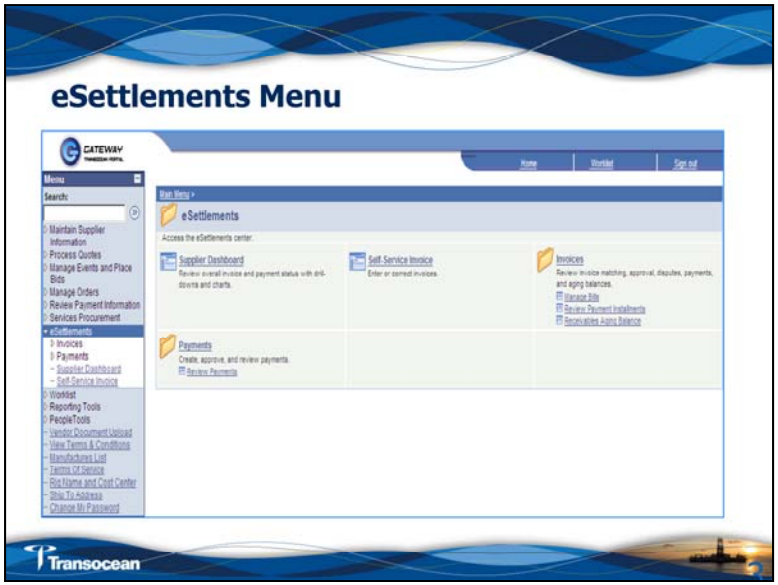
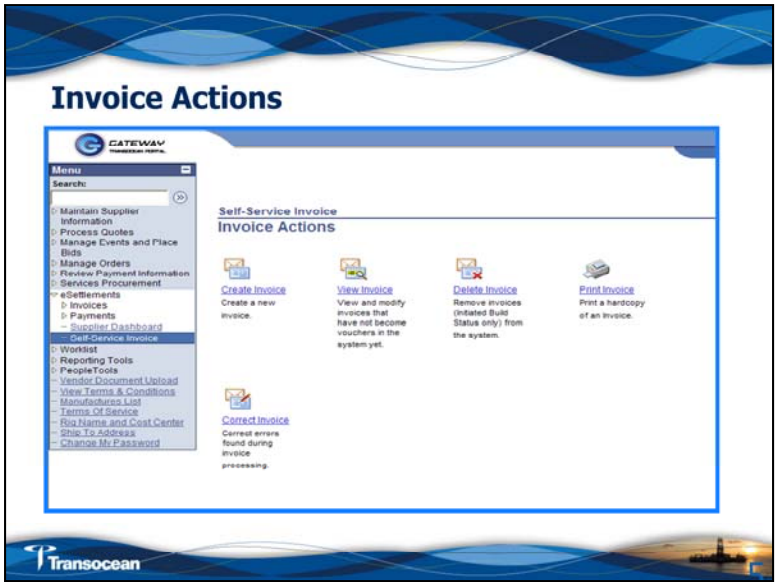
The Vendor Gateway enables vendors to view and modify their own business information, including their order address, email, phone and fax numbers. They can also edit and add contact information. The information that a vendor accesses is private and can only be viewed by them – they cannot see other vendor's 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.



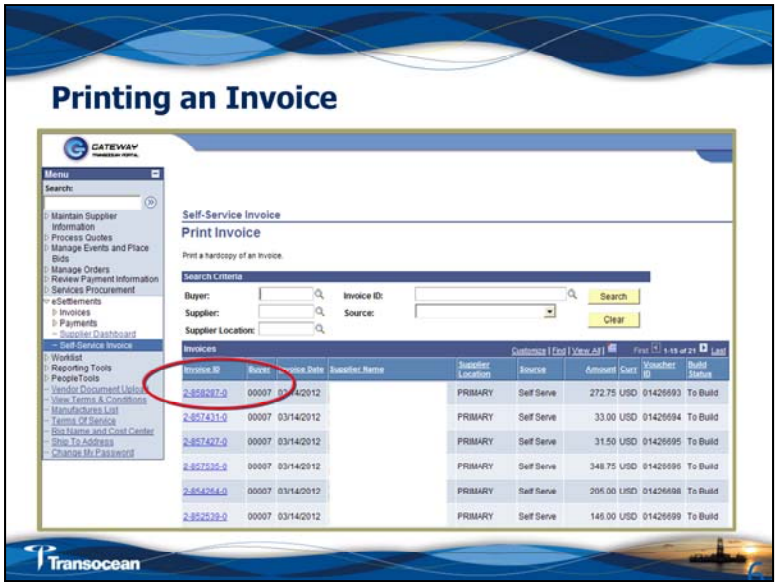
Navigation: eSettlements > Self-Service Invoice

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



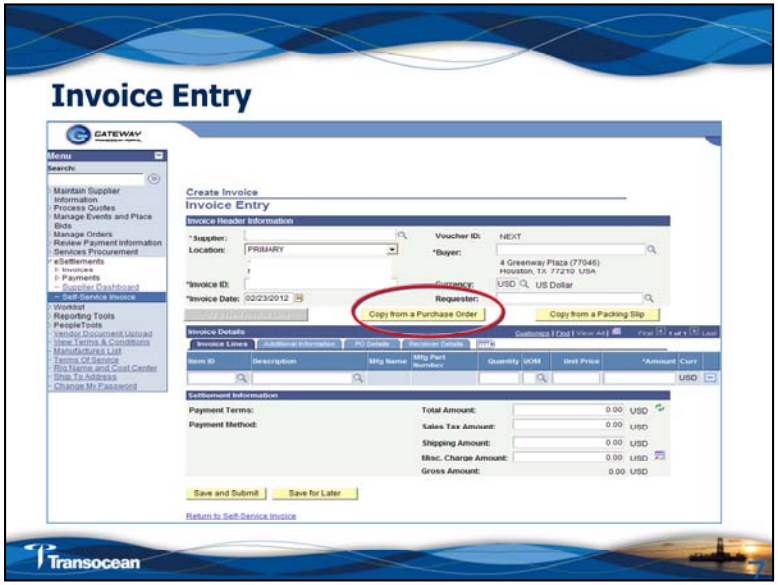
eSettlements – Self-Service Invoice – Create Invoice

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.



eSettlements – Self-Service Invoice – Print Invoice

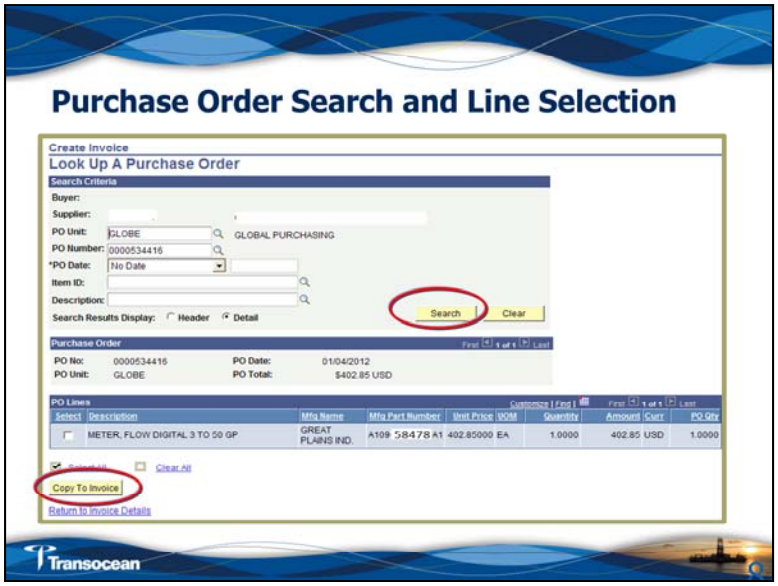
Click the icon for a list of invoices that have not been processed to voucher. Voucher processing runs each morning Houston time so you will only have a small window to use this function. Click on the blue link on the Invoice ID number. The invoice will open and allow you to send it to print.



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.

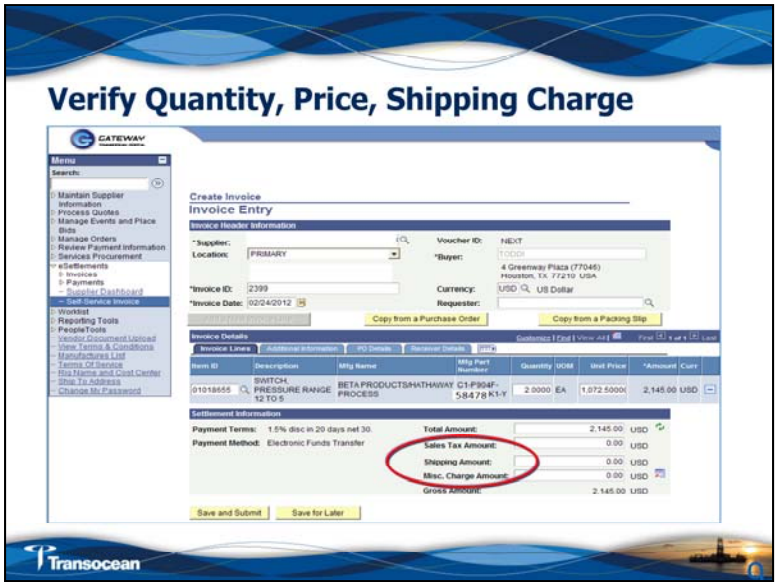
You can add more than one Purchase Order to an invoice by continuing to Copy Purchase Order/line items to the Invoice.



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.

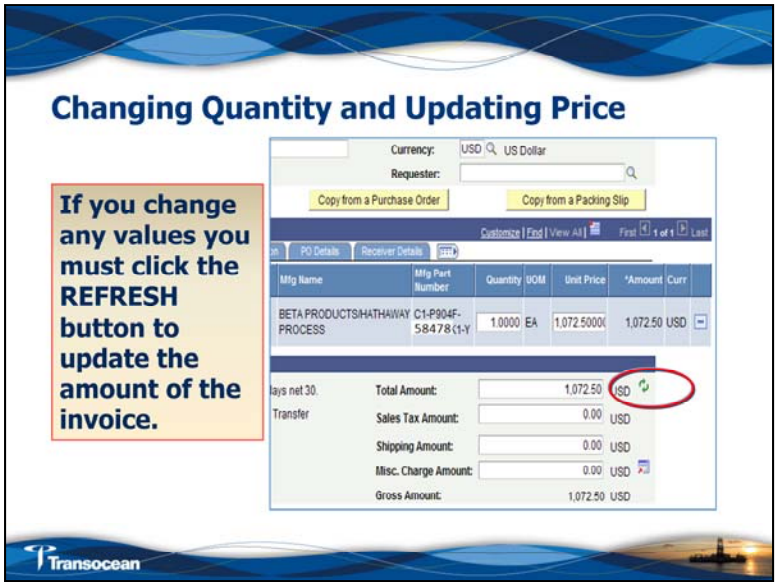
After you click the **Search** button, the bottom part of the screen will display with the purchase order information under the **Search Results** section. If there is more than one line on the purchase order you can check the box under the **Select** column for each line that you want to copy to the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

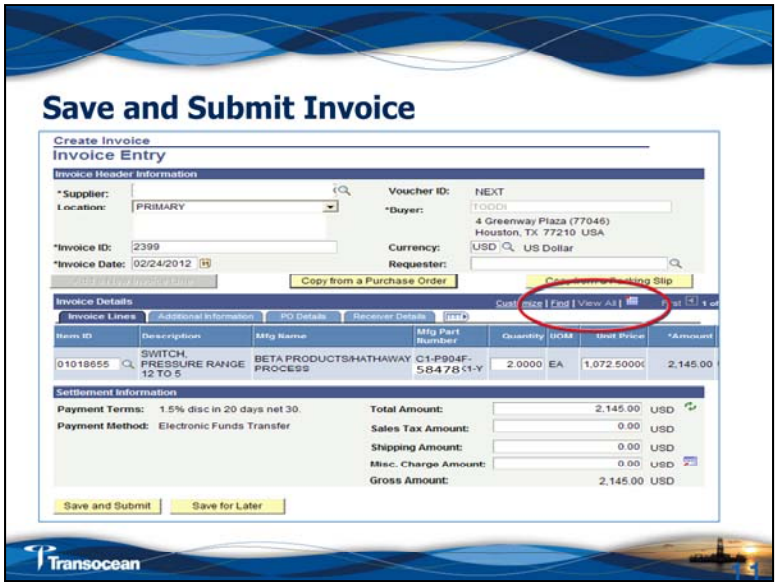


Clicking the **Copy to Invoice** button on the previous screen returns you to the **Invoice Entry** screen.

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: **APInvoices@Deepwater.com**.

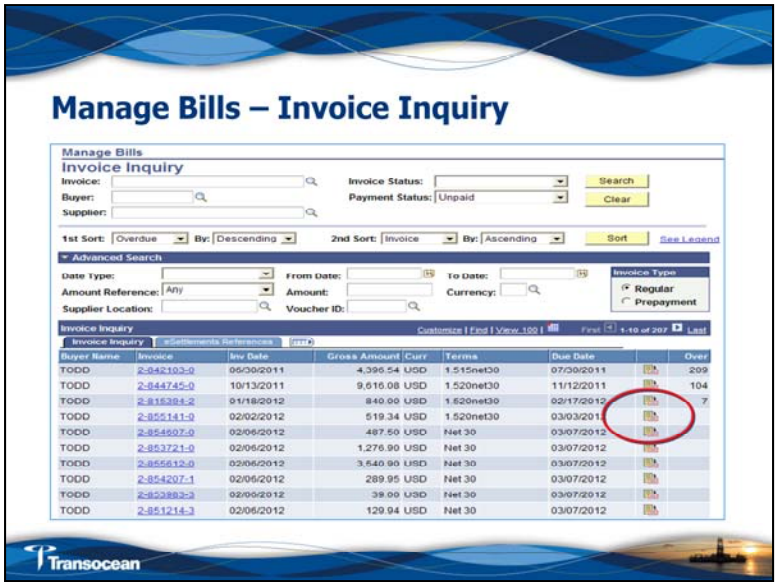


The **Refresh** icon is circled above. A common problem is that the vendor will update values on this screen and not refresh so the invoice shows the incorrect amount. Always remember to Refresh to verify your amounts.



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

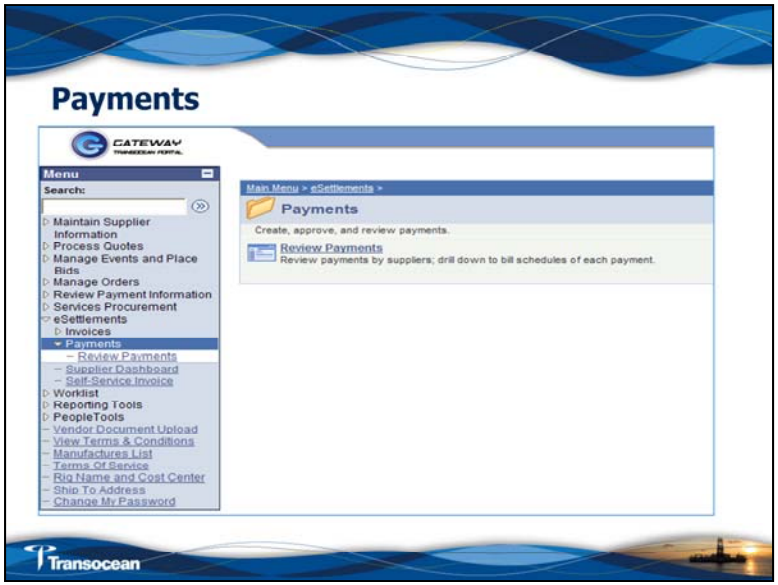
The Invoice Inquiry screen has three parts:

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

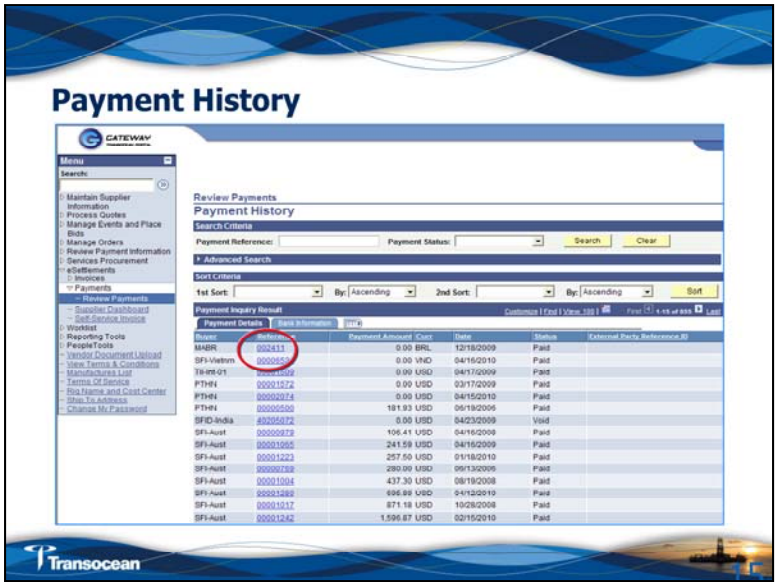
Middle: Additional search criteria

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.

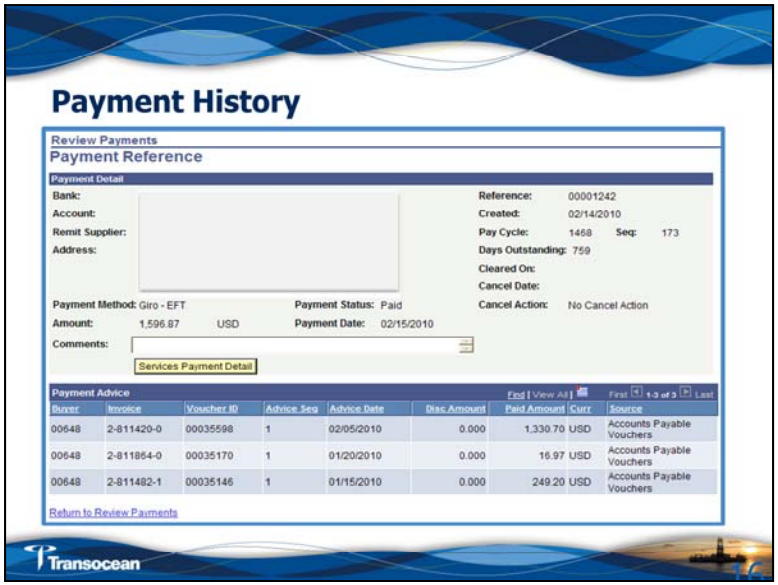
The icon highlighted on the bottom right is what you can click to get supporting documentation about the invoice. If you click on this icon you can see a *.pdf copy of the invoice.



Navigation: eSettlements > Payments > Review Payments



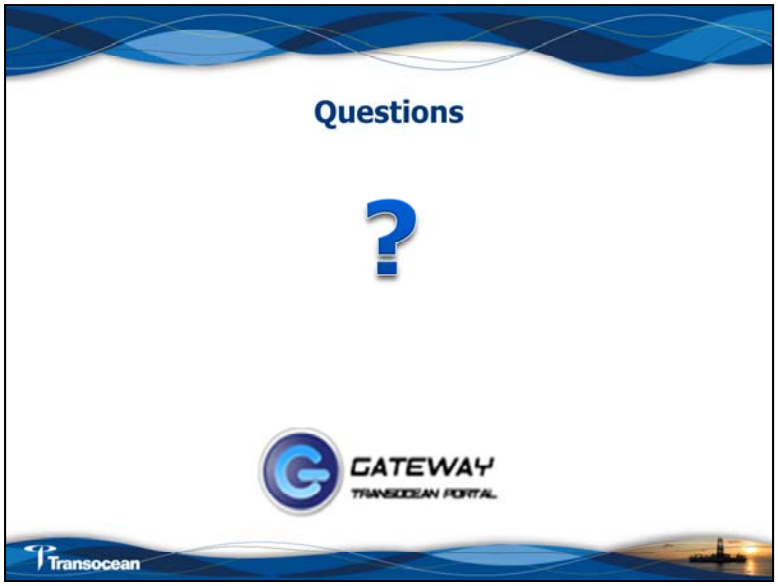
When you click on the Review Payments button from the previous screen you get to the Payment History screen. The **Reference ID** could include several invoice payments so it is necessary to drill down to see what it covers. Use the blue link under the Reference column. There is also a tab for **Bank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



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)

Transocean