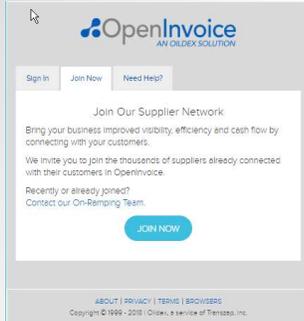


Marathon Oil Invoicing – Quick Reference Guide

Access to OpenInvoice

(No Existing Account)

1. Visit www.openinvoice.com
2. Click Login Now button
3. Select the Join Now Tab and click Join Now

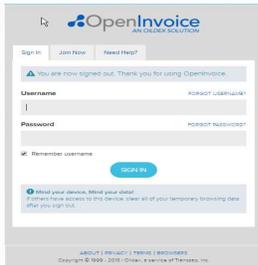


4. Fill in the required information

Access to OpenInvoice

(Existing Account)

1. Log into OpenInvoice via www.openinvoice.com as shown below.



2. For username and password issues please contact OpenInvoice directly **866-627-3287**.

On-boarding/Enablement Information

- A supplier must meet the following criteria to be enabled in OpenInvoice, Marathon must issue a Purchase Order document to the supplier, supplier must have an OpenInvoice account, and supplier is **REQUIRED** to attend Marathon Oil's online pre-recorded session to explain important billing information (this is not OpenInvoice training).
- To receive credit you must register for the training session by completing the Supplier Training Registration Form. After you complete the registration form please click the Supplier Training Video link to view the training. www.marathonoil.com/Operations/Suppliers (Orange Section on Supplier Portal)

Invoice Entry Requirements

Invoices **MUST** contain the following **REQUIRED** information:

Information to be provided by Marathon Representative, if the following information is not provided, please ask for it

1. Purchasing Document Number (10 Digit number beginning with 45 or 48)
2. Purchasing Document Line Item Number - Corresponds to the service provided (Line 10, 20, 30 etc.)
3. Invoice Approver Name – Marathon invoice reviewer/approver (Approver ID or first and last name) from the person who requests the goods or services
4. Delivery or Service Date - Date(s) for service to be performed / material to be delivered
5. Location of Work or Delivery Site - Well Name / Site or Facility Name
6. Charge Code – Must provide Cost Center, WBS Number, or Work Order Number (not all 3)
 - **Cost Center** – Eight (8) digit numeric number (28514000)
 - **WBS Number** – Alpha Numeric (DD.17.12345.D1) - Most difficult one to get right. Numbers, letters and periods are important. Double check the WBS code with person ordering service or material
 - **Work Order** – Nine (9) digit numeric number (i.e. 300073027)
7. Drilling & Completions Signature Requirements
 - Signature is required for Drilling & Completions invoices. Work ticket/delivery ticket must have the signature stamp (example of signature stamp below)
8. Production Signature Requirements
 - No signature or stamp required

Printed Name (field): _____
 Signature (field): _____
 Date: _____
 WBS #: _____
 Well Name: _____
 RO/PO #: _____
 Material Service Group #: _____
 Line Item #: _____
 Invoice Approver SAP ID (engineer): _____

****Without correct information your invoice is likely to be rejected, if you are missing any information it must come from the Marathon requestor****

Resource Information

- Marathon Supplier Portal www.marathonoil.com/Operations/Suppliers
- OpenInvoice Resource Center Found in OpenInvoice under the question mark.

How to Enter Invoice against a 482 RO

1. Login to OpenInvoice
2. In the header bar, hover over Invoice and select Create Invoice
3. Chose the correct customer site for the asset you are billing against.
4. Enter invoice details in the yellow sections
 - **Invoice Number**
 - **Invoice Date** (should match actual invoice)
 - **Description** (a brief description of the work performed)
 - **Pricebook** - Chose the Pricebook that matches the RO you are billing against
5. Click Next
6. Review Header details for accuracy, edit header to make changes
7. Click Add Line Item
8. Enter/Chose a value for the following **REQUIRED** fields:
 - **PO** – Purchase order document (starts with a 482)
 - **PO Line** - place an * (Asterisk) in this field and chose the an available PO line
 - **Service Dates** – dates to/from work was performed
 - **Product/Service** - place an * (Asterisk) in this field to see all the PriceBook options – Chose the product/services you are billing
 - **Description** - will auto populate but is editable
 - **Quantity**
 - **Units** – Unit of Measure
 - **Rate**
 - **WBS/CC/WO** – see Invoice Entry Requirements section for more details
 - **Approver ID** – see Invoice Entry Requirements section for more details
9. Click Next if you are done entering invoice lines or Add Line Item to add additional lines
10. Review invoice line item details for accuracy
 - Click on description to make edits.
11. Review Alert Colors and attempt for Blue or Green alerts
 - Yellow/Red alerts may result in invoice dispute
12. Attach all invoice supporting documentation
13. Submit to Buyer

Marathon Oil Invoicing – Quick Reference Guide

How to Enter Invoice against a 45 PO

1. Login to OpenInvoice
2. On OpenInvoice Dashboard, Click on the \$USD hyperlink under Purchase Orders
3. Find the PO you are billing for
4. Click the Actions Icon 
5. Enter Invoice details in yellow sections
 - **Invoice Number**
 - **Invoice Date** (should match actual invoice)
 - **Description** (a brief description of the work performed)
 - **Pricebook** - Chose N/A – PriceBook Not Available
6. Click Next
7. Review Header details for accuracy, edit header to make changes
8. Click on the blue hyperlink description for the line you are invoicing against
9. Enter/Chose/Verify a value for the following **REQUIRED** fields:
 - **Service Dates** – dates to/from work was performed
 - **Description** - will auto populate but is editable
 - **Quantity** – If billing partial quantity be sure to edit
 - **Units** – Unit of Measure
 - **Rate**
 - **WBS/CC/WO** – Defaults to value on PO – cannot be changed.
 - **Approver ID** – see Invoice Entry Requirements section for more details
10. Click Submit when you are done with this line item
11. Repeat steps 8 - 10 for additional invoice lines
12. Delete any un-invoiced lines
 - Click on description to make edits
14. Attach all invoice supporting documentation
15. Submit to Buyer

Payment Status

1. Login to OpenInvoice
 2. In the Search Box (top right hand corner) enter invoice number your are searching for
 3. Click magnifying glass
 4. Click on the blue hyperlink invoice #
 5. Invoice status details will appear in the messages and invoice journal section
 - **Submit** = Supplier has submitted the invoice to Marathon
 - **Save** = Marathon updated invoice at ADP and saved at ADP (as an example, Marathon added a WBS)
 - **Dispute** = Marathon has sent the invoice back to the vendor to correct (this will include the dispute comment entered by Marathon)
 - **Export** = Invoice sent to SAP for processing (will stay in this status if parked in SAP)
 - **Unlock** = Marathon has unlocked an exported invoice to work in ADP
 - **Approve** = Invoice posted for payment in SAP
 - **Paid** = Invoice was paid in SAP
 - **Cancelled** = Supplier deleted invoice from ADP. B2B vendors may submit a new invoice from their ERP system
- If your invoice is past due you can contact the accounts payable supplier hotline at 866-323-1836 or email openinvoicesupport@marathonoil.com**
1. Other reasons to contact AP Hotline:
 - Invoice was short paid
 - Invoice needs to be disputed for correction
 - To obtain remittance details

Billing Multiple Account Assignments

- If Marathon provides you with more than one WBS/CC/WO you will need to enter each WBS/CC/WO as a separate line item and the total quantity for each invoice item will need to be divided by the number of WBS/CC/WO's provided
- For example, if you have an invoice that has 120 hours of roustabout services and were provided 3 different charge codes you will need to enter 3 invoice line items with each line item using a different charge code. The 120 hours for the roustabout crew will be divided by 3 so each line item would have a quantity of 40, the rate will not change and the charge code will be one of the 3 for each line item
- The total of your invoice entry in OpenInvoice should match the total of the invoice you are billing
- Continue to enter the invoice information and submit to Marathon

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1	4820010220	07/23/2018	07/27/2018	MOC 129	Bradley Fox	40.00	HR	75.00	3,000.00	(0.00%)	3,000.00	
	2	4820010220	07/23/2018	07/27/2018	MOC 129	Bradley Fox	40.00	HR	75.00	3,000.00	(0.00%)	3,000.00	
	3	4820010220	07/23/2018	07/27/2018	MOC 129	Bradley Fox	40.00	HR	75.00	3,000.00	(0.00%)	3,000.00	
Subtotal: 9,000.00											0.00	9,000.00	
Total Amount:											USD 9,000.00		

How to Use Product/Service Field

- The first to step is to ensure you selected the correct PriceBook in the invoice header section
- When entering the line item details of an invoice, you will need to populate the Product/Service field with items from your Pricebook or Catalog
- To see the available PriceBook items place an * in the product/service field and chose the item that best fits the services/materials you are billing for
- If you need to bill an item that does not appear on this list you will need to uncheck the On Pricebook box, click OK on the pop-up box, and then place an * in the Product/Service field to see all your catalog items
- If the item you are billing for is not in your catalog you will need to add it. Instructions can be found on the OpenInvoice Resource Center under Supplier Guidelines
- Choosing an off contract item may result in your invoice being disputed back to you for correction
- You will continue to enter your invoice line item details of your invoice until completed and then submit your invoice to Marathon
- **Only items in the signed job order/contract will be included in Detailed PriceBooks**

