Acknowledge PO and Create Invoice

Sign into CSX iSupplier Portal

Oracle opens to Home page

Click on "Orders" tab

1. Recent orders will display. To be sure no orders are missing, click on the "Go" button to the right of the View

   Recent Purchase Orders.
      Note: To see other options select the drop down button to the right of the View field
         - All Purchase Orders
         - Purchase Order to Acknowledge
         - Purchase Orders Pending Supplier Change

2. To invoice against PO, click in the circle to the left of the PO number. Example 6875061
3. Click "Acknowledge" button. If the message "This Purchase Order does not require Acknowledgement" displays.
4. Click on the "Finance" tab at the top of page.

1. Enter PO number (Example 6875061)
2. Click "Go" button

Click "Go" button.

1. Click select box to the left of the PO number.
2. Click "Next" button.

1. Verify correct Remit To (address) is selected. If the correct Remit To (address) is not showing please follow below instructions a. through d.:

   a. Click on magnifying glass at end of Remit To field

   b. Window will pop up
   c. Click on the "Go" button

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To ☑ [   ] Go

Results

Select	Quick Select	Supplier △	Remit To △	Address	Organi
○	🔧	MICKEY MOUSE AND GOOFY PRODUCTIONS INC	P FLJAC123MYPLA	123 MY PLACE JACKSONVILLE FL 32202	CSX TRANS
○	🔧	MICKEY MOUSE AND GOOFY PRODUCTIONS INC	TEST ADDRESS NO	PARK AVENUE SOUTH JACKSONVILLE FL 32202	CSX TRANS
○	🔧	MICKEY MOUSE AND GOOFY PRODUCTIONS INC	V Myoffice	My office Jacksonville FL 32258	CSX TRANS

      d.   Click on Quick Select icon for the address you want

2. Enter Invoice number.
3. Enter or select the actual invoice date.
4. Enter "Yes" if sales tax is being invoiced. "No" if it is not being invoiced.
5. Verify Customer Tax Payer ID field is completed/selected. If field isn't populated, please follow below instructions.

* Customer Tax Payer ID [   ] 🔍
     Customer Name

      a.   Click on magnifying glass at end of Tax Payer ID field.

Search By Registration Number ☑ [   ] Go

      b.   Window will pop up
      c.   Click on the "Go" button

Results

Select	Quick Select	Registration Number	Legal Entity △	L C
○	🔧	SYS12114	CSX TRANSPORTATION	In

      d.   Click on Quick Select icon

6. If you are NOT billing the full purchase order quantity, enter the billed quantity.

7. Click on the [icon] first icon under Shipping and Handling. This will open the Charge Type field
   Note: Freight or Miscellaneous can be selected by clicking on the drop down button on the right side of field.

8. Type Amount.

9. Type any needed comments in the Description field.

10. Click "Next" button.

Scroll down so that you can see Summary Tax Lines

1. If there is Sales Tax, enter the percentage in the Tax Rate field.

2. Click "Calculate" button.
   Note: <mark>7.5 tax rate</mark> was calculated for this example

Click on "Recalculate Total" button to verify the invoice total with Tax Amount included.

Verify the tax amount is included in Recalculate Total.

Items	450.00	
Less Retainage	0.00	
Freight	5.00	
Miscellaneous	0.00	
Tax	33.75	
Recalculate Total	Total (USD)	488.75

Cancel   Save   Back   Step 3 of 4   Next   Submit

Review all the information, then Click Submit button. The invoicing process is complete. A Confirmation will display at the top of the screen

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