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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.





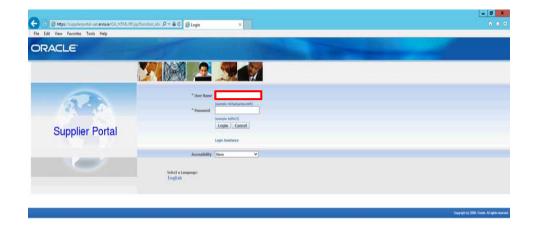
Step 1

Click in the User Name field.

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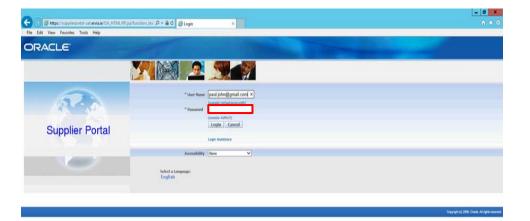


Enter Oracle User Name (Which you might have received via email).

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







Step 3

Click in the **Password** field.



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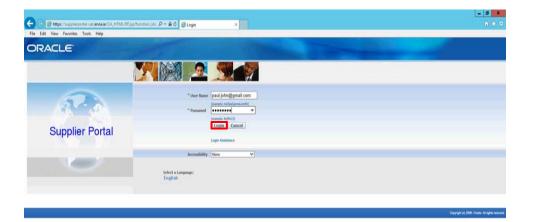
Step 4

Enter Oracle temporary Password into the Password field.

(e.g.,: welcome2)







Step 5

Click the **Login** button.

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Here you can Change your temporary Password.

Click in the **Current Password** field.



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Enter the temporary Password into the **Current Password** field.

(e.g.,: welcome2)



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Step 8

Click in the **New Password** field.



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Set You're New password here.

(e.g.,: welcome3)



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

(e.g.,: welcome3)



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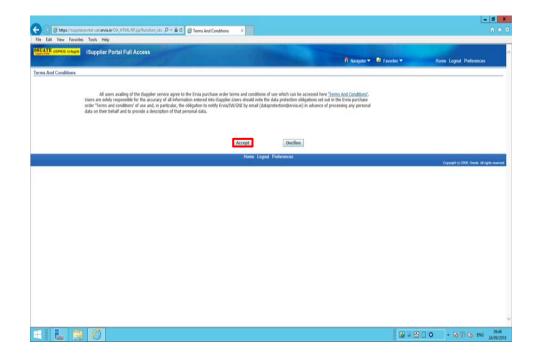


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Step 12

Click the **Submit** button.

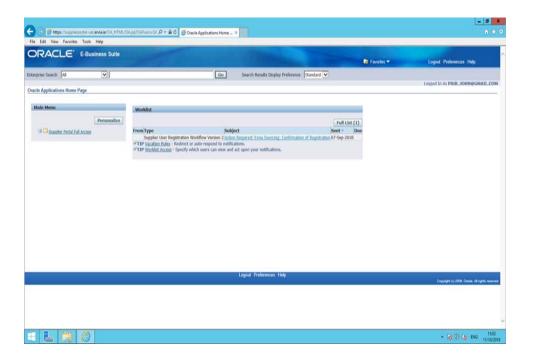




Step 13

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.





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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.

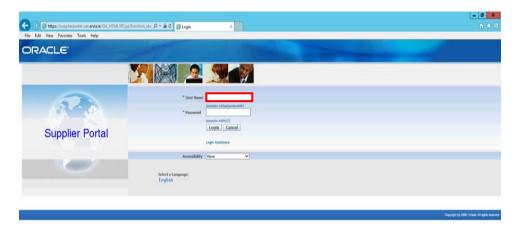
In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.



View Purchase Order Information



Step 1

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Click in the User Name field.



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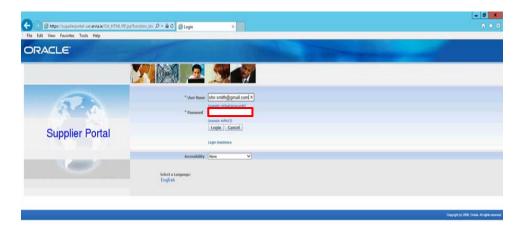
Enter Oracle Login credentials (Which you might have received via email).

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



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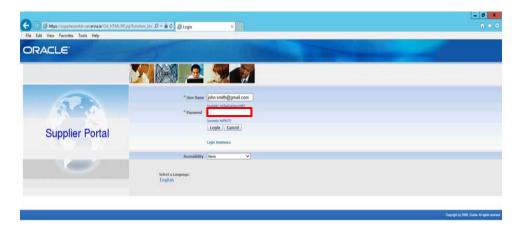


Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

(example: welcome3)



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Step 5

Click the Login button.

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Step 6

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



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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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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.



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Click on the 'Purchase Orders' as shown.

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



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



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



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Step 13

Click the **Go** button.



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Here you can view the PO information.

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



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Step 16

End of Procedure.



View Receipts of Purchase Order



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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

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Note: Please check you spam mail box for credentials.



View Receipts of Purchase Order

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Step 1

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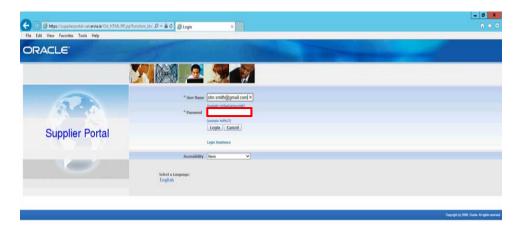
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View Receipts of Purchase Order



Step 3

Click in the **Password** field.

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

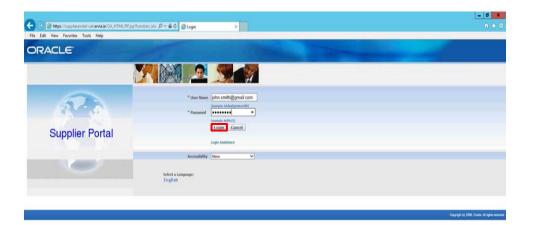
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View Receipts of Purchase Order



Step 5

Click the Login button.

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View Receipts of Purchase Order

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Step 6

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



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



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Step 9

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Step 10

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



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



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

Click the Amount Received link.



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Here you can see the receipt detail.

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



View Receipts of Purchase Order

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Step 15

Click the **Home** link.



View Receipts of Purchase Order

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Step 16

End of Procedure.





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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.





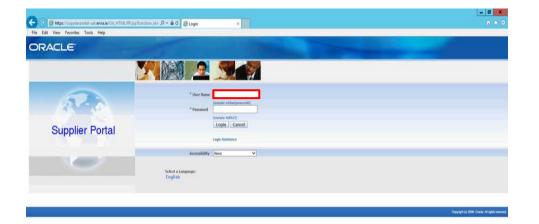
Step 1

Click in the User Name field.

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Step 2

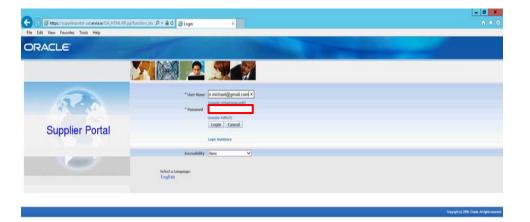
Enter Oracle Login credentials (Which you might have received via email).

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



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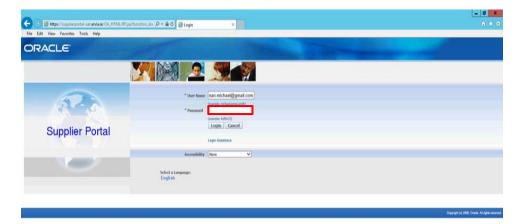


Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

(example: welcome2)



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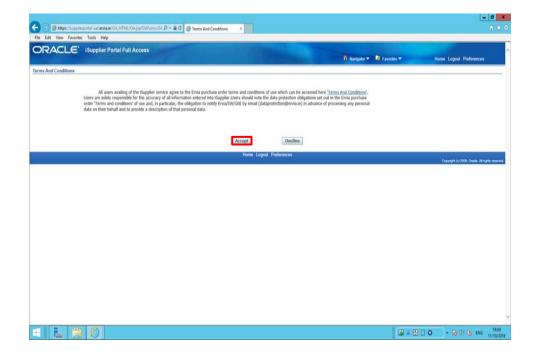


Step 5

Click the **Login** button.

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Step 6

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



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Step 7

Click the Orders link.



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Step 8

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

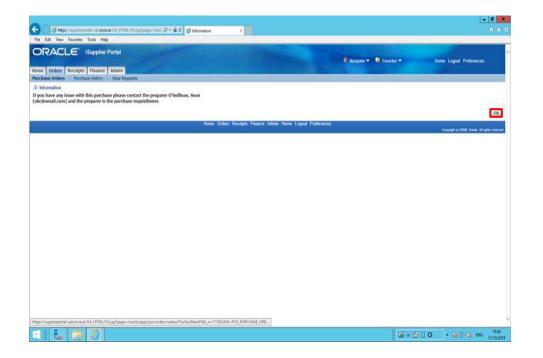


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Step 9

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.



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PO Number 6011573	Rev Operating Unit	Document Type Standard PO	Description	Order Date 06-Sep-2018 12:04:59	Currency	Amount 154,800,000.00	Status Open	Acknowledge By	Attachments
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Step 11

End of Procedure.





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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.

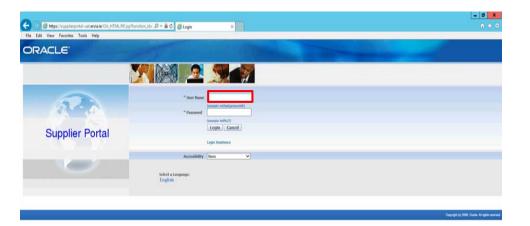
Please click on the application URL it will navigate application.

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.

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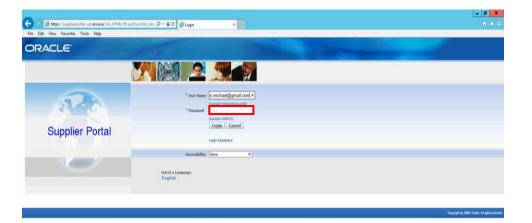
Step 2

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

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







Step 3

Click in the **Password** field.

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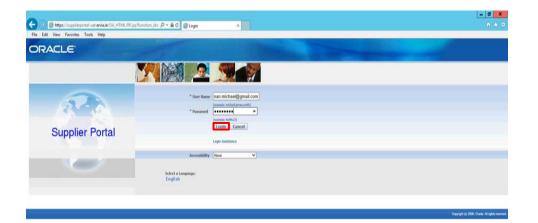


Step 4

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



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Step 7

Click in the **Search** field.



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Step 8

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



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Step 9

Click the Go button.



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Step 10

Click the Radio button option.



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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.





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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

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Note: Please check you spam mail box for credentials.



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Step 1

Click in the User Name Field.

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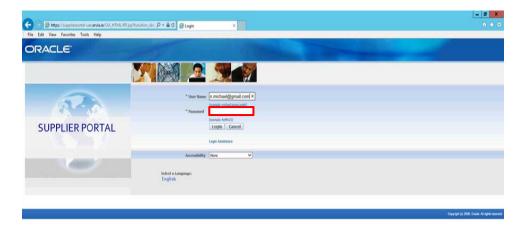
Step 2

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

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







Step 3

Click in the **Password** field.

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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.



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Step 7

Click in the **Search** field.



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Step 8

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

"6012347".



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Step 9

Click the **Go** button.



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Step 10

Click the 6012347 link.



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Step 11

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End of Procedure.





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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

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Note: Please check you spam mail box for credentials.



Create a Standard Credit Memo

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Click in the User Name Field.



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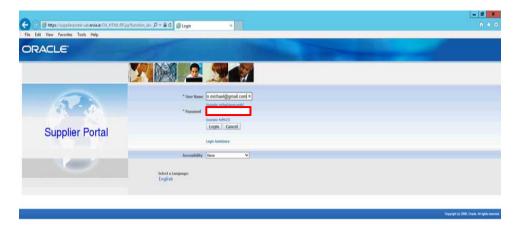
Step 2

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

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





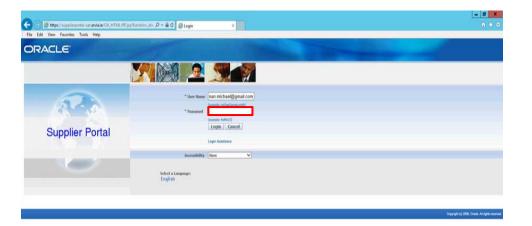


Step 3

Click in the **Password** field.

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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



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

e.g., "6011572".



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Step 11

Click the **Go** button.



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Step 12

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Step 13

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Step 14

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Step 15

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Step 16

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Step 17

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Step 18

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Step 20

Click the **Next** button.



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Step 21

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Step 22

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



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End of Procedure.





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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.



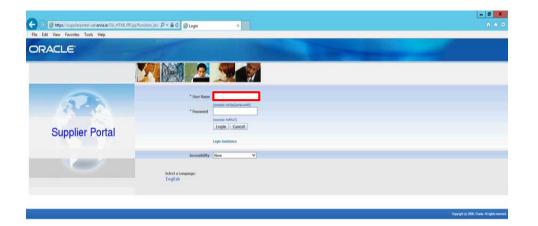


Step 1

Click in the User Name field.

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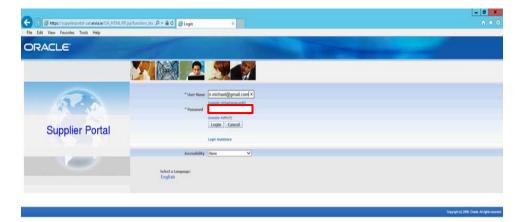
Enter Oracle Login credentials (Which you might have received via email).

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



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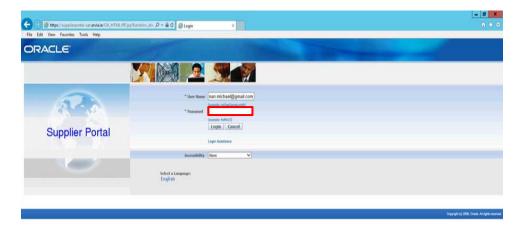


Step 3

Click in the **Password** field.

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Enter Oracle Password into the Password field.

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Step 5

Click the Login button.

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Step 6

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



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Step 7

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Step 8

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



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

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Step 13

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Click in the Invoice Number field.



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

e.g., "CM_002".



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Click the Invoice Type list.



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



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Step 18

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



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



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Step 20

Click the **Next** button.



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Step 21

Click the **Next** button.



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



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Credti memo CM_002 is now submitted to Accounts Payable team.

End of Procedure.



Create RCT Credit Note



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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.



Create RCT Credit Note



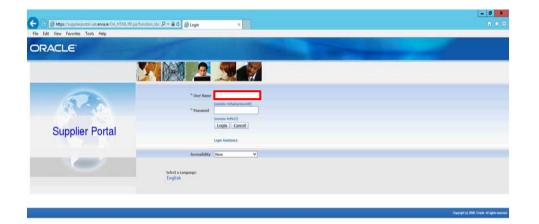
Step 1

Click in the User Name field.

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

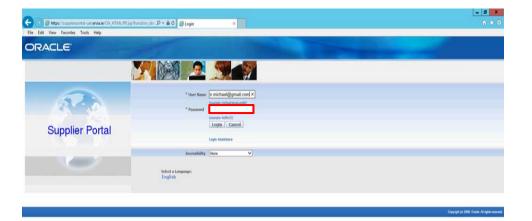
(example: ronan.michael@gmail.com).



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Create RCT Credit Note



Step 3

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Click in the **Password** field.

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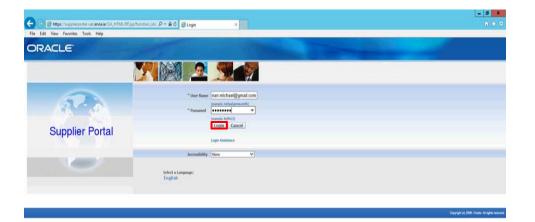
Enter Oracle Password into the Password field.

(e.g.,: welcome2)

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Create RCT Credit Note



Step 5

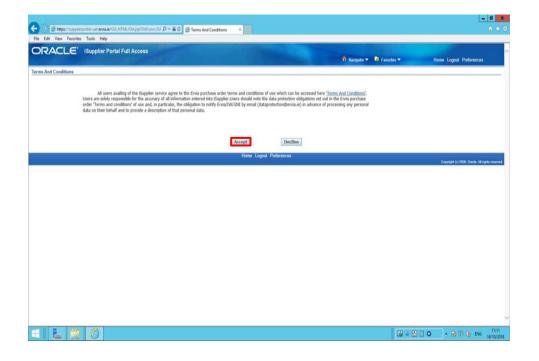
Click the Login button.

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Create RCT Credit Note



Step 6

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



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



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

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

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



Create RCT Credit Note

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Step 18

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Step 20

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



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Credti memo CM_003 is now submitted to Accounts Payable team.

End of Procedure.





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

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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 the User Name Field



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

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



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Step 3

Click in the **Password** field.



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Step 4

Enter Oracle Password into the Password field.

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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

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Step 8

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



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

e.g., "6011580".



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Step 11

Click the **Go** button.



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Step 12

Click the **Checkbox** option.



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Step 13

Click the **Next** button.



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Step 14

Click in the Invoice Number field.



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

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



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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.



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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.



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Step 21

Click the Go button.



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Step 22

Click the Quick Select button.



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Step 23

Click in the Net Mass field.



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Step 24

Enter the Net Mass value into the field.

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Step 25

Click in the Nature of Transaction field.



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Step 26

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

e.g., "INTERNAL".



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Step 27

Click the Mode of Transport list.



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Select Mode of Transport from List of Value.

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Step 29

Click the **Country of Dispatch** list.



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Step 30

Click the Ireland-IE list item.



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Step 31

Click the **Delivery Terms** list.



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Step 32

Click the Delivery terms from list item which suits you.

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



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Step 33

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Step 34

Click the **Next** button.



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



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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.

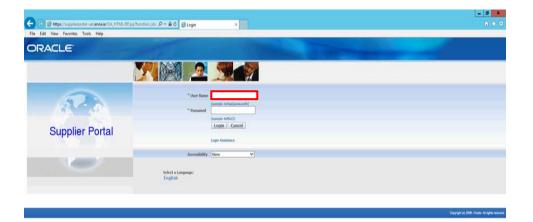
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In case if you haven't received any email, please reach out to

payables@water.ie

Note: Please check you spam mail box for credentials.

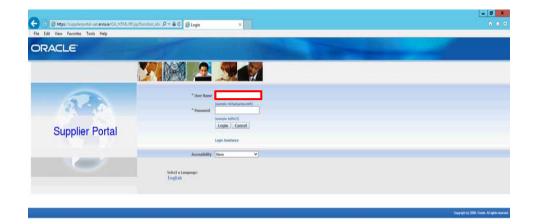




Click in the User Name field.

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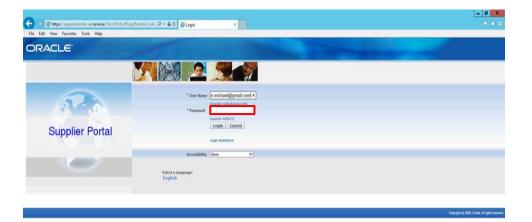


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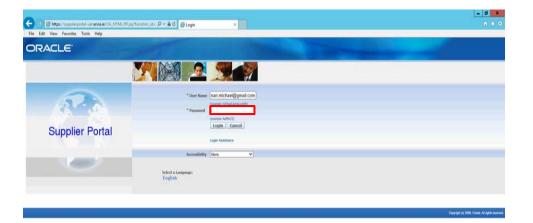




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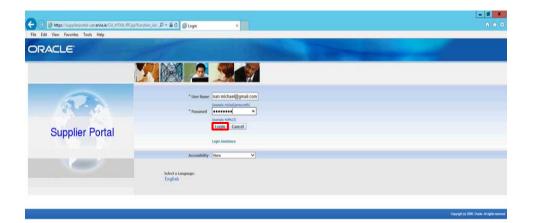


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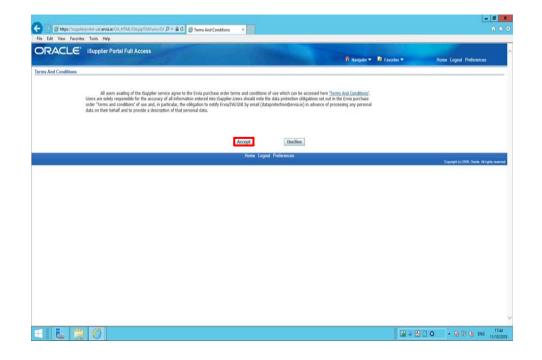




Click the **Login** button.

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



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Click the View Payments link.

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

Click in the Invoice Number field.



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Here you can view the payment status under Payment Information,

End of Procedure.



View Invoice Status



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This Video shows on how to View invoice status.

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Please click on the application URL it will navigate application.

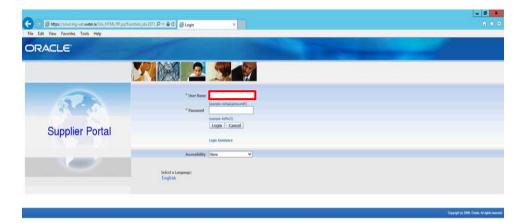
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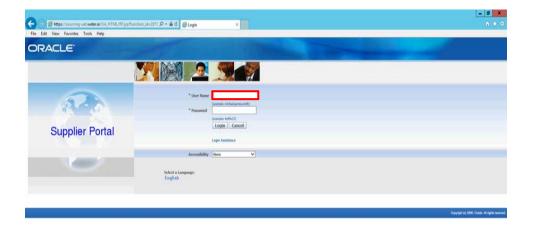




Click on User Name Field.

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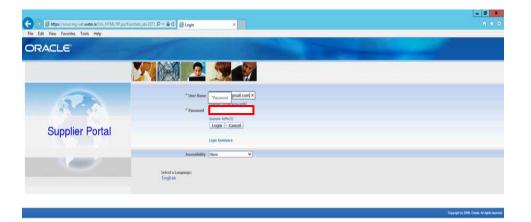
Enter Oracle User Name (Which you might have received via email).

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



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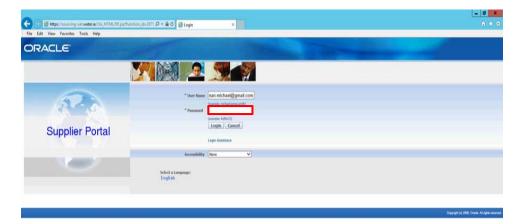




Click in the **Password** field.

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Enter Oracle Password into the Password field.

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







Click the **Login** button.

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View Invoice Status



Step 6

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



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Click the Finance link.



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Click the View Invoices link.



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



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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.



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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.

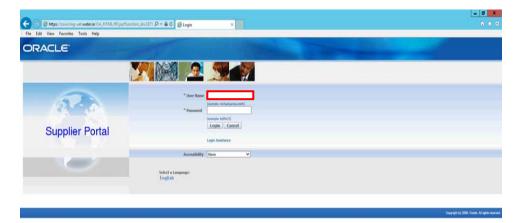
Please click on the application URL it will navigate application.

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.

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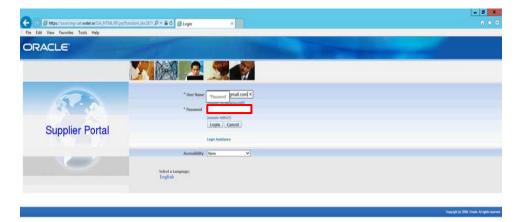
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(example: ronan.michael@gmail.com).



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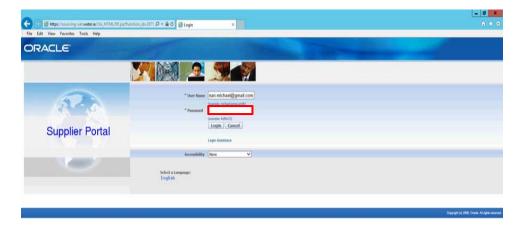


Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

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





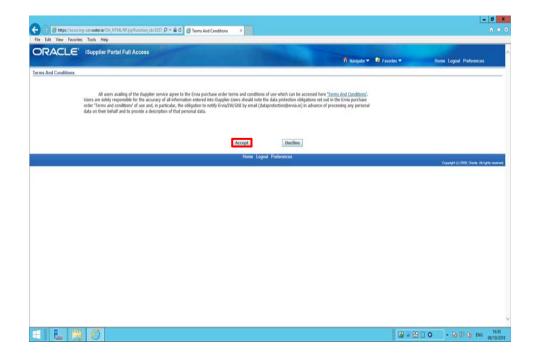


Step 5

Click the Login button.

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Step 6

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



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Step 7

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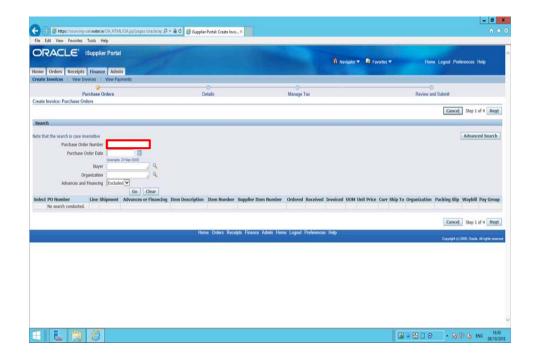
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Click in the **Purchase Order Number** field.





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



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Step 11

Click the **Go** button.



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Step 12

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Step 13

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Step 14

Click in the Invoice Number field.



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Number	1 1	Address	Item Description	Supplier Item Number			procession and the second			

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.



Create Standard Invoice

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Step 16

Click the **Next** button.



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



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Confirmation						
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Invoice TEST001 is now Submitted for Account Payable team.

End of Procedure.





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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

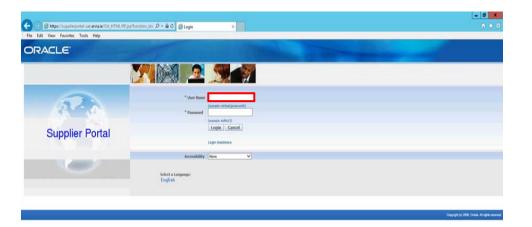
payables@water.ie

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Note: Please check you spam mail box for credentials.



Create Invoice for EU Supplier



Step 1

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Click in the User Name field.





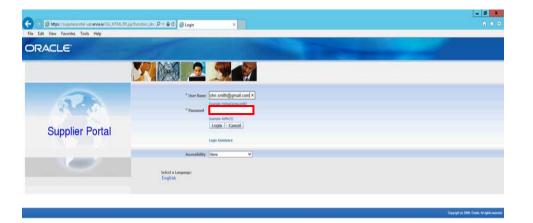
Enter Oracle User Name (Which you might have received via email).

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



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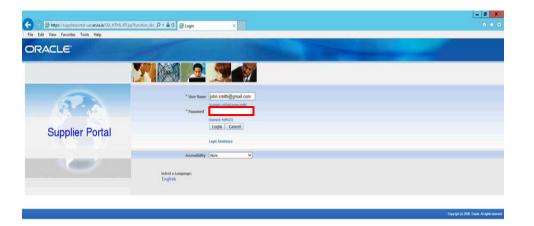


Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

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





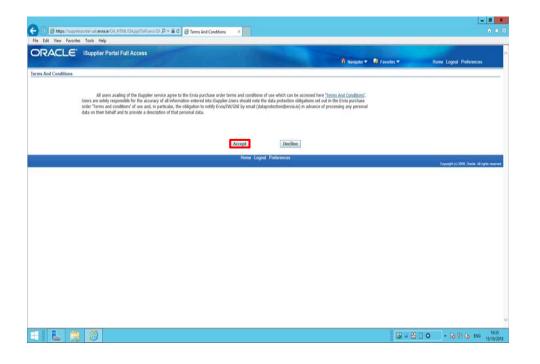


Step 5

Click the **Login** button.

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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.



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



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

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



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Step 11

Click the **Go** button.



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Step 13

Click the **Next** button.



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Click in the Invoice Number field.



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

e.g., "INV_006".



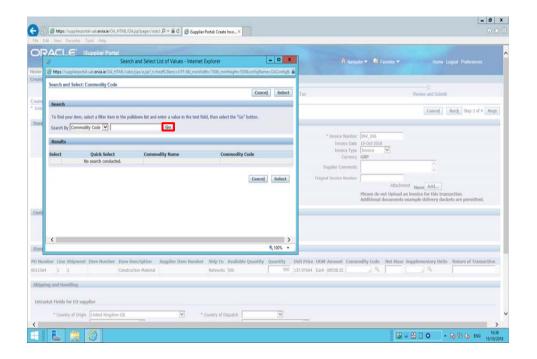
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When creating a Non Ireland Invoice below are fields are Mandatory.

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.

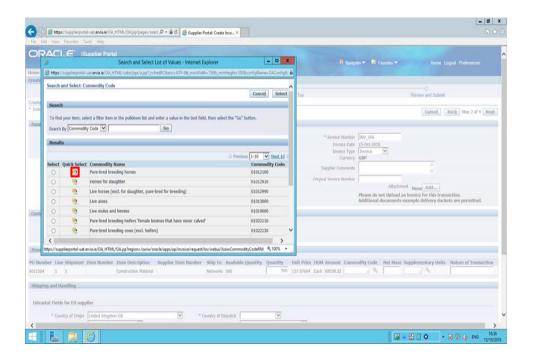




Step 1

Click the Go button.





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

Click the Quick Select button.



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Step 19

Click in the Net Mass field.



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Enter the Net Mass value into the field.

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Click in the Nature of Transaction field.



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

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Click the Mode of Transport list.



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Select Mode of Transport from List of Value.

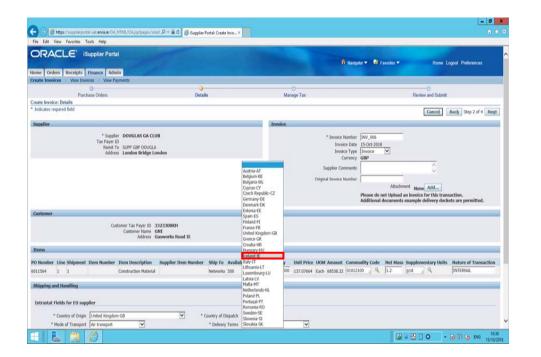
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Click the **Country of Dispatch** list.





Select the Country of Dispatch

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Step 27

Click the **Delivery Terms** list.



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Click the Delivery terms from list item which suits you.

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



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Step 29

Click the **Next** button.



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Step 30

Click the **Next** button.



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



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Invoice INV_006 is now submitted to Account Payable department.

End of Procedure.





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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.



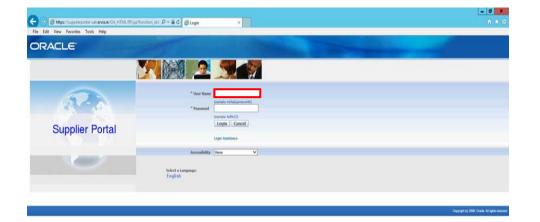


Step 1

Click in the User Name field.

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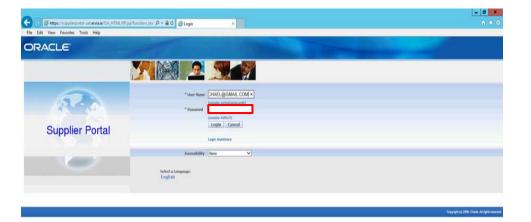
Step 2

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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Step 4

Enter Oracle Password into the Password field.

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

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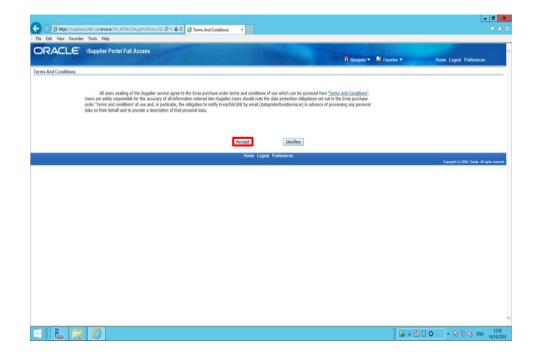


Step 5

Click the Login button.

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Step 6

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



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Click the Finance link.



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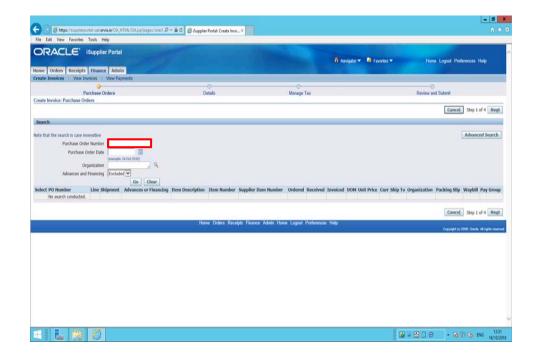
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Click in the **Purchase Order Number** field.





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.



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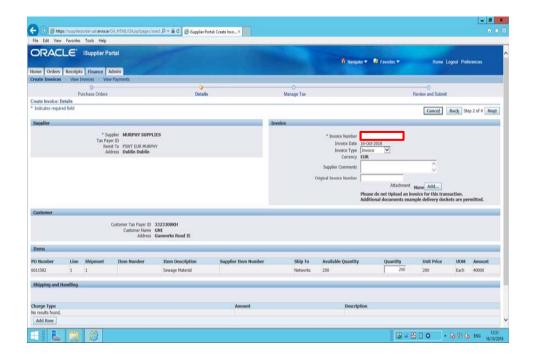
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Step 14

Click in the Invoice Number field.



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.



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Step 16

Click in the **Quantity** field.



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Step 17

Enter the quantity you would like to invoice.

e.g., **100**



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Step 18

Click the **Next** button.



* Supplier MURPHY SUPPLIES Tax Payer D * Remit To PSWT EUR MURPHY Address Dublin Dublin Remit To Bank Account Unique Remitance Identifier Remitiance Check Digit

* Customer Tax Payer ID Customer Name Address Gasworks Road II

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Supplier Item Number

Ship To Available Qty Networks 200

Amount Description

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Summary Tax Lines Calculate

Shipping and Handling Charge Type No results found.

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PO Number Line Shipment Item Description 6011582 1 1 Sewage Material

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Attachment None

Quantity To Invoice UOM Unit Price Amount 100.00 Each 200.00 20,000.00

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Create PSWT Invoice



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



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

End of Procedure.





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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.

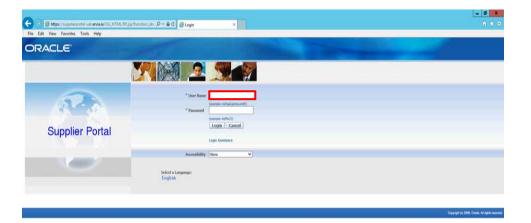
Please click on the application URL it will navigate application.

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.





Step 1

Click in the User Name field.

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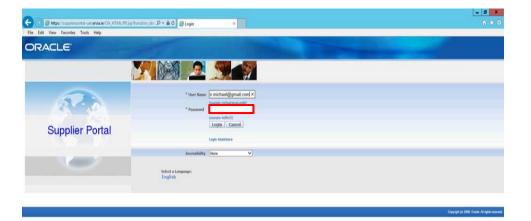
Step 2

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

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





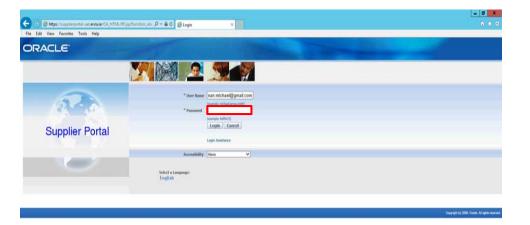


Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

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





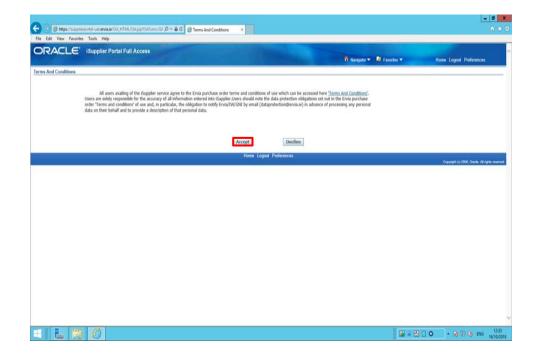


Step 5

Click the **Login** button.

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Step 6

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



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Click the Finance link.



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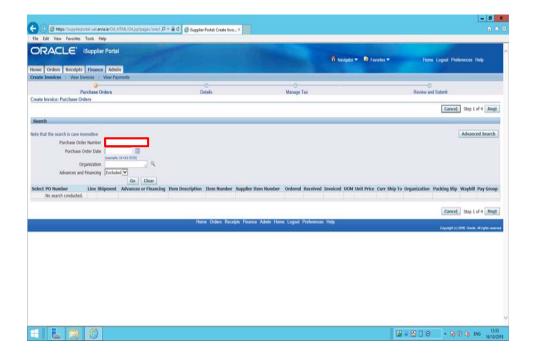
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Click in the **Purchase Order Number** field.





Step 10

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

e.g., "6011580".



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Click the **Next** button.



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Step 14

Click in the Invoice Number field.

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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.



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Step 16

Click in the **Quantity** field.



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Step 17

Enter the Quantity to be invoiced

e.g., "<mark>50</mark>".



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Step 18

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Step 20

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



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

End of Procedure.





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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

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Note: Please check you spam mail box for credentials.



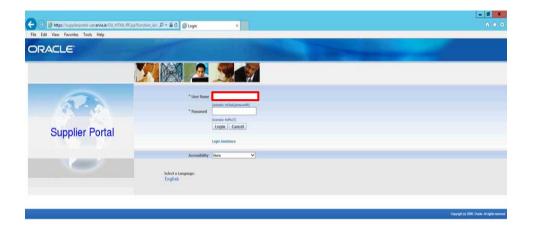
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Step 1

Click in the User Name field.





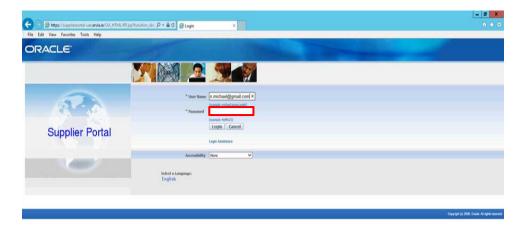
Step 2

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

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







Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

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

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Step 5

Click the Login button.

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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.



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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.

e.g., "6011579".



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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.



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Step 14

Click in the Invoice Number field.



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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).



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Step 16

Click in the **Quantity** field.



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Step 17

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Step 18

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



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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.



Create Invoice for more than receipted amount

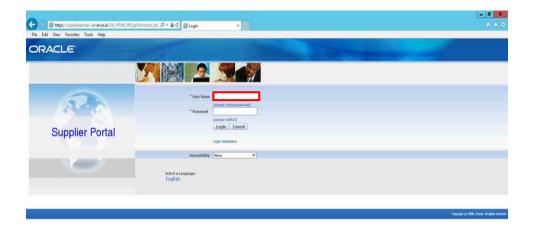


Step 1

Click in the User Name field.

14:36 18/10/2018





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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Step 4

Enter Oracle Password into the Password field.

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

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Step 5

Click the Login button.

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Step 6

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



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Step	7
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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. "6011579".



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Step 11

Click the **Go** button.



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Step 12

Click the **Checkbox**.



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Step 13

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Step 14

Click in the Invoice Number field.



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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.



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Step 16

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



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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 20

Click the Quick Select button.



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Step 21

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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

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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.





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

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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.



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Step 2

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

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



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Step 3

Click in the **Password** field.



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Step 4

Enter Oracle Password into the Password field.

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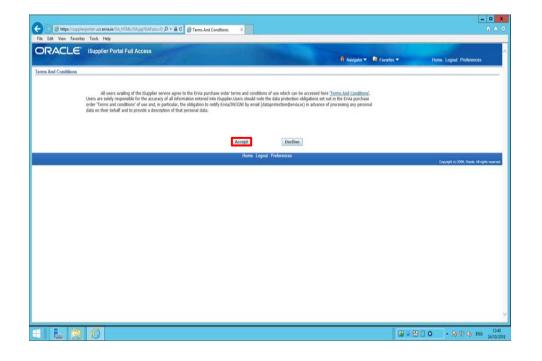


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Step 5

Click the **Login** button.





Step 6

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



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Step 7

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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.

e.g., "6011583".



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Step 11

Click the **Go** button.



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Step 12

Click the **Checkbox** option.



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Step 13

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



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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 17

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

Enter "**79**".



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Step 18

Click the **Go** button.



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Step 19

Click the **Checkbox** option.



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Step 20

Click the Add to Invoice button.



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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.





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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.



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Step 1

Click in the User Name field.



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Step 2

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

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



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Step 3

Click in the **Password** field.



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Step 4

Enter Oracle Password into the Password field.

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

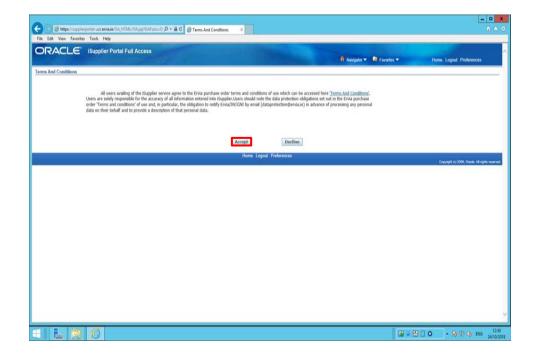


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Step 5

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 Finance link.



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Step	8
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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.

e.g., "6011579".



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Step 12

Click the **Checkbox** option.



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Step 13

Click the Add to Invoice button.



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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

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Step 16

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

i would like to add 6011572

Enter "6011572".



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Step 18

Click the **Checkbox** option.



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Step 19

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



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Step 20

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Step 21

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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.



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Step 23

Click in the **Quantity** field.



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Step 24

Enter the quantity you would like to invoice.

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



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Step 25

Click the **Next** button.



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Step 26

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



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Step 27

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

End of Procedure.





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This Video shows on how to update Supplier Address

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

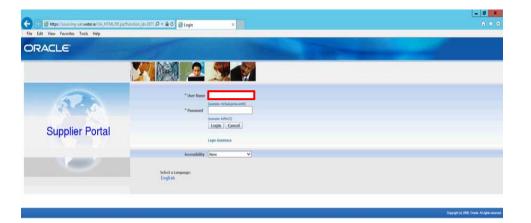
Please click on the application URL it will navigate application.

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



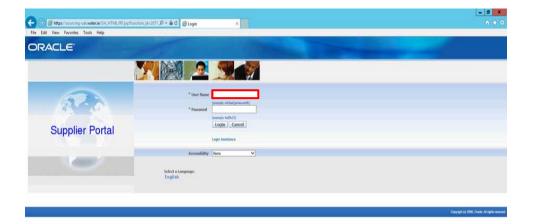


Step 1

Click on User Name Field.

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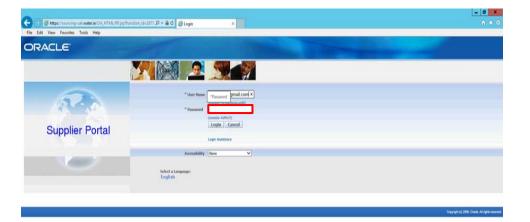


Enter Oracle User Name (Which you might have received via email).

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







Step 3

Click in the **Password** field.

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Step 4

Enter Oracle Password into the Password field.

(example: welcome2).





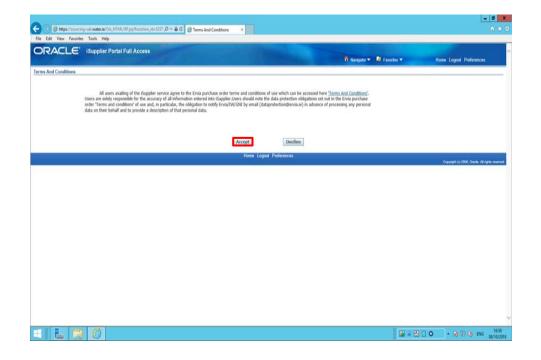


Step 5

Click the **Login** button.

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Step 6

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



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Step 8

Click the Address Book link.



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Click the **Update** button.



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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.



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Step 12

Click in the **Postal Code** field.



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

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



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Step 14

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



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