
VIEW PURCHASE ORDERS

DESCRIPTION

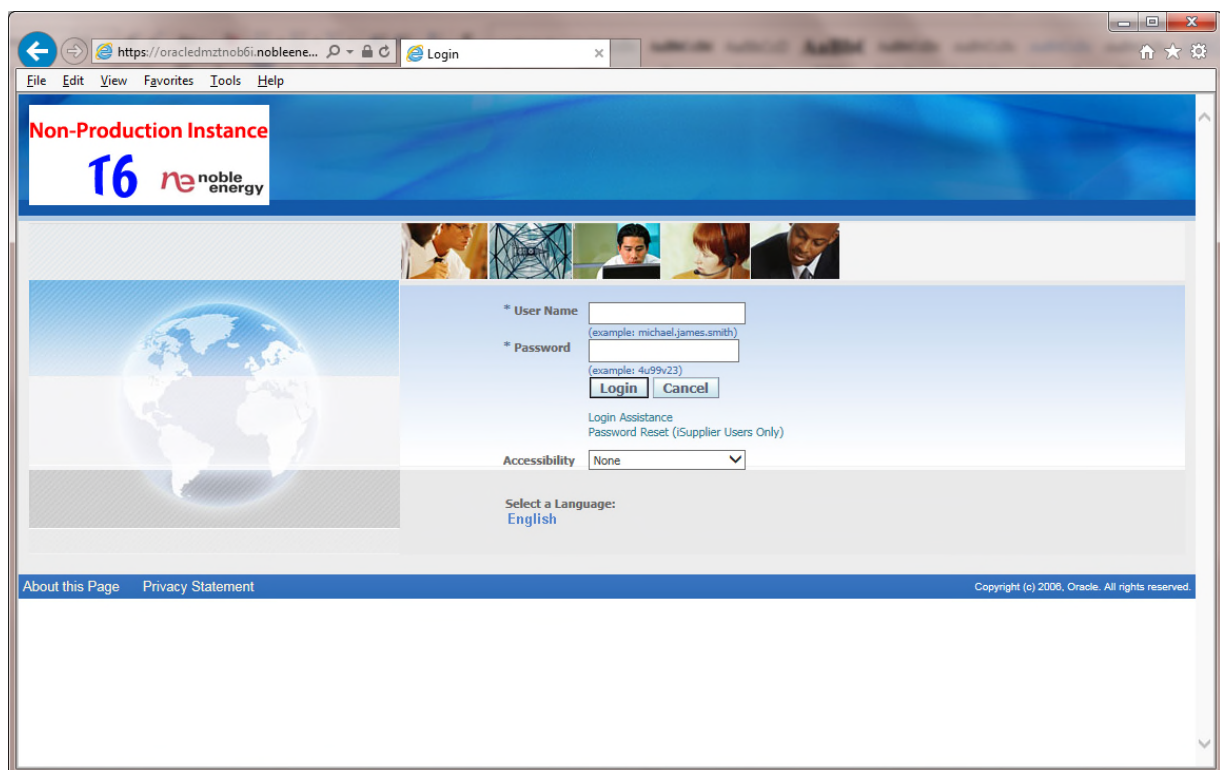
The following steps will show you how to inquire on purchase orders.

If you still have questions, please email iSupplierSupport@nblenergy.com.

PROCEDURE

STEP 1: Login to Oracle

(https://oracledmzpnob1i.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://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin. The page header includes "Non-Production Instance" and the "T6 noble energy" logo. Below the header 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: 4u99v23). There are "Login" and "Cancel" buttons. Below the password field, there is a "Login Assistance" section with a link for "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:" dropdown menu set to "English". 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 **Orders** tab.

The screenshot shows a web browser window with the URL <https://oracledmztnob6i.nobleenergyin...> and the page title "iSupplier Portal: Home Page". The page features a blue header with the "Non-Production Instance" logo (T6 noble energy) and the text "iSupplier Portal". Below the header is a navigation bar with tabs for "Home", "Orders", and "Finance". The "Orders" tab is highlighted with a red box. A search bar is located below the navigation bar, with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections: "Notifications" (with a "Full List" button), "Subject" (showing "No results found."), "Orders At A Glance" (with a "Full List" button), and a sidebar with links for "Orders", "Invoices", and "Payments". The "Orders At A Glance" section contains a table with the following data:

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

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."

STEP 3: Click the **PO Number** hyperlink to see additional details.

Note: To limit the search to more specific PO's, click the Advanced Search button.

The screenshot shows the Oracle iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Below this, there are links for 'Purchase Orders', 'Agreements', and 'Purchase History'. The main content area displays a list of Purchase Orders with columns for 'Select', 'PO Number', 'Rev', 'Unit', 'Operating', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', and 'By'. The PO Number '33386' is highlighted with a red box. Below the table, there are buttons for 'Multiple PO Change' and 'Export'. The footer contains 'About this Page', 'Privacy Statement', and 'Copyright (c) 2006, Oracle. All rights reserved.'

Select	PO Number	Rev	Unit	Operating	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	By	Attachments
<input type="radio"/>	33386	0		Noble Energy	Standard PO	Maintenance for DJ Basin	12-Jun-2017 16:02:35	Toups, LaCynda K	USD	8050.00	Open		
<input type="radio"/>	33385	0		Noble Energy	Standard PO	Maintenance for DJ Basin	12-Jun-2017 15:55:57	Toups, LaCynda K	USD	1300.00	Open		
<input type="radio"/>	33384	0		Noble Energy	Standard PO	Field Ticket	12-Jun-2017 15:49:25	Toups, LaCynda K	USD	10800.00	Open		
<input type="radio"/>	33373	0		Noble Energy	Global Blanket Agreement	DJ Basin - Training Supplier BPA	22-May-2017 16:17:21	Toups, LaCynda K	USD	0.00	Open		

STEP 4: Click the drop down menu next to Actions.

The screenshot displays the iSupplier Portal interface for a purchase order. At the top, there is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Below this, the 'Purchase Orders' section is active, showing 'Orders: Purchase Orders >' and 'Standard Purchase Order: 33386, 0 (Total USD 8050.00)'. The currency is set to USD. An 'Actions' menu is visible, with 'Request Changes' selected and highlighted by a red box. The main content area is divided into 'Order Information' and 'PO Details'.

Order Information

General	Ship-To Address	Summary
Total: 8050.00	Address: NOBLE ENERGY, INC. Houston, TX 77070	Total: 8050.00
Supplier: TRAINING SUPPLIER		Received: 0.00
Supplier Site: HOUSTONTX	Bill-To Address	Invoiced: 0.00
Address: 1001 SUPPLIER LANE HOUSTON, TX	Address: SUBMIT INVOICE VIA iSUPPLIER 1001 Noble Energy Way Houston, TX 77070	Payment Status: Not Paid
Buyer: Toups, LaCynda K		
Order Date: 12-Jun-2017 16:02:35		
Description: Maintenance for DJ Basin		
Status: Open		
Note to Supplier: Noble Energy		
Operating Unit: Noble Energy		
Sourcing Document: None		
Supplier Order Number: None		
Attachments: None		

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Reason
Show 1	Goods			PUMPER	Hour	40	80	3200.00 Open		
Show 2	Goods			Crew Foreman/Pusher	Hour	40	95	3800.00 Open		
Show 3	Goods			Dump Truck	Day	7	150	1050.00 Open		

Return to Orders: Purchase Orders

STEP 5: Select **View PDF** from the drop down and click **Go**.

The screenshot shows the iSupplier Portal interface for a purchase order. The page title is "Non-Production Instance" and "iSupplier Portal". The breadcrumb navigation is "Home | Orders | Finance". The main content area displays "Purchase Orders" with a sub-section for "Standard Purchase Order: 33386, 0 (Total USD 8050.00)".

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

- General:** Total 8050.00, Supplier TRAINING SUPPLIER, Supplier Site HOUSTONTX, Address 1001 SUPPLIER LANE HOUSTON, TX, Buyer Toups, LaCynda K, Order Date 12-Jun-2017 16:02:35, Description Maintenance for DJ Basin, Status Open, Note to Supplier Noble Energy.
- Ship-To Address:** Address NOBLE ENERGY, INC. Houston, TX 77070.
- Bill-To Address:** Address SUBMIT INVOICE VIA ISUPPLIER 1001 Noble Energy Way Houston, TX 77070.

The "Summary" table shows:

	Total
Total	8050.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

The "PO Details" table lists three items:

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Goods			PUMPER	Hour	40	80	3200.00	Open		
Show 2	Goods			Crew Foreman/Pusher	Hour	40	95	3800.00	Open		
Show 3	Goods			Dump Truck	Day	7	150	1050.00	Open		

The "Actions" menu is open, showing options: Request Changes, Request Cancellation, View Change History, **View PDF** (highlighted with a red box), View Invoices, View Payments, and View Shipments. A "Go" button is also highlighted with a red box.

STEP 6: Click **Open to view the PDF.**

The screenshot shows a web browser window with the following content:

Order Information

General

Total **8050.00**
 Supplier **TRAINING SUPPLIER**
 Supplier Site **HOUSTONTX**
 Address **1001 SUPPLIER LANE HOUSTON, TX**
 Buyer [Toups, LaCynda K](#)
 Order Date **12-Jun-2017 16:02:35**
 Description **Maintenance for DJ Basin**
 Status **Open**
 Note to Supplier
 Operating Unit **Noble Energy**
 Sourcing Document
 Supplier Order Number
 Attachments **None**

Ship-To Address

Address **NOBLE ENERGY, INC. Houston, TX 77070**

Bill-To Address

Address **SUBMIT INVOICE VIA iSUPPLIER 1001 Noble Energy Way Houston, TX 77070**

Summary

Total	8050.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
+ Show	1	Goods			PUMPER	Hour	40	80	3200.00	Open		
+ Show	2	Goods			Crew Foreman/Pusher	Hour	40	95	3800.00	Open		
+ Show	3	Goods			Dump Truck	Day	7	150	1050.00	Open		

Do you want to open or save PO_103_33386_0_US.pdf (4.98 KB) from oracledmztnob6i.nobleenergyinc.com?

Open Save Cancel