

Attaching an Invoice

Attaching an invoice from the homepage

- Identify the tie out. Click on the icon to upload the invoice

The screenshot shows the Aquilon software interface with a table of tie outs. The table has the following columns: Tie Out ID/ Invoice #, State/ Date Change, My Org, CP Org/ CP Type, Pmt Due, Commodity/ Prod/Currency (Delivery Start), My Amount, CP Amount, Variance, My Invoice, CP Invoice, and Last Action. The row for Tie Out ID 9437 is highlighted in orange, and an arrow points to the 'My Invoice' icon in that row.

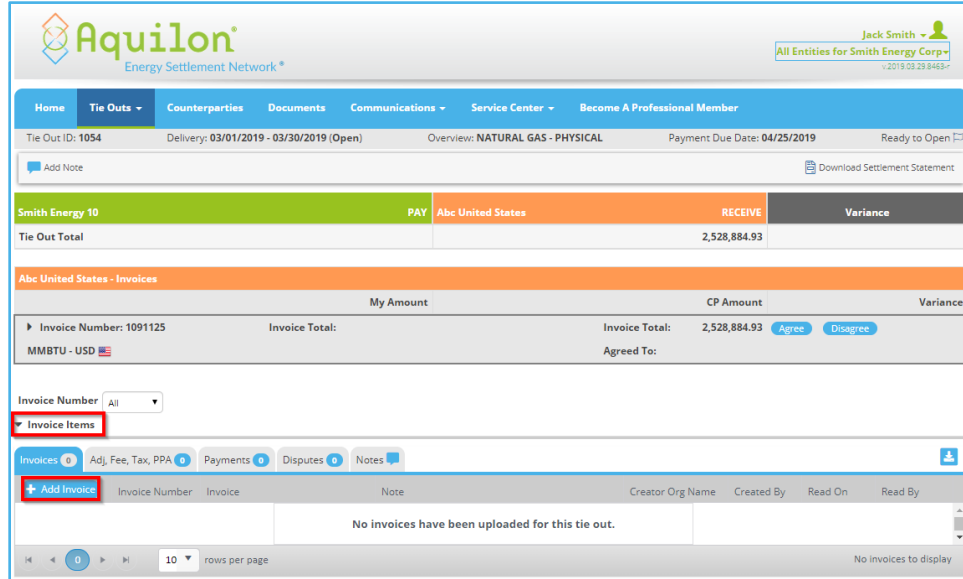
Tie Out ID/ Invoice #	State/ Date Change	My Org	CP Org/ CP Type	Pmt Due	Commodity/ Prod/Currency (Delivery Start)	My Amount	CP Amount	Variance	My Invoice	CP Invoice	Last Action
9480 NOT PROVIDED	Flag	Energy Services	Energy Services	11/25/2019	NATURAL GAS PHYSICAL USD (10/2019)	0.00 USD	Not Ready USD	0.00 USD	Icon	Icon	
9467 NOT PROVIDED	Flag	Energy Services	Energy Services	11/25/2019	NATURAL GAS PHYSICAL USD (10/2019)	0.00 USD	Not Ready USD	0.00 USD	Icon	Icon	
9459 NOT PROVIDED	Flag	Energy Services	Energy Services	11/25/2019	NATURAL GAS PHYSICAL USD (10/2019)	0.00 USD	Not Ready USD	0.00 USD	Icon	Icon	
9437 NOT PROVIDED	Flag	Energy Services	Energy Services	11/25/2019	NATURAL GAS PHYSICAL USD (10/2019)	0.00 USD	524,142.40 USD	0.00 USD	Icon	Icon	
9448 NOT PROVIDED	Flag	Energy Services	Energy Services	11/25/2019	NATURAL GAS PHYSICAL USD (10/2019)	0.00 USD	Not Ready USD	0.00 USD	Icon	Icon	

- Click *Select files...* to attach the invoice. Click save.

The screenshot shows the 'Upload My Invoice Document(s)' dialog box. The dialog box has a title bar with a close button. Below the title bar, it says 'Upload my invoice document(s) for Aquilon Basic for Tie Out Id 32528'. There is a 'Notes:' field with a text area and '3000 characters remaining'. Below the notes field is a 'Select files...' button. At the bottom right are 'Save' and 'Cancel' buttons.

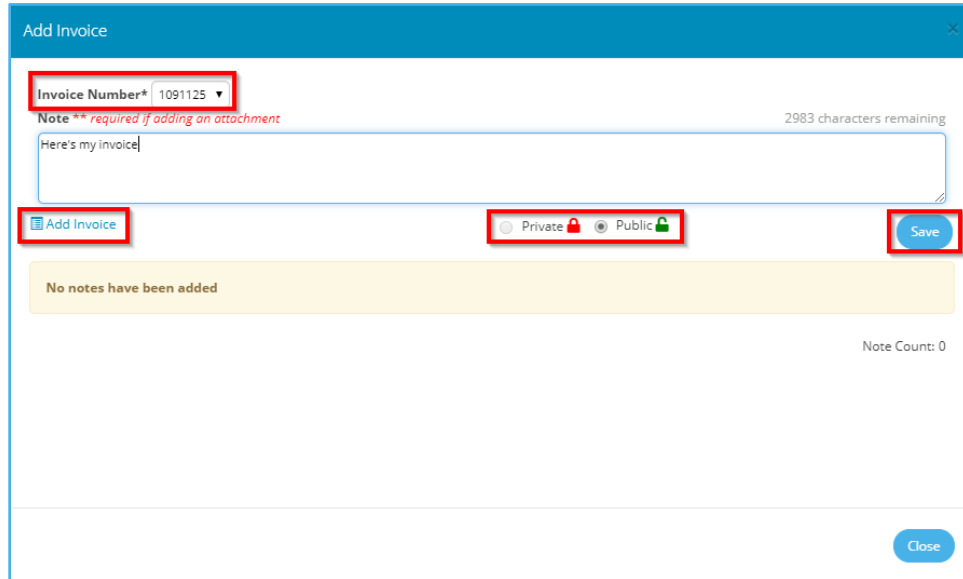
Attaching an invoice on the tie out page

- In the **Invoice** tab under *Invoice Items* section of the tie out page, click on the blue **Add Invoice** button



- An **Add Invoice** pop-up window will appear
- Add an invoice by pressing the blue **Add Invoice** button
- Choose which invoice corresponds to by clicking the drop-down **Invoice Number**
- Enter in a **Note** corresponding to the invoice in the **Note** field and click **Save**

(Add in numbers to the tie out box)



- **Private** invoices/notes can only be viewed by other authorized users within the organization
- **Public** invoices/notes are shared to counterparty contacts as well as within the organization