How to Submit an Invoice from a Purchase Order- Quick Reference Guide

Purpose: This document is to provide step by step instructions on how to "flip" a purchase order into an invoice for materials and/or services. There are different types of Purchase Orders depending on the type of business being requested. Please be aware of the type of Purchase Order you receive and follow the instructions provided in this guide to assist with submitting a successful invoice.

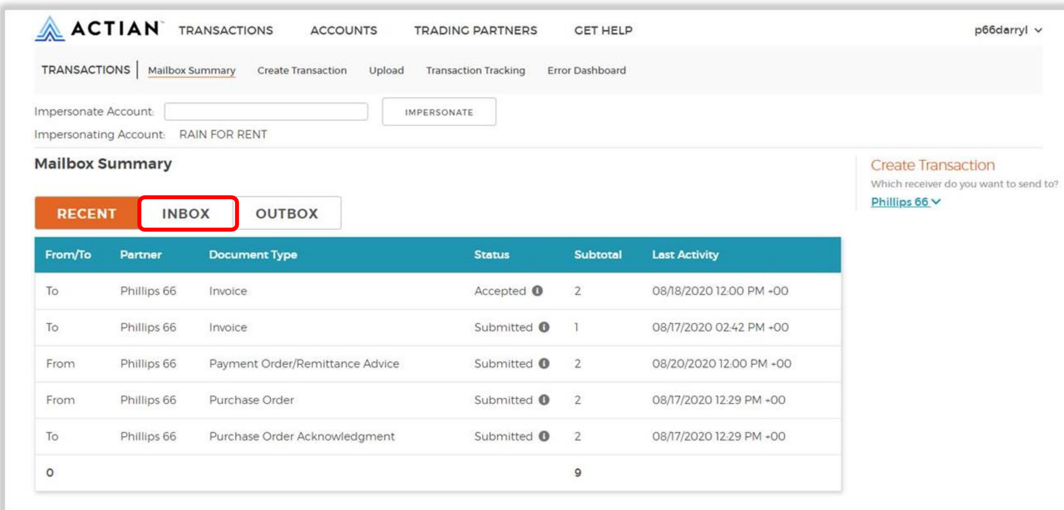
Purchase Order Type	Invoicing Rules
Material	All fields with "*" are mandatory. PO lines can be removed if you are not billing in full.
Material ERS (Evaluated Receipt Settlement)	An invoice is **not required** as P66 will process payment once the Goods Receipt (GR) is complete; this process must be approved by P66.
Service ERS (Evaluated Receipt Settlement)	The service line(s) **must** be flipped into Payment Request. P66 will process payment once payment request is approved.
Material Consignment	An invoice is **not required** as P66 will process payment once consignment stock is withdrawn.
Material ERS with Invoicing Plan	An invoice is **not required** as P66 will process payment on agreed date.
Service	All fields with "*" are mandatory. PO lines can be removed if you are not billing in full.
Service with reference to an ***Outline Agreement**	The invoice template will reference an "OLA Number", "OLA Line #", "OLA Subline #, and "Subline Description fields. Please ensure you choose the appropriate OLA line data.
Subcontracting (Repair/Return)	All fields with "*" are mandatory. PO lines can be removed if you are not billing in full.

*An Outline Agreement is the supplier's negotiated price list for the material or services provided to Phillips 66, also referred to as a ZPRICE file, price file, or OLA. Not all suppliers will have a negotiated price file.

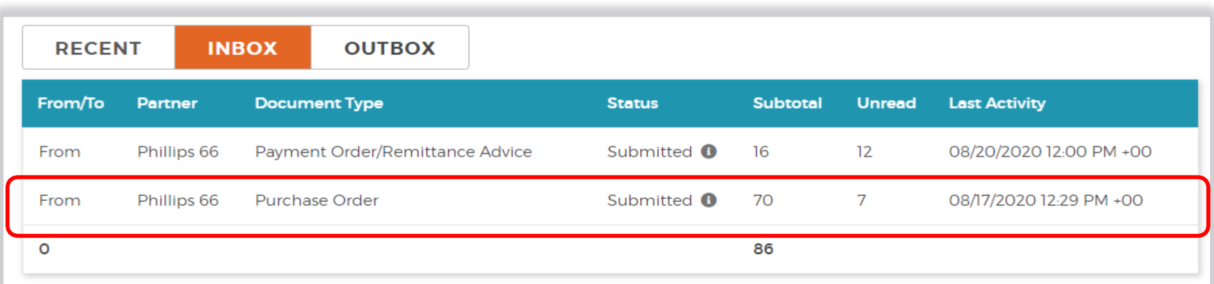
If a PO is issued without account coding, invoice webform will populate fields related to account coding which will include a **GL Account** and of the following **Cost Object Types**: Cost Center, WBS Element, Order Number or Network and Activity Number. These fields are **mandatory**. If you do not have information regarding these fields, you must contact your P66 Rep so they can provide this data before submitting the invoice.

1. Log into Actian https://cloud.webdi.com/

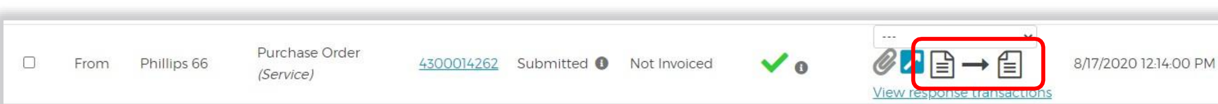
From the landing page, click on **Inbox** to find your Purchase Orders



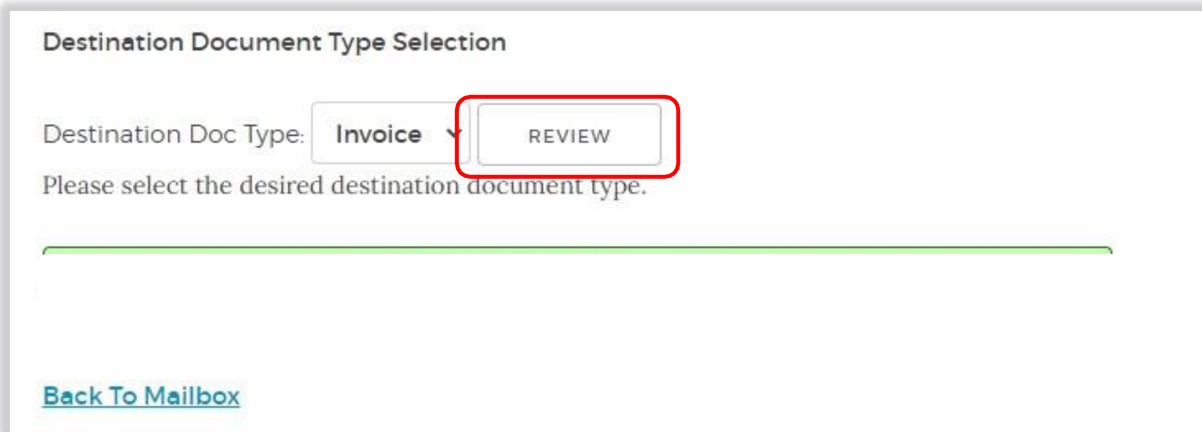
2. Click on the **Purchase Order** row:



3. Find your PO and click the **Create Response Document** icon. If you have not confirmed the order and the purchase order requires an order confirmation, the system will instruct you to perform this function first. Please refer to the **QRG: How to confirm your Purchase Order** under Get Help→Training.

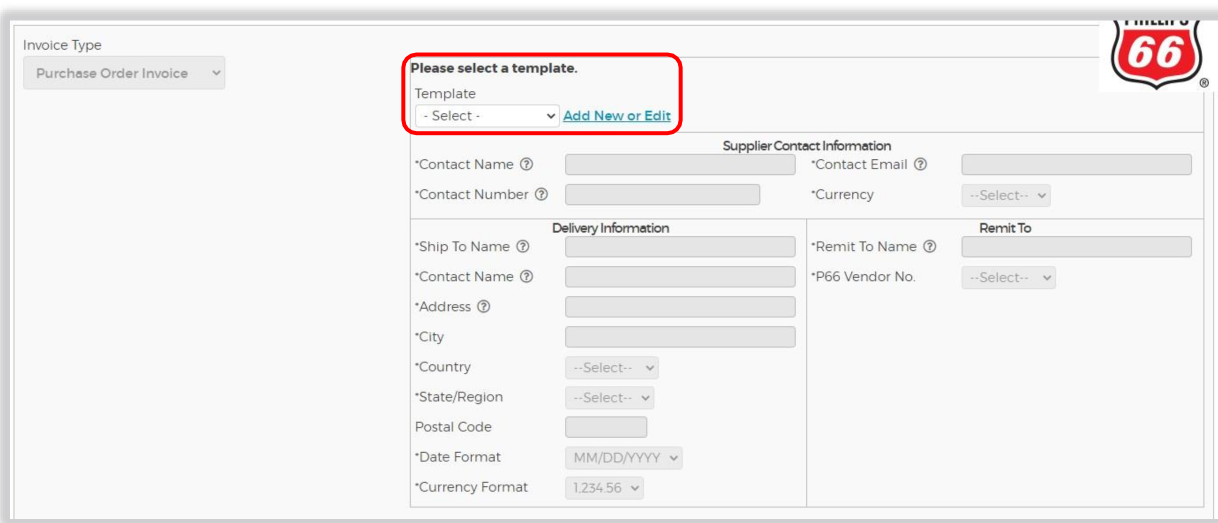


4. Ensure the Destination Doc Type shows **Invoice**, and Click **Review.**

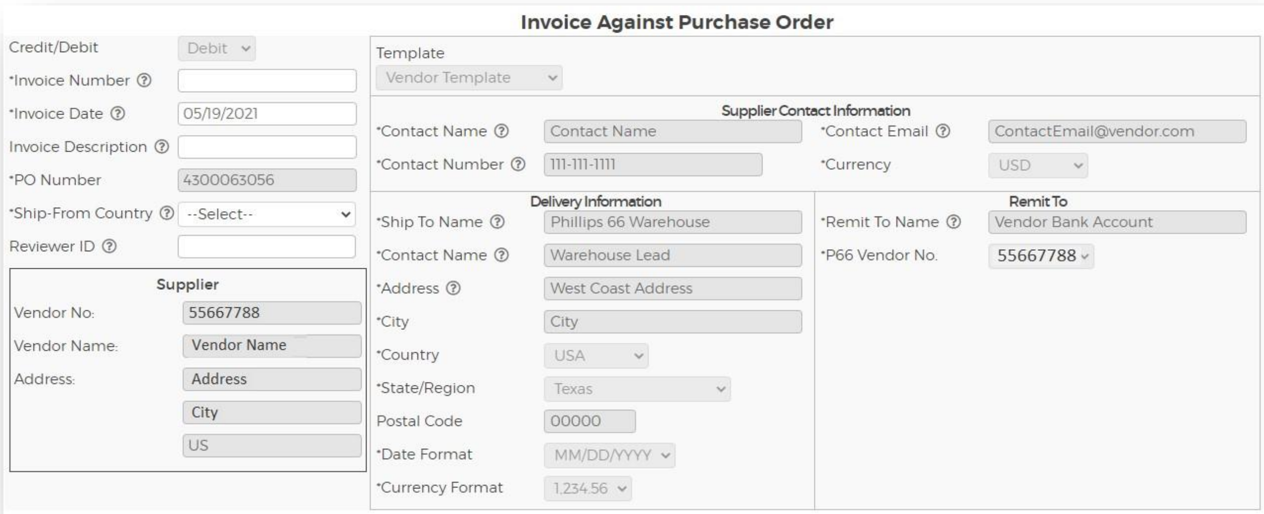


5. Choose your template. Templates are based on access with specific vendor numbers tied to your profile. For questions regarding setting up the invoicing templates, please refer to the **QRG-How to Create Invoicing Templates** under Get Help→Training.

**If the system does not allow you to create an invoice template you must reach out to your administrator(s) to request to be assigned to the vendor number(s) needed to invoice.

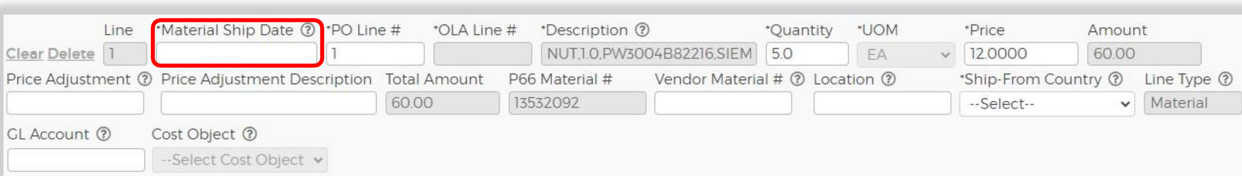


6. From the header of the invoice template, **Invoice Number**, **Invoice Date**, and **Ship-From Country** are mandatory fields. **Invoice Date** cannot be backdated and will default to the current date. **Invoice Description** field is optional and will not interface to P66. **Reviewer ID** field also optional but will interface to P66. The PO will auto-populate in the **PO Number** field (hence the "PO flip" nomenclature).



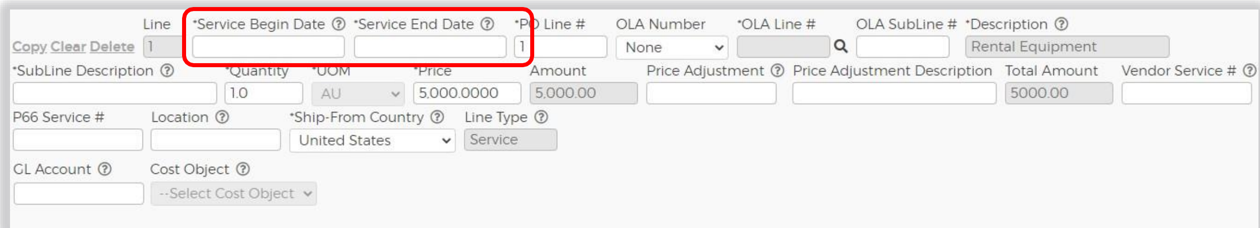
7. The Purchase Order lines will auto-populate on the line item details. If you are not invoicing in full, you can remove lines by clicking **Delete** next to the line item or just reduce the qty or value.

8. For **Material** invoices, Actian will generate **Material Ship Date** field.



Please note: For Material PO's, Actian is tracking the **Quantity**. If you are not invoicing in full, then you need to ensure the QTY field is for partial billing. Once the PO is invoiced in full, you will no longer be able to invoice against it.

9. For **Service** purchase orders, Actian will generate **Service Begin Date** and **Service End Date** fields.

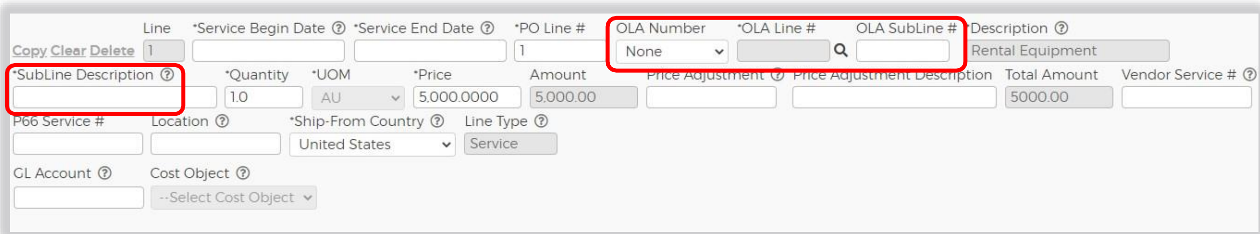


<u>Please note</u>: For Service PO's, Actian is tracking the **Value** of the PO. If you are not invoicing in full, then you must adjust the Value to ensure you are only partially billing. If you accidently invoice in full you will not be able to invoice further on this PO.

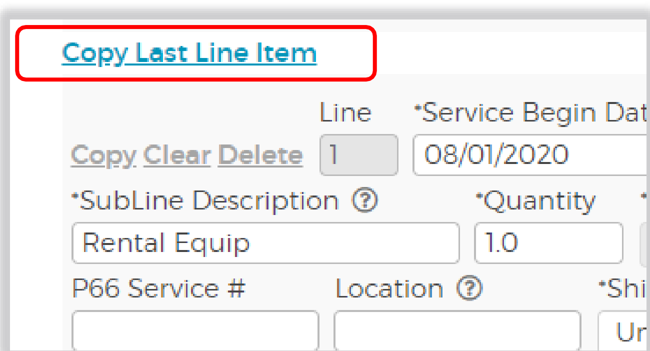
<u>Retainage</u>: If you are entering a **retainage**, please subtract your % retainage fee from the amount in the invoicing line. <u>Do not</u> insert the deduction in the Summary section.

If the PO was issued with a tag Unassigned, this means it does not have account coding, which means the invoice fields: **GL Account** and of the following **Cost Object Types**: Cost Center, WBS Element, Order Number or Network and Activity Number. These fields are **mandatory**. If you do not have information regarding these fields, you must contact your P66 Rep so they can provide this data before submitting the invoice.

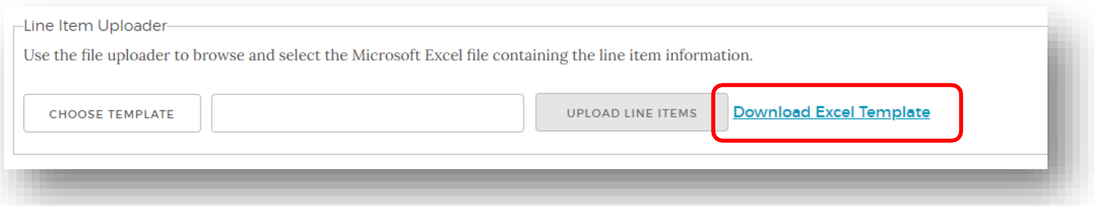
10. When there is a service Outline Agreement (OLA) referenced, Actian will generate the **OLA Number**, **OLA Line #**, **OLA Subline #**, and **Subline Description** fields. Select the OLA Line # search. A pop-up search box will appear. Insert the data in the search to find the billable line item. Select it and the data will auto-populate on the line item. You will be able to modify the quantity and lower the price, but not increase the price.



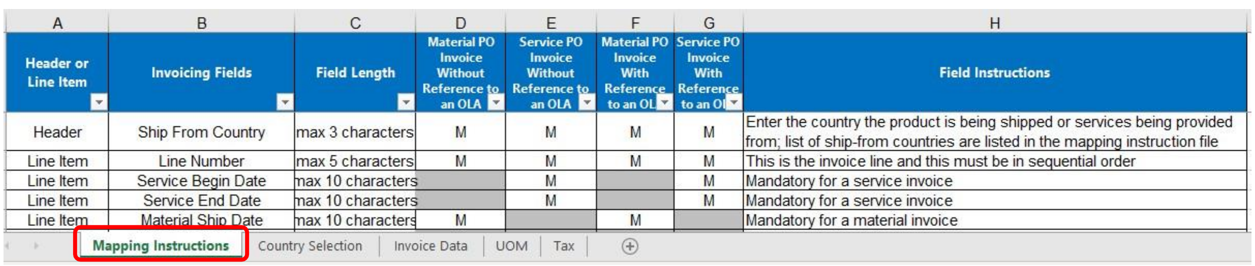
11. If your invoice has multiple lines tied to one PO line, you can click, **Copy Last Line Item** or you can upload invoice lines through the template. **Note:** It is imperative that you chose the correct **PO line item** or the invoice will be rejected by P66 because it's reducing the qty or value from the wrong PO line.



If you have several lines to enter, there is an option to download a template, enter all lines and then upload the template. This will automatically insert the invoicing lines to the invoice template. If you choose to go this path, first you need to click **Download Excel Template** and save it to your computer.

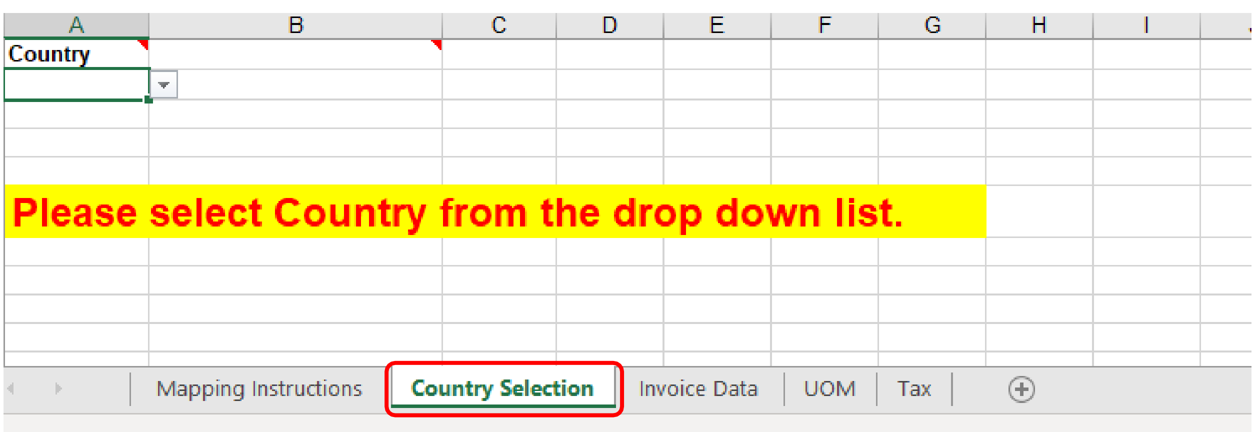


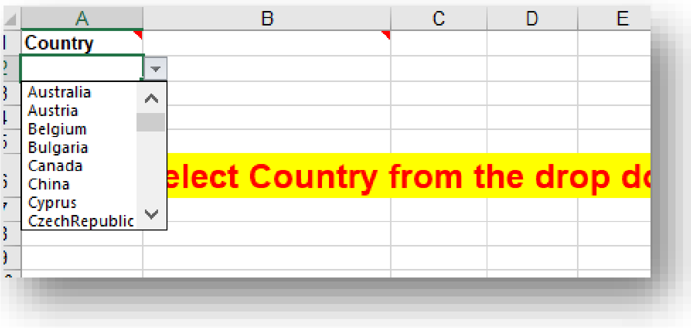
Once template is downloaded, go to **Mapping Instructions** tab, and see the details and instructions how to populate invoice data.



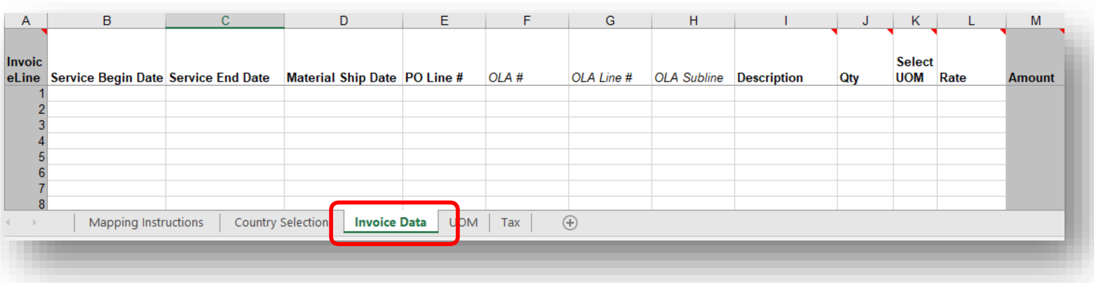
Header or Line Item	Invoicing Fields	Field Length	Material PO Invoice Without Reference to an OLA	Service PO Invoice Without Reference to an OLA	Material PO Invoice With Reference to an OL	Service PO Invoice With Reference to an Ol	Field Instructions
Header	Ship From Country	max 3 characters	M	M	M	M	Enter the country the product is being shipped or services being provided from; list of ship-from countries are listed in the mapping instruction file
Line Item	Line Number	max 5 characters	M	M	M	M	This is the invoice line and this must be in sequential order
Line Item	Service Begin Date	max 10 characters		M		M	Mandatory for a service invoice
Line Item	Service End Date	max 10 characters		M		M	Mandatory for a service invoice
Line Item	Material Ship Date	max 10 characters	M		M		Mandatory for a material invoice

Before you start entering invoice data, go to **Country Selection** tab and select the country. Based on the country being selected, some columns will be added/removed in invoice data tab as they are country specific.

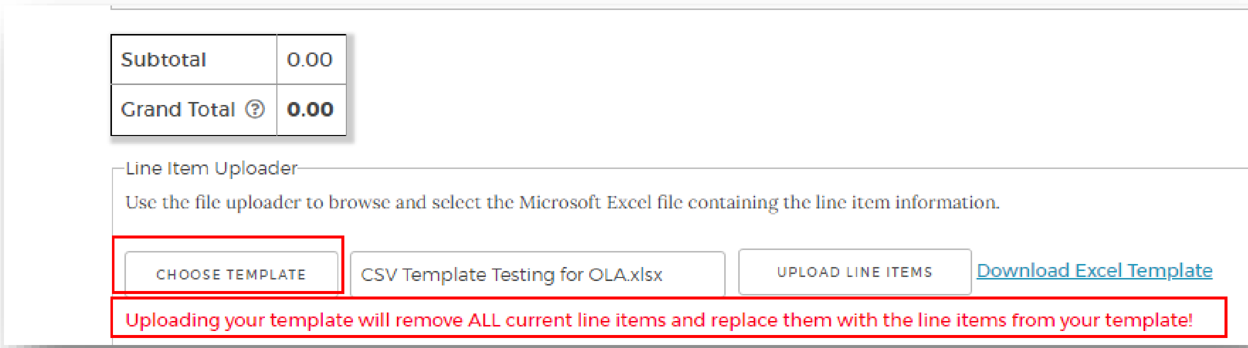




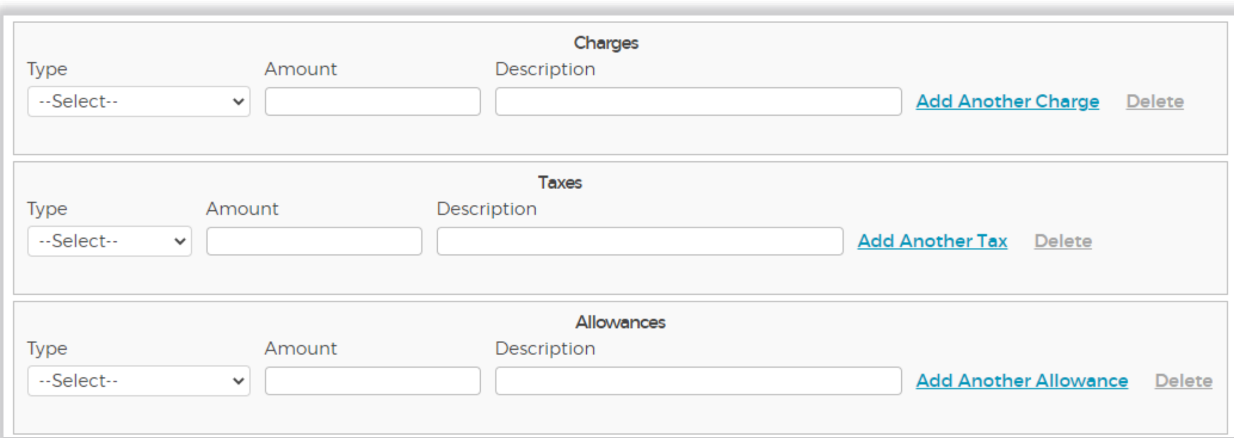
Once the country is selected, go to **Invoice Data** tab, and enter the invoice line information. You can enter up to 500 invoice lines. Some of the fields have dropdown where data needs to be matched with what is in dropdown. If you are not clear what Unit of Measure to select, click UOM tab. It has UoM code and the description of each UoM.



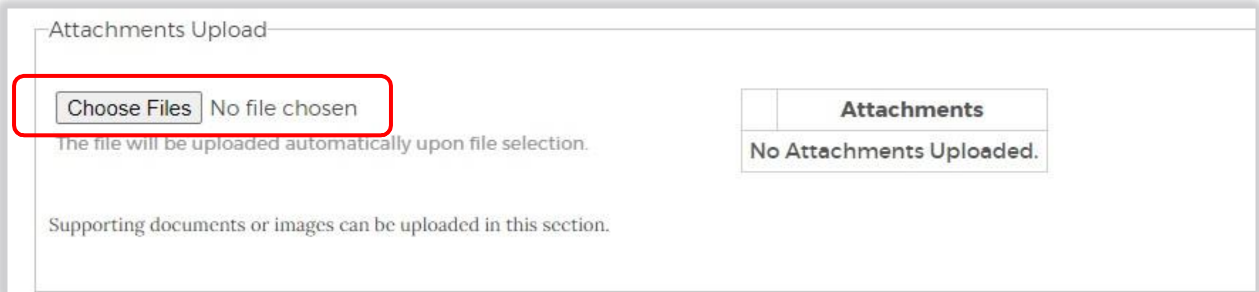
12. Once you have completed loading the lines, select **Choose Template**, find your saved spreadsheet, and then choose **Upload Line Items.**



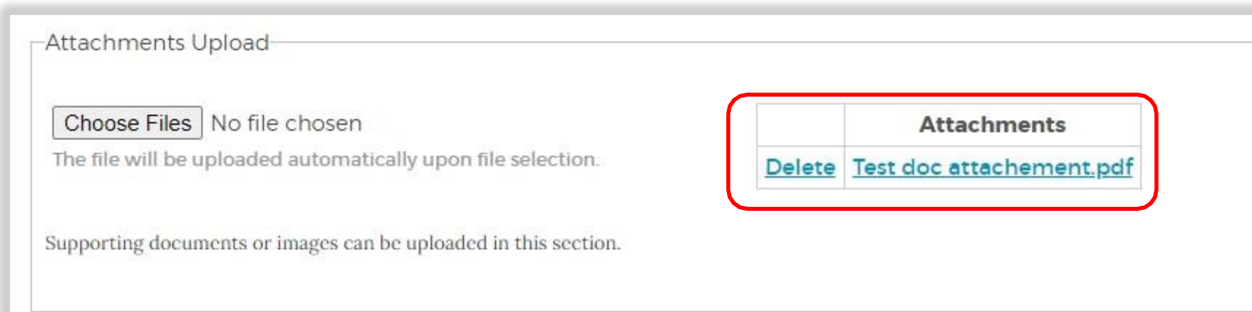
13. If applicable to your invoice. Add any **Freight, Taxes and/ or Allowances**. These debits or credits are not associated to the line items you have previously entered.



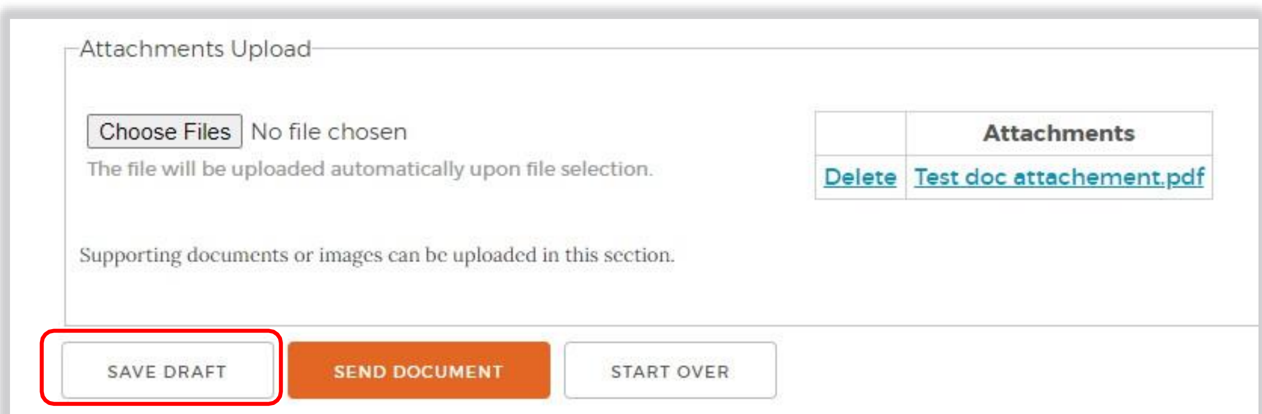
14. Upload a copy of your invoice or supporting documentation. (Note: Invoice copy attachment must be pdf, but two additional documents can be sent. They can be ***PDF, JPEG, .XLS, .XLSX, .DOC, and .DOCX***.)



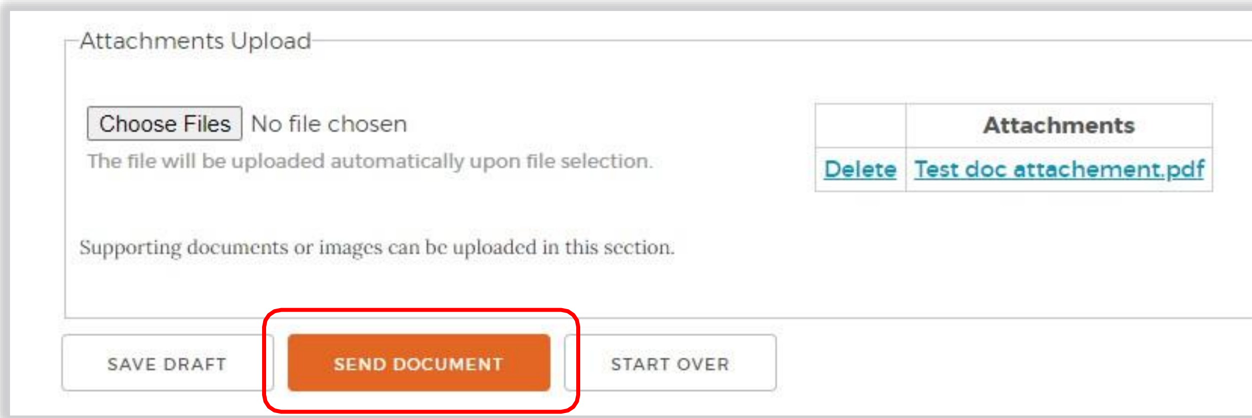
15. Successfully attached document.



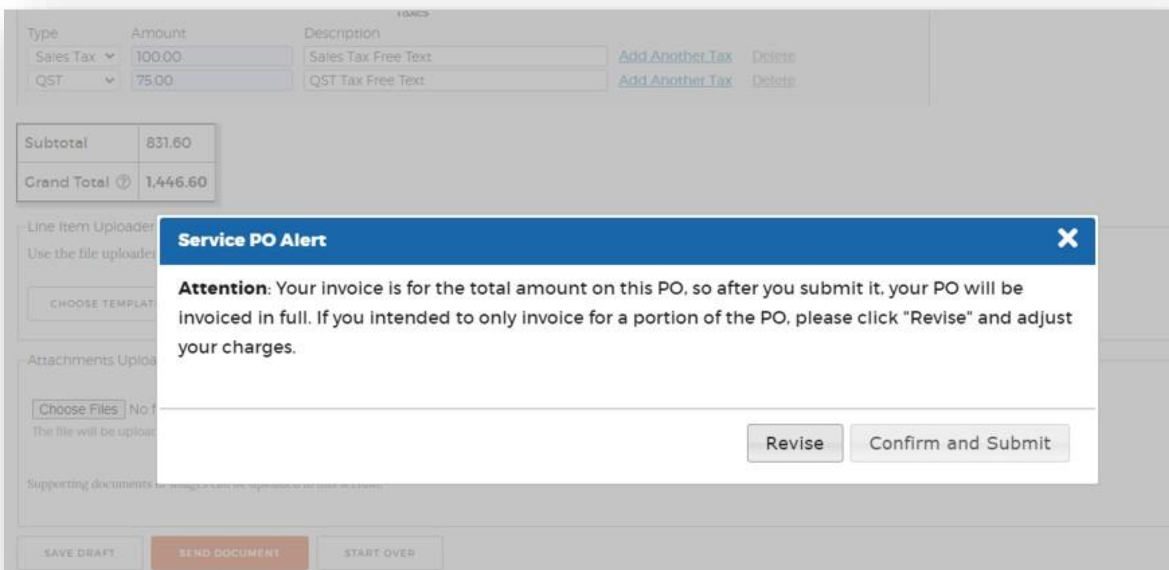
16. If you do not want to send the invoice at this time, you can click **Save Draft** and the system will save the drafted invoice in your Outbox under the Invoice-Draft.



17. Click **Send Document** to submit your invoice.



Please note: For purchase orders, Actian is tracking the value or QTY of the PO. Actian will generating a warning message (below) so you can confirm if the invoice is for the full amount or should be partial. Click **Revise** if you need to adjust the invoice. If your invoice is correct, then click **Confirm and Submit** to remove the warning message.



18. Confirmation that the invoice was sent successfully.

Click **Mailbox** and go to your Outbox to see the Invoice was sent successfully to P66. If you do not see the status of **New**, please email platinumsupport@bxintegration.com for further assistance. This means P66 has not received your invoice.

For questions related to credit memos, please refer to the **Invoice Management Guide** in Actian under Get Help→Training. Training videos are also available for further support.

Any questions regarding the purchase order invoice process, please email **SupplierEnablement@p66.com**. If you have questions regarding the purchase order data, please contact the buyer listed on the PO PDF.