

How to Create an Invoice_

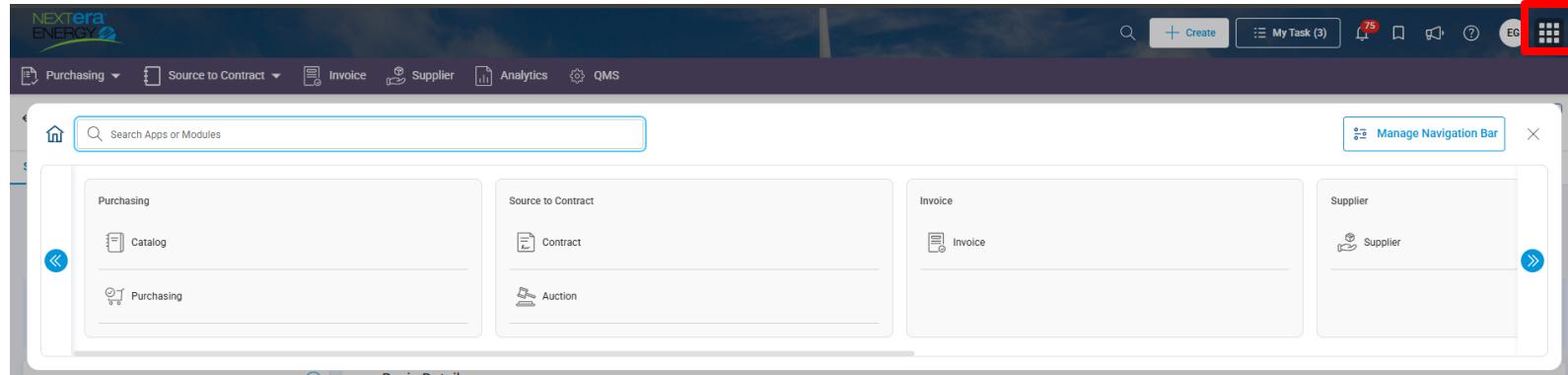
Indirect-Limit Line

Invoice Creation – Supplier View

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



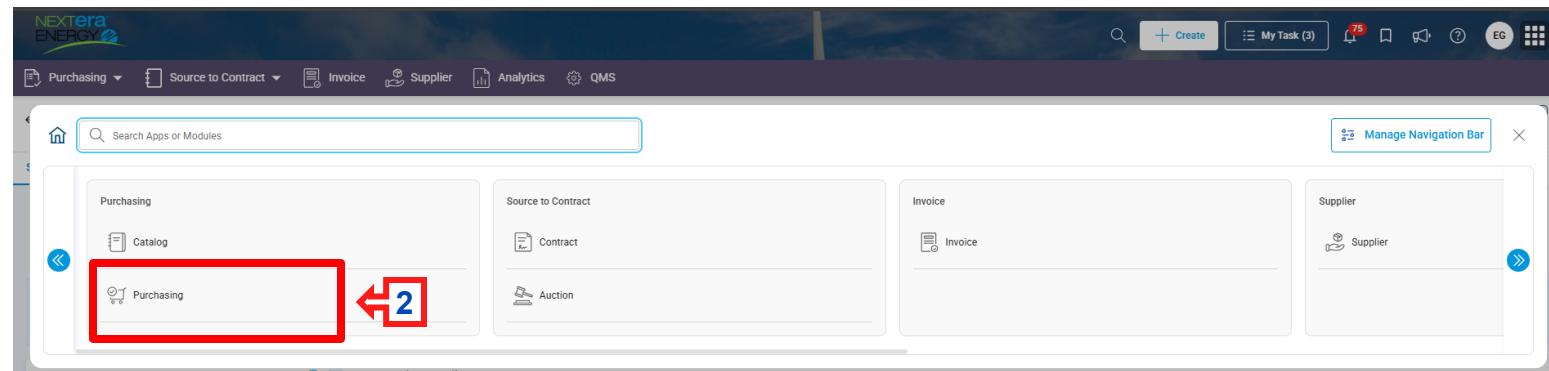
Once you access the Supplier Profile page, click on the grid-shaped (Rubik's cube) icon i.e., the **'App Launcher'** in the upper right-hand corner to view Purchase Orders, Invoices, Supplier Profile etc. and navigate based on your preference.

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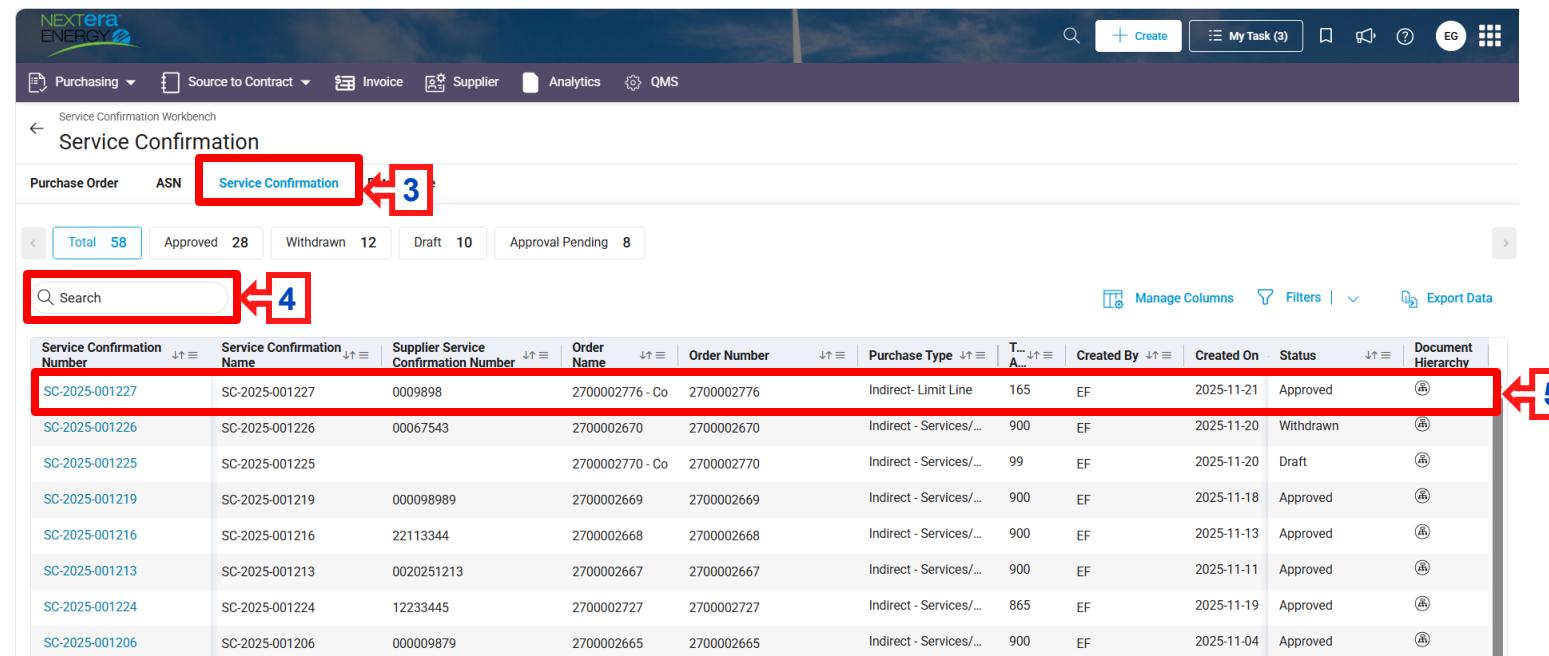
Then, select ‘Purchasing’ from the menu. This will direct you to the Purchasing Section.

Invoice Creation – Supplier View

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Service Confirmation Number	Service Confirmation Name	Supplier Service Confirmation Number	Order Name	Order Number	Purchase Type	Created By	Created On	Status	Document Hierarchy
SC-2025-001227	SC-2025-001227	0009898	2700002776 - Co	2700002776	Indirect- Limit Line	165	EF	2025-11-21	Approved
SC-2025-001226	SC-2025-001226	00067543	2700002670	2700002670	Indirect - Services/...	900	EF	2025-11-20	Withdrawn
SC-2025-001225	SC-2025-001225		2700002770 - Co	2700002770	Indirect - Services/...	99	EF	2025-11-20	Draft
SC-2025-001219	SC-2025-001219	000098989	2700002669	2700002669	Indirect - Services/...	900	EF	2025-11-18	Approved
SC-2025-001216	SC-2025-001216	22113344	2700002668	2700002668	Indirect - Services/...	900	EF	2025-11-13	Approved
SC-2025-001213	SC-2025-001213	0020251213	2700002667	2700002667	Indirect - Services/...	900	EF	2025-11-11	Approved
SC-2025-001224	SC-2025-001224	12233445	2700002727	2700002727	Indirect - Services/...	865	EF	2025-11-19	Approved
SC-2025-001206	SC-2025-001206	000009879	2700002665	2700002665	Indirect - Services/...	900	EF	2025-11-04	Approved

3

Click on the **Service Confirmation** tab.

4

To locate your **Service Confirmation**, enter the **Service Confirmation number** into the search box.

5

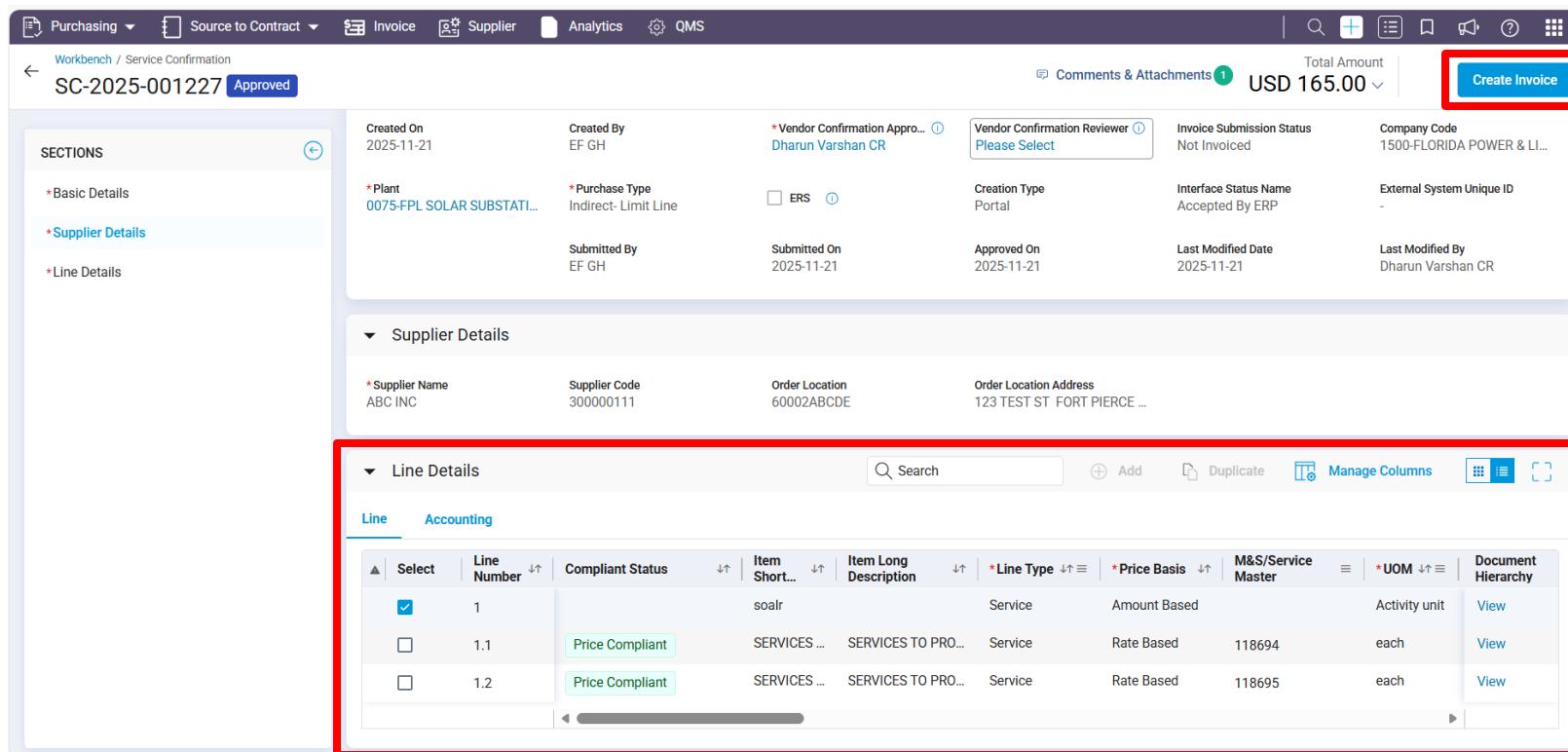
Click on the specific **Service Confirmation number** to continue.

Purchase Order Flip to e-Invoice

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



The screenshot shows the Service Confirmation screen with the following details:

- Basic Details:** Created On: 2025-11-21, Created By: EF GH, Vendor Confirmation Approver: Dharun Varshan CR, Total Amount: USD 165.00.
- Supplier Details:** Supplier Name: ABC INC, Supplier Code: 300000111, Order Location: 60002ABCDE, Order Location Address: 123 TEST ST FORT PIERCE ...
- Line Details:** A table showing three line items:

Line Number	Compliant Status	Item Short...	Item Long Description	Line Type	Price Basis	M&S/Service Master	UOM	Document Hierarchy
1	soalr	Service	Amount Based	Activity unit	View			
1.1	Price Compliant	SERVICES ...	SERVICES TO PRO...	Service	Rate Based	118694	each	View
1.2	Price Compliant	SERVICES ...	SERVICES TO PRO...	Service	Rate Based	118695	each	View
- Create Invoice:** A blue button in the top right corner.

6 In the opened Service Confirmation, you can view the sublines listed in the “Line Details” section. Select the line item you wish to include in the invoice.

7 Click on the “Create Invoice” button on top-right corner of the screen.

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice

Purchasing ▾ Source to Contract ▾ Invoice ▾ Supplier ▾ Analytics ▾ QMS

Invoice Workbench / Invoice
Invoice 11/21/2025 4:07:09 PM Draft

Total Amount USD 165.00

Comments & Attachments More Save Submit

SECTIONS

- Scanned Invoice
- *Basic Details**
- *Supplier Details
- *Payment and Delivery Details

*** Indicates Required Fields**

Field	Value
*Invoice Name	Invoice 11/21/2025 4:07:09 ...
*Invoice Number	INV-2025.004537
*Invoice Amount	165.00
Currency	USD:US Dollar
Invoice Type	Standard
*Supplier Invoice Number	0009898
Invoice Creation Date	2025-11-21
*Supplier Invoice Date	2025-11-21
Baseline Date	YYYY-MM-DD
Supplier Name	ABC INC
Supplier ID	300000111
Order Number	2700002776
Service Confirmation Number	SC-2025-001227
Organization	Organization
Line Of Business	NextEra
Purchasing Organization	FPL Group Purch.Org.
Company Code	1500-FLORIDA POWER & LI...
Company Code	1500-FLORIDA POWER & LI...
Purchase Type	Indirect-Limit Line
Company VAT Number	-
Delivery Note	-
Scheduled Payment Date	2025-12-21
Net Payment	165

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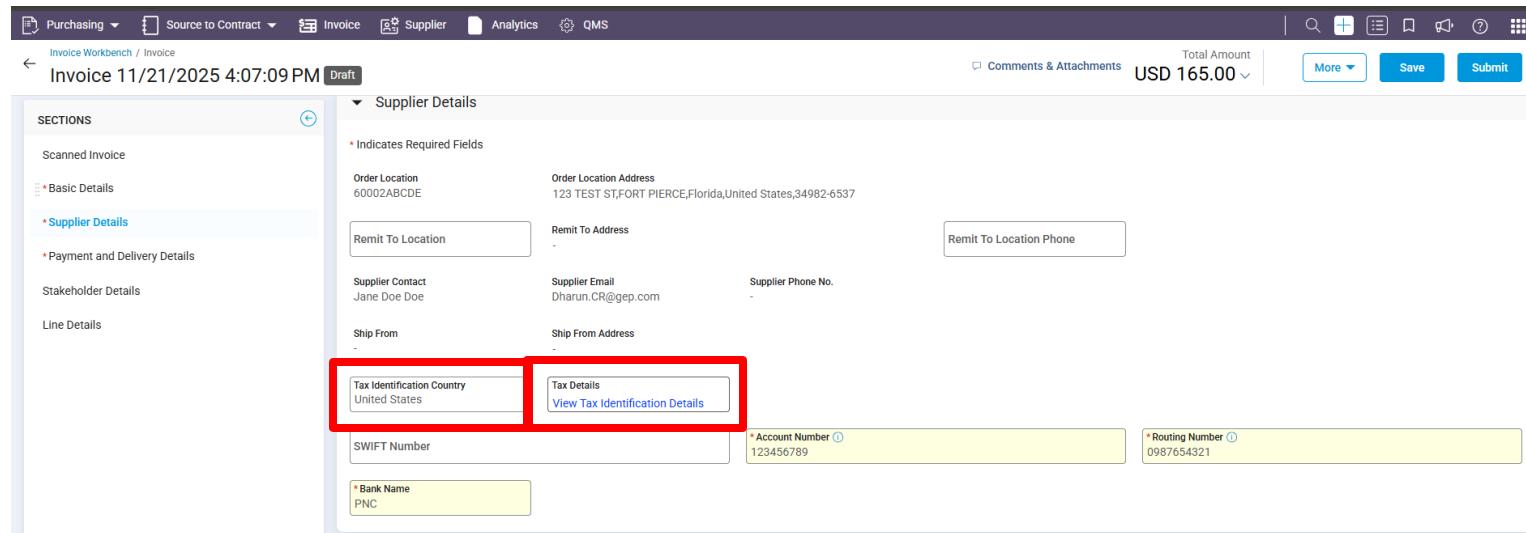
Fill in all the mandatory fields of the **Basic Details** section: **Invoice Name, Invoice Amount, Supplier Invoice Number and Supplier Invoice Date**

Invoice Inputs - Supplier

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Invoice 11/21/2025 4:07:09 PM Draft

Supplier Details

Order Location: 60002ABCDE Order Location Address: 123 TEST ST, FORT PIERCE, Florida, United States, 34982-6537

Supplier Contact: Jane Doe Doe Supplier Email: Dharun.CR@gep.com Supplier Phone No.

Ship From: Ship From Address:

Tax Identification Country: United States [View Tax Identification Details](#)

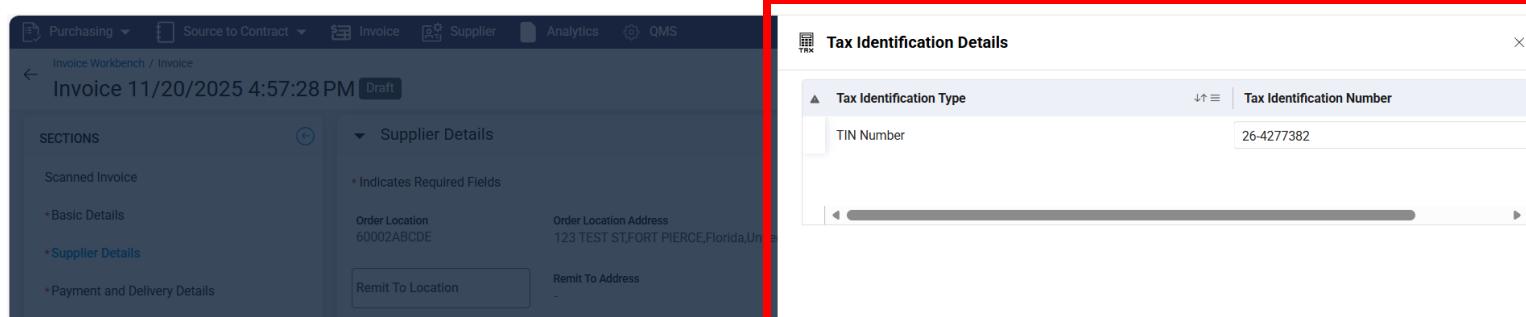
SWIFT Number: 123456789 Account Number: 123456789 Routing Number: 0987654321

Bank Name: PNC

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In the Supplier Details section, Enter the **“Tax Identification Country”** based on your location, such as the **“United States or Canada”**.

In **“Tax Details”**, Click on the hyperlink to view Tax Identification Details.



Invoice 11/20/2025 4:57:28 PM Draft

Supplier Details

Order Location: 60002ABCDE Order Location Address: 123 TEST ST, FORT PIERCE, Florida, United States, 34982-6537

Remit To Location

Tax Identification Details

Tax Identification Type	Tax Identification Number
TIN Number	26-4277382

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A slider opens where you can verify your **“Tax Identification Details”**.

Based on the country, you can enter the tax amount you wish to include in the invoice.

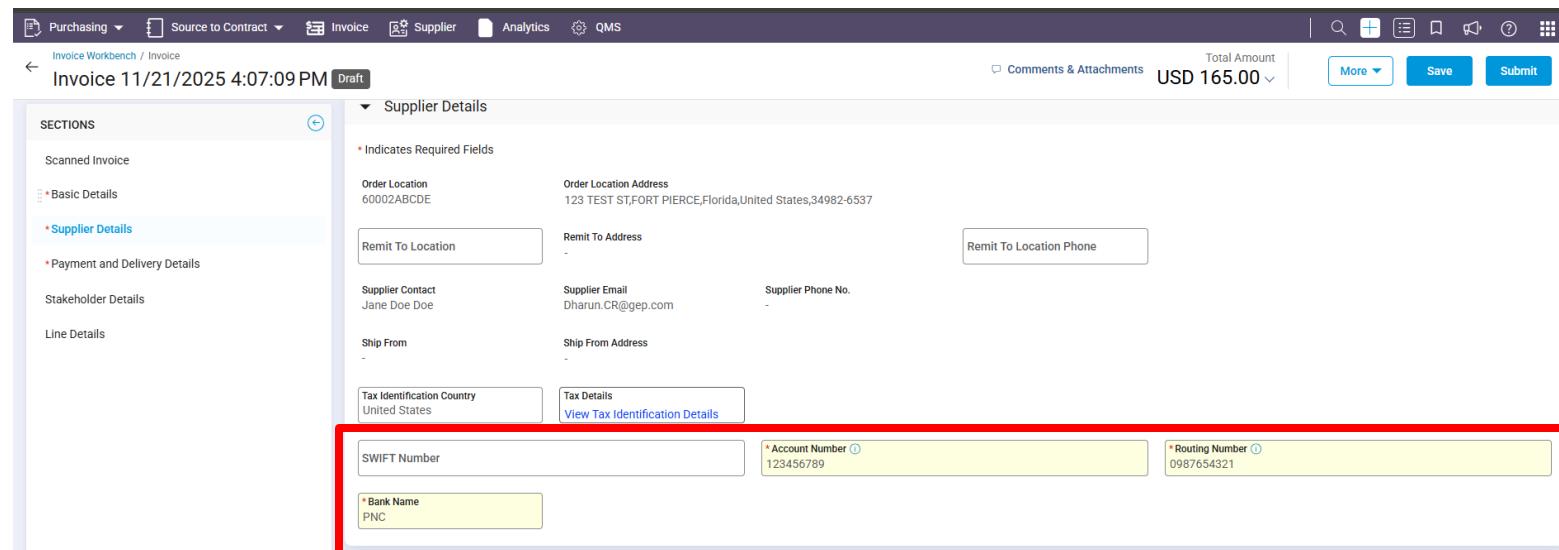
10

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



The screenshot shows the 'Supplier Details' section of the Invoice Workbench. The 'Bank Details' section is highlighted with a red box. The highlighted fields are:

- SWIFT Number
- Account Number: 123456789
- Routing Number: 0987654321
- Bank Name: PNC

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Similarly, fill in all the mandatory fields of **Supplier Details** section: **Account Number, Routing Number and Bank Name**

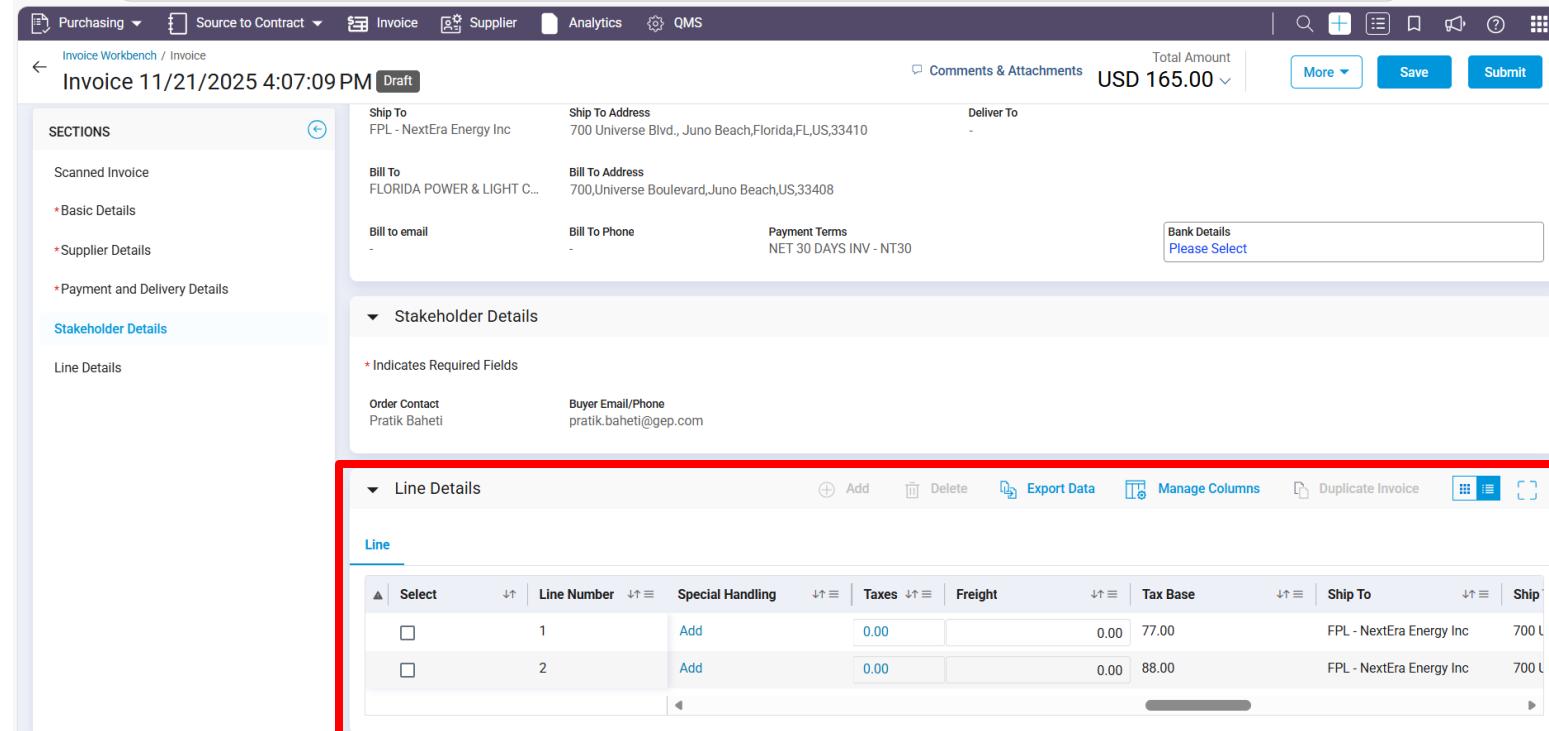
11

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



The screenshot shows the Oracle e-Business Suite Invoice Workbench. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main content area displays an invoice for 'Invoice 11/21/2025 4:07:09 PM' in 'Draft' status. The total amount is USD 165.00. The 'Line Details' section is highlighted with a red box. The table in this section has the following data:

Line Number	Special Handling	Taxes	Freight	Tax Base	Ship To	Ship
1	Add	0.00	0.00	77.00	FPL - NextEra Energy Inc	700 U
2	Add	0.00	0.00	88.00	FPL - NextEra Energy Inc	700 U

12

In the line details section, scroll right to "Taxes" column and enter your tax amount.

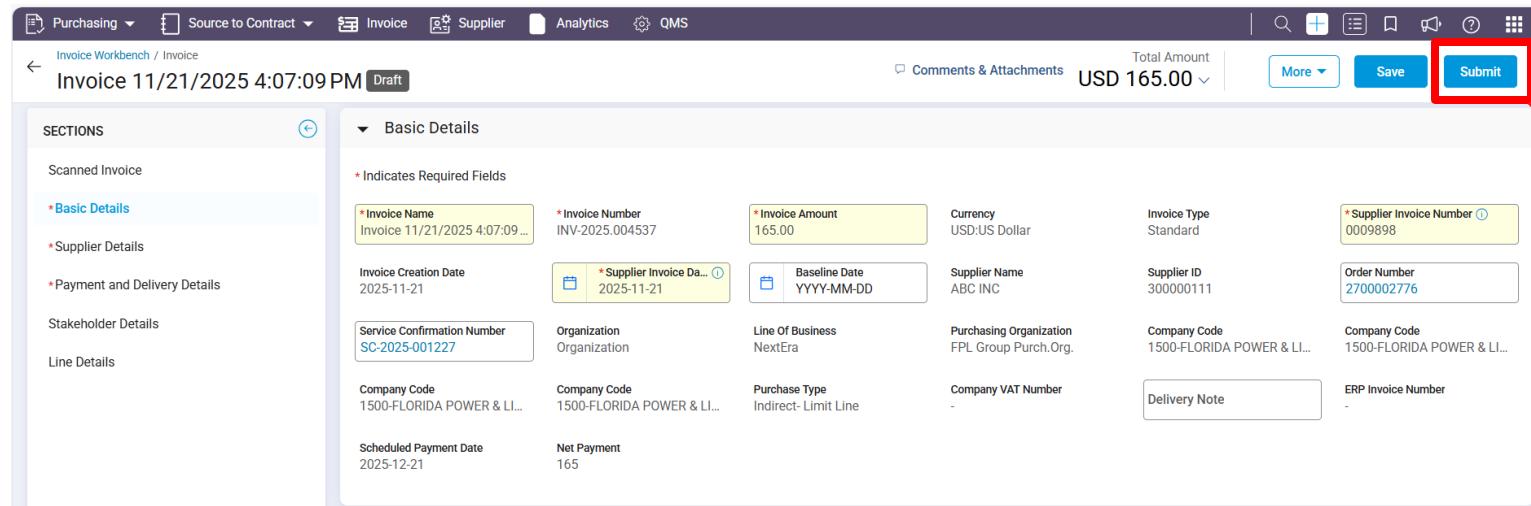
12

Invoice Inputs - Supplier

Select Your Purchase Order

Create your Service Confirmation

Perform SC PO-Flip to e-Invoice



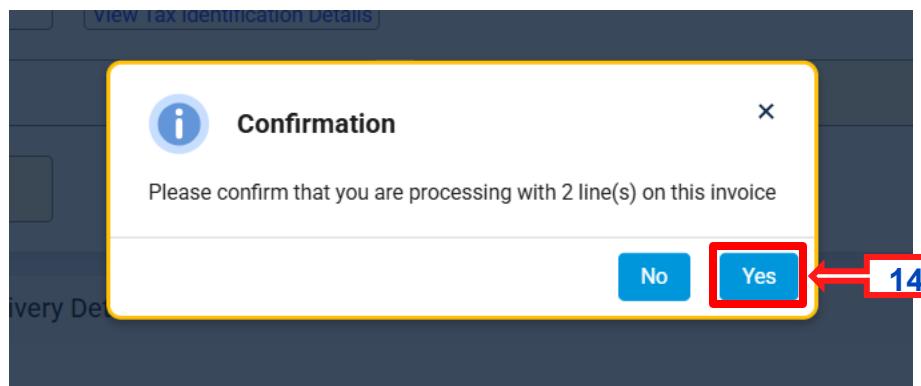
The screenshot shows the Oracle Cloud Invoice Workbench. The top navigation bar includes links for Purchasing, Source to Contract, Invoice, Supplier, Analytics, and QMS. The main content area shows an invoice for 11/21/2025 at 4:07:09 PM, marked as Draft. The 'Basic Details' section is expanded, showing fields like Invoice Name (Invoice 11/21/2025 4:07:09 ...), Invoice Number (INV-2025.004537), Invoice Amount (165.00), Currency (USD:US Dollar), and Supplier Name (ABC INC). The 'Submit' button is highlighted with a red box and the number 13.

Verify and **Submit** to confirm the line items to be invoiced.

13

Click “**Yes**” on the confirmation pop-up to proceed.

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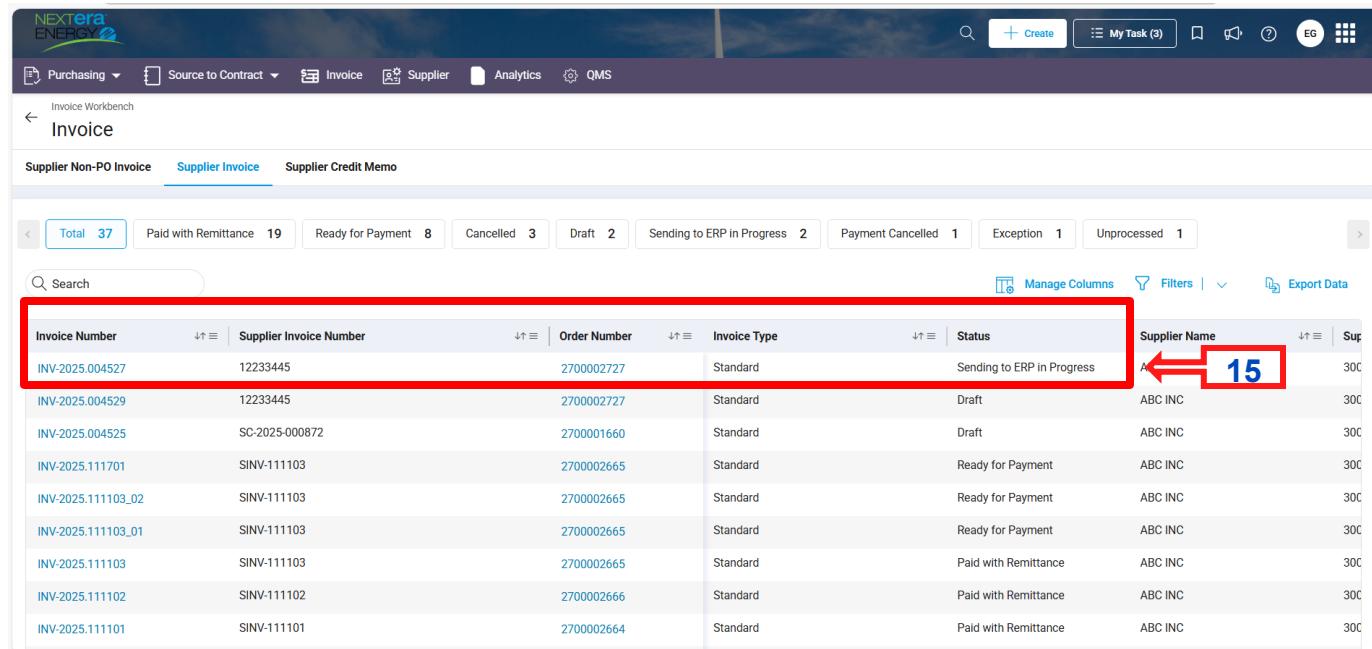


Invoice Inputs - Supplier

Select Your Purchase Order

Perform SC PO-Flip to e-Invoice

Invoice Statuses



Invoice Number	Supplier Invoice Number	Order Number	Invoice Type	Status	Supplier Name	Sup
INV-2025.004527	12233445	2700002727	Standard	Sending to ERP in Progress	ABC INC	30C
INV-2025.004529	12233445	2700002727	Standard	Draft	ABC INC	30C
INV-2025.004525	SC-2025-000872	2700001660	Standard	Draft	ABC INC	30C
INV-2025.111101	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	30C
INV-2025.111103_02	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	30C
INV-2025.111103_01	SINV-111103	2700002665	Standard	Ready for Payment	ABC INC	30C
INV-2025.111103	SINV-111103	2700002665	Standard	Paid with Remittance	ABC INC	30C
INV-2025.111102	SINV-111102	2700002666	Standard	Paid with Remittance	ABC INC	30C
INV-2025.111101	SINV-111101	2700002664	Standard	Paid with Remittance	ABC INC	30C

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The submitted invoice appears with the status “**Sending to ERP in Progress**”.

E-invoice Status – Supplier



Invoice Statuses	Explanation
Unprocessed	The electronic invoice (e-Invoice) has been created and successfully submitted.
Sending to ERP In Progress	The e-invoice is not yet approved.
Exception	The e-invoice has an exception error.
Rejected	The e-invoice has been rejected; supplier should send email to AP service desk.
Ready for Payment	The e-invoice will be paid once the payment terms are met.
Paid with Remittance	The invoice has been paid, and remittance details are visible .