

CTTY OF JACKSONVILLE	۵	JD ~
Good afternoon, John Doe!		
Supplier Portal Tools Others		
Supplier Portal		
Things to Finish		
Assigned to Me		~

By completing this topic, you will be able to Create and Submit PO Matched Invoices in the Supplier Portal.

1TY OF JACKSONVILLE		â D	JD ~
Good afternoor	n, John Doe!		
Supplier Portal Tools	Others		
APPS			
Supplier Portal			
Things to Finish			
Assigned to Me			

Step 1

Click the Supplier Portal tile.

CITY OF JACKSONVILLE		â	0	JD ~ ^
Supplier Portal				
Search Orders V Order Number	0,			- 1
Tasks				6
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Receipts Invoices and Payments Create Invoice View Invoices	Requiring Attention			
View Payments	Orders to Acknowledge Regotiations Closing Soon			
Negotiations View Active Negotiations Manage Responses 	Recent Activity Last 30 Days Negotiation invitations 1			
Qualifications Manage Questionnaires View Qualifications 	Agreements opened 1 Orders opened 1 Receipts 1			~
<				>

Step 2

Click the Create Invoice link.

CITY OF JACKSONVILLE						\$	JD
Create Invoice			Invoice	Actions V Save	ave and Close Sub	b <u>m</u> it <u>C</u>	ancel
* Identifying PO		•	Remit-to Bank Account		. .	* Number	
	ABC Company		Unique Remittance			* Date	
Taxpayer ID	TAX ID 123		Identifier Unique Remittance				
* Supplier Site		•	Identifier Check Digit			* Type Invoice	Invoid
Address			Description			Currency Payment	
Supplier Tax Registration Number			Attachments	None 🕂		Currency	
supplier rax registration number		•					
Customer							
Customer Customer Taxpayer ID	v		Name				
	v		Name Address				
	Ŧ						
Customer Taxpayer ID							
Customer Taxpayer ID	cel Line		Address				
Customer Taxpayer ID	cel Line Purchas	se Order	Address Consumption Advice	a Supplier Item	Item Desc	cription	
Customer Taxpayer ID ines View • + X 🖳 Can	cel Line		Address	a Supplier Item	Item Desc	cription	
Customer Taxpayer ID ines View • + × . Can Number * Type	cel Line Purchas	se Order	Address Consumption Advice	a Supplier Item	Item Desc	cription	

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Click the Identifying PO list.

CITY OF JACKSONVILLE					6	JD
Create Invoice			Invoice	Actions V Save Save a	nd Close Sub <u>m</u> it <u>C</u>	ancel
* Identifying PO Supplier	500175-19 ABC C	ompany	Remit-to Bank Account Ordering/Remit		Number Date	m/d/yy
Taxpayer ID * Supplier Site Address Supplier Tax Registration Number	Search	•	dentmer Cneck Digit Description Attachments	None -	* Type Invoice Currency Payment Currency	Invoice
Customer Taxpayer ID ines View • -+	▼ ncel Line		Name Address			
	Purcha	se Order	Consumption Advice	Supplier Item	Item Description	
* Number * Type						
* Number * Type	* Number * Line	* Schedule	Number Line			
	* Number * Line	* Schedule	Number Line			
Number Type		* Schedule	Number Line			>
No data to display.		* Schedule	Number Line			>

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Step	4
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Click the 600175-19 list item.

CITY OF JACKSONVILLE					â D	JD ~
Create Invoice			Invoi	ce Actions v Save <u>Save and</u>	Close Sub <u>m</u> it Q	<u>C</u> ancel
* Identifying PO	600175-19	× •	Remit-to Bank Account		▼ * Number	
Supplier	ABC Company		Unique Remittance Identifier		* Date	m/d/yy
Taxpayer ID	TAX ID 123		Unique Remittance		* Type	Invoice
* Supplier Site	Ordering/Remit	•	Identifier Check Digit		Invoice	USD - US
Address	123 Right Way, JACKSON 32208Duval	VILLE, FL	Description Attachments	Nono 🕂	Currency Payment Currency	USD - US
Supplier Tax Registration Number		•	Attachments		Currency	
* Customer Taxpayer ID 59-60003 Lines View - + X 📪 Can	44 v		Name City of Jacksonv Address	lle		
* Number * Turn	Purchase	Drder	Consumption Advi		Item Developing	
* Number * Type	* Number * Line	* Schedule	Number Line	Supplier Item	Item Description	
No data to display.	Total					
<	Total		_			>
Summary Tax Lines						
Line * Regime	* Tay Namo	Tox lurio	diction * Tay Statue	* Rato Namo Por	contano Por Un	

Step 5

Click in the Number field.

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Create Inv	voice					Invoice Actio	ons 🔻 Save	<u>Save and C</u>	lose	Sub <u>m</u> it	Cancel	1
												I
	* Identifying PO	600175-19		•	Remit-to Bank A	ccount			•	* Number		1
	Supplier	ABC Compa	ny		Unique Rem					* Date	m/d/yy	1
	Taxpayer ID	TAX ID 123			Unique Rem	entifier ittance						
	* Supplier Site	Ordering/Rer	mit	•	Identifier Cheo					* Type Invoice	Invoice USD - L	
	Address	123 Right Wa 32208Duval	ay, JACKSON	VILLE, FL	Desc	ription				Currency Payment		
function Tou D	egistration Number	32206Duvai			Attack	nments None	e 🕂			Currency	050-0	12
Supplier Tax K	egistration number			•								
Customer												
* Customer Ta	xpayer ID 59-60003	44	•		Name City of Ja	acksonville						I
040101101 14					Address							
												I
Lines												1
View 🔻 🚽	- 🗙 📑 Cano	el Line										1
* Number	* Тиро		Purchase (Order	Consumptio	n Advice	Supplier Item	n Item Description		ecription		
Number	Type	* Number	* Line	* Schedule	Number L	.ine	Supplier item		item D	escription		
No data to displa	ay.											
		Total										
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Summary Ta	x Lines											
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Step 6

Enter your Invoice number.

Enter the desired information into the **Number** field. Enter "1234".

CITY OF JACKSONVILLE						JD ~
Create Invoice			Invoid	ce Actions ▼ Save Save an	d Close Sub <u>m</u> it <u>C</u> ar	ncel
Taxpayer ID * Supplier Site Address Supplier Tax Registration Number Customer * Customer Taxpayer ID 59-6000 Lines	ABC Company TAX ID 123 Ordering/Remit 123 Right Way, JACKSONVILL 32208Duval	•	Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments Name City of Jacksonvi Address		* Date r * Type In Invoice U Currency	1234 n/d/yy nvoice JSD - US JSD - US
* Number * Type	Purchase Orde	er	Consumption Advic	ce Supplier Item	Item Description	- 1
	* Number * Line	* Schedule	Number Line	Supplier term	ton Description	- 1
No data to display.	Total					
<						>
Summary Tax Lines	** *			10 c N		
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Step	7
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Click in the **Date** field.

CITY OF JACKSONVILLE					6	JD ~
Create Invoice			Invoi	ice Actions V Save Save	re and Close Sub <u>m</u> it	<u>C</u> ancel
* Identifying PO	600175-19	•	Remit-to Bank Account		Example:	r 1234
Supplier	ABC Company		Unique Remittance Identifier		8/11/19	
Taxpayer ID	TAX ID 123		Unique Remittance Identifier Check Digit		* Тур	Invoice
* Supplier Site	-	•	Description		Invoice	
Address	123 Right Way, JACKSON 32208Duval	/ILLE, FL	Attachments		Paymen	t usp.i
Supplier Tax Registration Number		-			Lanons	
view → + × R Car	ncel Line					
* Number * Type	Purchase C	Order	Consumption Advi	ce Supplier Item	Item Description	
	* Number * Line	* Schedule	Number Line	Supplier term	non boompion	
No data to display.	Total					
<			_			>
Summary Tax Lines View ▼						
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Step	8
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Enter the desired information into the **Date** field. Enter **"8/11/19**".

						â D	JD ~
Create Invoice				Invoid	ce Actions	Save and Close Submit	<u>C</u> ancel
S Taxp * Suppl	ing PO 600175-19 upplier ABC Comp ayer ID TAX ID 123 ier Site Ordering/Rv 123 Right V 32208Duva	emit Vav. JACKSONVII	▼ LLE, FL	Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments	None -	* Example: 8/11/19 * Type Invoice Currency Payment Currency	Invoice USD - U
Supplier Tax Registration N Customer * Customer Taxpayer ID	59-6000344	•	·	Name City of Jacksonvi	lle		
	Cancel Line			Address			
	Cancel Line	Purchase Or		Address Consumption Advio		Item Description	
View • + × E	Cancel Line * Number				supplier Item	Item Description	
View 🔻 🕂 🗶 层		r * Line	der	Consumption Advice		Item Description	
View • + × E	* Number	r * Line	der	Consumption Advice		Item Description	>
View - + X R Number Type No data to display.	* Number	r * Line	der	Consumption Advice		Item Description	>

Step 9	9
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Click the **Type** list.

CITY OF JACKSONVILLE					ĥ	4 6	
Create Invoice			Invoid	e Actions v Save Save	ve and Close	Sub <u>m</u> it	ancel
* Identifying PO Supplier Taxpayer ID * Supplier Site Address Supplier Tax Registration Number Customer * Customer Taxpayer ID 59-60003	Ordering/Remit 123 Right Way, JACKSONV 32208Duval	٠	Remit-to Bank Account Unique Remittance Identifier Unique Remittance Identifier Check Digit Description Attachments Name City of Jacksonvil Address	-	•	* Date	1234 8/11/19 dit memo ole: USD - US USD - US
View 🔻 🕂 🗶 Cane	cel Line						_
* Number * Type	Purchase O	rder	Consumption Advic	e Supplier Item	Item [Description	
	* Number * Line	* Schedule	Number Line	Supplier term	item E	reactivation	
No data to display.	Total						
<	Total		_				>
Summary Tax Lines	* Tay Namo	· ·	liction * Tay Status	* Pato Namo	Percentarie	Per lin	

Step 1	0
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Click the Invoice list item.

CITY OF JACKSONVILLE					â 🏳	JD ~
Create Invoice			Invo	pice Actions ▼ Save Save	we and Close Submit	<u>C</u> ancel
* Identifying PO	600175-19	•	Remit-to Bank Account		▼ * Numbe	r 1234
Supplier Taxpayer ID	ABC Company TAX ID 123		Unique Remittanc Identifie Unique Remittanc	r	* Dat	
* Supplier Site Address	Ordering/Remit 123 Right Way, JACKSON 32208Duval	VILLE, FL	Identifier Check Dig	it	* Typ Invoic Currenc Paymen	USD-U
Supplier Tax Registration Number	32206Duvai	•	Attachment	s None 🕂	Currenc	/ 050-0
Customer						
* Customer Taxpayer ID 59-60003	•44 🔻		Name City of Jackson Address	ville		
ines						
View 🗸 🕂 🗶 🖪 Can	cel Line					
* Number * Type	Purchase (Order	Consumption Adv	vice Supplier Item	Item Description	
No data to display.	* Number * Line	* Schedule	Number Line	Supplier term	ttem Description	
to data to display.	Total					
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Summary Tax Lines						
View	* Tay Namo		diction * Tay Statue	* Rato Namo	Parcantana Par I	

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Click in the **Description** field.

CITY OF JACKSONVILLE					6	JD
Create Invoice			Invoid	e Actions	d Close Sub <u>m</u> it	ancel
* Identifying PO	600175-19	•	Remit-to Bank Account		▼ * Number	1234
Supplier	ABC Company		Unique Remittance Identifier		* Date	8/11/1
Taxpayer ID	TAX ID 123		Unique Remittance		* Type	Invoice
* Supplier Site	Ordering/Remit	•	Identifier Check Digit		Invoice	USD -
Address	123 Right Way, JACKSONV 32208Duval	/ILLE, FL	Description	1	Currency Payment	USD -
Supplier Tax Registration Number		•	Attachments	None 🕂	Currency	
Customer						
* Customer Taxpayer ID 59-6000	344 🔻		Name City of Jacksonvil	le		
			Address			
ines						
View 🔻 🕂 🗶 Car	icel Line					
* Number * Type	Purchase O	rder	Consumption Advic	e Supplier Item	Item Description	
Number Type	* Number * Line	* Schedule	Number Line	Supplier item	nem Description	
No data to display.						
	Total					
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Summary Tax Lines						
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View V						
Line * Regime	* Tay Namo	Tax Jurie	liction * Tay Status	* Rato Namo Po	rcontago Por Un	it

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Enter the desired information into the **Description** field. Enter "**Sample Invoice**".

CITY OF JACKSONVILLE					â ()	JD ~
Create Invoice			Invoice	Actions ▼ Save Save a	nd Close Sub <u>m</u> it	⊇ancel
* Identifying PO Supplier Taxpayer ID * Supplier Site Address Supplier Tax Registration Number Customer * Customer Taxpayer ID 59-6000	ABC Company TAX ID 123 Ordering/Remit 123 Right Way, JACKSON 32208Duval	Ŧ	Remit-to Bank Account Unique Remittance Identifier Identifier Check Digit Description Attachments Name City of Jacksonville Address		Number Date Type Invoice Currency X	8/11/19
Lines						
View - + X 🖪 Car	ncel Line Purchase ()rder	Consumption Advice			
* Number * Type	* Number * Line	* Schedule	Number Line	Supplier Item	Item Description	
No data to display.	Total					
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Summary Tax Lines						
Line * Regime	* Tay Namo	Tay Jurie	liction * Tax Status	* Rato Namo P	ercentario Per IIr	it

Step	13
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Click the Manage Attachments button.

CITY OF JACKSONVILLE	۵ 📭 ۷
Create Invoice Actions	b <u>m</u> it <u>C</u> ancel
* Identifying PO 600175-19 • Remit-to Bank Account • Supplier ABC Company Unique Remittance Identifier Identifier Taxpayer ID TAX ID 123 Unique Remittance Identifier Check Digit Identifier * Supplier Site Ordering/Remit • Provide Remittance Attachments Supplier Site Ordering/Remit •	* Number 1234 * Date 8/11/19 * Type Invoice Invoice USD - US × US
Actions View + X Type Category * File Name or URL Title Description File Buyer Buyer Browse Kows Selected 1 V V V	Attached By John Doe
* Number * Type Purchase Consumption Advice Supplier Item Item Description No data to display. * Advice * Schedule Number Line Supplier Item Supplier Item * Schedule Number Line Supplier Item * Schedule Number Line * Schedule Number Line * Schedule Number * Schedule Number * Schedule Number Line * Schedule Number * Schedule * Schedule Number * Schedu	Cription
Total C Summary Tax Lines	>
Summary Tax Lines	Por Unit

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Click in the **Browse...** button.

Approve or Reject a Cash Advance - Final_Prese 8/8/2019 3:12 PM Microsoft PowerP All Files (*.*) Open Cancel	> C Pictures Approve or Reject a Cash Advance - Final_Prese 8/8/2019 3:12 PM Microsoft PowerP File name All Files (*.*) Open Cancel OK Cancel	> C Pictures Approve or Reject a Cash Advance - Final_Prese 8/8/2019.3:12 PM Microsoft PowerP, File name All Files (*.*) Open Cancel OK Cancel	See Pictures Approve or Reject a Cash Advance - Final_Prese 8/8/2019 3:12 PM Microsoft PowerP Sector Attached I John Doe File name: All Files (*.*) Sector Attached I John Doe Open Cancel
	→ Wideos v < All Files (".*) v File name: V All Files (".*) v Open Cancel d OK Cance	File name: John Doe File name: Open Cancel	
File name All Files (*.*)	File name: All Files (*,*)	File name: All Files (*.*)	File name All Files (*.*)
Open Cancel	Open Cancel	Open Cancel	Open Cancel
ok <u>C</u> ance	O <u>K</u> <u>C</u> ance	O <u>K</u> <u>C</u> ancel	
OW Cance			
		Durahase Order	
Durahase Order			Durchase Onder
* Number * Type * Purchase Order Consumption Advice * Number * Line * Schedule Number Line * Number * Line * Schedule Number Line	* Number * Type Supplier Item Item Description	* Number * Type Supplier Item Item Description	* Number * Type Supplier Item Item Description

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Step 15

Choose your invoice to attach.

In this example, click the **Sample Invoice 1234** file.

Choose File to Upload								×			J.
÷ → · ↑	> This PC > Down	nloads >		ٽ ~	Search	Downloads		P			0
Organize 🔻 New fol	der					== -	•	0	ave and Clos	e Sub <u>m</u> it	<u>C</u> ance
This PC	Name			Date modi	fied	Туре		Size ^	-	* Numbe	er 123
> 3D Objects	Sample Invoice	1234		8/11/2019	4:11 PM	Microsoft W	/ord D			Dat	e 8/11
> Desktop	Deleting a Casl	Advance Requ	est - Final.odarc	8/8/2019 3	:22 PM	ODARC File					e Invo
> 🗄 Documents	💼 Deleting a Casl	Advance Requ	est - Final_Job_Aid	8/8/2019 3	:20 PM	Microsoft V	/ord D			Invoic	
> 🕹 Downloads	💀 Deleting a Cas	Advance Requ	est - Final_Presen	8/8/2019 3	:19 PM	Microsoft P	owerP				×
Music	Deleting a Casi			8/8/2019 3		ODARC File					
Pictures			nce - Final.odarc	8/8/2019 3		ODARC File		s	cription	Attac	hed By
Videos	Approve or Rej	ect a Cash Adva	nce - Final_Prese	8/8/2019 3	:12 PM	Microsoft P	owerP	~		John (Doe
~	<							>	-		>
File	name: Sample Invoice	1234		~		es (*.*) Open	Cance	~			2
						Spen	curre			OK C	ancel
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* Number * Type	*	Purchase C	* Schedule		Imption		Supplier	ltem	lt	em Description	
data to display.	* Numbe	Line	Schedule	Number	Lin	1e					
	Tota	I									
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mmary Tax Lines											

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Step 16

Click the **Open** button.

CITY OF JACKSONVILLE						6	JD ~
Create Invoice			Inv	oice Actions 🔻	Save <u>S</u> ave and C	Sub <u>m</u> it	<u>C</u> ancel
* Identifying PO Supplier Taxpayer ID * Supplier Site Actions ▼ View ▼ + ≫ Category File ▼ Buyer < Rows Selected 1	ABC Company TAX ID 123 Ordering/Remit	V Vpdate	Remit-to Bank Accour Unique Remittanc Unique Remittanc Identifier Check Dig Desentition Title		Description 34.d x	* Da * Tyj Invoi	× .Us
L						OK	<u>C</u> ancel
* Number * Type	Purchase Order * Number * Line * S	Schedule	Consumption Adv Number Line		plier Item	Item Description	
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Summary Tax Lines							
https://eims-dev2.fa.us2.oraclecloud.co	om/fscmUl/faces/FuseWelcome?_ac	f.ctrl-state=	15eb0 * Tav Statue	* Pate	Namo Porco	ontano Por	linit >

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Step ²	17
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Click the **OK** button.

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Create Inv	oice					nvoice Ad	ctions 🔻	Save	<u>S</u> ave and	I Close	Sub <u>m</u> it	<u>Cancel</u>
	* Identifying PO	600175-19		•	Remit-to Bank Acc	unt				•	* Number	1234
	Supplier	ABC Compa	ny		Unique Remitta Iden						* Date	8/11/19
	Taxpayer ID	TAX ID 123			Unique Remitta						* Type	Invoice
	* Supplier Site	Ordering/Rei	mit	•	Identifier Check	ligit					Invoice	USD - U
	Address	123 Right W 32208Duval	ay, JACKSON	VILLE, FL	Descrip	tion Sa	imple Invo	ice			Currency Payment	USD - U
Currelies Tau D	gistration Number	32206Duval		•	Attachm	ents Sa	imple Invo	ice 1234.	docx 🕂 🗙		Currency	050-08
Customer												
* Customer Tax	paver ID 59-60003	44	•		Name City of Jack	onville						
					Address							
Lines	Select and Add											
View 🔻 🚽	- 🗙 🛃 Can	cel Line										
* Number	* -		Purchase (Order	Consumption	dvice						
Number	Туре	* Number	* Line	* Schedule	Number Lin	•	Supp	lier Item		Item	Description	
No data to displa	ıy.											
		Total										
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Summary Ta	x Lines											
View 🔻												
	Lina * Ronima	**	Tay Namo	Tay Jurie	diction * Tax Status		* Rato I	Namo	Por	contano	Par Hr	it

Step	1	8
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Click the Select and Add button.

	ct and Add: Purchase C	Orders								×
4	Search					Advanced Sav	ved Search			~
	** Purchase Orde	r 600175-1	9	•		** Consumption Adv	rice	** At least	t one is	required
	** Creation Date	e m/d/yy h:r	mm a	Ċô						
							Sea	rch Res	set S	Save
.										
265	arch Results									
	ew 🔻 📴 🗟 Detach									
		er	Consur	mption Advice	Supplier Item	han Description	Shin da Lao			
	ew 🔻 📴 🗑 Detach	er Schedule	Consur Number	mption Advice Line	Supplier Item Number	Item Description	Ship-to Loca	ation	Oi	rdered
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	ew v F Detach Purchase Orde Number Line	Schedule			Supplier Item Number				O	
	ew v F Detach Purchase Orde Number Line	Schedule	Number		Supplier Item Number				О	10

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Step 19

To highlight the line, click the empty cell to the left of the **600175-19** cell.

		rchase Or	ders						*
4	Search						Advanced Sav	ed Search	~
	** Purc	hase Order	600175-1	9	•		** Consumption Advi		ist one is required
	** Cr	eation Date	m/d/yy h:r	nm a	13 0				
								Search R	eset Save
Se	earch Result	s							
v	/iew 🔻 📑 🗐	Detach							
-									
		hase Order		Consum	nption Advice	Supplier Item	Item Description	Ship-to Location	Ordered
	Purcl			Number	Line	Number	Rein Description	Ship-to Eocation	ordered
		Line !	Schedule	Number					
	Number		Schedule 1				City Stuff	Ed Ball 8th Floor	10
	Number			<			City Stuff	Ed Ball 8th Floor	10
	Number						City Stuff	Ed Ball 8th Floor	

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Click the **Apply** button.

ate	Invoice							Invoice Actions 👻	Save <u>S</u> a	ive and Clos	se Sul	b <u>m</u> it	<u>C</u> a
Sele	ect and Add: Pu	irchase Or	rders				_	_					×
	Search							Advanced	Saved Search	1		~	1
										** At	least one	is required	d
	** Purc	hase Order	600175-19	9	•	•		** Consumption	Advice				
	** Cri	eation Date	m/d/yy h:n	nm a	Ë©								
										Search	Reset	Save	
										Search	Reset	Save	
Sea	arch Result	s								Search	Reset	Save	
		S Detach								Search	Reset	Save	
	'iew 🔻 📑 🗐	-								Search	Reset	Save	
Vi	fiew 🗸 📑 🗐	-	r	Consur	mption Ar	dvice	Supplier Item						
	fiew v 🕞 🗐	Detach	r Schedule	Consur Number	mption A		Supplier Item Number	Item Descriptio	n Ship-to	Search		Save Ordered	
Vie	fiew ▼ 📴 🗑	Detach					Supplier Item Number	Item Descriptio	n Ship-to				
Vie	fiew v 🕞 🗐	Detach					Supplier Item Number	Item Descriptio	n Ship-to) Location		Ordered >	
Vie	fiew ▼ 📴 🗑	Detach	Schedule				Supplier Item Number	Item Descriptio	n Ship-to			Ordered >	
Vie No re	fiew ▼ 📴 🗑	Detach					Supplier Item Number	Item Descriptio	n Ship-to) Location		Ordered >	el
Vie	fiew ▼ 📴 🗑	Detach	Schedule				Supplier Item Number	Item Descriptio	n Ship-to) Location		Ordered >	el
	fiew ▼ 📴 🗑	Detach	Schedule				Supplier Item Number	Item Descriptio	n Ship-to) Location		Ordered >	

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	Ste	р	21
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Click the **OK** button.

CITY OF JACKSONVILLE								â 🏠	JD ~
Create Invoice				Invoice	Actions 🔻	Save	<u>S</u> ave and C	Close Sub <u>m</u> it !	<u>C</u> ancel
Identifying PO	600175-19	Ŧ	Remit-to Bank A	ccount				 Number 	1234
Supplier	ABC Company		Unique Rem	hittance lentifier				* Date	8/11/201
Taxpayer ID	TAX ID 123		Unique Rem	nittance				Туре	Invoice
Supplier Site	Ordering/Remit	~	Identifier Che					Invoice Currency	USD - US
Address	123 Right Way, JACKSONVILLE, I 32208Duval	FL	Des	-	Sample Inv			Payment Currency	
Supplier Tax Registration Number	5220050441		Attac	hments S	Sample Inv	pice 1234.do	ex 🕂 🗙	currency	
Customer									
Customer Taxpayer ID 59-600034	44		Name City of Ja	acksonville					
		4	Address						
1 Sec.									
Lines									
View 👻 🕂 🗙 🛃 Cane	cel Line								
	Purchase Order		Consumption Advice						
* Number * Type	* Number * Line * S	chedule	Number	Line	Supp	olier Item		Item Description	
1 Item 🗸	600175-19 1 1							City Stuff	
	Total								
<									>
a									
Summary Tax Lines									
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Step 2	22
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Click the **Scrollbar** right arrow.

CITY OF JACKSONVILLE						ť	1 A	JD ~
Create Invoice			Invoi	ce Actions 🔻	Save <u>S</u> ave a	nd Close	Sub <u>m</u> it (2ancel
Identifying PO	600175-19	▼ Re	mit-to Bank Account			•	* Number	1234
Supplier	ABC Company		Unique Remittance				* Date	8/11/201
Taxpayer ID	TAX ID 123		Identifier Unique Remittance				Туре	Invoice
Supplier Site	Ordering/Remit	.	dentifier Check Digit				Invoice Currency	USD - L
Address	123 Right Way, JACKSONVILL 32208Duval	.E, FL	Description				Payment Currency	USD - L
Supplier Tax Registration Number		-	Attachments	Sample Invoice	e 1234.docx 🕂 🕻	×		
ines View → + X 🛃 Can	cel Line							
Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Aı	mount
City Stuff	Ed Ball 8th Floor	•	10	10	25	EA		250.00
								250.00
<								>
Summary Tax Lines								
View 🔻								

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Step 23

Note: You can change the quantity.

Click in the **Quantity** field to highlight the current quantity.

CITY OF JACKSONVILLE						ť		JD ~
Create Invoice			Invoi	ce Actions 🔻	Save <u>S</u> ave a	nd Close	Sub <u>m</u> it <u>C</u>	ancel
Identifying PO	600175-19	v Rer	nit-to Bank Account			•	* Number	1234
	ABC Company	• Kei	Unique Remittance			•		
Taxpayer ID			Identifier				* Date	8/11/201
		lo	Unique Remittance lentifier Check Digit				Type Invoice	Invoice
Supplier Site	Ordering/Remit 123 Right Way, JACKSONVILLE	T	Description	Sample Invoice			Currency Payment	USD - U
Address	32208Duval	.,	Attachments	Sample Invoice	1234.docx +)	c	Currency	USD - U
Supplier Tax Registration Number		-				*		
Customer Taxpayer ID 59-60003	4 4 v	Addres	ŝŝ					
Lines View ▼ + × 戽 Can	cel Line							
		ax Classification	Available Quantity	Quantity	Unit Price	UOM	* Ar	nount
View ▼ + X 🛃 Can		ax Classification	Quantity	Quantity		UOM		nount 250.00
View • + X R Can Item Description	Ship-to Location Ta		Quantity				:	
View • + X R Can Item Description	Ship-to Location Ta		Quantity				:	250.00
View • + * E Can tem Description City Stuff	Ship-to Location Ta		Quantity				:	250.00 250.00
View • + × E Can Item Description City Stuff	Ship-to Location Ta		Quantity				:	250.00 2 50.00

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Step 24

In this example, you will reduce the quantity.

Enter the desired information into the **Quantity** field. Enter **"8**".

CITY OF JACKSONVILLE							ť	â D	JD ~
Create Invoice				Invo	ce Actions 🔻	Save <u>S</u> ave a	nd Close	Sub <u>m</u> it C	ancel
Identifying PO	600175-19		Remit	to Bank Account			•	* Number	1234
Supplier	ABC Company		U	nique Remittance Identifier				* Date	8/11/201
Taxpayer ID	TAX ID 123			nique Remittance				Туре	Invoice
Supplier Site	Ordering/Remit	~	Ider	ntifier Check Digit				Invoice Currency	USD - US
Address	123 Right Way, JACKSONVI 32208Duval	LLE, FL		Description Attachments		ice 1234.docx 🕂		Payment Currency	USD - US
Supplier Tax Registration Number		•		Attachments	Sample invo	ice 1234.00cx 🖷 .	~		
Lines View - + X Can	cel Line								
Item Description	Ship-to Location	Tax Class	ification	Available Quantity	Quantity	Unit Price	UOM	* Ar	nount
City Stuff	Ed Ball 8th Floor		•	10	8	25	EA	:	250.00
								1	250.00
<									>
Summary Tax Lines									
10			,						
ttps://eims-dev2.fa.us2.oraclecloud.c	om/tscmUl/faces/FuseWelcom	e?_adf.ctrl-sta	ate=15eb0						>

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Step 2	25
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Click the **Submit** button.

	KSONVILLE										0	JD
nvoice:	1234								Printable Page	Create An	other	D <u>o</u> ne
	Identifying PO	600175-19		Re	mit-to Bank	Account			Numbe	r 1234		
	Supplier	ABC Company		Uniq	jue Remittai	nce Ident ifier			Date	e 8/11/19		
	Taxpayer ID	TAX ID 123			Unique Re dentifier Ch	mittance			Тур	e Invoice		
	Supplier Site	Ordering/Remit			De	scription	Sample Invoice		Invoice Currency	y USD		
Supplier 1	Address Tax Registration Number	123 Right Way, JACKSONVILLE 32208Duval	, FL		Atta	ichments	Sample Invoice 1234.docx		Payment Currency	y USD		
Customer												
Custo	omer Taxpayer ID	59-6000344			Leg	gal Entity	City of Jacksonvi	lle				
						Address						
						Address						
ines						Address						
_ines View ▼						Address						
	Туре	* Pu	rchase (Drder	Consu	Imption	Supplier	ltem	Ship-to Location	1	Ship	from Lo
View 🔻	Туре	* Pu Number	rchase (Line		Consu	Imption	Supplier Item	Item Description	Ship-to Location	1	Ship	from Lo
View 🔻	Туре		Line		Consu Adv	Imption vice	Supplier Item		Ship-to Location Ed Ball 8th Floor	1	Ship	from Lo
View ▼ Number		Number	Line	Schedule	Consu Adv	Imption vice	Supplier Item	Description		1	Ship	from Lo
View ▼ Number		Number 600175-19	Line	Schedule	Consu Adv	Imption vice	Supplier Item	Description		1	Ship	from Lo
View View		Number 600175-19	Line	Schedule	Consu Adv	Imption vice	Supplier Item	Description		1	Ship	

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Step 2	26
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Click the **Done** button.

CITY OF JACKSONVILLE		💼 🗅 🝺 🗸
Supplier Portal		
Search Orders V Order Number	Q	
Tasks		6
Orders		•
Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Shipments View Receipts View Returns Invoices and Payments	Requiring Attention	
Create Invoice View Invoices View Payments Negotiations	Criders to Acknowledge Negotiations Closing Soon	
View Active Negotiations Manage Responses	Recent Activity Last 30 Days Negotiation invitations 1	
Qualifications	Agreements opened 1	
Manage Questionnaires View Qualifications	Orders opened 1 Receipts 1	~

Step 27

Click the Home icon.

CITY OF JACKSONVILI	LE CONTRACTOR OF CONTRACTOR	۵	JD ~
G	iood afternoon, John Doe!		
Sup	pplier Portal Tools Others		
APPS			
	Supplier Portal		
Th	nings to Finish		
	Assigned to Me		

Step 28

End of Procedure.