



How to Access, Export, and Edit the Supplier Invoice

This job aid describes how to access the supplier versions of IQNavigator invoice files. It also includes instructions on how to export or edit an invoice record.

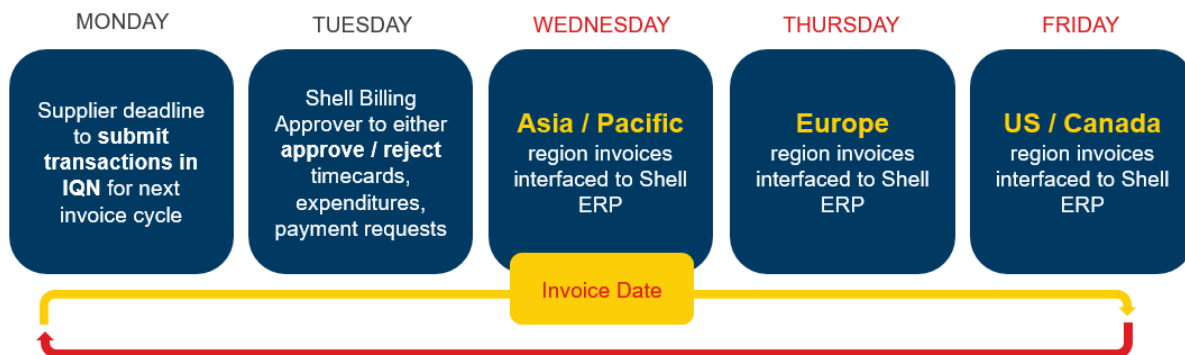
The **edit supplier invoice** action allows you to add your supplier firm reference details to the IQN invoice line item record. These reference details include **Supplier Organization Invoice Number** and **Supplier Organization Invoice Date**. Once saved, you will be able to sort or filter your Invoices list screen by these fields.

Access to IQN invoice files is based on your assigned IQN user role:

- **Supplier Organization Invoice Representative** - Allows access to the **Invoices** list screen only.
- **Supplier Organization Invoice Manager** – Allows access to the **Invoices** list screen and the **Edit Invoices** screen.

If you need access to invoice files, please contact your Supplier Firm Administrator to have your IQN user profile adjusted.

Shell Invoicing Timeline



THIS PROCESS IS REPEATED ON A **WEEKLY** BASIS

Week End Day is **Saturday**

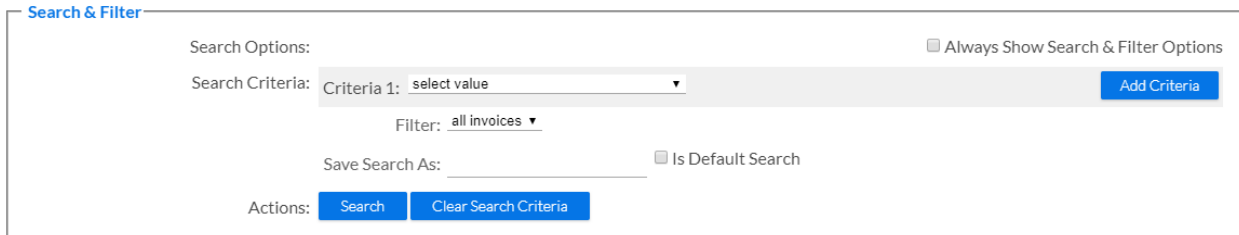
To access the Supplier Invoice:

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard appears.
2. Hover over the **Invoicing** tab in the Header Menu bar and click **Invoice Files**. The Invoices list screen appears.
3. Use the **Search & Filter** search criteria options to locate the invoice(s) you need. *For example:* Use the drop-down arrow to set **Criteria 1** to **IQN Invoice Date**. The screen refreshes and displays additional selection options. Use the symbol selection list and/or the calendar picker to set the data range for your invoice search. Next, select a **Filter** option and a **Save Search as**




option. If you want to save this as your default search settings, click the **Is Default Search** checkbox.

Optional: Click the **add criteria** button () if you want to include multiple criteria in your search query, e.g., **IQN Invoice Date** and **Supplier Organization Invoice Number**.



The 'Search & Filter' dialog box contains the following elements:

- Search Options:** A checkbox for 'Always Show Search & Filter Options'.
- Search Criteria:** A dropdown menu labeled 'Criteria 1: select value' with an 'Add Criteria' button to its right.
- Filter:** A dropdown menu labeled 'all invoices'.
- Save Search As:** A text input field with an 'Is Default Search' checkbox.
- Actions:** 'Search' and 'Clear Search Criteria' buttons.

- Review your **Search & Filter** settings and adjust as needed.
- Click the **search** button () in the Actions field. The screen refreshes to show a list of invoices that match your search criteria, sorted by date.

 **Caution:** Your system response could be impacted if you click the **search** button without specifying any search criteria.

- Scroll through your results list to locate the invoice you need.



Invoice files are listed for each Shell organization that was invoiced. These files remain available for as long as required by local law.

To export an invoice file:

Complete Steps 1 through 6 as described above.

- Click the PDF hyperlink in the **Invoice Files** column for the invoice you want to export.



The screenshot shows a table with the following columns: IQN Invoice Id, IQN Supplier Invoice Number, IQN Invoice Date, Supplier Organization, Buyer Organization Name, Cutoff Date/Time, and Invoice Files. Two rows are visible, both with a date of 6/4/14. The 'Invoice Files' column contains a PDF icon and a hyperlink labeled 'IQN_INVOICE'. A red box highlights the 'IQN_INVOICE' link in the first row.


IQN Invoice Id	IQN Supplier Invoice Number	IQN Invoice Date	Supplier Organization	Buyer Organization Name	Cutoff Date/Time	Invoice Files
124378	10...	6/4/14			6/3/14 11:00 PM	 IQN_INVOICE Posting Date/Ti...
124382	10...	6/4/14			6/3/14 11:00 PM	 IQN_INVOICE Posting Date/Ti...

- Select the 'open' or 'save' option you want to use from the browser pop-up window. (NOTE: The pop-up window display will vary depending on Internet browser used.)



The dialog box asks: "Do you want to open or save [file name].pdf from augustus.iqnavigator.com?". It has three buttons: 'Open', 'Save', and 'Cancel'.

- Follow the prompts to either **Open** or **Save** the file.

 If you do not know where the default "save" folder is on your computer, use the **Open** option, then save the file to the location of your choice once the file opens.



10. The file opens with an Excel® layout but in a PDF format.

IQNavigator
English (US) selected
10/10/2018 10:00 AM

Tax Invoice

Bill To: Shell Oil Corporation and Production Co. (SHELL)
Address: 10000 West 100th St, Suite 1000
Houston, Texas, 77036-1000, USA

Ship To: Shell Oil Corporation and Production Co. (SHELL)
Address: 10000 West 100th St, Suite 1000
Houston, Texas, 77036-1000, USA

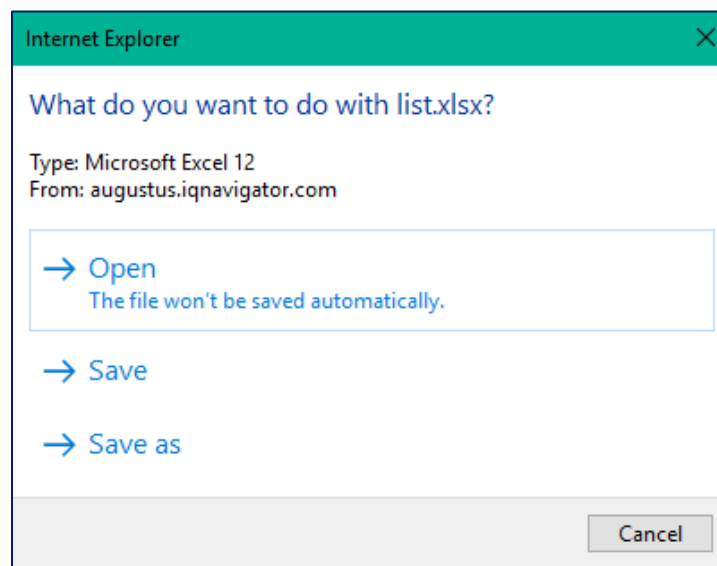
IQN Inv. #	Assignment /Project #	Supplier Reference Number	GL Account	Cost Centre	WBS	PSGC	Service	Period Start Date	Period End Date	Description	Qty	Total Net Amount	VAT	Invoice Amount	Cur	VAT in EUR
0000000001	0000000001	0000000001	0000000001	0000000001												
0000000002	0000000002	0000000002	0000000002	0000000002												

Invoice Date: 04-JUL-2018
IQN Reference Number: 0000000001
Invoice Number: 0000000001
Vendor Code: 0000000001
VAT Rate: 0%
Company Code: 0000000001
Payment Terms: Based on Shell and Supplier Agreement


To export the Invoices list:

Complete Steps 1 through 6 as described above.

7. Click the **export** button () in the Invoices list header row. A pop-up window opens.



8. Follow the prompts to either **Open** or **Save** the file. Leave the file format setting as Microsoft Excel® (.xlsx).

 If you do not know where the default “save” folder is on your computer, use the **Open** option, then save the file to the location of your choice once the file opens.


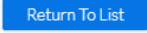
9. Click **OK** to complete the export.




To edit an invoice file:

Complete Steps 1 through 6 as described above.

 Your user role profile needs to include the role of **Supplier Organization Invoice Manager** to be able to edit invoice files. Contact your Supplier Firm Administrator for assistance.

7. Select **edit supplier invoice** in the **Actions** column for the invoice you want to edit.
8. Click the **GO** arrow (→) to display the **Edit Invoices** screen.
9. Enter your internal invoice tracking number or some other reference tracking number that will be useful for matching the IQN invoice to your own records in the **Supplier Organization Invoice Number** field.
10. Enter your internal tracking invoice date or some other reference tracking date in the **Supplier Organization Invoice Date** field.
11. Click the **apply** button () in the Actions bar to save your changes. A validation message displays stating your changes were saved.
12. Click the **return to list** button () to return to the **Invoices** list screen. Notice that the **Supplier Organization Invoice Number** and the **Supplier Organization Invoice Date** columns now display the information you just entered.
 - You can use the **Search & Filter** options to filter the invoice list by the **Supplier Organization Invoice Number** or you can click either the **Supplier Organization Invoice Number** or the **Supplier Organization Invoice Date** column header to change your **Invoices** list to sort by that category.

 If you click the column header to sort your invoice list and some records are blank for that column category, then the “blank” records will list BEFORE records that have content. If you click the header again to change the sort order to “descending”, then the “blank” records will display AFTER the records that have content.
 - Both these fields will be added to the “FO Invoicing Details” data source list for custom reporting.