

Creating and Viewing an Invoice User Guide

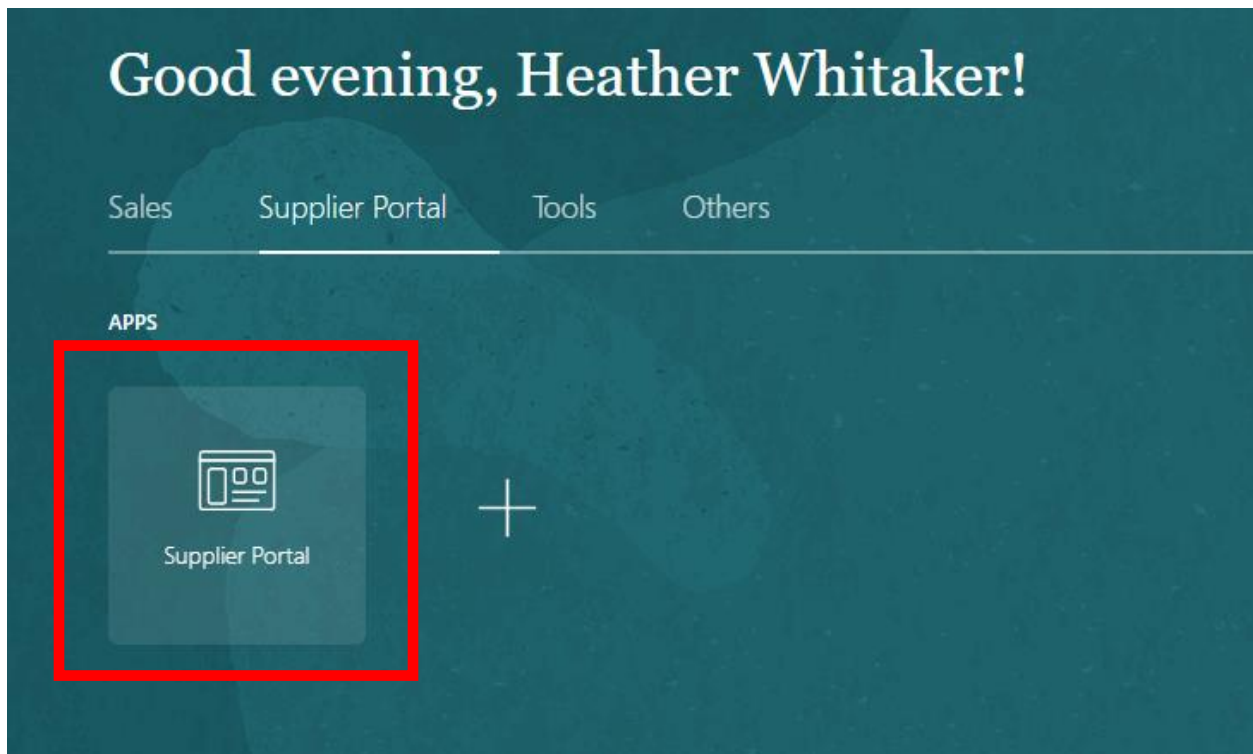


Creating Invoices

You will learn how to create Invoices for your company that will be sent to ODL. Alternatively, Invoices can be send to the Email box for ODL to enter and process payment against.

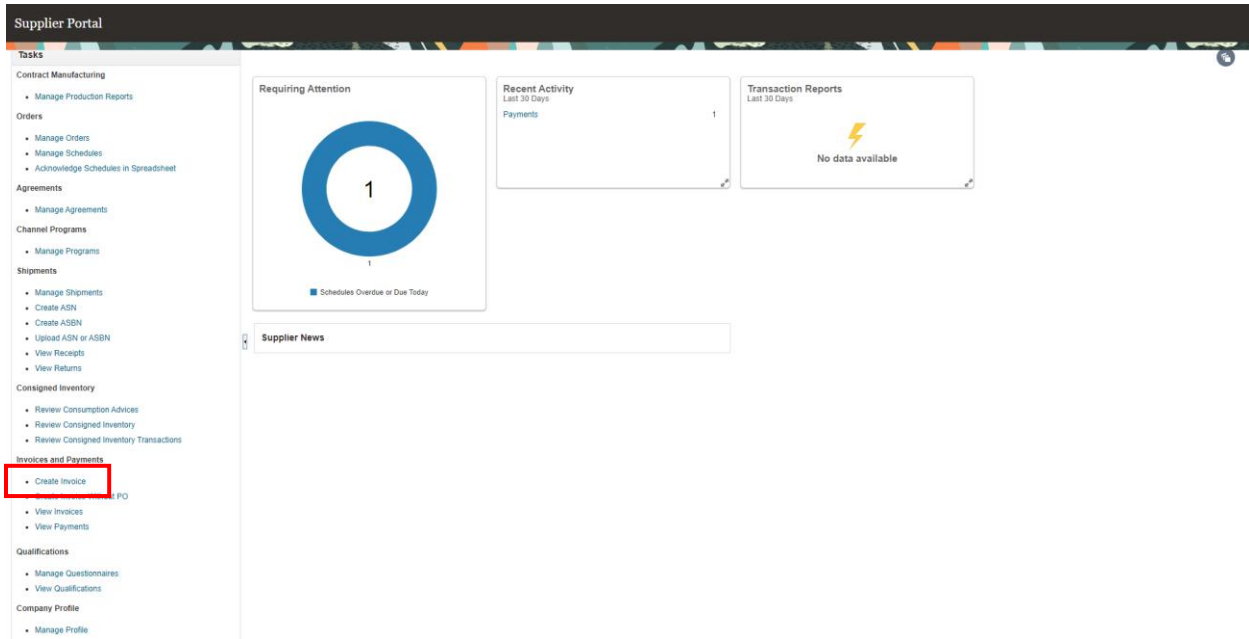
Step 1

From the landing page, select the Supplier Portal Button.



Step 2

Once on the dashboard, select the Create Invoice link in the task list on the left side of the screen.



Step 3

Enter in the Identifying PO (from the PO list that ODL has created) and it will automatically fill in the boxes. Additionally, fill in Number (your invoice number) and Date.

You may either save the newly created invoice or submit it.

Step 4

From here, you will need to click the + button on the lines section to add each part number and qty you want to add to the invoice.

ORACLE

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: Supplier AMESBURYTRUTH INC, Taxpayer ID 11-2557875, Supplier Site, Address, Supplier Tax Registration Number

Remit-to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Attachments, Tax Control Amount

Number, Date m/d/yy, Type Invoice, Invoice Currency, Payment Currency

Customer: Customer Taxpayer ID, Name, Address

Lines: View, Cancel Line

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
		* Number	* Line	* Schedule	Number	Line									
No data to display.															
Total															

Summary Tax Lines: View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Exclusive Tax Retainage	Invoice Amount
				0.00		0.00
						Due

Step 5

When the invoice is complete, click the submit button. You can save and come back to it if necessary.

ORACLE

Create Invoice

Invoice Actions: Save, Save and Close, Submit, Cancel

Identifying PO: Supplier AMESBURYTRUTH INC, Taxpayer ID 11-2557875, Supplier Site, Address, Supplier Tax Registration Number

Remit-to Bank Account, Unique Remittance Identifier, Unique Remittance Identifier Check Digit, Description, Attachments, Tax Control Amount

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* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
		* Number	* Line	* Schedule	Number	Line									
No data to display.															
Total															

Summary Tax Lines: View

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
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Totals

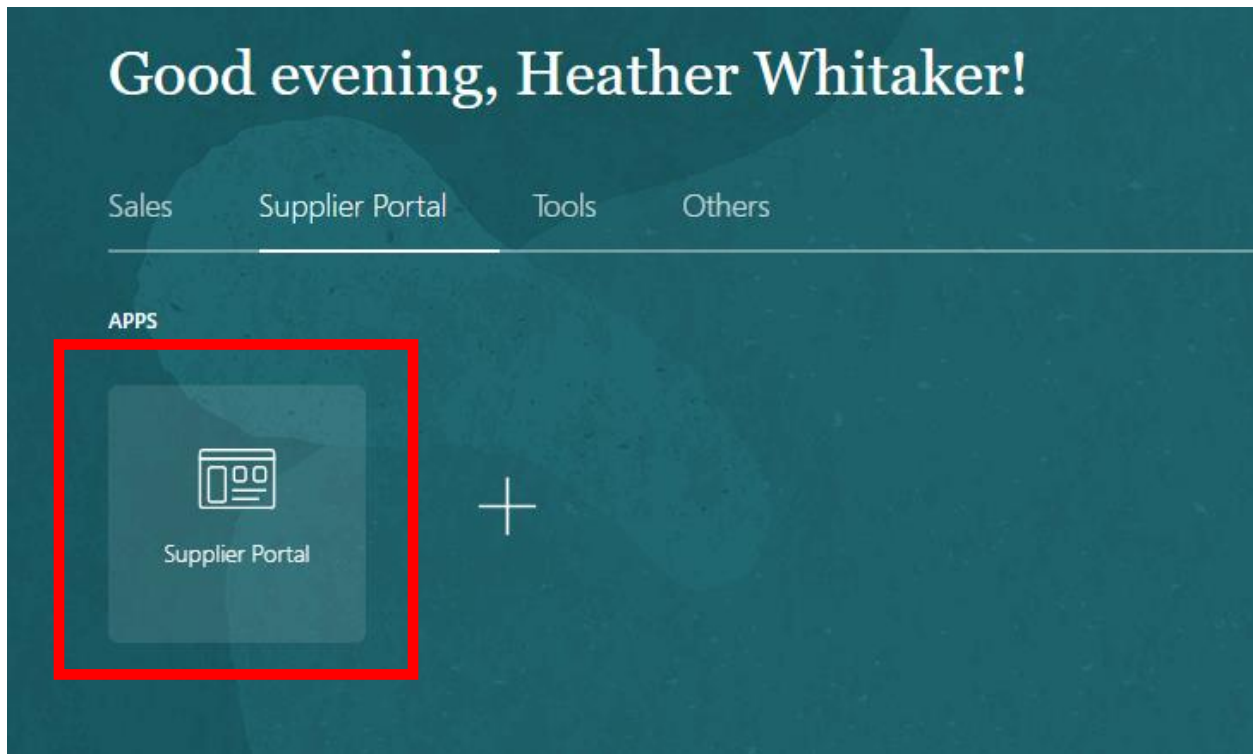
Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Exclusive Tax Retainage	Invoice Amount
				0.00		0.00
						Due

Viewing Invoices

You will learn how to view Invoices for your company. From here you will be able view the Invoice with the status of the invoice and payment.

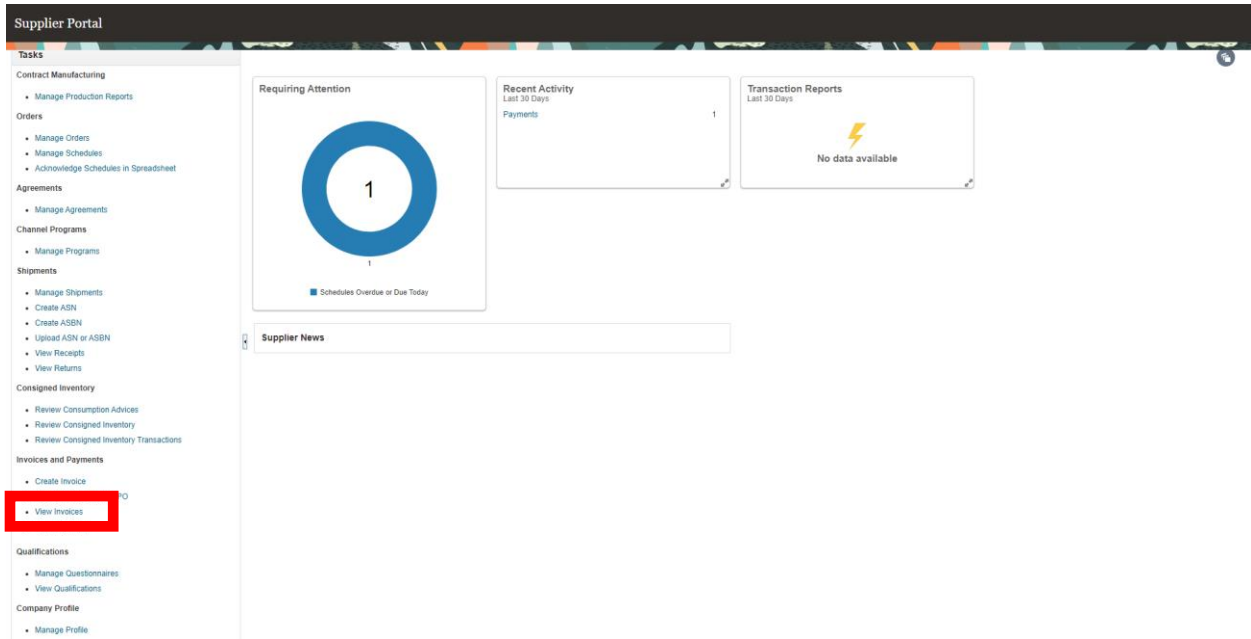
Step 1

From the landing page, select the Supplier Portal Button.



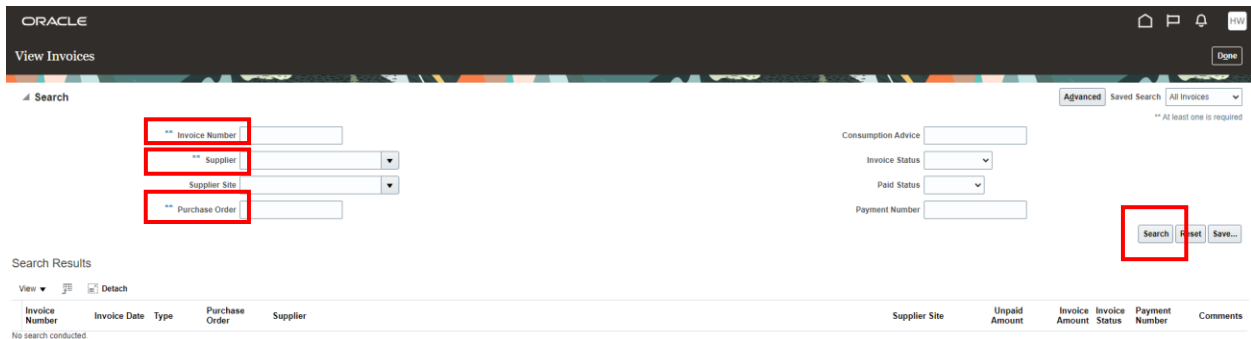
Step 2

Once on the dashboard, select the View Invoices link in the task list on the left side of the screen.



Step 3

Enter in either the Invoice Number, Supplier, or Purchase Order. Then, click search. The easiest thing to do is to select your supplier name from the drop down menu.



Step 4

Select the invoice you would like to view by clicking the numbers underlined in blue.

View Invoices Done

Search Advanced Saved Search All Invoices

** At least one is required

** Invoice Number
 ** Supplier ALL METAL
 Supplier Site
 ** Purchase Order

Consumption Advice
 Invoice Status
 Paid Status
 Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
123432	8/14/23	Standard	504543	ALL METAL	CARROLLTON	1,054.58 USD	1,054.58 USD	On hold		
591202-1	3/24/23	Standard		ALL METAL	ODL	95.41 USD	95.41 USD	Appro...		
591447-1	3/24/23	Standard		ALL METAL	ODL	352.24 USD	352.24 USD	Appro...		
591448-1	3/24/23	Standard		ALL METAL	ODL	333.65 USD	333.65 USD	Appro...		
591880-1	3/24/23	Standard		ALL METAL	ODL	3,347.75 USD	3,347.75 USD	Appro...		
591115-1	3/21/23	Standard		ALL METAL	VDO1	267.57 USD	267.57 USD	Appro...		

In the example above, most of the invoices are approved, but not yet paid. But the one in the red box is on Hold. You can click on the on hold to view the reason why.

'123432' Holds X

View

Hold			Release		
Name	Reason	Date	Name	Reason	Date
Received quantity	Billed quantity exceeds received quantity.	8/15/23 5:18 PM			

Cancel

In this example, you can see the invoice was more then received. The supplier can contact AP/planning to review this issue.

Step 5

When complete, select the done button.

View Invoices Done

Search Advanced Saved Search All Invoices

** At least one is required

** Invoice Number
 ** Supplier ALL METAL
 Supplier Site
 ** Purchase Order

Consumption Advice
 Invoice Status
 Paid Status
 Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
123432	8/14/23	Standard	504543	ALL METAL	CARROLLTON	1,054.58 USD	1,054.58 USD	On hold		
590591-1	3/27/23	Standard		ALL METAL	VDO1	1,526.65 USD	1,526.65 USD	Appro...		