



NSG 2.0 PO Invoice/Credit Memo Creation

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Presented by:

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NOTE: NOTE: The Oracle Portal should only be used to access documents from NABORS CORPORATE SERVICES, NABORS ALASKA, NABORS CANADA or SANAD Operating Units. To access documents from any other Nabors entity (NLF2, Canrig etc.) the User should log in to the NSG portal.

PO Invoice Creation

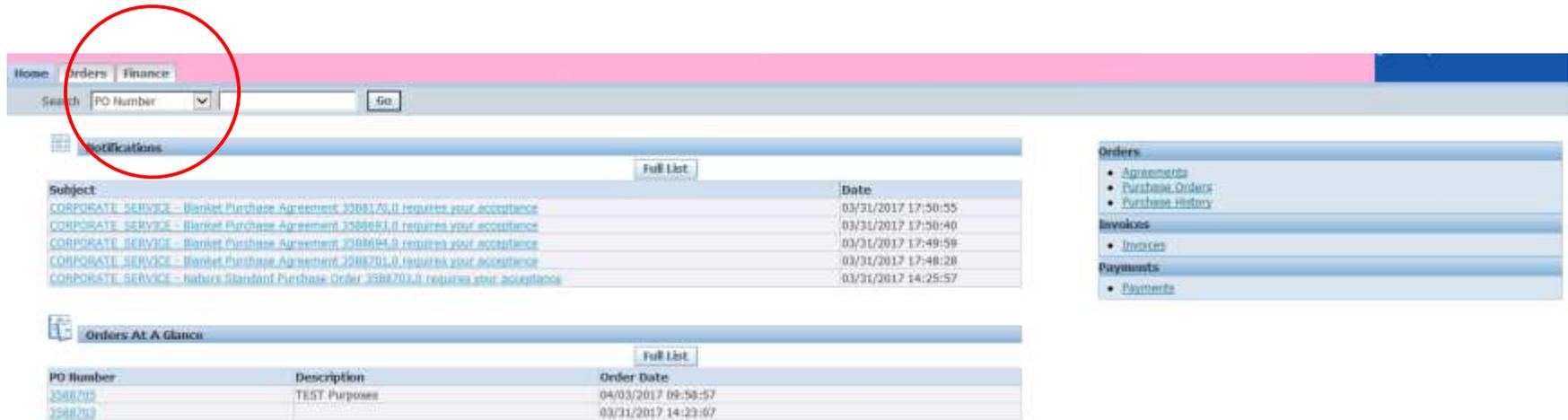
Under the Responsibility of NI_SUPP_PO_Invoice, the User will be able to invoice POs that have been Acknowledged (if required) by the supplier, under the Nabors Procurement & Invoice Functions.

The screenshot displays the Oracle Applications Home Page. At the top right, it shows the user is logged in as 'AS GRIFFIN07@NABORS.COM'. Below the header, there is a 'Worklist' section with a table of notifications. The table has columns for 'From', 'Subject', and 'Sent'. The notifications are from 'PASTOR, JENIE' and 'JANKA, VEHKAT REDDY', with subjects related to 'CORPORATE_SERVICE - Blanket Purchase Agreement' and 'Nabors Standard Purchase Order'. To the right of the Worklist is a 'NABORS Supplier Announcements' section with an 'Announcement Description' and 'Downtime' information. Below the Worklist is a 'Navigator' section with a tree view of application menus. The 'NI_SUPP_PO_INVOICE' menu item is highlighted in blue, and a red arrow points to it. Other menu items include 'Supplier Portal Full Access', 'NI_SUPP_NEGOTIATIONS', 'NI_SUPP_NONPO_USER_ADM', 'NI_SUPP_PO_BED_INVOICE', 'NI_SUPP_PUB_BED_SHIP_INVOICE', 'NI_SUPP_PUB_SHIP_INVOICE', 'NI_SUPP_MED_SHIP_INVOICE', 'NI_SUPP_MED_USER_ADMIN', 'NI_SUPP_USER_ADMIN', 'Plan to Pay Supplier View', 'Searching Supplier', 'Supplier Profile & User Manager', 'Supplier Profile Manager', 'Supplier Profile Manager (View-only Contact Directory)', and 'Supply Chain Collaboration Planner'. A 'Personalize' button is located to the right of the Navigator section.

All of the pre-programmed layout slides are available with this text box for footnotes. You can insert any pertinent notes or comments (6-8 pt. text) if applicable, or delete the text box if necessary.

PO Invoice Creation continued

Once the User is on the Supplier Collaboration page, the Finance tab should be selected.

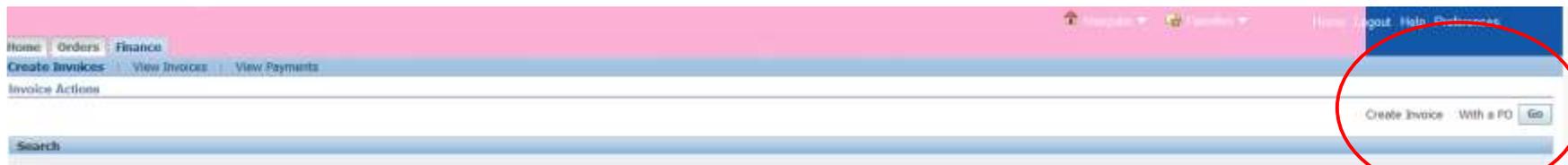


The screenshot shows the Supplier Collaboration interface. The top navigation bar includes 'Home', 'Orders', and 'Finance'. The 'Finance' tab is highlighted and circled in red. Below the navigation bar is a search field with 'PO Number' selected and a 'Go' button. The main content area is divided into two sections: 'Notifications' and 'Orders At A Glance'. The 'Notifications' section contains a table with columns 'Subject' and 'Date', listing several corporate service notifications. The 'Orders At A Glance' section contains a table with columns 'PO Number', 'Description', and 'Order Date', listing two orders.

| Subject | Date |
|---|---------------------|
| CORPORATE_SERVICE - Blanket Purchase Agreement 3388170.0 requires your acceptance | 03/31/2017 17:50:55 |
| CORPORATE_SERVICE - Blanket Purchase Agreement 3388063.0 requires your acceptance | 03/31/2017 17:50:40 |
| CORPORATE_SERVICE - Blanket Purchase Agreement 3388694.0 requires your acceptance | 03/31/2017 17:49:59 |
| CORPORATE_SERVICE - Blanket Purchase Agreement 3388701.0 requires your acceptance | 03/31/2017 17:48:28 |
| CORPORATE_SERVICE - Nabors Standant Purchase Order 3388703.0 requires your acceptance | 03/31/2017 14:25:57 |

| PO Number | Description | Order Date |
|-----------|---------------|---------------------|
| 3388702 | TEST Purposes | 04/03/2017 09:58:57 |
| 3388703 | | 03/31/2017 14:23:07 |

Then the option to create a PO invoice should be selected



The screenshot shows the Supplier Collaboration interface with the 'Finance' tab selected. The 'Create Invoices' link is highlighted in the top navigation bar. Below the navigation bar is a search field. The main content area is divided into two sections: 'Invoice Actions' and 'Search'. The 'Invoice Actions' section contains a button labeled 'Create Invoice With a PO' which is circled in red, and a 'Go' button.

PO Invoice Creation continued

The User will need to enter the PO Number and select the Go option.

Note that the search is case insensitive Advanced Search

Purchase Order Number: 3588703
Purchase Order Date: (example: 03/10/2017)
Buyer:
Organization:
Advances and Financing: Excluded

Select the item(s) to be invoiced and then click on the Next button

Note that the search is case insensitive Advanced Search

Purchase Order Number: 3588703
Purchase Order Date: (example: 03/10/2017)
Buyer:
Organization:
Advances and Financing: Excluded

Select items:

| Select PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization | Packing Slip | Waybill |
|-------------------------------------|---------|----------|-----------------------|--------------------------|---|----------------------|---------|----------|----------|------|------------|------|---------|-------------------|--------------|---------|
| <input checked="" type="checkbox"/> | 3588703 | 1 | 1 | <input type="checkbox"/> | BUSHING, HEX; CAST IRON; SZ 1-1/2IN X 1/2IN | 1000015 | 100 | 0 | 20 | EACH | 10 | USD | INCS | CORPORATE_SERVICE | | |

Step 1 of 4

PO Invoice Creation continued

Step 2 includes the following information that the User will need to enter as required: Invoice Number, Invoice Date, Invoice Description, Tax Amount, as well as the area where the User will be required to add an PDF of the Vendor Invoice.

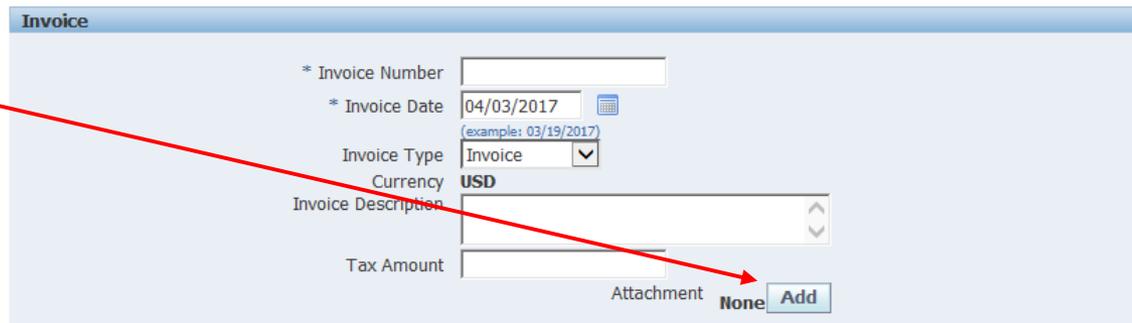
The screenshot displays the 'Create Invoice: Details' screen. The 'Supplier' section on the left shows: Supplier: DRGW L.P., Tax Payer ID: 74-0989800, Remit To: EFT_EDT_ACH, and Address: PO BOX 200822 DALLAS TX 75320. The 'Invoice' section on the right contains the following fields: Invoice Number (required), Invoice Date (04/03/2017), Invoice Type (Invoice), Currency (USD), Invoice Description, and Tax Amount. A red circle highlights the Invoice Number, Invoice Date, Invoice Description, and Tax Amount fields. Below the Invoice section is an 'Attachment' area with a 'None' button and an 'Add' button. The top navigation bar includes 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. The bottom right of the screen shows 'Step 2 of 4' with 'Cancel', 'Back', and 'Next' buttons.

The requirement to attach a copy of the invoice is new and the User will not be able to submit the electronic invoice without that attachment.

PO Invoice Creation continued

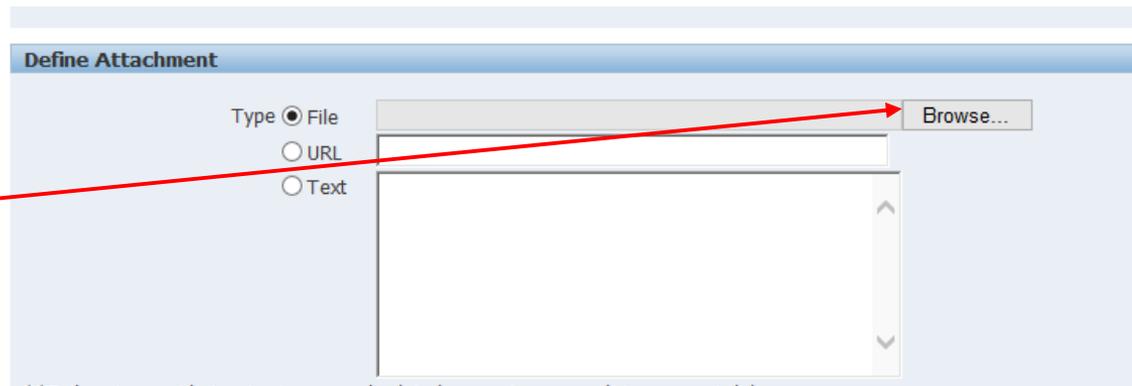
To attach a file to the invoice the User should have a PDF copy of the invoice saved on their computer.

The User should select the Add button



The screenshot shows the 'Invoice' form with the following fields: Invoice Number (empty), Invoice Date (04/03/2017), Invoice Type (Invoice), Currency (USD), Invoice Description (empty), and Tax Amount (empty). At the bottom right, there is an 'Attachment' section with a dropdown menu set to 'None' and an 'Add' button. A red arrow points from the text 'The User should select the Add button' to the 'Add' button.

The User should select the Browse button

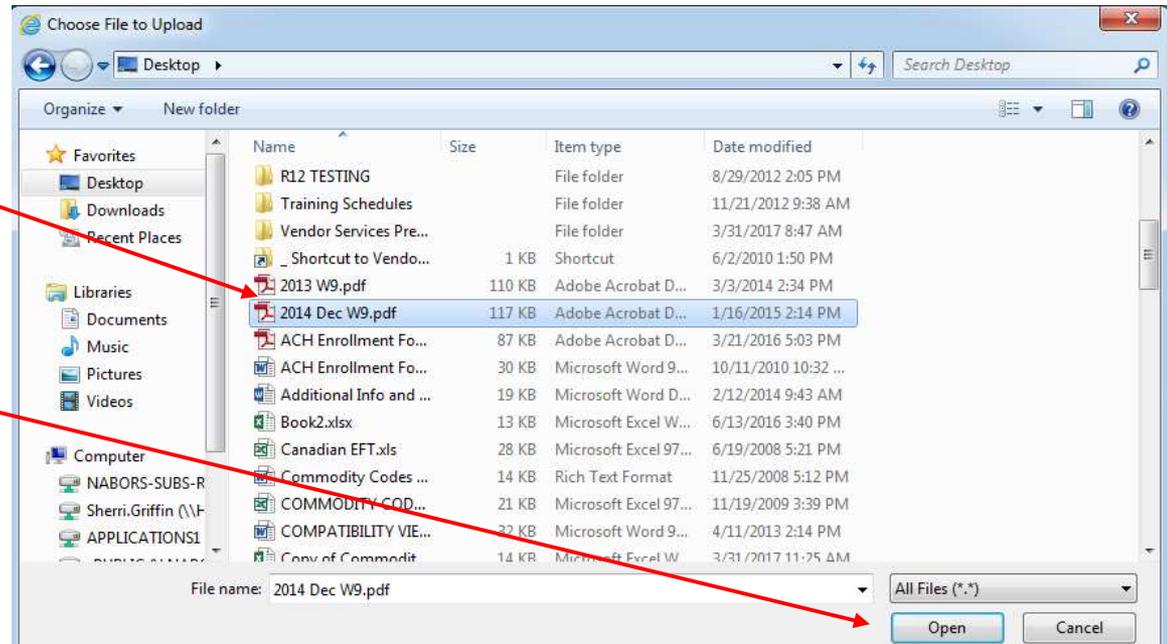


The screenshot shows the 'Define Attachment' form with the following options: Type (File selected), URL (radio button), and Text (radio button). There is a 'Browse...' button next to the 'File' option. A red arrow points from the text 'The User should select the Browse button' to the 'Browse...' button.

PO Invoice Creation continued

Locate and select the saved document

Select the Open button



The selected document will populate on the electronic invoice and the Apply button should be clicked



PO Invoice Creation continued



The system notes that the document has been added by showing an option of an Attachment List next to the Add button. Please note the file size is limited to 5MB and if necessary more than one document can be added to the electronic invoice.

The next action in Step 2 is to adjust the Quantity, if required, in the Item Details. The system will default to the Quantity that remains open for invoicing.

| Items | | | | | | | | | | | |
|-----------|------|----------|-------------|--|----------------------|---------|--------------------|---------------------------------|------------|------|--------|
| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | *Quantity | Unit Price | UOM | Amount |
| 3588703 | 1 | 1 | 1000015 | BUSHING,HEX;CAST IRON;SZ 1-1/2IN X 1/2IN | | NCS | 80 | <input type="text" value="80"/> | 10 | EACH | 800 |

Step 2 of 4

| Items | | | | | | | | | | | |
|-----------|------|----------|-------------|--|----------------------|---------|--------------------|-----------------------------------|------------|------|--------|
| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | *Quantity | Unit Price | UOM | Amount |
| 3588703 | 1 | 1 | 1000015 | BUSHING,HEX;CAST IRON;SZ 1-1/2IN X 1/2IN | | NCS | 80 | <input type="text" value="10 X"/> | 10 | EACH | 800 |

Step 2 of 4

PO Invoice Creation continued

If it is necessary to add freight to the invoice please select the Add Row option under the Shipping and Handling section of Step 2.

Create Invoice: Details
* Indicates required field

[Cancel](#) [Back](#) Step 2 of 4 [Next](#)

Supplier

* Supplier: TEST 5212
Tax Payer ID: 56-8974123
* Remit To: EFT_ACH
Address: 515 WEST ROAD HOUSTON TX 77064

Invoice

* Invoice Number: TEST 103
* Invoice Date: 10/03/2017
Invoice Type: Invoice
Currency: USD
Invoice Description:
Tax Amount:
[Attachment](#) [Attachment List...](#) [Add...](#)

[Search Archived Documents](#)

Customer

* Customer Tax Payer ID: SYS1197B
Customer Name: NBR_USA_LE
Address: NABORS CORPORATE SERVICES, INC. C/O SHARED SERVICES CENTER A/P.O. BOX 672008 Houston 77267

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | * Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|---|----------------------|-----------|--------------------|------------|------------|------|--------|
| 15007147 | 1 | 1 | 1033820 | VALVE, 1" SELECTOR, 4-WAY, 3000# PSL, SHEAR-SEAL TYPE | | CWL-HOU 1 | | 1 | 4000 | EACH | 4000 |

Shipping and Handling

| Charge Type | Amount | Description |
|-------------------------|--------|-------------|
| No results found. | | |
| Add Row | | |



By selecting the Add Row option the Freight option should auto populate the Charge Type and the User should populate the Amount and Description.

| Charge Type | Amount | Description |
|-------------|--------|---------------------|
| Freight | 15. | UPS Freight Charges |

Please note:

- ✓ To add freight to an invoice the Freight terms will need to be P&A (Prepaid and added).
- ✓ Freight under \$500.00 dollars does not require original carrier invoice.
- ✓ Freight between \$500.00 and \$2,500.00 requires the attachment of the original carrier invoice.
- ✓ Freight over \$2,500.00 will require a line on the PO for invoicing. If the freight line is not on the PO an SIR is required.

PO Invoice Creation continued

The User will be able to review and submit from Step 3 or Step 4. Please ensure that the total reflected on the electronic invoice is correct. If it is not, please do not submit the document. The User will be able to save the entered information or navigate, through the Back button, to review the data that was entered.

If pricing is incorrect on the PO, the User should cancel the invoice, create the SIR and enter the invoice once the SIR has been approved.

Cancel Save Back Step 3 of 4 Next Submit

| Supplier | | Invoice | | | | | | | |
|--|------|--|---|----------------------|---------|---------------|-------------------------|--------------------|----------------|
| * Supplier: TEST5212 Tax Payer ID: 56-8974123 * Remit To: DHL Address: 515 WEST ROAD HOUSTON TX 77064 | | * Invoice Number: TEST103 * Invoice Date: 10/03/2017 Invoice Type: Standard * Currency: USD Invoice Description: Attachment: Attachment List... | | | | | | | |
| Customer | | | | | | | | | |
| * Customer Tax Payer ID: SYS11970 Customer Name: NBR_USA_1E Address: NABORS CORPORATE SERVICES, INC. C/O SHARED SERVICES CENTER A/ P.O. BOX 672008 Houston 77267 | | | | | | | | | |
| Items | | | | | | | | | |
| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To | Available Qty | Quantity To Invoice UOM | Unit Price | Amount |
| 15007147 | 1 | 1 | VALVE, 1" SECTOR, 4-WAY, 3000# PSL, SHEAR-SEAL TYPE | | CWL-HOU | 1 | | 4000.00 | 4000.00 |
| Shipping and Handling | | | | | | | | | |
| Charge Type | | Amount Description | | | | | | | |
| Freight | | 15.00 UPS Freight Charge | | | | | | | |
| Invoice Summary | | | | | | | | | |
| | | | | | | | | Items | 4000.00 |
| | | | | | | | | Less Retainage | 0.00 |
| | | | | | | | | Freight | 15.00 |
| | | | | | | | | Miscellaneous | 0.00 |
| | | | | | | | | Tax | 0.00 |
| | | | | | | | | Total (USD) | 4015.00 |

Recalculate Total Cancel Save Back Step 3 of 4 Next Submit

PO Invoice Creation continued

The screenshot shows the 'Review and Submit' step of the PO Invoice Creation process. At the top, there is a navigation bar with 'Home', 'Orders', 'Shipments', and 'Finance'. Below it, a breadcrumb trail shows 'Create Invoices', 'View Invoices', and 'View Payments'. A progress indicator shows four steps: 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit' (which is highlighted). Below the progress bar, there is an 'Information' section with a warning: 'Another invoice with the same Amount and Date already exists for this vendor. If you still wish to submit the invoice, then click Submit'. Below this, the text 'Create Invoice: Review and Submit' is displayed. On the right side, there are buttons for 'Cancel', 'Save', 'Back', 'Step 4 of 4', and 'Submit'. The main content area is divided into two columns: 'Supplier' and 'Invoice'. The 'Supplier' column contains the following information: * Supplier: DROW L.P., * Tax Payer ID: 74-0989800, * Remit To: EFT_EDC_ACH, and * Address: PO BOX 200822 DALLAS TX 75320. The 'Invoice' column contains: * Invoice Number: TEST 0433, * Invoice Date: 04/03/2017, * Invoice Type: Standard, * Currency: USD, and * Invoice Description. Below the 'Invoice' information, there is a link for 'Attachment: Attachment List'.

Once submitted the system will give the User a confirmation screen.

The screenshot shows the 'Confirmation' screen after the invoice has been submitted. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The progress indicator shows the same four steps. Below the progress bar, there is a 'Confirmation' section with a message: 'Invoice TEST 0433 was submitted to our Accounts Payable department on 04/03/2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.' Below this message, the text 'Invoice: TEST 0433' is displayed. On the right side, there are buttons for 'Printable Page' and 'Create Another'. The main content area is divided into two columns: 'Supplier' and 'Invoice'. The 'Supplier' column contains the same information as in the previous screenshot. The 'Invoice' column contains: * Invoice Number: TEST 0433.

PO Credit Memo Creation continued

To create a credit memo in the Oracle portal you will need to have the PO in an open status both at the header and at the line level. The User will need to work with the buyer to have the PO opened and if necessary unreceived so that the credit memo can be created.

To create a credit memo, the User should follow the same steps used when creating an invoice.

Select the Create Invoice With a PO option by clicking on the Go button.



PO Credit Memo Creation continued

Enter the PO number associated with the invoice to be credited and select Go.

The screenshot displays a web application interface for creating a credit memo. At the top, there are navigation tabs for 'Home', 'Orders', and 'Finance'. Below these, there are sub-tabs for 'Create Invoices', 'View Invoices', and 'View Payments'. A progress bar indicates the current step is 'Purchase Orders', with other steps being 'Details', 'Manage Tax', and 'Review and Submit'. The main heading is 'Create Invoice: Purchase Orders'. On the right side, there are 'Cancel' and 'Next' buttons, and a 'Step 1 of 4' indicator. The 'Search' section contains a note: 'Note that the search is case insensitive'. Below this note are several input fields: 'Purchase Order Number' (containing '3588462'), 'Purchase Order Date' (with a calendar icon), 'Buyer' (with a search icon), 'Organization' (with a search icon), and 'Advances and Financing' (a dropdown menu set to 'Excluded'). At the bottom of the search section are 'Go' and 'Clear' buttons. A red circle highlights the 'Purchase Order Number' and 'Purchase Order Date' fields.

PO Credit Memo Creation continued

Select the item or items to be credited and click on the Add To Invoice button and then click on the Next button.

Note that the search is case insensitive

Purchase Order Number: 3588462
Purchase Order Date: [Date Picker]
Buyer: [Text Field]
Organization: [Text Field]
Advances and Financing: Excluded

Select Items: **Add to Invoice**

| Select | PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization | Packing Slip | Waybill |
|-------------------------------------|-----------|------|----------|--------------------------|---|-------------|----------------------|---------|----------|----------|------|------------|------|---------|-------------------|--------------|---------|
| <input type="checkbox"/> | 3588462 | 1 | 1 | <input type="checkbox"/> | SERVICE, TRUCKING "CROSBY PROJECT" WINCH TRUCK "LGL LOAD" MINIMUM RATE: 0 TO 40 MILES | 1275999 | | 8 | 0 | 0 | EACH | 200 | USD | CWL-HOU | CORPORATE_SERVICE | | |
| <input checked="" type="checkbox"/> | 3588462 | 2 | 1 | <input type="checkbox"/> | SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY) | 1237846 | | 20 | 0 | 2 | HOUR | 300 | USD | CWL-HOU | CORPORATE_SERVICE | | |

Purchase Order Items Added to Invoice

Select Items: **Remove from Invoice**

| Select | PO Number | Line | Shipment | Item Description | Item Number | Supplier | Item Number | Ordered | Received | Invoiced | UOM | Unit Price | Curr | Ship To | Organization |
|--------------------------|-----------|------|----------|---|-------------|----------|-------------|---------|----------|----------|------|------------|------|---------|-------------------|
| <input type="checkbox"/> | 3588462 | 2 | 1 | SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY) | 1237846 | | | 20 | 0 | 2 | HOUR | 300 | USD | CWL-HOU | CORPORATE_SERVICE |

Cancel Step 1 of 4 Next

PO Credit Memo Creation continued

Once on Step 2 the User will need to enter the Credit Memo number and the date. In the Invoice Type field the User should use the drop down menu to change the field from Invoice to Credit Memo.

The screenshot shows the 'Create Invoice: Details' page in the NABORS system. The 'Invoice' section is highlighted with a red circle, indicating the 'Invoice Type' dropdown menu is open and 'Credit Memo' is selected. The 'Supplier' and 'Customer' sections are also visible.

Supplier:

- * Supplier: TEST 5212
- Tax Payer ID: 56-8974123
- * Remit To: EFT_ACH
- Address: 515 WEST ROAD HOUSTON TX 77064

Invoice:

- * Invoice Number: TEST
- * Invoice Date: 10/03/2017
- Invoice Type: **Credit Memo** (selected)
- Currency: USD
- Attachment: None Add...

Customer:

- * Customer Tax Payer ID: SYS11978
- Customer Name: NER_USA_1E
- Address: NABORS CORPORATE SERVICES, INC. C/O SHARED SERVICES CENTER A/ P.O. BOX 672008 Houston 77267

Items:

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | *Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|---|----------------------|------------|--------------------|-----------|------------|------|--------|
| 3588402 | 2 | 1 | 1237846 | SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY) | | CWL-HOU 18 | | 18 | 300 | HOUR | 5400 |

Shipping and Handling:

| Charge Type | Amount | Description |
|-------------|--------|-------------|
|-------------|--------|-------------|

PO Credit Memo Creation continued

The User will also need to attach a copy of the CM by the Add button. Once this has been completed the User will need to enter the quantity that is being credited. **Note:** *The quantity field will auto populate with the remaining quantity on the PO to bill.* The quantity to be credited should be entered in the Quantity field as a negative number.

| Items | | | | | | | | | | | |
|-----------------------|------|----------|-------------|---|----------------------|---------|--------------------|---------------------------------|------------|------|--------|
| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | *Quantity | Unit Price | UDM | Amount |
| 3588462 | 2 | 1 | 1237846 | SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY) | | CWL-HOU | 18 | <input type="text" value="-1"/> | 300 | HOUR | -300 |
| Shipping and Handling | | | | | | | | | | | |

After the credit quantity has been entered the User will select the next button to review what has been entered and to ensure that the credit memo total is correct.

