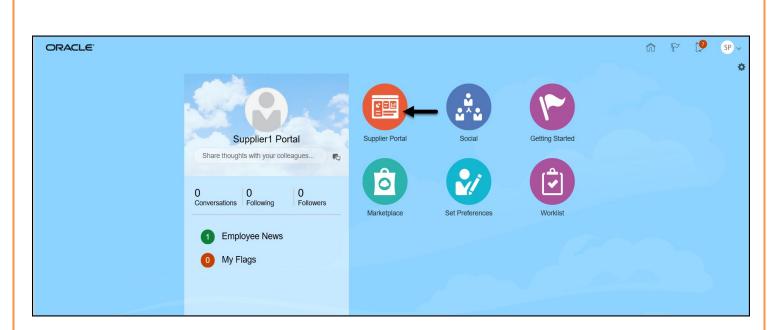


Job Aid: Create and Submit a PO-Related Invoice

SIGN IN ORACLE APPLICATIONS CLOUD	
User1024	
Forgot Password Sign In English	ORACLE

- Open your Chrome browser
- Access <u>Oracle Procurement Cloud</u> with your User ID and Password

Sign In



Click Supplier Portal

Search Orders V Order Number
Tasks
Orders
Manage Orders
Manage Schedules
Acknowledge Schedules in Spreadsheet
Agreements
Manage Agreements
Shipments
Manage Shipments
Create ASN
Create ASBN
Upload ASN or ASBN
View Receipts
View Returns
Deliverables
Manage Deliverables
Consigned Inventory
Review Consumption Advices
Review Consigned Inventory
Review Consigned Inventory Transactions
Invoices and Payments
Create Invoice

Choose Create Invoice

ORACLE												9 6	1 9	SP ~
Create Invoice										Invoice Action	s 🕶 🛛 Save	Save and Close	Sub <u>m</u> it	<u>C</u> ancel
	* Identifying PO VF1 Supplier MIC	1000000132 ROSOFT CORPORA	X •			Remit-to Bank Account		•			nber Testinv123 Date 6/22/20	:4		
	Taxpayer ID 91- * Supplier Site MAI Address PO		▼ S, TX 75284		Unique Remittanco	e Identifier Check Digit Description Attachments Non				Invoice Curr	Type Invoice ency USD - US ency USD - US	Dollar		
Supplier Ta	ax Registration Number		•											
	Customer Taxpayer ID 52-	1317217	T			Name Voy Address	a Services Company							
Lines View 🔻 🕂 🗶 🛃	Cancel Line													
* Number * Type	* Number * Line	e Order * Schedule	Consumptio	n Advice _ine	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM
No data to display.	Total													>

(Note all * field are required, as is Attachment)

- Choose the **PO** to invoice against
- Supplier Site and the corresponding Address will default. An alternate value can be selected, if necessary
- Enter the Number of the invoice you are submitting
- Enter the invoice Date. The date cannot be earlier than today's date. (If you have invoices held due to Voya's transition to Oracle Procurement Cloud, you may submit to <u>Procurement@voya.com</u> for exception processing.)
- **Type** defaults to *Invoice*. Credit memos can also be submitted.

• + ×				
Category	* File Name or URL	Title	Description	Attached I
From Supplier	•	Browse		Supplier2 P
				>
				O <u>K</u> <u>C</u> ance
	Category		Category * File Name or URL Title	Category * File Name or URL Title Description

Click the + next to Attachments to add a copy of the invoice. Submissions without the invoice attached will be rejected.

ttachments						×
Actions • View •	+ ×					
Туре	Category	* File Name or URL		Title	Description	Attached B
File 🗸	From Supplier	Job_Aid_Receiving.pdf	Update	Job_Aid_Receiving.pdf	Invoice	Supplier2 Po
<						>
Rows Selected 1						
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- Verify or Update your attachment
- Optionally, provide an attachment **Description**

Lines				
View 🔻	+	×	Ē	Cancel Line
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elect and Add: F	Purchase Or	ders						>
▲ Search						Advanced Save	ed Search	~
							** At	least one is required
** Pu	rchase Order	:VF10	00000017	•		** Consumption Advi	ce	
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							Search	Reset Save
	Detach	Select A	ш					
	rchase Order		Consum	otion Advice				
Number				otion Advice	Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Consump Number	otion Advice				
Number	Line					Item Description	Ship-to Location Voya Atlanta	Ordered

- Highlight the row associated with the PO number
- Click Apply
- Click OK

Lines																	
View	•	+ ×	Cance	Line													
			Purchase O	der	Consump	tion Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final	Available	Quantity	Unit Price	LIOM	* Amount
	*	[•] Number	* Line	* Schedule	Number	Line	Supplier terr	tem Description	Ship-to Location	Ship-Ironi Location	Tax Classification	Discharge	Quantity	Quantity	Onic Price	000	Amount
•	¥ F	RESVF1	1	1				Test to produce invoice fro	Voya Atlanta 🔻	•	•	•					54,550.00
		Total															54,550.00
<	[>

- For amount-based PO's: (as seen here) Review the Amount. If necessary, enter a lower amount to reflect what you are billing.
- For quantity-based PO's: Review the Available Quantity and Quantity fields. You can change the Quantity field to match the action amount you are billing for, but it cannot exceed Available Quantity.



If your invoice includes tax, click
 Invoice Actions

 and select Calculate Tax

Summary Ta	ax Lines							
	Line * Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
+	1 UNITED STATES	US Taxes	US	Standard	DFLT_US_Tat V	7.75		42,276.3

- In the Summary Tax Lines section, click the tax line to open the Percentage and Amount fields
 - Enter the appropriate percentage; the amount will auto calculate
 - Note: Tax amount must match the tax percentage

Invoice Actions 👻	Save Save	ve and Close Sub <u>m</u> it <u>C</u> ancel
Calculate Tax	Ctrl+Alt+X	_
Cancel Invoice		
Delete Invoice		Ť
Туре	Invoice	
Invoice Currency	USD - US Do	llar
Payment Currency	USD - US Dol	llar

■ Click Invoice Actions ▼ and select Calculate Tax

			Identifying PO	RESVF100000	1017				Dan	nit-to Bank Accou								* Manual and	Tendinu (224	_		
Create I	nvoice																Invoice A	ctions 🔻 💈	ave Save and	Close	Sub <u>m</u> it	Cancel
			Supplier Site	MAIN - 5782				Unique I	Remittance Id	lentifier Check Dig	it							type	IIIYVIGE			
			Address	PO BOX 84725	5, DALLAS, TX 75	284				Descriptio	0								USD - US Dollar			
	6		istration Number			•						_Aid_Receiving.pdf					Paym	ent Currency	USD - US Dollar			
	Su	ipplier Tax Reg	listration Number			•				Hudenmen		_ ad_ addressing parts	A.:- ***									
Customer																						
Customer		0	omer Taxpayer ID	0004																		
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		Purchase (Order	Consumpt	ion Advice	Supplier Item		Item Descript		Ship-to Locati		Ship-from Locati		Tax Classification	Location	n of Final	Available	Quantity	Unit Price	HOM		* Amount
	* Number	* Line	* Schedule	Number	Line	Supplier lieffi		item bescript	ion	Ship-to Locati	JII .	Ship-from Locat	ion	Tax Classification	Dischar	ge	Quantity	quantity	Unit Price	UCIWI		Amount
~	RESVF1	1	1					Test to produce	invoice fro	Voya Atlanta	•		•			•						54,550.00
	Total																					54,550.00
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Summary	Tax Line	es																				
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	Line	* Regime	* Tax M	lame T	ax Jurisdiction	* Tax Status	* Rat	te Name	Percenta	ige Per Ui	nit											Amount
	1	UNITED STA	TES State Sa	ales/Use G	EORGIA-STA	Standard	USG/	A_P2P	7	.75												4,227.63
Totals																						
		_																				
1			Items			Freight 0.00			Miscell	aneous			Inclu	isive Tax			Exclusive Tax				Invoid	e Amount
1			54,550.00			0.00				0.00				0.00			4,227.63					58,777.63

- Verify your Totals
 - If there is a discrepancy in the tax calculation, please contact <u>Procurement@voya.com</u> for assistance.
 Submit
 - Note at any point you can Save without submitting. Your invoice will be saved in an Incomplete (see next page) status in the Manage Invoices section until you Submit.
- Confirm you are ready to submit

ORACLE		ŵ	P	1	SP ~
Invoice: Testinv1234	✓ Invoice Testinv1234 has been submitted.	×	Printabl	le Page	Done
	eive confirmation onally, click Printable Page				

Invoices in Incomplete status

Invoices that have been started but not submitted will remain in an Incomplete status until action is taken. An incomplete invoice can be edited or canceled.

nvo	ices and Payn	nents		
	Create Invoice			
•	View Invoices		_	
	View Payment	s		

• From the Portal home page, select View Invoices

View Invoices			Dgne
	A MAGARAN		
⊿ Search	Advanced Saved Search A	d Invoices	v
	** At 1	least one is	require
** Invoice Number Consumption Advice			
** Supplar VFI SLK OLOBAL SERVICES PRIVAT V			
Supplier Site 🔍 👻 Paid Status			
** Purchase Order Payment Number			
	Search	Reset	Save

- Enter at least one of the following: Invoice Number, Supplier or Purchase Order
- Select Incomplete for the Invoice Status

Search Re	sults										
View 🔻 💡	Detach										
Invoice Number	Invoice Date	Туре	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Invoice Amount Status		Payment Number	Comments
π 🗸	427/22	Standard	VF00062412		VFI SLK GLOBAL SERVICES PRIVATE LIMITED	MAIN	USD 46,33	3,718.77 Incom	Unpaid		

Click the **invoice number** to open the invoice in Edit mode

Edit Invo	oice 🕐													(Invoice Actions 🔻	Save	Save and	Close Submit	Cancel	
8 108 GN		6.007								V-865				1 1 1	Calculate Tax	Ctrl+Alt+	0.0	A COMPANY		
		00062412			Remit-to Bank Account			XXXXXXX7011	-			Cancel Invoice								
		Sup	FI SLK GLOBAL SERV	ICES PRI	VATE LIMITED	Unique Remittance Identifier							Delete Invoice			io.				
		Taxpay	rer ID 88	8-8876405											Ture	Invoice		00		
		Supplie	r Site M				Unique Remittance Identifier Check Digit								Invoice Currency		Dellas	_		
	TOWER A 3RD FLOOR, 19/P, 20/1P, 20/2, Address PUJANAHALLI, AMIN PROPERTIES LLP SEZ,							Description						Payment Currency						
	BANGALORE, KARNATAKA-562110, ANY, INDIA						Attachments				None 🕂				Payment Currency	050-0	5 Dollar			
	Supplier Tax Reg	istration Nu	mber			•			Tax Control	Amount										
									l											
Customer																				
	Customer Taxpayer ID 52-1317217									Name	Voya Services Company									
										Address										
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View 🔻	+ 🗙 🖪 Canc	el Line																		
			Purcha	se Order	Co	nsumption Advice								Availal	ale – .					
* Numbe	r Iype	* Number	* Line	* Schedule	Numb	er Line	Supplier Item		Item Description			Ship-to Location	Tax Classification	Quant	ity Quantity	r Un	it Price U	OM	* Amount	
1	Item 🗸	n VF0006 4 1							IT- Ongoing Cost										43,005,771.48	
	Total													4	3,005,771.48					
Summary Tax Lines																				
	Line * Regime	*1	Fax Name	e Tax Juris	diction	* Tax Status	* Rate Name	Percer	ntage	Per Unit									Amount	
	1 UNITED STAT	'ES US	6 Taxes	US		Standard	DFLT_US_Ta		7.75										3,332,947.29	

- Make any necessary adjustments to the invoice prior to submitting; or
 - Note you cannot update the invoice number or reuse the number once it's canceled.