

# twofour54 Supplier Portal User Guide <u>RESPONSE TO RFQ/RFP</u>

Oracle Cloud 22 D User Manual Version 1.0

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# 1. INTRODUCTION

This guide is prepared to assist the suppliers to create and maintain the Supplier Profile, Create/View Invoices, submit quotations for RFQ and View Payments related to **twoFour54**.

## Supplier Portal Benefits:

Sr. No.	Benefits				
1	The Suppliers can maintain the profile and keep it updated with the latest				
	Bank Details, Contacts information, Address details etc.				
2	The Vendors can create and submit the Invoices online and track the status				
3	The supplier can submit the quotation online and attach all RFx documents				
4	The invoices are matched to correct POs				
5	The Payments can be tracked easily				

#### NOTE:

Google Chrome is the recommended browser for using the Supplier Portal.

Supplier Portal should not be used for the following actions:

> To submit a future dated invoice.

# twofoure54 Contacts

If you require any support in accessing or using the supplier portal, please send an email to procurement@twofour54.com

# 1.1. Purpose

This document is the User Manual for the Fusion ERP Application Implementation on Cloud at twofour54 Company in UAE (For Supplier Portal).

# 1.2. Scope

twofour54 scope of Supplier Qualification Management & Supplier Registration Implementation.

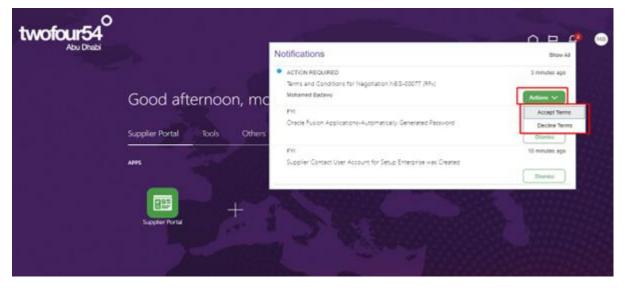


# **RESPONSE TO RFQ/RFP**

Once the RFQ/RFP is published, Supplier can respond to tender from Supplier Portal

#### Supplier can login to Supplier portal

Click to Bell Icon and Accept the Terms and Conditions before seeing the negotiation



Supplier can click on the notification to read the terms and conditions before accepting.

Terms and Conditions for Negotiation	NEG-00077 (RFx) - Work - Microsoft Edge	- 🗆 ×				
https://fa-evmq-test-saasfap	🕆 https://fa-evmq-test-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/faces/adf.task-flow?tz=UTC&df=medium&dt=both&tf=short≶=en&cy=&bp A 🗋					
Terms and Conditions fo	r Negotiation NEG-00077 (RFx) Actions - Accept Term	B Decline Terms				
1	Terms Acceptance					
1	RFx					
\$	Setup Enterprise					
	From Mohamed Badawy					
	RFQ NEG-00077 Opens 02/02/23 12:42 PM					
	Closes 04/02/23 12:30 PM					
	Supplier A ONE Medical Equipment & Supplies L.L.C.					
	Supplier Site DUBAI					
	Supplier Contact mohamed badawy					
Те	rms and Conditions					
IT	IS AGREED as follows:					
1	. Interpretation					
	1.1 In this Agreement unless the context					
A	otherwise requires each of the expressions which					



After accepting the terms and conditions, supplier will receive the invitation to submit the quotation

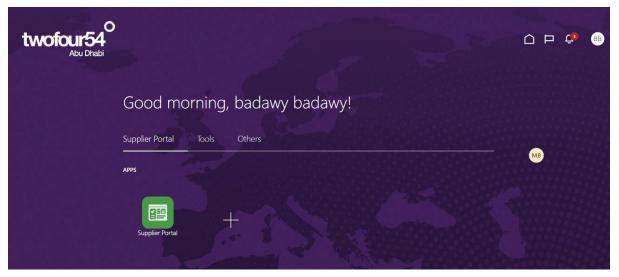
Abu Dhabi		Notifications	Brow All
	Good afternoon, mc	ACTION REQUIRED - Insu Ara Invined to Neopotenion NCG-00077 (RR) Athenest Reserve	21 seconds age
	Supplier Portal lools Others	nn Oraçle Fution égymatlore éutomaticaly dere ideal (Faliment)	Therefore age
	444	FIS Suppler Contest User Assount for Setup Rimerphie was Created	Té minden ego
			14 minutes ag

Once accepted the negotiation, Supplier can respond to negotiation

vofour54			Notifications	Show All
	Good afte	ernoon, mo	ACTION REQUIRED You Are Invited to Nepotation NEG-00077 (RPs) Materned Badeiny	1 minute app
	Cooca and		Phil Charle Fusion Applications-Automatically Generated Factories	Accept Wollaton
	Supplier Portal	A kiels Cothers	Crate Fuern Approximitation score Cenerated Ferming	Dectine invitation
			FW Suppler Contact liker Account for Secur Enterprise was Created	Th restation with
				Dunni

# Navigation:

Home >> Supplier Portal >> Supplier Portal





twofour54 Abu Dhabi			0	þ Ç <b>9</b> MB
Supplier Portal	_			
Searchi Orders Order Number	Q			0
Payments Payments Negotiation Response Negotiation Response Advance Response Advance Response Negotiations Advance Response Respo	Requiring Attention	Recent Activity Last 30 Days Negotiation invitations 1	Transaction Reports Last 30 Days	
Agreements  Manage Agreements Channel Programs	, 2 ,		No data available	
Manage Programs Shipments     Manage Shipments				
Create ASN     Create ASN     Upload ASN or ASBN     View Receipts	Schedules Overdue or Due Today Negotiations Closing Soon			
View Returns Contracts and Deliverables	Supplier News			
Manage Contracts     Manage Deliverables				

#### Select Negotiation from dropdown and Click to Magnifying glass for Search

Enter the necessary information and click to Search

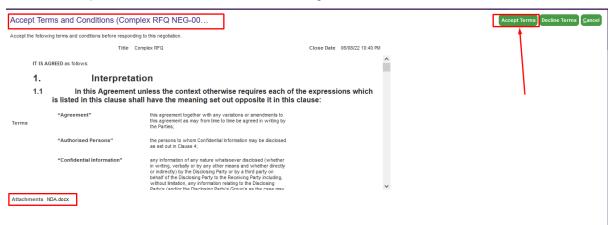
Active Negotiations					D <u>o</u> ne
			Time Zone	Coordinated Uni	versal Time
▲ Search		Manage Wa	chlist Saved Search	Open Invitations	· ·
				** At least one	is required
** Negotiation		** Invitation Received Yes ~			
** Title		Response Submitted No 🗸			
** Negotiation Close By	d-m-yyyy	Negotiation Open Since d-m-y	yy 🛱	0	
			[	Search Reset	Save
			10-1 10-1		

Select Line and Click to 'Accept Terms' incase you didn't accept from notification but if you accept the terms and conditions from notification Click on "Create Response"

Active Negotiations					Done
				Time Zone Co	ordinated Universal Time
✓ Search			Manage Watchlist Save	d Search Op	en Invitations V
				-	* At least one is required
** Negotiation		** Invitation Receive	rd Yes v		
** Title		Response Submitte	ed No 🗸		
** Negotiation Close By dd/mm/yy		Negotiation Open Sinc	dd/mm/yy		
				Se	arch Reset Save
Search Results					
Actions V View V Format V 🔄 Freeze 💥 Detach 🚽 Wrap Accept Terms Acknowledge Participation	Create Response				
Negotiation Title	Negotiation Type Supplier	Time Remaining Close Date	Your Will Responses Participate I	Unread Messages	View Response PDF Spreadsheet
NEG-00059 RFQ	RFQ AI Amal for Pri	2 Days 23 Hours 18/08/22 08:3	1 Yes	0	200 JT
Columns Hidden 4					



Click on 'Accept Terms' button to able to view the negotiation



#### Click on Submit

Accept Terms and Conditions (Complex RFQ NEG-00					
Accept the following term	ns and conditions before responding to	this negotiation.			
	Title Compl	ex RFQ		Close Date 06/08/22 10:40 PM	
IT IS AGREED as follows:					^
1.	Interpretatio	n			
1.1 is lis		ess the context otherwise have the meaning Accept		expressions which	×
"Ag	greement"	this agreement together with a this agreement as may from ti the Parties;	nt Accept		
"At	uthorised Persons"	the persons to whom Confice as set out in Clause 4;			
"Ce	onfidential Information"	any information of any nature in writing, verbally or by any c or indirectly by the Disclosing behalf of the Disclosing Party without limitation, any information relating Party's (ant/or the Disclosing Party's Gro	o the Disclosing		<u>Cancel</u>
Dartiv's / and/or the Disclosion Partix's Groun's as the case may Attachments NDA.docx					

#### Click to 'Create Response'

Complex RFQ: NEG	-00058				Messages Create Response Actions V Done
Currency = UAE Dirham					Time Zone Coordinated Universal Time Al-Futtaim Electronics Company LLC - TF54
	Title	Complex RFQ		Open Dat	e 04/08/22 10:42 PM
	Status	Active (Locked)		Close Dat	e 06/08/22 10:40 PM
	Time Remaining	1 Day 23 Hours			
Table of Contents	Overview				
Overview		Title Complex RFQ		Buyer	Badawy
Requirements		Synopsis		Outcome	Purchase Order
Lines Contract Terms		✓ Two stage evaluation	li.	Attachments	None
	Expand All				
	General				
	Terms				



#### Verify the information from Overview page and Click to Next

		0 (2) (3) Over Lines Review		
Create Response (Quote 23	001): Overview 🥑	Messages Respond by Spreadsheet	Actions V Back Next Save V S	Sub <u>m</u> it <u>C</u> ancel
			Time Zone Coordina	i 1-6-2020 11:28 AM ated Universal Time
	Title RFQ for Hospitality Items		Close Date 6-6-2020 10:59 AM	
Time	Remaining 4 Days 23 Hours			
General				
Supplier	Seven11	Reference Number		
Supplier Site	Business Bay			
Negotiation Currency	AED	Note to Buyer		
Response Currency	AED	Attachments	None -	
Price Precision	2 Decimals Maximum			
Response Valid Until	d-m-yyyy h:mm a			

Supplier must click on 'Yes' and has to download the attachment and signed by respective person and uploaded

Create Response (Quote 14010): Requirements ⑦	1 2 3 - 4 Overview Requirer Lines Review Messages Respond by Spreadsheet V Actions V Bisch Reg Submit Cancel Last Saved 0408/2210:50 PM Time Zone Coordinated Universal Time Al-Futtain Electronics Company LLC - 1754
Time Remaining 1 Day 23 Hours	Close Date 06/08/22 10:40 PM
Section 1. NDA * 1. Kindly submit your signed NDA from authorized Person (Grapet Viss) Attachments NDA docx  * Response Attachments None # Comments	Evaluation Stage Technical

#### Supplier will enter the 'Response Price' and Click to Next

					0ver Lines Revie	) w					
Create Respor	ise (Quote 23	3001): Lines	9		Messages	espond by Spreads	neet 🛛 🔻 🛛 Actions	▼ <u>B</u> ack N	e <u>x</u> t	Save Submit	<u>C</u> ancel
Currency = UAE Dirham Last Saved 1-6-2020 11:: Time Zone Coordinated Universal Time Zone Coordinated Universal Close Date 6-6-2020 10:59 AM											
Actions 🗸 View 🗸	Format 👻 💉	+ × 🗉 Fr	eeze 📓 Detach	莆 莆	ia≏i → Wrap						
Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promi Delive
1	Arabic Coffee-5000	3	+		Consumables.Hosp	12.00	11.50	1,000	Unit	11,500.00	d-m-y
Rows Selected 1	Columns Hidden 7	,									•
Grand Totals											
All response lines exc Respo	ept alternate lines are nse Amount 11,500										

Review the lines and Click to Submit



				(1) (2) Over Lines	3 Revi					
Review Res	ponse: Quote 230	010		Message	s Respond by Sp	oreadsheet 🛛 🔻	Actions <b>v</b>	Back Nex	save 🔻	Sub <u>m</u> it <u>C</u> ancel
Currency = UAE Dirt	nam									Saved 1-6-2020 11:33 AM ordinated Universal Time
	Title RFQ for	Hospitality Items				Close Date	6-6-2020 10	:59 AM		
	Time Remaining 4 Days 2	3 Hours								
Overview Lines	_	etach 🚽 Wrap								
Line	Description	Alternate Line Description	Details	Category Name	Response Price	Response Quantity UO	M Name	Line Amount	Promised Delivery Date	Attachments
1	Arabic Coffee-500Gms P	kt	1	Consumables.Hosp	11.50	1,000 Unit	t	11,500.00		
Columns Hidd	en 8									
Grand Totals										
	s except alternate lines are in esponse Amount 11,500.00									

# This will show warning message

🛕 Warning	×
You can submit only one response for this negotiation. Do you want to continue? (F	ON-2085228)
	<u>Y</u> es <u>N</u> o

Confirmation message will show that response to negotiation submitted

Sonfirmation	×
The response 23001 to negotiation NEG6000094 was submitte	ed.
0	< 



# 2. RESPONSE TO QUALIFICATION QUESTIONNAIRE

Supplier can respond to the qualification questionnaire

# Navigation:

Home >> Supplier Portal >> Supplier Portal

o twofour54 Abu Dhabi		△ ⊨ ¢	BB
	Good morning, badawy badawy!		
	Supplier Portal Tools Others		
	APPS	мв	
	Supplier Portal		

Select Questionnaires from dropdown and Click to Magnifying glass for Search or you can access the questionnaire from Bill icon

Supplier Portal			
Search Questionnaires ~ Questionnaire Title ~	°,		
Orders Agreements			
Tasks Shipments Invoices			E.
Orders Payments Negotiations			
• M. Negotiation Responses Questionnaires	Requiring Attention	Recent Activity Last 30 Days	
Ma Seller Auctions     Ouestionnaires		Negotiation invitations	1
Ad Seller Auction Bids preadsneet		Seller auction bids awarded or rejected	1
Agreements		Orders opened	2
Manage Agreements	2	Receipts	1
Shipments	<b>O</b>		
Manage Shipments		Transaction Reports	
Create ASN		Last 30 Days	
Create ASBN			
Upload ASN or ASBN	1		



🍅 You Are Invited to Res	pond to Questionnaire Qualification	(INI-00068) — Mozilla F	irefox (Private Browsing)		_		×	
◯ 🔒 🔤 https://e	nia-test.fa.em8.oraclecloud.com	/fscmUI/faces/adf.ta	sk-flow?tz=UTC&df=mediu	m&dt=both&tf=sho	ort8ilg=1 90%	☆	<b>=</b>	
Edit								
You Are Invited to	Respond to Questionnai	re Qualification	(INI-00068)			Di	smiss	
Details								
Assignee	Radwan Radwan	Questionnaire Title	Qualification	Supplier	AI Amal for Printi	ng		
From	Badawy	Procurement BU	Twofour54 FZ LLC	Supplier Site	AE			
Assigned Date	07/08/22 10:38 PM	Response Due Date		Supplier Contact	Radwan Radwa	n		
Expiration Date	06/09/22 10:38 PM							
Task Number	211213							
Recommended Actions         • Respond to Questionnaire         Invitation         Greetings,         You are receiving this notification from company twoFour54 Enterprise because you are the contact for supplier AI Amal for Printing (AE). We have identified your company as one that our organization would like to further evaluate, and we hope you can provide us with information that will be useful in the evaluation process.								
Access the questionnaire by	y following the recommended actions. W	/e look forward to receivi	ng your response.					
If you do not want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this email address: m.badawy@tahaluf.ae								
Thank you.								
Badawy								

# Click to Search

Manage Questionnaires 🤗					Done
✓ Search		Advanced Manage Watchlist	Saved Search	Requiring Attention	~
				** At least	one is required
** Questionnaire Title		** Status All		•	
** Questionnaire		** Response Due Date d-r	n-yyyy	Ċo	
** Supplier Site	•	** Supplier Contact		•	
				Sea <u>r</u> ch Re	set Save

Select the Line and Click to Respond



Manage Questionnaires 🥑				D <u>o</u> ne
✓ Search	Advanced Manage Watch	list Saved Search	Requiring Attention	~
			** At le	east one is required
** Questionnaire Title	** Status	All	•	
** Questionnaire	** Response Due Date	d-m-yyyy	Ċœ	
** Supplier Site	** Supplier Contact		•	•
			Sea <u>r</u> ch	Reset Save
Search Results				
Actions 👻 View 👻 Format 👻 🎵 🎼 Freeze 🛒 Detach 🚚 Wrap Respond				
Questionnaire Questionnaire Title	Supplier	Site Status	Response Due Date	View PDF
IN17 SQM_Year 2020	Business	Bay Not started	I	100

Supplier will respond to the questions asked, also can attached the documents wherever required.

Respond to Questionna	aire: Qualification ⑦				Save Save and Close Sub <u>m</u> it Cancel
Questionnaire					Time Zone Coordinated Universal Time
Title	Qualification	Supplier	AI Amal for Printing	Stat	us Draft
Procurement BU	Twofour54 FZ LLC	Supplier Site	AE	Due Da	te
Requested By	Badawy	Responder	Radwan Radwan	Attachmer	its None
Questions			Progress	Section	1. NDA-Acknowledgement & Declaration Form
NDA-Acknowledgement & Declara	ation Form				
Attachments NDA.doc * Response Attachmer * 2. Plesse download the Ac Attachments Acknowk * Response Attachmer	nts None - knowledgement & Declaration Form (Sign and upload edgement & Declaration		o Submit	Section ৰ	1. NDA-Acknowledgement & Declaration Form v >
Respond to Questionna	aire: Qualification ⑦				Save Save and Close Submit Cancel
Questionnaire					Time Zone Coordinated Universal Time
	Qualification	Supplier	Al Amal for Printing	Stat	us Draft
Procurement BU		Supplier Site	-	Due Da	
Requested By			Radwan Radwan	Attachmer	
Questions			Progress	Section	1. NDA-Acknowledgement & Declaration Form
NDA Astronologication and 8 Destan					

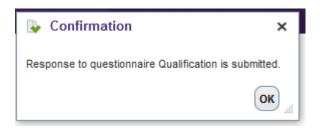
\* 1. Please download and NDA Form (Sign and Upload as Attachment) Attachments NDA.docx NDA \* Response Attachments

\* 2. Please download the Acknowledgement & Declaration Form (Sign and upload as Attachment) <u>Attachments Acknowledgement & Declaration</u> <u>Acknowledgements</u>

Section 🖪 1. NDA-Acknowledgement & Declaration Form 🗸 🕨



Confirmation message will show response to questionnaire submitted





# 3. VIEWING ORDER

# Navigation:

Home >> Supplier Portal >> Supplier Portal

twofour54 Abu Dhabi		△ ⊨ 🖓	BB
	Good morning, badawy badawy!		
	Supplier Portal Tools Others		
	APPS	мв	
	Supplier Portal		

# Click to 'Manage Order'

ORACLE			ŵ	$\overleftrightarrow$	P	C 19	× TL
Supplier Portal							
Search Orders V Order Number	्						
Tasks							6
Orders  Manage Orders	Requiring Attention	Recent Activity Last 30 Days					
Manage Schedules		Negotiation invitations		1			
Acknowledge Schedules in Spreadsheet		Seller auction bids awarded or rejected		1			
Agreements	1	Orders opened		1			
Manage Agreements							
Shipments	3						
Manage Shipments		Transaction Reports					
Create ASN	2	Last 30 Days					
Create ASBN							



#### Search for the Purchase Order using various criteria

Γ	Manage Orders				D <u>o</u> ne
	Headers Schedules				
	⊿ Search			Advanced Manage Watchlist Saved Search All Orders	~
	Sold-to Legal Entity		•	Order	
	Bill-to BU	ADMC 🗸		Status 🗸 🗸	
	Supplier Site	•		Include Closed Documents No v	
L				Search Reset	Save

Search results shows the details of the POs created for the supplier logged in

age Orders ⑦							
lers Schedules							
Search			Advanced Manage	e Watchlist Saved Search A	II Orders		
arch Results	and A. R. R. R. Statut, J. Way						
	ormat 👻 🎢 🐺 📑 Freeze 📓 Detach 📣 Wrap Order Date Description	Supplier Site	Buyer	Ordered Currency	Status	Life Cycle	Creation Date
ctions <b>v</b> View <b>v</b> Fo		Supplier Site	<b>Buyer</b> Badawy	Ordered Currency 100.00 AED	Status Open		

# Click on the link of the PO for which you want to see details

rs Schedules							
Search Advanced Manage Watchlist) Saved Search All Orders V							
-b Deculto							
ch Results							
ions 🔻 View 🔻 Fo	ormat 🗸 🎤 🎵 📴 🔟 Freeze 📓 Detach 🚽 Wrap					Lifo	Croation
	ormat 👻 🎤 🇊 🖙 🗊 Freeze 😭 Detach 🚽 Wrap Order Date Description	Supplier Site	Buyer	Ordered Cur	rency Status	Life Cycle	Creation Date
ions 🔻 View 🔻 Fo			<b>Buyer</b> Badawy	Ordered Cur 100.00 AED	-		



# View the details of Purchase order

Supplier can download PO PDF by clicking on the button and PDF file will be downloaded

Purchase Order: PO	-00034 ⑦			Acknowledge View PD	F Actions 🔻 Refresh	Done	Order Life C	ycle		
Main							Ordered			
▲ General							Received Delivered			
Sold-to Legal Entity	twoFour54 FZ LLC	Supplier	AI Amal for Printing	Ordered	100.00 AED		Invoiced			
Bill-to BU	Twofour54 FZ LLC	Supplier Site	AE	Description			0	40	80	120
Order	PO-00034	Supplier Contact	Radwan Radwan	Source Agreement				Amount		120
Status	Open	Bill-to Location	twofour54 FZ LLC	Supplier Order						
Buyer	Badawy	Ship-to Location	twofour54 FZ LLC	Master Contract			(	/iew Details		
Creation Date	15/07/22									
Terms Notes and Attachn	nents									
Require Acknowledgmer Payment Term		Shipping Method Freight Terms			Requires signature					
		FOB			<ul> <li>Pay on receipt</li> </ul>					
					— Confirming order					
Additional Informatio	n									
		Purchase Document Type Blanket Purchas	e Agreement							

#### Supplier can view the Line level Information

Lines	Lines Schedules						
Actions 🗸 View 🖌 Format 🗶 🎹 🖙 🏢 Freeze 🔛 Detach 🚽 Wrap							
	Line Item Description		Description	Quantity UOM	Price	Ordered Status	
	1	ECH0000002	Tea Bags-(100Nos-Pkt)	1,000 Unit	9.587	9,587.00	



# 4. VIEWING OF RECEIPTS

Supplier can view the receipt for the purchase order

# Navigation:

Home >> Supplier Portal >> Supplier Portal

o twofour54 Abu Dhabi	
	Good morning, badawy badawy!
	Supplier Portal Tools Others
	APPS
	Supplier Portal

# Click to 'View Receipts'

twofour54 Abu Dhabi			۵	P 🗘 MB
Supplier Portal				
Search Orders V Order Number	Q			
Tasks				6
Orders  • Manage Criders • Manage Schedules • Admowledge Schedules in Spreadsheet Agreements • Manage Agreements • Manage Programs • Manage Programs • Manage Shipments • Manage Shipments • Create ASN • Create ASN • Upload ASN or ASN • Verve Rocepta	Requiring Attention	Recent Activity Lat 30 Days Negotiation invitations 1	Transaction Reports Last 30 Deys No data available	
View Returns Contracts and Deliverables	Supplier News			
Manage Contracts     Manage Deliverables	B			

Search for the PO



View Receipts				Done
▲ Search			Advanced	Saved Search All Receipts V
** Receipt		** Shipment		** At least one is required
Organization	•	** Item		•
** Purchase Order	•	** Receipt Date	1-6-2020	ů.
Supplier Item				
				Search Reset Save
				6

Click on the receipt link to view details

▲ Search								Advance	Saved Searc	h All Rec	eipts 🗸
										t least one is	s required
2	** Receipt					** Shipment			•		
Or	ganization			•		** Item			•		
** Purch	hase Order			•	*	* Receipt Date	1-6-2020	· 1-6-2020		Č.	
Suj	pplier Item										
									Search	Reset	Save
Search Results											
View 👻 🎹											
Receipt F	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier S	ite	
59 1	1-6-2020 12:00	Main Central Store			LPO1000221				Business B	ay	

Supplier can see the details of the receipt

Receipt: 59							to So	icial View Tra	insaction History	
Summary										
Supplier	Seven11	Packing Slip								
Shipment Waybill										
Shipped Date Bill of Lading										
Shipping Method Note										
Number of Supplier Packing Units		Attachments	None							
Supplier Site	Business Bay									
Additional Information										
Lines										
Actions View View										
Item Item	Document Type	Document		Quan	tity		UOM Name	Currency	Receipt Date	
Description	Document Type	Number	Ordered	Returned	Net Received	Rejected	Com Name	currency	Necelpt Date	
ECH0000002 Tea Bags-(100	0N Purchase order	LPO1000221	1,000	0	200	0	Unit		1-6-2020 1:11 PM	1



# 5. VIEWING OF RETURN RECIEPTS

Supplier can view the receipt for the purchase order

# Navigation:

Home >> Supplier Portal >> Supplier Portal

twofour54 Abu Dhabi		0 P ¢	BB
	Good morning, badawy badawy!		
	Supplier Portal Tools Others		
	APPS	мв	
	Supplier Portal		

# Click to 'View Returns'

Supplier Portal		
Search Orders  V Order Number	٥,	
Tasks		
Orders		
Manage Orders	Requiring Attention	Last 30 Days
Manage Schedules	Requiring Attention	Negotiation invitations 1
Acknowledge Schedules in Spreadsheet		Seller auction bids awarded or rejected 1
Agreements		Orders opened 2
Manage Agreements		Receipts 1
Shipments	2 4 2	Ra
Manage Shipments		Transaction Reports Last 30 Days
Create ASN		Last of Days
Create ASBN		
Upload ASN or ASBN		
View Receipts	Schedules Overdue or Due Today	No data available
View Returns	Negotiations Closing Soon	

Search for the PO



View Returns						Done
✓ Search				A <u>d</u> vanced	Saved Search	All Returns 🗸 🗸
					** At le	ast one is required
** Receipt			Supplier Item			
Organization		•	** Shipment		•	
** Purchase Order	LPO1000221	•	RMA			
					Search	Reset Save

# Click on the receipt link to view details

View Returns										Done
✓ Search							A <u>d</u> vanced	Saved Search	1 All Ref	turns 🗸
								** At	least one	is required
** Receipt					Supplier Iter	m				
Organization			•		** Shipmer	nt		•		
** Purchase Order	LPO1000221		•		RM	A				
								Search	Reset	Save
Search Results <sub>View</sub> ▼										
Receipt Torganizati	on Order	Shipment	RMA	Return Date	item i	Supplier Item			Return Quantity	UOM Nan
59 Main Centra	al LPO1000221			1-6-2020 1:23 PM	ECH0000002		Tea Bags-(10	200	100	Unit

# Supplier can see the details for the return quantity

Receipt: 59							To So	cial View Tra	nsaction History	D <u>o</u> ne
Summary										
Supplier	Seven11	Packing Sli	0							
Shipment		Waybi	I							
Shipped Date		Bill of Ladin	9							
Shipping Method		Not	e							
Number of Supplier Packing Units		Attachment	s None							
Supplier Site	Business Bay									
Additional Information										
Lines										
Actions View View										
Item Item	Document Type	Document		Quant	ity		UOM Name	Currency	Receipt Date	
Description	bocument type	Number	Ordered	Returned	Net Received	Rejected	oom Name	currency	Receipt Date	
ECH0000002 Tea Bags-(10	0N Purchase order	LPO1000221	1,000	100	100	0	Unit		1-6-2020 1:11 PM	



# 6. CREATION OF INVOICE

Once receipt/Completion Certificate is created supplier can Initiate Invoice

#### **Navigation:**

#### Home >> Supplier Portal >> Supplier Portal

twofour54 Abu Dhabi		0 P 🗘	BB
	Good morning, badawy badawy!		
	Supplier Portal Tools Others	мв	
	APPS		
	Supplier Portal		

Click on "Create Invoice"

Tasks			6
Orders			-
Manage Orders	Requiring Attention	Recent Activity Last 30 Days	
Manage Schedules		Receipts 1	
Acknowledge Schedules in Spreadsheet			
Agreements			
Manage Agreements			
Shipments			
Manage Shipments		Transaction Reports	
Create ASN		Last 30 Days	
Create ASBN			
Upload ASN or ASBN	1	<b>4</b>	
View Receipts		No data available	
View Returns	Schedules Overdue or Due Today	No data available	
Deliverables		e*	
Manage Deliverables			
Consigned Inventory	Supplier News		
Review Consumption Advices			B
Invoices and Payments			
Create Invoice			
Create Invoice Without PO			
View Invoices			
View Devenante			

Once user click on Create Invoice It will navigate Supplier to Create Invoice page

1. Supplier need to select the PO from the dropdown in Identifying PO field On the basis of that site and taxpayer ID will be defaulted.



- 2. Enter the Invoice Number
- 3. Enter the date

twofour54		0 P 🕫 🕤
Create Invoice ()  * seetlying to AD30 554-081%  • Septer A Old Second By event I busine >> 0  * busine So (Date: base of the line of the	Knedly effects the Investor before submy encor event to live's Assert Vegas Textificno I destrike Drigge Textificno I destrike Drigge Textificno I destrike Complete Textificno I destrike I taria ()	* Name         2000
Support for Reproduce Renter (	Tan Canded Annuard Ranne - Teartan (1477) (12) Automa	

Once Header detail is entered scroll down to the Items/Line level

#### And click on "+" Icon

Lines														
View 🔻	+ X 🖪 Cana	el Line												
* Number	* -		Purchase Ord	der	Consump	tion Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available	Quantity	Unit Price	<b>^</b>
Number	type	* Number	* Line	* Schedule	Number	Line	Supplier item	item Description	Ship-to Location	Tax Classification	Quantity	Quantity	UnitPrice	UON
No data to disp	lay.													-
4														•
Summary Ta	ax Lines													
View 🔻														
	Line * Regime	*1	fax Name	Tax Jurisdi	ction * Tax S	itatus	* Rate Name Pe	rcentage Per Unit					А	mount
No data to disp	lay.													

Once supplier click on "+" Icone at the item/Line level it will navigate supplier to the PO Line detail information,

Supplier need to select the Lines for which Invoice need to be created and click on Apply

Then ok



Select and Add: Purchase Orders						×
▲ Search				Advanced Save	d Search	► st one is required
** Purchase Order PO-22-TF5	4-00078	•	** (	Consumption Advice		
** Creation Date dd/mm/yy h	h:mm a 🖸					
					Search	Reset Save
Search Results						
View 🔻 📴 🗟 Detach Select <u>A</u>	<u>u</u>					
◢						
Purchase Order	Consumption Adv	Supplie	er Item	Item Description	Ship-to Location	Ordered
Number Line Schedule	Number Line	Numbe	r '	tem Description	Ship-to Location	Ordered
PO-22-TF54 1 1			F	FA-Laptops Assets	twofour54 FZ LLC	10
	•					•
					Apply	OK <u>Cancel</u>

Once lines are added in the Invoice supplier need to click on submit

Create Invoice ⑦						Invoice Action	s 🔻 Save	Save and Close	Submit	Cancel
			Kindly attach the invoi	e before submission						
Identifying PO	PO-22-TF54-00078	v	Remit-to Bank Account		•		* Number F	O-22-TF54-0007	3132	
	A ONE Medical Equipment & Supplier	s L.L.C. Ur	nique Remittance Identifier				* Date 0	2/02/23	ŝ	
Taxpayer ID		Unique R	emittance Identifier Check		Type in	pe Invoice				
	DUBAI	v	Description					ED - UAE Dirham		
Address	DEIRA, DUBAI		Attachments N	lone 🕂		Paym	ent Currency A	ED - UAE Dirham		
Supplier Tax Registration Number		•	Tax Control Amount							
Customer Taxpayer ID	BL5/22 v	Consumption Advice	Address				Available			
* Number * Type * Number	r <sup>*</sup> Line <sup>*</sup> Schedule M	Number Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Quantity	Quantity	Unit Price	UOM
1 Item V PO-22-T.	. 1 1			FA-Laptops Assets	twofour54 FZ L	VAT INPUT ST	5	5	2000	Each
Tot	al									
Summary Tax Lines										•

Once user click on submit, supplier will receive confirmation message box,

Then Click "OK"



te Invoice ⊘											In	voice Actions 👻 🚺	ave <u>S</u> ave ar	d Close Sub <u>n</u>	# <b>9</b>
		-22-TF54-00078				Kindly attac	ch the invoice	e before subn	nission						
		NE Medical Equi	pment & S	Supplies L.L.C.		Remit-to Ban						* Num		54-00078132	
	cpayer ID					Unique Remittance							Date 02/02/23		66
	plier Site DU				Unique	Remittance Identi	fier Check Digit					T Invoice Curre	ype Invoice	E Dirham	
	Address DE	IRA, DUBAI					escription					Payment Curre			
Supplier Tax Registration	Number			•		At Tax Contr	al Amount	one 🕂							
ier						104 00110									
Customer Tax	xpayer ID B.L	.5/22					Name	Twofour64 FZ I	LLC						
							Address								
+ X 🖪 Cano															
mber * Type	* Number	Purchase Order	Schedul		Line	Supplier Item	1	Item Descript	tion 1	Ship-to Location	Tax Classific	cation Avail Quar	able Qua	ntity Unit	Price U
ltem 🗸	PO-22-T 1	1 1						FA-Laptops Ass	sets	twofour54 FZ L 💌	VAT INPUT S	зт 🔹 )		5	2000 E
twofour5	Total			_				FA-Laptops Ass	sets	twofour64 FZ L	VAT INPUT S	sī ▼)			
twofour5 Abu Dha	Total	voice PO-2		54-000781	32 has bee	en submitter	d.	FA-Laptops Ass	sets (	twofour54 FZ L 🔻	VAT INPUT S	aT ▼)	X 🚖	) = (	
twofour5 Abu Dhal voice: PO-22-TF54	Total	voice PO-2	22-TF	54-000781	32 has bee		d.			twofour54 FZ L	VAT INPUT S			Create Anot	
twofour5 Abu Dhal voice: PO-22-TF54	Total	voice PO-2 32	22-TF			Remit-1		et et		beofour64 FZ L	VAT INPUT S	Numl	Printable Pag	Create Anot	
twofour5 Abu Dhal voice: PO-22-TF54	Total	voice PO-2 32 P0-22-TF54-00	22-TF		L.	Remit-1	to Bank Accoun	d. r		beofour64 FZ L	VAT INPUT S	Numt	Printable Pag	Create Anot	
twofour5 Abu Dhal voice: PO-22-TF54	Total	Voice PO-2 32 PO-22-TF54-00 A ONE Medical DUBAI	22-TF		L.	Remit-1 Unique Remi	to Bank Accoun	et er et		baofourt4 FZ L	VAT INPUT S	Numt D Ty Invoice Curren	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anot	
twofour5 Abu Dha voice: PO-22-TF54	Total	Voice PO-2 32 PO-22-TF54-00 A ONE Medical	22-TF		L.	Remit- Unique Remi ve Remittance Ident	to Bank Accoun ittance Identifie Sfier Check Digi Descriptior Attachments	it r it s None		baofourt4 FZ L	VAT INPUT S	Num D Ty	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anot	
twofour5 Abu Dhal voice: PO-22-TF54	Total	Voice PO-2 32 PO-22-TF54-00 A ONE Medical DUBAI	22-TF		L.	Remit- Unique Remi ve Remittance Ident	lo Bank Accoun ittance Identifie ifier Check Digi Descriptior	it r it s None		haofourt64 FZ L	VAT INPUT S	Numt D Ty Invoice Curren	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anot	
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Abu Dha Abu Dha voice: PO-22-TF54 Supplier Tax Regists stomer	Total	Voice PO-2 32 PO-22-TF54-00 A ONE Medical DUBAI DEIRA, DUBAI	22-TF		L.	Remit- Unique Remi ve Remittance Ident	to Bank Account ittance Identifie äfter Check Digi Descriptior Attachment Control Amoun Legal Entity	t r t s None t t y Twobur54 F2		tarabud 4 F2 ( • )	VAT INPUT S	Numt D Ty Invoice Curren	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anot	
Abu Dhai Voice: PO-22-TF54 Supplier Tax Registe Istomer Costom	Total	Voice PO-2 32 PO-22-TF54-00 A ONE Medical DUBAI DEIRA, DUBAI	22-TF		L.	Remit- Unique Remi ve Remittance Ident	to Bank Account ittance Identifie äfter Check Digi Descriptior Attachment Control Amoun Legal Entity	t r t s None t t y Twobur54 F2		tarabud 4 F2 ( • )	VAT INPUT S	Numt D Ty Invoice Curren	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anot	
Abu Dha Abu Dha volce: PO-22-TF54 suppler Tax Regists stomer Costom	Total	Voice PO-2 12 PO-22-TF54-00 A ONE Medical DUBAI DEIRA, DUBAI	22-TF 078 Equipmen	tt & Supplies LLC	L.	Remit- Unique Remi ve Remittance Ident	to Bank Account ittance Identifie äfter Check Digi Descriptior Attachment Control Amoun Legal Entity	t r t s None t t y Twobur54 F2		hadoud4 FZ ( • )	VAT INPUT S	Numt D Ty Invoice Curren	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anot	
Abu Dha Abu Dha volce: PO-22-TF54 Supplier Tax Regists stomer	Total	Voice PO-2 12 PO-22-TF54-00 A ONE Medical DUBAI DEIRA, DUBAI DEIRA, DUBAI DEIRA, DUBAI	22-TF: 5078 Equipmen		L.	Remit- Unique Remi ve Remittance Ident	to Bank Account ittance Identifie äfter Check Digi Descriptior Attachment Control Amoun Legal Entity	4 r 8 s None 4 s y Twobur54 F2 s				Numt D Ty Invoice Curren	Printable Pag Der PO-22-TF6 ate 02/02/23 pe Invoice locy AED	Create Anoth	er Og

# Then click Done

tw	Ofour5 Abu Dha	4 abi											ſ	2 12 4	<u>9</u>
Invoice: PO-22-TF54-00078132								Pr	intable Page	Create Anothe	er D <u>o</u> n				
		Identifying PO	PO PO-22-TF54-00078 Remit-to Bank Ar					Remit-te	o Bank Account			Number	per PO-22-TF54-00078132		
		Supplier						Unique Remi	ttance Identifier			Date	02/02/23		
		Taxpayer ID					Uniqu	e Remittance Identi	fier Check Digit			Туре	Invoice		
		Supplier Site	DUBAI						Description			Invoice Currency	AED		
		Address	DEIRA, I	DUBAI					Attachments None			Payment Currency	AED		
	Supplier Tax Regis	tration Number						Tax	Control Amount						
Customer		mer Taxpayer ID	B.L.5/22	2					Legal Entity Twofour64 Address	FZ LLC					
Lines View <del>v</del>															
Number	Type	* Pu	rchase Or	rder	Consu Adv	mption	Supplier	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
		Number	Line	Schedule N	umber	Line									
1	ITEM	EM PO-22-T 1 1 FA-Laptops Assets twofour54 FZ LLC DEIRA.C						DEIRA, DUBAI,	VAT INPUT STD - REC		5	2,000	Each		
		Total													
4															



# 7. VIEW INVOICE

Once Invoice is created Supplier can view the status of Invoice

## Navigation:

# Home >> Supplier Portal >> Supplier Portal

## Click on View Invoice

Agreements		
Manage Agreements		
Shipments		**
Manage Shipments		Transaction Reports
Create ASN		Last 30 Days
Create ASBN		Invoice Amount 465500 AED
Upload ASN or ASBN	1	Invoice Price Variance Amount AED
View Receipts	1	
View Returns	Schedules Overdue or Due Today	
Deliverables		e*
Manage Deliverables		
Consigned Inventory	Supplier News	
Review Consumption Advices	N Contraction of the second seco	
Invoices and Payments		
Create Invoice		
Create Invoice Without PO		
View Invoices     View Payments		
Negotiations		

# It will navigate supplier to Invoice search page

## Supplier need to add one of the stared parameter

View Invoices				Done 🚊
▲ Search				Advanced Saved Search All Invoices
	** Invoice Number		Consumption Advice	** At least one is required
	** Supplier	A ONE Medical Equipment & Supplies L	Invoice Status	~
	Supplier Site	•	Paid Status	~
	** Purchase Order		Payment Number	
				Search Reset Save
Search Results				
View 🔻 🗐 🖬 De	etach			
Number	ice Date Type	Purchase Supplier Order	Supplier Site Amour	d Invoice Invoice Payment Comments t Amount Status Number
PO-22-TF54-0 02/0	2/23 Standard	PO-22-TF54-0 A ONE Medical Equipment 8	LSupplies L.L.C. DUBAI 10,800.00 AE	0 10,500.00 AED In proc

Where supplier can see the status of Invoice



View Invoices					Done	*
✓ Search				Advanced Saved	Search All Invoices	
** Invoice Number		Consumption Advice			Pic readicione na response	~
** Supplier	A ONE Medical Equipment & Supplies L	Invoice Status	~			
Supplier Site	•	Paid Status	~			
** Purchase Order		Payment Number				
					Search Reset Save	)
Search Results						
View 🔻 🎢 🔝 Detach						
Invoice Invoice Date Type	Purchase Supplier Order Supplier	Supplier Site	Unpaid Amount	Invoice Amount Status	Payment Comment Number	ts
PO-22-TF54-0 02/02/23 Standard	PO-22-TF54-0 A ONE Medical Equipment & Supplies L.L.C.	DUBAI	10,500.00 AED 10,5	00.00 AED In proc		

Once supplier click on Invoice number Link it will take supplier to Invoice Page

Supplier can see the Invoice and Payment Information.

Invoice: P	O-22-TF54	-0007813	2															D <u>o</u> ne	*
Business Unit     Turdour54 FZ LLC     Invoice Annount     10.500.00 AED       Legal Entity Name     Turdour54 FZ LLC     Unpaid Annount     10.500.00 AED       Supplier or Party     A ONE Medical Equipment & Supplies LLC.     Unpaid Annount     10.500.00 AED       Supplier Site     DBA/     Payment Currency     AED       Supplier Site     DBA/     Tax Control Annount     Attachment																			
Line	Amount	Description		Quantity	Unit Price	UOM Name	Purcha		Order	Receipt		Consumption Advice			Tax Determinants		inants		
						Name	Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location					
1	10,000.00	FA-Laptops Ass	sets	5	2,000	Each	PO-22-TF	1	1	10	1			twofour54 FZ LLC					
Summary Tax Lines Shipping and Handling																			
	Line * Regime		* Tax Name	* Tax Name Tax Jurisdiction		* Tax S	* Tax Status * Rate Na		Name	Percentage	age Per Unit			Amount	Line	Туре		Amour	it
1 UAE_TAX_REG			UAE VAT REC UAE VAT REC J				EFAULT TAX F	RE VAT INF	PUT STD - REC	5	5			500	No shippir	ng and handling.			