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Oracle iSupplier Web Invoicing



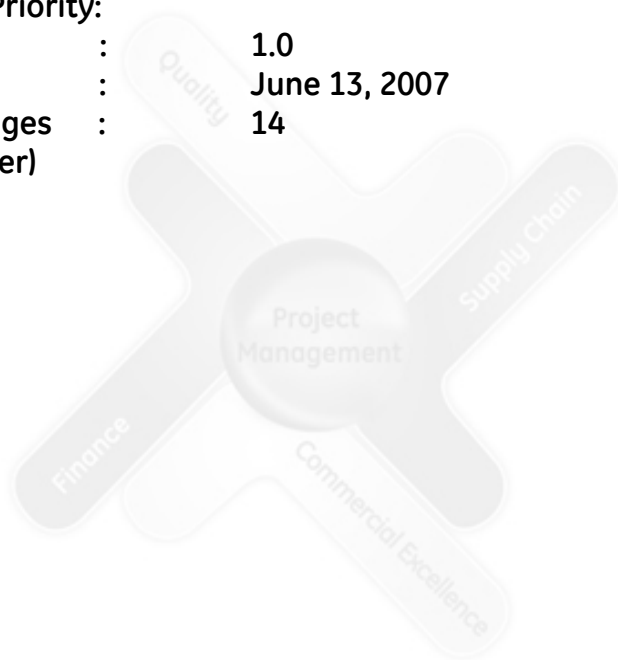
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Revision History

Date	Version No.	Revised By	Reason for Revision





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Process Overview

The Oracle iSupplier portal is a collaborative application that enables suppliers and the buying companies to communicate with each other. It provides suppliers real-time access to information, such as Purchase Orders (PO) and delivery schedules. Using this portal, suppliers can respond to a buying company with order acknowledgments, change requests, shipment notices, and other planning details.

The Oracle iSupplier module also allows the supplier to accept Purchase Orders, request changes to Purchase Orders, create Advanced Shipment Notifications, Create Invoices, and view status and payment information on submitted invoices.



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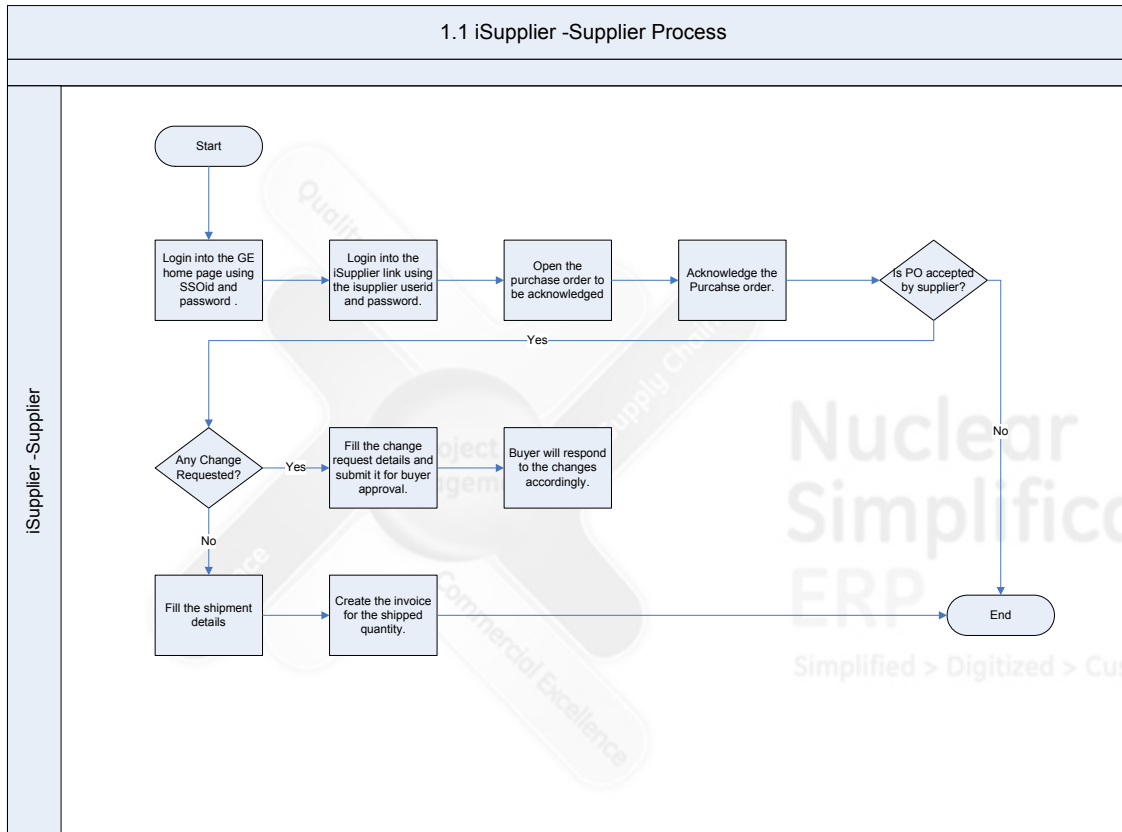
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Process Map

This section provides a step-by-step flow of the entire business process. Each process step has an associated process step number.





1.1 Create and View Invoice

1.1.1 Click the **Account** tab. The Invoices window is displayed.

Note: Advanced Shipment Notices should be created prior to creating Invoices (see training documentation titled Nuclear Energy Oracle ERP Supplier Training – Oracle iSupplier ASN.doc).

1.1.2 Click the **Create Standard Invoice** button. The Create Invoice: Purchase Orders window is displayed.





- 1.1.3 Type the relevant PO number in the Purchase Order Number field.
- 1.1.4 Click the **Go** button. The search results are displayed.

ORACLE iSupplier Portal

Home | Orders | Shipments | Account

Create Invoices | View Invoices | View Payments

Purchase Orders | Lines to Invoice | General Information | Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier: GE INDUSTRIAL SYSTEM

Purchase Order Number:

Purchase Order Date: (example: 12-Apr-2007)

Buyer:

Organization:

Select	Quick Invoice	Supplier PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Cost	Ship To	Organization
No search conducted.															

TIP For one item select Quick Invoice. Quantities or amounts will be specified later.

Cancel Step 1 of 4 Next

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- 1.1.5 Select the relevant Purchase Order under the Select column.
- 1.1.6 Click on the Add Items to Invoice List button
- 1.1.7 Click the **Next** button. The Create Invoice: Lines to Invoice window is displayed.

ORACLE iSupplier Portal

Create Invoice: Purchase Orders

Search

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Supplier: GE INDUSTRIAL SYSTEM

Purchase Order Number: []

Purchase Order Date: [] (example: 13-Apr-2007)

Buyer: []

Organization: []

Go Clear

Select Items: **Add Items to Invoice List**

Select	Quick Invoice	Supplier	PO Number	Line	Shipments	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Cur	Ship To	Organization
<input type="checkbox"/>		GE INDUSTRIAL SYSTEMS	437000132	1	1	Safety item	AA00AA000		6	0	12	EACH	10.00 USD	Beijing (GEE) CN	OU_NE_US	
<input type="checkbox"/>		GE INDUSTRIAL SYSTEMS	437000136	1	1	SAFETY CODE ITEM	AA00AA001		12	0	2	FEET	100.00 USD	GE-H LLC BRIDGEVILLE	OU_NE_US	
<input type="checkbox"/>		GE INDUSTRIAL SYSTEMS	437000054	1	1	Safety item	AA00AA000		10000	0	0	EACH	10.00 USD	GE-H LLC WILMINGTON	OU_NE_US	
<input type="checkbox"/>		GE INDUSTRIAL SYSTEMS	437000052	1	1	Safety item	AA00AA000		12	0	0	EACH	10.00 USD	GE-H LLC BRIDGEVILLE	OU_NE_US	
<input type="checkbox"/>		GE INDUSTRIAL SYSTEMS	437000052	2	1	Safety item	AA00AA000		12	0	0	EACH	10.00 USD	GE-H LLC SAN JOSE	OU_NE_US	





- 1.1.8 Type the relevant tax amount in the Amount (USD) field.
- 1.1.9 If required, insert the Freight amount (USD) in the field.
- 1.1.10 Click the **Next** button. The Create Invoice: General Information window is displayed.

ORACLE iSupplier Portal Home Logout Preferences Help

Home Orders Shipments Account

Create Invoices | View Invoices | View Payments

Purchase Orders **Lines to Invoice** General Information Review and Submit

Create Invoice: Lines to Invoice Cancel Back Step 2 of 4 Next

* Indicates required field
 USD = US Dollar
 Supplier Name **GE GLOBAL RESEARCH**

Purchase Order Items Selected

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ship To	Quantity Ordered	Quantity Received	Quantity Invoiced	Quantity to Invoice	UOM	Unit Price	Amount	Taxable	Remove
437000661	1	1	TE	TE		GNF-A WILMINGTON	50	5	0	50	EACH	50.00	2500.00	<input checked="" type="checkbox"/>	

Other Charges Previous 1-1 Next 1

Line Charge Type	Amount (USD)	Description	Remove
Tax	<input type="text"/>	<input type="text"/>	
Freight	<input type="text"/>	<input type="text"/>	

Invoice Summary

Subtotal **0.00**





- 1.1.11 Type the relevant invoice number in the Invoice Number field.
- 1.1.12 Select the invoice date **Invoice Date** calendar icon.
- 1.1.13 Type the description of the invoice in the Invoice Description field.
- 1.1.14 Click the **Finish** button.

The screenshot shows the Oracle iSupplier Portal interface for creating an invoice. The page title is "ORACLE iSupplier Portal". The breadcrumb trail is "Home | Orders | Shipments | Account". The main navigation bar includes "Create Invoices", "View Invoices", and "View Payments". A progress bar shows four steps: "Purchase Orders", "Lines to Invoice", "General Information", and "Review and Submit". The current step is "General Information".

The form is titled "Create Invoice: General Information". It includes the following fields and controls:

- Invoice Number:** A text input field with a red box around it.
- Invoice Date:** A date picker field showing "13-Apr-2007" with a calendar icon to its right, also with a red box around it.
- Invoice Description:** A text area with a red box around it.
- Attachment:** A label "None" and a button "Add".
- Remit To:** A section containing:
 - Name: GE INDUSTRIAL SYSTEMS
 - Address: 2401 WHITEHALL PARK, CHARLOTTE NC 28273
 - Bank Account: (empty)A "Change" button is located to the right of this section.

At the bottom of the form, there are buttons for "Cancel", "Save", "Back", "Step 3 of 4 Next", and "Finish". The "Finish" button is highlighted with a red box.

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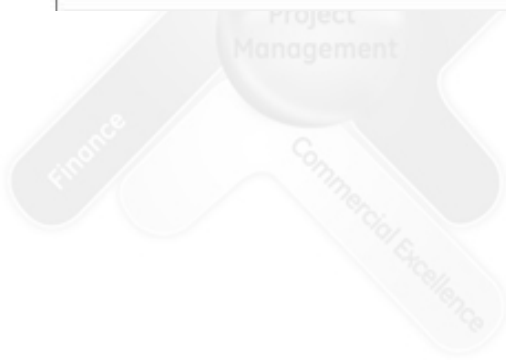




The Confirmation window is displayed.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there are navigation links: Home, Orders, Shipments, Account. Below this is a 'Confirmation' section with a message: 'Invoice 123 was submitted to our Accounts Payable department on 13-Apr-2007. The confirmation number for this invoice is the invoice number. After the invoice has been processed, you can query its status by using the Account tab.' Below the message, there is a table with invoice details and a summary table.

Item Description	Item Number	Supplier Item Number	Quantity	Unit of Measure	Unit Price (USD)	Amount (USD)	
Safety Item	A00AA000		10000	EACH	10.00	100000.00	
						Subtotal	100000.00
						Tax	12.00
						Freight	0.00
						Miscellaneous	0.00
						Total (USD)	100012.00



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