
VIEW PO INVOICES

DESCRIPTION

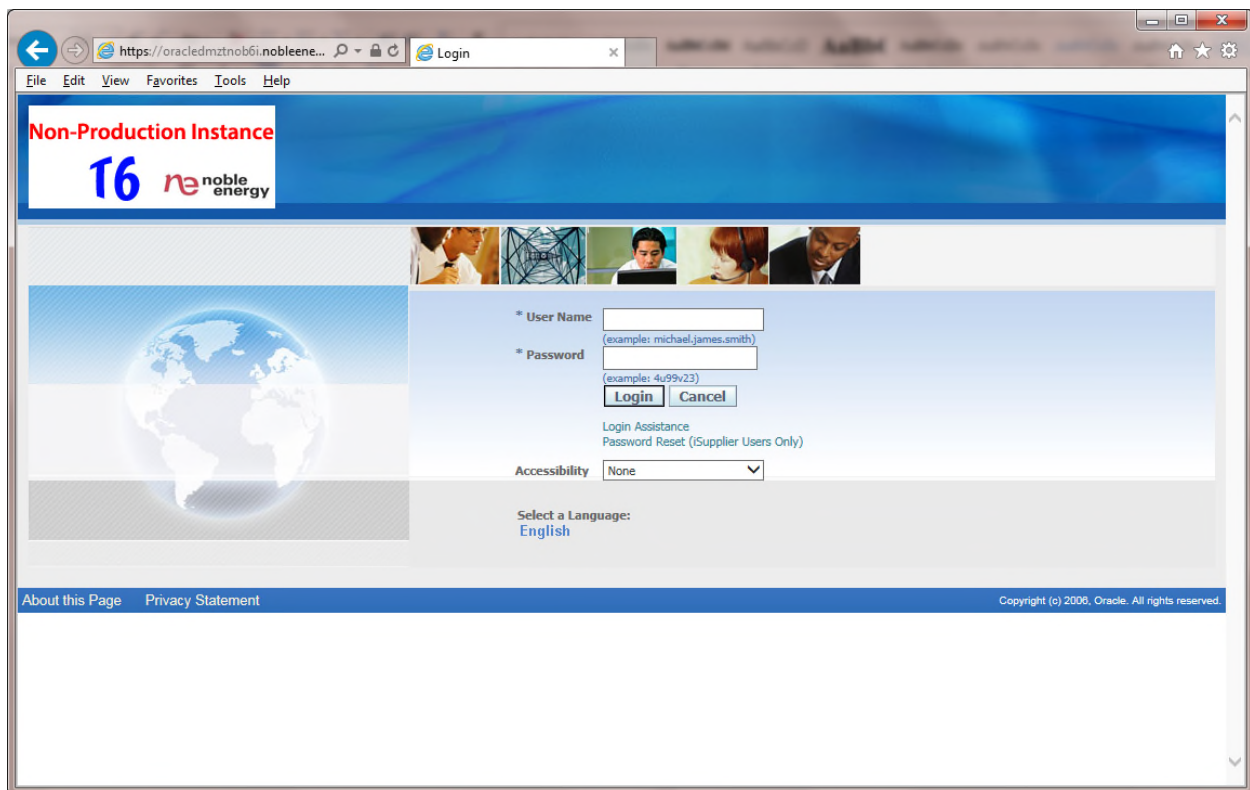
The following steps will show you how to inquire on previously created invoices.

For questions about invoice payment, please email OperationsAccounting@nbleenergy.com.

PROCEDURE

STEP 1: Login to Oracle

(https://oracledmztnob6i.nobleenergyinc.com/OA_HTML/AppsLogin).

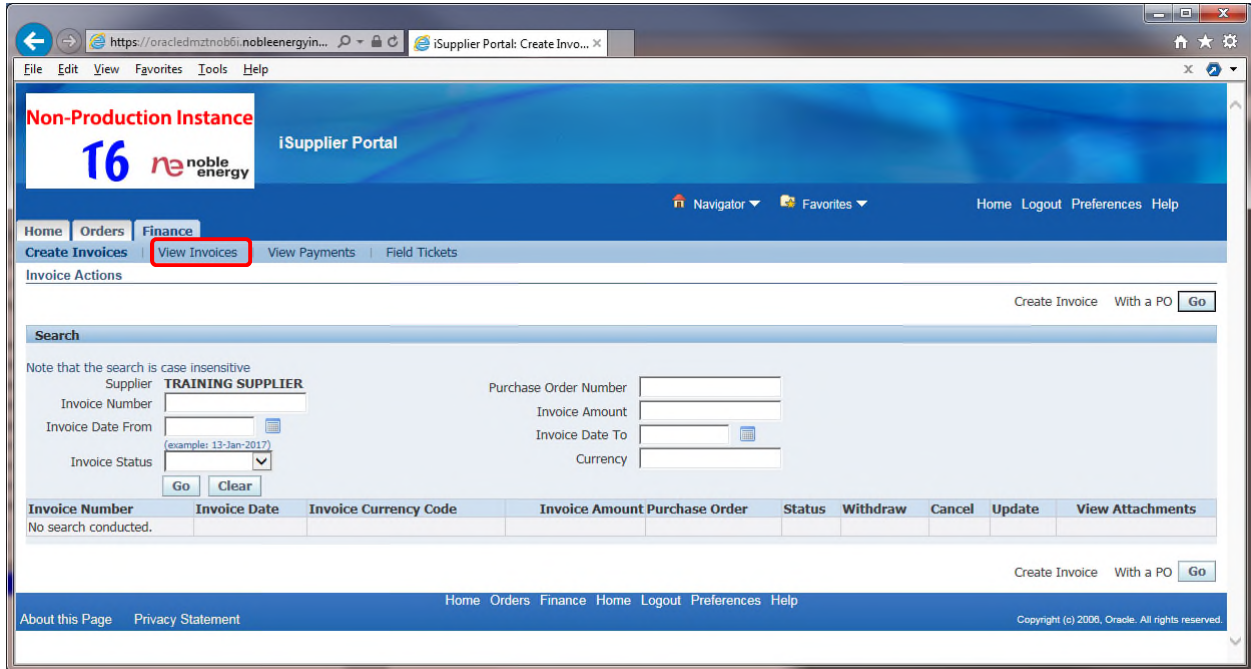


STEP 2: Click the **Finance** tab.

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
27631	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:53:26
27630	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:45:18
27629	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:39:03
27622	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 header with the 'Non-Production Instance' logo (number 16) and 'noble energy' branding. Below the header is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Under 'Finance', 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 date pickers for 'Invoice Date From' (set to 01-Jan-2017) and 'Invoice Date To' (set to 15-Jan-2017), and 'Due Date From' and 'Due Date To' fields. A 'Go' button is highlighted with a red box, and a 'Clear' button is next to it. Below the search form is a table with the following columns: Invoice, Invoice Date, Invoice Type, Currency, Amount Due, Status, Hold Status, On Payment Status, Remit-to Supplier, Supplier Site, Due Date, PO Payment Number, Receipt Date, Discount, Available Discount Attachments, Netted Reckoning Amount, Currency, and Netting Report. The table currently shows 'No search conducted.' and has an 'Export' button at the bottom right. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2000, Oracle. All rights reserved.'

STEP 6: Review Invoice information from search. Click on Invoice 101895 to see additional details for this example.

Note: Any columns with hyperlinks can be clicked on to view additional information.

The screenshot shows the iSupplier Portal interface. At the top, there is a header with the logo for 'Non-Production Instance 16 noble energy' and 'iSupplier Portal'. Below the header, there are navigation tabs for 'Home', 'Orders', and 'Finance'. The 'View Invoices' section is active, showing a search form and a table of search results. The search form includes fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. The table below shows two invoices:

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment to Supplier Site	Remit-to Supplier Due Date	PO Number	Receipt Date	Discount Available	Attachments	Netted Reckoning
INV2763	13-Jan-2017	Standard	USD	235.89	235.89	Approved	Not Paid	12-FEB-2017	27631				
CM27631	13-Jan-2017	Credit Memo	USD	(85.89)	(85.89)	Approved	Not Paid	12-FEB-2017	27631				

STEP 7: Review invoice lines details. Click on PO Number 21743 to see PO information for this example.

The screenshot displays the iSupplier Portal interface for a 'Non-Production Instance'. The page title is 'Standard Invoice: INV27631 (Total USD 235.89)'. The currency is USD. The interface is divided into several sections:

- General:** Invoice Date: 13-Jan-2017, Status: Approved, On Hold: No, Batch: , Attachments: View, Supplier: TRAINING SUPPLIER, Supplier Site: HOUSTONTX, Address: 101 SUPPLIER LANE, HOUSTON, TX.
- Amount Summary:** Item: 78.00, Freight: 150.00, Miscellaneous: 0.00, Tax: 7.89, Prepayment: 0.00, Retainage: 0.00, Withholding Tax: 0.00, Total: 235.89.
- Payment Information:** Paid: 0.00, Discount Taken: 0.00, Due: 235.89, Status: Not Paid, Payment Date: , Payment: , Term: NET 30.
- Invoice Lines:** A table with columns: Line, Type, Description, Qty, UOM, Price, Tax Included, Amount, Retainage, Status, PO Number, PO Line, PO Shipment, Buyer, Receipt.

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	20-yard Dewatering Box Filter Liners	2	Day	25.00		50.00	0.00	Approved	27631	1	1	Peschke, Troy D	
2	Item	Fill Dirt (plus delivery)	7	EA	4.00		28.00	0.00	Approved	27631	2	1	Peschke, Troy D	
3	Freight	Freight charges to Noble wellsite					150.00	0.00	Approved					
4	Tax	INVOICE FOR PO 27631					7.89	0.00	Approved					

The PO Number '27631' in the first two rows of the Invoice Lines table is highlighted with a red box. The interface also includes navigation links like 'Home', 'Orders', 'Finance', and 'View Invoices', and a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

STEP 8: Review PO details. Once review is complete, click on the **Finance: View Invoices** link.

Note: When the PO is received, the invoice has been submitted against the PO, or a payment has been made, you'll see a hyperlink next to each. You can click on the hyperlink to view additional details.

The screenshot shows the iSupplier Portal interface. The browser address bar displays the URL: <https://oracledmztnob6i.nobleenergyin...>. The page title is "iSupplier Portal: View Order...".

The page header includes the "Non-Production Instance" logo with the number "16" and the "noble energy" logo. The "iSupplier Portal" title is also present. The navigation menu includes "Home", "Orders", and "Finance". Under "Finance", the "View Invoices" link is highlighted with a red box.

The main content area displays the following information:

- Standard Purchase Order:** 27631.0 (Total USD 78.00)
- Currency:** USD
- Actions:** Request Changes (dropdown), Go, Export

The "Order Information" section is divided into three columns:

- General:**
 - Total: 78.00
 - Supplier: TRAINING SUPPLIER
 - Supplier Site: HOUSTONTX
 - Address: 101 SUPPLIER LANE, HOUSTON, TX
 - Buyer: [Peschke, Troy D](#)
 - Order Date: 13-Jan-2017 08:53:26
 - Description: Maintenance performed by Jim Worker at Wells Ranch.
 - Status: Open
 - Note to Supplier: NOTES TO SUPPLIER ENTERED HERE.
 - Operating Unit: Noble Energy
 - Sourcing Document
 - Supplier Order Number
 - Attachments: None
- Ship-To Address:**
 - Address: NOBLE ENERGY, INC., Greeley, CO 80634
- Bill-To Address:**
 - Address: SUBMIT INVOICE VIA ISUPPLIER, 1001 Noble Energy Way, Houston, TX 77070

The "Summary" table is highlighted with a red box:



Summary	
Total	78.00
Received	78.00
Invoiced	0.00
Payment Status	Not Paid

The "PO Details" section includes a table with the following columns: Details, Line, Type, Item/Job, Supplier Item, Description, UOM, Qty, Price, Amount, Status, Attachments, Reason.

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Goods			20-yard Dewatering Box Filter Liners	Day	2	25	50.00	Open		

STEP 9: To view invoice attachments (Invoice PDF) click on the Attachments icon.

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 features a 'Simple Search' section with various input fields for invoice details and a search button. Below the search section is a table of invoices. The table has columns for Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold Status, Payment to Supplier Site, Remit to Supplier Site, Due Date, Payment Number, PO Number, Receipt Date, Discount Available, Attachments, and Netted Reckoning. The first row of the table is highlighted, and the 'Attachments' icon in this row is circled in red. The footer of the page contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment to Supplier Site	Remit to Supplier Site	Due Date	Payment Number	PO Number	Receipt Date	Discount Available	Attachments	Netted Reckoning
INV27631	13-Jan-2017	Standard	USD	235.89	235.89	Approved	Not Paid		12-FEB-2017		27631				
CM27631	13-Jan-2017	Credit Memo	USD	(85.89)	(85.89)	Approved	Not Paid		12-FEB-2017		27631				

STEP 10: To view PDF attachment, click on the hyperlink under Title **Invoice # INV27631**.

The screenshot shows a web browser window with the URL <https://oracleadmztnob6i.nobleenergyin...> and the page title "Attachments". The page header includes "Non-Production Instance 16 noble energy" and "iSupplier Portal". The navigation menu includes "Home", "Orders", and "Finance". The "Finance" menu is expanded, showing "Create Invoices", "View Invoices", "View Payments", and "Field Tickets". The "View Invoices" menu is further expanded, showing "Attachments".

Below the navigation menu is a search bar with the text "Search" and a note "Note that the search is case insensitive". The search bar has a "Title" input field and a "Go" button. Below the search bar is a link "Show More Search Options".

The main content area displays a table of attachments:

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Invoice # INV27631	File	Invoice attachment for invoice # INV27631	From Supplier	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	One-Time		

Below the table is a link "Return to View Invoices". The footer of the page includes "About this Page", "Privacy Statement", and "Copyright (c) 2006, Oracle. All rights reserved."