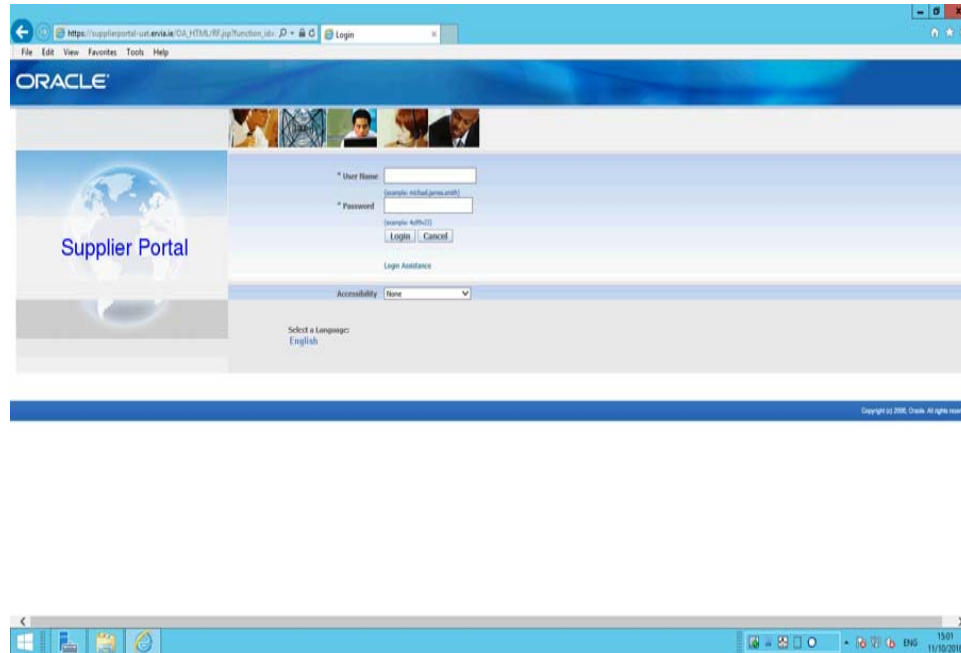# Oracle Login Process

This Video shows on how to Login to Oracle.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

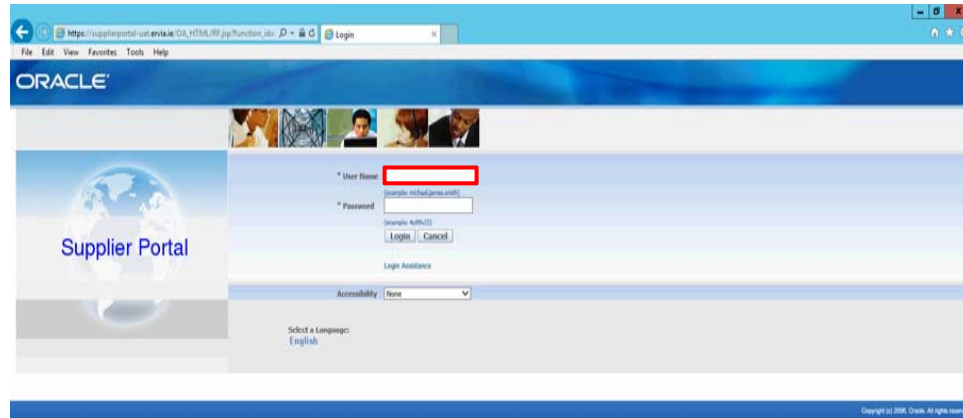Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

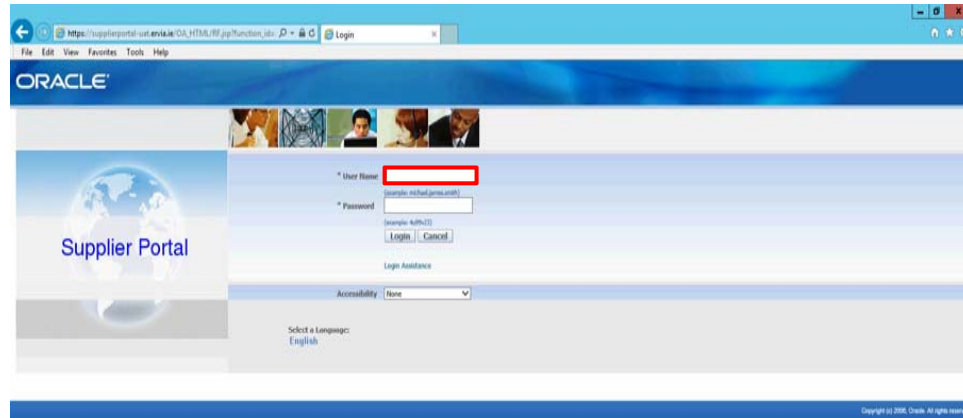**Note: Please check you spam mail box for credentials.**
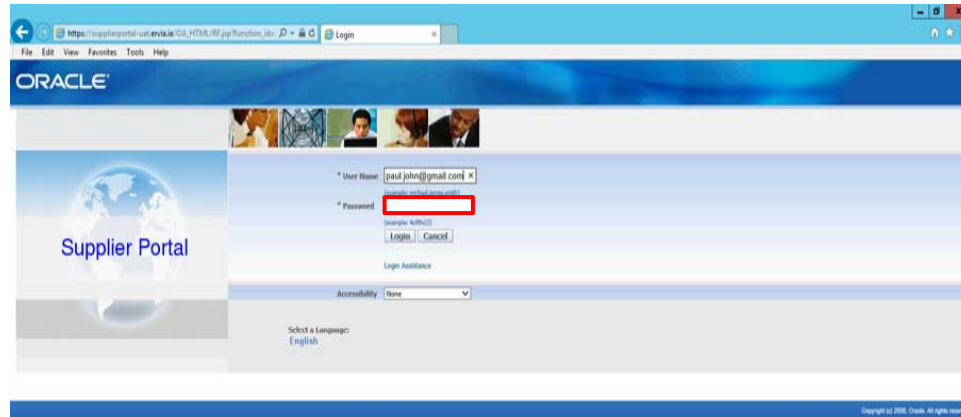
Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(e.g.,: **paul.john@gmail.com**).
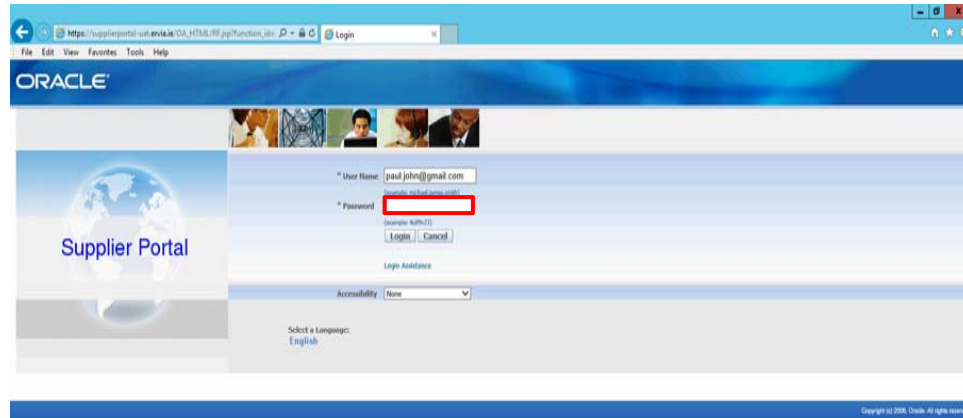
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Step 3

Click in the **Password** field.

Step 4
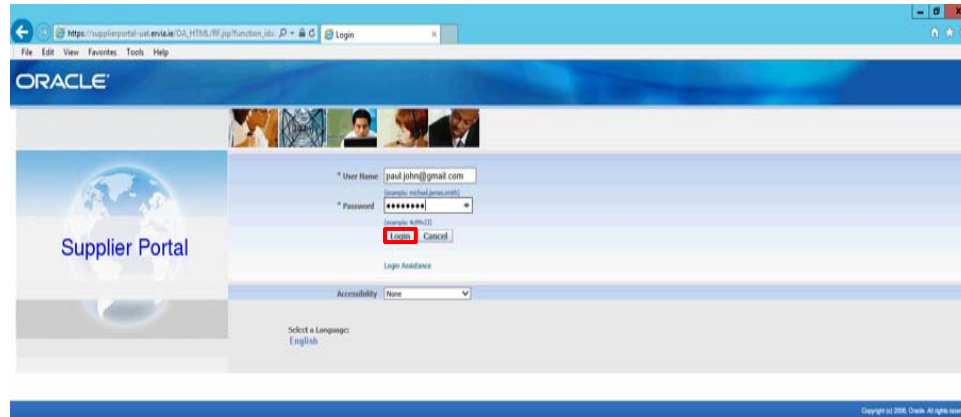
Enter Oracle temporary Password into the Password field.

(e.g.,: **welcome2**)

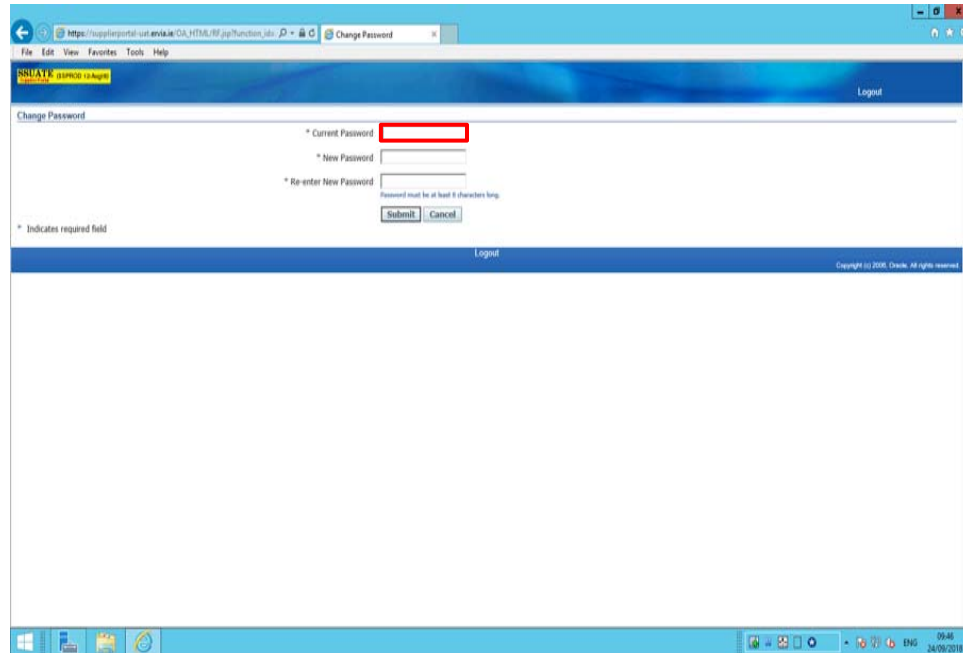Step 5

Click the **Login** button.

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Step 6

Here you can Change your temporary Password.

Click in the **Current Password** field.

Step 7

Enter the temporary Password into the **Current Password** field.
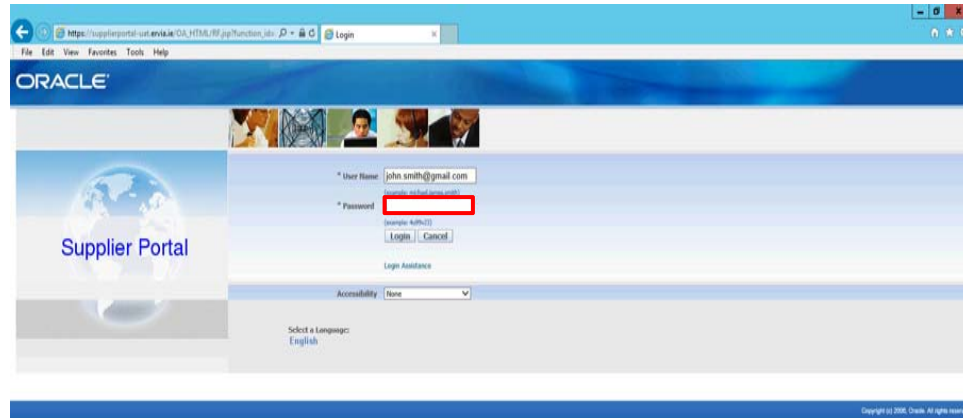
(e.g.,: **welcome2**)

Step 8

Click in the **New Password** field.

Step 9

Set You're New password here.

(e.g.,: **welcome3**)

Step 10

Click in the **Re-enter New Password** field.

(e.g.,: **welcome3**)

Step 11

Re Enter you"re new password.

(e.g.,: **welcome3**)

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Step 12

Click the **Submit** button.

Step 13

Click on **Accept** button if you agree for all terms and Conditions.
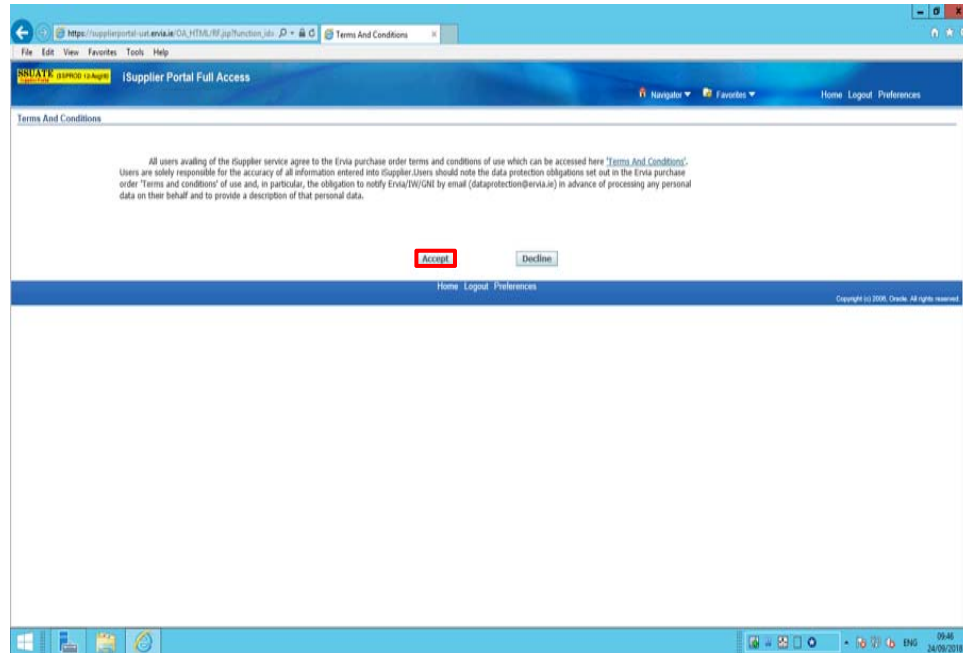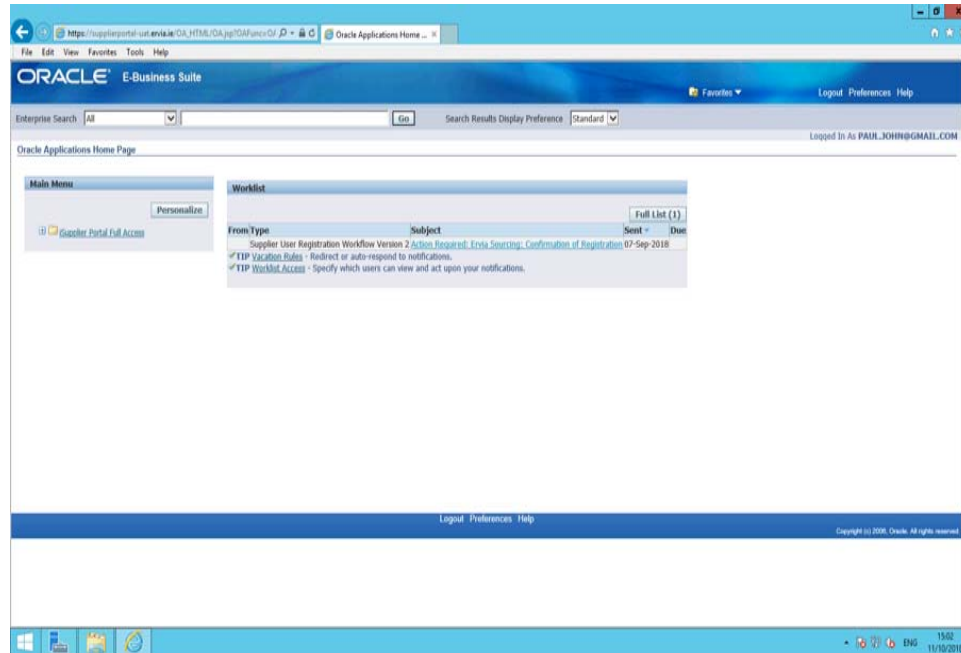
Step 14

Now you're password has been changed.

Please login with new password when you login in Next time.

End of Procedure.

View Purchase Order Information
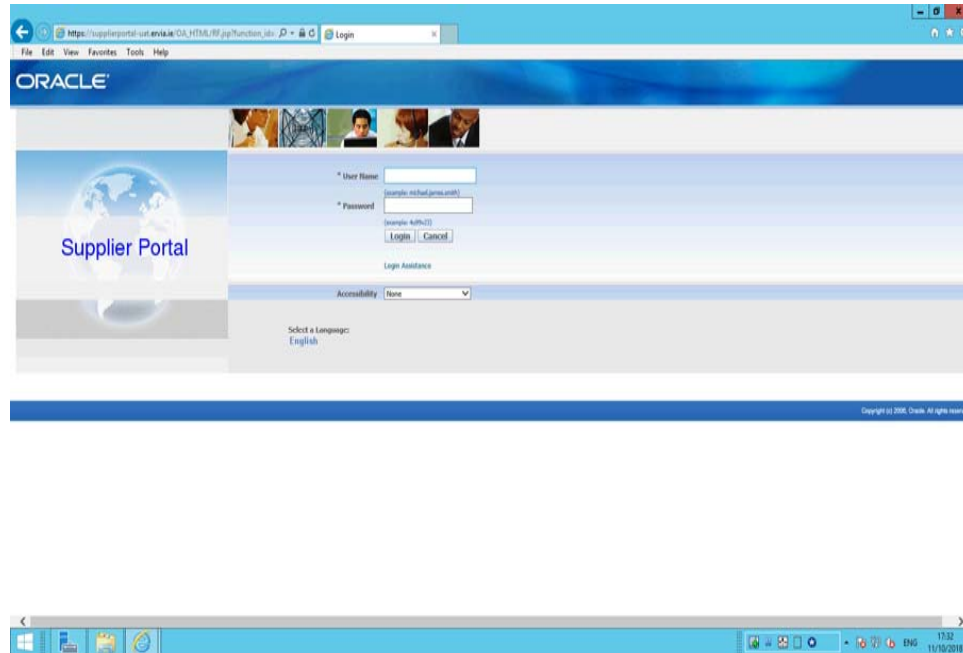
This Video shows on how to view Purchase Orders.

There are different ways to view the Purchase orders, Will be showing all of them to you.
You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

Step 2

Enter Oracle Login credentials (Which you might have received via email) .

(example: **john.smith@gmail.com**).

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Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(example: **welcome3**)

Step 5

Click the **Login** button.
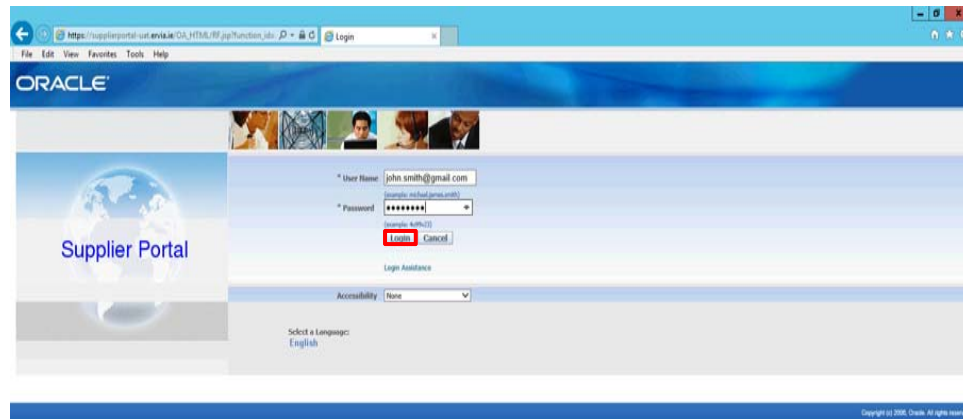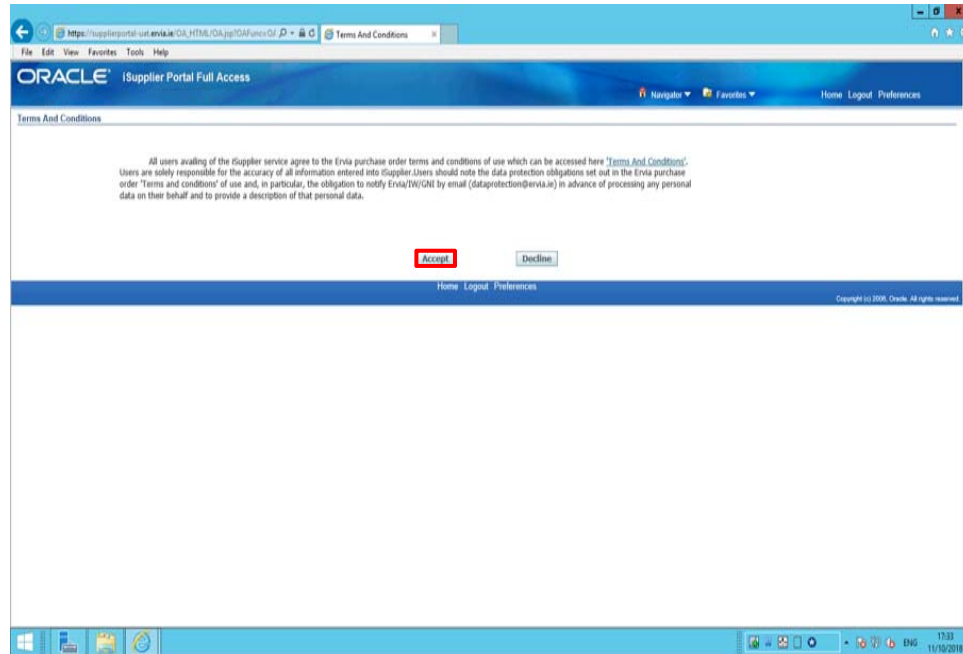
Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

This is one of the way of viewing purchase orders.

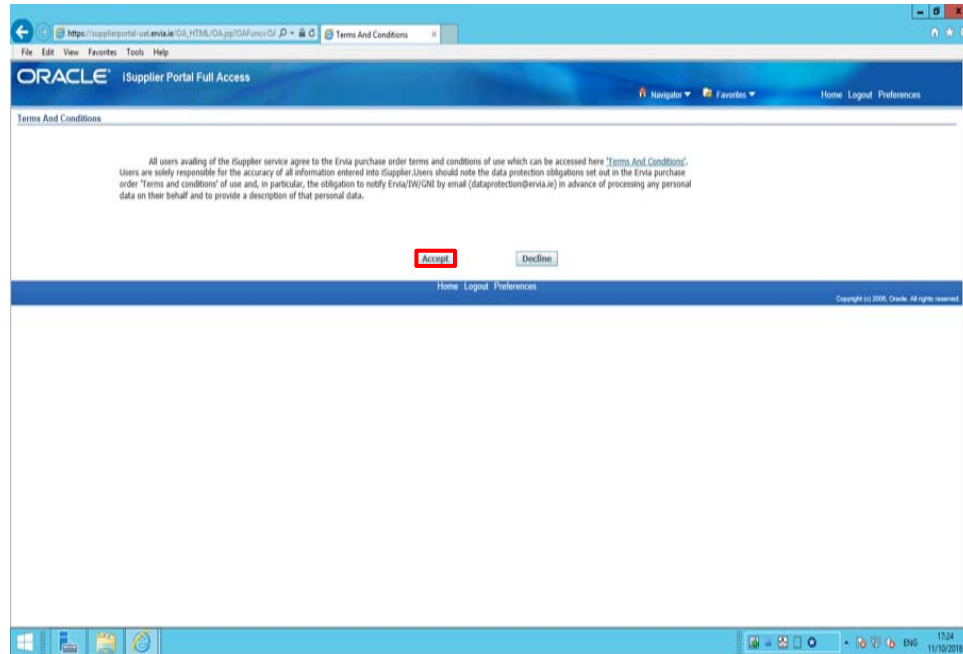When you login, you see the list of all PO's on home page.

Click on any PO (Example .,**6011564)** to view the PO in detail.

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Step 8

You can View all the PO Information here.
Please click on Click the '**Return to Home'.**

Will Show you another way to View Purchase Orders.

Step 9

Click on the 'Purchase Orders' as shown.

It will take you to list of PO's avaible for Process.
Click the **Purchase Orders** link.
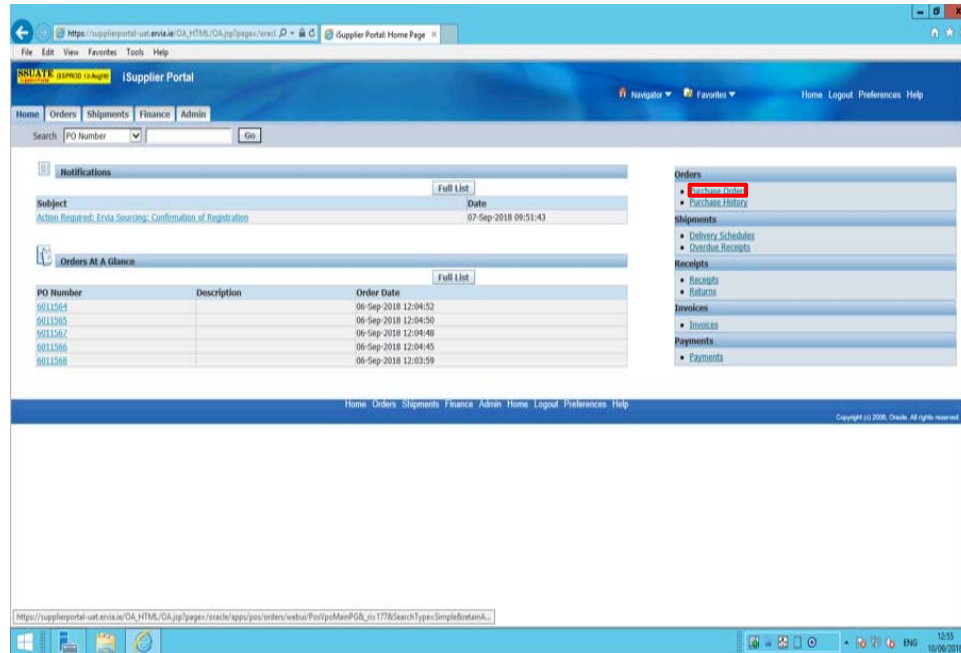
Step 10

Click on any PO Number to view the PO in detail.
Click the **6011564** link.

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Step 11

You can view Purchase Order in Detail here.

Click the **Home** link to view the another way to find a Purchase Order

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Step 12

Enter the Purchase Order number into the **Search** field. "**6011564**".

Step 13

Click the **Go** button.

Step 14

Click the **6011564** link.

Step 15

Here you can view the PO information.

Click on '**Home**' Link to go back to the Home Page.

Step 16

End of Procedure.

View Receipts of Purchase Order

This Video shows on how to view Receipts of Purchase Orders.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie
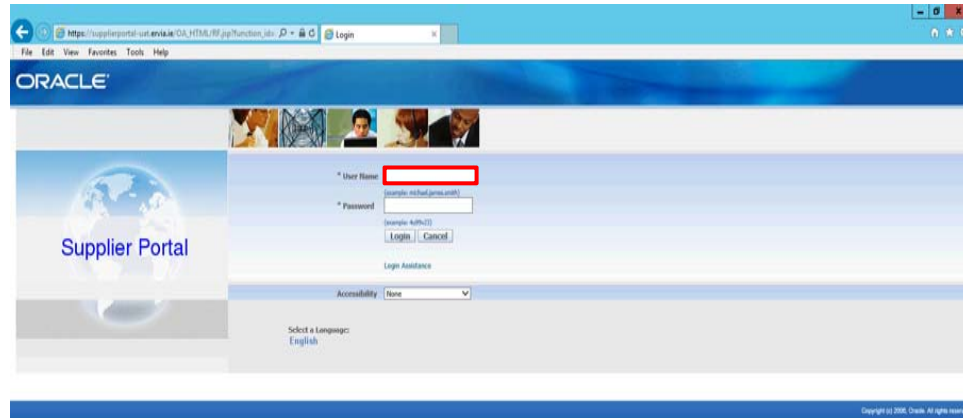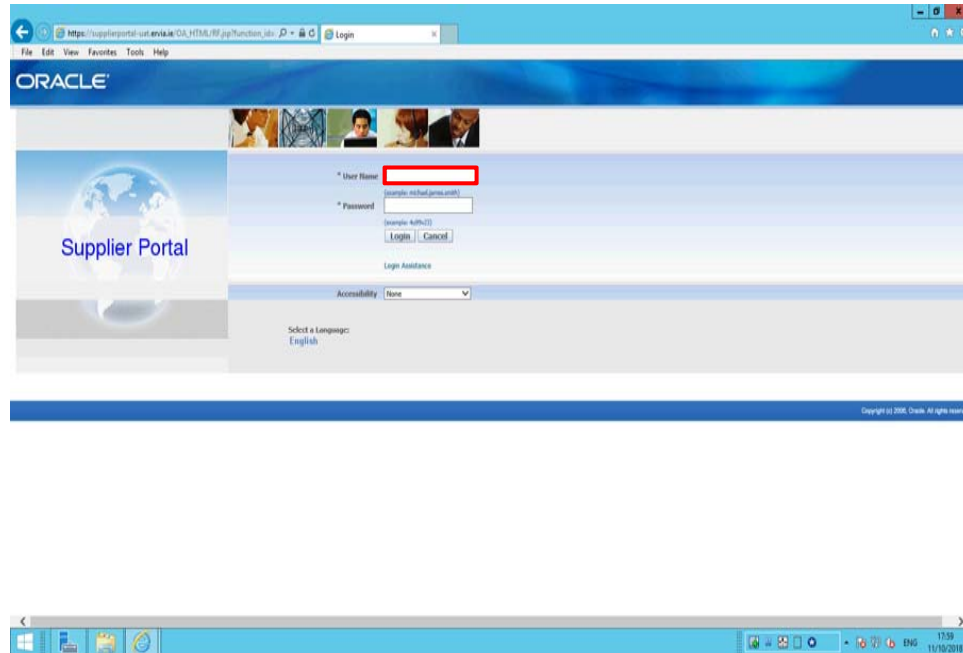
Note: Please check you spam mail box for credentials.

Step 1
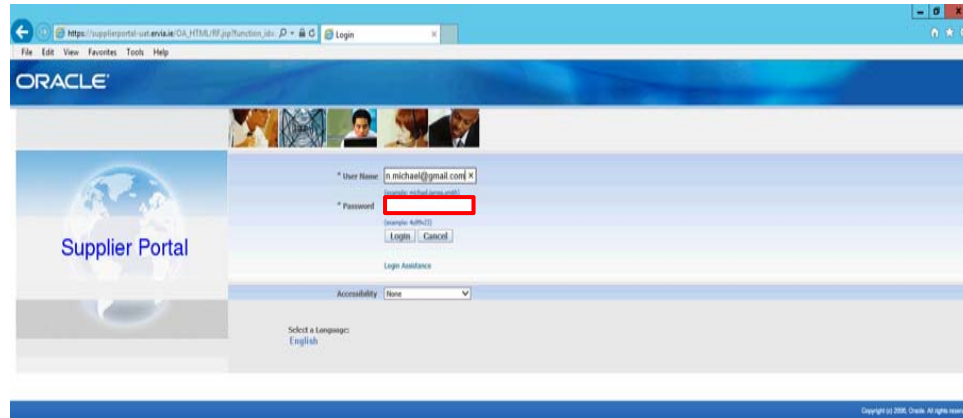
Click in the **User Name** field.
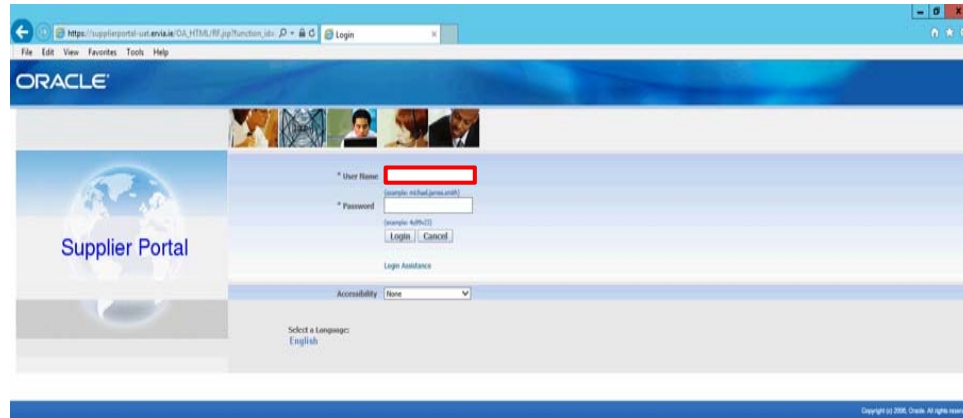
Step 2

Enter Oracle Login credentials to Login(Which you might have received via email).
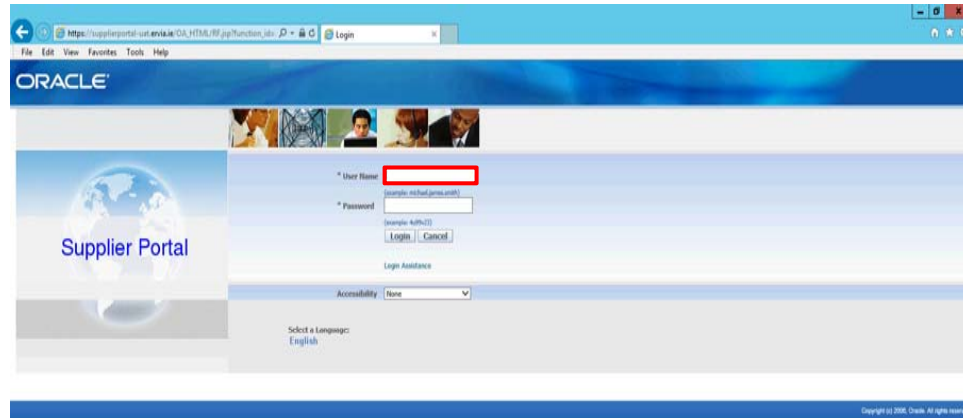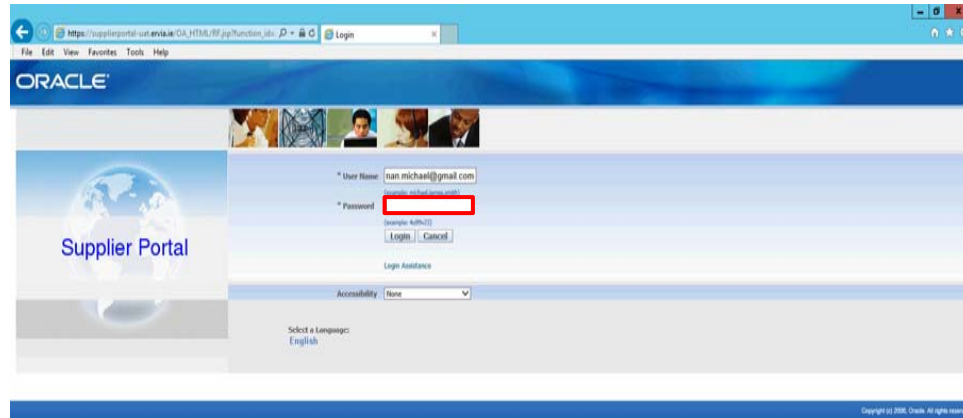
(example: **john.smith@gmail.com**).

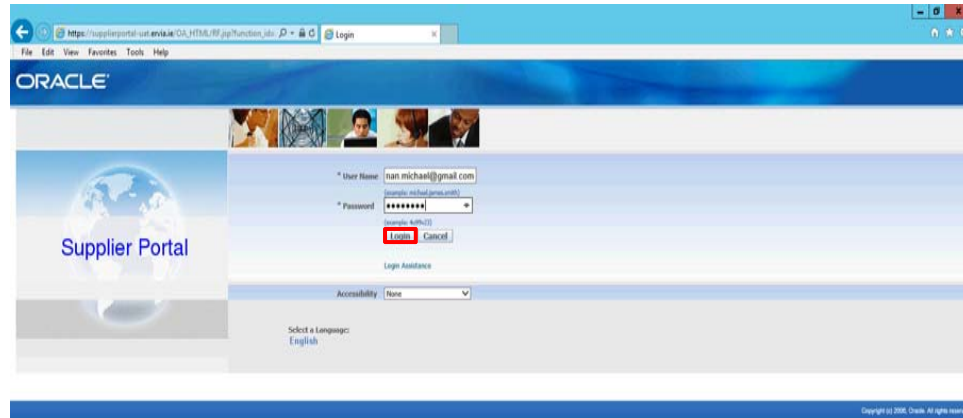Step 3
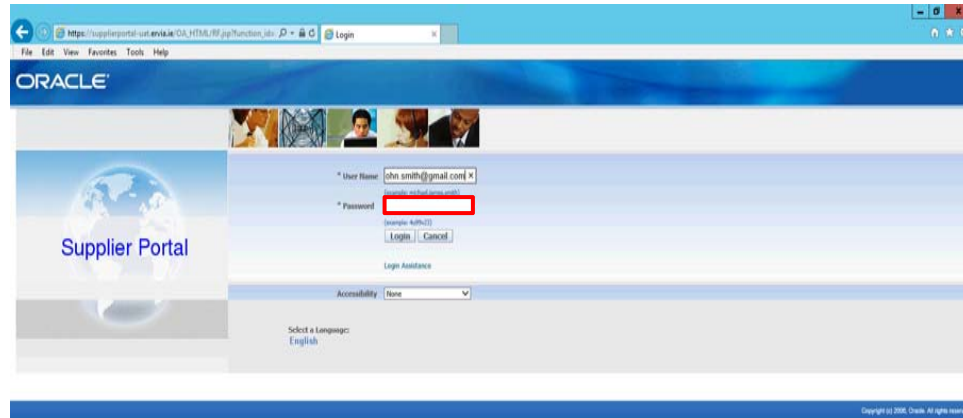
Click in the **Password** field.

Step 4

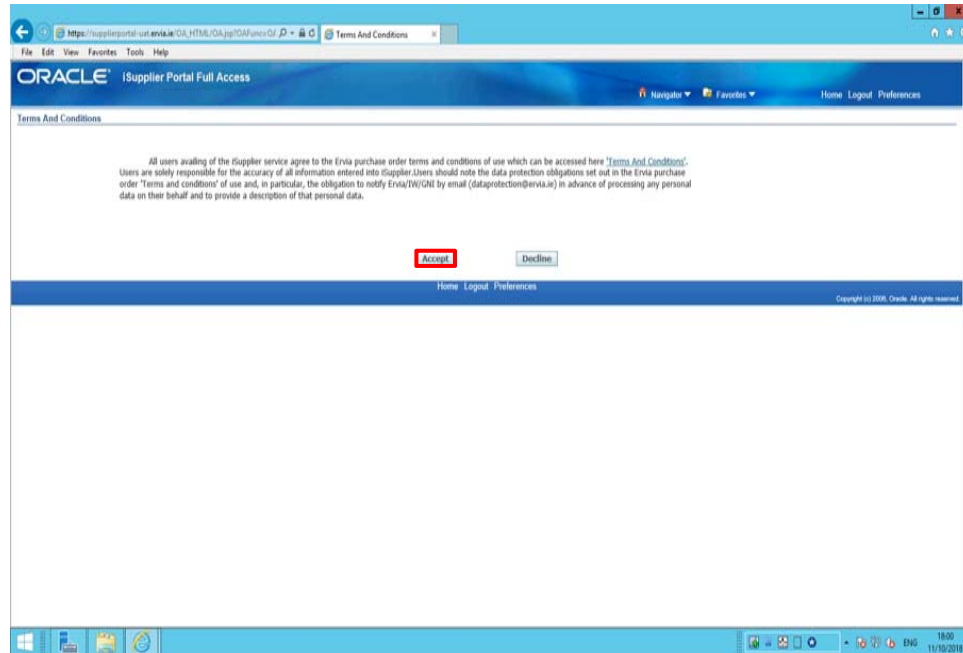Enter Oracle **Password** into the Password field.

(example: **welcome3)**
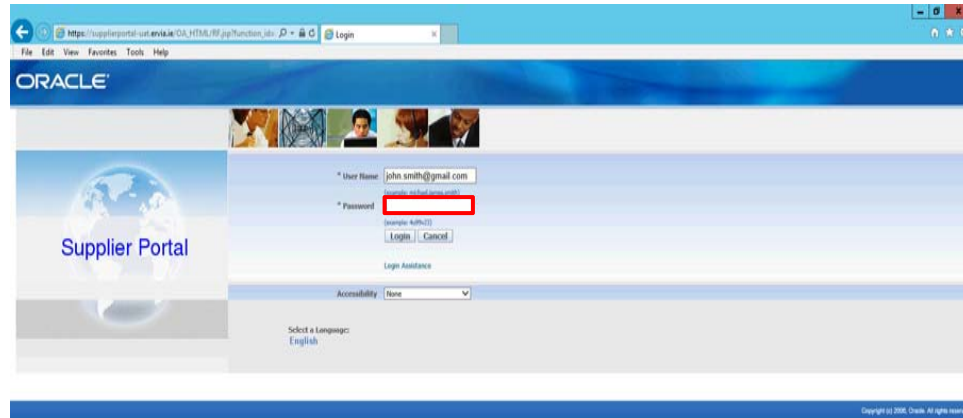
Step 5

Click the **Login** button.
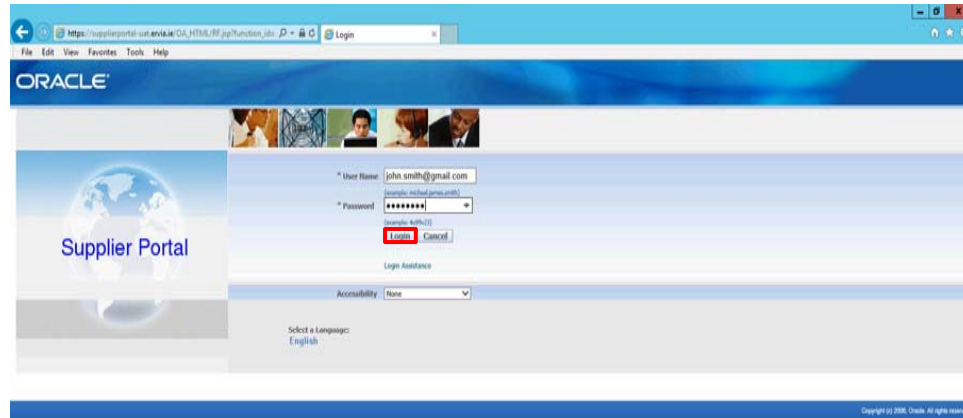
Step 6

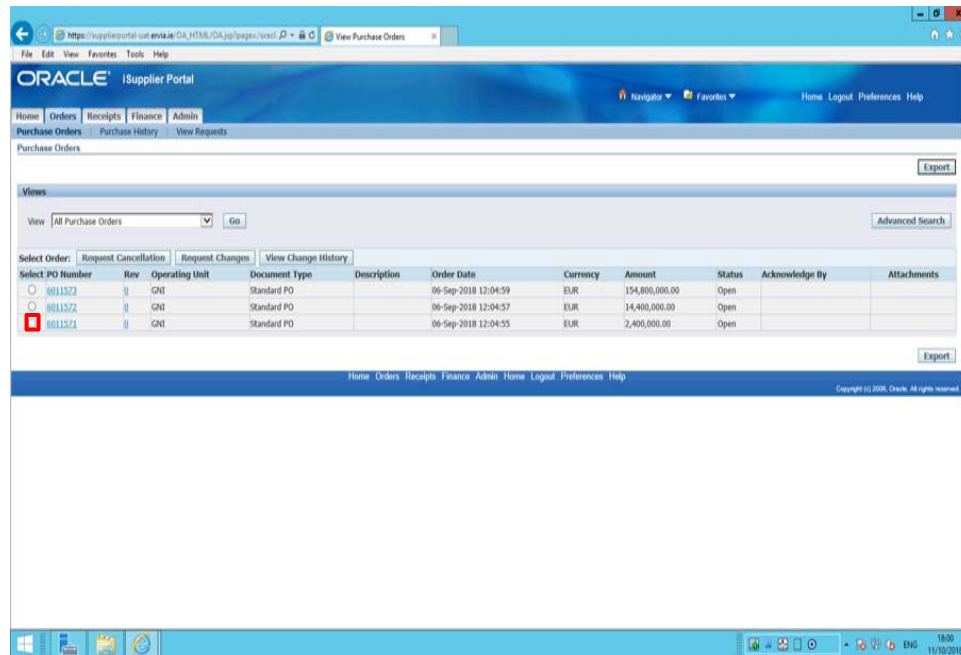Click on **Accept** button if you agree For all terms and Conditions.

Step 7

Click the **Receipts** link to View the receipts.

Step 8

Enter the PO Number into the **PO Number** field. Enter "**6011564**".

Step 9

Click the **Go** button.

Step 10

Click the **1628344** link.

Step 11

Here you can see Quantity Ordered and received
Click the Po Number **6011564** link to View PO in detail.

Step 12

Click the **Select to show information** button.

Step 13

Here you can see Quantity Ordered vs Received,
You can view the Amount Ordered vs Amount Received

Click the **Amount Received** link.
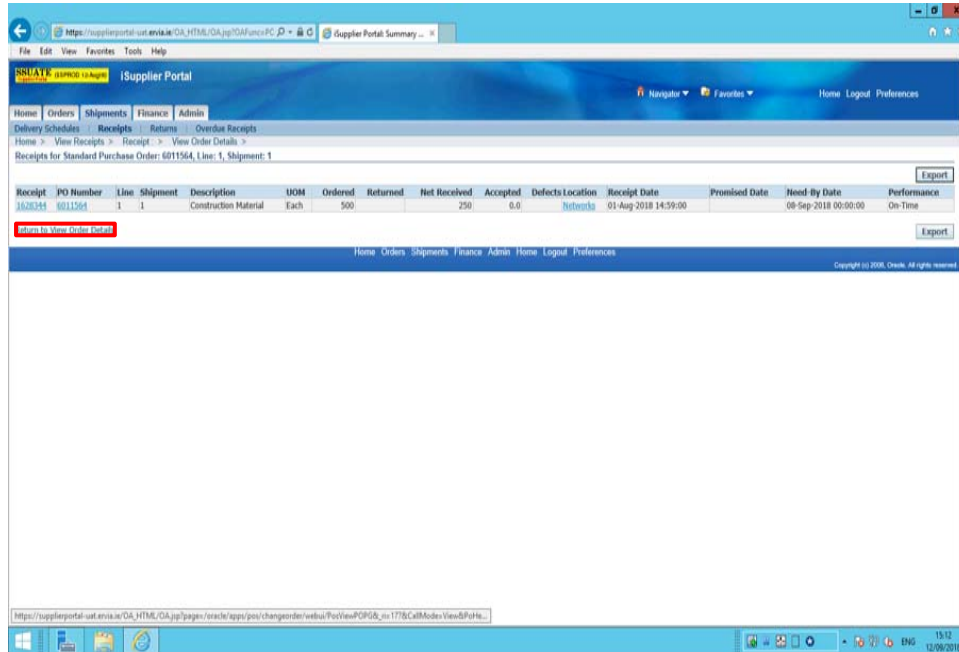
Step 14

Here you can see the receipt detail.

Click the **Return to View Order Details** link to go the preivous page.

Step 15

Click the **Home** link.

Step 16

End of Procedure.

PO Cancellation

This Video shows on how to cancel the Purchase Order.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

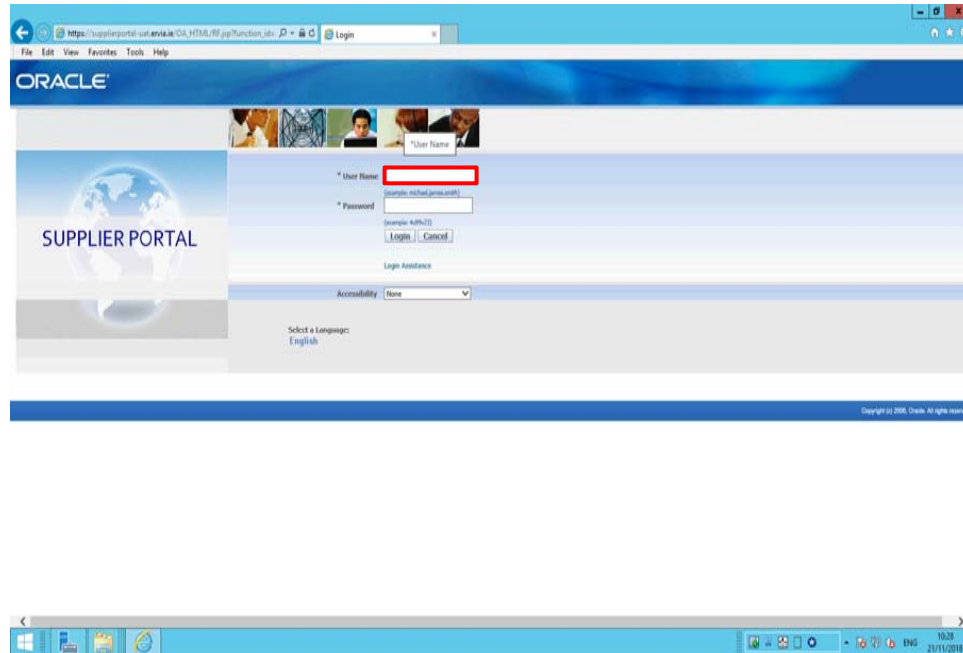In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.
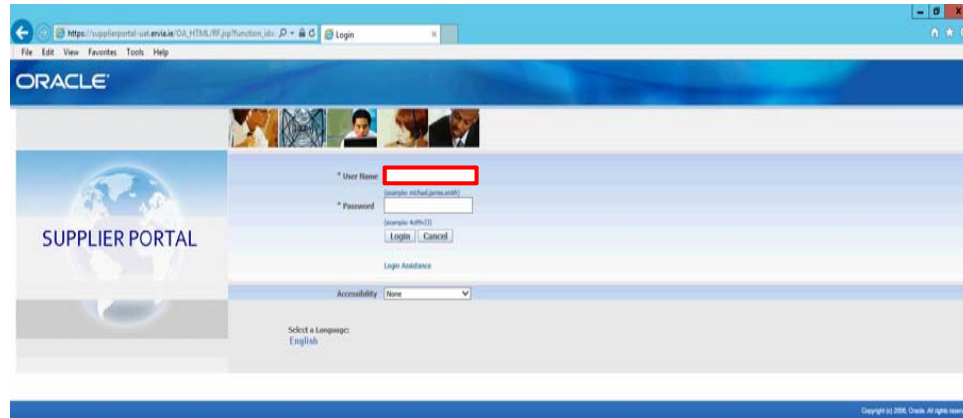
Step 2

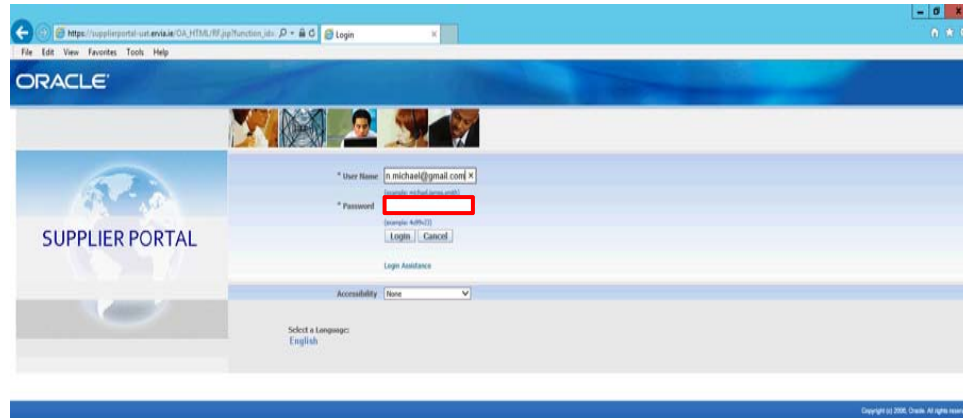Enter Oracle Login credentials (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.
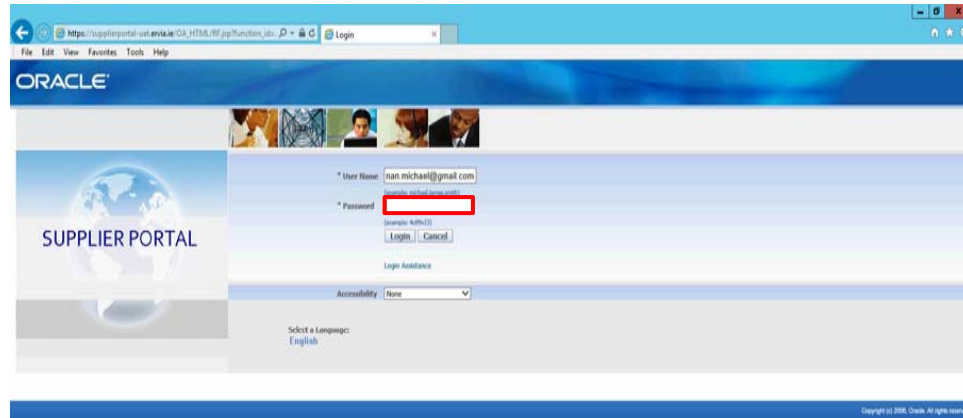
(example: **welcome2**)

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Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions

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Step 7

Click the **Orders** link.
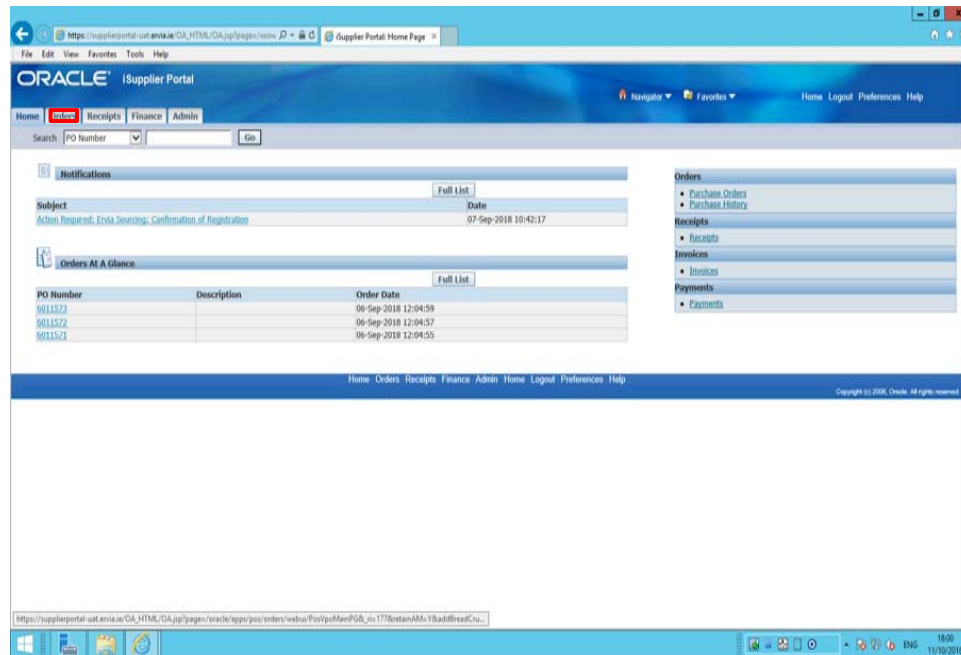
Step 8

Click the Radio Button againts the PO of which you want to cancel .

Step 9

Click the **Request Cancellation** button.

Step 10

For cancelling the purchase
order please contact the preparer
O'Sullivan,
Sean(Sean.OSullivan@gasnetworks.ie)
and the preparer is the purchase
requisitioner.

Click the **Ok** button.

Step 11

End of Procedure.

Change Request of Purchase Order

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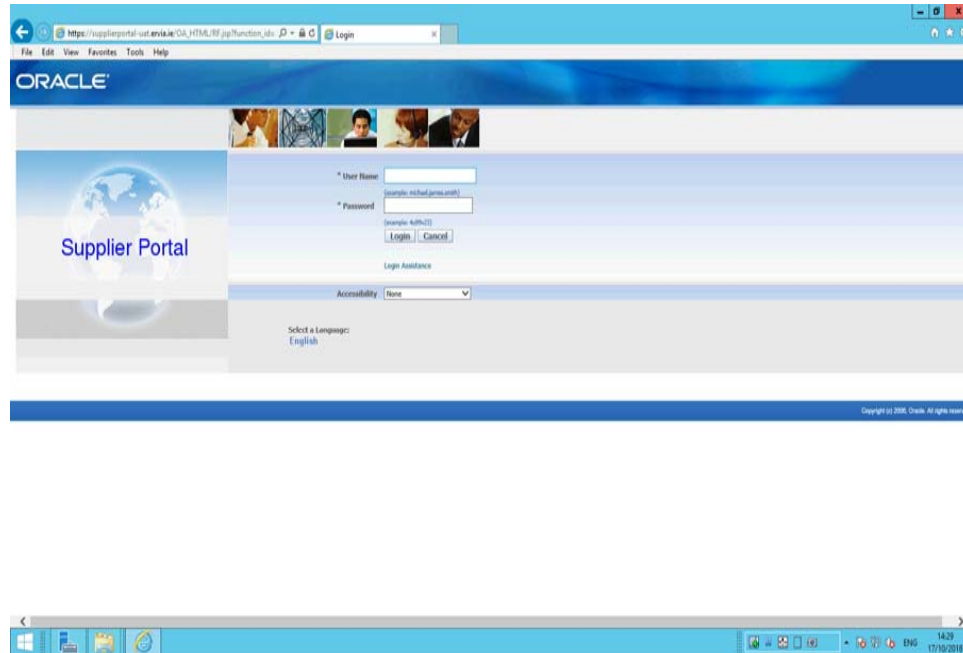
This Video shows on how to raise a change request on Purchase Orders.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click the **User Name** Field.

Step 2

Enter Oracle Login credentials (Which you might have received via email) .

(e.g.,: **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the
Password field.
(e.g.,: **welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click in the **Search** field.

Step 8

Enter the Purchase Order number into the **Search** field.
e.g., "**6011583**".

Step 9

Click the **Go** button.

Step 10

Click the **Radio button** option.

Step 11

Click the **Request Changes** button.

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Step 12

Please reach out to Preparer
"O'Sullivan.Sean" to riase a change
request.

End of Procedure.
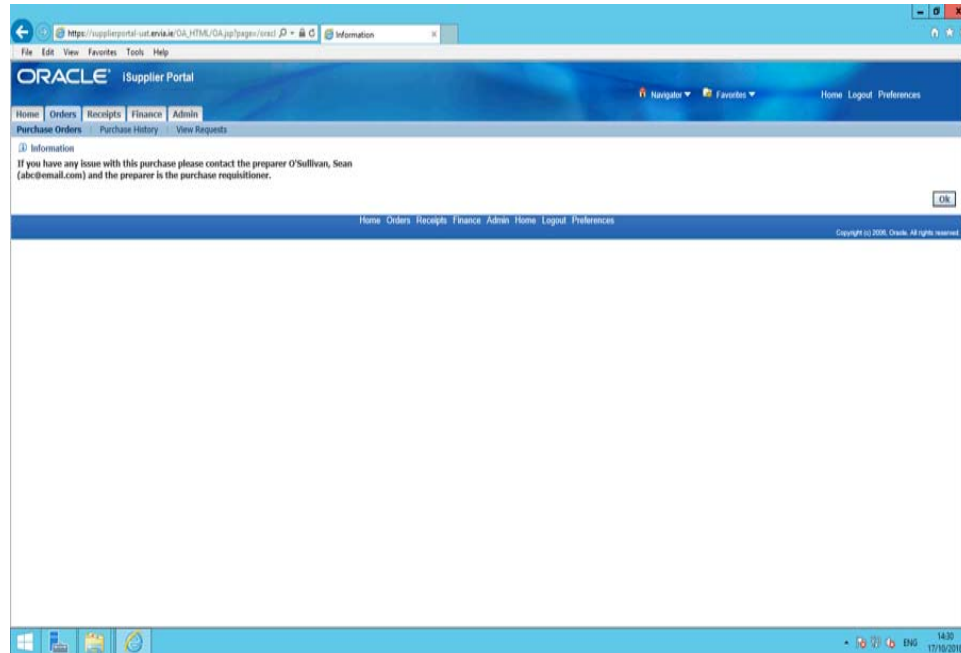
View Supplier Site on Purchase Order
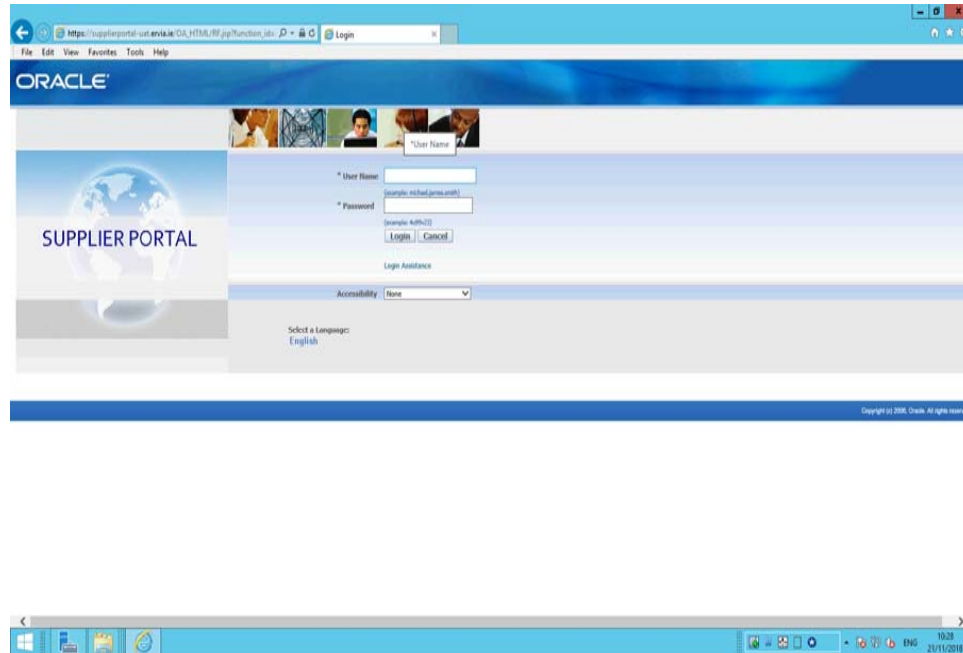
This Video shows on how to view Supplier Site Information on PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** Field.

Step 2

Enter Oracle Login credentials (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

Step 3

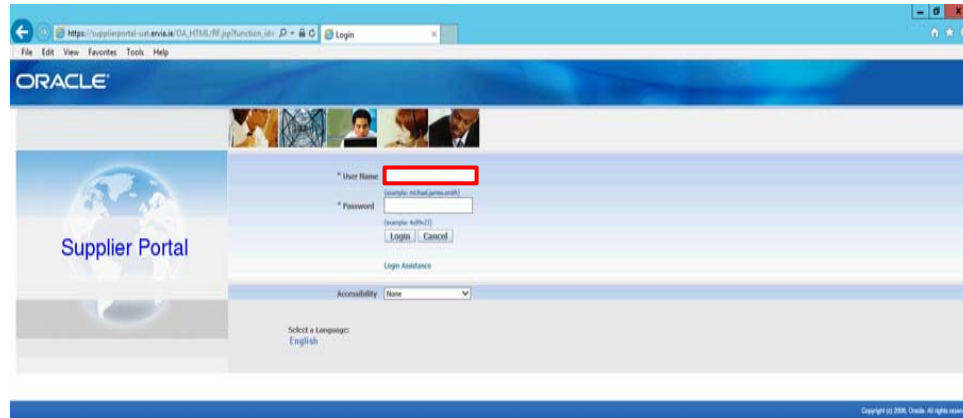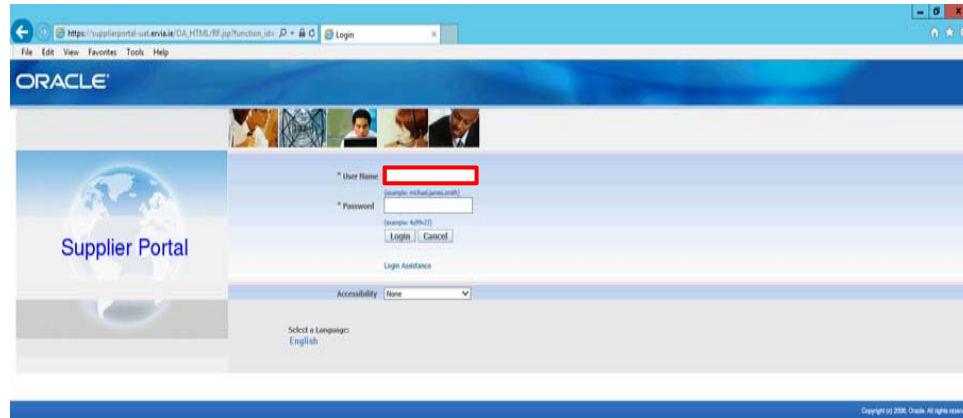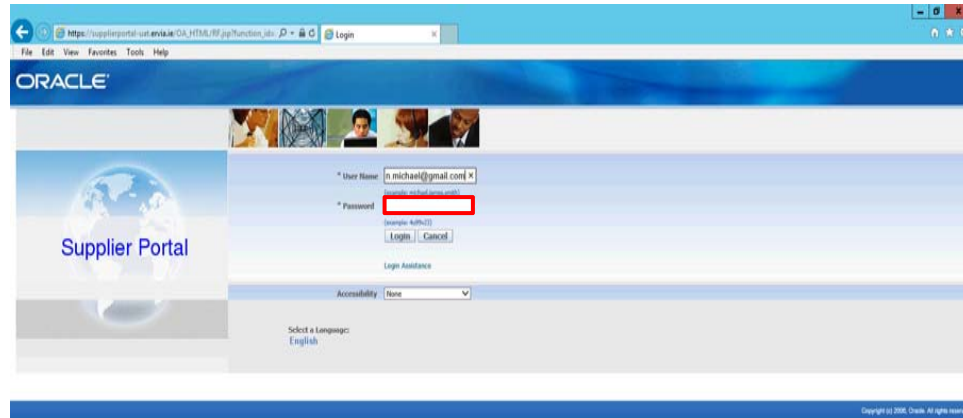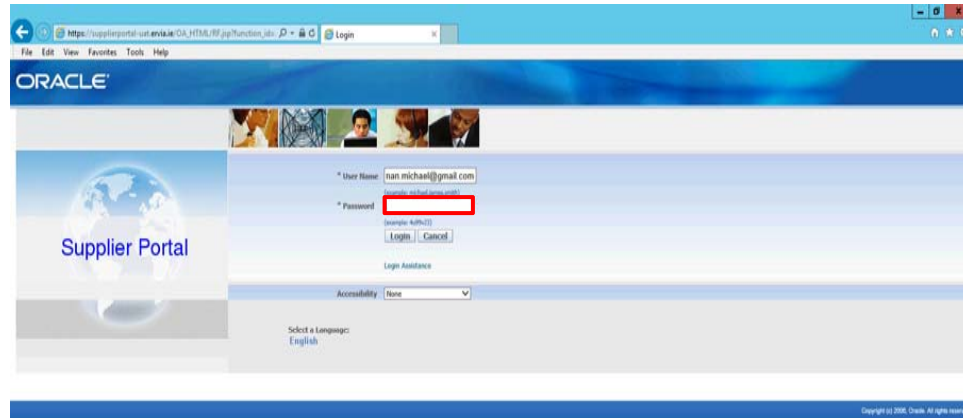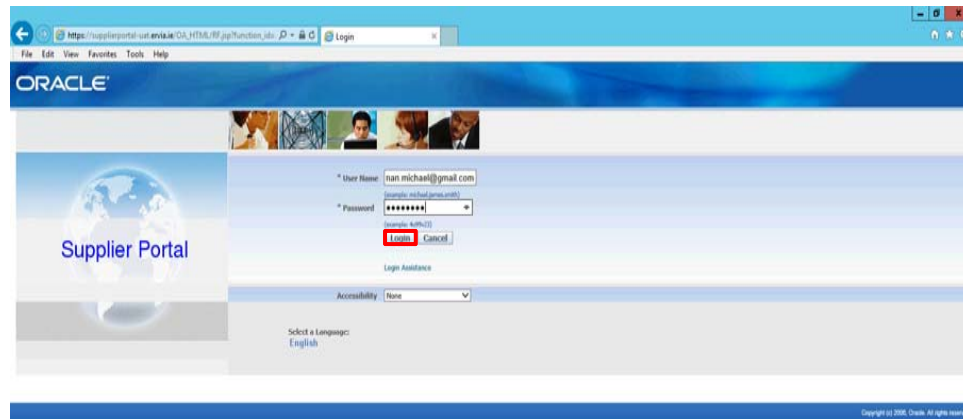Click in the **Password** field.

Step 4

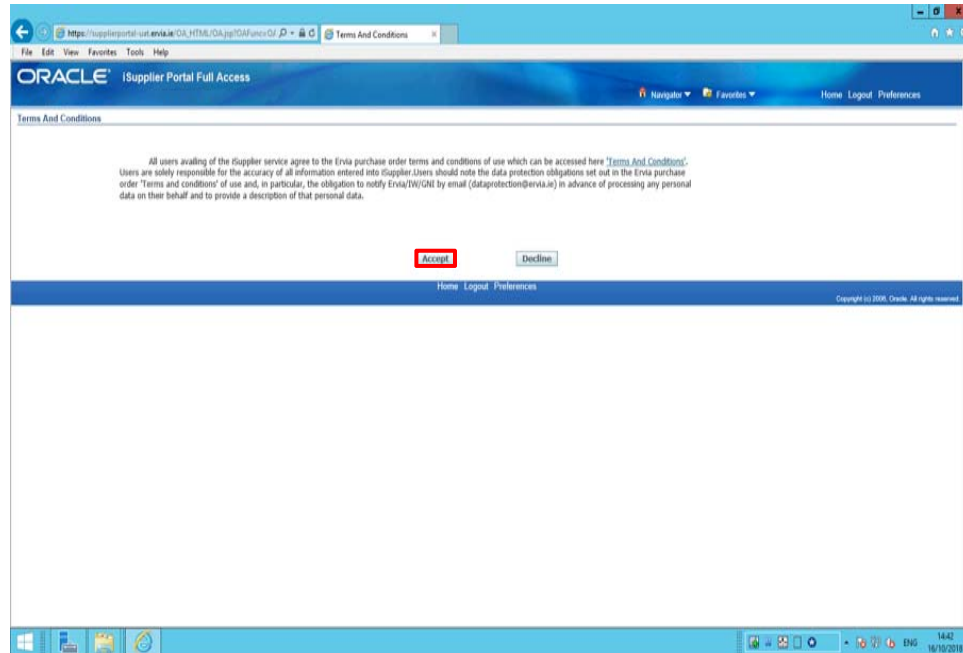Enter Oracle Password into the Password field.

(example: **welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click in the **Search** field.

Step 8

Enter the Po Number into
the **Search** field.

"**6012347**".

Step 9

Click the **Go** button.

Step 10

Click the **6012347** link.

Step 11

Here you Can view Supplier Site Information on PO.

End of Procedure.

Create a Standard Credit Memo
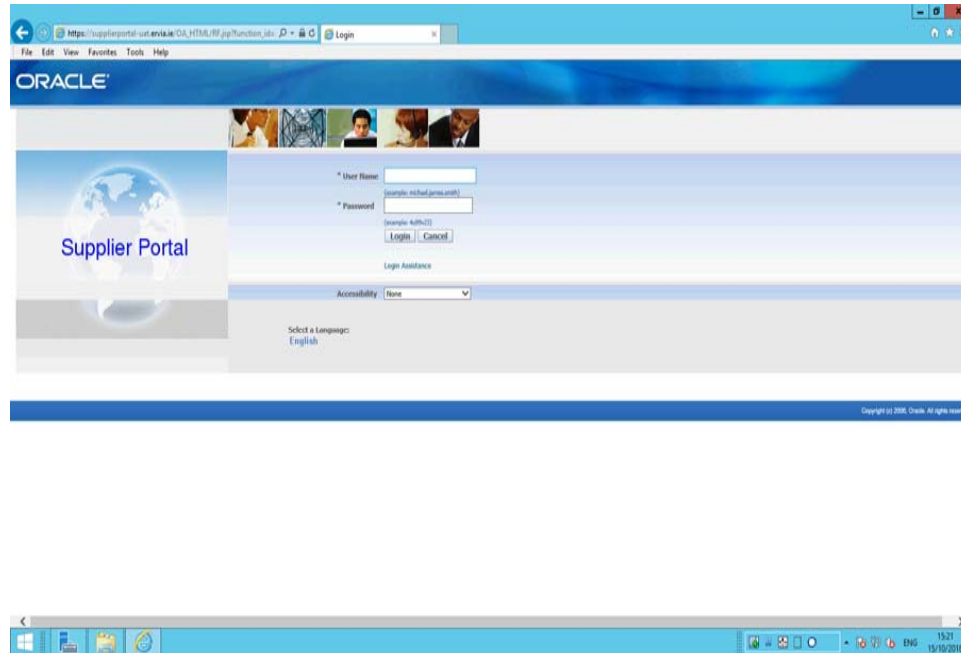
This Video shows on how to raise an standard Credit Note using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** Field.

Step 2

Enter Oracle Login credentials (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(example: **welcome2**)

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions

Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "**6011572**".

Step 11

Click the **Go** button.

Step 12

Select the Check Box.

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

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Step 15

Enter the Credit Memo number into the **Invoice Number** field.

"**CM_001**".

Step 16

Click the **Invoice Type** list.

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Step 17

Click the **Credit Memo** list item.

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Step 18

Click in the **Quantity** Field.

Step 19

Enter the Quanity for which you need to create Ctedit memo.
"**15**".

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Step 20

Click the **Next** button.

Step 21

Click the **Next** button.

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Step 22

Review the details and Click
the **Submit** button to submit the Credit
Note.

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Step 23

Credti Memo CM_001 is now submitted to Account Payable department.

End of Procedure.

Create PSWT Credit Note

This Video shows on how to raise an PSWT Credit Note using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

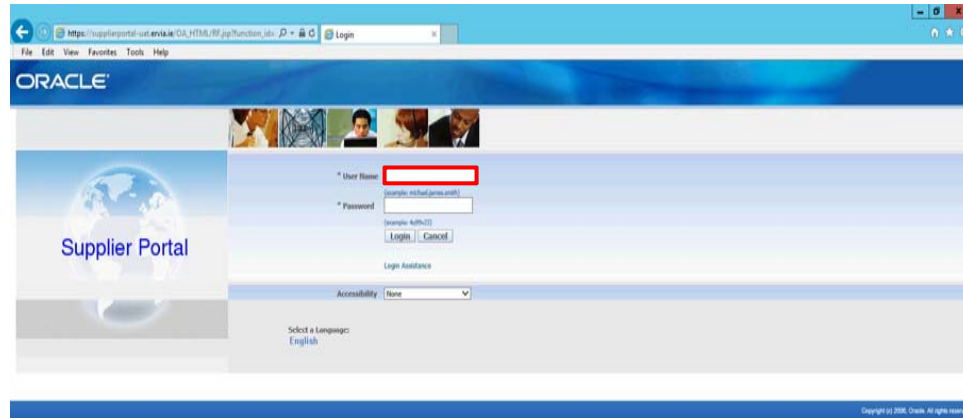Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie
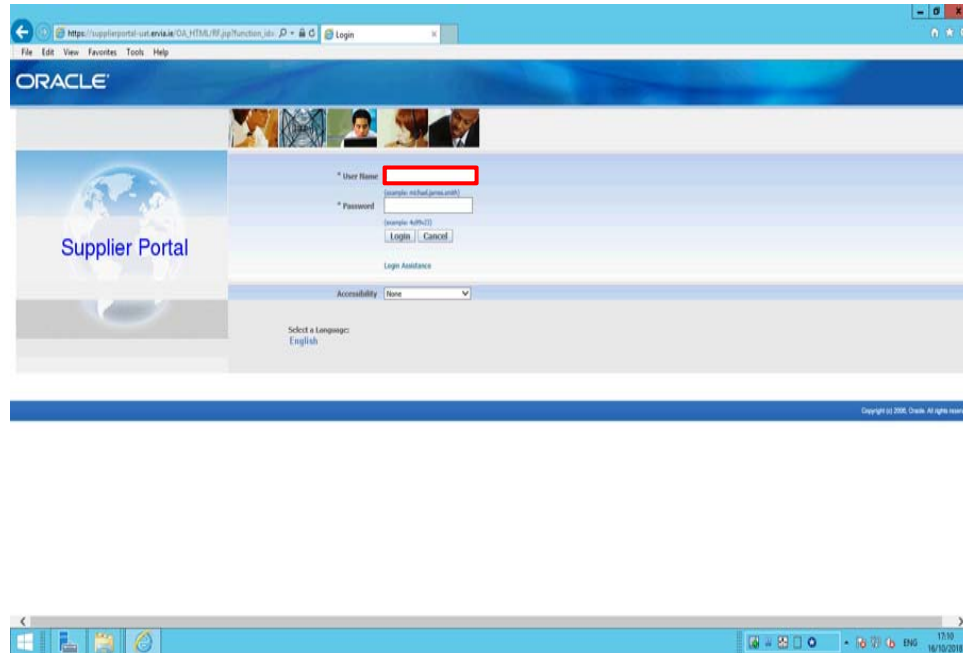
Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

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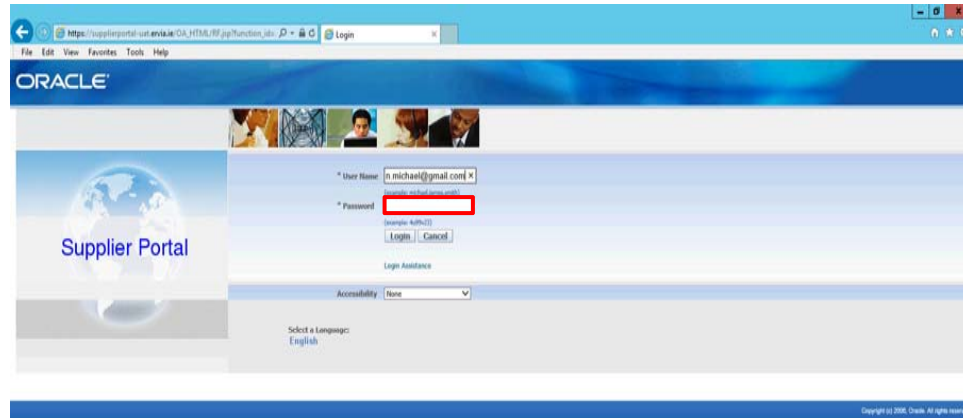**USER PRODUCTIVITY KIT**

Step 2

Enter Oracle Login credentials (Which you might have received via email) .
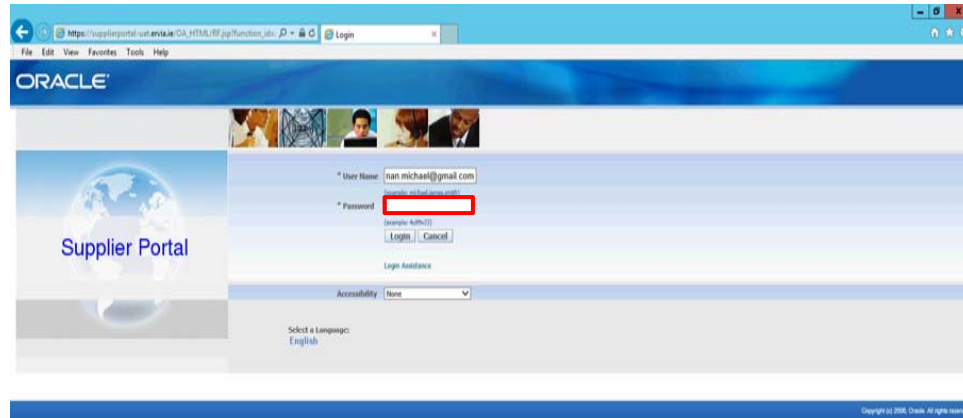
(example: **ronan.michael@gmail.com**).
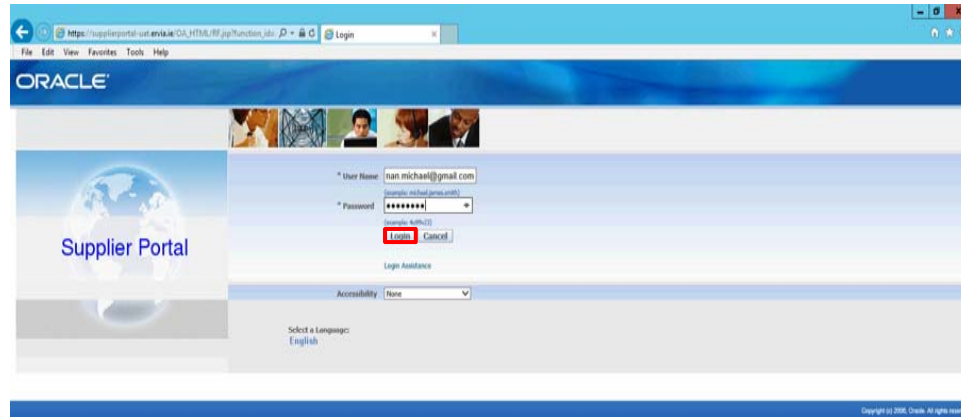
Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,: **welcome2**)

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "**6011582**".

Step 11

Click the **Go** button.

Step 12

Select the **Checkbox.**

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

e.g., "**CM_002**".

Step 16

Click the **Invoice Type** list.

Step 17

Select **Credit Memo** from the Invoice Type List

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Step 18

Right-click in the **Quantity** field.

Step 19

Enter the Quanity for which you need to create Ctedit memo.

e.g., "**-35**".

Step 20

Click the **Next** button.

Step 21

Click the **Next** button.

Step 22

Review the details and Click
the **Submit** button to submit the Credit
Note.

Step 23

Credti memo CM_002 is now submitted to Accounts Payable team.

End of Procedure.

Create RCT Credit Note

This Video shows on how to raise an RCT Credit Note using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie
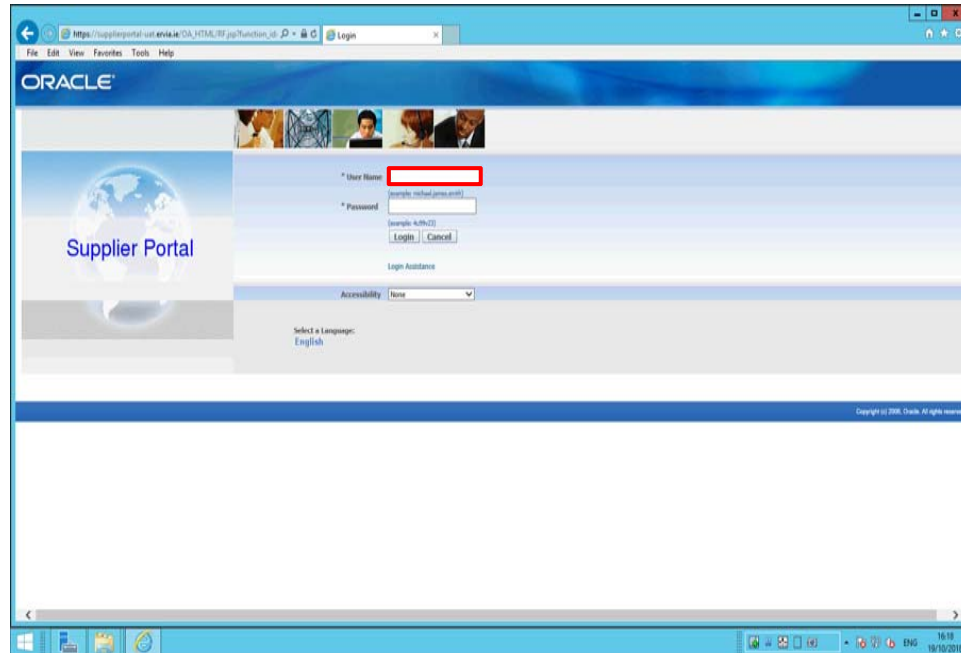
Note: Please check you spam mail box for credentials.
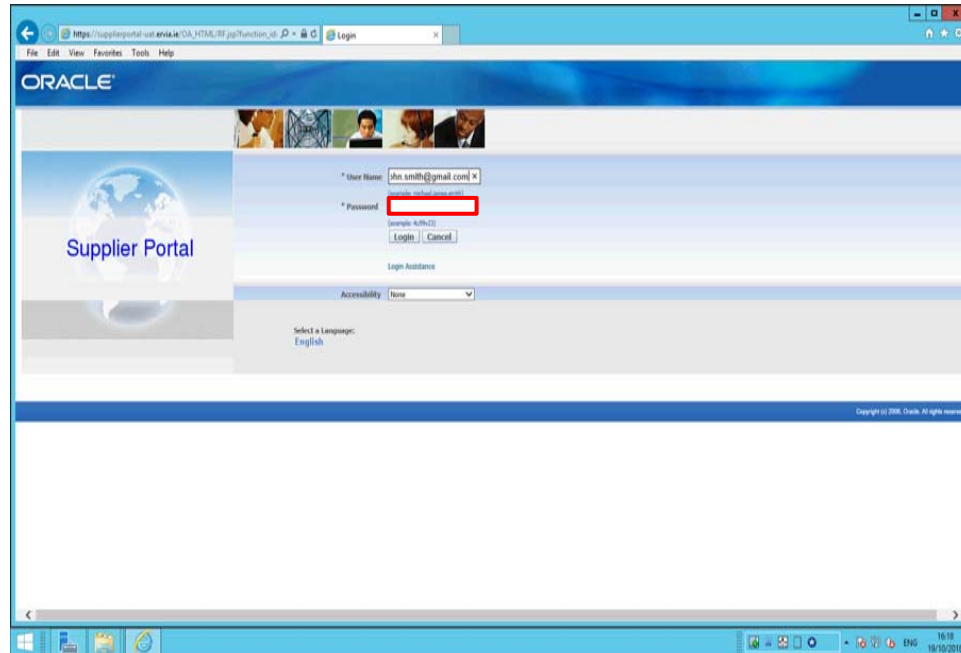
Step 1

Click in the **User Name** field.

Step 2

Enter Oracle Login credentials (Which you might have received via email) .
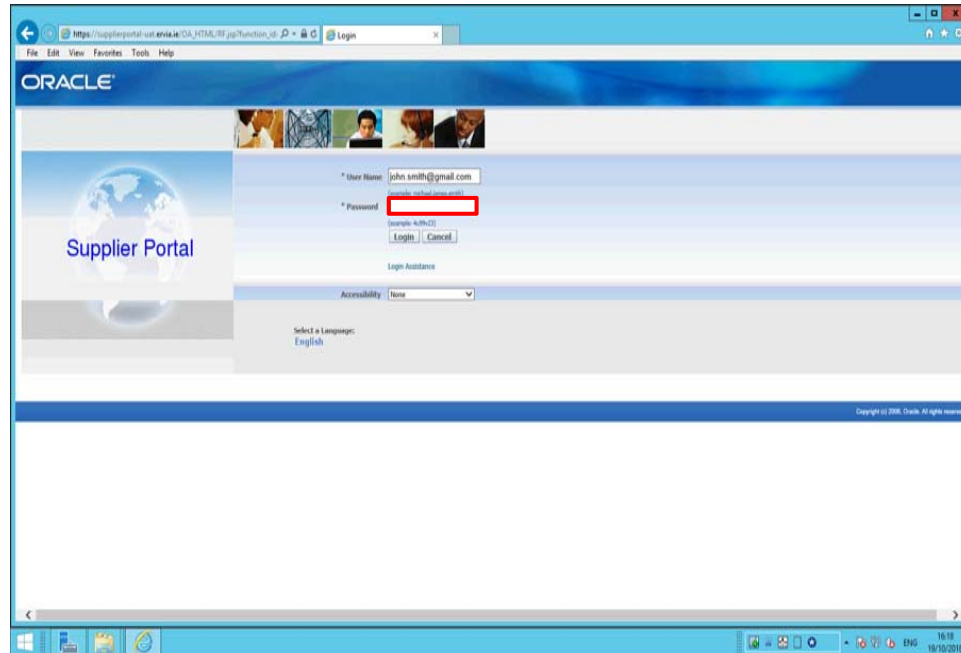
(example: **ronan.michael@gmail.com**).

Step 3

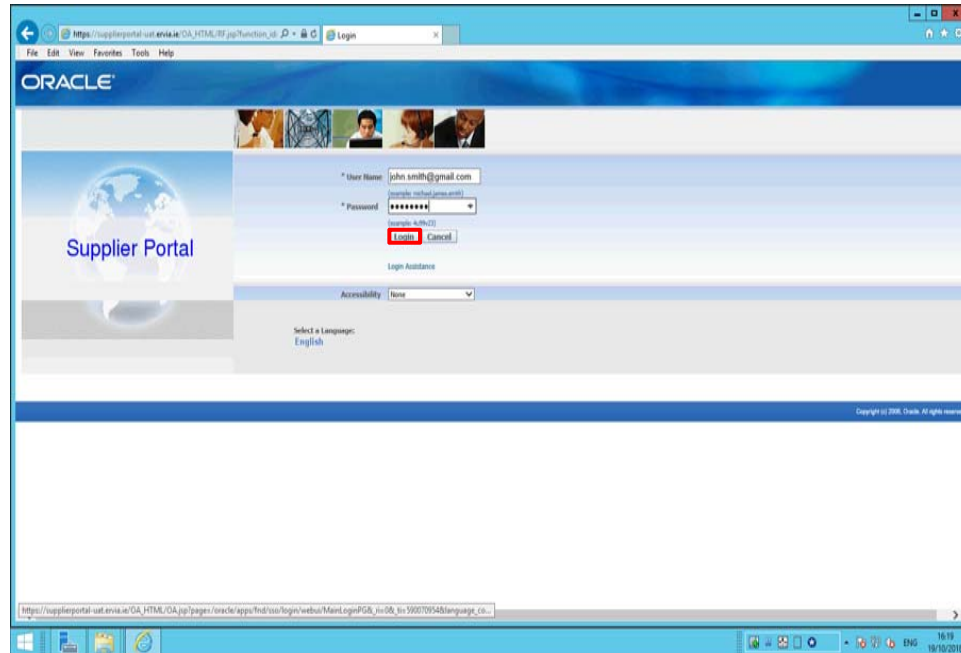Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.
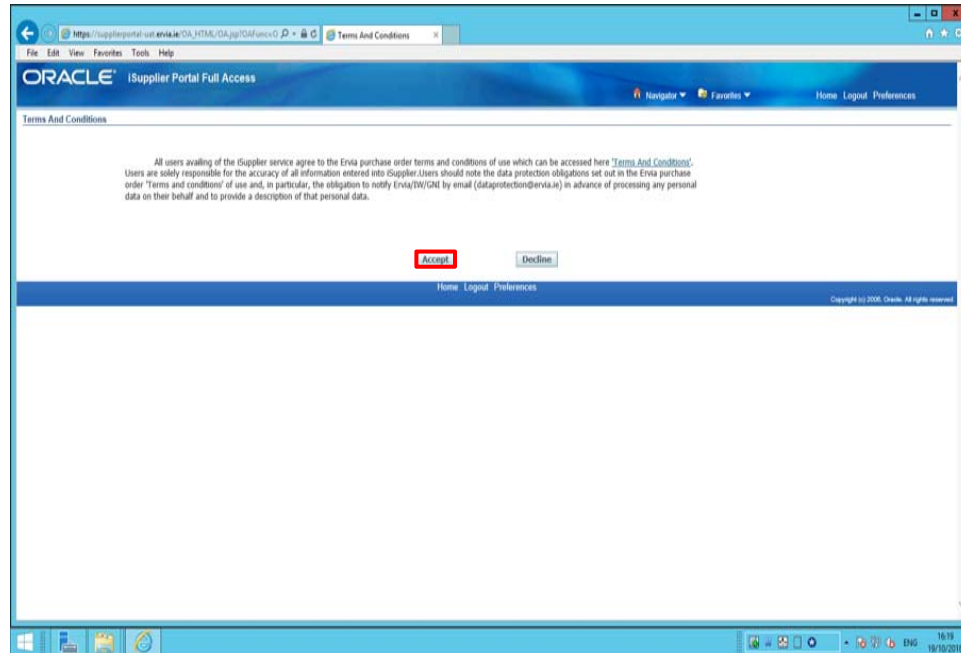
(e.g.,: **welcome2**)

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

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Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "**6011580**".

Step 11

Click the **Go** button.

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Step 12

Click the **Checkbox**.

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Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

e.g., "**CM_003**".

Step 16

Click the **Invoice Type** list.

Step 17

Select **Credit Memo** from the Invoice Type List

Step 18

Right-click in the **Quantity** field.

Step 19

Enter the Quanity for which you need to create Ctedit memo.

e.g., "**-40**".

Step 20

Click the **Next** button.

Step 21

Click the **Next** button.

Step 22

Review the details and Click
the **Submit** button to submit the Credit
Note.

Step 23

Credti memo CM_003 is now submitted to Accounts Payable team.

End of Procedure.

Create Credit Note for EU Supplier

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Create Credit Note for EU Supplier

This Video shows on how to raise an Credit Note for EU Supplier.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click the **User Name** Field
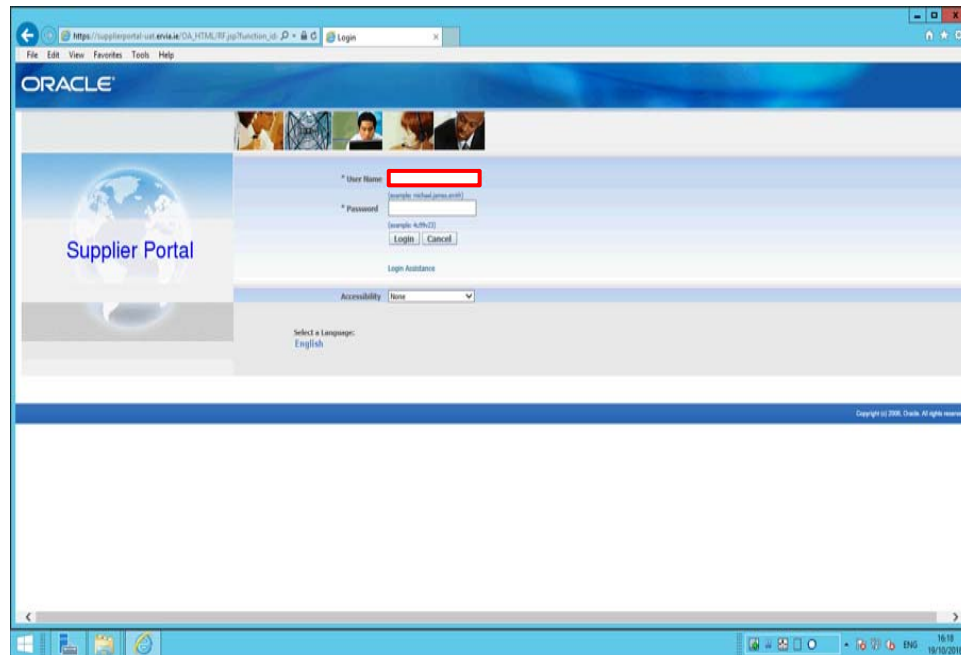
Step 2

Enter Oracle Login credentials (Which you might have received via email) .

(e.g.,:"**john.smith@gmail.com**".).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,: **welcome3**)

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

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Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

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Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number for which you want to create Credit Note into the **Purchase Order Number** field.

e.g., "**6011580**".

Step 11

Click the **Go** button.

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Step 12

Click the **Checkbox** option.

Step 13

Click the **Next** button.

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Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Credit Memo number into the **Invoice Number** field.

e.g., "**CM_003**".

Step 16

Click the **Invoice Type** list.

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Step 17

Click the **Credit Memo** from the list item.

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Step 18

Click in the **Quantity** field.

Step 19

Enter the Quanity for which you need to create Ctedit memo.

e.g., "**-100**".

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Step 20

When creating a Non Ireland Invoice below are fields are Mandatory .

Commodity Code
Country of Despatch
Country of Origin
Mode of Transport
Terms of Delivery
Net Weight

Click the **Search: Commodity Code** button to select the Commodiy code.

Step 21

Click the **Go** button.

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Step 22

Click the **Quick Select** button.

Step 23

Click in the **Net Mass** field.

Step 24

Enter the Net Mass value into the field.

e.g.,**1.52**

Step 25

Click in the **Nature of Transaction** field.

Step 26

Enter the **Nature of Transaction** into the field.

e.g., "**INTERNAL**".

Step 27

Click the **Mode of Transport** list.

Step 28

Select Mode of Transport from List of Value.
for exampe here i am selecting **Air transport** from list item.

Step 29

Click the **Country of Dispatch** list.

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Step 30

Click the **Ireland-IE** list item.

Step 31

Click the **Delivery Terms** list.

Step 32

Click the Delivery terms from list item which suits you.

In this video i am selecting ' **CFR-cost and freight**'

Step 33

Click the **Next** button.

Step 34

Click the **Next** button.

Step 35

Review all the details and Click
the **Submit** button for submitting **Credit
Note** .

Step 36

Credit Note **CM_005** is now submitted to Account Payable department.

End of Procedure.

View Payments

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This Video shows on how to view the Payments.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.
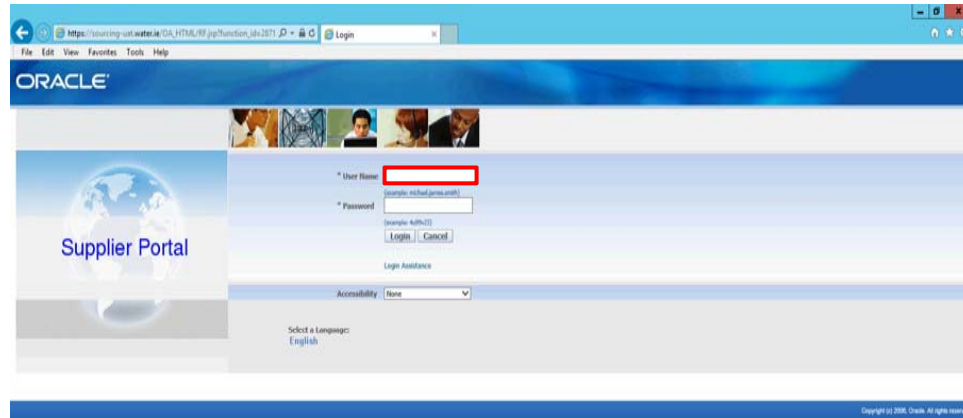
In case if you haven't received any email, please reach out to

payables@water.ie
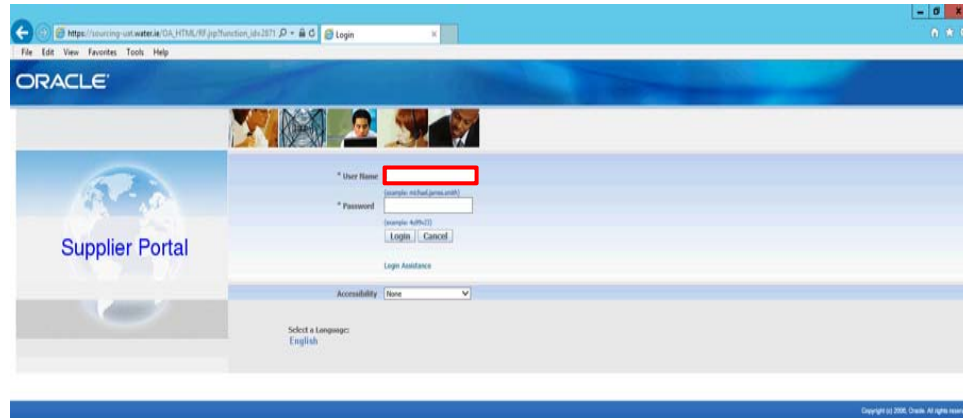
Note: Please check you spam mail box for credentials.

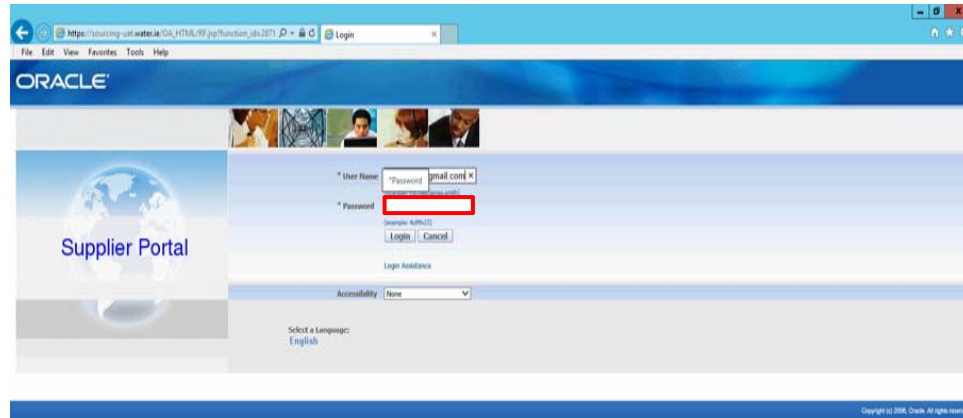Step 1

Click in the **User Name** field.

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Step 2

Enter Oracle Login credentials (Which you might have received via email) .

(e.g.,:"**ronan.michael@gmail.com**".).

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Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(example: **welcome2**).

Step 5

Click the **Login** button.

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Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Click the **View Payments** link.

Step 9

Here i would like to search Payment with Invoice Number.

You can search payment with other feilds also (Like PO Number, Payment Dates etc)

Click in the **Invoice Number** field.

Step 10

Enter the desired information into the **Invoice Number** field.
Enter "**TEST001**".

Step 11

Click the **Go** button.

Step 12

Click the **TEST001** link.

Step 13

Here you can view the payment status under Payment Information,

End of Procedure.

View Invoice Status

This Video shows on how to View invoice status.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

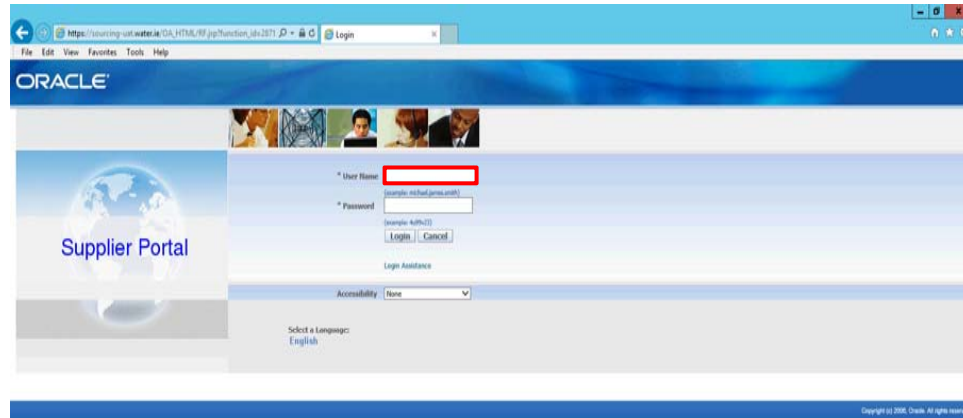Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie
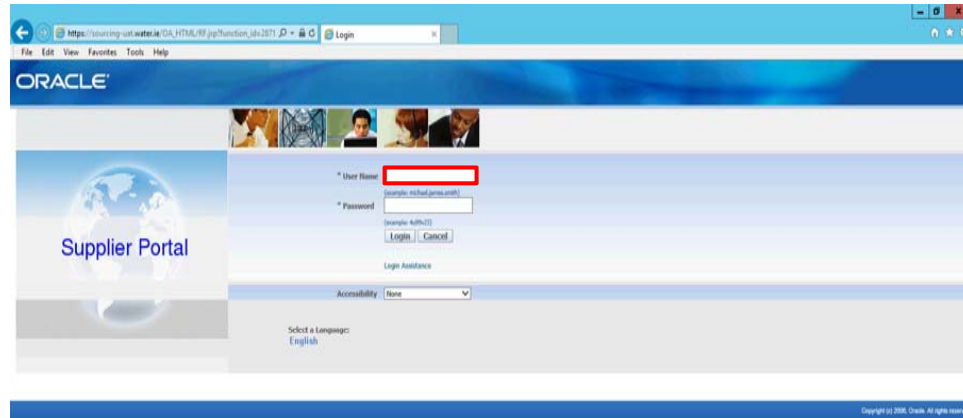
Note: Please check you spam mail box for credentials.

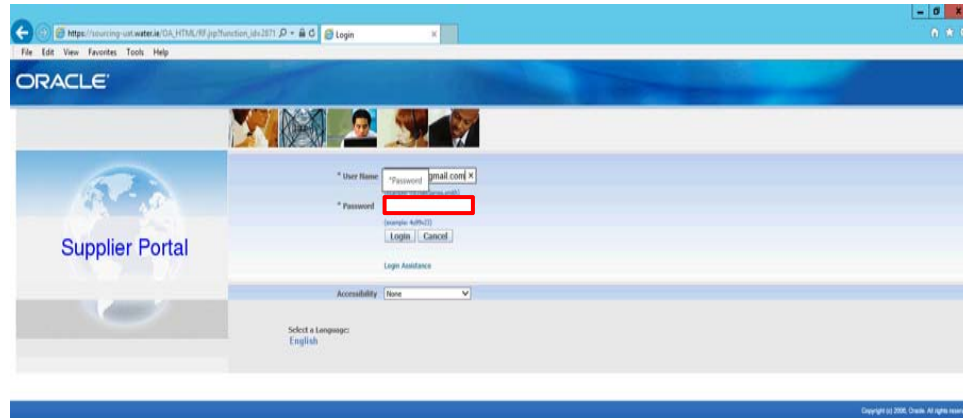Step 1

Click on User Name Field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

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USER PRODUCTIVITY KIT
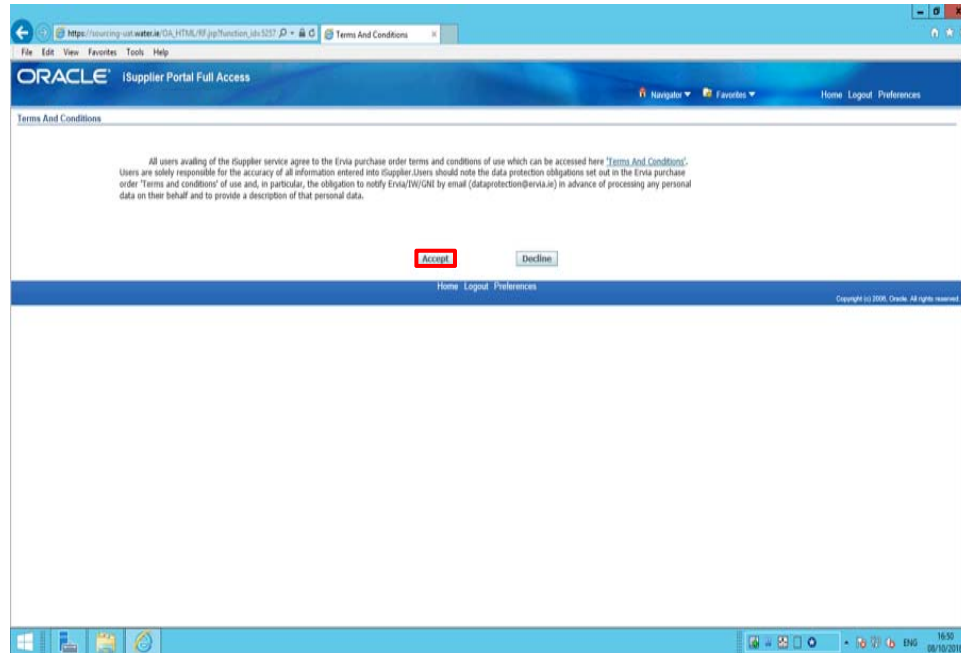

Step 4

Enter Oracle Password into the
Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

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Step 7

Click the **Finance** link.

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Step 8

Click the **View Invoices** link.

Step 9

Click in the **Invoice Number** field.

Step 10

Enter the Invoice Number into the **Invoice Number** field. e.g.,"**TEST001**".

Step 11

Click the **Go** button.

Step 12

Here you see the Invoice status and Payment status.

Different type of Invoice Status:

Approved (It means, Invoice is approved and ready for payment)
In-Process (It means, Invoice is not yet approved)
Cancelled (it means, Invoice is cancelled)

Different type of Payment Status:

Not Paid(Invoice is not yet paid)
Paid(Invoice is paid)

Click the **TEST001** link to view more information.

Step 13

End of Procedure.

Create Standard Invoice
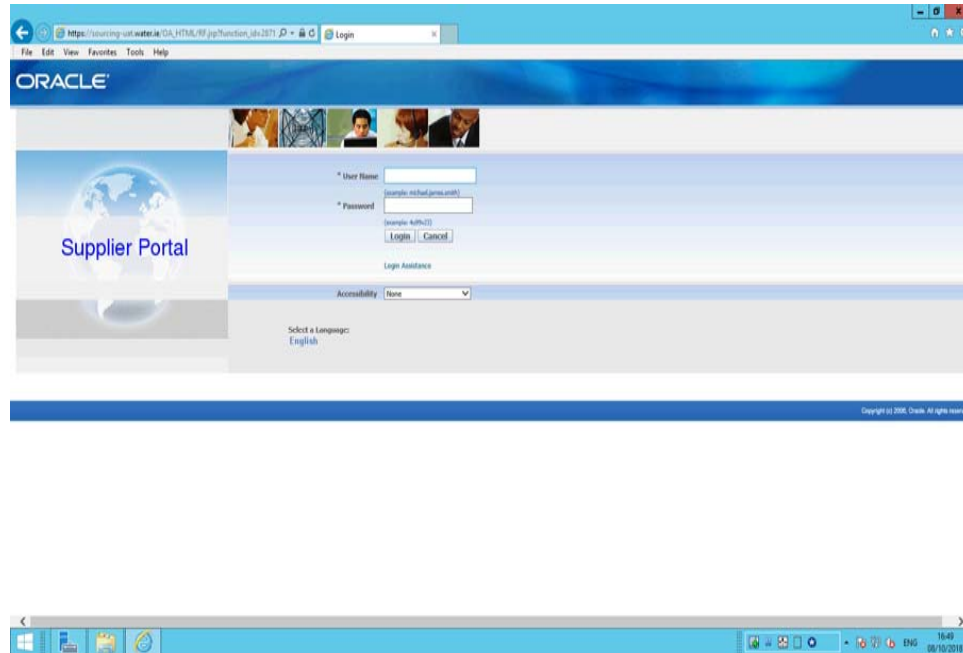
This Video shows on how to raise an standard invoice using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.
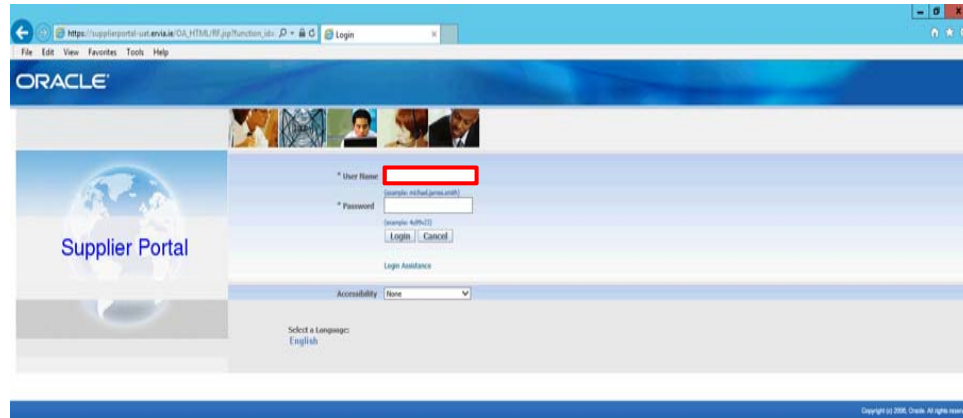
Step 1

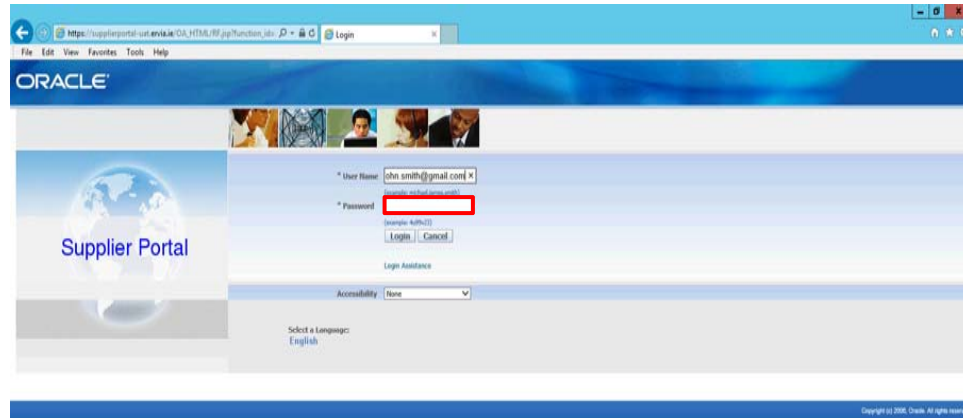Click on User Name Field.

Step 2

Enter Oracle User Name (Which you might have received via email) .
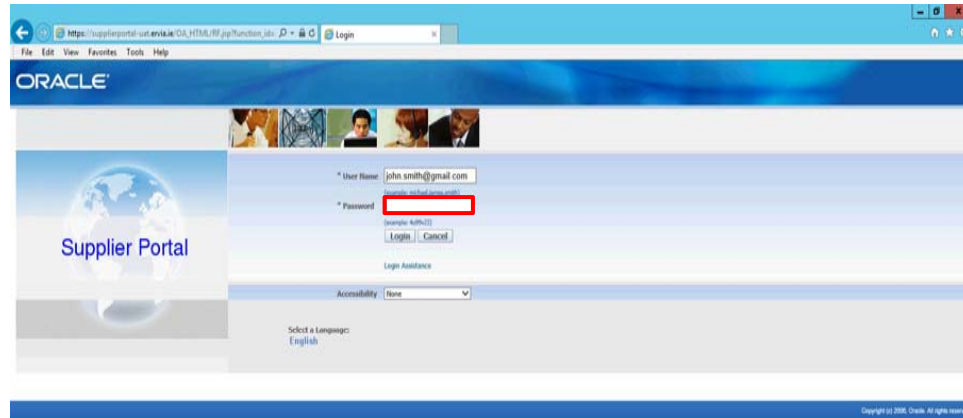
(example: **ronan.michael@gmail.com**).
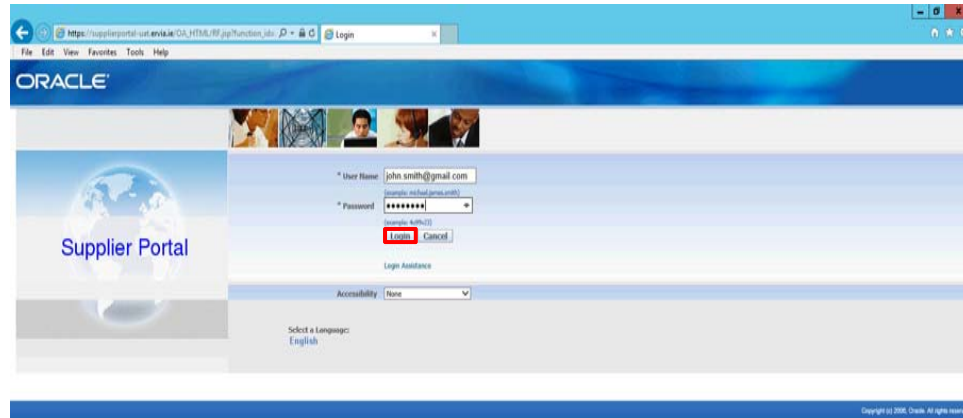
Step 3

Click in the **Password** field.

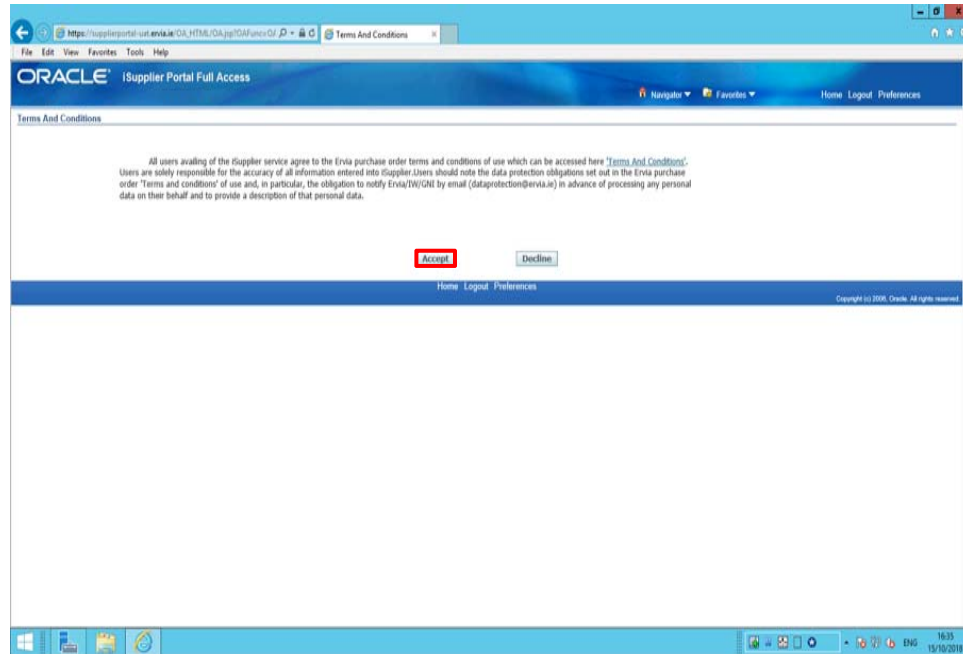Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Create Invoice **With a PO**.

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number into the **Purchase Order Number** field. "**6011573**".

Step 11

Click the **Go** button.

Step 12

Select the Check Box.

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Invoice number into
the **Invoice Number** field.
"**Test001**".

Key in Quantity for which you want to
create an Invoice.

In this video I am invoicing full quantity.

Step 16

Click the **Next** button.

Step 17

Review all the details.
Click the **Submit** button and the invoice will be submitted to Accounts Payble team.

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Step 18

Invoice TEST001 is now Submitted for Account Payable team.

End of Procedure.

Create Invoice for EU Supplier

This Video shows on how to raise an standard invoice for EU Supplier using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(example: **john.smith@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome3**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number into the **Purchase Order Number** field.

e.g.,"**6011564**"

Step 11

Click the **Go** button.

Step 12

Select the Check Box.

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter Invoice Number into the **Invoice Number** field. Enter

e.g., "**INV_006**".

Step 16

When creating a Non Ireland Invoice below are fields are Mandatory .

Commodity Code
Country of Despatch
Country of Origin
Mode of Transport
Terms of Delivery
Net Weight

Click the Search: **Commodity Code** button to select the Commodiy code.

Step 17

Click the **Go** button.

Step 18

In this video we are selecting commodity code as '01012100'

Click the **Quick Select** button.

Step 19

Click in the **Net Mass** field.

Step 20

Enter the Net Mass value into the field.

e.g.,1.2

Step 21

Click in the **Nature of Transaction** field.

Step 22

Enter the **Nature of Transaction** into the field.

e.g., "**INTERNAL**".

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Step 23

Click the **Mode of Transport** list.

Step 24

Select Mode of Transport from List of Value.
for exampe here i am selecting **Air transport** from list item.

Step 25

Click the **Country of Dispatch** list.

Step 26

Select the Country of Dispatch

e.g., **Ireland-IE.**

Step 27

Click the **Delivery Terms** list.

Step 28

Click the Delivery terms from list item which suits you.

In this video i am selecting ' **CFR-cost and freight**'

Step 29

Click the **Next** button.

Step 30

Click the **Next** button.

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Step 31

Review the invoice details and Click
the **Submit** button to submit the invoice.

Step 32

Invoice INV_006 is now submitted to Account Payable department.

End of Procedure.

Create PSWT Invoice

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This Video shows on how to raise an PSWT invoice using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

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Step 8

Click the **Go** button.

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Step 9

Click in the **Purchase Order Number** field.

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Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice. "**6011582**".

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Step 11

Click the **Go** button.

Step 12

Select the Check Box.

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Invoice number into the **Invoice Number** field. "**INV_007**".

Key in Quantity for which you want to create an Invoice.

In this video I am invoicing for 100 quantity.

Step 16

Click in the **Quantity** field.

Step 17

Enter the quantity you would like to invoice.

e.g., **100**

Step 18

Click the **Next** button.

Step 19

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Step 20

Review all the details and Click
the **Submit** button to submit the Invoice.

Step 21

Invoice **INV_007** is now submitted to Account Payable department.

End of Procedure.

Create RCT Invoice

This Video shows on how to raise an RCT invoice using PO.

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

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Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(e.g., **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "**6011580**".

Step 11

Click the **Go** button.

Step 12

Select the **Checkbox.**

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Invoice number into the **Invoice Number** field. "**INV_008**".

Key in Quantity for which you want to create an Invoice.

In this video I am invoicing for 50 quantity.

Step 16

Click in the **Quantity** field.

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Step 17

Enter the Quantity to be invoiced

e.g., "**50**".

Step 18

Click the **Next** button.

Step 19

Click the **Next** button.

Step 20

Review all the details and Click
the **Submit** button to submit the Invoice

Step 21

Invoice **INV_008** is now submitted to Account Payable department.

End of Procedure.

Create Invoice more than Ordered Amount

This Video shows on how to raise an standard invoice for more than ordered on PO

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(e.g., **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

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Step 7

Click the **Finance** link.

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Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

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Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "**6011579**".

Step 11

Click the **Go** button.

Step 12

Click the **Checkbox**.

Step 13

Click the **Next** button.

Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Invoice number into
the **Invoice Number** field.
"**INV_0010**".

Key in Quantity for which you want to
create an Invoice.

In this video I am invoicing for
201quantity (Which is more than
Ordered Amount).

Step 16

Click in the **Quantity** field.

Step 17

Press **[Backspace]**.

Step 18

Enter the Quantity to be invoiced
e.g., "**201**".

Step 19

Click the **Next** button.

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Step 20

It throws an error saying that "**You can not increase the Quantity to Invoice amount above the available ordered quantity**".

So, you cannot create a invoice for more the ordered amount.

End of Procedure.

Create Invoice for more than receipted amount

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This Video shows on how to raise an invoice for more than receipted amount on PO.
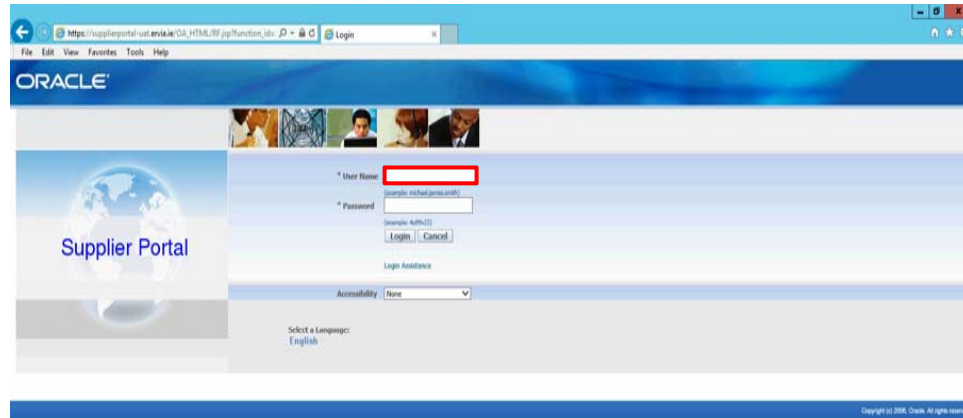
You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate to application.

In case if you haven't received any email, please reach out to
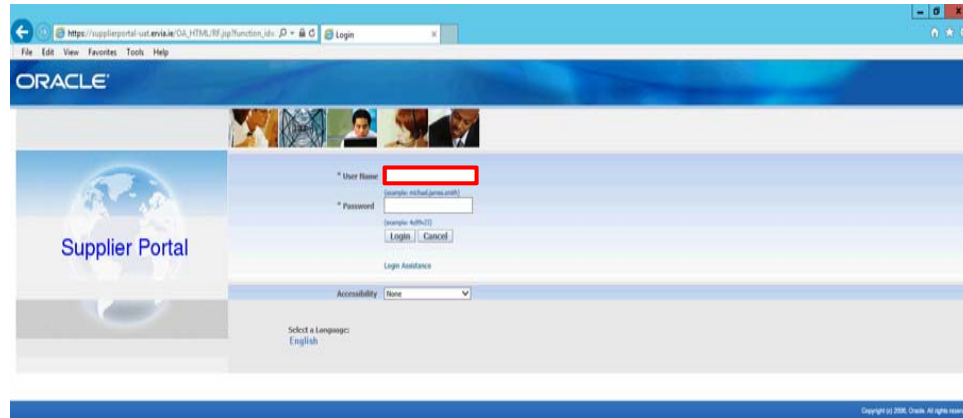
payables@water.ie

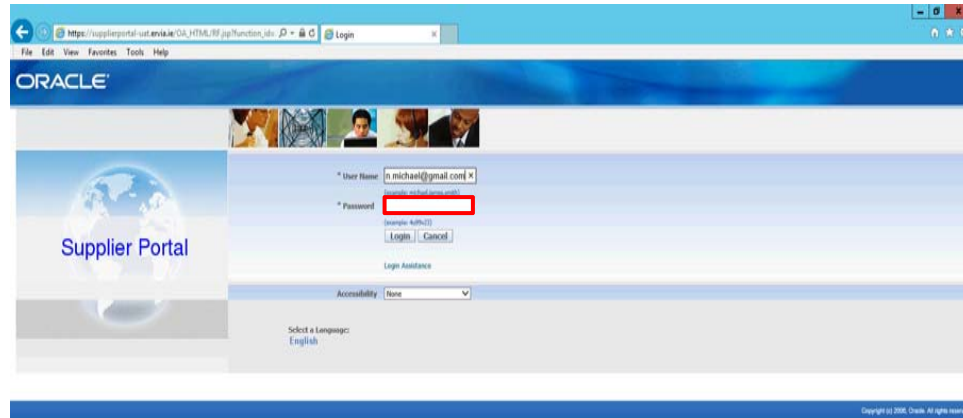**Note: Please check you spam mail box for credentials.**

Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(example: **ronan.michael@gmail.com**).

ORACLE®
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Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

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Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

ORACLE®
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Step 10

Enter the PO number into the **Purchase Order Number** field. "**6011579**".

Step 11

Click the **Go** button.

Step 12

Click the **Checkbox.**

Step 13

Click the **Next** button.

ORACLE®
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Step 14

Click in the **Invoice Number** field.

Step 15

Enter the Invoice number into
the **Invoice Number** field.
"**INV_0011**".

Key in Quantity for which you want to
create an Invoice.

In this video I am trying invoice 100
quantity whereas the receipt was
created for 50.

Step 16

Enter the quantity you would like to invoice.
e.g., "**100**".

Step 17

Click the **Next** button.

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Step 18

Optional to change defaults to PO tax code.

Whenever you change the tax code it's mandatory to re-calculate the tax.

Click the **Search: Supplier Tax Code** button.

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Step 19

Click the **Go** button.

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Create Invoice for more than receipted amount

Step 20

Click the **Quick Select** button.

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Step 21

Its Mandatory to Click
the **Calculate** button when changing the
default tax code.

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Step 22

Click the **Recalculate Total** button and verify Whether the new tax amount is applied .

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Step 23

Click the **Next** button.

Step 24

Review the details and Click
the **Submit** button to submit the invoice.

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Step 25

Invoice INV_0011 is now Submitted for Account Payable team.

End of Procedure.

Create Invoice with more than One PO with Different sites
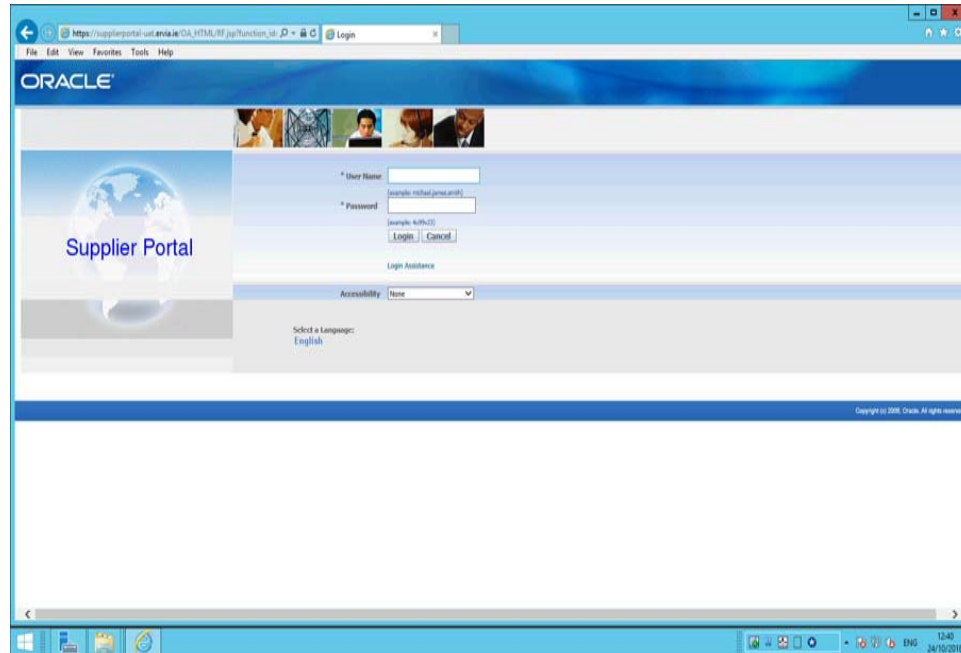
This Video shows on how to raise an standard invoice With multiple PO's with different sites

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.
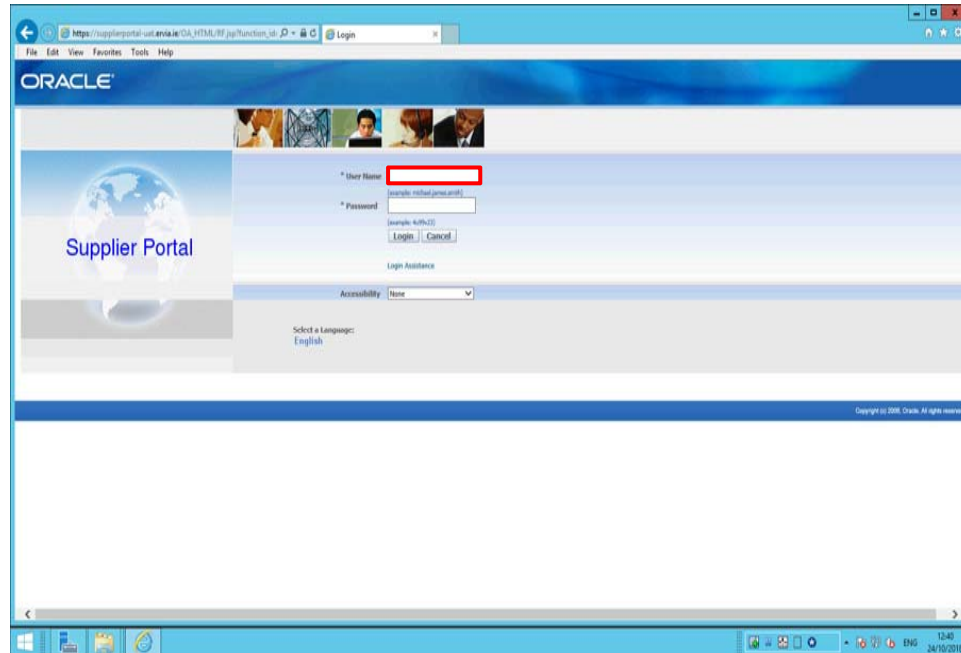
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

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USER PRODUCTIVITY KIT

Step 2

Enter Oracle User Name (Which you might have received via email) .

(e.g., **ronan.michael@gmail.com**).

ORACLE®
USER PRODUCTIVITY KIT

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the
Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "**6011583**".

Step 11

Click the **Go** button.

Step 12

Click the **Checkbox** option.

Step 13

Click the **Add to Invoice** button to add this Po Number to Invoice.

Step 14

Now will add one more Purchase order to the same Invoice.

Click in the **Purchase Order Number** field.

Step 15

Press **[Backspace]**.

Step 16

Press **[Backspace]**.

Step 17

Enter the another PO into the **Purchase Order Number** field.

Enter "**79**".

Step 18

Click the **Go** button.

Step 19

Click the **Checkbox** option.

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Step 20

Click the **Add to Invoice** button.

Step 21

It throws an error. Because here we are trying to create Invoice of different Purchase Order sites.

We cannot create Invoice for below combination.
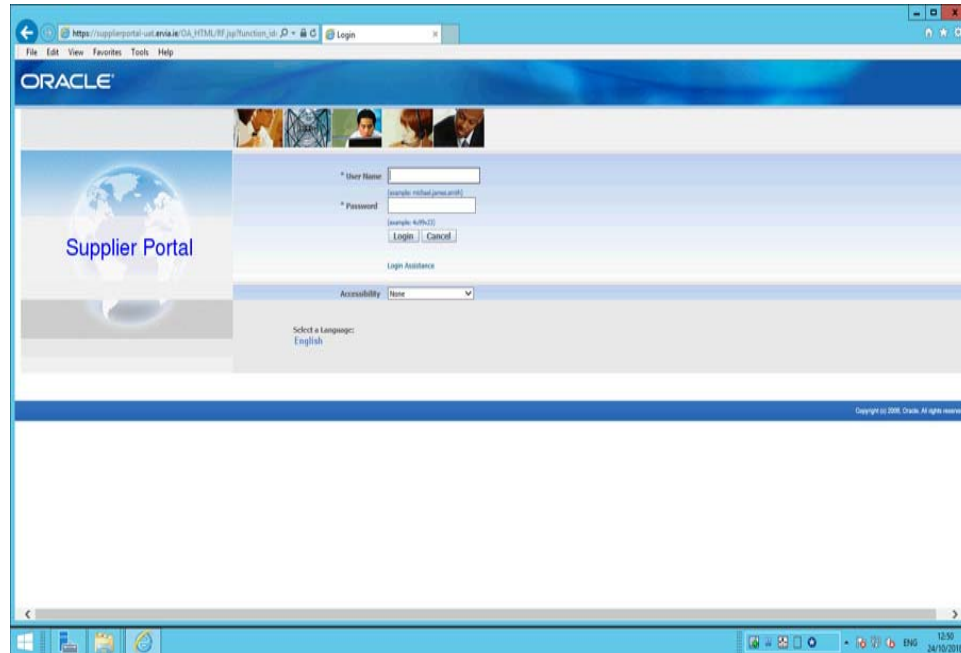
RCT PO + PSWT PO
RCT PO + Standard P
Select PSWT PO + Standard PO.

Note: Invoice for multiple PO's only be created when PO's belongs to Same Sites.

End of Procedure.

Create Invoice with more than one PO with Same Sites

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This Video shows on how to raise an standard invoice With multiple PO's with same sites

You'll be receiving a mail from ervia with Application URL and Credentials for login.

Please click on the application URL it will navigate application.

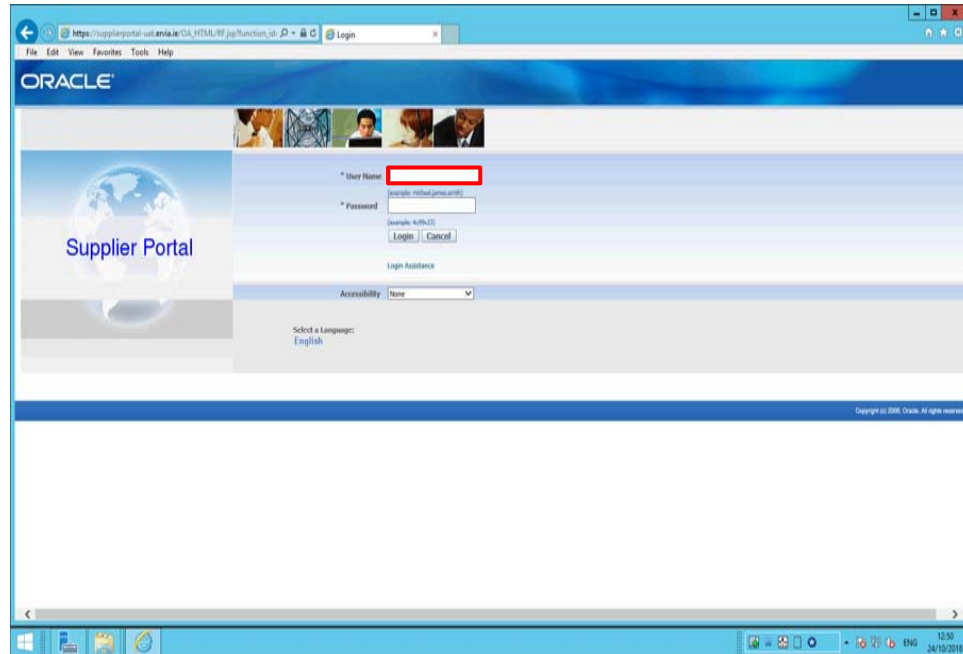In case if you haven't received any email, please reach out to

payables@water.ie
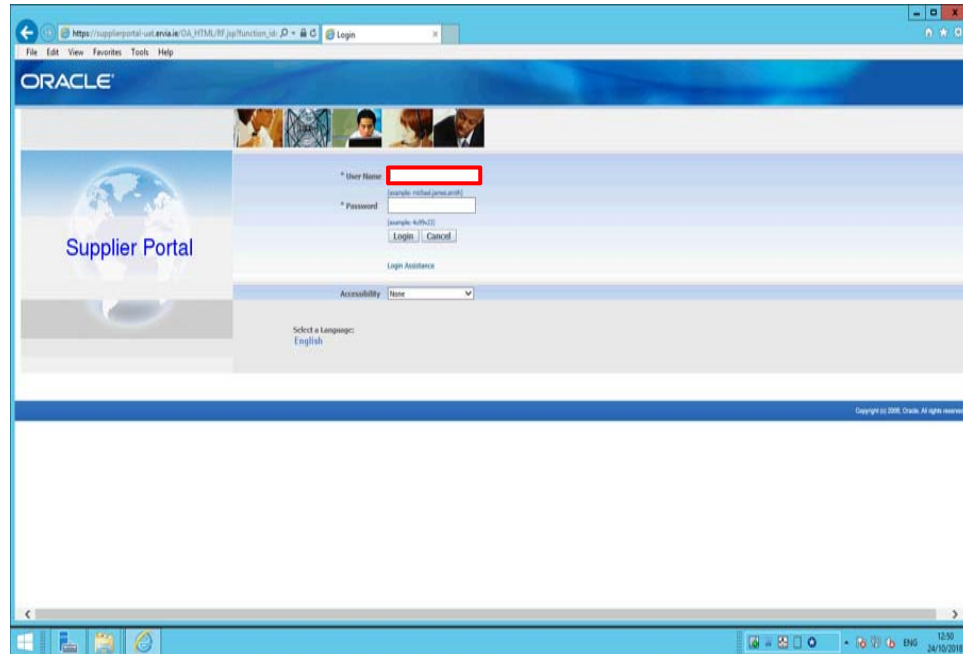
Note: Please check you spam mail box for credentials.

Step 1

Click in the **User Name** field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

(e.g., **ronan.michael@gmail.com**).

Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.

(e.g.,**welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.

Step 7

Click the **Finance** link.

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Step 8

Click the **Go** button.

Step 9

Click in the **Purchase Order Number** field.

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Step 10

Enter the PO number into the **Purchase Order Number** field for which you wanted to create a invoice.

e.g., "**6011579**".

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Step 11

Click the **Go** button.

Step 12

Click the **Checkbox** option.

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Step 13

Click the **Add to Invoice** button.

Step 14

Now will add one more Purchase order to the same Invoice.

Click in the **Purchase Order Number** field.

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Step 15

Press **[Backspace]**.

Step 16

Enter the another PO into the **Purchase Order Number** field.

i would like to add **6011572**

Enter **"6011572".**

Step 17

Click the **Go** button.

Step 18

Click the **Checkbox** option.

Step 19

Click the **Add to Invoice** button to add this PO to Invoice.

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Step 20

Click the **Next** button.

Step 21

Click in the **Invoice Number** field.

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Step 22

Enter the Invoice number into the **Invoice Number** field. "**TEST+0012**".

Key in Quantity for which you want to create an Invoice in the next page.

Step 23

Click in the **Quantity** field.

Step 24

Enter the quantity you would like to invoice.

e,g, "**100**".

Step 25

Click the **Next** button.

Step 26

Review all the details and Click on **Submit** button to submit the invoice Click the **Next** button.

Step 27

Invoice **TEST+0012** is now submitted to Account Payable department.

End of Procedure.

Update Supplier Address

This Video shows on how to update Supplier Address

You'll be receiving a mail from ervia with Application URL and Credentials for login.

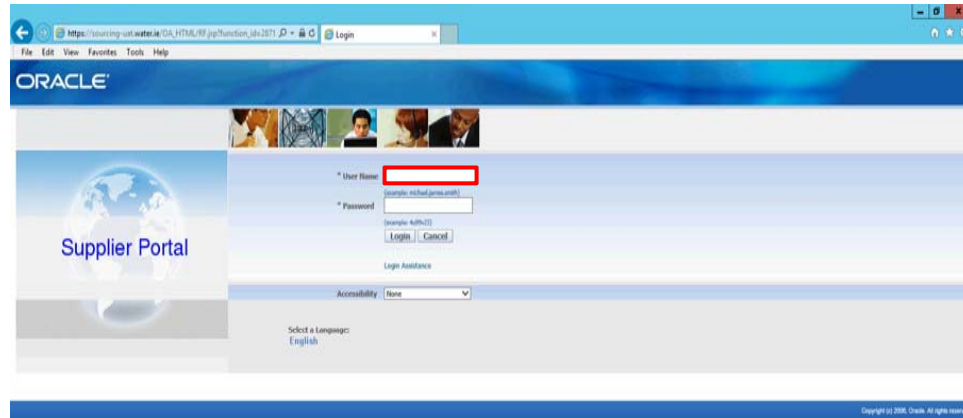Please click on the application URL it will navigate application.

In case if you haven't received any email, please reach out to

payables@water.ie

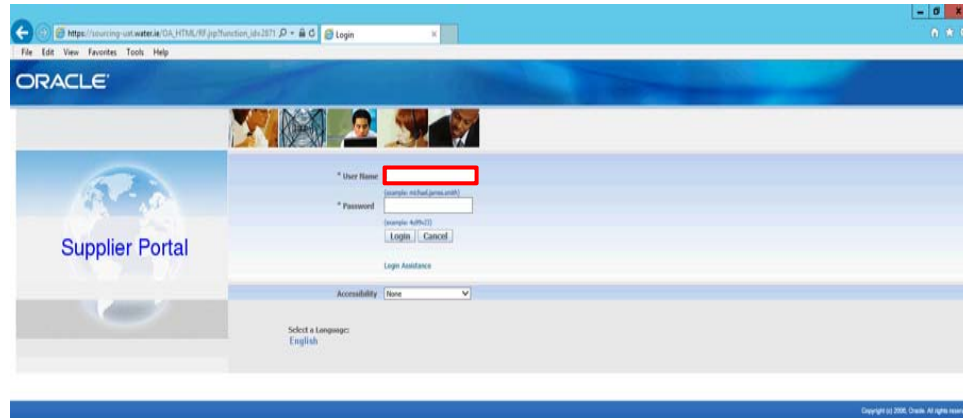**Note: Please check you spam mail box for credentials**

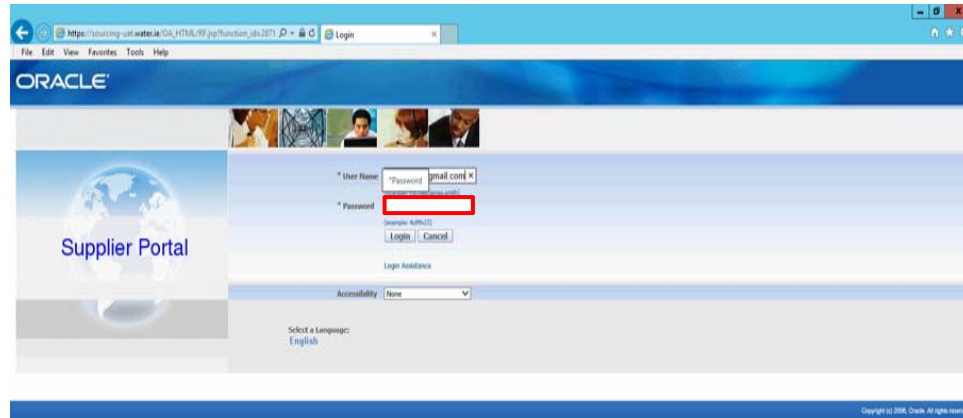Step 1

Click on User Name Field.

Step 2

Enter Oracle User Name (Which you might have received via email) .

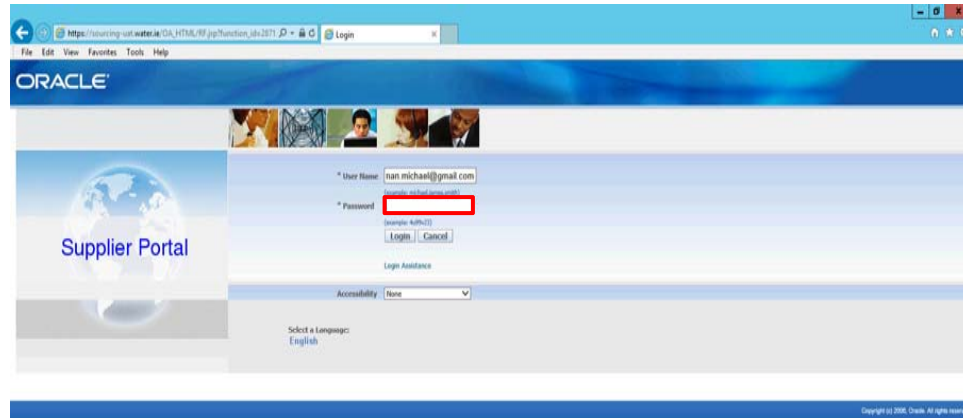(example: **ronan.michael@gmail.com**).
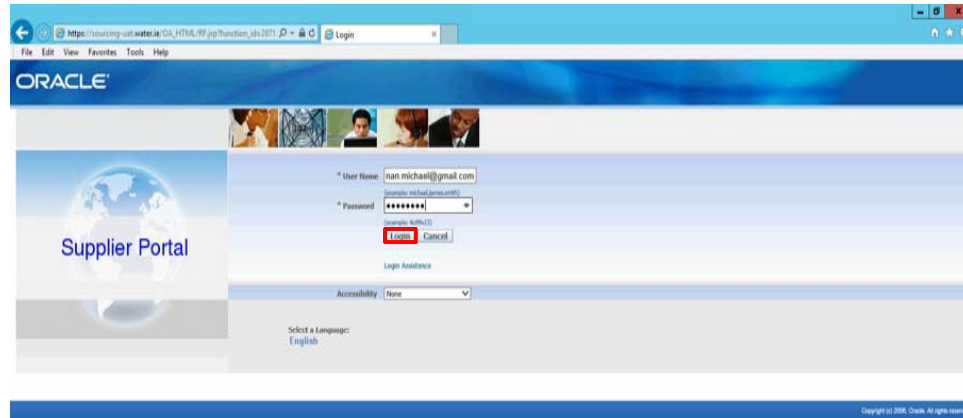
Step 3

Click in the **Password** field.

Step 4

Enter Oracle Password into the Password field.
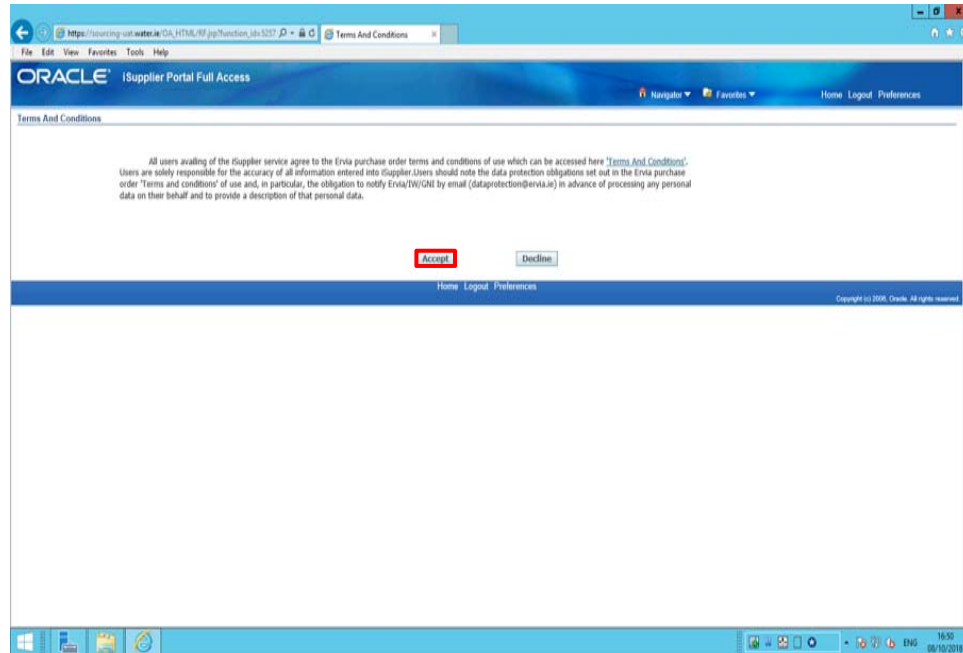
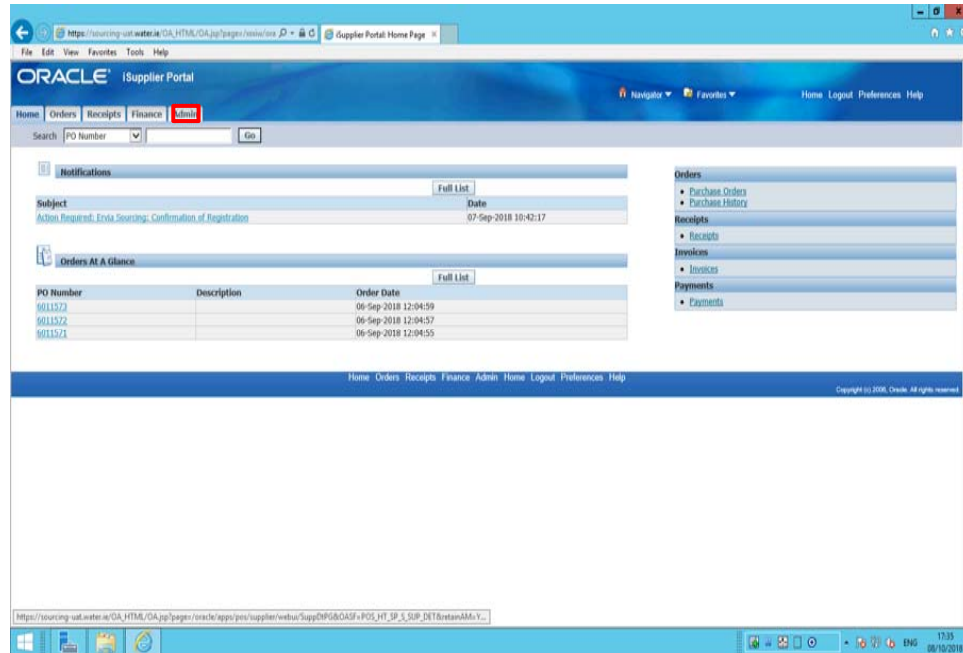(example: **welcome2**).

Step 5

Click the **Login** button.

Step 6

Click on **Accept** button if you agree for all terms and Conditions.
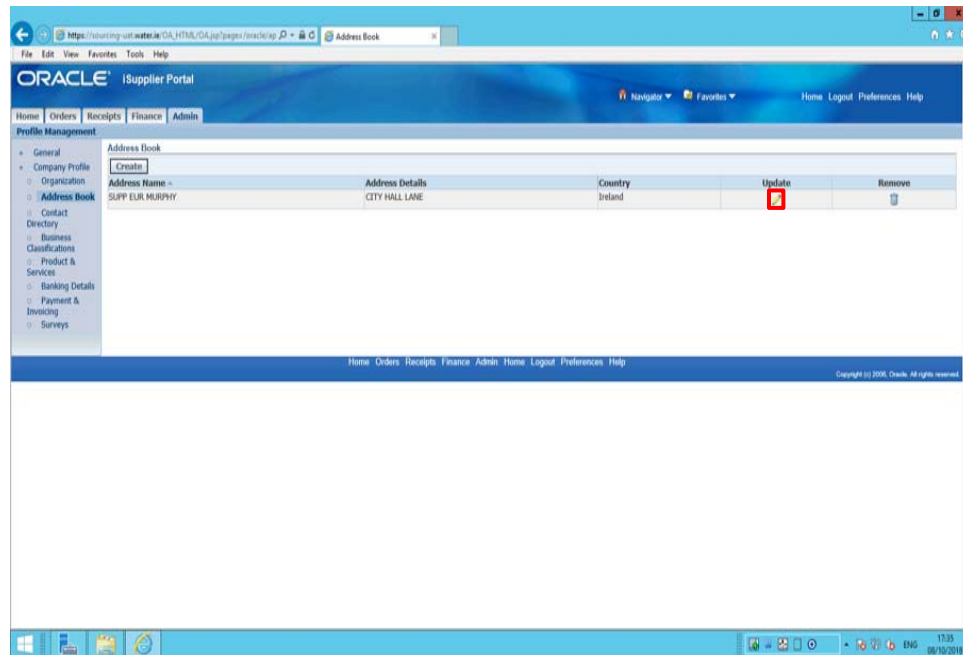
Step 7

Click the **Admin** tab.

Step 8

Click the **Address Book** link.

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Step 9

Click the **Update** button.

Step 10

Here you can change any field you wanted to update.

In this video I am updating town and postal code.

Click in the **City/Town/Locality** field.

Step 11

Enter the desired information into the **City/Town/Locality** field.
e.g., "**Cork**"

Step 12

Click in the **Postal Code** field.

Step 13

Enter the desired information into the **Postal Code** field. Enter

e.g., "**TH Y23**".

Step 14

Click the **Save** button to save the details.

Step 15

End of Procedure.