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## SUPPLIER PORTAL- HOW TO SUBMIT AN INVOICE WITH A PO





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## 1. PURPOSE

Axos Supplier Portal is an online application that enables Axos Financial and our suppliers to communicate with each other via a secure portal. It enables suppliers to have real-time access to information such as purchase orders, invoice, and payment information.

The purpose of this document is to familiarize our suppliers to use the Axos Supplier Portal.

## 2. BENEFITS OF USING AXOS SUPPLIER PORTAL:

- Reduce the transfer of sensitive information via email.
- The Payment Portal will provide vendors with the ability to directly enter AP invoices against Axos Purchase Order (PO) lines reducing payment delays.
- View purchase order information from Axos Financial.
- Will provide real-time payment status information to our suppliers via the Payment Portal.
- Allow the supplier to update their contact information directly through the portal, reducing delays in payments to our vendors.

## 3. **DEFINITIONS**

- <u>ERP-</u> Enterprise Resource Planning
- <u>AP</u>- Account Payables
- <u>Supplier Portal -</u> Vendor Portals, also known as Supplier Portals, are platforms that allow businesses to connect and collaborate with their third-party suppliers on the internet.

## 4. SUPPLIER PORTAL

Oracle Fusion Supplier Portal is a browser-based, supplier self-service solution. Login to Oracle Applications Cloud using the URL provided during the registration process.

## 5. INVOICING AGAINST A PURCHASE ORDER

From the Sign In page, enter the username and password.



Sign I Orac	n le Applications Cloud
	þser ID
	Password Forgot Password
	Sign In English

## 5.1 Select the Supplier Portal tile

ORACLE DEVELOPMENT 1	e e	a P 🦻 🐖
	Good morning, Vendor Portal One o Nine!	
	Supplier Portal Tools Others	
	Sugger Ford	
	Things to Finish	tar A
	Versety         X         Composition         Composi	
	Ster More	

Next, navigate to the Task menu on the left-hand side, then to the "Invoices and Payments" section.



ORACLE DEVELOPMENT 1 Supplier Portal Order Number			×0	MANY MANY SERVICE AND A SUB-		
Tasks						
• Manage Orders	Requiring Attention	Recent Activity Last 30 Days		Transaction Reports Last 30 Days		
Shipments . View Receipts		Orders opened	8	PO Purchase Amount Invoice Amount Invoice Price Variance Amount	8000 15	USD USD USD
Invoices and Payments Create Invoice View Invoices View Payments	7					
Company Profile Manage Profile	Schedules Overdue or Due Today 🔛 Invoices Overdue					
	Supplier News Welcome to the Axos Supplier Portal!					
	PLEASE SEE BELOW FOR IMPORTANT INFORMATION BE SUPPLIER PORTAL.	FORE SUBMITTING INVOICES USING THE				
	All invoices require a purchase order to receive payment. Please contact the Axos employee requesting your service to o invoices.	obtain a purchase order before submitting your				
	Please click on the <u>Axos Supplier Portal Webpage</u> hyperlink be Supplier Portal, obtain a copy of the ACH Form, and review Te					
	o <u>Axos Supplier Portal Webp</u>	age				
	Helpful Contacts: For invoicing questions related to payment or supplier portal se	upport:				
	SupplierPortal@axosbank.com					

## 5.2 Select the Create Invoice task

To create an Invoice, you must have a purchase order.

ORACLE		ର ମ 👂 🚽				
Create Invoice ⑦		Talagat   Cancel				
* Identifying PO	•	* Number				
	City of Bristol, VA	* Date middyy 55				
Taxpayer ID						
* Supplier Site	•	* Type Invoice 🗸				
Address		Invoice Currency				
Remit to Bank Account	*	Pegment Currency				
	-	Description				
Unique Remittance identifier	6					
Unique Remittance Identifier Check Digit		* Attachments Nore -				
Supplier Tax Registration Number	w					
Customer						
Customer Taxpayer ID	*	Address				
Name	-					
Items						
View 🗸 🐹 Calculate Tax						
Purchase Order Consumption Advice		Auditable and				
*Number *Line *Schedule Number Line Supplier Item	Item Description	Ship-to Location Available Quantity Unit Price UOM * Amount				
No data to display.						

Selecct the "Identifying PO" field and select the appropriate Purchase order.



Create Invoice ⑦			Submit Cancel
* Identifying PO	5332610	* Number	
Supplier		* Date m/d/yy Dig	
Taxpayer ID		* Type Invoice V	
* Supplier Site	MAIN	Invoice Currency USD - US Dollar	
Address	110 COURT ST STE 3B, CROMWELL, C	CT 06416 Payment Currency USD - US Dollar	
Remit-to Bank Account	•	Description	
Unique Remittance Identifier			
	11.	Attachments None -	
Unique Remittance Identifier Check Digit		streeting to a	
Supplier Tax Registration Number	v		
Customer			
* Customer Taxpayer ID	33-0904883	Address	
Name	Axos Bank		
Items			
View 👻 📰 Calculate Tax			

5.3 All fields that have asterisks (\*) must be completed

ORACLE				ព	0 9 C	СТ ~
Create Invoice ②					Submit	<u><u>C</u>ancel</u>
		NO WOL DE LE GRADE COMPANY	10 CA 10 A			THE OWNER
* Identifying PO 53551	•		* Number	CSH200		
Supplier PA			* Date	9/8/21		
Taxpayer ID 27			* Tune	Invoice V		
* Supplier Site MAIN	•		Invoice Currency			
Address 110 CC	DURT :		Payment Currency			
Remit-to Bank Account	x5670 🔻		Description			
Unique Remittance Identifier						
	1				1.	
Unique Remittance Identifier Check Digit			* Attachments	None 🖶		
Supplier Tax Registration Number	v					
Customer						
* Customer Taxpayer ID 33	▼.		Address			
Items						
View 👻 🐹 Calculate Tax						
Purchase Order Consumption Advice			A			
* Number * Line * Schedule Number Line	Supplier Item	Item Description	Ship-to Location Available Quantity	Quantity Unit Price	UOM	* Amount
No data to display.						

**Note:** When selecting the Supplier Site, ensure the address that defaults to the site is up to date as checks are mailed to this address. Add any additional attachments including copies of the original invoice. The value in the "Date" field should match the invoice date in the attachments.



#### 5.4 Invoice Number:

In the Number field enter the invoice number. It must be a unique number and can't be a duplicate.

Use the calendar to input the Date; the date must be current or future date.

The description is a required field.

5.5 Scroll down and chose the "Select and Add" icon under the Items section and identify the purchase order line

Create Invoice ②								Submit	<u>C</u> ancel
N-6.26 20	NATURAL CARD, N. C.		IN AN AN AN AN A STATE OF A STATE	1100	THE TATE AND		1 74 4	-	-
Remit-to Bank Account	xxxxxx5670 💌			Description					
Unique Remittance Identifier									
	11.					1	11.		
Unique Remittance Identifier Check Digit				Attachments	None 📲				
Supplier Tax Registration Number	Ψ.								
Customer									
10.000	-			Address					
* Customer Taxpayer ID	33   Axos Bank								
reame	Axos bank								
Items									
View 👻 🔣 Calculate Tax									
Pur Select and Add Consumption A	dvice Supplier Item	Item Description	Ship-to Location	Available	Quantity	Unit Price	HOM		Amount
* Number * Line * Schedule Number Line	Supplier item	item Description	Ship-to Location	Quantity	Quantity	Unit Price	UOM	22	Amount
No data to display.									
Total									0.00
Summary Tax Lines									

Select the PO line.

					776 M P		100 100				* Date 9/8/21	Co Co
	Ta	cpayer ID	2								* Type Invoice	~
		olier Site				•						ollar
	1	Select a	nd Add: P	urchase	Orders						×	ollar
	Remit-to Ba	⊿ Se	arch						Advanced Save	ed Search	~	
Uniqu	e Remittanc										ast one is required	11.
			** PL	irchase O	rder 535510		•		** Consumption Ad	fvice		
Unique Remittanc	e Identifier (		**	Creation	Date m/d/yy h	umm a	60					
Supplier Ta	x Registrati									Search	Reset Save	
Customer		Searc	h Resu	lts								
	Customer	View 🔻	5	Detach								
		1										
			Pur	chase Or	der	Consur	nption Advice	Supplier Item	Item Description	Ship-to Location	Ordered	
Items				Line	Schedule	Number	Line	Number	tum Description	Ship-to Eccation	ordered	
Items View 👻 🗮 Calculate Tax		Nu	mber								27,010.27	
	Con		510	1	1		5		V #119	HQ-La Jolla	27,010,27	
View 👻 🐹 🛃 Calculate Tax	-			1	1	<	2		IV #119	HQ-La Jolla	>	Unit Price UO



Choose the Apply button. Choose the OK button.

## 5.6 Review the quantity or amount available to apply against the invoice

Create Invoice ⑦				Sub <u>m</u> it	
Unique Remittance Identifier Check Digit		Attacimien	to the second		
Supplier Tax Registration Number					
Customer Taxpayer ID 33-0004883 V Address Address					
Items					
View 🔻 🗶 🛃 Calculate Tax					
Purchase Order         Consumption         Advice         Supplier Item           *Number         * Line         * Schedule         Number         Line	Item Description	Ship-to Location Available Quantity	Quantity Unit Price UOM	* Amount	
535510 1 1	PAYVERIS INV #11976 DTD 053121	HQ-La Jolla		27,010.27	
Total				27,010.27	
Summary Tax Lines					
Line * Regime * Tax Name Tax Jurisdiction * Tax Status No data to display.	* Rate Name Percentage Per U	nit	2	Amount	

## 5.7 Error Message

If the invoice quantity or amount is more than the purchase order quantity or amount, then the below error message is raised.



Unique Remittance Identifier		
Unique Remittance Identifier Check Digit	Attachments: None	
Supplier Tax Registration Number	•	
Customer		
Customer Taxpayer ID 25-6008606 +	Address	
Name City of Detroit Entity		
Items View  Consumption Advice Supplier Item Item Desc Schedule Number Line Test PO of	Cuantity must be less than or equal to the purchase order quantity.     The quantity must be less than or equal to the purchase order quantity.     Cuantity Unit Price UOM     the without and the purchase order quantity.	* Amount 135.00 135.00
Summary Tax Lines		
Mex •		
Line * Regime * Tax Name Tax Jurisdiction No data to display.	* Tax Status. * Rate Name Percentage Per Unit	Amount

Once the invoice quantity or amount have been adjusted to values open for invoicing against the selected purchase order, scroll up and choose the Submit button after adding any needed attachments include the original invoice.

ORACLE				ណ៍	
Create Invoice ⑦					Sub <u>m</u> it <u>C</u> ancel
	MANAGE STRATE	AL WALL BUILD BUIL	6. m. m.		1 WC 1 14 1 1 1900
Identifying PC	535510 -		* Number	CSH200	
Supplier	ра		* Date	9/8/21 00	
Taxpayer ID	27-			Invoice I	
Supplier Site	MAIN *		Invoice Currency	USD - US Dollar	
Address	110 COURT ST STE 3B, CROMWELL, CT	06416	Payment Currency	USD - US Dollar	
Remit-to Bank Account	* xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		Description		
Unique Remittance Identifier					
	1		Attachments	tione alle	8
Unique Remittance Identifier Check Digi			Attachments	none 4.	
Supplier Tax Registration Number	•				
Customer					
Gustomer Taxpayer ID	3: *		Address		
	Axos Bank				
Items					
View 👻 🐹 Calculate Tax					
Purchase Order Consumption	Advice		Ship to Location Available		
* Number * Line * Schedule Number Lin	Supplier Item	Item Description	Ship-to Location Quantity	Quantity Unit Price	UOM * Amount
535510 1 1		#11976 DTD 053121	HQ-La Jolla		27,010.27
Total					27,010.27

5.8 Receive the confirmation number

As soon as you submit the invoice, you will receive a confirmation number.



ORACLE						ŵ	P D	СТ ~
Invoice: CSH200						Printable Page	Create Another	Done
			146 CA 7 CA		1991.70			-
Identifying PO	535510	Confirmation	×	Number	CSH200			
Supplier	LLC	J Communication	î	Date	9/8/21			
Taxpayer ID	27-	Invoice CSH200 has been subn	hitted.	Туре	Invoice			
Supplier Site	MAIN	<u>ا</u>	ок	Invoice Currency	USD			
Address	110 C4	L		Payment Currency	USD			
Remit-to Bank Account	XXXXXX5670	N		Description				
Unique Remittance Identifier		3		Attachments	None			
Unique Remittance Identifier Check Digit								
Supplier Tax Registration Number								
Customer								
Customer Taxpayer ID				Address				
Legal Entity	Axos Bank							
Items								
View 👻								
* Purchase Order Consumption Advice Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Quantity	Unit Price U	м	Amount
Number Line Schedule Number Line				Discharge				
535510 1 1	11976 DTD 053121	HQ-La Jolla						27,010.27
Total								27,010.27

The above screen indicates that the invoice has been submitted.

Choose the OK button. Select the Create Another or choose the Done button to navigate back to the Supplier Portal homepage.

**Note:** once an invoice is submitted, it cannot be changed. To correct a previously submitted invoice, create a new invoice, and select invoice Type "**Credit memo**". The corresponding quantity or amount entered will be negative.

ORACLE DEVELOPMENT 1			ť	r 🦻 🖓
Create Invoice ②				Submit Cancel
IN THE OWNERS MADE IN THE OWNERS AND AN AVAILABLE AND		a na in an in the second of the second s		
* Identifying PO	•	* Number		
Supplier	CI	* Date	mid/ov 🕅	
Taxpayer ID	91			
" Supplier Site	•	* Type Invoice Currency	Credit memo 🗸	
Address		Payment Currency		
Remit-to Bank Account	v	Description		

## 5.9 Options after submitting an invoice

After the invoice has been submitted, you will have options to choose Printable Page, Create Another, or Done.



ORACLE						ŵ	P D	СТ ~
Invoice: CSH200						Printable Page	Create Anothe	r D <u>o</u> ne
			V-6-07-07		7517			O WARNESS
Identifying PO	535510	13		Number	CSH200			
Supplier	LLC			Date	9/8/21			
Taxpayer ID	27-			Туре	Invoice			
Supplier Site	MAIN			Invoice Currency	USD			
Address	110 C(			Payment Currency	USD			
Remit-to Bank Account	20000005670			Description				
Unique Remittance Identifier				Attachments	None			
Unique Remittance Identifier Check Digit								
Supplier Tax Registration Number								
Customer								
Customer								
Customer Taxpayer ID				Address				
Legal Entity	Axos Bank							
Items								
View 🗸								
* Purchase Order Consumption Advice Supplier	Item Description	Ship-to Location	Ship-from Location	Location of Final	Quantity	Unit Price U	ом	Amount
Number Line Schedule Number Line				Discharge				
535510 1 1	11976 DTD 053121	HQ-La Jolla						27,010.27
Total								27,010.27

5.10 Select the Done button to complete the Invoice creation use case

ORACLE					ŵ	P	0	СТ ~	
Invoice: CSH200						Printable Page	Create	Another	D <u>o</u> ne
	ALE STATISTICS		A CARACTER		111 10		WY V		WILLIAM
Identifying PC	535510	5		Number	CSH200				
Supplier	LLC			Date	9/8/21				
Taxpayer ID	27-			Туре	Invoice				
Supplier Site	MAIN			Invoice Currency	USD				
Address	110 C			Payment Currency	USD				
Remit-to Bank Account	2 XXXXXX5670			Description					
Unique Remittance Identifier				Attachments	None				
Unique Remittance Identifier Check Digit									
Supplier Tax Registration Number									
Customer									
Customer									
Customer Taxpayer II				Address					
Legal Entit	Legal Entity Axos Bank								
Items									
View 👻									
* Purchase Order Consumption Advice Supplier	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Quantity	Unit Price U	OM		Amount
Number Line Schedule Number Line				Disciningo					
535510 1 1	11976 DTD 053121	HQ-La Jolla						2	27,010.27
Total								2	7,010.27