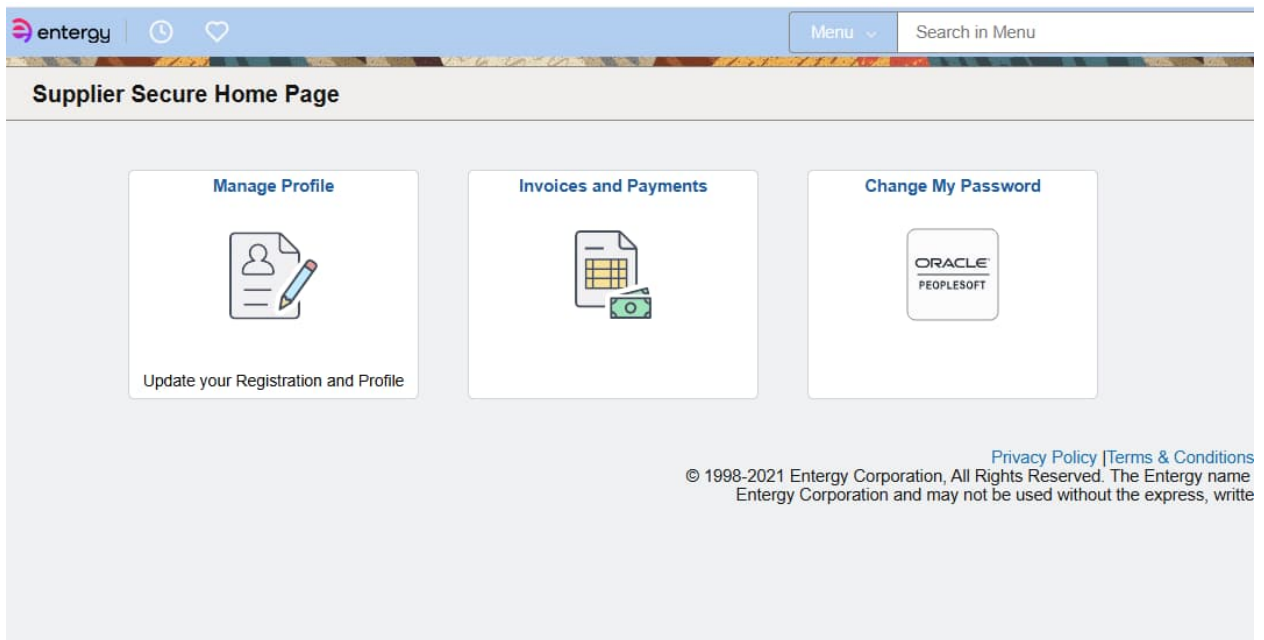
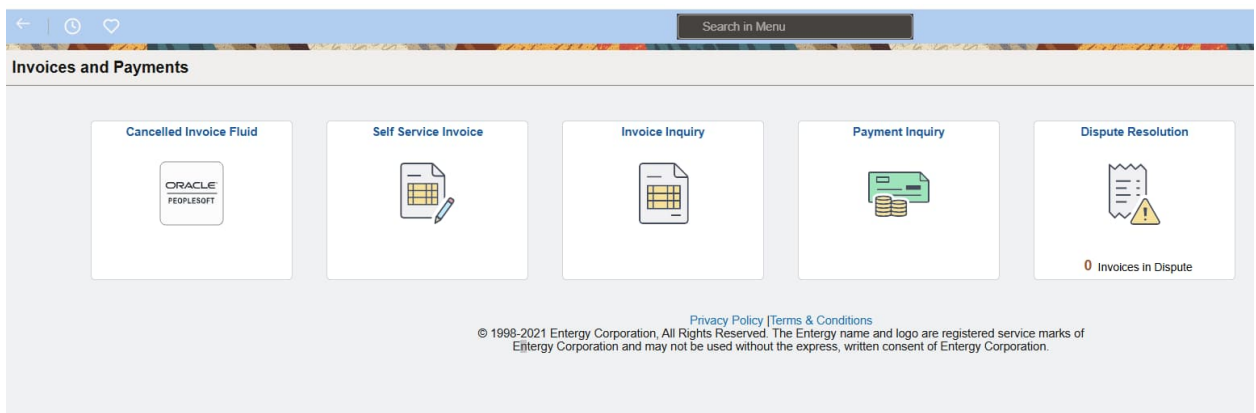


Freight Only Material PO Invoices

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



3. Click Self Service Invoice

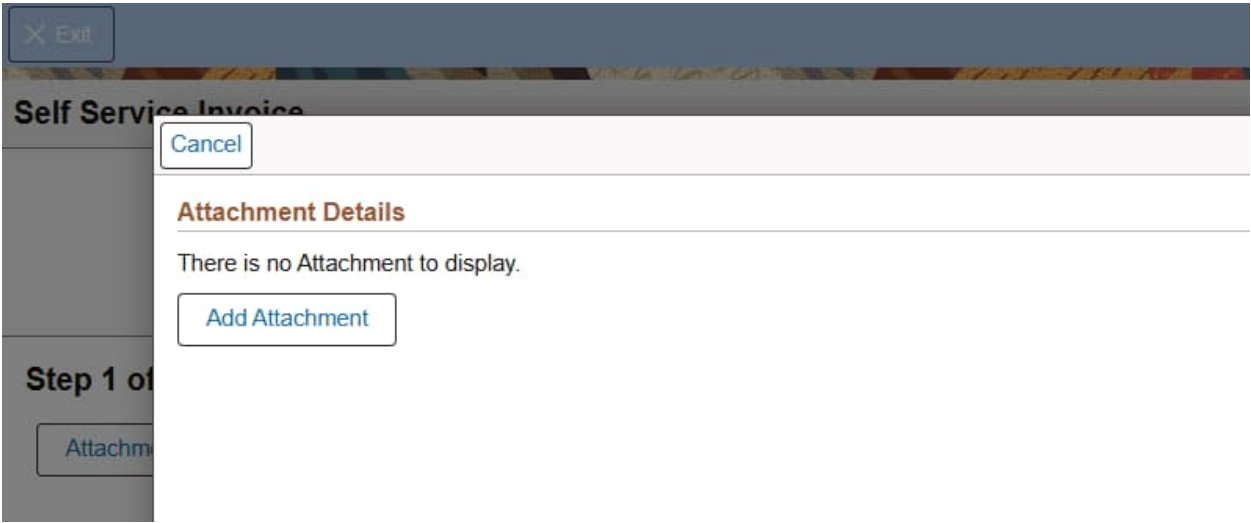


4. Click Create a new invoice

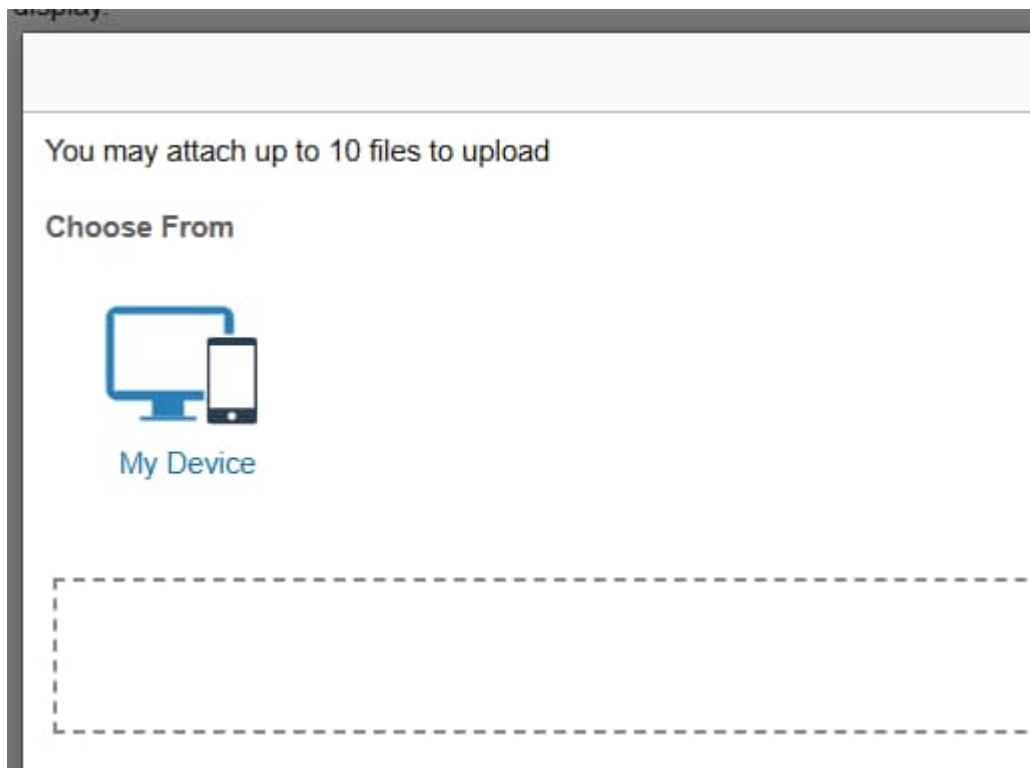


My Invoices						
All - 1/1/2025 to 7/8/2025						
<div> <div>+</div> <div>☰</div> </div>						
Invoice ID ↑↓	Buying Organization ↑↓	Invoice Date ↑↓	Supplier Location ↑↓	Amount ↑↓	Transaction Currency ↑↓	
125	Entergy Services, LLC	07/08/2025	01	10.00	USD	1

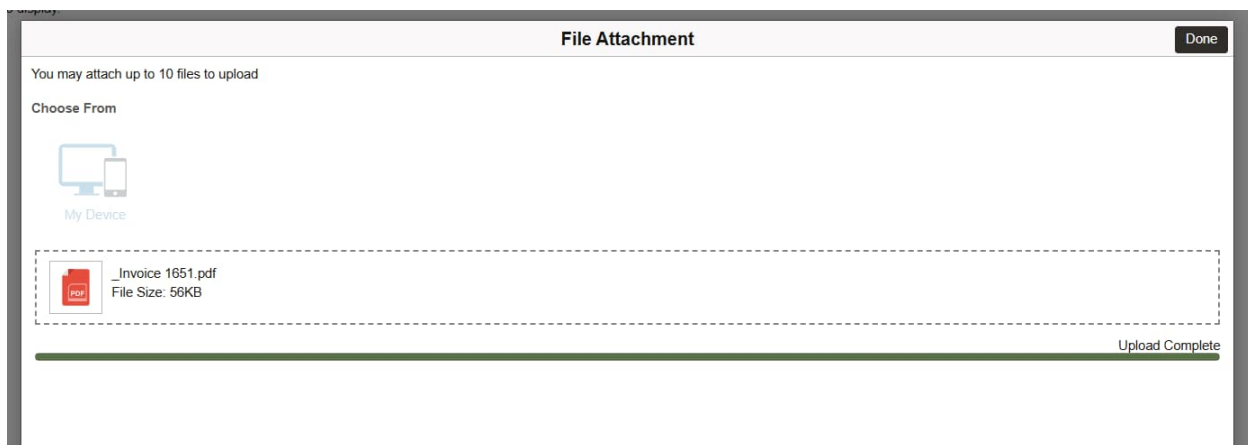
5. Add attachments
 - a. Click Attachments
 - b. Click Add Attachments



- 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

Q

Location

01

▼

TEST 123

NEW ORLEANS, LA 70401 USA

*Buying Organization

Entergy Services, LLC

Q

639 LOYOLA AVE

NEW ORLEANS, LA 70113-3125 USA

*Invoice ID

71025

Invoice Date

07/10/2025

📅

Currency

USD

Q

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

Q

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 Show Operators

Order Number (begins with)

Search

Clear

✓ Search Results

5 rows

Order Number ↑↓	
61072461	000 - MMAT
61072462	000 - MSLP
61072463	000 - MSRT
61072464	000 - MMAT
61072465	000 - MSRT

15. Click the PO

- 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

16. Click Search

17. Click the PO

18. Check the box to the left of Line 1

Cancel

Done

PO Number 000600389

PO Unit S0000

PO Date 07/10/2025

PO Buyer

PO Total 3,537.500

Line Details

Select the row(s) and click Done to copy the Purchase Order line(s) back to the invoice.

2 rows

<input type="checkbox"/>	Line T1	Item ID T1	Description T1	Unit Price T1	UOM T1	Quantity T1	Amount T1	Currency T1	Manufacturer ID T1	Manufacturer's Item ID T1	UPN Type T1	UPN ID T1
<input checked="" type="checkbox"/>	1		Test-Material-Line 1	175.00000	EA	20.0000	3,500.00	USD				
<input type="checkbox"/>	2		Test-Materials-Line 2	1.25000	EA	30.0000	37.50	USD				

Copy Purchase Order

19. Click Done
20. Click the line
21. Enter 1.0 in the Quantity Field
22. Enter \$0.00 on the Unit Price field; the Unit Price field and the Line Amount field will become blank

Cancel

Update Line

Done

Line 1

Item ID

Description

Quantity

UOM

Unit Price

*Line Amount USD

Apply Tax ☐

Tax Percent

Comments

23. 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-Material-Line 1	1.0000	EA			USD

24. You should only have 1 line on this invoice.
 - a. To delete the other lines
 - i. Click edit
 - ii. Select the lines
 - iii. Click Delete

Self Service Invoice

1 Summary 2 Invoice Details 3 Settlement Info

Step 2 of 3: Invoice Details

Invoice Lines

Delete Cancel

Line	Item	Description	Quantity	Unit	Unit Price	Amount	Currency
1		Test-Material-Line 1	1.0000	EA			USD

25. Click Next

26. Enter Freight in Shipping Amount

27. You must leave the tax field blank – if the invoice is for freight and tax, please email it to esupplier@entergy.com.

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

Sales Tax

Shipping Amount 35.00

Gross Amount 35.00

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