NSG 2.0
How to Select a Remit To Site

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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.

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How to Select a Remit To Site

If an invoice is being created and the Remit To Site is not populated or contains incorrect site info the User can search for the correct Remit Site by selecting the Search Option icon.

The search option is similar to all of the Oracle searches. The Search By field is already populated with the search criteria. In this case the User will be able to search by Remit To site name, by the Remit To address info or the field can be left blank. Leaving the fields blank will cause the search results to include all active pay sites.

How to Select a Remit To Site <small>continued</small>

Using the Remit To site name as a search criteria will return results similar to the following

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To ☑ EFT_CHECK   [Go]

Results

⊙ Previous 1-10 ☑ Next 10

Select	Quick Select	Supplier	Remit To	Address	Organization
○	🗒		EFT_CHECK17	PO BOX 51262 LAFAYETTE LA 70505	CORPORATE_SERVICE
○	🗒		EFT_CHECK18	PO BOX 2001 SUGARLAND TX 77478-2001	CORPORATE_SERVICE
○	🗒		EFT_CHECK19	ACCOUNTS RECEIVABLE DEPARTMENT PO BOX 200687 DALLAS TX 75320-0687	CORPORATE_SERVICE
○	🗒		EFT_CHECK20	PO BOX 200546 HOUSTON TX 77216-0546	CORPORATE_SERVICE
○	🗒		EFT_CHECK21	PO BOX 722033 HOUSTON TX 77272-2033	CORPORATE_SERVICE
○	🗒		EFT_CHECK22	PO BOX 82473 LAFAYETTE LA 70598-2473	CORPORATE_SERVICE
○	🗒		EFT_CHECK24	BOX 727 IRAAN TX 79744	CORPORATE_SERVICE
○	🗒		EFT_CHECK34	PO BOX 4888 HOUSTON TX 77210-4888	CORPORATE_SERVICE
○	🗒		EFT_CHECK35	8431 MOSLEY ROAD HOUSTON TX 77075	CORPORATE_SERVICE
○	🗒		EFT_CHECK36	HALCO PO BOX 201543 HOUSTON TX 77216-1543	CORPORATE_SERVICE

⊙ Previous 1-10 ☑ Next 10

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Using the Address as a search criteria will return results similar to the following

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.
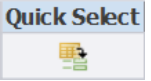
Search By Address ⌄ %SAM HOUSTON   Go

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
○	📇		EFT_ACH_FLUIDS	ELECTRONIC PAYMENTS 4310 N SAM HOUSTON PARKWAY HOUSTON TX 77032	CORPORATE_SERVICE
○	📇		EFT_CHECK_SERVI	SERVICE AND REPAIR 5100 NORTH SAM HOUSTON PKWY W HOUSTON TX 77086	CORPORATE_SERVICE
○	📇		EFT_CHECK_ROSS	ROSS HILL (PARTS ONLY) 1530 W SAM HOUSTON PKWY NORTH HOUSTON TX 77043	CORPORATE_SERVICE
○	📇		EFT_ACH_RIGSPAR	RIG SOLUTIONS SPARES 5130 NORTH SAM HOUSTON PARKWAY WEST LEDGER 183 HOUSTON TX 77086	CORPORATE_SERVICE

NOTE: Oracle uses the % sign as a wild card search feature. This is true in any time the search option is used.

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Leaving the search field blank will return results similar to the following

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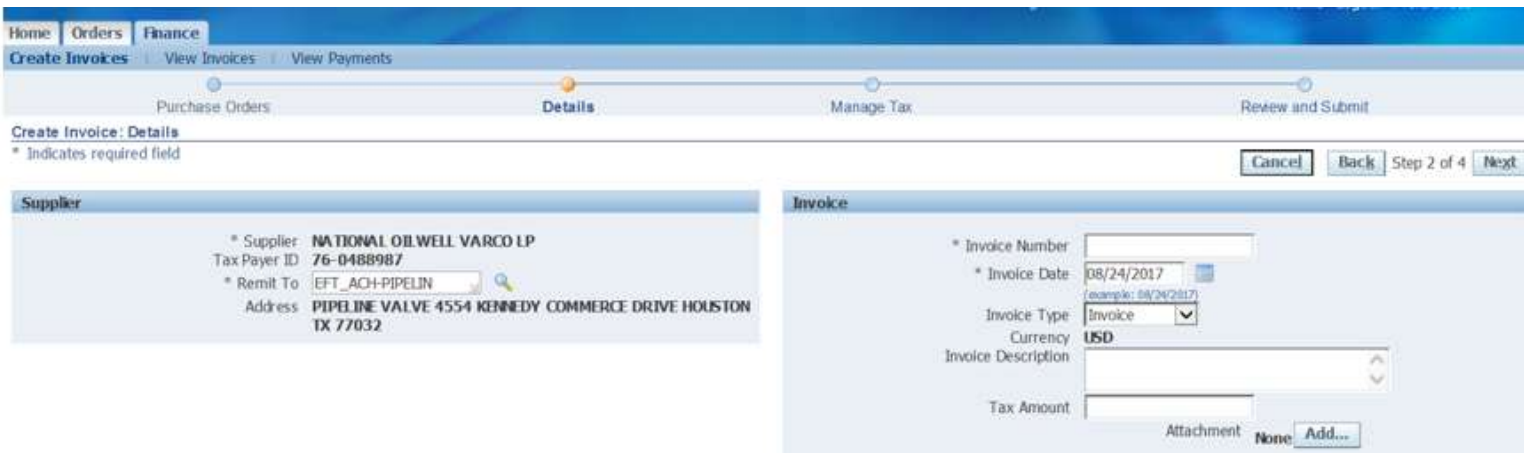
Once the correct Remit To site by using one of the noted searches, the User will the be able to select the correct site by clicking on the Quick Select button **Quick Select** to the left of the selected site.

Once selected the field will populate on the invoice and the User will be able to complete the header info on the electronic invoice.

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