

Slide 1



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**Welcome to NCR Web Based Training  
for ERP Oracle Version R12**

**You can pause and rewind at anytime using the  
control bar at the bottom of the page.**

Slide 2



iSupplier Training - How to Create an Invoice with  
Freight and Miscellaneous Charges

Play

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 3

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', 'Product', and 'Finance' tabs. A search bar is located below the tabs. A green callout box with the text 'Click Here' is positioned over the 'Finance' tab. A yellow callout box with the text 'Scenario #1 - How to Create an Invoice with Freight and Miscellaneous Charges' is overlaid on the main content area. Below the callout box, there is a 'Notifications' section with a table of notifications. At the bottom, there is an 'Orders At A Glance' section with a table of orders.

**Scenario #1 - How to Create an Invoice with Freight and Miscellaneous Charges**

**Notifications**

Subject	Date
<a href="#">United States Operating Unit - Response to your change request for Standard Purchase Order 2010785417,2</a>	04-12-2012 20:31:25
<a href="#">United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,5</a>	04-12-2012 20:14:16
<a href="#">United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,4</a>	04-12-2012 20:08:55
<a href="#">United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,3</a>	04-12-2012 20:02:50
<a href="#">United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,2</a>	04-12-2012 19:57:44

**Orders At A Glance**

PO Number	Description	Order Date
<a href="#">2010785417</a>		04-12-2012 20:31:18
<a href="#">2010811218</a>		04-12-2012 20:14:14
<a href="#">2010830996</a>		04-12-2012 19:50:27
<a href="#">2010811451</a>		04-12-2012 18:06:16
<a href="#">5000569378</a>		04-12-2012 14:57:58

[Full List](#)

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 4

**NCR | iSupplier Portal**

Home Orders Shipments Product **Finance** Home Logout Preferences Help

Navigator Favorites

Home Logout Preferences Help

Home Orders Shipments Product **Finance**

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO **Go**

**Search**

Note that the search is case insensitive

Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Invoice Number

Invoice Date From

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

**Go** **Clear**

**Click Here**

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice With a PO **Go**

Home Orders Shipments Product Finance Home Logout Preferences Help

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http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/InvoiceRequestPG&\_ri=2 Local intranet 100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 5

**NCR | iSupplier Portal**

Home | Orders | Shipments | Product | Finance

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

Purchase Order Date   
(example: 04-25-2012)

Buyer

Organization

Advances and Financing: Excluded

Go Clear

Advanced Search

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Ship	Curr To	Organization	Packing Slip	Waybill
	No search conducted.															

Cancel Step 1 of 4 Next

Home Orders Shipments Product Finance Home Logout Preferences Help

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Done Local intranet 100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 6

**NCR | iSupplier Portal**

Home | Orders | Shipments | Product | Finance

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: 2110831069

Purchase Order Date: [Calendar Icon]

Buyer: [Dropdown]

Organization: [Dropdown]

Advances and Financing:  Exclude

Go **Click Here**

Advanced Search

Select PO Number	Line Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Ship	Curr To	Organization	Packing Slip	Waybill
No search conducted.														

Cancel Step 1 of 4 Next

Home Orders Shipments Product Finance Home Logout Preferences Help

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http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/PoSrchPG&\_ri=2008OAS Local intranet 100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 7

**Search**

Note that the search is case insensitive [Advanced Search](#)

Purchase Order Number:

Purchase Order Date:  (example: 04-25-2012)

Buyer:

Organization:

Advances and Financing:

Select Items:

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Unit	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	2010831069	1	1	<input type="checkbox"/>	NCR TouchPort 70 - 17"	2361-1000-85	6	0	0	Each	5101.9	USD	UNITEDSTATES-001	United States Operating Unit		
		2		<input type="checkbox"/>	NCR TouchPort 70 - 17"	2361-1000-85	4	0	0	Each	5101.9	USD	UNITEDSTATES-001	United States Operating Unit		

(points to the checkbox in the first row)

Step 1 of 4

Home Orders Shipments Product Finance Home Logout Preferences Help

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Done Local intranet 100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 8

**Search**

Note that the search is case insensitive [Advanced Search](#)

Purchase Order Number:

Purchase Order Date:  (example: 04-25-2012)

Buyer:

Organization:

Advances and Financing:

**Select Items:**

[Select All](#) | [Select None](#)

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Unit	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	<a href="#">2010831069</a>	1	1	<input type="checkbox"/>	NCR TouchPort 70 - 17"	2361-1000-85	6	0	0	Each	5101.9	USD	UNITEDSTATES-001	United States Operating Unit			
<input type="checkbox"/>	<a href="#">2010831069</a>	1	2	<input type="checkbox"/>	NCR TouchPort 70 - 17"	2361-1000-85	4	0	0	Each	5101.9	USD	UNITEDSTATES-001	United States Operating Unit			

Step 1 of 4



# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 9

**Supplier**

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

**Invoice**

\* Invoice Number: [ ]  
\* Invoice Date: 04-25-2012  
Invoice Type: Invoice  
Currency: USD  
Invoice Description: [ ]  
PSA Project: [ ]  
Note from AP: [ ]  
Attachment: None Add...

**Customer**

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

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70-17"	2361-1000-85	UNITEDSTATES-001	6	6	5101.9	Each	30611.14

**Shipping and Handling**

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 10

The screenshot shows a web browser window titled "Search and Select List of Values - Windows Internet Explorer provided by NCR IE 7.0 Installation". The main content area is titled "Search and Select: Remit To". It features a search interface with a dropdown menu set to "Remit To" and an adjacent text input field. A green callout box with the text "Type \"%\" Here" has a red arrow pointing to the text input field. Below the search area is a "Results" section with a table. The table has columns for "Select", "Quick Select", "Supplier", "Remit To", "Address", and "Organization". The "Quick Select" column contains the text "No search conducted." and a mouse cursor is hovering over the "Supplier" column header. The browser's status bar at the bottom shows "Done" and "Local intranet".

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

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 11

The screenshot shows the iSupplier Portal interface. A search dialog box titled "Search and Select List of Values" is open. The dialog has a "Search" section with a "Search By" dropdown set to "Remit To" and a text input field containing "%". A "Go" button is highlighted with a green callout box that says "Click Here". Below the search section is a "Results" section with a table. The table has columns: "Select", "Quick Select", "Supplier", "Remit To", "Address", and "Organization". The table content is "No search conducted." Below the table are "Cancel" and "Select" buttons. The background shows a table with columns: "PD Number", "Line", "Shipment", "Item Description", "Supplier Item Number", "Ship To", "Available Quantity", "Quantity", "Unit Price", and "UOM Amount". The first row contains: "2010831069", "1", "1", "NCR TouchPort 70 - 17\"", "2361-1000-85", "UNITEDSTATES-001", "6", "6", "5101.9", "Each", "30611.4".

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

PD Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	6	5101.9	Each	30611.4

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 12

**Search and Select: Remit To**

Search By: Remit To %

**Results**

Select	Quick Select	Supplier	Remit To	Address	Organization
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	EDI-BUFORD	1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	EDI-DAYTON	DEPT 8200 PO BOX 1825 DAYTON OH 45401-1825	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	ISP-2 COLUMBUS	PO BOX 713163 COLUMBUS OH 43271-3163	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	ISP-BUFORD	1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	ISP-DAYTON 3	7484 WEBSTER ST DAYTON OH 45414	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	P2-DAYTON	MANUFACTURED ASSEMBLIES CORPORATION 7484 WEBSTER STREET DAYTON OH 45414	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	P2-SUWANEE	MANUFACTURED ASSEMBLIES CORPORATION 1000	United States

**Click Here**

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

**Shipping and Handling**

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 13

**Search and Select: Remit To**

Search By: Remit To %

Select	Quick Select	Supplier	Remit To	Address	Organization
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	EDI-BUFORD	1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	EDI-DAYTON	DEPT 8200 PO BOX 1825 DAYTON OH 45401-1825	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	ISP-2 COLUMBUS	PO BOX 713163 COLUMBUS OH 43271-3163	United States Operating Unit
<input checked="" type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	ISP-BUFORD	1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	ISP-DAYTON 3	7484 WEBSTER ST DAYTON OH 45414	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	P2-DAYTON	MANUFACTURED ASSEMBLIES CORPORATION 7484 WEBSTER STREET DAYTON OH 45414	United States Operating Unit
<input type="radio"/>		MANUFACTURED ASSEMBLIES CORPORATION	P2-SUWANEE	MANUFACTURED ASSEMBLIES CORPORATION 1000	United States

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

**Shipping and Handling**

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 14

**Create Invoice: Details**  
\* Indicates required field

Progress: Purchase Orders | **Details** | Manage Tax | Review and Submit

Buttons: Cancel | Back | Step 2 of 4 | Next

**Supplier**

- \* Supplier: MANUFACTURED ASSEMBLIES CORPORATION
- Tax Payer ID: [ ]
- \* Remit To: ISP-BUFORD
- Address: 1810 SATELLITE BOULEVARD SUITE 500, BUFORD GA 30518
- Remit To Bank Account: [ ]
- Unique Remittance Identifier: [ ]
- Remittance Check Digit: [ ]

**Invoice**

- \* Invoice Number: [ ]
- \* Invoice Date: 04-20-2012 (example: 04-25-2012)
- Invoice Type: Invoice
- Currency: USD
- Invoice Description: [ ]
- PSA Project: [ ]
- Note from AP: [ ]
- Attachment: None | Add...

**Customer**

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

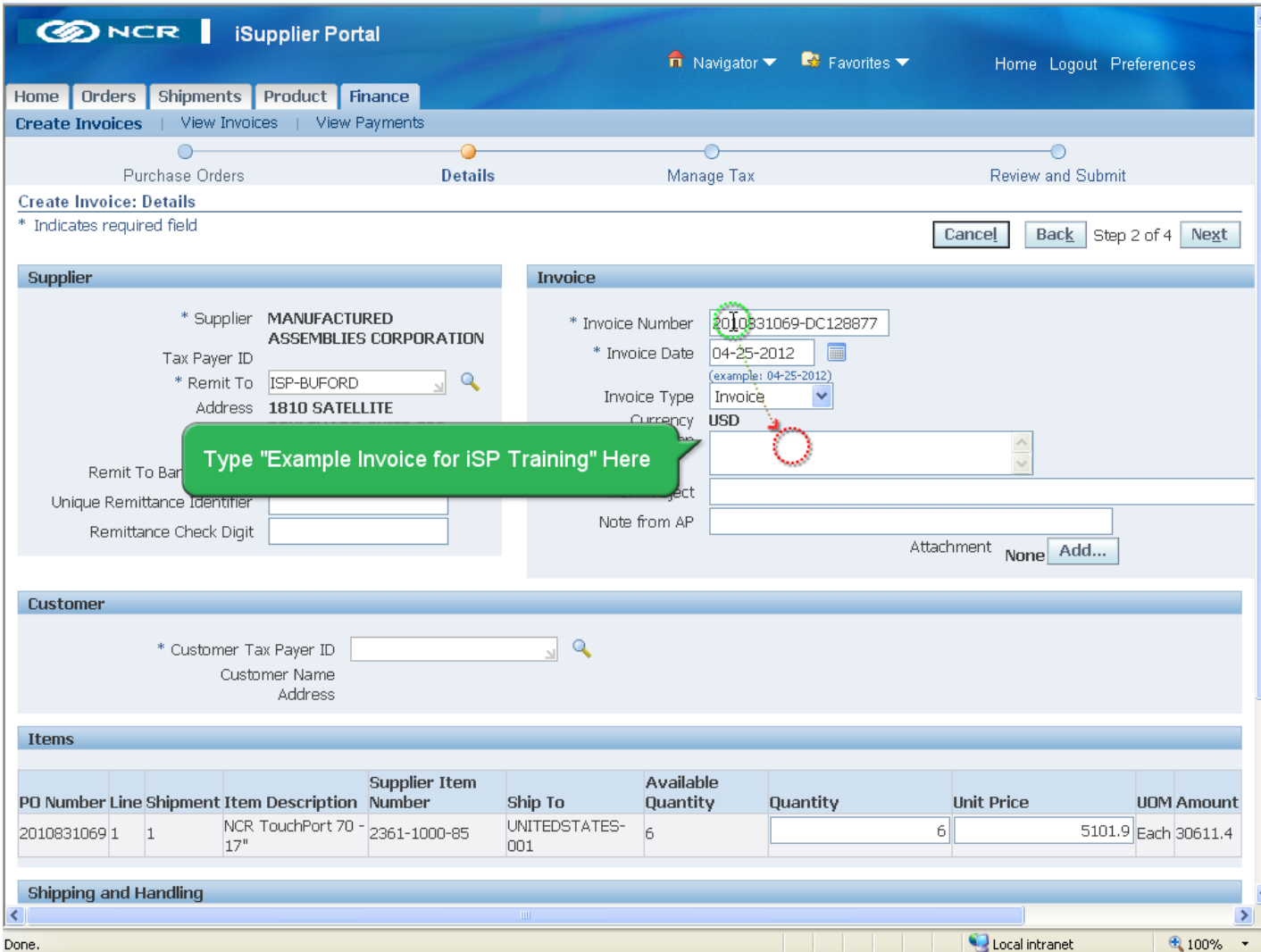
**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	6	5101.9	Each	30611.4

**Shipping and Handling**

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 15



**Supplier**

\* Supplier: **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID:

\* Remit To:

Address: **1810 SATELLITE**

Remit To Bar:

Unique Remittance Identifier:

Remittance Check Digit:

**Invoice**

\* Invoice Number:

\* Invoice Date:

(example: 04-25-2012)

Invoice Type:

Currency:

Project:

Note from AP:

Attachment:

**Customer**

\* Customer Tax Payer ID:

Customer Name:

Address:

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

**Shipping and Handling**

Done. Local intranet 100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 16

**Supplier**

\* Supplier: MANUFACTURED ASSEMBLIES CORPORATION

Tax Payer ID: \_\_\_\_\_

\* Remit To: ISP-BUFORD

Address: 1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518

Remit To Bank Account: \_\_\_\_\_

Unique Remittance Identifier: \_\_\_\_\_

Remittance Check Digit: \_\_\_\_\_

**Invoice**

\* Invoice Number: 2010831069-DC128877

\* Invoice Date: 04-25-2012

Invoice Type: Invoice

Currency: USD

Invoice Description: Example Invoice for ISP Training

PSA Project: \_\_\_\_\_

Note from AP: \_\_\_\_\_

Attachment: None Add...

**Customer**

\* Customer Tax Payer ID: \_\_\_\_\_ **Click Here**

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	6	5101.9	Each	30611.4

**Shipping and Handling**



# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 17

Search and Select List of Values - Windows Internet Explorer provided by NCR IE 7.0 Installation

Search and Select: Customer Tax Payer ID

Cancel Select

**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 [v] [%] Search Term Go

**Results**

Select	Quick Select	Registr	City	Legislative Category	Country Of Registration	Legal Address
No search conducted.						

Cancel Select

Done Local intranet 100%

**Items**

PD Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

**Shipping and Handling**

Done Local intranet 100%

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 18

Search and Select List of Values - Windows Internet Explorer provided by NCR IE 7.0 Installation

Search and Select: Customer Tax Payer ID

Cancel Select

**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
No search conducted.						

Cancel Select

Click Here

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

Shipping and Handling

Done. Local intranet 100%

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 19

**Search and Select: Customer Tax Payer ID**

Search By: Registration Number %

Results:

Quick Select	Registration Number	Legal Entity	Legislative Category	Country Of Registration	Legal Address
	SYS13033	United States Legal Entity	Income Tax	US	NCR CORPORATION Customer Fullfillment Center Suite A 3200 Shawnee Industrial Way Suwanee 30024

Click Here

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

**Shipping and Handling**

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 20

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 checked="" type="radio"/>		SYS13033	United States Legal Entity	Income Tax	US	NCR CORPORATION Customer Fullfillment Center Suite A 3200 Shawnee Industrial Way Suwanee 30024

Click Here

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6	5101.9	Each 30611.4

Shipping and Handling

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 21

**NCR | iSupplier Portal**

Home | Orders | Shipments | Product | Finance

Create Invoices | View Invoices | View Payments

Purchase Orders | **Details** | Manage Tax | Review and Submit

**Create Invoice: Details**

\* Indicates required field

Cancel Back Step 2 of 4 Next

**Supplier**

\* Supplier: MANUFACTURED ASSEMBLIES CORPORATION

Tax Payer ID: [ ]

\* Remit To: ISP-BUFORD

Address: 1818 SATELITE BOU...  
BUFO...

Remit To Bank Account: [ ]

Unique Remittance Identifier: [ ]

Remittance Check Digit: [ ]

**Invoice**

\* Invoice Number: 2010831069-DC128877

\* Invoice Date: 04-25-2012

Invoice Type: Invoice

You can reduce the quantity or price, but cannot increase the quantity or price.

**Customer**

\* Customer Tax Payer ID: SYS13033

Customer Name: United States Legal Entity

Address: NCR CORPORATION Customer  
Fulfillment Center Suite A 3200  
Shawnee Industrial Way Suwanee  
30024

**Items**

PD Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 1.7"	2361-1000-85	UNITEDSTATES-	6	[ ]	5101.9	Each	30611.4

Item Lines Table

Done. Local intranet 100%

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 22

Row 1 Unit Price - The Unit Price cannot exceed the PO price. Please reenter.

**Create Invoice: Details**  
 \* Indicates required field

Step 2 of 4

Supplier				Invoice			
	* Supplier	MANUFACTURED ASSEMBLIES CORPORATION		* Invoice Number	2010831069-DC128877		
	Tax Payer ID			* Invoice Date	04-25-2012		
	* Remit To Address	ISP-BUFORD		Invoice Type	Invoice		
	Remit To Bank Account			Currency	USD		
	Unique Remittance Identifier			Invoice Description	Example Invoice for ISP Training		
	Remittance Check Digit			PSA Project			
				Note from AP			
				Attachment	None <input type="button" value="Add..."/>		

**Customer**

\* Customer Tax Payer ID:

Customer Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.90"/>	Each	30611.4

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		
<input type="button" value="Add Row"/>		

Step 2 of 4

Done.

Local intranet

100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 23

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

(example: 04-25-2012)

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.90"/>	Each	30611.4

### Ship

Char	Amount	Description
No results found.		
<input type="button" value="Add Row"/>		

**Click Here**

Step 2 of 4

Privacy Statement
Home Orders Shipments Product Finance Home Logout Preferences

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Done. Local intranet 100%

## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 24

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge Type	Amount	Description
<input type="text" value="Freight"/>	<input type="text" value="Charge Line Amount"/>	<input type="text"/>

Step 2 of 4

Home Orders Shipments Product Finance Home Logout Preferences

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Done.

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# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 25

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge Type	Amount	Description
<input type="text" value="Freight"/>	<input type="text" value="100"/>	<input type="text" value=""/>

Step 2 of 4

Home Orders Shipments Product Finance Home Logout Preferences

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Done. Local intranet 100%

Type "DHL Freight charges" Here

Charge Line Description

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 26

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

(example: 04-25-2012)

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge	Amount	Description
Freight	<input type="text" value="100"/>	<input type="text" value="DHL Freight Charges"/>

Step 2 of 4

Home Orders Shipments Product Finance Home Logout Preferences

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# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 27

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

(example: 04-25-2012)

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

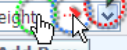
Charge Type	Amount	Description
<input type="text" value="Freight"/>	<input type="text" value="100"/>	<input type="text" value="DHL Freight Charges"/>
<input type="text" value="Freight"/>	<input type="text"/>	<input type="text"/>

Step 2 of 4

Home Orders Shipments Product Finance Home Logout Preferences

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Click Here



# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 28

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

(example: 04-25-2012)

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge Type	Amount	Description
Freight	<input type="text" value="100"/>	<input type="text" value="DHL Freight Charges"/>
Freight	<input type="text"/>	<input type="text"/>
Freight	<input type="text"/>	<input type="text"/>
Miscellaneous	<input type="text"/>	<input type="text"/>

Step 2 of 4

[Home](#) [Orders](#) [Shipments](#) [Product](#) [Finance](#) [Home](#) [Logout](#) [Preferences](#)

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 29

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge Type	Amount	Description
<input type="text" value="Freight"/>	<input type="text"/>	<input type="text" value="DHL Freight Charges"/>
<input type="text" value="Miscellaneous"/>	<input type="text"/>	<input type="text"/>

**Type "20" Here**

Step 2 of 4

[Home](#) [Orders](#) [Shipments](#) [Product](#) [Finance](#) [Home](#) [Logout](#) [Preferences](#)

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 30

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge Type	Amount	Description
Freight	<input type="text" value="100"/>	Freight Charges
Miscellaneous	<input type="text" value="0"/>	

Step 2 of 4

[Home](#) [Orders](#) [Shipments](#) [Product](#) [Finance](#) [Home](#) [Logout](#) [Preferences](#)

Type "Additional Misc Fee" Here

0

0

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 31

### Supplier

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Tax Payer ID

\* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

### Invoice

\* Invoice Number

\* Invoice Date

(example: 04-25-2012)

Invoice Type

Currency **USD**

Invoice Description

PSA Project

Note from AP

Attachment **None**

### Customer

\* Customer Tax Payer ID

Customer Name

Address

### Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	<input type="text" value="6"/>	<input type="text" value="5101.9"/>	Each	30611.4

### Shipping and Handling

Charge Type	Amount	Description
Freight <input type="text" value="▼"/>	<input type="text" value="100"/>	DHL Freight Charges
Miscellaneous <input type="text" value="▼"/>	<input type="text" value="20"/>	Additional Misc Fee

Step 2 of 4

Home Orders Shipments Product Finance Home Logout Preferences

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Click Here

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 32

**Supplier**

\* Supplier **MANUFACTURED ASSEMBLIES CORPORATION**  
 Tax Payer ID  
 \* Remit To **ISP-BUFORD**  
 Address  
 Remit To Bank Account **963949780**  
 Unique Remittance Identifier  
 Remittance Check Digit

**Invoice**

\* Invoice Number **2010831069-DC128877**  
 \* Invoice Date **04-25-2012**  
 Invoice Type **Standard**  
 \* Currency **USD**  
 Invoice Description **Example Invoice for iSP Training**  
 PSA Project  
 Note from AP  
 Attachment **None**

**Customer**

\* Customer Tax Payer ID **SYS13033**  
 Customer Name **United States Legal Entity**  
 Address **NCR CORPORATION Attn: Accounts Payable US 3097 SATELLITE BLVD, BUILDING 700 DULUTH 30096**

**Summary Tax Lines**

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

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	6.00	Each	5,101.90	30,611.40

**Shipping and Handling**



# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 33

**Customer**

\* Customer Tax Payer ID **SYS13033**  
 Customer Name **United States Legal Entity**  
 Address **NCR CORPORATION Attn: Accounts  
 Payable US 3097 SATELLITE BLVD,  
 BUILDING 700 DULUTH 30096**

**Summary Tax Lines**

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

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6.00 Each	5,101.90	30,611.40

**Shipping and Handling**

Charge Type	Amount	Description
Freight	100.00	DHL Freight Charges
Miscellaneous	20.00	Additional Misc Fee

**Invoice Summary**

Items	30,611.40
Less Retainage	0.00
Freight	100.00
Miscellaneous	20.00
Tax	0.00
<input type="button" value="Recalculate Total"/> Total (USD)	30,731.40

Step 3 of 4

Home Orders Shipments Product Finance Home Logout Preferences Help
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http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/TaxMatchedInvPG&\_ri=2

Local intranet

100%

# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 34

**NCR | iSupplier Portal**

Home | Orders | Shipments | Product | Finance

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 **MANUFACTURED ASSEMBLIES CORPORATION**  
 Tax Payer ID  
 \* Remit To **ISP-BUFORD**  
 Address  
 Remit To Bank Account **963949780**  
 Unique Remittance Identifier  
 Remittance Check Digit

**Invoice**

\* Invoice Number **2010831069-DC128877**  
 \* Invoice Date **04-25-2012**  
 Invoice Type **Standard**  
 \* Currency **USD**  
 Invoice Description **Example Invoice for iSP Training**  
 PSA Project  
 Note from AP  
 Attachment **None**

**Customer**

\* Customer Tax Payer ID **SYS13033**  
 Customer Name **United States Legal Entity**  
 Address **NCR CORPORATION Attn: Accounts Payable US 3097 SATELLITE BLVD, BUILDING 700 DULUTH 30096**

**Summary Tax Lines**

Calculate

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

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	6.00	Each	5,101.90	30,611.40

**Shipping and Handling**

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# iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 35

**Customer**

\* Customer Tax Payer ID **SYS13033**  
 Customer Name **United States Legal Entity**  
 Address **NCR CORPORATION Attn: Accounts  
 Payable US 3097 SATELLITE BLVD,  
 BUILDING 700 DULUTH 30096**

**Summary Tax Lines**

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

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6		6.00 Each	5,101.90	30,611.40

**Shipping and Handling**

Charge Type	Amount	Description
Freight	100.00	DHL Freight Charges
Miscellaneous	20.00	Additional Misc Fee

**Invoice Summary**

Items	30,611.40
Less Retainage	0.00
Freight	100.00
Miscellaneous	20.00
Total	30,731.40

Click Here

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Home Orders Shipments Product Finance Home Logout Preferences Help

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## iSupplier Training - How to Create an Invoice with Freight and Miscellaneous Charges

Slide 36

**NCR | iSupplier Portal**

Home Logout Preferences Help

Home Orders Shipments Product Finance

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit

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

**Supplier**

- \* Supplier: **MANUFACTURED ASSEMBLIES CORPORATION**
- Tax Payer ID
- \* Remit To: **ISP-BUFORD**
- Address
- Remit To Bank Account: **963949780**
- Unique Remittance Identifier
- Remittance Check Digit

**Invoice**

- \* Invoice Number: **2010831069-DC12887**
- \* Invoice Date: **04-25-2012**
- Invoice Type: **Standard**
- \* Currency: **USD**
- Invoice Description: **Example Invoice for iSP Training**
- PSA Project
- Note from AP
- Attachment: **None**

**Customer**

- \* Customer Tax Payer ID: **SYS13033**
- Customer Name: **United States Legal Entity**
- Address: **NCR CORPORATION Attn: Accounts Payable US 3097 SATELLITE BLVD, BUILDING 700 DULUTH 30096**

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831069	1	1	NCR TouchPort 70 - 17"	2361-1000-85	UNITEDSTATES-001	6	6.00	Each	5,101.90	30,611.40

**Shipping and Handling**

Charge Type	Amount	Description
Freight	100.00	DHL Freight Charges
Miscellaneous	20.00	Additional Misc Fee

**Summary Tax Lines**

http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/SubmitMatchedInvPG&\_r

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Slide 37

