
CREATE A FIELD TICKET USING A TEMPLATE

DESCRIPTION

Using this process will allow you to load multiple lines at one time without having to enter in each line. This is helpful when many lines are needed or if some charges require multiple coding splits.

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

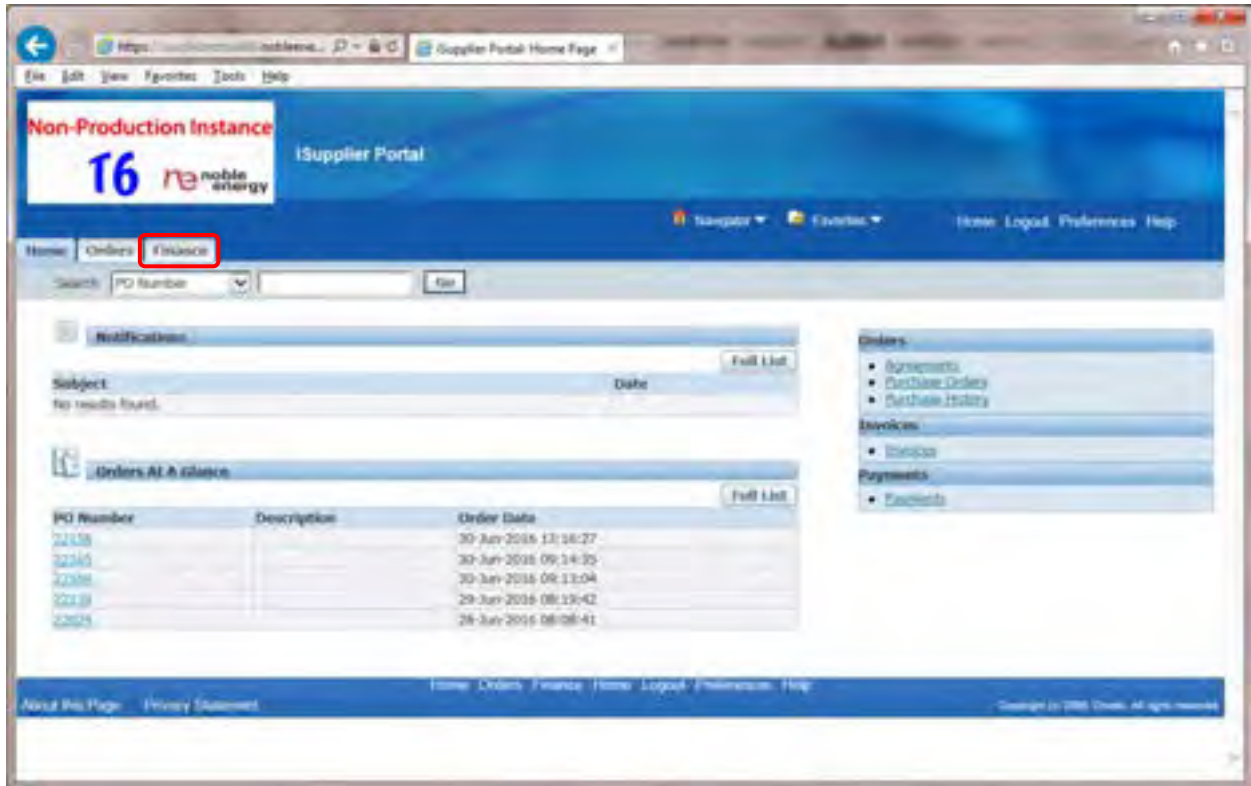
PROCEDURE

STEP 1: Login to Oracle

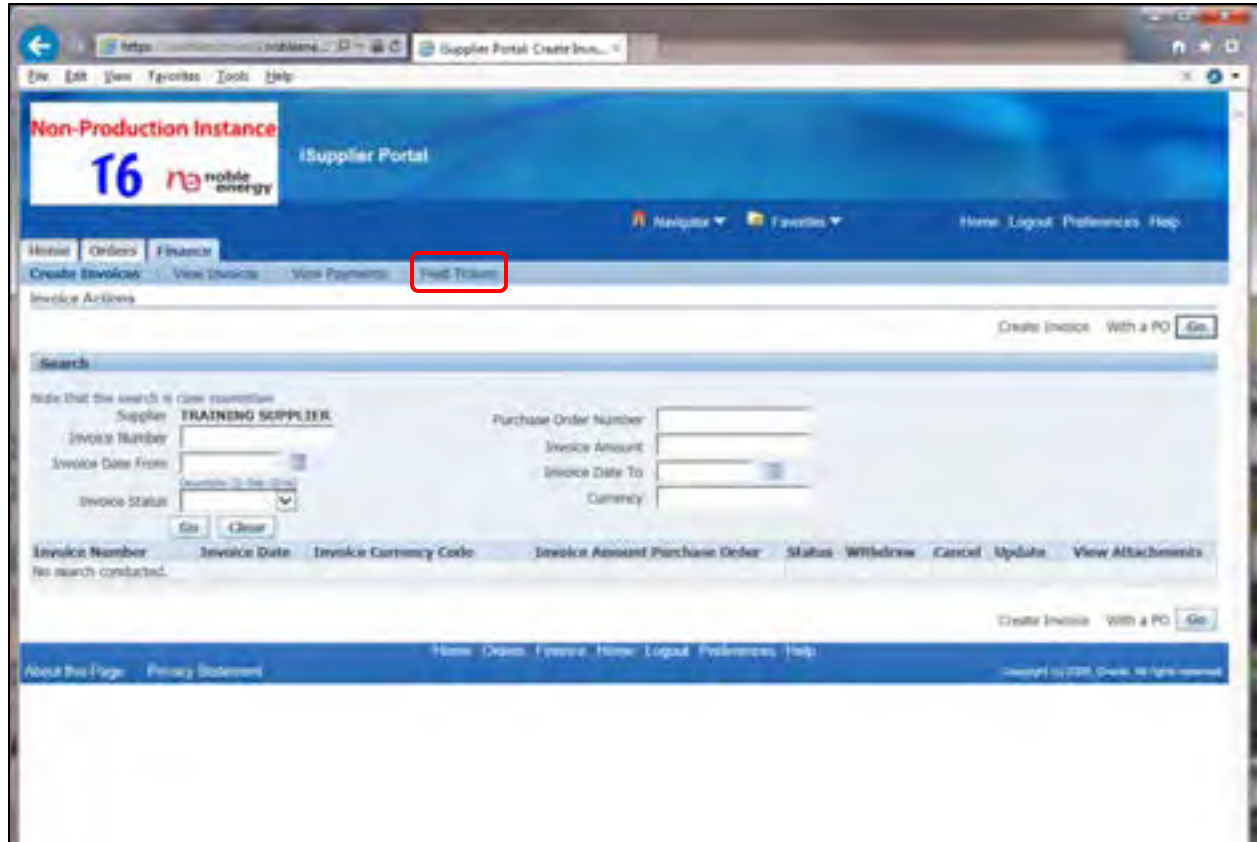
(https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin).



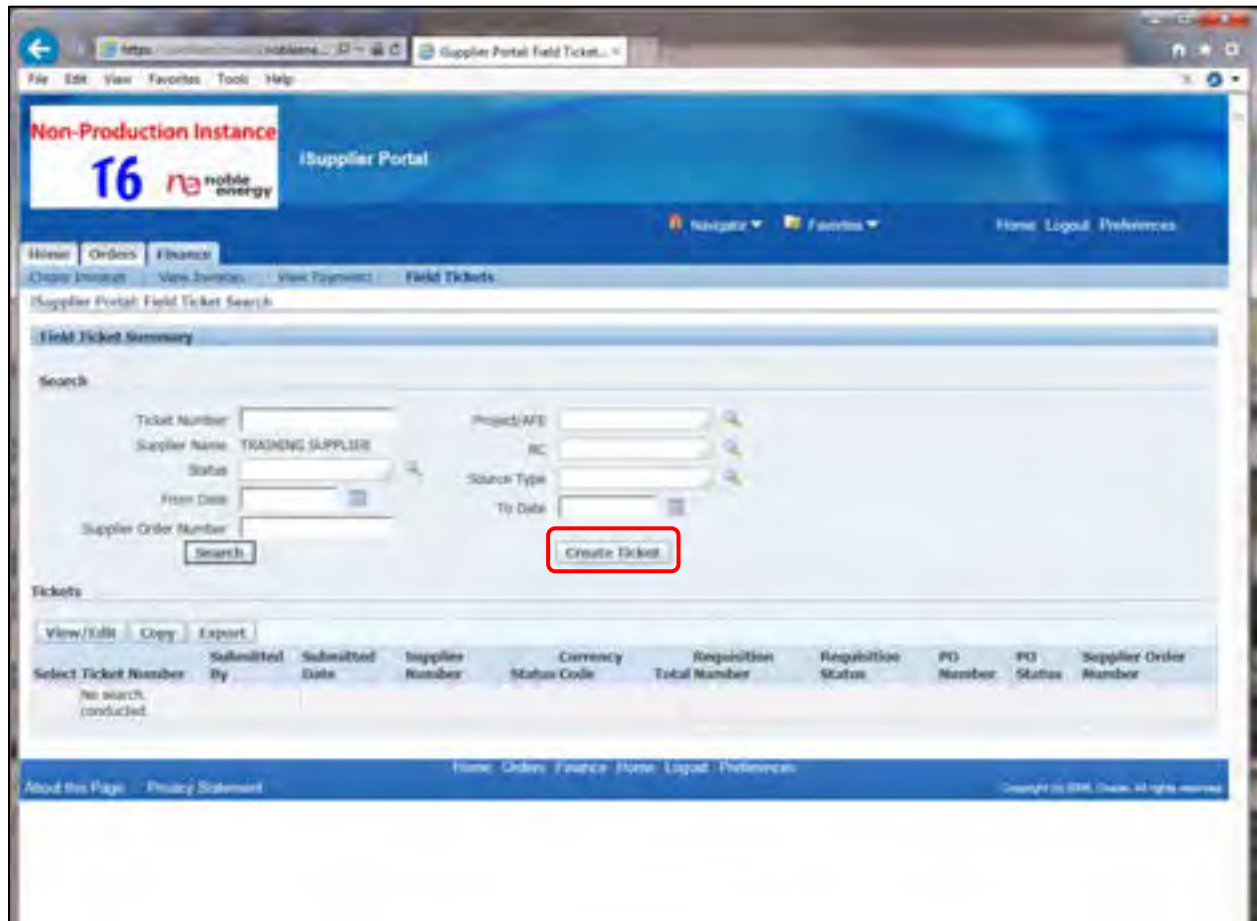
STEP 2: Click the **Finance** tab.



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



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

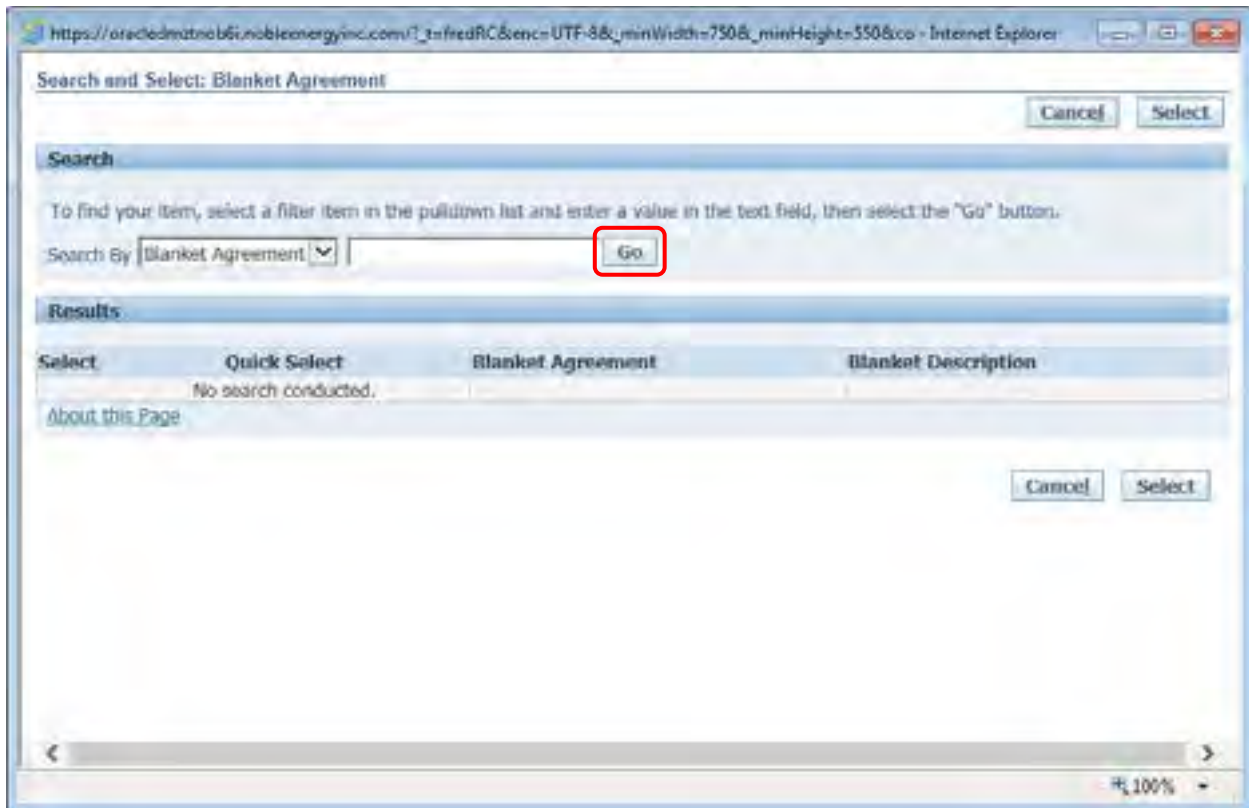


STEP 5: Search for the **Blanket Agreement** by clicking on the **Search** icon.

The screenshot shows a web browser window displaying the 'Supplier Portal Field Tickets' page. The page header includes 'Non-Production Instance 16 noble energy' and 'Supplier Portal'. Below the header, there are navigation tabs for 'Home', 'Orders', and 'Finance'. The 'Field Tickets' tab is active, showing a 'Create Field Ticket' form. The form contains several input fields: 'Supplier Name' (TRADING SUPPLIER), '* Blanket Agreement' (with a search icon highlighted by a red square), 'IC', 'Account Number', 'Project/AFE', 'Task', and 'Expenditure Type'. To the right, there are fields for 'Ticket Number', 'Ticket Description', 'Status' (DRAFT), 'Supplier Order Number', and '* Requestor'. At the bottom, there are buttons for 'Print', 'Load Data From CSV', 'Download Template', and 'Instructions', along with 'Delete Item' and 'Copy Link' options.

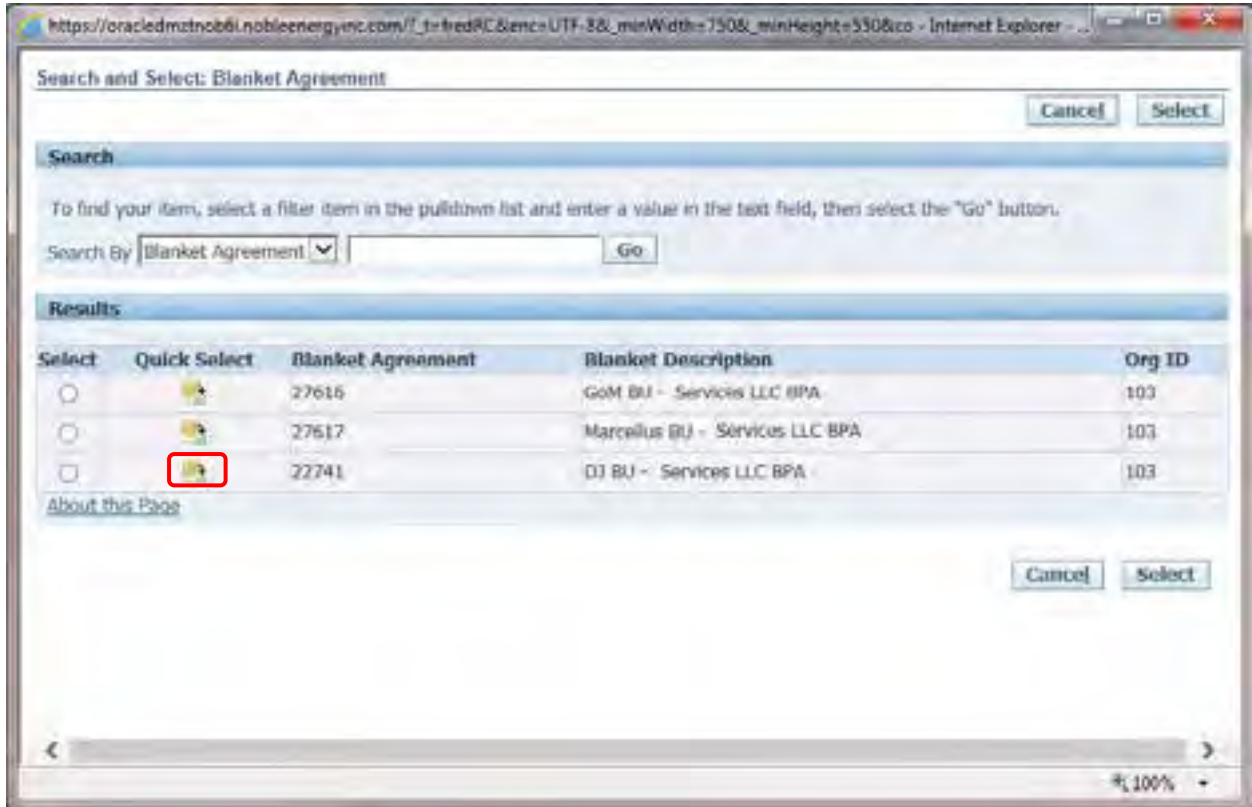
STEP 6: Enter the **Blanket Agreement Number**, then click **Go**.

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



STEP 7: Click the **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: 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 'Supplier Portal Field Tickets' page. The page header includes 'Non-Production Instance' and '16 re mobile energy'. The main content area is titled 'Create Field Ticket' and contains several input fields. The 'Ticket Description' field is highlighted with a red box and contains the text 'Maintenance performed by Jim Worker at Wells Ranch.' Other fields include 'Supplier Name' (TRADING SUPPLIER), 'Bank Agreement' (27622), 'AC', 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Ticket Number', 'Status' (DRAFT), 'Supplier Order Number', and 'Requestor'.

STEP 9: 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 heading is 'Create Field Ticket'. Below this, there are several input fields and sections:

- Supplier Name:** TRADING SUPPLIER
- * Basket Agreement:** 27622 (with a search icon)
- IC:** (empty field)
- Account Number:** (empty field)
- Project/AFE:** (empty field)
- Task:** (empty field)
- Expenditure Type:** (empty field)
- Ticket Number:** (empty field)
- Ticket Description:** Maintenance performed by Jim Worner at Wells Ranch.
- Status:** DRAFT
- Supplier Order Number:** 772279 (highlighted with a red box)
- * Requestor:** (empty field)

At the bottom of the form, there are buttons for 'Browse...', 'Load Data From CSV', 'Download Template', and 'Instructions'. There are also 'Delete Item' and 'Copy List' buttons, and a 'Select All' / 'Select None' option.

STEP 10: 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' interface. The page title is 'Non-Production Instance 16 mobile energy Supplier Portal'. The main content area is titled 'Create Field Ticket' and contains several input fields and sections:

- Supplier Name:** TRADING SUPPLIER
- * Bank Agreement:** 27622 (with a search icon)
- IC:** (empty field with a search icon)
- Account Number:** (empty field with a search icon)
- Project/AFE:** (empty field with a search icon)
- Task:** (empty field with a search icon)
- Expenditure Type:** (empty field with a search icon)
- Ticket Number:** (empty field)
- Ticket Description:** Maintenance performed by Jim Worner at Wells Ranch.
- Status:** DRAFT
- Supplier Order Number:** 772276 (with a search icon)
- * Requestor:** (empty field with a search icon, highlighted by a red square)

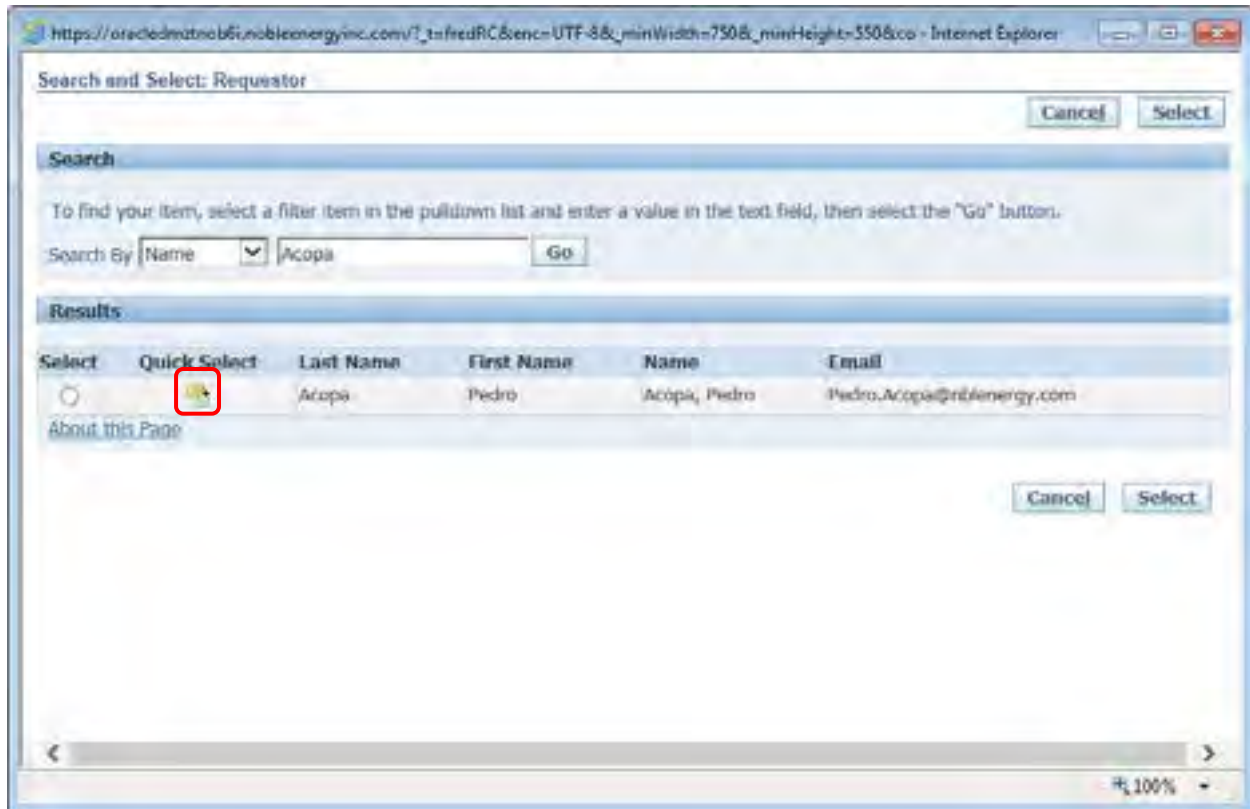
Below the form, there are sections for 'Attachments' and 'Line Details'. The 'Line Details' section includes buttons for 'Browse...', 'Load Data From CSV', 'Download Template', and 'Instructions'. At the bottom, there are buttons for 'Delete Item' and 'Copy Line', and a 'Select All' / 'Select None' option.

STEP 11: Enter the **Requestor's** last name and click on **Go**.

The screenshot shows a web browser window with the address bar displaying a URL from nobleenergy.com. The page title is "Search and Select: Requestor". Below the title bar, there are "Cancel" and "Select" buttons. The main content area is titled "Search" and contains instructions: "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." Below this, there is a "Search By" dropdown menu set to "Name" and a text input field containing "Acopa". A red rectangular box highlights the "Acopa" text and the "Go" button. Below the search section is a "Results" section with a table header: "Select", "Quick Select", "Last Name", "First Name", "Name", and "Email". The table body contains the text "No search conducted." and a link "About this Page". At the bottom right of the results section, there are "Cancel" and "Select" buttons. The browser's status bar at the bottom shows "100%" zoom level.

STEP 12: 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 13: Attachments may be added when creating tickets. Click the + next to **Attachments**.

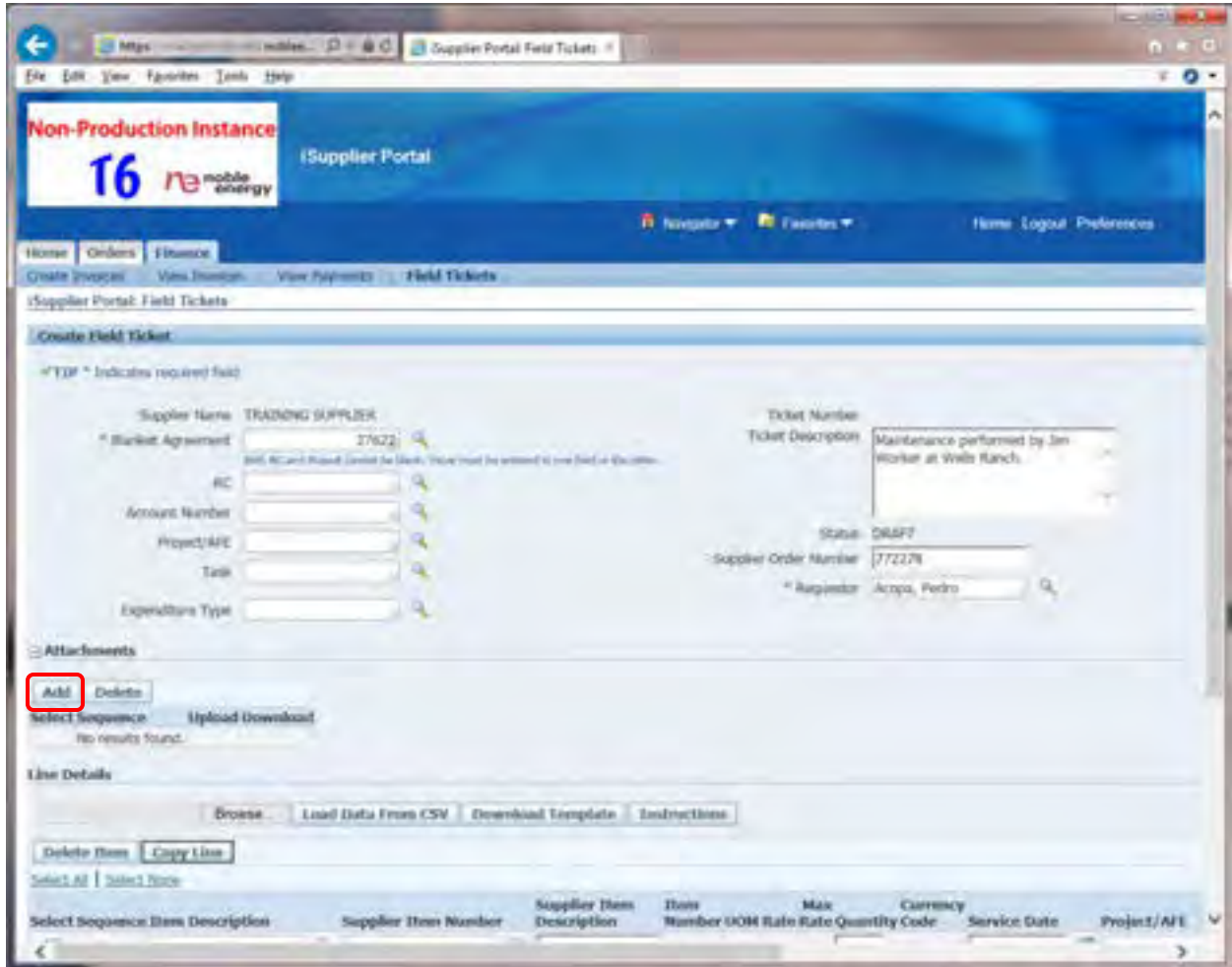
Note: The attachment should include ALL backup documentation needed to verify charges. Field Tickets submitted without attachments will be rejected by the requestor.

The screenshot shows the 'Supplier Portal Field Tickets' page. The page title is 'Non-Production Instance 16 re mobile energy | Supplier Portal'. The main heading is 'Supplier Portal: Field Tickets'. Below this is the 'Create Field Ticket' form. The form includes fields for 'Supplier Name' (TRADING SUPPLIER), 'Ticket Number', 'Ticket Description' (Maintenance performed by Jim Worster at Wells Ranch), 'Status' (DRAFT), 'Supplier Order Number' (772278), and '* Requestor' (Acopa, Pedro). A red box highlights the 'Attachments' section, which is currently empty. Below the form is the 'Line Details' section, which includes a table with columns for 'Select Sequence', 'Item Description', 'Supplier Item Number', 'Supplier Item Description', 'Item Number', 'UOM', 'Rate', 'Max Rate', 'Quantity', 'Code', 'Currency', 'Service Date', and 'Project/A/E'.

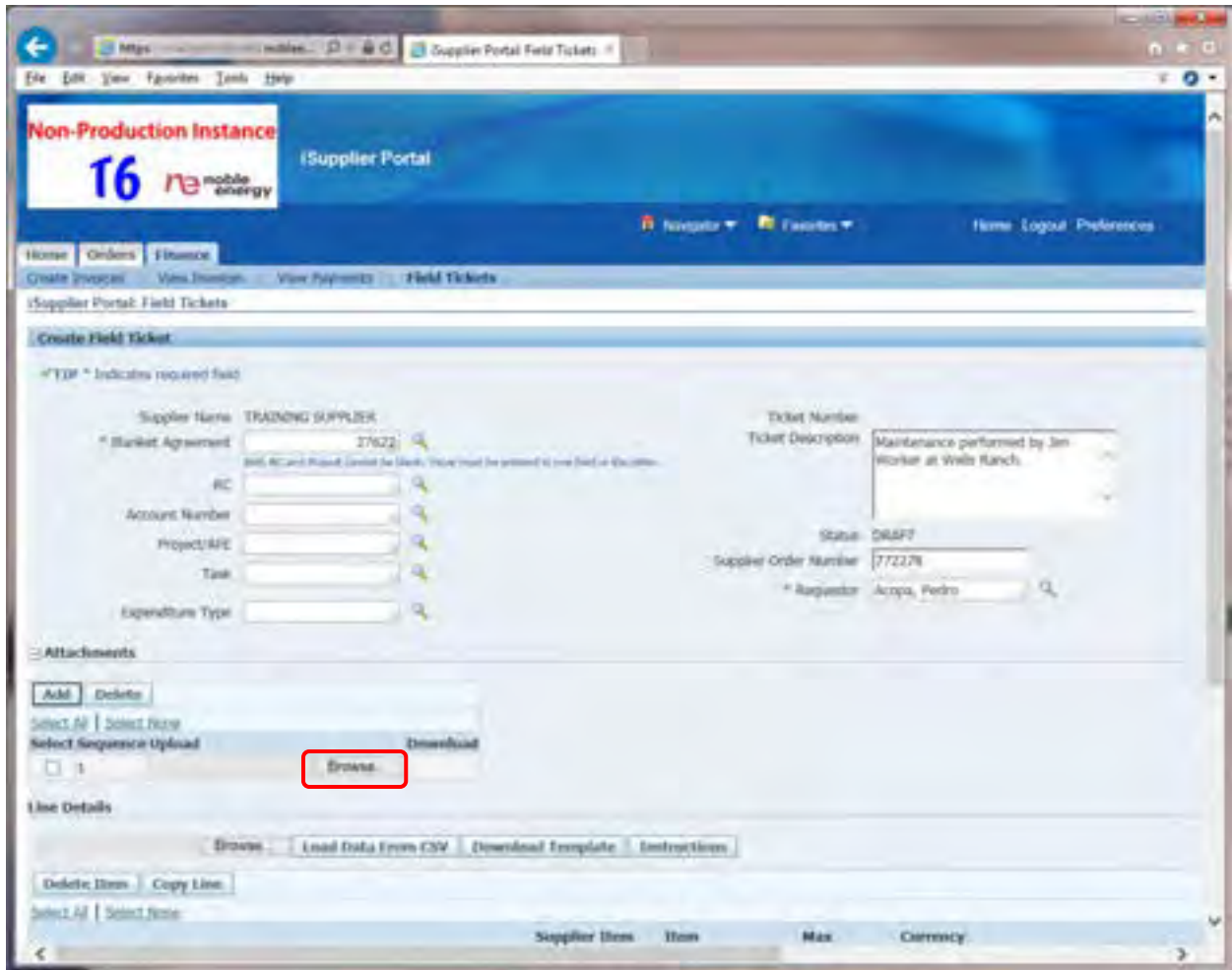
Select Sequence	Item Description	Supplier Item Number	Supplier Item Description	Item Number	UOM	Rate	Max Rate	Quantity	Code	Currency	Service Date	Project/A/E
<input type="checkbox"/>	1											
<input type="checkbox"/>	2											
<input type="checkbox"/>	3											

STEP 14: Click the **Add** button to add a new attachment.

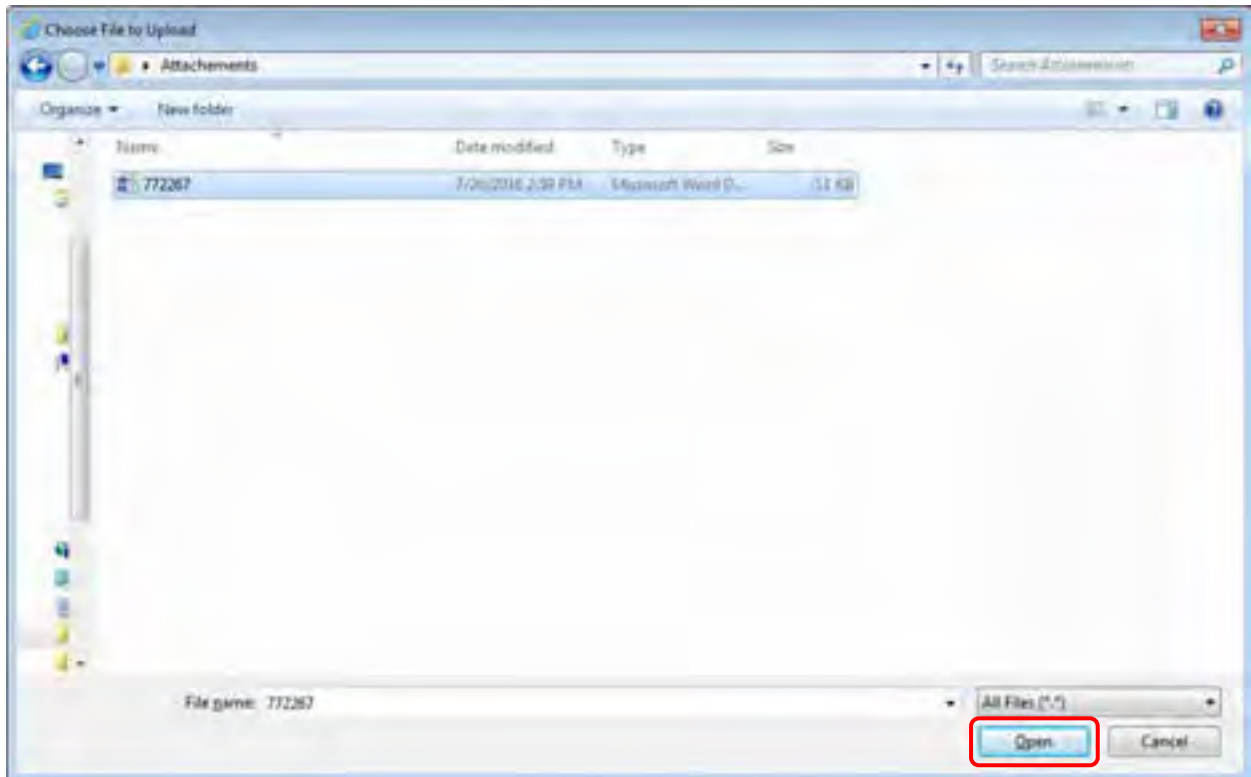
Note: Multiple attachments can be added by clicking the Add button. The number of attachments should not exceed 10 per ticket.



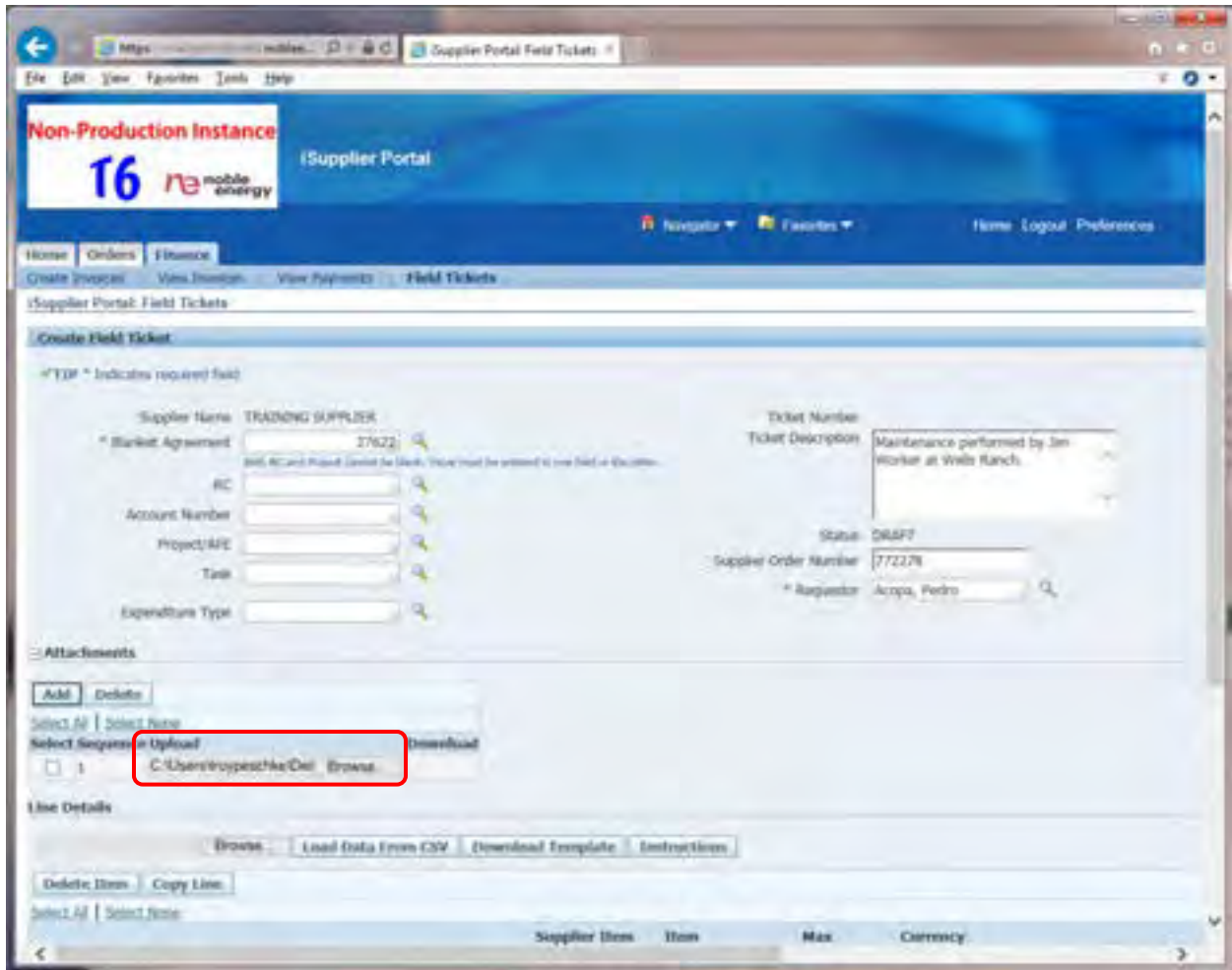
STEP 15: Click the **Browse...** button to search for saved ticket.



STEP 16: Search for file and click the **Open** button.



STEP 17: The attached file will show in the Upload column.



STEP 18: Click the **Download Template** button.

The screenshot shows a web browser window displaying the 'Supplier Portal Field Tickets' page. The page header includes 'Non-Production Instance' and '16 re mobile energy'. The main content area is titled 'Create Field Ticket' and contains several input fields and sections:

- Supplier Name:** TRADING SUPPLIER
- * Banket Agreement:** 27622
- RC:** [Empty field]
- Account Number:** [Empty field]
- Project/AFE:** [Empty field]
- Task:** [Empty field]
- Expenditure Type:** [Empty field]
- Ticket Number:** [Empty field]
- Ticket Description:** Maintenance performed by Jim Morlan at Wells Ranch.
- Status:** DRAFT
- Supplier Order Number:** 772276
- * Requestor:** Acopa, Pedro

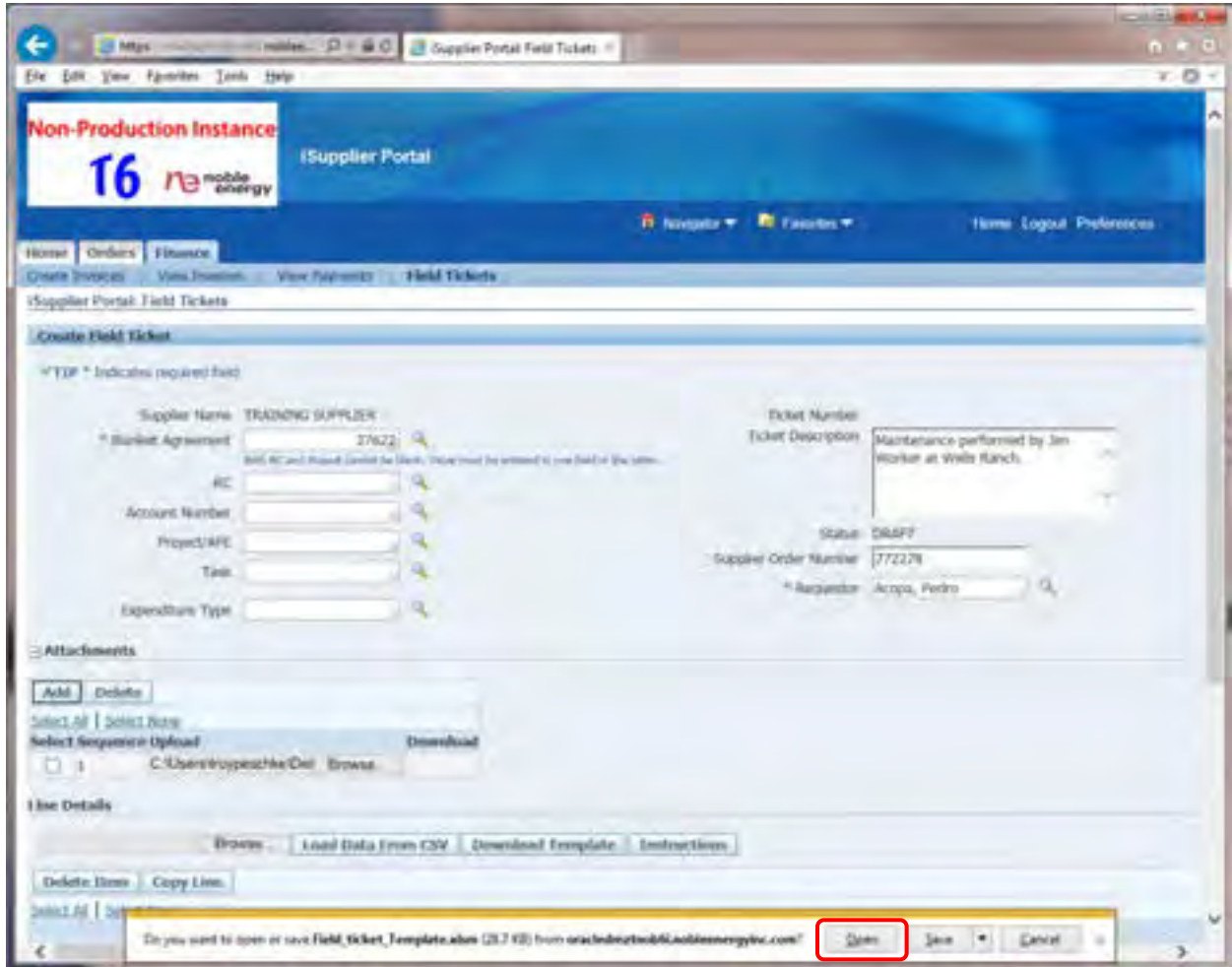
Below the form, there is an 'Attachments' section with 'Add' and 'Delete' buttons. Underneath, there is a 'Select All | Select None' dropdown, a 'Select Sequence Upload' dropdown, and a 'Download' button. A file entry is shown: 1 C:\Users\ropeshtka\Del... Browse...

The 'Line Details' section contains buttons for 'Browse', 'Load Data From CSV', 'Download Template' (highlighted with a red box), and 'Instructions'. Below this, there are 'Delete Item' and 'Copy Link' buttons, and another 'Select All | Select None' dropdown.

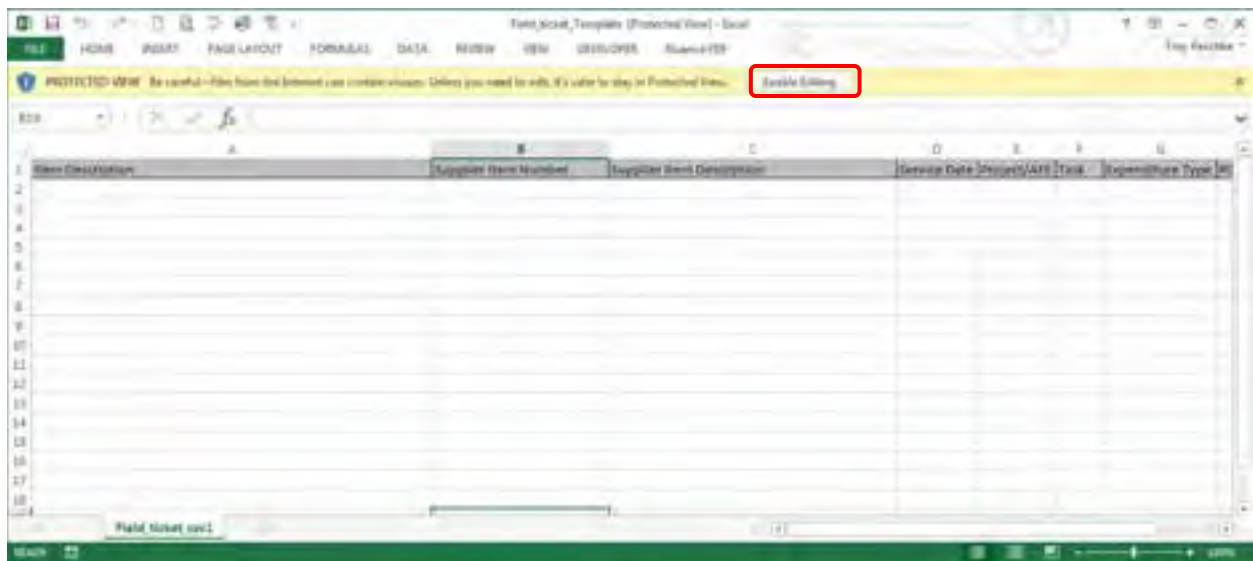
At the bottom of the page, there is a table header with columns: 'Supplier Item', 'Item', 'Max', and 'Currency'.

STEP 19: Click the **Open** button to open the Excel file.

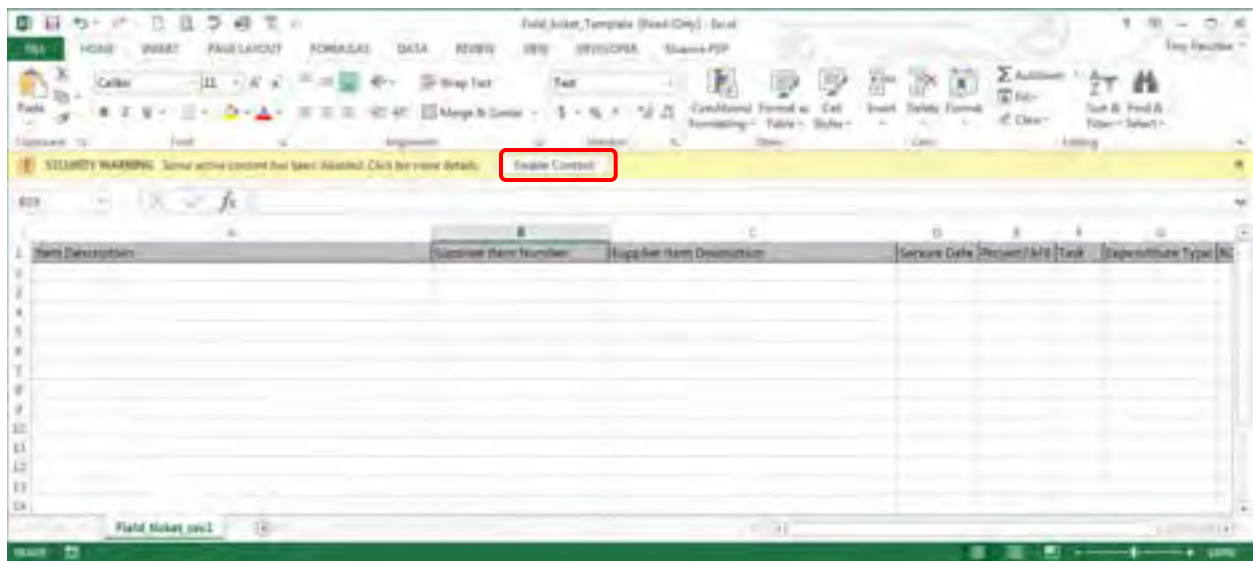
Note: If using Chrome or another browser, the option to open the file may show in the lower left hand of the screen.



STEP 20: If prompted click the **Enable Editing** button in Excel.



STEP 21: If prompted, click the **Enable Content** button in Excel.



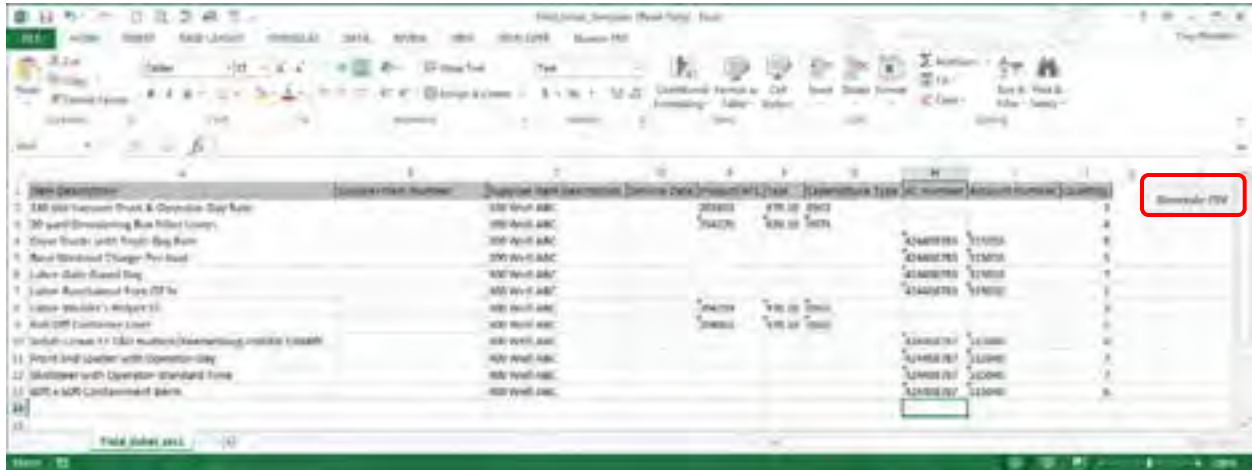
STEP 22: Copy or enter all service lines into the template. All data must be entered in the correct fields as if entering in the iSupplier Filed Ticket screen.

Note: Each line will have either Project details (columns E, F, and G) or RC details (columns H and I)

- A. Item Description – Item descriptions shown on the Blanket Agreement
- B. Supplier item Number – No information needed
- C. Supplier Item Description – Optional *149 maximum character limit
- D. Service Date – Enter on template or in iSupplier *Date format DD-MON-YYYY
- E. Project/AFE – Provided by requisitioner
- F. Task – Required if the line has a Project/AFE number entered in column E
- G. Expenditure Type – Auto populates once file is uploaded
- H. RC Number - Provided by requisitioner
- I. Account Number – Will auto populate once file is uploaded
- J. Quantity – Enter on template or in iSupplier

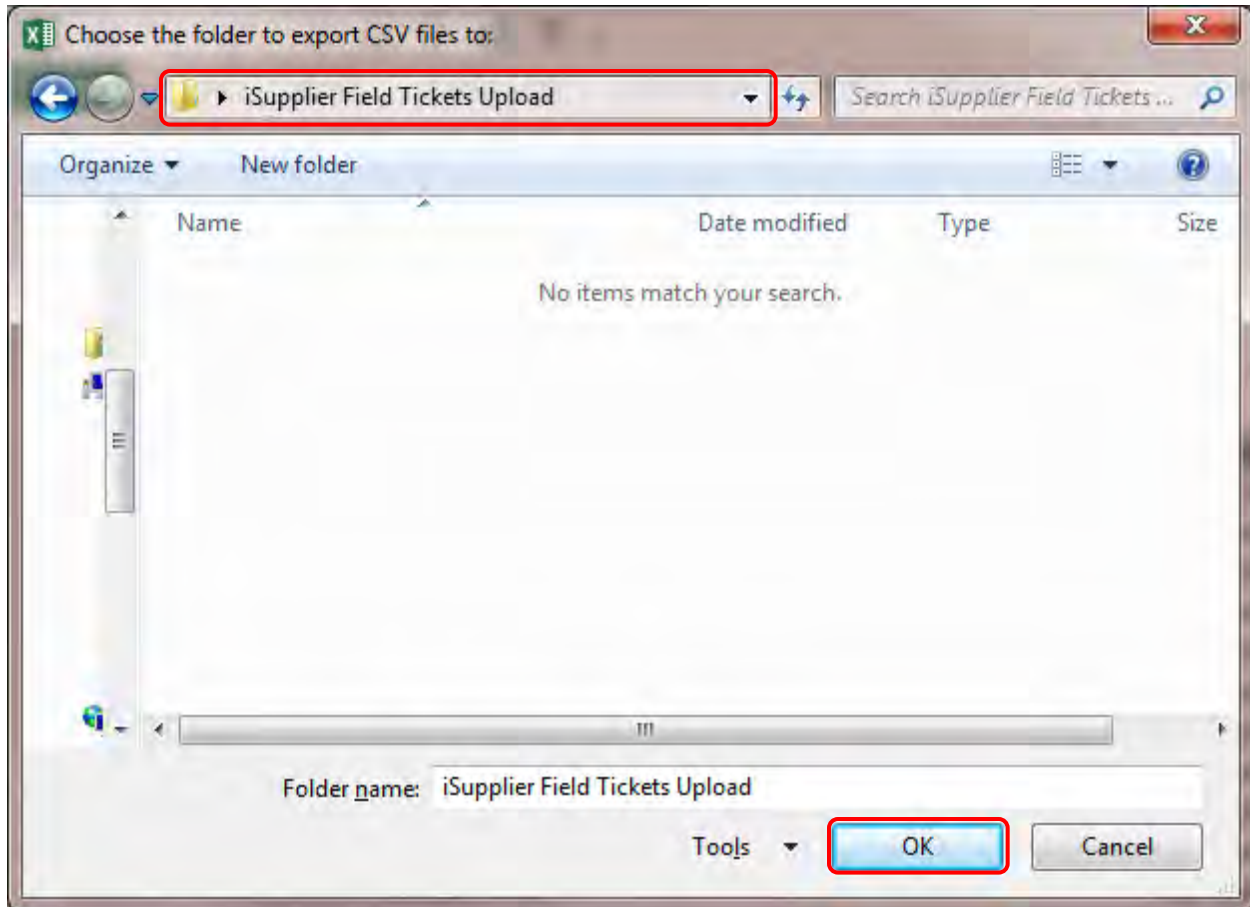
Item Description	Supplier Item Number	Supplier Item Description	Service Date	Project AFE	Expenditure Type	RC Number	Account Number	Quantity
1. 200 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
2. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
3. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
4. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
5. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
6. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
7. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
8. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
9. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
10. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
11. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
12. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1
13. 20 Gallon Transport Tank & Complete Day Rate	100 W-0-ABC		202001	200-0001	TRANSPORT	100000	100000	1

STEP 23: Click **Generate CSV** once all data has been entered.

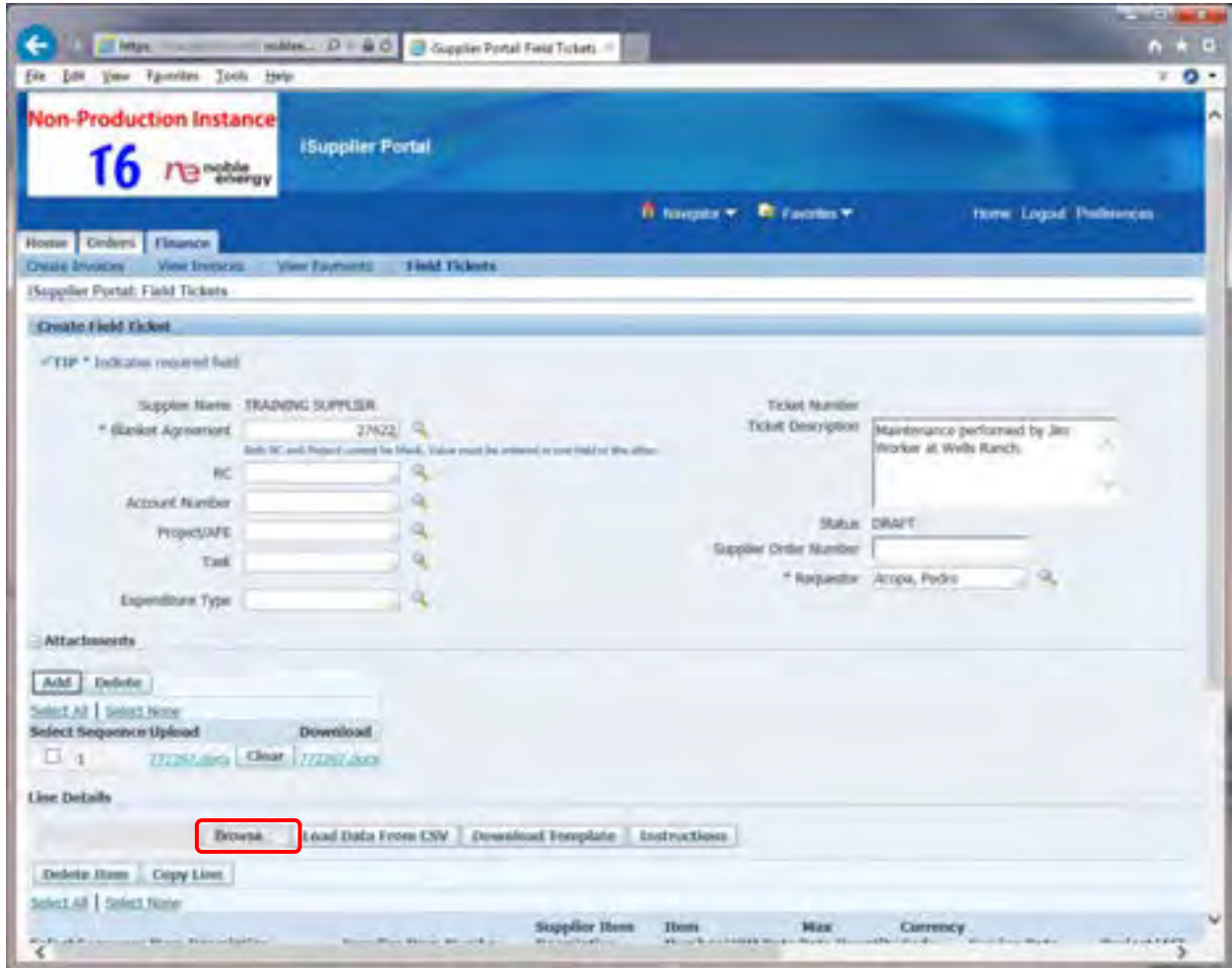


STEP 24: Select the location for the newly created CSV file to be saved. Click **OK** once location has been chosen.

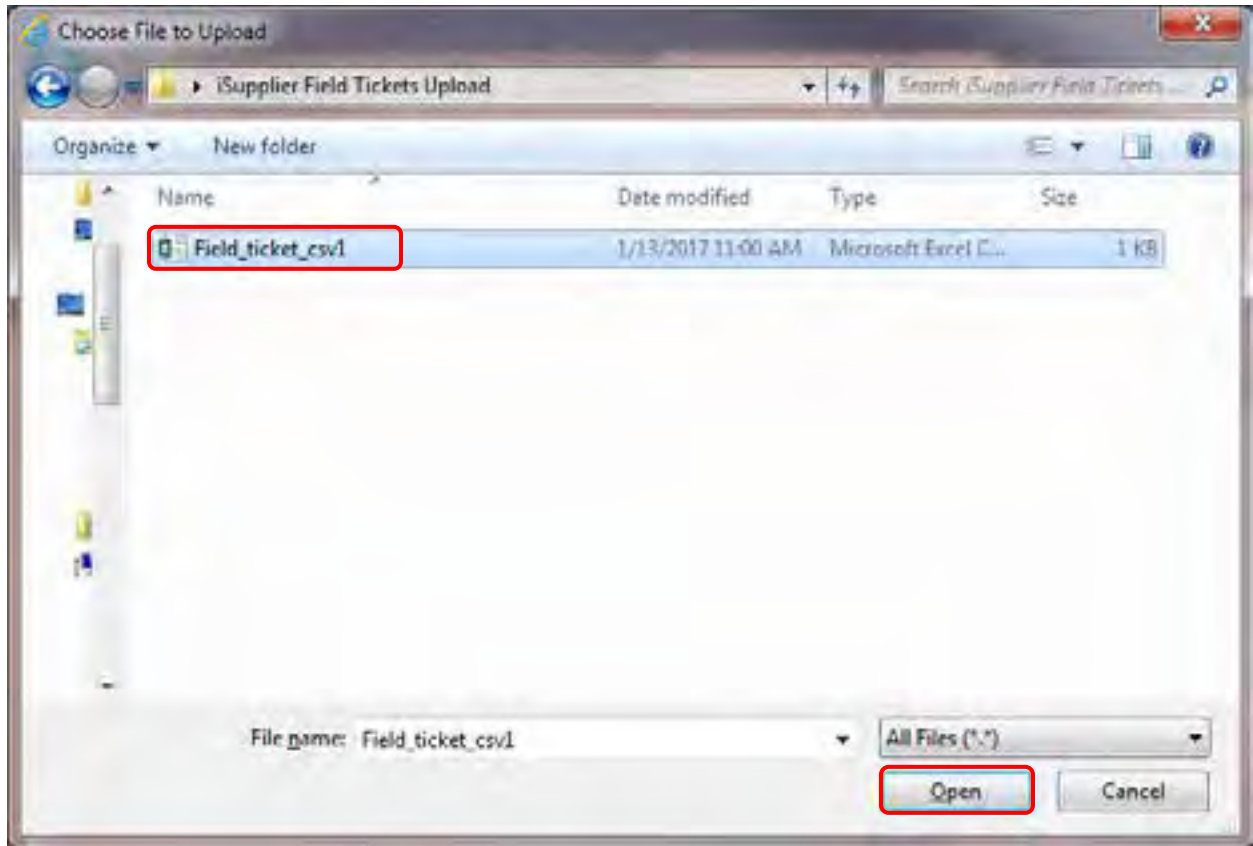
Note: You can change the file name if you wish to keep a copy the loaded files.



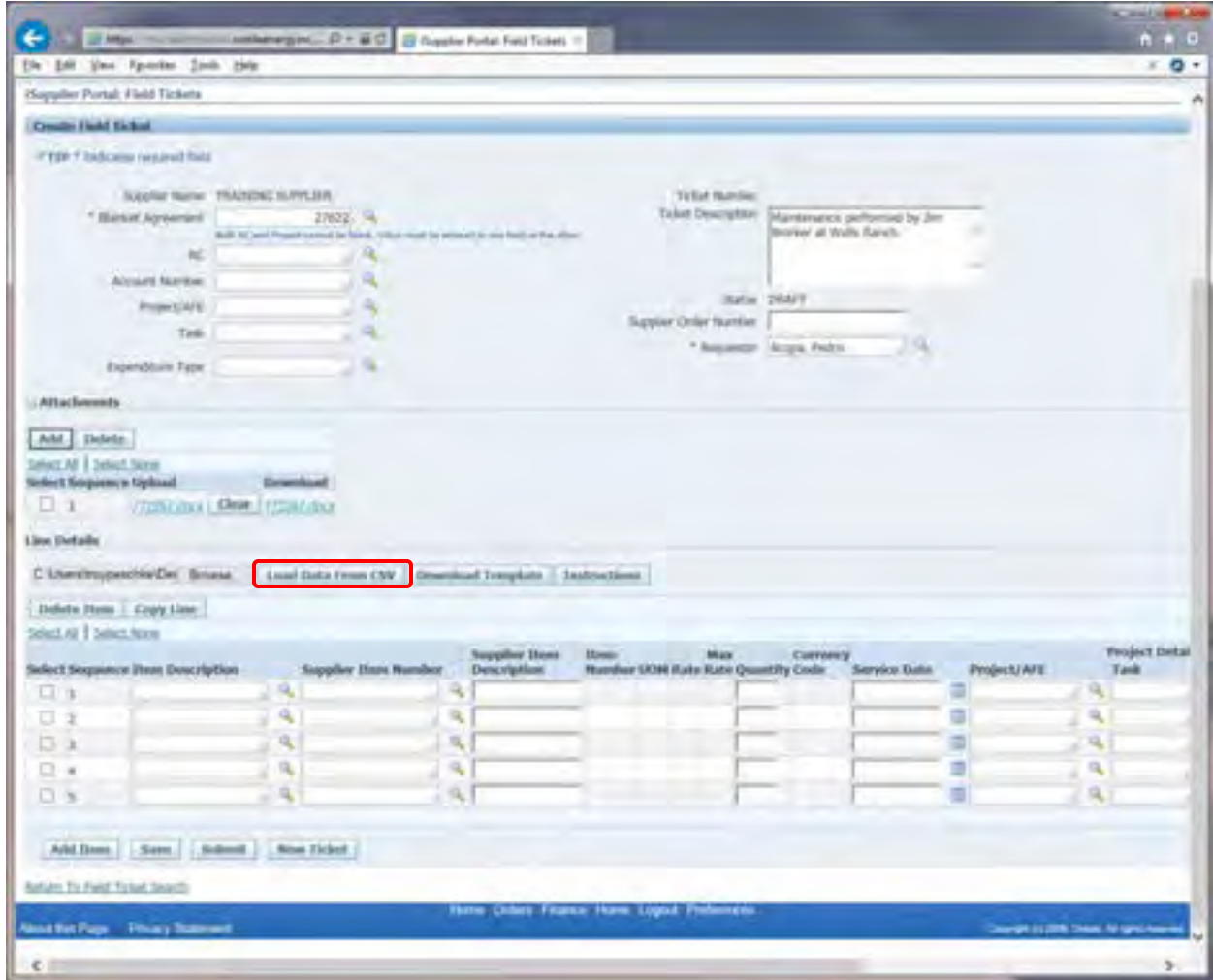
STEP 25: Back in the iSupplier Filed Ticket screen, click the **Browse...** button.



STEP 26: Navigate to the location the CSV file was saved and select the file to load. Click on **Open**.



STEP 27: Click the **Load Data From CSV** button.



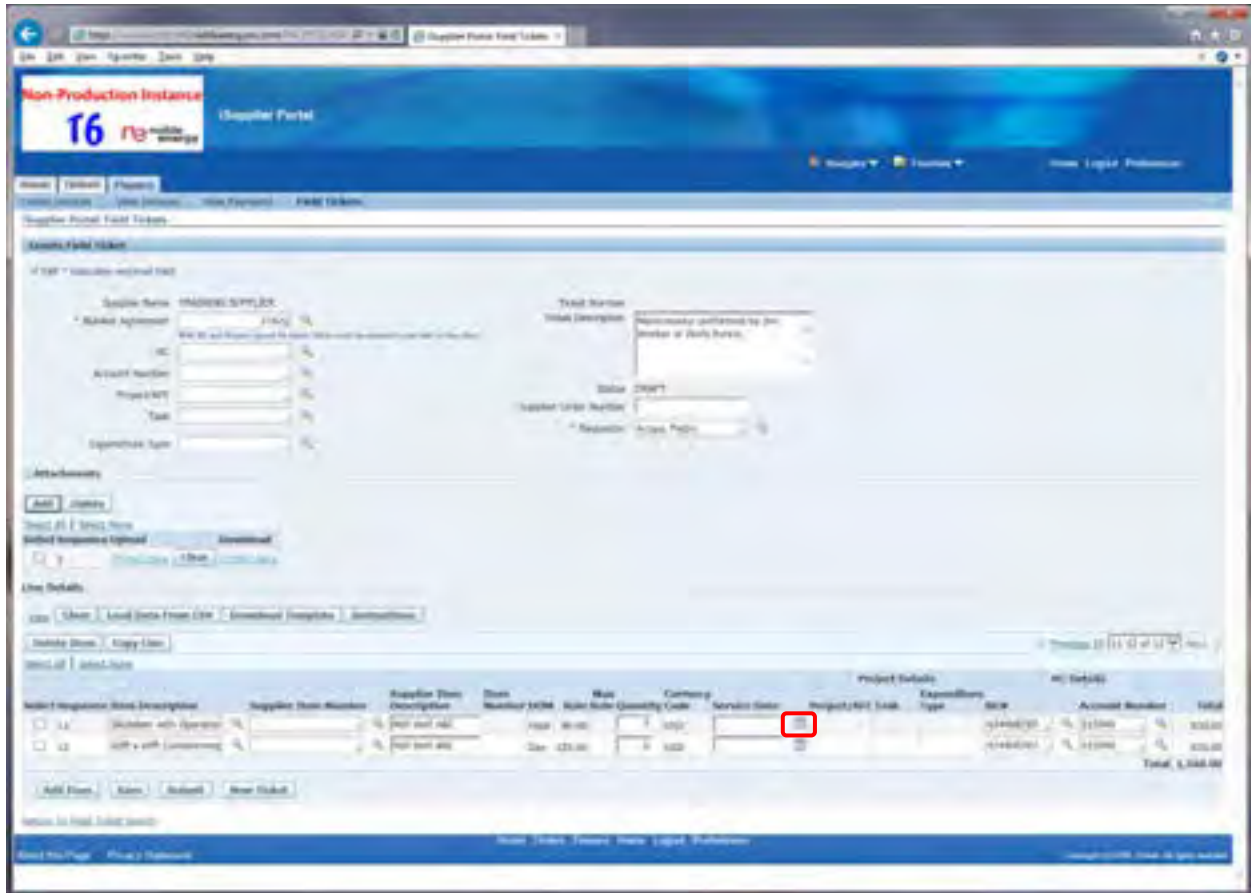
STEP 28: All rows loaded will show in the Line Details starting with the last line. If you have more than 10 lines you will need to select Previous 10 to view them.

The screenshot shows a web application interface for a 'Supplier Portal'. The top navigation bar includes 'Home', 'Logout', 'Profile', and 'Dashboard'. Below this, there are tabs for 'Home', 'Orders', and 'Projects'. The main content area is titled 'Supplier Portal - Order Details' and contains various input fields for 'Supplier Name', 'Material Agreement', 'Account Number', 'Project ID', 'Task', 'Equipment Type', 'Trade Name', 'Trade Description', 'Order ID', and 'Supplier Order Number'. At the bottom, there is a table with columns for 'Order Description', 'Supplier Order Number', 'Order Description', 'Order Number', 'Unit Price', 'Quantity', 'Unit Cost', 'Service Order', 'Project No.', 'Type', 'Status', 'Account Number', and 'Total'. A red box highlights the table and a 'Previous 10' button located above it.

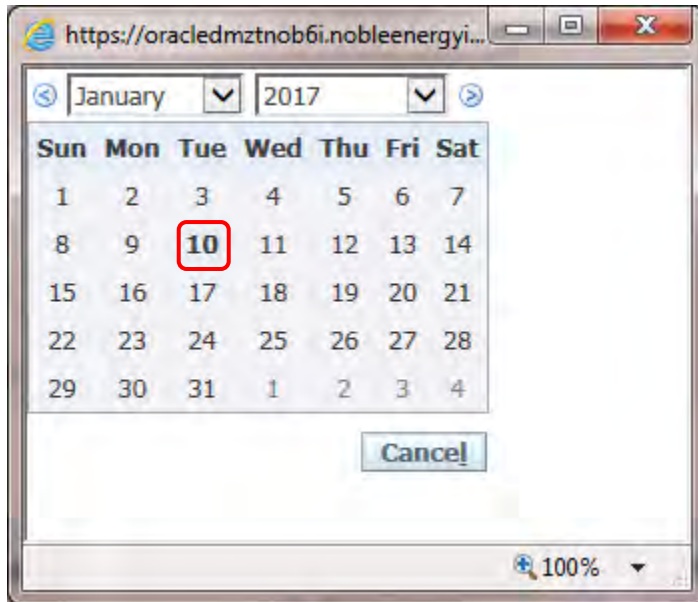
Order Description	Supplier Order Number	Order Description	Order Number	Unit Price	Quantity	Unit Cost	Service Order	Project No.	Type	Status	Account Number	Total
11 - Station with Operator		1000000000	1000	10.00	1	10.00					1000000000	10.00
12 - Station with Operator		1000000000	1000	10.00	1	10.00					1000000000	10.00

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.



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



STEP 31: Once all data is verified and complete, click on the **Submit** button.

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

The screenshot displays a web-based application for submitting field tickets. At the top, there are navigation tabs for 'Home', 'Orders', and 'Tickets'. The main area is titled 'Submit Ticket' and contains several input fields for ticket details, including 'Ticket Number', 'Project Name', and 'Contract Number'. Below these fields is a table with columns for 'Item Description', 'Supplier Item Number', 'Quantity', 'Unit', 'Cost', 'Rate', 'Quantity', 'Unit', 'Service Code', 'Project Code', 'Project Name', 'Estimate Number', 'Account Number', and 'Total'. The table lists various items such as '10000 Service Fee', '10000 Labor', and '10000 Material'. At the bottom of the form, there are buttons for 'Add Item', 'Cancel', 'Submit', and 'New Ticket'. The 'Submit' button is highlighted with a red box.

Item Description	Supplier Item Number	Quantity	Unit	Cost	Rate	Quantity	Unit	Service Code	Project Code	Project Name	Estimate Number	Account Number	Total
10000 Service Fee		1	Day	100.00		1	Day						100.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00
10000 Labor		1	Hour	20.00		1	Hour						20.00
10000 Material		1	Unit	10.00		1	Unit						10.00
10000 Other		1	Unit	10.00		1	Unit						10.00

STEP 32: Confirmation will be provided once ticket has been submitted.

The screenshot shows a web browser window displaying a 'Supplier Portal' for '16 re energy'. A red box highlights a confirmation message: 'Confirmation Ticket has submitted successfully with the ticket number: TKT001'. Below this, the 'Update Field Data' section shows details for the ticket: Supplier Name: THARONE SUPPLIES, Ticket Number: TKT001, Ticket Description: Workorders performed by the vendor at work sites, Status: PENDING, Supplier Order Number: TTK001, and Responder: Arjo, Peter. The 'Attachments' section shows a document named 'TKT001.pdf'. At the bottom, a table lists 'Select Suppliers Item Description' with columns for Supplier Item Number, Supplier Item Description, Item Number, Unit, Unit Rate, Rate, Quantity, Currency, Service Code, Date, Project/MS#, Task, Expense Type, Acct #, Account Number, and Total.

Select Suppliers Item Description	Supplier Item Number	Supplier Item Description	Item Number	Unit	Unit Rate	Rate	Quantity	Currency	Service Code	Date	Project/MS#	Task	Expense Type	Acct #	Account Number	Total
<input type="checkbox"/> 1 Labor-Workaround Labor Day		John Smith	Day	80.00	4	USD	10 Jun 2017							00000100	000001	1,520.00
<input type="checkbox"/> 2 Labor-Workaround Piece CP N		John Smith	Hour	40.00	3	USD	10 Jun 2017							00000100	000001	1,200.00