

# **Oracle Banking Digital Experience**

**Corporate Supply Chain Finance User Manual  
Release 19.1.0.0.0**

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# 1. Preface

## 1.1 Intended Audience

This document is intended for the following audience:

- Customers
- Partners

## 1.2 Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

## 1.3 Access to Oracle Support

Oracle customers have access to electronic support through My Oracle Support. For information, visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit

<http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

## 1.4 Structure

This manual is organized into the following categories:

*Preface* gives information on the intended audience. It also describes the overall structure of the User Manual.

*Introduction* provides brief information on the overall functionality covered in the User Manual.

The subsequent chapters provide information on transactions covered in the User Manual.

Each transaction is explained in the following manner:

- Introduction to the transaction
- Screenshots of the transaction
- The images of screens used in this user manual are for illustrative purpose only, to provide improved understanding of the functionality; actual screens that appear in the application may vary based on selected browser, theme, and mobile devices.
- Procedure containing steps to complete the transaction- The mandatory and conditional fields of the transaction are explained in the procedure.

If a transaction contains multiple procedures, each procedure is explained. If some functionality is present in many transactions, this functionality is explained separately.

## 1.5 Related Information Sources

For more information on Oracle Banking Digital Experience Release 19.1.0.0.0, refer to the following documents:

- Oracle Banking Digital Experience Licensing Guide
- Oracle Banking Digital Experience Installation Manuals

## 2. Transaction Host Integration Matrix

### Legends

<b>NH</b>	No Host Interface Required.
✓	Pre integrated Host interface available.
✗	Pre integrated Host interface not available.

<b>Sr No</b>	<b>Transaction / Function Name</b>	<b>Oracle Banking Supply Chain Finance 14.3.0.0.0</b>
1	Overview	✓
2	Onboard Counterparty	✓
3	View Associated Parties	✓
4	Create Program	✓
5	View Program	✓
6	Edit Program	✓
7	Create Invoice	✓
8	View Invoice	✓
9	Edit Invoice	✓
10	Accept Invoice	✓
11	Reject Invoice	✓

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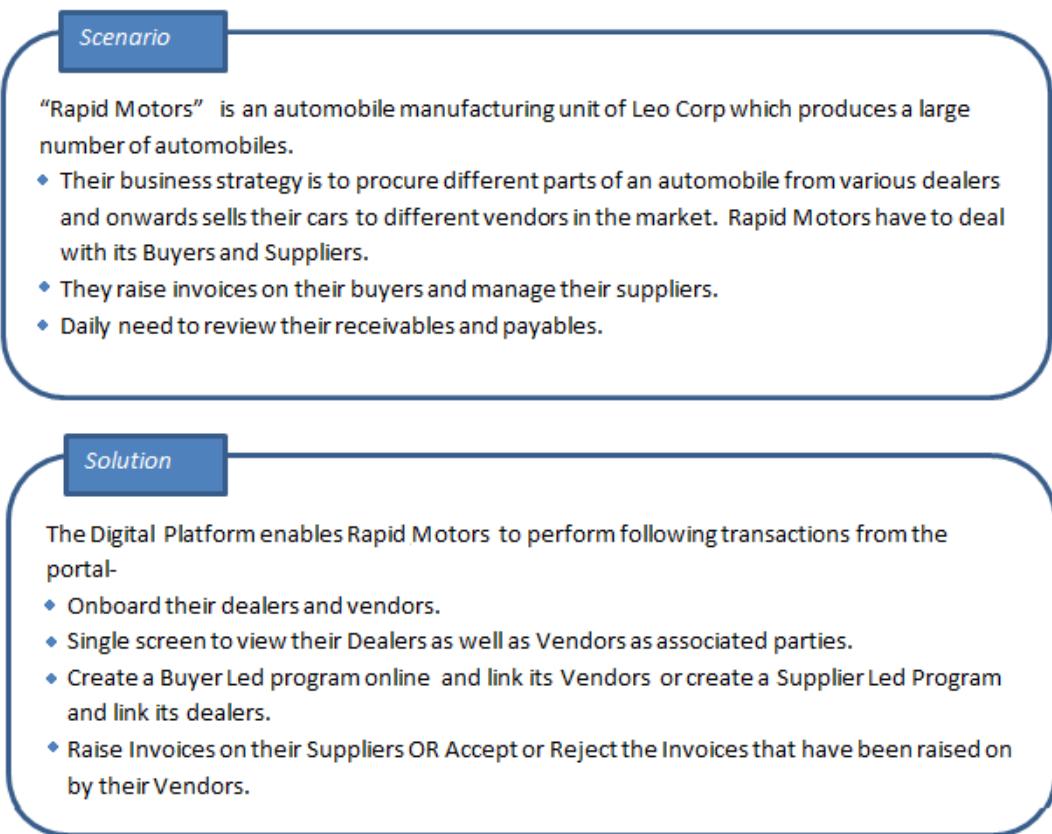
### 3. Introduction

Supply Chain Finance(SCF) is a platform that facilitates the corporates to avail short-term credit that optimizes working capital for both the buyer and the seller at a lower cost thereby improving business efficiency. Through SCF, suppliers sell or liquidate their invoices or receivables to banks. This enables them to make liquid money available to proceed with the future orders. Similarly, Buyers avails finance for their payables from banks so that their obligations are timely met at a minimized cost.

Using the digital platform of SCF, corporates are able to perform SCF transactions from the portal itself, thus resulting in improved business efficiency. The transactions can be executed, viewed and tracked online. No follow-ups required with the bank for the status of the transactions.

Corporates can manage creation of single or multiple Invoice/s. They can also accept or reject invoices online. The Portal also facilitates corporates to introduce their business partners to the bank through the platform. These business partners who play a role of the counterparties in the SCF business may or may not be the customers of the bank. However, each of the counterparty can be on-boarded by the Corporate itself and further link the counterparty to the SCF program and perform SCF business transactions on the Counterparty.

A typical business scenario in SCF parlance -



The features built for the corporate user in the Supply Chain Finance Module are as follows-

- **Overview**
- **On-board Counterparty**
- **View Associated Party**
- **Program Management**
  - Create Program
  - Edit Program
  - View Program
- **Invoice Management**
  - Create Invoice
  - Edit Invoice
  - View Invoices
  - Accept/Reject Invoice

---

Note: Supply Chain Transactions are only supported on **Desktop** and on **Landscape** mode of Tablet on its browser.

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## 4. Overview

Supply Chain Finance dashboard provides holistic information to the corporate user upfront about its Supply Chain Finance business in a simplified manner. It provides an overall view of its business in terms of receivables or payables derived on the basis of outstanding invoices. SCF Programs and its position is also provided upfront in its local currency. Overdue invoices are displayed on the dashboard.

Below widgets are available in SCF Overview:

- Overdue Invoices
- Top Programs
- Quick Links
- Invoice Timeline

### **Overdue Invoices:**

Overdue invoices are one of the major concerns for a Corporate Supplier and a Buyer and needs to be addressed immediately. A dedicated widget projects 5 invoices that are running overdue for the longest period of time. It also acts as an alarm for the corporate. They are reminder that,, the overdue invoices should be attended on priority. The link given on the widget enables the corporate to view the all its overdue invoices by navigating the user to the View Invoices Screen.

### **Top Program:**

A Donut Graph projects the top 5 programs of the corporate which are highest in terms of receivables and payables in the local currency. The values of Receivables or Payables are displayed along with the name of the Program.

### **Quick Links:**

The most commonly used transactions are provided as quick links for quick access to the transactions. Following transactions are provided as quick links:

- View Programs
- View Invoices
- View Associated Party
- Create Program
- Create Invoice
- On-board Counterparty

### **Invoice Timeline**

This widget draws all the outstanding invoices of the corporates on the invoice timeline. The invoices are categorized into buckets of overdue invoices, invoices maturing in 30 days, between 30-60 days, between 60-90 days and above 90 days in terms of Receivables OR Payables. The Timeline is made comprehensive by colour coding the category of invoices on the basis of maturity.

## How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Overview

### Dashboard

Supply Chain Finance

Overdue

Invoice Number	Amount	Overdue Days
CIINV20042020	£5,100.00	445
CINVRoySuppNo19	£3,000.00	95
CIINV20042019	£5,100.00	37

View All Invoices

Quick Links

- View Programs
- View Invoices
- View Associated Parties
- Create Program
- Create Invoice
- Onboard Counterparty

Invoice Timeline

As on 07 May 2019

Total Receivables (£1,497,276.22)      Total Payables (£0.00)

2019

August   September   October   November   December   January   February   March   April   May   June

Top Programs

In Local Currency Equivalent

Receivables £1,497,276.22

Payables £748.21K

£708.50K   £11.24K   £29.32K

Top10BuyerCP

View All Programs

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## FAQ's

### 1. Is the dashboard displayed as per Buyer or Supplier?

Dashboard will have both the tabs of Receivables and Payables on each of the widget. If the corporate is a Buyer only, then Payables tab will have data displayed and the other Tab will show no data. Same will be the behavior where the corporate is only a Supplier.

### 2. Can I change my Quick Links?

The Quick Links are fixed and cannot be changed.

### 3. How can I view all of my overdue Invoices?

The overdue widget has a link of 'View all Invoices'. On accessing the link, you will be navigated to View Invoices page and all the overdue invoices will be displayed.

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## 5. Onboard Counter Party

Onboard a Counter Party refers to introducing your counter Party to the Supply Chain Finance System and is the first step in Supply Chain Finance business. Counter Party is the customer of the Corporate in a commercial trade who may or may not be the customer of the bank.

Using this option you can onboard your counter party so that you can link the counter party to the program for SCF business.

### Pre-Requisites

User must be having a valid corporate login credentials for Onboarding the Counter Party.

### How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Associated Party Management > Onboard Counter Party

OR

Dashboard > Toggle menu > Supply Chain Finance > Associated Party Management > View Associated Parties > Onboard new link

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Onboard Counter Party

### To onboard new counter party:

1. The **Onboard Counter Party** screen appears.

### Onboard Counter Party

Onboard Counter Party

ROYALE PAINTS  
Party ID: \*\*\*981

Party Name  
Royale Paints

Short Name  
RP

Category Of Corporate  
Private Limited Company

Corporate Registration Number  
SAQ1234

Tax Registration Number  
CAQ3234

Corporate PAN  
CX1X123456

Mobile Number  
+919005623459

Email ID  
rpmt@company.com

Preferred Communication Mode  
 Email  Mobile

Address Line 1  
12, Park Avenue, RNP Complex

Address Line 2  
South block, Bangalore

Country  
India

State  
Karnataka

City  
Bangalore

PIN Code  
320199

Onboarding Counterparty

Counter Party is the other party in a commercial trade who need not be the customer of the bank.

The counter party thus needs to be onboarded into the system so that their KYC is checked and compiled by the bank.

Submit Cancel Back

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### Field Description

Field Name	Description
<b>Party Name</b>	Enter the name of your corporate customer which you need to onboard.
<b>Short Name</b>	Enter the short name for the counter party.
<b>Category Of Corporate</b>	Select the industry of the corporate. The options are: <ul style="list-style-type: none"> <li>• Others</li> <li>• Partnership firm</li> <li>• Public Limited Company</li> <li>• Private Limited Company</li> </ul>
<b>Corporate Registration Number</b>	Enter the corporate registration number
<b>Tax Registration Number</b>	Enter the tax registration number
<b>Corporate PAN</b>	Enter the PAN number.
<b>Mobile Number</b>	Enter the mobile of the counter party.
<b>Preferred Communication Mode</b>	Select the preferred communication mode required by the counter party. The options are: <ul style="list-style-type: none"> <li>• Email</li> <li>• Mobile</li> </ul>
<b>Email ID</b>	Enter the email id of the counter party.
<b>Address Line 1- 2</b>	Enter the address of the counter party.
<b>Country</b>	Select the country of the counter party.
<b>State</b>	Select the state of the counter party.
<b>City</b>	Enter the city where of the counter party resides.
<b>PIN Code</b>	Enter the pin code of city where of the counter party resides.

2. In the **Party Name** field, enter the name of the counter party which is to be linked to the SCF program.
3. In the **Short Name** field, enter the short name for the counter party.
4. From the **Category of Corporate** list, select the industry of the corporate.

5. In the **Corporate Registration Number** field, enter the corporate registration number of the Counter Party.
6. In the **Tax Registration Number** field, enter the tax registration number of the Counter Party.
7. In the **Corporate PAN** field, enter the Pan Number of the Counter Party.
8. In the **Mobile Number** field, enter the mobile of the counter party.
9. In the **Email ID** field, enter the email ID of the counter party.
10. In the **Preferred Communication Mode** field, select the preferred communication mode required by the counter party.
11. In the **Address** field, enter the address of the counter party.
12. From the **Country** field, select the country of the counter party.
13. From the **State** field, select the state of the counter party.
14. In the **City** field, enter the city where the counter party resides.
15. In the **PIN Code** field, enter the PIN code of the city where the counter party resides.
16. Click **Submit** to onboard your counter party.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
17. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Edit** to modify the submitted parameters if required.  
OR  
Click **Cancel** to cancel the transaction.
18. The success message of request initiation for Onboarding a counter party appears along with the reference number.
19. Click on the **View Counter Party** link to view the details of existing counter party.  
OR  
Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.  
OR  
Click on the **Back to Main Dashboard** link to go to main dashboard.

## **FAQ's**

### **1. Who is the Counter Party?**

The Corporate's customer with whom the corporate trades, is its Counter Party. In SCF parlance, the customer added in the Program by an Anchor is termed as Counter Party. This customer needs to be on-boarded as a Counterparty before linking in the Program.

### **2. What if the Counter Party is the customer of the Bank?**

The Counter Party can be a customer of the bank. For the current release, even if the counter party is the customer of the bank, still you need to provide all the details of the business partner and he will be on-boarded as a Counterparty.

### **3. Can the Counter Party get the portal access for SCF?**

The current release does not support the provision of portal access to the counterparty where the counter Party is not a customer of the bank.

### **4. What if the Counter Party already has an account with the Bank?**

If the Counter Party is an existing customer of the bank, then it has to be directly linked to the Program by approaching the bank using existing customer id and not from the portal and not from the portal. When the counter party is already the customer, the Portal access can be provided.

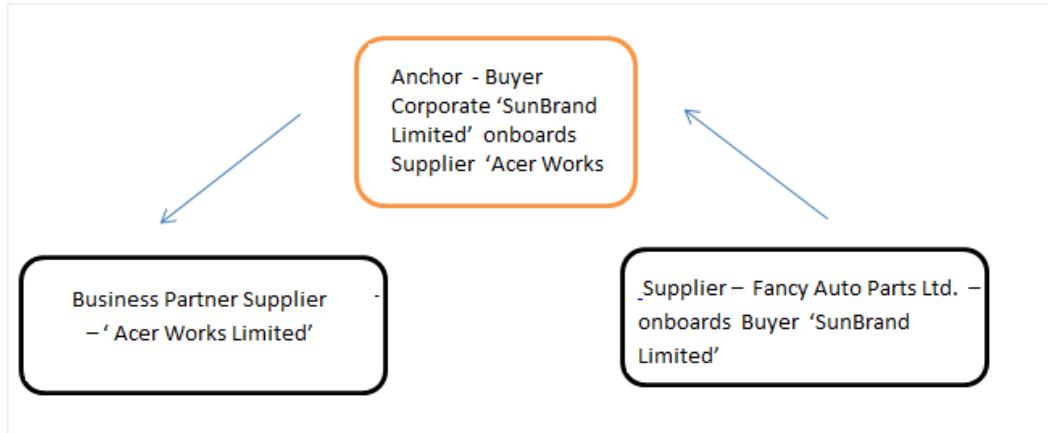
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## 6. View Associated Parties

Corporate will get a view of all its associated parties through 'View Associated Parties' screen. All its customers on-boarded by the Corporate can be viewed on this screen. Corporate will also be able to view its Anchors here.

### Illustration –

#### Parties Involved:



#### Explanation:

Corporate SunBrand Limited logs on to the Portal and navigates to 'View Associated Parties', then both the corporates 'Acer Works Limited' who is the counterparty of 'SunBrand Limited' and 'Fancy Auto Parts Limited' who has on-boarded 'SunBrand Limited' will be displayed.

The details of each of the associated party are displayed on accessing the respective Party. Details of associated party like his address and contact number along with the associated programs and its invoices are displayed

If the party is a buyer and not a Supplier, then 'Payables' data is displayed on the page for Program widget, vice-versa for if party is Supplier the 'Receivables' data is displayed. If party is buyer as well as Supplier, then 'Receivables' data is displayed default on the screen and the Switcher is set to 'Receivables'.

#### Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

#### How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Associated Party Management > View Associated Parties

OR

Dashboard > Toggle menu > Supply Chain Finance > Program Management > View Program Details > Link Parties link

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Associated Parties

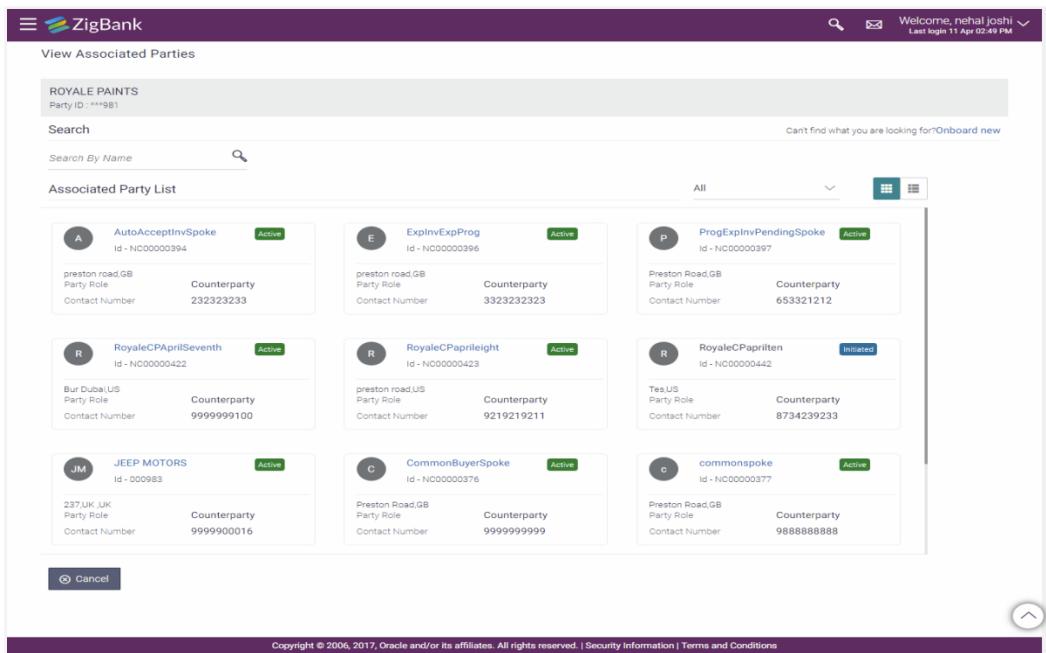
#### To view associated parties:

1. In **Search** section, In **Search By Name** field, enter the Corporate's name or ID.

2. Click  to search the party. Based on entered details the list of associated parties appears.  
OR  
Click **Cancel** to cancel the transaction.

**Note:** Click  or  icon to view details in the card view or list view respectively.

## View Associated Parties - Search Result



The screenshot shows the 'View Associated Parties' search result page. The page header includes the 'ZigBank' logo and a search bar. The main content area displays a grid of 9 cards, each representing an associated party. The cards are arranged in three rows of three. Each card contains the following information:

- Initials:** A, E, P, R, R, R, JM, C, c
- Party Name and ID:** AutoAcceptInvSpoke (Id: NC000000394), ExInvExpProg (Id: NC000000396), ProgExInvPendingSpoke (Id: NC000000397), RoyaleCPAprilSeventh (Id: NC000000422), RoyaleCPaprelight (Id: NC000000423), RoyaleCPaprilten (Id: NC000000442), JEEP MOTORS (Id: 000983), CommonBuyerSpoke (Id: NC00000376), commonspoke (Id: NC00000377)
- Status:** Active (for most), Initiated (for RoyaleCPaprilten and commonspoke)
- Details:** Contact Number, Party Role, Counterparty, and a small description of the party.

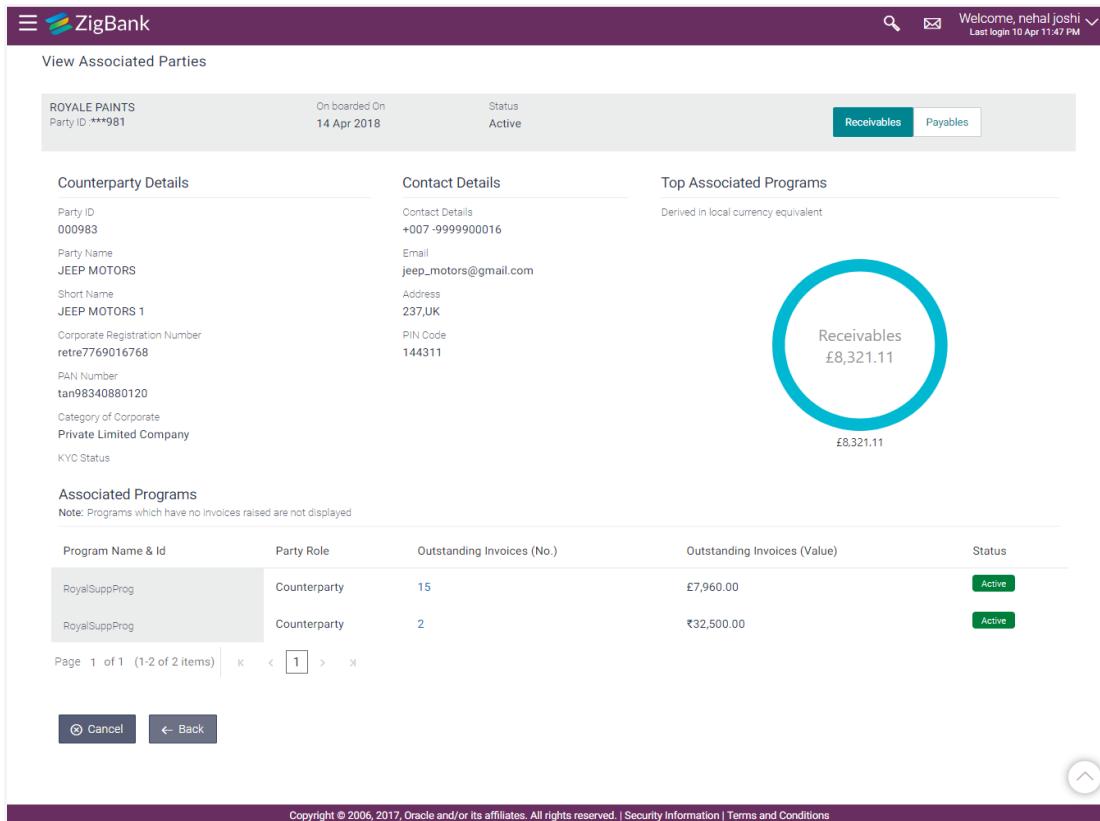
## Field Description

Field Name	Description
<b>Party Name and ID</b>	Displays the party name and ID of the Corporate.
<b>Search</b>	
<b>Search By Name</b>	Enter the corporates name or ID to search that party.
<b>Associated Party List</b>	Display the initials of the counter party to be linked to the program.
<b>Counter Party Name and ID</b>	Displays the counter party name along with ID.
<b>Counter Party Address</b>	Displays the address of the counter party.
<b>Party Role</b>	Displays the role associated to the counter party.

Field Name	Description
<b>Contact Number</b>	Display the contact number of the counter party.
<b>Status</b>	Displays the status of the program. It could be: <ul style="list-style-type: none"> <li>Initiated</li> <li>Modified</li> <li>Active</li> <li>Rejected</li> </ul>
<b>Onboard New</b>	Click on the link to create a new associated party.

3. Click on the **Party Name and ID** link in **Associated Party List** to view details of counter party.

### View Associated Party Details



**ROYALE PAINTS**  
Party ID: \*\*\*981

On boarded On: 14 Apr 2018  
Status: Active

**Receivables** **Payables**

**Counterparty Details**

- Party ID: 000983
- Party Name: JEEP MOTORS
- Short Name: JEEP MOTORS 1
- Corporate Registration Number: retre7769016768
- PAN Number: tan98340880120
- Category of Corporate: Private Limited Company
- KYC Status

**Contact Details**

- Contact Details: +007-9999900016
- Email: jeep\_motors@gmail.com
- Address: 237,UK
- PIN Code: 144311

**Top Associated Programs**

Derived in local currency equivalent

**Receivables**  
£8,321.11

**Associated Programs**

Note: Programs which have no invoices raised are not displayed

Program Name & Id	Party Role	Outstanding Invoices (No.)	Outstanding Invoices (Value)	Status
RoyalSuppProg	Counterparty	15	£7,960.00	Active
RoyalSuppProg	Counterparty	2	₹32,500.00	Active

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**Field Description**

Field Name	Description
<b>Party Name and ID</b>	Displays the corporate party name and ID.
<b>On Boarded On</b>	Displays the date on which the party was on-boarded.
<b>Status</b>	Displays the status of the associated party
<b>Receivables/ Payables</b>	Displays whether the logged on Corporate is a supplier or buyer.

**Counter Party Details**

<b>Party ID</b>	Displays the counter party ID .
<b>Party Name</b>	Displays the name of the counter party.
<b>Short Name</b>	Displays the short name of the counter party.
<b>Corporate Registration Number</b>	Displays the corporate registration number of the counter party.
<b>PAN Number</b>	Displays the PAN number of the counter party.
<b>Category of Corporate</b>	Displays the industry of the corporate are in.
<b>KYC Status</b>	Display the KYC status of the counter party.

**Contact Details**

<b>Contact Details</b>	Display the contact details of the counter party.
<b>Email</b>	Displays the email address of the counter party.
<b>Address</b>	Displays the address of the counter party.
<b>PIN Code</b>	Displays the PIN code of the city of the counter party reside.

**Top Associated Programs**

Displays the total value of receivables or payables with the name of the program in the donut chart. Top 5 performing programs are to be displayed basis their receivables /payables. Receivables/Payable are calculated in local currency equivalent and derived from Outstanding Invoices.

**Associated Programs**

Displays the list of all the programs where the counterparty is associated.

Field Name	Description
<b>Program Name and ID</b>	Displays name and ID of the all the linked programs.
<b>Party Role</b>	Displays the role associated to the counter party.
<b>Outstanding Invoices (No.)</b>	Displays the value of invoices outstanding between the two parties
<b>Outstanding Invoices (Value)</b>	Displays the value of invoices outstanding between the two parties.
<b>Status</b>	Displays the status of the counter party.

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## 7. Create Program

Post Onboarding the Counter Party, the Corporate now needs to create a Program to link its counter parties to a specific type of financing product of the bank.

Using this option, you can create a SCF program to manage invoices and business under the SCF program. It allows you to define major parameters at the program level like auto-acceptance or auto-financing of the invoices.

### Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

#### How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Program Management > Create Program

OR

Dashboard > Toggle menu > Supply Chain Finance > Program Management > View Program > Create New Program link

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Program

#### To create program:

1. Click **Create a new Program** to create the program online. The **Create Program - Program Parameters** screen appears.

### Step1- Enter Program Parameters

#### Create Program - Program Parameters

**Program Parameters**

**Link Counter Parties**

**Notes**

Creation of program is necessary to associate your counter parties to a specific type of financing product of the bank.

Define major parameters at the program level like auto-acceptance or auto-financing of the invoices.

**Program Parameters**

**Link Counter Parties**

**Notes**

Creation of program is necessary to associate your counter parties to a specific type of financing product of the bank.

Define major parameters at the program level like auto-acceptance or auto-financing of the invoices.

### Field Description

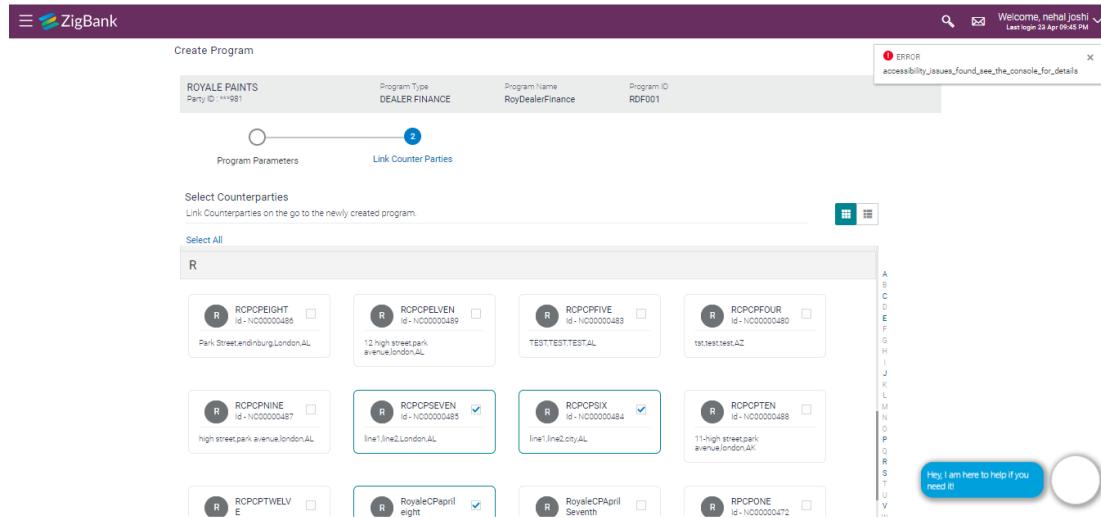
Field Name	Description
<b>Party Name and ID</b>	Displays the party name along with ID for whom the SCF program is to be created.
<b>Type of Program</b>	Select the type of the program required for creating the program.
<b>Program Name</b>	Enter the unique name for the program to be created.
<b>Program Code</b>	Enter the unique code for the program to be created.
<b>Validity From</b>	Select the date of creation of the program.
	<b>Note:</b> By default its today's business date of the bank, you can enter the future date if required.
<b>Validity To</b>	Select the date till which program will be valid. It should be future date.
<b>Auto Accept Invoice</b>	Click toggle to auto accept the invoice. I.e. the invoices uploaded under this program will be deemed auto accepted if not explicitly accepted by the buyer.
<b>Number of days for Auto Acceptance</b>	Enter the number of days in the invoices will be deemed accepted, if not explicitly accepted by the 'Buyer'. This field is enabled only if the <b>Auto Accept Invoice</b> is selected as 'Yes'.
<b>Auto Finance</b>	Click toggle to yes for invoices uploaded under this program to be automatically financed post acceptance.

2. From the **Type of the Program** list, select the type of the program required for creating the program.
3. In the **Program Name** field, enter the unique name for the program to be created.
4. In the **Program Code** field, enter the unique code for the program to be created.
5. From the **Validity From** list, select the date of creation of the program.
6. From the **Validity To** list, select the date till which program will be valid.
7. In the **Auto Accept Invoice** field, click the toggle to **Yes** to auto accept the invoice.  
If you select **Yes**:
  - a. In the **Number of days for Auto Acceptance** field, enter number of days in the invoices will be deemed accepted, if not explicitly accepted by the 'Buyer'.
8. In the **Auto Finance** field, click the toggle to **Yes** for Invoices uploaded under this program to be automatically financed post acceptance.
9. Click **Next** to navigate to a page to link counter parties. The screen displays the all onboarded counter parties created by anchor.  
OR  
Click **Cancel** to cancel the transaction.

OR  
Click **Back** to navigate back to previous screen.

## Step2- Link Counter Parties

### Create Program - Link Counter Parties



**Program Parameters**

**Link Counter Parties**

**Select Counterparties**  
Link Counterparties on the go to the newly created program.

**Select All**

**R**

- ROPCPEIGHT  
Id - NC00000485
- ROCOPELEVEN  
Id - NC00000489
- ROPCPFIVE  
Id - NC00000483
- ROCPFOUR  
Id - NC00000480
- ROCPNINE  
Id - NC00000487
- ROPOSEVEN  
Id - NC00000485
- ROPOSIX  
Id - NC00000484
- ROPOPTEN  
Id - NC00000488
- ROPCPTWELV  
Id - NC00000478
- RoyaleCPApril  
Seventh
- ROCPONE  
Id - NC00000472

**View Attributes**

**Program Parameters**

**Link Counter Parties**

**Select Counterparties**  
Link Counterparties on the go to the newly created program.

**Select All**

**C**

- CommonSuppSpoke  
Id - NC00000374

**T**

- TATA MOTORS SPOKE  
Id - NC00000362

**Submit** **Cancel** **Back**

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### Field Description

Field Name	Description
<b>Party Name and ID</b>	Displays the party name along with ID for whom the SCF program is to be created.
<b>Program Type</b>	Display the program type selected in <b>Program Parameters</b> step.
<b>Program Name</b>	Display the program name entered in <b>Program Parameters</b> step.
<b>Program ID</b>	Display the program ID entered in <b>Program Parameters</b> step.
<b>Short Name</b>	Display the initials of the counter party to be linked to the program.
<b>Counter Party Name and ID</b>	Displays the counter party name along with ID which is to be linked to the program.
<b>Counter Party Address</b>	Displays the address of the counter party name which is to be linked to the program.

10. Click  or  icon to view counter parties in card view or list view respectively. There is also an indexer provided to navigate the counter parties on the basis of the first initial of the counter party. User needs to access the alphabet on the indexer and the cursor will be navigated to the counterparties starting with the accessed alphabet.

11. Select the checkbox against the counter party to link with the program.

12. Click **Submit** to create a SCF program.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.

13. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Edit** to modify the submitted parameters if required.  
OR  
Click **Cancel** to cancel the transaction.

14. The success message of request initiation appears along with the reference number.

15. Click on the [View Program](#) link to view the details of existing programs.  
OR  
Click on the [Supply Chain Dashboard](#) link to go to Supply Chain Dashboard.  
OR  
Click on the [Back to Main Dashboard](#) link to go to main dashboard.

[Home](#)

## 8. View / Edit Program

### Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

#### How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Program Management > View / Edit Program

OR

Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Program

### 8.1 View Program

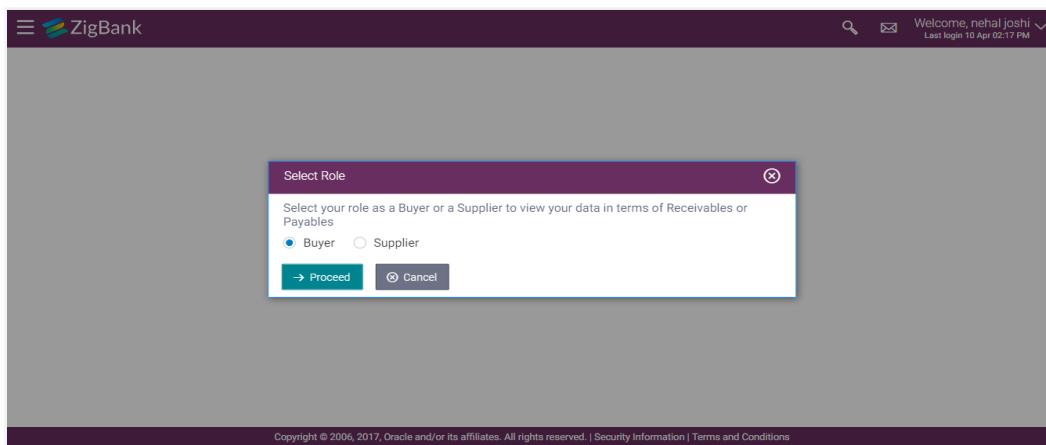
Using this option, based on role of a buyer or a seller, one can view its programs. On selection of Buyer view, you can view all the programs as of current date where he/she is a buyer in the program. It displays the all the programs where the corporate is a 'Buyer'.

On selection of Supplier view, you can view all the programs as of current date where he/she is a Seller in the program. It displays the all the programs where the corporate is a 'Seller'.

#### To view program:

1. The **Select Role** popup appears.

#### View Program - Select Role popup



#### Field Description

Field Name	Description
<b>Select Role</b>	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>

2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.

3. Click **Proceed** to view the existing programs. The **View Program** screen appears.  
 OR  
 Click **Cancel** to cancel the transaction.

### View Program - Search Result

ROYALE PAINTS  
Party ID: \*\*\*981

Switch View  
Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables

Buyer Supplier

Search

Can't find what you are looking for? [Create New Program](#)

Program Name	Program Id
Counter Party Name Select	Program Type Select

Program List

User Role	Counterparty - Buyer	User Role	Counterparty - Buyer
Type of Program Counterparties (No.)	SupplierCentricPRODUCT2 1	Type of Program Counterparties (No.)	SupplierCentricPRODUCT2 1

Page: 1 of 1 (1-3 of 3 items)

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### Field Description

Field Name	Description
<b>Party Name and ID</b>	Displays the party name and ID of the logged in Corporate.
<b>Switch View</b>	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>
<b>Search</b>	
<b>Program Name</b>	Enter the Program Name to search the programs.
<b>Program ID</b>	Enter the Program ID to search the programs.

Field Name	Description
<b>Counter Party Name</b>	Enter the counter party name which is to be linked to the program to search the programs.
<b>Program Type</b>	Enter the program type to search the programs.
<b>Program List</b>	Displays the program list based on entered search criteria in card or list view.
<b>Program Name</b>	Displays the program name as fetched from the Host.
<b>Status</b>	Displays the status of the program. It could be: <ul style="list-style-type: none"> <li>• Initiated</li> <li>• Modified</li> <li>• Active</li> <li>• Rejected</li> </ul>
<b>Program ID</b>	Displays the program ID as fetched from the Host.
<b>User Role</b>	Displays the logged in Corporate's role in the program.
<b>Type of Program</b>	Displays the program type as fetched from the Host.
<b>Counterparties</b>	Displays the number of counter parties linked to the program.

---

4. Entered the search criteria, click **Search**, The program list based on entered search criteria in card or list view.  
 OR  
 Click **Clear** to reset the search parameters.  
 OR  
 Click **Cancel** to cancel the transaction.

---

**Note:** Click  or  icon to view details in the card view or list view respectively.

---

5. Click on the **Program Name** link, the details of the specific program appears.

## View Program Details

ROYALE PAINTS  
Party ID: \*\*\*981

Program Type: SupplierCentricPRODUCT2  
Program Name: RoyalSuppProg  
Program ID: RoyalSuppProg  
Status: Active

**Program Details**

Created On 13 Apr 2018	Min Tenor Allowed -
Valid From 30 Mar 2019	Max Tenor Allowed -
Valid To 25 Apr 2021	Program Tenor -
Auto Acceptance Invoice Applicability No	Min Finance % -
Auto Acceptance Days -	Max Finance % -
Auto Finance Applicability No	With Recourse -
Comments SupplierCentricPRODUCT2	Number of Counter Parties 3

**Program Attributes**

Min Tenor Allowed -	Max Tenor Allowed -
Program Tenor -	Min Finance % -
Max Finance % -	With Recourse -

**Top 10 Counter Parties**

Select Counterparty	Value
JEEP MOTORS	8K
JEEP MOTORS	2K
TATA MOTORS	1K

**Linked Parties**

Party Name and Id	Party Role	Outstanding Invoices(No.)	Outstanding Invoices (Value)	Status
JEEP MOTORS 000983	Counterparty-Buyer	20	£132,393.00	Active
JEEP MOTORS 000983	Counterparty-Buyer	2	₹32,500.00	Active
JEEP MOTORS NC000000367	Counterparty-Buyer	0	£0.00	Active
TATA MOTORS 000962	Counterparty-Buyer	0	£0.00	Active

Page 1 of 1 (1-4 of 4 items) | < < 1 > > | [Edit](#) | [Cancel](#) | [Back](#)

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## Field Description

Field Name	Description
<b>Party Name and ID</b>	Displays the corporate party name along with Party ID.
<b>Program Type</b>	Displays the program type of the SCF program. The financing product against which the program is created.
<b>Program Name</b>	Displays the program name as fetched from the Host.
<b>Program ID</b>	Displays program ID of the SCF program.
<b>Status</b>	Displays the status of the program. Displays whether the program is Active/Inactive/Modified/Closed.
<b>Program Details</b>	
<b>Created On</b>	Displays the date of creation of the program.
<b>Valid From</b>	Displays the date from which the SCF program will be active.

Field Name	Description
<b>Valid To</b>	Displays the date till which the SCF program will be active.
<b>Auto Acceptance Invoice Applicability</b>	Displays the value of auto accept invoice as fetched from Host. Informs whether auto acceptance of invoices is applicable or not.
<b>Auto Acceptance Days</b>	Display the number of days in which the invoices will be deemed accepted, if not explicitly accepted by the 'Buyer'.
<b>Auto Finance Applicability</b>	Display the value of auto finance. If Yes, all invoices uploaded under the program will be auto financed post acceptance of invoices.
<b>Comments</b>	Display the comments added for the program as fetched from the host
<b>Program Attributes</b>	
<b>Min Tenure Allowed</b>	Displays the minimum tenor allowed as fetched from Host.
<b>Max Tenor Allowed</b>	Displays the maximum tenor allowed as fetched from Host.
<b>Program Tenor</b>	Displays the program tenor as fetched from Host.
<b>With Recourse</b>	Displays the value of With Recourse as fetched from Host.
<b>Min Finance %</b>	Displays the minimum finance percentage as fetched from Host.
<b>Max Finance %</b>	Displays the maximum finance percentage as fetched from Host.
<b>No Of Counter parties</b>	Displays the number of counter parties as fetched from Host.
<b>Top 10 Counter Parties</b>	
Displays the top 10 of counter parties linked to the program in bar graph. Provides a comparative view amongst the Counterparties on the basis of its receivable or payables in local currency of the corporate and projects Top 10 Counter Parties on the graph. If the Counter Parties are less than 10, then all of the counter parties will be displayed and the label will also represent the actual number of Counterparties. If there is only one counterparty linked to the program, then the label will be 'Top Counter Party'.	
<b>Linked Parties</b>	
All the parties that are linked to the Program will be displayed here. If Anchor of the Program has logged on then all the counter parties will be listed where as if the 'Counter Party' of the Program has logged in then the Anchor party will be listed. The linked party's corresponding outstanding invoices and their value will also be displayed in the grid.	

Field Name	Description
<b>Party Name and ID</b>	Displays the name and ID of the linked party Click on the link to view the associated party (counter party) details.
<b>Party Role</b>	Displays the role associated to the party. It could be: <ul style="list-style-type: none"> <li>• Counter Party - Buyer</li> <li>• Counter Party - Seller</li> <li>• Anchor - Buyer</li> <li>• Anchor - Seller</li> </ul>
<b>Outstanding Invoices (No.)</b>	Displays the number invoices outstanding for the linked party under this program.
<b>Outstanding Invoices (Value)</b>	Displays the value of invoices outstanding for the linked party under this program.
<b>Status</b>	Displays the status of the linked party.
<b>Create New</b>	Click on the link to create a new program.

**Note:** Click  or  icon to view details in the card view or list view respectively. There is also an indexer provided to navigate the counter parties on the basis of the first initial of the counter party.

6. Click **Edit** to modify the required changes to the program.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.

## 8.2 Edit Program

Using this option, if you are an Anchor, you can edit the program created by you to make the required changes to the program.

**Note:** If you are counter party in the program then the user is not allowed to edit the program as he cannot create the program.

### To edit program:

1. The **Select Role** popup appears.
2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.
3. Click **Proceed** to view the existing programs. The **View Program** screen appears.  
OR  
Click **Cancel** to cancel the transaction.
4. In **Switch View** section, click **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.

5. Enter the search criteria, click **Search**. The program list appears based on entered search criteria in card or list view.  
 OR  
 Click **Clear** to reset the search parameters.  
 OR  
 Click **Cancel** to cancel the transaction.

---

**Note:** Click  or  icon to view details in the card view or list view respectively.

---

### Field Description

Field Name	Description
<b>Party Name and ID</b>	Displays the party name along with ID.
<b>Switch View</b>	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>

### Search

<b>Program Name</b>	Enter Program Name to search the programs.
<b>Program ID</b>	Enter Program ID to search the programs.
<b>Counter Party Name</b>	Enter the counter party name which is to be linked to the program to search the programs.
<b>Program Type</b>	Enter the program type to search the programs.

### Program List

Displays the program list based on entered search criteria in card or list view.

<b>Program Name</b>	Displays the program name as fetched from the Host.
<b>Status</b>	Displays the status of the program. It could be: <ul style="list-style-type: none"> <li>• Initiated</li> <li>• Modified</li> <li>• Active</li> <li>• Rejected</li> </ul>

<b>Program ID</b>	Displays the program ID as fetched from the Host.
-------------------	---

---

Field Name	Description
<b>User Role</b>	Displays the User's role in the program.
<b>Type of Program</b>	Displays the program type as fetched from the Host.
<b>Counterparties</b>	Displays the number of counter parties linked to the program.
<b>Create New</b>	Click on the link to create a new program.

6. Click on **Program Name** link whose details to be modified. The **View Program** screen appears.
7. Click **Edit** to modify the required changes to the program. The **Edit Program** screen appears.

### Edit Program

Program Parameters

Link Counter Parties

Notes

Creation of program is necessary to associate your counter parties to a specific type of financing product of the bank.

Define major parameters at the program level like auto-acceptance or auto-financing of the invoices.

→ Next    Cancel    ← Back

8. Modify the details in **Program Parameters** tab.
9. Click **Next** to navigate to a page to link counter parties. The screen displays the all onboarded counter parties created by anchor.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
10. De-link or add new counter parties/ spokes in **Link Counter Parties** tab.
11. Click **Submit** to the new changes.  
OR  
Click **Cancel** to cancel the transaction.

OR

Click **Back** to navigate back to previous screen.

12. The review screen appears. Verify the details, and click **Confirm**.

OR

Click **Edit** to modify the submitted parameters if required.

OR

Click **Cancel** to cancel the transaction.

13. The success message on update of the program appears along with the reference number.

[Home](#)

## 9. Create Invoice

Invoice is the important underlying instrument used in trade and also in Supply Chain. Financing of Supply Chain also takes place against a commercial Invoice. Thus Creation of Invoice is one of the important transaction provided on the Portal. Using this option you can create single or multiple invoices online on the buyer under the SCF program. While submitting the invoice provision is given to save the content as Template. This also allows you to save the invoice as template so you can use it for future user to avoid re-entering the data when invoice is being created for same corporate party.

### Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

#### How to reach here:

*Dashboard > Toggle menu > Supply Chain Finance > Invoice Management > Create Invoice*  
 OR  
*Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > Create Invoice*

### 9.1 Online Invoice Creation

#### To create invoice:

1. The **Create Invoice** screen appears. Click **Create New Invoice** to create single or multiple invoices.

#### Field Description

Field Name	Description
<b>Party Name &amp; ID</b>	Displays the name and ID of the corporate party.

2. The **Create Invoice - New Invoice** screen appears.

## Create Invoice - New Invoice

## Field Description

Field Name	Description
<b>Party Name &amp; ID</b>	Displays the name and ID of the corporate party.
<b>Customer Invoice No</b>	Enter the customers own reference number of the invoice.
<b>Buyer Name</b>	Select the counter party/spoke belonging to the selected program on whom the invoice is to be raised.
<b>Name of Program</b>	Select the program to which the invoice needs to be linked. Programs where the selected buyer is linked will be listed.
<b>Purchase Order No</b>	Enter the customers purchase order number.
<b>Invoice Date</b>	Select the invoice date. The invoice date should be greater than the purchase order date. By default it selects Today's date.

Field Name	Description
<b>Shipment Date</b>	Select the date when shipment is expected to take place. The shipment date should be greater than purchase order and greater than or equal to Invoice Date.
<b>Payment Terms</b>	Enter the terms agreed for payment of the invoice.
<b>Purchase Order Date</b>	Select the purchase order date. The date that is greater than Today's date. You can enter the previous date if required.
<b>Invoice Due Date</b>	Select the invoice due date. Invoice Due date should greater than or equal to the Invoice Date.
<b>Add Commodity Details</b>	Select the option whether corporate wants to add commodity details. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Commodity Details</b>	
This section appears if the "Yes" option is selected in the <b>Add Commodity Details</b> field.	
<b>Currency</b>	Select the invoice amount currency.
<b>Name</b>	Enter the name of the commodity.
<b>Description</b>	Enter the brief description of the commodity.
<b>Quantity</b>	Enter the quantity of the commodity.
<b>Cost per unit</b>	Enter the cost per unit of the commodity.
<b>Amount</b>	Displays the amount, it is product of entered quantity and Cost per unit. $\text{Amount} = \text{Quantity} * \text{Cost per unit}$
<b>Actions</b>	Click on the copy or remove icons to copy the contents of the row to the next row or remove the row in the <b>Add Commodity Details</b> section.
<b>Add Row</b>	Click on link to add new row in the <b>Add Commodity Details</b> section.

Field Name	Description
<b>Discount Percentage</b>	Enter the applicable discount percentage if required.
<b>Tax Percentage</b>	Enter the applicable tax percentage if required.
<b>Total Amount</b>	Displays the total amount of all commodities.
<b>Discount Value</b>	Displays the calculated value on basis of discount percentage entered.
<b>Tax Value</b>	Displays the calculated value on basis of tax percentage entered.
<b>Net Invoice Amount</b>	Displays the calculated value on basis of discount and tax values are entered.  Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value
<b>Note:</b> If Commodity Details are not entered, then Net Invoice gets auto calculated as follows: Net Invoice Amount = Invoice Amount - Discount Value + Tax Value	
<b>Duplicate Invoice</b>	Click on the link to add another invoice with the same details.
<b>Add Invoice</b>	Click on the link to add another invoice.  You can create multiple invoices using this link.
<b>Save As Template</b>	Select the option to save the entered invoice data as template.  The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Template Name</b>	Enter the template name.  This is enabled if the <b>Yes</b> option is selected in the <b>Save As Template</b> field.
<b>Check Availability</b>	Click on the link to check the availability of entered template name.  This is enabled if the <b>Yes</b> option is selected in the <b>Save As Template</b> field.

3. In the **Customer Invoice No** field, enter the customers own reference number of the invoice.
4. From the **Name of the Program** field, select the program to which the invoice needs to be linked.
5. In the **Purchase Order No** field, enter the customers purchase order number.
6. From the **Invoice Date** list, select the invoice date.

7. From the **Shipment Date** list, select the date when shipment is expected to take place.
8. From the **Buyer Name** list, select the counter party/spoke belonging to the selected program on whom the invoice is to be raised.
9. In the **Payment Terms** field, enter the terms agreed for payment of the invoice.
10. From the **Purchase Order Date** list, select the purchase order date.
11. From the **Invoice Due Date** list, select the invoice due date.
12. From the **Add Commodity Details** field, select the option whether corporate wants to add commodity details.
  - a. If user selects **Yes**;
    - i. The **Add Commodity Details** section gets enabled.
    - ii. From the **Currency** list, select the invoice amount currency.
    - iii. In the **Name** field, enter the name of the commodity.
    - iv. In the **Description** field, enter the brief description of the commodity.
    - v. In the **Quantity** field, enter the quantity of the commodity.
    - vi. In the **Cost per unit** field, enter the cost per unit of the commodity.
  - vii. Click  icon to copy the contents of the row to the next row in the **Add Commodity Details** section.  
OR  
Click  icon to remove row in the **Add Commodity Details** section.  
Click on the **Add Row** link to add blank row in the **Add Commodity Details** section.
13. In the **Discount Percentage** field, enter the applicable discount percentage if required.
14. In the **Tax Percentage** field, enter the applicable tax percentage if required.
15. Click **Save** to save the invoice.  
OR  
Click on the **Duplicate Invoice** link to add new invoice with same details entered in current invoice.  
OR  
Click on **Add Invoice** link to add another invoice.  
OR  
Click  icon to delete the invoice.
16. From the **Save As Template** field, select the option to save the entered invoice data as template.
17. In the **Template Name** field, enter the template name. For more details on templates, refer Template section.
18. Click **Submit** to create an invoice.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
19. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Back** to navigate back to previous screen.

OR

Click **Cancel** to cancel the transaction.

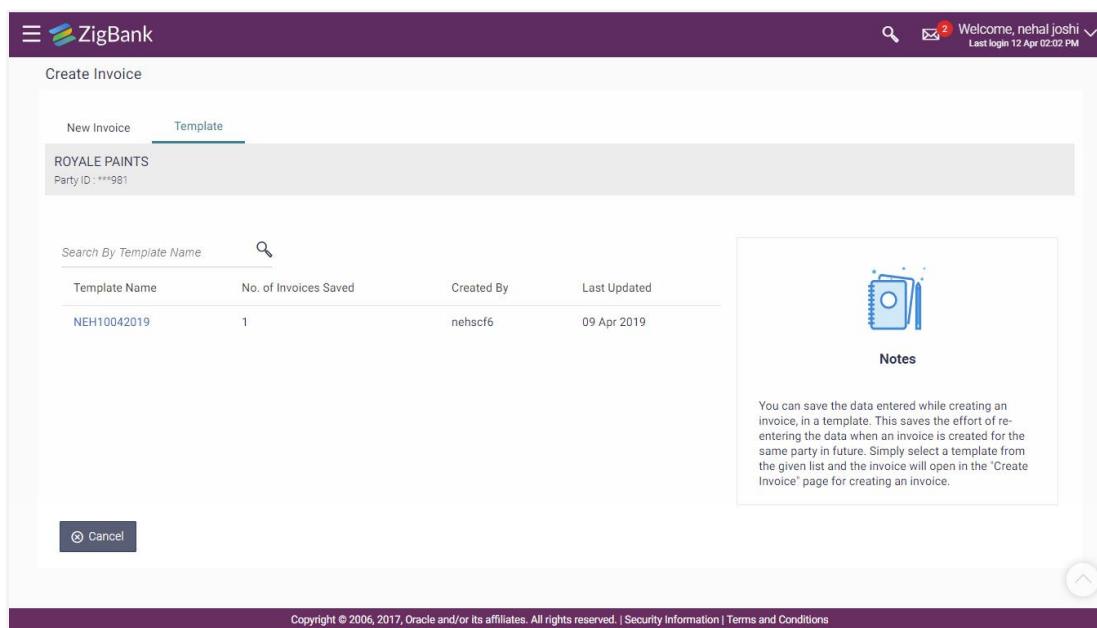
20. The success message of request initiation invoice (s) creation appears along with the reference number.
21. Click on the **Click here to view your created invoices status Details** link to view the list of created invoices with their status.  
Click on the **View Program** link to view the details of existing programs. The **View Program** screen appears.  
OR  
Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.  
OR  
Click on the **Back to Main Dashboard** link to go to main dashboard.

## 9.2 Template

**To view templates:**

1. On navigating to Create Invoice screen, click **Template** tab, the list of existing templates appears.

### Create Invoice- Template



Search By Template Name

Template Name	No. of Invoices Saved	Created By	Last Updated
NEH10042019	1	nehscf6	09 Apr 2019

**Notes**

You can save the data entered while creating an invoice, in a template. This saves the effort of re-entering the data when an invoice is created for the same party in future. Simply select a template from the given list and the invoice will open in the 'Create Invoice' page for creating an invoice.

### Field Description

Field Name	Description
<b>Search By Template Name</b>	Enter the name of invoice template which is to be searched.
<b>Template Name</b>	Display the name of the invoice template.

Field Name	Description
<b>No. of Invoices Saved</b>	Display the number of invoices saved under the template.
<b>Created By</b>	Display the name of corporate user who have created a template.
<b>Last Updated</b>	Display the last updated date for the invoice template.

2. In the **Search By Template Name** field, enter the name of invoice template which is to be searched.
3. Click  , the list of existing templates appears based on search criteria.
4. Click on the desired **Template Name** link, the **Create Invoice** screen appears for creating invoice.

## FAQ's

### **1. Who can create a Invoice?**

An invoice can be created by any corporate who has created 'Supplier Led Programs'.

### **2. Can I create multiple invoices on different buyers?**

Yes, a corporate can create multiple invoices online on different buyers.

### **3. How many invoices can I create at a time?**

There is no upper limit for creation of multiple invoices at one time. User can create as many invoices as required.

### **4. How many templates can I save in total?**

There is no limit set for maximum number of templates that can be created.

[Home](#)

## 10. View / Edit Invoice

### Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

#### How to reach here:

*Dashboard > Toggle menu > Supply Chain Finance > Invoice Management > View/ Edit Invoice*

*OR*

*Dashboard > Toggle menu > Supply Chain Finance > Overview > Quick Links > View Invoice*

### 10.1 View Invoice

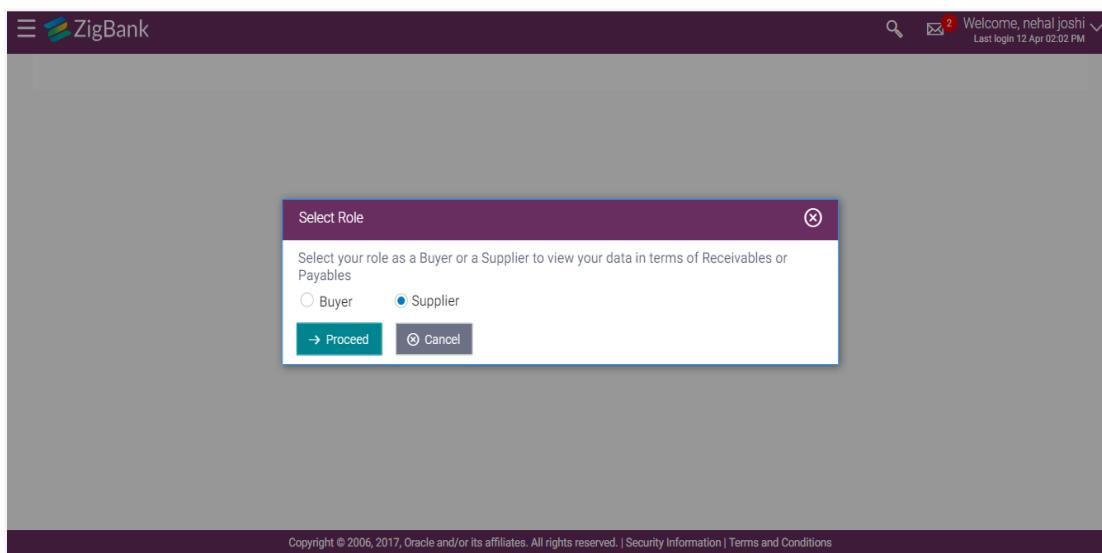
Using this option you can view your invoices on the basis of your role of a buyer or a seller. Accordingly invoices receivables or payables will be displayed.

On selection of Buyer view, you can view all the invoices as of current date where he/she is a buyer in the program, whereas on selection of Supplier view, you can view all the invoices as of current date where he/she is a Supplier in the program.

#### To view invoice:

1. The **Select Role** popup appears.

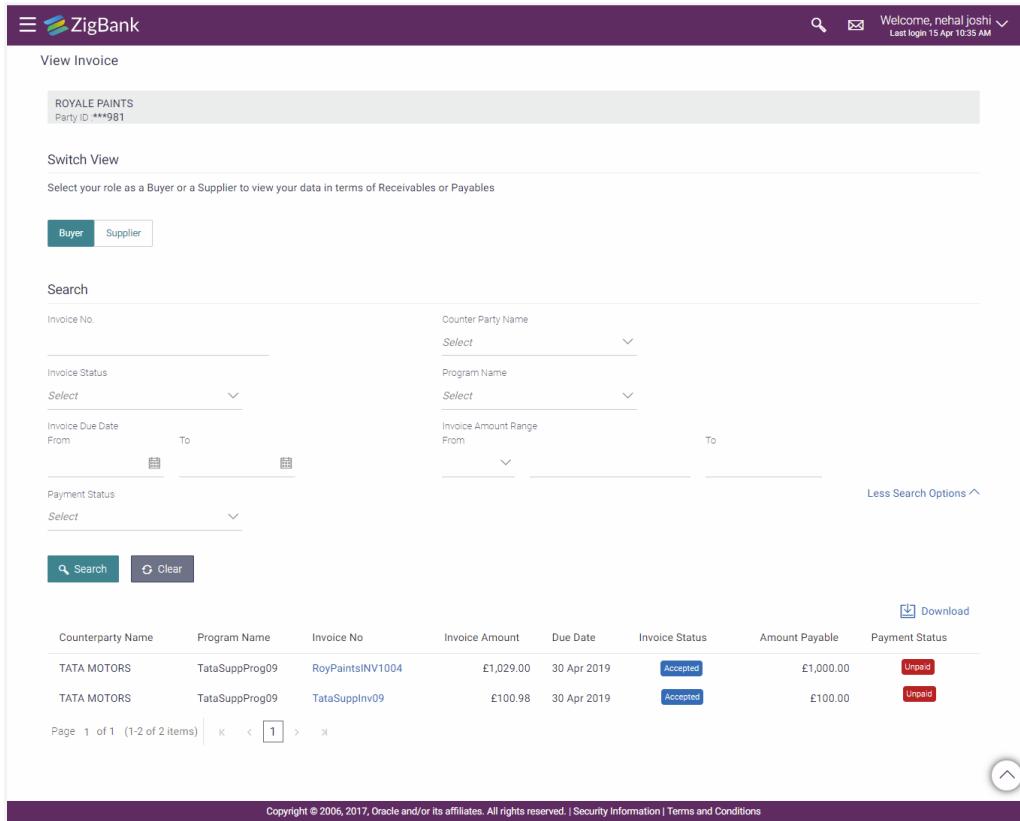
#### View Invoice - Select Role popup



## Field Description

Field Name	Description
<b>Select Role</b>	<p>Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>
	<ol style="list-style-type: none"> <li>2. Select the <b>Buyer</b> or <b>Supplier</b> option to view your data in terms of Receivables or Payables.</li> <li>3. Click <b>Proceed</b> to view the existing invoices. The <b>View Invoice</b> screen appears.</li> </ol> <p>OR</p> <p>Click <b>Cancel</b> to cancel the transaction.</p>

## View Invoice Search Result- Buyer Role



Search

Counter Party Name	Program Name	Invoice No	Invoice Amount	Due Date	Invoice Status	Amount Payable	Payment Status
TATA MOTORS	TataSuppProg09	RoyPaintsINV1004	£1,029.00	30 Apr 2019	Accepted	£1,000.00	Unpaid
TATA MOTORS	TataSuppProg09	TataSuppInv09	£100.98	30 Apr 2019	Accepted	£100.00	Unpaid

Page 1 of 1 (1-2 of 2 items) 1

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## View Invoice Search Result- Supplier Role

The screenshot shows the ZigBank interface for viewing invoices. At the top, there's a header with the ZigBank logo, a search bar, and a welcome message for 'nehal joshi' with a last login timestamp. Below the header, a 'View Invoice' button is visible. The main content area is titled 'Switch View' with a sub-instruction: 'Select your role as a Buyer or a Supplier to view your data in terms of Receivables or Payables'. Two buttons are present: 'Buyer' (unselected) and 'Supplier' (selected). A 'Search' section follows, containing fields for 'Invoice No.', 'Counter Party Name' (set to 'Select'), 'Invoice Status' (set to 'Select'), and 'Program Name' (set to 'Select'). Below these are 'Search' and 'Clear' buttons. The main table area displays a list of invoices with columns: Counterparty Name, Program Name, Invoice No., Invoice Amount, Due Date, Invoice Status, Amount Receivable, and Payment Status. The table shows several entries, including rows for JEEP MOTORS and other parties like RPPCPNINE and RoyaleCPapreight. Each row includes a 'Download All' link. At the bottom of the table, there's a page navigation bar showing 'Page 1 of 5 (1-10 of 43 items)' and a 'Copyright' notice.

### Field Description

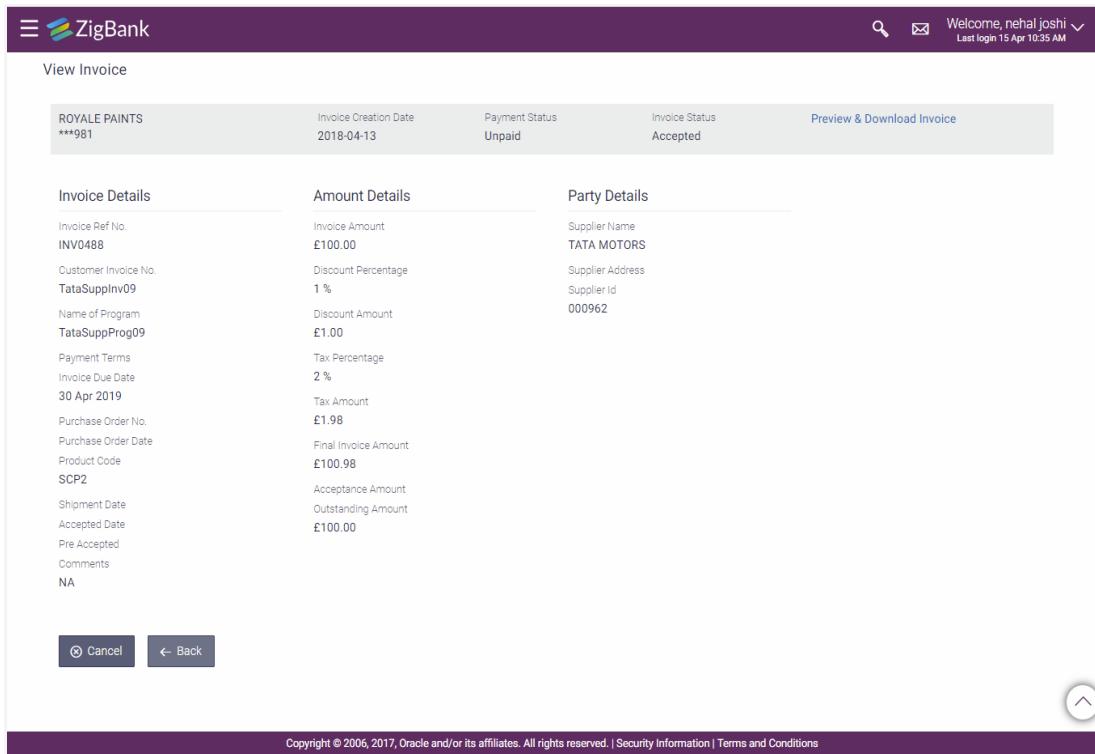
Field Name	Description
<b>Party Name and ID</b>	Displays the party name along with ID of the logged on Corporate.
<b>Switch View</b>	Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables. The options are: <ul style="list-style-type: none"> <li>• Buyer</li> <li>• Supplier</li> </ul>
<b>Search</b>	
<b>Invoice No</b>	Enter the customers own reference number of the invoice.
<b>Invoice Status</b>	Select the invoice status to search the invoice.
<b>Payment Status</b>	Select the payment status of the invoice to search the invoice.

Field Name	Description
<b>Invoice Due Date</b>	Select the due date of the invoice to search the invoice.
<b>Counter Party Name</b>	Select the associated party to search the invoice.
<b>Program Name</b>	Select the program name under which invoice is created to search the invoice.
<b>Invoice Amount Range</b>	Select the from and to Invoice amount to be search invoice.
<b>Search Result</b>	
Displays the invoices list based on entered search criteria.	
<b>Counterparty Name</b>	Displays the counter party name as fetched from the Host.
<b>Program Name</b>	Displays the program name as fetched from the Host.
<b>Invoice No</b>	Displays the invoice number as fetched from the Host.
<b>Invoice Amount</b>	Displays the invoice amount along with the currency as fetched from the Host.
<b>Due Date</b>	Displays the due date of the invoice as fetched from the Host.
<b>Invoice Status</b>	Displays the status of the invoice as fetched from the Host. It could be: <ul style="list-style-type: none"> <li>• Raised</li> <li>• Cancelled</li> <li>• Accepted</li> <li>• Financed</li> <li>• Partially Financed</li> <li>• Rejected</li> <li>• Disputed</li> </ul>
<b>Amount Payable / Receivable</b>	Displays the amount payable / Receivable depending on the role selected. If its buyer it will be amount payable else it will be amount receivable.

Field Name	Description
<b>Payment Status</b>	Displays the status of the invoice. It could be:
	<ul style="list-style-type: none"> <li>• Paid</li> <li>• Unpaid</li> <li>• Partially Paid</li> <li>• Overdue</li> </ul>
4.	Enter the search criteria, click <b>Search</b> , The invoice list appears based on entered search criteria. OR Click <b>Clear</b> to reset the search parameters. OR Click <b>Cancel</b> to cancel the transaction.
5.	Click  icon to download the list of all invoices in .csv format.
6.	Click on the <b>Invoice No</b> link, the details of the specific invoice appears.

### View Invoice Details

#### View Invoice Details- for Buyer role



ROYALE PAINTS  
\*\*\*981

Invoice Creation Date: 2018-04-13 | Payment Status: Unpaid | Invoice Status: Accepted | Preview & Download Invoice

Invoice Details	Amount Details	Party Details
Invoice Ref No.: INV0488	Invoice Amount: £100.00	Supplier Name: TATA MOTORS
Customer Invoice No.: TataSupplInv09	Discount Percentage: 1 %	Supplier Address:
Name of Program: TataSuppProg09	Discount Amount: £1.00	Supplier Id: 000962
Payment Terms: Invoice Due Date: 30 Apr 2019	Tax Percentage: 2 %	
Purchase Order No.: Purchase Order Date: Product Code: SCP2	Tax Amount: £1.98	
Shipment Date: Accepted Date: Pre Accepted: Comments: NA	Final Invoice Amount: £100.98	
	Acceptance Amount: Outstanding Amount: £100.00	

Cancel | Back

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## View Invoice Details- for Supplier role

The screenshot shows the 'View Invoice' page for a supplier role. At the top, there are tabs for 'View Invoice' and 'Preview & Download Invoice'. The main content area is divided into several sections:

- Invoice Details:** Displays the invoice reference number (INV0496), creation date (2018-04-13), and payment status (Unpaid).
- Amount Details:** Shows the invoice amount (£1,000.00), discount percentage (2%), and tax amount (£49.00).
- Party Details:** Lists the supplier name (TATA MOTORS), supplier address, and supplier ID (000962).
- Commodity Details:** A table showing items with names like 'Test', descriptions like 'Test', quantities (20), cost per unit (£5.00), and amounts (£100.00).
- Buttons:** Includes 'Edit', 'Cancel invoice', 'Cancel', and 'Back'.

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## Field Description

Field Name	Description
<b>Party Name &amp; ID</b>	Displays the name and ID of the corporate party.
<b>Invoice Creation Date</b>	Displays the invoice creation date.
<b>Name of Program</b>	Displays the program to which the invoice is linked.
<b>Payment Status</b>	Displays the payment status of the invoice
<b>Invoice Status</b>	Displays the invoice status.
<b>Preview and Download Invoice</b>	<p>Click on the link to download the invoice details in .pdf format which is password protected.</p> <p>The password is combination of the first four letters of corporate user in UPPERCASE followed by birthdate in DDMM format.</p>

## Invoice Details

<b>Invoice Reference No.</b>	Displays the invoice reference number as fetched from the Host.
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Field Name	Description
<b>Customer Invoice No.</b>	Displays the customer invoice number as fetched from the Host.
<b>Name of Program</b>	Displays the program to which the invoice is to be linked.
<b>Payment Terms</b>	Displays the terms agreed for payment of the invoice.
<b>Invoice Due Date</b>	Displays the due date of the invoice
<b>Purchase Order No</b>	Displays the purchase order number.
<b>Purchase Order Date</b>	Displays the customers purchase order number.
<b>Product Code</b>	Displays the product code under which invoice is raised.
<b>Shipment Date</b>	Displays the date when shipment is expected to take place.
<b>Accepted Date</b>	Displays the date on which the invoice is accepted.
<b>Pre Accepted</b>	Displays the date if invoice is pre-accepted before the acceptance date.
<b>Comments</b>	Displays the added comments or remarks regarding a particular invoice.
<b>Amount Details</b>	
<b>Invoice Amount</b>	Displays the invoice amount along with the currency
<b>Discount Percentage</b>	Displays the discount percentage.
<b>Discount Amount</b>	Displays the calculated value on basis of discount percentage entered.
<b>Tax Percentage</b>	Displays the tax percentage.
<b>Tax Amount</b>	Displays the calculated value on basis of tax percentage entered.
<b>Final Invoice Amount</b>	Displays the net calculated value on basis of discount and tax values are entered.  Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value
<b>Acceptance Amount</b>	Displays the acceptance invoice amount.
<b>Outstanding Amount</b>	Displays the value of invoices outstanding for the counter party under this program.

Field Name	Description
<b>Party Details</b>	
Depend upon the corporate's role to view the invoice as a ' <b>Buyer</b> ' or ' <b>Supplier</b> ', the details related ' <b>Buyer Details</b> ' or ' <b>Supplier Details</b> ' are displayed in this section.	
<b>Buyer / Supplier Name</b>	Displays the name of the buyer / supplier.
<b>Buyer / Supplier Address</b>	Displays the address of the buyer / supplier.
<b>Buyer / Supplier ID</b>	Displays the ID of the buyer / supplier.
<b>Commodity Details</b>	
<b>Name</b>	Displays the name of the commodity.
<b>Description</b>	Displays the brief description of the commodity.
<b>Quantity</b>	Displays the quantity of the commodity.
<b>Cost per unit</b>	Displays the cost per unit of the commodity.
<b>Amount</b>	Displays the amount along with the currency, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit

7. Click **Edit** to modify the invoice details. The Edit Invoice screen appears.  
OR  
Click **Cancel Invoice** to cancel the raised invoice to stop the invoice from being accepted or rejected from the buyer  
Only single Invoice can be cancelled by the user using this button.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.

**Note:**

- 1) **Accept** and **Reject** buttons are gets displayed only to **Buyer**, and when **Invoice Status** is '**Raised**' and the invoice **Payment Status** is '**Unpaid**'.
- 2) Click **Accept / Reject** button to accept or to reject the invoice.

8. Click on the **Preview and Download** invoice. The **Invoice Details** are displayed as a physical invoice in an overlay window. The invoice fields displayed here are those fields which were entered during creation of an invoice.
  - a. Click **Download Invoice** to download the invoice details in .pdf format.  
OR  
Click  icon to close the window.

## Download Invoice

JM
JEEP MOTORS
External Invoice Ref No.  
INV0437

Invoice No.	CI9988	Download Invoice		
<b>JEEP MOTORS</b>				
To	Purchase Order No 546	Program Name RoyalSuppProg		
	Purchase Order Date 05 Apr 2019	Balance Due £200.00		
		Due Date 05 Apr 2019		
<b>Commodity Details</b>				
Name	Description	Quantity	Cost per unit	Amount
			<b>Invoice Amount</b>	<b>£200.00</b>
Tax Percentage 2 %			Tax Value (Percent %)	£4.00
Discount Percentage 1 %			Discount Value (Percent %)	£2.00
			<b>Net Invoice Amount</b>	<b>£201.96</b>
<small>Payment Terms</small> Pay				

## Field Description

Field Name	Description
<b>Invoice No</b>	Displays the invoice reference number.
<b>Party Name</b>	Displays the name of the corporate party.
<b>External Invoice Ref No.</b>	Displays the invoice reference number.
<b>Invoice Date</b>	Displays the invoice date.
<b>Program Name</b>	Displays the program to which the invoice is to be linked.
<b>Party Name</b>	Displays the name of the corporate party.
<b>Purchase Order No</b>	Displays the customers purchase order number.
<b>Purchase Order Date</b>	Displays the date of purchase order.
<b>Balance Due</b>	Displays the invoice due amount along with the currency.
<b>Due Date</b>	Displays the invoice due date.
<b>Commodity Details</b>	
<b>Name</b>	Displays the name of the commodity.
<b>Description</b>	Displays the brief description of the commodity.

Field Name	Description
<b>Quantity</b>	Displays the quantity of the commodity.
<b>Cost per unit</b>	Displays the cost per unit of the commodity.
<b>Amount</b>	Displays the amount along with the currency, it is product of entered quantity and Cost per unit. Amount = Quantity * Cost per unit
<b>Tax Percentage</b>	Displays the tax percentage applicable on invoice.
<b>Discount Percentage</b>	Displays the discount percentage applicable on invoice.
<b>Payment Terms</b>	Displays the terms agreed for payment of the invoice.
<b>Tax Value</b>	Displays the calculated value on basis of tax percentage entered.
<b>Discount Value</b>	Displays the calculated value on basis of discount percentage entered.
<b>Net Invoice Amount</b>	Displays the calculated value on basis of discount and tax values are entered. Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value

## 10.2 Edit Invoice

Using this option, you can modify the required changes to the invoice raised by you.

**Note:** Following are the condition where you can edit the Invoice:

- 1) If the status of the invoice is **Raised** or **Initiated** i.e. before the invoice is either accepted or rejected by the Buyer.
- 2) If the status is '**Accepted**', in this case only the due date of the invoice should be allowed to be edited.

### To edit invoice details:

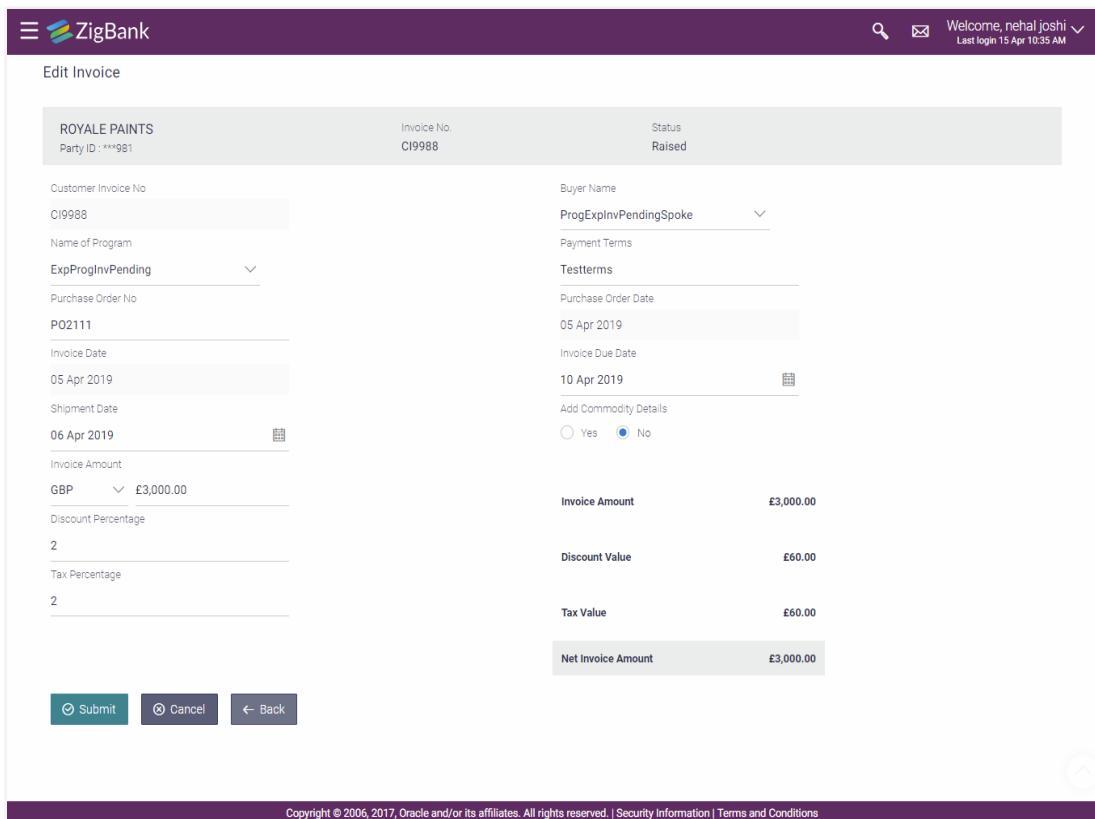
1. The **Select Role** popup appears.
2. Select the **Buyer** or **Supplier** option to view your data in terms of Receivables or Payables.
3. Click **Proceed** to view the existing programs. The **View Invoice** screen appears.  
OR  
Click **Cancel** to cancel the transaction.
4. Select the **Buyer** or **Supplier** option.
5. Enter the search criteria, click **Search**, The invoice list appears based on entered search criteria.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click **Cancel** to cancel the transaction.

6. Click  icon to download the list of all invoices in .csv format.

7. Click on the **Invoice No** link whose details to be modified. The detail of the specific invoice appears in the **View Invoice** screen.

8. Click **Edit** to modify the invoice details. The **Edit Invoice** screen appears.  
 OR  
 Click **Cancel Invoice** to cancel the raised invoice to stop the invoice from being accepted or rejected from the buyer.  
 Only single Invoice can be cancelled by the user using this button.  
 OR  
 Click **Cancel** to cancel the transaction.  
 OR  
 Click **Back** to navigate back to previous screen.

## Edit Invoice



ROYALE PAINTS  
Party ID : \*\*\*981

Invoice No.  
CI9988

Status  
Raised

Customer Invoice No  
CI9988

Buyer Name  
ProgExplnPendingSpoke

Name of Program  
ExpProgInvPending

Payment Terms  
Testterms

Purchase Order No  
PO2111

Purchase Order Date  
05 Apr 2019

Invoice Due Date  
10 Apr 2019

Shipment Date  
06 Apr 2019

Add Commodity Details  
 Yes  No

Invoice Amount  
GBP £3,000.00

Discount Percentage  
2

Discount Value  
£60.00

Tax Percentage  
2

Tax Value  
£60.00

Net Invoice Amount  
£3,000.00

Submit  Cancel  Back

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## Field Description

Field Name	Description
<b>Party Name &amp; ID</b>	Displays the name and ID of the corporate party.
<b>Invoice No.</b>	Displays the invoice number as fetched from the Host.
<b>Status</b>	Displays the invoice status.

Field Name	Description
<b>Customer Invoice No.</b>	Displays the customer invoice number as fetched from the Host.
<b>Name of Program</b>	Select the program to which the invoice is to be linked.
<b>Purchase Order No</b>	Enter the purchase order number.
<b>Invoice Date</b>	Displays the due date of the invoice
<b>Shipment Date</b>	Displays the date when shipment is expected to take place.
<b>Invoice Amount</b>	Select the invoice amount along with the currency
<b>Discount Percentage</b>	Enter the applicable discount percentage if required.
<b>Tax Percentage</b>	Enter the applicable tax percentage if required.
<b>Buyer Name</b>	Select the counter party/spoke belonging to the selected program on whom the invoice is to be raised.
<b>Payment Terms</b>	Enter the terms agreed for payment of the invoice.
<b>Purchase Order Date</b>	Select the purchase order date. The date that is greater than Today's date. You can enter the previous date if required.
<b>Invoice Due Date</b>	Select the invoice due date. Invoice Due date should greater than or equal to the Invoice Date.
<b>Add Commodity Details</b>	Select the option whether corporate wants to add commodity details. The options are: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Commodity Details</b>	
This section appears if the "Yes" option is selected in the <b>Add Commodity Details</b> field.	
<b>Currency</b>	Select the invoice amount currency.
<b>Name</b>	Enter the name of the commodity.
<b>Description</b>	Enter the brief description of the commodity.
<b>Quantity</b>	Enter the quantity of the commodity.
<b>Cost per unit</b>	Enter the cost per unit of the commodity.

Field Name	Description
<b>Amount</b>	Displays the amount, it is product of entered quantity and Cost per unit.  Amount = Quantity * Cost per unit
<b>Actions</b>	Click on the copy or remove icons to copy the contents of the row to the next row or remove the row in the <b>Add Commodity Details</b> section.
<b>Add Row</b>	Click on link to add new row in the <b>Add Commodity Details</b> section.
<b>Discount Percentage</b>	Enter the applicable discount percentage if required.
<b>Tax Percentage</b>	Enter the applicable tax percentage if required.
<b>Total Amount</b>	Displays the total amount of all commodities.
<b>Discount Value</b>	Displays the calculated value on basis of discount percentage entered.
<b>Tax Value</b>	Displays the calculated value on basis of tax percentage entered.
<b>Net Invoice Amount</b>	Displays the calculated value on basis of discount and tax values are entered.  Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value
<p><b>Note:</b> If <b>Commodity Details</b> are not entered, then <b>Net Invoice</b> gets auto calculated as follows: Net Invoice Amount = Invoice Amount - Discount Value - Tax Value</p>	

9. Modify the required details.
10. Click **Submit** to the new changes.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
11. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Edit** to modify the submitted parameters if required.  
OR  
Click **Cancel** to cancel the transaction.
12. The success message of modification appears along with the reference number.

[Home](#)

## 11. Accept/ Reject Invoice

Using this option you can as a Buyer can accept and Reject invoices to convey the agreement or disagreement to pay the invoice.

**Note:** The corporate user as a **Buyer** and invoice having status as **Initiated** can only accepted or rejected.

### Pre-Requisites

User must be having a valid corporate login credentials for creation of program.

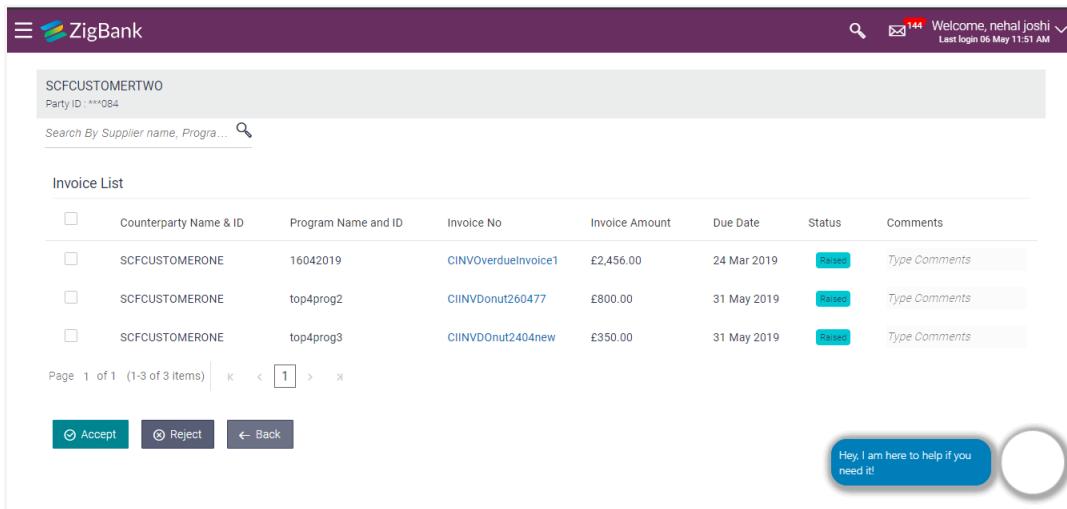
### How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Invoice Management > Accept / Reject Invoice

### To accept / reject invoice(s):

1. On navigating to screen list of invoices raised on the corporate party appears.
2. In the **Search By** field, enter the supplier name or party name to search the invoice based on criteria.
3. Click . The based on search criteria the list of all the invoices with status as 'Raised' where the corporate is the 'Buyer' appears.

### Accept / Reject Invoice



### Field Description

Field Name	Description
<b>Party Name &amp; ID</b>	Displays the name and ID of the corporate party.
<b>Search By</b>	Enter the supplier name or party name to search the invoice.
<b>Invoice List</b>	

Field Name	Description
<b>Checkbox</b>	Select checkbox against one or multiple invoices to accept or Reject it.
<b>Counterparty Name &amp; ID</b>	Displays the name of the corporate who is the supplier.
<b>Program Name &amp; ID</b>	Displays the name of the program, in which invoice has been raised.
<b>Invoice No</b>	Displays the invoice number. Click on the link to view the generated invoice.
<b>Invoice Amount</b>	Displays the amount of the invoice.
<b>Due Date</b>	Displays the due date of the invoice.
<b>Status</b>	Displays the status of the invoice.
<b>Comments</b>	Enter the remarks if any while accepting / rejecting the invoice.
Note: Remarks are mandatory to add for rejecting invoices.	

**Amount** Displays the amount of the invoice.

---

4. In the **Comments** field, enter the remarks if any while accepting / rejecting the invoice.
5. Click **Accept** to accept the selected invoice(s).
 

OR

Click **Reject** to reject the selected invoice(s).

OR

Click **Back** to navigate back to previous screen.
6. The review screen appears. Verify the details, and click **Confirm**.
 

OR

Click **Back** to navigate back to previous screen.

OR

Click **Cancel** to cancel the transaction.
7. The success message of request initiation of accept/ reject invoice (s) appears along with the reference number.
8. Click on the **Click here to view the Status of your request** link to view the list of created invoices with their status.
 

OR

Click on the **View Program** link to view the details of existing programs. The **View Program** screen appears.

OR

Click on the **Supply Chain Dashboard** link to go to Supply Chain Dashboard.

OR

Click on the **Back to Main Dashboard** link to go to main dashboard.

[Home](#)