Create Service PO Credit Invoice
Work Instruction

Create a Credit Invoice for Service PO

Purpose:

This procedure is used to enter an invoice that has a Service 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:
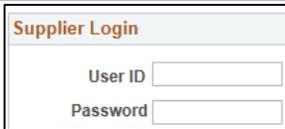
1. **Enter** [Supplier Login / User ID / Password] User ID and Password to create invoice.

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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- 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.

Select

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

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

- The **Unit Price** of a Service PO will always be .01 (this is a placeholder).
- The **Quantity** for a Service PO will always be 1.

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

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

- The line must be a negative (-)
- Positive and negative lines are not allowed on the same invoice

13. If you need multiple lines, click **Copy from an Order**, and choose the same PO ID again. Click **Details**. Then repeat steps 8-12. Repeat this step for as many lines as you need.
   - ☐ Attachments are required for Service POs.
   - ☐ Supplier should attach their invoice to the Service POs.

14. **Click** [Attachments] to attach invoice to the Service PO. **Click** [Add Attachment] to attach file then **Click Upload** to upload attachment. **Click OK** when done.

15. **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).
- Freight and Tax if applicable must also be negatives (-)
- Positive and negative lines are not allowed on the same invoice

16. **Click Save for Later** if invoice is not ready to be submitted. **Click** [Save and Submit] 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. If the invoice needs to be updated, please

email esupplier@entergy.com to have the invoice canceled, and then you will need to reenter the invoice.

Results

Invoice entered that is tied to a Service PO.