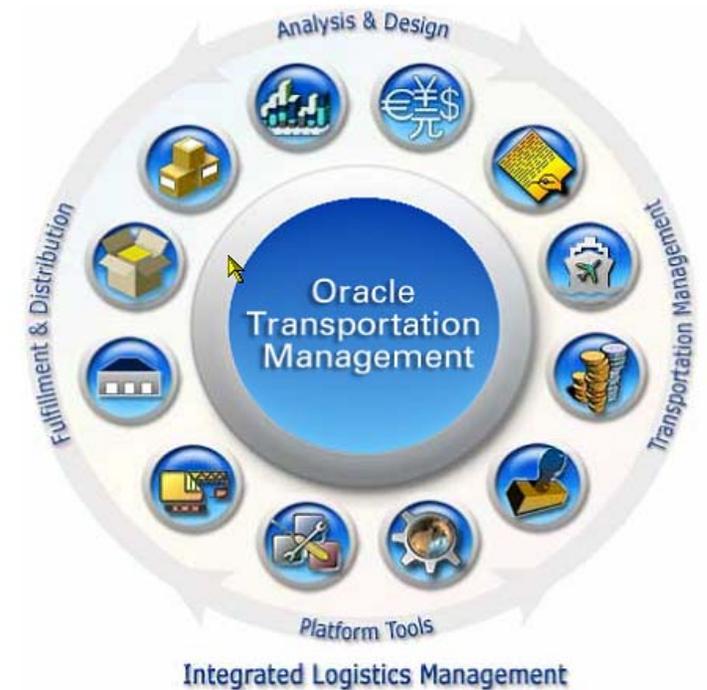


# Oil&Gas VG OTM Project

## OTM – Invoice Freight Management Module

Creation Date: 08<sup>th</sup> June 2009  
Last Update: 10<sup>th</sup> June 2009  
Version: 1.0



# Table of Contents



GE imagination at work

# Table of Contents

## **1.0 Invoice Process Overview**

## **2.0 Invoice Step A: Ready-for-Invoice / GE Confirmation**

## **3.0 Invoice Step B: Invoices Creation / Invoice Approved**

### **3.1 Section B: Invoice Creation (Carrier)**

### **3.2 Section B: Invoice Approval (LEC)**

### **3.3 Section B: Invoice Refused (Carrier)**

### **3.4 Section B: Invoice Approved / Refused**

## **4.0 Invoice Step C: Finance Management – Receive Invoice**

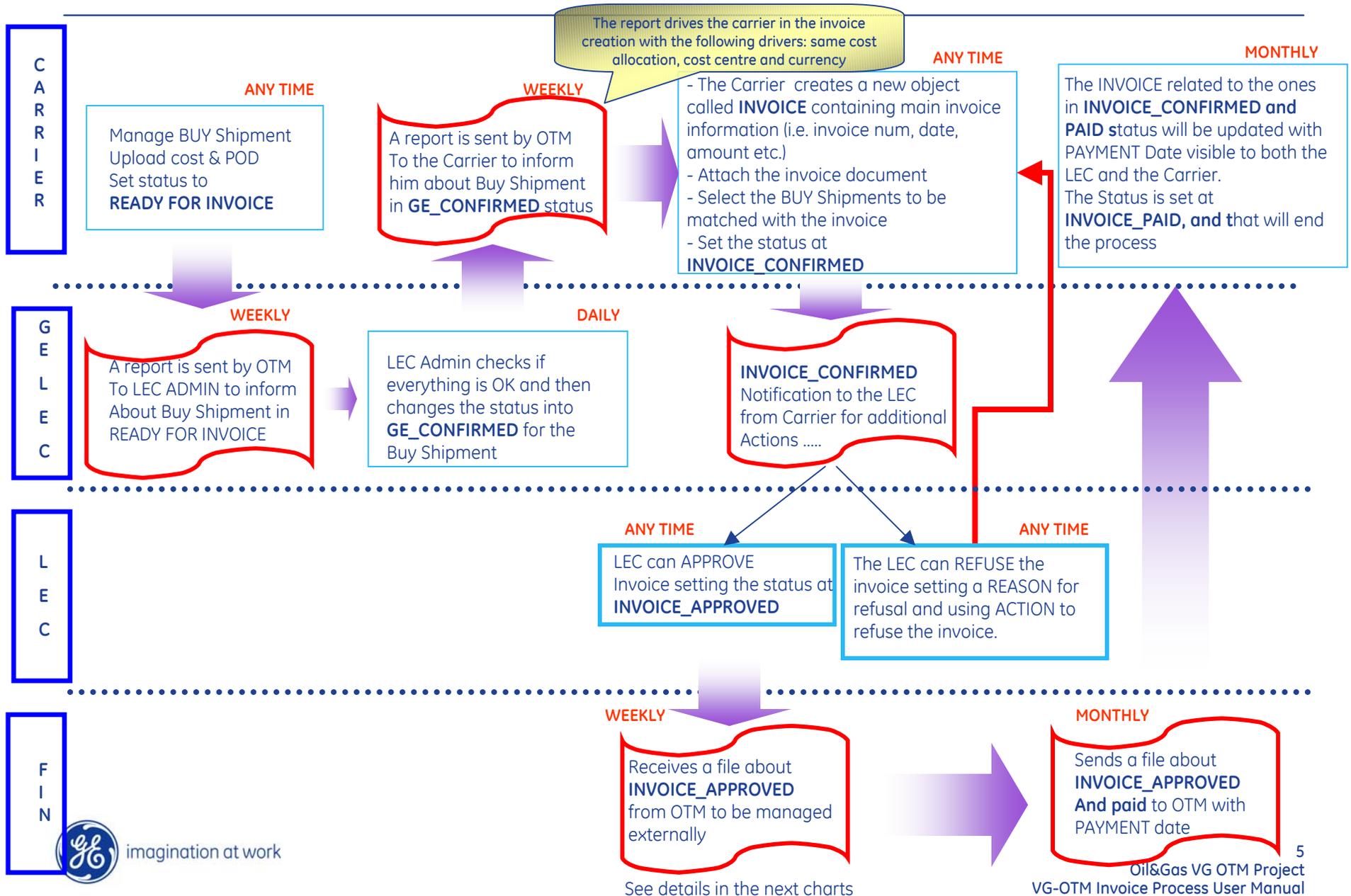
## **5.0 Invoice Step D: Finance / Invoice Payment date**

# 1.0 INVOICE Process Overview



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# OTM VG – Invoice Process Flow



# OTM VG – Invoice Process Flow

This process can be splitted in 4 main sections, involving 3 different players:

<b>INVOICE Process Section</b>		<b>Involved Team</b>
1	Section A : READY-For-INVOICE / GE_Confirmed	Carrier + Ex.Center
2	Section B : INVOICES Creation / INVOICE_APPROVED	Carrier + Ex.Center
3	Section C : Finance Management	VG Finance Team
4	Section D : INVOICE_PAYMENT	VG Finance Team

These 4 section are also, chronologically speaking, consequential.

# OTM VG – Invoice Process Flow

Involved Team	Actions
<u>Carrier</u>	<ol style="list-style-type: none"><li>1. Create the INVOICE on the basis of the report received;</li><li>2. Upload the INVOICE Document matching the previous data;</li><li>3. Match the INVOICE with the related Buy Shipment;</li><li>4. Invoice Confirmation.</li></ol>
<u>LEC / GE LEC</u>	<ol style="list-style-type: none"><li>1. Check the invoice;</li><li>2. Approve or Refuse it.</li></ol>
<u>FINANCE</u>	<ol style="list-style-type: none"><li>1. Receive a file with the approved invoices and completes the payment in the Legacy system;</li><li>2.A Manually set the invoice as paid in OTM;</li><li>2.B Set the Invoice as paid through a flat file to be uploaded in OTM.</li></ol>

# What's New

- ✓ Carriers will receive a list created by OTM of the INVOICES they are responsible for;
- ✓ Carriers will have a new module, named INVOICE, where they will have to manage INVOICES for their validation & payment;
- ✓ Ex.Center staff will have to check/approve the data entered by Carriers;
- ✓ A new role for "GE\_FINANCE" has been created in OTM;
- ✓ INVOICES approved by Ex.Center are sent via email to VG FINANCE team;
- ✓ VG FINANCE team will manage INVOICE data inside their Legacy Sys to close the INVOICE cycle till the related payment;
- ✓ VG FINANCE will be able to declare payment inside OTM.

# 2.0 INVOICE Process - Section A: Ready-for-Invoice / GE\_Confirmation



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# Section A: Ready-for-Invoice / GE\_Confirmation

This section is already present in the standard process and requires the following steps:

1. The Carriers will flag their Buy Shipment as “READY for Invoice”;
2. The LEC-ADMIN automatically receives a daily report about the Buy Shipments “READY for Invoice”. The LEC-ADMIN will then check the Buy Shipments and flag them as GE\_CONFIRMED;
3. The CARRIERS will receive an automatic weekly report to notify about the Buy Shipments to be invoiced.

# Section A: Ready-for-Invoice / GE\_Confirmation

The format of the report sent to each Carrier to notify which are the Buy Shipments in GE\_CONFIRMED status will be similar to the following one:

RFI: Number to be inserted at the invoice creation to match the invoice with the related Buy Shipments.

Total cost of each Buy Shipment. The invoice should correspond to the sum of the Buy shipments contained in the RFI.

Request For Invoice Number:	RFI-42	Currency:	USD	Plant:	DNK01						
Buy Shipment:	OGVG.0110216	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Project:	456	Amount:	50	GE Confirmation Date:	26/03/2009 11.10
Buy Shipment:	OGVG.0110218	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Project:	789	Amount:	50	GE Confirmation Date:	26/03/2009 11.10
Request For Invoice Number:	RFI-43	Currency:	EUR	Plant:	DNK01						
Buy Shipment:	OGVG.0110216	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Project:	456	Amount:	100	GE Confirmation Date:	26/03/2009 11.10
Buy Shipment:	OGVG.0110218	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Project:	789	Amount:	100	GE Confirmation Date:	26/03/2009 11.10

Buy Shipment ID related to the Invoice.

The Buy Shipment Type can be:  
 - **Standard**;  
 - **Secondary**: in case of Secondary Charge.

Date in which the Buy shipment has been confirmed.

All the Buy Shipments having the same **currency** and **cost center** are grouped into the same RFI.

# 3.0 INVOICE Process - Section B: INVOICE Creation/INVOICE\_APPROVED



GE imagination at work

# Section B: INVOICE Creation (Carrier)

The Carrier will create the “INVOICES” inside OTM. This process will cover the 3 following areas:

1. enter the INVOICE data (data sent by OTM to the Carrier via email);
2. match the INVOICE with all the Buy Shipments related to it (info present in the email);
3. upload a copy of the final INVOICE document that will be sent to GE by the Carrier. This document should be compliant to the data provided by OTM to the Carrier.

These 3 steps performed, the Carrier can declare that the INVOICE has been CONFIRMED and enables GE LEC ADMIN to APPROVE / REFUSE the INVOICE.

# Section B: INVOICE Creation (Carrier)

Each INVOICE can be in one of the following status:

- ✓ **INVOICE\_NEW**: an INVOICE just Created;
- ✓ **INVOICE\_CONFIRMED**: an INVOICE with all the necessary data sent to the LEC for approval;
- ✓ **INVOICE\_REFUSED**: an INVOICE CONFIRMED & Refused by LEC;
- ✓ **INVOICE\_APPROVED**: an INVOICE CONFIRMED & APPROVED by LEC sent to FINANCE;
- ✓ **INVOICE\_PAID**: an INVOICE APPROVED & declared PAID by FINANCE.

# Section B: INVOICE Creation (Carrier)

ORACLE OTM Version 5.5

Welcome SERVPROV.CARRIER\_KN  
Role SERVPROV.RC\_F2

Online Booking/Tendering  
Buy Shipments  
Shipment Stops  
Buy Shipment for Invoice

**OTM Invoice**  
Invoice **1**  
Invoice Armed  
Invoice Used  
Invoice Approved  
Invoice Paid

**OTM Preferences**

**Help**

**Invoice/Bill** Details Status Order Release General Stop Detail

**Invoice/Bill ID**  
[ ] Begins With [v]

**Invoice/Bill Number**  
[ ] Begins With [v]

**Domain Name**  
[ ] Begins With [v]

**Indicator**  
[v]

**Reference Number Qualifier**  
GE\_CONFIRMATION  
GLOG

**Invoice Reference Number Value**  
[ ] Begins With [v]

**Invoice/Bill Date**  
[ ] Same As [v]

**Date Received**  
[ ]

**Issue Date**  
[ ]

**Shipment ID**  
[ ] Begins With [v]

Search **New** 2 Sort Order Lists Actions Export Saved Query: [v]

To create a NEW INVOICE the Carrier will have to enter data in the following screen.

# Section B: INVOICE Creation (Carrier)

Carrier Identification Code.

1 of 1 **New** **Finished**

Header | Involved Parties | Remarks

Invoice ID

\* Carrier Invoice Number  
1234

\* Service Provider ID  
KN

\* Amount Due  
1000 EUR

Fixed Cost

\* Invoice Date  
09-Jun-2009

\* Date Received  
09-Jun-2009

Due Date  
19-Jun-2009

Start Date

End Date

Exchange Rate Date

Exchange Rate ID

Charges

Base Charge

Letter Of Credit

VAT

VAT Analysis

VAT Code ID

VAT Basis Amount

Refuse Invoice Reason

\* Request for Invoice Number  
RFI-123

3: It can be the Carrier's Invoice #.

4: Carrier Identification Code.

5: Total amount of the Buy shipments. Before to enter it, flag Fixed Cost.

6: Insert the Date in which the invoice has been issued and the Date in which the invoice has been inserted in OTM.

7: Insert the RFI number present in the report.

8: Enter the date in which the invoice payment is requested.

9: Not mandatory Data.

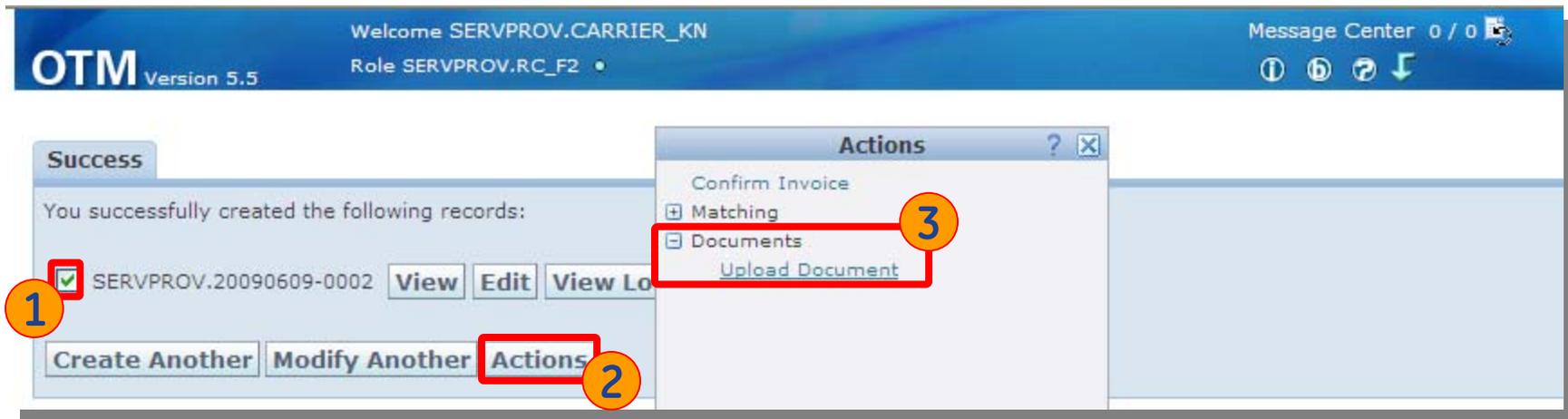
**Note**

The INVOICE created will be in status = "INVOICE\_NEW".



# Section B: INVOICE Creation (Carrier)

The Carrier has to upload the Invoice document using the ACTIONS Menu:



This document should be provided by the Carrier and has to match with the data entered before, if not the Ex.Center won't approve this INVOICE.

The presence of the document will be checked during the confirmation phase and, if no document is found, the confirmation action is stopped.

# Section B: INVOICE Creation (Carrier)

The screenshot illustrates the 'Upload Document' process in the OTM system. It shows three overlapping windows:

- OTM Upload Document (Top):** The 'Document File' field is empty, and the 'Sfoglia...' button is highlighted with a red box and the number 4.
- OTM Upload Document (Middle):** The 'Document File' field contains the file path 'C:\Documents and Settings\Cianoal\Desktop\SDV-INVOICE-XYZ0001-RFI2.xls', and the 'Upload' button is highlighted with a red box and the number 5.
- Choose file (Bottom):** A file explorer window showing the file 'SDV-INVOICE-XYZ0001-RFI2.xls' selected on the Desktop.
- OTM Spreadsheet (Bottom):** An Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J
1	Request For Invoice	RFI-2	Currency:	EUR	Plant:	GBR01				
2	Buy Shipment:	OGVG.0110254	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Project:	309	Amount:	600 GE C
3	Buy Shipment:	OGVG.0110268	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Project:	691	Amount:	1875 GE C
4	Buy Shipment:	SERVPROV.0100018	Buy Shipment Type:	SECONDARY CHARGE	Original Buy Shipment:	OGVG.011	Project:	691	Amount:	3844,5 GE C
5										
6										6319,5
7										
8										
9										
10										
11										
12										
13										
14										

# Section B: INVOICE Creation (Carrier)

In order to verify / view / delete uploaded documents, right click → DOCUMENTS (SMARTLINKS menu):

The screenshot displays the OTM Version 5.5 interface. At the top, a blue header bar contains the text "Welcome SERVPROV.CARRIER\_SDV" and "Role SERVPROV.RC\_F2". Below the header, a navigation bar includes buttons for "New", "View", "Edit", "Delete", and "Actions". The main content area shows a table of invoices with columns for "ID", "Invoice/Bill ID", "Indicator", and "Invoice/Bill". Two rows are visible: one with ID "SERVPROV.20090401-0001" and another with ID "SERVPROV.20090402-0002". The second row is selected, and a context menu titled "Smart Links ?" is open over it. The menu items are "Edit", "Export", "View", and "Documents", with "Documents" highlighted by a red rectangular box. Below "Documents" is the option "View Matched Shipment".

ID	Invoice/Bill ID	Indicator	Invoice/Bill
<input type="checkbox"/> SERVPROV.20090401-0001	20090401-0001	<input type="radio"/>	TEST
<input checked="" type="checkbox"/> SERVPROV.20090402-0002	20090402-0002	<input type="radio"/>	XYZ0002

Thanks to this command a new screen with different functions will be provided for the document management.

# Section B: INVOICE Creation (Carrier)

The main actions are the ones indicated in the following screen, the other functions are not fundamental for document management, so please use them only if necessary .

The screenshot displays the OTM (Oil & Gas Transport Management) system interface. At the top, a blue header bar contains the OTM logo and version (5.5), a welcome message for 'SERVPROV.CARRIER\_SDV' with role 'SERVPROV.RC\_F2', and a message center indicator. Below the header, a navigation bar shows 'Documents' and 'Total Found: 1'. A toolbar includes buttons for 'New', 'View', 'Edit', 'Delete', and 'Actions'. The 'Delete' and 'Actions' buttons are highlighted with red dashed boxes. A red arrow points from the 'Actions' button to a context menu. The context menu lists various actions: 'Copy Document', 'Generate Document', 'Letter of Transmittal', 'Preview Document', 'Refresh Document', 'Reprint Document', 'Send Document', 'Upload Content', 'Utilities', 'Verify Content Safety', and 'View Content'. The 'View Content' option is also highlighted with a red dashed box. In the background, a table lists document details, including 'ID', 'Document ID', and 'Owner ID'. A 'Smart Links' menu is also visible, listing 'Edit', 'Export', 'View', 'Contained Documents', 'Full Audit', and 'View Content'.

# Section B: INVOICE Creation (Carrier)

The last action the Carrier should perform is to match the INVOICE with one or more Buy Shipments related to that INVOICE.

This function will link all the Buy Shipments to the current INVOICE through the RFI number.

The screenshot shows the OTM Version 5.5 interface. At the top, the header displays 'Welcome SERVPROV.CARRIER\_KN' and 'Role SERVPROV.RC\_F2'. A 'Message Center 0 / 0' indicator is also present. Below the header, a 'Success' message box states: 'You successfully created the following records:'. A table lists a record with ID 'SERVPROV.20090609-0002' and a checked checkbox. Below the table are buttons for 'View', 'Edit', and 'View Log'. At the bottom of the table area are buttons for 'Create Another', 'Modify Another', and 'Actions'. The 'Actions' button is highlighted with a red box and a circled '2'. An 'Actions' dropdown menu is open, showing options: 'Confirm Invoice', 'Matching' (highlighted with a red box and a circled '3'), 'AutoMatch Invoices', 'Find Valid Matches', 'Unmatch Invoice', and 'Documents'. A 'Documents' section is also visible below the menu.

The screenshot shows the OTM interface with a blue header. Below the header, a message box displays 'Process MATCH\_AUTO\_GE initiated' with a 'Close Window' button. Below this, an 'Information' message box with a dashed red border contains the text 'Action successfully submitted.' and a 'View Log' button.

**Note**  
Check the matched Buy Shipments, because the system doesn't show any error message.

# Section B: INVOICE Creation (Carrier)

“Find Valid Matches” can be used before matching the invoice with the Buy Shipments in order to check if the valid Buy Shipments the user is matching are correct.

**OTM** Version 5.5 Role SERVPROV.RC\_F2

**Success**  
You successfully modified the following records:  
 SERVPROV.20090609-0003 **View** **Edit** **View Lo**  
**Create Another** **Modify Another** **Actions**

**Actions**  
Confirm Invoice  
 Matching  
AutoMatch Invoices  
**Find Valid Matches**  
Unmatch Invoice  
 Documents

**OTM**

Valid Matches

Matched Shipments

Shipment ID	Total Actual Cost	Total Weighted Cost	Start Time	End Time
<input type="radio"/> 0110016	1,200.00 EUR	1,000.00 EUR	12-Feb-2009 16:26 CET	18-Feb-2009 16:27 GMT
<input type="radio"/> 0110062	1,633.00 EUR	1,633.00 EUR	24-Mar-2009 11:27 GMT	24-Mar-2009 11:28 Africa/Luanda
<input type="radio"/> 0110252	950.00 EUR	500.00 EUR	18-Mar-2009 12:12 MST	25-Mar-2009 12:12 GMT
<input type="radio"/> 0110405	606.25 EUR	999,999.99 EUR	24-Apr-2009 11:18 Africa/Lagos	29-Apr-2009 11:20 CET
<input type="radio"/> 0100015	100.00 EUR	100.00 EUR	29-Jan-2009 09:20 CET	30-Jan-2009 09:30 CET

Potential Matched Shipments

Shipment ID	Total Actual Cost	Total Weighted Cost	Start Time	End Time
<input type="radio"/> 0110016	1,200.00 EUR	1,000.00 EUR	12-Feb-2009 16:26 CET	18-Feb-2009 16:27 GMT
<input type="radio"/> 0110062	1,633.00 EUR	1,633.00 EUR	24-Mar-2009 11:27 GMT	24-Mar-2009 11:28 Africa/Luanda
<input type="radio"/> 0110252	950.00 EUR	500.00 EUR	18-Mar-2009 12:12 MST	25-Mar-2009 12:12 GMT
<input type="radio"/> 0110405	606.25 EUR	999,999.99 EUR	24-Apr-2009 11:18 Africa/Lagos	29-Apr-2009 11:20 CET
<input type="radio"/> 0100015	100.00 EUR	100.00 EUR	29-Jan-2009 09:20 CET	30-Jan-2009 09:30 CET

**Add Note**  
Note  
  
**Ok**

**GE** imc

In the “Find Valid Matching” screen there are 3 main sections:  
- A summary of the already matched Buy Shipments;  
- The list of POTENTIAL matching Buy Shipments (with GE\_CONFIRMED status);  
- A Note area, in which the Carrier can add some comments.

Effective Cost to be taken into account.

# Section B: INVOICE Creation (Carrier)

The screenshot shows the OTM software interface. At the top, it says "OTM Version 5.5" and "Welcome SERVPROV.CARRIER\_KN". The role is "SERVPROV.RC\_F2". The "Message Center" shows "0 / 0". Below the header, there is a menu bar with "New", "View", "Edit", "Delete", and "Actions" (highlighted with a red box and a circled "2"). To the right of the menu bar is a "Replace Current Window" dropdown. Below the menu bar, it says "Invoice Total Found: 3". There are "Pages 1 | Selected Page: 1 Total: 1" and a printer icon. A table lists invoices with columns "ID", "Invoice/Bill Number", and "Invoice/Bill Date". The first row is "SERVPROV.20090406-0001" with "TEST" and "06-Apr-2009". The second row is "SERVPROV.20090609-0002" with "1234" and "09-Jun-2009". The third row is "SERVPROV.20090610-0001" with "12345" and "10-Jun-2009". A circled "1" is next to the third row. An "Actions" menu is open over the third row, showing options: "Confirm Invoice", "Matching" (with a sub-menu), "AutoMatch Invoices", "Find Valid Matches", "Unmatch Invoice" (highlighted with a red box and a circled "3"), and "Documents".

OTM

Get Shipment Note

\* Shipment ID

0110016

Note

Ok

Enter the Number of the Buy Shipment to unmatch, leave the one suggested by the system or click on the "L" to get the list.

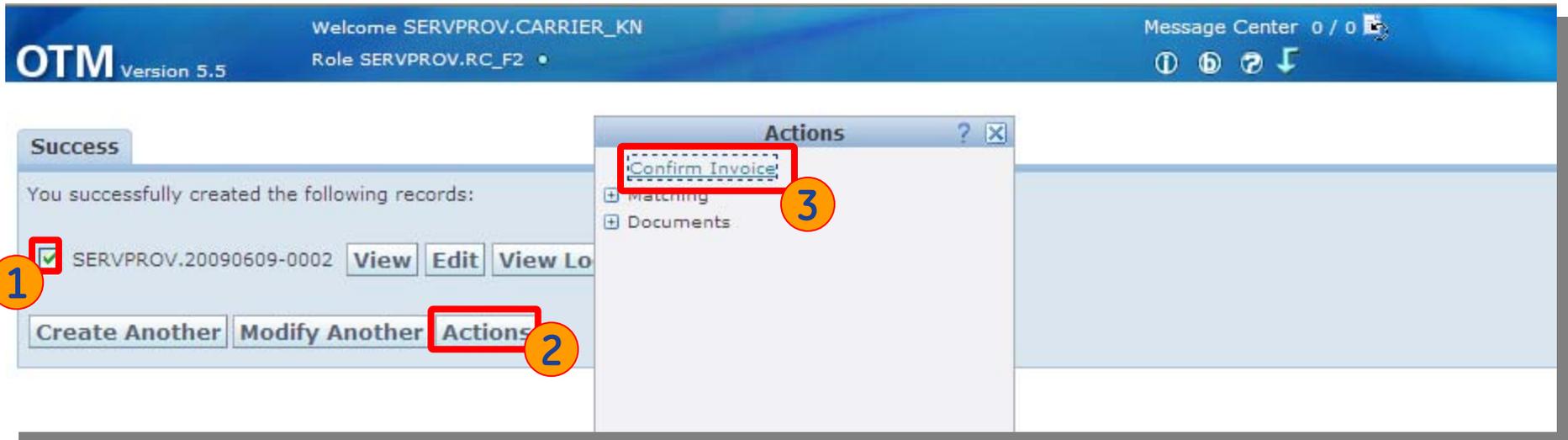
OTM

Confirmation

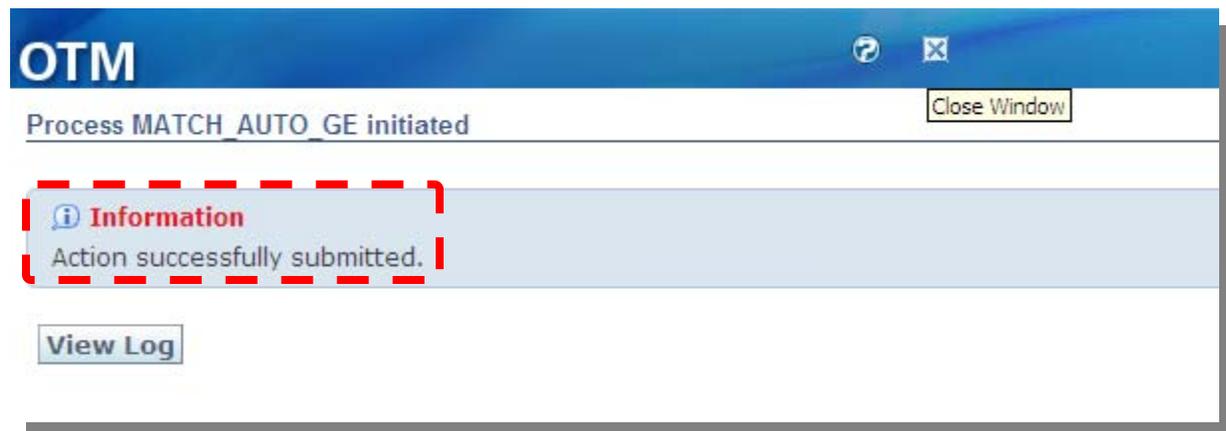
Invoice SERVPROV.20090610-0001 has been successfully unmatched.

# Section B: INVOICE Creation (Carrier)

Once the Carrier has achieved the INVOICE management he/she has to select **ACTIONS** menu → **"Confirm Invoice"**



After having confirmed, the Carrier won't be able to change the INVOICE anymore; the status of INVOICE will be changed into **INVOICE\_CONFIRMED**.



# Section B: INVOICE Creation (Carrier)

Setting INVOICE\_CONFIRMED, the system will perform some checks, such as:

- ✓ check if all the Buy Shipments have correctly been assigned to the INVOICE (see report sent to the Carrier);
- ✓ check if the RFI (Request For Invoice) has been entered and hasn't already been used.

Otherwise an error message will be shown:

*“Invalid action: the invoice cannot be confirmed; please verify that the request for invoice number was not used in another invoice and that the correct buy shipments match the request for invoice number (refer to the GE Confirmation report)”*

In this case the action for INVOICE\_CONFIRMED will not be executed at all; errors should be corrected and the action should be performed again.

Once an INVOICE has been Confirmed it will be moved into the menu INVOICE\_CONFIRMED and it will be no more possible for the Carrier to change it.

# Section B: INVOICE Approval (LEC)

The Execution Center receives a mail to inform him/her that an Invoice has been confirmed by a carrier, so he/she has to check and approve / refuse it.

**Sent:** martedì 9 giugno 2009 15.37  
**To:** Ciano, Alberto (GE Infra, Oil & Gas)  
**Subject:** Invoice 20090609-0003 - Confirmed by Carrier.

Instruction                    **You are registered to receive notifications regarding invoice status information. This message contains invoice information and the current status update.**

Event                         **Invoice 20090609-0003 - Confirmed by Carrier.**

Message Severity            **Informational**

Invoice Information

ID                             **SERVPROV.20090609-0003**

Reference Number Qualifier	Reference Number Value
<b>GLOG</b>	<b>SERVPROV.20090609-0003</b>
<b>OGVG.REQUEST FOR INVOICE NUMBER</b>	<b>RFI-163</b>
<b>OGVG.GE_CONFIRMATION</b>	<b>YES</b>

URL  
[OTM Payment Manager](#)

# Section B: INVOICE Approval (LEC)

Using the command INVOICE of his menu, the LEC will be able to see all the INVOICES that have one of the following status:

- ✓ GE\_INVOICE\_CONFIRMED
- ✓ GE\_INVOICE\_APPROVED
- ✓ GE\_INVOICE\_REFUSED
- ✓ GE\_INVOICE\_PAID

The screenshot displays the Oracle OTM Version 5.5 interface. The top navigation bar includes the Oracle logo, the text 'OTM Version 5.5', and a user welcome message: 'Welcome OGVG.OTCENASKOVA Role OGVG.GE\_EXECUTION'. The main menu on the left lists various functional areas: Order Management, GE Jobs, Transportation Planning and Execution, Planning Results, Sell Shipment Management, Buy Shipment Management, Invoice (highlighted with a red box and a '1' in a yellow circle), Invoice Confirmed (highlighted with a red box), Invoice Refused, Invoice Approved, Invoice Paid, Execution, Visibility, Schedule Management, Location Management, Itinerary Management, Reports, Contacts, and Help. The main content area shows a search form for 'Invoice/Bill' with tabs for 'Details', 'Status', 'Order Release', and 'General'. The form includes fields for 'Invoice/Bill ID', 'Invoice/Bill Number', 'Domain Name', 'Indicator', 'Reference Number Qualifier' (with a dropdown menu showing 'GE\_CONFIRMATION' and 'GLOG'), 'Invoice Reference Number Value', 'Invoice/Bill Date', 'Date Received', 'Issue Date', and 'Shipment ID'. At the bottom of the form, there is a 'Search' button (highlighted with a red box and a '2' in a yellow circle), 'Print Order', 'Lists', 'Actions', 'Export', and 'Saved Query:' buttons.

# Section B: INVOICE Approval (LEC)

The screenshot shows the OTM Version 5.5 interface. At the top, it displays 'Welcome OGVG.OTCENASKOVA' and 'Role OGVG.GE\_EXECUTION'. The main area shows a table of invoices. The first row is selected and highlighted. The ID 'SERVPROV.20090609-0003' is highlighted with a red box and a yellow circle containing the number 3. The table columns are: ID, Invoice/Bill ID, Indicator, Invoice/Bill Number, and Invoice/Bill Date.

ID	Invoice/Bill ID	Indicator	Invoice/Bill Number	Invoice/Bill Date
<input checked="" type="checkbox"/> SERVPROV.20090609-0003	20090609-0003	<input type="radio"/>	LORE123	09-Jun-2009

Before to be approved, the invoice has to be controlled. In order to do that, it is necessary to enter in the invoice to view all the data and to check the attached documents.

# Section B: INVOICE Approval (LEC)

In this page it is possible to view all the information about the invoice.

OTM Version 5.5      Welcome OGVG.OTCENASKOVA      Role OGVG.GE\_EXECUTION      Message Center 0 / 0

Invoice Manager      1 of 1      Finished      Actions

**Header**

<b>Invoice ID</b> 20090609-0003	<b>Invoice Number</b> LORE123	<b>* Financial Consolidation Type</b> STANDARD	<b>Original Invoice ID</b>	
<b>Service Provider ID</b> <a href="#">KN</a>	<b>Status</b>			
<b>Amount Due</b> 1000.00 EUR	<b>Fixed Cost</b> ⚡			
<b>Invoice Date</b> 09-Jun-2009	<b>Date Received</b> 09-Jun-2009	<b>Due Date</b>	<b>Start Date</b>	<b>End Date</b>
<b>Exchange Rate Date</b>	<b>Exchange Rate ID</b>			

**Charges**

Base Charge

**Letter Of Credit**

**VAT**

**VAT Analysis**

VAT Code ID	VAT Basis Amount	VAT Rate	Amount

**Refuse Invoice Reason**

**Request for Invoice Number**  
RFI-163

**Matched Shipments**

Shipment
0110463

**Equipment**

Equipment Prefix	Equipment Number	ISO Type	Description Code	Ownership Code

**Line Items**

Line Item Sequence	Description	Unit Count	Transport Handling Unit	Freight Charge	Accessorial Code

# Section B: INVOICE Approval (LEC)

OTM Version 5.5  
Welcome OGVG.OTCENASKOVA  
Role OGVG.GE\_EXEC\_ADMIN  
Message Center 0 / 0

Invoice Total Found: 1 [View] [Edit] [Actions] [Replace Current Window]

Pages 1 | Selected Page: 0 Total: 0

ID	Invoice/Bill ID	Indicator	Invoice/Bill Number	Invoice/Bill Date
<input checked="" type="checkbox"/>	SERVPROV.20090609-0004		TEST	09-Jun-2009

Smart Links ?  
SERVPROV.20090609-0004  
Edit  
Export  
View  
**Documents**  
View Matched Shipment

To view the attached documents, right-click on the line, then choose Documents. A new page will appear with the list of documents.

OTM Version 5.5  
Welcome OGVG.OTCENASKOVA  
Role OGVG.GE\_EXEC\_ADMIN  
Message Center 0 / 0

Documents Total Found: 1 [New] [View] [Edit] [Delete] [Actions] [Replace Current Window]

Pages 1 | Selected Page: 0 Total: 0

ID	Document ID	Indicator	Owner Type	Owner ID	Document Type
<input checked="" type="checkbox"/>	SERVPROV.POD-SP00003		INVOICE	SERVPROV.20090609-...	

# Section B: INVOICE Approval (LEC)

The screenshot displays the OTM Version 5.5 user interface. At the top, the header includes the user name 'OGVG.OTCENASKOVA', role 'OGVG.GE\_EXEC\_ADMIN', and a 'Message Center' notification. Below the header, a 'Document' section shows '1 of 1' documents with buttons for 'New', 'Finished', and 'Actions'. The main area contains document metadata: ID 'POD-SP00003', Document Type (dropdown), Owner Type 'INVOICE', Storage 'Binary', and Mime Type 'application/vnd.ms-excel'. A 'View' button is highlighted with a red box and a yellow circle containing the number '3'. A red arrow points from this button to a text box that reads 'To view or save the document, click on view.' To the right, a 'Download file' dialog box is open, showing file details for '1244620137822.xls' (7,80 KB) from 'tsgod00325.np.ge.com'. The 'Apri' (Open) button is highlighted with a red box and a yellow circle containing the number '4'. A warning message at the bottom of the dialog states: 'I file scaricati da Internet possono essere utili, ma alcuni file possono danneggiare il computer. Se l'origine non è considerata attendibile, non aprire o salvare il file. Quali rischi si corrono'.

# Section B: INVOICE Approval (LEC)

The LEC can select the INVOICES to be processed and APPROVE or REFUSE Invoice for CARRIER.

To approve:

The screenshot shows the OTM Version 5.5 interface. At the top, it displays 'Welcome OGVG.OTCENASKOVA' and 'Role OGVG.GE\_EXECUTION'. A 'Message Center' shows '0 / 0'. Below the header, a 'Success' message states 'You successfully modified the following records:'. A table lists a record with ID 'SERVPROV.20090609-0003' and buttons for 'View', 'Edit', and 'View Log'. A red box highlights the 'SERVPROV.20090609-0003' text, with a '1' in a yellow circle next to it. Below the table, a 'Modify Another' button and an 'Actions' button are visible. The 'Actions' button is highlighted with a red box, with a '2' in a yellow circle next to it. A context menu is open over the 'Actions' button, showing options: 'Approve Invoice by Carrier' (highlighted with a red box and a '3' in a yellow circle), 'Refuse Invoice by Carrier', and 'Documents'.

The screenshot shows a window titled 'OTM' with a 'Close Window' button. The main content area displays 'Process MATCH\_AUTO\_GE initiated'. Below this, a message box with a red dashed border contains an information icon, the text 'Information', and 'Action successfully submitted.'. A 'View Log' button is located below the message box.

# Section B: INVOICE Approval (LEC)

To refuse an invoice:

The screenshot shows the OTM system interface. At the top, the user is logged in as OGVG.OTCENASKOVA with the role OGVG.GE\_EXEC\_ADMIN. The system version is 5.5. The main area displays a table of invoices with the following data:

ID	Invoice/Bill ID	Indicator	Invoice/Bill Number	Invoice/Bill Date
SERVPROV.20090609-0004	20090609-0004		TEST	09-Jun-2009

The 'Refuse Invoice Reason' field is highlighted with a red box and contains the text 'wrong price'. A callout box with a blue background and black border contains the text: 'To refuse it is necessary to add a reason for refusal in the dedicated field.' The 'Finished' button is also highlighted with a red box.

**OTM** Version 5.5  
Welcome OGVG.OTCENASKOVA  
Role OGVG.GE\_EXEC\_ADMIN  
Message Center 0 / 0

Invoice Total Found: 1  
View Edit Actions  
Replace Current Window

Pages 1 | Selected Page: -1 Total: -1

Invoice Manager 1 of 1 Finished Actions

**Header**

Invoice ID	Invoice Number	* Financial Consolidation Type	Original Invoice ID
20090609-0004	TEST	STANDARD	
Service Provider ID	Status		
KN			
Amount Due	Fixed Cost		
3489.25 EUR	⚠		
Invoice Date	Date Received	Due Date	Start Date End Date
09-Jun-2009	09-Jun-2009	19-Jun-2009	
Exchange Rate Date	Exchange Rate ID		

Charges

Base Charge

Letter Of Credit

VAT

VAT Analysis

VAT Code ID	VAT Basis Amount	VAT Rate	Amount

**Refuse Invoice Reason** wrong price  
Request for Invoice Number RFI-164

Top Involved Parties

# Section B: INVOICE Approval (LEC)

The screenshot shows the OTM Version 5.5 interface. At the top, it says "Welcome OGVG.OTCENASKOVA" and "Role OGVG.GE\_EXECUTION". On the right, there is a "Message Center 0 / 0" and some navigation icons. Below the header, there is a "Success" message box that says "You successfully modified the following records:" followed by a table with one row containing a checked checkbox, the ID "SERVPROV.20090609-0003", and buttons for "View", "Edit", and "View Lo". Below the table are buttons for "Modify Another" and "Actions". A red box highlights the "Actions" button, with a circled number 5 next to it. An "Actions" dialog box is open, showing options: "Approve Invoice by Carrier", "Refuse Invoice by Carrier", and "Documents". A red box highlights the "Refuse Invoice by Carrier" option, with a circled number 6 next to it. A circled number 4 is next to the checkbox in the table.

**Note**

OTM will check if the REFUSE\_REASON is present or not and it will not accept the action if this field is not filled in. The refused invoices can be controlled in the appropriate menu in a read-only-mode.

The screenshot shows the OTM interface with a blue header. Below the header, it says "Process MATCH\_AUTO\_GE initiated" with a "Close Window" button to the right. Below that is a message box with an information icon and the text "Information Action successfully submitted." Below the message box is a "View Log" button.

# Section B: INVOICE Refused (Carrier)

In case of Invoice refusal, the Carrier will receive a mail to be informed about that. He can at this moment search for the invoice and open it in order to view the reason for refusal (present also in the email).

**Subject:** Invoice 20090609-0004 - Invoice refused

Instruction                    **You are registered to receive notifications regarding invoice status information. This message contains invoice information and the current status update.**

Event                            **Invoice 20090609-0004 - Invoice refused**

Message Severity            **Informational**

Invoice Information

ID                                **SERVPROV.20090609-0004**

Reference Number Qualifier	Reference Number Value
<b>OGVG.GE_CONFIRMATION</b>	<b>YES</b>
<b>OGVG.REFUSE_REASON</b>	<b>WRONG PRICE</b>
<b>OGVG.REQUEST FOR INVOICE NUMBER</b>	<b>CANCELLED-RFI-164</b>
<b>GLOG</b>	<b>SERVPROV.20090609-0004</b>

URL

[OTM Payment Manager](#)

# Section B: INVOICE Refused (Carrier)

ORACLE OTM Version 5.5

Welcome SERVPROV.CARRIER\_KN  
Role SERVPROV.RC\_F2

Online Booking/Tendering  
Buy Shipments  
Shipment Stops  
Buy Shipment for Invoice

**OTM Invoice**  
Invoice  
Invoice Confirmed  
**Invoice Refused**  
Invoice Approve  
Invoice Paid

OTM Preferences  
Help

Invoice/Bill Details Status Order Release General

Invoice/Bill ID  
Begins With

Invoice/Bill Number  
Begins With

Domain Name  
Begins With

Indicator

Reference Number  
GE\_CONFIRMATION  
GLOG

Invoice Total Found: 1 View

Pages 1 | Selected Page: 0 Total: 0

ID	Invoice/Bill ID	Indicator
SERVPROV.20090609-0004	20090609-0004	○

Invoice/Bill Date  
Date Received  
Issue Date  
Shipment ID

Search Start Order Lists Export Saved Query:

# Section B: INVOICE Refused (Carrier)

OTM Version 5.5      Welcome SERVPROV.CARRIER\_KN      Message Center 0 / 0  
 Role SERVPROV.RC\_F2

Invoice Manager 1 of 1

[-] Header				
<b>Invoice ID</b> 20090609-0004	<b>Invoice Number</b> TEST	<b>Financial Consolidation Type</b> STANDARD	<b>Parent Invoice ID</b>	<b>Original Invoice ID</b>
<b>Service Provider Alias Qualifier</b> <a href="#">GLOG</a>	<b>Service Provider Alias</b> OGVG.KN	<b>Service Provider ID</b> <a href="#">KN</a>	<b>Payment Method</b>	<b>INCO Term</b>
<b>Amount Due</b> 3,489.25 EUR	<b>Amount Due with VAT</b> 3,489.25 EUR	<b>Base Charge</b>	<b>Other Charge</b>	<b>Status</b>
<b>Invoice Date</b> 09-Jun-2009	<b>Date Received</b> 09-Jun-2009	<b>Due Date</b> 19-Jun-2009	<b>Start Date</b>	<b>End Date</b>
<b>Invoice Source</b> Manual	<b>Fixed Cost</b> 	<b>Credit Note</b> 	<b>Pass Through</b> 	<b>Vessel ID</b>
<b>Currency</b>	<b>Exchange Rate Date</b>	<b>Exchange Rate ID</b>		
<b>Supply Country Code ID</b>	<b>Servprov VAT Registration ID</b>	<b>Customer VAT Registration ID</b>	<b>VAT Exempt</b> NOT_EXEMPT	<b>VAT Analysis Fixed</b> 

**[+] More**

[-] Reference Numbers		
Reference Number	Reference Number Qualifier	Issue Date
SERVPROV.20090609-0004	<a href="#">GLOG</a>	09-Jun-2009
WRONG PRICE	<a href="#">REFUSE REASON</a>	
YES	<a href="#">GE_CONFIRMATION</a>	
CANCELLED-RFI-164	<a href="#">REQUEST FOR INVOICE NUMBER</a>	

# Section B: INVOICE Approved/Refused

An INVOICE REFUSED will get “INVOICE\_REFUSED” status and the Carrier will see this kind of INVOICES in her/his INVOICE\_REFUSED menu with the possibility to view the REASON FOR REFUSAL provided by the LEC. Also the LEC will see this INVOICE in the INVOICE\_REFUSED menu.

In case of refusal, the RFI and the related Buy Shipments can be used again because its link with the invoice number is automatically broken.

The INVOICE that has been approved using the function “APPROVE Invoice for CARRIER” will pass to INVOICE\_APPROVED status. That permits to view these INVOICES in the next step of the INVOICE process. The LEC will see this kind of INVOICES in the INVOICE\_APPROVED menu.

# Section B: INVOICE Approved/Refused

In the result of the search of INVOICE\_APPROVED, REFUSED or PAID only the VIEW button appears, it's no more possible to make changes.

The screenshot displays the Oracle OTM Version 5.5 user interface. At the top, the header includes the Oracle logo, the text 'OTM Version 5.5', and user information: 'Welcome OGVG.105702599QA' and 'Role OGVG.GE\_SUPER\_EXEC'. A 'Message Center' notification shows '0 / 1'. The main content area is titled 'Invoice Total Found: 1' and features a 'View' button highlighted with a red dashed box. Below this, a table displays search results. The table has columns for 'ID', 'Invoice/Bill ID', 'Indicator', and 'Invoice/Bill Number'. A single row is visible with the following data: ID: SERVPROV.20090402-0002, Invoice/Bill ID: 20090402-0002, Indicator: 0, and Invoice/Bill Number: XYZ0002. The left sidebar contains a navigation menu with categories like 'Order Management', 'GE Jobs', 'Transportation Planning and Execution', 'Planning Results', 'Execution', and 'Reports'.

<input checked="" type="checkbox"/>	ID	Invoice/Bill ID	Indicator	Invoice/Bill Number
<input type="checkbox"/>	SERVPROV.20090402-0002	20090402-0002	0	XYZ0002

# Section B: INVOICE Approved/Refused

The VIEW button will show a screen where all data are visible but cannot be changed.

ORACLE OTM Version 5.5 Welcome SERVPROV.CARRIER\_SDV Role SERVPROV.RC\_F2 Message Center 0 / 0

1 of 1 Documents

Invoice Manager

Header

Invoice ID	Invoice Number	Financial Consolidation Type	Parent Invoice ID	Original Invoice ID
20090402-0002	XYZ0002	STANDARD		
<del>Service Provider Alias Qualifier</del>	<del>Service Provider Alias</del>	<del>Service Provider ID</del>	<del>Payment Method</del>	<del>INCO Term</del>
<a href="#">GLOG</a>	OGVG.KN	<a href="#">SDV</a>		<a href="#">Status</a>
<b>Amount Due</b>	<b>Amount Due with VAT</b>	<b>Base Charge</b>	<b>Other Charge</b>	
250.00 EUR	250.00 EUR			
<b>Invoice Date</b>	<b>Date Received</b>	<b>Due Date</b>	<b>Start Date</b>	<b>End Date</b>
02-Apr-2009	02-Apr-2009			
<b>Invoice Source</b>	<b>Fixed Cost</b>	<b>Credit Note</b>	<b>Pass Through</b>	<b>Vessel ID</b>
Manual	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Currency</b>	<b>Exchange Rate Date</b>	<b>Exchange Rate ID</b>		
<b>Supply Country Code ID</b>	<b>Servprov VAT Registration ID</b>	<b>Customer VAT Registration ID</b>	<b>VAT Exempt</b>	<b>VAT Analysis Fixed</b>
			NOT_EXEMPT	<input type="checkbox"/>

More

Reference Numbers

Reference Number	Reference Number Qualifier	Issue Date
SERVPROV.20090402-0002	<a href="#">GLOG</a>	02-Apr-2009
RFI-1	<a href="#">REQUEST FOR INVOICE NUMBER</a>	
YES	<a href="#">GE_CONFIRMATION</a>	

Involved Parties

Involved Party Contact	Communication Method	Involved Party Qualifier

Involved Parties

Involved Party Location	Communication Method	Involved Party Qualifier
SDV	BY CONTACT	<a href="#">LOGISTICS</a>

Contacts

Contact	Event	Communication Method	Stylesheet Profile	Distribution

Matched Shipments

Shipment
<a href="#">0110031</a>
<a href="#">0110043</a>

Equipment

Equipment Prefix	Equipment Number	ISO Type	Description Code	Ownership Code

Line Items

Line Item Sequence	Description	Unit Count	Transport Handling Unit	Freight Charge	Accessorial Code

Top Refresh

# 4.0 INVOICE Process - Section C: GE VG FINANCE Management – Receive INVOICE



GE imagination at work

# Section C: FINANCE / Receive INVOICE

Once a week OTM will automatically create a report with the list of all the INVOICES having “INVOICE\_Approved” status (and not yet sent to FINANCE). This report will be automatically sent to **GE VG FINANCE Offices by Country / Site (LEGAL Entities)** through an email with the required files for that LEGAL Entity in attachment.

Once GE FINANCE has received the file with the INVOICE Approved information, these information have to be entered inside their Legacy System in order to execute a final match and start the payment procedure for those INVOICES.

# Section C: FINANCE / Receive INVOICE

The file created by OTM and sent to FINANCE contains the following information:

- ✓ Legal Entity (Plant) (NOR01/NOR02/GBR01/GBR02/ etc.)
- ✓ INVOICE\_GID (created by OTM, unique INVOICE IDENTIFIER)
- ✓ INVOICE NUMBER (entered by the Carrier)
- ✓ INVOICE DATE (Invoice date in the format "AAAAMMDD")
- ✓ SERVPROD\_GID (unique CARRIER IDENTIFIER)
- ✓ AMOUNT (Invoice total amount)
- ✓ CURRENCY (EUR / DKK / NOK / GBP...)
- ✓ Project Number / Buy Shipment

and follows the format shown here below:

Service Provider: OGVG.DK-BLUEWATERMARINE	Invoice Number: TEST_INV_1	Invoice Date: 26-mar-09	Request For Invoice Number: RFI-42	Amount: 100	Currency: USD	Plant: DNK0	Invoice Id: SERVPROV.20090326-0005
Project: 456	Buy Shipment: OGVG.0110218	Buy Shipment Type: STANDARD	Original Buy Shipment:	Amount: 50			
Project: 789	Buy Shipment: OGVG.0110218	Buy Shipment Type: STANDARD	Original Buy Shipment:	Amount: 50			
Service Provider: OGVG.DK-BLUEWATERMARINE	Invoice Number: TEST_INV_2	Invoice Date: 26-mar-09	Request For Invoice Number: RFI-43	Amount: 200	Currency: EUR	Plant: DNK01	Invoice Id: SERVPROV.20090326-0006
Project: 456	Buy Shipment: OGVG.0110218	Buy Shipment Type: STANDARD	Original Buy Shipment:	Amount: 100			
Project: 789	Buy Shipment: OGVG.0110218	Buy Shipment Type: STANDARD	Original Buy Shipment:	Amount: 100			

# 5.0 INVOICE Process - Section D: GE VG FINANCE / Invoice Payment date



GE imagination at work

# Section D: FINANCE / INVOICE Payment date

Three functions are available for the Finance:

- ✓ Invoice Approved;
- ✓ View Paid Invoice;
- ✓ Upload file for batch PAID.

**ORACLE** **OTM** Version 5.5  
Welcome OGVG.105702599QA  
Role OGVG.GE\_FINANCE

Invoice/Bill | Details | Status | Order Release | General

Invoice/Bill ID  
[ ] Begins With [v]

Invoice/Bill Number  
[ ] Begins With [v]

Domain Name  
[ ] Begins With [v]

Indicator  
[v]

Reference Number Qualifier  
GE\_CONFIRMATION [v]  
GLOG [v]

Invoice Reference Number Value  
[ ] Begins With [v]

Invoice/Bill Date  
[ ] Same As [v]

Date Received  
[ ] Same As [v]

Issue Date  
[ ] Same As [v]

Shipment ID  
[ ] Begins With [v]

Search | Sort Order | Lists | Export | Saved Query: [ ]

# Section D: FINANCE / INVOICE Payment date

Invoice Total Found: 1 View Edit Replace Current Window

Pages 1 | Selected Page: 0 Total: 0 |  

<input checked="" type="checkbox"/>	ID	Invoice/Bill ID	Indicator	Invoice/Bill Number	Invoice/Bill Date
<input checked="" type="checkbox"/>	SERVPROV.20090609-0003	20090609-0003	<input type="radio"/>	LORE123	09-Jun-2009

3

The basic operations the FINANCE can do is to flag the INVOICE as PAID. To set the PAID status it is necessary to EDIT the required record.

Thanks to the SMARTLINKS menu it is also possible to view the documents attached to the INVOICE.

# Section D: FINANCE / INVOICE Payment date

Invoice Manager 1 of 1 **Finished**

---

**Header** **Invoiced Parties** **Remarks**

**Invo** 4 **\* Carrier Invoice Number**  **Original Invoice ID**

20090609-0003

**\* Service Provider ID**  **Status**

**\* Amount Due**   **Fixed Cost**

**\* Invoice Date**  **\* Date Received**  **Due Date**  **Start Date**  **End Date**

**Exchange Rate Date** **Exchange Rate ID**

**Charges**

Base Charge

**Letter Of Credit**

**VAT**

**VAT Analysis**

VAT Code ID	VAT Basis Amount	VAT Rate	Amount

**Refuse Invoice Reason** **\* Request for Invoice Number**

# Section D: FINANCE / INVOICE Payment date

OTM Version 5.5  
Welcome OGVG.105702599QA  
Role OGVG.GE\_FINANCE  
Message Center 0 / 0

Invoice Manager 1 of 1 **Finished**

Header Involved Parties Remarks

**5**

Reference Number	* Reference Number Qualifier	Issue Date	<b>6</b> Save
PAID	PAYMENT DATE	09-Jun-2009	
ES	GE_CONFIRMATION		
RFI-163	REQUEST FOR INVOICE NUMBER		
SERVPROV.20090609-0003		Jun-2009	

Select the Reference Number Qualifier named "PAYMENT DATE", then populate the REFERENCE NUMBER field with "PAID" and select the date in the ISSUE Date field.

**7**

**6**

Save

Involved Parties

\* Involved Party Contact

Involved Parties

\* Involved Party Location

Communication Method

\* Involved Party Qualifier

Save

KN BY CONTACT LOGISTICS

Conta

\* Conta

Reference Number	* Reference Number Qualifier	Issue Date
YES	GE_CONFIRMATION	
RFI-163	REQUEST FOR INVOICE NUMBER	
SERVPROV.20090609-0003	GLOG	09-Jun-2009
PAID	PAYMENT DATE	09-Jun-2009

Top





# Section D: FINANCE / INVOICE Payment date

The GE Finance can close the payment for one or more INVOICES through a flat file that contains all the **PAYMENT Dates** and that has to be uploaded in OTM.

The file should be compliant to the following schema (any sort of difference from this schema will generate errors and prevent data to be loaded inside OTM).

- ✓ **Row 1, first column:** valid email address of the person responsible for this file → it will be used in case of error to notify not regular upload of this file.
- ✓ **Row 2 (Header):** "INVOICE\_GID"," INVOICE NUMBER"," SERVPROD\_GID"," PAYMENT DATE".
- ✓ **Any Additional Row, each column a value with:**
  - INVOICE\_GID (created by OTM, univoque INVOICE IDENTIFIER);      INVOICE
  - NUMBER (entered by the Carrier);
  - SERVPROD\_GID      (univoque CARRIER IDENTIFIER);
  - PAYMENT DATE      (PAYMENT DATE).

# Section D: FINANCE / INVOICE Payment date

Service Provider	OGVG.DK-BLUEWATERMARINE	Invoice Number:	TEST_INV_1	Invoice Date:	26-mar-09	Request For Invoice Number:	RFI-42	Amount:	100	Currency:	USD	Plant:	DNK01	Invoice Id:	SERVPROV.20090326-0005
Project:	458	Buy Shipment:	OGVG.0110218	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Amount:	50						
Project:	789	Buy Shipment:	OGVG.0110218	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Amount:	50						
Service Provider	OGVG.DK-BLUEWATERMARINE	Invoice Number:	TEST_INV_2	Invoice Date:	26-mar-09	Request For Invoice Number:	RFI-43	Amount:	200	Currency:	EUR	Plant:	DNK01	Invoice Id:	SERVPROV.20090326-0006
Project:	458	Buy Shipment:	OGVG.0110218	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Amount:	100						
Project:	789	Buy Shipment:	OGVG.0110218	Buy Shipment Type:	STANDARD	Original Buy Shipment:		Amount:	100						

	A	B	C	D	E
1	massimiliano.passaglia@ge.com	massimiliano.passaglia@ge.com	massimiliano.passaglia@ge.com	massimiliano.passaglia@ge.com	
2	<b>INVOICE_GID</b>	<b>INVOICE_NUMBER</b>	<b>SERVPROD_GID</b>	<b>PAYMENT_DATE</b>	
3	SERVPROV.20090319-0002	TEST_SEC_CHG	OGVG.DK-BLUEWATERMARINE	20090326	
4	SERVPROV.20090319-0002	TEST_SEC_CHG	OGVG.DK-BLUEWATERMARINE	20090326	
5	SERVPROV.20090319-0002	TEST_SEC_CHG	OGVG.DK-BLUEWATERMARINE	20090326	
6	SERVPROV.20090319-0002	TEST_SEC_CHG	OGVG.DK-BLUEWATERMARINE	20090326	
7	SERVPROV.20090319-0002	TEST_SEC_CHG	OGVG.DK-BLUEWATERMARINE	20090326	
8	SERVPROV.20090319-0002	TEST_SEC_CHG	OGVG.DK-BLUEWATERMARINE	20090326	
9					

# Section D: FINANCE / INVOICE Payment date

Selecting the “Upload Invoice File” button a process will start that enables the GE FINANCE to upload the invoice flat file.

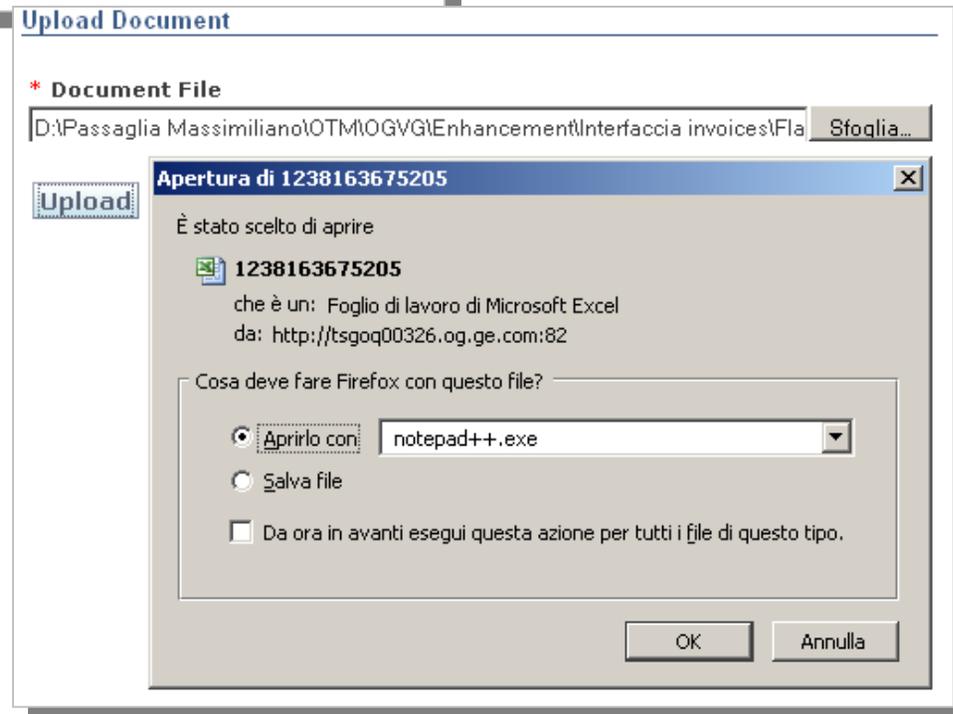
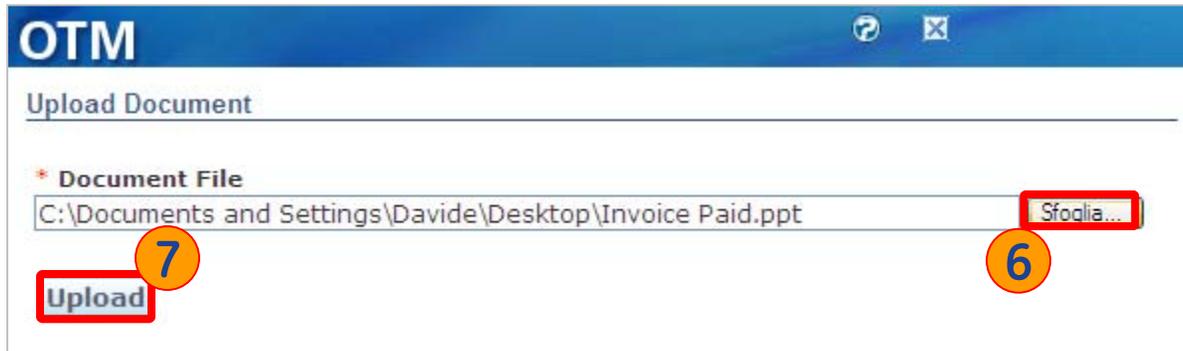
The screenshot shows the Oracle OTM Version 5.5 interface. The user is logged in as OGVG.105702599QA with the role OGVG.GE\_FINANCE. On the left sidebar, the 'Upload Invoice File' button is highlighted with a red box and a circled '1'. In the main 'Document' section, the 'Document ID' field contains 'PAYMENT\_FLAT\_FILE' and is highlighted with a red box and a circled '2'. Below it, the 'Search' button is highlighted with a red box and a circled '3'. A blue callout box with an arrow pointing to the 'Document ID' field contains the text: 'Select PAYMENT\_FLAT\_FILE in the Document ID field, then Search.'

The screenshot shows the OTM interface displaying a list of documents. The 'Upload Content' button is highlighted with a red box and a circled '5'. Below the button is a table with the following data:

	Document ID	Owner Type	Document Type	Update User	Requested Time	Received Time
<input checked="" type="checkbox"/>	PAYMENT_FLAT_FILE	DOCUMENT	FLAT FILE	OGVG.501364373		27-Apr-2009 10:46 CET

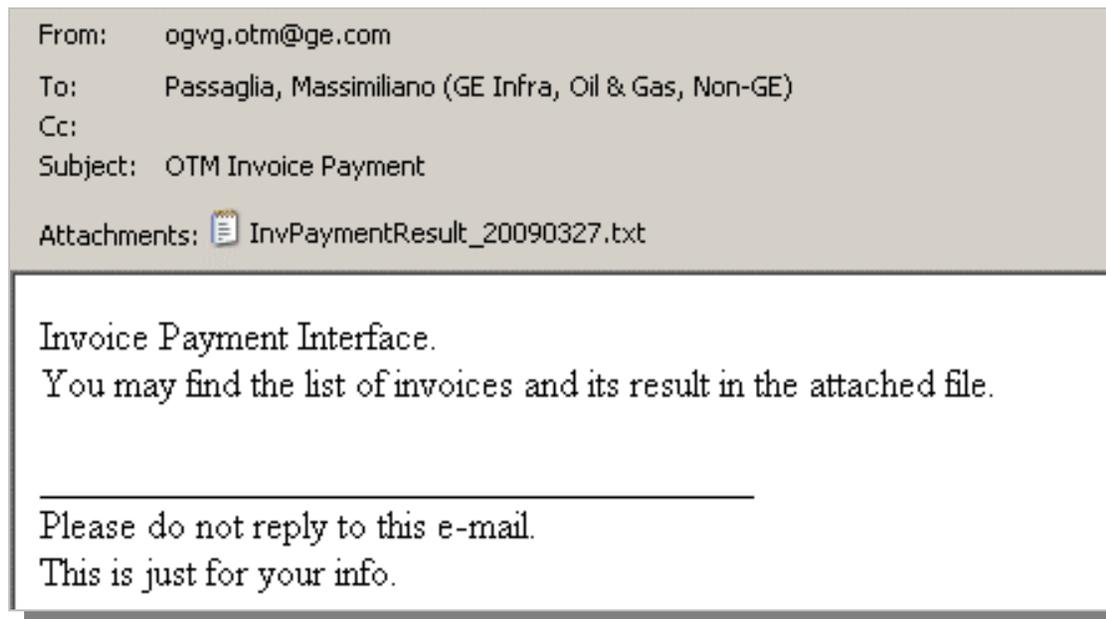
The first row of the table is highlighted with a red box and a circled '4'. The table also includes a 'Pages 1 | Selected Page: 1 Total: 1' indicator and navigation icons.

# Section D: FINANCE / INVOICE Payment date



# Section D: FINANCE / INVOICE Payment date

At the end of the update process the OTM user will receive an email (the email address should be provided in the first line of the file) like the following one:



This email will notify the result of the final upload of the file in OTM; any line in which an error has occurred will be reported in plan text.