



NSG 2.0
Invoice and Payment Research
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NOTE: The Oracle Portal should only be used to access documents from NABORS COPROPRATE SERVICES, NABORS ALASKA or NABORS CANADA. To access documents from any other Nabors entity (NLF2, Canrig etc.) the User should log in to the NSG portal.

Invoice and Payment Research continued

Navigate to the Supplier Collaboration page of the portal by selecting the Home Page option of the Nabors Procurement & Invoice Functions

ORACLE E-Business Suite

Oracle Applications Home Page

✓TIP You have 1 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Worklist

From	Subject	Sent
THOMAS, CASEY	CORPORATE SERVICE - Nabors Standard Purchase Order 3588720.0 requires your acceptance	04/07/2017

Full List (1)

✓TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

Navigator

Personalize

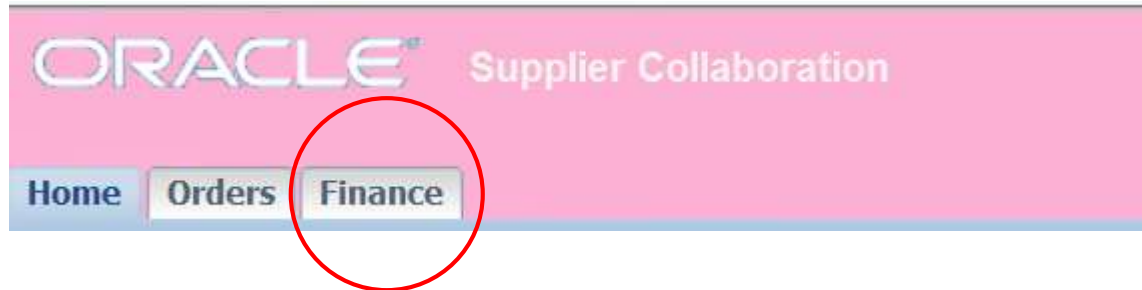
- NI_SUPP_NEGOTIATIONS
- NI_SUPP_NONPO_USER_ADM
- NI_SUPP_PO_INVOICE** →
- NI_SUPP_PO_REQ_INVOICE
- NI_SUPP_PUR_REQ_SHIP_INVOICE
- NI_SUPP_PUR_SHIP_INVOICE
- NI_SUPP_REQ_SHIP_INVOICE
- NI_SUPP_REQ_USER_ADMIN
- NI_SUPP_USER_ADMIN

Nabors Procurement & Invoice Functions

- Home Page

Invoice and Payment Research continued

On the Supplier Collaboration page select the Finance tab

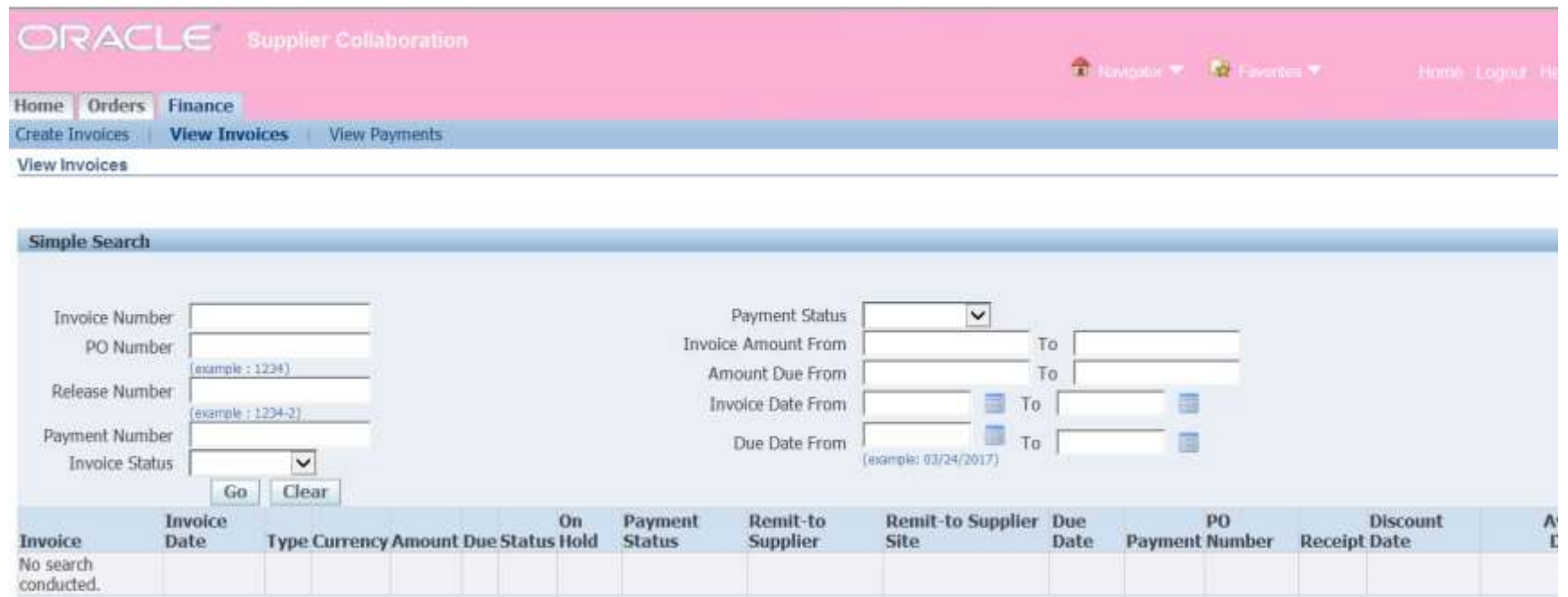


Then select the View Invoice option



Invoice and Payment Research continued

The Search screen allows the User to qualify their search in several different ways



ORACLE Supplier Collaboration

Home Orders Finance

Create Invoices **View Invoices** View Payments

View Invoices

Simple Search

Invoice Number
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Invoice Status

Payment Status
Invoice Amount From To
Amount Due From To
Invoice Date From To
Due Date From To
(example: 03/24/2017)

Invoice	Invoice Date	Type	Currency	Amount Due	Status	Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Discount Receipt Date	Amount
No search conducted.													

Invoice and Payment Research continued

In this search the qualifiers of Invoice Status, Payment Status and a Date range are being used.

ORACLE Supplier Collaboration

Home Orders Finance

Create Invoices View Invoices View Payments

View Invoices

Simple Search

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number

Invoice Status

Approved
Cancelled
In-Process
On Hold
Rejected
Unsubmitted

Payment Status

Not Paid
Partially Paid
Paid

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To
(example: 03/24/2017)

Invoice	Invoice Date	Invoice Amount	Currency	Amount Due	Status
No search conducted					

Invoice Amount	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt Number
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Invoice and Payment Research continued



Once the qualifiers have been entered select the Go button.

Simple Search

Invoice Number	<input type="text"/>	Payment Status	<input type="text" value="Not Paid"/>		
PO Number	<input type="text"/>	Invoice Amount From	<input type="text"/>	To	<input type="text"/>
Release Number	<input type="text" value="(example : 1234)"/>	Amount Due From	<input type="text"/>	To	<input type="text"/>
Payment Number	<input type="text" value="(example : 1234-2)"/>	Invoice Date From	<input type="text" value="07/01/2016"/>	To	<input type="text" value="04/07/2017"/>
Invoice Status	<input type="text" value="Approved"/>	Due Date From	<input type="text"/>	To	<input type="text" value="(example: 03/24/2017)"/>
<input type="button" value="Go"/> <input type="button" value="Clear"/>					

Search results will appear allowing you to select the necessary document.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO	Receipt Date	Discount	Available Discount Attachments
VJ TEST CREATOR SAME REQUESTOR: C2FO	03/15/2017	Credit Memo	USD	(21.00)	(21.00)	Approved	Not Paid			03/16/2017				
TEST 303-C2FO	03/15/2017	Credit Memo	USD	(21.00)	(21.00)	Approved	Not Paid			03/16/2017				
RETEST4-C2FO	03/15/2017	Credit Memo	USD	(21.00)	(21.00)	Approved	Not Paid			03/16/2017				
AD 2017-03-06	03/06/2017	Standard	USD	50.00	50.00	Approved	Not Paid			04/20/2017	3588354			
TEST 3031	03/03/2017	Standard	USD	100.00	100.00	Approved	Not Paid			04/17/2017	3588354			

Invoice and Payment Research continued



By selecting the Invoice number the User will be able to review the electronic invoice

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment Number	Receipt Date	Discount	Available Discount Attachments
Y1 TEST CREATOR SAME REQUESTOR- C2FO	03/15/2017	Credit Memo	USD	(21.00)	(21.00) Approved		Not Paid			03/16/2017				
TEST 303-C2FO	03/15/2017	Credit Memo	USD	(21.00)	(21.00) Approved		Not Paid			03/16/2017				
RETEST4-C2FO	03/15/2017	Credit Memo	USD	(21.00)	(21.00) Approved		Not Paid			03/16/2017				
AD 2017-03-06	03/06/2017	Standard	USD	50.00	50.00 Approved		Not Paid			04/20/2017	3588354			
TEST 3031	03/03/2017	Standard	USD	100.00	100.00 Approved		Not Paid			04/17/2017	3588354			

The General information that was entered will be visible.

General	
Invoice Date	03/03/2017
Status	Approved
On Hold	
Batch	
Attachments	None
Supplier	AIRGAS INC
Supplier Site	EFT_ACH
Address	AIRGAS USA LLC ELECTRONIC PAYMENT PO BOX 934402 ATLANTA, GA 31193-4402

Amount Summary	
Item	120.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00 ⓘ
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	120.00

Payment Information	
Paid	0.00
Discount Taken	0.00
Due	120.00
Status	Not Paid
Payment Date	
Payment	
Term	STD

Invoice and Payment Research continued

At the bottom of the invoice the user will be able to view Invoiced Lines.

Invoice Lines														
Line #	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	BREATHER; SZ 3/4" NPT	10	EACH	12.00		120.00	0.00	Approved	3588354	2	1	CRUZ, IVI.N	
2	Tax	Tax Item					0.00	0.00	Approved					

The Scheduled Payments. Please note that the scheduled payment date is the invoice date plus the payment terms of the PO.

Invoice Lines						
Due Date	Amount	Remaining Amount	Remit-to Supplier	Remit-to Supplier Site	Status	Method
03/16/2017	120.00	120.00			Not Paid	USAAGH

The Hold Reasons tab will note any items that are on hold and the reason why the hold exist. If the hold has been released the system notes the Release Date.

Invoice Lines					
Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
QTY REC	Quantity billed exceeds quantity received	04/01/2017			

Invoice and Payment Research continued



To view payment information from the invoice select your invoice number to bring up the document.

Home | Orders | Finance

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

Standard Invoice: 909682525 (Total USD 336.92)

Currency=USD Export

General

Invoice Date: **07/08/2016**
 Status: **Approved**
 On Hold
 Batch: **5358272**
 Attachments: **None**
 Supplier: **DNOW L.P.**
 Supplier Site: **EFT_EDL_ACH**
 Address: **PO BOX 200822**
DALLAS, TX 75320

[Search Archived Documents](#)

Amount Summary

Item	327.42
Freight	0.00
Miscellaneous	0.00
Tax	9.50
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
Total	336.92

Payment Information

Paid	336.92
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	02/13/2017
Payment	140800007261
Term	NET4

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	LADDER EXT FRG 20 FT TY 1A 300 LB X HVY	1		327.42		327.42	0.00	Approved	13805304	10	1	MATAMOROS, ELIRETH	
2	Tax	Tax Item					9.50	0.00	Approved					

Invoice and Payment Research continued



From this view selecting the payment number will show all of the invoices that were paid.

Payment Information	
Paid	336.92
Discount Taken	0.00
Due	0.00
Status	Paid
Payment Date	02/13/2017
Payment	<u>140800007761</u>
Term	NET4

Invoice and Payment Research continued

Included Invoices

Previous 1-25 Next 25

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
909487539	05/12/2016	Standard	USD	304.95	Approved	Paid	304.95 13778438		
909486983	05/12/2016	Standard	USD	972.28	Approved	Paid	972.28 13785860		
909298273	05/09/2016	Standard	USD	10.24	Approved	Paid	10.24 13762425		
909458634	05/03/2016	Standard	USD	13.34	Approved	Paid	13.34 13783481		
909652012	06/29/2016	Standard	USD	116.33	Approved	Paid	116.33 13804702		
909605814	06/16/2016	Standard	USD	18.16	Approved	Paid	18.16 13798673		
909528053	05/25/2016	Standard	USD	92.55	Approved	Paid	92.55 13780315		
909473703	05/09/2016	Standard	USD	1507.97	Approved	Paid	1507.97 13785860		
909652004	06/29/2016	Standard	USD	951.57	Approved	Paid	951.57 13806939		
909592223	06/13/2016	Standard	USD	156.14	Approved	Paid	156.14 13789225		
909652009	06/29/2016	Standard	USD	747.75	Approved	Paid	747.75 13806939		
909298226	05/09/2016	Standard	USD	544.06	Approved	Paid	544.06 13767906		
909681194	07/08/2016	Standard	USD	2249.93	Approved	Paid	2249.93 13808804		
909681220	07/08/2016	Standard	USD	613.19	Approved	Paid	613.19 13809388		
909681413	07/08/2016	Standard	USD	2413.80	Approved	Paid	2413.80 13808506		
909681416	07/08/2016	Standard	USD	270.03	Approved	Paid	270.03 13802556		
909681419	07/08/2016	Standard	USD	88.07	Approved	Paid	88.07 13805304		
909468957	05/05/2016	Standard	USD	15.41	Approved	Paid	15.41 13784592		
909654587	06/29/2016	Standard	USD	427.51	Approved	Paid	427.51 13807168		
909636278	06/24/2016	Standard	USD	86.94	Approved	Paid	86.94 13801762		
909519816	05/20/2016	Standard	USD	320.76	Approved	Paid	320.76 13789225		
909668828	07/01/2016	Standard	USD	1346.21	Approved	Paid	1346.21 13806149		
909668824	07/01/2016	Standard	USD	1.65	Approved	Paid	1.65 13805500		
909668826	07/01/2016	Standard	USD	480.82	Approved	Paid	480.82 13807592		
909668825	07/01/2016	Standard	USD	235.52	Approved	Paid	235.52 13808094		

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The User will then be able to review all of the electronic invoices and the associated POs.