

Cancelled Invoices Information Work Instruction



Cancelled Invoices Information

Purpose:

This procedure is used for Cancelled Invoices Information.

Prerequisites:

Registered as a Supplier.

Menu Path:

Oracle > Main Menu > eSettlements > Invoices > Cancelled Invoices

On the **Cancelled Invoices** page complete the following actions

1. **Enter** Supplier ID – only one should be available.
2. **Enter** Invoice Number - if known.
3. **Enter** From Date and To Date - if you want to search by invoice dates.
4. Invoices that have been cancelled by Entergy under that criteria will be shown.

Invoice Date	Invoice Number	PO/Contract Number	Gross Amount	Cancellation Reason/Notice
1 06/15/2017	093654TW3	1049220900001	10.010	This an UAT test

Results

Supplier can view cancelled invoices.