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## VIEW FIELD TICKETS

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### DESCRIPTION

This process is used to view previously entered field tickets. You can also export the results to Excel for additional analysis.

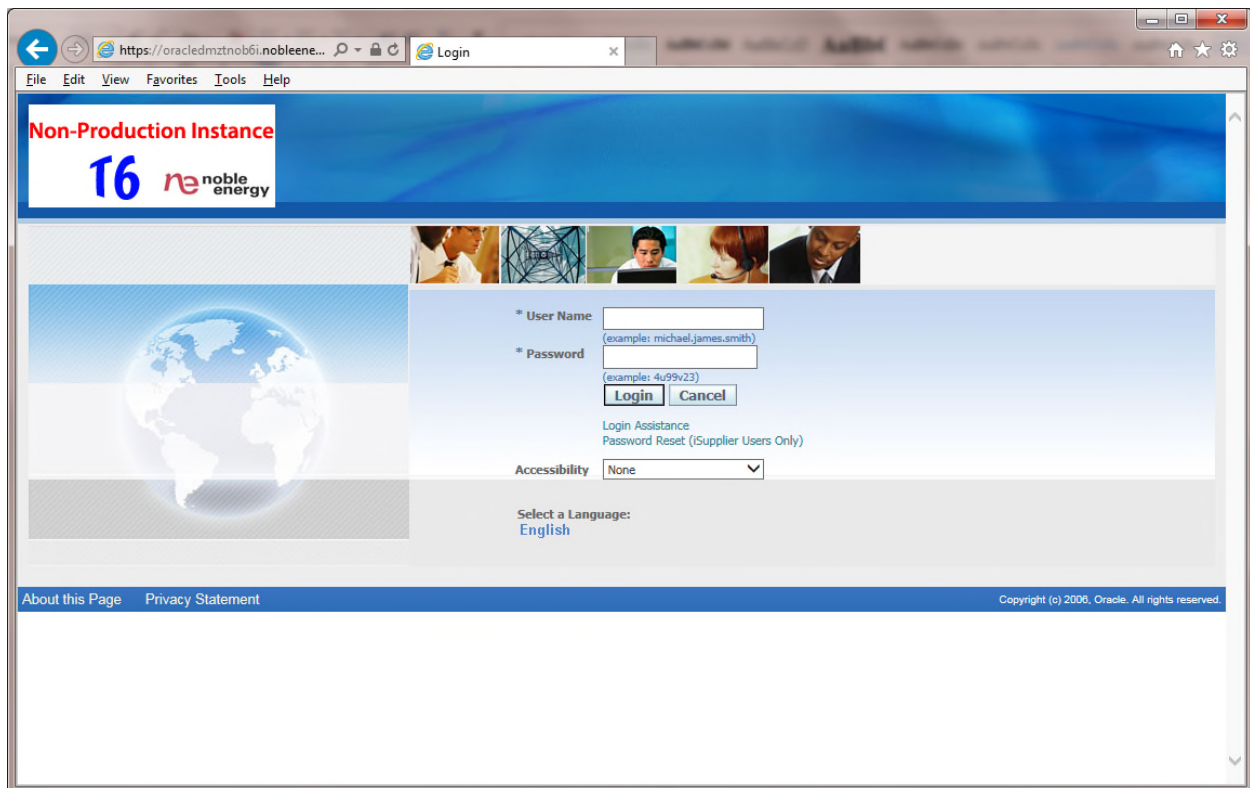
If you still have questions, please email [iSupplierSupport@nbleenergy.com](mailto:iSupplierSupport@nbleenergy.com).

### PROCEDURE

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#### STEP 1: Login to Oracle

([https://oracledmzpnobli.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnobli.nobleenergyinc.com/OA_HTML/AppsLogin)).



The screenshot shows a web browser window displaying the Oracle login page. The browser's address bar shows the URL: [https://oracledmzpnobli.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnobli.nobleenergyinc.com/OA_HTML/AppsLogin). The page header includes the text "Non-Production Instance" and the "T6 noble energy" logo. Below the header, there is a navigation bar with several small images. The main content area features a globe on the left and a login form on the right. The login form includes fields for "User Name" (with an example: michael.james.smith) and "Password" (with an example: 4j99v23). Below these fields are "Login" and "Cancel" buttons. There are also links for "Login Assistance" and "Password Reset (Supplier Users Only)". An "Accessibility" dropdown menu is set to "None". At the bottom of the form, there is a "Select a Language:" section with "English" selected. The footer of the page contains links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

STEP 2: Click the **Finance** tab.

The screenshot shows a web browser window displaying the iSupplier Portal. The browser's address bar shows the URL <https://oracleadmztnob6i.nobleenergy...> and the page title is "iSupplier Portal: Home Page". The page header includes the "Non-Production Instance" logo with the number "16" and the "noble energy" logo, along with the text "iSupplier Portal". A navigation bar contains links for "Home", "Orders", and "Finance", with "Finance" highlighted by a red box. Below the navigation bar is a search field with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into two columns. The left column features a "Notifications" section with a "Full List" button and a table with columns "Subject" and "Date", showing "No results found.". Below this is an "Orders At A Glance" section with a "Full List" button and a table with columns "PO Number", "Description", and "Order Date". The right column contains three sections: "Orders" with links for "Agreements", "Purchase Orders", and "Purchase History"; "Invoices" with a link for "Invoices"; and "Payments" with a link for "Payments". The footer of the page includes links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

Non-Production Instance  
16 noble energy  
iSupplier Portal

Home Orders **Finance** Navigator Favorites Home Logout Preferences Help

Search PO Number  Go

**Notifications** Full List

Subject	Date
No results found.	

**Orders At A Glance** Full List

PO Number	Description	Order Date
<a href="#">27631</a>	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:53:26
<a href="#">27630</a>	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:45:18
<a href="#">27629</a>	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:39:03
<a href="#">27622</a>	BPA SETUP FOR TRAINING	05-Jan-2017 10:54:06

**Orders**

- [Agreements](#)
- [Purchase Orders](#)
- [Purchase History](#)

**Invoices**

- [Invoices](#)

**Payments**

- [Payments](#)

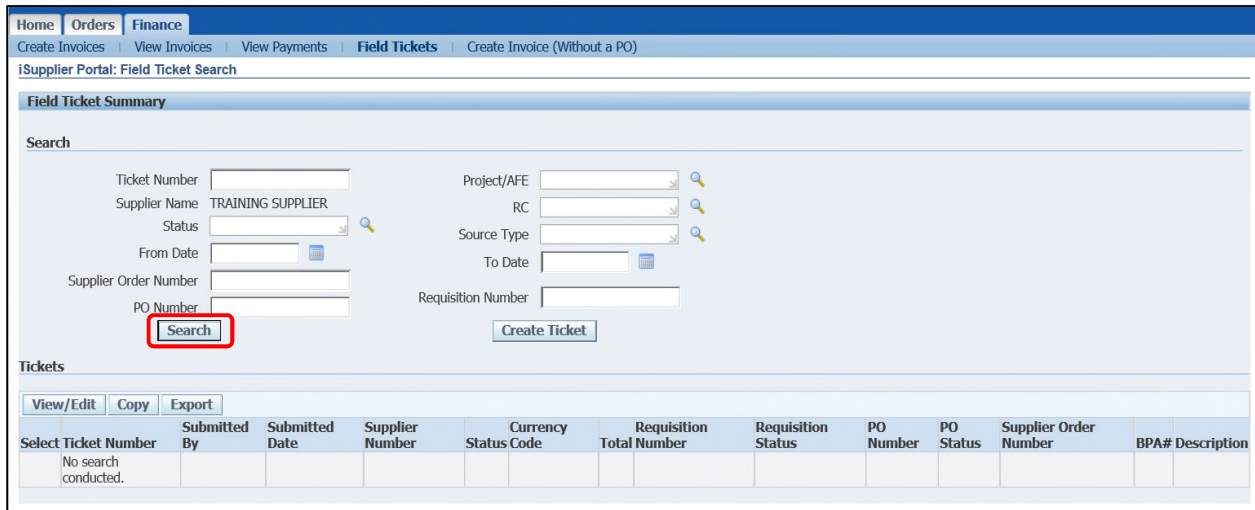
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STEP 3: Click on **Field Tickets** link.

The screenshot shows a web browser window displaying the iSupplier Portal. The browser's address bar shows the URL <https://oracleadmztnob6i.nobleenergy...> and the page title is "iSupplier Portal: Create Invo...". The page header includes the "Non-Production Instance" logo with "T6" and "noble energy" branding, and the text "iSupplier Portal". A navigation bar contains links for "Home", "Orders", and "Finance". Below this, a secondary navigation bar has "Create Invoices", "View Invoices", "View Payments", and "Field Tickets" (which is highlighted with a red rectangular box). The "Field Tickets" link is the target of the instruction. Below the navigation is an "Invoice Actions" section with "Create Invoice" and "With a PO" buttons. A search section follows, with a note that the search is case insensitive. The search form includes fields for "Supplier" (pre-filled with "TRAINING SUPPLIER"), "Invoice Number", "Invoice Date From" (with a calendar icon and an example date "13-Jan-2017"), "Invoice Status" (a dropdown menu), "Purchase Order Number", "Invoice Amount", "Invoice Date To" (with a calendar icon), and "Currency". Below the search form is a table with columns: "Invoice Number", "Invoice Date", "Invoice Currency Code", "Invoice Amount", "Purchase Order", "Status", "Withdraw", "Cancel", "Update", and "View Attachments". The table currently shows "No search conducted." At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2006, Oracle. All rights reserved."

STEP 4: Search by any of the following fields and click on the **Search** button.

1. **Ticket Number**
  - Internal ticket number created when field ticket was saved or submitted
2. **Status**
  - **Draft** – Ticket has not been submitted for processing
  - **Interface** – Ticket has been processed & waiting for requisition
  - **Pending** – Ticket is submitted and waiting to be processed
  - **Success** – A requisition has been created for Noble approval
3. **From Date**
  - Beginning date to search ticket created
4. **Supplier Order Number**
  - A field that may have been entered on the field ticket during entry
5. **PO Number**
  - Purchase Order number used to create an invoice
6. **Project/AFE**
  - Internal Noble coding entered when creating field ticket
7. **RC**
  - Internal Noble coding entered when creating field ticket
8. **Source Type**
  - Mobile Field Ticket – created using Noble Smart Phone App
  - iSupplier Field Ticket – created by supplier using iSupplier
9. **To Date**
  - Ending date to search ticket created
10. **Requisition Number**
  - Internal requisition number that is routed for approval



The screenshot shows the 'Field Ticket Search' interface in the iSupplier Portal. The search form contains the following fields:

- Ticket Number:
- Supplier Name: TRAINING SUPPLIER
- Status:
- From Date:
- Supplier Order Number:
- PO Number:
- Project/AFE:
- RC:
- Source Type:
- To Date:
- Requisition Number:

A red box highlights the **Search** button. Below the search form is a table with the following columns:

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Currency Status Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number	BPA#	Description
No search conducted.												

**STEP 5: Review the results.**

**Field Ticket Search**

**Field Ticket Summary**

**Search**

Ticket Number:

Supplier Name: TRAINING SUPPLIER

Status:

From Date: 01-Jan-2017

Supplier Order Number:

Project/AFE:

RC:

Source Type:

To Date: 15-Jan-2017

**Tickets**

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	<a href="#">TKT3316</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	78.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	<a href="#">TKT3315</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,616.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	<a href="#">TKT3314</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,620.00				772269
<input type="radio"/>	<a href="#">TKT3313</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

Home Orders Finance Home Logout Preferences

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STEP 6: If desired, click the **Export** button to export the results to Excel.

The screenshot displays the 'iSupplier Portal: Field Ticket Search' interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Below this, there are links for 'Create Invoices', 'View Invoices', 'View Payments', and 'Field Tickets'. The main content area is titled 'Field Ticket Summary' and contains a search form. The search form includes fields for 'Ticket Number', 'Supplier Name' (pre-filled with 'TRAINING SUPPLIER'), 'Project/AFE', 'RC', 'Source Type', 'From Date' (01-Jan-2017), and 'To Date' (15-Jan-2017). There are also 'Search' and 'Create Ticket' buttons. Below the search form, a table of tickets is displayed. The table has columns for 'Select', 'Ticket Number', 'Submitted By', 'Submitted Date', 'Supplier Number', 'Status', 'Currency Code', 'Requisition Total Number', 'Requisition Status', 'PO Number', 'PO Status', and 'Supplier Order Number'. The 'Export' button in the table's toolbar is highlighted with a red box.

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	<a href="#">TKT3316</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	78.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	<a href="#">TKT3315</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,616.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	<a href="#">TKT3314</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,620.00				772269
<input type="radio"/>	<a href="#">TKT3313</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267



STEP 7: Click **Open** to view the results in Excel.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with "Home", "Orders", and "Finance" tabs. Below this, there are links for "Create Invoices", "View Invoices", "View Payments", and "Field Tickets". The main content area is titled "Field Ticket Search" and contains a search form with fields for "Ticket Number", "Supplier Name" (set to "TRAINING SUPPLIER"), "Status", "From Date" (set to "01-Jan-2017"), "Supplier Order Number", "Project/AFE", "RC", "Source Type", and "To Date" (set to "15-Jan-2017"). There are "Search" and "Create Ticket" buttons.

Below the search form is a table titled "Tickets" with columns: "Select", "Ticket Number", "Submitted By", "Submitted Date", "Supplier Number", "Status", "Currency Code", "Requisition Total Number", "Requisition Status", "PO Number", "PO Status", and "Supplier Order Number".

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	<a href="#">TKT3316</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	78.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	<a href="#">TKT3315</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,616.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	<a href="#">TKT3314</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,620.00				772269
<input type="radio"/>	<a href="#">TKT3313</a>	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

At the bottom of the page, there is a footer with "About this Page", "Privacy Statement", and "Copyright (c) 2006, Oracle. All rights reserved." A dialog box is open at the bottom, asking "Do you want to open or save export.csv from oracledmztnob6i.nobleenergyinc.com?". The "Open" button is highlighted with a red box.