

Create Contract Invoice Work Instruction



Create Contract Invoice

Purpose:

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

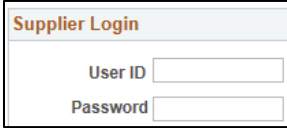
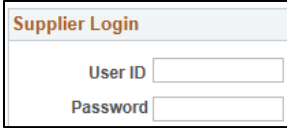
Prerequisites:

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:

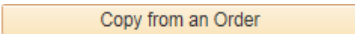

1. **Enter**  User ID and Password to create invoice.

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 current date or future date. Can never be back dated.
Buyer	Required	Select Entergy Services Inc. 1 from the look up
Currency	Defaults	USD
Requestor		This field should not be filled out

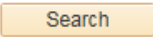
5. **Click**  to get to order selection screen.
6. **Click** on  magnify glass to search for POs and Contracts associated with your company.

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IASP = Purchase Order
IASC = Contract

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

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

Select

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

10. **Click** .

11. **Enter** the description of the services or goods being provided using a minimal of 38 nonblank characters in the **Comments** field.



The unit price of a contract will always be .01.

12. **Enter** the line amount in the Unit Price field.

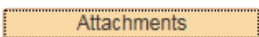

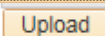
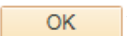



Please create multiple lines to break out materials and services on your invoice.

13. If you need multiple lines, click **Copy from an Order**, and choose the same contract ID again. Click **Details**. Then repeat steps 9-12. Repeat this step for as many lines as you need.




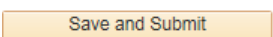
Attachments are required for Contracts.
Supplier should attach their invoice to the Contract.

14. **Click**  to attach invoice to the Contract. **Click**  to attach file then **Click**  to upload attachment. **Click**  when done.

15. **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).

16. **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 Contract.