# **EtihadWE Supplier End User Manual**

# Supplier Purchase Order, Shipping Notifications, Service Confirmations & E-Invoice









# Table of Contents

Executio	on Instruction	2
Supplier	Portal Login	2
1	Supplier Portal Purchase Order	2
1.1 1.1.1	Display Purchase Order Display New Purchase Orders.	
1.1.2	Display Confirmed Purchase Orders	3
1.2	Supplier P.O. Business Work Space	4
1.3	FEWA PO / Contract Documents	5
2	Advanced Shipping Notifications (A.S.N.)	6
2.1	Create A.S.N.	6
2.2	A.S.N. Business Work Space	7
2.3	Add Delivery Order Documents.	7
2.4	Send A.S.N	8
2.5	Fewa Goods Receipt	8
2.6	View Inspection Report	9
3	Service Confirmations.	10
3.1	Create Service Confirmation	10
3.2	Confirmation Business Work Space	11
3.3	Add Work Details.	11
3.4	Confirm Service.	12
3.5	Confirmation Status.	12
4	Invoice	12
4.1	Create Invoice (Material)	13
4.2	Create Invoice (Service)	14
4.3	Invoice Business Workspace	15
4.4	Add Invoice Documents	15
4.5	Send Invoice	16
4.6	Invoice Status	16



الاتحاد للماء والكهر ad Water & Electricity

# United Arab Emirates

### **Execution Instruction**

Supplier Portal Login

Please make sure to use the Web Browsers

Ensure Correct URL to login.

https://srm.etihadwe.ae/bidder

Key in User ID (Enter Bidder User ID) and Password



## 1 Supplier Portal Purchase Order

#### 1.1 Display Purchase Order

The awarded purchase orders from FEWA after final approval will be available in PO tab of SUS portal.

<b>F</b>			D	D	D	E			
dministration Notifications from	n Purchaser	Purchase Orders	Confirmations	Shipping Notifications	Invoices and Credit Memos	Messages			
lew Changed In Process	Confirmed	Partially Confirm	ed All						
Find	4	List of Purchase Or	ders						
Purchase Orders		List of New Purcha	se Orders						
New		Print Download							
Changed		Backternal Referen	nce Number	Name			Date	Total Value	Status
In Process		4000001322	100000863	5 PO			22.10.2018	390.00 AED	New
Confirmed		4							
All									
Partially Confirmed									
Shipping Notifications									

٢)

8





#### Click On the Purchase Order number to view the PO in detail.

-		load				
Commun	nication and Collaboration					
General	Information					
Basic Data	moniation			Terms of Payment		
urchase Or	der ID: 4000001322			Payment in Days	Discount	in %
lumber:	1000008635					
ame:	PO					
ate:	22.10.2018					
tatus:	New					
ollow-On D	ocuments:			Tamua of Dalivanu		
• 1	1 2 3			Terms of Delivery	Location	
Shippin	g Notif. Goods Receipt Invoice			Incolerm	Location	
Item Ove	erview					
lumber	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Status
0	O-RING P/NO.185A1354 P217	100000019	30 each	390.00 AED	24.10.2018	New
			Net Value (Unconfirmed Items)			0.00 AED
			Net Value (Confirmed Items)		3	90.00 AED

#### 1.1.1 Display New Purchase Orders.

New PO will be shown in the new variant as shown. Validate the PO value with the order document.

Notification	from Purchaser Purch	ase Orders	Confirmations	Shipping Notifications	Invoices and Credit Memos	Messages			
w Changed In Pro	cess Confirmed F	Partially Confirme	d All						
Find	<ul> <li>List of</li> </ul>	Purchase Ord	lers						
Purchase Orders	List of	Ne vrchas	e Orders						
New	🖨 Prin	t vnload							
Changed	PL FY	ternal Referen	ce Number	Name			Date	Total Value	Status
In Process	40	00001322	100000863	35 PO			22.10.2018	390.00 AED	New
	4								
Confirmed									
All									
Partially Confirmed									

#### 1.1.2 Display Confirmed Purchase Orders

User can find confirmed POs in the "Confirmed" Variants

<b>in</b> E	1		D	D	E	E			
ministration Notifications fro	m Purchaser	Purchase Orders	Confirmations	Shipping Notifications	Invoices and Credit Memos	Messages			
w Changed In Proces	s Confirmed	Partially Confirm	ed All						
Find	<b>↓</b> 1	List of Purchase Ord	ers						
Purchase Orders	L	ist of Confirmed Pu	rchase Orders						
New	E	Print Download							
Changed	5	External Referen	ce Number	Name			Date	Total Value	Status
In Process		4000001320	100000863	2 PO			17.10.2018	390.00 AED	Confirmed
		4000001319	100000863	1 PO			16.10.2018	390.00 AED	Confirmed
Confirmed		4000001311	100000862	1 PO			24.09.2018	390.00 AED	Confirmed
Confirmed									
Confirmed All Partially Confirmed			)						





#### 1.2 Supplier P.O. Business Work Space

The Supplier PO will have Business workspace which can be viewed at the bottom of the PO page.

er ıfirme	Purchase Orders	Confirmation med All	ns Shipping Notifica	tions Invoices and Credit Memos	Messages										
	Follow-On Docun	nents: 2 Goods R		- •						Terms of Delive	ry	L	ocation		
	Item Overvie	w													
	Number	Short Text	NO.185A1354 P217		Product 100000019		1	PO Quantity 30 e	each	Purchase Ord		Required on 24.10.2	018	Status	
						Net	Value (Cor	confirmed Items) nfirmed Items) al of all Items)					39	0.00 AED 0.00 AED 0.00 AED	
	Partner Infor	mation													
	Partner		Number	Name	Street		House	PostCode	City		Telephone	Fax	E-mail		
	Sold-to Party		31	Federal Elec	Al Mizan Bldg,Beirut Are	эа		12345	DUBAI						
	Ship-To Address		31	FEWA Central Plant	FEWA Central Stores			12345	Sharjah						_
w	Business Wor	rkspace													
	Ŧ				💁 SUS Purchase O	rder 1000)	0086	35 🗸						$\overleftrightarrow$	٩
	Тур	e Name	• ↑ Q			Size	Modi	fied	Crea	ated By					
		01-01	thers			0 items	10/2	2/2018 8:01:22	2 PM			\$			
		Relate	ed Items			1 item	10/2	2/2018 8:01:22	2 PM			☆			

Net Value (Unconfirmed Items)       0.00         Net Value (Confirmed Items)       390.00         Net Value (Total of all Items)       390.00         Partner       Number         Name       Street         House       PostCode       City         Solid-to Party       31         Steel       Al Mizan Bidg,Beirut Area       12345         Ship-To Address       31         FEWA Central Plant       FEWA Central Stores       12345         susiness Workspace       Law Street	lumber	Short Text			Product		PO	Quantity		Purchase Ore	ler Value	Required on		Statu	JS
Net Value (Confirmed Items)       390.00         Net Value (Total of all Items)       390.00         Partner       Number       Name       Street       House       PostCode       City       Telephone       Fax       E-mail         Sold-to Party       31       Federal Elec       Al Mizan Bidg Beirut Area       12345       DUBAl       E-mail	0	O-RING P/I	NO.185A1354 P2	17	100000019			30	each	390.00	) AED	24.10	.2018	Conf	irm
Net Value (Total of all Items)       390.00         Partner Information       atmer       Number       Name       Street       House       PostCode       City       Telephone       Fax       E-mail         old-to Party       31       Federal Elec       Al Mizan Bldg.Beirut Area       12345       DUBAI       UBAI       Telephone       Fax       E-mail       Street       Telephone       Fax       E-mail       Telephone       Fax       E-mail       Street       Telephone       Fax       E-mail       Street       Telephone       Fax       E-mail       Street       Telephone       Fax       E-mail       Street       Street       Street       Telephone       Fax       E-mail       Street       Str						Net Value	(Uncon	nfirmed Items	)					0.00 AE	D
Partner Information       Number       Name       Street       House       PostCode       City       Telephone       Fax       E-mail         bld-to Party       31       Federal Elec       Al Mizan Bldg.Beirut Area       12345       DUBAI         sip-To Address       31       FEWA Central Plant       FEWA Central Stores       12345       Sharjah         siness Workspace       Image: Street with the store s						Net Value	(Confirr	med Items)						390.00 AE	.E
nther Number Name Street House PostCode City Telephone Fax E-mail Nid-to Party 31 Federal Elec Al Mizan Bidg,Beirut Area 12345 DUBAI ig-To Address 31 FEWA Central Plant FEWA Central Stores 12345 Sharjah siness Workspace ▼ + ← ● 01-Others ~ ☆						Net Value	(Total o	of all Items)						390.00 AE	0
Id-to Party 31 Federal Elec Al Mizan Bidg,Beirut Area 12345 DUBAI Ip-To Address 31 FEWA Central Plant FEWA Central Stores 12345 Sharjah siness Workspace ▼ + ← ● 01-Others ▼ 5	Partner Inform	nation													
nip-To Address 31 FEWA Central Plant FEWA Central Stores 12345 Sharjah siness Workspace ▼ + ← ● 01-Others → ☆	artner		Number	Name	Street	Hou	se F	PostCode	City		Telephone	Fax	E-mai	1	
iness Workspace ▼ + ←	ld-to Party		31	Federal Elec	Al Mizan Bldg,Beirut Area		1	12345	DUBAI						
▼ + ← 101-Others ~ 2	ip-To Address		31	FEWA Central Plant	FEWA Central Stores		1	12345	Sharjah						
Type Name ↑ Q Size Modified Created By					<b>0</b> 1-0	thers •	,							☆	
	Туре	Name	↑ Q			Size	Modifie	ed	Cre	ated By					

Drag and drop files here to add new content.







#### 1.3 FEWA PO/Contract Documents

PO details or Contract details will be attached in the Purchase Order folder which supplier can access through the PO Business Workspace.

Path : Purchase Order → Business Workspace → Related Items → Purchase Order → Purchase Order Documents → Main PO

T	$\leftarrow$		🛅 Related Items 🖌			☆	٩	
	Туре	Name 🛧 Q	Size	Modified C	reated By			
	6	Purchase Order 4000001322	5 items	10/22/2018 12:36:39 PM				4
usines	s Works	pace						
Ŧ	÷		Purchase Order 4000001322 🗸			Ę	2	٩
	Туре	Name 🛧 Q	Size	Modified	Created By			
		01-Purchase Order Documents	3 items	10/22/2018 12:36:41 PM				
		Related Items	1 item	10/22/2018 12:36:41 PM				
siness	s Worksp	bace						
siness	s Worksp ←	bace	■ 01-Purchase Order Documents			٤	~~	Q
Ŧ	÷	Dace Copy link Share	■ 01-Purchase Order Documents			ź	~~	Q
	÷		■ 01-Purchase Order Documents	10/22/2018 1:40:11 PM		ť	~~	٩
▼	← 0	Copy link Share		10/22/2018 1:40:11 PM 10/22/2018 1:39:53 PM		ŕ	~7	٩
<b>Y</b>	← 0	Copy link Share Bank Guaranty	1 item			£	~7	Q
▼	<ul> <li>•</li> <li>•&lt;</li></ul>	Copy link Share Bank Guaranty Main PO	1 item 1 item	10/22/2018 1:39:53 PM		ž	~~	
▼	<ul> <li>•</li> <li>•&lt;</li></ul>	Copy link Share Bank Guaranty Main PO	1 item 1 item	10/22/2018 1:39:53 PM		t	~7	Q
▼	<ul> <li>•</li> <li>•&lt;</li></ul>	Copy link Share Bank Guaranty Main PO	1 item 1 item	10/22/2018 1:39:53 PM		ť	4	
▼	<ul> <li>•</li> <li>•&lt;</li></ul>	Copy link Share Bank Guaranty Main PO Variation Orders	1 item 1 item	10/22/2018 1:39:53 PM		t	7	
▼ ■ ■ ■ ■ ■ ■	<	Copy link Share Bank Guaranty Main PO Variation Orders	1 item 1 item	10/22/2018 1:39:53 PM			^>	
▼ □ □ □ □ □ □ □ □ □ □ □ □ □	← ① … … … … … … … … … … … … …	Copy link Share Bank Guaranty Main PO Variation Orders	1 item 1 item 0 items	10/22/2018 1:39:53 PM 10/22/2018 12:36:40 PM	Created By			(Q)





## 2 Advanced Shipping Notifications (A.S.N.)

All the material items of Fewa purchase orders are accepted only through the ASN. Therefore, the supplier mandatorily has to create ASN for each delivery. The information in the ASN should be accurate.

#### **Process Overview**

#### Purchase Order → A.S.N → Goods Receipt → Invoice → Invoice Acceptance → Vendor Payment

#### 2.1 Create A.S.N.

List of Purchase Orders > I				
urchase Order: 400000132	2			
reate ASN Display History	Display Document Flow	Print Download		
Communication and C	ollaboration			
Communication and C	onaboration			
General Information				
			Terms of Payment	
General Information Basic Data Purchase Order ID:	4000001322		Terms of Payment Payment in Days	Discount in %
Basic Data	4000001322 100008635			Discount in %

- DO Number
- Delivery Information
- Quantity
- Save

General Info	ormation									
Basic Data					elivery Information					
Number: Name: Date: Status: Item Overvie	23.10. Create	umber : 2345 2018		S M T	elivery Date (Expected): hipping Date: leans of Transport: ransport ID Code: ill of Lading:	24.10.2018 25.10.2018 Truck DO REFER	T	<ul> <li>16</li> <li>16</li> </ul>		
	elect All Propose Ou	tstanding Quantities								
Number	Description	Product	Quantity	Unit of Mea	Purchase Order No.		Purchase O	rder Item		lt.
		5A1354 F 1000000019	4	each	4000001322	2		10	Î	V







#### 2.2 A.S.N. Business Work Space

Once the document is saved, the business workspace for the ASN will be created. All the details related to the shipment should be attached to the Business workspace folders in ASN. Go to SUS PO Business Workspace to add the delivery information documents.

Path : ASN → Business Workspace → Shipment Details

	1							
Item Overview								
mber	Description	Product	(	Quantity	Purchase Order No.	Purcha	se Order	ltem
	O-RING P/NO.185A1354 P217	100000019		4 each	4000001322		10	
Partner Information	1							
iness Workspa	се							
Ŧ		🖕 SUS ASN 3000001250	~			$\Diamond$	٩	(
Type	Name 🛧 Q	SUS ASN 3000001250	✓ Size	Modified	Created By	☆	٩	2
	Name 🛧 Q 01-Shipment Details	SUS ASN 3000001250		Modified 10/23/2018 4:59:37 PM			٩	
	•	SUS ASN 3000001250	Size		1	☆	٩	

#### 2.3 Add Delivery Order Documents.

Add all the delivery documents preferably as a pdf document in the below shown folder. Fewa Store will review the attachments and if there is any missing information, more documents can be attached to the same folder.

	olay Document Flow						
General Information							
Item Overview							
lumber	Description	Product	Quantity	Purchase Order No.	Purchas	se Order It	tem
)	O-RING P/NO.185A1354 P217	100000019	4 each	4000001322		10	
Partner Information	ie						
	ie						
		01-Shipment Details			☆	٩	•
siness Workspac			✔ Size Modified	Created By	☆	٩	•





#### 2.4 Send A.S.N

Once the documents are attached. Click on "Process" ASN and click on "Goods Delivered To Recipient"

General Informa	ation												
Basic Data					C	elivery Information							
Number:		3000001250			D	elivery Date (Expect	ed):	24.10.2018		<b>1</b> 7	16:00		
ame:		DO Number : 2345	5		s	hipping Date:		25.10.2018			16:00		
ate:		23.10.2018			N	leans of Transport:		Truck	۲				
atus:		In Process			Т	ransport ID Code:		12345					
					В	ill of Lading:		DO REFEREN	NCE				
Item Overview	ct All Propose Outs	tanding Quantities	]										
elect All Deselec	t All Propose Outs	tanding Quantities	Product	Quantity	Unit of Measure	Purchase Order N	).		Purchase Or	der Item			
elect All Deselec	Description	tanding Quantities 185A1354 P217		Quantity 4	Unit of Measure each		). 4000001322		Purchase Or		0	1	
elect All Deselec	Description O-RING P/NO		Product						Purchase Or		0	1	
elect All Deselect umber 0 Partner Informa	Description O-RING P/NO		Product				4000001322		Purchase Or Telephone		0 E-mail	1	
ielect All Deselec Number 10	Description O-RING P/NO	185A1354 P217	Product 100000019	4	each		4000001322			1		1	

#### 2.5 Fewa Goods Receipt

Once the shipments are verified against ASN and the PO/Contract, Fewa Store will create Goods Receipt. Fewa Goods Receipt can be displayed in the SUS portal itself.

Path : Purchase Order → Display Document Flow → Goods Receipt

Create ASN Display Histor Display Docur	eent Flow]] Cownload	
General Information		Turns of Damas at
Purchase Order ID:	4000001322	Terms of Payment Payment in Days Discount in
Number:		Payment in Days Discount in
	1000008635	
Name:	PO	
Date:	22.10.2018	
Status:	Confirmed	
Follow-On Documents:	3	Terms of Delivery
		Incoterm Location
Shipping Notif. Goods (2) Receipt	nvoice	

ocument Flow				
ocument Type	Number	Document Name	Document Date	Status
Purchase Order	1000008635	PO	22.10.2018	Confirmed
Shipping Notif.	3000001246	ASN	22.10.2018	Sent
Shipping Notif.	3000001250	DO Number : 2345	23.10.2018	In Process
Goods Receipt	4000008220	GR	22.10.2018	New







#### 2.6 View Inspection Report

The inspection report for the delivery can be viewed from the Business workspace of each ASN or SUS PO. Path : Purchase Order  $\rightarrow$  Business Workspace  $\rightarrow$  Related Items  $\rightarrow$  Material Document Number

isplay ASN: 3000001246													
Copy Display Docume	ent Flow   BPrint Do	ownload											
General Information	n												ľ
Basic Data				Delivery Information									
Number:		000001246		Delivery Date (Expected):		24.10.2018			16:00				
Name: Date:		SN 2.10.2018		Shipping Date: Means of Transport:		22.10.2018	-		16:00				
Status:		2.10.2018 ent		Transport ID Code:			•						
				Bill of Lading:									
Item Overview													
Partner Information	1												2
Partner	Number	Name	Street	House PostCode	City		Telephone	Fax	E-mail				
Sold-to Party	31	Federal Elec	Al Mizan Bldg,Beirut Area	12345	DUBAI								
Ship-To Address	31	FEWA Central Plant	FEWA Central Stores	12345	Sharjah								
Business Workspa	ice												
			_										
Ŧ			Pa SUS ASN 30000	01246 ¥						☆	٩	7	
0 C	Copy link Share												^
	01-Shipment Details			0 items 10/22/2018 8:01:2	5 PM								
	02-Others			0 items 10/22/2018 8:01:2	5 PM								
	Related Items	)		2 items 10/22/2018 8:01:2	5 PM								
		•											

Business Workspace 🛅 Related Items 🖌 ٩ Y ←  $\overleftrightarrow$ 0 Copy link Share Сору Material Document Number 5000050382 10/22/2018 8:05:54 PM 4 items 10/22/2018 8:01:21 PM SUS Purchase Order 1000008635 2 items

T	<del>~</del>	🚰 Material Document Number 5000050382 🐱	$\Diamond$	<b>Q</b> (2
-	Copy link Share			
	01-Quality Inspection	1 item 10/24/2018 1:33:37 PM		
	Related Items	2 items 10/22/2018 8:05:55 PM		

	s Workspace							
T	<del>~</del>	01-Quality Inspection	~			$\bigtriangleup$	٩	7
	Type Name 🛧 📿		Size	Modified	Created By			
	2db7fd90_2558smart.pdf		125 KB	10/24/2018 1:33:37 PM				☆







#### **3** Service Confirmations.

All the service line items of Fewa purchase orders are accepted only through the Service Confirmations. Therefore, the supplier mandatorily has to create Confirmations for every services performed The information in the Confirmations should be accurate.

#### **Process Overview**

#### Purchase Order → Confirmation → Acceptance → Invoice → Invoice Acceptance → Vendor Payment

#### 3.1 Create Service Confirmation

To create any Prebid clarification, repeat the steps from 1.3.1 to 1.3.2 and access "Pre Bid Clarifications"

#### Path : SUS PO → Create Confirmations

List of Purchase Orders > Display Purchase Order     Purchase Order: 4000001322			
Create ASN Create Confirmation Display History	Display Document Flow   Brint Download		
Communication and Collaboration			Ξ
General Information			
Basic Data		Terms of Payment	
Purchase Order ID:	4000001322	Payment in Days	Discount in %
Number:	100008635		
Name:	PO		
Date:	22.10.2018		
Status:	In Process		
Follow-On Documents:	_1	Terms of Delivery	
		Incoterm	Location
Confirmation Goods Invoice Receipt			

- Name Payment Reference for Contract / Work Order
- Quantity
- Update Prices
- Save

	: 4000008222										
Confirm	Save XCa	ancel   🗁 Print Dowr	nload								
Commu	inication and	Collaboration									
Genera	I Information										=
Basic Data				Service Infor	mation						
Confirmatio Name: Date: Purchase C Status:	rder No.:	e All   Select All Des	4000008222 Payment name 24.10.2018 4000001322 In Process	Service Agent Service Locat							
Number	Status	Pro Product Type	Line Type	Description	Quantity	Unit of Measure	Quantity Orde	Open	Net Value		ItF
1	In Process			Lab Proficiency Testing					6,000.00 AED	î	
1.1	In Process	Service	Standard Line	Total Count, E. Coli, Coliform, pseudo.aeru	2.000	Activ.unit	3.000 Activ.unit	3.000 Activ	3,000.00 AED	Î	
1.2	In Process	Service	Standard Line	Inorganic Components ,Routine Components	1.000	Activ.unit	2.000 Activ.unit	2.000 Activ	1,500.00 AED	î	
1.3	In Process	Service	Standard Line	Routine Metals (Treated Water)	1.000	Activ.unit	2.000 Activ.unit	2.000 Activ	1,500.00 AED	î	
1.4	In Process	Service	Standard Line	Non-Routine Metals & Non-Specific Compon	0.000	Activ.unit	2.000 Activ.unit	2.000 Activ	0.00 AED	î	
1.5	In Process	Service	Standard Line	Total Chlorine -Free Chlorine Water	0.000	Activ.unit	2.000 Activ.unit	2.000 Activ	0.00 AED	Î	
				Net Value				6,0	00.00 AED		







#### 3.2 Confirmation Business Work Space

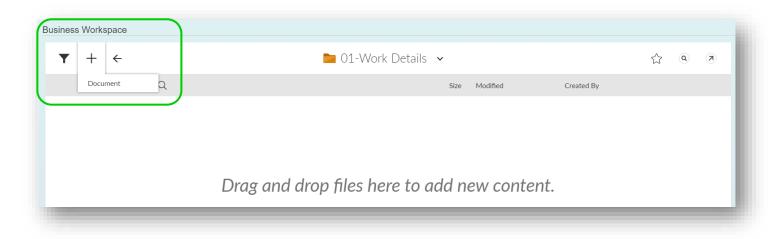
Once the document is saved, the business workspace for the Confirmation will be created. All the details related to service should be attached to the Business workspace folders in Confirmation. Go to SUS PO Business Workspace to add the service related documents.

Path : Confirmation  $\rightarrow$  Business Workspace  $\rightarrow$  Work Details

Tocess (Copy I	Display Document Flow	Print Download										
Communication a	and Collaboration											
General Informati	ion											
Item Overview												
Partner Information	on											
artner	Number	Name	Street	Hous	PostCode	City	Tele	phone	Fax	E-mail		
old-to Party	31	Federal Elec	Al Mizan Bldg,Beirut Area		12345	DUBAI						
Ship-To Address	31	FEWA Central Plant	FEWA Central Stores		12345	Sharjah						
			FEWA Central Stores	)000822 Size		Sharjah	Created By			☆	٩	(7
ship-To Address	Name 🛧 Q			Size	22 V Modified		Created By				٩	(3
ship-To Address	pace				22 V Modified	Sharjah 118 6:11:28 PM	Created By			☆ ☆	٩	(
ship-To Address	Name 🛧 Q			Size	22 ✔ Modified 10/24/20		Created By				٩	0

#### 3.3 Add Work Details.

Add all the work related documents preferably as a pdf document in the below shown folder. End user from FEWA will review the attachments and if there is any missing information, more documents can be attached to the same folder.







#### 3.4 Confirm Service.

Once the documents are attached, values are validated, click on "Process" Confirmation and "Confirm"

	nication and Collaborat	tion										
-												
General	Information											
asic Data					Service Information							
onfirmation	1:		4000008222	)	Service Agent Name:							
ame:			Payment na	me	Service Location:							
ate:			24.10.2018									
urchase Or	rder No.:		4000001322	2								
tatus:												
10105.			In Process									_
1			In Process									
Item Ove	erview		In Process									
Item Ove		elect All Desele		e Outstanding Quantiti	es Update Prices							
Item Ove		elect All Desele		0	es] Update Prices	Quantity	Unit of Mea	Quantity Or	Open	Net Value		t
Item Ove	All I Collapse All Se		ect All	0		Quantity	Unit of Mea	Quantity Or	Open	Net Value 6,000.00 AED		
Item Ove Expand A Number	All M Collapse All Se Status		ect All	0	Description	Quantity 2.000	Unit of Mea Activ.unit					
Item Ove Expand A Number 1 1.1	NII → <sup>+</sup> Collapse All   Se Status In Process		ect All   🕞 Propose Product Type	Line Type	Description Lab Proficiency Testing				1.000 Activ.uni	6,000.00 AED 3,000.00 AED	Û	
Item Ove Expand A Number 1 1.1 1.2	Status       In Process       In Process		Product Type Service	Line Type Standard Line	Description Lab Proficiency Testing Total Count,E.Coli,Coliform, pseudo.aeru	2.000	Activ.unit	3.000 Activ.uni	1.000 Activ.uni 1.000 Activ.uni	6,000.00 AED 3,000.00 AED 1,500.00 AED	î Î	
Item Ove	Image: Nitron Status     Status       Status     In Process       In Process     In Process       In Process     In Process		Product Type Service Service	Line Type Standard Line Standard Line	Description Lab Proficiency Testing Total Count,E. Coli, Coliform, pseudo.aeru Inorganic Components ,Routine Components	2.000	Activ.unit Activ.unit	3.000 Activ.uni 2.000 Activ.uni	1.000 Activ.uni 1.000 Activ.uni 1.000 Activ.uni	6,000.00 AED 3,000.00 AED 1,500.00 AED 1,500.00 AED		

#### 3.5 *Confirmation Status.*

Once the services are verified against Confirmation and the PO/Contract, Fewa End user will accept the confirmations. The status of the confirmations can be viewed in Document Flow Path : Purchase Order  $\rightarrow$  Display Document Flow  $\rightarrow$  Confirmation

Document Flow					Back to Docun
Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	1000008635	PO	22.10.2018	Confirmed	16,890.00 AED
Shipping Notif.	3000001246	ASN	22.10.2018	Sent	0.00
Shipping Notif.	3000001250	DO Number : 2345	23.10.2018	In Process	0.00
Goods Receipt	4000008220	GR	22.10.2018	New	13.00 AED
Confirmation	4000008222	Payment name	24.10.2018	Accepted by Customer	6,000.00 AED

#### 4 Invoice.

All the invoices for materials / services of Fewa purchase orders are accepted via portal Invoice. Therefore, the supplier mandatorily has to create Invoice for every material / services delivered. The information in the Invoice should be accurate.







#### 4.1 Create Invoice (Material)

All the material items supplied via ASN will receive GR upon Fewa Stores acceptance. The Invoice for the material supply can be created with respect to the FEWA GR received. Supplier has to **Accept** Goods Receipt and **Create Invoice** for the received Goods Receipt

Path : Purchase Order  $\rightarrow$  Document Flow  $\rightarrow$  Goods Receipt  $\rightarrow$  Create Invoice

			nt Flow   🖨 Print		
General Infor	mation		,,		
Basic Data					
Number:		400000	8220		
Name:		GR			
Date:		22.10.2	018		
Status:		New			
Item Overvie	N				
Number	Product		Description	Purchase Orde	Purchase Order Item

- Invoice Name
- Update Prices
- Save

Send Save	X Cancel   Update Prices   🖨	Print Download							
Communicati	on and Collaboration								(
General Infor	mation								= ;
Basic Data						Terms of Payment			
Number:		500000440			Payment in Days		Discount in %		
Name: Date:		Invoice Number				0	0.000		
		24.10.2018				0	0.000		
External Referenc Status:		0000000004000001	1322			0			
Sidius.		In Process							
Unplanned Delive	ry Costs:		0.00	AED					
Unplanned Delive	ry Costs:		0.00	AED					
Unplanned Delive	ry Costs:		0.00	AED					
Unplanned Delive	- 		0.00	AED					- >
	N	Product	0.00 Quantity	AED Unit of Measure	Net Value	Тах	External Reference	Purchase Order Item	•
Item Overview	N				Net Value 13.00 AED	Tax AE Input VAT 5% - got❤	External Reference 4000001322	Purchase Order Item 10	
Item Overview	w Description		Quantity	Unit of Measure	13.00 AED				
Item Overview	w Description		Quantity	Unit of Measure each Net Value	13.00 AED			10	
Item Overview	w Description		Quantity	Unit of Measure each Net Value Unplanne	13.00 AED			10 13.00 AED	





#### 4.2 Create Invoice (Service)

All the service confirmed via confirmations will be accepted upon Fewa End User acceptance. The Invoice for the services can be created with respect to the accepted Confirmations. Supplier has to go to the confirmation to **Create Invoice**.

Path : Purchase Order  $\rightarrow$  Document Flow  $\rightarrow$  Confirmation  $\rightarrow$  Create Invoice

nfirmation: 4									
Create Invoid	ce Copy Display Docu	ment Flow   🖨	Print Download						
Communi	cation and Collaboration								
General Ir	nformation								
Basic Data					Service Information				
onfirmation:			400008222		Service Agent Name:				
lame:			Payment name		Service Location:				
ate:			24.10.2018						
urchase Ord	er No.:		4000001322						
tatus:			Accepted by Custome	r					
ltem Over	view								
Expand All	▶↑ Collapse All								
Number	Status	Product	Product Type	Line Type	Description	Quantity	Quantity Orde	Open	Net Value
1	Accepted				Lab Proficiency Testing				6,000.00 AED
1.1	Accepted		Service	Standard Line	Total Count, E.Coli, Coliform, pseudo.aeru	2.000 Activ.unit	3.000 Activ.unit	3.000 Activ.unit	3,000.00 AED
1.2	Accepted		Service	Standard Line	Inorganic Components ,Routine Components	1.000 Activ.unit	2.000 Activ.unit	2.000 Activ.unit	1,500.00 AED
1.3	Accepted		Service	Standard Line	Routine Metals (Treated Water)	1.000 Activ.unit	2.000 Activ.unit	2.000 Activ.unit	1,500.00 AED
					Net Value			6,000.00 AED	

- Invoice Name
- Update Prices
- Save

Basic Data         Terms of Payment           Number:         500000441           Name:         Invoice Number 1234           Date:         24.10.2018           External Reference No.:         0000000001322           In Process         0.000           Unplanned Delivery Costs:         0.00           Mumber         0.000           External Reference No.:         0.000           Oot         0.000           Unplanned Delivery Costs:         0.00           AED         Item Overview           Item Overview         Item Overview           Number         Description           Product         Quantity           Unit of Measure         Net Value           10         Lab Proficiency Testing           1.000         Activ unit           6,000.00 AED           0.00 AED	Process Invoice: 50000	000441 Cancel   Update Prices   🖨	Print Download								
Basic Data         Terms of Payment           Number:         1nvoice Number 1234           Date:         24 10 2018           External Reference No:         0000000000000001322           Status:         In Process           Unplanned Delivery Costs:         0.00           Mumber         0.00           Implaned Delivery Costs:         0.00           Number         Description           Product         Quantity           Unplanned Delivery Costs         1.000           Activ unit         6,000.00 AED           Number         Description           Product         Quantity           Unplanned Delivery Costs         0.00           Activ unit         6,000.00 AED           Activ unit         6,000.00 AED           Net Value         6,000.00 AED           Unplanned Delivery Costs         0.00AED           0.00 AED         300.00 AED	Communication a	and Collaboration									
Number:         500000441           Name:         Invoice Number 1234           Date:         24 10 2018           External Reference No.:         000000000000001322           Status:         In Process           Unplanned Delivery Costs:         0.000           AED         External Reference No.:           Date:         0.000           Unplanned Delivery Costs:         0.000           AED         External Reference No.:           Number         Description           Product         Quantity           Unit of Measure         Net Value           10         Lab Proficiency Testing           1.000         Activ unit           6,000.00 AED           Unplanned Delivery Costs           AE Input VAT 5% - services	General Informati	ion									= ×
Name:       Invoice Number 1234         Date:       24.10.2018         O000000000000000000000000000000000000	Basic Data							Terms of Payment			
Date:       24.10.2018       0.000       0.000         External Reference No:       000000000400001322       0       0       0         Status:       In Process       0.00       0       0       0         Unplanned Delivery Costs:       0.00       AED	Number:		5000000441					Payment in Days	Discou	int in %	
External Reference No.:       000000000010322 In Process       0000000000000322 In Process       000000000000000000000000000000000000								0	0.000		
Status:     0       In Process     0.00       Unplanned Delivery Costs:     0.00       AED         Item Overview           Item Overview </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td>0.000</td> <td></td> <td></td>								0	0.000		
In roccss       0.00       AED         Item Overview       Item Overview		D.:		2				0			
Item Overview       Tax       External Reference       Purchase Order Item         10       Lab Proficiency Testing       1.000       Activ.unit       6,000.00       AED       AE Input VAT 5% - serv       4000001322       0000000020       1         Net Value         Net Value         Unplanned Delivery Costs         AE Input VAT 5% - services         300.00 AED         0.00 AED         Jungtanned Delivery Costs         AE Input VAT 5% - services	olulus.		In Process								
Number       Description       Product       Quantity       Unit of Measure       Net Value       Tax       External Reference       Purchase Order Item         10       Lab Proficiency Testing       1.000       Activ unit       6,000.00       AED       AE Input VAT 5% - serv       4000001322       0000000020       1         Net Value         Unplanned Delivery Costs         AE Input VAT 5% - services	Unplanned Delivery Co	osts:	0.0	00	AED						
Number       Description       Product       Quantity       Unit of Measure       Net Value       Tax       External Reference       Purchase Order Item         10       Lab Proficiency Testing       1.000       Activ.unit       6,000.00       AED       AE Input VAT 5% - serv       4000001322       0000000020       1         Net Value         Unplanned Delivery Costs         AE Input VAT 5% - services											
10         Lab Proficiency Testing         1.000         Activ. unit         6,000.00         AED         AE Input VAT 5% - ser •         4000001322         000000000         E           Net Value           Unplanned Delivery Costs         6,000.00 AED         0.00 AED         0	📑 Item Overview										= ×
Net Value     6,000.00 AED       Unplanned Delivery Costs     0.00 AED       AE Input VAT 5% - services     300.00 AED	Number	Description	Product	Quantity	Unit of Measure	Net Value		Tax	External Reference	Purchase Order Item	
Unplanned Delivery Costs 0.00 AED AE Input VAT 5% - services 300.00 AED	10	Lab Proficiency Testing		1.000	Activ.unit	6,000.00	AED	AE Input VAT 5% - ser▼	4000001322	000000020	Û
AE Input VAT 5% - services 300.00 AED					Net Value					5,000.00 AED	
					Unplanned	Delivery Cos	ts			0.00 AED	
					AE Input \	AT 5% - servi	ces			300.00 AED	
Gross Price 6,300.00 AED					Gross Pric					5,300.00 AED	

#### الاتحاد للماء والكهر ad Water & Electricity





#### 4.3 Invoice Business Workspace

Once the document is saved, the business workspace for the Invoice will be created. All the details related to the Invoice should be attached to the Business workspace folders of Invoice. Go to Invoice Business Workspace to add the Payment related documents. Path : Invoice → Business Workspace → Tax Invoice

Communicatio	on and Collaboration									
General Inform	nation									
Item Overview	,									
lumber	Description		Product	Quantity	Ne	et Value	Tax	External Reference No.	Purchase Ord	der Ite
10	Lab Proficiency Testing				0 Activ.unit	6,000.00 AED	AE Input VAT 5% - ser	4000001322	000000	002
				Net Value					00 AED	
					Delivery Costs				00 AED 00 AED	
					AT 5% - services					
				AE Input V/ Gross Price					00 AED	
Partner Inform	nation									
Partner Inform	ation									
				Gross Price	8					
			SUS Invoice	Gross Price	8			6,300.		(:
siness Work	kspace		SUS Invoice	Gross Price	•			6,300.	00 AED	(.
siness Work		•	SUS Invoice	Gross Price	8	Created By		6,300.	00 AED	
siness Work	kspace	•	SUS Invoice_	Gross Price 5000000441 Size M	•			6,300.	00 AED	(
Туре	kspace Name ↑ Q		SUS Invoice	Gross Price 5000000441 Size M 0 items 10	e . Y odified	9 PM		6,300.	00 AED	

#### 4.4 Add Invoice Documents

Add all the Invoice preferably as a pdf document in the below shown folder.

Fewa Finance will review the attachments and if there is any missing information, more documents can be attached to the same folder.

Path : Invoice → Business Workspace → Tax Invoice

▼ + ←	01-Tax Invoice 🗸	\$ 2 7
Document	Size Modified Created By	
Tax Invoice.pdf	140 KB 10/24/2018 7:49:25 PM	☆





#### 4.5 Send Invoice

Once the documents are attached, values are validated, click on "Process" Invoice and "Send"

Communication	n and Collaboration									
General Informa	ation									
Basic Data							Terms of Payment			
Number:		500000441					Payment in Days Discou		scount in %	
lame:		Invoice Number 1234					0	0.0	0	
)ate:		24.10.2018					0	0.0	0	
xternal Reference I	No.:	0000000004000001322					0			
Status:										
nplanned Delivery	(Costs:	In Process	00	AED						
			20	AED			V			
Inplanned Delivery			00	AED			U			[
Item Overview			Quantity	AED Unit of Measure	Net Value		Tax	External Reference I	lo. Purchase Order Item	
Item Overview		0.0			Net Value 6,000.00	AED		External Reference I 4000001322	io. Purchase Order Item 000000020	
Item Overview	Description	0.0	Quantity	Unit of Measure	6,000.00	AED	Tax			
Item Overview	Description	0.0	Quantity	Unit of Measure Activ.unit Net Valt	6,000.00	AED	Tax		000000020	
Jnplanned Delivery Item Overview Number 10	Description	0.0	Quantity	Unit of Measure Activ.unit Net Vali Unplani	6,000.00	AED	Tax		0000000020 6,000.00 AED	ľ

#### 4.6 Invoice Status

Once the Invoices are verified against Goods Receipt / Service Entry and the PO/Contract, Fewa Finance will post the invoices for payment. The status of the invoices can be viewed in Document Flow Path : Purchase Order  $\rightarrow$  Display Document Flow  $\rightarrow$  Invoice

					Back to Do
Document Type	Number	Document Name	Document Date	Status	Total Value
Purchase Order	100008635	PO	22.10.2018	Confirmed	16,890.00 AED
Shipping Notif.	3000001246	ASN	22.10.2018	Sent	0.00
Shipping Notif.	3000001250	DO Number : 2345	23.10.2018	In Process	0.00
Goods Receipt	400008220	GR	22.10.2018	Document Read	13.00 AED
Confirmation	400008222	Payment name	24.10.2018	Accepted by Customer	6,000.00 AED
Invoice	500000440	Invoice Number	24.10.2018	In Process	13.65 AED
Invoice	500000441	Invoice Number 1234	24.10.2018	Document Sent	6,300.00 AED

End Of The Document.