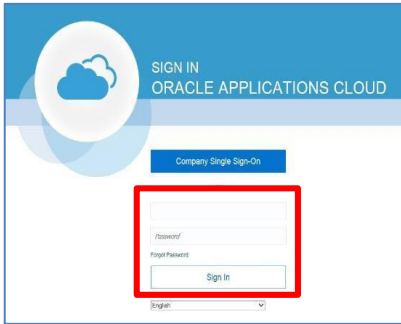


# How to Create an Invoice

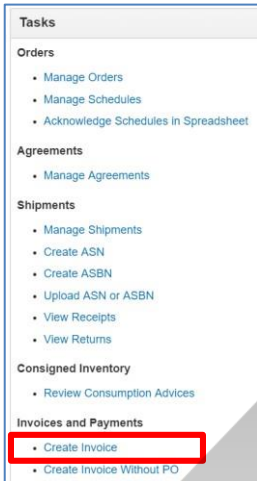
**Sign in the Oracle Cloud home page**  
Use the Company's Sign-In



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



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



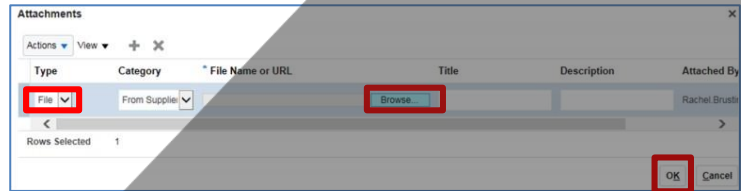
**3** Begin inputting the **Identifying PO** number from the drop down suggestions and select the **Remit-to-Bank Account**

Identifying PO: 1000000001234  
 Supplier: Example Supplier  
 Taxpayer ID: 987654321  
 \* Supplier Site: Headquarter  
 Address: 1234 Street Drive, Chicago, IL 60034  
 Remit-to Bank Account: [Dropdown]  
 Unique Remittance Identifier: BANK & TRUST XXXXXX6789  
 Unique Remittance Identifier Check Digit: [Field]  
 Supplier Tax Registration Number: [Dropdown]

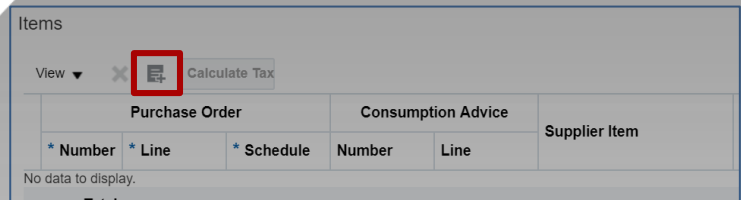
**4** Enter **Invoice Number**, select the **Date of the Invoice**, and **(+) Attach Invoice**

\* Number: [Field]  
 \* Date: [Field]  
 \* Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar  
 Description: [Field]  
 Attachments: None +

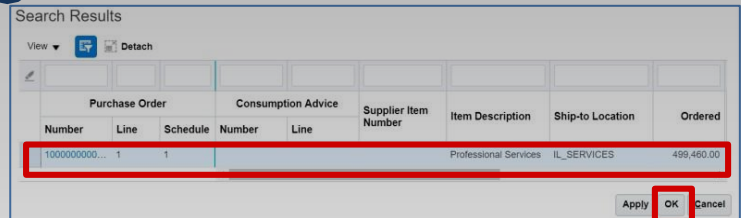
**5** Select the type of file from the drop down. Click **"Browse"** to search for the invoice. Click **"OK"** to add invoice.



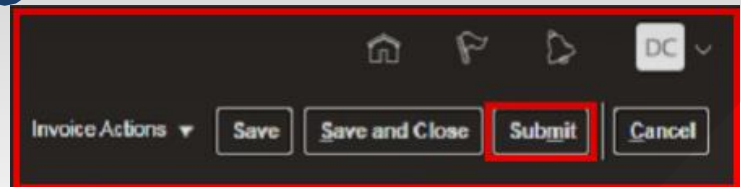
**6** Scroll down to the **Items** section and select the **"Add"** icon



**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

