ORACLE® iSUPPLIER

INVOICE ONLY

TRAINING GUIDE

Name: ______________________________

Phone: ______________________________

eMail: ______________________________

Document Information and Approvals

VERSION HISTORY

Version #	Date	Revised By	Reason for change
1.0	5/01/2018	LaCynda Brown	Creation of Document
2.0	2/08/2019	LaCynda Brown	Annual Updates
3.0	1/09/2020	LaCynda Brown	Updating Email Address

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iSUPPLIER

TECHNICAL SUPPORT

EMAIL PurchasingSupport@nblenergy.com

MONDAY – THURSDAY 7:00AM TO 5:00PM (HOUSTON TIME)

FRIDAY 7:00AM TO 11:00AM (HOUSTON TIME)

CREATE INVOICE (WITHOUT A PO)

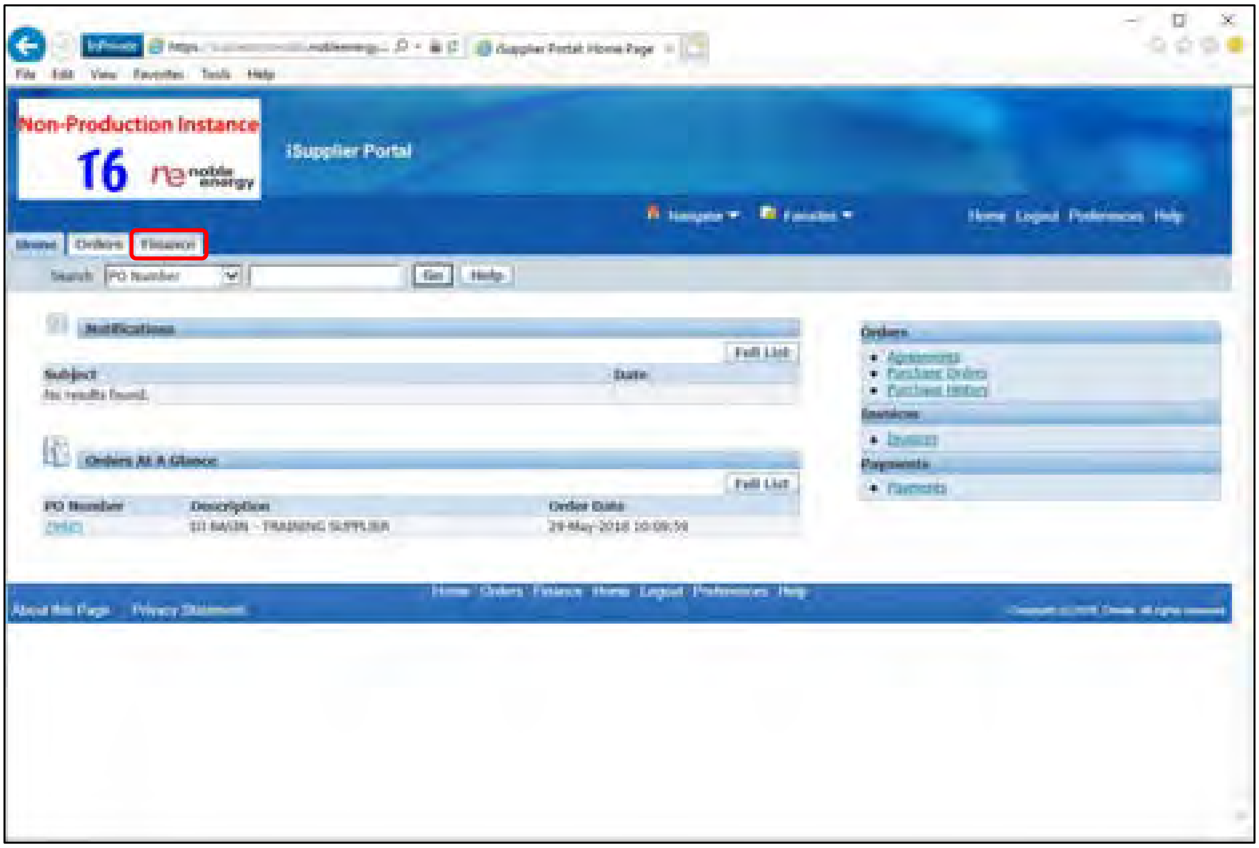
DESCRIPTION

This process is used to submit a Non PO invoice.

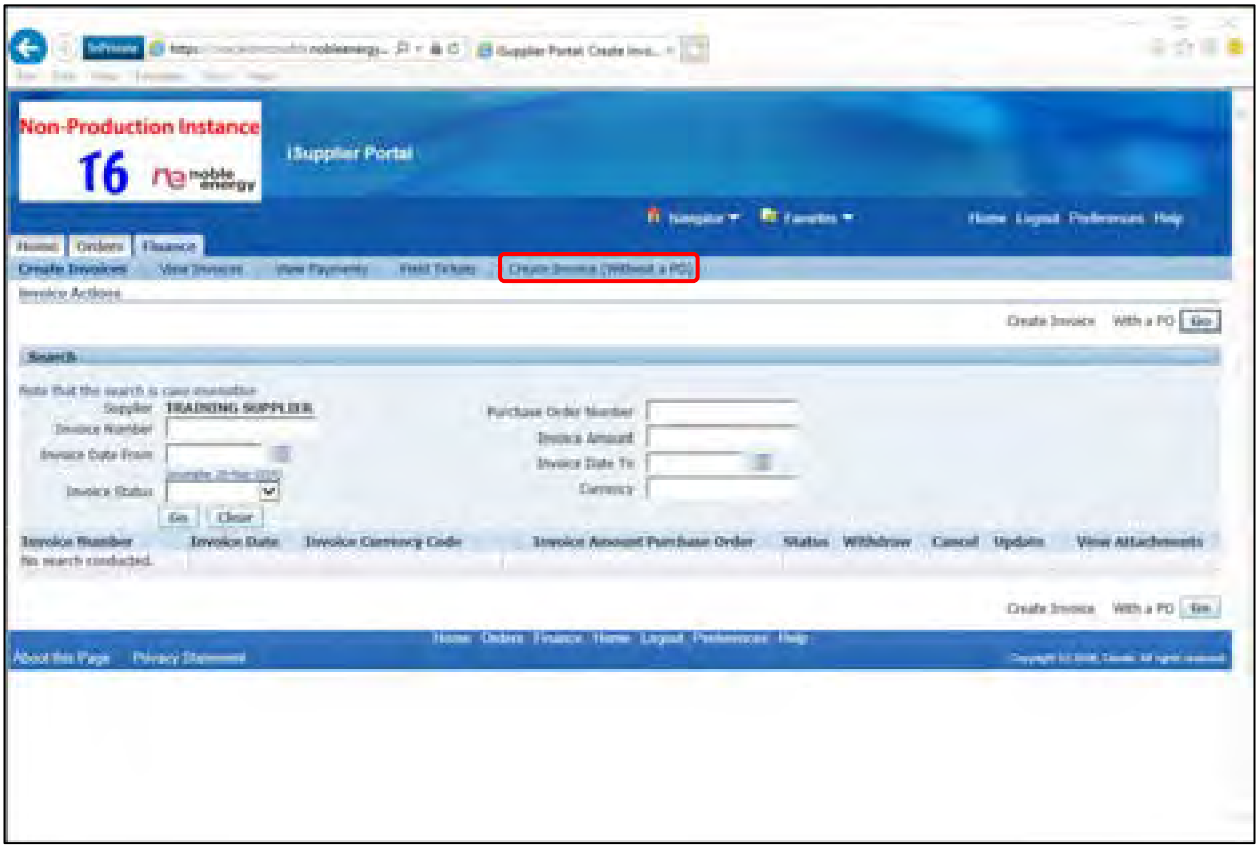
PROCEDURE

STEP 1: Login to Oracle (https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin).

STEP 2: Click the Finance tab.

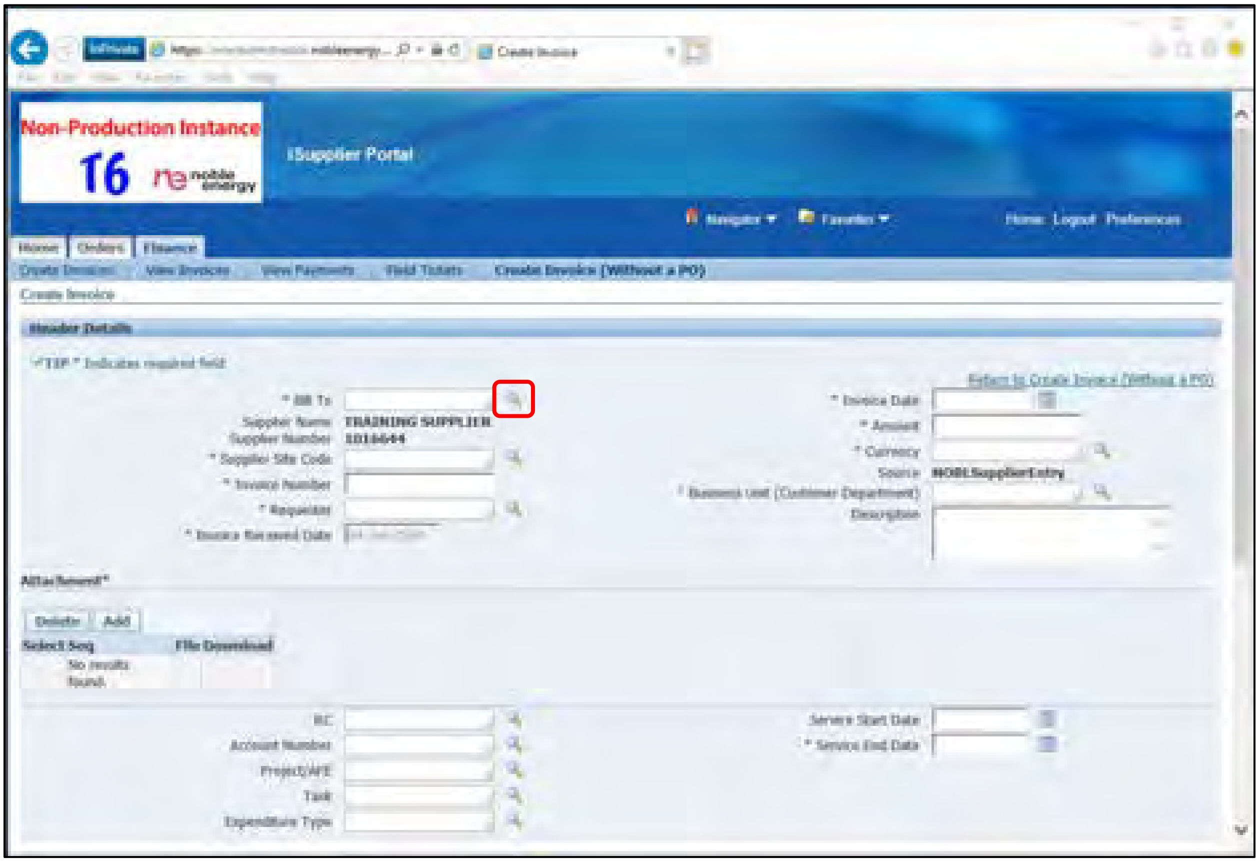


STEP 3: Click the Create Invoice (Without a PO) link.



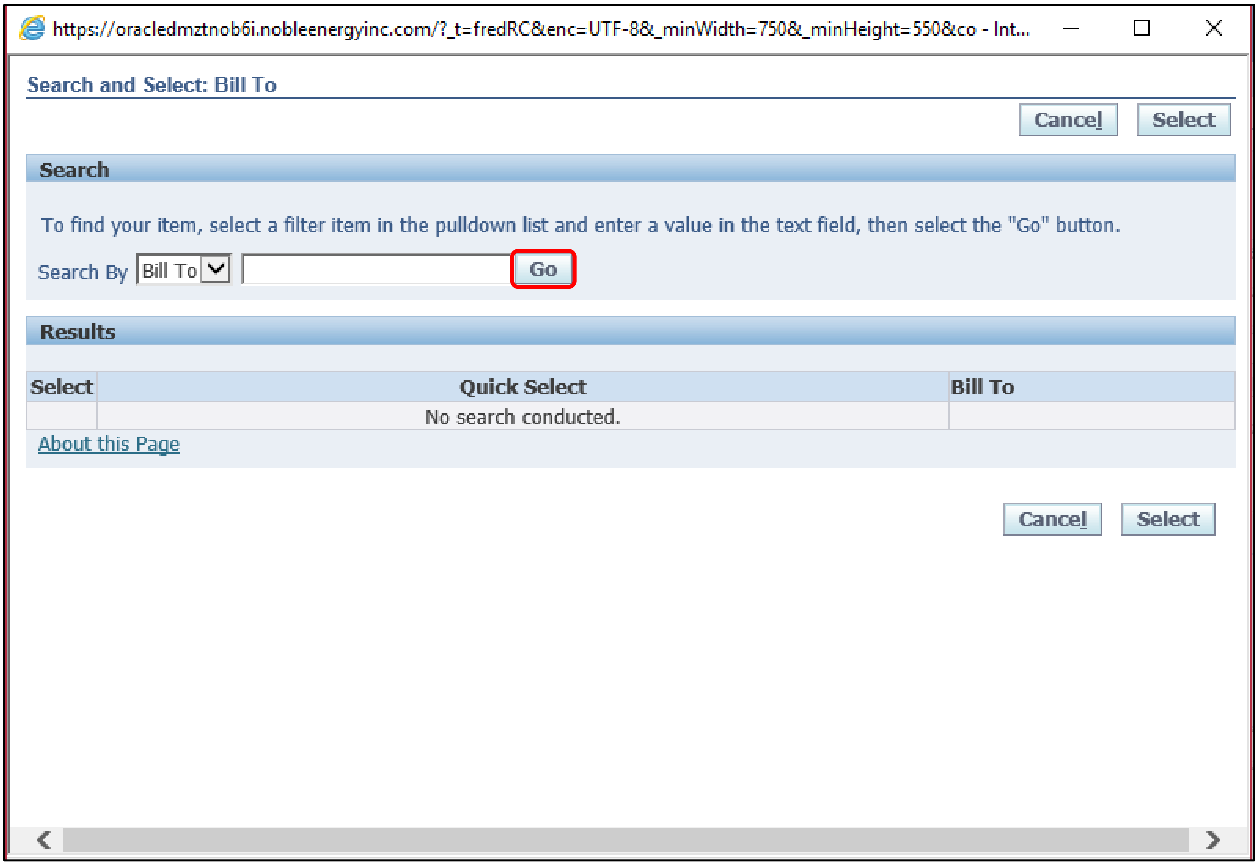
STEP 4: Search and select the Bill To by clicking on the Search icon.

Note: All fields with an * are required and all other fields are optional.



STEP 5: Enter the Noble entity in the Bill To and click Go.

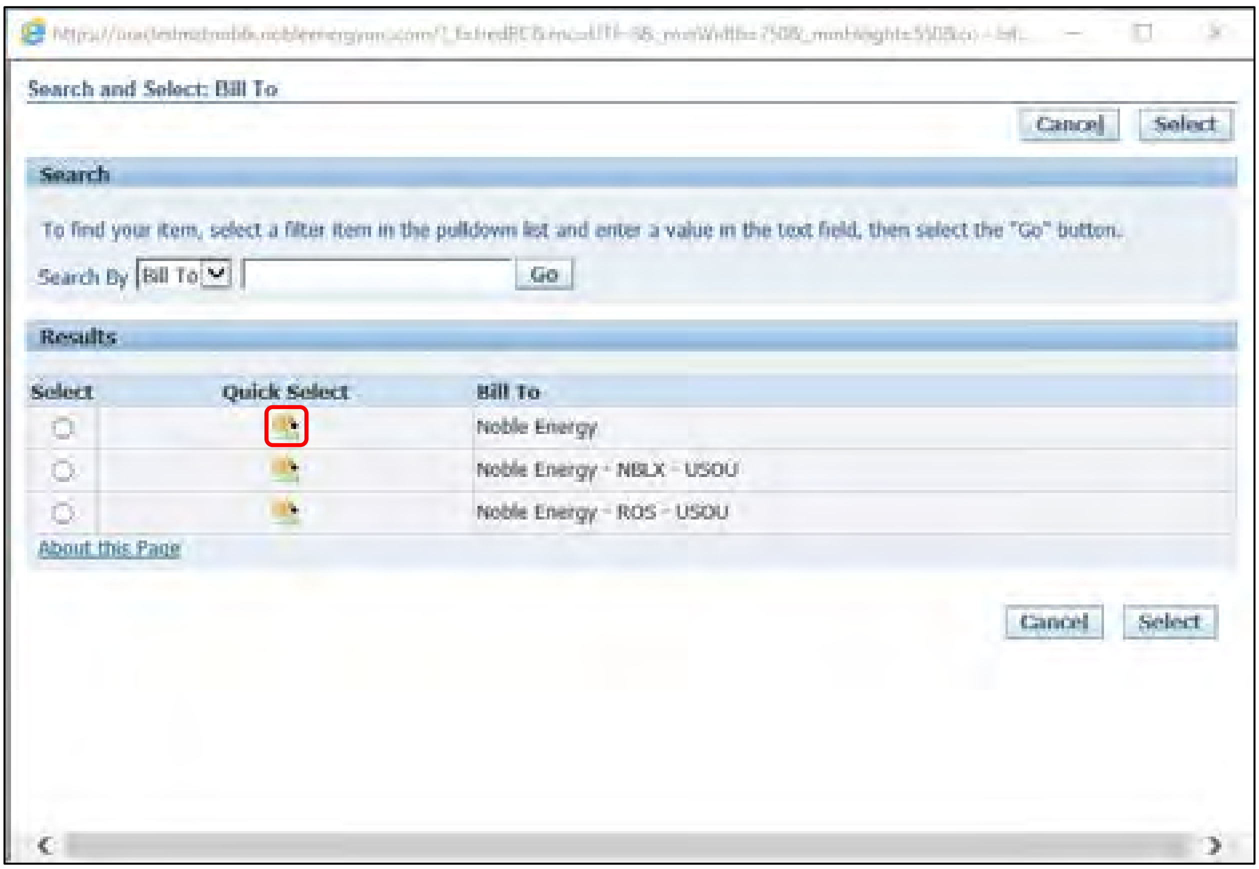
Note: If the field is left blank, clicking Go will give you all available Bill To's.



STEP 6: Click the Quick Select icon next to the Noble entity.

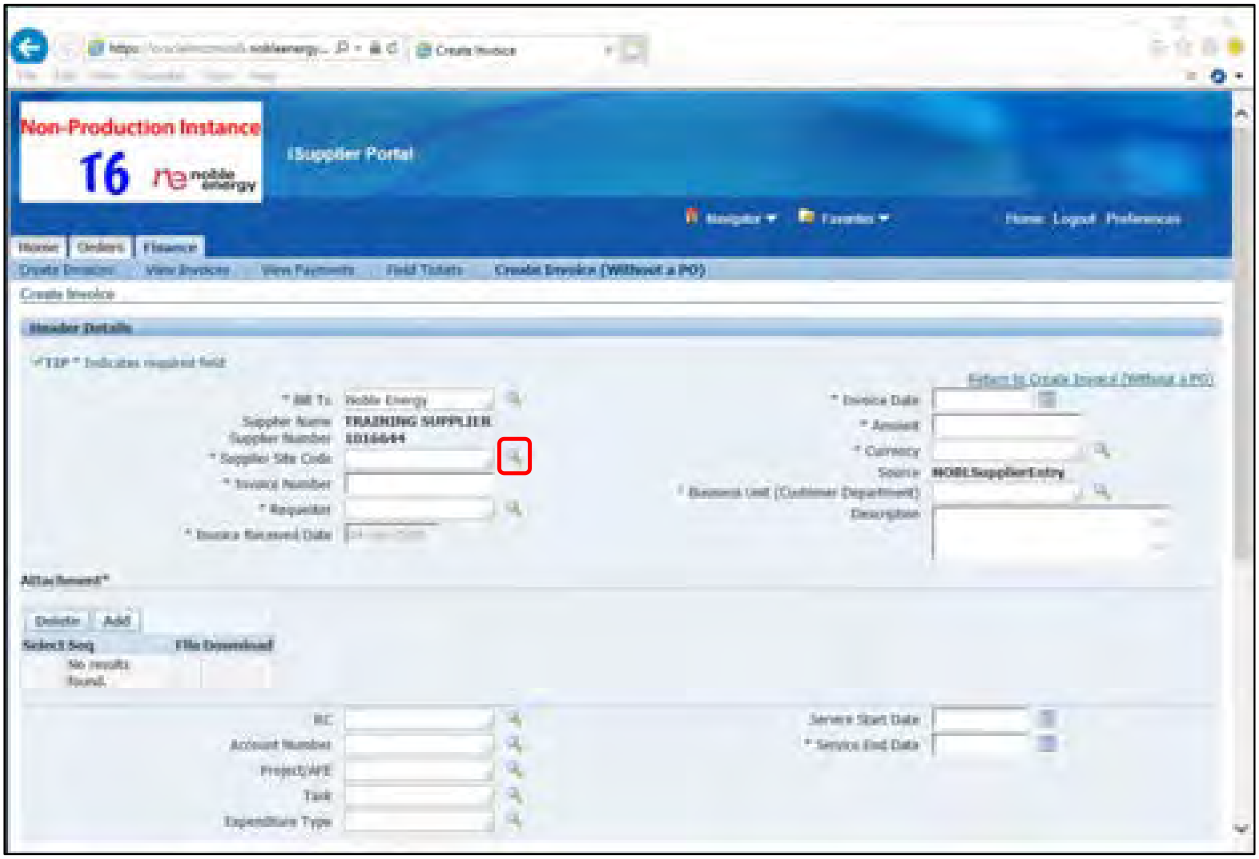
Note: Another option is to select the option next to the Bill To and click on the Select button.

Bill To	Noble Organization Name
Noble Energy - NBLX - USOU	Noble Midstream Services
Noble Energy - ROS - USOU	Rosetta Resources Operating LP (Eagleford)
Noble Energy	Noble Energy Inc, Permian, Midstream Holdings
Noble Energy - GQOU	Noble Energy EG Ltd.
Noble Energy - ILOU	Noble Energy Mediterranean Ltd.
Noble Energy - NEI - CYOU	Noble Energy International Ltd (Cyprus)



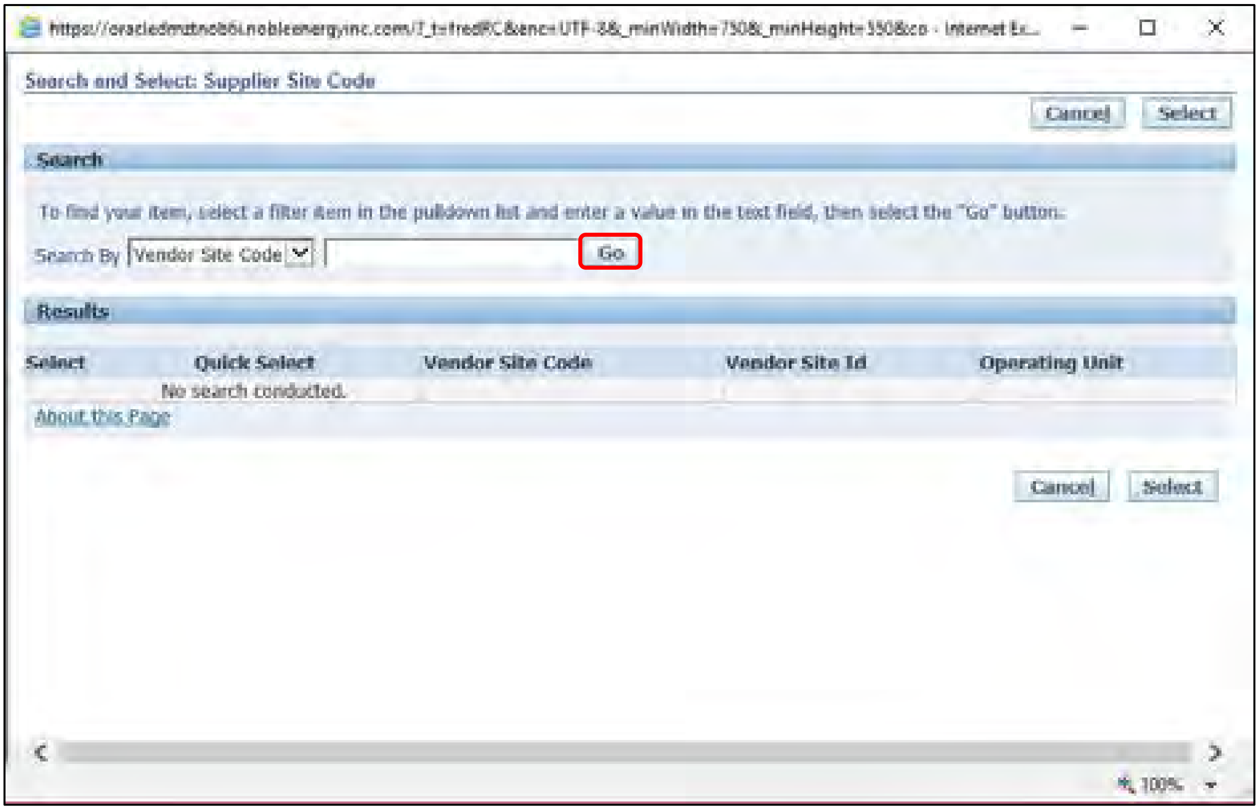
STEP 7: Search for the Supplier Site Code by clicking the Search icon.

> ***Note: The Supplier Site Code is a code used to determine payment information. If payments are sent using different methods, there will be more than one Supplier Site Code.***



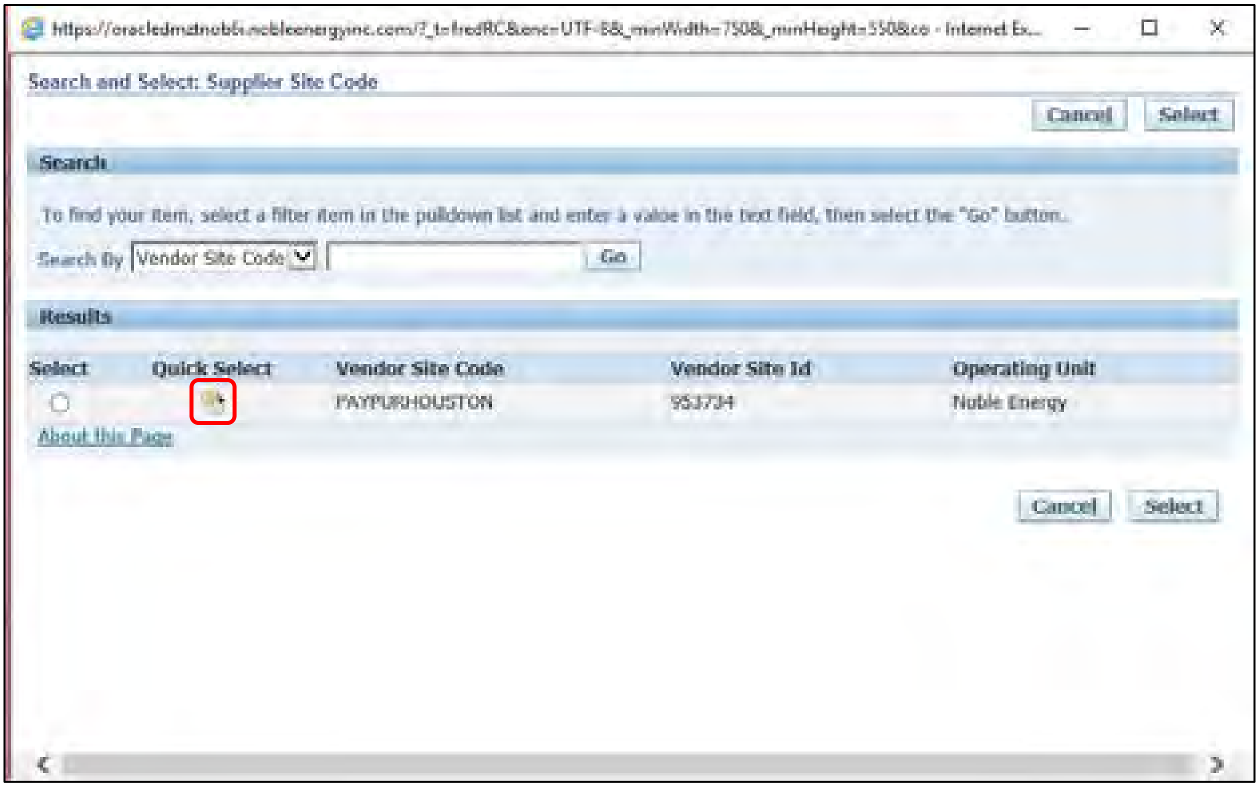
STEP 8: Enter the Site Code and click Go.

> ***Note: If the field is left blank, clicking Go will give you all available Supplier Site Codes***



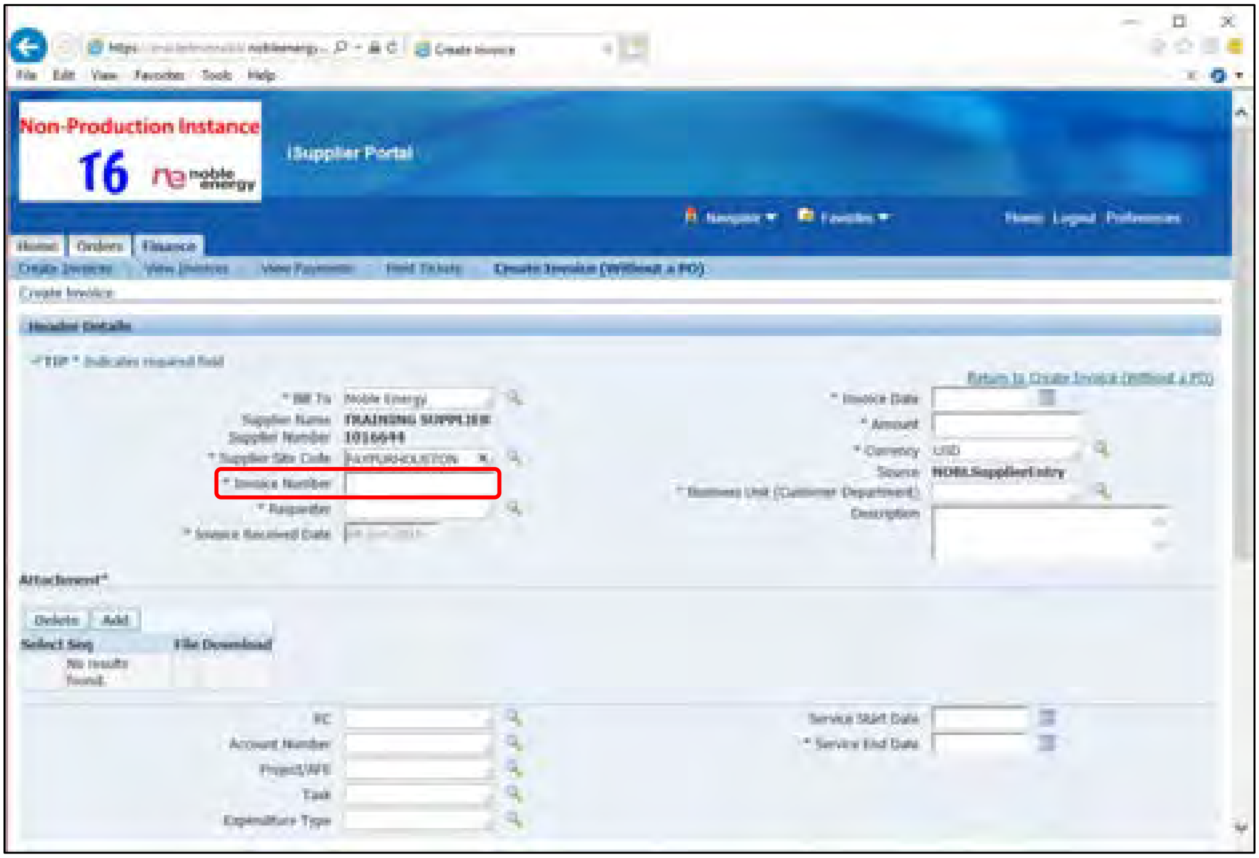
STEP 9: Click the Quick Select icon next to the Vendor Site Code.

Note: Another option is to select the option next to the Vendor Site Code and click on the Select button.



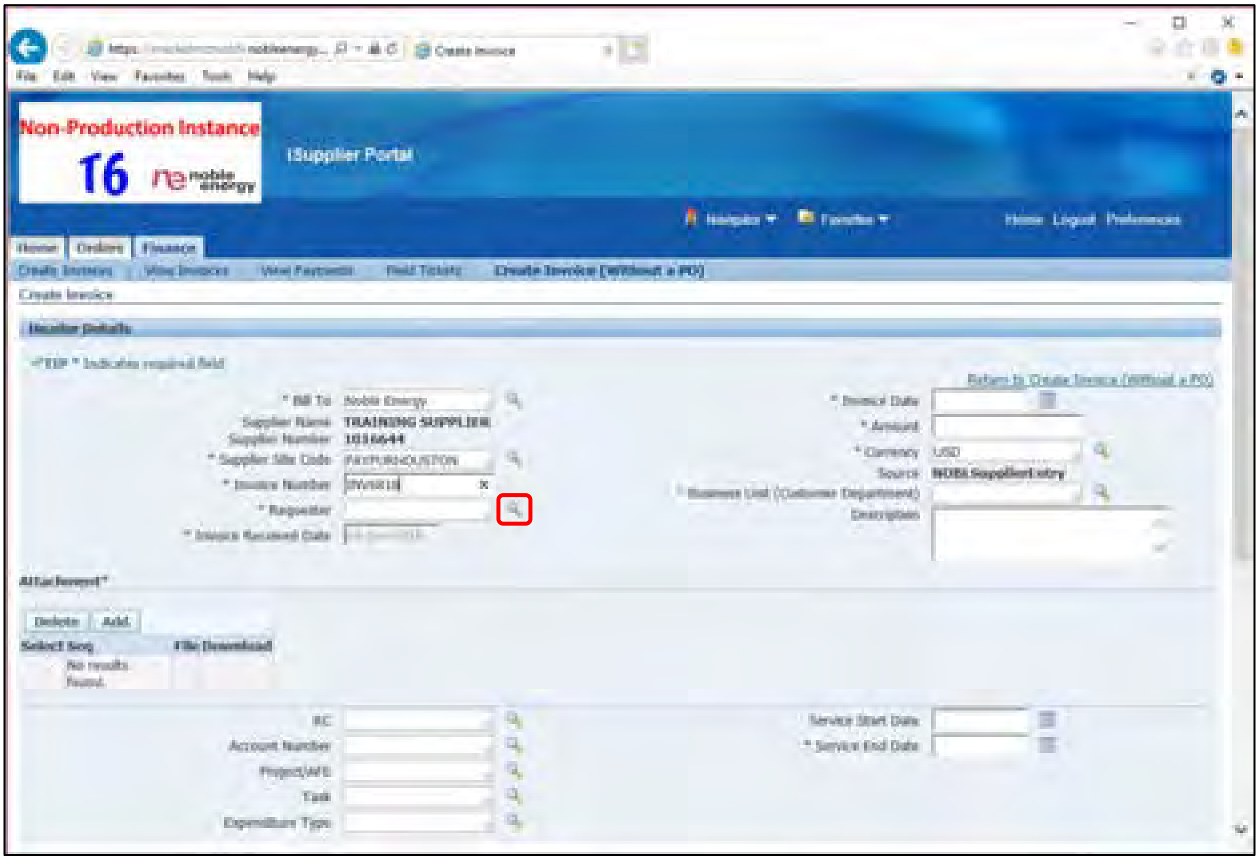
STEP 10: Enter the Invoice Number.

Note: The Invoice Number should be entered exactly as it appears on the attachment.

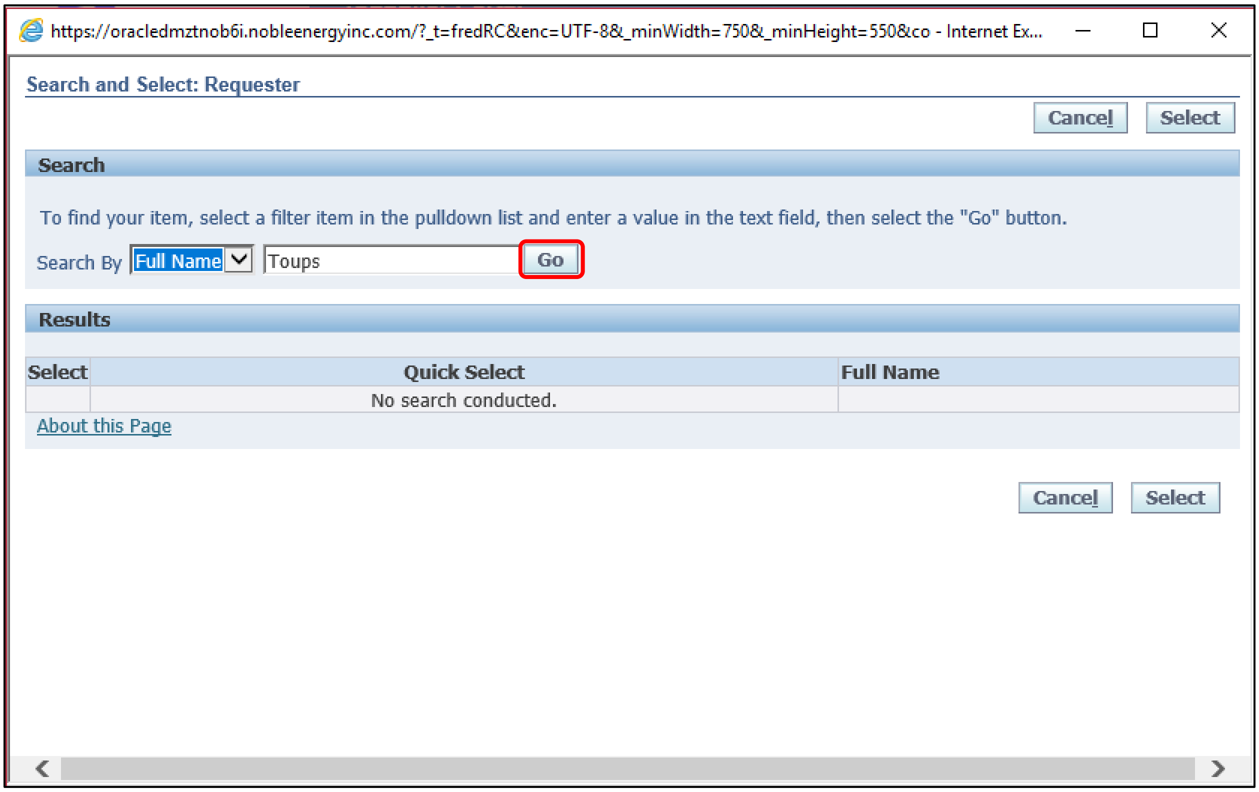


STEP 11: Search and enter the Requester by clicking the Search icon next to the field.

Note: The Requester is the representative at Noble that has requested the work.

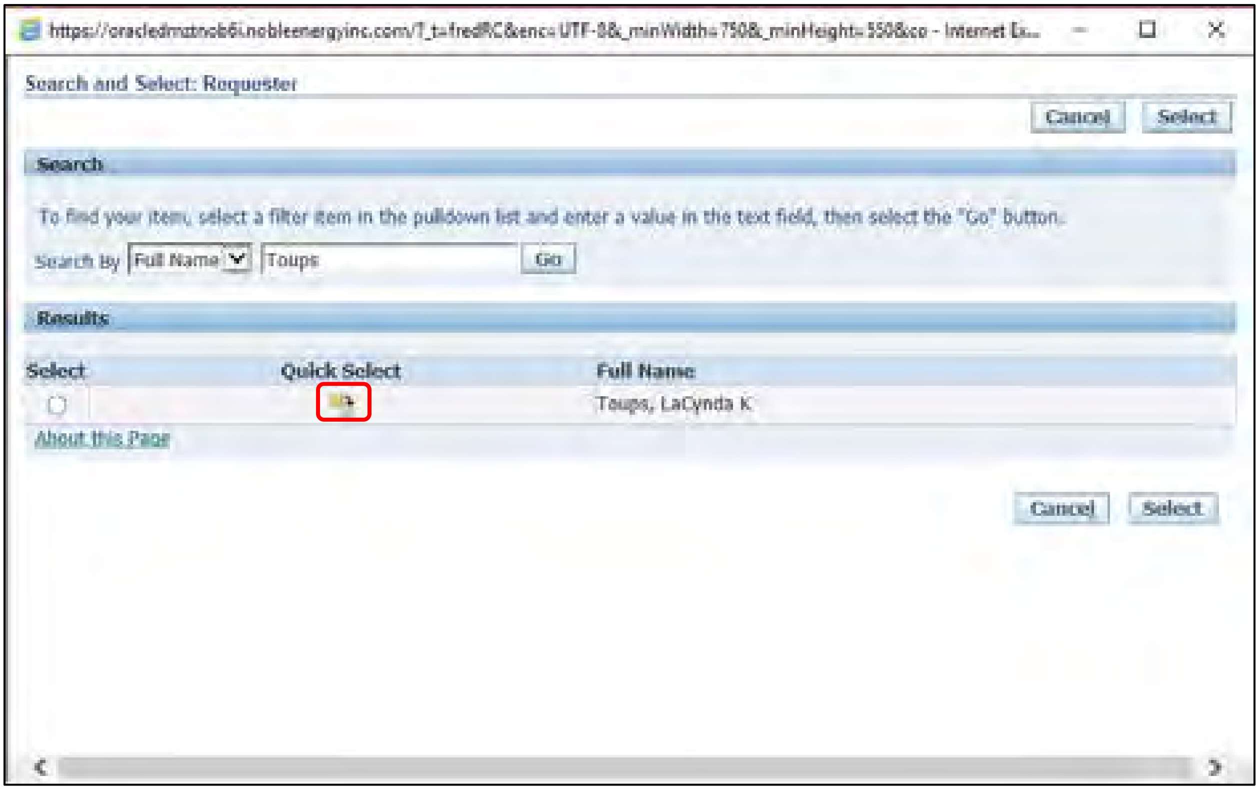


STEP 12: Enter the Requester's last name and click Go.



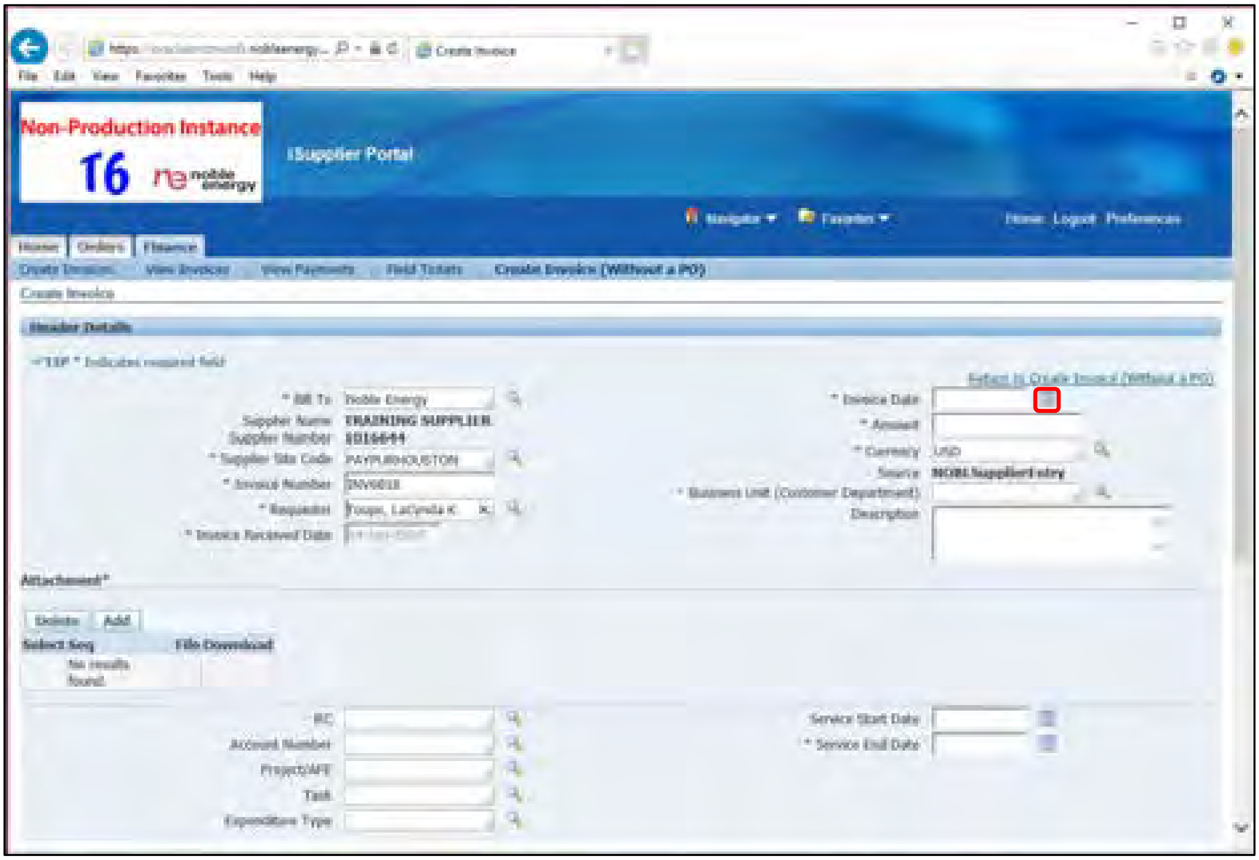
STEP 13: Click the Quick Select icon next to the Last Name of the Requester.

Note: Another method is to select the option next to the Requester's Last Name and click the Select button.

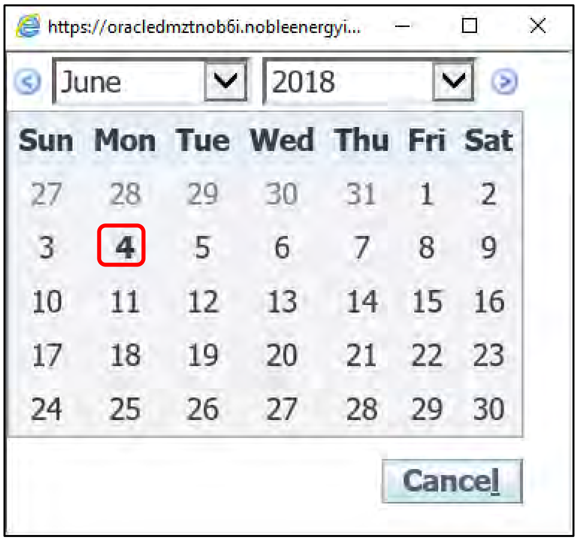


STEP 14: Enter the Invoice Date or click the Calendar icon to select the date.

Note: The Invoice Date needs to be entered in the DD-MON-YYYY format.

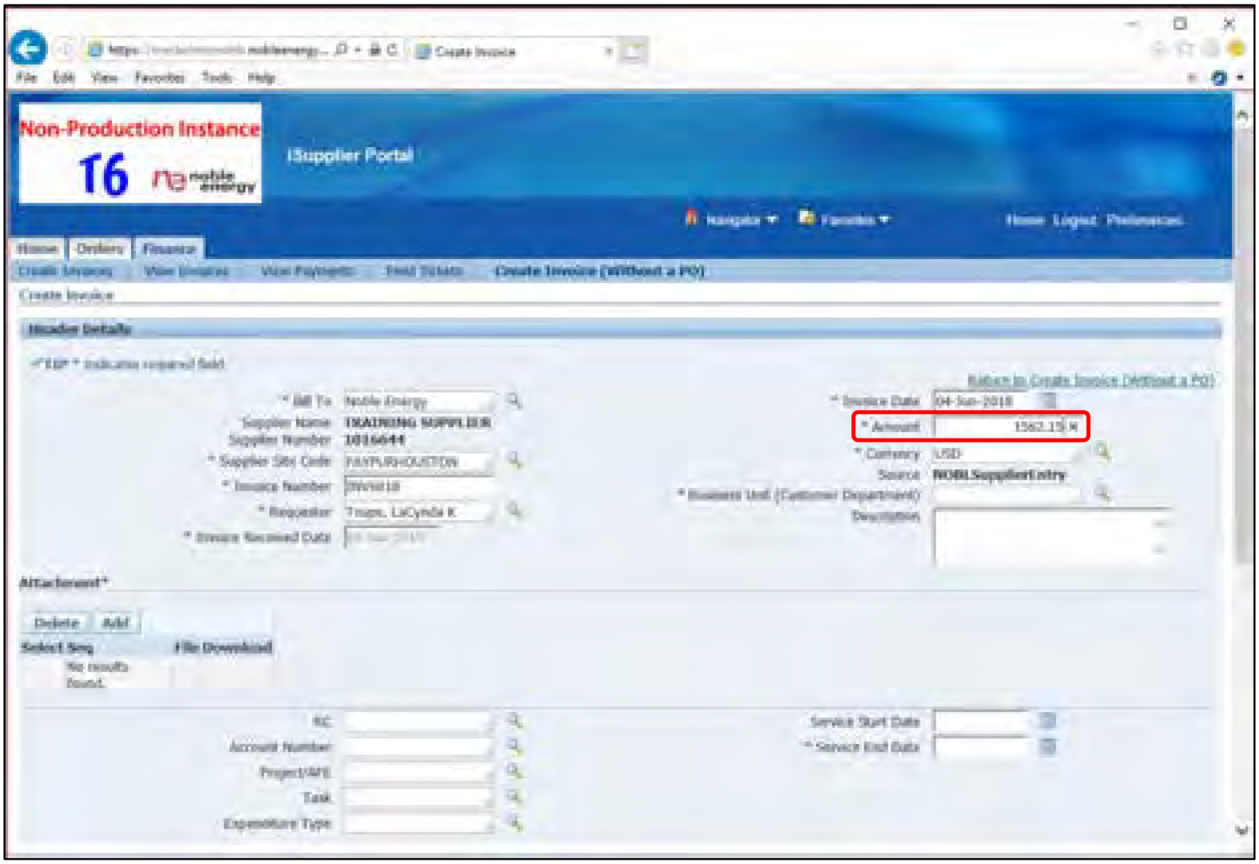


STEP 15: Click on the Date to select.

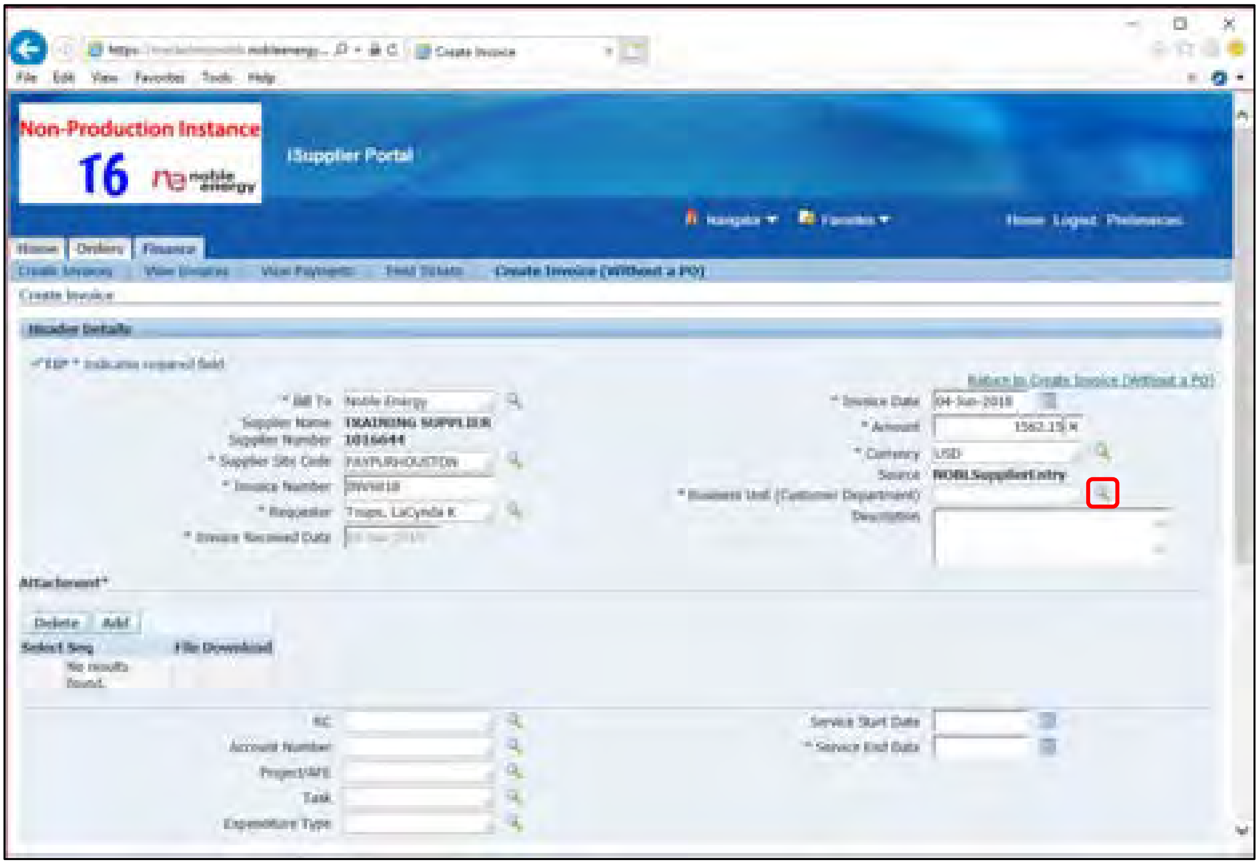


STEP 16: Enter the Invoice total in the Amount field.

Note: Credit invoices will need to have a negative Amount entered.

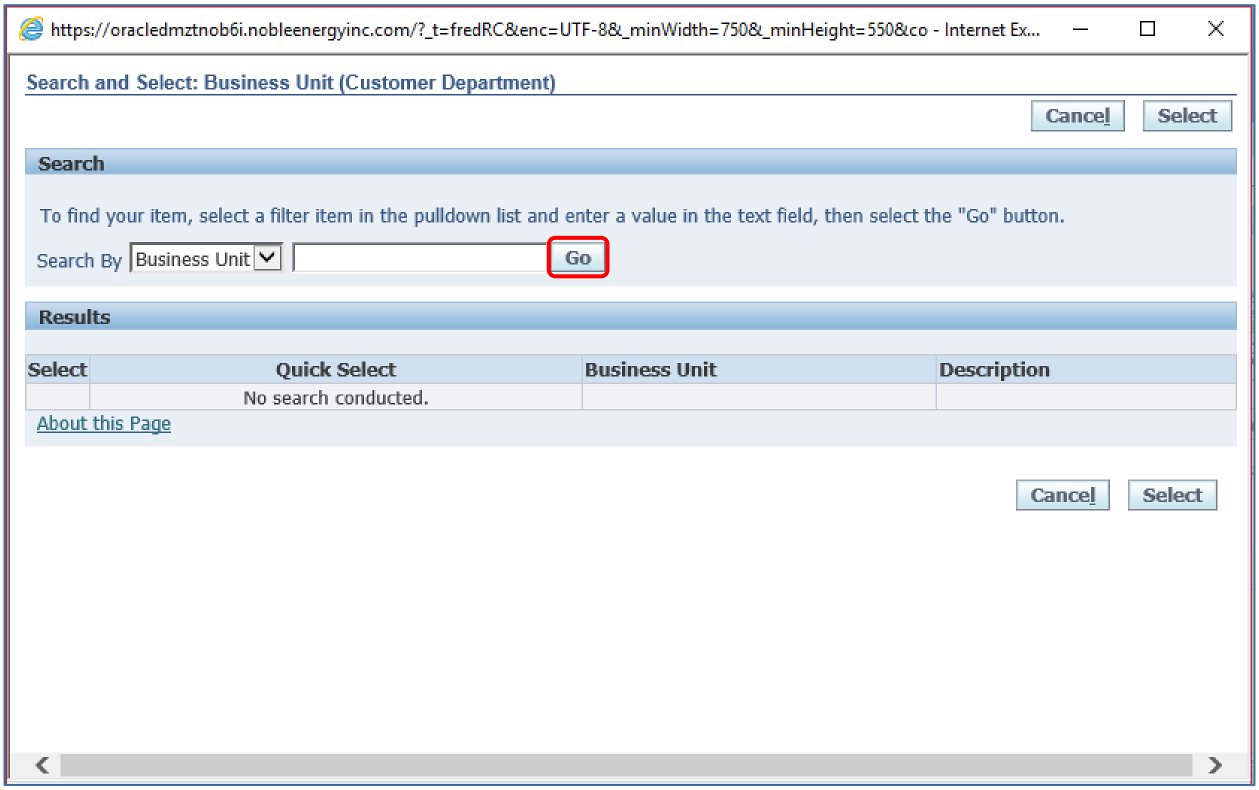


STEP 17: Search and enter the Business Unit (Customer Department) by clicking the Search icon next to the field.



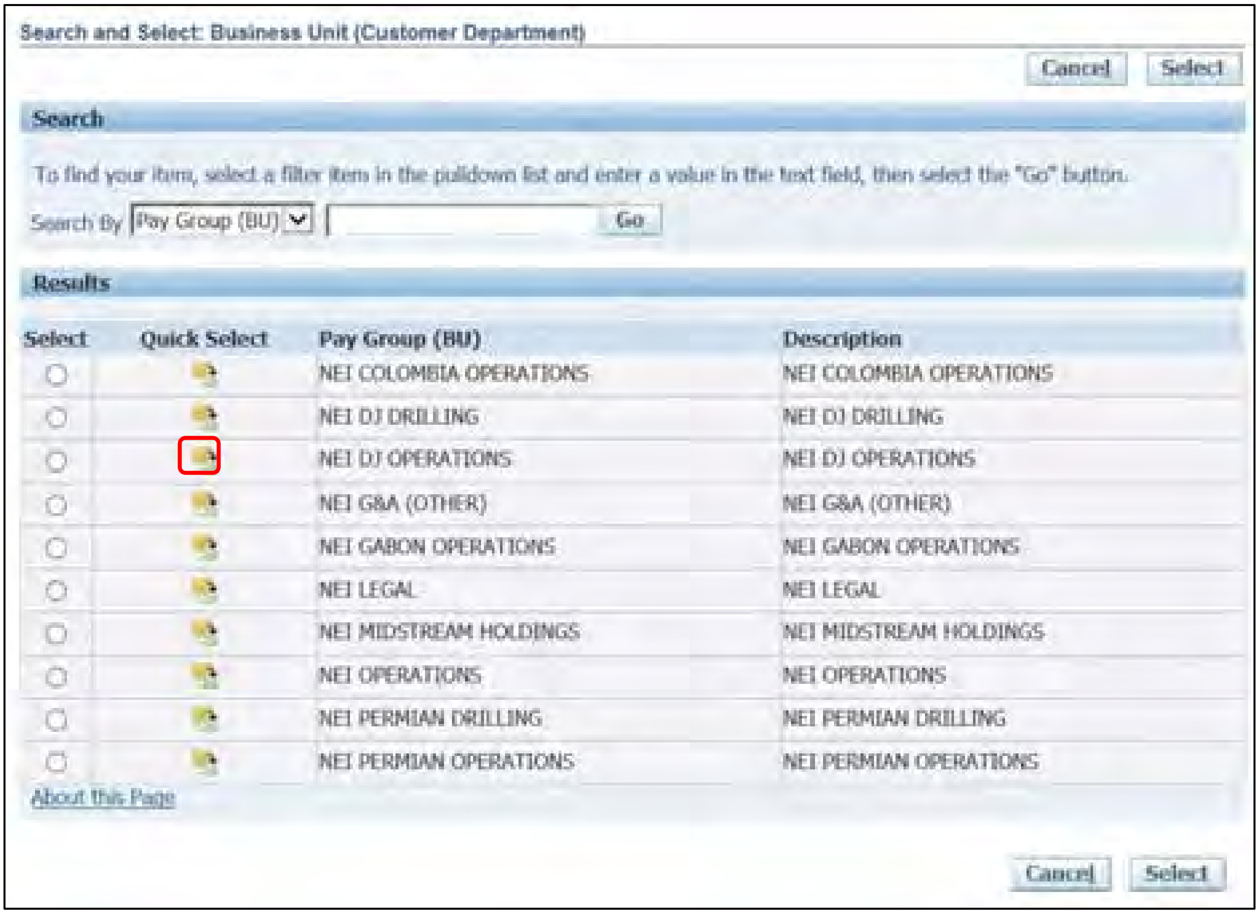
STEP 18: Enter the Business Unit (Customer Department) and click Go.

Note: If the field is left blank, clicking Go will give you all available departments.



STEP 19: Click the Quick Select icon next to the Business Unit / Customer Department.

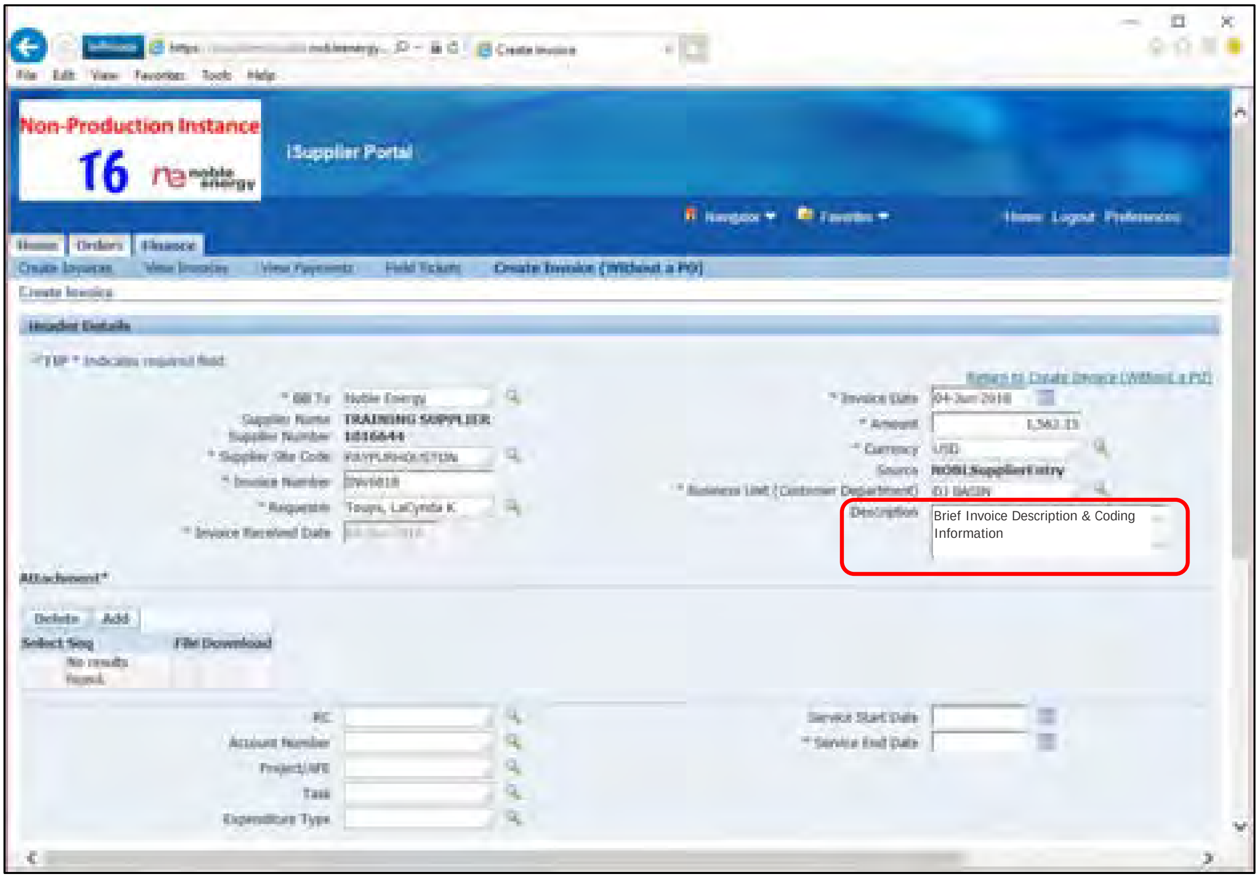
Note: Another method is to select the option next to the name and click the Select button.



STEP 20: In the Description field enter a brief invoice description and ALL coding information. All coding consists of one of the following combinations:

- AFE, Task, and E-Type
- Report Center and Account Number

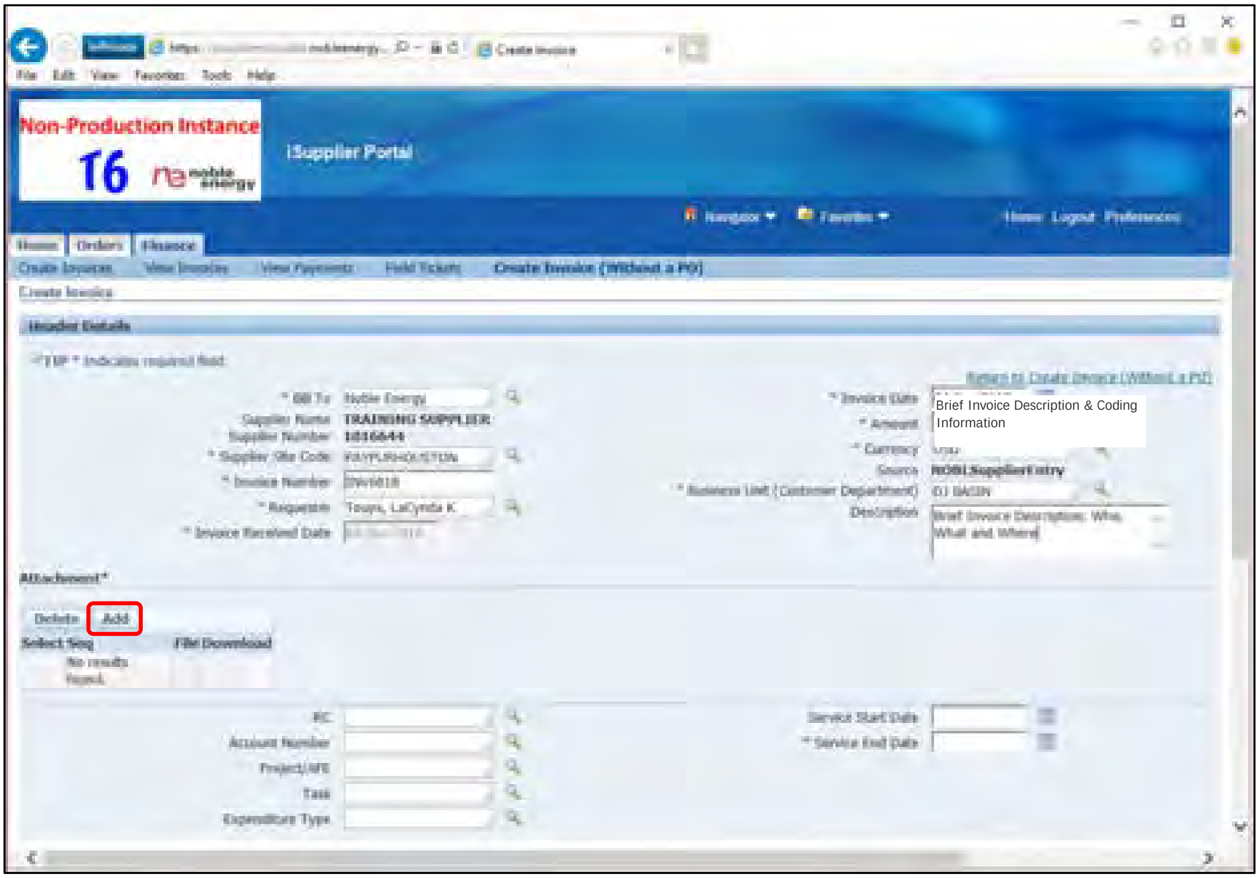
Note: The Description field has a maximum character limit of 239 characters.



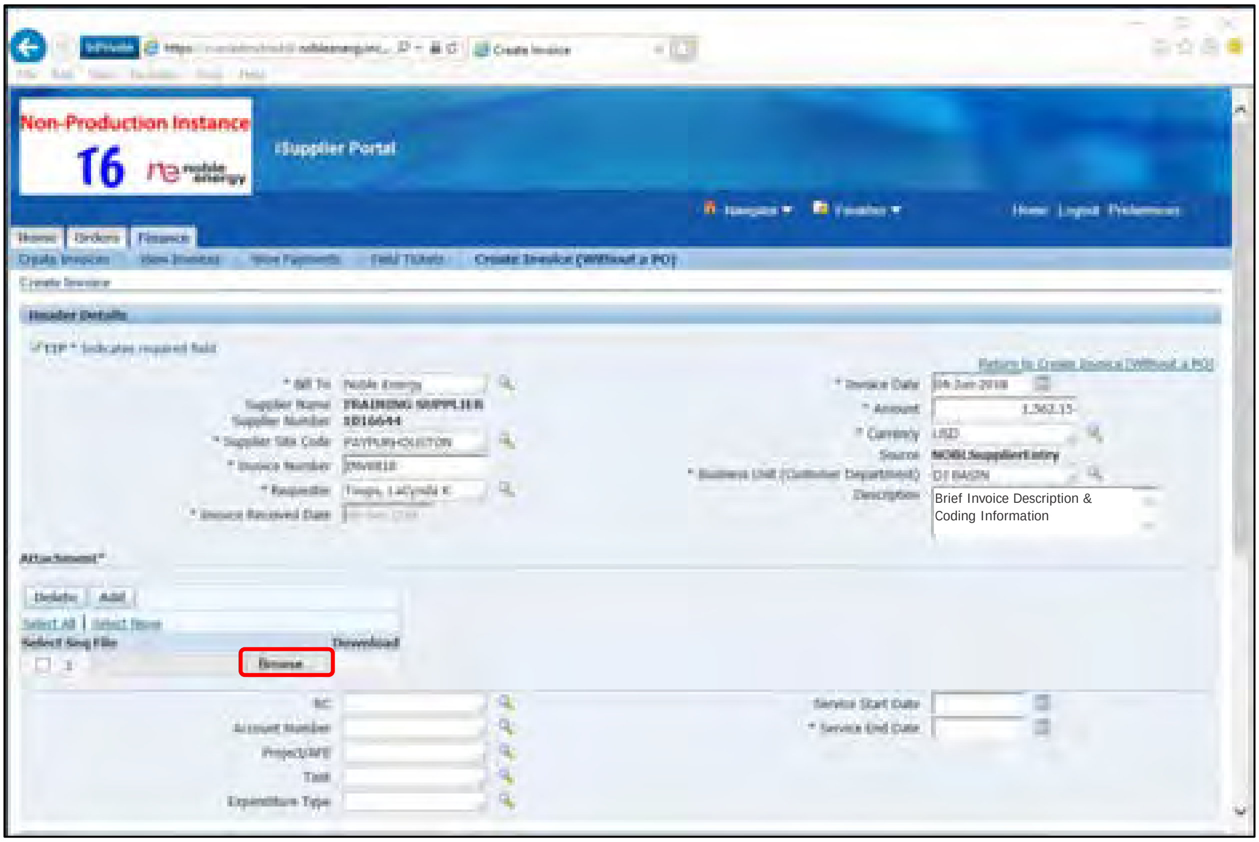
STEP 21: Click the Add button to add a new attachment.

Note: It is required that you attach a copy of the invoice and ALL supporting documentation. The attachment must include the requester and coding details as mentioned in the previous step and any other information as required.

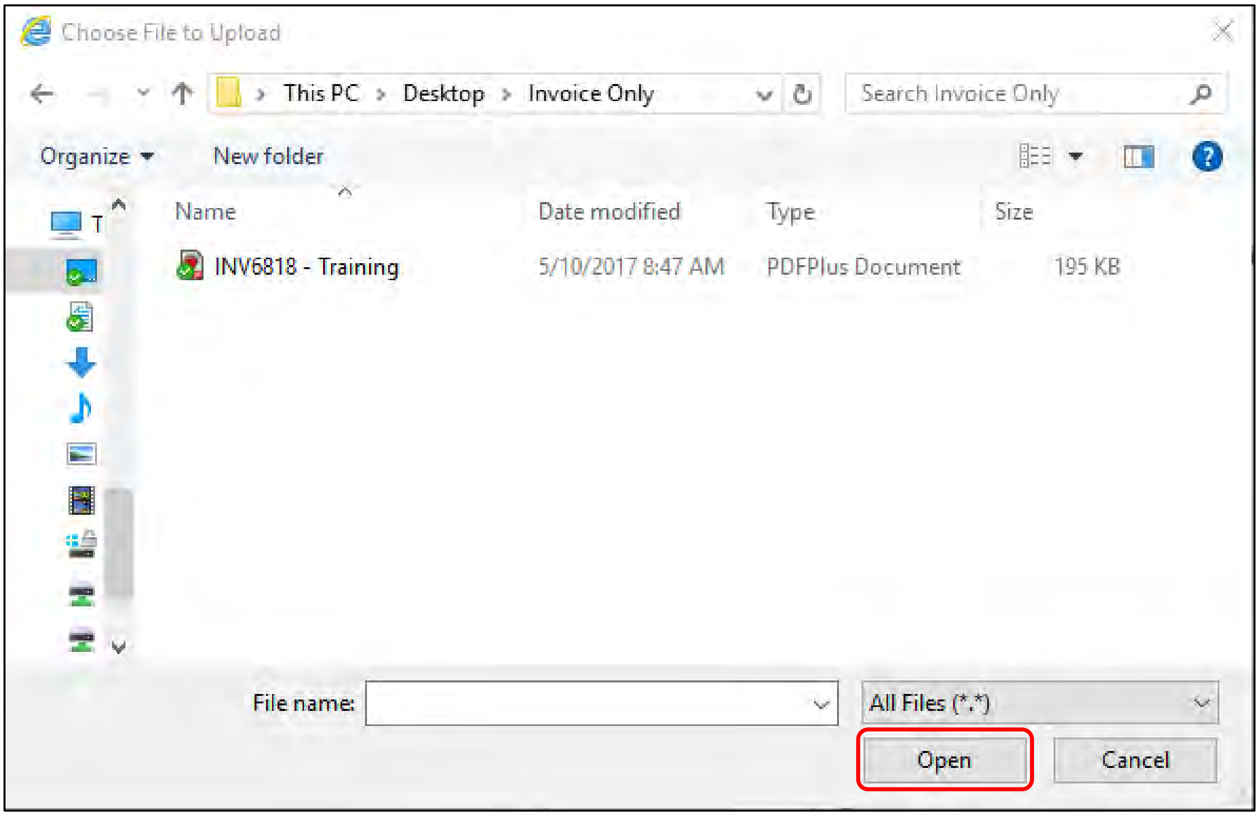
Note: Multiple attachments can be added by clicking the Add button.



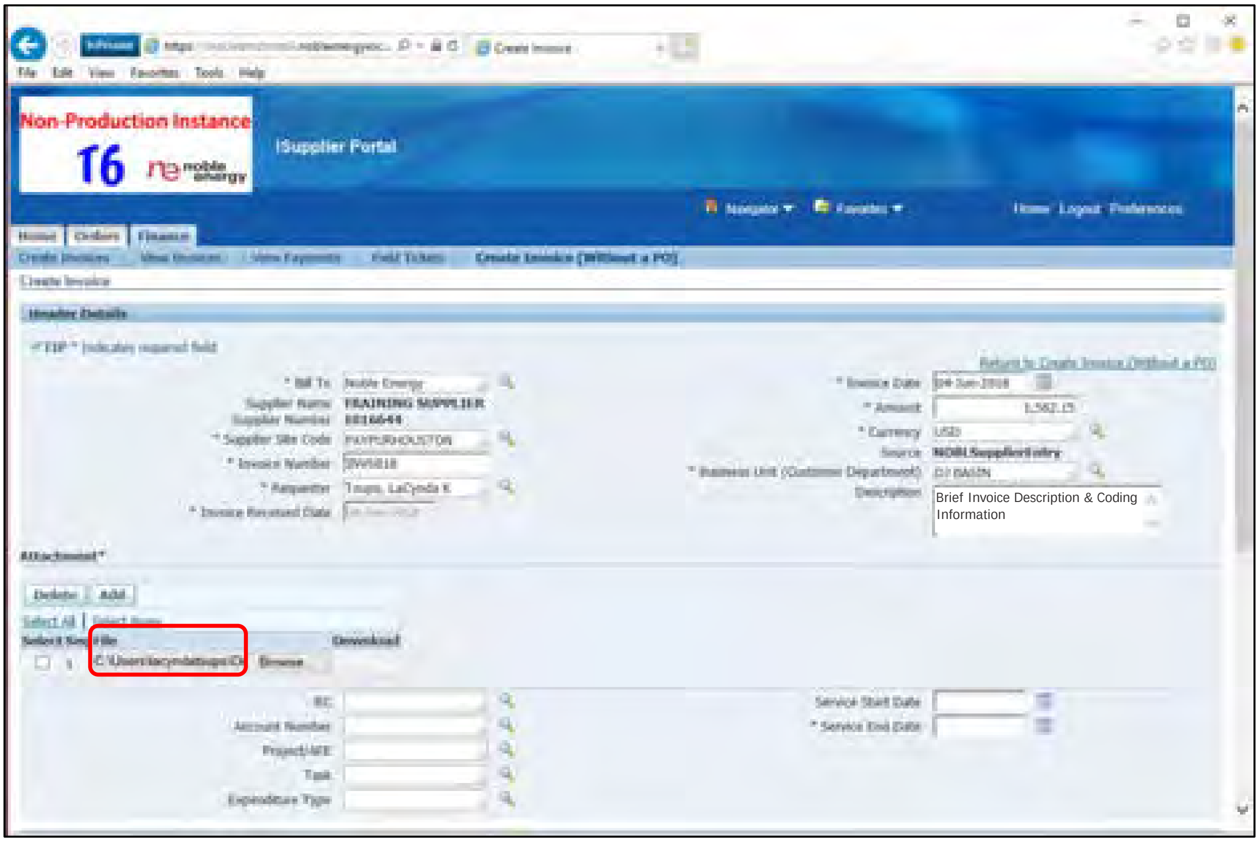
STEP 22: Click the Browse… button to search for documents/files to attach to the invoice.



STEP 23: Select the file and click the Open button.

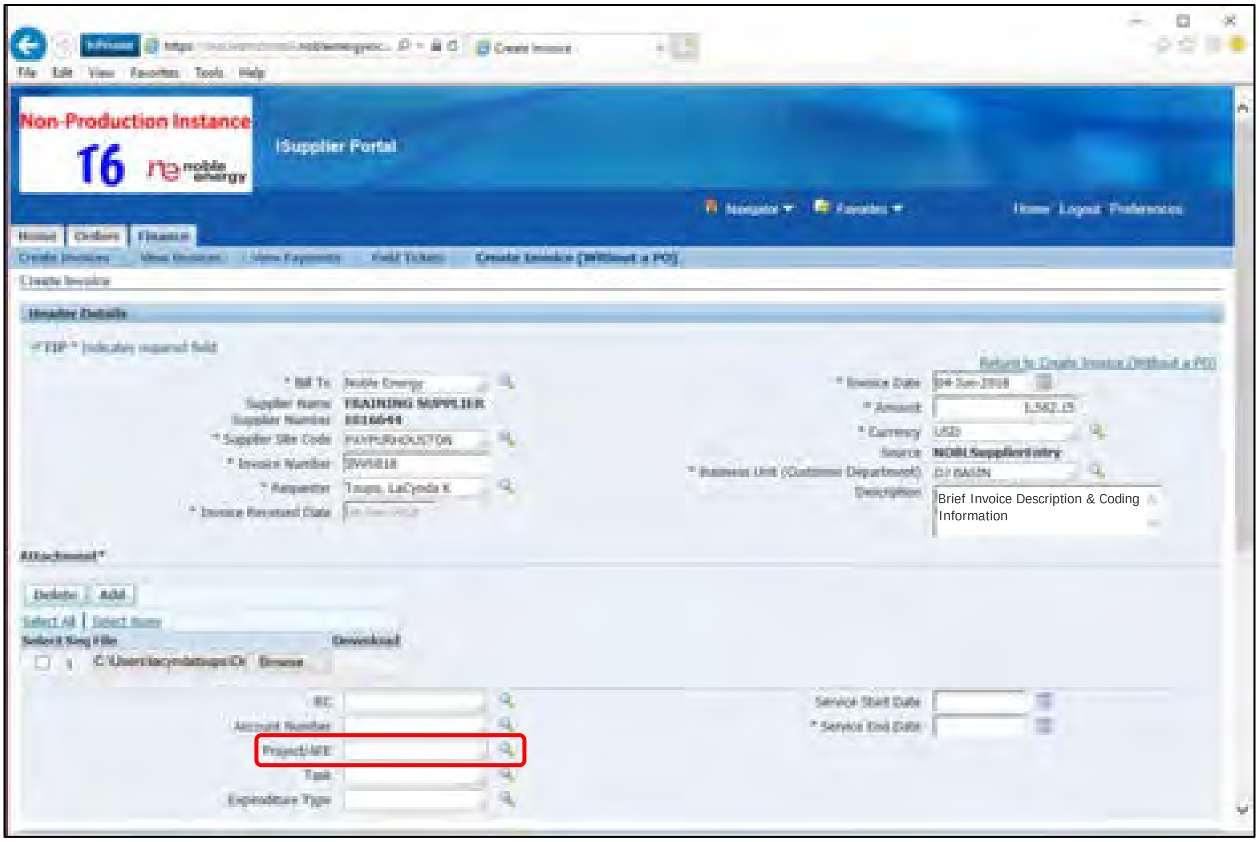


STEP 24: The attached file will show in the File column.



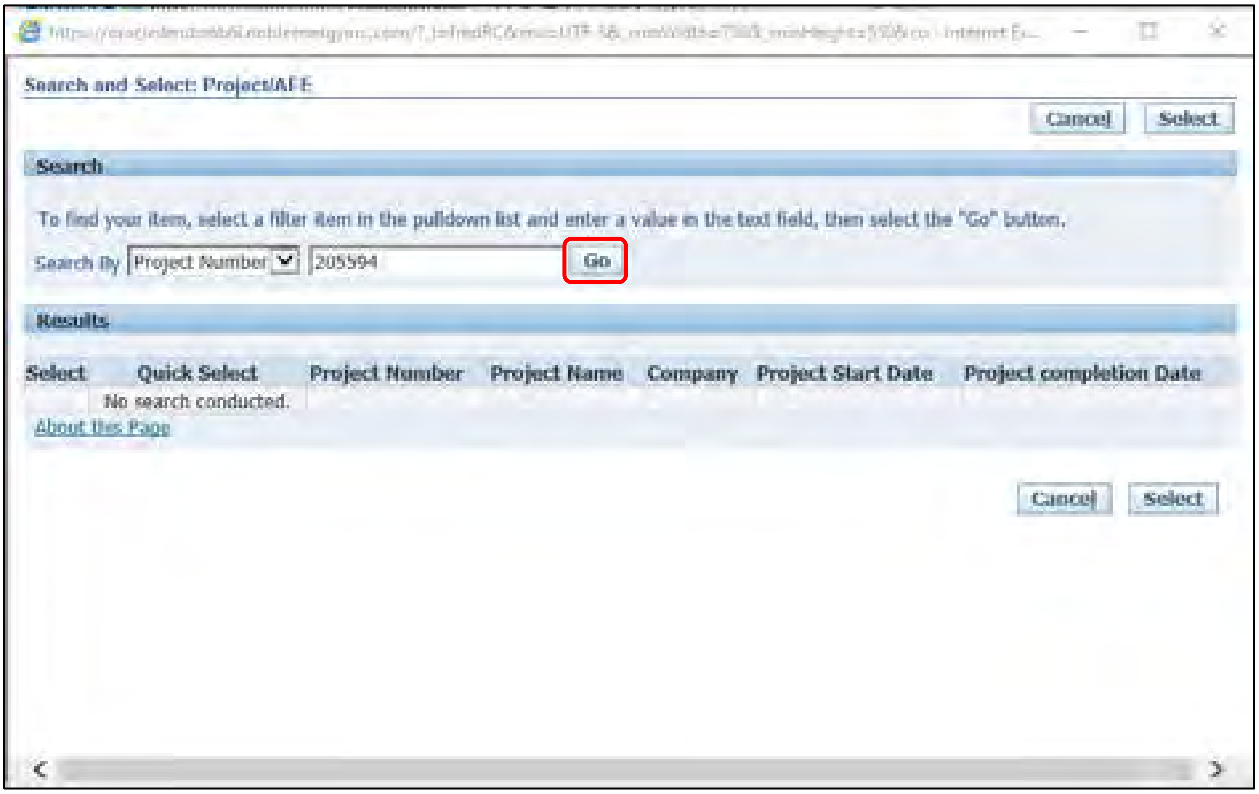
STEP 25: Enter a RC or Project/AFE number or click on the Search icon.

> ***Note: Both RC and Project/AFE cannot be left blank, a value must be entered in one field or the other.***



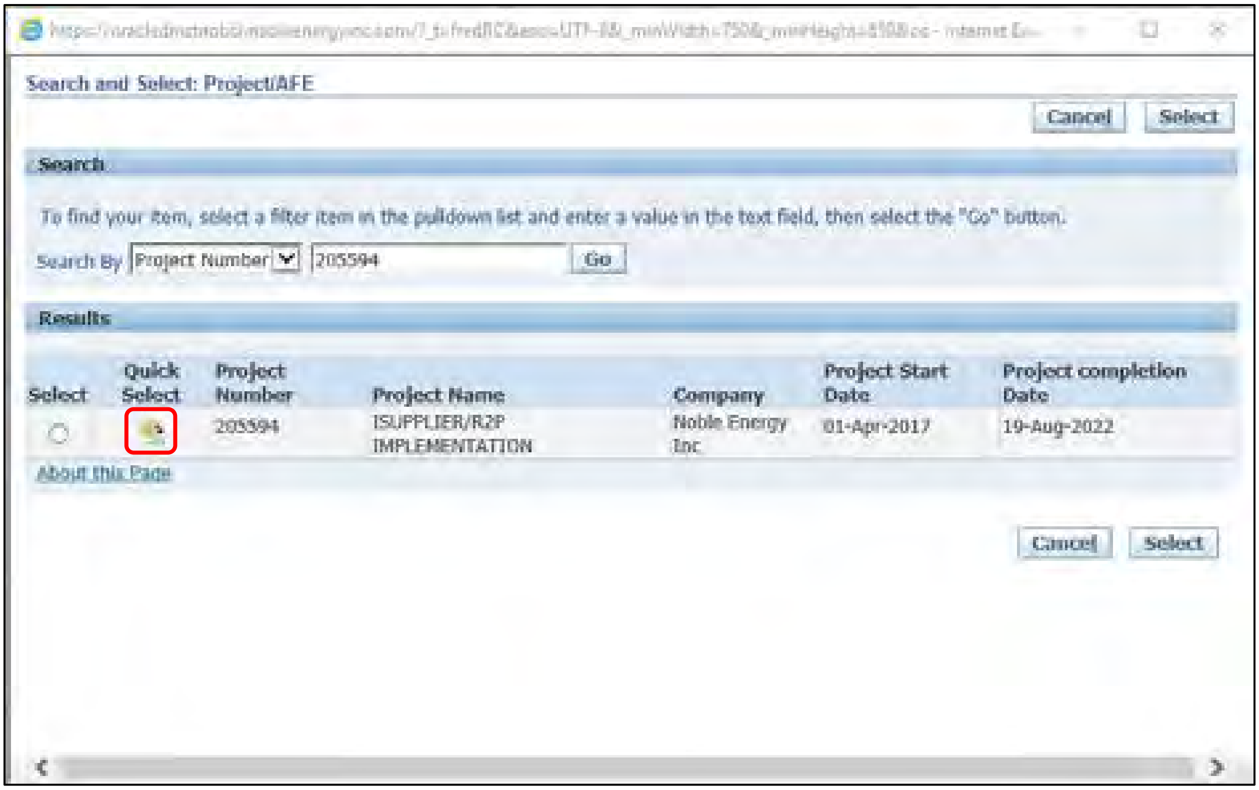
STEP 26: Enter the Project/AFE number and click Go.

Note: If the field is left blank, clicking Go will search for all Project/AFE numbers.



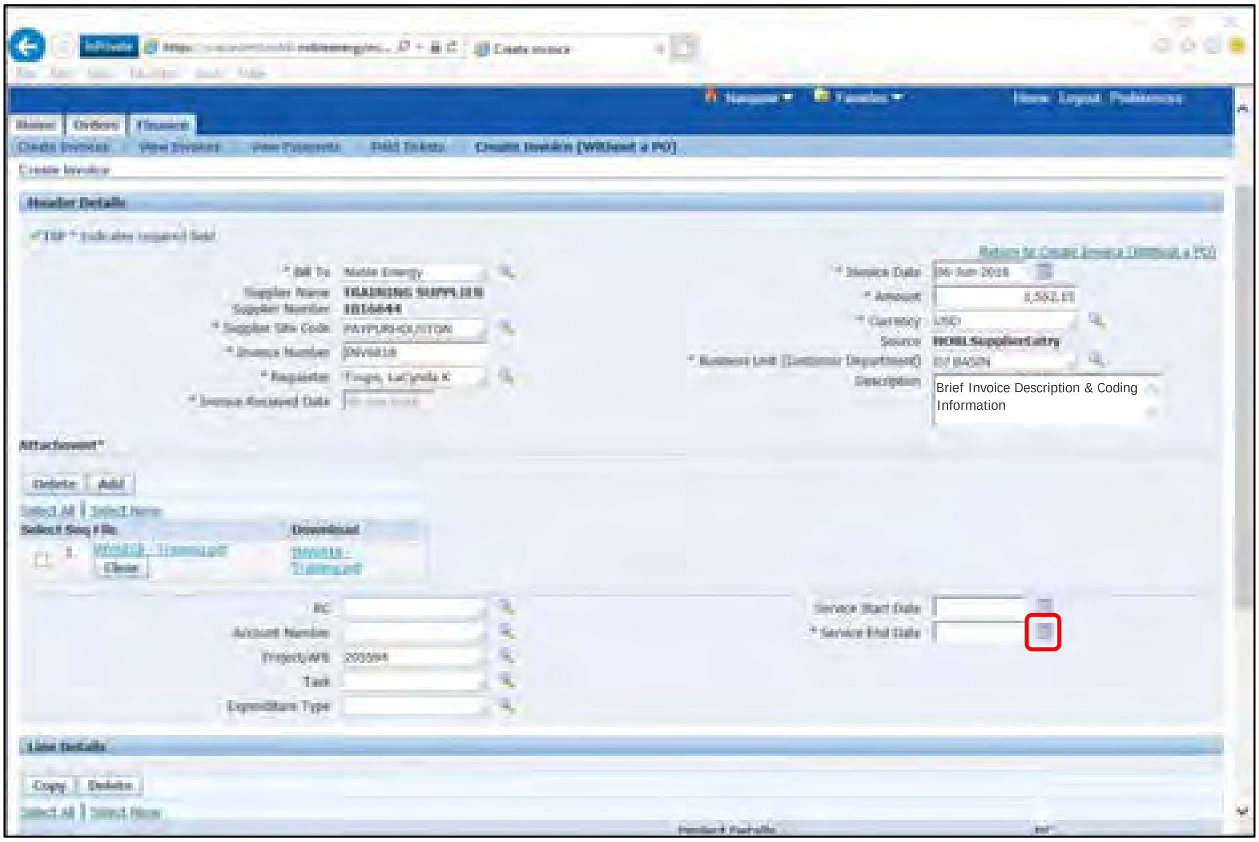
STEP 27: Click the Quick Select icon next to the Project Number.

Note: Another method is to select the option next to the Project and click the Select button.

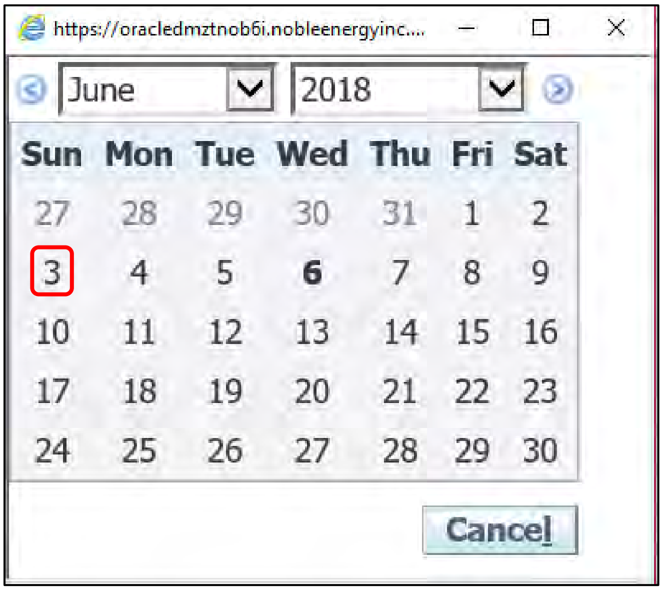


STEP 28: Enter the Service End Date or click the Calendar icon to select the date.

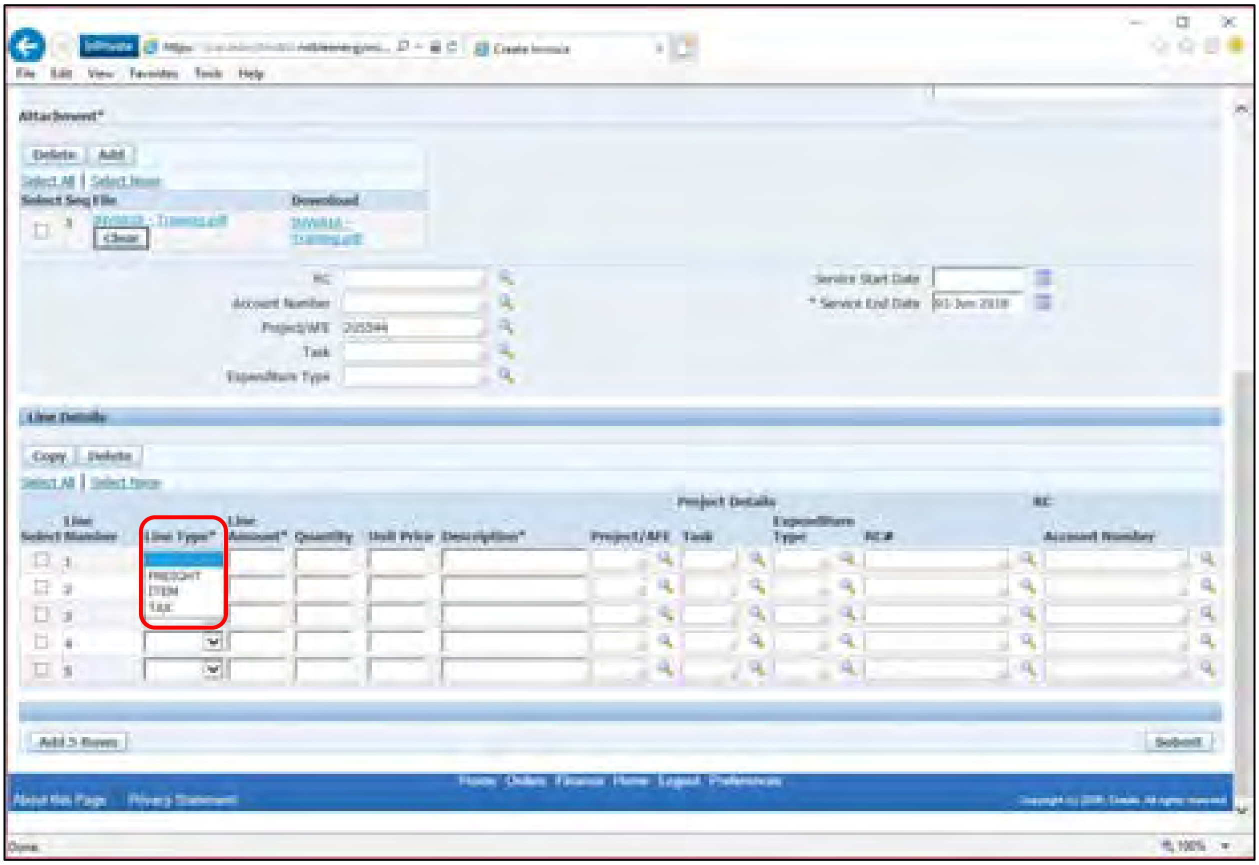
Note: The Service End Date needs to be entered in the DD-MON-YYYY format.



STEP 29: Click on the Date to select.

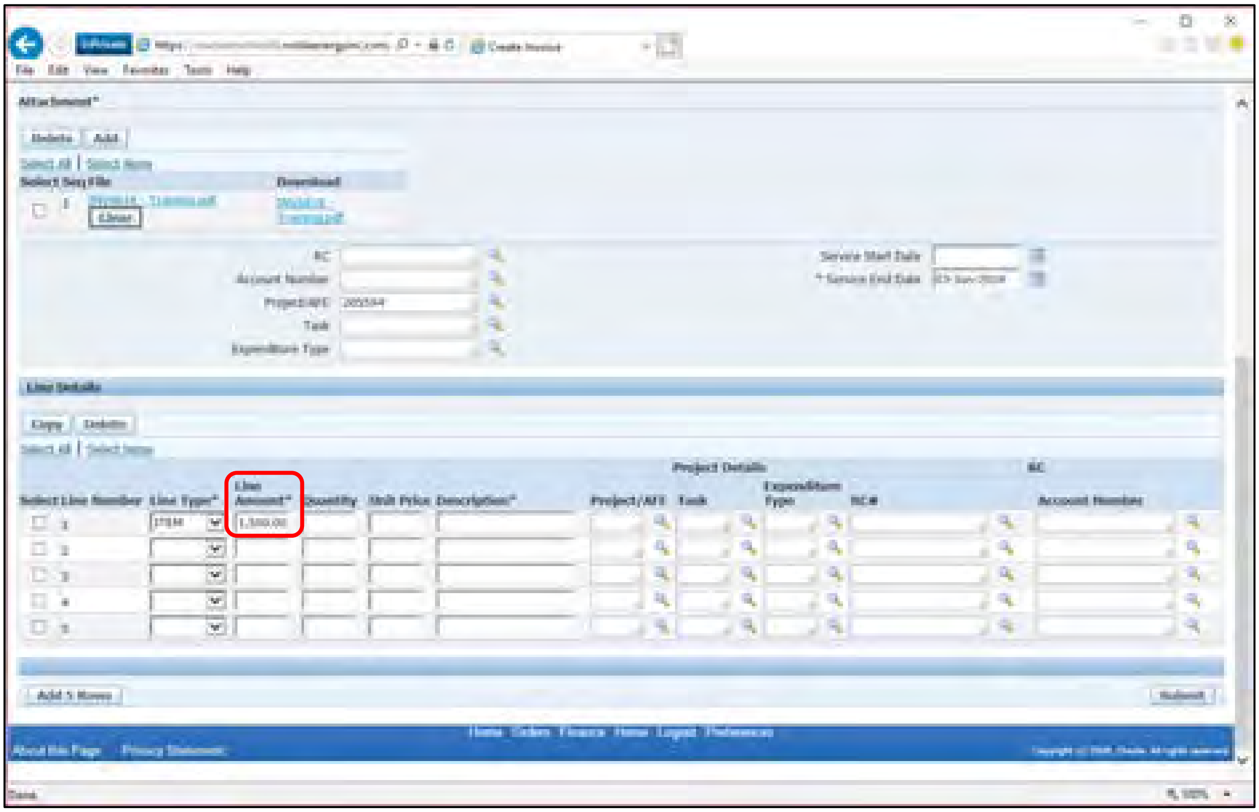


STEP 30: Select the first line in the Line Details and click the drop-down arrow to select the Line Type.

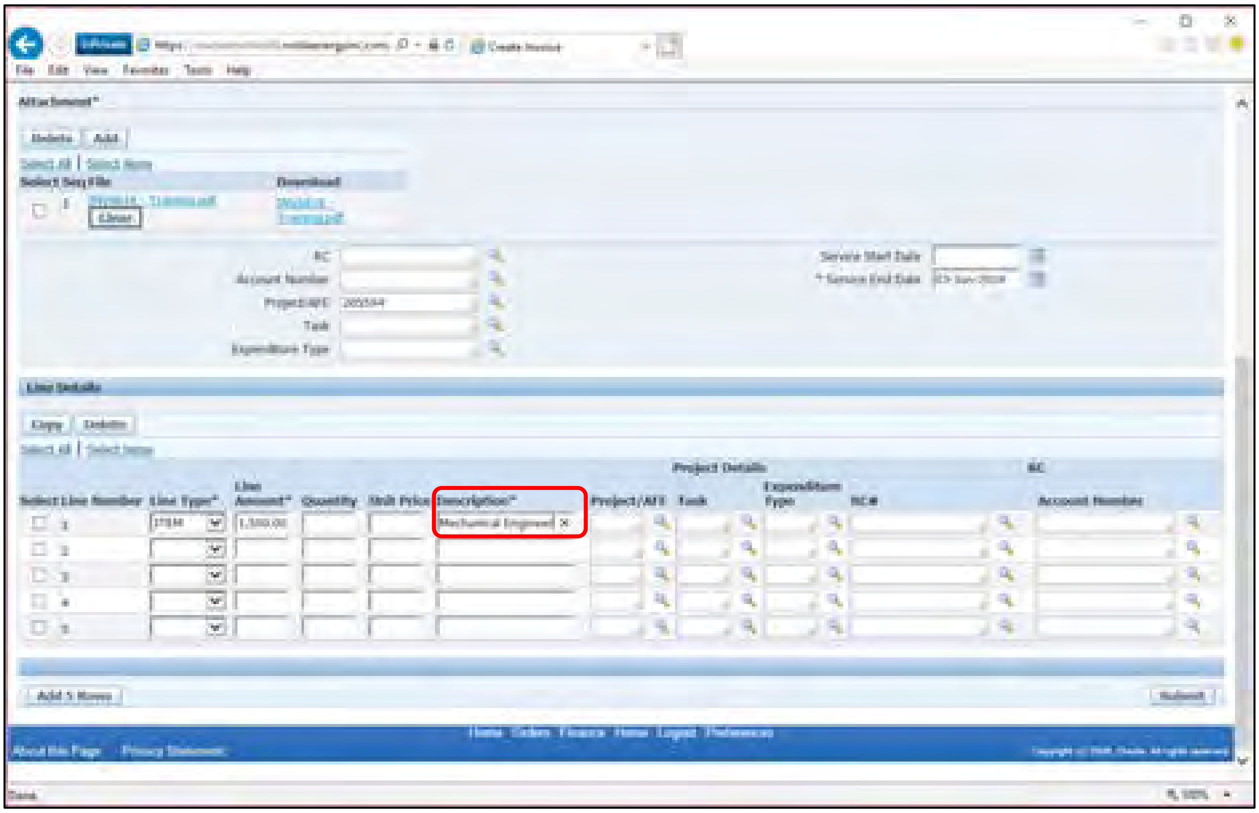


STEP 31: Enter the Line Amount.

Note: Credit invoices will need a negative Line Amount entered.

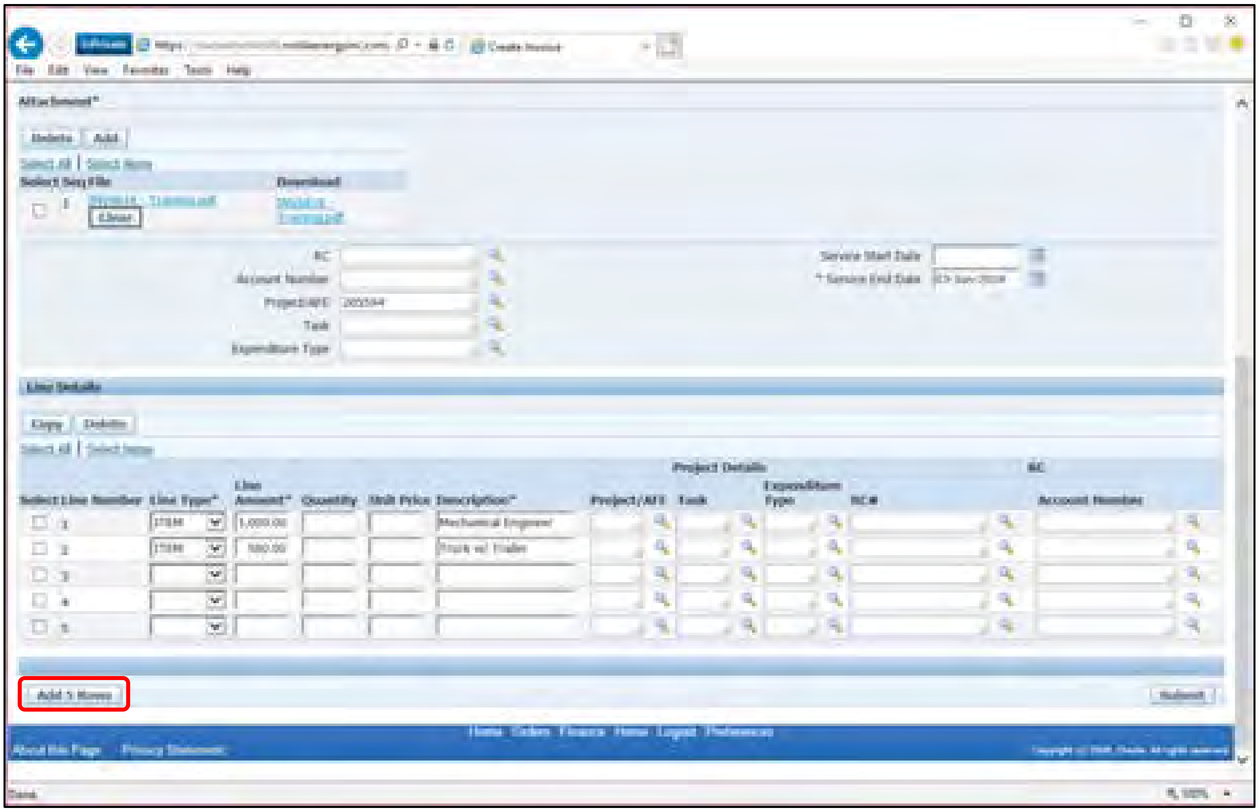


STEP 32: Enter the item Description.

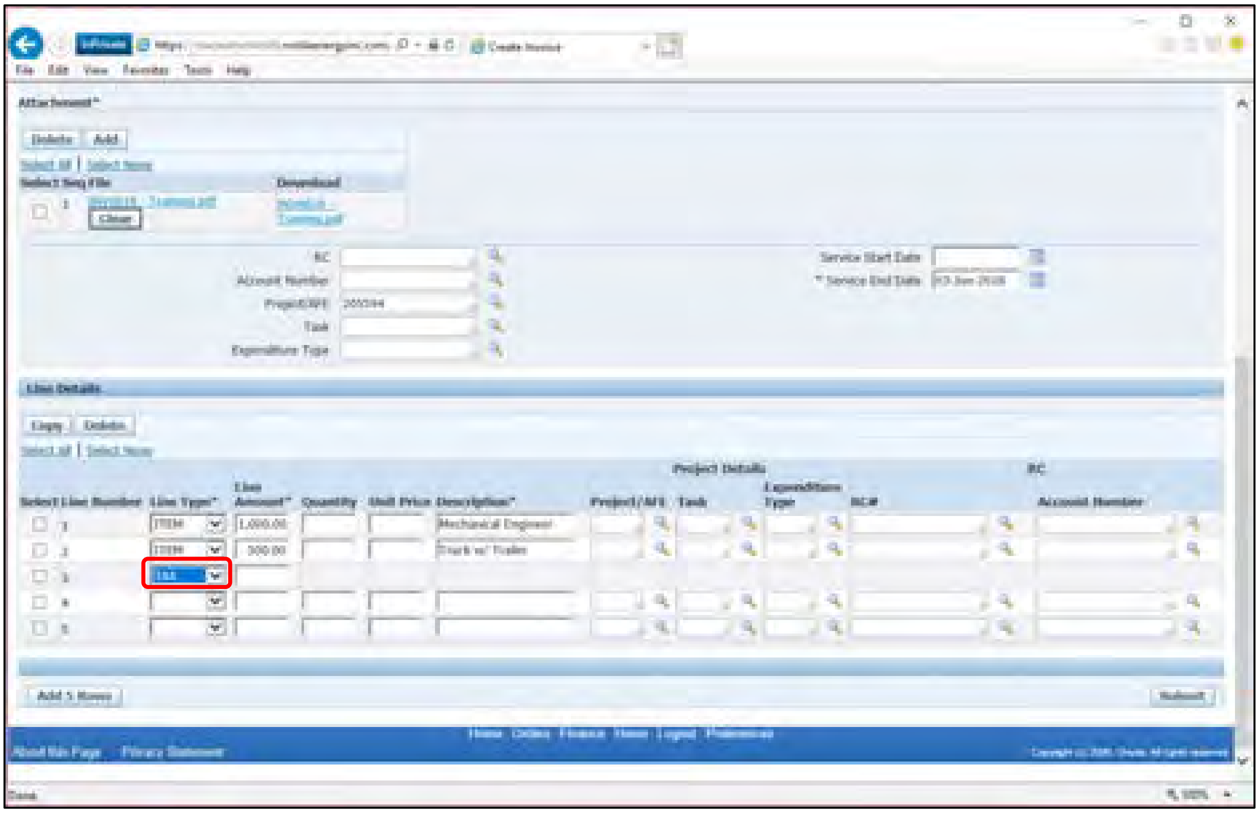


STEP 33: Repeat previous steps to add additional lines to the invoice. If tax is required, follow steps 34-35 to add tax. If there are no taxes, you can continue at Step 36.

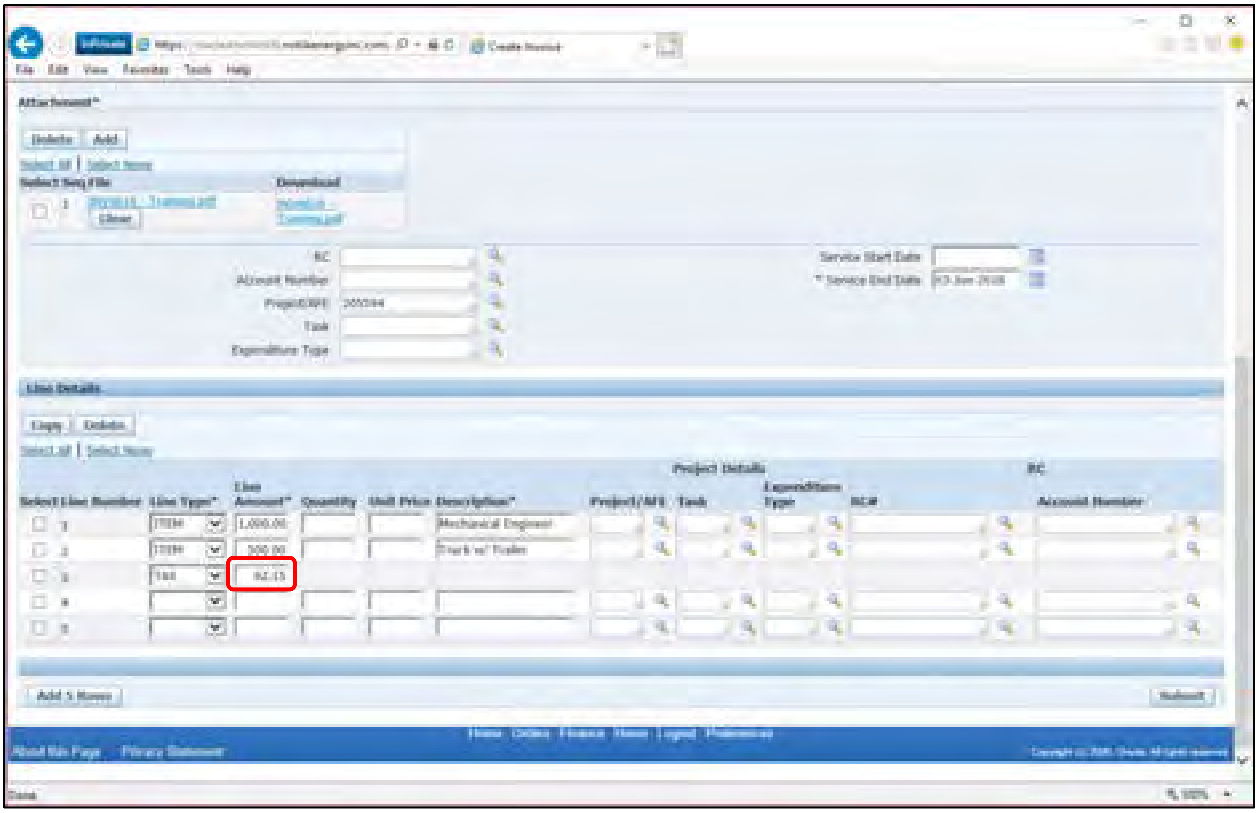
Note: Click the Add 5 Rows button if more lines are needed.



STEP 34: Click the drop-down arrow and select TAX for the Line Type.

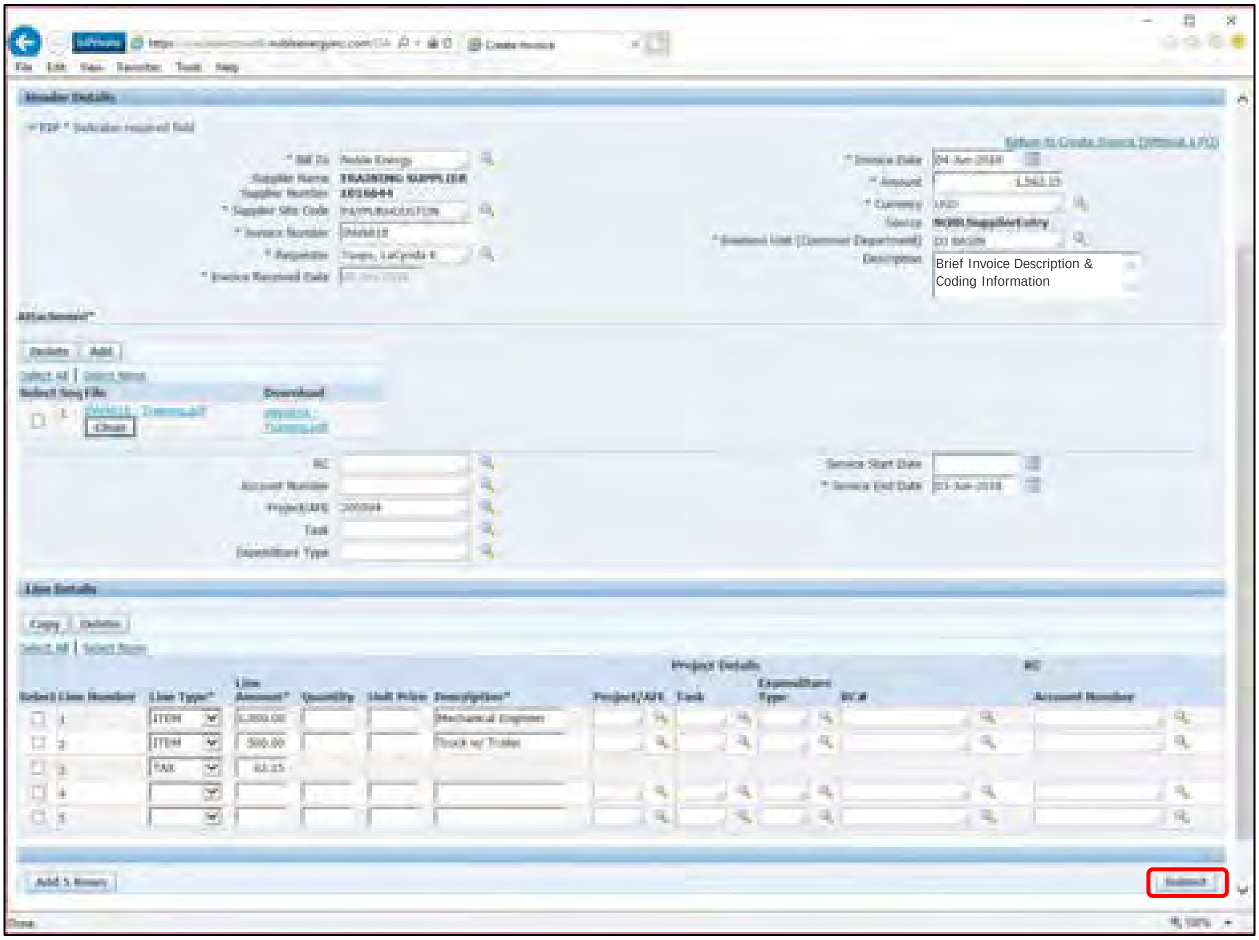


STEP 35: Enter the full tax amount of the invoice in the **Line Amount** field.

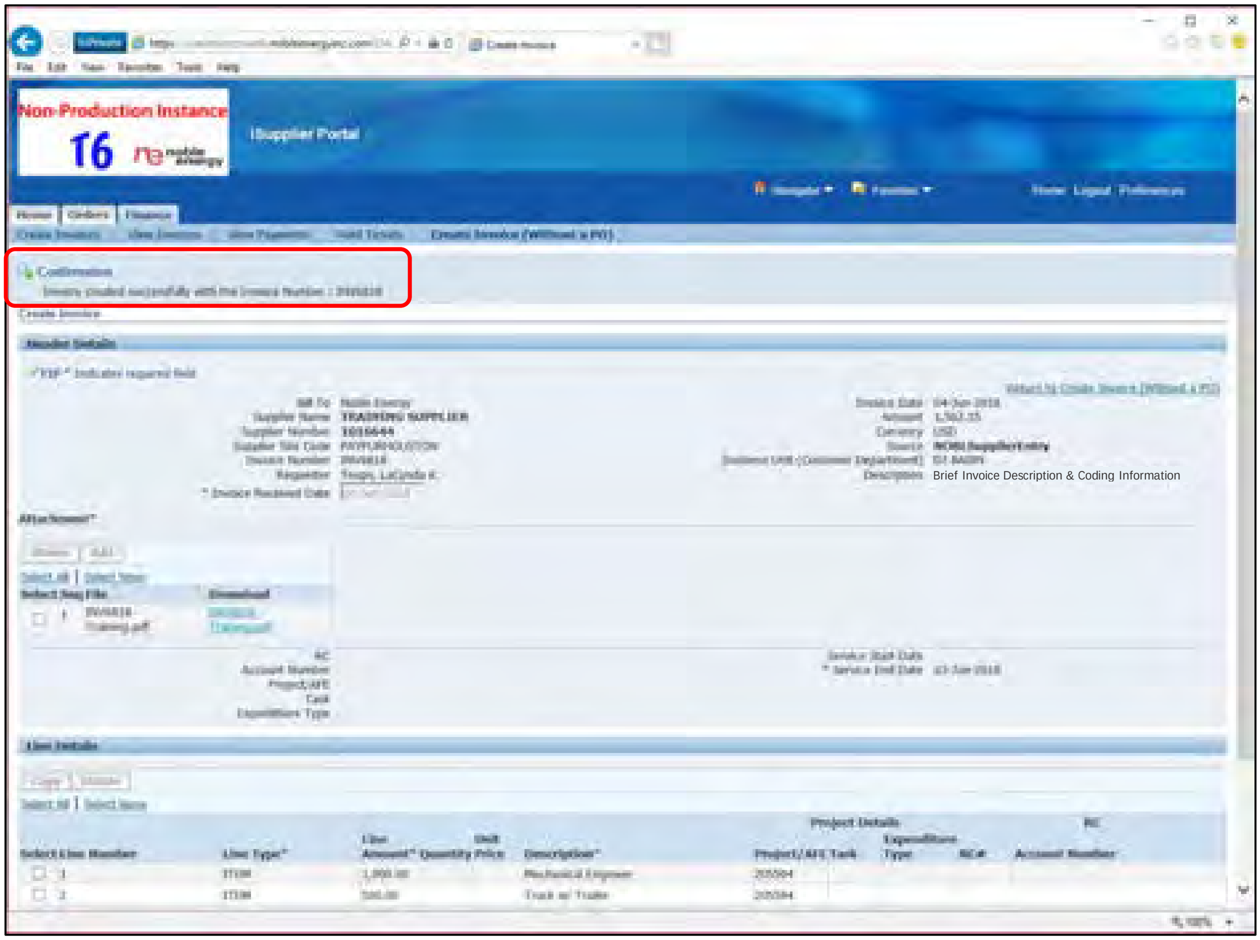


STEP 36: Review all information entered to ensure accuracy. Once reviewed, click Submit.

Note: The invoice Line Amounts must equal the invoice Amount entered in the Header Details.



STEP 37: A confirmation message is received that the invoice has been submitted.



VIEW INVOICES

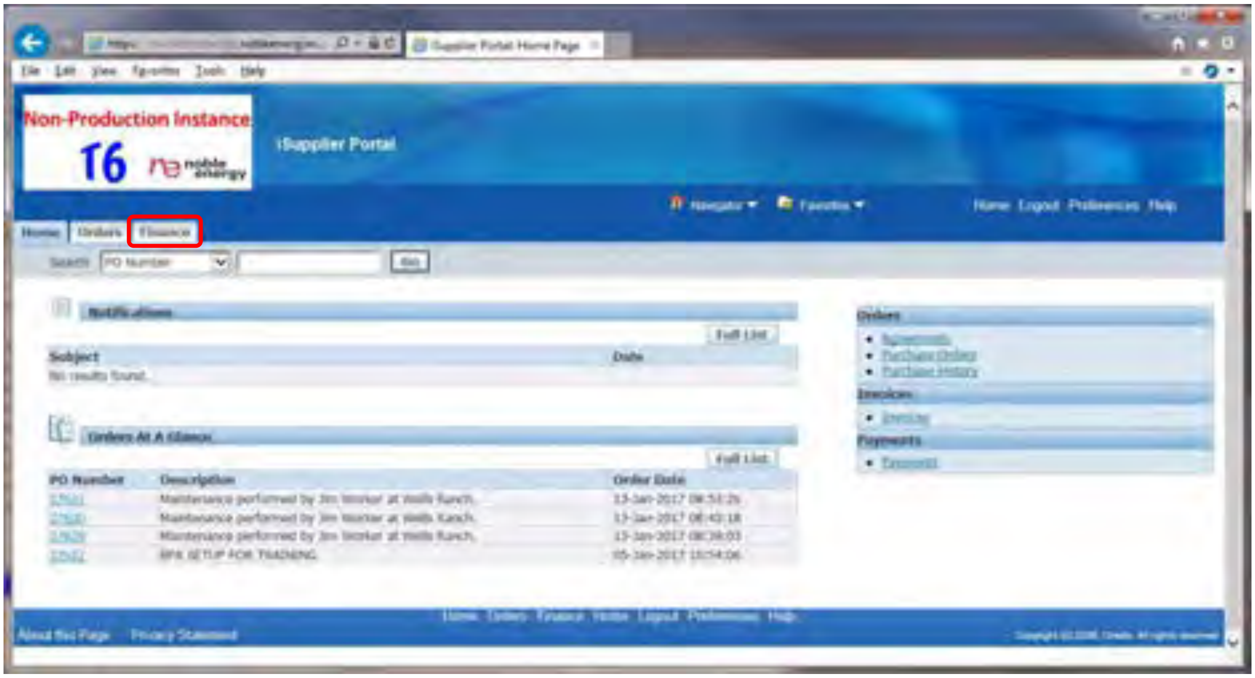
DESCRIPTION

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

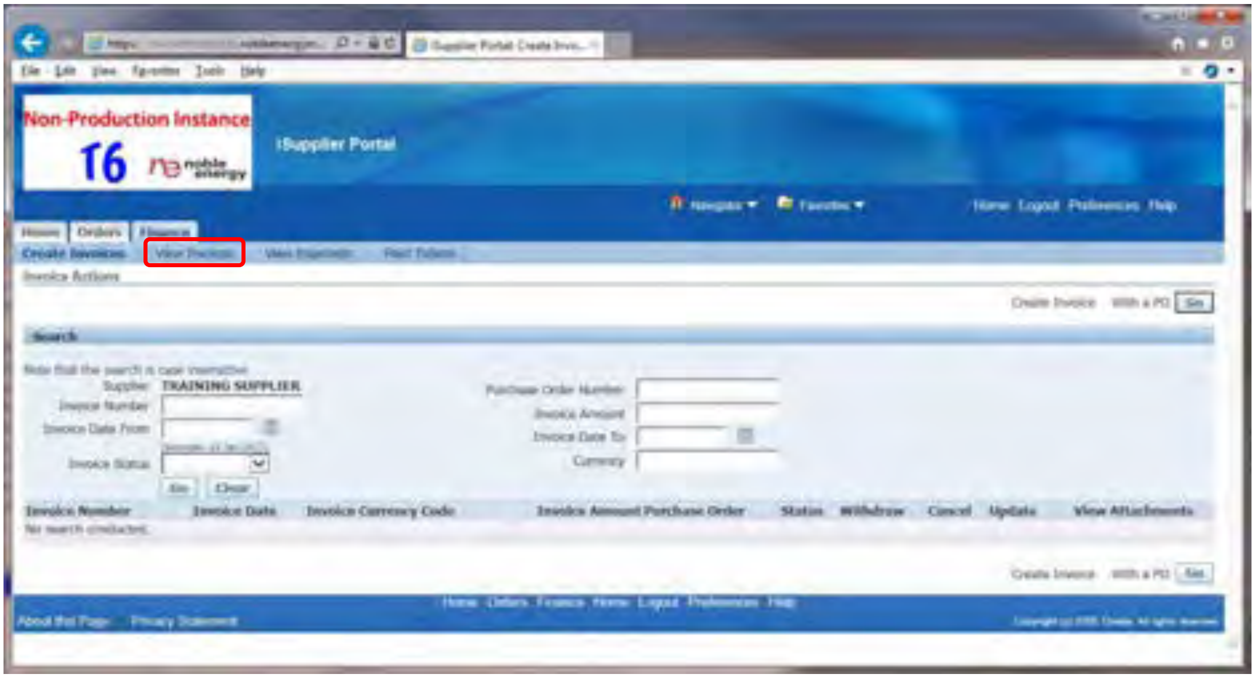
PROCEDURE

STEP 1: Login to Oracle (https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin).

STEP 2: Click the Finance tab.

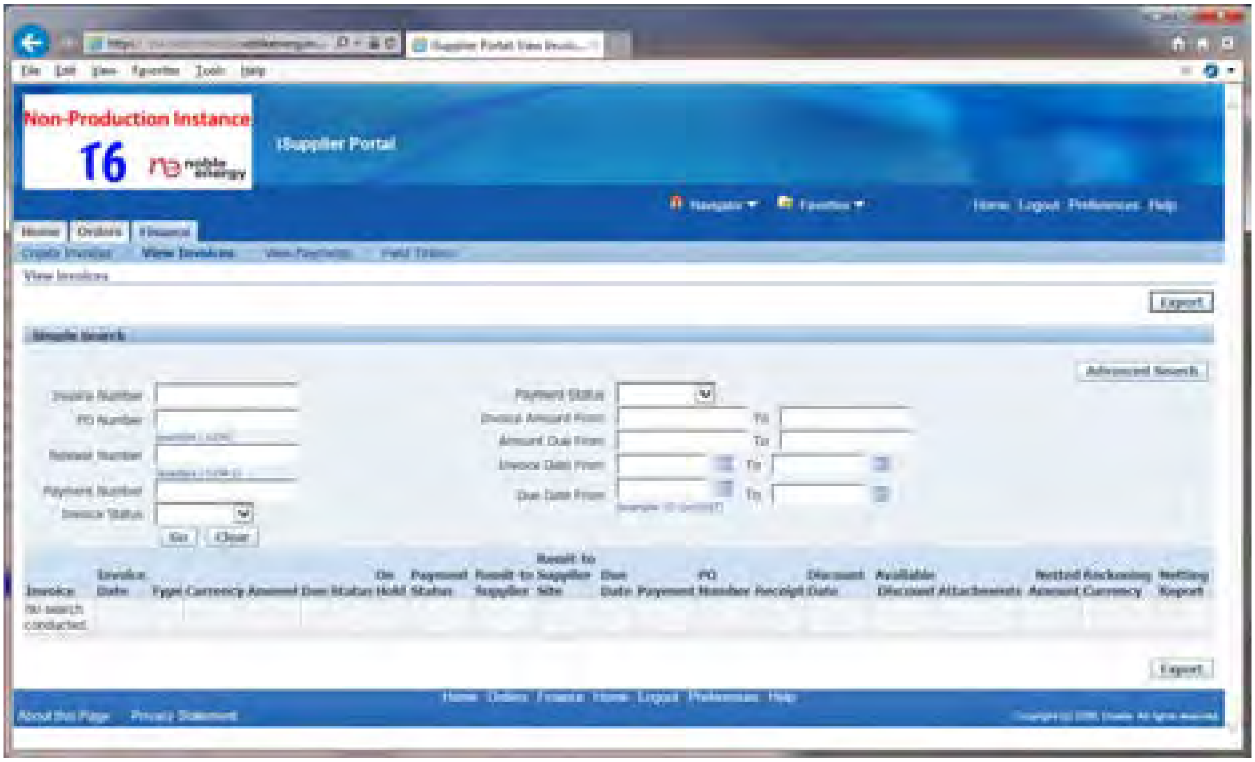


STEP 3: Click the View Invoices link.

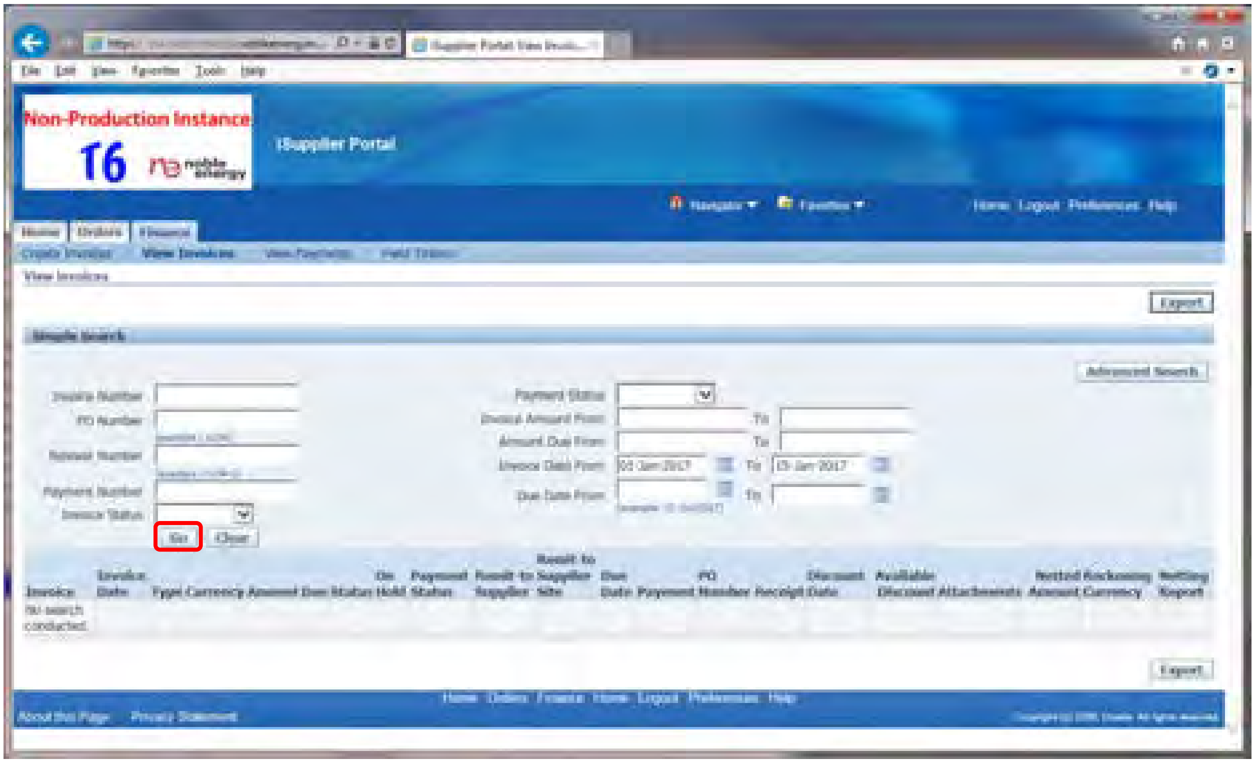


STEP 4: Search for invoices by using any one of the fields shown.

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

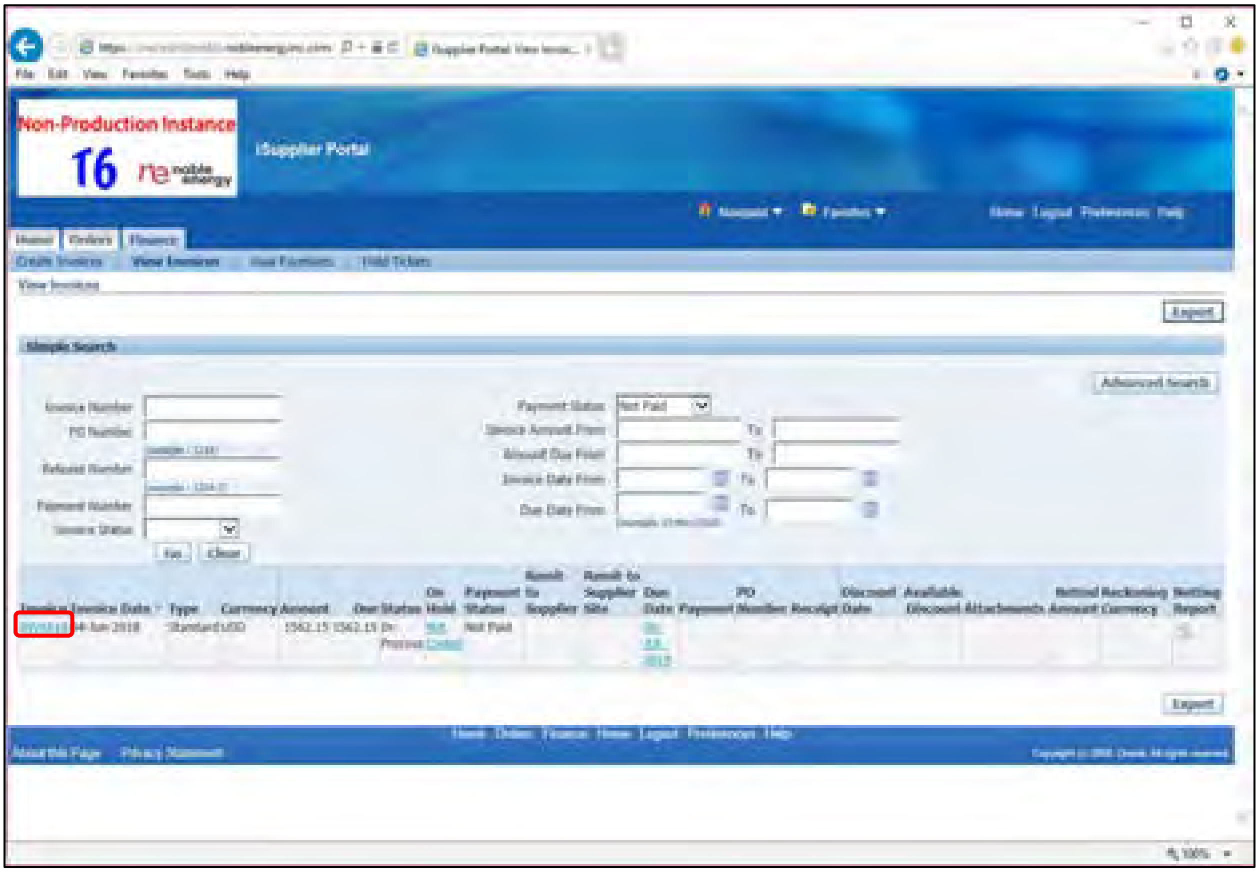


STEP 5: Click the Go button to execute search.

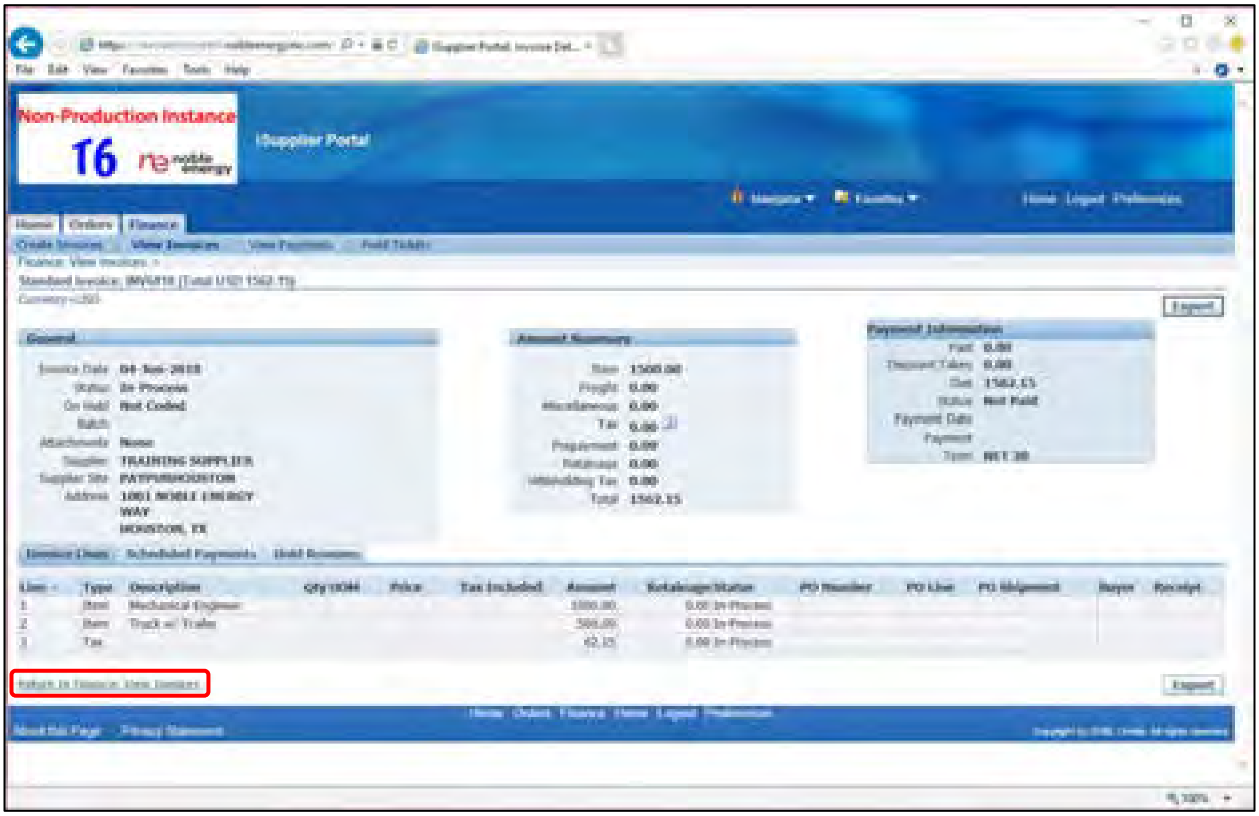


STEP 6: Review the results from search. Click on the Invoice link to see additional details.

> *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.*



STEP 7: Review invoice line details. Click the Return to Finance: View Invoices link to go back to the search results.



FREQUENTLY ASKED QUESTIONS

1. WHO DO I CONTACT TO REMOVE A USER?

EMAIL ISUPPLIERSETUP@NBLENERGY.COM IF A USER NEEDS ACCESS REMOVED OR IF AN ADDITIONAL USER(S) NEED TO BE SETUP.

2. HOW DO I ADD AN ADDITIONAL USER (S)?

IF A NEW EMPLOYEE NEEDS ACCESS TO ISUPPLIER THEY CAN REGISTER AND WATCH OUR TRAINING VIDEO AT WWW.NBLENERGY.COM/SUPPLIERS. PLEASE ALLOW 2 BUSINESS DAYS FOR THEM TO RECEIVE THEIR LOGIN CREDENTIALS.

3. WHO DO I CONTACT IF I DO NOT KNOW MY CODING?

ANY ISSUES OR QUESTIONS WITH CODING (AFE/PROJECT, TASK, AND ETYPE OR RC NUMBER WITH ACCOUNT NUMBER) SHOULD BE DIRECTED TO THE REQUESTER.

4. WHY IS A SUBMITTED INVOICE SAY ON HOLD?

THE "NOT CODED" AND "DISTRIBUTION VARIANCE" HOLDS ARE AUTOMATICALLY APPLIED TO EACH NON-PO INVOICE UPON SUBMISSION. THE INVOICE IS WAITING FOR ACCOUNTS PAYABLE TO VERIFY THE CODING AND INVOICE INFORMATION.

5. WHY IS AN INVOICE DISPUTED?

AN INVOICE CAN BE DISPUTED FOR SEVERAL REASONS, INCLUDING, BUT NOT LIMITED TO, THE INVOICE AMOUNT ON THE ATTACHED INVOICE DOES NOT MATCH THE AMOUNT ENTERED IN ISUPPLIER, CODING AND / OR APPROVER INFORMATION ARE NOT LOCATED ON THE ATTACHED INVOICE, THE INVOICE HAS BEEN ENTERED UNDER THE WRONG COMPANY ORGANIZATION OR THE INVOICE NUMBER ON THE ATTACHED INVOICE DOES NOT MATCH THE INVOICE NUMBER ENTERED IN ISUPPLIER.

6. HOW DO I CORRECT A DISPUTED INVOICE?

AN EMAIL NOTIFICATION IS SENT TO THE USER THAT SUBMITTED THE INVOICE. THE NOTIFICATION WILL INCLUDE THE NOTES EXPLAINING THE REASON FOR THE DISPUTE.

7. WHY DOES THE STATUS OF AN INVOICE SHOW REJECTED?

MOST REJECTIONS ARE RESOLVED BY AN ACCOUNTS PAYABLE SPECIALIST AND WOULD NOT REQUIRE ANY ACTIONS FROM A SUPPLIER. IF FOR ANY REASON, ADDITIONAL INFORMATION IS NEEDED, AND / OR AN INVOICE NEEDS TO BE CORRECTED, SOMEONE FROM OUR AP DEPARTMENT WILL CONTACT THE SUPPLIER DIRECTLY.

8. Will I receive payment information for invoices?

Payment information will continue to be received for iSupplier invoices if you currently are receiving remittance information. If you have not been receiving remittance information contact iSupplierSetup@nblenergy.com.

9. How can I check the payment status on an invoice?

Please refer to the View Invoices section in the training guide. The search results shows the date the invoice is due to be paid. If the due date has passed or an invoice shows paid but a payment was not received you can email AccountsPayable@nblenergy.com or call 1-800-220-5824 and select option 3.

10. How can a make a correction to an invoice that I already submitted?

Please email AccountsPayable@nblenergy.com with the invoice number and what needs to be corrected / changed. If the invoice has not been paid it will be disputed back to the user for resubmission.

11. How do I update/change the payment information on my account?

Email iSupplierSetup@nblenergy.com to receive our ACH/Payment form.

TROUBLESHOOTING

→ **Forgot your password**

- From the Login screen click the *Password Reset (Suppliers only – iSupplier Users)* hyperlink

→ **Trying to search but nothing happens when clicking the magnifying glass**

- Change the web browsers pop-up blocker to always allow pop-ups from this website

→ **Have not received the registration email with username and temporary password**

- Check the Junk/Spam mail folder or with the IT department

→ **Website error message "Unable to authenticate site"**

- Try opening website in another browser i.e. Google Chrome or Internet Explorer

TERMS

CODING – IS PROVIDED BY THE REQUESTER AND CONSIST OF A PROJECT/AFE, TASK, AND ETYPE OR A RC (REPORT CENTER) NUMBER AND AN ACCOUNT NUMBER. ALL CODING CONSISTS OF AT LEAST ONE OF THE FOLLOWING COMBINATIONS:

- AFE, TASK, AND E-TYPE
- REPORT CENTER AND ACCOUNT NUMBER

E-TYPE (EXPENDITURE TYPE) – USED TO RECORD COSTS. (####)

PROJECT/AFE – A NUMBER PROVIDED BY THE REQUESTER.

RC (REPORT CENTER) – A NINE DIGIT NUMBER PROVIDED BY A REQUESTER.

REQUESTER – THE REPRESENTATIVE AT NOBLE ENERGY WHO REQUESTED THE WORK.

TASK – USED BY OPERATIONS AND ACCOUNTS PAYABLE TO IDENTIFY SPECIFIC TASKS; ALSO, USED TO SUMMARIZE COSTS. (###.##)