Acknowledge PO and Create Invoice

Sign into CSX iSupplier Portal

Oracle opens to Home page

System opens to Home tab. Click on Orders tab.

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, then click on the Finance tab at the top of page.

4. Enter PO number (Example 6875061)
5. 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

      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

      Results

      Select Quick Select Supplier Remit To Address Org

      No search conducted.

   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.

**Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>Quick Select</th>
<th>Supplier ▲</th>
<th>Remit To ▲</th>
<th>Address</th>
<th>Organ</th>
</tr>
</thead>
<tbody>
<tr>
<td>o</td>
<td></td>
<td>MICKEY MOUSE AND GOOFY PRODUCTIONS INC</td>
<td>FLJAC123MYPLA</td>
<td>123 MY PLACE JACKSONVILLE FL 32202</td>
<td>CSX TRANSPORTATION</td>
</tr>
<tr>
<td>o</td>
<td></td>
<td>MICKEY MOUSE AND GOOFY PRODUCTIONS INC</td>
<td>TEST ADDRESS NO</td>
<td>PARK AVENUE SOUTH JACKSONVILLE FL 32202</td>
<td>CSX TRANSPORTATION</td>
</tr>
<tr>
<td>o</td>
<td></td>
<td>MICKEY MOUSE AND GOOFY PRODUCTIONS INC</td>
<td>V Myoffice</td>
<td>My office Jacksonville FL 32258</td>
<td>CSX TRANSPORTATION</td>
</tr>
</tbody>
</table>

1. 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.

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

b. Window will pop up

c. Click on the “Go” button

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 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, then click “Calculate” button.
2. Click “Calculate” button.
   Note: 7.5 tax rate 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

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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