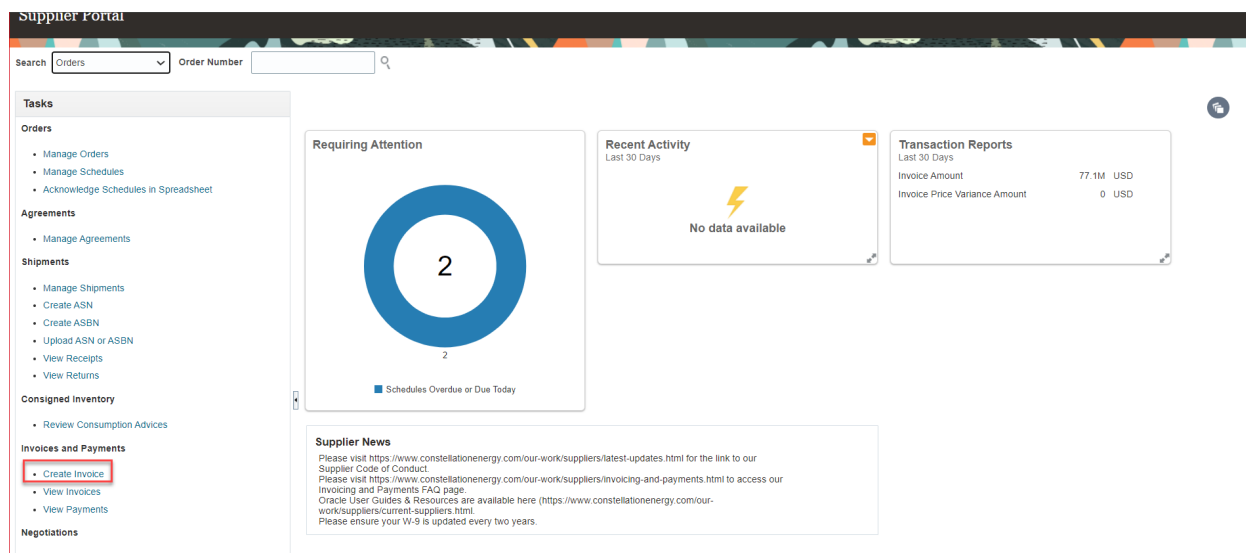


The Oracle Supplier Portal allows you to apply credit memos to Purchase Orders (PO). From the Portal Home screen click on Supplier Portal to be routed to the work area. From there, navigate to the Create Invoices task on the left-hand side of the page.



Click Create Invoice and from the Create Invoice screen on the right side make sure the drop down next to Type is changed from Invoice to Credit Memo by clicking the down arrow and selecting Credit Memo

Just like the create invoice process you will need to fill out the below fields:

*Identifying PO

*Supplier Site

*Number - credit memo number

*Date - date the credit memo is issued

Attachment - please be sure to include an attachment of the credit memo.

Oracle
Edit Invoice ⓘ

Supplier Portal user must first fill in all the required key fields (marked in *), Save the form and then Attach the documents using "Upload/View Documents" link before submitting an invoice.

Identifying PO 01404687-CPA01319487
Supplier CNEIC
Taxpayer ID DM0000276
Supplier Site N172079-00
Address CHINA, 100032 BEIJING, Beijing, NO 9 HUAYUAN ST., XICHENG DISTRICT
Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXX4992
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Upload/View Documents
Tax Control Amount -0.50

* Number Credit-memo-invoice
* Date 2/26/24
* Type Credit memo
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer
Customer Taxpayer ID 23-3064219
Name Constellation Energy Generation, LLC
Address

Once you have selected the appropriate purchase order, scroll down to the Lines section of the form, click on the plus sign that is on top of a piece of paper to add the appropriate lines that the credit memo should be applied to.

Address CHINA, 100032 BEIJING, Beijing, NO 9 HUAYUAN ST., XICHENG DISTRICT
Supplier Tax Registration Number
Description
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar
Tax Control Amount -5.00
Upload/View Documents

Customer
Customer Taxpayer ID 23-3064219
Name Constellation Energy Generation, LLC
Address

Lines

View + Cancel Line

* Number * Type * Number * Line

No data to display.

Summary Tax Lines

View

Line * Regime * Tax Name Tax Jurisdiction * Tax Status * Rate Name Percentage Per Unit Amou

Totals

Items 0.00 Freight 0.00 Miscellaneous 0.00 Inclusive Tax 0.00 Exclusive Tax 0.00 Retainage Invoice Amount 0.00 Due

Select and Add: Purchase Orders

Search Results

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
01404687-C...	1	1			CNEIC ENRICH SE...	NCS-NUCLEAR CO...		1.00

Apply OK Cancel

From here you can choose Select All if the credit memo should be applied against all lines on the purchase order or you can select only specific items that apply. To select individual lines, highlight them by clicking in the box to the left of the PO number. Then click Apply and OK. This will take you back to the previous Lines screen with the line(s) you selected. The system will automatically fill out the full amount as a credit. If this needs to be modified, please update the amount by scrolling to the right.

Lines

View Cancel Line

Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Description
Line	* Schedule	Number	Line								
1				CNEIC ENRICH SERV W...	NCS-NUCLEAR					-1.00	CNEIC ENRIC
										-1.00	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount

Once you have ensured that all the information and amounts are correct please scroll to the top of the page and click calculate tax from Invoice Actions.

Oracle

Edit Invoice

Supplier Portal user must first fill in all the required key fields (marked in *), Save the form and then Attach the documents using "Upload Documents" link before submitting an invoice.

Identifying PO: 01404687-CPA01319487

Supplier: CNEIC

Taxpayer ID: DM0000276

Supplier Site: N172079-00

Address: CHINA, 100032 BEIJING, Beijing, NO 9 HUAYUAN ST., XICHENG DISTRICT

Supplier Tax Registration Number:

Remit-to Bank Account: XXXXXXXX4992

Unique Remittance Identifier:

Unique Remittance Identifier Check Digit:

Description:

Upload/View Documents

Tax Control Amount: -0.50

Customer

Customer Taxpayer ID: 23-3064219

Name: Constellation Energy Generation, LLC

Address:

Invoice Actions Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice

Delete Invoice

* Number: credit-memo-invoice

* Date: 2/26/24

Type: Credit memo

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Validate the Tax Information in case vendor charged tax

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_...	Standard	STD	0		-0.5

Note: If the vendor does not charge tax, the tax control amount should not be entered.

Once you have ensured that all the information and amounts are correct, please scroll to the top of the page and click submit. This will route the credit memo to the AP team for processing.

Invoice Actions ▼

Save

Save and Close

Submit

Cancel

Upload/View Documents” link before submitting an

* Number

credit-memo-invoice

* Date

2/26/24

* Type

Invoice ▼

Invoice Currency

Payment Currency

You will get a notification showing that the Credit Memo has successfully been submitted.

etsw-dev4 (refreshed from ETSW on Wednesday, January 10, 2024 1:23 AM CDT)

ORACLE

Invoice: credit-memo-invoice

Done

Business Unit

Nuclear

Invoice Amount

-1.50 USD

Legal Entity Name

Constellation Energy Generation, LLC

Unpaid Amount

-1.50 USD

Supplier or Party

CNEIC

Payment Currency

USD

Supplier Site

N172079-00

Tax Control Amount

-0.50

Address

CHINA, 100032 BEIJING, Beijing, NO 9 HUAYUAN ST., XICHENG DISTRICT

Invoice Date

2/26/24

Invoice Type

Credit memo

Description

Upload/View Documents

Lines

Payments

Items

View ▼

Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	
1	-1.00	CNEIC ENRICH SERV W ...				01404687-...	1	1					NCS-NUCLEAR CORPORATE SUPPORT

Summary Tax Lines

Shipping and Handling

View ▼