
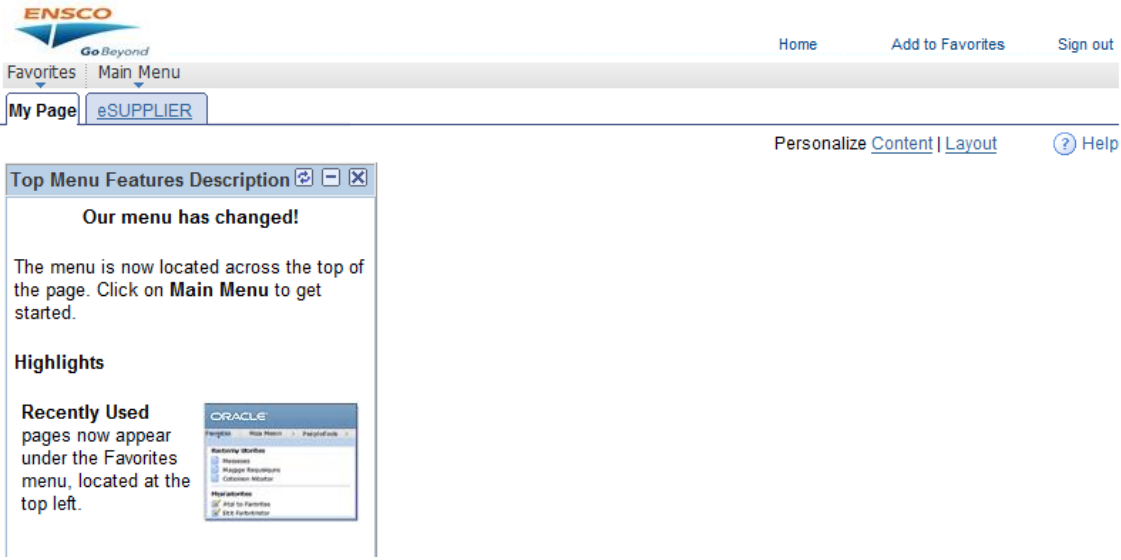
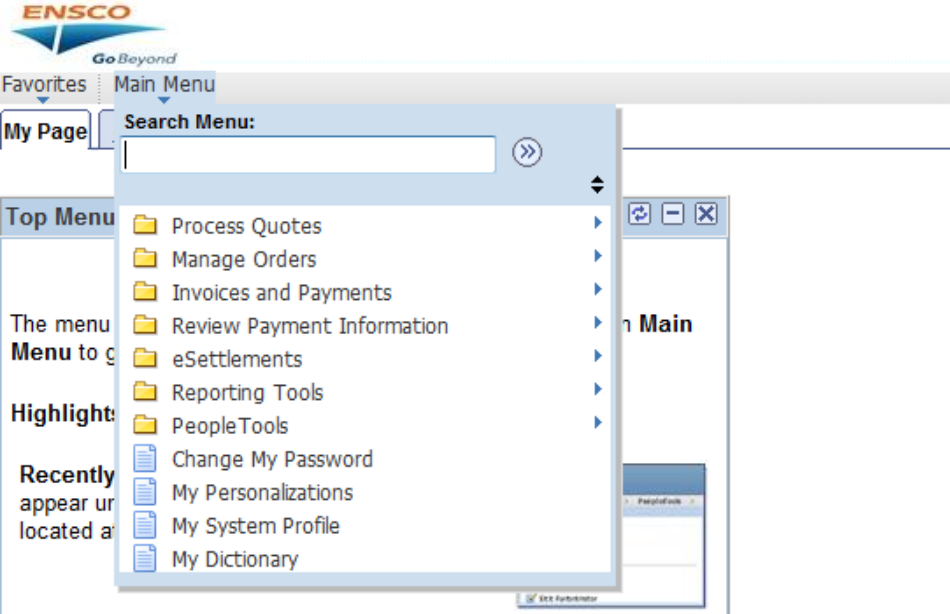


E-Settlement –Print Self Service Invoice copied from a PO.

1.	Enter the desired information into the User ID field. Enter a valid value e.g. “ 35461janedoe ”.
2.	Enter the desired information into the Password field. Enter a valid value e.g. “ 123456 ”.
3.	Click Sign In 
4.	Screen will display as per Screen Set-Up Instructions 
5.	Click the Main Menu tab 

10. Your invoice will be displayed:

[Print Invoice](#)
Pro Forma Invoice

**You're
 Company
 Logo Here**

Document References			
Invoice: MAR3012			
Invoice Date:	06/19/2014	Creation Date:	06/19/2014
Internal References			
Buyer:	10013	Customer Ref ID:	
Supplier:	0000035461	Supplier Ref ID:	
Remit To:	0000035461		
Voucher ID:	00695830		

Bill From
VALUED SUPPLIER 5847 SAN FELIPE ST STE 3800 HOUSTON, TX 77057 USA Business 468 1400

Bill To
ENSCO OFFSHORE COMPANY P.O. Box 570788 HOUSTON, TX 77257-0788 USA

Gross Amount: 2,007.00 USD

Invoice Lines Personalize 						
No	PO ID	Description	Unit of Measure	Quantity	Unit Price	Net Amount
1	0000326385	BAG-GAS,SHAFFER,0000349,VALVE-	EA	6.0000	334.50000	2,007.00

Total Net: 2,007.00
Gross Amount: 2,007.00 USD

Settlement Information			
Payment Terms ID:	NET 60	Remit To:	VALUED SUPPLIER
Bank From:	WellsFargo / HOUSTON		5847 SAN FELIPE ST STE 3800
Payment Method:	System Check		HOUSTON, TX 77057
Payment Currency:	USD		USA
			Business 468 1400
		Beneficiary Bank:	
		Beneficiary Branch:	
		Account Number:	--999999999-

11. You can return to Self-Service Invoice look up by selecting the hyperlink at the bottom left to view additional invoices.

[Return to Self-Service Invoice](#)

12. **End of Procedure** you have successfully Printed an Invoice.