CREATE INVOICE (WITHOUT A PO)

DESCRIPTION

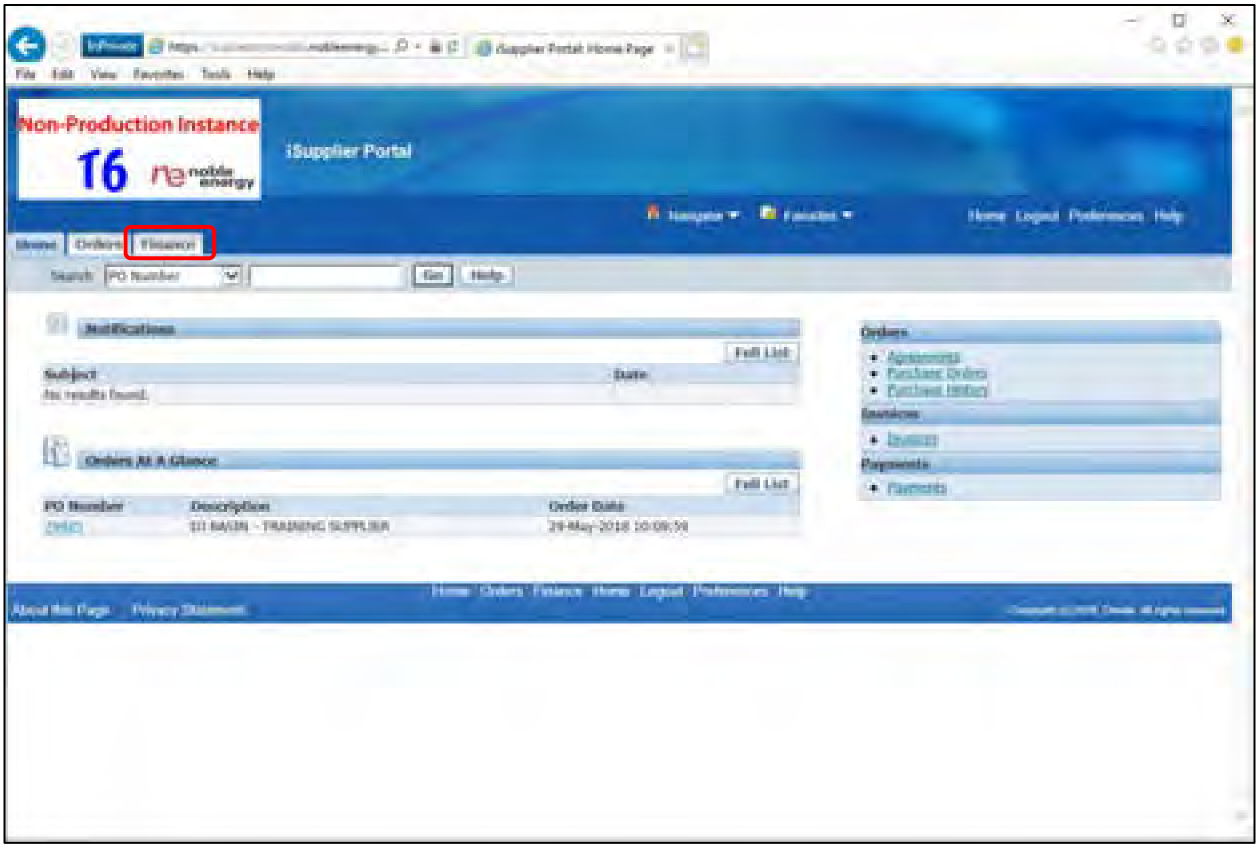
This process is used to submit a Non PO invoice.

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

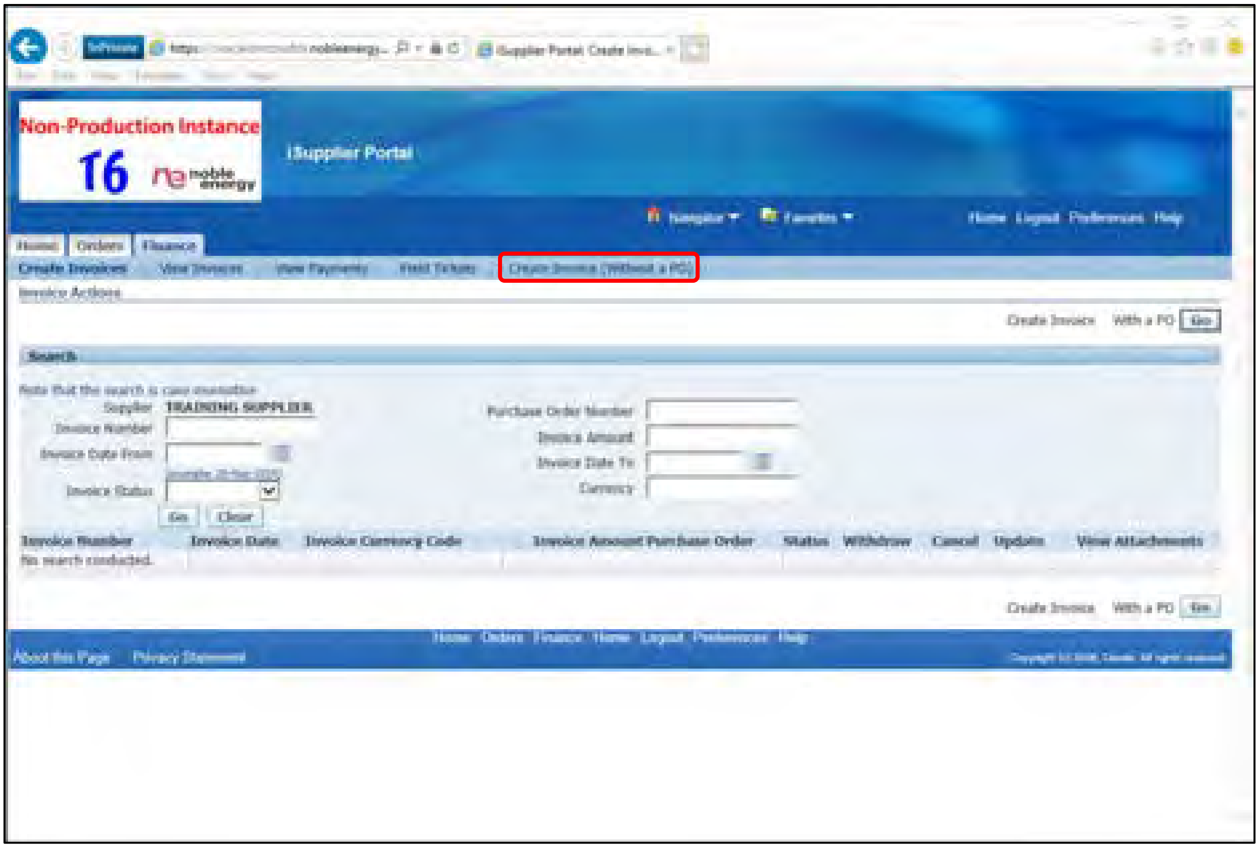
PROCEDURE

STEP 1: Login to Oracle (https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin).

STEP 2: Click the Finance tab.

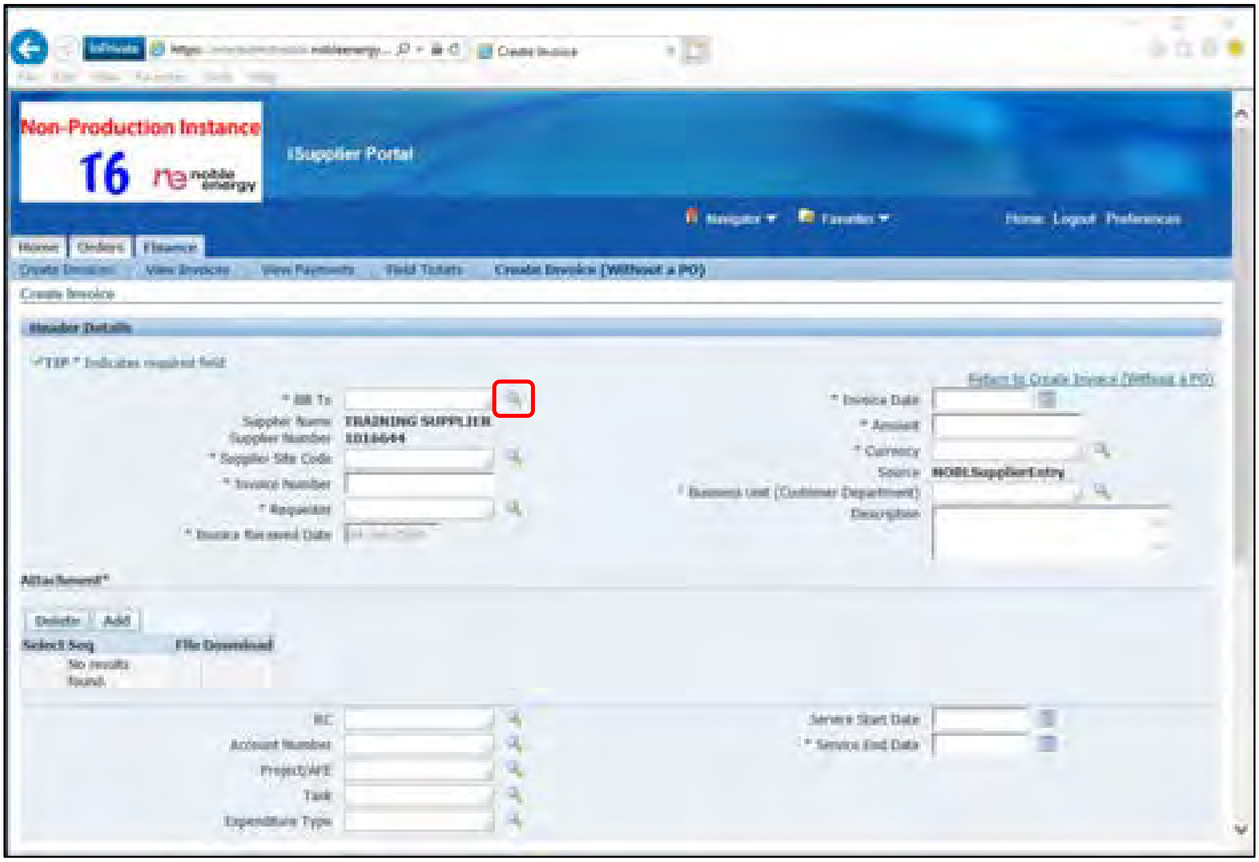


STEP 3: Click the Create Invoice (Without a PO) link.



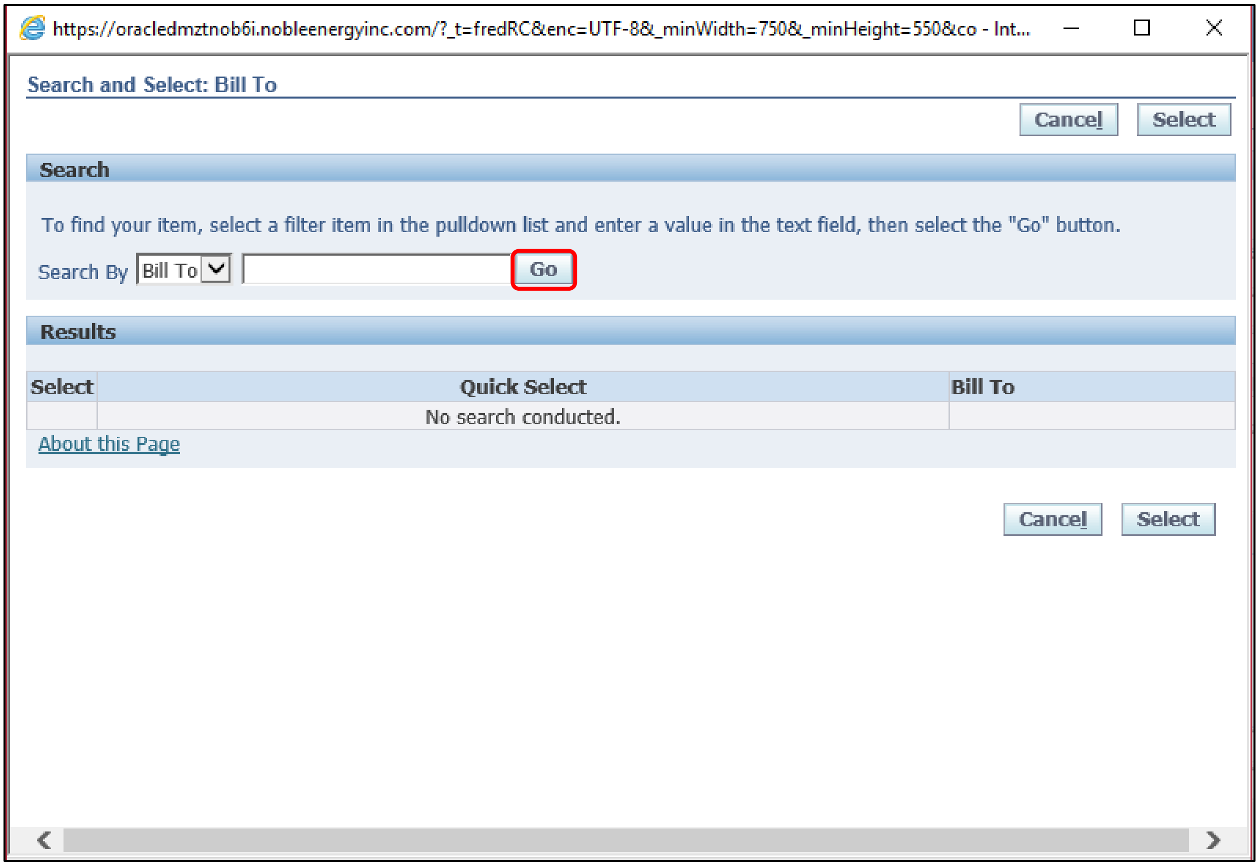
STEP 4: Search and select the Bill To by clicking on the Search icon.

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



STEP 5: Enter the Noble entity in the Bill To and click Go.

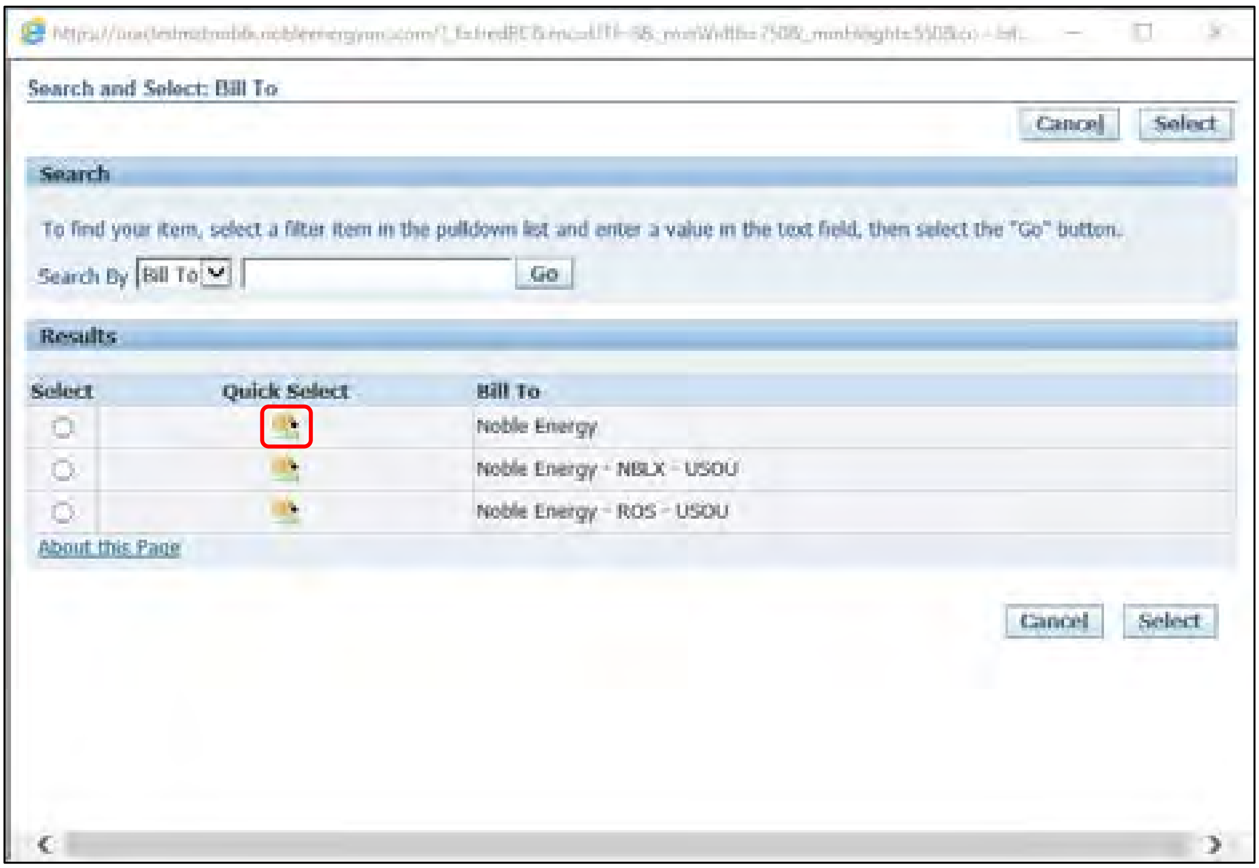
Note: If the field is left blank, clicking Go will give you all available Bill To's.



STEP 6: Click the Quick Select icon next to the Noble entity.

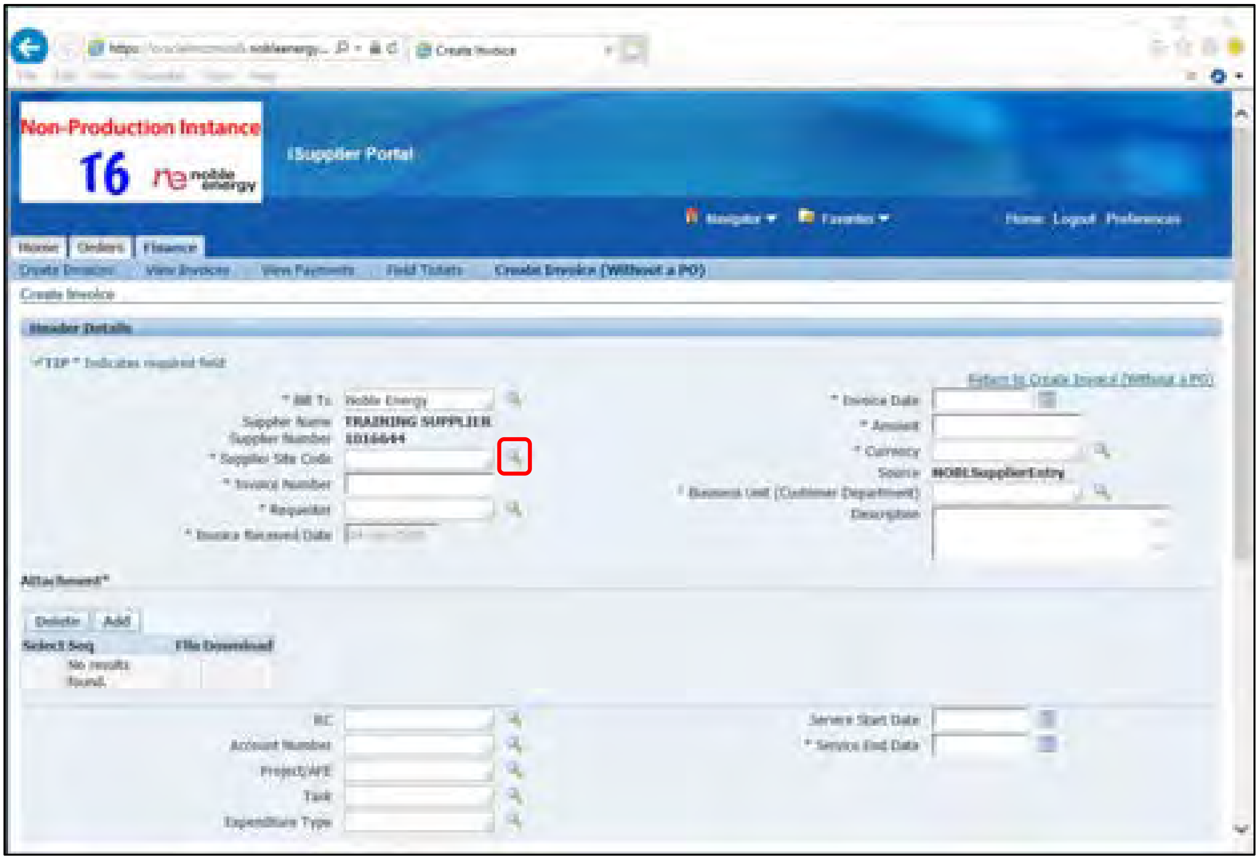
Note: Another option is to select the option next to the Bill To and click on the Select button.

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)



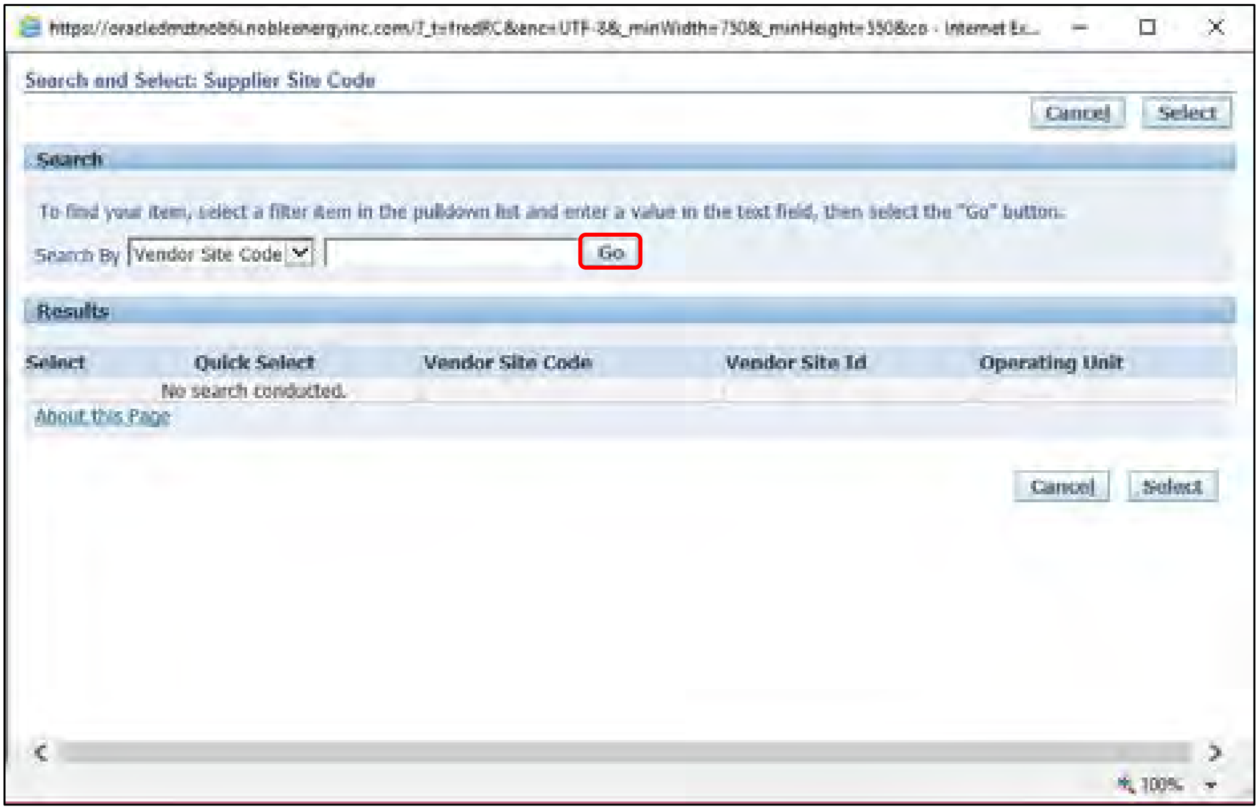
STEP 7: Search for the Supplier Site Code by clicking the Search icon.

> ***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.***



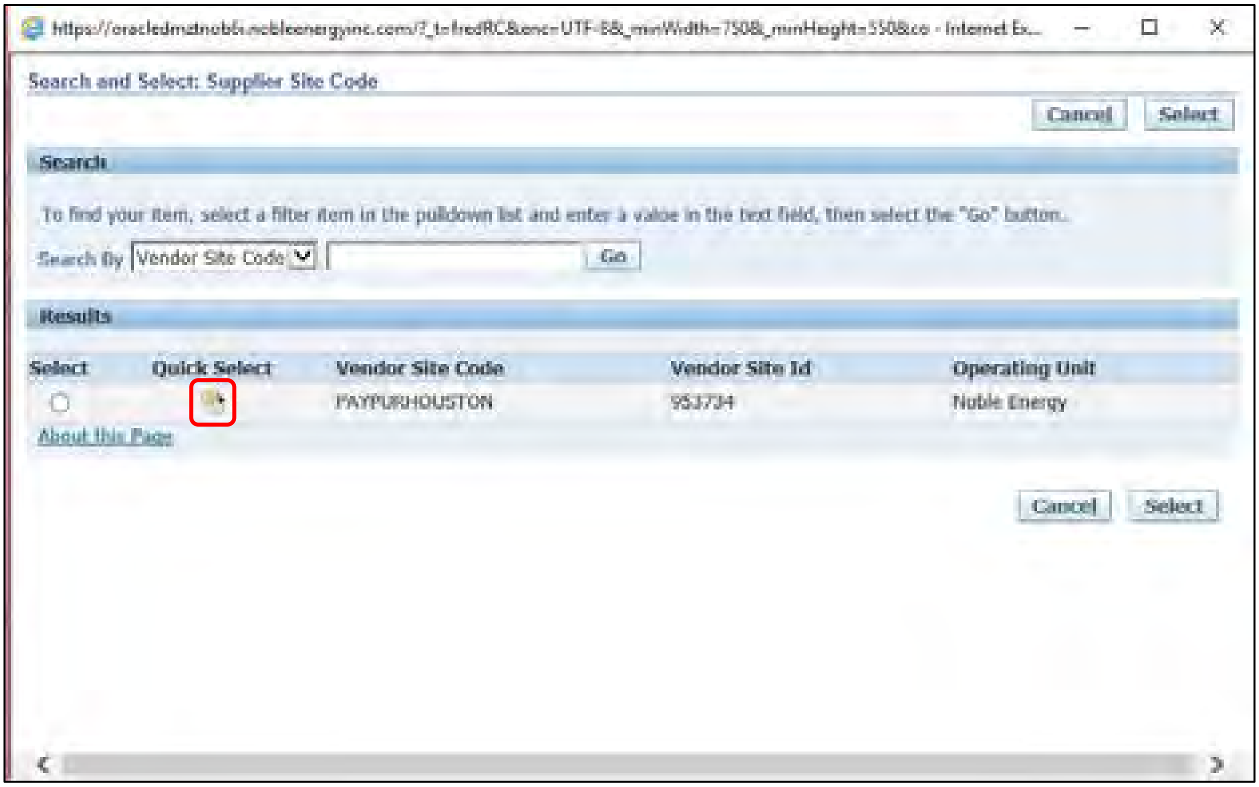
STEP 8: Enter the Site Code and click Go.

Note: If the field is left blank, clicking Go will give you all available Supplier Site Codes



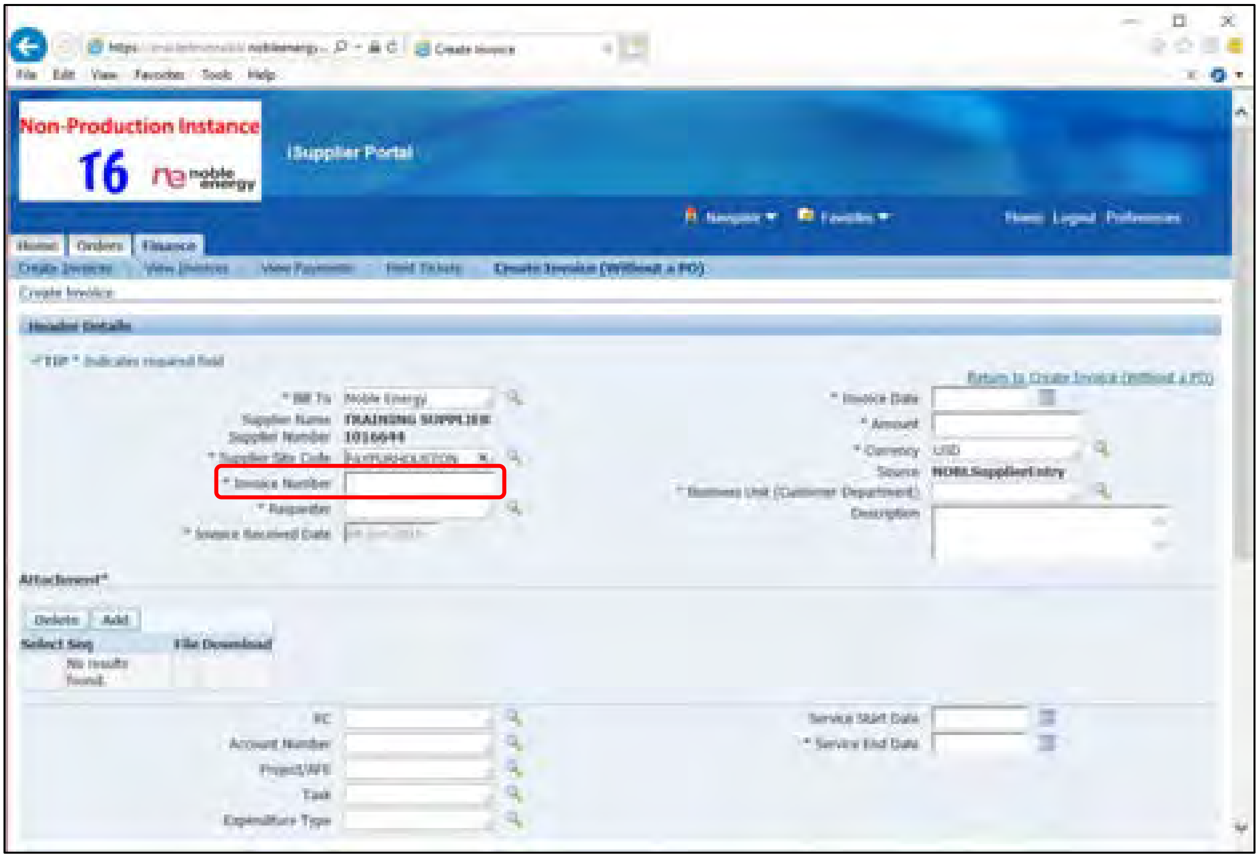
STEP 9: Click the Quick Select icon next to the Vendor Site Code.

Note: Another option is to select the option next to the Vendor Site Code and click on the Select button.



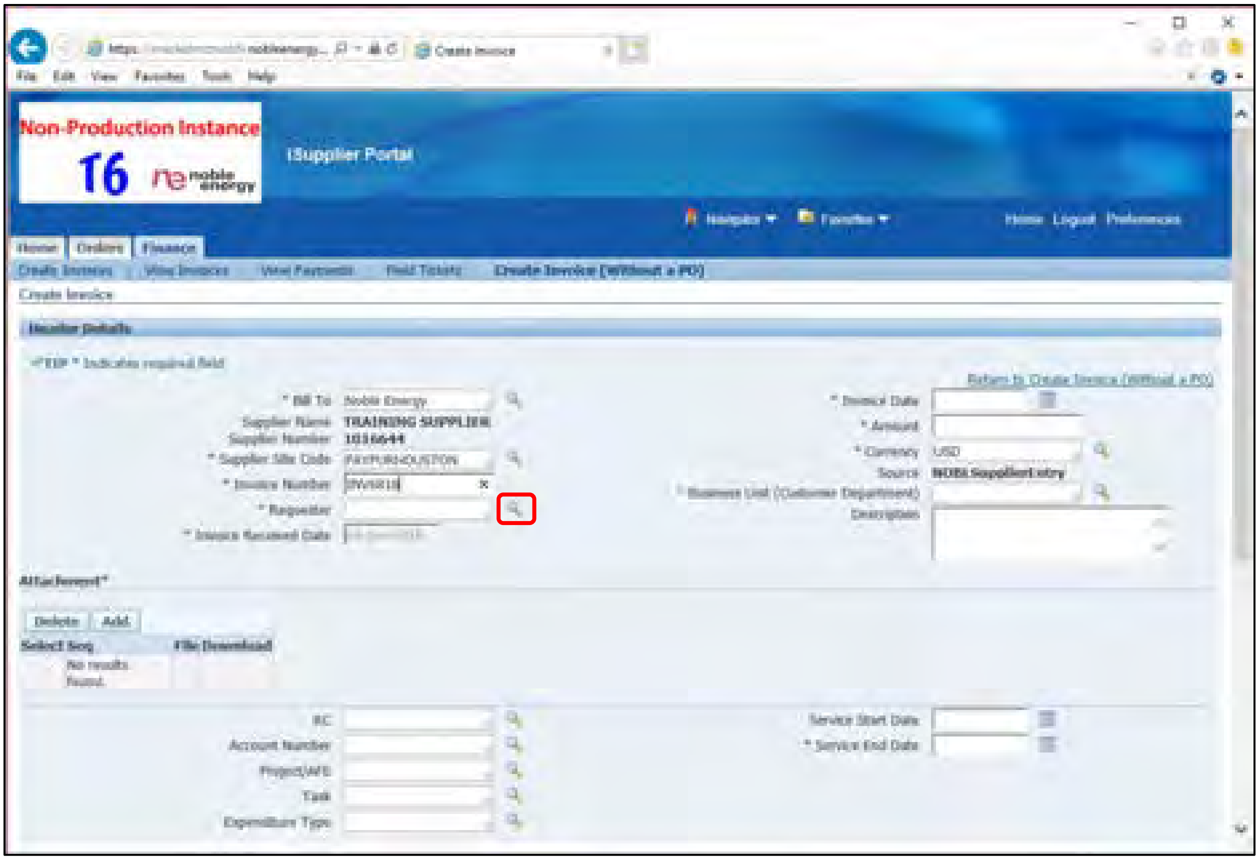
STEP 10: Enter the Invoice Number.

Note: The Invoice Number should be entered exactly as it appears on the attachment.

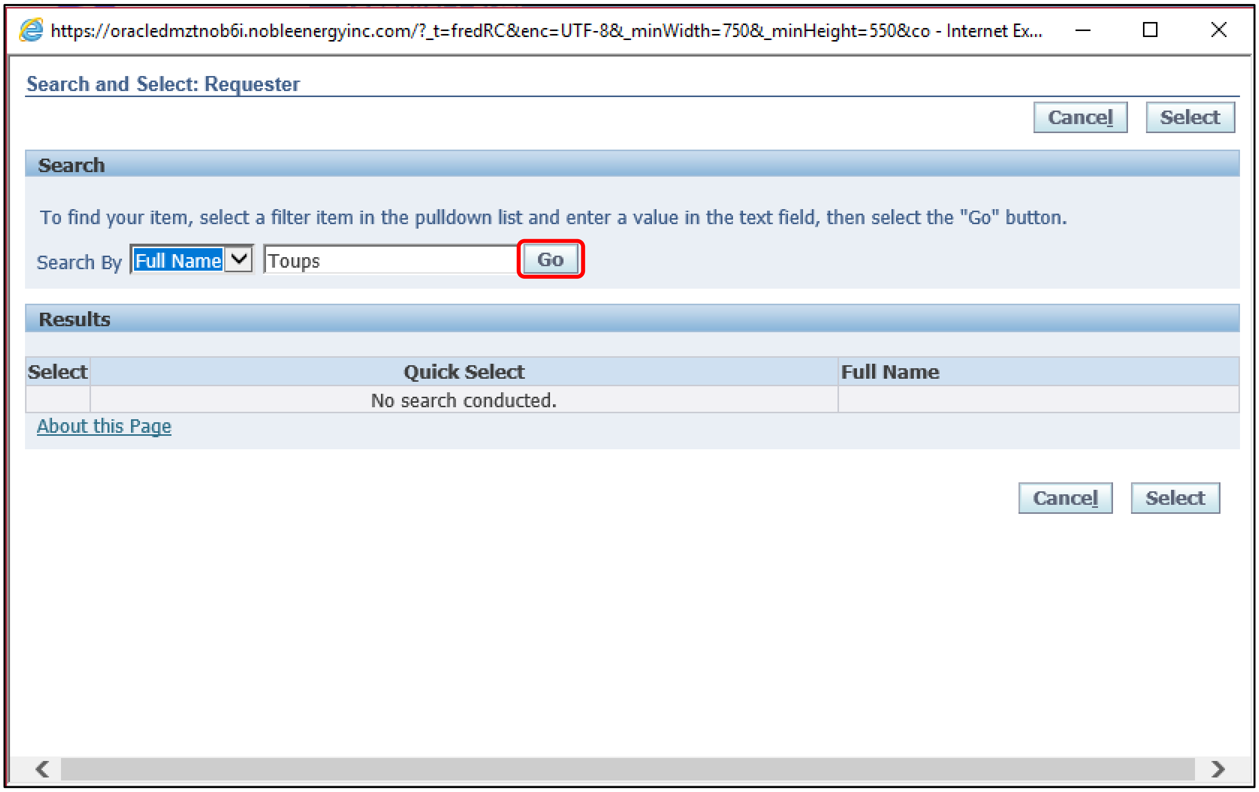


STEP 11: Search and enter the Requester by clicking the Search icon next to the field.

Note: The Requester is the representative at Noble that has requested the work.

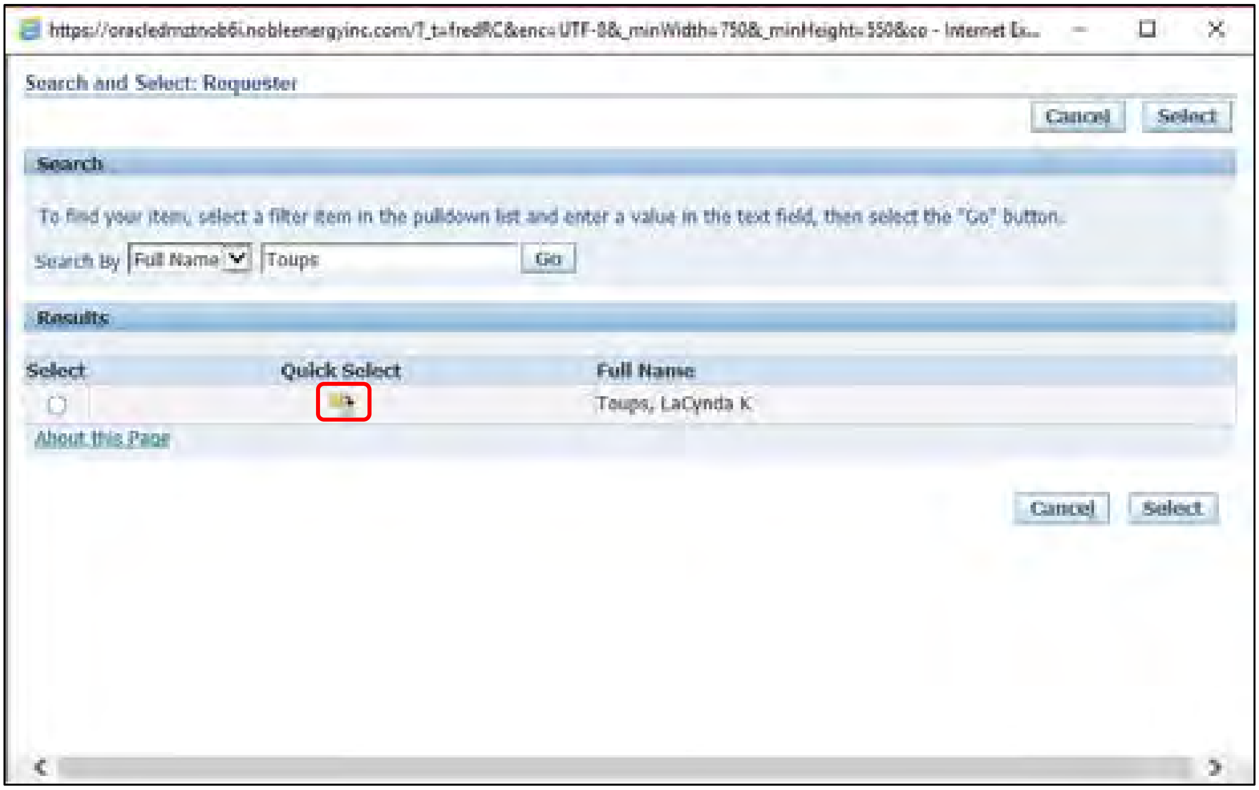


STEP 12: Enter the Requester's last name and click Go.



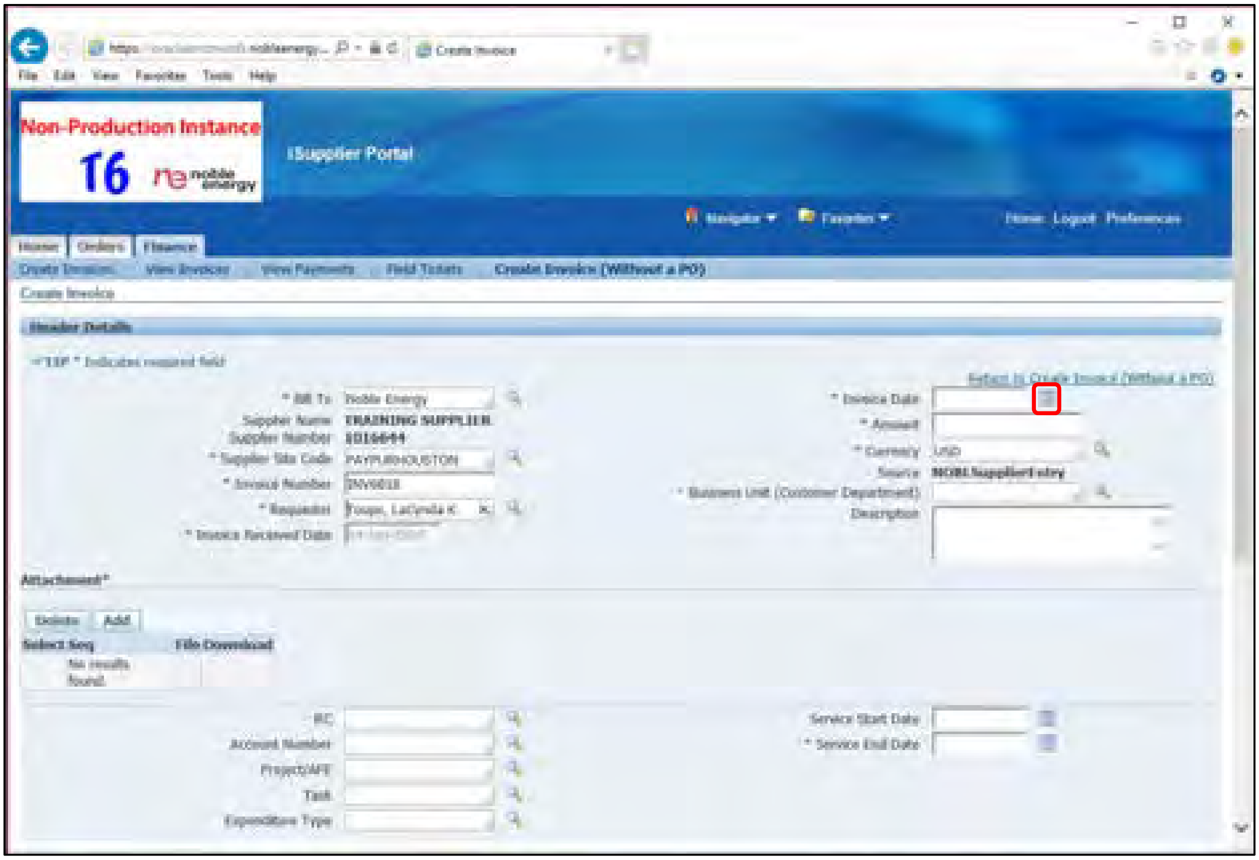
STEP 13: Click the Quick Select icon next to the Last Name of the Requester.

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

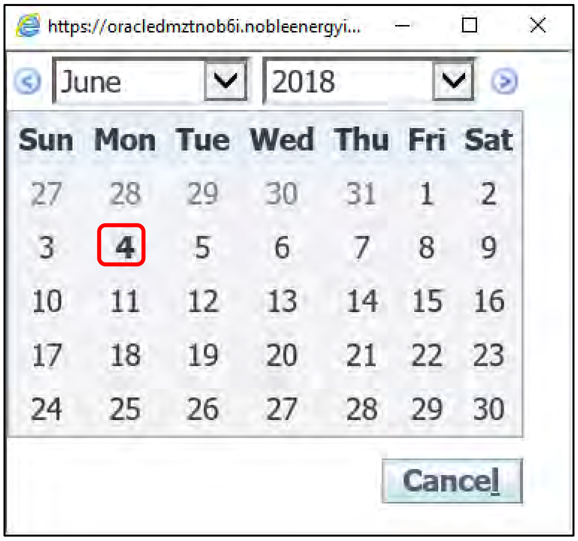


STEP 14: Enter the Invoice Date or click the Calendar icon to select the date.

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

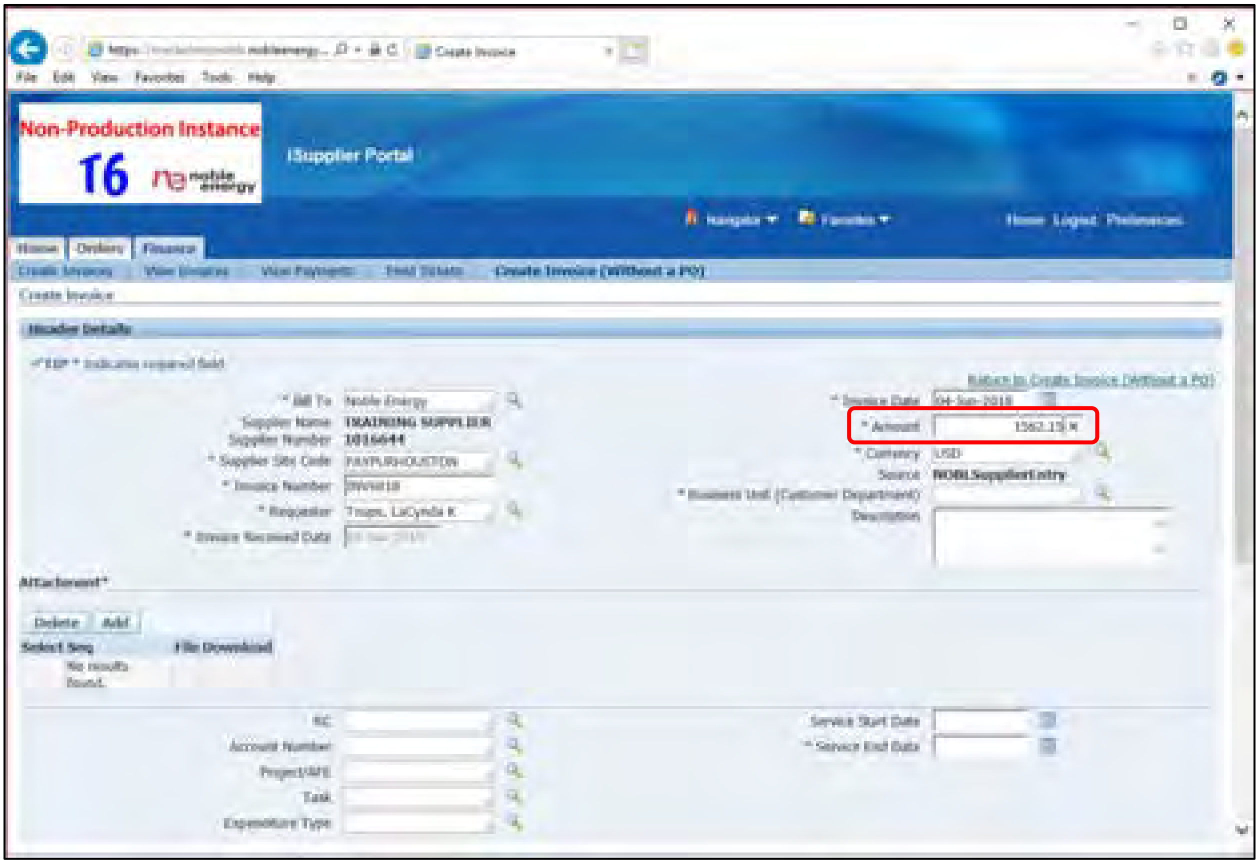


STEP 15: Click on the Date to select.

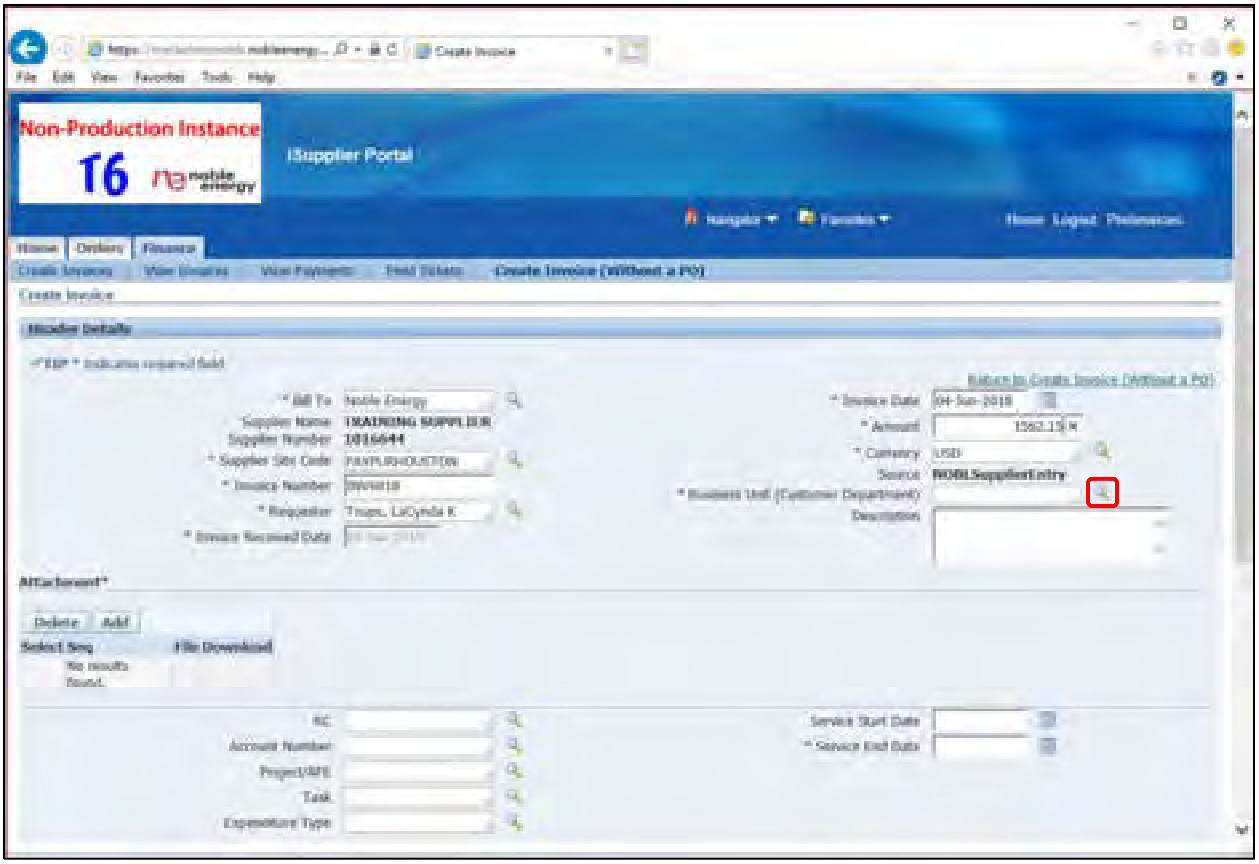


STEP 16: **Enter the Invoice total in the Amount field.**

Note: Credit invoices will need to have a negative Amount entered.

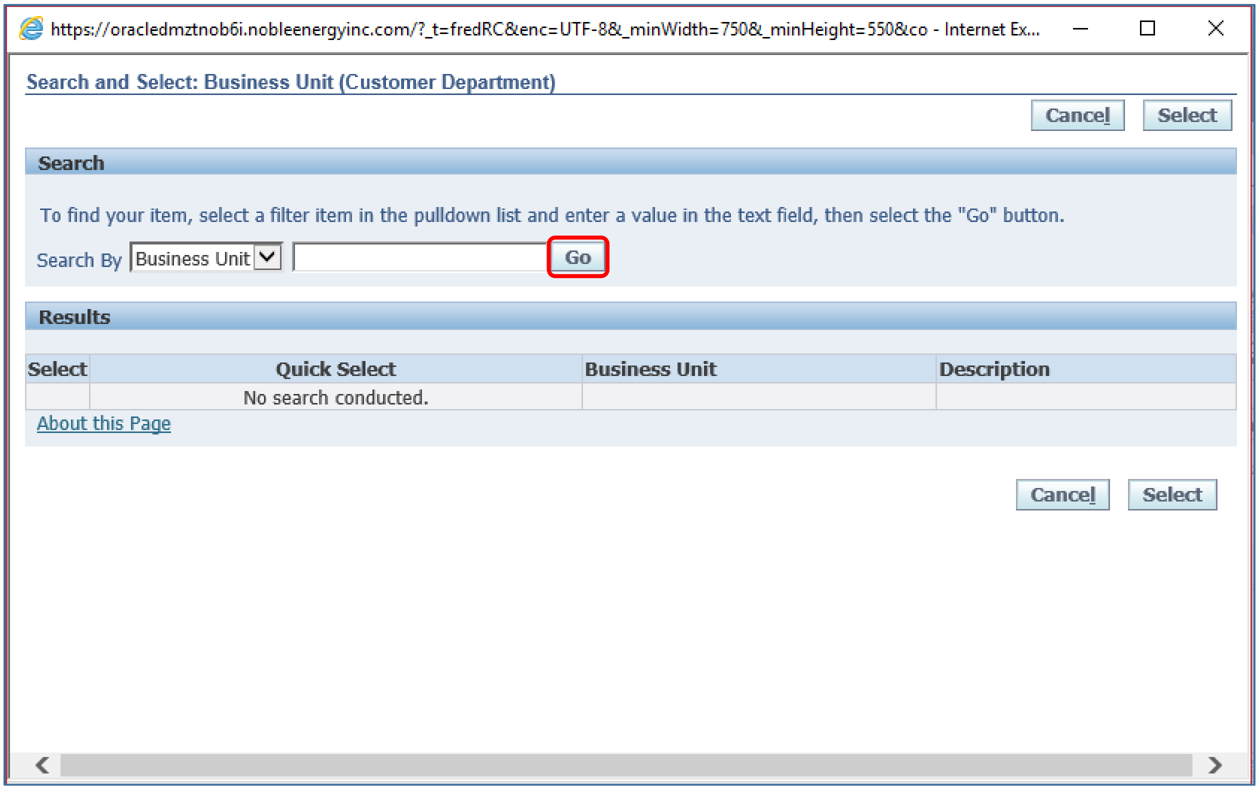


STEP 17: Search and enter the Business Unit (Customer Department) by clicking the Search icon next to the field.



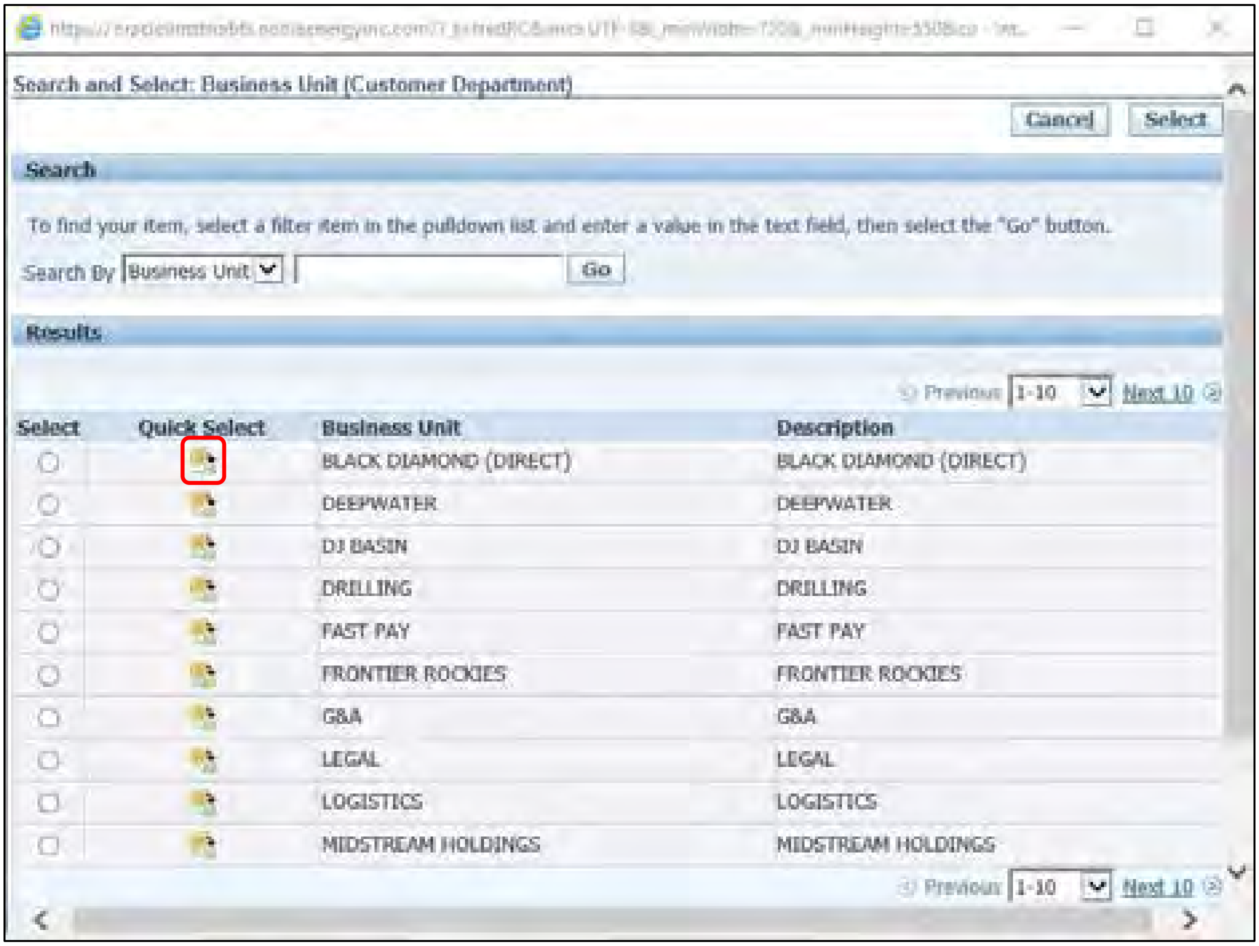
STEP 18: Enter the Business Unit (Customer Department) and click Go.

Note: If the field is left blank, clicking Go will give you all available departments.



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

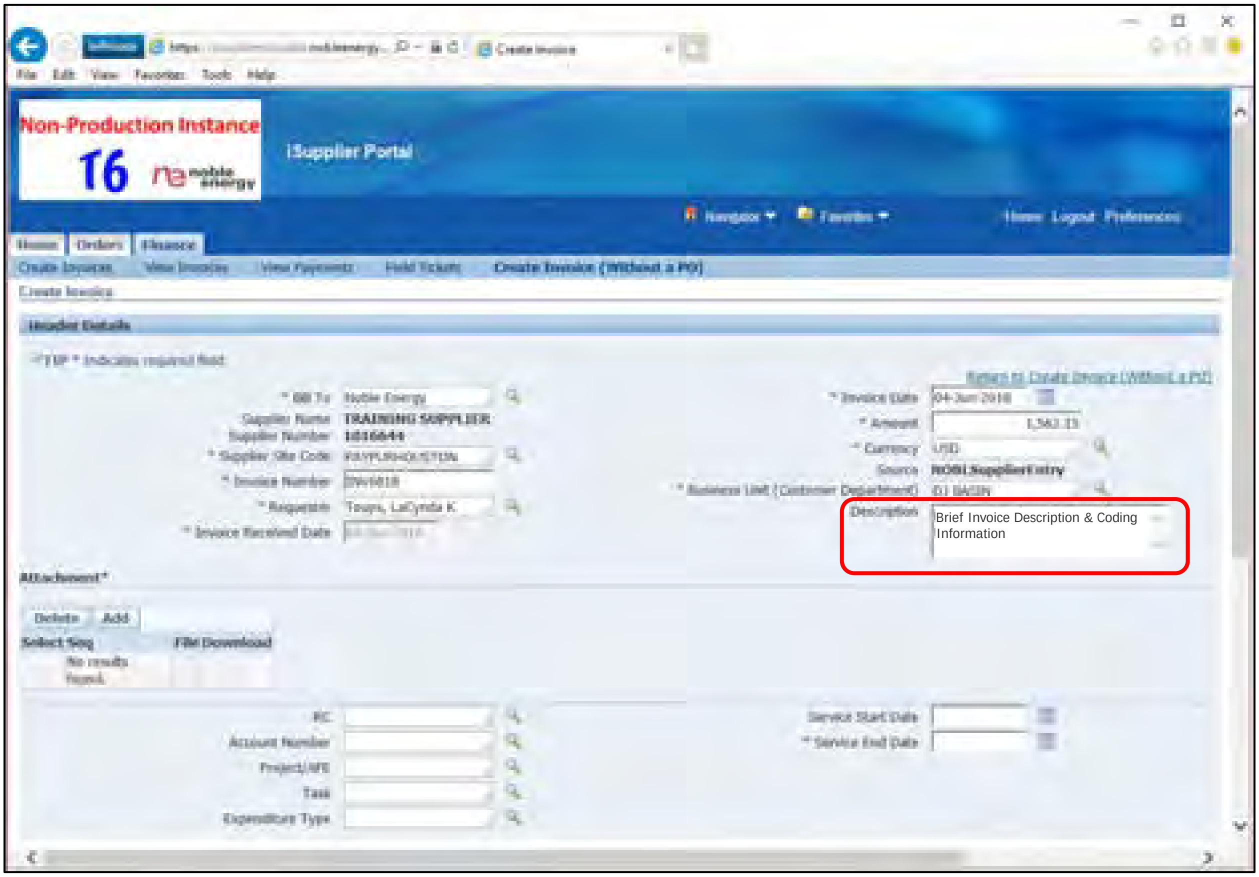
Note: Another method is to select the option next to the name and click the Select button.



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

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

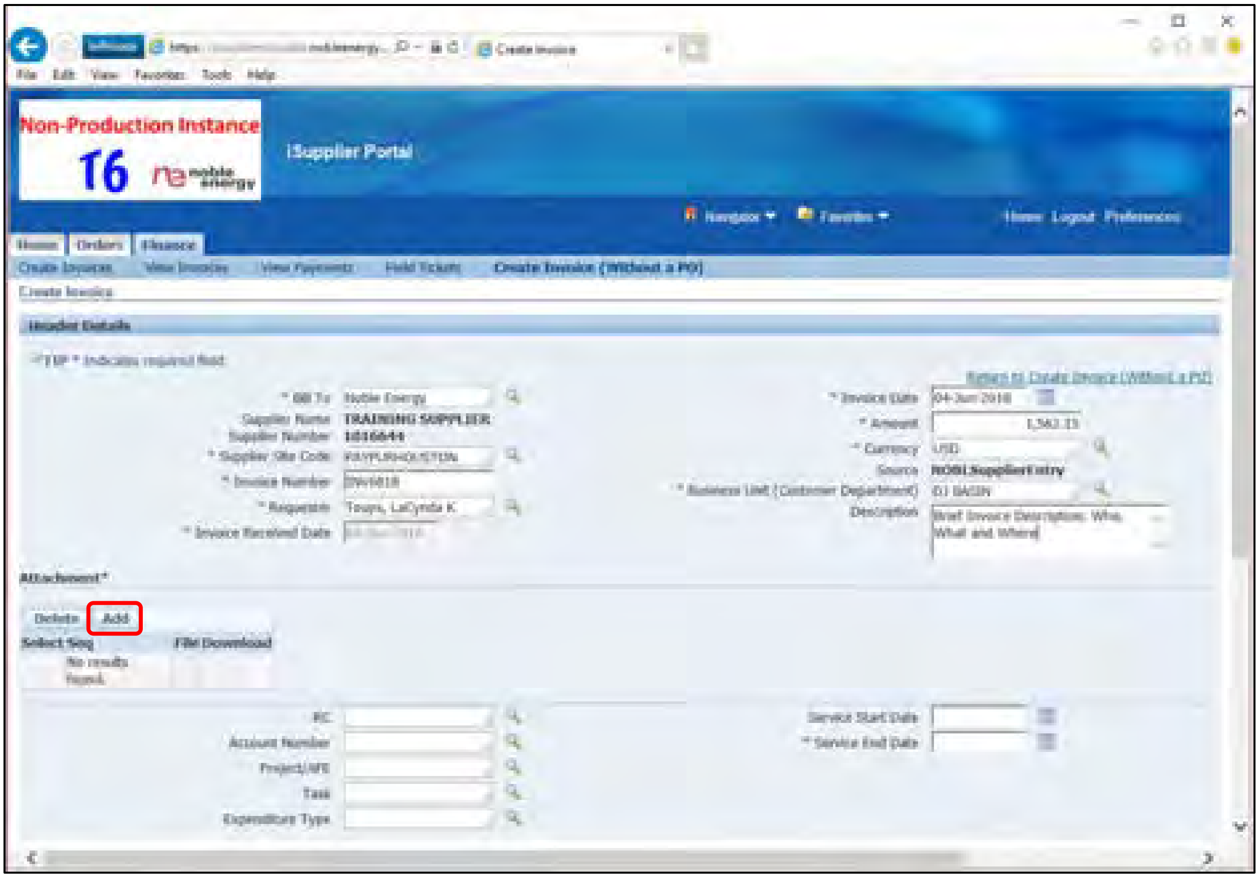
Note: The Description field has a maximum character limit of 239 characters.



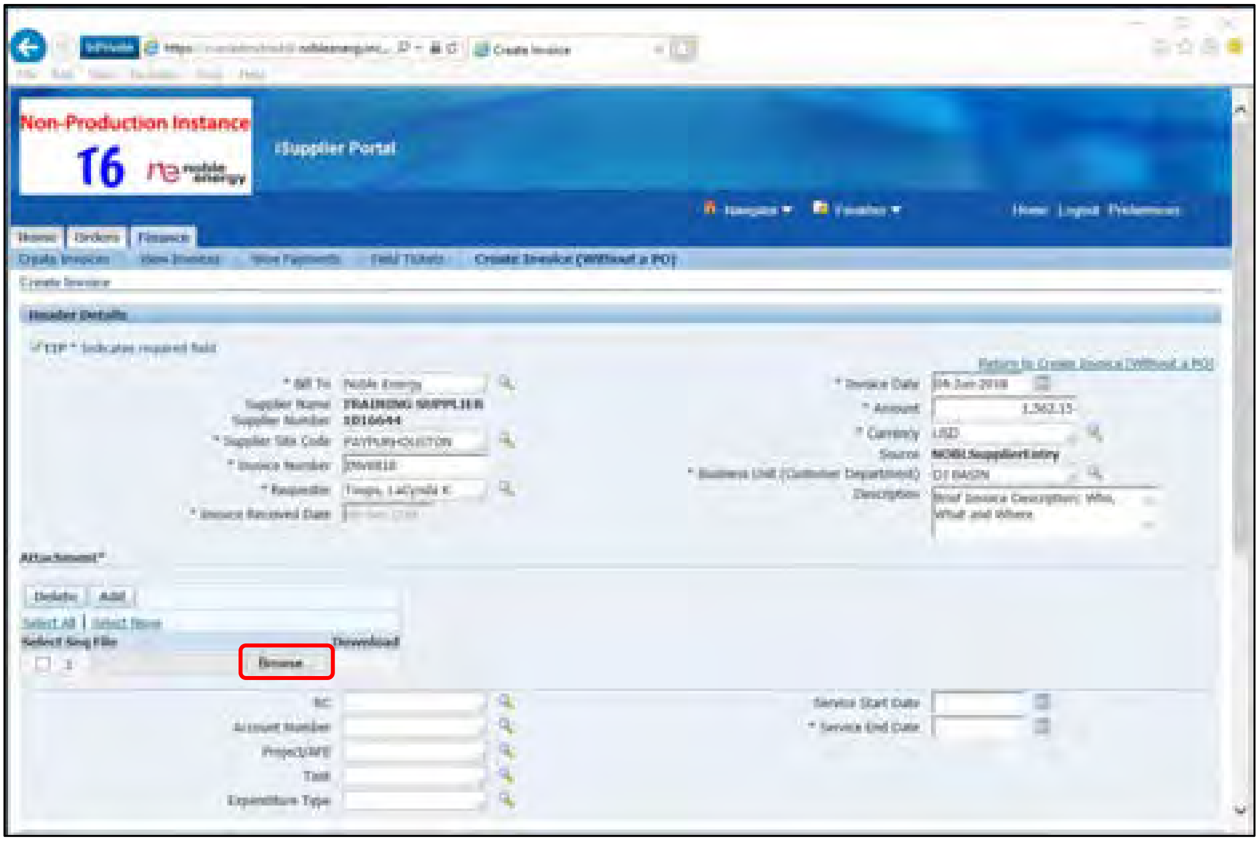
STEP 21: Click the Add button to add a new attachment.

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.

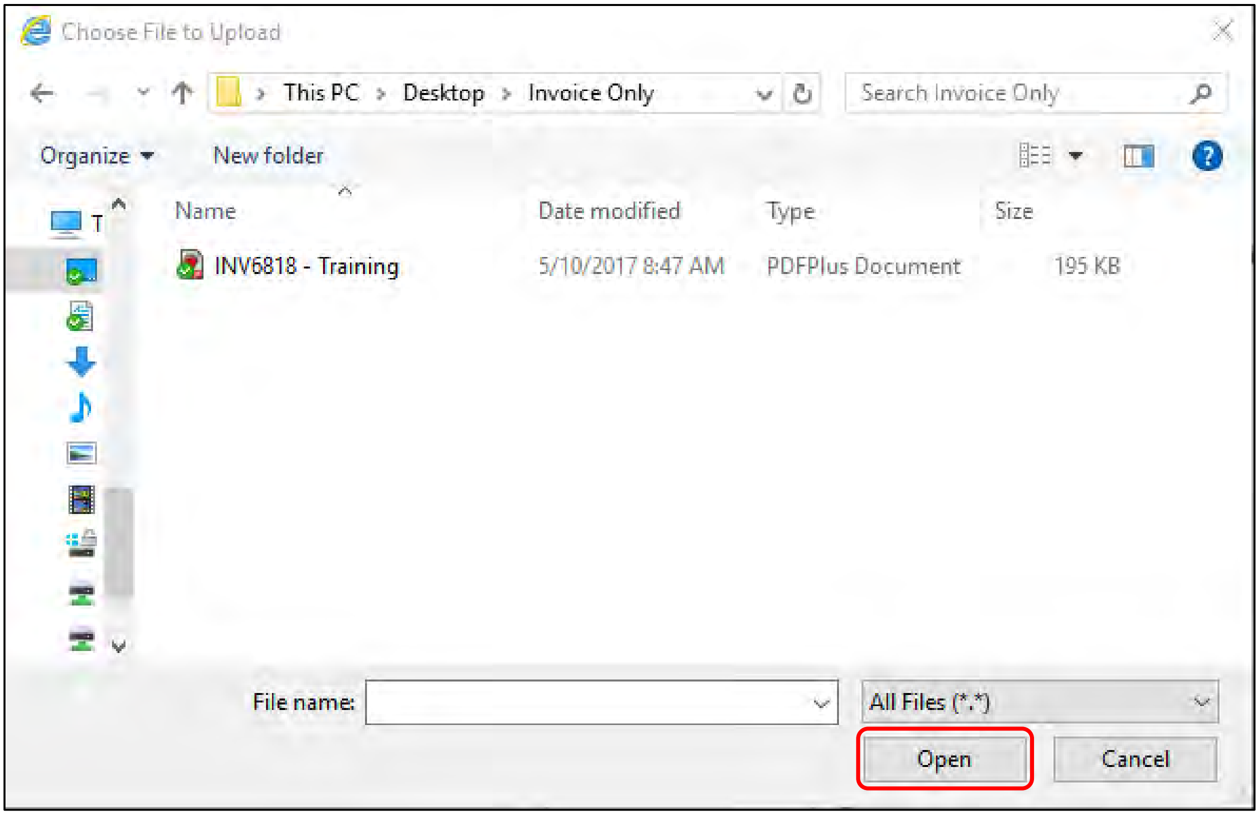
Note: Multiple attachments can be added by clicking the Add button.



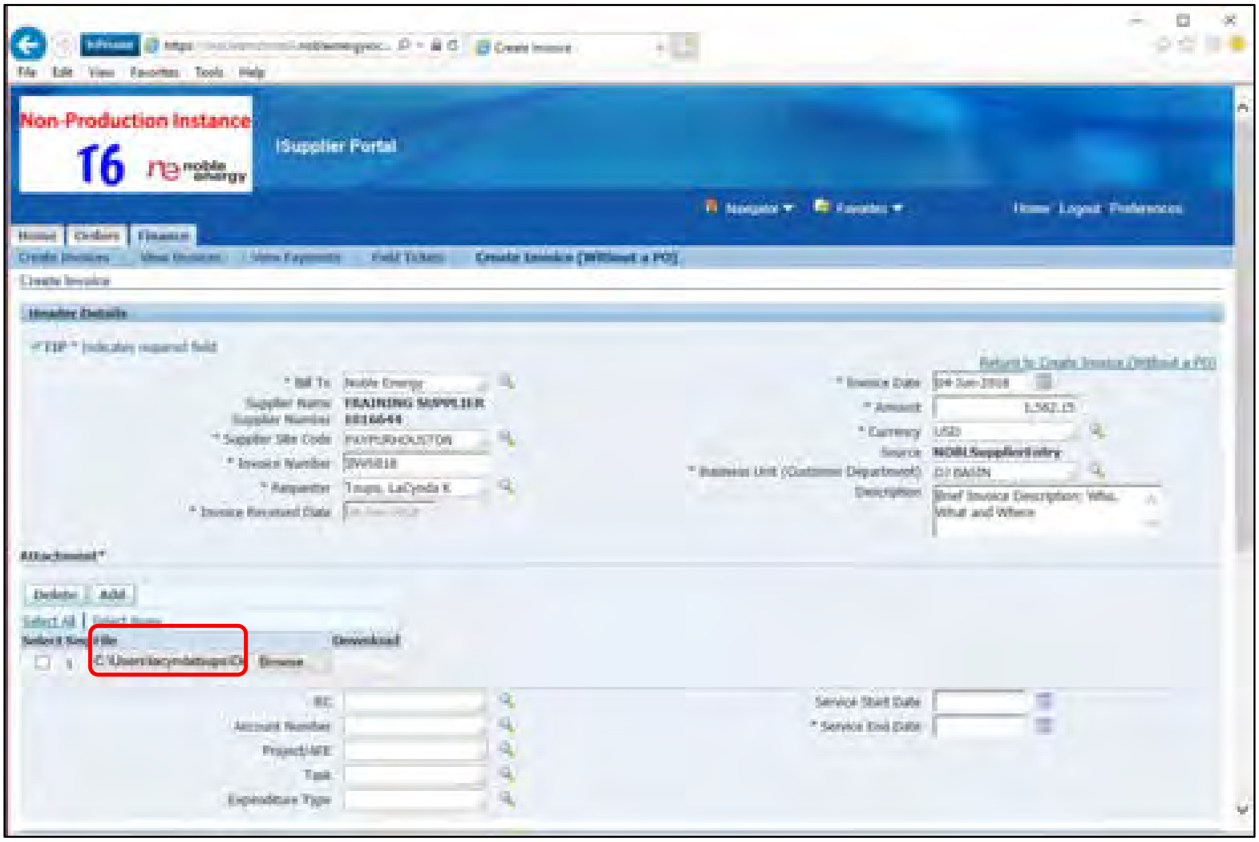
STEP 22: Click the Browse… button to search for documents/files to attach to the invoice.



STEP 23: Select the file and click the Open button.

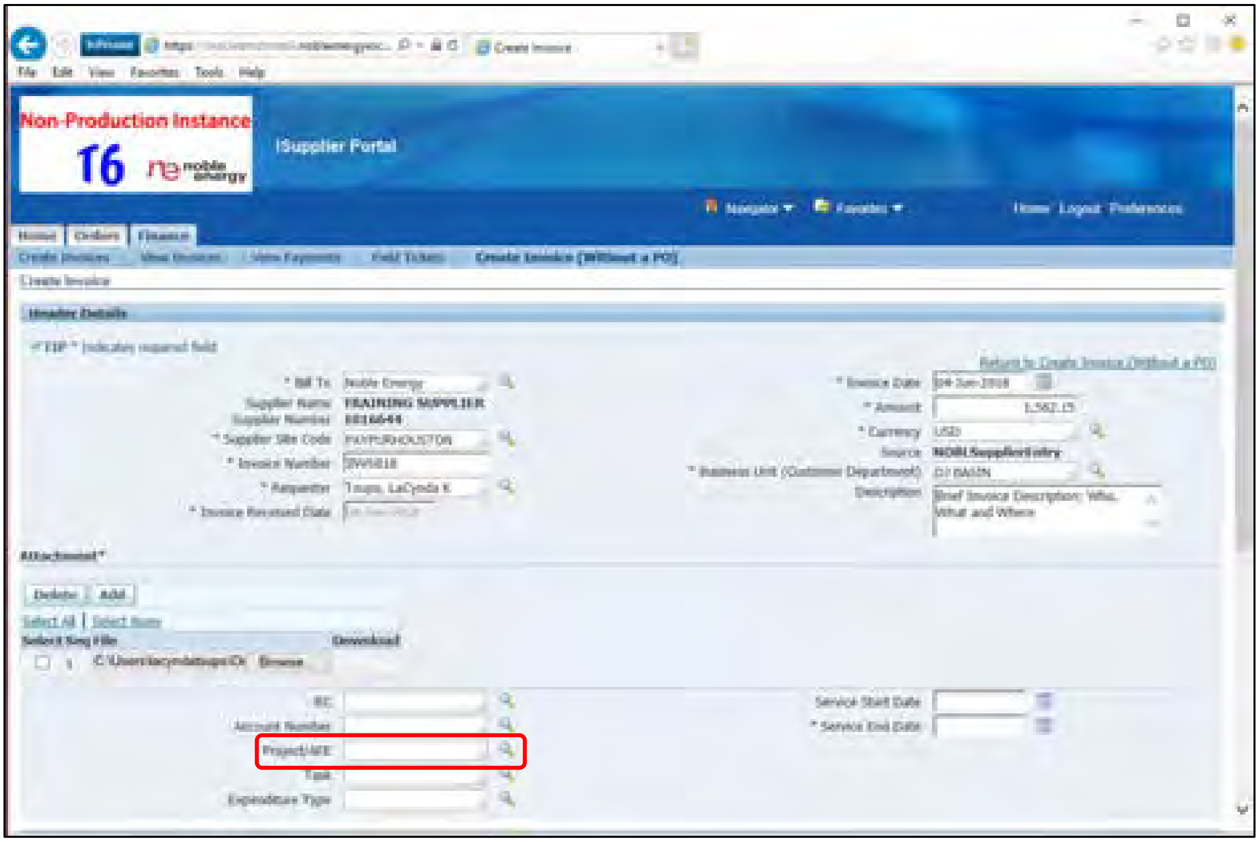


STEP 24: The attached file will show in the File column.



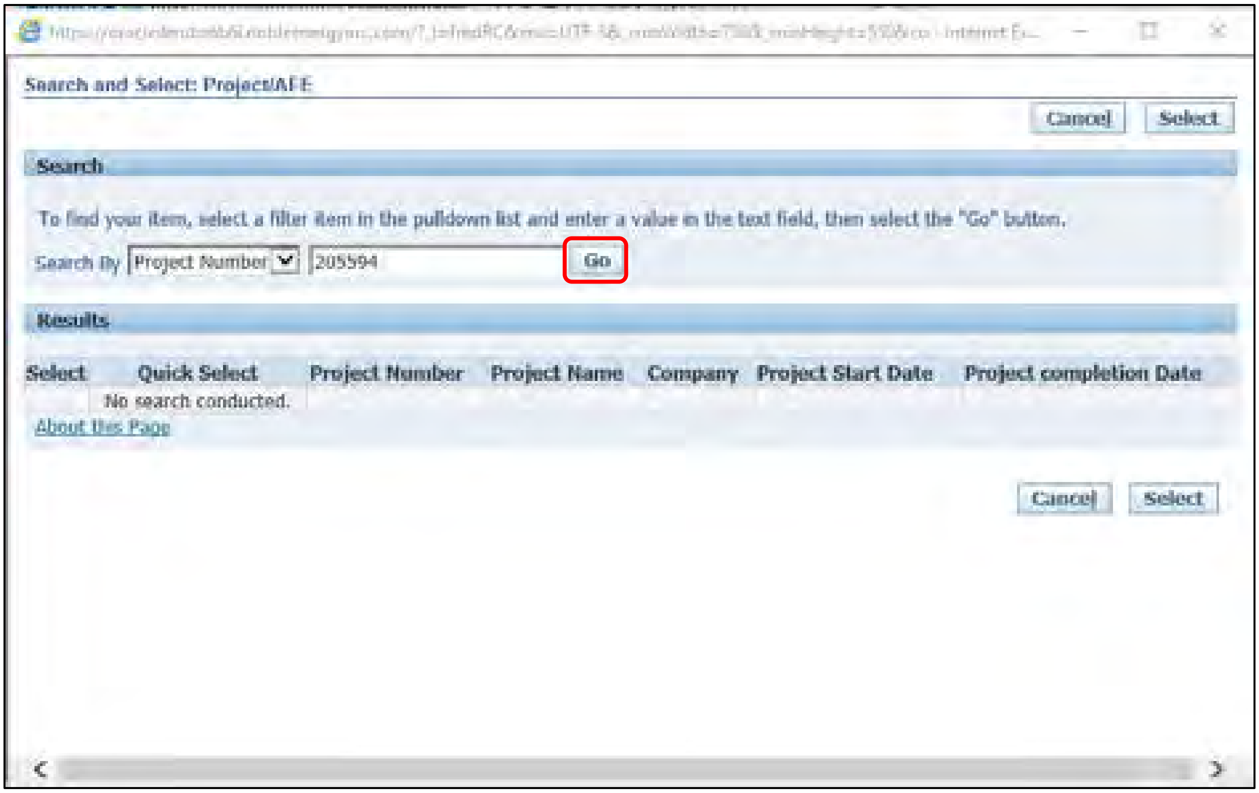
STEP 25: Enter a RC or Project/AFE number or click on the Search icon.

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



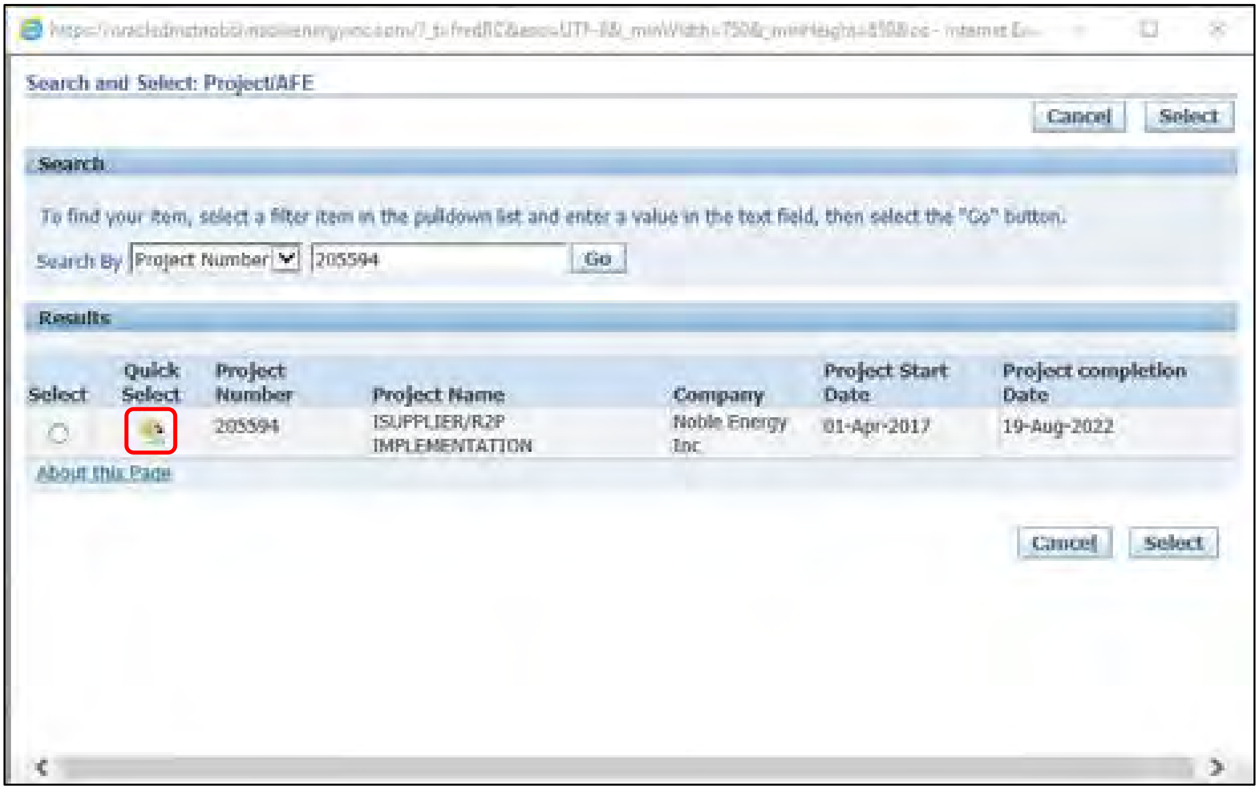
STEP 26: Enter the Project/AFE number and click Go.

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



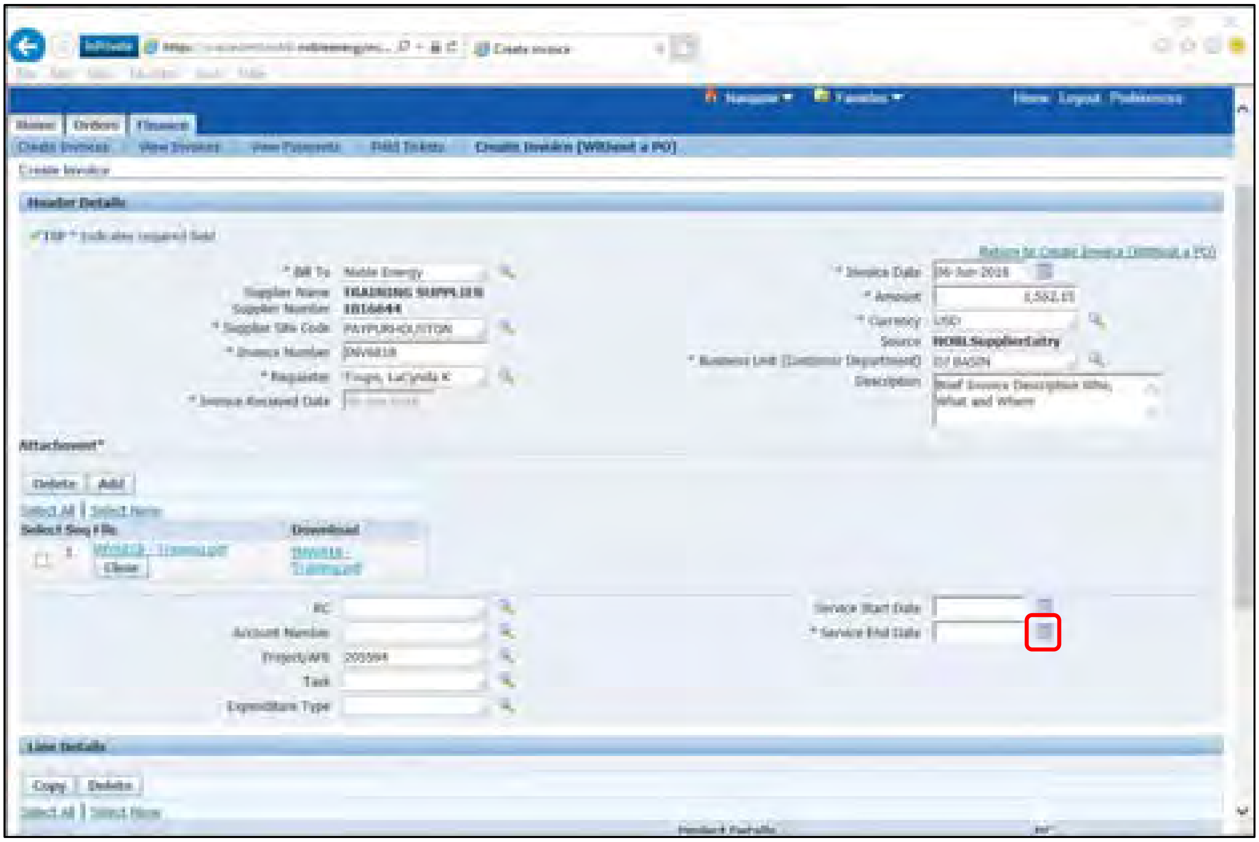
STEP 27: Click the Quick Select icon next to the Project Number.

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

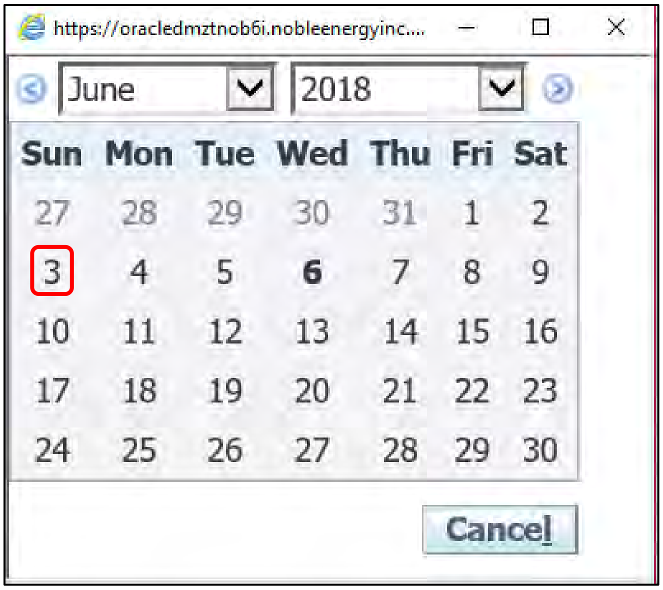


STEP 28: Enter the Service End Date or click the Calendar icon to select the date.

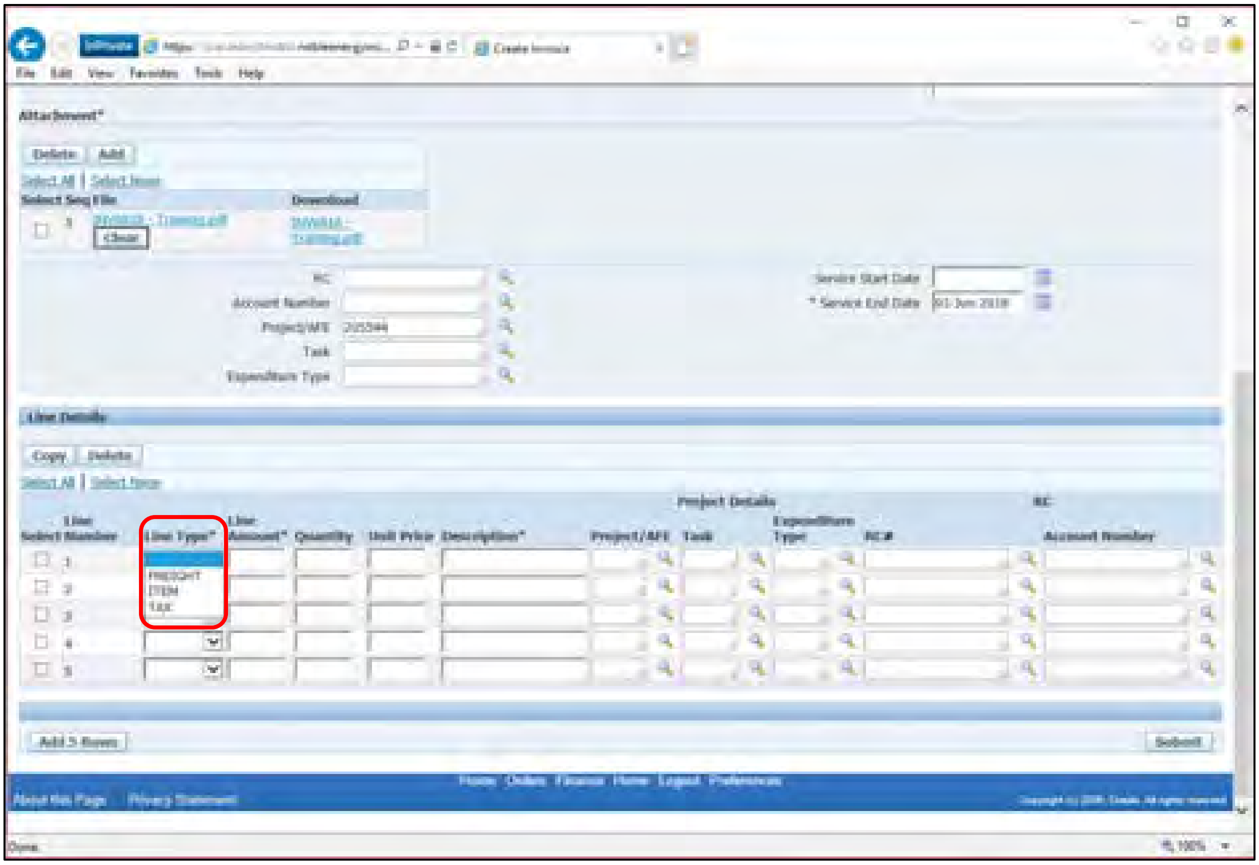
Note: The Service End Date needs to be entered in the DD-MON-YYYY format.



STEP 29: Click on the Date to select.

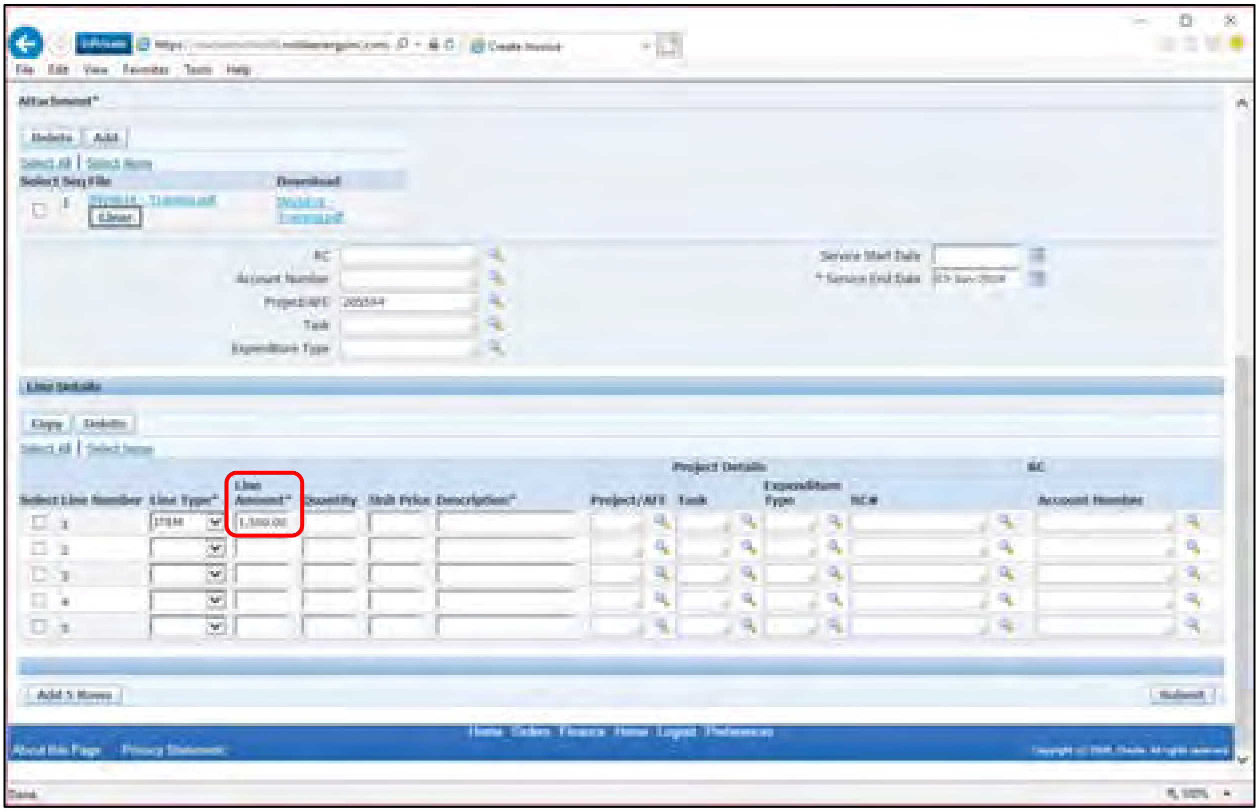


STEP 30: Select the first line in the Line Details and click the drop-down arrow to select the Line Type.

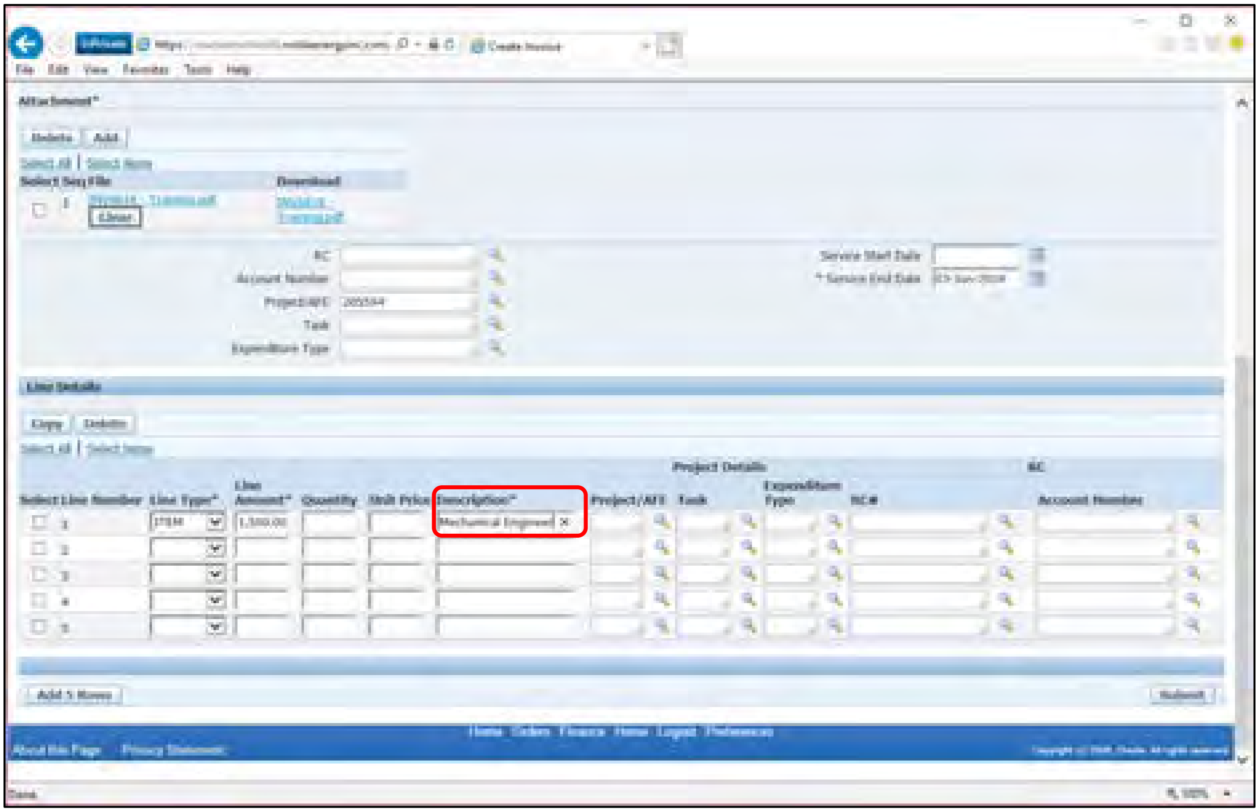


STEP 31: Enter the Line Amount.

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

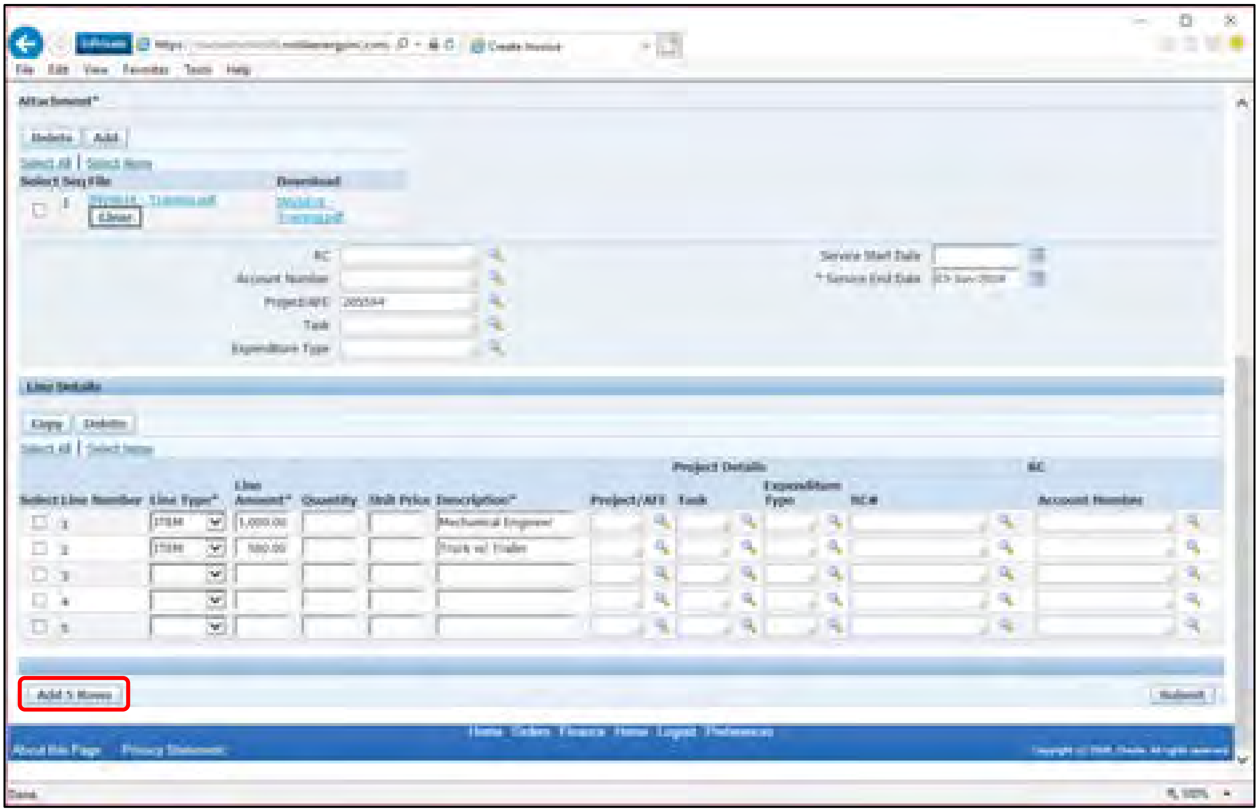


STEP 32: Enter the item Description.

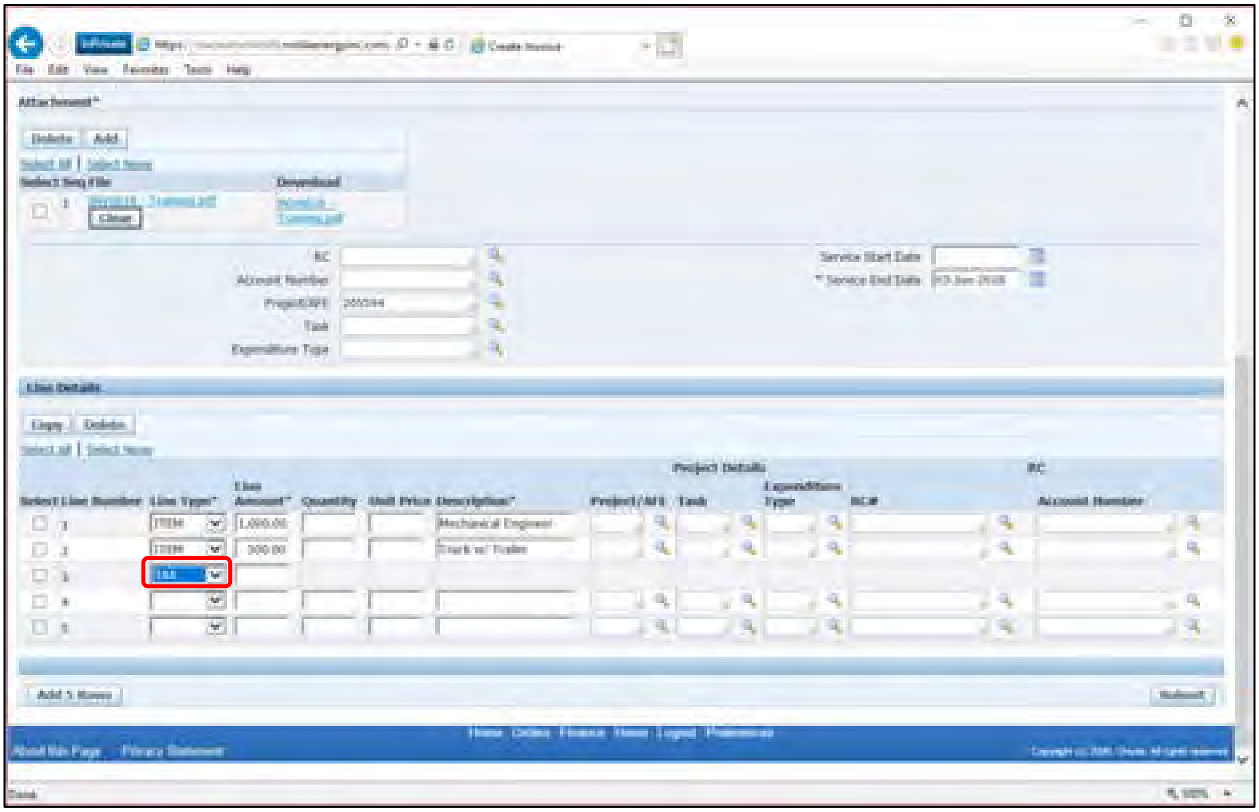


STEP 33: Repeat previous steps to add additional lines to the invoice. If tax is required, follow steps 34-35 to add tax. If there are no taxes, you can continue at Step 36.

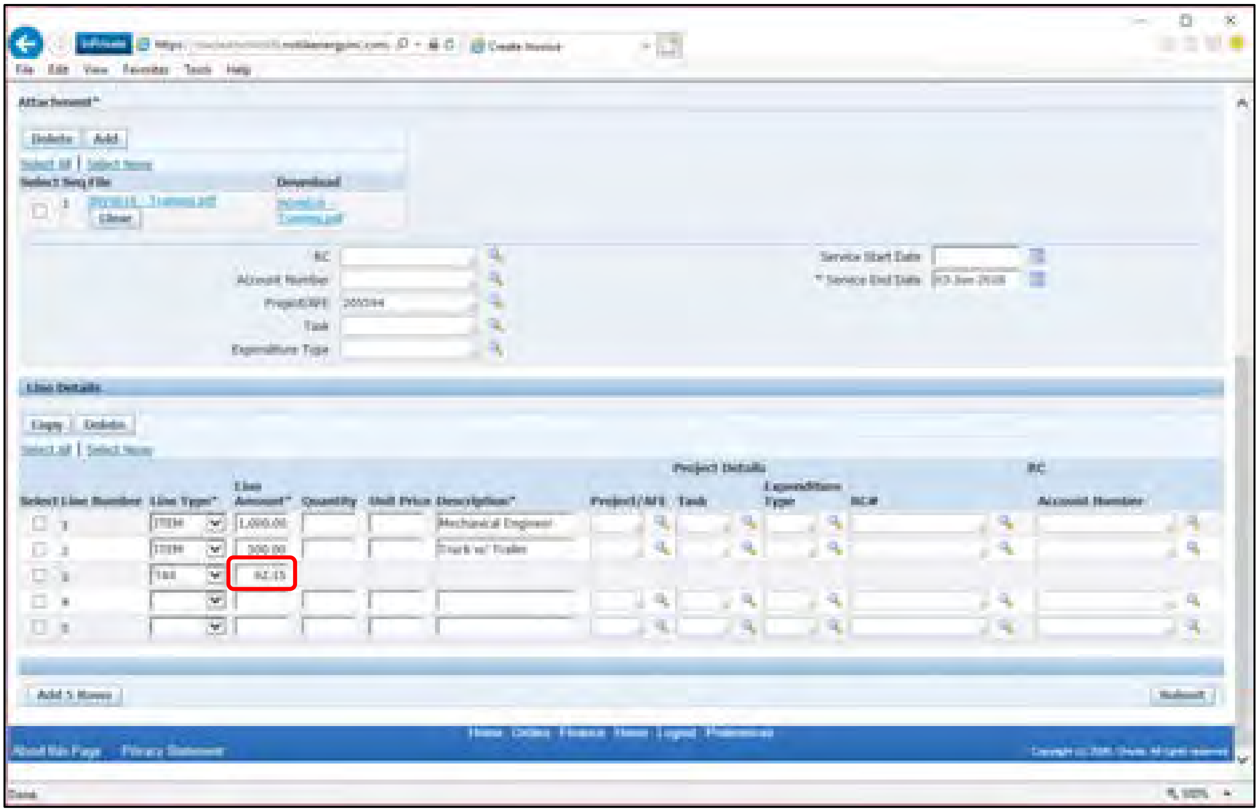
Note: Click the Add 5 Rows button if more lines are needed.



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

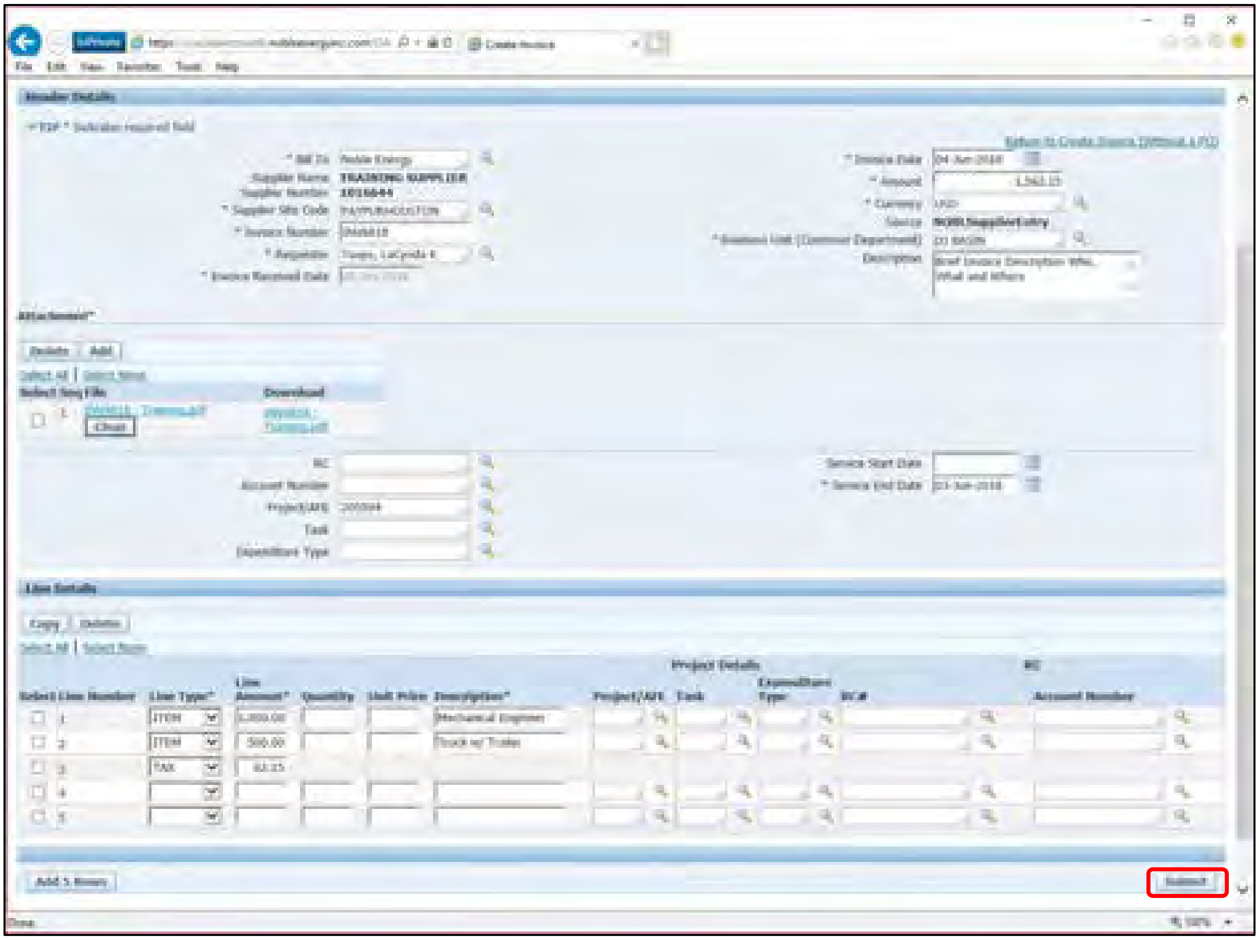


STEP 35: Enter the full tax amount of the invoice in the Line Amount field.



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.



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