

Supplier – Cancel an Invoice in Oracle Supplier Portal Quick Reference Guide

Introduction

Incomplete invoices can be canceled by a supplier in the Oracle Supplier Portal.

This Quick Reference Guide (QRG) will demonstrate how to cancel an invoice within the Oracle Supplier Portal.





Cancel an Invoice in the Supplier Portal

- 1. Log in to the Oracle Supplier Portal.
- 2. Click Supplier Portal Tab, then click Supplier Portal Tile.

ORACLE			⊐ Ĉ	JT
	Good afterno	oon,		
	Supplier Portal Tool	s Others		
	APPS			
	Supplier Portal	+	0	

The Supplier Portal Work Area will appear.

3. Click View Invoices under the Invoices and Payments Heading. Supplier Portal Search Orders V Order Number 9 Tasks Supply Plan **Requiring Attention** Recent Activity Manage Order Forecasts and Commits Last 30 Day 903 Manage Supplier On-Hand Quantities Agreements changed or canceled 1 412 2 Contract Manufacturing Orders opened 2 Receipts Manage Production Reports Vendor-Managed Inventory 14.2K Manage Inventory Manage Replenishment Requests Orders Manage Orders schedules Overdue or Due Today Forecast Changes Vew Forecasts Twoices Overdue Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Supplier News Shipments Attention Supplie Manage Shipments A few updates are needed to your Supplier Profile to facilitate communication between your organization the PLCB. Instructions for each of these tasks can be found in the <u>Updating Supplier Profile using Su</u> <u>Portal Quick Reference Quide</u>. Please take the actions below as soon as possible. Create ASN • Create ASBN

Thank you for your prompt attention to this matter

 All suppliers are encouraged to establish an administrative contact in the new <u>Oracle Supplier Portal</u> as a designee to neevelve PLOB communications for your organization. Use steps 12-14 on pages 5-7 in the Quick Reference Guide to make this update.

2. The administrative contact should designate an accounts receivable role to one of the contacts associated with your supplier profile. The accounts receivable contact will be the single person to receive the remitance achieve report that was ministrary is shared with an overly broad sudence last month. Use steps 12-14 on pages 5-7 in the Quick Reference Guide to establish the AR contact.

 Finally, please update the Tax: Organization Type from 'unknown' to a valid value for your company (S Corporation, etc.). At present, the portal is experiencing issues updating supplier contact information for supplier, with no valid its a cognization type entered. Use step 20 on pages 12-13 in the Quick Reference Guide to complete this task.

Attention Suppliers! Please designate an Administrative contact in your Supplier Profile The administrative contact is the person in your organization who will receive messages from the PLCB.



Upload ASN or ASBN
 View Receipts

Review Consumption Advices
 Review Bailment Inventory
 Review Bailment Inventory Transactions

View Returns
 Bailment Inventory

nvoices and Payments



The <u>View Invoices Screen</u> will appear.

4. Enter the [Invoice Number] in the <u>Invoice Number</u> field.

View Invoices		Done
⊿ Search		Advanced Saved Search All Invoices ~
		" At least one is required
** Invoice Number	Consumption Advice	
** Supplier	Invoice Status	
Supplier Site	Paid Status 🗸	
** Purchase Order	Payment Number	
		Search Reset Save
Search Results		
View • 31 all Detach		
Invoice Invoice Date Type Purchase Supplier	Supplier Site Unpaid Amount	Invoice Invoice Payment Comment
4		•

5. Click Search.

View Invoices							l	Done
4 Search					Advanced	Saved Search	All Impices	~
a search					Agrancea		At least one is	required
** Invoi	ce Number 80002044_0001		Consumption Advice					
	* Supplier	•	Invoice Status	~				
Si	ipplier Site	•	Paid Status	~				
** Purci	nase Order		Payment Number					
						Searc	h Reset	Save

The search results will populate and the [Invoice Number] will be formatted as a hyperlink.

6. Click the **Invoice Number**.

View Invoices						Done
∡ Search				Advanced Saved	Search All In	voices 🗸
				_	** At leas	t one is required
** Invoice Number	80002044_0001	Consumption Advice				
** Supplier		Invoice Status	~			
Supplier Site		Paid Status	~			
** Purchase Order		Payment Number				
					Search R	eset Save
Search Results						
View 👻 📰 🔛 Detach						
Invoice Invoice Date Type	Purchase Supplier Order	Supplier Site	Unpaid Amount	Invoice Invoice Amount Status	Payment Number	Comments
80002044_0001 6/11/24 Standard 8	30002044	PA-PA-NORTH-01	USD 1	97.94 USD Incom		





Edit Invoice @ Invoice Actions 👻 Save Save and Close Submit Identifying PO 80002044 . Number 80002044_0001 Supplier Date 6/11/24 Unique Remittance Identifier Taxpayer ID Type Invoice er Check Digit Invoice Currency USD - US Dollar Description Payment Currency USD - US Dollar Attachments None • Tax Control Amount Custome Name Pennsylvania Liquor Control Board Customer Taxpayer ID 23-6003016/001 + Address Lines + X 🖪 Cancel Line View v Purchase Order Consumption Advice Available * Numt Supplier Item Item Description Ship-to Location Tax Classification Quantity Unit Price UOM Number * Line * Schedule Number Line • • 3.29 Each o Banfi Le Rime Pin. • -11.81 Each 80002044 6 ted Pinot Noir Son. Item × 80002044 5 • • 3 Folie a Deux Cabernet Sau... 18 8.48 Each Total

The <u>Edit Invoice</u> screen will appear.

7. From the Invoice Actions dropdown, select Cancel Invoice.

Edit Invoice @				Invoice Actions Save Save and Close Submit Gancel
				Calculate Tax Ctrl+Alt+X
Identifying PO	80002044	Remit-to Bank Account	200000000	Cancel Invoice 044_0001
Supplier		Unique Remittance Identifier		Delete Invoice
Taxpayer ID				Type Invoice
Supplier Site	PA-PA-NORTH-01	Unique Remittance Identifier Check Digit		Invoice Currency USD - US Dollar
Address		Description		Payment Currency USD - US Dollar
Supplier Tax Registration Number	•	Attachments	None 🕂	
		Tax Control Amount		
Customer				
Customer Taxpayer ID	23-6003016/001 👻	Name	Pennsylvania Liquor Control Board	
		Address		

A <u>Warning</u> pop-up will appear.

8. Click OK.



The invoice has been canceled.

