



DeKalb County
G E O R G I A

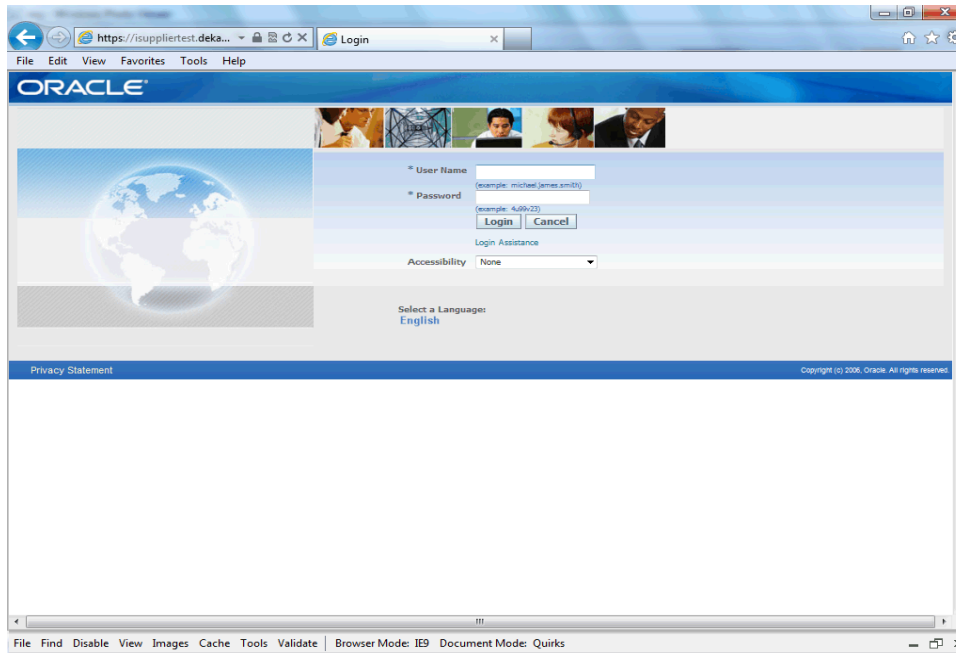
JOURNEY TO PROCUREMENT EXCELLENCE

Updating a Saved Invoice

Updating a Saved Invoice



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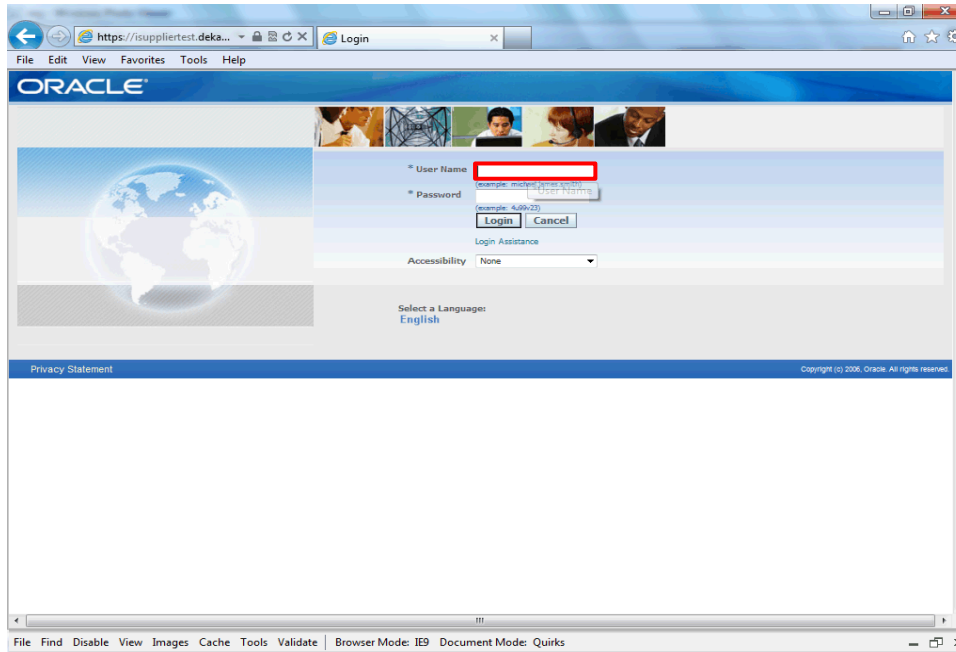


In this course you will learn how to Update a Saved Invoice in iSupplier.

Updating a Saved Invoice



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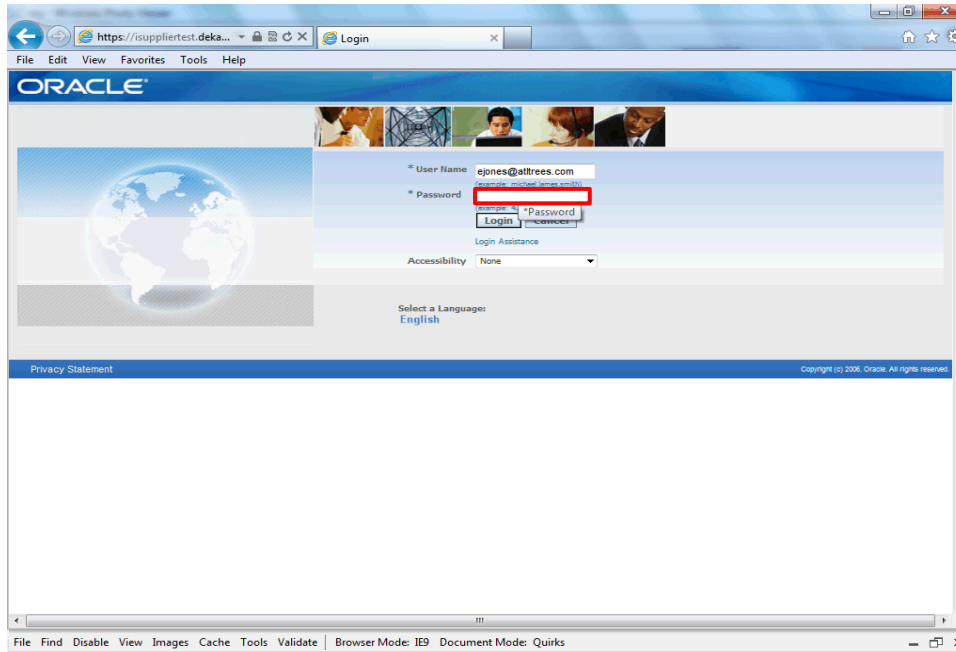
Step 1

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

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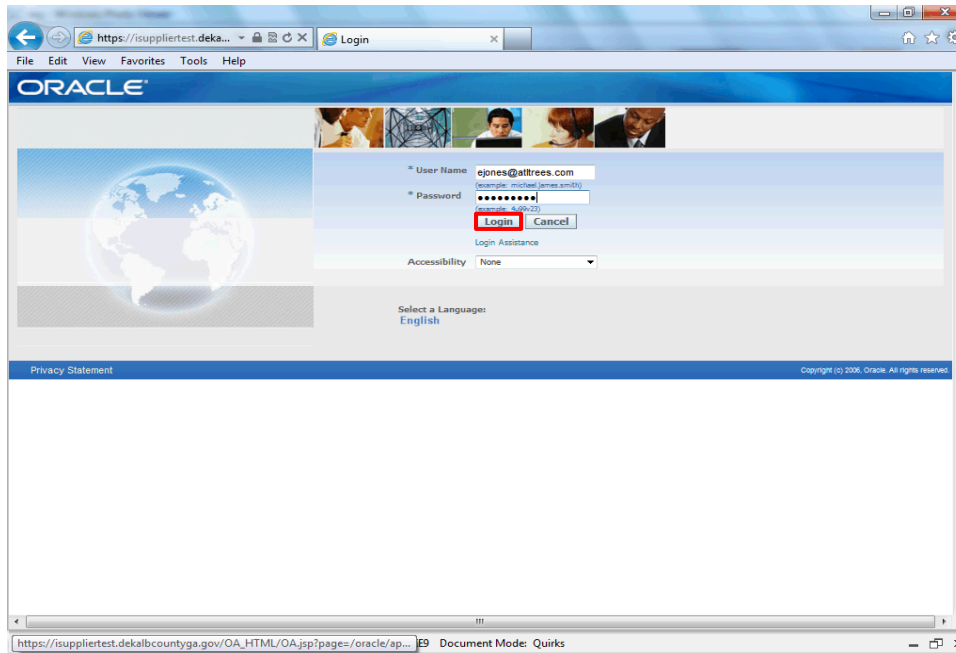
Step 2

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

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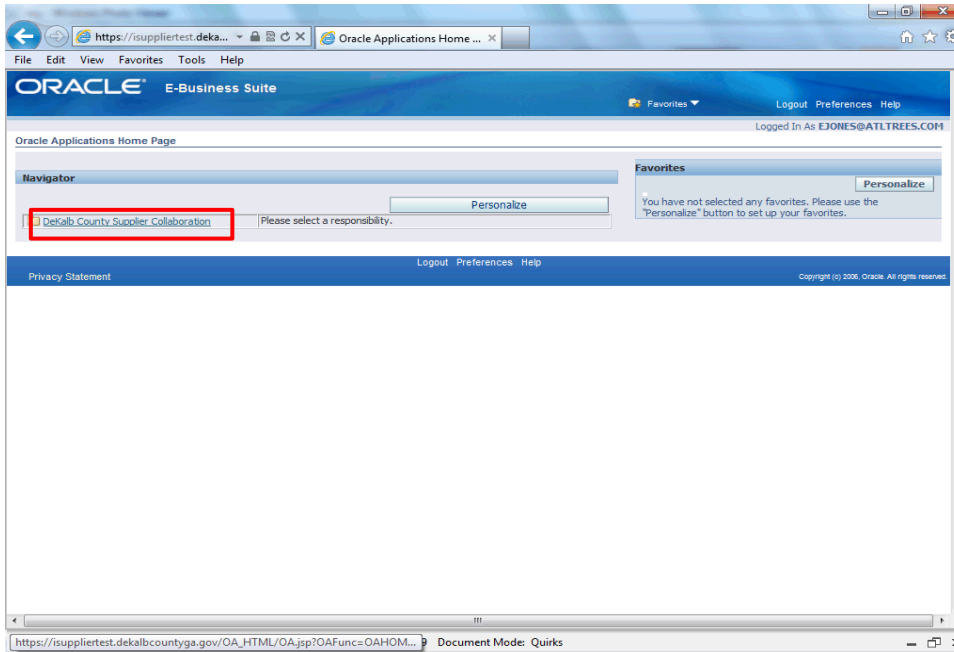
Step 3

Click the **Login** button.

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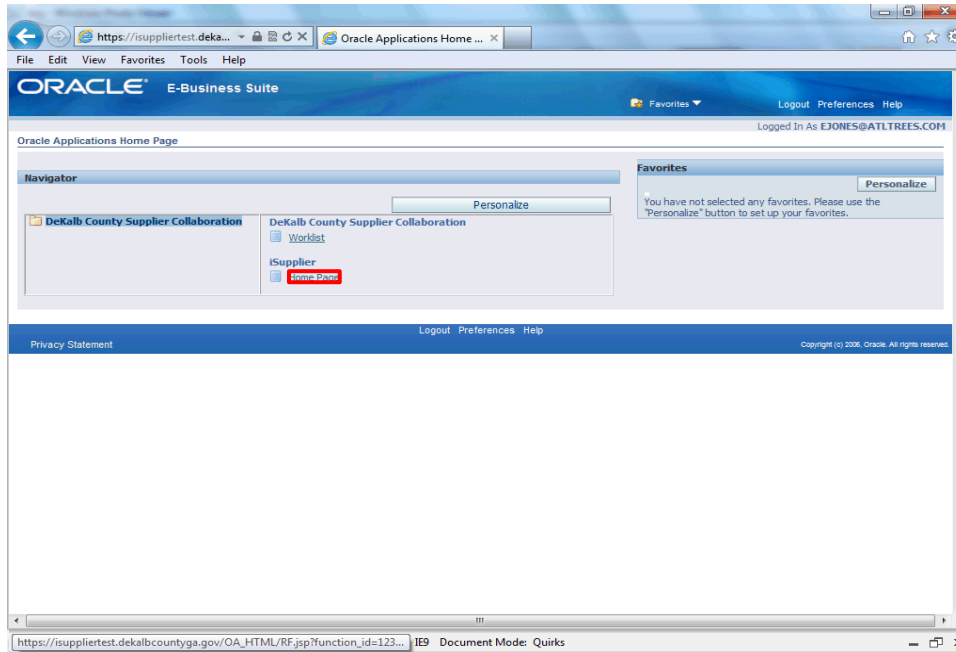
Step 4

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

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Step 5

Click the **Home Page** link.

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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 'Notifications' section with 'No results found.', and an 'Orders AT A Glance' table. The table lists PO numbers and their corresponding order dates and times.

PO Number	Description	Order Date
1036158		08-Nov-2016 13:53:47
1036171		08-Nov-2016 13:52:09
1036157		27-Oct-2016 18:25:01
1036094		27-Oct-2016 14:48:51
1036093		27-Oct-2016 14:48:49

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The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. Below these, there are links for Create Invoices, View Invoices, and View Payments. The main section is titled 'Search' and contains several input fields: Supplier (ATLANTA ARBORETUM), Invoice Number, Invoice Date From, Invoice Date To, Purchase Order Number (highlighted with a red box), Invoice Amount, Invoice Date To, and Currency. There are 'Go' and 'Clear' buttons below the search fields. Below the search fields, there is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.' At the bottom of the page, there is a 'Privacy Statement' link and a copyright notice: Copyright (c) 2006, Oracle. All rights reserved.

Step 7

You can search on a number of criteria to select the invoice for cancellation. In this example we will search by PO. Click in the **Purchase Order Number** field. Enter the PO number for the saved invoice you want to update.

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A screenshot of the Oracle iSupplier Portal search interface. The browser address bar shows 'https://isupplierest.dekalbcountyga.gov/OA_HTML/OA.jsp?page=/oracle/a...'. The page title is 'iSupplier Portal'. The navigation menu includes 'Home', 'Orders', 'Finance', 'Intelligence', 'Assessments', and 'Admin'. The 'Intelligence' tab is selected. Below the navigation, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Invoice Actions' section contains 'Create Invoice' and 'With a PO' buttons, with a 'Go' button to the right. The 'Search' section includes a note: 'Note that the search is case insensitive'. The search criteria are: Supplier: ATLANTA ARBORETUM, Purchase Order Number: 1036177, Invoice Number: (empty), Invoice Date From: (empty), Invoice Date To: (empty), Invoice Status: (dropdown menu), and Currency: (empty). Below the search criteria are 'Go' and 'Clear' buttons. The 'Go' button is highlighted with a red box. Below the search criteria is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table content is 'No search conducted.'. 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

Click the **Go** button.

Updating a Saved Invoice



The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. Below these, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. A search section is visible with the following details:

- Supplier: ATLANTA ARBORETUM
- Purchase Order Number: 1036177
- Invoice Number: (empty)
- Invoice Date From: (empty)
- Invoice Date To: (empty)
- Invoice Status: (dropdown menu)
- Currency: (empty)

Below the search section is a table of search results:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
1036177-2	14-Nov-2016	USD	650.00	1036177	In Process				
1036177-4	14-Nov-2016	USD	160.00	1036177	Unsubmitted				
1036177	14-Nov-2016	USD	310.00	1036177	In Process				
1036177-3	14-Nov-2016	USD	80.00	1036177	Unsubmitted				

The 'Update' button for the invoice with number 1036177 is highlighted with a red box. A tooltip for this button reads 'Update Invoice Request'.

Step 11

The system will retrieve invoices meeting your search criteria. Locate the correct invoice and click the **Update Invoice Request** button.

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Supplier

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

Invoice

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

* Invoice Number: 1036177-4
* Invoice Date: 14-Nov-2016
(example: 14-Nov-2016)
Invoice Type: Invoice
Currency: USD
Invoice Description: []

Customer

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

Items

PO Number	Item Line	Item Ship	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
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Step 12

In this example, we will add an attachment. Click the **Add...** button.

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A screenshot of the Oracle iSupplier Portal '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 selected, and the sub-menu 'Create Invoices' is active. 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 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 each section are 'Cancel', 'Add Another', and 'Apply' buttons.

Step 13

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

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A screenshot of the Oracle iSupplier Portal 'Add Attachment' page. 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-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 'Define Attachment' section, the 'Type' is set to 'File', and a red box highlights the 'Browse...' button next to the file input field. At the bottom of the page, there are 'Cancel', 'Add Another', and 'Apply' buttons.

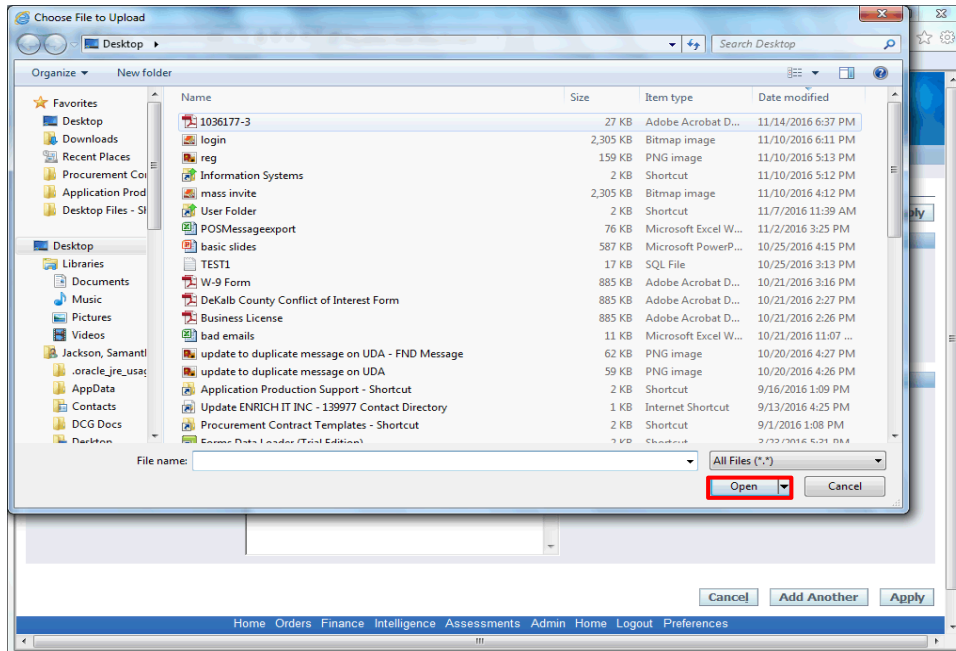
Step 14

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

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Step 15

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

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A screenshot of the Oracle iSupplier Portal's 'Add Attachment' page. The browser address bar shows 'https://isupplierest.dekalbcounty.ga.gov'. The page has a blue header with the Oracle logo and navigation tabs for Home, Orders, Finance, Intelligence, Assessments, and Admin. The 'Finance' tab is active, and the page title is 'Payables: Add Attachment'. Below the header, there are navigation 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', the 'Description' field is empty, 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\1036177-3.pdf' is entered. There are 'Cancel', 'Add Another', and 'Apply' buttons at the bottom of each section. The 'Apply' button in the 'Attachment Summary Information' section is highlighted with a red box.

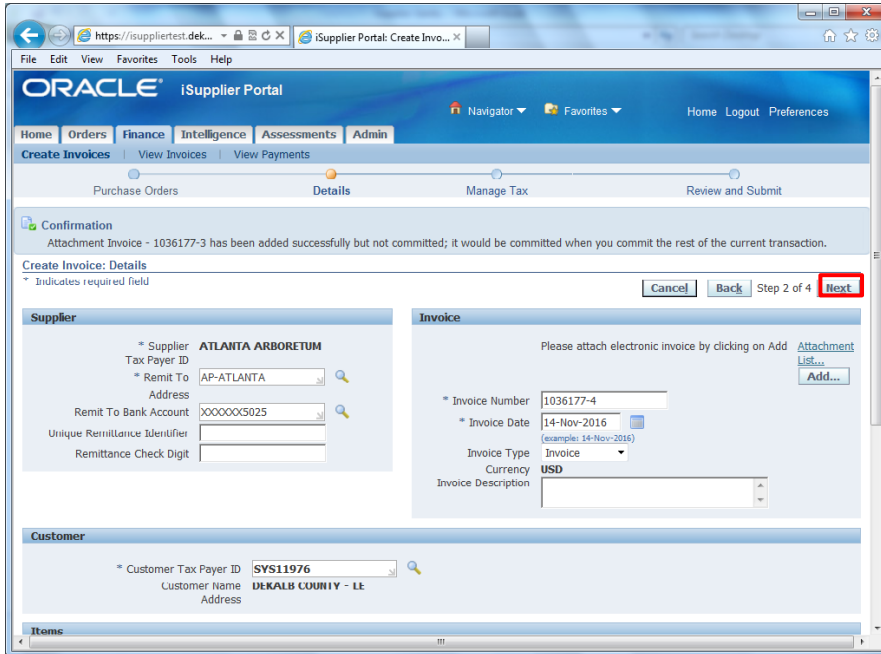
Step 16

You can add additional attachments by clicking on **Add Another**. Here we will proceed by clicking on **Apply**.

Updating a Saved Invoice

Step 16

Click the **Next** button to proceed.



The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The browser address bar shows 'https://isuppliertest.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-sections for 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. A confirmation message states: 'Attachment Invoice - 1036177-3 has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.' The 'Create Invoice: Details' section is currently on 'Step 2 of 4'. The 'Supplier' section includes fields for Supplier (ATLANTA ARBORETUM), Tax Payer ID, Remit To (AP-ATLANTA), Address, Remit To Bank Account (XXXXXXXX5025), Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section includes fields for Invoice Number (1036177-4), Invoice Date (14-Nov-2016), Invoice Type (Invoice), Currency (USD), and Invoice Description. There is an 'Attachment List...' link and an 'Add...' button. The 'Customer' section includes fields for Customer Tax Payer ID (SYS11976), Customer Name (DEKALB COUNTY - LE), and Address. The 'Items' section is partially visible at the bottom. The 'Next' button is highlighted with a red box.

Updating a Saved Invoice



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 1036177-4
- * 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
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Step 16

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.

Updating a Saved Invoice



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The screenshot shows the Oracle iSupplier Portal interface. The browser address bar displays <https://isupplier.test.dekalbcountyga.gov/>. The page title is "iSupplier Portal: Create Invoice...". The navigation menu includes "Home", "Orders", "Finance", "Intelligence", "Assessments", and "Admin". The "Create Invoices" section is active, with sub-links for "View Invoices" and "View Payments". A progress bar shows the steps: "Purchase Orders", "Details", "Manage Tax", and "Review and Submit" (which is highlighted).

Confirmation
Invoice 1036177-4 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.

Invoice: 1036177-4

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

Supplier

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

Invoice

- * Invoice Number: 1036177-4
- * 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	3	1	(Arborserv Inc.) Complete removal including grinding of the stump @ 2661 N Decatur Rd, Decatur, Ga. 30033...		PARKS MAIN	160	160.00	US	1.00	160.00

You have just finished Updating a Saved Invoice for your company on the DeKalb County iSupplier Portal.

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