Internet Supplier Portal (ISP)

- Invoice Creation
- View Options

User Manual
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Introduction

This document relates to the Oracle Internet Supplier Portal where the supplier’s standard invoicing method is to:

- Create and Submit invoices on the supplier portal

The document also provides the steps involved for the supplier to View/Query:

- Purchase Orders
- Invoices
- Payments
- Remittances
1. Logging into Oracle

This section consists of the details on how to log into the Supplier Portal on Oracle. The preferred browsers to use are Mozilla Firefox or Chrome.

1. Go to your browser and enter the Oracle site URL:

   https://ecum.login.em2.oraclecloud.com

2. Enter your Email and Password and click Sign In.
3. Logging into Oracle for the first time that day takes you to the landing page. Click on the **Home** button at the top of the page to take you to the Oracle Home page.

4. On the Oracle Home page, click on the **Supplier Portal** heading, then the **Supplier Portal** module to access the Create Invoice and View option areas.
2. Access the Create Invoice and View/Query options

This section consists of the details on how to Create an Invoice and View/Query Purchase Orders, Invoices, Payments and Remittances.

These options are found under the Tasks segment of the Supplier Portal page.
3. View Your Purchase Order

This section consist of details on how to view your purchase orders. This includes viewing the purchase order status, e.g. if the purchase order is open or how much money is remaining on it.

After navigating to the Tasks segment on the Supplier Portal page shown above:

1. Click on Manage Orders
2. Search for the purchase order
   - Enter the purchase order in the **Order** field and click on **Search**. The purchase order is then listed, including details such as the **Order Date**, **Buyer** and **PO Status**

   ![Image of search results]

   - **Common purchase order statuses** (*if unsure of the PO status contact the Buyer*):
     - **On Hold**: The Purchase Order is on hold
     - **Closed for Receiving**: The Purchase Order is Fully Receipted
     - **Closed for Invoicing**: The Purchase Order is Fully Invoiced
     - **Open**: The Purchase Order is open
     - **Cancelled**: The Purchase Order is cancelled
     - **Pending Change Approval**: The Purchase Order was revised and sent for approval to the related Camden staff member
3. Click on the purchase order

- The Purchase Order page opens with more detail including the Description
4. Create Your Invoice

This section provides steps on how to create and submit a Purchase Order matched invoice.

*Note: Invoices cannot be submitted with POs that are Closed or Cancelled.*

1. Click on Create Invoice
2. The Create Invoice page opens:

*Note: All fields on this page with an asterisk is mandatory*
3. In the **Header** segment enter details in the following fields:
   - **Identifying PO**: The Purchase Order number. Entering a PO number auto populates the Supplier Site and Address fields
   - **Remit-to Bank Account**: Click on the dropdown menu to confirm and select the bank account
   - **Number**: Enter the Invoice Number
   - **Date**: Enter the Date for the Invoice
   - **Type**: The default option is **Invoice**. Click on the dropdown menu and select **Credit Memo** if submitting a credit note

4. In the **Lines** segment:
   - Click on the **Select and Add** button
5. The **Select and Add: Purchase Orders** pop up window opens
   - Select the appropriate **Purchase Order Line**, click on **Apply** and **OK**

6. The Purchase Order detail populates on the Lines segment
   - Scroll over to the right of the page and confirm and/or edit the Invoice Net **Amount**
7. Confirm or select the correct **Tax** to be applied to the invoice

- Scroll over to the right on the Lines segment and click on the **Tax Classification** dropdown menu.

- **EXEMPT** – The goods/service is exempt from VAT
- **NON-BUSINESS** – N/A
- **ZERO** – The goods/service is zero rated
- **STANDARD** – 20% VAT
- **VAT ONLY INVOICE** – N/A
- **REDUCED** – 5% VAT
8. Calculate Tax

- Go up to the top of the page and click on the Invoice Actions dropdown menu
- Select Calculate Tax

- Exclusive Tax is calculated
- The total Invoice Amount is calculated
9. **Save** and **Submit** the Invoice
   
   - Go to the top of the page and click on **Save**
   
   *Note: Once saved the invoice number cannot be reused*

   - Click on **Submit** to finally submit the invoice

   - A banner pops up confirming that the invoice was submitted
5. Freight or Miscellaneous Charges

Freight or Miscellaneous Charges are only applicable if there is a Freight or Miscellaneous charge not originally accounted for in the purchase order.

After creating the PO matched invoice line (See section 4 above):
- Click on the Add (+) button in the Lines segment. An additional line is added.
- From the Type dropdown menu, select Freight or Miscellaneous.
- Follow the steps to select the correct Tax Classification.
- Enter the freight or miscellaneous Amount to be charged.
- Follow the steps to Calculate Tax.
- Finally Save and Submit the invoice.
6. Delete an Invoice Line

An invoice line can be deleted if created in error but before it is submitted.

- Select the invoice line to be deleted and click on the **Delete (X) button**

You cannot Delete an Invoice Line if the tax is already calculate. The only option available is to **Cancel Line** which will not delete the line but will reduce the line value to zero ‘0’.

7. Cancel or Delete an Invoice

To **Cancel** or **Delete** an invoice, go to the **Invoice Action** dropdown menu and select:

- Cancel Invoice or
- Delete Invoice
8. View an Invoice

To view an Invoice, navigate to the Supplier Portal page and click on View Invoices.

- The View Invoices page opens.
• Invoice search options include the following fields:
  o **Invoice Number** – Enter the invoice number in this field and click on Search
  o **Supplier** – Click on the dropdown menu, select the supplier name and click on Search to search for all invoices
  o **Purchase Order** – Enter the purchase order number associated with the invoice and click on Search

  *Note: Fields with double asterisks [**] – At least one is required to perform the search*

• After clicking on Search, the invoice is listed in the **Search Results** which show details on the invoice including the **Invoice Status**

• Click on the Invoice Number to drill down further into the invoice details
9. View Your Payment and Remittance

1. Navigate to the Supplier Portal page and click on View Payments
2. The View Payments page opens

- Invoice search options include the following fields:
  - **Payment Number** – Enter the remittance or cheque number and click on Search
  - **Supplier** – Click on the dropdown menu, select the supplier name and click on Search to search for all payments

  *Note: Fields with double asterisks [**] – At least one is required to perform the search*
- After clicking on Search, the payment is listed in the **Search Results** which show details on the payment including:
  - The **Payment Number** (remittance)
  - The **Payment Date** (date payment left Camden)
  - The **Invoice Number** (including multiple invoices)
  - The **Payment Amount** (total payment made)
  - The **Remit-to Account** (bank account paid into)

- Clicking on the Payment Number drills down further into the payment where the number of invoices paid and other details are shown