External Supplier:
Create Invoice Job Aid

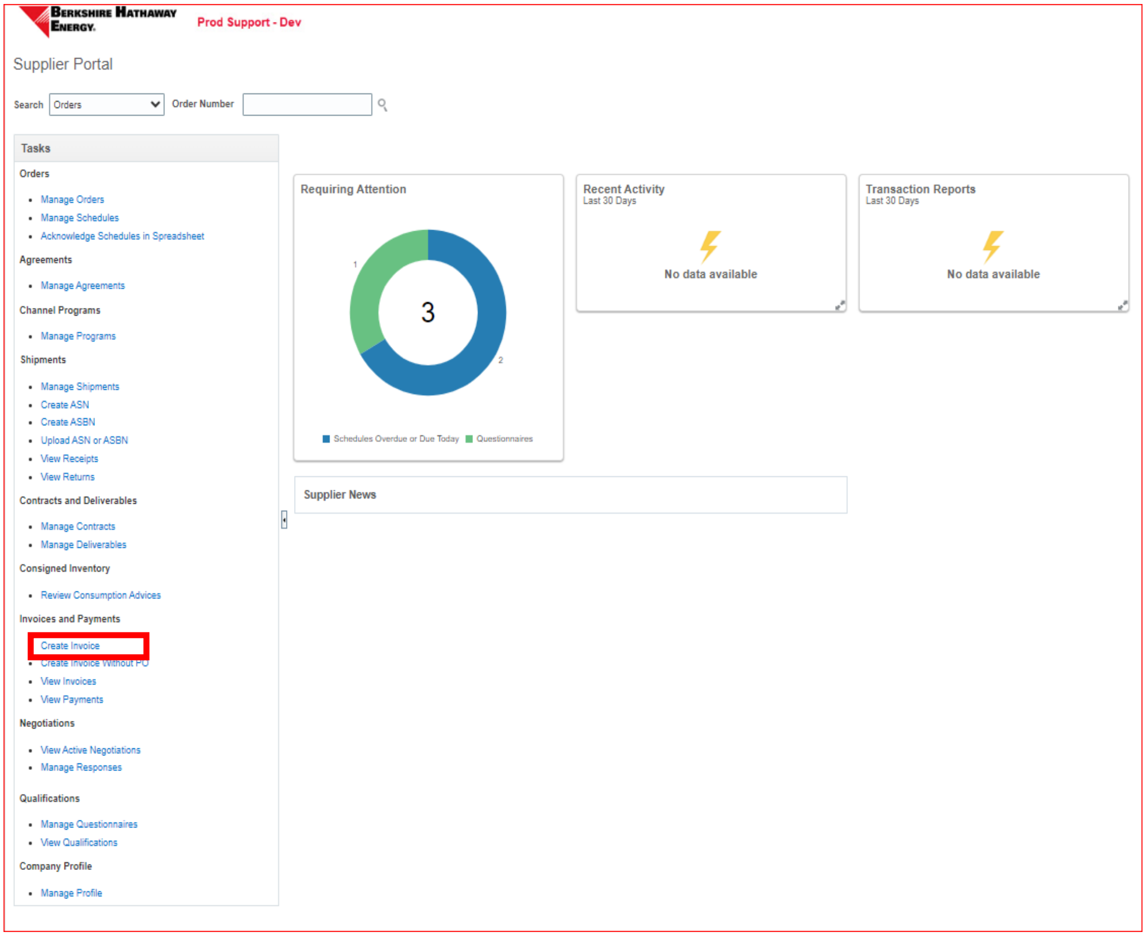
Version 1.0 / Updated March 11, 2025

This job aid provides step-by-step instructions for external supplier administrators on how to create invoices in the supplier portal.

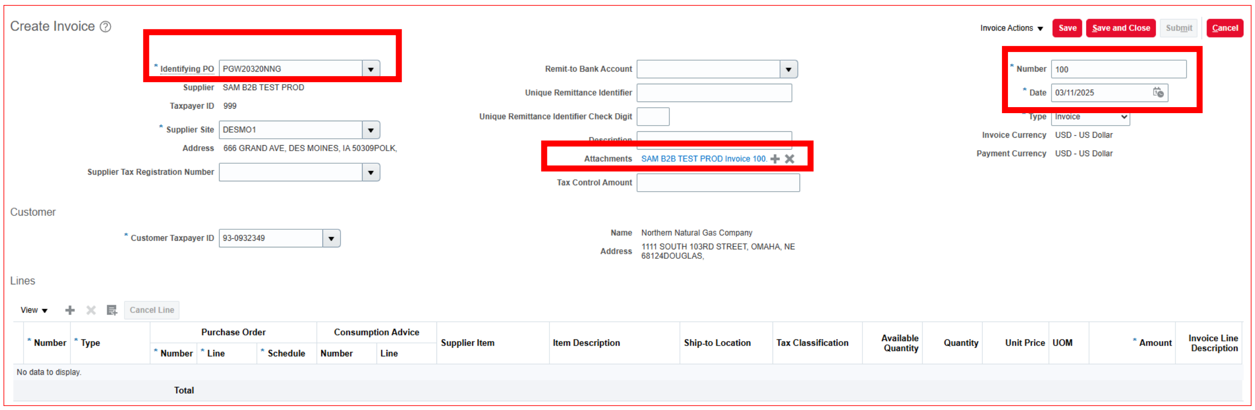
Part 1: Navigate to Company Profile

1. From the Oracle Fusion landing page, select the “Supplier Portal” tile as shown below.

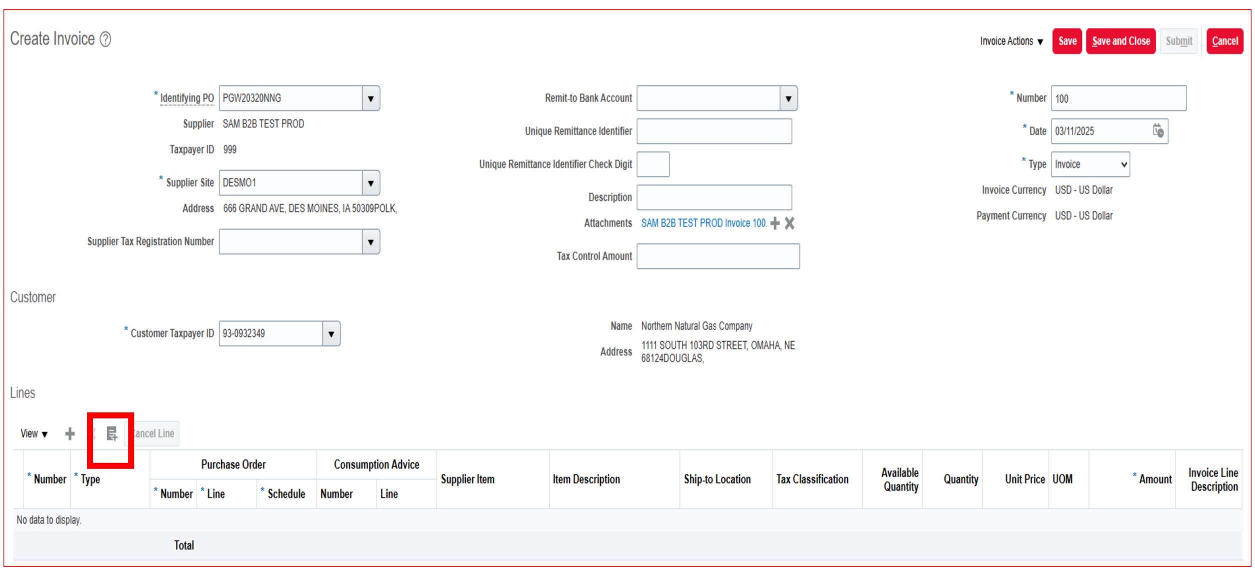
2. Orders are managed from the Create Invoice task within the Company Profile task group. Accessing the Create Invoice requires BHE External Supplier Transaction JR role access.



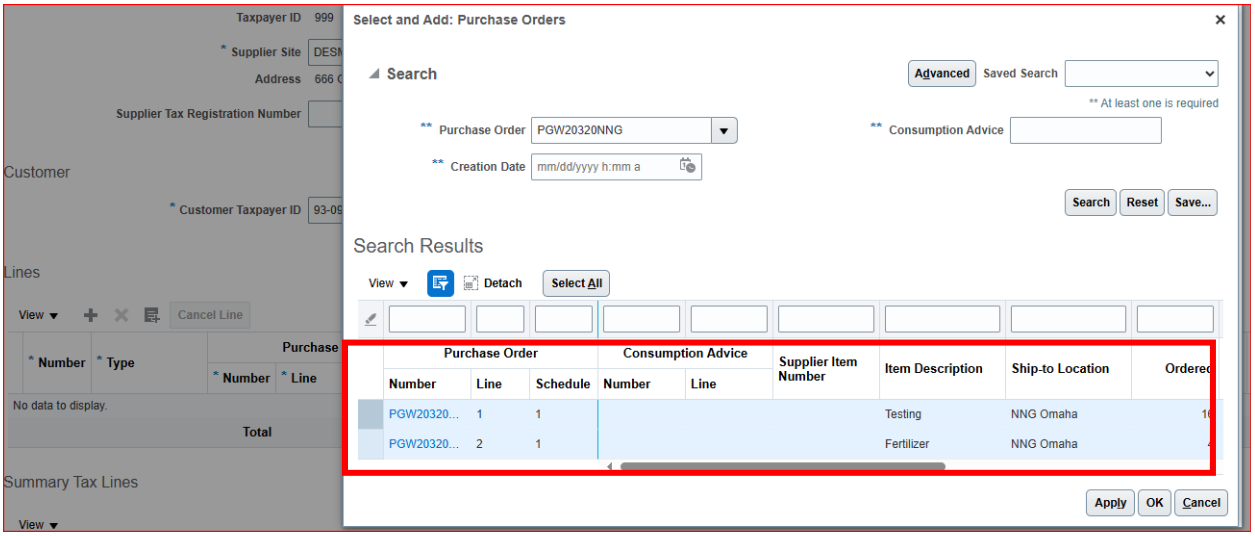
3. Create Invoice displays key search functions such as Identifying PO, Number, Date, Attachments and Invoice Type as shown below. The Identifying PO is required to initiate the invoice.



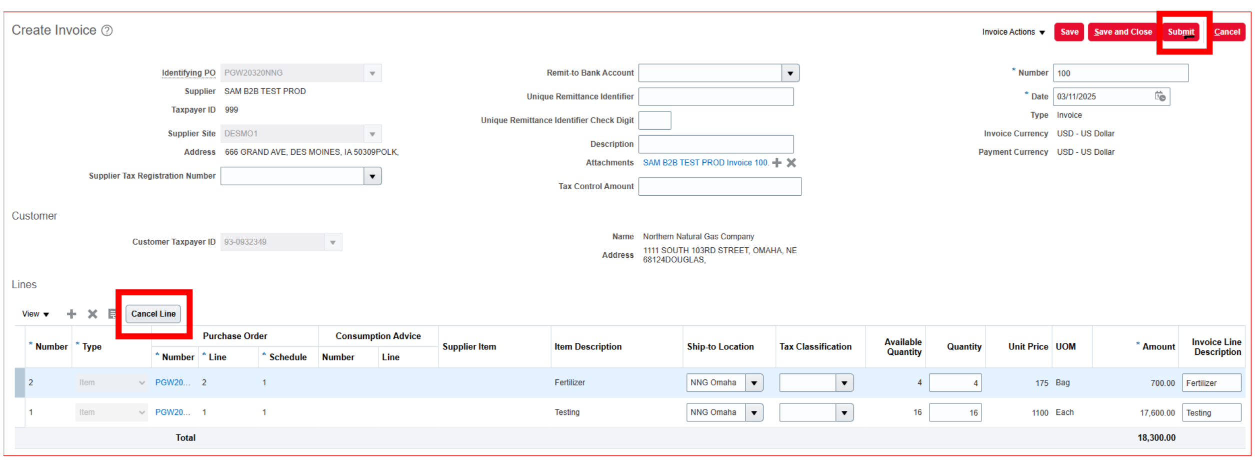
4. Proceed to the Lines section. Click “Select and Add” icon. The below dialog will open



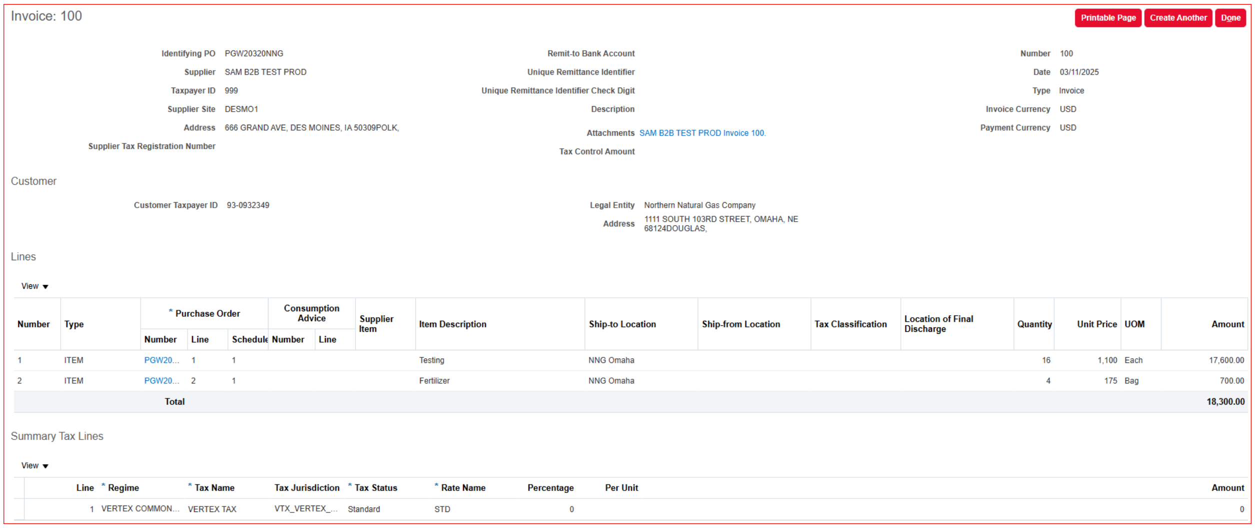
5. Select line or lines to invoice (blue hightlighting on the line indicates it is "selected"). Click "Apply" and "OK"



6. Review your invoice entry. You have the option to "Cancel Line" if you are invoicing for one line. "Cancel Line" button will cancel any line that is selected (indicated by blue highlighting)
If all looks OK then Submit



7. Outcome



Invoice: 100

Printable Page | Create Another | Done

Identifying PO PGW20320NNG
Supplier SAM B2B TEST PROD
Taxpayer ID 999
Supplier Site DESMO1
Address 666 GRAND AVE, DES MOINES, IA 50309POLK,
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments SAM B2B TEST PROD Invoice 100.
Tax Control Amount

Number 100
Date 03/11/2025
Type Invoice
Invoice Currency USD
Payment Currency USD

Customer

Customer Taxpayer ID 93-0932349

Legal Entity Northern Natural Gas Company
Address 1111 SOUTH 103RD STREET, OMAHA, NE 68124DOUGLAS,

Lines

View ▾

Number	Type	* Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule	Number	Line										
1	ITEM	PGW20...	1	1				Testing	NNG Omaha				16	1,100	Each	17,600.00
2	ITEM	PGW20...	2	1				Fertilizer	NNG Omaha				4	175	Bag	700.00
		Total														18,300.00

Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_...	Standard	STD	0		0