

## Job Aid: Create and Submit a PO-Related Invoice



SIGN IN  
ORACLE APPLICATIONS CLOUD

User1024

.....

[Forgot Password](#)

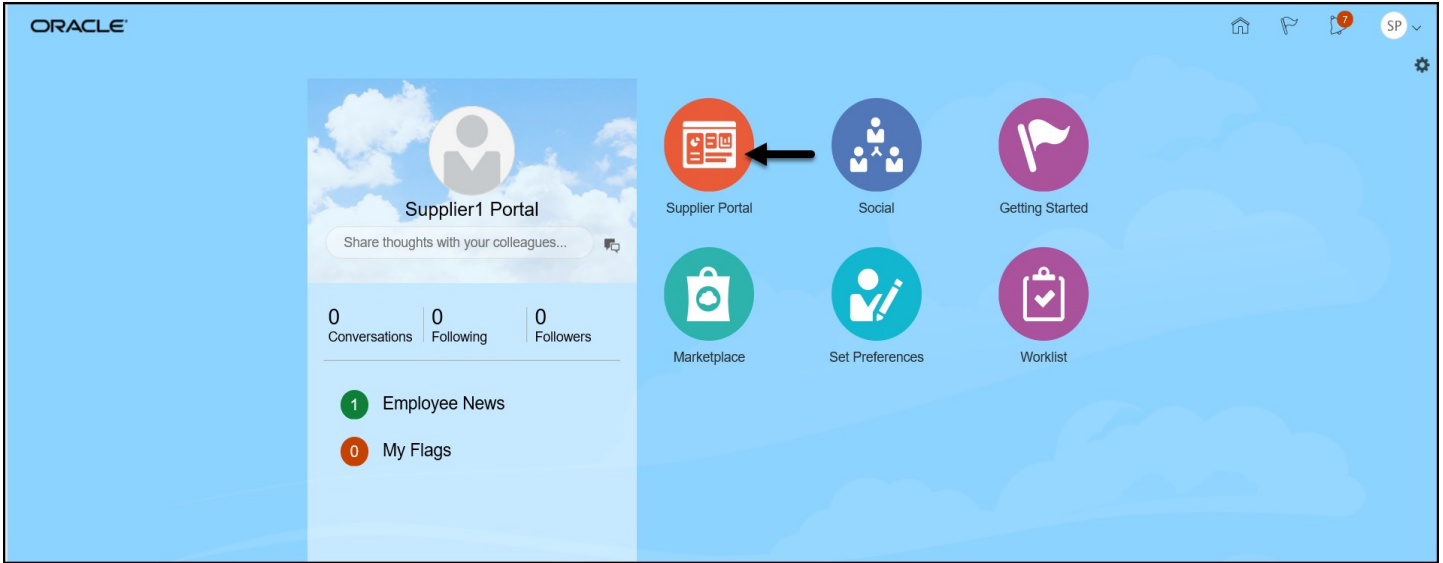
Sign In

English

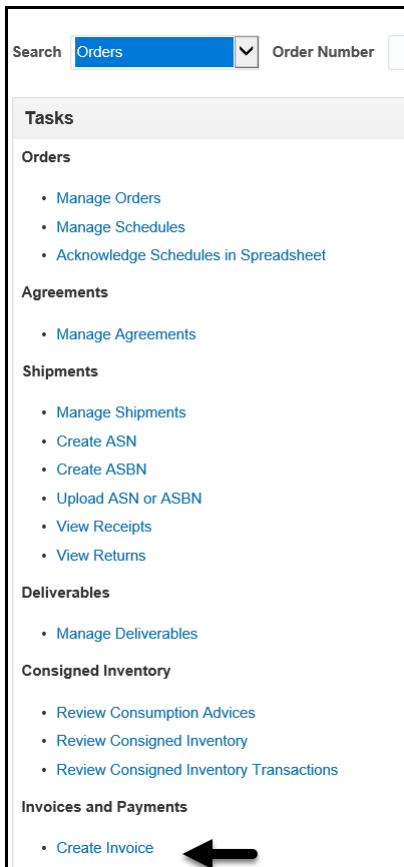
ORACLE

- Open your Chrome browser
- Access [Oracle Procurement Cloud](#) with your **User ID** and **Password**

Sign In



▪ **Click Supplier Portal**



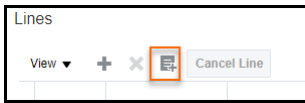
▪ **Choose Create Invoice**


(Note all \* field are required, as is Attachment)

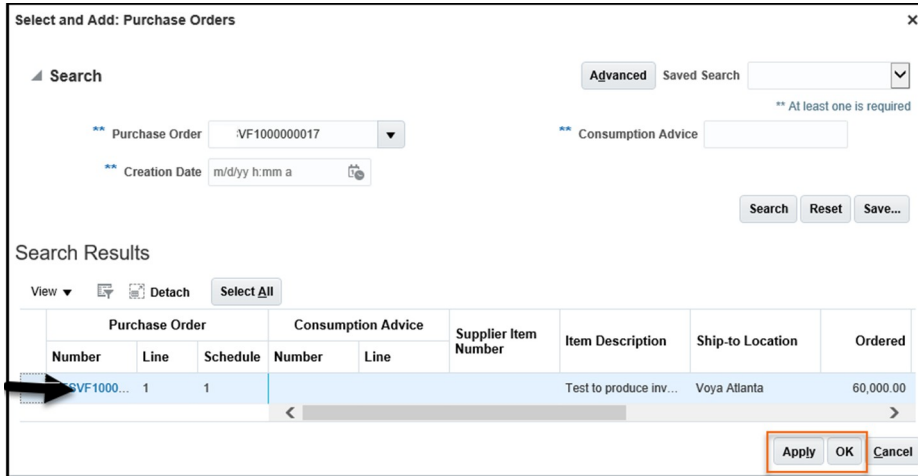
- Choose the **PO** to invoice against
- **Supplier Site** and the corresponding **Address** will default. An alternate value can be selected, if necessary
- Enter the **Number** of the invoice you are submitting
- Enter the invoice **Date**. The date cannot be earlier than today's date. (If you have invoices held due to Voya's transition to Oracle Procurement Cloud, you may submit to [Procurement@voya.com](mailto:Procurement@voya.com) for exception processing.)
- **Type** defaults to *Invoice*. Credit memos can also be submitted.



- Click the **+** next to **Attachments** to add a copy of the invoice. *Submissions without the invoice attached will be rejected.*

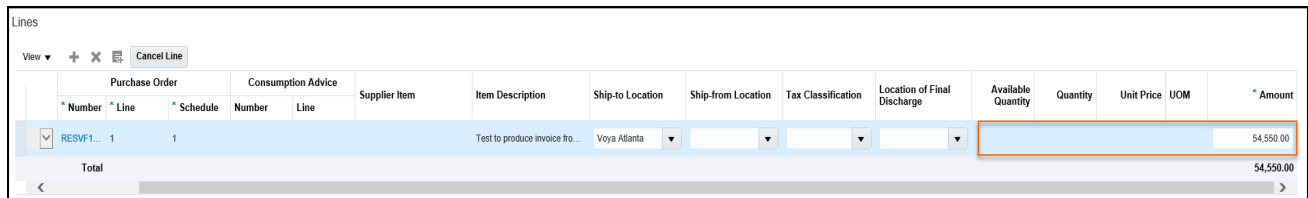
- **Verify** or **Update** your attachment
- Optionally, provide an attachment **Description**



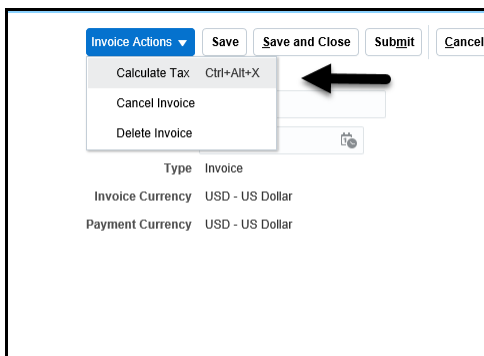
- In the Lines section, click  to select the PO and add the lines



- Highlight the row associated with the PO number
- Click 
- Click 



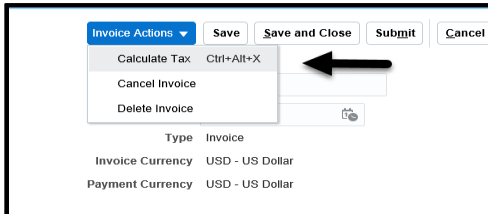
- **For amount-based PO's:** (as seen here) Review the **Amount**. If necessary, enter a lower amount to reflect what you are billing.
- **For quantity-based PO's:** Review the **Available Quantity** and **Quantity** fields. You can change the **Quantity** field to match the action amount you are billing for, but it cannot exceed **Available Quantity**.



- If your invoice includes tax, click **Invoice Actions** and select **Calculate Tax**

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UNITED STATES	US Taxes	US	Standard	DFLT_US_Tax	7.75		42,276.3

- In the **Summary Tax Lines** section, click the tax line to open the **Percentage** and **Amount** fields
- Enter the appropriate percentage; the amount will auto calculate
  - Note: Tax amount must match the tax percentage



- Click **Invoice Actions** ▾ and select **Calculate Tax**

Create Invoice

Supplier: MICROSOFT CORPORATION  
 Supplier Site: MAIN - 5782  
 Address: PO BOX 847255, DALLAS, TX 75284  
 Supplier Tax Registration Number: [ ]

Customer: Customer Taxpayer ID: 8801  
 Name: RES-Resolution Life U.S. Holdings LP  
 Address: [ ]

Lines

Number	Line	Schedule	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	Amount
RESVFT...	1	1				Test to produce invoice fro...	Voya Atlanta								54,550.00
<b>Total</b>															54,550.00

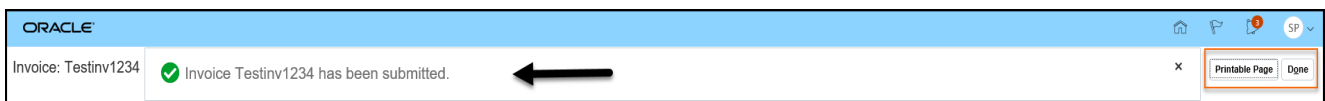
Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UNITED STATES	State Sales/Use	GEORGIA-STA...	Standard	USGA_P2P	7.75		4,227.63

Totals

Items	54,550.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	4,227.63	Invoice Amount	58,777.63
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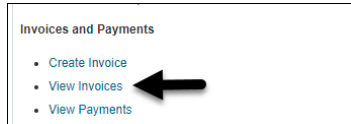
- Verify your Totals
  - If there is a discrepancy in the tax calculation, please contact [Procurement@voya.com](mailto:Procurement@voya.com) for assistance.
- Note at any point you can **Save** without submitting. Your invoice will be saved in an **Incomplete** (see next page) status in the Manage Invoices section until you Submit.
- Confirm you are ready to submit



- Receive confirmation
- Optionally, click **Printable Page**
- Click **Done**

## Invoices in Incomplete status

Invoices that have been started but not submitted will remain in an Incomplete status until action is taken. An incomplete invoice can be edited or canceled.



- From the Portal home page, select **View Invoices**

- Enter at least one of the following: **Invoice Number, Supplier or Purchase Order**
- Select *Incomplete* for the **Invoice Status**

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
15722		Standard	VF00062412		VFI SLK GLOBAL SERVICES PRIVATE LIMITED	MAIN	USD 46,338,718.77...	Incom...	Unpaid			

- Click the **invoice number** to open the invoice in Edit mode

Identifying PO: VF00062412  
 Supplier: VFI SLK GLOBAL SERVICES PRIVATE LIMITED  
 Taxpayer ID: 88-8876406  
 Supplier Site: MAIN  
 Address: TOWER A 3RD FLOOR, 19/P, 20/1P, 20/2, PUJANAHALLI, AMIN PROPERTIES LLP SEZ, BANGALORE, KARNATAKA-562110, INDIA  
 Supplier Tax Registration Number: [dropdown]

Remit-to Bank Account: XXXXXXXT011  
 Unique Remittance Identifier: [text]  
 Unique Remittance Identifier Check Digit: [text]  
 Description: [text]  
 Attachments: None  
 Tax Control Amount: [text]

Customer Taxpayer ID: 52-1317217  
 Name: Voya Services Company  
 Address: [text]

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
1	Item	VF0006	4	1				IT-Ongoing Cost	Voya Offshore						43,005,771.48
<b>Total</b>															43,005,771.48

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UNITED STATES	US Taxes	US	Standard	DFLT_US_Ta	7.75		3,332,947.29

- Make any necessary adjustments to the invoice prior to submitting; or
  - Note you cannot update the invoice number or reuse the number once it's canceled.