Sign into CSX iSupplier Portal

Oracle opens to Home page

Supplier Home Orders Shipments Planning	Finance Product Administration	Assessments		
Search PO Number	Go			
				milds for Could 40
System opens to Home tab. C	lick on Orders tab.			r guide for Covid-19 Paid Early
Notifications				
💢 22 🗔 🕸 🗸 🎟				
Subject				Date
No results found.				
Inspect MDS Contents				
X 2				
PO Number	Description		Order Date	
6875061	Test for invoice instructions		06-Jul-2021 09:	17:57
Inspect MDS Contents				
河 2				
Shipment Number		Packing Slip	Shipment	Date
No results found.		5 .	••••••	
Inspect MDS Contents				

Click on "Orders" tab

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 Image: New Second Purchase Orders Ne	g, click on f the View									
3 Select Order: Acknowledge Request Cancellation Request Changes View Change History 💢 🎜										
Select PO Number A Revenue of the Re	Order Date 🛆	Buyer	Currency	Amount	Status					
6875061 0 CSX TRANSPORT TON Standard PO Test for invoice	structions 06-Jul-2021 09:17:57		USD	450.00	Open					
To invoice PO 6875061 click in the circle to the left of the the PO number, t "This Purchase Order does not require Acknowledgment" displays, then										

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

View	Recent Purchase Orders	~	Go							
Recent Purchase Orders.										
Note: To see other options select the drop down button to the right of the View field										
 All Purchase Or 	ders									

- 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.

	🎓 🌼 Logged In As 📀 (ሳ
Supplier Home Orders Shipments Planning Finance Product Administration Assessments		
Create Invoices View Invoices View Payments	<u>0</u>	
Invoice Actions	Create Invoice GC	7
Search		
	Get Paid Early	
Note that the search is case insensitive		
Supplier MICKEY MOUSE AND GOOFY PRODUCTIONS INC	Purchase Order Number Enter PO number	
Invoice Number	Invoice Amount	
Invoice Date From (30-Jul-2021)	Invoice Date To	
Invoice Status	Currency	
Go Clear		
夏 2 国 尊 - 国		1
Invoice Number Invoice Date Invoice Currency Code	Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments	
No search conducted.		

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

							â	\$	Log	gged in As		?	
Supplier Home Orders Shipments Planning Finance Product Administration Assessments													
Create Invoices View Invoices View Payments													
Purchase Orders	Details		Manage Tax						F	Review and Submit			
Create Invoice: Purchase Orders											Cancel Step	1 of 4 Ne	∍ <u>x</u> t
Search											Advar	inced Search	ħ
Note that the search is case insensitive													
Purchase Order Number 6875061													
Purchase Order Date (30-Jul-2021)													
Buyer 🖂 🔍													
Organization 🔟 🤉													
Advances and Financing Excluded													
◎ 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	1
No search conducted.													
								_	_	-	-		-

Click "Go" button.

									â 🌣	Logged In As		?
Supplier Home Orders Shipments Planning Finance Product Administration Assessments												
Create Invoices View Invoices View Payments												
Purchase Orders	Details			Manag	je Tax					Review and Submit		2
Create Invoice: Purchase Orders										Click Next button	Cancel Step	ced Searc
Note that the search is case insensitive												
Purchase Order Number 6875061												
Purchase Order Date (30-Jul-2021) 5												
Buyer 🖂 🤤												
Organization 🚽 Q												
Advances and Financing Excluded V Go Clear Select Items: Add to Invoice X 2 0 0 v												
PO Number Line Line Advances or Financing Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr 🛆	Ship To	Organization	Packing Slip	Wayb
□ 6875061 1 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.

				î 🌣 I	Logged In As	ሳ
Supplier Home Orders Shipments Planning Finance Pro Create Invoices View Invoices View Payments	oduct Administration Assessments					
Purchase Orders	Details	Manage Tax		Re	view and Submit	Step 2 of 4 Ne <u>x</u> t
* Indicates required field Supplier		Invoice	2	Ente	er invoice number	
	Increase where the goody productions inc Increase where the second seco		3 * Invoice Number * Invoice Date (30-Jul-2021)	Use 🖌	actual date f invoice	
Customer				Attachment 🕂		
5 *c		tomer Tax Payer ID field is completed.				
Items						
PO Number Line Shipment Item Num 6875061 1 1	nber Item Description Supplier Item Number stuff No Part Number	Ship To 210 DEFAULT LOCATION	Available Quantity Quantit	ty 10	Unit Price UOM 45 EACH	Amount 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	11-111111									
* Remit To	. Q									
Addrooo										

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

To find you	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 V											
Select	Quick Select No search conducted.	Supplier	Remit To	Address	Orga						

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

Search	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						
0		MICKEY MOUSE AND GOOFY PRODUCTIONS INC	P FLJAC123MYPLA	123 MY PLACE JACKSONVILLE FL 32202	CSX TRANS						
0		MICKEY MOUSE AND SUOFY PRODUCTIONS INC	TEST ADDRESS NO	PARK AVENUE SOUTH JACKSONVILLE FL 32202	CSX TRANS						
0	B	REY 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.

	Custo	mer Name	of Tax	Paver ID field	
	Thaginiy	ing glass at enu		rayer id field.	
Search By	Registra	ation Number 🗸	•		Go
	•	· ·			
Result	s				
Select	Quick Select	Persuration nber		Legal Entity $ riangle$	L C
0	•	SYS12114		CSX TRANSPORTATION	In
	Click of Search By Windo Click of Result	Click on magnify Search By Registra Window will po Click on the "Go Results Select Quick	Search By Registration Number Window will pop up Click on the "Go" button Results Select Quick Select Persuration Select Persuration	Customer Name Click on magnifying glass at end of Tax Search By Registration Number Window will pop up Click on the "Go" button Results Select Quick Encuration Number	Customer Name Click on magnifying glass at end of Tax Payer ID field. Search By Registration Number Window will pop up Click on the "Go" button Results Select Quick Perovation Select Out Perovation CSX

d. Click on Quick Select icon

		* Sun	onlier MICKEY MC	DUSE AND GOOFY PRODU	ICTIONS INC		* Invoice Number	Test123				
			ver ID 11-111111				* Invoice Date					
			nit To V Myoffice	⇒ Q			Invoice Type					
				cksonville FL 32258			Currency					
		Remit To Bank Acc	count	_⊨ Q,			Invoice Description		^			
		Unique Remittance Iden	ıtifier						\sim			
		Remittance Check	Digit				Image DCN					
							G\$04					
							G\$06					
							EDI810 GS Sender ID					
							* Sales Tax Included	Yes		SI Q		
							Legacy Account					
							SCLRS Flag			⇒ Q		
							Date Received	6				
							Date Approved	6				
							Procard Merchant					
								Attachm	ent 🕂			
Customer												
Items			Custom	Payer ID SYS12114 er Name CSX TRANSPO Address 500 WATER ST	IRTATION REET JACKSONVILLE 32202	If you are NOT billing the full purchase order quantity, enter the billed quantity						
X2 • • • •	11											
PO Number		Shipment Item	n Number	Item Description	Supplier Item Number	Ship To	Available Quantity 6	Quantity	-	Unit Price	UOM	Amount
6875061		1		stuff	No Part Number	210 DEFAULT LOCATION	10	10		45	EACH	450
Inspect MDS Conte	ents											
Shipping and Ha	andling											
		7										
	< FIE			8			9 Description					
Charge .				Amount			Description					
Freight												
Inspect MDS Conte	ents	Click he	ere on (first	icon). This will o	pen the Charge Type Field.	You can bill for freight or m	nisc charges. Add the					(10)
					and any needed explanation							
										Can	cel Back	Step 2 of 4 Next

- 6. 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.
- 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

Customer													
2 Summary Tax Lines	* Customer Tax Payer ID SYS1211 Customer Name CSX TR/ Address 500 WAT		If there is Sales Tax, enter the percentage in the Tax Rate field, then click "Calculate" button										
Calculate X 2 □ Q ▼ ■ Summary Tax Line Number Tax Regime Code Tax	Tax Status Code	Tax Jurisdiction Code Tax Rate Co	de Tax Rate	x Amount Line Status									
1 US-Tax SALE	ESTAX-SALES STANDARD	SALES TAX	2 Q 0	0 Active									
Inspect MDS Contents													
夏2 国 尊 - 田													
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 III 중 중 ☆ ▼ IIII													
Charge Type			Amount Description										
Freight			5.00 any needed comments	3									
Inspect MDS Contents Invoice Summary													
						Items Less Retainage Freight Miscellaneous Tax Recalculate Total (USD) Cancej Save Back Step 3 of 4 N	450.00 0.00 5.00 0.00 455.00 ext Submit						

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

Click "Calculate" button. Note: 7.5 tax rate was calculated for this example

Customer											
	* Customer	Tax Payer ID SYS12114									
		stomer Name CSX TRANSPOR	RTATION								
			REET JACKSONVILLE 32202								
Summary Tax Lines											
Calculate											
🐹 22 🗈 🌣 🔻 🎟											
Summary Tax Line Number Tax Res	gime Code Tax	Tax Status Code	Tax Jurisdiction Code 1	Fax Rate Code	Tax Rate	Tax Amount	Line Status				
1 US-Tax	SALESTAX-SALES	STANDARD 🔄	Q,	SALES TAX 🔄 🤉	7.5	33.75	Active				
Inspect MDS Contents											
Items											
1 2 · • • •											
PO Number Line S	Shipment Item Des	cription Sup	plier Item Number	Ship To		Available (Qty	Quantity To Invoice	UOM		Amount
6875061 1 1	1 stuff	No F	art Number	210 DEFAULT LOCA	ATION	10		10	EACH	45	450.00
Inspect MDS Contents Shipping and Handling											
📓 😂 🖻 🏟 🔻 🖩											
Charge Type				Amo	unt Description						
Freight				1	5.00 any needed comm	ents					
Inspect MDS Contents											
Invoice Summary											
						verify th		e Total button to total with Tax sluded.		Items Less Retainage Freight Miscellaneous Tax culate Total Total (USD)	450.00 0.00 5.00 0.00 0.00 455.00
									Cance	Step 3 of 4	Ne <u>x</u> t Sub <u>m</u> it

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

Customer															
				Tax Payer ID SYS1211 stomer Name CSX TRA Address 500 WAT		2									
Summary Tax Line	es														
Calculate															
🐹 😂 🕞 🌞 🗉															
Summary Tax Line Nu				Tax Status Code	Tax Jurisdiction Cod	de Tax Rate Cod	e	Tax Rate		Amount	Line Status				
1	US-T	ах	SALESTAX-SALES	STANDARD	<u>⊿</u> Q,	SALES TAX	_∐ Q,		7.5	33.75	Active				
Inspect MDS Content	ts														
Items															
🐹 😂 🖻 🏟 🔻 💷															
PO Number	Line	Shipment	Item Des	cription	Supplier Item Number		Ship To			Available C	ity	Quantity To Invoice	UOM	Unit Price	Amount
6875061	1	1	stuff		No Part Number		210 DEFAULT LOC	ATION		10		10	EACH	45	450.00
Inspect MDS Content															
Shipping and Han	dling														
🐹 2 🖻 🕸 🔻 🖩															
Charge Type							Am	ount Descriptio	n						
Freight								5.00 any needed	comments						
Inspect MDS Content	ts														
Invoice Summary															
														Items	450.00
														Less Retainage	0.00
														Freight Miscellaneous	5.00 0.00
														Tax	33.75
													Recalcula	te Total (USD)	488.75
														/otal (000/	
													Cancel	ave 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
Recalculate Total	Total (USD)	488.75
Cance <u>I</u> Save B	ack Step 3 of 4	Ne <u>x</u> t Sub <u>m</u> it

Customer	Unique R	Tax Payer ID 11-11 * Remit To V My	office ffice Jacksonville FL 32258	ODUCTIONS INC							* Invoice Invoice	mber Test123 Date 30.442021 Type Standard rency USD	Image DCN GBA GSG EDI810 GS sender 10 Sales Tat Included Legacy Account SCRS Flag Date Resived Date Resived Procent Merchant Attachment				
Summary Tax Lines		*c	Customer Tax Payer ID SYS Customer Name CS2 Address 500		SONVILLE 32202												
Calculate X C C Q ▼ III Summary Tax Line Number 1	Tax Regime Code US-Tax	Tax SALESTAX-SALES	Tax Status Code STANDARD	N Q	Tax Jurisdiction Code	Tax Rate Code SALES TAX	N Q	Tax Rate	7.5	ax Amount 33.75	Line Status Active						
Inspect MDS Contents Items																	
X ⊂ ⊙ & ↓ III PO Number 8875081 Inspect MDS Contents Shipping and Handling	Line Shipment	Item Des	cription	Supplier It No Part Nur			Ship To 210 DEFAULT LOCATIO	DN		Available Qty 10		Quantity To Invoice		UOM EACH	Unit Price 45		Amount 450.00
試 ご in 会 + 副 Charge Type Freight								Amount Description									
Inspect MD S Contents					Review all the information, then Click Submit button. The invoicing process is complete. A Confirmation will display at the top of the screen										Record	Hems Less Retainage Freight Miscellancous Tas Total (USD) Save Back Step 3 of	e 0.00 t 5.00 s 0.00 s 33.75 488.75

Review all the information, then Click "Submit" button.

The invoicing process is complete.

A Confirmation will display at the top of the screen.