



DeKalb County  
G E O R G I A

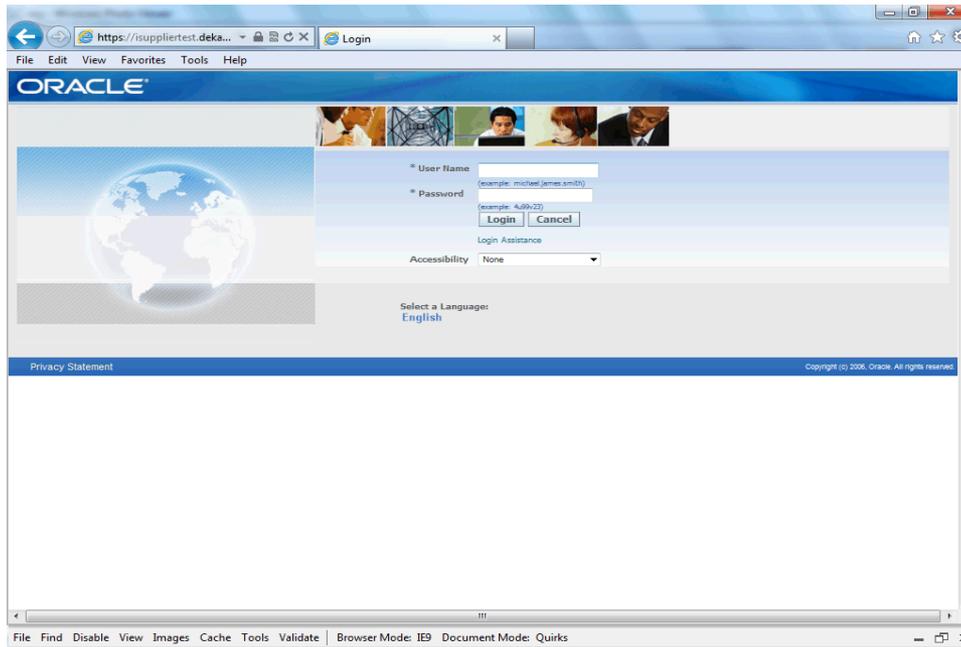
JOURNEY TO PROCUREMENT EXCELLENCE

## Submitting an Invoice

# Submitting an Invoice



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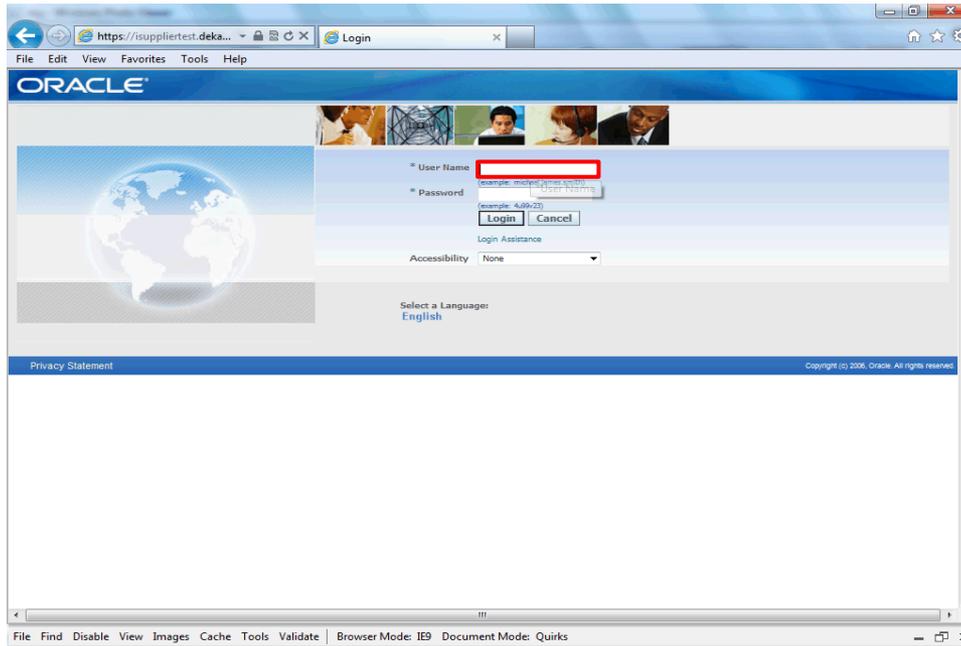


In this course you will learn how to  
Submit an Invoice in iSupplier.

# Submitting an Invoice



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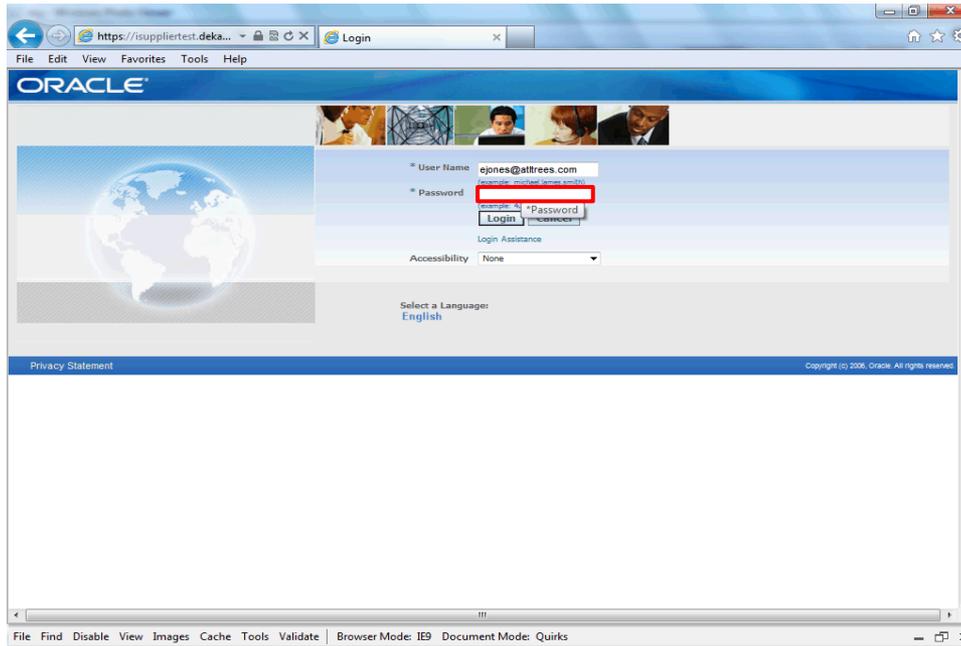
## Step 1

From the login page, click in the **User Name** field and enter the User Name provided during the registration process.

# Submitting an Invoice



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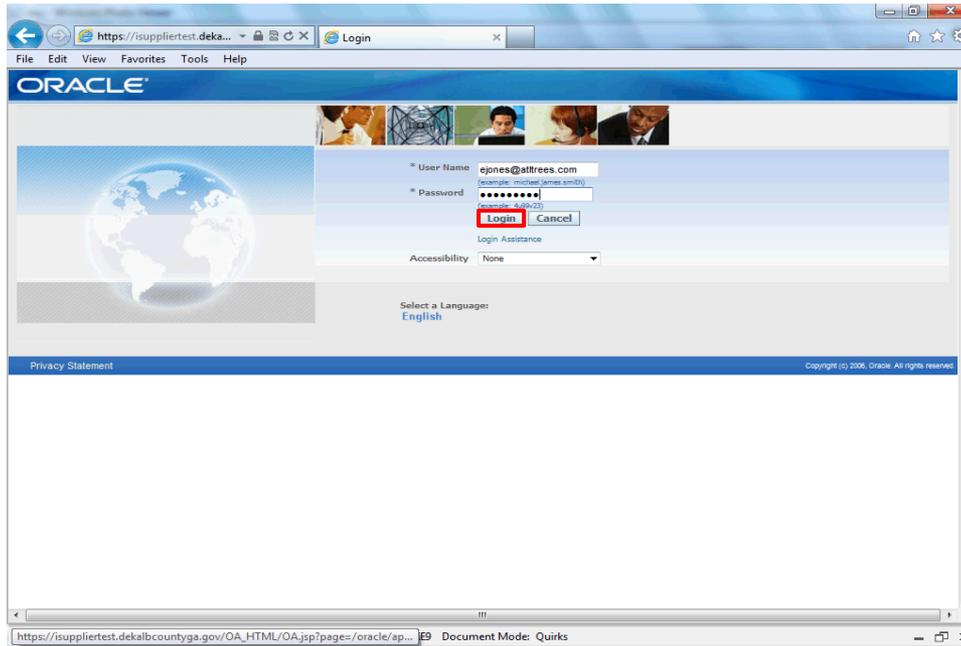
## Step 2

Click in the **Password** field and enter the password you created during the registration process.

# Submitting an Invoice



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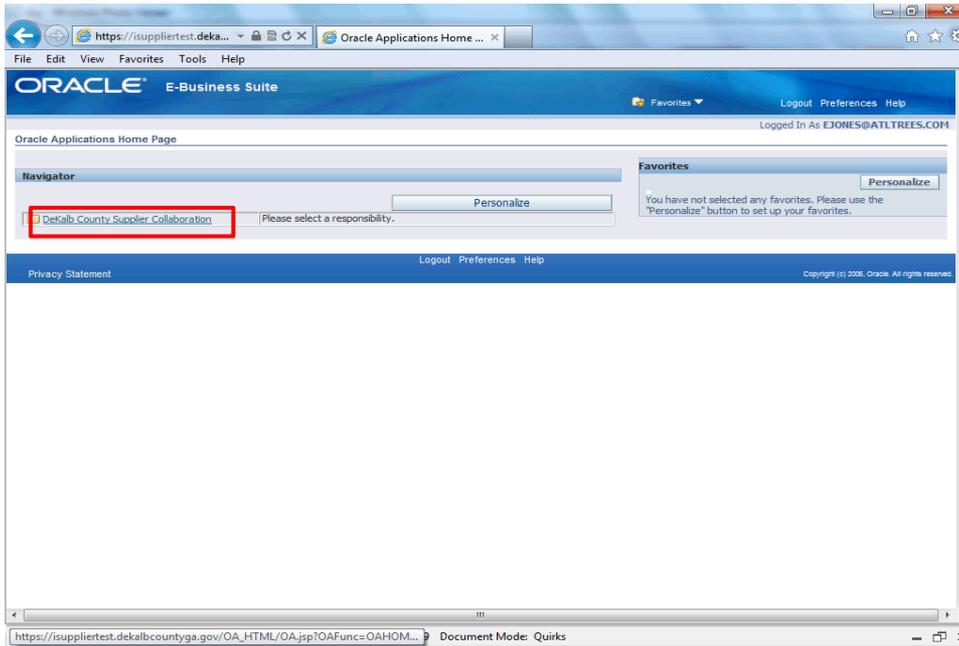
Step 3

Click the **Login** button.

# Submitting an Invoice



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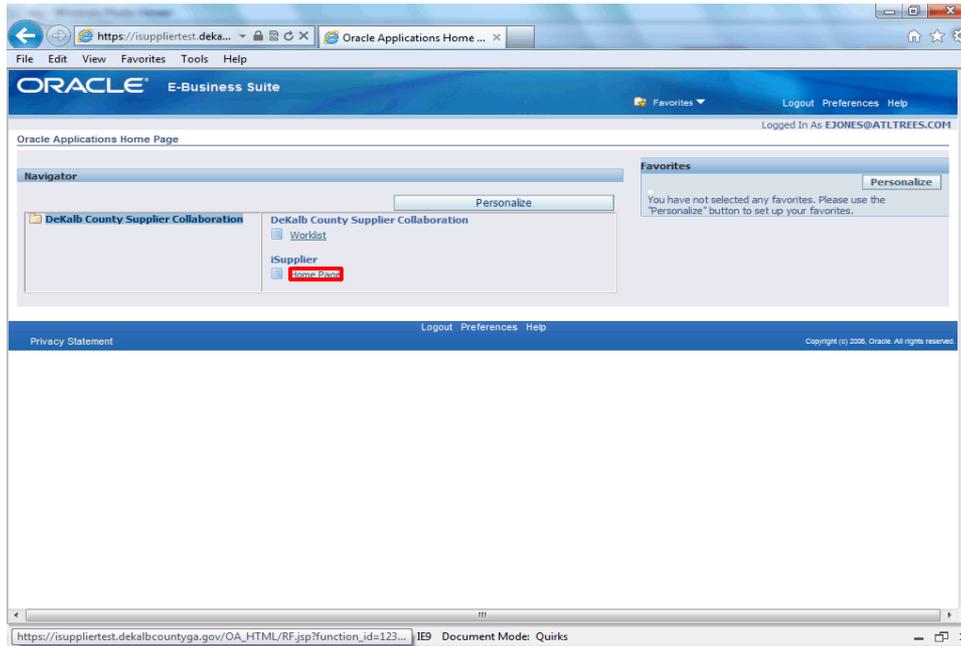
Step 4

Click the **DeKalb County Supplier Collaboration** link.

# Submitting an Invoice



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Step 5

Click the **Home Page** link.

# Submitting an Invoice



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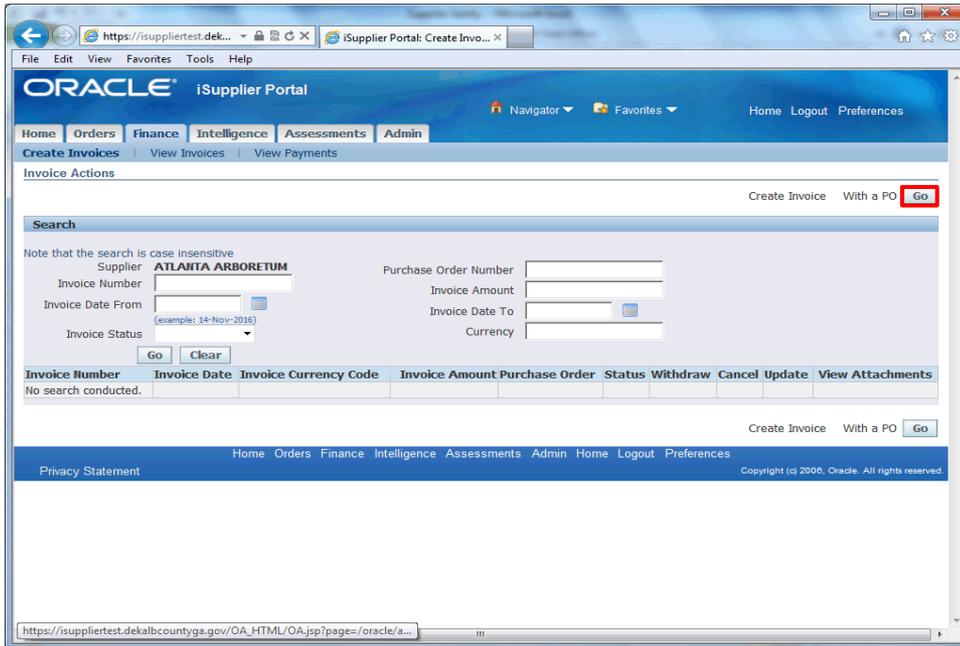
Step 6

Click the **Finance** tab.

The screenshot shows the Oracle iSupplier Portal interface. The 'Finance' tab is highlighted with a red box. The interface includes a search bar for PO Number, a 'Full List' button, and a table of orders. The table has columns for PO Number, Description, and Order Date. The 'Orders' sidebar contains links for Agreements, Purchase Orders, and Purchase History. The 'Invoices' sidebar contains a link for Invoices. The 'Payments' sidebar contains a link for Payments.

PO Number	Description	Order Date
<a href="#">1036158</a>		08-Nov-2016 13:53:47
<a href="#">1036171</a>		08-Nov-2016 13:52:09
<a href="#">1036157</a>		27-Oct-2016 18:25:01
<a href="#">1036094</a>		27-Oct-2016 14:48:51
<a href="#">1036093</a>		27-Oct-2016 14:48:49

# Submitting an Invoice



The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. Below this, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and contains a search form. The search form includes fields for Supplier (ATLANTA ARBORETUM), Invoice Number, Invoice Date From, Invoice Date To, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. There are 'Go' and 'Clear' buttons below the search fields. A table below the search form shows a single row with the text 'No search conducted.' and a 'Go' button. The bottom of the page features a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

## Step 7

Click the **Go** button next to **Create Invoice with a PO**.

# Submitting an Invoice



The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays "https://isupplier.test.dek...". The page title is "iSupplier Portal" and the current page is "Create Invoice: Purchase Orders". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Create Invoices" section is active, with sub-tabs for "View Invoices" and "View Payments". The "Purchase Orders" sub-tab is selected, showing a progress bar with steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit". The "Create Invoice: Purchase Orders" section has a "Cancel" button and "Step 1 of 4" with a "Next" button. The search form includes a "Search" section with a note: "Note that the search is case insensitive". The search fields are: "Purchase Order Number" (highlighted with a red box), "Purchase Order Date" (with a calendar icon and example "14-Nov-2016"), "Buyer" (with a search icon), and "Advances and Financing" (with a dropdown menu set to "Excluded"). There are "Go" and "Clear" buttons. Below the search form is a table with the following columns: "Select PO Number", "Line Shipment", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Price", "Unit", "Ship To", "Ship Slip", "Packing Slip", and "Waybill". The table content shows "No search conducted." in the first row. At the bottom of the page, there is a "Privacy Statement" link and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

## Step 8

The system will not allow a blind search of all existing Purchase Orders. You can search by PO Number, Date, Buyer or whether Advances and Financing were included/ excluded.

In this example, we will search by PO Number. Click in the **Purchase Order Number** field and enter a PO Number.

# Submitting an Invoice



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The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays [https://isuppliertest.dekalbcountyga.gov/OA\\_HTML/OA.jsp?page=/oracle/a...](https://isuppliertest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/a...). The page title is "iSupplier Portal" and the current page is "Create Invoice: Purchase Orders". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Create Invoices" section has tabs for "View Invoices" and "View Payments". The main content area shows a search form with the following fields: "Purchase Order Number" (1036177), "Purchase Order Date" (calendar icon), "Buyer" (dropdown menu), and "Advances and Financing" (Excluded dropdown). A "Go" button is highlighted with a red box. Below the search form is a table with the following columns: "Select PO Number", "Line", "Shipments", "Advances or Financing", "Item Description", "Item Number", "Supplier Item Number", "Ordered", "Received", "Invoiced", "UOM", "Price", "Unit", "Curr To", "Ship Slip", "Packing Slip", and "Waybill". The table content shows "No search conducted." at the bottom. The footer includes "Privacy Statement", "Home Orders Finance Intelligence Assessments Admin Home Logout Preferences", and "Copyright (c) 2006, Oracle. All rights reserved."

Step 9

Click the **Go** button.

# Submitting an Invoice



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**ORACLE iSupplier Portal**

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

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

Purchase Order Number: 1036177

Purchase Order Date: [Calendar]

Buyer: [Dropdown]

Advanced Search

Advances and Financing: Excluded [Go] [Clear]

Select Items: Add to Invoice

Select All Select None

Select	PO Number	Line	Shipment	Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1036177	1	1	<input type="checkbox"/>	(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd, Decatur, Ga, 30032--19inch Sweet Gum Tree (Arborserv, Inc.)			1	0	0	Inch	300	USD	PARKS MAIN INVENTORY		

## Step 10

The system will retrieve all Purchase Order lines meeting your search criteria. You can add as many lines to an invoice as required by clicking the **checkbox** next to the line you wish to add to the invoice.

# Submitting an Invoice



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**ORACLE iSupplier Portal**

Home Logout Preferences

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

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

Purchase Order Number: 1036177

Purchase Order Date: [Calendar]

Buyer: [Search]

Advances and Financing: Excluded

Go Clear

Select Items: **Add to Invoice**

Select All Select None Add to Invoice

Select	PO Number	Line	Shipment	Financing	Item Description	Item Number	Supplier Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1036177	1	1	<input type="checkbox"/>	(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd, Decatur, Ga, 30032--19inch Sweet Gum Tree			1	0	0	Inch	300	USD	PARKS MAIN INVENTORY		

https://isupplier.test.dekalbcountyga.gov/OA\_HTML/OA.jsp?page=/oracle/a...

## Step 11

With the line(s) selected, click the **Add to Invoice** button.

You can continue to add lines or search for new lines that did not meet the initial search criteria to add to your invoice.

# Submitting an Invoice



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The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page is titled "Create Invoice: Purchase Orders" and is at "Step 1 of 4". A red box highlights the "Next" button. The search section contains the following information:

Purchase Order Number: 1036177  
Purchase Order Date: [calendar icon]  
Buyer: [dropdown menu]  
Advances and Financing: Excluded

Below the search section is a table with the following columns: Select, PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Packing Slip, and Waybill.

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Packing Slip	Waybill
<input checked="" type="checkbox"/>	1036177	1	1	<input type="checkbox"/>	(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd, Decatur, Ga. 30032--19inch Sweet Gum Tree			1	0	0	Inch	300	USD	PARKS MAIN INVENTORY		
<input type="checkbox"/>	1036177	2	1	<input type="checkbox"/>	(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd, Decatur, Ga. 30032--19inch Sweet Gum Tree			1	0	0	Inch	650	USD	PARKS MAIN INVENTORY		

Step 12

Click the **Next** button.

# Submitting an Invoice



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**Supplier**

\* Supplier: ATLANTA ARBORETUM  
\* Tax Payer ID: [ ]  
\* Remit To: [ ]  
Address: [ ]  
Remit To Bank Account: [ ]  
Unique Remittance Identifier: [ ]  
Remittance Check Digit: [ ]

**Invoice**

Please attach electronic invoice by clicking on Add **None**  
**Add...**

\* Invoice Number: [ ]  
\* Invoice Date: 14-Nov-2016  
(example: 14-Nov-2016)  
Invoice Type: Invoice  
Currency: USD  
Invoice Description: [ ]

**Customer**

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

**Items**

PO Number	Line	Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
https://isupplier.test.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/a/...											

## Step 13

To search for your remittance address, click the **Search for Remit To** button.

# Submitting an Invoice



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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 Remit To  **Go**

Results

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

Cancel Select

Customer Tax Payer ID

Customer Name

Address

Items

PO Number	Line	Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
/Advanced Fee / Complete payment											

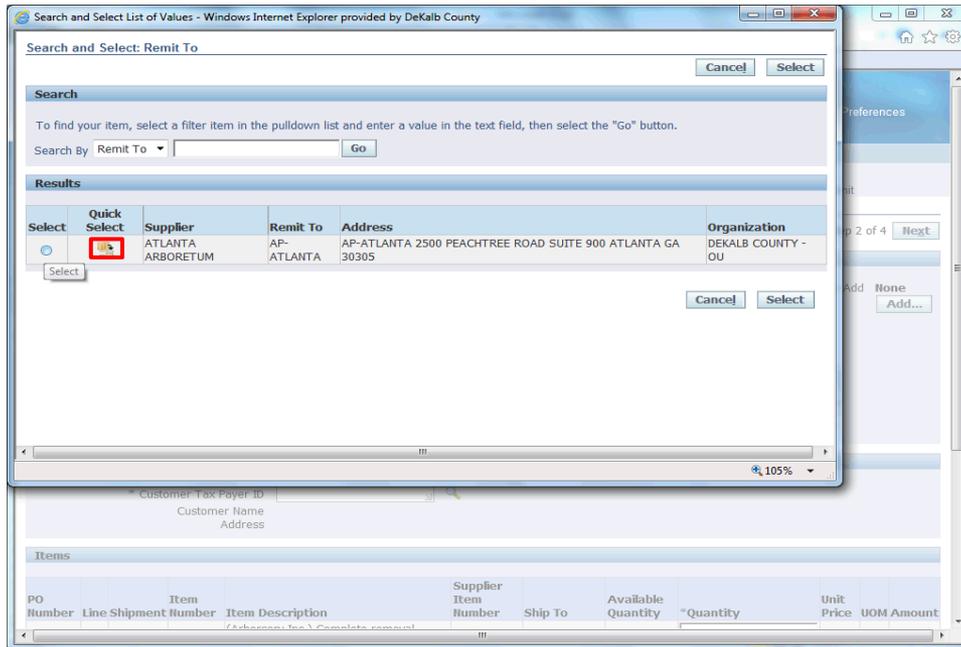
## Step 14

To retrieve all of your remittance addresses, click the **Go** button.

# Submitting an Invoice



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## Step 15

The system will retrieve all of your payment sites. Select the correct address by clicking on the **Quick Select** button.

# Submitting an Invoice



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The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows 'https://isupplierest.dek...'. The page title is 'iSupplier Portal: Create Invo...'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Create Invoices' section is active, with sub-tabs for 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. The 'Create Invoice: Details' section is currently selected, showing 'Step 2 of 4'. The form is divided into several sections: 'Supplier' (with fields for Supplier Name: ATLANTA ARBORETUM, Tax Payer ID, Remit To: AP-ATLANTA, Address: AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA GA 30305, Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Digit), 'Invoice' (with fields for Invoice Number, Invoice Date: 14-Nov-2016, Invoice Type: Invoice, Currency: USD, and Invoice Description), 'Customer' (with fields for Customer Tax Payer ID, Customer Name, and Address), and 'Items' (a table with columns: PO Number, Item Line, Shipment Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, and UOM Amount). The 'Invoice Number' field in the 'Invoice' section is highlighted with a red box.

## Step 16

Click in the **Invoice Number** field and enter your internal invoice number.

# Submitting an Invoice



Supplier

\* Supplier ATLANTA ARBORETUM  
Tax Payer ID  
\* Remit To AP-ATLANTA  
Address AP-ATLANTA 2500 PEACHTREE ROAD SUITE 900 ATLANTA GA 30305  
Remit To Bank Account  
Unique Remittance Identifier  
Remittance Check Digit

Customer

\* Customer Tax Payer ID  
Customer Name  
Address

Items

PO Number	Line	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
-----------	------	------	------------------	----------------------	---------	--------------------	-----------	------------	-----	--------

## Step 17

Without exception, all invoices must be submitted with an electronic copy of your original invoice attached. Failure to comply with this requirement will result in your invoice being cancelled. Once an invoice is cancelled, it will need to be resubmitted and the invoice number that was entered on the cancelled invoice **cannot be reused**.

To proceed, click the **Add...** button.

# Submitting an Invoice



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A screenshot of the Oracle iSupplier Portal's 'Add Attachment' screen. The browser address bar shows 'https://isupplier.test.dek...'. The page has a blue header with the Oracle logo and 'iSupplier Portal'. Below the header are navigation tabs: Home, Orders, Finance, Intelligence, Assessments, and Admin. The 'Finance' tab is active, and the sub-menu 'Create Invoices' is selected. The main content area is titled 'Add Attachment' and contains two sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, the 'Title' field is highlighted with a red rectangular box. Below it is a 'Description' text area and a 'Category' dropdown menu set to 'From Supplier'. The 'Define Attachment' section has radio buttons for 'File', 'URL', and 'Text', with 'File' selected. A 'Browse...' button is next to the 'File' radio button. At the bottom of the form are 'Cancel', 'Add Another', and 'Apply' buttons.

## Step 18

In the Add Attachment screen, click in the **Title** field and enter a name for your attachment.

# Submitting an Invoice



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A screenshot of a web browser window showing the Oracle iSupplier Portal. The page title is "Payables: Add Attachment". The browser address bar shows "https://isuppliertest.dek...". The page has a blue header with the Oracle logo and "iSupplier Portal". Below the header are navigation tabs: Home, Orders, Finance, Intelligence, Assessments, and Admin. Under the Finance tab, there are links for "Create Invoices", "View Invoices", and "View Payments". The main content area is titled "Add Attachment" and contains two sections: "Attachment Summary Information" and "Define Attachment". In the "Attachment Summary Information" section, the "Title" field contains "Invoice - 1036177-3" and the "Category" is set to "From Supplier". In the "Define Attachment" section, the "Type" is set to "File" (indicated by a selected radio button). Next to the "File" type selection is a "Browse..." button, which is highlighted with a red rectangular box. At the bottom of the form, there are "Cancel", "Add Another", and "Apply" buttons.

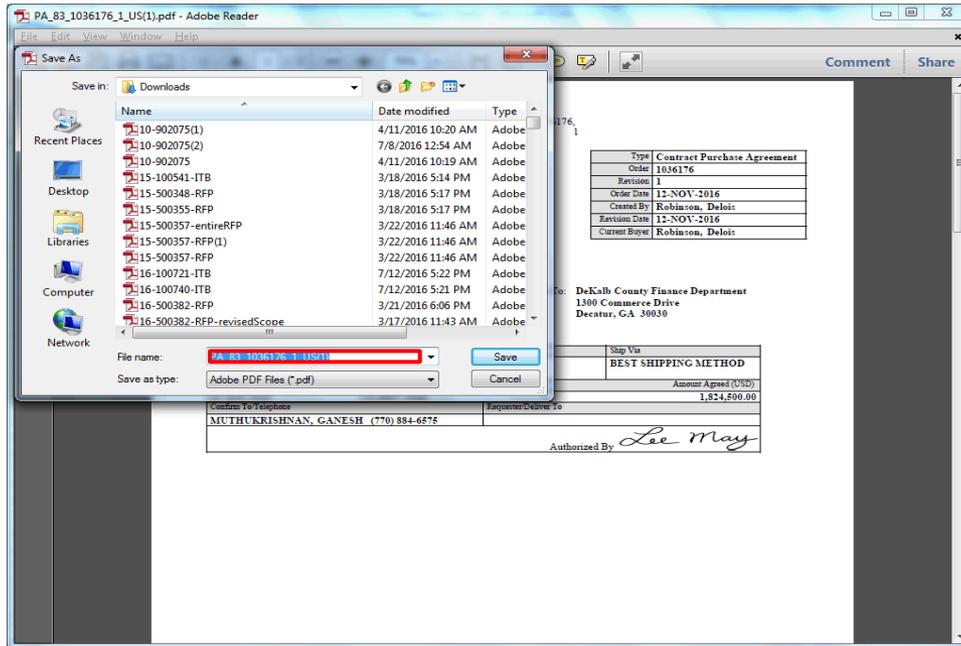
## Step 19

In the Attachment Region, click the **Browse...** Button next to the File Field.

# Submitting an Invoice



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## Step 20

Select the appropriate attachment and click on the **Open** button.

# Submitting an Invoice



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A screenshot of the Oracle iSupplier Portal 'Add Attachment' page. The browser address bar shows 'https://isupplier.test.dekalbcountyga.gov'. The page has a blue header with the Oracle logo and 'iSupplier Portal'. Below the header are navigation tabs: Home, Orders, Finance, Intelligence, Assessments, and Admin. The 'Finance' tab is active, and the sub-tab 'Create Invoices' is selected. The main content area is titled 'Add Attachment' and contains two sections: 'Attachment Summary Information' and 'Define Attachment'. In the 'Attachment Summary Information' section, the 'Title' field contains 'invoice for 1036177' and the 'Category' is set to 'From Supplier'. In the 'Define Attachment' section, the 'Type' is set to 'File' and the file path 'C:\Users\jackson\Desktop\1036177.pdf' is entered. A 'Browse...' button is next to the file path. At the bottom of the form, there are three buttons: 'Cancel', 'Add Another', and 'Apply'. The 'Apply' button is highlighted with a red box.

Step 21

Click the **Apply** button.

# Submitting an Invoice



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The screenshot shows the Oracle iSupplier Portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. Below that, a 'Create Invoices' section has a progress bar with steps: 'Purchase Orders', 'Details' (current), 'Manage Tax', and 'Review and Submit'. A confirmation message states: 'Attachment invoice for 1036177 has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' The main form is titled 'Create Invoice: Details' and is 'Step 2 of 4'. It is divided into three sections: 'Supplier', 'Invoice', and 'Customer'. The 'Supplier' section includes fields for Supplier (ATLANTA ARBORETUM), Tax Payer ID, Remit To (AP-ATLANTA), Address, Remit To Bank Account, Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section includes fields for Invoice Number (1036177), Invoice Date (14-Nov-2016), Invoice Type (Invoice), Currency (USD), and Invoice Description. The 'Customer' section includes fields for Customer Tax Payer ID (highlighted with a red box), Customer Name, and Address. A 'Search for Customer Tax Payer ID' button is located below the Customer Tax Payer ID field. The browser address bar shows the URL: https://isupplier.test.dekalbcountyga.gov/OA\_HTML/OA.jsp?page=/oracle/a/...

## Step 22

Next, you will need to enter the DeKalb County Taxpayer ID. Click the **Search for Customer Tax Payer ID** button.

# Submitting an Invoice



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The screenshot shows a web browser window titled "Search and Select List of Values - Windows Internet Explorer provided by DeKalb County". The main content area is a dialog box titled "Search and Select: Customer Tax Payer ID". It contains a search section with a dropdown menu set to "Registration Number" and a text input field. A red box highlights a "Go" button next to the input field. Below the search section is a "Results" table with columns: "Select", "Quick Select", "Registration Number", "Legal Entity", "Legislative Category", "Country Of Registration", and "Legal Address". The table currently displays "No search conducted." and has "Cancel" and "Select" buttons at the bottom. In the background, a portion of the main application is visible, showing a "Customer Tax Payer ID" search field and a table with columns: "PO Number", "Line Shipment Number", "Item", "Item Description", "Supplier Item Number", "Ship To", "Available Quantity", "Quantity", "Unit Price", and "TQM Amount".

Step 23

Click the **Go** button.

# Submitting an Invoice



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Search and Select: Customer Tax Payer ID

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: Registration Number  Go

Results

Select	Quick Select	Registration Number	Legal Entity	Legislative Category	Country Of Registration	Legal Address
<input type="radio"/>	<input checked="" type="radio"/>	SYS11976	DEKALB COUNTY - LE	Income Tax	US	The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030

Customer Tax Payer ID:

Customer Name:

Address:

Items

PO Number	Line	Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	Item Amount
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Step 24

Click the Quick Select button next to **SYS11976**.

# Submitting an Invoice



Unique Remittance Identifier  
Remittance Check Digit

Invoice Date: 14-Nov-2016  
Invoice Type: Invoice  
Currency: USD

**Customer**  
\* Customer Tax Payer ID: SYS11976  
Customer Name: DEKALB COUNTY - LE  
Address: The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030

PO Number	Line	Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1036177	1	1	1	(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur St, Decatur, Ga. 30032--19inch Sweet Gum Tree		PARKS MAIN INVENTORY	1		300	Inch	300

**Shipping and Handling**

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

Charge Lines Table

Cancel Back Step 2 of 4 Next

Home Orders Finance Intelligence Assessments Admin Home Logout Preferences  
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

## Step 25

Scroll down to proceed. You can modify your invoice quantity in the Items section, and can add miscellaneous charges in the Shipping and Handling section. In this example, we will enter a Miscellaneous charge.

Click on **Add Row** to continue.

# Submitting an Invoice



DeKalb County  
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Unique Remittance Identifier  
Remittance Check Digit

Invoice Date: 14-Nov-2016  
Invoice Type: Invoice  
Currency: USD  
Invoice Description

**Customer**

\* Customer Tax Payer ID: SYS11976  
Customer Name: DEKALB COUNTY - LE  
Address: The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030

PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1036177	1	1		(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032--19inch Sweet Gum Tree		PARKS MAIN INVENTORY	1		300	Inch	300

**Shipping and Handling**

Charge Type	Amount	Description
Freight		

Add Row

Cancel Back Step 2 of 4 Next

Home Orders Finance Intelligence Assessments Admin Home Logout Preferences  
Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

## Step 26

Click the **Charge Type** field to expand the drop down.

# Submitting an Invoice



DeKalb County  
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Unique Remittance Identifier  
Remittance Check Digit

Invoice Date: 14-Nov-2016  
Invoice Type: Invoice  
Currency: USD  
Invoice Description:

**Customer**

\* Customer Tax Payer ID: SYS11976  
Customer Name: DEKALB COUNTY - LE  
Address: The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030

PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1036177	1	1		(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032--19inch Sweet Gum Tree		PARKS MAIN INVENTORY	1		300	Inch	300

**Shipping and Handling**

Charge Type	Amount	Description
Freight		
Freight		
Miscellaneous		

Charge Line Type: [ ] [Cancel] [Back] Step 2 of 4 [Next]

Privacy Statement | Home | Orders | Finance | Intelligence | Assessments | Admin | Home | Logout | Preferences | Copyright (c) 2006, Oracle. All rights reserved.

Step 27

Select **Miscellaneous**.

# Submitting an Invoice



DeKalb County  
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PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1036177	1	1		(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032--19inch Sweet Gum Tree		PARKS MAIN INVENTORY	1		300	Inch	300

## Step 28

Click in the **Amount** field to input an amount for your miscellaneous charge. Here we will enter 10.

# Submitting an Invoice



DeKalb County  
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PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1036177	1	1		(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032--19inch Sweet Gum Tree		PARKS MAIN INVENTORY	1		300	Inch	300

## Step 29

Enter a description of your charges into the **Description** field. Here we will enter "**Disposal Fee**".

# Submitting an Invoice



DeKalb County  
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Unique Remittance Identifier  
Remittance Check Digit

Invoice Date: 14-Nov-2016  
Invoice Type: Invoice  
Currency: USD  
Invoice Description

**Customer**

\* Customer Tax Payer ID: SYS11976  
Customer Name: DEKALB COUNTY - LE  
Address: The Maloof Center 1300 Commerce Drive Decatur Dekalb 30030

PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1036177	1	1		(Arborserv Inc.) Complete removal including grinding of the stump @ 3661 N Decatur Rd. Decatur, Ga. 30032--19inch Sweet Gum Tree		PARKS MAIN INVENTORY	1		300	Inch	300

**Shipping and Handling**

Charge Type	Amount	Description
Miscellaneous	10	Disposal Fee

Buttons: Cancel, Back, Step 2 of 4, **Next**

Step 30

Click the **Next** button.

# Submitting an Invoice



DeKalb County  
GEORGIA

ORACLE iSupplier Portal

Home Orders Finance Intelligence Assessments Admin

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next **Submit**

**Supplier**

\* Supplier ATLANITA ARBORETUM  
\* Tax Payer ID  
\* Remit To AP-ATLANTA  
Address  
Remit To Bank Account XXXXXX5025  
Unique Remittance Identifier  
Remittance Check Digit

**Invoice**

\* Invoice Number 1036177  
\* Invoice Date 14-Nov-2016  
\* Invoice Type Standard  
\* Currency USD  
Invoice Description Attachment [Attachment List...](#)

**Customer**

\* Customer Tax Payer ID SYS11976  
Customer Name DEKALB COUNTY - LE  
Address

**Summary Tax Lines**

Calculate

Summary Tax Line Number	Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							

**Items**

PO	Supplier	Item Number	Ship To	Available Qty	Quantity To Invoice	Unit	Price Amount
----	----------	-------------	---------	---------------	---------------------	------	--------------

## Step 31

Validate the information you have entered. If you need to modify any details, you can click on the **Back** button.

Here, we will click the **Submit** button to proceed.

# Submitting an Invoice



DeKalb County  
GEORGIA

The screenshot shows the Oracle iSupplier Portal interface. The breadcrumb trail is: Home > Orders > Finance > Intelligence > Assessments > Admin > Create Invoices > View Invoices > View Payments. The 'Review and Submit' step is highlighted. A confirmation message states: 'Invoice 1036177 was submitted to our Accounts Payable department on 14-Nov-2016. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.' Below this, there are sections for Supplier, Invoice, Customer, and Items.

**Supplier**

- \* Supplier: ATLANTA ARBORETUM
- \* Tax Payer ID: AP-ATLANTA
- \* Remit To Address: XXXXXX5025
- \* Remit To Bank Account: XXXXXX5025
- \* Unique Remittance Identifier
- \* Remittance Check Digit

**Invoice**

- \* Invoice Number: 1036177
- \* Invoice Date: 14-Nov-2016
- \* Invoice Type: Standard
- \* Currency: USD
- \* Invoice Description: Attachment [Attachment List....](#)

**Customer**

- \* Customer Tax Payer ID: SYS11976
- \* Customer Name: DEKALB COUNTY - LE
- \* Address

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
1036177	1	1	(Arborserv Inc.) Complete removal including grinding of the stump @ 2661 N Decatur Rd, Decatur, Ga. 30033-		PARKS MAIN	1	1.00	Inch	300.00	300.00

You have just finished Submitting an Invoice for your company on the DeKalb County iSupplier Portal.

Click on the **Home** hyperlink to return to the iSupplier Portal Home Page.