

1. How do I upload two or more LPOs to one invoice

Ans: Log in to the i-supplier portal > Create invoice with PO > Enter the PO Number and click on the Go Button, the PO number will appear, select the PO as shown below and click on Add to invoice button,

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Personalize Query: (PoQueryRN)

Search Advanced Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number: 24046562
Organization:
Advances and Financing: Excluded
Go Clear

Personalize "Search Results: Purchase Order"

Select Items: staples kangaro 24/6 5000 /pkt original

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
☐ 24046562	1	☐	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		1	0.103827414	0.103827414	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION		
☒ 24046562	1	☐	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		1	0.12345678	0	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION		
☐ 24046562	1	☐	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		1	0.240588103	0	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION		
☐ 24046562	1	☐	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		1	0.240588103	0.240588103	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION		

Table Diagnostics

Purchase Order Items Added to Invoice

Personalize "Purchase Order Items Added to Invoice"
Personalize "Purchase Order Items Added To Invo..."

Select Items: Remove from Invoice

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☐ 24046562	1	1	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		0.12345678	0.12345678	0	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION

Table Diagnostics

Cancel Step 1 of 4 Next

Enter the next purchase order you need to add to the invoice, select as shown below, and click on the Next Button and enter the invoice details

ORACLE iSupplier Portal Home Star Settings Notifications Logged In As Help Power

[Supplier Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Product](#) [Administration](#)

[Create Invoices](#) [View Invoices](#) [View Payments](#)

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Personalize Query: (PoQueryRN)

Search Advanced Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number: 24048474
Organization:
Advances and Financing: Excluded
Go Clear

Personalize "Search Results: Purchase Order"

Select Items: staples kangaro 24/6 5000 /pkt original

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
☒ 24048474	1	☐	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		1	0.234567	0	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION		

Table Diagnostics

Purchase Order Items Added to Invoice

Personalize "Purchase Order Items Added to Invoice"
Personalize "Purchase Order Items Added To Invo..."

Select Items: Remove from Invoice

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
☐ 24046562	1	1	PROPOSED RUBIS LINKS ROAD IN MOMBASA	P070101250		0.12345678	0.12345678	0	LOT	58000000	KES	Projects Rubis Organization	RUBIS ORGANIZATION

