

OVERVIEW

This job aid provides suppliers with detailed steps to create and submit [PO](#) and [NON-PO](#) invoices through Oracle Supplier Portal. It ensures invoices are submitted accurately for timely payment processing.

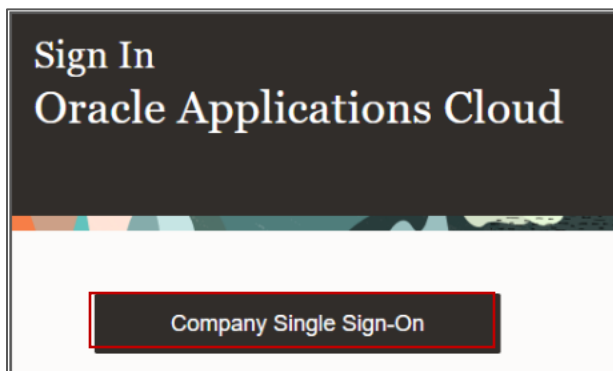
TARGET AUDIENCE

Suppliers

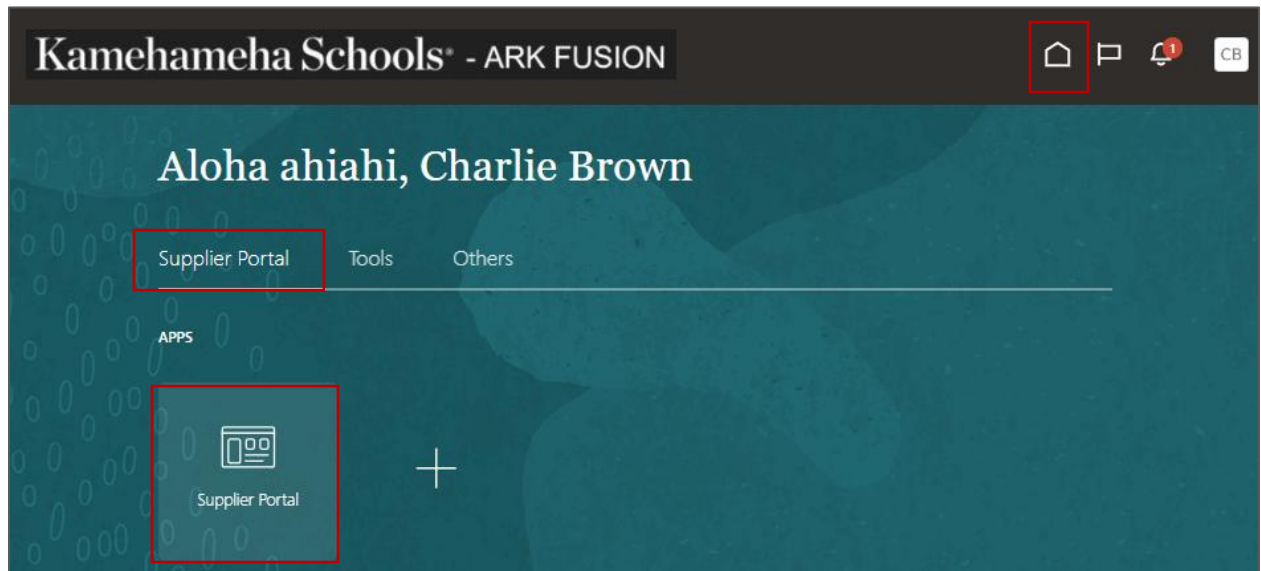
CREATE PO INVOICE IN SUPPLIER PORTAL

This process is to provide step-by-step instructions on how to create an invoice with an existing PO to match against. You need a valid purchase order to match and support documentation to upload.

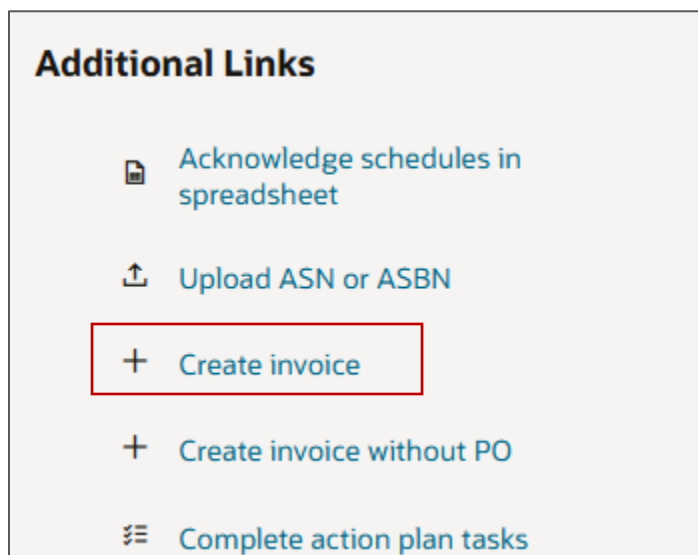
1. Login to [Oracle Fusion](#) with Company Single Sign-On.



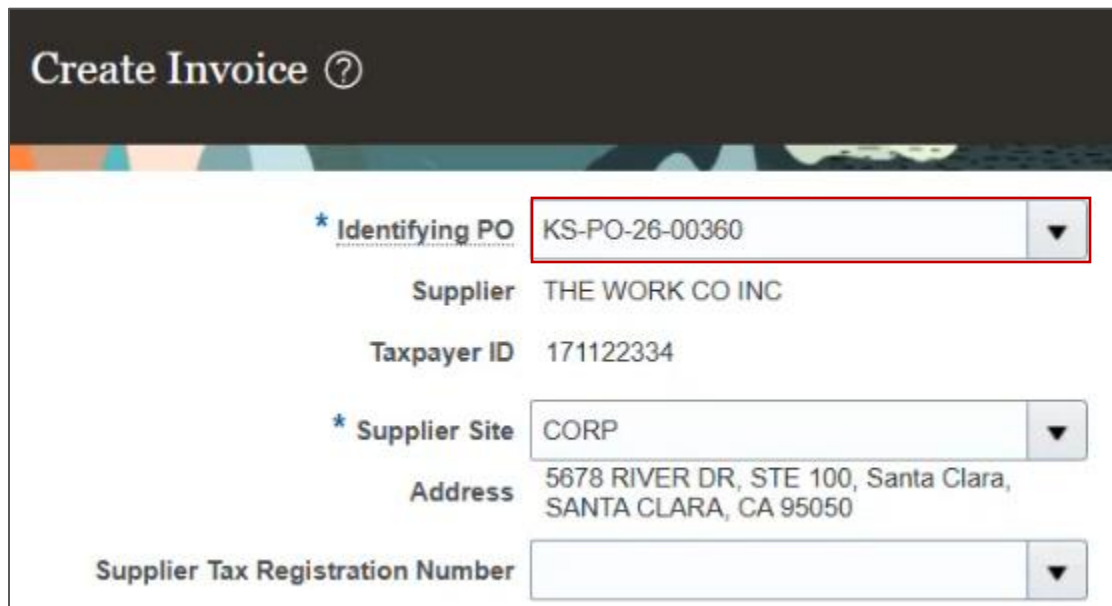
2. Navigate to **Homepage** > **Supplier Portal** > **Supplier Portal**



3. Click on **Create Invoice**



4. Enter existing PO numbers in the **Identifying PO** field and the system will pull in the lines from the PO against this invoice.



The screenshot shows a web form titled "Create Invoice" with a help icon. The form contains several fields: "Identifying PO" (marked with a blue asterisk) is a dropdown menu containing "KS-PO-26-00360"; "Supplier" is a text field containing "THE WORK CO INC"; "Taxpayer ID" is a text field containing "171122334"; "Supplier Site" (marked with a blue asterisk) is a dropdown menu containing "CORP"; "Address" is a text field containing "5678 RIVER DR, STE 100, Santa Clara, SANTA CLARA, CA 95050"; and "Supplier Tax Registration Number" is a dropdown menu. The "Identifying PO" and "Supplier Site" fields are highlighted with red borders.

Result: The system populates values in the **Supplier Site** and **Address** fields.

5. Enter information in the **Invoice Header** section
 - Invoice **Number** – Enter your unique supplier invoice number (from your invoice).
 - Invoice **Date** – Enter the invoice date.
 - Invoice **Type** – Invoice, Credit Memo, or Retainage Release (select as appropriate).
 - **Currency** – Confirm invoice currency.

* **Number**

* **Date**

* **Type**

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

- Click on **+ Manage Attachments** icon

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None **+**

Tax Control Amount

- Upload supporting document – invoices only.
- Click **OK**.

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			Charlie Brown

Rows Selected 1

OK Cancel

- Click on the **Select and Add** icon on the Lines section.

Lines

View ▾ + ×  Cancel Line

* Number		* Type	Purchase Order		
			* Number	* Line	* Schedule
No data to display.					
Total					

Result: The system pulls the PO you entered in the invoice.

10. Highlight the PO line and click **Apply**.

11. Click **OK**.

Select and Add: Purchase Orders

Search Results

View ▾  Detach **Select All**

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
KS-PO-26-0...	1	1				Full Procure to Pay ...	S-KAWAIAHAO PL...	10,000.00

Apply **OK** Cancel

12. Scroll to the right and update **Amount** designated to draw off of the PO accordingly.

Lines

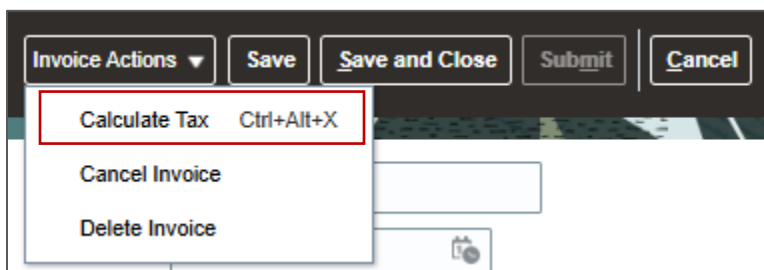
View ▾ + ×  Cancel Line

* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
1				Full Procure to Pay - New S...	S-KAWAIAHAO	SALES_TAX					5,959.76	Full Procure to
											5,959.76	

Example: Update Amount to 100

Quantity	Unit Price	UOM	* Amount	Invoice Line Description
			100.00	Full Procure to
			100.00	

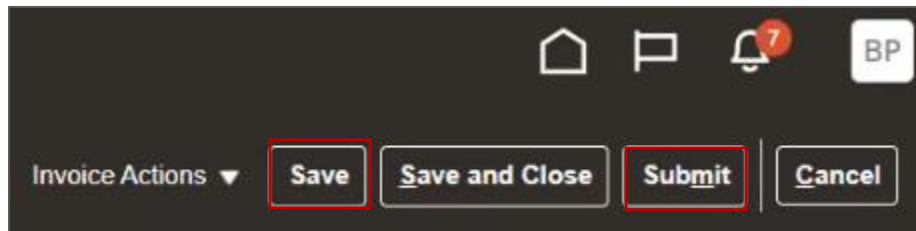
13. Select **Calculate Tax** from the **Invoice Actions** menu.



Result: Exclusive Tax amount is updated, and the Invoice Amount is updated to Invoice amount plus tax.

Exclusive Tax	Invoice Amount
4.72	104.72
Retainage	Due
0.00	100.00

14. Review the above information and make sure the **invoice number, PO line, and tax** are accurate.
15. Click **Save** then **Submit**.

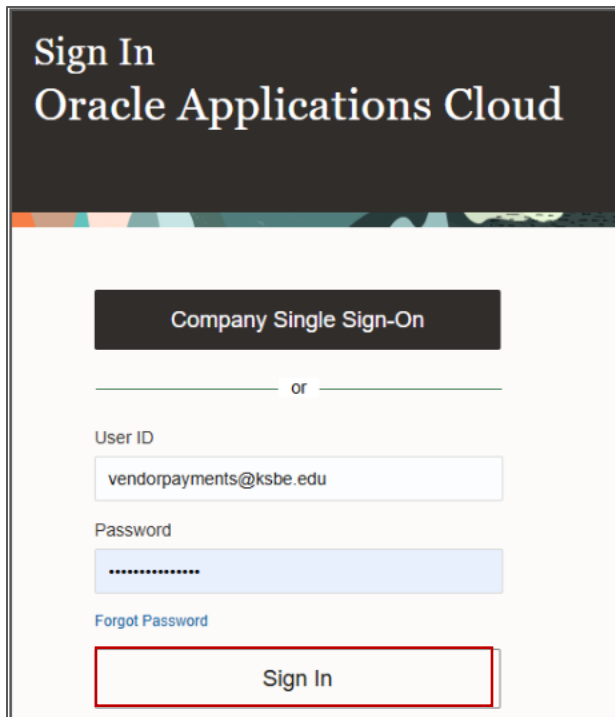


Note: The **Due** amount is updated automatically.

Exclusive Tax	4.72	Invoice Amount	104.72
Retainage	0.00	Due	104.72

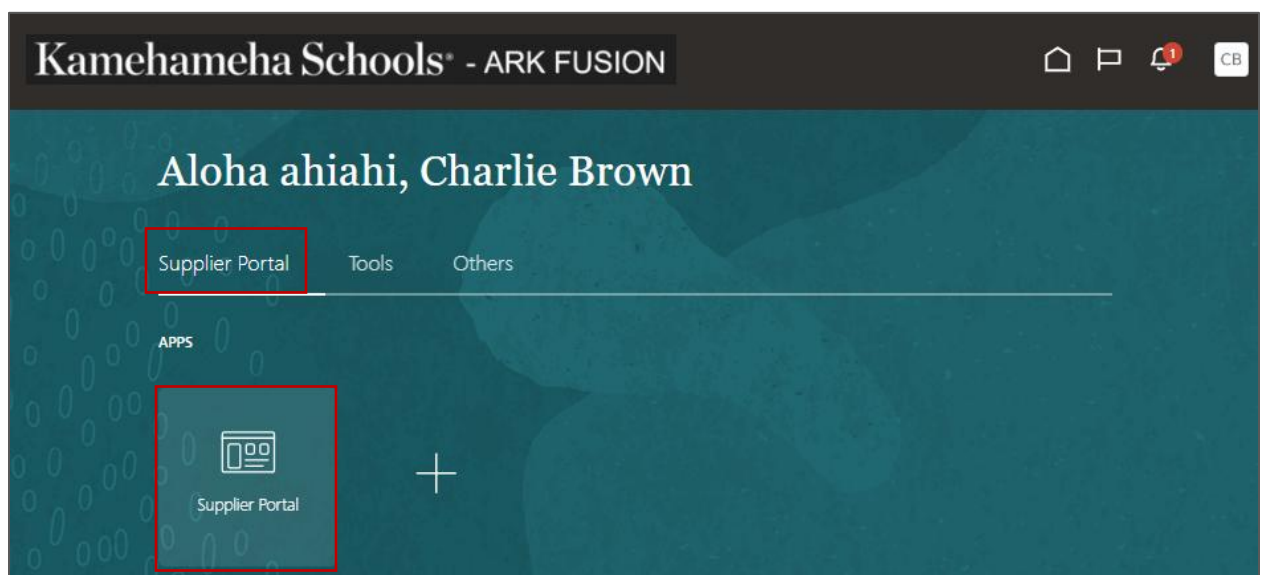
CREATE NON-PO INVOICE IN SUPPLIER PORTAL

1. Login to **Oracle Fusion** with your registered account and password.

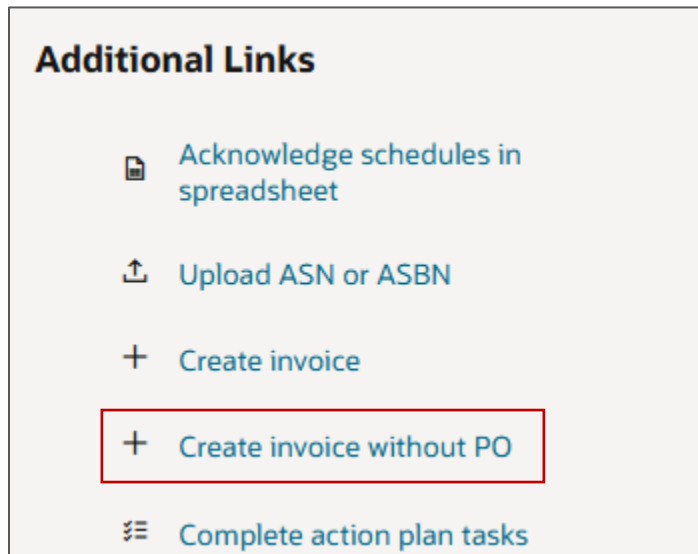


The image shows the Oracle Applications Cloud Sign In page. At the top, it says "Sign In Oracle Applications Cloud". Below this is a "Company Single Sign-On" button. Underneath is a separator line with "or" in the middle. There are two input fields: "User ID" with the value "vendorpayments@ksbe.edu" and "Password" with masked characters. Below the password field is a "Forgot Password" link. At the bottom is a "Sign In" button, which is highlighted with a red rectangle.

2. Navigate to **Homepage > Supplier Portal > Supplier Portal**



3. Click on **Create Invoice** without PO



4. Enter information in the **Invoice Header** section

- Supplier Site
- Invoice **Number** – Enter your unique supplier invoice number (from your invoice).
- Invoice **Date** – Enter the invoice date.
- Invoice **Type** – Invoice, Credit Memo, or Retainage Release (select as appropriate).
- **Currency** – Confirm invoice currency.
- **Requester Email** – Enter point of contact (KS Buyer) and the system will populate its full name.

Create Invoice Without PO ②

Supplier THE WORK CO INC
Taxpayer ID 171122334
* Supplier Site CORP
Address 6870 RIVER DR, STE 400, Santa Clara, CA 95050
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None +
Tax Control Amount

Customer
* Customer Taxpayer ID 99-0073480

Number UAT LK 091525-test Work Co
Date 9/15/25
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Requester Email cmatsum@ksbe.edu
Requester Name Cory Matsumiya

Enter the e-mail of the contact at the buying company. The requester is notified and must approve the invoice before it can be processed further.

Name Trustees of the Estate of Pauahi Bishop
Address 567 SOUTH KING ST STE 200, HONOLULU, HI 96813

5. Click on **+ Manage Attachments** icon

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

6. Upload supporting documents – invoices only.

7. Click **OK**.

Attachments

Actions View + X

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File No file chosen			Charlie Brown

Rows Selected 1

OK Cancel

8. Click on the **Add** icon on the Lines section.

9. Update Amount

Lines

View    Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount
1	Item			SALES_TAX	150.00
Total					

10. Select **Calculate Tax** from the **Invoice Actions** menu.

Invoice Actions  Save Save and Close Submit Cancel

- Calculate Tax Ctrl+Alt+X
- Cancel Invoice
- Delete Invoice

Result: Exclusive Tax amount is updated, and the Invoice Amount is updated to Invoice amount plus tax.

Exclusive Tax	Invoice Amount
7.07	157.07
Retainage	Due
0.00	150.00

11. Click **Save** then **Submit**.

   BP

Invoice Actions  Save Save and Close Submit Cancel

Result: The invoice is routed to approval process and in Requester (KS Buyer)'s queue.