

## Great Britain Invoicing Options

### Applicable to the following Oracle Entities:

Oracle Corporation UK Limited
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## 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

PDF

Email invoices as a PDF to [supplier-invoicing\\_gb@oracle.com](mailto:supplier-invoicing_gb@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 UK Limited	Oracle Corporation UK Limited Building 510, Oracle Parkway Thames Valley Park RG6 1RA Reading, Berkshire

Questions?

Please contact [p2p-helpdesk\\_ww@oracle.com](mailto:p2p-helpdesk_ww@oracle.com) if you want to know more about how to invoice Oracle.