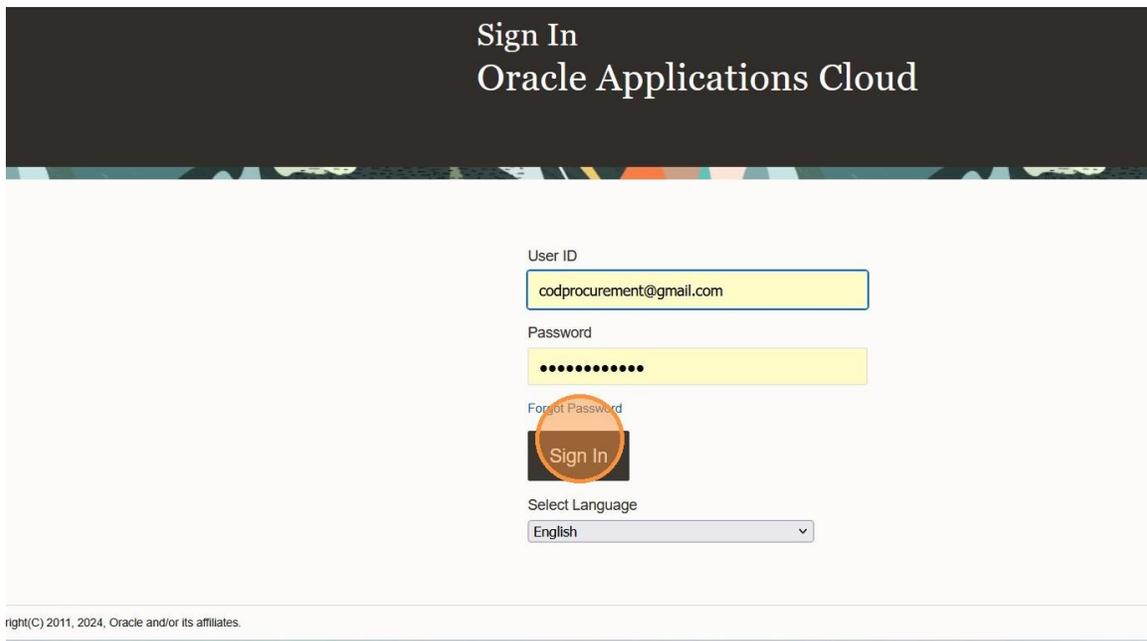


How to Create an Invoice in the Supplier Portal

This guide provides a step-by-step process for creating an invoice in the Supplier Portal, making it easy for users to navigate the system efficiently. By following these clear instructions, users can ensure accurate invoicing, streamline their workflow, and minimize errors. Whether you're new to the portal or need a refresher, this guide is an essential resource for managing supplier transactions effectively.

1. Enter your User ID (Email Address) and password. Click "Sign In"

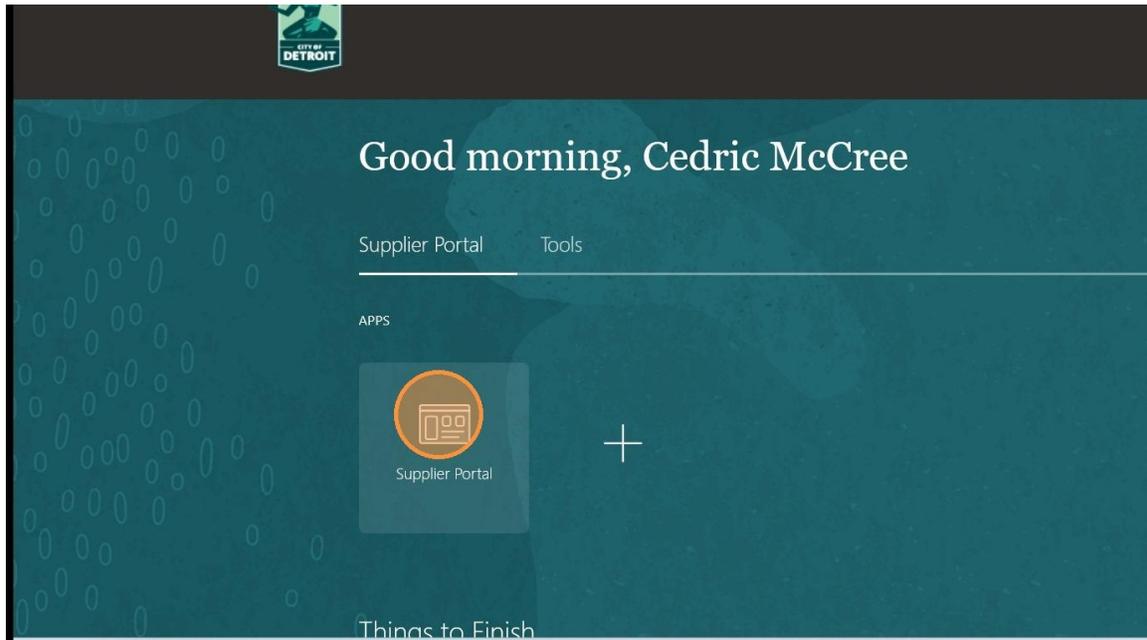


The screenshot shows the Oracle Applications Cloud Sign In page. At the top, there is a dark header with the text "Sign In Oracle Applications Cloud". Below the header, the page contains a sign-in form with the following elements:

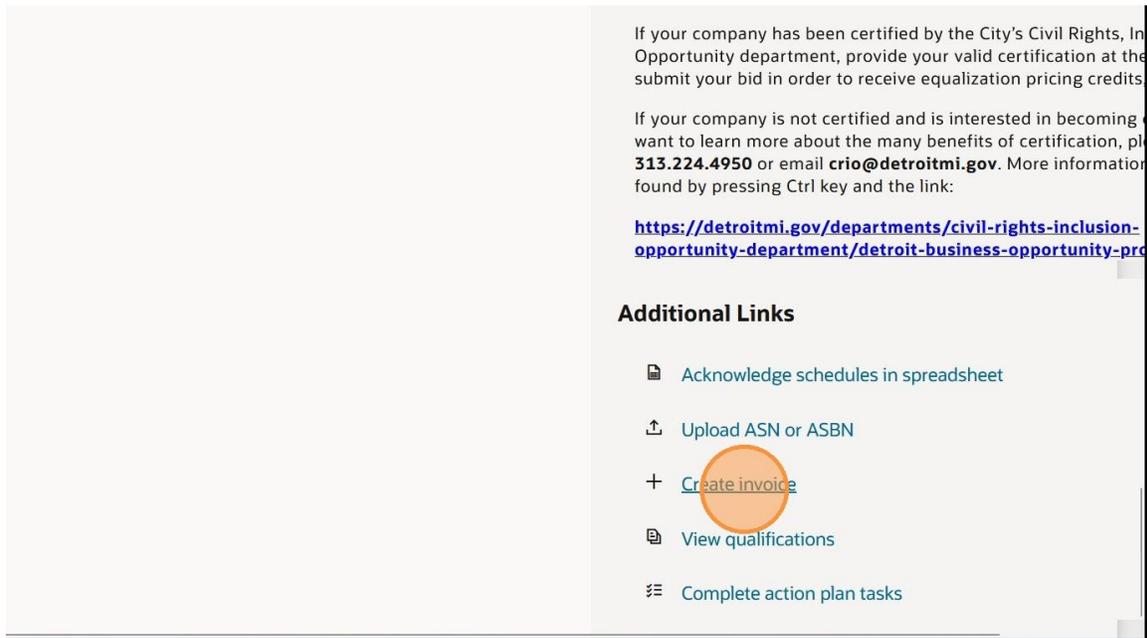
- User ID:** A text input field containing the email address "codprocurement@gmail.com".
- Password:** A password input field with masked characters represented by dots.
- Forgot Password:** A link with a circular icon.
- Sign In:** A prominent orange button with the text "Sign In".
- Select Language:** A dropdown menu currently set to "English".

At the bottom left of the page, there is a small copyright notice: "right(C) 2011, 2024, Oracle and/or its affiliates."

2. Click "Supplier Portal"



3. Under Additional Links, Click "Create invoice"



4. Click "Search: Identifying PO"

DEV1 – Clone of PROD from 01/30/2026

City of Detroit

Create Invoice ?

Supplier: TEST SUPPLIER
Taxpayer ID: 01898722313

* Identifying PO

* Supplier Site

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: None

Tax Control Amount

Customer

Customer Taxpayer ID

Name

5. Select the PO number you will be invoicing against. The values in the left column will self populate.

City of Detroit

Create Invoice ?

Supplier: 3090664 TEST SUPPLIER
Taxpayer ID: 3090663 TEST SUPPLIER

* Supplier Site: 3063678 TEST SUPPLIER
Address:

Supplier Tax Registration Number: 3090663 TEST SUPPLIER
3063678 TEST SUPPLIER
3090664 TEST SUPPLIER

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments: None

Tax Control Amount

Customer

Customer Taxpayer ID

Name

Address

PO Number	Supplier	City
3090664	TEST SUPPLIER	DETROIT
3090663	TEST SUPPLIER	DETROIT
3063678	TEST SUPPLIER	DETROIT
3090663	TEST SUPPLIER	DETROIT
3063678	TEST SUPPLIER	DETROIT
3090664	TEST SUPPLIER	DETROIT
Search...		

6. In the middle column, click "Remit-to Bank Account"

Invoice Actions Save Save and Close Submit Cancel

Remit-to Bank Account [dropdown] * Number [input]
Unique Remittance Identifier [input] * Invoice Date m/d/yy [input]
Unique Remittance Identifier Check Digit [input] * Type Invoice [dropdown]
Description [input] Invoice Currency USD - US Dollar
Attachments None + Payment Currency USD - US Dollar
Tax Control Amount [input]

Name City of Detroit Entity

7. Select your bank account. If the field has no data, you must add your banking in the Company Profile section.

Invoice Actions Save Save and Close Submit

Remit-to Bank Account [dropdown] * Number [input]
Unique Remittance Identifier COMERICA BANK xxxxxxx1441
Unique Remittance Identifier Check Digit COMERICA BANK xxxxxxx1441
Description COMERICA BANK xxxxxxx0549
Attachments More...
Tax Control Amount [input]

Name City of Detroit Entity
Address COLEMAN A YOUNG MUNICIPAL CENTER, 2 WOODWARD AVENUE, DETROIT, MI 48207

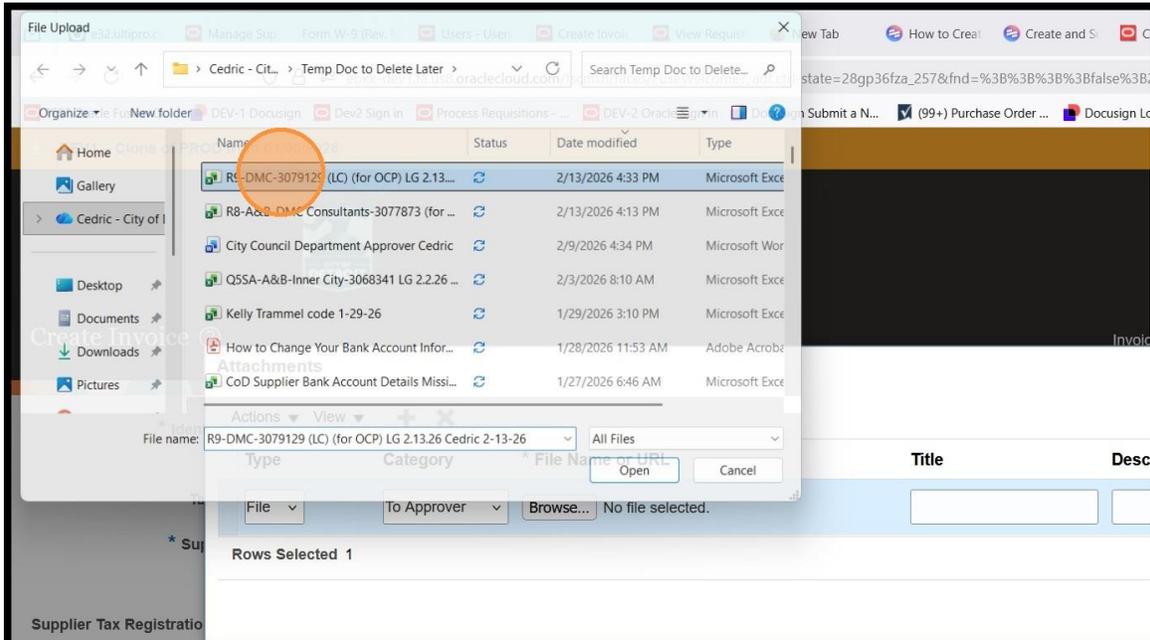
8. Add an copy of the invoice by clicking the '+' in the Attachments field."

The screenshot shows the 'Create Invoice' form for the City of Detroit. The form includes fields for Supplier ID (90664), Supplier Name (ST SUPPLIER), Supplier Address (34 NO WHERE ST., DETROIT, MI 48207), and Customer Taxpayer ID (38-6004606). The Remit-to Bank Account field is set to 'xxxxxxxx1441'. The Attachments field is currently set to 'None' and is highlighted with an orange circle and a plus sign, indicating where to click to add an attachment. The form also includes fields for Unique Remittance Identifier, Description, Tax Control Amount, Invoice Number, Invoice Date, Invoice Type, Invoice Currency, and Payment Currency.

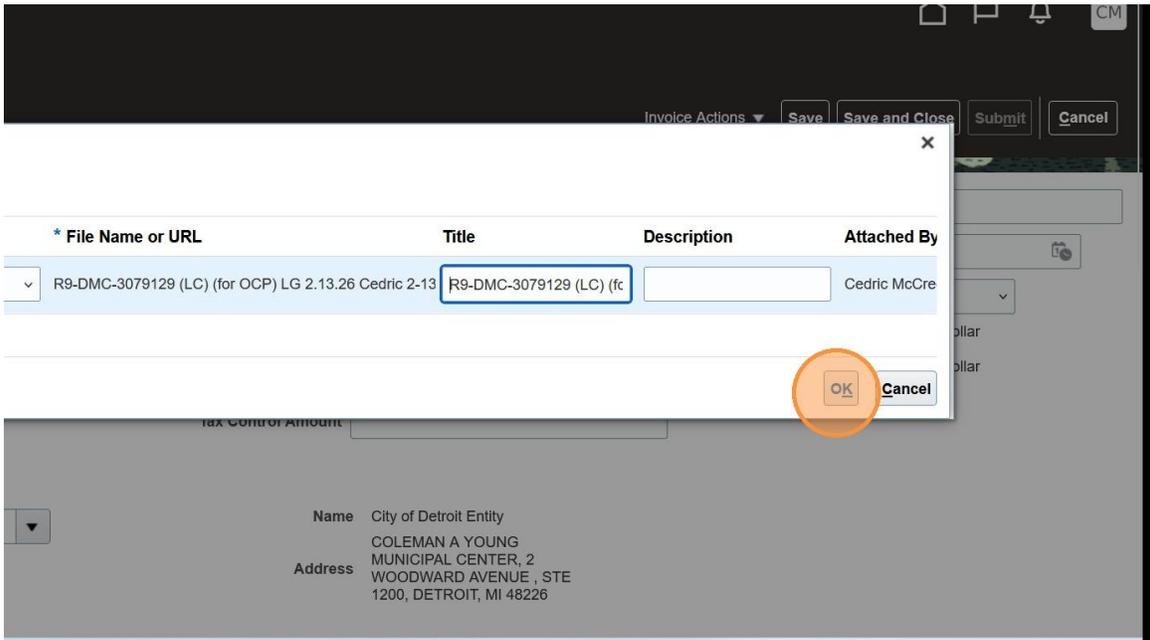
9. Click "Browse" and Select the invoice file you want to attach.

The screenshot shows the 'Create Invoice' form with the 'Attachments' modal open. The modal has a table with columns for Type, Category, File Name or URL, Title, and Description. The first row is selected, showing 'File' as the Type, 'To Approver' as the Category, and 'Browse...' as the File Name or URL. The 'Browse...' button is highlighted with an orange circle. The modal also shows 'Rows Selected 1'. The background form is dimmed, showing the Customer Taxpayer ID (38-6004606) and the Customer Name and Address.

10. Double click on the desired file name and the upload process will begin.



11. When the Title fills in, click "OK"



12. In the Right column, Click "Number" and enter the invoice number from the attached document. If you have a pre-authorized document, use the date indicated in that document.

The screenshot shows a web application interface with a dark header and a light main content area. The header contains navigation icons (home, flag, bell) and a user profile icon labeled 'CM'. Below the header is a navigation bar with 'Invoice Actions' and buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The main form area contains several input fields and labels:

- Remit-to Bank Account: xxxxxxxx1441
- Unique Remittance Identifier: [empty]
- Unique Remittance Identifier Check Digit: [empty]
- Description: [empty]
- Attachments: R9-DMC-3079129 (LC) (for OCP) + X
- Tax Control Amount: [empty]
- * Number: [empty] (highlighted with an orange circle)
- * Invoice Date: m/d/yy (with a date icon)
- * Type: Invoice
- Invoice Currency: USD - US Dollar
- Payment Currency: USD - US Dollar

At the bottom, there is a section for 'Name' with the value 'City of Detroit Entity'.

13. Using the date icon, select the date the goods or services were provided.

This screenshot is identical to the previous one, but with the following changes:

- The '* Number' field now contains the value '852741'.
- The date icon next to the '* Invoice Date' field is highlighted with an orange circle.

The 'Name' section at the bottom now includes an 'Address' field with the value 'COLEMAN A YOUNG MUNICIPAL CENTER, 2'.

14. Scroll to the Lines section and click the "Select and Add" icon. This icon is a picture of a document with a '+' sign in the lower right corner.

Supplier Tax Registration Number

Tax Control Amount

Customer

* Customer Taxpayer ID

Name City of Detroit Entity
COLEMAN A YOUNG
MUNICIPAL CENTER, 2
Address WOODWARD AVENUE , STE
1200, DETROIT, MI 48226

Lines

View ▼ +  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Descrip
		* Number	* Line	* Schedule	Number	Line		
No data to display.								
Total								

Summary Tax Lines

View ▼

shkx-dev1 fa us8 oraclecloud.com/fcml/lfarec/FuseWelcome? affctrl-state=2Rnn36fa 257&find=...false?56...& affrl-con=125 FW-1536& afrMFH-702& afrMFDW-1536& afrMFDH-864& afrMFC-88

15. Click the beginning of a line to highlight the line you want to invoice. If there are multiple lines, you can click the "Select All" tab to highlight all the lines.

The screenshot shows a software interface with a search bar at the top. The search criteria include Purchase Order (3090664) and Creation Date. Below the search bar, there are search results for Purchase Order and Consumption Advice. The results table has columns for Purchase Order (Number, Line, Schedule) and Consumption Advice (Number, Line). The first row shows Purchase Order 3090664, Line 1, Schedule 1. The second row shows Purchase Order 3090664, Line 2, Schedule 1. The 'Select All' button is highlighted with an orange circle.

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to
Number	Line	Schedule	Number	Line			
3090664	1	1				ID Wristband: No Le...	Animal t
3090664	2	1				ID Wristband: No Le...	Animal t

16. Click "Apply" on the lower right side of the screen, then click "OK". This makes the line(s) you selected editable.

The screenshot shows a table with columns for Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, and Amount. The 'Apply' button is highlighted with an orange circle.

Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
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17. If there are multiple lines, follow these steps for each line.

- a. If the invoice is for goods, scroll or tab over to the “Quantity” field. If the quantity is correct, no change is necessary. If you want to invoice for a different quantity, type over the quantity to show the quantity for this invoice.

Address: MUNICIPAL CENTER, 2 WOODWARD AVENUE, STE 1200, DETROIT, MI 48226

Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
Animal Control - R		84.2	84.2	1	EA	84.20	del CLS-PS-05
						84.20	

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

- b. If the invoice is for services, scroll or tab over to the “Amount” field. If the amount is correct, no change is necessary. If you want to invoice for a different amount, type over the amount to show the amount for this invoice.

Example format: ###0.00;-###0.00

Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
Detroit Demolition						33,219.33	FY26; Request
						33,219.33	

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

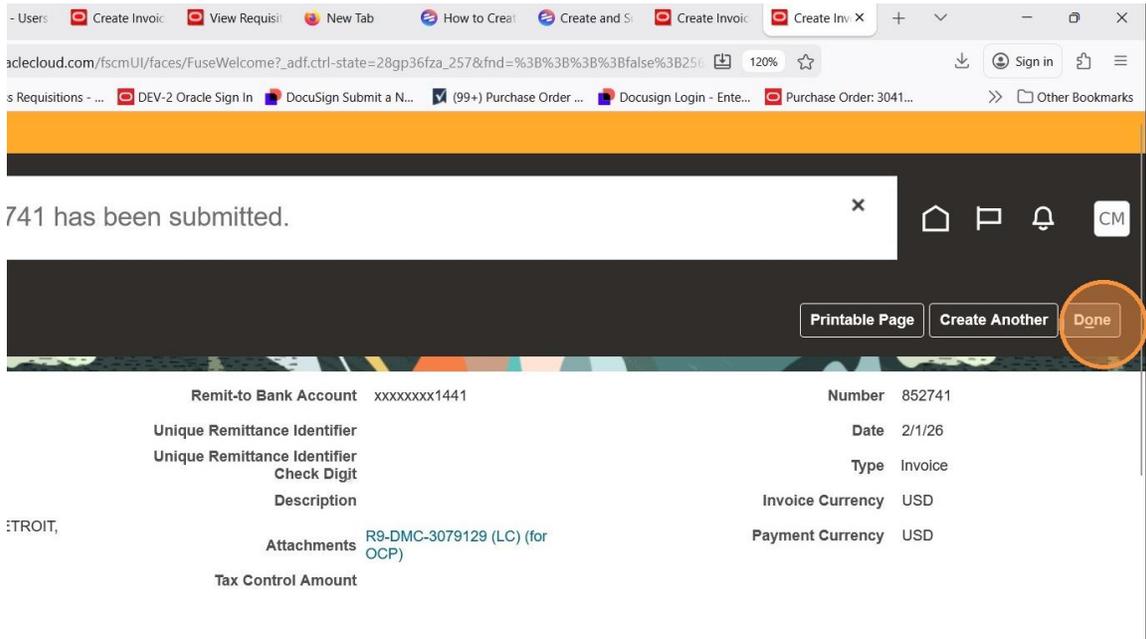
18. Scroll to the top of the page and click "Submit". You will receive a confirmation

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Create Invoice". The browser address bar shows a URL from "aclecloud.com". The page header includes navigation icons (home, list, bell, CM) and an "Invoice Actions" menu with buttons for "Save", "Save and Close", "Submit" (circled in orange), and "Cancel".

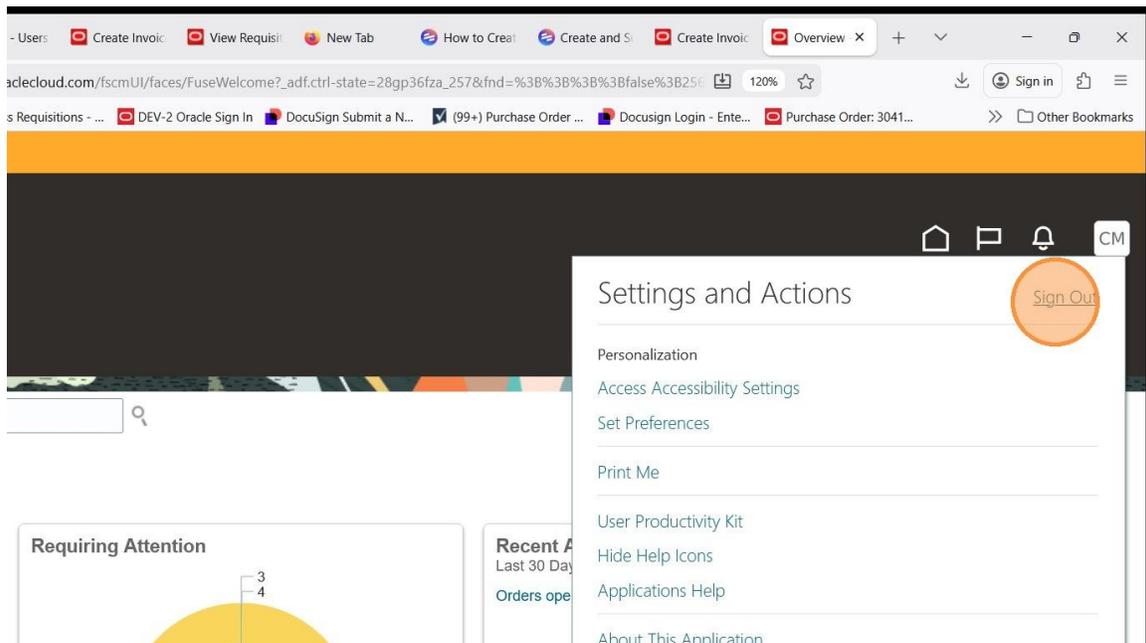
The main form contains the following fields and values:

Remit-to Bank Account	xxxxxxx1441	* Number	852741
Unique Remittance Identifier		* Invoice Date	2/1/26
Unique Remittance Identifier Check Digit		Type	Invoice
Description		Invoice Currency	USD - US Dollar
Attachments	R9-DMC-3079129 (LC) (for OCP) + X	Payment Currency	USD - US Dollar
Tax Control Amount			

19. If you want to create another invoice click “Create Another” and repeat the steps from the beginning. If you do not want to submit another invoice, select “Done”.



20. Click your initials on the top right of the page and then select “Sign Out”.



21. Click "Confirm"

