



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' table. Below that is a 'Favorites' section with a 'Personalize' button. At the bottom, there is a 'Navigator' section with a tree view of menu items. The item 'NI_SUPP_PO_INVOICE' is highlighted in blue, and a red arrow points to it from the right. The 'Nabors Procurement & Invoice Functions' menu item is also visible in the Navigator.

From	Subject	Sent
PASTOR, JENIE	CORPORATE_SERVICE - Blanket Purchase Agreement 3586209 requires your acceptance	03/31/2017
PASTOR, JENIE	CORPORATE_SERVICE - Blanket Purchase Agreement 3586938 requires your acceptance	03/31/2017
PASTOR, JENIE	CORPORATE_SERVICE - Blanket Purchase Agreement 3586948 requires your acceptance	03/31/2017
PASTOR, JENIE	CORPORATE_SERVICE - Blanket Purchase Agreement 35867018 requires your acceptance	03/31/2017
JANKA, VEHKAT REDDY	CORPORATE_SERVICE - Nabors Standard Purchase Order 35887038 requires your acceptance	03/31/2017

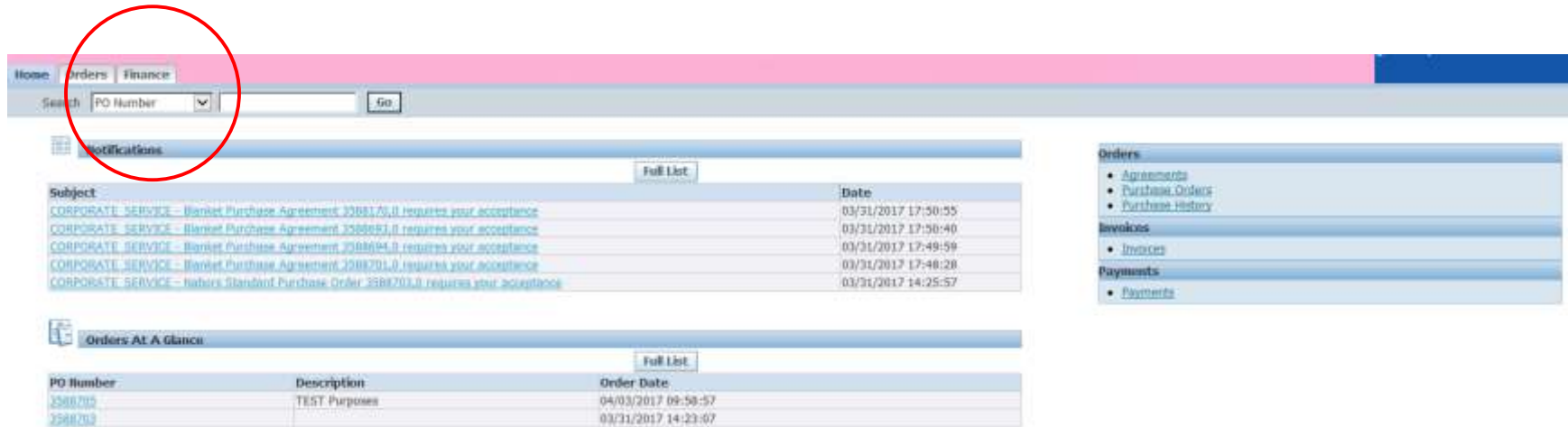
Announcement Description	System
Downtime	System would be down for patch application on 06/30. Please plan your activities accordingly.
Certifications	It is time to renew the certifications.

Navigator
Supplier Portal Full Access
NI_SUPP_NEGOTIATIONS
NI_SUPP_NONPO_USER_ADMIN
NI_SUPP_PO_INVOICE
NI_SUPP_PO_BEG_INVOICE
NI_SUPP_PUB_BEG_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
Sourcing Supplier
Supplier Profile & User Manager
Supplier Profile Manager
Supplier Profile Manager (View-only Contact Directory)
Supply Chain Collaboration Planner

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.

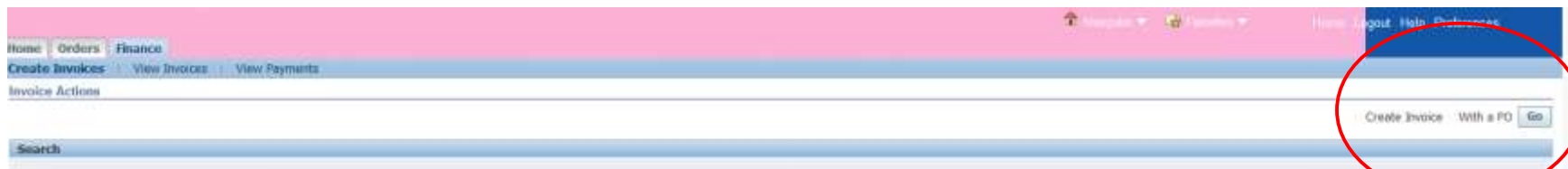


The screenshot shows the Supplier Collaboration interface. The top navigation bar includes 'Home', 'Orders', and 'Finance', with 'Finance' highlighted. Below the navigation bar is a search field with 'PO Number' selected and a 'Go' button. The main content area is divided into several sections: 'Notifications' (with a 'Full List' link), 'Orders At A Glance' (with a 'Full List' link), and a list of notifications. The 'Orders At A Glance' section contains a table with the following data:

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

On the right side, there are three panels: 'Orders' (with links for Agreements, Purchase Orders, and Purchase History), 'Invoices' (with a link for Invoices), and 'Payments' (with a link for Payments).

Then the option to create a PO invoice should be selected



The screenshot shows the Supplier Collaboration interface with the 'Finance' tab selected. The top navigation bar includes 'Home', 'Orders', and 'Finance'. Below the navigation bar, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Invoice Actions' section contains a search field and a 'Create Invoice With a PO' button with a 'Go' button next to it, which is circled in red.

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:

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:

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	INC5	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.

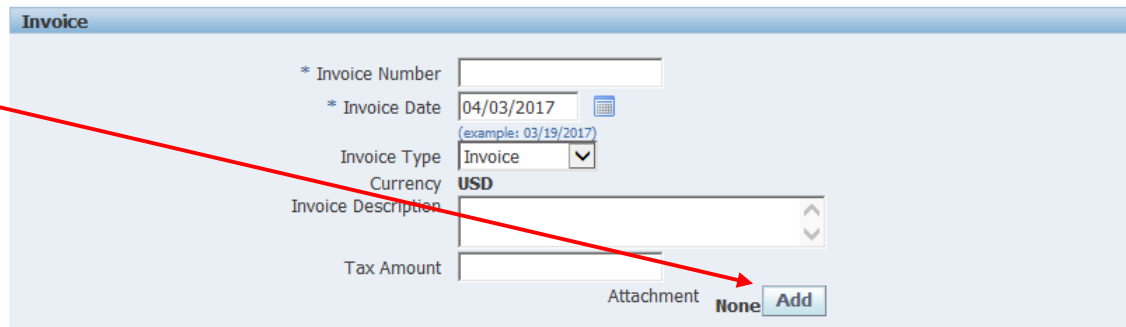
The screenshot displays the 'Create Invoice: Details' page. The 'Supplier' section on the left shows: Supplier: DRGW L.P., Tax Payer ID: 74-0989800, Remit To: EFT_EDT_ACH, and Address: PO BOX 200822 DALLAS TX 75320. The 'Invoice' section on the right contains the following fields: Invoice Number (required), 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 page includes navigation tabs for 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit', and a progress indicator 'Step 2 of 4'.

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

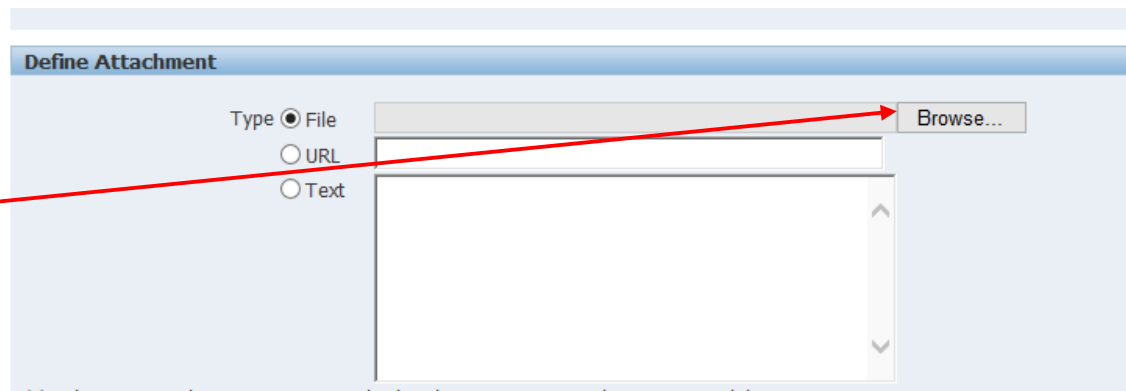
To attach a file to the invoice the User should have a PDF copy of the invoice saved on their computer.

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). The Attachment field is set to 'None' and has an 'Add' button next to it. 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

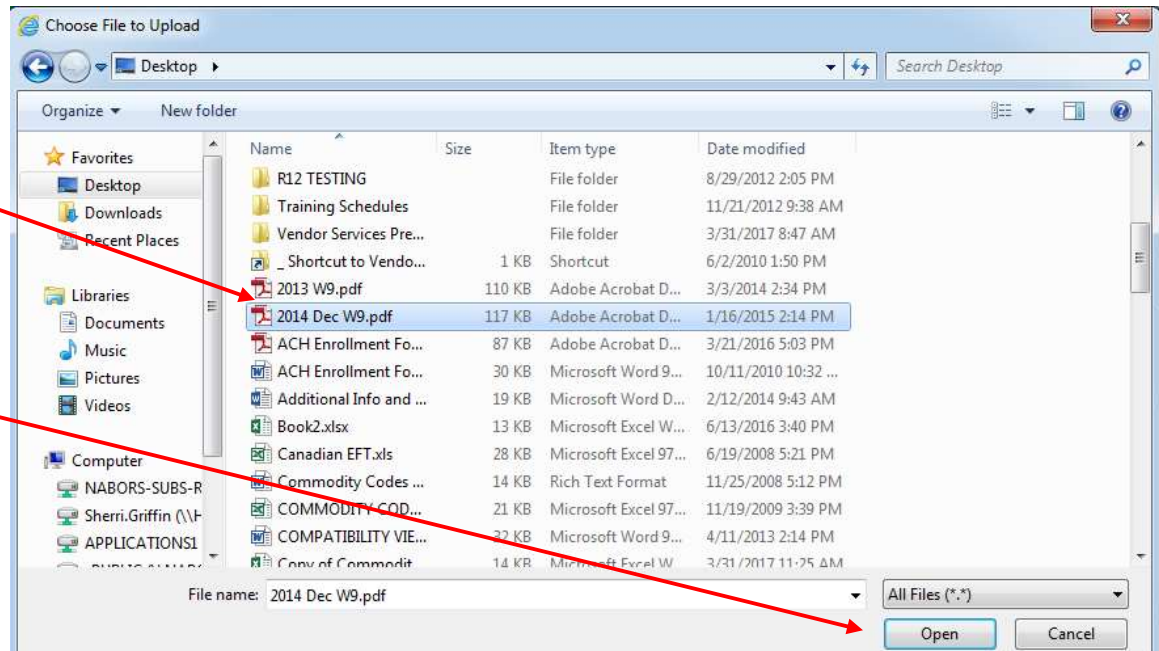


The screenshot shows the 'Define Attachment' form with the following options: Type (File selected), URL (radio button), and Text (radio button). There is a 'Browse...' button next to the 'File' option. A red arrow points from the text 'The User should select the Browse button' to the 'Browse...' button.

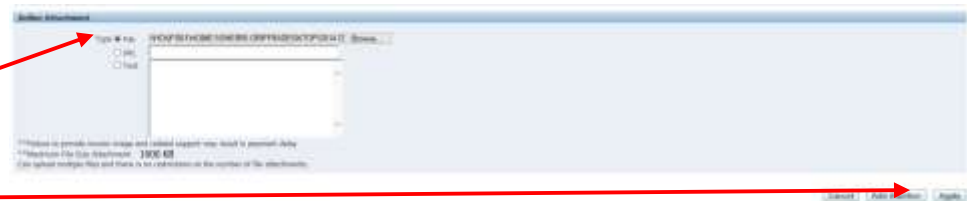
PO Invoice Creation continued

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.

Step 3 of 4

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: NWR_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

Step 3 of 4

PO Invoice Creation continued

Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Information
Another invoice with the same Amount and Date already exists for this vendor. If you still wish to submit the invoice, then click Submit

Create Invoice: Review and Submit

Cancel Save Back Step 4 of 4 Submit

Supplier

- * Supplier: DROW L.P.
- Tax Payer ID: 74-0989800
- * Remit To: EFT_EDC_ACH
- Address: PO BOX 200822 DALLAS TX 75320

Invoice

- * Invoice Number: TEST 0433
- * Invoice Date: 04/03/2017
- * Invoice Type: Standard
- * Currency: USD
- Invoice Description

Attachment [Attachment List](#)

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

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation
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.

Invoice: TEST 0433

Printable Page Create Another

Supplier

Invoice

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 it indicates 'Step 1 of 4'. The 'Search' section contains a note: 'Note that the search is case insensitive'. The search form includes the following fields: 'Purchase Order Number' (with the value '3588462'), 'Purchase Order Date' (with a calendar icon and a note '(example: 8/18/2017)'), 'Buyer' (with a search icon), 'Organization' (with a search icon), and 'Advances and Financing' (with a dropdown menu set to 'Excluded'). At the bottom of the search form are 'Go' and 'Clear' buttons. A red circle is drawn around 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

Go Clear

Select Items: **Add to Invoice**

Select All | Select None

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 All | Select None

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 page is divided into several sections: Supplier, Invoice, Customer, and Items. The 'Invoice' section is highlighted with a red circle, indicating the current step in the process. The 'Invoice Type' dropdown menu is open, showing 'Credit Memo' selected. The 'Supplier' section shows details for 'TEST 5212'. The 'Customer' section shows details for 'NER_USA_1E'. The 'Items' section shows a table with columns for PO Number, Line, Shipment, Item Number, Item Description, Supplier Item Number, Ship To, Available Quantity, Quantity, Unit Price, UOM, and Amount.

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 GLANE (TRUCK ONLY)		CWL-HOU 18		18	300	HOUR	5400

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.

PO Credit Memo Creation continued

If the total of the credit is correct the User can then select the Submit button.

Supplier				Invoice					
* Supplier	TEST 5212	* Invoice Number	TEST						
Tax Payer ID	56-8974123	* Invoice Date	10/03/2017						
* Remit To	EFT_ACH	Invoice Type	Credit Memo						
Address	515 WEST ROAD HOUSTON TX 77064	* Currency	USD						
				Attachment	None				
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 77261								
Items									
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
3588462	2	1	SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY)		CWL-HOU	18	(1.00) HOUR	300.00	(300.00)
Shipping and Handling									
Charge Type	Amount Description								
No results found.									
Invoice Summary									
							Items	(300.00)	
							Less Retainage	0.00	
							Freight	0.00	
							Miscellaneous	0.00	
							Tax	0.00	
							Recalculate Total	Total (USD)	(300.00)
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Back"/> Step 3 of 4 <input type="button" value="Next"/> <input type="button" value="Submit"/>									