EtihadWE Supplier End User Manual

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

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Execution Instruction

Supplier Portal Login

Please make sure to use the Web Browsers [chrome] [IE] or [firefox]

Ensure Correct URL to login.

https://srm.etihadwe.ae/bidder

Key in User ID (Enter Bidder User ID) and Password
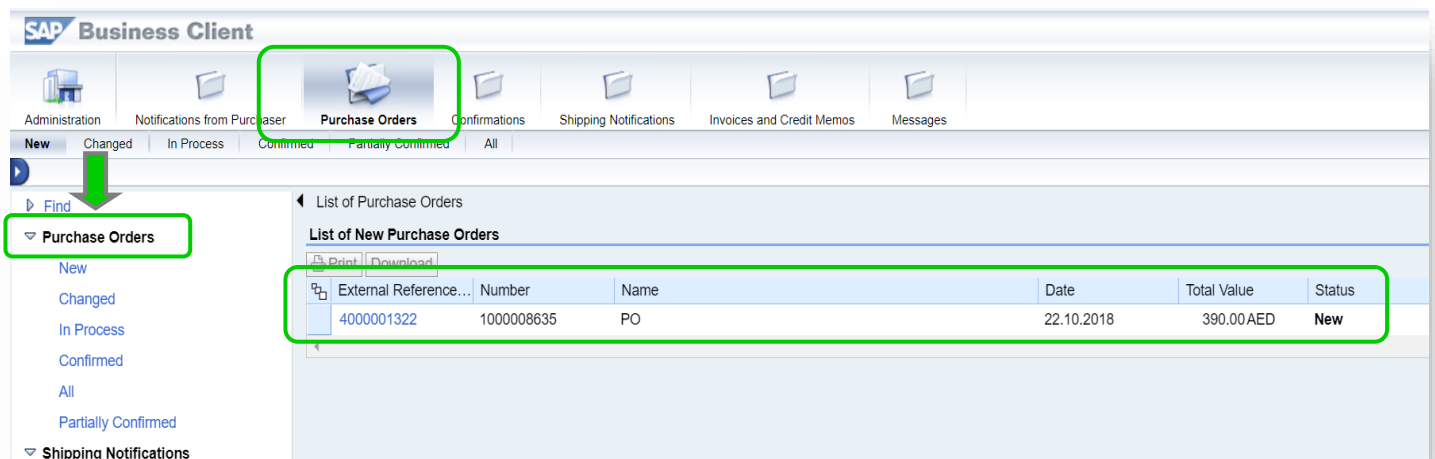
1   Supplier Portal Purchase Order

1.1   *Display Purchase Order*

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

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

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.

1.1.2 Display Confirmed Purchase Orders

User can find confirmed POs in the "Confirmed" Variants

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.

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

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

Related Items ⌄

Business Workspace

Purchase Order 4000001322 ⌄

	Type	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		☆

Business Workspace

01-Purchase Order Documents ⌄

		Copy link Share			
☐	🅘	Bank Guaranty	1 item	10/22/2018 1:40:11 PM	☆
☑		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 ↑ Q	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.

Maintain the following as highlighted below.

- **DO Number**
- **Delivery Information**
- **Quantity**
- **Save**

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

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.

2.4 Send A.S.N

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

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

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

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

Maintain the following as highlighted below.

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

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

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.

3.4   Confirm Service.

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

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

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

Maintain the following as highlighted below.

- **Invoice Name**
- **Update Prices**
- **Save**

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: 4000008222

Create Invoice | Copy | Display Document Flow | | Print | Download

Communication and Collaboration

General Information

Basic Data		Service Information	
Confirmation:	4000008222	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: 5000000441

Send | Save | Cancel | | Update Prices | | Print | Download

Communication and Collaboration

General Information

Basic Data		Terms of Payment	
Number:	5000000441	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	0000000020	🗑
					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

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

4.5   Send Invoice

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

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

End Of The Document.