

Supplier Portal – Creating Non-PO Matched Invoices

Quick reference guide

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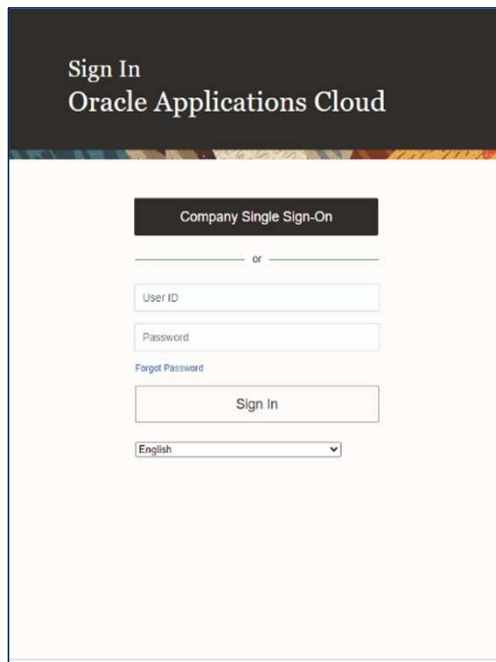




Supplier Portal Sign in

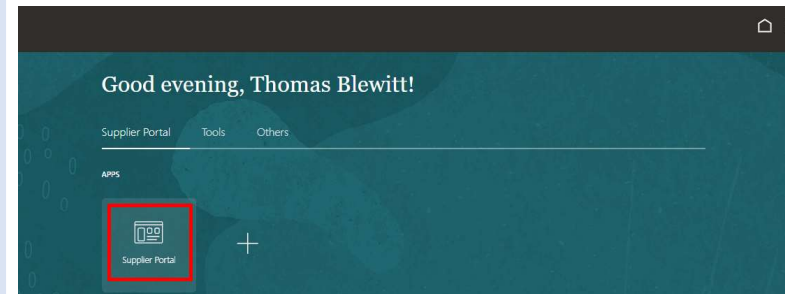
Step 1

To sign into Oracle Fusion, click 'Company Single Sign-On'.
If this is your first time of signing in, please view quick ref guide titled "Using Single Sign on for the first time"



Step 2

Once logged into Fusion, click on 'Supplier Portal'.





Create Invoice

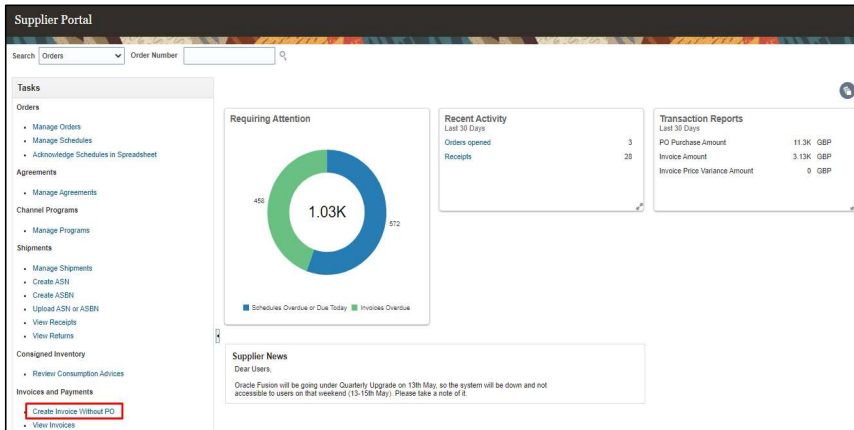


Making a Difference Every Day

Step 3

Suppliers can create a Non-PO matched invoices in the Supplier Portal. Once you've entered the required information, you can submit the invoice online. South Ayrshire Council will be able to check any submitted invoices in Payables within Fusion.

Select 'Invoice and Payments' and then 'Create Invoices Without PO' from the Supplier Portal Homepage.



Step 4

You will need to add the following information in the Header:

Supplier Site: Select the relevant site from the drop down.

Remit to Bank Account: Select the remittance account from the drop down.

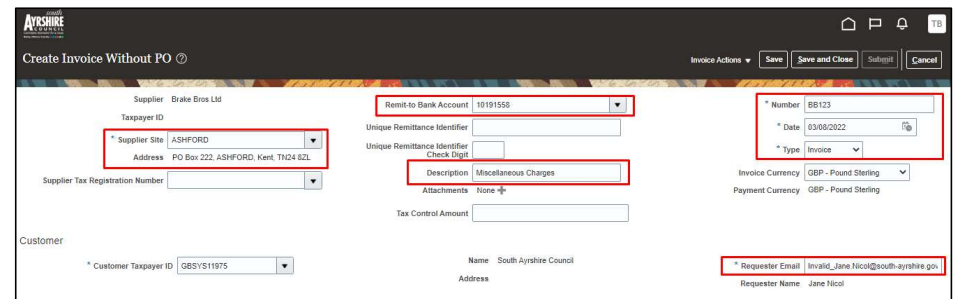
Description: Give a brief description of the invoice

Number: Add an Invoice Number here.

Date: Add the Invoice Date.

Type: Select either **Invoice** or **Credit Memo**.

Requester Email: Enter the e-mail of your contact for this purchase at the South Ayrshire Council. The requester is notified and must approve the invoice before it can be processed further.





Create Invoice – Adding lines



Making a Difference Every Day

Step 5

Enter the Line Details at Line level.
Click on the + icon to add lines to the invoice. Enter the ship from Location by selecting the value from the dropdown, tax classification will default from the set up on the supplier profile and Amount of the invoice. The description will default as entered on the header.

| * Number | Type | Ship-to Location | Ship-from Location | Tax Classification | * Amount | Description |
|----------|------|--------------------|--------------------|--------------------|----------|-----------------------|
| 1 | Item | South Ayrshire Cou | PO Box 222 ASHFQ | GB ZERO | 1,000.00 | Miscellaneous Charges |
| Total | | | | | 1,000.00 | |

Step 6

You will now need to verify the Total value of the invoice.

| Totals | | | | | | |
|----------|---------|---------------|---------------|---------------|----------------|------|
| Items | Freight | Miscellaneous | Inclusive Tax | Exclusive Tax | Invoice Amount | Due |
| 1,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| | | | | Retainage | | 0.00 |



Create Invoice – Submitting

Step 7

Once all the required information is entered and you've reviewed this, click on **Save** then on **Submit** to submit the Invoice. You can also **Save and Close** to save at this point to complete and submit the invoice later.

Step 8

You will now see the Invoice submission confirmation message pop up.

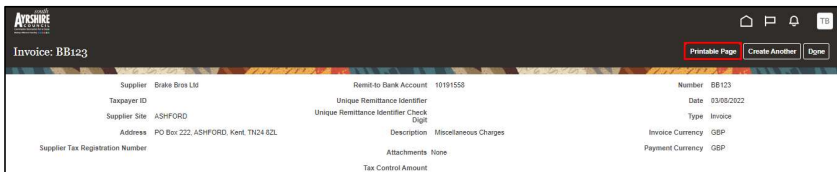


Create Invoice – Printing and Approval



Step 9

You can print the invoice by clicking on **Printable page**.



Step 10

The person who has requested the invoice will receive an approval notification for the invoice.

They may approve, reject this or request more information after reviewing the document.

