

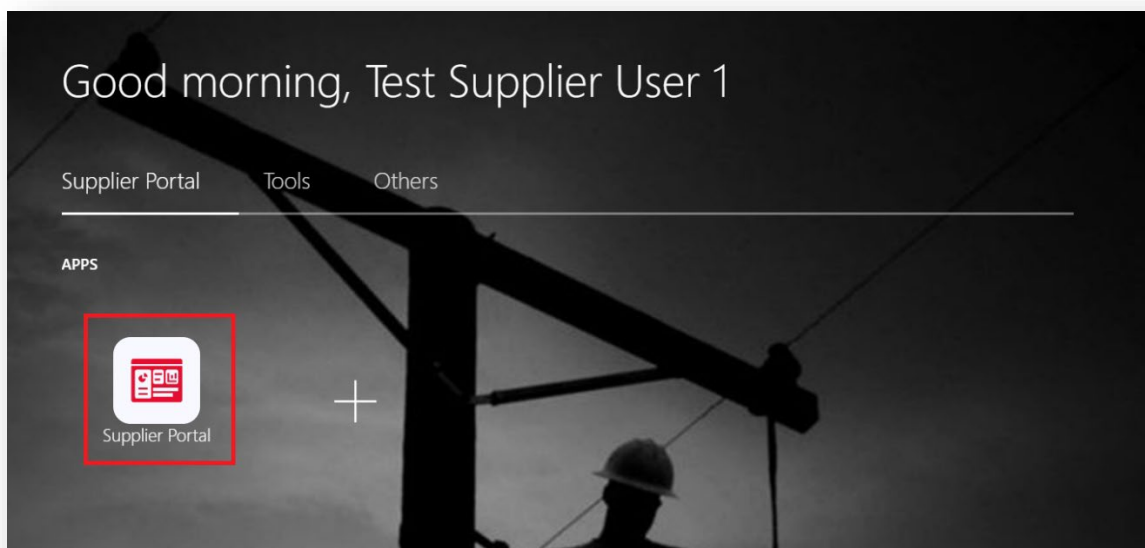
External Supplier: Create Invoice Job Aid

Version 1.0 / Updated March 11, 2025

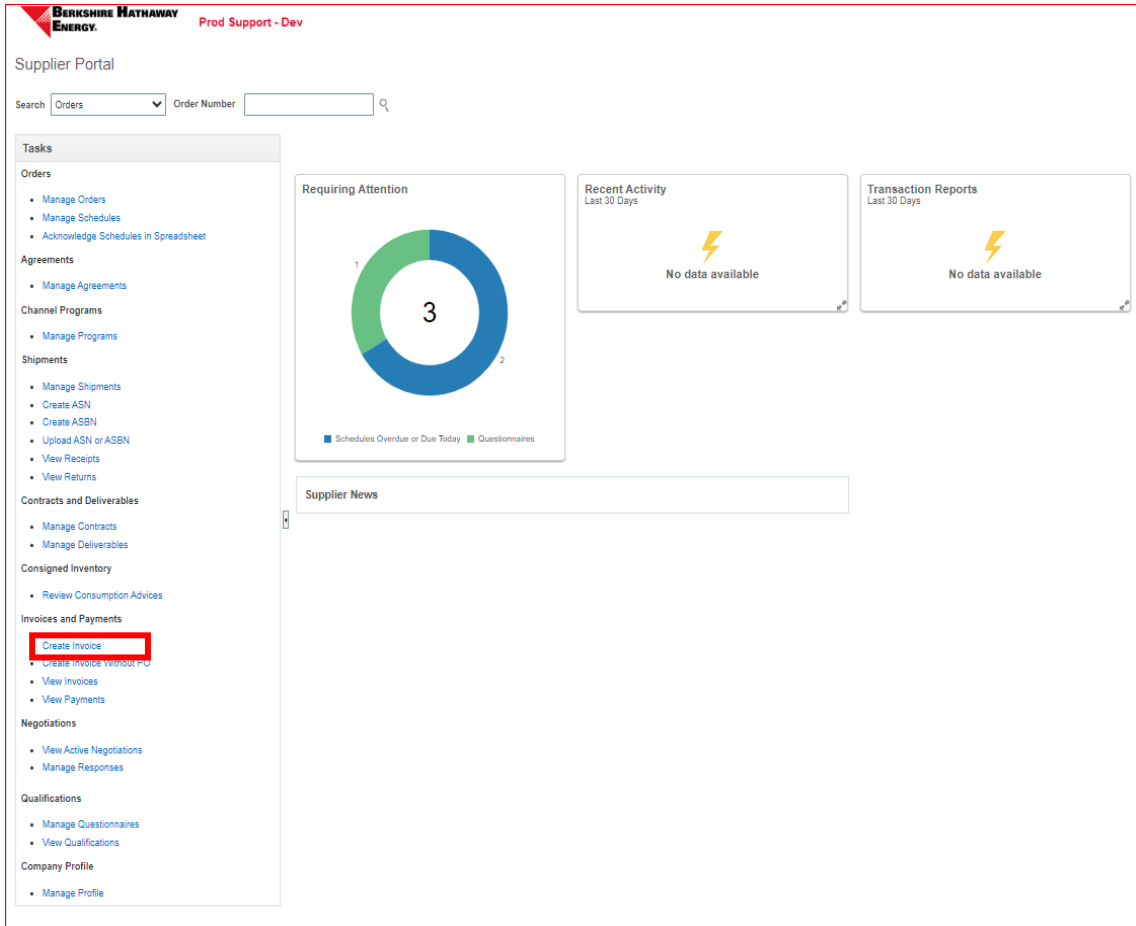
This job aid provides step-by-step instructions for external supplier administrators on how to create invoices in the supplier portal.

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.



BERKSHIRE HATHAWAY ENERGY Prod Support - Dev

Supplier Portal

Search Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory
 - Review Consumption Advises
- Invoices and Payments
 - Create Invoice**
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations
 - View Active Negotiations
 - Manage Responses
- Qualifications
 - Manage Questionnaires
 - View Qualifications
- Company Profile
 - Manage Profile

Requiring Attention

1 3 2

Schedules Overdue or Due Today Questionnaires

Recent Activity
Last 30 Days
No data available

Transaction Reports
Last 30 Days
No data available

Supplier News

- 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.

Create Invoice ⓘ

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: [Empty]

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: [Empty]

Attachments: SAM B2B TEST PROD Invoice 100. + X

Tax Control Amount: [Empty]

Invoice Actions: Save Save and Close Submit Cancel

Number: 100

Date: 03/11/2025

Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

Customer Taxpayer ID: 93-0932349

Name: Northern Natural Gas Company

Address: 1111 SOUTH 103RD STREET, OMAHA, NE 68124DOUGLAS

Lines

View + X Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		* Number * Line	* Schedule	Number	Line								
No data to display.													
Total													

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

Create Invoice ⓘ

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: [Empty]

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: [Empty]

Attachments: SAM B2B TEST PROD Invoice 100. + X

Tax Control Amount: [Empty]

Invoice Actions: Save Save and Close Submit Cancel

Number: 100

Date: 03/11/2025

Type: Invoice

Invoice Currency: USD - US Dollar

Payment Currency: USD - US Dollar

Customer

Customer Taxpayer ID: 93-0932349

Name: Northern Natural Gas Company

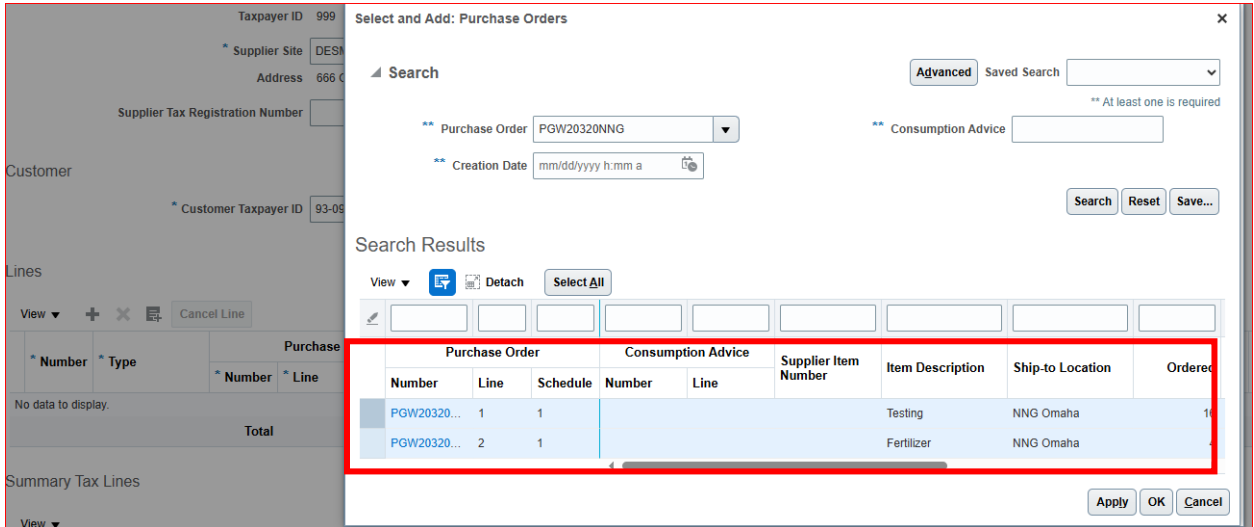
Address: 1111 SOUTH 103RD STREET, OMAHA, NE 68124DOUGLAS

Lines

View + X Select and Add Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
		* Number * Line	* Schedule	Number	Line								
No data to display.													
Total													

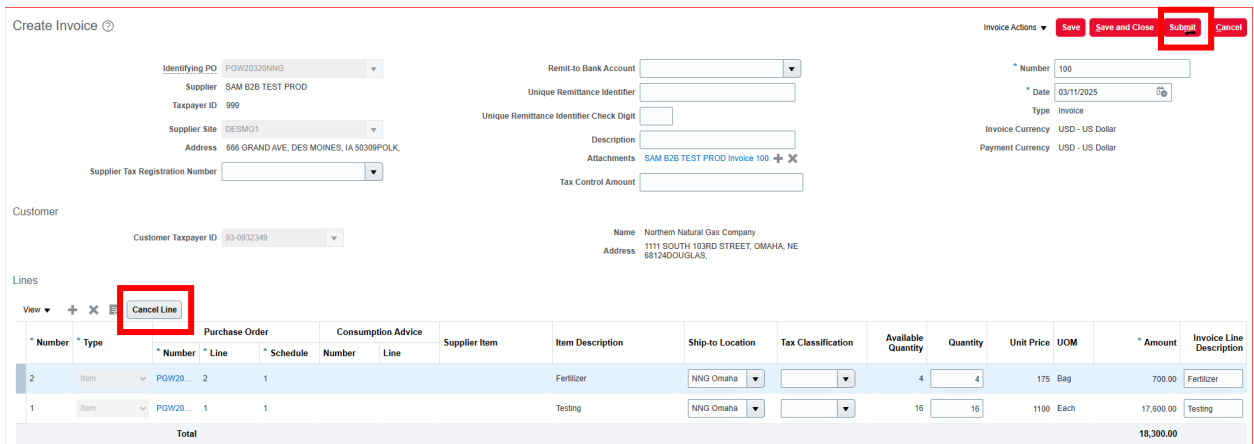
- Select line or lines to invoice (blue highlighting on the line indicates it is “selected”). Click “Apply” and “OK”



Search Results

Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	Supplier Item Number	Item Description	Ship-to Location	Ordered
PGW20320...	1	1				Testing	NNG Omaha	1
PGW20320...	2	1				Fertilizer	NNG Omaha	2

- 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



Create Invoice

Invoice Actions: Save, Save and Close, **Submit**, Cancel

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: [blank]

Remit to Bank Account: [blank]
Unique Remittance Identifier: [blank]
Unique Remittance Identifier Check Digit: [blank]
Description: [blank]
Attachments: SAM B2B TEST PROD Invoice 100
Tax Control Amount: [blank]

Customer: Northern Natural Gas Company
Address: 1111 SOUTH 103RD STREET, OMAHA, NE 68124DOUGLAS

Customer Taxpayer ID: 93-0932349

Invoice Details:
Number: 100
Date: 03/11/2025
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

Invoice Lines:

* Number	Type	Purchase Order Number	Line	Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description
2	Item	PGW20320...	2	1		Fertilizer	NNG Omaha		4	4	175	Bag	700.00	Fertilizer
1	Item	PGW20320...	1	1		Testing	NNG Omaha		16	16	1100	Each	17,600.00	Testing
Total													18,300.00	

7. Outcome

Invoice: 100

Printable PageCreate AnotherDone

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