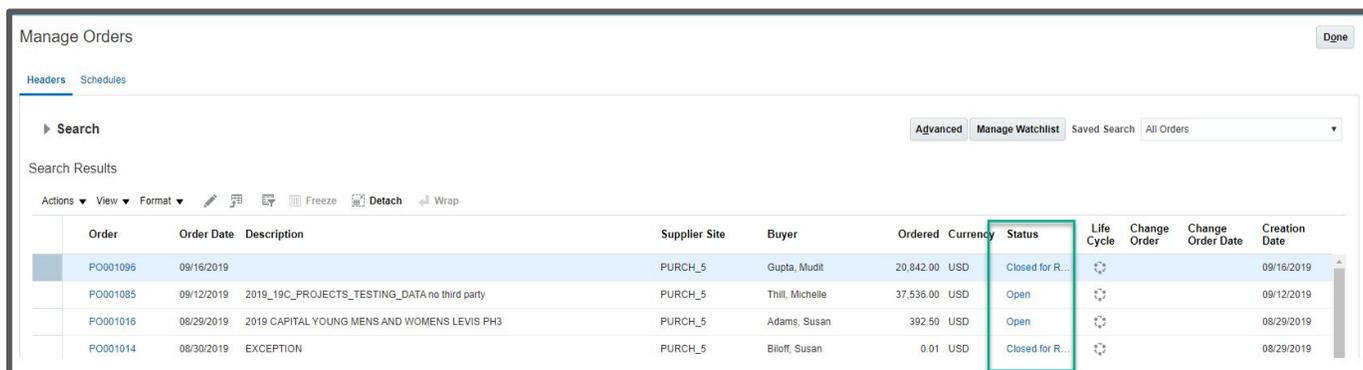# Create Invoice from Supplier Portal

Prior to creating an invoice, verify the status of the PO to avoid system error and that the ASN has been uploaded. An invoice should not be submitted prior to the ASN upload.

Select **Manage Orders**, Search and review the **Status** of the order to ensure the order is in **Closed for Receiving** status (this status appears once an ASN has been submitted).

- If the order status is in an OPEN status, the ASN must be submitted first..

- Invoice upload capabilities are currently not available

After logging into the system, select **Supplier Portal** icon

NOTE: **Both the Acknowledgment and ASN must be submitted prior to invoicing to avoid delay of payment. Invoices will not systematically process and be placed on hold by the system.**

Create Invoice from Supplier Portal

HEADER CREATION

Select **Create Invoice**
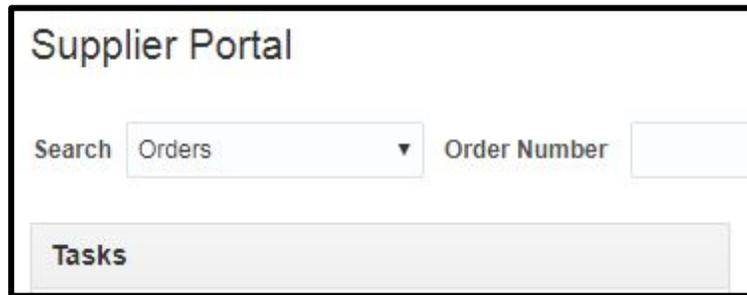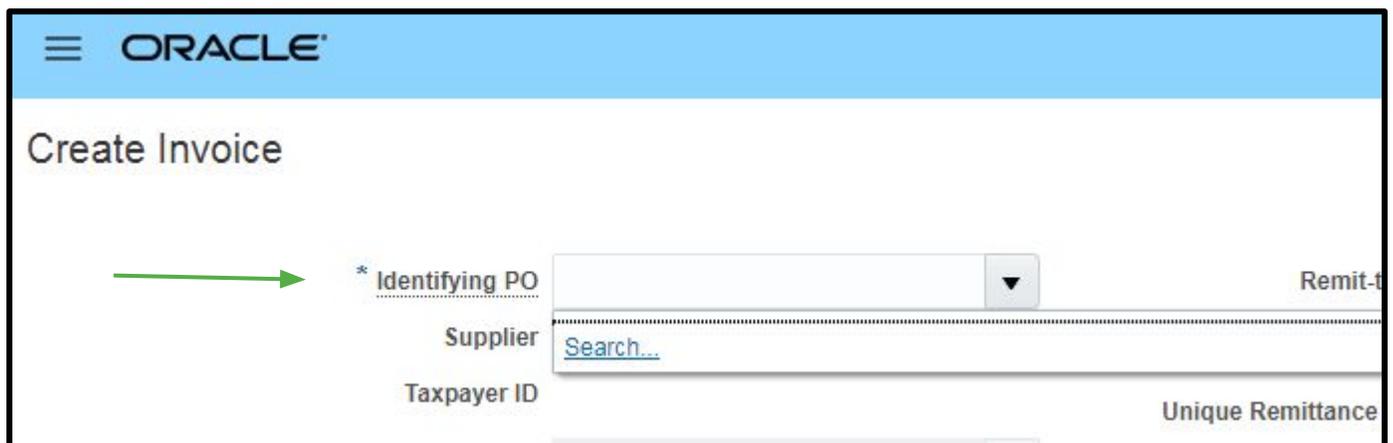
Supplier Portal

Search Orders ▼ Order Number

Tasks

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

On the Create Invoice screen, enter your PO number or select from the drop-down arrow to use the Search feature.

≡ ORACLE

Create Invoice

→ * Identifying PO ▼ Remit-t
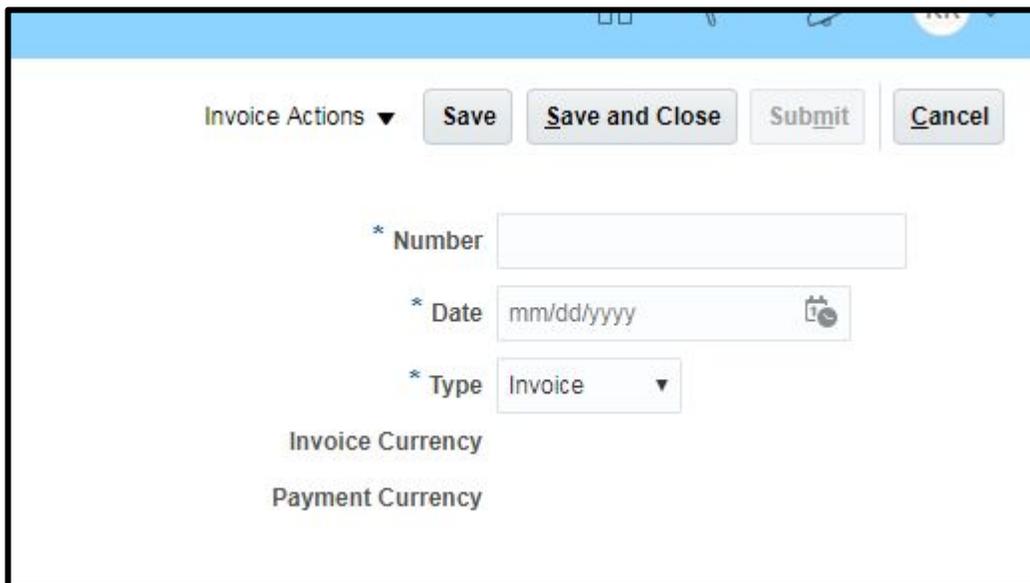Supplier Search...
Taxpayer ID Unique Remittance

Create Invoice from Supplier Portal

HEADER CREATION cont'd

Enter the Invoice Date in the **DATE** field
- NOTE: The date must be the current date

Invoice should be reflected in the **TYPE** field

Create Invoice from Supplier Portal

Line Creation

Navigate to the Items section and select **Select and Add** icon (lines with a plus+ sign in the bottom right corner)
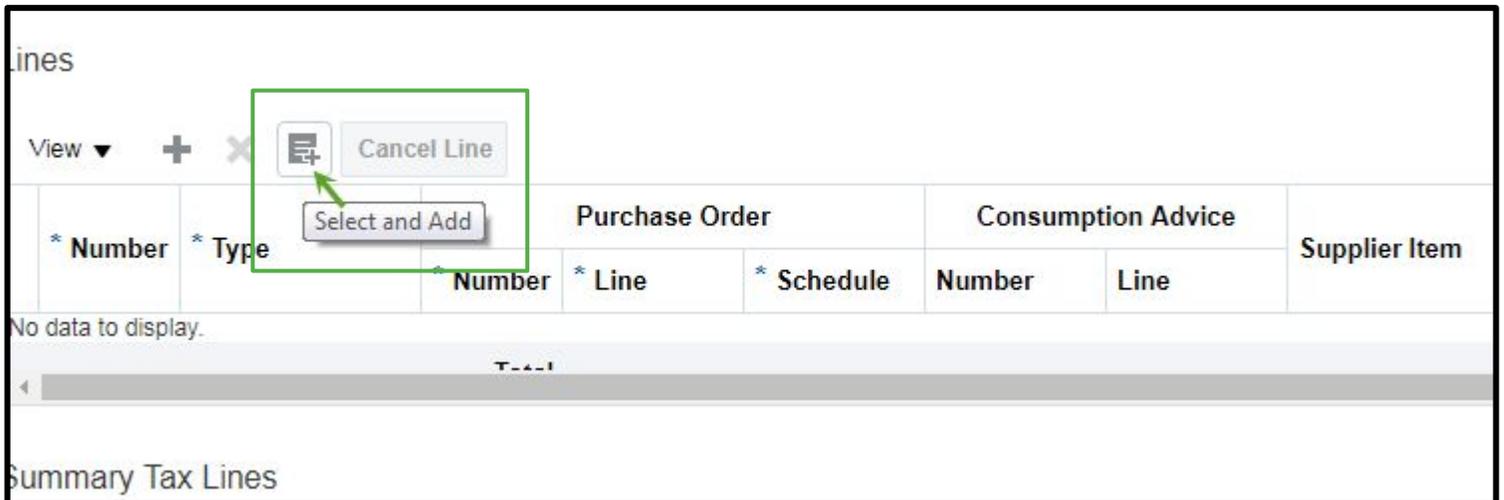
Select required lines and select **Apply**

If submitting an invoice for a fully shipped **single store location PO**
- click in the empty space next to the word NUMBER in the left hand corner of the lines pulled into the invoice or the **SELECT ALL** button just above the line numbers.

If submitting an invoice for a **multiple store location PO**
- take into consideration TAX requirements.When there are tax exempt store locations it is easier to create multiple invoices for a PO, first selecting and processing all tax exempt lines. Once you have processed the tax exempt lines, all remaining lines can be invoiced as previously noted. This will allow for an easier view of the different tax line types and greater ease of process.

Create Invoice from Supplier Portal

LINE CREATION cont'd

Edit the Invoice quantity as necessary per your shipped amount. You will want to do this at the same time you complete the Tax Calculation column to prevent needing to go through all the lines twice.

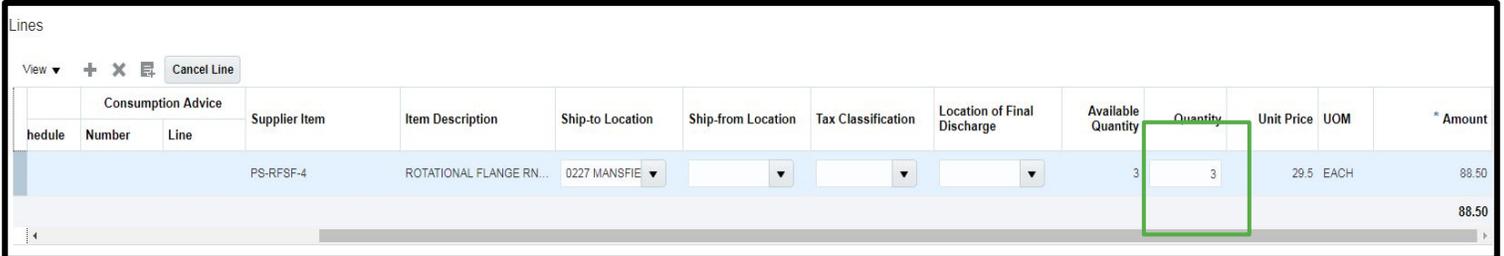|	Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount
hedule	Number	Line											
			PS-RFSF-4	ROTATIONAL FLANGE RN...	0227 MANSFIE ▼	▼	▼	▼	3	3	29.5	EACH	88.50
													88.50

Line Tax Calculations

> **NOTE -** Oracle does not allow tax calculation at the header level

Tax calculation can be managed as follows once the lines to be invoiced have been imported and quantities have been confirmed. Tax lines do not correspond 1:1 with PO lines. They are consolidated based on the tax jurisdiction

1. **Single Store location Purchase Order** - You will want to complete following steps in the order they are listed.
   a. If the location is exempt you will need to go line by line and select **EXEMPT** in the **Tax Classification** column.
   b. If the location requires tax to be calculated, select the Invoice Actions drop down box and select Calculate Tax,
   c. Verify calculation is correct.
   d. **If correct**, Select Submit in the upper left hand corner of the screen.
   e. **If not correct**, you can adjust the tax to the correct full amount in the **Summary Tax Lines** section at the bottom of the page.
   f. Once changes are made, you need to go back to the Invoice Actions drop down box and select Calculate Tax again before selecting Submit. Only once you have submitted the invoice will you see the correct tax applied to the invoice.
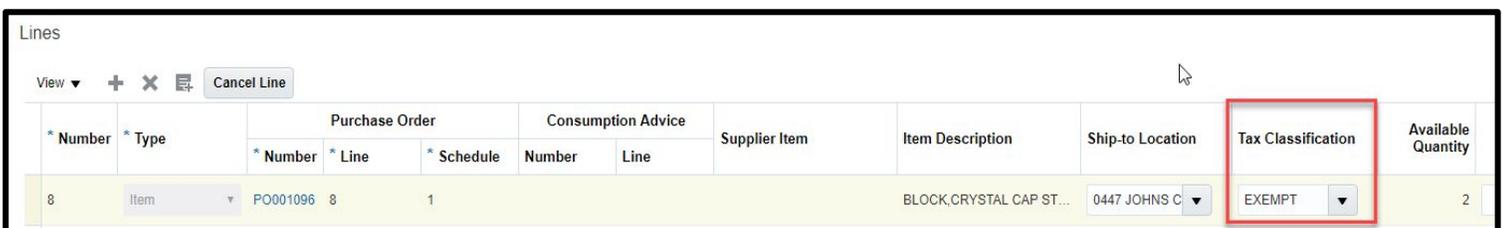
Lines

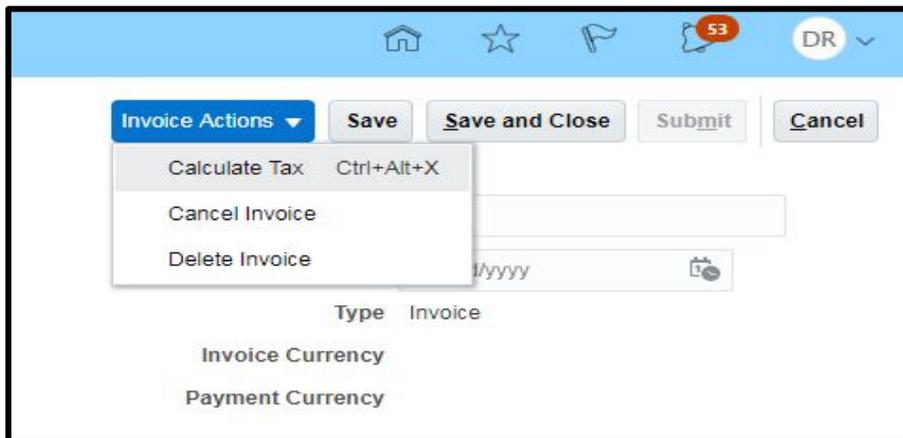| * Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
8	Item ▼	PO001096	8	1				BLOCK,CRYSTAL CAP ST...	0447 JOHNS C ▼	EXEMPT ▼	2

Create Invoice from Supplier Portal

Line Tax Calculations cont'd

Tax calculation can be managed as follows once the lines to be invoiced have been imported and quantities have been confirmed.

2. **Multiple Store location Purchase Order** - a few additional steps, but will make for easier processing. You will want to complete following steps in the order they are listed. **Note** ensure you reviewed and used the best Line Creation option before processing the tax calculations on a multiple store location PO.

a. If any of the multiple locations are exempt, you will need to go line by line and select EXEMPT in the **Tax Classification** column (see first snapshot above). Here is where creating an Exempt Locations only invoice will save time from needing to go back and forth between line types, lowering the margin for error.

b. If the location requires tax to be calculated, select the Invoice Actions drop down box and select Calculate Tax (2nd snapshot above) Here is where creating a separate invoice for all taxable line types will lower the margin for error.

c. Verify calculation is correct.

d. **If correct**, Select Submit in the upper left hand corner of the screen.

e. **If not correct**, you can adjust the tax AMOUNT in the **Summary Tax Lines** section at the bottom of the page if you feel Oracle has not calculated tax correctly.. **The rate cannot be individually modified - only the amount can be updated**

Create Invoice from Supplier Portal

Summary Tax Lines

View ▼

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	US SALES AND US...	CITY	ROSEVILLE	Standard	MI-MACOMB-ROS...	6		346.5

f.   Once changes are made, you need to go back to the Invoice Actions drop down box and select Calculate Tax again before selecting Submit. Only once you have submitted the invoice will you see the correct tax applied to the invoice.

Once submission has completed you will see a quick pop up stating **Invoice ### has been submitted**. You will also see in the upper right hand corner of the screen **Printable Page** and **Done.** This is also confirmation that the invoice has been submitted.

Invoice: ZRG6168A

Printable Page   Done

Identifying PO PO014318	Remit-to Bank Account	Number ZRG6168A
Supplier	Unique Remittance Identifier	Date 08/31/2020
Taxpayer ID	Unique Remittance Identifier Check Digit	Type Invoice
Supplier Site REMIT_3	Description	Invoice Currency USD
Address	Attachments None	Payment Currency USD
Supplier Tax Registration Number		

Customer

Customer Taxpayer ID 13-3357362   Legal Entity Kohl's, Inc.

Address

Lines

View ▼

Number	Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule	Number	Line										
95	ITEM	PO014318	95	1				Part#3607068/Logitech MK345 Wireless ...	0789 JACKSON-TN							0.12
96	ITEM	PO014318	96	1				Part#3607068/Logitech MK345 Wireless ...	0790 ALHAMBRA							0.12
97	ITEM	PO014318	97	1				Part#3607068/Logitech MK345 Wireless ...	0795 LUBBOCK							0.12
98	ITEM	PO014318	98	1				Part#3607068/Logitech MK345 Wireless ...	0796 MCALLEN							0.12
99	ITEM	PO014318	99	1				Part#3607068/Logitech MK345 Wireless ...	0797 MIDLAND-TX							0.12
100	ITEM	PO014318	100	1				Part#3607068/Logitech MK345 Wireless ...	0798 ALTAMONTE SPRINGS							0.12
101	ITEM	PO014318	101	1				Part#3607068/Logitech MK345 Wireless ...	0799 CLERMONT							0.12
102	ITEM	PO014318	102	1				Part#3607068/Logitech MK345 Wireless ...	0951 HUNTERS CREEK							0.12
103	ITEM	PO014318	103	1				Part#3607068/Logitech MK345 Wireless ...	0952 ORANGE CITY							0.12
104	ITEM	PO014318	104	1				Part#3607068/Logitech MK345 Wireless ...	0953 VIERA							0.12
		Total														148.41

Summary Tax Lines