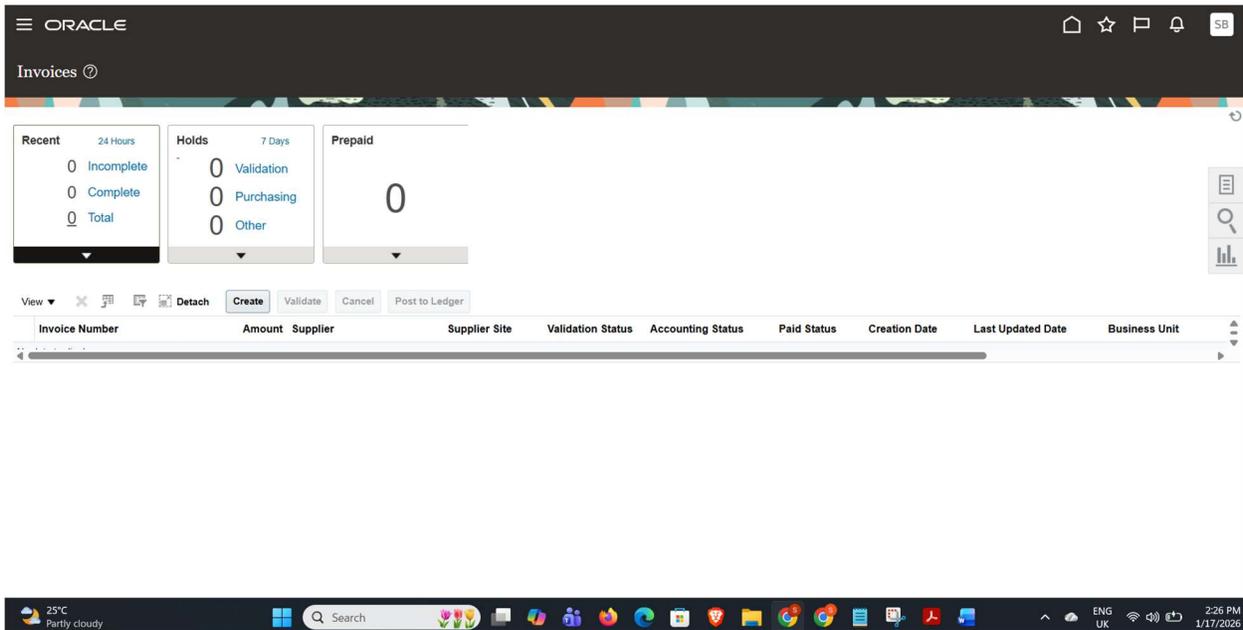




**PROBLEM STATEMENT / USER STORY**

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 displays the Oracle BI Publisher interface for a report titled "ISP Invoices". The main area shows a table with the following data:

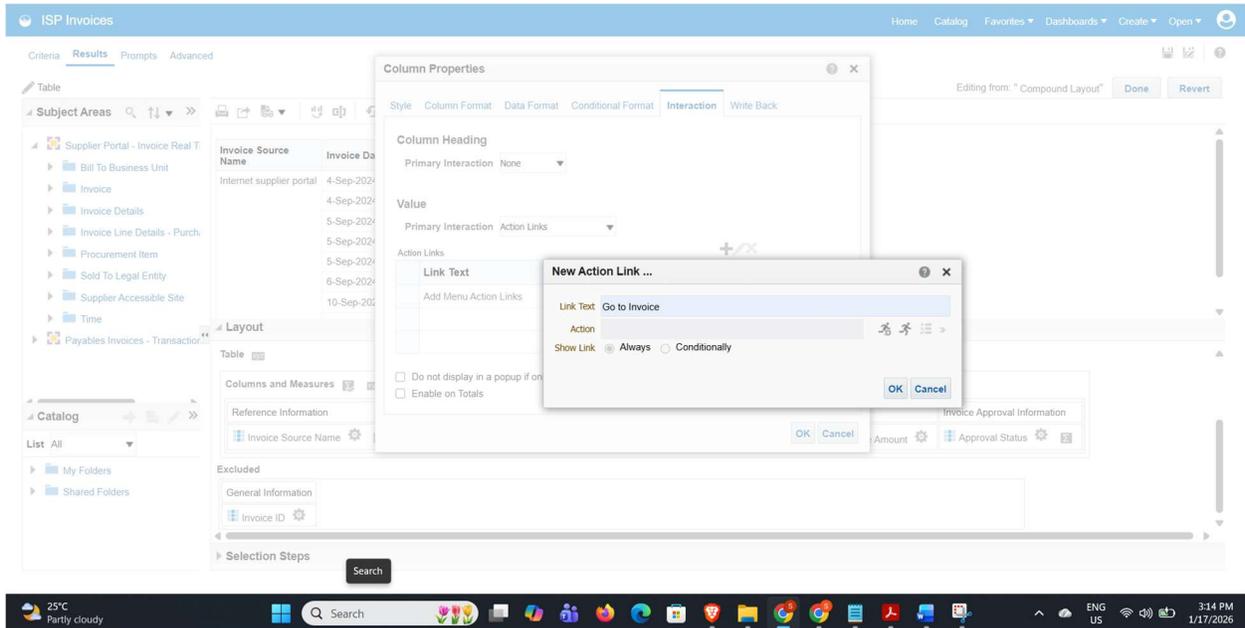
Invoice Source Name	Invoice Date	Invoice Number	Invoice Currency	Invoice Amount	Approval Status
Internet supplier portal	4-Sep-2024	XUR ADC005	EUR	10,000	Completed
	4-Sep-2024	XUS ADV001	USD	10,000	Rejected
	5-Sep-2024	XUR ZN001	USD	2,500	Completed
	5-Sep-2024	XUR ZN002	USD	30,000	Completed
	5-Sep-2024	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

Below the table, the 'Layout' section is visible, showing 'Columns and Measures' with fields like 'Invoice Source Name', 'Invoice Date', 'Invoice Number', 'Invoice Currency', 'Invoice Amount', and 'Approval Status'. An 'Excluded' section shows 'Invoice ID' is excluded. The interface includes navigation menus, a search bar, and a taskbar at the bottom.

You can exclude Invoice ID



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

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

# ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



The screenshot shows the Oracle APM interface for configuring a report. The main window is titled 'ISP Invoice infotiles'. On the left, there is a 'Subject Areas' tree with 'Supplier Portal - Invoice Real T' expanded. A 'Performance Tile' is being configured, showing a title 'ISP Invoices' and a measure of '12 Invoices'. Below the tile, there are options for 'Add to Briefing Book' and 'Selection Steps'. The interface includes a 'Catalog' section with 'My Folders' and 'Shared Folders', and a 'Views' section with 'Table' and 'Title' views. The bottom of the screen shows a Windows taskbar with the date 1/17/2026 and time 2:52 PM.

*Put the Performance Tile Measure on Invoice ID for uniqueness*

The screenshot shows the Oracle APM interface for configuring a report. The main window is titled 'Performance Tile'. On the left, there is a 'Subject Areas' tree with 'Supplier Portal - Invoice Real T' expanded. The 'Layout' section is visible, showing a measure of '12 Invoices' and a description of 'Number of invoices'. The 'Styles' section is also visible, showing four different styles for the measure '999M' with the description 'Number of invoices'. The interface includes a 'Catalog' section with 'My Folders' and 'Shared Folders', and a 'Views' section with 'Table' and 'Title' views. The bottom of the screen shows a Windows taskbar with the date 1/17/2026 and time 2:53 PM.

*Verify your reports*



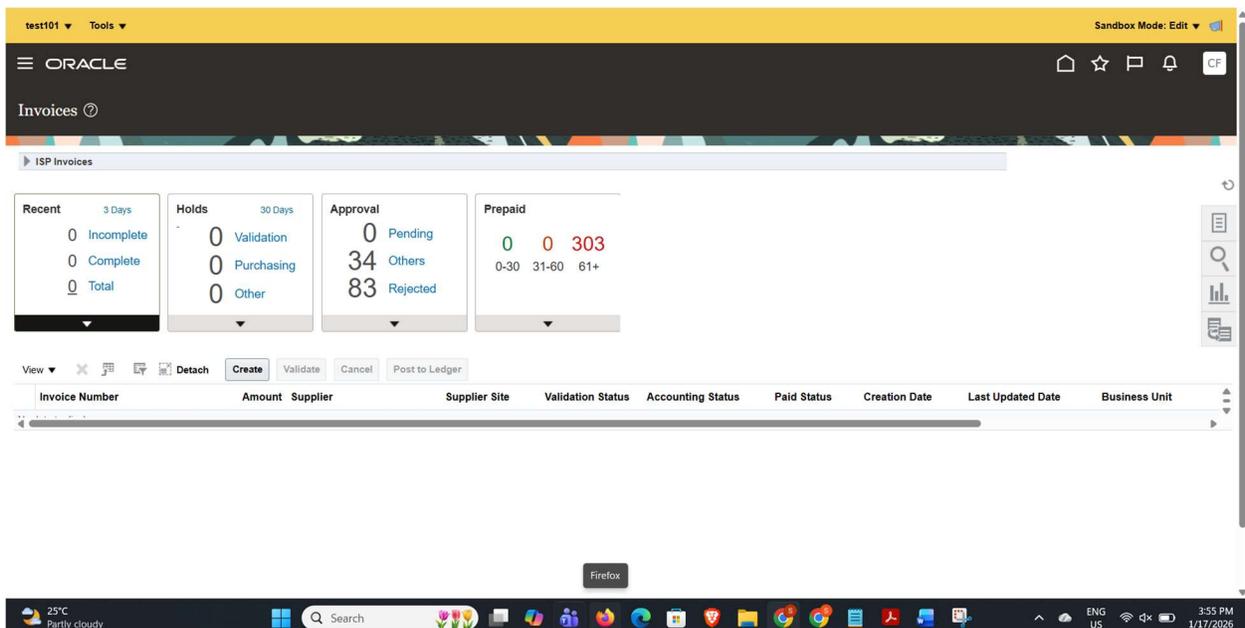
Once Ready, you are now ready to personalize the Invoice landing page to add the OTBI Report

→ Tools → configuration → Sandboxes

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

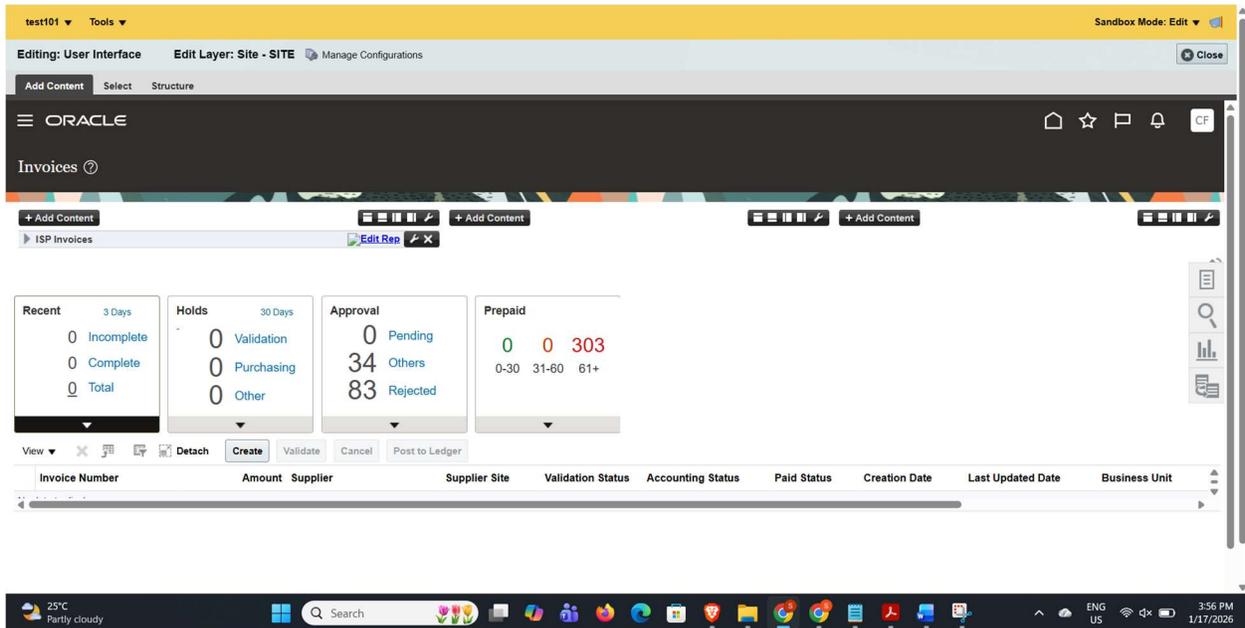
The Sandbox Mode will appear on Top

Navigate to the page to want to personalize



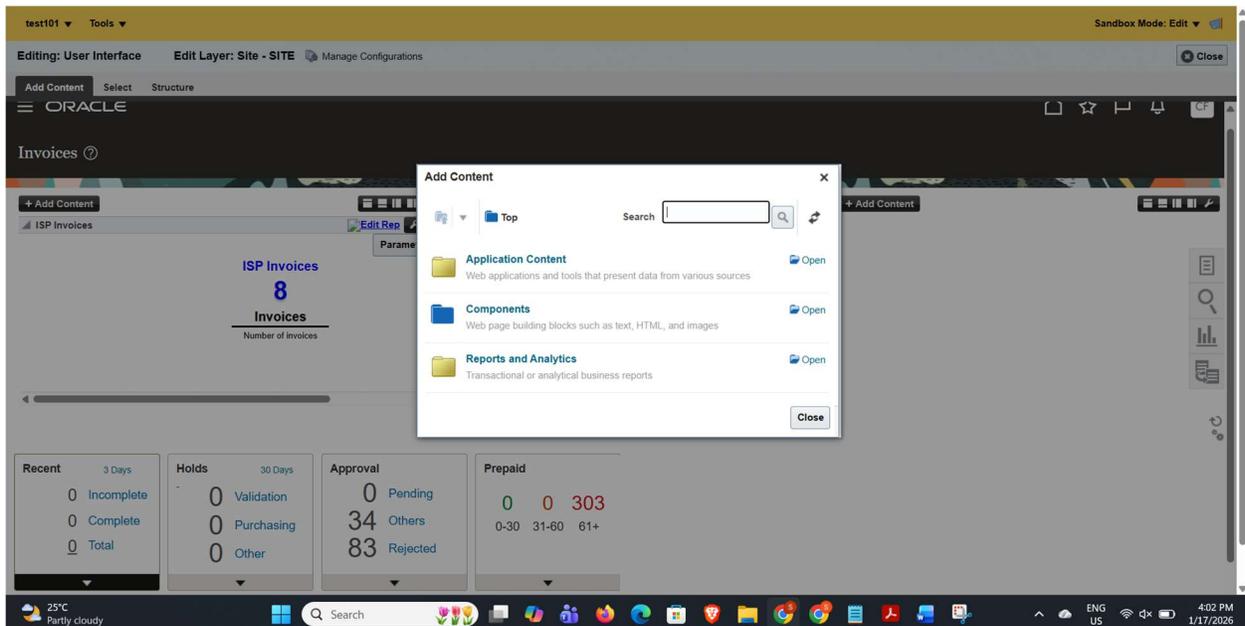
Invoke the Page Composer (Tools → Page Composer)

## ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



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

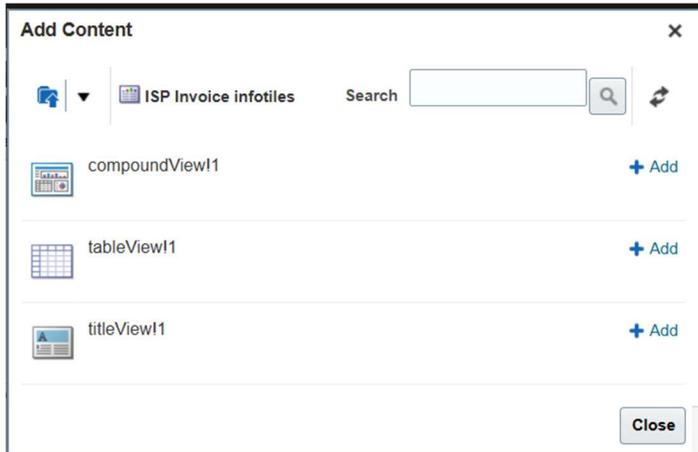
Add Content → Reports and Analytics → Search for the OTBI Report Name (or navigate down the OBIEE Repository)



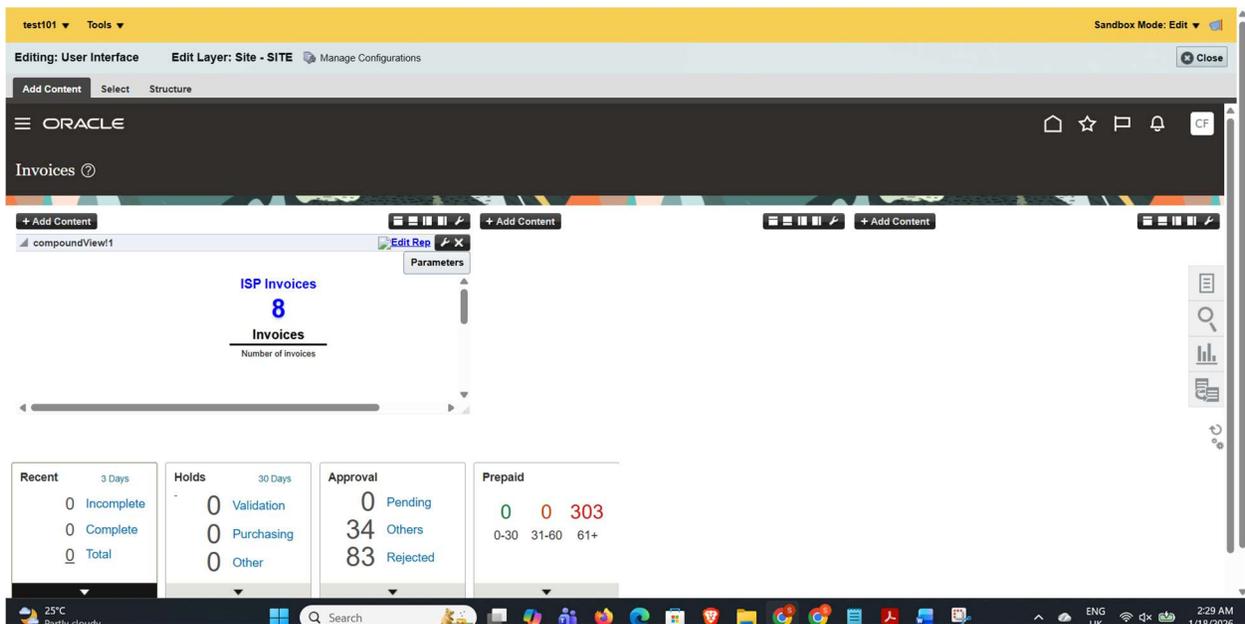
## ADDING OPEN ISP REPORTS TO PAYABLES LANDING PAGE



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

The screenshot displays the Oracle Invoices dashboard. At the top, there's a navigation bar with the Oracle logo and user initials 'CF'. Below this, the 'Invoices' section is active. The dashboard features four summary cards: 'Recent' (3 Days) with 0 Incomplete, 0 Complete, and 0 Total; 'Holds' (30 Days) with 0 Validation, 0 Purchasing, and 0 Other; 'Approval' with 0 Pending, 34 Others, and 83 Rejected; and 'Prepaid' with 0 for 0-30, 0 for 31-60, and 303 for 61+.

Below the summary cards is a table with columns: Invoice Number, Amount, Business Unit, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, and Last Updated. The table is currently empty. Action buttons like 'Create', 'Validate', 'Cancel', and 'Post to Ledger' are visible above the table.

The Windows taskbar at the bottom shows the system tray with weather (25°C Partly cloudy), search, and system clock (2:33 AM 1/28/2026).

Expand to see the content and interact with the report



**ISP Invoices**  
8  
Invoices  
Number of Invoices

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
	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+

**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.

**AUTHOR:**

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