

# iSupplier

---

“Create Invoice ”

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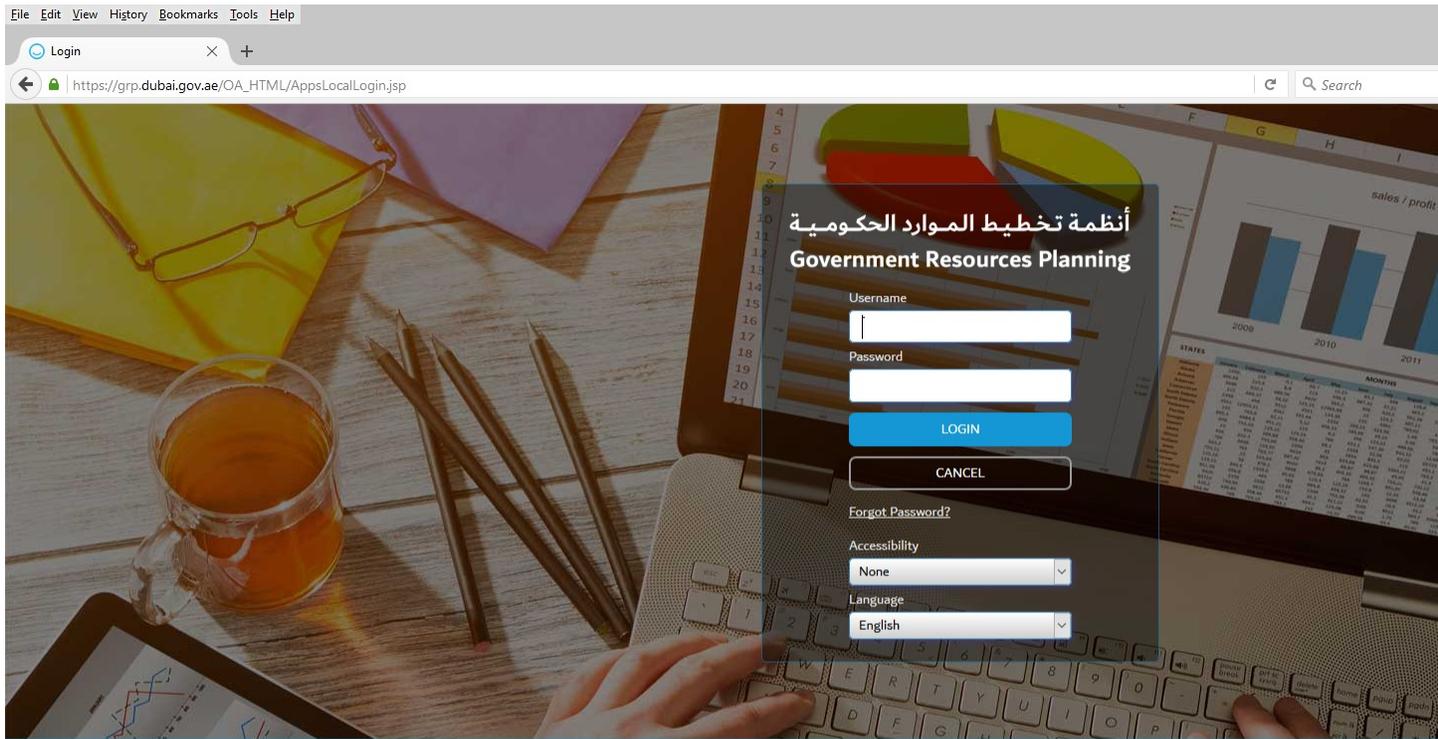
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## Login screen



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Enter your user name and check on forget password button

File Edit View History Bookmarks Tools Help

Login Assistance

https://grp.dubai.gov.ae/OA\_HTML/RF.jsp?function\_id=28599&resp\_id=-1&resp\_appl\_id=-1&security\_group\_id=0&lang\_code=US&oaas=ZVGAiGIN0-eX0Jkrfuvpkw..&params=dXm35C05M...

smart dubai gov  
حكومة دبي الذكية

Login Assistance

\* Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

Windows taskbar: childcity, ChildrenCityDubai, @childrenelty, childrenelty, www.childrenelty.ae

After clicking on forget password button , you will get that message below and you will get an email containing the below link

The screenshot shows a web browser window with the following elements:

- Browser Tab:** Login Assistance
- Address Bar:** [https://grp.dubai.gov.ae/OA\\_HTML/OA.jsp?page=/oracle/apps/fnd/umx/password/webui/LoginHelpPG&ri=0&ti=191375694&language\\_code=US&OAHP=UMX\\_GUEST\\_HOME\\_PAGE\\_MEN](https://grp.dubai.gov.ae/OA_HTML/OA.jsp?page=/oracle/apps/fnd/umx/password/webui/LoginHelpPG&ri=0&ti=191375694&language_code=US&OAHP=UMX_GUEST_HOME_PAGE_MEN)
- Page Header:** smart dubai حكومة دبي الذكية gov
- Page Title:** Login Assistance
- Legend:** \* Indicates required field
- Forgot Password Section:**
  - Text: Enter your user name, instructions for how to reset your password will be emailed to you.
  - Form: User Name
  - Button: FORGOT PASSWORD
- Forgot User Name Section:**
  - Text: Enter the email address associated with your account, your user name will be emailed to you.
  - Form: Email
  - Text: (Example: first.last@domain.com)
  - Button: FORGOT USER NAME
- Confirmation Dialog Box:**
  - Title: Confirmation
  - Text: You have been sent an email in response to your request to reset your password. Contact the system administrator if you do not receive it shortly.
  - Button: OK
- Taskbar:** Windows taskbar with icons for search, file explorer, Edge, Outlook, Word, Excel, and several instances of ChildrenCityDubai and childrencity.

## Email notification having the link to reset your password

The screenshot displays an email client interface with a ribbon menu at the top. The ribbon includes 'FILE' and 'MESSAGE' tabs. The 'MESSAGE' tab is active, showing various actions like 'Ignore', 'Junk', 'Delete', 'Reply', 'Reply All', 'Forward', 'More', 'Meeting', 'Inbox', 'Team Email', 'To Manager', 'Done', 'Reply & Delete', 'Create New', 'Move', 'Actions', 'Rules', 'Mark Unread', 'Categorize', 'Follow Up', 'Translate', 'Find', 'Related', 'Select', and 'Zoom'. The email content area shows a notification from 'GRP Notification <grp.notification@dubai.gov.ae>' with the subject 'FYI: Password Reset'. The sender is 'Mohammed Shaban AbdulQader Shaban'. A message note indicates 'We removed extra line breaks from this message.' Below this, there are two attachments: 'HTML Message Body.html (5 KB)' and 'Notification Detail.html (678 B)'. The main body of the email contains the text 'Oracle Workflow Notification (FYI)' followed by a horizontal line and a section titled 'Reset your password :'. Below this title is a long URL: [https://grp.dubai.gov.ae/OA\\_HTML/RF.jsp?function\\_id=28600&resp\\_id=-1&resp\\_appl\\_id=-1&security\\_group\\_id=0&lang\\_code=US&params=NOycT5Z0b21S2V6Ytys0mHTVand6sO9adrBM.YAScrUTWNnKkCyORnAXw967n605vzZETITL2guvAnWMP5kcsB8NXf6RgdVspm5OpEI3Sf8BJraRhhkWpoc-cQma1xw7Dg&oas=z16ijW1cdCNW6p531DFOXQ..](https://grp.dubai.gov.ae/OA_HTML/RF.jsp?function_id=28600&resp_id=-1&resp_appl_id=-1&security_group_id=0&lang_code=US&params=NOycT5Z0b21S2V6Ytys0mHTVand6sO9adrBM.YAScrUTWNnKkCyORnAXw967n605vzZETITL2guvAnWMP5kcsB8NXf6RgdVspm5OpEI3Sf8BJraRhhkWpoc-cQma1xw7Dg&oas=z16ijW1cdCNW6p531DFOXQ..) and the text 'and follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only'. At the bottom of the email, there is a link 'See more about GRP Notification.' and a taskbar with various application icons including 'childcity', 'ChildrenCityDubai', 'echildrenlity', 'childrenlity', and 'www.childrenlity.ae'.

Click on the link above and you will get the screen below to enter your new password

Note :

Enter your password and confirm your password

File Edit View History Bookmarks Tools Help

Login Reset Password

https://grp.dubai.gov.ae/OA\_HTML/RF.jsp?function\_id=28600&resp\_id=-1&resp\_appl\_id=-1&security\_group\_id=0&lang\_code=US&params=NOycT5Z0b21SzV6YTtys0mHtVand6sO9adrbM. Search

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### Reset Password

\* Indicates required field

Please enter your username and passwords below. The password you enter below will be used to replace your old password.

\* User Name

\* Password   
(8 characters or more)

\* Confirm Your Password

Windows taskbar: childcity ChildrenCityDubai @childrency childrency www.childrency.ae

## Create Invoice

1. Determine the Purchase Order to be invoice then select the Finance Tab

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Requests', 'Orders', 'Shipments', 'Finance', and 'Product'. The 'Finance' tab is highlighted with a black box. Below the navigation bar is a search field with 'PO Number' selected and a 'Go' button. The main content area is divided into several sections: 'Notifications' (with a 'Full List' button), 'Orders At A Glance' (with a 'Full List' button), and a table of orders. The 'Orders At A Glance' table has the following data:

PO Number	Description	Order Date
<a href="#">6051534</a>	Consignment Replenishment - Internal PO - Do not Invoice	17-Jul-2014 09:51:09
<a href="#">6051166</a>		16-Jul-2014 21:49:49
<a href="#">6051141</a>		16-Jul-2014 21:48:53
<a href="#">6050645</a>		16-Jul-2014 16:02:46
<a href="#">6050522</a>		16-Jul-2014 16:00:16

On the right side, there are several menu sections: 'Planning', 'Orders' (with links for Agreements, Purchase Orders, and Purchase History), 'Shipments' (with link for Delivery Schedules), 'Receipts' (with links for Receipts and Returns), 'Invoices' (with link for Invoices), and 'Payments' (with link for Payments). The footer contains 'Home Requests Orders Shipments Finance Product Home Logout Preferences Help', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

2. The Screen Defaults to the Create Invoice Option. Select

The screenshot shows the 'Create Invoices' screen in the Oracle iSupplier Portal. The top navigation bar is the same as in the previous screenshot. Below it, the 'Create Invoices' section is active, showing options like 'Invoices Upload', 'View Invoices', 'View Payments', and 'ISP to AP interface invoice errors'. The 'Invoice Actions' section includes 'Create Invoice' and 'With a PO', with a 'Go' button highlighted by a black box. Below this is a search form with the following fields:

- Supplier:
- Invoice Number:
- Invoice Date From:  (example: 21-Jul-2014)
- Invoice Status:
- Purchase Order Number:
- Invoice Amount:
- Invoice Date To:
- Currency:

At the bottom of the search form are 'Go' and 'Clear' buttons. Below the search form is a table with the following columns: 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Cancel', and 'Update'. The table content is 'No search conducted.'. The footer is identical to the previous screenshot.

3. Step 1 - Purchase Order : Enter Purchase Order Number to be invoiced—then select

Go

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs: Home, Requests, Orders, Shipments, Finance, and Product. Below these are sub-tabs: Create Invoices, Invoices Upload, View Invoices, View Payments, and ISP to AP interface invoice errors. A progress bar indicates the current step: Purchase Orders (selected), Details, Manage Tax, and Review and Submit. The main heading is "Create Invoice: Purchase Orders".

The search section includes a note: "Note that the search is case insensitive". The search criteria are:
 

- Purchase Order Number: 6501166 (highlighted with a red box)
- Purchase Order Date: (example: 21-Jul-2014)
- Buyer: (empty)
- Organization: (empty)

 There are "Go" and "Clear" buttons. An "Advanced Search" button is also present.

Below the search criteria is a table with the following columns: Select PO Number, Line, Shipment, Item, Description, Item Number, Supplier, Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To, Organization, Packing, Slip, Waybill. The table content is: "No search conducted."

At the bottom, there are "Cancel" and "Next" buttons, and a footer with "Privacy Statement" and "Copyright (c) 2006, Oracle. All rights reserved."

4. Purchase order is located and displayed

The screenshot shows the Oracle iSupplier Portal interface with search results. The search criteria are:
 

- Purchase Order Number: 6051141
- Purchase Order Date: (example: 21-Jul-2014)
- Buyer: (empty)
- Organization: (empty)

 There are "Go" and "Clear" buttons. An "Advanced Search" button is also present.

Below the search criteria is a table with the following columns: Select PO Number, Line, Shipment, Item, Description, Item Number, Supplier, Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr Ship To, Organization, Packing, Slip, Waybill. The table content is:
 

Select PO Number	Line	Shipment	Item	Description	Item Number	Supplier	Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr Ship To	Organization	Packing	Slip	Waybill
<input type="checkbox"/> 6051141	1	1		TOOL FIBER OPTIC RPX CABLE ACCESS	ATT.100086730	RPX2-CAT		1	0	0	Each	49.23	USD 12848250	AT&T			

At the bottom, there are "Cancel" and "Next" buttons, and a footer with "Privacy Statement" and "Copyright (c) 2006, Oracle. All rights reserved."

5. Click in the Select Box then select

**Next**

**ORACLE<sup>®</sup> iSupplier Portal**

Home | Requests | Orders | Shipments | Finance | Product

Create Invoices | Invoices Upload | View Invoices | View Payments | ISP to AP interface invoice errors

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

**Search**

Note that the search is case insensitive Advanced Search

Purchase Order Number: 6051141  
 Purchase Order Date:   
 Buyer:   
 Organization:

Select Items:

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Unit	UOM Price	Curr Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	6051141	1	1	TOOL FIBER OPTIC RPX CABLE ACCESS	ATT.100086730 RPX2-CAT	1	0	0	Each	49.23	USD 12848250	AT&T		

Cancel Step 1 of 4 Next

Home Requests Orders Shipments Finance Product Home Logout Preferences Help

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6. Step 2 – Details Screen is displayed

**ORACLE<sup>®</sup> iSupplier Portal**

Home | Requests | Orders | Shipments | Finance | Product

Create Invoices | Invoices Upload | View Invoices | View Payments | ISP to AP interface invoice errors

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Details

\* Indicates required field

Cancel Back Step 2 of 4 Next

**Supplier**

\* Supplier   
 \* Remit To Address

**Invoice**

\* Invoice Number   
 \* Invoice Date: 21-Jul-2014  
 Invoice Type: Invoice  
 Currency: USD  
 \* Invoice Description

**Customer**

Customer Name:   
 Address:   
 \* Customer Tax Payer ID:

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6051141	1	1	ATT.100086730	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1	<input type="text"/>	49.23	Each	49.23

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

Cancel Back Step 2 of 4 Next

Home Requests Orders Shipments Finance Product Home Logout Preferences

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7. Update Supplier Section with Remit to Information. Click on 

**Note: The Remit to field will auto populate if the supplier only has one Remit To option in the system. Only Active Remit To sites are displayed. If your desired Remit To site is not displayed or the Remit To information is incorrect then please contact the Vendor Management team at venmtce@att.com for assistance**

**Supplier**

\* Supplier

\* Remit To  

Address

8. Search and Select Remit to screen is displayed. Click on 

**Search and Select: Remit To**

---

**Search**

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

**Results**

Select	Quick Select	Supplier	Remit To	Address	Organization
	No search conducted.				

9. Remit to Options are displayed. Click on the  or Select  then
- to populate the Remit To Information.

Cancel Select

**Search**

To find your item, select a filter item in the pull-down list and enter a value in the text field, then select the "Go" button.

Search By Remit T  Go

**Results**

Select	Quick Select	Supplier	Remit To	Address	Organization
<input type="radio"/>		ATT INTELLECTUAL PROPERTY	ATT	ATT INTELLECTUAL PROPERTY	AT&T
<input type="radio"/>		ATT INTELLECTUAL PROPERTY	ATT	ATT INTELLECTUAL PROPERTY	AT&T
<input type="radio"/>		ATT INTELLECTUAL PROPERTY	ATT	ATT INTELLECTUAL PROPERTY	AT&T

Cancel Select

**ORACLE** iSupplier Portal

Home Requests Orders Shipments Finance Product

Create Invoices Invoices Upload View Invoices View Payments ISP to AP interface invoice errors

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details

\* Indicates required field

Supplier

\* Supplier

\* Remit To

Address

Invoice

\* Invoice Number

\* Invoice Date 21-Jul-2014

(example: 21-Jul-2014)

Invoice Type Invoice

Currency USD

\* Invoice Description

Customer

Customer Name

Address

\* Customer Tax Payer ID

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6051141	1	1	ATT.100086730	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1	<input type="text"/>	49.23	Each	49.23

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Cancel Back Step 2 of 4 Next

Home Requests Orders Shipments Finance Product Home Logout Preferences

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10. Update the Invoice Section with Invoice Number, Invoice Date, and Invoice Description

**Note: The iSupplier Create Invoice option only allows the creation of invoices. Submission of a Credit Memo must be sent to Accounts Payable for manual processing.**

**Invoice**

\* Invoice Number

\* Invoice Date 21-Jul-2014

(example: 21-Jul-2014)

Invoice Type Invoice

Currency USD

\* Invoice Description

Invoice Number Requirements:

- Must not use special characters.
- Maximum 50 characters in length including spaces
- Unique Number. Invoice Numbers may not be reused one entered into iSupplier application.

Invoice description Requirements:

- Up to 240 characters; only the first 19 characters will print on paper checks.
- Do not use special characters.

Invoice Date Requirements:

- Format dd-MMM-yyyy

11. Update the Item Section with the quantity to be billed. The unit price defaults from the purchase order information.

**Note: Quantity for Services are able to be entered in fractional amounts (i.e., 1.5, .5). However, Quantity for Goods must be entered in whole amounts (i.e. 1, 22, and 100)**

Items										
PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount
6051141	1	1	ATT.100086730	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1		49.23	Each 49.23

12. Shipping and Handling Section.

This section allows the inserting of rows for charges for Freight and Tax. The system limits the billing of one Freight and Tax Line for the invoice. To insert a row Click on  and select the charge type from the pull down menu



Shipping and Handling		
Charge Type	Amount	Description
Freight		
<input type="button" value="Add Row"/>		

Shipping and Handling		
Charge Type	Amount	Description
Freight		
<input type="button" value="Add Row"/>		



Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next Submit

**Supplier**

\* Supplier  
 \* Remit To  
 Address

**Invoice**

\* Invoice Number **072114334pm**  
 \* Invoice Date **21-Jul-2014**  
 Invoice Type **Standard**  
 \* Currency **USD**  
 Invoice Description **Invoice for 6051141**

**Customer**

\* Customer Tax Payer ID  
 Customer Name  
 Address

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
6051141	1	1	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1		1.00 Each	49.23	49.23

**Shipping and Handling**

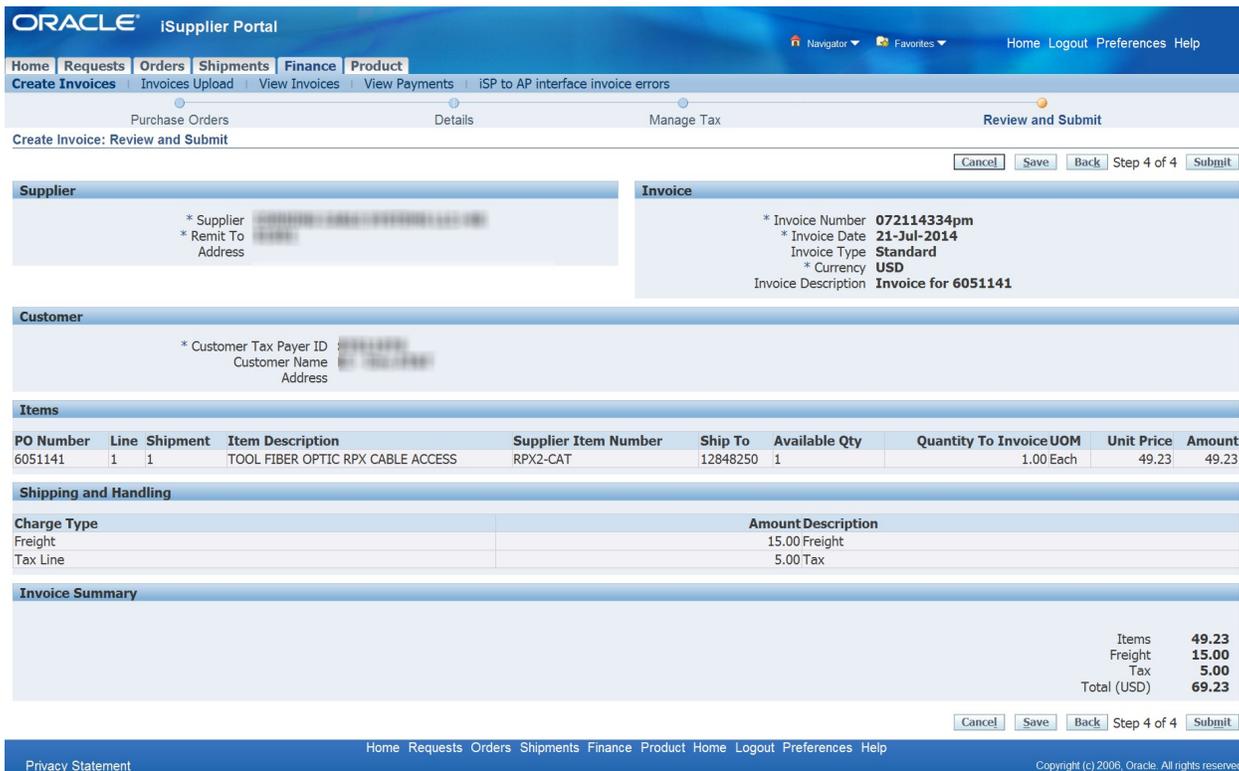
Charge Type	Amount	Description
Freight	15.00	Freight
Tax Line	5.00	Tax

**Invoice Summary**

Items	<b>49.23</b>
Freight	<b>15.00</b>
Tax	<b>5.00</b>
<b>Total (USD)</b>	<b>69.23</b>

Cancel Save Back Step 3 of 4 Next Submit

16. Click on  to advance to Step 4 – Review and Submit



**ORACLE iSupplier Portal**

Home | Requests | Orders | Shipments | Finance | Product | Navigator | Favorites | Home | Logout | Preferences | Help

**Create Invoices** | Invoices Upload | View Invoices | View Payments | ISP to AP interface invoice errors

Purchase Orders | Details | Manage Tax | **Review and Submit**

Create Invoice: Review and Submit Cancel Save Back Step 4 of 4 Submit

**Supplier**

\* Supplier [REDACTED]  
\* Remit To [REDACTED]  
Address [REDACTED]

**Invoice**

\* Invoice Number **072114334pm**  
\* Invoice Date **21-Jul-2014**  
Invoice Type **Standard**  
\* Currency **USD**  
Invoice Description **Invoice for 6051141**

**Customer**

\* Customer Tax Payer ID [REDACTED]  
Customer Name [REDACTED]  
Address [REDACTED]

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6051141	1	1	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1	1.00 Each	49.23	49.23

**Shipping and Handling**

Charge Type	Amount Description
Freight	15.00 Freight
Tax Line	5.00 Tax

**Invoice Summary**

Items	49.23
Freight	15.00
Tax	5.00
<b>Total (USD)</b>	<b>69.23</b>

Cancel Save Back Step 4 of 4 Submit

Privacy Statement | Home | Requests | Orders | Shipments | Finance | Product | Home | Logout | Preferences | Help | Copyright (c) 2006, Oracle. All rights reserved.

17. Click on  to complete the process

18. Confirmation message is displayed. This is the only notification generated upon submission of the invoice.

 **Confirmation**

Invoice 072114334pm was submitted to our Accounts Payable department on 21-Jul-2014. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

**ORACLE<sup>®</sup> iSupplier Portal**

Home | Requests | Orders | Shipments | Finance | Product

Create Invoices | Invoices Upload | View Invoices | View Payments | ISP to AP interface invoice errors

Purchase Orders | Details | Manage Tax | Review and Submit

**Confirmation**  
 Invoice 072114334pm was submitted to our Accounts Payable department on 21-Jul-2014. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.  
 Invoice: 072114334pm

[Printable Page](#) [Create Another](#)

**Supplier**  
 \* Supplier  
 \* Remit To  
 Address

**Invoice**  
 \* Invoice Number **072114334pm**  
 \* Invoice Date **21-Jul-2014**  
 Invoice Type **Standard**  
 \* Currency **USD**  
 Invoice Description **Invoice for 6051141**

**Customer**  
 \* Customer Tax Payer ID  
 Customer Name  
 Address

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
6051141	1	1	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1	1.00 Each	49.23	49.23

**Invoice Summary**

Items	49.23
Less Retainage	0.00
Freight	15.00
Tax	5.00
Subtotal	69.23
Less Advances and Financing	0.00
Total (USD)	69.23

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

Home Requests Orders Shipments Finance Product Home Logout Preferences Help

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19. The Screen provides the option to display a **Printable Page** . Once displayed you will need to utilize your browser printing options to print the page.

20. The screen provides the option to **Create Another** Invoice or [Return to Invoices](#)

**Invoice Summary**

Items	49.23
Less Retainage	0.00
Freight	15.00
Tax	5.00
Subtotal	69.23
Less Advances and Financing	0.00
Total (USD)	69.23

[Return to Invoices](#) [Printable Page](#) [Create Another](#)

Home Requests Orders Shipments Finance Product Home Logout Preferences Help

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Or you can click on Home to return to the main screen

**ORACLE<sup>®</sup> iSupplier Portal**

Home | Requests | Orders | Shipments | Finance | Product

Home | Logout | Preferences | Help

## Saved Invoices

- Upon researching Step 3 - Manage Tax the system provides the option to save the invoice. The Save option provides the ability to save the invoice and return at a later time to complete the create invoice process.

**ORACLE iSupplier Portal** | Home | Requests | Orders | Shipments | Finance | Product | Create Invoices | Invoices Upload | View Invoices | View Payments | ISP to AP interface invoice errors

Navigation: Purchase Orders | Details | **Manage Tax** | Review and Submit

Create Invoice: Manage Tax |    Step 3 of 4

**Supplier**

- \* Supplier
- \* Remit To
- Address

**Invoice**

- \* Invoice Number: 1028072214
- \* Invoice Date: 22-Jul-2014
- Invoice Type: Standard
- \* Currency: USD
- Invoice Description: Purchase Order 6050522

**Customer**

- \* Customer Tax Payer ID
- Customer Name
- Address

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
6050522	1	1	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1		1.00 Each	49.23	49.23

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

**Invoice Summary**

Items	49.23
Freight	0.00
Tax	0.00
<b>Total (USD)</b>	<b>49.23</b>

Step 3 of 4

Home | Requests | Orders | Shipments | Finance | Product | Home | Logout | Preferences | Help

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- Click on  . The system will display a confirmation that the invoice has been saved for update and later submission.

**ORACLE iSupplier Portal** | Home | Requests | Orders | Shipments | Finance | Product | Create Invoices | Invoices Upload | View Invoices | View Payments | ISP to AP interface invoice errors

Confirmation

Invoice 1028072214 has been saved for update and later submission.

Invoice Actions |

**Search**

Note that the search is case insensitive

Supplier: [Redacted]

Invoice Number: [Redacted]

Invoice Date From: [Redacted] (example: 22-Jul-2014)

Invoice Status: [Redacted]

Purchase Order Number: [Redacted]

Invoice Amount: [Redacted]

Invoice Date To: [Redacted]

Currency: [Redacted]

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Cancel	Update
No search conducted.							

Home | Requests | Orders | Shipments | Finance | Product | Home | Logout | Preferences | Help

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23. To resume work on saved invoice. Click on the Finance Tab then select Create Invoice.

24. Update the Invoice Number field with the saved invoice number

The screenshot shows the Oracle iSupplier Portal search interface. The 'Invoice Status' dropdown menu is set to 'In Process'. The search results table is empty, showing 'No search conducted.'

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Cancel	Update
No search conducted.							

Select Invoice Status of “Unsubmitted” from the pull down menu then select 

The close-up shows the 'Invoice Status' dropdown menu with the following options: Unsubmitted (highlighted), Validated, Rejected, Paid, In Process, In Negotiation, and Cancelled.

25. The invoice search results are displayed.

The screenshot shows the Oracle iSupplier Portal search interface. The 'Invoice Status' dropdown menu is set to 'Unsubmitted'. The search results table displays one invoice with the status 'Unsubmitted'.

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Cancel	Update
1028072214	22-Jul-2014	USD	49.23	6050522	Unsubmitted		

26. Select  to reactivate the invoice and complete the Create Invoice Process or Select  to cancel the Create Invoice Process.

27. If you select to Update option then the system will take you back to Step 2 –Details. You will be able to complete the steps to submit the invoice.

**ORACLE** iSupplier Portal Navigator Favorites Home Logout Preferences

Home Requests Orders Shipments Finance Product  
 Create Invoices Invoices Upload View Invoices View Payments ISP to AP interface invoice errors

Purchase Orders **Details** Manage Tax Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

\* Indicates required field

**Supplier**

\* Supplier [REDACTED]  
 \* Remit To [REDACTED]  
 Address [REDACTED]

**Invoice**

\* Invoice Number 1028072214  
 \* Invoice Date 22-Jul-2014  
 (example: 22-Jul-2014)  
 Invoice Type Invoice  
 Currency USD  
 \* Invoice Description Purchase Order 6050522

**Customer**

Customer Name [REDACTED]  
 Address [REDACTED] \* Customer Tax Payer ID [REDACTED]

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6050522	1	1	ATT.100086730	TOOL FIBER OPTIC RPX CABLE ACCESS	RPX2-CAT	12848250	1	1	49.23	Each	49.23

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		
<a href="#">Add Row</a>		

Cancel Back Step 2 of 4 Next

Home Requests Orders Shipments Finance Product Home Logout Preferences

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## **Contacts**

### **iSupplier Helpdesk**

Please contact the iSupplier Helpdesk via email at [g11041@att.com](mailto:g11041@att.com) if you need additional information or need assistance.

### **Job Aids /Downloads**

<http://www.attpurchasing.com/> under the iSupplier Section

### **Invoice and Payment Questions**

Please send all Mobility PO related invoice and payment questions or concerns to [g05225@att.com](mailto:g05225@att.com)

Please send all non-Mobility PO invoice and payment related questions or concerns to [ap-inquiries@att.com](mailto:ap-inquiries@att.com).

If you have questions concerning an invoice that is not in the payment site, please contact the Supply Chain Service Center at 1-800-366-0418. When prompted select Option 2, then when prompted Again select Option 3 to reach the invoice support team

### **Supplier set-up, supplier/site maintenance, or remit to information**

If you have questions concerning supplier set-up, supplier/site maintenance, or remit to information, please contact the Vendor Management team at [venmtce@att.com](mailto:venmtce@att.com) for assistance.

## Create Invoice Validation Errors

Listed below are the errors that may occur during the validation process.

- A value must be entered for "Invoice Number"
- A value must be entered for "Invoice Date"
- A value must be entered for "Invoice Description"
- A value must be entered for "Quantity"
- Value "x" in "Quantity" is not a number
- Invoice Number can only be alphanumeric. No special characters
- Row 1 Quantity - You can not increase the Quantity to Invoice amount above the available ordered quantity.
- Value "18-XXX-2014" in "Invoice Date" is not a date formatted as "dd-MMM-yyyy"
- A value must be entered for "Remit To"
- The Invoice Number you have entered already exists. Please enter a unique Invoice Number
- Quantities and amounts on a Standard invoice cannot be negative. Please reenter
- Invoice Type must be equal to Invoice
- Only one Freight line per invoice allowed
- Only one Tax line per invoice allowed
- Line Amount cannot be zero
- Quantity must be a whole number for Goods based invoice lines