

Create Service PO Invoice Work Instruction

Create Invoice for Service PO

Purpose:

This procedure is used to enter an invoice that has a Service 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.

Supplier Login	
User ID	<input type="text"/>
Password	<input type="password"/>

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.

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Work Instruction

- MMAT = Material PO
 - MSLP = Service PO with Line Cost
 - MSRT = Rated Service PO
7. **Click** MSLP order number that invoice applies to.
 8. **Click**  this will pull up the PO information.
 9. **Click**  Select box for PO information to be populated.
 10. **Click** .
 - The **Unit Price** of a Service PO will always be .01 (this is a placeholder).
 - The **Quantity** for a Service PO will always be 1.
 11. **Enter** the description of the services or goods being provided using a minimal of 38 nonblank characters in the **Comments** field.
 12. **Enter** the line amount in the Unit Price field.
 - Please create multiple lines to break out materials and services on your invoice.
 13. If you need multiple lines, click **Copy from an Order**, and choose the same PO ID again. Click **Details**. Then repeat steps 8-12. Repeat this step for as many lines as you need.
 - Attachments are required for Service POs.
 - Supplier should attach their invoice to the Service POs.
 14. **Click**  to attach invoice to the Service PO. **Click**  to attach file then **Click Upload** to upload attachment. **Click OK** when done.
 15. **Add** freight and/or tax as needed. Click  to total the invoice.
 - If you add tax, you must select the line(s) the tax is associated with by checking the box under **Tax** for that line(s).
 16. **Click Save for Later** if invoice is not ready to be submitted. **Click**  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. If the invoice needs to be updated, please email esupplier@entergy.com to have the invoice canceled, and then you will need to reenter the invoice.

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Results

Invoice entered that is tied to a Service PO.