

	<b>CALIFORNIA RESOURCES CORPORATION AND ITS AFFILIATES (COLLECTIVELY, CRC))</b>	
	<b>User Guide – Create Invoices</b>	Version 1.0 December 01, 2014

## OVERVIEW

This User Guide aims to describe how iSupplier Users can create invoices.

## HOW TO USE THIS USER GUIDE

**If familiar with the iSupplier Portal Functionalities and the CRC process, refer to the One-page Quick Reference (Cheat sheet) on page 2.** Otherwise, review the Process Overview section to better understand the processes. Next, review the Content/Checklist section, as this section lists the required and optional steps for each of the processes. Last, complete the required steps according to the detailed written instructions which follow the numbering sequence shown in the screenshots for how each of the tasks shall be executed.

When completing the steps in the iSupplier Portal, refer to the Content/Checklist column to validate the required steps have been completed. In addition, this User Guide provides high-lighted and / or framed notes, tips and important messages to assist in some tasks when creating an invoice.

## PROCESS OVERVIEW

Suppliers can submit an Invoice online against Purchase Orders that are not fully billed. First, the Supplier must look for the Purchase Order and identify those items to be invoiced. The next step is to prepare the Invoice, attach any support or documentation required by CRC and update the quantity of the items to be invoiced. Suppliers can also add charges for freight and taxes. Freight charges can only be entered if the Standard Purchase Order allows for it. Finally, Suppliers must submit the Invoice in compliance with all the requirements and/or attachments required by CRC.

CRC will review the Invoice and can request clarifications, if needed. The Supplier will receive an automatic email notification requesting to access the iSupplier Portal and respond to the request. Reminders are sent until the action is completed.

**IMPORTANT:** Suppliers will not be able to change an Invoice after it has been submitted.



## QUICK REFERENCE (CHEAT SHEET)

**1. Login to the iSupplier Portal**

- In the “Main Menu” panel click on the “Supplier User – Finance View” responsibility.
- From the “Home” page, click on the “Finance” tab.

**2. Search for Purchase Orders**

- On the “Finance” tab, click on the “Create Invoices” hyperlink. Then, click on the “Go” button at the top-right corner of the screen.
- In the “Purchase Order Number” field, enter the PO number. Then, click on the “Go” button.
- In the “Select” column, select the applicable items to be invoiced by clicking on the respective checkbox.
- Click on the “Next” button, the “Create Invoice: Details” screen will appear.

**3. Complete the Invoice Details**

- In the “Remit To” field, enter the remittance address.
  - ▶ Click on the “Magnifying Glass” icon, a “Search and Select” window will appear. Then click on the “Go” button for listing of remit addresses. Click on the respective “Quick Select” icon for the address where invoice payment should be remitted.
- In the “Invoice Number” field, enter the invoice number.
  - ▶ Only numerical and alpha characters are allowed in this field. **Do not** enter any special characters.
- In the “Invoice Date” field, click on the “Calendar” icon to select the effective invoice date.
  - ▶ **Do not** select a future date.
- In the “Invoice Description” field, provide/summarize the Invoice content as clearly as possible.
- If the payment has to be remitted to different Supplier name (i.e.: Subsidiaries/Third Party), the name must be entered in the “Bill to Vendor Site” field.  
**IMPORTANT:** In these special cases, a relationship between the Supplier and the Subsidiaries/Third Party must be established with Oxy prior to processing the Invoices against the Purchasing Document
  - ▶ Click on the “Magnifying Glass” icon, and then a “Search and Select” window will appear.
  - ▶ Click on the “Go” button for listing the Subsidiaries/Third Party names which are associated with the Supplier. Then, click on the respective “Quick Select” for the Supplier name that will receive the payment.
  - ▶ The chosen Supplier name will be automatically entered in the “Bill to Vendor Site” field.
- Attach any appropriate support documentation to the Invoice by clicking on the “Add Attachment” button.  
**IMPORTANT:** An Attachment must be attached to the invoice.

- In the “Items” section, enter for each line the quantity being invoiced in the “Quantity” field.  
**Important:** Do not enter a quantity which is less but not greater than the Available Quantity.
- Add any additional charges by clicking on the “Add Row” button in the “Shipping and Handling” section.
  - ▶ In the “Charge Type” dropdown menu, select Freight or Tax. A description must be entered for both charge types.  
**IMPORTANT:** Select the “Freight” option **only** if the Standard Purchase Orders to be invoiced allows charges for freight.
  - ▶ In the “Amount” field, enter the amount for the respective charge.
  - ▶ In the “Description” field, provide a brief description of the charge.
  - ▶ If for any reason a row has been added and it should have not been. Click on the “Trash can” icon to delete it.
- Click on the “Next” button.

**4. Review and Submit the Invoice**

- Review the information on the “Create Invoice: Manage Tax” screen and ensure that it is accurate. If changes are needed click on the “Back” button.
- Alternatively, click on the “Cancel” button to discard the invoice.
- Click on the “Submit” button. A confirmation message will be displayed indicating that the Invoice has been submitted.

**5. Receive additional Notification**

- **IMPORTANT:** A notification can require that Suppliers provide clarifications or additional information about the Invoice. The Supplier will receive a notification by both email and in the iSupplier Portal
  - ▶ **DO NOT** click on the “Answer Question” button in the email notifications. To answer a notification login to the “iSupplier Portal”.
- To respond a Notification, access the iSupplier portal. In the “Worklist” section, find the list of pending notifications. Then, click on the “Notification Subject” hyperlink.
- Scroll down to the “Response” section, it shows the additional information requested by Oxy.
- In the “Answer” field, provide the required information. Then click on the “Submit” button. A confirmation message will be shown indicating that the response has been submitted.

## CONTENT / CHECKLIST

Steps	Page No	Required	Check
1. <a href="#">Access the iSupplier Portal</a>	4	Required	<input type="checkbox"/>
2. <a href="#">Create an Invoice</a>	5	Required	<input type="checkbox"/>
2.1. <a href="#">Search for Purchase Orders</a>	5	Required	<input type="checkbox"/>
2.2. <a href="#">Complete the Invoice Details</a>	6	Required	<input type="checkbox"/>
2.2.1. <a href="#">Complete the Invoice Header</a>	7	Required	<input type="checkbox"/>
2.2.2. <a href="#">Complete the Items Section and Add Charges</a>	9	Required	<input type="checkbox"/>
2.3. <a href="#">Review and Submit the Invoice</a>	10	Required	<input type="checkbox"/>
3. <a href="#">Receive and Address Invoice Notifications</a>	12	Optional	
<a href="#">Exhibit 1 – Search for Bill to Vendor Site (Supplier Relationship)</a>	15	Optional	
<a href="#">Exhibit 2 – Verify if a Purchase Order is Available for Invoicing</a>	16	Optional	

## INSTRUCTIONS

### 1. ACCESS THE ISUPPLIER PORTAL

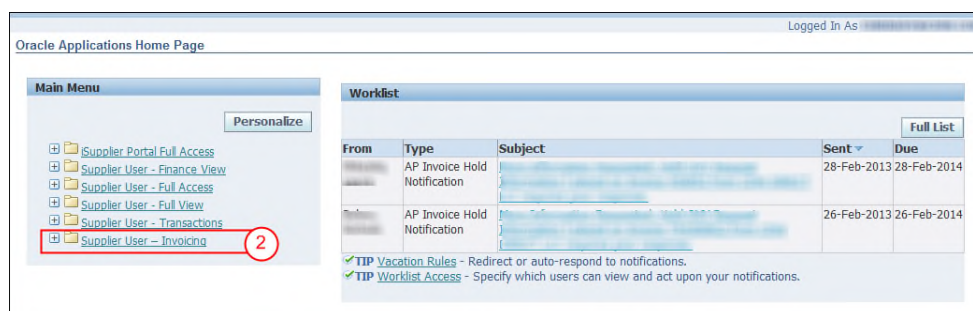
Login to the iSupplier Portal at: [http://CRCsupplier.CRC.com/OA\\_HTML/AppsLocalLogin.jsp](http://CRCsupplier.CRC.com/OA_HTML/AppsLocalLogin.jsp)



- ( 1 ) Enter Username and Password and click on the **“Login”** button.

**Note:** The **“Password”** field is case sensitive. If there is a problem accessing to the iSupplier Portal, click at the **“Login Assistance”** hyperlink. Alternatively, view the [User Guide– Overview Access and Passwords, Navigation, Notification](#)

After logging in to the portal, the **“Oracle Application Home Page”** will be displayed if more than one responsibility is assigned to the user. If the user only has one responsibility the **“Home”** tab screen for that responsibility will automatically be displayed.



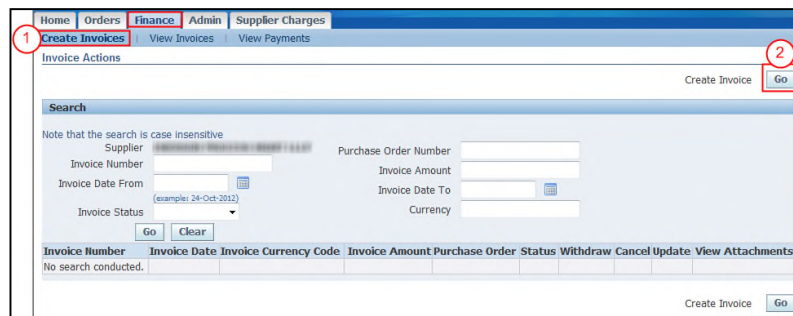
- ( 2 ) To access and view the invoice, click on the **“Supplier User – Invoicing”** responsibility to view and create an invoice.

Once in the required responsibility, the **“Home”** tab screen for that responsibility will then be displayed. Click on the **“Finance”** tab to see and create Invoices.

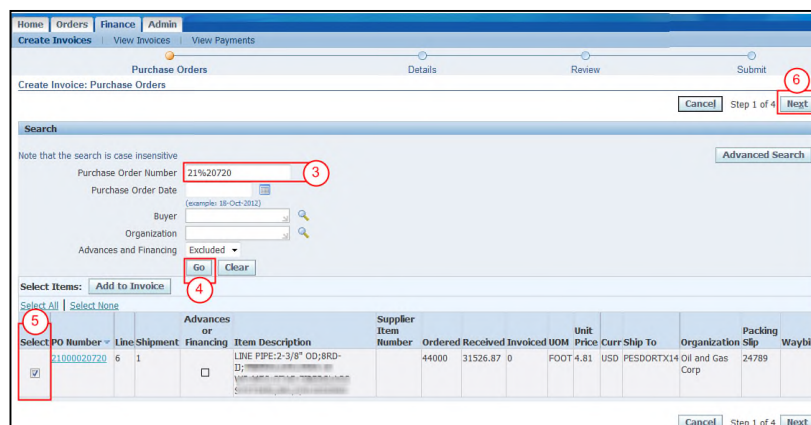
## 2. CREATE AN INVOICE

### 2.1. SEARCH FOR PURCHASE ORDERS

On the “Finance” tab, create and submit an Invoice against Standard Purchase Orders that are not fully billed.



- (1) Click on the “Create Invoices” hyperlink below the “Finance” tab.
- (2) Click on the “Go” button, then the “Create Invoice: Purchase Orders” screen will appear.

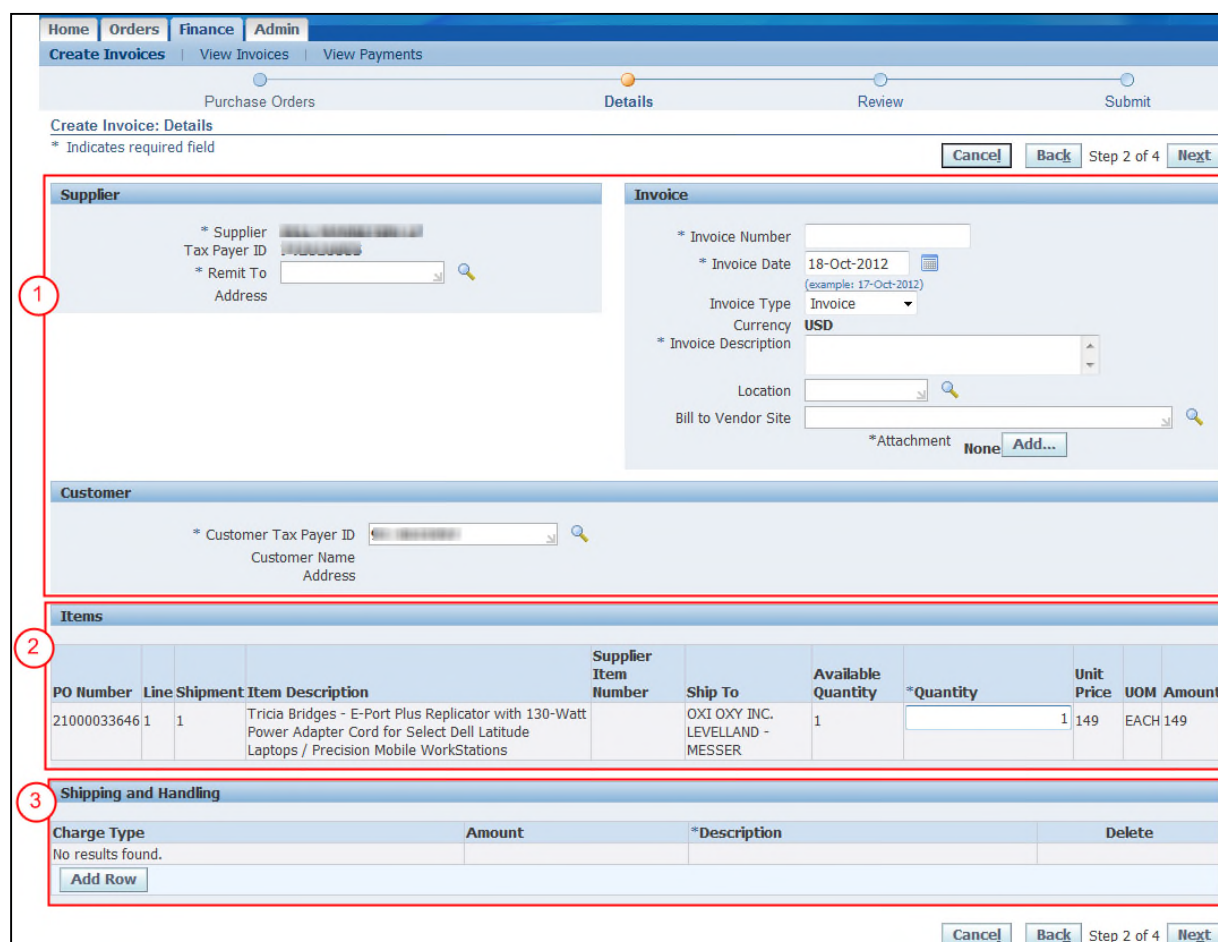


Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	21000070720	6	1	<input type="checkbox"/>	LINE PIPE:2-3/8" OD;BRD-ID;...	44000	31526.87	0		FOOT	4.81	USD	PESDORTX14	Oil and Gas Corp	24789	

- (3) In the “Search” section, enter the PO number in the “Purchase Order Number” field.  
**Note:** To narrow the search, type the first two digits of the Purchase Order Number followed by the “%” symbol and then type the last four digits of the Purchase Order Number (i.e.: 21%1234, 36%7020, etc.)  
**Note:** Alternatively, populate any of the “Purchase Order Date”, “Buyer” and “Organization” fields.
- (4) Click on the “Go” button. The applicable Purchase Orders lines will be displayed.  
**Note:** If the entered data is correct and the required Purchase Order is not displayed on the screen, verify the Purchase Orders status on the “Orders” tab to know if it is available for invoicing. To learn how to search for the Purchase Order statuses go to [Exhibit 2 – Verify if a Purchase Order is Available for Invoicing](#).
- (5) In the “Select” column, select the applicable items to be invoiced by clicking on the respective checkbox. More than one line can be selected at one time; however the currency and organization of all the items must be the same.
- (6) Click on the “Next” button, the “Create Invoice: Details” screen will be displayed.

## 2.2. COMPLETE THE INVOICE DETAILS

Once the Items of a Standard Purchase Order has been selected, the next step is to prepare the Invoice in the “Create Invoice: Details” screen. This screen shows the following sections.



**Supplier**

\* Supplier  
Tax Payer ID  
\* Remit To  
Address

**Invoice**

\* Invoice Number  
\* Invoice Date: 18-Oct-2012  
(example: 17-Oct-2012)  
Invoice Type: Invoice  
Currency: USD  
\* Invoice Description  
Location  
Bill to Vendor Site  
\*Attachment: None Add...

**Customer**

\* Customer Tax Payer ID  
Customer Name  
Address

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
21000033646	1	1	Tricia Bridges - E-Port Plus Replicator with 130-Watt Power Adapter Cord for Select Dell Latitude Laptops / Precision Mobile WorkStations		OXI OXY INC. LEVELLAND - MESSER	1		149	EACH	149

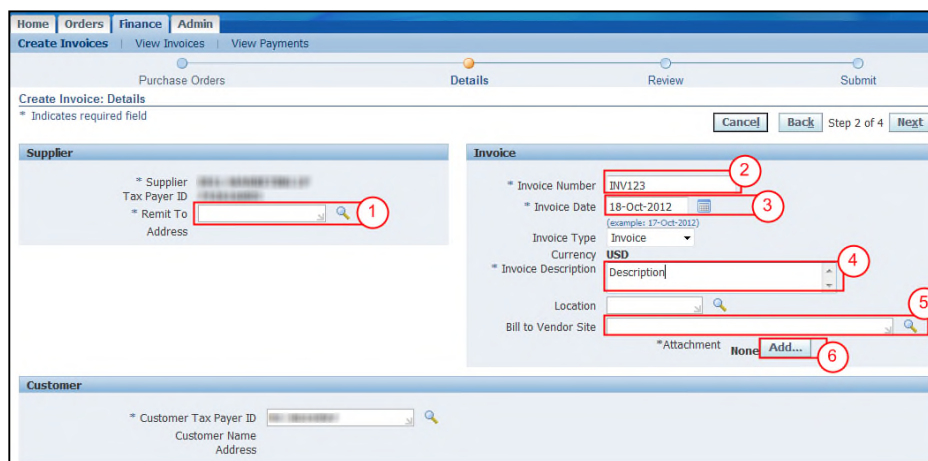
**Shipping and Handling**

Charge Type	Amount	*Description	Delete
No results found.			
Add Row			

- (1) The “Header” section is composed of the “Supplier”, “Invoice” and “Customer” sections. On these sections add the general information about the Invoice, such as the remittance address, invoice number, invoice date, invoice type, a brief description and the attachments.
- (2) The “Items” section shows the items to be invoiced and allows for quantities to be added to the items.
- (3) The “Shipping and Handling” section allows additional charges for freight and taxes to be added to the invoice.

## 2.2.1. COMPLETE THE INVOICE HEADER

It is critical to complete all the required fields among the **“Supplier”**, **“Invoice”** and **“Customer”** sections before proceeding to complete the other Invoice sections. Otherwise the portal will not allow for quantities to be added to the Items and charges.



**Note:** Asterisks indicate a field is required.

- (1) In the **“Remit To”** field enter the remittance address by clicking on the **“Magnifying Glass”** icon; a **“Search and Select”** window will appear. Then click on the **“Go”** button for listing of remit addresses and click on the respective **“Quick Select”** icon for the address where is required to receive the payment.

**Note:** If the remittance name is different from the Purchasing Document name see Step 5. However, this field must be populated with the address associated with the Purchasing Document.

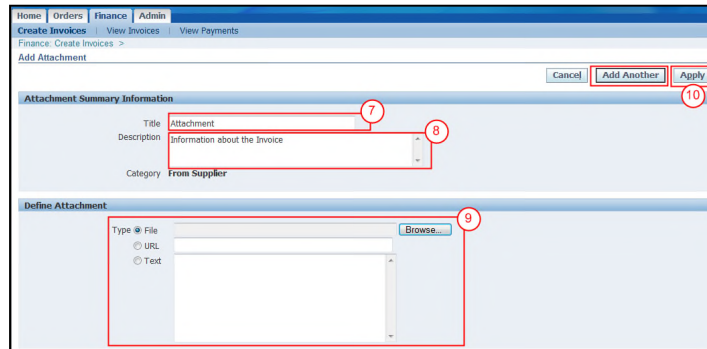
- (2) Populate the **“Invoice Number”** field.  
**Note:** **Do not** enter any special character in this field (i.e. '/', '#', '-'), otherwise an error message will be shown at the top of the screen and the invoice cannot be submitted.
- (3) In the **“Invoice Date”** field, click on the **“Calendar”** icon to select the effective invoice date.  
**Note:** **Do not** select a future date.

- (4) In the **“Invoice Description”** field, provide/summarize the Invoice content as clearly as possible.
- (5) If the payment has to be remitted to a different Supplier name (i.e.: Subsidiaries/Third Party), the name must be entered in the **“Bill to Vendor Site”** field. Click on the **“Magnifying Glass”** icon to search for and select the correct Supplier name. Go to the [Exhibit 1 – Search for Bill to Vendor Site \(Supplier Relationship\)](#) to learn how to populate the appropriate Supplier name.

**IMPORTANT:** In these special cases, a relationship between the Supplier and the Subsidiaries/Third Party must be established with CRC prior to processing the Invoices against the Purchasing Document. CRC refers to this as a Supplier Relationship.

- (6) Click on the **“Add Attachment”** button to attach any support documents required by CRC. The following screen will appear.

**IMPORTANT:** Use this section to attach all required documents (Excel documentation, Word documentation, etc.) and any support documents.



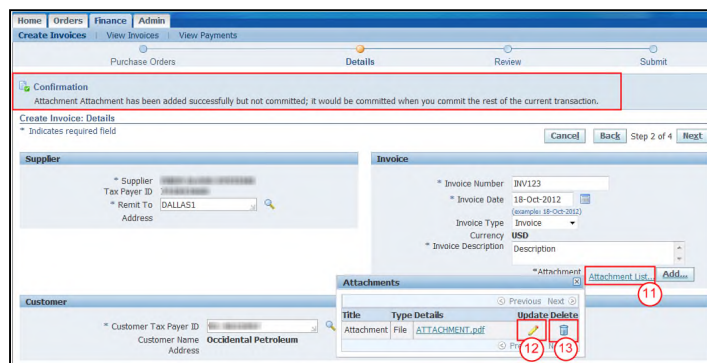
- ( 7 ) In the **“Title”** field, enter the file name.
- ( 8 ) In the **“Description”** field, describe/summarize the file content as clearly as possible.
- ( 9 ) In the **“Define Attachment”** section select the appropriate attachment type.

Type	Description
File	Attach a file by selecting the <b>“File”</b> radio button, then click on the <b>“Browse..”</b> button and search for the file in r computer.
URL	Attach a URL by selecting the <b>“URL”</b> radio button, enter (or paste) the applicable URL address (it must not be an internal webpage of the Supplier. CRC must be able to access it).

**Note:** Do not select the Text radio button.

**Note:** As needed, click on **“Add Another”** button to continue attaching documentation by repeating the steps above. Every time an attachment is added a confirmation message will be displayed.

- ( 10 ) Click on the **“Apply”** button to add the attachments. A confirmation message as shown below is displayed on the **“Create Invoice: Details”** screen to indicate that the attachment has been added.

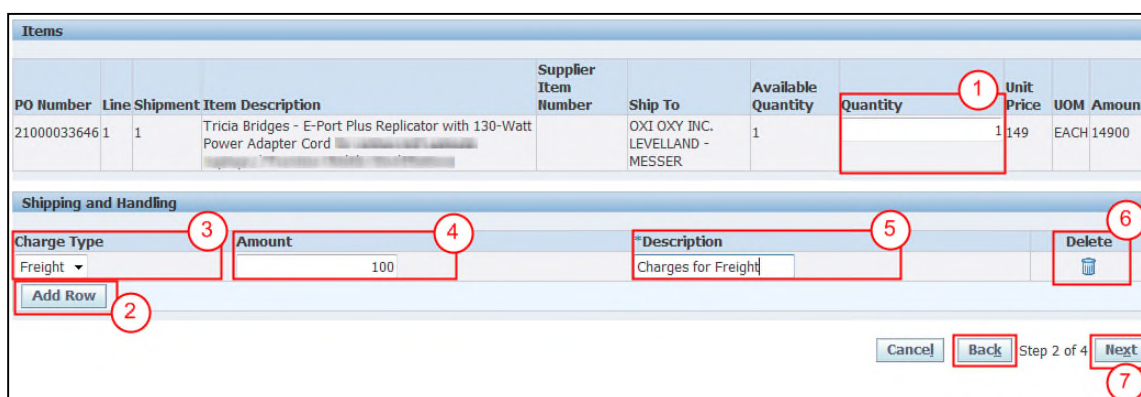


- ( 11 ) As needed, remove or update the attachments by moving the cursor on the **“Attachment List”** hyperlink, then the **“Attachments”** list as shown in the example above will appear on the screen.  
**Note:** Alternatively, click on the **“Attachment List”** hyperlink; this will prompt another screen that will display the **“Attachments”** list.
- ( 12 ) As needed, update the attachment by clicking on the **“Pencil”** icon on the **“Update”** column.
- ( 13 ) As needed, to delete the attachment, click on the **“Trash can”** icon on the **“Delete”** column.  
**Note:** Repeat steps 6 through 10 to attach additional files.



## 2.2.2. COMPLETE THE ITEMS SECTION AND ADD CHARGES

Once the “Supplier”, “Invoice” and “Customer” sections have been completed, proceed to provide the quantities for each item and add any additional charges.



- (1) In the “Quantity” field, enter for each line only the quantity being invoiced.

**IMPORTANT:** It is possible to enter a quantity which is less but not greater than the Available Quantity.

- (2) Add any additional charges by clicking on the “Add Row” button in the “Shipping and Handling” section.

### Optional: Add Charges

**IMPORTANT:** If required to add additional charges follow the steps below. Otherwise, skip these steps and go to Step 7.

- (3) In the “Charge Type” dropdown menu, select one of the following options.

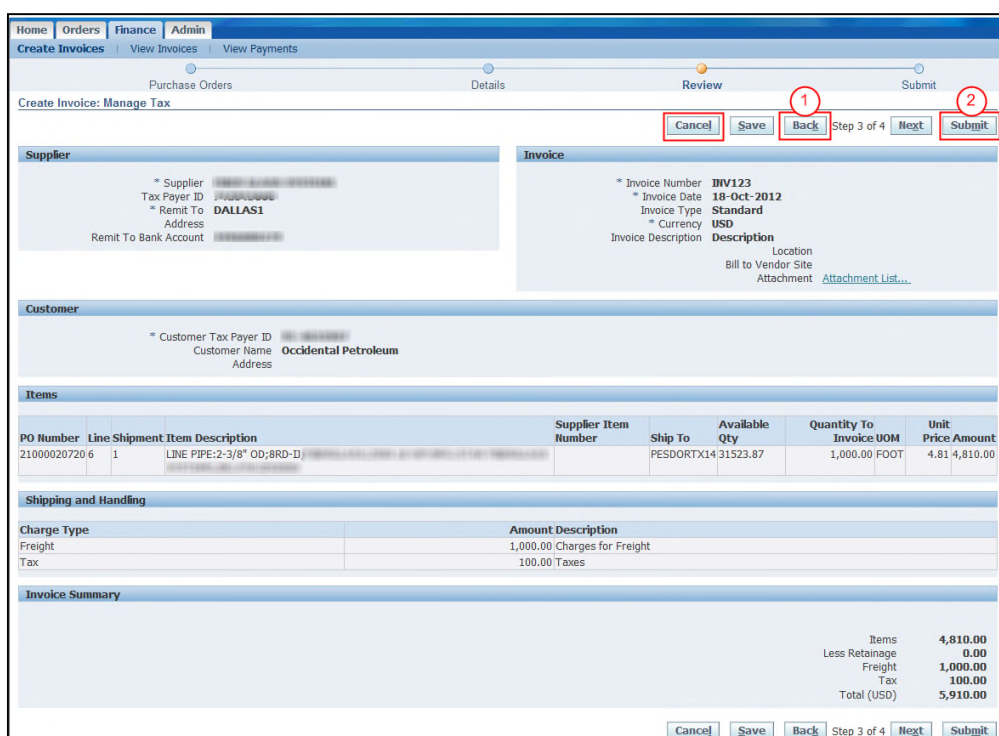
Charge Type	Description
Freight	Select this option <b>only</b> if the Standard Purchase Orders to be invoiced allows charging for freight. If freight is not allowed an “Error” message will appear and the freight line must be deleted before the invoice can be submitted.
Tax	Select this option to charge for Taxes

- (4) In the “Amount” field, enter the amount for the respective charge.
- (5) In the “Description” field, provide a brief description of the charge.  
**Note:** Repeat steps 2 through 5 to add additional charges.
- (6) As needed, remove r charges by clicking on the “Trash can” icon on the “Delete” column.
- (7) Click on the “Next” button.  
**Note:** Alternatively, click on the “Back” button to return to the previous page.

### 2.3. REVIEW AND SUBMIT THE INVOICE

After completing all of the Invoice sections, the next step is to review the Invoice and ensure all the information is accurate.

**IMPORTANT:** An Invoice cannot be modified after it has been submitted. However, the submitted Invoice can be viewed in the Finance Tab. For further instructions on how to view an Invoice, see the [User Guide – View Invoices and Payments](#). For any Invoice questions please contact the Account Payable department at 1-855-272-4732 or through the [CRC webpage](#).



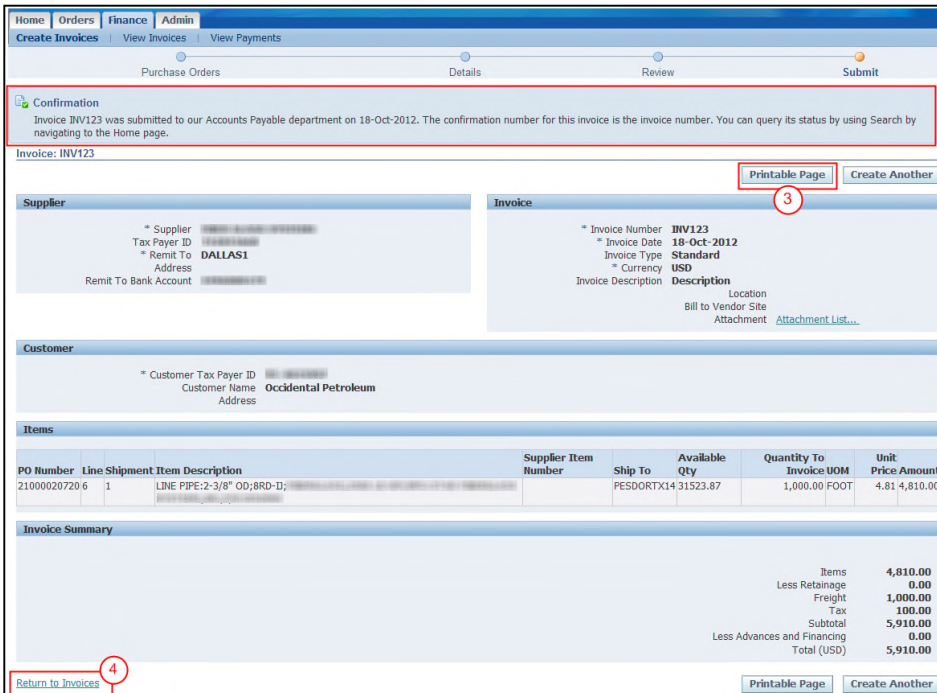
The screenshot displays the 'Review' stage of the invoice creation process. The 'Supplier' section includes fields for Supplier, Tax Payer ID, Remit To (DALLAS1), Address, and Remit To Bank Account. The 'Customer' section shows Customer Tax Payer ID, Customer Name (Occidental Petroleum), and Address. The 'Invoice' section contains Invoice Number (IIV123), Invoice Date (18-Oct-2012), Invoice Type (Standard), Currency (USD), and Invoice Description (Description). Below these are sections for 'Items' (listing PO Number, Line, Shipment, Item Description, Supplier Item Number, Ship To, Available Qty, Quantity To Invoice, UOM, Unit Price, and Amount), 'Shipping and Handling' (listing Charge Type, Amount, and Description), and an 'Invoice Summary' table.

Charge Type	Amount	Description
Freight	1,000.00	Charges for Freight
Tax	100.00	Taxes

Invoice Summary	
Items	4,810.00
Less Retainage	0.00
Freight	1,000.00
Tax	100.00
<b>Total (USD)</b>	<b>5,910.00</b>

- (1) As needed, click on the **“Back”** button to make changes.  
**Note:** As needed, click on the **“Cancel”** button to discard the invoice.
- (2) Click on the **“Submit”** button. A confirmation message as shown below will appear on the screen to indicate that the Invoice has been submitted.  
**Note:** The confirmation number for the Invoice is the invoice number that was previously provided.



**Confirmation**  
 Invoice INV123 was submitted to our Accounts Payable department on 18-Oct-2012. The confirmation number for this invoice is the invoice number. You can query its status by navigating to the Home page.

Invoice: INV123

**Supplier**

- \* Supplier
- \* Tax Payer ID
- \* Remit To **DALLAS1**
- Address
- Remit To Bank Account

**Invoice**

- \* Invoice Number **INV123**
- \* Invoice Date **18-Oct-2012**
- Invoice Type **Standard**
- \* Currency **USD**
- Invoice Description **Description**

Location  
 Bill to Vendor Site  
 Attachment [Attachment List...](#)

**Customer**

- \* Customer Tax Payer ID
- Customer Name **Occidental Petroleum**
- Address

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
21000020720	6	1	LINE PIPE:2-3/8" OD;8RD-D;		FESDORTX14	31523.87	1,000.00	FOOT	4.81	4,810.00

**Invoice Summary**

Items	4,810.00
Less Retainage	0.00
Freight	1,000.00
Tax	100.00
Subtotal	5,910.00
Less Advances and Financing	0.00
Total (USD)	5,910.00

- ( 3 ) A copy of the Invoice can be printed by clicking on the **“Printable Page”** button.  
**Note:** A **“Pop-Up”** screen will be displayed. Either click on the **“Open”** button to view the PDF file and print it using the Acrobat Reader or click on the **“Save”** button to save the PDF file in the computer.
- ( 4 ) Return to the **“Invoice Actions”** screen by clicking on the **“Return to Invoices”** hyperlink at the bottom of the screen.

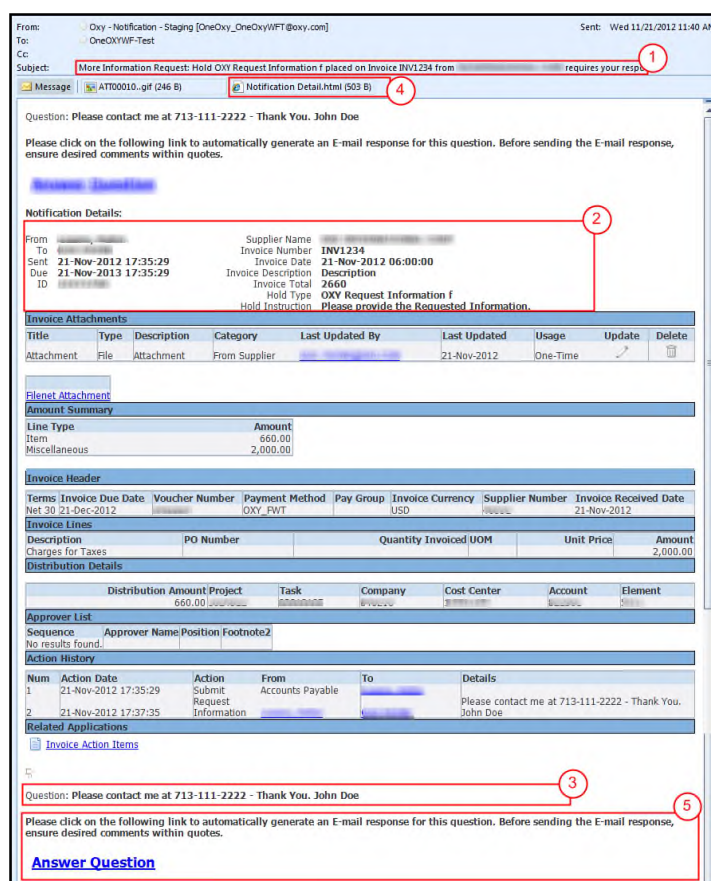
### 3. RECEIVE AND ADDRESS INVOICE ADDITIONAL EVENT NOTIFICATIONS

CRC will review the Invoice that has been submitted by the Supplier. If any additional information is needed then CRC AP personnel will send a notification to the Supplier Contact. The Supplier will receive a notification by both email and in the iSupplier Portal.

**Note:** For further information regarding Notifications, please review the [User Guide – Overview Access and Passwords, Navigations and Notifications](#)

**Option 1:** Review email Notification.

- The email notification is for information purposes and can be used to access the iSupplier Portal. The email notification shows the following information.



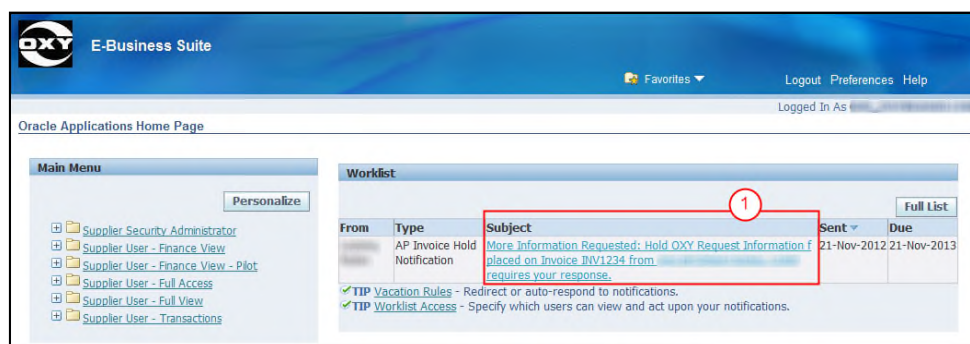
**IMPORTANT:** For automatic notifications the email sender will be “CRC – Notification” not a specific CRC Person. If you do not receive a notification in your mailbox, please check your mailbox spam, trash or delete folders, or see if it might have been filtered by your company spam filtering services. Make sure to set “CRC – Notification” as a valid email sender to avoid any issue for subsequent notifications. Yahoo and Hotmail email account users might NOT receive some notifications correctly. If an email notification is showing an error message, login into the iSupplier Portal – Worklist Section to review the notification there.

- (1) The **“Email Subject”** shows the Invoice number and required action.
- (2) The **“Notification Details”** section shows the name of the AP personnel who has sent the notification, the date the notification was sent, the **“Invoice Number”**, the **“Invoice Header”** and the **“Invoice Total”**.
- (3) Scroll down to see the **“Question”** field which shows the additional clarifications or information required by CRC.
- (4) Respond to the notification by clicking on the **“Notification Detail”** icon. This icon will direct to the iSupplier Portal **“Login”** webpage.
- (5) The **“Response”** section is for information purposes only. It is included to make aware that a Response is required for this notification. Do not use this section to submit a response. Also, do not click on the **“Answer Question”** button on the notifications.

**IMPORTANT: DO NOT** click on the **“Answer Question”** button in the notifications. The answer to a Notification must be done through the **“iSupplier Portal”**.

**Option 2:** Review and respond to a Notification from the iSupplier Portal **“Worklist”** section.

- Logging in to the portal, the **“Oracle Application Home Page”** will be displayed if more than one responsibility is assigned to the user. If the User only has one responsibility the **“Home”** tab screen for that responsibility will automatically be displayed.



**Note:** In the example above more than one responsibility is assigned to the User. This means that the User can access the notification through the **“Worklist”** section in the **“Oracle Application Home”** page.

- (1) In the **“Worklist”** section, click on the **“Notification Subject”** hyperlink under the **“Subject”** column. The Notification screen will appear.

**Note:** Users with one responsibility can access the notification in the **“Notifications”** section in the **“Home”** tab, then click on the **“Notification Subject”** hyperlink and continue to the next step.



Oracle Applications Home Page >  
More Information Requested: Hold OXY Request Information f placed on Invoice IIV1234 from [redacted] requires your response.

From [redacted] Supplier Name [redacted]  
To [redacted] Invoice Number IIV1234  
Sent 21-Nov-2012 11:35:29 Invoice Date 21-Nov-2012 00:00:00  
Due 21-Nov-2013 11:35:29 Invoice Description Description  
ID [redacted] Invoice Total 2660  
Hold Type OXY Request Information f  
Hold Instruction Please provide the Requested Information.

**Invoice Attachments**

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Attachment	File	Attachment	From Supplier	[redacted]	21-Nov-2012	One-Time		

[Filenet Attachment](#)

**Amount Summary**

Line Type	Amount
Item	660.00
Miscellaneous	2,000.00

**Invoice Header**

Terms	Invoice Due Date	Voucher Number	Payment Method	Pay Group	Invoice Currency	Supplier Number	Invoice Received Date
Net 30	21-Dec-2012	5403557	OXY_FWT		USD	48332	21-Nov-2012

**Invoice Lines**

Description	PO Number	Quantity Invoiced	UOM	Unit Price	Amount
Charges for Taxes					2,000.00

**Distribution Details**

Distribution Amount	Project	Task	Company	Cost Center	Account	Element
660.00	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

**Approver List**

Sequence	Approver Name	Position	Footnote2
No results found.			

**Action History**

Num	Action Date	Action	From	To	Details
1	21-Nov-2012 11:35:29	Submit	Accounts Payable	[redacted]	
2	21-Nov-2012 11:37:35	Request Information	[redacted]	[redacted]	Please contact me at 713-111-2222 - Thank You, John Doe

**Related Applications**

[Invoice Action Items](#)

**Response**

User [redacted] has requested more information.

Question Please contact me at 713-111-2222 - Thank You, John Doe

Answer

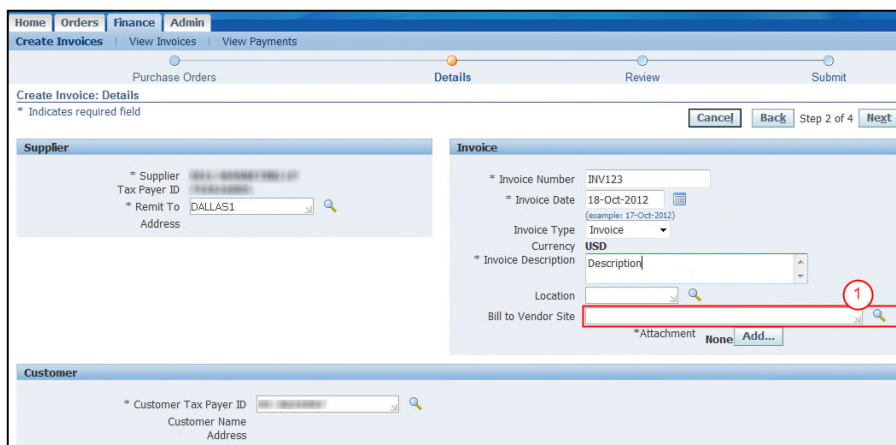
[Return to Worklist](#)

(2) The **“Response”** section shows the required information that CRC has requested for the Invoice. Enter the response in the **“Answer”** field. Then, click on **“Submit”** button. A confirmation message will be shown indicating that the response has been submitted.

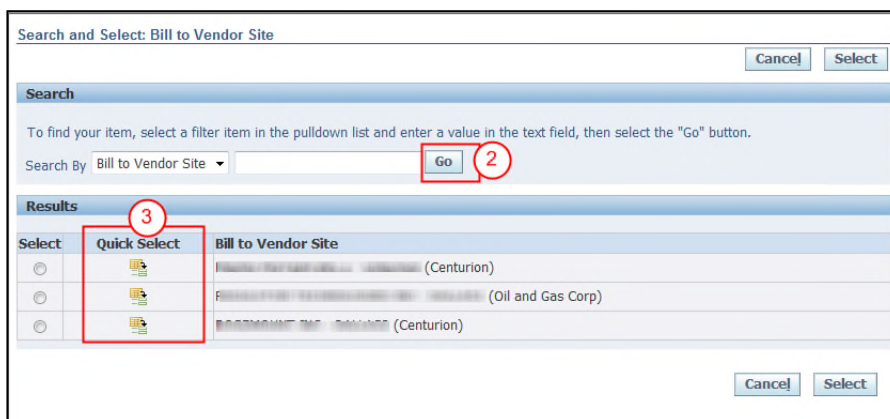
**Note:** To go directly to this form, click on the hyperlink in the email notification.

**EXHIBIT 1 - SEARCH FOR BILL TO VENDOR SITE (SUPPLIER RELATIONSHIP)**

This step is only necessary if the payment has to be sent to a Subsidiary/Third Party. In the **“Create Invoice: Details”** screen, the Supplier must enter the actual Supplier name in the **“Bill to Vendor Site”** field by following the steps outlined below.



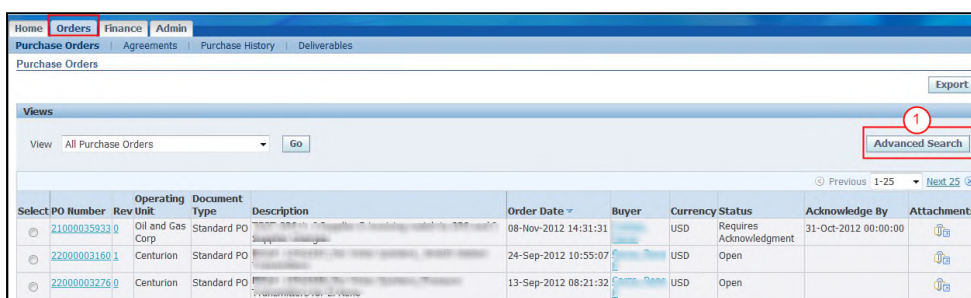
- ( 1 ) In the **“Bill to Vendor Site”** click on the **“Magnifying Glass”** icon to search for and select the name. A **“Search and Select”** window will appear.



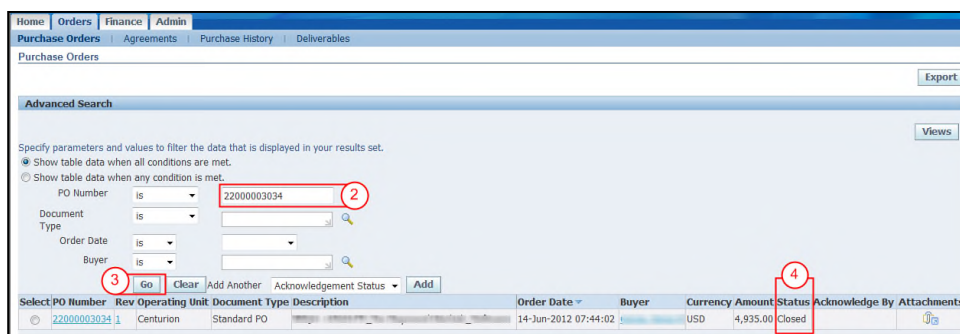
- ( 2 ) Click on the **“Go”** button for listing the Subsidiaries/Third Party names which are associated with the Supplier.
- ( 3 ) Click on the respective **“Quick Select”** icon to select the name, then it will be automatically entered in the **“Bill to Vendor Site”** field on the **“Create Invoice: Details”** screen.

**EXHIBIT 2 – VERIFY IF A PURCHASE ORDER IS AVAILABLE FOR INVOICING**

This step is only necessary if the required Purchase Order to invoice does not appear in the **“Create Invoice: Purchase Orders”** screen. To verify the status for invoicing, click the **“Orders”** tab to search for the Purchase Order.



- (1) On the **“Orders”** tab, click on the **“Advance Search”** button. Alternative, is to look for the required Purchase Order in the list displayed on the screen.



- (2) In the **“Advance Search”** section, enter the Purchase Order number in the **“PO Number”** field.
- (3) Click on the **“Go”** button. The applicable Purchase Order will be displayed.
- (4) The **“Status”** column shows the following Purchase Order statuses:

Purchase Order Statuses	Description
Open	The Purchase Order is valid and it is available for invoicing.
Requires Acknowledgment	The Supplier must acknowledge the Purchasing Document. The Purchase Order is valid and it is available for invoicing.
Accepted	The Purchase Order is valid and open for receipt and it has been acknowledged and accepted by the Supplier. It is available for invoicing.
Frozen	The Purchase Order is on Hold for some reason and is <u>not</u> available for invoicing.
Closed	The Purchase Order is completed and is <u>no</u> longer available for invoicing.
Canceled	The Purchase Order has been canceled and is no longer needed; also it is <u>not</u> available for invoicing.
Buyer Change Pending	The Purchase order is being revised by CRC. It is <u>not</u> available for invoicing. After the revisions are complete, the new revised Purchasing Document will be sent out.