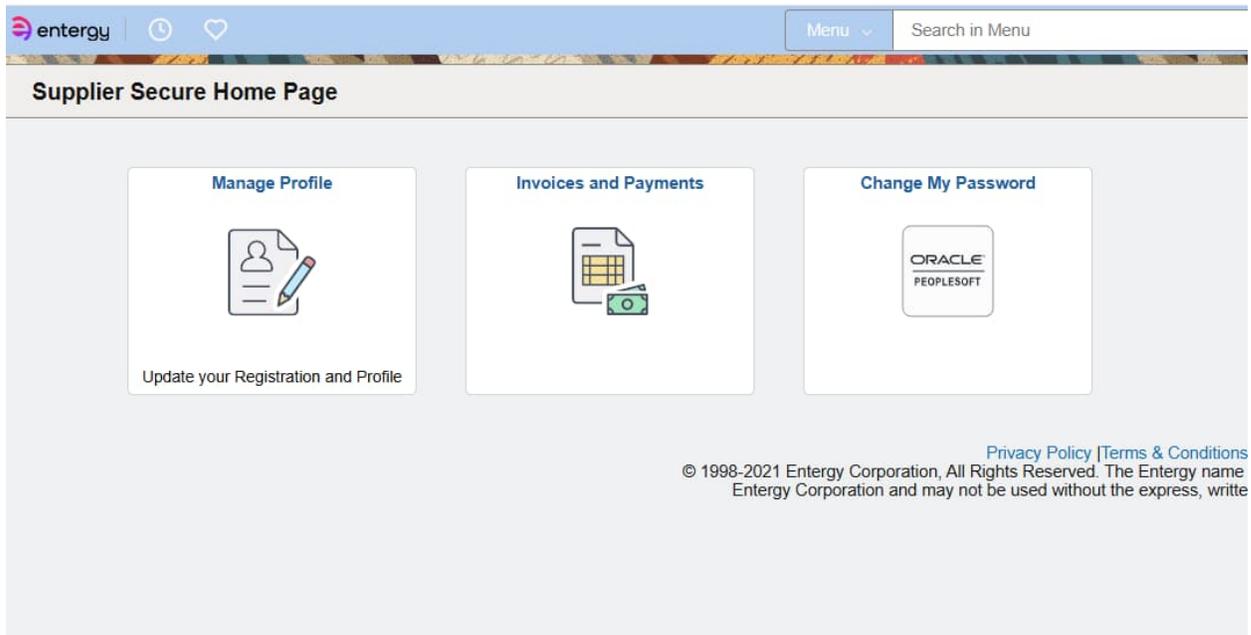


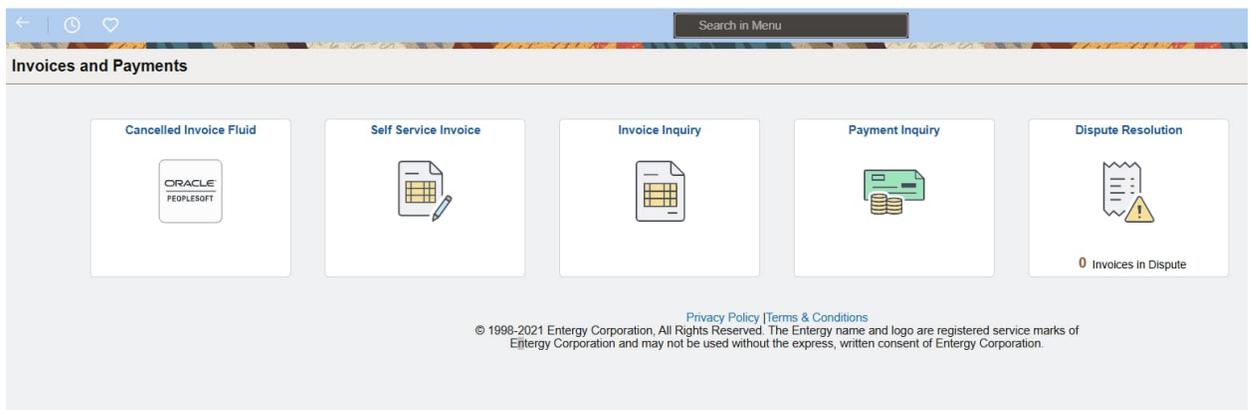
## Freight Only Service PO Invoices

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



The screenshot shows the 'Supplier Secure Home Page' with a navigation bar at the top containing the entergy logo, a clock icon, a heart icon, a 'Menu' dropdown, and a 'Search in Menu' input field. The main content area features three large white cards: 'Manage Profile' with a person icon and the text 'Update your Registration and Profile', 'Invoices and Payments' with a document and money icon, and 'Change My Password' with the Oracle PeopleSoft logo. At the bottom right, there are links for 'Privacy Policy' and 'Terms & Conditions', and a copyright notice: '© 1998-2021 Entergy Corporation, All Rights Reserved. The Entergy name Entergy Corporation and may not be used without the express, written'.

3. Click Self Service Invoice



The screenshot shows the 'Invoices and Payments' page with a navigation bar at the top containing a back arrow, a clock icon, a heart icon, and a 'Search in Menu' input field. The main content area features five white cards: 'Cancelled Invoice Fluid' with the Oracle PeopleSoft logo, 'Self Service Invoice' with a document and pencil icon, 'Invoice Inquiry' with a document icon, 'Payment Inquiry' with a credit card and coins icon, and 'Dispute Resolution' with a document and warning icon and the text '0 Invoices in Dispute'. At the bottom, there are links for 'Privacy Policy' and 'Terms & Conditions', and a copyright notice: '© 1998-2021 Entergy Corporation, All Rights Reserved. The Entergy name and logo are registered service marks of Entergy Corporation and may not be used without the express, written consent of Entergy Corporation.'

4. Click Create a new invoice



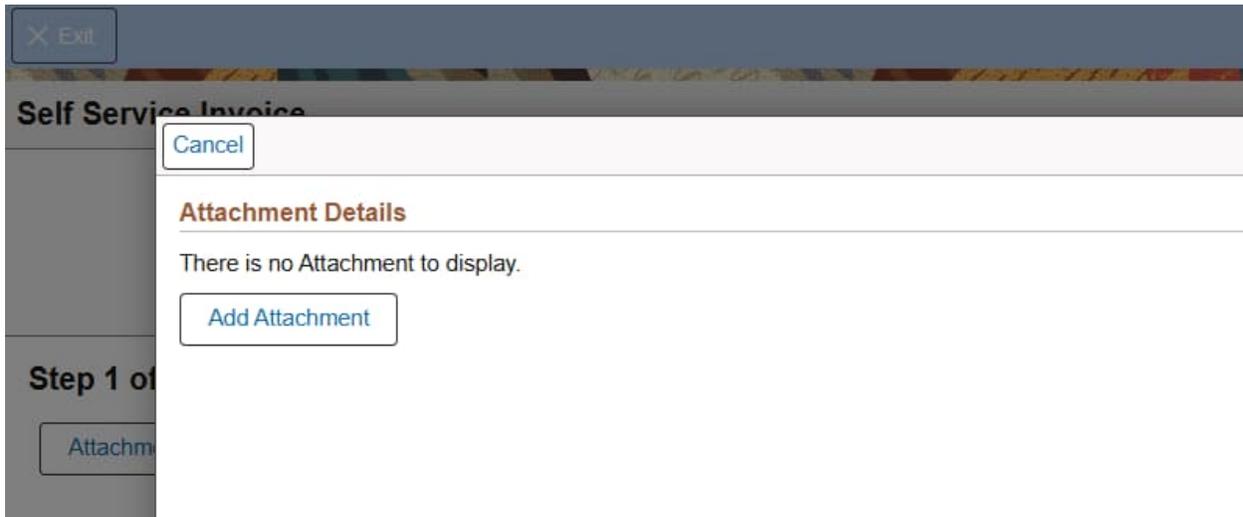
**My Invoices**

All - 1/1/2025 to 7/8/2025

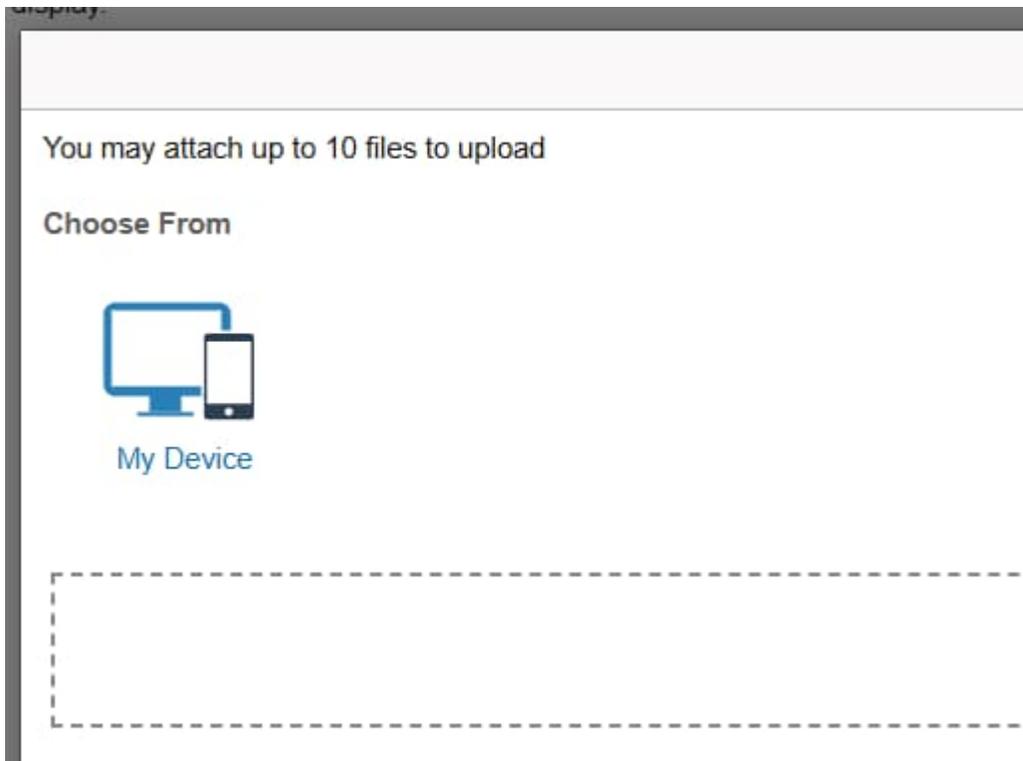
Invoice ID	Buying Organization	Invoice Date	Supplier Location	Amount	Transaction Currency
125	Entergy Services, LLC	07/08/2025	01	10.00	USD

5. Add attachments

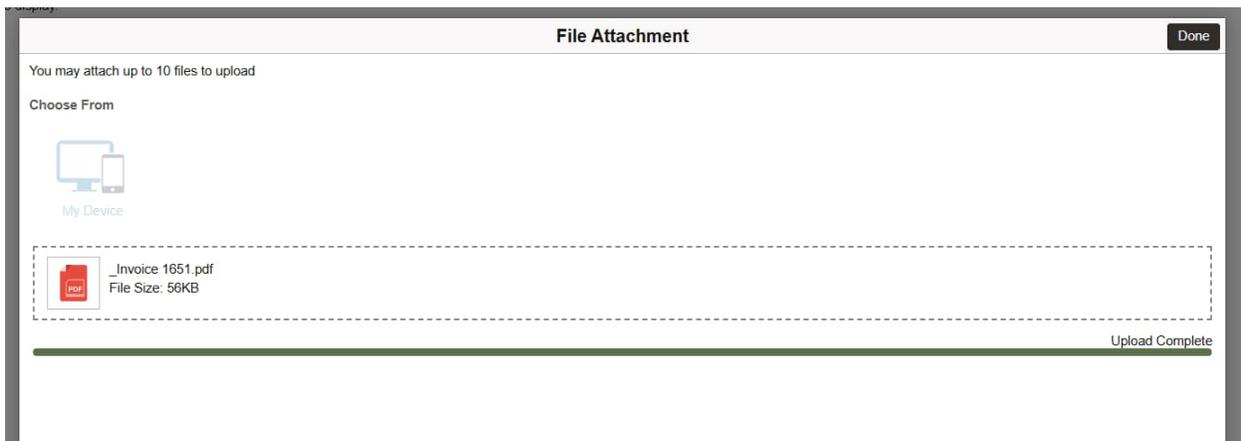
- a. Click Attachments
- b. Click Add Attachments



- 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

Location    
TEST 123  
NEW ORLEANS, LA 70401 USA

\*Invoice ID

Invoice Date

\*Buying Organization    
639 LOYOLA AVE  
NEW ORLEANS, LA 70113-3125 USA

Currency   US Dollar

9. Click Next

10. Click Copy Purchase Order

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

Order Number

**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)

**Search**

∨ **Search Results**

**Order Number** ↑↓

61072462 000 - MSLP

15. Click the PO

- a. If the PO is not available, please email [esupplier@entergy.com](mailto: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

Self Service Invoice

Cancel

PO Number 0000600387  
 PO Unit S0000  
 PO Date 07/10/2025  
 PO Buyer  
 PO Total 0.010

**Line Details**

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

<input checked="" type="checkbox"/>	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	

**Copy Purchase Order**

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

Cancel Update Line Done

Line 1

Item ID

Description Test-Nicole-Service PO

Quantity 1.0000

UOM EA

Unit Price

\*Line Amount  USD

Apply Tax

Tax Percent

Comments

23. Click Done

Self Service Invoice

1 Summary 2 Invoice Details 3 Settlement Info

Step 2 of 3: Invoice Details

Copy Purchase Order

Invoice Lines

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](mailto:esupplier@entergy.com).

27. Click Submit

Self Service Invoice

1 Summary 2 Invoice Details 3 Settlement Info

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