



PeopleSoft Vendor Portal Issue Checklist

Please provide the information from the Vendor Checklist below to ensure efficient resolution of any EnSCO Vendor Portal issues.

Required Information	Example
User ID	What profile do you use to log into the EnSCO Portal with?
What internet browser and version of the same are you using when accessing the EnSCO Portal?	Internet Explorer 10, Safari 6.0, Mozilla Firefox 17.01?
Did you receive and error message?	A screen shot is required of any error messages that you receive
What is the document number (PO, RFQ, etc.) that you are having an issue with?	PO 123456

Please see an example email with the required information.

EnSCO Supply Chain Systems Support,

I am receiving an error message (see below)when I try to create an invoice for PO # 1234567890.

I am using Mozilla Firefox 17.01.

My user ID is 123456

Create Invoice
Invoice Entry

Invoice Header Information

*Supplier: Vendor X Voucher ID: NEXT
 Location: BROUSSARD *Business Unit: ENSCO Incorporated
 123 Main St P.O. Box 678788
 HOUSTON, TX 77267-0788 USA

*Invoice ID: 2013-08-26-003 Currency: USD US Dollar
 *Invoice Date: 08/26/2013 Requester:

Add a New Invoice Line Copy from a Purchase Order

Invoice Details

Item ID	Description	Tax?	Quantity U
DL1800A	WIN-HAND DUTTON LANSON DELUXE		2.0000 E

Settlement Information

Payment Terms: NET 45 DAYS Total Amount: 2.00 USD
 Payment Method: Automated Clearing House Sales Tax Amc:
 Gross Amount

Save and Submit
 Return to Self-Service Invoice

Thanks for the assistance,
 Vendor X

If you have any questions please feel free to reach out to the SC Systems Group:

SupplyChainSystems@enscoplc.com