

# Schlumberger

<u>Title:</u>	OTM Submit Invoice BPP
<u>Transaction:</u>	NA
<u>System:</u>	OTM

## **Purpose**

Use this procedure to Submit an Invoice into OTM.

*Please note that this training document uses sample training data and/or examples for demonstration purposes. In the production system you are using, you must enter/select the value(s) appropriate for your particular scenario where indicated.*

## **Trigger**

Once a carrier has Review/Updated and Upload his invoice in OTM, carrier need to submit this invoice to OTM to get the invoice approved by SLB.

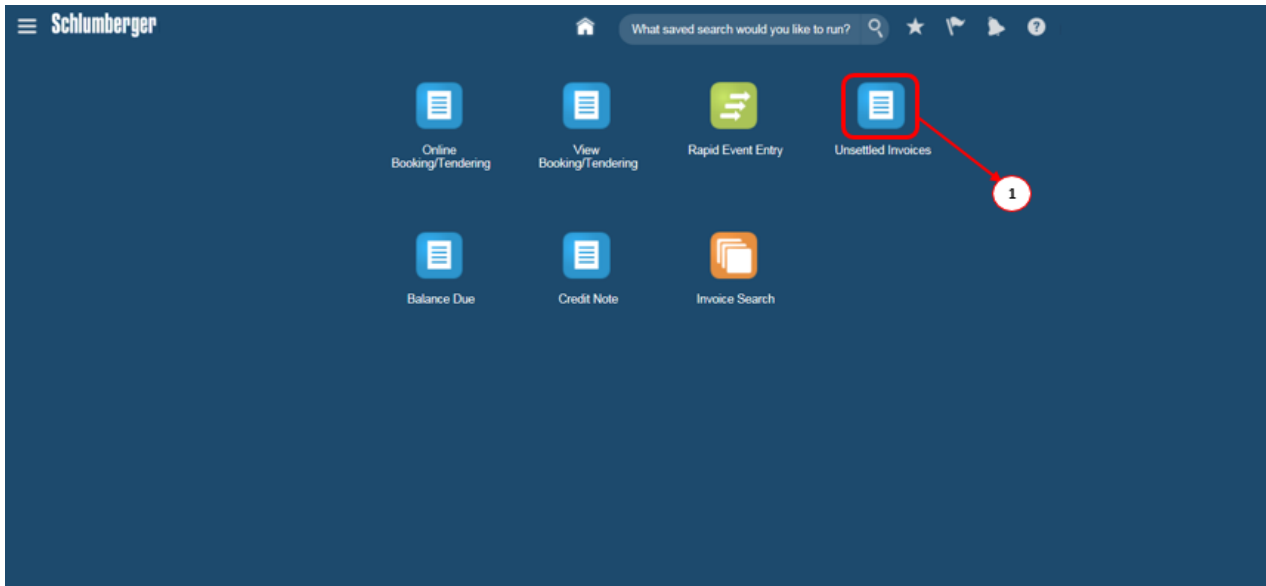
## **Prerequisites**

Invoice Reviewed/Updated and Uploaded in OTM

## **Transaction**

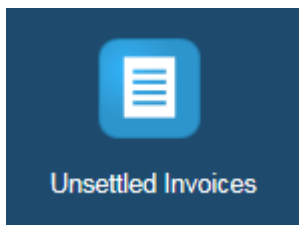
NA

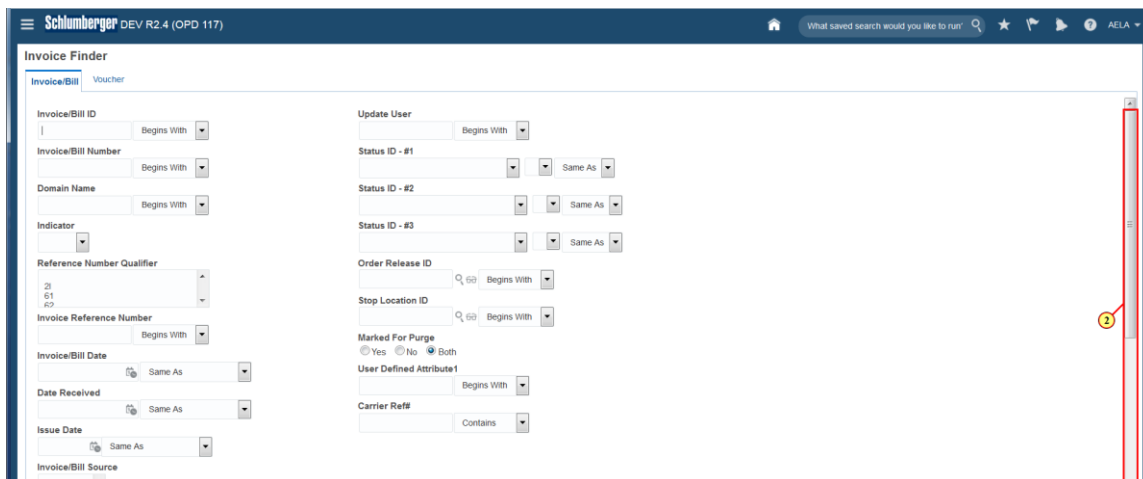
# Procedure



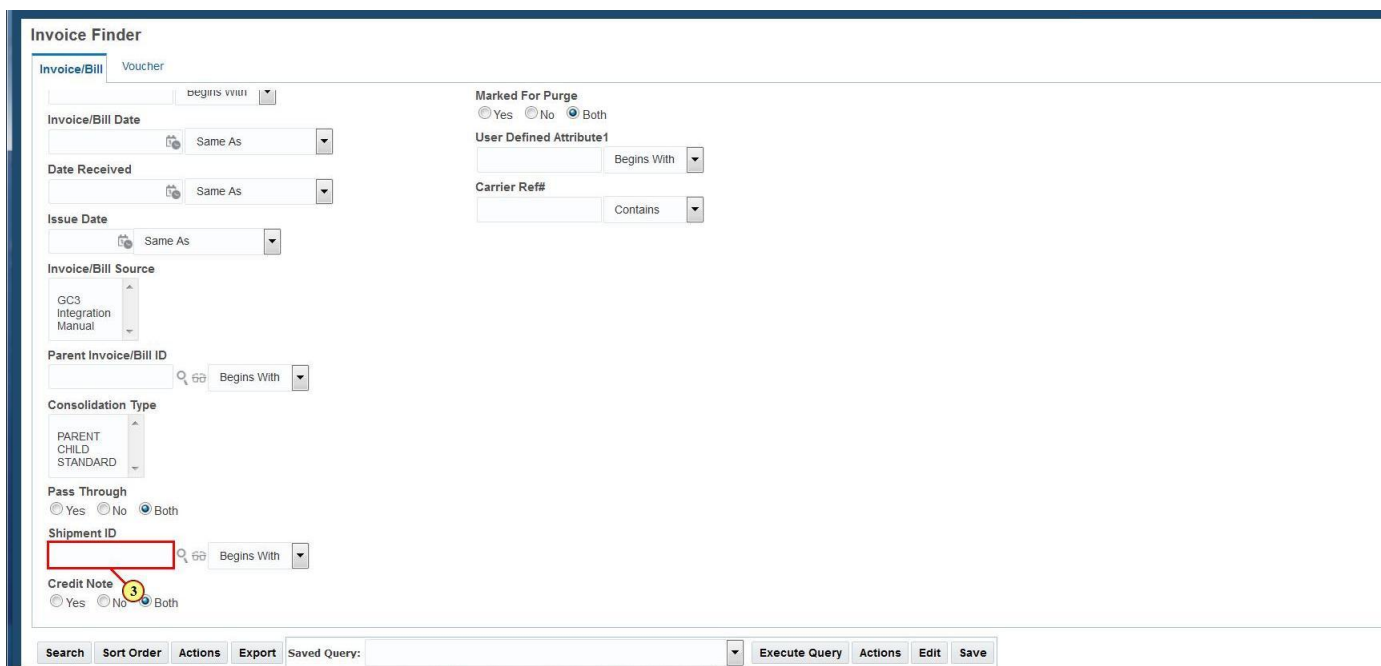
	<p><b>Purpose</b> Use this procedure to Submit an Invoice into OTM.</p> <p><i>Please note that this training document uses sample training data and/or examples for demonstration purposes. In the production system you are using, you must enter/select the value(s) appropriate for your particular scenario where indicated.</i></p> <p><b>Trigger</b> Once a carrier has Review/Updated and Upload his invoice in OTM, carrier need to submit this invoice to OTM to get the invoice approved by SLB.</p> <p><b>Prerequisites</b> Invoice Reviewed/Updated and Uploaded in OTM</p>
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1. Click





2. Use the **vertical scroll bar** to display the desired screen area.



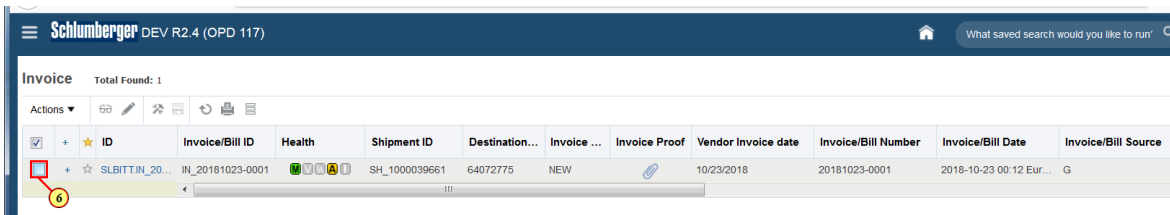
3. Enter **SH\_100039661** in the **Shipment ID** field.

The screenshot shows the 'Invoice Finder' interface in the Schlumberger system. The 'Shipment ID' field is highlighted with a red box and a yellow circle containing the number 4. The interface includes various filters and search options.

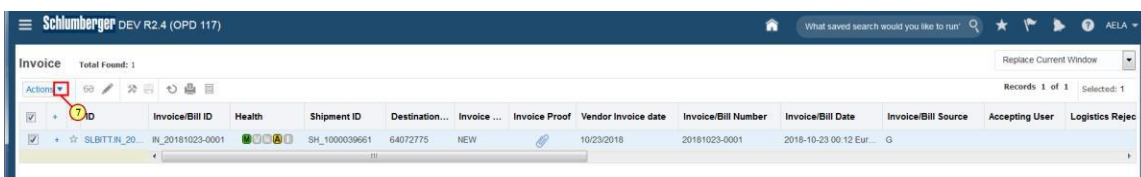
4. Click **SH\_1000039661**

The screenshot shows the 'Invoice Finder' interface in the Schlumberger system. The 'Search' button is highlighted with a red box and a yellow circle containing the number 5. The interface includes various filters and search options.

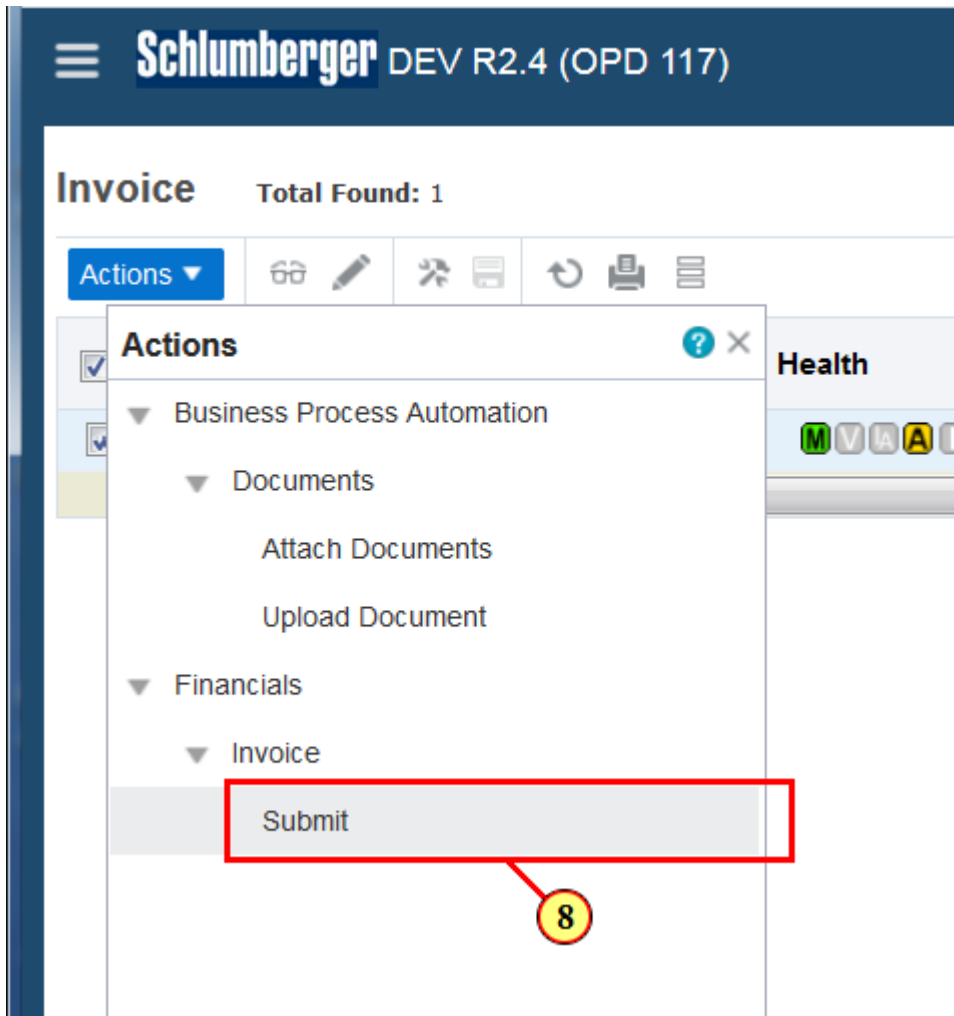
5. Click .

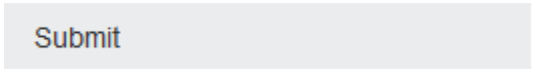


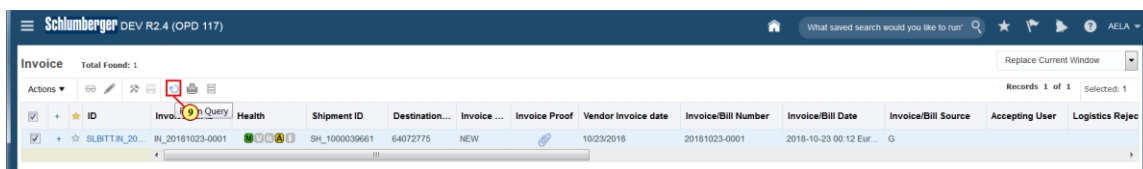
6. Click .



7. Click **New** .



8. Click 



9. Click Rerun Query 

Invoice Total Found: 1

ID	Invoice/Bill ID	Health	Shipment ID	Destination...	Invoice ...	Invoice Proof	Vendor Invoice date	Invoice/Bill Number	Invoice/Bill Date	Invoice/Bill Source	Accepting Use
SLBITT.IN_20...	IIL_20181023-0001	●	SH_1000039661	64072775	ACCEPTED		11/02/2018	20181023-0001	2018-10-23 00:12 Eur...	G	

New Query Refine Query Export Saved Query: Execute Query

## Results

Congratulations, you have successfully Submitted an invoice