



How to Submit a Saved Invoice

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How to Submit a Saved Invoice

Under the User's NI_SUPP_PO_INVOICE responsibility navigate to the Nabors Procurement & Invoice Functions Home Page.

The screenshot displays the Oracle Navigator interface. On the left, a tree view lists various folders under the 'NI_SUPP_PO_INVOICE' responsibility. A red arrow points from the 'NI_SUPP_PO_INVOICE' folder to the 'Nabors Procurement & Invoice Functions' area on the right. In this area, the 'Home Page' icon is visible, indicating the current navigation path.

Navigator

Nabors Procurement & Invoice Functions

- Nabors Oracle Workflow Notifications
- NI_SUPP_INVOICE
- NI_SUPP_NEGOTIATIONS
- NI_SUPP_PO_INVOICE**
- NI_SUPP_PO_REQ_INVOICE
- NI_SUPP_POINVOICE
- NI_SUPP_PROFILE_ADMIN
- NI_SUPP_PUR
- NI_SUPP_PUR_REQ
- NI_SUPP_PUR_REQ_SHIP
- NI_SUPP_PUR_REQ_SHIP_INVOICE
- NI_SUPP_PUR_SHIP
- NI_SUPP_PUR_SHIP_INVOICE
- NI_SUPP_REQ_USER_ADMIN
- NI_SUPP_SHIP
- NI_SUPP_SHIP_INVOICE
- NI_SUPP_USER_ADMIN

Personalize

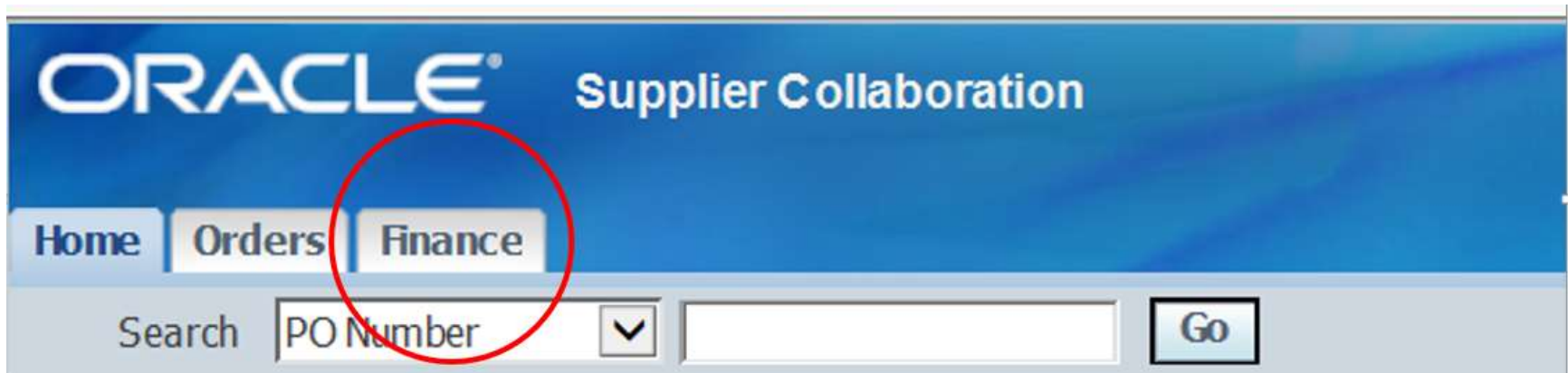
Home Page

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.

How to Submit a Saved Invoice continued



Once on the Supplier Collaboration page select the Finance tab.



How to Submit a Saved Invoice continued

Once on the Finance page the User should enter the Invoice number in the appropriate search field and click on the Go button.

The screenshot displays the Oracle Supplier Collaboration interface. At the top, the Oracle logo and 'Supplier Collaboration' text are visible. Below this, a navigation bar includes 'Home', 'Orders', and 'Finance' tabs. Under the 'Finance' tab, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main section is titled 'Invoice Actions' and contains a 'Search' form. A red oval highlights the search fields: 'Supplier' (with value 'TEST 5212'), 'Invoice Number' (with value 'test 76'), 'Invoice Date From' (with a calendar icon and example '06/21/2017'), and 'Invoice Status' (with a dropdown arrow). Below these fields are 'Go' and 'Clear' buttons. To the right of the search form, there are additional input fields for 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To' (with a calendar icon), and 'Currency'.

How to Submit a Saved Invoice continued

The search results will appear on the screen and the User can select the Update icon.

Search

Note that the search is case insensitive

Supplier: **TEST 5212**

Invoice Number: TEST 76

Invoice Date From: (example: 06/21/2017)

Invoice Status:

Action Required By:

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Action Required By	Withdraw	Cancel	Update	View Attachments
TEST 76	07/06/2017	USD	300.00	3588462	Unsubmitted					

How to Submit a Saved Invoice continued

By selecting the Update icon the User will be able to complete the invoice and submit.

Create Invoice: Details
* Indicates required field

Step 2 of 4

Supplier		Invoice	
* Supplier	TEST 5212	* Invoice Number	TEST 76
Tax Payer ID	56-8974123	* Invoice Date	07/06/2017 <small>(example: 06/21/2017)</small>
* Remit To	DFLT	Invoice Type	Invoice
Address		Currency	USD
		Invoice Description	
		Tax Amount	
		Attachment	<input type="button" value="Attachment List..."/> <input type="button" value="Add..."/>

[Search Archived Documents](#)

Customer	
* Customer Tax Payer ID	SYS11978
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
3588462	2	1	1237846	SERVICE, TRUCKING, 1 TON TRUCK W/ MINI MAX CRANE (TRUCK ONLY)		CWL-HOU 19		1	300	HOUR	300

Step 2 of 4