

Create a PO Invoice via the Worldpac Oracle Supplier Portal

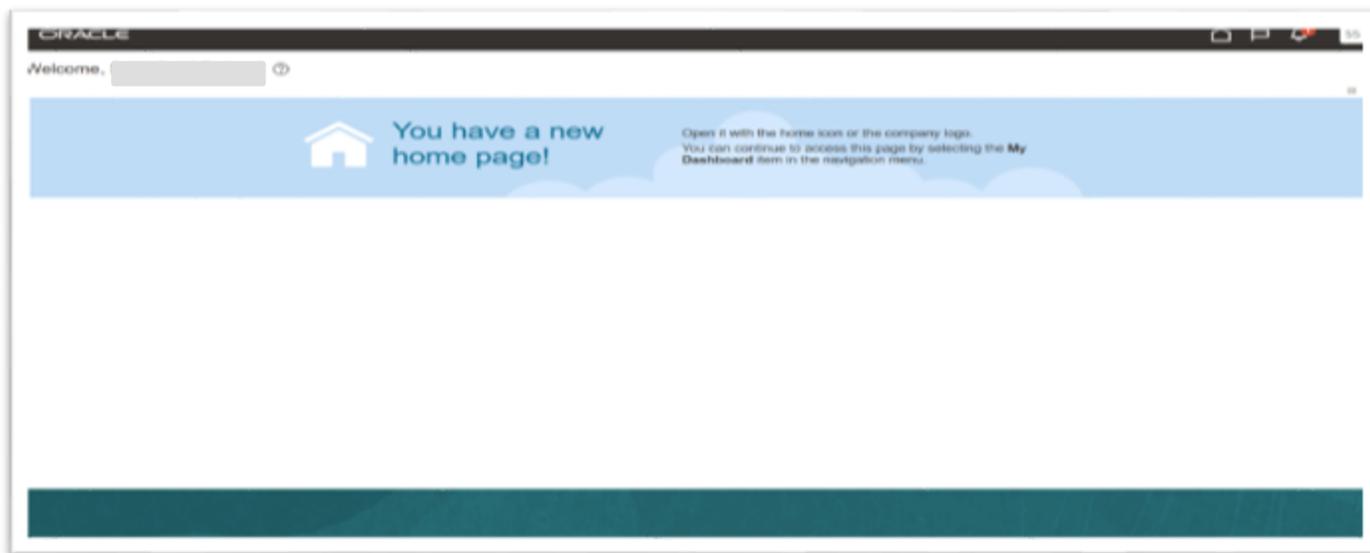
Creating a PO Invoice



This process allows suppliers to create and submit invoices that are tied to an existing Purchase Order (PO) through the Oracle Supplier Portal. It ensures accurate matching between the PO and the invoice lines, which helps expedite approval and payment. This is the standard method for most invoice submissions.

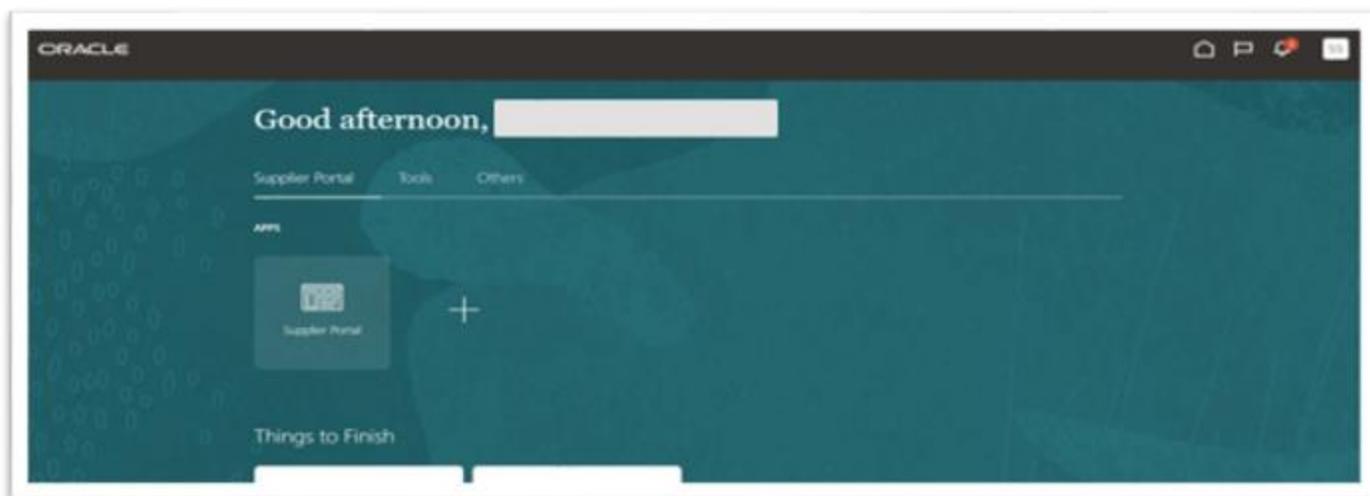
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Login to the **Worldpac Oracle Supplier Portal** using your supplier credentials. You should see the **Oracle homepage**.



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Navigate to **Home > Supplier Portal** to access the Supplier Portal Dashboard.



Creating a PO Invoice



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Under the **Tasks** list, click **Create Invoice**. The Create Invoice page will open.

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Supplier Portal

Search Orders Order Number

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Invoices and Payments

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

Company Profile

- Manage Profile

Requiring Attention

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■ Schedules Overdue or Due Today ■ Invoices Overdue

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Use the **drop-down menu** next to **"Identifying PO"** to select the appropriate Purchase Order.

Create Invoice ?

* Identifying PO

Supplier

Taxpayer ID

* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

Creating a PO Invoice



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OPTIONAL: Select a **Remit-to Bank Account** and enter a **Unique Remittance Identifier**, if applicable

The screenshot shows the 'Create Invoice' form with the following fields:

- Identifying PO (dropdown)
- Supplier (text)
- Taxpayer ID (text)
- Supplier Site (dropdown)
- Address (text)
- Supplier Tax Registration Number (dropdown)
- Remit-to Bank Account (dropdown, highlighted with a red dashed box)
- Unique Remittance Identifier (text)
- Unique Remittance Identifier Check Digit (text)
- Description (text)
- Attachments: None (plus icon)
- Tax Control Amount (text)

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Verify that the **Customer Taxpayer ID** is correct.

The screenshot shows the 'Create Invoice' form with the following fields filled out:

- Identifying PO: WP-US-100026
- Supplier: (text)
- Taxpayer ID: (text)
- Supplier Site: (dropdown)
- Address: (text)
- Supplier Tax Registration Number: (dropdown)
- Remit-to Bank Account: XXXXXXXX7085
- Unique Remittance Identifier: Test 123
- Unique Remittance Identifier Check Digit: (text)
- Description: (text)
- Attachments: None (plus icon)
- Tax Control Amount: (text)
- Number: Test 123
- Date: 6/19/25
- Type: Invoice
- Invoice Currency: USD - US Dollar
- Payment Currency: USD - US Dollar
- Customer Taxpayer ID (highlighted with a red dashed box)
- Name: Workpac, LLC
- Address: 700 Commerce Dr, 3rd Floor, OAK BROOK, IL 60521

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Enter the **Invoice Number**, **Date**, and **Invoice Type** in the respective fields

The screenshot shows the 'Create Invoice' form with the following fields and values:

- Identifying PO: [Dropdown]
- Supplier: [Text]
- Taxpayer ID: [Text]
- Supplier Site: [Dropdown]
- Address: [Text]
- Supplier Tax Registration Number: [Dropdown]
- Remit-to Bank Account: XXXXXXXX7085
- Unique Remittance Identifier: Test 123
- Unique Remittance Identifier Check Digit: [Text]
- Description: [Text]
- Attachments: None
- Tax Control Amount: [Text]
- Number: Test 123
- Date: m/d/yy
- Type: Invoice
- Invoice Currency: USD - US Dollar
- Payment Currency: USD - US Dollar

The fields for Number, Date, and Type are highlighted with a red dashed box.

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In the **Lines** section, click **Select and Add**. A pop-up window showing **Purchase Order** will appear.

The screenshot shows the 'Create Invoice' form with the following fields and values:

- Identifying PO: [Dropdown]
- Supplier: [Text]
- Taxpayer ID: [Text]
- Supplier Site: [Dropdown]
- Address: [Text]
- Supplier Tax Registration Number: [Dropdown]
- Remit-to Bank Account: XXXXXXXX7085
- Unique Remittance Identifier: Test 123
- Unique Remittance Identifier Check Digit: [Text]
- Description: [Text]
- Attachments: None
- Tax Control Amount: [Text]
- Number: Test 123
- Date: 6/19/25
- Type: Invoice
- Invoice Currency: USD - US Dollar
- Payment Currency: USD - US Dollar

The 'Customer' section includes:

- Customer Taxpayer ID: [Dropdown]
- Name: Worldpac, LLC
- Address: 700 Commerce Dr, 3rd Floor, DMK BROOK, IL 60523

The 'Lines' section includes:

- View: [Dropdown]
- Buttons: [Add], [Select and Add], [Cancel Line]

A red arrow points to the 'Select and Add' button in the 'Lines' section.

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Select **"Select All"** to include all lines or hold **Ctrl** and click to choose individual lines. Once selected, click **Apply** and then **OK**. The selected lines will populate the invoice.

Purchase Order Number	Line	Sch Num	Consumption Advice Line	Supplier Item Number	Item Description	Ship-to Location	Ordered
	1	1					343,565.83
	2	1					437,798.67
	3	1					488,580.00

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OPTIONAL: Scroll to the columns on the right and select a **Tax Classification** from the drop-down list.

Invoice Line	Consumption Advice Number	Consumption Advice Line	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit P
				Year 3 Motor Information S...							
				Year 2 Motor Information S...							
				Year 1 Motor Information S...							

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Click **Save**. Click **Submit** to submit the invoice for processing.

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Create Invoice

Invoice Actions: Save, Save and Close, **Submit**, Cancel

Identifying PO: AAP-US-437734
Supplier: [Redacted]
Taxpayer ID: [Redacted]
Supplier Site: [Redacted]
Address: [Redacted]
Supplier Tax Registration Number: [Redacted]

Remit-to Bank Account: XXXXXXXX7085
Unique Remittance Identifier: Test 123
Unique Remittance Identifier Check Digit: [Redacted]
Description: [Redacted]
Attachments: None
Tax Control Amount: [Redacted]

Number: Test 123
Date: 01/19/25
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

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A pop up will show up, asking to review the tax lines. Once reviewed, click **Save** and then **Submit**.

✔ Tax was calculated. Review the tax lines, make necessary changes, and calculate tax again. ✕

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A confirmation message will pop up confirming that the invoice was submitted.

✔ Invoice Test 0701 has been submitted. ✕

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Click **Create Another** if you need to create another invoice. Otherwise, click **Done** to return to the Supplier Portal home page.

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Invoice: Test 0701 Printable Page Create Another Done

Identifying PO	AAP-US-437743	Remit-to Bank Account	XXXXXXXXX7085	Number	Test 0701
Supplier	<input type="text"/>	Unique Remittance Identifier		Date	7/1/25
Taxpayer ID	<input type="text"/>	Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	<input type="text"/>	Description		Invoice Currency	USD
Address	<input type="text"/>	Attachments	None	Payment Currency	USD
Supplier Tax Registration Number		Tax Control Amount			

Customer

Customer Taxpayer ID	<input type="text"/>	Legal Entity	Worldpac, LLC
		Address	700 Commerce Dr, 3rd Floor, OAK BROOK, IL 60523