
CREATE AN INVOICE USING A PURCHASE ORDER

DESCRIPTION

This process is used to invoice for purchase orders created either within iSupplier originating from a field ticket or for purchase orders received for goods.

All charges must come from an approved purchase order. Only freight and taxes can be added to the invoice.

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

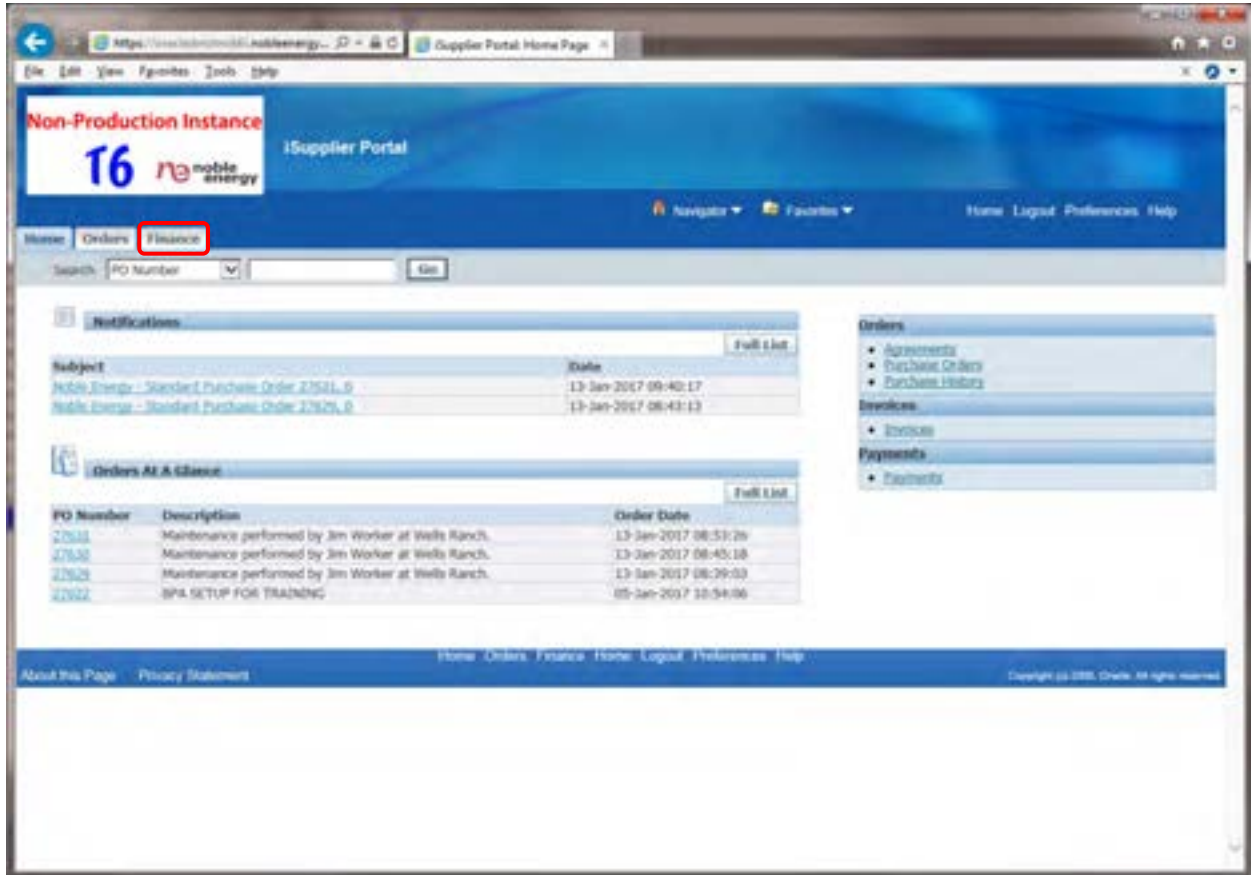
PROCEDURE

STEP 1: Login to Oracle

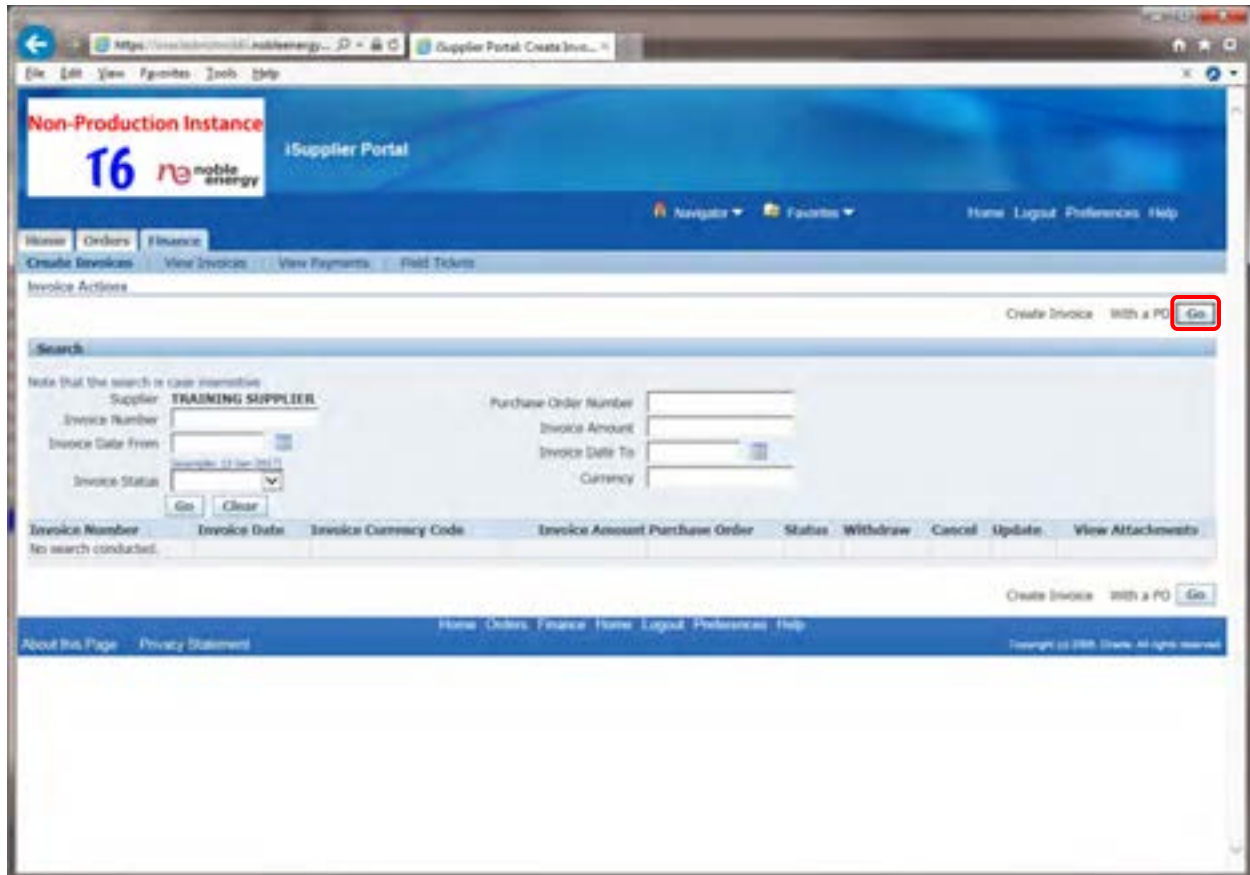
(https://oracledmzpnobl1.nobleenergyinc.com/OA_HTML/AppsLogin)



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



STEP 3: Click the **Go** button next to **Create Invoice With a PO**.



STEP 4: Enter the **Purchase Order Number** that is being invoiced and click **Go**.

The screenshot shows the 'Supplier Portal Create Invoice' page. The page title is 'Non-Production Instance 16 noble energy Supplier Portal'. The breadcrumb trail is 'Home > Orders > Finance > Create Invoices > Purchase Orders > Details > Manage Tax > Review and Submit'. The current step is 'Create Invoice: Purchase Orders', which is 'Step 1 of 4'. There are 'Cancel' and 'Next' buttons at the top right of the step indicator.

The search section contains the following fields and controls:

- Purchase Order Number:** A text input field, highlighted with a red box.
- Purchase Order Date:** A date picker field.
- Buyer:** A text input field with a search icon.
- Organization:** A text input field with a search icon.
- Advances and Financing:** A dropdown menu set to 'Excluded'.
- Go:** A button, highlighted with a red box.
- Clear:** A button.
- Advanced Search:** A button.

Below the search fields is a table with the following columns:

Select PO Number	Line Shipment	Advances or Financing	Items Description	Item Number	Supplier Item Number	Ordered Received	Invoiced UOM Price	Unit	Ship	Organization Ship	Packing	Waybill
No search conducted.												

At the bottom of the table area, there are 'Cancel' and 'Next' buttons, and 'Step 1 of 4'.

The footer contains 'About this Page', 'Privacy Statement', 'Home Orders Finance Home Logout Preferences Help', and 'Copyright © 2009 Oracle. All rights reserved.'

STEP 5: Review the purchase order line(s).

The screenshot shows a web browser window with the URL <https://www.southwestenergy.com/SupplierPortal/Details.aspx>. The page title is "Supplier Portal: Create Invoice...". The header includes the "Non-Production Instance 16" logo and "Supplier Portal" text. Navigation links include "Home", "Orders", "Finance", "Create Invoices", "View Invoices", "View Payments", and "Field Tickets". A breadcrumb trail shows "Purchase Orders" > "Details" > "Manage Tax" > "Review and Submit".

A search section is visible with the following fields:
Purchase Order Number: 27632
Purchase Order Date: [calendar icon]
Buyer: [text input]
Organization: [text input]
Advanced and Financing: Excluded (dropdown)
Buttons: Go, Clear, Advanced Search

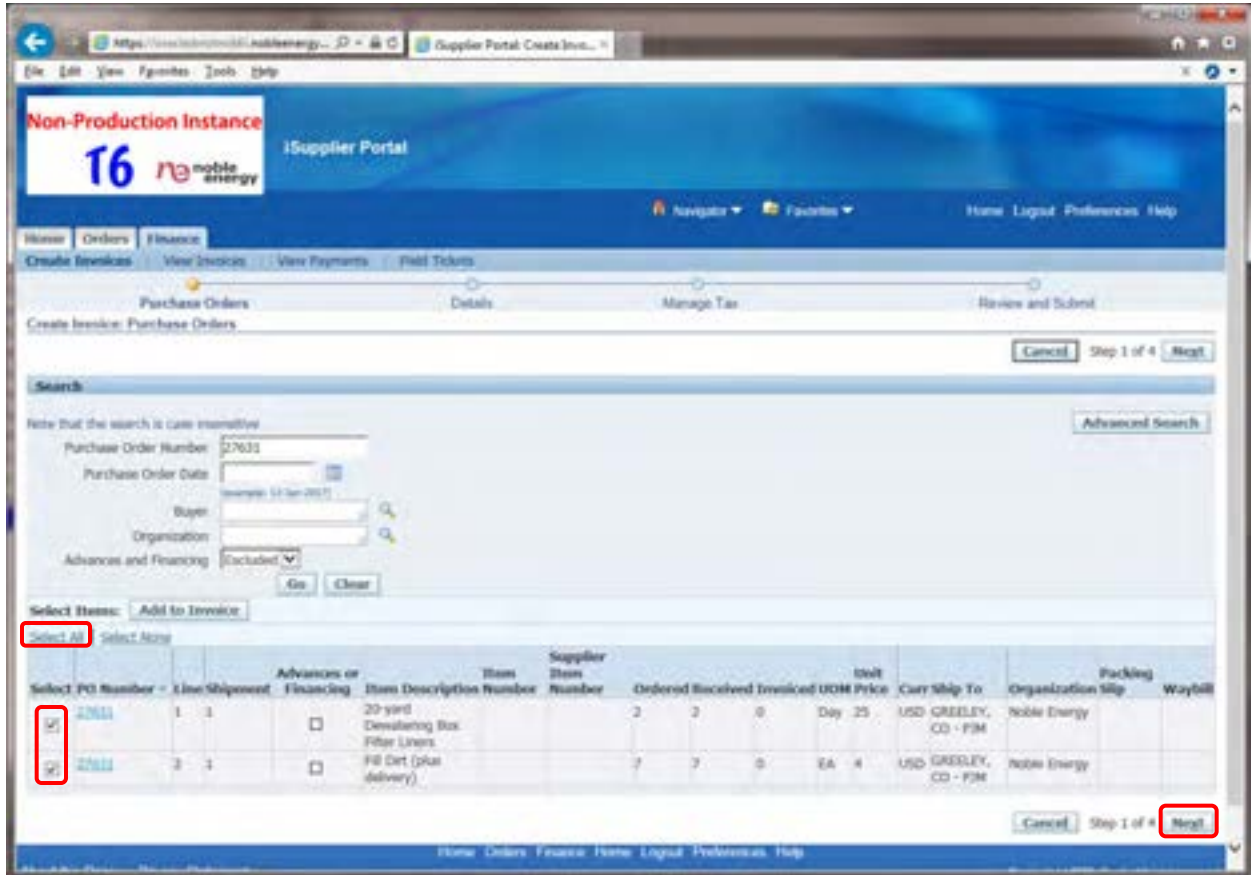
Below the search is a "Select Items" section with an "Add to Invoice" button. A table displays the search results:

Select PO Number - Line/Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Price	Curr	Ship To	Organization	Ship	Waybill
<input type="checkbox"/> 27632 - 1 - 1	<input type="checkbox"/>	20-yard Demolishing Box Filter Liners			2	2	0	Day	25	USD	GREELEY, CO - F34	Noble Energy		
<input type="checkbox"/> 27632 - 2 - 1	<input type="checkbox"/>	90 Det (plus delivery)			7	7	0	EA	4	USD	GREELEY, CO - F34	Noble Energy		

Buttons: Cancel, Step 1 of 4, Next

STEP 6: Choose the line(s) to be invoiced by checking the **Select Box** then click the **Next** button to continue.

*Note: If many lines need to be selected, you can use the **Select All** link to select all lines at once.*



STEP 7: Enter the **Invoice Number** and **Invoice Date**. The **Invoice Description** can optionally be entered.

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

Non-Production Instance
16 noble energy
Supplier Portal

Home Orders Finance
Create Invoices View Invoices View Payments Field Tickets
Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details
* Indicates required field

Supplier

* Supplier: TRAINING SUPPLIER
Tax Payer ID: 22-2222222
* Remit To: HOUSTONTX
Address: 101 SUPPLIER LANE HOUSTON TX
Remit To Bank Account:

Invoice

* Invoice Number
* Invoice Date: 17-Jan-2017
Invoice Type: Invoice
Currency: USD
Invoice Description
Attachment: None Add...

Customer

* Customer Tax Payer ID: 5VY32008
Customer Name: Noble Energy, Inc.
Address: 1001 Noble Energy Way Houston 77070 US

PO Number	Line Shipment Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount
27631	1 1	20-yard Decontaminating Box Filter Units		GREELEY, CO - P3M	2		2.25	Day 50
27631	2 1	Fill Dirt (plus delivery)		GREELEY, CO - P3M	7		7.4	EA 28

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Add Row

Cancel Back Step 2 of 4 Next

Home Orders Finance Home Logout Preferences
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STEP 8: Attach a copy of the invoice and any other supporting documentation. Click the **Add... button next to Attachment.**

*Note: Even though there is no *, the Invoice Attachment is still required. You will receive an error message in the next step if the attachment is not added.*

Non-Production Instance
16 noble energy
Supplier Portal

Home Orders Finance
Create Invoices View Invoices View Payments Field Tickets
Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Details
* Indicates required field

Supplier
* Supplier: TRAINING SUPPLIER
Tax Payer ID: 22-2222222
* Name To: HOUSTONTX
Address: 101 SUPPLIER LANE HOUSTON TX
Remit To Bank Account:

Invoice
* Invoice Number: INVT27631
* Invoice Date: 13-Jan-2017
Invoice Type: Invoice
Currency: USD
Invoice Description: INVOICE FOR PO 27631
Attachment: None **Add...**

Customer
* Customer Tax Payer ID: 5V512008
Customer Name: Noble Energy, Inc.
Address: 1001 Noble Energy Way Houston 77070 US

PO Number	Line	Shipment Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
27631	1	1	20-yard Decontaminating Box Filter Units		GREELEY, CO - P3M			2.25	Day	50
27631	2	1	Fill Out (plus delivery)		GREELEY, CO - P3M			7.4	EA	28

Shipping and Handling
Charge Type: No results found.
Add Row

Home Orders Finance Home Logout Preferences
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STEP 9: Enter the **Title** and **Description** of the attachment.

Non-Production Instance
16 noble energy | Supplier Portal

Home Orders Finance
Create Invoices View Invoices View Payments Field Tickets
Finance: Create Invoices >
Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title	Invoice # INV27631
Description	Invoice attachment for invoice # INV27631

Category From Supplier

Define Attachment

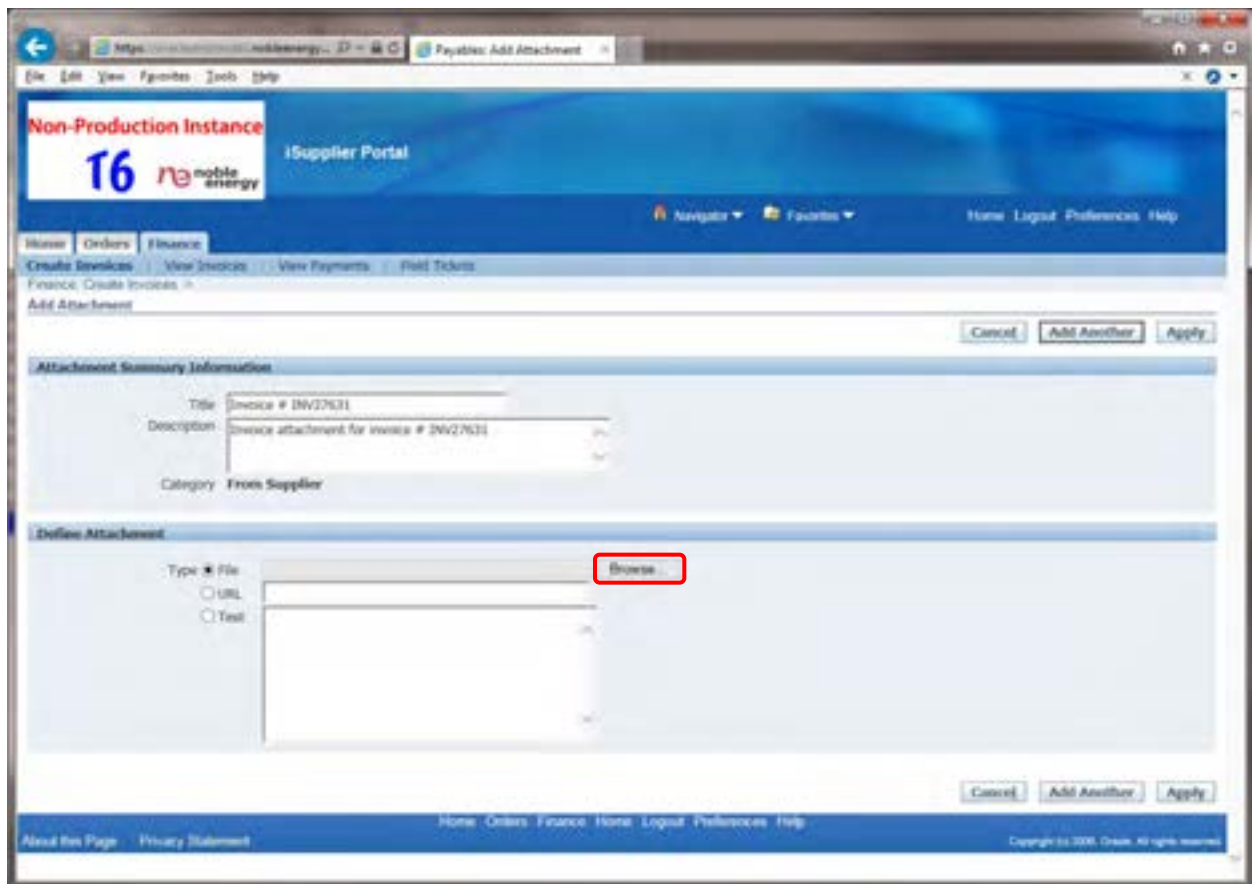
Type File URL Text

Browse

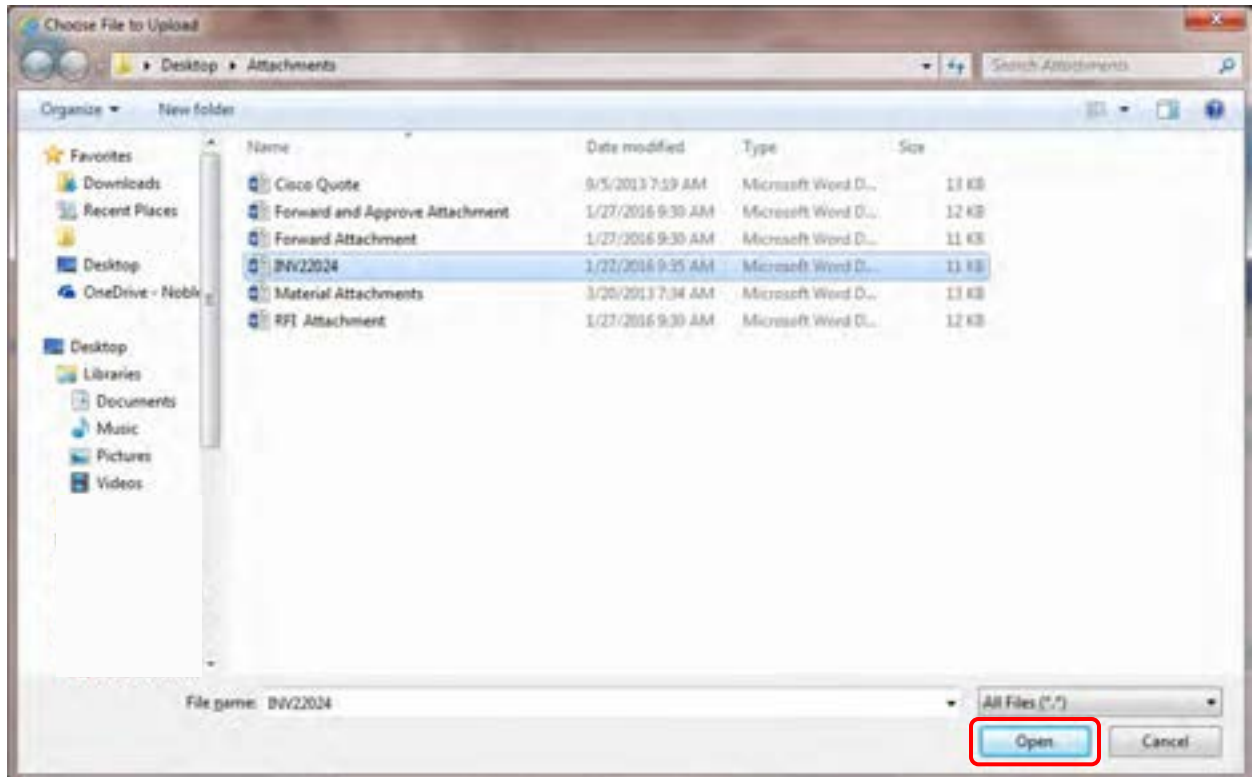
Cancel Add Another Apply

Home Orders Finance Home Logout Preferences Help
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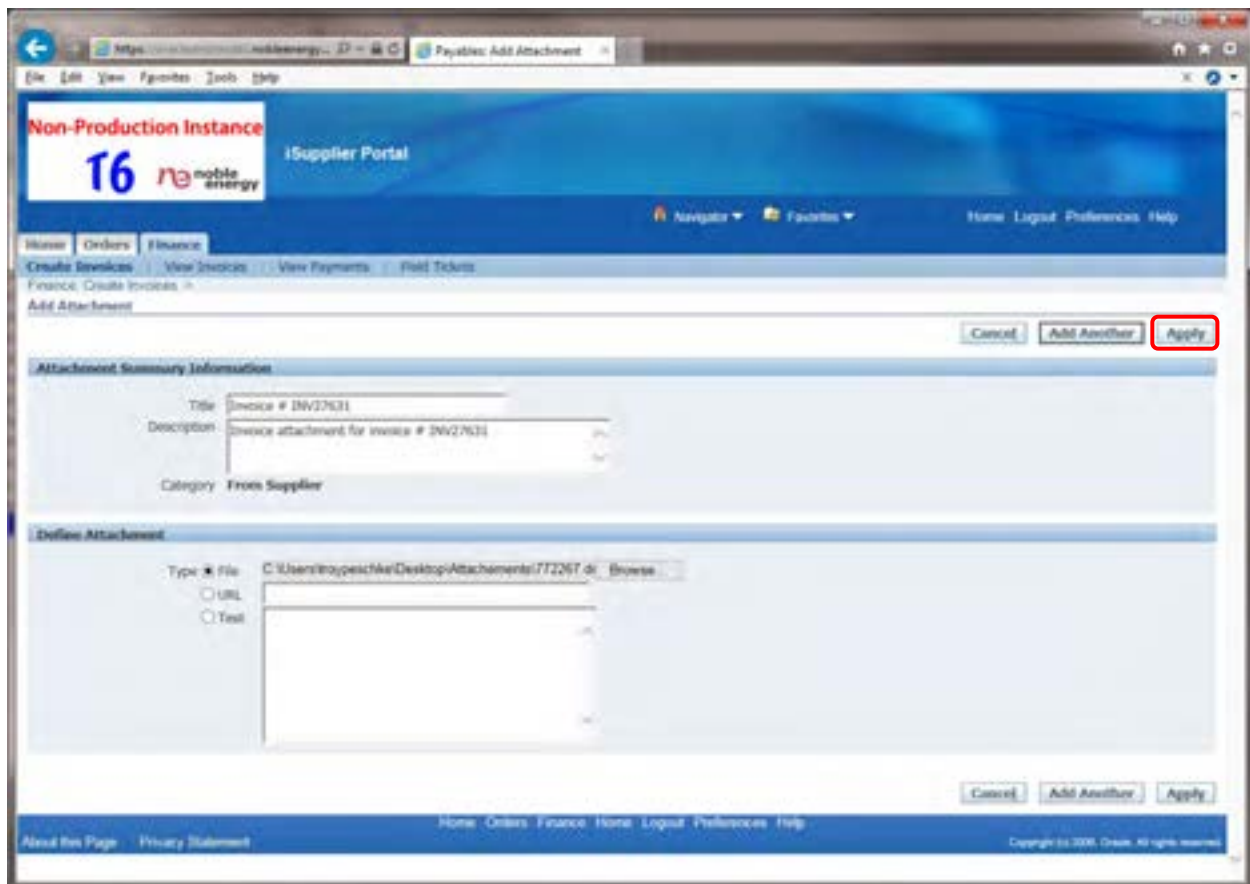
STEP 10: Click the **Browse...** button to search your computer to add the invoice attachment file.



STEP 11: Select file to attach and click **Open**.



STEP 12: Click **Apply** to attach the file to the invoice.



STEP 13: A Confirmation note will display once attached.

Non-Production Instance
16 noble energy | Supplier Portal

Home | Orders | Finance | Home | Logout | Preferences

Create Invoices | View Invoices | View Payments | Field Tickets

Purchase Orders | **Details** | Manage Tax | Review and Submit

Confirmation
Attachment Invoice # [INV27631] has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details
* Indicates required field

Supplier
* Supplier: TRAINING SUPPLIER
Tax Payer ID: 22-2222222
* Remit To: HOUSTON TX
Address: 101 SUPPLIER LANE HOUSTON TX
Remit To Bank Account: []

Invoice
* Invoice Number: INV27631
* Invoice Date: 13-Jan-2017
Invoice Type: Invoice
Currency: USD
Invoice Description: INVOICE FOR PO 27631
Attachment | Attachment List | Add

Customer
* Customer Tax Payer ID: 5Y512008
Customer Name: Noble Energy, Inc.
Address: 1001 Noble Energy Way Houston 77070 US

Items

PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UCM Amount
27631	1	1		20-yard Desulfuring Box Filter Liners		GREELEY, CO - PM		2	2.25	Day 30
27631	2	1		FW Dirt (plus delivery)		GREELEY, CO - PM		7	7.4	EA 28

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Cancel | Back | Step 2 of 4 | Next

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STEP 14: If needed, the quantity can be adjusted to the invoice.

Note: The quantity displayed is the remaining balance to be invoiced on the PO. The only adjustments that can be made is reducing the quantity.

The screenshot displays the 'Create Invoice' interface in a web browser. The page is titled 'Supplier Portal: Create Invoice...' and is on 'Step 2 of 4'. It is divided into several sections: 'Supplier', 'Invoice', 'Customer', and 'Items'. The 'Supplier' section includes fields for Supplier (TRAINING SUPPLIER), Tax Payer ID (23-2222222), Remit To (HOUSTON TX), and Address (101 SUPPLIER LANE HOUSTON TX). The 'Invoice' section includes Invoice Number (INV27631), Invoice Date (13-Jan-2017), Invoice Type (Invoice), Currency (USD), and Invoice Description (INVOICE FOR PO 27631). The 'Customer' section includes Customer Tax Payer ID (NYS12008), Customer Name (Noble Energy, Inc.), and Address (1001 Noble Energy Way Houston 77070 US). The 'Items' section is a table with the following data:

PO Number	Line	Shipment Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
27631	1	1	20-yard De-watering Box Filter Liners		GREELEY, CO - PSM	2	<input type="text" value="2"/>	25	EA	50
27631	2	1	48 Dwt (plus delivery)		GREELEY, CO - PSM	2	<input type="text" value="2"/>	4	EA	28

Below the table is a 'Shipping and Handling' section with a table for 'Charge Type', 'Amount', and 'Description'. The 'Quantity' column in the 'Items' table is highlighted with a red box. The page footer includes 'About this Page', 'Privacy Statement', and 'Copyright © 2008 Oracle. All rights reserved.'

STEP 15: Click **Add Row** button to add any freight charges on the invoice.

Note: Only freight charges can be added here. Any additional line items to charge must be added to the PO or another PO.

Supplier

* Supplier: TRAINING SUPPLIER
Tax Payer ID: 23-2222222
Remit To: HOUSTON TX
Address: 101 SUPPLIER LANE HOUSTON TX
Remit To Bank Account:

Invoice

* Invoice Number: INV27631
* Invoice Date: 13-Jan-2017
Invoice Type: Invoice
Currency: USD
Invoice Description: INVOICE FOR PO 27631

Customer

* Customer Tax Payer ID: NYS12008
Customer Name: Noble Energy, Inc.
Address: 1001 Noble Energy Way Houston 77070 US

PO Number	Line	Shipment Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
27631	1	1	20-yard Deaerating Box Filter Liners		GREELEY, CO - PSM	2		2.25	Day	50
27631	2	1	48 Dwt (plus delivery)		GREELEY, CO - PSM	2		7.4	EA	28

Shipping and Handling

Charge Type	Amount	Description
No results found		
Add Row		

STEP 16: Enter the Freight Amount.

The screenshot shows a web browser window with the URL 'https://www.nobleenergy.com/SupplierPortal/SupplierPortal/CreateInvoice.aspx'. The page title is 'Supplier Portal Create Inv...'. The browser's address bar shows the URL. The page content is organized into several sections:

- Supplier:** * Supplier: TRAINING SUPPLIER, Tax Payer ID: 22-2222222, * Send To: HOUSTON TX, Address: 101 SUPPLIER LANE HOUSTON TX, Send To Bank Account: [empty].
- Invoice:** * Invoice Number: INV27631, * Invoice Date: 13-Jan-2017, Invoice Type: Invoice, Currency: USD, Invoice Description: INVOICE FOR PO 27631, Attachment: Attached List... Add...
- Customer:** * Customer Tax Payer ID: SY512008, Customer Name: Noble Energy, Inc., Address: 1001 Noble Energy Way Houston 77070 US.
- Items:** A table with columns: PO Number, Line Shipment Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM Amount. Two items are listed:

PO Number	Line Shipment Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount
27631	1 1	20-yard Dewatering Box Filter Liners		GREELEY, CO - P3M	2		2.25	Day 30
27631	2 1	Fill Dirt (plus delivery)		GREELEY, CO - P3M	2		7.4	EA 28
- Shipping and Handling:** A table with columns: Charge Type, Amount, Description. One entry is shown:

Charge Type	Amount	Description
Freight	130	

Navigation buttons: Cancel, Back, Step 2 of 4, Next. Footer: Home, Orders, Favorites, Home, Logout, Preferences. Copyright © 2006, Oracle. All rights reserved.

STEP 17: Enter the **Description** of the freight charge.

The screenshot shows a web application interface for creating an invoice. The browser address bar indicates the URL is <https://www.nobleenergy.com/energy/SupplierPortal/CreateInv...>. The page title is "Supplier Portal: Create Inv...".

The interface is divided into several sections:

- Supplier:** * Supplier: TRAINING SUPPLIER, Tax Payer ID: 22-2222222, * Remit To: HOUSTON TX, Address: 101 SUPPLIER LANE HOUSTON TX, Remit To Bank Account: [empty].
- Invoice:** * Invoice Number: INV27631, * Invoice Date: 13-Jan-2017, Invoice Type: Invoice, Currency: USD, Invoice Description: INVOICE FOR PO 27631, Attachment: Attachment List... Add...
- Customer:** * Customer Tax Payer ID: SY512008, Customer Name: Noble Energy, Inc., Address: 1001 Noble Energy Way Houston 77070 US.
- Items:** A table with columns: PO Number, Line Shipment Number, Item, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM Amount.

PO Number	Line Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM Amount
27631	1	1	20-yard Dewatering Box Filter Liners		GREELEY, CO - PJM	2		2.25	Day 50
27631	2	1	Fill Dirt (plus delivery)		GREELEY, CO - PJM	7		7.4	EA 26

Shipping and Handling

Charge Type	Amount	Description
Freight	150	Freight charges to field

Buttons: Cancel, Back, Step 2 of 4, Next.

Footer: Home, Orders, Finance, Home, Logout, Preferences. Copyright © 2006, Oracle. All rights reserved.

STEP 18: Click **Next** to continue.

*Note: If additional freight lines need to be added, click the **Add Row** button.*

The screenshot shows a web browser window with the URL 'https://www.energysolutions.com/energy/SupplierPortal/CreateInvoice.aspx'. The page title is 'Supplier Portal: Create Invoice...'. The browser's address bar shows 'Supplier Portal: Create Invoice...'. The page has a navigation bar with 'File Edit View Favorites Tools Help' and a status bar at the bottom with 'Home Orders Finance Home Logout Preferences' and 'Copyright © 2006, Enbridge. All rights reserved.'.

The main content area is titled 'Create Invoice: Details' and includes a progress indicator 'Step 2 of 4' with 'Cancel', 'Back', and 'Next' buttons. The form is divided into several sections:

- Supplier:** * Supplier: TRAINING SUPPLIER, Tax Payer ID: 22-2222222, * Send To: HOUSTON TX, Address: 101 SUPPLIER LANE HOUSTON TX, Send To Bank Account: [empty].
- Invoice:** * Invoice Number: DW27631, * Invoice Date: 13-Jan-2017, Invoice Type: Invoice, Currency: USD, Invoice Description: INVOICE FOR PO 27631, Attachment: Attachment List... Add...
- Customer:** * Customer Tax Payer ID: 5V512008, Customer Name: Noble Energy, Inc., Address: 1001 Noble Energy Way Houston 77070 US.
- Items:** A table with columns: PO Number, Line Shipment Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM Amount. Two rows are shown:
 - PO Number: 27631, Line Shipment Number: 1, Item Description: 20-yard Dewatering Box Filter Lines, Supplier Item Number: [empty], Ship To: GREELEY, CO - PJM, Available Quantity: 3, Quantity: [empty], Unit Price: 2.25, UOM Amount: Day 50.
 - PO Number: 27631, Line Shipment Number: 2, Item Description: 98 Grit (plus delivery), Supplier Item Number: [empty], Ship To: GREELEY, CO - PJM, Available Quantity: 7, Quantity: [empty], Unit Price: 7.4, UOM Amount: EA 25.
- Shipping and Handling:** A table with columns: Charge Type, Amount, Description. One row is shown: Freight, Amount: 150, Description: Freight charges to field. Below this table is a red-bordered button labeled 'Add Row'.

At the bottom right of the form, there are 'Cancel', 'Back', 'Step 2 of 4', and 'Next' buttons. The 'Next' button is highlighted with a red box.

STEP 19: The default Tax Amount is 0. If tax is required, follow the steps 20 - 22 to add tax. If there are no taxes, you can leave the default tax amount of 0 and continue at Step 23.

Customer

* Customer Tax Payer ID: SPS12000
 Customer Name: Noble Energy, Inc.
 Address: 1001 Noble Energy Way Houston 77070
 US

Summary Tax Lines

Summary Tax Line Number	Tax Rate Code	Tax Amount	Line Status
1	SALES TAX		Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
101426	1	1	TWO MAN MAINTENANCE CREW		PECOS OFFICE (WTR)	4	4.00 Day	5.00	20.00
101426	2	1	FRONT END LOADER		PECOS OFFICE (WTR)	1	1.00 EA	5.00	5.00
101426	3	1	RENTAL TRUCK		PECOS OFFICE (WTR)	1	1.00 EA	5.00	5.00
101426	4	1	FORKLIFT		PECOS OFFICE (WTR)	2	2.00 Day	5.00	10.00

Shipping and Handling

Charge Type	Amount Description
Freight	150.00 Freight Charges to Noble

Invoice Summary

Items	40.00
Less Rebate(s)	0.00
Freight	150.00
Miscellaneous	0.00
Tax	0.00
<input type="button" value="Recalculate Total"/> Total (USD)	190.00

STEP 20: Update **Tax Amount** to be the full tax amount of the invoice.

Note: If there are multiple tax rates for different percentages, the total amount of all tax lines should be entered here.

Customer

* Customer Tax Payer ID: 59512000
Customer Name: Noble Energy, Inc.
Address: 1001 Noble Energy Way Houston 77078
US

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Rate Code	Tax Amount	Line Status
1	SALES TAX	0	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
101426	1	1	TWO MAN MAINTENANCE CREW		PECOS OFFICE (WTR)	4	4.00 Day	5.00	20.00
101426	2	1	FRONT END LOADER		PECOS OFFICE (WTR)	1	1.00 EA	5.00	5.00
101426	3	1	RENTAL TRUCK		PECOS OFFICE (WTR)	1	1.00 EA	5.00	5.00
101426	4	1	FORKLIFT		PECOS OFFICE (WTR)	2	2.00 Day	5.00	10.00

Shipping and Handling

Charge Type	Amount Description
Freight	150.00 Freight Charges to Noble

Invoice Summary

Items	48.00
Less Rebates	0.00
Freight	150.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (USD) 198.00

Cancel Save Back Step 3 of 4 Next Submit

STEP 21: Once the full tax amount has been entered in the Tax Amount field, click the **Calculate** button.

Customer

* Customer Tax Payer ID: 59512088
 Customer Name: Noble Energy, Inc.
 Address: 1881 Noble Energy Way Houston 77070
 US

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Rate Code	Tax Amount	Line Status
1	SALES TAX	17.89	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
181426	1	1	TWO MAN MAINTENANCE CREW		PECOS OFFICE (WYN)	4	4.00 Day	5.00	20.00
181426	2	1	FRONT END LOADER		PECOS OFFICE (WYN)	1	1.00 EA	5.00	5.00
181426	3	1	RENTAL TRUCK		PECOS OFFICE (WYN)	1	1.00 EA	5.00	5.00
181426	4	1	FORKLIFT		PECOS OFFICE (WYN)	2	2.00 Day	5.00	10.00

Shipping and Handling

Charge Type	Amount	Description
Freight	150.00	Freight Charges to Noble

Invoice Summary

Items	40.00	
Less Retention	0.00	
Freight	150.00	
Miscellaneous	0.00	
Tax	0.00	
Recalculate Total	Total (USD)	190.00

STEP 22: Click the **Recalculate Total** button.

Note: After clicking Recalculate Total verify the Total invoice amount matches the attached invoice.

The screenshot displays an invoice system interface with the following sections:

- Customer:** * Customer Tax Payer ID: SPS12008; Customer Name: Noble Energy, Inc.; Address: 1001 Noble Energy Way Houston 77070 US.
- Summary Tax Lines:** Includes a 'Calculate' button and a table with columns: Summary Tax Line Number, Tax Rate Code, Tax Amount, Line Status. One entry is shown: Line 1, SALES TAX, 17.00, Active.
- Items:** A table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice (UOM), Unit Price, Amount. Items include: 181426 (FWD MAN MAINTENANCE CREW), 181425 (FRONT END LOADER), 181426 (RENTAL TRUCK), and 181425 (FORKLEIFT).
- Shipping and Handling:** Charge Type: Freight; Amount Description: 150.00 Freight Charges to Noble.
- Invoice Summary:** A summary table with the following values:

Items	40.00
Less Retainage	0.00
Freight	150.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	190.00

At the bottom right of the summary section, the **Recalculate Total** button is highlighted with a red box. At the very bottom of the interface, there are navigation buttons: Cancel, Save, Back, Step 3 of 4, Next, and Submit.

STEP 23: Click the **Next** button to continue.

Note: If tax was entered, it will display in lower right corner.

The screenshot shows a web application interface for a purchase order. The browser address bar displays "https://www.rockwellautomation.com/...". The page title is "Supplier Order Entry".

Customer Information:
Customer Tax Payer ID: SYS12000
Customer Name: Noble Energy, Inc.
Address: 1001 Noble Energy Way Houston 77070
85

Summary Tax Lines:
A "Calculate" button is present. The summary table shows:
Summary Tax Line Number: 1
Tax Rate Code: SALES TAX
Tax Amount: 17.89
Tax Status: Active

Items:
A table with columns: PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice UOM, Unit Price, Amount.
- Line 1: TWO MAN MAINTENANCE CREW, Supplier Item Number: PECCS OFFICE (WTN), Ship To: PECCS OFFICE (WTN), Available Qty: 4, Quantity To Invoice UOM: 4.00 Day, Unit Price: 5.00, Amount: 20.00
- Line 2: FRONT END LOADER, Supplier Item Number: PECCS OFFICE (WTN), Ship To: PECCS OFFICE (WTN), Available Qty: 1, Quantity To Invoice UOM: 1.00 EA, Unit Price: 5.00, Amount: 5.00
- Line 3: RENTAL TRUCK, Supplier Item Number: PECCS OFFICE (WTN), Ship To: PECCS OFFICE (WTN), Available Qty: 1, Quantity To Invoice UOM: 1.00 EA, Unit Price: 5.00, Amount: 5.00
- Line 4: FORKlift, Supplier Item Number: PECCS OFFICE (WTN), Ship To: PECCS OFFICE (WTN), Available Qty: 2, Quantity To Invoice UOM: 2.00 Day, Unit Price: 5.00, Amount: 10.00

Shipping and Handling:
Charge Type: Freight
Amount Description: 150.00 Freight Charged to Noble

Service Summary:
Items: 40.00
Less Retainage: 0.00
Freight: 150.00
Miscellaneous: 0.00
Tax: 17.89
Total (USD): 267.89

Buttons: Recalculate Total, Total (USD), Cancel, Save, Back, Next, Submit.

Footer: Home Orders Finance Home Logout Preferences Help. Copyright © 2006, Oracle. All rights reserved.

STEP 24: Review all information entered to ensure accuracy. Once reviewed, click **Submit**.

Note: Please review all information for accuracy because once an invoice is submitted it cannot be revised or deleted.

The screenshot displays a web-based invoice creation interface. The interface includes the following sections:

- Supplier:** TRAINING SUPPLIER, Taxpayer ID: 30-4336546, Account To: 9899989692, Address: 891 NOBLE ENERGY HOUSTON TX 77060.
- Invoice:** Invoice Number: INV27635, Invoice Date: 23-Apr-2019, Invoice Type: Standard, Currency: USD.
- Customer:** Customer Taxpayer ID: 87982008, Customer Name: NOBLE Energy, Inc., Address: 1801 Noble Energy Way Houston TX 77060 US.
- Items Table:**

PO Number	Line	Shipped	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice (UOM)	Unit Price	Amount
01426	1	1	TWO MAN MAINTENANCE CREW		PECO OFFICE (WYN)	4	4.00 Day	5.00	20.00
01426	2	1	FRONT END LOADER		PECO OFFICE (WYN)	1	1.00 EA	5.00	5.00
01426	3	3	RENTAL TRUCK		PECO OFFICE (WYN)	3	1.00 EA	5.00	15.00
01426	4	1	FORKLIFT		PECO OFFICE (WYN)	2	1.00 Day	5.00	10.00

Shipping and Handling: Freight: 335.00 Freight Charge Is Visible.

Summary Tax Items: Tax Rate Code: SALES TAX, Tax Amount: 17.89.

Invoice Summary:

Items	48.00
Unit Price/Qty	6.00
Freight	335.00
Manufacturing	6.00
Tax	17.89
TOTAL (USD)	412.89

At the bottom right, the **Submit** button is highlighted with a red box.

STEP 25: A confirmation message is received that the invoice has been submitted.

The screenshot shows a web browser window with the URL <https://www.nerve.com/energy/portal/16/1715/16>. The page title is "Supplier Portal" and it features a "Non-Production Instance 16" badge. The navigation bar includes "Home", "Orders", and "Requests". The main content area has a red box highlighting a confirmation message:

Confirmation
 Invoice 8607621 was submitted to our Accounts Payable Department on 25-Apr-2019. The confirmation number for this invoice is 8607621. You can query its status by using Search or navigating to the Home page.

Invoice: 8607621

Supplier Information:

- Supplier: TRAKING SUPPLIES
- Tax Payer ID: 55-LE30549
- Account ID: PMP000003
- Address: 181 NOLLE ENERGY HOUSTON TX 77076
- Account To Bank Account

Invoice Information:

- Invoice Number: 8607621
- Invoice Date: 25-Apr-2019
- Invoice Type: Standard
- Country: USA
- Invoice Description: Blanket - POCORRECT L...

Customer Information:

- Customer Tax Payer ID: 07512988
- Customer Name: Nolle Energy, Inc.
- Address: 1801 Nolle Energy Way Houston 77070 US

Item Number	Line	Shipped	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice (KWH)	Unit Price	Amount
381426	1	1	TWO MAN MAINTENANCE CREW		PECOS OFFICE (WYN)	4	4.00 Day	5.00	20.00
381426	2	1	FRONT END LOADER		PECOS OFFICE (WYN)	7	1.00 EA	4.00	28.00
381426	3	1	MINTEL TRUCK		PECOS OFFICE (WYN)	1	1.00 EA	5.00	5.00
381426	4	1	PUMP/PT		PECOS OFFICE (WYN)	2	1.00 Day	5.00	10.00

Invoice Summary:

Item	46.00
Line Extension	6.00
Freight	156.00
Material	6.00
Tax	17.00
Subtotal	207.00
Less Advances and Financing	6.00
Total (USD)	207.00

Buttons: [Printable Page](#), [Create Another](#)