

# Oracle Banking Digital Experience

Corporate Supply Chain Finance User Manual  
Release 19.2.0.0.0

Part No. F25153-01

December 2019

**ORACLE®**

Corporate Supply Chain Finance User Manual  
December 2019

Oracle Financial Services Software Limited  
Oracle Park  
Off Western Express Highway  
Goregaon (East)  
Mumbai, Maharashtra 400 063  
India

Worldwide Inquiries:

Phone: +91 22 6718 3000

Fax: +91 22 6718 3001

[www.oracle.com/financialservices/](http://www.oracle.com/financialservices/)

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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	✓
12	Request Finance	✓
13	View Finance	✓
14	Bulk File Upload	✓

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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 -

#### Scenario

"Rapid Motors" is an automobile manufacturing unit of Leo Corp which produces a large number of automobiles.

- Their business strategy is to procure different parts of an automobile from various dealers and onwards sells their cars to different vendors in the market. Rapid Motors have to deal with its Buyers and Suppliers.
- They raise invoices on their buyers and manage their suppliers.

#### Solution

The Digital Platform enables Rapid Motors to perform following

- Onboard their dealers and vendors.
- Single screen to view their Dealers as well as Vendors as associated parties.
- Create a Buyer Led program online and links its vendors or create a Supplier Led Program and link its dealers.
- Raise invoices on their buyers OR Accept or Reject the invoices that have been raised by their Vendors.

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
  - Bulk Invoice Upload
  - Edit Invoice
  - View Invoices
  - Accept/Reject Invoice
  - Cancel Invoice
- **Finance Management**
  - Request Finance
  - View Finance

---

**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
- Overdue Finances
- Top Programs
- Quick Links
- Invoice Timeline
- Finance Maturing

### **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 31-60 days, between 61-90 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.

### Overdue Finances

Finances are liabilities of the corporates which needs to be paid on due date. This widget warns the corporates of any finances running overdue. Timely payment of Finances is required to also maintain the credit goodwill of the corporates. This widget assists in keeping the same intact.

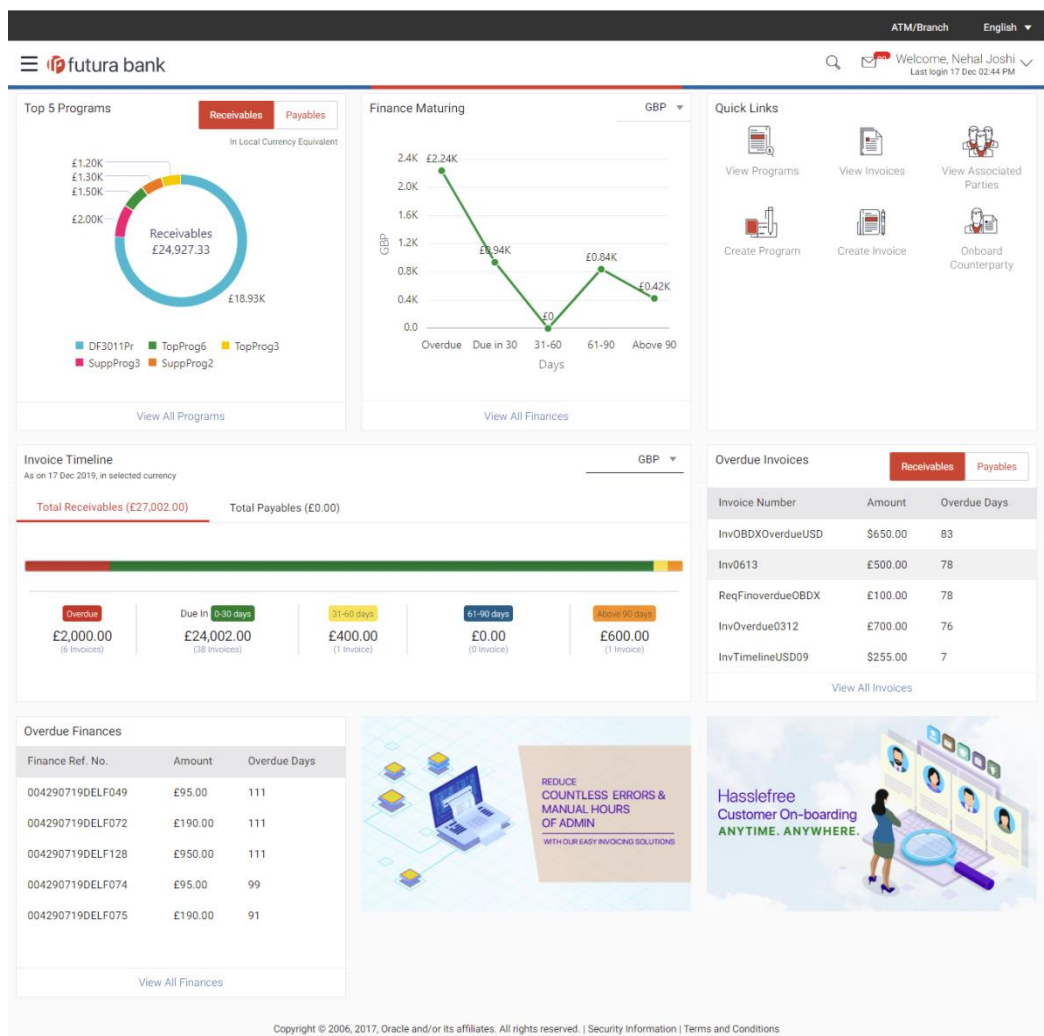
### Finance Maturing

Finances are loan taken against invoices by the corporates for working capital requirements or any other necessary business expenses. This widget provides a graphical representation of all the outstanding finances of the corporate and categorizes them in the buckets of overdue finances, Due in 30 days, 31-60 days, 61-90 days and above 90 days.

### How to reach here:

Dashboard > Toggle menu > Supply Chain Finance > Overview

### Dashboard



## **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

The screenshot shows the 'Onboard Counter Party' form in the Futura Bank system. The form is for 'HP Industries' with Party ID: \*\*\*227. The form fields are as follows:

- Party Name: Royale Foods
- Short Name: RFL
- Category Of Corporate: Others
- Corporate Registration Number: SQ567A
- Tax Registration Number: SWT892339
- Mobile Number: 100 378891
- Add Landline: (empty)
- Email ID: royalefood@company.com
- Preferred Communication Mode:  Email  Mobile
- Address Line 1: 401 Island Parkway
- Address Line 2: Redwood Shores
- Country: United States
- State: California
- City: New Jersey
- PIN Code: 94065

At the bottom of the form, there are two buttons: 'Submit' (in red) and 'Cancel' (in grey). To the right of the form, there is a callout box titled 'Onboarding Counterparty' with an icon of a person and a plus sign. The text in the callout box reads: '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 complied by the bank.'

At the bottom of the page, there is a copyright notice: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'

**Field Description**

<b>Field Name</b>	<b>Description</b>
<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>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>Mobile Number</b>	Enter the mobile number of the counter party.
<b>Add Landline</b>	Click on the link to add landline number of the counter party.
<b>Landline Number</b>	Enter the landline number 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 **Mobile Number** field, enter the mobile of the counter party.
8. Click on the **Add Landline** link to add landline number of the counter party.  
In the **Landline Number** field, enter the landline number of 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.
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 Parties** 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 **Go to 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.

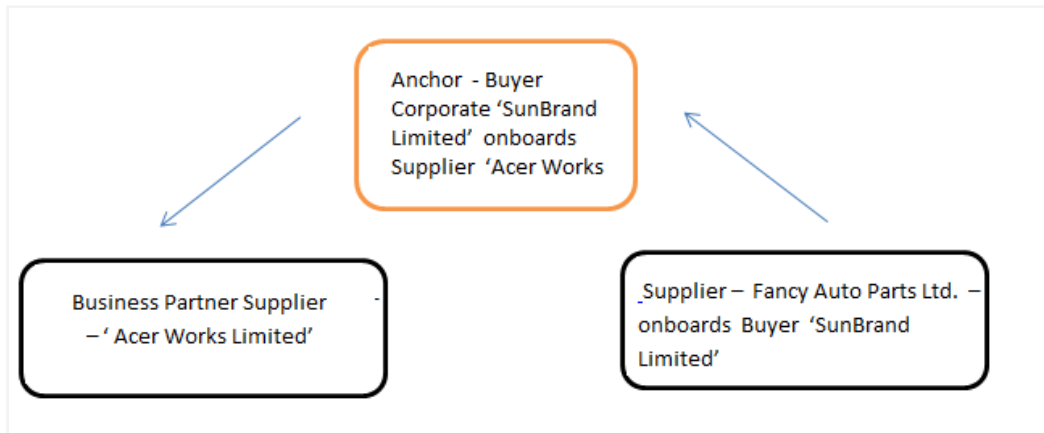
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## 6. View Associated Parties

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:

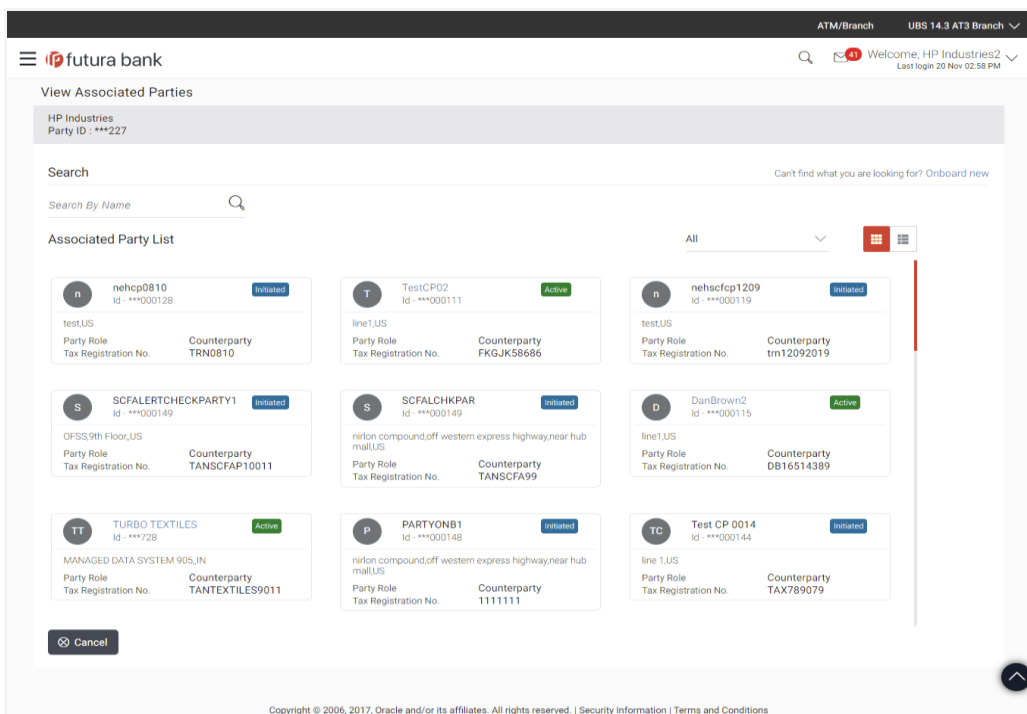
1. In **Search** section, In **Search By Name** field, enter the Corporate's name or ID.



- 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' interface for HP Industries (Party ID: \*\*\*227). It includes a search bar with the text 'Search By Name' and a search icon. Below the search bar is the 'Associated Party List' section, which displays a grid of 9 party cards. Each card shows the party's initials, name, ID, status (Initiated or Active), line, party role, and counterparty tax registration number. A 'Cancel' button is located at the bottom left of the grid. The page footer contains copyright information: 'Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions'.

## Field Description

### Field Name

### Description

#### Party Name and ID

Displays the party name and ID of the Corporate.

#### Search

#### Search By Name

Enter the corporates name or ID to search that party.

#### Associated Party List

Display the initials of the counter party to be linked to the program.

**Counter Party Name and ID** Displays the counter party name along with ID.

**Counter Party Address** Displays the address of the counter party.

Field Name	Description
<b>Party Role</b>	Displays the role associated to the counter party.
<b>Tax Registration Number</b>	Displays the tax registration number.
<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>• Inactive</li> <li>• Others</li> </ul>
<b>Onboard New</b>	Click on the link to create a new associated party.

3. Click on the **Entire card of the Party to view the details** link in **Associated Party List** to view details of counter party.

## View Associated Party Details

The screenshot displays the 'View Associated Parties' interface for HP Industries (Party ID: \*\*227). The status is 'Active'. The page is divided into several sections:

- Counterparty Details:** Party ID (\*\*000114), Party Name (DanBrown), Short Name (DanBrown), Corporate Registration Number (DB23743), Tax Registration Number (DB32985), and Category of Corporate (Partnership firm).
- Contact Details:** Contact Details (+91 -9999912657), Email (dan@test.com), Address (line1,line2,US), and PIN Code (326578).
- Top Associated Programs:** A circular gauge shows 'Receivables £33,899.97' for program Kum01, with a total of £33.90K.
- Associated Programs Table:**

Program Name & Id	Party Role	Outstanding Invoices (No.)	Outstanding Invoices (Value)	Status
Kum01 KUM01	Counterparty-Buyer	1	\$50,850.00	Active

At the bottom, there is a 'Cancel' button and a 'Back' arrow. The footer contains copyright information: Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions.

**Field Description**

<b>Field Name</b>	<b>Description</b>
-------------------	--------------------

<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>Tax Registration Number</b>	Displays the tax registration number.
------------------------------------	---------------------------------------

<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.

<b>Field Name</b>	<b>Description</b>
<b>Associated Programs</b>	
Displays the list of all the programs where the counterparty is associated and invoices are raised on the said party in the program.	
<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 count 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

The screenshot displays the 'Create Program' interface in the Futura Bank system. At the top, the user is logged in as 'HP Industries' with Party ID '\*\*\*\*227'. The program details shown are: Program Type 'Supplier Finance With Recourse', Program Name 'SUP1289', and Program ID 'SUPProg12'. The interface is divided into two steps: 'Program Parameters' (Step 1) and 'Link Counter Parties' (Step 2). The 'Program Parameters' section includes the following fields and options:

- Type of Program: Supplier Finance With Recourse
- Program Name: SUP1289
- Program Code: SUPProg12
- Validity From: 20 Nov 2019
- Validity To: 29 Feb 2020
- Auto Accept Invoice: Yes (checked)
- Number of days for Auto Acceptance: 7
- Auto Finance: Yes (checked)
- Disbursement Currency: USD
- Disbursement Mode: Account Credit

At the bottom of the form, there are 'Next' and 'Cancel' buttons. A 'Notes' section on the right side of the screen contains the following text:

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.

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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>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. Current support with back office is that, when bulk invoices are uploaded under the program where auto acceptance is yes, the invoices will be automatically accepted after the defined number of days.
<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.
<b>Disbursement Currency</b>	Specify the disbursement currency for the program. This field is enabled only if the <b>Auto Finance</b> is selected as 'Yes'.
<b>Disbursement Mode</b>	Specify the disbursement mode for the program. The options are: <ul style="list-style-type: none"> <li>• Account Credit</li> <li>• Cheque</li> <li>• EFT</li> </ul> This field is enabled only if the <b>Auto Finance</b> is selected as 'Yes'.

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. From the **Disbursement Currency** list, select the disbursement currency for the program.
10. From the **Disbursement Mode** list, select the disbursement mode for the program.
11. 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

ATM/Branch UBS 14.3 AT3 Branch

futura bank Welcome, HP Industries2 Last login 20 Nov 02:58 PM

Create Program

HP Industries Party ID: \*\*\*22/

Program Type: Supplier Finance With Recourse

Program Name: SUP1289

Program ID: SUPProg12

1 Program Parameters 2 Link Counter Parties

Select Counterparties

Link Counterparties on the go to the newly created program.

Select All

C

CP140901 Id: \*\*\*000120 test.test.AR.US.2009

D DanBrown2 Id: \*\*\*000115 line1.line2.AL.US.259479

D DanBrown Id: \*\*\*000114 line1.line2.AR.US.326578

N nehcp3008 Id: \*\*\*000111 test.test.AL.US.2009

Submit Cancel Back

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ATM/Branch UBS 14.9 AT3 Branch

futura bank Welcome, HP Industries2 Last login 20 Nov 02:58 PM

Create Program

HP Industries Party ID - \*\*\*227 Program Type Supplier Finance With Recourse Program Name SUP1289 Program ID SUProg12

Program Parameters Link Counter Parties

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

Select All



	C		
<input checked="" type="checkbox"/>	C	CP140901 id - ***00120	test.test.AR,US,2009
<input type="checkbox"/>	D	DanBrown2 id - ***00115	line1,line2,AL,US,255479
<input checked="" type="checkbox"/>	D	DanBrown id - ***00114	line1,line2,AK,US,326578
<input type="checkbox"/>	n	nehcp3008 id - ***00111	test.test.AL,US,2009
<input type="checkbox"/>	T	TestCP02 id - ***00111	line1,line2,CA,US,65890
<input type="checkbox"/>	TT	TURBO TEXTILES	MANAGED DATA SYSTEM 905,5th Block, 80ft Road, Koramangala,Near Sony Sinnal, Katratnaka IN 500095

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.

12. 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.
13. Select the checkbox against the counter party to link with the program.
  14. Click **Submit** to create a SCF program.  
OR  
Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.
  15. 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.
  16. The success message of request initiation appears along with the reference number.
  17. 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

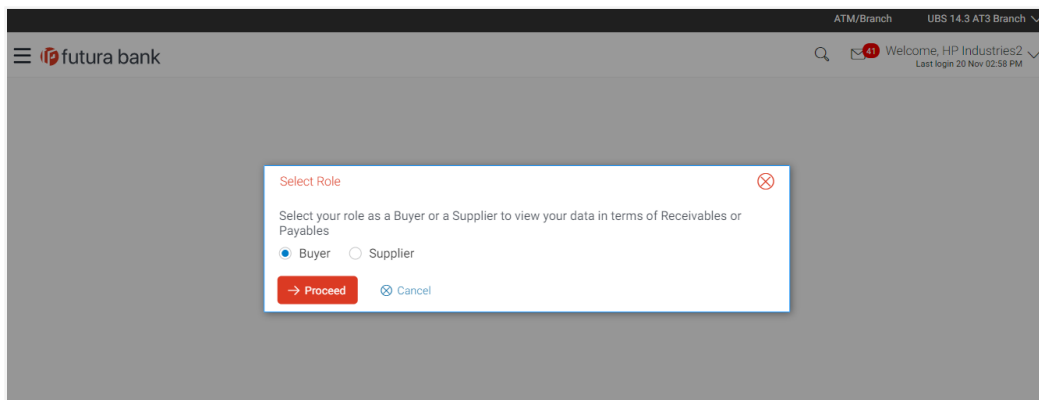
Using this option, based on role of a buyer or a seller, one can view its programs. On selection of Buyer view, you can view all the programs as of current date where he/she is a buyer in the program. It displays the all the programs where the corporate is a 'Buyer'.

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

The screenshot shows the 'View Program' search results page. At the top, there's a header with 'futura bank' and user information. Below that, the 'View Program' section is titled 'HP Industries' with 'Party ID: \*\*\*227'. There's a 'Switch View' section with 'Buyer' and 'Supplier' buttons. A search section includes fields for 'Program Name', 'Program Id', 'Counter Party Name', and 'Program Type', along with a 'Search' button and a 'Clear' button. Below the search section is a 'Program List' table with 9 items, each showing program details and status.

Program Name	Program ID	Status
ADK1	Program ID : 332	Initiated
AKSCAF	Program ID : 22	Initiated
asd	Program ID : 23	Initiated
Demo123	Program ID : Demo123	Initiated
HP Payable Finance	Program ID : HP Payable Finance	Active
HP Rev Factoring	Program ID : HPREVFAC2	Initiated
HP Reverse Factoring	Program ID : HPRF Program	Active
HP Vendor Finance	Program ID : HPVF	Modified
HPPRGFIN1	Program ID : HPPRGFIN1	Active

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Cancel

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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:

- Buyer
- Supplier

### Search

Field Name	Description
<b>Program Name</b>	Enter the Program Name to search the programs.
<b>Program ID</b>	Enter the 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.
<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>• Inactive</li> <li>• Others</li> <li>• Closed</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 card and the details of the specific program appears.

## View Program Details

**View Program**

**HP Industries**  
Party ID: \*\*\*227

Program Type: Reverse Factoring

Program Name: HP Reverse Factoring

Program ID: HPRF Program

Status: Active

**Program Details**

Valid From: 10 Oct 2019

Valid To: 29 Nov 2019

Auto Acceptance Invoice Applicability: Yes

Auto Acceptance Days: 5

Auto Finance Applicability: No

Disbursement Currency: -

Disbursement Mode: -

Comments: NA

**Program Attributes**

Min Tenor Allowed: -

Max Tenor Allowed: -

Program Tenor: -

Min Finance %: -

Max Finance %: -

With Recourse: -

Number of Counter Parties: 2

**Top 2 Associated Parties**  
In Local Currency Equivalent

Party Name	Value
TestCP02	£7.01K
TURBO TEXTILES	£41,680.00

**Linked Parties**

Note: Associated Parties which have not raised invoices are not displayed

Party Name and Id	Party Role	Outstanding Invoices(No.)	Outstanding Invoices (Value)	Status
TURBO TEXTILES ***728	Counterparty-Supplier	2	\$19,680.00	Active
TURBO TEXTILES ***728	Counterparty-Supplier	1	£28,500.00	Active
TestCP02 ***000111	Counterparty-Supplier	2	£7,013.68	Active

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[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 Initiated/Active/Inactive/Modified/Closed.

## Program Details

<b>Created On</b>	Displays the date of creation of the program.
-------------------	---

<b>Field Name</b>	<b>Description</b>
<b>Valid From</b>	Displays the date from which the SCF program will be active.
<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>Disbursement Currency</b>	Displays the disbursement currency for the program
<b>Disbursement Mode</b>	Displays the disbursement mode for the program
<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 2 Associated Parties</b>	
Displays the top 2 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 the 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'.	

Field Name	Description
<b>Linked Parties</b>	
	All the parties that are linked to the Program will be displayed here only if invoices are raised on the said party. 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.
<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. When a program is selected for editing, the values of the program last authorized will be displayed for editing. Eg. If the program is in 'Modified' Status and user selects the same program to re-editing, then the values that were previously modified but are not yet authorized will not be displayed on Edit screen. The values that were last authorized will only be displayed.

**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.
---------------------	---

---



Field Name	Description
<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>• Inactive</li> <li>• Others</li> <li>• Closed</li> </ul>
<b>Program ID</b>	Displays the program ID as fetched from the Host.
<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

The screenshot shows the 'Edit Program' page for 'HP Industries' (Party ID: \*\*227). The page is divided into two main sections: 'Program Parameters' (Step 1) and 'Link Counter Parties' (Step 2). The 'Program Parameters' section includes the following fields and options:

- Program Code:** HPRF Program
- Validity From:** 10 Oct 2019
- Validity To:** 29 Nov 2019
- Auto Accept Invoice:** Yes (checked)
- Number of days for Auto Acceptance:** 5
- Auto Finance:** Yes (checked)
- Disbursement Currency:** USD
- Disbursement Mode:** EFT

At the bottom of the 'Program Parameters' section, there are two buttons: 'Next' and 'Cancel'. To the right, a 'Notes' section contains the following text:

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.

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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. Delink is possible only where there are no outstanding invoices for the counter party.
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>Multiple Online Invoice Creation</b>	
<b>Customer Invoice No</b>	Enter the customers own reference number of the invoice.
<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>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.
<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.

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>	<p>Displays the calculated value on basis of discount and tax values are entered.</p> <p>Net Invoice Amount= Total Amount (Invoice Amount) - Discount value - Tax value</p> <hr/> <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> <hr/>
<b>Duplicate Invoice</b>	Click on the link to add another invoice with the same details.
<b>Add Invoice</b>	<p>Click on the link to add another invoice.</p> <p>You can create multiple invoices using this link.</p>
<b>Save As Template</b>	<p>Select the option to save the entered invoice data as template.</p> <p>The options are:</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>Template Name</b>	<p>Enter the template name.</p> <p>This is enabled if the <b>Yes</b> option is selected in the <b>Save As Template</b> field.</p>
<b>Check Availability</b>	<p>Click on the link to check the availability of entered template name.</p> <p>This is enabled if the <b>Yes</b> option is selected in the <b>Save As Template</b> field.</p>
<b>Facing difficulty in entering data for multiple invoices? Use <a href="#">Bulk Upload</a></b>	Click on the link to navigate to Bulk Upload for entering data for multiple creating invoices.

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.

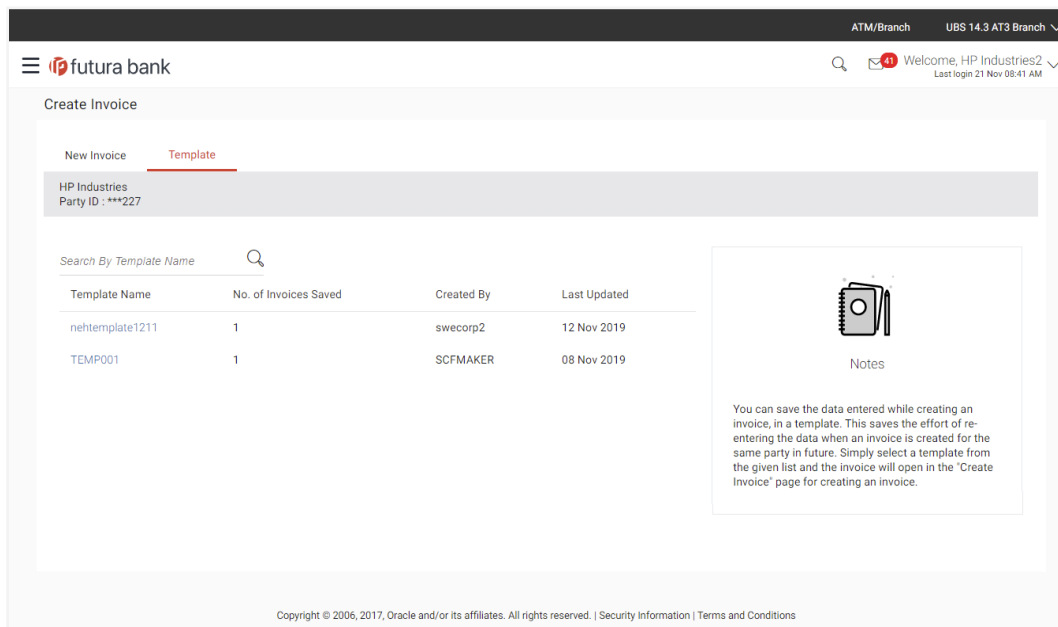
19. The review screen appears. Verify the details, and click **Confirm**.  
OR  
Click **Back** to navigate back to previous screen.  
OR  
Click **Cancel** to cancel the transaction.
20. The success message of request initiation invoice (s) creation appears along with the reference number.
21. Click 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 **Go to 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



The screenshot shows the 'Create Invoice' interface for Futura Bank. At the top, there's a navigation bar with 'ATM/Branch' and 'UBS 14.3 AT3 Branch'. Below that, the 'futura bank' logo is visible. The main heading is 'Create Invoice', with 'New Invoice' and 'Template' tabs. The 'Template' tab is active, showing a search bar and a table of templates. The table has columns for 'Template Name', 'No. of Invoices Saved', 'Created By', and 'Last Updated'. There are two rows of data. To the right of the table is a 'Notes' section with a notebook icon and a paragraph of text explaining the template feature. At the bottom, there is a copyright notice.

Template Name	No. of Invoices Saved	Created By	Last Updated
nehtemplate1211	1	swecorp2	12 Nov 2019
TEMP001	1	SCFMAKER	08 Nov 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.

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## 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.
<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. Bulk File Upload Creation

Using this option corporates can upload invoices in bulk for invoice creation by uploading a file. Allows corporates to raise invoices on their parties in bulk in no time. The File uploaded by the corporate needs to be in the same format and the data in the file needs to be in the same sequence.

### How to reach here:

*Dashboard > Toggle menu > Supply Chain Finance > Invoice Management > Create Invoice > Bulk File Upload*

### To upload multiple invoices:

1. The **Create Invoice** screen appears. Click **Bulk File Upload** to upload single or multiple invoices.

### Bulk File Upload

### Field Description

Field Name	Description
<b>File Identifier</b>	Select the unique code/ name assign for the corporate party for handling of files.
<b>Transaction Type</b>	Displays the transaction type associated with the file.
<b>File Format Type</b>	Displays the acceptable file format for the upload. The format are .CSV, .XLS, and .XLSX

Field Name	Description
<b>Approval Type</b>	<p>Displays the approver-user type to approve / reject the uploaded file.</p> <p>It could be:</p> <ul style="list-style-type: none"> <li>• File Type</li> <li>• Record Type</li> </ul> <p>In a File type Approval, the approver accepts or rejects the entire file, and all records are either processed or rejected. While in a Record type approval, the approver could approve some records, and reject others. Only the approved records are processed further.</p>
<b>File Name</b>	Select the file for uploading.
<b>Upload</b>	<p>Click this button to upload the multiple invoices.</p> <p>The file which gets uploaded should have data in specific sequence click to refer <a href="#">invoiceTemplate upload</a> file.</p>

2. From the **File Identifier** list, select the unique code/ name assign for the corporate party for handling of files. The details for file uploading appear like Transaction Type, File Format Type, and Approval Type.
3. The **Create Invoice** screen appears. Click **Bulk File Upload** to upload single or multiple invoices.
4. Click **Upload** to upload the multiple invoices.  
OR  
Click **Cancel** to cancel the transaction.

[Home](#)

## 11. 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*

### 11.1 View Invoice

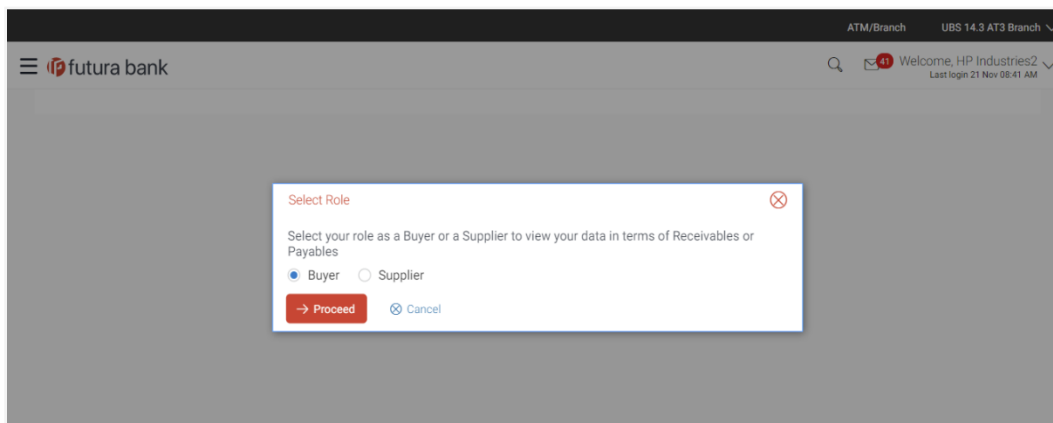
Using this option you can view your invoices on the basis of your role of a buyer or a seller. Accordingly invoices receivables or payables will be displayed.

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>	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 invoices. The **View Invoice** screen appears.  
OR  
Click **Cancel** to cancel the transaction.

### View Invoice Search Result- Buyer Role

The screenshot displays the 'View Invoice' interface for a buyer role. It includes a search section with various filters and a table of invoice results.

**Search Filters:**

- Invoice No. (Text input)
- Counter Party Name (Dropdown menu)
- Invoice Status (Dropdown menu)
- Program Name (Dropdown menu)
- Invoice Due Date (From/To date range)
- Invoice Amount Range (From/To range)
- Payment Status (Dropdown menu)

**List of Invoices Table:**

Counterparty Name	Program Name	Invoice No	Invoice Amount	Due Date	Invoice Status	Amount Payable	Payment Status
TURBO TEXTILES	HP Payable Finance	DevInvaaccept0976541	£12.00	31 Oct 2019	Accepted	£12.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvaaccept0976549	£13.00	31 Oct 2019	Accepted	£13.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvaaccept0976544	£16.00	31 Oct 2019	Accepted	£16.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInv0976544	£11.00	31 Oct 2019	Accepted	£11.00	Unpaid
TURBO TEXTILES	HP Payable Finance	InvRejectOct16	£44.00	31 Oct 2019	Rejected	£44.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvreject0976544	£10.00	31 Oct 2019	Rejected	£10.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvreject0976543	£11.00	31 Oct 2019	Rejected	£11.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvreject0976548	£12.00	31 Oct 2019	Rejected	£12.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvreject0976540	£13.00	31 Oct 2019	Rejected	£13.00	Unpaid
TURBO TEXTILES	HP Payable Finance	DevInvreject09765442	£14.00	31 Oct 2019	Rejected	£14.00	Unpaid

Page 1 of 3 (1-10 of 26 items) | < 1 2 3 >

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## View Invoice Search Result- Supplier Role

The screenshot shows the 'View Invoice' interface for a Supplier role. At the top, it displays 'futura bank' and user information: 'Welcome, HP Industries2' with a last login of '21 Nov 08:41 AM'. The user is logged in as 'HP Industries' with Party ID '\*\*\*227'. There are two tabs: 'Buyer' and 'Supplier', with 'Supplier' selected. The search section includes filters for Invoice No., Counter Party Name, Invoice Status, Invoice Due Date (From/To), and Payment Status. A 'Search' button and a 'Clear' link are present. Below the search filters is a 'List of Invoices' table with columns: Counterparty Name, Program Name, Invoice No, Invoice Amount, Due Date, Invoice Status, Amount Receivable, and Payment Status. The table contains 11 rows of invoice data. At the bottom, there is a pagination bar showing 'Page 1 of 12 (1-10 of 113 items)' and a 'Download All' link.

Counterparty Name	Program Name	Invoice No	Invoice Amount	Due Date	Invoice Status	Amount Receivable	Payment Status
nehcp3008	HPPROGRAMFIN1	TESTINV2345	\$98.44	30 Nov 2019	Raised	\$98.44	Unpaid
nehcp3008	HPPROGRAMFIN1	INVHDFCOBX8911	£600.00	26 Nov 2019	Raised	£600.00	Unpaid
nehcp3008	HPPROGRAMFIN1	INCHECK1014	£100.00	29 Nov 2019	Raised	£100.00	Unpaid
nehcp3008	HPPROGRAMFIN1	34324234	£484.00	13 Nov 2019	Raised	£484.00	Unpaid
nehcp3008	HPPROGRAMFIN1	324234	£487.20	27 Nov 2019	Raised	£487.20	Unpaid
nehcp3008	HPPROGRAMFIN1	INVLIMITSCHECK1001	£50.00	14 Nov 2019	Raised	£50.00	Unpaid
nehcp3008	HPPROGRAMFIN1	INVEST567	\$91.23	01 Dec 2019	Raised	\$91.23	Unpaid
nehcp3008	HPPROGRAMFIN1	INVOICE687	\$65.00	13 Dec 2019	Raised	\$65.00	Unpaid
nehcp3008	HPPROGRAMFIN1	INVIN123	£5,152.00	15 Feb 2020	Accepted	£5,152.00	Unpaid
nehcp3008	HPPROGRAMFIN1	INVIN345	\$2,019.60	28 Feb 2020	Accepted	\$1,980.00	Unpaid

## Field Description

## Field Name Description

**Party Name and ID** Displays the party name along with ID of the logged on Corporate.

**Switch View** Select user's role as a Buyer or a Supplier to view data in terms of Receivables or Payables.

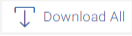
The options are:

- Buyer
- Supplier

## Search

Field Name	Description
<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.
<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>• Partially Accepted</li> <li>• Financed</li> <li>• Partially Financed</li> <li>• Rejected</li> <li>• Disputed</li> <li>• Others</li> </ul>

Field Name	Description
<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.
<b>Payment Status</b>	<p>Displays the status of the invoice.</p> <p>It could be:</p> <ul style="list-style-type: none"> <li>• Paid</li> <li>• Unpaid</li> <li>• Partially Paid</li> <li>• Overdue</li> <li>• Others</li> </ul>


- 
4. 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.
  5. Click  icon to download the list of all invoices in .csv format.
  6. Click on the **Invoice No** link, the details of the specific invoice appears.

### View Invoice Details

#### View Invoice Details- for Buyer role



ATM/Branch
UBS 14.3 AT3 Branch



🔍
📧 41 Welcome, HP Industries2
⌵

Last login 21 Nov 08:41 AM

### View Invoice

<b>HP Industries</b> Party ID : **227	Invoice Creation Date <b>18 Oct 2019</b>	Payment Status <b>Unpaid</b>	Invoice Status <b>Accepted</b>	<a href="#">Preview &amp; Download Invoice</a>
--	---	---------------------------------	-----------------------------------	--

Invoice Details	Amount Details	Party Details
Invoice Ref No. <b>INV128914</b> Customer Invoice No. <b>DevInvaaccept0976541</b> Name of Program <b>HP Payable Finance</b> Payment Terms <b>testterms</b> Invoice Due Date <b>31 Oct 2019</b> Purchase Order No. <b>PonoDevInvaaccept0976541</b> Purchase Order Date <b>02 Oct 2019</b> Product Code <b>PAYF</b> Shipment Date <b>19 Oct 2019</b> Accepted Date <b>22 Mar 2019</b> Pre Accepted - Comments <b>NA</b>	Invoice Amount <b>£12.00</b> Discount Percentage <b>0 %</b> Discount Amount <b>£0.00</b> Tax Percentage <b>0 %</b> Tax Amount <b>£0.00</b> Final Invoice Amount <b>£12.00</b> Acceptance Amount <b>£12.00</b> Outstanding Amount <b>£12.00</b>	Supplier Name <b>TURBO TEXTILES</b> Supplier Address <b>MANAGED DATA SYSTEM 905,5th Block,            80ft Road, Koramangala,Near Sony            Signal, Katrnataka,IN,560095</b> Supplier Id <b>***728</b>

🔗 Request Finance
⌵ Cancel

← Back

⬆

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## View Invoice Details- for Supplier role

The screenshot displays the 'View Invoice' interface for a supplier. At the top, the Futura Bank logo and user information are visible. The main content area is titled 'View Invoice' and shows the following summary:

- HP Industries** (Party ID: \*\*\*227)
- Invoice Creation Date: 22 Nov 2019
- Payment Status: Unpaid
- Invoice Status: Raised
- Preview & Download Invoice

The details are organized into three columns:

Invoice Details	Amount Details	Party Details
Invoice Ref No. INV129190	Invoice Amount £600.00	Buyer Name nehcp3008
Customer Invoice No. INVHDFCOBDX8911	Discount Percentage 0 %	Buyer Address test,test,AL,US,2009
Name of Program HPPROGRAMFIN1	Discount Amount £0.00	Buyer Id ***000111
Payment Terms no terms	Tax Percentage 0 %	
Invoice Due Date 26 Nov 2019	Tax Amount £0.00	
Purchase Order No. PO89012344	Final Invoice Amount £600.00	
Purchase Order Date 12 Nov 2019	Acceptance Amount £0.00	
Product Code DELF	Outstanding Amount £600.00	
Shipment Date 30 Nov 2019		
Accepted Date -		
Pre Accepted -		
Comments NA		

At the bottom of the details section, there are buttons for 'Edit', 'Cancel Invoice', 'Cancel', and 'Back'. The footer contains copyright information: Copyright © 2006, 2017, Oracle and/or its affiliates. All rights reserved. | Security Information | Terms and Conditions

## 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>	Click on the link to download the invoice details in .pdf format which is password protected.  The password is combination of the first four letters of corporate user in UPPERCASE followed by birthdate in DDMM format.
<b>Invoice Details</b>	
<b>Invoice Reference No.</b>	Displays the invoice reference number as fetched from the Host.

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 whether the invoice was pre accepted or not. Values displayed are either 'Y' or 'N'.
<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
<hr/> <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> <hr/>	


Field Name	Description
<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.
<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) **Edit** button is gets displayed only to **Supplier**, and when **Invoice Status** is '**Raised**'.
- 2) **Accept** and **Reject** buttons are gets displayed only to **Buyer**, and when **Invoice Status** is '**Raised**' and the invoice **Payment Status** is '**Unpaid**'.
- 3) 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

**View Invoice**

HP Industries  
Party ID: \*\*\*227

**Invoice Details**

Invoice Ref No.  
INV129190

Customer Invoice No.  
INVHDFCOBDX8911

Name of Program  
HPPROGRAMFIN1

Payment Terms  
no terms

Invoice Due Date  
26 Nov 2019

Purchase Order No.  
PO89012344

Purchase Order Date  
12 Nov 2019

Product Code  
DELF

Shipment Date  
30 Nov 2019

Accepted Date  
-

Pre Accepted  
-

**Invoice Details** ✕

Invoice No. INVHDFCOBDX8911 [Download Invoice](#)

**N** nehcp3008

HP INDUSTRIES.  
OFSSOFSS.CHEN,TEST1234,London,GB,600086

To  
nehcp3008,  
test,test,ALUS,2009

Invoice Date  
26 Nov 2019

Purchase Order No  
PO89012344

Purchase Order Date  
12 Nov 2019

External Invoice Ref No.  
INV129190

Program Name  
HPPROGRAMFIN1

Balance Due  
£0.00

Due Date  
26 Nov 2019

**Commodity Details**

Name	Description	Quantity	Cost per unit	Amount
No data to display.				
			<b>Invoice Amount</b>	<b>£600.00</b>
Tax Percentage			<b>Tax Value</b>	<b>£0.00</b>
0 %			(Percent %)	
Discount Percentage			<b>Discount Value</b>	<b>£0.00</b>
0 %			(Percent %)	
			<b>Net Invoice Amount</b>	<b>£600.00</b>
Payment Terms no terms				

## Field Description

**Field Name****Description****Invoice No**

Displays the invoice reference number.

**Party Name**

Displays the name of the corporate party.

**External Invoice Ref No.**

Displays the invoice reference number.

**Invoice Date**

Displays the invoice date.

**Program Name**

Displays the program to which the invoice is to be linked.

**Party Name**

Displays the name of the corporate party.

**Purchase Order No**

Displays the customers purchase order number.

**Purchase Order Date**

Displays the date of purchase order.

**Balance Due**

Displays the invoice due amount along with the currency.

**Due Date**

Displays the invoice due date.

**Commodity Details****Name**

Displays the name of the commodity.

**Description**

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

**Note:** If **Commodity Details** are not entered, then **Net Invoice** gets auto calculated as follows:  
Net Invoice Amount = Invoice Amount - Discount Value + Tax Value

## 11.2 Edit Invoice

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

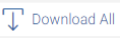
**Note:** Following are the condition where you can edit the Invoice:

1) If the status of the invoice is **Raised** or **Initiated** i.e. before the invoice is either accepted or rejected by the Buyer.

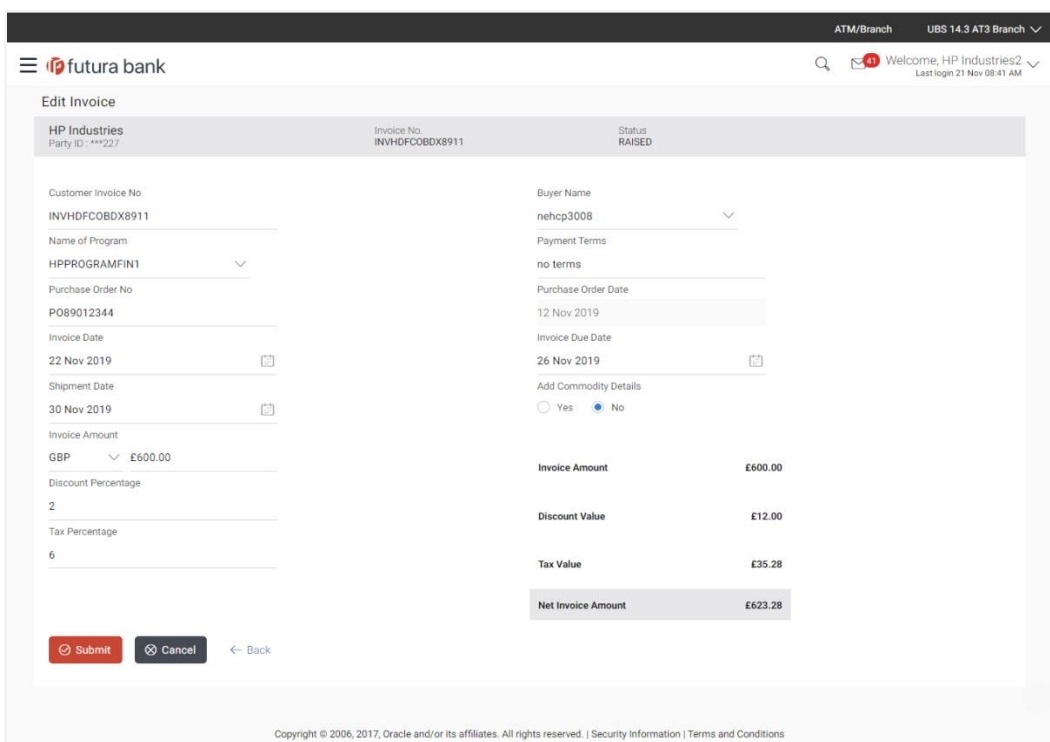
### To edit invoice details:

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



The screenshot displays the 'Edit Invoice' interface for Futura Bank. At the top, it shows the bank logo and user information: 'Welcome, HP Industries2' with a last login time of '21 Nov 08:41 AM'. The main header identifies the invoice as 'HP Industries' with Party ID '\*\*\*227', Invoice No. 'INVHDFCOBDX8911', and Status 'RAISED'. The form is divided into two columns. The left column contains fields for Customer Invoice No., Name of Program, Purchase Order No., Invoice Date, Shipment Date, Invoice Amount (GBP £600.00), Discount Percentage (2), and Tax Percentage (6). The right column contains fields for Buyer Name, Payment Terms, Purchase Order Date, Invoice Due Date, and a section for 'Add Commodity Details' with 'Yes' and 'No' radio buttons. A summary table at the bottom right shows: Invoice Amount (£600.00), Discount Value (£12.00), Tax Value (£35.28), and Net Invoice Amount (£623.28). At the bottom of the form, there are 'Submit', 'Cancel', and 'Back' buttons.

## Field Description

### Field Name

### Description

#### Party Name & ID

Displays the name and ID of the corporate party.

#### Invoice No.

Displays the invoice number as fetched from the Host.



Field Name	Description
<b>Status</b>	Displays the invoice status.
<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.

Field Name	Description
<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. 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
	<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

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.

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## 12. 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 invoice status as **Raised** and payment status as **'Unpaid'** can only accepted or rejected.


### Pre-Requisites

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

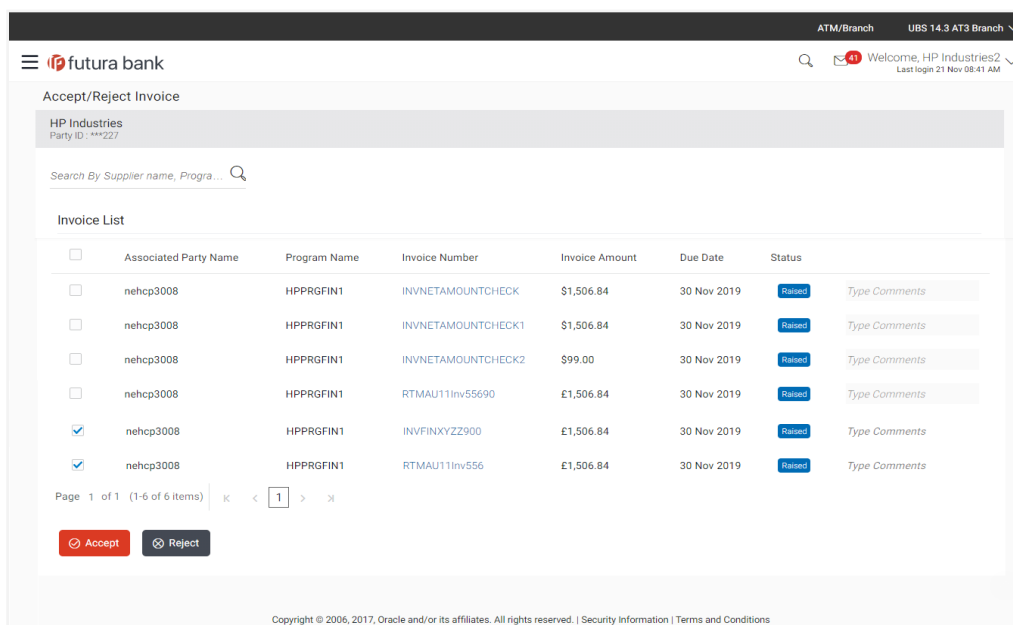
### How to reach here:

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, party name, program name or the invoice number 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




ATM/Branch UBS 14.3 AT3 Branch

futura bank

Welcome, HP Industries2  
Last login 21 Nov 08:41 AM


Accept/Reject Invoice

HP Industries  
Party ID: \*\*\*227

Search By Supplier name, Progra... 

Invoice List

<input type="checkbox"/>	Associated Party Name	Program Name	Invoice Number	Invoice Amount	Due Date	Status	Type Comments
<input type="checkbox"/>	nehcp3008	HPPRGFIN1	INVNETAMOUNTCHECK	\$1,506.84	30 Nov 2019	Raised	Type Comments
<input type="checkbox"/>	nehcp3008	HPPRGFIN1	INVNETAMOUNTCHECK1	\$1,506.84	30 Nov 2019	Raised	Type Comments
<input type="checkbox"/>	nehcp3008	HPPRGFIN1	INVNETAMOUNTCHECK2	\$99.00	30 Nov 2019	Raised	Type Comments
<input type="checkbox"/>	nehcp3008	HPPRGFIN1	RTMAU11Inv55690	£1,506.84	30 Nov 2019	Raised	Type Comments
<input checked="" type="checkbox"/>	nehcp3008	HPPRGFIN1	INVFINXYZ2900	£1,506.84	30 Nov 2019	Raised	Type Comments
<input checked="" type="checkbox"/>	nehcp3008	HPPRGFIN1	RTMAU11Inv556	£1,506.84	30 Nov 2019	Raised	Type Comments

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### Field Description

#### Field Name

#### Description

#### Party Name & ID

Displays the name and ID of the corporate party.

Field Name	Description
<b>Search By</b>	Enter the supplier name, party name, program name or invoice number to search the invoice.
<b>Invoice List</b>	
<b>Checkbox</b>	Select checkbox against one or multiple invoices to accept or Reject it.
<b>Associated 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 Number</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. <hr/> <b>Note:</b> Remarks are mandatory to add for rejecting invoices. <hr/>
<b>Amount</b>	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).
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 **Go to Dashboard** link to go to main dashboard.

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## 13. View Finance

Using this option you can view all the Finance details associated with you as a Corporate party.

You can view detailed finances of specific Finance reference number like invoices details associated and details entered while requesting finances.

---

Note:

1) If Corporate party is Anchor then Application displays all the finance associated with its programs where the party is an 'Anchor'.

2) If Corporate party is Counter Party then application displays finance details where selected Corporate party is Borrower or Debtor.

---

### 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 > Finance Management > View Finances*  
*OR*

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

### To view finances:

## View Finance - List of Finances

**View Finance**

HP Industries  
Party ID : \*\*\*227

**Search**

Finance Reference No.

Transaction Reference No.

Counter Party Name

Program Name

Finance Status

Finance Due Date From  To

Finance Amount Range From  To

**List of Finances**

Counterparty Name	Program Name	Finance Reference No	Transaction Reference No.	Financed Amount	Outstanding Amount	Repaid Amount	Status
nehcp3008	HPPRGFIN1	004290719SUPF816 Due Date: 30 Nov 2019	R2907191997	£2,797.82	-	-	In Process
nehcp3008	HPPRGFIN1	004290719SUPF817 Due Date: 30 Nov 2019	R2907191997	£1,202.18	-	-	In Process
nehcp3008	HPPRGFIN1	004290719SUPF820 Due Date: 30 Nov 2019	R2907192000	\$3,497.27	-	-	In Process
nehcp3008	HPPRGFIN1	004290719SUPF821 Due Date: 30 Nov 2019	R2907192000	\$1,502.73	-	-	In Process
nehcp3008	HPPRGFIN1	004290719SUPF851 Due Date: 30 Nov 2019	R2907192033	£3,156.16	-	-	In Process
nehcp3008	HPPROGRAMFIN1	004290719DELF693 Due Date: 22 Oct 2019	R2907191876	£800.00	-	-	In Process
nehcp3008	HPPROGRAMFIN1	004290719DELF829 Due Date: 22 Oct 2019	R2907192007	\$1,980.00	-	-	In Process
nehcp3008	HPPROGRAMFIN1	004290719DELF758 Due Date: 18 Oct 2019	R2907191938	£4,140.00	-	-	In Process
nehcp3008	HPPRGFIN1	004290719SUPF755 Due Date: 17 Oct 2019	R2907191935	£2,000.00	£2,000.00	-	Disbursed
nehcp3008	HPPRGFIN1	004290719SUPF756 Due Date: 17 Oct 2019	R2907191936	£500.00	£500.00	-	Disbursed

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## Field Description

## Field Name

## Description

## Customer Name &amp; ID

Displays the name and ID of the corporate account.

## Party ID

Displays the party ID.

## Search

## Finance Reference No.

The finance reference number which needs to be searched.

## Transaction Reference No.

The transaction reference number which needs to be searched.

## Counter Party Name

The counter party name to search Finance Details associated with the counter party.

Field Name	Description
<b>Program Name</b>	The type of the program to search the Finance details of the selected type.
<b>Finance Status</b>	The status of the Finance to be searched. The options are: <ul style="list-style-type: none"> <li>• Partially Settled</li> <li>• Disbursed</li> <li>• Settled</li> </ul> <hr/> <p>Note: Search for Finance status 'In Process' is currently not supported.</p> <hr/>
<b>Finance Due Date</b>	Specify the date range to search the finances.
<b>Finance Amount Range</b>	Specify the range for the finances amount required to be searched.
<b>Search Result - List of Finances</b>	
<b>Counter Party Name</b>	Displays the counter party names.
<b>Program Name</b>	Displays the type of the program.
<b>Finance Reference Number</b>	Displays the finance reference number of the respective record. Click on the reference number link to view the finances details.
<b>Transaction Reference No.</b>	Displays the transaction reference number of the respective record.
<b>Financed Amount</b>	Displays the financed amount along with the currency.
<b>Outstanding Amount</b>	Displays the outstanding amount of the searched finance.
<b>Repaid Amount</b>	Displays the outstanding amount of the searched finance. Click on the link to view the <b>Interest Amount</b> and <b>Principal Amount</b> .
<b>Status</b>	Displays the status of the searched finance.

1. Entered the search criteria.
2. Click **Search**. The list of finances appears based on the search criteria.  
OR  
Click **Clear** to reset the search parameters.  
OR  
Click **Cancel** to cancel the transaction.

---

Note: By default Finance details associated with Corporate ID will be displayed.

---



- Click on the **Reference Number** link to view the finances details. Details of finance will not be displayed where the status of Finance is 'In Process'. The **View Detailed Finance** screen appears

### View Detailed Finance

The screenshot displays the 'View Detailed Finance' interface. At the top, it shows the user's name 'Welcome, HP Industries2' and the last login time 'Last login 20 Nov 10:21 AM'. The main content area is divided into three columns: 'Finance Details', 'Disbursement Details', and 'Outstanding Finance'. Below these columns are navigation buttons: 'Cancel' and 'Back'.

Finance Details	Disbursement Details	Outstanding Finance
Finance Reference No. 004290719SUPF755	Finance Amount £2,000.00	Principal Amount £2,000.00
Name of Program HPPRGFIN1	Interest Rate 2.85 %	Interest Charged £0.00
Counterparty Name nehcp3008	Interest Amount -	Overdue Interest £0.00
Product Name Vendor Finance	Maturity Date 17 Oct 2019	
Comments NA		

### Field Description

Field Name	Description
<b>Customer Name &amp; ID</b>	Displays the name and ID of the corporate account.
<b>Finance Date</b>	Displays the date of financed.
<b>Finance Status</b>	Displays the status of the selected finance.
<b>View Linked Invoices</b>	Click on the link to view the list of invoices linked to Finance request.
<b>Finance Details</b>	
<b>Finance Reference Number</b>	Displays the finance reference number of the respective record.
<b>Name of Program</b>	Displays the name of the program which has been selected for requesting finance.
<b>Counter Party Name</b>	Displays the name of the counter party whose invoices would be selected for requesting finance.
<b>Product Name</b>	Displays the name of the product for the selected finance
<b>Comments</b>	Displays the comment added by user while requesting finance.

Field Name	Description
<b>Disbursement Details</b>	
<b>Finance Amount</b>	Displays the finance amount along with currency for Repayments.
<b>Interest Rate</b>	Displays the Interest rate applied.
<b>Interest Amount</b>	Displays the Interest charged amount along with currency against Repayment Principal amount.
<b>Maturity Date</b>	Displays the maturity date for the finance.
<b>Outstanding Finance</b>	
<b>Principal Amount</b>	Displays the principle amount along with currency of requested finance.
<b>Interest Charged</b>	Displays the interest charged amount along with currency against principal amount.
<b>Overdue Interest</b>	Displays the overdue interest amount along with currency against principal amount.

- Click on the **View Linked Invoice** link to view the list of invoices linked to Finance request. The **Linked Invoices** popup with all the invoices associated with viewed Finance request appears.
- Click **Cancel** to cancel the transaction.  
OR  
Click **Back** to navigate back to previous screen.

### Linked Invoices


Invoice Reference No.	Customer Invoice No.	Due Date	Invoice Amount	Financed Amount	Outstanding Amount	Invoice Status
INV129018	INVFIN1	30 Nov 2019	£3,506.84	-	£3,506.84	

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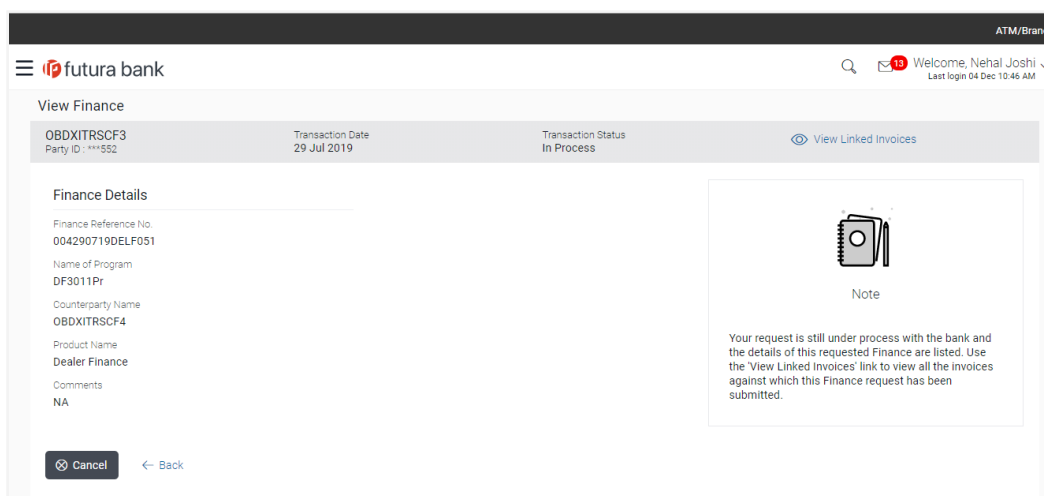
View Finance  
 HP Industries  
 Party ID: \*\*\*\*227  
 Finance Details  
 Finance Reference No.  
 004290719SUPP755  
 Name of Program  
 HPPRGFIN1  
 Counterparty Name  
 nehcp3008  
 Product Name  
 Vendor Finance  
 Comments  
 NA  
 Cancel Back

### Field Description

Field Name	Description
<b>Invoice Reference Number</b>	Displays the invoice reference number associated with particular finance request.
<b>Customer Invoice No.</b>	Displays the customer invoice number associated with particular finance request or disbursed Finance.
<b>Due Date</b>	Displays the due date of invoice.
<b>Invoice Amount</b>	Displays the invoice amount value.
<b>Finance Amount</b>	Displays the total finance amount along with currency for the individual Invoices.
<b>Outstanding Amount</b>	Displays the payable amount along with currency for the individual Invoices.
<b>Invoice Status</b>	Displays the status of the invoice.

6. Click  to dismiss overlay and navigate back to **View Finance** screen.

### View Detailed Finance – In Process Status



The screenshot shows the 'View Finance' screen for a transaction with ID OBDXITRSCF3, dated 29 Jul 2019, with a status of 'In Process'. The screen displays 'Finance Details' including the Finance Reference No. (004290719DELFO51), Name of Program (DF3011Pr), Counterparty Name (OBDXITRSCF4), Product Name (Dealer Finance), and Comments (NA). A 'Note' box on the right states: 'Your request is still under process with the bank and the details of this requested Finance are listed. Use the 'View Linked Invoices' link to view all the invoices against which this Finance request has been submitted.' Navigation options include 'Cancel' and 'Back'.

**Finance Reference Number, Name of Program, Counterparty Name, Product Name, and Comments** are the fields are gets displayed when invoice status is **In Process**.

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## 14. Request Finance

Using this option you can raise the funds from the bank for business activities like to pay off your liabilities or liquidity to start production of a new order. These funds are arrange by availing finance against your invoices.

You can select multiple invoices for a particular program and associated party to avail finance against those invoices or purchase orders. You will view maximum percentage allowed to avail that finance depending on the program and the counter party selected along with the total amount requested by you.

### 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 > Finance Management > Request Finance*  
OR

*Dashboard > Toggle menu >Supply Chain Finance > Overview > Quick Links > Request Finance*

### To request finance:

### Request Finance

The screenshot shows the 'Request Finance' form in the Futura Bank portal. The form is titled 'Request Finance' and shows the associated party as 'HP Industries' with Party ID: \*\*\*227. The program name is 'HP Reverse Factoring' and the currency to be disbursed is 'USD'. There are 'Submit' and 'Clear' buttons. A help box on the right explains the purpose of the request.

**Request Finance**

HP Industries  
Party ID: \*\*\*227

Associated Party Name  
HP INDUSTRIES

Program Name  
HP Reverse Factoring

Currency to be disbursed  
USD

[Submit](#) [Clear](#)

**Request Finance**

Are you short of funds to pay off your liabilities or liquidity to start production of a new order?

You can arrange for funds by availing finance against your invoices. Simply select your invoices for finance and submit. You will view maximum percentage allowed to avail that finance depending on the program and the counter party selected along with the total amount requested by you. You may also specify the disbursement currency if funds are required in the currency other than one set at the program level.

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### Field Description

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

Field Name	Description
<b>Associated Party Name</b>	The Counter Party to view the invoices for requesting for Finance.
<b>Program Name</b>	The Program Name and ID to view corporate user's invoices to request for Finance.
<b>Currency to be disbursed</b>	The currency in which the disbursement of Finance is required.

1. From the **Associated Party Name** list, select the Counter Party to view the invoices for requesting for Finance.
2. From the **Program Name** list, select the Program Name and ID to view corporate user's invoices to request for Finance.
3. From the **Currency to be disbursed** list, select the currency in which the disbursement of Finance is required.
4. Click **Submit** to submit the request.  
OR  
Click **Clear** to reset the entered data.
5. Based on the entered data, outstanding invoices are displayed.

### Request Finance - List of Outstanding Invoices

futura bank

ATM/Branch  
Welcome, Deep Mehta  
Last login 19 Nov 06:35 PM

**Request Finance**

TURBO TEXTILES <small>Party ID: **x728</small>	Program Name HP Reverse Factoring	Counter Party Name HP INDUSTRIES	Disbursement in Currency USD
---	--------------------------------------	-------------------------------------	---------------------------------

Select Invoices  
You can request for maximum 80% of the Accepted Invoice Amount.

	Invoice Number	Invoice Amount	Accepted Invoice Amount	Maximum Finance Amount	Outstanding Amount	Net Finance Amount
<input checked="" type="checkbox"/>	INVTURB100 <small>Due Date: 21 Nov 2019</small>	\$4,454.40	\$3,840.00	\$3,456.00	\$3,840.00	\$3,456.00
<input type="checkbox"/>	INVTURB0180000 <small>Due Date: 18 Feb 2020</small>	£30,495.00	£28,500.00	£25,650.00	£28,500.00	£25,650.00
<input type="checkbox"/>	INVTURB01700 <small>Due Date: 28 Jan 2020</small>	\$15,840.00	\$15,840.00	\$14,256.00	\$15,840.00	\$14,256.00

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Total Selected Invoices	Total Amount in Disbursed Currency (Exchange rate at 1) \$3,456.00	Total Amount Selected
1		\$3,456.00

Amount Requested for Finance  
\$1,000.00

Request Finance
Cancel
← Back

↑

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**Field Description**

<b>Field Name</b>	<b>Description</b>
<b>Customer Name</b>	Displays the name of the Corporate Account.
<b>Party ID</b>	Displays the party ID.
<b>Program Name</b>	Displays the Name of the program which has been selected for requesting finance.
<b>Counter Party Name</b>	Displays the Name of the counter party whose invoices would be selected for requesting finance.
<b>Disbursement in Currency</b>	Displays the selected disbursement currency.
<b>Select Invoices</b>	
	Displays the invoices having status as <b>Accepted / Partially Financed</b> . In case of Payment, <b>Unpaid or Partially paid and overdue</b> .
<b>Select Invoices</b>	Select the checkbox (es) against one or multiple invoices of same currency to request finance. Based on the selection <b>Total Selected Invoices, Total Amount Selected, and Amount Requested for Finance</b> get displayed.
<b>Invoice Number &amp; Invoice Due Date</b>	Displays the invoice number and its due date. Click on the link to view the details invoices selected in multiple currencies and there conversion rate.
<b>Invoice Amount</b>	Displays the invoice amount.
<b>Accepted Invoice Amount</b>	Displays the data as fetched from the invoice.
<b>Maximum Finance Amount</b>	Displays the maximum financed amount from the invoice.
<b>Outstanding Amount</b>	Displays the data as fetched from the invoice.
<b>Net Finance Amount</b>	Displays the Outstanding Invoice Amount or the Maximum Finance Amount whichever is lesser as the Net Finance Amount in respective currency.
<b>Total Selected Invoices</b>	Displays the number of selected invoices.
<b>Total Amount in Disbursed Currency</b>	Displays the disbursed amount along with the currency.
<b>Total Amount Selected</b>	Displays the total of Net Finance Amount of the selected Invoices in respective currency.

Field Name	Description
<b>Amount Requested for Finance</b>	Specify the amount requested for finance in respective currency.
6.	Select checkbox against one or multiple invoices to request finance. Based on the selection <b>Total Selected Invoices</b> , <b>Total Amount Selected</b> , and <b>Amount Requested for Finance</b> get displayed.
7.	Click <b>Request Finance</b> to request finance against the selected invoice(s). OR Click <b>Cancel</b> to cancel the transaction. OR Click <b>Back</b> to navigate back to previous screen.
8.	The review screen appears. Verify the details, and click <b>Confirm</b> . OR Click <b>Back</b> to navigate back to previous screen. OR Click <b>Cancel</b> to cancel the transaction.
9.	The success message of request initiation appears along with the reference number.
10.	Click on the <b><u>View Finances</u></b> link to view the list of created invoices with their status. Click on the <b><u>Supply Chain Overview</u></b> link to go to Supply Chain Finance dashboard OR Click on the <b><u>Go to Dashboard</u></b> link to go to Supply Chain Dashboard.

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