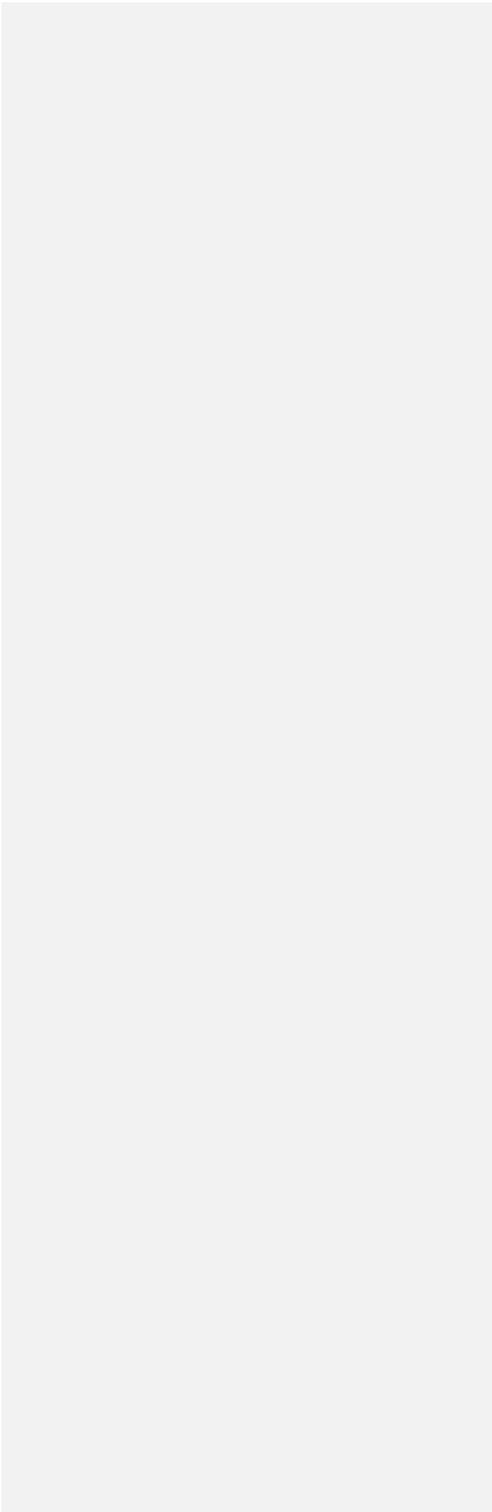


# Williams

## Supplier Portal Tax User Guide

April 2023



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## Document Control

### Change Record

Date	Author	Version	Change Reference
05/07/2020	Vito Bianco	1.0	Original Draft
4/17/2023	Vito Bianco		
4/27/2023	Vito Bianco		Section 1, General Guidelines Section 6 – Correcting Invoices

### Reviewers

Name	Role
TBD	
TBD	
TBD	

## 1. Document Summary

### Purpose

This document is to provide guidance to Williams vendors using the Oracle Supplier Portal for how to enter or update sales tax on invoices document the tax calculation process.

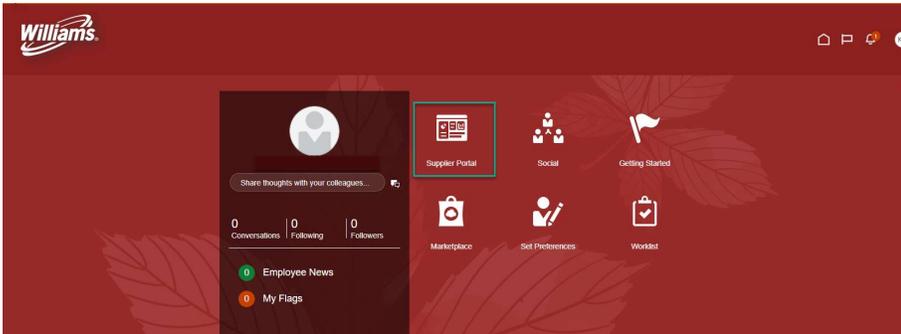
Note to Suppliers: The Supplier Portal uses the Williams tax solution that integrates Oracle with Vertex on Demand. Tax is calculated on all invoices entered through the portal using the rules configured for the Williams payables application.

### General Guidelines

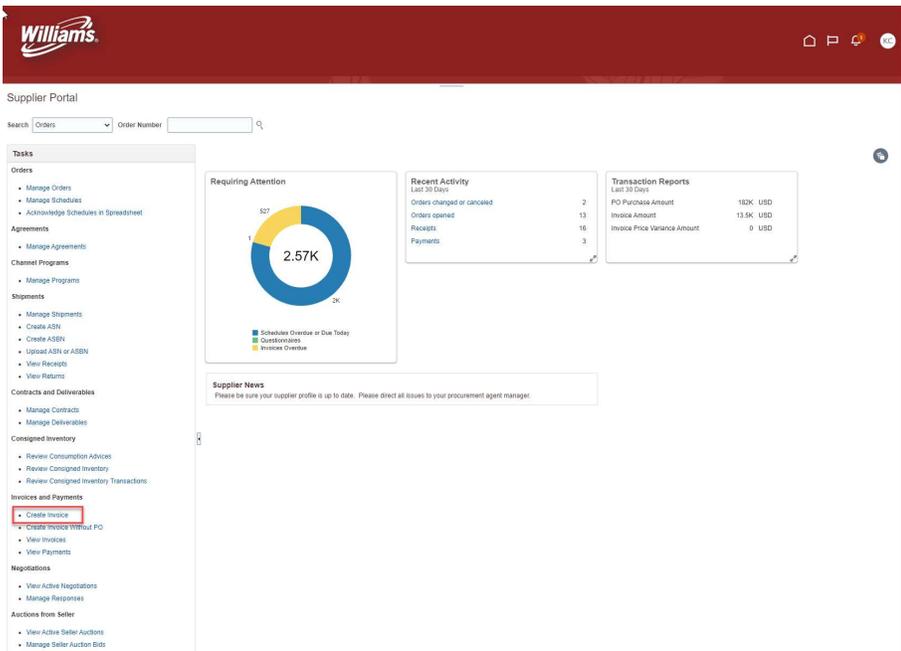
- Do NOT enter tax in the Tax Control Amount field on the invoice header.
- Do NOT enter a value in the Supplier Tax Registration number field on the invoice header.
- Do NOT enter Sales Tax as an Item Line.
- Enter all Item Lines, then the Freight Line before creating a Sales Tax line.
- Make sure the invoice is complete before calculating tax or submitting the invoice.
- Tax lines are only entered by the system when the "Calculate Tax" action is selected by the user.
  - The sales tax charged by the supplier is identified by the Tax Name "VERTEX TAX".  
The "VERTEX TAX" should match what is on the invoice in the supplier's billing system.  
*If the amount does not match, then update the amount (including a 0.00 tax amount).*
  - If the Tax Name is not "VERTEX TAX", this is Self Assessed Tax by Williams and is NOT Supplier charged tax. This tax is NOT included on the invoice and will not be paid to the Vendor.  
Some examples of this type of tax will be shown as State, City, County and District tax.
- If updating the invoice after calculating tax, the tax line must be updated manually to the amount shown on the invoice.

## 2. Calculate Tax on a PO Matched Invoice

This process applied to all invoices entered through the Williams Supplier Portal. Log into Oracle and choose the Supplier Portal icon from the



Click on the link to Create Invoice.



The Create Invoice screen will open.

Enter header information on the invoice starting with the Identifying PO.

Do not populate the following fields in the Invoice Header as they are not used.

- Tax Control Amount
- Supplier Tax Registration Number

Press the "Select and Add" icon under the Lines section to match to the PO lines. The Select and Add: Purchase Order window will open.

Lines

View + ✕ 📄 Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier
		* Number	* Line	* Schedule	Number	Line	
No data to display.							

Highlight one or more lines from the PO to match to the invoice or press the Select All button to add all PO lines. Then press the Apply button. Then press OK.

Select and Add: Purchase Orders ✕

Search Advanced Saved Search ▼

\*\* Purchase Order WPO106276 ▼ \*\* At least one is required

\*\* Consumption Advice

\*\* Creation Date m/d/yy h:mm a 🕒

Search Reset Save...

Search Results

View + ✕ 📄 Detach Select All

Number	Line	Schedule	Retainage Rate (%)	Purchase Order		Consumption Advice		Supplier Item Number	Item Description	Ship-to Location
				Number	Line	Number	Line			
WPO106276	1	1							FLANGE, PIPE, 5 I...	SNWP-GRRC-W

Apply OK Cancel

The matched PO line or lines should appear in the Lines section of the form. Press the Save button.

Lines

View + ✕ 📄 Cancel Line

Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line								
1	Item	WPO106276	1	1				FLANGE, PIPE, 5 IN, 150 LB. CS, TWIN ...	SNWP-GRRC		320	16	EACH	5,120.00
Total														5,120.00

Summary Tax Lines

After Saving the line, go to the Invoice Actions and open the drop-down list. Choose Calculate Tax.

Williams Test Clone as of March 7th. Next Clone May 1

**Create Invoice**

Identifying ID: WPO106276  
 Supplier: DNOW LP  
 Taxpayer ID: 74-9989900  
 Supplier Site: 18 HOUSTON  
 Address: 77041 TANK N ELDRIDGE PKWY HOUSTON, HARRIS TX, US, 1902  
 Supplier Tax Registration Number: [ ]

Remit to Bank Account: [ ]  
 Unique Remittance Identifier: [ ]  
 Unique Remittance Identifier Check Digit: [ ]  
 Description: [ ]  
 Attachments: None  
 Tax Control Amount: [ ]

Customer Taxpayer ID: 73-0589878  
 Name: The Williams Companies, Inc.  
 Address: [ ]

**Lines**

Number	Type	Purchase Order Number	Purchase Order Line	Purchase Order Schedule	Consumption Advice Number	Consumption Advice Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
1	Item	WPO106276	1	1				FLANGE, PIPE, 5 IN, 150 LB, CS, TWIN	SNWP-GRR		320	16	EACH	5,120.00
<b>Total</b>														5,120.00

**Summary Tax Lines**

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

The system will calculate tax for the transaction and return a tax line. The tax amount returned is based on rules that exist in Williams tax solution.

The total of the tax amount to be paid to the supplier will appear in the Exclusive Tax column in the Totals. If the amount does not agree with the invoice from the supplier's billing system, then the supplier should edit the tax to match. (PLEASE NOTE: if the different is larger than \$1000, the supplier should email [Tax.Transaction@williams.com](mailto:Tax.Transaction@williams.com).)

**Lines**

Number	Type	Purchase Order Number	Purchase Order Line	Purchase Order Schedule	Consumption Advice Number	Consumption Advice Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount
1	Item	WPO106276	1	1				FLANGE, PIPE, 5 IN, 150 L...	SNWP-GRR		320	16	EACH	5,120.00
<b>Total</b>														5,120.00

**Summary Tax Lines**

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX...	Standard	STD	6		46.08

**Totals**

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
5,120.00	0.00	0.00	0.00	46.08	5,166.08
				Retainage 0.00	Due 5,120.00

The Invoice Amount total will include all Items, Freight, Miscellaneous, and Tax lines. If the Invoice Amount and Amount due do not match, then press save again.

### 3. Calculated Tax Does Not Match

If the amount does not agree with your invoice, highlight the record, and change the amount to agree with your invoice.

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	6		46.08

Totals

Items	5,120.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	46.08	Invoice Amount	5,166.08
								Retainage	0.00	Due	5,120.00

#### Vertex Shows Tax and Supplier Invoice Does Not

In this example, your invoice shows the sales tax as 0. This could be that your company is not registered in the Ship To location's jurisdiction or your system shows the goods or services you are selling as non-taxable. You can update the tax on the line to 0 to match your invoice. The press Save.

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	6		0

Go back to the Invoice Actions and press Calculate Tax again. **Make sure to press Save again.** The system may add tax lines to the invoice. These are self-assessed tax lines for Williams to accrue the tax and should not appear in the Totals for the invoice. Do not change these lines. Verify after saving the invoice that they Tax amount shows as zero and the Invoice Amount and Due amount agree.

Lines

Number	Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM
1	Item	WPO109276 1 1			FLANGE PIPE, 5 IN, 150	SNWP-GRRC-WY		320	16	EACH
Total										

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_...	Standard	STD	6		0
2	VERTEX US TAX	STATE	PA	Standard	STD	0		0
3	VERTEX US TAX	STATE	MD	Standard	STD	6		46.08

Totals

Items	5,120.00	Freight	0.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	0.00	Invoice Amount	5,120.00
								Retainage	0.00	Due	5,120.00

**Note:** The Tax records that show the Tax Name "VERTEX TAX" represent the amount charged and collected by the supplier. Any other tax lines are not added to the total of the invoice and should be ignored.



Submit the invoice.

**Vertex Shows 0 Tax and Supplier Invoice Shows Tax**

In this example the tax calculation results in a line that is Non-taxable and 0 is returned for the tax amount. The supplier's invoice shows sales tax charged.

Create Invoice

Identifying PO: WPO105924  
 Supplier: DNOW LP  
 Taxpayer ID: 74-0909000  
 Supplier Site: HOUSTON  
 Address: 77041 7402 N ELDRIDGE PKWY, HOUSTON, HARRIS TX, US, 1902  
 Supplier Tax Registration Number: [dropdown]

Remit to Bank Account: [dropdown]  
 Unique Remittance Identifier: [input]  
 Unique Remittance Identifier Check Digit: [input]  
 Description: [input]  
 Attachments: 2023-03-29\_12-43-30.jpg  
 Tax Control Amount: [input]

Invoice Actions: Save Save and Close Submit Cancel  
 Number: INVWPO105924A  
 Date: 4/18/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0588878 Name: The Williams Companies, Inc. Address: [input]

Number	Type	Purchase Order Number	Line	Schedule	Consumption Advice Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount	Ship-from Location	Lot Dis
1	Item	WPO105924	3	1				TUBING, METALLIC, 3/8 I...	HAYNLAMANDS-LA		60	15.83	EACH	937.80		
Total														937.80		

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	8.45		0

You can update the tax on the line to 0 to match your invoice. Press Save.

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	8.45		79.24

You will need to Calculate tax again from the Invoice Actions. Then Submit the invoice.



## 4. Calculate Tax on Non-PO Invoices

From the Supplier Portal screen, click on the link to Create Invoice without PO.

This will open the Create Invoice Without PO window.

Create Invoice Without PO

Supplier: DMCW LP  
 Taxpayer ID: 74-0898800  
 Supplier Site:   
 Address:   
 Supplier Tax Registration Number:

Remit to Bank Account:   
 Unique Remittance Identifier:   
 Unique Remittance Identifier Check Digit:   
 Description:   
 Attachments: None  
 Tax Control Amount:

Invoice Actions:

\* Number:   
 \* Date: m/d/yyyy   
 \* Type: Invoice  
 Invoice Currency:   
 Payment Currency:

Customer  
 Customer Taxpayer ID:   
 Name:   
 Address:   
 \* Requester Email:   
 Requester Name:

Lines  
 View:   

Number	Type	Ship-to Location	Ship-from Location	Tax Classification	Amount	Description
No data to display.						
Total						

Summary Tax Lines  
 View:  

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

Totals  

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
				0.00	0.00
				Retainage	Due

Enter header information on the invoice including the Requestor Email. This should be the person that requested the order at Williams.

The Supplier will need to pick the supplier site. If they are billing from a site that is into in the pick list, they will need to contact Williams to add the site.

Create Invoice Without PO [?](#)

Supplier: DNOW LP  
 Taxpayer ID: 74-0989800  
 Supplier Site: 17 DALLAS 75320PO BOX ... US1  
 Address: 17 DALLAS 75320PO BOX ... US1  
 Supplier Tax Registration Number: 17 DALLAS 75320PO BOX ... US1  
 Customer: 18 HOUSTON 770417402 N E... US1  
 34 CASPER 826046577 WE... US1  
 Customer Taxpayer ID: RECORDED WIR... 74172RECORD... US1

The Supplier should not populate the following fields in the Invoice Header as they are not used.

- Tax Control Amount
- Supplier Tax Registration Number

Create Invoice Without PO [?](#)

Supplier: DNOW LP  
 Taxpayer ID: 74-0989800  
 Supplier Site: 17 DALLAS  
 Address: 75320 PO BOX 200822, DALLAS, DALLASTX, US 9822  
 Supplier Tax Registration Number: [Empty]  
 Remit to Bank Account: [Empty]  
 Unique Remittance Identifier: [Empty]  
 Unique Remittance Identifier Check Digit: [Empty]  
 Description: [Empty]  
 Attachments: 2023-03-29\_12-43-30.jpg  
 Tax Control Amount: [Empty]  
 Invoice Number: NPOINV1  
 Date: 4/12/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar  
 Name: The Williams Companies, Inc.  
 Address: [Empty]  
 Requester Email: vito.bianco@williams.com  
 Requester Name: Vito Bianco

Press the plus sign icon under the Lines section to add lines to the invoice.

Lines

View **+** [List Icon] [X Icon] Cancel Line

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
No data to display.						
<b>Total</b>						

This will create a line on the invoice. Choose the Type of "Item" to enter an invoice line.

Lines

View

* Number	* Type	Ship-to Location	Ship-from Location	Tax Classification	* Amount	Description
1	Item					
Total						

Summary Tax Lines

View

Enter the Ship-to-Location. This field is required. You cannot submit the invoice with a blank ship-to. NOTE: The pick list contains all locations configured in the Williams environment. Williams will provide a list of valid locations for each Supplier to use .

Lines

View

* Number	* Type	Ship-to Location	Ship-from Location	* Amount	Description
1	Item				

CYP-ST045-LA	CYPRESS / TRANSCO STATION 045...
AK ANCHORAGE	AK ANCHORAGE
AK DENALI BOROUGH	AK DENALI BOROUGH
AK FAIRBANKS NORTH ST	AK FAIRBANKS NORTH ST
AL AUTAUGA	AL AUTAUGA
AL AUTAUGA BILLINGSLEY 36006	AL AUTAUGA BILLINGSLEY 36006
AL AUTAUGA JONES 36749	AL AUTAUGA JONES 36749
AL BALDWIN	AL BALDWIN
AL BLOUNT	AL BLOUNT

Summary Tax Lines

View

Line	* Regime	Name	Percentage	Per Unit
No data to display.				

Totals

Miscellaneous	Inclusive Tax	Exclusive Ta
		0.0

The Ship-From Location field is not required and can be left blank. Enter the amount and the line description and press save.

Lines

View

* Number	* Type	Ship-to Location	Ship-from Location	* Amount	Description
1	Item	CYP-ST045-LA		250.00	Invoice line description
Total				250.00	

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit
No data to display.							

After Saving the line, go to the Invoice Actions and open the drop-down list. Choose Calculate Tax.

Create Invoice Without PO

Supplier: ONOW LP  
 Taxpayer ID: 74-0890000  
 Supplier Site: 17 DALLAS  
 Address: 75320, PO BOX 209822, DALLAS, DALLASTX, US, 9822  
 Supplier Tax Registration Number: [dropdown]

Remit to Bank Account: [dropdown]  
 Unique Remittance Identifier: [input]  
 Unique Remittance Identifier Check Digit: [input]  
 Description: [input]  
 Attachments: 2023-03-29\_12-43-30.jpg [upload icon]

Tax Control Amount: [input]

Customer Taxpayer ID: 73-0569878  
 Name: The Williams Companies, Inc.  
 Address: [input]  
 Requester Email: wbio.bianco@williams.com  
 Requester Name: Bianco, Vito

Invoice Actions: [dropdown]  
 Calculate Tax (Ctrl+Alt+X)  
 Cancel Invoice  
 Delete Invoice

Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

The system will calculate tax for the transaction and return a tax line. The tax amount returned is based on rules that exist in the Williams tax solution.

The total of the tax amount to be paid to the supplier will appear in the Exclusive Tax column in the Totals. If the amount does not agree with the invoice from the supplier's billing system, then the supplier should edit the tax to match.

Lines

Number	Type	Ship-to Location	Ship-from Location	Amount	Description
1	Item	CYP-STD45-LA		250.00	Invoice line description
Total				250.00	

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	9.2		23.00

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
250.00	0.00	0.00	0.00	23.00 Notarage 0.00	273.00
					Due 250.00

In this example, the Tax calculated equals the tax on the supplier invoice. So, the supplier Submits the invoice and is done.

Invoice Actions: [dropdown]  
 Save  
 Save and Close  
 Submit  
 Cancel

Once the Supplier submits the invoice, it cannot be edited, validated, or coded manually through the View Invoices form in Payables. This process must be initiated by the Requestor through a notification. The Action menu for these steps is greyed out.

Invoice Details

Invoice Date	4/14/23	Invoice Amount	273.00 USD
Invoice Type	Standard invoice request	Applied Prepayments	0.00 USD
Supplier or Party	DNOW LP	Unpaid Amount	273.00 USD
Supplier Site	P17 DALLAS	Holds	0
Address	PO BOX 200822, DALLAS, TX 75320		

Not validated

Actions: Edit, Validate, Account Coding, Approve, Cancel Invoice, Post to Ledger, Account in Draft

Business: Payment Business, Payment Tr, Payment Curr

Buttons: Save, Save and Close, Cancel

Lines Holds and Approvals Payments Installments

Items

Line	Amount	Description	Quantity	Price	UOM Name	Number	Line	Schedule	Number	Line	Ship-to Location
No data to display.											

### Invoice Coding

Non-PO invoices are sent to the Requestor referenced on the header of the invoice to code the invoice. The requestor will receive a Notification that an action is required to approve the invoice.

Williams Supplier Portal

Navigation: Payables Dashboard, Invoices, Payments

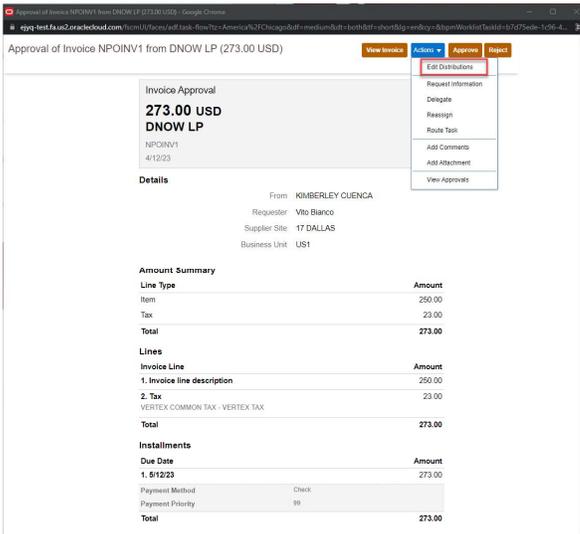
Invoices Summary:

- Scanned: 0 (0-7), 4.11K (8-14), 15+ (15+)
- Recent: 0 (24 Hours)
- Holds: 194 Validation, 1.04K Purchasing, 2.61K Other
- Approval: 1 Pending, 103 Others, 54 Rejected
- Prepaid: 0

Pending Notifications:

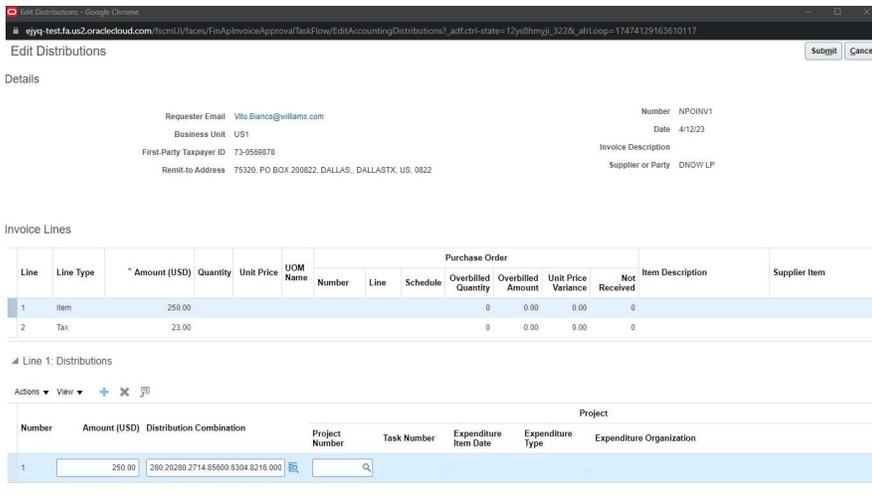
- Action Required: Approval of Invoice NPOINV1 from DNOW LP (273.00 USD) - 1 minute ago
- (Reminder) Action Required: Approval of Invoice NPO Tax Test001 from DNOW LP (110.00 USD) - 2 days ago
- Action Required: Approval of Invoice NPOInvoice004 from DNOW LP (325.00 USD) - 6 days ago
- Action Required: Approval of Invoice NPO Tax Test001 from DNOW LP (110.00 USD) - 1 week ago
- Action Required: Approval of Invoice NPO Tax Test001 from DNOW LP (110.00 USD) - 1 week ago
- Action Required: Approval of Invoice Test123 from DNOW LP (105.00 USD) - 2 weeks ago
- Action Required: Approval of Invoice Test123 from DNOW LP (105.00 USD) - 2 weeks ago
- Action Required: Approve Purchase Order WPO106276 - 2 weeks ago

When the requestor clicks on the notification, a window will open for the requestor. They will take the Action to Edit the Distributions.

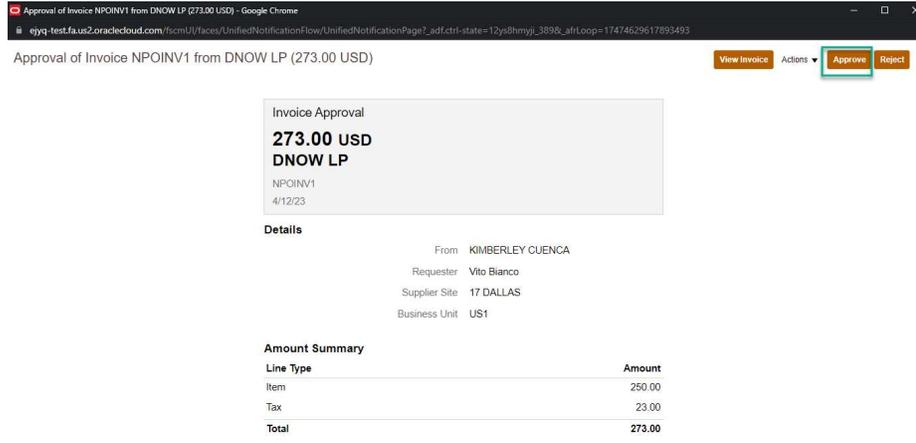


In the Edit Distributions window, the requester adds a distribution for each Item line and enters the amount and Distribution Combination. They may also enter Project Information on the distribution. The coder does not enter a distribution for the Tax line. When they are done, they press Submit.

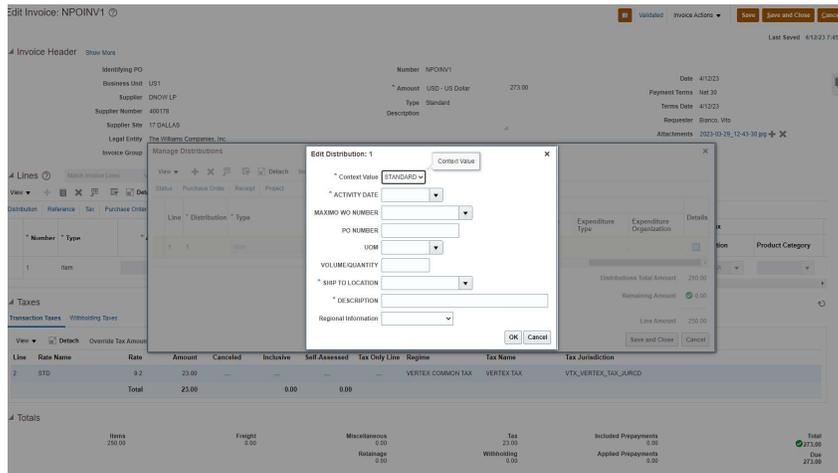
Commented [VBI]: Note to Williams AP Team. For Supplier Portal invoices, the distribution descriptive flexfields do not appear to the coder.



After coding the invoice, they press Approve to send the invoice through the approval process.



Before the invoice is approved, it cannot be edited. Once the invoice is approved it can be edited. The distribution descriptive flexfields are also visible through the Payables Edit Invoice screen.



The invoice is then run through the validation process and accounting is applied.

Edit Invoice: NPOINV1

Validated Invoice Actions Save Save and Close Cancel

Last Saved 4/12/23 7:45 PM

Invoice Header

Identifying PO	Number	NPOINV1	Date	4/12/23
Business Unit	US1	* Amount	USD - US Dollar	273.00
Supplier	DNOW LP	Type	Standard	
Supplier Number	400178	Description		
Supplier Site	17 DALLAS			
Legal Entity	The Williams Companies, Inc.			
Invoice Group				
			Payment Terms	Net 30
			Terms Date	4/12/23
			Requester	Bianco, Vito
			Attachments	2023-05-29_12-43-36.jpg
			Note	

Lines

Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Tax Classification	Ship-to Location	Product Category
1	Item	250.00			4/12/23		Invoice line description		CYP-ST045-LA	

Taxes

Line	Rate Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
2	STD	9.2	23.00					VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX JURCD
	Total		23.00		0.00	0.00				

Totals

Items	250.00	Freight	0.00	Miscellaneous	0.00	Tax	23.00	Included Prepayments	0.00	Total	273.00
				Retailage	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	273.00

Supplier Portal: View Invoice

The Supplier can view the invoice from the supplier portal at any point after they submit the invoice to payables. By choosing the View Invoices in the menu.

The status of invoices submitted by the supplier with show as “Pending Import”. The invoice status changes to In Process when the Requestor starts the coding and approval process, but the invoice status may still show as “In Process” even though the invoice is Approved, Validated and Accounted in Payables.

View Invoices

Search Done

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

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View    Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Invoice Amount	Invoice Status	Unpaid Amount	Paid Status
NFOINV2	4/14/23	Standard I...		DNOW LP	17 DALLAS	273.00 USD	Pending import	273.00 USD	Unpaid
NFOINV1	4/12/23	Standard		DNOW LP	17 DALLAS	273.00 USD	In process	273.00 USD	Unpaid
NFOInvoice004	4/6/23	Standard		DNOW LP	17 DALLAS	325.00 USD	Approved	325.00 USD	Unpaid
NFOTaxTest01	4/4/23	Standard		DNOW LP	17 DALLAS	110.00 USD	In process	110.00 USD	Unpaid



Invoice Actions ▾ Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice 924

Delete Invoice

Type Invoice

From the Invoice Actions choose Calculate Tax and press Save again.

In this example, the invoice is non-taxable, so the tax line added in the Summary Tax Lines shows as 0.

Create Invoice ⓘ

Invoice Actions ▾ Save Save and Close Submit Cancel

Identifying PO WPO105924

Supplier DNOVI LP

Taxpayer ID 74-0886800

Supplier Site BEACONTON

Address 77041 7482 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 7802

Supplier Tax Registration Number

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Tax Control Amount

\* Number INVWPO105924

\* Date 4/17/23

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Customer

Customer Taxpayer ID 73-0509078

Name The Williams Companies, Inc.

Address

Lines

View ▾ + × Cancel Line

* Number	* Type	Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Loc Dis
		* Number	* Line	* Schedule	Number										
1	Item	WPO105924	1	1			ADAPTER, TUBE TO PIP...	HAYNLAM-NDS-LA		10	18.99	EACH	189.90		
2	Item	WPO105924	2	1			ELBOW, TUBE, 3/8 IN X 1...	HAYNLAM-NDS-LA		10	32.83	EACH	328.30		
3	Freight												30.00		
Total													548.20		

Summary Tax Lines

View ▾

Line	Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON	VERTEX TAX	VTX_VERTEX_TAX_...	Standard	STD	0.45		0

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
518.20	30.00	0.00	0.00	0.00	548.20
				Retainage 0.00	Due 548.20

## 6. Correcting Invoices

### Before Invoice is Submitted

At any time before the invoice is submitted (invoice status is "Incomplete"), the Supplier can manually change the Tax amount on the invoice for the tax line where the Tax Name is "VERTEX TAX". The line will not update if the supplier adds additional lines to the invoice. If they cancel any invoice lines, then Oracle will remove any tax amount that was prorated to the invoice line.

In this example the supplier opens invoice WPO106385Inv\_1.

Edit Invoice ⓘ

Identifying PO: WPO106385  
 Supplier: DNOW LP  
 Taxpayer ID: 73-0568078  
 Supplier S/N: 18 HOUSTON  
 Address: 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 1902  
 Supplier Tax Registration Number: [dropdown]

Remit to Bank Account: [dropdown]  
 Unique Remittance Identifier: [input]  
 Unique Remittance Identifier Check Digit: [input]  
 Description: [input]  
 Attachments: None  
 Tax Control Amount: [input]

Invoice Actions: Save Save and Close Submit Cancel

\* Number: WPO106385Inv\_1  
 \* Date: 4/26/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0568078 Name: The Williams Companies, Inc. Address: [input]

Lines

Number	Type	Number	Line	Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount	Ship from Loca
3	Item	WPO106385	2	1				SOCKET SET 3/8 IN 12 P...	BSH-WYSOXFO-PA		1	133.32	EACH	133.32	
1	Item	WPO106385	1	1				SOCKET SET SHALLOW ...	BSH-WYSOXFO-PA		1	198.07	EACH	198.07	
<b>Total</b>														<b>331.39</b>	

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		11.88

### Changing the Tax Amount

If the supplier needs to change the tax amount, they can highlight the tax record under the Summary Tax Lines and enter a new amount in the Amount field. They will need to calculate tax again from the Action drop down menu and save the record.

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		11.88

### Adding a Matched line

In this example the Supplier opens invoice WPO106385INV\_2. Tax was calculated previously and shows a 6.6 for the two existing lines on the invoice.

Create Invoice

Identifying PO: WPO106385  
 Supplier: DNOW LP  
 Taxpayer ID: 74-0999800  
 Supplier Site: 18 HOUSTON  
 Address: 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRIS TX, US, 1902  
 Supplier Tax Registration Number: [dropdown]

Remit to Bank Account: [dropdown]  
 Unique Remittance Identifier: [input]  
 Unique Remittance Identifier Check Digit: [input]  
 Description: [input]  
 Attachments: None  
 Tax Control Amount: [input]

Invoice Actions: Save Save and Close Submit Cancel  
 \* Number: WPO106385INV\_2  
 \* Date: 4/29/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0568878 Name: The Williams Companies, Inc. Address: [input]

Lines

* Number	Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location of Discharge
1	Item	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1	BSH-WYSOXP		1	60.83	EACH	60.83		
2	Item	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D.	BSH-WYSOXP		1	49.27	EACH	49.27		
<b>Total</b>												<b>109.90</b>		

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		6.6

Supplier press the Select and Add icon button again and adds PO line 6 as invoice line 3.

Search Results

Purchase Order				Consumption Advice		Supplier Item	Item Description	Ship-to Loc
Number	Line	Schedule	Retainage Rate (%)	Number	Line	Number		
WPO106385	1	1					SOCKET SET SHA...	BSH-WYSOX
WPO106385	2	1					SOCKET SET 3/8 I...	BSH-WYSOX
WPO106385	3	1					SOCKET SET SHA...	BSH-WYSOX
WPO106385	6	1					SOCKET SET SHA...	BSH-WYSOX
WPO106385	7	1					SOCKET 3/4 DRIV...	BSH-WYSOX
WPO106385	8	1					HANDLE DRIVE 3/...	BSH-WYSOX
WPO106385	9	1					GAUGE SET THIC...	BSH-WYSOX
WPO106385	10	1					BAR PRY SCREW...	BSH-WYSOX
WPO106385	11	1					PRYBARS SCREW...	BSH-WYSOX
WPO106385	12	1					PRY BAR SCREW...	BSH-WYSOX

Apply OK Cancel

The new line appears on the invoice. The supplier then goes to the Action menu and chooses Calculate Tax. The tax line does not update. The amount remains 6.6 from the first-time tax was calculated. The supplier must manually update the tax amount to match the invoice from their billing system. In this example the new invoice line total is 1080.87 so if all lines are taxable at 6%, the tax amount should be 64.86.

Lines

Number	Type	Purchase Order Number	Purchase Order Line	Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount	Ship-from Location	Location of Discharge
1	Item	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1...	BSH-WYSOXP		1	60.63	EACH	60.63		
2	Item	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D...	BSH-WYSOXP		1	49.27	EACH	49.27		
4	Item	WPO106385	6	1		SOCKET SET SHALLOW 7/8 IN - 2-3/8...	BSH-WYSOXP		1	970.97	EACH	970.97		
<b>Total</b>												<b>1,080.87</b>		

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		6.6

If the supplier updated the supplier charged tax line to 0, then the self-assessed tax will still calculate.

Lines

Number	Type	Purchase Order Number	Purchase Order Line	Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	Amount	Ship-from Location	Location of Discharge
1	Item	WPO106385	4	1		RATCHET FLEX HEAD 1/2 IN DRIVE 1...	BSH-WYSOXP		1	60.63	EACH	60.63		
2	Item	WPO106385	5	1		RATCHET ENCLOSED HEAD 1/2 IN D...	BSH-WYSOXP		1	49.27	EACH	49.27		
4	Item	WPO106385	6	1		SOCKET SET SHALLOW 7/8 IN - 2-3/8...	BSH-WYSOXP		1	970.97	EACH	970.97		
<b>Total</b>												<b>1,080.87</b>		

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		0
2	VERTEX US TAX	STATE	PA	Standard	STD	6		64.86

If the supplier wants to charge and collect this amount, then they can manually update the supplier tax (Tax Name = VERTEX TAX) record to 64.86 and recalculate tax again. The system will then reverse the self-assessed tax.

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		64.86
2	VERTEX US TAX	STATE	PA	Standard	STD	6		0

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
1,080.87	0.00	0.00	0.00	64.86 Retainage 0.00	1,145.73 Due 1,145.73

### Canceling a matched line

If the supplier needs to change a matched PO line, they can remove an existing line using the Cancel Line button. If there is an existing Tax Line with an amount, Oracle will automatically remove the amount of tax associated to the line.

In this example, there are two lines on the invoice and a tax line in the amount of 6.68

Create Invoice ⓘ

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: WPO106385  
 Supplier: DNOW LP  
 Taxpayer ID: 74-090800  
 Supplier Site: 18-HOUSTON  
 Address: 77041, 7402 N ELDRIDGE PKWY, HOUSTON, HARRISTX, US, 1902  
 Supplier Tax Registration Number: [Dropdown]

Remit to Bank Account: [Dropdown]  
 Unique Remittance Identifier: [Text]  
 Unique Remittance Identifier Check Digit: [Text]  
 Description: [Text]  
 Attachments: None  
 Tax Control Amount: [Text]

\* Number: WPO106385INV\_3  
 \* Date: 4/28/23  
 Type: Invoice  
 Invoice Currency: USD - US Dollar  
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 73-0569978 Name: The Williams Companies, Inc. Address: [Text]

Lines

Number	Type	Purchase Order Number	Line	Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	10	1		BAR PRY SCREWDRIVER TYPE 12 IN...	BSH-WYSOXF		1	34.53	EACH	34.53		
2	Item	WPO106385	11	1		PRYBARS SCREWDRIVER TYPE PN...	BSH-WYSOXF		2	38.4	EACH	76.80		
Total												111.33		

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		6.68

The supplier highlight line 2 of the invoice and presses the Cancel Line button. The quantity and Amount of the line 2 will appear as 0. The tax line is changed to 2.07. This is the tax that was calculated for line 1 (34.53 X .06).

Lines

Number	Type	Purchase Order Number	Line	Schedule	Supplier Item	Item Description	Ship-to Location	Available Quantity	Quantity	Unit Price	UOM	* Amount	Ship-from Location	Location o Discharge
1	Item	WPO106385	10	1		BAR PRY SCREWDRIVER TYPE 12 IN...	BSH-WYSOXF		1	34.53	EACH	34.53		
2	Item	WPO106385	11	1		PRYBARS SCREWDRIVER TYPE PN...	BSH-WYSOXF		0	38.4	EACH	0.00		
Total												34.53		

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	VERTEX COMMON...	VERTEX TAX	VTX_VERTEX_TAX...	Standard	STD	6		2.07

The supplier can update this manually, but if they add an additional line and recalculate tax again, the system will not update the amount of the tax line. The supplier will need to change it manually.



### Invoices with Accrued Taxes

For invoice with self-assessed (accrued) taxes, you can reverse the accrual using the Product Category if need as the accrued taxes do not affect the invoice total.

In this example we have self-assessed taxes of 48.08.

Edit Invoice: WPO106276\_Inv12

We want to reverse out the self-assessed tax, so we go to the Product Category and pick the Non-Taxable – Tax Correction for the invoice line.

After validation is run again on the invoice, the self-assessed tax is canceled.

Edit Invoice: WPO106276\_Inv12

Validated Invoice Actions Save Save and Close Cancel

Last Saved: 4/26/23 3:07 PM

Date: 4/4/23  
 Payment Terms: NET 30  
 Terms Date: 4/4/23  
 Requester:  
 Attachments: Accelerator Users list  
 Note:

Invoice Header

Identifying PO: WPO106276  
 Business Unit: US1  
 Supplier: DNOW LP  
 Supplier Number: 400178  
 Supplier Site: 18 HOUSTON  
 Legal Entity: The Williams Companies, Inc.  
 Invoice Group:

Number: WPO106276\_Inv12  
 \* Amount: USD 5,120.00  
 Type: Standard  
 Description:

Lines

Match Invoice Lines

View: + - X Print Refresh Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution	Reference	Tax					
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Description	Ship-to Location	Product Category	Number
1	Item	5,120.00			4/4/23	<input type="checkbox"/>	FLANGE, PIPE, 9 IN, 150 LB, CS, TWIN	SNWP-GRRC-WY	NON-TAXABLE	WPO1062

Taxes

Transaction Taxes Withholding Taxes

View: + - Detach Override Tax Amount Apply Edit Taxes Manage Tax Details

Line	Rate Name	Rate	Amount	Canceled	Inclusive	Self-Assessed	Tax Only Line	Regime	Tax Name	Tax Jurisdiction
2	STD	6	0.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	VERTEX COMMON TAX	VERTEX TAX	VTX_VERTEX_TAX_JURCD
	STD	6	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VERTEX US TAX	STATE	MD
	STD	0	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	VERTEX US TAX	STATE	PA
Total			0.00		0.00	0.00				

Totals

Items	5,120.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	5,120.00
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00	Disc	5,120.00