

A wide-angle photograph of an oil field at sunset. The sun is low on the horizon, casting a warm glow over the landscape. In the foreground, there is a grassy field with a road. In the middle ground, there are several oil rigs and structures. The sky is filled with soft, wispy clouds. The text 'CREATING INVOICES PRICEBOOK REQUIRED VS NOT REQUIRED' is overlaid on the image in white and blue.

CREATING INVOICES PRICEBOOK REQUIRED VS NOT REQUIRED

Creating Invoices Using PriceBooks

Pricebook Not Required vs. PriceBook Required



PriceBook Required

How to create invoices for PriceBook Required

From your dashboard select:

1. Invoice Icon
2. Create Invoice

The screenshot shows the OpenInvoice dashboard with a dark header. The 'Create Invoice' menu is open, showing options like 'Image Invoice Upload', 'Image Invoice Processing', 'Templates', 'Invoice Search', 'PO Search', and 'Mobile Invoice'. The dashboard includes sections for Unapproved Invoices (USD 4,167,99), Approved Invoices (USD 0.00 Month to Date, USD 130,000.00 Year to Date), Purchase Orders (0 Pending, 191 Ready To Invoice), and Price Books. A warning banner indicates 4 stalled invoices with a total value of USD 2,003,169.25.

Price Books Requiring My Action	Count
Pricing Updates Requested	2
Pricing Disputed by Buyer	0
Price Books	Count
Active	29
Approved	0
In Progress (new price books)	0
In Progress (amendments)	3
Inactive	20

PriceBook Required

How to create invoices for PriceBook Required

Enter the appropriate values in the following fields:

1. **Customer Name** – Marathon Oil Corporation
2. **Customer Site** – Select the customer site that matches the asset you performed work in
3. **Customer Department** – Will auto select – no action needed
4. **PriceBook** - Select the PriceBook per the screenshot
5. Click Next

The screenshot shows the 'OpenInvoice' application interface. The 'Customer Site' dropdown menu is open, displaying a list of options. The 'Bakken AT' option is highlighted in blue. The other options in the list are: An Internal Use Site - OnBehalfOfOthers, Corporate, DJ Basin AT, Eagle Ford AT, EG AT, EG LNG AT, Gulf of Mexico AT, Internal Use Site - Payment Requests, Kurdistan AT, Michigan Basin AT, Mid Continent AT, Permian AT, Resource Exploration, UK AT, WAT-Piceance, WAT-Powder River Basin, and WAT-Rocky Mount Ops. The 'Next >>' button is visible below the dropdown.

The screenshot shows the 'OpenInvoice' application interface with the form fields filled out. The 'Customer Site' field is set to 'Bakken AT'. The 'Customer Department' field is set to 'AP - BAKKEN'. The 'Creation Options' are set to 'Standard'. The 'Next >>' button is visible below the form.

PriceBook Not Required

How to create invoices for PriceBook Not Required

Enter the appropriate values in the following fields:

1. **Invoice Number** –Should match your support documentation
2. **Invoice Date** – Should match your supporting documentation
3. **Description** - Brief description of the work performed
4. **Pricebook** - Select the N/A – PriceBook not applicable per the screenshot
5. Click Next
6. Review header info to ensure accuracy

The screenshot shows the OpenInvoice system interface. At the top, there is a navigation bar with 'OpenInvoice' and several menu items: Home, Invoice, Receipt, Corporate, Membership, and Reports. Below this, the 'Invoice' header is visible. The main form is divided into several sections:

- Buyer:** Marathon Oil Corporation, Eagle Ford AT, Attn: AP - EAGLE FORD, 5555 San Felipe, Houston, Texas, United States of America, 77056.
- Supplier:** Houston, 123 Houston Way, Houston, Texas, United States of America, 77042, 555-555-5555.
- General Information:** Invoice Number: No PB Required, Invoice Date: 02/04/2020, Service Date: 01/01/2020, Currency: USD - U.S. Dollar, Invoice Amount: 0.00, Remit Amount: 0.00.
- Description:** Brief Description of the work performed.
- Price Book Information:** Price Book: N/A - Price book not applicable. A blue callout box points to this dropdown with the text 'Select N/A - PriceBook Not Applicable'.

At the bottom of the form, there is a 'Next >>' button. Below the form is a summary table with columns: Alert, Item, Service Date From, Service Date To, Part #, Description, Qty, Units, Rate, Subtotal, Discount, Total. The table shows a Subtotal of 0.00 and a Total Amount of USD 0.00. At the very bottom, there is a toolbar with icons for Save, Delete, Print Preview, Forward, Comment, Attach File, and Send Message.

PriceBook Not Required

How to create invoices for PriceBook Not Required

Enter the appropriate values in the following fields:

1. **Purchase Order Number** – Type 482 and select the correct PO from the drop down list
2. **PO Line** – Place an * in the PO line field and select the PO line that best fits the services you are providing

Line Item 1 of 1 - Invoice # No PB Required - 02/04/2020

PO: 4820006531 Enter PO Number PO Line: Enter * to view PO lines

Service Date From: 01/01/2020 Service Date To: 01/01/2020

Product/Service: Start typing part of an item's description, part #, or category

Description:

Tickets: Add

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	.00	<input type="text"/>	USD	.00

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
StateandLocal	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	100000001	US - Combined State and Local Tax
GrossReceipt	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		US - Gross Receipts Tax

Material Service Group:

WBS/CC/WO:

Approver ID:

Location:

Next >> Add Line Item Cancel

PriceBook Not Required

How to create invoices for PriceBook Not Required

Enter the appropriate values in the following fields:

- 3. **Service Dates** – Enter the service dates that match your supporting documentation
- 4. **Product/Service** - Place an * in this field and select the catalog item that matches your supporting documentation. (OpenInvoice can assist with adding catalog items, openinvoicessupport@oildex.com)

Line Item 1 of 1 - Invoice # No PB Required - 02/04/2020

PO: 4820006531 PO Line (Limit): 20

Service Date From: 01/01/2020 Service Date To: 01/01/2020

Product/Service: *

Description: 1 TON & Trailer W/Operator - SP0071393

Tickets: 3/4 Ton Truck - MOC18
Barracude to Orion Unit - MOC17
Contract Labor SBP072259 - 2
Coy City to Orion Unit - MOC16

Details: Drilling/Completions/Work - MOC19
Equipment Operator - MOC20

Taxes: Foreman - MOC21
Freight - FREIGHT
Hot Oil Truck - HotOil

Material Service Group: Kennedy Route 1 - Central Longhorn - MOC1

WBS/CC/WO: Kennedy Route 10 - MOC10

Approver ID: Kennedy Route 11 - MOC11

Location: Kennedy Route 12 - MOC12

Discount(%)	Currency	Total
	USD	.00

Exempt Code	Tax Number	Tax Description
	100000001	US - Combined State and Local Tax
		US - Gross Receipts Tax

Next >> Add Line Item Cancel

Place an * in Product/Service field and chose correct item from dropdown

PriceBook Not Required

How to create invoices for PriceBook Not Required

Enter the appropriate values in the following fields:

5. **Details** – Enter quantity, unit of measure (units), and rate
6. **Taxes** - Enter taxable amount as state and local tax *IF APPLICABLE*
7. **WBS/CC/WO** - Enter WBS/CC/WO – search by entering any portion of coding surrounded by * and click magnifying glass.
8. **Approver ID** - Enter Approver ID - search by entering any portion of approvers name surrounded by * and click magnifying glass

Complete invoice entry by selecting add a line item to enter more lines or Next to finish invoice

****Ensure you attach all your support documentation**

Submit to buyer

Line Item 1 of 1 - Invoice # No PB Required - 02/04/2020

PO: 4820006531 PO Line (Limit): 20

Service Date From: 01/01/2020 Service Date To: 01/01/2020

Product/Service: 1 TON & Trailer W/Operator - SP0071393

Description: 1 TON & Trailer W/Operator

Tickets: Add

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Catalog		USD	N/A	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
5	HR	50.00	250.00		USD	250.00

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
StateandLocal					100000001	US - Combined State and Local Tax
GrossReceipt						US - Gross Receipts Tax

Material Service Group:

WBS/CC/WO: 23075900

Approver ID: DDHENRY

Location: TX

Next >> Add Line Item Cancel

Complete invoice entry by selecting add a line item to enter more lines or Next to finish invoice

PRICEBOOK REQUIRED

PriceBook Required

How to create invoices for PriceBook Required

From your dashboard select:

1. Invoice Icon
2. Create Invoice

The screenshot shows the OpenInvoice dashboard with the 'Create Invoice' menu open. The menu options are:

- Create Invoice
- Image Invoice Upload
- Image Invoice Processing
- Unsubmitted Invoices
- Templates
- Invoice Search
- PO Search
- Mobile Invoice

The dashboard also displays the following information:

- Unapproved Invoices:** USD 4,167,99
- Approved Invoices:** USD 0.00 (Month to Date), USD 130,000.00 (Year to Date)
- Purchase Orders:** 0 Pending, 191 Ready To Invoice
- Disputed Invoices:** You have 4 stalled invoices, USD 2,003,169.25, 4 Invoices
- Price Books Requiring My Action:**

Category	Count
Pricing Updates Requested	2
Pricing Disputed by Buyer	0
- Price Books:**

Category	Count
Active	29
Approved	0
In Progress (new price books)	0
In Progress (amendments)	3
Inactive	20

PriceBook Required

How to create invoices for PriceBook Required

Enter the appropriate values in the following fields:

1. **Customer Name** – Marathon Oil Corporation
2. **Customer Site** – Select the customer site that matches the asset you performed work in
3. **Customer Department** – Will auto select – no action needed
4. **PriceBook** - Select the PriceBook per the screenshot
5. Click Next

The screenshot shows the 'OpenInvoice' application interface. The 'Customer Site' dropdown menu is open, displaying a list of options. The 'Bakken AT' option is highlighted in blue. The other options in the list are: An Internal Use Site - OnBehalfOfOthers, Corporate, DJ Basin AT, Eagle Ford AT, EG AT, EG LNG AT, Gulf of Mexico AT, Internal Use Site - Payment Requests, Kurdistan AT, Michigan Basin AT, Mid Continent AT, Permian AT, Resource Exploration, UK AT, WAT-Piceance, WAT-Powder River Basin, and WAT-Rocky Mount Ops. The 'Next >>' button is visible below the dropdown.

The screenshot shows the 'OpenInvoice' application interface with the form fields filled out. The 'Customer Site' field is set to 'Bakken AT'. The 'Customer Department' field is set to 'AP - BAKKEN'. The 'Creation Options' are set to 'Standard'. The 'Next >>' button is visible below the form.

PriceBook Required

How to create invoices for PriceBook Required

Enter the appropriate values in the following fields:

1. **Invoice Number** –Should match your support documentation
2. **Invoice Date** – Should match your supporting documentation
3. **Description** - Brief description of the work performed
4. **PriceBook** - Select the PriceBook per the screenshot
5. Click Next
6. Review header info to ensure accuracy

OpenInvoice

Buyer: Marathon Oil Corporation
Bakken AT
Attn: AP - BAKKEN
5555 San Felipe
Houston, Texas
United States of America
77056

Supplier: Solsten - MRO
Houston
5555 San Felipe
Houston, Texas
United States of America
77056
713-296-3962

General Information

Invoice Number: PB Required
Invoice Type: Original Invoice
Submission Type: Direct Entry
Status: New
Routing Code:

Invoice Date: 08/12/2020
Service Date:
Currency: USD - U.S. Dollar
Invoice Amount: 0.00
Remit Amount: 0.00

Description: PriceBook Required

Price Book Information

Price Book: 4820006421 - ND Drilling

Next >>

Alert	Item	Service D	Rate	Subtotal	Discount	Total
				0.00	0.00	0.00
						USD 0.00

PriceBook Required

How to create invoices for PriceBook Required

Enter the appropriate values in the following fields:

1. **Purchase Order Number** – Type 482 and select the correct PO from the drop down list
2. **PO Line** – Place an * in the PO line field and select the PO line that best fits the services you are providing

The screenshot shows the 'OpenInvoice' application interface. At the top, there is a navigation bar with a 'Back' button. Below it, the main form area is titled 'Line Item 1 of 1 - Invoice # PB Required - 08/11/2020'. The 'PO:' field contains the value '4820006421'. A blue double-headed arrow points from this field to a dropdown menu for 'PO Line:'. The dropdown menu is open, showing a list of options: '20: Consulting Services - Admin', '30: Consulting Services - Safety & Environme', '40: Consulting Services - HES', and 'No PO Line'. The 'PO Line' field is currently empty. Below the 'PO Line' dropdown, there is a 'Service Date From:' field with a date picker, a 'Product/Service:' field with a search bar, and a 'Description:' field. The 'Tickets:' field has an 'Add' button. Below these fields, there is a 'Details:' section with a table for 'Quantity', 'Units', 'Rate', 'Subtotal', 'Discount(%)', 'Currency', and 'Total'. The 'Taxes:' section has a table with columns for 'Tax Type', 'Tax Percent', 'Tax Amount', 'EP Eligible', 'Exempt Code', 'Tax Number', and 'Tax Description'. The 'Material Service Group:', 'WBS/CC/WO:', 'Approver ID:', 'Location:', and 'GL Acct/Minor/Subcode:' fields are also present. At the bottom, there are three buttons: 'Next >>', 'Add Line Item', and 'Cancel'.

PriceBook Required

How to create invoices for PriceBook Required

Enter the appropriate values in the following fields:

3. **Service Dates** – Enter the service dates that match your supporting documentation
4. **Product/Service** - Place an * in this field and select the PriceBook item that matches your supporting documentation.

Billing Off Contract Items

PriceBooks will only include items that are in the signed negotiated Job Orders. Items not included in the Job Order are considered Off Contract

1. **On PriceBook radio button** – Uncheck on PriceBook
2. **Product/Service** - Place an * in this field and select the catalog item that matches your supporting documentation. (OpenInvoice can assist with adding catalog items, openinvoicessupport@oildex.com)

The screenshot shows the 'OpenInvoice' application interface. At the top, there's a navigation bar with a back arrow and the title 'OpenInvoice'. Below that, the form is titled 'Line Item 1 of 1 - Invoice # PB Required - 08/12/2020'. The form contains several input fields: 'PO:' with value '4820006421', 'PO Line (Limit):' with value '20', 'Service Date From:' with value '07/01/2020', and 'Service Date To:' with value '07/31/2020'. The 'Product/Service:' field is highlighted with a blue callout box that says 'Place an * in Product/Service field and chose correct item from dropdown'. Below this field is a dropdown menu with options: 'Contract Labor - 2', 'Engineer - ENS01', 'Lead Environmental Technician 1 - MOC29', 'Lead Environmental Technician 2 - MOC28', and 'Lead Environmental Technician 3 - MOC27'. There is also a radio button labeled 'On Price Book' which is checked. Below the dropdown is a 'Details:' section with a search icon and a table for 'Taxes'. The table has columns for 'Tax Type', 'Tax Percent', 'Tax Amount', 'EP Eligible', 'Exempt Code', 'Tax Number', and 'Tax Description'. The rows include 'County', 'StateandLocal', 'Federal', 'State', and 'GrossReceipt'. At the bottom of the form, there are fields for 'Material Service Group:', 'WBS/CC/WO:', 'Approver ID:', 'Location:', and 'GL Acct/Minor/Subcode:'. At the very bottom, there are three buttons: 'Next >>', 'Add Line Item', and 'Cancel'.

PriceBook Required

How to create invoices for PriceBook Required

Enter the appropriate values in the following fields:

5. **Details** – Enter quantity, unit of measure (units), and rate
6. **Taxes** - Enter taxable amount as state and local tax *IF APPLICABLE*
7. **WBS/CC/WO** - Enter WBS/CC/WO – search by entering any portion of coding surrounded by * and click magnifying glass.
8. **Approver ID** - Enter Approver ID - search by entering any portion of approvers name surrounded by * and click magnifying glass

Complete invoice entry by selecting add a line item to enter more lines or Next to finish invoice

****Ensure you attach all your support documentation**

Submit to buyer

OpenInvoice

Line Item 1 of 1 - Invoice # PB Required - 08/12/2020

PO: 4820006421 PO Line (Limit): 20

Service Date From: 07/01/2020 Service Date To: 07/31/2020

Product/Service: Lead Environmental Technician 1 - MOC29 On Price Book ⓘ

Description: Lead Environmental Technician 1

Tickets: Add

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Catalog		USD	N/A	N/A	N/A	N/A
Price Book	HR	USD	65.00	Included	0.00%	65.00

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
18	HR	65.00	520.00	0.00	USD	520.00

Taxes:

Tax Type	Tax Percent	Tax Amount	EP Eligible	Exempt Code	Tax Number	Tax Description
County	<input type="checkbox"/>		<input type="checkbox"/>			US - County Tax
StateandLocal	<input type="checkbox"/>		<input type="checkbox"/>		FED-TAX-ID	US - Combined State and Local Tax
Federal	<input type="checkbox"/>		<input type="checkbox"/>			US - Federal Tax
State	<input type="checkbox"/>		<input type="checkbox"/>			US - State Tax
GrossReceipt	<input type="checkbox"/>		<input type="checkbox"/>			US - Gross Receipts Tax

Material Service Group:

WBS/CC/WO: 23042600 ⓘ

Approver ID: DDHENRY ⓘ

Location: ND

GL Acct/Minor/Subcode:

Next >> Add Line Item Cancel

Complete invoice entry by selecting add a line item to enter more lines or Next to finish invoice

**Additional Assistance Needed?
Contact Marathon's call center
Openinvoicesupport@marathonoil.com or 866-323-1836**

THANK YOU