

## United States Invoicing Options

## Applicable to the following Oracle Entities:

Oracle America, Inc.	Oracle Research Company UC
Delphi Asset Management Corporation	Oracle Research LP
Office Block Investment	Oracle Software Technology GmbH
Oracle Financial Services Software, Inc.	Oracle Systems US LP
Oracle Hospitality LLC	Oracle Technology Company LP
Oracle Navigation	Oracle Technology Company UC
Oracle (OFSS) BPO Services Inc.	Micros Fidelio Worldwide LLC

## 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

**Other Invoicing Options****PDF**

Email invoices as a PDF to [supplier-invoicing\\_us@oracle.com](mailto:supplier-invoicing_us@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
Delphi Asset Management Corporation	Delphi Asset Management Corporation 5525 Kietzke Lane, Suite 200, Reno NV 89511, United States
Office Block Investment	Office Block Investment LLC 1001 Sunset Boulevard Rocklin 95765 Placer California US
Oracle America, Inc. Oracle Research Company UC Oracle Research LP Oracle Software Technology GmbH Oracle Systems US LP Oracle Technology Company LP Oracle Technology Company UC	Oracle America, Inc Attn: Accounts Payable 1001 Sunset Blvd Rocklin CA 95765 USA
Oracle Financial Services Software, Inc.	Oracle Financial Services Software, Inc.

	399 Thornall Street, 6th Floor Edison, NJ, Middlesex US, 08837
Oracle Hospitality LLC	Hospitality Investment LLC 1001 Sunset Boulevard Rocklin 95765 Placer California US
Oracle Navigation	Oracle Navigation LLC 500 Oracle Parkway Redwood Shores 94065 San Mateo California US
Oracle (OFSS) BPO Services Inc.	Oracle (OFSS) BPO Services Inc. 399 Thornall Street, 6th Floor Edison, NJ, Middlesex US, 08837
Micros Fidelio Worldwide LLC	Micros Fidelio Worldwide LLC LE Address, 7031 Columbia Gateway Dr. Columbia, MD, Howard United States 21046

## 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.