

Create Purchase Order Invoice Work Instruction



Create Purchase Order Invoice

Purpose:

This procedure is used to enter an invoice that has a Purchase Order.

Prerequisites:

Registered and approved as a Supplier with Portal access

Menu Path:

Oracle > Main Menu > eSettlements > Self-Service Invoice

On the **Entergy Portal** page, complete the Supplier Login information:

1. **Enter**

User ID and Password to create invoice.

2. **Navigate to:** Main Menu > eSettlements > Self-Service Invoice

On the **Self-Service Invoice** page, complete the following actions:



3. **Click** [Create Invoice](#) to enter new invoice.
4. **Update** the following fields in the Invoice Entry screen.

Field	R/O/D	Description/Action
Supplier SetID	Defaults	ENT01
Supplier	Defaults	Name associated with Log On ID
Location	Required	Address where check is being sent. If there is ACH with 4 digits on the address, the payment will go to the bank account that ends in those 4 digits
Invoice ID	Required	Must be unique to every invoice
Invoice Date	Required	Must be today's date
Buyer	Required	Select Entergy Services Inc. 1 from the look up
Currency	Defaults	USD
Requestor		This field should not be filled out

5. **Click** [Copy from an Order](#) to get to order selection screen.
6. **Click** on [Order Number](#) to search for POs and Contracts associated with your company.

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IASP = Purchase Order
IASC = Contract

7. **Click** IASP order number that invoice applies to.




The header will display the total remaining balance of the PO.
The detail will display the remaining lines of the PO and their balances.

8. **Click**  this will pull up the PO information.

Select

9. **Click**  Select box for PO information to be populated.


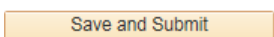
10. **Click** .

11. **Edit** the invoice as needed. You may reduce the quantity on each line by entering a different quantity. You can delete lines by clicking the minus button on the line.

12. **Add** miscellaneous charges, freight, and tax as needed. **Click**  to total the invoice.



If you add tax, you must select the line(s) the tax is associated with by checking the box under **Tax** for that line(s).

13. **Click**  if invoice is not ready to be submitted. **Click**  when completed.



Once you hit **Save and Submit**, no changes can be made to the invoice. Please make sure all your lines and charges equal the gross amount.

Results

Invoice entered that is tied to a PO.