

Job Aid: Create and Submit a PO-Related Invoice

This job aid provides step-by-step guidance for creating, editing and submitting a Purchase Order (PO)-related invoice in the system. Follow the instructions below to ensure accuracy and successful submission.

If you encounter any issues during the process, please contact **procurement@voya.com** for assistance.

- Open your Chrome/Edge browser
- Access [Are you currently a Voya supplier? | Voya.com](#) with your **User ID** and **Password**

Once you are into Voya screen select the second point link “Use your user ID and password to access.”

Are you currently a Voya supplier?

Welcome Voya suppliers!

- Review the [Voya Supplier Portal Terms and Conditions \(download PDF\)](#) 
- Use your user ID and password to access the [Voya Supplier Portal \(opens new window\)](#) 

Sign In Oracle Applications Cloud

User ID

Password

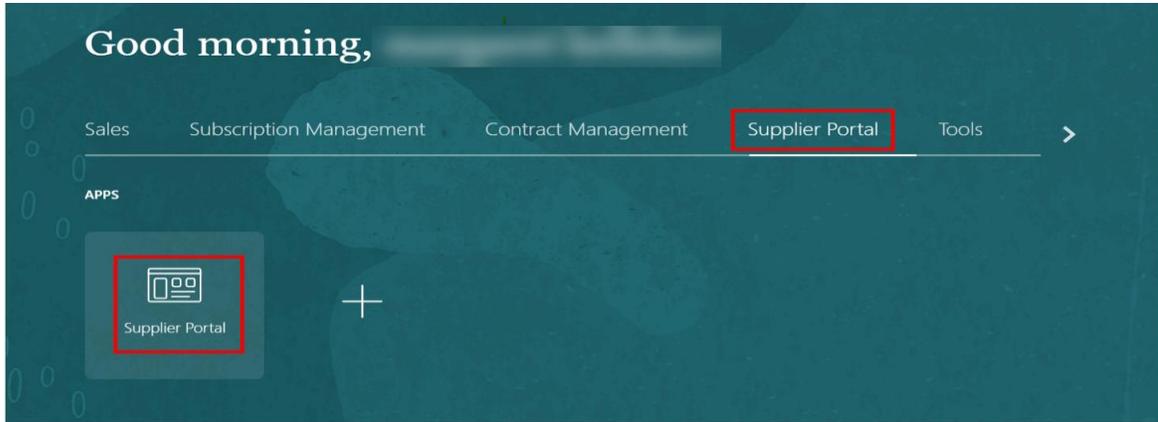
[Forgot Password](#)

Sign In

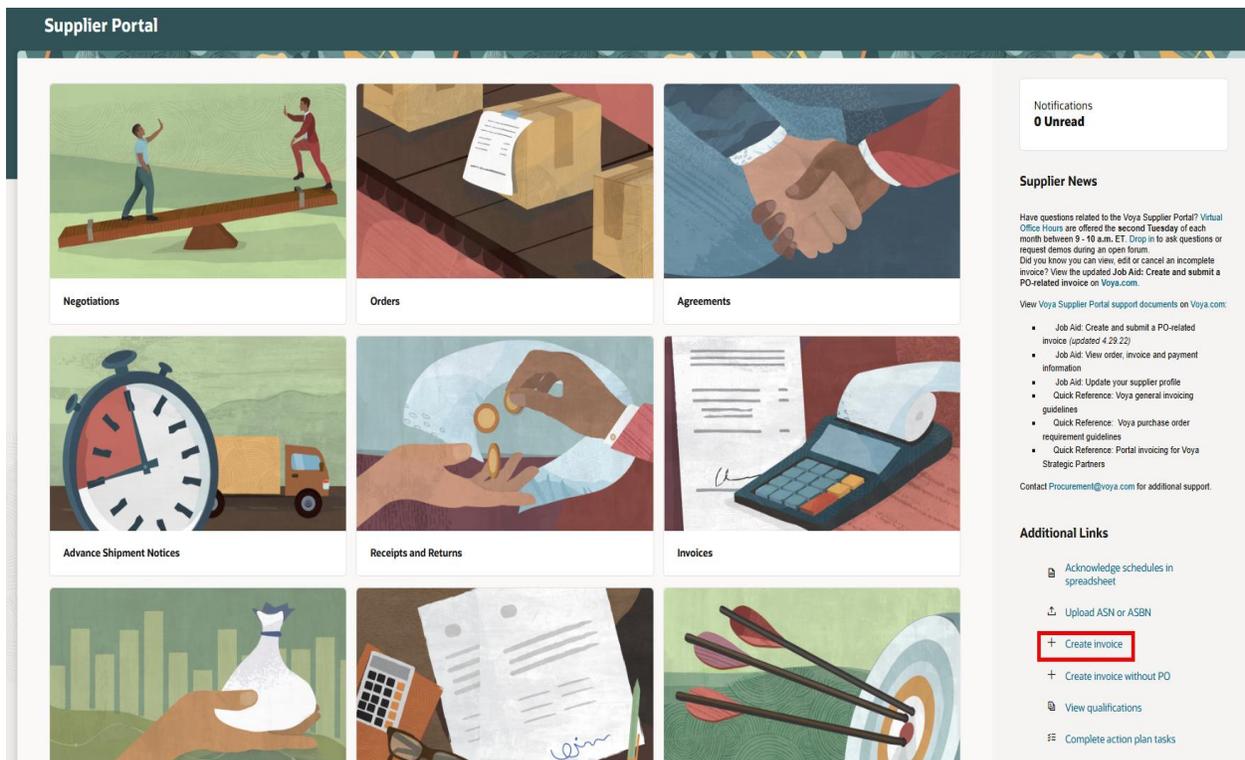
Select Language

English

Go to the **Supplier Portal**, and within the **Apps** section, click on **Supplier Portal** to continue.



Choose **Create Invoice**





Please select the correct Purchase Order from the dropdown menu for your invoice. If you do not have a PO number, kindly contact your Voya business partner to obtain the required details.

Once you select the PO number, The corresponding address will auto-populate. Please select the appropriate supplier site from the dropdown menu based on the Remit/Check-to address shown on your invoice

Create Invoice ⓘ

* Identifying PO VF100

Supplier C

Taxpayer ID 28

* Supplier Site REMIT

Address 112 T 06905

Supplier Tax Registration Number

- Enter the invoice number for the invoice you are submitting as per the invoice copy.
- Enter the invoice date as per the invoice copy. (Note: The date must be a past date and cannot be later than today).
- The document type defaults to “Invoice.” Credit memos may also be submitted.
- Click the “+” icon under Attachments to upload a copy of the invoice.

Invoices submitted without an attachment will be rejected.

Edit Invoice ⓘ

Invoice Actions Save Save and Close Submit Cancel

Identifying PO

Supplier

Taxpayer ID

Supplier Site REMIT

Address 07, T 06905

Supplier Tax Registration Number

Remit-to Bank Account 99

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments Invoice SIT-00848.pdf + X

Tax Control Amount

* Number A2

* Date 1/15/26

Type Invoice

Invoice Currency USD - US Dollar

Payment Currency USD - US Dollar

Attachments X

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplier ▾	Choose File No file chosen			

Rows Selected 1

OK Cancel

Attachments X

Actions ▾ View ▾ + X

Type	Category	* File Name or URL	Title	Description	Attached By
File ▾	From Supplier ▾	Invoice 65405.pdf Update...	Invoice 65405.pdf		margaret kelle

Rows Selected 1

OK Cancel

- Optionally, enter a description for the attachment.
- After uploading, click OK to confirm the attachment.

- In the Lines section, select the “Select and Add” option to proceed. 

Lines

View ▾ + X **Select and Add** Cancel Line

- Highlight the row that corresponds to the correct PO number.
- Click OK to confirm your selection.

Select and Add: Purchase Orders

Search Advanced Saved Search

** At least one is required

** Purchase Order ** Consumption Advice

** Creation Date

Search Results

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Order
Number	Line	Schedule	Number	Line				
VF1000	1	1				Test	Voya Windsor	
VF1000	2	1				Test	Voya Windsor	

- To add a **second PO** and include additional lines, click the “Select and Add” option.

Lines

View

- Click the “Purchase Order” dropdown and select the alternate PO.
- Click “Search.”
- Highlight the row that corresponds to the selected PO number.
- Click OK to confirm your selection.

Select and Add: Purchase Orders

Search Advanced Saved Search

**** Purchase Order** **** Consumption Advice**

**** Creation Date** ** At least one is required

Search

Search Results

View

Purchase Order		Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Lir Sc	Numbe	Line				
13	7 1				BPM (Operations) - ...	Voya Offshore Loca...	1,773.53
13	8 1				BPM (Operations) - ...	Voya Offshore Loca...	1,421,439.44
13	9 1				BPM (Operations) - ...	Voya Windsor	13,622,638.08

For amount-based POs

- Review the **Amount** field.

If needed, enter a lower amount to reflect the value you are billing.

For quantity-based POs

- Review both the **Available Quantity** and **Quantity** fields.
- Update the **Quantity** field to match the units you are billing for.

Note: The Quantity entered cannot exceed the Available Quantity.

Lines

View

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule	Number	Line								
VF1000...	1	1			Test	Voya Windsor		0.9	0.1	5	Each	0.50
Total												0.50

If your invoice includes tax, select Invoice Actions from the dropdown menu and click Calculate Tax.



In the **Summary Tax Lines** section, click the tax line to open the **Percentage** and **Amount** fields

- Enter the appropriate percentage; the amount will auto calculate
- Note: Tax amount must match the tax percentage

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UNITED STATES	US Taxes	US	Standard	DFLT_US_Tax	1		0.05

Again, click **invoice actions** drop down and select **Calculate Tax**



Verify your totals.

If you notice any discrepancies in the tax calculation, please contact Procurement@voya.com for assistance.

Note: At any point, you may **Save** without submitting. Your invoice will be saved in an **Incomplete** status.

Items 4.00	Freight 0.00	Miscellaneous 0.00	Inclusive Tax 0.00	Exclusive Tax 0.00	Retainage 0.00	Invoice Amount 4.00	Due 4.00
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Once the invoice total matches the corresponding invoice copy, proceed to submit it using the Submit button located at the top right of your screen.



Once submitted, you will receive a confirmation message indicating that the invoice has been successfully submitted.

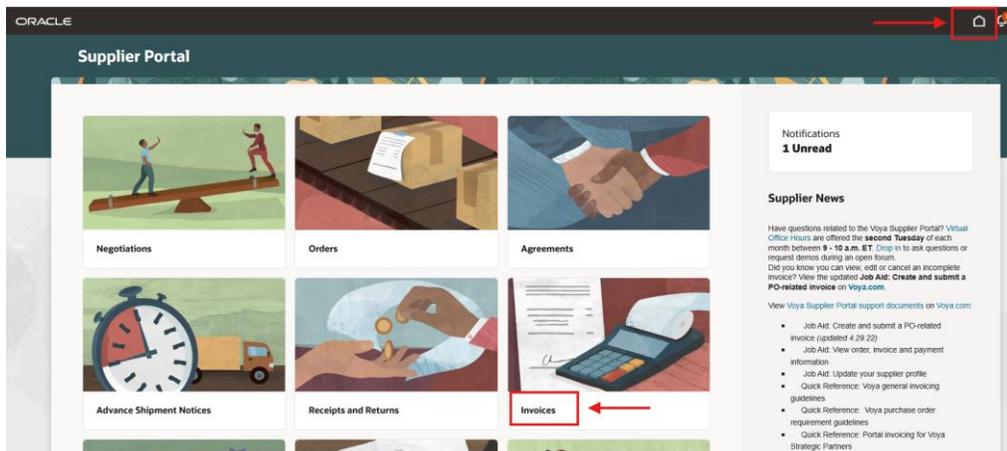


Optionally, click **Printable Page** to view the invoice details.

Click on **Done** to proceed to submit the new invoice.

Invoices in Incomplete Status.

Invoices that have been started but not submitted will remain in an **Incomplete status** until action is taken. An incomplete invoice can be edited or canceled. Click on **home** screen and then click on **invoices**.



Enter at least one of the following: **Invoice Number, Supplier or Purchase Order.**

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



Then click on **Search**.

From the search results, select the invoice with **Incomplete** status, and double-click the invoice number to open and edit the invoice.

Search Results

View **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
1234VOYA2	1/15/26	Standard			REMIT	USD	0.00 USD	Incomplete	

Before submitting the invoice, thoroughly review all details and make any necessary adjustments.

Please note: If an invoice number is canceled, it cannot be reused under any circumstance.

Ensure that all information — such as line items, amounts, dates, descriptions, tax details and required attachments — is accurate and complete prior to submission. This helps prevent processing delays and rework.