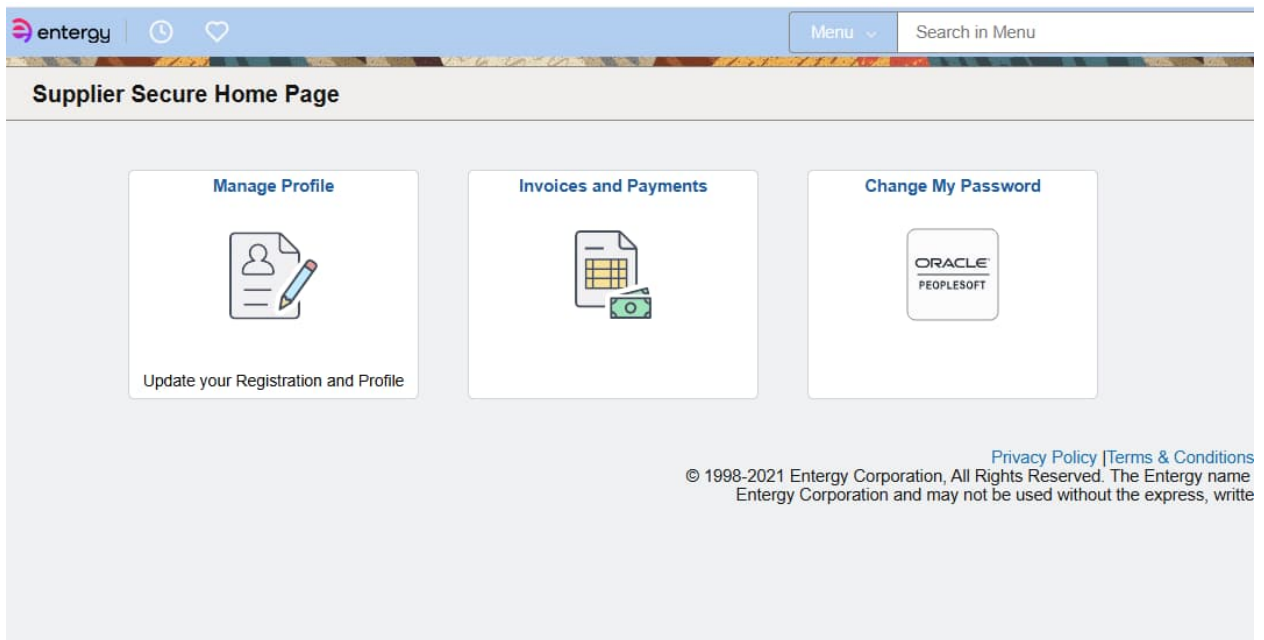
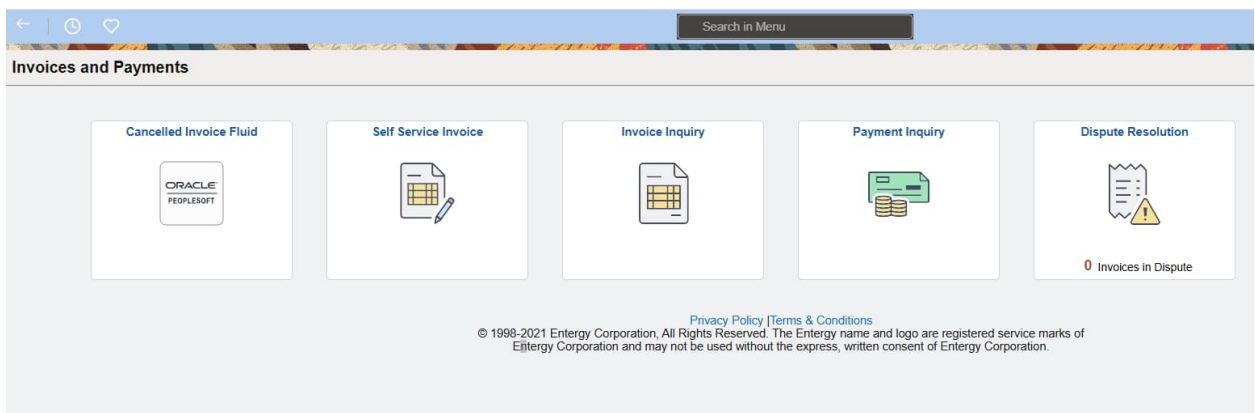


Service PO Invoice

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



3. Click Self Service Invoice

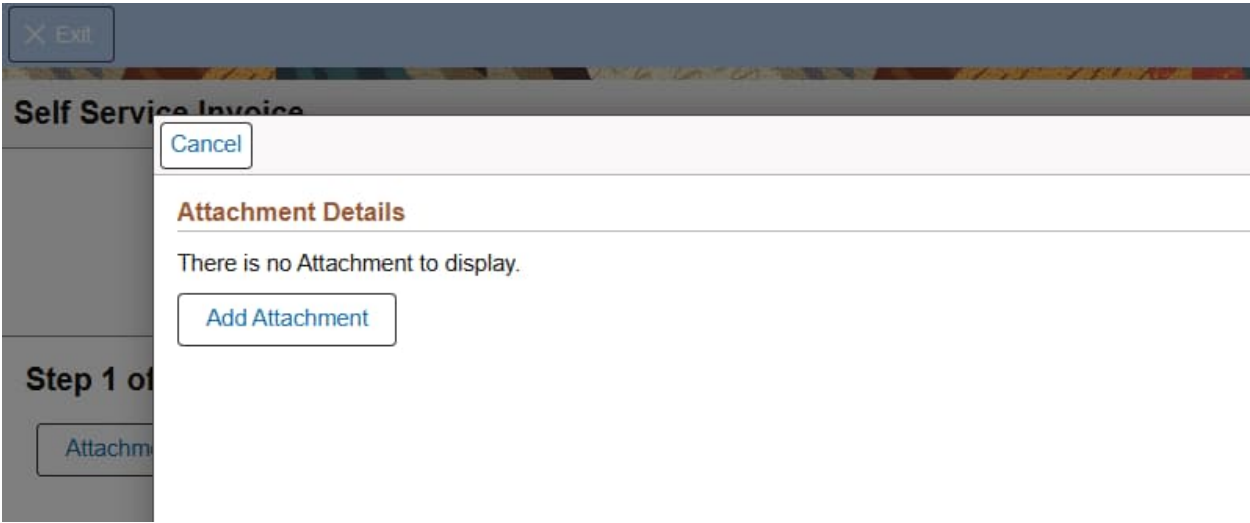


4. Click Create a new invoice

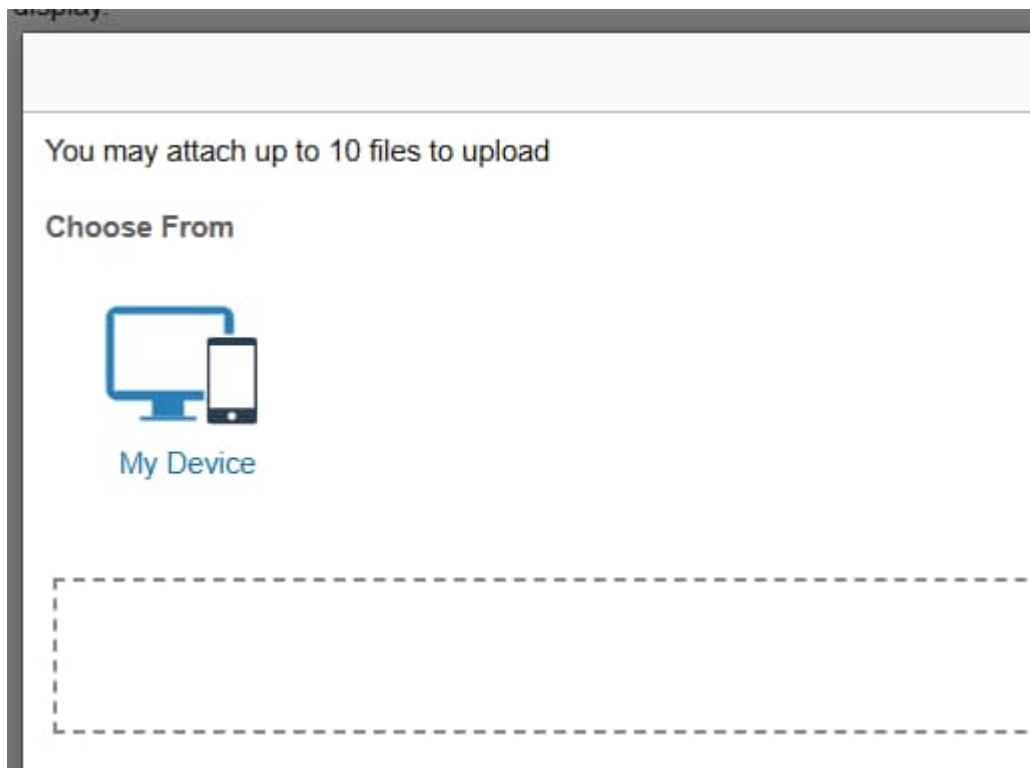


My Invoices						
All - 1/1/2025 to 7/8/2025						
<div> <div>+</div> <div>☰</div> </div>						
Invoice ID ↑↓	Buying Organization ↑↓	Invoice Date ↑↓	Supplier Location ↑↓	Amount ↑↓	Transaction Currency ↑↓	
125	Entergy Services, LLC	07/08/2025	01	10.00	USD	1

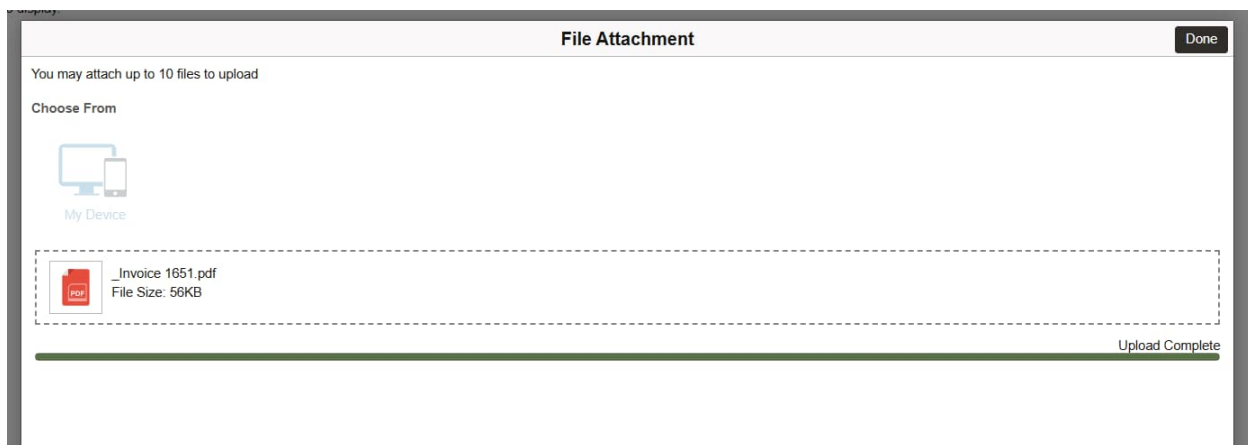
5. Add attachments
 - a. Click Attachments
 - b. Click Add Attachments



- 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

- Click Next
- Click Copy Purchase Order
- 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

- 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 web application window titled "Self Service Invoice". On the left is a sidebar with "Step 2 of" and a "Copy P" button. The main area displays PO information: 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. One row is visible 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 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

Cancel
Update Line

Line 1

Item ID

Description

Quantity

UOM

Unit Price

*Line Amount USD

Apply Tax ☒

Tax Percent

Comments

This is testing instructional pdf and videos

24. Click “Done”

25. If additional line is needed, repeat steps 10-24

- a. It must be the same PO, you CANNOT have an invoice with two different purchase orders

X Exit

Self Service Invoice

1
Summary

2

3
Settlement Info

Step 2 of 3: Invoice Details

Copy Purchase Order

Invoice Lines

Edit

Line TL	Item TL	Description TL	Quantity TL	Unit TL	Unit Price TL	Amount TL	Currency
1		Test-Nicole-Service PO	1.0000	EA	100.00000	100.00	USD
2		Test-Nicole-Service PO	1.0000	EA	10.00000	10.00	USD

26. Click “Next”

27. 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”

28. Enter Freight in “Shipping Amount” if applicable

29. 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

110.000

Sales Tax

10.00

Shipping Amount

15

Gross Amount

120.00

30. 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