



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.

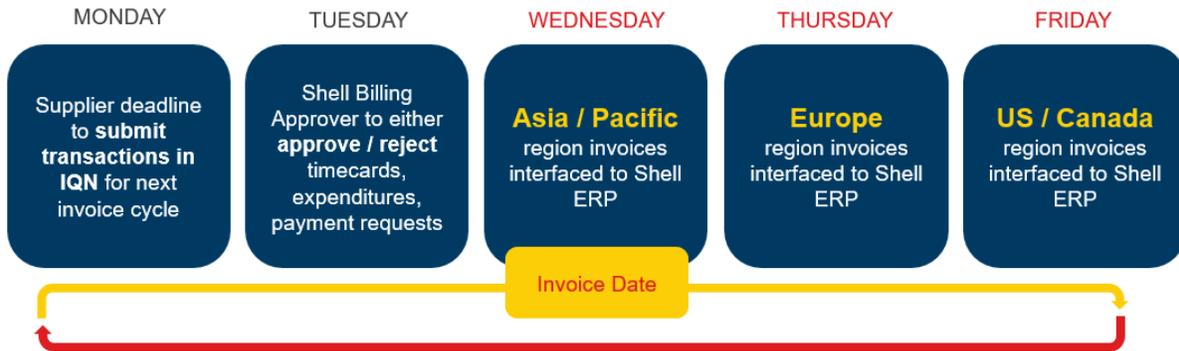
The **edit supplier invoice** action allows you to add your supplier firm reference details to the IQN invoice line item record. These reference details include **Supplier Organization Invoice Number** and **Supplier Organization Invoice Date**. Once saved, you will be able to sort or filter your Invoices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

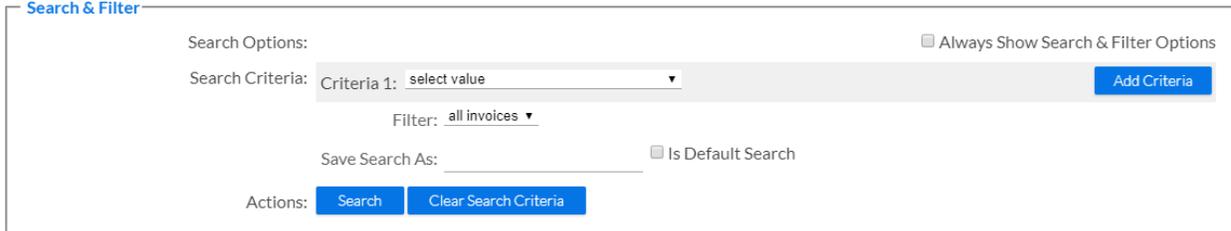
To access the Supplier Invoice:

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**.



Search & Filter

Search Options: Always Show Search & Filter Options

Search Criteria: Criteria 1: 

Filter:

Save Search As: Is Default Search

Actions:  

- 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.



Displaying 1 - 50 of 8067 items

Invoices  

| 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.)



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

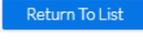
 If you do not know where the default "save" folder is on your computer, use the **Open** option, then save the file to the location of your choice once the file opens.



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.