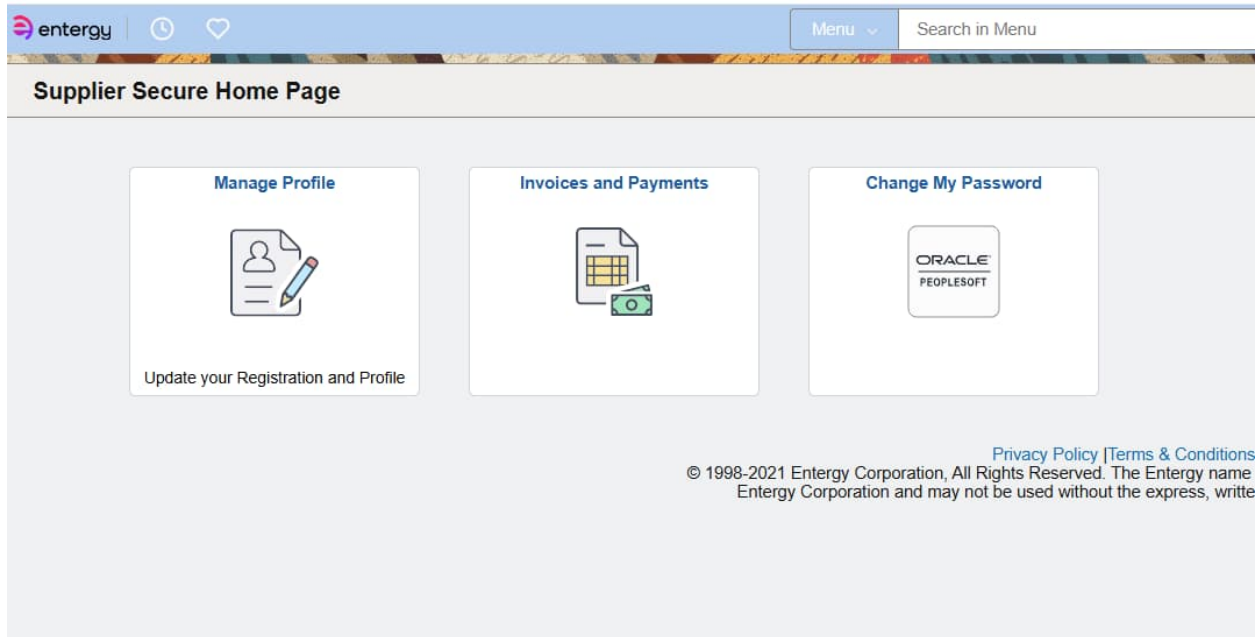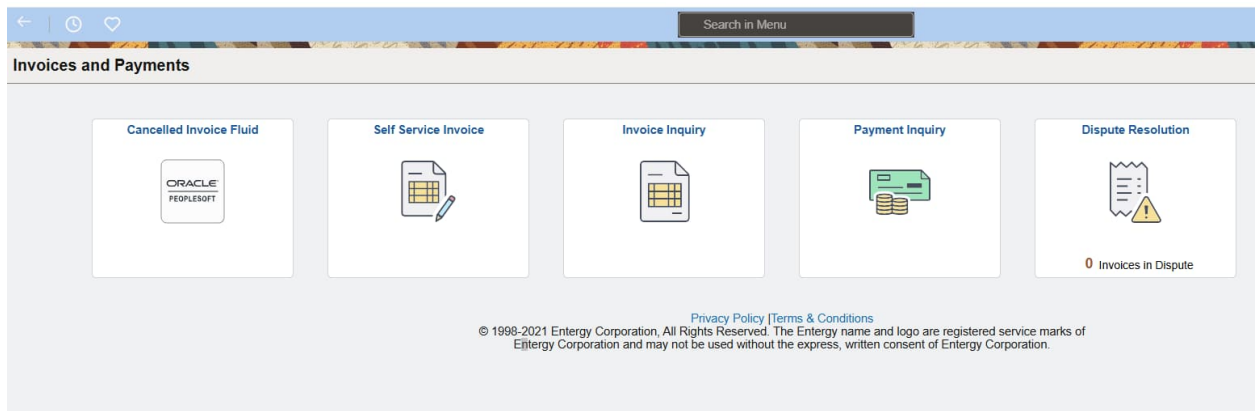# Rated Services PO Invoices

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

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

You may attach up to 10 files to upload

Choose From

My Device
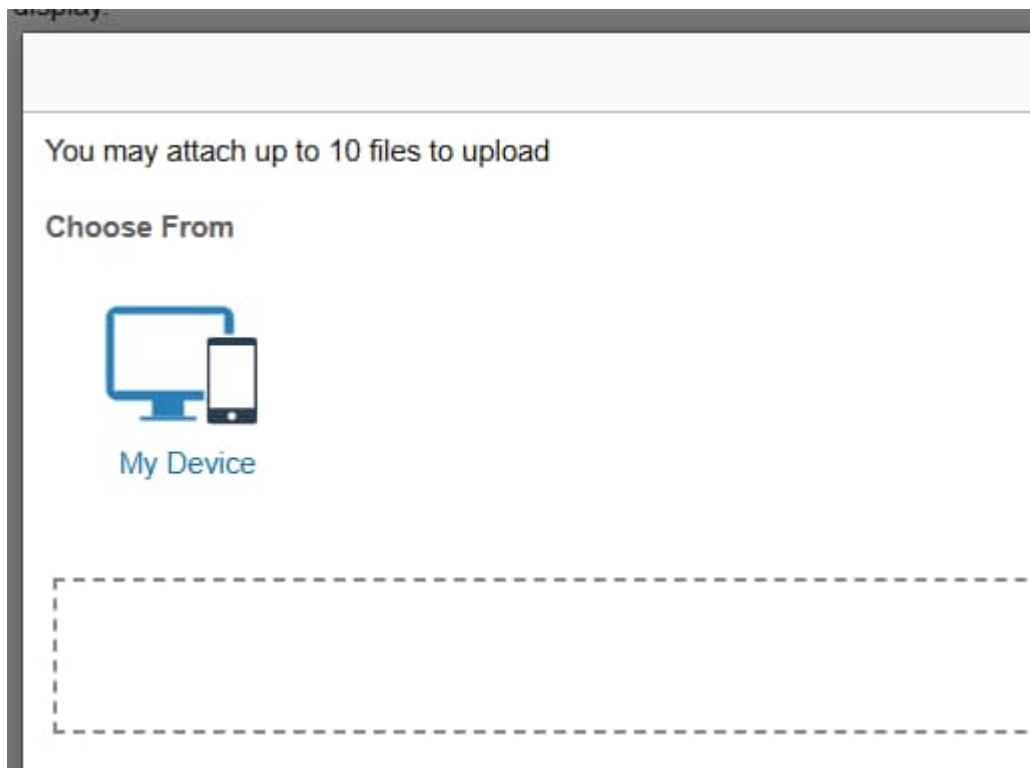
     d. Select the file

         i. Click Open

            1. The file should be pdf

     e. Click upload once you see the file in the box

File Attachment   Done

You may attach up to 10 files to upload

Choose From

My Device

_Invoice 1651.pdf
File Size: 56KB

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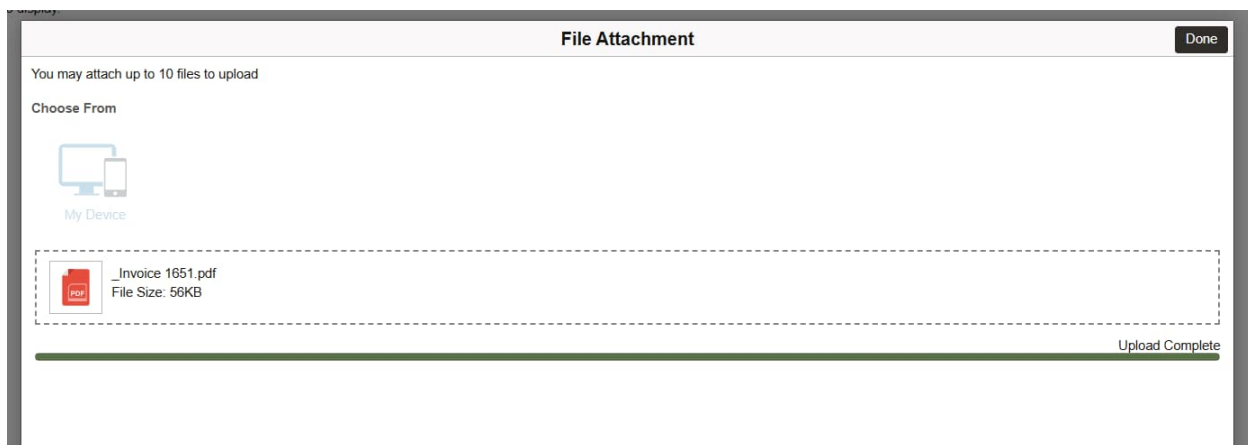
6. Click done
7. Click done
     a. Attachments should have a number in the parentheses
8. Enter the Invoice ID

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 ↕	PO ID ↕	Order Number ↕	PO Date ↕	PO Total ↕	Currency ↕
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) [61072465]

[Search] [Clear]

∨ Search Results

[▦] [☰]   1 row

Order Number ⇅

| 61072465 | 000 - MSRT |

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 the applicable lines

PO Number 0000600390
PO Unit S0000
PO Date 07/10/2025
PO Buyer
PO Total 8,000.000

Line Details   2 rows
Select the row(s) and click Done to copy the Purchase Order line(s) back to the invoice.

☑	Line ⇅	Item ID ⇅	Description ⇅	Unit Price ⇅	UOM ⇅	Quantity ⇅	Amount ⇅	Currency ⇅	Manufacturer ID ⇅	Manufacturer's Item ID ⇅	UPN Type ⇅	UPN ID ⇅
☑	1		Test-Rated Service-Line 1	350.00000	EA	10.0000	3,500.00	USD				
☑	2		Test-Rated Service-Line 2	450.00000	EA	10.0000	4,500.00	USD				

Copy Purchase Order

19. Click Done
20. Click the line
21. Update the Quantity Field & Unit Price Field if applicable
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

Update Line

Line 1
Item ID [Q]
Description [Test-Rated Service-Line 1   Q]
Quantity [2.0000]
UOM [EA   Q]
Unit Price [350.00000]
*Line Amount [700.00] USD
Apply Tax [☑]
Tax Percent
Comments [   ]

23. Click Done

Self Service Invoice   ⋮

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

‹ Previous   Next ›

Step 2 of 3: Invoice Details

[Copy Purchase Order]

Invoice Lines   2 rows
[Edit]

Line ⇅	Item ⇅	Description ⇅	Quantity ⇅	Unit ⇅	Unit Price ⇅	Amount ⇅	Currency ⇅	
1		Test-Rated Service-Line 1	2.0000	EA	350.00000	700.00	USD	›
2		Test-Rated Service-Line 2	1.0000	EA	450.00000	450.00	USD	›

24. To delete a line
    a. Click Edit
    b. Check the box of the line you want removed

      c. Click Delete

25. Click Next

26. Enter Tax in Sales Tax if applicable

      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

28. Click Submit

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