



Supplier Training Europe and APAC

New User – Create Password and Log in Existing User – Log in Update Preferences PO Management and Change Request Process View Purchase Orders Create Advanced Shipment Notice (ASN) Submit Invoices View Invoices



After reviewing the steps of this transaction, you will be able to Create your new password

Note: There is no default password when logging in for the first time. Already have your password? Go to slide 7 <u>here</u>

Follow the steps to Change/Reset the password of your account:

- 1. Access the production URL.
- 2. Click Forgot Password.





- 3. Enter your username in the User ID field.
- 4. Select Forgot Password.
- 5. Click Submit.

Sign In Oracle Applications	s Cloud
Forgot Password mgood@supplier.com	5

Your username is the email address used during registration.



6. Check your email for the password reset information.

Sign In Oracle Applications Cloud
6 Check your email for password reset information. Ensure that you check your spam folders too. Sign In

7. Access your email and click the **password reset link**.

Oracle Fusion Applications-Password Reset Information	
evlf-dev4.fa.sender@workflow.mail.us2.cloud.oracle.com To • Michelle User	
Retention Policy Default Hertz policy (1 year, 6 months)	Expires 7/25/2024
Dear Michelle User,	
You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.	
Please follow the link below to reset your password.	7
https://fa-evlf-dev4-saasfaprod1.fa.ocs.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=5200	c91dc6406423ca228812ae1405614
If you did not request this information or have any question, contact your system administrator.	
Thank You, Oracle Fusion Applications	



- 8. Enter your new password twice.
- 9. Click Submit..



10. You will be taken to your landing page

ORACLE		
	Good afternoon,	
0 0 0 0 0 0	Supplier Portal Tools Others	
	APPS	
	Composer Portal	
0 0 0 0 0	Things to Finish	



11. Select the **Supplier Portal** app.

ORACLE		
an go	Good afternoon,	
0 0 0 0 0 0	Supplier Portal Tools Others	
	Arrs (11)	
$\begin{array}{c} 0 & 0 & 0 \\ 0 & 0 & 0 & 0 \end{array}$	Supplier Portal	
00000000		
	Things to Finish	- NO. Strategy

12. You may view the list of tasks and other details on the Supplier Portal homepage.

						(
ORACLE						
Supplier Portal						
arch Orders V Order Number	Q.					
Tasks						
Orders	Requiring Attention	Recent Activity	Tra	nsaction Reports		
Manage Oxfors rements Manage Agreements dements Manage Shipments Orate ASN Create ASN Orate ASN Orate ASN Voer Receipts Voer Receipts towards and Deliverables Manage Contracts Manage Deliverables	Requiring Attention 46 6 6 6 6 6 6 7 8 8 9 8	Heedent Activity Last 30 Days Orders changed or canceled Orders opened	Last	naaction Keports 30 Days Puchase Amount	214 EUR	
Create Invoice Vew Invoices Vew Payments Legolations Vew Active Negolations Manage Responses audifications						
Manage Questionnaires						
View Qualifications						
Company Profile						
Manage Profile						



Log In

.

Follow the below steps to Login to the Supplier Portal:

- 1. Access the Supplier Portal sign-in page.
- Enter the Username and Password. The Supplier Portal homepage is displayed.

Your username is the email address used during registration.

Sign In Oracle Applications Cloud	1
Company Single Sign-On or xINFO@APISAAUTOTRASPORTI.ITx forgot Password Sign In English	



Log In

3. Select the **Supplier Portal** app.

ORACLE		
	Good afternoon,	
0 0 0 0 0 0 0	Supplier Portal Tools Others	
	APPS 3	
	Supplier Portal	
	Things to Finish	- Standard

4. You may view the list of tasks and other details on the Supplier Portal homepage.

ORACLE				
Supplier Portal				4
Search Orders V Order Number	Q.			
Tasks				0
Orders	Requiring Attention	Recent Activity		
Manage Orders Manage Agreements Manage Agreements Manage Agreements Manage Ripments Manage Ripments Orate ASN Orate ASN Upload ASN or ASBN Vew Receipts Vew Receipts Vew Receipts Vew Receipts	46 6 5 Schedulen Oversius or Due Today	Last 30 Days Orders changed or canceled 2 Orders opened 5	Transaction Reports Last 30 Days PO Purchase Amount 214 EUR	2
Manage Contracts Manage Deliverables Invoices and Payments	Supplier News			
Create Invoice Vee Invoices Vee Payments Negotiations Vee Active Negotiations				
Manage Responses				
Outlifications • Manage Questionnaires • Vew Qualifications Company Profile • Manage Politie				
manage crosse				



Update Preferences

- 1. Go to upper right corner of app
- 2. Select your initials icon

	Settings and Actions	Sign Out
	Personalization Access Accessibility Settings Set Preferences	
nslation Ot	Print Me	
	Hide Help Icons Applications Help	
	About This Application	

3. Select Set Preferences

	Settings and Actions	Sign Out
\bigcirc	Personalization Access Accessibility Settings	
-	Set Preferences	
	Print Me	
	Hide Help Icons	
	Applications Help	
	About This Application	



Update Preferences

4. Select and update each preference area as needed





Upon reviewing the steps of this transaction, you will be able to Manage Purchase Orders and Change Request process.

Follow the steps to manage Purchase Order (PO) and change request process.

1. Login to the Supplier Portal and select the **Supplier Portal** app.

ORACLE	D ¢
Good afternoon,	
C C C Supplier Portal Tools Others	
Suppler Portal	
Things to Finish	

2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.

ORACLE				Ģ 🗚
Supplier Portal				
Search Orders V Order Number	٩			1.77 - 1.83
Tasks				
Orders Manage Orders	Requiring Attention	Recent Activity Last 30 Days		
		Orders changed or canceled Orders opened	1	
Agreements		Receipts	16	
Manage Agreements				
Shipments	25			
Manage Shipments		Transaction Reports		
Create ASN Create ASBN		PO Purchase Amount	210 EUR	
Upload ASN or ASBN		Invoice Amount	121 EUR	
View Receipts	25	Invoice Price Variance Amount	0 EUR	
View Returns				
Contracts and Deliverables	Schedules Overdue or Due Today			*



- 3. Enter the required search criteria such as Order number, Supplier Site, etc. to search for the required Purchase Order. (*In this example, Order number is used as the search parameter*)
- 4. Click the **Search** button. The results matching the search criteria are displayed.

ORACLE					⊐ Ç JA
Manage Orders ⑦					Done
Headers Schedules				in in	<u>Martin and</u>
▲ Search		Advanced	Manage Watchlist Saved Sear	rch All Orders	3 、
Sold-to Legal Entity	•		Order 4000663		
Bill-to BU	~		Status		
Supplier Site	•	Includ	le Closed Documents No 🗸	4	I
				Search	Reset Save

5. Click the **Order** number link to view more details. The **Purchase Order** screen is displayed.

ORACLE							ΩF	⊐ Ç JA
Manage Orders ⊘								Done
Headers Schedules				THE OF MERICA	VANCER		8 A /	-
⊿ Search			Advanced	Manage Watchlist	Saved Search	All Orders		~
Sold-to Legal Entity	•			Order	4000663			
Bill-to BU	~			Status			~	
Supplier Site	•		Inclue	de Closed Documents	No ~			
							Search	Reset Save
Search Results								
Actions 🔻 View 👻 Format 👻 🥒 🞢	🕎 🦷 Freeze 🙀 Detach 🚽 Wrap							
Order 5 Order Date	Description	Supplier Site	Buyer	Orde	red Currency	Status	Life Cycle	Creation Date
4000663 1/5/23	Supplier Tax Calculation_ES	GETAFE	Yadav, Namit	100	.00 EUR	Open	¢	1/5/23
Columns Hidden 28								



6. You may view the details of the selected Purchase Order.

ORACLE						
Purchase Order:	4000663 ⑦			View PDF Action	ons ▼ Refresh Done	Order Life Cycle
✓ General Sold-to Legal Entity Bill-to BU Order Status	Namit Yadav	Supplier Contact Bill-to Location	ASENGA LOGISTICA SLU GETAFE José Antonio Góngora SP HERTZ ESPANA SP HERTZ ESPANA	Ordered Description Source Agreement Supplier Order Master Contract	100.00 EUR ISuppiler Tax Calculation_ES	Ordered 0 40 80 120 Amount (EUR) View Details
Terms Notes and Att Require Acknowledgmer Payment Term	d None	Shipping Method Freight Terms FOB			Requires signature Pay on receipt Confirming order	8

- 7. Click the Actions button under Lines section to view the drop-down list.
- 8. Select the **Edit** option from the drop-down list. A **Warning** pop-up is displayed.

Hertz Legacy PO Number		Legacy System Name		Cont	ext Prompt		
Actions View Ver	▼ 🛱 🕎 III Freeze	🛒 Detach 🛛 🚽 Wrap					
Export to the second	Description		Quantity UC	DM Base Price		Ordered	Status
(8)							
Edit Cancel Line	Tax PO		1 Ea	ch 100.00	100.00	100.00	Open

9. Click the **Yes** button to create a change order on the document. The **Edit Change Order** screen is displayed.

Hertz dollar.

🛕 Warning	×
This action will create a change order on the document. Do you want to continue? (PO-2055113) Yes No
9	Tes NO

10. Enter the description in the **Description** field.

ORACLE					
Edit Change Order: 1	0			Actions	Save Submit Cancel
	1				
Change Order		Status	Incomplete	Initiating Party	Supplier
L	Test_121	Amount Changed	0.00 EUR	Initiator	José Antonio Góngora
Creation Date	1/5/23				
	LE Hertz de Espana, S.L.	Supplier	ASENGA LOGISTICA SLU	Ordered	100.00 EUR
Bill-to BU	OU Hertz ES RAC	* Supplier Site	GETAFE	Description	ISupplier Tax
Order	4000663	Supplier Contact	José Antonio Göngora		Calculation_ES //
Status	Open	Bill to Leastion	SP HERTZ ESPANA	Agreement	
* Buyer	Yadav, Namit		SP HERTZ ESPANA	Master Contract	
Creation Date	1/5/23	Default Ship-to Location	SP HERTZ ESPANA		
Terms Notes and Attachmeet	ents				



11. Update the **Quantity** or **Base Price** for the order, if required. After updating the details, click anywhere outside the field box to save the changes.

ctions 🔻 View 👻 Format 👻 🗿	🗄 🕎 🏢 Freeze 📓 Detach 🚽 Wrap			11		
Line Item	Description	Quantity UOM	Base Price	Price	Ordered	Status
1	Tax PO	1 Each	100.00	100.00	100.00	Open
1	Tax PO	1 Each	100.00	100.00	100.00	Ope

12. A **Confirmation** pop-up is displayed, and the change order is submitted for approval.

ORACLE								A JA
Purchase Order:	4000663 ⑦			View PDF Action		Order Life	Cycle	
	Vera la cara a	Sonfirmation			×	0		1.1.1
Main		The change order 1 fe	or document Purchase Ord	er number 4000663 was submitt	ted for approval.			
⊿ General					ок	Ordered		
Sold-to Legal Entity	LE Hertz de Espana, S.L.	Supplier	ASENGA LOGISTICA SLU	Ordered	100.00 EUR 12			
Bill-to BU	OU Hertz ES RAC	Supplier Site	GETAFE	Description	iSupplier Tax Calculation ES	0	40 4	80
Order	4000663	Supplier Contact	José Antonio Góngora	Source Agreement	Calculation_ES		Amount (E	UR)
Status	Open 🚯	Bill-to Location	SP HERTZ ESPANA	Supplier Order			View Details	
Buyer	Namit Yadav	Ship-to Location	SP HERTZ ESPANA	Master Contract			View Details	
Creation Date	1/5/23							
Terms Notes and Atta	achments							
Required Acknowledgmen	d None	Shipping Method			 Requires signature 	•		
Payment Terms	s Net 60	Freight Terms				1		
		FOB		5	 Pay on receipt 			
					- Confirming order			



13. The changes are updated once the change order is approved. (In this example, the **Base Price** is updated)

erms Notes and Attachments						
Required Acknowledgment	Shipping Method			_	 Requires signature 	
Payment Terms Net 60	Freight Terms					
	FOB			_	 Pay on receipt 	
				_		
Additional Information Hertz Legacy PO Number	Legacy System Name		Context F	Prompt		
nes Schedules						
Actions View View Format V	理 🔄 Freeze 📄 Detach 斗 Wrap			13		
	野 IP Freeze IP Detach 4 Wrap Description	Quantity UOM	Base Price	13 Price	Ordered Status	



View Purchase Orders

Upon reviewing the steps of this transaction, you will be able to View Purchase Orders.

Follow the steps to view Purchase Orders.

1. Login to the Supplier Portal and select the Supplier Portal app.



2. Click the **Manage Orders** option from the **Tasks** list. The **Manage Orders** screen is displayed.





View Purchase Orders

- 3. Enter the required search criteria such as Order number, Supplier Site, etc. to search for the required Purchase Order. (*In this example, Order number is used as the search parameter*)
- 4. Click the **Search** button. The results matching the search criteria are displayed.

ORACLE				()	ΔF	л Ĉ	LG
Manage Orders ⑦							D <u>o</u> ne
Headers Schedules						1131	1997
⊿ Search		Advanced	Manage Watchlist	Saved Search All Orders		3	~
Sold-to Legal Entity	▼		Orde	r 381500002406			
Bill-to BU	~		Status	s	~		
Supplier Site	¥	Include	e Closed Documents	s No ~	Search F	Reset Sa	ve

5. Click the **Order** number link to view more details. The **Purchase Order** screen is displayed.

ORACLE					<i>i</i>			⊐ ¢	LG
Manage Orders ⑦									D <u>o</u> ne
			1 8 788		V 26.0	2.00	N BY	ALAN.	7 6 7 2
Headers Schedules									
▲ Search			A <u>d</u> vanced	Manage Watchlist	Saved Search	All Orders			~
Sold-to Legal Entity	<			Orde	er 38150000240	6			
Bill-to BU				Statu	s		~		
Supplier Site			Include	le Closed Document	s No v				
							Search	Reset S	Save
Search Results									
Actions View View View	🕈 📅 📑 Freeze 🔛 Detach 🚽 Wrap								
5 Order Order	Date Description	Supplier Site	Buyer	Ord	ered Currency	Status	Life Cycle	Creatio Date	on
381500002406 12/14/22	22 iSupplier Tax Calculation_UK	ROMA	Yadav, Namit	10	0.00 GBP	Closed for I	÷	12/14/2	:2
Columns Hidden 28									



View Purchase Orders

6. You may view the details of the Purchase Order.

ORACLE							с Л Р Ф	6
Purchase Order:	381500002406 ⑦			View PDF Acti	ons ▼ Refresh Done	Order Life	Cycle	
Main General Sold-to Legal			DATAFORCE ITALIA S R			Ordered		
Entity Bill-to BU Order Status	LE Hertz Europe Limited OU Hertz UK HEL 381500002406 Closed for Invoicing Namit Yadav		L A SOCIO UNICO	Ordered Description Source Agreement Supplier Order Master Contract	100.00 GBP ISupplier Tax Calculation_UK	0	40 80 Amount (GBP)	120
Creation Date Terms Notes and Atta		Silp-to Eocaton						
Requirec Acknowledgmen Payment Terms	t	Shipping Method Freight Terms FOB			Requires signature Pay on receipt Confirming order	ŀ		



Upon reviewing the steps of this transaction, you will be able to Create an Advanced Shipment Notice (ASN). This process is used by Transportation Vendors in Italy.

Follow the steps to Create an Advanced Shipment Notice (ASN).

1. Login to the Supplier Portal and select the **Supplier Portal** app.

ORACLE		
	Good afternoon,	
0 0 0 0 0 0	Supplier Portal Tools Others	
	APPS 1	
	Suppler Portal	
0,000	Things to Finish	- Contraction

2. Click the **Create ASN** option from the **Tasks** list. The **Create ASN** screen is displayed.

Supplier Portal				
				222 471 223
Search Orders V Order Number	Q,			
Tasks				6
Orders				
Manage Orders	Requiring Attention	Last 30 Days	Transaction Reports Last 30 Days	
3. .		Orders changed or canceled 1	PO Purchase Amount	207 EUR
		Orders opened 5	Invoice Amount	122 EUR
Agreements			Invoice Price Variance Amount	0 EUR
Manage Agreements				
Shipments	43			
Manage Sh				
Create ASN				
Create ASBN Upload ASN or ASBN				
View Receipts	43			
View Returns	Schedules Overdue or Due Today			
Contracts and Deliverables				
Manage Contracts				
Manage Deliverables	Supplier News			
Invoices and Payments				
Create Invoice				
View Invoices				
View Payments				
Negotiations				
View Active Negotiations				



- 3. Enter the required search criteria such as Purchase Order number or Supplier to search for the required Purchase Order. (*In this example, Supplier is used as the search parameter.*)
- 4. Click the **Search** button. The results matching the search criteria are displayed.

ORACLE					
Create ASN ⑦					Done
✓ Search		REAL AND CHARTER AND			3 reed Search Purchase Order ~ ** At least one is required
	** Purchase Order Supplier Item			** Supplier APISA EMILIO Due Date	Search Reset Save
Search Results View Create ASN Item Item Item Item Item Item Item Item	9	Purchase Order Line	Purchase Order Schedule Due Date	Ordered Quantity UOM Name	
No search conducted.		1			

5. Select the required Purchase Order and then click the **OK** button.

ORACLE				0 P \$ 💀
Create ASN ⑦	Search and Select: Purchase O	rder	×	Dgne
✓ Search	⊿ Search		Advanced ** At least one is required	Advanced Saved Search Purchase Order ~
	** Purchase Order ** Supplier APIS ** Sold-to Legal Entity	A	Search Reset	** At least one is required
Search Results	Purchase Order	Sold-to Legal Entity	Supplier	
View View View	460500205468	LE Hertz Italiana S.r.I.	APISA EMILIO	
Item I	460500205469	LE Hertz Italiana S.r.I.	APISA EMILIO 5	red tity UOM Name
No search conducted.	460500205470	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500209653	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500210140	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500210183	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500215866	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500216619	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500216628	LE Hertz Italiana S.r.I.	APISA EMILIO	
	460500216632	LE Hertz Italiana S.r.I.		
			OK Ouricel	



6. Click the **Create ASN** button. The **Create ASN Details** screen is displayed.

ORACI	LE							Ĺ	ם נ	Û sv
Create AS	SN (?)									Done
Search		0.707		リー リナト・パク				Advanced Saved S	earch P	urchase Order ~
Search Res	Sults Create ASN									
Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity			
	BRI050-BBK01		460500205469	1	1	8/31/22	5	Each		

- 7. Enter the quantity in the **Quantity** field in the **Lines** section.
- 8. Click the Attachments (+) icon. The Attachments screen is displayed.

Create ASN Details ⑦		Sub <u>m</u> it	<u>C</u> ancel
		8 85 1	
✓ Header			
Header * Shipment	Packing Slip		
* Shipped Date	1/12/23 9:26 PM 🖏 Packaging Code		
* Expected Receipt Date	1/12/23 9:26 PM 🖏 Special Handling Code		
Freight Terms	Tare Weight		
Shipping Method	Tare Weight UOM	•	
Number of Supplier Packing Units	Net Weight		
Bill of Lading	Net Weight UOM	•	
Waybill	Comments		
⊿ Lines			
Actions View View Remove Line			
Item Item Supplier Item	Purchase 7 * Quantity UOM Name Ship-to Location Ordered Ordered Received Attachments Quantity Quantity UOM Quantity Attachments		
▶ BRI050-BBK01	460500205469 5 Each T Roma Casale C 5 Each 2 None+		



- 9. Click the **Choose File** button. Browse and upload the required file from your device.
- 10. Enter the name of the file in the Title field.

Attachments	ew ▼ + ×			10	×
Туре	Catego	File Name or URL	Title	ption	Attached By
File ~	Miscellane	Choose File No file chosen			Stefano Valle
Rows Selected	d 1				
					O <u>K</u> <u>C</u> ancel

11. Click the **OK** button after you have completed entering all the details. You have completed attaching the file.

Attachments						×
Actions View	+ ×					
Туре	Category	* File Name or URL		Title	Description	Attached By
File ~	Miscellaneous ~	ASN_Attachment_Testing[7].docx	Update	ASN_Attachment_Testing		Stovalle
Rows Selected 1						(11)
					٥	<u>K</u> <u>C</u> ancel



- 12. Enter the shipment details in the Shipment field.
- 13. Click the **Submit** button to submit the ASN.

ORACLE				
Create ASN Details ②				13 Submit Cancel
▲ Header		12		
* Shipment	ASN5		Packing Slip	
* Shipped Date	1/12/23 9:26 PM	-	Packaging Code	
* Expected Receipt Date	1/12/23 9:26 PM		Special Handling Code	
Freight Terms	~		Tare Weight	
Shipping Method		•	Tare Weight UOM	
Number of Supplier Packing Units			Net Weight	
Bill of Lading			Net Weight UOM	•
Waybill			Comments	
				fr
✓ Lines				
Actions View View Remove Line				
Item Item Supplier Item	n Purchase Order * Quant	tity UOM Name Ship-to Lo	ocation Ordered Orde Quantity Quan	
BRI050-BBK01	460500205469	5 Each 🔻 IT Roma Ca	sale C 5 Each	2 esting[7].docx +X



- 14. A **Confirmation** pop-up is displayed stating that the ASN is created.
- 15. Click the **OK** button.

ORACLE									$\widehat{\Box}$	Ρ	₽ sv
Create ASN Details	3									Submi	t <u>C</u> ancel
	vie inter	A REAL AND	1.1	TANK AND	A DECK	8 VII - 10	100.000	N. MARGIN	nyente	N.W	1100
Header											
	* Shipment	ASN5					Packing	Slip]
	* Shipped Date	1/12/23 9:26 PM	6				Packaging C	ode			
* Ex	pected Receipt Date	1/12/23 9:26 PM	6		(ial Handling C	ode			
	Freight Terms		~			14	Tare We	ight			
	Shipping Method			Confirmation			Tare Weight L				•
Number of Su	pplier Packing Units		AS	N ASN5 was created. Nun			Net We	ight			
	Bill of Lading				OK		Net Weight L	юм			-
	Waybill						Comm	ents			
											10
✓ Lines											
Actions 🔻 View 👻 🥒	Remove Line										
Item Item Description	Supplier Item	Purchase Order	* a	Quantity UOM Name	Ship-to Locat	tion	Ordered O Quantity O	rdered wantity UOM	Receive Quanti		achments
BRI050-BBK0	1	460500205469		2 Each 💌	IT Roma Casale	e C	5 E	ach		2 ASN	Attachment_T



Submit Invoices

Upon reviewing the steps of this transaction, you will be able to Submit Invoices. Follow the steps to submit Invoices.

1. Login to the Supplier Portal and select the **Supplier Portal** app.

ORACLE		
	Good afternoon,	
0 0 0 0 0 0 0 0 0 0 0 0	Supplier Portal Tools Others	
	APPS 1	
	Supplier Portal	
0000	Things to Finish	- Completion

2. Click the **Create Invoice** option from the **Tasks** list. The **Create Invoice** screen is displayed.

Supplier Portal			
earch Orders V Order Number	<u>भागमामामामा</u> २		
Tasks			
Advance Orders Manage Orders Advance Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Advance Agreements Manage Shipments Create ASN Create ASN Create ASN View Receipts View Receipts View Returns Contracts an Deliverables	Requiring Attention	Recent Activity Last 30 Days No data available	Transaction Reports Last 30 Days Vo data available
Manage Contracts Manage Deliverables Consigned Inventory	Supplier News		
Consigned inventory Create involces View Involces View Involces View Involces View Involces			



Submit Invoices

3. Enter the details in the mandatory fields that are marked with an asterisk (*).

ORACLE						.G
Create Invoice ⑦			Invoie	ce Actions 👻 Save	e and Close Sub <u>m</u> it <u>C</u> ancel	η
						177
* Identifying PO	•	Remit-to Bank Account		 * Number 		
Supplier	DATAFORCE ITALIA S R L A SOCIO UNICO	Unique Remittance Identifier		* Date	m/d/yy	
Taxpayer ID		Unique Remittance Identifier Check Digit		* Туре		
* Supplier Site	•	Description		Invoice Currency		
Address		Attachments	None 🕂	Payment Currency		
Supplier Tax Registration Number	•	Tax Control Amount				
Customer						$ \rightarrow $
		Name			(3
Customer Taxpayer ID	Ŧ	Address			,	
Lines						
LINES						
View 🗸 🕂 🗮 Can	icel Line					_
* Number * Type	Purchase Order	Consumption Advice	Supplier Item Item D	escription Ship-	to Location Tax Classifica	÷

4. Click the **Submit** button to submit the invoice.

Create Invoice ⑦						ŝ	Invoice Actions 👻	Save Save a	ind Close Sub	mit Cancel
						1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	-	100	in in	
Identifying	PO 4073265	¥	Remit-to Bank Account				* Number IN	V_4073265		4)
10.8 5	lier Hertz System Test Suppl	ier 2	Unique Remittance Identifier				* Date 9/2	26/22	6	\smile
Taxpaye	r ID 123-132123		Unique Remittance Identifier Check Digit				Type Inv	oice		
	lite Primary Office	Ψ.	Description				voice Currency US			
Addr	ess Lane1, WINSTON, MO 64	4689, Daviess	Attachments	None 🕂		Pa	ment Currency US	SD - US Dollar		
Supplier Tax Registration Num	ber	-	Tax Control Amount		Î					
					-					
Customer										
Customer Taxpaye	r ID 13-1938568	v		LE The Hertz Corporation						
			Address							
Lines										
View 🗸 🕂 🗶 🔄 Cancel Line										
	Purchase Order	Consumption Advice								
* Number * Type		Number Line	Supplier Item Item Description	Ship	-to Location Tax Classif	ication Available Quantity	Quantity	Unit Price	UOM	* Amount
1 Item v 4073265			Test		ampa 9017A	• 1		25	50	25.00
			1651	FLI	ampa 9017A		1	25	ED	
Total										25.00
Summary Tax Lines										



Submit Invoices

5. A confirmation message is displayed after the invoice has been submitted.

5					
32 📀 Invoice II	NV_4073265 has been submitted.			×	c
Identifying PO 4	073265	Remit-to Bank Account	Number	INV_4073265	
Supplier H	lertz System Test Supplier 2	Unique Remittance Identifier	Date	9/26/22	



View Invoices

Upon reviewing the steps of this transaction, you will be able to View Invoices. Follow the steps to view Invoices.

1. Login to the Supplier Portal and select the **Supplier Portal** app.



2. Click the **View Invoices** option from the **Tasks** list. The **View Invoices** screen is displayed.

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Manage Contracts Manage Deliverables consigned Inventory	Supplier News			
Review Consumption Advices				
Create Invoices View Invoices				



View Invoices

- 3. Enter the required search criteria such as Invoice Number, Supplier, Purchase Order, etc. to search for the required Invoice. (In this example, **Invoice Number** is used as the search parameter)
- 4. Click the **Search** button. The results matching the search criteria are displayed.

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5. Click the **Invoice Number** link to view more details. The **Invoice** screen is displayed.

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View Invoices

6. You can view the details of the invoice.

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