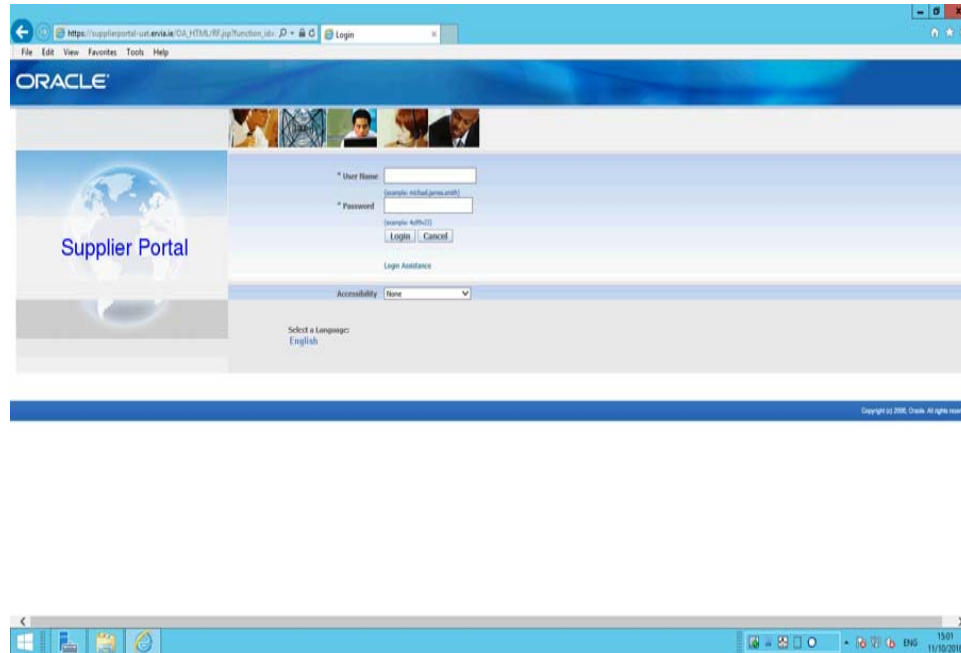


Oracle Login Process



This Video shows on how to Login to Oracle.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

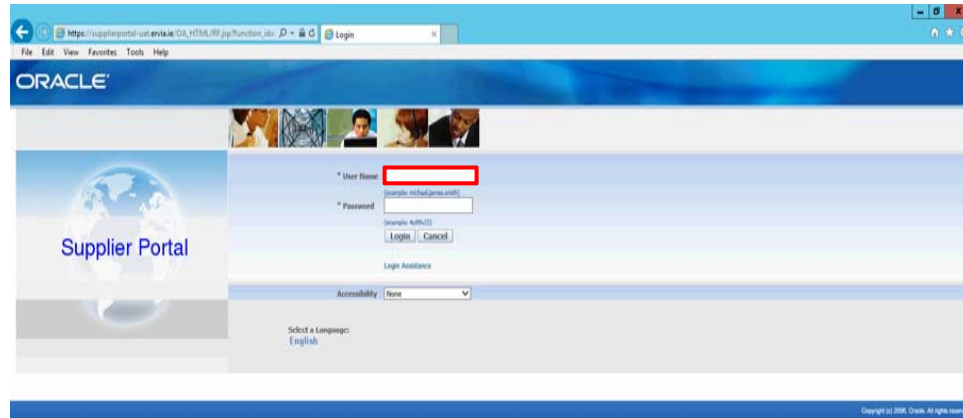
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

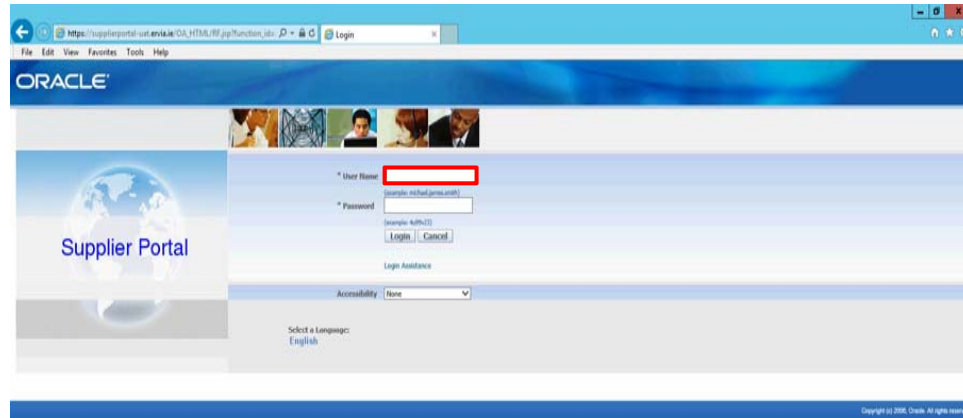
Click in the **User Name** field.



Step 2

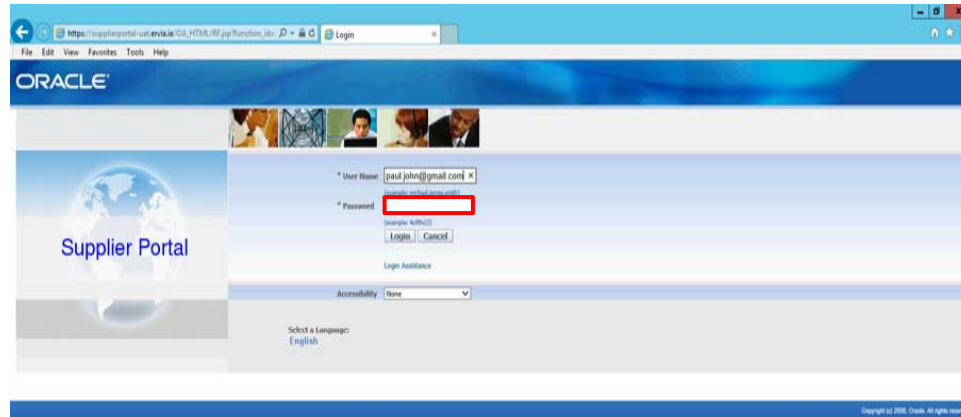
Enter Oracle User Name (Which you might have received via email) .

(e.g.,: **paul.john@gmail.com**).



Step 3

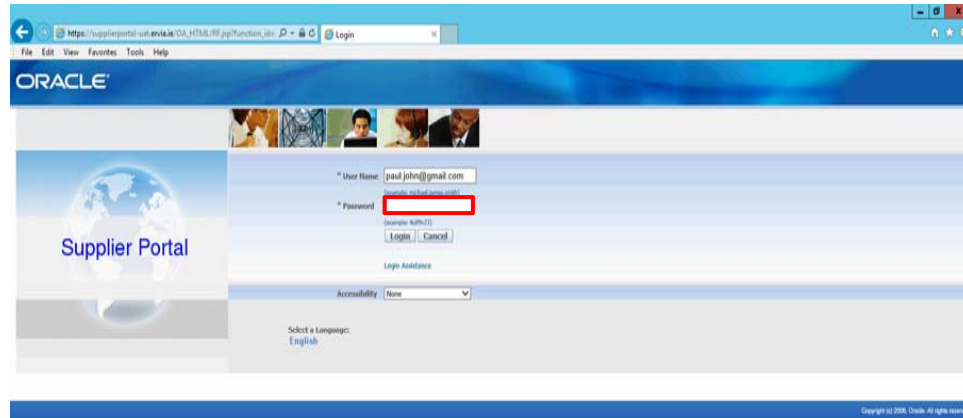
Click in the **Password** field.



Step 4

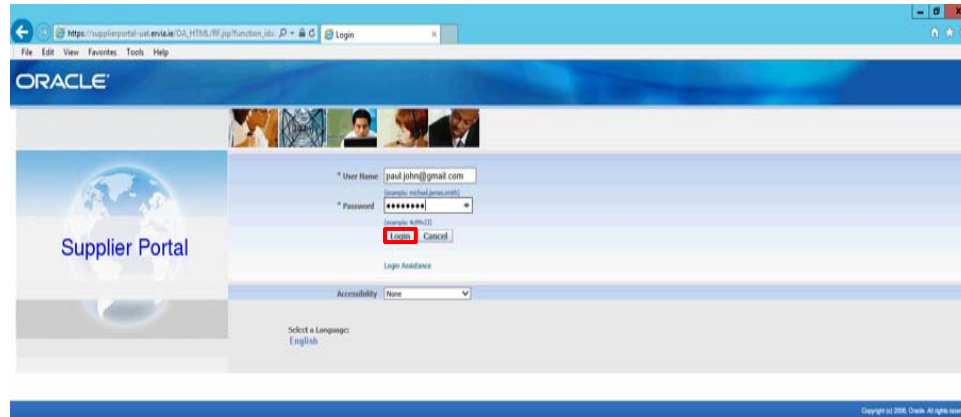
Enter Oracle temporary Password into
the Password field.

(e.g.,: **welcome2**)



Step 5

Click the **Login** button.

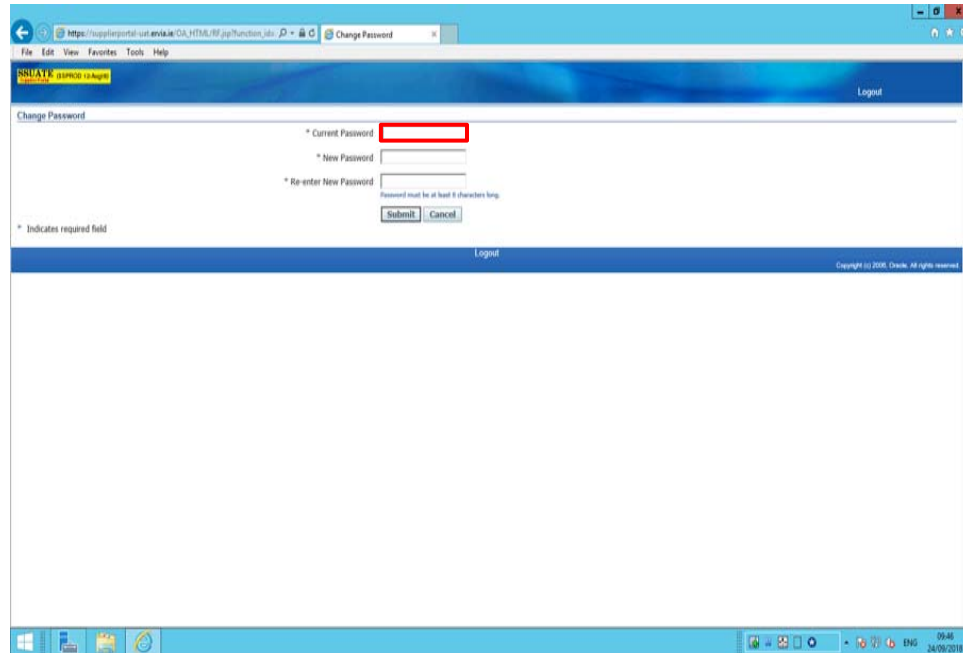


The screenshot shows a web browser window with the URL <https://supplereportal-out.oracle.com/HTML/RP.jsp?function=job>. The page title is "Change Password". The form contains three input fields: "Current Password", "New Password", and "Re-enter New Password". The "Current Password" field is highlighted with a red rectangle. Below the "Re-enter New Password" field, there is a note: "Password must be at least 8 characters long." At the bottom of the form, there are "Submit" and "Cancel" buttons. The page also includes a "Logout" link in the top right corner and a copyright notice "Copyright (c) 2006, Oracle. All rights reserved." at the bottom right.

Step 6

Here you can Change your temporary Password.

Click in the **Current Password** field.



The screenshot shows a web browser window with the URL <https://support.oracle.com/ohs1/html/R/jsp/Function.jsp>. The page title is "Change Password". It features a "Logout" link in the top right corner. The main content area contains three required fields: "Current Password", "New Password", and "Re-enter New Password". The "Current Password" field is highlighted with a red rectangle. Below the "Re-enter New Password" field, there is a note: "Password must be at least 8 characters long." At the bottom of the form, there are "Submit" and "Cancel" buttons. A footer note states: "* Indicates required field". The bottom of the browser window shows the Windows taskbar with the date 24/09/2018 and time 09:45.

Step 7

Enter the temporary Password into the **Current Password** field.

(e.g.,: **welcome2**)

Step 8

Click in the **New Password** field.

The screenshot shows a web browser window with the URL <https://supplereportal-us.oracle.com/HTML/RF.js?function=job>. The page title is "Change Password". The form contains three input fields: "Current Password" (filled with asterisks), "New Password" (highlighted with a red rectangle), and "Re-enter New Password". Below the "Re-enter New Password" field is a note: "Password must be at least 8 characters long." At the bottom of the form are "Submit" and "Cancel" buttons. A "Logout" link is in the top right corner. The footer includes "Copyright © 2006, Oracle. All rights reserved." and the system tray shows the date 24/09/2018.

The screenshot shows a web browser window with the URL <https://supplereportal-out.oracle.com/HTML/RFP/FunctionJob.do>. The page title is "Change Password". The form contains three input fields: "Current Password" (masked with asterisks), "New Password" (highlighted with a red border), and "Re-enter New Password". Below the "Re-enter New Password" field, a note states "Password must be at least 8 characters long." At the bottom of the form are "Submit" and "Cancel" buttons. A "Logout" link is located in the top right corner of the page. The footer of the page includes "Copyright © 2006, Oracle. All rights reserved." and a Windows taskbar at the bottom showing the date as 24/09/2018.

Step 9

Set You're New password here.

(e.g.,: **welcome3**)

The screenshot shows a web browser window with the URL <https://supplereportal-out.oracle.com/HTML/R/jsp/Function.jsp>. The page title is "Change Password". It features three password input fields: "Current Password", "New Password", and "Re-enter New Password". The "Re-enter New Password" field is highlighted with a red rectangle. Below the fields are "Submit" and "Cancel" buttons. A "Logout" link is in the top right corner. A footer note states "Copyright (c) 2006, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date as 24/09/2018 and the time as 09:45.

Step 10

Click in the **Re-enter New Password** field.

(e.g.,: **welcome3**)

The screenshot shows a web browser window with the URL <https://supplereportal-out.oracle.com/HTML/RFP/FunctionJob.do>. The page title is "Change Password". It features three password input fields: "Current Password", "New Password", and "Re-enter New Password". The "Re-enter New Password" field is highlighted with a red rectangle. Below the fields are "Submit" and "Cancel" buttons. A "Logout" link is in the top right corner. A footer note states "Copyright (c) 2006, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date as 24/09/2018 and the time as 09:46.

Step 11

Re Enter you're new password.

(e.g.,: **welcome3**)

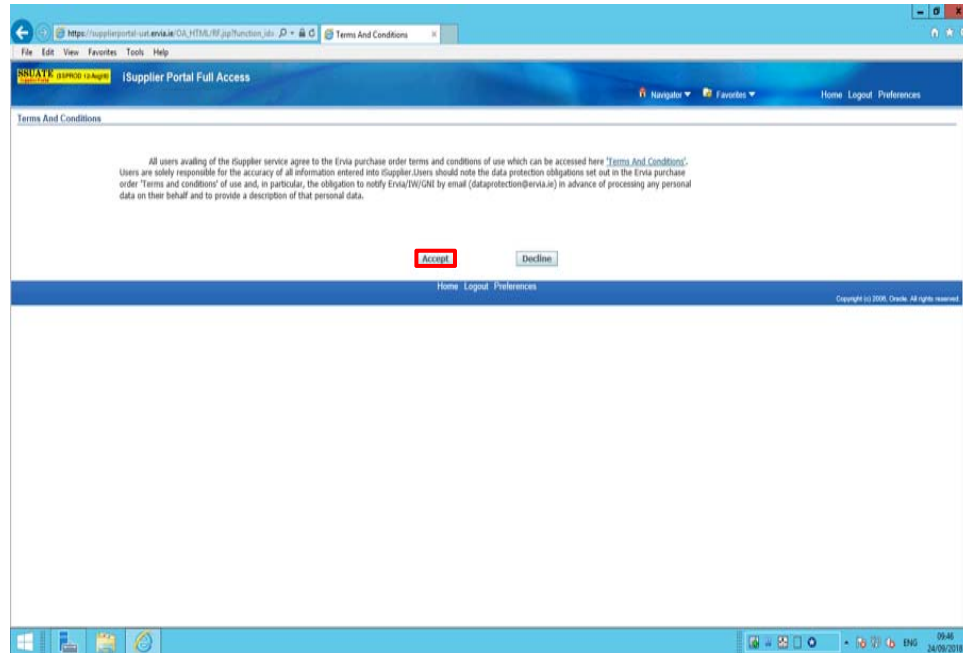
Step 12

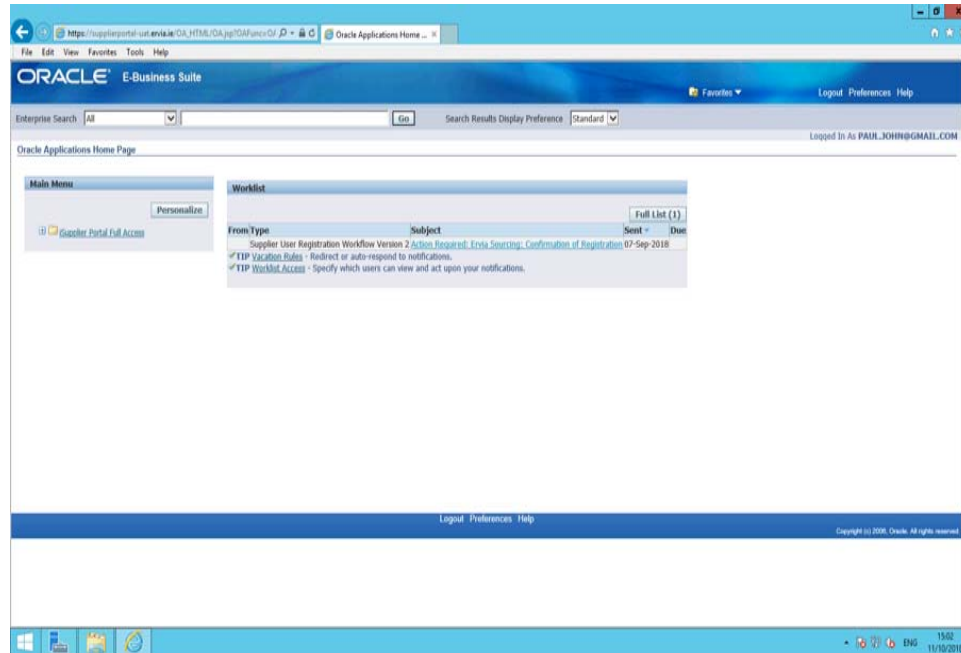
Click the **Submit** button.

The screenshot shows a web browser window with the URL https://supplierportal-uit.envia.or/oa_HTML/RF.jsp?function=job. The page title is "Change Password". It features three password input fields: "Current Password", "New Password", and "Re-enter New Password". All fields are filled with asterisks. A "Submit" button is highlighted with a red box, and a "Cancel" button is next to it. A note below the fields states "Password must be at least 8 characters long." The page includes a "Logout" link in the top right and a footer with "Copyright © 2006, Oracle. All rights reserved." and a system tray showing the date 24/09/2018 and time 09:45.

Step 13

Click on **Accept** button if you agree for all terms and Conditions.





Step 14

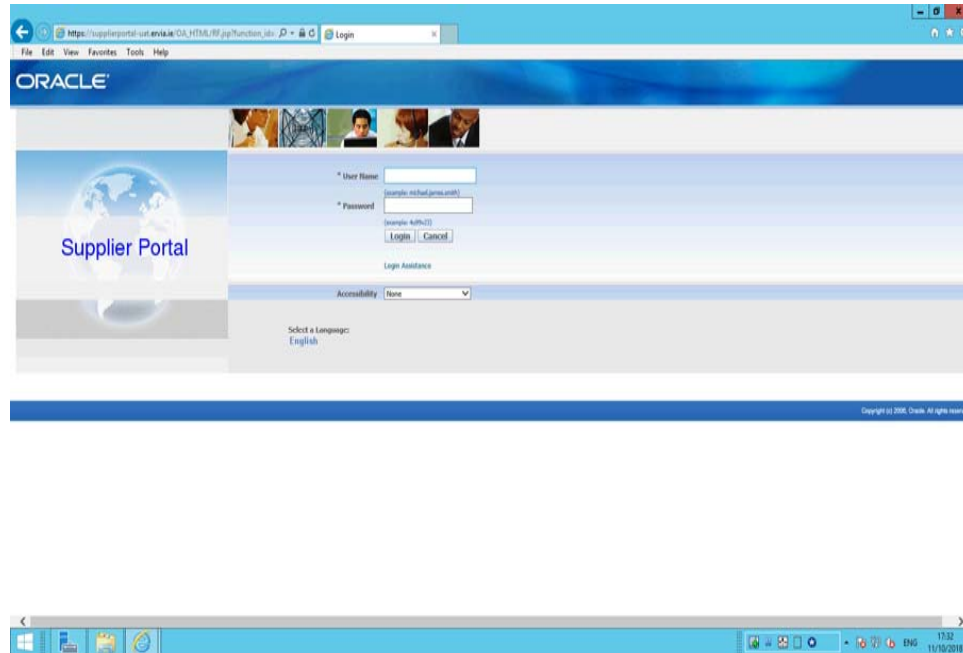
Now your password has been changed.

Please login with new password when you login in Next time.

End of Procedure.

View Purchase Order Information

View Purchase Order Information



This Video shows on how to view Purchase Orders.

There are different ways to view the Purchase orders, Will be showing all of them to you.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

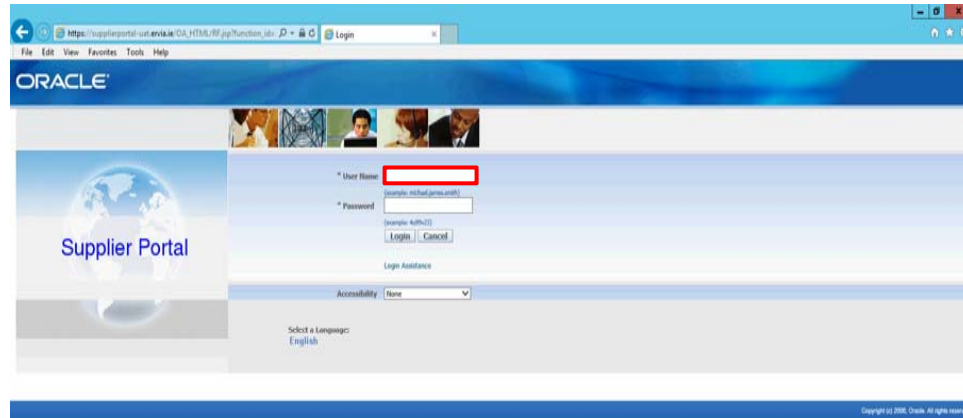
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

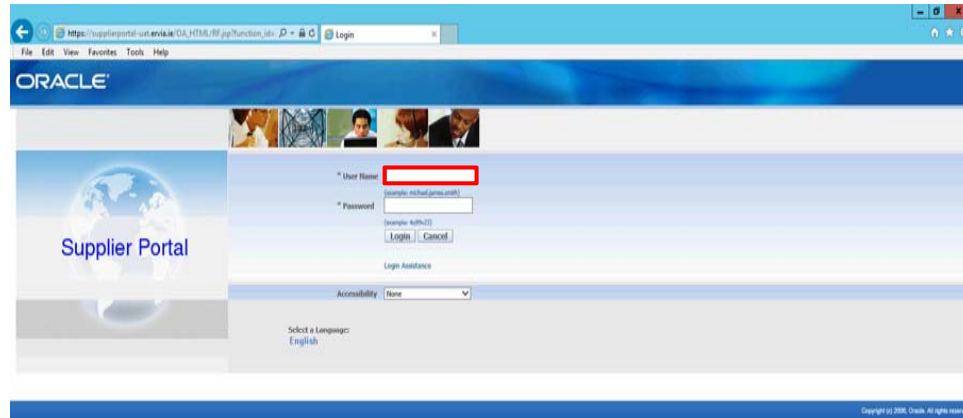
Click in the **User Name** field.



Step 2

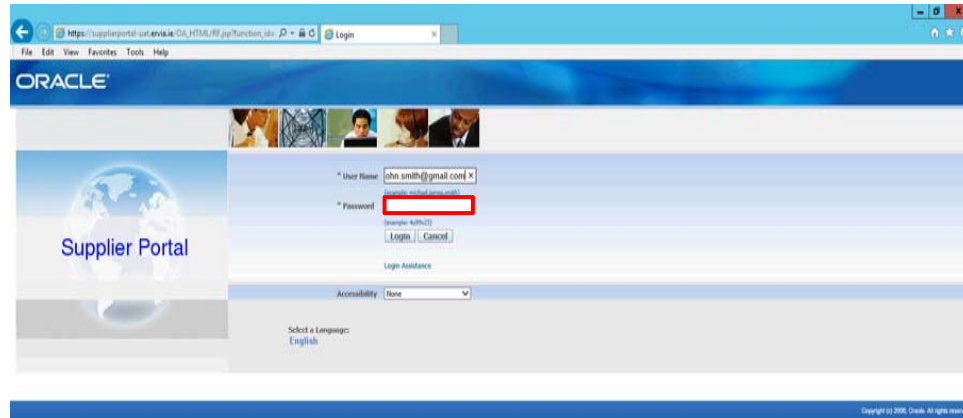
Enter Oracle Login credentials (Which you might have received via email) .

(example: **john.smith@gmail.com**).



Step 3

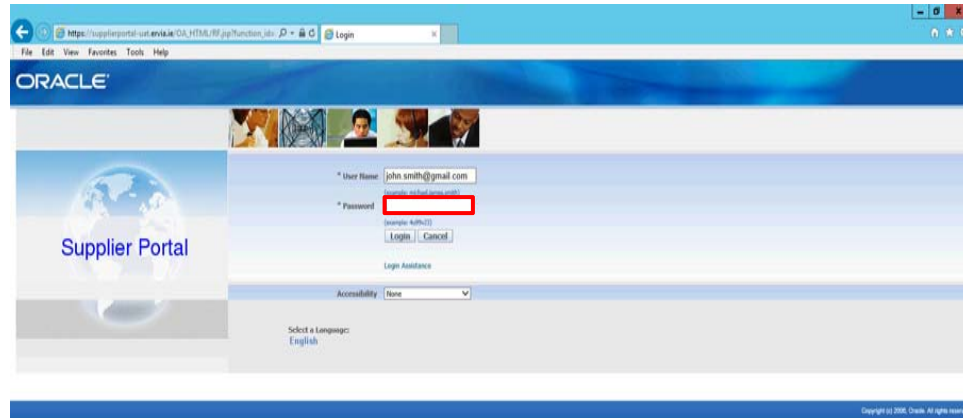
Click in the **Password** field.



Step 4

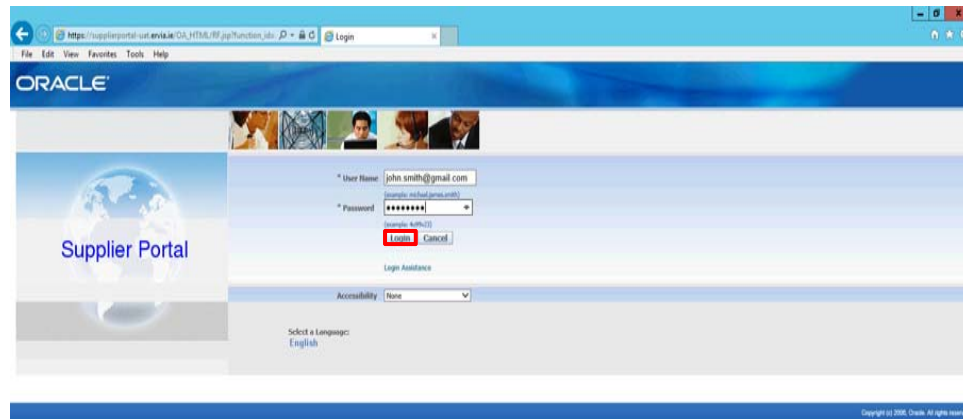
Enter Oracle Password into the
Password field.

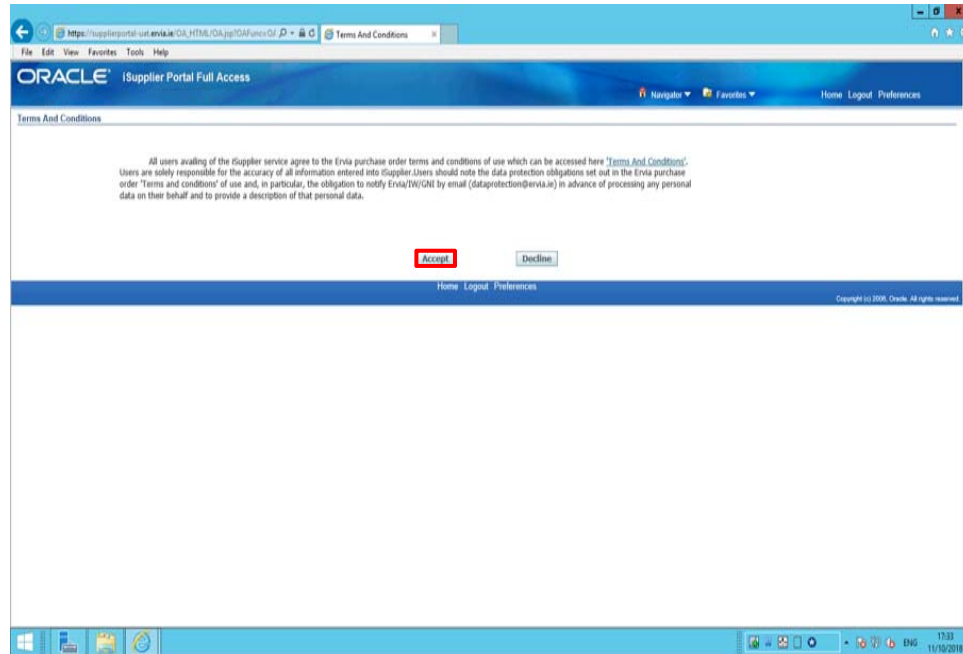
(example: **welcome3**)



Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

This is one of the way of viewing purchase orders.

When you login, you see the list of all PO's on home page.

Click on any PO (Example ., **6011564**) to view the PO in detail.

The screenshot shows the Oracle Supplier Portal home page. The browser address bar displays the URL: <https://supplierportal-ust.envia.oracle.com/html/OA.jsp?page=main>. The page has a blue header with the Oracle logo and 'USER PRODUCTIVITY KIT'. Below the header, there is a navigation bar with tabs: Home, Orders, Shipments, Finance, and Admin. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections. On the left, there is a 'Notifications' section with a 'Full List' link and a table showing a notification about 'Action Required: Envia Sourcing: Confirmation of Registration' dated '07-Sep-2018 09:51:43'. Below this is an 'Orders At A Glance' section with a 'Full List' link and a table showing a list of purchase orders. The table has columns for 'PO Number', 'Description', and 'Order Date'. The first row is highlighted in red and shows the PO number '6011564'. The other rows show PO numbers '6011565', '6011567', '6011568', and '6011569'. On the right side of the page, there is a sidebar with a 'Navigator' section containing links for 'Purchase Orders', 'Purchase History', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The footer of the page contains the text 'Copyright (c) 2008, Oracle. All rights reserved.' and the date '10/09/2018'.

PO Number	Description	Order Date
6011564		06-Sep-2018 12:04:52
6011565		06-Sep-2018 12:04:50
6011567		06-Sep-2018 12:04:48
6011568		06-Sep-2018 12:04:45
6011569		06-Sep-2018 12:03:59

View Purchase Order Information

Step 8

You can View all the PO Information here.

Please click on Click the '**Return to Home**'.

Will Show you another way to View Purchase Orders.

The screenshot displays the Oracle Supplier Portal interface for viewing a purchase order. The browser address bar shows the URL: https://supplierportal.uts.envisia.co.uk/HTML/0A.jsp?0AFunction=PC_D. The page title is "Supplier Portal View Order...".

The navigation bar includes links for Home, Orders, Shipments, Finance, Admin, and View Requests. The "Purchase Orders" section is active, showing "Standard Purchase Order: 6011564, 0 (Total GBP 68,538.32)" and "Currency=GBP".

The "Order Information" section is divided into three tabs: General, Terms and Conditions, and Summary. The "General" tab is selected, showing the following details:

Field	Value
Total	68,538.32
Supplier	DOUGLAS GA CLUB
Supplier Site	SUPP GBP DOUGLA
Address	London Bridge
Buyer	ETagard, Ann
Order Date	06-Sep-2018 12:04:52
Description	Open
Note to Supplier	
Operating Unit	GRI
Sourcing Document	
Supplier Order Number	
Attachments	None

The "Terms and Conditions" tab shows:

Field	Value
Payment Terms	Immediate
Carrier	
FOB	
Freight Terms	
Shipping Control	

The "Summary" tab shows:

Field	Value
Total	68,538.32
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

The "Ship-To Address" and "Bill-To Address" sections are also visible, both pointing to "Gas Networks Ireland, Cork, T12 RX96".

The "PO Details" section shows a table with one item:

Details Line	Type	Items/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			Construction Material	Each	500	137.07664	68,538.32	Open		

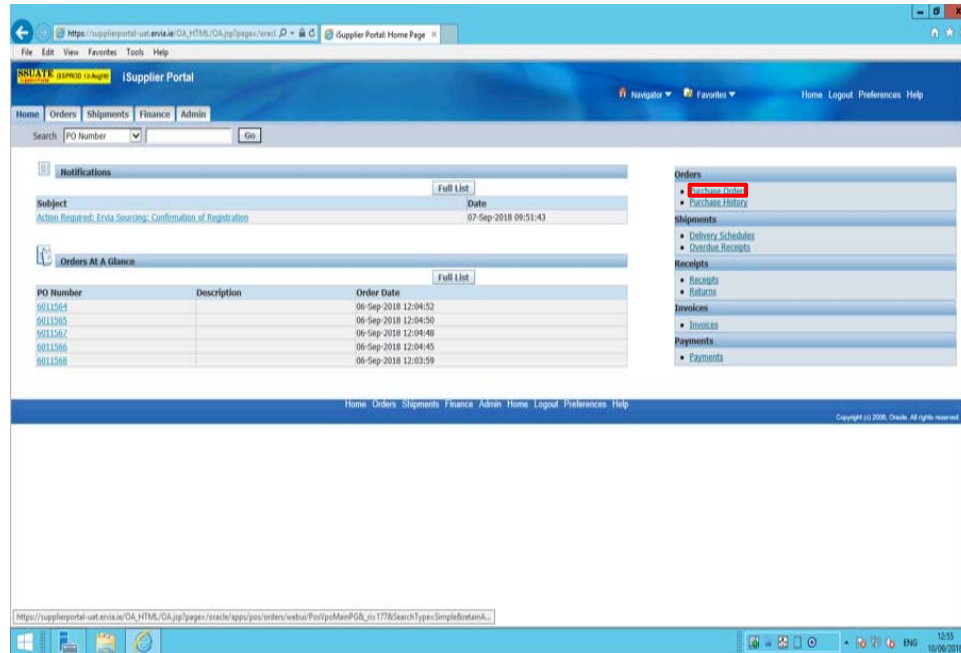
At the bottom of the page, there is a "Return to Home" button and a navigation bar with links for Home, Orders, Shipments, Finance, Admin, Home, Logout, Preferences, and Help. The footer shows the URL: https://supplierportal.uts.envisia.co.uk/HTML/0A.jsp?0AFunction=PC_D and the copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Step 9

Click on the 'Purchase Orders' as shown.

It will take you to list of PO's available for Process.

Click the **Purchase Orders** link.



Step 10

Click on any PO Number to view the PO in detail.
Click the **6011564** link.

Supplier Portal

Home Orders Shipments Finance Admin

Purchase Orders Purchase History View Requests

Views

View All Purchase Orders Go Advanced Search

Select Order: Request Cancellation Request Changes View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
6011564	0	GNI	Standard PO		06-Sep-2018 12:04:52	ftzgerald_ano	GBP	66,538.32	Open		
6011565	0	GNI	Standard PO		06-Sep-2018 12:04:50	ftzgerald_ano	GBP	16,866.43	Open		
6011567	0	GNI	Standard PO		06-Sep-2018 12:04:48	ftzgerald_ano	GBP	2,077,793.28	Open		
6011566	0	GNI	Standard PO		06-Sep-2018 12:04:45	ftzgerald_ano	GBP	207,779.33	Open		
6011568	0	GNI	Standard PO		06-Sep-2018 12:03:59	ftzgerald_ano	GBP	20,114,193.28	Open		

Multiple PO Change Export

Home Orders Shipments Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

https://supplierportal-sat-envia.se/OA_HTML/OA.jsp?OAfunc=POS_VIEW_ORDER&PofHeaderId=7815181612AC046W78Cq2a%7D&PofHeaderId=...

12:35 10/06/2018

View Purchase Order Information

Step 11

You can view Purchase Order in Detail here.

Click the **Home** link to view the another way to find a Purchase Order

The screenshot displays the Oracle Supplier Portal interface for viewing a purchase order. The browser address bar shows the URL: https://supplierportal.uts.envisia.co.uk/HTML/0A.jsp?0AFunction=PC_D. The page title is "Supplier Portal View Order...".

The navigation bar includes links for Home, Orders, Shipments, Finance, Admin, and View Requests. The "Purchase Orders" section is active, showing a breadcrumb trail: Home > Purchase Orders > Standard Purchase Order: 6011564, 0 (Total GBP 68,538.32). The currency is set to GBP.

The "Order Information" section is divided into three tabs: General, Terms and Conditions, and Summary. The "General" tab is selected, displaying the following details:

General		Terms and Conditions		Summary	
Total	68,538.32	Payment Terms	Immediate	Total	68,538.32
Supplier	DOUGLAS GA CLUB	Payment Method	Card	Received	0.00
Supplier Site	SUPP GBP DOUGLA	Freight Terms	FOB	Invoiced	0.00
Address	London Bridge	Shipping Control		Payment Status	Not Paid
Buyer	ftg@gacl.co.uk	Ship-To Address			
Order Date	06-Sep-2018	Address	Gas Networks Ireland Cork, T12 KX96,		
Description	Open	Bill-To Address			
Status	Open	Address	Accounts Payable Gas Networks Ireland Gasworks Road Cork, T12 KX96,		
Note to Supplier					
Operating Unit	GRI				
Sourcing Document					
Supplier Order Number					
Attachments	None				

The "PO Details" section is expanded, showing a table with one line item:

Details Line	Type	Items/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			Construction Material	Each	500	137.07664	68,538.32	Open		

At the bottom of the page, there is a "Return to Purchase Orders" link and a navigation bar with links for Home, Orders, Shipments, Finance, Admin, Home, Logout, Preferences, and Help. The footer shows the copyright notice: Copyright (c) 2008, Oracle. All rights reserved.

Step 12

Enter the Purchase Order number into the **Search** field. **"6011564"**.

The screenshot displays the Oracle Supplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, Finance, and Admin. Below this, a search bar is visible with a dropdown menu set to 'PO Number' and a red box highlighting the search input field. The main content area is divided into several sections: 'Notifications' with a 'Full List' link, 'Orders At A Glance' with a 'Full List' link, and a table of recent orders. The table has columns for PO Number, Description, and Order Date. The right sidebar contains links for Orders, Shipments, Receipts, Invoices, and Payments. The bottom of the page shows a footer with copyright information and a Windows taskbar at the very bottom.

PO Number	Description	Order Date
6011564		06-Sep-2018 12:04:52
6011565		06-Sep-2018 12:04:50
6011567		06-Sep-2018 12:04:48
6011568		06-Sep-2018 12:04:45
6011569		06-Sep-2018 12:03:59

Step 13

Click the **Go** button.

The screenshot shows the Oracle Supplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Orders' tab is selected. A search bar at the top contains 'PO Number' and the value '9011564', with a red 'Go' button next to it. Below the search bar, there are sections for 'Notifications' and 'Orders At A Glance'. The 'Orders At A Glance' section displays a table with columns 'PO Number', 'Description', and 'Order Date'. The table lists five orders with PO Numbers 9011564 through 9011568, all with an order date of 06-Sep-2018 12:04:32. On the right side, there are links for 'Purchase Orders', 'Purchase History', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The bottom of the page shows the Oracle logo and copyright information.

PO Number	Description	Order Date
9011564		06-Sep-2018 12:04:32
9011565		06-Sep-2018 12:04:30
9011567		06-Sep-2018 12:04:48
9011566		06-Sep-2018 12:04:45
9011568		06-Sep-2018 12:03:59

[View Purchase Order Information](#)

Step 14

Click the **6011564** link.

The screenshot displays the Supplier Portal interface, specifically the Purchase Orders section. The page has a blue header with the 'Supplier Portal' logo and navigation links. Below the header, there's a sub-header with 'Purchase Orders' and 'View Requests'. The main content area includes a search section with filters for PO Number, Document Type, Order Date, and Buyer. Below the search section, there's a table of Purchase Orders. The table has columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments. A single row is visible in the table, showing a PO for GNI with a status of Open. The interface also features buttons for 'Multiple PO Change' and 'Export'.

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
123456	0	GNI	Standard PO		06-Sep-2018 12:04:52	Vijayalakshmi	GBP	68,538.32	Open		

View Purchase Order Information

Step 15

Here you can view the PO information.

Click on '**Home**' Link to go back to the Home Page.

The screenshot displays the Oracle Supplier Portal interface for viewing a purchase order. The browser address bar shows the URL: https://supplierportal.out.envisia.co/HTML/OA.jsp?OAFunc=PC_D. The page title is "Supplier Portal View Order...".

The navigation bar includes links for Home, Orders, Shipments, Finance, Admin, and View Requests. The "Purchase Orders" section is active, showing "Home > Purchase Orders > Standard Purchase Order: 6011564, 0 (Total GBP 68,538.32)". The currency is set to GBP.

The "Order Information" section is divided into three tabs: General, Terms and Conditions, and Summary. The "General" tab is selected, displaying the following details:

- General:** Total 68,538.32, Supplier DOUGLAS GA CLUB, Supplier Site SUPP GBP DOUGLA, Address London Bridge, Buyer Elogarid, Ann, Order Date 06-Sep-2018 12:04:52, Description Open, Status Open, Note to Supplier GRI, Operating Unit GRI, Sourcing Document, Supplier Order Number, Attachments None.
- Terms and Conditions:** Payment Terms Immediate, Carrier FOB, Freight Terms, Shipping Control.
- Ship-To Address:** Gas Networks Ireland, Cork, T12 KX96.
- Bill-To Address:** Accounts Payable, Gas Networks Ireland, Gasworks Road, Cork, T12 KX96.

The "Summary" tab shows: Total 68,538.32, Received 0.00, Invoiced 0.00, and Payment Status Not Paid.

The "PO Details" section is expanded, showing a table with one item:

Details Line	Type	Items/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			Construction Material	Each	500	137.07664	68,538.32	Open		

At the bottom of the page, there is a "Return to Purchase Orders" link and a footer with the Oracle logo and copyright information: "Copyright (c) 2008, Oracle. All rights reserved."

Step 16

End of Procedure.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. A search bar is present with a dropdown menu set to 'PO Number'. The main content area is divided into several sections:

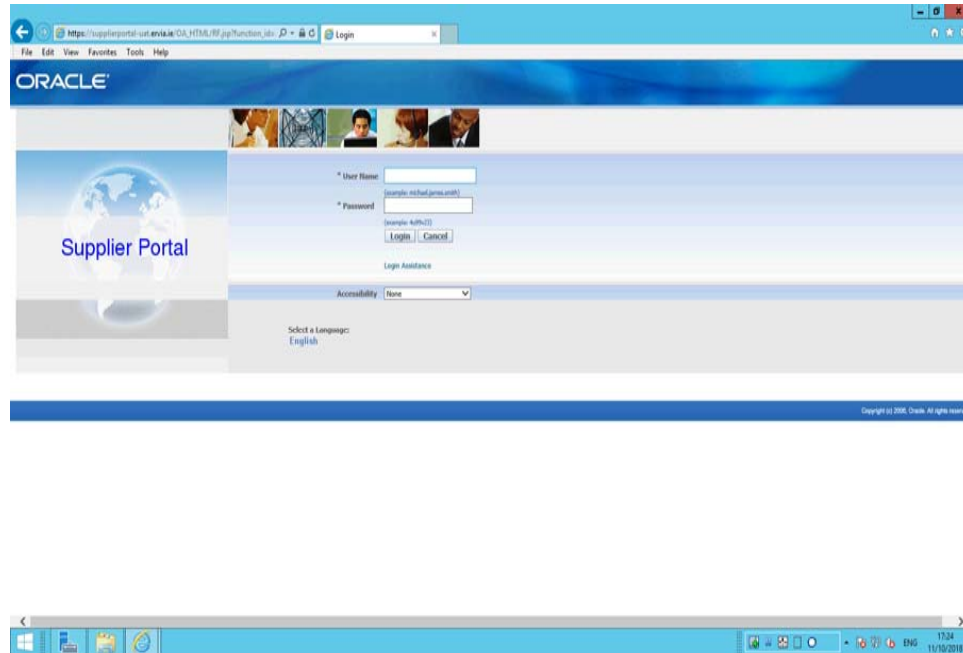
- Notifications:** A table with columns 'Subject' and 'Date'. One notification is listed: 'Action Required: Envia Solicitud: Confirmation of Registration' dated '07-Sep-2018 09:51:43'.
- Orders At A Glance:** A table with columns 'PO Number', 'Description', and 'Order Date'. It lists five purchase orders with their respective dates.
- Right-hand Menu:** A vertical list of links for Orders (Purchase Orders, Purchase History), Receipts, Invoices, and Payments.

The bottom of the screen shows a Windows taskbar with the date and time '17:33 11/10/2018'.

PO Number	Description	Order Date
6011364		06-Sep-2018 12:04:32
6011365		06-Sep-2018 12:04:30
6011367		06-Sep-2018 12:04:48
6011368		06-Sep-2018 12:04:45
6011368		06-Sep-2018 12:03:59

View Receipts of Purchase Order

View Receipts of Purchase Order



This Video shows on how to view Receipts of Purchase Orders.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

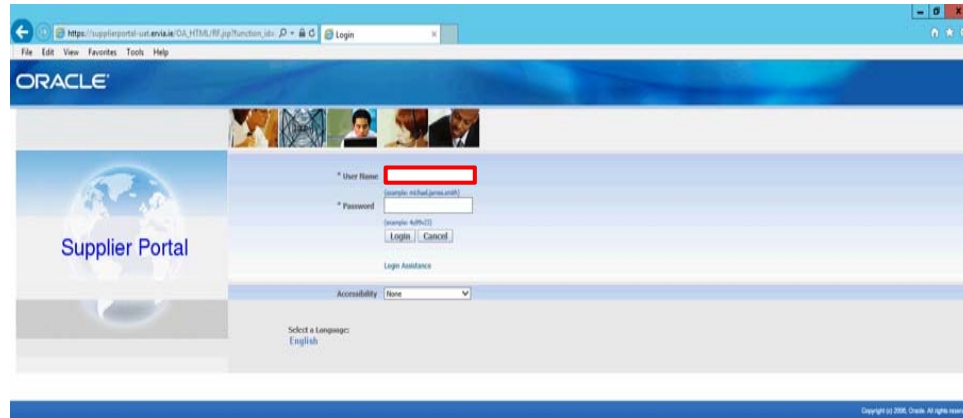
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

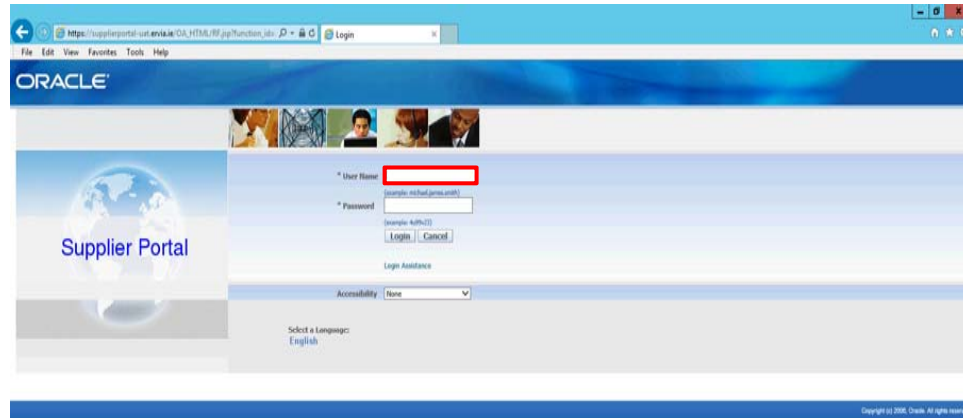
Click in the **User Name** field.



Step 2

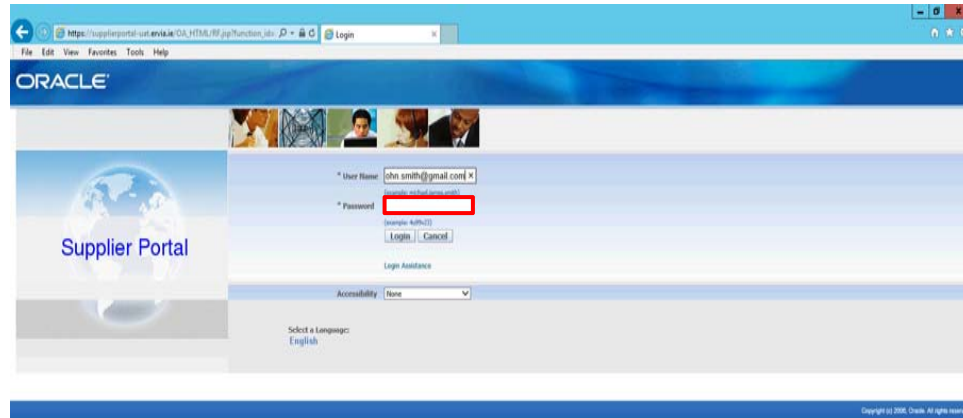
Enter Oracle Login credentials to Login(Which you might have received via email).

(example: **john.smith@gmail.com**).



Step 3

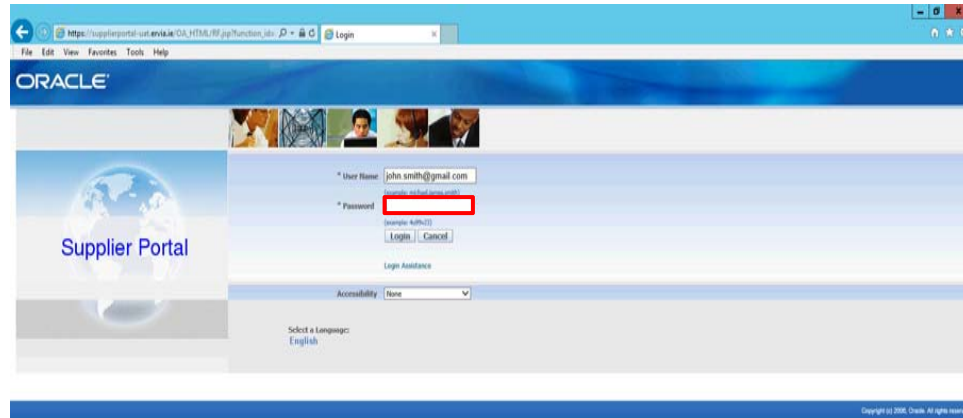
Click in the **Password** field.



Step 4

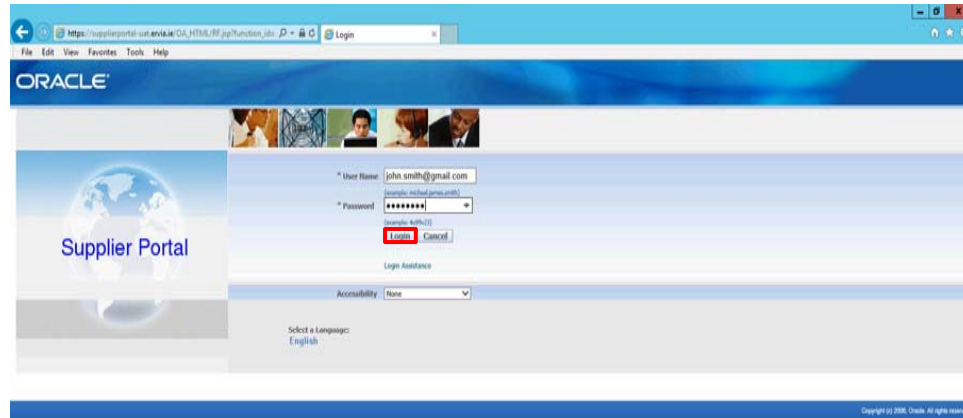
Enter Oracle **Password** into the
Password field.

(example: **welcome3**)



Step 5

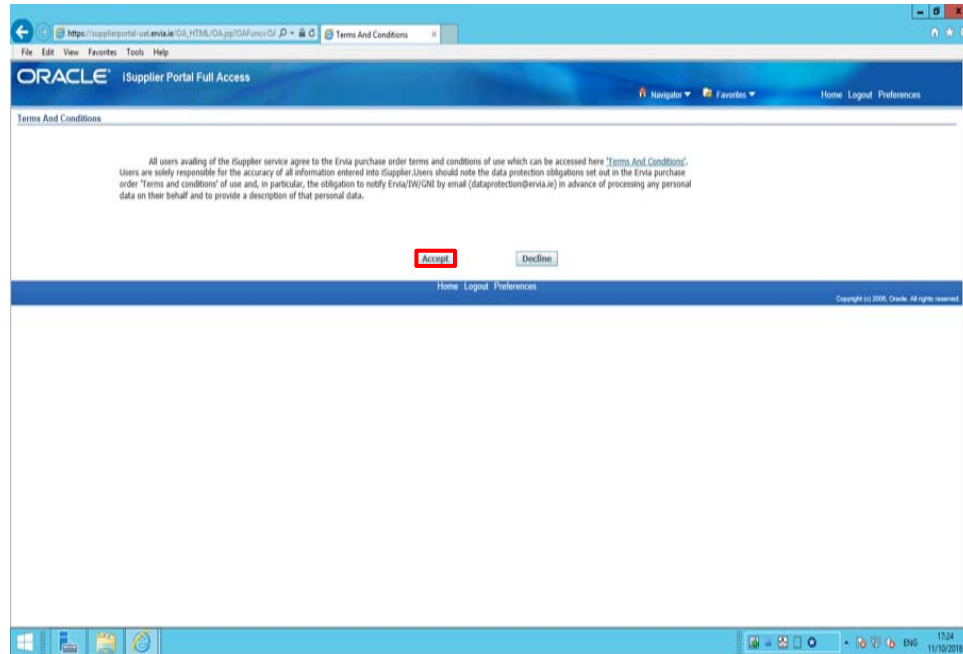
Click the **Login** button.



View Receipts of Purchase Order

Step 6

Click on **Accept** button if you agree For all terms and Conditions.



Step 7

Click the **Receipts** link to View the receipts.

The screenshot displays the Oracle Supplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. A search bar is located below the navigation bar. The main content area is divided into several sections: Notifications, Orders At A Glance, and a right-hand navigation menu. The right-hand navigation menu contains links for Purchase Orders, Purchase History, Shipments, Delivery Schedules, Order Receipts, Receipts (highlighted with a red box), Invoices, Payments, and Payments. The bottom of the page shows the Oracle logo and copyright information.

PO Number	Description	Order Date
6011364		06-Sep-2018 12:04:32
6011365		06-Sep-2018 12:04:30
6011367		06-Sep-2018 12:04:48
6011368		06-Sep-2018 12:04:45
6011368		06-Sep-2018 12:03:59

Step 8

Enter the PO Number into the **PO Number** field. Enter "**6011564**".

The screenshot shows the Oracle Supplier Portal interface. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/DA.jsp?DAFunc=PC_D. The page title is "Supplier Portal Receipts Summary". The navigation bar includes links for Home, Orders, Shipments, Finance, Admin, Delivery Schedules, Receipts, Returns, and Overdue Receipts. The "View Receipts" section contains a "Simple Search" form with the following fields: Receipt Number, PO Number (highlighted with a red rectangle), Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, and Item Description. Below the search fields is a table with columns: Receipt, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments. The table currently shows "No search conducted." The footer of the page includes the Oracle logo and copyright information: "Copyright © 2008, Oracle. All rights reserved."

Step 9

Click the **Go** button.

Supplier Portal

Home Orders Shipments Finance Admin

Delivery Schedules Receipts Returns Overdue Receipts

View Receipts

Simple Search

Receipt Number
PO Number 6011564
Release Number
Shipment Number
Shipped Date

Organization
Item Number
Supplier Item
Item Description

Go Clear

Advanced Search

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
No search conducted.												

Home Orders Shipments Finance Admin Home Logout Preferences Help

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https://supplierportal-sat.envia.or/Oracle_HTML/OA.jsp?pages=/oracle/apps/pos/roa/webui/PosReceiptsOryPG6_nx17780A3F=POS_RECEIPTS&OAS...

15:11
12/06/2018

Step 10

Click the **1628344** link.

Supplier Portal

Home Orders Shipments Finance Admin

Delivery Schedules Receipts Returns Overdue Receipts

View Receipts

Simple Search

Receipt Number
PO Number 6011564
Release Number
Shipment Number
Shipped Date

Organization
Item Number
Supplier Item
Item Description

Advanced Search

Go Clear

Receipt Number	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
1628344	12-Sep-2018 15:00:01	GNL								6011564		

Home Orders Shipments Finance Admin Home Logout Preferences Help

Copyright © 2008, Oracle. All rights reserved.

Step 11

Here you can see Quantity Ordered and received
Click the Po Number **6011564** link to View PO in detail.

The screenshot displays the Oracle Supplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. The main content area shows receipt details for Receipt 1628344, including creation date (12-Sep-2018 15:00:01), organization (GNI), supplier (DOUGLAS GA CLUB), and supplier site (SUPP GRP DOUGLA). A table titled 'Receipt Transactions' lists receipt data with columns: Receipt Date, Promised Date/Need-By Date, Performance, PO Number, Line, Shipment, Item/Job Description, UOM, Ordered, Returned, Not Received, Accepted Defects, Location, Attachments, LPH/Lot/Serial, and Invoice. A row is highlighted with a red box around the 'Ordered' column, showing a value of 500. The bottom of the screen shows the Oracle logo and copyright information.

Receipt Date	Promised Date/Need-By Date	Performance	PO Number	Line	Shipment	Item/Job Description	UOM	Ordered	Returned	Not Received	Accepted Defects	Location	Attachments	LPH/Lot/Serial	Invoice
01-Aug-2018 14:59:00	08-Sep-2018 00:00:00	On-Time	6011564	1	1	Construction Material	Each	500		250	0.0	Networks			

Step 12

Click the **Select to show information** button.

The screenshot shows the Oracle Supplier Portal interface for viewing a purchase order. The browser address bar displays the URL: <https://supplierportal.out.oracle.com/HTML/DA.jsp?DA/func=PC>. The page title is "Supplier Portal View Order...".

The navigation bar includes links for Home, Orders, Shipments, Finance, Admin, and a Home Logout Preferences Help link. Below the navigation bar, there are tabs for Delivery Schedules, Receipts, Returns, and Overdue Receipts. The "Receipts" tab is selected.

The main content area is titled "Order Information" and contains several sections:

- General:** Total 68,538.32, Supplier DOUGLAS GA CLUB, Supplier Site SUPP GBP DOUGLA, Address London Bridge, Buyer Elogaralid_Ann, Order Date 06-Sep-2018 12:04:52, Description Open, Status Open, Note to Supplier GRI, Operating Unit GRI, Sourcing Document, Supplier Order Number, Attachments None.
- Terms and Conditions:** Payment Terms Immediate, Carrier FOB, Freight Terms, Shipping Control.
- Ship-To Address:** Address Gas Networks Ireland, Cork, T12 RX96.
- Bill-To Address:** Address Accounts Payable, Gas Networks Ireland, Gasworks Road, Cork, T12 RX96.
- Summary:** Total 68,538.32, Received 23,259.16, Invoiced 0.00, Payment Status Not Paid.

Below the "Order Information" section is the "PO Details" section, which includes a table of purchase order details. The table has columns for Details Line, Type, Items/Job, Supplier Item, Description, UOM, Qty, Price, Amount Status, Attachments, and Reason. The first row shows a line item for "Construction Material" with a quantity of 500 and a price of 137.07664.

At the bottom of the page, there is a footer with the text "Copyright (c) 2008, Oracle. All rights reserved." and a date/time stamp "15/12/12/06/2018".

Step 13

Here you can see Quantity Ordered vs Received,
You can view the Amount Ordered vs Amount Received

Click the **Amount Received** link.

The screenshot displays the Oracle Supplier Portal 'View Order' page. The page is divided into several sections: 'Order Information' (General, Terms and Conditions, Summary), 'PO Details' (Table), and 'Shipments' (Table). The 'Summary' section shows a total of 68,538.32, with 34,259.16 received and 0.00 invoiced. The 'PO Details' table lists the order as 'Construction Material' with a quantity of 500. The 'Shipments' table shows the order status as 'Open' and provides a link to 'View Receipts'. A red box highlights the 'Amount Received' link in the 'Received' column of the 'Shipments' table.

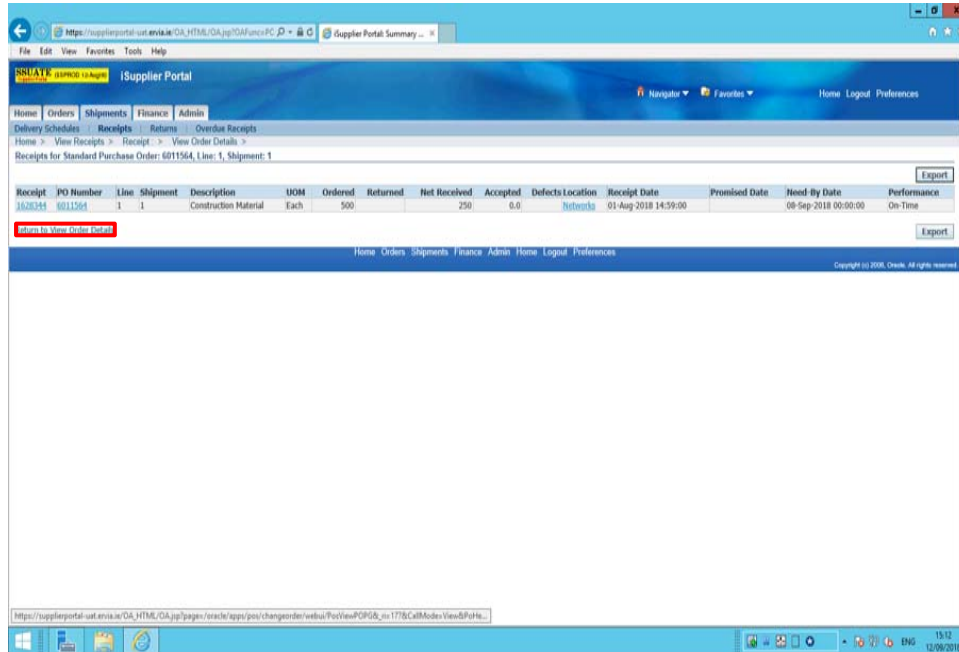
Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			Construction Material	Each	500	137.07664	68,538.32	Open		

Shipment	Ship-To Location	Ordered	Received	Invoiced	Ordered	Received	Invoiced	Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
1	Networks	500	250		68,538.32	34,259.16	0.00	09-Sep-2018 00:00:00		Open	Open				

Step 14

Here you can see the receipt detail.

Click the **Return to View Order Details** link to go the previous page.



Supplier Portal Summary

Supplier Portal

Home Orders Shipments Finance Admin

Delivery Schedules Receipts Returns Overdue Receipts

Home > View Receipts > Receipt > View Order Details >

Receipts for Standard Purchase Order: 6011564, Line: 1, Shipment: 1

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects Location	Receipt Date	Promised Date	Need By Date	Performance
3628254	6011564	1	1	Construction Material	Each	500		250	0.0	Network	01-Aug-2018 14:59:00		08-Sep-2018 00:00:00	On-Time

[Return to View Order Details](#)

Home Orders Shipments Finance Admin Home Logout Preferences

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https://supplierportal-sat.envisae/Oracle/HTML/Oracle/jsp/Oracle/funcs/PC/ChangeOrderWeb/PocViewPOFG6_jsp/1778/CallMode/ViewBPath...

Step 15

Click the **Home** link.

The screenshot displays the Oracle Supplier Portal interface. At the top, there's a navigation bar with links like Home, Orders, Shipments, Finance, and Admin. Below this, a breadcrumb trail shows 'Home > View Receipts > Receipt: >'. The main content area is titled 'Standard Purchase Order: 6011564, 0 (Total GBP 68,538.32)' and 'Currency: GBP'. It features a 'Summary' section with a table showing 'Total: 68,538.32', 'Received: 34,268.18', 'Invoiced: 0.00', and 'Payment Status: Not Paid'. Below the summary, there are sections for 'General', 'Terms and Conditions', 'Ship To Address', and 'Bill To Address'. The 'PO Details' section at the bottom contains a table with columns: Details Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount Status, Attachments, and Reason. The table shows one line item for 'Construction Material' with a quantity of 500 and a price of 137.0764. The bottom of the screen shows the Windows taskbar with the date 12/09/2018.

Oracle Supplier Portal

Home > View Receipts > Receipt: >

Standard Purchase Order: 6011564, 0 (Total GBP 68,538.32)

Currency: GBP

Actions: Request Changes Go Export

Order Information

General

Total: 68,538.32
Supplier: DOUGLAS GA CLUB
Supplier Site: SUPP GBP DOUGLA
Address: London Bridge
London,
Buyer: Escapada, Am
Order Date: 06-Sep-2018
12:04:52
Description:
Status: Open
Note to Supplier:
Operating Unit: GRI
Sourcing Document:
Supplier Order Number:
Attachments: None

Terms and Conditions

Payment Terms: Immediate
Carrier: FOB
Freight Terms:
Shipping Control:

Ship To Address

Address: Gas Networks Ireland
Cork, T12 RX96,

Bill To Address

Address: Accounts Payable
Gas Networks Ireland
Gasworks Road
Cork, T12 RX96,

Summary

Total	68,538.32
Received	34,268.18
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
1	Goods			Construction Material	Each	500	137.0764	68,538.32 Open		

Return to Receipt: 1

Actions: Request Changes Go Export

Home Logout Preferences Help

12/09/2018

Step 16

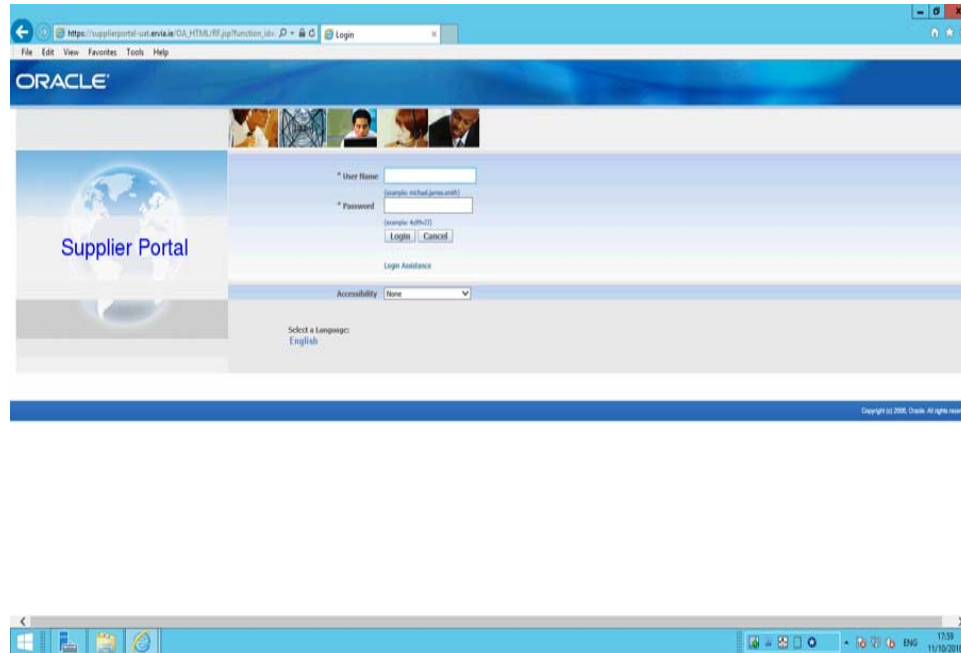
End of Procedure.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Receipts', 'Finance', and 'Admin'. The 'Receipts' tab is selected. Below the navigation bar, there is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into two sections: 'Notifications' and 'Orders At A Glance'. The 'Notifications' section shows a table with columns 'Subject' and 'Date', containing one entry: 'Action Required: Envia Sourcing: Confirmation of Registration' dated '07-Sep-2018 09:51:43'. The 'Orders At A Glance' section shows a table with columns 'PO Number', 'Description', and 'Order Date', containing five entries. A sidebar on the right lists 'Orders' (Purchase Orders, Purchase History), 'Receipts', 'Invoices', and 'Payments' (Payments). The bottom of the page features a footer with 'Home Orders Receipts Finance Admin Home Logout Preferences Help' and 'Copyright (c) 2008, Oracle. All rights reserved.'.

Subject	Date
Action Required: Envia Sourcing: Confirmation of Registration	07-Sep-2018 09:51:43

PO Number	Description	Order Date
6011364		06-Sep-2018 12:04:32
6011365		06-Sep-2018 12:04:30
6011367		06-Sep-2018 12:04:48
6011368		06-Sep-2018 12:04:45
6011368		06-Sep-2018 12:03:59

PO Cancellation



This Video shows on how to cancel the Purchase Order.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

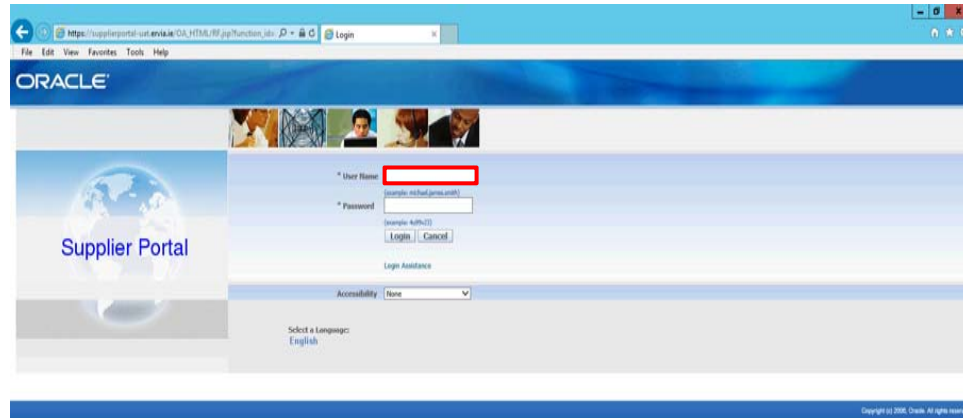
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

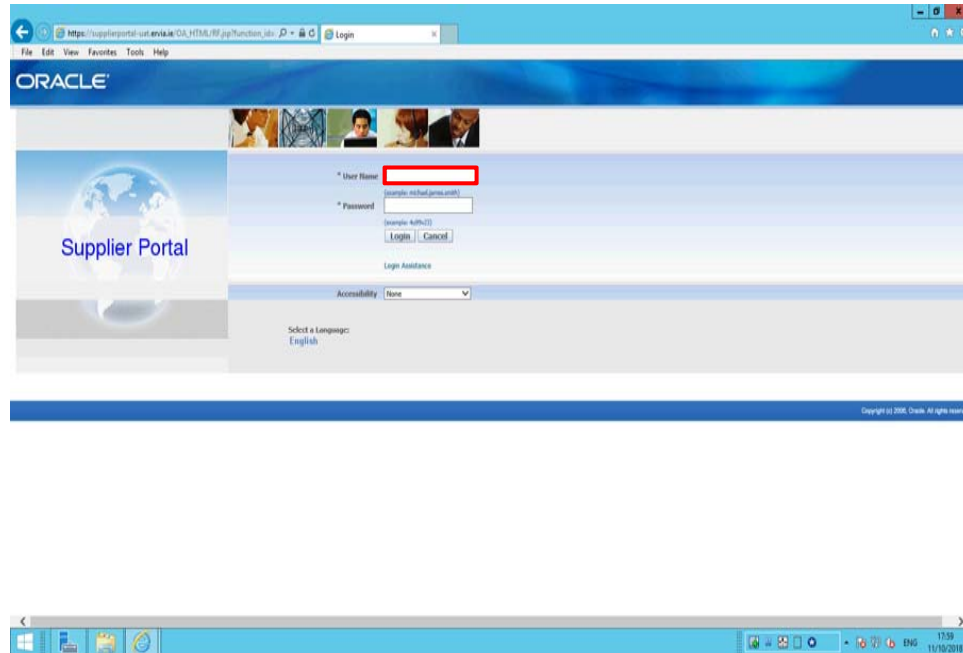
Click in the **User Name** field.



Step 2

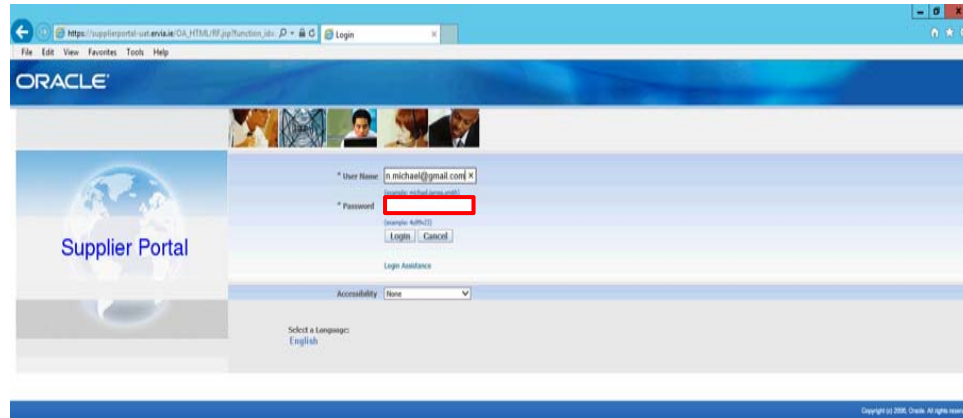
Enter Oracle Login credentials (Which you might have received via email) .

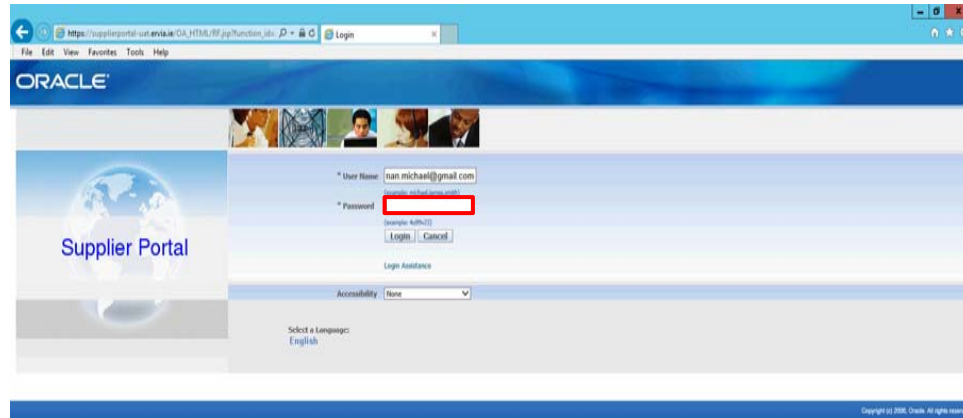
(example: **ronan.michael@gmail.com**).



Step 3

Click in the **Password** field.





Step 4

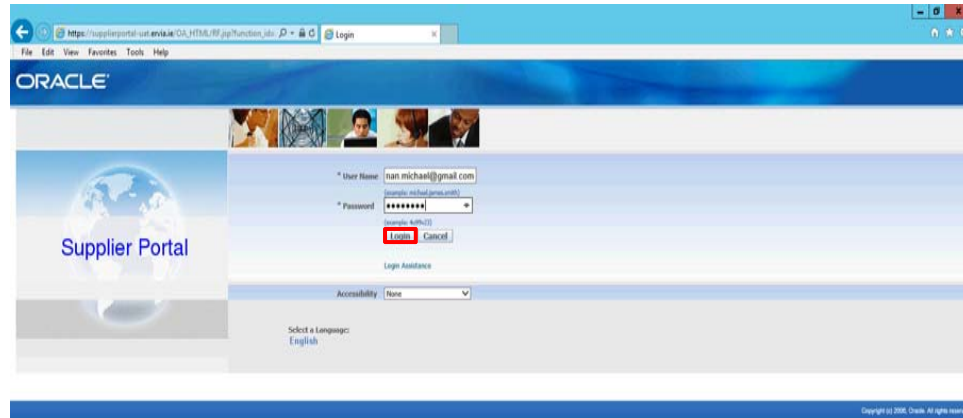
Enter Oracle Password into the Password field.

(example: **welcome2**)



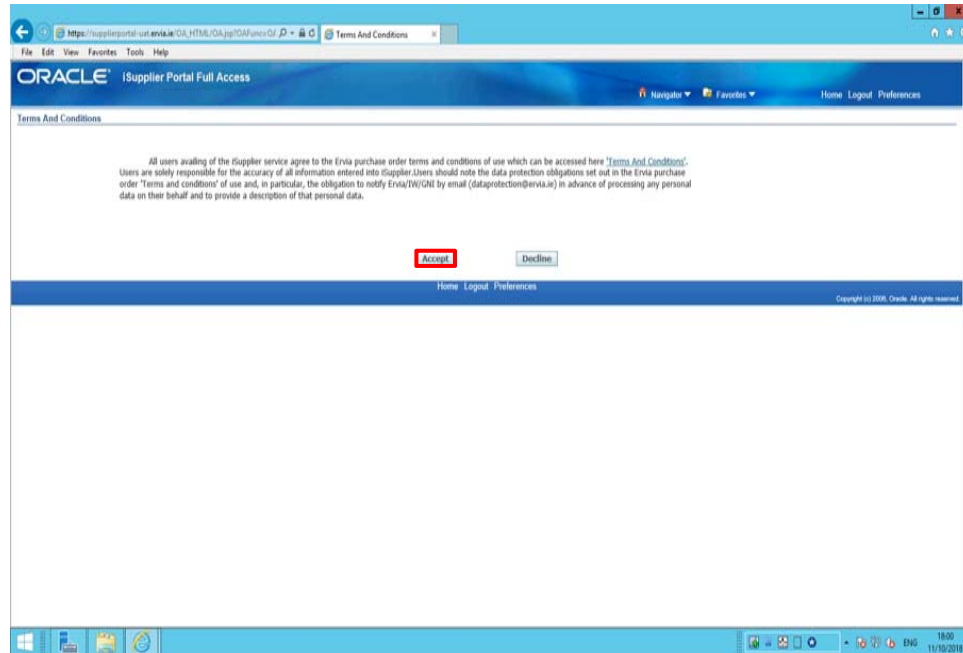
Step 5

Click the **Login** button.



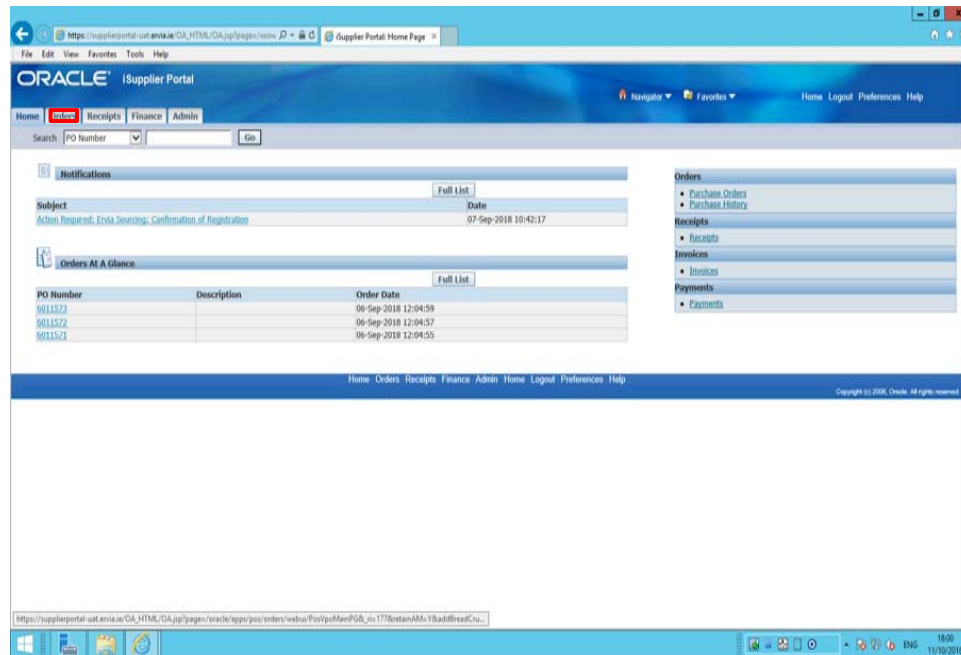
Step 6

Click on **Accept** button if you agree for all terms and Conditions



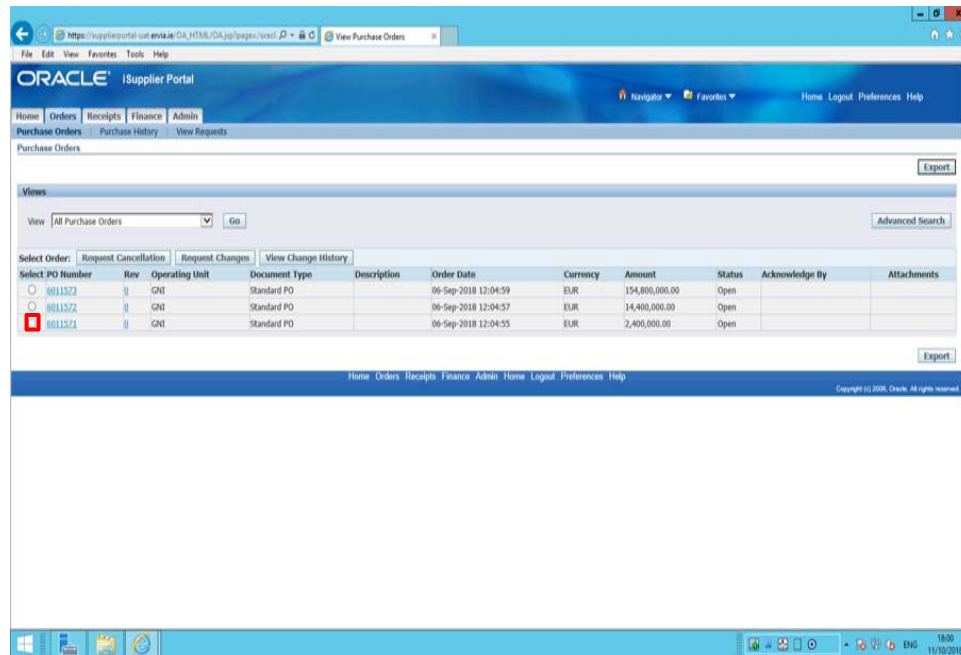
Step 7

Click the **Orders** link.



Step 8

Click the Radio Button againsts the PO of which you want to cancel .



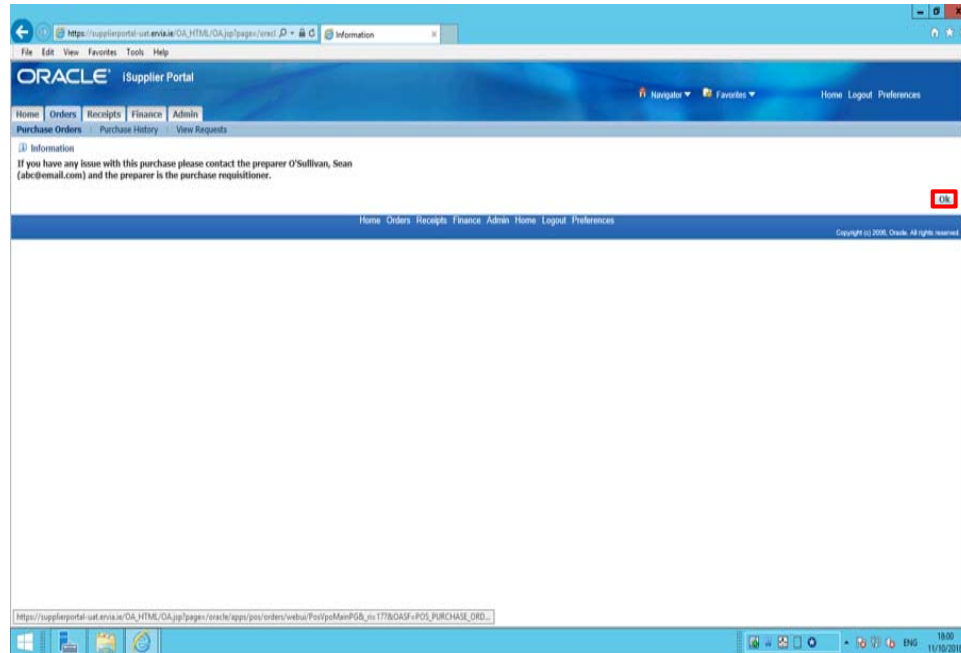
Step 9

Click the **Request Cancellation** button.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierportal-usat.envia.se/OA_HTML/OA.jsp?page=/vncst_ID. The page title is "View Purchase Orders". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. Under "Purchase Orders", there are links for Purchase History and View Requests. A "Views" section shows a dropdown menu set to "All Purchase Orders" with a "Go" button and an "Advanced Search" link. Below this, there are three buttons: "Select Order:", "Request Cancellation" (highlighted with a red box), "Request Changes", and "View Change History". A table lists three purchase orders:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	9011572	0	GNI	Standard PO		06-Sep-2018 12:04:59	EUR	154,800,000.00	Open		
<input type="radio"/>	9011572	0	GNI	Standard PO		06-Sep-2018 12:04:57	EUR	14,400,000.00	Open		
<input checked="" type="radio"/>	9011571	0	GNI	Standard PO		06-Sep-2018 12:04:55	EUR	2,400,000.00	Open		

At the bottom of the table, there is an "Export" button. The footer of the page includes a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved." and a system clock showing "18:00 11/10/2018".



Step 10

For cancelling the purchase order please contact the preparer O'Sullivan, Sean(Sean.OSullivan@gasnetworks.ie) and the preparer is the purchase requisitioner.

Click the **Ok** button.

Step 11

End of Procedure.

Oracle iSupplier Portal - View Purchase Orders

Views: View All Purchase Orders Go Advanced Search

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/> 6011572	0	GNI	Standard PO		06-Sep-2018 12:04:59	EUR	154,800,000.00	Open		
<input type="radio"/> 6011572	0	GNI	Standard PO		06-Sep-2018 12:04:57	EUR	14,400,000.00	Open		
<input type="radio"/> 6011571	0	GNI	Standard PO		06-Sep-2018 12:04:55	EUR	2,400,000.00	Open		

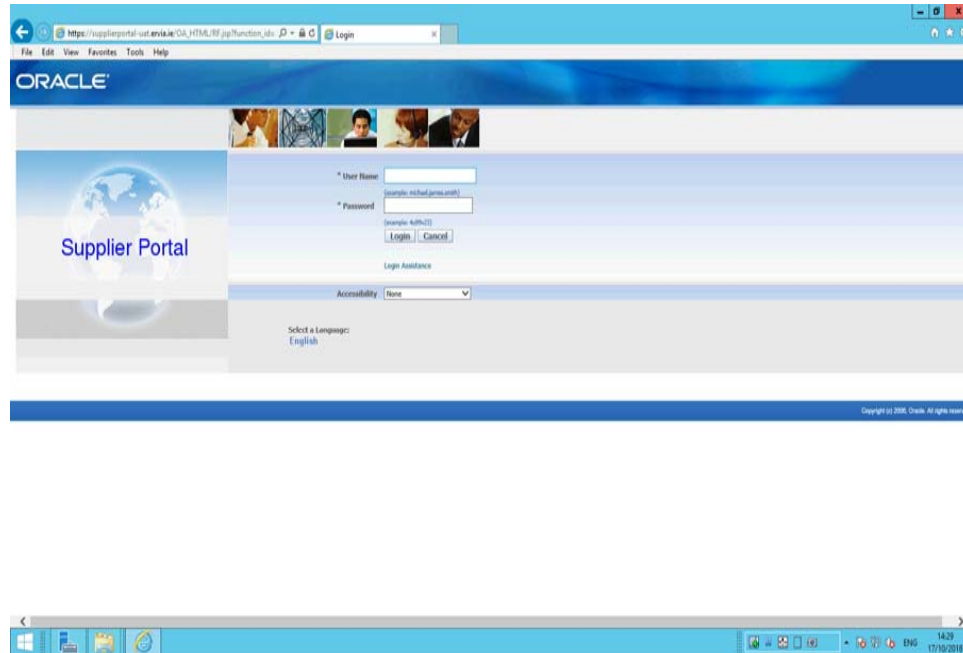
Export

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Change Request of Purchase Order

Change Request of Purchase Order



This Video shows on how to raise a change request on Purchase Orders.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

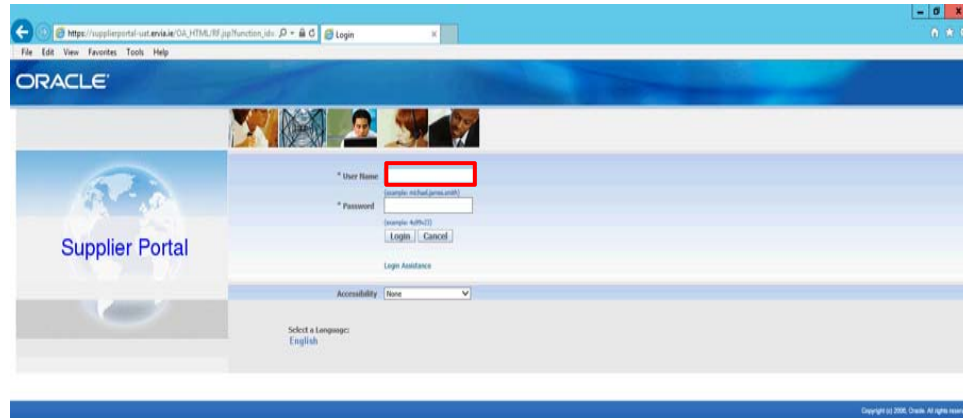
payables@water.ie

Note: Please check you spam mail box for credentials.

Change Request of Purchase Order

Step 1

Click the **User Name** Field.

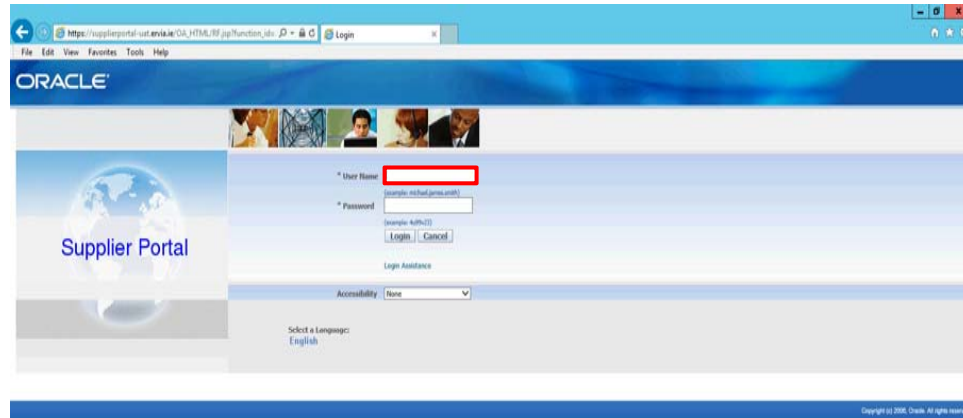


Change Request of Purchase Order

Step 2

Enter Oracle Login credentials (Which you might have received via email) .

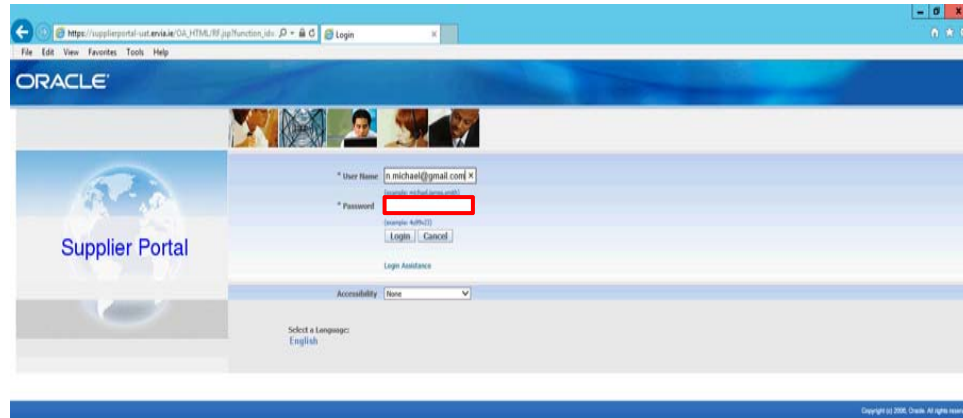
(e.g.,: **ronan.michael@gmail.com**).



Change Request of Purchase Order

Step 3

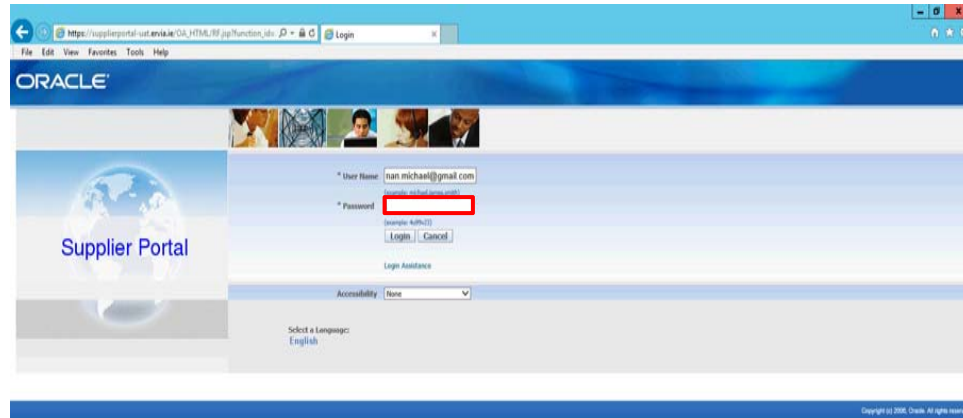
Click in the **Password** field.



Change Request of Purchase Order

Step 4

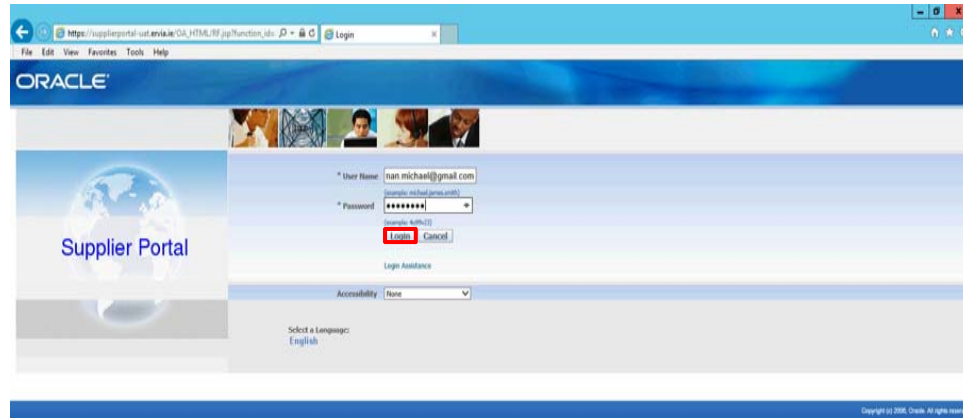
Enter Oracle Password into the Password field.
(e.g.,: **welcome2**).



Change Request of Purchase Order

Step 5

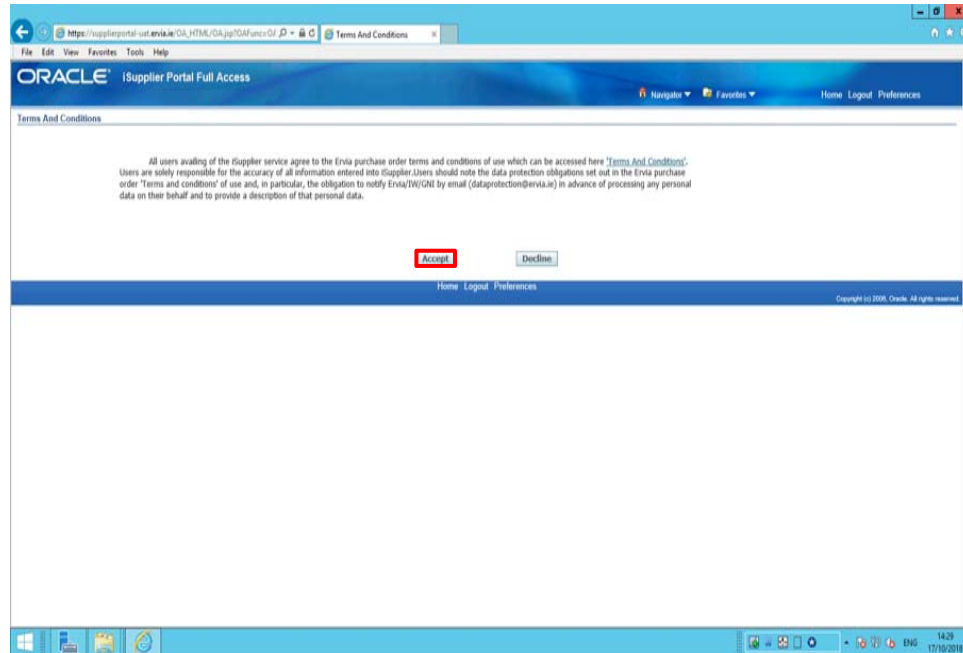
Click the **Login** button.



Change Request of Purchase Order

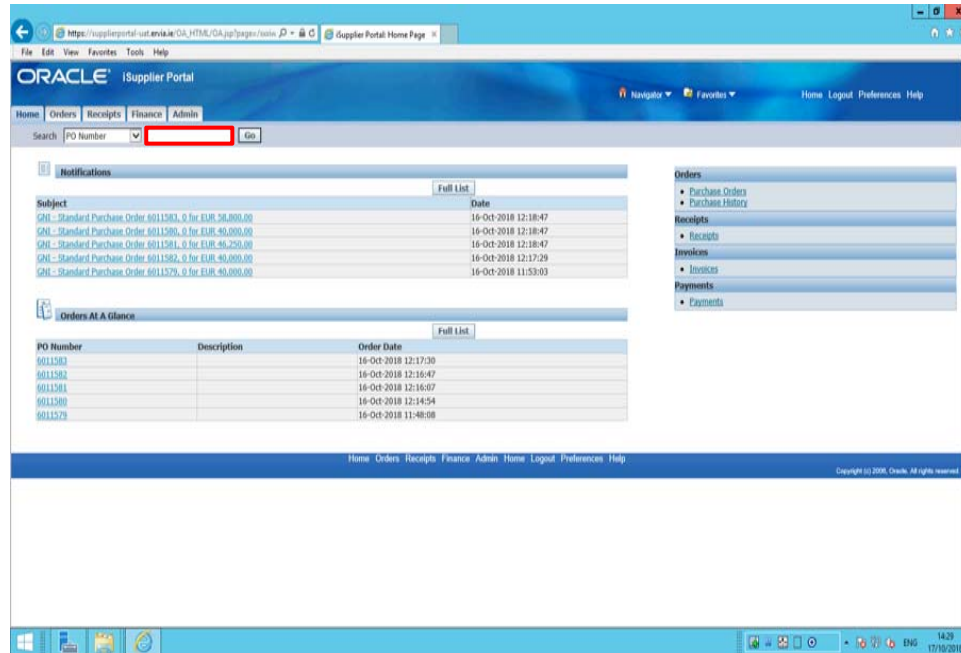
Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click in the **Search** field.



Change Request of Purchase Order

Step 8

Enter the Purchase Order number into the **Search** field.
e.g., "**6011583**".

The screenshot displays the Oracle iSupplier Portal web application. The browser address bar shows the URL: <https://supplierportal.usat.oracle.com/HTML/CA.jsp?page=main>. The page features a navigation bar with tabs for Home, Orders, Receipts, Finance, and Admin. Below the navigation bar, there is a search section with a dropdown menu set to 'PO Number' and a text input field containing the number '6011583', which is highlighted with a red rectangular box. To the right of the search field is a 'Go' button. The main content area is divided into several sections: 'Notifications' with a table of subjects and dates, 'Orders At A Glance' with a table of PO numbers, descriptions, and order dates, and a sidebar on the right with links to Purchase Orders, Receipts, Invoices, and Payments. The footer of the page includes the text 'Copyright (c) 2008, Oracle. All rights reserved.'

Subject	Date
QML - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011581, 0 for EUR 40,250.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QML - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Change Request of Purchase Order

Step 9

Click the **Go** button.

The screenshot shows the Oracle iSupplier Portal interface. The search bar at the top contains "PO Number" and "6011581" with a red "Go" button. The main content area displays two tables: "Notifications" and "Orders At A Glance".

Notifications Table:

Subject	Date
QNT - Standard Purchase Order 6011581, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011581, 0 for EUR 46,250.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QNT - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

Orders At A Glance Table:

PO Number	Description	Order Date
6011581		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

The interface includes a sidebar with navigation links for Orders, Receipts, Invoices, and Payments. The footer shows the Oracle logo and copyright information.

Change Request of Purchase Order

Step 10

Click the **Radio button** option.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Purchase Orders Purchase History View Requests

Purchase Orders

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

☒ Show table data when all conditions are met.

☐ Show table data when any condition is met.

PO Number

Document Type

Order Date

Buyer

Go Clear Add Another Acknowledgement Status Add

Select Index: Request Cancellation Request Changes View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="checkbox"/>	6011283	0	ONE	Standard PO		16-Oct-2018 12:17:30	EUR	58,800.00	Open		

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Change Request of Purchase Order

Step 11

Click the **Request Changes** button.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Receipts', 'Finance', and 'Admin'. The 'Purchase Orders' section is active, with sub-links for 'Purchase History' and 'View Requests'. Below this is an 'Advanced Search' section with various filters like PO Number, Document Type, Order Date, and Buyer. The 'Select Order' section contains a table with columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Currency, Amount, Status, Acknowledge By, and Attachments. The 'Request Changes' button is highlighted in red. The table shows one entry with PO Number 6011351, Rev B, Operating Unit GNE, Document Type Standard PO, Description, Order Date 16-Oct-2018 12:17:30, Currency EUR, Amount 36,800.00, and Status Open. The bottom of the screen shows the Oracle logo and copyright information.

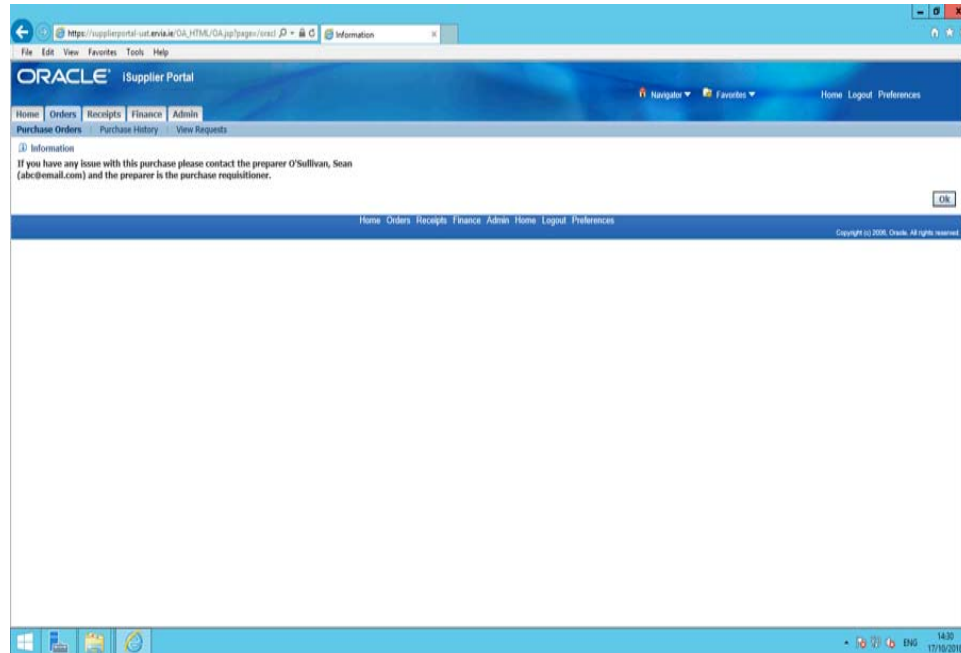
Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
6011351	B	GNE	Standard PO		16-Oct-2018 12:17:30	EUR	36,800.00	Open		

Change Request of Purchase Order

Step 12

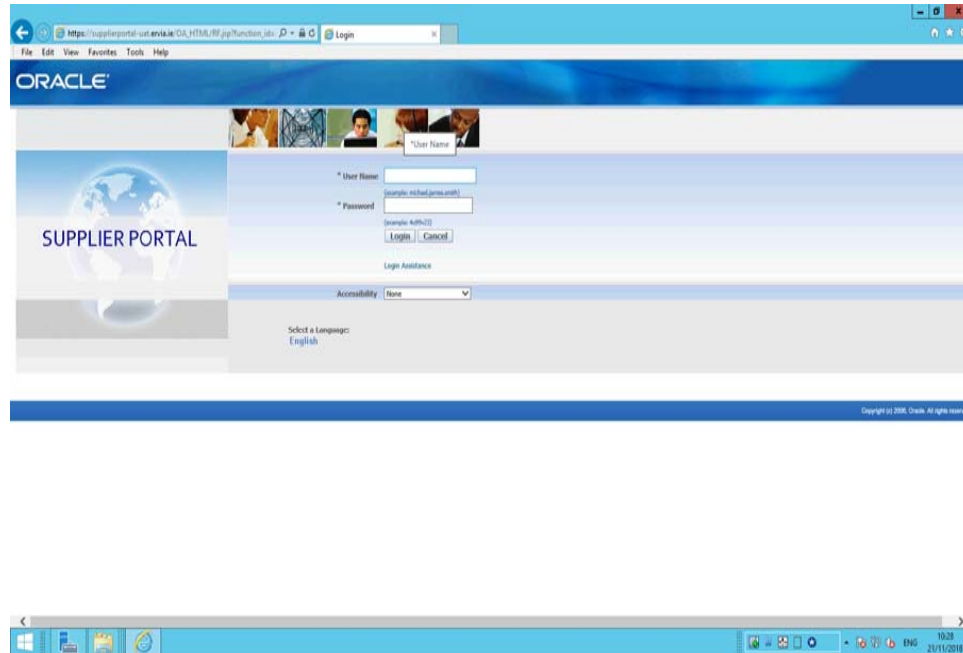
Please reach out to Preparer
"O'Sullivan.Sean" to riase a change
request.

End of Procedure.



View Supplier Site on Purchase Order

View Supplier Site on Purchase Order



This Video shows on how to view Supplier Site Information on PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

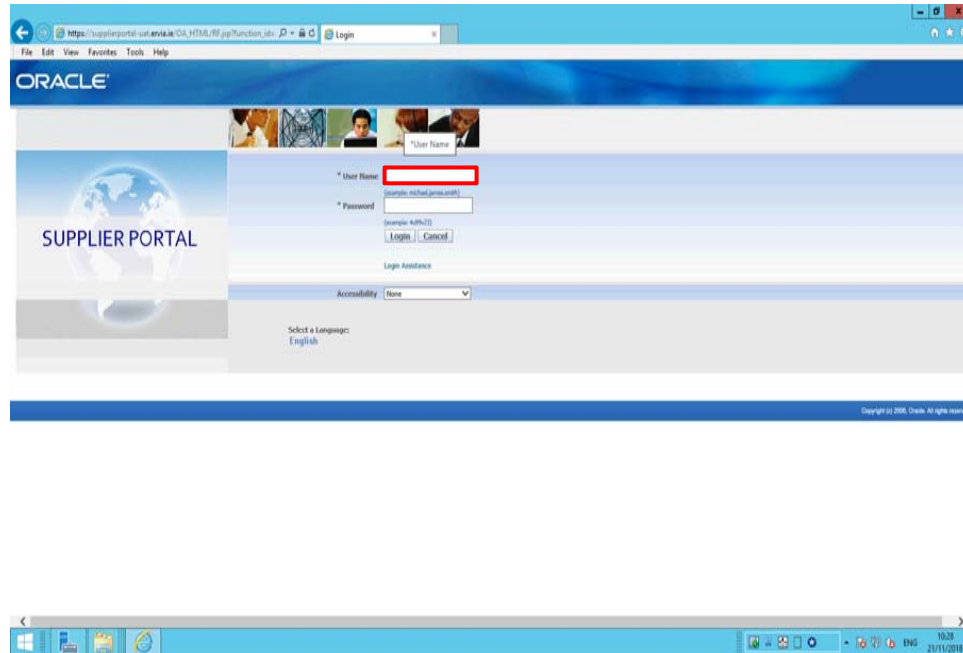
payables@water.ie

Note: Please check you spam mail box for credentials.

View Supplier Site on Purchase Order

Step 1

Click in the **User Name** Field.

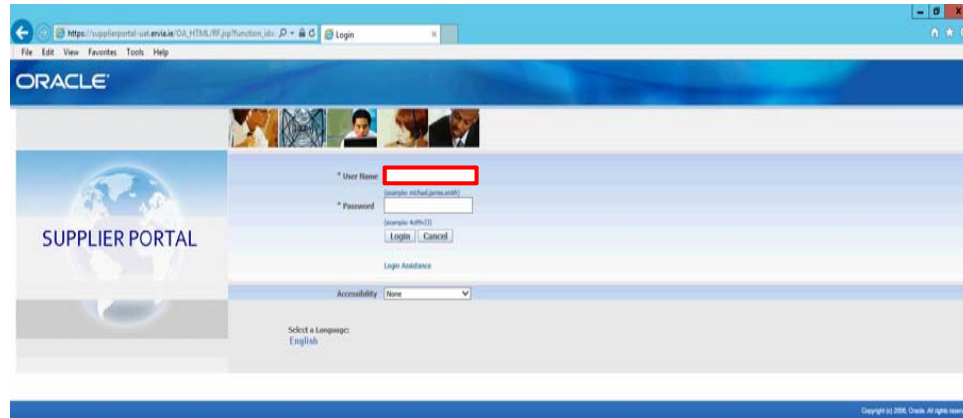


View Supplier Site on Purchase Order

Step 2

Enter Oracle Login credentials (Which you might have received via email) .

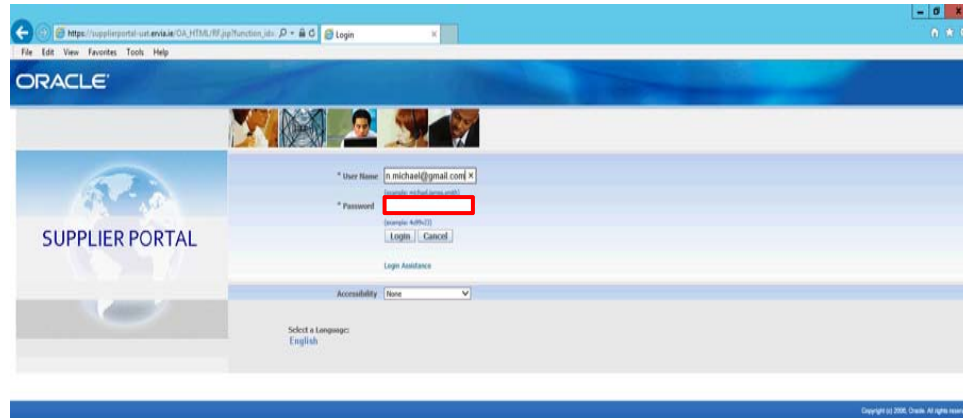
(example: **ronan.michael@gmail.com**).



View Supplier Site on Purchase Order

Step 3

Click in the **Password** field.

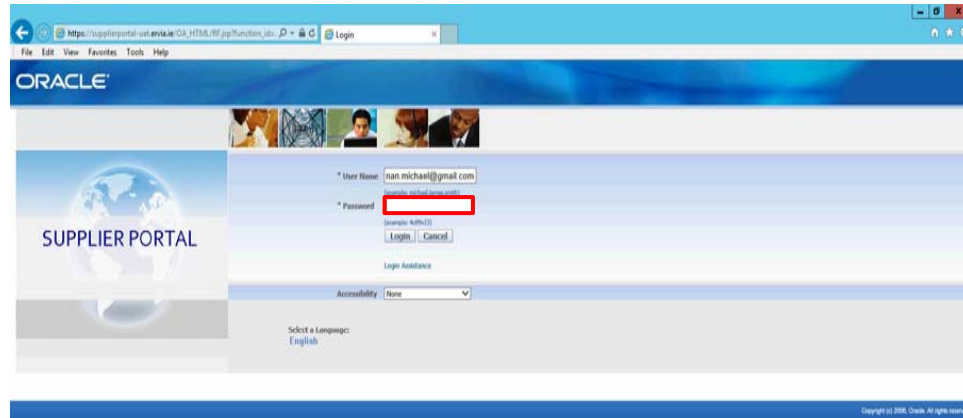


View Supplier Site on Purchase Order

Step 4

Enter Oracle Password into the Password field.

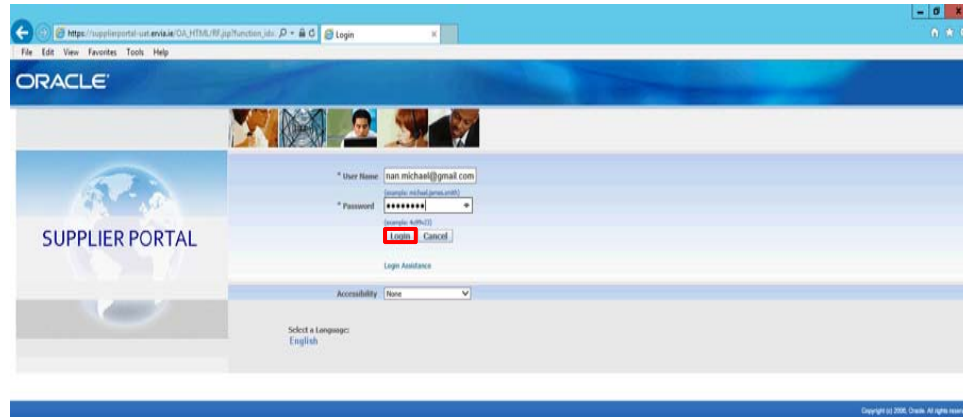
(example: **welcome2**).



View Supplier Site on Purchase Order

Step 5

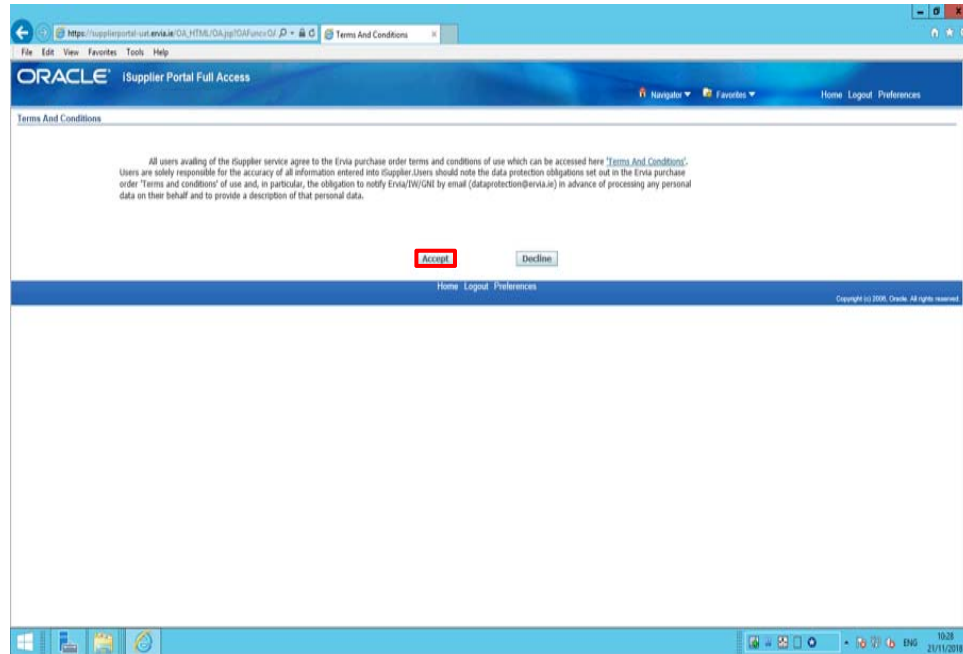
Click the **Login** button.



View Supplier Site on Purchase Order

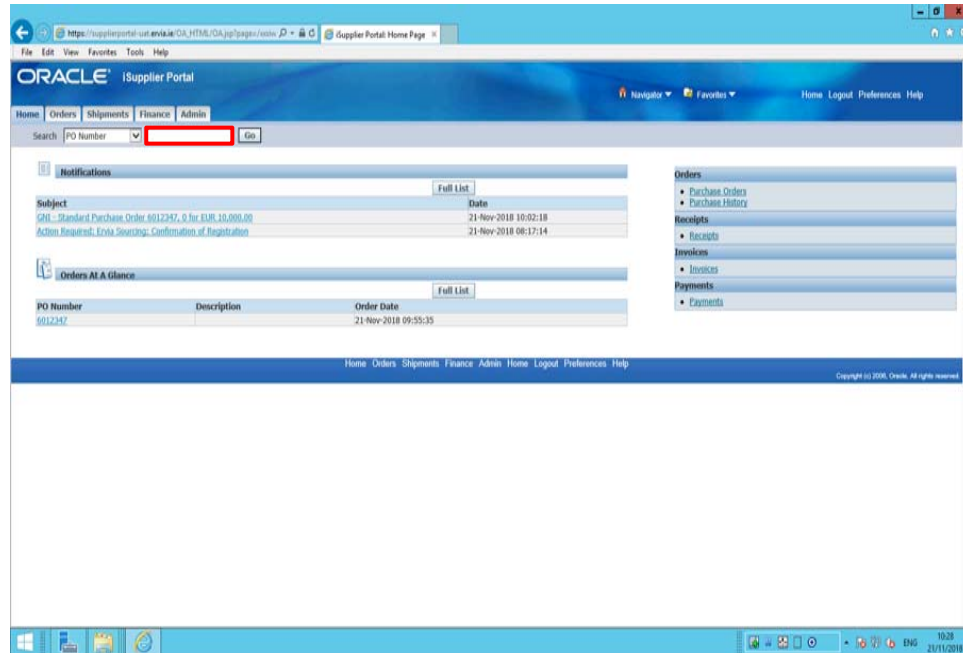
Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click in the **Search** field.



View Supplier Site on Purchase Order

Step 8

Enter the Po Number into the **Search** field.

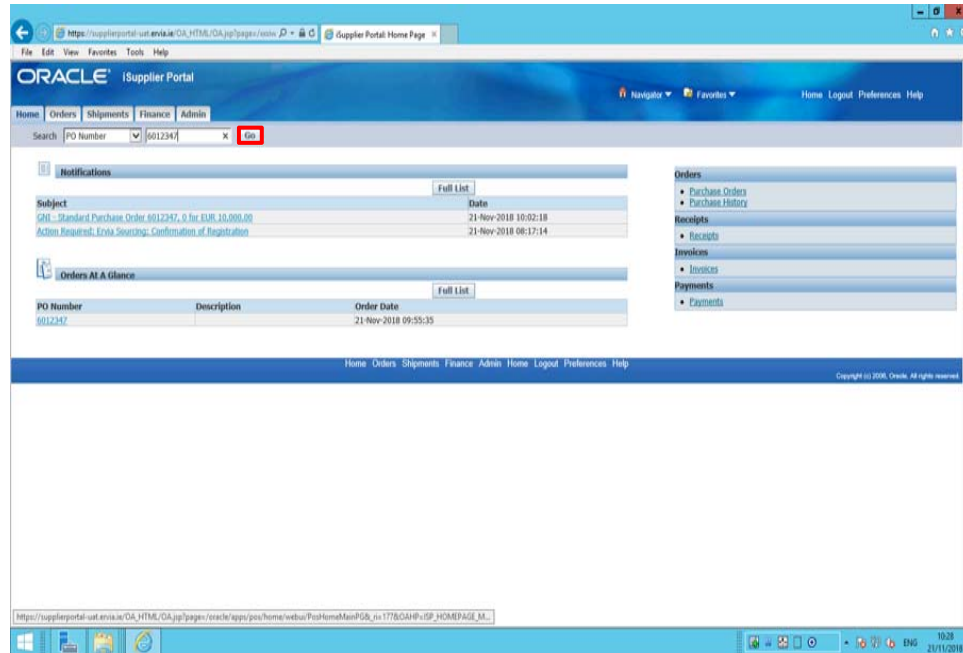
"6012347".

The screenshot displays the Oracle iSupplier Portal web application. The browser's address bar shows the URL: <https://supplierportal-out.oracle.com/HTML/CA.jsp?page=/welcome>. The page features a navigation bar with tabs for Home, Orders, Shipments, Finance, and Admin. Below the navigation bar, there is a search section with a dropdown menu set to "PO Number" and a text input field containing the value "6012347", which is highlighted with a red rectangular box. To the right of the input field is a "Go" button. The main content area is divided into several sections: "Notifications" with a "Full List" link, "Orders At A Glance" with a "Full List" link, and a sidebar on the right with links for "Purchase Orders", "Purchase History", "Receipts", "Invoices", and "Payments". The footer of the page includes a copyright notice: "Copyright © 2008, Oracle. All rights reserved."

View Supplier Site on Purchase Order

Step 9

Click the **Go** button.



View Supplier Site on Purchase Order

Step 10

Click the **6012347** link.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. The main content area is titled 'Purchase Orders' and features an 'Advanced Search' section. Below the search filters, a table of purchase orders is displayed. The first row of the table is highlighted in blue, and the PO number '6012347' is highlighted in a red box.

Select	Request Cancellation	Request Changes	View Change History	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>				6012347	B	GNE	Standard PO	21-Nov-2018 09:55:35	EUR	10,000.00	Open		

View Supplier Site on Purchase Order

Step 11

Here you Can view Supplier Site Information on PO.

End of Procedure.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Shipments, Finance, and Admin. The main content area is titled 'Purchase Orders' and shows details for 'Standard Purchase Order: 6012347, 0 (Total EUR 10,000.00)'. The currency is set to EUR. The 'Order Information' section is divided into three columns: General, Terms and Conditions, and Summary. The 'General' column contains the following information:

General	
Total	10,000.00
Supplier	MURPHY SUPPLIES
Supplier Site	SUPP Eur
Address	Paul Street Cork City
Order Date	21-Nov-2018 09:35:35
Description	
Status	Open
Note to Supplier	
Operating Unit	GRI
Sourcing Document	
Supplier Order Number	
Attachments	None

The 'Terms and Conditions' column includes:

- Payment Terms: 45 Days Net
- Carrier: FOB
- Freight Terms: Shipping Control

The 'Summary' column shows:

Summary	
Total	10,000.00
Received	6.00
Invoiced	6.00
Payment Status	Not Paid

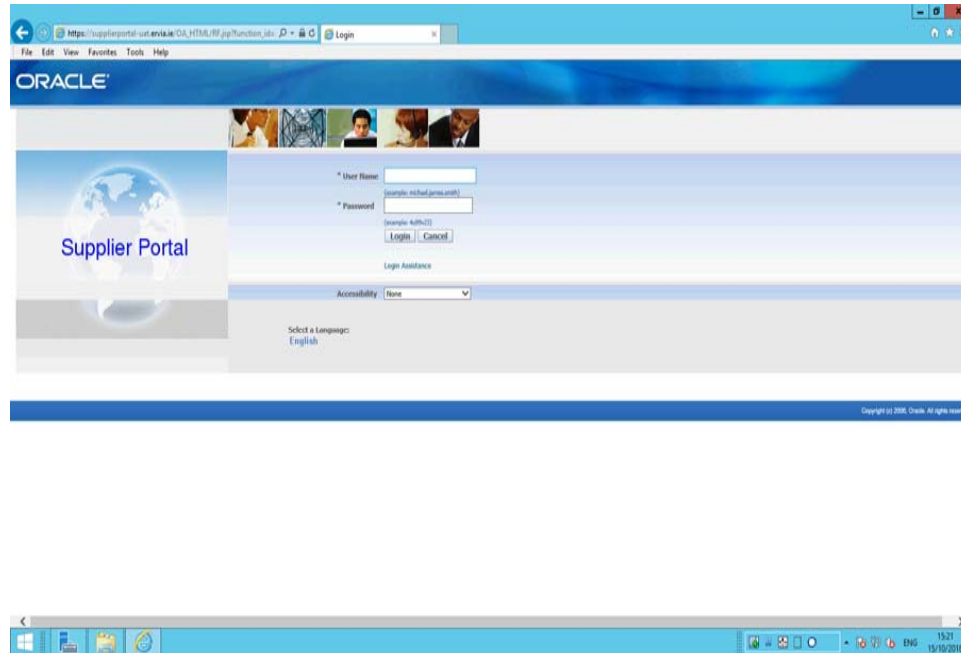
Below the 'Order Information' section, there are sections for 'Ship-To Address' and 'Bill-To Address'. The 'Ship-To Address' is 'See line description for deliver to location'. The 'Bill-To Address' is 'Accounts Payable, Gas Networks Ireland, Gasworks Road, Cork, T12 RX96'. At the bottom, the 'PO Details' section shows a table with one line item:

Details/Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			Agriculture work	L	100	100	10,000.00	Open		

The bottom of the screen shows the Oracle logo and navigation links, along with a system clock indicating 10:29 on 21/11/2018.

Create a Standard Credit Memo

Create a Standard Credit Memo



This Video shows on how to raise an standard Credit Note using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

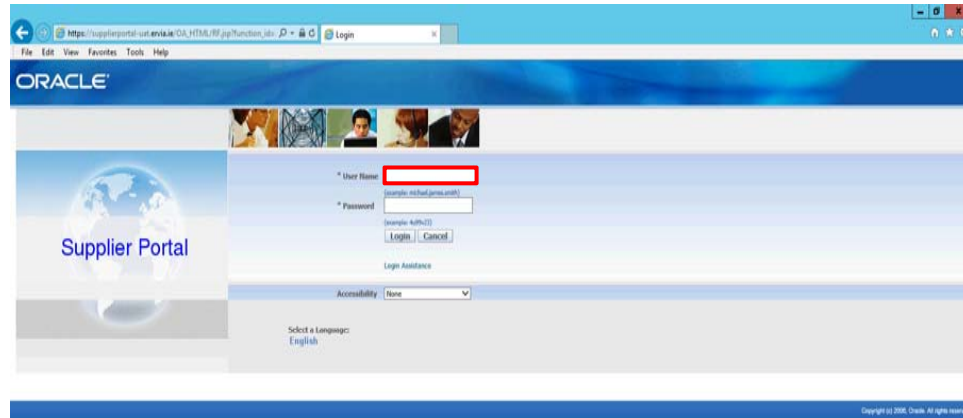
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

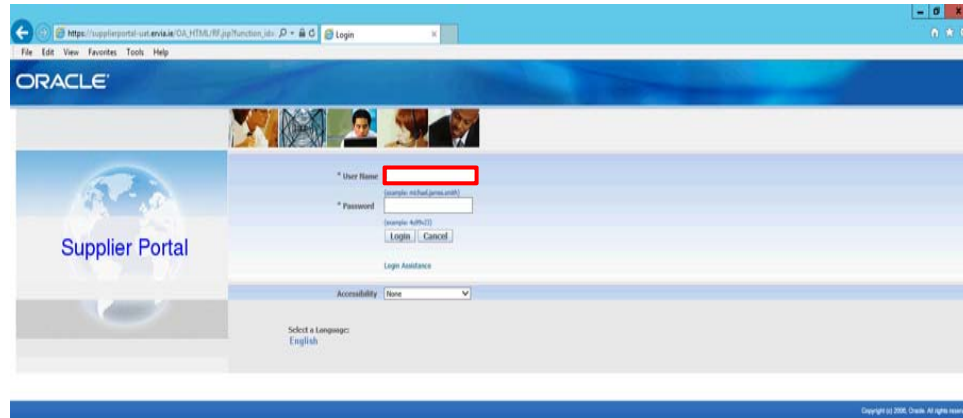
Click in the **User Name** Field.



Step 2

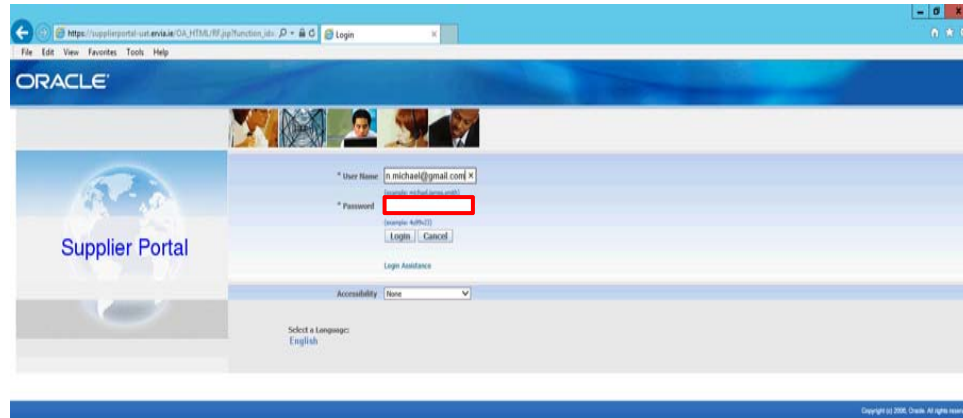
Enter Oracle Login credentials (Which you might have received via email) .

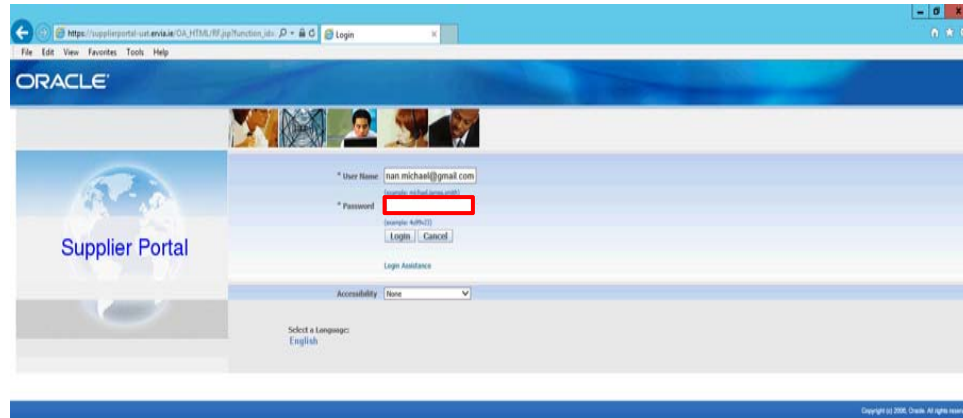
(example: **ronan.michael@gmail.com**).



Step 3

Click in the **Password** field.





Step 4

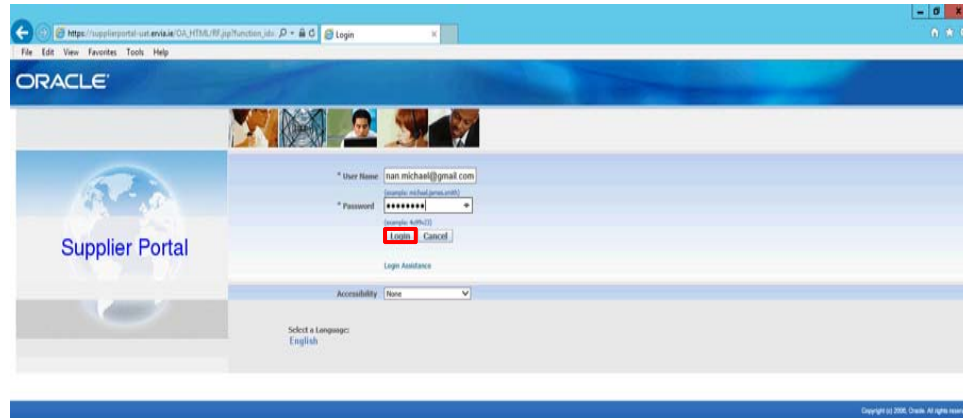
Enter Oracle Password into the Password field.

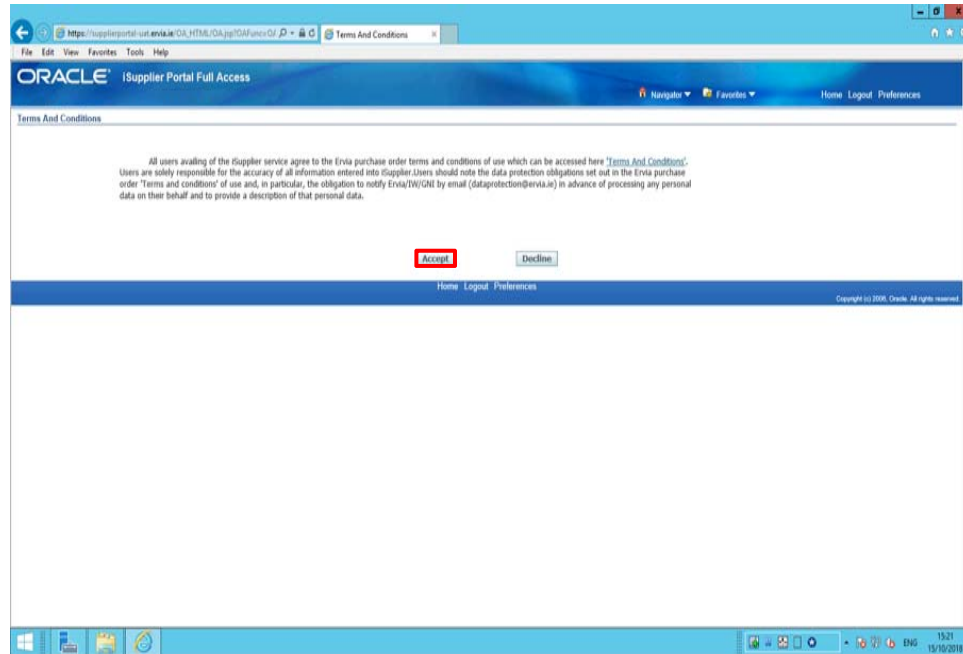
(example: **welcome2**)



Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal web application. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field labeled "PO Number" and a "Go" button. The main content area is divided into several sections: "Notifications" with a "Full List" link, "Orders At A Glance" with a "Full List" link, and a sidebar on the right with links for Orders, Receipts, Invoices, and Payments. The footer of the page contains the text "Copyright (c) 2008, Oracle. All rights reserved." and the date "15/10/2018".

PO Number	Description	Order Date
6011572		06-Sep-2018 12:04:59
6011572		06-Sep-2018 12:04:57
6011571		06-Sep-2018 12:04:55

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: <https://supplierportal-usat.envia.oracle.com/HTML/Oracle/jsp/pages/createInvoice.jspx>. The page title is "ORACLE® iSupplier Portal". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice" and features a search form. The search form includes a "Supplier" field with the value "MURPHY SUPPLIES", an "Invoice Number" field, an "Invoice Date From" field with a date picker, an "Invoice Date To" field with a date picker, a "Purchase Order Number" field, an "Invoice Amount" field, an "Invoice Date To" field, and a "Currency" field. A "Go" button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows "No search conducted." The page footer includes the Oracle logo, navigation links, and copyright information.

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: <https://supplierportal.out.oracle.com/HTML/DA.jsp?page=creat...>. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, with sub-tabs for "View Invoices" and "View Payments". A progress bar shows four steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search criteria include: "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a date picker showing "15-Oct-2018"), "Buyer", "Organization", and "Advances and Financing" (set to "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria, a table header is visible with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To", "Organization", "Packing Slip", "Waybill", and "Pay Group". The table content shows "No search conducted." at the bottom. The footer includes "Copyright (c) 2008, Oracle. All rights reserved." and the date "15/10/2018".

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "6011572".

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: <https://supplierportal-usat.oracle.com/HTML/DA.jsp?page=creat...>. The page title is "ORACLE iSupplier Portal". The navigation menu includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is currently selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search criteria include "Purchase Order Number" (highlighted with a red box), "Purchase Order Date" (with a date picker set to "Example: 15-Oct-2018"), "Buyer", "Organization", and "Advances and Financing" (set to "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria, there is a table header with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To", "Organization", "Packing Slip", "Waybill", and "Pay Group". The table body shows "No search conducted." at the bottom. The footer of the page includes "Copyright (c) 2008, Oracle. All rights reserved." and the date "15/10/2018".

Create a Standard Credit Memo

Step 11

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating a credit memo. The page title is "Create Invoice: Purchase Orders". The search form includes the following fields and options:

- Purchase Order Number: 6011572
- Purchase Order Date: (empty)
- Buyer: (empty)
- Organization: (empty)
- Advances and Financing: Excluded

The "Go" button is highlighted with a red box. Below the search form, there is a table header with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To, Organization, Packing Slip, Waybill, Pay Group. The table body shows "No search conducted.".

The footer of the page includes navigation links: Home, Orders, Receipts, Finance, Admin, and a copyright notice: Copyright (c) 2008, Oracle. All rights reserved.

Create a Standard Credit Memo

Step 12

Select the Check Box.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Advanced Search

Purchase Order Number: 6011572

Purchase Order Date: [Date Picker]

Buyer: [Text Field]

Organization: [Text Field]

Advances and Financing: [Excluded] [Go] [Clear]

Select Items: Add to Invoice

Select All	Select None	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>		6011572	1	1	<input checked="" type="checkbox"/>	Sewage Material		12000	0	100	Each	1200	EUR	Networks	GNI			SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Create a Standard Credit Memo

Step 13

Click the **Next** button.

Oracle® Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 6011572

Purchase Order Date

Buyer

Organization

Advances and Financing Excluded

Go Clear

Advanced Search

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoked	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011572	1	1	<input type="checkbox"/>	Sewage Material			12000	0	100	Each	1200	EUR	Networks GNI				SUPPLIER

Cancel Step 1 of 4 **Next**

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Create a Standard Credit Memo

Step 14

Click in the **Invoice Number** field.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The 'Invoice Number' field is highlighted with a red box. The page includes sections for Supplier details (MURPHY SUPPLIES), Customer details (GNI), and a table of items. The 'Items' table shows a single line item for 'Sewage Material' with a quantity of 11900 and a unit price of 1200.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	11900	1200	Each	14280000

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

"CM_001".

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Supplier' section displays details for MURPHY SUPPLIES. The 'Invoice' section contains the following fields:

- * Invoice Number: **CM_001** (highlighted with a red box)
- Invoice Date: 15-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: (empty)
- Original Invoice Number: (empty)
- Attachment: None

The 'Customer' section displays details for GNI. The 'Items' table shows one item:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	11900	1200	Each	14280000

The 'Shipping and Handling' section is empty. The 'Charge Type' section shows 'No results found.' and an 'Add Row' button.

Create a Standard Credit Memo

Step 16

Click the **Invoice Type** list.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Invoice Type' dropdown menu is open, and 'Invoice' is selected. The screen displays the following information:

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: SUPP EUR HUSVNY
- Remit To: CITY HALL LANE, Cork TH Y23

Invoice Details:

- * Invoice Number: CH_001
- Invoice Date: 15-Oct-2018
- Invoice Type: **Invoice** (selected)
- Currency: EUR
- Supplier Comments:
- Original Invoice Number:
- Attachment: None

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	11900	1200	Each	14280000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

Buttons: Cancel, Back, Step 2 of 4, Next

Create a Standard Credit Memo

Step 17

Click the **Credit Memo** list item.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Details' and is Step 2 of 4. The 'Supplier' section shows 'MURPHY SUPPLIES' with tax and address details. The 'Invoice' section has a dropdown for 'Invoice Type' set to 'Credit Memo'. The 'Customer' section shows 'GNI' with tax and address details. The 'Items' table lists one item: 'Sewage Material' with a quantity of 11900 and a unit price of 1200. The 'Shipping and Handling' section is empty. The 'Charge Type' section shows 'No results found'.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	11900	1200	Each	14280000

Create a Standard Credit Memo

Step 18

Click in the **Quantity** Field.

Oracle iSupplier Portal

Create Invoice: Details

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR HUSVNY
Remit To: CITY HALL LANE, Cork TH Y23

Invoice

* Invoice Number: CH_001
Invoice Date: 15-Oct-2018
Invoice Type: Credit Memo
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	11900	1200	Each	14280000

Shipping and Handling

Charge Type

No results found.

Add Row

Step 19

Enter the Quantity for which you need to create Credit memo.

"15".

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR HUSVNY
Remit To Address: CITY HALL LANE, Cork TH Y23

Invoice

* Invoice Number: CH_001
Invoice Date: 15-Oct-2018
Invoice Type: Credit Memo
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	15	1200	Each	14280000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Create a Standard Credit Memo

Step 20

Click the **Next** button.

Supplier Portal: Create Invoice

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR MURPHY
Remit To: CITY HALL LANE Cork TH Y23

Invoice

* Invoice Number: CM_001
Invoice Date: 15-Oct-2018
Invoice Type: Credit Memo
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 332300BK
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011572	1	1		Sewage Material		Networks	11900	-15	1200	Each	-18000

Shipping and Handling

Charge Type: No results found.
Add Row

Cancel Back Step 2 of 4 **Next**

Home Orders Receipts Finance Admin Home Logout Preferences

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Create a Standard Credit Memo

Step 21

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/DA.jsp/pages/next_ID. The page title is "Supplier Portal: Create Invoice...". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Manage Tax" and shows the progress "Step 3 of 4". The "Next" button is highlighted with a red box. The form contains the following sections:

- Supplier:** * Supplier: MURPHY SUPPLIES, * Tax Payer ID: SUPP EUR MURPHY, * Remit To Address: CITY HALL LANE Cork TH Y23, Remit To Bank Account, Unique Remittance Identifier, Remittance Check Dept.
- Invoice:** * Invoice Number: CM_001, * Invoice Date: 15-Oct-2018, * Invoice Type: Credit Memo, * Currency: EUR, Supplier Comments, Attachment: None.
- Customer:** * Customer Tax Payer ID: 3323300KH, Customer Name: GNI, Address: Gasworks Road IE.
- Summary Tax Lines:** A table with columns: Tax Rate, Tax Amount, Line Status, Supplier Tax Code. It shows a single line with Tax Rate 23, Tax Amount -140, Line Status Active, and Supplier Tax Code.
- Items:** A table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, Amount. It shows a single line with PO Number 6011572, Line 1, Shipment 1, Item Description Sewage Material, Supplier Item Number, Ship To Networks, Available Qty 11900, Quantity To Invoice UOM -15.00 Each, Unit Price 1,200.00, and Amount -18,000.00.
- Shipping and Handling:** A table with columns: Charge Type, Amount, Description. It shows "No results found."

Create a Standard Credit Memo

Step 22

Review the details and Click the **Submit** button to submit the Credit Note.

The screenshot shows the Oracle iSupplier Portal interface for creating a credit memo. The page is titled 'Create Invoice: Review and Submit' and includes a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The 'Submit' button is highlighted with a red box. The form contains the following sections:

- Supplier:**
 - * Supplier: MURPHY SUPPLIES
 - * Tax Payer ID: SUPP EUR MURPHY
 - * Remit To Address: CITY HALL LANE Cork TH Y23
 - * Remit To Bank Account
 - * Unique Remittance Identifier
 - * Remittance Check Dept
- Invoice:**
 - * Invoice Number: CM_001
 - * Invoice Date: 15-Oct-2018
 - * Invoice Type: Credit Memo
 - * Currency: EUR
 - Supplier Comments
 - Attachment: None
- Customer:**
 - * Customer Tax Payer ID: 33233000KH
 - * Customer Name: GNI
 - * Address: Gasworks Road IE
- Items:**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011572	1	1	Sewage Material		Networks	11900	-15.00 Each	1,200.00	-18,000.00
- Shipping and Handling:**
 - Charge Type: No results found.
 - Amount Description
- Summary Tax Lines:**
 - Supplier Tax Code: No results found.
 - Tax Rate
 - Tax Amount
- Invoice Summary:**

https://supplierportal.uit.ensia.ie/Oracle_HTML/Oracle/jsp/pages/oracle/apps/ap/invoice/request/webui/SubmitMatchedInPG&_m=2008/OASJ+AP_ISR...

Step 23

Credit Memo CM_001 is now submitted to Account Payable department.

End of Procedure.

The screenshot displays the Oracle Supplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area shows a confirmation message: "Credit memo CM_001 was submitted to our Accounts Payable department on 15-Oct-2018. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page." Below this, the invoice details are presented in a structured layout.

Supplier Information:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: SUPP EUR MURPHY
- * Remit To: CITY HALL LANE Cork TH Y23
- * Remit To Bank Account: Unique Remittance Identifier
- * Remittance Check Digit:

Invoice Information:

- * Invoice Number: CM_001
- * Invoice Date: 15-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- Supplier Comments: Attachment: None

Customer Information:

- * Customer Tax Payer ID: 33233080H
- * Customer Name: GNI
- * Address: Gasworks Road IE

Items Table:

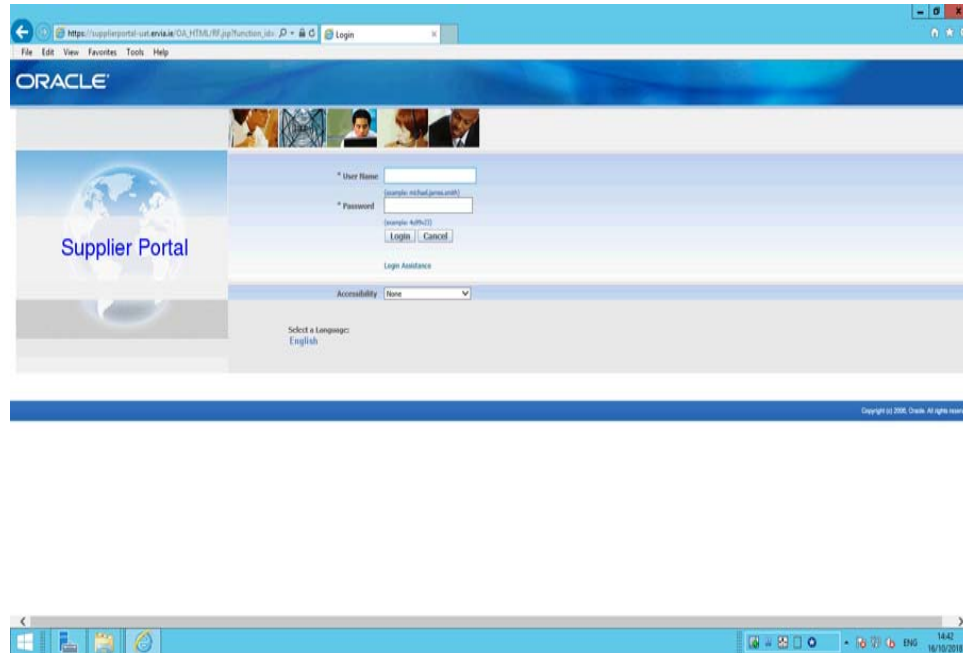
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011572	1	1	Sewage Material		Networks	11900	-15.00 Each	1,200.00	-18,000.00

Invoice Summary:

Items	-18,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	-4,140.00
Subtotal	-22,140.00
Less Advances and Discounts	0.00

The bottom of the screen shows the Windows taskbar with the date 15/10/2018 and time 15:22.

Create PSWT Credit Note



This Video shows on how to raise an PSWT Credit Note using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

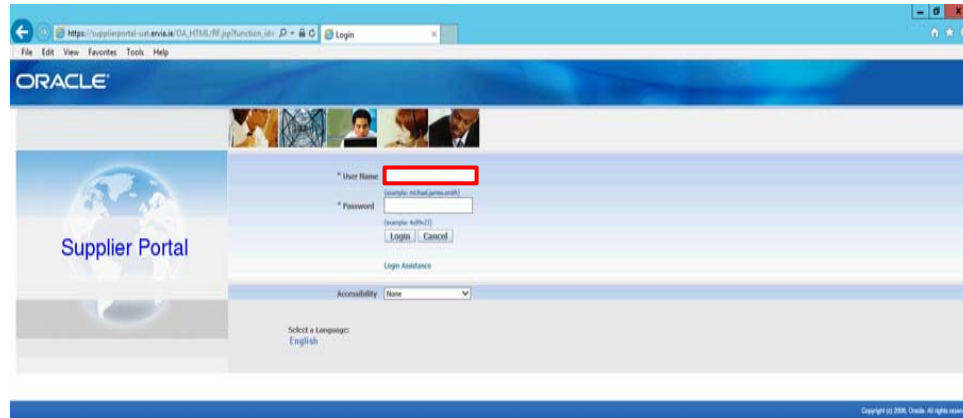
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

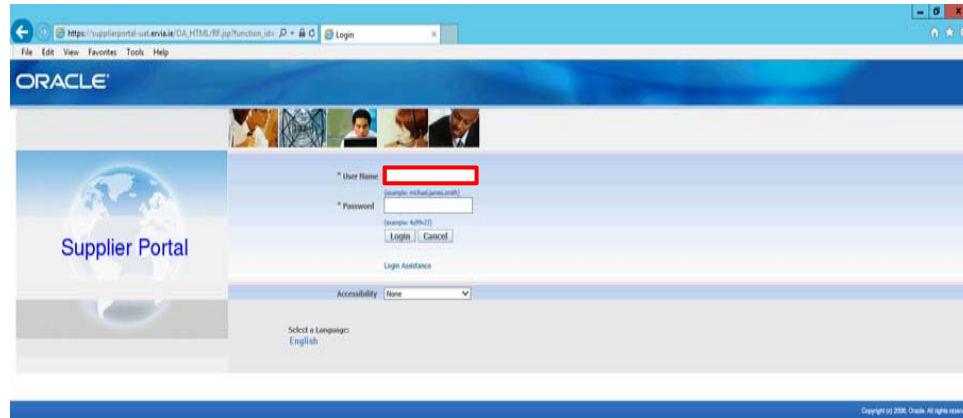
Click in the **User Name** field.



Step 2

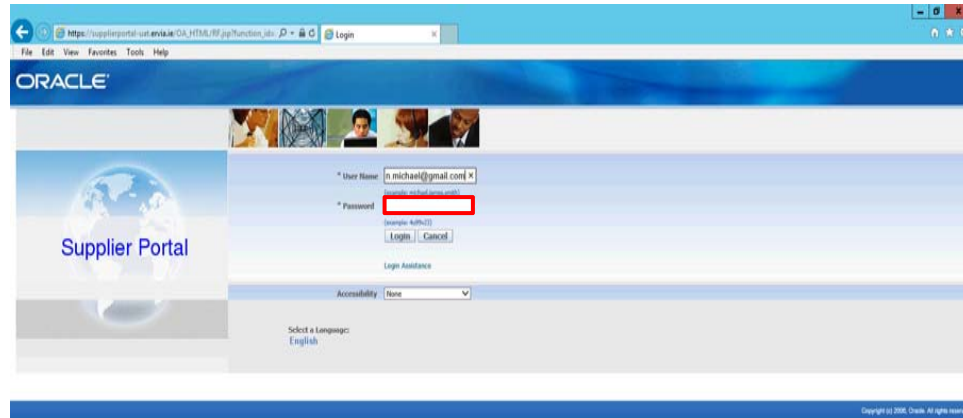
Enter Oracle Login credentials (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).



Step 3

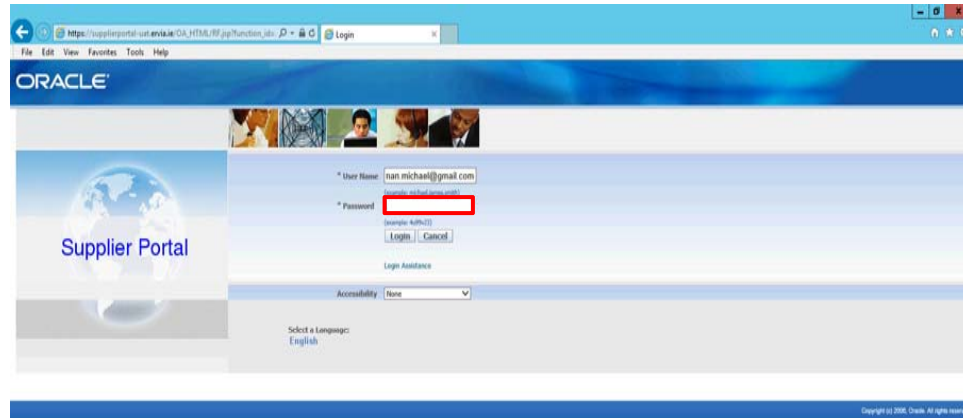
Click in the **Password** field.



Step 4

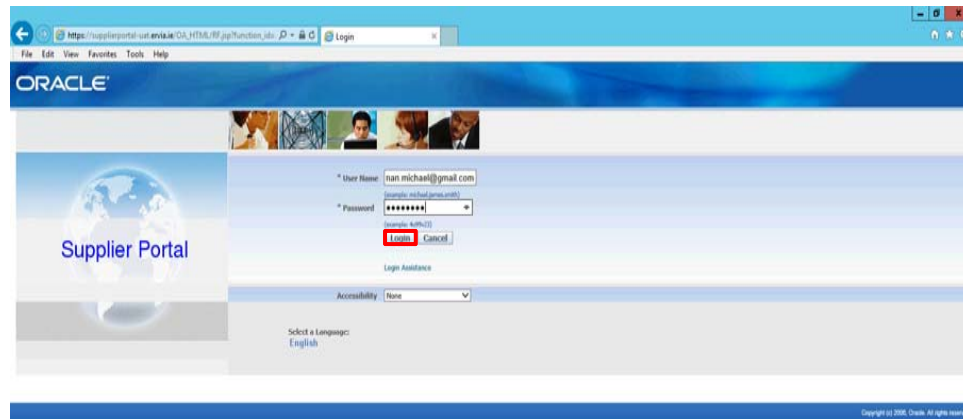
Enter Oracle Password into the Password field.

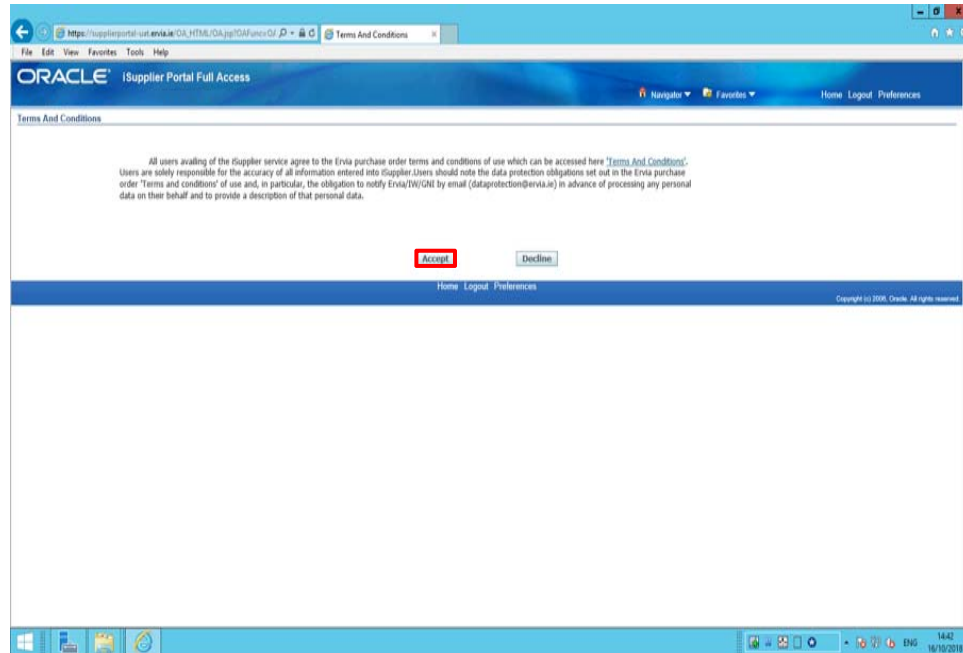
(e.g.,: **welcome2**)



Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into two sections: Notifications and Orders At A Glance. The Notifications section contains a table with columns for Subject and Date, listing several standard purchase orders. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date, listing the same purchase orders. On the right side, there is a sidebar with links for Orders, Receipts, Invoices, and Payments. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
QNT - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011581, 0 for EUR 40,250.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QNT - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled 'Create Invoice' and features a search form. The search form includes a 'Supplier' dropdown menu set to 'MURPHY SUPPLIES', an 'Invoice Number' field, an 'Invoice Date From' field with a date picker, an 'Invoice Date To' field with a date picker, a 'Purchase Order Number' field, an 'Invoice Amount' field, an 'Invoice Date To' field, and a 'Currency' dropdown menu. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table is currently empty, showing 'No search conducted.' The page footer includes navigation links and a copyright notice.

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: <https://supplierportal-usat.oracle.com/HTML/Oracle/jsp/pages/creat...>. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, with sub-tabs for "View Invoices" and "View Payments". A progress bar shows four steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search fields include "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a calendar icon), "Organization" (with a dropdown menu showing "Example: 10-Oct-2018"), and "Advances and Financing" (with a dropdown menu showing "Excluded"). There are "Go" and "Clear" buttons. Below the search fields, there is a table header with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table content shows "No search conducted." at the bottom. The footer includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright © 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 14:42 on 10/10/2018.

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "6011582".

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.out.oracle.com/HTML/CA.jsp?page=creat_PO. The page title is "ORACLE® Supplier Portal". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Purchase Orders" and shows a progress bar with four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Purchase Orders" step is currently active. Below the progress bar, there is a search section with a note: "Note that the search is case insensitive". The search fields include "Purchase Order Number" (which is highlighted with a red box), "Purchase Order Date" (with a date picker set to 16-Oct-2018), and "Organization" (with a dropdown menu set to "Excluded"). There are "Go" and "Clear" buttons. Below the search fields, there is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, Waybill, Pay Group. The table currently shows "No search conducted." at the bottom. The footer of the page includes "Copyright © 2008, Oracle. All rights reserved." and the date "16/10/2018".

Step 11

Click the **Go** button.

The screenshot shows the Oracle iSupplier Portal search page. The browser address bar displays the URL: https://supplierportal-usat.envia.oracle.com/HTML/Oracle/jsp/pages/lookup.jspx?_af=AP_IPF_PO_SEARCH.... The page header includes the Oracle logo and navigation links: Home, Orders, Receipts, Finance, Admin. The main navigation bar shows 'Create Invoices' and 'View Payments'. The search section is titled 'Search' and includes a note: 'Note that the search is case insensitive'. The search criteria are: Purchase Order Number (6011562), Purchase Order Date (16-Oct-2018), and Organization (example: 16-Oct-2018). The 'Advances and Financing' dropdown is set to 'Excluded'. The 'Go' button is highlighted with a red box. The 'Clear' button is also visible. Below the search criteria, there is a table with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To Organization, Packing Slip, Waybill, Pay Group. The table shows 'No search conducted.' at the bottom. The footer includes the text: 'Copyright © 2008, Oracle. All rights reserved.' and the date '16/10/2018'.

Step 12

Select the **Checkbox**.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011582

Purchase Order Date: [Date Picker]

Organization: [Text Field]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	6011582	1	1	<input type="checkbox"/>	Sewage Material			200	0	100	Each	200	EUR	Networks	GNI			SUPPLIER

Copyright (c) 2006, Oracle. All rights reserved.

Step 13

Click the **Next** button.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 6011582

Purchase Order Date

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select All Select None

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011582	1	1	<input type="checkbox"/>	Sewage Material			200	0	100	Each	200	EUR	Networks	GNI			SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

Step 14

Click in the **Invoice Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Details' and is part of a 4-step process. The 'Supplier' section shows 'MURPHY SUPPLIES' with tax and address details. The 'Invoice' section contains fields for 'Invoice Number' (highlighted with a red box), 'Invoice Date' (18-Oct-2018), 'Invoice Type' (Invoice), and 'Currency' (EUR). Below these are fields for 'Supplier Comments', 'Original Invoice Number', and an 'Attachment' dropdown set to 'None'. A note states: 'Please do not upload an invoice for this transaction. Additional documents example delivery dockets are permitted.' The 'Customer' section shows 'Customer Tax Payer ID: 33233008KH', 'Customer Name: GNI', and 'Address: Gasworks Road IE'. The 'Items' table lists one item: 'Sewage Material' with a quantity of 100 and a unit price of 200. The 'Shipping and Handling' section is empty. The 'Charge Type' section shows 'No results found.' and an 'Add Row' button. The bottom of the page shows the Windows taskbar with the date 16/10/2018.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	100	100	200	Each	20000

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

e.g., "CM_002".

Oracle iSupplier Portal - Create Invoice: Details (Step 2 of 4)

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: PSWT EUR MURPHY
Remit To: Dublin Dublin
Address: Dublin Dublin

Invoice

* Invoice Number:
Invoice Date: 18-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	100	100	200	Each	20000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 16

Click the **Invoice Type** list.

Oracle iSupplier Portal - Create Invoice: Details

Supplier: MURPHY SUPPLIES
Tax Payer ID: PSWT EUR MURPHY
Remit To: Dublin Dublin
Address: Dublin Dublin

Invoice: Invoice Number: CH_902, Invoice Date: 15-Oct-2018, Invoice Type: **Invoice**, Currency: EUR

Customer: Customer Tax Payer ID: 33233008KH, Customer Name: GNI, Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	100	100	200	Each	20000

Shipping and Handling: No results found.

Step 17

Select **Credit Memo** from the Invoice Type List

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar shows the URL: https://supplierportal.out.oracle.com/HTML/CA.jsp?page=invst_ID. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details (current), Manage Tax, and Review and Submit. The "Create Invoice: Details" section has a "Cancel" button and a "Next" button. The "Supplier" section shows details for MURPHY SUPPLIES. The "Invoice" section shows details for Invoice Number CH_002, Invoice Date, Invoice Type (Credit Memo), Currency (EUR), Supplier Comments, and Original Invoice Number. The "Customer" section shows details for Customer Tax Payer ID 33233008KH, Customer Name GNI, and Address Gasworks Road IE. The "Items" section shows a table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount. The table contains one row for Sewage Material. The "Shipping and Handling" section shows a table with columns: Charge Type, Amount, and Description. The table contains one row for No results found. The bottom status bar shows the date 16/10/2018 and the time 14:43.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID
Remit To: PSWT EUR MURPHY
Address: Dublin Dublin

Invoice

* Invoice Number: CH_002
Invoice Date
Invoice Type: Credit Memo
Currency: EUR
Supplier Comments
Original Invoice Number
Attachment: None Add

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	100	100	200	Each	20000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 18

Right-click in the **Quantity** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Supplier' section lists 'MURPHY SUPPLIES'. The 'Invoice' section shows details like 'Invoice Number: CH_902', 'Invoice Date: 15-Oct-2018', and 'Invoice Type: Credit Memo'. The 'Customer' section lists 'GNI' at 'Gasworks Road IE'. The 'Items' table contains one row for 'Sewage Material' with a quantity of 100. The 'Quantity' field is highlighted with a red box. The 'Shipping and Handling' section is empty. The 'Charge Type' section shows 'No results found'.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	100	100	200	Each	20000

Oracle iSupplier Portal - Create Invoice: Details (Step 2 of 4)

Supplier

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID
- Remit To: PSWT EUR MURPHY
- Address: Dublin Dublin

Invoice

- * Invoice Number: CH_902
- Invoice Date: 15-Oct-2018
- Invoice Type: Credit Memo
- Currency: EUR
- Supplier Comments
- Original Invoice Number
- Attachment: None

Customer

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	100	-35	200	Each	20000

Shipping and Handling

Charge Type

No results found.

Add Row

Step 19

Enter the Quantity for which you need to create Credit memo.

e.g., "-35".

Step 20

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating a credit note. The page is titled 'Create Invoice: Details' and is part of a multi-step process (Step 2 of 4). The 'Next' button is highlighted with a red box. The form contains the following sections:

- Supplier:** * Supplier: MURPHY SUPPLIES, Tax Payer ID, Remit To: PSWT EUR MURPHY, Address: Dublin Dublin.
- Invoice:** * Invoice Number: CH_902, Invoice Date: 15-Oct-2018, Invoice Type: Credit Memo, Currency: EUR, Supplier Comments, Original Invoice Number, Attachment: None.
- Customer:** Customer Tax Payer ID: 33233008KH, Customer Name: GNI, Address: Gasworks Road IE.
- Items:** A table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, Amount. The table contains one row: PO Number 6011582, Line 1, Shipment 1, Item Number, Item Description Sewage Material, Supplier Item Number, Ship To Networks, Available Quantity 100, Quantity -3, Unit Price 200, UOM Each, Amount 20000.
- Shipping and Handling:** A section for adding shipping and handling charges.
- Charge Type:** A section for adding charge types.

The 'Next' button is located at the top right of the form, next to the 'Back' button. The 'Next' button is highlighted with a red box.

Step 21

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/DA.jsp?page=next_ID. The page title is "ORACLE iSupplier Portal". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Manage Tax" and shows the progress of the invoice creation process. The "Next" button is highlighted with a red box. The form includes sections for Supplier, Invoice, Customer, Summary Tax Lines, Items, and Shipping and Handling.

Supplier

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: P001 EUR MURPHY
- * Remit To Address: Dublin Dublin
- * Remit To Bank Account: Unique Remittance Identifier
- * Remittance Check Dept:

Invoice

- * Invoice Number: CM_002
- * Invoice Date: 16-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- Supplier Comments:
- Attachment: None

Customer

- * Customer Tax Payer ID: 33233000KH
- * Customer Name: GNI
- * Address: Gasworks Road IE

Summary Tax Lines

Calculate

Tax Rate Tax Amount Line Status Supplier Tax Code

23 -1610 Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011582	1	1	Sewage Material		Networks	100	-35.00 Each	200.00	-7,000.00

Shipping and Handling

Charge Type: No results found.

Amount Description

Step 22

Review the details and Click the **Submit** button to submit the Credit Note.

The screenshot shows the Oracle iSupplier Portal interface for creating a credit note. The page is titled 'Create Invoice: Review and Submit' and is part of a 4-step process. The 'Submit' button is highlighted with a red box. The page displays the following information:

Supplier:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: [blank]
- * Remit To Address: POINT EUR MURPHY, Dublin Dublin
- * Remit To Bank Account: [blank]
- * Unique Remittance Identifier: [blank]
- * Remittance Check Dept: [blank]

Invoice:

- * Invoice Number: CM_002
- * Invoice Date: 16-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- Supplier Comments: [blank]
- Attachment: None

Customer:

- * Customer Tax Payer ID: 3323300KH
- * Customer Name: GNI
- * Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011582	1	1	Sewage Material		Networks	100	-35.00 Each	200.00	-7,000.00

Shipping and Handling:

Charge Type: No results found.

Summary Tax Lines:

Supplier Tax Code: No results found.

Invoice Summary:

https://supplierportal.uit.ensia.ie/Oracle_HTML/Oracle/jsp/pages/credit/submitMatchedInPGH_in2008OASJ_vAP_ISR...

Step 23

Credit memo CM_002 is now submitted to Accounts Payable team.

End of Procedure.

Confirmation
Credit memo CM_002 was submitted to our Accounts Payable department on 16-Oct-2018. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page.
Invoice: CM_002

Supplier

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID
- * Remit To: PSWT EUR MURPHY
- * Address: Dublin Dublin
- * Remit To Bank Account
- * Unique Remittance Identifier
- * Remittance Check Digit

Invoice

- * Invoice Number: CM_002
- * Invoice Date: 16-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- Supplier Comments
- Attachment: None

Customer

- * Customer Tax Payer ID: 33233080H
- * Customer Name: GNI
- * Address: Gasworks Road IE

Items

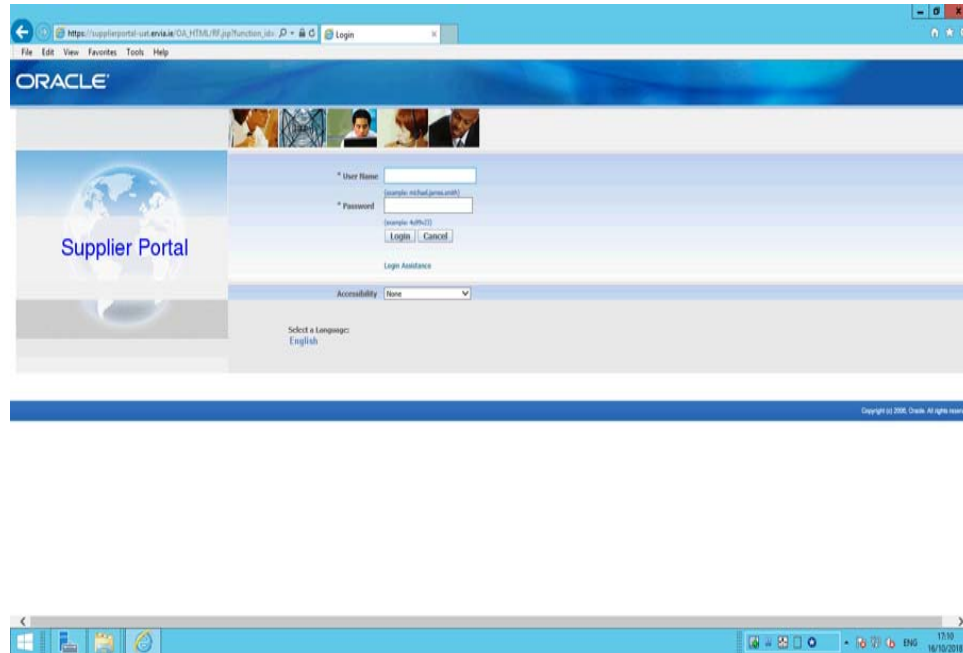
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011582	1	1	Seepage Material		Networks	100	-35.00 Each	200.00	-7,000.00

Invoice Summary

Items	-7,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	-1,610.00
Subtotal	-8,610.00
Less Advances and Discounts	0.00
Total	-8,610.00

1445
16/10/2018

Create RCT Credit Note



This Video shows on how to raise an RCT Credit Note using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

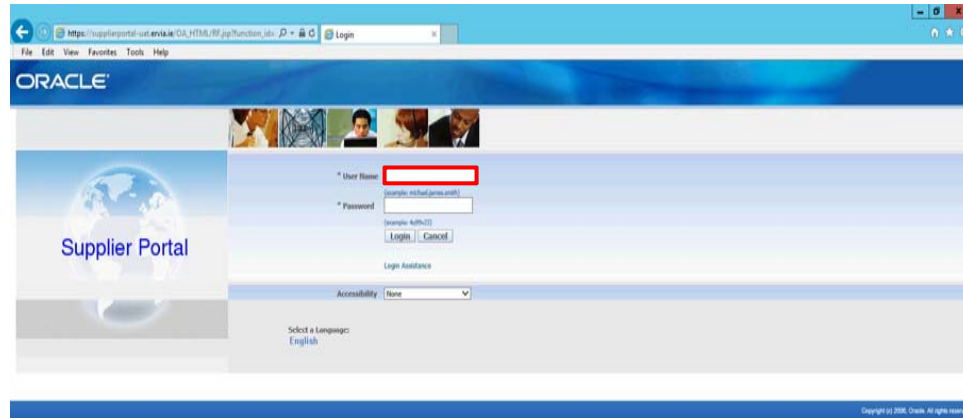
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

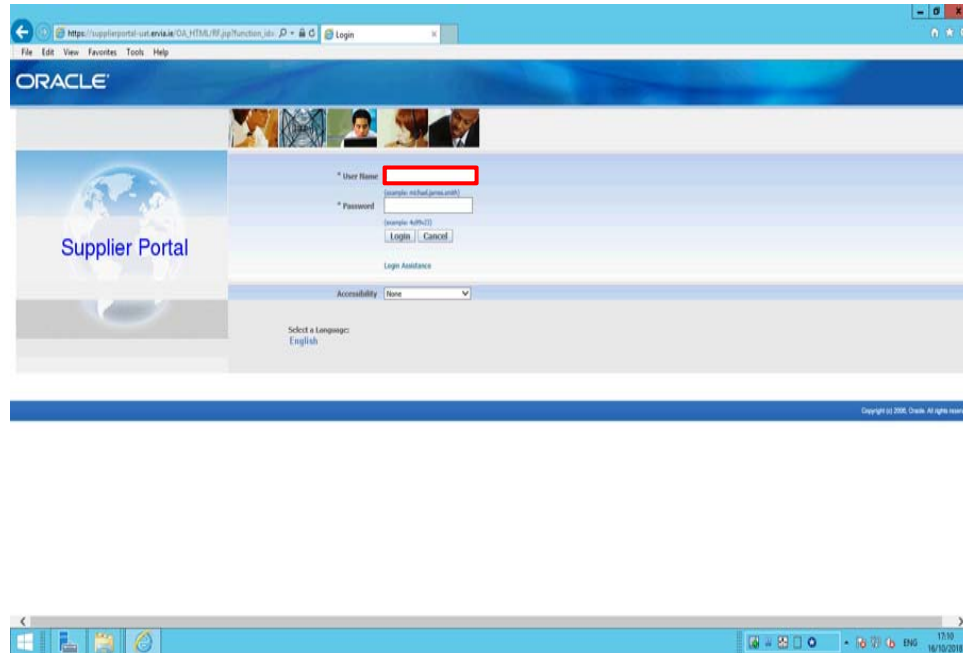
Click in the **User Name** field.



Step 2

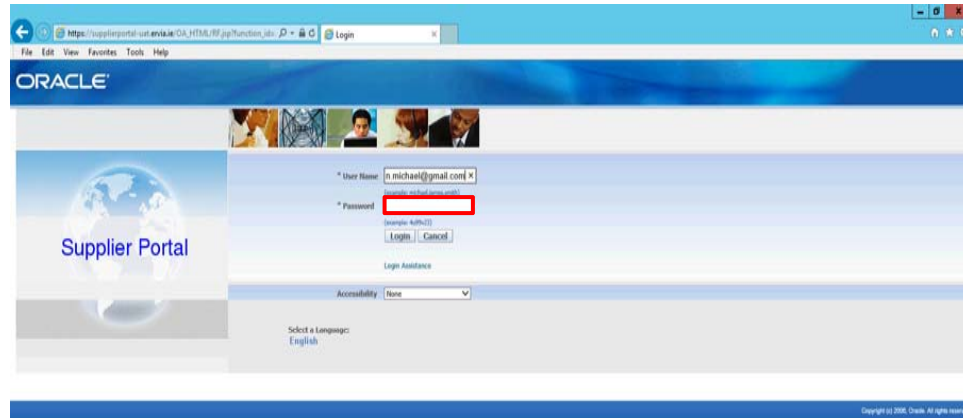
Enter Oracle Login credentials (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).



Step 3

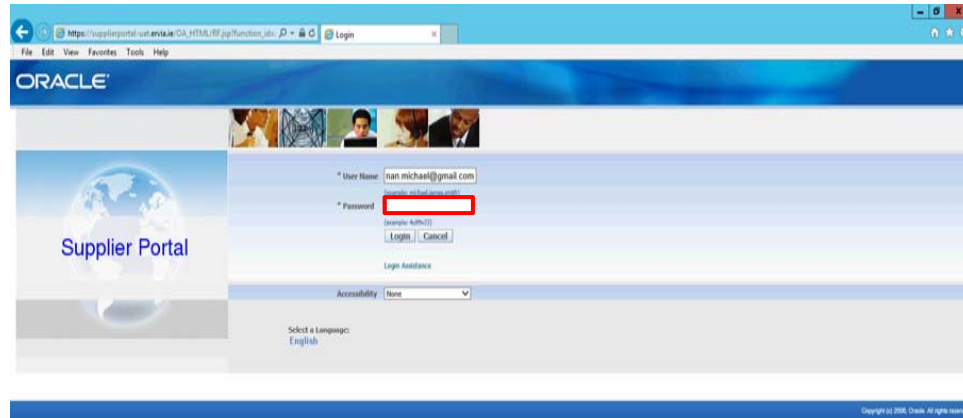
Click in the **Password** field.



Step 4

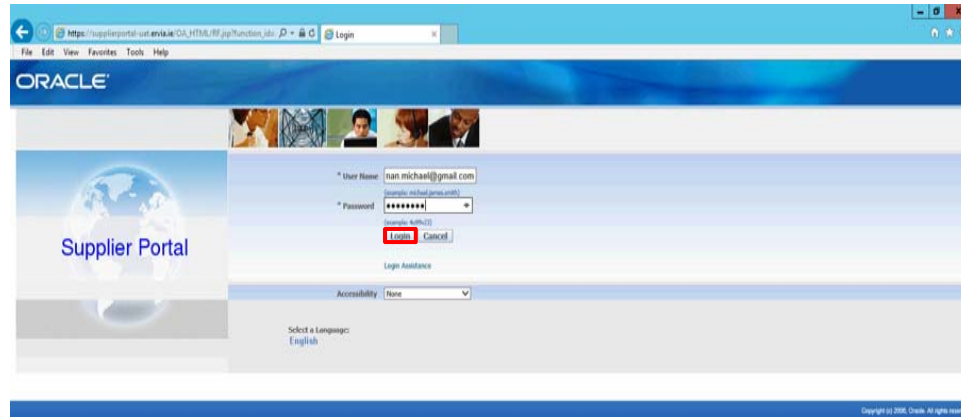
Enter Oracle Password into the
Password field.

(e.g.,: **welcome2**)



Step 5

Click the **Login** button.





Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal web application. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number and a list of notifications. The main content area shows a table of notifications with columns for Subject and Date. The table lists several notifications related to Standard Purchase Orders. On the right side, there is a sidebar with links for Orders, Receipts, Invoices, and Payments. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
QML - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011581, 0 for EUR 40,250.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QML - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled 'Create Invoice' and features a search form. The search form includes a 'Supplier' field with the value 'MURPHY SUPPLIES', an 'Invoice Number' field, an 'Invoice Date From' field with a date picker, an 'Invoice Date To' field with a date picker, a 'Purchase Order Number' field, an 'Invoice Amount' field, an 'Invoice Date To' field, and a 'Currency' field. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table is currently empty, showing 'No search conducted.' The page footer includes navigation links and a copyright notice.

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: <https://supplierportal-usat.oracle.com/HTML/Oracle/jsp/pages/creat...>. The page title is "ORACLE® iSupplier Portal". The navigation menu includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Create Invoice: Purchase Orders" section is currently selected. Below this, there is a "Search" section with a note: "Note that the search is case insensitive". The search fields include "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a calendar icon), "Organization" (with a dropdown menu showing "Example: 10-Oct-2018"), and "Advances and Financing" (with a dropdown menu showing "Excluded"). There are "Go" and "Clear" buttons. Below the search fields, there is a table with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table currently shows "No search conducted." at the bottom. The footer of the page includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 17:11 on 16/10/2018.

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "6011580".

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Purchase Orders' and is at 'Step 1 of 4'. The 'Purchase Order Number' field is highlighted with a red box. Below the search fields, there is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table currently shows 'No search conducted.' The bottom of the page includes navigation links (Home, Orders, Receipts, Finance, Admin) and a copyright notice (Copyright © 2008, Oracle. All rights reserved).

Step 11

Click the **Go** button.

The screenshot shows the Oracle iSupplier Portal search page. The browser address bar displays the URL: https://supplierportal-usat.envia.or/HTML/OA.jsp?page=/vrescd_10. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Purchase Orders" step is selected. Below the progress bar, there are "Cancel" and "Next" buttons for "Step 1 of 4". The search area includes a "Search" button and a note: "Note that the search is case insensitive". Search criteria include: Purchase Order Number (6011580), Purchase Order Date (example: 16-Oct-2018), Organization (example: 16-Oct-2018), and Advances and Financing (Excluded). A red box highlights the "Go" button. Below the search criteria, there is a table with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To Organization, Packing Slip, Waybill, Pay Group. The table shows "No search conducted." at the bottom. The footer includes "Copyright (c) 2008, Oracle. All rights reserved." and the date "17:11 16/10/2018".

Step 12

Click the **Checkbox**.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice from purchase orders. The page is titled 'Create Invoice: Purchase Orders' and is part of a 4-step process. The search criteria are: Purchase Order Number 6011580, Purchase Order Date (blank), and Organization (blank). The 'Advances and Financing' dropdown is set to 'Excluded'. The table below shows one item: 'Sewage Material' with a quantity of 200 and a unit price of 50. The checkbox in the 'Advances or Financing' column is highlighted with a red square.

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011580	1	1	<input checked="" type="checkbox"/>	Sewage Material			200	0	50	Each	200	EUR	Networks	GNI			SUPPLIER

Step 13

Click the **Next** button.

The screenshot displays the Oracle Supplier Portal interface for creating an invoice from purchase orders. The page is titled 'Create Invoice: Purchase Orders' and is at 'Step 1 of 4'. The search criteria section includes fields for 'Purchase Order Number' (6011580), 'Purchase Order Date', and 'Organization'. Below this, a table lists items to be added to the invoice:

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	6011580	1	1	<input type="checkbox"/>	Sewage Material			200	0	50	Each	200	EUR	Networks	GNI			SUPPLIER

The 'Next' button is highlighted in red at the bottom right of the page.

Step 14

Click in the **Invoice Number** field.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID:
Remit To: RCT EUR MURPHY
Address: CITY HALL LANE Cork

Invoice

* Invoice Number:
Invoice Date: 18-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	150	150	200	Each	30000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

e.g., "**CM_003**".

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Invoice Number' field is highlighted with a red box. The screen displays the following information:

- Supplier:** MURPHY SUPPLIES, Tax Payer ID, Remit To: RCT EUR MURPHY, Address: CITY HALL LANE Cork.
- Customer:** Customer Tax Payer ID: 33233008KH, Customer Name: GNI, Address: Gasworks Road IE.
- Items:** A table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, *Quantity, Unit Price, UOM, Amount. The table contains one row: PO Number 6011580, Line 1, Shipment 1, Item Number, Item Description Sewage Material, Supplier Item Number, Ship To Networks, Available Quantity 150, *Quantity 150, Unit Price 200, UOM Each, Amount 30000.
- Shipping and Handling:** A section with a table for Charge Type, Amount, and Description. The table is currently empty.

Step 16

Click the **Invoice Type** list.

Oracle iSupplier Portal - Create Invoice: Details

Supplier: MURPHY SUPPLIES
Tax Payer ID: RCT EUR MURPHY
Remit To: CITY HALL LANE Cork

Invoice: Invoice Number: CH_90, Invoice Date: 15-Oct-2018, Invoice Type: Credit Note, Currency: EUR

Customer: Customer Tax Payer ID: 33233008KH, Customer Name: GNI, Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	150	150	200	Each	30000

Shipping and Handling: No results found.

Charge Type: No results found.

Step 17

Select **Credit Memo** from the Invoice Type List

Oracle iSupplier Portal - Create Invoice: Details (Step 2 of 4)

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: RCT EUR MURPHY
- Remit To: CITY HALL LANE Cork
- Address: CITY HALL LANE Cork

Invoice:

- * Invoice Number: [Field]
- Invoice Type: **Credit Memo** (Selected)
- Invoice Date: [Field]
- Invoice Type: [Field]
- Currency: EUR
- Supplier Comments: [Field]
- Original Invoice Number: [Field]
- Attachment: None, Add...

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	150	150	200	Each	30000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

[Add Row](#)

Step 18

Right-click in the **Quantity** field.

Oracle iSupplier Portal - Create Invoice: Details (Step 2 of 4)

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: RCT EUR MURPHY
Remit To: CITY HALL LANE Cork
Address: CITY HALL LANE Cork

Invoice

* Invoice Number: CH_903
Invoice Date: 15-Oct-2018
Invoice Type: Credit Memo
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add
Please do not upload an invoice for this transaction. Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	150	150	200	Each	30000

Shipping and Handling

Charge Type: No results found.
Add Row

Oracle iSupplier Portal - Create Invoice: Details (Step 2 of 4)

Supplier

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: [blank]
- Remit To: RCT EUR MURPHY
- Address: CITY HALL LANE Cork

Invoice

- * Invoice Number: CH_903
- Invoice Date: 15-Oct-2018
- Invoice Type: Credit Memo
- Currency: EUR
- Supplier Comments: [blank]
- Original Invoice Number: [blank]
- Attachment: None

Customer

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	150	-40	200	Each	30000

Shipping and Handling

Charge Type: No results found.

Amount: [blank] Description: [blank]

Add Row

Step 19

Enter the Quantity for which you need to create Credit memo.

e.g., "-40".

Step 20

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://supplierportal.out.murphy.com/HTML/0A.jsp?page=next_ID. The page title is "ORACLE iSupplier Portal". The navigation bar includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Details" step is currently selected. The "Create Invoice: Details" section has a "Cancel" button, a "Back" button, and a "Next" button (highlighted with a red box). The "Supplier" section shows details for "MURPHY SUPPLIES". The "Invoice" section shows details for the invoice being created, including "Invoice Number", "Invoice Date", "Invoice Type", "Currency", "Supplier Comments", and "Original Invoice Number". The "Customer" section shows details for the customer, including "Customer Tax Payer ID", "Customer Name", and "Address". The "Items" section shows a table with columns: "PO Number", "Line", "Shipment", "Item Number", "Item Description", "Supplier Item Number", "Ship To", "Available Quantity", "Quantity", "Unit Price", "UOM", and "Amount". The table contains one row for "Sewage Material". The "Shipping and Handling" section shows a table with columns: "Charge Type", "Amount", and "Description". The table contains one row for "No results found".

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: RCT EUR MURPHY
Remit To: CITY HALL LANE Cork
Address: CITY HALL LANE Cork

Invoice

* Invoice Number: CH_903
Invoice Date: 15-Oct-2018
Invoice Type: Credit Memo
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	150	-4	200	Each	30000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 21

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/Oracle/jsp/pages/next_ID. The page title is "Supplier Portal Create Invoice...". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Manage Tax" and shows the progress of the invoice creation process. The "Next" button is highlighted with a red box.

Supplier

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: RCT EUR MURPHY
- * Remit To Address: CITY HALL LANE Cork
- * Remit To Bank Account
- * Unique Remittance Identifier
- * Remittance Check Dept

Invoice

- * Invoice Number: CM_003
- * Invoice Date: 16-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- * Supplier Comments
- * Attachment: None

Customer

- * Customer Tax Payer ID: 3323300KH
- * Customer Name: GNI
- * Address: Gasworks Road IE

Summary Tax Lines

Calculate

Tax Rate Tax Amount Line Status Supplier Tax Code

23 -1840 Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011580	1	1	Sewage Material		Networks	150	-40.00 Each	200.00	-8,000.00

Shipping and Handling

Charge Type: No results found.

Amount Description

Step 22

Review the details and Click the **Submit** button to submit the Credit Note.

The screenshot shows the Oracle iSupplier Portal interface for creating a credit note. The page is titled 'Create Invoice: Review and Submit' and is part of a 4-step process. The 'Submit' button is highlighted with a red box. The page displays the following information:

Supplier:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: RCT EUR MURPHY
- * Remit To Address: CITY HALL LANE Cork
- * Remit To Bank Account: Unique Remittance Identifier
- * Remittance Check Dept:

Invoice:

- * Invoice Number: CM_003
- * Invoice Date: 16-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- Supplier Comments:
- Attachment: None

Customer:

- * Customer Tax Payer ID: 3323300KH
- * Customer Name: GNI
- * Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011580	1	1	Sewage Material		Networks	150	-40.00 Each	200.00	-8,000.00

Shipping and Handling:

Charge Type: No results found.

Summary Tax Lines:

Supplier Tax Code: No results found.

Invoice Summary:

https://supplierportal.uit.ensia.ie/Oracle_HTML/OA.jsp?pages/credit/submitMatchedInPG&_r=2008/OAS/1AP_158...

Step 23

Credit memo CM_003 is now submitted to Accounts Payable team.

End of Procedure.

Confirmation
Credit memo CM_003 was submitted to our Accounts Payable department on 16-Oct-2018. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page.
Invoice: CM_003

Supplier

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID
- * Remit To: RCT EUR MURPHY
- * Address: CITY HALL LANE Cork
- * Remit To Bank Account
- * Unique Remittance Identifier
- * Remittance Check Digit

Invoice

- * Invoice Number: CM_003
- * Invoice Date: 16-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: EUR
- Supplier Comments
- Attachment: None

Customer

- * Customer Tax Payer ID: 33233080H
- * Customer Name: GNI
- * Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011580	1	1	Sewage Material		Networks	150	-40.00 Each	200.00	-8,000.00

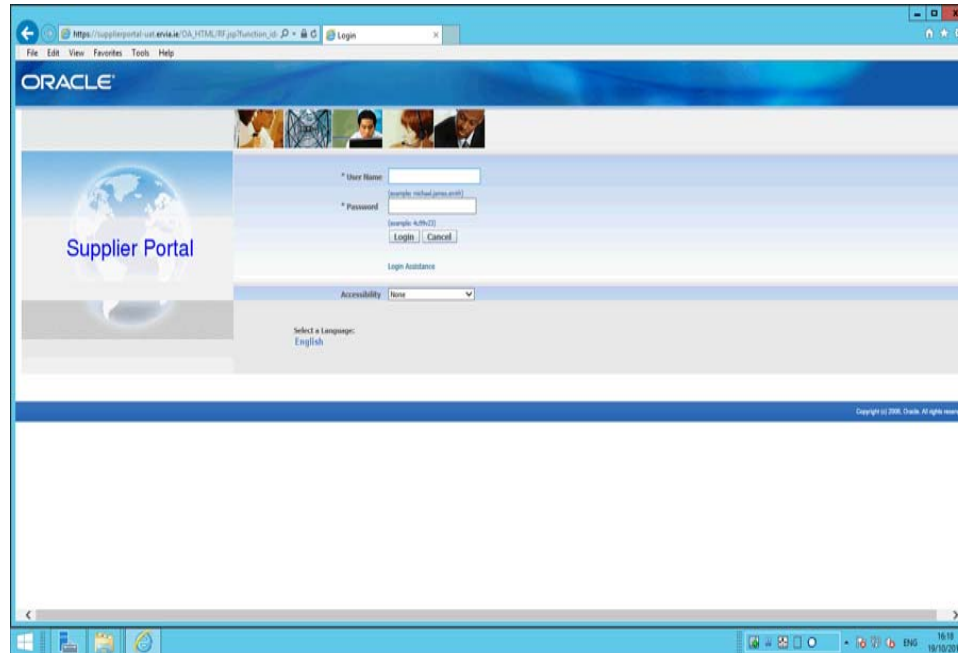
Invoice Summary

Items	-8,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	-1,840.00
Subtotal	-9,840.00
Less Advances and Discounts	0.00
Total	-9,840.00

1712 16/10/2018

Create Credit Note for EU Supplier

Create Credit Note for EU Supplier



This Video shows on how to raise an Credit Note for EU Supplier.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

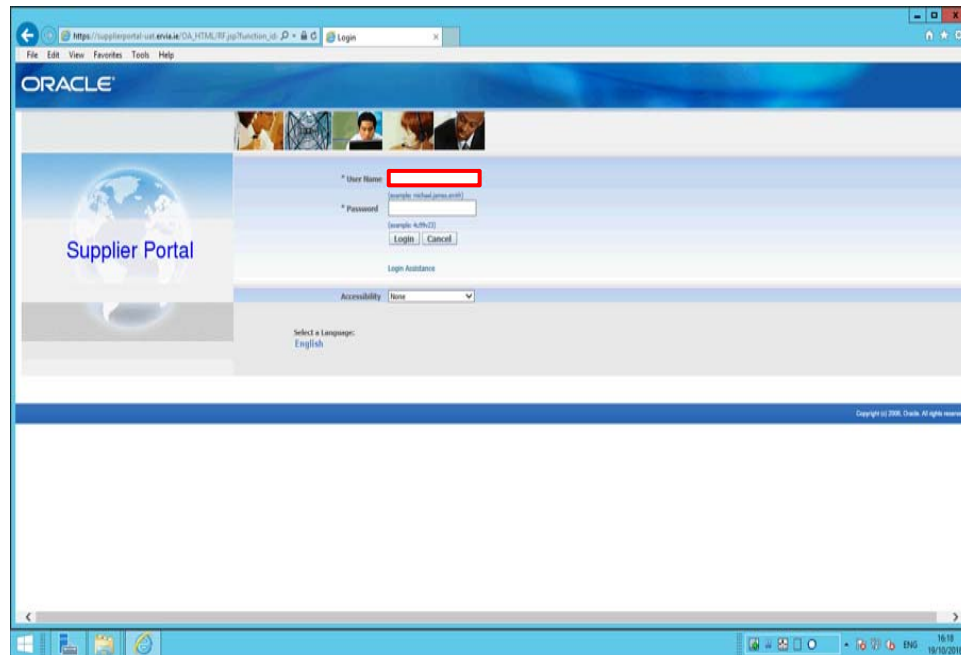
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

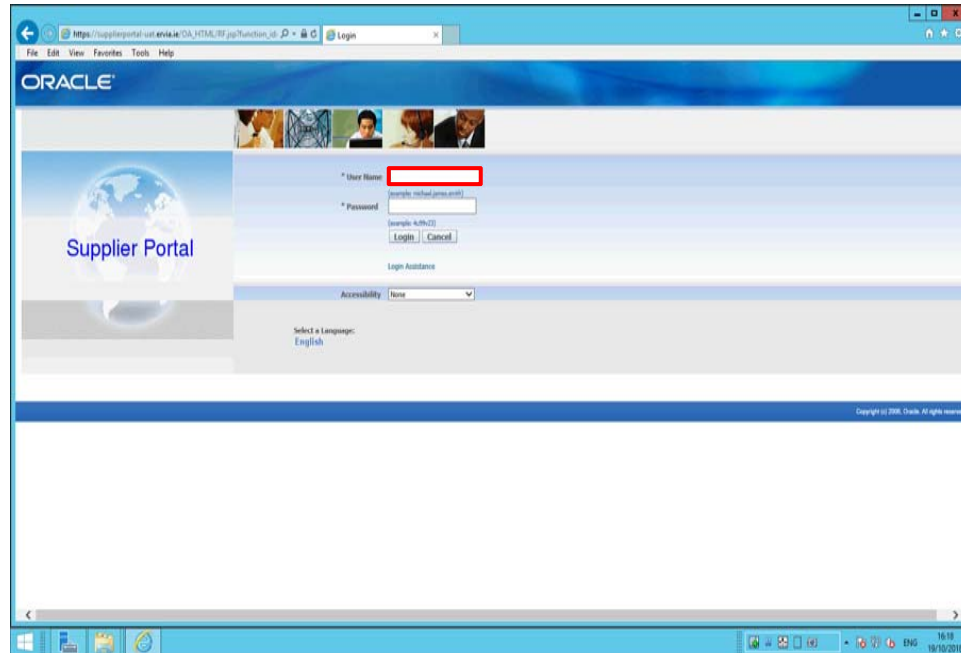
Click the **User Name** Field



Step 2

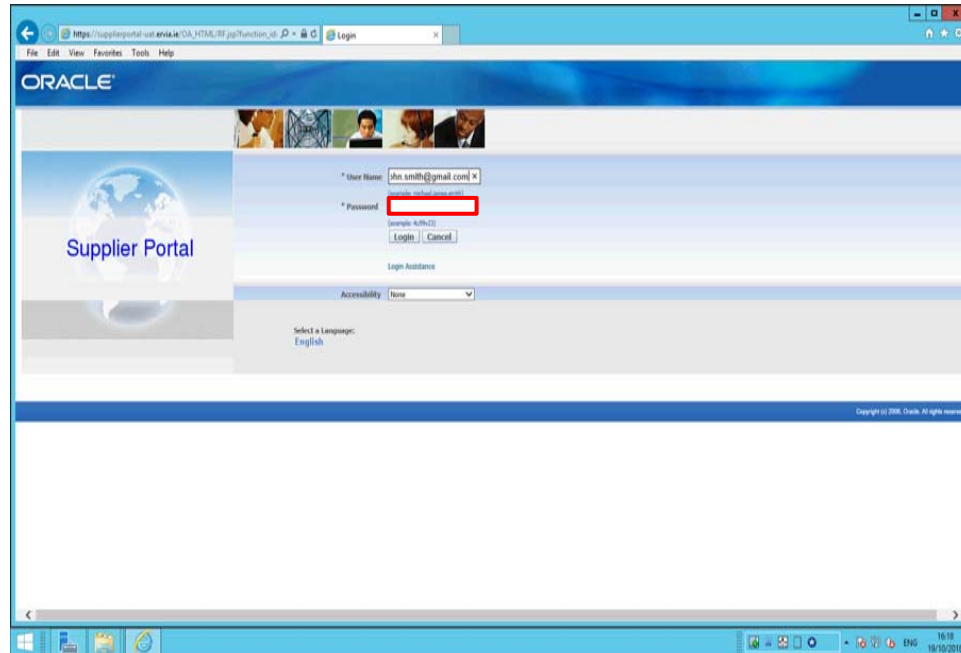
Enter Oracle Login credentials (Which you might have received via email) .

(e.g.,: "**john.smith@gmail.com**").



Step 3

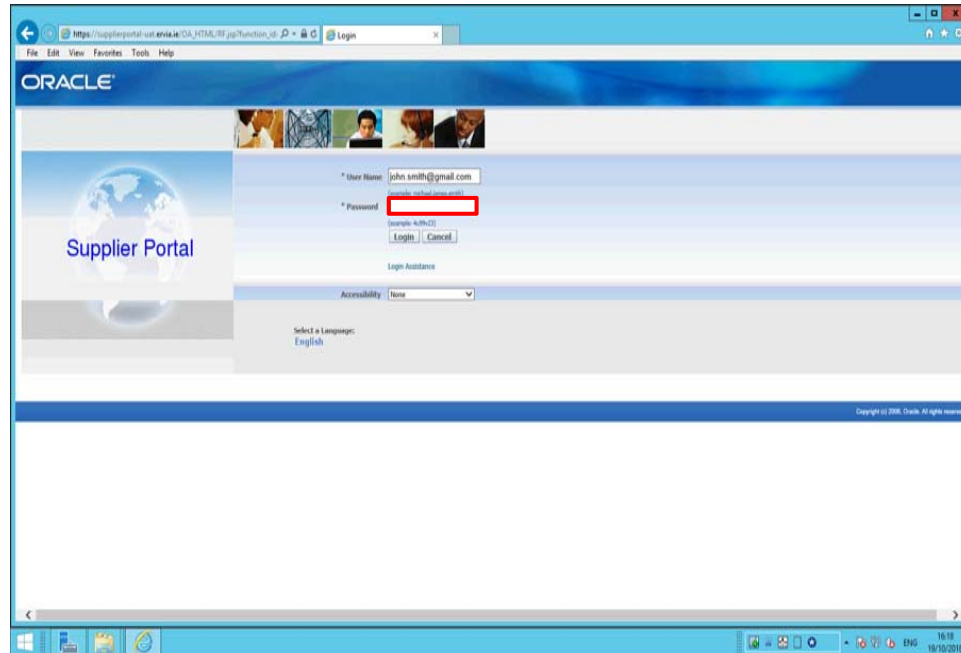
Click in the **Password** field.



Step 4

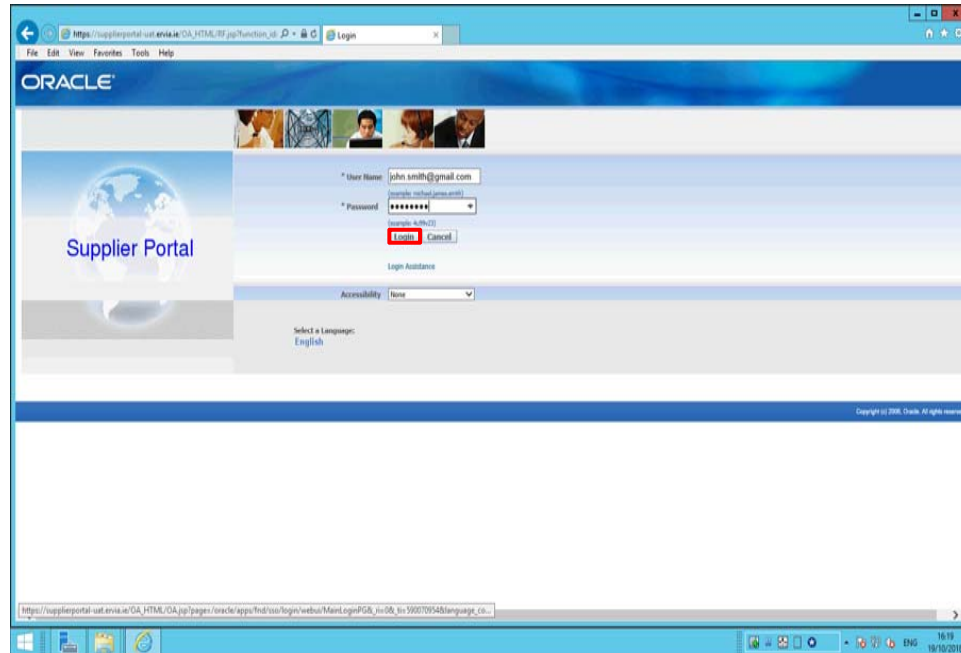
Enter Oracle Password into the Password field.

(e.g.,: **welcome3**)



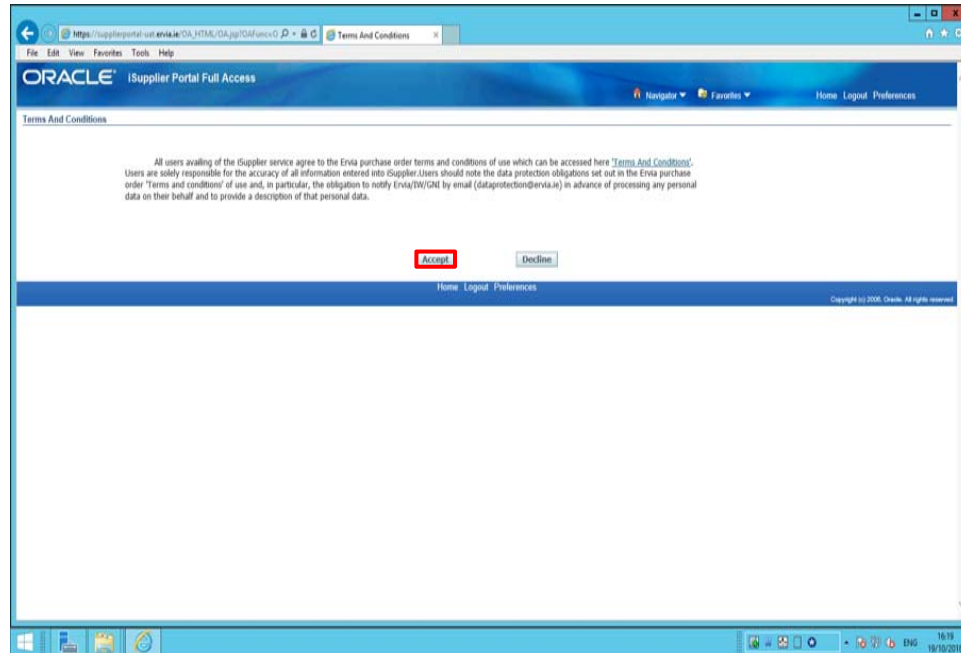
Step 5

Click the **Login** button.



Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click the **Finance** link.

The screenshot shows the Oracle Supplier Portal interface. The navigation menu at the top includes links for Home, Orders, Receipts, **Finance** (highlighted), and Admin. Below the navigation menu, there is a search bar for PO Number. The main content area is divided into two sections: Notifications and Orders At A Glance. The Notifications section displays a table with columns for Subject and Date, showing three notifications related to purchase orders. The Orders At A Glance section displays a table with columns for PO Number, Description, and Order Date, showing five orders. On the right side, there is a sidebar with links for Orders, Receipts, Invoices, and Payments. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
INV - Standard Purchase Order 51366635, 0 for EUR 1,000.00	15-Oct-2018 16:05:59
INV - Standard Purchase Order 51366634, 0 for EUR 500.00	15-Oct-2018 16:04:01
Action Requested: Extra Sourcing: Confirmation of Receipt photo	07-Sep-2018 09:51:43

PO Number	Description	Order Date
51366635		15-Oct-2018 15:58:58
51366634		15-Oct-2018 15:56:41
51366633		12-Oct-2018 15:55:28
51366632		12-Oct-2018 15:52:39
6011564		06-Sep-2018 12:04:52

Step 8

Click the **Go** button.

The screenshot displays the Oracle Supplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main section is titled 'Create Invoice' and features a search form. The search form includes fields for Supplier (DOUGLAS GA CLUB), Invoice Number, Invoice Date From, Invoice Date To, Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.' The page footer includes navigation links and a copyright notice.

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice from purchase orders. The page title is "Create Invoice: Purchase Orders" and it is part of a 4-step process. The "Purchase Order Number" field is highlighted with a red rectangle. Below the search fields, there is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, and Pay Group. The table currently shows "No search conducted."

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "6011580".

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierportal-us1.oracle.com/DA_HTML/DA.jsp/pages/invoice_ID. The page title is "Supplier Portal: Create Invoice...". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Purchase Orders" and shows a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Purchase Orders" step is currently active. Below the progress bar, there is a search section with a note: "Note that the search is case insensitive". The search fields include "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a date picker), "Organization" (with a dropdown menu), and "Advances and Financing" (with a dropdown menu). There are "Go" and "Clear" buttons. Below the search fields, there is a table header with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table body shows "No search conducted." at the bottom. The footer of the page includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright (c) 2006, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 16:19 on 10/10/2016.

Step 11

Click the **Go** button.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice from purchase orders. The page title is "Create Invoice: Purchase Orders" and it is part of a 4-step process. The "Search" section contains a note that the search is case insensitive and fields for "Purchase Order Number" (with value 6011504), "Purchase Order Date" (with a date picker), and "Organization". There is a "Go" button highlighted with a red box, and a "Clear" button. Below the search fields is a table with columns: "Select PO Number", "Line Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table currently shows "No search conducted." and is empty. The page includes navigation links at the top (Home, Orders, Receipts, Finance, Admin) and a footer with the Oracle logo and copyright information.

Step 12

Click the **Checkbox** option.

Oracle Supplier Portal - Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011564

Purchase Order Date: [Date Picker]

Organization: [Search]

Advances and Financing: Excluded

Go Clear

Select Item: Add to Invoice

Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011564	1	<input checked="" type="checkbox"/>	Construction Material			500	250	500	Each	137.67664	GBP	Networks	QNI			SUPPLIER

Cancel Step 1 of 4 Next

Step 13

Click the **Next** button.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 6011564

Purchase Order Date

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select All	Select None	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>		1	1	<input type="checkbox"/>	Construction Material	500	250	500			Each	137.6764	GBP	Networks GNI	SUPPLIER			

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Step 14

Click in the **Invoice Number** field.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-us1.oracle.com/DA_HTML/DA.jsp/pages/invoice_ID. The page title is "Supplier Portal: Create Invoice...".

The interface includes a navigation bar with tabs: Home, Orders, Receipts, Finance, and Admin. Below this, there are sub-tabs: Create Invoices, View Invoices, and View Payments. The main content area is divided into sections for Supplier, Invoice, Customer, and Items.

Supplier Section:

- * Supplier: DOUGLAS GA CLUB
- Tax Payer ID: SUPP GBP DOUGLA
- Remit To: London Bridge London
- Address: London Bridge London

Invoice Section:

- * Invoice Number: [Redacted field]
- Invoice Date: 19-Oct-2018
- Invoice Type: Invoice (dropdown)
- Currency: GBP
- Supplier Comments: [Text area]
- Original Invoice Number: [Text area]
- Attachment: None (button)

Customer Section:

- Customer Tax Payer ID: 3323308001
- Customer Name: GNE
- Address: Gasworks Road IE

Items Section:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks			137.07664	Each					

Shipping and Handling Section:

Intrastat Fields for EU supplier

- * Country of Origin: United Kingdom GB (dropdown)
- * Country of Dispatch: [dropdown]
- * Mode of Transport: [dropdown]
- * Pallets/Tarps: [dropdown]

The bottom of the screen shows the Windows taskbar with the date and time: 16/10/2018.

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

e.g., "CM_003".

The screenshot displays the Oracle Supplier Portal interface for creating an invoice. The page is titled "Create Invoice: Details" and is part of a 4-step process. The "Supplier" section shows details for "DOUGLAS GA CLUB". The "Invoice" section contains the "Invoice Number" field, which is highlighted with a red box, indicating where to enter the credit memo number. Other fields in the "Invoice" section include "Invoice Date" (19-Oct-2018), "Invoice Type" (Invoice), "Currency" (GBP), "Supplier Comments", and "Original Invoice Number". The "Customer" section shows details for "GNI". The "Items" section lists a single item: "Construction Material". The "Shipping and Handling" section shows the "Country of Origin" as "United Kingdom GB".

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks			137.07664	Each					

Step 16

Click the **Invoice Type** list.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The 'Invoice Type' dropdown menu is open, showing 'Invoice' selected. The screen includes sections for Supplier, Customer, Items, and Shipping and Handling.

Supplier:

- * Supplier: DOUGLAS GA CLUB
- Tax Payer ID: SUPP GBP DOUGLA
- Remit To: London Bridge London

Invoice:

- * Invoice Number: 04_000
- Invoice Date: 19-Oct-2018
- Invoice Type: **Invoice**
- Currency: GBP
- Supplier Comments:
- Original Invoice Number:
- Attachment: None

Customer:

- Customer Tax Payer ID: 3323308001
- Customer Name: GNE
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks			137.07664	Each					

Shipping and Handling:

Intrastat Fields for EU supplier

- * Country of Origin: United Kingdom GB
- * Country of Dispatch:
- * Mode of Transport:
- * Pallets:

Step 17

Click the **Credit Memo** from the list item.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The page is titled "Create Invoice: Details" and is Step 2 of 4. The "Supplier" section shows details for "DOUGLAS GA CLUB". The "Invoice" section shows the "Invoice Number" as "CM_885" and the "Invoice Type" as "Credit Memo" (highlighted with a red box). The "Customer" section shows details for "GNI". The "Items" section shows a table with one item: "Construction Material". The "Shipping and Handling" section shows the "Country of Origin" as "United Kingdom GB".

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London

Invoice

* Invoice Number: CM_885
Invoice Date: **Credit Memo**
Invoice Type: **Credit Memo**
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308001
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks			137.07664	Each					

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom GB
* Country of Dispatch:
* Mode of Transport:
* Pallets: Y/N

Step 18

Click in the **Quantity** field.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar indicates the URL: https://supplierportal-us1.oracle.com/DA_HTML/DA.jsp/pages/invoice_2. The page title is "Supplier Portal: Create Invoice...".

The form is divided into several sections:

- Supplier:** Includes fields for Supplier (DOUGLAS GA CLUB), Tax Payer ID, Remit To (SUPP GBP DOUGLA), and Address (London Bridge London).
- Invoice:** Includes fields for Invoice Number (24_005), Invoice Date (19-Oct-2018), Invoice Type (Credit Memo), Currency (GBP), Supplier Comments, and Original Invoice Number. There is also an Attachment field with a "None" button.
- Customer:** Includes fields for Customer Tax Payer ID (332330801), Customer Name (GNI), and Address (Gasworks Road IE).
- Items:** A table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, Amount, Commodity Code, Net Mass, Supplementary Units, and Nature of Transaction. The "Quantity" field for the first item (Construction Material) is highlighted with a red box.
- Shipping and Handling:** Includes a section for "Intrastat Fields for EU supplier" with dropdowns for Country of Origin (United Kingdom GB), Country of Dispatch, and Mode of Transport.

At the bottom right, there is a timestamp: 16:20 19/10/2018.

Step 19

Enter the Quantity for which you need to create Credit memo.

e.g., **-100**.

Oracle Supplier Portal - Create Invoice

Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London

Invoice: Invoice Number: 24_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP

Customer: Customer Tax Payer ID: 3323308001
Customer Name: GNE
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1		1	Construction Material		Networks		-100	137.07664	Each					

Shipping and Handling: Intranat Fields for EU supplier
Country of Origin: United Kingdom GB
Country of Dispatch:
Mode of Transport:
Delivery Terms:

Supplier

* Supplier DOUGLAS GA CLUB
 Tax Payer ID
 Remit To SUPP GBP DOUGLA
 Address London Bridge London

Invoice

* Invoice Number CH_005
 Invoice Date 19-Oct-2018
 Invoice Type Credit Memo
 Currency GBP
 Supplier Comments
 Original Invoice Number
 Attachment None Add...

Please do not Upload an invoice for this transaction.
 Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID 3323308KH
 Customer Name GNI
 Address Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks		-100	137.07664	Each					

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin United Kingdom-GB
 * Country of Dispatch
 * Mode of Transport
 * Delivery Terms

Step 20

When creating a Non Ireland Invoice below are fields are Mandatory .

Commodity Code
Country of Despatch
Country of Origin
Mode of Transport
Terms of Delivery
Net Weight

Click the **Search: Commodity Code** button to select the Commodity code.

Step 21

Click the **Go** button.

The screenshot displays the Oracle Supplier Portal interface. A 'Search and Select List of Values' dialog box is open, showing a search for 'Commodity Code'. The 'Go' button is highlighted with a red box. The main form on the right is titled 'Create Credit Note' and includes fields for 'Invoice Number', 'Invoice Date', 'Invoice Type', 'Currency', 'Supplier Comments', and 'Original Invoice Number'. The 'Go' button is also highlighted in the main form. Below the form, there is a table with columns: PO Number, Line Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM Amount, Commodity Code, Net Mass, Supplementary Units, and Nature of Transaction. The table contains one row of data. Below the table, there is a section for 'Intrastat Fields for EU supplier' with dropdown menus for 'Country of Origin' and 'Country of Dispatch'.

Search and Select: Commodity Code

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Commodity Code

Go

Results

Select	Quick Select	Commodity Name	Commodity Code
No search conducted.			

Cancel Select

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gameworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material		Networks		-100	137.07664	Each	-13707.66			

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom GB

* Country of Dispatch:

Step 22

Click the **Quick Select** button.

The screenshot shows the Oracle Supplier Portal interface. A 'Search and Select List of Values' window is open, displaying a table of commodity codes and names. The 'Quick Select' button is highlighted in the first row of the table.

Select	Quick Select	Commodity Name	Commodity Code
<input type="radio"/>	<input checked="" type="radio"/>	Pure-bred breeding horses	01012100
<input type="radio"/>	<input type="radio"/>	Horses for slaughter	01012910
<input type="radio"/>	<input type="radio"/>	Live horses (excl. for slaughter, pure-bred for breeding)	01012990
<input type="radio"/>	<input type="radio"/>	Live asses	01013000
<input type="radio"/>	<input type="radio"/>	Live mules and hinnies	01019000
<input type="radio"/>	<input type="radio"/>	Pure-bred breeding heifers female bovines that have never calved	01022110
<input type="radio"/>	<input type="radio"/>	Pure-bred breeding cows (excl. heifers)	01022130

Below the table, the 'Intrastat Fields for EU supplier' section is visible, showing 'Country of Origin' as 'United Kingdom GB' and 'Country of Dispatch' as 'United Kingdom GB'.

Step 23

Click in the **Net Mass** field.

Oracle Supplier Portal - Create Invoice - Step 2 of 4

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number: CH_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gasworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material	Networks	Networks	-100	137.07664	Each	-13707.66	\$1012100		p/st		

Shipping and Handling

Intranat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Step 24

Enter the Net Mass value into the field.

e.g., **1.52**

Oracle Supplier Portal - Create Invoice - Step 2 of 4

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: CH_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gameworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material		Networks		-100	137.07664	Each	-13707.66	01012100		p/s	

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Step 25

Click in the **Nature of Transaction** field.

The screenshot displays the Oracle Supplier Portal interface for creating an invoice. The page is titled "Create Invoice" and shows the following details:

- Supplier:** DOUGLAS GA CLUB, Tax Payer ID: SUPP GBP DOUGLA, Address: London Bridge London.
- Invoice:** Invoice Number: CH_005, Invoice Date: 19-Oct-2018, Invoice Type: Credit Memo, Currency: GBP.
- Customer:** Customer Tax Payer ID: 3323308KH, Customer Name: GHI, Address: Gameworks Road IE.
- Items Table:**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks		-100	137.07664	Each	-13707.66	01012100	1.52	p/s	

The "Nature of Transaction" field in the first row of the Items table is highlighted with a red box.

Shipping and Handling:

Intranat Fields for EU supplier:

- * Country of Origin: United Kingdom-GB
- * Country of Dispatch:
- * Mode of Transport:
- * Delivery Terms:

Supplier

* Supplier DOUGLAS GA CLUB
Tax Payer ID
Remit To SUPP GBP DOUGLA
Address London Bridge London

Invoice

* Invoice Number CH_005
Invoice Date 19-Oct-2018
Invoice Type Credit Memo
Currency GBP
Supplier Comments
Original Invoice Number
Attachment None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID 3323308KH
Customer Name GNI
Address Gasworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction	
6011564	1	1	Construction Material		Networks		-100	137.07664	Each	-13707.66	01012100	1.52	p/s	

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin United Kingdom-GB
* Country of Dispatch
* Mode of Transport
* Delivery Terms

Step 26

Enter the **Nature of Transaction** into the field.

e.g., **"INTERNAL"**.

Step 27

Click the **Mode of Transport** list.

Oracle Supplier Portal - Create Invoice - Step 2 of 4

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: CH_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gameworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks		-100	137.07664	Each	-13707.66	01012100	1.52	p/st	INTERNAL X

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Step 28

Select Mode of Transport from List of Value.

for exampe here i am selecting **Air transport** from list item.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The 'Shipping and Handling' dropdown menu is open, displaying a list of transport modes. The 'Air transport' option is selected and highlighted. The form includes sections for Supplier details (DOUGLAS GA CLUB), Invoice details (Invoice Number: CH_005, Invoice Date: 19-Oct-2018), and a table of items. The table has columns for PO Number, Line Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM Amount, Commodity Code, Net Mass, Supplementary Units, and Nature of Transaction. The 'Items' section shows a single item with PO Number 6011564, Line Shipment 1, Item Number 1, Item Description Construction Material, Supplier Item Number Networks, Ship To Networks, Available Quantity -100, Quantity 137.07664, Unit Price Each, UOM Amount -13707.66, Commodity Code 01012100, Net Mass 1.52, Supplementary Units p/s, and Nature of Transaction INTERNAL.

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material	Networks	Networks	-100	137.07664	Each	-13707.66	01012100	1.52	p/s	INTERNAL

Step 29

Click the **Country of Dispatch** list.

Oracle Supplier Portal - Create Invoice - Step 2 of 4

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: CH_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gasworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material	Networks	Networks	-100	-100	137.07664	Each	-13707.66	01012100	1.52	p/st	INTERNAL

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport: Air transport
* Delivery Terms: DAP

Step 30

Click the **Ireland-IE** list item.

The screenshot displays the Oracle Supplier Portal interface for creating an invoice. The 'Supplier' section is populated with 'DOUGLAS GA CLUB'. The 'Customer' section shows 'GNI'. A dropdown menu for 'Country of Origin' is open, listing various European countries, with 'Ireland-IE' highlighted in red. The 'Invoice' section shows 'Invoice Number: CH_005', 'Invoice Date: 19-Oct-2018', and 'Invoice Type: Credit Memo'. The 'Items' table shows a single line item for 'Construction Material'.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks		137.07664	Each	-13707.66	01012100	1.52	p/s	INTERNAL

Step 31

Click the **Delivery Terms** list.

Oracle Supplier Portal - Create Invoice - Step 2 of 4

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: CH_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gameworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material	Networks	Networks	-100	-100	137.07664	Each	-13707.66	01012100	1.52	p/st	INTERNAL

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch: United Kingdom-GB
* Mode of Transport: Air transport
* Delivery Terms: EXW

Step 32

Click the Delivery terms from list item which suits you.

In this video i am selecting '**CFR-cost and freight**'

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The 'Supplier' section is populated with 'DOUGLAS GA CLUB'. The 'Invoice' section shows 'Invoice Number: CH_005', 'Invoice Date: 19-Oct-2018', and 'Currency: GBP'. A dropdown menu for 'Delivery Terms' is open, with 'CFR-cost and freight' selected and highlighted by a red box. Other options in the dropdown include 'CIP-carriage and insurance paid to', 'DAT-delivered at terminal', 'DDP-delivered duty paid', 'EXW-ex works', 'FAS-free alongside ship', 'FCA-free carrier (named place)', and 'FOB-free on board'. The 'Customer' section shows 'Customer Tax Payer ID: 3323308KH' and 'Customer Name: GHI'. The 'Items' table has one row with 'PO Number: 6011564', 'Line Shipment: 1', 'Item Number: 1', 'Item Description: Construction Material', 'Supplier Item Number: Networks', and 'Ship To: Available'. The 'Shipping and Handling' section is also visible.

Step 33

Click the **Next** button.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays `https://supplierportal.us.oracle.com/DA_HTML/DA.jsp/pages/invoice_2`. The page title is "Supplier Portal: Create Invoice...". The navigation bar includes "Home", "Orders", "Receipts", "Finance", and "Admin". The main navigation area shows "Create Invoices", "View Invoices", and "View Payments". The process flow includes "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The current step is "Step 2 of 4", with the "Next" button highlighted in red. The "Supplier" section shows details for "DOUGLAS GA CLUB". The "Invoice" section shows details for "Invoice Number: CH_005", "Invoice Date: 19-Oct-2018", "Invoice Type: Credit Memo", and "Currency: GBP". The "Customer" section shows details for "Customer Tax Payer ID: 3323308KH". The "Items" section shows a table with one item: "Construction Material". The "Shipping and Handling" section shows details for "Country of Origin: United Kingdom-GB", "Country of Dispatch: Ireland IE", "Mode of Transport: Air transport", and "Delivery Terms: Ex-works and freight".

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: CH_005
Invoice Date: 19-Oct-2018
Invoice Type: Credit Memo
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 3323308KH
Customer Name: GHI
Address: Gameworks Road IE

Items

PO Number	Line Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1	Construction Material		Networks		-100	137.07664	Each	-13707.66	01012100	1.52	p/s	INTERNAL

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch: Ireland IE
* Mode of Transport: Air transport
* Delivery Terms: Ex-works and freight

Step 34

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-us1.oracle.de/DA_HTML/DA.jsp/pages/invo_ID. The page title is "Supplier Portal: Create Invo...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. Sub-tabs for "Create Invoices" are View Invoices and View Payments. The main workflow consists of Purchase Orders, Details, Manage Tax, and Review and Submit. The current step is "Manage Tax", labeled "Step 3 of 4". Buttons for Cancel, Save, Back, Next, and Submit are present. The "Next" button is highlighted with a red box. The form contains sections for Supplier, Invoice, Customer, Summary Tax Lines, Items, and Shipping and Handling.

Supplier

- * Supplier: DOUGLAS GA CLUB
- * Tax Payer ID: SUPP GBP DOUGLA
- * Remit To Address: London Bridge London
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: CM_005
- * Invoice Date: 19-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: GBP
- Supplier Comments
- Attachment: None

Customer

- * Customer Tax Payer ID: 3323308KH
- Customer Name: GNL
- Address: Gasworks Road IE

Summary Tax Lines

Calculate

Tax Rate	Tax Amount	Line Status	Supplier Tax Code
23	-3152.76	Active	

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011564	1	1	Construction Material		Networks	0	-100.00 Each	137.08	-13,707.66

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Step 35

Review all the details and Click the **Submit** button for submitting **Credit Note** .

The screenshot shows the Oracle Supplier Portal interface during the 'Review and Submit' step of creating a credit note. The page is titled 'Create Invoice: Review and Submit' and is at 'Step 4 of 4'. The 'Submit' button is highlighted with a red box.

Supplier Details:

- * Supplier: DOUGLAS GA CLUB
- * Tax Payer ID: SUPP GBP DOUGLA
- * Remit To Address: London Bridge London
- * Remit To Bank Account
- * Unique Remittance Identifier
- * Remittance Check Digit

Invoice Details:

- * Invoice Number: CM_005
- * Invoice Date: 19-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: GBP
- Supplier Comments
- Attachment: None

Customer Details:

- * Customer Tax Payer ID: 33233080H
- * Customer Name: GNL
- * Address: Gasworks Road IE

Items Table:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011564	1	1	Construction Material		Networks	0	-100.00 Each	137.08	-13,707.66

Shipping and Handling:

Charge Type: No results found.

Summary Tax Lines:

Supplier Tax Code: No results found.

Tax Rate: Tax Amount

Step 36

Credit Note **CM_005** is now submitted to Account Payable department.

End of Procedure.

The screenshot displays the Oracle Supplier Portal interface. At the top, there's a navigation bar with tabs for Home, Orders, Receipts, Finance, and Admin. Below this, a confirmation message states: "Credit memo CM_005 was submitted to our Accounts Payable department on 19-Oct-2018. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page." Below the message, there are buttons for "Printable Page" and "Create Another".

The main content area is divided into sections for Supplier, Invoice, Customer, and Items.

Supplier Information:

- * Supplier: DOUGLAS GA CLUB
- * Tax Payer ID: SUPP GBP DOUGLA
- * Remit To: London Bridge London
- * Remit To Bank Account: Unique Remittance Identifier
- * Remittance Check Digit:

Invoice Information:

- * Invoice Number: CM_005
- * Invoice Date: 19-Oct-2018
- * Invoice Type: Credit Memo
- * Currency: GBP
- Supplier Comments:
- Attachment: None

Customer Information:

- * Customer Tax Payer ID: 3323308KH
- * Customer Name: GNE
- * Address: Gasworks Road IE

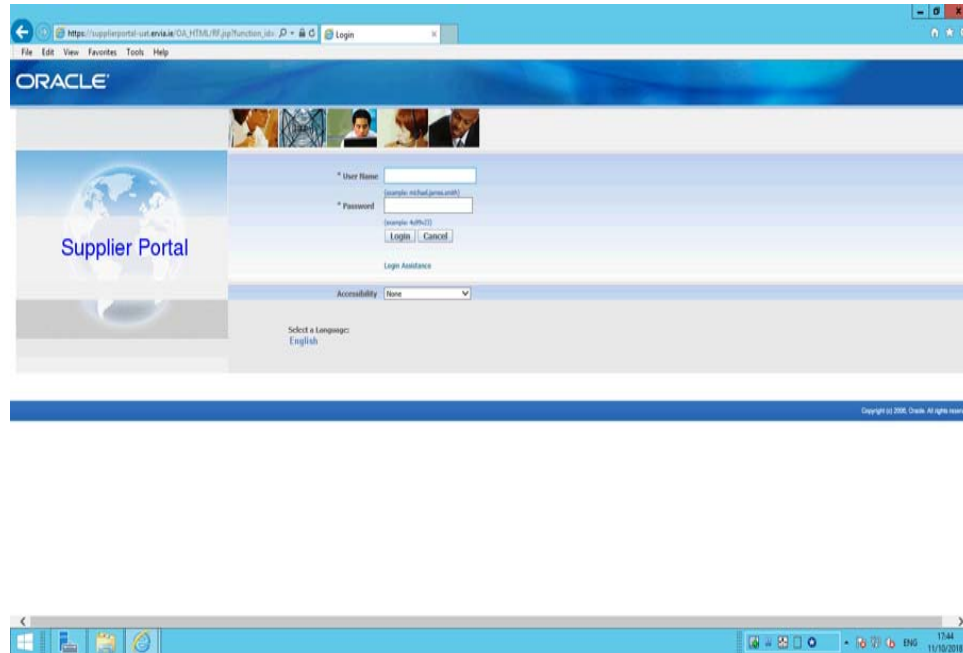
Items Table:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011564	1	1	Construction Material		Networks	0	-100.00 Each	137.08	-13,707.66

Invoice Summary:

Items	-13,707.66
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	-3,152.76
Subtotal	-16,860.42

View Payments



This Video shows on how to view the Payments.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

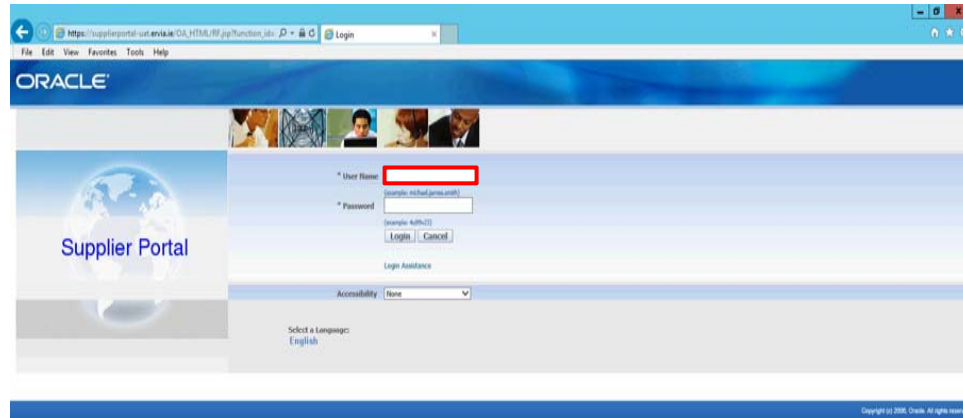
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

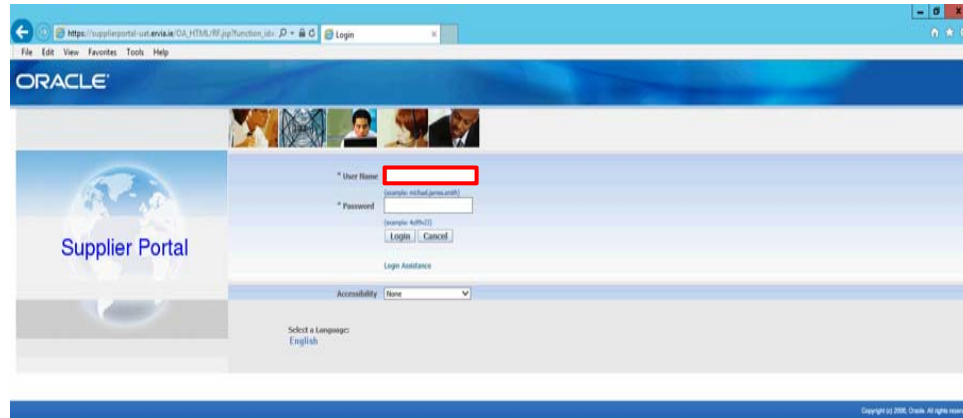
Click in the **User Name** field.



Step 2

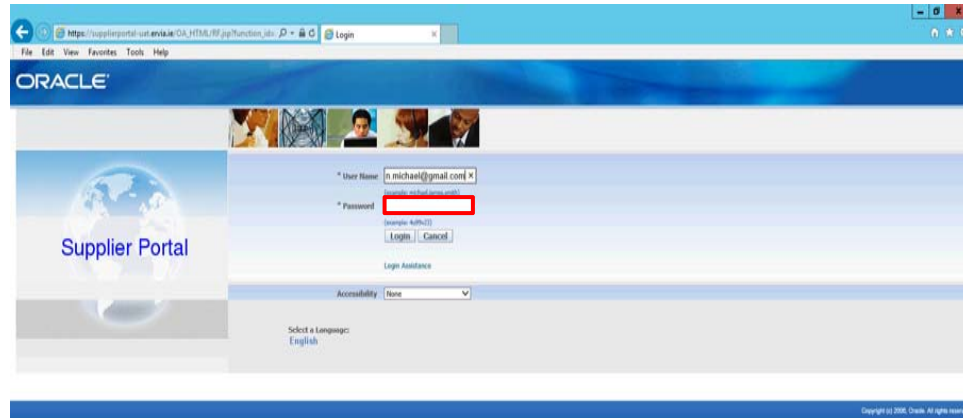
Enter Oracle Login credentials (Which you might have received via email) .

(e.g.,:"**ronan.michael@gmail.com**").



Step 3

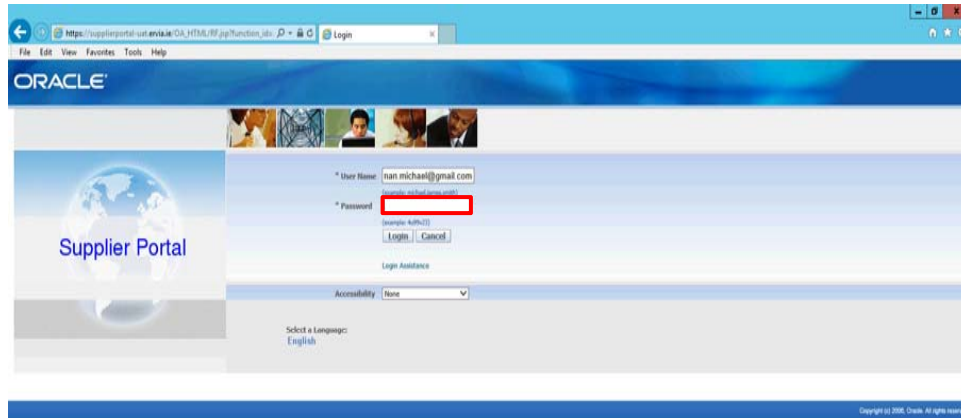
Click in the **Password** field.



Step 4

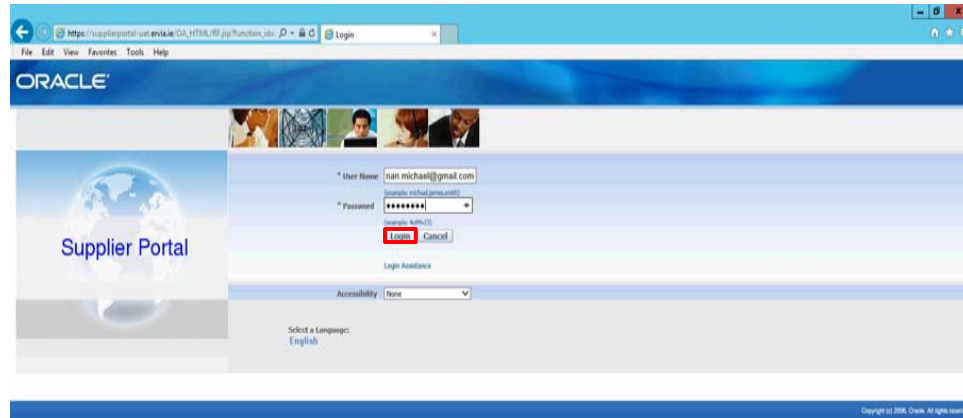
Enter Oracle Password into the
Password field.

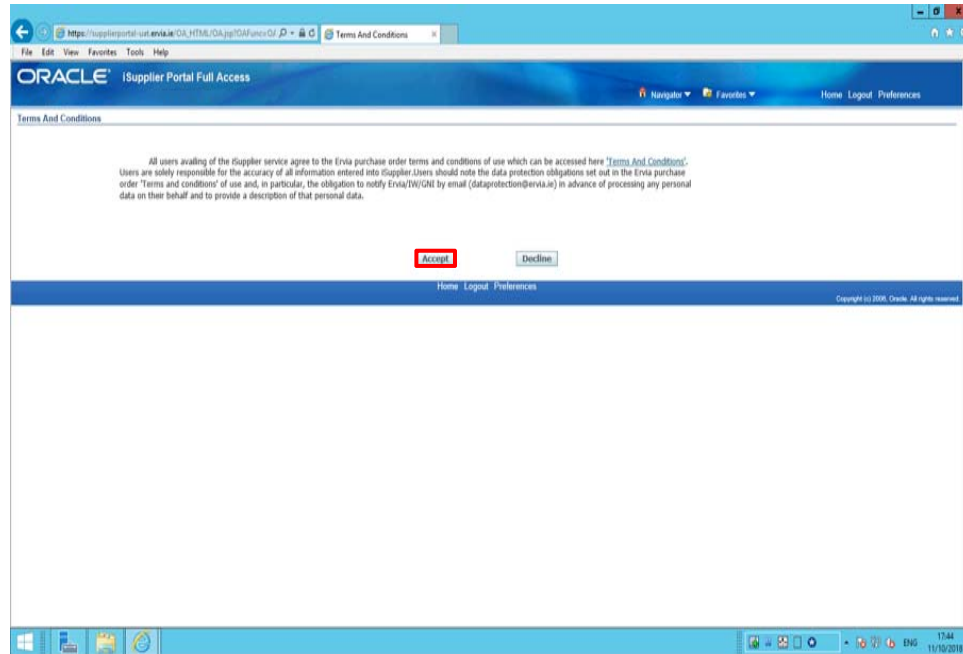
(example: **welcome2**).



Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar is a search field labeled "Search PO Number" with a "Go" button. The main content area is divided into several sections:

- Notifications**: A table with columns "Subject" and "Date". The subject is "Action Required: Envia Searching: Confirmation of Registration" and the date is "07-Sep-2018 10:42:17".
- Orders At A Glance**: A table with columns "PO Number", "Description", and "Order Date". It lists three orders: 6011572, 6011572, and 6011571, all with order dates in September 2018.
- Orders**: A list of links for Purchase Orders and Purchase History.
- Receipts**: A link for Receipts.
- Invoices**: A link for Invoices.
- Payments**: A link for Payments.

The bottom of the page shows a footer with copyright information and a Windows taskbar at the very bottom.

Step 8

Click the **View Payments** link.

The screenshot displays the Oracle iSupplier Portal interface. At the top, the Oracle logo and 'USER PRODUCTIVITY KIT' are visible. The main navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The 'View Payments' link under the Finance tab is highlighted with a red box. Below the navigation bar, there is a 'Create Invoice' section with a 'With a PO' dropdown and a 'Go' button. A search section follows, with a note that the search is case insensitive. The search criteria include Supplier (MURPHY SUPPLIES), Invoice Number, Invoice Date From, Invoice Date To, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A table below the search section shows columns for Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table is currently empty with the message 'No search conducted.' The bottom of the page shows the Oracle logo and copyright information.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierportal.out.oracle.com/HTML/0A.jsp?page=Vesed_ID. The page title is "Supplier Portal View Paym...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "View Payments" link is active. The "Simple Search" section contains a note: "Note that the search is case". Search fields include Payment Number, Invoice Number (highlighted with a red box), PO Number, Release Number, Status, Payment Amount From, Payment Date From, and To. There are "Go" and "Clear" buttons. An "Advanced Search" link is also present. Below the search fields is a table with the following columns: Payment, Remit to Supplier, Remit to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Invoice, and PO Number. The table is currently empty, showing "No search conducted." at the bottom. The footer includes "Copyright (c) 2008, Oracle. All rights reserved." and the date "11/10/2018".

Step 9

Here i would like to search Payment with Invoice Number.

You can search payment with other feilds also (Like PO Number, Payment Dates etc)

Click in the **Invoice Number** field.

Step 10

Enter the desired information into the **Invoice Number** field.
Enter "**TEST001**".

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierportal.out.oracle.com/HTML/0A.jsp?page=Vesed_ID. The page title is "Supplier Portal View Paym...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "View Payments" link is active. The "Simple Search" section contains a note: "Note that the search is case insensitive". Search fields include Payment Number, Invoice Number (highlighted with a red rectangle), PO Number, Release Number, Status, Payment Amount From, and Payment Date From. The "Go" and "Clear" buttons are at the bottom of the search section. Below the search fields is a table header with columns: Payment, Remit to Supplier, Remit to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Invoice, and PO Number. The table content shows "No search conducted." The footer includes the Oracle logo, "Copyright (c) 2008, Oracle. All rights reserved.", and the date "11/10/2018".

Step 11

Click the **Go** button.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with links: Home, Orders, Receipts, Finance, Admin, Create Invoices, View Invoices, and View Payments. Below this is a search section titled 'Simple Search' with a note: 'Note that the search is case insensitive'. The search form includes fields for Payment Number, Invoice Number (with a dropdown menu), PO Number, Release Number, Status, Payment Amount (From and To), and Payment Date (From and To). A 'Go' button is highlighted with a red box. Below the search form is a table with columns: Payment, Remit to Supplier, Remit to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Invoice, and PO Number. The table currently shows 'No search conducted.' at the bottom of the page, there is a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'

Step 12

Click the **TEST001** link.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

View Payments

Simple Search

Note that the search is case insensitive

Payment Number:

Invoice Number:

PO Number:

Release Number:

Status:

Payment Amount From: To:

Payment Date From: To:

Go Clear

Advanced Search

Payment	Remit to Supplier	Remit to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Invoice	PO Number
110187	MURPHY SUPPLIES	SUPP EUR MURPHY	09-Oct-2018	EUR	190,404,000.00 Electronic	Negotiable	09-Oct-2018	501127	501127

Home Orders Receipts Finance Admin Home Logout Preferences

Copyright (c) 2008, Oracle. All rights reserved.

Step 13

Here you can view the payment status under Payment Information,

End of Procedure.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The 'Finance' section is active, showing 'View Payments'. The main content area is divided into three panels: General, Amount Summary, and Payment Information.

General Information:

- Invoice Date: 08-Oct-2018
- Status: Approved
- On Hold: No
- Batch: None
- Supplier: MURPHY SUPPLIES
- Supplier Site: SUPP EUR MURPHY
- Address: CITY HALL LANE

Amount Summary:

Item	Amount
Item	154,800,000.00
Freight	0.00
Miscellaneous	0.00
Tax	35,604,000.00
Prepayment	0.00
Retention	0.00
Withholding Tax	0.00
Total	190,404,000.00

Payment Information:

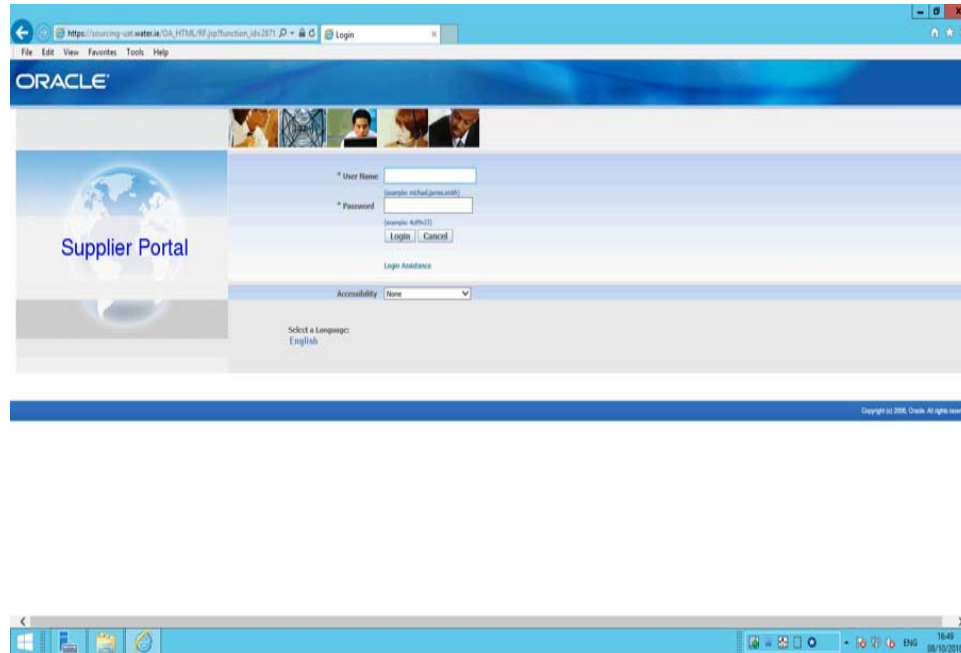
Field	Value
Paid	190,404,000.00
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	09-OCT-2018
Payment	110187
Term	Immediate

Invoice Lines:

Line	Type	Description	Qty UOM	Price	Tax Included	Amount	Retention Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Sewage Material	129000 Each	1,200.00		154,800,000.00	0.00 Approved	8011373	1	1	Buyer: All, Am	
2	Tax	IE VAT - IE VAT				35,604,000.00	0.00 Approved					

The bottom of the screen shows the Oracle logo and copyright information: Copyright © 2008, Oracle. All rights reserved.

View Invoice Status



This Video shows on how to View invoice status.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

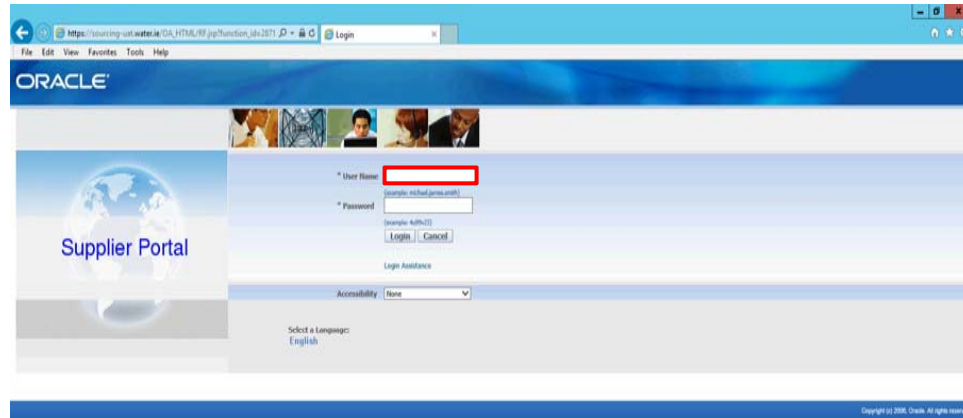
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

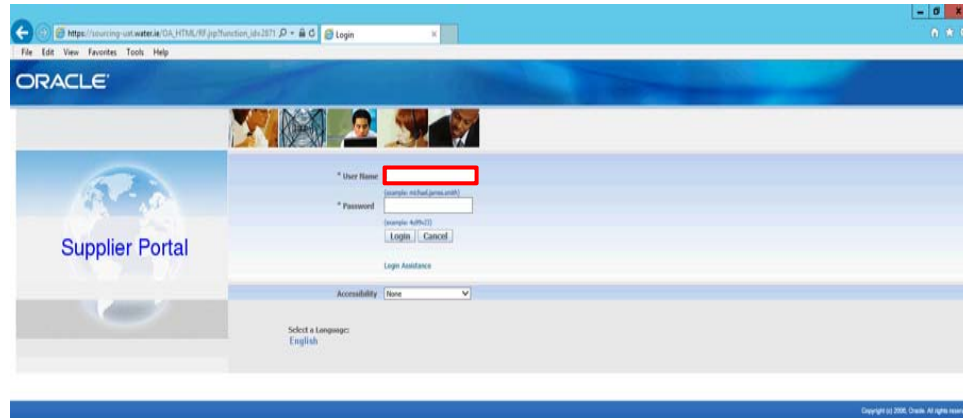
Click on User Name Field.



Step 2

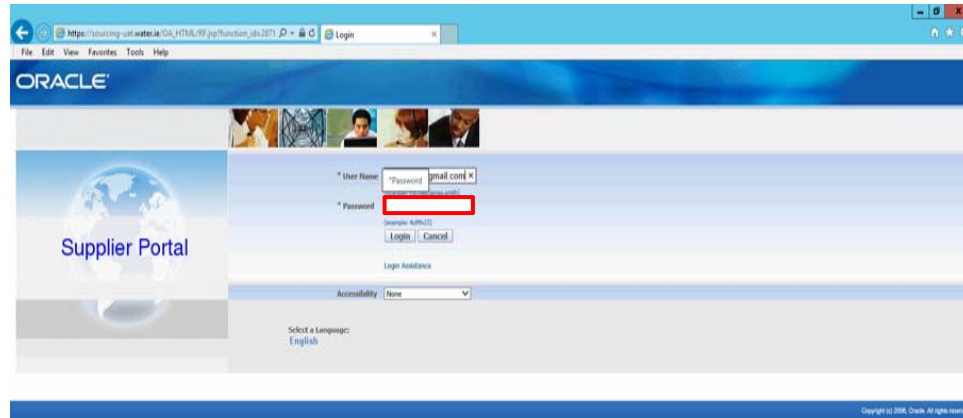
Enter Oracle User Name (Which you might have received via email) .

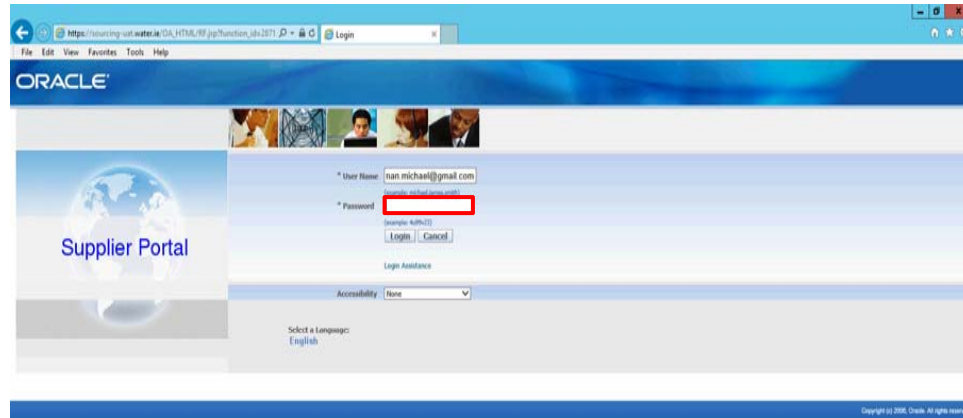
(example: **ronan.michael@gmail.com**).



Step 3

Click in the **Password** field.





Step 4

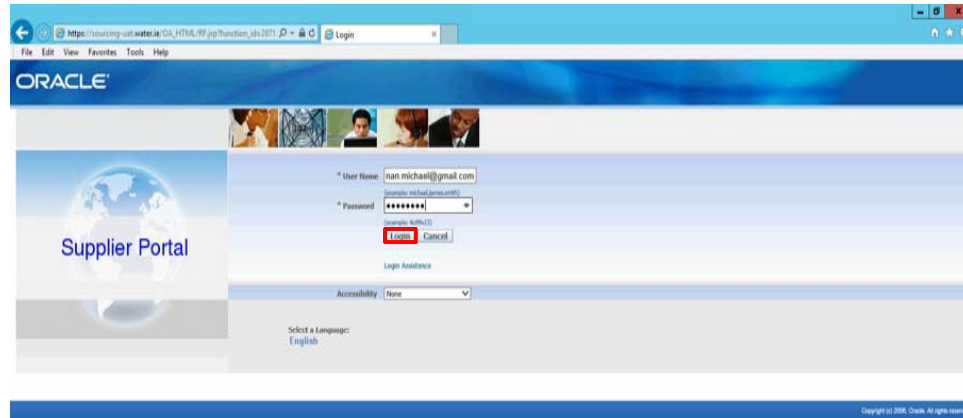
Enter Oracle Password into the Password field.

(e.g., **welcome2**).



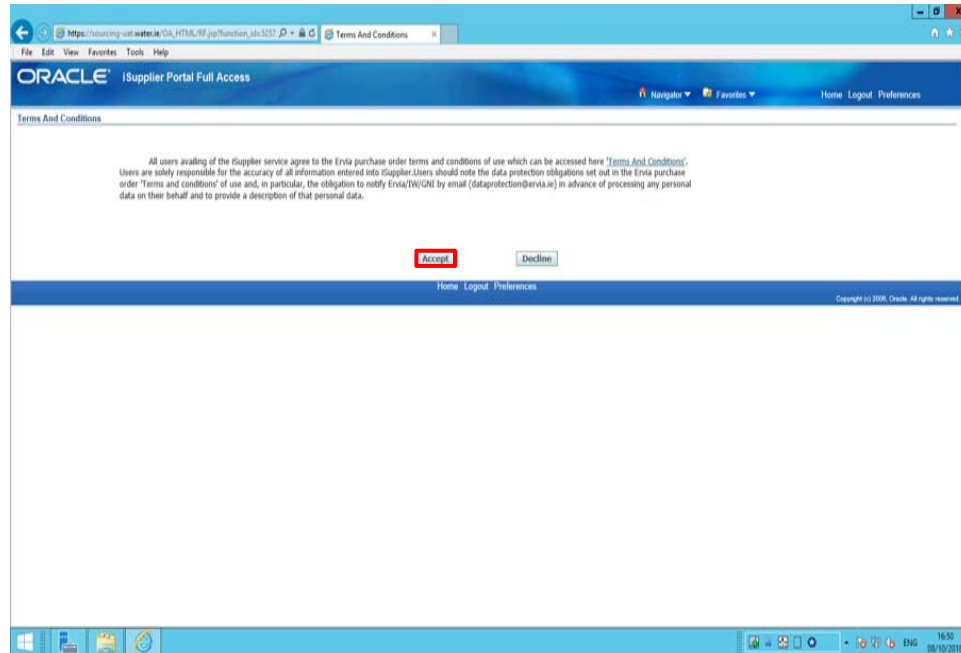
Step 5

Click the **Login** button.



Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click the **Finance** link.

The screenshot shows the Oracle Supplier Portal Home Page. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number. The main content area is divided into two columns. The left column contains a 'Notifications' section with a table of notifications and an 'Orders At A Glance' section with a table of orders. The right column contains a sidebar with links to Orders, Receipts, Invoices, and Payments. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
Action Required: Envia Searching: Confirmation of Registration	07-Sep-2018 10:42:17

PO Number	Description	Order Date
6011572		06-Sep-2018 12:04:59
6011572		06-Sep-2018 12:04:57
6011571		06-Sep-2018 12:04:55

Step 8

Click the **View Invoices** link.

The screenshot displays the Oracle Supplier Portal interface. At the top, the Oracle logo and 'USER PRODUCTIVITY KIT' are visible. The page title is 'Supplier Portal Create Invoice...'. The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The 'View Invoices' link under the 'Create Invoices' section is highlighted. Below the navigation bar, there is a search section with a note: 'Note that the search is case insensitive'. The search criteria include Supplier (MURPHY SUPPLIES), Invoice Number, Invoice Date From (24-Sep-2018), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A table below the search section shows no results. The table headers are: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The footer of the page includes a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'

Step 9

Click in the **Invoice Number** field.

The screenshot shows the Oracle Supplier Portal interface. The browser address bar displays the URL: https://supplierportal.out.oracle.com/HTML/DA.jsp?page=invsl_0. The page title is "Supplier Portal View Invoices...". The navigation bar includes links for Home, Orders, Receipts, Finance, Admin, Create Invoices, View Invoices, and View Payments. The "View Invoices" section is active. Below the navigation bar, there is a "Simple Search" section with a red box highlighting the "Invoice Number" field. Other search criteria include PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. A table below the search section shows search results with columns: Invoice, Invoice Date, Type, Currency, Amount Due, Status, On Hold, Payment Status, Remit to Supplier, Remit to Supplier Site, Due Date, Payment, PO Number, Receipt, Discount Date, Available Discount, and Attachments. The table is currently empty with the message "No search conducted." The footer of the page includes the Oracle logo and the text "Copyright (c) 2008, Oracle. All rights reserved."

Step 10

Enter the Invoice Number into the **Invoice Number** field.
e.g., **"TEST001"**.

The screenshot shows the Oracle Supplier Portal interface. The browser address bar displays the URL: https://supplierportal.out.oracle.com/HTML/DA.jsp?page=invst_ID. The page title is "Supplier Portal View Invoice...". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. Below the navigation bar, there are tabs for "Create Invoices", "View Invoices", and "View Payments". The "View Invoices" tab is active. The "Simple Search" section contains several input fields: "Invoice Number" (highlighted with a red rectangle), "PO Number", "Release Number", "Payment Number", "Invoice Status", "Payment Status", "Invoice Amount From", "Amount Due From", "Invoice Date From", and "Due Date From". There are also "Go" and "Clear" buttons. The "Advanced Search" button is located to the right of the search fields. Below the search fields, there is a table header for "Invoice" with columns: Invoice Date, Type, Currency, Amount Due, Status, On Hold, Payment Status, Remit to Supplier, Remit to Supplier Site, Due Date, Payment, PO Number, Receipt, Discount Date, Available Discount, and Attachments. The table content shows "No search conducted." The footer of the page includes the text "Copyright (c) 2008, Oracle. All rights reserved."

Step 11

Click the **Go** button.

The screenshot shows the Oracle Supplier Portal interface. The browser address bar displays the URL: https://supplierportal-uat.envia.or/Oracle/HTML/Oracle/jsp/pages/view_invoices.jspx. The page title is "Supplier Portal View Invoices...". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "View Invoices" and features a "Simple Search" section. In this section, the "Invoice Number" field is populated with "TEST001" and the "Invoice Status" dropdown is set to "All". The "Go" button is highlighted with a red box. To the right of the "Simple Search" section is an "Advanced Search" link. Below the search section is a table with columns: Invoice Date, Type, Currency, Amount Due, Status, On Hold, Payment Status, Remit to Supplier, Remit to Supplier Site, Due Date, Payment, PO Number, Receipt, Discount Date, Available Discount, and Attachments. The table currently shows "No search conducted." and an "Export" button is located to the right of the table. The footer of the page includes the text "Copyright (c) 2008, Oracle. All rights reserved."

The screenshot displays the Oracle Supplier Portal interface for viewing invoices. The search form includes the following fields and values:

- Invoice Number: TEST001
- PO Number: (empty)
- Release Number: (empty)
- Payment Number: (empty)
- Invoice Status: (empty)
- Payment Status: (empty)
- Invoice Amount: (empty)
- Amount Due: (empty)
- Invoice Date: (empty)
- Due Date: (empty)

The table below shows the search results:

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit to Supplier	Remit to Supplier Site	Due Date	Payment PO Number	Receipt Discount Date	Available Discount	Attachments
TEST001	09-Oct-2018	Standard	EUR	190,404,000.00	190,404,000.00	Approved	Not Paid			09-OCT-2018	6611373			

Step 12

Here you see the Invoice status and Payment status.

Different type of Invoice Status:

Approved (It means, Invoice is approved and ready for payment)

In-Process (It means, Invoice is not yet approved)

Cancelled (it means, Invoice is cancelled)

Different type of Payment Status:

Not Paid(Invoice is not yet paid)

Paid(Invoice is paid)

Click the **TEST001** link to view more information.

Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Finance View Invoices >

Standard Invoice: TTST001 (Total EUR 190,404,000.00)

Currency: EUR

General

Invoice Date: 08-Oct-2018
Status: **Approved**
On Hold:
Batch:
Attachments: None
Supplier: MURPHY SUPPLIES
Supplier Site: SUPP EUR MURPHY
Address: CITY HALL LANE

Amount Summary

Item	154,800,000.00
Freight	0.00
Miscellaneous	0.00
Tax	35,604,000.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	190,404,000.00

Payment Information

Paid	0.00
Discount Taken	0.00
Due	190,404,000.00
Status	Not Paid
Payment Date	
Payment	
Term	Immediate

Invoice Lines

Line	Type	Description	Qty UOM	Price	Tax Included	Amount	Retainage Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Sewage Material	129000 Each	1,200.00		154,800,000.00	0.00 Approved	8011373	1	1	Plagerabell, Ann	
2	Tax	IE VAT - IE VAT				35,604,000.00	0.00 Approved					

Return to Finance View Invoices

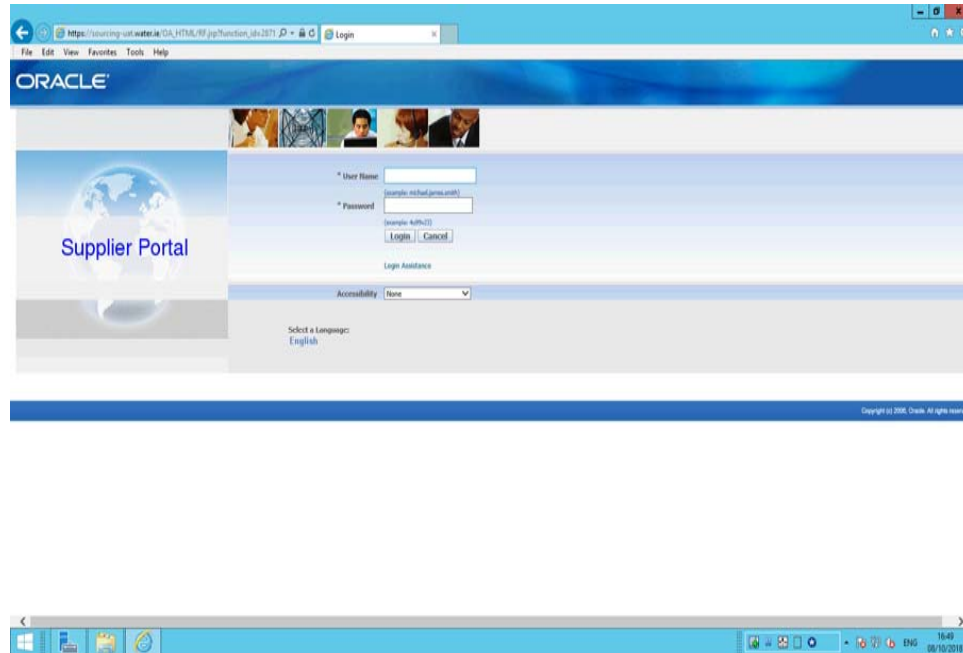
Home Orders Receipts Finance Admin Home Logout Preferences

Copyright © 2008, Oracle. All rights reserved.

Step 13

End of Procedure.

Create Standard Invoice



This Video shows on how to raise an standard invoice using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

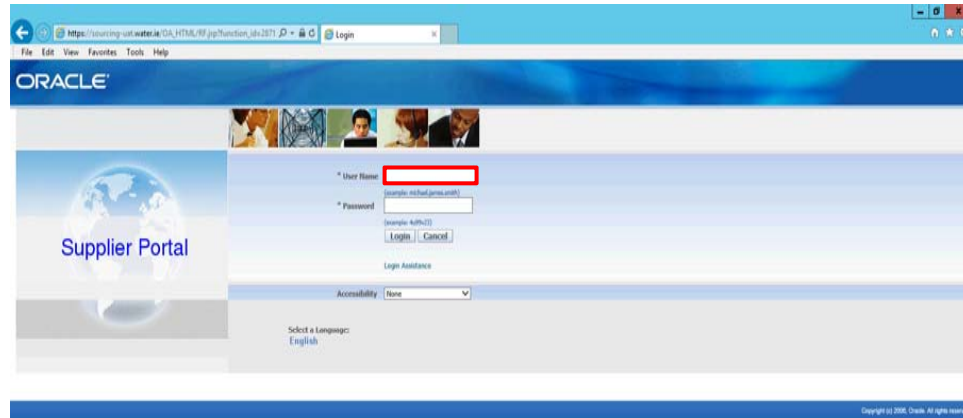
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

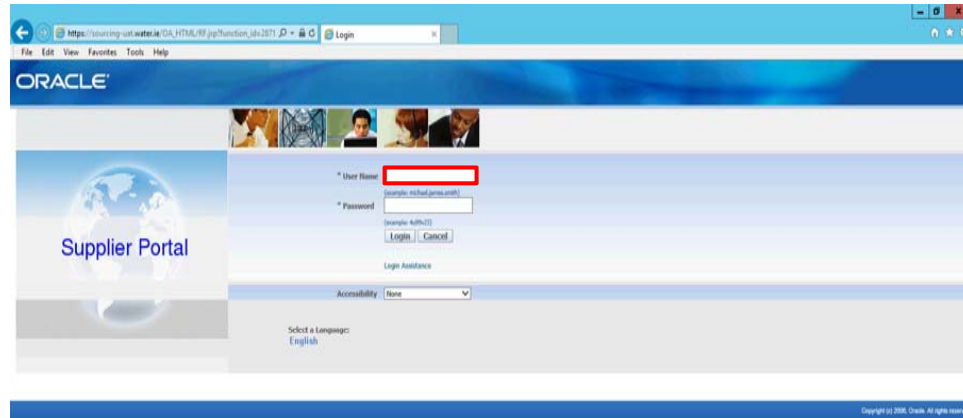
Click on User Name Field.



Step 2

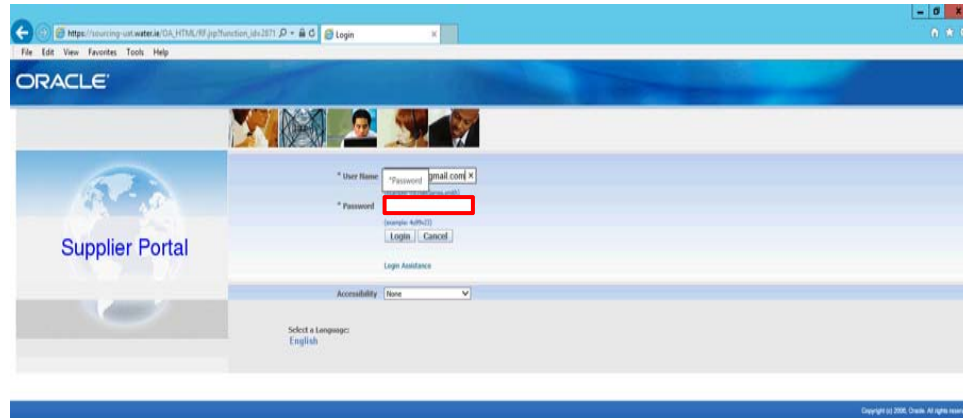
Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).



Step 3

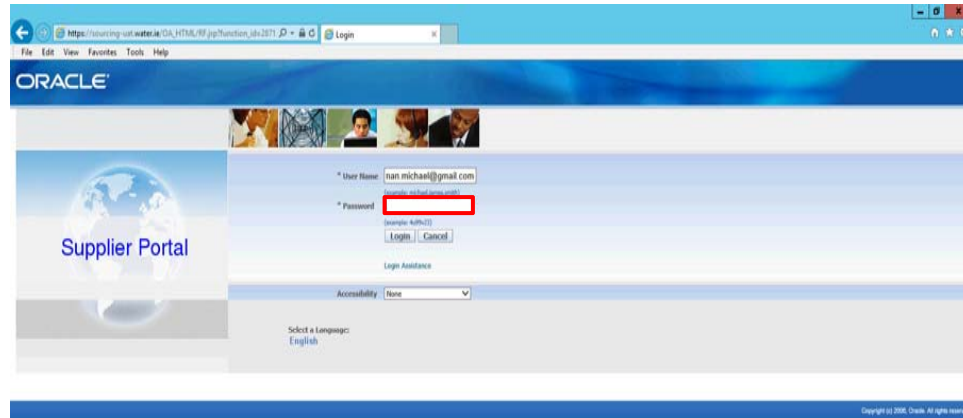
Click in the **Password** field.



Step 4

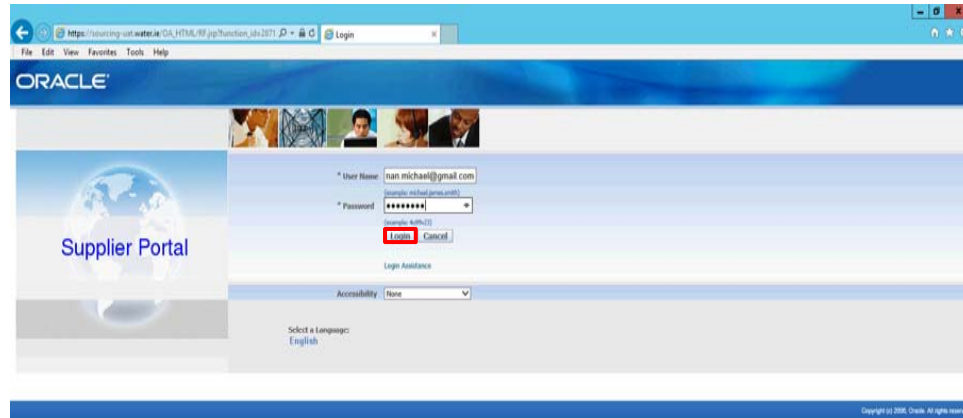
Enter Oracle Password into the
Password field.

(e.g., **welcome2**).



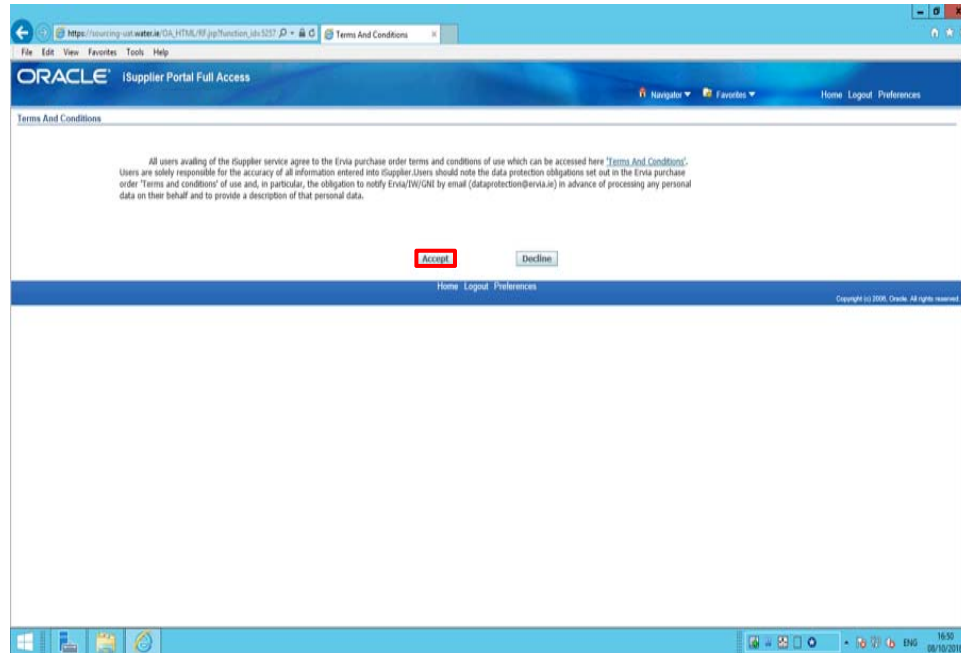
Step 5

Click the **Login** button.



Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal web application. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field labeled "PO Number" and a "Go" button. The main content area is divided into several sections: "Notifications" with a "Full List" link, "Orders At A Glance" with a "Full List" link, and a sidebar on the right with links for Orders, Receipts, Invoices, and Payments. The bottom of the page shows a footer with copyright information and a system clock.

Subject	Date
Action Required: Envia Searching: Confirmation of Registration	07-Sep-2018 10:42:17

PO Number	Description	Order Date
6011572		06-Sep-2018 12:04:59
6011572		06-Sep-2018 12:04:57
6011572		06-Sep-2018 12:04:55

Step 8

Create Invoice **With a PO.**

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://sourcing-usat.water.usg.edu/HTML/DA.jsp?pages/invoice/np_ID. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation links include Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, and Help. The "Create Invoices" section has links for View Invoices and View Payments. The "Invoice Actions" section includes a "Create Invoice" button and a dropdown menu set to "With a PO", with a red box highlighting the "Go" button. Below this is a search form with a note: "Note that the search is case insensitive". The search form includes fields for Supplier (MURPHY SUPPLIES), Invoice Number, Invoice Date From (with a calendar icon), Invoice Date To (with a calendar icon), Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. There are "Go" and "Clear" buttons. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table content shows "No search conducted." The footer includes navigation links and copyright information: "Copyright (c) 2008, Oracle. All rights reserved."

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating a standard invoice. The page title is "Create Invoice: Purchase Orders". The breadcrumb navigation shows "Home > Orders > Receipts > Finance > Admin". The main navigation bar includes "Home", "Orders", "Receipts", "Finance", and "Admin". The sub-navigation bar shows "Create Invoices", "View Invoices", and "View Payments". The main content area has a "Search" section with a note: "Note that the search is case insensitive". The search criteria include "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a date picker showing "Example: 23-Sep-2018"), "Buyer", "Organization", and "Advances and Financing" (set to "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria is a table with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To", "Organization", "Packing Slip", "Waybill", and "Pay Group". The table currently shows "No search conducted." and is empty. The footer of the page includes "Home", "Orders", "Receipts", "Finance", "Admin", "Home", "Logout", "Preferences", and "Help". The copyright notice is "Copyright (c) 2008, Oracle. All rights reserved."

Step 10

Enter the PO number into the **Purchase Order Number** field. **"6011573"**.

The screenshot shows the Oracle iSupplier Portal interface for creating a standard invoice. The page is titled 'Create Invoice: Purchase Orders' and is at 'Step 1 of 4'. The 'Purchase Order Number' field is highlighted with a red box. Below it are fields for 'Purchase Order Date' (with a calendar icon), 'Buyer', and 'Organization'. There is also a dropdown for 'Advances and Financing' set to 'Excluded'. A 'Go' button and a 'Clear' button are at the bottom of the search section. Below the search section is a table with columns: 'Select PO Number', 'Line Shipment', 'Advances or Financing', 'Item Description', 'Item Number', 'Supplier Item Number', 'Ordered', 'Received', 'Invoiced', 'UOM', 'Unit Price', 'Curr', 'Ship To', 'Organization', 'Packing Slip', 'Waybill', and 'Pay Group'. The table currently shows 'No search conducted.' at the bottom. The Oracle logo and 'iSupplier Portal' are at the top. The bottom of the page shows the Windows taskbar with the date '08/10/2018' and time '16:50'.

Step 11

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating a standard invoice. The page is titled 'Create Invoice: Purchase Orders' and is part of a four-step process. The search form includes the following fields and options:

- Purchase Order Number:** 601157
- Purchase Order Date:** 23-Sep-2018
- Buyer:** (empty)
- Organization:** (empty)
- Advances and Financing:** Excluded

The 'Go' button is highlighted with a red box. Below the search form, there is a table header with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, Waybill, Pay Group. The footer of the page includes navigation links (Home, Orders, Receipts, Finance, Admin) and a copyright notice: Copyright (c) 2008, Oracle. All rights reserved.

Step 12

Select the Check Box.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Advanced Search

Purchase Order Number: 6011573

Purchase Order Date: 23-Sep-2018

Buyer

Organization

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All	Select None	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoked	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>		6011573	1	1			Sewage Material		129000	0	0	Each	1200	EUR	Networks GNI			SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 13

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://nawing-001.waterside/DA_HTML/DA.jsp/pages/invoice/np. The page title is "Supplier Portal: Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, with sub-tabs for View Invoices and View Payments. A progress bar shows four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The current step is "Step 1 of 4", and the "Next" button is highlighted with a red box. Below the progress bar is a search section with a note: "Note that the search is case insensitive". Search fields include Purchase Order Number (6011573), Purchase Order Date (example: 23-Sep-2018), Buyer, Organization, and Advances and Financing (Excluded). There are "Go" and "Clear" buttons. Below the search section is a "Select Items" section with an "Add to Invoice" button. A table lists items for selection:

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoked	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011573	1	1	<input type="checkbox"/>	Sewage Material			129000	0	0	Each	1200	EUR	Networks GNI				SUPPLIER

At the bottom of the table, there are "Cancel" and "Next" buttons. The footer of the page includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 16:50 on 08/10/2018.

Step 14

Click in the **Invoice Number** field.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID:
Remit To: SUPP EUR MURPHY
Address: CITY HALL LANE

Invoice

* Invoice Number:
Invoice Date: 08-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011573	1	1		Sewage Material		Networks	129000	129000	1200	Each	154800000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID:
Remit To: SUPP EUR MURPHY
Address: CITY HALL LANE

Invoice

* Invoice Number: **Test001**
Invoice Date: 08-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011573	1	1		Sewage Material		Networks	129000	129000	1200	Each	154800000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 15

Enter the Invoice number into the **Invoice Number** field.

"Test001".

Key in Quantity for which you want to create an Invoice.

In this video I am invoicing full quantity.

Step 16

Click the **Next** button.

Supplier Portal: Create Invoice - Step 2 of 4

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: [blank]
- Remit To: SUPP EUR MURPHY
- Address: CITY HALL LANE

Invoice:

- * Invoice Number: Test001
- Invoice Date: 08-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: [blank]
- Original Invoice Number: [blank]
- Attachment: None Add...

Customer:

- Customer Tax Payer ID: 33233000KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011573	1	1		Sewage Material		Networks	129000	129000	1200	Each	154800000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

Buttons: Cancel, Back, Step 2 of 4, **Next**

Step 17

Review all the details.
Click the **Submit** button and the invoice will be submitted to Accounts Payable team.

The screenshot shows the Oracle iSupplier Portal interface for creating a standard invoice. The page is titled 'Create Invoice: Manage Tax' and is part of a 4-step process. The 'Submit' button is highlighted with a red box.

Supplier Information:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: SUPP EUR MURPHY
- * Remit To Address: CITY HALL LANE
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Dept

Invoice Information:

- * Invoice Number: TEST001
- * Invoice Date: 08-Oct-2018
- * Invoice Type: Standard
- * Currency: EUR
- Supplier Comments
- Attachment: None

Customer Information:

- * Customer Tax Payer ID: 3323300KH
- Customer Name: GNI
- Address: Gasworks Road IE

Summary Tax Lines:

Calculate

Tax Rate Tax Amount Line Status Supplier Tax Code

Line	Tax Rate	Tax Amount	Line Status	Supplier Tax Code
23	35604000	Active		

Items:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011573	1	1	Sewage Material		Networks	129500	129,000.00 Each	1,200.00	154,800,000.00

Shipping and Handling:

Charge Type: No results found.

Amount Description

Step 18

Invoice TEST001 is now Submitted for Account Payable team.

End of Procedure.

Confirmation:
Invoice TEST001 was submitted to our Accounts Payable department on 08-Oct-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: TEST001

[Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier	MURPHY SUPPLIES	* Invoice Number	TEST001
* Tax Payer ID		* Invoice Date	08-Oct-2018
* Remit To	SUPP EUR MURPHY	* Invoice Type	Standard
* Address	CITY HALL LANE	* Currency	EUR
* Remit To Bank Account		Supplier Comments	
* Unique Remittance Identifier		Attachment	None
* Remittance Check Digit			

Customer

* Customer Tax Payer ID: 3323300KH
Customer Name: GHI
Address: Gasworks Road EE

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011573	1	1	Sewage Material		Networks	129000	129,000.00 Each	1,200.00	154,800,000.00

Invoice Summary

Items	154,800,000.00
Less Referrals	0.00
Freight	0.00
Miscellaneous	0.00
Tax	35,404,000.00
Subtotal	190,404,000.00
Less Advances and Financing	0.00
Total (EUR)	190,404,000.00

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

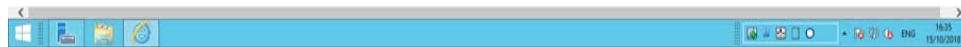
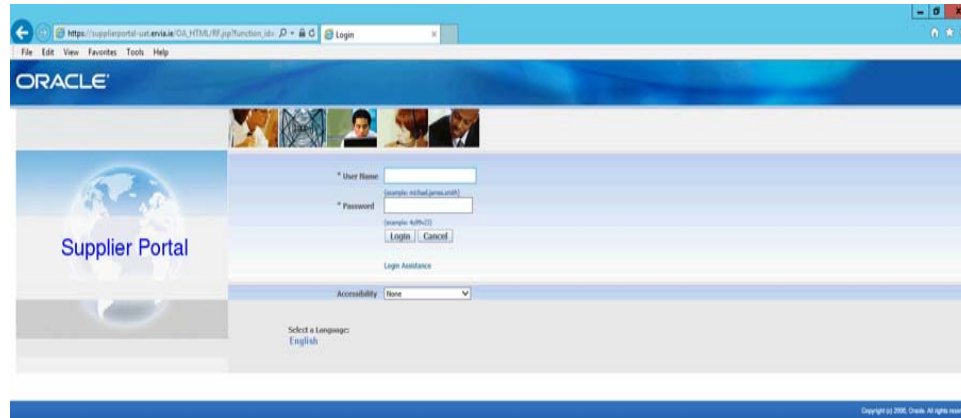
Home Orders Receipts Finance Admin Home Logout Preferences Help

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16:51 08/10/2018

Create Invoice for EU Supplier

Create Invoice for EU Supplier



This Video shows on how to raise an standard invoice for EU Supplier using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

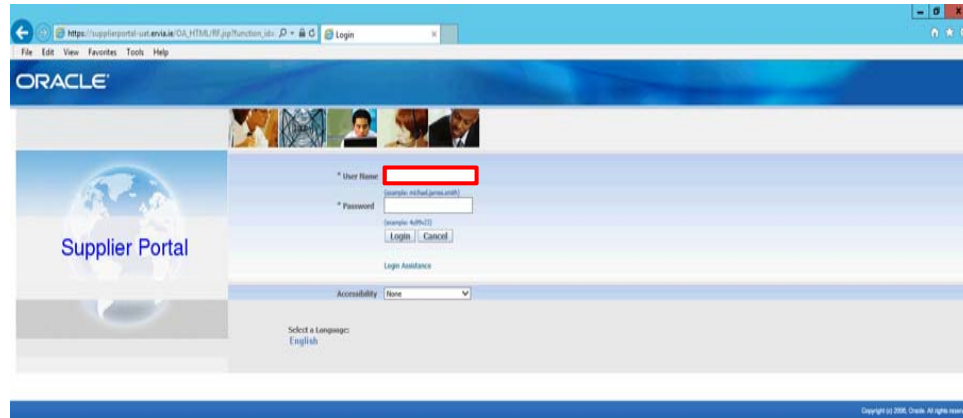
Oracle Supplier Portal login interface. The "User Name" field is highlighted with a red rectangle, indicating the first step in the login process.



Step 2

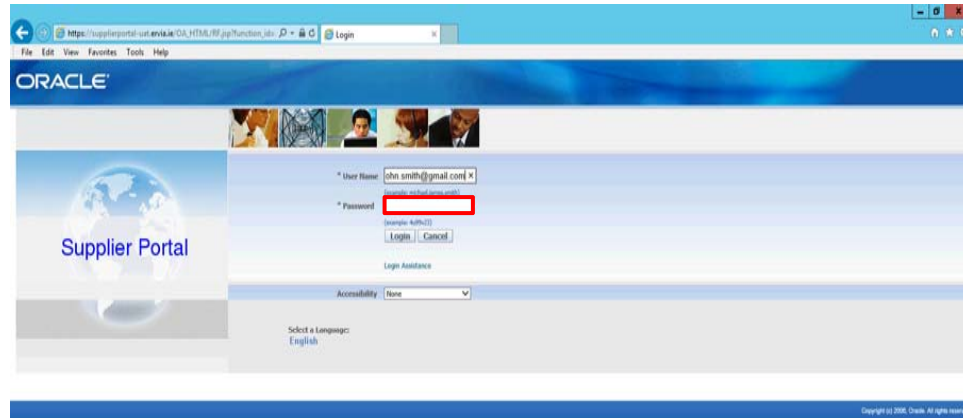
Enter Oracle User Name (Which you might have received via email) .

(example: **john.smith@gmail.com**).



Step 3

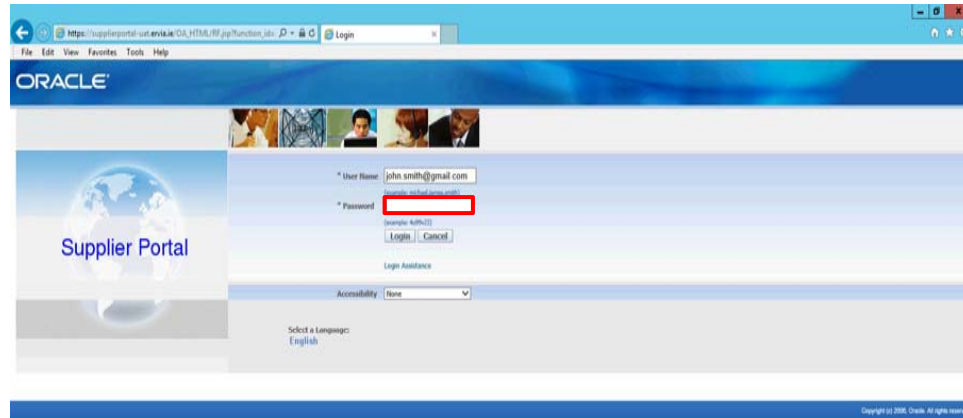
Click in the **Password** field.



Step 4

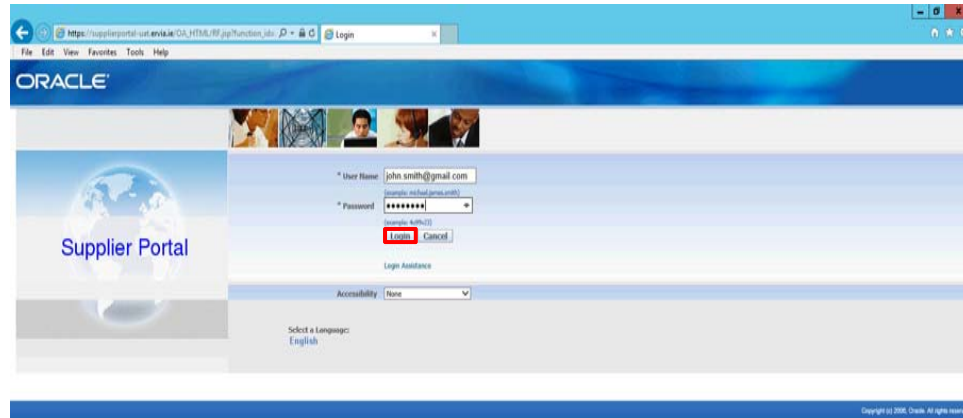
Enter Oracle Password into the
Password field.

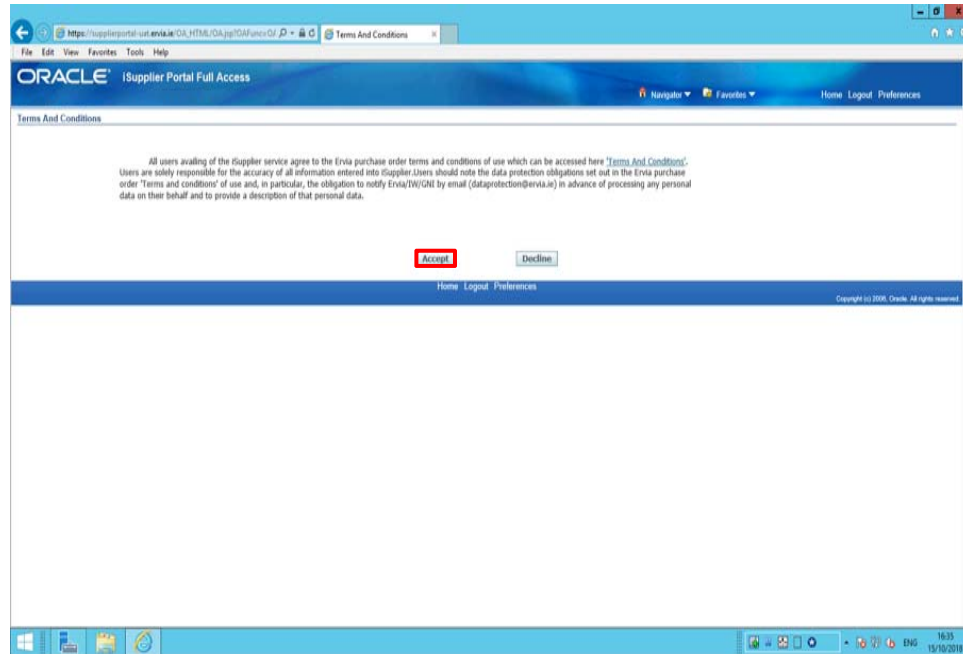
(e.g., **welcome3**).



Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field labeled 'PO Number' and a 'Go' button. The main content area is divided into two sections: 'Notifications' and 'Orders At A Glance'. The 'Notifications' section contains a table with columns 'Subject' and 'Date', listing two notifications related to purchase orders. The 'Orders At A Glance' section contains a table with columns 'PO Number', 'Description', and 'Order Date', listing five purchase orders. On the right side of the interface, there is a sidebar with links for Orders, Receipts, Invoices, and Payments. The bottom of the interface shows a footer with the text 'Copyright (c) 2008, Oracle. All rights reserved.'

Subject	Date
INV - Standard Purchase Order 51366633, 0 for EUR 1,000.00	15-Oct-2018 16:05:39
INV - Standard Purchase Order 51366634, 0 for EUR 200.00	15-Oct-2018 16:04:01
Action Required: Envia Sourcing Confirmation of Registration	07-Sep-2018 09:51:43

PO Number	Description	Order Date
51366635		15-Oct-2018 15:58:58
51366634		15-Oct-2018 15:56:41
51366633		12-Oct-2018 15:55:26
51366632		12-Oct-2018 15:52:39
6011384		06-Sep-2018 12:04:52

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled 'Create Invoice' and features a search form. The search form includes a 'Supplier' field with the value 'DOUGLAS GA CLUB', an 'Invoice Number' field, an 'Invoice Date From' field with a date picker, an 'Invoice Date To' field with a date picker, a 'Purchase Order Number' field, an 'Invoice Amount' field, an 'Invoice Date To' field, and a 'Currency' field. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.' The page footer includes the Oracle logo, navigation links, and a copyright notice.

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice from purchase orders. The browser address bar displays the URL: https://supplierportal.out.oracle.com/HTML/DA.jsp?page=creat_PO. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Create Invoice: Purchase Orders" step is selected. A search section is present with a note: "Note that the search is case insensitive". Search criteria include: Purchase Order Number (highlighted with a red rectangle), Purchase Order Date (with a date picker showing "Example: 15-Oct-2018"), Buyer, Organization, and Advances and Financing (set to "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria is a table header with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, Waybill, and Pay Group. The table body shows "No search conducted." at the bottom. The footer includes navigation links (Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, Help) and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 16:35 on 15/10/2018.

Step 10

Enter the PO number into the **Purchase Order Number** field.

e.g., "6011564"

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: <https://supplierportal.out.oracle.com/HTML/DA.jsp?page=creat...>. The page title is "ORACLE® iSupplier Portal". The navigation menu includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is currently selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search criteria include "Purchase Order Number" (highlighted with a red box), "Purchase Order Date" (with a date picker showing "Example: 15-Oct-2018"), "Buyer", "Organization", and "Advances and Financing" (set to "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria, there is a table header with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To", "Organization", "Packing Slip", "Waybill", and "Pay Group". The table body shows "No search conducted." at the bottom. The footer of the page includes "Home", "Orders", "Receipts", "Finance", "Admin", "Home", "Logout", "Preferences", and "Help". The copyright notice at the bottom right states "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the system clock as 16:35 on 15/10/2018.

Step 11

Click the **Go** button.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 6011564 X

Purchase Order Date Example: 15-Oct-2018

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select PO Number Line Shipment Advances or Financing Item Description Item Number Supplier Item Number Ordered Received Invoiced UOM Unit Price Curr Ship To Organization Packing Slip Waybill Pay Group

No search conducted.

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 12

Select the Check Box.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Advanced Search

Purchase Order Number 6011564

Purchase Order Date 15-Oct-2018

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select All Select None

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011564	1	1	<input checked="" type="checkbox"/>	Construction Material			500	250	0	Each	137.07664	GBP	Networks GNT				SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 13

Click the **Next** button.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number: 6011564

Purchase Order Date: 15-Oct-2018

Buyer

Organization

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All	Select None	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6011564	1	<input type="checkbox"/>	Construction Material			500	250	0	Each	137.07664	GBP	Networks	IGN			SUPPLIER

Cancel Step 1 of 4 **Next**

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 14

Click in the **Invoice Number** field.

Oracle iSupplier Portal - Create Invoice: Details

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number:
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material	Networks	500	500		137.67664	Each	68538.32				

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Step 15

Enter Invoice Number into the **Invoice Number** field. Enter

e.g., "**INV_006**".

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number:
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add
Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32				

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: 33233008KH
Remit To: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: INV_800
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add
Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500		137.67664	Each	68538.32				

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Step 16

When creating a Non Ireland Invoice below are fields are Mandatory .

Commodity Code
Country of Despatch
Country of Origin
Mode of Transport
Terms of Delivery
Net Weight

Click the Search: **Commodity Code** button to select the Commodity code.

Step 17

Click the **Go** button.

The screenshot shows the Oracle Supplier Portal interface. A modal window titled "Search and Select List of Values - Internet Explorer" is open. Inside this window, the "Search and Select: Commodity Code" section has a "Search by" dropdown set to "Commodity Code". Below this, there is a text input field and a "Go" button, which is highlighted with a red rectangle. The "Results" section below shows a table with columns "Select", "Quick Select", "Commodity Name", and "Commodity Code", but it currently displays "No search conducted." with "Cancel" and "Select" buttons. In the background, the "Create Invoice" form is visible, showing fields for "Invoice Number" (INV_005), "Invoice Date" (15-Oct-2018), "Invoice Type" (Invoice), and "Currency" (GBP). There are also buttons for "Review and Submit", "Cancel", "Back", and "Next". At the bottom of the screen, a table lists PO items, including "Construction Material" with a quantity of 500 and a unit price of 137.67664. The Windows taskbar at the bottom shows the date as 15/10/2018.

Step 18

In this video we are selecting commodity code as '01012100'

Click the **Quick Select** button.

Search and Select: Commodity Code

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search by: Commodity Code

Go

Results

Select	Quick Select	Commodity Name	Commodity Code
<input type="radio"/>	<input checked="" type="radio"/>	Pure-bred breeding horses	01012100
<input type="radio"/>	<input type="radio"/>	Horses for slaughter	01012910
<input type="radio"/>	<input type="radio"/>	Live horses (excl. for slaughter, pure-bred for breeding)	01012990
<input type="radio"/>	<input type="radio"/>	Live asses	01013000
<input type="radio"/>	<input type="radio"/>	Live mules and hinnies	01019000
<input type="radio"/>	<input type="radio"/>	Pure-bred breeding heifers female bovines that have never calved	01022110
<input type="radio"/>	<input type="radio"/>	Pure-bred breeding cows (excl. heifers)	01022130

Previous 1-10 Next 10

Invoice Number: INV_006
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None
Please do not upload an invoice for this transaction. Additional documents example delivery dockets are permitted.

PO Number Line Shipment Item Number Item Description Supplier Item Number Ship To Available Quantity Quantity Unit Price UOM Amount Commodity Code Net Mass Supplementary Units Nature of Transaction

6011564 1 1 Construction Material Networks 500 500 137.67664 Each 68538.32

Shipping and Handling

Intrantat Fields for EU supplier

* Country of Origin: United Kingdom GB * Country of Dispatch:

Step 19

Click in the **Net Mass** field.

Oracle iSupplier Portal - Create Invoice: Details

Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None

Customer: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	1012100		p/te	

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch:
* Mode of Transport:
* Delivery Terms:

Step 20

Enter the Net Mass value into the field.

e.g., 1.2

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled "Create Invoice: Details" and is Step 2 of 4. The "Supplier" section shows "DOUGLAS GA CLUB" with tax and address details. The "Invoice" section shows "INV_806" with date "15-Oct-2018" and type "Invoice". The "Customer" section shows "GNI" with tax and address details. The "Items" table has one row for "Construction Material" with a quantity of 500. The "Net Mass" field in this row is highlighted with a red box. The "Shipping and Handling" section shows "United Kingdom-GB" as the country of origin.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100		p/t	

Step 21

Click in the **Nature of Transaction** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Create Invoice: Details' section is active, showing a progress bar with steps: Purchase Orders, Details (current), Manage Tax, and Review and Submit. The 'Supplier' section displays details for DOUGLAS GA CLUB. The 'Invoice' section shows fields for Invoice Number (INV_806), Invoice Date (15-Oct-2018), Invoice Type (Invoice), and Currency (GBP). The 'Customer' section shows details for GNI. The 'Items' table contains one row with the following data:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	

The 'Nature of Transaction' field is highlighted with a red box. Below the 'Items' table, the 'Shipping and Handling' section is visible, showing fields for Country of Origin (United Kingdom-GB), Country of Dispatch, Mode of Transport, and Delivery Terms.

Step 22

Enter the **Nature of Transaction** into the field.

e.g., **"INTERNAL"**.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Supplier' section lists 'DOUGLAS GA CLUB' with tax payer ID '33233008KH' and address 'GNI Gasworks Road IE'. The 'Customer' section lists 'GNI' with address 'Gasworks Road IE'. The 'Items' table contains one row for 'Construction Material' with a quantity of 500. The 'Nature of Transaction' field in this row is highlighted with a red box. The 'Shipping and Handling' section shows 'United Kingdom-GB' as the country of origin and 'United Kingdom-GB' as the country of dispatch.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	

Step 23

Click the **Mode of Transport** list.

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	INTERNAL X

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom:GB
* Country of Dispatch:
* Mode of Transport: (highlighted with a red box)
* Delivery Terms:

Step 24

Select Mode of Transport from List of Value.

for exampe here i am selecting **Air transport** from list item.

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	INTERNAL

Shipping and Handling

Intrastat Fields for EU supply

* Country of Origin:
* Mode of Transport:
* Country of Dispatch:
* Delivery Terms:

Shipping and Handling dropdown options:
 Air transport
 Road transport installations
 Inland waterway transport
 Own propulsion
 Postal consignment
 Rail transport
 Road transport
 Sea transport

Step 25

Click the **Country of Dispatch** list.

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	INTERNAL

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Dispatch: [Red Box]
* Mode of Transport: Air transport
* Delivery Terms:

Step 26

Select the Country of Dispatch

e.g., **Ireland-IE.**

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Avail
6011564	1	1		Construction Material		Networks	500

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Mode of Transport: Air transport
* Country of Dispatch: Ireland-IE
* Delivery Terms:

Invoice

* Invoice Number: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None_Add

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Step 27

Click the **Delivery Terms** list.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

* Indicates required field

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID:
Remit To: SUPP GBP DOUGLA
Address: London Bridge London

Invoice

* Invoice Number: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None Add

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	INTERNAL

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Country of Despatch: Ireland-IE
* Mode of Transport: Air transport
* Delivery Terms: EXW

Step 28

Click the Delivery terms from list item which suits you.

In this video i am selecting '**CFR-cost and freight**'

Supplier

* Supplier: DOUGLAS GA CLUB
Tax Payer ID: SUPP GBP DOUGLA
Remit To: London Bridge London
Address: London Bridge London

Invoice

* Invoice Number: INV_806
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: GBP
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	Each	68538.32	01012100	1.2	p/te	INTERNAL

Shipping and Handling

Intrastat Fields for EU supplier

* Country of Origin: United Kingdom-GB
* Mode of Transport: Air transport
* Country of Despatch:
* Delivery Terms:
EXW-ex works
FAS-free alongside ship
FCA-free carrier [named place]
FOB-free on board

Step 29

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: <https://supplierportal.out.oracle.com/HTML/Oracle/jsp/pages/creat...>. The page title is "Supplier Portal Create Invoice...".

The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. Below this, there are tabs for "Create Invoices", "View Invoices", and "View Payments". A progress bar indicates the current step is "Step 2 of 4".

The main content area is divided into several sections:

- Supplier:** Displays the supplier information: Supplier: DOUGLAS GA CLUB, Tax Payer ID: SUPP GBP DOUGLA, Remit To: London Bridge London, Address: London Bridge London.
- Invoice:** Displays the invoice details: Invoice Number: INV_806, Invoice Date: 15-Oct-2018, Invoice Type: Invoice, Currency: GBP, Supplier Comments: (empty), Original Invoice Number: (empty), Attachment: None. A note below states: "Please do not upload an invoice for this transaction. Additional documents example delivery dockets are permitted."
- Customer:** Displays the customer information: Customer Tax Payer ID: 33233008KH, Customer Name: GNI, Address: Gasworks Road IE.
- Items:** A table showing the invoice items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Commodity Code	Net Mass	Supplementary Units	Nature of Transaction
6011564	1	1		Construction Material		Networks	500	500	137.67664	Each	68538.32	01012100	1.2	p/te	INTERNAL

Shipping and Handling: This section contains fields for "Intrastat Fields for EU supplier".

- * Country of Origin: United Kingdom-GB
- * Country of Despatch: Ireland-IE
- * Mode of Transport: Air transport
- * Delivery Terms: CFR-cost and freight

The "Next" button is highlighted with a red box in the top right corner of the form area.

Step 30

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/Oracle/jsp/pages/next_ID. The page title is "Supplier Portal Create Invoice...". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Manage Tax" and shows the progress "Step 3 of 4". The "Next" button is highlighted with a red box. The form contains the following sections:

- Supplier:** Supplier DOUGLAS GA CLUB, Tax Payer ID, Remit To Address London Bridge London, Remit To Bank Account, Unique Remittance Identifier, Remittance Check Dept.
- Invoice:** Invoice Number INV_006, Invoice Date 15-Oct-2018, Invoice Type Standard, Currency GBP, Supplier Comments, Attachment None.
- Customer:** Customer Tax Payer ID 3323300KH, Customer Name GNI, Address Gasworks Road IE.
- Summary Tax Lines:** A table with columns: Tax Rate, Tax Amount, Line Status, Supplier Tax Code. It shows a single line with a tax rate of 23, a tax amount of 15763.81, and an active status.
- Items:** A table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, Amount. It shows a single line for Construction Material with a quantity of 500 and a unit price of 137.08.
- Shipping and Handling:** A section for Charge Type and Amount Description, currently showing "No results found."

Step 31

Review the invoice details and Click the **Submit** button to submit the invoice.

ORACLE iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit

Cancel Save Back Step 4 of 4 Submit

Supplier

* Supplier DOUGLAS GA CLUB
 * Tax Payer ID
 * Remit To SUPP GRP DOUGLA
 Address London Bridge London
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number INV_006
 * Invoice Date 15-Oct-2018
 Invoice Type Standard
 * Currency GBP
 Supplier Comments
 Attachment None

Customer

* Customer Tax Payer ID 3322308KH
 Customer Name GRI
 Address Gasworks Road II

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship to Networks	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011564	1	1	Construction Material			500	500.00 Each	137.08	68,538.32

Shipping and Handling

Charge Type	Amount Description
No results found.	

Summary Tax Lines

Supplier Tax Code	Tax Rate	Tax Amount
No results found.		

Invoice Summary

https://supplierportal-suit.arviva.ie/ORA_HTML/ORA.jsp?pages=/oracle/eggsi/ap/invoice/request/webui/SubmitMatchedInvPGB_m=2008OAS5_AP_DP...

Step 32

Invoice INV_006 is now submitted to Account Payable department.

End of Procedure.

Confirmation
Invoice INV_006 was submitted to our Accounts Payable department on 15-Oct-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.
Invoice: INV_006

Supplier

- * Supplier: DOUGLAS GA CLUB
- * Tax Payer ID
- * Remit To: SUPP GBP DOUGLA
- * Address: London Bridge London
- * Remit To Bank Account
- * Unique Remittance Identifier
- * Remittance Check Digit

Invoice

- * Invoice Number: INV_006
- * Invoice Date: 15-Oct-2018
- * Invoice Type: Standard
- * Currency: GBP
- Supplier Comments
- Attachment: None

Customer

- * Customer Tax Payer ID: 33233080H
- * Customer Name: GNI
- * Address: Gasworks Road IE

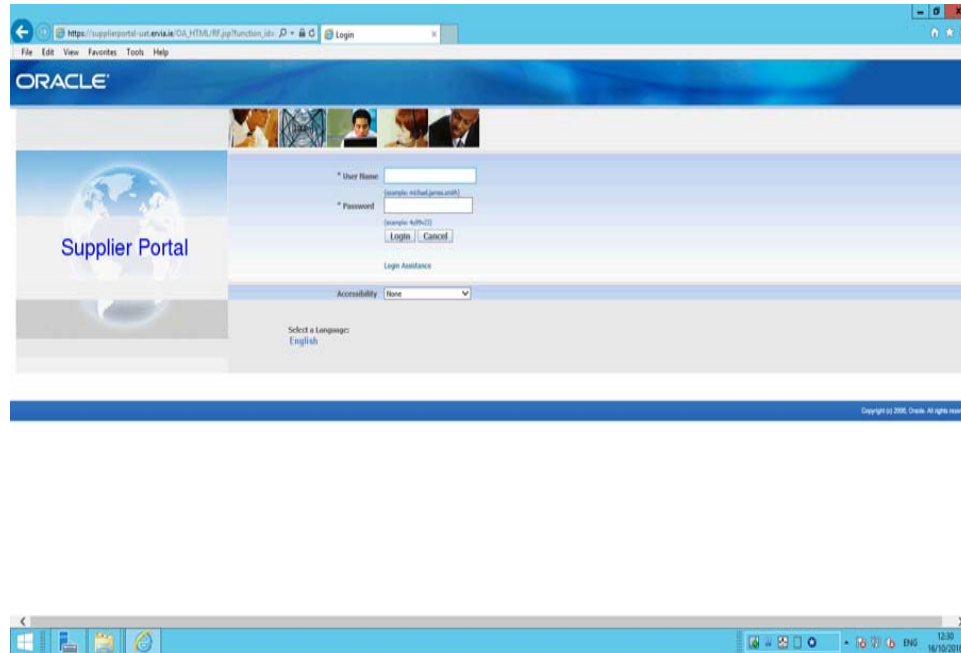
Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011564	1	1	Construction Material		Networks	500	500.00 Each	137.08	68,538.32

Invoice Summary

Items	68,538.32
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	15,763.81
Subtotal	84,302.13
Less Advances and Encumbrance	0.00

Create PSWT Invoice



This Video shows on how to raise an PSWT invoice using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

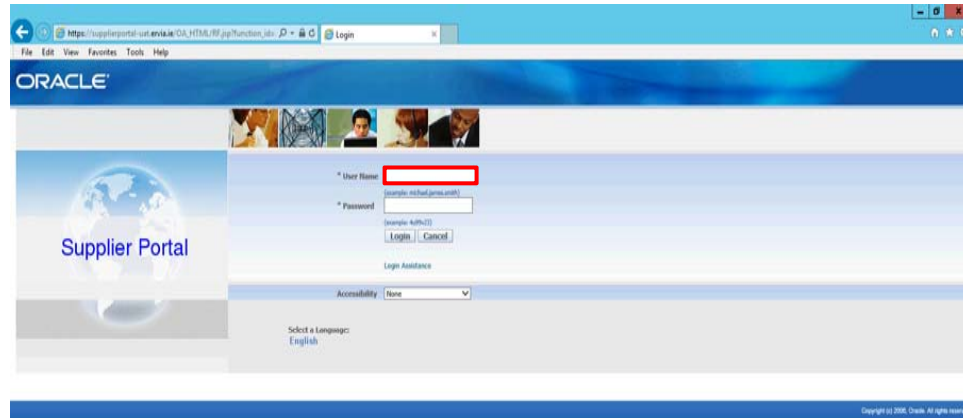
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

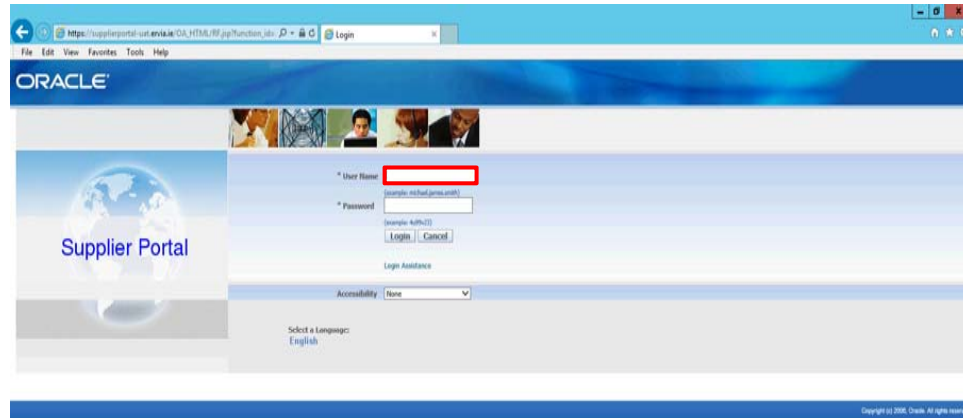
Click in the **User Name** field.



Step 2

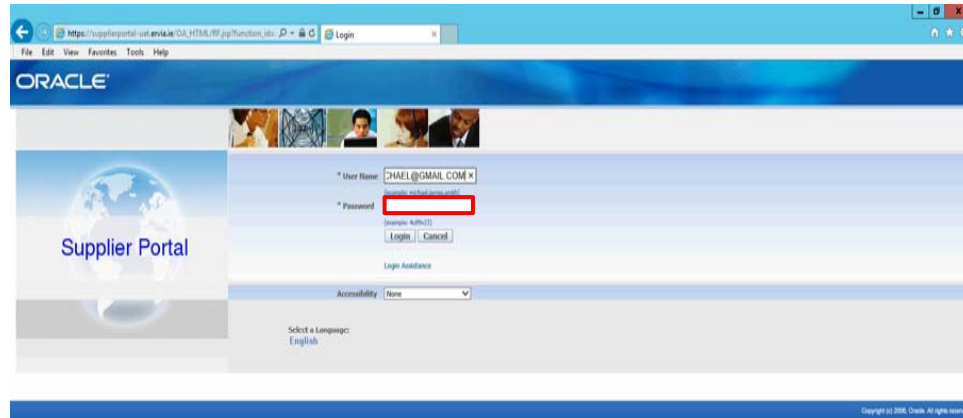
Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).



Step 3

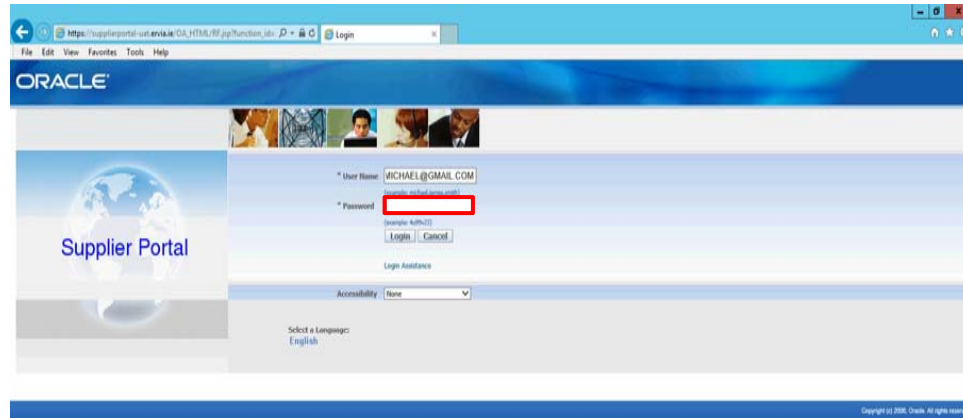
Click in the **Password** field.



Step 4

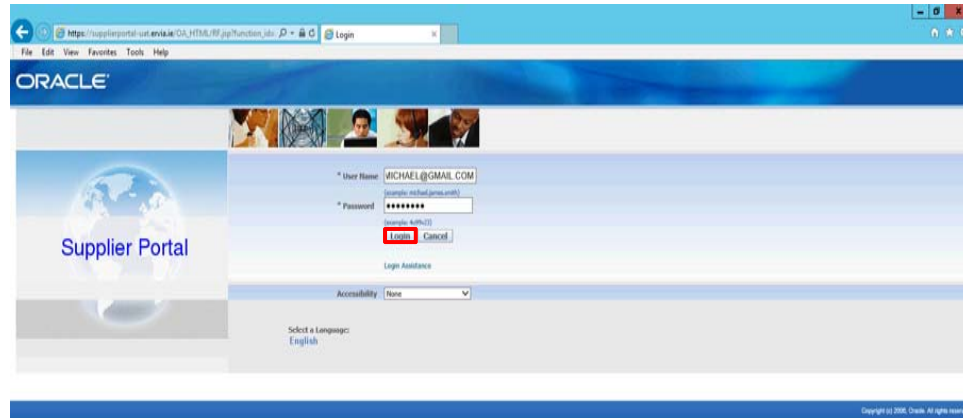
Enter Oracle Password into the
Password field.

(e.g., **welcome2**).



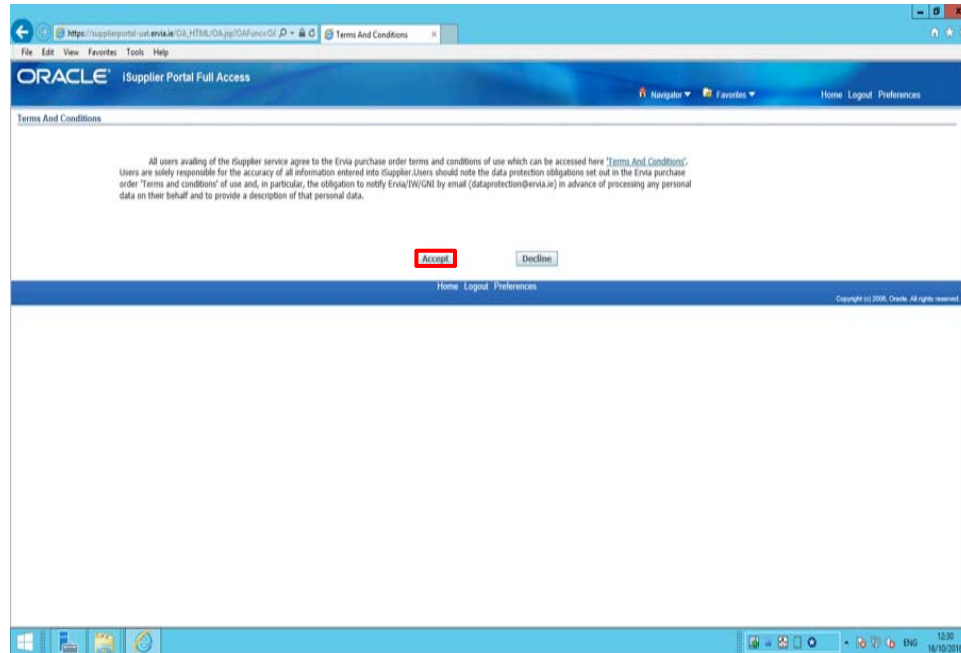
Step 5

Click the **Login** button.



Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into three sections: Notifications, Orders At A Glance, and a sidebar menu. The Notifications section contains a table with columns for Subject and Date, listing several standard purchase orders. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date, listing the same purchase orders. The sidebar menu on the right includes links for Orders, Receipts, Invoices, and Payments. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
QNT - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011581, 0 for EUR 46,250.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QNT - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://supplierportal-usat.envia.or/oa_HTML/OA.jsp/pages/invrec_ID. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, with sub-tabs for View Invoices and View Payments. The "Invoice Actions" section shows "Create Invoice" with a dropdown menu set to "With a PO" and a red "Go" button. Below this is a search form with a note: "Note that the search is case insensitive". The search form includes fields for Supplier (MURPHY SUPPLIES), Invoice Number, Invoice Date From (with a date picker showing 18-Oct-2018), Invoice Date To, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A "Go" button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows "No search conducted." The page footer includes navigation links and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice from purchase orders. The page title is "Create Invoice: Purchase Orders" and it is part of a 4-step process. The "Purchase Order Number" field is highlighted with a red rectangle. Below the search fields, there is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, and Pay Group. The table currently shows "No search conducted." The bottom of the page includes a navigation bar with links to Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, and Help, along with a copyright notice for Oracle 2008.

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice. "**6011582**".

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-usat.oracle.com/HTML/DA.jsp?page=/vresd_ID. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Purchase Orders" step is selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search fields are: Purchase Order Number (highlighted with a red box), Purchase Order Date (with a calendar icon), Organization (with a dropdown menu), and Advances and Financing (with a dropdown menu). There are "Go" and "Clear" buttons. Below the search fields, there is a table header with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table body shows "No search conducted." at the bottom. The footer includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 10:31 16/10/2016.

Step 11

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: <https://supplierportal-usat.envia.or/Oracle/HTML/Oracle/jsp/pages/creat...>. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The current step is "Purchase Orders". A search form is present with the following fields: Purchase Order Number (6011562), Purchase Order Date, and Organization. A red box highlights the "Go" button. Below the search form is a table header with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To Organization, Packing Slip, Waybill, and Pay Group. The footer contains navigation links (Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, Help) and copyright information (Copyright © 2008, Oracle. All rights reserved).

Step 12

Select the Check Box.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice from purchase orders. The page title is 'Create Invoice: Purchase Orders'. The search form includes the following fields:

- Purchase Order Number: 6011582
- Purchase Order Date: (empty)
- Organization: (empty)
- Advances and Financing: Excluded (dropdown menu)

Below the search form, there is a table with the following columns: Select, PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, Waybill, Pay Group. The table contains one row with the following data:

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	6011582	1	1	<input type="checkbox"/>	Sewage Material			200	0	0	Each	200	EUR	Networks	GNI			SUPPLIER

Step 13

Click the **Next** button.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011582

Purchase Order Date: [Date Picker]

Organization: [Text Field]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All	Select Item	Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6011582	1	1	<input type="checkbox"/>	Sewage Material			200	0	0	Each	200	EUR	Networks	GNI			SUPPLIER

Cancel Step 1 of 4 **Next**

Step 14

Click in the **Invoice Number** field.

Oracle iSupplier Portal - Create Invoice: Details

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID
- Remit To: PSWT EUR MURPHY
- Address: Dublin Dublin

Invoice:

- * Invoice Number:
- Invoice Date: 18-Oct-2018
- Invoice Type: ☒ Invoice
- Currency: EUR
- Supplier Comments:
- Original Invoice Number:
- Attachment:

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Details' and is at 'Step 2 of 4'. The 'Supplier' section shows 'MURPHY SUPPLIES' with tax payer ID '33233008KH' and address 'PSWT EUR MURPHY, Dublin Dublin'. The 'Invoice' section shows 'Invoice Number' as 'INV_007', 'Invoice Date' as '18-Oct-2018', 'Invoice Type' as 'Invoice', and 'Currency' as 'EUR'. The 'Items' table has one row: 'Sewage Material' with a quantity of 200. The 'Shipping and Handling' section shows 'No results found'.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	200	200	200	Each	40000

Step 15

Enter the Invoice number into the **Invoice Number** field.

"INV_007".

Key in Quantity for which you want to create an Invoice.

In this video I am invoicing for 100 quantity.

Step 16

Click in the **Quantity** field.

Oracle iSupplier Portal - Create Invoice: Details

Supplier: * Supplier: MURPHY SUPPLIES, Tax Payer ID, Remit To: PSWT EUR MURPHY, Address: Dublin Dublin

Invoice: * Invoice Number: INV_007, Invoice Date: 15-Oct-2018, Invoice Type: Invoice, Currency: EUR, Supplier Comments, Original Invoice Number, Attachment: None, Add...

Customer: Customer Tax Payer ID: 33233008KH, Customer Name: GNI, Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling

Charge Type: No results found. Add Row

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: [blank]
Remit To: PSWT EUR MURPHY
Address: Dublin Dublin

Invoice

* Invoice Number: INV_007
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments: [blank]
Original Invoice Number: [blank]
Attachment: None Add

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	200		200	Each	40000

Shipping and Handling

Charge Type: No results found.
Add Row

Step 17

Enter the quantity you would like to invoice.

e.g., 100

Step 18

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Details' and is part of a 4-step process. The 'Next' button is highlighted with a red box. The form includes fields for Supplier, Invoice, Customer, and a table of items.

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: [blank]
- Remit To: PSWT EUR MURPHY
- Address: Dublin Dublin

Invoice:

- * Invoice Number: INV_007
- Invoice Date: 15-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: [blank]
- Original Invoice Number: [blank]
- Attachment: None

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011582	1	1		Sewage Material		Networks	200	100	200	Each	40000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

Buttons: Cancel, Back, Step 2 of 4, Next (highlighted)

Step 19

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/DA.jsp?page=next_ID. The page title is "Supplier Portal Create Invoice...".

The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax (current), and Review and Submit.

The "Create Invoice: Manage Tax" screen contains the following sections:

- Supplier Information:**
 - * Supplier: MURPHY SUPPLIES
 - * Tax Payer ID: [Blank]
 - * Remit To Address: PONT EUR MURPHY, Dublin Dublin
 - * Remit To Bank Account: [Blank]
 - * Unique Remittance Identifier: [Blank]
 - * Remittance Check Dept: [Blank]
- Invoice Information:**
 - * Invoice Number: INV_007
 - * Invoice Date: 16-Oct-2018
 - * Invoice Type: Standard
 - * Currency: EUR
 - Supplier Comments: [Blank]
 - Attachment: None
- Customer Information:**
 - * Customer Tax Payer ID: 3323300KH
 - * Customer Name: GNI
 - * Address: Gasworks Road IE
- Summary Tax Lines:**
 - Calculate button
 - Tax Rate Tax Amount Line Status Supplier Tax Code
 - 23 4600 Active [Search icon]
- Items Table:**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011582	1	1	Sewage Material		Networks	200	100.00 Each	200.00	20,000.00
- Shipping and Handling:**
 - Charge Type: [Blank]
 - Amount Description: [Blank]
 - No results found.

At the top right of the main content area, there are buttons: Cancel, Save, Back, Step 3 of 4, **Next** (highlighted with a red box), and Submit.

The Windows taskbar at the bottom shows the date and time as 16/10/2018 12:31.

Step 20

Review all the details and Click the **Submit** button to submit the Invoice.

Supplier Details:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: 3323300KH
- * Remit To: PSWT EUR MURPHY
- Address: Dublin Dublin
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice Details:

- * Invoice Number: INV_007
- * Invoice Date: 16-Oct-2018
- Invoice Type: Standard
- * Currency: EUR
- Supplier Comments
- Attachment: None

Customer Details:

- * Customer Tax Payer ID: 3323300KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items Table:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011582	1	1	Sewage Material		Networks	200	100.00 Each	200.00	20,000.00

Shipping and Handling:

Charge Type: No results found.

Summary Tax Lines:

Supplier Tax Code: No results found.

Invoice Summary:

Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	4,600.00
Total (EUR)	24,600.00

Buttons: Cancel, Save, Back, Step 4 of 4, **Submit**

Step 21

Invoice **INV_007** is now submitted to Account Payable department.

End of Procedure.

ORACLE® iSupplier Portal

Home | Orders | Receipts | Finance | Admin

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation
Invoice INV_007 was submitted to our Accounts Payable department on 16-Oct-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV_007 [Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier	MURPHY SUPPLIES	* Invoice Number	INV_007
Tax Payer ID		* Invoice Date	16-Oct-2018
* Remit To	PSWT EUR MURPHY	Invoice Type	Standard
Address	Dublin Dublin	* Currency	EUR
Remit To Bank Account		Supplier Comments	
Unique Remittance Identifier		Attachment	None
Remittance Check Digit			

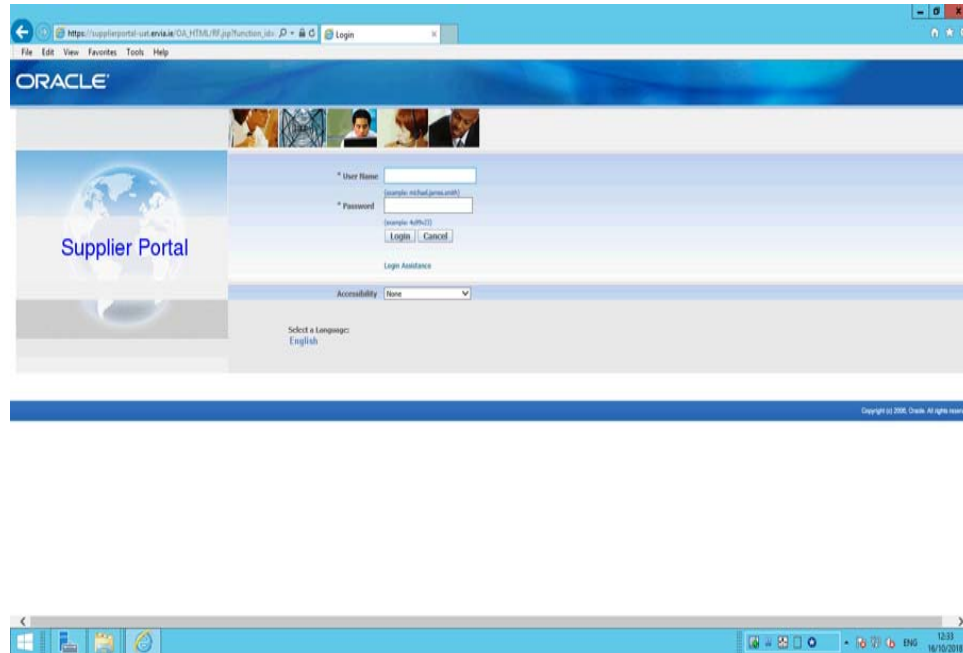
Customer	
* Customer Tax Payer ID	33233080H
Customer Name	GNI
Address	Gasworks Road IE

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011582	1	1	Sewage Material		Networks	200	100.00 Each	200.00	20,000.00

Invoice Summary	
Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	4,600.00
Subtotal	24,600.00
Less Advances and Escrow	0.00

16/10/2018

Create RCT Invoice



This Video shows on how to raise an RCT invoice using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

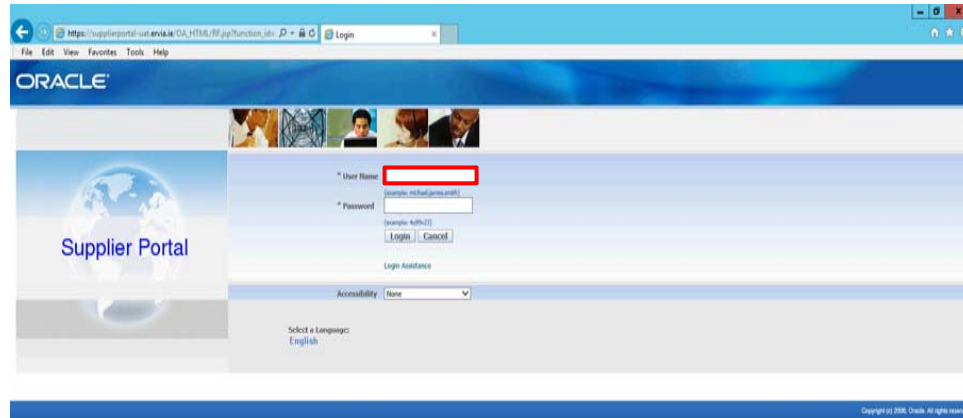
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

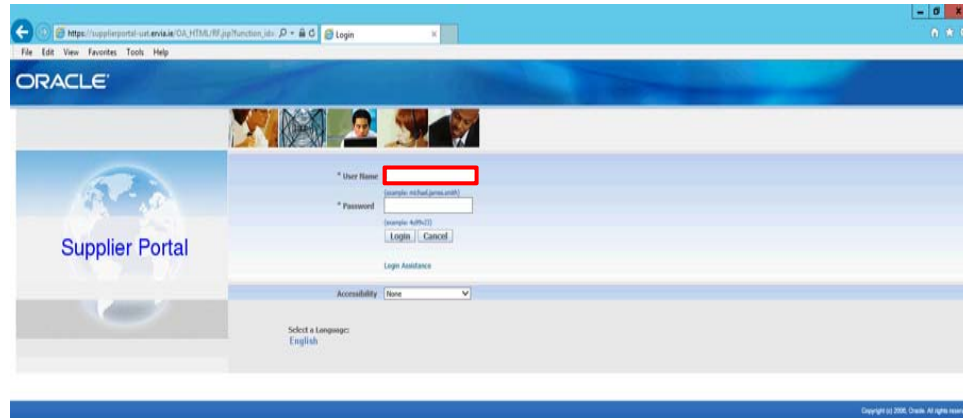
Click in the **User Name** field.



Step 2

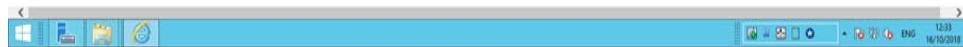
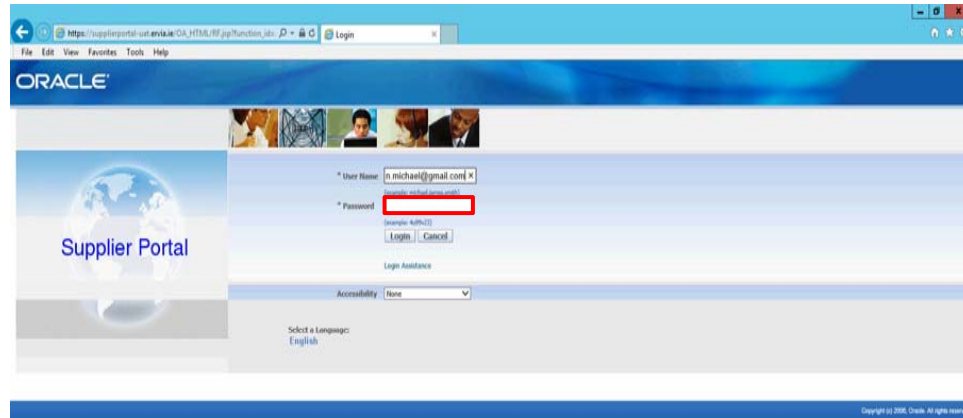
Enter Oracle User Name (Which you might have received via email) .

(e.g., **ronan.michael@gmail.com**).



Step 3

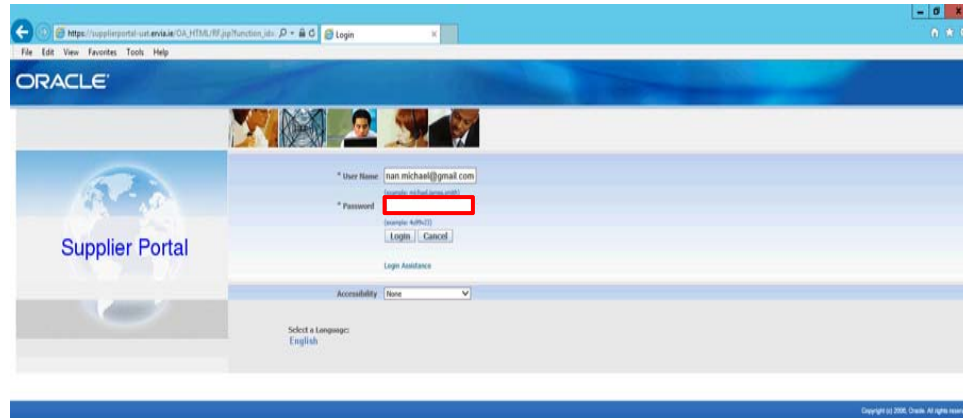
Click in the **Password** field.



Step 4

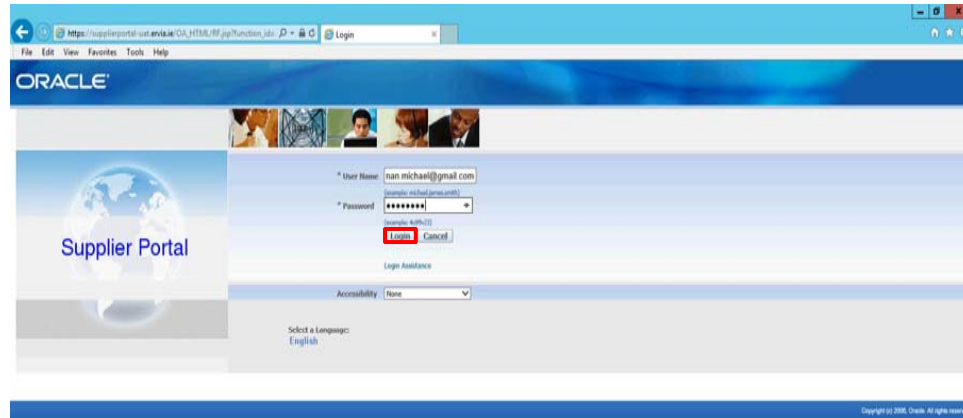
Enter Oracle Password into the
Password field.

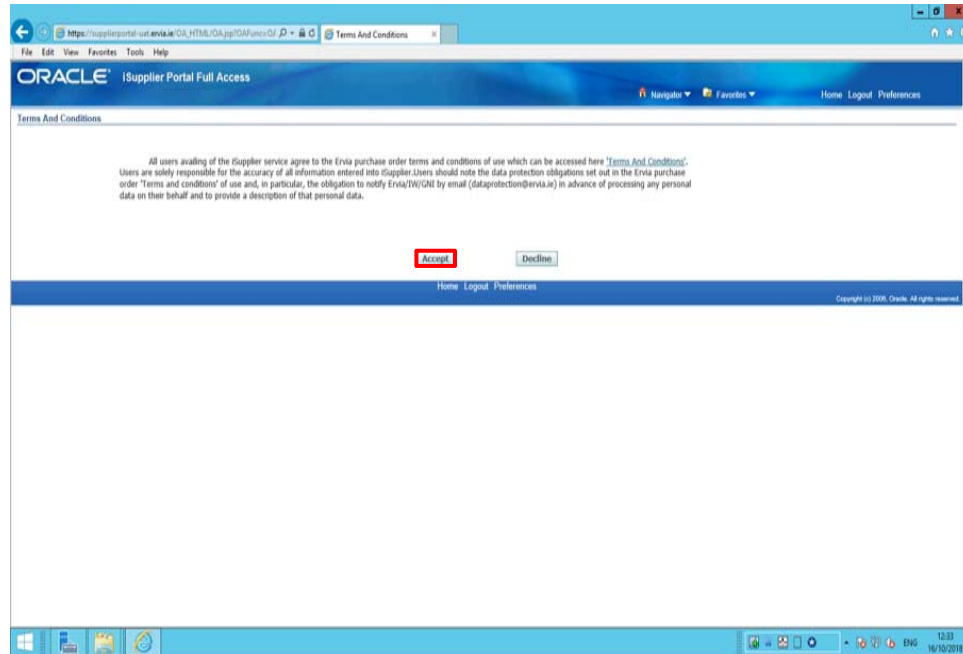
(e.g., **welcome2**).



Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal web application. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into several sections: Notifications, Orders At A Glance, and a sidebar with links for Orders, Receipts, Invoices, and Payments. The Notifications section contains a table with columns for Subject and Date, listing several standard purchase orders. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date, listing five purchase orders. The sidebar on the right provides quick access to various functions: Purchase Orders, Purchase History, Receipts, Invoices, and Payments. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
QNL - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QNL - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNL - Standard Purchase Order 6011581, 0 for EUR 40,250.00	16-Oct-2018 12:18:47
QNL - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QNL - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://supplierportal-usat.envia.or/HTML/OA.jsp?pages/invrec_ID. The page title is "Supplier Portal Create Invoice...".

The main content area is titled "Create Invoice" and includes a "With a PO" dropdown menu and a red-outlined "Go" button. Below this is a search section with the following fields:

- Supplier: MURPHY SUPPLIES
- Invoice Number: [Text Field]
- Invoice Date From: [Date Picker]
- Invoice Date To: [Date Picker]
- Purchase Order Number: [Text Field]
- Invoice Amount: [Text Field]
- Invoice Date To: [Date Picker]
- Currency: [Text Field]

Below the search fields are "Go" and "Clear" buttons. A table below the search section shows the results of the search, with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently displays "No search conducted."

The footer of the page includes navigation links: Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, Help. It also includes a copyright notice: Copyright (c) 2008, Oracle. All rights reserved.

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierportal-usat.oracle.com/HTML/Oracle/jsp/pages/create_ID.jsp. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, with sub-tabs for "View Invoices" and "View Payments". A progress bar shows four steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search criteria include "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a calendar icon), "Organization" (with a dropdown menu showing "Example: 10-Oct-2018"), and "Advances and Financing" (with a dropdown menu showing "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria, there is a table with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table currently shows "No search conducted." at the bottom. The footer of the page includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright © 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the time as 12:33 on 10/10/2018.

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create an invoice.

e.g., "6011580".

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.usat.oracle.com/HTML/DA.jsp?page=creat_10. The page title is "ORACLE® iSupplier Portal". The navigation menu includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is currently selected. Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". The search fields include "Purchase Order Number" (highlighted with a red box), "Purchase Order Date" (with a calendar icon), and "Organization" (with a dropdown menu showing "Example: 10-Oct-2018"). There are "Go" and "Clear" buttons. Below the search fields, there is a table with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table currently shows "No search conducted." at the bottom. The footer of the page includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright © 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 12:33 on 10/10/2018.

Step 11

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://supplierportal-usat.envia.oracle.com/HTML/Oracle/jsp/pages/create_invoice.jspx. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation links include Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, and Help. The main navigation bar shows "Create Invoices" and "View Payments". The sub-navigation bar includes "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Create Invoice: Purchase Orders" section is active, showing "Step 1 of 4". A search form is present with the following fields: "Purchase Order Number" (6011580), "Purchase Order Date" (16-Oct-2018), and "Organization" (example: 16-Oct-2018). A "Go" button is highlighted with a red box. Below the search form is a table header with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table content shows "No search conducted." The bottom of the page includes a footer with "Copyright © 2008, Oracle. All rights reserved." and a timestamp of "10:33 16/10/2018".

Step 12

Select the **Checkbox**.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 6011580

Purchase Order Date 16-Oct-2018

Organization

Advanced Search

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select All	Select Item	Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6011580	1	1	<input type="checkbox"/>	Sewage Material	200	0	0	0	0	Each	200	EUR	Networks	GNI			SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Step 13

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice from purchase orders. The page title is 'Create Invoice: Purchase Orders'. The search form includes the following fields and values:

- Purchase Order Number: 6011580
- Purchase Order Date: (empty)
- Organization: (empty)
- Advances and Financing: Excluded

Below the search form, there is a table with the following data:

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoked	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011580	1	1	<input type="checkbox"/>	Sewage Material			200	0	0	Each	200	EUR	Networks	ONI			SUPPLIER

The 'Next' button is highlighted in red at the bottom right of the search area.

Step 14

Click in the **Invoice Number** field.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: RCT EUR MURPHY
Remit To: CITY HALL LANE Cork
Address: CITY HALL LANE Cork

Invoice

* Invoice Number:
Invoice Date: 18-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Supplier

* Supplier: MURPHY SUPPLIES
 Tax Payer ID:
 Remit To: RCT EUR MURPHY
 Address: CITY HALL LANE Cork

Invoice

* Invoice Number:
 Invoice Date: 18-Oct-2018
 Invoice Type: Invoice
 Currency: EUR
 Supplier Comments:
 Original Invoice Number:
 Attachment: None Add

Please do not upload an invoice for this transaction.
 Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
 Customer Name: GNI
 Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 15

Enter the Invoice number into the **Invoice Number** field.

"INV_008".

Key in Quantity for which you want to create an Invoice.

In this video I am invoicing for 50 quantity.

Step 16

Click in the **Quantity** field.

Oracle iSupplier Portal - Create Invoice: Details

Supplier: * Supplier MURPHY SUPPLIES, Tax Payer ID, Remit To RCT EUR MURPHY, Address CITY HALL LANE Cork

Invoice: * Invoice Number INV_600, Invoice Date 16-Oct-2018, Invoice Type Invoice, Currency EUR, Supplier Comments, Original Invoice Number, Attachment None

Customer: Customer Tax Payer ID 33233008KH, Customer Name GNI, Address Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011580	1	1	1	Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling: Charge Type No results found. Add Row

Step 17

Enter the Quantity to be invoiced

e.g., "50".

Oracle iSupplier Portal - Create Invoice: Details

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: [blank]
- Remit To: RCT EUR MURPHY
- Address: CITY HALL LANE Cork

Invoice:

- * Invoice Number: INV_808
- Invoice Date: 15-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: [blank]
- Original Invoice Number: [blank]
- Attachment: None

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	200	50	200	Each	40000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

Step 18

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Details' and is part of a multi-step process (Step 2 of 4). The 'Next' button is highlighted in the top right corner. The form includes sections for Supplier, Invoice, Customer, and Items.

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: [blank]
- Remit To: RCT EUR MURPHY
- Address: CITY HALL LANE Cork

Invoice:

- * Invoice Number: INV_808
- Invoice Date: 15-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: [blank]
- Original Invoice Number: [blank]
- Attachment: None

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011580	1	1		Sewage Material		Networks	200	50	200	Each	10000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

Buttons: Cancel, Back, Step 2 of 4, Next

Step 19

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal.uts.oracle.com/HTML/DA.jsp?page=next_ID. The page title is "Oracle iSupplier Portal". The navigation menu includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with four steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Manage Tax" step is currently selected. The "Create Invoice: Manage Tax" section contains several fields and buttons. The "Supplier" section includes fields for Supplier (MURPHY SUPPLIES), Tax Payer ID, Remit To Address (RCT EUR MURPHY), Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Dept. The "Invoice" section includes fields for Invoice Number (INV_008), Invoice Date (16-Oct-2018), Invoice Type (Standard), Currency (EUR), Supplier Comments, and Attachment (None). The "Customer" section includes fields for Customer Tax Payer ID (3323308KH), Customer Name (GNI), and Address (Gasworks Road IE). The "Summary Tax Lines" section includes a "Calculate" button and a table with columns: Tax Rate, Tax Amount, Line Status, Supplier Tax Code. The "Items" section includes a table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, and Amount. The "Shipping and Handling" section includes a table with columns: Charge Type and Amount Description. The "Next" button is highlighted with a red box.

Supplier

* Supplier MURPHY SUPPLIES
* Tax Payer ID
* Remit To RCT EUR MURPHY
Address CITY HALL LANE Cork
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Dept

Invoice

* Invoice Number INV_008
* Invoice Date 16-Oct-2018
Invoice Type Standard
* Currency EUR
Supplier Comments
Attachment None

Customer

* Customer Tax Payer ID 3323308KH
Customer Name GNI
Address Gasworks Road IE

Summary Tax Lines

Calculate

Tax Rate Tax Amount Line Status Supplier Tax Code

23 2300 Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011580	1	1	Sewage Material		Networks	200	50.00 Each	200.00	10,000.00

Shipping and Handling

Charge Type	Amount Description
No results found.	

Step 20

Review all the details and Click the **Submit** button to submit the Invoice

ORACLE® iSupplier Portal

Home | Orders | Receipts | Finance | Admin

Create Invoices | View Invoices | View Payments

Create Invoice: Review and Submit

Cancel | Save | Back | Step 4 of 4 | **Submit**

Supplier

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: RCT EUR MURPHY
- * Remit To Address: CITY HALL LANE Cork
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Dept

Invoice

- * Invoice Number: INV_008
- * Invoice Date: 16-Oct-2018
- Invoice Type: Standard
- * Currency: EUR
- Supplier Comments
- Attachment: None

Customer

- * Customer Tax Payer ID: 3323300KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011580	1	1	Sewage Material		Networks	200	50.00 Each	200.00	10,000.00

Shipping and Handling

Charge Type: No results found.

Summary Tax Lines

Supplier Tax Code: No results found.

Tax Rate: Tax Amount

Invoice Summary

https://supplierportal.uit.ensia.ie/OA_HTML/OA.jsp?pages/creat.../oracle/apps/ap/invoice/request/webui/SubmitMatchedInPG&_r=2008/OASF+AP_ISR...

Step 21

Invoice **INV_008** is now submitted to Account Payable department.

End of Procedure.

ORACLE® iSupplier Portal

Home | Orders | Receipts | Finance | Admin

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation
Invoice INV_008 was submitted to our Accounts Payable department on 16-Oct-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV_008 [Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier	MURPHY SUPPLIES	* Invoice Number	INV_008
Tax Payer ID		* Invoice Date	16-Oct-2018
* Remit To	RCT EUR MURPHY	Invoice Type	Standard
Address	CITY HALL LANE Cork	* Currency	EUR
Remit To Bank Account		Supplier Comments	
Unique Remittance Identifier		Attachment	None
Remittance Check Digit			

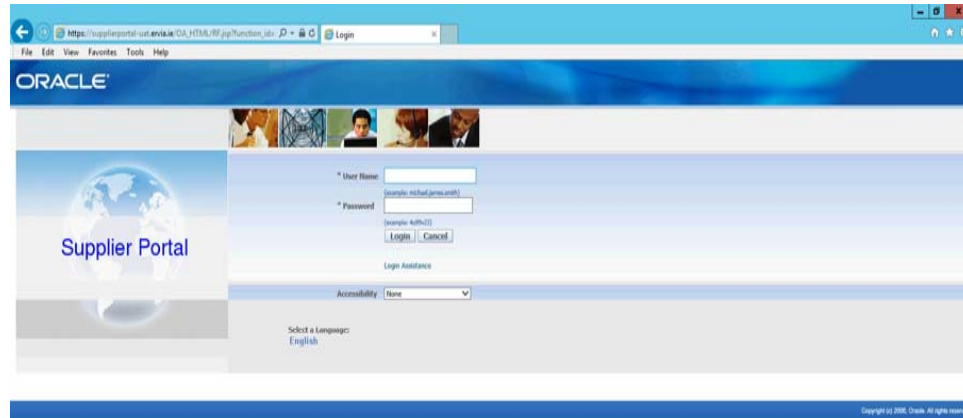
Customer	
* Customer Tax Payer ID	33233080H
Customer Name	GNI
Address	Gasworks Road IE

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011580	1	1	Sewage Material		Networks	200	50.00 Each	200.00	10,000.00

Invoice Summary	
Items	10,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	2,300.00
Subtotal	12,300.00
Less Advances and Escrow	0.00

12/35 16/10/2018

Create Invoice more than Ordered Amount



Create Invoice more than Ordered Amount

This Video shows on how to raise an standard invoice for more than ordered on PO

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

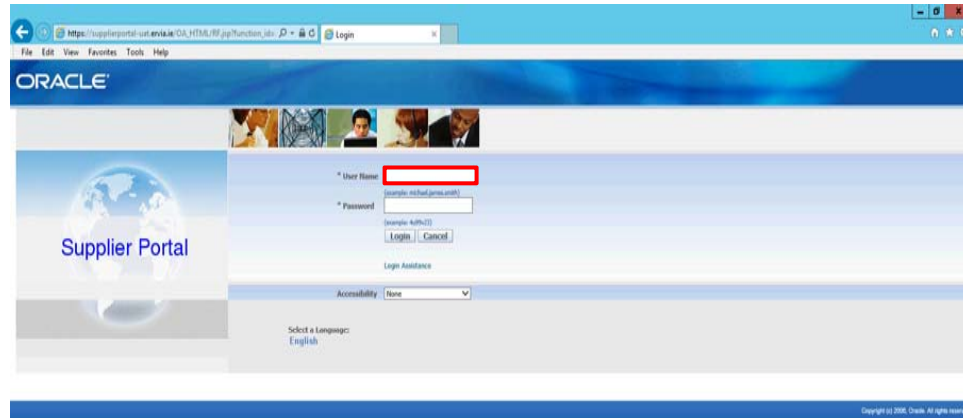
payables@water.ie

Note: Please check you spam mail box for credentials.

Create Invoice more than Ordered Amount

Step 1

Click in the **User Name** field.

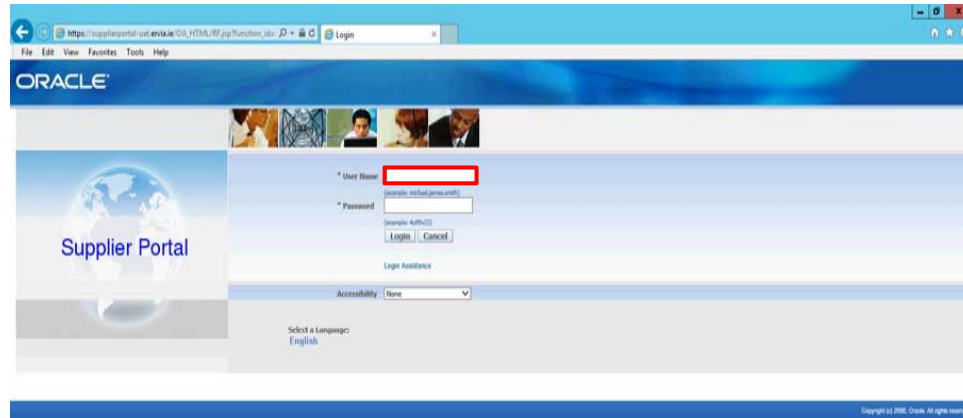


Create Invoice more than Ordered Amount

Step 2

Enter Oracle User Name (Which you might have received via email) .

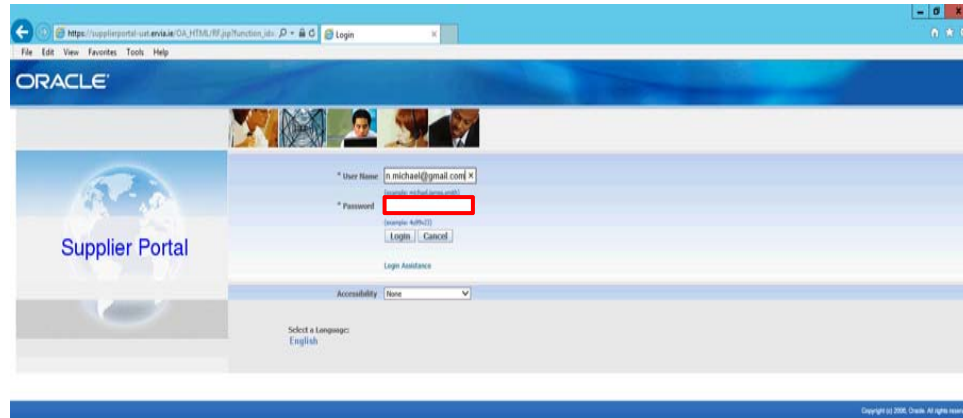
(e.g., **ronan.michael@gmail.com**).



Create Invoice more than Ordered Amount

Step 3

Click in the **Password** field.

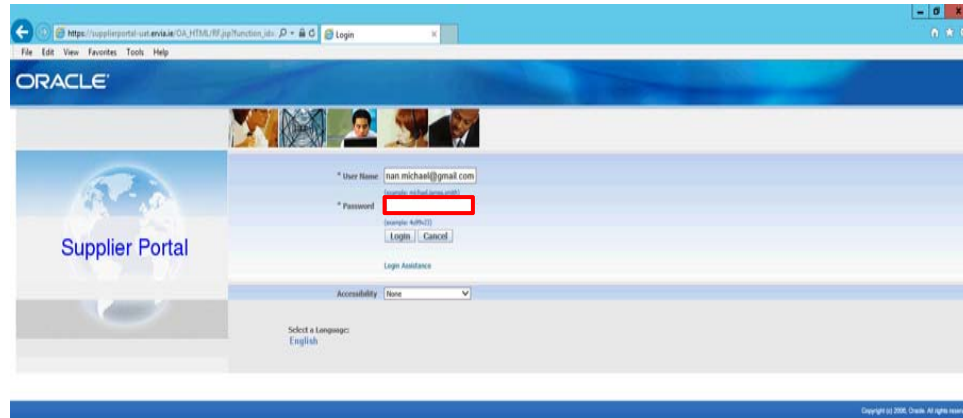


Create Invoice more than Ordered Amount

Step 4

Enter Oracle Password into the Password field.

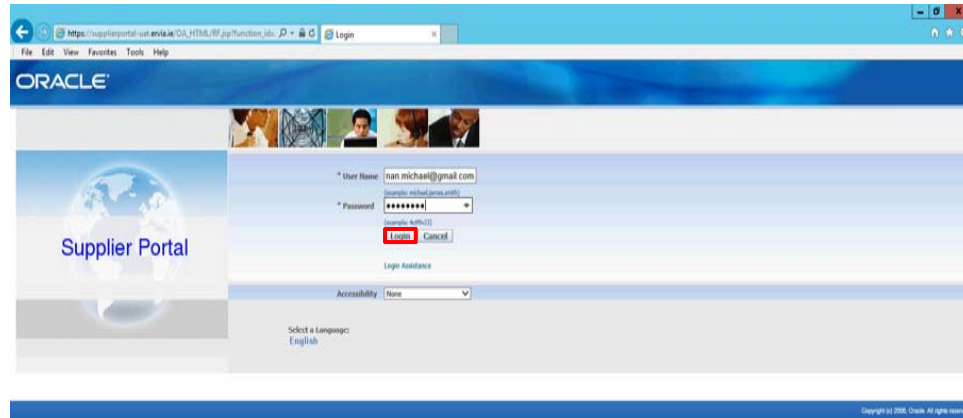
(e.g., **welcome2**).



Create Invoice more than Ordered Amount

Step 5

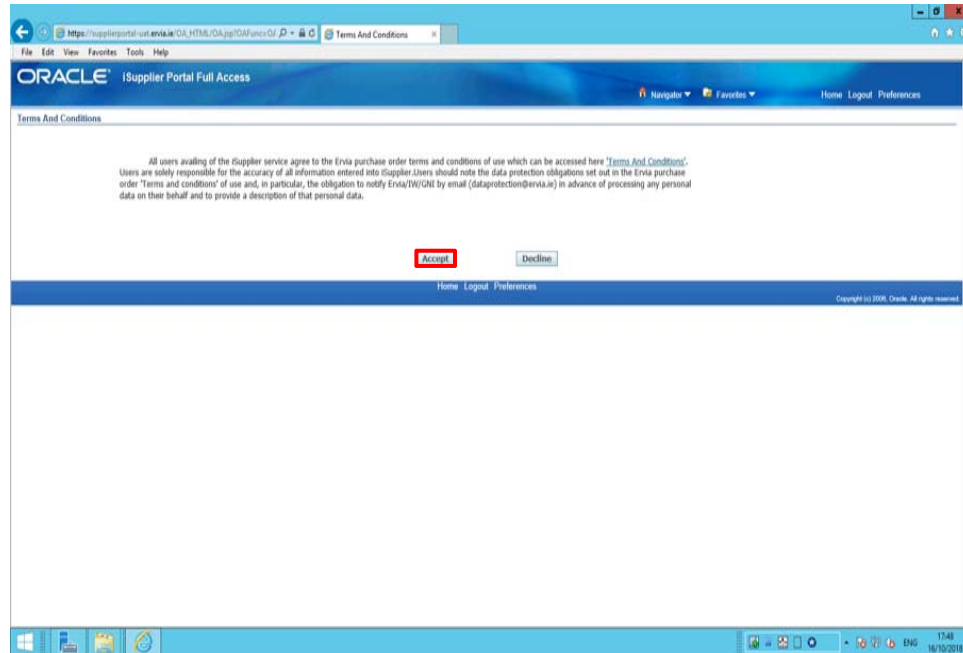
Click the **Login** button.



Create Invoice more than Ordered Amount

Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Create Invoice more than Ordered Amount

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal web application. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into three sections: Notifications, Orders At A Glance, and a sidebar menu. The Notifications section contains a table with columns for Subject and Date, listing several standard purchase orders. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date, listing the same purchase orders. The sidebar menu on the right includes links for Orders (Purchase Orders, Purchase History), Receipts, Invoices, Payments, and Payments.

Subject	Date
QNT - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011581, 0 for EUR 40,250.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QNT - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Create Invoice more than Ordered Amount

Step 8

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled 'Create Invoice' and features a search form. The search form includes a 'Supplier' dropdown set to 'MURPHY SUPPLIES', an 'Invoice Number' field, an 'Invoice Date From' field with a date picker, an 'Invoice Date To' field with a date picker, a 'Purchase Order Number' field, an 'Invoice Amount' field, an 'Invoice Date To' field, and a 'Currency' dropdown. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table is currently empty. The page footer shows the URL and copyright information.

Create Invoice more than Ordered Amount

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: <https://supplierportal.out.oracle.com/HTML/CA.jsp?page=creat...>. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Create Invoice: Purchase Orders" step is selected. A search section is present with a note: "Note that the search is case insensitive". Search criteria include: Purchase Order Number (highlighted with a red rectangle), Purchase Order Date (with a calendar icon), Organization (with a dropdown menu), and Advances and Financing (with a dropdown menu). There are "Go" and "Clear" buttons. Below the search criteria is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table shows "No search conducted." at the bottom. The footer includes navigation links (Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, Help) and a copyright notice: "Copyright © 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the time as 17:49 on 10/10/2018.

Create Invoice more than Ordered Amount

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "6011579".

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: https://supplierportal-us.oracle.com/HTML/Oracle/jsp/pages/create_ID.jsp. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Create Invoice: Purchase Orders" step is selected. A search form is present with fields for Purchase Order Number (highlighted with a red box), Purchase Order Date (with a calendar icon), and Organization (with a dropdown menu). Below the search form is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, and Pay Group. The table currently shows "No search conducted." The bottom of the page includes a footer with "Copyright © 2008, Oracle. All rights reserved." and a Windows taskbar at the very bottom showing the date 10/10/2018 and time 17:49.

Create Invoice more than Ordered Amount

Step 11

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows the URL: https://supplierportal-usat.envia.or/Oracle_HTML/OA.jsp?page=/envid_ID. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The current step is "Purchase Orders". Below the progress bar, there is a "Search" section with a note: "Note that the search is case insensitive". Search criteria include: Purchase Order Number (6011579), Purchase Order Date (example: 16-Oct-2018), and Organization (example: 16-Oct-2018). The "Advances and Financing" dropdown is set to "Excluded". The "Go" button is highlighted with a red box. Below the search criteria, there is a table with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To Organization, Packing Slip, Waybill, and Pay Group. The table shows "No search conducted." at the bottom. The footer includes the URL: https://supplierportal-usat.envia.or/Oracle_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/POrchPOB_rn2008.OAOF-eAP_IPF_SFCH8... and the date/time: 17:49 16/10/2018.

Create Invoice more than Ordered Amount

Step 12

Click the **Checkbox**.

Oracle iSupplier Portal

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011579

Purchase Order Date: [Date Picker]

Organization: [Text Field]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	6011579	1	1	<input checked="" type="checkbox"/>	Sewage Material			200	0	0	Each	200	EUR	Networks	GNI			SUPPLIER

Cancel Step 1 of 4 Next

Create Invoice more than Ordered Amount

Step 13

Click the **Next** button.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number: 6011579

Purchase Order Date: [Date Picker]

Organization: [Text Field]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All	Select Item	Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoked	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6011579	1	1	<input type="checkbox"/>	Sewage Material			200	0	0	Each	200	EUR	Networks	ONI			

Cancel Step 1 of 4 **Next**

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

Create Invoice more than Ordered Amount

Step 14

Click in the **Invoice Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Invoice Number' field is highlighted with a red box. The form includes sections for Supplier, Customer, and Items.

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: SUPP EUR HUSVNY
- Remit To Address: CITY HALL LANE Cork TH Y23

Invoice:

- * Invoice Number: [Red Box]
- Invoice Date: 18-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: [Empty]
- Original Invoice Number: [Empty]
- Attachment: None

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling:

Charge Type	Amount	Description
No results found.		

Buttons: Cancel, Back, Step 2 of 4, Next

Create Invoice more than Ordered Amount

Step 15

Enter the Invoice number into the **Invoice Number** field.

"INV_0010".

Key in Quantity for which you want to create an Invoice.

In this video I am invoicing for 201 quantity (Which is more than Ordered Amount).

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Supplier' section lists 'MURPHY SUPPLIES' with tax and address details. The 'Customer' section lists 'GNI' with tax and address details. The 'Items' table shows a single line item for 'Sewage Material' with a quantity of 200. The 'Shipping and Handling' section is empty. The 'Invoice' section contains the following fields:

Field	Value
Invoice Number	INV_0010
Invoice Date	18-Oct-2018
Invoice Type	Invoice
Currency	EUR
Supplier Comments	
Original Invoice Number	
Attachment	None

Below the 'Items' table, there is a 'Shipping and Handling' section with a table for 'Charge Type'.

Charge Type	Amount	Description
No results found.		

Create Invoice more than Ordered Amount

Step 16

Click in the **Quantity** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Details' and is Step 2 of 4. The 'Supplier' section shows 'MURPHY SUPPLIES' with tax payer ID 'SUPP EUR HUSVNY' and address 'CITY HALL LANE, Cork TH Y23'. The 'Invoice' section shows 'INV_6010' as the invoice number, dated '16-Oct-2018', with type 'Invoice' and currency 'EUR'. The 'Customer' section shows 'GNI' with tax payer ID '33233008KH' and address 'Gasworks Road IE'. The 'Items' table has one row with PO Number '6011579', Line '1', Shipment '1', Item Number, Item Description 'Sewage Material', Supplier Item Number, Ship To 'Networks', Available Quantity '200', and Quantity '200' (highlighted with a red box). The 'Unit Price' is '200', 'UOM' is 'Each', and 'Amount' is '40000'. The 'Shipping and Handling' section is empty. The 'Charge Type' section shows 'No results found.' and an 'Add Row' button. The bottom status bar shows the date '16/10/2018' and time '17:49'.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200	200	Each	40000

Create Invoice more than Ordered Amount

Step 17

Press **[Backspace]**.

Oracle iSupplier Portal

Create Invoice: Details

* Indicates required field

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID:
Remit To: SUPP EUR HUSVNY
Address: CITY HALL LANE, Cork TH Y23

Invoice

* Invoice Number: INV_0010
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling

Charge Type

No results found.

Add Row

Create Invoice more than Ordered Amount

Step 18

Enter the Quantity to be invoiced
e.g., "201".

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR HUSVNY
Remit To Address: CITY HALL LANE, Cork TH Y23

Invoice

* Invoice Number: INV_0010
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	201	200	Each	40000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Create Invoice more than Ordered Amount

Step 19

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: <https://supplierportal-us.oracle.com/HTML/Oracle/jsp/pages/next.jspx>. The page title is "Supplier Portal: Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section has sub-tabs for View Invoices and View Payments. A progress bar shows four steps: Purchase Orders, Details (current), Manage Tax, and Review and Submit. The "Create Invoice: Details" section includes a "Cancel" button, a "Back" button, and a "Next" button (highlighted with a red box). The "Supplier" section shows details for MURPHY SUPPLIES. The "Invoice" section includes fields for Invoice Number (INV_0010), Invoice Date (15-Oct-2018), Invoice Type (Invoice), Currency (EUR), Supplier Comments, and Original Invoice Number. The "Customer" section shows details for GNI. The "Items" section is a table with columns: PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount. The table contains one row for PO Number 6011579, Line 1, Shipment 1, Item Number, Item Description Sewage Material, Supplier Item Number, Ship To Networks, Available Quantity 200, Quantity 200, Unit Price 200, UOM Each, and Amount 40000. The "Shipping and Handling" section is empty. The "Charge Type" section shows "No results found." and an "Add Row" button. The Windows taskbar at the bottom shows the date 16/10/2018 and time 17:40.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID:
Remit To: SUPP EUR MURPHY
Address: CITY HALL LANE, Cork TH Y23

Invoice

* Invoice Number: INV_0010
Invoice Date: 15-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None, Add...

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling

Charge Type

No results found.

Add Row

Create Invoice more than Ordered Amount

Step 20

It throws an error saying that **"You can not increase the Quantity to Invoice amount above the available ordered quantity"**.

So, you cannot create a invoice for more the ordered amount.

End of Procedure.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Error
Row 1 Quantity - You can not increase the Quantity to Invoice amount above the available ordered quantity.

Create Invoice: Details
* Indicates required field

Supplier
* Supplier MURPHY SUPPLIES
Tax Payer ID
Name To SUPP EUR MURPHY
Address CITY HALL LANE Cork TH Y23

Invoice
* Invoice Number INV_0010
Invoice Date 15-Oct-2018
Invoice Type Invoice
Currency EUR
Supplier Comments
Original Invoice Number
Attachment None Add
Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer
Customer Tax Payer ID 33233008KH
Customer Name GNI
Address Gasworks Road IE

Items

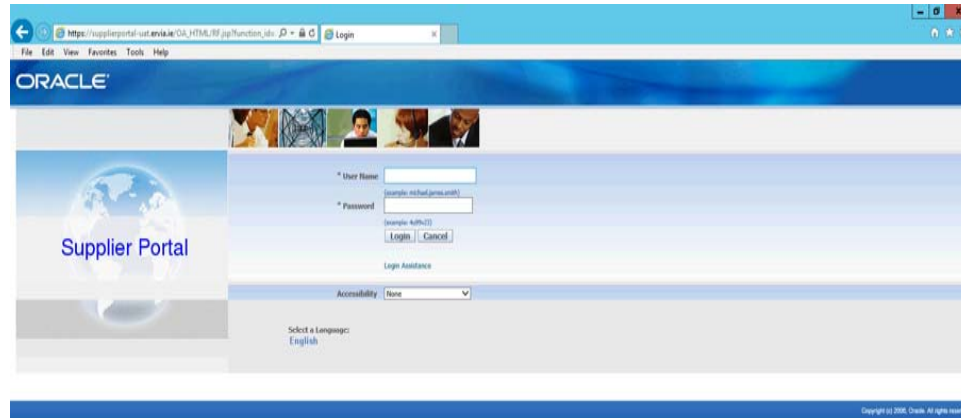
PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	201	200	Each	40200

Shipping and Handling

16/10/2018

Create Invoice for more than receipted amount

Create Invoice for more than receipted amount



This Video shows on how to raise an invoice for more than receipted amount on PO.

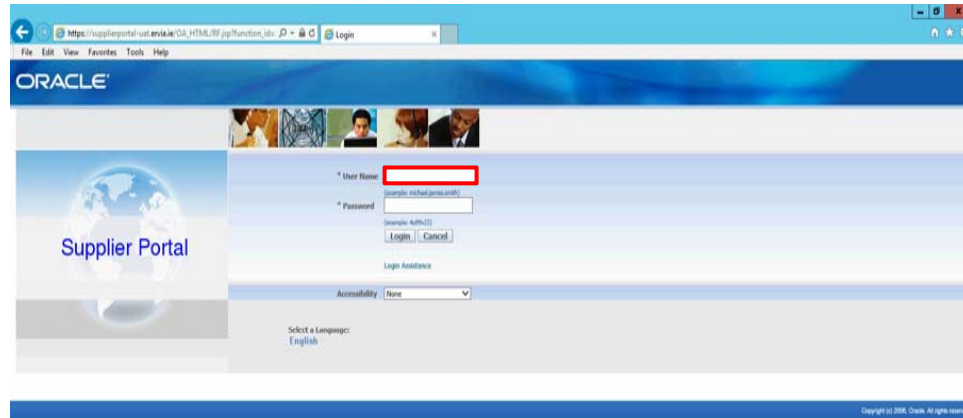
You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate to application.

In case if you haven't received any email, please reach out to

payables@water.ie

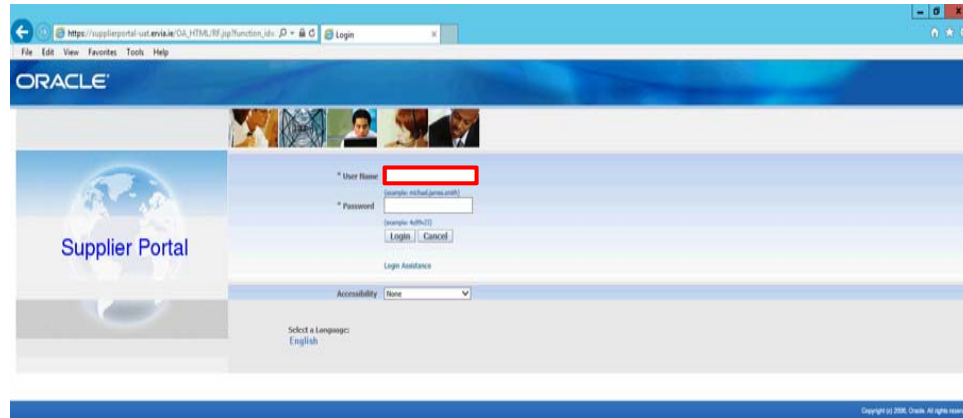
Note: Please check you spam mail box for credentials.



Step 1

Click in the **User Name** field.



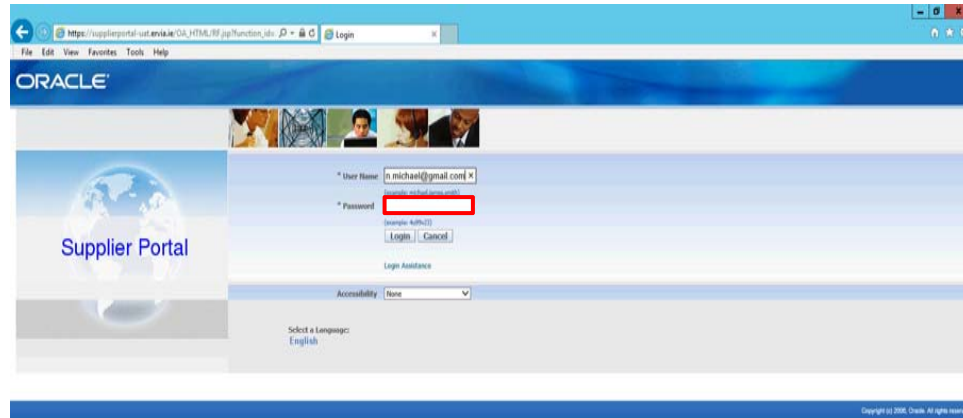


Step 2

Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

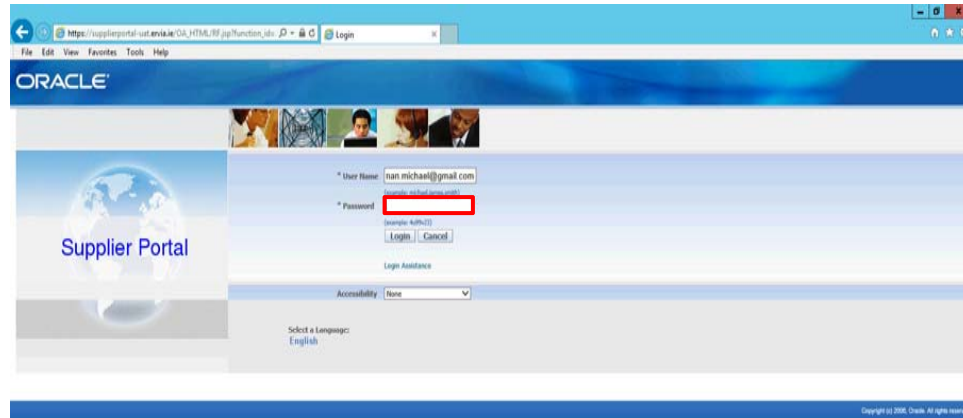




Step 3

Click in the **Password** field.



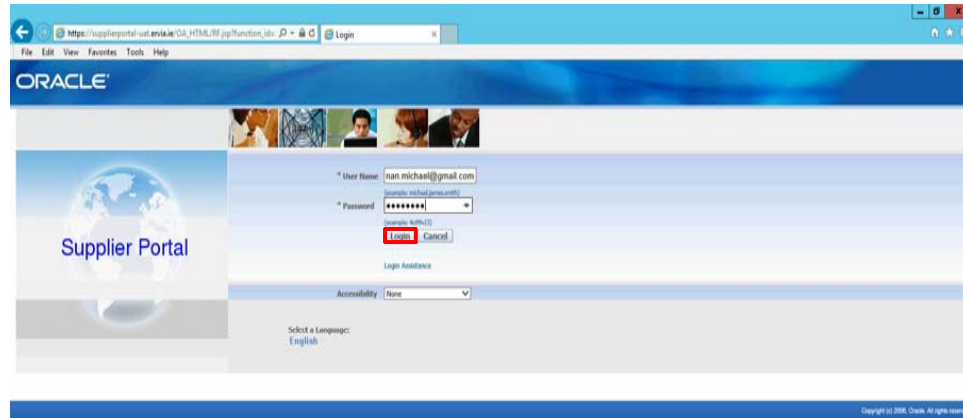


Step 4

Enter Oracle Password into the Password field.

(e.g., **welcome2**).

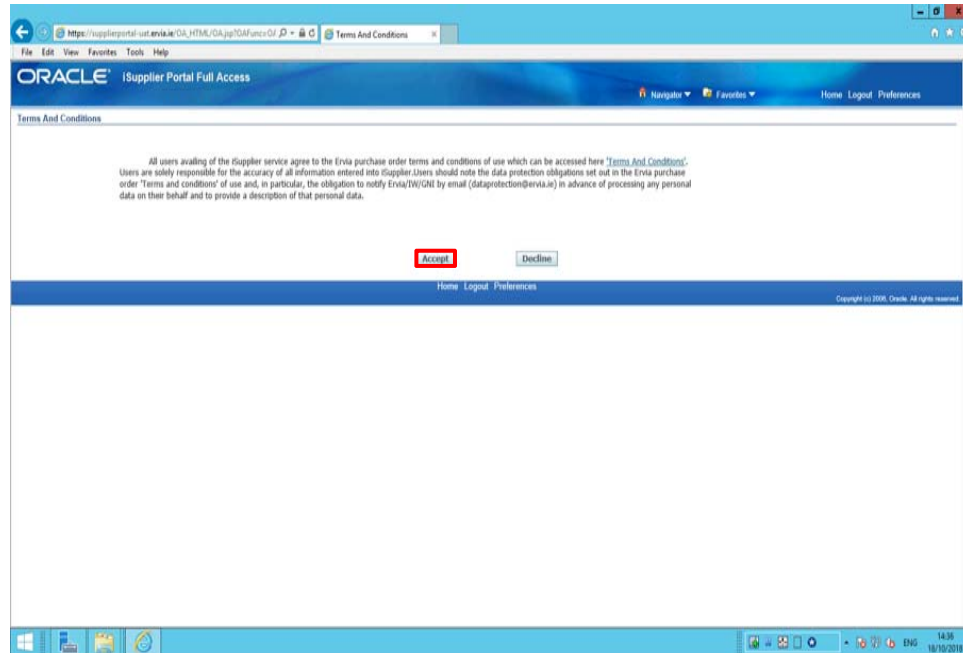




Step 5

Click the **Login** button.





Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

The screenshot displays the Oracle iSupplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, **Finance** (highlighted with a red box), and Admin. Below the navigation bar, there is a search field for PO Number and a Go button. The main content area is divided into two sections: Notifications and Orders At A Glance. The Notifications section contains a table with columns for Subject and Date, listing several standard purchase orders. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date, listing the same purchase orders. On the right side, there is a sidebar with links for Orders, Receipts, Invoices, and Payments. The bottom of the page shows a footer with the Oracle logo and copyright information.

Subject	Date
QML - Standard Purchase Order 6011583, 0 for EUR 56,800.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011581, 0 for EUR 40,250.00	16-Oct-2018 12:18:47
QML - Standard Purchase Order 6011582, 0 for EUR 40,000.00	16-Oct-2018 12:17:29
QML - Standard Purchase Order 6011579, 0 for EUR 40,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:16:47
6011581		16-Oct-2018 12:16:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Oracle iSupplier Portal

Create Invoice

Search

Note that the search is case insensitive

Supplier: **MURPHY SUPPLIES**

Invoice Number:

Invoice Date From: (Example: 18-Oct-2018)

Invoice Date To:

Invoice Status:

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

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Step 8

Click the **Go** button.

Create Invoice for more than receipted amount

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays the URL: <https://supplierportal-usat.oracle.com/HTML/CA.jsp?page=/create>. The page title is "ORACLE® iSupplier Portal". The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled "Create Invoice: Purchase Orders" and shows a progress bar with four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Purchase Orders" step is currently active. Below the progress bar, there is a search section with a note: "Note that the search is case insensitive". The search criteria include "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a calendar icon), "Organization" (with a dropdown menu showing "Example: 18-Oct-2018"), and "Advances and Financing" (with a dropdown menu showing "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria, there is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table currently shows "No search conducted." and is empty. At the bottom of the page, there is a footer with links for Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, and Help. The copyright notice "Copyright © 2008, Oracle. All rights reserved." is also present.

Step 10

Enter the PO number into the **Purchase Order Number** field. "**6011579**".

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: <https://supplierportal.usat.oracle.com/HTML/CA.jsp?page=invoice>. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The "Create Invoice: Purchase Orders" step is selected. A search section is present with a note: "Note that the search is case insensitive". The search fields are: Purchase Order Number (highlighted with a red box), Purchase Order Date (with a calendar icon), and Organization (with a dropdown menu). There are "Go" and "Clear" buttons. Below the search fields is a table header with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table content shows "No search conducted." at the bottom. The footer includes navigation links (Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, Help) and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 14:37 on 10/10/2016.

Create Invoice for more than receipted amount

Step 11

Click the **Go** button.

The screenshot displays the Oracle iSupplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Purchase Orders' and is part of a 4-step process. The search form includes the following fields and options:

- Purchase Order Number:** 6011579
- Purchase Order Date:** (empty)
- Organization:** (empty)
- Advances and Financing:** Excluded

The 'Go' button is highlighted with a red box. Below the search form, there is a table header with the following columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To Organization, Packing Slip, Waybill, Pay Group. The table currently shows 'No search conducted.' The page also includes navigation links at the top (Home, Orders, Receipts, Finance, Admin) and at the bottom (Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, Help). The footer indicates 'Copyright (c) 2008, Oracle. All rights reserved.'

Create Invoice for more than receipted amount

Step 12

Click the **Checkbox**.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011579

Purchase Order Date: [Date Picker]

Organization: [Organization Name]

Advances and Financing: ☒ Excluded

Go Clear

Select Items: Add to Invoice

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	6011579	1	1	<input checked="" type="checkbox"/>	Sewage Material	200	50	0	200	0	Each	200	EUR	Networks	GNI			SUPPLIER

Copyright (c) 2006, Oracle. All rights reserved.

Create Invoice for more than receipted amount

Step 13

Click the **Next** button.

Oracle iSupplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 6011579

Purchase Order Date

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select All Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/>	6011579	1	1	<input type="checkbox"/>	Sewage Material	200	50	0	0	0	Each	200	EUR	Networks	GNI			SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Create Invoice for more than receipted amount

Step 14

Click in the **Invoice Number** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar displays the URL: <https://supplierportal.ust.oracle.com/HTML/CA.jsp?page=invcd>. The page title is "Supplier Portal Create Invoice...". The Oracle logo and "iSupplier Portal" are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. The "Create Invoices" section is active, showing a progress bar with steps: Purchase Orders, Details (current), Manage Tax, and Review and Submit. The "Create Invoice: Details" section includes a "Cancel" button, a "Back" button, and a "Next" button. The "Supplier" section shows details for MURPHY SUPPLIES. The "Invoice" section contains fields for Invoice Number (highlighted with a red box), Invoice Date (18-Oct-2018), Invoice Type (Invoice), Currency (EUR), Supplier Comments, and Original Invoice Number. The "Customer" section shows details for GNI. The "Items" section displays a table with one item: Sewage Material. The "Shipping and Handling" section is empty. The "Charge Type" section shows "No results found." and an "Add Row" button. The Windows taskbar at the bottom shows the date and time as 14:37 on 18/10/2018.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID:
Remit To: SUPP EUR HUSBYN
Address: CITY HALL LANE Cork TH Y23

Invoice

* Invoice Number:
Invoice Date: 18-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add

Please do not upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Oracle iSupplier Portal - Create Invoice: Details

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID
- Remit To: SUPP EUR MURPHY
- Address: CITY HALL LANE, Cork TH Y23

Invoice:

- * Invoice Number:
- Invoice Date: 18-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments:
- Original Invoice Number:
- Attachment: None, Add...

Customer:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200	200	Each	40000

Shipping and Handling:

Charge Type: No results found.

Add Row

Step 15

Enter the Invoice number into the **Invoice Number** field.

"INV_0011".

Key in Quantity for which you want to create an Invoice.

In this video I am trying invoice 100 quantity whereas the receipt was created for 50.

Supplier

* Supplier: MURPHY SUPPLIES
 Tax Payer ID: SUPP EUR HUSVNY
 Remit To Address: CITY HALL LANE Cork TH Y23

Invoice

* Invoice Number: INV_0011
 Invoice Date: 18-Oct-2018
 Invoice Type: Invoice
 Currency: EUR
 Supplier Comments:
 Original Invoice Number:
 Attachment: None Add

Please do not upload an invoice for this transaction.
 Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233008KH
 Customer Name: GNI
 Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	200		Each	40000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Step 16

Enter the quantity you would like to invoice.
 e.g., "100".

Create Invoice for more than receipted amount

Step 17

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page title is "Create Invoice: Details". The breadcrumb trail is "Create Invoices > View Invoices > View Payments". The page is divided into several sections: "Supplier", "Invoice", "Customer", "Items", "Shipping and Handling", and "Charge Type".

Supplier Information:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: SUPP EUR HUSVNY
- Remit To Address: CITY HALL LANE, Cork TH Y23

Invoice Information:

- * Invoice Number: INV_0011
- Invoice Date: 18-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments: (empty)
- Original Invoice Number: (empty)
- Attachment: None, Add...

Customer Information:

- Customer Tax Payer ID: 33233008KH
- Customer Name: GNI
- Address: Gasworks Road IE

Items Table:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6011579	1	1		Sewage Material		Networks	200	100	200	Each	40000

Shipping and Handling:

Amount	Description

Charge Type:

No results found.

Buttons: Cancel, Back, Step 2 of 4, **Next** (highlighted with a red box).

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Manage Tax' step is active. The Supplier is MURPHY SUPPLIES, and the Invoice is INV_0011. The Customer is GNI. The Summary Tax Lines section shows a 'Calculate' button highlighted with a red box. The Items table shows a single line item for Sewage Material with a quantity of 200 and a unit price of 200.00, totaling 20,000.00. The Shipping and Handling section shows 'No results found'.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	200	100.00 Each	200.00	20,000.00

Step 18

Optional to change defaults to PO tax code.

Whenever you change the tax code it's mandatory to re-calculate the tax.

Click the **Search: Supplier Tax Code** button.

Search and Select List of Values - Internet Explorer

Search and Select: Supplier Tax Code

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By: Supplier Tax Code

Go

Results

Select	Quick Select	Supplier Tax Code	Description	Tax Percent	Org Name	Tax Rate Code	Tax Regime Code	Tax Status Tax Code	Percentage Rate	Jurisdiction Code
No search conducted.										

Cancel Select

Summary Tax Lines

Calculate

Tax Rate Tax Amount Line Status Supplier Tax Code

23 4600 Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	100	100.00 Each	200.00	20,000.00

Shipping and Handling

Charge Type

No results found.

Amount Description

Manage Tax

Review and Submit

Cancel Save Back Step 3 of 4 Next Submit

* Invoice Number: TEST_0011
* Invoice Date: 19-Oct-2018
* Invoice Type: Standard
* Currency: EUR
Supplier Comments: Attachment: None

Step 19

Click the **Go** button.

Step 20

Click the **Quick Select** button.

Search and Select: Supplier Tax Code

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Supplier Tax Code

Go

Results

Quick Select	Supplier Select	Tax Code	Description	Tax Percent	Org Name	Tax Rate	Tax Code	Tax Status	Percentage	Jurisdiction Code
<input type="radio"/>	IE EXEMPT	Intr VAT Exempt	0	GNI	IE EXEMPT	IE VAT	IE EXEMPT	0		
<input type="radio"/>	IE INTRA EU RED1	Intra EU Reverse Charge or 0%	13.5	GNI	IE VAT INTRA EU (REVERSE 13.5)	IE VAT	IE ZERO VAT INTRA EU	13.5		
<input type="radio"/>	IE INTRA EU STD	Intra EU Reverse Charge or 0%	23	GNI	IE VAT INTRA EU (REVERSE 23)	IE VAT	IE ZERO VAT INTRA EU	23		
<input type="radio"/>	IE INTRA EU (ZERO)	Intra EU Reverse Charge or 0%	0	GNI	IE ZERO INTRA EU	IE VAT	IE ZERO VAT INTRA EU	0		

Summary Tax Lines

Calculate

Tax Rate	Tax Amount	Line Status	Supplier Tax Code
23	4600	Active	

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	100	100.00 Each	200.00	20,000.00

Shipping and Handling

Charge Type

No results found.

Warning
Invoice Tax Rate is not same as Purchase order tax rate

Create Invoice: Manage Tax

Supplier:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: SUPP EUR MURPHY
- * Remit To: CITY HALL LANE Cork TH Y23
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice:

- * Invoice Number: TEST_0011
- * Invoice Date: 19-Oct-2018
- Invoice Type: Standard
- * Currency: EUR
- Supplier Comments
- Attachment: None

Customer:

- * Customer Tax Payer ID: 3323308KH
- Customer Name: GNI
- Address: Gasworks Road IE

Summary Tax Lines

Calculate

Tax Rate	Tax Amount	Line Status	Supplier Tax Code
0	4600	Active	IE EXMPT

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	100	100.00 Each	200.00	20,000.00

Step 21

Its Mandatory to Click the **Calculate** button when changing the default tax code.

Supplier Portal: Create Invoice

Remit To: SUPP EUR MURPHY
Address: CITY HALL LANE Cork TH Y23
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice Type: Standard
Currency: EUR
Supplier Comments
Attachment: None

Customer

* Customer Tax Payer ID: 3323308KH
Customer Name: GNI
Address: Gasworks Road IE

Summary Tax Lines

Calculate

Tax Rate Tax Amount Line Status Supplier Tax Code
0 0 Active IE EXEMPT

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice FROM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	100	100.00 Each	200.00	20,000.00

Shipping and Handling

Charge Type: No results found.

Invoice Summary

Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	4,600.00
Total (EUR)	24,600.00

Recalculate Total

Recalculate Total

Cancel Save Back Step 3 of 4 Next Submit

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 22

Click the **Recalculate Total** button and verify Whether the new tax amount is applied .

Create Invoice for more than receipted amount

Step 23

Click the **Next** button.

The screenshot displays the Oracle Supplier Portal 'Create Invoice' interface. The browser address bar shows the URL: https://supplierportal.us.oracle.com/DA_HTML/DA.jsp?pages/invoice_ID. The page title is 'Supplier Portal: Create Invoice...'. The interface is divided into several sections:

- Header:** Includes 'Remit To' (SUPP EUR MURPHY, CITY HALL LANE Cork TH Y23), 'Invoice Type' (Standard), 'Currency' (EUR), 'Supplier Comments', and 'Attachment' (None).
- Customer:** Displays 'Customer Tax Payer ID' (3323308001), 'Customer Name' (GNI), and 'Address' (Gasworks Road IE).
- Summary Tax Lines:** Includes a 'Calculate' button and a table with columns: Tax Rate, Tax Amount, Line Status, and Supplier Tax Code. The table shows a single row with '0', '0', 'Active', and 'IE EXEMPT'.
- Items:** A table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, and Amount. It contains one row: '6011279', '1', '1', 'Sewage Material', 'Networks', '100', '100.00 Each', '200.00', and '20,000.00'.
- Shipping and Handling:** A section for 'Charge Type' and 'Amount Description'. It shows 'No results found'.
- Invoice Summary:** A table showing the breakdown of the invoice total:

	Amount
Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (EUR) 20,000.00

At the bottom of the form, there are buttons for 'Cancel', 'Save', 'Back', 'Step 3 of 4', 'Next' (highlighted in red), and 'Submit'. The footer includes navigation links: 'Home', 'Orders', 'Receipts', 'Finance Admin', 'Home', 'Logout', 'Preferences', 'Help', and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

Create Invoice: Review and Submit

Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR MURPHY
Address: CITY HALL LANE Cork TH Y23
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice:
* Invoice Number: INV_9011
* Invoice Date: 18-Oct-2018
Invoice Type: Standard
* Currency: EUR
Supplier Comments
Attachment: None

Customer:
* Customer Tax Payer ID: 3323300801
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	200	100.00 Each	200.00	20,000.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Supplier Tax Code	Tax Rate	Tax Amount
IE EXEMPT	0	0

Invoice Summary

Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	4,600.00
Total (EUR)	24,600.00

Step 24

Review the details and Click the **Submit** button to submit the invoice.

Create Invoice for more than receipted amount

Step 25

Invoice INV_0011 is now Submitted for Account Payable team.

End of Procedure.

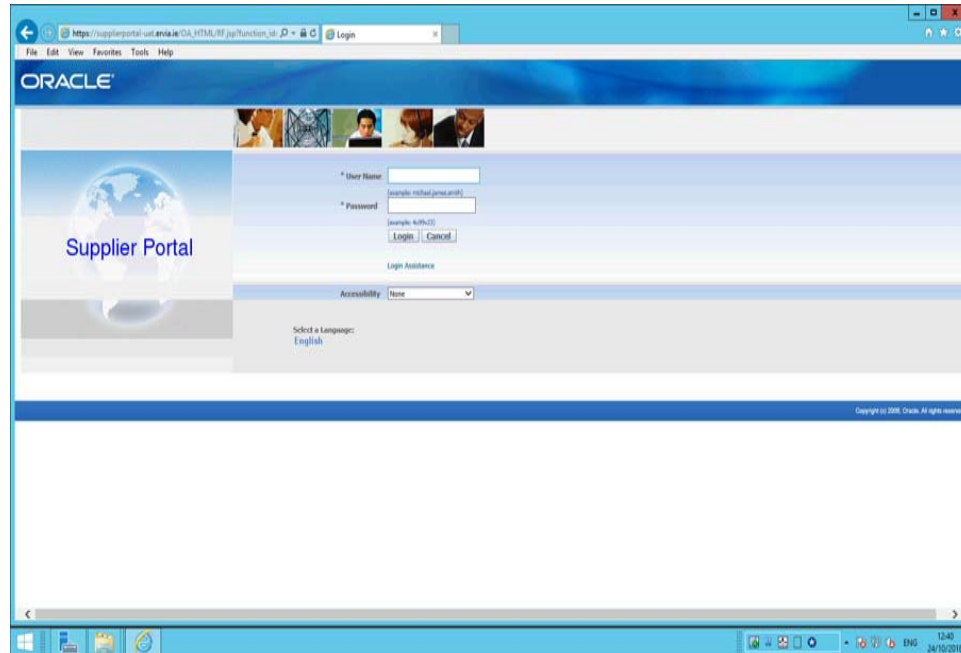
The screenshot displays the Oracle Supplier Portal interface. At the top, there's a navigation bar with links like Home, Orders, Receipts, Finance, and Admin. Below this, a confirmation message states: "Invoice INV_0011 was submitted to our Accounts Payable department on 18-Oct-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page." The invoice number INV_0011 is highlighted. Below the message, there are sections for Supplier and Customer details. The Supplier section lists: Supplier MURPHY SUPPLIES, Tax Payer ID SUPP EUR MURPHY, Remit To CITY HALL LANE Cork TH Y23, Remit To bank Account, Unique Remittance Identifier, and Remittance Check Digit. The Customer section lists: Customer Tax Payer ID 33233080H, Customer Name GNI, and Address Gasworks Road IE. An 'Items' table shows one line item: PO Number 6011579, Line 1, Shipment 1, Item Description Sewage Material, Supplier Item Number, Ship To Networks, Available Qty 200, Quantity To Invoice UOM 100.00 Each, Unit Price 200.00, and Amount 20,000.00. An 'Invoice Summary' table at the bottom shows: Items 20,000.00, Less Retainage 0.00, Freight 0.00, Miscellaneous 0.00, Tax 0.00, Subtotal 20,000.00, and Less Advances and Discounts 0.00. The total amount is 20,000.00. The page also includes a 'Printable Page' button and a 'Create Another' button.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	200	100.00 Each	200.00	20,000.00

Invoice Summary	
Items	20,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	20,000.00
Less Advances and Discounts	0.00

Create Invoice with more than One PO with Different sites

Create Invoice with more than One PO with Different sites



This Video shows on how to raise an standard invoice With multiple PO's with different sites

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

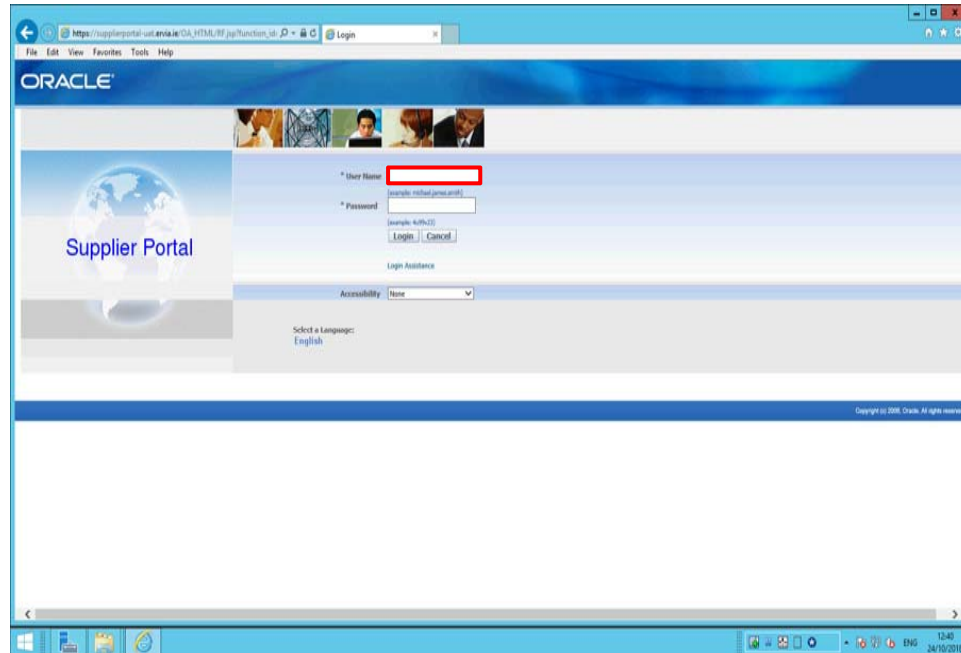
payables@water.ie

Note: Please check you spam mail box for credentials.

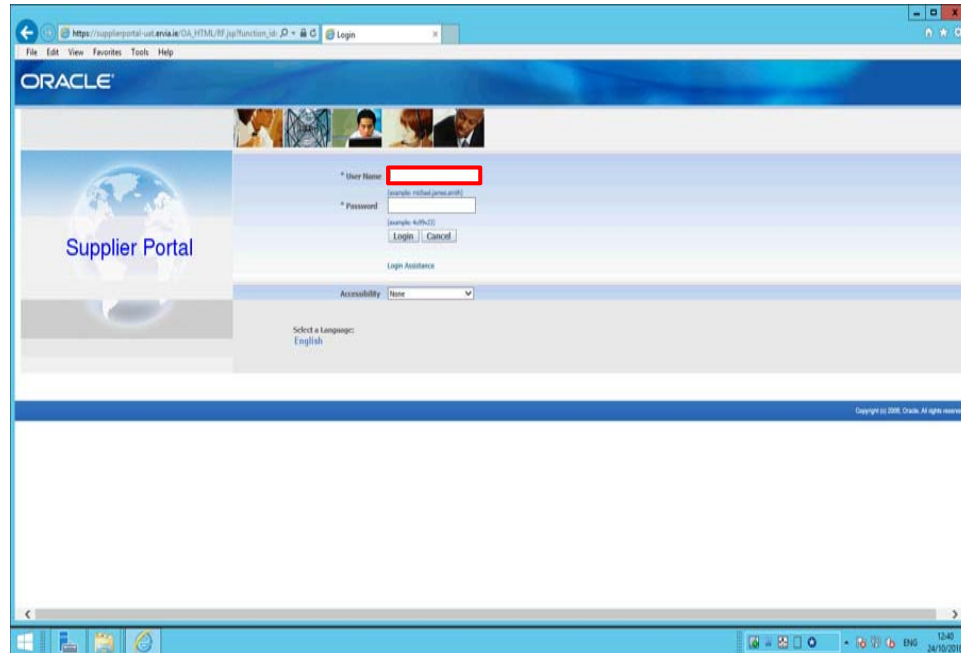
Create Invoice with more than One PO with Different sites

Step 1

Click in the **User Name** field.



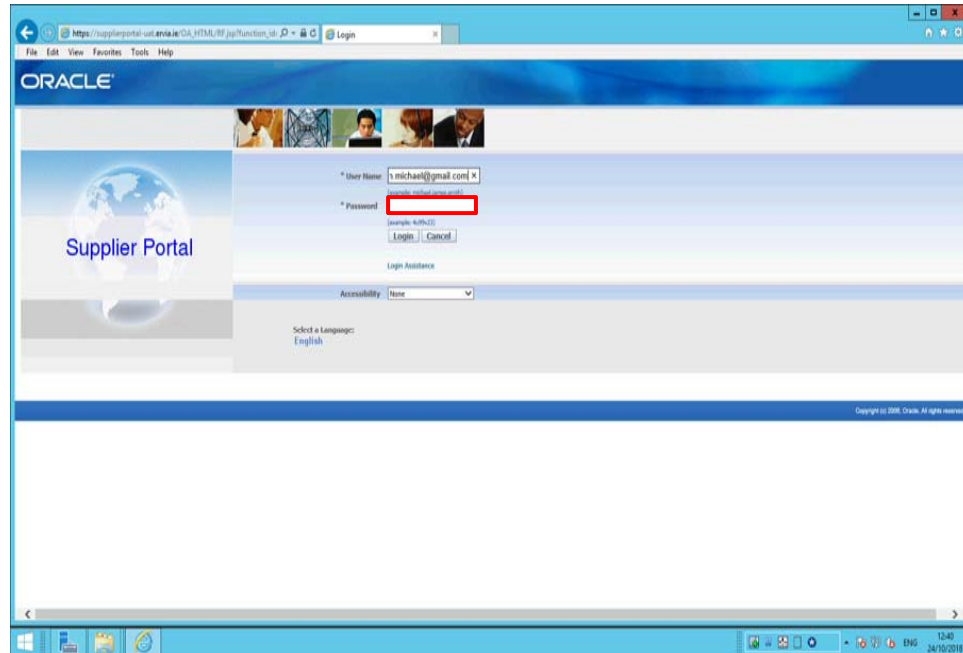
Create Invoice with more than One PO with Different sites



Step 2

Enter Oracle User Name (Which you might have received via email) .

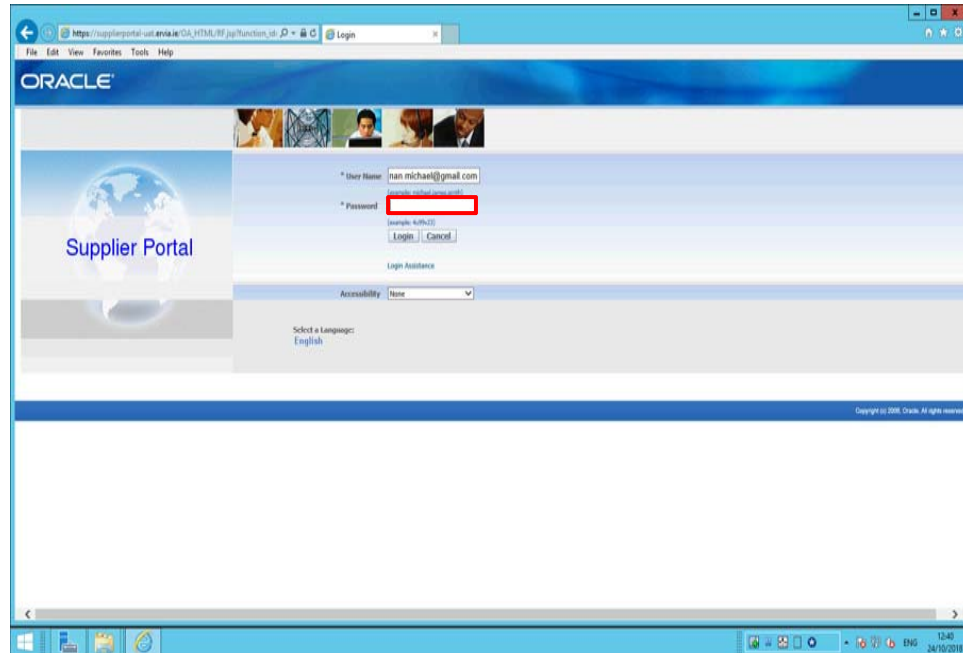
(e.g., **ronan.michael@gmail.com**).



Step 3

Click in the **Password** field.

Create Invoice with more than One PO with Different sites

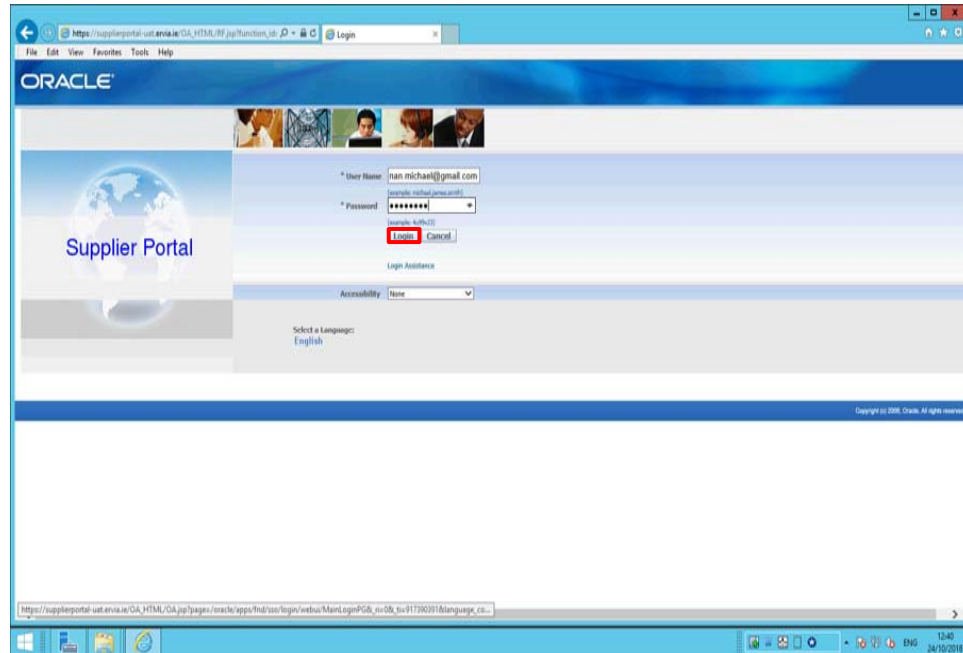


Step 4

Enter Oracle Password into the Password field.

(e.g., **welcome2**).

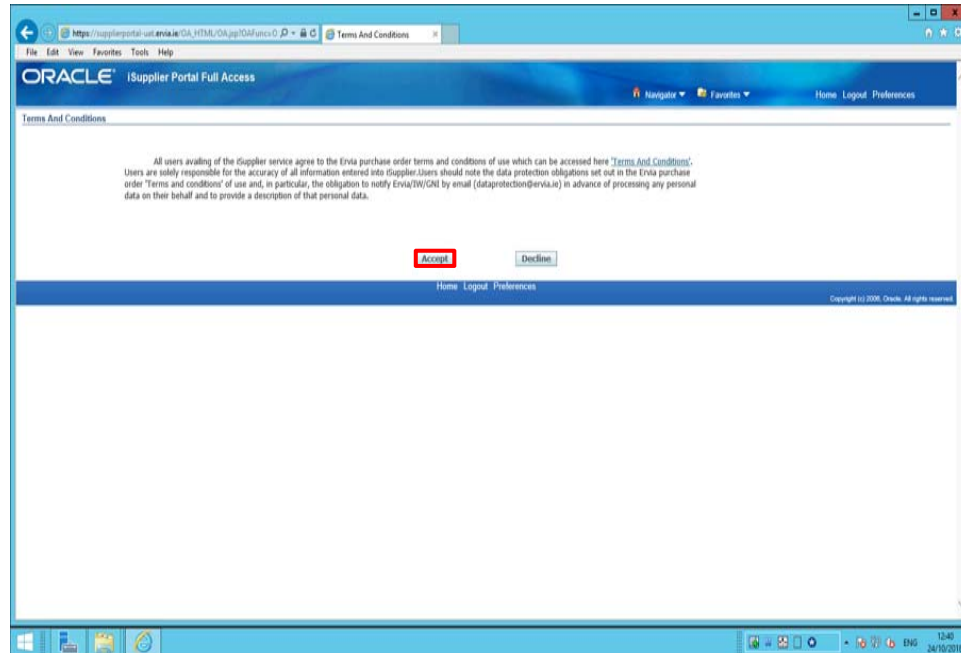
Create Invoice with more than One PO with Different sites



Step 5

Click the **Login** button.

Create Invoice with more than One PO with Different sites



Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Create Invoice with more than One PO with Different sites

Step 7

Click the **Finance** link.

The screenshot shows the Oracle iSupplier Portal interface. The navigation menu at the top includes Home, Orders, Receipts, **Finance** (highlighted), and Admin. Below the navigation menu, there is a search bar for PO Number. The main content area is divided into two sections: Notifications and Orders At A Glance. The Notifications section displays a table of notifications with columns for Subject and Date. The Orders At A Glance section displays a table of orders with columns for PO Number, Description, and Order Date. The Finance link is highlighted in the navigation menu.

Subject	Date
QNT - Standard Purchase Order 6011583, 0 for EUR 26,800.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011581, 0 for EUR 46,250.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011582, 0 for EUR 46,000.00	16-Oct-2018 12:17:29
QNT - Standard Purchase Order 6011579, 0 for EUR 46,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:18:47
6011581		16-Oct-2018 12:18:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Create Invoice with more than One PO with Different sites

Step 8

Click the **Go** button.

The screenshot displays the Oracle Supplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main section is titled 'Create Invoice' and features a search form. The search form includes a 'Supplier' dropdown set to 'MURPHY SUPPLIES', an 'Invoice Number' field, an 'Invoice Date From' date picker, an 'Invoice Status' dropdown, a 'Purchase Order Number' field, an 'Invoice Amount' field, an 'Invoice Date To' date picker, and a 'Currency' dropdown. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.' The page footer includes navigation links and a copyright notice.

Create Invoice with more than One PO with Different sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-usf.oracle.it/OA_HTML/OA.jsp?page=/inv.... The page title is "Supplier Portal: Create Invoice...". The Oracle logo and "Supplier Portal" text are at the top. Navigation links include Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, and Help. A breadcrumb trail shows: Create Invoices > View Invoices > View Payments. The main process flow is: Purchase Orders > Details > Manage Tax > Review and Submit. The current step is "Create Invoice: Purchase Orders", labeled "Step 1 of 4". A "Search" section contains a note: "Note that the search is case insensitive". It includes input fields for "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date" (with a calendar icon), and "Organization" (with a dropdown menu showing "Example: 24 Oct 2018"). There are "Go" and "Clear" buttons. Below the search fields is a table with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table currently shows "No search conducted." and "Cancel Step 1 of 4 Next" buttons are at the bottom right. The footer includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the time as 12:45 on 24/10/2018.

Step 9

Click in the **Purchase Order Number** field.

Create Invoice with more than One PO with Different sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The page title is "ORACLE® Supplier Portal". The navigation bar includes "Home", "Orders", "Receipts", "Finance", and "Admin". The "Create Invoices" section is active, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Purchase Orders" step is selected, and the "Create Invoice: Purchase Orders" page is displayed. The "Search" section contains a "Purchase Order Number" field, which is highlighted with a red box. Below it are fields for "Purchase Order Date" and "Organization". The "Advanced Search" button is visible. The "Go" button is also present. The table below the search fields is empty, with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The footer of the page includes "Copyright (c) 2008, Oracle. All rights reserved."

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "6011583".

Create Invoice with more than One PO with Different sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The breadcrumb trail is: Home > Orders > Receipts > Finance > Admin > Create Invoices > View Invoices > View Payments. The main heading is 'Create Invoice: Purchase Orders'. Below this is a search section with fields for 'Purchase Order Number' (containing '6011583'), 'Purchase Order Date' (with a date picker), and 'Organization' (with a dropdown menu). There is a 'Go' button highlighted with a red box, and a 'Clear' button. Below the search section is a table with columns: Select PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To, Organization, Packing Slip, Waybill, Pay Group. The table contains one row with the PO number '6011583' selected. At the bottom of the screen, there is a copyright notice: 'Copyright (c) 2008, Oracle. All rights reserved.'

Step 11

Click the **Go** button.

Create Invoice with more than One PO with Different sites

Step 12

Click the **Checkbox** option.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number 6011583

Purchase Order Date

Organization

Advances and Financing Excluded

Go Clear

Select Items Add to Invoice

Select All | Select None

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
6011583	1	1	<input checked="" type="checkbox"/>	Sewage Material			300	0	10	Each	196	EUR	Networks GNE			PSWT

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2006, Oracle. All rights reserved.

Create Invoice with more than One PO with Different sites

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 6011583

Purchase Order Date

Organization

Advanced Search

Advanced

Add to Invoice Excluded

Go Clear

Select Items: **Add to Invoice**

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
6011583	1	1		Sewage Material			300	0	10	Each	196	EUR	Networks GNE			PSWT

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 13

Click the **Add to Invoice** button to add this Po Number to Invoice.

Create Invoice with more than One PO with Different sites

ORACLE® Supplier Portal

Home Orders Receipts Finance Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: **6011583**

Purchase Order Date: [Date Picker]

Organization: [Searchable Field]

Advances and Financing: [Excluded] [Go] [Clear]

Select Items: [Add to Invoice]

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011583	1	1	<input type="checkbox"/>	Sewage Material			300	0	10	Each	195	EUR	Networks GNI				PSWT

Purchase Order Items Added to Invoice

Select Items: [Remove from Invoice]

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/> 6011583	1	1	Sewage Material			300	0	10	Each	195	EUR	Networks GNI	

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 14

Now will add one more Purchase order to the same Invoice.

Click in the **Purchase Order Number** field.

Create Invoice with more than One PO with Different sites

Step 15

Press **[Backspace]**.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011583

Purchase Order Date: [Date Picker]

Organization: [Searchable Field]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011583	1	1		Sewage Material			300	0	10	Each	195	EUR	Networks GNI				PSWT

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
6011583	1	1	Sewage Material			300	0	10	Each	195	EUR	Networks GNI	

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Create Invoice with more than One PO with Different sites

Step 16

Press **[Backspace]**.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 601158 X

Purchase Order Date 601158

Organization 601158

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
601158	1	1		Sewage Material	300	0	10			Each	195	EUR Networks GNE				PSWT

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization
601158	1	1	Sewage Material	300	0	10			Each	195	EUR Networks GNE	

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Create Invoice with more than One PO with Different sites

Step 17

Enter the another PO into the **Purchase Order Number** field.

Enter "79".

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The 'Purchase Order Number' dropdown menu is open, displaying a list of PO numbers. The number '6011583' is highlighted. Below the dropdown, a table lists the selected PO items. The table has columns for Line, Shipments, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To, Organization, Packing Slip, Waybill, and Pay Group. The first row shows 'Sewage Material' with Item Number 300, Supplier Item Number 0, Ordered 10, and Unit Price 195. The interface also includes a search bar, a progress bar (Step 1 of 4), and various navigation links.

Line	Shipments	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
1	1	Sewage Material	300	0	10			Each	195	EUR	Networks GNE			PSWT

Create Invoice with more than One PO with Different sites

Step 18

Click the **Go** button.

ORACLE® Supplier Portal

Home Orders Receipts Finance Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011574
Purchase Order Date:
Organization:
Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011583	1	1		Sewage Material			300	0	10	Each	196	EUR	Networks GNI				PSWT

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
6011583	1	1	Sewage Material			300	0	10	Each	196	EUR	Networks GNI	

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Create Invoice with more than One PO with Different sites

Step 19

Click the **Checkbox** option.

Oracle Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011579

Purchase Order Date: [Date Picker]

Organization: [Searchable Text Box]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All | Select None

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011579	1	1	<input checked="" type="checkbox"/>	Sewage Material			200	50	110	Each	200	EUR	Networks GNI				SUPPLIER

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select All | Select None

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
6011583	1	1	Sewage Material			300	0	10	Each	196	EUR	Networks GNI	

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Create Invoice with more than One PO with Different sites

Step 20

Click the **Add to Invoice** button.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Purchase Orders' and is at 'Step 1 of 4'. The 'Add to Invoice' button is highlighted with a red box. Below the search section, there is a table of 'Purchase Order Items Added to Invoice'.

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011529	1	1	<input type="checkbox"/>	Sewage Material			200	50	110	Each	200	EUR	Networks GNI				SUPPLIER

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
6011583	1	1	Sewage Material			300	0	10	Each	196	EUR	Networks GNI	

Create Invoice with more than One PO with Different sites

Oracle Supplier Portal

Home Orders Receipts Finance Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Error
Selected POs Supplier Site's Pay Group Code is not Same.

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011579
Purchase Order Date:
Organization:
Advances and Financing: Excluded

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011579	1	1	<input type="checkbox"/>	Sewage Material			200	50	110	Each	200	EUR	Networks GNE				SUPPLIER

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/> 6011583	1	1	Sewage Material			300	0	10	Each	196	EUR	Networks GNE	

Step 21

It throws an error. Because here we are trying to create Invoice of different Purchase Order sites.

We cannot create Invoice for below combination.

RCT PO + PSWT PO

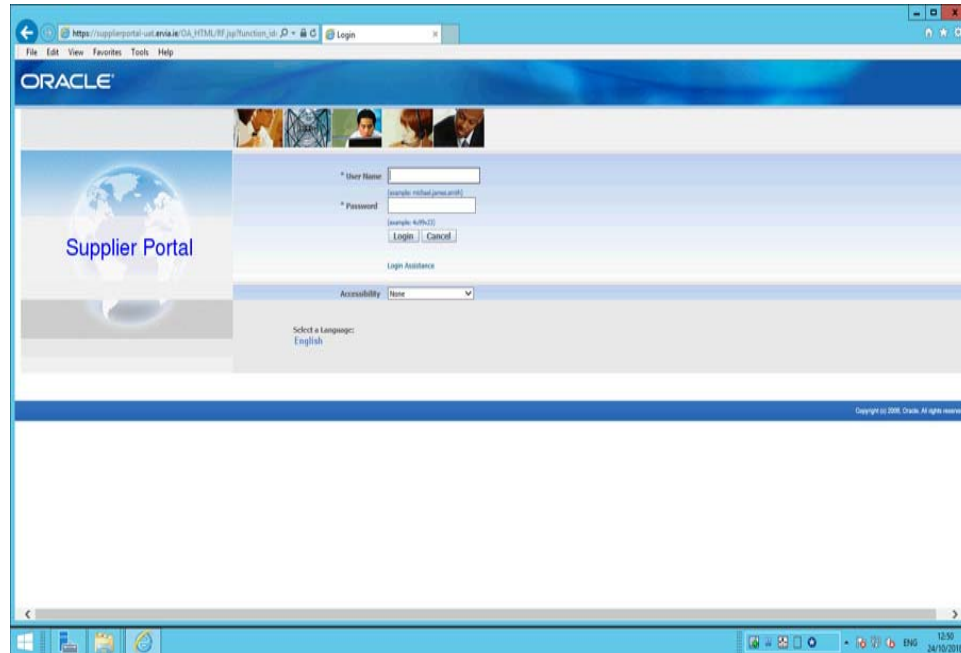
RCT PO + Standard P

Select PSWT PO + Standard PO.

Note: Invoice for multiple PO's only be created when PO's belongs to Same Sites.

End of Procedure.

Create Invoice with more than one PO with Same Sites



This Video shows on how to raise an standard invoice With multiple PO's with same sites

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

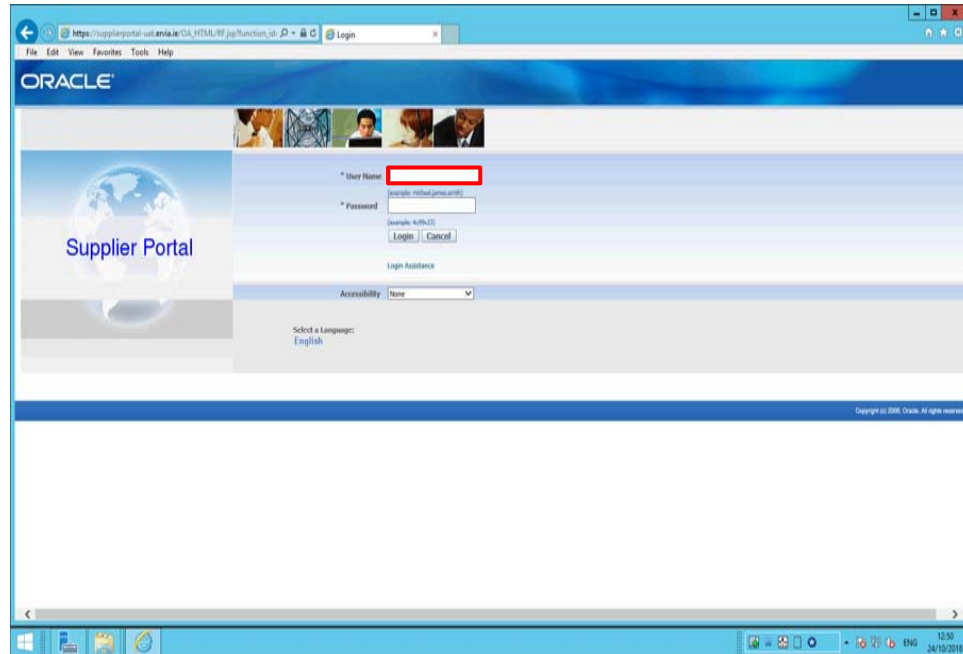
payables@water.ie

Note: Please check you spam mail box for credentials.

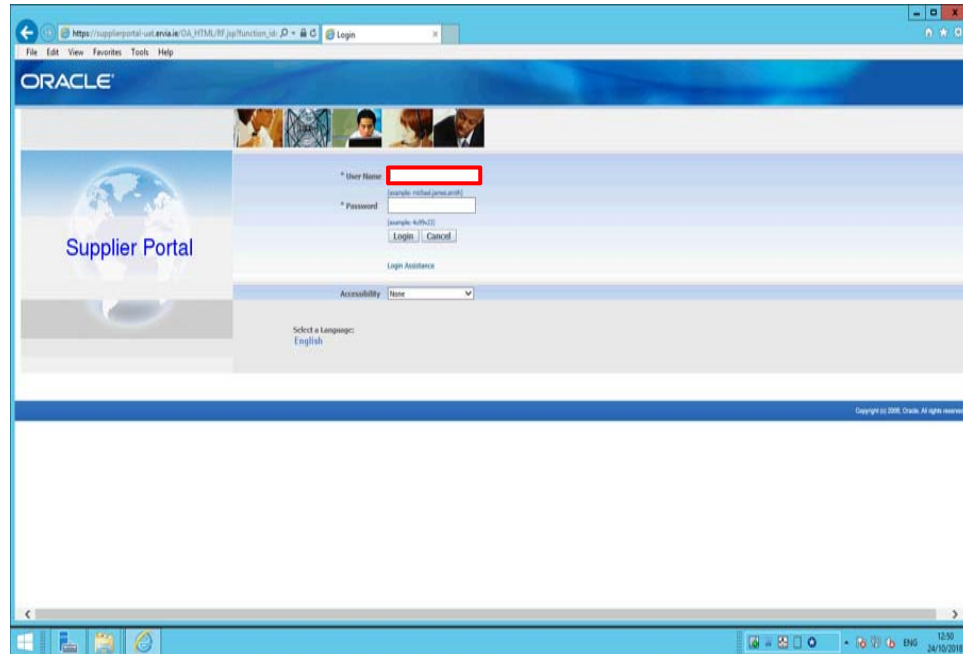
Create Invoice with more than one PO with Same Sites

Step 1

Click in the **User Name** field.



Create Invoice with more than one PO with Same Sites



Step 2

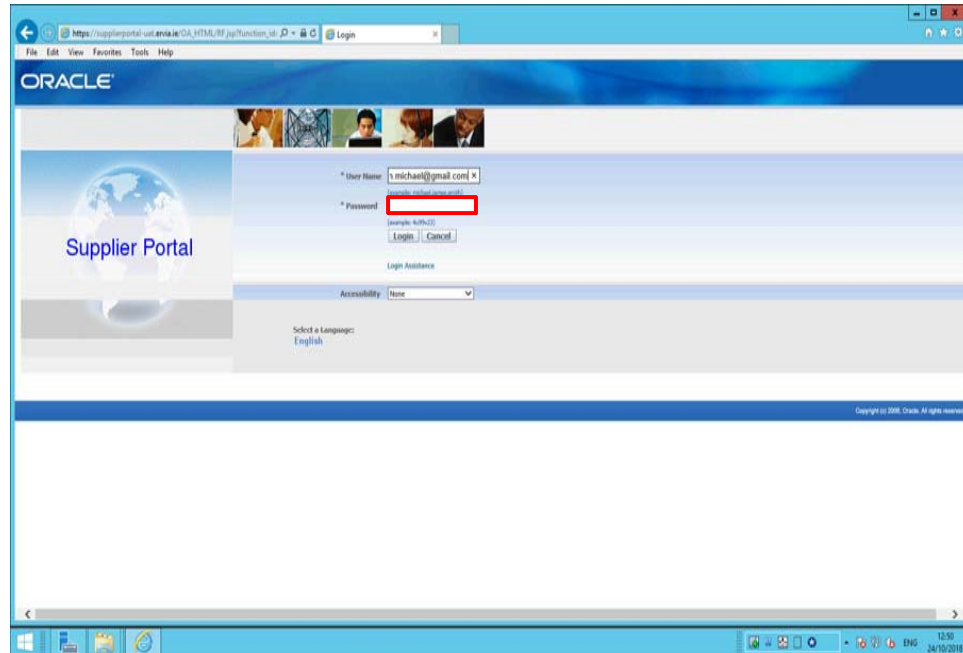
Enter Oracle User Name (Which you might have received via email) .

(e.g., **ronan.michael@gmail.com**).

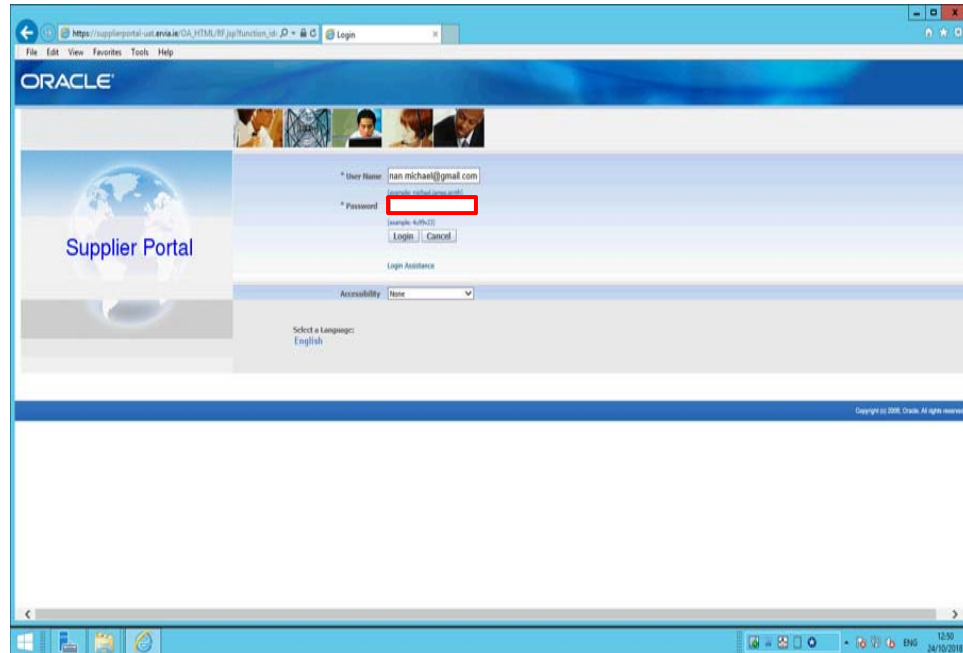
Create Invoice with more than one PO with Same Sites

Step 3

Click in the **Password** field.



Create Invoice with more than one PO with Same Sites



Step 4

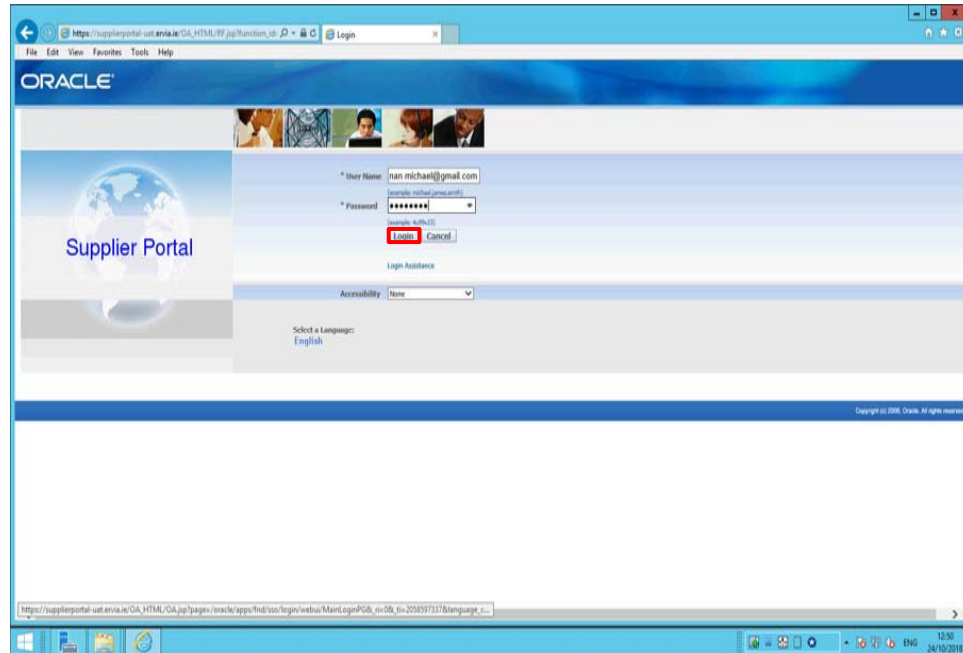
Enter Oracle Password into the Password field.

(e.g., **welcome2**).

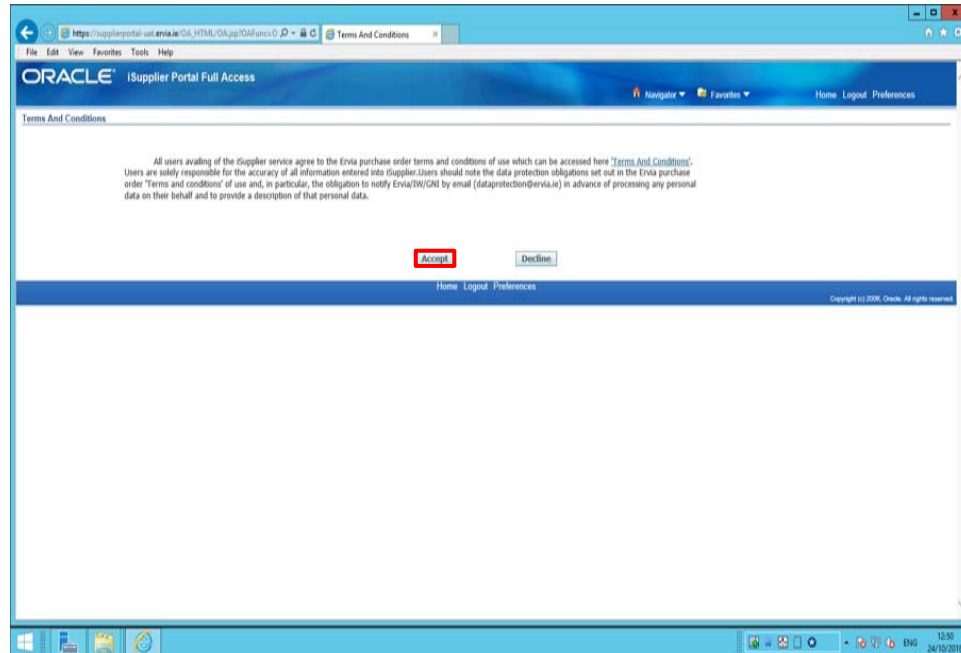
Create Invoice with more than one PO with Same Sites

Step 5

Click the **Login** button.



Create Invoice with more than one PO with Same Sites



Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Create Invoice with more than one PO with Same Sites

Step 7

Click the **Finance** link.

The screenshot shows the Oracle iSupplier Portal interface. The 'Finance' link in the top navigation bar is highlighted in red. The main content area displays a search bar for PO Number, a 'Full List' button, and a table of notifications. The table has columns for Subject and Date. The 'Orders AT A Glance' section also displays a table with columns for PO Number, Description, and Order Date. The bottom of the page shows the Oracle logo and copyright information.

Subject	Date
QNT - Standard Purchase Order 6011583, 0 for EUR 28,800.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011580, 0 for EUR 40,000.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011581, 0 for EUR 46,250.00	16-Oct-2018 12:18:47
QNT - Standard Purchase Order 6011582, 0 for EUR 46,000.00	16-Oct-2018 12:17:29
QNT - Standard Purchase Order 6011579, 0 for EUR 46,000.00	16-Oct-2018 11:53:03

PO Number	Description	Order Date
6011583		16-Oct-2018 12:17:30
6011582		16-Oct-2018 12:18:47
6011581		16-Oct-2018 12:18:07
6011580		16-Oct-2018 12:14:54
6011579		16-Oct-2018 11:48:08

Create Invoice with more than one PO with Same Sites

Step 8

Click the **Go** button.

The screenshot displays the Oracle Supplier Portal interface for creating an invoice. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area is titled 'Create Invoice' and features a search form. The search form includes a 'Supplier' dropdown set to 'MURPHY SUPPLIES', an 'Invoice Number' field, an 'Invoice Date From' date picker, an 'Invoice Status' dropdown, a 'Purchase Order Number' field, an 'Invoice Amount' field, an 'Invoice Date To' date picker, and a 'Currency' field. A 'Go' button is highlighted in red. Below the search form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.' The page footer includes navigation links and a copyright notice.

Create Invoice with more than one PO with Same Sites

Step 9

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-usf.oracle.it/OA_HTML/OA.jsp?page=/inv.... The page title is "Supplier Portal: Create Invo...". The Oracle logo and "Supplier Portal" text are at the top. Navigation links include Home, Orders, Receipts, Finance, Admin, Home, Logout, Preferences, and Help. A breadcrumb trail shows: Create Invoices > View Invoices > View Payments. The main workflow steps are: Purchase Orders, Details, Manage Tax, and Review and Submit. The current step is "Purchase Orders". Below the workflow, there are "Cancel" and "Next" buttons, with "Step 1 of 4" indicated. A "Search" section contains a note: "Note that the search is case insensitive". It includes input fields for "Purchase Order Number" (highlighted with a red rectangle), "Purchase Order Date", and "Organization". There is also a "Search" button and an "Advanced Search" link. Below the search fields, there are "Go" and "Clear" buttons. A table header is visible with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To Organization, Packing Slip, Waybill, Pay Group. The table content shows "No search conducted." at the bottom. The footer includes "Copyright (c) 2008, Oracle. All rights reserved." and a system clock showing 12:50 on 24/10/2018.

Create Invoice with more than one PO with Same Sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-us1.oracle.it/OA_HTML/OA.jsp?page=/inv.... The page title is "Supplier Portal: Create Invo...". The Oracle logo and "Supplier Portal" text are at the top. Navigation tabs include Home, Orders, Receipts, Finance, and Admin. Sub-tabs under Finance are Create Invoices, View Invoices, and View Payments. A progress bar shows four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The current step is "Purchase Orders". Below the progress bar is a "Search" section with a note: "Note that the search is case insensitive". The search criteria include: "Purchase Order Number" (with a red box around the input field), "Purchase Order Date" (with a calendar icon), "Organization" (with a dropdown menu showing "Example: 24 Oct 2018"), and "Advances and Financing" (with a dropdown menu showing "Excluded"). There are "Go" and "Clear" buttons. Below the search criteria is a table with columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", and "Pay Group". The table currently shows "No search conducted." at the bottom. The footer of the page includes "Home Orders Receipts Finance Admin Home Logout Preferences Help" and "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the time as 12:50 on 24/10/2018.

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "6011579".

Create Invoice with more than one PO with Same Sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar displays the URL: https://supplierportal-ust.aria.ie/OA_HTML/OA.jsp?page=/inv.... The page title is "Supplier Portal: Create Invoice...".

The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. Below this, there are tabs for "Create Invoices", "View Invoices", and "View Payments". A progress bar indicates the current step in the process: "Purchase Orders" (selected), "Details", "Manage Tax", and "Review and Submit".

The main section is titled "Create Invoice: Purchase Orders". It contains a search area with the following fields and options:

- Search:** A section with a "Cancel" button and "Step 1 of 4" indicator.
- Note:** "Note that the search is case insensitive".
- Purchase Order Number:** A text input field containing "6011578".
- Purchase Order Date:** A date selection field.
- Organization:** A dropdown menu with a search icon.
- Advances and Financing:** A dropdown menu set to "Excluded".
- Buttons:** "Go" (highlighted with a red box) and "Clear".
- Advanced Search:** A link to the right.

Below the search area is a table header with the following columns: "Select PO Number", "Line", "Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Unit Price", "Curr", "Ship To Organization", "Packing Slip", "Waybill", "Pay Group". The table body shows "No search conducted."

The footer of the page includes a navigation bar with "Home", "Orders", "Receipts", "Finance", "Admin", "Home", "Logout", "Preferences", and "Help". The copyright notice "Copyright © 2008, Oracle. All rights reserved." is also present.

Step 11

Click the **Go** button.

Create Invoice with more than one PO with Same Sites

Step 12

Click the **Checkbox** option.

ORACLE® Supplier Portal

Home Orders Receipts Finance Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011579

Purchase Order Date: [Calendar Icon]

Organization: [Search Icon]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All | Select None

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011579	1	1	<input type="checkbox"/>	Sewage Material			200	50	110	Each	200	EUR	Networks GNE			SUPPLIER

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

Copyright (c) 2008, Oracle. All rights reserved.

Create Invoice with more than one PO with Same Sites

Step 13

Click the **Add to Invoice** button.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The page is titled 'Create Invoice: Purchase Orders' and is at 'Step 1 of 4'. The 'Add to Invoice' button is highlighted with a red box. Below the search section, there is a table with the following data:

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011329	1	1	<input type="checkbox"/>	Sewage Material			200	50	110	Each	200	EUR	Networks	GNE			SUPPLIER

Create Invoice with more than one PO with Same Sites

Step 14

Now will add one more Purchase order to the same Invoice.

Click in the **Purchase Order Number** field.

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The 'Purchase Order Number' field is highlighted with a red box, containing the value '6011579'. Below the search section, a table shows 'Purchase Order Items Added to Invoice' with one item selected.

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
<input checked="" type="checkbox"/> 6011579	1	1	<input type="checkbox"/>	Sewage Material			200	50	110	Each	200	EUR	Networks GNI			SUPPLIER

Below the table, there is a section for 'Purchase Order Items Added to Invoice' with a table showing one item selected.

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization
<input type="checkbox"/> 6011579	1	1	Sewage Material			200	50	110	Each	200	EUR	Networks GNI

Create Invoice with more than one PO with Same Sites

Step 15

Press **[Backspace]**.

Oracle Supplier Portal - Create Invoice

Search

Note that the search is case insensitive

Purchase Order Number: 6011579

Purchase Order Date: [Date Picker]

Organization: [Search]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
6011579	1	1		Sewage Material	200	50	110			Each	200	EUR	Networks GNI			SUPPLIER

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization
6011579	1	1	Sewage Material	200	50	110			Each	200	EUR	Networks GNI

Cancel Step 1 of 4 Next

Create Invoice with more than one PO with Same Sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The 'Purchase Order Number' field is highlighted with a red box, and a dropdown menu is open showing suggestions: 6011571, 6011572, 6011573, and 6011579. The 'Add to Invoice' button is visible below the search results.

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011579	1	1		Sewage Material			200	50	110	Each	200	EUR	Networks GNI				SUPPLIER

Step 16

Enter the another PO into the **Purchase Order Number** field.

i would like to add **6011572**

Enter "**6011572**".

Create Invoice with more than one PO with Same Sites

Step 17

Click the **Go** button.

Oracle Supplier Portal - Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011572

Purchase Order Date: [Date Picker]

Organization: [Search]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
6011579	1	1		Sewage Material			200	50	110	Each	200	EUR	Networks GNI			SUPPLIER

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization
6011579	1	1	Sewage Material			200	50	110	Each	200	EUR	Networks GNI

Cancel Step 1 of 4 Next

Create Invoice with more than one PO with Same Sites

Step 18

Click the **Checkbox** option.

Oracle Supplier Portal - Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011572

Purchase Order Date: [Date Picker]

Organization: [Searchable Field]

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing Slip	Waybill	Pay Group
6011572	1	1	<input type="checkbox"/>	Sewage Material			12000	0	85	Each	1200	EUR	Networks GNI			SUPPLIER

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization
<input type="checkbox"/> 6011579	1	1	Sewage Material			200	50	110	Each	200	EUR	Networks GNI

Cancel Step 1 of 4 Next

Create Invoice with more than one PO with Same Sites

ORACLE® Supplier Portal

Home Orders Receipts Finance Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011572

Purchase Order Date: [Calendar Icon]

Organization: [Search Icon]

Advances and Financing: [Excluded] [Go] [Clear]

Select Items: **Add to Invoice**

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011572	1	1	<input type="checkbox"/>	Sewage Material			12000	0	85	Each	1200	EUR	Networks GNI				SUPPLIER

Purchase Order Items Added to Invoice

Select Items: [Remove from Invoice]

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
6011579	1	1	Sewage Material			200	50	110	Each	200	EUR	Networks GNI	

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Step 19

Click the **Add to Invoice** button to add this PO to Invoice.

Create Invoice with more than one PO with Same Sites

Step 20

Click the **Next** button.

ORACLE® Supplier Portal

Home Orders Receipts Finance Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number: 6011572
Purchase Order Date:
Organization:
Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill	Pay Group
6011572	1	1		Sewage Material			12000	0	85	Each	1200	EUR	Networks GNI				SUPPLIER

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

Select PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
6011579	1	1	Sewage Material			200	50	110	Each	200	EUR	Networks GNI	
6011572	1	1	Sewage Material			12000	0	85	Each	1200	EUR	Networks GNI	

Next

Cancel Step 1 of 4 Next

Home Orders Receipts Finance Admin Home Logout Preferences Help

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Create Invoice with more than one PO with Same Sites

Step 21

Click in the **Invoice Number** field.

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR MURPHY
Remit To: CITY HALL LANE Cork TH Y23

Invoice

* Invoice Number:
Invoice Date: 24-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add

Please do not Upload an Invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233080H
Customer Name: GNI
Address: Gasworks Road IE

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011279	1	1		Sewage Material		Networks	90	90	200	Each	18000
6011272	1	1		Sewage Material		Networks	11915	11915	1200	Each	14298000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR MURPHY
Remit To: CITY HALL LANE Cork TH Y23

Invoice

* Invoice Number: TEST+0012
Invoice Date: 24-Oct-2018
Invoice Type: Invoice
Currency: EUR

Supplier Comments:
Original Invoice Number:
Attachment: None

Please do not Upload an invoice for this transaction.
Additional documents example delivery dockets are permitted.

Customer

Customer Tax Payer ID: 33233080H
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011379	1	1		Sewage Material		Networks	90	90	200	Each	18000
6011372	1	1		Sewage Material		Networks	11915	11915	1200	Each	14298000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Step 22

Enter the Invoice number into the **Invoice Number** field.

"TEST+0012".

Key in Quantity for which you want to create an Invoice in the next page.

Create Invoice with more than one PO with Same Sites

Step 23

Click in the **Quantity** field.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Create Invoice: Details' section is active, showing fields for Supplier (MURPHY SUPPLIES), Invoice Number (TEST-0012), Invoice Date (24-Oct-2018), Invoice Type (Invoice), and Currency (EUR). The 'Customer' section shows Customer Tax Payer ID (33233080H) and Customer Name (GNI). The 'Items' table lists two items, both 'Sewage Material', with PO Numbers 6011379 and 6011372. The 'Quantity' field for the second item is highlighted with a red box. The 'Shipping and Handling' section is empty.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011379	1	1		Sewage Material		Networks	90	90	200	Each	18000
6011372	1	1		Sewage Material		Networks	11915	11915	1200	Each	14298000

Create Invoice with more than one PO with Same Sites

Supplier

* Supplier: MURPHY SUPPLIES
Tax Payer ID: SUPP EUR MURPHY
Remit To: CITY HALL LANE Cork TH Y23

Invoice

* Invoice Number: TEST+0012
Invoice Date: 24-Oct-2018
Invoice Type: Invoice
Currency: EUR
Supplier Comments:
Original Invoice Number:
Attachment: None Add

Customer

Customer Tax Payer ID: 33233080H
Customer Name: GNI
Address: Gasworks Road IE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011279	1	1		Sewage Material		Networks	90	90	200	Each	18000
6011272	1	1		Sewage Material		Networks	11915	100	1200	Each	14298000

Shipping and Handling

Charge Type: No results found.

Step 24

Enter the quantity you would like to invoice.

e,g, "100".

Create Invoice with more than one PO with Same Sites

Step 25

Click the **Next** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The 'Next' button is highlighted with a red box. The form includes sections for Supplier, Invoice, Customer, Items, and Shipping and Handling.

Supplier:

- * Supplier: MURPHY SUPPLIES
- Tax Payer ID: SUPP EUR MURPHY
- Remit To Address: CITY HALL LANE Cork TH Y23

Invoice:

- * Invoice Number: TEST+0012
- Invoice Date: 24-Oct-2018
- Invoice Type: Invoice
- Currency: EUR
- Supplier Comments:
- Original Invoice Number:
- Attachment: None Add

Customer:

- Customer Tax Payer ID: 33233080H
- Customer Name: GNI
- Address: Gasworks Road IE

Items:

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
6011279	1	1		Sewage Material		Networks	90	90	200	Each	18000
6011272	1	1		Sewage Material		Networks	11915	100	1200	Each	120000

Shipping and Handling:

Charge Type: No results found.

Create Invoice with more than one PO with Same Sites

The screenshot shows the Oracle Supplier Portal interface for creating an invoice. The browser address bar indicates the URL: https://supplierportal-us1.oracle.it/0A_HTML/0Aapp/pages/inv.... The page title is "Supplier Portal: Create Invo...".

The navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. Below this, there are tabs for "Create Invoices", "View Invoices", and "View Payments". The main content area is titled "Create Invoice: Review and Submit" and shows the progress of the invoice creation process.

The "Supplier" section displays the following details:

- * Supplier: MURPHY SUPPLIES
- * Tax Payer ID: SUPP EUR MURPHY
- * Remit To Address: CITY HALL LANE Cork TH Y23
- * Remit To Bank Account: Unique Remittance Identifier
- * Remittance Check Digit:

The "Invoice" section displays the following details:

- * Invoice Number: TEST-0012
- * Invoice Date: 24-Oct-2018
- * Invoice Type: Standard
- * Currency: EUR
- Supplier Comments:
- Attachment: None

The "Customer" section displays the following details:

- * Customer Tax Payer ID: 33233080H
- * Customer Name: GNI
- * Address: Gasworks Road IE

The "Items" section contains a table with the following data:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Seavage Matenal		Networks	90	90.00 Each	200.00	18,000.00
6011572	1	1	Seavage Matenal		Networks	11915	100.00 Each	1,200.00	120,000.00

The "Shipping and Handling" section shows "Charge Type" and "Amount Description" with "No results found."

The "Summary Tax Lines" section shows "Supplier Tax Code" and "Tax Rate" with "No results found."

At the bottom right of the form, there are buttons for "Cancel", "Save", "Back", and "Submit". The "Submit" button is highlighted with a red box. The status bar at the bottom indicates "Step 4 of 4".

Step 26

Review all the details and Click on **Submit** button to submit the invoice
Click the **Next** button.

Create Invoice with more than one PO with Same Sites

Step 27

Invoice **TEST+0012** is now submitted to Account Payable department.

End of Procedure.

The screenshot displays the Oracle Supplier Portal interface. The top navigation bar includes links for Home, Orders, Receipts, Finance, and Admin. The main content area shows the 'Create Invoices' process, with a confirmation message stating that invoice TEST+0012 was submitted to the Accounts Payable department on 24-Oct-2018. The invoice details are as follows:

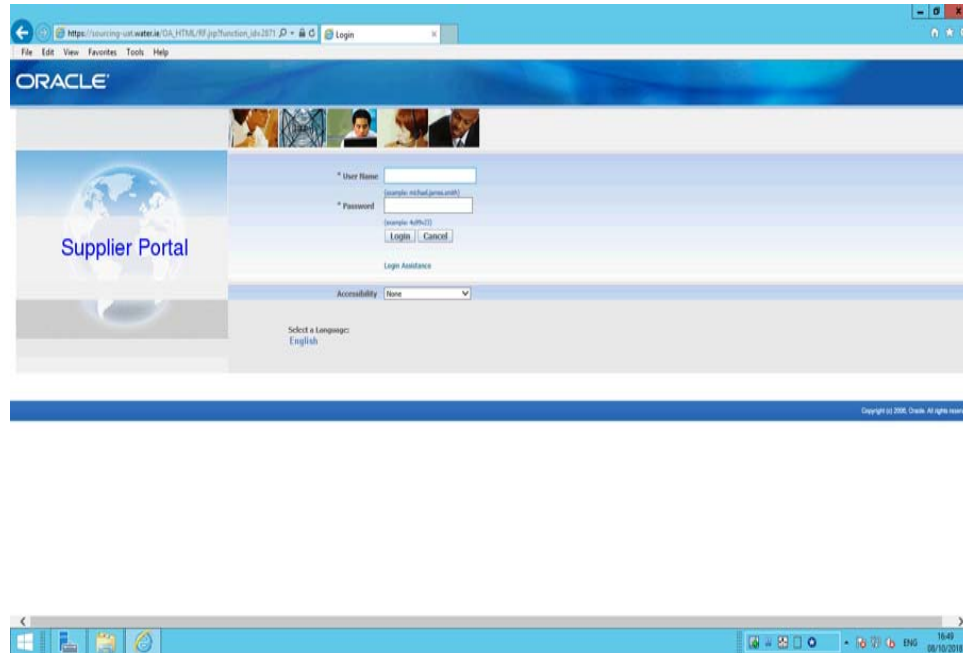
Supplier		Invoice	
* Supplier	MURPHY SUPPLIES	* Invoice Number	TEST+0012
Tax Payer ID	SUPP EUR MURPHY	* Invoice Date	24-Oct-2018
Address	CITY HALL LANE Cork T11 Y23	Invoice Type	Standard
Remit To Bank Account		* Currency	EUR
Unique Remittance Identifier		Supplier Comments	
Remittance Check Digit		Attachment	None

Customer	
* Customer Tax Payer ID	33233080H
Customer Name	GNI
Address	Gasworks Road IE

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6011579	1	1	Sewage Material		Networks	90	90.00 Each	200.00	18,000.00
6011572	1	1	Sewage Material		Networks	11915	100.00 Each	1,200.00	120,000.00

Invoice Summary	
Items	138,000.00
Less Refundage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	11,740.00

Update Supplier Address



This Video shows on how to update Supplier Address

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

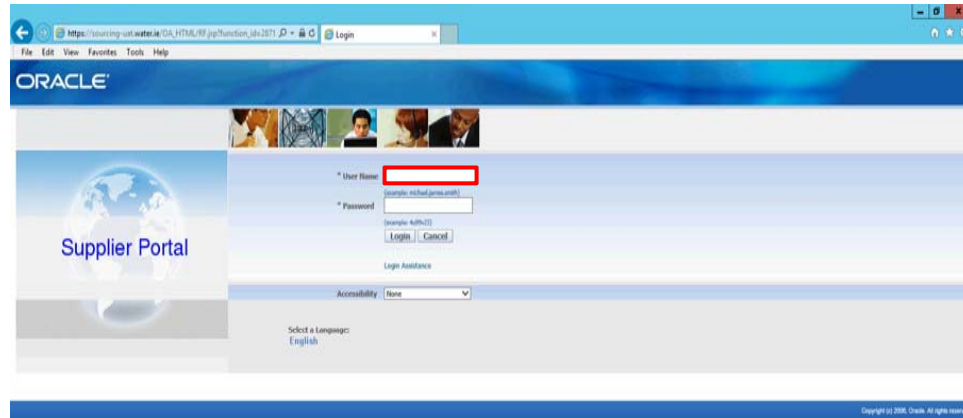
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials

Step 1

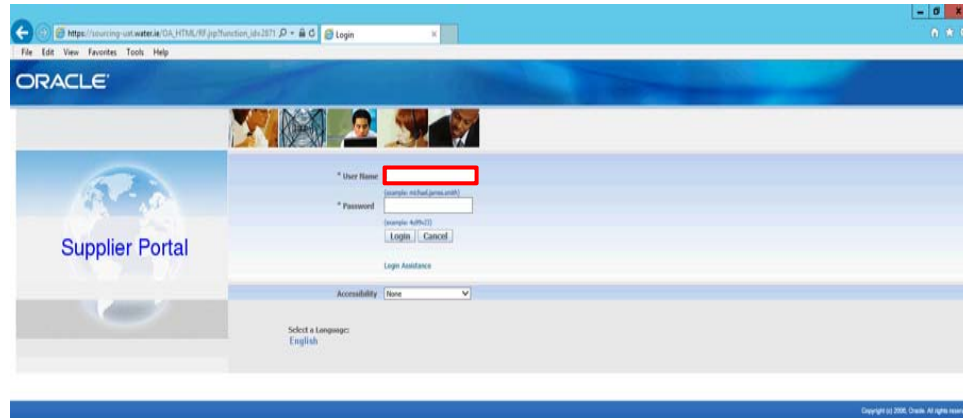
Click on User Name Field.



Step 2

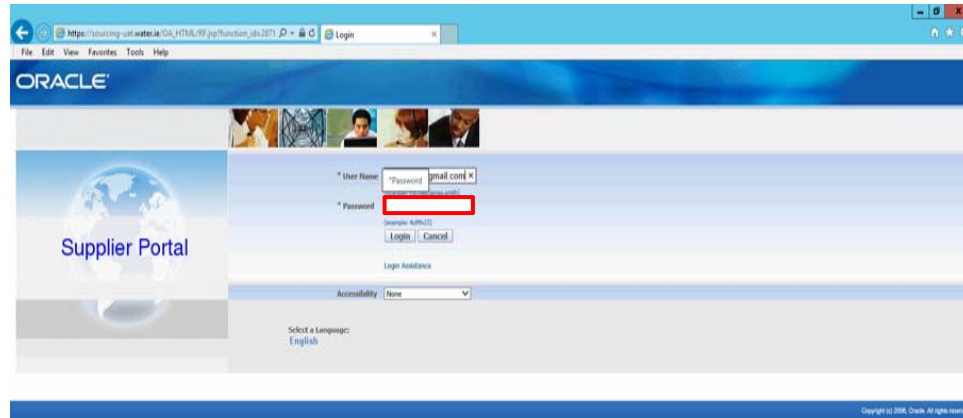
Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).



Step 3

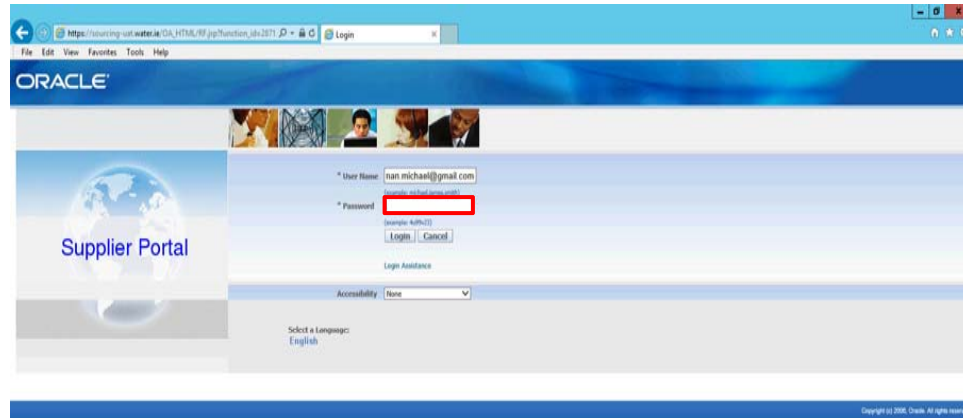
Click in the **Password** field.



Step 4

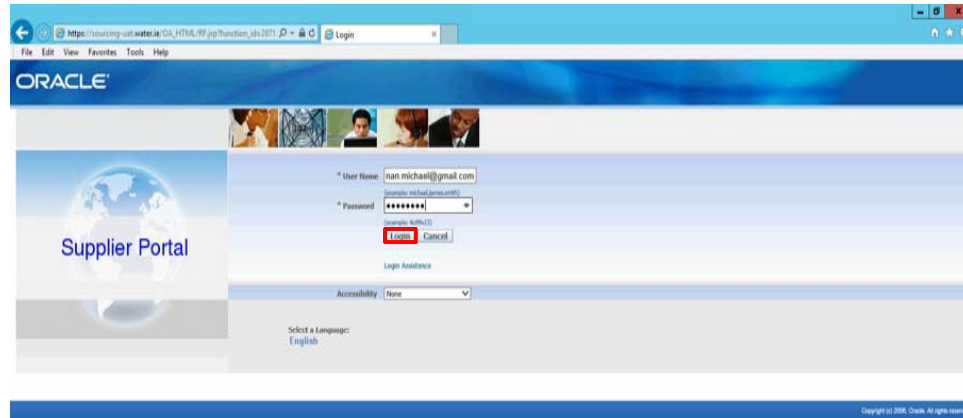
Enter Oracle Password into the Password field.

(example: **welcome2**).



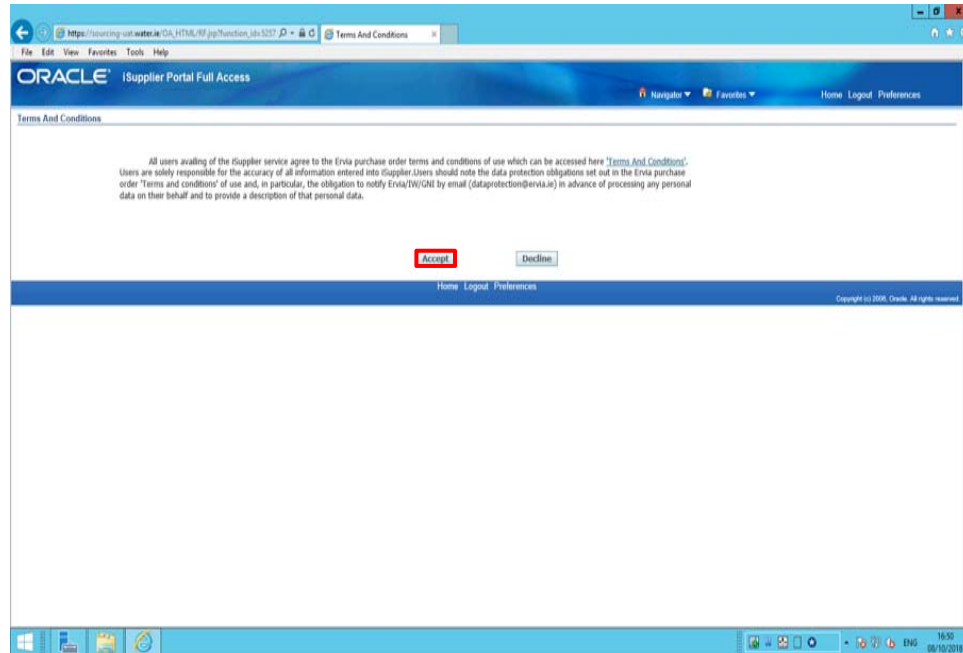
Step 5

Click the **Login** button.



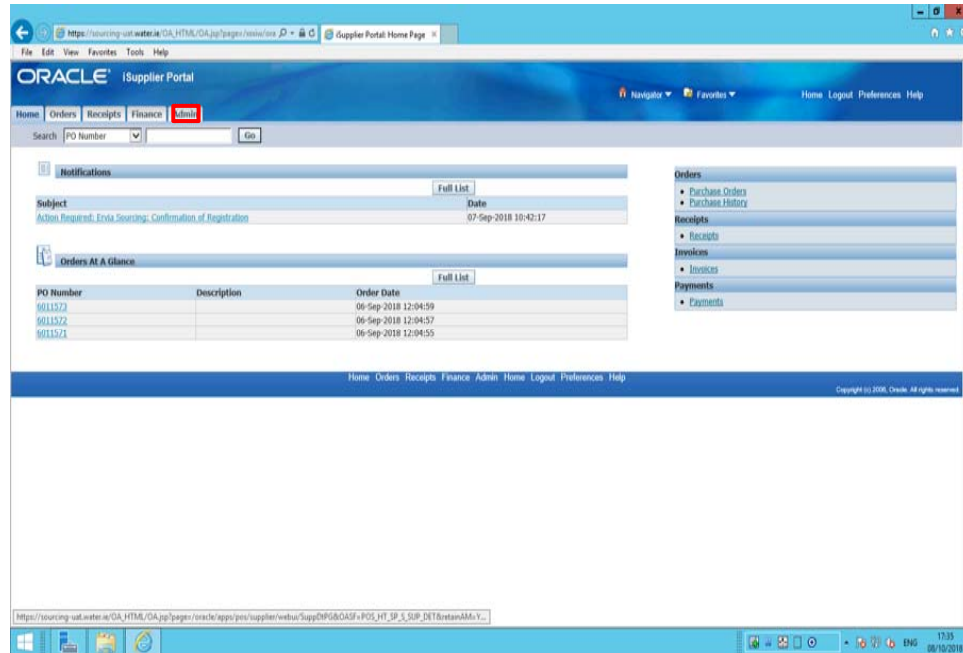
Step 6

Click on **Accept** button if you agree for all terms and Conditions.



Step 7

Click the **Admin** tab.



Step 8

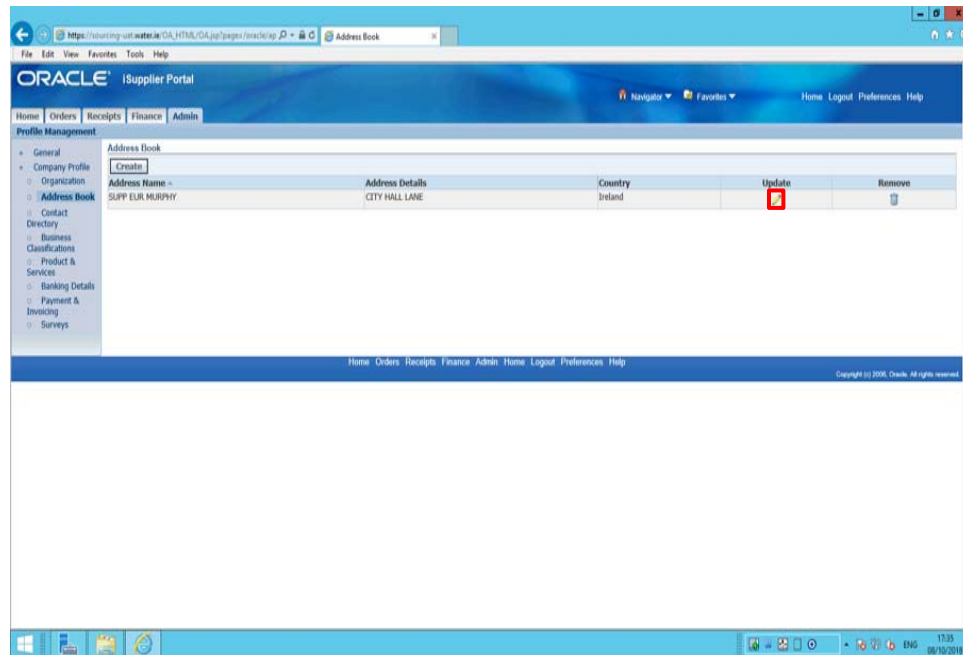
Click the **Address Book** link.

The screenshot shows the Oracle iSupplier Portal interface. The left sidebar contains a 'Profile Management' section with a tree view. The 'Address Book' link is highlighted with a red box. The main content area displays the 'General' tab for the supplier 'MURPHY SUPPLIES'. It shows various fields including Organization Name, Supplier Number (9140), Tax Registration Number, Taxpayer ID, Country of Tax Registration, and TCC End Date (01-SEP-2019). Below this, there is an 'Attachments' section with a search bar and a table for attachments. The table has columns: MarkView, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The table currently shows 'No results found.'.

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.										

Step 9

Click the **Update** button.



Step 10

Here you can change any field you wanted to update.

In this video I am updating town and postal code.

Click in the **City/Town/Locality** field.

The screenshot shows the Oracle iSupplier Portal interface for updating a supplier's address. The browser address bar shows the URL: https://sourcing-ust.watc.ie/DA_HTML/GA.jsp/pages/Oracle/np_0. The page title is "ORACLE iSupplier Portal". The breadcrumb trail is "Admin: Profile Management: Address Book > Update Address". A note indicates that an asterisk (*) denotes required fields.

The form is divided into two main sections. The left section contains the following fields:

- Supplier Name: MURPHY SUPPLIES
- * Address Name: SUPP EUR MURPHY
- Country: Ireland (dropdown menu)
- * Address Line 1: CITY HALL LANE
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- * City/Town/Locality: (empty, highlighted with a red box)
- Country: Ireland
- State/Region: (empty)
- Province: (empty)
- * Postal Code: (empty)

The right section contains the following fields:

- Supplier Number: 9140
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- ☒ Purchasing Address
- ☒ Payment Address
- ☐ RFQ Only Address

At the bottom right of the form are "Cancel" and "Save" buttons. Below the form is a "Note" section with a text area and a "Note" label. A small disclaimer text reads: "Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information."

Below the note section is a "Sites Using the Address" section with a table:

Supplier Site Name	Org PO Email	Remittance Email
SUPP EUR MURPHY	GHI	MURPHY@GMAIL.COM

At the bottom of the page are "Home", "Logout", and "Preferences" links. The footer shows "Copyright (c) 2008, Oracle. All rights reserved." and the system clock displays "17:35 08/10/2018".

Step 11

Enter the desired information into the **City/Town/Locality** field.
e.g., "Cork"

The screenshot shows the Oracle iSupplier Portal interface for updating a supplier's address. The browser address bar shows the URL: [https://sourcing-ust.wateride/DA_HTML/GA.jsp/pages/Oracle/isp_0](https://sourcing-ust.waterside/DA_HTML/GA.jsp/pages/Oracle/isp_0). The page title is "ORACLE iSupplier Portal". The breadcrumb trail is "Admin: Profile Management: Address Book > Update Address".

The form is titled "Update Address" and includes a "Cancel" button and a "Save" button. It contains the following fields:

- Supplier Name: MURPHY SUPPLIES
- * Address Name: SUPP EUR MURPHY
- Country: Ireland (dropdown menu)
- * Address Line 1: CITY HALL LANE
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- * City/Town/Locality: (empty, highlighted with a red box)
- Country: Ireland
- State/Region: (empty)
- Province: (empty)
- * Postal Code: (empty)
- Supplier Number: 9140
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- ☒ Purchasing Address
- ☒ Payment Address
- ☐ RFQ Only Address

Below the form is a "Note" section with a text area and a "Note" label. A small note below the text area reads: "Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information."

At the bottom is a "Sites Using the Address" section with a table:

Supplier Site Name	Org PO Email	Remittance Email
SUPP EUR MURPHY	GRI	MURPHY@GMAIL.COM

The bottom of the page shows the Oracle logo, "Copyright (c) 2008, Oracle. All rights reserved.", and the date "08/10/2018".

Step 12

Click in the **Postal Code** field.

Oracle iSupplier Portal - Update Address

Supplier Name: MURPHY SUPPLIES

* Address Name: SUPP EUR MURPHY

Country: Ireland

* Address Line 1: CITY HALL LANE

Address Line 2:

Address Line 3:

Address Line 4:

* City/Town/Locality: Cork X

County: Ireland

State/Region:

Province:

* Postal Code:

Supplier Number: 9140

Phone Area Code:

Phone Number:

Fax Area Code:

Fax Number:

Email Address:

☒ Purchasing Address

☒ Payment Address

☐ RFQ Only Address

Note:

Sites Using the Address

Supplier Site Name	Org PO Email	Remittance Email
SUPP EUR MURPHY	CHE	MURPHY@GMAIL.COM

Step 13

Enter the desired information into the **Postal Code** field. Enter

e.g., "TH Y23".

The screenshot shows the Oracle iSupplier Portal interface for updating a supplier's address. The browser address bar shows the URL: https://sourcing-ust.watc.ie/DA_HTML/GA.jsp/pages/Oracle/asp_0. The page title is "ORACLE iSupplier Portal". The breadcrumb trail is "Admin: Profile Management: Address Book > Update Address".

The form is titled "Update Address" and includes a "Cancel" and "Save" button at the top right. A note indicates that an asterisk (*) denotes a required field.

The form fields are organized into two main sections:

- Supplier Information:**
 - Supplier Name: MURPHY SUPPLIES
 - * Address Name: SUPP EUR MURPHY
 - Country: Ireland (dropdown menu)
 - * Address Line 1: CITY HALL LANE
 - Address Line 2: (empty)
 - Address Line 3: (empty)
 - Address Line 4: (empty)
 - * City/Town/Locality: Cork
 - County: Ireland
 - State/Region: (empty)
 - Province: (empty)
 - * Postal Code: (empty, highlighted with a red box)
- Contact Information:**
 - Supplier Number: 9140
 - Phone Area Code: (empty)
 - Phone Number: (empty)
 - Fax Area Code: (empty)
 - Fax Number: (empty)
 - Email Address: (empty)
 - ☒ Purchasing Address
 - ☒ Payment Address
 - ☐ RFQ Only Address

Below the form fields is a "Note" section with a text area and a "Note" label. A small disclaimer text reads: "Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information."

At the bottom of the form is a section titled "Sites Using the Address" with a table:

Supplier Site Name	Org PO Email	Remittance Email
SUPP EUR MURPHY	GRI	MURPHY@GMAIL.COM

The bottom of the page includes a footer with "Home Logout Preferences" and "Copyright (c) 2008, Oracle. All rights reserved." The Windows taskbar at the bottom shows the date and time as 17:35 on 08/10/2018.

Step 14

Click the **Save** button to save the details.

The screenshot shows the Oracle iSupplier Portal interface for updating a supplier's address. The browser address bar shows the URL: https://sourcing-usat.watersite/DA_HTML/DA.jsp?oracleapp=DA. The page title is "ORACLE iSupplier Portal". The breadcrumb trail is "Admin / Profile Management / Address Book > Update Address".

The form is titled "Update Address" and includes a "Cancel" button and a "Save" button. It contains the following fields:

- Supplier Name: MURPHY SUPPLIES
- * Address Name: SUPP EUR MURPHY
- Country: Ireland (dropdown menu)
- * Address Line 1: CITY HALL LANE
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- * City/Town/Locality: Cork
- Country: Ireland
- State/Region: (empty)
- Province: (empty)
- * Postal Code: TH Y2
- Supplier Number: 9140
- Phone Area Code: (empty)
- Phone Number: (empty)
- Fax Area Code: (empty)
- Fax Number: (empty)
- Email Address: (empty)
- ☒ Purchasing Address
- ☒ Payment Address
- ☐ RFQ Only Address

Below the form is a "Note" section with a text area and a "Save" button. A small note below the text area reads: "Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information."

At the bottom of the form is a "Sites Using the Address" section with a table:

Supplier Site Name	Org PO Email	Remittance Email
SUPP EUR MURPHY	GRI	MURPHY@GMAIL.COM

There is a "Save" button next to the table. At the bottom of the page, there is a "Cancel" button and a "Save" button. The footer of the page includes the text "Copyright (c) 2008, Oracle. All rights reserved."

Step 15

End of Procedure.

