

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

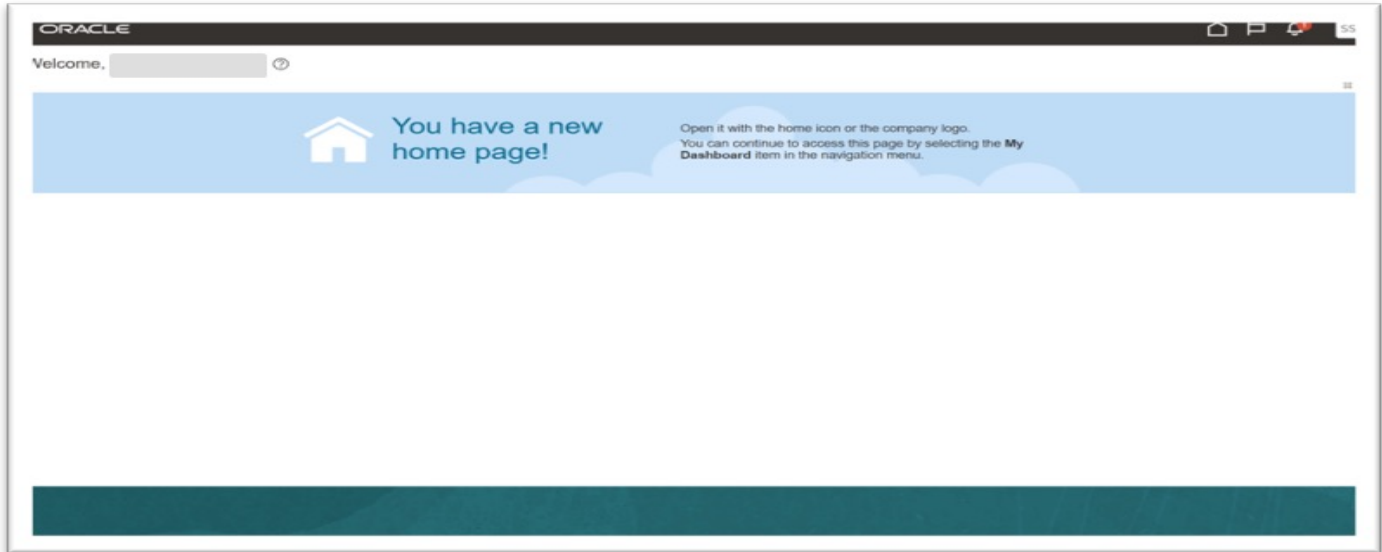
Creating a Non-PO Invoice



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. **PDF invoice must be attached to this entry.**

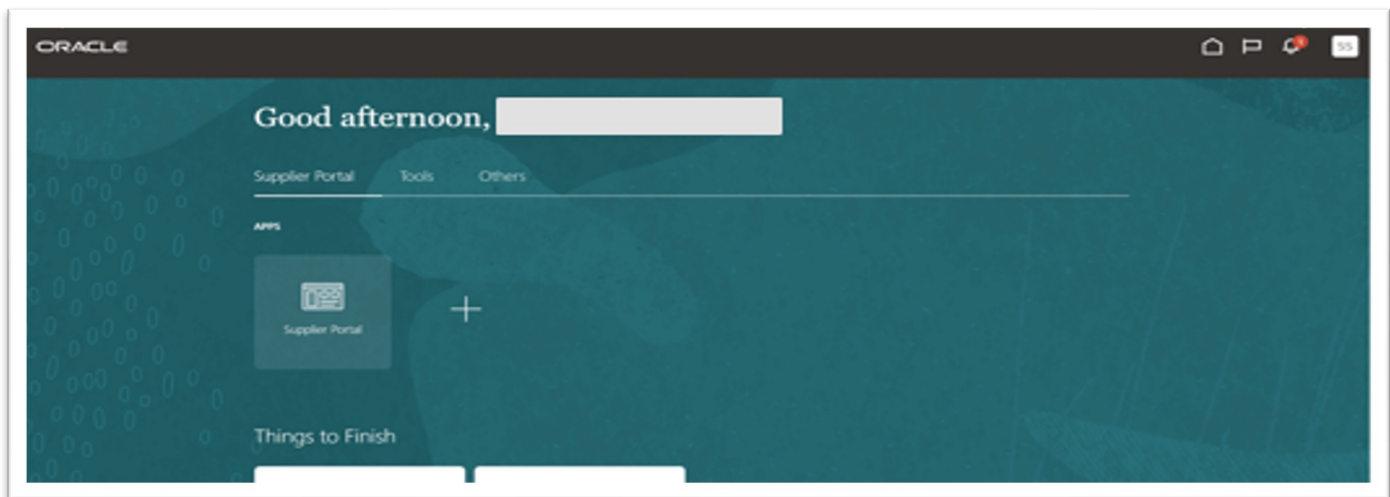
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Login to the **Worldpac Oracle Supplier Portal** using your supplier credentials. You should see the **Oracle homepage**.



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. On the left, under the 'Tasks' section, the 'Invoices and Payments' sub-section is highlighted with a red dashed box. It contains a list of links: 'Create Invoice', 'Create Invoice Without PO' (which is being pointed to by a mouse cursor), 'View Invoices', and 'View Payments'. To the right, there is a 'Requiring Attention' section with a donut chart. The chart shows 15 total items, with 12 'Schedules Overdue or Due Today' (blue) and 3 'Invoices Overdue' (green).

Category	Count
Schedules Overdue or Due Today	12
Invoices Overdue	3
Total	15

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

The screenshot shows the 'Create Invoice Without PO' form. It contains several input fields and dropdown menus. The 'Supplier Site' field is highlighted with a blue square and a mouse cursor. The 'Remit-to Bank Account' field is also highlighted with a blue square. The 'Unique Remittance Identifier' and 'Unique Remittance Identifier Check Digit' fields are empty. The 'Description' field is empty. The 'Attachments' field shows 'None' with a plus sign. The 'Tax Control Amount' field is empty.

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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

Name

Worldpac, LLC

Address

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

! An attachment must be added with supporting documentation for the invoice.

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

! 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 any other required fields. Scroll to the very right and enter the **Tax Control Amount** at the line level. If there is no Tax Amount, enter zero. In case the Tax Classification is Non-Exempt, then you must attach a Non-Exempt Tax Certification to the Attachments section.

*If a particular column is not visible, click View > Columns > Show All

Create Invoice Without PO ?

Invoice Actions Save Save and Close Submit Cancel

Supplier Taxpayer ID Supplier Site Address Supplier Tax Registration Number

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

Customer Customer Taxpayer ID Name Worldpac, LLC Address * Requester Email sarvagnya.chodavarapu@pwc.com Requester Name Sarvagnya Chodavarapu

Lines View + Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount
1	Item				1
Total					

ORACLE

Create Invoice Without PO ?

Invoice Actions Save Save and Close Submit Cancel

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

* Number 0715-1 * Date 7/15/25 Type Invoice Invoice Currency USD - US Dollar Payment Currency USD - US Dollar

Customer Customer Taxpayer ID Name Worldpac, LLC Address 700 Commerce Dr, 3rd Floor, OAK BROOK, IL 60523 * Requester Email Requester Name

Lines View + Cancel Line

Quantity	Unit Price	UOM	Invoice Line Transaction Business Category	Invoice Distribution Intended Use	Product Fiscal Classification for the invoice line.	User-Defined Fiscal Classification	Product Type	Invoice Line Product Category	Assessable Value	Control Amount
			Purchase Transa							

Tax Control Amount at line level.

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

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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.

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			