

Create Freight Only Material PO Invoice Work Instruction

Create Invoice for Freight Only Material PO

Purpose:

This procedure is used to enter an invoice that has a freight only material PO

Prerequisites:

Registered and approved as a Supplier with Portal access

Menu Path:

Oracle > Main Menu > eSettlements > Self-Service Invoice

On the **Entergy Portal** page, complete the Supplier Login information:

1. **Enter**  User ID and Password to create invoice.
2. **Navigate to:** Main Menu > eSettlements > Self-Service Invoice

On the **Self-Service Invoice** page, complete the following actions:

3. **Click**  [Create Invoice](#) to enter new invoice.
4. **Update** the following fields in the Invoice Entry screen.

Field	R/O/D	Description/Action
Supplier SetID	Defaults	ENT01
Supplier	Defaults	Name associated with Log On ID
Location	Required	Address where check is being sent. If there is ACH with 4 digits on the address, the payment will go to the bank account that ends in those 4 digits
Invoice ID	Required	Must be unique to every invoice
Invoice Date	Required	Must be current date or future date. Can never be back dated.
Buyer	Required	Select Entergy Services, LLC from the look up
Currency	Defaults	USD
Requestor		This field should not be filled out

5. **Click**  to get to order selection screen.
6. **Click** on  magnify glass to search for POs associated with your company.

Create Freight Only Material PO Invoice Work Instruction



MMAT = Material PO
MSLP = Service PO with Line Cost
MSRT = Rated Service PO

7. **Click** MMAT order number that invoice applies to.



The header will display the total remaining balance of the PO.
The detail will display the remaining lines of the PO and their balances.

8. **Click**  this will pull up the PO information.

Select

9. **Click**  Select box for PO information to be populated.

10. **Click** .

11. **Edit** the invoice to make the **Quantity 1** and **Unit Price 0**



The **Unit Price** of a freight only material PO will always be 0.

12. **Insert** freight under **Shipping Amount**. You can delete lines by clicking the minus button on the line but 1 line must be available.

13. **Click**  to total the invoice.

14. **Click**  if invoice is not ready to be submitted. **Click**  when completed.



Once you hit **Save and Submit**, no changes can be made to the invoice. Please make sure all your lines and charges equal the gross amount.

Results

Invoice entered that is tied to a freight only material PO.