
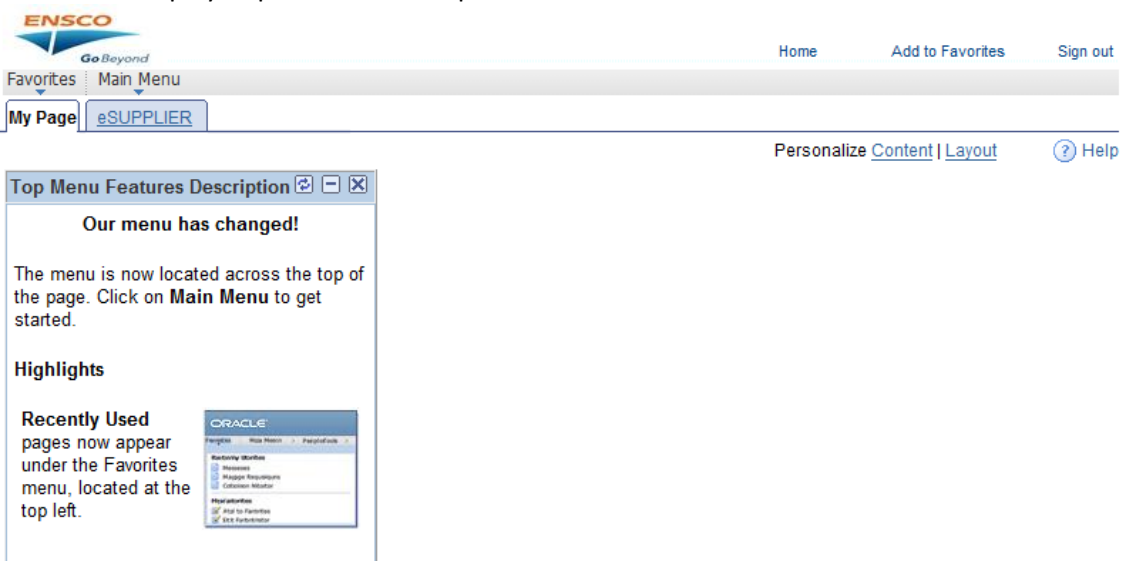
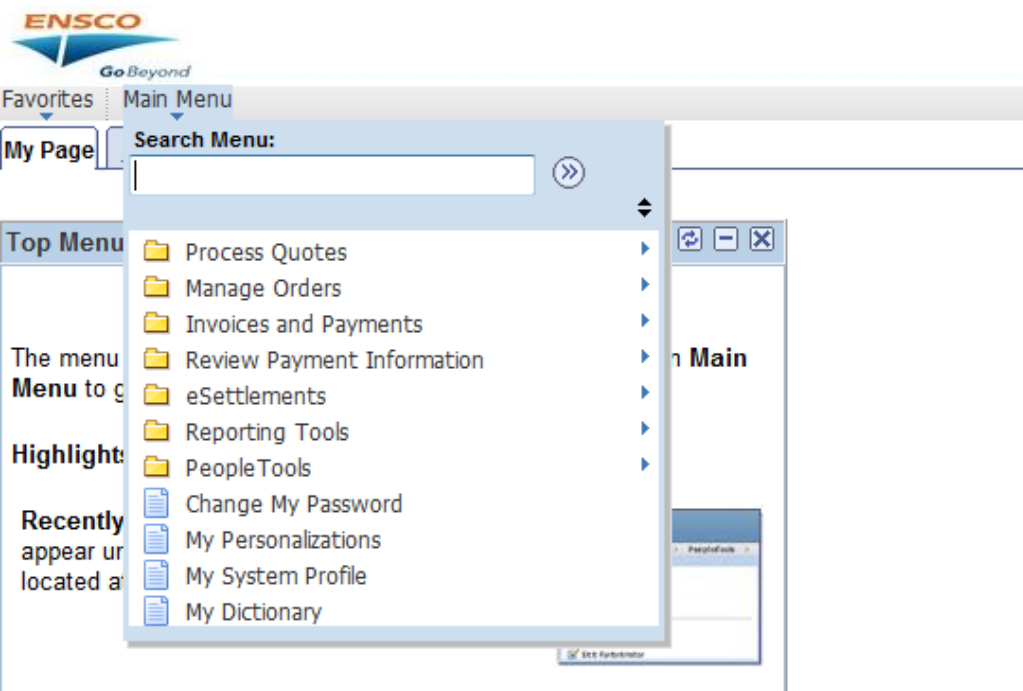
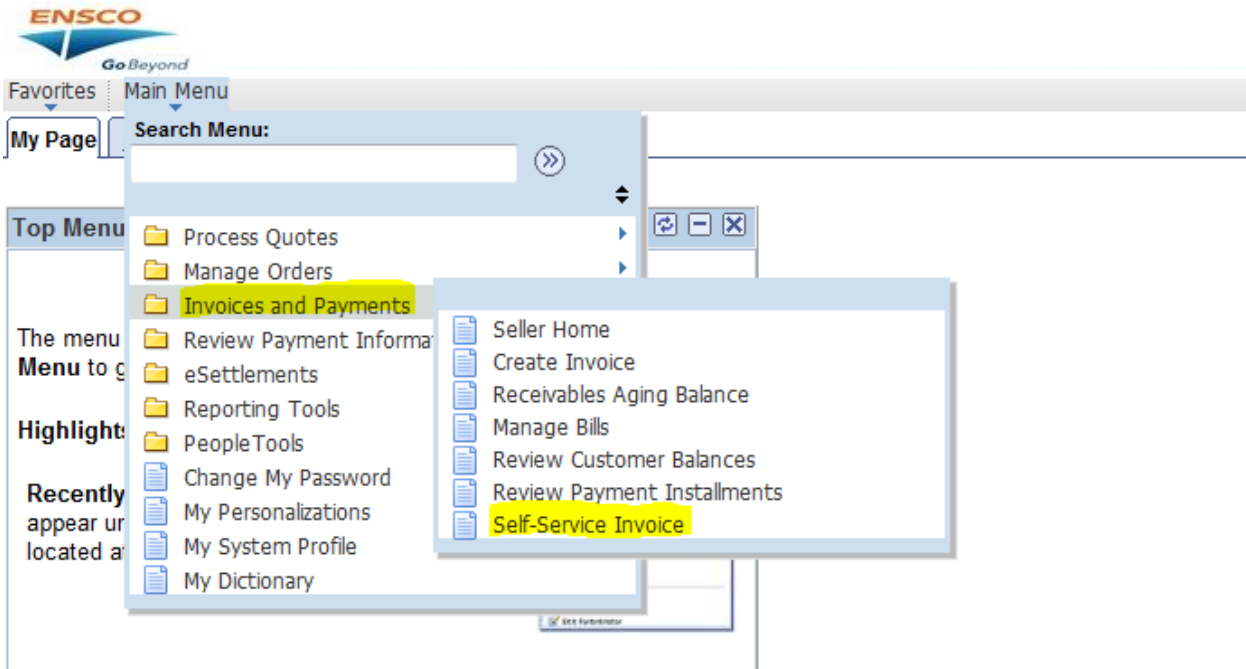


E-Settlement – View Self Service Invoice copy from PO.

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  <p>The screenshot shows the ENSCO eSUPPORTER web application. At the top, there is a navigation bar with 'Home', 'Add to Favorites', and 'Sign out' links. Below this is a 'Favorites' section with a 'Main Menu' dropdown. A 'My Page' section contains an 'eSUPPORTER' tab. A 'Top Menu Features Description' window is open, displaying a message: 'Our menu has changed! The menu is now located across the top of the page. Click on Main Menu to get started.' Below this, there are 'Highlights' and 'Recently Used' sections. The 'Recently Used' section shows a list of pages including 'Factory Status', 'Messages', 'Manage Requirements', 'Customer Monitor', 'My Profile', 'My Personalizations', 'My System Profile', and 'My Dictionary'.</p>
5.	Click the Main Menu tab  <p>The screenshot shows the ENSCO eSUPPORTER web application with the 'Main Menu' dropdown expanded. The dropdown menu lists the following options: 'Process Quotes', 'Manage Orders', 'Invoices and Payments', 'Review Payment Information', 'eSettlements', 'Reporting Tools', 'PeopleTools', 'Change My Password', 'My Personalizations', 'My System Profile', and 'My Dictionary'. The 'Main Menu' label is visible on the right side of the dropdown.</p>

6. Click **Invoices and Payments** link then click **Self-Service Invoice**.



7. Click the **View Invoice** button. This will allow you to view invoices recently entered that are waiting to be paid.



[View Invoice](#)

View and modify invoices that have not become vouchers in the system yet.

Now the Self-Service Invoice / View Invoice Page will show:

Self-Service Invoice

View Invoice

View and modify invoices that have not become vouchers in the system yet.

Search Criteria

Buyer:	<input type="text"/>	Invoice ID:	<input type="text"/>	<input type="button" value="Search"/>
Supplier:	<input type="text"/>	Source:	<input type="text"/>	<input type="button" value="Clear"/>
Supplier Location:	<input type="text"/>			

8. Enter your search criteria, example **Supplier Number** or **Invoice ID** and click the  button.

Self-Service Invoice

View Invoice

View and modify invoices that have not become vouchers in the system yet.

Search Criteria

Buyer: Invoice ID: 

Supplier:  Source:

Supplier Location: 

9. **OR** if your invoices show automatically just click on the Invoice ID of the invoice you want to review:

Self-Service Invoice

View Invoice


View and modify invoices that have not become vouchers in the system yet.


Search Criteria

Buyer: Invoice ID: 

Supplier: Source:

Supplier Location: 

Invoices Personalize | Find | View All |  First 1-2 of 2 Last

Invoice ID	Buyer	Invoice Date	Supplier Name	Supplier Location	Source	Amount	Curr	Voucher ID	Build Status
MAR3012 	10013	06/19/2014	VALUED SUPPLIER	HOUSTON	Self Serve	2,007.00	USD	00695830	Build Voucher
99999999999999999999	10013	06/05/2014	VALUED SUPPLIER	HOUSTON	Self Serve	1,003.50	USD	00695828	Build Voucher

[Return to Self-Service Invoice](#)

10. To review more information about the PO you can click the various tabs [Additional Information](#), [PO Details](#), [Receiver Details](#) to see this information.

Invoice Header Information

*Supplier:	VALUED SUPPLIER	Voucher ID:	00695830
Location:	HOUSTON 5847 SAN FELIPE ST STE 3800 HOUSTON, TX 77057 USA	*Buyer:	ENSCO Incorporated P.O. Box 570788 HOUSTON, TX 77257-0788 USA
Invoice ID:	MAR3012	Currency:	USD US Dollar
Invoice Date:	06/19/2014	Requester:	

Invoice Details Personalize | Find | View At | First 1 of 1 Last

[Invoice Lines](#)
[Additional Information](#)
[PO Details](#)
[Receiver Details](#)

Item ID	PO Unit	Description	Quantity	UOM	Unit Price	Merchandise Amt	PO Number	Curr
0000349	10013	BAG-GAS, SHAFFER, 0000349, VALVE-	6.0000	EA	334.50000	2,007.00	0000326385	USD

Settlement Information

Payment Terms:	NET 60 DAYS	Total Amount:	2,007.00 USD
Payment Method:	Automated Clearing House	Sales Tax Amount:	0.00 USD
		Shipping Amount:	0.00 USD
		Misc. Charge Amount:	0.00 USD
		Gross Amount:	2,007.00 USD

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 viewed a Self Service Invoice copied from PO.