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## VIEW FIELD TICKETS

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### DESCRIPTION

This process is used to view previously entered field tickets. You can also export the results to Excel for additional analysis.

If you still have questions, please email [iSupplierSupport@nblenergy.com](mailto:iSupplierSupport@nblenergy.com).

### PROCEDURE

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#### STEP 1: Login to Oracle

([https://oracledmzpnobli.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnobli.nobleenergyinc.com/OA_HTML/AppsLogin)).



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

The screenshot shows a web browser window displaying the Supplier Portal Home Page. The page has a blue header with the text "Non-Production Instance" and "16" in a large font. Below the header is a navigation bar with tabs for "Home", "Orders", and "Finance". The "Finance" tab is highlighted with a red box. Below the navigation bar is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into two columns. The left column contains a "Notifications" section with a table showing "Subject" and "Date" columns, and a message "No results found." Below this is an "Orders At A Glance" section with a table showing "PO Number", "Description", and "Order Date" columns. The right column contains a sidebar with sections for "Orders", "Services", and "Payments", each with a list of links. The footer of the page contains links for "Home", "Orders", "Finance", "Home", "Logout", "Preferences", and "Help", along with "About this Page" and "Privacy Statement" on the left, and "Copyright © 2008, Oracle. All rights reserved." on the right.

Supplier Portal Home Page

Home Orders **Finance** Home Logout Preferences Help

Search: PO Number [Go]

**Notifications** Full List

Subject	Date
No results found.	

**Orders At A Glance** Full List

PO Number	Description	Order Date
27531	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:53:26
27530	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:45:18
27529	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:39:09
27522	SFA SETUP FOR TRAINING	05-Jan-2017 10:54:06

Orders

- Agreements
- Purchase Orders
- Purchase History

Services

- Invoices

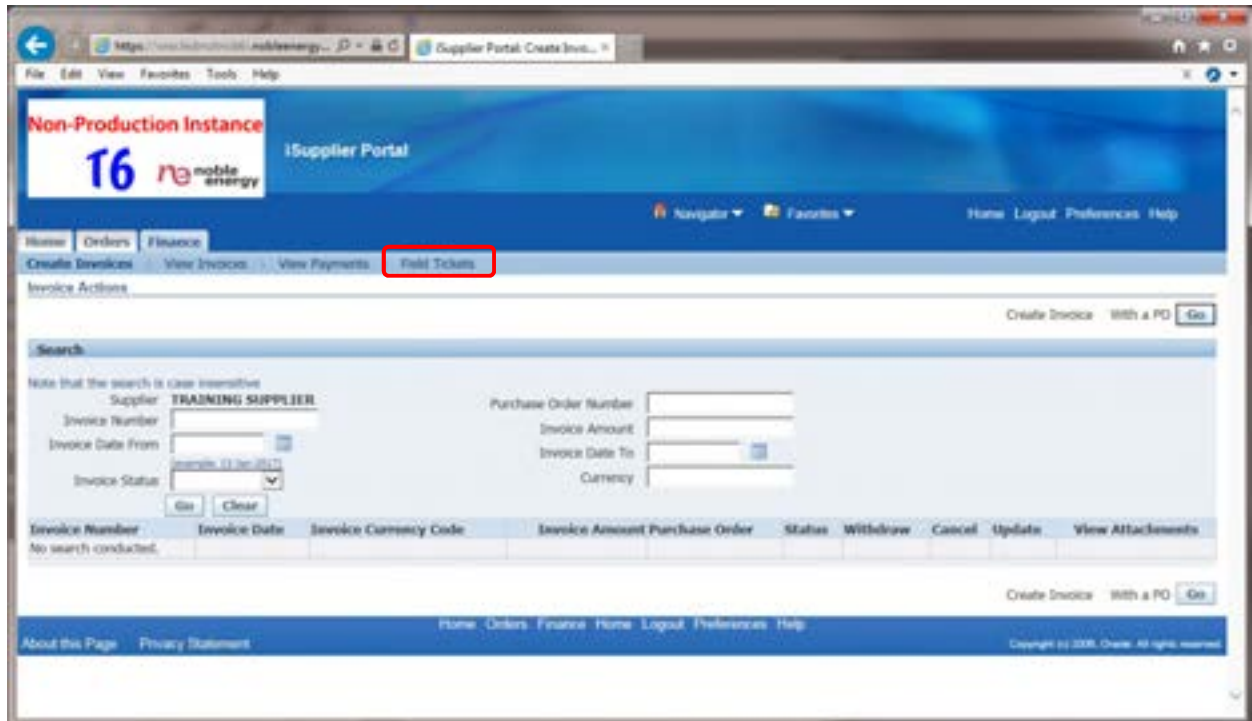
Payments

- Payments

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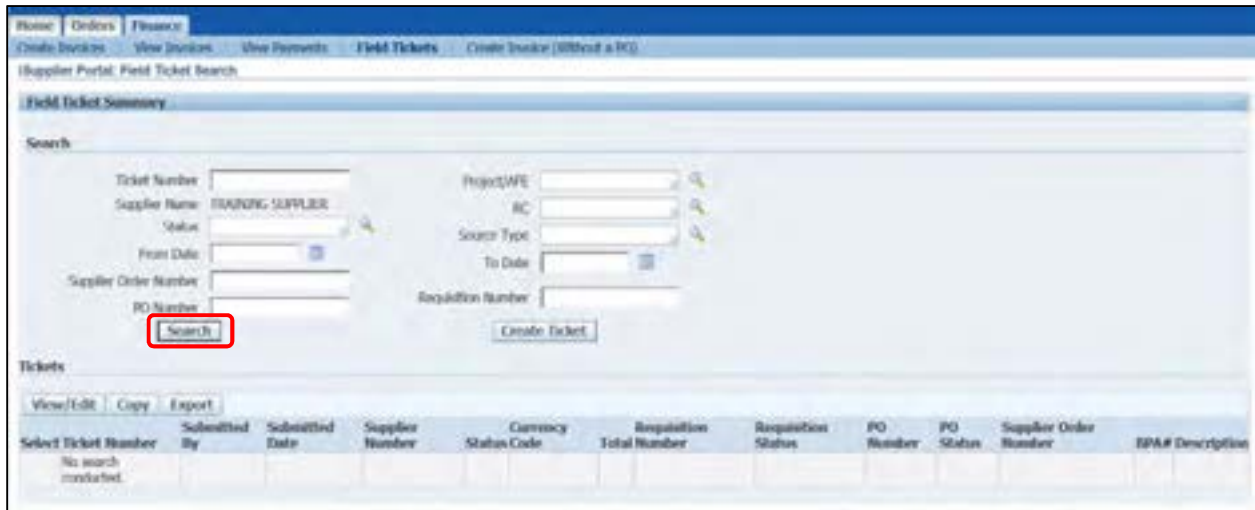
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STEP 3: Click on **Field Tickets** link.



STEP 4: Search by any of the following fields and click on the **Search** button.

1. **Ticket Number**
  - Internal ticket number created when field ticket was saved or submitted
2. **Status**
  - Draft – Ticket has not been submitted for processing
  - Interface – Ticket has been processed & waiting for requisition
  - Pending – Ticket is submitted and waiting to be processed
  - Success – A requisition has been created for Noble approval
3. **From Date**
  - Beginning date to search ticket created
4. **Supplier Order Number**
  - A field that may have been entered on the field ticket during entry
5. **PO Number**
  - Purchase Order number used to create an invoice
6. **Project/AFE**
  - Internal Noble coding entered when creating field ticket
7. **RC**
  - Internal Noble coding entered when creating field ticket
8. **Source Type**
  - Mobile Field Ticket – created using Noble Smart Phone App
  - iSupplier Field Ticket – created by supplier using iSupplier
9. **To Date**
  - Ending date to search ticket created
10. **Requisition Number**
  - Internal requisition number that is routed for approval



The screenshot displays the 'Supplier Portal: Field Ticket Search' interface. At the top, there are navigation tabs: Home, Orders, Finance, Create Invoices, View Invoices, View Payments, Field Tickets, and Create Invoice (Without a PO). Below this is the 'Field Ticket Summary' section, which contains a search form. The search form has the following fields: Ticket Number, Supplier Name (with a dropdown arrow and the value 'TRAINING SUPPLIER'), Project/AFE, RC, Source Type, From Date, To Date, Supplier Order Number, PO Number, and Requisition Number. A 'Search' button is highlighted with a red box, and a 'Create Ticket' button is also visible. Below the search form is a table with the following columns: Select Ticket Number, Submitted By, Submitted Date, Supplier Number, Currency Status Code, Requisition Total Number, Requisition Status, PO Number, PO Status, Supplier Order Number, and EPA# Description. The table currently shows 'No search conducted.'

STEP 5: Review the results.

**Field Ticket Summary**

Search

Ticket Number:

Supplier Name: TRADING SUPPLIER

Status:

From Date: 01-Jan-2017

Supplier Order Number:

Project/A/E:

IC:

Source Type:

To Date: 15-Jan-2017

**Tickets**

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	7872216	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	76.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	7872215	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,428.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	7872214	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,630.00				772269
<input type="radio"/>	7872213	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

Home Orders Finance Home Logout Preferences

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STEP 6: If desired, click the **Export** button to export the results to Excel.

The screenshot displays the 'Supplier Portal Field Ticket Search' interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Below this, there are links for 'Create Invoices', 'View Invoices', 'View Payments', and 'Field Tickets'. The main content area is titled 'Field Ticket Search' and contains a search form. The search form has the following fields: Ticket Number, Supplier Name (pre-filled with 'TRADING SUPPLIER'), Project/A/E, IC, Status, Source Type, From Date (pre-filled with '01-Jan-2017'), and To Date (pre-filled with '15-Jan-2017'). There are 'Search' and 'Create Ticket' buttons. Below the search form is a table of tickets. The table has columns for 'Select Ticket Number', 'Submitted By', 'Submitted Date', 'Supplier Number', 'Status', 'Currency Code', 'Total Number', 'Requisition Status', 'PO Number', 'PO Status', and 'Supplier Order Number'. The 'Export' button is highlighted with a red box.

Select Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/> 7872216	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	76.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/> 7872215	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,428.00 34346	APPROVED	27630	APPROVED	772272
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<input type="radio"/> 7872213	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

STEP 7: Click **Open** to view the results in Excel.

Non-Production Instance  
16 noble energy  
Supplier Portal

Home Orders Finance  
Create Invoices View Invoices View Payments Field Tickets

Supplier Portal: Field Ticket Search

Field Ticket Summary

Search

Ticket Number:   
Supplier Name: TRADING SUPPLIER  
Status:   
From Date: 01-Jan-2017  
Supplier Order Number:   
Project/A/E:   
IC:   
Source Type:   
To Date: 15-Jan-2017

Search Create Ticket

Tickets

View/Edit Copy Export

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	772216	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	76.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	772215	JOHLSMETH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,428.00 34346	APPROVED	27630	APPROVED	772272
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Home Orders Finance Home Logout Preferences

Do you want to open or save export.csv from oracleb2bportal@nobleenergy.com? **Open** Save Cancel