User Manual

Supplier – Invoice Submission

Contents

1. **Login**

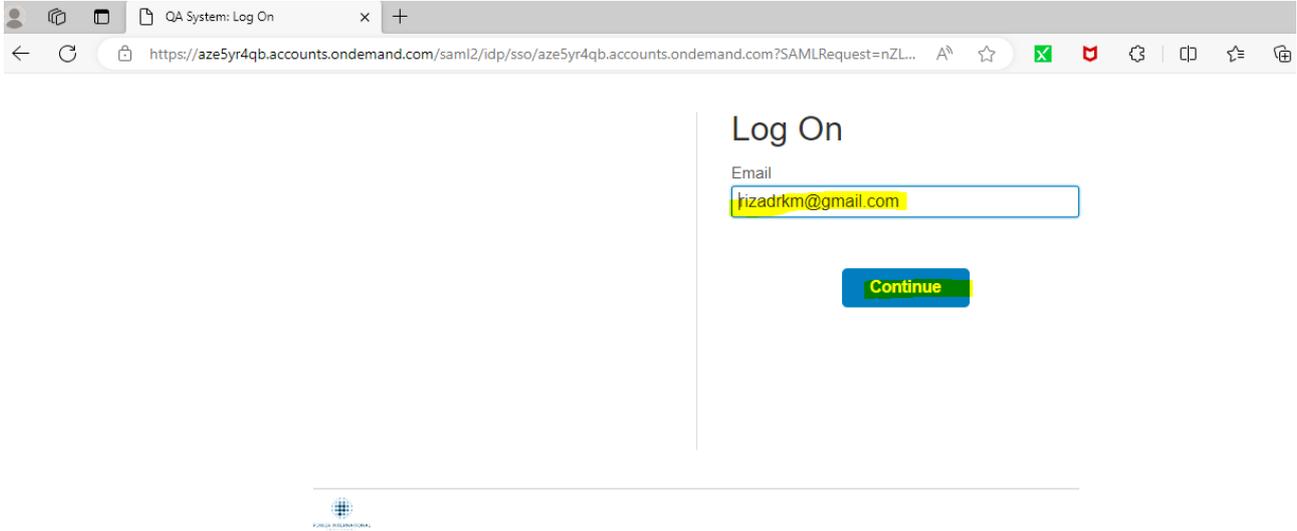2. **Purchase Order Review**

3. **Submit the Invoice**

In this Process, Supplier submits the Invoice for awarded Purchase orders.
All awarded Purchase Order are available in Post PO Processing Supplier Application

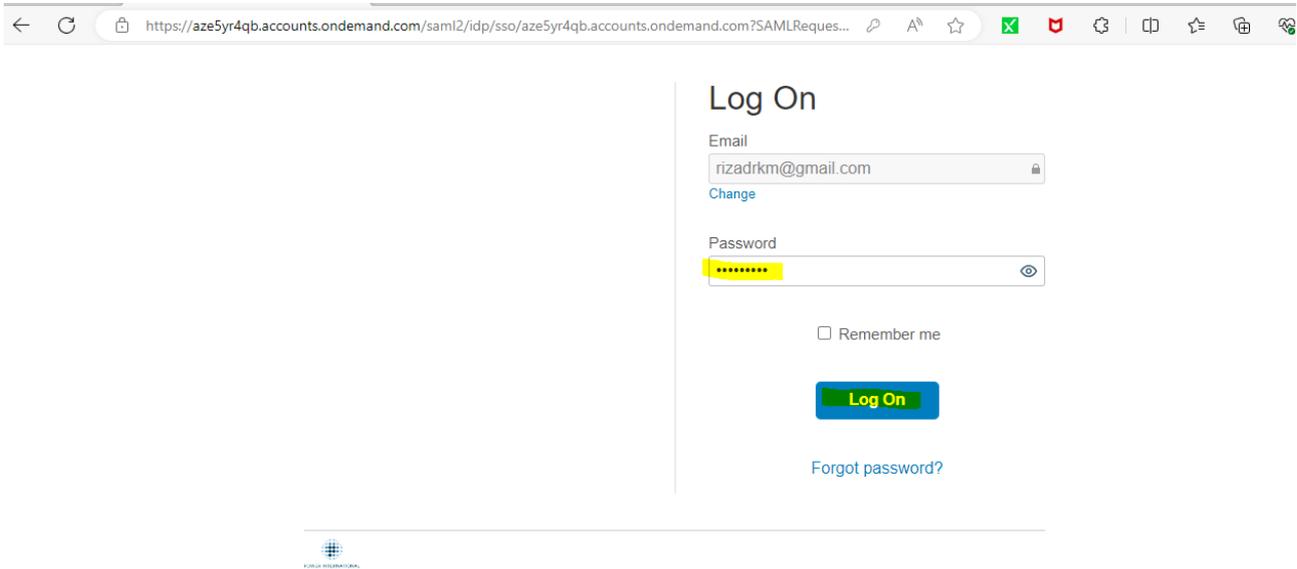After Delivery, the Supplier performs the following steps for submitting the Invoice.
1. Select the Items which are required for submitting the Invoice.
2. Upload the attachments and submit the Invoice.
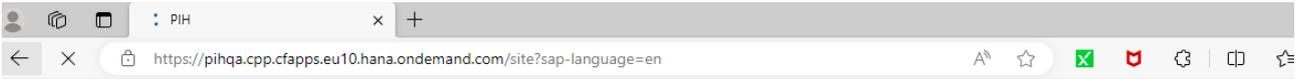
1. Login into Supplier Portal

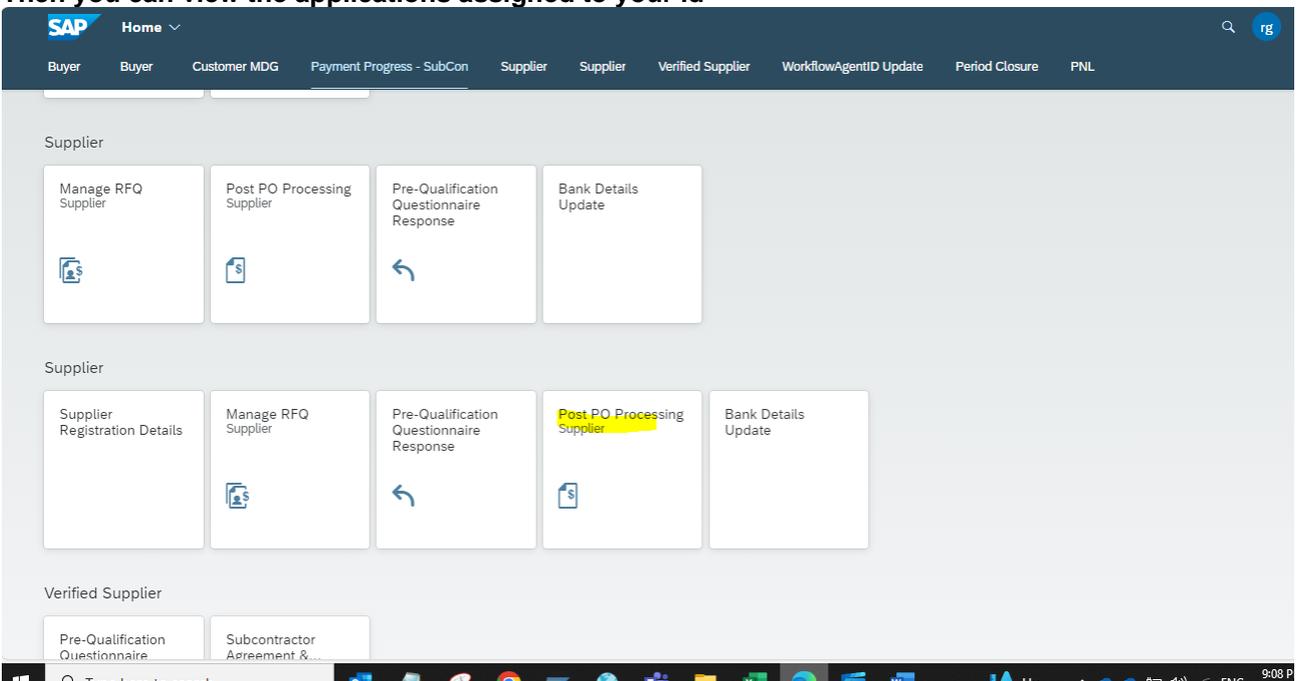## 1.1. Input valid email and Click on Continue button.

1.2. Input the Password and click on the Logon button.

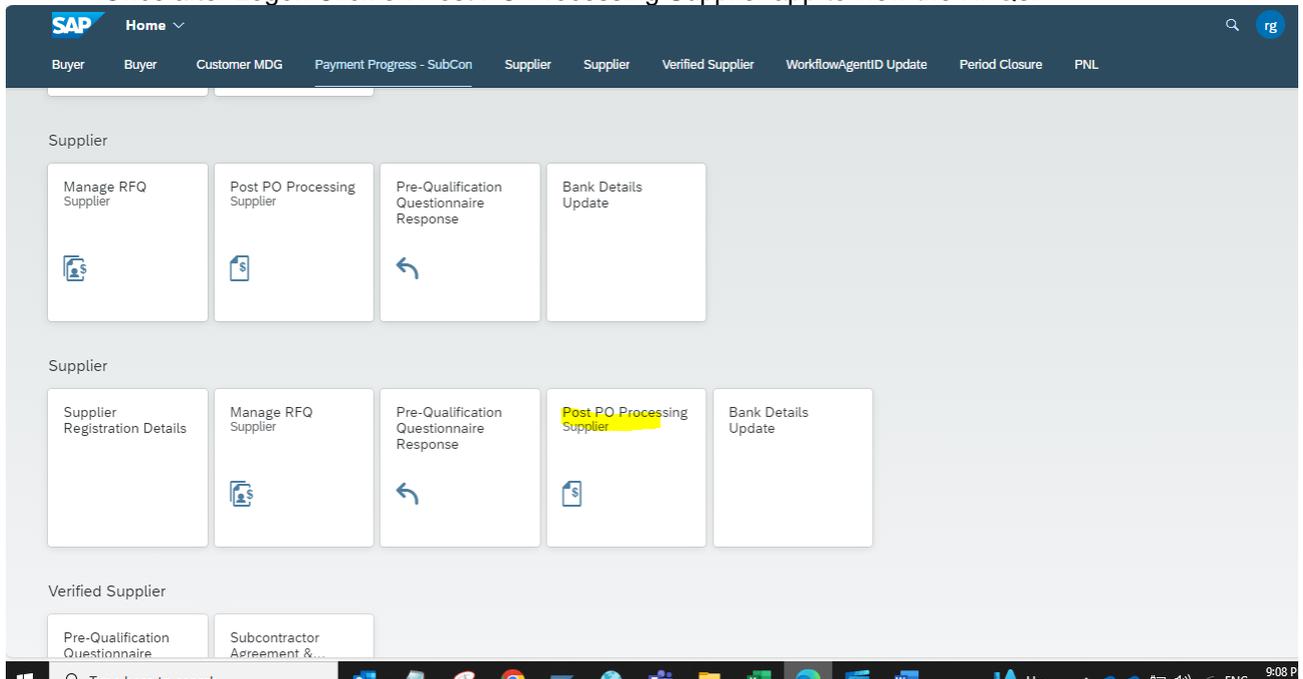## 1.3.　　Once click on the Logon button you can see the following screen.
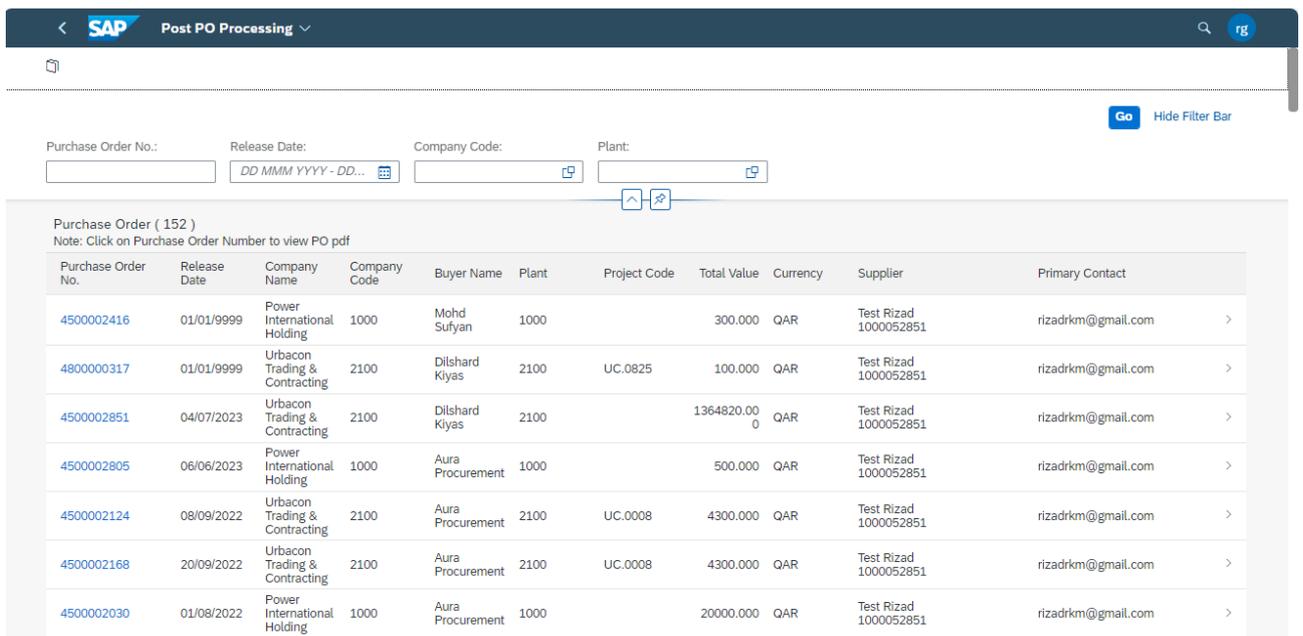

Then you can view the applications assigned to your id

2. Purchase Order Review

2.1. Purchase Order Review

Once after Logon Click on Post PO Processing Supplier app to view the RFQs.

2.2. **Once after clicking the app, you can view all Purchase Orders s related to your supplier ID, here you can use filter options (E.g.: Company code, Plant, Purchase Order Number, Release Date) to find relevant Purchase Order.**

2.3.   Search your Purchase order and click on the Go button.

2.4.   Click on the arrow button to review the Purchase Order.

You can view the Purchase Order Line items.

Supplier – Invoice Submission

‹ Manage Purchase order

Purchase Order No.:	4500003134	Rev. No.:	0	Date: 29/10/2023
Company Name:	Urbacon Trading & ...	Plant:	2100	Total Order Value: 180,000.00 QAR
Contact Person:	Mohd Sufyan			Package Code:
Supplier Name:	Test Rizad			

Acknowledge

Submit Invoice

ITEMS   ATTACHMENTS   ASN HISTORY   INVOICE HISTORY   INVOICE DOCUMENTS

Purchase Order (3)

	PO Items	Material Code	Short Text	Order Quantity	Net Price Material	Per Unit	Delivery Date	To Be Delivered	To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted	
☐	10	100000066805	CERAMIC TILES, WALL, SIZE: 140 MM X 280	500.000	100.00	1 M2	17/11/2023	0.000	0.00	0	0.000		>
☐	20	100000065634	CORDEK FILCOR EPS 100 (DENSITY 35 KN/M3)	400.000	100.00	1 M2	17/11/2023	0.000	400.000	0	0.000		>
☐	30	100000081903	COVERALL, UCC, YELLOW COLOR WITH NAME ON	300.000	300.00	1 NO	17/11/2023	0.000	300.000	0	0.000		>

3.   Submit the Invoice

3.1.   Select the required item check box which are including in current Invoice submmission, and then Click on Submit Invoice button as shown below

3.2.   Attachning Invoice related Documents

3.2.1.   Input the "Ref Invoice No:"details, and
Input the Notes for "Reference Invoice" under attachment type section then click on tree button to upload the file as shown below
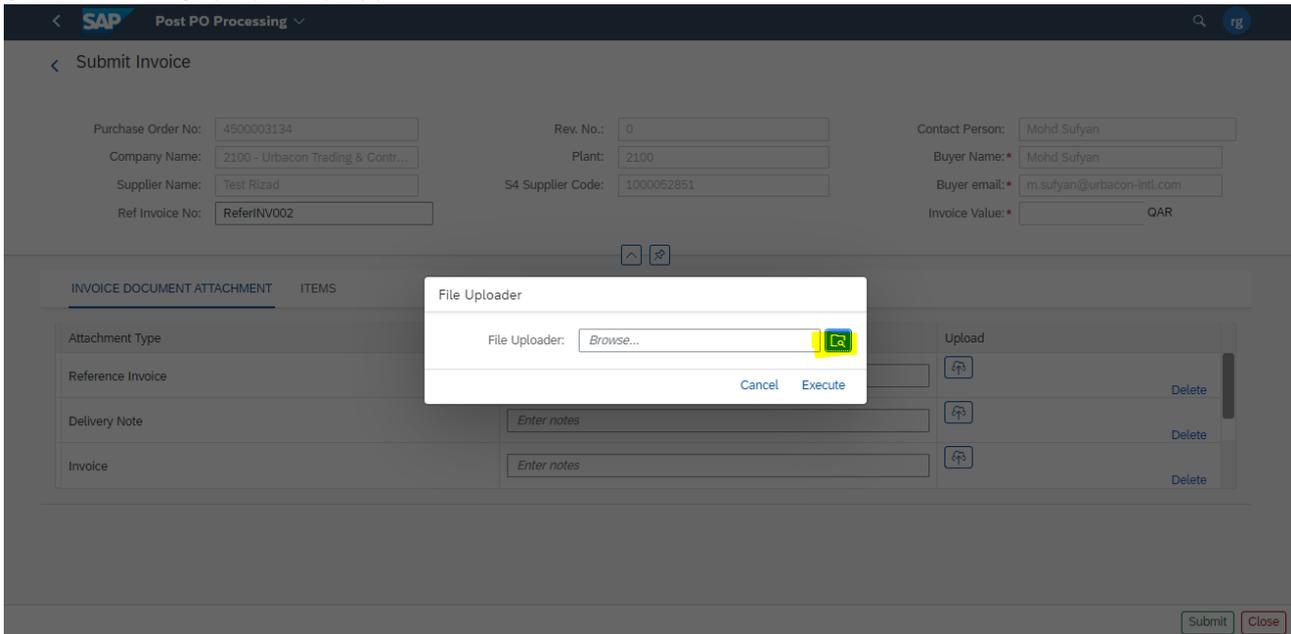
3.2.2. Click on Browse

3.2.3. Select require file and click on open button to attach.
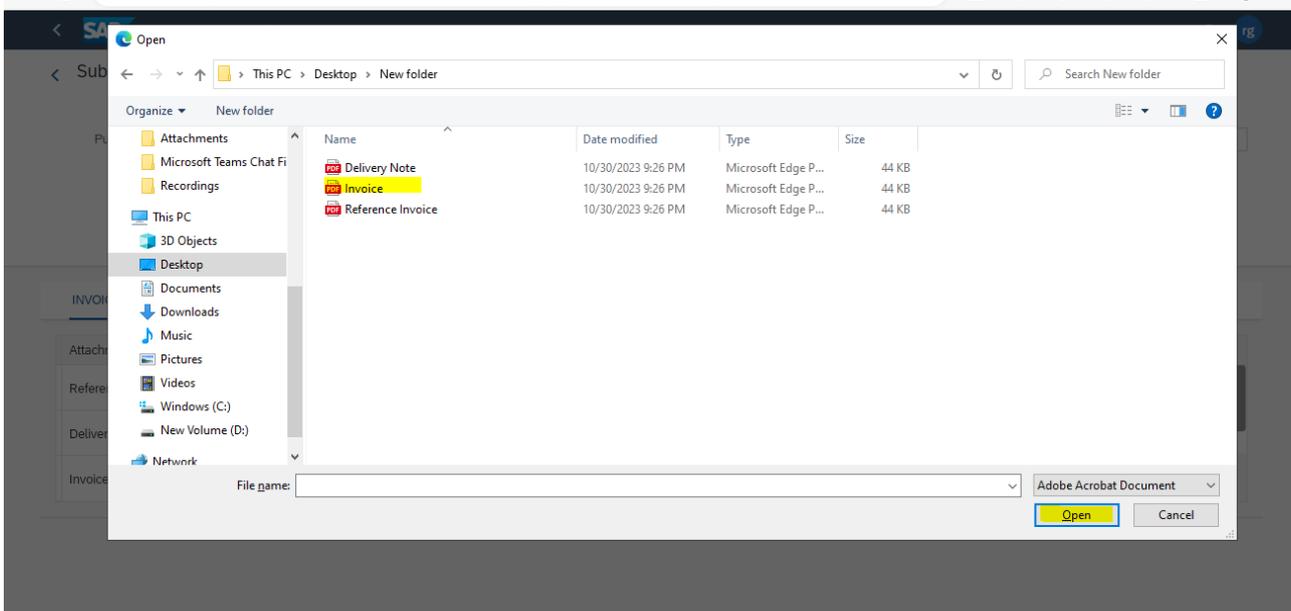
3.2.4. Click on Execute
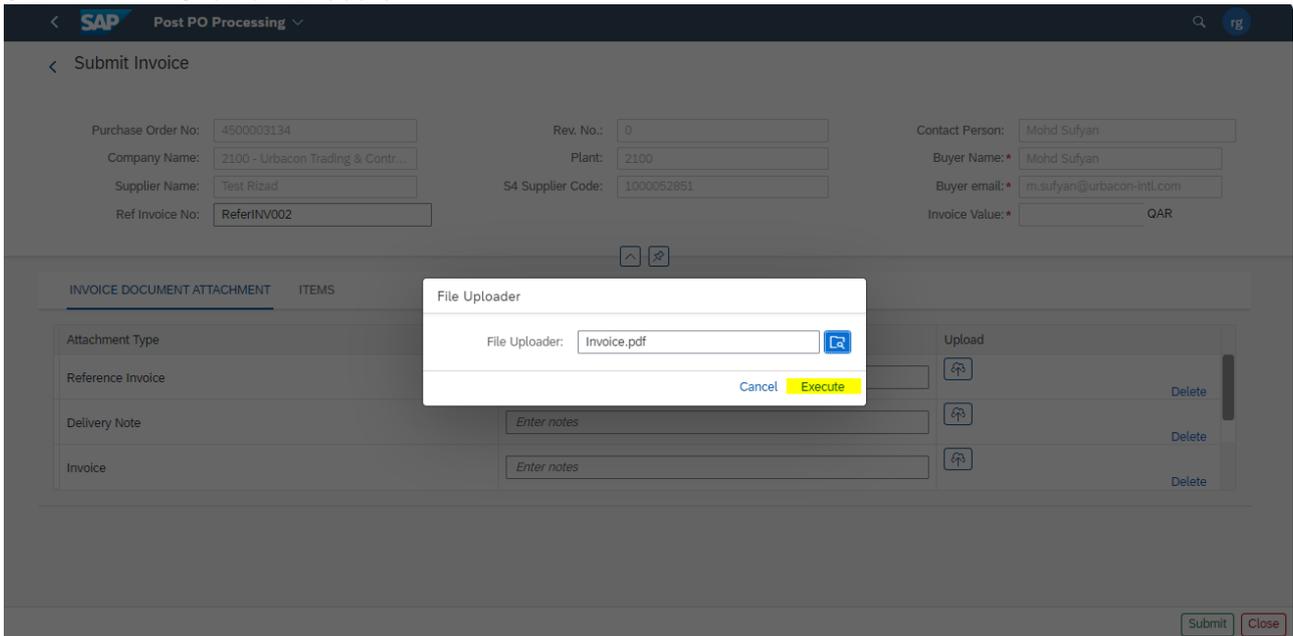
3.2.5. Input Delivery Note and Click on tree button.
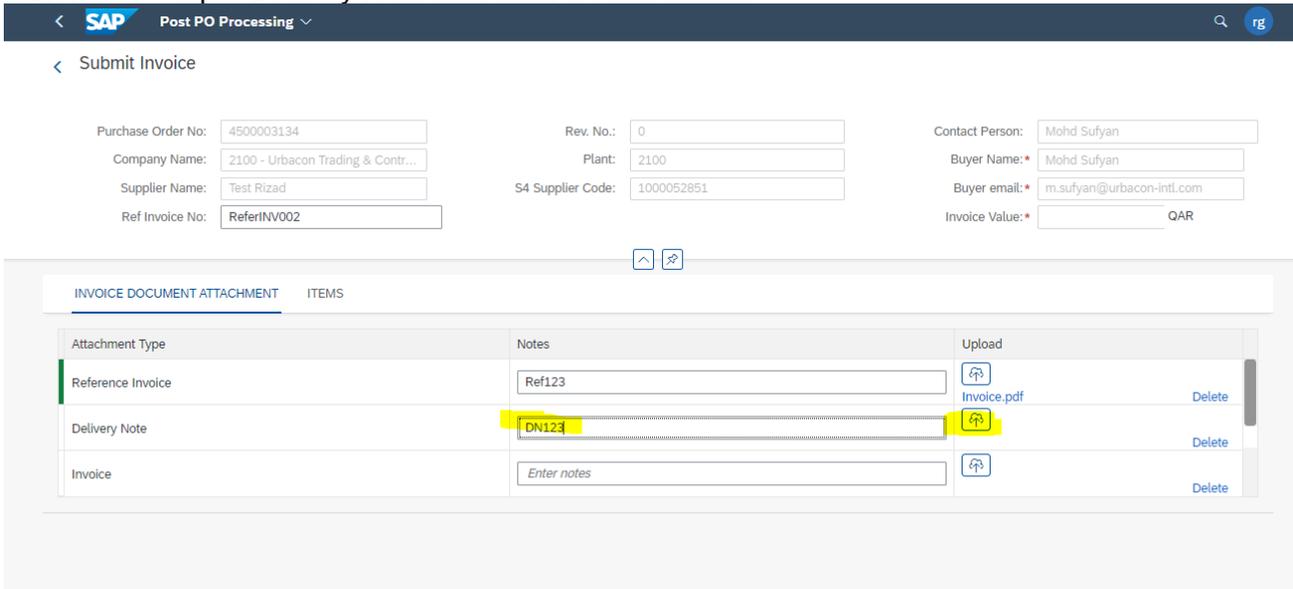
3.2.6. Click on required file and click on open button.
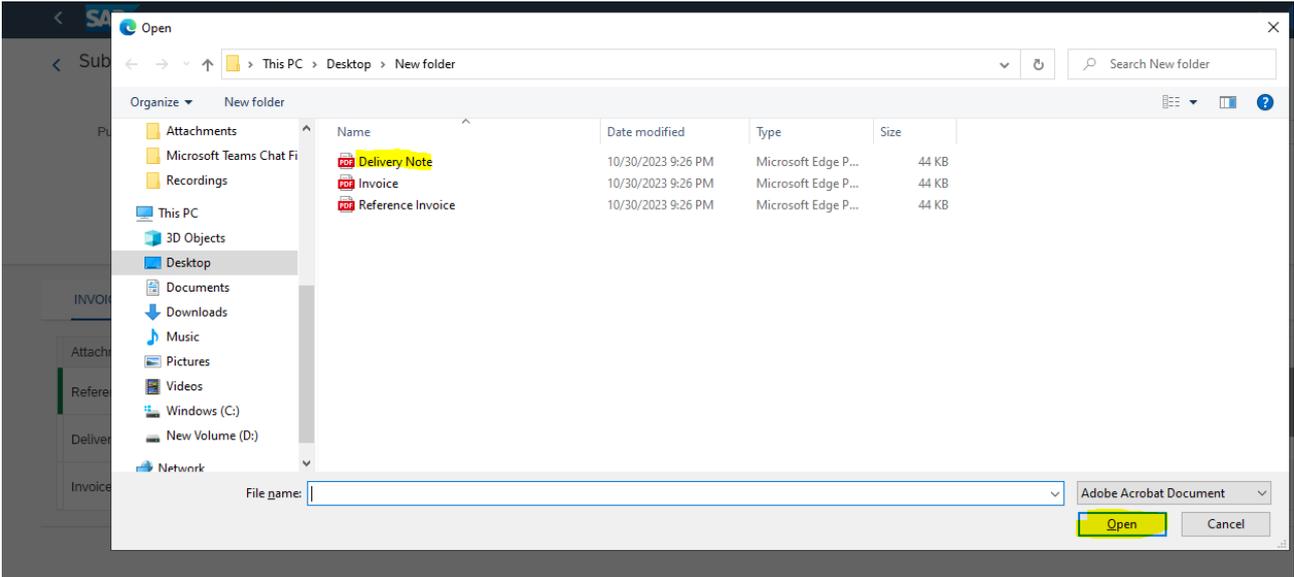
3.2.7. Click on the Execute button to attach the file.
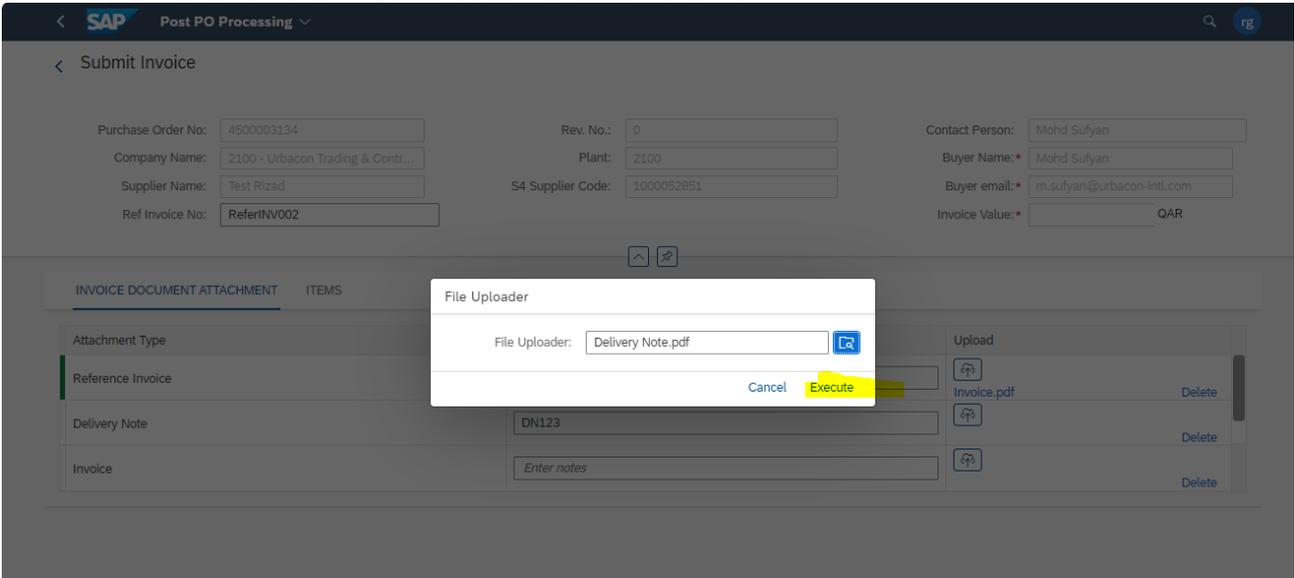
3.2.8.   Input the Invoice field and click on Tree button to attach the file

3.2.9.   Click on Browse

3.2.10. Select required file and Click on Open button to attach the file.

3.2.11. Click on Execute button
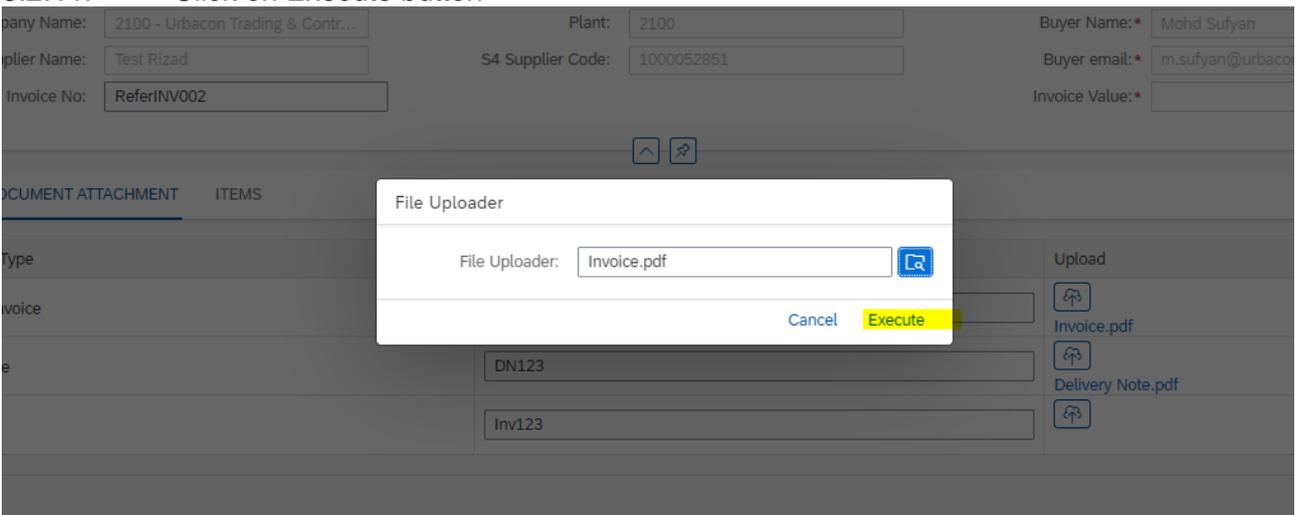
3.2.12. Scroll down to attach other files if any.
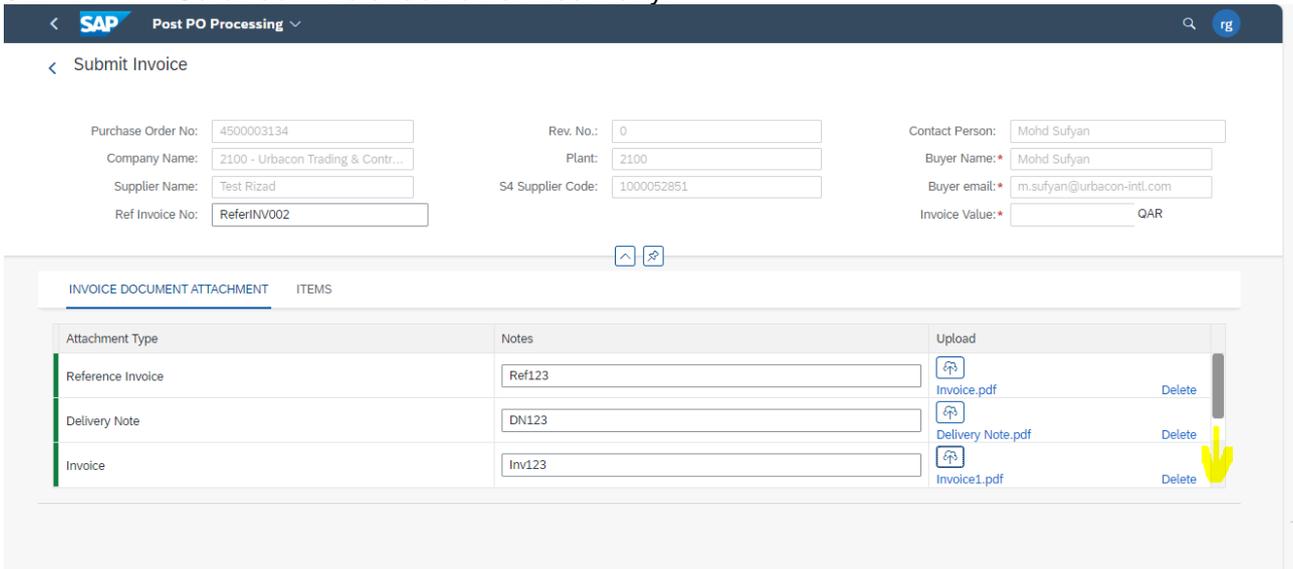
3.2.13. Input the Notes for Others Attachment type field and Click on tree button to attach the file as shown below
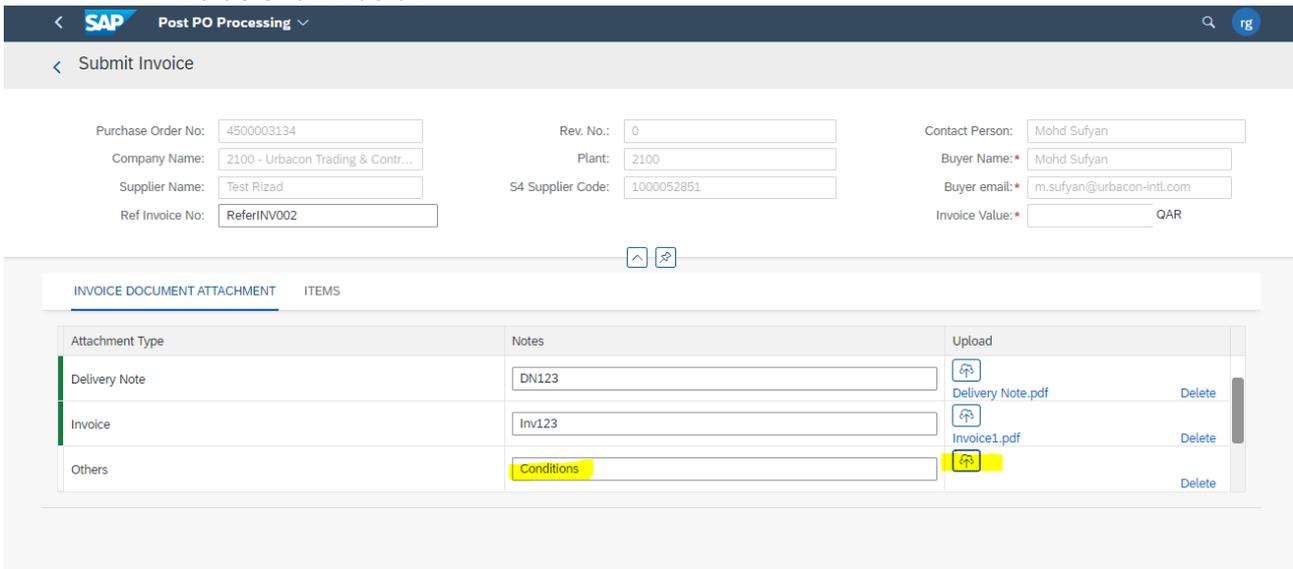
3.2.14. Click on browse button as shown below

3.2.15. Select required file and click on Open Button

3.2.16.   Click on Execute button

3.3.   Invoice ITEMS check and Submission.

3.3.1.   Now click on ITEMS tab

3.3.2.   Click on dropdown arrow button to view and select the Posted Goods Receipt documents in system for this Invoice.

3.3.3.   Scroll on the right side to view the posted details. If you want to select only one value, select the check box, accordingly Invoice value will be updated automatically as shown below

3.3.4.　　　If you want to select all posted Value for this Invoice, select the check box near item number as shown below so that associated posted check boxes also will be selected automatically and Invoice value will be updated accordingly

3.3.5.　　　Now Click on Submit button.

3.3.6.   Click on Yes to Confirm

3.3.7.   You Can find the Successful message.