



ORACLE[®] ISUPPLIER
INVOICE ONLY
TRAINING GUIDE

Name: _____

Phone: _____

eMail: _____

DOCUMENT INFORMATION AND APPROVALS

VERSION HISTORY

<u>Version #</u>	<u>Date</u>	<u>Revised By</u>	<u>Reason for change</u>
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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CONTACT INFORMATION



**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.

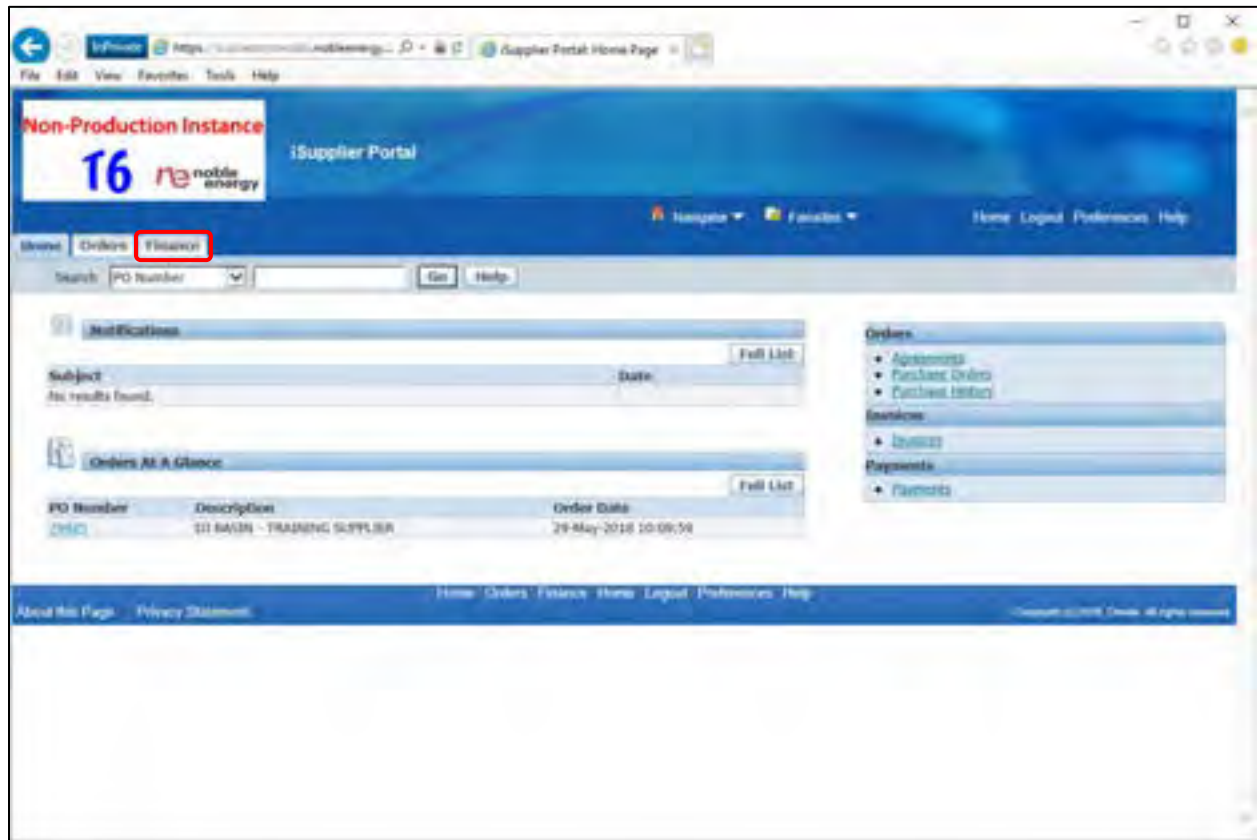
PROCEDURE

STEP 1: Login to Oracle

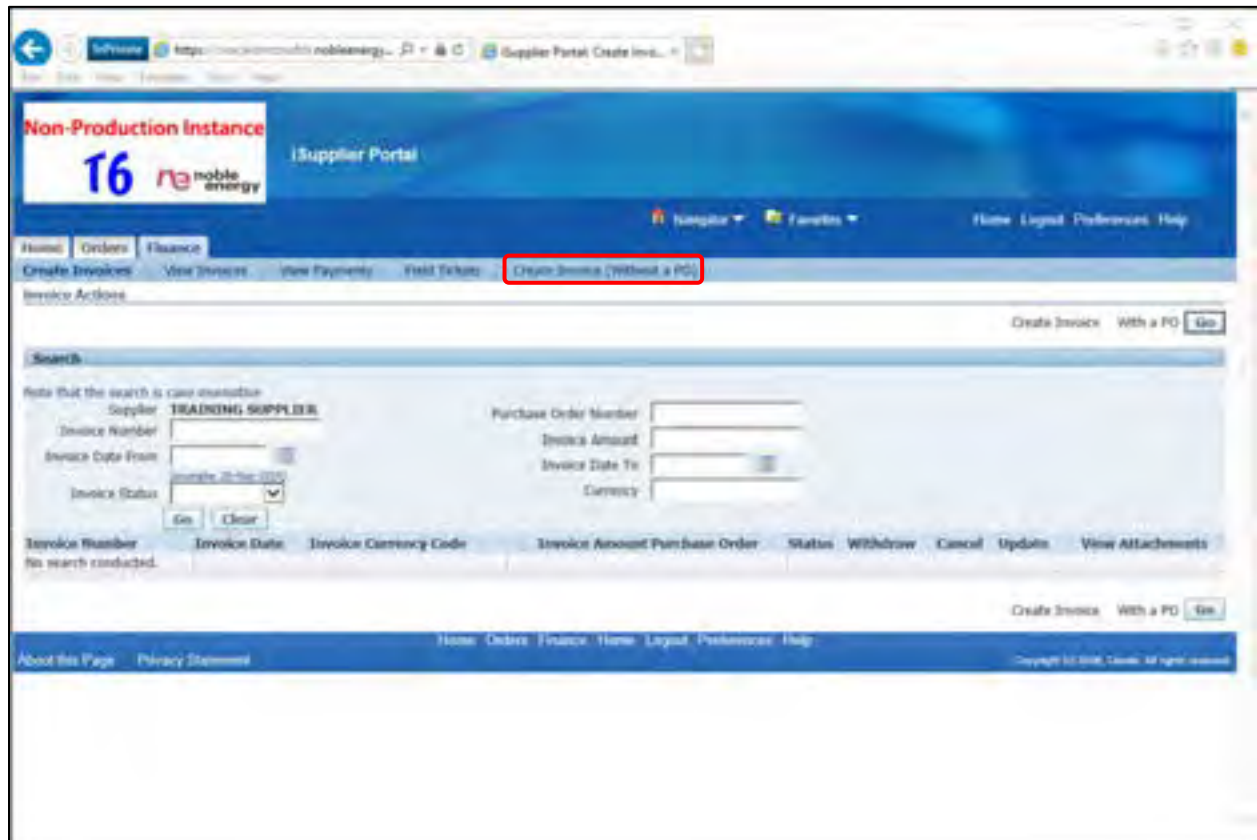
(https://oracledmzpnobl1.nobleenergyinc.com/OA_HTML/AppsLogin).



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.*

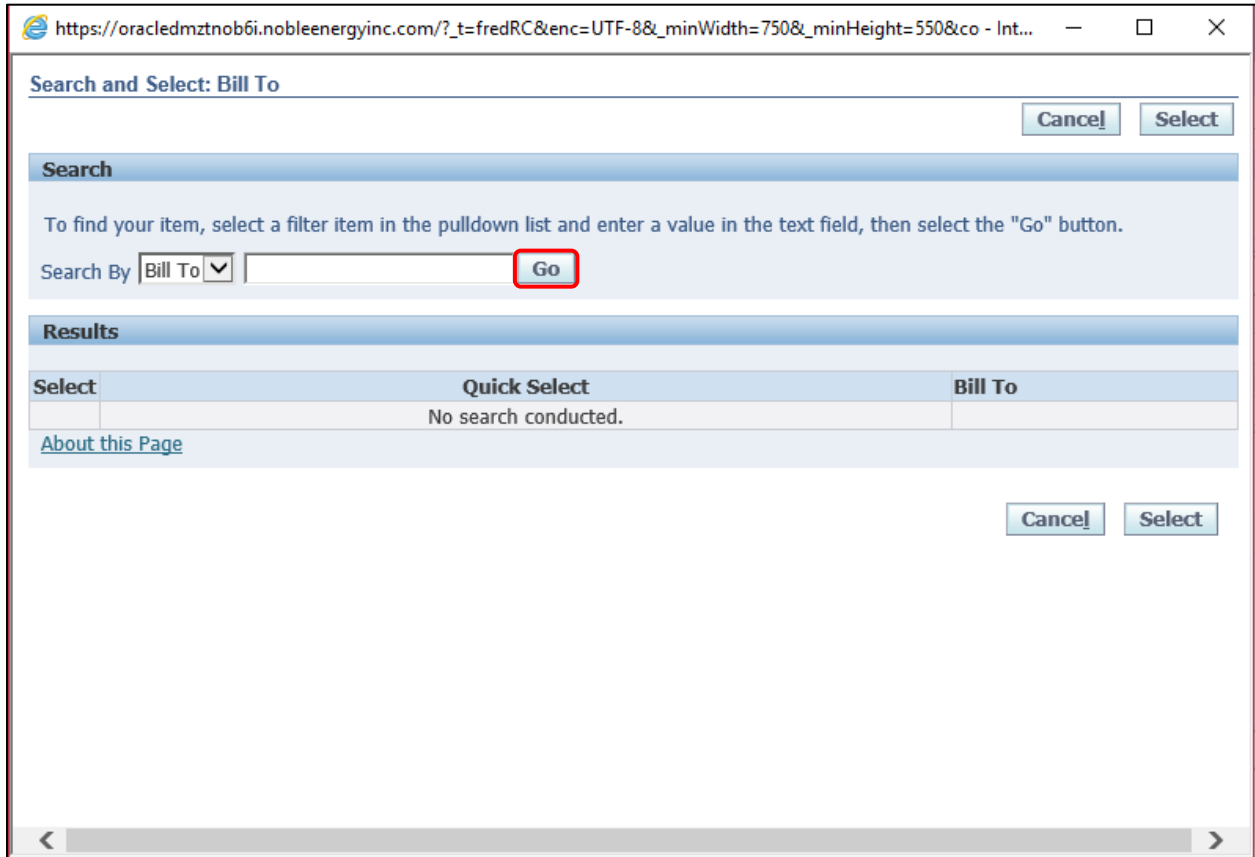
The screenshot shows the 'Create Invoice' form in the iSupplier Portal. The form is titled 'Create Invoice' and includes a 'Header Details' section. The 'Bill To' field is highlighted with a red box. The form includes the following fields:

- * Bill To: TRAINING SUPPLIER (highlighted with a red box)
- Supplier Name: TRAINING SUPPLIER
- Supplier Number: ED18444
- * Supplier Site Code
- * Invoice Number
- * Requester
- * Invoice Received Date
- Invoice Date
- * Amount
- * Currency
- Source: NOBLE Supplier Entry
- Business Unit (Customer Department)
- Description

Below the 'Header Details' section, there is an 'Attachments' section with 'Delete' and 'Add' buttons. Below that, there is a 'Select Song' section with 'No results found' and a 'File Download' section. At the bottom, there are fields for 'RC', 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'.

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.



The screenshot shows a web browser window with the URL https://oracledmztnob6i.nobleenergyinc.com/?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&co - Int.... The page title is "Search and Select: Bill To".

The search interface includes a "Search" section with the following text: "To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the 'Go' button." Below this text is a "Search By" dropdown menu set to "Bill To", an empty text input field, and a "Go" button highlighted with a red box.

The "Results" section contains a table with the following structure:

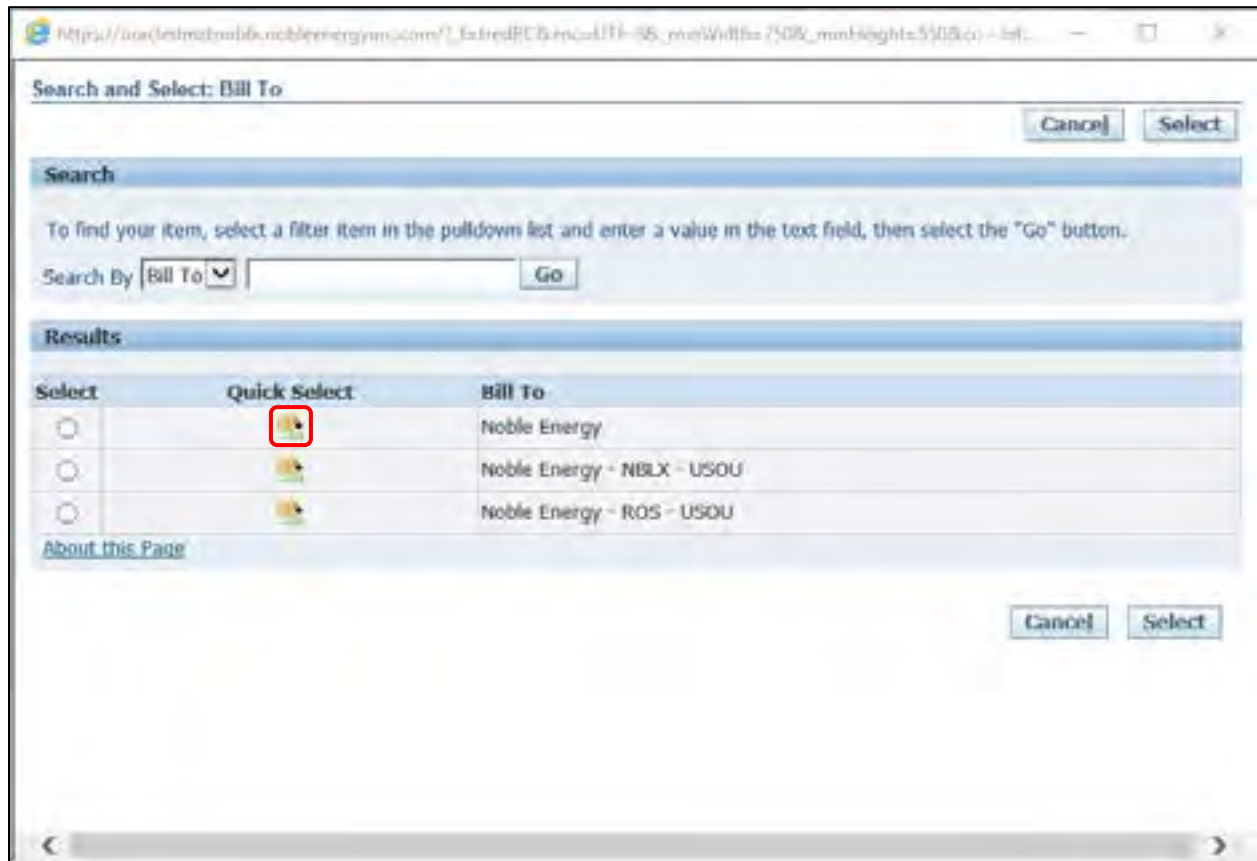
Select	Quick Select	Bill To
	No search conducted.	

Below the table is a link for "About this Page". At the bottom right of the search area, there are "Cancel" and "Select" buttons.

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.

The screenshot shows the 'Create Invoice' page in the iSupplier Portal. The page header includes 'Non-Production Instance 16 noble energy' and 'iSupplier Portal'. The main content area is titled 'Create Invoice' and contains a 'Header Details' section. A red box highlights the 'Supplier Site Code' field, which is currently empty. Other fields in the form include 'Bill To' (Noble Energy), 'Supplier Name' (TRAINING SUPPLIER), 'Supplier Number' (ED1644), 'Invoice Date', 'Amount', 'Currency', 'Requestor', 'Invoice Received Date', 'Business Unit (Customer Department)', 'Source' (NOBLE Supplier Entry), 'Description', 'Service Start Date', and 'Service End Date'. There is also an 'Attachments' section with 'Delete' and 'Add' buttons, and a 'File Download' section with 'Select Seq' and 'No results found'.

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

The screenshot shows a web browser window with the address bar containing the URL: https://oracleemtnob61nobleenergyinc.com/T_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&co. The page title is "Search and Select: Supplier Site Code".

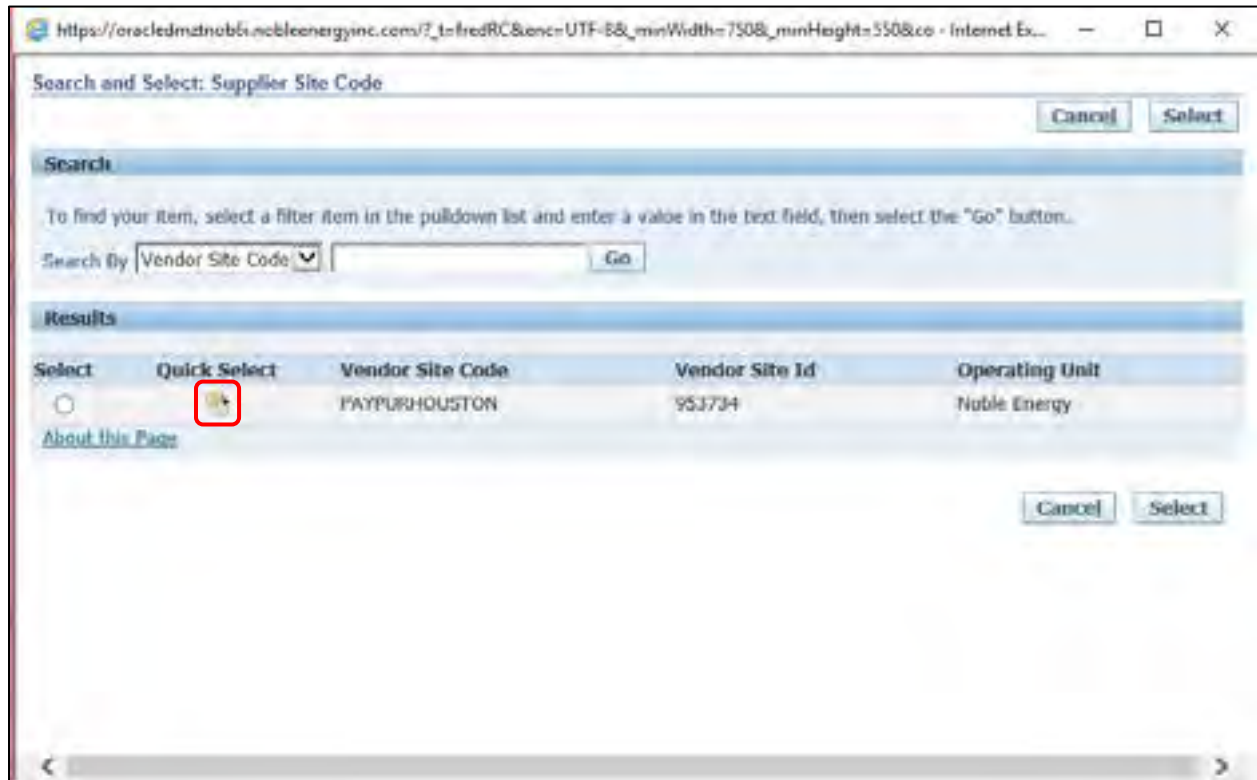
The search interface includes a "Search" section with a dropdown menu set to "Vendor Site Code" and a text input field. A red box highlights the "Go" button next to the input field. Below the search section is a "Results" section with a table header:

Select	Quick Select	Vendor Site Code	Vendor Site Id	Operating Unit
No search conducted.				

At the bottom of the results section, there is a "Cancel" button and a "Select" button. The browser window also shows a scrollbar and a zoom level of 100%.

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.

The screenshot shows the 'Create Invoice' form in the Noble Energy Supplier Portal. The form is titled 'Create Invoice' and includes a 'Header Details' section. The 'Invoice Number' field is highlighted with a red box. Other fields include 'BE To' (Noble Energy), 'Supplier Name' (TRAINING SUPPLIER), 'Supplier Number' (1016644), 'Supplier Site Code' (SAMPURUSKUSTON), 'Invoice Date', 'Amount', 'Currency' (USD), 'Source' (NORISupplierEntry), 'Business Unit (Customer Department)', 'Description', 'Attachment', 'Service Start Date', and 'Service End Date'. The 'Attachment' section shows 'No results found'. The 'Service Start Date' and 'Service End Date' fields are empty.

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.

The screenshot shows the 'Create Invoice' page in the Noble Energy Supplier Portal. The page title is 'Non-Production Instance 16 noble energy | Supplier Portal'. The breadcrumb trail is 'Home > Orders > Finance > Create Invoices > View Payments > Field Tickets > Create Invoice [Without a PO]'. The 'Create Invoice' section is titled 'Header Details' and includes a legend: '* FDP * Indicates required field'. The form contains the following fields:

- * Bill To: Noble Energy (with search icon)
- Supplier Name: TRAINING SUPPLIER
- Supplier Number: 1036644
- * Supplier Site Code: FANPURCH/STON (with search icon)
- * Invoice Number: 2W1811 (with search icon)
- * Requester: (with search icon, highlighted by a red square)
- * Invoice Received Date: (with search icon)
- * Invoice Date: (with search icon)
- * Amount: (with search icon)
- * Currency: USD (with search icon)
- Source: NOBLE Supplier Entry (with search icon)
- Business Unit (Customer Department): (with search icon)
- Description: (with search icon)

Below the form is an 'Attachment*' section with 'Delete' and 'Add' buttons. A 'Select Song' section shows 'No results found'. A 'File Download' section is also present. At the bottom, there are fields for 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date', each with a search icon.

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

The screenshot shows a web browser window with the URL https://oracledmztnob6i.nobleenergyinc.com/?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&co. The page title is "Search and Select: Requester".

At the top right, there are "Cancel" and "Select" buttons. Below this is a "Search" section with a blue header. It contains the instruction: "To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the 'Go' button." Below the instruction, there is a "Search By" dropdown menu set to "Full Name", a text input field containing "Toups", and a "Go" button which is highlighted with a red rectangle.

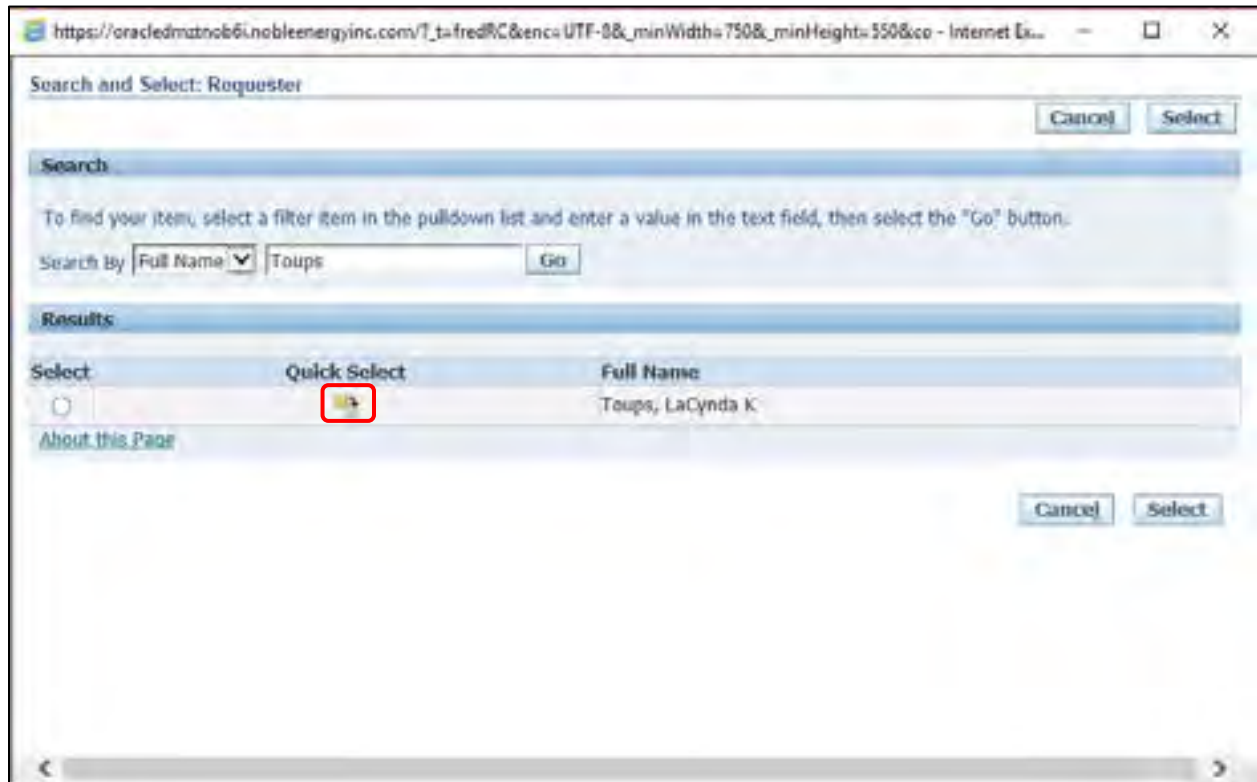
Below the search section is a "Results" section with a blue header. It contains a table with the following structure:

Select	Quick Select	Full Name
	No search conducted.	

Below the table is a link "About this Page". At the bottom right of the results section, there are "Cancel" and "Select" buttons. The browser window has a scrollbar at the bottom.

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.

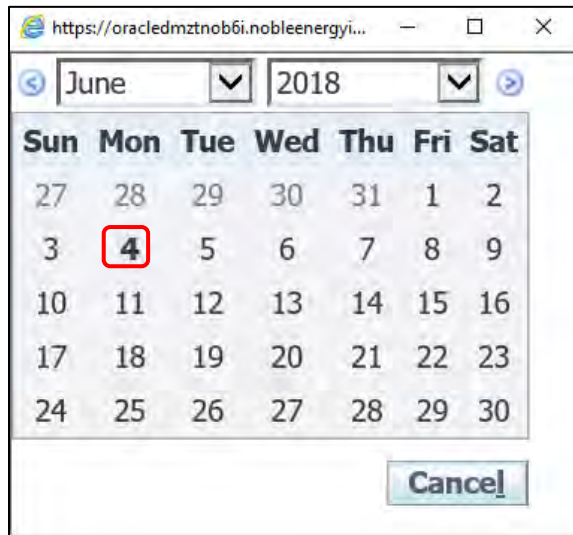
Note: The Invoice Date needs to be entered in the DD-MON-YYYY format.

The screenshot displays the 'Create Invoice' interface within the Noble Energy Supplier Portal. The page title is 'Non-Production Instance' and the user is logged in as '16'. The main content area is titled 'Create Invoice' and includes a 'Header Details' section. The form contains the following fields and values:

- Bill To:** Noble Energy
- Supplier Name:** TRAINING SUPPLIER
- Supplier Number:** ED1664
- Supplier Site Code:** PAYPLHOUSTON
- Invoice Number:** INV612
- Requester:** Fouge, LaCyrle K.
- Invoice Received Date:** 11/14/2017
- Invoice Date:** (Field highlighted with a red square)
- Amount:** (Empty field)
- Currency:** USD
- Business Unit (Customer Department):** Noble Supplier entry
- Service Start Date:** (Empty field)
- Service End Date:** (Empty field)

At the bottom of the form, there are sections for 'Attachments' (with 'Delete' and 'Add' buttons) and 'File Download' (with 'Select File' and 'No results found' text). Below these are additional fields for 'Account Number', 'Project/AFE', 'Task', and 'Expenditure Type', each with a search icon.

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.

The screenshot shows a web browser window with the URL <https://portal.nobleenergy.com>. The page title is "Non-Production Instance" and the page content is "Supplier Portal". The page number "16" is displayed in the top left corner. The page has a blue header with the "noble energy" logo and navigation links for "Home", "Logout", and "Preferences". Below the header, there are tabs for "Home", "Orders", and "Finance". The "Finance" tab is active, and the "Create Invoice" sub-tab is selected. The main content area is titled "Create Invoice" and contains a "Header Details" section. This section includes a note: "*ED* * Indicates required field". The form fields are as follows:

- * Bill To: Noble Energy
- * Supplier Name: TRAINING SUPPLIER
- * Supplier Number: 1016044
- * Supplier Site Code: FAYPLRHOUSTON
- * Invoice Number: 000018
- * Requestor: Trapp, LaCyndi K
- * Invoice Received Date: 03 Jun 2018
- * Invoice Date: 04-Jun-2018
- * Amount: 1562.15 (highlighted with a red box)
- * Currency: USD
- * Source: NOBLSupplierEntry
- * Business Unit (Customer Department):
- Description:

Below the "Header Details" section, there is an "Attachments*" section with "Delete" and "Add" buttons. Below that, there is a "Select Seg" section with "No results found." and a "File Download" section. At the bottom of the form, there are several input fields:

- Account Number
- Project/AFE
- Task
- Expenditure Type
- Service Start Date
- * Service End Date

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

Non-Production Instance 16 n3 noble energy Supplier Portal

Create Invoice

Header Details

* Bill To: Noble Energy

Supplier Name: TRAINING SUPPLIER

Supplier Number: 1016644

Supplier Site Code: FANPLRHOUSTON

Invoice Number: 000018

Requester: Trop, LaCyndi K

Invoice Received Date: 10 Jun 2018

Invoice Date: 04 Jun 2018

Amount: 1562.15 N

Currency: USD

Business Unit (Customer Department): NOBLSupplierEntry

Attachments

Select Seq: No results found

Account Number: [Field]

Project/AFE: [Field]

Task: [Field]

Expenditure Type: [Field]

Service Start Date: [Field]

Service End Date: [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.*

The screenshot shows a web browser window with the URL https://oracledmztnob6i.nobleenergyinc.com/?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&co. The page title is "Search and Select: Business Unit (Customer Department)".

The search interface includes a "Search" section with the instruction: "To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the 'Go' button." Below this, there is a "Search By" dropdown menu set to "Business Unit", an empty text input field, and a "Go" button which is highlighted with a red box.

The "Results" section contains a table with the following structure:

Select	Quick Select	Business Unit	Description
	No search conducted.		

Below the table is a link for "About this Page". At the bottom right of the search area, there are "Cancel" and "Select" buttons.

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.*

Search and Select: Business Unit (Customer Department)











Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Pay Group (BU) [] Go

Results

Select	Quick Select	Pay Group (BU)	Description
<input type="radio"/>		NEI COLOMBIA OPERATIONS	NEI COLOMBIA OPERATIONS
<input type="radio"/>		NEI DJ DRILLING	NEI DJ DRILLING
<input type="radio"/>		NEI DJ OPERATIONS	NEI DJ OPERATIONS
<input type="radio"/>		NEI G&A (OTHER)	NEI G&A (OTHER)
<input type="radio"/>		NEI GABON OPERATIONS	NEI GABON OPERATIONS
<input type="radio"/>		NEI LEGAL	NEI LEGAL
<input type="radio"/>		NEI MIDSTREAM HOLDINGS	NEI MIDSTREAM HOLDINGS
<input type="radio"/>		NEI OPERATIONS	NEI OPERATIONS
<input type="radio"/>		NEI PERMIAN DRILLING	NEI PERMIAN DRILLING
<input type="radio"/>		NEI PERMIAN OPERATIONS	NEI PERMIAN OPERATIONS

[About this Page](#)

Cancel Select

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.

The screenshot shows the 'Create Invoice' form in the Noble Energy Supplier Portal. The form is titled 'Create Invoice (Without a PO)'. The 'Header Details' section includes the following fields:

- OB To: Noble Energy
- Supplier Name: TRAINING SUPPLIER
- Supplier Number: 1016644
- Supplier Site Code: FAYPL940/STON
- Invoice Number: 0991018
- Requestor: Toups, LaCyrda K
- Invoice Received Date: 03/26/2018
- Invoice Date: 04-Jun-2018
- Amount: 1,503.13
- Currency: USD
- Source: NOBI Supplier Entry
- Business Unit (Customer Department): G1 BASIN

The 'Description' field is highlighted with a red box and contains the text: 'Brief Invoice Description & Coding Information'.

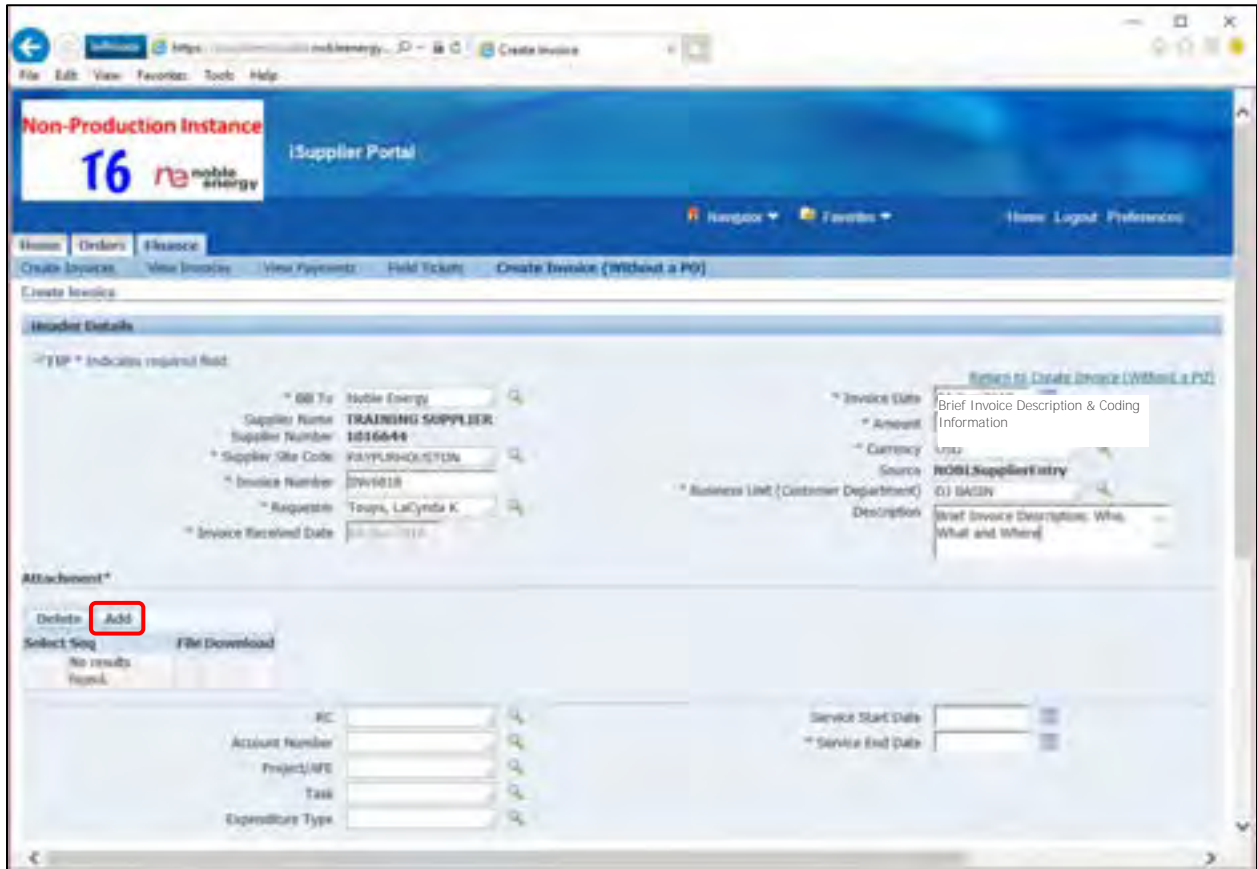
Below the 'Header Details' section, there is an 'Attachment*' section with 'Delete' and 'Add' buttons, and a 'Select Seg' section with 'File Download' and 'No results found'.

At the bottom of the form, there are fields for 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'.

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.*



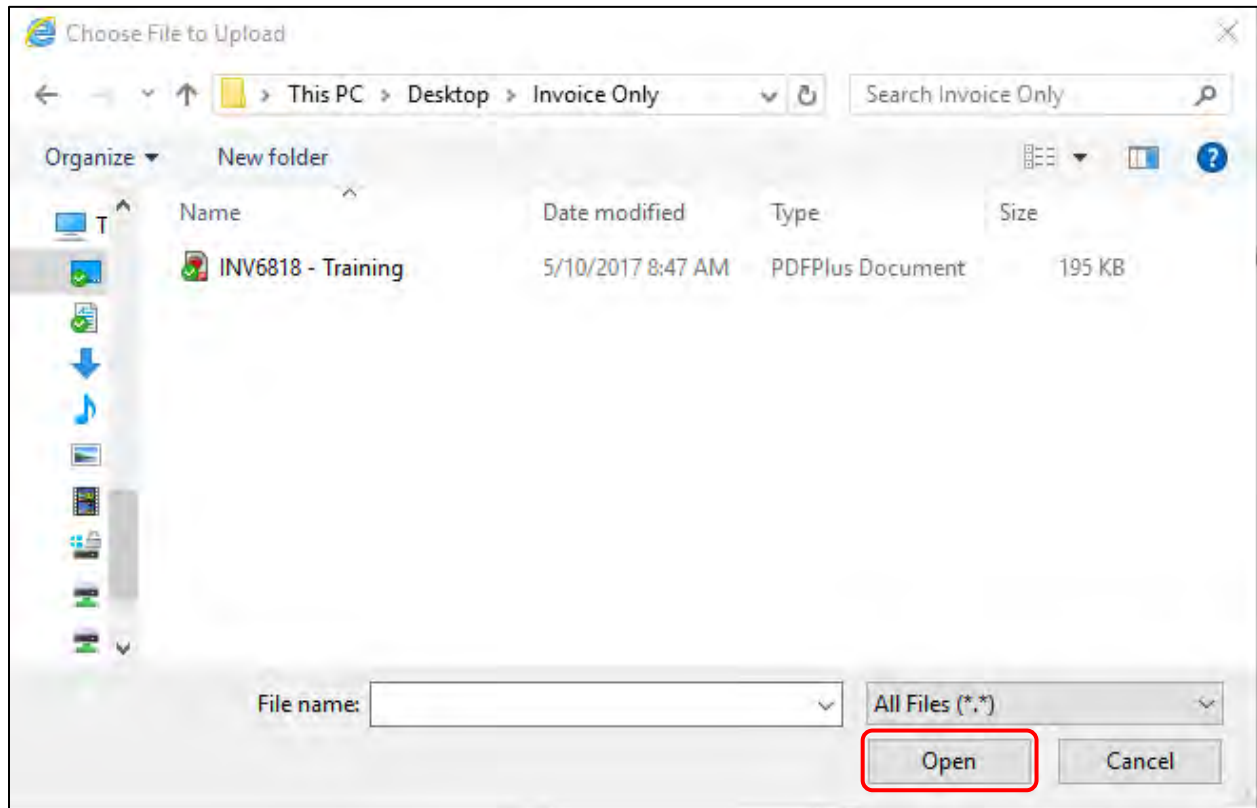
STEP 22: Click the **Browse...** button to search for documents/files to attach to the invoice.

The screenshot shows a web browser window with the URL <https://www.nobleenergy.com/SupplierPortal>. The page title is "Non-Production Instance" and "Supplier Portal". The user is logged in as "T6". The page has a navigation menu with "Home", "Orders", and "Finance". The "Finance" menu is expanded, showing "Create Invoice" as the selected option. The "Create Invoice" form is displayed, with the following fields and values:

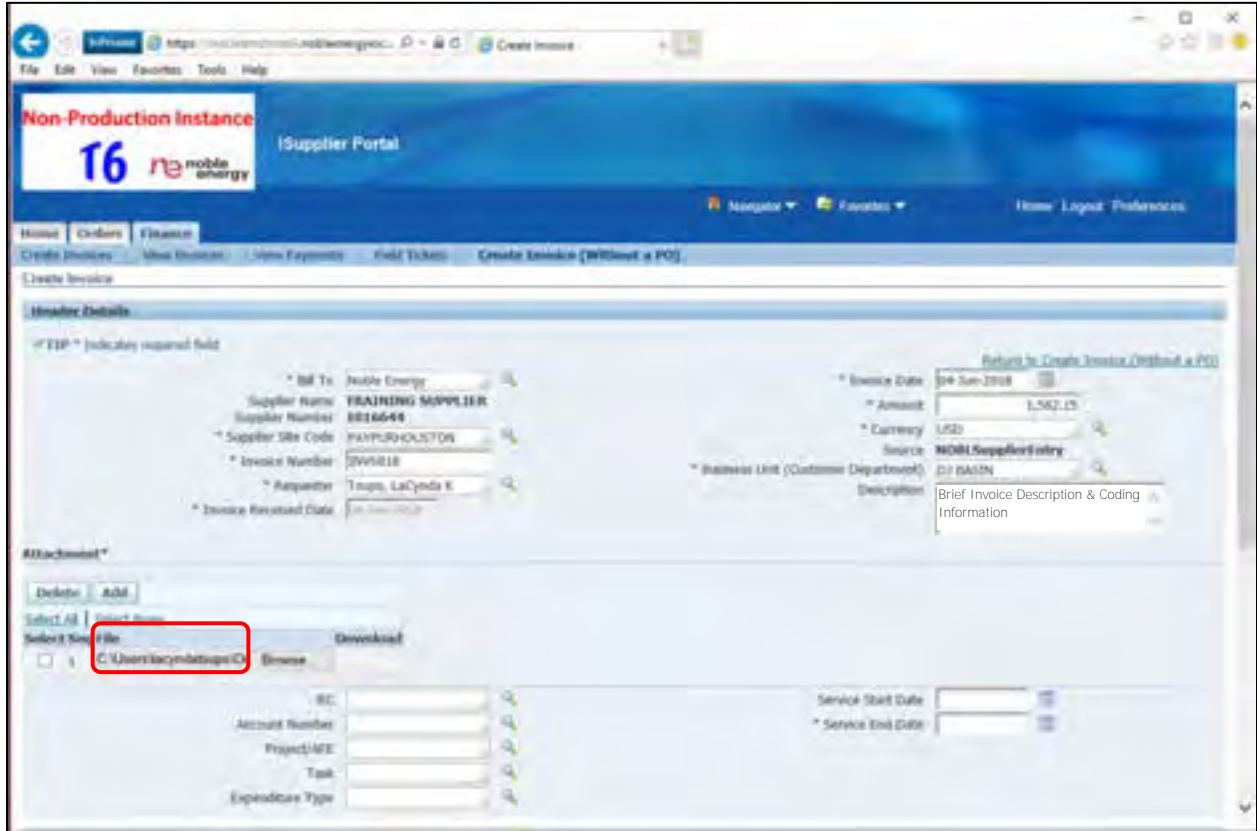
Header Details	
* Bill To	Noble Energy
Supplier Name	TRAINING SUPPLIER
Supplier Number	SD10044
* Supplier Site Code	P2YPLR9-CLUSTON
* Invoice Number	070818
* Responder	Tanya, LACYNIA K.
* Invoice Received Date	07/04/2018
* Invoice Date	04 Jun 2018
* Amount	1,562.15
* Currency	USD
Source	MOBLSupplierEntry
* Business Unit (Customer Department)	01 BASIN
Description	Brief Invoice Description & Coding Information

The "Attachments" section contains a "Delete" button, an "Add" button, and a "Browse..." button highlighted with a red box. Below the "Browse..." button are fields for "Account Number", "Project/AFE", "Tax", and "Expenditure Type".

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.

The screenshot shows the 'Create Invoice' form in the Noble Energy Supplier Portal. The form is titled 'Create Invoice (Without a PO)'. It contains several sections for data entry:

- Header Details:** Includes fields for Bill To (Noble Energy), Supplier Name (TRAINING SUPPLIER), Supplier Number (8816648), Supplier Site Code (FAYPURDUSTON), Invoice Number (200818), Requester (Tang, LaCynda K), Invoice Reversed Date, Invoice Date (04 Jun 2018), Amount (1,582.15), Currency (USD), Source (Noble Supplier Entry), and Business Unit (Customer Department) (D1 BASON). A 'Return to Create Invoice (Without a PO)' link is also present.
- Attachment:** A section for uploading files, currently showing a file named 'C:\User\lacymbat\app\O\...'.
- Additional Fields:** Includes 'Service Start Date' and 'Service End Date'.
- Project/AFE:** A field for entering a Project/AFE number, which is highlighted with a red box in the image.
- Other Fields:** Includes 'RC', 'Account Number', 'Task', and 'Expenditure Type'.

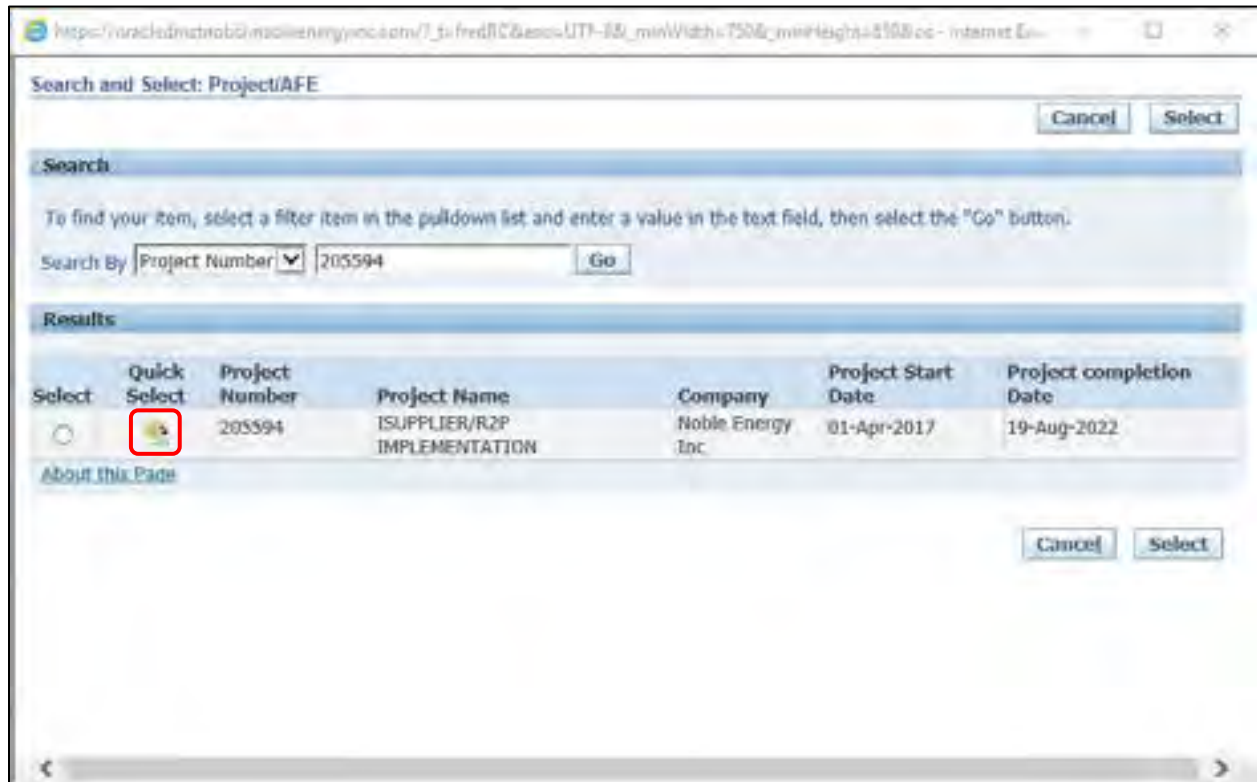
STEP 26: Enter the **Project/AFE** number and click **Go**.

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

The screenshot shows a web browser window with the address bar containing a URL. The page title is "Search and Select: Project/AFE". At the top right, there are "Cancel" and "Select" buttons. Below this is a "Search" section with a blue header. A text box contains the instruction: "To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the 'Go' button." Below the instruction, there is a "Search By" dropdown menu set to "Project Number", a text input field containing "205594", and a "Go" button which is highlighted with a red square. Below the search section is a "Results" section with a blue header. It contains a table with columns: "Select", "Quick Select", "Project Number", "Project Name", "Company", "Project Start Date", and "Project completion Date". The table body is empty, and the text "No search conducted." is displayed. There is also a link for "About this Page". At the bottom right of the results section, there are "Cancel" and "Select" buttons. The browser's scrollbar is visible at the bottom.

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.*

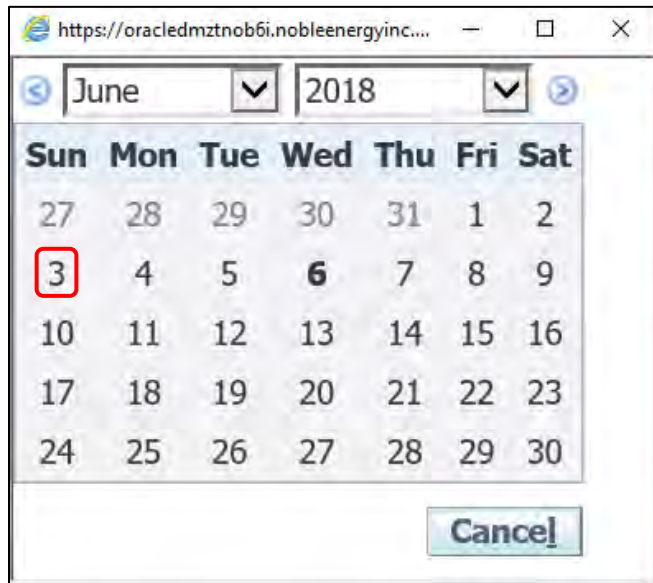


STEP 28: Enter the **Service End Date** or click the **Calendar** icon to select the date.

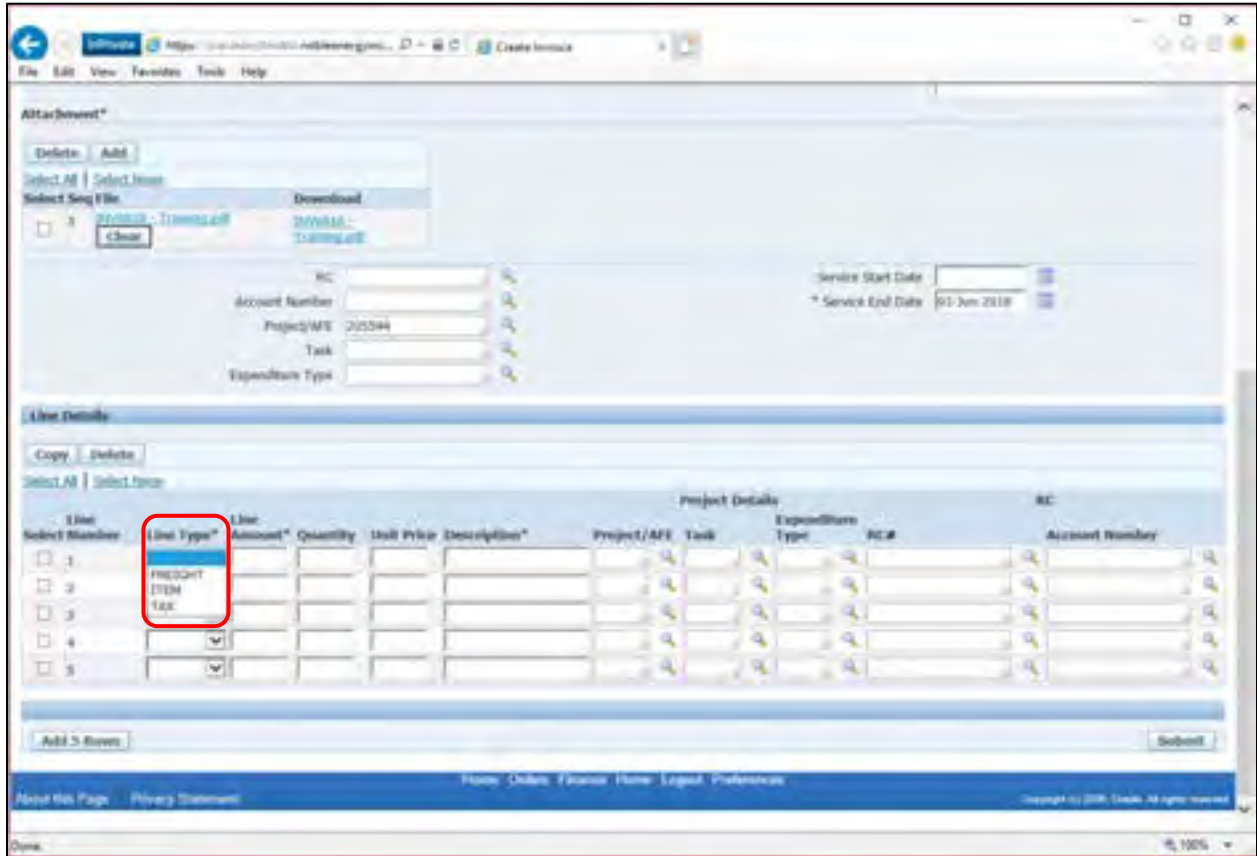
Note: The Service End Date needs to be entered in the DD-MON-YYYY format.

The screenshot shows a web application interface for creating an invoice. The browser address bar displays "http://www.comcast.com/external/egress...". The page title is "Create Invoice". The interface includes a navigation bar with "Home", "Logout", and "Problems/Help". Below the navigation bar, there are tabs for "Orders" and "Invoice". The main content area is titled "Create Invoice" and contains a "Header Details" section. This section includes fields for "Bill To" (Meteo Energy), "Supplier Name" (TRAINING SUPPLIER), "Supplier Number" (816644), "Supplier Site Code" (PAYPERCUSSION), "Invoice Number" (245618), "Requester" (Travis, La'Yola K.), and "Invoice Received Date" (01/01/2018). There are also fields for "Invoice Date" (30-Jun-2018), "Amount" (1,502.00), "Currency" (USD), "Source" (NORIS Supplier Entry), and "Business Unit (Customer Department)" (07 BASON). A "Description" field contains "Brief Invoice Description & Coding Information". Below the header details, there is an "Attachments" section with a table showing a file named "Invoice - Training" with a "Download" button. At the bottom of the header details, there are fields for "RC", "Account Number", "Project/WB" (20094), "Task", and "Expenditure Type". The "Service Start Date" and "Service End Date" fields are located at the bottom right of the header details section, with the "Service End Date" field highlighted by a red square. The "Line Details" section is partially visible at the bottom of the page.

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**.



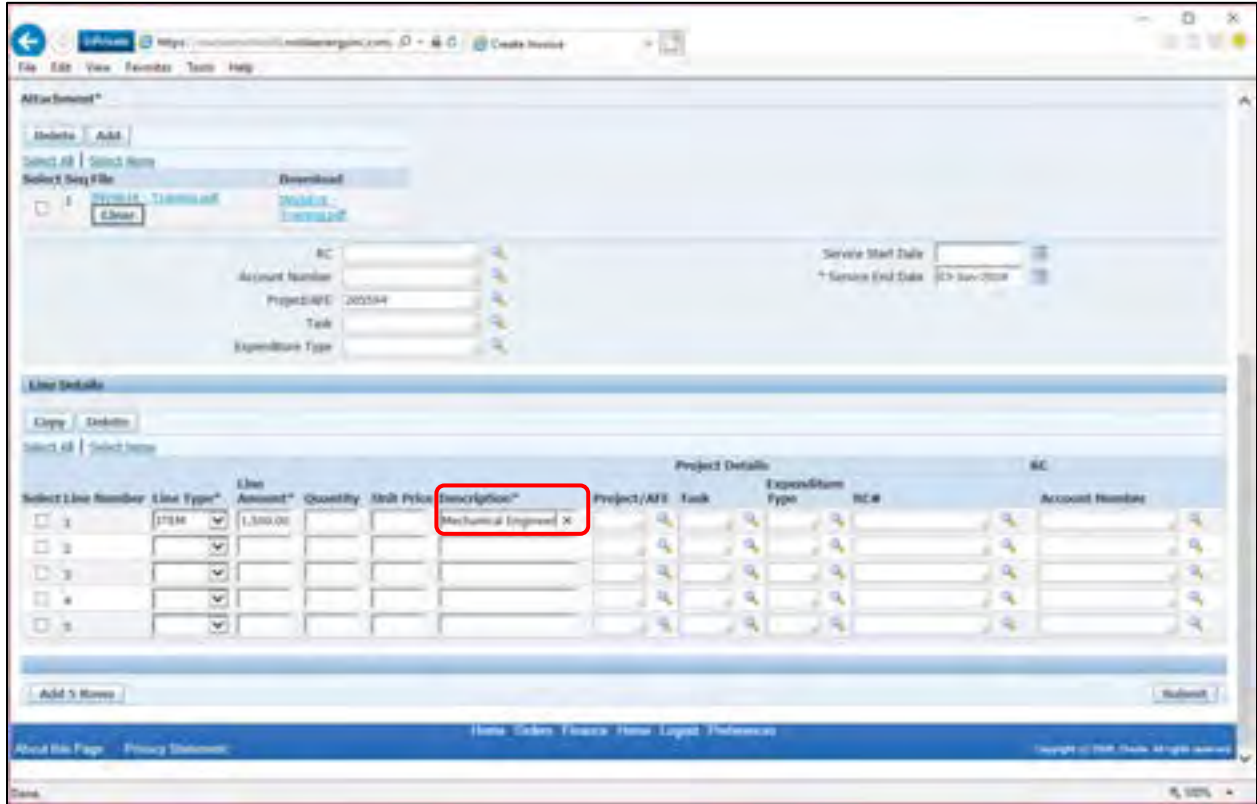
STEP 31: Enter the Line Amount.

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

The screenshot shows a web application interface for creating an invoice. The 'Line Details' section contains a table with columns for Line Number, Line Type, Line Amount, Quantity, Unit Price, Description, Project/AFE, Task, Expenditure Type, AC#, and Account Number. The 'Line Amount' cell for the first row is highlighted with a red box and contains the value '1,500.00'.

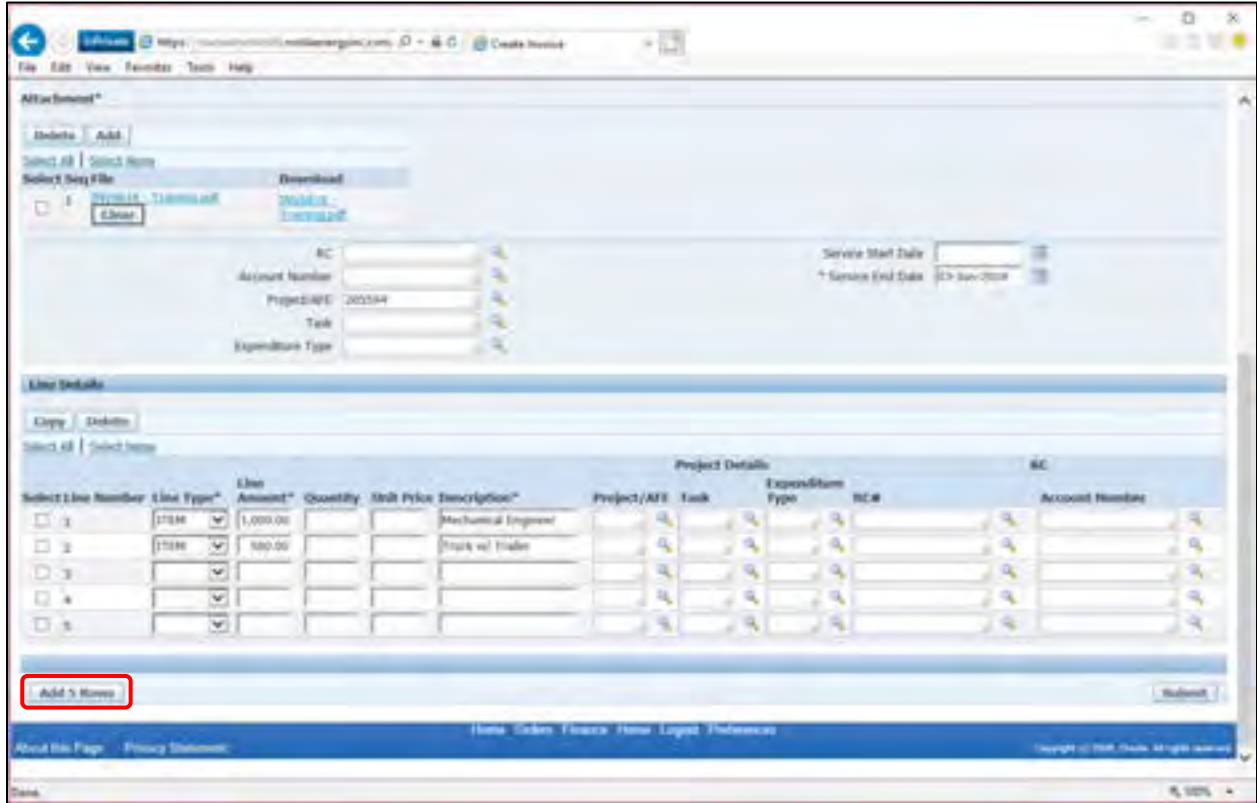
Select Line Number	Line Type*	Line Amount*	Quantity	Unit Price	Description*	Project/AFE	Task	Expenditure Type	AC#	Account Number
<input type="checkbox"/> 1	ITEM	1,500.00								
<input type="checkbox"/> 2										
<input type="checkbox"/> 3										
<input type="checkbox"/> 4										
<input type="checkbox"/> 5										

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**.

The screenshot shows a web-based software interface. At the top, there is a browser window with the URL 'https://www.meridianenergy.com'. Below the browser, there is a section titled 'Attachment' with buttons for 'Delete' and 'Add'. Underneath, there are options to 'Select All' or 'Select None', and a list of files with checkboxes and 'Download' links. Below the attachment section, there are several input fields for 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'. The main part of the interface is a table titled 'Line Details' with columns: 'Select Line Number', 'Line Type', 'Line Amount', 'Quantity', 'Unit Price', 'Description', 'Project/AFE', 'Task', 'Expenditure Type', 'RC#', and 'Account Number'. The table contains five rows. The 'Line Type' dropdown menu for the third row is highlighted with a red box, and the word 'TAX' is visible in the dropdown list. At the bottom of the interface, there is a navigation bar with links like 'Home', 'Orders', 'Finance', 'Home', 'Logout', and 'Preferences', and a footer with 'Copyright © 2016. All rights reserved'.

Select Line Number	Line Type	Line Amount	Quantity	Unit Price	Description	Project/AFE	Task	Expenditure Type	RC#	Account Number
<input type="checkbox"/> 1	ITEM	1,000.00			Mechanical Engineer					
<input type="checkbox"/> 2	ITEM	500.00			Truck w/ Trailer					
<input type="checkbox"/> 3	TAX									
<input type="checkbox"/> 4										
<input type="checkbox"/> 5										

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

The screenshot displays a web-based interface for creating an invoice. At the top, there's a browser window showing the URL 'https://mcafee.com/portal/...'. Below the browser, there's a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area is divided into several sections:

- Attachments:** Includes 'Delete' and 'Add' buttons. A file named '202215_1 invoice.pdf' is listed with a 'Download' button.
- Form Fields:** Includes 'Account Number', 'Project/AFE' (with value '200294'), 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date' (with value '07-Jun-2022').
- Line Details:** A table with columns: 'Line Number', 'Line Type', 'Amount', 'Quantity', 'Unit Price', 'Description', 'Project/AFE', 'Task', 'Expenditure Type', 'RC#', and 'Account Number'. The table contains five rows. The 'Amount' field for the second row (Line 3) is highlighted with a red box and contains the value '92.15'.

Select Line Number	Line Type*	Line Amount*	Quantity	Unit Price	Description*	Project/AFE	Task	Expenditure Type	RC#	Account Number
<input type="checkbox"/> 1	ITEM	1,000.00			Mechanical Engineer					
<input type="checkbox"/> 2	ITEM	500.00			Truck w/ Trailer					
<input type="checkbox"/> 3	TAX	92.15								
<input type="checkbox"/> 4										
<input type="checkbox"/> 5										

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.

Header Details

* Supplier Name: * Invoice Date:
* Supplier Number: * Amount:
* Supplier Site Code: * Currency:
* Invoice Number: * System Unit (Contract Department):
* Invoice Received Date: * Description:

Attachments

Select All | Select None
Select Any File
Download
Choose

Account Number:
Project/AFE:
Task:
Expenditure Type:
Service Start Date:
Service End Date:

Line Details

Copy | Delete
Select All | Select None

Select	Line Number	Line Type*	Line Amount*	Quantity	Unit Price	Description*	Project/AFE	Task	Expenditure Type	W/P	Account Number
<input type="checkbox"/>	1	ITEM	1,000.00			Mechanical Engineer					
<input type="checkbox"/>	2	ITEM	500.00			Truck w/ Trailer					
<input type="checkbox"/>	3	TAX	43.25								
<input type="checkbox"/>	4										
<input type="checkbox"/>	5										

Add 5 Rows

Submit

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

The screenshot shows a web browser window with the URL <https://www.mobilenergy.com/16>. The page title is "Non-Production Instance" and "16 mobile energy". The user is logged in as "Supplier Portal". A red box highlights a green confirmation message that says "Confirmation Invoice created successfully with the Invoice Number : 202504". Below this, the "Header Details" section shows invoice information for "MOBIL ENERGY TRADING SUPPLIER" with invoice number "202504" and date "04-Jun-2018". The "Attachments" section shows a file named "202504 - Trading.pdf". The "Line Details" section shows a table with two lines:

Select Line Number	Line Type*	Line Amount**	Quantity	Unit Price	Description**	Project/AFE Task	Expenditure Type	AC#	Account Number
<input type="checkbox"/> 1	113H	1,000.00			Mechanical Engineer	202504			
<input type="checkbox"/> 2	113H	500.00			Track w/ Trailer	202504			

VIEW INVOICES

DESCRIPTION

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

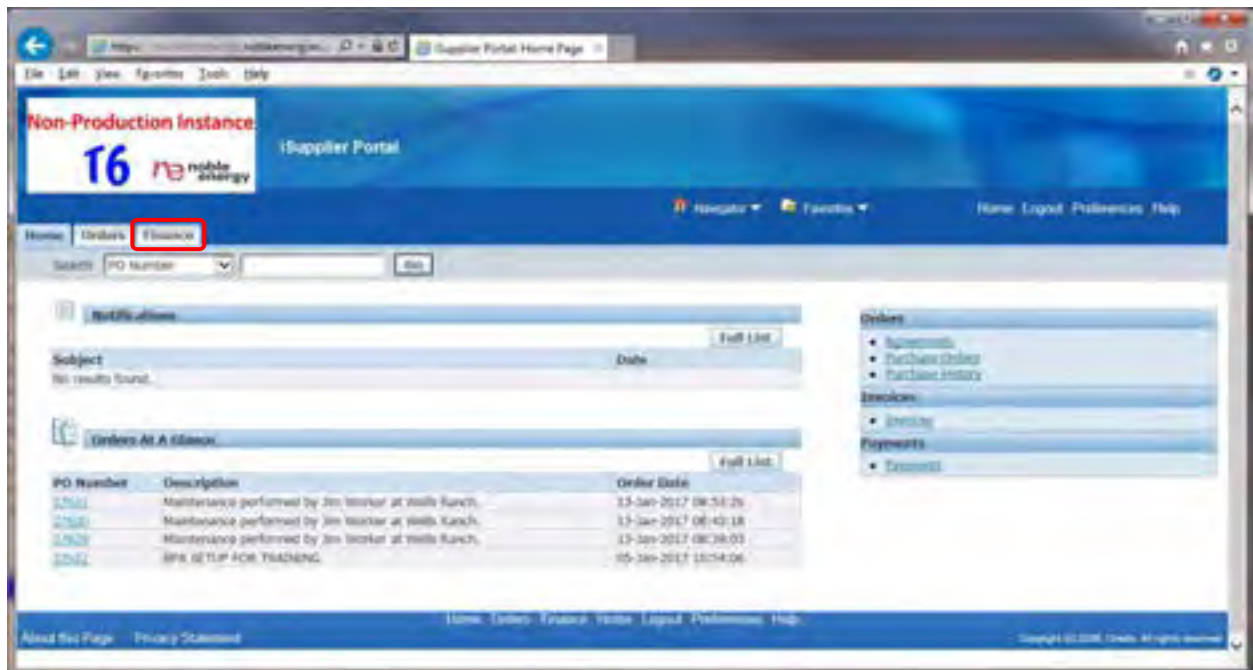
PROCEDURE

STEP 1: Login to Oracle

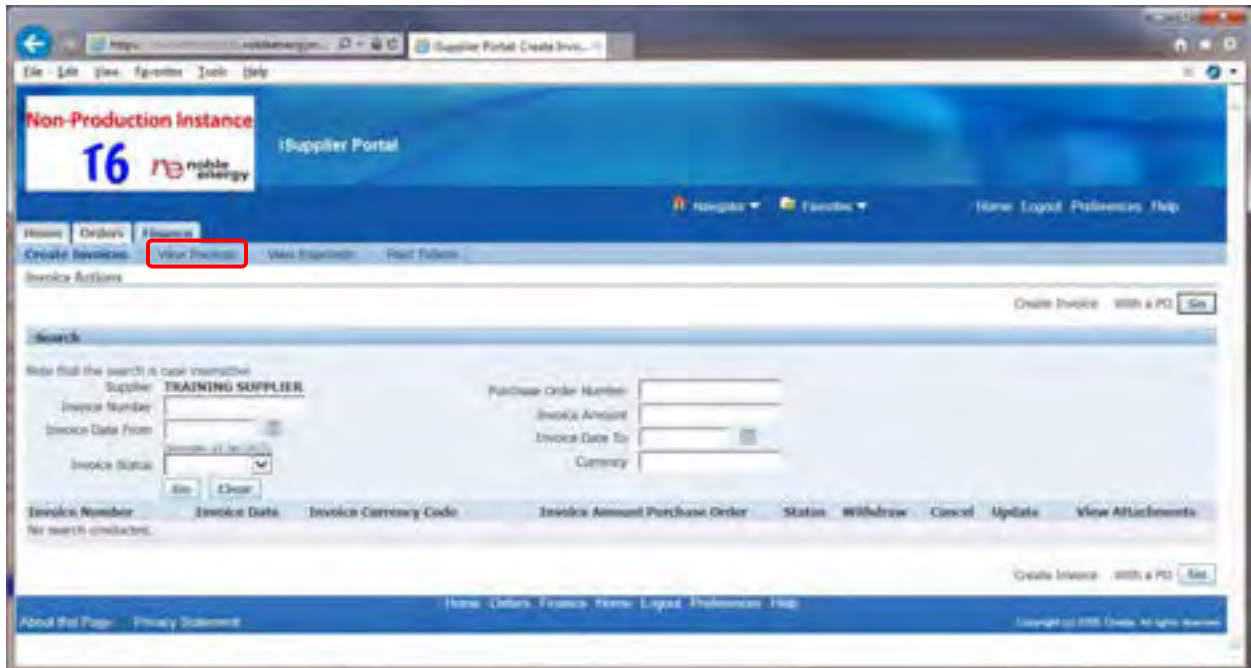
(https://oracledmzpnobl1.nobleenergyinc.com/OA_HTML/AppsLogin).



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

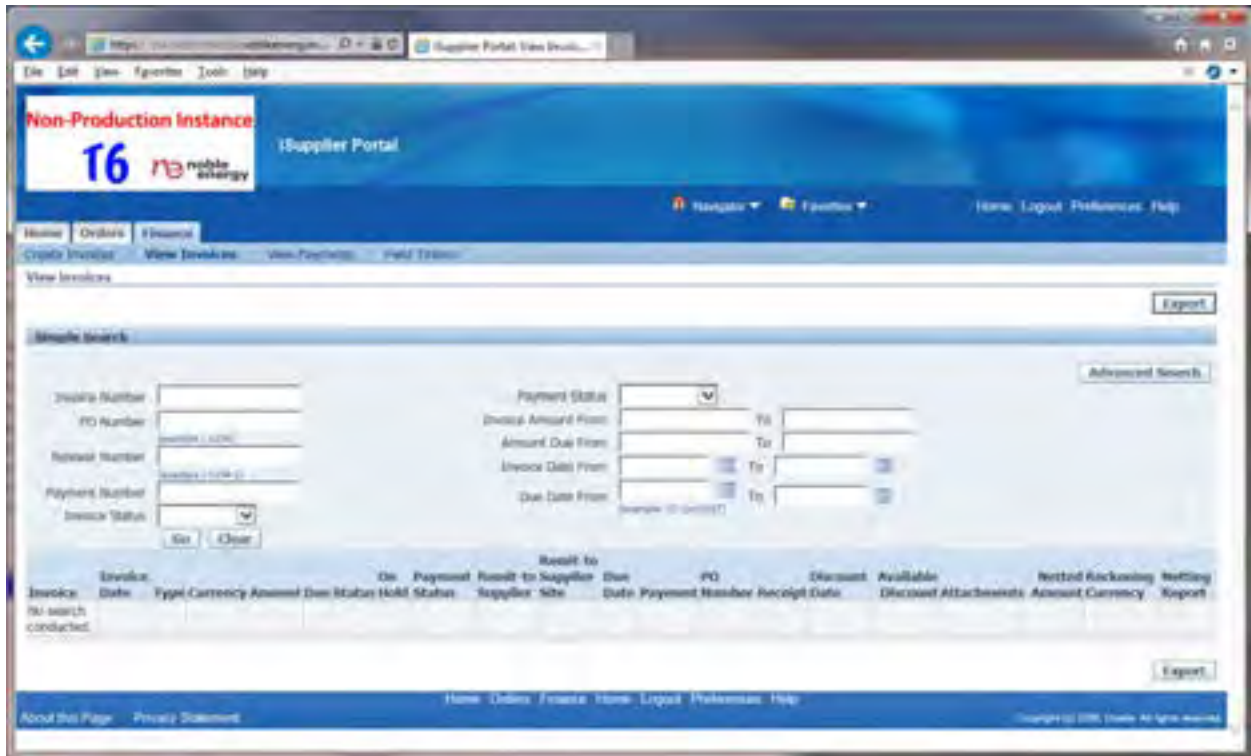


STEP 3: Click the **View Invoices** link.

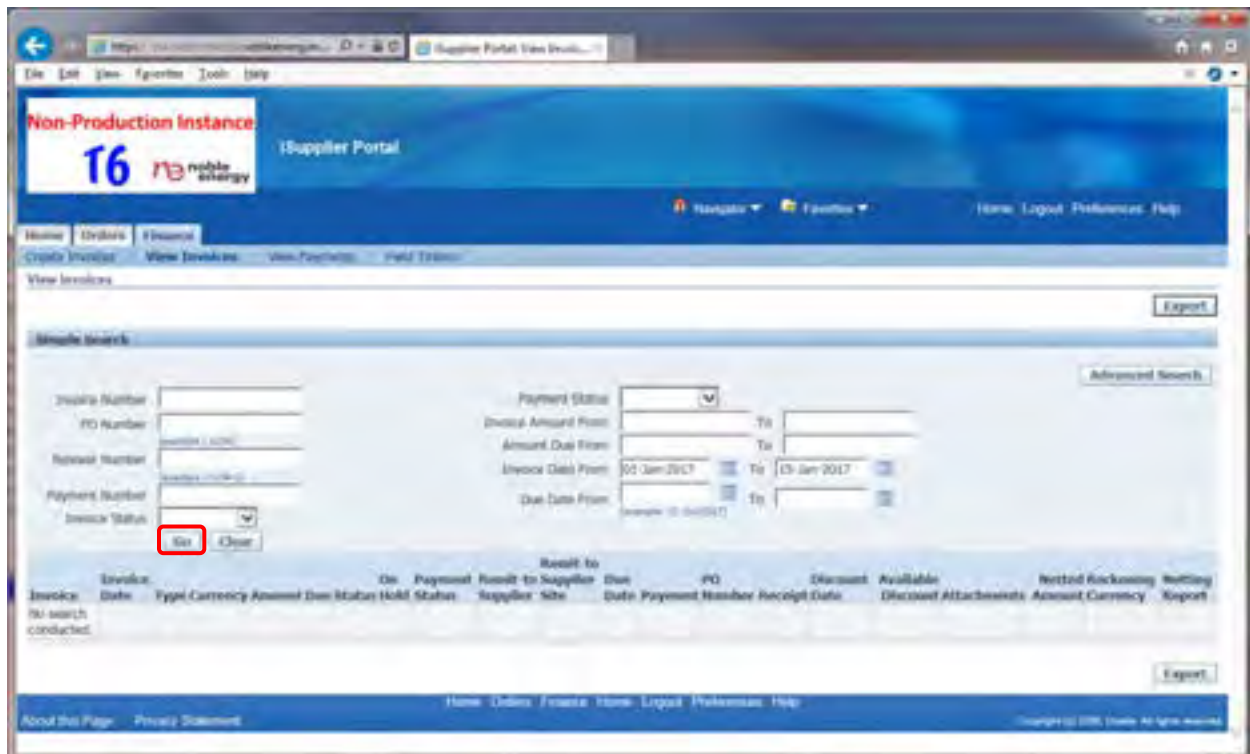


STEP 4: Search for invoices by using any one of the fields shown.

*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.

The screenshot shows the iSupplier Portal interface. At the top, there is a header for "Non-Production Instance 16" and "iSupplier Portal". Below this is a navigation bar with tabs for "Home", "Orders", and "Finance". The main content area features a "Simple Search" form with fields for Invoice Number, PO Number, Release Number, Payment Number, and Invoice Status. There are also date range filters for "Invoice Date From/To", "Amount Due From/To", "Invoice Date From/To", and "Due Date From/To". A table of search results is displayed below the form, with the first row highlighted. The table has columns for Invoice Number, Invoice Date, Type, Currency, Amount, Due Status, Hold Status, Payment Status, Supplier Site, Due Date, PO Number, Receipt Date, Discount, Available, Attachments, Billing Amount, Currency, and Billing Report. The first row shows an invoice number of 154215, dated 4-Jun-2018, with a status of "Not Paid".

Invoice Number	Invoice Date	Type	Currency	Amount	Due Status	Hold Status	Payment Status	Supplier Site	Due Date	PO Number	Receipt Date	Discount	Available	Attachments	Billing Amount	Currency	Billing Report
154215	4-Jun-2018	Standard	USD	1542.15	1542.15	0%	Not Paid	Protest	2018-06-04								

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

The screenshot displays a web application interface for a 'Supplier Portal'. The main header includes the company logo 'T6 mobile energy' and the text 'Non-Production Instance' and 'Supplier Portal'. Below the header, there are navigation tabs for 'Home', 'Orders', and 'Finance'. The 'Finance' tab is active, showing a sub-menu with 'Create Invoices', 'View Invoices', 'View Payments', and 'Add Totals'. The current view is 'Finance: View Invoices', displaying a 'Standard Invoice: INV018 (Total USD 1562.15)' for 'Country:US01'. The interface is divided into three main sections: 'General', 'Amount Summary', and 'Payment Information'. The 'General' section shows invoice details like 'Invoice Date: 04-Nov-2018', 'Status: In Process', and 'Supplier Site: PAYSPOKHOUSTON'. The 'Amount Summary' section lists 'Item: 1500.00', 'Freight: 0.00', 'Miscellaneous: 0.00', 'Tax: 0.00', 'Payment: 0.00', and 'Withholding Tax: 0.00', with a 'Total' of 1562.15. The 'Payment Information' section shows 'Paid: 0.00', 'Discount Taken: 0.00', 'Due: 1562.15', and 'Status: Not Paid'. Below these sections is a table of 'Invoice Lines' with columns for 'Line', 'Type', 'Description', 'Qty', 'Unit', 'Price', 'Tax Included', 'Amount', 'Kotakage Status', 'PO Number', 'PO Line', 'PO Alignment', 'Buyer', and 'Receipt'. The table contains three rows: Line 1 (Mechanical Engineer, 1000.00, 1000.00), Line 2 (Truck w/ Trailer, 500.00, 500.00), and Line 3 (Tax, 62.15, 62.15). A red box highlights the link 'Return to Finance: View Invoices' at the bottom left of the table. The footer includes 'About this Page', 'Privacy Statement', and 'Copyright © 2018, Oracle. All rights reserved.'

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 I 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. (###.##)