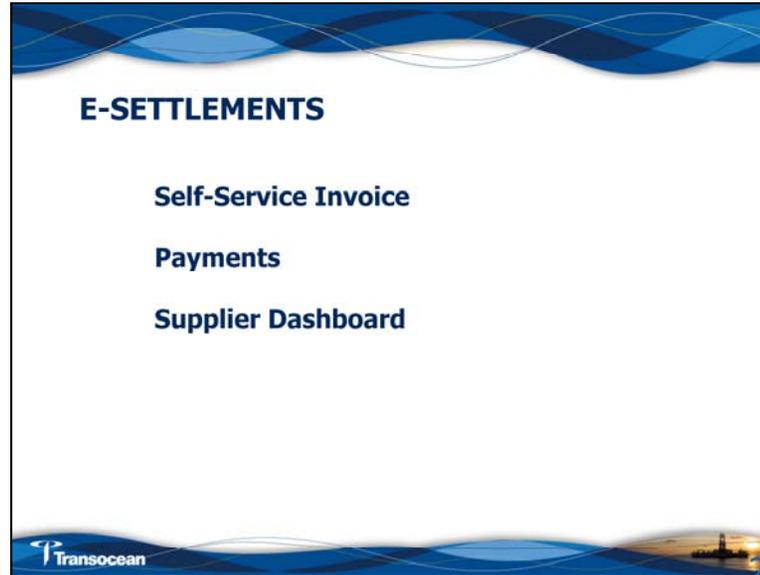
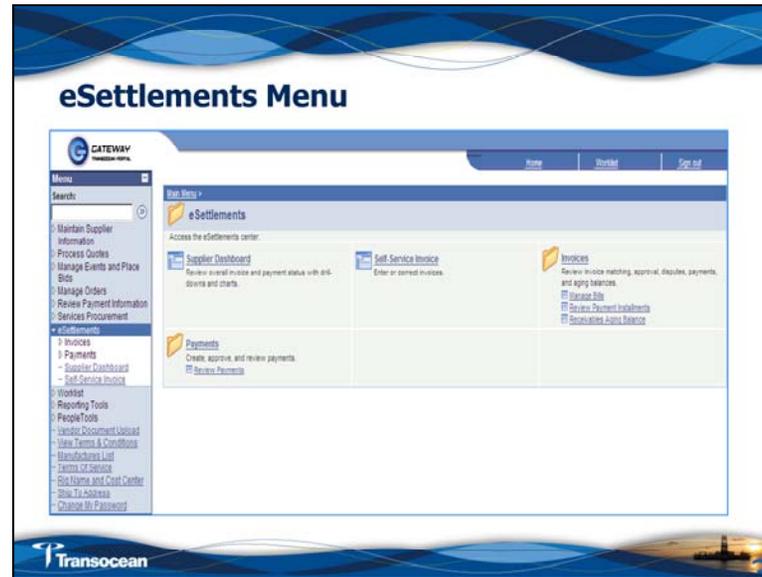




The Vendor Gateway enables vendors to view and modify their own business information, including their order address, email, phone and fax numbers. They can also edit and add contact information. The information that a vendor accesses is private and can only be viewed by them – they cannot see other vendor's information and other vendors cannot see their information. Because of this we consider the Vendor Gateway a **VENDOR SELF-SERVICE** application.



eSettlements is where a vendor can create Self-Service Invoices, search for invoices and review payments. At this time vendors can only create invoices for purchase orders. Non-PO invoices and freight only invoices need to be submitted manually. At this time we cannot do credit invoices through the Vendor gateway.



Navigation: eSettlements > Self-Service Invoice

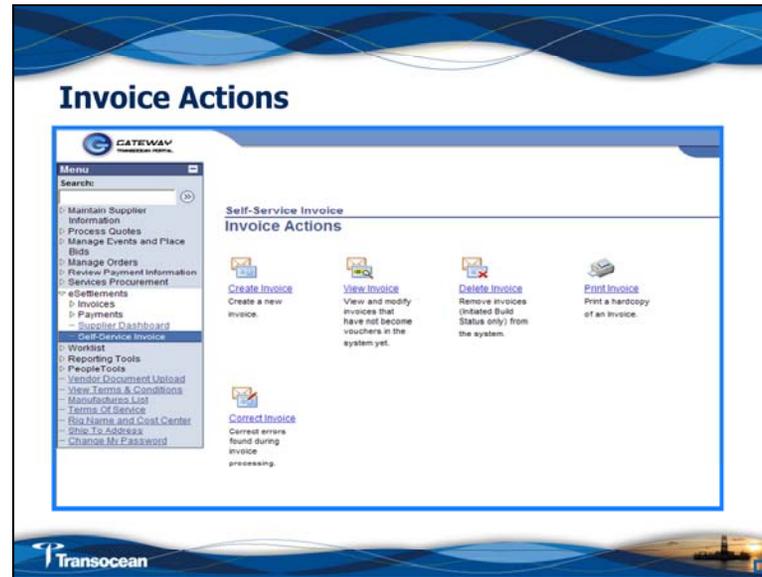


Self-Service Invoice

- The system will automatically fill in your company name, company address and date
- The vendor is responsible for the following:
 - » **Entering a unique Invoice number**
 - » **Selecting PO lines to be invoiced**
 - » **Adding Shipping/Freight charges**
 - » **Adding VAT/Tax charges**
 - » **Verifying the quantity and total**
 - » **Submitting the invoice**

Transocean

You can add more than one Purchase Order to an invoice.



eSettlements – Self-Service Invoice – Create Invoice

You can also use this screen to search for an invoice and either: View the invoice or Print the invoice using your Windows Internet Explorer menu (File, Print) if the invoice has not been processed to the voucher stage.

Printing an Invoice

Self-Service Invoice
Print Invoice
 Print a hardcopy of an invoice.

Search Criteria

Buyer: Invoice ID:

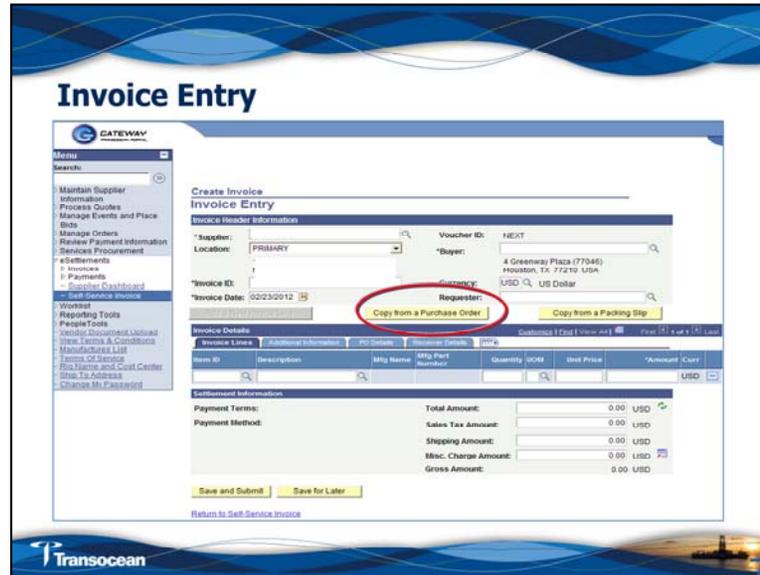
Supplier: Source:

Supplier Location:

Invoice ID	Recd	Invoice Date	Supplier Name	Supplier Location	Invoice	Amount	Cst	Voucher ID	Build Status
2.8526287.0	00007	03/14/2012		PRIMARY	Self Serve	272.75 USD		01429593	To Build
2.857431.0	00007	03/14/2012		PRIMARY	Self Serve	33.00 USD		01429594	To Build
2.857427.0	00007	03/14/2012		PRIMARY	Self Serve	31.50 USD		01429595	To Build
2.857335.0	00007	03/14/2012		PRIMARY	Self Serve	348.75 USD		01429596	To Build
2.854764.0	00007	03/14/2012		PRIMARY	Self Serve	206.00 USD		01429598	To Build
2.852538.0	00007	03/14/2012		PRIMARY	Self Serve	148.00 USD		01429599	To Build

eSettlements – Self-Service Invoice – Print Invoice

Click the icon for a list of invoices that have not been processed to voucher. Voucher processing runs each morning Houston time so you will only have a small window to use this function. Click on the blue link on the Invoice ID number. The invoice will open and allow you to send it to print.



Navigation: eSettlements > Self-Service Invoice > Create Invoice > Invoice Entry

Complete the Invoice ID number and then click on the **Copy From a Purchase Order** button. Do not fill in any other fields on this screen as the system will automatically complete them based on which PO you select. If you search and don't find the PO it could mean that there is an invoice already in the system, the Purchase Order has not been dispatched or there are no quantities available to invoice.

You can add more than one Purchase Order to an invoice by continuing to Copy Purchase Order/line items to the Invoice.

Purchase Order Search and Line Selection

Create Invoice
Look Up A Purchase Order

Search Criteria

Buyer: _____

Supplier: _____

PO Unit: GLOBAL PURCHASING

PO Number:

*PO Date:

Item ID:

Description:

Search Results Display: Header Detail

Purchase Order

PO No: 0000534416 PO Date: 01/04/2012

PO Unit: GLOBE PO Total: \$402.85 USD

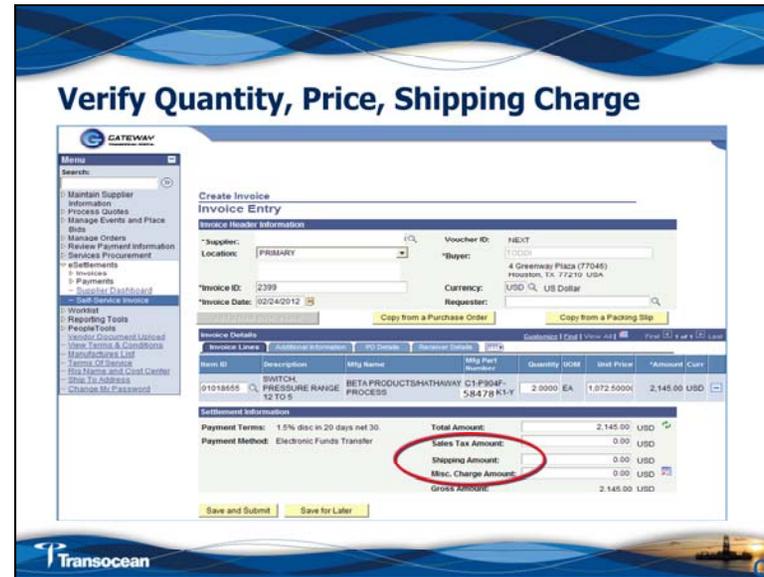
Select	Description	Mfg Name	Mfg Part Number	Unit Price	QTY	Quantity	Amount	Cost	PO Qty
<input checked="" type="checkbox"/>	METER, FLOW DIGITAL 3 TO 50 GP	GREAT PLAINS IND.	A109 5.8478 A1	402.85000	EA	1.0000	402.85 USD		1.0000

[Return to Invoice Details](#)

There are two parts to this screen. On the top section, type in the PO Unit as GLOBE and type in the PO number with the leading zeros. If you don't know the purchase order number you can use the magnifying glass icon to search for it. Then make sure that one of the two choices is checked to display the **Search Results Display: Header** or **Detail**. We recommend that you always select the **Detail** button so that you have enough information to verify what you are adding to the invoice.

After you click the **Search** button, the bottom part of the screen will display with the purchase order information under the **Search Results** section. If there is more than one line on the purchase order you can check the box under the **Select** column for each line that you want to copy to the invoice. When all of the lines have been checked you can select the **Copy to Invoice** button.

If you are invoicing selected lines on a Purchase Order then check the box for each line under the Select column before clicking on the **Copy to Invoice** button.



Clicking the **Copy to Invoice** button on the previous screen returns you to the **Invoice Entry** screen.

Verify the information on this screen. You can add in shipping or freight charges along with VAT and/or TAX. Our goal is to have the invoice created with the shipping or freight charges but oftentimes these are not available at the time of invoice creation. If you have a separate invoice for freight charges you will need to submit it manually to: **APIInvoices@Deepwater.com**.

Changing Quantity and Updating Price

If you change any values you must click the **REFRESH** button to update the amount of the invoice.

Currency: USD US Dollar
Requester:

Copy from a Purchase Order Copy from a Packing Slip

Customize | Find | View All | First 1 of 1 Last

Mfg Name	Mfg Part Number	Quantity	UOM	Unit Price	*Amount	Curr
BETA PRODUCTS/HATHAWAY PROCESS	C1-P904F-58478 (1-Y)	1.0000	EA	1,072.5000	1,072.50	USD

Days net 30. Total Amount: 1,072.50 USD 

Transfer Sales Tax Amount: 0.00 USD

Shipping Amount: 0.00 USD

Misc. Charge Amount: 0.00 USD

Gross Amount: 1,072.50 USD

The **Refresh** icon is circled above. A common problem is that the vendor will update values on this screen and not refresh so the invoice shows the incorrect amount. Always remember to Refresh to verify your amounts.

Save and Submit Invoice

Create Invoice
Invoice Entry

Invoice Header Information

*Supplier: Voucher ID: NEXT
 Location: PRIMARY *Buyer: TOODR
 4 Greenway Plaza (77046)
 Houston, TX 77210 USA
 *Invoice ID: 2399 Currency: USD US Dollar
 *Invoice Date: 02/24/2012 Requester:

Invoice Details Customer | Find | View All

Item ID	Description	Mfg Name	Mfg Part Number	Quantity	UOM	Unit Price	*Amount
01018655	SWITCH PRESSURE RANGE 12 TO 5	BETA PRODUCTS	SHATHAWAY C1-P904F-5847831-Y	2.0000	EA	1,072.50000	2,145.00

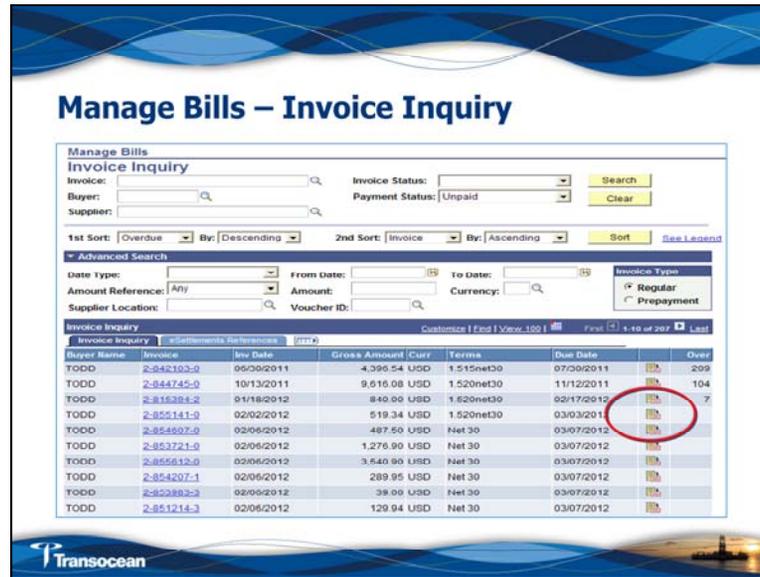
Settlement Information

Payment Terms: 1.5% disc in 20 days net 30. Total Amount: 2,145.00 USD
 Payment Method: Electronic Funds Transfer. Sales Tax Amount: 0.00 USD
 Shipping Amount: 0.00 USD
 Misc. Charge Amount: 0.00 USD
 Gross Amount: 2,145.00 USD



The final step is to **Save and Submit**. If the invoice does not match the details from the Purchase Order/Receiving Notice the invoice will go into a status of Match Exception which involves manual intervention to make the payment. One of the main reasons for late payment of invoices is the need for the manual intervention.

Manage Bills



Navigation: Invoice > Manage Bills

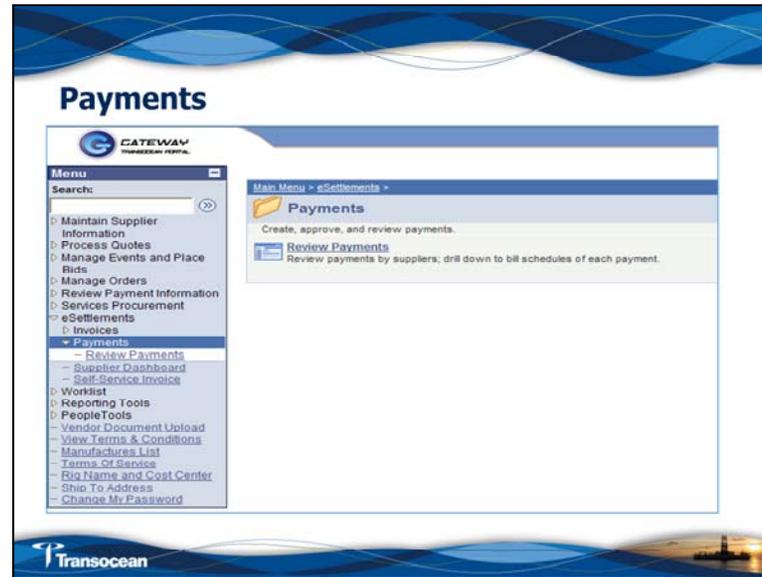
The Invoice Inquiry screen has three parts:

Top: This gives you a screen to narrow down your search for specific invoices.

Middle: Additional search criteria

Bottom: Shows the list of invoices with a blue link on the invoice number to drill down for further details. Remember to click the View All button to see all invoices that make up this section.

The icon highlighted on the bottom right is what you can click to get supporting documentation about the invoice. If you click on this icon you can see a *.pdf copy of the invoice.



Navigation: eSettlements > Payments > Review Payments

Payment History

Review Payments

Payment History

Payment Reference: Payment Station: Search Clear

Advanced Search

Sort Criteria

1st Sort: By: Ascending 2nd Sort: By: Ascending Sort

Payment Inquiry Result

Reference ID	Payment Amount	Curr	Date	Status	Extended Data Reference ID
MBR 002411	0.00	BRL	12/18/2009	Paid	
SFI-Vietnam 0000053	0.00	VND	04/15/2010	Paid	
TRM-RU 0000052	0.00	USD	04/17/2009	Paid	
PTH 0000122	0.00	USD	03/17/2009	Paid	
PTH 0000024	0.00	USD	04/15/2010	Paid	
PTH 0000050	181.93	USD	05/19/2006	Paid	
SFI-India 0000072	0.00	USD	04/23/2009	Void	
SFI-Aust 0000023	106.41	USD	04/19/2009	Paid	
SFI-Aust 0000105	241.59	USD	04/15/2009	Paid	
SFI-Aust 0000122	257.50	USD	01/18/2010	Paid	
SFI-Aust 0000038	290.00	USD	09/13/2006	Paid	
SFI-Aust 0000106	437.30	USD	08/19/2008	Paid	
SFI-Aust 0000188	606.86	USD	04/12/2010	Paid	
SFI-Aust 0000101	871.18	USD	10/28/2008	Paid	
SFI-Aust 0000124	1,596.87	USD	02/15/2010	Paid	

When you click on the Review Payments button from the previous screen you get to the Payment History screen. The **Reference ID** could include several invoice payments so it is necessary to drill down to see what it covers. Use the blue link under the Reference column. There is also a tab for **Bank Information** so that you can see the Bank name and account number.

Payment History

Review Payments
Payment Reference

Payment Detail		Reference: 00001242	
Bank:		Created:	02/14/2010
Account:		Pay Cycle:	1468 Seq: 173
Remit Supplier:		Days Outstanding:	759
Address:		Cleared On:	
		Cancel Date:	
		Cancel Action:	No Cancel Action
Payment Method:	Giro - EFT	Payment Status:	Paid
Amount:	1,596.87 USD	Payment Date:	02/15/2010
Comments:	<input type="text"/>		
Services Payment Detail			

Payment Advice							End View All	First 1 of 3 Last
Buyer	Invoice	Voucher ID	Advice Seg	Advice Date	Disc Amount	Paid Amount	Curr	Source
00648	2-811420-0	00035598	1	02/05/2010	0.000	1,330.70	USD	Accounts Payable Vouchers
00648	2-811864-0	00035170	1	01/20/2010	0.000	16.97	USD	Accounts Payable Vouchers
00648	2-811482-1	00035146	1	01/15/2010	0.000	249.20	USD	Accounts Payable Vouchers

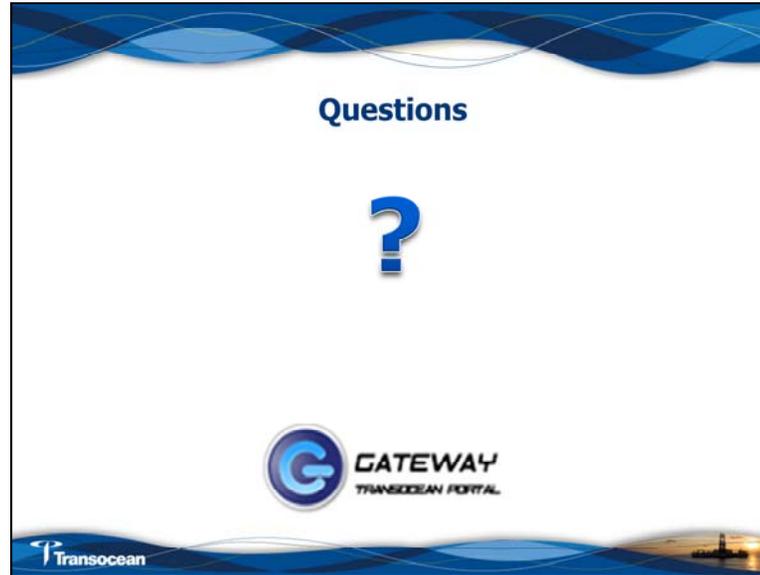
[Return to Review Payments](#)

Transocean

Navigation: eSettlements > Payments > Review Payments, click on Payment Reference link.

This screen shows the **Vendor Invoice Number, Transocean's Voucher ID, Date, Paid Amount and Payment Currency.**

Note: this is another screen where you should look at now many lines are displayed in case you need to use the **View All** or right arrow button to expand it.



Remember the objectives of this training is to ensure:

Learn the steps to conduct business through Vendor Gateway

Understand “Self-Service” activities and vendor responsibilities

Improve efficiency in using the Vendor Gateway

Do you find this information helpful? What are some self service activities that we reviewed in this first section?

Vendor Gateway Help

Gatewayvendor@Deepwater.com
(help address)

<https://rigmarket.deepwater.com>
(login link)

<http://vendor.deepwater.com>
(training link)