



# Incomplete Invoices



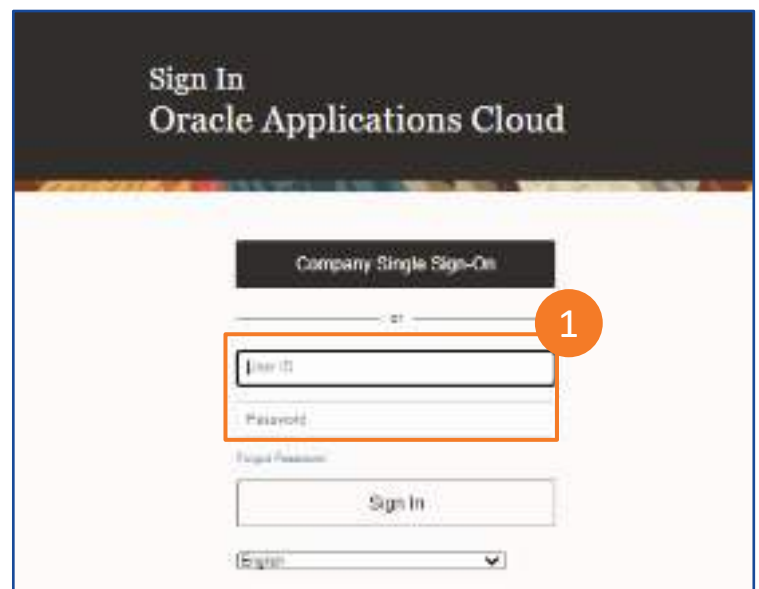
## Section 1: Purpose

The purpose of the Incomplete Invoices job aid is to guide suppliers on how to identify, handle, and resolve issues with invoices marked as Incomplete in the Supplier portal. This document provides detailed steps ensure invoice completeness and accuracy, enabling suppliers to effectively manage and cancel incomplete invoices.

## Section 2: System Steps

1. Sign-in to Oracle Cloud by entering your credentials in the **User ID** and **Password** fields.

**Note:** *Alternatively, Oracle Cloud also allows you to enable the SSO (Single Sign-On) functionality to login.*

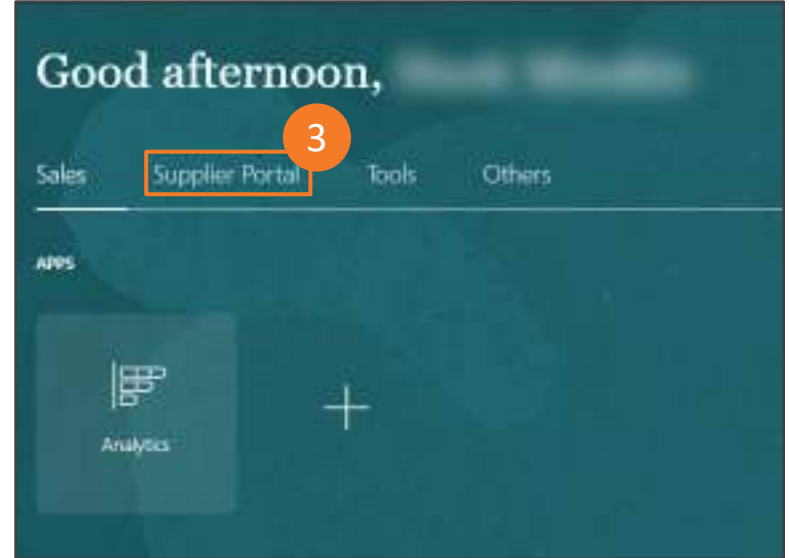


2. After you have logged into the Oracle Cloud application, click the **Home** icon on the ribbon to view the Oracle Cloud Home page.

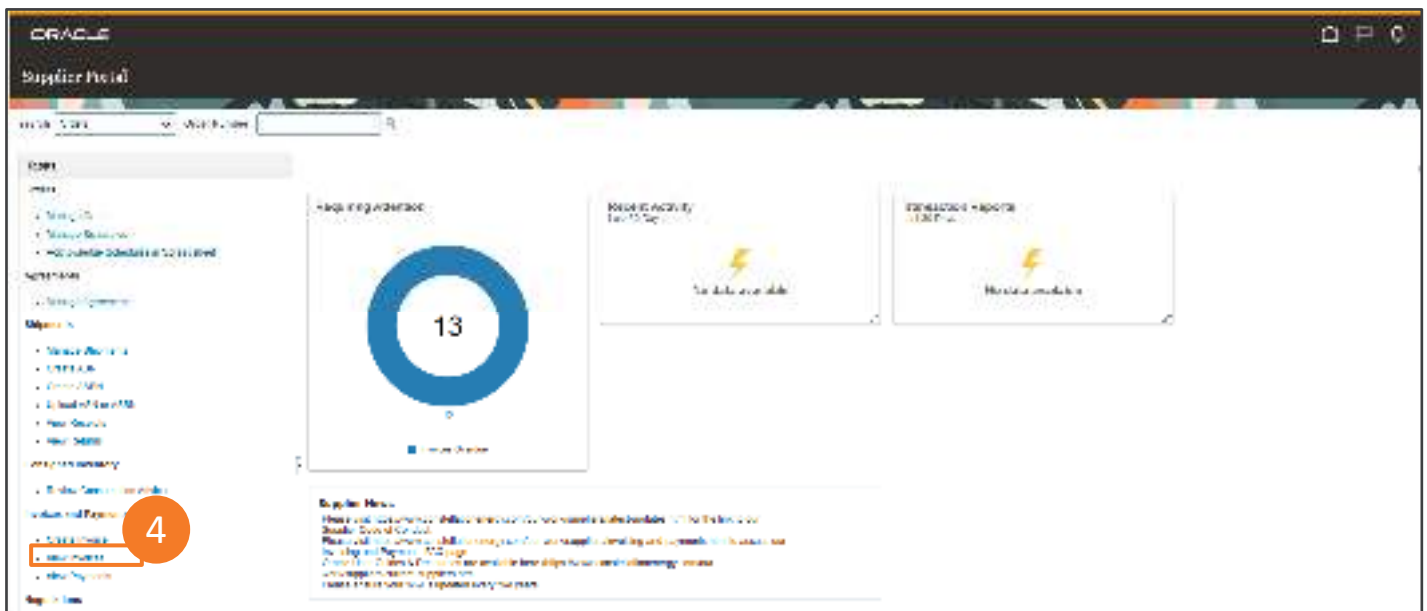


## Section 2: System Steps

3. Click the **Supplier Portal** tab.



4. Click the **View Invoices** option from the **Invoices and Payments** section.



## Section 2: System Steps

5. Enter the required Invoice number in the **Invoice Number** field.

**Note:** Enter the Invoice number which is in **Incomplete Status**.

6. Click the **Search** button.



7. Click the **Invoice Number** hyperlink.



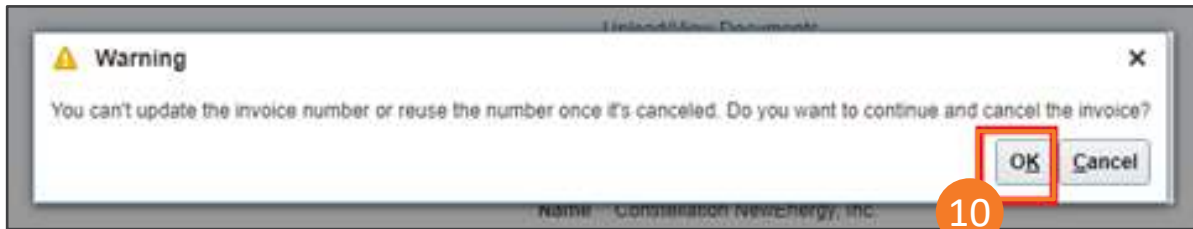
8. Click the **Invoice Actions** drop-down menu.

9. Select the **Cancel Invoice** option from the drop-down list.



## Section 2: System Steps

10. A **Warning** message is displayed. Click the **OK** button.



11. Navigate back to the **View Invoices** page and search for the required Invoice (repeat steps **4** to **6**).

12. Check the **Invoice Status** and ensure that the status is **Cancelled**.





**THANK YOU**

