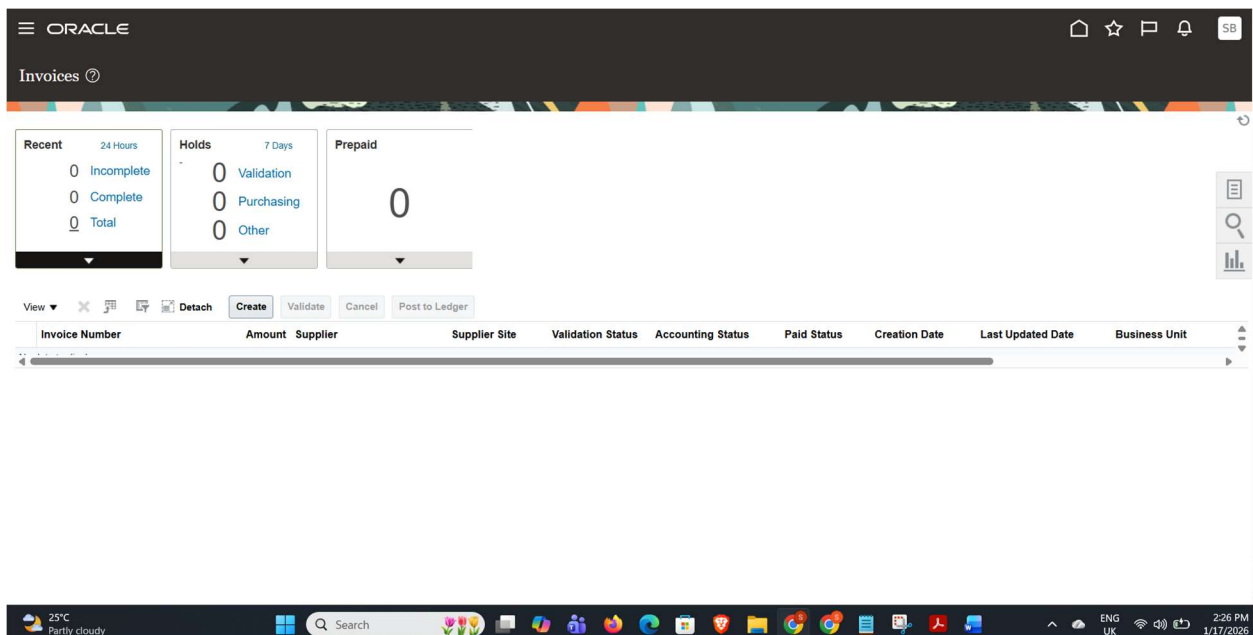




PROBLEM STATEMENT / USER STORY

When customers raise invoices through Supplier Portal, Payables team have no means to know that the invoice is available for processing unless they explicitly search for the invoice by Source.

This is a major deterrent for Supplier Portal Adoption. Customers often sell the idea of a shorter Payables cycle to convince Suppliers to shift to Supplier portal. This lack of directly visibly negates that completely.



DESIRED SOLUTION

On the Invoices Landing page, add a portlet to show Payables number of Invoices ready for processing from ISP.



STEPS

1. Create an OTBI Report to list the number of invoices ready for processing
2. Create an Infotile for the count display
3. Optionally add a deeplink on the Invoice Number to allow direct navigation to the Invoice
4. Create a sandbox to personalize the Invoices Landing Page
5. Personalize a region and add the FBDI report there
6. Publish the Sandbox

SCREENSHOTS

Creating the OTBI Report

→Tools →Reports & Analytics →Browse Catalog

New Analysis

The screenshot shows the Oracle BI Publisher interface for an 'ISP Invoices' report. The report is displayed in a table format with the following data:

Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
Internet supplier portal	4-Sep-2024	XUR ADC005	EUR	10,000	Completed
	4-Sep-2024	XUS ADV001	USD	10,000	Rejected
	5-Sep-2024	XUR ZN001	USD	2,500	Completed
	5-Sep-2024	XUR ZN002	USD	30,000	Completed
	5-Sep-2024	XUR ZN003	USD	35,000	Completed
	6-Sep-2024	XUR ZN004	USD	90,000	Manually approved
	10-Sep-2024	XUR ZN006	USD	70,000	Manually approved

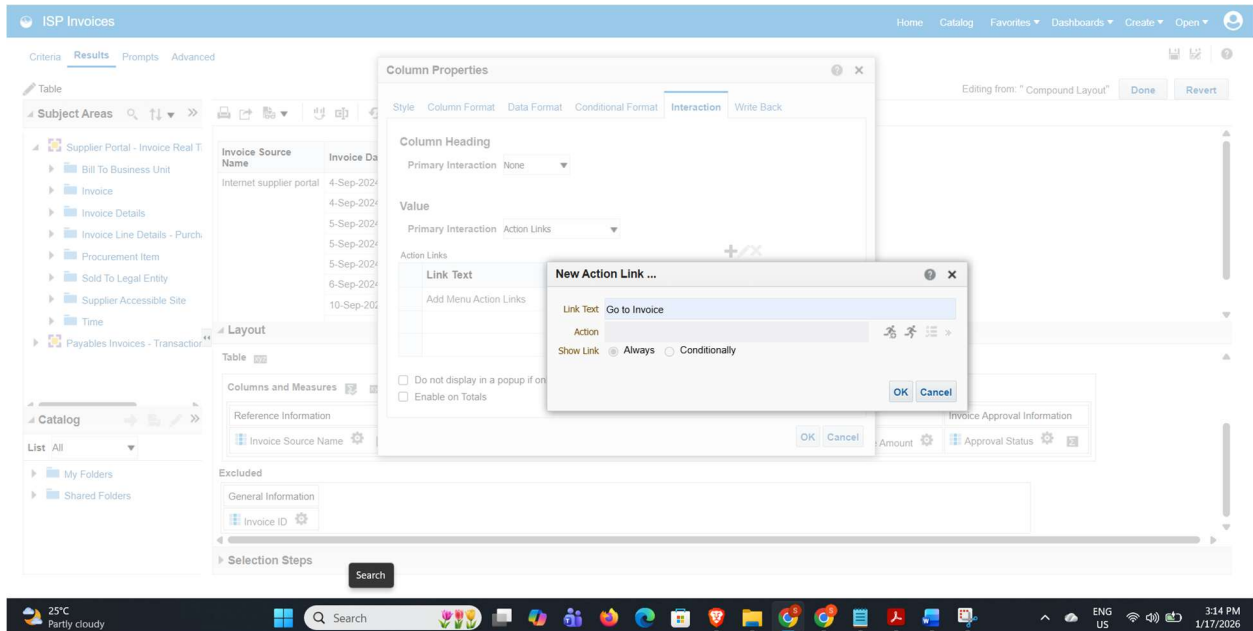
The interface includes a 'Subject Areas' pane on the left, a 'Catalog' pane, and a 'Layout' section at the bottom showing the report's structure and columns. The report is titled 'ISP Invoices' and is part of a 'Payables Invoices - Transaction' analysis.

You can exclude Invoice ID

ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



Optionally to add the Deeplink: on invoice number edit the column properties and add an Action Link to Navigate a web URL



Action: Navigate to webpage

<https://fscmUI/faces/deeplink?objType=@{1}&action=@{2}&objKey=InvoiceId=@{3}>

1 = AP_VIEWINVOICE

2 = VIEW

3 = "General Information"."Invoice ID" from "Payables Invoices - Transactions Real Time"

Final URL:

[https://fscmUI/faces/deeplink?objType=AP_VIEWINVOICE&action=VIEW&objKey=InvoiceId="Payables Invoices - Transactions Real Time"."General Information"."Invoice ID"](https://fscmUI/faces/deeplink?objType=AP_VIEWINVOICE&action=VIEW&objKey=InvoiceId=\)

ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



ISP Invoices

Criteria **Results** Prompts Advanced

Table

Subject Areas

- Supplier Portal - Invoice Real T
 - Bill To Business Unit
 - Invoice
 - Invoice Details
 - Invoice Line Details - Purch
 - Procurement Item
 - Sold To Legal Entity
 - Supplier Accessible Site
 - Time
- Payables Invoices - Transaction

Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
Internet supplier portal	4-Sep-2024	XUR ADC005	EUR	10,000	Completed
	4-Sep-2024	XUS ADV001	USD	10,000	Rejected
	5-Sep-2024	XUR ZN001	USD	2,500	Completed
	5-Sep-2024	XUR ZN002	USD	30,000	Completed
	5-Sep-2024	XUR ZN003	USD	35,000	Completed
	6-Sep-2024	XUR ZN004	USD	90,000	Manually approved
	10-Sep-2024	XUR ZN006	USD	70,000	Manually approved

Layout

The column with Deeplink will turn to Blue

Criteria Results Prompts Advanced

Subject Areas

- Supplier Portal - Invoice Real T
 - Bill To Business Unit
 - Invoice
 - Invoice Details
 - Invoice Line Details - Purch
 - Procurement Item
 - Sold To Legal Entity
 - Supplier Accessible Site
 - Time
- Payables Invoices - Transaction

Selected Columns

Reference Information	General Information	Invoice Approval Information	Invoice Amounts
Invoice Source Name	Invoice Number	Invoice ID	Invoice Date
Approval Status	Invoice Amount	Invoice Currency	

Filters

Invoice Source Name is equal to / is in Internet supplier portal

Catalog

List All

- My Folders
- Shared Folders

Filter on Invoice Source ID to limit to 'Internet Supplier Portal'

Create a new Analysis and add Infotile View

Simpl'IT
— Consulting —
Oracle, Simplified

Put the Performance Tile Measure on Invoice ID for uniqueness

Verify your reports

ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



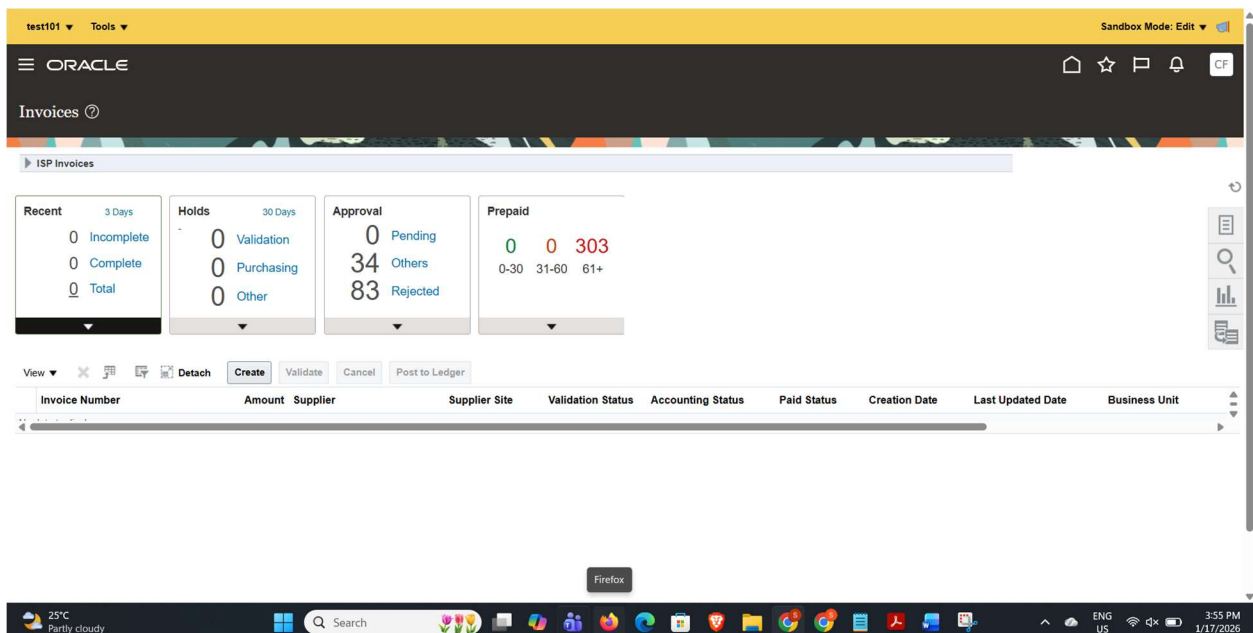
Once Ready, you are now ready to personalize the Invoice landing page to add the OTBI Report

→ Tools → configuration → Sandboxes

Create a Sandbox if not available already or enter an existing Sandbox. Tool Required: Page Composer

The Sandbox Mode will appear on Top

Navigate to the page to want to personalize



Invoke the Page Composer (Tools → Page Composer)

ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE

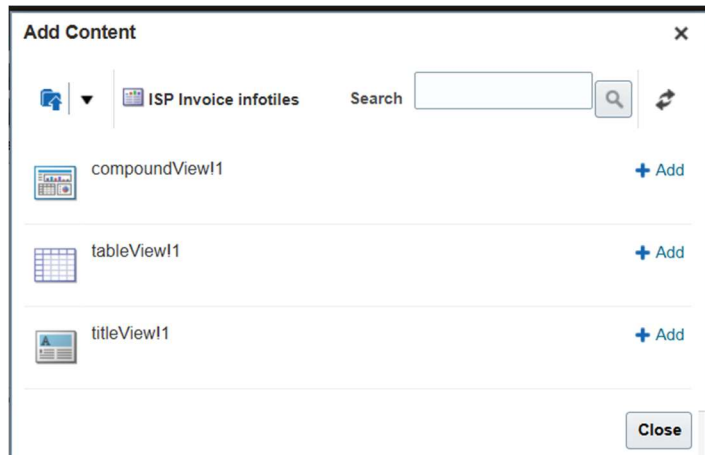


The section you can edit will appear. In our case, we will choose to Add Content

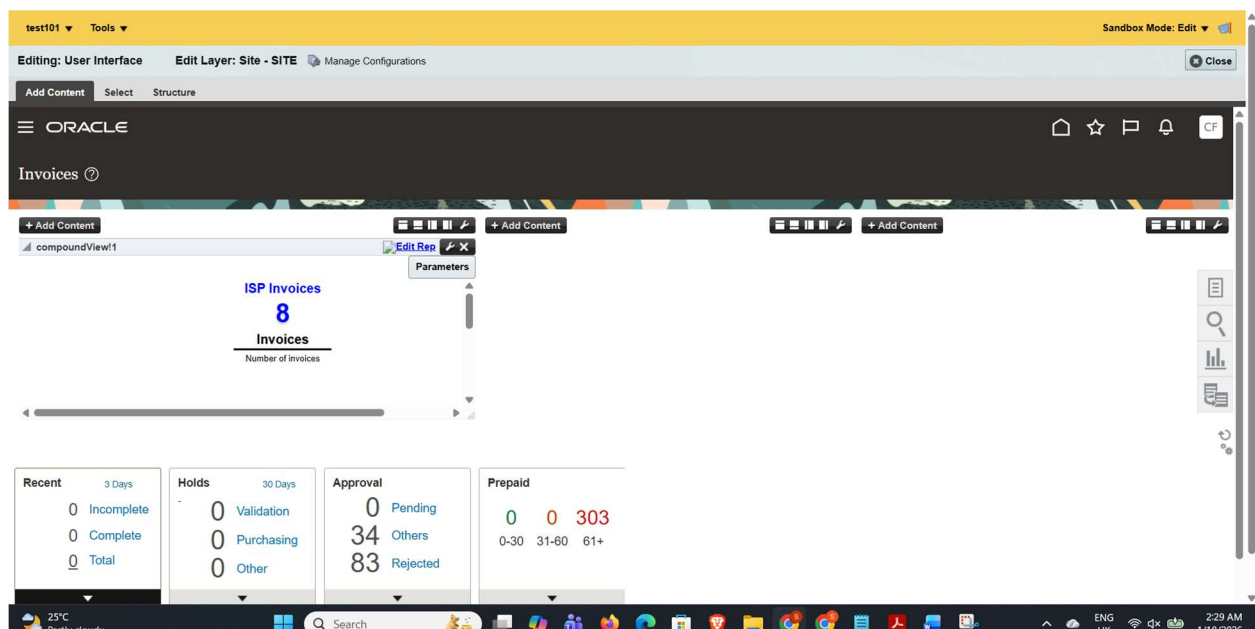
Add Content → Reports and Analytics → Search for the OTBI Report Name (or navigate down the OBIEE Repository)



Click on the Report Name (ISP Invoices Infotile) and Add the Title View



Choose either the table view of the compound view



Once you are satisfied, you can publish the sandbox

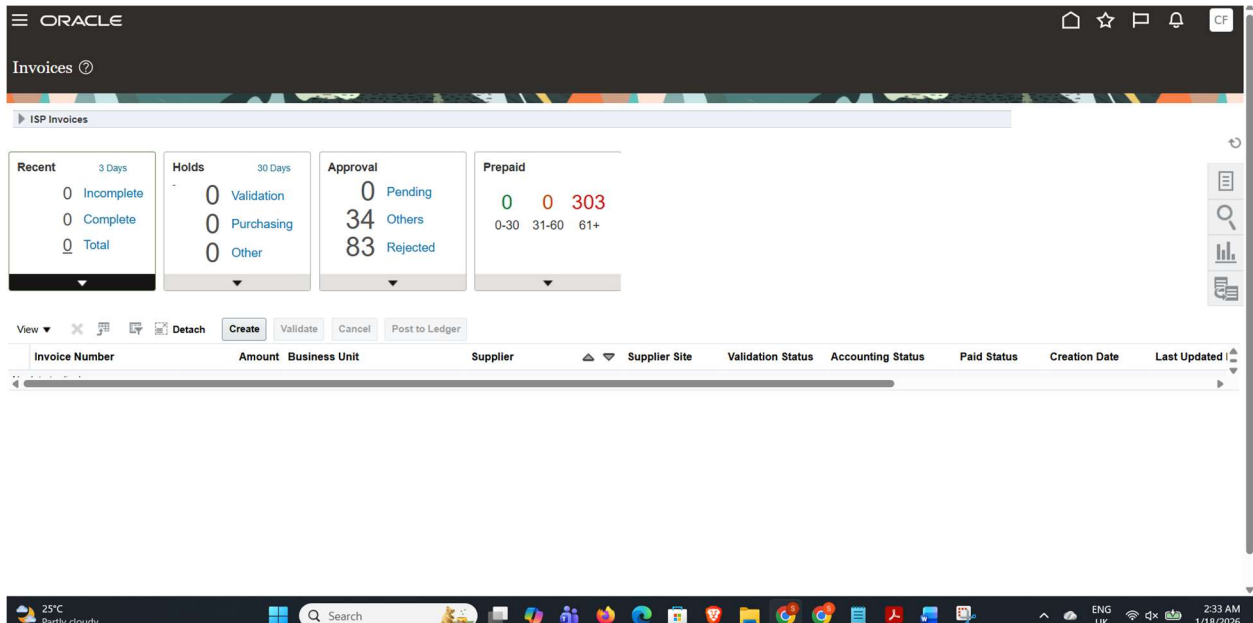
- Click on Close to exit the Page Composer
- Navigate on Sandbox details to Publish the changes

ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



- Once completed, exit the Sandbox

The new section containing the compound OTBI report should appear now



Expand to see the content and interact with the report



ORACLE

Invoices ?

ISP Invoices

8
Invoices
Number of Invoices

Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
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	5-Sep-2024	XUR ZN003	USD	35,000	Completed
	6-Sep-2024	XUR ZN004	USD	90,000	Manually approved
	10-Sep-2024	XUR ZN006	USD	70,000	Manually approved
	14-Nov-2024	XURC001	USD	10,000	Required

Recent 3 Days

0 Incomplete
 0 Complete
 0 Total

Holds 30 Days

0 Validation
 0 Purchasing
 0 Other

Approval

0 Pending
 34 Others
 83 Rejected

Prepaid

0 0 303
 0-30 31-60 61+

25°C Partly cloudy

Search

ENG UK 2:34 AM 1/18/2026

NOTES

The report is not too esthetic, but it remains functional. Instead of a compound view that clutters the full page, you may opt to create a Master Detail Report instead, publishing only the summary count with drill down to the detailed report

PRE-REQUISITES

Roles: You need the relevant roles to manage sandboxes and well as BI author Roles

BEST PRACTICE

Create and test your report in your local folder. Once ready for deployed, deploy in the shared folder and follow the folder and publication protocol established by the team.

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