

Purpose and Scope

This guide explains how registered DAI suppliers can create and submit an Invoice in DAI Oracle Fusion Supplier Portal.

To watch a video on creating and viewing invoices, go to <https://supplier-support.dai.com>, the “Instructional Videos” section, and select video 4: Create or View invoices

Create Invoice – Supplier Portal

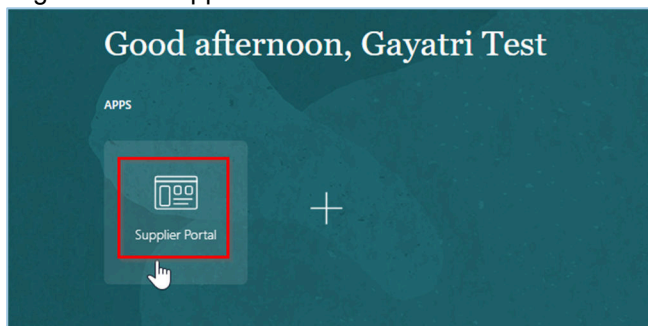
Pre-requisites

Before you begin, make sure you have:

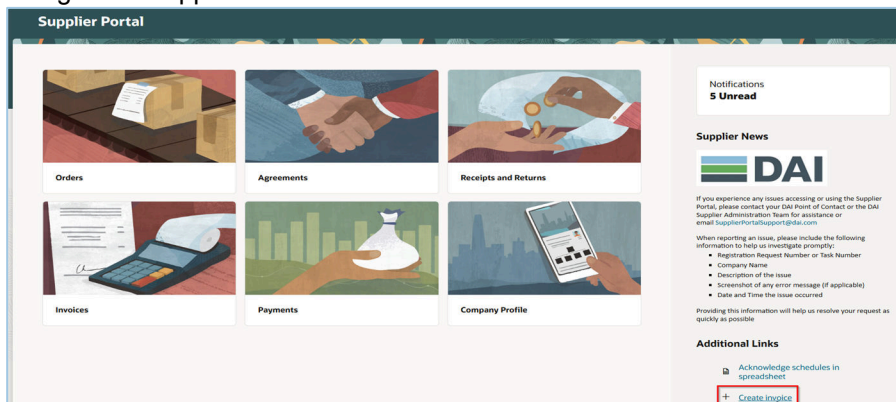
- Active Supplier Portal access.
- An approved purchase order (PO).
- All required invoice details and supporting documents.

Steps to Create an Invoice

1. Log in to the Supplier Portal.



2. Navigate to Supplier Portal > Additional Links.



3. Click on **Create Invoice**. **NOTE:** This can be an invoice or a credit memo.
4. Enter the Invoice details:
 - 4.1. Select Purchase Order number in **Identifying PO** field.

The screenshot shows the 'Create Invoice' form. The 'Identifying PO' dropdown is open, displaying a list of PO numbers and supplier names. The 'Remit-to Bank Account' dropdown is also visible. The form includes fields for Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number, and Tax Control Amount. The 'Invoice Actions' bar at the top contains buttons for Save, Save and Close, Submit, and Cancel.

- 4.2. Choose **Remit to Bank Account (Mandatory)** from the drop down.

The screenshot shows the 'Create Invoice' form with the 'Remit to Bank Account' dropdown menu open. The option 'Remit to Bank Account (Mandatory)' is selected. The form includes fields for Identifying PO, Supplier, Taxpayer ID, Supplier Site, Address, Supplier Tax Registration Number, and Tax Control Amount. The 'Invoice Actions' bar at the top contains buttons for Save, Save and Close, Submit, and Cancel.

- 4.3. Add Invoice **Attachments (Mandatory)** - Attach a copy of the supplier invoice and all required supporting documents.

The screenshot shows the 'Create Invoice' form with the 'Attachments' dialog box open. The dialog box displays a table of attachments with columns for Type, Category, File Name or URL, Title, Description, and Attached By. The 'Attachments' bar at the top contains buttons for Save, Save and Close, Submit, and Cancel.

- 4.4. Add Invoice **Number** - Note: Invoice numbers should contain letters and numbers only; special characters are not permitted.
- 4.5. Add Invoice **Date**

4.6. Add **Type** (Default value is **Invoice**). **NOTE:** If you are adding a **Credit Memo**, select option **Credit Memo**.

4.7. **Invoice Payment Currency** (Will be defaulted automatically)

4.8. In **Lines** section, click on **Select & Add** to match the Invoice to PO.

4.9. Once clicked, **Select & Add: Purchase Orders** window will appear on the screen. Select the PO line and click on **Apply**, then **OK**. **NOTE:** Do not add lines if they do not exist on the PO. This invoice will not be approved.

4.10. Scroll to the right to update the **Quantity** of the invoice (amount will be updated automatically). Add any line description in **Invoice Line Description**. Repeat for additional PO lines.

The screenshot shows the 'Create Invoice' form with the 'Lines' table. The first line has a quantity of 20 and a description of 'TST'. The 'Quantity' and 'Invoice Line Description' columns are highlighted with red boxes.

Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description	Invoice Line Transaction Business Category	Invoice Distribution Intended Use	Product Fiscal Classification for the Invoice Line	User Defined Fiscal Classification
TST	UK - London				40	20	100	Each	2,000.00	TST	Purchase Transaction			
									2,000.00					

4.11. If this is an Amount-based PO, scroll to the right and update the **Amount** and **Invoice Line Description**.

The screenshot shows the 'Create Invoice' form with the 'Lines' table. The first line has an amount of 100.00 and a description of 'Freight'. The 'Amount' and 'Invoice Line Description' columns are highlighted with red boxes.

Ship-to Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description	Invoice Line Transaction Business Category	Invoice Distribution Intended Use	Product Fiscal Classification for the Invoice Line	User Defined Fiscal Classification	Product Type	Invoice Category
				40			100.00	Freight	Purchase Transaction					
							2,000.00	TST	Purchase Transaction				Services	
							2,100.00							

4.12. If adding a **Credit Memo** line, it can be **Quantity** or **Amount**, as required (negative number, for example "-100"). Ensure the total credit amount matches the intended adjustment on the PO line(s).

5. Review all details and click on **Save**.

5.1. Click on **Submit** to submit the invoice for approval.

The screenshot shows the 'Create Invoice' form with the 'Lines' table. The 'Submit' button in the top right corner is highlighted with a red box.

Ship-to Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Invoice Line Description	Invoice Line Transaction Business Category	Invoice Distribution Intended Use	Product Fiscal Classification for the Invoice Line	User Defined Fiscal Classification	Product Type	Invoice Category
							100.00	Freight	Purchase Transaction					
				40			2,000.00	TST	Purchase Transaction				Services	
							2,100.00							

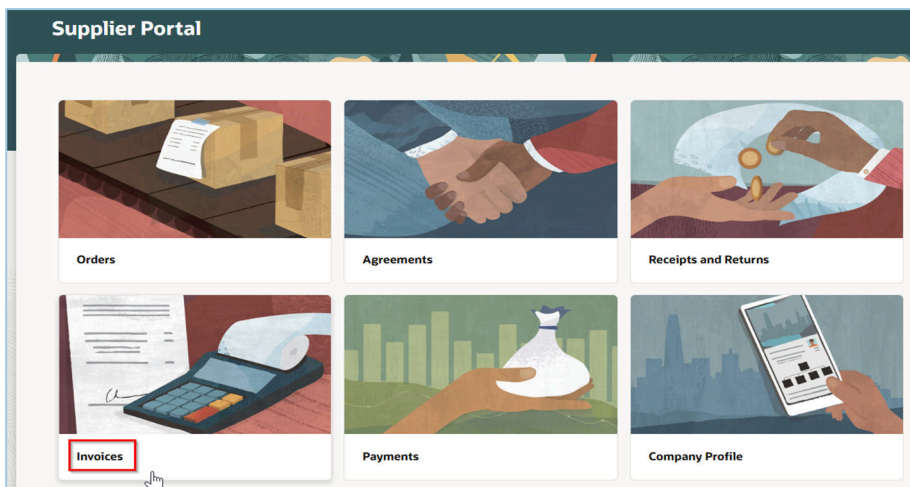
6. If you need to Cancel, or Delete the invoice previously created, click on **Invoice Actions** (top right corner, on the left from the Save button).

Tips for Invoice Creation

- Ensure the **invoice number is unique** to prevent duplicate invoice errors.
- **Use letters and numbers only** in the invoice number; special characters are not permitted.
- Verify the PO details before submitting the invoice. **Do not add invoice lines that are not included on the PO**, as the invoice will be rejected.
- **Attach all required supporting documents** to avoid invoice submission errors.
- Ensure the invoice amount **does not exceed the remaining available PO balance**.

Verify Invoice Status & Paid Status

1. Log in to the Supplier Portal and navigate to **Invoices**, then **View Invoices**



2. In the **View Invoices** Screen, search for an invoice using by adding the Invoice Number, Supplier or Purchase Order, then click on **Search**.
3. In the **Search Results** section, you will see the list of invoices, or a specific invoice and one of the parameters shown will be the **Invoice Status and Paid Status**.

DAI View Invoices Done

Search Advanced Saved Search All Invoices ** At least one is required

**** Invoice Number**

**** Supplier**

Supplier Site

**** Purchase Order**

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View ▼ Print Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number
INV 1708	17-Aug-2026	Standard	PO-00583-UKL	17-Aug-2026	GT Suppliers	Dallas_DAI Global UK	80.00 GBP	80.00 GBP	Approved	Unpaid	100025
INV 232-1	17-Aug-2026	Standard	PO-00232-USB	16-Sep-2026	GT Suppliers	Dallas	100.00 USD	100.00 USD	Approved	Unpaid	
INV 232-2	17-Aug-2026	Credit memo	PO-00232-USB	16-Sep-2026	GT Suppliers	Dallas	-100.00 USD	-100.00 USD	Approved	Unpaid	
INV 583-5	17-Aug-2026	Standard	PO-00583-UKL	16-Sep-2026	GT Suppliers	Dallas_DAI Global UK	100.00 GBP	100.00 GBP	In process	Unpaid	
INV 583-2	13-Aug-2026	Standard	PO-00583-UKL	12-Sep-2026	GT Suppliers	Dallas_DAI Global UK	20.00 GBP	20.00 GBP	Approved	Unpaid	100025
INV 583-1	06-Aug-2026	Standard	PO-00583-UKL		GT Suppliers	Dallas_DAI Global UK	GBP	500.00 GBP	Incomplete	Unpaid	

- Review the Invoice **Status** which can be Submitted, Approved, Rejected, etc.
- Click on the **Invoice Number** to open the invoice and review the header, lines and payment status. Select **Done** when finished.

DAI Invoice: INV 212 Done

Business Unit: DAI Global US
 Legal Entity Name: DAI Global, LLC
 Supplier or Party: VB Supplies
 Supplier Site: Los Angeles
 Address: 855 Hill Street, LOS ANGELES, LOS ANGELES 90016, UNITED STATES
 Invoice Date: 16-Jul-2026

Invoice Amount: 1,000.00 USD
 Unpaid Amount: 1,000.00 USD
 Payment Currency: USD
 Tax Control Amount:

Invoice Type: Standard invoice request
 Description:
 Attachment: None

Lines Payments

Items View Print Detach

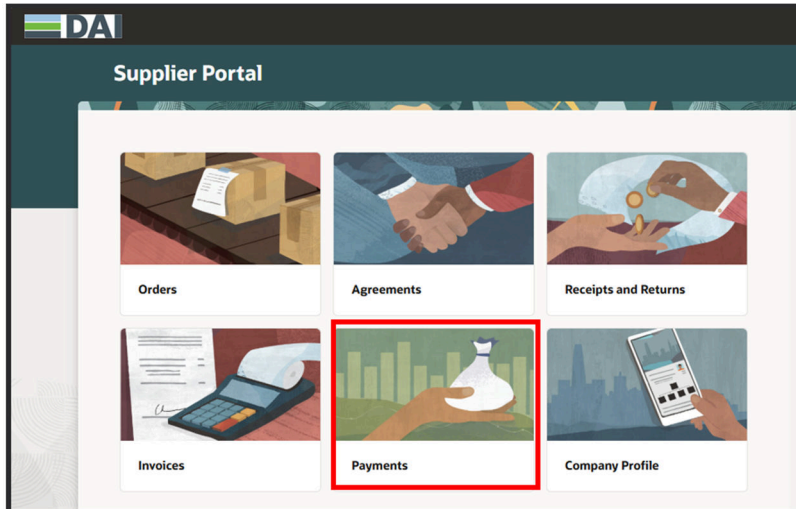
Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order Number	Receipt Number	Consumption Advice Number	Ship to Location	Tax Determinants
1	1,000.00								Belgium	

Summary Tax Lines View Shipping and Handling

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount	
No data to display.											No shipping and handling.	

View Payments

1. Navigate back to **Home** and to **Supplier Portal**. Select **Payments**.



2. View Payments screen will come up. Search for a Payment by Supplier, Payment Number or a Date range.

The screenshot shows the 'View Payments' search interface. A red box highlights the search filters: Payment Number, Payment Status, Payment Amount, Supplier (dropdown), Supplier Site (dropdown), and Payment Date (calendar icon). The 'Supplier' dropdown is set to 'ODI GLOBAL FORMALLY OVERSEAS'. Below the filters is a 'Search Results' section with a table header and a 'No search conducted.' message.

3. Payments will be listed under the **Search Results**.

The screenshot shows the 'View Payments' search interface with a list of payment results. A red box highlights the results table. The table has columns: Payment Number, Payment Date, Payment Type, Invoice Number, Supplier, Supplier Site, Payment Amount, Payment Status, and Remit to Account.

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit to Account
43735	13-May-2026	Payment Process Re...	PSI0001088	ODI GLOBAL FORMALLY OVERSEAS DEVELOPMENT INSTITUTE	LONDON	15,056.14 GBP	Negotiable	XXXX4797
42120	01-Apr-2026	Payment Process Re...	PSI0001047	ODI GLOBAL FORMALLY OVERSEAS DEVELOPMENT INSTITUTE	LONDON	9,330.00 GBP	Negotiable	XXXX4797
41888	24-Mar-2026	Payment Process Re...	PSI0000988	ODI GLOBAL FORMALLY OVERSEAS DEVELOPMENT INSTITUTE	LONDON	2,999.30 GBP	Negotiable	XXXX4797
41175	04-Mar-2026	Payment Process Re...	PSI0001013	ODI GLOBAL FORMALLY OVERSEAS DEVELOPMENT INSTITUTE	LONDON	4,315.70 GBP	Negotiable	XXXX4797
40004	27-Jan-2026	Payment Process Re...	Multiple	ODI GLOBAL FORMALLY OVERSEAS DEVELOPMENT INSTITUTE	LONDON	34,518.44 GBP	Negotiable	XXXX4797

4. Select the **payment number hyperlink** to view the payment details, including all invoices covered by that payment. Select **Done** when finished.

Support

Still need help? Visit <https://supplier-support.dai.com>. This site contains **Supplier training resources**, in addition to the **Support request form**.

When reporting an issue, please include the following information to help us investigate promptly:

- Registered user account / email
- Company Name / Registration Number
- Type of issue / question
- Depending on the type of issue, you may be requested to select DAI Contracting Entity
- Description of the issue with Date and Time the issue occurred / time zone
- Screenshot of any error message (if applicable)

Providing this information will help us resolve your request as quickly as possible!

End