Submit an Invoice

The Oracle Cloud supplier portal gives you the ability to submit invoices electronically. This job aid will walk you through all of the steps necessary to create an electronic invoice, while highlighting common sticking points and frequently asked questions.

<u>Table of Contents</u>

Updated on 5/17/2022

Submit an Invoice

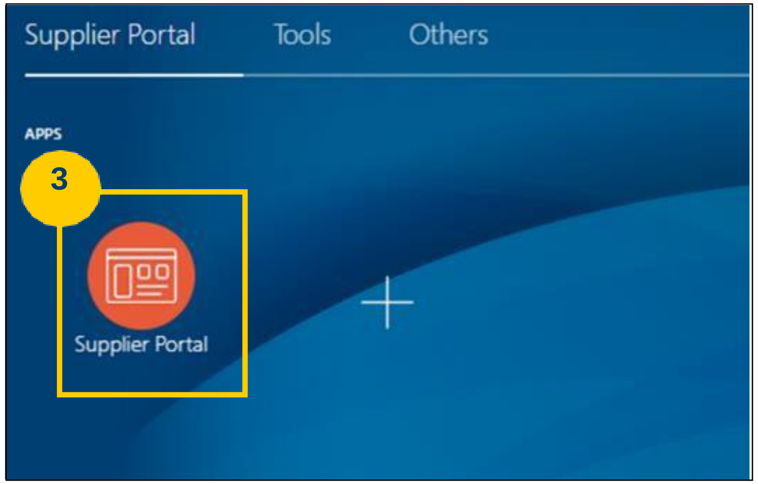
1. Login to Oracle Cloud

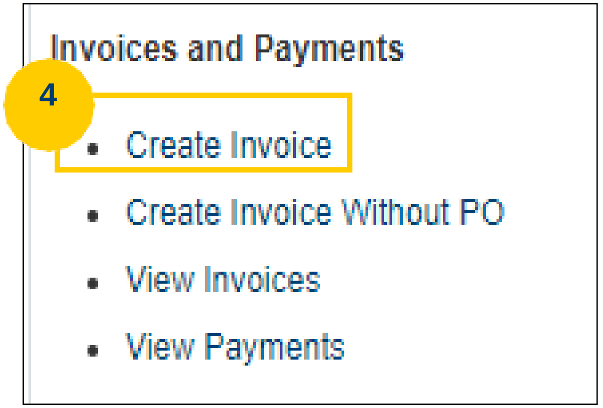
- ***Helpful Hint:*** *If you are attempting to submit an invoice against a PO with a workorder from STP (for time and materials contractors), STOP. You do not need to submit an invoice for those POs. You will be paid automatically based on approved time worked for each of your contractors. Questions on STP can be submitted to contingentlabor@bcbsm.com*

2. Navigate to the **Home Page**

3. Click **Supplier Portal**

4. Click **Create Invoice** from the task list on the left side of the screen



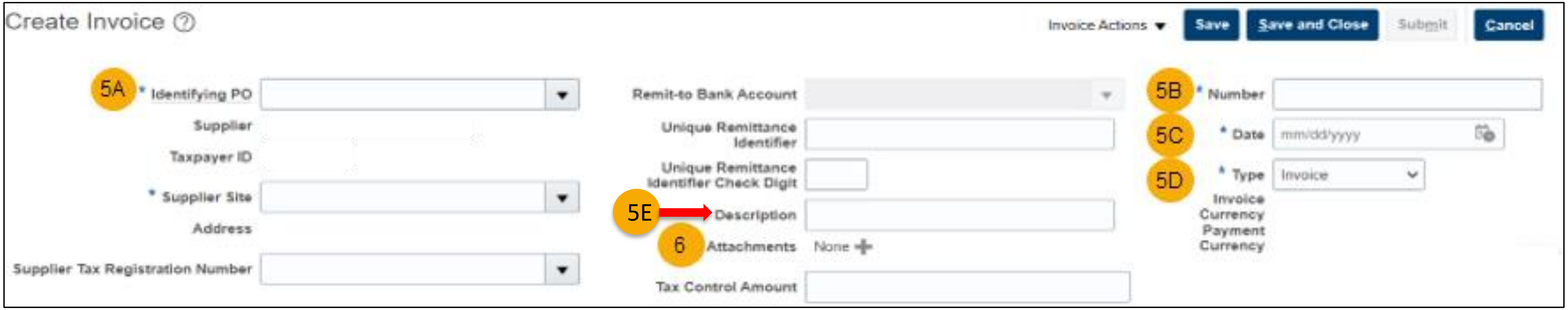


Updated on 5/17/2022

Submit an Invoice

5. Enter the following information:
   A. From the **Identifying PO** dropdown, select the PO you are invoicing against. If you do not see the PO you need, use the search function at the bottom of the dropdown
   B. In the **Number** field, enter your invoice number. This is a free text alpha-numeric field, so you can use your invoice numbering format.
   C. In the **Date** field, enter the appropriate invoice date (the system will not allow back- dating)
   D. From the **Type** drop down, ensure "Invoice" is selected (unless you are creating a credit memo - we like those) 😊
      - ***Helpful Hint:*** *Certain data elements populate based on the selected purchase order and cannot be modified, including Supplier Site*
   E. REQUIRED – Enter a brief **Description** of the invoice (e.g., "2022 annual maintenance", "monthly service fee for June 2022")

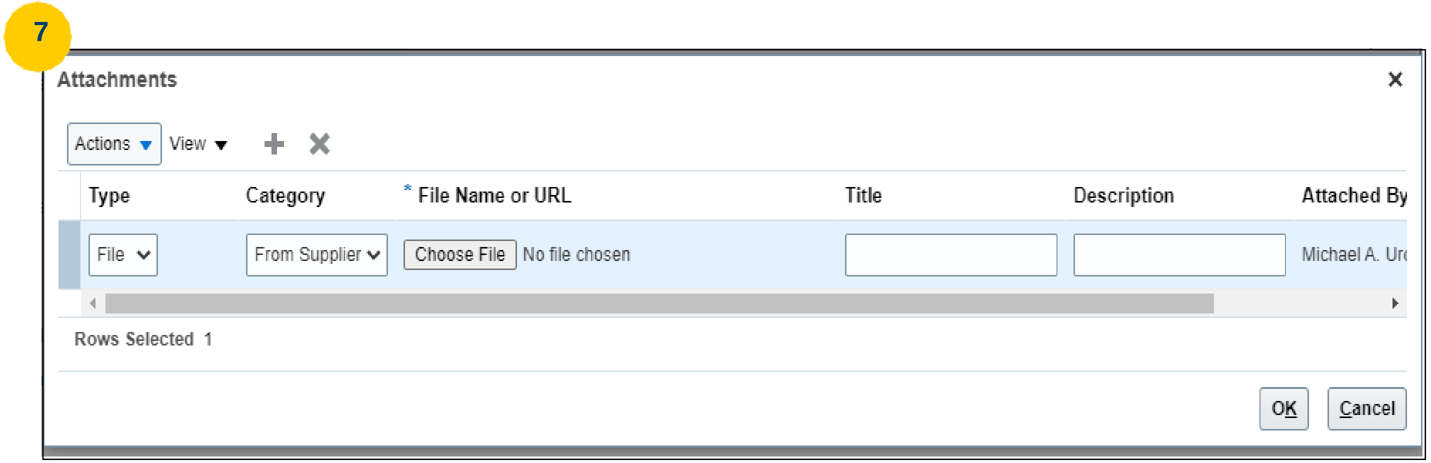
6. In the **Attachments** field, select the + symbol

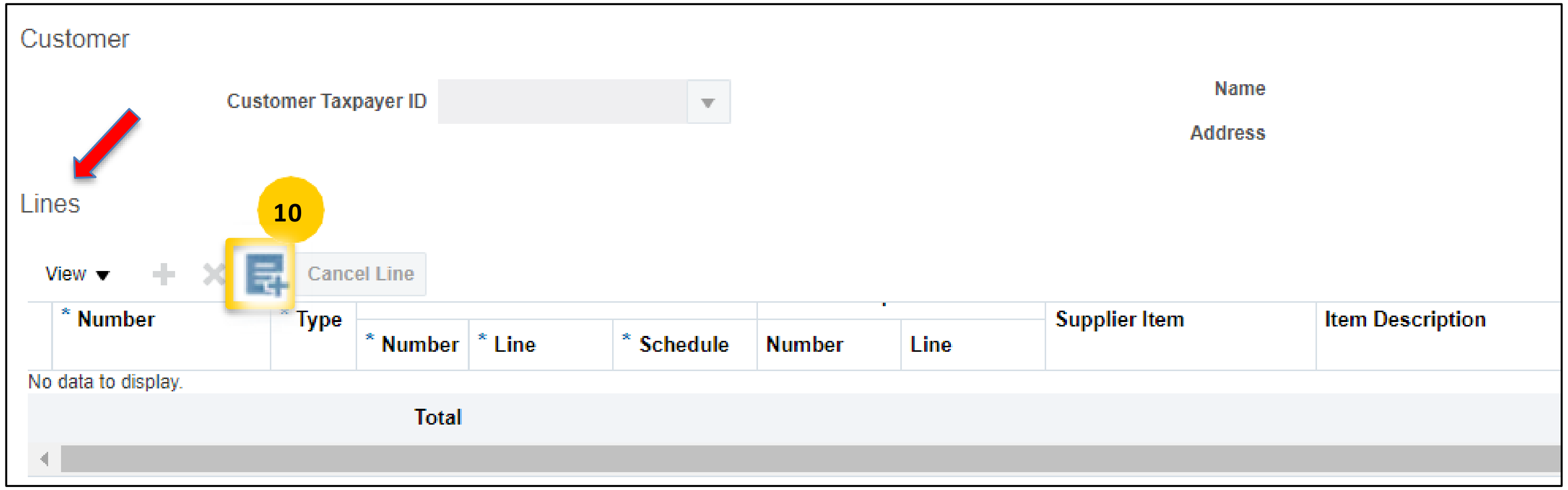


Submit an Invoice

7. An attachments pop-up menu will appear, select **Browse** to select your invoice to attach. Always attach your company invoice and any necessary supporting documentation to the electronic invoice you are about to submit
8. Enter a **Description** for the attachment
9. Select **OK**
10. In the Lines section, click the **Select and Add** icon. This will allow you to choose the PO lines to invoice against.

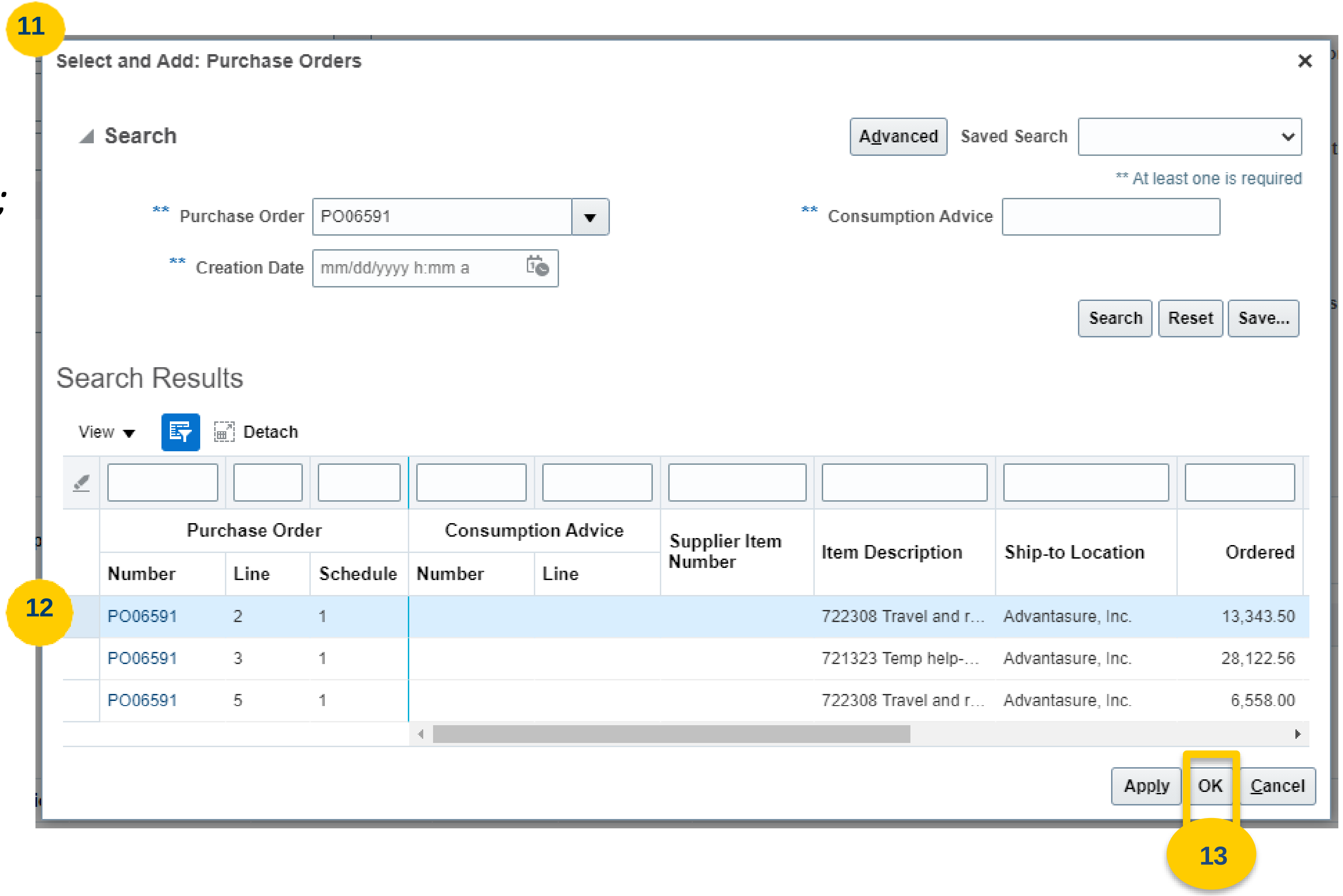
- ***Helpful Hint:*** *If you cannot click this icon, make sure that steps 5A, 5B, and 5C have been completed, as the icon will not unlock until those required fields are populated.*





Submit an Invoice

11. A pop-up window will appear and allow you to Select the lines of the PO you can invoice against.
    - ***Helpful Hint:*** *The invoice amount cannot be updated from this pop-up window; it will be editable once you return to the main Create Invoice screen.*
12. Click on the row of the PO line you would like to Invoice against **(the row should turn blue)** and click **Apply** to add the PO line to the invoice. Repeat this process until all of the PO lines you are invoicing against in this invoice have been added.
    - ***Helpful Hint:*** *The PO number in the Number column is a link to the PO. You can view PO details using this link and then return to the invoice.*
13. Click **OK** to return to the Create Invoice screen



14. In the **Amount** column of each line, enter the amount being invoiced against that line.
    - ***Helpful Hint:*** *By default, Amount is the column farthest to the right. You might need to scroll to be able to see it. You can use the View option to rearrange the column for easier viewing.*
    - **Do not include tax in the invoiced amount.** You will enter tax in step 16 - adding it to the invoiced amount will result in tax being charged twice.

LINES

14

View ▾ Cancel Line

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
PO06591	3	1				721323 Temp help-SOW # 2-0017 - Review and assess Claims Adjudication and supporting modules code branche...	Advantasure, Inc.					28,122.56
PO06591	2	1				722308 Travel and related-SOW # 2-0017 - Travel and Related Expenses(11/05/2018 - 12/31/2018)	Advantasure, Inc.					13,343.50
Total												41,466.06

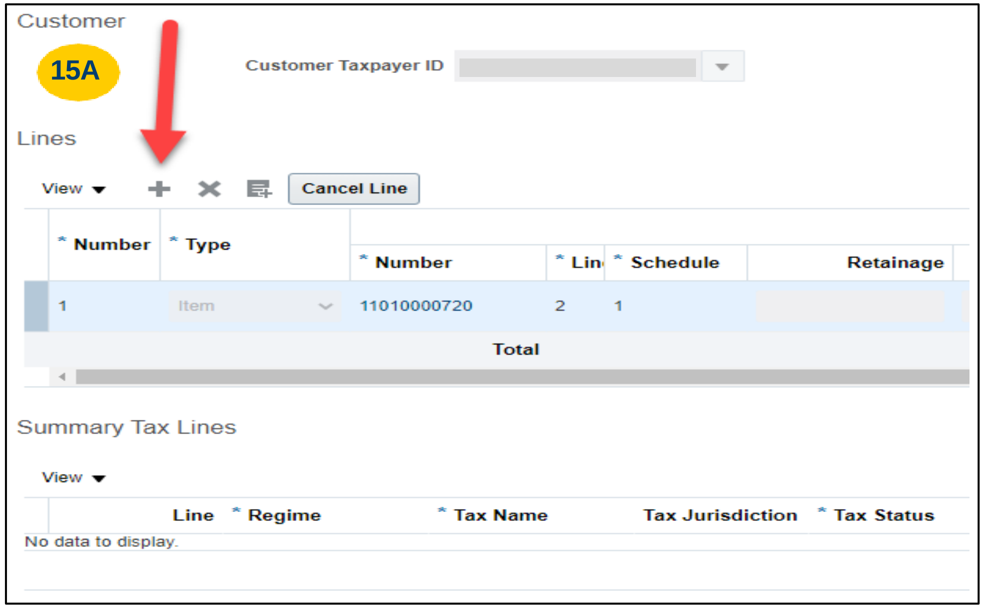
Submit an Invoice

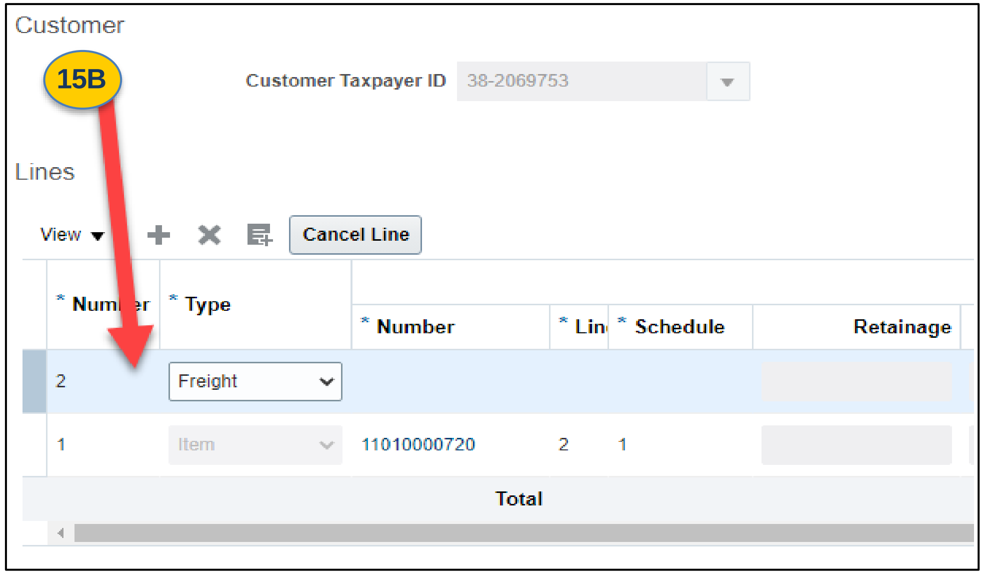
15. Adding freight when the PO does not have freight included as a line item on the PO:

   A. After adding the line(s) from the PO and updating the amounts, if needed, click on the “+” icon to add freight.

   B. Enter the freight amount – scroll to the right to locate the Amount column. Do not change any other values.

      - ***Helpful Hint:*** *Be sure to complete this step before you add the tax control amount - which is step 16.*





Submit an Invoice

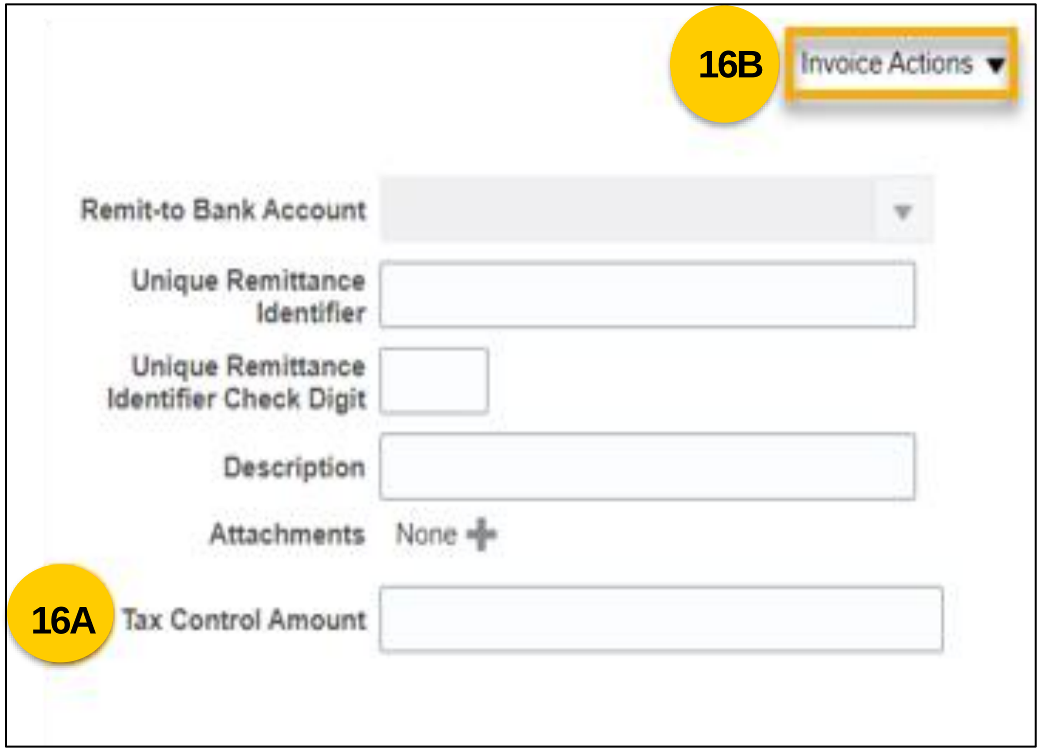
16. If tax is applicable

    A. Enter the amount of tax owed into **the Tax Control Amount** field.

    B. Go to the **Invoice Actions** drop down and select Calculate Tax

    - ***Helpful Hint:*** *You must enter the tax amount in the Tax Control Amount field for the system to recognize it as sales tax. Do Not choose "calculate tax" before adding the tax due in the Tax Control Amount field or it will be submitted as a Self-Assessed Tax.*

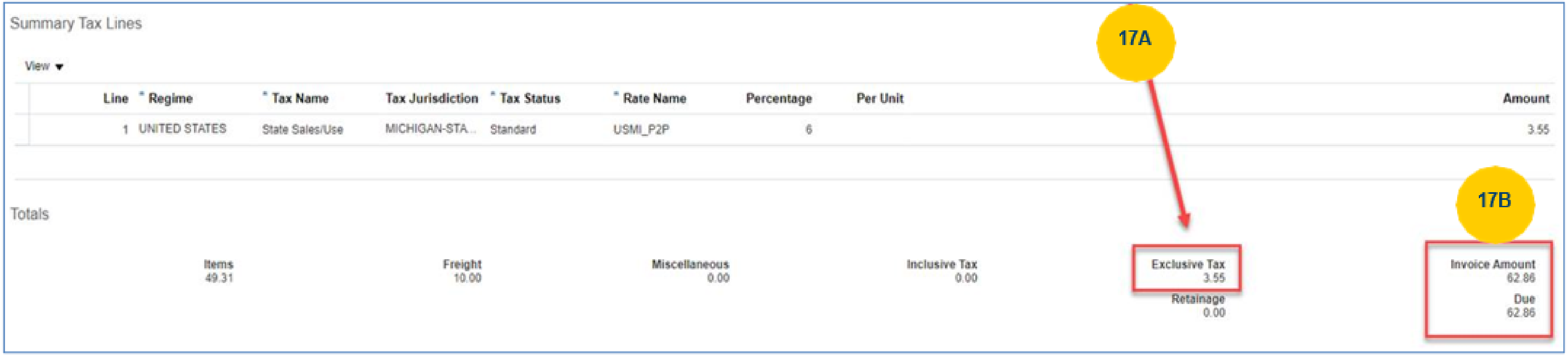
    C. Click the **"Save"** button in the top right corner.



Submit an Invoice

17. Review the tax amount
   A. If you entered a Tax Control Amount and chose Calculate Tax from the Invoice Actions drop down, a system calculated tax amount will appear at the bottom of the screen in the **“Exclusive Tax”** field. It should match the amount you entered.
      - ***Helpful Hint:*** *The tax tolerance will allow a variance of up to $1 between the calculated tax and tax entered amount to account for system rounding differences.*

   B. Also make sure that the **“Invoice Amount”** and amount due are the same amount.
   C. If the amount appears as an “Inclusive Tax” you may have exceeded the tax tolerance and you’ll want to review your previous steps to ensure quantities, amounts due, etc. are accurate.
      - If you make any changes, please remember to **repeat step 16**.

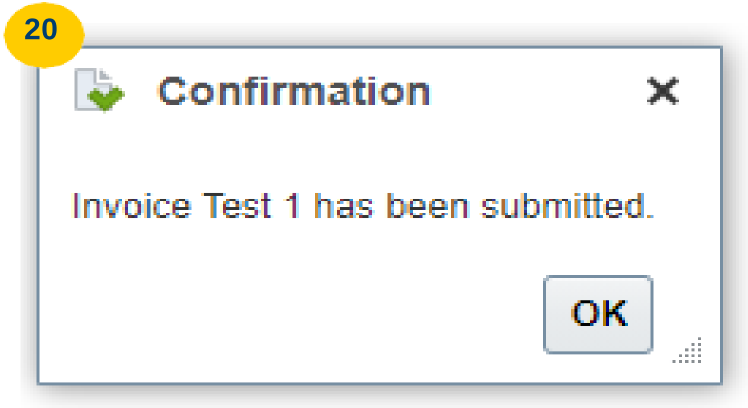


Submit an Invoice

18. Confirm that all the amounts on the Totals line are accurate.

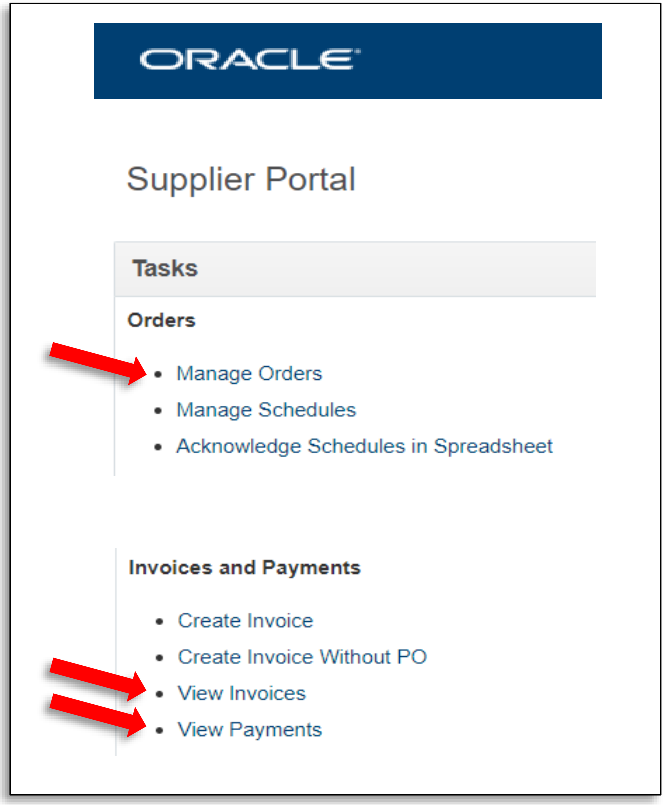
19. Click **Submit** at the top right of the page

20. Select **OK** on the confirmation pop-up



How to View Submitted Invoices

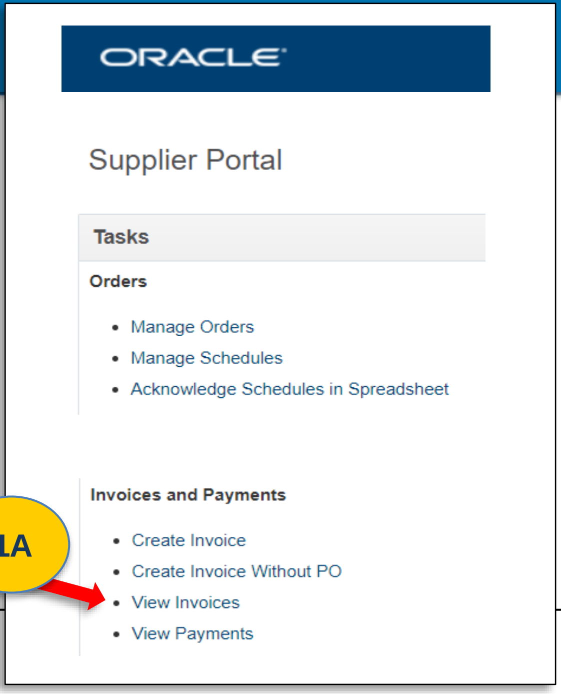
1. To view invoices that have already been submitted,
   A. Go to the **Task Menu** on the home page and search for invoices in the **"Invoices and Payments"** section.
   B. You can also search for Purchase Orders that have been issued in the **"Manage Orders"** section.

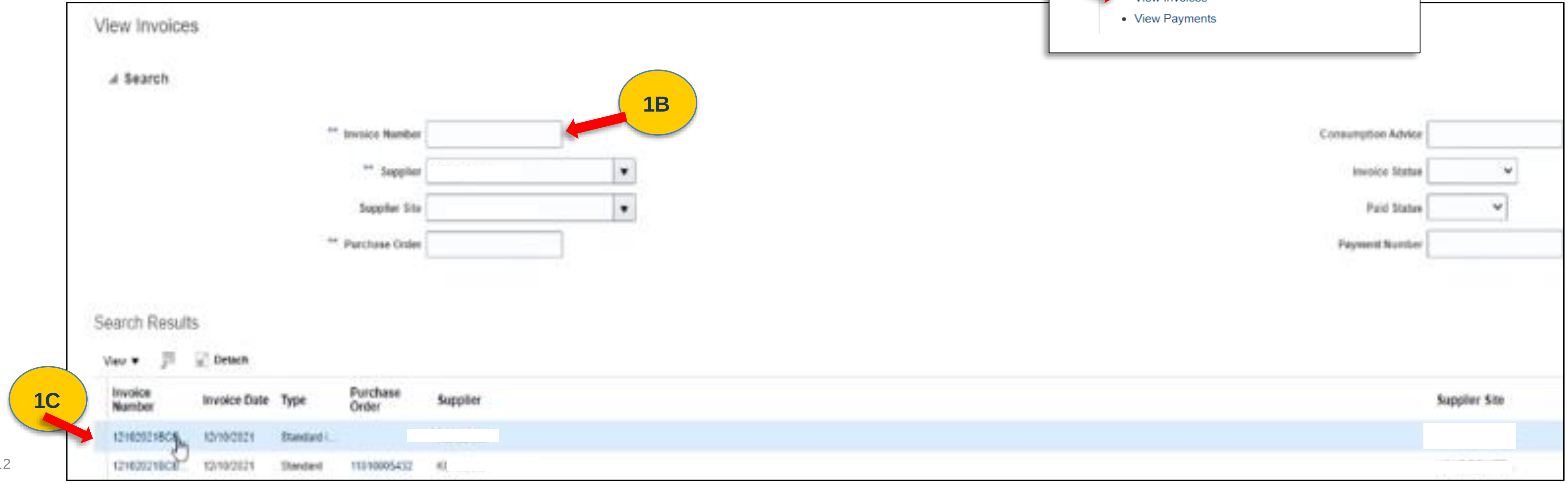


Updated on 5/17/2022

How to Cancel an "Incomplete" Invoice

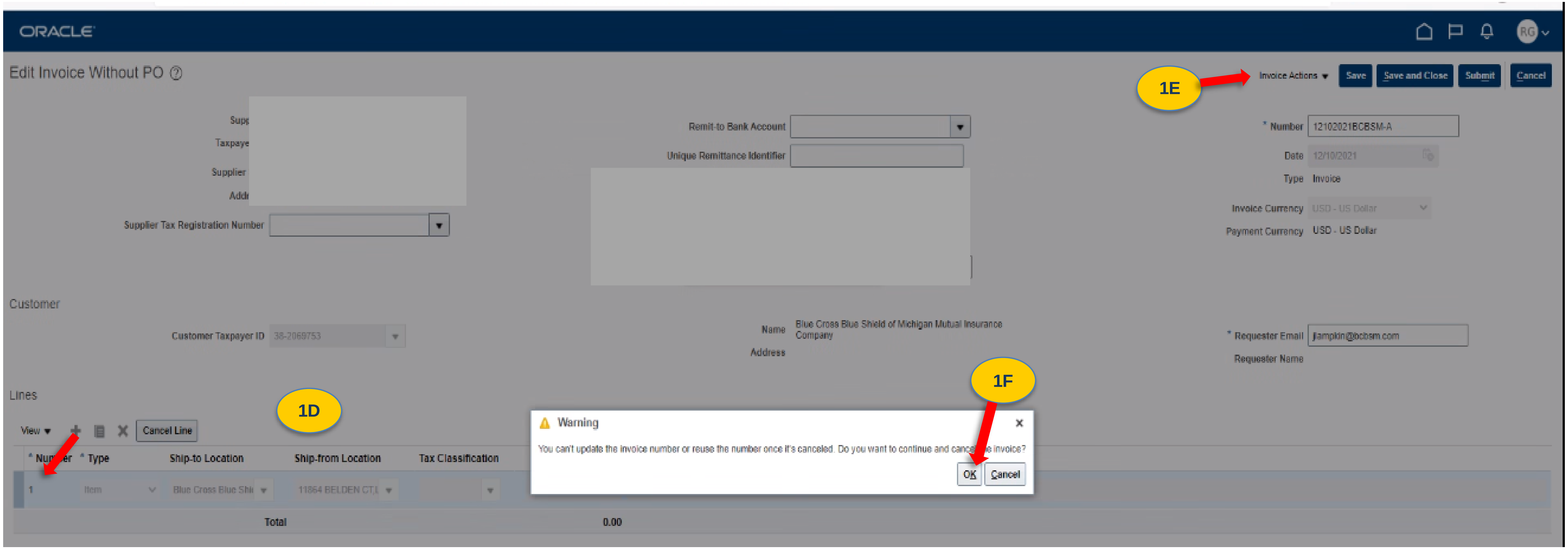
1. To cancel an "incomplete" invoice
   A. Click **View Invoices** from the task menu
   B. Once you're on the View Invoices screen, enter your invoice number in the **Invoice Number** field, then click search
   C. Click on the invoice number to access the invoice





How to Cancel an "Incomplete" Invoice

D. Highlight the invoice line
E. Click the **Invoice Actions** drop down menu, then select **Cancel**
F. Click **OK**



How to View Payments

If you're not able to pull up payments by clicking "View Payments" from the task menu, then follow the steps below.

1. Click "View Invoices" from the task menu
2. Enter the Invoice number or Supplier name and click search
3. Click on the invoice number to access the invoice details page
4. Once you're on the invoice page, click the "Payments" tab located in the middle of the screen, next to "Lines".