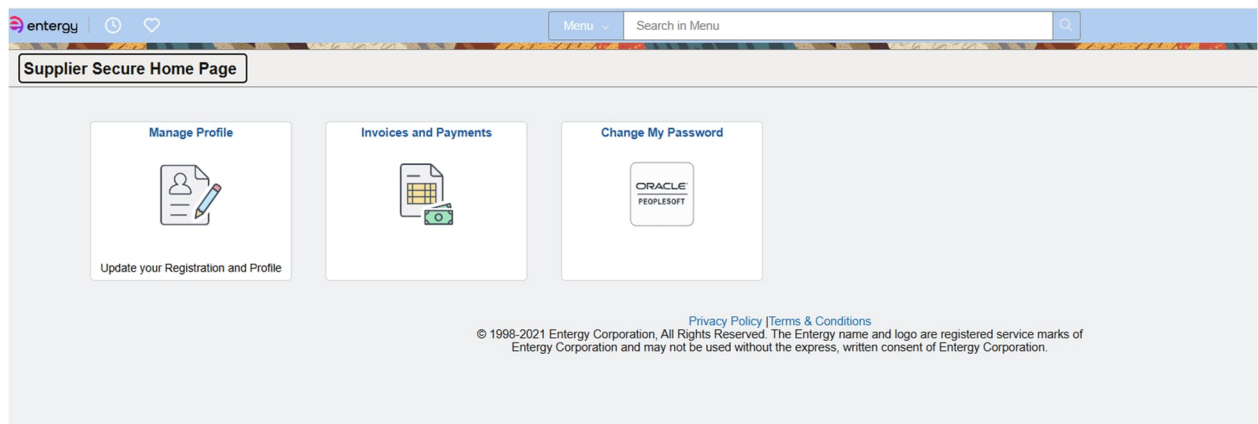


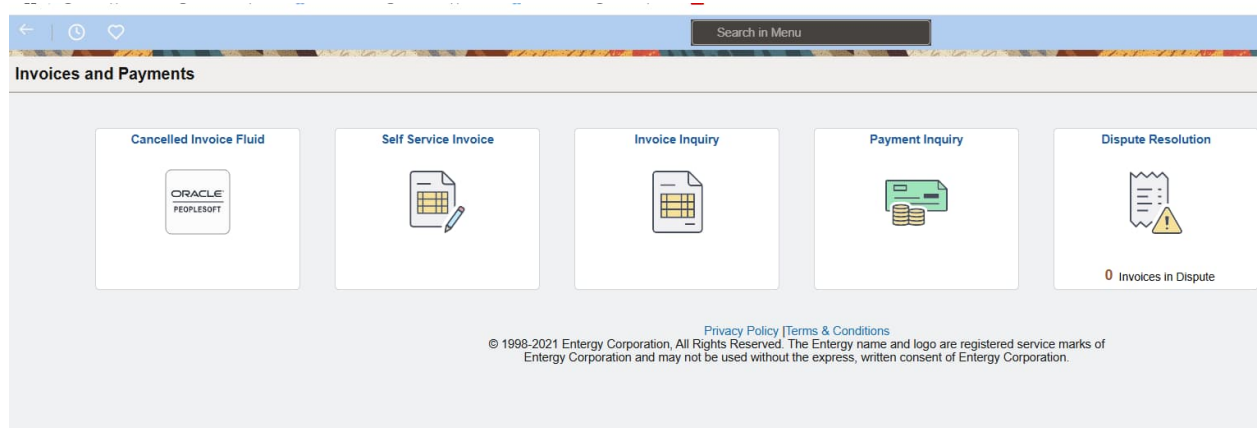


Cancelled Invoices

1. Log into the Supplier Portal
2. Click “Invoices and Payments” tile



3. Click “Cancelled Invoice Fluid” tile



4. Click Search to view all cancelled invoices
 - a. The reason for canceling the invoice is listed as cancellation reason/notes

STG Supplier PortalMaxGen PeopleSoftMaximo SIT1Maximo Supplier Po...Maximo QASTG PeopleSoftFluid Portal

Search in Menu

Cancelled Invoice

Cancelled Invoice

Search Criteria

Supplier

Invoice Number

From Date

To Date

Invoice Status

Cancel

Search

Clear

Invoice Date	Invoice Number	PO/Contract Number	Gross Amount	Cancellation Reason/Notice
07/08/2025	126	61072461 000	150.000	Test Reason for Cancellation

5. You can search by date and invoice number

6. Supplier Portal admins will also receive an email when the invoice is canceled

a. If you need this access, please email esupplier@entergy.com a copy of your company's W9

Notification for Cancelled Invoice number: 126

E

esupplier@entergy.com

To

emee100; esupplier

Retention Policy

60 Day Cleanup - Inbox (60 days)

Purple Category

Expires

9/6/2025

Reply

Reply All

Forward

Tue 7/8/2025 8:17 AM

Invoice 126 for Purchase Order 61072461 000 has been rejected because Test Reason for Cancellation. For more information, please contact your buyer.