

E-INVOICE HOLD QUEUE USER GUIDE

Version 1.0

05/08/2014

Prepared by IT24

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1. Overview

Weatherford E-Invoice is a complete invoice management web-based solution.

E-Invoice streamlines vendor communications and optimizes invoicing processes.

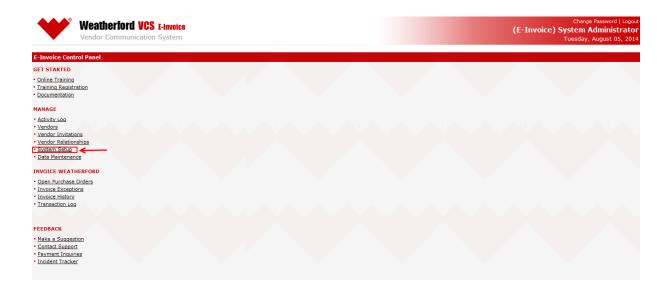
Weatherford E-Invoice is easy-to-use, powerful and provides secure access to suppliers via internet to provide invoices and payment updates via the vendor portal.

E-Invoice was exclusively designed and built for Weatherford by IT24 (<u>http://www.it24.com/</u>).

This user guide provides a visual introduction to WFT E-Invoice's Hold Queue workflow for invoices stuck.

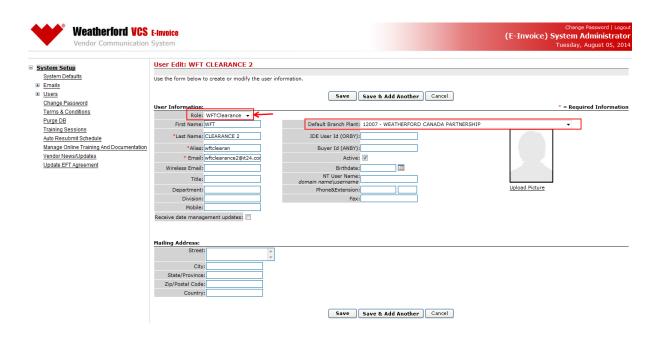
2. Setup New User with Role WFT Clearance

2.1 Admin Login





2.2 Setup WFT Clearance Role User



3. WFT Clearance Role

3.1 WFT Clearance Role login

Weatherford Vendor Commun	
Version 2.1.6 E-Invoice Login for Weatherford User Name: wftclearance2@it24.com Password:	
	WARNING: READ CAREFULLY BEFORE ACCESSING WEATHERFORD E-Invoice. AUTHORIZED ACCESS ONLY!
	Unauthorized attempts to defeat or circumvent Weatherford VCS security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise to interfere with the system or its operation is prohibide. Evidence of such acts will be disclosed to local, state, federal and international law enforcement subtorities and will result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 104-294), (18 U.S.C. 1030), or other applicable criminal law.
	System Requirements: Internet Explorer 6.0 or above Screen resolution: 1024x768 or above

3.2 WFT Clearance Role Home Page

Weatherford VCS E-Invoice Vendor Communication System	Change Password Logout WFT CLEARANCE 2 Tuesday, August 05, 2014
E-Invoice Control Panel	
GET STARTED • Online Training Training Resistration • Occumentation	
MANAGE Hold Queue NVOICE WEATHERFORD	
Open Purchase Orders Invoice Exceptions Invoice History Transaction Log	
FEEDBACK • Make a Suggestion • Contact Support • Incident Tracker	



3.3 Hold Queue

	atherford VCS E-Invoice dor Communication System					WFT CLEARAN Tuesday, August 05,
voices On Hold	I					
e: Add multiple Inv	voice #/ PO # with "," seperation.					
Branch Plan Invoice # PO #		IRSHIP	w.	Load: It shall load all inv Submit: Select invoices		
ad Submit	Cancel					
Vendor JDE		Invoice Line No	Status	PO #	PO Line No	Branch Plant
1001626	1111111	1	Open	12345678	2	12007
1001626	12	1	Rejected - Not Recieved	12345678	3	12007
1001626	123123123	1	Rejected - Not Recieved	12345678	4	12007
1000883	8128	1	Rejected - Not Recieved	12345679	3	12007
1001626	INV-PK-22-APR-1	1	Rejected - Not Recieved	12345680	11	12007
1001626	PK-1	1	Rejected - Not Recieved	12345679	3	12007
1001626	PK-2	1	Rejected - Not Recieved	12345680	5	12007
1001626	PK-3	1	Rejected - Not Recieved	12345681	2	12007
1001626	РК-4	1	Rejected - Not Recieved	12345681	3	12007
1001626	PK-5	1	Rejected - Not Recieved	12345681	4	12007
1001626	PK-INV-21-AP-1	1	Rejected - Not Recieved	12345680	10	12007
1001626	PK1	1	Rejected - Not Recieved	12345681	5	12007
1001626	PKINV11	1	Rejected - Not Recieved	12345680	6	12007
1001626	PKINV12	1	Rejected - Not Recieved	12345680	7	12007
1001626	PKINV2	1	Rejected - Not Recieved	12345679	4	12007
1001626	PKINV3	1	Rejected - Not Recieved	12345679	5	12007
1001626	PKINV6	1	Rejected - Not Recieved	12345680	2	12007
1001626	PKINV8	1	Rejected - Not Recieved	12345680	3	12007
1001626	PKINV9	1	Rejected - Not Recieved	12345680	4	12007
1001626	TEST2342	1	Rejected - Not Recieved	12345678	5	12007
1001626	TESTGG12	1	Rejected - Not Recieved	12345680	9	12007
1001626	TESTING1123	1	Rejected - Not Recieved	12345680	8	12007
		1	Rejected - Not Recieved	12345679	2	12007

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4. Contact Support

4.1 Ask a Question

If you have any questions regarding E-Invoice, please fill out an incident so that we can properly queue your request and ensure that the whole team is aware of your needs/feedback.

The E-Invoice support team will respond promptly and will contact you as required.

4.2 Help & Contact Info

For outstanding support,

please contact:

Ms. Sandra Huntley

Sandra.huntley@weatherford.com

Thank you for using E-Invoice!

E-Invoice Team