
VIEW PURCHASE ORDERS

DESCRIPTION

The following steps will show you how to inquire on purchase orders.

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 **Orders** tab.

The screenshot shows a web browser window displaying the 'Supplier Portal Home Page'. The page features a blue header with the 'noble energy' logo and the text 'Non-Production Instance 16'. Below the header, there are navigation tabs: 'Home', 'Orders', and 'Finance'. The 'Orders' tab is highlighted with a red rectangular box. A search bar is located below the tabs, with 'PO Number' selected in the dropdown menu. 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 on the right containing 'Orders', 'Invoices', and 'Payments' sections. 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
27521	SPL SETUP FOR TRAD280	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 **PO Number** hyperlink to see additional details.

Note: To limit the search to more specific PO's, click the Advanced Search button.

The screenshot shows the Noble Energy Supplier Portal interface. At the top, there is a banner for "Non-Production Instance" with the number "16" and the Noble Energy logo. Below the banner, there are navigation tabs for "Home", "Orders", and "Finance". The "Orders" tab is selected, and the "Purchase Orders" sub-tab is active. The main content area displays a list of Purchase Orders with columns for "PO Select Number", "Operating Rev Unit", "Document Type", "Description", "Order Date", "Buyer", "Currency Amount", "Status", and "By". The first row, with PO Number 11286, is highlighted with a red box. Below the table, there are buttons for "Multiple PO Change" and "Export".

PO Select Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency Amount	Status	By	Attachments
11286	0	Standard PO	Maintenance for D0 Basin	12-Jun-2017 16:00:35	Tomas, LaCyntha E	USD 8050.00	Open		
11385	0	Standard PO	Maintenance for D0 Basin	12-Jun-2017 15:55:57	Tomas, LaCyntha E	USD 1300.00	Open		
11384	0	Standard PO	Field Ticket	12-Jun-2017 15:49:25	Tomas, LaCyntha E	USD 10800.00	Open		
11372	0	Global Blanket Agreement	D0 Basin - Training Supplier BPA	22-May-2017 16:17:21	Tomas, LaCyntha E	USD 0.00	Open		

STEP 4: Click the drop down menu next to Actions.

The screenshot displays a web application interface for a purchase order. At the top, there is a header with a logo and navigation links. Below the header, there are tabs for 'Home', 'Orders', and 'Finance'. The main content area shows a 'Purchase Order' summary with a total amount of \$200.00. A red box highlights the 'Report Change' dropdown menu in the 'Actions' field. Below the summary, there is a section for 'Order Information' with fields for 'General', 'Ship To Address', and 'Bill To Address'. At the bottom, there is a table with columns for 'Order Line', 'Type', 'Item', 'Supplier Item', 'Description', 'UOM', 'Qty', 'Price', 'Amount Status', 'Attachments', and 'Issues'.

Order Line	Type	Item	Supplier Item	Description	UOM	Qty	Price	Amount Status	Attachments	Issues
01	Goods			PLANTER	Case	40	50	2000.00 Open		
02	Goods			Case Fertilizer/Potash	Case	40	50	2000.00 Open		
03	Goods			Tractor Truck	Truck	1	200	200.00 Open		

STEP 5: Select **View PDF** from the drop down and click **Go**.

The screenshot shows a web application interface for a 'Supplier Portal'. At the top, it displays 'Non-Production Instance 16' and 'Supplier Portal'. Below this, there are navigation tabs for 'Home', 'Orders', and 'Purchase'. The main content area is titled 'Purchase Order: 01888, 0 (Total USD 8000.00)'. A dropdown menu is open, showing options: 'Request Payment', 'Request Cancellation', 'View PDF' (highlighted), 'View Payments', and 'View Shipments'. The 'View PDF' option is circled in red. Below the dropdown, there are sections for 'Order Information', 'Summary', and 'PO Details'. The 'Summary' section shows a total amount of 8000.00, with a balance of 8000.00 and a payment status of 'Not Paid'. The 'PO Details' section is a table with columns: 'Purchase Line', 'Type', 'Item/Job', 'Supplier Description', 'Description', 'UOM', 'Qty', 'Price', 'Amount Status', 'Attachments', and 'Invoice'.

Purchase Line	Type	Item/Job	Supplier Description	Description	UOM	Qty	Price	Amount Status	Attachments	Invoice
01	Goods		PO#01888		None	40	80	3200.00 Open		
02	Goods		Case Inventory/Paper		None	40	50	2000.00 Open		
03	Goods		Shrink Truck		Day	1	200	200.00 Open		

STEP 6: Click **Open** to view the PDF.

The screenshot shows a web browser window with a URL starting with 'https://www.houston.nobleenergy.com'. The page title is 'Supplier Portal: View Order...'. The main content area is divided into several sections:

- General:** Total 8050.00, Supplier TRAINING SUPPLIER, Supplier Site HOUSTONTX, Address 1001 SUPPLIER LANE HOUSTON, TX, Buyer [Toups, LaCanda K](#), Order Date 12-Jun-2017 16:02:35, Description Maintenance for D1 Basin, Status Open, Note to Supplier, Operating Unit Noble Energy, Sourcing Document, Supplier Order Number, Attachments None.
- Ship-To Address:** Address NOBLE ENERGY, INC. Houston, TX 77070.
- Bill-To Address:** Address SUBMIT INVOICE VIA ISUPPLIER 1001 Noble Energy Way Houston, TX 77070.
- Summary:** Total 8050.00, Received 0.00, Invoiced 0.00, Payment Status Not Paid.

Below these sections is a **PO Details** section with a table:

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show 1	Goods			PUMPER	Hour	40	80	3200.00	Open		
Show 2	Goods			Crew Foreman/Pusher	Hour	40	95	3800.00	Open		
Show 3	Goods			Dump Truck	Day	7	150	1050.00	Open		

At the bottom of the browser window, a dialog box is open with the text: 'Do you want to open or save PO_185_31386_8_05.pdf (4.06 KB) from oracledoutnoble.nobleenergy.com?'. The 'Open' button is highlighted with a red rectangle.