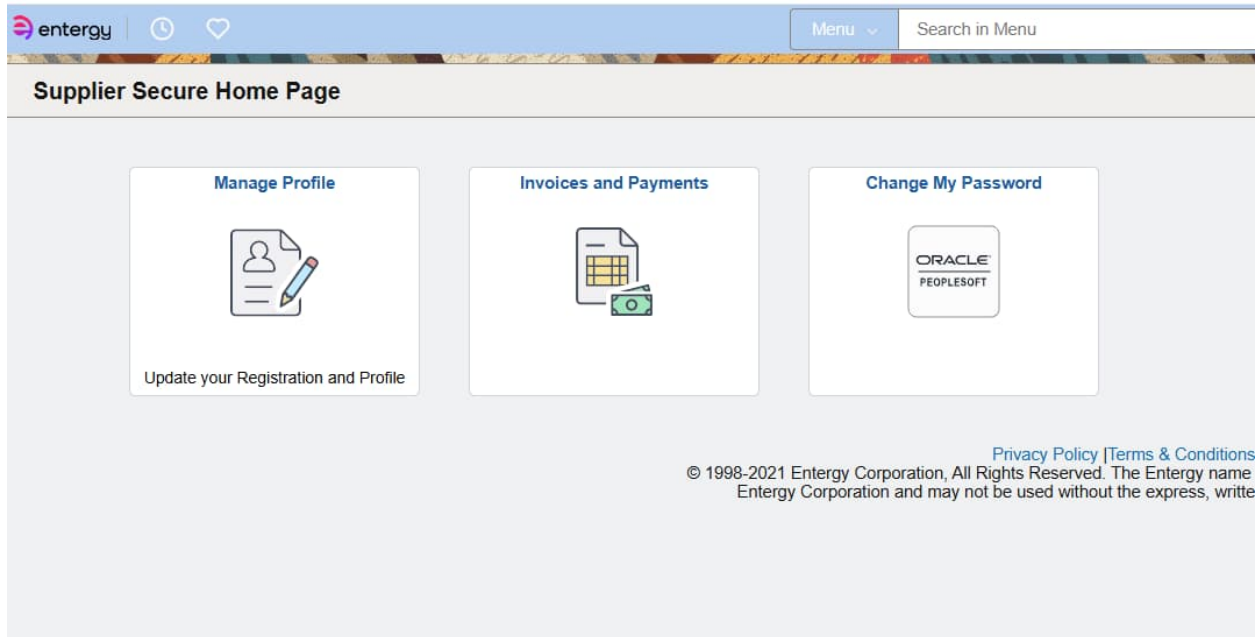
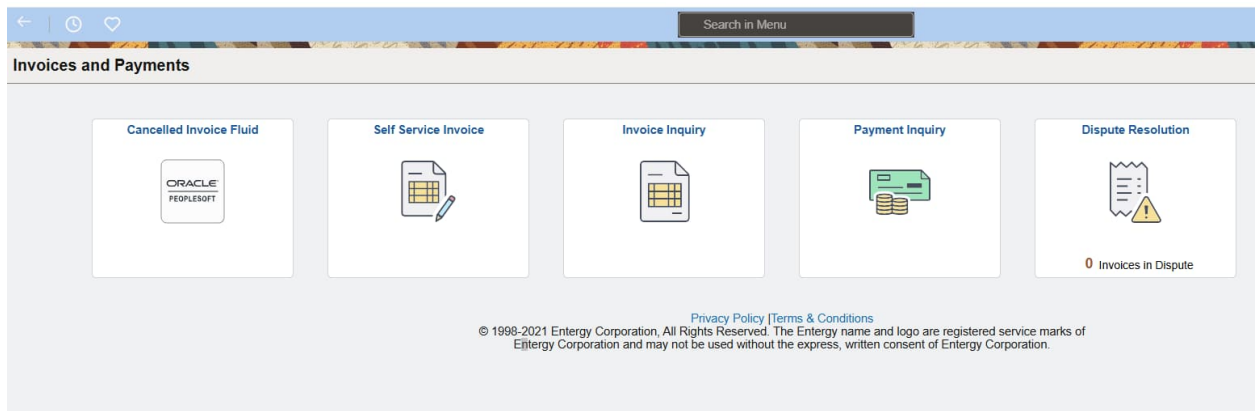


Credit Service PO Invoices

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



3. Click Self Service Invoice



4. Click Create a new invoice



My Invoices						
All - 1/1/2025 to 7/8/2025						
<div> <div>+</div> <div>☰</div> </div>						
Invoice ID <small>↑↓</small>	Buying Organization <small>↑↓</small>	Invoice Date <small>↑↓</small>	Supplier Location <small>↑↓</small>	Amount <small>↑↓</small>	Transaction Currency <small>↑↓</small>	
125	Entergy Services, LLC	07/08/2025	01	10.00	USD	1

5. Add attachments
 - a. Click Attachments
 - b. Click Add Attachments

×

Exit

Self Service Invoice

Cancel

Attachment Details

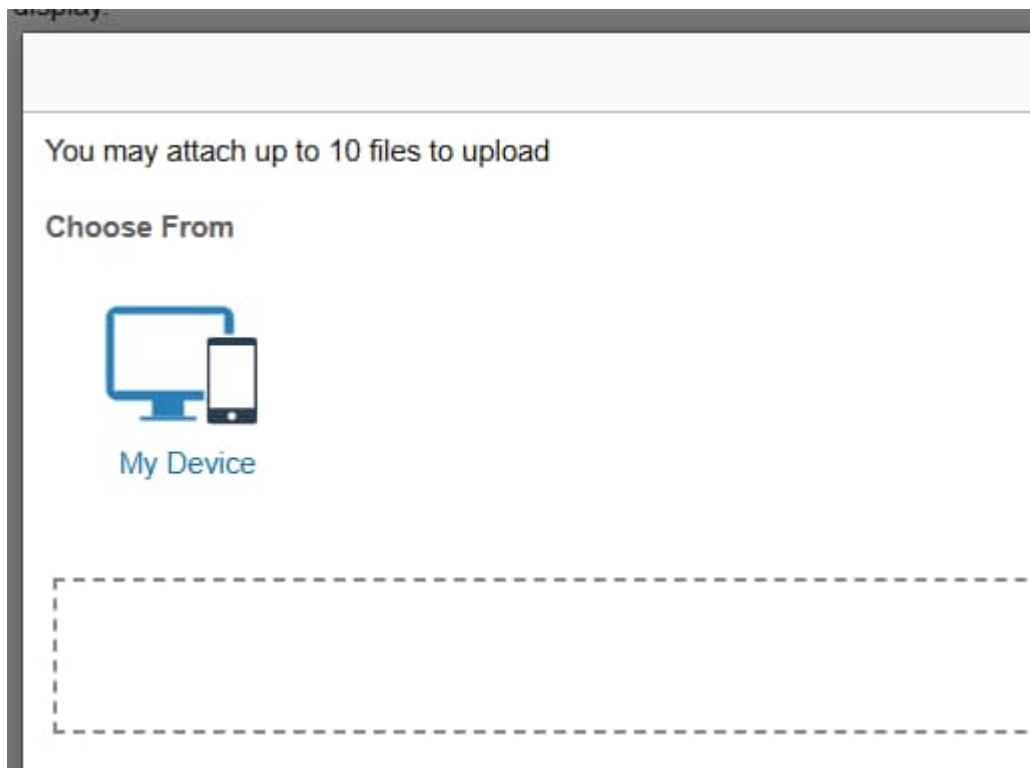
There is no Attachment to display.

Add Attachment

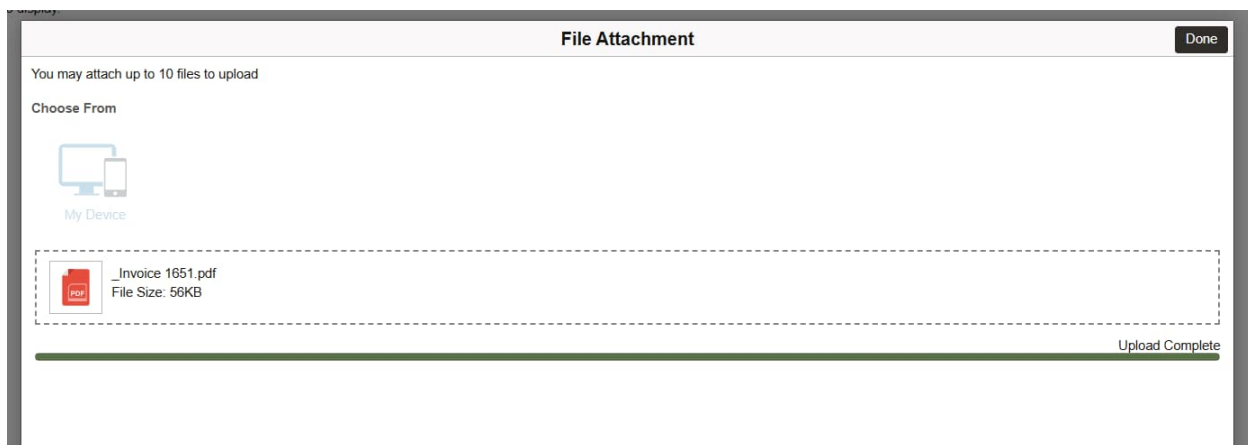
Step 1 of

Attachment

- c. Click My Device



- d. Select the file
 - i. Click Open
 1. The file should be pdf
- e. Click upload once you see the file in the box



6. Click done
7. Click done
 - a. Attachments should have a number in the parentheses
8. Enter the Invoice ID

Self Service Invoice

1

Summary

2

Invoice Details

3

Settlement Info

Step 1 of 3: Summary

Attachments (1)

*Supplier

TEST COMPANY

Location

01

TEST 123

NEW ORLEANS, LA 70401 USA

*Invoice ID

71025

Invoice Date

07/10/2025

*Buying Organization

Entergy Services, LLC

639 LOYOLA AVE

NEW ORLEANS, LA 70113-3125 USA

Currency

USD

US Dollar

9. Click Next

10. Click Copy Purchase Order

11. Click the magnify glass if you can't see your purchase order

Cancel

Order Number

Search

Clear

Search Results

PO Unit TL	PO ID TL	Order Number TL	PO Date TL	PO Total TL	Currency TL
S0000	0000600386	61072461 000	07/08/2025	1,200.00	USD
S0000	0000600387	61072462 000	07/10/2025	0.01	USD
S0000	0000600388	61072463 000	07/09/2025	16,000.00	USD
S0000	0000600389	61072464 000	07/10/2025	3,537.50	USD

Search Purchase Order

12. Click the arrow by Search Criteria

Search for: Order Number

> **Search Criteria**

✓ **Search Results**



Order Number ↑↓

61072461 000 - MMAT

61072462 000 - MSLP

61072463 000 - MSRT

61072464 000 - MMAT

13. Enter the PO in the Order Number field

14. Click Search

Cancel

Lookup

Search for: Order Number

✓ **Search Criteria**

Order Number
(begins with)

61072462

Search

Clear

✓ **Search Results**

Order Number ↑↓

61072462 000 - MSLP

15. Click the PO

16. Click Search

17. Click the PO

- a. If the PO is not available, please email esupplier@entergy.com stating the PO is not available in the Supplier Portal and provide the PO number and your username for the Supplier Portal

18. Check the box to the left of Line 1

a. The quantity will always be 1 and the amount 0.01

i. 0.01 is just a placeholder and NOT the amount of the purchase order

The screenshot shows a 'Self Service Invoice' window. On the left, there's a sidebar with 'Step 2 of' and a 'Copy P' button. The main area displays PO details: PO Number 0000600387, PO Unit S0000, PO Date 07/10/2025, PO Buyer, and PO Total 0.010. Below this is a 'Line Details' section with a table. The table has columns: Line, Item ID, Description, Unit Price, UOM, Quantity, Amount, Currency, and M. There is one row with Line 1, Item ID 1, Description Test-Nicole-Service PO, Unit Price 0.01000, UOM EA, Quantity 1.0000, Amount 0.01, and Currency USD. A 'Copy Purchase Order' button is at the bottom.

Line	Item ID	Description	Unit Price	UOM	Quantity	Amount	Currency	M
1	1	Test-Nicole-Service PO	0.01000	EA	1.0000	0.01	USD	

19. Click Done

20. Click the line

21. Enter the amount of the invoice, minus any freight or tax, as a negative value on the unit price field

22. Click the Apply Tax if tax is applicable to that line

a. If this is selected, a tax amount must be entered in the Settlement Info section of the invoice

23. Enter comments, which is a description of what the line is paying for.

a. The comments must be at least non-blank 38 characters

The screenshot shows an 'Update Line' dialog box for Line 1. It contains fields for Item ID, Description (Test-Nicole-Service PO), Quantity (1.0000), UOM (EA), Unit Price (-200.00000), *Line Amount (-200.00), Currency (USD), Apply Tax (checked), Tax Percent, and Comments (This is testing instructional pdf and videos).

24. Click Done

Self Service Invoice

1 Summary 2 **Invoice Details** 3 Settlement Info

< Previous Next >

Step 2 of 3: Invoice Details

[Copy Purchase Order](#)

Invoice Lines 1 row

Line T1	Item T1	Description T1	Quantity T1	Unit T1	Unit Price T1	Amount T1	Currency T1
1		Test-Nicole-Service PO	1.0000	EA	-200.00000	-200.00	USD

25. Click Next

26. Enter Tax in Sales Tax if applicable as a negative value

- a. If an amount is entered in this field, at least one line must be selected for
Apply Tax

27. Enter Freight in Shipping Amount if applicable as a negative value

28. Click Submit

Self Service Invoice

1 Summary 2 Invoice Details 3 **Settlement Info**

< Previous **Submit**

Step 3 of 3: Settlement Info

Payment Terms Net 45
Payment Method System Check

Total Amount -200.000
Sales Tax -7.00
Shipping Amount -15.00
Gross Amount -222.00

29. Click OK on the below pop-up box

- a. There is not an issue with the invoice when this comes up, this is just a
reminder the invoice cannot be edited once you click OK

Selecting OK will Submit the invoice. Cancel will cancel submission.
Once the invoice is submitted, it can no longer be modified, but it can be viewed.
Only a Buyer User who can review Self-service invoices can modify the invoice.

OK **Cancel**