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## View Non-PO Invoices

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### DESCRIPTION

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The following steps will show you how to inquire on previously created invoices.

Please email [AccountsPayable@nblenergy.com](mailto:AccountsPayable@nblenergy.com) for questions regarding invoice status.

### PROCEDURE

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#### STEP 1: Login to Oracle

([https://oracledmzpnob1i.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnob1i.nobleenergyinc.com/OA_HTML/AppsLogin)).

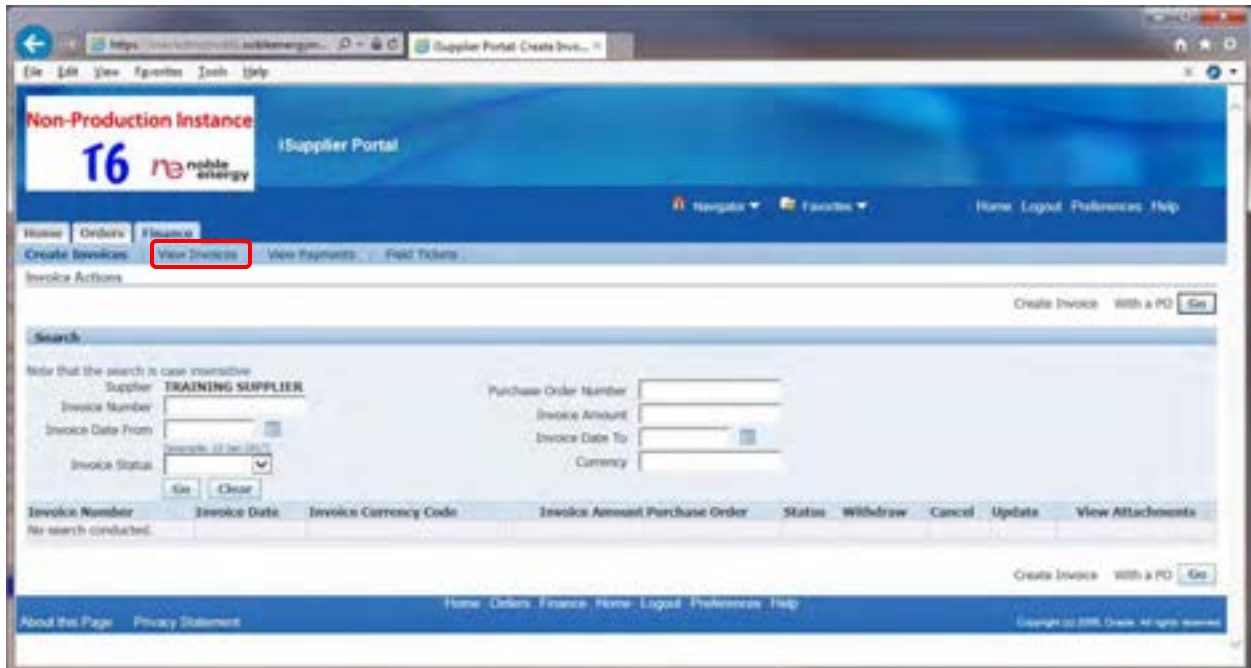


STEP 2: Click the **Finance** tab.

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 re noble energy". Below the header, there is a navigation bar with tabs for "Home", "Orders", and "Finance". The "Finance" tab is highlighted with a red box. To the right of the navigation bar, there are links for "Home", "Logout", "Preferences", and "Help". Below the navigation bar, there is a search bar with a dropdown menu set to "PO Number" and a "Go" button. The main content area is divided into several sections: "Notifications" (with a "Full List" link), "Orders At A Glance" (with a "Full List" link), and a table of orders. The table has columns for "PO Number", "Description", and "Order Date". The right sidebar contains sections for "Orders" (with links for "Agreements", "Purchase Orders", and "Purchase History"), "Invoices" (with a link for "Invoices"), and "Payments" (with a link for "Payments"). At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright © 2008, Oracle. All rights reserved."

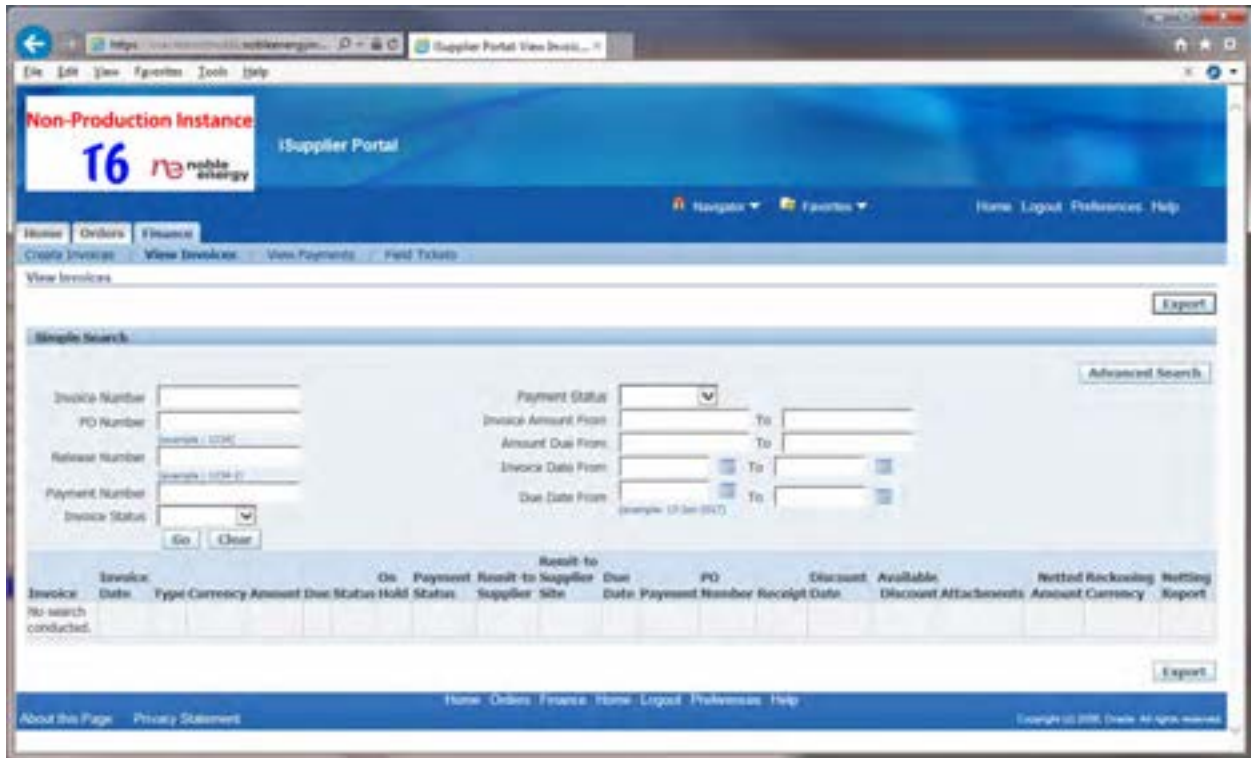
PO Number	Description	Order Date
27521	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:53:26
27520	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:45:18
27520	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:38:03
27522	SPE SETUP FOR TRAINING	05-Jan-2017 10:54:06

STEP 3: Click the **View Invoices** link.

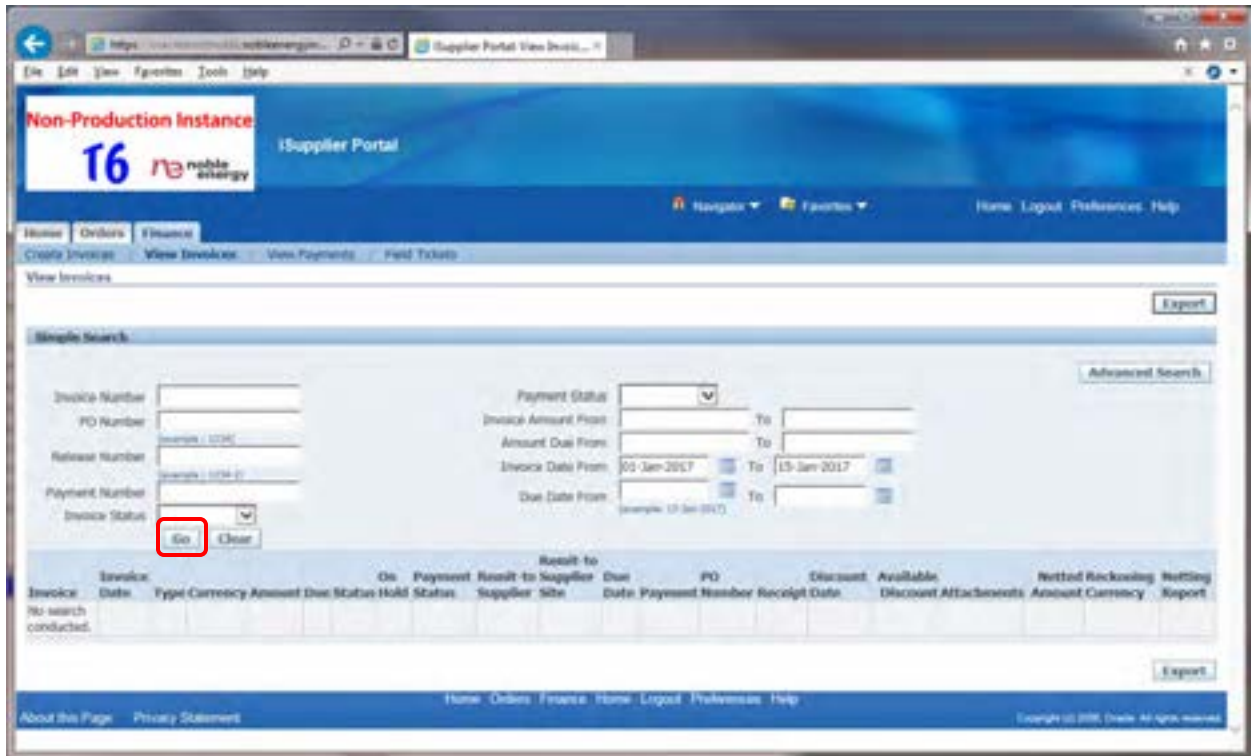


STEP 4: Search for invoices by using any one of the fields shown.

*Note: To limit the search to more specific invoice, click the **Advanced Search** button.*



STEP 5: Click the **Go** button to execute search.



STEP 6: Review the results from search. Click on the **Invoice** link to see additional details.

*Note: Any columns with hyperlinks can be clicked on to view additional information. If desired, click the **Export** button to export the results to Excel.*

*Note: The Not Coded and Distribution Variance holds are automatically applied to each NON-PO invoice upon submission.*

The screenshot shows the Noble Energy Supplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Below this, there are links for 'View Invoices', 'View Payments', and 'Field Tickets'. A search section titled 'Simple Search' contains various input fields for 'Invoice Number', 'PO Number', 'Released Number', 'Payment Number', 'Invoice Status', 'Payment Status', 'Invoice Amount', 'Amount Due', 'Invoice Date', and 'Due Date'. An 'Advanced Search' button is also present. Below the search fields is a table of search results. The first row of the table is highlighted, and the 'Invoice' link in the first column is circled in red. The table has columns for 'Invoice Date', 'Type', 'Currency', 'Amount', 'Due Status', 'Hold', 'Payment Status', 'Supplier Site', 'Supplier', 'Due Date', 'PO Number', 'Receipt Date', 'Discount Available', 'Attachments', 'Netting Amount', 'Currency', and 'Netting Report'. The first row of data shows an invoice dated 9-Jun-2018, Standard USD, with an amount of 1562.15. The 'Payment Status' is 'Not Paid' and the 'Supplier Site' is 'Process Coded'. The 'Invoice' link is highlighted in red.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	Hold	Payment Status	Supplier Site	Supplier	Due Date	PO	Receipt Date	Discount Available	Attachments	Netting Amount	Currency	Netting Report	
<a href="#">Invoice</a>	9-Jun-2018	Standard	USD	1562.15	1562.15 In-Process	Not Coded	Not Paid			06-Jul-2018								

STEP 7: Review invoice line details. Click the **Return to Finance: View Invoices** link to go back to the search results.

The screenshot shows a web browser window displaying a 'Supplier Portal' for a 'Non-Production Instance'. The page title is 'Supplier Portal Invoice Details'. The main content area is divided into several sections:

- General:** Invoice Date: 04-Jun-2018, Status: In-Process, On Hold: Not Configured, Supplier: TRAINING SUPPLIER, Supplier Site: PATTIPURHOSSTON, Address: 1001 MOBILE ENERGY WAY, HOUSTON, TX.
- Amount Summary:** Item: 1500.00, Freight: 0.00, Miscellaneous: 0.00, Tax: 0.00, Prepayment: 0.00, Retainage: 0.00, Withholding Tax: 0.00, Total: 1502.15.
- Payment Information:** Paid: 0.00, Discount Taken: 0.00, Due: 1562.15, Status: Not Paid, Payment Date, Payment Term: NET 30.

Below these sections is a table of invoice lines:

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Mechanical Engineer					1000.00	0.00	In-Process					
2	Item	Truck w/ Trailer					500.00	0.00	In-Process					
3	Tax						62.15	0.00	In-Process					

At the bottom of the page, there is a link labeled 'Return to Finance: View Invoices' which is highlighted with a red box. Other navigation links include 'Home', 'Orders', 'Finance', 'Home', 'Logout', and 'Preferences'.