



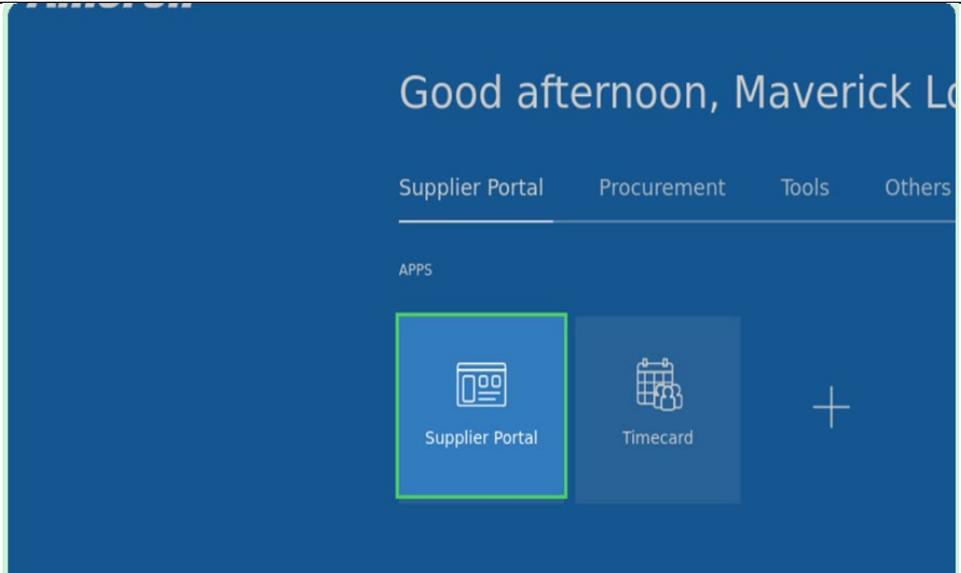
Create a Retainage Invoice (QRG)

Applies to:	Suppliers
Description:	Creating a Retainage Invoice via Supplier Portal
Sub-Application	Oracle Cloud - Supplier Portal
Prerequisites	None
Estimated Time to Completion	5 Minutes

Introduction

This article can be used by SC Co-Workers to assist suppliers and suppliers to create a retainage Invoice within Supplier Portal.

Complete these steps:

Step	Illustration
1. Locate Supplier Portal .	 A screenshot of the Oracle Cloud user interface. At the top, it says "Good afternoon, Maverick L". Below that are navigation tabs: "Supplier Portal", "Procurement", "Tools", and "Others". Underneath is a section labeled "APPS" containing two app icons: "Supplier Portal" (highlighted with a green border) and "Timecard". A plus sign icon is also visible to the right of the app icons.



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2. Select **Create Invoice**.

The screenshot shows a dashboard with several sections:

- Agreements**
 - Acknowledge Schedules in Spreadsheet
 - Manage Agreements
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - **Create Invoice** (highlighted with a green box)
 - View Invoices
 - View Payments

On the right side, there is a notification box with "Orders changed" and "Orders opened". Below the main content area, there is a "Supplier News" section.

3. In the Identifying PO drop-down list, select the correct PO.

The screenshot shows the "Create Invoice" form with the following fields and options:

- * Identifying PO**: A dropdown menu with a list of options. The option "P3003841 OTTC DEMO TEST SUPPLIER 00STLOUIS" is highlighted with a green box.
- Supplier**: P3003852 OTTC DEMO TEST SUPPLIER 00STLOUIS
- Taxpayer ID**: P3003841 OTTC DEMO TEST SUPPLIER 00STLOUIS
- * Supplier Site**: Search...
- Address**: [Empty field]
- Supplier Tax Registration Number**: [Empty dropdown]
- Customer Taxpayer ID**: [Empty dropdown]

At the bottom of the form, there are icons for "w", "+", "x", and "Cancel Line".



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4. In the Number field, enter the number.

The screenshot shows a web application interface for creating a retainage invoice. At the top right, there are navigation icons (home, flag, notification) and a user profile icon labeled 'ML'. Below this is a section titled 'Invoice Actions' with buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The main form area contains several fields: a dropdown menu, a text input field for 'Number' (highlighted with a green border), a date picker for 'Date' (format m/d/yy), a dropdown for 'Type' (set to 'Invoice'), and labels for 'Invoice Currency' (USD - US Dollar) and 'Payment Currency' (USD - US Dollar). At the bottom left, there is a label 'Electric Company d/b/a Missouri'.

5. In the Date field, enter the correct date in format m/d/yy

This screenshot is identical to the one above, but the 'Date' field is now highlighted with a green border. The 'Number' field now contains the value '1001200233'. The 'Date' field is currently empty, showing the placeholder 'm/d/yy'. The 'Type' dropdown remains set to 'Invoice', and the currency information is unchanged.



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6. In the Type drop-down list, select Retainage Release.

The screenshot shows the top portion of a web application interface for creating an invoice. At the top right, there are navigation icons for home, flags, notifications (with a red '1'), and a user profile 'ML'. Below this is a header bar with 'Invoice Actions' and buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The main form area contains several input fields: a dropdown menu on the left, a text field for '* Number' with value '1001200233', a date field for '* Date' with value '6/23/23', and a dropdown menu for '* Type' with 'Invoice' selected and highlighted by a green box. Below these are fields for 'Invoice Currency' (USD - US Dollar) and 'Payment Currency' (USD - US Dollar). At the bottom left, the text 'etric Company d/b/a' is partially visible.

7. Select Go.

The screenshot shows the middle portion of the web application interface. It displays supplier and customer information. The 'Supplier' section includes 'Supplier' (OTTC DEMO TEST SUPPLIER), 'Taxpayer ID' (459865323), '* Supplier Site' (00STLOUIS), 'Address' (12365 TEST WAY, MO JeffersonImperial, 63052), and 'Supplier Tax Registration Number'. The 'Customer' section includes '* Customer Taxpayer ID' (43-0559760). Below this is a dropdown menu for 'Li...' with 'Release by PO schedule' selected and a green box around the 'Go' button. At the bottom, there is a 'View' dropdown and a 'Cancel Line' button. A table header is visible with columns for '* Numbe * Type', 'Purchase Order' (sub-columns: '* Numbe * Line * Schedule'), 'Consumption Advice' (sub-columns: 'Number Line'), and 'Supplier Item'. The table content is empty, showing 'No data to display.' and a 'Total' row at the bottom.



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8. Select the **Release** checkbox.

The screenshot shows the 'Retainage Release' window. At the top, there is a search bar with 'Identifying PO' set to 'P3003841'. Below the search bar, there are view options and a 'Detach' button. A table is displayed with the following columns: 'Relea' (checkbox), '* Release Amount', 'Release Amount Remaining', 'Purchase Order Number', 'Purchase Order Line', 'Schedule', 'Retainage', and 'Retainag Release'. The first row of the table is highlighted in blue, and the 'Relea' checkbox is checked. Below the table, it says 'Total Release Amount 0.00'. At the bottom of the window, there are tabs for 'Purchase Order', 'Consumption Advice', and 'Supplier Item'.

9. In the first row, select **Release**.

The screenshot shows a dialog box with 'Advanced' and 'Saved Search' buttons. A dropdown menu is open, showing 'Release by PO Schedule'. Below the dialog box, there are two buttons: 'Release' and 'Cancel'. The 'Release' button is highlighted with a green box. In the background, there is a table with columns: 'Ship-to Location', 'Tax Classification', 'Available Quantity', 'Quantity', 'Unit Price', 'UOM', '* Amount', and 'Descrip'.



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10. Select **Manage Attachments**.

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

* Attachments None

Tax Control Amount

Name Union Electric Company d/b/a
Ameren Missouri

Address

11. Select the file.

Invoice Actions

Remit-to Bank Account

Unique Remittance Identifier

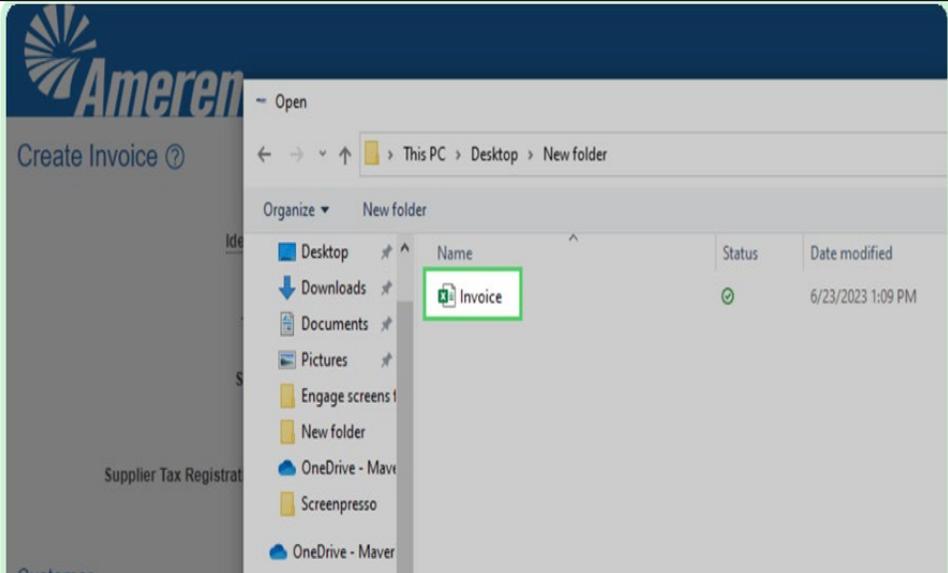
* File Name or URL	Title	Description	Attached I
Choose File No file chosen			Maverick Lo

OK Cancel

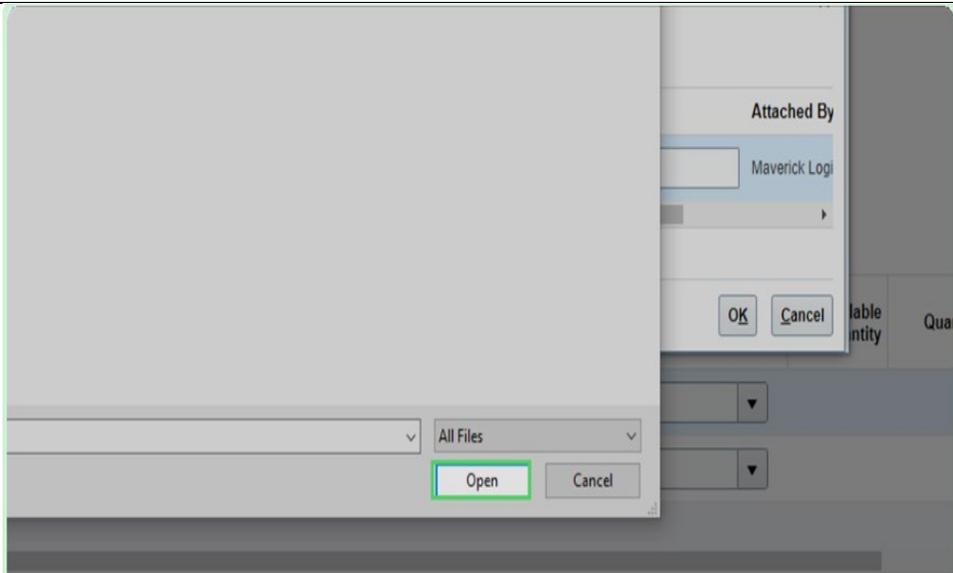


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12. Select the correct file.



13. Select **Open**.





Create a Retainage Invoice (QRG)

14. Select **OK**.

Remit-to Bank Account

* File Name or URL	Title	Description	Attached I
Invoice.xlsx Update...	Invoice.xlsx		Maverick Lo

OK **Cancel**

Address

15. Select **Save**.

Invoice Actions ▾ **Save** Save and Close Submit Cancel

* Number 1001200233

Date 6/23/23

Type Retainage release

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar



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16. Select **Submit**.

The screenshot shows the 'Invoice Actions' menu with four buttons: 'Save', 'Save and Close', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a green border. Below the menu, there are several input fields: a dropdown menu, a text field for '* Number' containing '1001200233', a date field for 'Date' containing '6/23/23', a 'Type' field containing 'Retainage release', and two currency fields for 'Invoice Currency' and 'Payment Currency', both containing 'USD - US Dollar'.

17. Select **Close**.

The screenshot shows the invoice confirmation page. At the top, it says 'been submitted.' Below this, there are several fields: 'Remit-to Bank Account', 'Unique Remittance Identifier', 'Unique Remittance Identifier Check Digit', 'Description', 'Attachments' (with a link to 'Invoice.xlsx'), and 'Tax Control Amount'. The 'Legal Entity' field contains 'Union Electric Company d/b/a Ameren Missouri'. At the bottom, there is a table with the following columns: 'Supplier Item', 'Item Description', 'Ship-to Location', 'Ship-from Location', 'Tax Classification', and 'Location of Final Discharge'. The table contains one row with the following data: 'Retainage Rel...', 'LABADIE PLANT', and 'LABADIE PLANT'.

Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
Retainage Rel...	LABADIE PLANT	LABADIE PLANT			

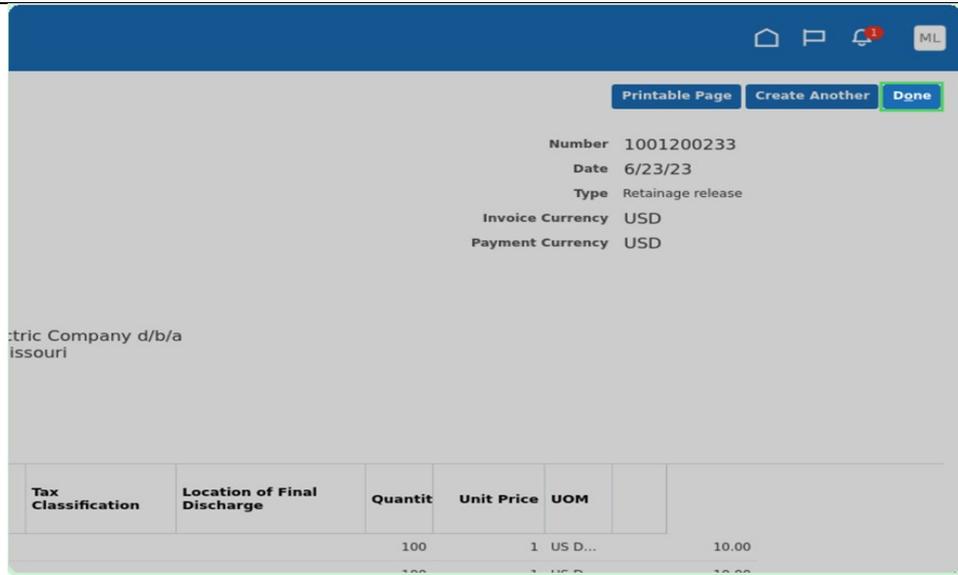


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18. Select **Done**.

Note:

If necessary, you can select the Printable Page button to print a copy. You can also select the Create Another button to create another invoice.



Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	07/03/2023	Document Creation	Aaron Young