Create Freight Only Service PO Invoice
Work Instruction

Create Invoice for Freight Only Service PO

Purpose:

This procedure is used to enter an invoice that has a freight only Service PO

Prerequisites:

Registered and approved as a Supplier with Portal access

Menu Path:

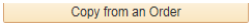Oracle > Main Menu > eSettlements > Self-Service Invoice

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

Supplier Login

User ID

Password

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, LLC** from the look up
Currency	Defaults	**USD**
Requestor		This field should not be filled out
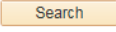
5. **Click** Copy from an Order to get to order selection screen.

6. **Click** on Order Number [ ] magnify glass to search for POs associated with your company.

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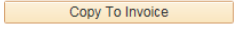ℹ️   MMAT = Material PO
         MSLP = Service PO with Line Cost
         MSRT = Rated Service PO

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

8. **Click** [Search] this will pull up the PO information.

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

10. **Click** [Copy To Invoice] .

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

ℹ️   The **Quantity** for a Service PO will always be 1.

12. **Edit** the invoice to **0** under **Unit Price**
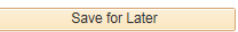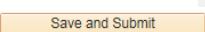
13. **Insert** freight under **Shipping Amount**.

14. **Click** ↻ to total the invoice.

15. **Click** [Attachments] to attach a copy of the invoice. **Click** [Add Attachment] to attach file then **Click** [Upload] to upload attachment. **Click** [OK] when done.

Commented [EM1]: Confirm language

ℹ️   Attachments are required for Service POs.
         Supplier should attach their invoice to the PO.

16. **Click** [Save for Later] if invoice is not ready to be submitted. **Click** [Save and Submit] when completed.

ℹ️   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.

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Results

Invoice entered that is tied to a freight only Service PO.