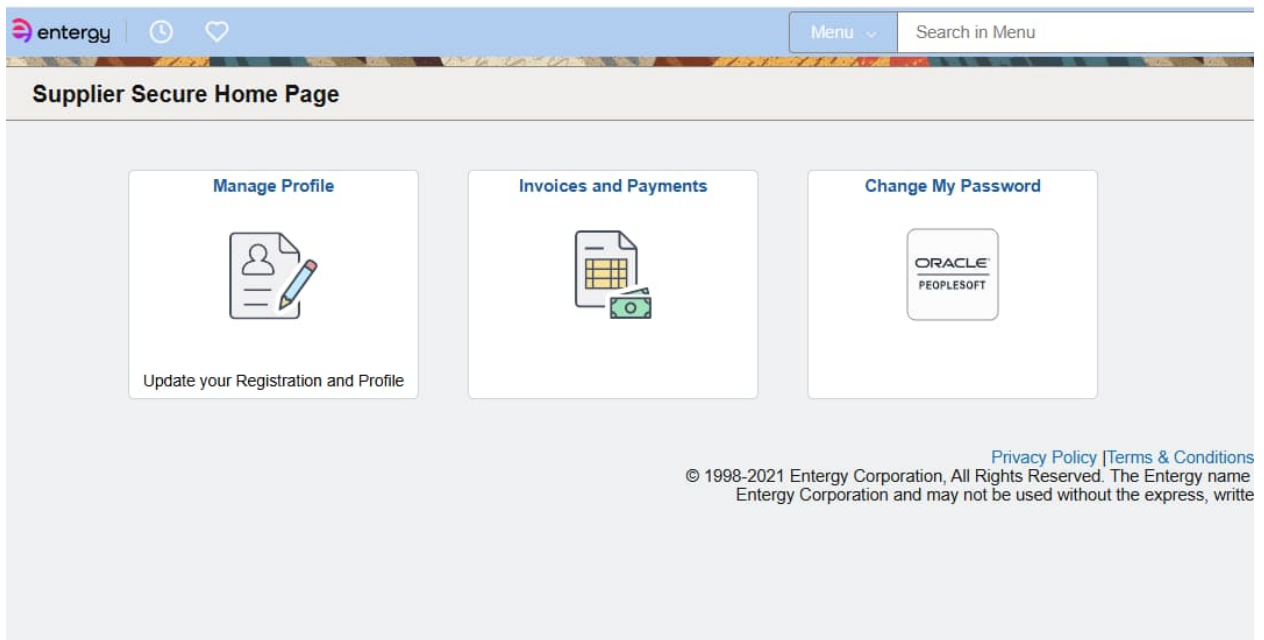


## Material PO Invoices

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



3. Click Self Service Invoice

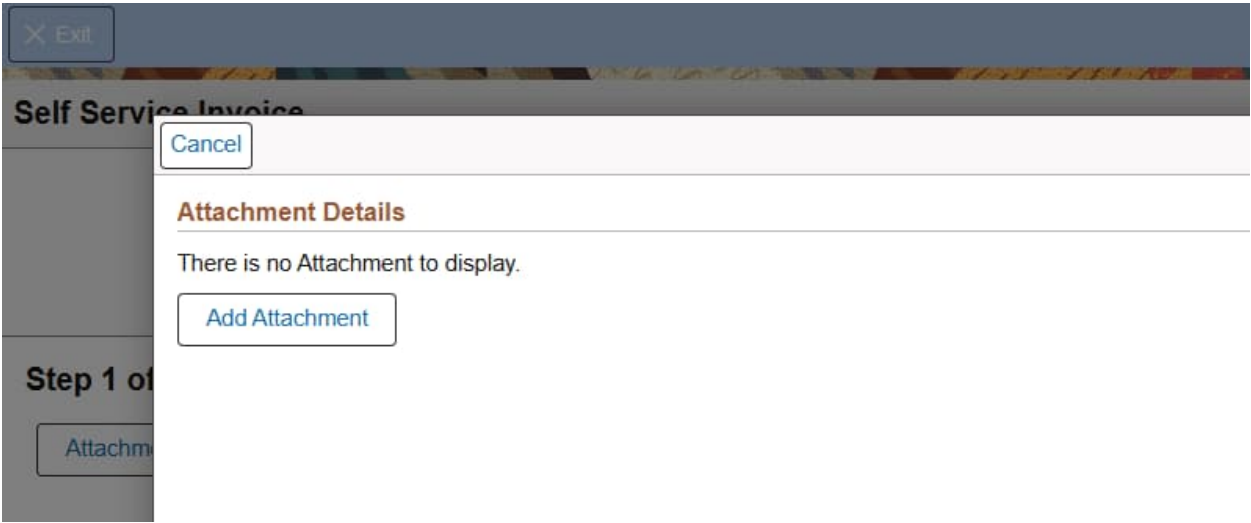


4. Click Create a new invoice

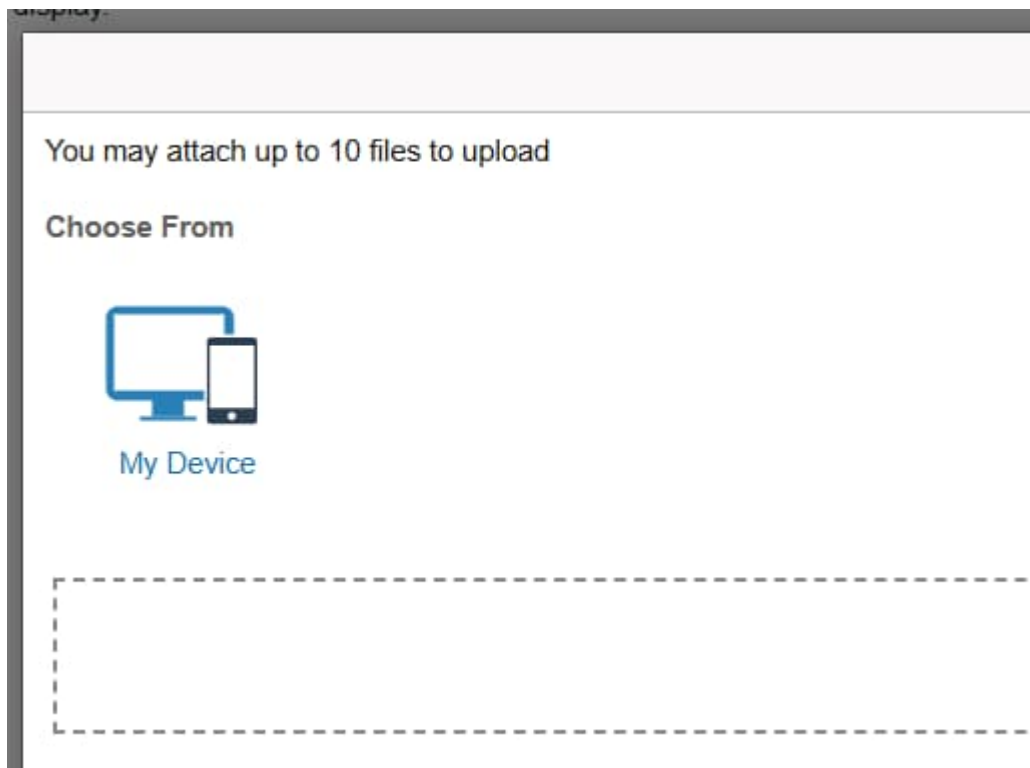


My Invoices						
All - 1/1/2025 to 7/8/2025						
<div> <div>+</div> <div>☰</div> </div>						
Invoice ID ↑↓	Buying Organization ↑↓	Invoice Date ↑↓	Supplier Location ↑↓	Amount ↑↓	Transaction Currency ↑↓	
125	Entergy Services, LLC	07/08/2025	01	10.00	USD	1

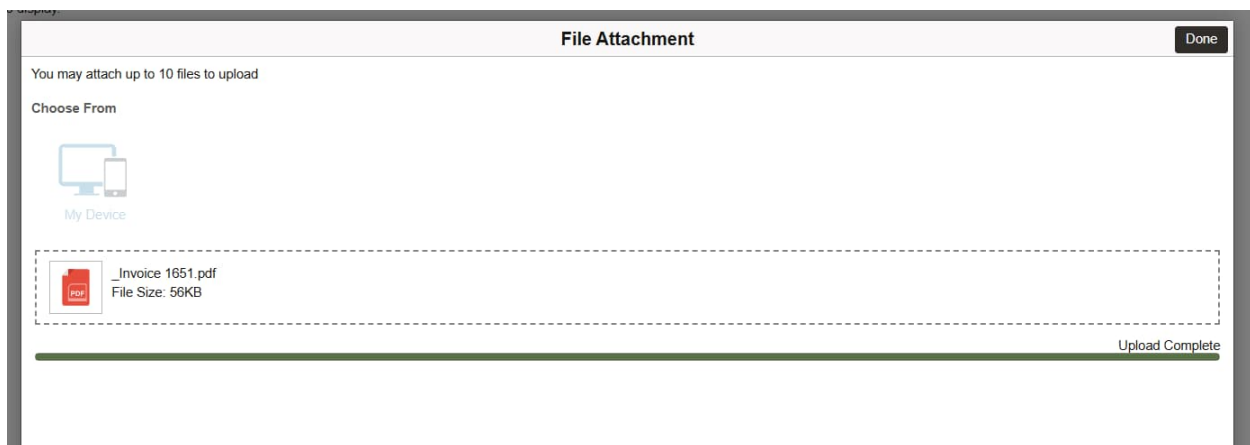
5. Add attachments
  - a. Click Attachments
  - b. Click Add Attachments



- 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

Location

01

TEST 123

NEW ORLEANS, LA 70401 USA

\*Buying Organization

Entergy Services, LLC

639 LOYOLA AVE

NEW ORLEANS, LA 70113-3125 USA

\*Invoice ID

71025

Invoice Date

07/10/2025

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 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](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 the PO lines you would like to invoice against

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

Line 1

Item ID 1

Description Test-Material-Line 1

Unit Price 175.00000

UOM EA

Quantity 20.0000

Amount 3,500.00

Currency USD

Manufacturer ID

Manufacturer's Item ID

UPN Type

UPN ID

2

Test-Materials-Line 2

1.25000

EA

30.0000

37.50

USD

Copy Purchase Order

19. Click Done
20. Click into the line to edit the fields
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
23. Click Done

Cancel

Update Line

Done

Line 1

Item ID

Description Test-Material-Line 1

Quantity 2.0000

UOM EA

Unit Price 175.00000

\*Line Amount 350.00 USD

Apply Tax ☒

Tax Percent

Comments

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

Step 2 of 3: Invoice Details

Invoice Lines

Delete

Cancel

<input type="checkbox"/>	Line 1	Item 1	Description 1	Quantity 1	Unit 1	Unit Price 1	Amount 1	Currency 1
<input checked="" type="checkbox"/>	1		Test-Material-Line 1	18.0000	EA	175.00000	3,150.00	USD
<input type="checkbox"/>	2		Test-Materials-Line 2	29.0000	EA	1.25000	36.25	USD

**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 of 1

[Edit](#)

Line	Item	Description	Quantity	Unit	Unit Price	Amount	Currency
1		Test-Materials-Line 2	29.0000	EA	1.25000	36.25	USD

25. Click Next
26. Enter Sales Tax in Sales Tax if applicable
27. Enter Freight in Shipping Amount if applicable
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

Gross Amount 376.25

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](#)