NSG 2.0
PO Invoice/Credit Memo Creation

October 2017

Presented by:

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DRILLING OPERATIONS   DRILLING SOLUTIONS   DRILLING EQUIPMENT

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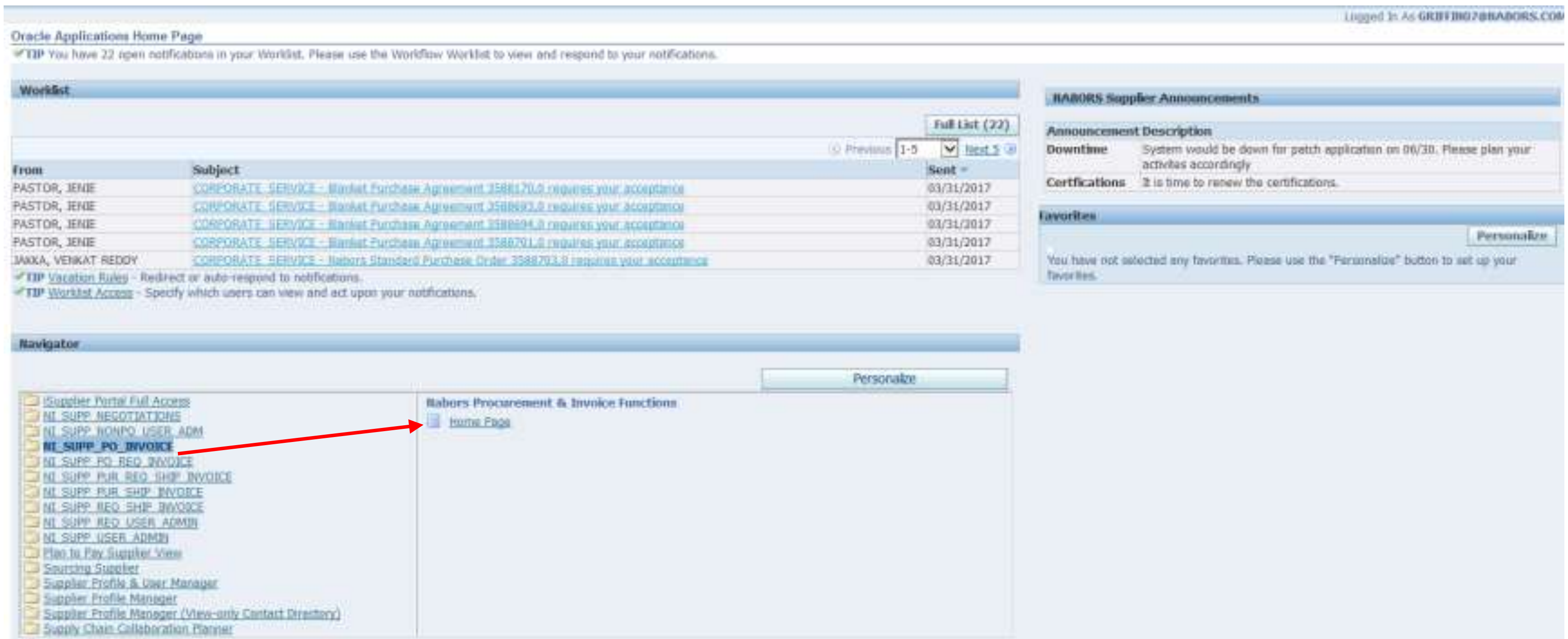
NOTE: NOTE: The Oracle Portal should only be used to access documents from NABORS COPRORATE SERVICES, NABORS ALASKA, NABORS CANADA or SANAD Operating Units. To access documents from any other Nabors entity (NLF2, Canrig etc.) the User should log in to the NSG portal.

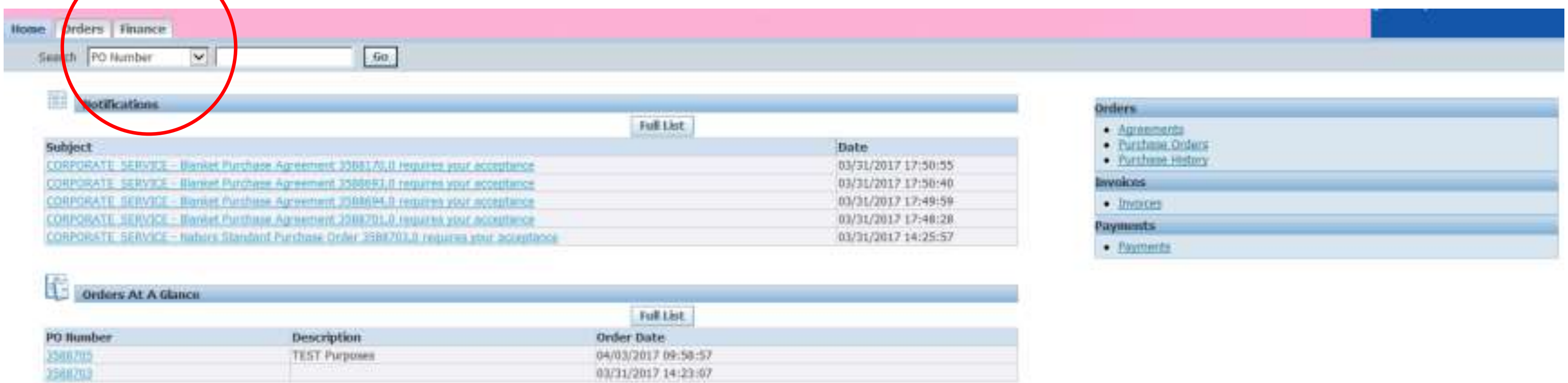
PO Invoice Creation

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.



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.

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



Then the option to create a PO invoice should be selected

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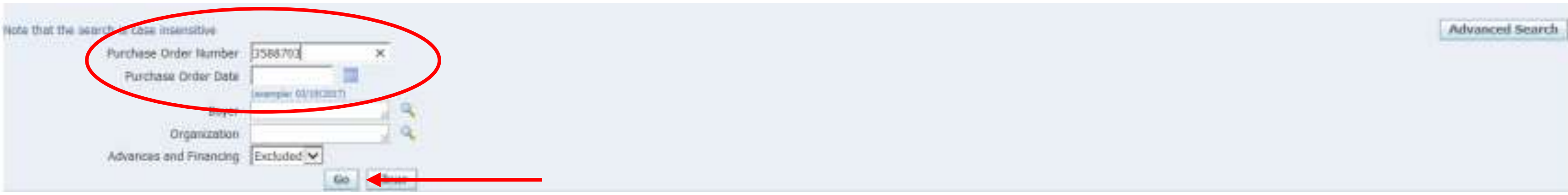
PO Invoice Creation continued

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



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

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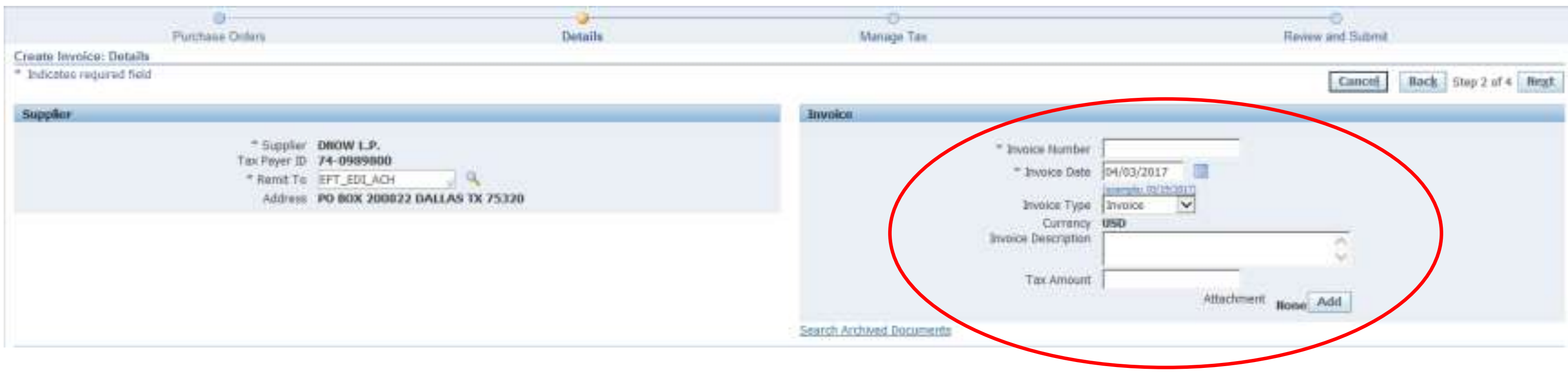
Step 2 includes the following information that the User will need to enter as required: Invoice Number, Invoice Date, Invoice Description, Tax Amount, as well as the area where the User will be required to add an PDF of the Vendor Invoice.



The 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.

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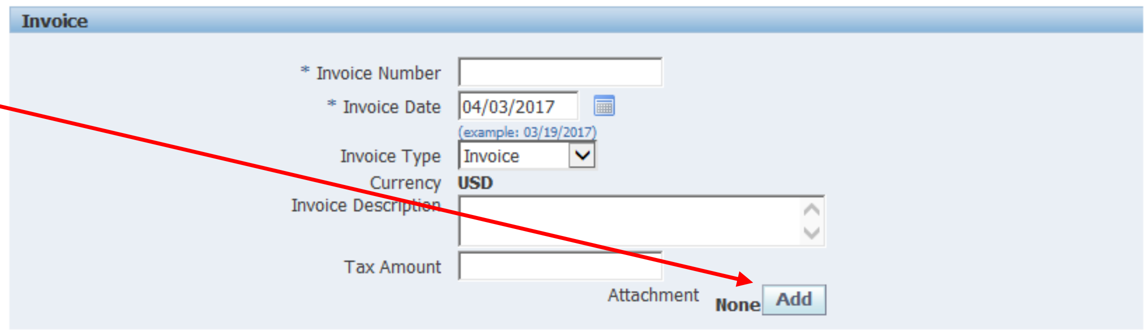
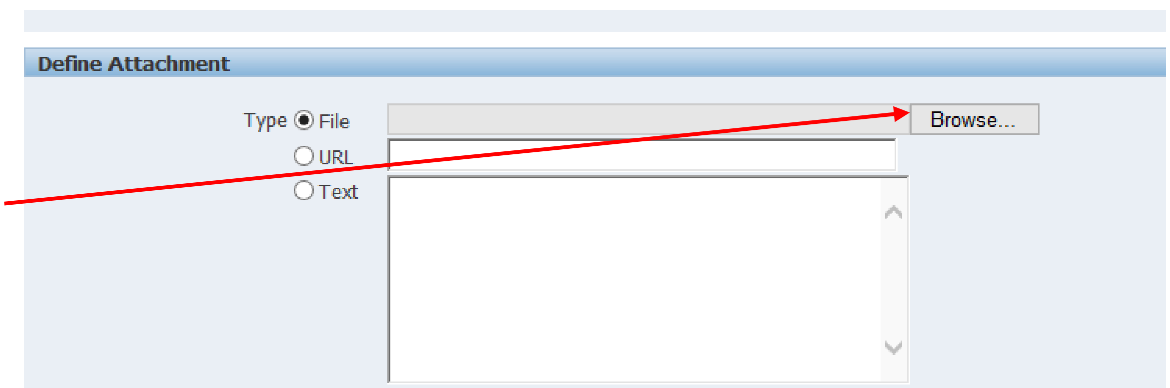
To attach a file to the invoice the User should have a PDF copy of the invoice saved on their computer.

The User should select the Add button



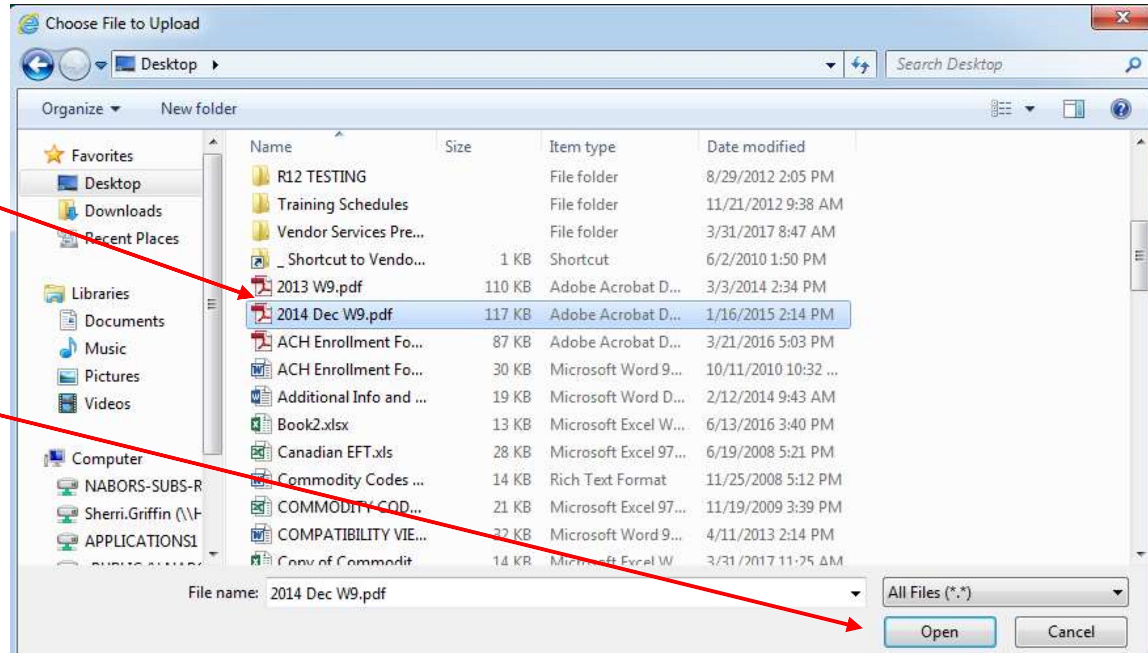
The User should select the Browse button



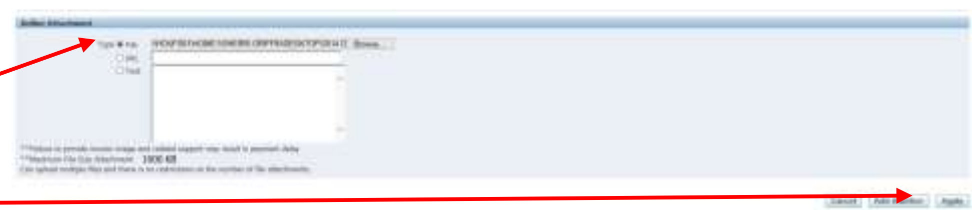
PO Invoice Creation continued

Locate and select the saved document

Select the Open button



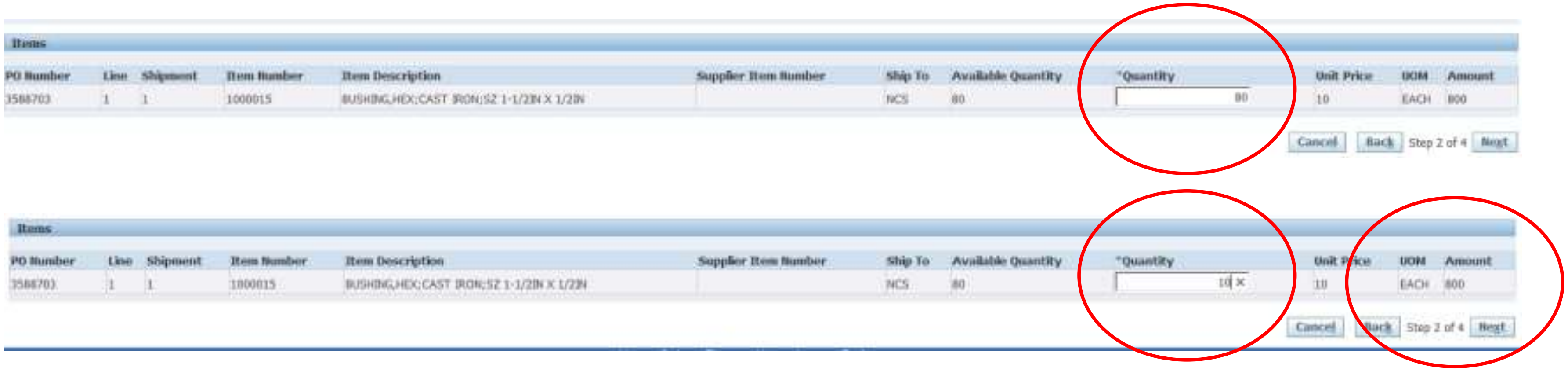
The selected document will populate on the electronic invoice and the Apply button should be clicked



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.

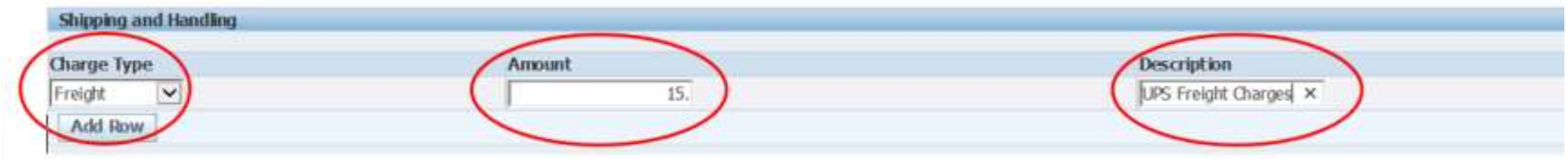


PO Invoice Creation continued

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.

PO Invoice Creation continued

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



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.

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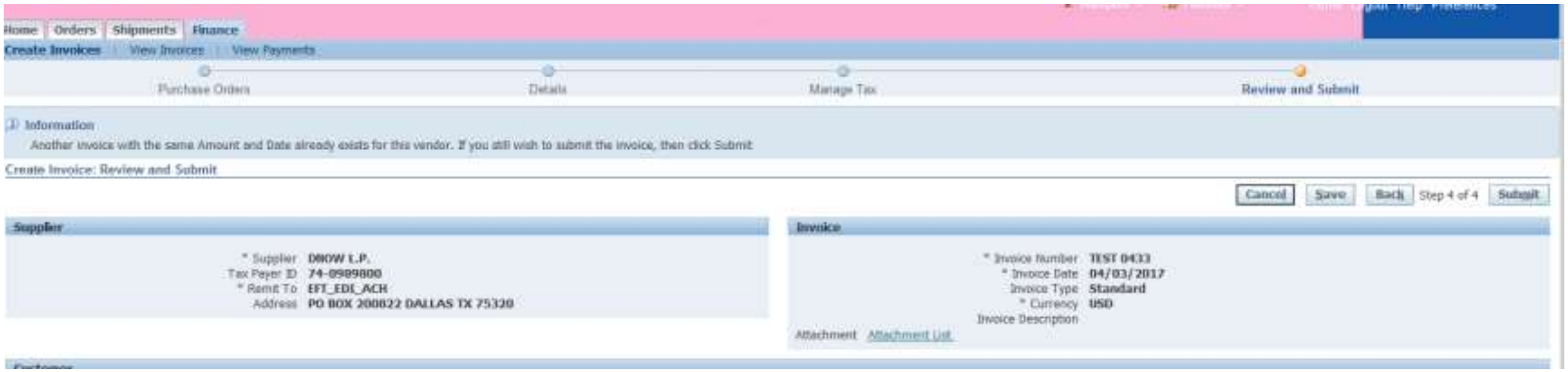
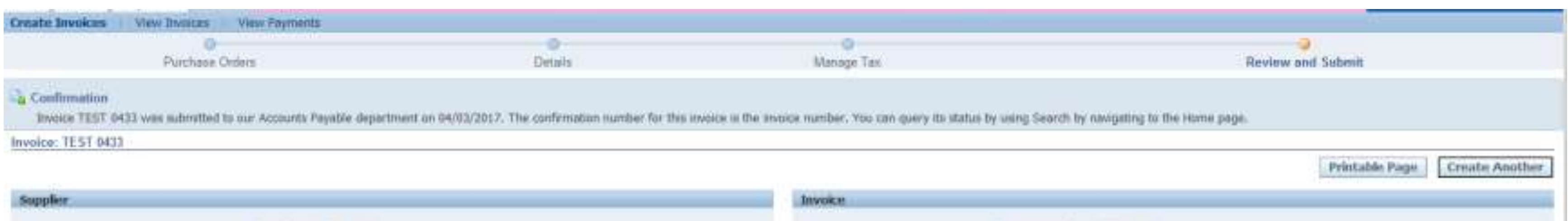


Once submitted the system will give the User a confirmation screen.



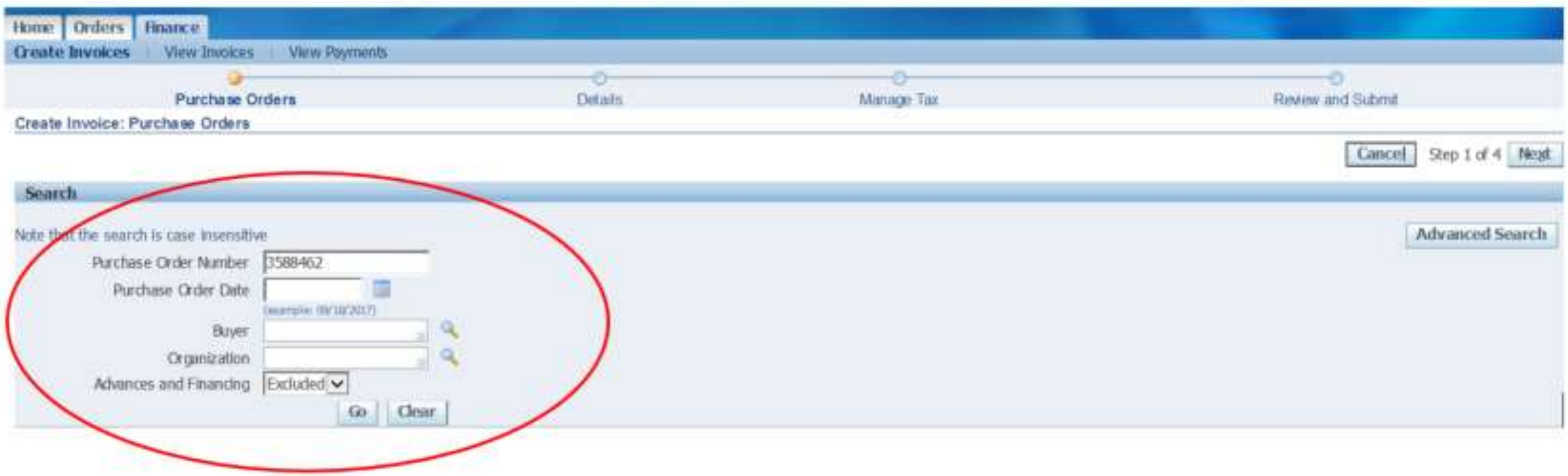
PO Credit Memo Creation continued

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.

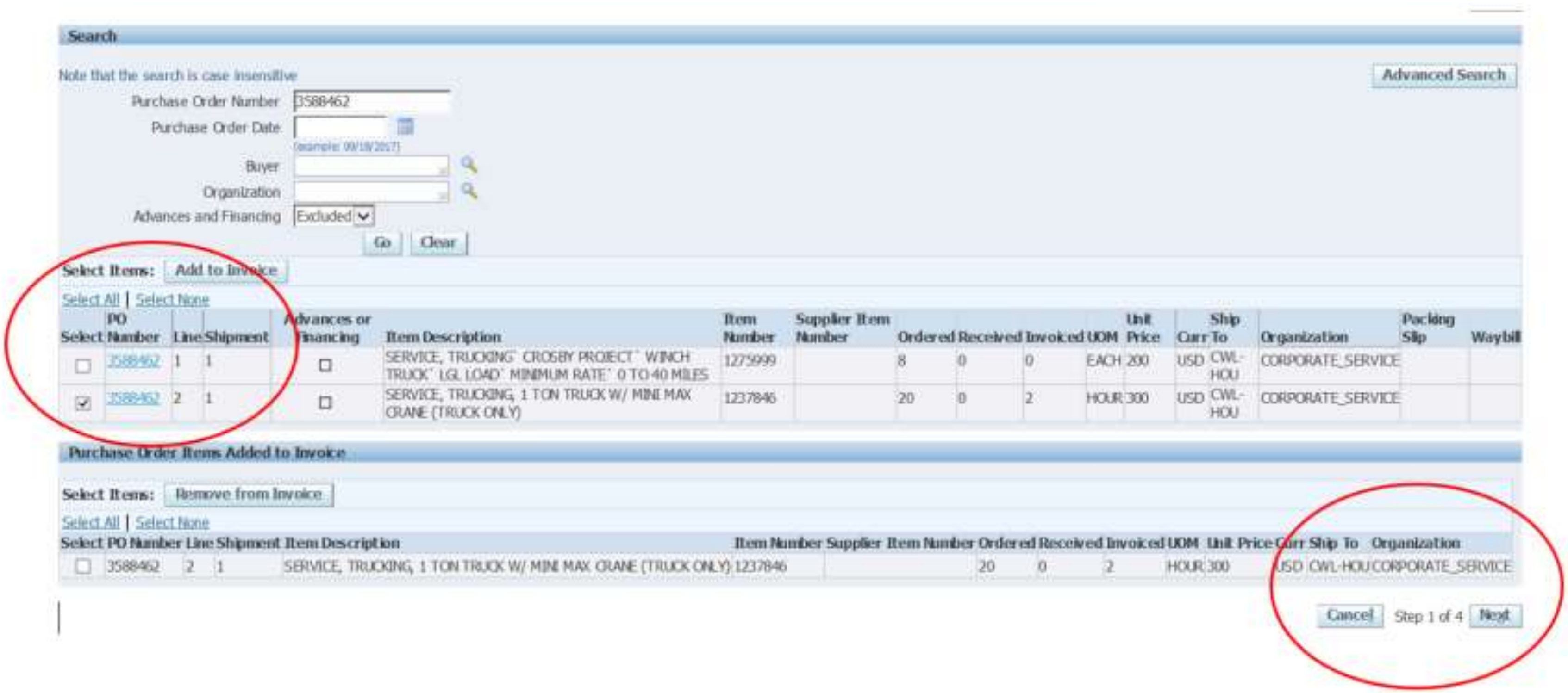
Select the Create Invoice With a PO option by clicking on the Go button.

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



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.



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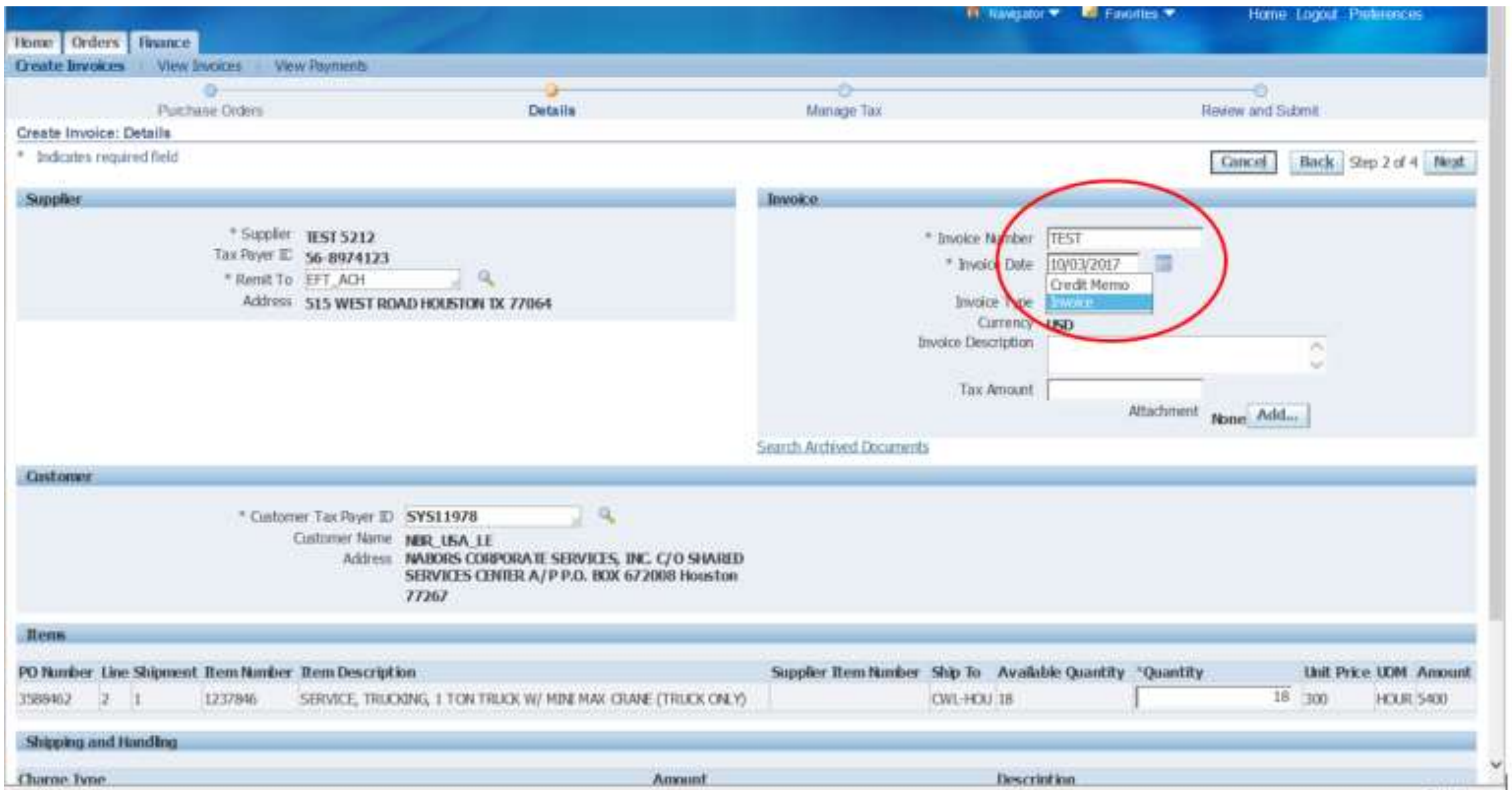
PO Credit Memo Creation continued

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.



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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	UOM	Amount
3588462	2	1	1237846	SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY)		CWL-HOU	18	-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.

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PO Credit Memo Creation continued

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

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
* Currency USD
Invoice Description
Attachment None

Customer

* Customer Tax Payer ID SYS11978
Customer Name NBR_USA_LE
Address NABORS CORPORATE SERVICES, INC. C/O SHARED SERVICES CENTER A/P 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
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)

Cancel Save Back Step 3 of 4 Next Submit

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