

Create a Non-PO Invoice via the Worldpac Oracle Supplier Portal

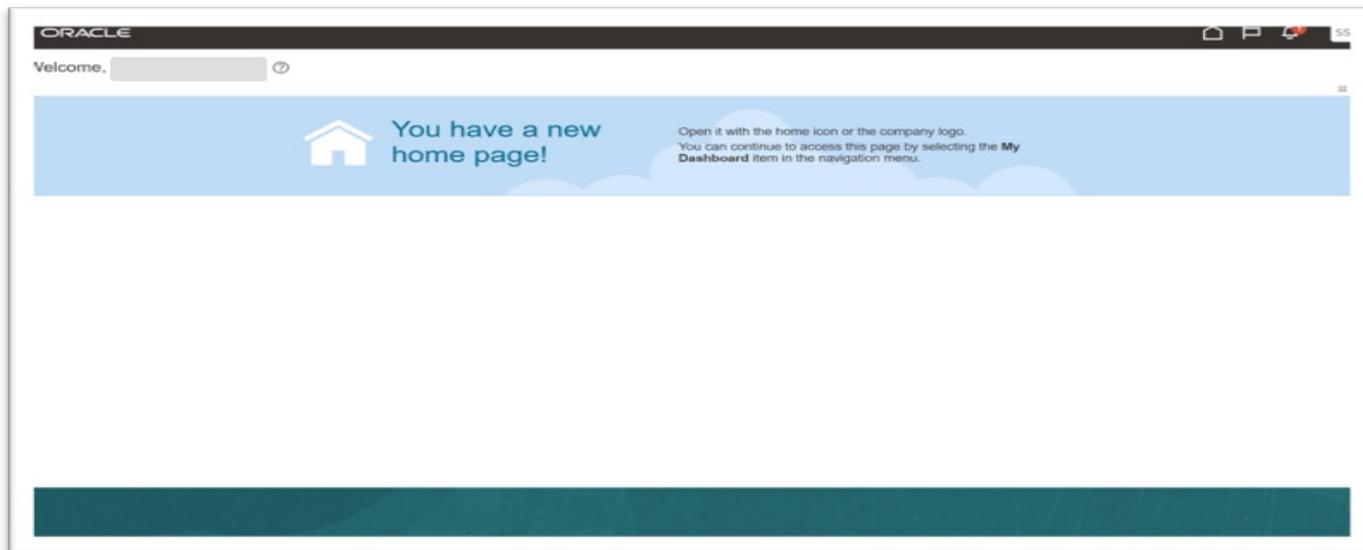
Creating a Non-PO Invoice



Suppliers use this method to submit invoices that are not associated with a PO, typically for exception-based scenarios like legal services or reimbursements. The workflow includes notifying a requester for approval, which ensures visibility and control over non-standard purchases.

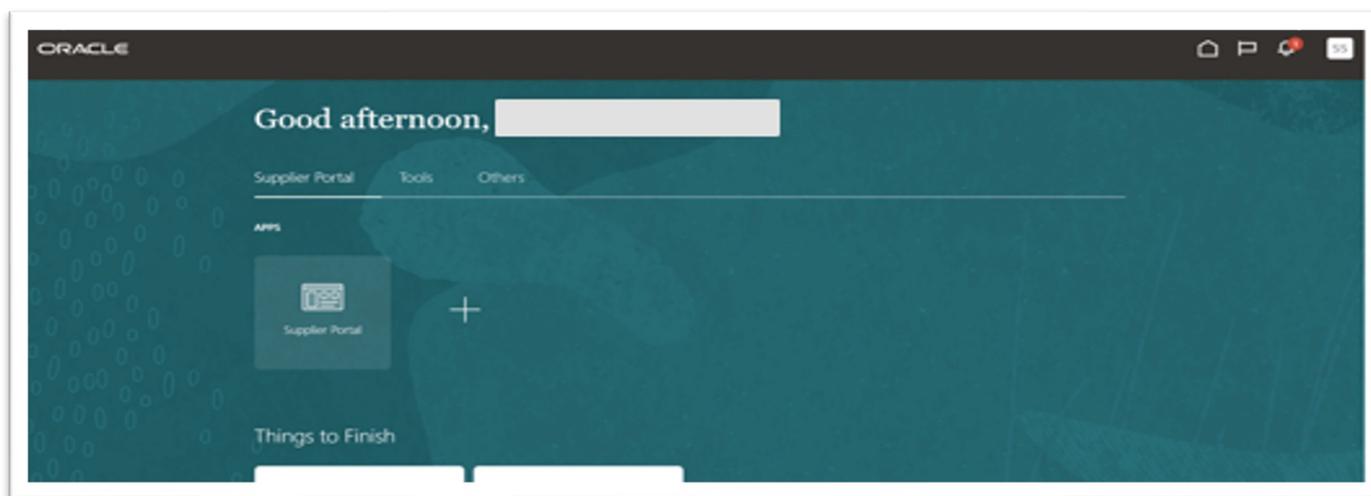
1

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



2

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



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Under the **Tasks** list, click **Create Invoice without PO**. The Create Invoice page will open.

The screenshot shows the 'Supplier Portal' interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. Below this, the 'Tasks' section is visible, with a red dashed box highlighting the 'Invoices and Payments' category. Within this category, the 'Create Invoice Without PO' link is highlighted with a mouse cursor. To the right, a 'Requiring Attention' donut chart displays a total of 15 items. The chart is divided into two segments: a blue segment representing 'Schedules Overdue or Due Today' with a value of 12, and a green segment representing 'Invoices Overdue' with a value of 3. A legend at the bottom of the chart identifies these segments.

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Select the appropriate **Supplier Site** from the drop-down list.

The screenshot shows the 'Create Invoice Without PO' form. The form is divided into two columns of input fields. The left column includes: 'Supplier' (text input), 'Taxpayer ID' (text input), '* Supplier Site' (dropdown menu with a blue arrow icon), 'Address' (text input), and 'Supplier Tax Registration Number' (dropdown menu). The right column includes: 'Remit-to Bank Account' (dropdown menu), 'Unique Remittance Identifier' (text input), 'Unique Remittance Identifier Check Digit' (text input), 'Description' (text input), 'Attachments' (text input with a plus sign), and 'Tax Control Amount' (text input).

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OPTIONALLY: Select a **Remit-to Bank Account** and enter a **Unique Remittance Identifier** if applicable. There is a provision to provide a Description or add any attachments if required.

Create Invoice Without PO ?

Supplier	<input type="text"/>	Remit-to Bank Account	XXXXXXXX7085
Taxpayer ID	<input type="text"/>	Unique Remittance Identifier	Test 123
* Supplier Site	<input type="text"/>	Unique Remittance Identifier Check Digit	<input type="text"/>
Address	<input type="text"/>	Description	<input type="text"/>
Supplier Tax Registration Number	<input type="text"/>	Attachments	None +
		Tax Control Amount	<input type="text"/>

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Confirm that the **Customer Taxpayer ID** is displayed correctly.

Create Invoice Without PO ?

Supplier	<input type="text"/>	Remit-to Bank Account	XXXXXXXX7085
Taxpayer ID	<input type="text"/>	Unique Remittance Identifier	Test 123
* Supplier Site	<input type="text"/>	Unique Remittance Identifier Check Digit	<input type="text"/>
Address	<input type="text"/>	Description	<input type="text"/>
Supplier Tax Registration Number	<input type="text"/>	Attachments	None +
		Tax Control Amount	<input type="text"/>

Customer

* Customer Taxpayer ID	<input type="text"/>	Name	Worldpac, LLC
		Address	<input type="text"/>

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Enter the **Invoice Number**, **Date**, and **Invoice Type**.

Invoice Actions Save Save and Close Submit Cancel

Remit-to Bank Account XXXXXXXX7085

Unique Remittance Identifier Test 123

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

* Number Test 123

* Date 6/19/25

* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

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Enter the **Requester Email** (the buyer contact who must approve the invoice).

Invoice Actions Save Save and Close Submit Cancel

Remit-to Bank Account XXXXXXXX7085

Unique Remittance Identifier Test 123

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

Name Worldpac, LLC

Address

* Number Test 123

* Date 6/19/25

* Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

* Requester Email

Requester Name

- ! The Requester receives a notification and **Must** Approve the invoice before it can proceed to the next stage of processing

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Click the **Plus (+)** icon in the **Lines** section to enter line details. Fill in the **Type**, **Amount**, **Description**, and other required fields. In case the Tax Classification is Non-Exempt, then you must attach a Non-Exempt Tax Certification to the Attachments section.

The screenshot shows the 'Create Invoice Without PO' form. The 'Lines' section is highlighted with a red dashed box. It contains a table with columns: * Number, * Type, Ship-to Location, Ship-from Location, Tax Classification, and * Amount. The first row has '1' in the * Number column and 'Item' in the * Type column. Below the table is a 'Total' row. The form also includes fields for Supplier, Remit-to Bank Account, Unique Remittance Identifier, Description, Attachments, Tax Control Amount, Customer Taxpayer ID, Name, Address, * Number, * Date, Type, Invoice Currency, and Payment Currency.

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Click **Save** and then click **Submit** to complete the invoice submission.

The screenshot shows the 'Create Invoice Without PO' form. The 'Invoice Actions' buttons (Save, Save and Close, Submit, Cancel) are highlighted with a red dashed box. The form is filled with data: Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number, Remit-to Bank Account (XXXXXXXX7085), Unique Remittance Identifier (Test 123), Description, Attachments (None), Tax Control Amount, * Number (Test 1234), * Date (6/19/25), Type (Invoice), Invoice Currency (USD - US Dollar), and Payment Currency (USD - US Dollar). The Customer Taxpayer ID is 76-0428728, Name is Worldpac, LLC, and Requester Name is Sarvagya Chodavarapu.

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

The screenshot shows the Oracle Supplier Portal interface for invoice 'Test 0630'. At the top, there are navigation icons and a 'SS' indicator. Below the header, there are three buttons: 'Printable Page', 'Create Another', and 'Done'. The main content area displays invoice details in a grid format:

Supplier	Motor Information Systems	Remit-to Bank Account	XXXXXXXX7085	Number	Test 0630
Taxpayer ID	13-3234739	Unique Remittance Identifier		Date	7/1/25
Supplier Site	ATLANTA_P_ACH	Unique Remittance Identifier Check Digit		Type	Invoice
Address	PO Box 277696, ATLANTA, GA 30384	Description		Invoice Currency	USD
Supplier Tax Registration Number		Attachments	None	Payment Currency	USD
		Tax Control Amount			

Customer information:

Customer Taxpayer ID	76-0428728	Legal Entity	Worldpac, LLC	Requester Email	ryan.porter@pwc.com
		Address	700 Commerce Dr, 3rd Floor, OAK BROOK, IL 60523	Requester Name	Ryan Configuration

Lines section:

View ▼

Number	Type	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Amount	Invoice Line Description	Quantity	Unit Price	UOM
1	ITEM					1,000.00	Test			