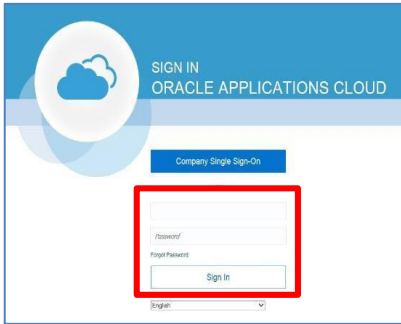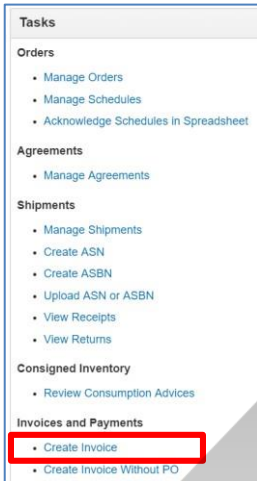# How to Create an Invoice

Sign in the <u>Oracle Cloud home page</u>
Use the **Company's Sign-In**

1 From the **Oracle Cloud ERP** home page, select the **"Supplier Portal"** icon
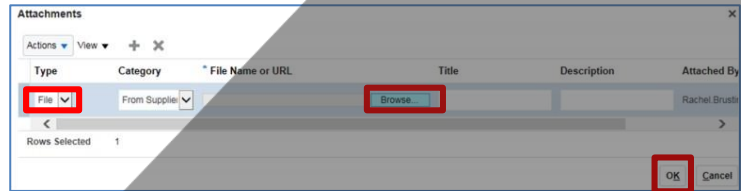

**2** Under the **Task** column, click **"Create Invoice"**

3 Begin inputting the **Identifying PO** number from the drop down suggestions and select the **Remit-to-Bank Accout**

4 Enter **Invoice Number,** select the **Date of the Invoice, and (+) Attach Invoice**
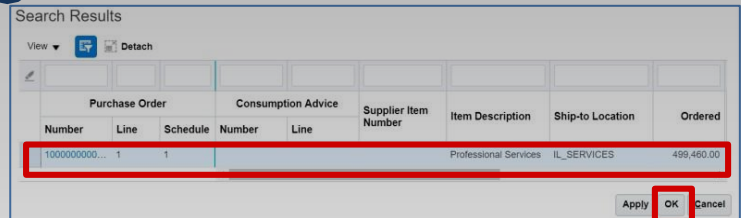

5 Select the type of file from the drop down. Click **"Browse"** to search for the invoice. Click **"OK"** to add invoice.
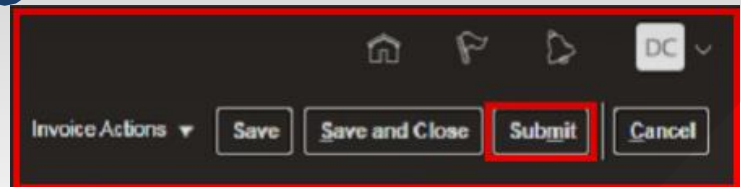

6 Scroll down to the **Items** section and select the **"Add"** icon
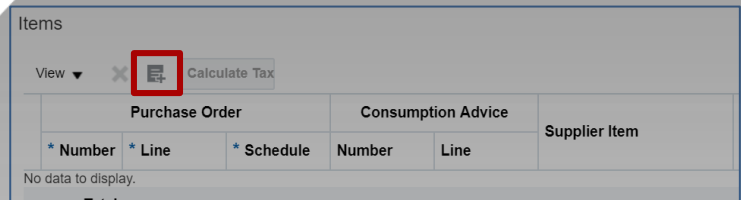
7 Select the Purchase Order line and select **"OK"**

8 In the top right corner, click **"Submit"**

9 Select **"OK"** and your invoice is complete

Revised Q1 2022