



# **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=520	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	
	Supplier Portal	
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	
0 000 0 0 0 0		
	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	Requiring Attention 46 6 6 6 6 6 6 7 8 7 8 9	Heedent Activity Last 30 Days Orders changed or canceled Orders opened	2 Pof 5	naaction Keports 30 Days Puchase Amount	214 EUR	
Create Invoice     Vew Hwsices     Vew Payments  tepotations     Vew Active Negotations     Manage Responses						
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				
Manage Orders     Grand Anage Agreements     Manage Agreements     Manage Agreements     Manage Agreements     Orate AGN     Orate AGN     Orate AGN     Upload AGN or AGBN     Uproad AGN or AGBN     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	Lat 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				
Ouslifications  Manage Oussionnaires Vew Ouslifications Company Profile Manage Multin				
manage crosse				



## **Update Preferences**

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

		1 7
	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	
-	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	Q ₽ \$ ₹
Good afternoon,	
C C C Supplier Portal Tools Others	
Suppler Portal	
I hings to Finish	

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

ORACLE				Q 🔺
Supplier Portal				
Search Orders V Order Number	rQ			15 188
Tasks				_
Manage Orders	Requiring Attention	Recent Activity Last 30 Days		
		Orders changed or canceled	1	
• Agreements		Orders opened Receipts	2	
- Manage Agreements				
Shipments	25		2	
Manage Shipments	20	Transaction Reports		
Create ASN		Last 30 Days	210 EUP	
Create ASBN		Involce Amount	210 EUR	
<ul> <li>Upload ASN or ASBN</li> </ul>	25	Invoice Amount		
View Receipts		invoice Price variance Amount	UEUR	
View Returns	Schedules Overdue or Due Today			
Contracts and Deliverables				*



- 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					þ ý 🕅
Manage Orders ⑦					Done
Headers Schedules					
▲ Search		Advanced	Manage Watchlist Saved Se	All Orders	3 、
Sold-to Legal Entity	•	)	<b>Order</b> 400066	3	
Bill-to BU	~		Status	Ý	
Supplier Site	•	Include	le Closed Documents No 🗸		4
				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 MENT	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 v			
							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 Buyer Creation Date	LE Hertz de Espana, S.L. OU Hertz ES RAC 4000663 Open Namit Yadav 1/5/23	Supplier Supplier Site Supplier Contact Bill-to Location Ship-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 ISupplier Tax Calculation_ES	Ordered 0 40 80 120 Amount (EUR) View Details
Terms Notes and Att Require Acknowledgmer Payment Term	achments d None s Net 60	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		Context	Prompt		
Actions View Format	▼ ∰ Er III Freeze	📰 Detach 🚽 Wrap					
			-	Base	Price	Ordered	Ctature
Export to 8	Description		Quantity UOM	Price	Frice	oracica	Status
Edit Edit	Tax PO		Quantity UOM	<b>Price</b> 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.

A Warning	×
This action will create a change order on the document. Do you want to continu	e? (PO-2055113)
	Yes No

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

ORACLE					
Edit Change Order: 1	Ø			Actions	▼ Save ▼ Sub <u>m</u> it <u>C</u> ancel
	10			AND OUT THE OLD AND ADDRESS OF	
Change Order		Status	Incomplete	Initiating Party	Supplier
* Description	Test_121	Amount Changed	0.00 EUR	Initiator	José Antonio Góngora
Main Contract Terms					
Sold-to Legal Entity	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 Location	SP HERTZ ESPANA	Agreement	
* Buyer	Yadav, Namit	Default Shin to		Master Contract	
Creation Date	1/5/23	Location	SP HERTZ ESPANA		
Terms Notes and Attachme	ints				



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								ĴA
Purchase Order:	4000663 ⑦			View PDF Action	ons ▼ Refresh	Order Life	Cycle	
	N 456 656 6	Confirmation			× visitance	28		
Main		The change order 1 fe	or document Purchase Ord	er number 4000663 was submitt	ed 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	0	40	80
Order	4000663	Supplier Contact	José Antonio Góngora	Source Agreement	Calculation_E3		Amount A	(EUR)
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	t None	Shipping Method			Requires signature	D		
Payment Terms	s Net 60	Freight Terms				1		
		FOB		5	<ul> <li>Pay on receipt</li> </ul>			
				5	- 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			_	<ul> <li>Requires signature</li> </ul>	
Payment Terms Net 60	Freight Terms					
	FOB			-	<ul> <li>Pay on receipt</li> </ul>	
				-	<ul> <li>Confirming order</li> </ul>	
Additional Information Hertz Legacy PO Number	Legacy System Name		Context I	Prompt		
nes Schedules						
nes Schedules Actions ▼ View ▼ Format ▼	🖽 🔄 Freeze 🔝 Detach 📣 Wrap			13		
Actions View Format Line Item	理 IFreeze I 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						ιĴ	LG
Manage Orders ⑦							D <u>o</u> ne
Headers Schedules						1131	151
⊿ Search		Advanced	Manage Watchlist	Saved Search All Orders		3	~
Sold-to Legal Entity	•		Orde	er 381500002406			
Bill-to BU	~		Statu	IS	~		
Supplier Site	•	Includ	e Closed Document	ts No V	Search R	eset Save	ə

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

ORACLE					(i) ::::)		Ω F	⊐ Ĉ	LG
Manage Orders ⑦									D <u>o</u> ne
			8 788		V 6 1	0.90		AT AN	17.007.0
Headers Schedules									
4 Saarch			Advanced	Manage Watchlist	Saved Search	All Orders			~
Jearch			Auvanceu	Wahaye waterinet	Saveu Search	All Orders			Ť
Sold-to Legal Entity	•			Order	38150000240	6			
Bill-to BU	~			Status	\$		~		
Supplier Site			Include	e Closed Documents	i No 🗸				
						ſ	Search	Reset	Save
Search Results									
Actions 👻 View 👻 Format 👻 🧪	🎙 📅 📑 Freeze 📓 Detach 斗 Wrap								
Order Order I	Date Description	Supplier Site	Buyer	Orde	red Currency	/ Status	Life Cycle	Creati Date	ion
381500002406 12/14/2:	2 iSupplier Tax Calculation_UK	ROMA	Yadav, Namit	10(	).00 GBP	Closed for I	Ċ.	12/14/2	22
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		
Sold-to Legan Entity Bill-to BU Order Status Buyer	LE Hertz Europe Limited OU Hertz UK HEL 381500002406 Closed for Invoicing Namit Yadav	Supplier Supplier Site Supplier Contact Bill-to Location	UK Hertz Europe Ltd.	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	12/14/22 ichments	Silp-to Eocaton						
Requirec Acknowledgmen Payment Terms	None Net 60	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	
	ляя 1	
00000	Supplier Portal	
0000000		
0,000	Things to Finish	- Standard

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

Supplier Portal				
			Martin Bally P	BBB ( PH B BBB
Search Orders V Order Number	Q,			
Tasks				0
Orders				1
Manage Orders	Requiring Attention	Recent Activity	Transaction Reports	
2.0.1		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				2.5)
Shinments	13			
(2)	43			
Manage Sh				
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 ②					Done
Search	VYG INTENS	an a			3 ced Saved Search Purchase Order ~
**	Purchase Order			** Supplier APISA EMILIO.	Search Reset Save
Search Results View  Create ASN Item Item Descript	ion Supplier Item	Purchase Order Line	Purchase Order Schedule Due Date	Ordered Quantity UOM Name	
No search conducted.					

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

ORACLE				○ Þ ♀
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 [	460500205469	LE Hertz Italiana S.r.I.	APISA EMILIO	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.	APISA EMILIO	
			OK Cancel	



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									
Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name		
	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	ancel
			8.78
✓ Header			
Header * Shipment	Packing Slip		
* Shipped Date	1/12/23 9:26 PM 🖏 Packaging Code		
* Expected Receipt Date	1/12/23 9:26 PM Decial 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 [] Each V IT Roma Casale C 5 Each 2 None + 8		



- 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 <b>▼ + ×</b>			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)
					•	<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					ı Q sv
Create ASN Details ②				13 s	ubmit
▲ Header		12			19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
* Shipment	ASN5		Packing Si	lip	
* Shipped Date	1/12/23 9:26 PM	-	Packaging Cod	de	
* Expected Receipt Date	1/12/23 9:26 PM		Special Handling Cod	de	
Freight Terms	~		Tare Weig	ht	
Shipping Method		•	Tare Weight UO	м	•
Number of Supplier Packing Units			Net Weig	ht	
Bill of Lading			Net Weight UO	M	
Waybill			Commen	ts	±.
					le
✓ Lines					
Actions View View Remove Line					
Item Item Supplier Item	Purchase Order * Quant	tity UOM Name Ship-to I	ocation Ordered Ord Quantity Qu	dered Received antity UOM Quantity	Attachments
BRI050-BBK01	460500205469	5 Each V IT Roma	Casale C 5 Eac	h 2 e	sting[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		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	ected 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	nber of lines; 1.		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	d Att	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	Supplier Portal Tools Others	
	APPS 1	
	Suppler Portal	
00000000		
0 0 0 0	Things to Finish	

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

Supplier Portal			
Search Orders V Order Number	्र २		
Tasks			9
Orders  Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet  Agreements  Manage Agreements  Shipments  Manage Shipments  Create ASN Create ASN Upload ASN or ASSN View Receipts View Receipts View Returns  Contracts and Deliverables	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days No data available
Manage Contracts     Manage Deliverables Consigned Inventory	Supplier News		
Review Consumption Advices Invoices and Payme     Create Invoice     Vew Invoices     View Payments			



# **Submit Invoices**

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

ORACLE						Ļ LG
Create Invoice ⑦			Invoi	ce Actions 👻 🛛 Save	e and Close Sub <u>m</u>	it <u>C</u> ancel
						777 731
* Identifying PO	•	Remit-to Bank Account		• * Number		
Supplier	DATAFORCE ITALIA S R L A SOCIO UNICO	Unique Remittance Identifier		* Date	m/d/yy	Ċ.
Taxpayer ID		Unique Remittance		* Туре	Invoice 💊	·]
* Supplier Site	•	Description		Invoice Currency		
Address		Attachments	None 🕂	Payment Currency		
Supplier Tax Registration Number	•	Tax Control Amount				
Customer						
Customer		Name				(3)
Customer Taxpayer ID	Ŧ	Address				
Linos						
LINES						
View 🗸 🕂 🗮 Can	icel Line					
* Number * Type	Purchase Order	Consumption Advice	Supplier Item Item I	escription Ship-	-to Location Ta	ax Classifica 📕 👻

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

Create Inv	voice ⊘											()	nvoice Actions 🔻	Save Save	and Close	Submit Cancel
-	COLUMN DAVID	and the second			10007050			NAME AND ADDRESS OF A DECK	Gran Maria			-	-	1.4		
		Identifyin	<b>9 PO</b> 40732	65	Ψ.			Remit-to Bank Account		•			* Number	INV_4073265		(4)
		Sup	plier Hertz S	System Test Suppli	er 2		Uniq	ue Remittance Identifier					* Date	9/26/22	6	
		Taxpay	er ID 123-13	32123			Unique Remittan	ice Identifier Check Digit					Туре	Invoice		
		Supplier	Site Primar	ry Office	v.			Description		_		Inv	oice Currency	USD - US Dollar		
	Address Lane1, WINSTON, MO 64689, Daviess				Attachments	None 🕂			Payr	ment Currency	USD - US Dollar					
	Supplier Ta	x Registration Nur	nber					Tax Control Amount								
Customer		Customer Taxpay	er ID 13-193	18568 1	•			Name Address	LE The Hertz Corporation							
View 👻 🚽	- × 타	Cancel Line														
* Number	* Type		Purchase (	Order	Consur	nption Advice	Supplier Item	Item Description		Ship-to Location	Tax Classification	Available	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line						Quantity				
1	ltem	· 4073265	1	1				Test		FL Tampa 9017A	•	1	1	25	ED	25.00
		Total														25.00
Summary Tax	Lines															



# **Submit Invoices**

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

5					~
32	Invoice	INV_4073265 has been submitted			× c
	Identifying PO	4073265	Remit-to Bank Account	Number	INV_4073265
	Supplier	Hertz 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.

Baarch Orders     Orders     Orders     Amage Coldes     Manage Schedules in Spreached     Actionatelyse Schedules in Spreached     Actionatelyse Schedules in Spreached     Anage Schedules in Spreached     Manage Schedules i	Supplier Portal			
Task     Orders     Manage Orders   Manage Schedules in Spreadineet   Acknowledge Schedules in Spreadineet   Acknowledge Schedules in Spreadineet   Manage Styments   Manage Styments   Manage Styments   Manage Styments   Manage Styments   Vew Receipts   Vew Receipts   Manage Contracts   Manage Contracts <t< td=""><td>Search Orders V Order Number</td><td>٩</td><td></td><td></td></t<>	Search Orders V Order Number	٩		
Orders   Manage Orders   Manage Schedules   Acknowledge Schedules in Spreadsheet   Agreements   Manage Agreements   Manage Agreements   Manage Spreadsheet   Manage Shonents   Order ASBN   Updad ASN or ASBN   Vew Receipts   Manage Deliverables   Constructs and Deliverables   Consigned Inventory   Review Consumption Advices	Tasks			6
Manage Contracts     Manage Deliverables      Supplier News      Supplier News      Invoices and Payments      Create Invoice	Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments Create ASN Create ASN Upload ASN or ASBN View Receipts View Returns Contracts and Deliverables	Requiring Attention	Recent Activity Last 30 Days No data available	Transaction Reports Last 30 Days No data available
Review Consumption Advices Invoices and Payments Create Invoice	Manage Contracts     Manage Deliverables Consigned Inventory	Supplier News		
	Review Consumption Advices Invoices and Payments     Create Invoice			



#### **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.

ORACL	ε			$\overline{(i)}$	000 000 000		ΡÛ	LG
View Invoid	ces							D <u>o</u> ne
▲ Search	81.57.67. VA263	3	)		Advanced	Saved Search	All Invoices	► required
	** Invoice Number	UK_TAX_5		Consumption Advice				
	** Supplier		•	Invoice Status	~			
	Supplier Site		•	Paid Status	~			
	** Purchase Order			Payment Number			4	
						Searc	h Reset S	Save

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

ORACLE				(i)			ÞÔ	LG
View Invoices								Done
	6-0-0				6 6 9			1 151
Search					A <u>d</u> vanced	Saved Search		
** Invoice Number	UK_TAX_5		с	onsumption Advice			At least one i	s required
** Supplier		•		Invoice Status	~			
Supplier Site		•		Paid Status	~			
** Purchase Order				Payment Number				
						Sear	ch Reset	Save
Search Results								
View 👻 📑 📄 Detach								
Invoice Invoice Date Typ	pe Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice In Amount St	voice Paym tatus Numb	ent C	omments
UK_TAX_5 12/14/22 Star	ndard 381500002406	DATAFORCE ITALIA S R L A SOCIO UNICO	ROMA	120.00 GBP	120.00 GBP Ap	opro		
(5)								



#### **View Invoices**

6. You can view the details of the invoice.

ORACLE									<u>.</u>		Ĺ	́р	<u></u>	6
Invoice: UK_1	ГАХ_5												Don	e
		16.6.0		1 751.10		R MAL / I	887			146.104	O TANK			797
E	3usiness Uni	t OU Hertz UK HEL		Invoid	e Amount	120.00 GBP								
Lega	I Entity Name	LE Hertz Europe Limited								Invoi	ice Type Star	ndard		
Sup	oplier or Party	DATAFORCE ITALIA S R	LA	Unpai	id Amount	120.00 GBP				Dee	ariation			
	Supplier Site	ROMA		Payment	Currency	GBP				Des	cription			
	Address	PIAZZA DI SANT ANAST 00186 ROMA, ITALY	IVIA NZZA DI SANT ANASTASIA 7, 186 ROMA ITALY							Funds	s Status 🥏 R	eserved		
	Invoice Date	e 12/14/22								Atta	achment Nor	ie		
Lines Payments Items View	∄ Detach		Budaet	an Control				P	urchase (	Order	Baca	sint	Consun	np
Line	Line Amount Description	escription	Budgeta	ary Control	Quantity	Unit Price	UOM Name	FL	urchase	Jidei	Rece	ipt	Advi	ĊE
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	
1	100.00 Ta	x PO	12/14/22	Reserved	1	100	Each	38150000	1	1				