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## VIEW PO INVOICES

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### DESCRIPTION

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

For questions about invoice payment, please email [AccountsPayable@nblenergy.com](mailto:AccountsPayable@nblenergy.com).

### PROCEDURE

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#### STEP 1: Login to Oracle

([https://oracledmzpnobl1.nobleenergyinc.com/OA\\_HTML/AppsLogin](https://oracledmzpnobl1.nobleenergyinc.com/OA_HTML/AppsLogin)).



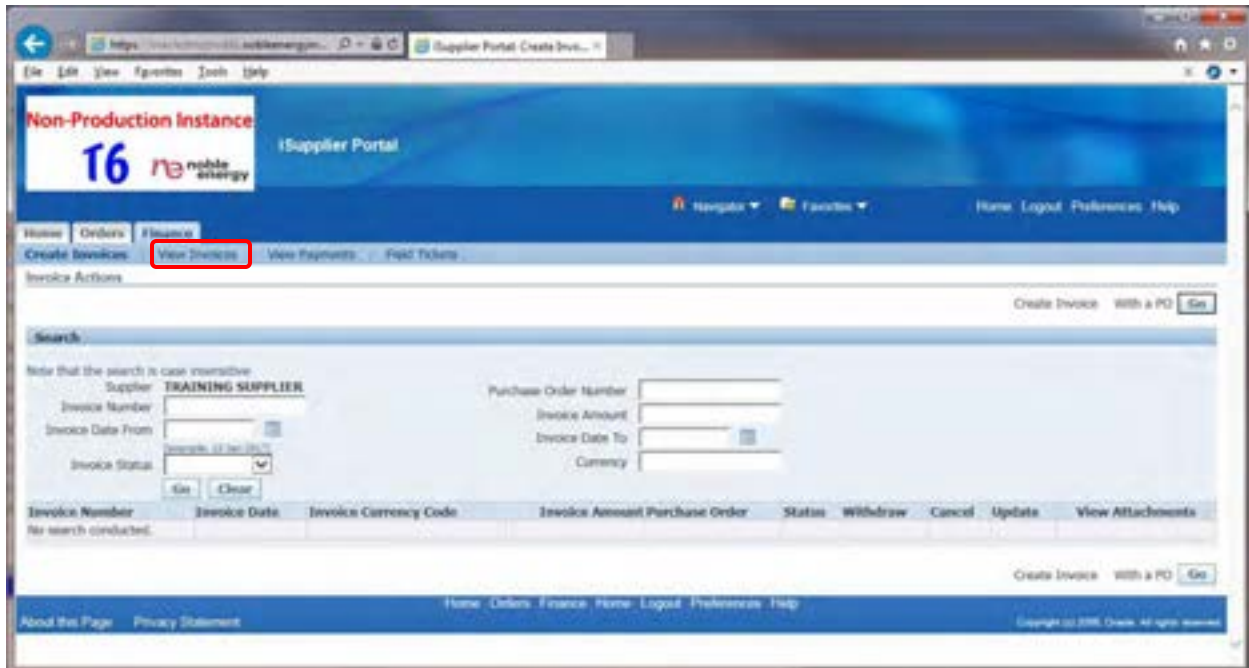
STEP 2: Click the **Finance** tab.

The screenshot shows the Noble Energy Supplier Portal interface. At the top, there is a header with the text "Non-Production Instance" and "16 re noble energy". Below this 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 are links for "Home", "Logout", "Preferences", and "Help". 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 several sections: "Notifications" (with a "Full List" link), "Orders At A Glance" (with a "Full List" link), and a sidebar with "Orders" (containing links for "Agreements", "Purchase Orders", and "Purchase History"), "Invoices" (with a link for "Invoices"), and "Payments" (with a link for "Payments"). The "Orders At A Glance" section contains a table with the following data:

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

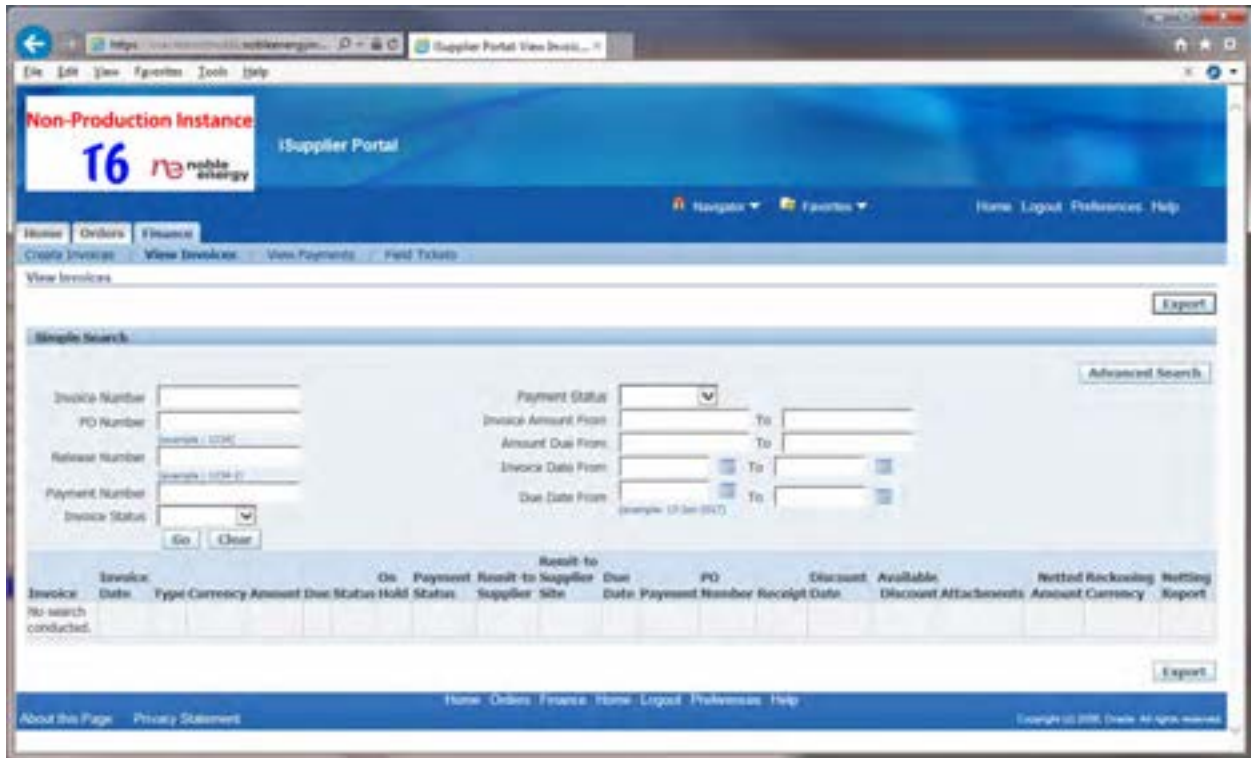
At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright © 2008, Oracle. All rights reserved."

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

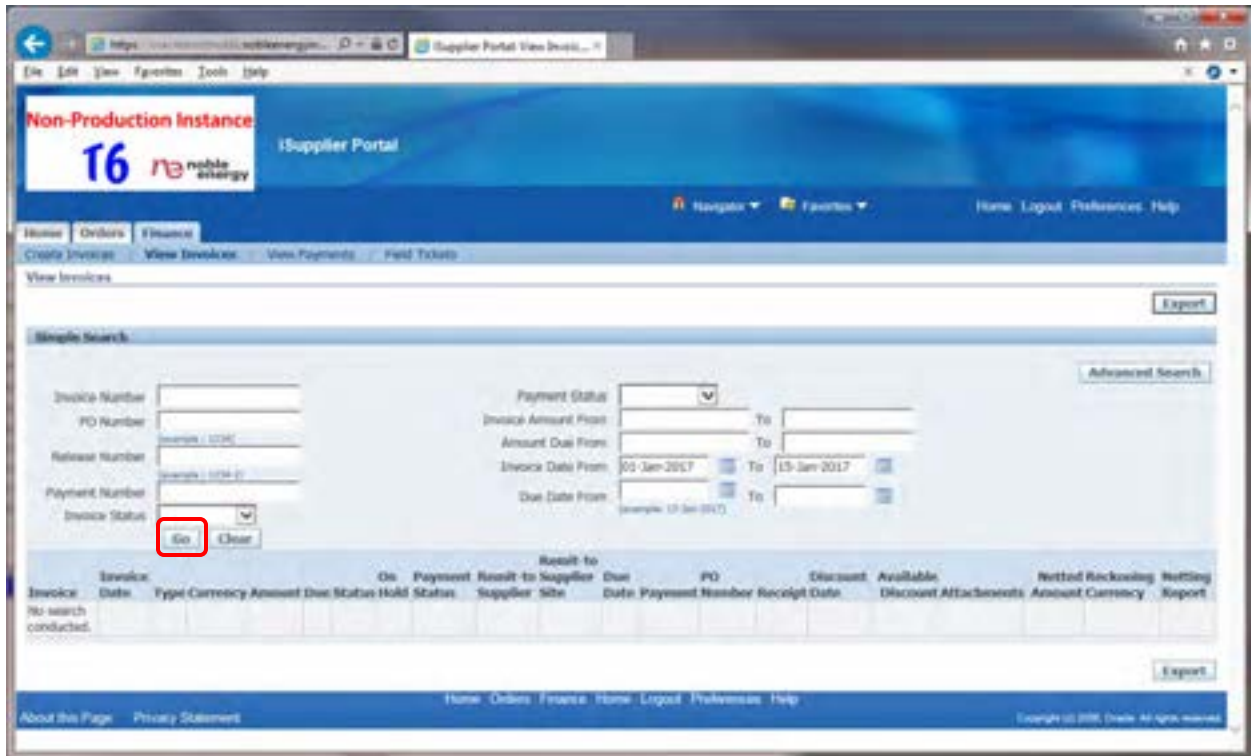


STEP 4: Search for invoices by using any one of the fields shown.

*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 Invoice information from search. Click on Invoice **INV2763** to see additional details for this example.

*Note: Any columns with hyperlinks can be clicked on to view additional information.*

The screenshot shows the 'Supplier Portal' interface with a search results table. The table has the following columns: Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold Status, Payment To, Supplier Site, Supplier Due Date, PO Number, Receipt Date, Discount Available, Attachments, and Netted Backing. The first row, for invoice INV2763, is highlighted with a red box. The second row, for invoice INV2764, is also visible.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment To	Supplier Site	Supplier Due Date	PO Number	Receipt Date	Discount Available	Attachments	Netted Backing
<a href="#">INV2763</a>	13-Jan-2017	Standard	USD	225.89	225.89	Approved	Not Paid	12	2763	2763				
<a href="#">INV2764</a>	13-Jan-2017	Credit Memo	USD	(85.89)	(85.89)	Approved	Not Paid	12	2764	2764				

STEP 7: Review invoice lines details. Click on PO Number **27631** to see PO information for this example.

The screenshot shows a web browser window displaying a 'Supplier Portal Invoice Details' page. The page header includes the 'noble energy' logo and 'Supplier Portal' text. Below the header, there are navigation tabs for 'Home', 'Orders', and 'Finance'. The main content area is divided into several sections:

- General:** Invoice Date: 13-Jan-2017, Status: Approved, Supplier: TRAINING SUPPLIER, Supplier Site: HOUSTON TX, Address: 101 SUPPLIER LANE, HOUSTON, TX.
- Amount Summary:**

Item	79.00
Freight	150.00
Miscellaneous	0.00
Tax	7.89
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>235.89</b>
- Payment Information:**

Paid	0.00
Discount Taken	0.00
Due	235.89
Status	Not Paid
Payment Date	
Payment	
Term	NET 30
- Invoice Lines Table:**

Line #	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage/Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	30-yard Decontamin Box Filter Liners		3 Day	25.00		90.00	0.00 Approved	27631	1	1	Paul@noble.energy	
2	Item	Fill Dirt (plus delivery)		7 SA	4.00		28.00	0.00 Approved	27631	2	3	Paul@noble.energy	
3	Freight	Freight charges to Noble wellsite					150.00	0.00 Approved					
4	Tax	INVOICE FOR PO 27631					7.89	0.00 Approved					

The PO Number '27631' in the first row of the Invoice Lines table is highlighted with a red box. The page also includes a footer with 'About this Page', 'Privacy Statement', and 'Copyright © 2008, Noble. All rights reserved.'

STEP 8: Review PO details. Once review is complete, click on the **Finance: View Invoices** link.



*Note: When the PO is received, the invoice has been submitted against the PO, or a payment has been made, you'll see a hyperlink next to each. You can click on the hyperlink to view additional details.*

The screenshot displays the Noble Energy Supplier Portal interface. At the top, there is a navigation bar with 'Home', 'Logout', 'Preferences', and 'Help'. Below this, there are tabs for 'Orders' and 'Finance'. The 'Finance' tab is active, and a red box highlights the 'View Invoices' link. The main content area shows 'Order Information' for a 'Maintenance Purchase Order: 27635, \$ (Total USD 78.00)'. The order is for 'Noble Energy' and is in 'Open' status. A red box highlights the 'Summary' section, which shows: Total: 78.00, Received: 25.00, Invoiced: 0.00, and Payment Status: Not Paid. Below the order information, there is a table with columns: 'Show All Details', 'Hide All Details', 'Details Link', 'Type', 'Item/Job', 'Supplier Item', 'Description', 'UOM', 'Qty', 'Price', 'Amount', 'Status', 'Attachments', and 'Reason'. The table contains one row: '20-yard Downdrafting Box Filter Liners', 'Day', '2', '25', '50.00', 'Open'.



STEP 9: To view invoice attachments (Invoice PDF) click on the **Attachments** icon.

The screenshot shows the Supplier Portal interface. At the top, there is a header with the logo '16 re noble energy' and 'Supplier Portal'. Below the header, there are navigation tabs for 'Home', 'Orders', and 'Finance'. The 'Finance' tab is active, and there are sub-tabs for 'View Invoices', 'View Payments', and 'Hold Tickets'. A search bar is present with fields for Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. Below the search bar, there is a table of search results. The table has columns for Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold Status, Payment To, Supplier Site, Supplier Due Date, PO Number, Receipt Date, Discount Available, Attachments, Amount, Currency, and Re. The first row in the table is highlighted, and the 'Attachments' icon in the 'Attachments' column is circled in red. The second row is also visible. At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright © 2006, Oracle. All rights reserved.'

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold Status	Payment To	Supplier Site	Supplier Due Date	PO Number	Receipt Date	Discount Available	Attachments	Amount	Currency	Re
20127621	13-Jan-2017	Standard	USD	225.89	225.89	Approved	Not Paid		12-01-2017	27621						
00000000	13-Jan-2017	Credit Memo	USD	(85.89)	(85.89)	Approved	Not Paid		12-01-2017	27621						

STEP 10: To view PDF attachment, click on the hyperlink under Title **Invoice # INV27631**.

