



45 PO INVOICE CREATION

Creating Invoices Against a 45 PO



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Step 1

- 1. Click on Green # under Purchase Order

The screenshot shows the OpenInvoice dashboard with the following data:

- Unapproved Invoices:** USD 5,410,515.80. A bar chart shows the distribution: 0.00 (0-30 Days), 0.00 (31-60 Days), 200.00 (61-90 Days), and 5,410,315.80 (Over 90 Days).
- Approved Invoices:** USD 0.00 (Month to Date) and USD 0.00 (Year to Date). A line chart shows zero activity from Jan to Jun.
- Purchase Orders:** 0 Pending, 43 Ready To Invoice (highlighted with a blue box).
- Disputed Invoices:** A yellow warning banner states "You have 2 stalled invoices." Below it, USD 154.40 (2 invoices).

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Step 2

- 1. Enter Po # in PO field or find PO in the list
- 2. Click Action
- 3. Create Invoice

The screenshot shows a web interface for managing Purchase Orders (POs). At the top, there are several filter dropdown menus: PO (highlighted with a blue box), STATUS, PO TYPE, and LATEST CHANGE REQUEST STATUS. Below these are dropdowns for BUYER, INVOICE FULFILLMENT, and RECEIPT FULFILLMENT. A green 'Search' button and a 'Clear Filter' button are present. A 'Rows per page' dropdown is set to 25. Below the filters is a table with columns: Actions, PO, PO Status, PO Date, Buyer, Buyer Site, Description, Currency, Amount, and Invoice Fulfillment. The table contains five rows of data. The first row has PO 4820006542, Status Accepted, Date 03/25/2020, Buyer Marathon Oil Corporation, Buyer Site Eagle Ford AT, Currency USD, Amount 999,999,999.00, and Invoice Fulfillment None. The second row has PO 4500284102, Status Accepted, Date 03/20/2020, Buyer Marathon Oil Corporation, Buyer Site Eagle Ford AT, Currency USD, Amount 12,000.00, and Invoice Fulfillment None. The third row has PO 4820006537, Status Accepted, Date 03/06/2020, Buyer Marathon Oil Corporation, Buyer Site Eagle Ford AT, Currency USD, Amount 999,999,999.00, and Invoice Fulfillment None. The fourth row has PO 4820006538, Status Accepted, Date 03/06/2020, Buyer Marathon Oil Corporation, Buyer Site Eagle Ford AT, Currency USD, Amount 999,999,999.00, and Invoice Fulfillment None. The fifth row has PO 4500284014, Status Accepted, Date 01/29/2020, Buyer Marathon Oil Corporation, Buyer Site Eagle Ford AT, Currency USD, Amount 70,000.00, and Invoice Fulfillment Partial. The 'Action' dropdown for the fifth row is highlighted with a blue box, and a mouse cursor is pointing at the 'Create Invoice' option.

Actions	PO	PO Status	PO Date	Buyer	Buyer Site	Description	Currency	Amount	Invoice Fulfillment
Action	4820006542	Accepted	03/25/2020	Marathon Oil Corporation	Eagle Ford AT		USD	999,999,999.00	None
Action	4500284102	Accepted	03/20/2020	Marathon Oil Corporation	Eagle Ford AT		USD	12,000.00	None
Action	4820006537	Accepted	03/06/2020	Marathon Oil Corporation	Eagle Ford AT		USD	999,999,999.00	None
Action	4820006538	Accepted	03/06/2020	Marathon Oil Corporation	Eagle Ford AT		USD	999,999,999.00	None
Action	4500284014	Accepted	01/29/2020	Marathon Oil Corporation	Eagle Ford AT		USD	70,000.00	Partial

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Step 3

1. Enter Invoice #
2. Enter brief description of work performed
3. Select PriceBook N/A in the PriceBook field
4. Click Next

Buyer: Marathon Oil Corporation
Customer Site: Eagle Ford AT
Department: AP - EAGLE FORD

Supplier: TIERRA LEASE SERVICE LLC - MRO Paper
Houston
123 Houston Way
Houston, Texas
United States of America
77042
555-555-5555

General Information

Invoice Number: 45 PO Invoice
Invoice Date: 06/02/2020
Service Date: MM/DD/YYYY
Invoice type: Original Invoice
Submission Type: Direct Entry
Status: New
Routing Code:
Currency: USD - U.S. Dollar
Invoice Amount: 0.00
Remit Amount: 0.00

Description: 45 PO Invoice Entry Instructions

PO: 4500284014

Price Book Information

Price Book: N/A - Price book not applicable

Next >>

Summary Quick Edit

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	
	1.	4500284014				No PB Required-water	0.00	AU	0.00	0.00	(0.00%)	0.00	
	2.	4500284014				No PB Required-disposal	0.00	AU	0.00	0.00	(0.00%)	0.00	
	3.	4500284014				No PB Required-Vac	0.00	AU	0.00	0.00	(0.00%)	0.00	
										Subtotal:	0.00	0.00	0.00
										Total Amount:	USD 0.00		

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Step 4

Ignore the red error message at the top of the page

1. Click on the blue hyperlinked description for the PO line you need to bill.

****If you need to bill all PO lines you will need to do them 1 at a time.**

The following errors were detected:

There are problems with the data in the highlighted line items. Please open the line items to correct any issues.

Buyer: Marathon Oil Corporation
Eagle Ford AT
Attn: AP - EAGLE FORD
5555 San Felipe
Houston, Texas
United States of America
77056

Supplier: TIERRA LEASE SERVICE LLC - MRO Paper
Houston
123 Houston Way
Houston, Texas
United States of America
77042
555-555-5555

General Information:
Invoice Number: 45 PO Invoice
Invoice Date: 06/02/2020 MM/DD/YYYY
Invoice Type: Original Invoice
Currency: USD - U.S. Dollar
Submission Type: Direct Entry
Invoice Amount: 0.00
Status: New
Remit Amount: 0.00

Description: 45 PO Invoice Entry Instructions
PO: [4500284014](#)

Price Book:

Edit Header Contact

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1.	4500284014				No PB Required-water	0.00	AU	0.00	0.00	(0.00%)	0.00		
	2.	4500284014				No PB Required-disposal	0.00	AU	0.00	0.00	(0.00%)	0.00		
	3.	4500284014				No PB Required-Vac	0.00	AU	0.00	0.00	(0.00%)	0.00		
										Subtotal:	0.00	0.00	0.00	
										Total Amount:	USD 0.00			

Add Line Item

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Step 5

1. Verify PO Line is correct
2. Enter the service dates
3. Verify description matches the item you are billing, if not you can edit.
4. Enter/verify quantity, unit of measure, and rate.
5. Enter taxes if necessary
6. Enter WBS/CC/WBS if not pre-populated
7. Enter Approver ID
8. Click Submit

Line Item 1 of 3 - Invoice # 45 PO Invoice - 06/02/2020

The following errors were detected:

- Approver ID is required for this invoice. Please add the information to the line item.
- 'Service Date To' is required
- 'Service Date From' is required

PO: 4500284014 PO Line (Limit): 10

Service Date From: 06/01/2020 Service Date To: 06/01/2020

Product/Service: Product - PRODUCT

Description: Enter Description

Tickets: Add

Pricing:

Source	Units	Currency	Rate	Adjustment Type	Adjustment	Adjusted Rate
Catalog	EA	USD	150.00	N/A	N/A	N/A

Details:

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
1	EA	150.00	150.00	0.00	USD	150.00

Taxes:

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

Material Service Group:

WBS/CC/WO: 23075900

Approver ID: DCHENRY

Location: TX

Submit Add Line Item Cancel

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Step 6

After clicking submit you will return to the invoice header screen.

1. Click the blue hyperlinked description for the next line item, if you have more to bill.
2. Delete extra lines by clicking the trash can, if you don't need to bill the additional lines.

The following errors were detected:

There are problems with the data in the highlighted line items. Please open the line items to correct any issues.

Buyer: Marathon Oil Corporation
Eagle Ford AT
Attr: AP - EAGLE FORD
5555 San Felipe
Houston, Texas
United States of America
77056

Supplier: TIERRA LEASE SERVICE LLC - MRO Paper
Houston
123 Houston Way
Houston, Texas
United States of America
77042
555-555-5555

General Information

Invoice Number: 45 PO Invoice Invoice Date: 06/02/2020 MM/DD/YYYY
Invoice Type: Original Invoice Currency: USD - U.S. Dollar
Submission Type: Direct Entry Invoice Amount: 150.00
Status: New Remit Amount: 150.00

Description: 45 PO Invoice Entry Instructions

PO: 4500284014

Price Book Information

Price Book:

Edit Header Contact

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
✓	1.	4500284014	06/01/2020	06/01/2020	PRODUCT	Enter Description	1.00	EA	150.00	150.00	(0.00%)	150.00		
?	2.	4500284014				No PB Required-disposal	0.00	AU	0.00	0.00	(0.00%)	0.00		
✓	3.	4500284014				No PB Required-Vac	0.00	AU	0.00	0.00	(0.00%)	0.00		
										Subtotal:	150.00	0.00	150.00	
												Total Amount:	USD 150.00	

Add Line Item

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Adding FREIGHT to an invoice

If you need to bill a FREIGHT line, follow the below steps.

- 1. Click Add Line Item

The screenshot displays an invoice system interface. At the top, there are sections for Buyer and Supplier information. The Buyer is Marathon Oil Corporation, and the Supplier is TIERRA LEASE SERVICE LLC - MRO Paper. Below this is a 'General Information' section with fields for Invoice Number, Invoice Type, Submission Type, Status, Invoice Date, Currency, Invoice Amount, and Remit Amount. A 'Description' field contains '45 PO Invoice Entry Instructions' and a 'PO' field contains '4500284014'. There are 'Edit Header' and 'Contact' buttons. Below this is a 'Summary' section with a 'Quick Edit' button and a table. The table has columns for Alert, Item, PO, Service Date From, Service Date To, Part #, Description, Qty, Units, Rate, Subtotal, Discount, Total, and Delete. The table contains one row with a green checkmark icon, item '1', PO '4500284014', service dates '06/01/2020' to '06/01/2020', part # 'PRODUCT', description 'Enter Description', qty '1.00', units 'EA', rate '150.00', subtotal '150.00', discount '(0.00%)', and total '150.00'. Below the table, there is a 'Subtotal' row with '150.00' and '0.00', and a 'Total Amount' row with 'USD 150.00'. An 'Add Line Item' button is highlighted with a blue box.

Buyer: Marathon Oil Corporation
Eagle Ford AT
Attn: AP - EAGLE FORD
5555 San Felipe
Houston, Texas
United States of America
77056

Supplier: TIERRA LEASE SERVICE LLC - MRO Paper
Houston
123 Houston Way
Houston, Texas
United States of America
77042
555-555-5555

General Information
Invoice Number: 45 PO Invoice
Invoice Type: Original Invoice
Submission Type: Direct Entry
Status: New
Invoice Date: 06/02/2020 MM/DD/YYYY
Currency: USD - U.S. Dollar
Invoice Amount: 150.00
Remit Amount: 150.00

Description: 45 PO Invoice Entry Instructions
PO: 4500284014

Price Book Information
Price Book:

Edit Header Contact

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete	
	1	4500284014	06/01/2020	06/01/2020	PRODUCT	Enter Description	1.00	EA	150.00	150.00	(0.00%)	150.00		
										Subtotal:	150.00	0.00	150.00	
												Total Amount:	USD 150.00	

Add Line Item

Creating Invoices Against a 45 PO

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1. Update PO line to No PO Line
2. Place *FREIGHT in Product/Service field
3. Select FREIGHT from the dropdown
4. Enter quantity, unit of measure, and rate
5. Click Next

Line Item 2 of 2 - Invoice # 45 PO Invoice - 06/02/2020

PO: 4500284014 PO Line : No PO Line

Service Date From: 06/01/2020 Service Date To: 06/01/2020

Product/Service: *FREIGHT
Description: Freight - FREIGHT

Tickets: Add

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

Quantity	Units	Rate	Subtotal	Discount(%)	Currency	Total
1	EA	250.00	250.00	0.00	USD	250.00

Taxes:

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

Material Service Group:

WBS/CC/WO: 23075900

Approver ID: DDHENRY

Location: TX

Next >> Add Line Item Cancel

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Step 7

1. Verify your total matches the total of your invoice.
2. Attach your supporting documentation
3. Click submit to buyer

Buyer: **Marathon Oil Corporation**
Eagle Ford AT
Attn: AP - EAGLE FORD
5555 San Felipe
Houston, Texas
United States of America
77056

Supplier: **TIERRA LEASE SERVICE LLC - MRO Paper**
Houston
123 Houston Way
Houston, Texas
United States of America
77042
555-555-5555

General Information
Invoice Number: 45 PO Invoice
Invoice Type: Original Invoice
Submission Type: Direct Entry
Status: New
Invoice Date: 06/02/2020 MM/DD/YYYY
Currency: USD - U.S. Dollar
Invoice Amount: 400.00
Remit Amount: 400.00
Description: 45 PO Invoice Entry Instructions
PO: 4500284014

Price Book Information
Price Book:

Edit Header Contact

Alert	Item	PO	Service Date From	Service Date To	Part #	Description	Qty	Units	Rate	Subtotal	Discount	Total	Delete
	1	4500284014	06/01/2020	06/01/2020	PRODUCT	Enter Description	1.00	EA	150.00	150.00	(0.00%)	150.00	
	2	4500284014	06/01/2020	06/01/2020	FREIGHT	Freight	1.00	EA	250.00	250.00	(0.00%)	250.00	
Subtotal:										400.00	0.00	400.00	
Total Amount:										USD 400.00			

Add Line Item

Submit to Buyer Save Delete Print Preview Forward Comment Attach File Send Message

20pt page title

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THANK YOU