

## Acknowledge PO and Create Invoice

Sign into CSX iSupplier Portal

Oracle opens to Home page

**ORACLE** iSupplier Portal

Supplier Home **Orders** Shipments Planning Finance Product Administration Assessments

Search PO Number  Go

System opens to Home tab. Click on Orders tab.

[CSX Supplier guide for Covid-19](#)  
[Get Paid Early](#)

**Notifications**

Subject Date  
No results found.

**Inspect MDS Contents**

**Orders At A Glance**

| PO Number | Description                   | Order Date           |
|-----------|-------------------------------|----------------------|
| 6875061   | Test for invoice instructions | 06-Jul-2021 09:17:57 |

**Inspect MDS Contents**

**Shipments At A Glance**

| Shipment Number   | Packing Slip | Shipment Date |
|-------------------|--------------|---------------|
| No results found. |              |               |

**Inspect MDS Contents**

Click on "Orders" tab

**ORACLE iSupplier Portal**

Supplier Home | **Orders** | Shipments | Planning | **Finance** | Product | Administration | Assessments

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

### Purchase Orders

**Views**

View: Recent Purchase Orders Go

This view displays all the purchase orders approved in last 90 days (Since 31-May-2021).

Select Order: **Acknowledge** | Request Cancellation | Request Changes | View Change History

| Select PO Number              | Receiving Unit       | Document Type | Description                   | Order Date           | Buyer | Currency | Amount | Status |
|-------------------------------|----------------------|---------------|-------------------------------|----------------------|-------|----------|--------|--------|
| <input type="radio"/> 6875061 | 0 CSX TRANSPORTATION | Standard PO   | Test for invoice instructions | 06-Jul-2021 09:17:57 |       | USD      | 450.00 | Open   |

Inspect MDS Contents

To invoice PO 6875061 click in the circle to the left of the PO number, then click Acknowledge button. If the message "This Purchase Order does not require Acknowledgment" displays, then click on the Finance tab at the top of page

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

View  Go

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

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

**ORACLE iSupplier Portal**

Supplier Home | Orders | Shipments | Planning | **Finance** | Product | Administration | Assessments

Create Invoices | View Invoices | View Payments

### Invoice Actions

**Search**

Note that the search is case insensitive

Supplier: MICKEY MOUSE AND GOOFY PRODUCTIONS INC

Invoice Number:

Invoice Date From: (30-Jul-2021)

Invoice Status:

Go Clear

**Get Paid Early**

Purchase Order Number:  Enter PO number

Invoice Amount:

Invoice Date To:

Currency:

Go Clear

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

- Enter PO number (Example 6875061)
- Click "Go" button

ORACLE | Supplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 6875061

Purchase Order Date (30-Jul-2021)

Buyer

Organization

Advances and Financing Excluded

Go

Click Go button

| 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. |          |                       |                  |             |                      |         |          |          |     |            |      |         |              |              |         |

Click "Go" button.

ORACLE | Supplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number 6875061

Purchase Order Date (30-Jul-2021)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Click select box to the left of the PO number

Click Next button

1

2

| 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 |
|-----------|------|----------|-----------------------|------------------|-------------|----------------------|---------|----------|----------|------|------------|------|----------------------|--------------------|--------------|---------|
| 6875061   | 1    | 1        |                       | stuff            |             | No Part Number       | 10      | 0        | 0        | EACH | 45         | USD  | 210 DEFAULT LOCATION | CSX TRANSPORTATION |              |         |

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

ORACLE iSupplier Portal

Supplier Home Orders Shipments Planning Finance Product Administration Assessments

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Cancel Back Step 2 of 4 Next

### Create Invoice: Details

Indicates required field

**Supplier**

Supplier: MICKEY MOUSE AND GOOFY PRODUCTIONS INC

1 Tax Payer ID: 11-1111111

2 Invoice Number: [Field]

3 Invoice Date: [Field]

4 Sales Tax Included: [Field]

5 Customer Tax Payer ID: [Field]

Verify correct Remit To (address) is selected

Enter invoice number

Use actual date of invoice

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

Verify Customer Tax Payer ID field is completed.

**Customer**

Customer Tax Payer ID: [Field]

Customer Name: [Field]

Address: [Field]

**Items**

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To              | Available Quantity | Quantity | Unit Price | UOM  | Amount |
|-----------|------|----------|-------------|------------------|----------------------|----------------------|--------------------|----------|------------|------|--------|
| 6875061   | 1    | 1        |             | stuff            | No Part Number       | 210 DEFAULT LOCATION | 10                 | 10       | 45         | EACH | 450    |

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

Supplier: MICKEY MOUSE AND GOOFY PRODUCTIONS INC

Tax Payer ID: 11-1111111

Remit To: [Field]

Address: [Field]

[Magnifying Glass Icon]

- 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 [Field] [Go]

**Results**




| Select | Quick Select         | Supplier | Remit To | Address | Orga |
|--------|----------------------|----------|----------|---------|------|
|        | 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.

Search By **Remit To**  **Go**

**Results**

| Select                | Quick Select                                                                      | Supplier ▲                             | Remit To ▲      | Address                                 | Organ     |
|-----------------------|-----------------------------------------------------------------------------------|----------------------------------------|-----------------|-----------------------------------------|-----------|
| <input type="radio"/> |  | MICKEY MOUSE AND GOOFY PRODUCTIONS INC | P FLJAC123MYPLA | 123 MY PLACE JACKSONVILLE FL 32202      | CSX TRANS |
| <input type="radio"/> |  | MICKEY MOUSE AND GOOFY PRODUCTIONS INC | TEST ADDRESS NO | PARK AVENUE SOUTH JACKSONVILLE FL 32202 | CSX TRANS |
| <input type="radio"/> |  | 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  |
|-----------------------|-------------------------------------------------------------------------------------|-----------------------|--------------------|---|----|
| <input type="radio"/> |  | SYS12114              | CSX TRANSPORTATION |   | In |

- d. Click on Quick Select icon

Supplier: MICKEY MOUSE AND GOOFY PRODUCTIONS INC  
 Tax Payer ID: 11-1111111  
 Remit To: V Myoffice  
 Address: My office Jacksonville FL 32258  
 Remit To Bank Account:  
 Unique Remittance Identifier:  
 Remittance Check Digit:

Invoice Number: Test123  
 Invoice Date: 30-Jul-2021  
 Invoice Type: Invoice  
 Currency: USD  
 Invoice Description:  
 Image DCN:  
 G504:  
 G506:  
 EDI810 GS Sender ID:  
 Sales Tax Included: Yes  
 Legacy Account:  
 SCLRS Flag:  
 Date Received:  
 Date Approved:  
 Procard Merchant:

Attachment +

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

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To              | Available Quantity | Quantity | Unit Price | UOM  | Amount |
|-----------|------|----------|-------------|------------------|----------------------|----------------------|--------------------|----------|------------|------|--------|
| 6875061   | 1    | 1        |             | stuff            | No Part Number       | 210 DEFAULT LOCATION | 10                 | 10       | 45         | EACH | 450    |

Inspect MDS Contents


Shipping and Handling

Charge Type: Freight  
 Amount:  
 Description:

Inspect MDS Contents

Click here on (first icon). This will open the Charge Type Field. You can bill for freight or misc charges. Add the amount in the Amount field and any needed explanation in the Description field. Then click Next.

Cancel Back Step 2 of 4 Next

- If you are NOT billing the full purchase order quantity, enter the billed quantity.
- 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.
- Type Amount.
- Type any needed comments in the Description field.
- Click "Next" button.

Scroll down so that you can see Summary Tax Lines

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

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        |            | 0 Active    |

Inspect MDS Contents

Items

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To              | Available Qty | Quantity To Invoice | UOM  | Unit Price | Amount |
|-----------|------|----------|------------------|----------------------|----------------------|---------------|---------------------|------|------------|--------|
| 6875061   | 1    | 1        | stuff            | No Part Number       | 210 DEFAULT LOCATION | 10            | 10                  | EACH | 45         | 450.00 |

Inspect MDS Contents

Shipping and Handling

Charge Type: Freight  
 Amount: 5.00  
 Description: any needed comments

Inspect MDS Contents

Invoice Summary

|                   | Items          | Amount |
|-------------------|----------------|--------|
|                   | Items          | 450.00 |
|                   | Less Retainage | 0.00   |
|                   | Freight        | 5.00   |
|                   | Miscellaneous  | 0.00   |
|                   | Tax            | 0.00   |
| Recalculate Total | Total (USD)    | 455.00 |

Cancel Save Back Step 3 of 4 Next Submit

If there is Sales Tax, enter the percentage in the Tax Rate field, then click "Calculate" button

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

2. Click “Calculate” button.

Note: 7.5 tax rate was calculated for this example

Customer

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

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     | 7.5      | 33.75      | Active      |

Inspect MDS Contents

Items

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To              | Available Qty | Quantity To Invoice | UOM  | Unit Price | Amount |
|-----------|------|----------|------------------|----------------------|----------------------|---------------|---------------------|------|------------|--------|
| 6875061   | 1    | 1        | stuff            | No Part Number       | 210 DEFAULT LOCATION | 10            | 10                  | EACH | 45         | 450.00 |

Inspect MDS Contents

Shipping and Handling

| Charge Type | Amount | Description         |
|-------------|--------|---------------------|
| Freight     | 5.00   | any needed comments |

Inspect MDS Contents

Invoice Summary

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

Recalculate Total

|                |        |
|----------------|--------|
| Items          | 450.00 |
| Less Retainage | 0.00   |
| Freight        | 5.00   |
| Miscellaneous  | 0.00   |
| Tax            | 0.00   |
| Total (USD)    | 455.00 |

Cancel Save Back Step 3 of 4 Next Submit

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

Customer

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

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     | 7.5      | 33.75      | Active      |

Inspect MDS Contents

Items

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To              | Available Qty | Quantity To Invoice | UOM  | Unit Price | Amount |
|-----------|------|----------|------------------|----------------------|----------------------|---------------|---------------------|------|------------|--------|
| 6875061   | 1    | 1        | stuff            | No Part Number       | 210 DEFAULT LOCATION | 10            | 10                  | EACH | 45         | 450.00 |

Inspect MDS Contents

Shipping and Handling

| Charge Type | Amount | Description         |
|-------------|--------|---------------------|
| Freight     | 5.00   | any needed comments |

Inspect MDS Contents

Invoice Summary

Recalculate Total

Recalculate Total

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

Cancel Save Back Step 3 of 4 Next Submit

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                     |
| <b>Recalculate Total</b> | <b>Total (USD) 488.75</b> |

Step 3 of 4

Supplier: MICKEY MOUSE AND GOOFY PRODUCTIONS INC

Tax Payer ID: 11-1111111

Remit To: V MyOffice

Address: My office Jacksonville FL 32258

Remit To Bank Account: XXXX05465

Unique Remittance Identifier

Remittance Check Digit

Invoice Number: TW123

Invoice Date: 30-Ja-2021

Invoice Type: Standard

Currency: USD

Invoice Description

Image DCN: G504

G506

EDB19 G5 Sender ID

Sales Tax Included: Yes

Legacy Account

SCLRS Flag

Date Received

Date Approved

Procure Merchant

Attachment: None

Customer

Customer Tax Payer ID: SY512114

Customer Name: CDX TRANSPORTATION

Address: 350 WATER STREET JACKSONVILLE 32202

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     | 7.5      | 33.75      | Active      |

Inspect MDS Contents

Items

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To              | Available Qty | Quantity To Invoice | UOM  | Unit Price | Amount |
|-----------|------|----------|------------------|----------------------|----------------------|---------------|---------------------|------|------------|--------|
| 0070001   | 1    | 1        | stuff            | No Part Number       | 210 DEFAULT LOCATION | 10            | 10                  | EACH | 45         | 450.00 |

Inspect MDS Contents

Shipping and Handling

| Charge Type | Amount | Description         |
|-------------|--------|---------------------|
| Freight     | 5.00   | any needed comments |

Inspect MDS Contents

Invoice Summary

|                    |               |
|--------------------|---------------|
| Items              | 450.00        |
| Less Retainage     | 0.00          |
| Freight            | 5.00          |
| Miscellaneous      | 0.00          |
| Tax                | 33.75         |
| <b>Total (USD)</b> | <b>488.75</b> |

Step 3 of 4

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

Review all the information, then Click “Submit” button.

The invoicing process is complete.  
A Confirmation will display at the top of the screen.