



# **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 (<http://www.it24.com/>).


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



**Weatherford VCS E-Invoice**  
 Vendor Communication System

[Change Password](#) | [Logout](#)  
**(E-Invoice) System Administrator**  
 Tuesday, August 05, 2014

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**System Setup**


- System Defaults
- Emails
- Users**
  - Change Password
  - Terms & Conditions
  - Purge DB
  - Training Sessions
  - Auto Resubmit Schedule
  - Manage Online Training And Documentation
  - Vendor News/Updates
  - Update EFT Agreement

#### User Edit: WFT CLEARANCE 2

Use the form below to create or modify the user information.

**User Information:** \* = Required Information

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Role: WFTClearance</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">First Name: WFT</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">*Last Name: CLEARANCE 2</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">*Alias: wftclearan</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">*Email: wftclearance2@it24.co</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Wireless Email:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Title:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Department:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Division:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Mobile:</div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Default Branch Plant: 12007 - WEATHERFORD CANADA PARTNERSHIP</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">JDE User Id (ORBY):</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Buyer Id (ANBY):</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Active: <input checked="" type="checkbox"/></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Birthdate: <input type="text"/></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">NT User Name: <input type="text"/></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">domain name\username:</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Phone&amp;Extension: <input type="text"/></div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Fax: <input type="text"/></div>
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[Upload Picture](#)

Receive date management updates: ☐

**Mailing Address:**

Street:

City:

State/Province:

Zip/Postal Code:

Country:

## 3. WFT Clearance Role

### 3.1 WFT Clearance Role login



Version 2.1.1.6

**E-Invoice Login for Weatherford**

User Name:

Password:

☐ Remember User Name

#### Quick Help

- [Forgot your 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 prohibited. Evidence of such acts will be disclosed to local, state, federal and international law enforcement authorities 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 laws.

**System Requirements:** Internet Explorer 6.0 or above | Screen resolution: 1024x768 or above

### 3.2 WFT Clearance Role Home Page



[Change Password](#) | [Logout](#)  
**WFT CLEARANCE 2**  
Tuesday, August 05, 2014

#### E-Invoice Control Panel

##### GET STARTED

- [Online Training](#)
- [Training Registration](#)
- [Documentation](#)

##### MANAGE

- [Hold Queue](#)


##### INVOICE WEATHERFORD

- [Open Purchase Orders](#)
- [Invoice Exceptions](#)
- [Invoice History](#)
- [Transaction Log](#)

##### FEEDBACK

- [Make a Suggestion](#)
- [Contact Support](#)
- [Incident Tracker](#)

### 3.3 Hold Queue



**Weatherford VCS E-Invoice**  
 Vendor Communication System

[Change Password](#) | [Logout](#)  
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**Invoices On Hold**

**Note:** Add multiple Invoice #/ PO # with "," separation.

Branch Plant:

Invoice #:

PO #:

**Load:** It shall load all invoices on hold for the branch plant

**Submit:** Select invoices shall be resubmitted to system for process.

<input type="checkbox"/>	Vendor JDE#	Invoice Number	Invoice Line No	Status	PO #	PO Line No	Branch Plant
<input type="checkbox"/>	1001626	1111111	1	Open	12345678	2	12007
<input type="checkbox"/>	1001626	12	1	Rejected - Not Recieved	12345678	3	12007
<input type="checkbox"/>	1001626	123123123	1	Rejected - Not Recieved	12345678	4	12007
<input type="checkbox"/>	1000883	8128	1	Rejected - Not Recieved	12345679	3	12007
<input type="checkbox"/>	1001626	INV-PK-22-APR-1	1	Rejected - Not Recieved	12345680	11	12007
<input type="checkbox"/>	1001626	PK-1	1	Rejected - Not Recieved	12345679	3	12007
<input type="checkbox"/>	1001626	PK-2	1	Rejected - Not Recieved	12345680	5	12007
<input type="checkbox"/>	1001626	PK-3	1	Rejected - Not Recieved	12345681	2	12007
<input type="checkbox"/>	1001626	PK-4	1	Rejected - Not Recieved	12345681	3	12007
<input type="checkbox"/>	1001626	PK-5	1	Rejected - Not Recieved	12345681	4	12007
<input type="checkbox"/>	1001626	PK-INV-21-AP-1	1	Rejected - Not Recieved	12345680	10	12007
<input type="checkbox"/>	1001626	PK1	1	Rejected - Not Recieved	12345681	5	12007
<input type="checkbox"/>	1001626	PKINV11	1	Rejected - Not Recieved	12345680	6	12007
<input type="checkbox"/>	1001626	PKINV12	1	Rejected - Not Recieved	12345680	7	12007
<input type="checkbox"/>	1001626	PKINV2	1	Rejected - Not Recieved	12345679	4	12007
<input type="checkbox"/>	1001626	PKINV3	1	Rejected - Not Recieved	12345679	5	12007
<input type="checkbox"/>	1001626	PKINV6	1	Rejected - Not Recieved	12345680	2	12007
<input type="checkbox"/>	1001626	PKINV8	1	Rejected - Not Recieved	12345680	3	12007
<input type="checkbox"/>	1001626	PKINV9	1	Rejected - Not Recieved	12345680	4	12007
<input type="checkbox"/>	1001626	TEST2342	1	Rejected - Not Recieved	12345678	5	12007
<input type="checkbox"/>	1001626	TESTGG12	1	Rejected - Not Recieved	12345680	9	12007
<input type="checkbox"/>	1001626	TESTING1123	1	Rejected - Not Recieved	12345680	8	12007
<input type="checkbox"/>	1001626	TM-1010	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](mailto:Sandra.huntley@weatherford.com)

**Thank you for using E-Invoice!**

E-Invoice Team