

SUPPLIER PORTAL– HOW TO SUBMIT AN INVOICE WITH A PO

Supplier Portal Guide



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1. PURPOSE

Axos Supplier Portal is an online application that enables Axos Financial and our suppliers to communicate with each other via a secure portal. It enables suppliers to have real-time access to information such as purchase orders, invoice, and payment information.

The purpose of this document is to familiarize our suppliers to use the Axos Supplier Portal.

2. BENEFITS OF USING AXOS SUPPLIER PORTAL:

- Reduce the transfer of sensitive information via email.
- The Payment Portal will provide vendors with the ability to directly enter AP invoices against Axos Purchase Order (PO) lines reducing payment delays.
- View purchase order information from Axos Financial.
- Will provide real-time payment status information to our suppliers via the Payment Portal.
- Allow the supplier to update their contact information directly through the portal, reducing delays in payments to our vendors.

3. DEFINITIONS

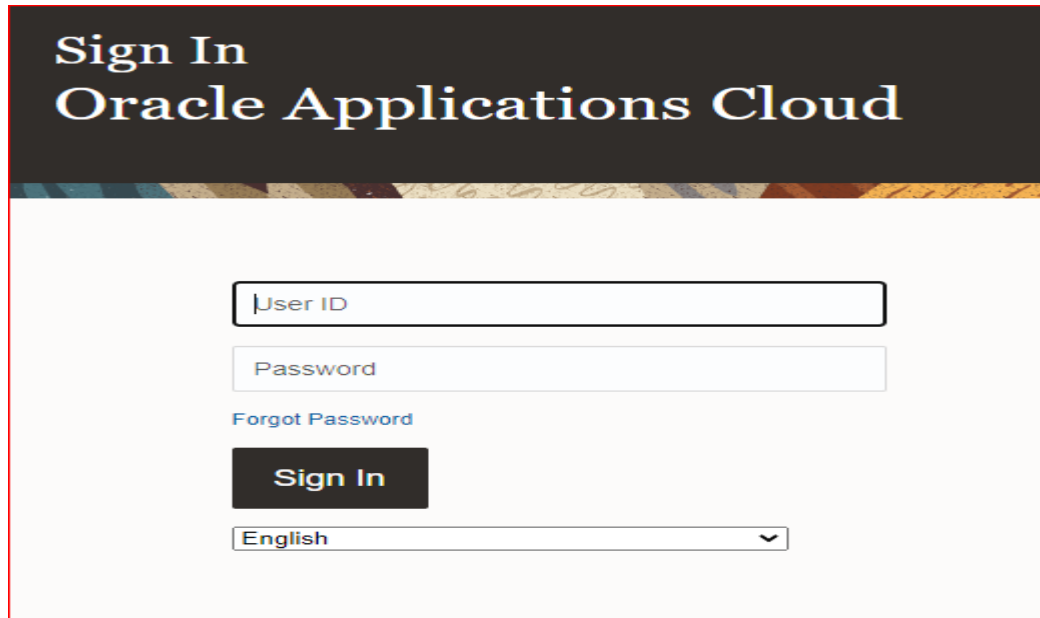
- ERP- Enterprise Resource Planning
- AP- Account Payables
- Supplier Portal - Vendor Portals, also known as Supplier Portals, are platforms that allow businesses to connect and collaborate with their third-party suppliers on the internet.

4. SUPPLIER PORTAL

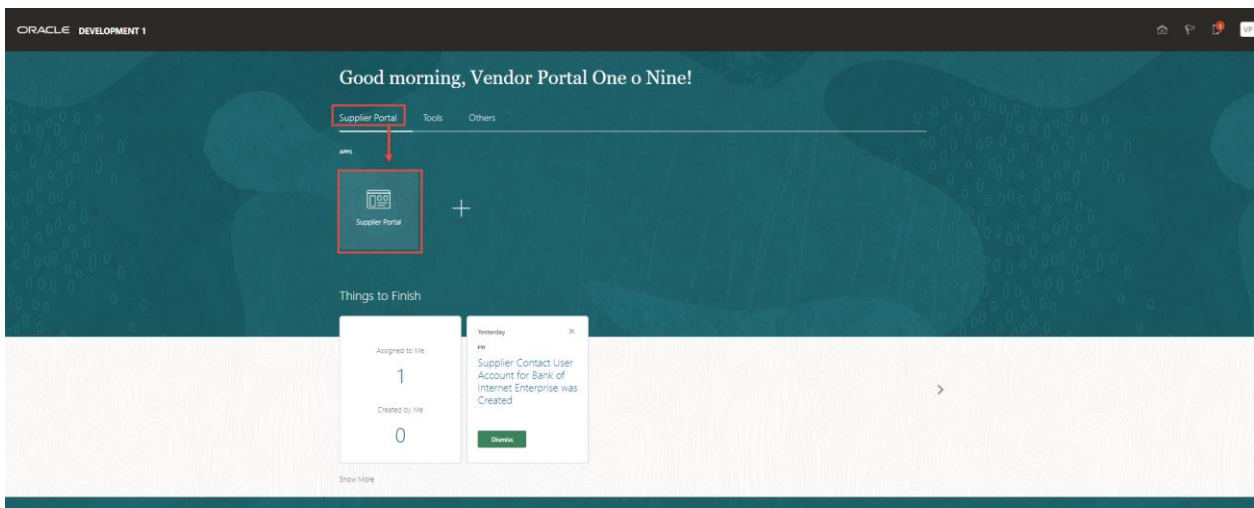
Oracle Fusion Supplier Portal is a browser-based, supplier self-service solution.
Login to Oracle Applications Cloud using the URL provided during the registration process.

5. INVOICING AGAINST A PURCHASE ORDER

From the Sign In page, enter the username and password.



5.1 Select the Supplier Portal tile



Next, navigate to the Task menu on the left-hand side, then to the “Invoices and Payments” section.

Supplier Portal

Order Number

Tasks

- Orders
 - Manage Orders
- Shipments
 - View Receipts
- Invoices and Payments**
 - Create Invoice**
 - View Invoices
 - View Payments
- Company Profile
 - Manage Profile

Requiring Attention

1 Schedules Overdue or Due Today

7 Invoices Overdue

Recent Activity

Last 30 Days

Orders opened 8

Transaction Reports

Last 30 Days

PO Purchase Amount	8000	USD
Invoice Amount	15	USD
Invoice Price Variance Amount		USD

Supplier News

Welcome to the Axos Supplier Portal!

PLEASE SEE BELOW FOR IMPORTANT INFORMATION BEFORE SUBMITTING INVOICES USING THE SUPPLIER PORTAL.

All invoices require a purchase order to receive payment.

Please contact the Axos employee requesting your service to obtain a purchase order before submitting your invoices.

Please click on the [Axos Supplier Portal Webpage](#) hyperlink below for information regarding how to use the Supplier Portal, obtain a copy of the ACH Form, and review Terms of Use disclosures.

o [Axos Supplier Portal Webpage](#)

Helpful Contacts:

For invoicing questions related to payment or supplier portal support:
SupplierPortal@axosbank.com

5.2 Select the Create Invoice task

To create an Invoice, you must have a purchase order.

Identifying PO

Supplier: City of Bristol, VA

Taxpayer ID

Supplier Site

Address

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

Customer

Customer Taxpayer ID

Name

Address

Items

Purchase Order		Consumption Advice		Supplier Item	Item Description	Skip to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
* Number	* Line	* Schedule	Number	Line							
No data to display.											

Select the "Identifying PO" field and select the appropriate Purchase order.

5.3 All fields that have asterisks (*) must be completed

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
Number	Line	Number	Line								
No data to display											

Note: When selecting the Supplier Site, ensure the address that defaults to the site is up to date as checks are mailed to this address. Add any additional attachments including copies of the original invoice. The value in the “Date” field should match the invoice date in the attachments.

5.4 Invoice Number:

In the Number field enter the invoice number. It must be a unique number and can't be a duplicate.

Use the calendar to input the Date; the date must be current or future date.

The description is a required field.

5.5 Scroll down and chose the "Select and Add" icon under the Items section and identify the purchase order line

Select the PO line.

Number	Line	Schedule	Number	Line	Supplier Item Number	Item Description	Ship-to Location	Ordered
535510	1	1				IV #119...	HQ-La Jolla	27.010.27

Choose the Apply button.
 Choose the OK button.

5.6 Review the quantity or amount available to apply against the invoice

Create Invoice [?](#)
Submit Cancel

Unique Remittance Identifier Check Digit

Supplier Tax Registration Number

Customer

Customer Taxpayer ID: 33-0904883

Name: Axos Bank

Items

View

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
* Number	* Line	* Schedule	Number	Line								
635510	1	1			PAYVERIS INV #11976 DTD 053121	HQ-La Jolla						27,010.27
Total											27,010.27	

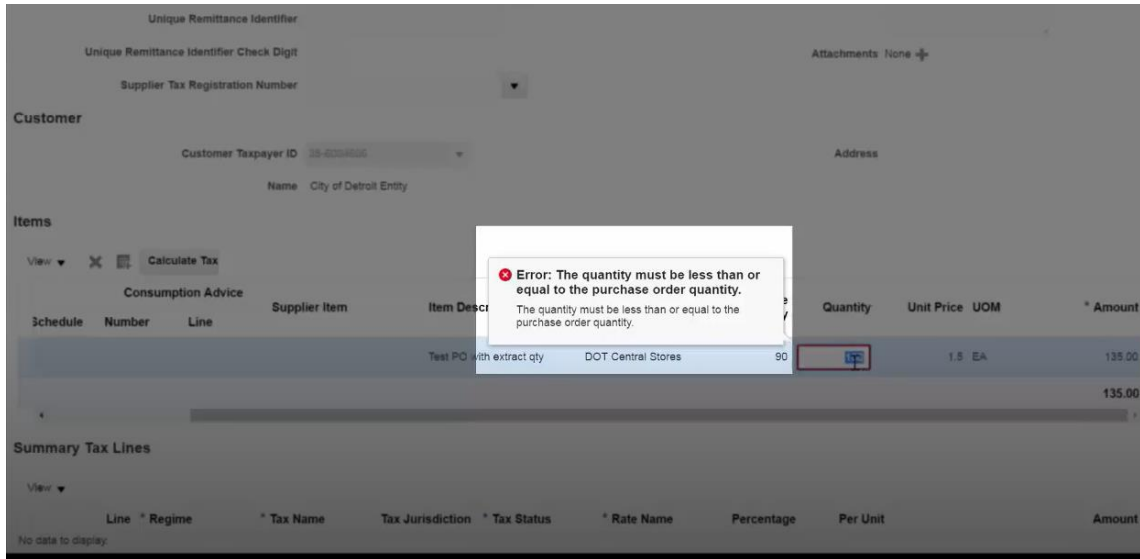
Summary Tax Lines

View

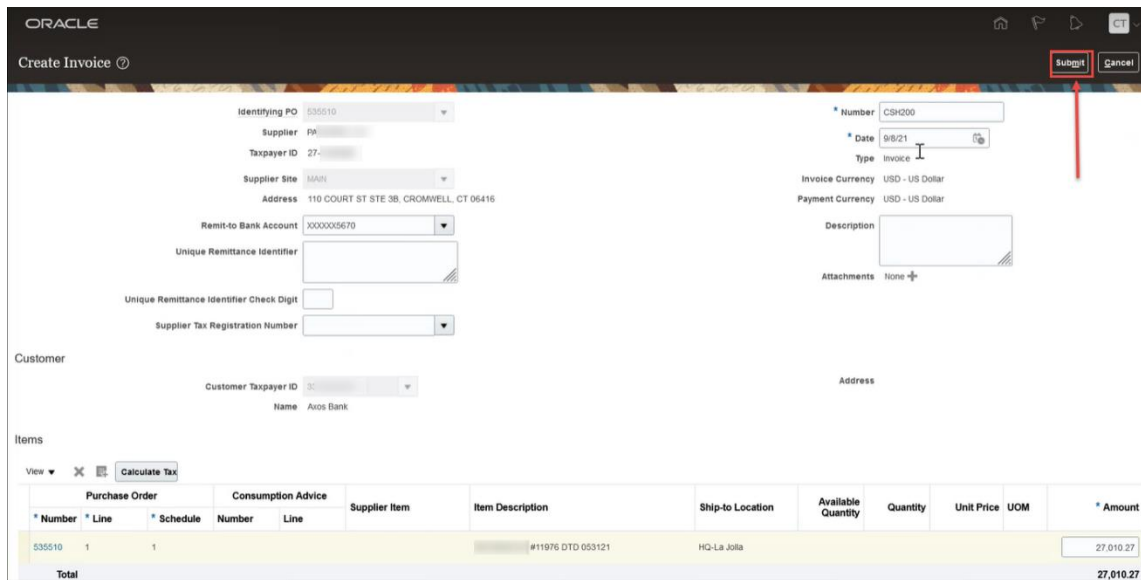
Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

5.7 Error Message

If the invoice quantity or amount is more than the purchase order quantity or amount, then the below error message is raised.



Once the invoice quantity or amount have been adjusted to values open for invoicing against the selected purchase order, scroll up and choose the Submit button after adding any needed attachments include the original invoice.



5.8 Receive the confirmation number

As soon as you submit the invoice, you will receive a confirmation number.

ORACLE
Invoice: CSH200

Printable Page Create Another Done

Identifying PO 535510
Supplier [redacted] LLC
Taxpayer ID 27-
Supplier Site MAIN
Address 110 Cl
Remit-to Bank Account XXXXXX5670
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Supplier Tax Registration Number

Number CSH200
Date 9/8/21
Type Invoice
Invoice Currency USD
Payment Currency USD
Description
Attachments None

Customer
Customer Taxpayer ID
Legal Entity Axos Bank

Items

* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
Number	Line	Schedule Number	Line									
535510	1	1			11976 DTD 053121	HQ-La Jolla						27,010.27
Total												27,010.27

The above screen indicates that the invoice has been submitted.

Choose the OK button. Select the Create Another or choose the Done button to navigate back to the Supplier Portal homepage.

Note: once an invoice is submitted, it cannot be changed. To correct a previously submitted invoice, create a new invoice, and select invoice Type “**Credit memo**”. The corresponding quantity or amount entered will be negative.

ORACLE DEVELOPMENT 1
Create Invoice

Identifying PO
Supplier CT
Taxpayer ID 95
Supplier Site
Address
Remit-to Bank Account

Number
Date modify
* type **Credit memo**
Invoice Currency
Payment Currency
Description

5.9 Options after submitting an invoice

After the invoice has been submitted, you will have options to choose Printable Page, Create Another, or Done.

ORACLE Printable Page Create Another Done

Invoice: CSH200

Identifying PO 535510
 Supplier [redacted] LLC
 Taxpayer ID 27-
 Supplier Site MAIN
 Address 110 Cl
 Remit-to Bank Account XXXXXX5670
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Supplier Tax Registration Number

Number CSH200
 Date 9/8/21
 Type Invoice
 Invoice Currency USD
 Payment Currency USD
 Description
 Attachments None

Customer

Customer Taxpayer ID [redacted]
 Legal Entity Axos Bank

Items

* Purchase Order			Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
Number	Line	Schedule Number	Line									
535510	1	1			11976 DTD 053121	HQ-La Jolla						27,010.27
Total												27,010.27

5.10 Select the Done button to complete the Invoice creation use case

ORACLE Printable Page Create Another Done

Invoice: CSH200

Identifying PO 535510
 Supplier [redacted] LLC
 Taxpayer ID 27-
 Supplier Site MAIN
 Address 110 Cl
 Remit-to Bank Account XXXXXX5670
 Unique Remittance Identifier
 Unique Remittance Identifier Check Digit
 Supplier Tax Registration Number

Number CSH200
 Date 9/8/21
 Type Invoice
 Invoice Currency USD
 Payment Currency USD
 Description
 Attachments None

Customer

Customer Taxpayer ID [redacted]
 Legal Entity Axos Bank

Items

* Purchase Order			Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
Number	Line	Schedule Number	Line									
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Total												27,010.27