

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

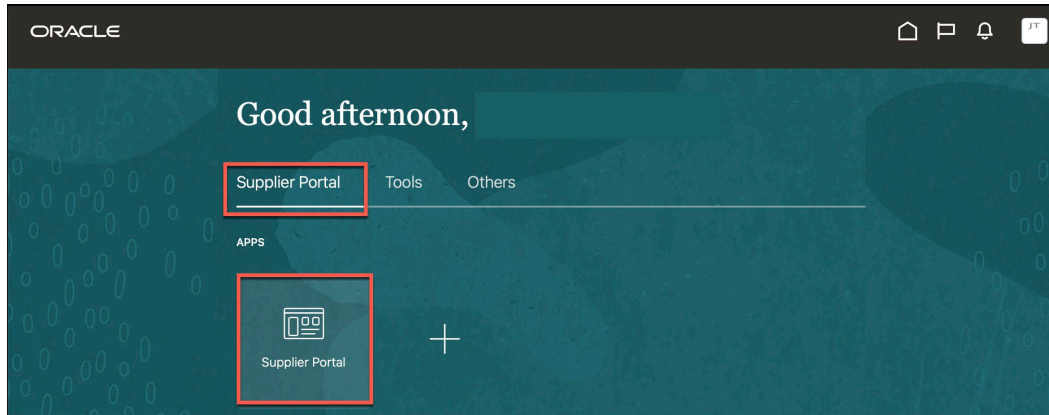
Introduction

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.

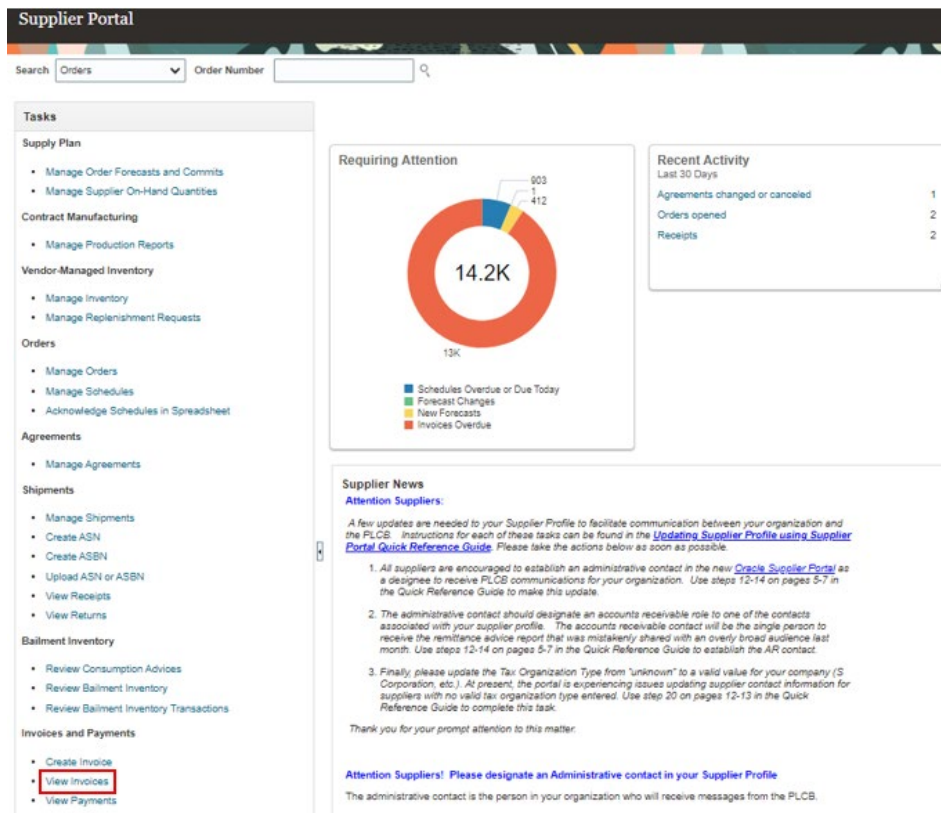
Cancel an Invoice in the Supplier Portal

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



The Supplier Portal Work Area will appear.

3. Click **View Invoices** under the Invoices and Payments Heading.



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The View Invoices Screen will appear.

4. Enter the [Invoice Number] in the Invoice Number field.

The screenshot shows the 'View Invoices' search interface. The 'Invoice Number' field is highlighted with a red box. Other fields include Supplier, Supplier Site, Purchase Order, Consumption Advice, Invoice Status, Paid Status, and Payment Number. There are 'Search', 'Reset', and 'Save...' buttons at the bottom right.

5. Click **Search**.

The screenshot shows the 'View Invoices' search interface. The 'Invoice Number' field now contains the value '80002044_0001'. The 'Search' button is highlighted with a red box.

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

6. Click the **Invoice Number**.

The screenshot shows the 'View Invoices' search results table. The first row is highlighted, and the 'Invoice Number' cell is highlighted with a red box.

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
80002044_0001	6/11/24	Standard	80002044		PA-PA-NORTH-01	USD	197.94 USD	Incom...		

The Edit Invoice screen will appear.

Identifying PO 80002044
Supplier [Redacted]
Taxpayer ID [Redacted]
Supplier Site PA-PA-NORTH-01
Address [Redacted]
Supplier Tax Registration Number [Redacted]

Remit-to Bank Account XXXXXXXXXX
Unique Remittance Identifier [Redacted]
Unique Remittance Identifier Check Digit [Redacted]
Description [Redacted]
Attachments None
Tax Control Amount [Redacted]

*** Number** 80002044_0001
Date 6/11/24
Type Invoice
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer
Customer Taxpayer ID 23-6003016/001
Name Pennsylvania Liquor Control Board
Address [Redacted]

Lines

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
		* Number	* Line	* Schedule	Number	Line								
1	Item	80002044	1	1				Castello Banfi Le Rime Pin...				3	3.29	Each
2	Item	80002044	6	1				Complicated Pinot Noir Son...				3	11.81	Each
3	Item	80002044	5	1				Folie a Deux Cabernet Sau...				18	8.48	Each
Total														

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

Invoice Actions dropdown menu:
 Calculate Tax (Ctrl+Alt+X)
Cancel Invoice
 Delete Invoice

A Warning pop-up will appear.

8. Click **OK**.

Warning

You can't update the invoice number or reuse the number once it's canceled. Do you want to continue and cancel the invoice?

OK **Cancel**

The invoice has been canceled.