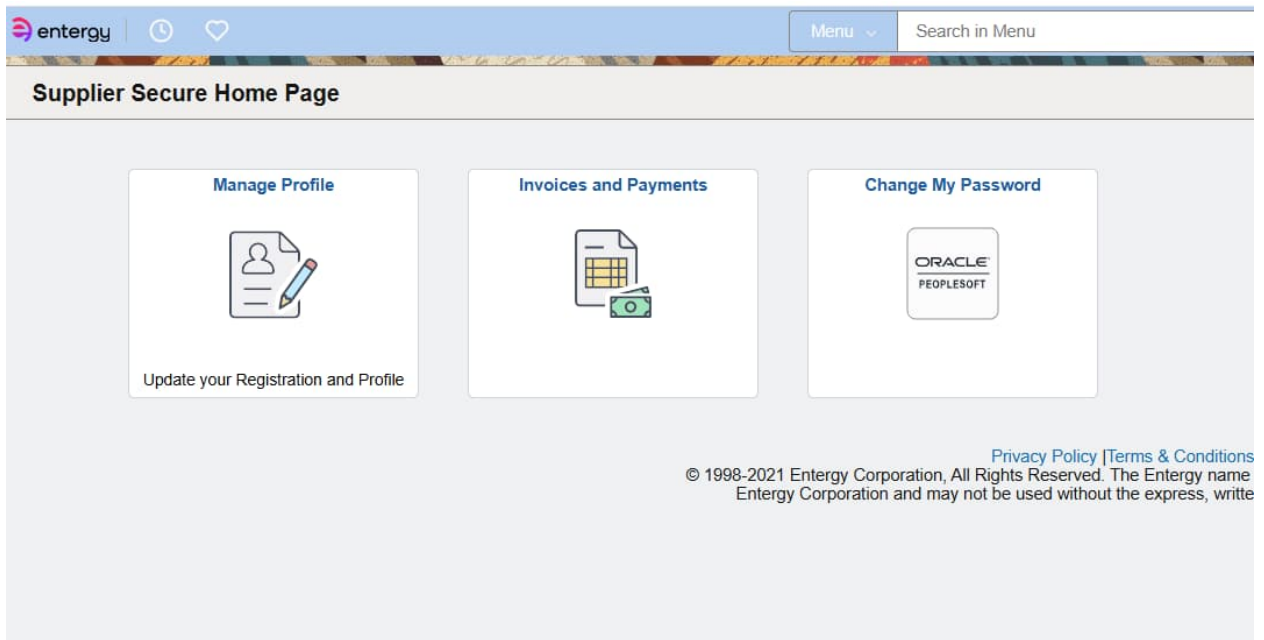
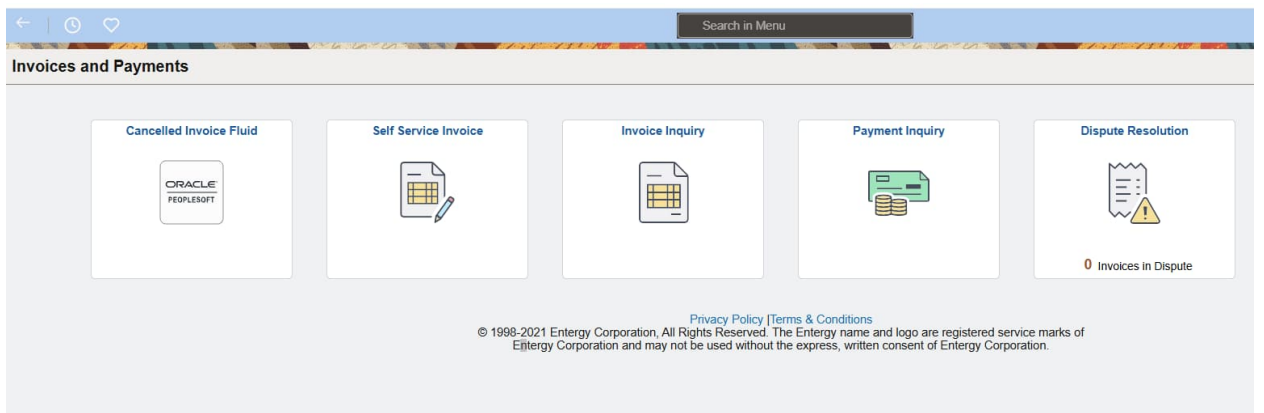


Freight Only Service PO Invoices

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



3. Click Self Service Invoice

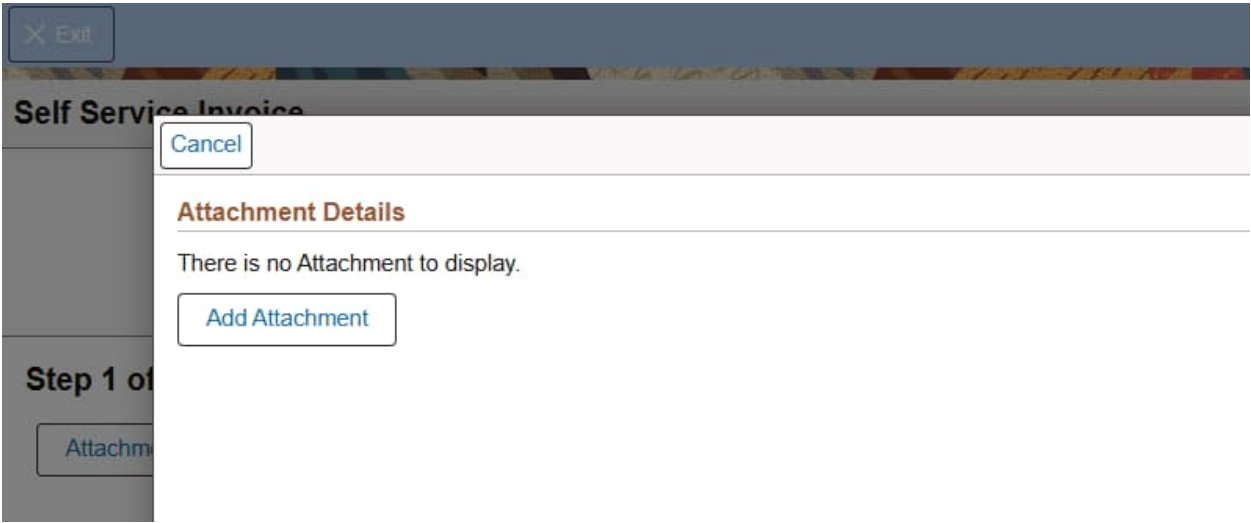


4. Click Create a new invoice

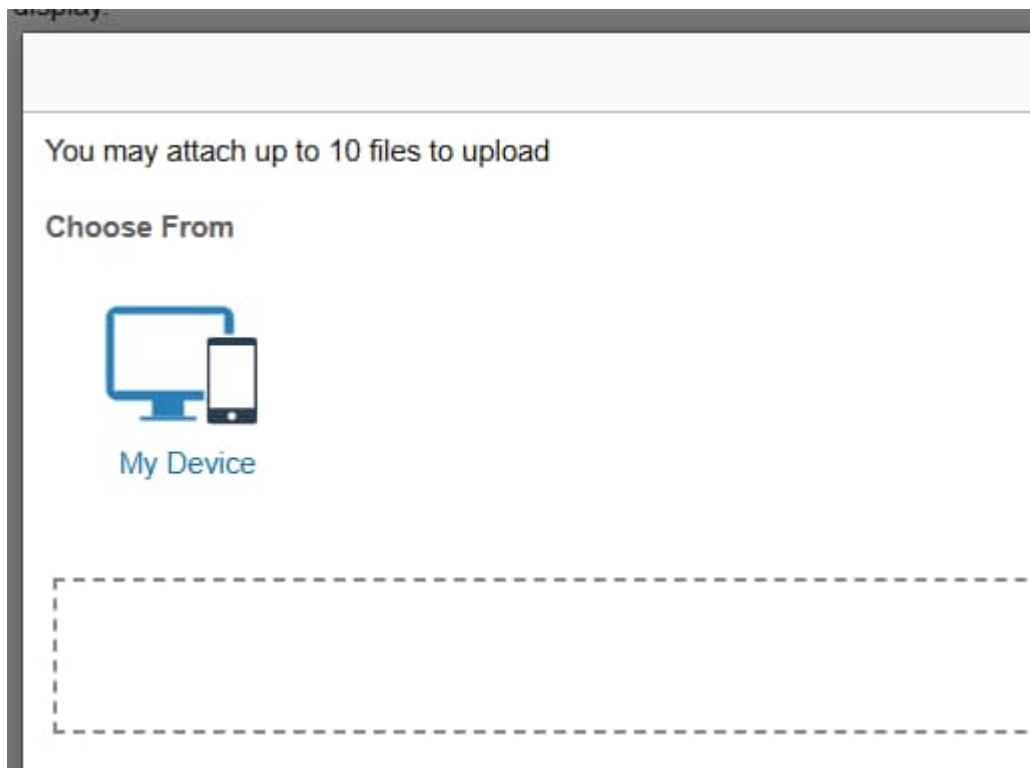


My Invoices						
All - 1/1/2025 to 7/8/2025						
<div> <div>+</div> <div>☰</div> </div>						
Invoice ID ↑↓	Buying Organization ↑↓	Invoice Date ↑↓	Supplier Location ↑↓	Amount ↑↓	Transaction Currency ↑↓	
125	Entergy Services, LLC	07/08/2025	01	10.00	USD	1

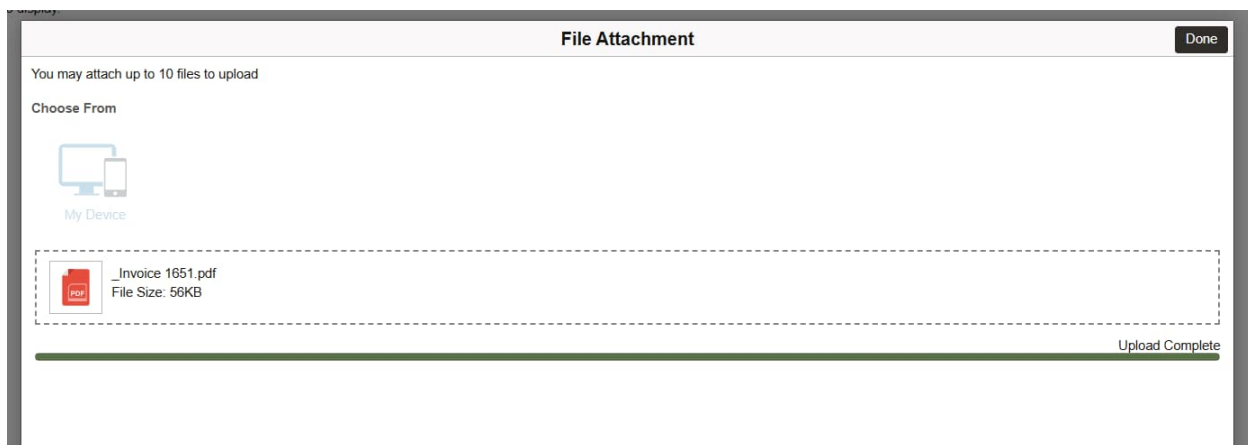
5. Add attachments
 - a. Click Attachments
 - b. Click Add Attachments



- 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

2

3

SummaryInvoice DetailsSettlement Info

Step 1 of 3: Summary

Attachments (1)

*SupplierTEST COMPANY

Location01

TEST 123

NEW ORLEANS, LA 70401 USA

*Invoice ID71025

Invoice Date07/10/2025

*Buying OrganizationEntergy Services, LLC

639 LOYOLA AVE

NEW ORLEANS, LA 70113-3125 USA

CurrencyUSDUS 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

SearchClear

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

- 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

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 is 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. The first row is selected with a checkbox. Below the table is a 'Copy Purchase Order' button.

Line	Item ID	Description	Unit Price	UOM	Quantity	Amount	Currency	M
<input checked="" type="checkbox"/>	1	Test-Nicole-Service PO	0.01000	EA	1.0000	0.01	USD	

19. Click Done

20. Click the line

21. Enter \$0.00 on the Unit Price field; the Unit Price field and the Line Amount field will become blank

22. 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 the 'Update Line' window for Line 1. It contains fields for Item ID, Description (Test-Nicole-Service PO), Quantity (1.0000), UOM (EA), Unit Price, *Line Amount, Apply Tax, Tax Percent, and Comments. The Comments field contains the text 'This is testing for instructional pdf and videos'.

Line 1
Item ID
Description Test-Nicole-Service PO
Quantity 1.0000
UOM EA
Unit Price
*Line Amount USD
Apply Tax
Tax Percent
Comments This is testing for instructional pdf and videos

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

Edit

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

24. Click Next

25. Enter Freight in Shipping Amount

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

27. 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

28. 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