

Training Guide - iSupplier

Supplier Submit & Review Receipt/Return, Credit Memo and Invoice/Payment Status



Submit and Review Receipt, Credit Memo and Invoice/Payment Status

Scope

This procedure explains how supplier submit & review Receipt/Return, Credit Memo and Invoice/Payment status. Upon receipt done by requester, supplier submit Invoice. Similarly supplier need to submit Credit Memo requester perform return and the returns are not replaceable.

- ➤ Review Receipt/Return/Overdue Receipts
- > Submit Invoice
- > Submit Credit Memo
- > Review Invoice/Payment Status



Login to Oracle Homepage

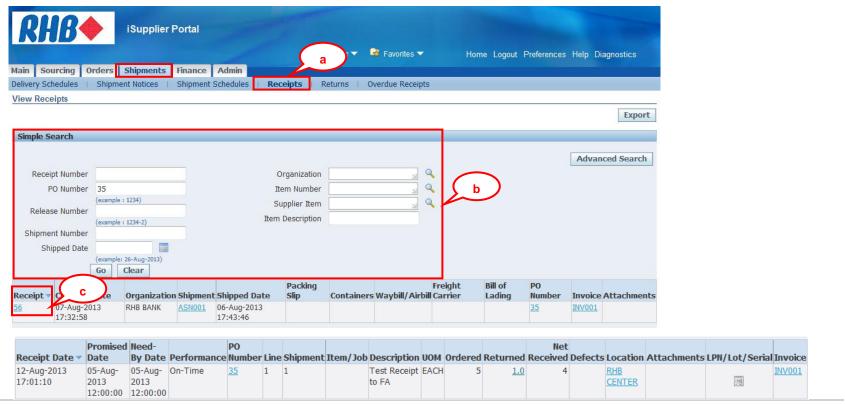
- 1.1 Login to Oracle Apps.
 - •Enter User Name
 - •Enter Password
 - •Click Login





Review Receipt

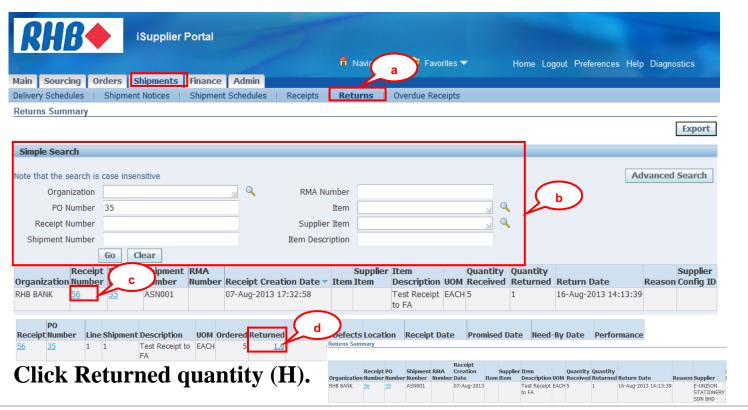
- a. Supplier can review a historical transaction of all receipts that have been recorded for the goods done by requester from RHB Banking Group under Shipments -> Receipts tab.
- b. Select Search criteria and click Go button.
- c. Review receipt information, to review receipt detail click Receipt no. hyperlink.





Review Return

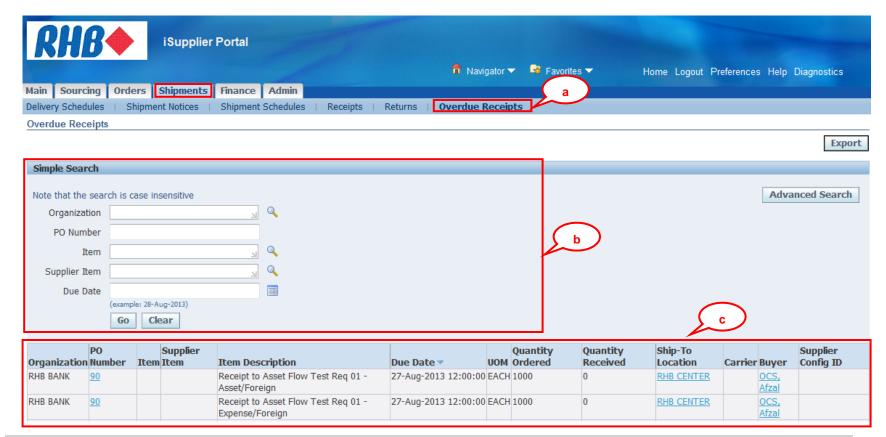
- a. Supplier can review a historical transaction of all return that have been recorded for the goods done by buyer from RHB Banking Group under Shipments -> Returns tab.
- b. Select Search criteria and click Go button.
- c. Review return information, to review return detail click Receipt no. (H).





Review Overdue Receipts

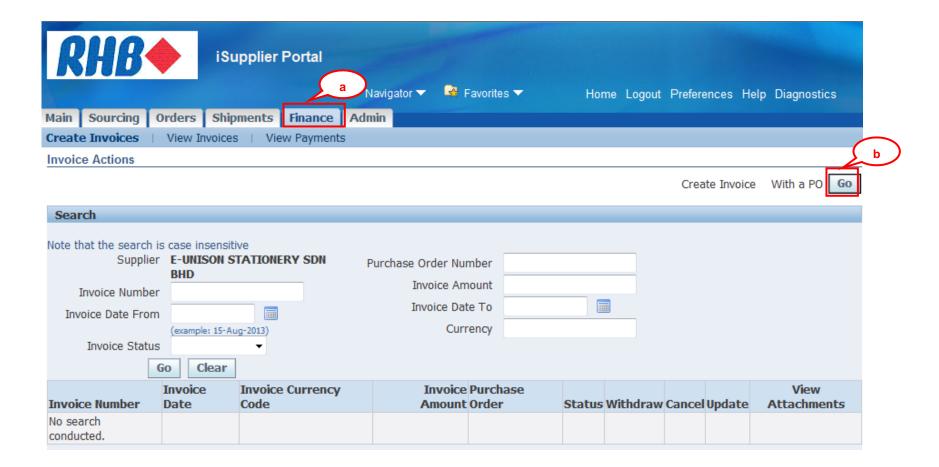
- a. Supplier can review the details of purchase order shipments that are past due. under Shipments -> Overdue Receipts tab.
- b. Select Search criteria and click Go button.
- c. Review overdue receipts information.





Create Online Invoice

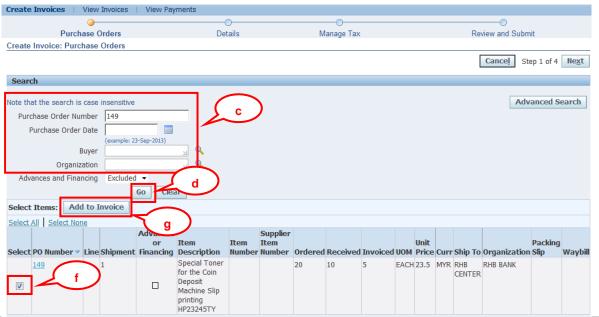
- a. Click Finance tab.
- b. Click Go button.





Create Online Invoice – Search for eligible PO lines

- c. Enter Purchase Order Number or any other search criteria.
- d. Click Go button.
- e. System displays only PO No. of which goods/service has been already received by RHB. If you could not find your PO then need to check whether PO has been received or work confirmation has already approved or not.
- f. Check Select on the PO lines.
- g. Click Add to Invoice button.





Create Online Invoice – Select PO lines

h. After finished, click Next button.





Cancel

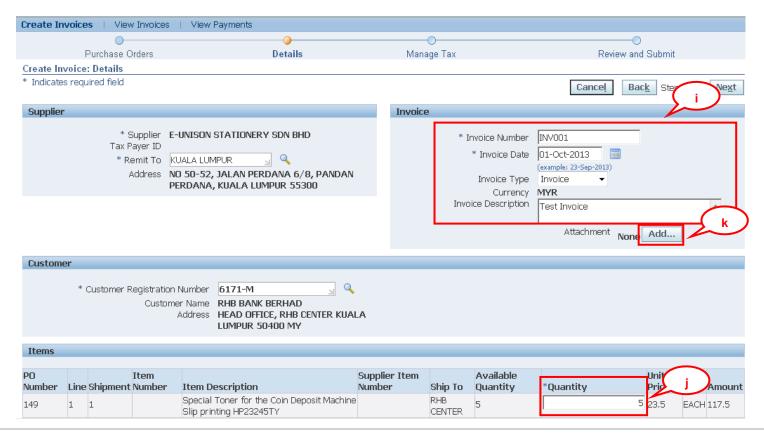
Step 1 of 4 Next





Create Online Invoice – Enter Invoice Information

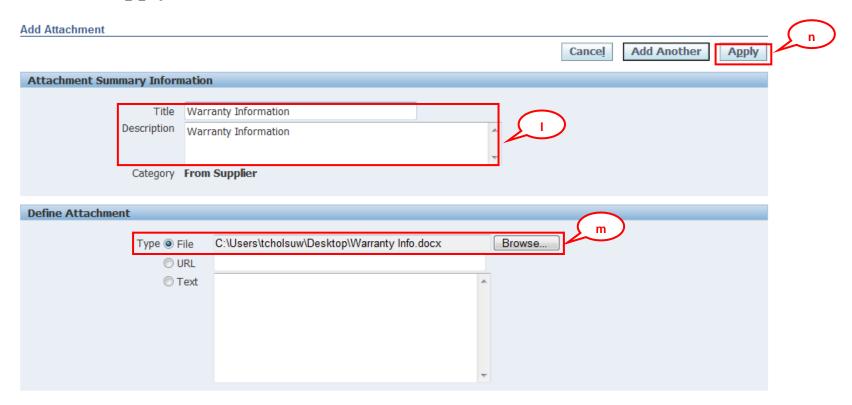
- i. Enter Invoice Number, Date, and Invoice Description.
- j. Enter Invoice quantity, invoice quantity must be less than or equal to Available Quantity (Received Qty).
- k. Click Add button to attach additional documents (if applicable).





Create Online Invoice – Add Attachment

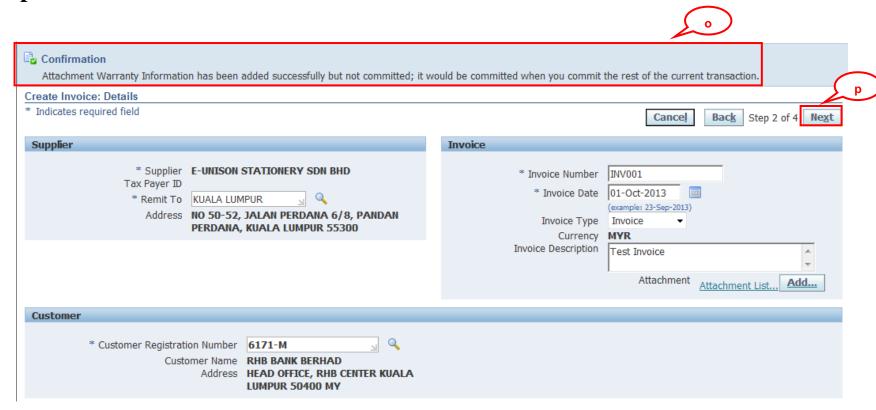
- 1. Enter Title and Description.
- m. Check File as Type and Click Browse button to select the file.
- n. Click Apply button.





Create Online Invoice – Submit Invoice

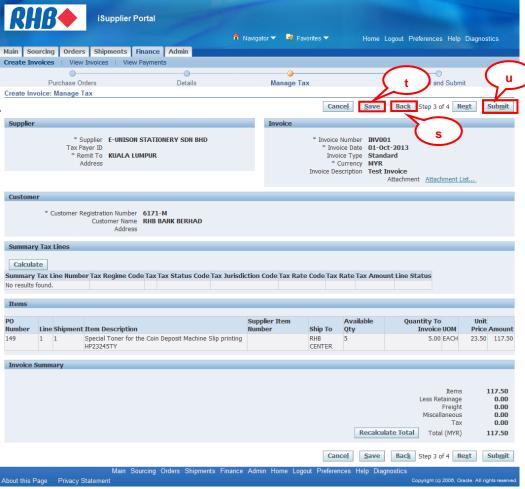
- o. Confirmation Message after attachment added (if applicable).
- p. Click Next button.





Create Online Invoice – Review and submit

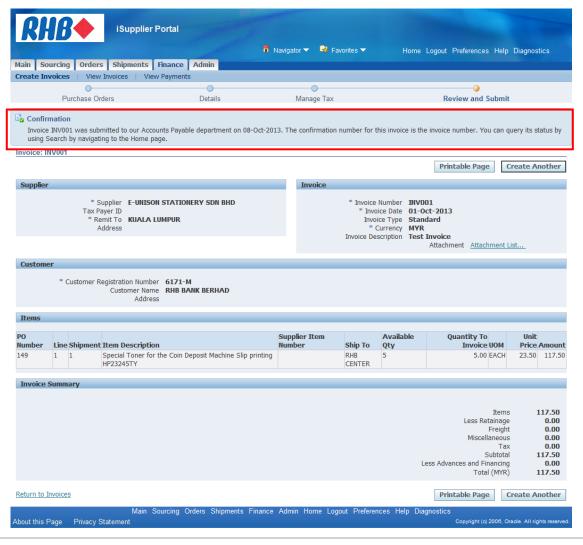
- r. Review the invoice information.
- s. To update previous information RHB click Back button.
- t. To Save invoice in Draft version for edit later, click Save button.
- u. Click Submit button to submit invoice.





Create Online Invoice – Confirmation Screen

v. Confirmation Message after submitted.

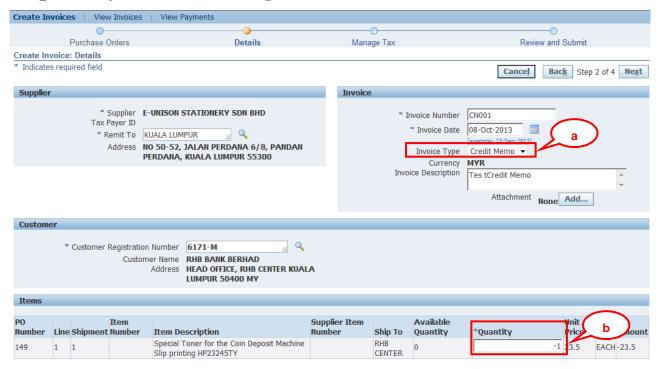




Create Online Credit Memo

The steps to create are similar to Invoice except in Invoice detail screen:

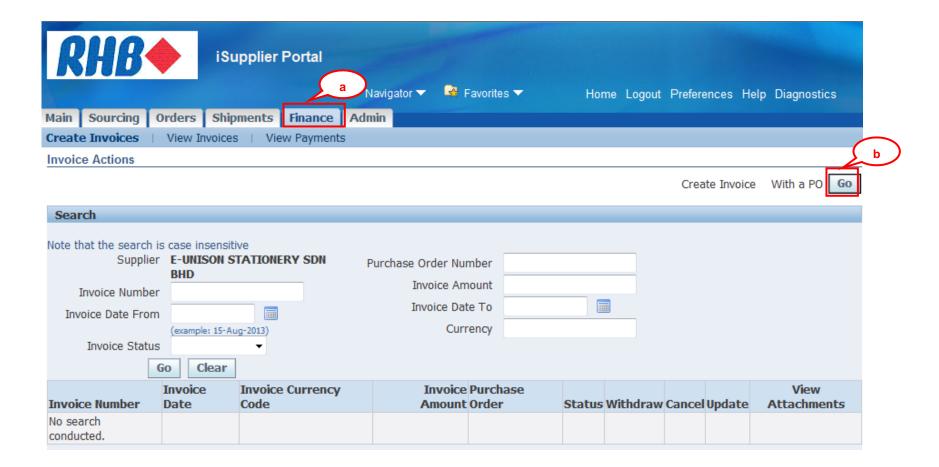
- a. Invoice Type need to change to Credit Memo and
- b. The quantity must be in negative value (< 0).



Note: Credit Memo in iSupplier Portal is used in case of goods return only.

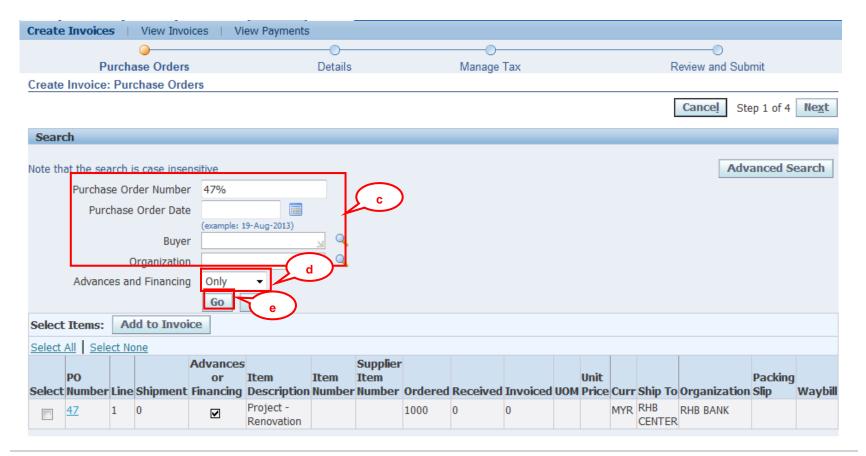


- a. Click Finance tab.
- b. Click Go button.



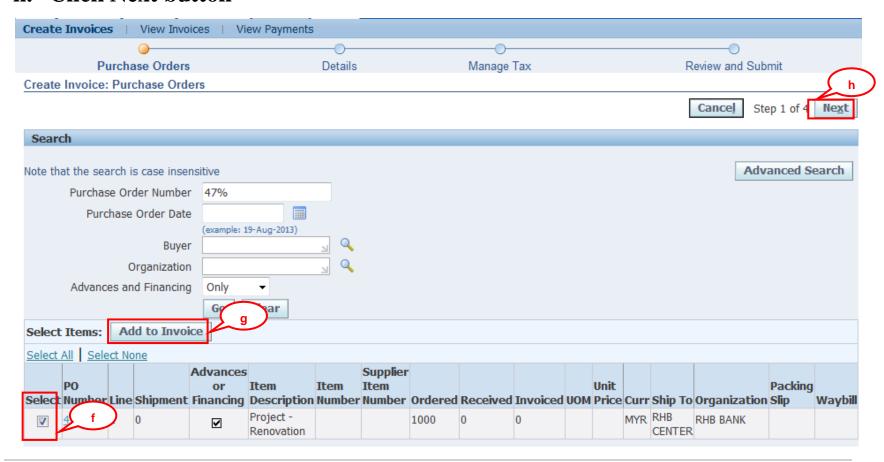


- c. Enter Purchase Order Number or any other search criteria.
- d. Select Only Advance and Financing.
- e. Click Go button.





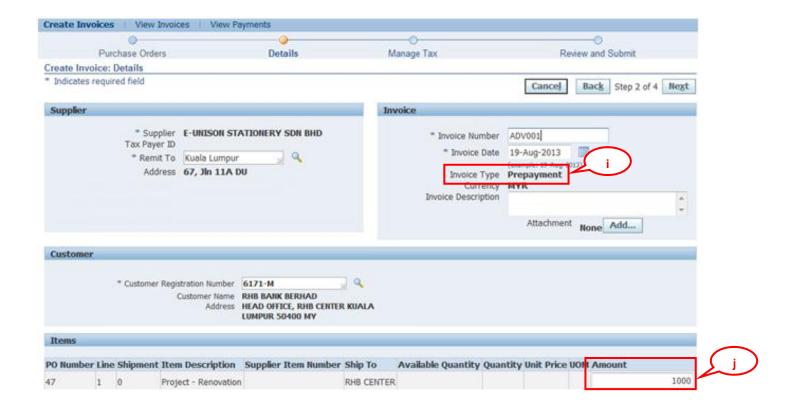
- f. Check Select on the PO lines
- g. Click Add to Invoice button
- h. Click Next button





The steps to create are similar to Invoice except in Invoice detail screen:

- i. Invoice Type is changed to Prepayment and
- j. The Amount must be less than or equal to Advance total amount.

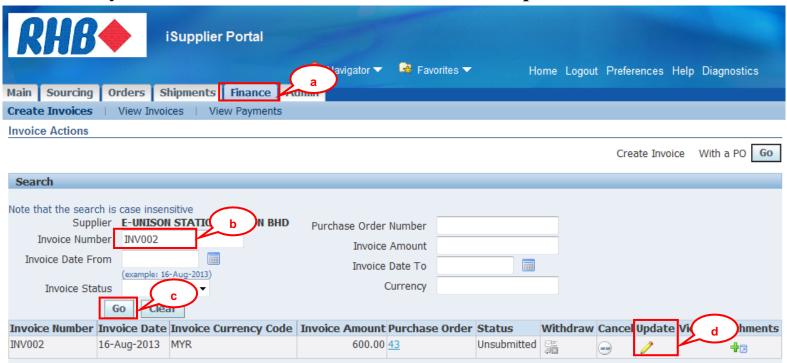




Edit Draft Invoice

- a. Click Finance tab.
- **b.** Enter Invoice Number.
- c. Click Go button.
- d. Click Update Icon to update invoice detail for submission.

Note: Only Invoice Status 'Unsubmitted' can be updated.

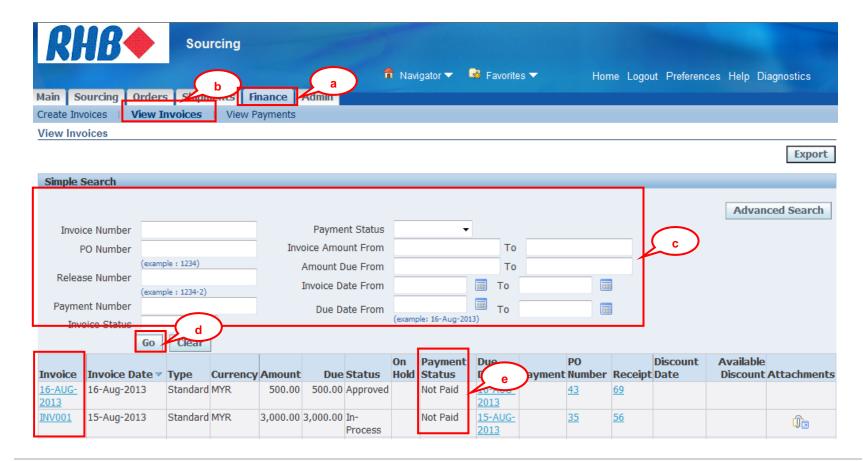




Review Invoice Status

- a. Click Finance tab
- b. Click View Invoices sub tab
- c. Enter Search criteria

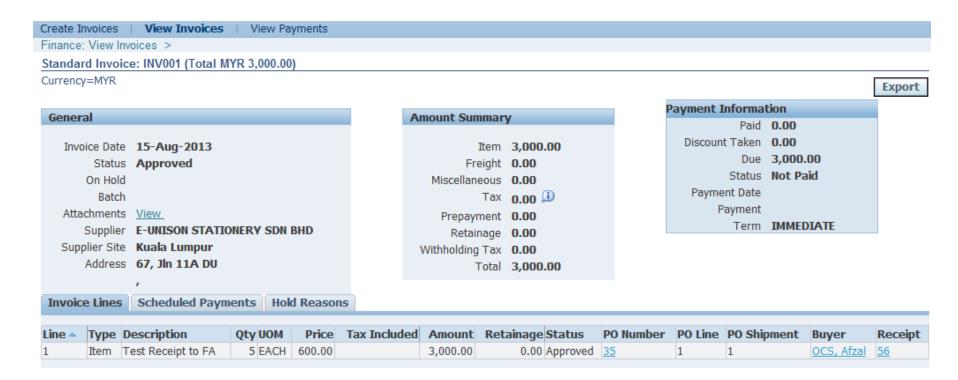
- d. Click Go button
- e. View the status of invoice
- f. Click on link to view Invoice detail





Review Invoice Status

g. Review Invoice Detail.





Review Invoice Status

The Status of Invoice can be

a. Unsubmitted: Invoice has not been submitted to RHB

b. In Process: Invoice has been submitted and pending for payment

c. Approved: Invoice has been approved by RHB and ready for payment

d. Rejected: Invoice has been rejected by RHB finance dept.

e. Cancelled: Invoice has been cancelled

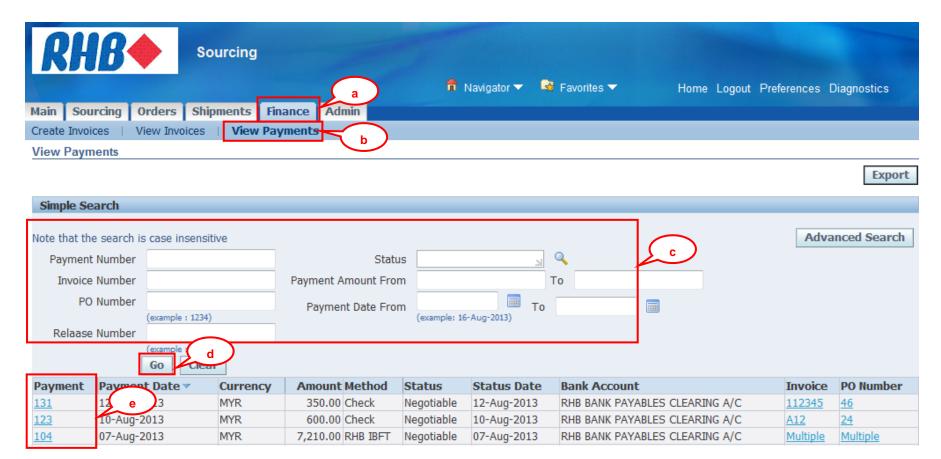
f. On Hold: Invoice has been hold for Payment



Review payment Status

- a. Click Finance tab
- b. Click View Payments sub tab
- c. Enter Search criteria

- d. Click Go button
- e. Click on link to view Payment detail





Review payment Status

f. Review Payment Detail.

Create Invoices | View Invoices | **View Payments**Finance: View Payments >

Payment: 131 (Total MYR 350.00)

Export

Payment Date 12-Aug-2013

Method **Check**Status **Negotiable**

Status Date 12-Aug-2013

Supplier E-UNISON STATIONERY SDN BHD

Supplier Site Kuala Lumpur Address 67, Jln 11A DU

Bank Account RHB BANK PAYABLES CLEARING A/C

Included Invoices								
_	1 -							
Invoice	Invoice Date	Туре	Currency	Amount Status	Payment Status	Payment PO Number	Receipt	Attachments
112345	12-Aug-2013	Standard	MYR	350.00 Approved	Paid	350.00 <u>46</u>	59	



Thank you

