



# JOB AID



## Navigating the Supplier Portal

Last updated on: 06/30/2022

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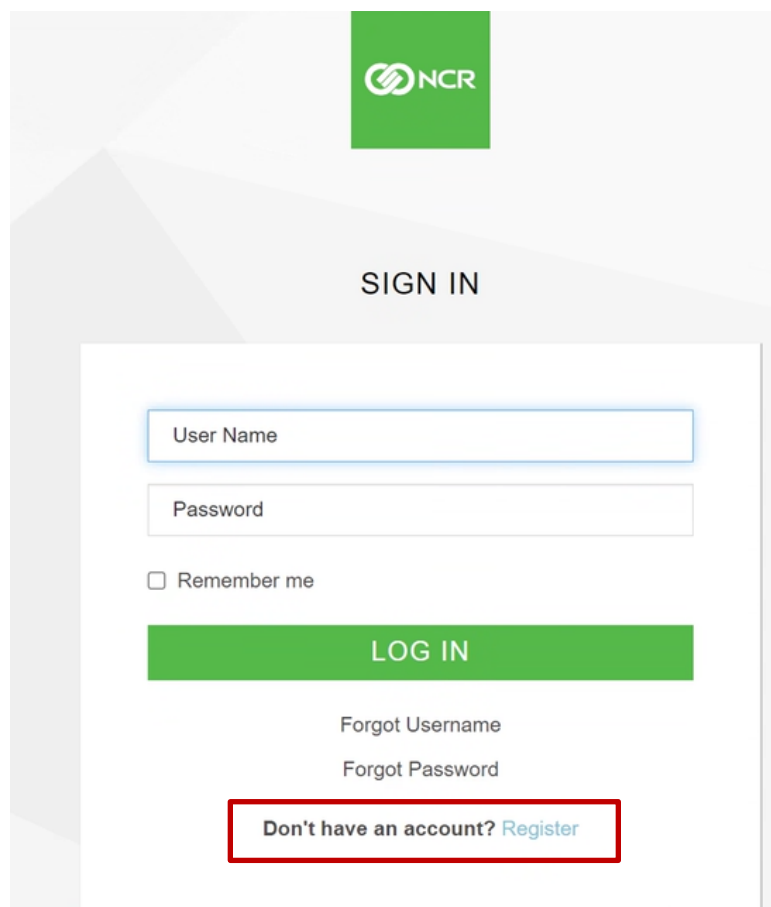
## 1. Roles & Descriptions

The Vendor contact who completes the registration to MyNCR will be initially assigned administrative level access to the system. This primary point of contact will manage the Supplier Portal account with NCR.

Supplier Portal Roles	
Role	Description
<b>Supplier Self Service Administrator</b>	Manages the profile information for the supplier company. Primary tasks include updating supplier profile information and requesting user accounts to grant employees access to the supplier application.
<b>Supplier Self Service Bank Account Maintenance</b>	Manages bank account setup and maintenance for the supplier company. Primary tasks include adding new bank accounts, updating bank account details, and updating bank account payment methods.
<b>Supplier Accounts Receivable Specialist</b>	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
<b>Supplier Self Service Account Manager</b>	Individual has view only access to the information available on the Supplier Portal.

## 2. Access to the NCR Supplier Portal

Process Step	Description
1	<p><b>Access to the Supplier Portal</b></p> <p>Users should access the Supplier Portal through the following web address - <a href="https://myncr.ncr.com">https://myncr.ncr.com</a></p> <p>Existing supplier users can login with their current username and password credentials. New suppliers will need to go through the registration process by clicking through the prompts on the site.</p>

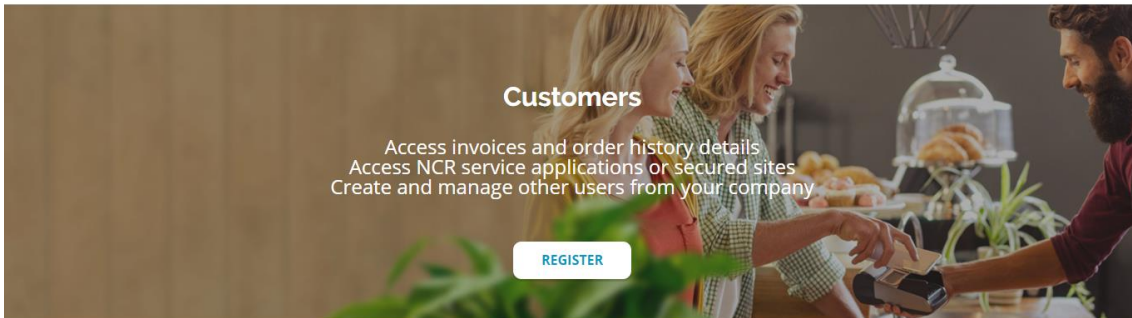


The screenshot shows the NCR Supplier Portal Sign In page. At the top is the NCR logo. Below it is the text "SIGN IN". The main content area contains a login form with the following elements:

- A text input field labeled "User Name".
- A text input field labeled "Password".
- A checkbox labeled "Remember me".
- A green button labeled "LOG IN".
- Links for "Forgot Username" and "Forgot Password".
- A red-bordered box containing the text "Don't have an account? [Register](#)".

## Portal Screen Shots

## Registration



### Customers

Access invoices and order history details  
Access NCR service applications or secured sites  
Create and manage other users from your company

[REGISTER](#)

### NCR Partners

For businesses interested in teaming up and becoming a NCR Partner

[Register](#)

### NCR Suppliers

For NCR Suppliers who are interested in NCR's iSupplier Portal for billing payments or Service Parts Sourcing

[Register](#)

### Become an NCR Supplier

Join our NCR family, and together we can make simple powerful




[Click here to go to the NCR Supplier Registration page.](#)  
Please register and become an NCR Supplier





[BECOME AN NCR SUPPLIER](#)

Process Step	Description
1.1	<p><b>Access to the Supplier Portal</b></p> <p>Once registration to the supplier portal is completed on MyNCR, between one to two emails will be sent.</p> <ul style="list-style-type: none"> <li>The <b>first email</b> acknowledges receipt of the supplier registration application.</li> </ul> <p>Note: The registration expires in 30 days</p>

FYI: Supplier Contact User Account for NCR Corporation was Created

 ejbz-dev1.fa.sender@workflow.mail.us6.oraclecloud.com  
 To: Lewis, Angela  
 Retention Policy: 3 Year Delete (3 years)  
 If there are problems with how this message is displayed, click here to view it in a web browser.

Expires: 4/11/2025

 Reply
  Reply All
  Forward
 

Tue 4/12/2022 5:01 PM

**\*External Message\* - Use caution before opening links or attachments**

#### Supplier Contact User Account for NCR Corporation was Created

##### Details

Assignee	Angela Lewis	Supplier	TEST REGRESSION SUPPLIER
Assigned Date	4/12/22 9:01 PM	Supplier Number	7700485
Expiration Date	5/12/22 9:01 PM		
Task Number	324846		


##### Recommended Actions

You were granted access to the supplier application for NCR Corporation. A separate email will be sent to you with the instruction to access the application. [Access the application.](#)

##### User Account Details

##### Assigned Roles

Role	Description
Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking invoice and payment status.
	Manages inbound

Process Step	Description
2	<p><b>Access to the Supplier Portal</b></p> <p>The <b>second email</b> is the <b>Welcome to MyNCR!</b> access email which contains a link to log into the Supplier Portal for the first time.</p> <ul style="list-style-type: none"><li>For new supplier users, <b>click</b> on <b>Set up my account</b>.</li></ul> <p> The link expires in seven (7) days.</p>



## Glad to Have You On Board!

Start enjoying an enriched NCR experience with your new account.

**Set up my account**

*This link will expire in 7 days.*

Hi Supplier,

Welcome to NCR! Please sign in to your account to complete registration.

Process Step	Description
3	<b>Access to the Supplier Portal</b> Users will be prompted with the page to reset their password in accordance with the requirements. Click Continue.

Get started with your new account

ISup, please enter your password to create your new NCR account. Not You? [Login Here](#)

Hide

**Password Requirement**

- ✓ at least 8 characters
- ✓ one lower case character
- ✓ one upper case character
- ✓ one number or special character
- ✓ not be the username or name
- ✓ standard English characters only

Continue

Process Step	Description
4	<b>Access to the Supplier Portal</b> The user will be prompted to review the Terms of Service. Click <b>I Agree</b> if you choose to accept the Terms of Service.

Please review the user Terms of Service

Effective Date: June 08, 2022

"By clicking "I Agree" or by using the MyNCR Customer Portal "MyNCR", you agree to the terms and conditions of this User Agreement "Agreement". You further agree that this Agreement forms a legally binding contract between "you" and NCR Corporation "NCR", and that this Agreement constitutes a writing signed by you under applicable law. You represent that you have been authorized by NCR and your employer to access MyNCR. This Agreement is subject to change by NCR without prior notice (unless prior notice is required by law), by posting of the revised Agreement on the NCR website where you access and use MyNCR. Please carefully read these terms.

**1. Access to MyNCR**

1.1 In order to use MyNCR, you must have executed a legally binding agreement with NCR to purchase NCR products.

1.2 You agree to provide true, accurate, and complete registration information and to maintain and promptly update your information as applicable.

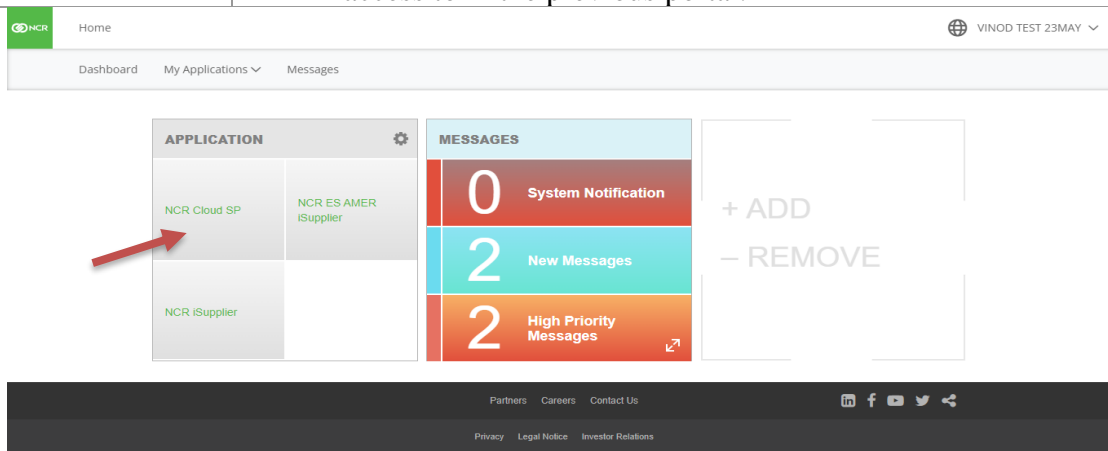
By choosing I Agree, you understand and agree to NCR's User Terms of Service & [Privacy Policy](#).

Cancel

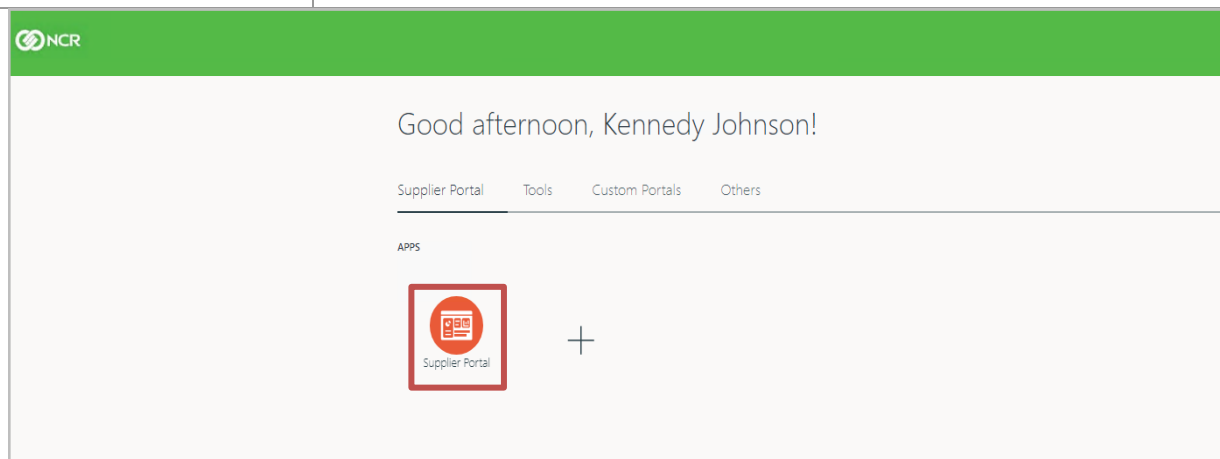
I Agree




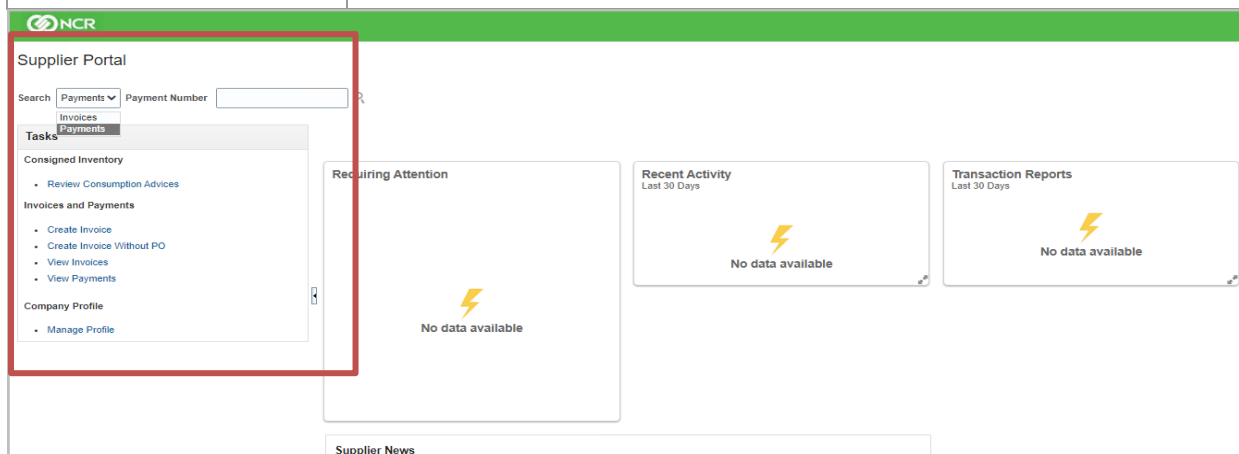
Process Step	Description
5	<p><b>Access to the Supplier Portal</b></p> <p>User will be redirected to the MyNCR Home Page.</p> <p>Select the <b>NCR Cloud SP</b> application to access the Supplier Portal.</p> <p>Note – The “NCR Cloud SP” application will be available for most portal users to access Oracle Cloud.</p> <ul style="list-style-type: none"> <li>• New users will only see “NCR Cloud SP”</li> <li>• Existing users will view existing applications that they had access to in the previous portal.</li> </ul>



Process Step	Description
6	<p><b>Access to the Supplier Portal</b></p> <p>Click on the <b>Supplier Portal</b> icon</p>








Process Step	Description
<b>7</b>	<p><b>Access to the Supplier Portal</b></p> <p>This Supplier Portal role can <b>Search Invoices</b> and <b>Payments</b> and <b>perform</b> the <b>Tasks</b> listed: <b>Review Consumption Advices</b>, <b>Create</b> and <b>View Invoices</b> and <b>Payments</b>, and manage the <b>Company Profile</b>.</p> <p> <i>The options available on the screen will be based on your Supplier Portal role.</i></p>



### 3. Managing Profiles

Process Step	Description
<b>1</b>	<p><b>Manage Profile</b></p> <p>Go to <b>Company Profile</b> at the bottom of the list of <b>Tasks</b>. <b>Select Manage Profile</b> to make updates to the organization, payments and banking, tax identifiers, addresses and contacts, business classification as well as products and services sold to NCR.</p>





Supplier Portal

Search 

Orders

 Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Requiring Attention

No data available

Recent Activity

Last 30 Days

No data available

Transaction Reports

Last 30 Days

No data available

Supplier News

Consigned Inventory

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Tasks

### 3.1 Adding a New User

Process Step	Description
2	<b>Adding a New User</b> The Company Profile screen tool bar list the options available to a user. <b>Click <span style="color: green;">Contacts</span></b> to add a new user.

Edit Profile Change Request: 17001

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

**General**

\* Supplier Name SHABAKA COMMUNITY CONCIERGE  
Supplier Number 241847  
Supplier Type Supplier  
Tax Organization Type Corporation  
Status Active  
Attachments None

**Identification**

D-U-N-S Number  
Customer Number  
SIC  
National Insurance Number  
Corporate Web Site

**Corporate Profile**

Year Established  
Mission Statement  
Year Incorporated  
Chief Executive Title  
Chief Executive Name  
Principal Title  
Principal Name

Process Step	Description
2.1	<b>Adding a New User</b> The following profile change warning message may appear. <b>Click <span style="color: green;">Yes</span></b> to continue.

Last Change Request 13003  
Request Status Canceled  
Requested By AL TAHER, NOUMAN  
Request Date 6/7/22  
Change Description

Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Status Active Freeze Detach Wrap

**Warning**  
POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?  
Yes No

Phone Administrative Contact  
FOO... 97145687305

Process Step	Description
<b>2.2</b>	<b>Adding a New User</b> Click <b>Contacts</b> then the plus “+” icon to add a contact.

Edit Profile Change Request: 17001


Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
AL TAHER, NOUMAN		nouman.altaher@shabaka.ae.FOO...	97145687305	✓	✓	Active

Columns Hidden: 7

Process Step	Description
<b>2.3</b>	<b>Adding a New User</b> The Create Contact window will pop-up. <b>Update</b> the <b>appropriate fields</b> including required fields noted by an asterisk (*). <b>Click</b> the <b>Administrative Contact</b> box. <b>Update Contact Addresses</b> details if needed.  <i>A unique email address is required when requesting a new user account.</i>

Create Contact

Salutation Ms First Name Kennedy Middle Name Last Name Johnson Job Title

Phone Mobile Fax Email Status Active

☒ Administrative contact

Contact Addresses

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden: 5

User Account

☐ Request user account

Roles Data Access

Role	Description
No data to display.	

Create Another OK Cancel

Process Step	Description
2.4	<b>Adding a New User</b> If creating a new user account, click the <b>Request User Account</b> box.

The screenshot shows the 'Create Contact' form in the NCR system. The 'User Account' section is expanded, and the 'Request user account' checkbox is checked and highlighted with a red box. The 'Contact Addresses' section is empty. The 'Roles' section shows a list of roles including 'NCR Supplier Customer Service Representative' and 'NCR Supplier SS AR Specialist'.

Process Step	Description
2.5	<b>Adding a New User</b> The listing of available roles will appear. Select the best <b>Role</b> for each user and click the “X” icon to remove the roles not needed. Only one (1) user role should be selected per person.

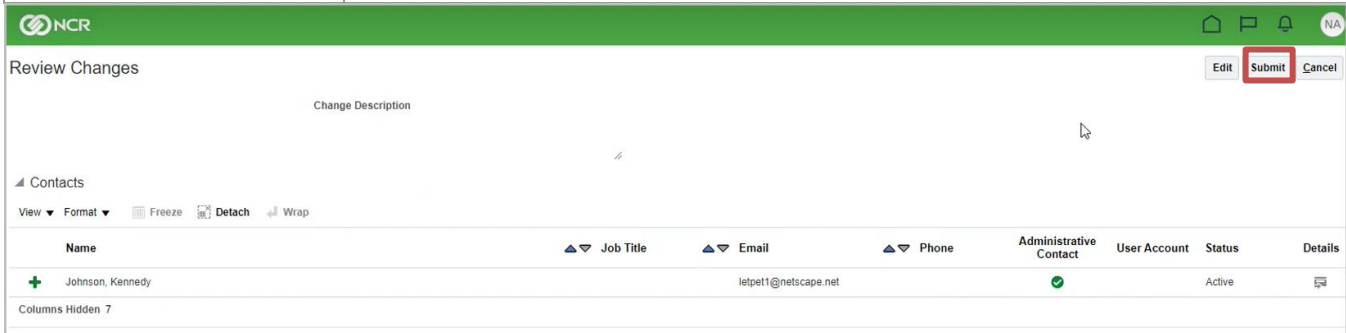
The screenshot shows the 'Create Contact' form in the NCR system. The 'User Account' section is expanded, and the 'Request user account' checkbox is checked. The 'Roles' section shows a list of roles. A red box highlights the 'X' icon in the 'Actions' column of the roles table, and a red arrow points to the 'NCR Supplier Customer Service Representative' role.

Process Step	Description
<b>2.6</b>	<b>Adding a New User</b> Select <b>Create Another</b> to add another user, <b>OK</b> to proceed with adding the user or <b>Cancel</b> to start over.

Process Step	Description
<b>2.7</b>	<b>Adding a New User</b> When OK is selected, the screen below will appear. Select <b>Review Changes</b> to examine the data provided and submit the new user request.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
AL TAHER, NOUMAN		nouman.altaher@shabaka.ae.FOO...	97145687305	✓	✓	Active
Johnson, Kennedy		letpet1@netscape.net		✓		Active

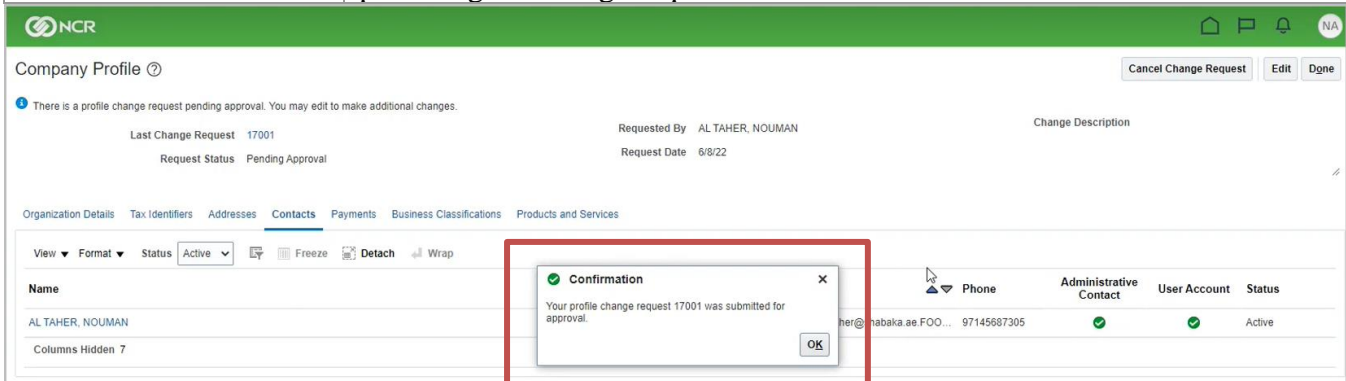
Process Step	Description
2.8	<b>Adding a New User</b> Click <b>Submit</b> to send the request to the NCR AP Supplier Activity Team.



The screenshot shows the 'Review Changes' page in the NCR system. At the top right, there are buttons for 'Edit', 'Submit' (highlighted with a red box), and 'Cancel'. Below the buttons, there is a 'Change Description' field. Under the 'Contacts' section, a table lists user information. The table has columns: Name, Job Title, Email, Phone, Administrative Contact, User Account, Status, and Details. One user is listed: Johnson, Kennedy, with email lelpet1@netscape.net, marked as an Administrative Contact (green checkmark) and User Account (green checkmark), with a status of 'Active'.

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
Johnson, Kennedy		lelpet1@netscape.net		✓	✓	Active	

Process Step	Description
2.9	<b>Adding a New User</b> The <b>Confirmation</b> popup will appear when the user request is submitted providing the change request number.



The screenshot shows the 'Company Profile' page in the NCR system. A confirmation popup is displayed in the center, stating: 'Confirmation: Your profile change request 17001 was submitted for approval.' The popup has an 'OK' button. In the background, the 'Company Profile' page is visible, showing a 'Cancel Change Request' button, 'Edit', and 'Done' buttons. The page also displays 'Last Change Request 17001' and 'Request Status Pending Approval'. The 'Requested By' is 'AL TAHER, NOUMAN' and the 'Request Date' is '6/8/22'. Below this, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'Contacts' tab is selected, showing a table with columns: Name, Phone, Administrative Contact, User Account, and Status. One contact is listed: AL TAHER, NOUMAN, with phone number 97145687305, marked as an Administrative Contact (green checkmark) and User Account (green checkmark), with a status of 'Active'.

Name	Phone	Administrative Contact	User Account	Status
AL TAHER, NOUMAN	97145687305	✓	✓	Active



Process Step	Description
<b>2.10</b>	<p><b>Adding a New User</b></p> <p>Once the new user request is approved by the NCR AP Supplier Activity Team, an email will be sent to the user (Example on page 2).</p> <p><b>Go to Manage Profile</b> then <b>click Contacts</b>. A <b>check mark</b> will appear in the <b>User Account</b> section of the user's profile to confirm the user's active status.</p>

Overview Supplier: SHABAKA COMMUNITY CONCIERGE SOLUTIONS LLC x

Edit Supplier: SHABAKA COMMUNITY CONCIERGE SOLUTIONS LLC ? ★

Save Save and Close Cancel


Profile Addresses Sites **Contacts** Qualifications

Actions View Format + Freeze Detach Wrap Status Active

Name	Job Title	Email	Administrative Contact	User Account	Status
FAL TAHER, HOUMAN		nouman.alfather@shabaka.ae FOO...	✓	✓	Active
Johnson, Kennedy		telpet1@netscape.net	✓	✓	Active

Columns Hidden: 8

### 3.2 Updating Payments and Banking

Process Step	Description
<b>3</b>	<p><b>Updating Payment Methods</b></p> <p>Select <b>Payments</b> to update the <b>Payment Methods</b> and <b>Bank Accounts</b>.</p> <p> The NCR preferred method of payment is Electronic and should rarely change after set-up.</p>

NCR

Company Profile ?

Delete Change Request Edit Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 3001 Requested By TEST, VINOD Change Description

Request Status Draft Request Date 4/6/22

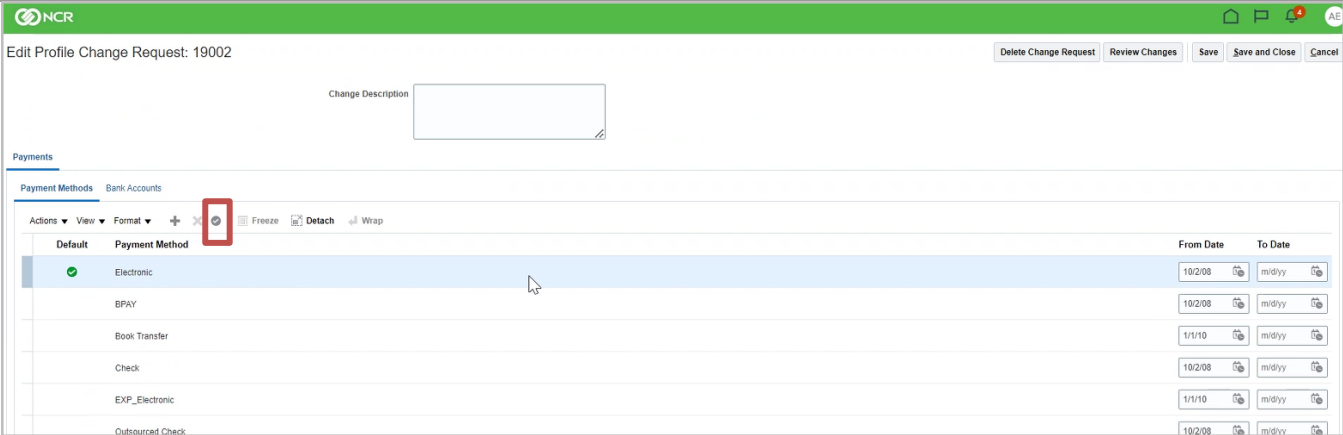
Organization Details Tax Identifiers Addresses **Contacts** **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

View

Default	Payment Method	From Date	To Date
	Book Transfer	1/1/10	
	Check	10/2/08	
	EXP_Electronic	1/1/10	
	Electronic	10/2/08	
	Outsourced Check	10/2/08	
	Wire	10/2/08	
	Wire - FX	1/1/10	

Process Step	Description
3.1	<b>Selecting the Payment Methods</b> Click the right mark icon to select the Payment Method.



Edit Profile Change Request: 19002

Change Description

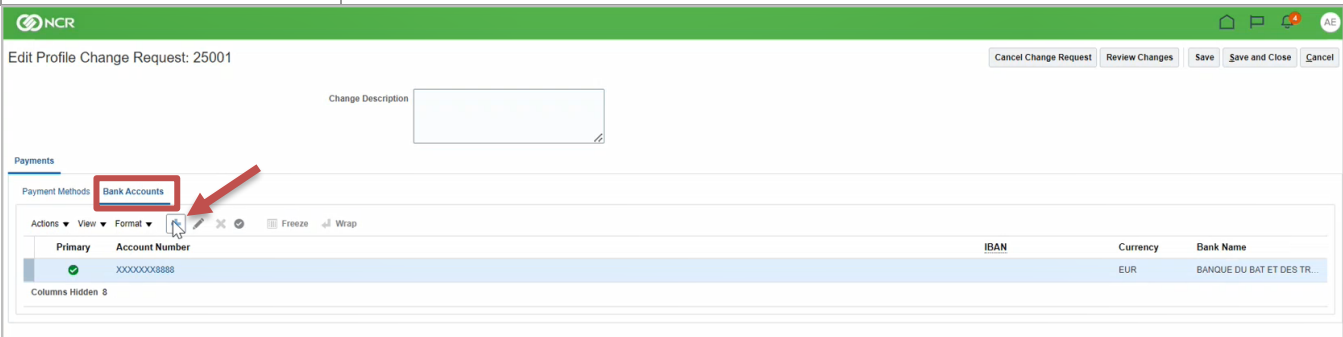
Payments

Payment Methods Bank Accounts

Actions View Format + Freeze Detach Wrap

Default	Payment Method	From Date	To Date
✓	Electronic	10/2/08	m/d/yy
	BPAY	10/2/08	m/d/yy
	Book Transfer	1/1/10	m/d/yy
	Check	10/2/08	m/d/yy
	EXP_Electronic	1/1/10	m/d/yy
	Outsourced Check	10/2/08	m/d/yy

Process Step	Description
3.2	<b>Adding Bank Accounts</b> Select the Bank Accounts tab. Click “+” to create a new bank account. 💡 Bank Accounts can be edited with the pencil icon ✎.



Edit Profile Change Request: 25001

Change Description

Payments

Payment Methods Bank Accounts

Actions View Format + Freeze Detach Wrap

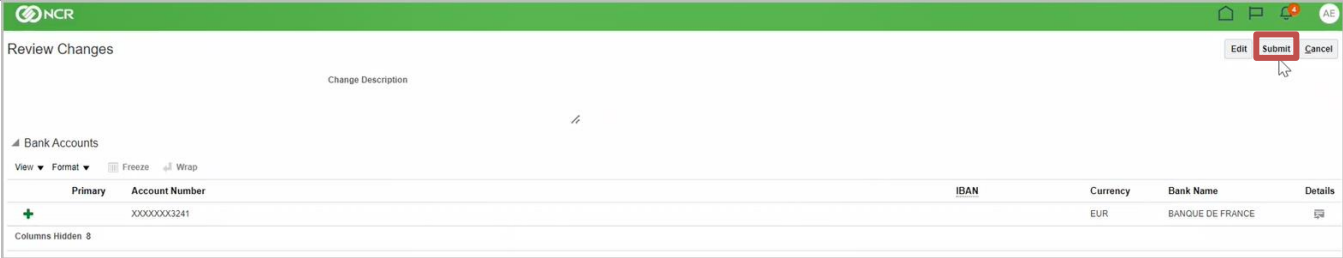
Primary	Account Number	IBAN	Currency	Bank Name
✓	XXXXXXXX8888		EUR	BANQUE DU BAT ET DES TR...

Columns Hidden: 8

Process Step	Description
<b>3.3</b>	<b>Adding Bank Accounts</b> Enter <b>Bank Account</b> details. Click <b>OK</b> to close the window or <b>Cancel</b> to not save changes.

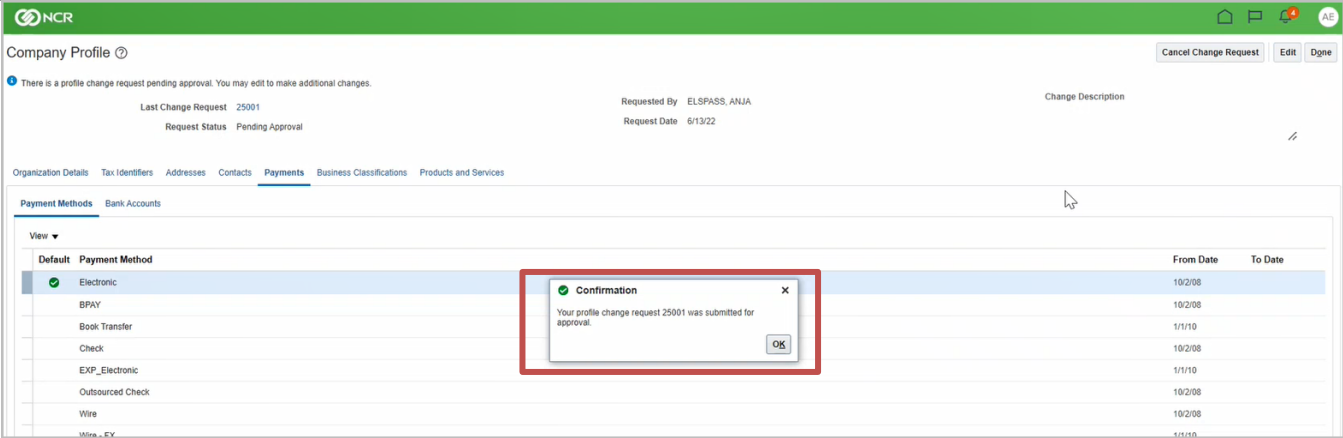
Process Step	Description
<b>3.4</b>	<b>Adding Bank Accounts</b> Click <b>Review Changes</b> to submit the new bank account.

Process Step	Description
3.5	<b>Adding Bank Accounts</b> Click <b>Submit</b> to add the bank account.



The screenshot shows the 'Review Changes' window in the NCR system. At the top right, there are three buttons: 'Edit', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box. Below the buttons, there is a section for 'Bank Accounts' with a table containing one row with columns: Primary, Account Number, IBAN, Currency, Bank Name, and Details. The 'Submit' button is located at the top right of the window.

Process Step	Description
3.6	<b>Adding Bank Accounts</b> The <b>Confirmation</b> popup will appear when the user request is submitted providing the change request number. The NCR AP Supplier Activity Team will review the request for reasonableness. Click <b>OK</b> to close the window.



The screenshot shows the 'Company Profile' window in the NCR system. A 'Confirmation' popup is displayed in the center, with the text: 'Your profile change request 25001 was submitted for approval.' and an 'OK' button. The popup is highlighted with a red box. In the background, the 'Payment Methods' table is visible, showing columns: Default, Payment Method, From Date, and To Date. The 'Payment Methods' table has several rows, including 'Electronic', 'BPAY', 'Book Transfer', 'Check', 'EXP\_Electronic', 'Outsourced Check', 'Wire', and 'Wire - EV'.

Process Step	Description
3.7	<b>Adding Bank Accounts</b> Click <b>Done</b> to close the window.

Company Profile

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request: 25001 Request Status: Pending Approval Requested By: ELSPASS, ANJA Request Date: 6/13/22 Change Description:

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods Bank Accounts

Default	Payment Method	From Date	To Date
<input checked="" type="checkbox"/>	Electronic	10/2/08	
<input type="checkbox"/>	BPAY	10/2/08	
<input type="checkbox"/>	Book Transfer	1/1/10	
<input type="checkbox"/>	Check	10/2/08	
<input type="checkbox"/>	EXP_Electronic	1/1/10	
<input type="checkbox"/>	Outsourced Check	10/2/08	

### 3.3 Viewing & Verifying Banking Details

Process Step	Description
4.0	<b>Viewing &amp; Verifying Banking Details</b> Click on <b>Payments</b> and <b>Bank Accounts</b> on the Company Profile Page to view the bank details.

Company Profile

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request: 37982 Request Status: Draft Requested By: BENITO, CORNELIO Request Date: 6/21/22 Change Description:

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

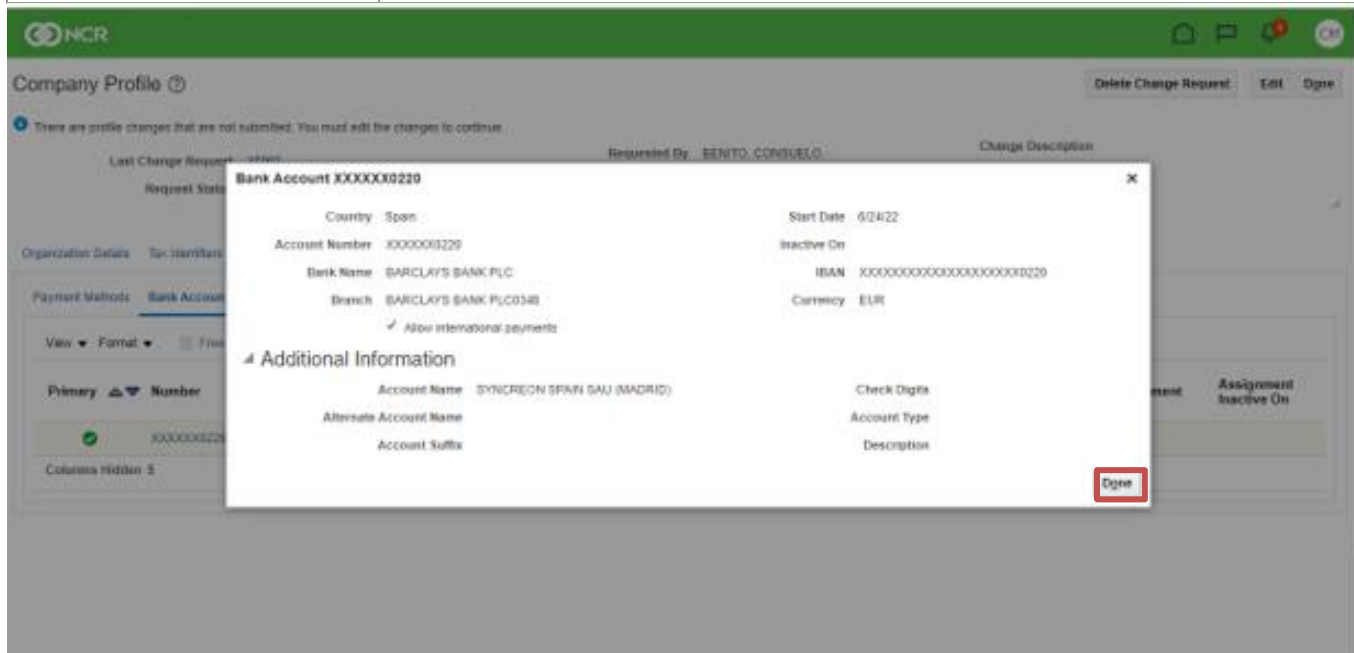
Payment Methods **Bank Accounts**

View Format Freeze Details Map

Primary	Number	IBAN	BC	Bank Branch Number	Currency	From Assignment Date	Assignment Inactive On
<input checked="" type="checkbox"/>	0000000000	0000000000	BP/CERAMCOX	0348	EUR	1/28/21	

Columns Hidden: 8

Process Step	Description
<b>4.1</b>	<p><b>Viewing &amp; Verifying Banking Details</b></p> <p><b>Click</b> on the truncated Bank Account Number hyperlink to view the various bank details in the popup.</p> <p><b>Click Done</b> to close the Bank Account window.</p>



Process Step	Description
4.2	<p><b>Viewing &amp; Verifying Banking Details</b></p> <p><b>IMPORTANT: In order for a payment to be issued to your company from Oracle Cloud for the first time, you must perform the following verification steps. Otherwise, your payments will be placed on hold.</b></p> <p>On the Company Profile Page, click <b>Edit</b> and select <b>Organization Details</b>.</p>

ERP Cloud - Financials - Cloud - x | Counsellink Vendors Analysis po... x | Manage Profile - Supplier Portal x

https://ejbz-dev1.fa.us6.oraclecloud.com/fscmUI/faces/FuseWelcome?\_afLoop=24116971954531142&\_afWindowMode=0&\_afWi...

NCR

Company Profile ?

Delete Change Request **Edit** Done

There are profile changes that are not submitted. You must edit the changes to continue.

Last Change Request 37002 Requested By BENITO, CONSUELO. Change Description  
Request Status Draft Request Date 6/27/22

**Organization Details** Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company SYNCREON SPAIN SAU (MADRID) Tax Organization Type Corporation  
Supplier Number 177374 Status Active  
Supplier Type Supplier Attachments None

Identification

D-U-N-S Number National Insurance Number  
Customer Number Corporate Web Site  
SIC

Corporate Profile

Year Established Chief Executive Title  
Mission Statement Chief Executive Name  
Principal Title  
Principal Name

Process Step	Description
<b>4.3</b>	<p><b>Viewing &amp; Verifying Banking Details</b></p> <p>After all the banking and tax details have been confirmed, select <b>Yes</b> in the <b>Supplier Bank Account Verified</b> flag drop-down menu within the <b>Additional Information</b> section.</p> <p><b>REMINDER:</b> If the banking information is incorrect or the flag is not marked as Yes, your payments will be placed on hold until the data is confirmed for accuracy.</p>

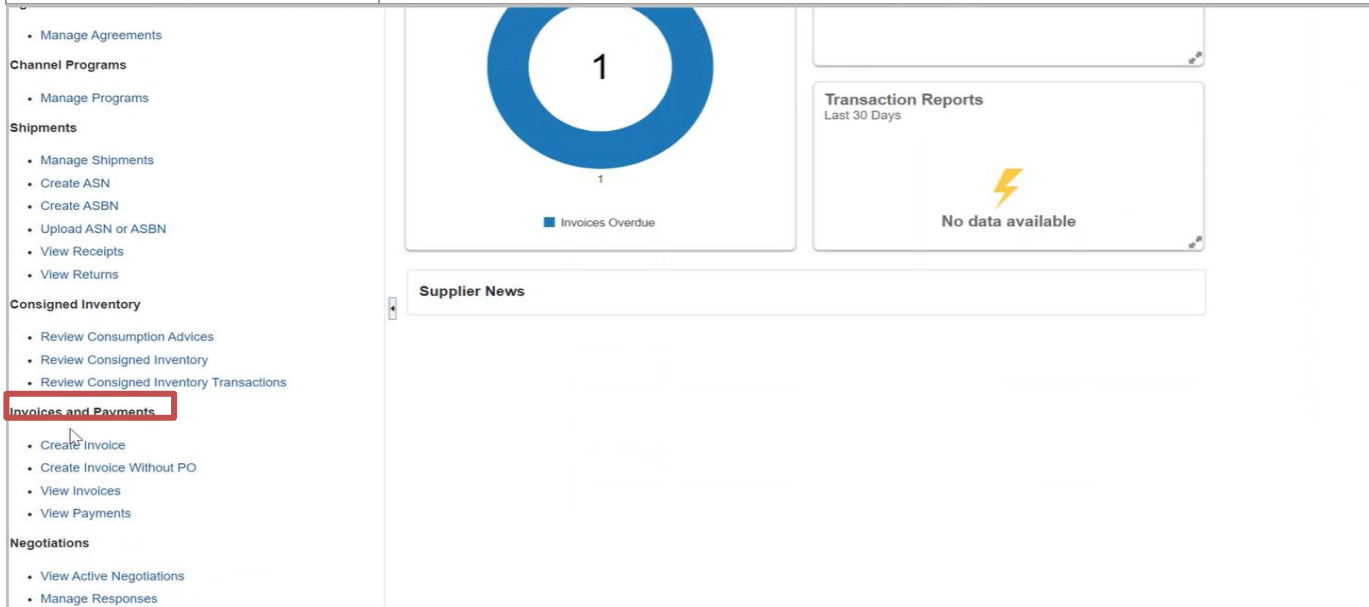
The screenshot shows the 'Edit Profile Change Request: 37002' interface. At the top, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below these is a 'Change Description' text area. A navigation bar includes tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', 'Business Classifications', and 'Products and Services'. The 'General' section contains fields for 'Supplier Name' (SYNCREON SPAIN SAU (MADRID)), 'Supplier Number' (177374), 'Supplier Type' (Supplier), 'Tax Organization Type' (Corporation), 'Status' (Active), and 'Attachments' (None). The 'Additional Information' section is highlighted with a red box around the 'Supplier Bank Account Verified' dropdown, which is set to 'Yes'. A red arrow points to this dropdown. The 'Identification' section includes fields for 'D-U-N-S Number', 'Customer Number', 'SIC', 'National Insurance Number', and 'Corporate Web Site'. The 'Corporate Profile' section is partially visible at the bottom.



Process Step	Description
4.4	<p><b>Viewing &amp; Verifying Banking Details</b></p> <p>After <b>Yes</b> is selected in the <b>Supplier Bank Account Verified</b> flag field, you will see the message confirming the verification option has been chosen.</p> <p><b>NOTE:</b> This selection signifies the bank account information is accurate and payments will be successfully processed without delay.</p>

The screenshot displays the 'Edit Profile Change Request' page for supplier 37002 in the Oracle Fusion Cloud Application. The page includes a header with the NCR logo and navigation tabs for Organization Details, Tax Identifiers, Addresses, Contacts, Payments, Business Classifications, and Products and Services. The 'General' section shows the supplier name 'SYNCREON SPAIN SAU (MADRID)', supplier number '177374', and supplier type 'Supplier'. The 'Additional Information' section features the 'Supplier Bank Account Verified' dropdown menu, which is currently set to 'Yes' and is highlighted with a red arrow and a callout box. Other fields include 'Tax Organization Type' (Corporation), 'Status' (Active), and 'Attachments' (None). The 'Identification' section contains fields for 'D-U-N-S Number', 'Customer Number', 'SIC', 'National Insurance Number', and 'Corporate Web Site'. The 'Corporate Profile' section includes 'Year Established' and 'Chief Executive Title'.

#### 4. Creating Invoice (Purchase Order Invoice)

Process Step	Description
1	<b>Creating Invoice (PO Invoice)</b> On the Supplier Portal homepage, go to <b>Tasks</b> then down to the <b>Invoices and Payments</b> section. Select <b>Create Invoice</b> .
 <p>The screenshot displays the Supplier Portal homepage. On the left is a sidebar menu with categories: Manage Agreements, Channel Programs, Shipments, Consigned Inventory, <b>Invoices and Payments</b> (highlighted with a red box), and Negotiations. The main content area features a large blue circular progress indicator with the number '1' in the center, labeled 'Invoices Overdue'. To the right of this is a 'Transaction Reports' section for the 'Last 30 Days', which shows 'No data available' with a lightning bolt icon. Below these is a 'Supplier News' section.</p>	

Process Step	Description
<b>2</b>	<b>Creating Invoice (PO Invoice)</b> Update the appropriate field including required fields noted by asterisk (*). Click the <b>Identifying PO</b> dropdown to select or search for a PO.

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO 2011780357 KJB INTEGRATED SOLUTIONS LLC US-01COLUMBUS

Supplier 2011780357 KJB INTEGRATED SOLUTIONS LLC US-01COLUMBUS

Taxpayer ID Search...

\* Supplier Site US-01COLUMBUS

Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank Account

Identifier Check Digit

Description

Attachments None

Tax Control Amount

\* Number

\* Date m/d/yy

\* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 31-0387920

Name NCR CORPORATION

Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line	
No data to display.							

Process Step	Description
<b>3</b>	<b>Creating Invoice (PO Invoice)</b> Once selected, applicable fields from the PO will auto-populate on the screen.

Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO 2011780357

Supplier KJB INTEGRATED SOLUTIONS LLC

Taxpayer ID

\* Supplier Site US-01COLUMBUS

Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Tax Control Amount

\* Number

\* Date m/d/yy

\* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

\* Customer Taxpayer ID 31-0387920

Name NCR CORPORATION

Address

Lines

View + x Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line	
No data to display.							

Process Step	Description
4	<b>Creating Invoice (PO Invoice)</b> Click the <b>Remit-to Bank Account</b> dropdown and select the bank.

Create Invoice ?

\* Identifying PO2011780357

SupplierKJB INTEGRATED SOLUTIONS LLC

Taxpayer ID

\* Supplier SiteUS-01COLUMBUS

Address328 BROWNSFELL DRIVE, COLUMBUS, OH 43235

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

AttachmentsNone

Tax Control Amount

\* Number

Datem/d/yy

\* TypeInvoice

Invoice CurrencyUSD - US Dollar

Payment CurrencyUSD - US Dollar

\* Customer Taxpayer ID31-0387920

NameNCR CORPORATION

Address

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classifica
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

Process Step	Description
5	<b>Creating Invoice (PO Invoice)</b> Update the appropriate remaining fields including <b>Number</b> , <b>Date</b> , <b>Type</b> and <b>Customer Taxpayer ID</b> which are required.

**NCR** Home Flags 3 KJ

Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO 2011780357  
 Supplier KJB INTEGRATED SOLUTIONS LLC  
 Taxpayer ID  
 \* Supplier Site US-01COLUMBUS  
 Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235  
 Supplier Tax Registration Number

Remit-to Bank Account XXXXX2502  
 Unique Remittance Identifier  
 Unique Remittance Identifier Check Digit  
 Description SUPPLIER PORTAL-PO  
 Attachments None +  
 Tax Control Amount

\* Number TESTPO1  
 \* Date 4/11/22  
 \* Type Invoice  
 Invoice Currency Credit memo  
 Payment Currency Invoice  
 Retainage release

Customer

\* Customer Taxpayer ID 31-0387920  
 Name NCR CORPORATION  
 Address

Lines

View + - Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classifica
		* Number	* Line	* Schedule	Number	Line				
No data to display.										

Process Step	Description
6	<b>Creating Invoice (PO Invoice)</b> In the <b>Lines</b> section, click the <b>Document icon</b> to select the PO lines.

Taxpayer ID  
 Supplier Site US-01COLUMBUS  
 Address 328 BROWNSFELL DRIVE, COLUMBUS, OH 43235  
 Supplier Tax Registration Number


Identifier  
 Unique Remittance Identifier Check Digit  
 Description SUPPLIER PORTAL-PO  
 Attachments None +  
 Tax Control Amount

Date 4/11/22  
 Type Invoice  
 Invoice Currency USD - US Dollar  
 Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 31-0387920  
 Name NCR CORPORATION  
 Address

Lines

View + -  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number	* Line	* Schedule	Number	Line				
1	Freight									
Total										

Process Step	Description
<b>7</b>	<b>Creating Invoice (PO Invoice)</b> Click the PO <b>Number</b> to view the PO.

The screenshot displays a software interface for creating an invoice. A modal window titled "Select and Add: Purchase Orders" is open, showing search results. The background form includes fields for Taxpayer ID, Supplier Site (US-01COLUMBUS), Address (328 BROWNSFELL DRIVE, COLUMBUS, OH 43235), and various currency settings (USD - US Dollar). The modal window shows a table with columns for Purchase Order Number, Line, Schedule, Consumption Advice, Supplier Item Number, Item Description, Ship-to Location, and Ordered. The table contains one row with the following data: Purchase Order Number 2011780357, Line 1, Schedule 1, Consumption Advice, Supplier Item Number, Item Description KJB Q4 deliverable..., Ship-to Location NCR US 800, and Ordered 19,500.00. The modal window also includes buttons for View, Detach, Select All, Apply, OK, and Cancel.

Process Step	Description
8	<b>Creating Invoice (PO Invoice)</b> The PO details will pop up on the screen.

**Purchase Order: 2011780357**

**Main**

**General**

Sold-to Legal Entity: NCR CORPORATION  
Bill-to BU: NCR US BU  
Order: 2011780357  
Revision: 4  
Status: Closed for Receiving  
Buyer: S. Chandrasekaran  
Creation Date: 2/9/22

Supplier: KJB INTEGRATED SOLUTIONS LLC  
Supplier Site: US-01COLUMBUS  
Supplier Contact: NCR US 800  
Bill-to Location: NCR US 800  
Ship-to Location: NCR US 800

Ordered: 19,500.00 USD

Description: Source Agreement Supplier Order Reference Number

**Terms** Notes and Attachments

Required Acknowledgment: None  
Payment Terms: Net 60 Days

Carrier: None  
Freight Terms: None  
FOB: None

Pay on receipt  
Confirming order

Process Step	Description
9	<b>Creating Invoice (PO Invoice)</b> Select the <b>PO</b> , then Click <b>OK</b> to close the PO window.

**Purchase Order: 2011780357**

**Main**

**General**

Sold-to Legal Entity: NCR CORPORATION  
Bill-to BU: NCR US BU  
Order: 2011780357  
Revision: 4  
Status: Closed for Receiving  
Buyer: S. Chandrasekaran  
Creation Date: 2/9/22

Supplier: KJB INTEGRATED SOLUTIONS LLC  
Supplier Site: US-01COLUMBUS  
Supplier Contact: NCR US 800  
Bill-to Location: NCR US 800  
Ship-to Location: NCR US 800

Ordered: 19,500.00 USD

Description: Source Agreement Supplier Order Reference Number

**Terms** Notes and Attachments

Required Acknowledgment: None  
Payment Terms: Net 60 Days

Carrier: None  
Freight Terms: None  
FOB: None

Pay on receipt  
Confirming order

**Lines** Schedules

Actions View Detach

Line	Item	Description	Status	Quantity	Pricing UOM	Price	Order
1	KJB Q4 deliverable...	Closed for...		19,500	19,500		

**OK**

Process Step	Description
10	<b>Creating Invoice (PO Invoice)</b> Click <b>Apply</b> to select the PO then <b>OK</b> to close the PO window.

The screenshot shows a software interface with a 'Select and Add: Purchase Orders' dialog box open. The dialog has a 'Search Results' section with a table containing one row: Purchase Order Number 2011780357, Line 1, Schedule 1, Item Description 'KJB Q4 deliverable...', Ship-to Location 'NCR US 800', Ordered amount 19,500.00, and Received amount 19,500.00. At the bottom of the dialog, the 'Apply' button is highlighted with a red box, along with 'OK' and 'Cancel' buttons. The background shows a partially visible 'Purchase Order' window with fields for Address, Lines, Summary Tax Lines, and Totals.

Process Step	Description
11	<b>Creating Invoice (PO Invoice)</b> Adjust the <b>Amount</b> or <b>Quantity</b> of the PO if needed for partial purchases as per the invoice.

The screenshot shows a 'Purchase Order' window. The 'Lines' section contains a table with the following columns: Line, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM, and Amount. The first line is highlighted in blue, showing 'KJB Q4 deliverables per att...' as the item description and 'NCR US 800' as the ship-to location. The 'Amount' column shows '19,500.00'. Two red arrows point to the 'Quantity' and 'Amount' columns, indicating where adjustments can be made. Below the lines section is a 'Summary Tax Lines' section with columns for Line, Regime, Tax Name, Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, and Amount. The background also shows fields for Customer Taxpayer ID and Address.



Process Step	Description
<b>11.1</b>	<b>Creating Invoice (PO Invoice)</b> Example of partial invoice application. Applying \$200 of \$19,500 PO (Purchase Order).

Customer Taxpayer 87920 Address

Lines

View + × ⌂ Cancel Line

Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Line		KJB Q4 deliverables per att...	NCR US 800						200.00
									200.00

Summary Tax Lines

View ▼


Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Process Step	Description
<b>12</b>	<b>Creating Invoice (PO Invoice)</b> Click the “+” to add additional lines if needed i.e., freight, miscellaneous, etc.

Lines

View + × ⌂ Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification
		* Number * Line * Schedule	Number Line				
2	Item	2011780... 1 1			KJB Q4 deliverables per att...	NCR US 800	
3	Freight						
1	Miscellaneous						
Total							

Process Step	Description
<b>13</b>	<b>Creating Invoice (PO Invoice)</b> <p>If tax is on the invoice, <b>click</b> the <b>Ship-to Location</b> dropdown to find the delivery location. Then <b>click</b> the <b>Tax Classification</b> dropdown to get the tax code. If the invoice does not contain tax, go to Process Step 15.</p> <p> The Ship-to Location will determine the tax code.</p>

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00
									5.00
									5.00
									210.00

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

Search and Select: Tax Classification dropdown menu options:

- Ae Ncr Interface - Recovery
- Ae Ncr Interface Rate
- Ae-0% Dom
- Ae-0% Exempt
- Ae-5% Dom-Std
- Ae-5% Import
- Ae-5% Interco
- Ae-5% Revch Gcc-Input
- Ae-5% Revch Gcc-Output

Process Step	Description
<b>14</b>	<b>Creating Invoice (PO Invoice)</b> <p>Enter the search criteria to perform a <b>Basic</b> search or click <b>Advanced</b> to perform an advanced search for the location code.</p>

Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		KJB Q4 deliverables per att...	NCR US 800						200.00
									5.00
									5.00
									210.00

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	Amount
No data to display.					

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Retainage	Invoice Amount
200.00	5.00	5.00	0.00	0.00	0.00	210.00
						Due 0.00

Search and Select: Tax Classification dialog box:

Search

Name

Code

Advanced

Search Reset

OK Cancel

Process Step	Description
<b>14.1</b>	<b>Creating Invoice (PO Invoice)</b> Enter the advanced search criteria and the key search information. Then click <b>Search</b> .

The screenshot shows the 'Search and Select: Tax Classification' dialog box. The 'Name' field is set to 'Starts with' and the 'Code' field is set to 'Contains' with the value 'oh'. The 'Search' button is highlighted with a red box. The background shows a table with columns: Line, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM, and \* Amount. The table has one row with 'KJB Q4 deliverables per att...' and a quantity of 200.00. The 'Summary Tax Lines' section shows 'No data to display.' The 'Totals' section shows 'Items 200.00', 'Freight 5.00', 'Miscellaneous 5.00', 'Inclusive Tax 0.00', 'Exclusive Tax 0.00', 'Retainage 0.00', 'Invoice Amount 210.00', and 'Due 0.00'.



Process Step	Description
<b>14.2</b>	<b>Creating Invoice (PO Invoice)</b> Select the <b>Name</b> for the appropriate tax code then click <b>OK</b> .

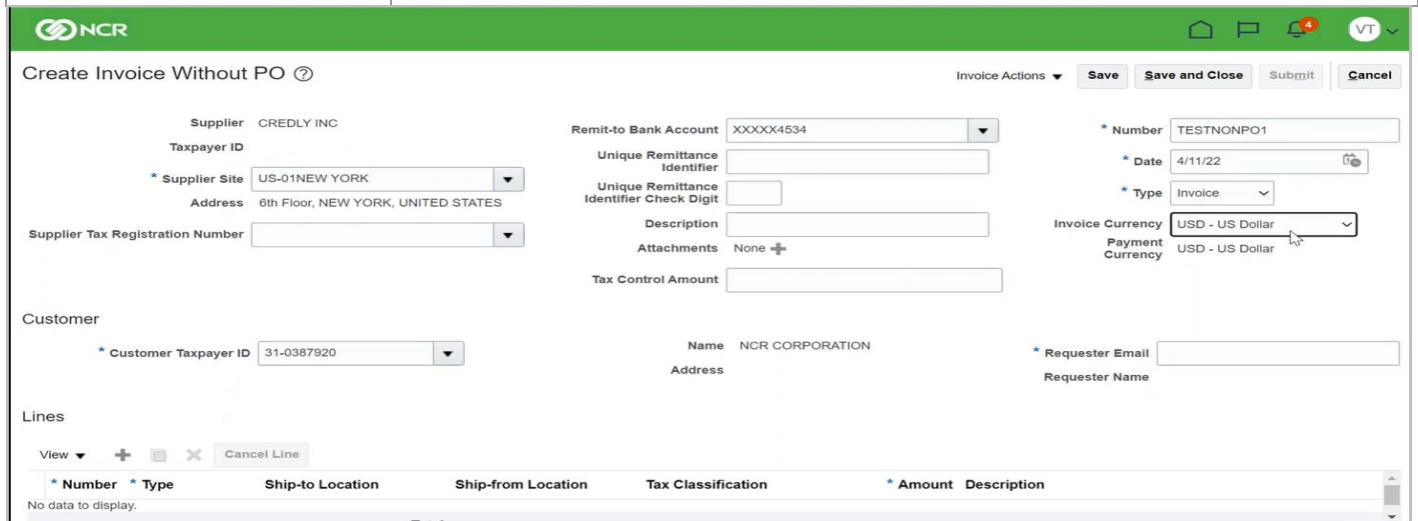
The screenshot shows the 'Search and Select: Tax Classification' dialog box. The 'Name' field is set to 'Starts with' and the 'Code' field is set to 'Contains' with the value 'oh'. The 'Search' button is highlighted with a red box. The background shows a table with columns: Line, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM, and \* Amount. The table has one row with 'KJB Q4 deliverables per att...' and a quantity of 200.00. The 'Summary Tax Lines' section shows 'No data to display.' The 'Totals' section shows 'Items 200.00', 'Freight 5.00', 'Miscellaneous 5.00', 'Inclusive Tax 0.00', 'Exclusive Tax 0.00', 'Retainage 0.00', 'Invoice Amount 210.00', and 'Due 0.00'.

Process Step	Description
<b>15</b>	<b>Creating Invoice (PO Invoice)</b> Select <b>Invoice Actions</b> : <b>Save</b> or <b>Save and Close</b> to view later, <b>Submit</b> or <b>Cancel</b> .

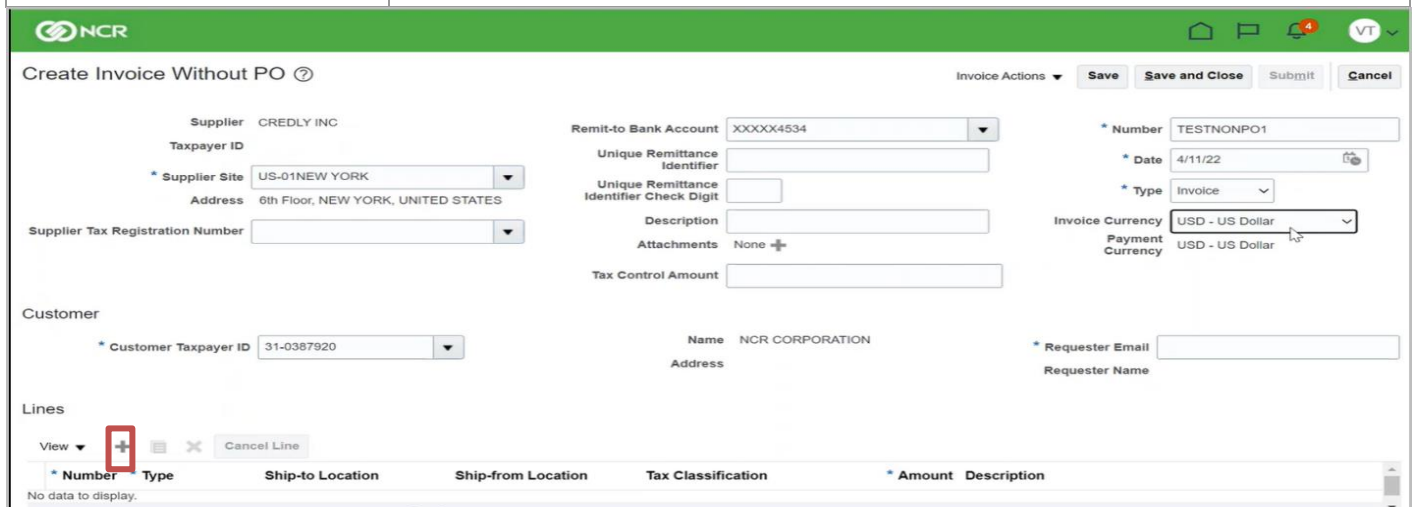
## 5. Creating Invoice without PO (Purchase Order)


Process Step	Description
<b>1</b>	<b>Creating Invoice without PO (Purchase Order)</b> On the Supplier Portal homepage, go to <b>Tasks</b> then down to <b>the Invoices and Payments</b> section then <b>click Create Invoice Without PO</b> .

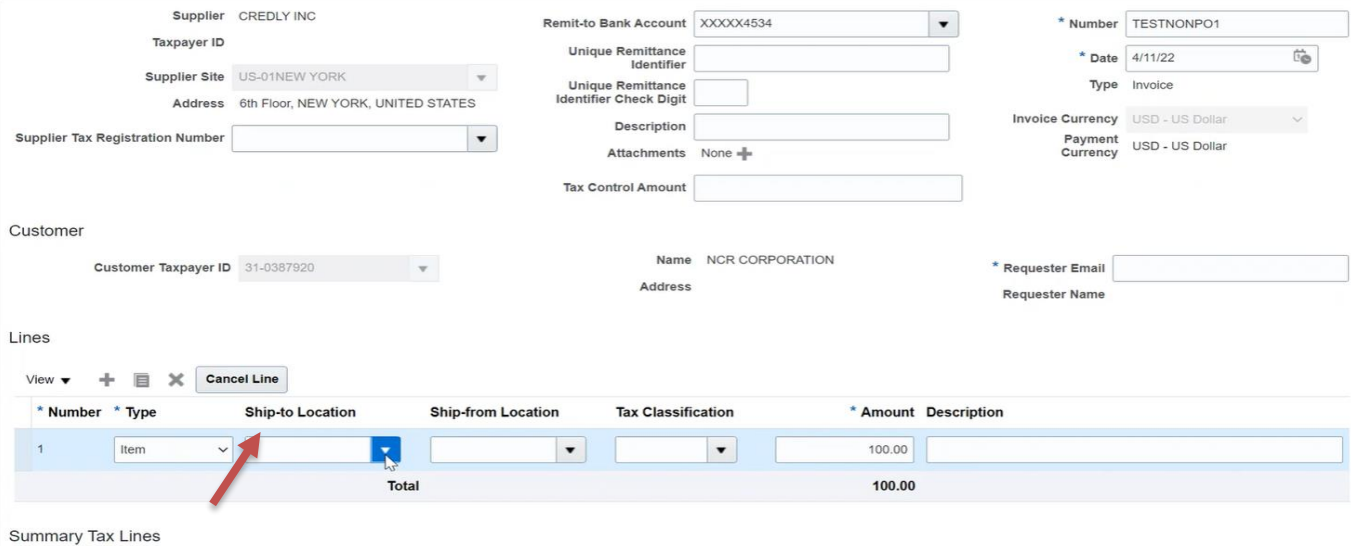
Process Step	Description
2	<b>Creating Invoice without PO (Purchase Order)</b> Enter the relevant information within the appropriate fields including required fields noted by asterisk (*).  A copy of the <b>invoice</b> is <b>required</b> as an <b>Attachment</b> .  In the <b>Requestor Email</b> field, enter the NCR contact's email address (approver). i.e., <a href="mailto:firstname.lastname@ncr.com">firstname.lastname@ncr.com</a> .



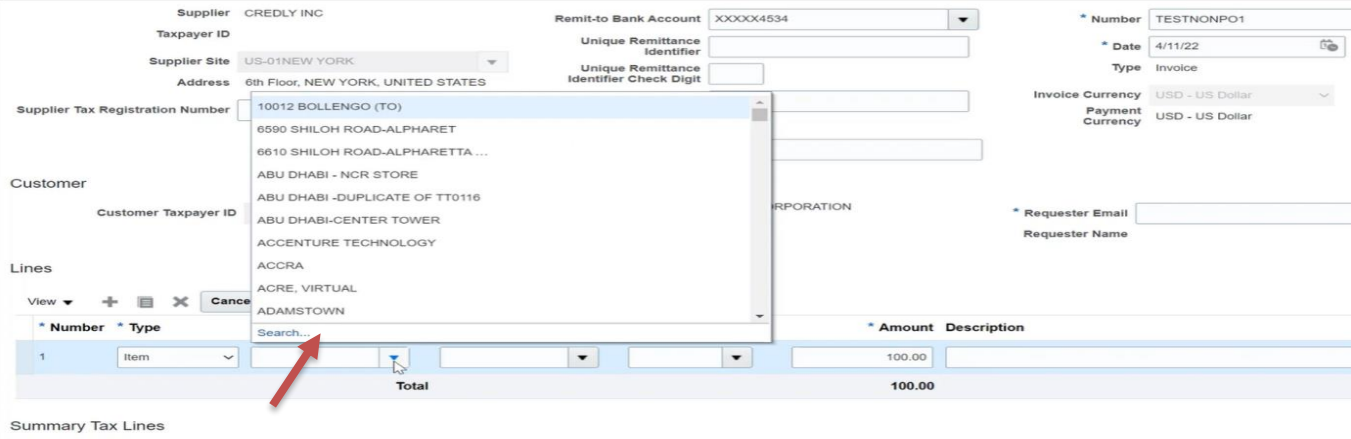
Process Step	Description
3	<b>Creating Invoice without PO (Purchase Order)</b> Click “+” to add line items in the <b>Lines</b> section. Enter the invoice detail lines.



Process Step	Description
4	<b>Creating Invoice without PO (Purchase Order)</b> If tax is on the invoice, <b>click the Ship-to Location</b> dropdown to find the delivery location. If the invoice does not contain tax, go to Process Step 5.9.  The Ship-to Location will determine the tax code.

Process Step	Description
5	<b>Creating Invoice without PO (Purchase Order)</b> Click <b>Search</b> to find the location.

Process Step	Description
<b>5.1</b>	<b>Creating Invoice without PO (Purchase Order)</b> Select <b>Advanced</b> for additional search options.

The screenshot shows the 'Search and Select: Ship-to Location' dialog box. The 'Advanced' tab is selected and highlighted with a red box. The dialog includes a search bar, a 'Name' field, and a 'Description' field. The 'Name' field is currently empty, and the 'Description' field contains the text 'No rows to display'. The 'Search' and 'Reset' buttons are visible. The background shows the main form with fields for Supplier (CREDLY INC), Taxpayer ID, Supplier Site (US-01NEW YORK), Address (6th Floor, NEW YORK, UNITED STATES), and various other identifiers and currencies.

Process Step	Description
<b>5.2</b>	<b>Creating Invoice without PO (Purchase Order)</b> Enter the <b>Name</b> search criteria.

The screenshot shows the 'Search and Select: Ship-to Location' dialog box. The 'Basic' tab is selected. The 'Name' field is highlighted with a red box, and a dropdown menu is open showing various search criteria options: 'Starts with', 'Ends with', 'Equals', 'Does not equal', 'Less than', 'Less than or equal to', 'Greater than', 'Greater than or equal to', 'Between', 'Not between', 'Contains', 'Does not contain', 'Is blank', and 'Is not blank'. The 'Name' field is currently empty, and the 'Description' field contains the text 'No rows to display'. The 'Search' and 'Reset' buttons are visible. The background shows the main form with fields for Supplier (CREDLY INC), Taxpayer ID, Supplier Site (US-01NEW YORK), Address (6th Floor, NEW YORK, UNITED STATES), and various other identifiers and currencies.



Process Step	Description
<b>5.3</b>	<b>Creating Invoice without PO (Purchase Order)</b> Enter the search information then click <b>Search</b> .

Supplier: CREDLY INC  
Taxpayer ID: [blank]  
Supplier Site: US-01NEW YORK  
Address: 6th Floor, NEW YORK, UNITED STATES  
Supplier Tax Registration Number: [blank]

Remit-to Bank Account: XXXXX4534  
Unique Remittance Identifier: [blank]  
Unique Remittance Identifier Check Digit: [blank]  
Description: [blank]

\* Number: TESTNONPO1  
\* Date: 4/11/22  
Type: Invoice  
Invoice Currency: USD - US Dollar  
Payment Currency: USD - US Dollar

Customer Taxpayer ID: 31-0387920

Search and Select: Ship-to Location

Search

\* Name: Contains [oh]

Search Reset Add Fields Reorder

Name Description

No rows to display

OK Cancel

Lines

* Number	* Type	Ship-to Location
1	Item	[blank]

Total: 100.00

Summary Tax Lines

Process Step	Description
<b>5.4</b>	<b>Creating Invoice without PO (Purchase Order)</b> Select the location then click <b>OK</b> .

Supplier: CREDLY INC  
Taxpayer ID: [blank]  
Supplier Site: US-01NEW YORK  
Address: 6th Floor, NEW YORK, UNITED STATES  
Supplier Tax Registration Number: [blank]

Remit-to Bank Account: XXXXX4534  
Unique Remittance Identifier: [blank]  
Unique Remittance Identifier Check Digit: [blank]  
Description: [blank]

\* Number: TESTNONPO1  
\* Date: 4/11/22  
Type: Invoice  
Invoice Currency: USD - US Dollar  
Payment Currency: USD - US Dollar

Customer Taxpayer ID: 31-0387920

Search and Select: Ship-to Location

Search

\* Name: Contains [oh]

Search Reset Add Fields Reorder

Name Description

6590 SHILOH ROAD-ALPHARET	
6610 SHILOH ROAD-ALPHARETTA ...	
COLUMBUS OH-150 E.CAMPUS	
DOHA	
DOHA WAREHOUSE	
HURON OH - SAWMILL PKWY.	
JOHANNESBURG-RIVONIA RD	
KAOSIUNG	
OHIO, VIRTUAL	
PRAGUE - ROHANSKE NABREZI	

OK Cancel

Lines

* Number	* Type	Ship-to Location
1	Item	[blank]

Total: 100.00

Summary Tax Lines



Process Step	Description
6	<b>Creating Invoice without PO (Purchase Order)</b> Select <b>Invoice Actions: Save</b> or <b>Save and Close</b> to view later, <b>Submit</b> or <b>Cancel</b> .

VT

Create Invoice Without PO ?

Supplier CREDLY INC

Taxpayer ID

Supplier Site US-01NEW YORK

Address 6th Floor, NEW YORK, UNITED STATES

Supplier Tax Registration Number

Remit-to Bank Account XXXXX4534

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description MYNCR TEST-REVIEW TAX

Attachments None

Tax Control Amount

\* Number TESTNONPO1

\* Date 4/11/22

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 31-0387920

Name NCR CORPORATION

Address

\* Requester Email letitia.johnson@ncr.com

Requester Name Letitia Johnson

Lines

View + Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item	OHIO, VIRTUAL		US OH TAX 7.5	100.00	

Process Step	Description
7	<b>Creating Invoice without PO (Purchase Order)</b> Once submitted, a confirmation will appear at the top of the screen.

The screenshot displays the NCR system interface. At the top, a green header bar contains the NCR logo and navigation icons. Below the header, a confirmation message is shown in a white box with a green checkmark: "Invoice TESTNONPO1 has been submitted." This message is highlighted with a red rectangle. To the right of the message are buttons for "Create Another" and "Done".

Below the confirmation message, the invoice details are displayed in a grid format:

<b>Supplier</b> CREDLY INC	<b>Remit-to Bank Account</b> XXXXX4534	<b>Number</b> TESTNONPO1
<b>Taxpayer ID</b>	<b>Unique Remittance Identifier</b>	<b>Date</b> 4/11/22
<b>Supplier Site</b> US-01NEW YORK	<b>Unique Remittance Identifier Check Digit</b>	<b>Type</b> Invoice
<b>Address</b> 6th Floor, NEW YORK, UNITED STATES	<b>Description</b> MYNCR TEST-REVIEW TAX	<b>Invoice Currency</b> USD
<b>Supplier Tax Registration Number</b>	<b>Attachments</b> None	<b>Payment Currency</b> USD
	<b>Tax Control Amount</b>	

**Customer**

<b>Customer Taxpayer ID</b> 31-0387920	<b>Legal Entity</b> NCR CORPORATION	<b>Requester Email</b> letitia.johnson@ncr.com
	<b>Address</b>	<b>Requester Name</b> Letitia Johnson

**Lines**

View ▾

Number	Type	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Amount	Description	Qua
1	ITEM	OHIO, VIRTUAL		US OH TAX 7.250%		100.00		
<b>Total</b>						<b>100.00</b>		

