# Supplier Portal User Manual, Al Barakah Investment Holding, 2.0

Communication document intended to give assistance to Supplier Portal Users - Oracle Fusion Applications 11.13.21.04.0

Al Barakah Investment Holding

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# 1. Supplier Portal

The Suppliers user account details are provided to the Email-Id registered in supplier contacts, and the supplier can log in into the supplier portal following the URL given in the Email and login in with provided username and password.

SIGN IN ORACLE APPLICATIONS CLOUD
1478     Idvalue     Forgot Password
Sign In English ~

After signing in, the following page homepage will be displayed.

ORACLE		D	•
	Good afternoon,		
	Supplier Portal Tools Others		
	APES		
	Supplier Portal		



Click on Supplier Portal and following page will open which shows all the tasks that require your attention.

Subject Potal          two       Question       Questio	ORACLE						<u>ن</u> ش	> (	cg ~
	Supplier Portal								
Total         • Andrew Schwart         • Andrew Schwart      <	Search Orders	Q							
Over   •	Tasks							(	F
<ul> <li>According Schedule is Spreadment</li> <li>Spreadment</li> <li>S</li></ul>	Orders								-
<ul> <li>Indegrade Schedule II</li> <li>Indegrade Schedule III Schedule III Schedule III Schedule III Schedule III Schedule IIII Schedule IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII</li></ul>	Manage Orders	Requiring Attention	Last 30 Days		Transaction Reports Last 30 Days				
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<ul> <li>klange Agreenents</li> <li>Shenets</li> <li>Klange Agreenents</li>     &lt;</ul>	Agreements		Payments	1					
Shaper Shape	Manage Agreements								
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<ul> <li>Constant ASIN</li> <li>Constant ASIN</li> <li>Constant ASIN</li> <li>Constant ASIN</li> <li>Updan ASIN or ASIN</li> <li>Verv Recepts</li> <li>Verv Returns</li> <li>Consigned Inventory</li> <li>Review Consigned Inventory</li> <li>Review Consigned Inventory Transactions</li> <li>Supplier News</li> </ul>	- Manage Shinments								
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• Vew Recipis     • Schedules Overdiae or Due Today       • New Recipis     • Schedules Overdiae or Due Today       • Review Consigned Inventory     • Schedules Overdiae or Due Today       • Review Consigned Inventory     • Schedules Overdiae or Due Today       • Review Consigned Inventory     • Schedules Overdiae or Due Today       • Review Consigned Inventory     • Schedules Overdiae or Due Today       • Create Invices     • Overdiae or Due Today       • Create Invices     • Overdiae or Due Today       • Vew Active Regulations     • Overdiae or Due Today       • Vew Active Regulations     • Overdiae or Due Today       • Vew Active Regulations     • Overdiae or Due Today       • Vew Active Regulations     • Overdiae or Due Today       • Namage Responses     • Overdiae or Due Today       • Vew Active Regulations     • Overdiae or Due Today       • Namage Cuestionnames     • Vew Active Regulations       • Vew Active Regulations     • Vew Active Regulations       • Namage Responses     • Vew Active Regulations       • Vew Active Regulations     • Vew Active Regulations       • Namage Cuestionnames     • Vew Active Regulations	Upload ASN or ASBN	6							
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Consigned Inventory	View Returns	Schedules Overdue or Due Today Negotiation Responses							
Review Consumption Advices       Implied Reventory         Review Consigned Inventory Transactions       Supplier News         Invoices and Payments       -         Create Invoice Without PO       -         Create Invoices       -         View Payments       -         View Active Regoliations       -         Manage Responses       -         Outlifications       -         View Qualifications       -	Consigned Inventory								
Review Consigned Inventory     Supplier News       Review Consigned Inventory Transactions     Invoices and Payments       Invoices and Payments     Invoice Without PO       Invoices (Without PO)     Invoices       View Invoices     Invoices       View Invoices     Invoices       View Invoices     Invoices       View Active Negotiations     Invoices       View Active Negotiations     Invoices       Nage Questionnaires     Invoices       View Active Negotiations     Invoices       Nanage Questionnaires     Invoices       View Active Negotiations     Invoices	Review Consumption Advices	•							
Review Consigned Inventory Transactions         Invoices and Payments          Create Invoice Without PO          Create Invoice Without PO          View Invoices          View Invoices          View Payments          View Active Negotiations           View Active Negotiations           Manage Responses	Review Consigned Inventory	Supplier News							
Invoices and Payments    Create Invoice Without PO  Create Invoices  View Invoices  View Invoices  View Payments  View Payments  View Payments  View Active Negotiations  Manage Responses  Qualifications  View Qualifications  View Qualifications  View Qualifications  View Qualifications	Review Consigned Inventory Transactions								
Create Invoice Without PO     Create Invoice Without PO     View Invoices     View Invoices     View Payments     View Payments      View Payments      View Active Negotiations     Manage Responses  Qualifications      Manage Questionnaires     View Qualifications	Invoices and Payments								
Create Invoice Without PO     View Invoices     View Payments      Negotiations      View Active Negotiations     Manage Responses  Qualifications      Manage Questionnaires     View Qualifications	Create Invoice								
Vew Invoices Vew Payments Negotiations Vew Active Negotiations Nanage Responses Qualifications Nanage Questionnaires Vew Qualifications	Create Invoice Without PO								
<ul> <li>View Payments</li> <li>Negotiations</li> <li>View Active Negotiations</li> <li>Manage Responses</li> <li>Qualifications</li> <li>Manage Questionnaires</li> <li>View Qualifications</li> </ul>	View Invoices								
Negotiations       • View Active Negotiations       • Manage Responses       Qualifications       • Manage Questionnaires       • View Qualifications	View Payments								
View Active Negotiations     Manage Responses  Qualifications      Manage Questionnaires      View Qualifications	Negotiations								
Manage Responses Qualifications     Manage Questionnaires     View Qualifications	View Active Negotiations								
Qualifications   Manage Questionnaires  View Qualifications	Manage Responses								
Manage Questionnaires     View Qualifications	Qualifications								
View Qualifications	Manage Questionnaires								
	View Qualifications								

# 1.1 Negotiation (RFQ) Response

From the **Supplier Portal** page under **Tasks > Negotiations** select **View Active Negotiation** 

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Supplier Portal									
Search Orders	O,								
Tasks									F
Orders				(					
Manage Orders	Requiring Attention	Recent Activity Last 30 Days		Transaction Reports Last 30 Days					
Manage Schedules	1	Negotiation invitations	1	Invoice Amount	22052	AED			
Acknowledge Schedules in Spreadsheet		Orders opened	10	Invoice Price Variance Amount		AED			
Agreements	1	Receipts	3						
Manage Agreements		Payments	1						
Shipments	8		e <sup>a</sup>			12 <sup>40</sup>			
Manage Shipments									
Create ASN	6								
Create ASBN									
Upload ASN or ASBN									
View Receipts	Schedules Overdue or Due Today								
View Returns	Negotiation Responses								
Consigned Inventory									
Review Consumption Advices	•								
Review Consigned Inventory	Supplier News								
Review Consigned Inventory Transactions									
Invoices and Payments									
Create Invoice									
Create Invoice Without PO									
View Invoices									
View Payments									
Negotiations									
View Active Negotiations									
Manage Responses									



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Active Negotiations	Dgne
∡ Search	Manage Watchlist         Saved Search         Open Invitations
** Negotiation RFQ/101/00048	** Invitation Received Yes
** Negotiation Close By dd-mmm-yyyy	Negotiation Open Since dd-mmm-yyyy
Search Results	Search Reset Save
Actions 🔻 View 🔻 Format 👻 🏢 Freeze 📓 Detach 🚽 Wrap 🛛 Acknowledge Participation Create Response Accept Terms	
Negotiation Title	Negotiation i ime Close Date Your Will Unread View PDF Response Type Remaining Close Date Responses Participate Messages Spreadsheet
RFQ/101/00048 RFQ Evaluation Report Testing	RFQ. 23 Hours 49 Mi 11-Mar-2020 04 0 0 📾 🎹

In the Active Negotiations window you can search for the Negotiation using, negotiation number, title or any other parameters.



Now to respond to negotiation, select the Negotiation and click on **Create Response** from the **Active Negotiation** window.

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Active Negotiations	Dgne
4 Search	Time Zone Gulf Standard Time Manage Watchlist Saved Search Open Invitations
	** At least one is required
** Negotiation RFQ/101/00048	** Invitation Received Yes •
** Title	Response Submitted No 🔻
** Negotiation Close By dd-mmm-yyyy	Negotiation Open Since dd-mmm-yyyy
	Search Reset Save
Search Results	
Actions 🗸 View 🗸 Format 🗸 🏢 Freeze 📓 Detach 🚽 Wrap 🛛 Acknowledge Participation Create Response	
Negotiation Title	Negotiation Time Close Date Your Will Unread View PDF Response Type Remaining Close Date Responses Participate Messages
RFQ/101/00048 RFQ Evaluation Report Testing	RFQ 23 Hours 49 Mi 11-Mar-2020 04 0 0 👦 🎢

In the **Create Response Overview** window you can mention any Reference number, Note to Buyer, Response Valid Until and Attachments, all these are optional.

		• 2 - 3 - 4 Overy Requir Lines Review		
Create Response (Quote 7009): Overview	v	Mess	ages Respond by Spreadsheet 💌 Actions 👻 Back Neg	Save T Submit Cancel
	Title RFQ Evaluation Report Testing		Close Date 11-Mar-2020 04.11 PM	Last Saved 10 Mar 2020 04.23 PM Time Zone Gulf Standard Time
	Time Remaining 23:45:22			
General				
Supplie Supplier Site	101/DUBAI	Response Type	Primary     Atternate	
Negoliation Currency Response Currency	r AED r AED	Reference Number		
Price Precision Response Valid Until	2 Decimals Maximum	Note to Buyer	Final Response	
		PHOLOSIA	hannan an ankar 4. 94	

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After this, click on **Next** and then in the **Create Response: Requirements** window will open, where you provide responses against the requirements as per the business practices. If there are more than one section, then select the other section by selecting section from drop down menu. After providing Response in each Section of requirements then click on **Next**.

ORACLE	n en
Create Response (Quote 7009): Requirements	(1) - 2) - 3) - (4) Overvi Requi Lines Review Messages Respond by Spreadsheet ▼ Actions ▼ Back Next Save ▼ Submit Cancel
Time Remaining 23:42:04	Last Saved 10-Mar-2020 04.26 PM Time Zone Guil Standard Time Close Date 11-Mar-2020 04.11 PM
Section 1. General  1. Payment Terms Net 30	Section 1. General     Section 1. General     Section 2. Technical capab
* 2. Delivery Time 15 days	
<ul> <li>3. Quote Validity</li> <li>a. 15 Days</li> <li>b. 30 Days</li> <li>c. 60 Days</li> <li>d. 90 Days</li> <li>e. 1 Year</li> <li>Comments</li> </ul>	
	Section 1, General •



In the Create Response: Lines page enter the Response Price against the lines mentioned in the RFQ and provide a Promised Delivery Date.

		CLE.								ŵ	× 😳 🍕
				1 - 2 - Overvi Requir	3 - 4 Lines Review						
С	reate F	Respon	se (Quote 7009): Lines				M	essages Respond by Spreadsheet	▼ Actions ▼ <u>B</u> ack Ne <u>x</u> t	Save 🔻	Sub <u>m</u> it <u>C</u> ancel
Cu	rrency = U/	AE Dirham	Time Remaining 23:36:35					Close Date 11-M	ar-2020 04.11 PM	Last Saved Time Zor	10-Mar-2020 04.32 PM ne Gulf Standard Time
	Actions •	View 🔻	Format 🔻 🧪 🕂 💥 🏢 Freeze 📓 Detach 🚃 🏗 🔁 🚽 Wrap								
	Line		Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price Response Price	Response Quantity UOM	Line Amount	Promised Delivery Date
	1		Logitech MK270 Wireless Keyboard & Mouse		+	2 🗖	ICT-Accessories	24.00	1 Set	24.00	dd-mmm-yyy 🗟
	2		HID Omnikey 5421 Card Reader		+	₽	ICT-Accessories	16.00	1 Number	16.00	dd-mmm-yyy 🗟
	Rows Sel	lected 1	Columns Hidden 7								
	Grand To All respons	otals se lines exce	ept alternate lines are included. Response Amount 40.00								



After providing Response Price against each line, then click on **Required Details** to provide response against any other attribute which the buyer has asked for in that line and then click on **Save and Close**.

ORACLE					r 🖉 💿
ines: Edit Line: 1 (Quote 7009)			Messages -	<li>1 LogBach MR270 Wireless</li>	• • See Severand Cross Caroo
umency = UAE Deham Hem Revision Description	ICT1228	Close Dete Location Registerio Chicago	11-Mar-2020 64, 11 PM		Last Barred 10 Aller 2020 (H.35 P
Callegory Name State Proje * Response Proje Target Quantity	24.00	Provinsed Definerry Date Note to Broper	18 Afar 2020	ъ) 	
Besponse Quantity UGM # Allinbutos	Y But	Attactomets	Nore de		
Vew • Famel • Freese (a) Delach of West				Target Value	Response Value
a En Line Athlutes				3	D 10%
Warranty				1	2 years

Do this for all the lines available in the Create Response: Lines window.

After this click on **Next** and on the **Review Response** window you can review the response that you are submitting against the Negotiation. If no changes are required then click on **Submit**.

After final submit you will get this confirmation message.





# **1.2 Invoice Creation**

From the **Supplier Portal** page under **Tasks > Invoice** select **Create Invoice** 

Search Orders V Order Number	0,		
Tasks			
Orders			
Manage Orders	Requiring Attention	Recent Activity Last 30 Days	
Manage Schedules		Receipts	2
Acknowledge Schedules in Spreadsheet			
Agreements			
Manage Agreements			
Shipments			e <sup>70</sup>
- Managa Shipmanta	<b>7</b>	Transaction Depart	
Manage Shipments     Create ASN	No data availab	e Iransaction Reports	5
Create ASBN		Invoice Amount	152702 AED
Upload ASN or ASBN		Invoice Price Variance Am	ount AED
View Receipts			
View Returns			
Consigned Inventory			19 <sup>10</sup>
Review Consumption Advices			
Invoices and Payments	Supplier News		
Create Invoice			
Create Invoice Without PO			
View Invoices			
View Payments			



The following screen will appear once the Create Invoice window is open.

* Identifying Po		* Number	
Supplie	testing, many results	* Date	dd-mmm-yyyy
Taxpayer II	)	* Туро	
* Supplier Sit	•	Invoice Currency	
Addres	5	Payment Currency	
Remit-to Bank Account	t 👻	Description	
Unique Remittance Identifie			1
Unique Remittance Identifier Check Dig	t	Attachments	None 🕂
Supplier Tax Registration Numbe	T T		
Customer			
Customer Taxpayer II	•	Address	
Nam	3		



Select the relevant PO from the List of Values for which the Invoice is to be submitted. Select the bank details, along with mentioning the Invoice Number and the invoice date.

Mention any relevant description is required along with attaching the required documents.

Note: Invoice date cannot be a past date

* Identifying Po		* Number	TEST_INV_1
Supplie		* Date	23-Jun-2021
Taxpayer II		* Туре	Invoice 🗸
* Supplier Sit	• 112 DUBAI 🗸	Invoice Currency	AED - UAE Dirham
Addres	and the second sec	Payment Currency	AED - UAE Dirham
Remit-to Bank Accour		Description	
Unique Remittance Identifie			1
Unique Remittance Identifier Check Dig	t	Attachments	None 📕
Supplier Tax Registration Number	Ψ.		
Customer			
* Customer Taxpayer II	1143926 ▼	Address	
Nam	AI Barakah Investment Holding Company LLC		



After the Header details have been mentioned, select the Items from the PO which have to be selected for this invoice by clicking on the Select and Add icon.

ns												
ïew 🔻 🗦	Calcu	ılate Tax										
	Purchase Ord	ler	Consump	tion Advice	SupplierItem	Itom Description	Shin to Location	Available	Quantity Unit	Unit Drice	HOM	
* Number	* Line	* Schedule	Number	Line	Supplier tiem	ttem Description	Ship-to Location	Quantity		Unit Price	UOW	
data to displa	iy.											
T-4-1											+	
mmary Tax	k Lines											
′iew ▼												
	Line * Regir	ne	* Tax Name	Tax Juris	diction * Tax Status	* Rate Name	Percentage Per Un	nit			Amount	t
data to displa	iy.											
	ns iew ▼ * Number data to displa T1 mmary Tax iew ▼ data to displa	iew ▼ Calcu Purchase Ord * Number * Line data to display. T-+++ mmary Tax Lines iew ▼ Line * Regin data to display.	iew ▼ Calculate Tax Purchase Order * Number * Line * Schedule data to display. T1 mmary Tax Lines iew ▼ Line * Regime ' data to display.	iew ▼ Calculate Tax Purchase Order Consump * Number * Line * Schedule Number data to display. T-++1 mmary Tax Lines iew ▼ Line * Regime * Tax Name data to display.	ns iew ▼ Calculate Tax Purchase Order Consumption Advice * Number * Line * Schedule Number Line data to display. T mmary Tax Lines iew ▼ Line * Regime * Tax Name Tax Juris data to display.	Ins	iew	ns iew	ns iew  Consumption Advice Purchase Order <u>Consumption Advice</u> Number <u>Line</u> Schedule Number Line Ship-to Location Advice United at to display. Tat I	ns iev  Purchase Order Consumption Advice Purchase Order Consumption Advice Une Outplier Item Description Ship-to Location Available Quantity Quantity data to display. T	ns lev      Consumption Advice     Consumption Advice     Vurphase Order     Consumption Advice     Supplier Item     au     Ine     Bupplier Item     Bupplier Item     Bupplier Item     Supplier     Suppli	ns iev Cacutate Tax <u>Purchase Order</u> <u>Consumption Advice</u> Supplier Item Item Description Ship-to Location Available Quantity Quanty Unit Price UOM Interview UNA



From the available lines, select the lines that are to be invoiced. Next click on Apply and Ok. If multiple lines are to be selected hold CTRL and select the required lines.

**Note:** If lines are not available for a particular PO it means that the customer has not yet received the lines against the relevant Purchase Order. Only lines for which the customer does receipt will be available for Invoicing.

Select and Add: Purchase Orders					×
Search			Advanced Save	ed Search	~
				** At le	ast one is required
** Purchase Order	•	*:	* Consumption Advice		
** Creation Date dd-mmm-vy	vy hh:mm a 🖸				
				Search	Reset Save
Search Results					
View 🔻 📑 Detach					
Purchase Order	Consumption Advice	Supplier Item			
Number Line Schedule	Number Line	Number	Item Description	Ship-to Location	Ordered
1 1		10005923		ABH - General Store	1
	<				•
	0				y OK <u>C</u> ancel
				ابضة	م الب رکان ال

Mention the required quantity that is to be invoiced from the available quantity.

lte	ems											
	View 🔻 🗶 Calculate Tax											
	Purchase Order			Consump	tion Advice	Supplier Item	Item Decembrica	Chin to Location	Available Quantity	Unit Price UOM		
	* Number	* Line	* Schedule	Number	Line	Supplier Rein	nem Description	Ship-to Eocation	Quantity	UNIT FILE UUM		
		1	1			10005923	(0)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)(1)	ABH - General Store	1 1	587600 Numbers		
	Total											

Next click on Calculate Tax, which calculates the tax based on the Order and the quantity that is being invoiced.

Ite	ms										
•	/iew 🔻	🕻 🛃 Calcu	ılate Tax								
	Purchase Order		ler	Supplier Itom	Itom Description		Available	Overtite	Unit Price		* Amount
	* Number	* Line	* Schedule	Supplier item	ttem Description	Ship-to Location	Quantity	antity	Unit Frice	UCIW	Amount
		1	1	10005923		ABH - General Store	1	1	587600	Numbers	587,600.00
	Total										587,600.00



The Tax calculated will be available at the bottom of the screen.

Items												
View 🔻 🔰	X 🛃 Calo	culate Tax										
	Purchase O	rder	Supplier Item	Item De	scription		Ship-to Location	Available	Quantity	Unit Price	UOM	* Amount
* Number	* Line	* Schedule						Quantity				
	1	1	10005923				ABH - General Store	1	1	587600	Numbers	587,600.00
Total												587,600.00
Summary Ta <sup>View</sup> ▼	ax Lines											
	Line * Reg	ime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Nam	e Percentage	e Per Uni	t			Amount
	1 AE_VA	T_REGIME	AE_VAT	AE_VAT	AE_STANDARD	AE_STD	1	5				29,380
Shipping and	d Handling									Tota	ls	
View	+ ×										l	tems 587,600.00
* Charge 1 ∢	Туре	*	Amount Description								Fr	eight 0.00
											Miscellan	eous 0.00
												Tax 29,380.00
											Invoice Am	ount 616,980.00



After all the details have been mentioned, click on Submit from the top right.

Create Invoice ⑦						[	Sub <u>m</u> it	<u>C</u> ancel
	A 11-11-01-11	707 BEAR MAN		1000		1.11	1.5.1.	A State of the
Identifying PO	Apr. 11 (11)			Number	TEST_INV_1			
Supplier	NUMBER OF STREET			Date	23-Jun-2021			
Taxpayer ID				Туре	Invoice			
Supplier Site	112 DUBAI		Invoic	e Currency	AED - UAE Dirham			
Address	Design and the		Paymer	nt Currency	AED - UAE Dirham			
Remit-to Bank Account	1		1	Description				
Unique Remittance Identifier		8						
Unique Remittance Identifier Check Digit	<i></i>					11		
Supplier Tax Registration Number		T	A	ttachments	None 🕂			
Customer								
Customer Terrene ID	44 40000			Address				
Customer Taxpayer ID	1143920							
Name	Al Barakah Investment Holding Co	ompany LLC						

The following message will be displayed after the submission of the Invoice.





To view the status of the Invoice under Tasks click on View Invoices.





Search by either giving the Invoice or Purchase Order number.

View Invoi	ces						D <u>o</u> ne
				0		752 10	
Search				A <u>d</u> vanced S	aved Search	All Invoices	~
					** A	t least one is re	equired
	** Invoice Number TEST		Consumption Advice				
	** Supplier	▼	Invoice Status	*			
	Supplier Site	•	Paid Status	~			
	** Purchase Order		Payment Number			_	
					Search	Reset Sa	ave
Here the state	us of the Invoice as well as the Payme	ent can be tracked.					
Search				Advanced S	aved Search	All Invoices	~
					** A	t least one is re	equired

						** At least o	ne is required
** Invoice Number	TEST		Consumption Advice				
** Supplier		•	Invoice Status	~	·		
Supplier Site		-	Paid Status	~			
** Purchase Order			Payment Number				
						Search Res	et Save
Search Results							
View 🔻 🗿 Detach							
Invoice Invoice Date Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number
TEST_INV_1 23-Jun-2021 Stand	lard		112 DUBAI (	616,980.00 AED	616,980.00 AED	In process	