

Teradata Supplier Portal

Quick Reference Guide

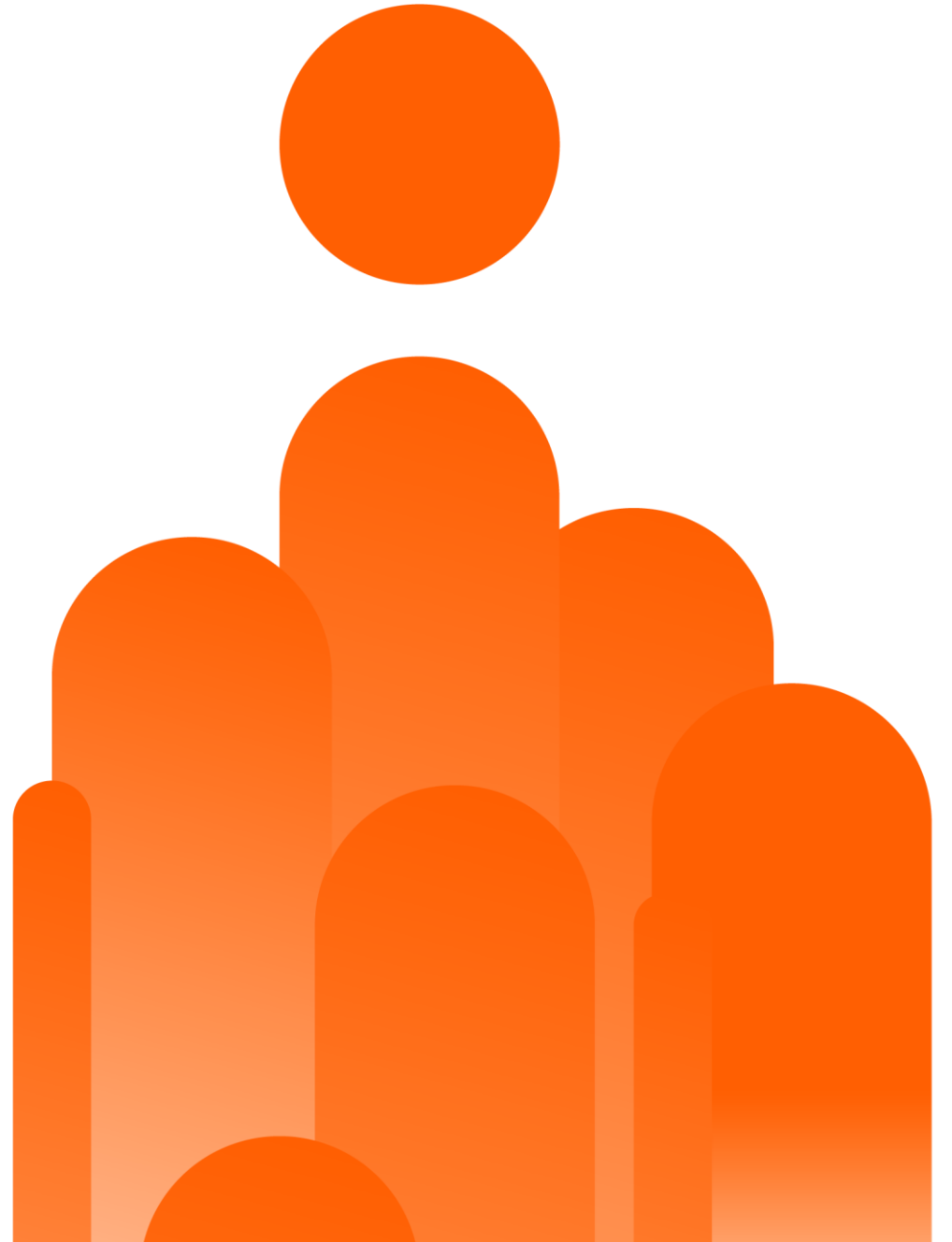


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Submitting an Invoice with a Purchase Order

Header Detail

1. Enter the Teradata provided **Purchase Order** number. *Please reach out to your Teradata contact if you do not have your purchase order number.*
2. Select the **Supplier Site** & address for your invoice.
3. Enter the **Invoice Number** exactly as it appears on your invoice. Invoice number should be in all **UPPER CASE** characters and spaces in the invoice number should be omitted.
4. Enter **Invoice Date** exactly as it appears on your invoice.
5. Type should be Invoice (default) or Credit Memo
6. Enter your customer or account number in the **Description** field. Alternatively, enter the service period or other detail specific to your invoice. Description should not exceed 35 characters.
7. Ensure a copy of your invoice is **Attached** using **+**. Invoices submitted without an invoice copy will get cancelled
8. Enter the tax amount as shown on your invoice in the **Tax Control Amount** field. If tax is not applied to your invoice, then leave this field blank.

ORACLE
Create Invoice

Supplier: Your Teradata Supplier Name
Taxpayer ID: Your Taxpayer ID
Supplier Site: [dropdown]
Supplier Tax Registration Number: [text]

Remit to Bank Account: [dropdown]
Unique Remittance Identifier: [text]
Unique Remittance Identifier Check Digit: [text]
Attachments: none

Invoice Number: [text]
Invoice Date: [calendar]
Type: Invoice [dropdown]
Description: [text]
Tax Control Amount: [text]

Line Detail

1. Click on **Select and Add** icon for billing the Item line on the purchase order
2. Highlight or select the line on the PO to be billed and select **Apply** and **OK**
3. Select **Add** icon for adding a Miscellaneous and/or Freight Line
4. Enter the Amount or Quantity being billed
5. Use the **Delete** icon for removing a line
6. The **Tax Classification Code** will default from the Ship To Location from the purchase order. If 'Ship To Location' shows as 'One Time Address' please clear this from the field and leave blank.
7. For **International suppliers** if the tax code doesn't default from the PO you will need to select the appropriate country VAT code in the **Tax Classification** starting with 2 letter country code + VAT/GST STANDARD RATE. For **US & CA suppliers** a tax classification code is not required but 'Ship to Location' is mandatory
8. Once all lines have been entered select **Invoice Actions** from the top of the page and select **Calculate Tax** (if applicable)
9. Validate correct tax amount has been calculated and adjust as needed according to the tax amount on your invoice by updating the **Tax Control Amount**
10. Click **Submit** for submitting the invoice or click **Save** or **Save and Close** to exit the invoice. You should receive an on-screen confirmation when the invoice was submitted successfully.

Submitting an Invoice without a Purchase Order

**** (Only applicable for Suppliers Approved as Non PO) ****

1. Select the **Supplier Site** & address for your invoice.
2. Enter the **Invoice Number** exactly as it appears on your invoice. Invoice number should be in all **UPPER CASE** characters and spaces in the invoice number should be omitted.
3. Enter **Invoice Date** exactly as it appears on your invoice.
4. Type should be Invoice (default) or Credit Memo
5. Enter your customer or account number in the **Description** field. Alternatively, enter the service period or other detail specific to your invoice. Description should not exceed 35 characters.
6. Ensure a copy of your invoice is **Attached** using **+**. **Invoices submitted without an invoice copy will get cancelled.**
7. Enter the **Requester Email** address of the Teradata contact for this invoice. Once the invoice is submitted the invoice will route for approval using this contact information
8. Select **+** to add the Item line
9. Select the appropriate **Tax Classification** code (if applicable)
10. Enter the Item line **Amount** excluding tax
11. Enter brief **Description** of the line item
12. Save & **Submit**

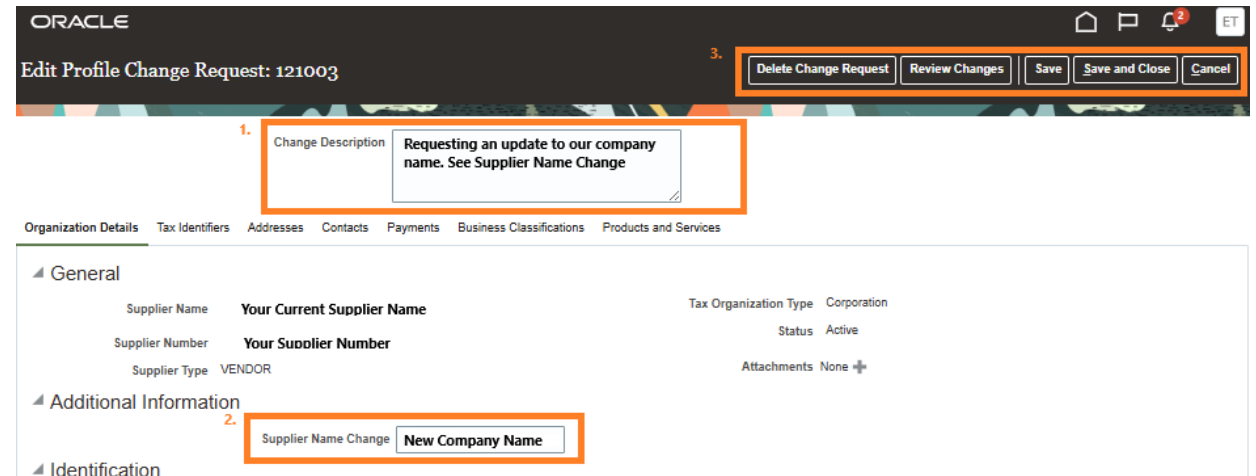
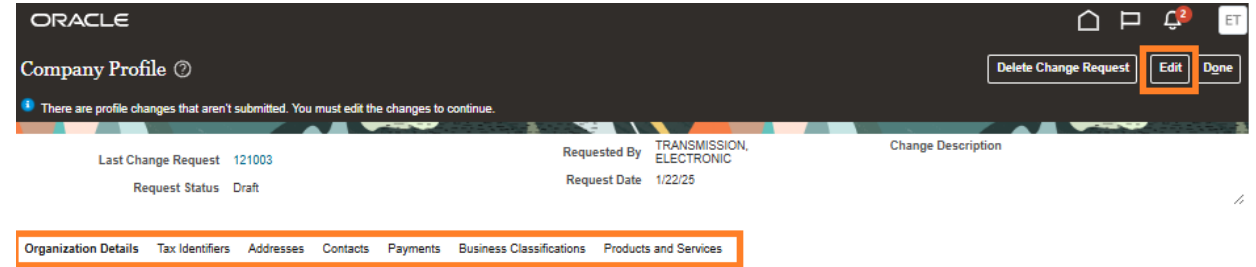
The screenshot shows the Oracle Supplier Portal interface for creating an invoice without a purchase order. The form is titled "Create Invoice Without PO" and includes several sections:

- Supplier Information:** Fields for Supplier (Your Teradata Supplier Name), Taxpayer ID (Your Taxpayer ID), Supplier Site (1), Address, and Supplier Tax Registration Number.
- Customer Information:** Fields for Customer Taxpayer ID, Name, and Address.
- Invoice Details:** Fields for Invoice Number (2), Invoice Date (3, m/d/yy), Invoice Type (4, Invoice), Invoice Currency, and Payment Currency.
- Attachments:** Field for Attachments (6, None).
- Lines Table:** A table with columns for Number, Type, Ship-to Location, Ship-from Location, Tax Classification (9), Amount (10), and Description (11). A "Total" row is at the bottom.
- Actions:** Buttons for "Save", "Save and Close", "Submit" (12, highlighted with a red box), and "Cancel".

Manage User Profile

As a supplier user, you can modify or request update to your supplier profile. On the Oracle Supplier Portal, click the Manage Profile link to display the Company Profile page. Click Edit to initiate the change process.

1. Scroll through each tab to confirm profile. If updates are required select **Edit** on the tab which requires updates to make and/or request edit. A brief description of what is being changed should be entered in the **Change Description** box (see lower right screenprint). **Please note that all fields are not editable.** If a non editable field requires an update, please contact supplier.support@Teradata.com.
 - a. **Organization Details** – Review and request updates for general info about your company including a change in company name.
 - b. **Tax Identifiers** – Review your company Taxpayer or Tax Registration Number
 - c. **Addresses** – Review your company addresses for ordering and payment remittance. You can add a new address by selecting **+** and completing the form. If an address is no longer valid and needs to be deactivated, please contact supplier.support@Teradata.com.
 - d. **Contacts** – Review your company’s contact information. New contacts can be added by selecting **+** and completing the form.
 - e. **Payments** – Review your current payment method and remittance bank detail. For any changes, please contact supplier.support@Teradata.com.
 - f. **Business Classifications** – No data to be displayed
 - g. **Products and Services** – No data to be displayed



View Invoices or Payments

For checking status of an invoice you can use multiple fields for your search including Invoice Number or Purchase Order number. Additional fields are available by selecting **Advanced**

Search results will include status of the invoice as well as payment detail. Additional columns can be added by selecting **View > Columns**.

Fields with an asterisk (*) indicates a required field.

For checking status of payment you can multiple fields for your search including Payment Number or Payment Date. Additional fields are available by selecting **Advanced**

Search results will include Payment Date, Payment Type, Remit-to Bank Account. Additional columns can be added by selecting **View > Columns**.

ORACLE
View Invoices

Search

Advanced Saved Search All Invoices

** Invoice Number
** Supplier
Supplier Site
** Purchase Order

Consumption Advice
Invoice Status
Paid Status
Payment Number

Search Reset Save...

** At least one is required

Search Results

View Detail

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

ORACLE
View Payments

Search

Advanced Saved Search All Payments

** Payment Number
Payment Status
Payment Amount
** Supplier
Supplier Site
Payment Date

Search Reset Save...

** At least one is required

Search Results

View Detail

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								

Support

Please email supplier.support@Teradata.com for questions or issues regarding supplier portal access or purchase order and invoice concerns.