

# Invoice Creation in Supplier Portal

---

## Job Aid

## Purpose

This document will walk you through how to create an invoice in Constellation’s Supplier Portal. Creating an Invoice in the Supplier Portal of Oracle involves a series of steps to ensure that the invoice accurately reflects the products or services delivered according to the purchase order. This process helps in maintaining accurate financial records and streamlining the payment process.

Note: Where the need arises for creation of multiple invoices at the same time, you will have to submit all the invoice details to the Constellation AP team in a spreadsheet via email, for mass upload to Oracle Cloud.

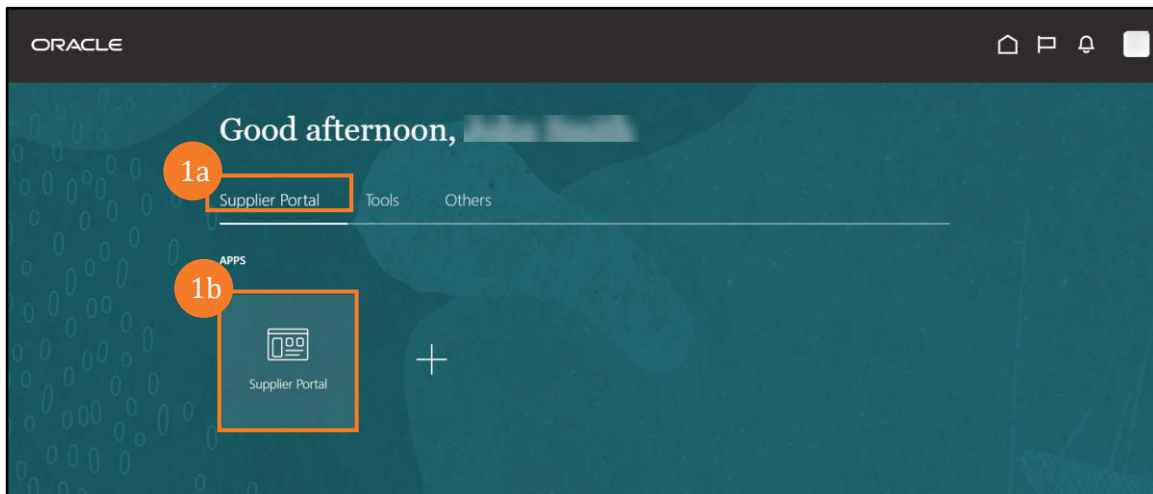
## Terms and Definitions

Sl. No:	Term	Definition
1.	PO-matched invoice	It is an invoice that has been submitted by a supplier and has been matched against a corresponding identifying purchase order.
2.	Type	Invoice Type refers to a categorization or classification of invoices based on their characteristics or purpose. Oracle uses Invoice Types to help organizations manage their accounts payable processes more effectively and efficiently.
3.	Supplier Site	This refers to a specific location or address associated with a supplier within the procurement and supplier management modules.
4.	Remit-to Bank account	This field refers to the specific bank account information to which a supplier expects payments to be sent.
5.	Unique Remittance Identifier	It refers to an alphanumeric or numeric code used to uniquely identify a remittance or payment transaction.
6.	Check Digit	This term used in data validation and verification to detect errors in identification numbers or codes
7.	Description	It is a brief explanation or details about the products that were provided to the buyer and is used to provide additional information about the items listed on the invoice.
8.	Consumption Advice	It refers to a document or notification provided by a buyer to a supplier to inform them about the actual consumption or usage of goods that were previously ordered or delivered.
9.	Ship-To Location	This refers to the specific delivery or shipping address where goods or services are to be sent or provided by a supplier.
10.	Supplier Item Number	This is a field that allows suppliers to specify their unique identifier or code for a particular item or product they supply.

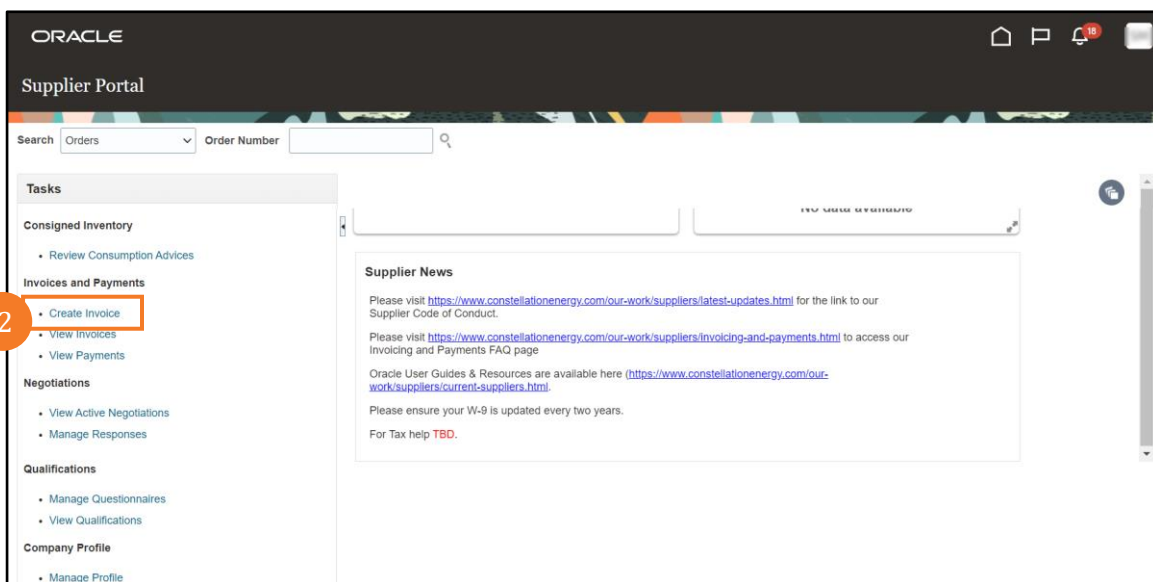
## Process

To create an invoice, first login to Oracle Cloud.

1. The Oracle Cloud Home page is displayed.
  - a. Click the Supplier Portal tab.
  - b. Click the Supplier Portal infotile.



2. The Supplier Portal page is displayed. Scroll down on the page, and from the Tasks list, click the Create Invoice hyperlink under the Invoices and Payments section.



3. The Create Invoice page is displayed.

- a. Enter the required PO number in the Identifying PO field. For this example, we have used 0000000000009.

Note: If in case of unavailability of required PO number here, you are required to reach out to the buyer/constellation point of contact for assistance.

- b. Enter an appropriate Invoice Number. For this example, we have entered INV-914.
- c. Populate the Date field with the current date.

Note:

- There are edits that prohibit invoices from being submitted for overages or where receipts are not posted.
- There are various types of POs, and they can have different parts to the PO number and all these parts are separated by a hyphen, such as:
  - *Non-signature Service PO*: The 1st 8 digits of the PO would be the non-signature contract (agreement) number. The next 5 digits with the REL prefix is used for the release number of the non-signature contract from Asset Suite. And the last 8 digits with prefix CPA would be the Contract Payment Authorization number from Asset Suite.
  - A CPA is required to submit an invoice for a non-signature service PO
  - *Material PO*: The 1st 8 digits would be the Oracle PO number and if in case of a release the next 5 digits with the REL prefix would be the release number (There may or may not be a release number).
  - *Signature service PO*: The 1st 8 digits would be the Oracle signature contract number and if in case of a release, the next 5 digits with the REL prefix would be the release number (There may or may not be a release number).
- Once a valid PO number is entered or selected, fields such as Ship-to-Location, Quantity, Price, Description, etc., in the Lines section will auto-fill in.
- These are the mandatory fields (all fields marked by \*).

**Create Invoice** Invoice Actions Save Save and Close Submit Cancel

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

**3a** \* Identifying PO 0000000000009

Supplier WW GRAINGER INC  
Taxpayer ID 361150280  
\* Supplier Site NG8025-01  
Address COMMERCIAL SUPPLY, 1017 SW JEFFERSON AVENUE, PEORIA, IL 616053948  
Supplier Tax Registration Number

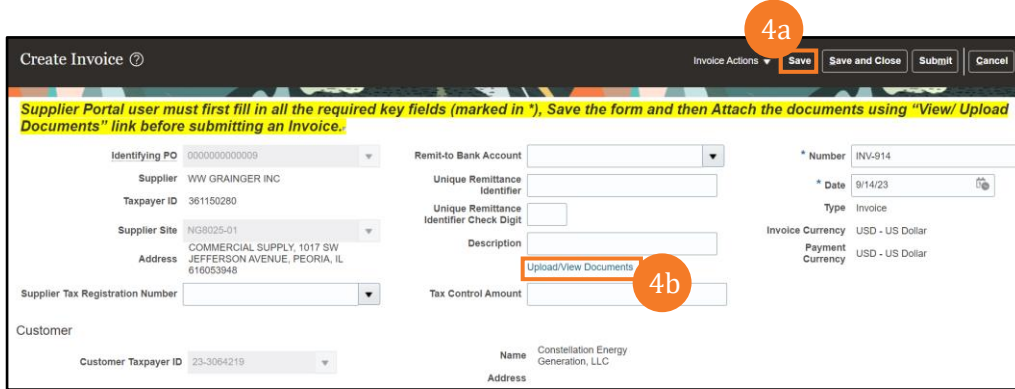
Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
Upload/View Documents  
Tax Control Amount

**3b** \* Number INV-914

**3c** \* Date 9/14/23  
\* Type Invoice  
Invoice Currency USD - US Dollar  
Payment Currency USD - US Dollar

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

4. Scroll to the top of the page.
  - a. Click the Save button.  
Note: To prevent any errors, make sure you click the Save option before uploading any documents.
  - b. Click the Upload/View Documents hyperlink.



**Create Invoice** Invoice Actions **Save** Save and Close Submit Cancel

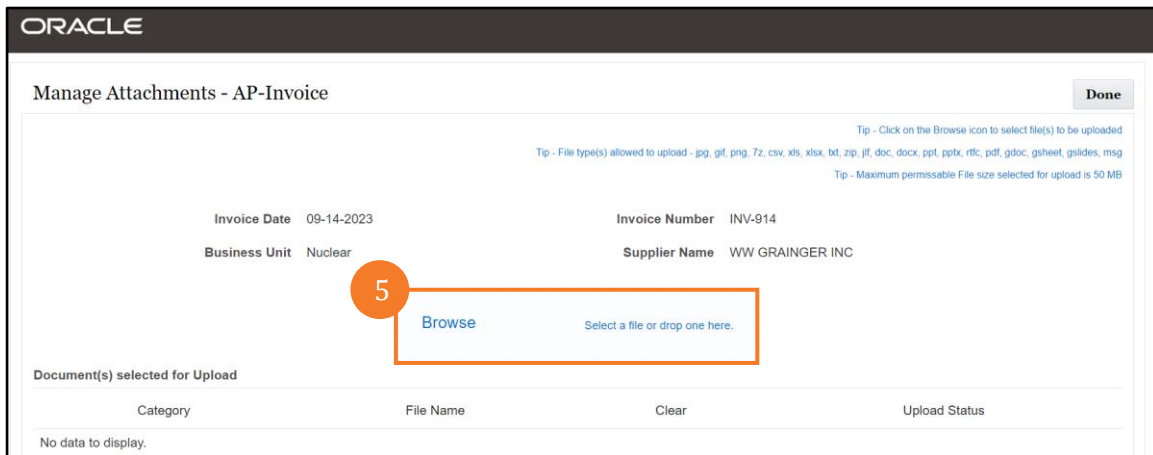
**Supplier Portal user must first fill in all the required key fields (marked in \*), Save the form and then Attach the documents using "View/Upload Documents" link before submitting an Invoice.**

Identifying PO: 000000000009	Remit-to Bank Account: [Dropdown]	* Number: INV-914
Supplier: WW GRAINGER INC	Unique Remittance Identifier: [Text]	* Date: 9/14/23
Taxpayer ID: 361150280	Unique Remittance Identifier Check Digit: [Text]	Type: Invoice
Supplier Site: NGR025-01	Description: [Text]	Invoice Currency: USD - US Dollar
Address: COMMERCIAL SUPPLY, 1017 SW JEFFERSON AVENUE, PEORIA, IL 616053948	Tax Control Amount: [Text]	Payment Currency: USD - US Dollar
Supplier Tax Registration Number: [Dropdown]		

Customer: [Dropdown] Name: Constellation Energy Generation, LLC Address: [Text]

Customer Taxpayer ID: 23-3064219

5. The Manage Attachments – AP-Invoice page is displayed. Click the Browse hyperlink.  
Note: Only one document can be uploaded in the Manage Attachments - AP-Invoice page



**ORACLE**

**Manage Attachments - AP-Invoice** Done

Tip - Click on the Browse icon to select file(s) to be uploaded  
Tip - File type(s) allowed to upload - .jpg, .gif, .png, .7z, .csv, .xls, .xlsx, .txt, .zip, .jif, .doc, .docx, .ppt, .pptx, .rtf, .pdf, .gdoc, .gsheet, .gslides, .msg  
Tip - Maximum permissible File size selected for upload is 50 MB

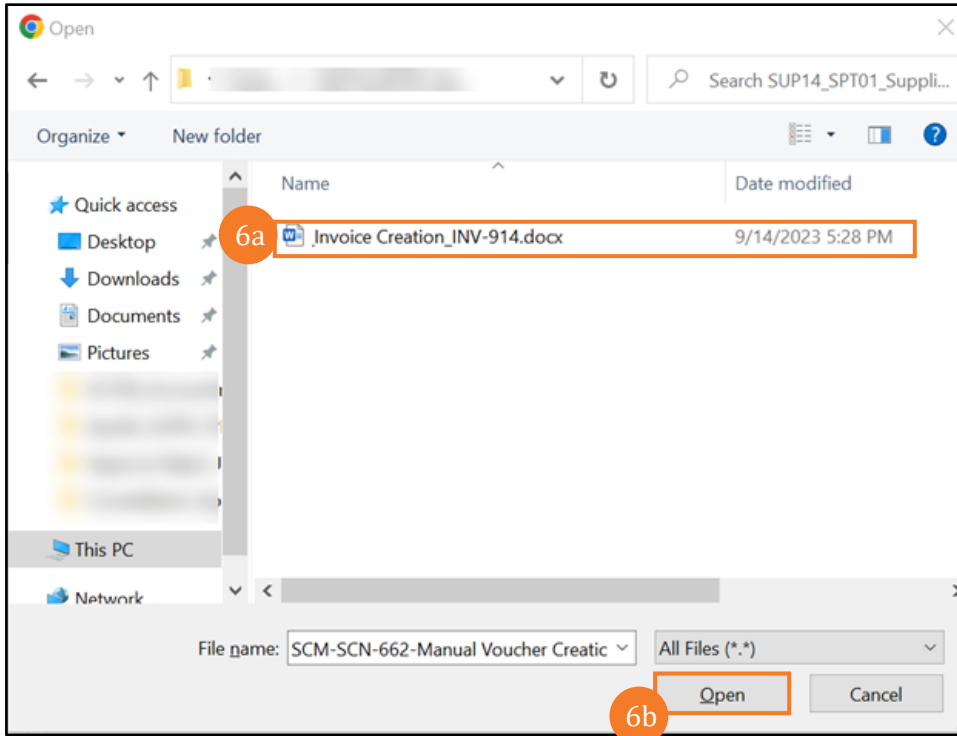
Invoice Date: 09-14-2023	Invoice Number: INV-914
Business Unit: Nuclear	Supplier Name: WW GRAINGER INC

**5** Browse Select a file or drop one here.

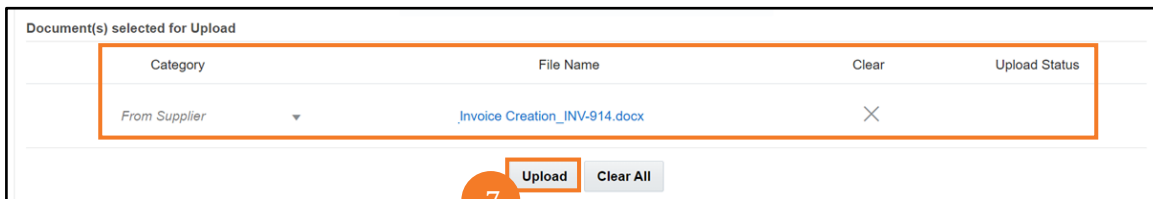
Document(s) selected for Upload

Category	File Name	Clear	Upload Status
No data to display.			

6. The Open pop-up window is displayed.
  - a. Select the required document.
  - b. Click the Open button.



7. The selected document is displayed under the Document(s) selected for Upload section. Click the Upload button to upload the document to Documentum.



- Click the Done button to navigate back to the Create Invoice page.

Manage Attachments - AP-Invoice
8
Done

Tip - Click on the Browse icon to select file(s) to be uploaded  
 Tip - File type(s) allowed to upload - jpg, gif, png, 7z, csv, xls, xlsx, txt, zip, jif, doc, docx, ppt, pptx, rfc, pdf, gdoc, gsheets, gslides, msg  
 Tip - Maximum permissible File size selected for upload is 50 MB

Invoice Date 09-14-2023

Business Unit Nuclear

Invoice Number INV-914

Supplier Name WW GRAINGER INC

Browse
Select a file or drop one here.

**Document(s) selected for Upload**

Category	File Name	Clear	Upload Status
No data to display.			

**Uploaded Document(s)**

Category	File Name	Upload Status	Attached By	Attached Date (UTC)	Remove
From Supplier	<a href="#">Invoice Creation_INV-914.docx</a>	✓	Shawn Ryan	09-14-2023 13:47:58	✕

- Scroll down to the Lines section. Click the Select and Add icon.

Lines
9

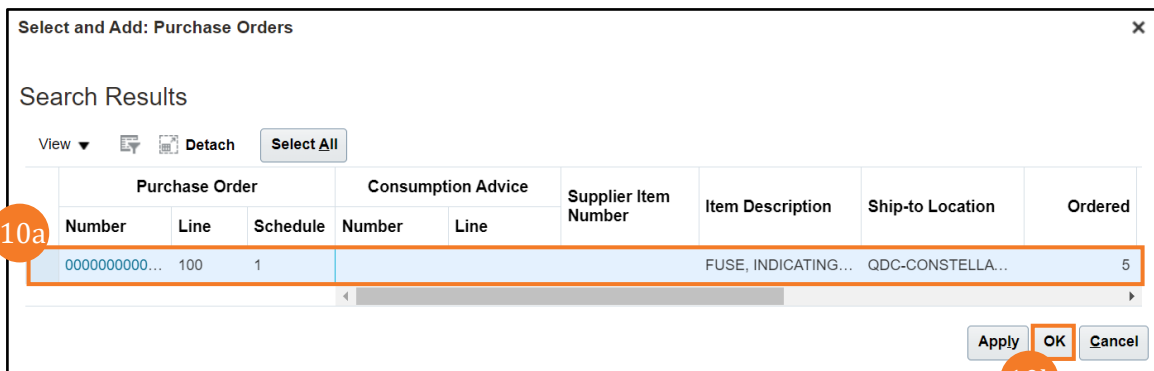
View + ✕ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classifica
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

10. The Select and Add: Purchase Orders pop-up window is displayed.
  - a. Click the required row.
  - b. Click the OK button.

Note:

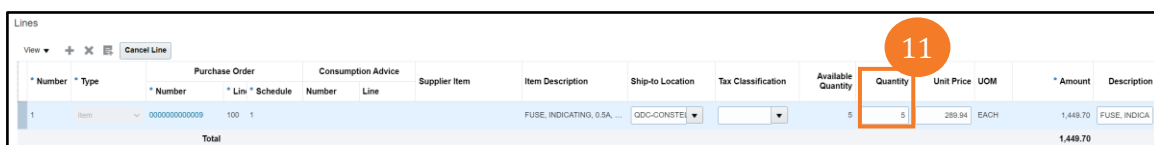
- These lines are directly sent from the PO. If there is no line present to bill, contact the buyer to have the PO revised.
- The actual line number on a PO matches up to the different Oracle line numbers in the following way:
  - For the Main Line of a PO the numbering format is 100, 200, 300, etc.
  - For the Line Sublines of a PO the numbering format is 101, 102, 103, ..., 201, 202, ..., 301, 302, ...
  - For the Head Sublines of a PO the numbering format is 999901, 999902, ...



11. The added line is now displayed in the Lines section. Scroll to the right and edit the Quantity, if required.

Note:

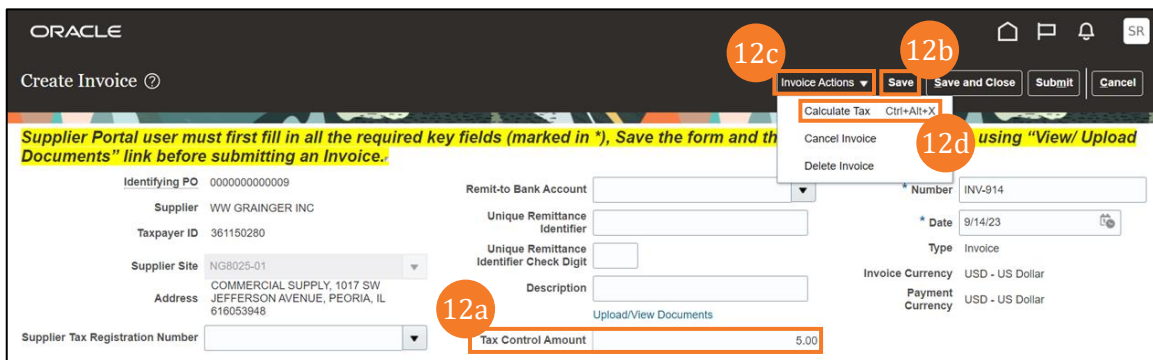
- You can also click the Add (+) icon if required to add a Freight line.
- You are advised not to add a Miscellaneous line to an invoice. And if in case of addition of a Miscellaneous Line, that line is not found on the PO and the invoice will auto-cancel.



12. The Create Invoice page is displayed. You can also calculate the tax for the Invoice or validate it, as required.
  - a. If a supplier is charging tax on the invoice, then the Tax Control Amount field is a mandatory field and should be populated with the actual tax amount charged on the invoice, before selecting the Calculate Tax option. If not, skip to step 12c.
  - b. Click the Save button.
  - c. To Calculate tax, click the Invoice Actions drop-down menu.
  - d. Select the Calculate Tax option from the list.

Note:

- Tax Control Amount needs to be entered only in cases where tax is not zero.
- The Tax Control Amount entered should never be zero.



13. The tax is auto calculated and is displayed under the Summary Tax Lines section. Review the tax amount that has been populated in the Summary Tax Lines section. If in case of a mismatch in the tax Amount displayed here, and the actual tax amount as per available documents, repeat Step 12.

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON TAX	VERTEX T/ VTX_VERTEX_...		Standard	STD	16.25		5

Note:

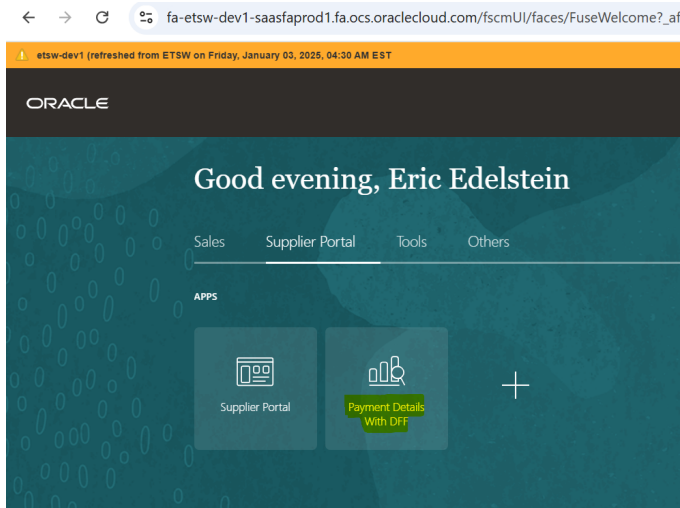
- The tax Regime name is displayed as VERTEX US TAX when the supplier has not charged any tax on the Invoice and Constellation will pay taxes directly to the Government.
- In case of any queries related to the tax calculation of an Invoice, a supplier can reach out to individuals within the AP team or the Supply Sourcing team in Constellation.

14. Click the Submit button.

You have successfully completed the steps to create an Invoice in the Supplier Portal.

## Find the date your invoice payment cleared

Log into your Portal account and click the "Payment Details" tile.



A screen will open allowing the Supply the ability to filter data if desired.

Clicking Apply will trigger the results to show:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Date Sent to Treasury From	1/1/2024	Date Sent to Treasury To	12/1/2024														
2	Purchase Order Number	ALL																
3	Payee Site	ALL																
4	Paid Status	ALL																
5	Invoice Number	ALL																
6																		
7	Payment Number	Business Unit	Payee Site	Payment Amount	Date Sent to Treasury	Invoice Number	Discount	Paid Amount	Invoice Amount	Payment Currency	Paid Status	Date Payment Cleared	Payment Method	Remit to Address	Purchase Order	Remit to Account	Remit to IBAN	Remit to Branch Name