

Search

System opens to the Home tab. Click on Orders tab.

Notifications

Full List

Subject	Date
CSX TRANSPORTATION - Standard Purchase Order 6128634, 0	25-Jan-2016 15:38:28
CSX TRANSPORTATION - Standard Purchase Order 6128605, 0	25-Jan-2016 15:10:45
CSX TRANSPORTATION - Standard Purchase Order 6109310, 1	16-Dec-2015 08:26:52
CSX TRANSPORTATION - Standard Purchase Order 6098711, 0	19-Nov-2015 09:18:29
CSX TRANSPORTATION - Standard Purchase Order 6056356, 0	02-Sep-2015 16:57:01

Orders At A Glance

Full List

PO Number	Description	Order Date
6131257	TEST partial invoice quantities	29-Jan-2016 15:03:00
6128634		25-Jan-2016 15:38:01
6128605		25-Jan-2016 15:10:38
6098711	test	19-Nov-2015 09:11:57
6056356	TEST CONFIRM IN PORTAL	02-Sep-2015 16:56:47

Shipments At A Glance

Full List

Shipment Number	Packing Slip	Shipment Date
No results found.		

Recent orders will display. You can click on Go to the right of the View Recent Purchase Orders box to be sure no orders are missing. To invoice PO 6131257 click in the circle to the left of the PO number, then click Acknowledge. If the message "This Purchase Order does not require Acknowledgement" displays, then click on the Finance tab.

Purchase Orders

Views

View

This view displays all the purchase orders approved in last 60 days (Since 30-Nov-2015 00:00:00).

Select Order:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	6131257	0	CSX TRANSPORTATION	Standard PO	TEST partial invoice quantities	29-Jan-2016 15:03:00	VERSTEEG, MR. NEIL W	USD	21.86	Open		
<input type="radio"/>	6128634	0	CSX TRANSPORTATION	Standard PO		25-Jan-2016 15:38:01	WHIGHAM, Ms. ALISHA L	USD	10.00	Open		
<input type="radio"/>	6128605	0	CSX TRANSPORTATION	Standard PO		25-Jan-2016 15:10:38	WHIGHAM, Ms. ALISHA L	USD	100.00	Open		
<input type="radio"/>	6109310	2	CSX TRANSPORTATION	Standard PO	TEST	16-Dec-2015 08:25:48	WHIGHAM, Ms. ALISHA L	USD	0.00	Closed		

ORACLE iSupplier Portal Home | Settings | Logged In As TOPGUN

Home | Orders | Shipments | Planning | Product | Admin | **Finance**

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice

Search

Note that the search is case insensitive

Supplier **MICKEY MOUSE AND GOOFY PRODUCTIONS INC**

Invoice Number

Invoice Date From (example: 29-Jan-2016)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Enter PO number then Click Go

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice

ORACLE iSupplier Portal Home | Settings | Logged In As TOPGUN

Home | Orders | Shipments | Planning | Product | Admin | **Finance**

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Step 1 of 4

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date (example: 29-Jan-2016)

Buyer

Organization

Advances and Financing

Click on Go

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
No search conducted.																	

Step 1 of 4

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive

Purchase Order Number: 6131257
Purchase Order Date: (example: 29-Jan-2016)
Buyer: [dropdown]
Organization: [dropdown]
Advances and Financing: Excluded [dropdown]
Go Clear

Click in Select box to the left of the PO Number, then Click Next

Advanced Search

Select Items: Add to Invoice [icon] [icon] [icon] [icon]

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr.	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	6131257	1	1	<input type="checkbox"/>	CLEANER CONTACT NON-FLAMMABLE, NON-CONDUCTIVE, REMOVES OIL AND DIRT. MAY ATTACK CERTAIN PLASTICS. ELECTRA X, P/N 322327, 12-OZ CAN	470.0000018.1	No Part Number	2	0	0	EACH	10.93	USD	622500-JACKS-VPINTER	CSX TRANSPORTATION		

Cancel Step 1 of 4 Next

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

Invoice

* Supplier Tax Payer ID **MICKEY MOUSE AND GOOFY PRODUCTIONS INC**
111111111
 * Remit To Address **V Myoffice**
My office Jacksonville FL 32258
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

* Invoice Number
 * Invoice Date **29-Jan-2016**
(example: 29-Jan-2016)
 Invoice Type **Invoice**
 Currency **USD**
 Invoice Description
 Image DCN
 GS04
 GS06
 ST02
 * Sales Tax Included
 Legacy Account
 SCLRS Flag
 Date Received
 Date Approved
 Procard Merchant
 Attachment **None** Add...

Enter invoice number

Enter Yes if sales tax is being invoiced, No if it is not being invoiced

Customer

* Customer Tax Payer ID **SYS12114**
 Customer Name **CSX TRANSPORTATION**
 Address **500 WATER STREET JACKSONVILLE 32202 US**

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6131257	1	1	470.0000018.1	CLEANER CONTACT NON-FLAMMABLE, NON-CONDUCTIVE, REMOVES OIL AND DIRT, MAY ATTACK CERTAIN PLASTICS, ELECTRA X, P/N 322327, 12-OZ CAN	No Part Number	622500-JACKS-VPINTER	2	2	10.93	EACH	21.86

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Cancel Back Step 2 of 4 Next

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

Invoice

* Supplier **MICKEY MOUSE AND GOOFY PRODUCTIONS INC**
 Tax Payer ID **111111111**
 * Remit To **V Myoffice**
 Address **My office Jacksonville FL 32258**
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

* Invoice Number 1235456889
 * Invoice Date 29-Jan-2016
(example: 29-Jan-2016)
 Invoice Type Invoice
 Currency USD
 Invoice Description
 Image DCN
 GS04
 GS06
 ST02
 * Sales Tax Included Yes
 Legacy Account
 SCLRS Flag
 Date Received
 Date Approved
 Procard Merchant
 Attachment None Add...

Customer

* Customer Tax Payer ID **SYS12114**
 Customer Name **CSX TRANSPORTATION**
 Address **500 WATER STREET JACKSONVILLE 32202 US**

If you are not billing the full purchase order quantity, enter the billed quantity

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6131257	1	1	470.0000018.1	CLEANER CONTACT NON-FLAMMABLE, NON-CONDUCTIVE, REMOVES OIL AND DIRT, MAY ATTACK CERTAIN PLASTICS, ELECTRA X, PIN 322327, 12-OZ CAN	No Part Number	622500-JACKS-VPINTER	2	1	10.93	EACH	10.93

Shipping and Handling

Charge Type	Amount	Description
Freight		

Click here (first icon). This will open the Charge Type field. You can bill for freight or misc charges.

Simply add the amount and any needed explanation. Then click Next

Cancel Back Step 2 of 4 Next

Tax Payer ID 111111111
* Remit To V Myoffice
Address My office Jacksonville FL 32258
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

* Invoice Date 29-Jan-2016
Invoice Type Standard
* Currency USD
Invoice Description

Image DCN
GSD4
GSD6
ST02
Sales Tax Included Yes
Legacy Account
SCLRS Flag
Date Received
Date Approved
Procure Merchant
Attachment None

Customer

* Customer Tax Payer ID SYS12114
Customer Name CSX TRANSPORTATION
Address 500 WATER STREET JACKSONVILLE 32202 US

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	US-Tax	SALESTAX-SALES	STANDARD		SALES TAX	0.1	0.01	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
6131257	1	1	CLEANER CONTACT NON-FLAMMABLE, NON-CONDUCTIVE, REMOVES OIL AND DIRT, MAY ATTACK CERTAIN PLASTICS, ELECTRA-X, P/N 322327, 12-OZ CAN	No Part Number	622500-JACKS-VPINTER	2	1.00	EACH	10.93	10.93

Shipping and Handling

Charge Type	Amount	Description
Freight	5.00	

Invoice Summary

If there is Sales Tax, enter the percentage in the Tax Rate field, then Click Calculate. Tax amount will display. You can click Recalculate total if you want to verify the invoice total.

Then Click Next

Items	10.93
Less Retainage	0.00
Freight	5.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	15.93

Cancel Save Back Step 3 of 4 Next Submit

* Supplier **MICKEY MOUSE AND GOOFY PRODUCTIONS INC**
 Tax Payer ID **111111111**
 * Remit To **V Myoffice**
 Address **My office Jacksonville FL 32258**
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

* Invoice Number **1235456889**
 * Invoice Date **29-Jan-2016**
 Invoice Type **Standard**
 * Currency **USD**
 Invoice Description

Image DCN
 GS04
 GS06
 ST02
 Sales Tax Included Yes
 Legacy Account
 SCLRS Flag
 Date Received
 Date Approved
 Procard Merchant
 Attachment **None**

Customer

* Customer Tax Payer ID **SYS12114**
 Customer Name **CSX TRANSPORTATION**
 Address **500 WATER STREET JACKSONVILLE 32202 US**

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
6131257	1	1	CLEANER CONTACT NON-FLAMMABLE, NON-CONDUCTIVE, REMOVES OIL AND DIRT, MAY ATTACK CERTAIN PLASTICS, ELECTRA X, P/N 322327, 12-OZ CAN	No Part Number	622500-JACKS-VPINTER	2	1.00	EACH	10.93	10.93

Shipping and Handling

Charge Type	Amount	Description
Freight	5.00	

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
US-Tax	SALESTAX-SALES	STANDARD		SALES TAX	0.1	0.01

Invoice Summary

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

Items	10.93
Less Retainage	0.00
Freight	5.00
Miscellaneous	0.00
Tax	0.01
Total (USD)	15.94

Cancel Save Back Step 4 of 4 Submit