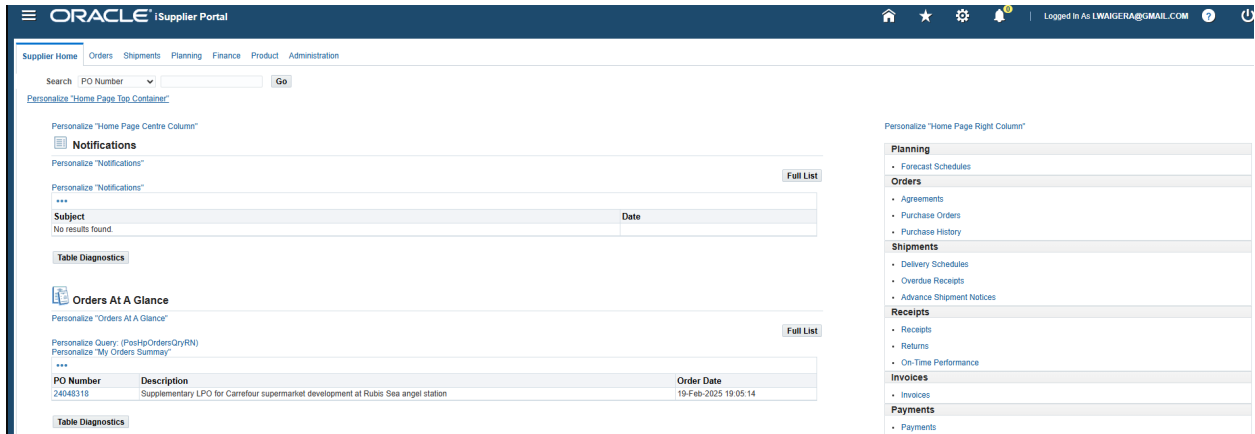


Booking an LPO invoice in Rubis I-Supplier Portal



Oracle iSupplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

Search PO Number Go

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

Notifications

Personalize "Notifications"

Full List

Personalize "Notifications"

Subject Date

No results found

Table Diagnostics

Orders At A Glance

Personalize "Orders At A Glance"

Full List

Personalize Query: (PostHqOrdersOnlyRN)

Personalize "My Orders Summary"

PO Number Description Order Date

24048318 Supplementary LPO for Carrefour supermarket development at Rubis Sea angel station 19-Feb-2025 19:05:14

Table Diagnostics

Personalize "Home Page Right Column"

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

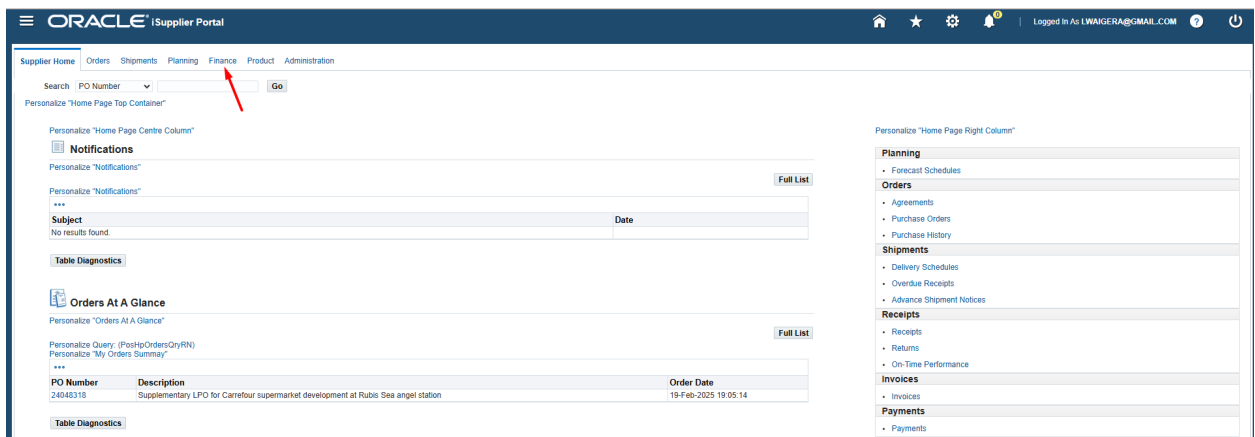
Invoices

- Invoices

Payments

- Payments

Click on the Finance Tab



Oracle iSupplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

Search PO Number Go

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

Notifications

Personalize "Notifications"

Full List

Personalize "Notifications"

Subject Date

No results found

Table Diagnostics

Orders At A Glance

Personalize "Orders At A Glance"

Full List

Personalize Query: (PostHqOrdersOnlyRN)

Personalize "My Orders Summary"

PO Number Description Order Date

24048318 Supplementary LPO for Carrefour supermarket development at Rubis Sea angel station 19-Feb-2025 19:05:14

Table Diagnostics

Personalize "Home Page Right Column"

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

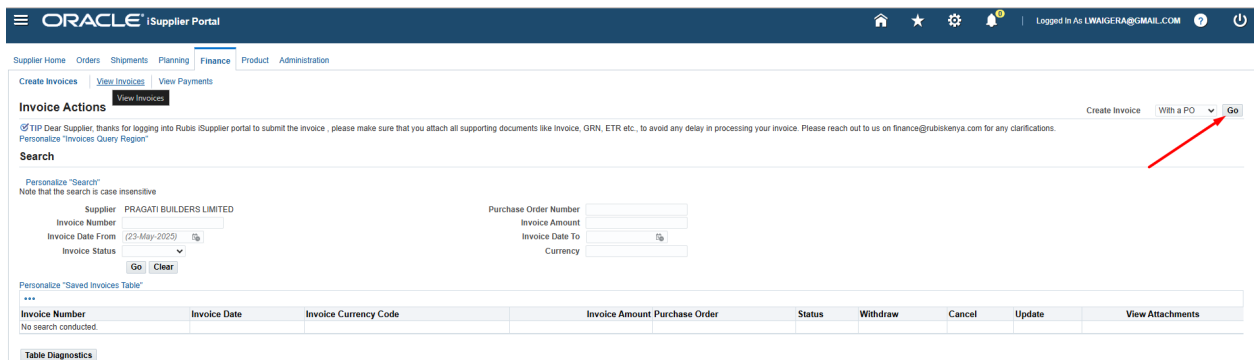
Invoices

- Invoices

Payments

- Payments

Click on the Create Invoice with a PO



Oracle iSupplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

Create Invoices

Invoice Actions

Tip Dear Supplier, thanks for logging into Rubis iSupplier portal to submit the invoice, please make sure that you attach all supporting documents like Invoice, GRN, ETR etc., to avoid any delay in processing your invoice. Please reach out to us on finance@rubiskenya.com for any clarifications.

Personalize "Invoices Query Region"

Search

Personalize "Search"

Note that the search is case insensitive

Supplier PRAGATI BUILDERS LIMITED

Invoice Number

Invoice Date From (23-May-2025)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Personalize "Saved Invoices Table"

Invoice Number Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments

No search conducted

Table Diagnostics

Create Invoice With a PO

Enter the Purchase Order Number and click on the Go Button

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Personalize Query: (PoQueryRN)

Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number: 24048318

Organization: Excluded

Advances and Financing: Excluded

Go Clear

Personalize "Search Results: Purchase Order"

PO Number	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
No search conducted.															

Select the purchase order by checking the check box

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Personalize Query: (PoQueryRN)

Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number: 24048318

Organization: Excluded

Advances and Financing: Excluded

Go Clear

Personalize "Search Results: Purchase Order"

PO Number	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
☒	1		SERVICES CONTRACTORS BUILDING AND CIVIL WORKS. Supplementary LPO for Carrefour supermarket development at Rubis Sea angel station		P070101250	1	0.456789	0	LOT	7392188.53	KES	Projects Rubis Organization	RUBIS ORGANIZATION		

Supplier Home Orders Shipments Planning Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Personalize Query: (PoQueryRN)

Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number: 24048318

Organization: Excluded

Advances and Financing: Excluded

Go Clear

Personalize "Search Results: Purchase Order"

PO Number	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
☒	1		SERVICES CONTRACTORS BUILDING AND CIVIL WORKS. Supplementary LPO for Carrefour supermarket development at Rubis Sea angel station		P070101250	1	0.456789	0	LOT	7392188.53	KES	Projects Rubis Organization	RUBIS ORGANIZATION		

Click on the next button

The screenshot shows the Oracle Supplier Portal interface for creating an invoice from purchase orders. The top navigation bar includes links for Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. The main breadcrumb trail is: Create Invoices > View Invoices > View Payments. The 'Create Invoice: Purchase Orders' section has a progress bar with four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The 'Next' button at the end of the progress bar is highlighted with a red arrow. Below the progress bar, there is a search section with a 'Personalize Search' button and a search criteria table. The search criteria table has columns for PO Number, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered Received Invoiced UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Wayt. The search results table shows one item with PO Number 2404318, Shipment 1, Item Description SERVICES CONTRACTORS BUILDING AND CIVIL WORKS, Supplementary LPO for Carrefour supermarket development at Rubis Sea angal station, Item Number P070101250, Supplier Item Number 1, Ordered Received Invoiced UOM 0.456789, Unit Price 9, LOT 7382188.53, Curr KES, Ship To Projects Rubis Organization, Organization RUBIS ORGANIZATION, Packing Slip, and Wayt.

Enter the invoice details

The screenshot shows the Oracle Supplier Portal interface for entering invoice details. The top navigation bar is the same as the previous screen. The main breadcrumb trail is: Create Invoices > View Invoices > View Payments. The 'Create Invoice: Details' section has a progress bar with four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The 'Next' button at the end of the progress bar is highlighted with a red arrow. Below the progress bar, there is a search section with a 'Personalize Search' button and a search criteria table. The search criteria table has columns for PO Number, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered Received Invoiced UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Wayt. The search results table shows one item with PO Number 2404318, Shipment 1, Item Description SERVICES CONTRACTORS BUILDING AND CIVIL WORKS, Supplementary LPO for Carrefour supermarket development at Rubis Sea angal station, Item Number P070101250, Supplier Item Number 1, Ordered Received Invoiced UOM 0.456789, Unit Price 9, LOT 7382188.53, Curr KES, Ship To Projects Rubis Organization, Organization RUBIS ORGANIZATION, Packing Slip, and Wayt.

The screenshot shows the Oracle Supplier Portal interface for entering invoice details. The top navigation bar is the same as the previous screen. The main breadcrumb trail is: Create Invoices > View Invoices > View Payments. The 'Create Invoice: Details' section has a progress bar with four steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The 'Next' button at the end of the progress bar is highlighted with a red arrow. Below the progress bar, there is a search section with a 'Personalize Search' button and a search criteria table. The search criteria table has columns for PO Number, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered Received Invoiced UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Wayt. The search results table shows one item with PO Number 2404318, Shipment 1, Item Description SERVICES CONTRACTORS BUILDING AND CIVIL WORKS, Supplementary LPO for Carrefour supermarket development at Rubis Sea angal station, Item Number P070101250, Supplier Item Number 1, Ordered Received Invoiced UOM 0.456789, Unit Price 9, LOT 7382188.53, Curr KES, Ship To Projects Rubis Organization, Organization RUBIS ORGANIZATION, Packing Slip, and Wayt.

Once you've completed click on the next Button

Supplier HomeOrdersShipmentsPlanningFinanceProductAdministration

Create InvoicesView InvoicesView Payments

Create Invoice: Details

Personalize Table Layout: (mHeaderRN)

Supplier

Personalize "Supplier"

SupplierPRAGATI BUILDERS LIMITED

Tax Payer IDP051985126P

Remit ToNairobi

Address3455 05596

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Personalize "Invoice"

Invoice Number12345

Invoice Date21-May-2025

Invoice TypeInvoice

CurrencyKES

Invoice DescriptionTEST FOR INVOICE UPLOAD

Context

Classification

Control Unit Invoice No12344000000564

Attachment

Customer

Personalize "Customer"

Customer Tax Payer ID659

Customer NameKENOLKOBIL LIMITED

AddressP.O.BOX 44202 Nairobi KE

Items

Personalize "Items"

Personalize "Item Lines Table"

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
24048318	1	1	P070101250	SERVICES CONTRACTORS BUILDING AND CIVIL WORKS: Supplementary LPO for Carrefour supermarket development at Rubis Sea angel station		Projects Rubis Organization	0.456789		0.456789	7382188.53 LOT	3376670.41

Confirm all your physical invoice details match the system figures before submitting.

Customer

Personalize "Customer"

Customer Tax Payer ID659

Customer NameKENOLKOBIL LIMITED

AddressP.O.BOX 44202 Nairobi KE

Requester Email

Requester First Name

Requester Last Name

Summary Tax Lines

Personalize "Summary Tax Lines"

Personalize "Tax Lines Table"

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	XBA	VAT-REC	VAT-TSC	KENYA-JUR	VAT-16% REC	16	540267.27	Active

Table Diagnostics

Items

Personalize "Items"

Personalize "Item Lines Table"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
24048318	1	1	SERVICES CONTRACTORS BUILDING AND CIVIL WORKS: Supplementary LPO for Carrefour supermarket development at Rubis Sea angel station		Projects Rubis Organization	0.456789		LOT	7382188.53	3,376,670.41

Table Diagnostics

Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines Table"

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Invoice Summary

Personalize "Invoice Summary"

Personalize Table Layout

Personalize Table Layout

Items3,376,670.41

Less Returnage0.00

Freight0.00

Miscellaneous0.00

Tax540,267.27

Total (Net Tot)3,916,937.68

Recalculate Totals

Cancel

Back

Step 3 of 4

Next

Submit

Once confirmed, click on the Next button and submit.

Attachment

Customer

Personalize "Customer"

* Customer Tax Payer ID 659

Customer Name KENJOLKOBIL LIMITED

Address P.O.BOX 44252 Nairobi KE

Requester Email

Requester First Name

Requester Last Name

Summary Tax Lines

Personalize "Summary Tax Lines"

Calculate

Personalize "Tax Lines Table"

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	KRA	VAT-REC	VAT TSC	KENYA_JUR	VAT-10% REC	10	540267.27	Active

Table Diagnostics

Items

Personalize "Items"

Personalize "Item Lines Table"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
24046318	1	1	SERVICES CONTRACTORS BUILDING AND CIVIL WORKS. Supplementary LPO for Carrefour supermarket development at Rubia Sea angel station		Projects Rubia Organization	0.456789	0.456789	LOT	7392168.53	3,376,670.41

Table Diagnostics

Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines Table"

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Invoice Summary

Personalize "Invoice Summary"

Personalize Table Layout

Personalize Table Layout

Items3,376,670.41

Less Retainage0.00

Freight0.00

Miscellaneous0.00

Tax540,267.27

Total (Prel.)3,916,937.66

Recalculate Total

Total (Prel.)

CancelBackStep 3 of 4NextSubmit

Unique Remittance Identifier

Remittance Check Digit

Classification

Control Unit Invoice No 123440000000564

Attachment

Customer

Personalize "Customer"

* Customer Tax Payer ID 659

Customer Name KENJOLKOBIL LIMITED

Address P.O.BOX 44252 Nairobi KE

Requester Email

Requester First Name

Requester Last Name

Items

Personalize "Items"

Personalize "Item Lines Table"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
24046318	1	1	SERVICES CONTRACTORS BUILDING AND CIVIL WORKS. Supplementary LPO for Carrefour supermarket development at Rubia Sea angel station		Projects Rubia Organization	0.456789	0.456789	LOT	7392168.53	3,376,670.41

Table Diagnostics

Shipping and Handling

Personalize "Shipping and Handling"

Personalize "Charge Lines Table"

Charge Type	Amount	Description
No results found.		

Table Diagnostics

Summary Tax Lines

Personalize "Summary Tax Lines"

Personalize "Tax Lines Table"

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
KRA	VAT-REC	VAT TSC	KENYA_JUR	VAT-10% REC	10	540267.27

Table Diagnostics

Invoice Summary

Personalize "Invoice Summary"

Personalize Table Layout

Personalize Table Layout

Items3,376,670.41

Less Retainage0.00

Freight0.00

Miscellaneous0.00

Tax540,267.27

Total (Prel.)3,916,937.66

CancelSaveBackStep 4 of 4Submit

Once submitted a confirmation will be displayed as shown below.

The screenshot shows the Oracle Supplier Portal interface. At the top, there's a navigation bar with tabs: Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. Below this, there's a sub-navigation bar with links: Create Invoices, View Invoices, and View Payments. The main content area is titled "Confirmation" and contains the following text: "Invoice 12345 was submitted to our Accounts Payable department on 23-May-2025. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page". Below this text, there's a section for "Invoice: 12345" with a "Printable Page" and "Create Another" button. The "Supplier" section displays details for PRAGATI BUILDERS LIMITED, including Tax Payer ID, Remit To, Address, and Remit To Bank Account. The "Customer" section displays details for KENOLKOBIL LIMITED, including Customer Tax Payer ID, Customer Name, Address, and Requester Email. The "Items" section displays a table with columns: PO Number, Line, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice, UOM, Unit Price, and Amount. The table contains one row for PO Number 2404318, Line 1, Item Description SERVICES CONTRACTORS BUILDING AND CIVIL WORKS, Supplementary LPO for Carrefour supermarket development at Rubia Sea angel station, Supplier Item Number, Ship To Projects Rubia Organization, Available Qty 6.456789, Quantity To Invoice 6.456789, UOM LOT, Unit Price 7302185.53, and Amount 3,376,670.41. Below the table, there's a "Table Diagnostics" button and an "Invoice Summary" section.

To confirm the invoice has been submitted, click on the Finance Tab > Enter the Invoice Number and click on the Go Button

The screenshot shows the Oracle Supplier Portal interface. At the top, there's a navigation bar with tabs: Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. Below this, there's a sub-navigation bar with links: Create Invoices, View Invoices, and View Payments. The main content area is titled "Invoice Actions" and contains the following text: "Create Invoice With a PO Go". Below this text, there's a section for "Search" with a "Personalize 'Search'" button. The "Search" section contains a form with fields for Supplier (PRAGATI BUILDERS LIMITED), Invoice Number (12345), Invoice Date From (23-May-2025), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. Below the form, there's a "Go" button and a "Clear" button. Below the "Go" button, there's a section for "Personalize 'Saved Invoices Table'" with a table containing columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table contains one row for Invoice Number 12345, Invoice Date 21-May-2025, Invoice Currency Code KES, Invoice Amount 3,916,937.60, Purchase Order 2404318, Status In Process, Withdraw, Cancel, Update, and View Attachments. Below the table, there's a "Table Diagnostics" button.

The invoice number will be displayed alongside the Status of the Invoice.

The screenshot shows the Oracle Supplier Portal interface. At the top, there's a navigation bar with tabs: Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. Below this, there's a sub-navigation bar with links: Create Invoices, View Invoices, and View Payments. The main content area is titled "Invoice Actions" and contains the following text: "Create Invoice With a PO Go". Below this text, there's a section for "Search" with a "Personalize 'Search'" button. The "Search" section contains a form with fields for Supplier (PRAGATI BUILDERS LIMITED), Invoice Number (12345), Invoice Date From (23-May-2025), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. Below the form, there's a "Go" button and a "Clear" button. Below the "Go" button, there's a section for "Personalize 'Saved Invoices Table'" with a table containing columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table contains one row for Invoice Number 12345, Invoice Date 21-May-2025, Invoice Currency Code KES, Invoice Amount 3,916,937.60, Purchase Order 2404318, Status In Process, Withdraw, Cancel, Update, and View Attachments. Below the table, there's a "Table Diagnostics" button.

