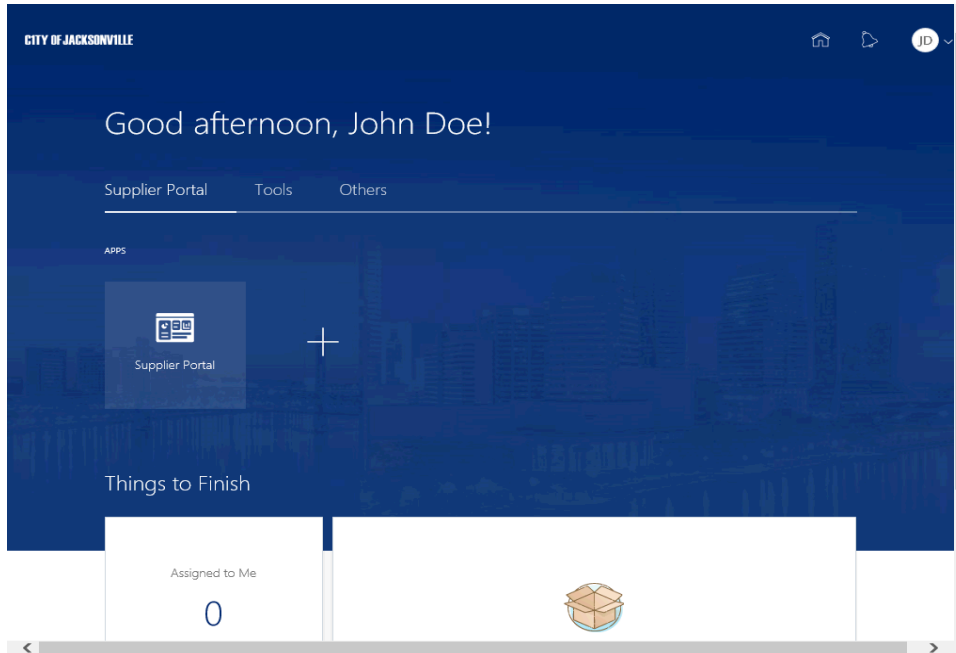




Create and Submit PO Matched Invoices in Supplier Portal



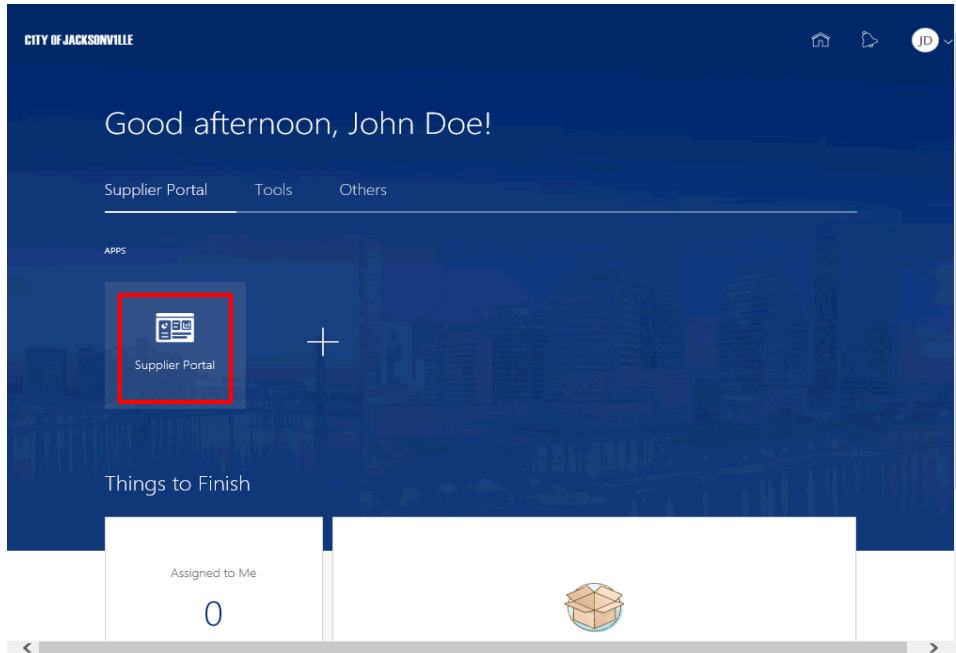
Create and Submit PO Matched Invoices in Supplier Portal



By completing this topic, you will be able to Create and Submit PO Matched Invoices in the Supplier Portal.



Create and Submit PO Matched Invoices in Supplier Portal



Step 1

Click the **Supplier Portal** tile.



Create and Submit PO Matched Invoices in Supplier Portal

CITY OF JACKSONVILLE

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice**
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

Category	Count
Orders to Acknowledge	1
Negotiations Closing Soon	2
Total	3

Recent Activity
Last 30 Days

Negotiation invitations	1
Agreements opened	1
Orders opened	1
Receipts	1

Step 2

Click the **Create Invoice** link.



Create and Submit PO Matched Invoices in Supplier Portal

Step 3

Click the **Identifying PO** list.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO

Supplier ABC Company

Taxpayer ID TAX ID 123

* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

* 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
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View

Line	* Denime	* Tax Name	Tax Jurisdiction	* Tax Status	* Date Name	Percentage	Per Unit
------	----------	------------	------------------	--------------	-------------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 4

Click the **600175-19** list item.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: [Dropdown] Remit to Bank Account: [Dropdown] Number: [Text]

Supplier: **600175-19** ABC Company Ordering/Remit Date: m/d/yy

Taxpayer ID: Search... Supplier Site: [Dropdown] Identifier Check Digit: [Text] Type: Invoice

Address: [Text] Description: [Text] Invoice Currency: [Text]

Supplier Tax Registration Number: [Dropdown] Attachments: None + Payment Currency: [Text]

Customer

Customer Taxpayer ID: [Dropdown] Name: [Text]

Address: [Text]

Lines

View: + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View: [Dropdown]

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 5

Click in the **Number** field.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +

Number: [Field] (highlighted with a red box)
Date: m/d/yy
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: [Field]

Lines

View: + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +

Number: [Field] (highlighted in red)
Date: m/d/yy
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: [Field]

Lines

View: + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View: [Dropdown]

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------

Step 6

Enter your Invoice number.

Enter the desired information into the **Number** field. Enter "1234".



Create and Submit PO Matched Invoices in Supplier Portal

Step 7

Click in the **Date** field.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +

Number: 1234
Date: m/d/yy
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: [Field]

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 8

Enter the desired information into the **Date** field. Enter "8/11/19".

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duval
Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field] Example: 1234
Unique Remittance Identifier: [Field]
Unique Remittance Identifier Check Digit: [Field]
Description: [Field]
Attachments: None +

Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: [Field]

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

* Line	* Denime	* Tax Name	Tax Jurisdiction	* Tax Status	* Date Name	Percentage	Per Unit
--------	----------	------------	------------------	--------------	-------------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 9

Click the **Type** list.

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

* Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
* Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duval
Supplier Tax Registration Number: []

Remit-to Bank Account: [] Example: 1234
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: []
Attachments: None +

* Type: **Invoice**
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
* Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: []

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Data Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 10

Click the **Invoice** list item.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: []

Remit-to Bank Account: []
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: []
Attachments: None +

Number: 1234
Date: 8/11/19
Credit memo
Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: []

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 11

Click in the **Description** field.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: [Empty]

Remit-to Bank Account: [Empty]
Unique Remittance Identifier: [Empty]
Unique Remittance Identifier Check Digit: [Empty]
Description: [Red Box]
Attachments: None +

Number: 1234
Date: 8/11/19
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: [Empty]

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Data Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 12

Enter the desired information into the **Description** field. Enter "**Sample Invoice**".

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

* Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
* Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: []

Remit-to Bank Account: []
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: []
Attachments: None +

* Number: 1234
* Date: 8/11/19
* Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
* Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: []

Lines
View + x ⌂ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines
View ⌄

Line	Denime	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	--------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 13

Click the **Manage Attachments** button.

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

* Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
* Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duval
Supplier Tax Registration Number:

Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description: Message Attachments Sample Invoice
Attachments: None +

* Number: 1234
* Date: 8/11/19
* Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
* Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address:

Lines
View + × ⌂ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines
View ⌵

* Line	* Denime	* Tax Name	Tax Jurisdiction	* Tax Status	* Date Name	Percentage	Per Unit
--------	----------	------------	------------------	--------------	-------------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 14

Click in the **Browse...** button.

Attachments

Type	Category	File Name or URL	Title	Description	Attached By
File	Buyer	<input type="text" value="Browse..."/>			John Doe

Rows Selected 1

OK Cancel



Create and Submit PO Matched Invoices in Supplier Portal

Step 15

Choose your invoice to attach.

In this example, click the **Sample Invoice 1234** file.

The screenshot shows a 'Choose File to Upload' dialog box open over a supplier portal interface. The dialog box displays a list of files in the 'Downloads' folder. The file 'Sample Invoice 1234' is highlighted with a red box. The background interface shows a form with fields for 'Number' (1234), 'Date' (8/11/19), and 'Type' (Invoice). The 'Attached By' field is populated with 'John Doe'. Below the dialog box, a table with columns for 'Purchase Order' and 'Consumption Advice' is visible, along with a 'Summary Tax Lines' section.

Purchase Order			Consumption Advice		Supplier Item	Item Description
* Number	* Line	* Schedule	Number	Line		
No data to display.						
Total						

Summary Tax Lines

Line	Portion	Tax Name	Tax Jurisdiction	Tax Status	Date Name	Percentage	Per Unit
------	---------	----------	------------------	------------	-----------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 16

Click the **Open** button.

The screenshot shows a 'Choose File to Upload' dialog box in the foreground. The dialog box is open to the 'Downloads' folder and displays a list of files. The file 'Sample Invoice 1234' is selected. The 'Open' button at the bottom of the dialog box is highlighted with a red rectangle. In the background, a portion of a web application is visible, showing a form with fields for 'Number' (1234), 'Date' (8/11/19), and 'Type' (Invoice). Below the form, there is a table with columns for 'Purchase Order', 'Consumption Advice', 'Supplier Item', and 'Item Description'. The table is currently empty, displaying 'No data to display.' and a 'Total' row. Below the table, there is a 'Summary Tax Lines' section with a 'View' dropdown menu and a table with columns for 'Line', 'Description', 'Tax Name', 'Tax Jurisdiction', 'Tax Status', 'Date Name', 'Percentage', and 'Per Unit'.



Create and Submit PO Matched Invoices in Supplier Portal

Step 17

Click the **OK** button.

The screenshot shows the 'Create Invoice' interface for the City of Jacksonville. The main form contains fields for Identifying PO (600175-19), Supplier (ABC Company), Taxpayer ID (TAX ID 123), Supplier Site (Ordering/Remit), Remit-to Bank Account, Unique Remittance Identifier, Number (1234), Date (8/11/19), and Type (Invoice). An 'Attachments' modal is open, displaying a table with the following data:

Type	Category	File Name or URL	Title	Description	Attached By
File	Buyer	Sample Invoice 1234.docx	Sample Invoice 1234.d x		John Doe

The 'OK' button in the modal is highlighted with a red box. Below the modal, there are sections for 'Purchase Order', 'Consumption Advice', and 'Summary Tax Lines'. The URL at the bottom is https://eims-dev2.fa.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=15eb0...



Create and Submit PO Matched Invoices in Supplier Portal

Step 18

Click the **Select and Add** button.

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

* Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
* Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number: []

Remit-to Bank Account: []
Unique Remittance Identifier: []
Unique Remittance Identifier Check Digit: []
Description: Sample Invoice
Attachments: Sample Invoice 1234.docx

* Number: 1234
* Date: 8/11/19
* Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
* Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address: []

Lines Select and Add Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines View

* Line	* Denime	* Tax Name	Tax Jurisdiction	* Tax Status	* Date Name	Percentage	Per Unit
--------	----------	------------	------------------	--------------	-------------	------------	----------



Create and Submit PO Matched Invoices in Supplier Portal

Step 19

To highlight the line, click the empty cell to the left of the **600175-19** cell.

Select and Add: Purchase Orders

Search: Advanced Saved Search

Purchase Order: 600175-19 Consumption Advice:

Creation Date: m/d/yy h:mm a

Search Results

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
600175-19	1	1				City Stuff	Ed Ball 8th Floor	10



Create and Submit PO Matched Invoices in Supplier Portal

Step 20

Click the **Apply** button.

Select and Add: Purchase Orders

Advanced Saved Search [dropdown]

** Purchase Order 600175-19 ** Consumption Advice [input]

** Creation Date m/d/yy h:mm a [input]

Search Results

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
600175-19	1	1				City Stuff	Ed Ball 8th Floor	10

Apply OK Cancel



Create and Submit PO Matched Invoices in Supplier Portal

Step 21

Click the **OK** button.

CITY OF JACKSONVILLE

Create Invoice

Invoice Actions Save Save and Close Submit Cancel

Select and Add: Purchase Orders

Advanced Saved Search

** Purchase Order 600175-19

** Consumption Advice

** Creation Date m/d/yy h:mm a

Search Results

Purchase Order		Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Number	Line				
No results found.							

Apply **OK** Cancel



Create and Submit PO Matched Invoices in Supplier Portal

Step 22

Click the **Scrollbar** right arrow.

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number:

Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description: Sample Invoice
Attachments: Sample Invoice 1234.docx

* Number: 1234
* Date: 8/11/2019
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address:

Lines
View

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description
		* Number	* Line	* Schedule	Number	Line		
1	Item	600175-19	1	1				City Stuff
Total								

Summary Tax Lines
View



Create and Submit PO Matched Invoices in Supplier Portal

Step 23

Note: You can change the quantity.

Click in the **Quantity** field to highlight the current quantity.

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duval
Supplier Tax Registration Number:
Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description: Sample Invoice
Attachments: Sample Invoice 1234.docx
Number: 1234
Date: 8/11/201
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address:
Lines
View + x ≡ Cancel Line

Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	Amount
City Stuff	Ed Ball 8th Floor		10	10	25	EA	250.00
							250.00

Summary Tax Lines
View



Create and Submit PO Matched Invoices in Supplier Portal

Step 24

In this example, you will reduce the quantity.

Enter the desired information into the **Quantity** field. Enter "8".

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close Submit Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number:

Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description: Sample Invoice
Attachments: Sample Invoice 1234.docx

* Number: 1234
* Date: 8/11/2018
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address:

Lines
View

Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
City Stuff	Ed Ball 8th Floor		10	<input type="text" value="8"/>	25	EA	250.00
							250.00

Summary Tax Lines
View



Create and Submit PO Matched Invoices in Supplier Portal

Step 25

Click the **Submit** button.

CITY OF JACKSONVILLE JD

Create Invoice Invoice Actions Save Save and Close **Submit** Cancel

Identifying PO: 600175-19
Supplier: ABC Company
Taxpayer ID: TAX ID 123
Supplier Site: Ordering/Remit
Address: 123 Right Way, JACKSONVILLE, FL 32208Duvai
Supplier Tax Registration Number:

Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description: Sample Invoice
Attachments: Sample Invoice 1234.docx

* Number: 1234
* Date: 8/11/2019
Type: Invoice
Invoice Currency: USD - US
Payment Currency: USD - US

Customer
Customer Taxpayer ID: 59-6000344
Name: City of Jacksonville
Address:

Lines
View

Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
City Stuff	Ed Ball 8th Floor		10	<input type="text" value="8"/>	25	EA	250.00
							250.00

Summary Tax Lines

https://eims-dev2.f.a.us2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=15eb0...



Create and Submit PO Matched Invoices in Supplier Portal

Step 26

Click the **Done** button.

CITY OF JACKSONVILLE JD

Invoice: 1234 Printable Page Create Another Done

Identifying PO	600175-19	Remit to Bank Account	Number	1234	
Supplier	ABC Company	Unique Remittance Identifier	Date	8/11/19	
Taxpayer ID	TAX ID 123	Unique Remittance Identifier Check Digit	Type	Invoice	
Supplier Site	Ordering/Remit	Description	Sample Invoice	Invoice Currency	USD
Address	123 Right Way, JACKSONVILLE, FL 32208Duval	Attachments	Sample Invoice 1234.docx	Payment Currency	USD
Supplier Tax Registration Number					

Customer

Customer Taxpayer ID 59-6000344 Legal Entity City of Jacksonville
Address

Lines

View ▾

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Lo
		Number	Line	Schedule	Number	Line				
1	ITEM	600175-19	1	1				City Stuff	Ed Ball 8th Floor	
Total										

Summary Tax Lines

View ▾



Create and Submit PO Matched Invoices in Supplier Portal

CITY OF JACKSONVILLE

Supplier Portal

Search **Orders** Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications

Requiring Attention

Category	Count
Orders to Acknowledge	1
Negotiations Closing Soon	2
Total	3

Recent Activity
Last 30 Days

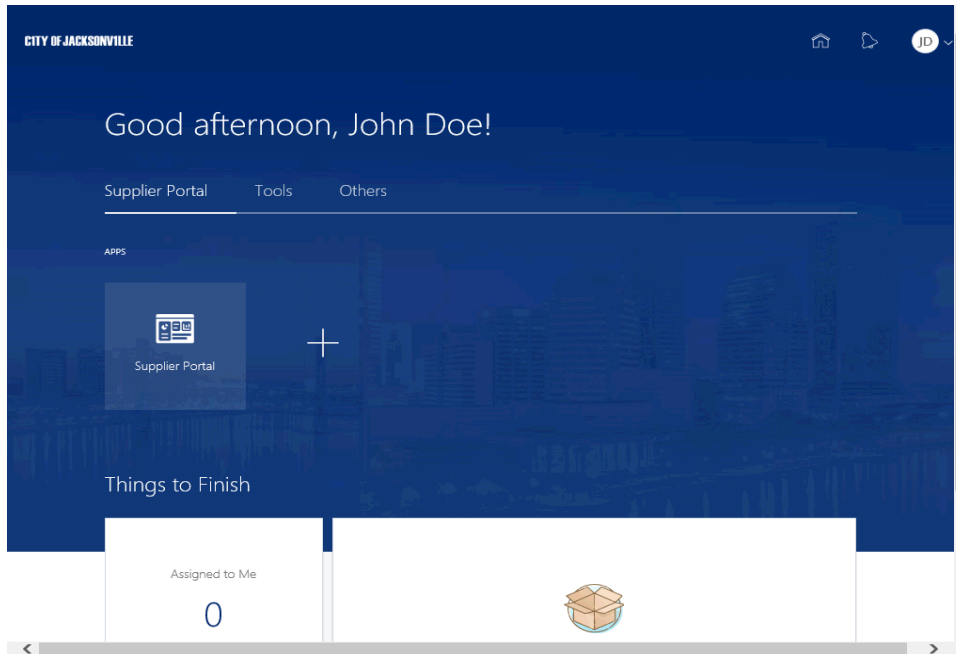
Negotiation invitations	1
Agreements opened	1
Orders opened	1
Receipts	1

Step 27

Click the **Home** icon.



Create and Submit PO Matched Invoices in Supplier Portal



Step 28

End of Procedure.