ORACLE

Australia Invoicing Options

Applicable to the following Oracle Entities:

Oracle Corporation Australia Pty Limited	Oracle Global Services Australia Pty Ltd

Oracle Preferred Invoicing Methods

Oracle Business Network

To send invoices electronically, sign in to Oracle's Business Network. Benefits include:

- Free
- Tax compliant
- Suitable for suppliers with a high volume of invoices

Note! If you don't have login credentials, contact your company's Oracle Self Service Administrator for further assistance. If you are unsure of who your Self Service Administrator is contact us.

Oracle Supplier Portal Cloud

Create invoices by signing in to Oracle's Supplier Portal Cloud. Benefits include:

- Tax compliant
- Free to use with no development costs
- Ideal for suppliers without email capability and with low invoice volume

Note! If you don't have login credentials, contact your company's Oracle Self Service Administrator for further assistance. If you are unsure of who your Self Service Administrator is contact us.

Tungsten Network

To have electric messages sent to Oracle via an Integrated Solution or to create invoices via a Web Form, visit the Tungsten Network.

Integrated Solutions

- Suitable for suppliers who can send electronic messages and have a high volume of invoices
- Nominal fee per invoice + annual fee to connect to network
- Tax Compliant in available countries
- Tungsten Network connection can be used for more customer than Oracle
- Multiple data formats supported (XML, EDI, comma delimited)

Web Form

- Suitable for suppliers who can't send electronic messages and have a low volume of invoices
- Nominal fee per invoice (free if less than 52 invoices per annum) + no development costs involved
- Tax Compliant in available countries
- Tungsten Network connection can be used for more customer than Oracle

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PDF

Email invoices as a PDF to supplier-invoicing_au@oracle.com.

Create invoices by following the below instructions:

1. Include the respective details on the invoice bill per the Oracle Purchase Order standard.
2. Ensure the invoice includes the Oracle Purchase Order Number.
3. Use system-generated PDF invoice format / text-based PDF files to increase invoice scanning accuracy.
    a. Invoice layout should be easily readable and include all relevant fields
    b. Scanned invoice images should have a minimum Dots per Inc (DPI) of 300x300
4. Send one email with one attachment per invoice.

Note! Multiple attachments accompanying the PDF invoice, such as supporting documents, are not currently supported. Any invoice requiring support documents should be sent to the **bill to address** of the legal entity.

Hard Copies

Mail invoices to the billing location based on the Oracle entity below:

Oracle Legal Entity Name	Bill to Address
Oracle Corporation Australia Pty Limited	Oracle Corporation Australia Pty Limited 4 Julius Ave North Ryde 2113 Australia
Oracle Global Services Australia Pty Ltd	Oracle Global Services Australia Pty Ltd 4 Julius Ave North Ryde 2113 Australia

Questions?

Please contact p2p-helpdesk_ww@oracle.com if you want to know more about how to invoice Oracle.