
CREATE A FIELD TICKET

DESCRIPTION

All charges, except taxes and freight, should be added to the field ticket. No additional line items can be entered on the invoice.

Please do not add taxes or freight charges to a field ticket. These charges are added during the invoicing process. The invoice will include any tax and or freight charges.

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

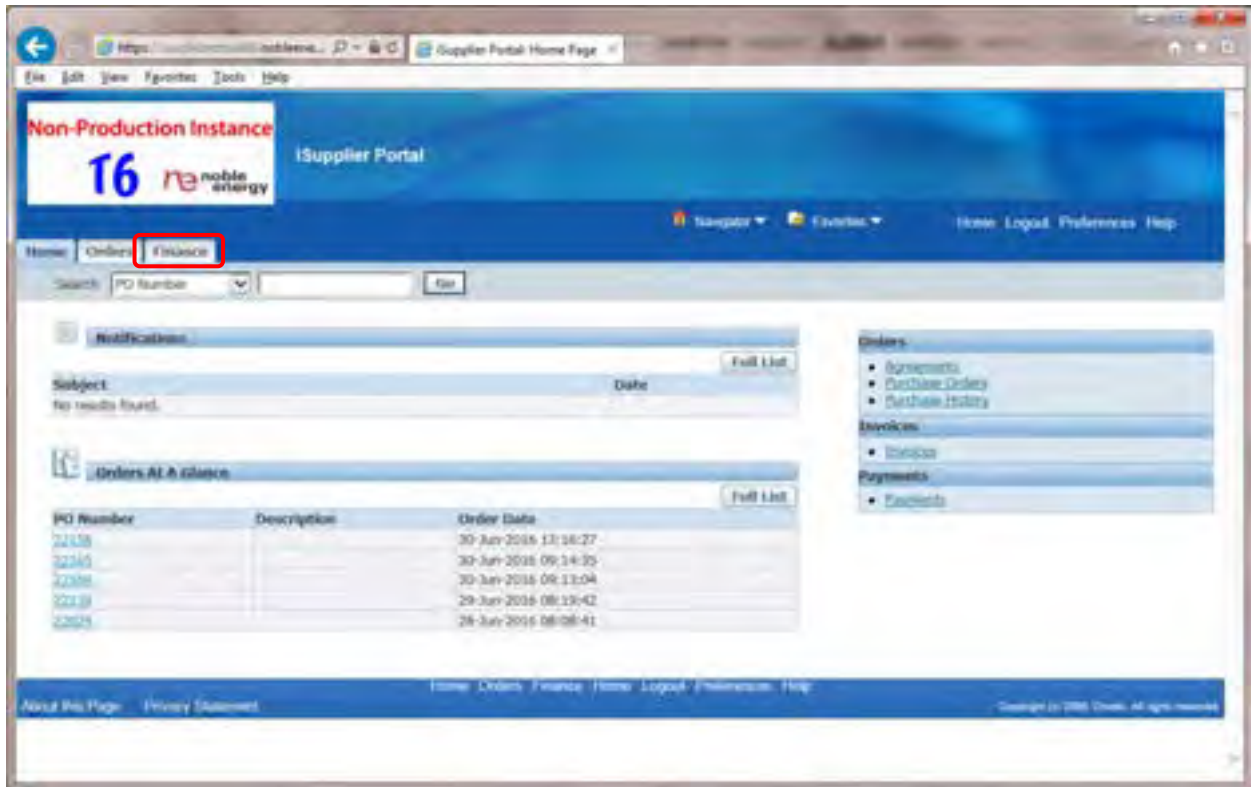
PROCEDURE

STEP 1: Login to Oracle

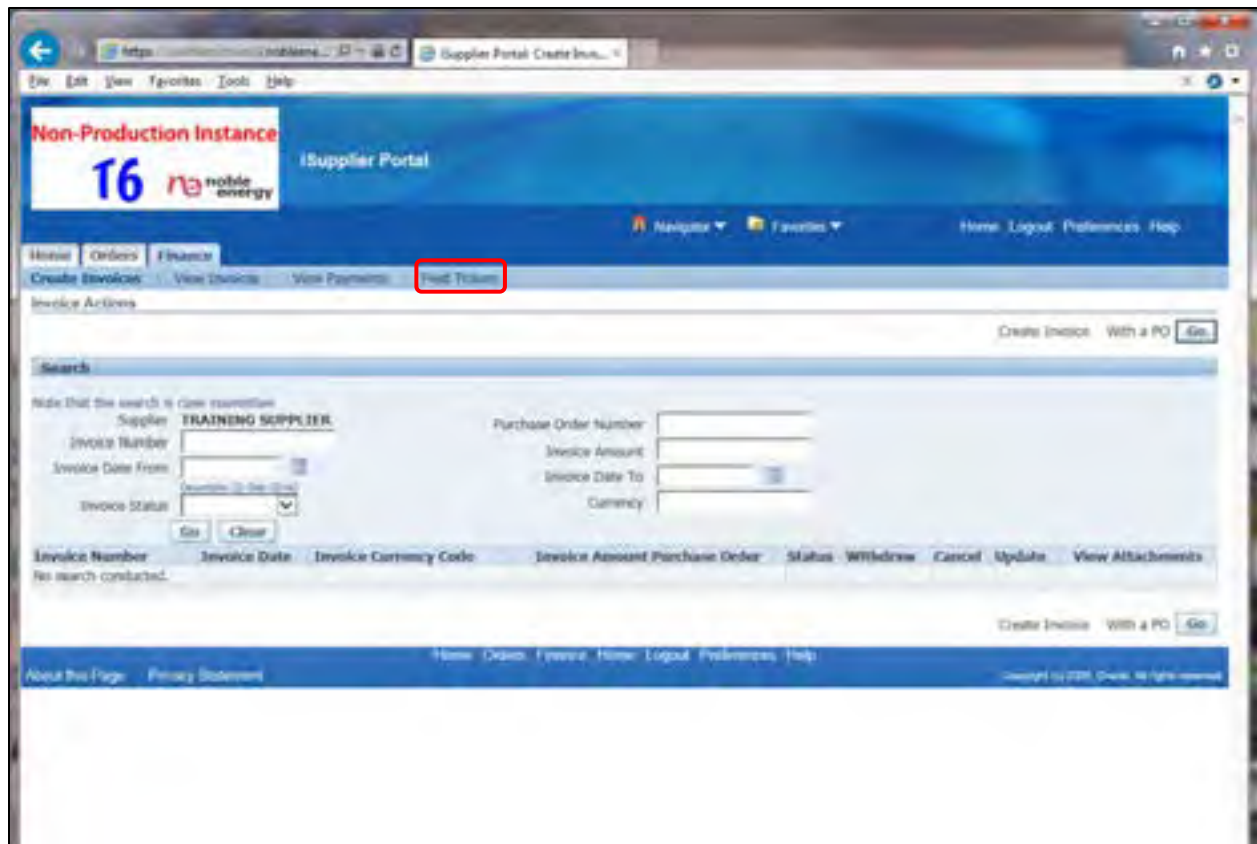
(https://oracledmzpnobl1.nobleenergyinc.com/OA_HTML/AppsLogin).



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



STEP 3: Click the **Field Tickets** link.



STEP 4: Click the **Create Ticket** button.

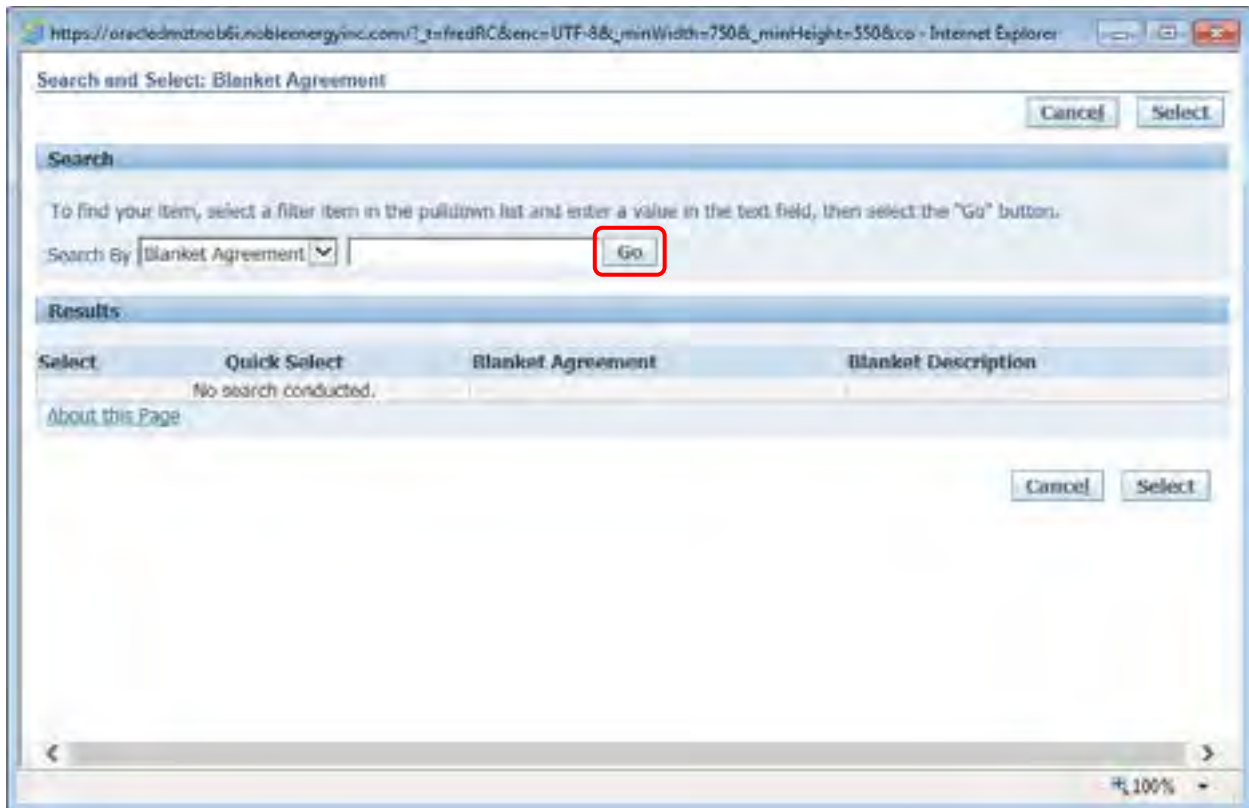
The screenshot shows a web browser window displaying the 'Supplier Portal Field Ticket Search' page. The page header includes 'Non-Production Instance 16' and 'Supplier Portal'. The main content area is titled 'Field Ticket Summary' and contains a search form with the following fields: Ticket Number, Supplier Name (pre-filled with 'TRAINING SUPPLIER'), State, From Date, Supplier Order Number, Project/WF, IC, Source Type, and To Date. A 'Search' button is located below the form. A red box highlights the 'Create Ticket' button, which is positioned to the right of the search form. Below the search form is a 'Tickets' section with a table header and a 'View/Full', 'Copy', and 'Export' menu. The table header includes columns for 'Select Ticket Number', 'Submitted By', 'Submitted Date', 'Supplier Number', 'Currency Status Code', 'Regulation Total Number', 'Regulation Status', 'PD Number', 'PD Status', and 'Supplier Order Number'. The table content shows 'No search conducted'. The footer of the page includes 'About this Page', 'Privacy Statement', and 'Copyright © 2016, Oracle. All rights reserved.'

STEP 5: Search for the **Blanket Agreement** by clicking on the **Search** icon.

The screenshot shows a web browser window displaying the 'Supplier Portal Field Tickets' page. The page header includes the 'Non-Production Instance 16' logo and 'noble energy' branding. The main content area is titled 'Create Field Ticket' and contains several input fields. A red square highlights the search icon on the 'Blanket Agreement' field. Other fields include 'Supplier Name' (TRADING SUPPLIER), 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Ticket Number', 'Ticket Description', 'Status' (DRAFT), 'Supplier Order Number', and '* Regulator'. At the bottom, there are buttons for 'Browse', 'Load Data From CSV', 'Download Template', 'Instructions', 'Delete Rows', and 'Copy Lines'.

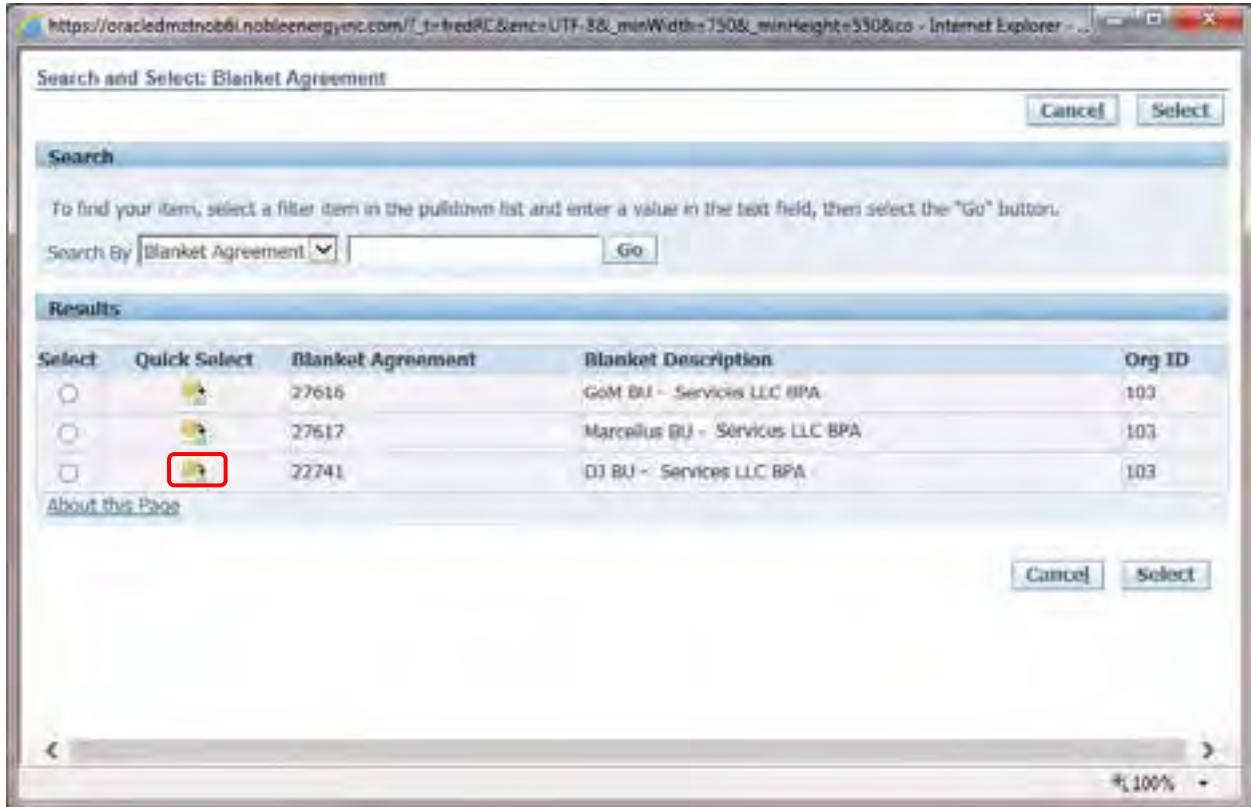
STEP 6: Enter the **Blanket Agreement Number**, then click **Go**.

Note: If the field is left blank, clicking Go will search for all Blanket Agreements.



STEP 7: Click **Quick Select** icon next to the Blanket Agreement.

*Note: Another option is to select the option next to the Agreement and click on the **Select** button.*



STEP 8: For this example enter the **Project/AFE** number or click on the **Search** icon.

*Note: If **Project/AFE** is selected you must fill in the **Task**.*

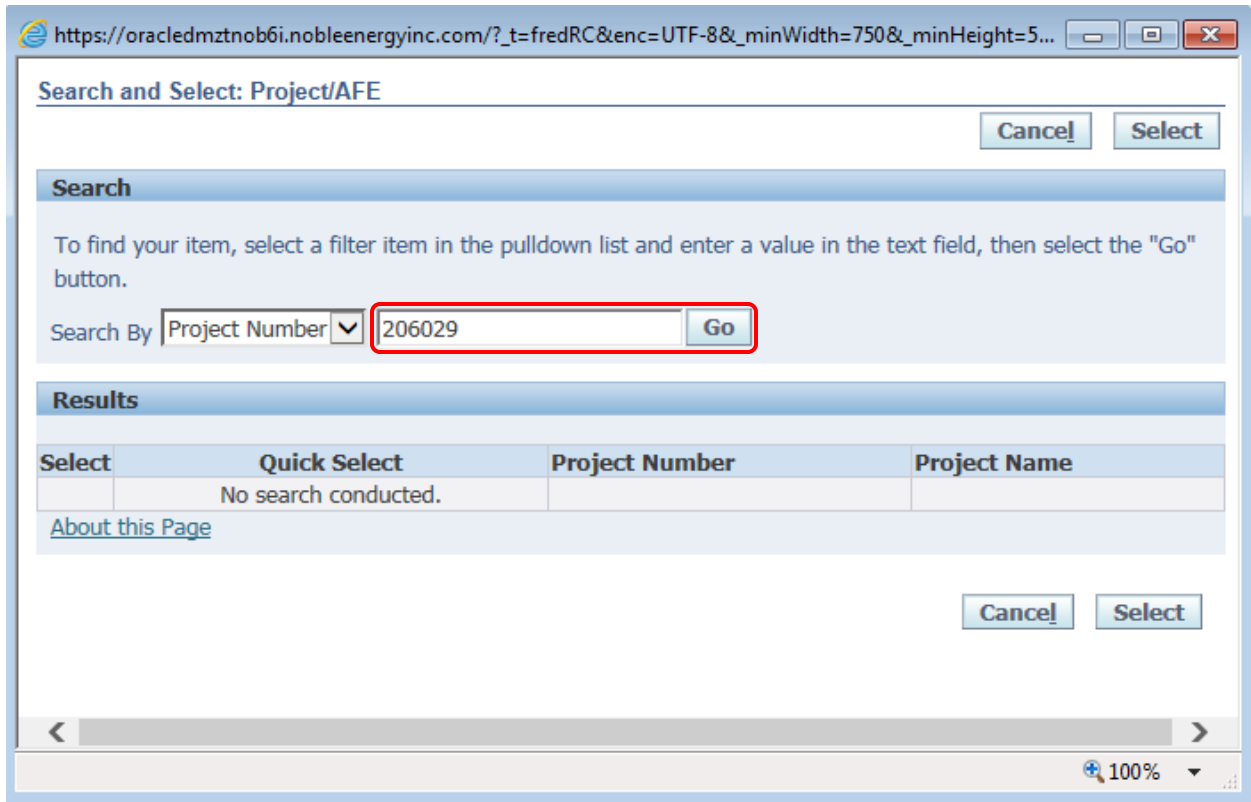
The screenshot shows the 'Create Field Ticket' form in the iSupplier Portal. The form includes the following fields and options:

- Supplier Name: TRAINING SUPPLIER
- * Marked Agreement: 27622
- EC: [Empty]
- Account Number: [Empty]
- Project/AFE**: [Highlighted with a red box]
- Task: [Empty]
- Expenditure Type: [Empty]
- Ticket Number: [Empty]
- Ticket Description: [Empty]
- Status: DRAFT
- Supplier Order Number: [Empty]
- * Requestor: [Empty]

At the bottom of the form, there are buttons for 'Browse', 'Load Data From CSV', 'Download Template', and 'Instructions'. Below these are 'Delete Item' and 'Copy Line' buttons, and a 'Select All | Deselect None' option.

STEP 9: Enter the **Project/AFE** number and click **Go**.

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



Search and Select: Project/AFE

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 Project Number Go

Results

Select	Quick Select	Project Number	Project Name
	No search conducted.		

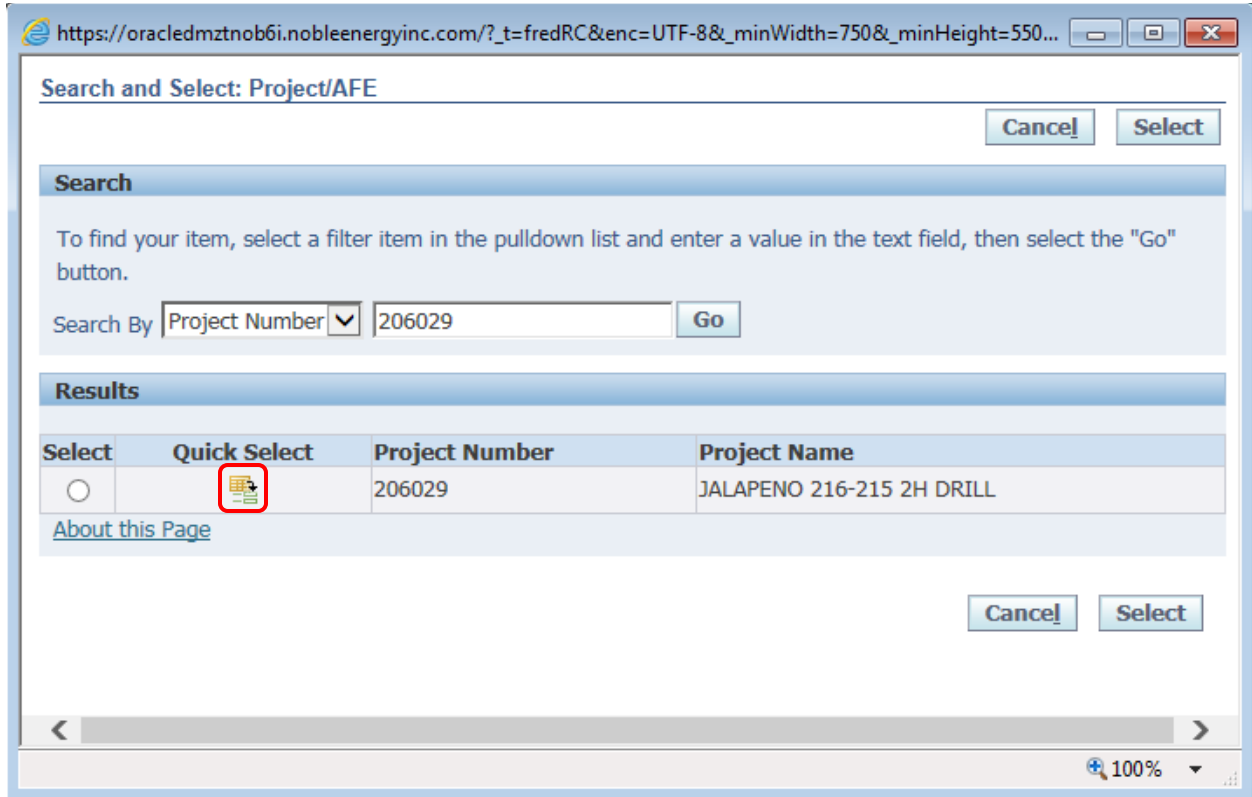
[About this Page](#)

Cancel Select

100%

STEP 10: Click the **Quick Select** icon next to the Project number.


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



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

The 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, there is a "Search By" dropdown menu set to "Project Number", a text input field containing "206029", and a "Go" button.

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

Select	Quick Select	Project Number	Project Name
<input type="radio"/>		206029	JALAPENO 216-215 2H DRILL

Below the table is a link for "About this Page". At the bottom right of the results area, there are "Cancel" and "Select" buttons. The browser's status bar at the bottom right shows a magnifying glass icon and "100%".

STEP 11: Enter the Task in the **Task** field.

*Note: The **Task** can be searched using the search icon to the right of the field.*

The screenshot shows the 'Create Field Ticket' form in the iSupplier Portal. The form includes the following fields and values:

- Supplier Name: TRAINING SUPPLIER
- Market Agreement: 39584
- IC: [Empty]
- Account Number: [Empty]
- Project ID: 206029
- Task: 120.10 (highlighted with a red box)
- Expendure Type: [Empty]
- Ticket Number: [Empty]
- Ticket Description: [Empty]
- Status: DRAFT
- Supplier Order Number: [Empty]
- Requester: [Empty]

At the bottom of the form, there are buttons for 'Delete Item', 'Copy Line', and 'Select All | Select None'. The browser address bar shows 'http://www.comcast.net/.../Supplier Portal Field Tickets'.

STEP 12: Enter the Ticket Description.

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

The screenshot shows a web browser window displaying the 'iSupplier Portal' interface. The page title is 'Supplier Portal Field Tickets'. The main content area is titled 'Create Field Ticket'. A note indicates that fields with an asterisk (*) are required. The form contains several input fields: 'Supplier Name' (TRADING SUPPLIER), 'Market Agreement' (38384), 'IC', 'Account Number', 'Project/AFE' (206329), 'Task' (329.10), 'Expenditure Type', 'Ticket Number', 'Ticket Description' (with a red box around it and the placeholder text 'Brief Description of the Service'), 'Status' (DRAFT), 'Supplier Order Number', and 'Requestor'. Below the form, there are sections for 'Attachments', 'Line Details', and a table with 'Delete Item' and 'Copy Line' buttons. The browser's address bar shows the URL 'https://www.nobleenergy.com/SupplierPortal/FieldTickets'. The page footer indicates 'Data' and a zoom level of '100%'.

STEP 13: Enter the Supplier Order Number.

Note: This field is optional but recommended to help keep track of tickets by entering ticket numbers from the supplier's computer system as a reference. The Supplier Order Number field has a maximum character limit of 150 characters.

The screenshot shows a web browser window displaying the 'Supplier Portal' interface. The page title is 'Supplier Portal: Field Tickets'. The main content area is titled 'Create Field Ticket'. A note indicates that fields with an asterisk (*) are required. The form contains several input fields:

- Supplier Name: TRAZING SUPPLIES
- * Blanket Agreement: 38504
- Account Number: [empty]
- Project/WFE: 206029
- Task: 320.10
- Expenditure Type: [empty]
- Ticket Number: [empty]
- Ticket Description: Brief Description of the Service
- Status: DRIFT
- Supplier Order Number: 772257 (highlighted with a red box)
- * Requestor: [empty]

At the bottom of the form, there are buttons for 'Delete Item' and 'Copy Item', and a 'Select All | Select None' option. The browser's address bar shows the URL 'https://www.nobleenergy.com/SupplierPortal/FieldTickets'. The page footer indicates 'Done' and a zoom level of '100%'.

STEP 14: Search and enter the **Requestor** by clicking the **Search** icon next to the field.

Note: The Requestor is the person at Noble that requested the goods / services.

The screenshot shows a web browser window displaying the 'Supplier Portal Field Tickets' page. The page title is 'Non-Production Instance 16 noble energy | Supplier 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 'Field Tickets' section is active, and the 'Create Field Ticket' form is displayed. The form contains several fields with search icons (magnifying glass) next to them. The 'Requestor' field is highlighted with a red box. The form also includes a 'Ticket Number' field, a 'Ticket Description' field, a 'Status' dropdown menu (set to 'DRAFT'), and a 'Supplier Order Number' field. The 'Requestor' field is currently empty.

Supplier Name	TRADING SUPPLIER	Ticket Number	
* Market Agreement	38284	Ticket Description	Brief Description of the Service
IC		Status	DRAFT
Account Number		Supplier Order Number	772267
Project/AFE	206029	* Requestor	
Task	320.10		
Expenditure Type			

STEP 15: Enter the **Requestor's** last name and click **Go**.

Search and Select: Requestor

Cancel Select

Search

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

Search By Name Go

Results

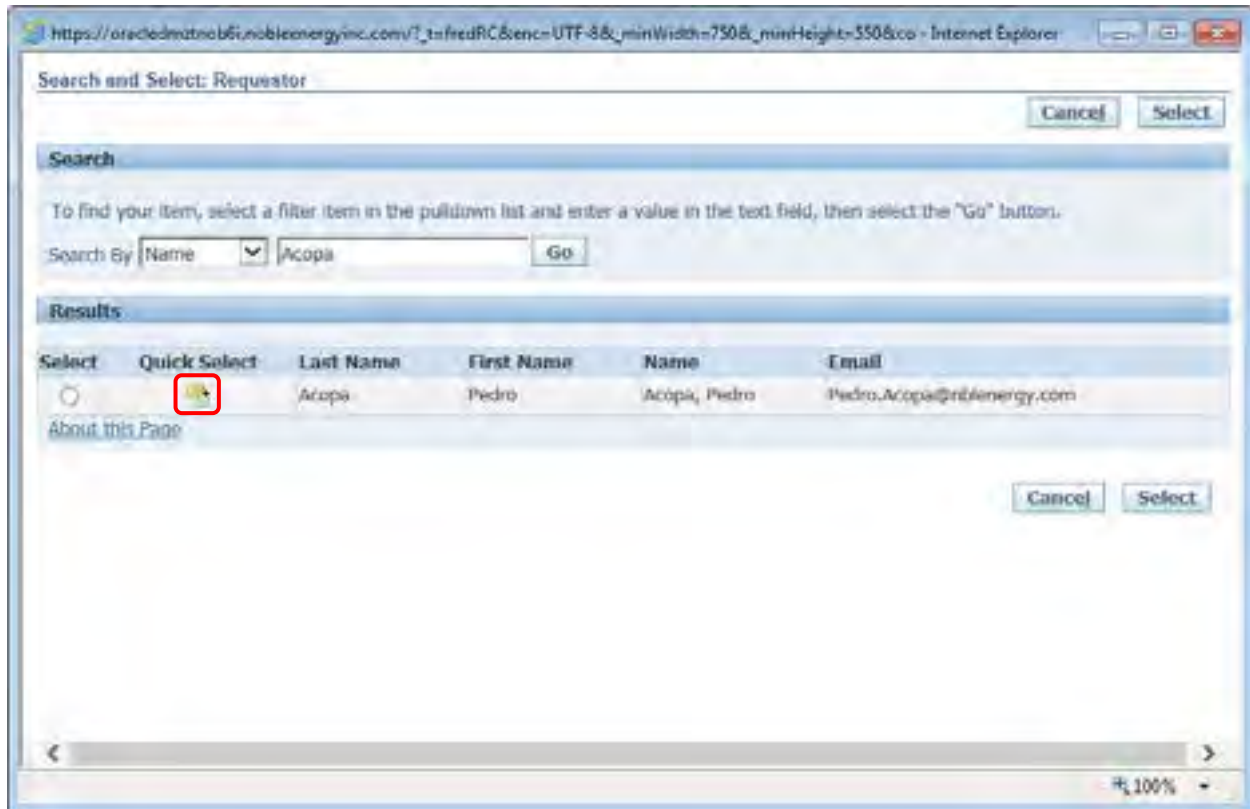
Select	Quick Select	Last Name	First Name	Name	Email
No search conducted.					
About this Page					

Cancel Select

100%

STEP 16: Click the **Quick Select** icon next to the Last Name of the Requestor.

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



STEP 17: Attachments need to be added when creating tickets. Click the + next to Attachments.

Note: The attachment should include ALL backup documentation needed to verify charges. Field Tickets submitted without attachments will be rejected by the requestor.

Create Field Ticket

✓ YEP * Indicates required field

Supplier Name: TRAINING SUPPLIER

* Blanket Agreement: 38584

EC: []

Account Number: []

Project/AFE: 206026

Task: 300 10

Expenditure Type: []

Ticket Number: []

Ticket Description: Brief Description of the Service

Status: DRAFT

Supplier Order Number: 772282

* Requestor: Acopa, Pedro

+ Attachments

Line Details

Browse... Load Data From CSV Download Template Instructions

Delete Item Copy Line

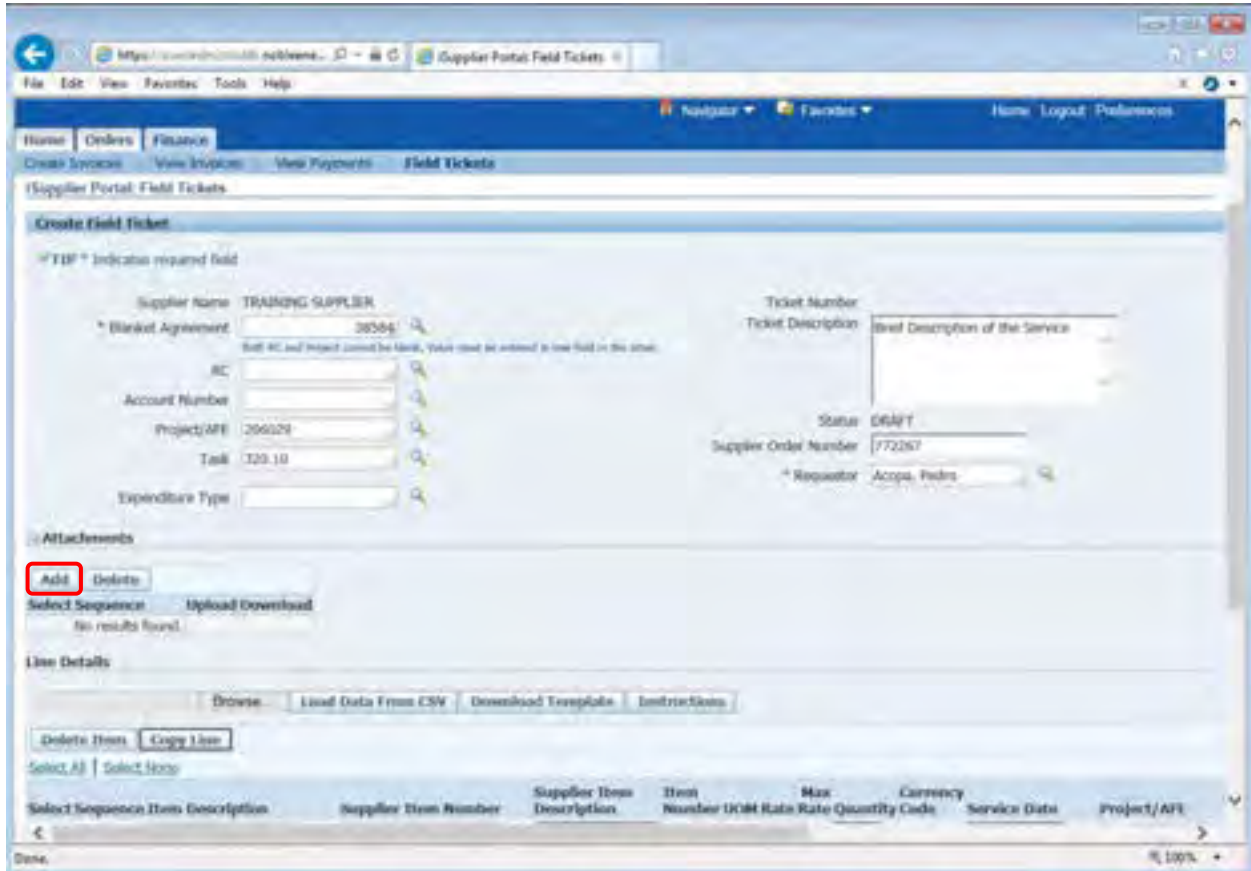
Select All Select None

Select	Sequence	Item Description	Supplier Item Number	Supplier Item Description	Item Number	UOM	Rate	Rate	Quantity	Currency	Service Date	Project/All
<input type="checkbox"/>	1	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
<input type="checkbox"/>	2	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]
<input type="checkbox"/>	3	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]

Date: [] [] 2015

STEP 18: Click the **Add** button to add a new attachment.

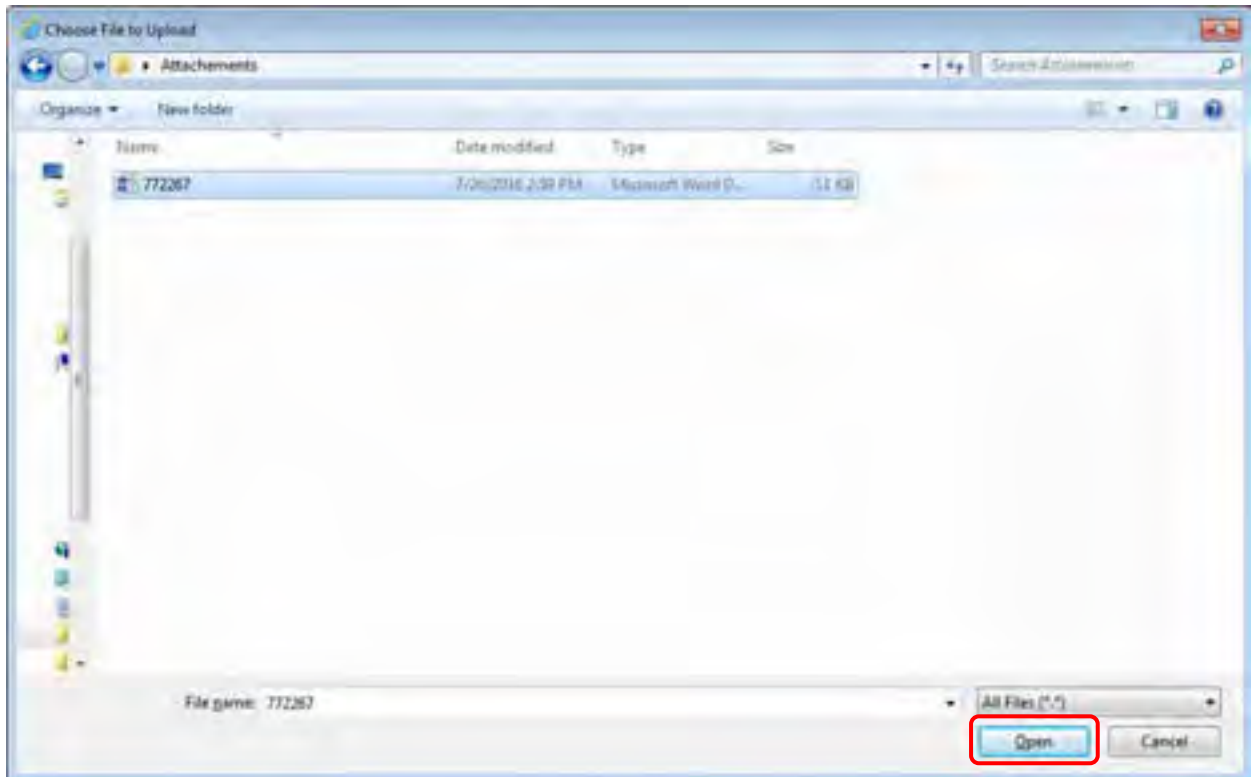
Note: Multiple attachments can be added by clicking the Add button. The number of attachments should not exceed 10 per ticket.



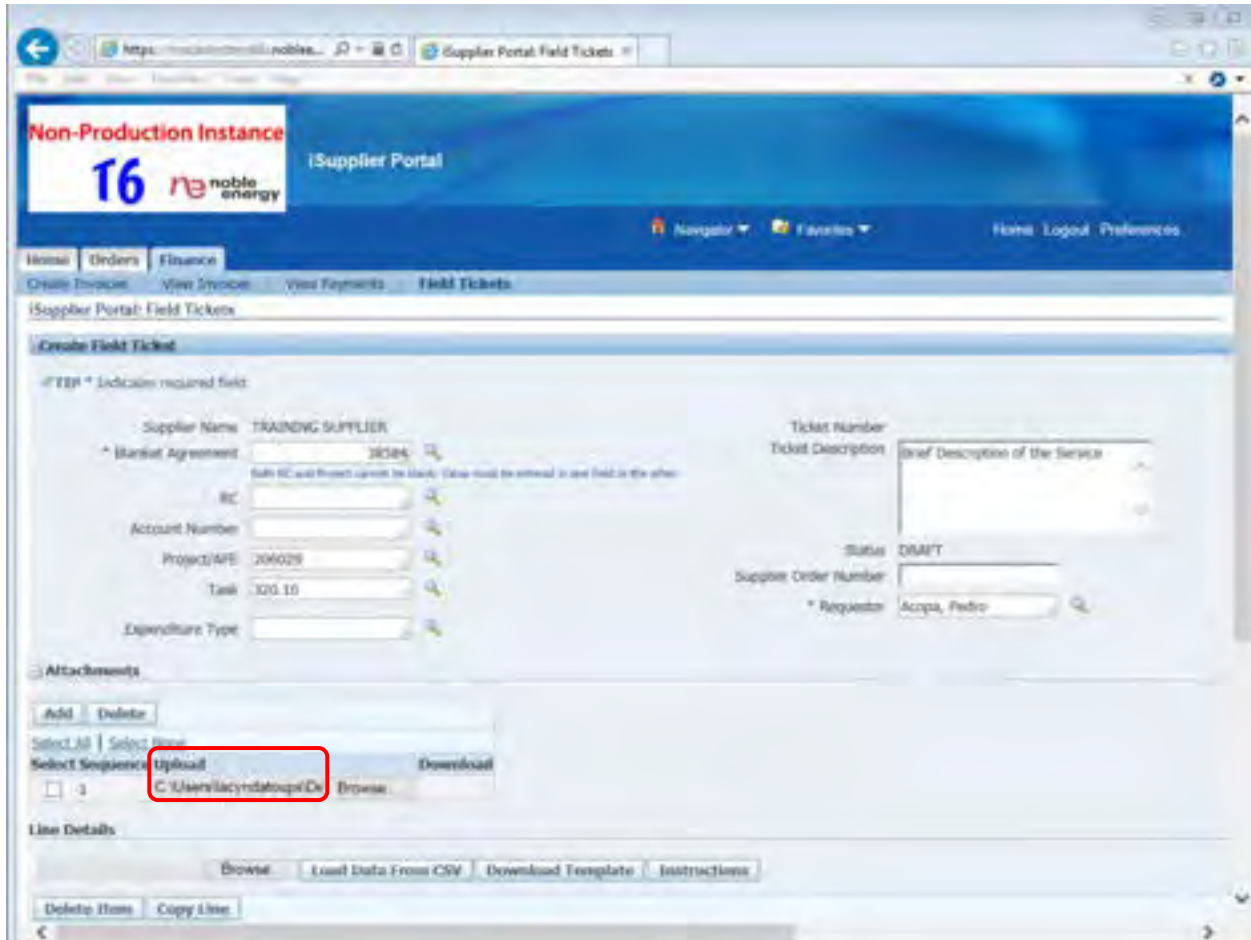
STEP 19: Click the **Browse...** button to search for documents/photos, etc. you wish to attach to the ticket.

The screenshot shows a web browser window displaying the 'Supplier Portal Field Tickets' page. The page header includes the 'Non-Production Instance' logo with the number '16' and the 'noble energy' logo. The main navigation bar contains 'Home', 'Logout', and 'Preferences'. Below this, there are tabs for 'Home', 'Orders', and 'Finance', with 'Field Tickets' selected. The page title is 'Supplier Portal: Field Tickets'. The main content area is titled 'Create Field Ticket' and includes a note: '*FTP * Indicates required field'. The form contains several input fields: 'Supplier Name' (TRADING SUPPLIER), '* Blanket Agreement' (2009), 'AC', 'Account Number', 'Project/AFE' (200029), 'Task' (320.10), 'Expenditure Type', 'Ticket Number', 'Ticket Description' (Brief Description of the Service), 'Status' (DRAFT), 'Supplier Order Number', and '* Requestor' (Acopa, Pedro). A red box highlights the 'Browse' button in the 'Attachments' section, which also includes 'Add', 'Delete', 'Select All', 'Select None', 'Select Sequence Upload', and 'Download' options. At the bottom, there are buttons for 'Browse', 'Load Data From CSV', 'Download Template', and 'Instructions', along with 'Delete Item' and 'Copy Item' options.

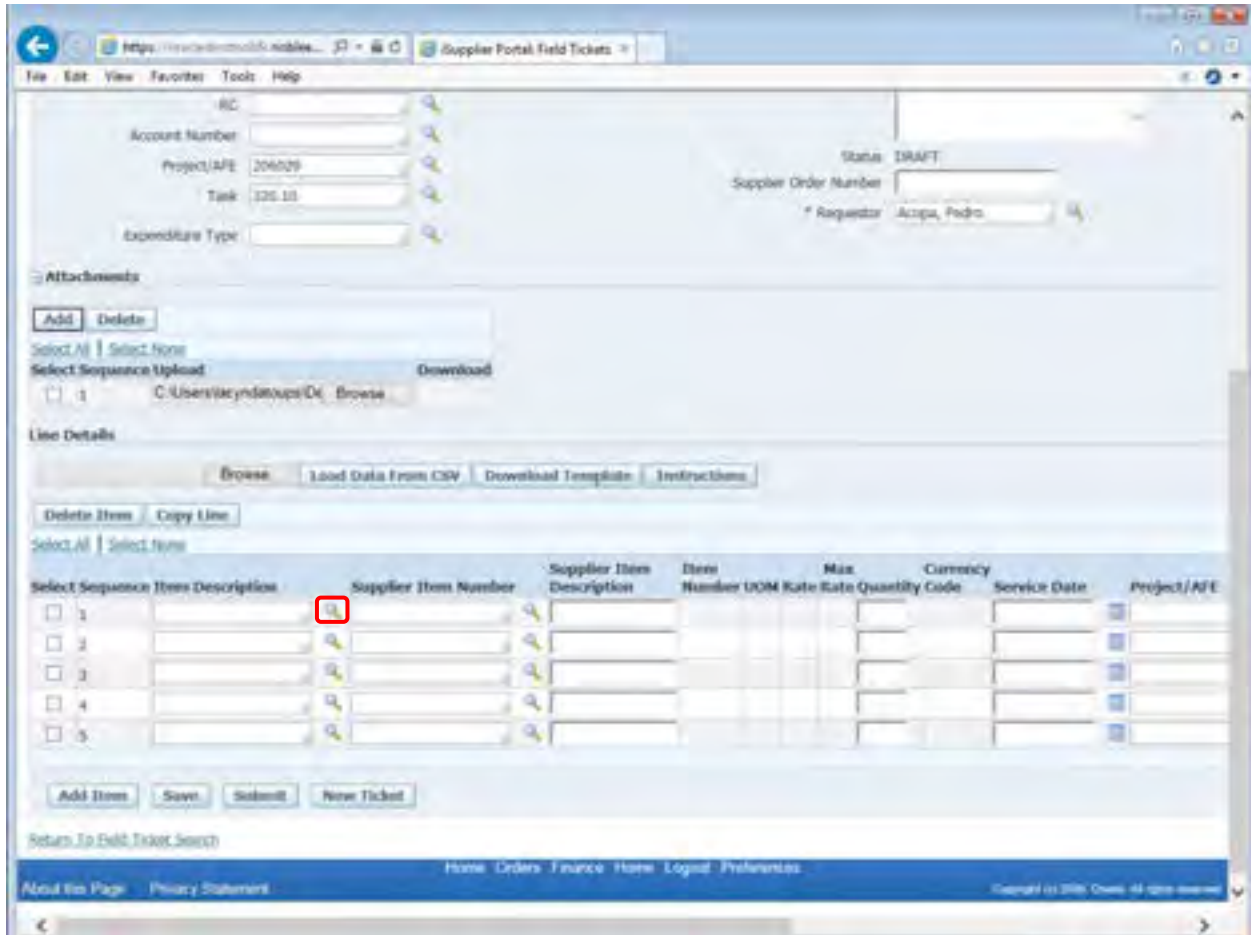
STEP 20: Search for file and click the **Open** button.



STEP 21: The attached file will show in the Upload column.



STEP 22: Select the first line in the Line Details and click on the **Search** icon in the **Item Description** field.



STEP 23: Search for the **Item Description** to add to the iSupplier Field Ticket.

The screenshot shows a web browser window with the URL https://oracledmtrn06i.nobleenergyinc.com/v?_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&co. The page title is "Search and Select: Item Description".

Search Section:

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:

Results Section:

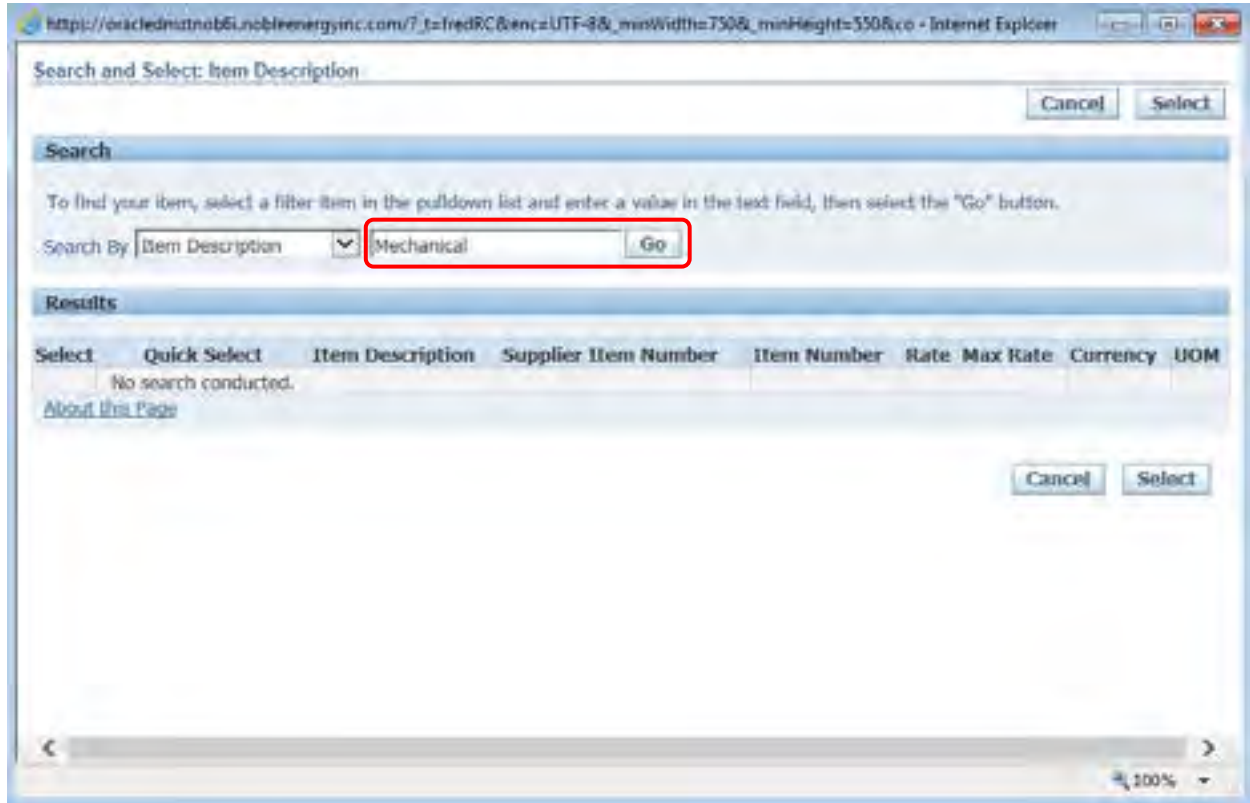
Select	Quick Select	Item Description	Supplier Item Number	Item Number	Rate	Currency	UOM
No search conducted.							

[About this Page](#)

Buttons:

STEP 24: Enter the item in the **Item Description** and click on **Go** for this example.

Note: If the field is left blank, clicking Go will search for all items.



Search and Select: Item Description

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 Item Description Go

Results

Select	Quick Select	Item Description	Supplier Item Number	Item Number	Rate	Max Rate	Currency	UOM
No search conducted.								

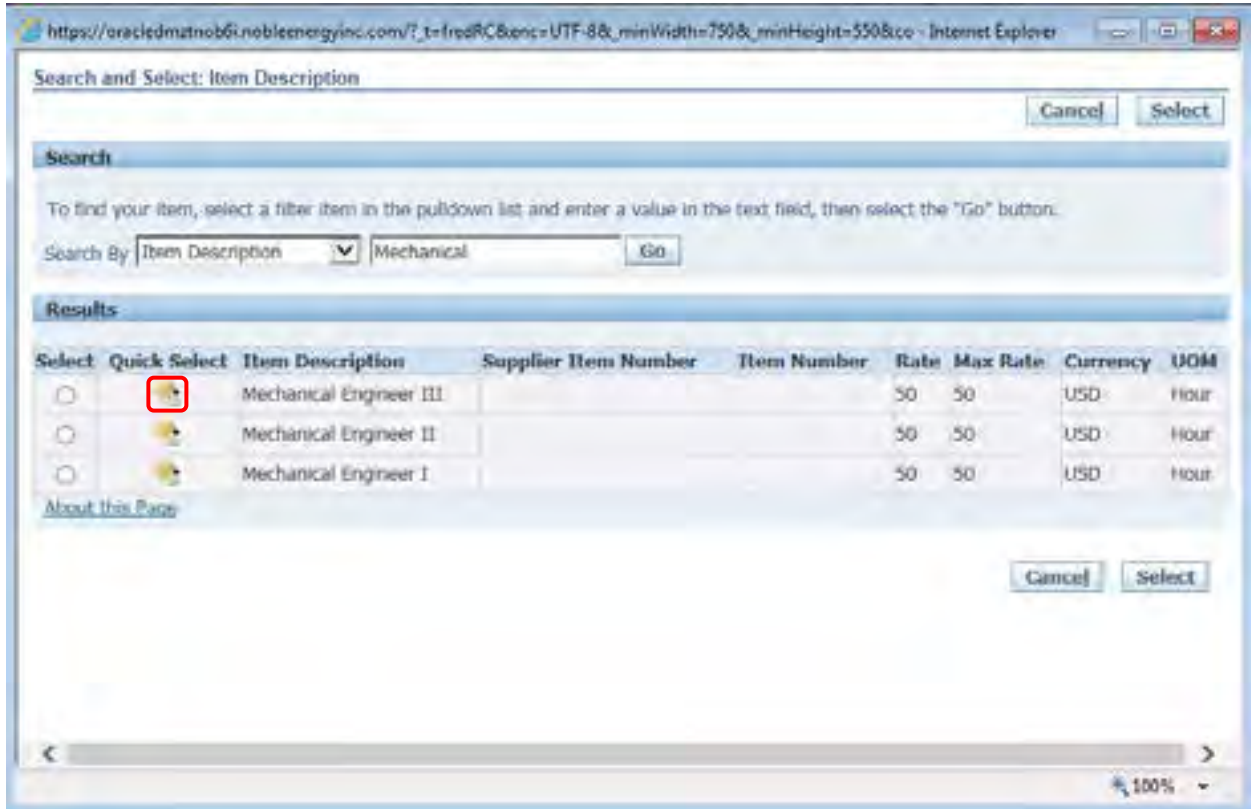
[About This Page](#)

Cancel Select

100%

STEP 25: Click the **Quick Select** icon next to the Item Description.

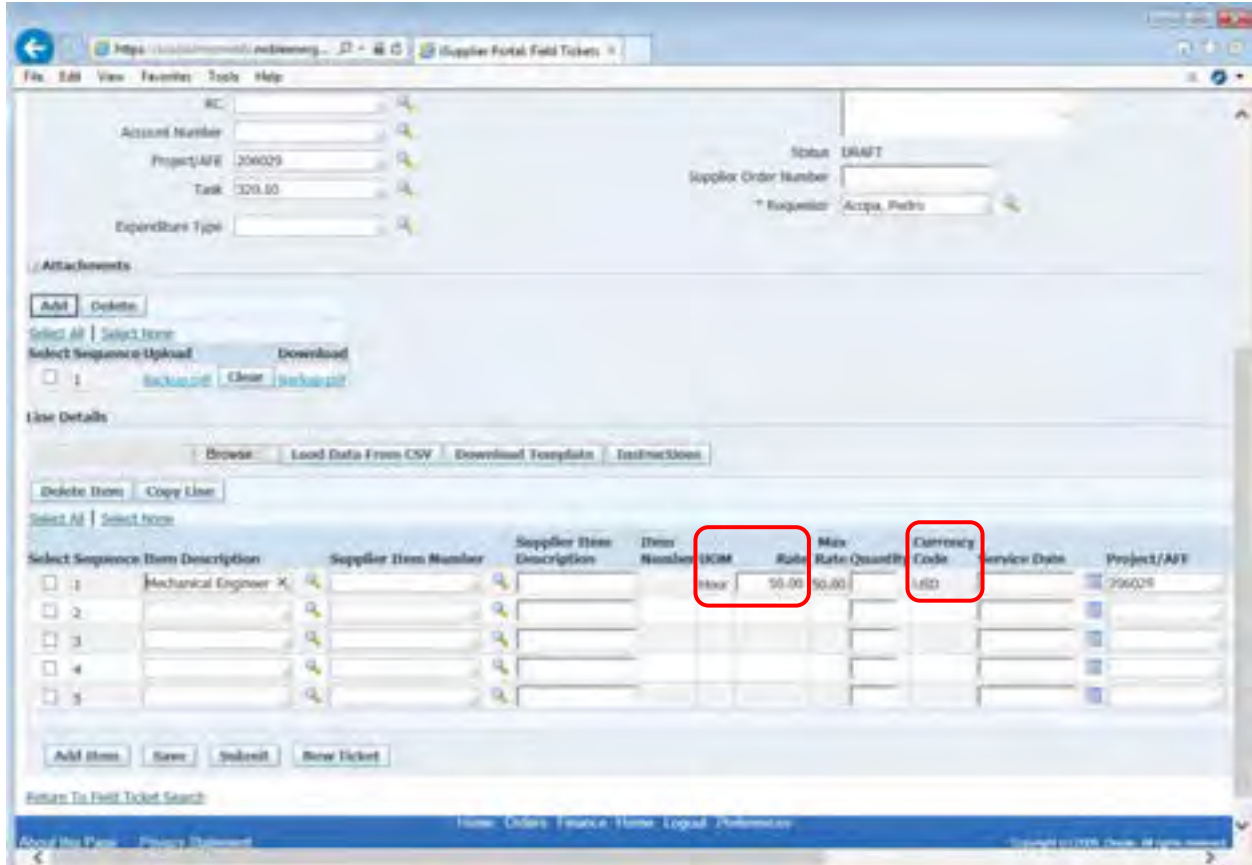
*Note: Another method is to select the option next to the Item Description and click on the **Select** button.*



STEP 26: Note that the UOM, Rate, and Currency Code automatically populate.

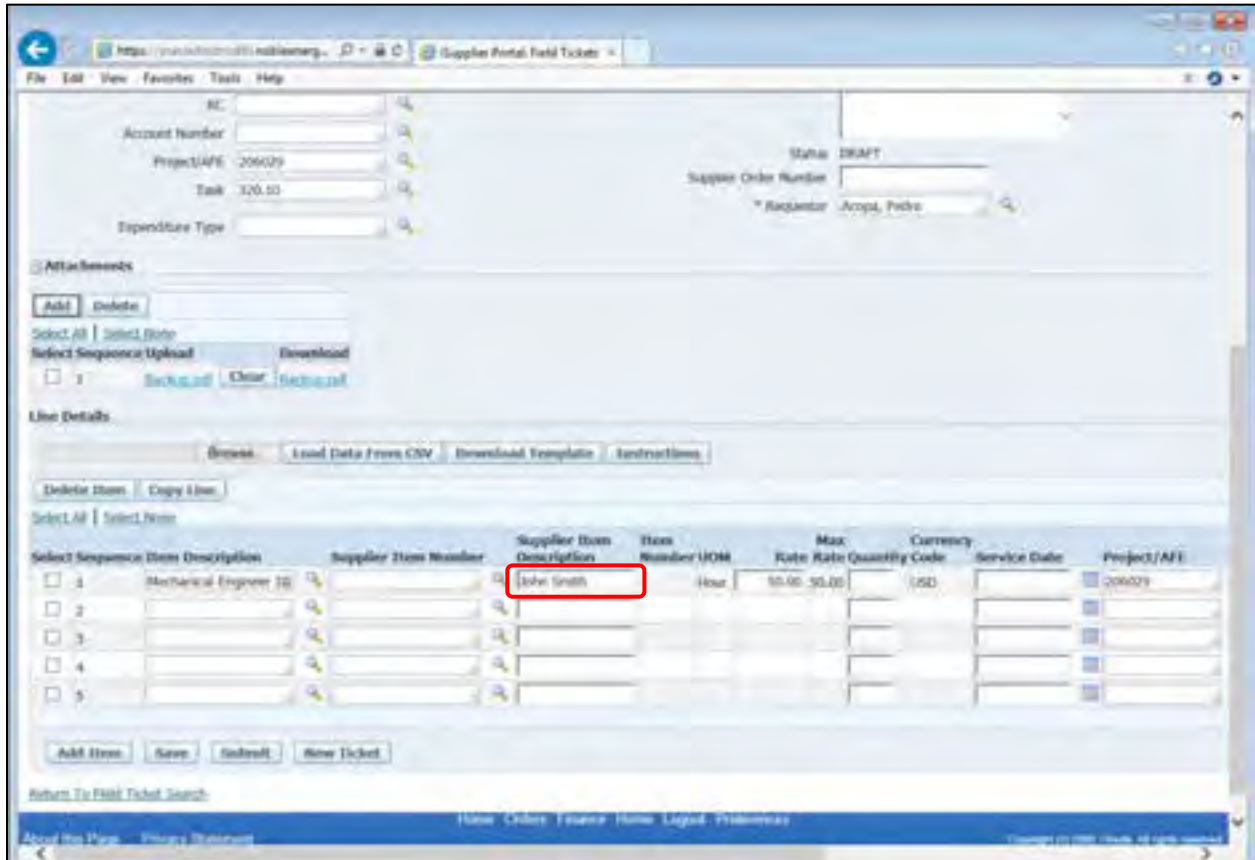
Note: If the Supplier Item Number was entered on the BPA, this field would also populate.

Note: Apply a discount to a line item by adjusting the Rate. A negative quantity line cannot be entered on a field ticket.



STEP 27: Optionally you may enter the **Supplier Item Description**.

Note: The Supplier Item Description field has a maximum character limit of 149 characters. Example may be Roustabout's name to identify who performed the service.



STEP 28: If the **Quantity** is known at this time, it can be entered. If not known until work has been completed, the ticket should be saved and the quantity added prior to submitting the ticket.

The screenshot shows a web application interface for creating a ticket. The interface includes a header with navigation options (File, View, Favorites, Tools, Help), a form for entering account and project details, an attachments section, and a table for line items. A red box highlights the 'Quantity' column in the table.

Account Number: 313300
Project/A/E: [Empty]
Task: [Empty]
Expenditure Type: [Empty]
Status: DRAFT
Supplier Order Number: 772267
Requestor: Acqua, Pedro

Attachments: Add, Delete
Select All | Select None
Select Sequence Upload Download
1 | 772267.xlsx | Clear | 772267.xlsx

Line Details: Browse, Load Data From CSV, Download Template, Instructions
Delete Item, Copy Line
Select All | Select None

Select Sequence	Item Description	Supplier Item Number	Supplier Item Description	Item Number	FROM	Rate	Rate	Quantity	Currency Code	Service Date	Project/A/E	Project Task
<input type="checkbox"/>	1	Labor Roundabout Labor	John Smith	Day		280.00			USD			
<input type="checkbox"/>	2											
<input type="checkbox"/>	3											
<input type="checkbox"/>	4											
<input type="checkbox"/>	5											

Add Item Save Submit New Ticket

Return To New Ticket Screen

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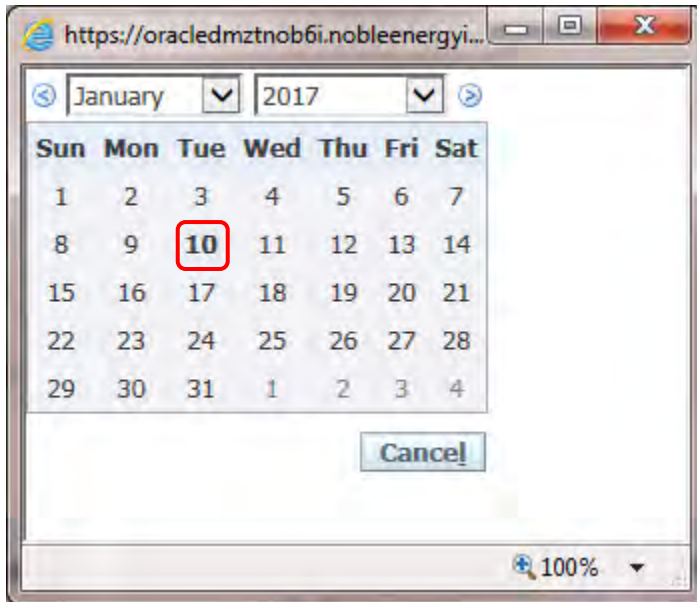
STEP 29: Enter the **Service Date** when the service was performed.

Note: Click on the Calendar icon next to the Service Date field to select the date.

The screenshot shows a web application interface for creating a ticket. The top section contains form fields for Account Number (31330), Project/A/E, Task, and Expense Type. The Status is DRAFT and the Supplier Order Number is 772267. Below this is an Attachments section with an 'Add' button and a list of attachments. The main section is 'Line Details', which includes a table with columns: Select, Sequence, Item Description, Supplier Item Number, Supplier Item Description, Item Number, Item Rate, Item Rate, Item Quantity, Currency, Service Date, Project/A/E, and Task. The first row of the table is highlighted, and the 'Service Date' field in this row is circled in red. At the bottom of the page, there are navigation links and a footer.

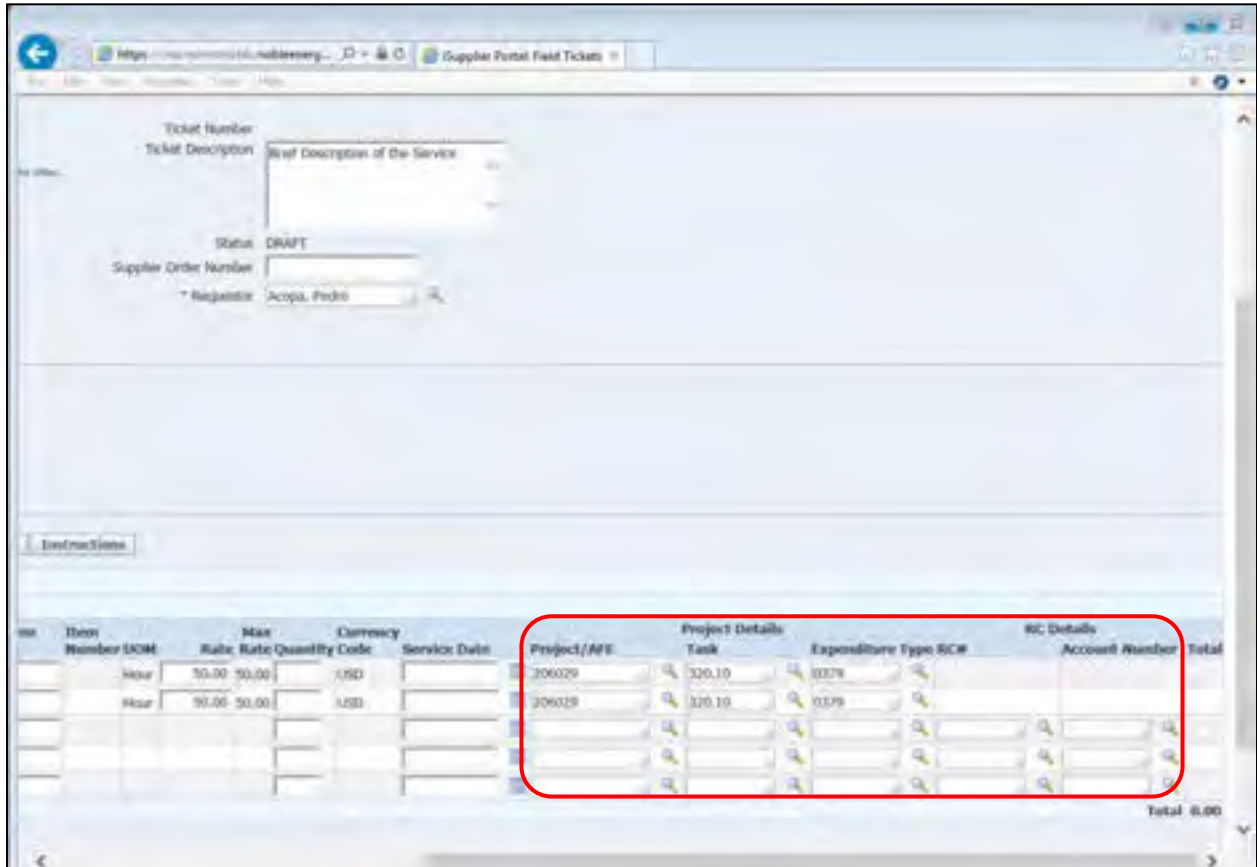
Select	Sequence	Item Description	Supplier Item Number	Supplier Item Description	Item Number	Item Rate	Item Rate	Item Quantity	Currency	Service Date	Project/A/E	Task
<input type="checkbox"/>	1	Labor Roundabout Labor		John Smith	Day	280.00			USD			
<input type="checkbox"/>	2											
<input type="checkbox"/>	3											
<input type="checkbox"/>	4											
<input type="checkbox"/>	5											

STEP 30: Click on **10** to select January 10, 2017 for this example.



STEP 31: The fields in Project Details/RC Details will default from the Header information entered in the previous steps.

Note: You can enter different RC and/or Project details in each line and they will not be overridden when the ticket is saved or submitted.



STEP 32: Repeat previous steps to add any additional lines to this ticket.

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

Note: For split coding you will add the additional lines, change the Project Details/RC Details, and divide the quantity accordingly, see coding split example below.

The screenshot displays a web application interface for adding tickets. The top section contains a form with the following fields:

- Supplier Name: TRAINING SUPPLIER
- * Market Agreed: 20504
- RC: [empty]
- Account Number: [empty]
- Project/A/E: 200029
- Task: 320.00
- Expenditure Type: [empty]
- Ticket Number: [empty]
- Ticket Description: Brief Description of the Service
- Status: DRAFT
- Supplier Order Number: [empty]
- * Requestor: Acopa, Pedro

Below the form, there are sections for 'Comments' (with a 'Delete' button), 'Sequence Upload' (with 'Select Item', 'Download', 'Upload', and 'Clear' buttons), and 'Details' (with 'Browse', 'Load Data from CSV', 'Download Template', and 'Instructions' buttons). At the bottom, there is a table with the following columns: Sequence, Item Description, Supplier Item Number, Supplier Item Description, Item Number (ICOM), Rate, Max Rate, Quantity, Currency, Service Date, Project/A/E, and Project Details Task. The first two rows of the table are highlighted with a red box.

Sequence	Item Description	Supplier Item Number	Supplier Item Description	Item Number (ICOM)	Rate	Max Rate	Quantity	Currency	Service Date	Project/A/E	Project Details Task
1	Mechanical Engineer III		John Smith	Hour	50.00	50.00		USD	19-Sep-2017	200029	320.00
2	Mechanical Engineer III			Hour	50.00	50.00		USD	19-Sep-2017	200030	320.00
3											
4											
5											

STEP 33: Click the **Save** button to save the ticket and enter remaining information later.

*Note: A **Ticket Number** is assigned once the field ticket has been saved.*

The screenshot shows a web browser window with the URL <https://www.energysolutions.com/SupplierPortal/FieldTickets>. The page title is "Supplier Portal Field Tickets".

At the top, there are several input fields and a status indicator:

- Project/A/E: 206029
- Task: 100.10
- Expenditure Type: [Empty]
- Status: DRAFT
- Supplier Order Number: [Empty]
- Requester: Arzoo, Pehal

Below this is an "Attachments" section with "Add" and "Delete" buttons, and "Select All" / "Select None" options. There are also "Select Sequence Upload" and "Download" buttons.

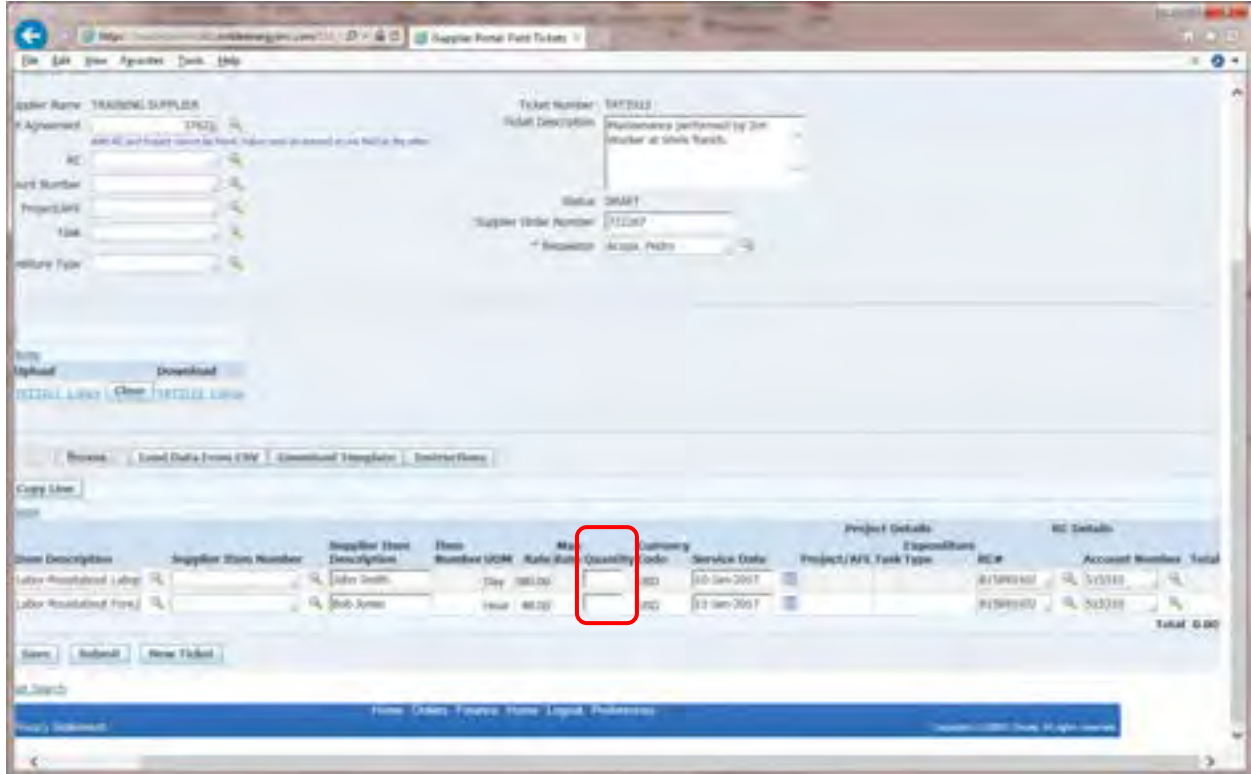
The "Use Details" section contains a table with columns: "Select Sequence", "Item Description", "Supplier Item Number", "Supplier Item Description", "Item Number UOM", "Rate", "Max Rate", "Quantity", "Currency", "Service Date", and "Project/A/E".

Select Sequence	Item Description	Supplier Item Number	Supplier Item Description	Item Number UOM	Rate	Max Rate	Quantity	Currency	Service Date	Project/A/E
<input type="checkbox"/> 1	Mechanical Engineer EQ		John Smith	Hour	50.00	50.00		USD	19-Sep-2017	206029
<input type="checkbox"/> 2	Mechanical Engineer EQ			Hour	50.00	50.00		USD	19-Sep-2017	206029
<input type="checkbox"/> 3										
<input type="checkbox"/> 4										
<input type="checkbox"/> 5										

At the bottom of the table area, there are buttons: "Add Item", "Save" (highlighted with a red box), "Submit", and "New Ticket".

Footer text includes "Return To Field Ticket Search", "Home", "Cities", "Features", "Home", "Logout", "Preferences", "About this Page", "Privacy Statement", and "Copyright © 2016. Oracle. All rights reserved."

STEP 34: Once the quantities are known, they can be added for each line.



STEP 35: Each line total is the rate times the quantity. Once verified, click the **Submit** button to submit the ticket for Noble Energy approval.

Note: Please review all information for accuracy because once a field ticket is submitted it cannot be revised or deleted.

The screenshot shows a web-based application for creating field tickets. The top navigation bar includes icons for Home, Lists, Reports, and Tools. The main form area contains several sections:

- Supplier Information:** Supplier Name (NATIONAL SUPPLIES), Agreement (2792), and other fields.
- Ticket Information:** Ticket Number (NXT0022), Ticket Description (Maintenance performed by Jim...), Status (DRAFT), and Supplier Order Number (172287).
- Project Information:** Project ID, Task, and Status fields.

Below the form is a table with the following columns: Item Description, Supplier Item Number, Supplier Item Description, Item Number, Unit, Rate, Quantity, Currency, Service Date, Project/AFE Task Type, Expense Code, Account Number, and Total. The table contains two rows of data:

Item Description	Supplier Item Number	Supplier Item Description	Item Number	Unit	Rate	Quantity	Currency	Service Date	Project/AFE Task Type	Expense Code	Account Number	Total
After-Maintenance Labor		After-Maintenance Labor	Day	200.00	7	1400	USD	11-Sep-2017		8170001002	747110	1,400.00
After-Maintenance Time		After-Maintenance Time	Hour	40.00	7	280	USD	11-Sep-2017		8170001002	111110	280.00
Total 1,684.00												

At the bottom of the form, there are buttons for "Submit" (highlighted with a red box) and "New Ticket".

STEP 36: Confirmation will be provided once ticket has been submitted.

The screenshot shows a web browser window displaying a 'Supplier Portal' for a 'Non-Production Instance'. The page title is 'Supplier Portal' and the instance number is '16'. A red box highlights a confirmation message: 'Confirmation Ticket has submitted successfully with the ticket number: TKT001'. Below this, the 'Update Field Ticket' section displays details for ticket TKT001, including supplier name 'THARON/SPT123', ticket description 'Work done performed by the vendor at work site', and other metadata like status 'PENDING' and requestor 'Angie, Peltz'. At the bottom, there is a table with columns for 'Select Request Item Description', 'Supplier Item Number', 'Supplier Item Description', 'Item Number', 'Unit', 'Rate', 'Rate Quantity', 'Code', 'Service Date', 'Project/MS', 'Task', 'Expense Type', 'Acct #', 'Account Number', and 'Total'. Two items are listed in the table.

Select Request Item Description	Supplier Item Number	Supplier Item Description	Item Number	Unit	Rate	Rate Quantity	Code	Service Date	Project/MS	Task	Expense Type	Acct #	Account Number	Total
<input type="checkbox"/> 1 Labor-Hour/Unit Labor Day		John Smith	Day	80.00	4		USD	10 Jun 2017				00001101	525700	1,520.00
<input type="checkbox"/> 2 Labor-Hour/Unit Piece CP N		John Smith	Hour	40.00	3		USD	10 Jun 2017				00001101	525700	1,200.00