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## View Non-PO Invoices

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### DESCRIPTION

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The following steps will show you how to inquire on previously created invoices.

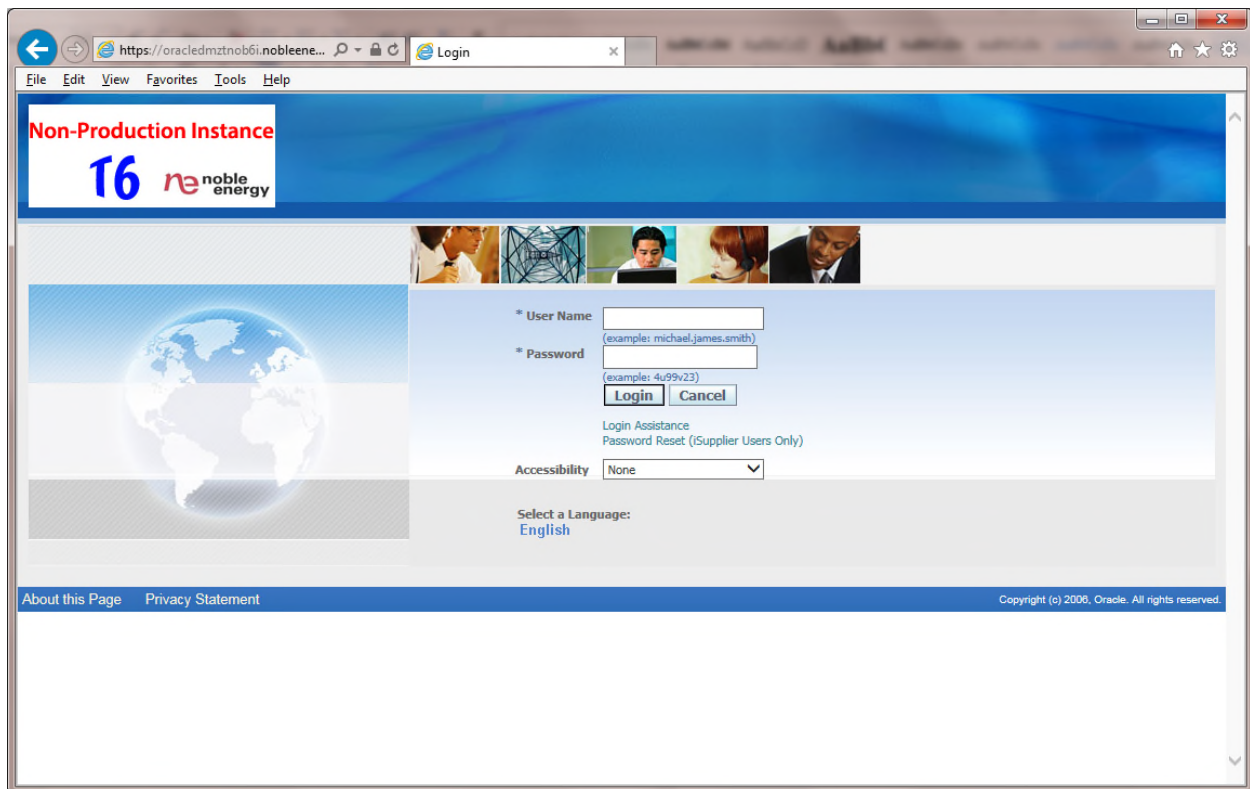
Please email [OperationsAccounting@nbleenergy.com](mailto:OperationsAccounting@nbleenergy.com) for questions regarding invoice status.

### PROCEDURE

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#### STEP 1: Login to Oracle

([https://oracledmzpnob1i.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin)).



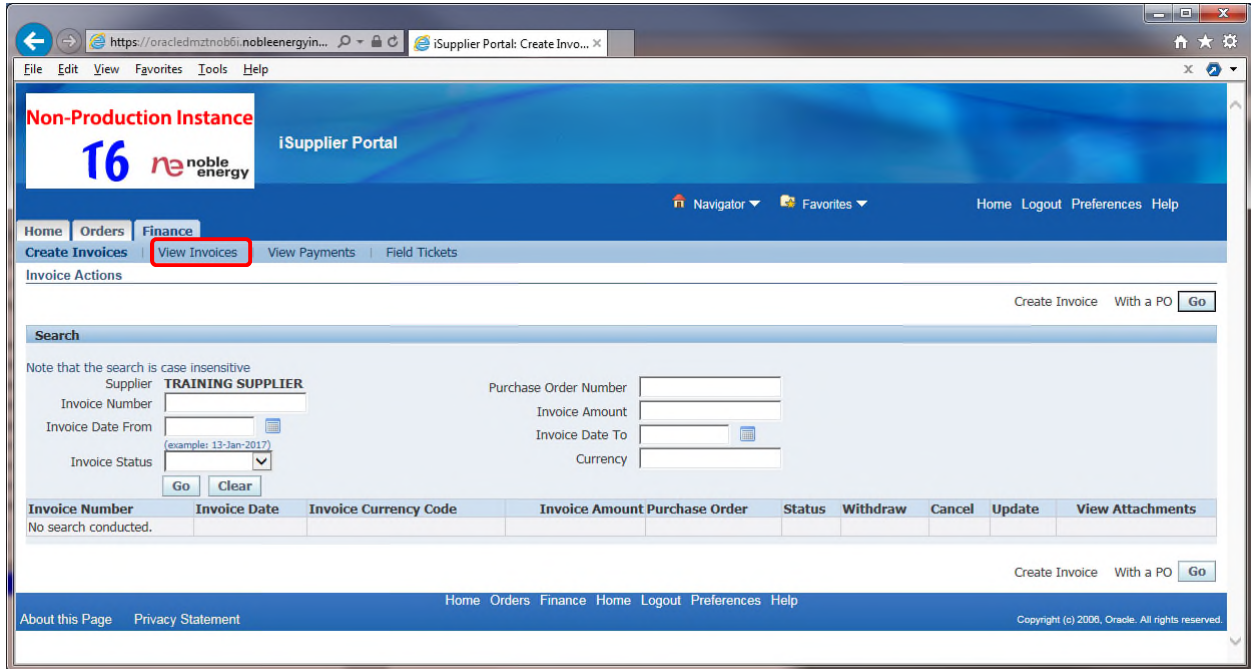
The screenshot shows a web browser window with the URL [https://oracledmzpnob1i.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin). The page features a blue header with the text "Non-Production Instance" and the "T6 noble energy" logo. Below the header is a navigation bar with "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area includes a globe image on the left and a login form on the right. The login form contains fields for "User Name" (with an example: michael.james.smth) and "Password" (with an example: 4u99v23), followed by "Login" and "Cancel" buttons. Below the form are links for "Login Assistance" and "Password Reset (Supplier Users Only)", an "Accessibility" dropdown menu set to "None", and a "Select a Language" dropdown menu set to "English". The footer 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 the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, and Finance. The Finance tab is highlighted with a red box. Below the navigation bar, there is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: Notifications, Orders At A Glance, and a sidebar with links for Orders, Invoices, and Payments. The Orders At A Glance section contains a table with columns for PO Number, Description, and Order Date.

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

**STEP 3: Click the *View Invoices* link.**



**STEP 4: Search for invoices by using any one of the fields shown.**

*Note: To limit the search to more specific invoice, click the **Advanced Search** button.*

The screenshot shows the 'View Invoices' page in the iSupplier Portal. The page has a blue header with the 'Non-Production Instance' logo and 'iSupplier Portal' text. Below the header is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. The 'View Invoices' section contains a search area with two options: 'Simple Search' and 'Advanced Search'. The 'Simple Search' section includes several input fields: Invoice Number, PO Number (with an example '1234'), Release Number (with an example '1234-2'), Payment Number, Invoice Status (dropdown), Payment Status (dropdown), Invoice Amount (From/To), Amount Due (From/To), Invoice Date (From/To), and Due Date (From/To, with an example '13-Jan-2017'). There are 'Go' and 'Clear' buttons below the fields. Below the search area is a table with the following columns: Invoice Date, Type, Currency, Amount, Due Status, Hold Status, Payment Status, Remit-to Supplier Site, Due Date, PO Payment Number, Receipt Date, Discount, Available Discount, Attachments, Netted Amount, Reckoning Currency, and Netting Report. The table currently displays 'No search conducted.' There are 'Export' buttons in the top right and bottom right of the search area. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2008, Oracle. All rights reserved.'

STEP 5: Click the **Go** button to execute search.

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 'View Invoices' and contains a search form. The search form has two sections: 'Simple Search' and 'Advanced Search'. The 'Simple Search' section includes input fields for 'Invoice Number', 'PO Number', 'Release Number', 'Payment Number', and 'Invoice Status'. It also has dropdown menus for 'Payment Status' and 'Invoice Status'. There are also date range pickers for 'Invoice Date From' to 'Invoice Date To' and 'Due Date From' to 'Due Date To'. A red box highlights the 'Go' button at the bottom of the search form. Below the search form is a table with the following columns: Invoice, Invoice Date, Invoice Type, Currency, Amount, Due, Status, Hold, Status, On Payment, Remit-to Supplier, Supplier Site, Due Date, PO Payment Number, Receipt Date, Discount, Available Discount, Attachments, Netted Amount, Reckoning Currency, and Netting Report. The table currently shows 'No search conducted.' at the bottom. The footer of the page contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2000, Oracle. All rights reserved.'

STEP 6: Review the results from search. Click on the **Invoice** link to see additional details.

*Note: Any columns with hyperlinks can be clicked on to view additional information. If desired, click the **Export** button to export the results to Excel.*

*Note: The Not Coded and Distribution Variance holds are automatically applied to each NON-PO invoice upon submission.*

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 'View Invoices' and features a search section with 'Simple Search' and 'Advanced Search' options. The search filters include fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount, Amount Due, Invoice Date, and Due Date. Below the search filters is a table of invoice results. The first row of the table is highlighted with a red box.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO	Discount	Available Discount	Attachments	Netted Amount	Reckoning Currency	Netting Report
<a href="#">INV6818</a>	04-Jun-2018	Standard	USD	1562.15	1562.15	In-Process	Not Coded	Not Paid			06-JUL-2018							

**STEP 7: Review invoice line details. Click the [Return to Finance: View Invoices](#) link to go back to the search results.**

**Non-Production Instance**  
**16** noble energy  
 iSupplier Portal

Home Orders Finance  
 Create Invoices View Invoices View Payments Field Tickets  
 Finance: View Invoices >  
 Standard Invoice: INV6818 (Total USD 1562.15)  
 Currency=USD

**General**

Invoice Date **04-Jun-2018**  
 Status **In-Process**  
 On Hold **Not Coded**  
 Batch  
 Attachments **None**  
 Supplier **TRAINING SUPPLIER**  
 Supplier Site **PAYPURHOUSTON**  
 Address **1001 NOBLE ENERGY WAY HOUSTON, TX**

**Amount Summary**

Item	1500.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>1562.15</b>

**Payment Information**

Paid	0.00
Discount Taken	0.00
Due	1562.15
Status	Not Paid
Payment Date	
Payment Term	NET 30

Invoice Lines Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Mechanical Engineer					1000.00	0.00	In-Process					
2	Item	Truck w/ Trailer					500.00	0.00	In-Process					
3	Tax						62.15	0.00	In-Process					

[Return to Finance: View Invoices](#) Export

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