Create Material PO Invoice
Work Instruction

Create Invoice for Material PO

Purpose:

This procedure is used to enter an invoice that has a material PO

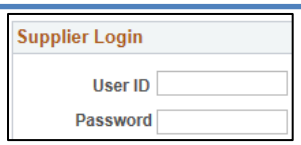
Prerequisites:

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**

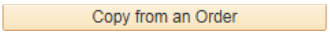
On the ***Self-Service Invoice*** page, complete the following actions:

3. **Click**

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** 

to get to order selection screen.

6. **Click** on

magnify glass to search for POs associated with your company.

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

7. **Click** MMAT 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** 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. **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.

Before updating the Unit Price, please get with your buyer to confirm they agree to this update

12. **Add** freight and/or 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** Save for Later if invoice is not ready to be submitted. **Click** Save and Submit 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 material PO.