

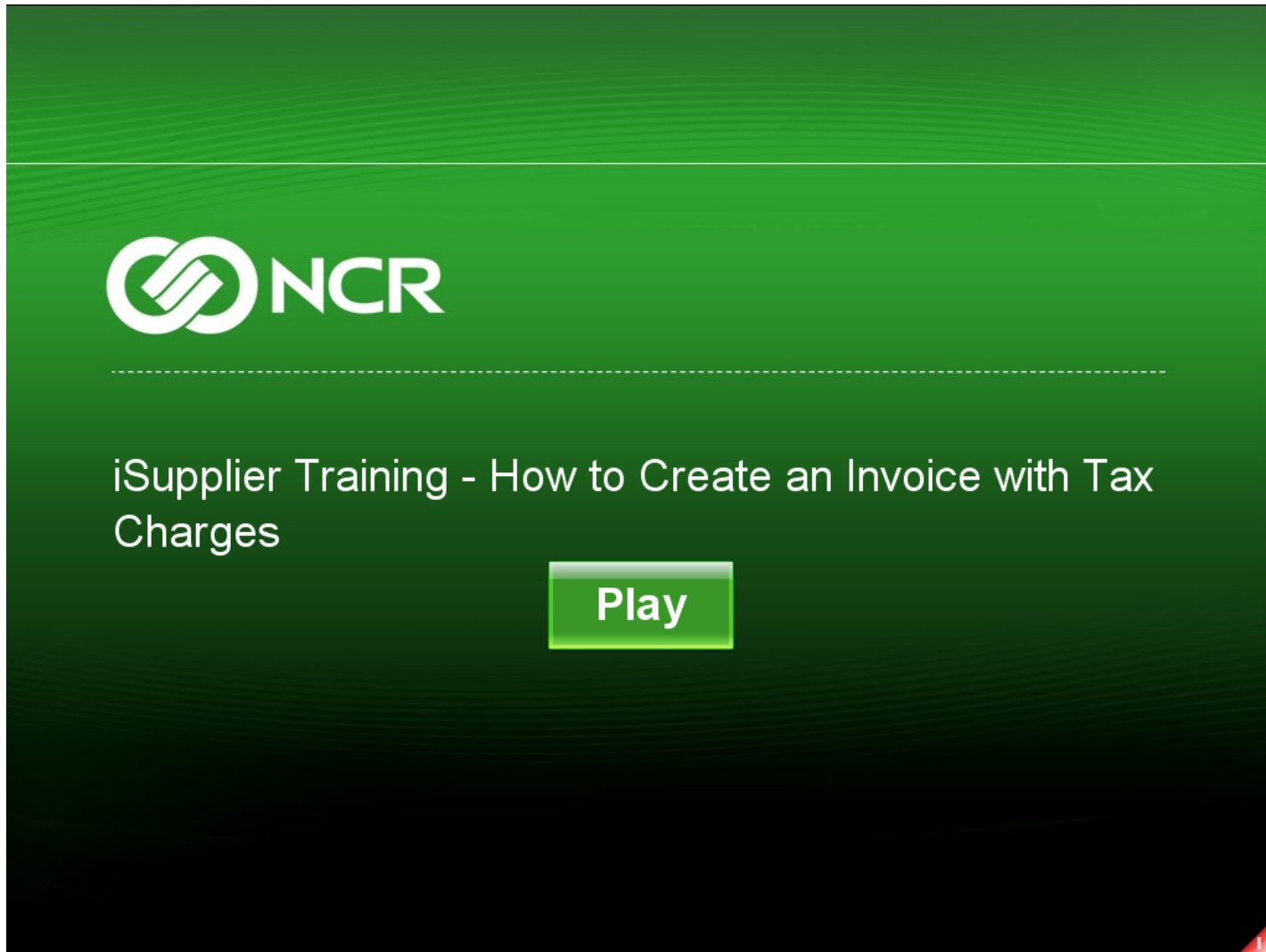
Slide 1



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 Tax Charges

Slide 3

The screenshot shows the iSupplier Portal interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Product', and 'Finance' tabs. Below this is a search bar with 'PO Number' selected. A green callout bubble with 'Click Here' points to the search bar. Below the search bar, there's a tip about stopping e-mail notifications and a note about Contract POs. A green circle highlights a link to the on-line help. A yellow callout bubble with 'Scenario #2 - How to Create an Invoice with Tax Charges' points to a link in the 'Notifications' section. The 'Notifications' section lists several messages related to purchase orders. The 'Orders At A Glance' section shows a table of purchase orders. The right sidebar contains links for 'Orders', 'Receipts', 'Invoices', and 'Payments'.

Scenario #2 - How to Create an Invoice with Tax Charges

Notifications

Subject	Date/Time
United States Operating Unit - Response to your change request for Standard Purchase Order 2010785417,2	04-12-2012 20:08:55
United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,5	04-12-2012 20:02:50
United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,4	04-12-2012 19:57:44
United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,3	
United States Operating Unit - Response to your change request for Standard Purchase Order 2010811218,2	

Orders At A Glance

PO Number	Description	Order Date
2010785417		04-12-2012 20:31:18
2010811218		04-12-2012 20:14:14
2010830996		04-12-2012 19:50:27
2010811451		04-12-2012 18:06:16
5000569378		04-12-2012 14:57:58

Orders

- [Purchase Orders](#)
- [Purchase History](#)
- [Shipments](#)
- [Delivery Schedules](#)
- [Overdue Receipts](#)
- [Advance Shipment Notices](#)

Receipts

- [Receipts](#)
- [Returns](#)
- [On-Time Performance](#)

Invoices

- [Invoices](#)

Payments

- [Payments](#)

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 4

NCR | iSupplier Portal

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 Date To

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go **Clear**

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**

Privacy Statement

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

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iSupplier Training - How to Create an Invoice with Tax 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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Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax 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 2010831071

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

Buyer

Organization

Advances and Financing

Click Here

Advanced Search

Select PO Number	Line Shipment	Advances or Item Financing	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=200&OAS Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 7

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: 2010831071

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

Buyer:

Organization:

Advanced Search

Click Here

Select Items: Add to Invoice

Select All Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
☐	2010831071	1	1	☐	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		9	0	0	Each	2.35	USD	UNITEDSTATES-001	United States Operating Unit		
☐	2010831071	1	2	☐	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		12	0	0	Each	2.35	USD	UNITEDSTATES-001	United States Operating Unit		
☐	2010831071	2	2	☐	INT. TRAY ACCESSORIES - G11	7458-K310-V002	47	0	0	Each	68.86	USD	UNITEDSTATES-001	United States Operating Unit		

javascript:tableSelectAll('N53')

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iSupplier Training - How to Create an Invoice with Tax Charges

Slide 8

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: 2010831071

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

Buyer:

Organization:

Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice

Select All Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
☒	2010831071	1	1	☐	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		9	0	0	Each	2.35	USD	UNITEDSTATES-001	United States Operating Unit		
☒	2010831071	1	2	☐	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		12	0	0	Each	2.35	USD	UNITEDSTATES-001	United States Operating Unit		
☒	2010831071	2	2	☐	INT. TRAY ACCESSORIES - G11	7458-K310-V002	47	0	0	Each	68.86	USD	UNITEDSTATES-001	United States Operating Unit		

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 9

NCR | iSupplier Portal

Navigator Favorites Home Logout Preferences

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 Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number

* Invoice Date 04-25-2012 (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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 10

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 **Remit To** **Go**

Results

Select **Quantity** **Supplier** **Remit To** **Address** **Organization**

No search conducted.

Cancel **Select**

Step 2 of 4 **Next**

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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 11

Search and Select: Remit To

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: Remit To %

Results

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

Cancel Select

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 12

Search and Select: Remit To

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: Remit To %

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
☐		MANUFACTURED ASSEMBLIES CORPORATION	EDI-BUFORD	1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518	United States Operating Unit
☐		MANUFACTURED ASSEMBLIES CORPORATION	EDI-DAYTON	DEPT 8200 PO BOX 1825 DAYTON OH 45401-1825	United States Operating Unit
☐		MANUFACTURED ASSEMBLIES CORPORATION	ISP-2 COLUMBUS	PO BOX 713163 COLUMBUS OH 43271-3163	United States Operating Unit
☐		MANUFACTURED ASSEMBLIES CORPORATION	ISP-BUFORD	1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518	United States Operating Unit
☐		MANUFACTURED ASSEMBLIES CORPORATION	ISP-DAYTON 3	7484 WEBSTER ST DAYTON OH 45414	United States Operating Unit
☐		MANUFACTURED ASSEMBLIES CORPORATION	P2-DAYTON	MANUFACTURED ASSEMBLIES CORPORATION 7484 WEBSTER STREET DAYTON OH 45414	United States Operating Unit
☐		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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9		9	2.35	Each 21.15

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 13

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

Search and Select: Remit To

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: Remit To % Go

Results

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

Done Local intranet 100%

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9		2.35	Each	21.15

Done. Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 14

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

Supplier

* Supplier MANUFACTURED ASSEMBLIES CORPORATION

Tax Payer ID

* Remit To SP-BUFORD

Address 1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

* 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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

Done. Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 15

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 **1810 SATELLITE BOULEVARD SUITE 500**

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number **2010831071**

* Invoice Date **04-25-2012**

Invoice Type **Invoice**

Currency **USD**

Invoice Description

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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

Done.

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 16

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: 1810 SATELLITE BOULEVARD SUITE 500 BUFORD GA 30518

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number: 2010831071

* Invoice Date: 04-25-2012

Invoice Type: Invoice

Currency: USD

Invoice Description: Example ISP Invoice with Tax

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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

Done.

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 17

The screenshot shows the 'iSupplier Portal' interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Product', and 'Finance' tabs. Below this, a sub-navigation bar includes 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Add Attachment' and contains two sections: 'Attachment Summary Information' and 'Define Attachment'. The 'Attachment Summary Information' section has fields for 'Title', 'Description', and 'Category' (set to 'From Supplier'). The 'Define Attachment' section has radio buttons for 'File' (selected), 'URL', and 'Text'. To the right of these are input fields and a 'Browse...' button. A green callout bubble with the text 'Click Here' points to the 'Browse...' button. A red dashed line with a circular arrow at the end points from the 'Browse...' button to a 'File and path input' field. At the bottom of the 'Define Attachment' section, there are 'Cancel', 'Add Another', and 'Apply' buttons. The footer of the page includes a 'Privacy Statement' link, a copyright notice 'Copyright (c) 2006, Oracle. All rights reserved.', and a status bar showing 'Done', 'Local intranet', and '100%'.

iSupplier Portal

Home Orders Shipments Product Finance

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category **From Supplier**

Define Attachment

Type ☒ File ☐ URL ☐ Text

Click Here

Browse...

File and path input

Cancel Add Another Apply

Privacy Statement

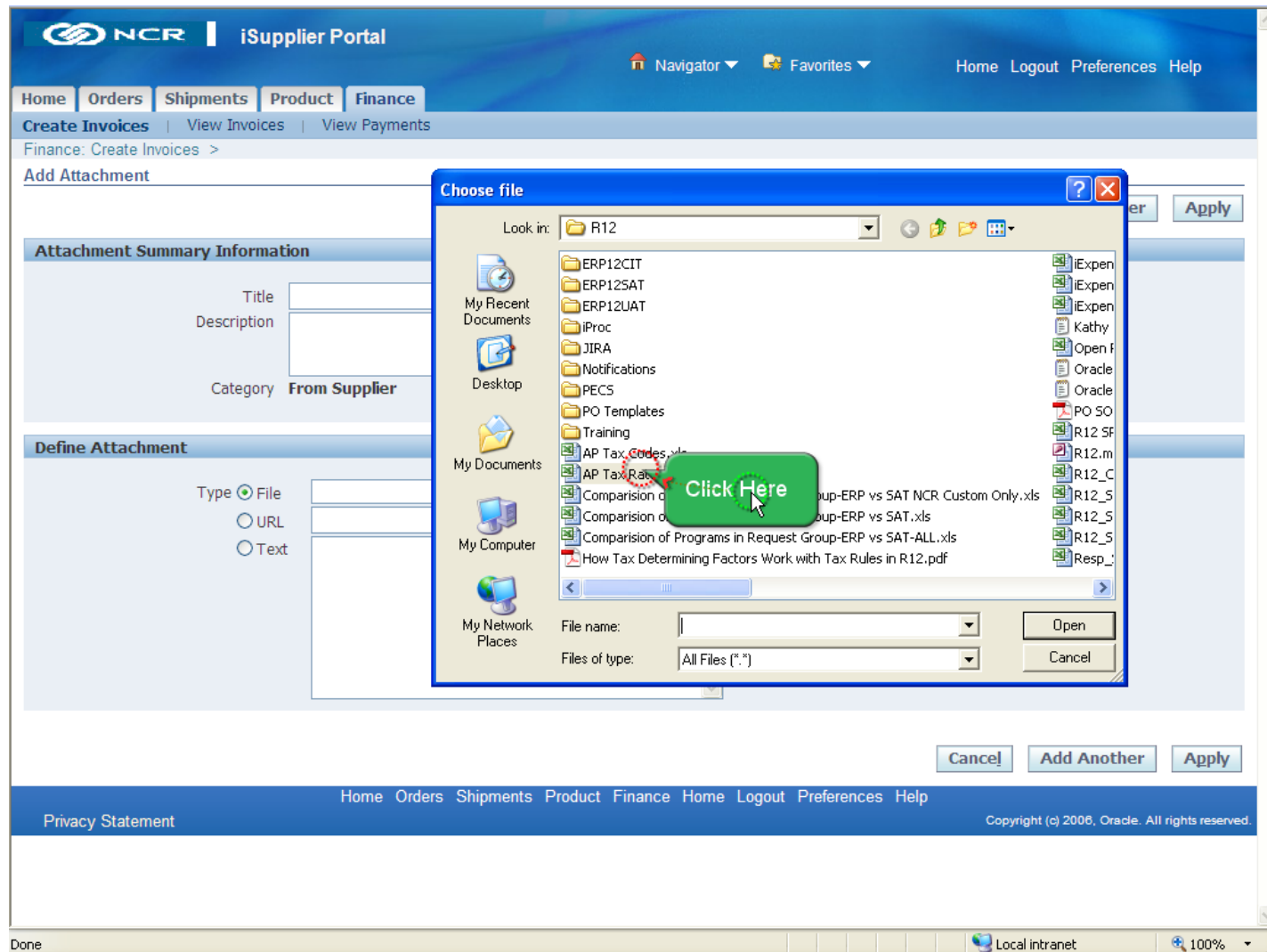
Home Orders Shipments Product Finance Home Logout Preferences Help

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Done Local intranet 100%

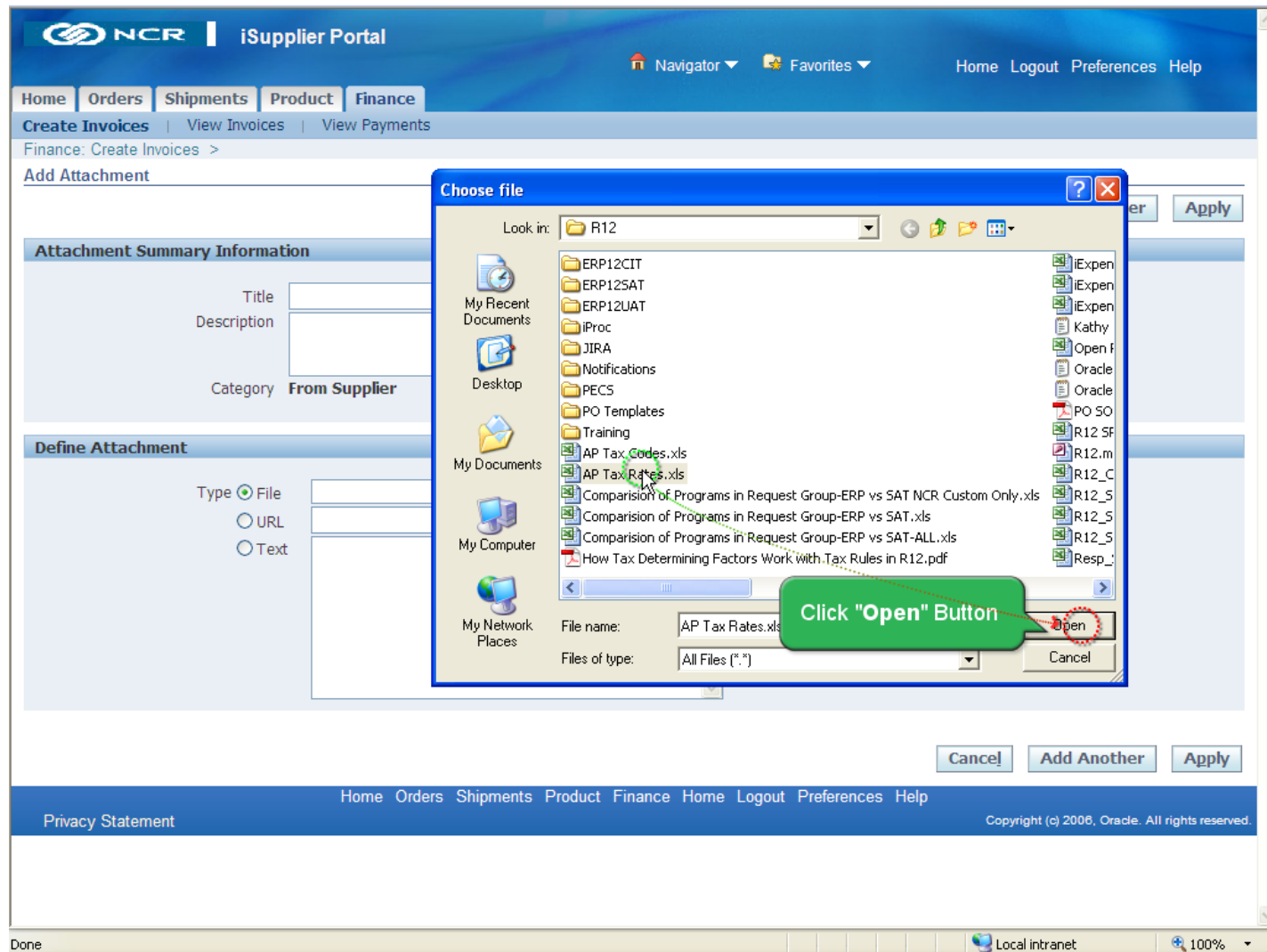
iSupplier Training - How to Create an Invoice with Tax Charges

Slide 18



iSupplier Training - How to Create an Invoice with Tax Charges

Slide 19



iSupplier Training - How to Create an Invoice with Tax Charges

Slide 20

NCR | iSupplier Portal

Home Orders Shipments Product Finance

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title

Description

Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Text

C:\Documents and Settings\ds250216\My Documents\SF

Cancel Add Another Apply

Privacy Statement 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 Tax Charges

Slide 21

NCR | iSupplier Portal

Home Orders Shipments Product Finance

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Invoice Attachment

Description Attachment Description

Category From Supplier

Define Attachment

Type ☒ File C:\Documents and Settings\ds250216\My Documents\SF Browse...

☐ URL

☐ Text

Cancel Add Another Apply

Privacy Statement 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 Tax Charges

Slide 22

NCR | iSupplier Portal

Home Orders Shipments Product Finance

Create Invoices | View Invoices | View Payments

Finance: Create Invoices >

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Invoice Attachment

Description Adding invoice attachment to verify product / service pricing, freight, miscellaneous and tax charges. Multiple invoice attachments are allowed.

Category From Supplier

Define Attachment

Type ☒ File ☐ URL ☐ Text

C:\Documents and Settings\ds250216\My Documents\SF Browse...

Cancel Add Another Apply

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/fnd/framework/attachments/webui/FND_ATTACH_I Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 23

NCR | iSupplier Portal

Navigator Favorites Home Logout Preferences

Home Orders Shipments Product Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation
Attachment Invoice Attachment has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

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

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number 2010831071

* Invoice Date 04-25-2012
(example: 04-25-2012)

Invoice Type Invoice

Currency USD

Invoice Description Example ISP Invoice with Tax

PSA Project

Note from AP

Attachment Attachment List... 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
-----------	------	----------	------------------	----------------------	---------	--------------------	----------	------------	------------

Done Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 24

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

Cancel Select

Type "%" Here

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 25

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 %I 60

Results

Select	Quick Select	Registration Number	Legal Entity	Legal Category	Country Of Registration	Legal Address
No search conducted.						

Click Here

Cancel Select

Done

Local intranet 100%

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9		2.35	Each	21.15

Done

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 26

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 %

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

Cancel Select

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9		9	2.35	Each 21.15

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 27

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] % [Go]

Results

Select	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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9		9	2.35	Each 21.15

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 28

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

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number **2010831071**

* Invoice Date **04-25-2012**

Invoice Type **Invoice**

Currency **USD**

Invoice Description **Example ISP Invoice with Tax**

PSA Project

Note from AP

Attachment [Attachment List...](#) [Add...](#)

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

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
			POC - 4 METER POAIF							

Done.

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 29

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

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9	2.35	Each	21.15
2010831071	1	2	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	12	12	2.35	Each	28.2
2010831071	2	2	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	47	47	68.86	Each	3236.42
2010831071	5	1	SCER - THD English Canadian PS/2 BigTicket Keyboard Keytips and Checksheet (Beige)	497-0431242	UNITEDSTATES-001	4	4	6.91	Each	27.64
2010831071	3	2	INTEGRATION TRAY G11	7458-K300-V002	UNITEDSTATES-001	48	48	141.66	Each	6799.68
2010831071	3	1	INTEGRATION TRAY G11	7458-K300-V002	UNITEDSTATES-001	250	250	141.66	Each	35415
2010831071	4	1	RealPOS 80c Peripheral Integration Tray Kit		UNITEDSTATES-001	1	1	62.94	Each	62.94
2010831071	2	1	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	250	250	68.86	Each	17215

Shipping and Handling

Charge Type	Amount	Description
No results found.		

[Add Row](#)

[Click Here](#)

[Cancel](#) [Back](#) Step 2 of 4 [Next](#)

Home Orders Shipments Product Finance Home Logout Preferences

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Done. Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 30

The screenshot shows the 'iSupplier Portal' interface. At the top, there's a navigation bar with 'Home', 'Orders', 'Shipments', 'Product', and 'Finance' tabs. Below this is a sub-navigation bar with 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar indicates four steps: 'Purchase Orders', 'Details', 'Manage Tax' (current step), and 'Review and Submit'. The main heading is 'Create Invoice: Manage Tax'. On the right, there are buttons for 'Cancel', 'Save', 'Back', 'Next', and 'Submit', along with 'Step 3 of 4'. The form is divided into three main sections: 'Supplier', 'Invoice', and 'Customer'. The 'Supplier' section includes fields for Supplier (* MANUFACTURED ASSEMBLIES CORPORATION), Tax Payer ID, Remit To (* ISP-BUFORD), Address, Remit To Bank Account (963949780), Unique Remittance Identifier, and Remittance Check Digit. The 'Invoice' section includes Invoice Number (* 2010831071), Invoice Date (* 04-25-2012), Invoice Type (Standard), Currency (* USD), and Invoice Description (Example iSP Invoice with Tax, PSA Project, Note from AP, Attachment [Attachment List...](#)). The 'Customer' section includes Customer Tax Payer ID (* SYS13033), Customer Name (United States Legal Entity), and Address (NCR CORPORATION Attn: Accounts Payable US 3097 SATELLITE BLVD, BUILDING 700 DULUTH 30096). Below these is the 'Summary Tax Lines' section with a 'Calculate' button. It contains a table with columns: Summary Tax Line Number, Tax Regime Code, Tax, Tax Status Code, Tax Jurisdiction Code, Tax Rate Code, Tax Rate, Tax Amount, and Line Status. The first row shows: 1, US-Tax, USTAX-SALES, STANDARD, [blank], US TAX 6%, 6, 8.4, Active. At the bottom is the 'Items' section with columns: Supplier Item, Available, Quantity To, and Unit. The status bar at the very bottom shows 'Done' and 'Local intranet'.

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 **2010831071**

* Invoice Date **04-25-2012**

Invoice Type **Standard**

* Currency **USD**

Invoice Description **Example iSP Invoice with Tax**
PSA Project
Note from AP
Attachment [Attachment List...](#)

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	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	US-Tax	USTAX-SALES	STANDARD		US TAX 6%	6	8.4	Active

Items

Supplier Item	Available	Quantity To	Unit
---------------	-----------	-------------	------

Done Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 31

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		Invoice	
* Supplier	MANUFACTURED ASSEMBLIES CORPORATION	* Invoice Number	2010831071
Tax Payer ID		* Invoice Date	04-25-2012
* Remit To	ISP-BUFORD	Invoice Type	Standard
Address		* Currency	USD
Remit To Bank Account	963949780	Invoice Description	Example iSP Invoice with Tax
Unique Remittance Identifier			PSA Project
Remittance Check Digit			Note from AP
			Attachment Attachment List...

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

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	US-Tax	USTAX-SALES	STANDARD		US TAX 6%	6	8.4	Active

Search for Tax Rate Code

Items										
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9.00	Each	2.35	21.15
2010831071	1	2	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	12	12.00	Each	2.35	28.20

http://sun5562.daytonoh.ncr.com:8021/OA_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/MatchedInvoicePG&_ri=2

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 32

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9.00	Each	2.35	21.15
2010831071	1	2	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	12	12.00	Each	2.35	28.20
2010831071	2	2	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	47	47.00	Each	68.86	3,236.42
2010831071	5	1	SCER - THD English Canadian PS/2 BigTicket Keyboard Keytips and Checksheet (Beige)	497-0431242	UNITEDSTATES-001	4	4.00	Each	6.91	27.64
2010831071	3	2	INTEGRATION TRAY G11	7458-K300-V002	UNITEDSTATES-001	48	48.00	Each	141.66	6,799.68
2010831071	3	1	INTEGRATION TRAY G11	7458-K300-V002	UNITEDSTATES-001	250	250.00	Each	141.66	35,415.00
2010831071	4	1	RealPOS 80c Peripheral Integration Tray Kit		UNITEDSTATES-001	1	1.00	Each	62.94	62.94
2010831071	2	1	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	250	250.00	Each	68.86	17,215.00

Charge Type	Amount	Description
No results found.		

Invoice Summary	
Items	62,806.03
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
	8.40
Recalculate Total	62,814.43

Click Here

Cancel Save Back Step 3 of 4 Next Submit

Home Orders Shipments Product Finance Home Logout Preferences Help

Local intranet 100%

iSupplier Training - How to Create an Invoice with Tax Charges

Slide 33


iSupplier Portal

 Navigator
  Favorites
 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 **2010831071-DC128877**
 * Invoice Date **04-25-2012**
 Invoice Type **Standard**
 * Currency **USD**
 Invoice Description **Example iSP Invoice with Tax**
 PSA Project
 Note from AP
 Attachment [Attachment List...](#)

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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9.00	Each	2.35	21.15
2010831071	1	2	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	12	12.00	Each	2.35	28.20
2010831071	2	2	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	47	47.00	Each	68.86	3,236.42
2010831071	5	1	SCER - THD English Canadian PS/2 BigTicket Keyboard Keytips and Checksheet (Beige)	497-0431242	UNITEDSTATES-001	4	4.00	Each	6.91	27.64
2010831071	2	2	INTEGRATION TRAY G11	7458-K310-V002	UNITEDSTATES-001	48	48.00	Each	144.00	6,912.00

Done

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iSupplier Training - How to Create an Invoice with Tax Charges

Slide 34

2010831071	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9.00	Each	2.35	21.15
2010831071	2	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	12	12.00	Each	2.35	28.20
2010831071	2	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	47	47.00	Each	68.86	3,236.42
2010831071	5	SCER - THD English Canadian PS/2 BigTicket Keyboard Keytips and Checksheet (Beige)	497-0431242	UNITEDSTATES-001	4	4.00	Each	6.91	27.64
2010831071	3	INTEGRATION TRAY G11	7458-K300-V002	UNITEDSTATES-001	48	48.00	Each	141.66	6,799.68
2010831071	3	INTEGRATION TRAY G11	7458-K300-V002	UNITEDSTATES-001	250	250.00	Each	141.66	35,415.00
2010831071	4	RealPOS 80c Peripheral Integration Tray Kit		UNITEDSTATES-001	1	1.00	Each	62.94	62.94
2010831071	2	INT. TRAY ACCESSORIES - G11	7458-K310-V002	UNITEDSTATES-001	250	250.00	Each	68.86	17,215.00

Shipping and Handling	
Charge Type	Amount Description
No results found.	

Summary Tax Lines						
Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
US-Tax	USTAX-SALES	STANDARD		US TAX 6%	6	8.4

Invoice Summary	
Items	62,806.03
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Total (US)	62,806.03

Click Here

Cancel Save Back Step 4 of 4 Submit

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/SubmitMatchedInvPG&_r

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iSupplier Training - How to Create an Invoice with Tax Charges

Slide 35

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**

Confirmation

Invoice 2010831071-DC128877 was submitted to our Accounts Payable department on 04-25-2012. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 2010831071-DC128877

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

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 **2010831071-DC128877**

* Invoice Date **04-25-2012**

Invoice Type **Standard**

* Currency **USD**

Invoice Description **Example iSP Invoice with Tax**

PSA Project

Note from AP

Attachment [Attachment List...](#)

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
2010831071	1	1	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	9	9.00	Each	2.35	21.15
2010831071	1	2	POS; 4 METER POWER EXTENSION CABLE W/ IEC CONNECTORS		UNITEDSTATES-001	12	12.00	Each	2.35	28.20

Done

Local intranet 100%

Slide 36

