

# **Create a PO Invoice via the Worldpac Oracle Supplier Portal**

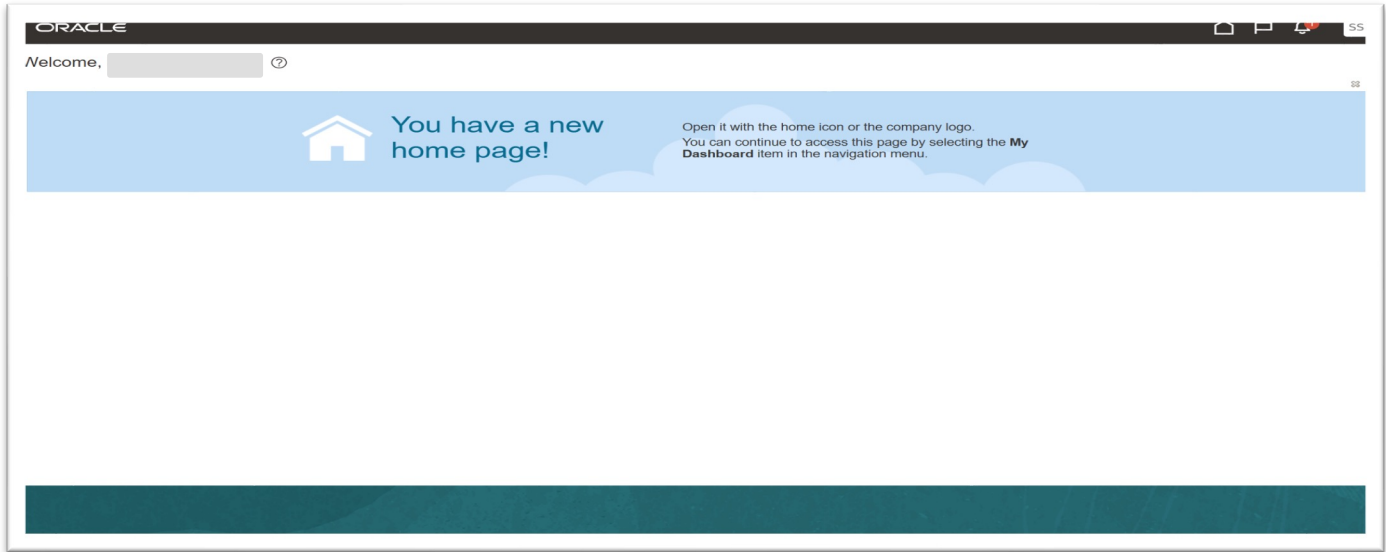
# Creating a PO Invoice



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

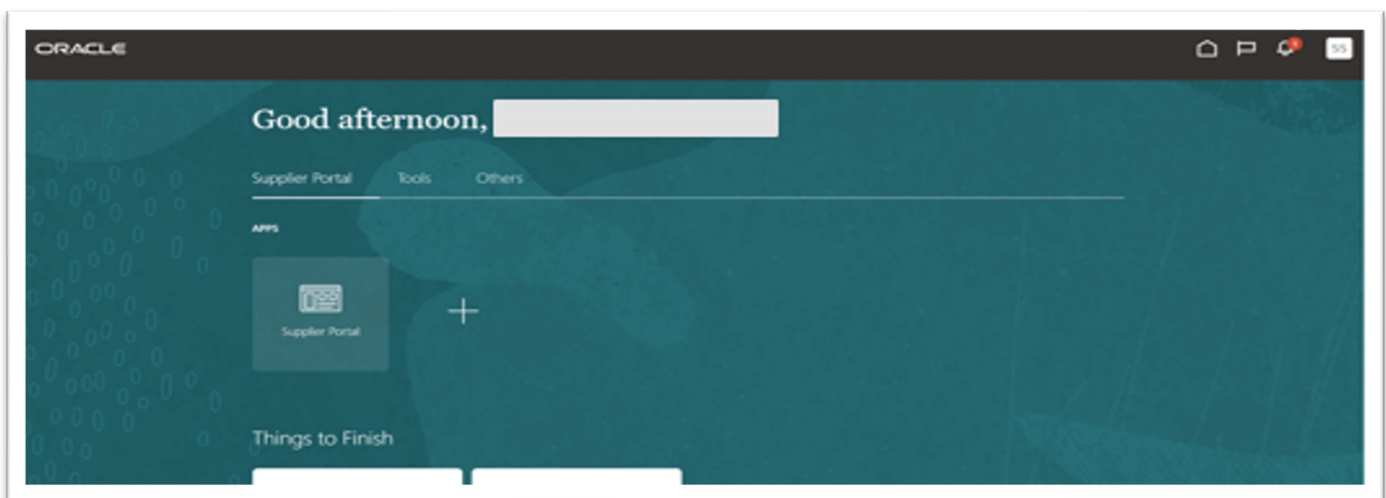
1

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.



# Creating a PO Invoice



3

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

**ORACLE**  
**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**

15

■ Schedules Overdue or Due Today ■ Invoices Overdue

4

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



5

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

Create Invoice ?

* Identifying PO		Remit-to Bank Account	
Supplier		Unique Remittance Identifier	
Taxpayer ID		Unique Remittance Identifier Check Digit	
* Supplier Site		Description	
Address		Attachments	None +
Supplier Tax Registration Number		Tax Control Amount	

6

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

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO	WP-US-100026	Remit-to Bank Account	XXXXXXXX7085	* Number	Test 123
Supplier		Unique Remittance Identifier	Test 123	* Date	6/19/25
Taxpayer ID		Unique Remittance Identifier Check Digit		* Type	Invoice
* Supplier Site		Description		Invoice Currency	USD - US Dollar
Address		Attachments	None +	Payment Currency	USD - US Dollar
Supplier Tax Registration Number		Tax Control Amount			

Customer

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

# Creating a PO Invoice



7

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

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

8

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

# Creating a PO Invoice



9

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.

10

Scroll to the very right and enter the **Tax Control Amount** at the line level. If there is no Tax Amount, enter zero.

\*If this column is not visible, click View > Columns > Show All

# Creating a PO Invoice



11

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

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO AAP-US-437734

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

12

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.



13

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



Invoice Test 0701 has been submitted.



# Creating a PO Invoice



14

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

ORACLE

Invoice: Test 0701

Printable Page

Create Another

Done

Identifying PO	AAP-US-437743	Remit-to Bank Account	XXXXXXXX7085	Number	Test 0701
Supplier		Unique Remittance Identifier		Date	7/1/25
Taxpayer ID		Unique Remittance Identifier		Type	Invoice
Supplier Site		Check Digit		Invoice Currency	USD
Address		Description		Payment Currency	USD
Supplier Tax Registration Number		Attachments	None		
		Tax Control Amount			

Customer

Customer Taxpayer ID		Legal Entity	Worldpac, LLC
		Address	700 Commerce Dr, 3rd Floor, OAK BROOK, IL 60523