
CREATE INVOICE (WITHOUT A PO)

DESCRIPTION

This process is used to submit a Non PO invoice.

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

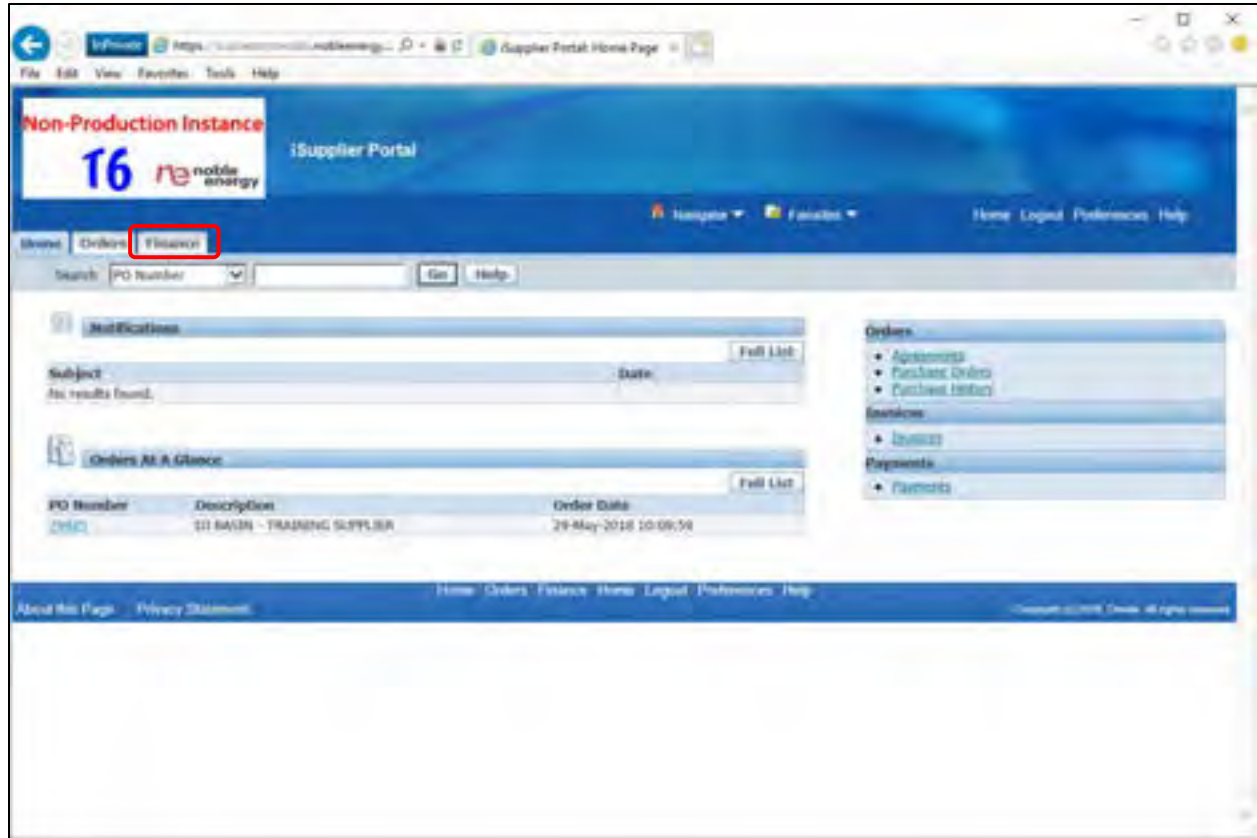
PROCEDURE

STEP 1: Login to Oracle

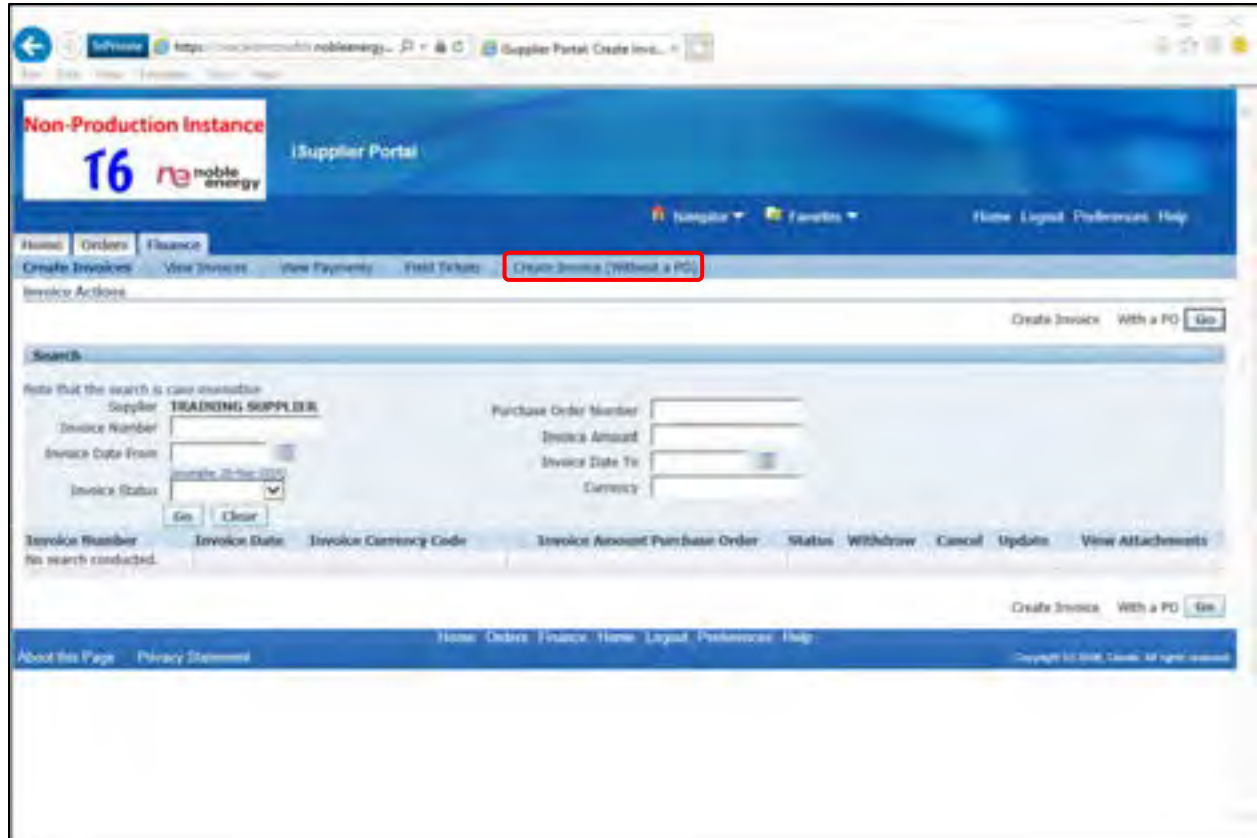
(https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin).



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



STEP 3: Click the **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 a web browser window with the URL <https://www.nobleenergy.com/energy...> and the page title "Create Invoice". The page header includes "Non-Production Instance" and "16 noble energy". The main navigation bar contains "Home", "Orders", and "Finance". The "Create Invoice" form is titled "Create Invoice (Without a PO)".

Header Details

*TFP * Indicates required field

* Bill To (highlighted with a red box)

Supplier Name: TRAINING SUPPLIER
Supplier Number: ED18464

* Supplier Site Code

* Invoice Number

* Requester

* Invoice Received Date

Invoice Date

* Amount

* Currency

Source: NOBLE Supplier Entry

* Business Unit (Customer Department)

Description

Attachments*

Select Song

No results found

RC

Account Number

Project/AFE

Task

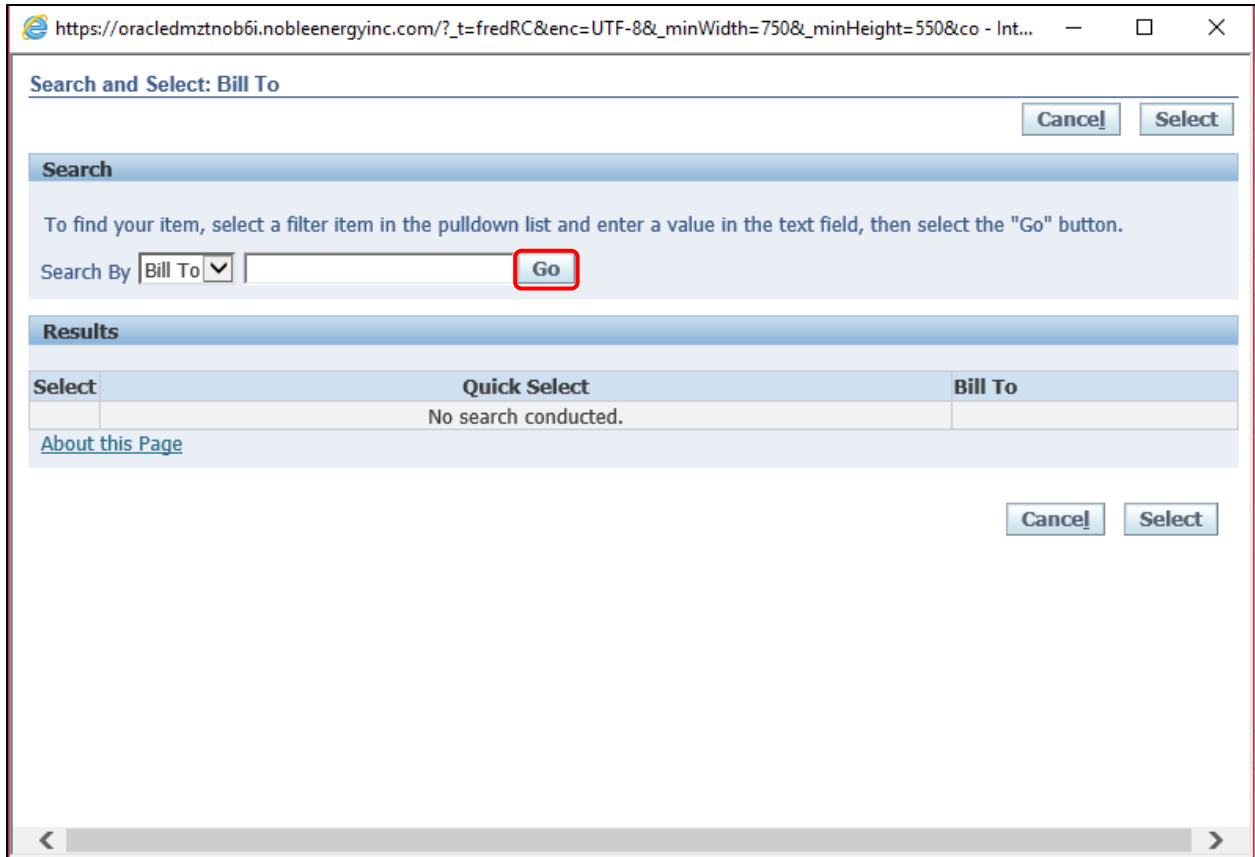
Expenditure Type

Service Start Date

* 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 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 "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:

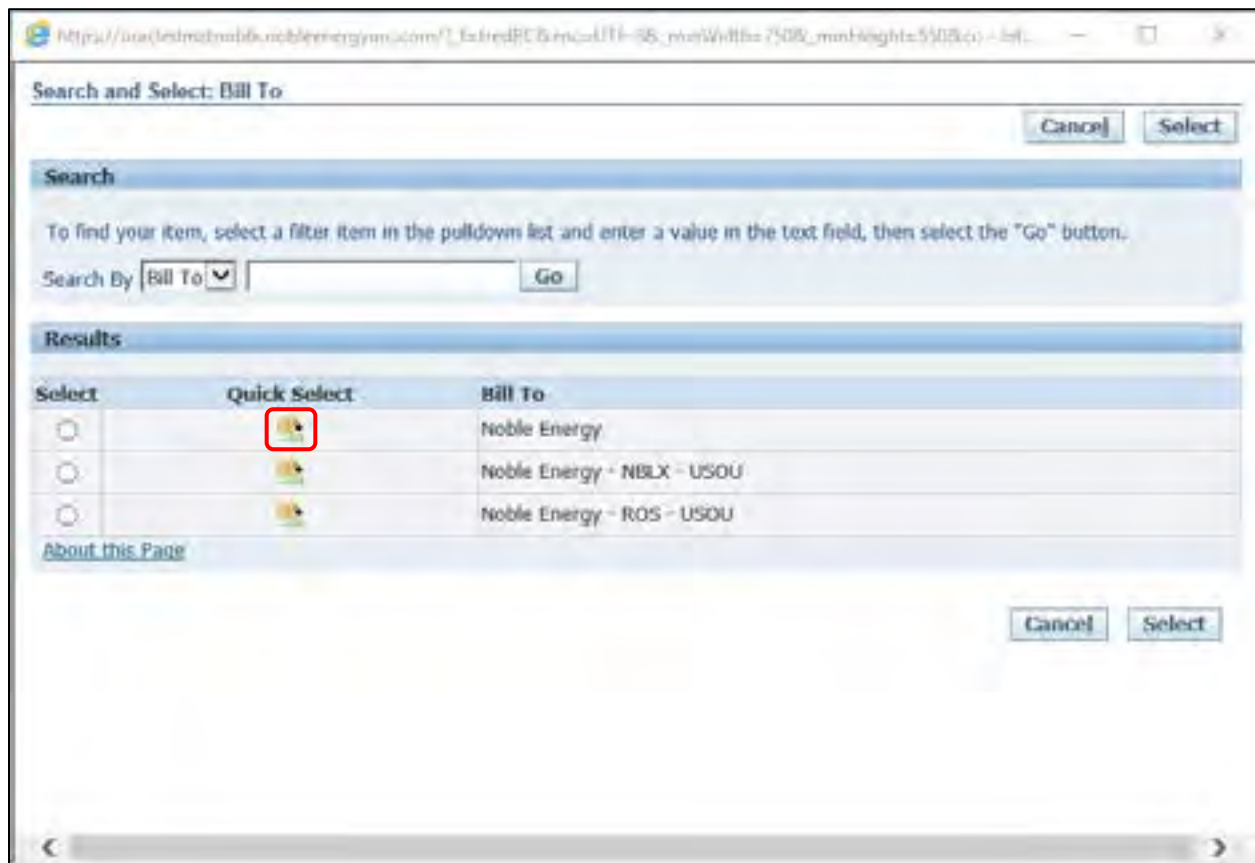
Select	Quick Select	Bill To
	No search conducted.	

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 a web browser window with the URL <https://portal.enbridge.com/energy...> and the page title "Create Invoice". The page header includes "Non-Production Instance 16 noble energy" and "Supplier Portal". The main content area is titled "Create Invoice" and contains a "Header Details" section. This section includes a note: "TIP * Indicates required field". The form fields are as follows:

* Bill To	Noble Energy	
Supplier Name	TRAINING SUPPLIER	
Supplier Number	SD16644	
* Supplier Site Code		<input type="text"/>
* Invoice Number		<input type="text"/>
* Requester		<input type="text"/>
* Invoice Received Date	11/16/2016	
* Invoice Date		<input type="text"/>
* Amount		<input type="text"/>
* Currency		<input type="text"/>
Source	NOBLESupplierEntry	
* Business Unit (Customer Department)		<input type="text"/>
Description		<input type="text"/>

Below the form, there is an "Attachment*" section with "Delete" and "Add" buttons, and a "Select Seq" section with "File Download" and "No results found." text. At the bottom, there are additional fields: "RC", "Account Number", "Project/APE", "Task", "Expenditure Type", "Service Start Date", and "Service End Date".

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://oracleadmtnob61nobleenergyinc.com/T_t=fredRC&enc=UTF-8&_minWidth=750&_minHeight=550&co. The page title is "Search and Select: Supplier Site Code".

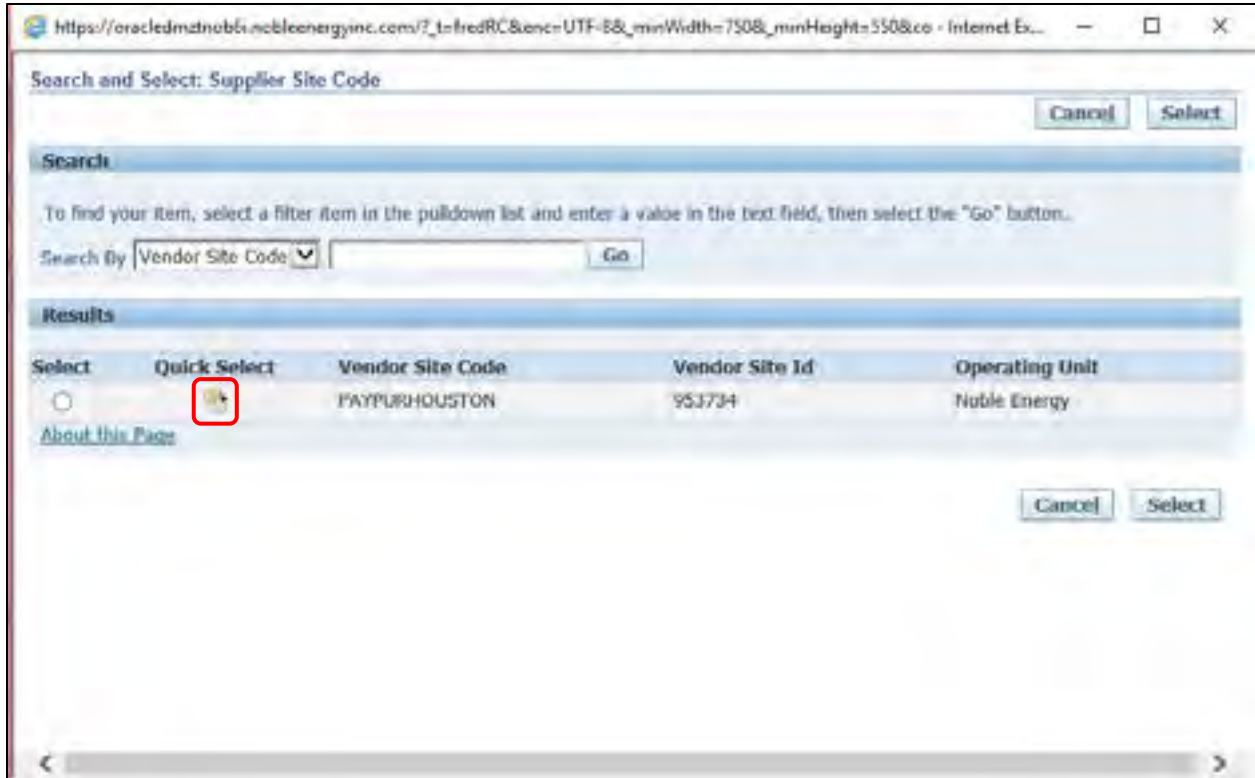
The search interface includes a "Search" section with the instruction: "To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the 'Go' button:". Below this, the "Search By" dropdown is set to "Vendor Site Code", and the "Go" button is highlighted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

The "Results" section shows a table with the following columns: "Select", "Quick Select", "Vendor Site Code", "Vendor Site Id", and "Operating Unit". The text "No search conducted." is displayed below the table header.

At the bottom of the search interface, there are "Cancel" and "Select" buttons. The browser's status bar at the bottom right shows "100%" zoom level.

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 is part of a 'Non-Production Instance' for 'T6 noble energy'. The form is divided into several sections:

- Header Details:** This section contains various fields for invoice creation. The 'Invoice Number' field is highlighted with a red rectangle. Other fields include 'Supplier Name' (TRAINING SUPPLIER), 'Supplier Number' (1016644), 'Supplier Site Code' (JANPLUCKSTON), 'Invoice Date', 'Amount', 'Currency' (USD), 'Source' (NobleSupplierEntry), and 'Business Unit (Customer Department)'. There are also fields for 'Response' and 'Invoice Received Date'.
- Attachments:** This section includes 'Delete' and 'Add' buttons, and a 'File Download' area. It currently shows 'No results found'.
- Additional Fields:** At the bottom, there are fields for 'BC', 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'.

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' form in the Noble Energy Supplier Portal. The form is titled 'Non-Production Instance' and 'Supplier Portal'. The 'Create Invoice' section is active, and the 'Requester' field is highlighted with a red box. The form includes the following fields and values:

- Bill To:** Noble Energy
- Supplier Name:** TRAINING SUPPLIER
- Supplier Number:** 1036644
- Supplier Site Code:** FA1PUB-CUSTOM
- Invoice Number:** 12VSR11
- Requester:** (highlighted with a red box)
- Invoice Received Date:** (empty)
- Invoice Date:** (empty)
- Amount:** (empty)
- Currency:** USD
- Source:** Noble Supplier Entry
- Business Unit (Customer Department):** (empty)
- Description:** (empty)
- Account Number:** (empty)
- Project/A/E:** (empty)
- Task:** (empty)
- Expenditure Type:** (empty)
- Service Start Date:** (empty)
- Service End Date:** (empty)

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

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

The search interface includes a "Search" section with the following elements:

- Buttons: "Cancel" and "Select" (top right).
- 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."
- Search By: A dropdown menu set to "Full Name" and a text input field containing "Toups".
- Action: A "Go" button, which is highlighted with a red box in the image.

The "Results" section 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 area are buttons for "Cancel" and "Select".

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.*

The screenshot shows a web browser window with the URL https://oracledmatnob61.nobleenergyinc.com/T_t=fredRC&enc=UTF-08&minWidth=750&minHeight=550&co. The page title is "Search and Select: Requester". The interface includes a search bar with a "Cancel" and "Select" button. Below the search bar, there is a "Search" section with instructions: "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." The search criteria are "Search By" set to "Full Name" and "Toups", with a "Go" button. The "Results" section displays a table with the following data:

Select	Quick Select	Full Name
<input type="radio"/>		Toups, LaCynda K

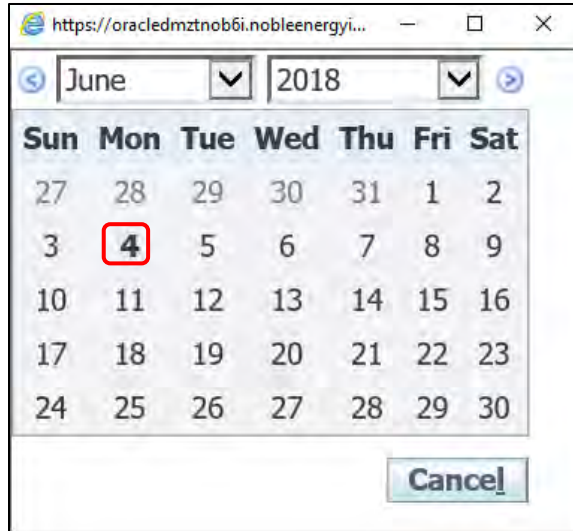
Below the table, there is a link "About this Page" and "Cancel" and "Select" buttons at the bottom right.

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 shows the 'Create Invoice' page in the Noble Energy Supplier Portal. The page title is 'Non-Production Instance' and 'Supplier Portal'. The breadcrumb trail includes 'Home', 'Orders', and 'Finance'. The main content area is titled 'Create Invoice' and contains a 'Header Details' section. This section includes a legend for required fields (marked with an asterisk) and several input fields. The 'Invoice Date' field is highlighted with a red box, indicating the step to click the calendar icon. Other fields include 'Bill To' (Noble Energy), 'Supplier Name' (TRAINING SUPPLIER), 'Supplier Number' (ED16611), 'Supplier Site Code' (PAYPLRHOUSTON), 'Invoice Number' (INVOICE), 'Requester' (Joups, LaCynia K.), 'Invoice Received Date' (11/15/2017), 'Amount', 'Currency' (USD), 'Business Unit' (Noble Supplier Entry), and 'Description'. Below the header details is an 'Attachments' section with 'Delete' and 'Add' buttons, and a 'File Download' section with a 'Select Seq' dropdown and 'No results found' message. At the bottom, there are fields for 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'.

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 the 'Create Invoice' form in the iSupplier Portal. The 'Amount' field is highlighted with a red box and contains the value '1562.13 N'. The form includes the following fields:

- Bill To: Noble Energy
- Supplier Name: TXAIRING SUPPLIER
- Supplier Number: 1016644
- Supplier Site Code: FANTLPRODUCTION
- Invoice Number: 000018
- Requester: Trapp, LaCynia K
- Invoice Received Date: 03/04/2018
- Service Date: 04-Jun-2018
- Currency: USD
- Business Unit: Noble Supplier Entry

Additional fields include Account Number, Project/AFE, Task, Expenditure Type, Service Start Date, and Service End Date.

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

The screenshot shows the 'Create Invoice' form in the iSupplier Portal. The form is titled 'Create Invoice' and includes a 'Business Unit (Customer Department)' field. The value 'NOBLSupplierEntry' is entered in this field, and a red box highlights the search icon next to it. Other fields include 'Bill To' (Noble Energy), 'Supplier Name' (TRAINING SUPPLIER), 'Supplier Number' (1016644), 'Supplier Site Code' (FAYPLRHOUSTON), 'Invoice Number' (000018), 'Requester' (Trapp, LaCyndi K.), 'Service Date' (04-Jun-2018), 'Amount' (1562.15 N), and 'Currency' (USD). The form also includes an 'Attachments' section and a 'File Download' section.

Field	Value
Bill To	Noble Energy
Supplier Name	TRAINING SUPPLIER
Supplier Number	1016644
Supplier Site Code	FAYPLRHOUSTON
Invoice Number	000018
Requester	Trapp, LaCyndi K.
Service Received Date	05-Jun-2018
Service Date	04-Jun-2018
Amount	1562.15 N
Currency	USD
Business Unit (Customer Department)	NOBLSupplierEntry

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.

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 Business Unit Go

Results

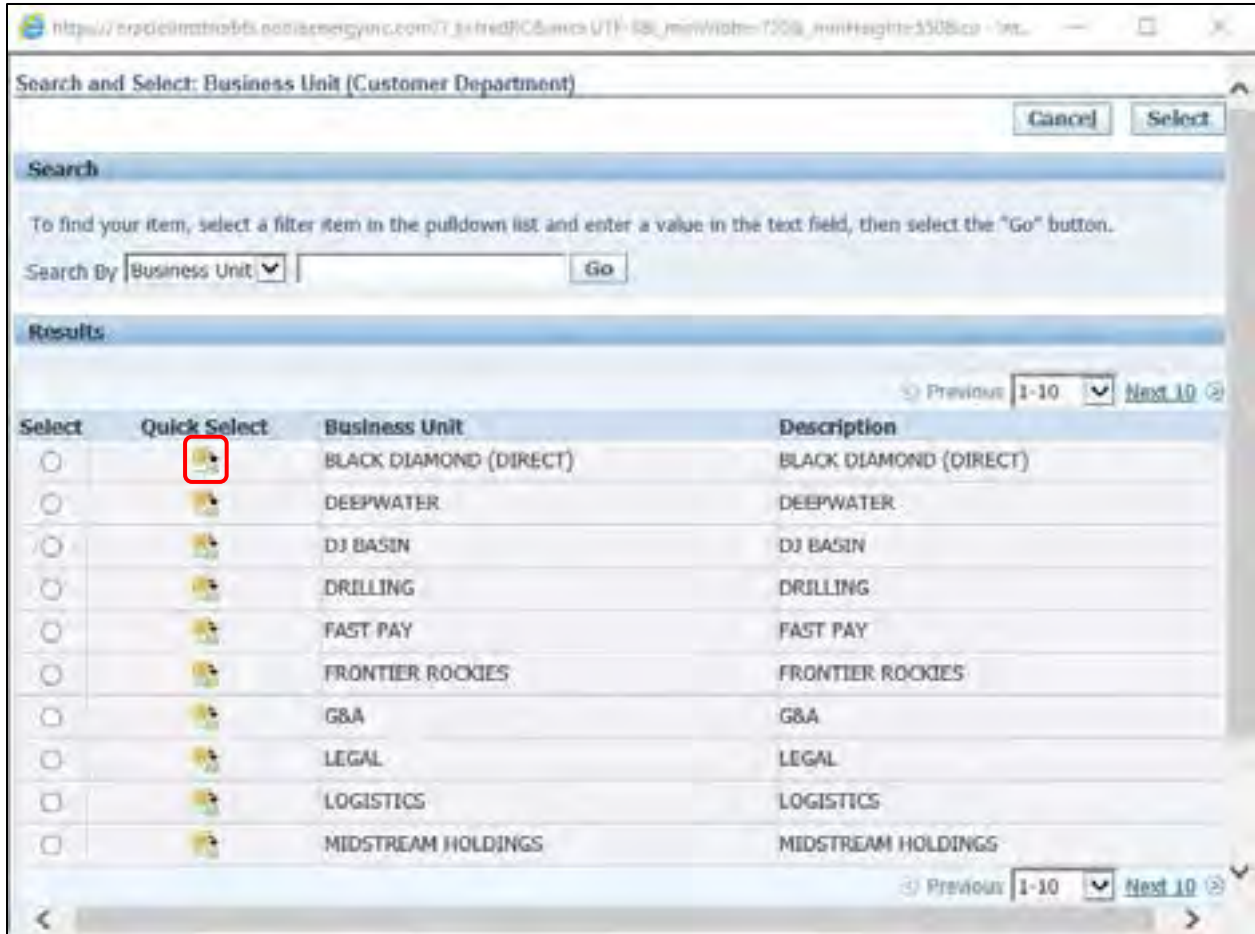
Select	Quick Select	Business Unit	Description
	No search conducted.		

[About this Page](#)

Cancel! Select

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

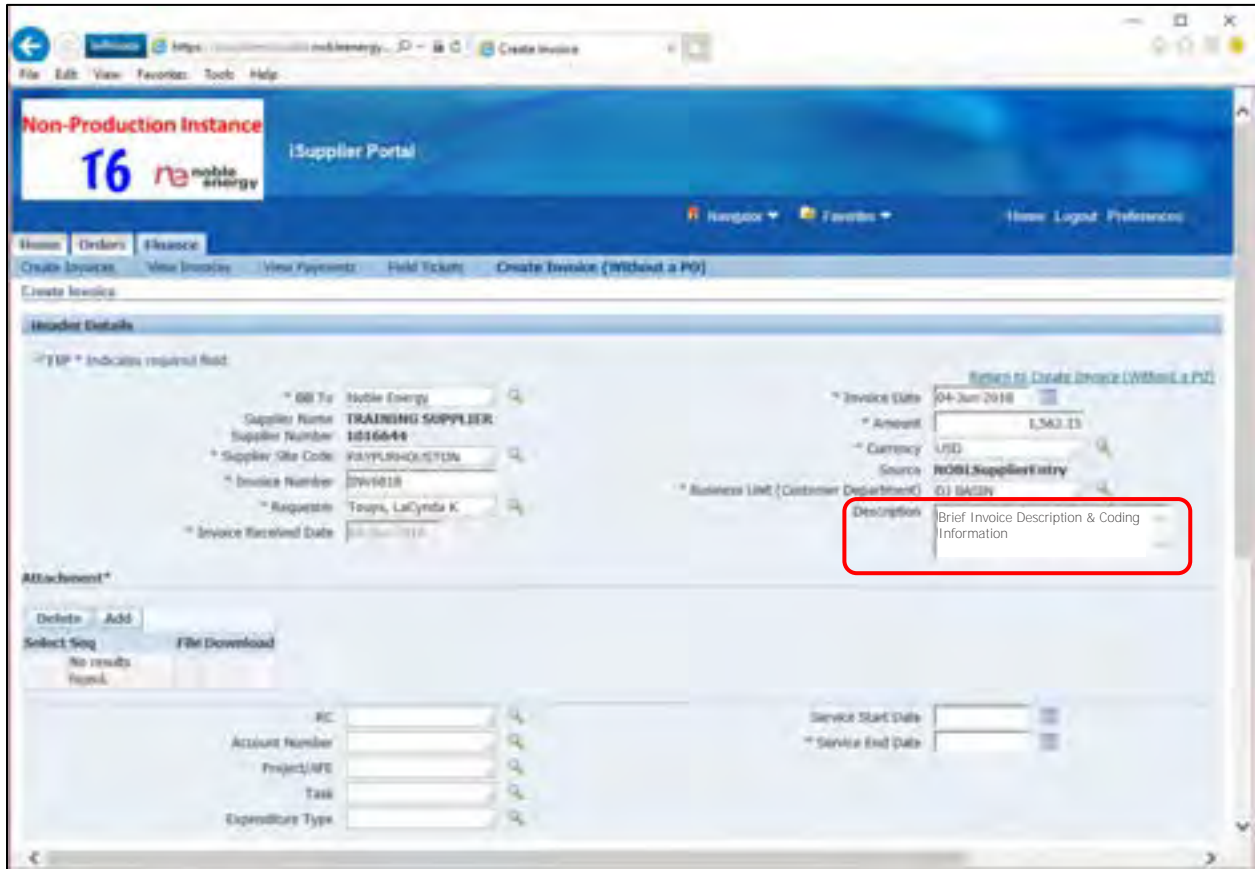
*Note: Another method is to select the option next to the name and click the **Select** button.*



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

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

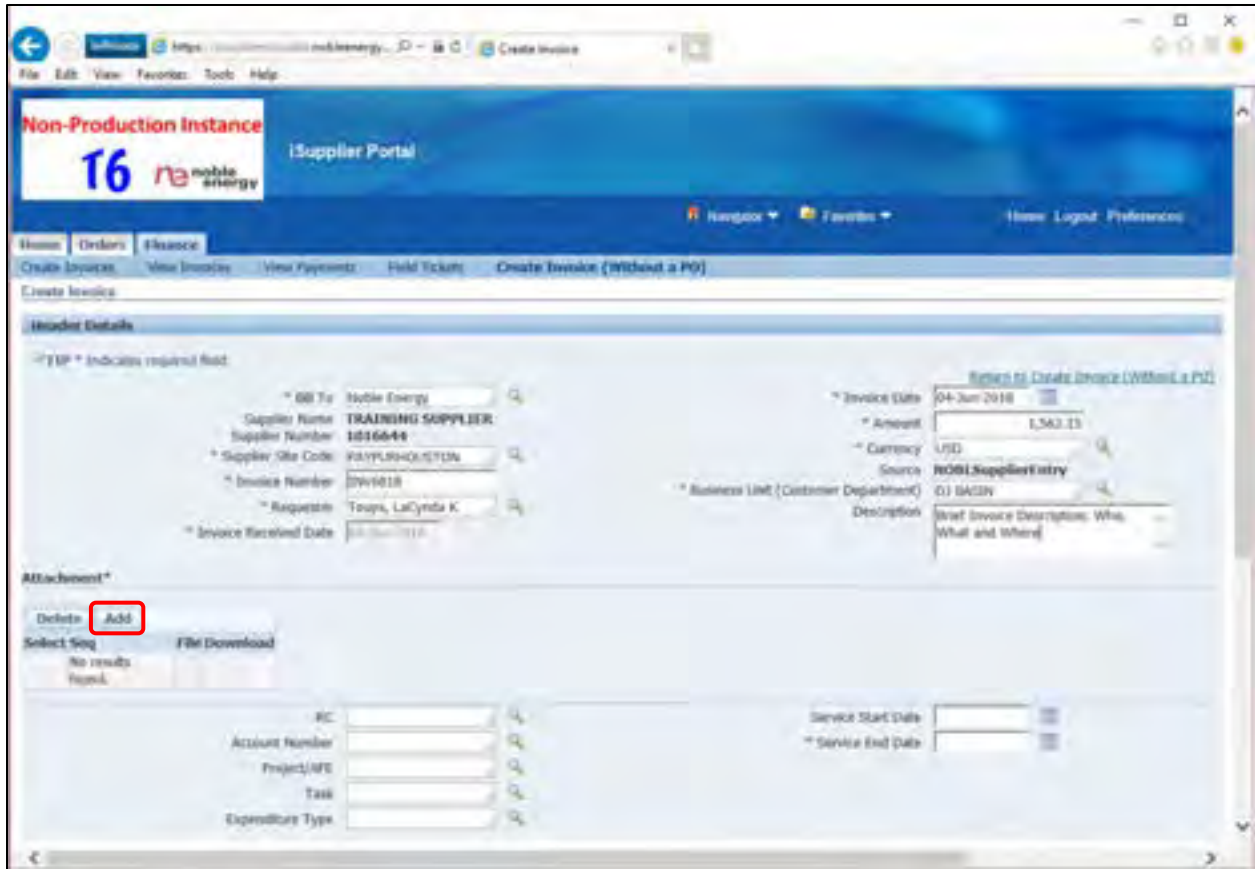
Note: The Description field has a maximum character limit of 239 characters.



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

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

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

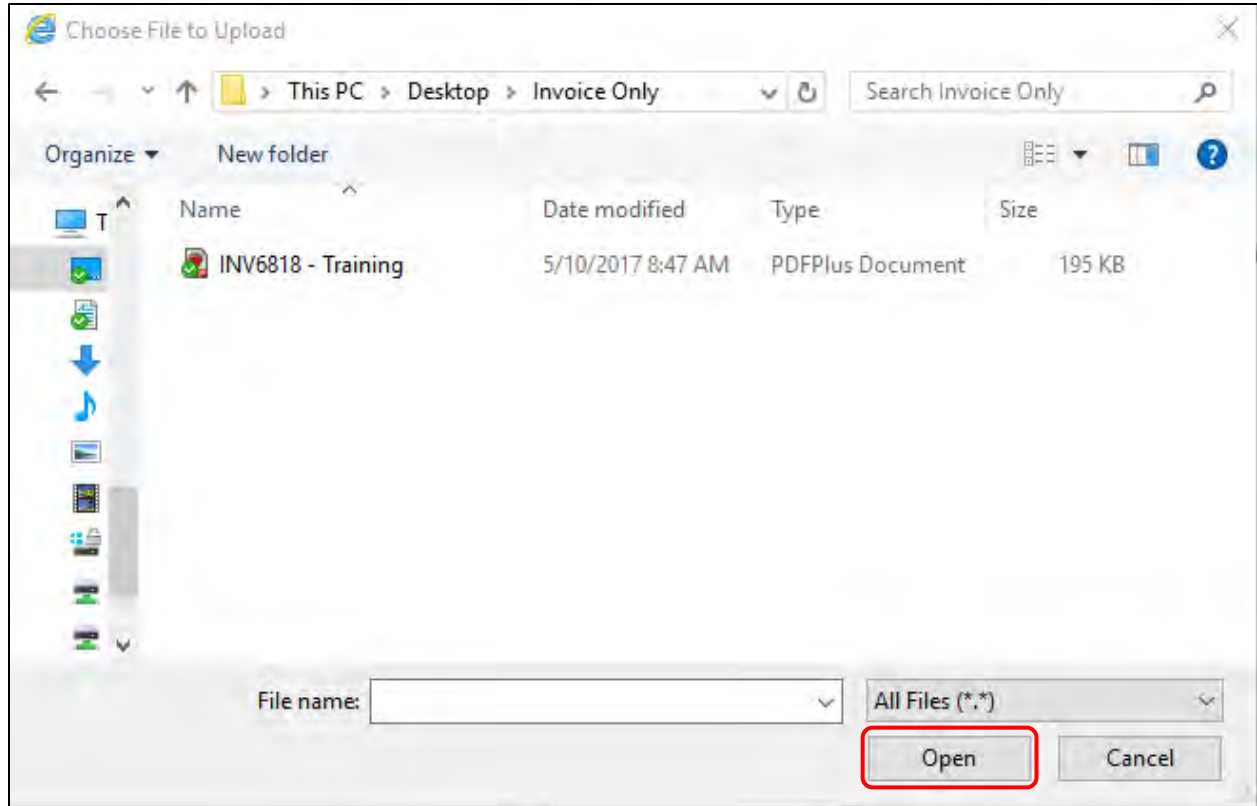


STEP 22: Click the **Browse...** button to search for documents/files to attach to the invoice.

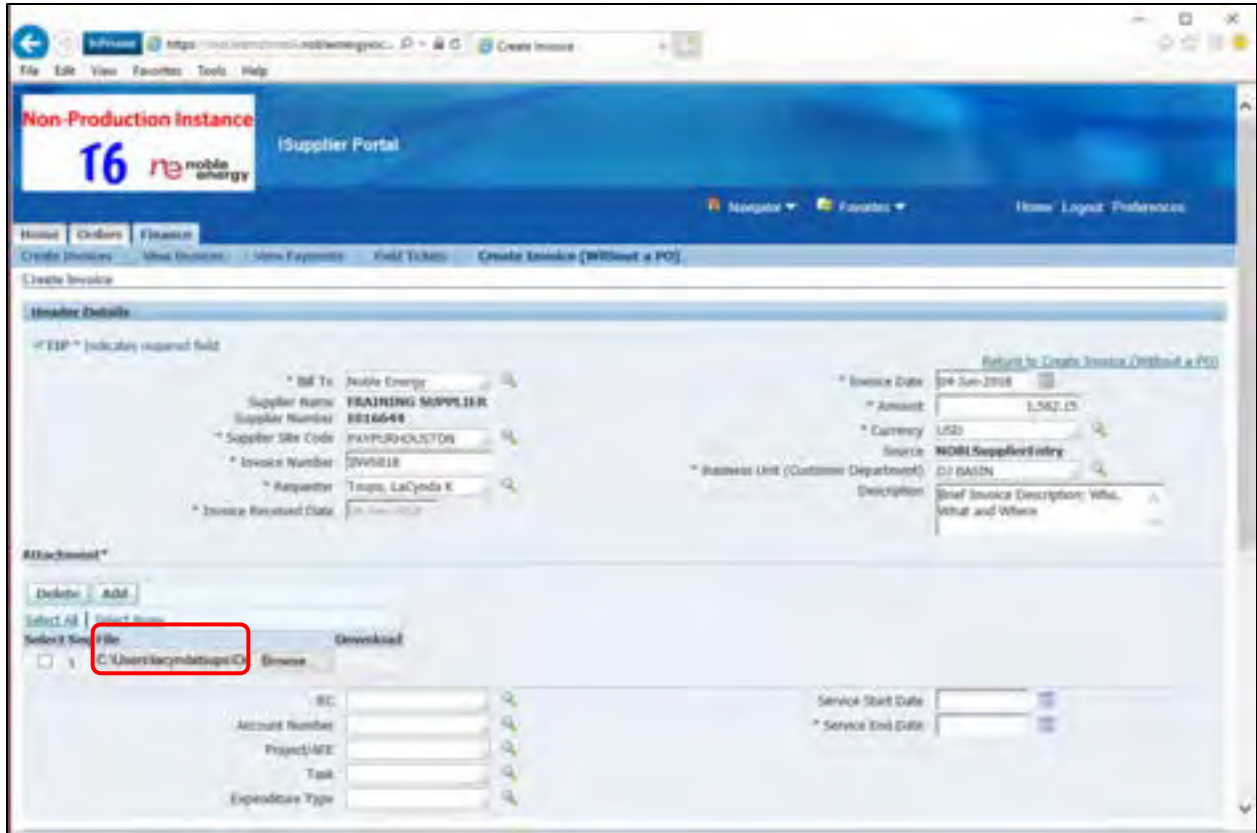
The screenshot shows a web browser window with the URL <https://www.nobleenergy.com> and the page title "Create Invoice". The page header includes "Non-Production Instance 16" and "Supplier Portal". The main content area is titled "Create Invoice" and contains several sections:

- Header Details:** Includes fields for "Bill To" (Noble Energy), "Supplier Name" (TRAINING SUPPLIER), "Supplier Number" (SD16694), "Supplier Site Code" (PAYPLAY-CUSTOM), "Invoice Number" (20160118), "Responsible" (Tanya, LACYNIA K.), "Invoice Received Date" (01/01/2018), "Invoice Date" (04 Jun 2018), "Amount" (1,562.15), "Currency" (USD), "Source" (NOBLSupplierEntry), "Business Unit (Customer Department)" (DT OACON), and "Description" (Brief Invoice Description: Who, What and Where).
- Attachments:** Features a "Delete" and "Add" button, a "Select All" and "Select None" option, and a "Select Sing File" section with a "Browse" button highlighted by a red box. There is also a "Download" button.
- Other Fields:** Includes "Service Start Date" and "Service End Date" fields.

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.

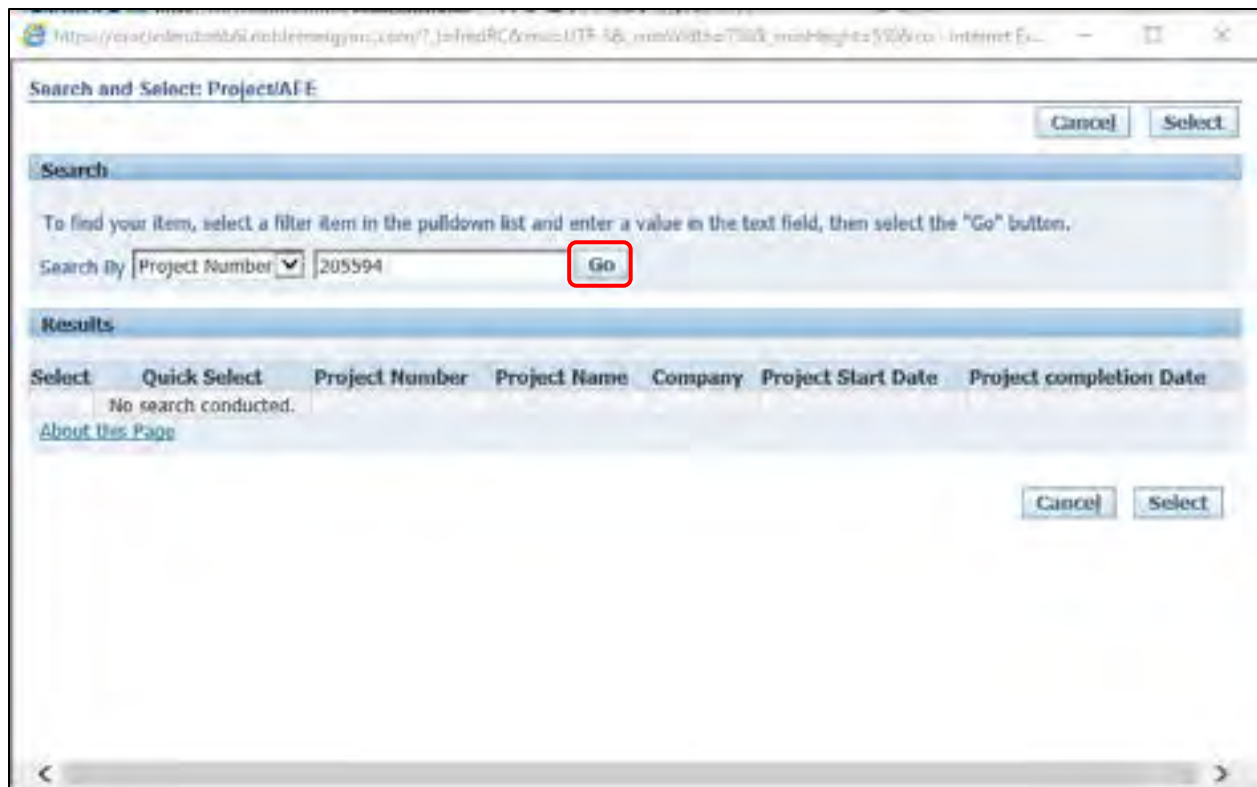
Note: Both RC and Project/AFE cannot be left blank, a value must be entered in one field or the other.

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

- Header Details:** Includes fields for Bill To (Noble Energy), Supplier Name (TRAINING SUPPLIER), Supplier Number (8816644), Supplier Site Code (FAYPURDUSTON), Invoice Number (200518), Requester (Tang, LaCynda K), Invoice Reversed Date, Invoice Date (24 Jun 2018), Amount (1,582.15), Currency (USD), Source (NOBI Supplier Entry), Business Unit (D2 BASON), and Description (Brief Invoice Description: What, What and Where).
- Attachment:** Includes a file upload section with a 'Select Sing File' button and a 'Download' button.
- Bottom Section:** Includes fields for RC, Account Number, Project/AFE (highlighted with a red box), Expenditure Type, Service Start Date, and Service End Date.

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

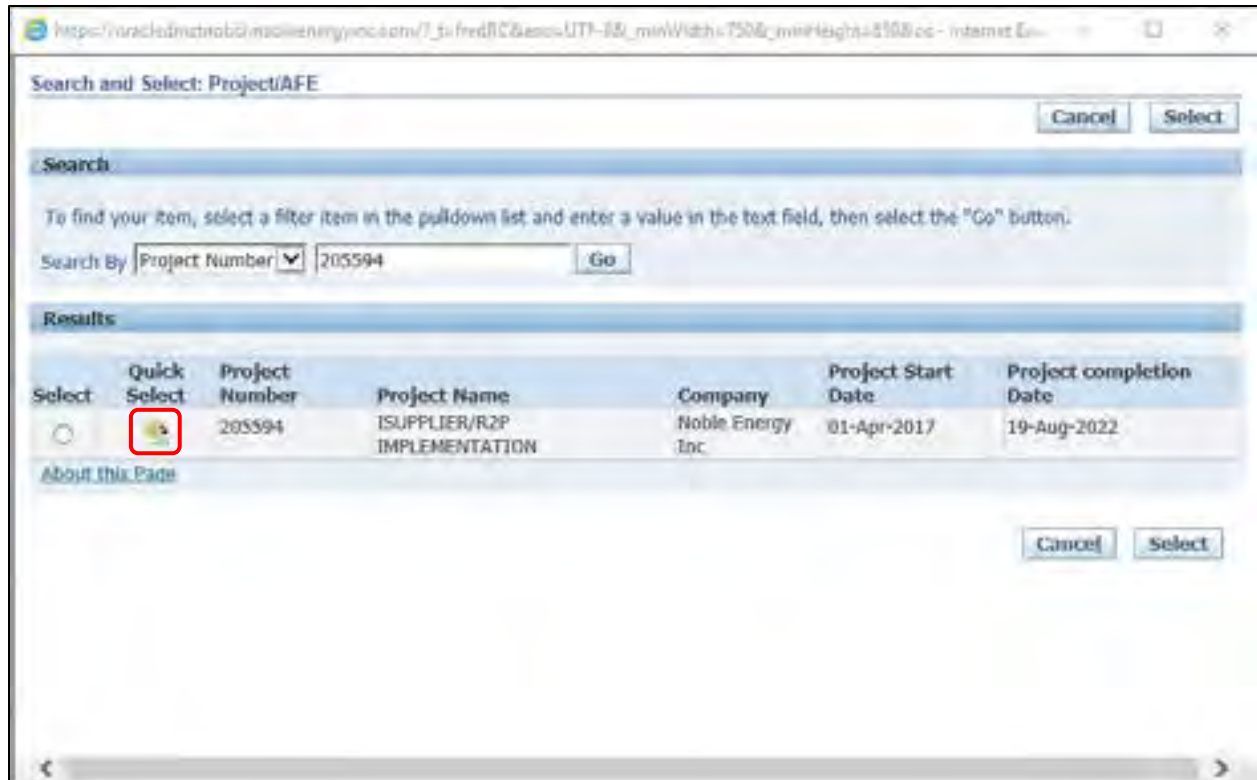
Note: If the field is left blank, clicking Go will search for all Project/AFE numbers.




The screenshot shows a web browser window with the address bar containing a URL. The page title is "Search and Select: Project/AFE". The interface includes a search section with a "Search" header, a text field containing "205594", a dropdown menu set to "Project Number", and a "Go" button highlighted with a red square. Below the search section is a "Results" section with a table header: "Select", "Quick Select", "Project Number", "Project Name", "Company", "Project Start Date", and "Project completion Date". The table content shows "No search conducted." and a link "About This Page". There are "Cancel" and "Select" buttons at the top right and bottom right of the search area.

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.*



The screenshot shows a web browser window with the URL http://vradco@mctroblinc.com/7_fj_fred/C&ess=UT7-88_minWidth:750&minHeight:810. The page title is "Search and Select: Project/AFE". There are "Cancel" and "Select" buttons at the top right. Below the title is a search section with a "Search:" label and instructions: "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." The search criteria are "Search By" "Project Number" and "205594", with a "Go" button. Below the search section is a "Results" section containing a table with the following data:

Select	Quick Select	Project Number	Project Name	Company	Project Start Date	Project completion Date
<input type="radio"/>		205594	ISUPPLIER/R2P IMPLEMENTATION	Noble Energy Inc.	01-Apr-2017	19-Aug-2022

Below the table is a link "About this Page" and "Cancel" and "Select" buttons at the bottom right.

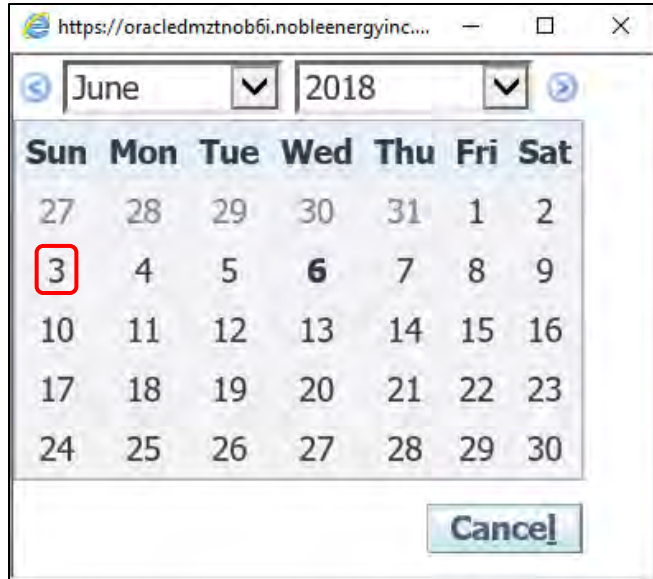
STEP 28: Enter the **Service End Date** or click the **Calendar** icon to select the date.

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

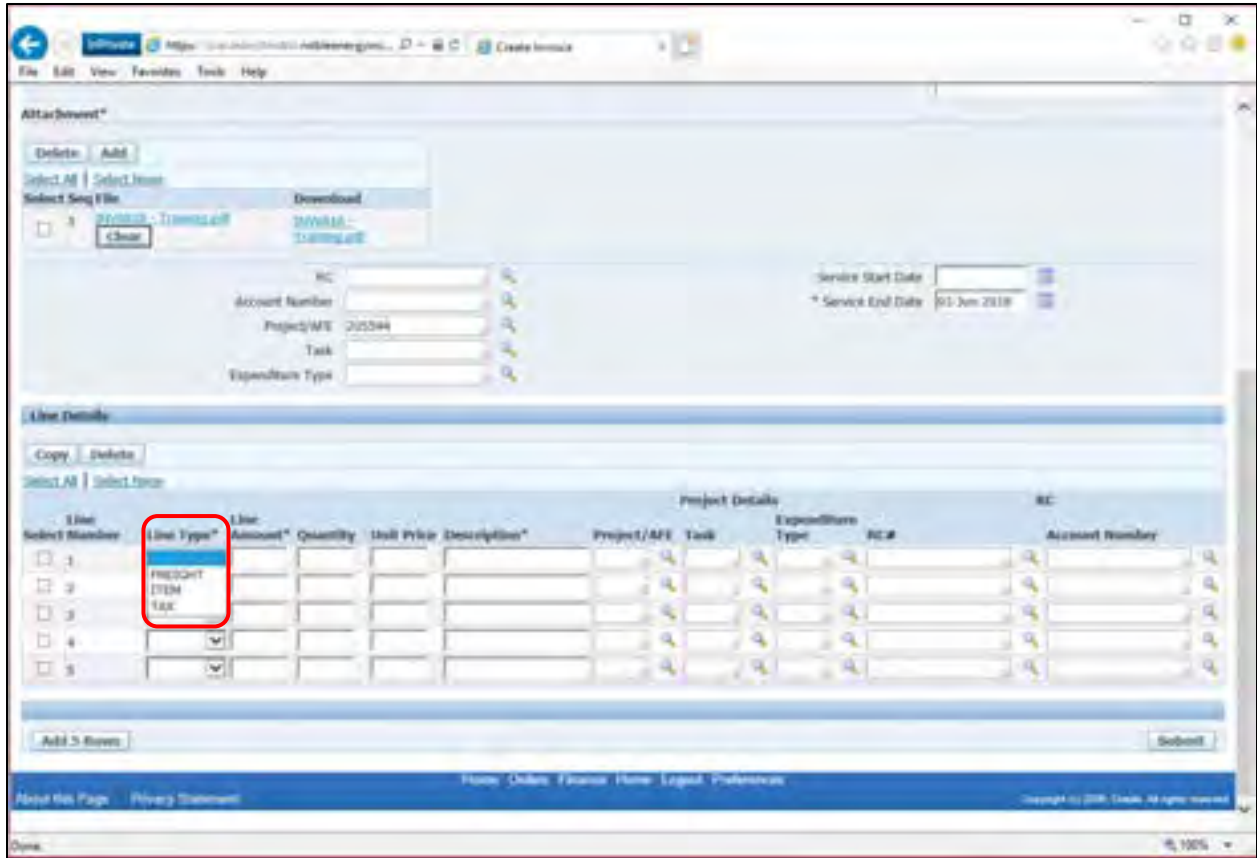
The screenshot shows a web browser window displaying a 'Create Invoice' form. The form is divided into several sections:

- Header Details:** Includes fields for 'Bill To' (Noble Energy), 'Supplier Name' (TRAINING SUPPLIES), 'Supplier Number' (8816644), 'Supplier Site Code' (PAYPURCH/UTON), 'Invoice Number' (20V6218), 'Requester' (Tracy, Lucinda K), 'Invoice Received Date' (01-01-2025), 'Invoice Date' (30-Jun-2025), 'Amount' (5,592.00), 'Currency' (USD), 'Source' (NobleSupplierEntry), 'Business Unit (Customer Department)' (07 BASIN), and 'Description' (Brief Invoice Description (Who, What and Where)).
- Attachments:** A table with columns for 'Select All', 'Select Name', and 'Download'. It contains one entry: '20V6218 - Invoice.pdf' with a download icon.
- Line Details:** Includes fields for 'RC', 'Account Number', 'Project/AFE' (200594), 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'. The 'Service End Date' field is highlighted with a red square.

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 browser address bar displays "https://www.energys.com" and the page title is "Create Invoice".

Attachments*

Buttons: Delete, Add

Select All | Select None

Select any file

Download

Upload - Cancel

Upload - Continue

Account Number: [input field]

Project/AFE: 202534

Task: [input field]

Expenditure Type: [input field]

Service Start Date: [input field]

Service End Date: 12/31/2024

Line Details

Copy | Delete

Select All | Select None

Select	Line Number	Line Type*	Line Amount*	Quantity	Unit Price	Description*	Project/AFE	Task	Expenditure Type	IC#	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										

Buttons: Add 5 Rows, Submit

Home | Orders | Finance | Home | Logout | Preferences

About this Page | Privacy Statement

Source: © 2024, All rights reserved.

Done

9, 100%

STEP 32: Enter the item Description.

The screenshot shows a web browser window with the URL <https://www.energys.com>. The page title is "Create Invoice". The interface includes an "Attachments" section with "Delete" and "Add" buttons, and a "Select All" / "Select None" option. Below this is a "Download" button and a list of files: "Invoice_Template.pdf" and "Invoice_Template.pdf".

Form fields include:

- Account Number
- Project A/E: 202394
- Task
- Expenditure Type
- Service Start Date
- Service End Date: 02-Nov-2024

The "Line Details" section has "Copy" and "Delete" buttons. Below is a table with columns: "Select Line Number", "Line Type", "Line Amount", "Quantity", "Unit Price", "Description", "Project/A/E", "Task", "Expenditure Type", "A/E#", and "Account Number". The first row is highlighted, and the "Description" cell contains "Mechanical Insulation" and is circled in red.

Select Line Number	Line Type	Line Amount	Quantity	Unit Price	Description	Project/A/E	Task	Expenditure Type	A/E#	Account Number
1	ITEM	1,300.00			Mechanical Insulation					
2										
3										
4										
5										

Buttons: "Add 5 Rows", "Refresh".

Footer: "Home Orders Finance Home Logout Preferences", "Copyright © 2024. All rights reserved.", "100%

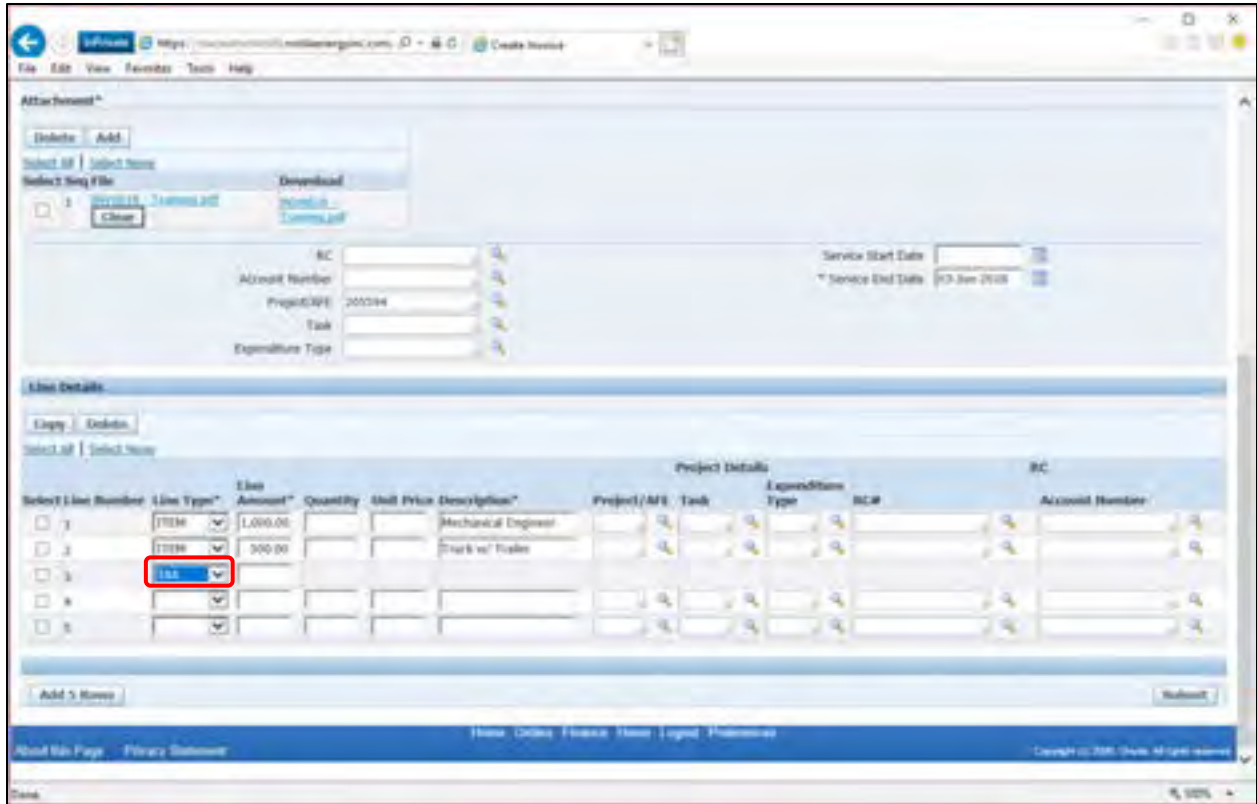
STEP 33: Repeat previous steps to add additional lines to the invoice. If tax is required, follow steps 34-35 to add tax. If there are no taxes, you can continue at Step 36.

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

The screenshot shows a web browser window with a URL starting with 'https://...'. The page title is 'Create Invoice'. Below the browser window, there is an 'Attachments' section with 'Delete' and 'Add' buttons. Below that, there are 'Select All' and 'Select None' buttons, and a 'Select by File' dropdown menu. There are also 'Download' and 'Upload' buttons. Below the attachments section, there are several input fields for 'Account Number', 'Project/AFE', 'Task', 'Expenditure Type', 'Service Start Date', and 'Service End Date'. Below these fields, there is a 'Line Details' section with 'Copy' and 'Delete' buttons. Below the 'Line Details' section, there is a table with the following columns: 'Select Line Number', 'Line Type', 'Line Amount', 'Quantity', 'Unit Price', 'Description', 'Project/AFE', 'Task', 'Expenditure Type', 'NC#', and 'Account Number'. The table contains five rows of data. Below the table, there is a red box around the 'Add 5 Rows' button. At the bottom of the page, there is a footer with 'Home', 'Orders', 'Finance', 'Home', 'Logout', and 'Preferences' links, and a 'Print this Page' button.

Select Line Number	Line Type	Line Amount	Quantity	Unit Price	Description	Project/AFE	Task	Expenditure Type	NC#	Account Number
<input type="checkbox"/> 1	[ITEM]	1,000.00			Mechanical Engineer					
<input type="checkbox"/> 2	[ITEM]	800.00			Truck w/ Trailer					
<input type="checkbox"/> 3										
<input type="checkbox"/> 4										
<input type="checkbox"/> 5										

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



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

Attachments

Delete Add

Select All Select None

Select Seq File Download

1 20220115_1Invoice.pdf Download

Clear Download

RC

Account Number

Project/MS: 202204

Task

Expenditure Type

Service Start Date

Service End Date: 03-Jun-2028

Line Details

Copy Delete

Select All Select None

Select Line Number	Line Type*	Line Amount*	Quantity	Unit Price	Description*	Project/MS	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										

Add 5 Rows

Home Orders Finance Home Logout Preferences

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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: TRAINING SUPPLIER
* Supplier Number: 20150001
* Supplier Site Code: PA/PUNJAGUSTON
* Invoice Number: 2018010
* Supplier: Trains, LaGrande IL
* Invoice Received Date: 05 Jun 2018

* Invoice Date: 04 Jun 2018
* Amount: L362.25
* Currency: USD
* System Unit (Common Department): 00 BACN
* Description: Brief Invoice Description What, What and Where

Attachments

Select All | Select None
Select Req File | Download
Check | Check

Account Number: [Field]
Project/AFE: 201004
Task: [Field]
Expenditure Type: [Field]

Service Start Date: [Field]
Service End Date: 03 Jun 2018

Line Details

Copy | Delete
Select All | Select None

Line Number	Line Type	Line Amount	Quantity	Unit Price	Description	Project/AFE	Task	Expenditure Type	W/P	Account Number
1	ITEM	L300.00			Mechanical Engineer					
2	ITEM	500.00			Truck w/ Trailer					
3	TAX	62.25								
4										
5										

Add 5 Rows

Submit

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

