

EtihadWE Supplier End User Manual

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








Table of Contents

Execution Instruction.....	2
Supplier Portal Login.....	2
1 Supplier Portal Purchase Order.....	2
1.1 Display Purchase Order	2
1.1.1 Display New Purchase Orders.	3
1.1.2 Display Confirmed Purchase Orders.....	3
1.2 Supplier P.O. Business Work Space	4
1.3 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 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



Execution Instruction

Supplier Portal Login

Please make sure to use the Web Browsers   or 

Ensure Correct URL to login.

<https://srm.etihadwe.ae/bidder>

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



SAP NetWeaver

Warning: No switch to HTTPS occurred, so it is not secure to send a password

Register here

User:*

Password:*

Language:

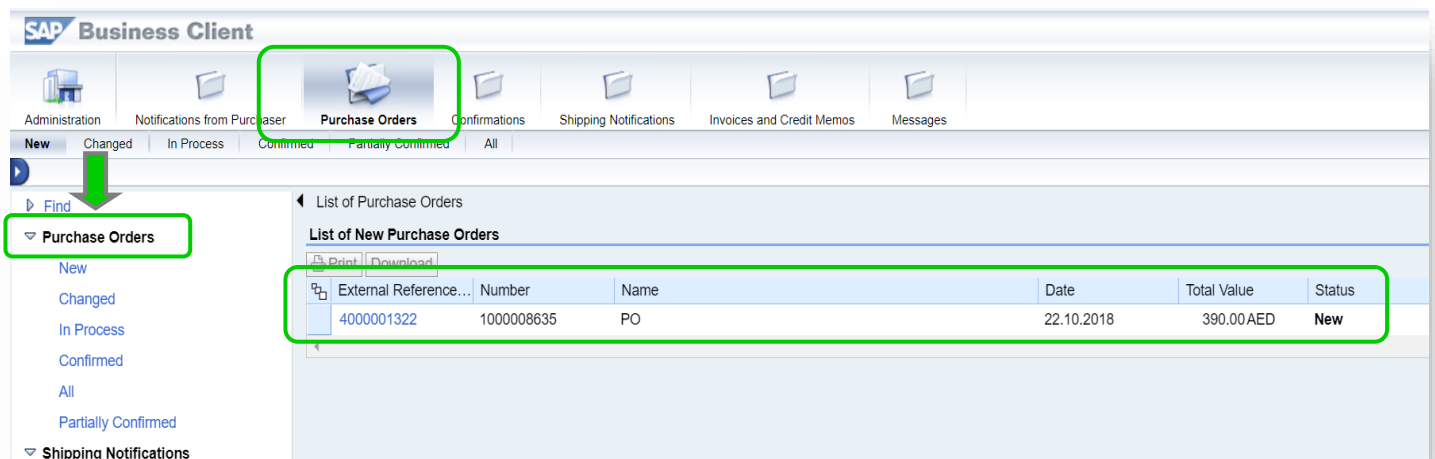
Accessibility

[Change Password](#) [Forgot your password?](#)

1 Supplier Portal Purchase Order

1.1 Display Purchase Order

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



SAP Business Client

Administration | Notifications from Purchaser | **Purchase Orders** | Confirmations | Shipping Notifications | Invoices and Credit Memos | Messages

New | Changed | In Process | Confirmed | Partially Confirmed | All

Find

Purchase Orders

- New
- Changed
- In Process
- Confirmed
- All
- Partially Confirmed

Shipping Notifications

List of Purchase Orders

List of New Purchase Orders

External Reference...	Number	Name	Date	Total Value	Status
4000001322	1000008635	PO	22.10.2018	390.00 AED	New



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

List of Purchase Orders > Display Purchase Order

Purchase Order: 4000001322

Create ASN | Display History | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data

Purchase Order ID:	4000001322
Number:	1000008635
Name:	PO
Date:	22.10.2018
Status:	New

Follow-On Documents:

1 Shipping Notif. 2 Goods Receipt 3 Invoice

Terms of Payment

Payment in Days	Discount in %

Terms of Delivery

Incoterm	Location

Item Overview

Number	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Status	
10	O-RING P/NO.185A1354 P217	1000000019	30 each	390.00 AED	24.10.2018	New	
						Net Value (Unconfirmed Items)	0.00 AED
						Net Value (Confirmed Items)	390.00 AED
						Net Value (Total of all Items)	390.00 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.

Administration | Notifications from Purchaser | **Purchase Orders** | Confirmations | Shipping Notifications | Invoices and Credit Memos | Messages

New | Changed | In Process | Confirmed | Partially Confirmed | All

Find

Purchase Orders

New | Changed | In Process | Confirmed | All | Partially Confirmed

List of Purchase Orders

List of New Purchase Orders

Print | Download

External Reference	Number	Name	Date	Total Value	Status
4000001322	1000008635	PO	22.10.2018	390.00 AED	New

1.1.2 Display Confirmed Purchase Orders

User can find confirmed POs in the "Confirmed" Variants

SAP Business Client

Administration | Notifications from Purchaser | **Purchase Orders** | Confirmations | Shipping Notifications | Invoices and Credit Memos | Messages

New | Changed | In Process | **Confirmed** | Partially Confirmed | All

Find

Purchase Orders

New | Changed | In Process | **Confirmed** | All | Partially Confirmed

Shipping Notifications

All

List of Purchase Orders

List of Confirmed Purchase Orders

Print | Download

External Reference...	Number	Name	Date	Total Value	Status
4000001320	1000008632	PO	17.10.2018	390.00 AED	Confirmed
4000001319	1000008631	PO	16.10.2018	390.00 AED	Confirmed
4000001311	1000008621	PO	24.09.2018	390.00 AED	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 Purchase Orders Confirmations Shipping Notifications Invoices and Credit Memos Messages

Confirmed Partially Confirmed All

Follow-On Documents:

1 Shipping Notif. 2 Goods Receipt 3 Invoice

Terms of Delivery

Incoterm	Location

Item Overview

Number	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Status
10	O-RING P/NO.185A1354 P217	1000000019	30 each	390.00 AED	24.10.2018	Confirmed
Net Value (Unconfirmed Items)						0.00 AED
Net Value (Confirmed Items)						390.00 AED
Net Value (Total of all Items)						390.00 AED

Partner Information

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 Workspace

SUS Purchase Order 1000008635

Type	Name	Size	Modified	Created By
Folder	01-Others	0 items	10/22/2018 8:01:22 PM	
Folder	Related Items	1 item	10/22/2018 8:01:22 PM	

Item Overview

Number	Short Text	Product	PO Quantity	Purchase Order Value	Required on	Status
10	O-RING P/NO.185A1354 P217	1000000019	30 each	390.00 AED	24.10.2018	Confirmed
Net Value (Unconfirmed Items)						0.00 AED
Net Value (Confirmed Items)						390.00 AED
Net Value (Total of all Items)						390.00 AED

Partner Information

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 Workspace

01-Others

Type	Name	Size	Modified	Created By
------	------	------	----------	------------

Drag and drop files here to add new content.



1.3 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

Business Workspace

Related Items

Type	Name	Size	Modified	Created By
	Purchase Order 4000001322	5 items	10/22/2018 12:36:39 PM	

Business Workspace

Purchase Order 4000001322

Type	Name	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	

Business Workspace

01-Purchase Order Documents

Copy link Share

Type	Name	Size	Modified	Created By
	Bank Guaranty	1 item	10/22/2018 1:40:11 PM	
<input checked="" type="checkbox"/>	Main PO	1 item	10/22/2018 1:39:53 PM	
	Variation Orders	0 items	10/22/2018 12:36:40 PM	

Business Workspace

Main PO

Type	Name	Size	Modified	Created By
	4800000981.pdf	181 KB	10/22/2018 1:39:53 PM	



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

All the material items of 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.

Navigation: List of Purchase Orders > Display Purchase Order

Purchase Order: 400001322

Buttons: Create ASN, Display History, Display Document Flow, Print, Download

Section: Communication and Collaboration

Section: General Information

Basic Data		Terms of Payment	
Purchase Order ID:	400001322	Payment in Days	Discount in %
Number:	1000008635		
Name:	PO		

Maintain the following as highlighted below.

- DO Number
- Delivery Information
- Quantity
- Save

Navigation: List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000001250

Status: Goods Delivered to Recipient

Buttons: Save, Cancel, Print, Download

Section: General Information

Basic Data		Delivery Information	
Number:	3000001250	Delivery Date (Expected):	24.10.2018 16:00
Name:	DO Number : 2345	Shipping Date:	25.10.2018 16:00
Date:	23.10.2018	Means of Transport:	Truck
Status:	Created	Transport ID Code:	
		Bill of Lading:	DO REFERENCE

Section: Item Overview

Buttons: Select All, Deselect All, Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Mea...	Purchase Order No.	Purchase Order Item	It...
10	O-RING P/NO.185A1354 F	1000000019	4	each	4000001322	10	

Section: Partner Information

Partner	Number	Name	Street	Ho...	PostCode	City	Teleph...	Fax	E-mail
Sold-to Party	31	Federal Elec	Al Mizan Bldg,Beirut Area		12345	DUBAI			



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

Display ASN: 3000001250

Process | Copy | Display Document Flow | Print | Download

General Information

Item Overview

Number	Description	Product	Quantity	Purchase Order No.	Purchase Order Item
10	O-RING P/NO.185A1354 P217	1000000019	4 each	4000001322	10

Partner Information

Business Workspace

SUS ASN 3000001250

Type	Name	Size	Modified	Created By
Folder	01-Shipment Details	0 items	10/23/2018 4:59:37 PM	
Folder	02-Others	0 items	10/23/2018 4:59:37 PM	
Folder	Related Items	1 item	10/23/2018 4:59:37 PM	

2.3 Add Delivery Order Documents.

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

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

Display ASN: 3000001250

Process | Copy | Display Document Flow | Print | Download

General Information

Item Overview

Number	Description	Product	Quantity	Purchase Order No.	Purchase Order Item
10	O-RING P/NO.185A1354 P217	1000000019	4 each	4000001322	10

Partner Information

Business Workspace

01-Shipment Details

Type	Name	Size	Modified	Created By
Document	AMI METER REPORT.xlsx	12 KB	10/23/2018 5:26:19 PM	



2.4 Send A.S.N

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

Display ASN: 3000001250

Goods Delivered to Recipient | Save | Cancel | Print | Download

General Information

Basic Data		Delivery Information	
Number:	3000001250	Delivery Date (Expected):	24.10.2018 16:00
Name:	DO Number : 2345	Shipping Date:	25.10.2018 16:00
Date:	23.10.2018	Means of Transport:	Truck
Status:	In Process	Transport ID Code:	12345
		Bill of Lading:	DO REFERENCE

Item Overview

Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Measure	Purchase Order No.	Purchase Order Item	It...
10	O-RING P/NO.185A1354 P217	1000000019	4	each	4000001322	10	

Partner Information

Partner	Number	Name	Street	Hous...	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			

2.5 Goods Receipt

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

Path : Purchase Order → Display Document Flow → Goods Receipt

Purchase Order: 4000001322

Create ASN | Display History | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
Purchase Order ID:	4000001322	Payment in Days	Discount in %
Number:	1000008635		
Name:	PO		
Date:	22.10.2018		
Status:	Confirmed		

Follow-On Documents:

1 Shipping Notif. (2) → 2 **Goods Receipt** → 3 Invoice

Terms of Delivery	
Incoterm	Location

◀ List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow

Document 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 → Business Workspace → Related Items → Material Document Number

Display ASN: 300001246

Copy | Display Document Flow | Print | Download

General Information

Basic Data		Delivery Information	
Number:	300001246	Delivery Date (Expected):	24.10.2018 16.00
Name:	ASN	Shipping Date:	22.10.2018 16.00
Date:	22.10.2018	Means of Transport:	
Status:	Sent	Transport ID Code:	
		Bill of Lading:	

Item Overview

Partner Information

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 Workspace

SUS ASN 300001246

Item	Name	Items	Modified
<input type="checkbox"/>	01-Shipment Details	0 items	10/22/2018 8:01:25 PM
<input type="checkbox"/>	02-Others	0 items	10/22/2018 8:01:25 PM
<input checked="" type="checkbox"/>	Related Items	2 items	10/22/2018 8:01:25 PM

Business Workspace

Related Items

Item	Name	Items	Modified
<input checked="" type="checkbox"/>	Material Document Number 5000050382	4 items	10/22/2018 8:05:54 PM
<input type="checkbox"/>	SUS Purchase Order 1000008635	2 items	10/22/2018 8:01:21 PM

Business Workspace

Material Document Number 5000050382

Item	Name	Items	Modified
<input checked="" type="checkbox"/>	01-Quality Inspection	1 item	10/24/2018 1:33:37 PM
<input type="checkbox"/>	Related Items	2 items	10/22/2018 8:05:55 PM

Business Workspace

01-Quality Inspection

Type	Name	Size	Modified	Created By
<input type="checkbox"/>	2db7fd90_2558smart.pdf	125 KB	10/24/2018 1:33:37 PM	



3 Service Confirmations.

All the service line items of 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

Navigation: List of Purchase Orders > Display Purchase Order

Purchase Order: 4000001322

Buttons: Create ASN, **Create Confirmation**, Display History, Display Document Flow, Print, Download

Section: Communication and Collaboration

Section: General Information

Basic Data

Purchase Order ID:	4000001322
Number:	1000008635
Name:	PO
Date:	22.10.2018
Status:	In Process

Follow-On Documents: 1 Confirmation → **2 Goods Receipt** → 3 Invoice

Terms of Payment

Payment in Days	Discount in %

Terms of Delivery

Inco term	Location

Maintain the following as highlighted below.

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

Confirmation: 4000008222

Buttons: Confirm, Save, Cancel, Print, Download

Section: Communication and Collaboration

Section: General Information

Basic Data

Confirmation:	4000008222
Name:	Payment name
Date:	24.10.2018
Purchase Order No.:	4000001322
Status:	In Process

Service Information

Service Agent Name:	
Service Location:	

Section: Item Overview

Buttons: Expand All, Collapse All, Select All, Deselect All, Propose Outstanding Quantities, **Update Prices**

Number	Status	Pro...	Product Type	Line Type	Description	Quantity	Unit of Measure	Quantity Orde...	Open	Net Value	It...	F
1	In Process				Lab Proficiency Testing					6,000.00AED		
1.1	In Process		Service	Standard Line	Total Count,E.Coli,Coliform, pseudo.aeru	2.000	Activ unit	3.000Activ unit	3.000Activ	3,000.00AED		
1.2	In Process		Service	Standard Line	Inorganic Components ,Routine Components	1.000	Activ unit	2.000Activ unit	2.000Activ	1,500.00AED		
1.3	In Process		Service	Standard Line	Routine Metals (Treated Water)	1.000	Activ unit	2.000Activ unit	2.000Activ	1,500.00AED		
1.4	In Process		Service	Standard Line	Non-Routine Metals & Non-Specific Compon	0.000	Activ unit	2.000Activ unit	2.000Activ	0.00AED		
1.5	In Process		Service	Standard Line	Total Chlorine -Free Chlorine Water	0.000	Activ unit	2.000Activ unit	2.000Activ	0.00AED		
Net Value										6,000.00AED		



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 → Business Workspace → Work Details

Confirmation: 4000008222

Process | Copy | Display Document Flow | Print | Download

Communication and Collaboration

General Information

Item Overview

Partner Information

Partner	Number	Name	Street	Hous...	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 Workspace

SUS Confirmation 4000008222

Type	Name	Size	Modified	Created By
Folder	01-Work Details	0 items	10/24/2018 6:11:28 PM	
Folder	02-Others	0 items	10/24/2018 6:11:27 PM	
Folder	Related Items	1 item	10/24/2018 6:11:28 PM	

3.3 Add Work Details.

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

Business Workspace

01-Work Details

Document

Size Modified Created By

Drag and drop files here to add new content.



3.4 Confirm Service.

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

Confirmation: 400008222

Confirm Save Cancel Print Download

Communication and Collaboration

General Information

Basic Data		Service Information	
Confirmation:	400008222	Service Agent Name:	
Name:	Payment name	Service Location:	
Date:	24.10.2018		
Purchase Order No.:	400001322		
Status:	In Process		

Item Overview

Expand All Collapse All Select All Deselect All Propose Outstanding Quantities Update Prices

Number	Status	Product	Product Type	Line Type	Description	Quantity	Unit of Mea...	Quantity Or...	Open	Net Value	It...
1	In Process				Lab Proficiency Testing					6,000.00 AED	
1.1	In Process		Service	Standard Line	Total Count,E.Coli,Coliform, pseudo.aeru	2.000	Activ.unit	3.000 Activ.uni	1.000 Activ.uni	3,000.00 AED	
1.2	In Process		Service	Standard Line	Inorganic Components ,Routine Components	1.000	Activ.unit	2.000 Activ.uni	1.000 Activ.uni	1,500.00 AED	
1.3	In Process		Service	Standard Line	Routine Metals (Treated Water)	1.000	Activ.unit	2.000 Activ.uni	1.000 Activ.uni	1,500.00 AED	
1.4	In Process		Service	Standard Line	Non-Routine Metals & Non-Specific Compon	0.000	Activ.unit	2.000 Activ.uni	2.000 Activ.uni	0.00 AED	
1.5	In Process		Service	Standard Line	Total Chlorine -Free Chlorine Water	0.000	Activ.unit	2.000 Activ.uni	2.000 Activ.uni	0.00 AED	
Net Value										6,000.00 AED	

3.5 Confirmation Status.

Once the services are verified against Confirmation and the PO/Contract, End user will accept the confirmations. The status of the confirmations can be viewed in Document Flow

Path : Purchase Order → Display Document Flow → Confirmation

List of Purchase Orders > Display Purchase Order > Display Document Flow

Document Flow Back to Document

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 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 Stores acceptance.
The Invoice for the material supply can be created with respect to the GR received.
Supplier has to **Accept** Goods Receipt and **Create Invoice** for the received Goods Receipt

Path : Purchase Order → Document Flow → Goods Receipt → Create Invoice

◀ List of Purchase Orders > Display Purchase Order > Display Document Flow > Display Goods Receipt

Goods Receipt: 4000008220

Accept |
 Create Invoice |
 Display Document Flow |
 Print

General Information

Basic Data

Number:	4000008220
Name:	GR
Date:	22.10.2018
Status:	New

Item Overview

Number	Product	Description	Purchase Order...	Purchase Order Item
1	1000000019	O-RING P/NO.185A1354 P217	4000001322	10

Maintain the following as highlighted below.

- Invoice Name
- Update Prices
- Save

Process Invoice: 5000000440

Save |
 Cancel |
 Update Prices |
 Print |
 Download

Communication and Collaboration

General Information

Basic Data

Number:	5000000440
Name:	Invoice Number
Date:	24.10.2018
External Reference No.:	00000000004000001322
Status:	In Process

Unplanned Delivery Costs: 0.00 AED

Terms of Payment

Payment in Days	Discount in %
0	0.000
0	0.000
0	

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	External Reference ...	Purchase Order Item
1	O-RING P/NO.185A1354	1000000019	1	each	13.00AED	AE Input VAT 5% - goods	4000001322	10

Net Value	13.00AED
Unplanned Delivery Costs	0.00AED
AE Input VAT 5% - goods	0.65AED
Gross Price	13.65AED



4.2 Create Invoice (Service)

All the service confirmed via confirmations will be accepted upon 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 → Document Flow → Confirmation → Create Invoice

Confirmation: 400008222

Create Invoice Copy Display Document Flow Print Download

Communication and Collaboration

General Information

Basic Data		Service Information	
Confirmation:	400008222	Service Agent Name:	
Name:	Payment name	Service Location:	
Date:	24.10.2018		
Purchase Order No.:	4000001322		
Status:	Accepted by Customer		

Item Overview

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

Maintain the following as highlighted below.

- Invoice Name
- Update Prices
- Save

Process Invoice: 500000441

Send Save Cancel Update Prices Print Download

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
Number:	500000441	Payment in Days	Discount in %
Name:	Invoice Number 1234	0	0.000
Date:	24.10.2018	0	0.000
External Reference No.:	00000000004000001322	0	
Status:	In Process		

Unplanned Delivery Costs: 0.00 AED

Item Overview

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% - ser	4000001322
Net Value								6,000.00 AED
Unplanned Delivery Costs								0.00 AED
AE Input VAT 5% - services								300.00 AED
Gross Price								6,300.00 AED



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

The screenshot shows the 'Display Invoice: 5000000441' interface. It includes a menu bar with options like Process, Delete, Copy, Print, and Download. Below this are sections for 'Communication and Collaboration', 'General Information', and 'Item Overview'. The 'Item Overview' table lists details for 'Lab Proficiency Testing' with a net value of 6,000.00 AED. The 'Business Workspace' section is highlighted, showing a list of folders: '01-Tax Invoice' (0 items), '02-Others' (0 items), and 'Related Items' (2 items). The '01-Tax Invoice' folder is highlighted with a green box.

4.4 Add Invoice Documents

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

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

This screenshot shows the 'Business Workspace' interface for the '01-Tax Invoice' folder. A green box highlights the '+', '-', and 'Document' icons in the top left corner. Below the folder name, a table lists a document named 'Tax Invoice.pdf' with a size of 140 KB and a creation date of 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”

Process Invoice: 500000441

Send Save Cancel Update Prices Print Download

Communication and Collaboration

General Information

Basic Data

Number:	500000441
Name:	Invoice Number 1234
Date:	24.10.2018
External Reference No.:	0000000004000001322
Status:	In Process

Unplanned Delivery Costs: 0.00 AED

Terms of Payment

Payment in Days	Discount in %
0	0.000
0	0.000
0	

Item Overview

Number	Description	Product	Quantity	Unit of Measure	Net Value	Tax	External Reference No.	Purchase Order Item
10	Lab Proficiency Testing		1.000	Activ unit	6,000.00	AED	AE Input VAT 5% - service	4000001322
					Net Value			6,000.00 AED
					Unplanned Delivery Costs			0.00 AED
					AE Input VAT 5% - services			300.00 AED
					Gross Price			6,300.00 AED

4.6 Invoice Status

Once the Invoices are verified against Goods Receipt / Service Entry and the PO/Contract, Finance will post the invoices for payment. The status of the invoices can be viewed in Document Flow

Path : Purchase Order → Display Document Flow → Invoice

Document Flow

Back to Document

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	Document Read	13.00 AED
Confirmation	4000008222	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.