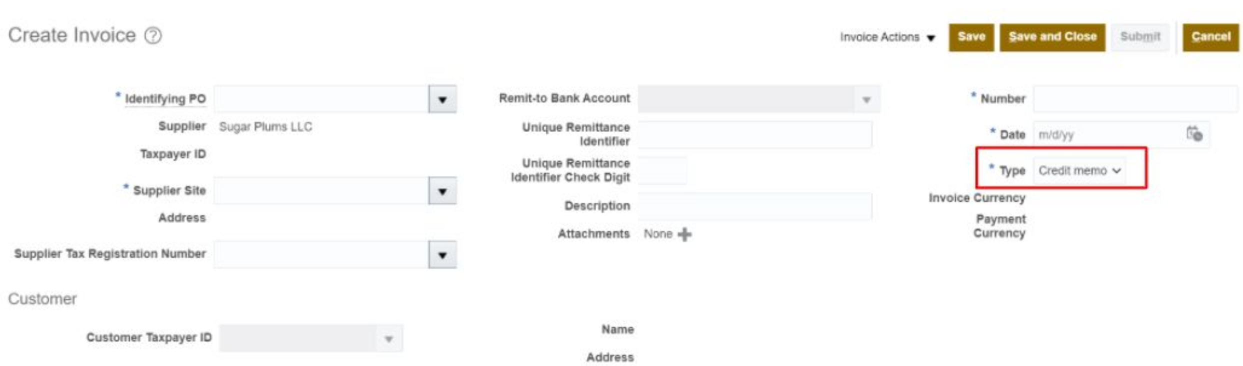


Create a Credit Memo

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.



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.



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

*Identifying PO

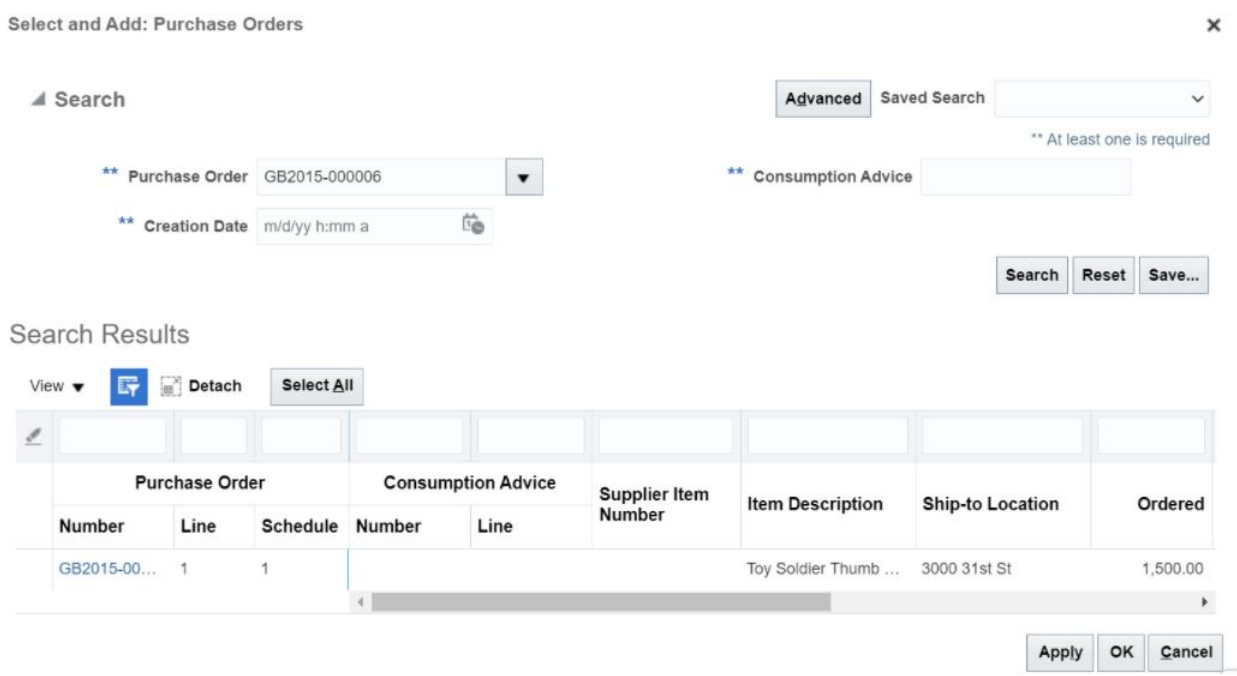
*Supplier Site

*Number - credit memo number

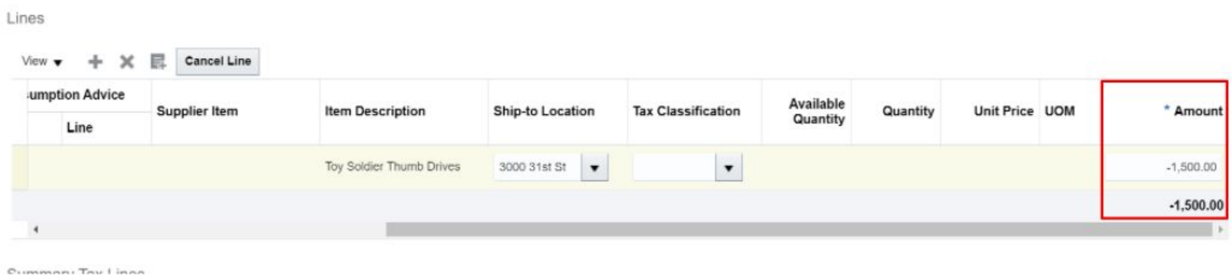
*Date - date the credit memo is issued

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

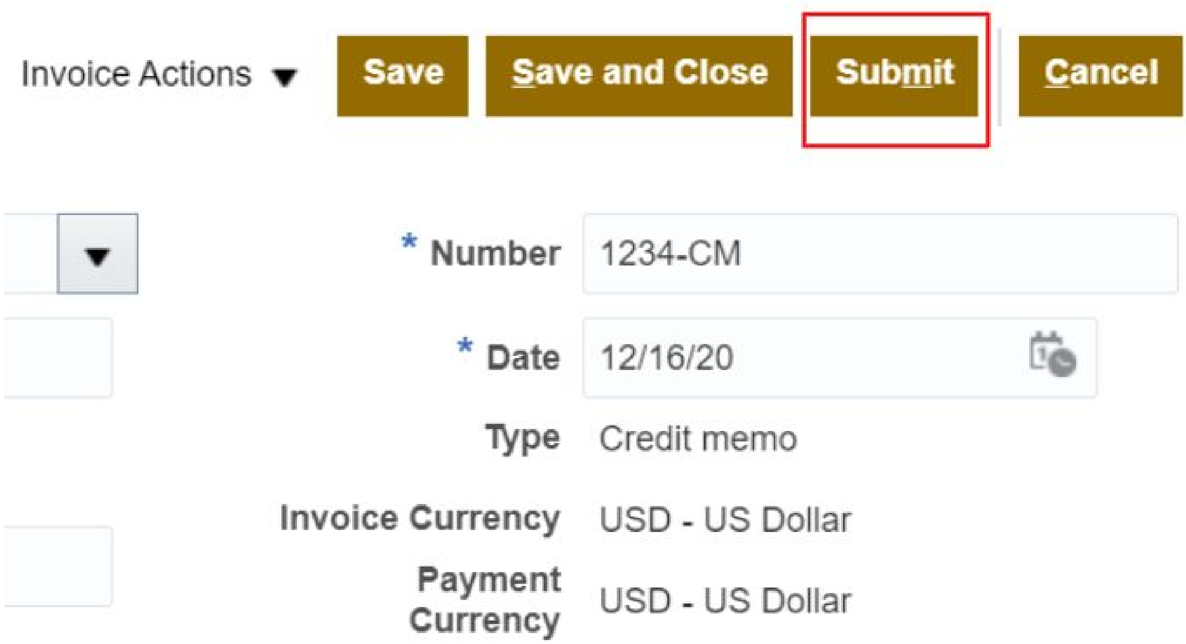
Once you have selected the appropriate purchase order, scroll down to the Lines section of the form, click on the plus sign that is on top of a piece of paper to add the appropriate lines that the credit memo should be applied to.



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.



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.

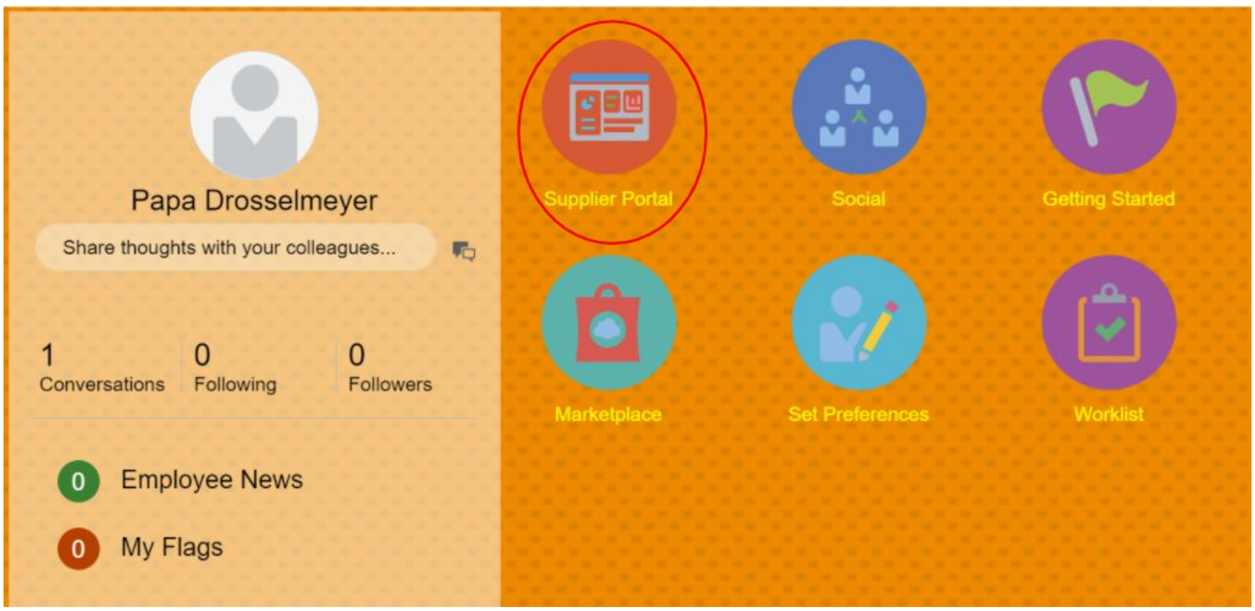


You will get a notification showing that the Credit Memo has successfully been submitted.

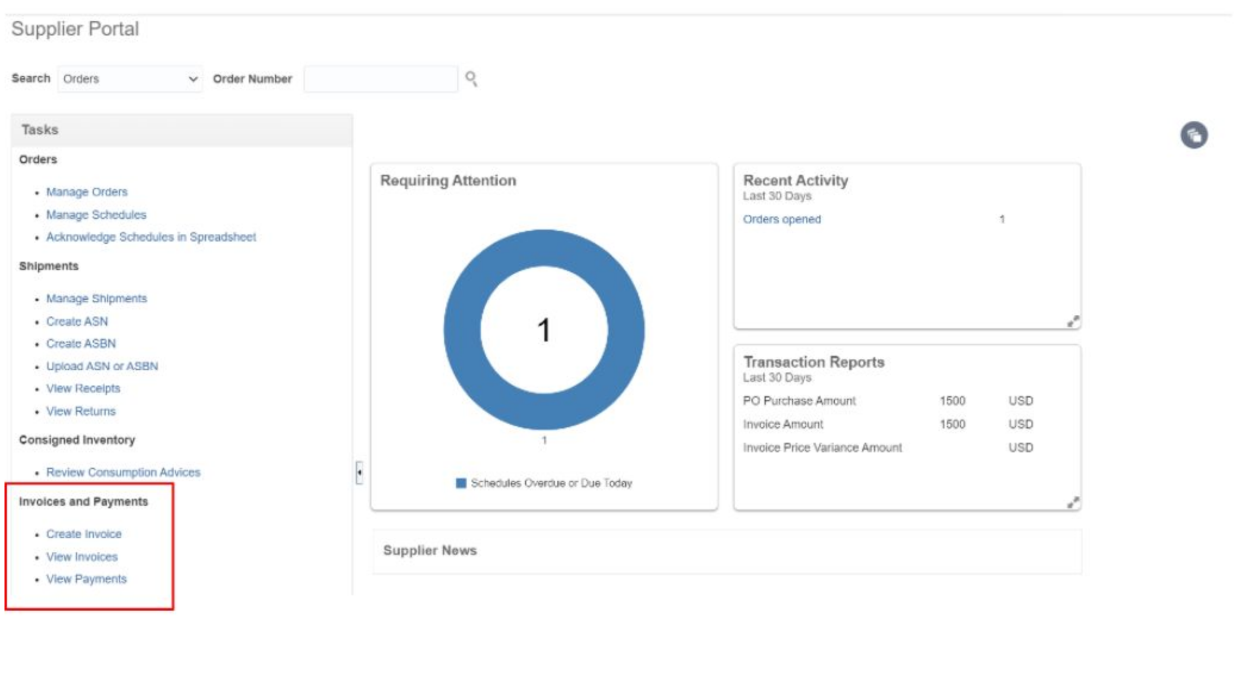
Finally click Done to be routed back to the Supplier Portal work area. Should you have any issues uploading the invoice or hit an error message please contact purchasing@snap.com

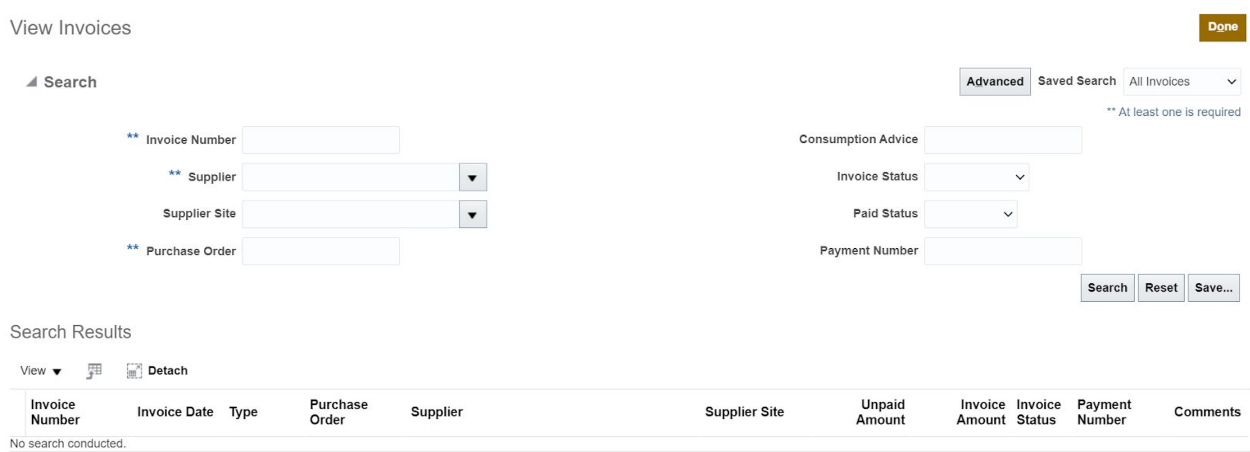
Check Invoice Status

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.

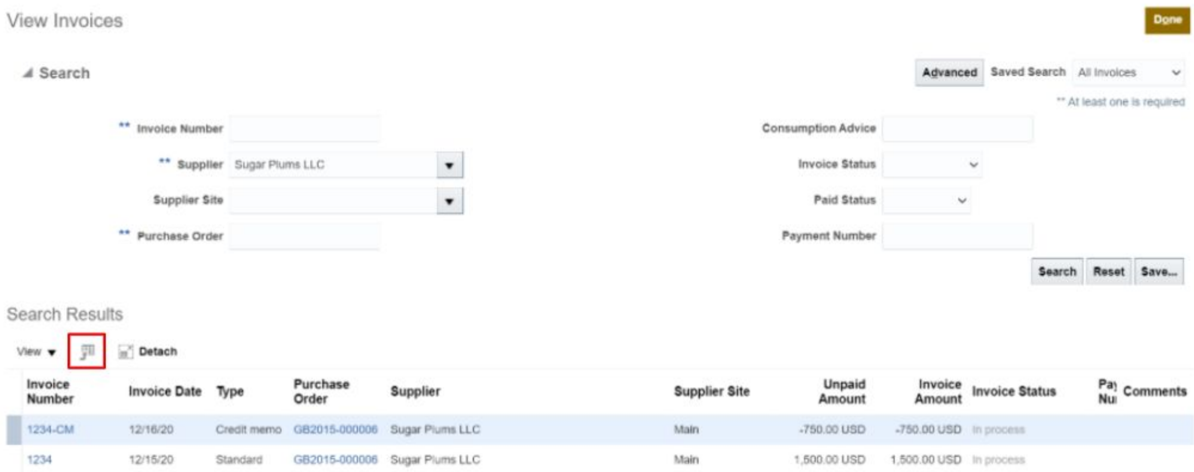


From here you will be taken to the Supplier work area where you will need to navigate to the View Invoices link on the left hand side of the screen.

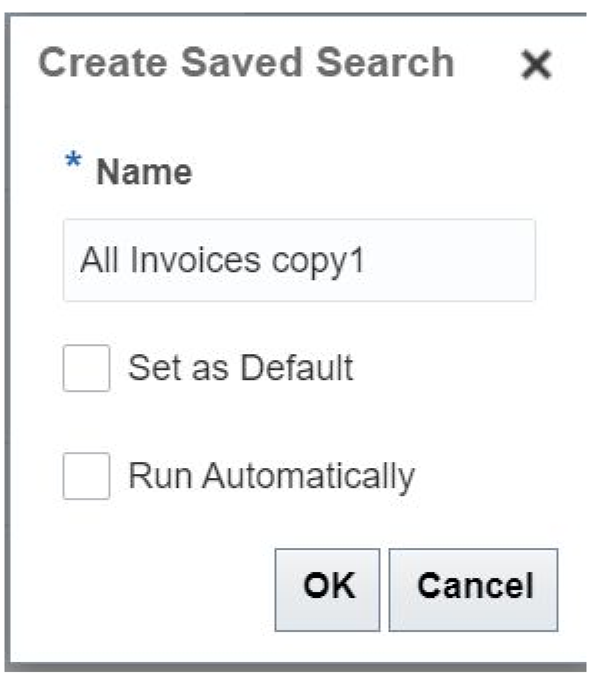




Please note that anytime you see a double asterisk (**) at least one of the fields must be filled out in order to perform the search. You have the ability to search by Supplier, Supplier Site or on specific Purchase Orders. You can also filter those results by invoice and paid status. In the below example, 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.

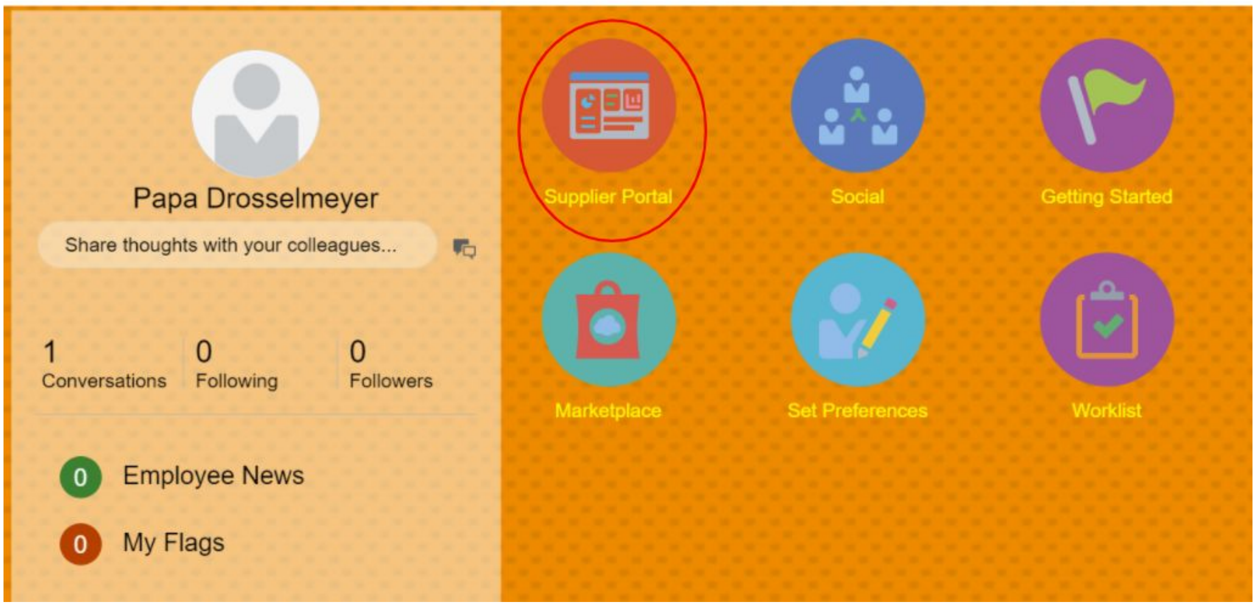


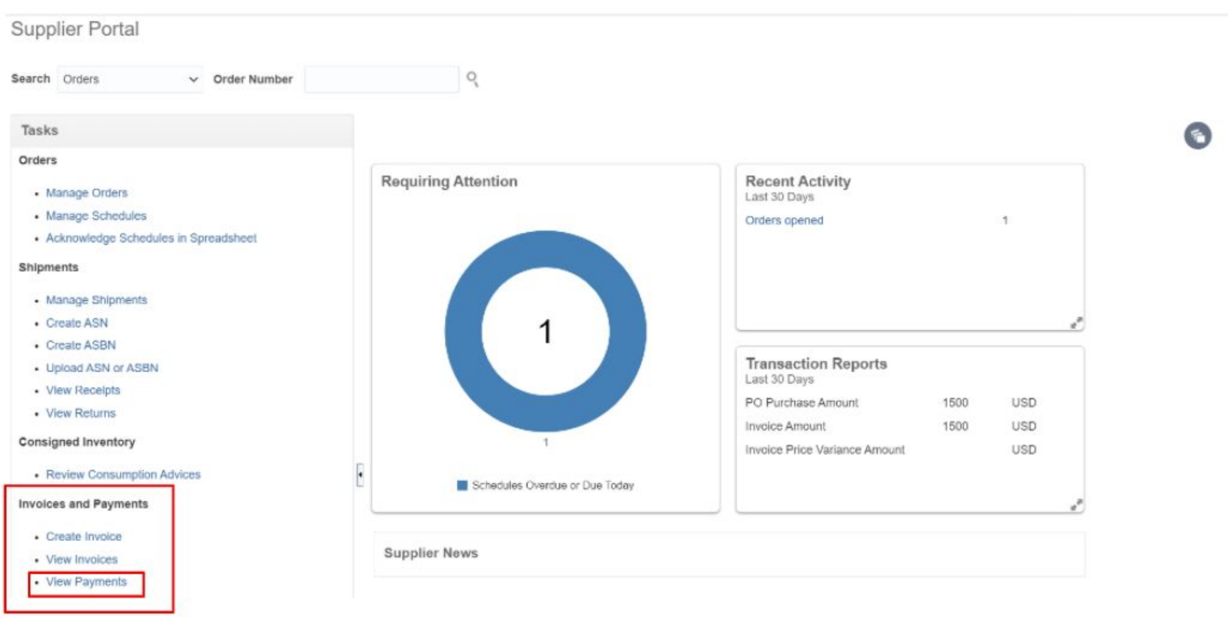
You are able to save search criteria and have it set to your default settings by clicking on the Save… button in the middle right hand side of the screen.



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

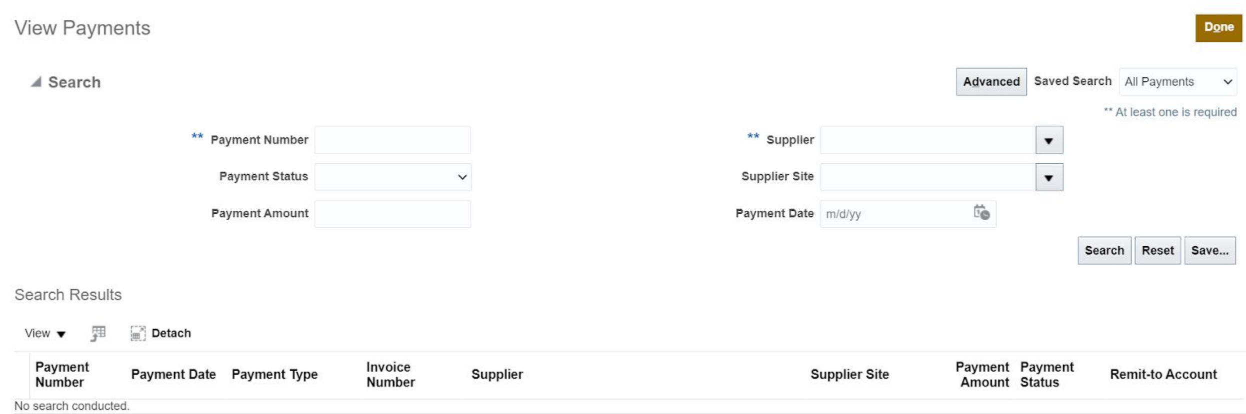
Payment Status - you can select from various options: Cleared, Cleared but unaccounted, Issued, Negotiable, Stop Initiated and Voided

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

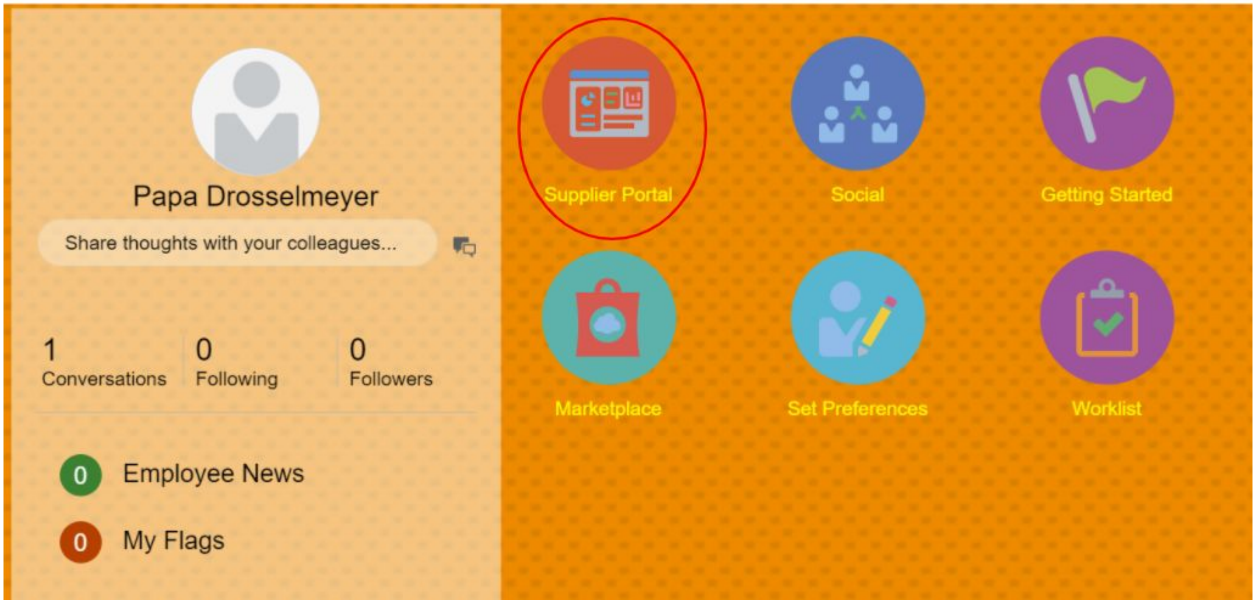
Payment Date - enter a specific date



Adding or Removing Contacts/Updating Information

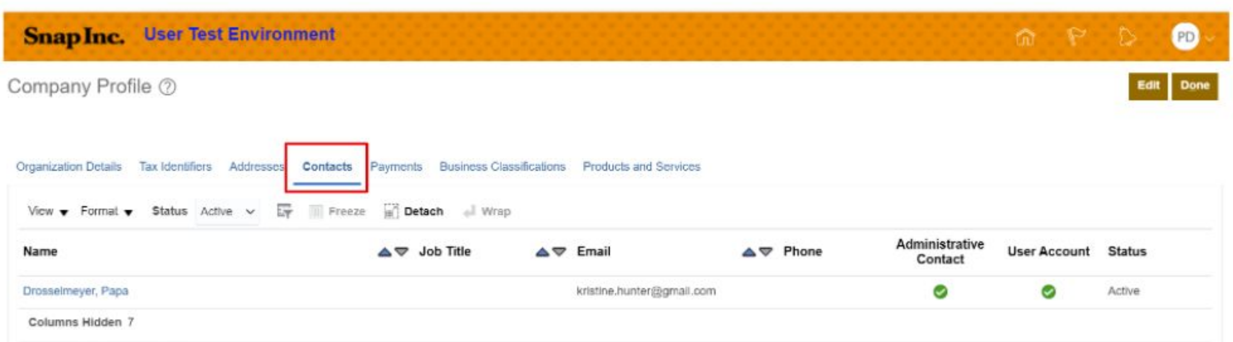
To add or remove contacts from your Oracle Portal account follow the below steps:

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

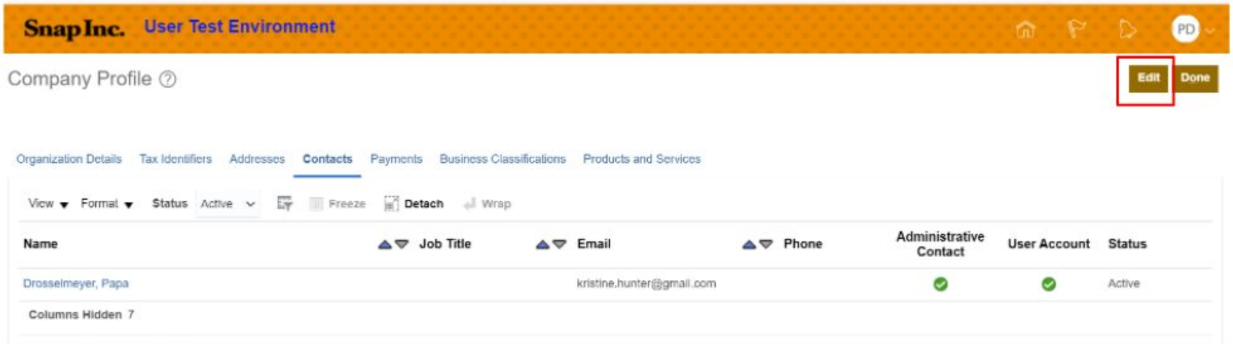


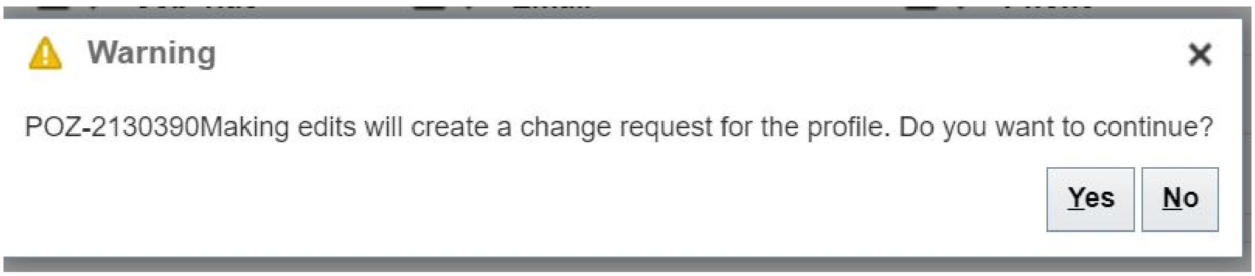
3. On the left hand side under Tasks - scroll down to the bottom section where is says **Company Profile** and click on Manage Profile:

4. Select the Contacts Tab:

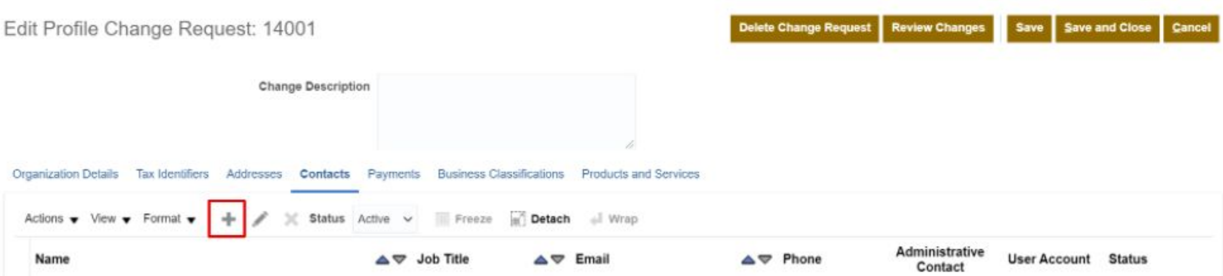


5. Click on Edit - you will get a popup Warning about creating a change request - click Yes



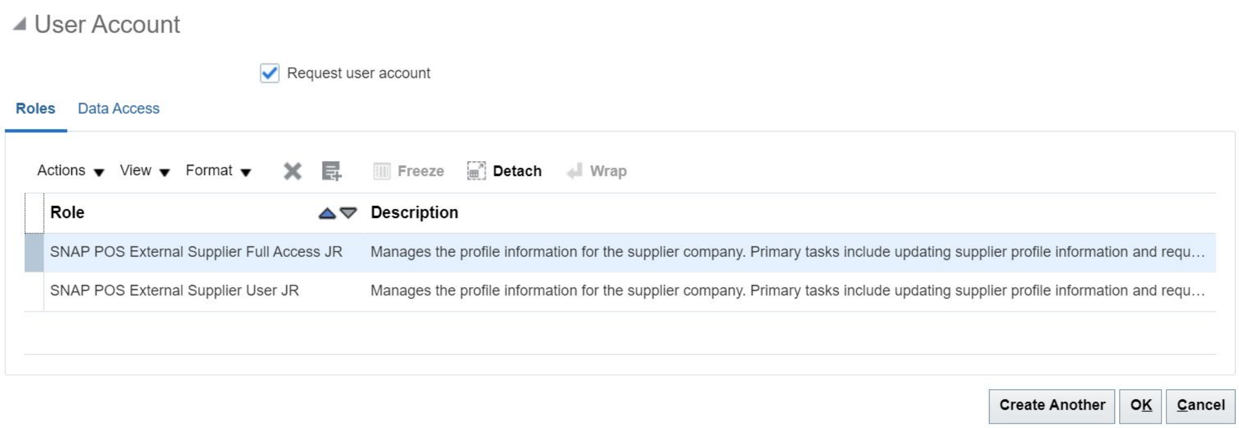


6. You will be taken to the Edit Profile Change Request page. Navigate to the Contacts tab again and click on the Plus sign.

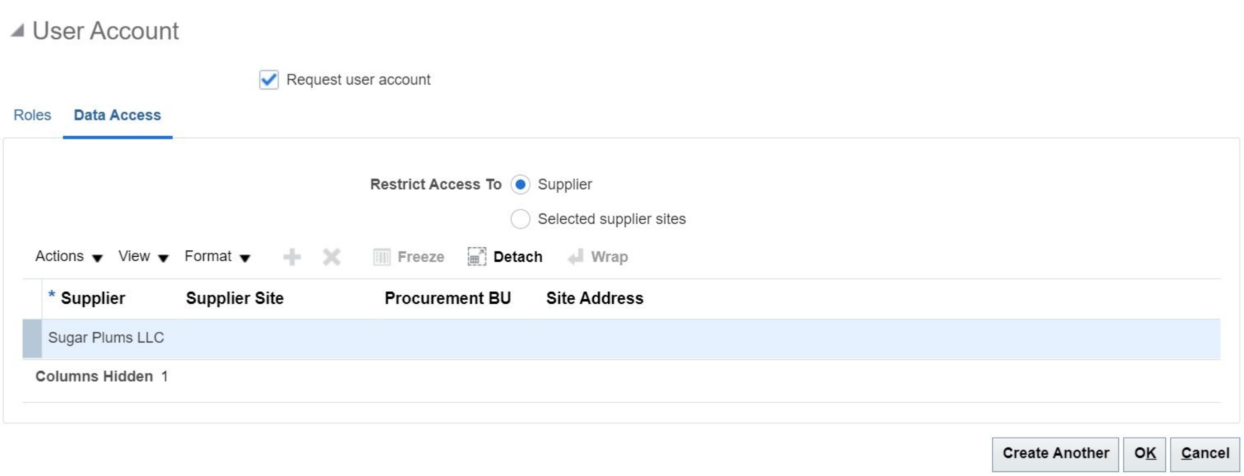


7. This will take you to the create contact page. Please fill out the First Name, Last Name and Email address. At the bottom of this initial section you can delegate this new contact as Administrative or not:

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:



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.



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