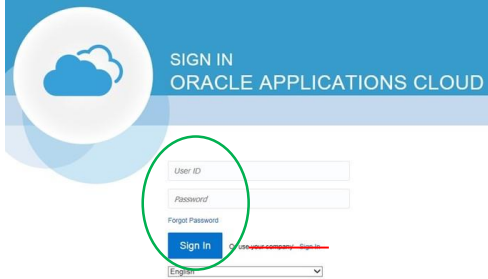


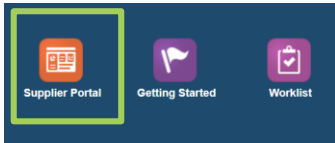
# How to Create an Invoice

## Sign in the Oracle Cloud home page

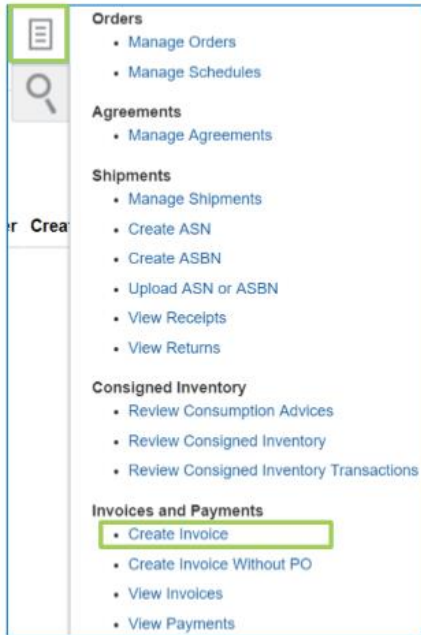
Use the **Company's Sign In** (circled in green)



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



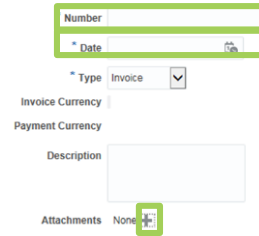
- Click on the **"Task List"** icon and click **"Create Invoice"**



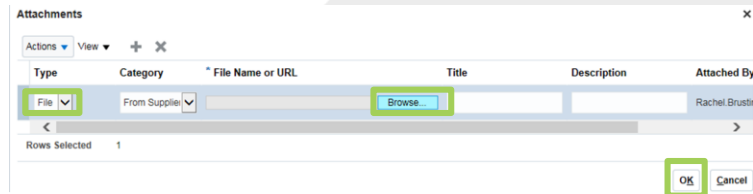
- Begin inputting the **Identifying PO** number and select it from the drop down suggestions



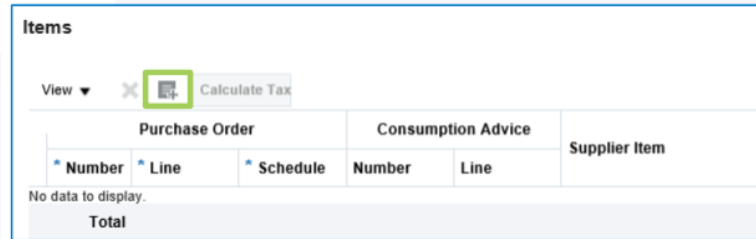
- Enter **Invoice Number, Date, and (+)** attach invoice



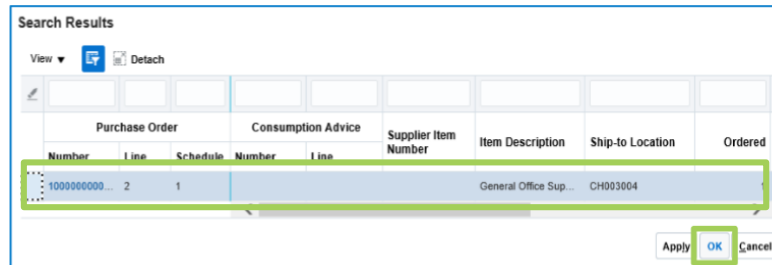
- Select the type of file from the drop down Click **"Browse"** to search for the invoice to add Click **"OK"**



- Scroll down to the **Items** section and select the **"Add"** icon



- Select the **Purchase Order** line and select **"OK"**



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



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

