

POWER INTERNATIONAL

# HOW TO SUBMIT INVOICE

This manual provides clear, step-by-step instructions on how to review and submit invoices accurately, ensuring they meet all required specifications and compliance standards. It covers key features within the portal, such as entering invoice details, attaching supporting documentation, and submitting invoices. By following this guide, you, as a supplier, can ensure timely, error-free invoice submissions, streamline the invoicing process, and facilitate smoother payment processing. Step-by-Step Guide to Submitting Invoices in the Supplier Portal



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#### A. How to Submit Invoice

1. Process Flow



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#### 2. Supplier Portal Login

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	other hand, you ma	y click 'Forgot password?' to	reset your password if necessary.	
	You may also tick th	ne 'Remember me' checkbox	if you would like to stay logged in the svster	n. On the
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			Engrat parquert9	
			Log On	
		QA Oystem		
		OA System	Password     Solution	
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			rizadrkm@gmail.com	
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	is important to ensu	ure that your email is valid.		
	Note: The system w	vill validate if the email you p	rovided is permitted to access the Supplier	Portal so it
1	Input valid email ac	dress and click 'Continue'		
		QA System		
		POWER INTERNATIONAL	Continue	
			kizadrkm@gmail.com	
			Log On	
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#### 3. Supplier Portal Main Page

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Supplier							
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S	<b>S</b>	5					
Supplier							
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Pre-Qualification Questionnaire	Subcontractor Agreement &						
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Once logged i	n, you will be	able to acces	ss the Supplie	r Portal. On th	ne Menu ta	ab, click 'Sup	plier.'

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#### 4. Post PO Processing

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				1							
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Purchase Order No.	Release Date	Company Name	Company Code	Buyer Name	Plant	Project Code	Total Value	Currency	Supplier	Primary Contact	
4500002416	01/01/9999	Power International Holding	1000	Mohd Sufyan	1000		300.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4800000317	01/01/9999	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100	UC.0825	100.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	5
4500002851	04/07/2023	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100		1364820.00 0	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002805	06/06/2023	Power International Holding	1000	Aura Procurement	1000		500.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002124	08/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	×
		1 July a state of							Toot Pizzad		1
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#### 5. Manage Purchase Order

	< SAP Post	PO Processing $ imes$								م <sub>رو</sub>
	< Manage Purch	ase order								
	Purchase Order No.: Company Name: Contact Person: Supplier Name:	4500003134 Urbacon Trading & Mohd Sufyan Test Rizad	Rev. No.: Plant:	0	Total Order \ Package (	Date: 29/10/ Value: 180,00 Code:	2023 20.00 QAR	2	Acknowledge Process ASN Submit Invoice Decline/Return	
	ITEMS ATTAC M	ENTS ASN HISTOR	Y INVOICE HISTORY I	NVOICE DOCUMENTS						
	PO Items	Material Code S	hort 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 C S N	ERAMIC ILES, WALL, 500.000 IZE: 140 IM X 280	100.00 1 M2	17/11/2023	0.000	0.00	0	0.000	>
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	30	C U 100000081903 C N	OVERALL, CC, ELLOW 300.000 OLOR WITH AME ON	300.00 1 NO	17/11/2023	0.000	300.000	0	0.000	>
	Under Items	tab, select	a PO item.							
2	Click 'Submit	Invoice.'								

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6. Submit Invoice: Invoice Document Attachment Tab

Purchase Order No: 4500003134	Rev. No.: 0	Contact Person:	Mohd Sufyan
Company Name: 2100 - Urbacon Trading & Contr	Plant: 2100	Buyer Name: *	Mohd Sufyan
Supplier Name: Test Rizad	S4 Supplier Code: 1000052851	Buyer email: *	m.sufyan@urbacon-intl.com
Ref Invoice No: ReferiNV002		Invoice Value:*	0.00 QAR
INVOICE DOCUMENT ATTACHMENT ITEMS			
Attachment Type	Notes	Upload	
Reference Invoice	Ref123		Delete
Delivery Note	Enter notes		Delete
Invoice	Enter notes		Delete
			Delete
Header Details, Input 'Ref Invoid nder the 'Invoice Document Atta utton on each line item.	ce No.' chment' tab, provide the requ	ired documents	Submit
Header Details, Input 'Ref Invoid nder the 'Invoice Document Atta utton on each line item.	ce No.' chment' tab, provide the requ	ired documents	Submit
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Header Details, Input 'Ref Invoid nder the 'Invoice Document Atta utton on each line item. Post PO Processing Submit Invoice Purchase Order No: 4500003134 Company Name: 1200 - Urbacon Trading & Contr Supplier Name: Test Rizad Ref Invoice No: ReferNV002	ce No.' Ichment' tab, provide the requ Rev. No.: 0 Plant: 2100 S4 Supplier Code: 1000052851	ired documents Contact Person: Buyer Name: Buyer enail: Invoice Value:	Submit
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#### 7. Submit Invoice: Items Tab

sion	Da	ite	Poli	icy Reference	e		Docι	iment 1	<b>Title</b>		Pa	ge i
	accordir	ngly. If yo	u select the	e whole PO, th	e Invo	ice Value	will display	/ the tot	al amo	ount.		
2	As you s	elect a G	RN docum	ent, the Invoic	e Valu	ie in the H	leader Deta	ails will	displa	y the am	ount	
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	× 2	20	10000065634 CC	ORDEK FILCOR EPS 100 ( View mat	terial text	5000004360	4 0002 2023	00.000	.000	400.000		
	Invoi	ce Items PO Item No	Material / Service Sh	ort Text Material	Text	GRN Document	GRN Item GRN Year C	rdered Qua Quar	tity To Be Invoi	Total Quantity To Be		
	INV	OICE DOCUMENT ATTAC	CHMENT ITEMS	-		} <i>®</i>						
		Company Name: Supplier Name: Ref Invoice No:	2100 - Urbacon Trading & C Test Rizad ReferINV002	S4 Sup	Plant: 2 oplier Code: 1			Buyer Name:* Buyer email:* Invoice Value:*	Mohd Sufyan m.sufyan@urba 25000.00	con-intl.com		
	< Su	ubmit Invoice Purchase Order No.	4500003134		REV. NO.: U			Contact Person:	Mona Sutyan			
1	Click on	the drop	down butto	on to view and	selec	t the Post	ed Goods F	Receipt	docun	nents foi	this invoice	•
							5000004360 5000004361	0002	2023 2023		250.000 150.000	
		PO Item No 20	Material / Service 100000065634	Short Text CORDEK FILCOR EPS 100 (	Materia	l Text aterial text	GRN Document	GRN Item	GRN Year	Ordered Qua 400.000	Quantity To Be Invoi	
	Invoice Item	S										
	INVOICE DO	CUMENT ATTACH	MENT ITEMS									
_	Ref	Invoice No: Ref	ferINV002					Inv	oice Value:*	0.00	QAR	
	Supp	plier Name: Tes	st Rizad	S4 Su	pplier Code:	1000052851		В	uyer email:*	m.sufyan@urba	con-intl.com	
	Purchase	e Order No: 450	00003134	Contr	Rev. No.:	0		Cont	act Person:	Mohd Sufyan		
	Durah	Order No.	00003134		Roy No -			Cont	act Porece:	Mobel Sufrees		

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