

A Simple Guide to Your Invoice

Oracle invoices are designed to present all essential billing information in a clear and easy-to-read format. Oracle also provides tools that allow you to access, pay, and request changes to your invoices anytime, anywhere, and on any device.

Each invoice is organized into distinct sections, highlighting ten key components:

- 1 Title** - The document is labeled as an "Invoice," signifying its legal purpose to highlight the amount owed. Typically, each line of business—such as software, hardware, or consulting—is billed separately unless otherwise specified.
- 2 Summary** - The top section displays the total amount due, the due date, and the invoice number.
- 3 Reference Section** - High-level invoice details are included here, such as Purchase Number, Payment Terms, Order Number, Agreement, and End User information, if applicable.
- 4 Payment Section** - This section provides options for making payments and includes links for accessing the customer center - www.customercenter.oracle.com - to complete online payments.
- 5 Invoice Summary Total** - The subtotal represents the total amount due before tax. Taxes are calculated based on the bill to location, product/service, and/or account details.
- 6 Bill To Address** - This is the address the invoice will be sent to.
- 7 Ship To Address** - This is the address the service/product be delivered to.
- 8 Line Detail** - A breakdown of the specific items being charged is included here, with details such as product or service descriptions, billing periods, and quantities, as applicable.
- 9 Line Amount** - Each line detail is accompanied by the total amount charged for that period.
- 10 Helpful Links** - Resources for obtaining assistance and support are provided in this section.

ORACLE

2 **Invoice Number** 101408718

1 **INVOICE**

3 **Payment Terms** Net Due in 30 Days

4 **Payment Instructions** Reference Invoice Number: 101408718

5 **Subtotal** 213,000.00

6 **Bill To** Test US, John Smith, 100 Oracle Pkwy, Redwood City, CA 94065, United States

7 **Ship To** TestUSA LLC, Amy Somebody, 2300 Oracle Way, Austin, TX 78741, United States

8 **Line Detail**

No.	Description	Qty	Tax	Extended Amount
1	B85800 : Oracle Fusion Human Capital Management Base Cloud Service - Hosted Employee : 01-May-2025 - 29-April-2026 Quantity : 500 Quote: CPQ-1234567 Order: 87654321	1	Y	90,000.00
2	B87675 : Oracle Fusion Recruiting Cloud Service - Hosted Employee : 01-May-2024 - 29-April-2026 Quantity : 500 Quote: CPQ-1234567 Order: 87654321	1	Y	48,000.00
3	B84490 : Oracle Additional Test Environment for Oracle Fusion Cloud Service - Each : 01-May-2025 - 29-April-2026 Quantity : 1 Quote: CPQ-1234567 Order: 87654321	1	Y	75,000.00

9 **Line Amount**

10 **Helpful Links**

collections_us@oracle.com | oracle.com/invoicing | (888) 803-7414 | Federal Tax ID: 94-2805249

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