

SUPPLIER PORTAL WORK INSTRUCTIONS

Abbreviations

QF – Qatar Foundation

ERP – QF's internal Enterprise Resource Planning system

PD – QF Procurement Directorate

Contents

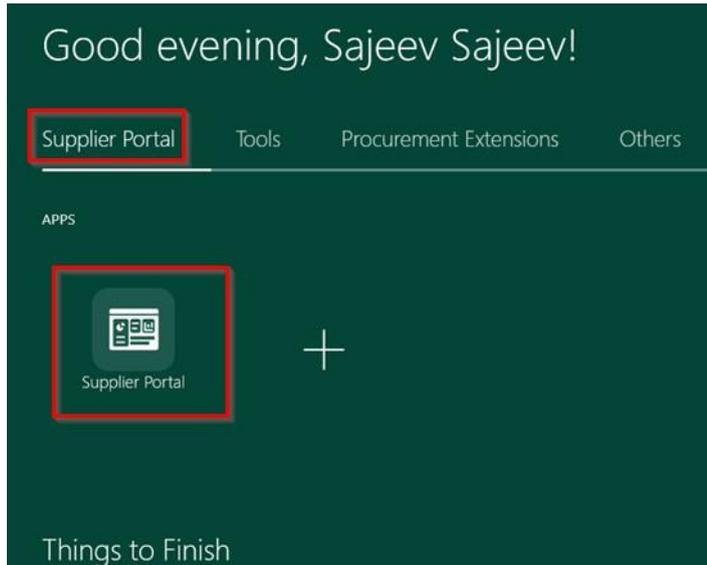
Abbreviations	2
Supplier Profile Change	4
Add Bank Account	8
Respond To Qualification Initiation	12
Supplier Acknowledgment of Agreement	16
Supplier Acknowledgment to Purchase Order	20
View the Pending Purchase Order Schedule	25
Manage Deliverables	27
View the Purchase Order Receipt.....	31
Supplier Invoice Creation	34
View Invoices.....	39

Supplier Profile Change

This section covers guidelines for changing supplier profile information. The process involves the below steps.

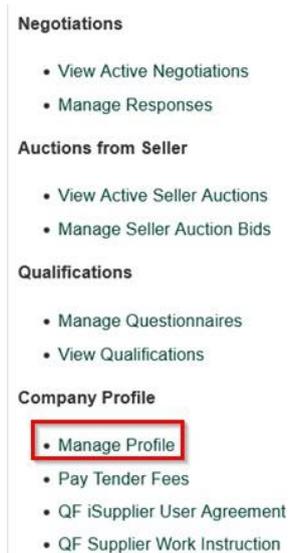
Step 1

Click on the “Supplier Portal” tab.



Step 2

Under the “Company Profile” tab, click on “Manage Profile”.



Step 3

Click “Edit” at the top right-hand corner of the succeeding page.

Company Profile ⓘ

Edit Done

Last Change Request 37008 Requested By vasu, sujesh Change Description
Request Status Canceled Request Date 01-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY Tax Organization Type Corporation
Supplier Number 199 Status Active
Supplier Type Local Profit-SME Attachments None

A warning message will appear before getting into the edit page, Click “Yes.”

Company Profile ⓘ

Edit Done

Last Change Request 37008 Requested By vasu, sujesh Change Description
Request Status Canceled Request Date 01-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY Tax Organization Type Corporation
Supplier Number 199 Status Active
Supplier Type Local Profit-SME Attachments None

Warning
POZ.2130390 Making edits will create a change request for the profile. Do you want to continue?
Yes No

Step 4

On the “Edit Profile Change Request” page, click the “Contacts” tab.

Edit Profile Change Request: 44007

Delete Change Request **Review Changes** **Save** **Save and Close** **Cancel**

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + ✎ ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
UAT_Travel Accounts01@mannai...					✓	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed_sajid@mannai.com.qa	+974 (+974)334...		✓	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✓	Active

Step 5

Create or edit contacts on the following page by clicking on the relevant icons.

Edit Profile Change Request: 44007

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format **+** Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
		UAT_Travel.Accounts01@mannai...			✓	Active
Aguinaldo, Poala Ernest	Str. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.co...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active
Ahmed, Gayaz		UAT_Gayaz.Ahmed@mannai.com.qa			✓	Active

Step 6

In Create contact page, Enter First and Last name, and provide contact information like Email, Mobile, and Phone number.

Assign contact addresses and enable **'Request user account'** if need access to the supplier portal for this contact person, then click **"OK"**.

Create Contact

Salutation

* First Name Abdul

Middle Name

* Last Name Khadar

Job Title

Administrative contact

Phone

Mobile

Fax

Email abkhadar@mannai.com

Status Active

▲ Contact Addresses

Actions View Format X Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
DOHA	P.O.Box: 76, Building No. 72, Zone – 57, East Industrial Stre...		Ordering, Remit to	Active

Columns Hidden 5

▲ User Account

Request user account

Create Another **OK** Cancel

Step 7

Enter the change description, then click the “Review Changes” button at the upper right-hand corner of the page.

Edit Profile Change Request: 44007

Delete Change Request **Review Changes** Save Save and Close Cancel

Change Description Request for new contact person and user information

Organization Details Tax Identifiers Addresses **Contacts** Payments Business Classifications Products and Services

Actions View Format + X Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
UAT_Travel Accounts01@mannai.com					✓	Active
Aguinaldo, Paola Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@mannai.com	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@mannai.com.qa	+974 (+974)334...		✓	Active

Step 8

Verify all the details, then click “Submit”.

Review Changes

Edit **Submit** Cancel

Change Description Request for new contact person and user information

Contacts

View Format Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status	Details
+	Khadar, Abdul			abkhadar@mannai.com		Active	

Columns Hidden 7

Step 9

The system will display a message confirming the change has been submitted for approval Click “OK”.

Company Profile

Cancel Change Request Edit Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 44007 Requested By vasu, sujesh Change Description Request for new contact person and user information

Request Status Pending Approval Request Date 10-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company MANNAI TRADING COMPANY

Supplier Number 199

Supplier Type Local Profit-SME

Confirmation

Your profile change request 44007 was submitted for approval.

OK

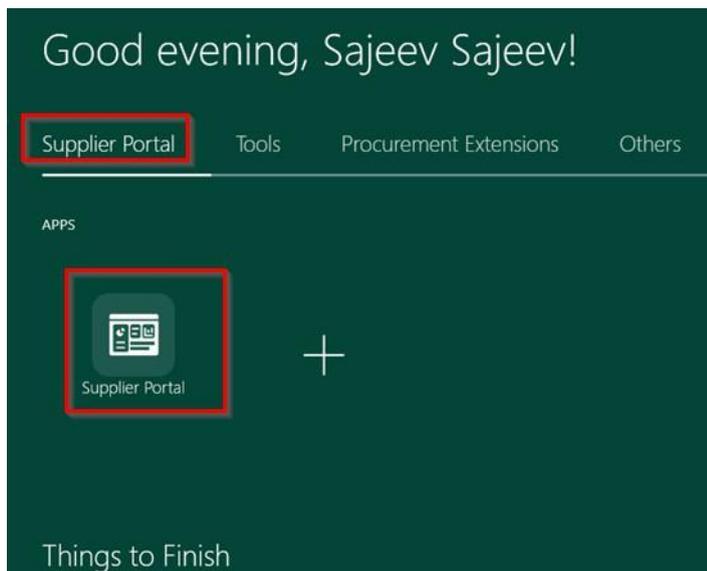
Add Bank Account

This section covers guidelines for adding bank account information. The process involves the below steps.

A separate email notification will be sent to your contact email address regarding the entry of bank account details in the system after approval of your supplier registration. You must add bank account details as instructed in the email.

Step 1

Click on the “**Supplier Portal**” tab.



Step 2

Under the “**Company Profile**” tab, click on “**Manage Profile**”.

- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Auctions from Seller**
 - View Active Seller Auctions
 - Manage Seller Auction Bids
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - **Manage Profile**
 - Pay Tender Fees
 - QF iSupplier User Agreement
 - QF Supplier Work Instruction

Step 3

Click “Edit” at the top right-hand corner of the succeeding page.

Company Profile ?

Edit **Done**

Last Change Request: 37008 Requested By: vasu, sujesh Change Description
Request Status: Canceled Request Date: 01-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: MANNAI TRADING COMPANY Tax Organization Type: Corporation
Supplier Number: 199 Status: Active
Supplier Type: Local Profit-SME Attachments: None

A warning message will appear before getting into the edit page, Click “Yes”.

Company Profile ?

Edit **Done**

Last Change Request: 37008 Requested By: vasu, sujesh Change Description
Request Status: Canceled Request Date: 01-Dec-2022

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company: MANNAI TRADING COMPANY Tax Organization Type: Corporation
Supplier Number: 199 Status: Active
Supplier Type: Local Profit-SME Attachments: None

Warning x

POZ.2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes **No**

Step 4

On the “Edit Profile Change Request” page, click the “Payments” tab.

Edit Profile Change Request: 61008

Delete Change Request **Review Changes** **Save** **Save and Close** **Cancel**

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num:
---------	----------------	------	----------	-----------	----------------------	--------------	-----	-----------	-------------	-----------

Step 5

Click on the **create (+)** or the **edit (pencil)** icon to add or end date the existing bank account number.

Edit Profile Change Request: 61008 Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + ✎ >> Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num

Note:

1. If you want to make any changes to your existing bank account, then you need to fill in the “Inactive Date” for the existing bank account and add a new bank account.
2. For any new bank account addition, please attach the bank form at the Organization level provided in the mail along with the Bank letter.

Step 6

In Create Bank Account page, Choose Country and enter bank account details (Bank Account and Bank name, Bank Branch, IBAN, Currency)

Click **“OK”**

Add Note - Create Bank Account Tools Sandbox Mode: Edit

Create Bank Account

Please mention the Account Number or IBAN based on country-specific regulations. Additionally, please mention the 'Address' of these bank details in the 'Change Description' field.

* Country

Account Number

Bank Name

Bank Branch

* Allow international payments

From Date 20-Feb-2025

Inactive On dd-mmm-yyyy

IBAN

Additional Information

If your Bank or Branch is not available in the dropdown, or in case of 'Intermediary Bank details' or 'Joint account', please complete the Bank Details Form and email to supplierbanking@qf.org.qa. Please ensure that all banking information provided to QF is current, valid, accurate, and complete.

Account Name

* Bank Account Currency

Account Suffix

Check Digits

Account Type

Description

Create Another OK Cancel

20-Feb-2025

The bank account is added under the “Bank Accounts” section.

Edit Profile Change Request: 61008

Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num
<input checked="" type="checkbox"/>	689709890	QA58DOHB00001234567890A...	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Note: If you are unable to find a bank or a bank branch, please contact QF through email and include the filled supplier bank details form that was shared in the email notification.

Step 7

Enter the change description, then click the “Review Changes” button at the upper right-hand corner of the page.

Edit Profile Change Request: 61008

Change Description Request to add bank account details

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Bank Accounts

Actions View Format + X Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num
<input checked="" type="checkbox"/>	689709890	QA58DOHB00001234567890A...	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Step 8

Verify all the details, then click “Submit”.

Review Changes

Change Description Request to add bank account details

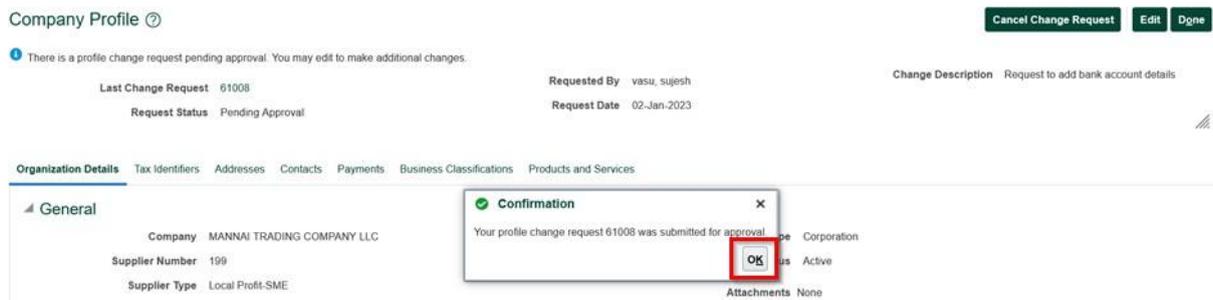
Bank Accounts

View Format Freeze Wrap

Primary	Account Number	IBAN	Currency	Bank Name	From Assignment Date	Account Name	BIC	Bank Code	Bank Branch	Bank Num
<input checked="" type="checkbox"/>	689709890	QA58DOHB00001234567890A...	QAR	AL AHLI BANK	02-Jan-2023				CITY CENTRE	

Step 9

The system will display a message confirming the change has been submitted for approval Click “OK”.



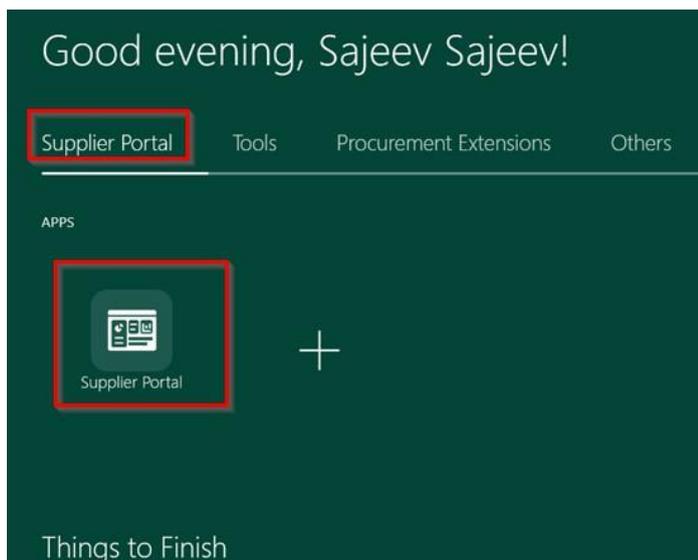
The screenshot shows the 'Company Profile' page for 'MANNAI TRADING COMPANY LLC'. A confirmation dialog box is displayed in the center, stating: 'Your profile change request 61008 was submitted for approval'. The dialog box has an 'OK' button highlighted with a red box. The background page shows details such as 'Requested By: vasu, sujesh', 'Request Date: 02-Jan-2023', and 'Request Status: Pending Approval'. There are also buttons for 'Cancel Change Request', 'Edit', and 'Done' at the top right.

Respond To Qualification Initiation

This section covers guidelines for responding to the qualification questionnaire. The process involves the below steps:

Step 1

Click on the “Supplier Portal” tab.



The screenshot shows a dark green interface with the text 'Good evening, Sajeev Sajeev!' at the top. Below this is a navigation bar with tabs: 'Supplier Portal', 'Tools', 'Procurement Extensions', and 'Others'. The 'Supplier Portal' tab is highlighted with a red box. Below the navigation bar, there is a section titled 'APPS' containing a 'Supplier Portal' app icon, also highlighted with a red box, next to a plus sign. At the bottom of the screen, the text 'Things to Finish' is visible.

Step 2

Under the “Qualification” tab, click on “Manage Questionnaires”.

Negotiations

- View Active Negotiations
- Manage Responses

Auctions from Seller

- View Active Seller Auctions
- Manage Seller Auction Bids

Qualifications

- **Manage Questionnaires**
- View Qualifications

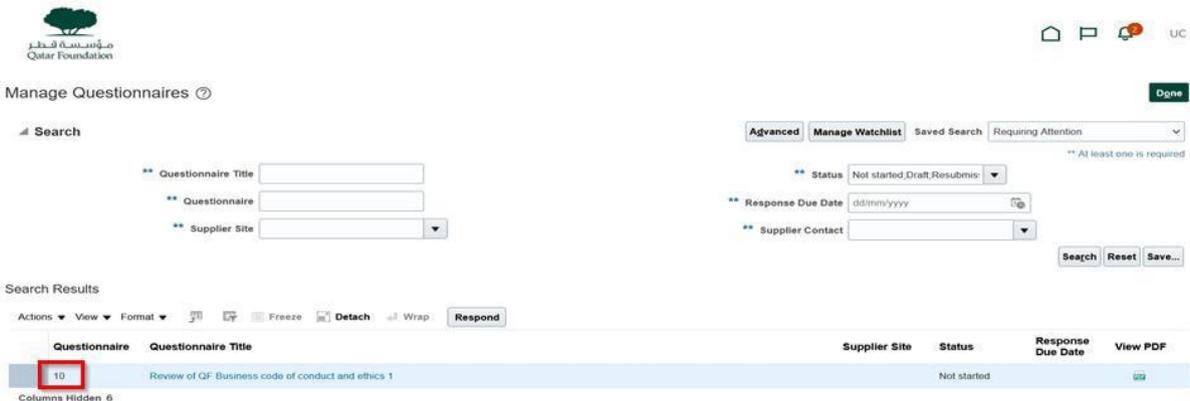
Company Profile

- Manage Profile
- Pay Tender Fees
- QF iSupplier User Agreement
- QF Supplier Work Instruction

Step 3

The system will display a dialog box “Manage Questionnaires”.

Search for the required Questionnaire.



Manage Questionnaires Done

Search

Advanced **Manage Watchlist** Saved Search Requiring Attention At least one is required

** Questionnaire Title

** Questionnaire

** Supplier Site

** Status

** Response Due Date

** Supplier Contact

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap Respond

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
10	Review of QF Business code of conduct and ethics 1		Not started		

Columns Hidden 6

Step 4

Under “**Search Results**”, the line reflecting the required receipts will appear.

Select the required Questionnaire line, then click on “**Respond**”.

Manage Questionnaires Done

Search

Advanced Manage Watchlist Saved Search Requiring Attention At least one is required

Questionnaire Title

Questionnaire

Supplier Site

Status Not started, Draft, Resubmis

Response Due Date dd/mm/yyyy

Supplier Contact

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap **Respond**

Questionnaire	Questionnaire Title	Supplier Site	Status	Response Due Date	View PDF
10	Review of QF Business code of conduct and ethics 1		Not started		

Columns Hidden 6

Questionnaire window opens.

Respond to Questionnaire: Review of QF Business code of c... Time Zone: Arabia Standard Time

Save Save and Close Submit Cancel

Questionnaire

Title Review of QF Business code of conduct and ethics 1

Procurement BU Qatar Foundation

Requested By Sivasooriyan Rajendran

Supplier UV Contracting ltd

Supplier Site

Responder UV Contact2

Status Draft

Due Date

Attachments None

Questions

Supplier Registration Questionnaire Progress Section 1. Supplier Registration Questionnaire

1. Does your organization have documented policies and procedures?

a. Yes

b. No

2. Does your organization have a written and documented Health, Safety and Environment policy?

a. Yes

b. No

3. You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Step 5

Under “Questions” section, enter the required responses.

Respond to Questionnaire: Review of QF Business code of c... 

Save Save and Close Submit Cancel
 Time Zone: Arabia Standard Time
 Last Saved: 20/07/2022 8:43 AM

Questionnaire

Title	Review of QF Business code of conduct and ethics 1	Supplier	UV Contracting Ltd	Status	Draft
Procurement BU	Qatar Foundation	Supplier Site		Due Date	
Requested By	Sivasooriyar Rajendran	Responder	UV Contact2	Attachments	None

Questions

Supplier Registration Questionnaire

Progress Section 1. Supplier Registration Questionnaire (Completed)

- Does your organization have documented policies and procedures?
 - a. Yes
 - b. No
- Does your organization have a written and documented Health, Safety and Environment policy?
 - a. Yes
 - b. No
- You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Step 6

After answering all questions, click “Save” and then “Submit”.

Respond to Questionnaire: Review of QF Business code of c... 

Save Save and Close Submit Cancel
 Time Zone: Arabia Standard Time
 Last Saved: 20/07/2022 8:43 AM

Questionnaire

Title	Review of QF Business code of conduct and ethics 1	Supplier	UV Contracting Ltd	Status	Draft
Procurement BU	Qatar Foundation	Supplier Site		Due Date	
Requested By	Sivasooriyar Rajendran	Responder	UV Contact2	Attachments	None

Questions

Supplier Registration Questionnaire

Progress Section 1. Supplier Registration Questionnaire (Completed)

- Does your organization have documented policies and procedures?
 - a. Yes
 - b. No
- Does your organization have a written and documented Health, Safety and Environment policy?
 - a. Yes
 - b. No
- You may kindly read the "QF Business Code of Ethics" and "QF Code of Conduct for Suppliers" and provide your acceptance to the same by selecting "Yes" from the options below.

Supplier Response is submitted Confirmation Response to the questionnaire is submitted.

 **Confirmation** ✕

Response to questionnaire Review of QF Business code of conduct and ethics 1 is submitted.

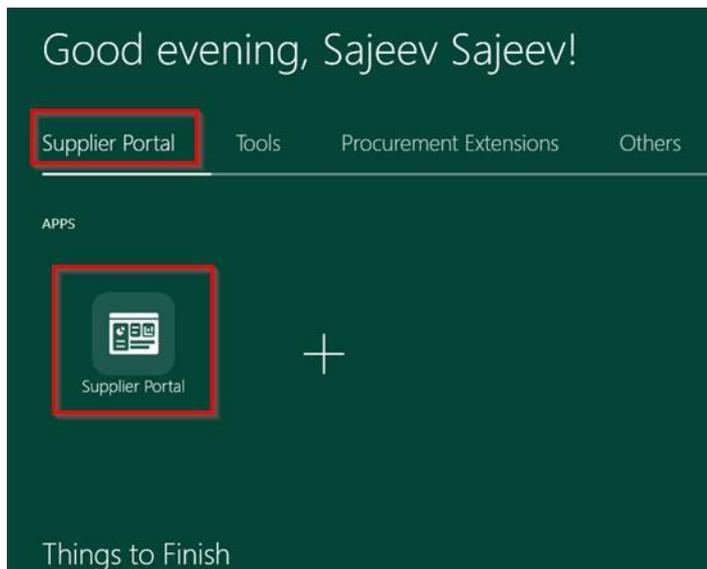
OK

Supplier Acknowledgment of Agreement

This section covers guidelines for supplier acknowledgment of the agreement. The process involves the below steps.

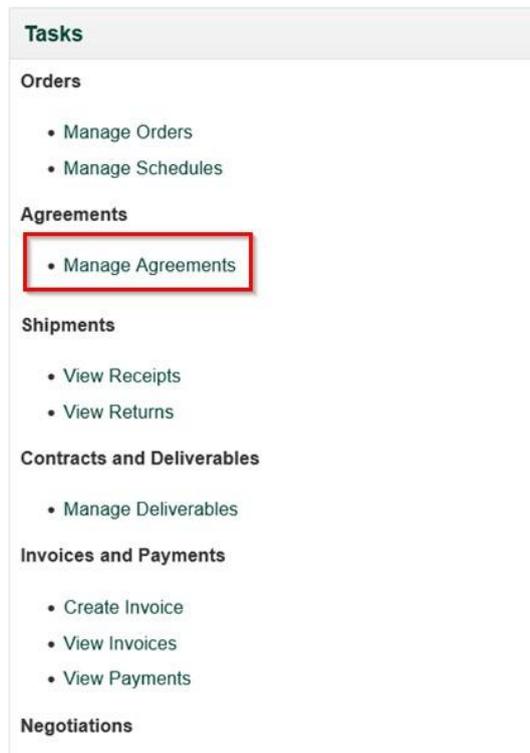
Step 1

Click on the “Supplier Portal” tab.



Step 2

Under the “Agreements” tab, click on “Manage Agreements”.



Step 3

The system will display a popup dialog box **“Manage Agreements”** Search for the required Blanket Purchase Agreement based on search criteria such as Agreement, Supplier Site, Procurement BU, Status

Manage Agreements ? Done

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
No search conducted										
Columns Hidden 29										

Step 4

Under Search Results, the line depicting the required BPA will appear, **Click on the BPA number.**

Manage Agreements ? Done

Manage Agreements

Headers Lines

Search

Procurement BU

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status Pending Supplier Acknowledgment

Include Closed and Expired Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
 QF-BPA-4		Doha	Natwar Rajawat	25,000.00	0.00	QAR	Pending Su...			30/03/2022
 QF-BPA-3		Doha	Natwar Rajawat	125,000.00	0.00	QAR	Pending Su...			30/03/2022

Columns Hidden 29

Step 5

The BPA details page opens. Click on the “**Acknowledge**” button displayed in the upper right-hand corner.

Step 6

The Acknowledge Document page opens under the “**General**” tab, enter Supplier Agreement notes (Optional)

Step 7

Under the “Terms” tab, enter Acknowledgment Note (Optional), Click “Accept”.

Acknowledge Document (Blanket Purchase Agreement): QF-BPA-4 View PDF **Accept** Reject Cancel

Main

General

Procurement BU	Qatar Foundation	Supplier	UV Contracting Iid	Start Date	
Agreement	QF-BPA-4	Supplier Site	Doha	End Date	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Agreement Amount	25,000.00 QAR
Buyer	Natwar Rajawat	Communication Method	None	Minimum Release Amount	
Creation Date	30/03/2022			Description	
Supplier Agreement	<input type="text"/>				

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	— Pay on receipt
Acknowledgment Due Date	29/04/2022	Shipping Method	— Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	FOB

Step 8

The system will display a warning message “The document will be accepted. Do you want to continue?” Click “OK” and then click “Done” The agreement is acknowledged and notification is sent to the buyer.

 **Warning** X

The document will be accepted. Do you want to continue?
(PO-2055013)

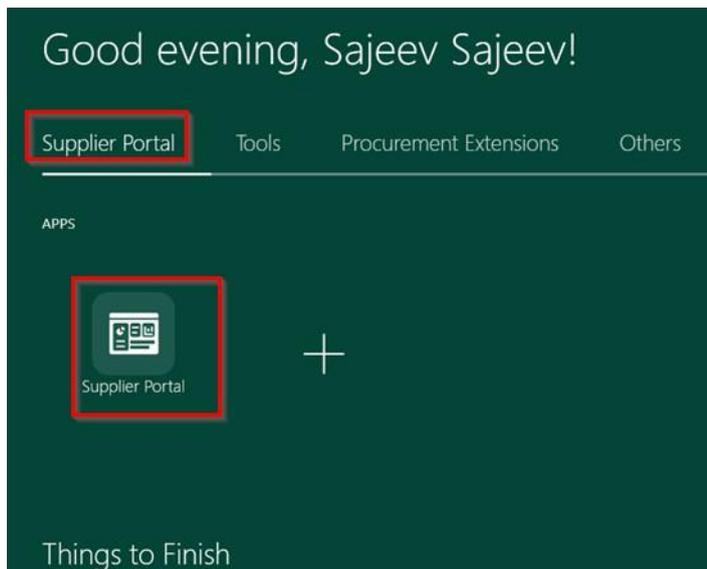
OK Cancel

Supplier Acknowledgment to Purchase Order

This section covers guidelines for supplier acknowledgment of the purchase order. The process involves the below steps.

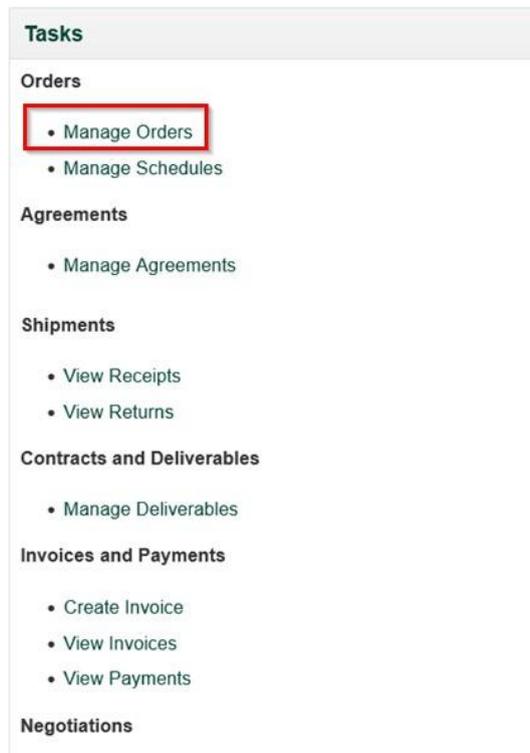
Step 1

Click on the “Supplier Portal” tab.



Step 2

Under the “Orders” tab, click on “Manage Orders”.



Step 3

The system will display a popup dialog box “**Manage Orders**” Search for the required Purchase Order based on search criteria such as **Sold-to Legal Entity, Bill-to BU, Supplier Site, Order and Status.**

Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgment

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted									
Columns Hidden 24									

Step 4

Under Search Results, the line depicting the required PO will appear.

Click on PO number.

Manage Orders Done

Headers Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced Manage Watchlist Saved Search All Orders

Order

Status Pending Supplier Acknowledgment

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
10021	30/03/2022		Doha	Natwar Raj...	12,000.00	QAR	Pending Supplier Acknowledgment		30/03/2022
10018	30/03/2022		Doha	Natwar Raj...	10,000.00	QAR	Pending Supplier Acknowledgment		30/03/2022

Purchase Order Window Opens

Qatar Foundation

Purchase Order: 10021

[Acknowledge](#) [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Itd	Ordered	12,000.00 QAR
Bill-to BU	Qatar Foundation	Supplier Site	Doha	Description	
Order	10021	Supplier Contact	UV User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Test_QF-HO Location	Supplier Order	
Buyer	Natwar Rajawat	Ship-to Location	Test_QF-HO Location		
Creation Date	30/03/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	14/04/2022	Freight Terms	— Pay on receipt
Payment Terms	Net 45	FOB	— Confirming order

Additional Information

Step 5

Click on the “Acknowledge” button displayed on the upper right-hand corner.

Qatar Foundation

Purchase Order: 10021

[Acknowledge](#) [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Itd	Ordered	12,000.00 QAR
Bill-to BU	Qatar Foundation	Supplier Site	Doha	Description	
Order	10021	Supplier Contact	UV User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Test_QF-HO Location	Supplier Order	
Buyer	Natwar Rajawat	Ship-to Location	Test_QF-HO Location		
Creation Date	30/03/2022				

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	14/04/2022	Freight Terms	— Pay on receipt
Payment Terms	Net 45	FOB	— Confirming order

Additional Information

Step 6

The “**Acknowledge Document**” page opens Under “**General**” tab, enter Supplier Order notes (Optional)

Acknowledge Document (Purchase Order): 10021 Accept Reject View PDF Cancel

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Nahar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	<input type="text"/>
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	FOB	

Additional Information

Buyer KPI(Amount)	PO Tendering Method	Context Prompt
-------------------	---------------------	----------------

Step 7

Under “**Terms**” tab, enter Acknowledgment Note (Optional),
Click Accept

Acknowledge Document (Purchase Order): 10021 Accept Reject View PDF Cancel

Main Contract Terms

General

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Order	10021	Supplier Site	Doha	Description	
Status	Pending Supplier Acknowledgment	Supplier Contact	UV User1	Source Agreement	
Buyer	Nahar Rajawat	Bill-to Location	Test_QF-HO Location	Supplier Order	<input type="text"/>
Creation Date	30/03/2022	Ship-to Location	Test_QF-HO Location	Communication Method	None

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 45	— Pay on receipt
Acknowledgment Due Date	14/04/2022	Shipping Method		— Confirming order
Acknowledgment Note	<input type="text"/>	Freight Terms	FOB	

Additional Information

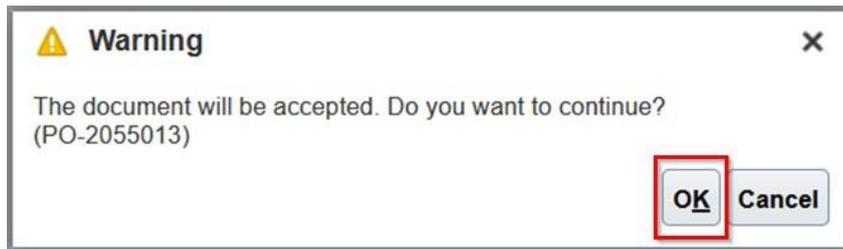
Buyer KPI(Amount)	PO Tendering Method	Context Prompt
-------------------	---------------------	----------------

Step 8

The system will display the warning message “The document will be accepted. Do you want to continue?”

Click “OK” and then click “Done”.

The Purchase Order is acknowledged, and a notification is sent to the buyer.

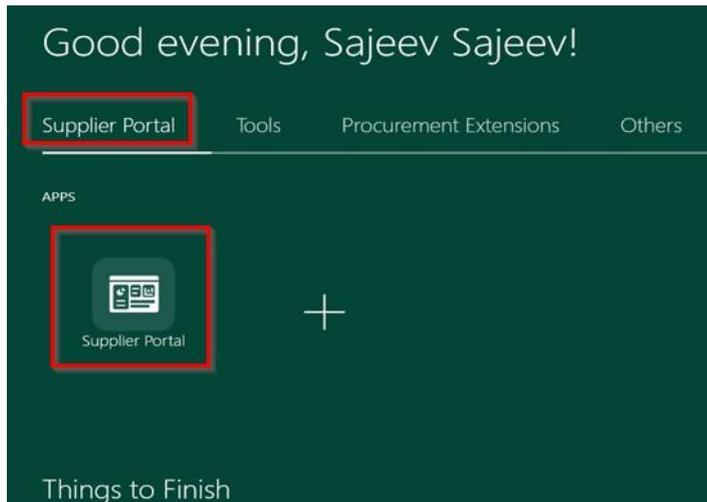


View the Pending Purchase Order Schedule

This section covers guidelines to view pending purchase order schedules. The process involves the below steps.

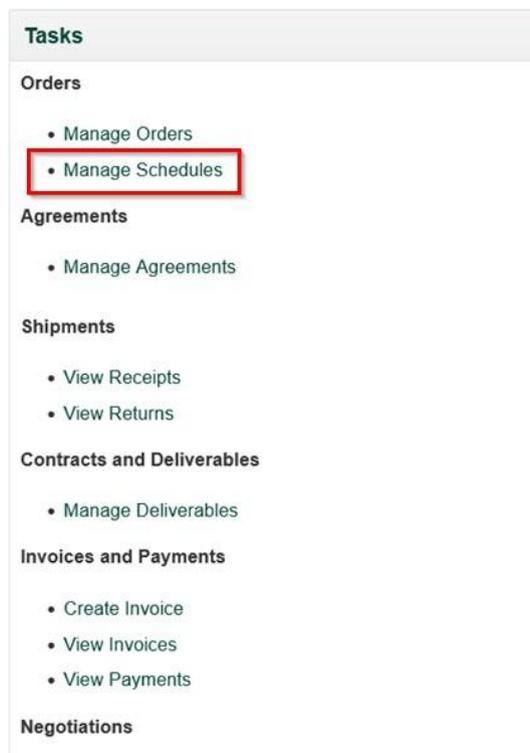
Step 1

Click on the “**Supplier Portal**” tab.



Step 2

Under the “**Orders**” tab, click on “**Manage Schedules**”.



Step 3

The system will display the dialog box, “Manage Orders” Select “Schedules”, then click on the “Search” button.

Manage Orders ⓘ Done

Headers: **Schedules**

Advanced Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity Supplier Site Order Line Description

Supplier Item Ship-to Location Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Pricing UOM	Price	Ordered	Currency	Status	Ship-to Location
No search conducted.													

Under “Search Results”, the system will display pending schedule, purchase orders.

Manage Orders ⓘ Done

Headers: **Schedules**

Advanced Manage Watchlist Saved Search All Schedules

Sold-to Legal Entity Supplier Site Order Line Description

Supplier Item Ship-to Location Status

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location	Requested Date	Promised Date	Lif Cyc
10012	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_CF-HO Location	04/04/2022	04/04/2022	
10013	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_CF-HO Location	04/04/2022	04/04/2022	
10017	Doha	1	Expense Item		1	4	EACH	1,000.00	4,000.00	QAR	Closed For...	Test_CF-HO Location	05/04/2022	05/04/2022	
10018	Doha	1	Expense Item		1	10	EACH	1,000.00	10,000.00	QAR	Closed For...	Test_CF-HO Location	05/04/2022	05/04/2022	
10019	Doha	1	Inventory Item		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_CF-HO Location	04/04/2022	04/04/2022	
10019	Doha	2	Expense Item		1	2	EACH	5,000.00	10,000.00	QAR	Open	Test_CF-HO Location		15/04/2022	
10020	Doha	1	Inventory Item		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_CF-HO Location	04/04/2022	04/04/2022	
10020	Doha	1	Services By Amount		1				12,000.00	QAR	Open	Test_CF-HO Location	04/04/2022	04/04/2022	

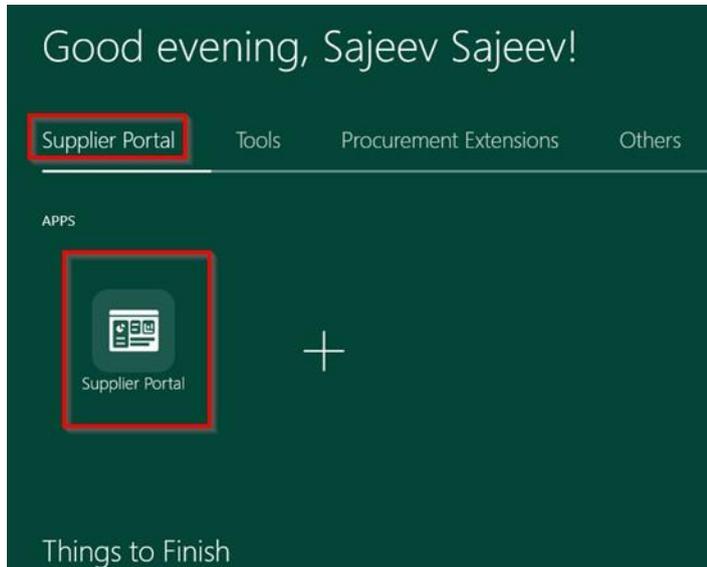
This schedule is overdue.
This schedule has in-transit shipments.

Manage Deliverables

This section covers guidelines to submit the deliverables. The process involves the below steps.

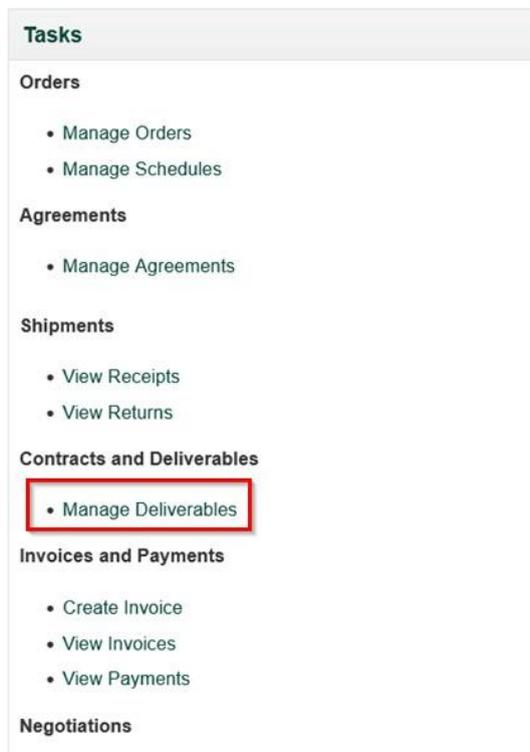
Step 1

Click on the “**Supplier Portal**” tab.



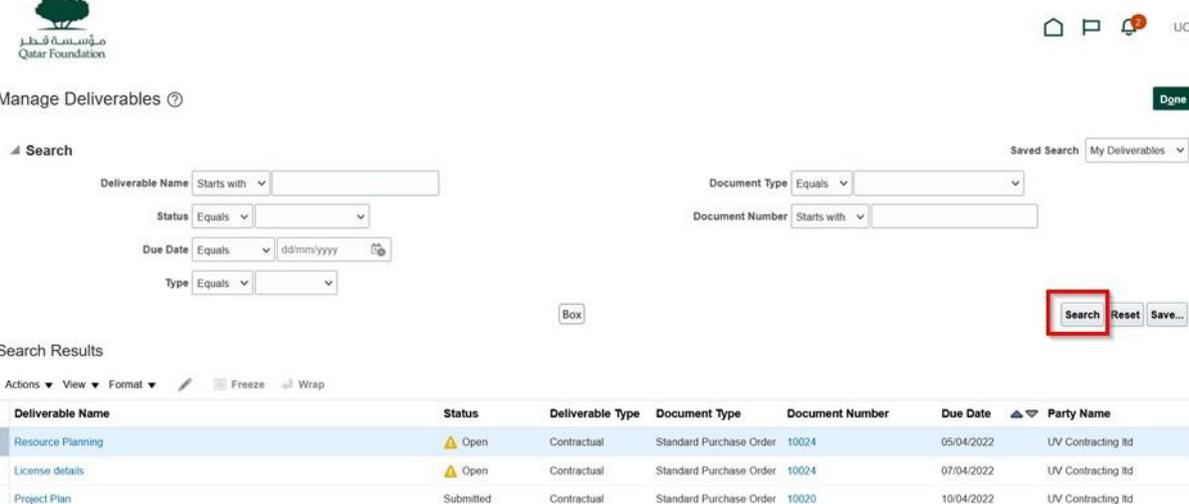
Step 2

Under the “**Contracts and Deliverables**” tab, click on “**Manage Deliverables**”.



Step 3

In the “**Manage Deliverables**” page, you can search and review the details of deliverables under the search result.



Manage Deliverables Done

Search Saved Search: My Deliverables

Deliverable Name: Starts with

Status: Equals

Due Date: Equals dd/mm/yyyy

Type: Equals

Document Type: Equals

Document Number: Starts with

Box Search Reset Save...

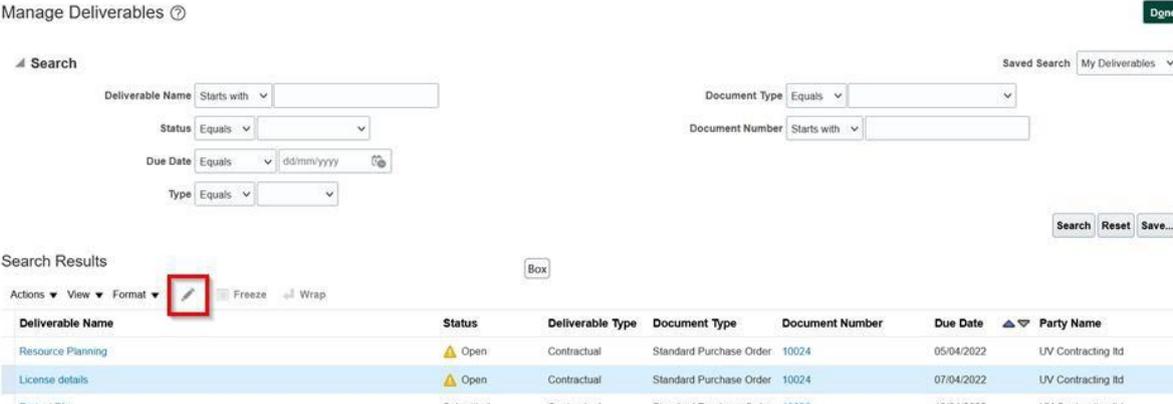
Search Results

Actions View Format Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Resource Planning	Open	Contractual	Standard Purchase Order	10024	05/04/2022	UV Contracting ltd
License details	Open	Contractual	Standard Purchase Order	10024	07/04/2022	UV Contracting ltd
Project Plan	Submitted	Contractual	Standard Purchase Order	10020	10/04/2022	UV Contracting ltd

Step 4

Select the line and click **Edit** to submit the deliverables.



Manage Deliverables Done

Search Saved Search: My Deliverables

Deliverable Name: Starts with

Status: Equals

Due Date: Equals dd/mm/yyyy

Type: Equals

Document Type: Equals

Document Number: Starts with

Box Search Reset Save...

Search Results

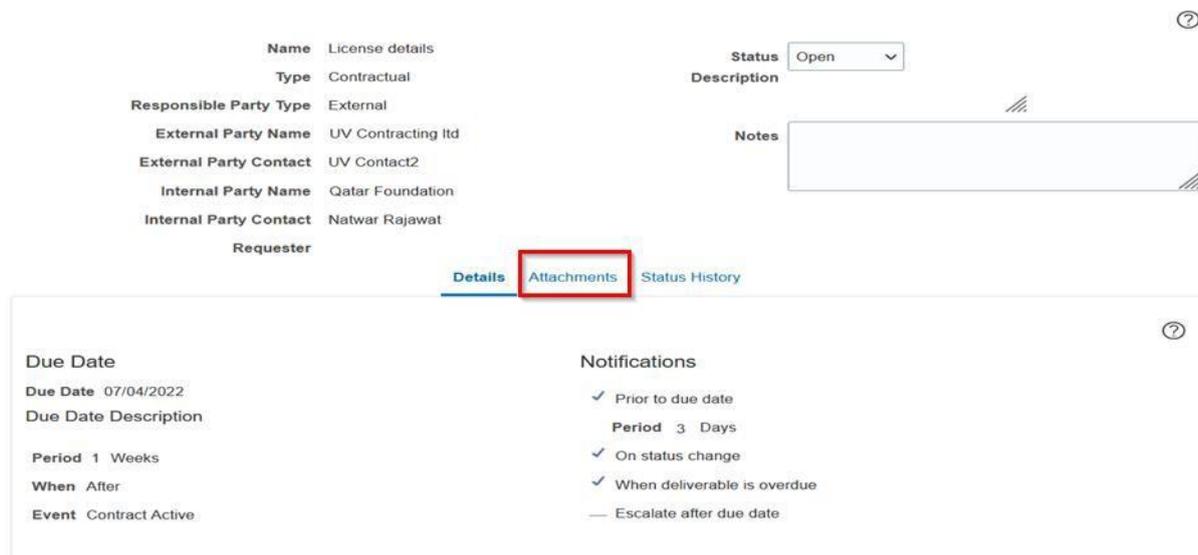
Actions View Format Freeze Wrap

Deliverable Name	Status	Deliverable Type	Document Type	Document Number	Due Date	Party Name
Resource Planning	Open	Contractual	Standard Purchase Order	10024	05/04/2022	UV Contracting ltd
License details	Open	Contractual	Standard Purchase Order	10024	07/04/2022	UV Contracting ltd
Project Plan	Submitted	Contractual	Standard Purchase Order	10020	10/04/2022	UV Contracting ltd

Step 5

In the “Edit Deliverables” page, click the **Attachments** tab.

Edit Deliverable: License details



The screenshot shows the 'Edit Deliverable: License details' page. The 'Attachments' tab is highlighted with a red box. The page includes a metadata section with the following details:

- Name: License details
- Type: Contractual
- Responsible Party Type: External
- External Party Name: UV Contracting ltd
- External Party Contact: UV Contact2
- Internal Party Name: Qatar Foundation
- Internal Party Contact: Natwar Rajawat
- Requester: [Blank]
- Status: Open
- Description: [Blank]
- Notes: [Blank]

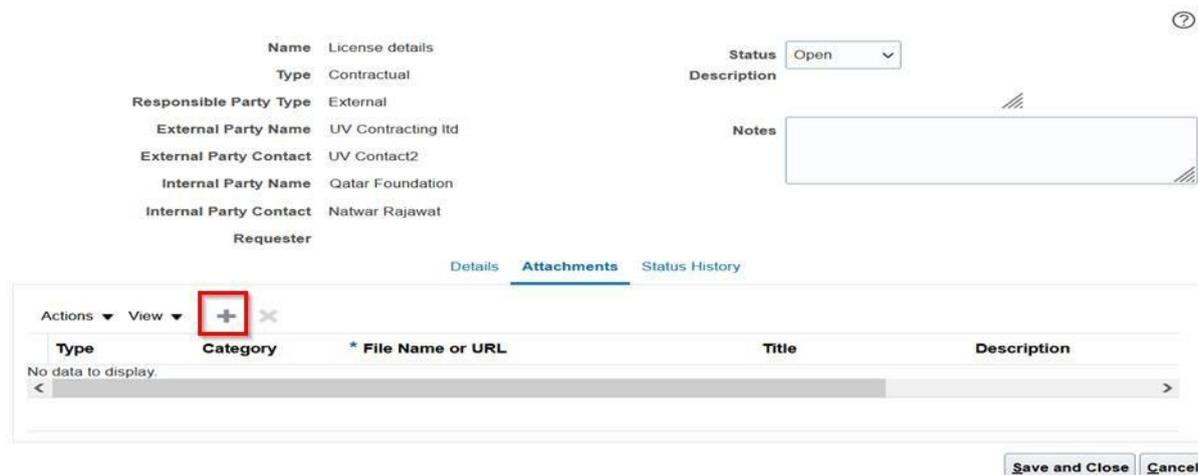
Below the metadata, there are three tabs: 'Details', 'Attachments' (highlighted), and 'Status History'. The 'Attachments' tab is active, showing the following sections:

- Due Date:**
 - Due Date: 07/04/2022
 - Due Date Description: [Blank]
 - Period: 1 Weeks
 - When: After
 - Event: Contract Active
- Notifications:**
 - Prior to due date
 - Period: 3 Days
 - On status change
 - When deliverable is overdue
 - Escalate after due date

Step 6

Click “Add (+)” button to attach the required files.

Edit Deliverable: License details



The screenshot shows the 'Edit Deliverable: License details' page with the 'Attachments' tab active. The 'Add (+)' button is highlighted with a red box. The page includes the same metadata as in Step 5. Below the metadata, there are three tabs: 'Details', 'Attachments' (active), and 'Status History'. The 'Attachments' tab is active, showing the following sections:

- Actions:** [Dropdown], [View] [Dropdown], **+** [Close]
- Table:**

Type	Category	* File Name or URL	Title	Description
No data to display.				
- Buttons:** Save and Close, Cancel

Step 7

Attach the required file and enter the Title and Description

Edit Deliverable: License details

Name License details
 Type Contractual
 Responsible Party Type External
 External Party Name UV Contracting ltd
 External Party Contact UV Contact2
 Internal Party Name Qatar Foundation
 Internal Party Contact Natwar Rajawat
 Requester

Status Open
 Description

Notes

Attachments

Type	Category	* File Name or URL	Title	Description
File	Miscellaneous	License file.txt <input type="button" value="Update..."/>	License-2022	License-2022

Rows Selected 1

Step 8

Change the status to "Submitted" and Save

Edit Deliverable: License details

Name License details
 Type Contractual
 Responsible Party Type External
 External Party Name UV Contracting ltd
 External Party Contact UV Contact2
 Internal Party Name Qatar Foundation
 Internal Party Contact Natwar Rajawat
 Requester

Status Open
 Description
 Submitted

Notes

Attachments

Type	Category	* File Name or URL	Title	Description
File	Miscellaneous	License file.txt <input type="button" value="Update..."/>	License-2022	License-2022

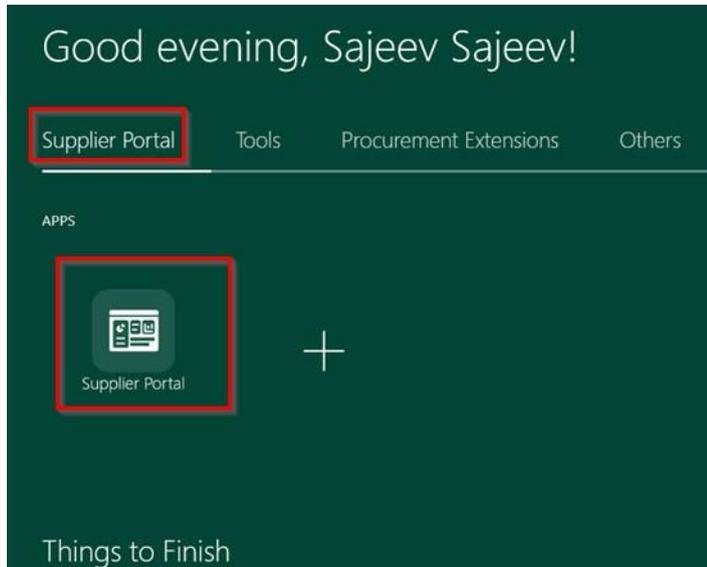
Rows Selected 1

View the Purchase Order Receipt

This section covers guidelines to view purchase order receipts. The process involves the below steps.

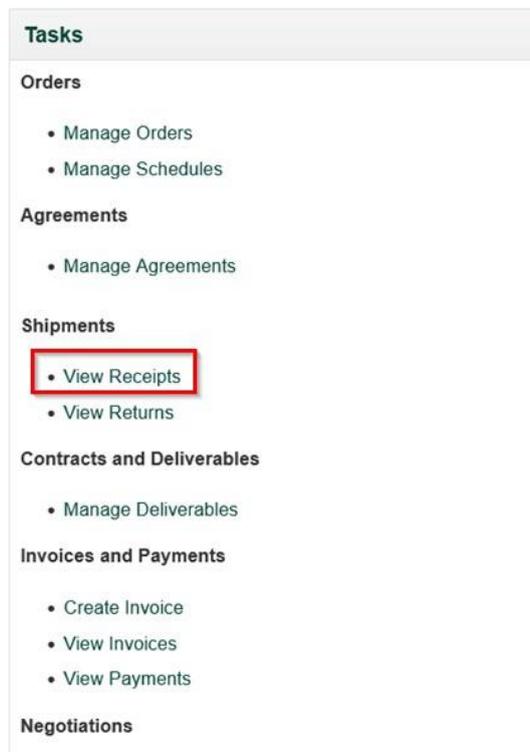
Step 1

Click on the “**Supplier Portal**” tab



Step 2

Under the “**Shipments**” tab, click on “**View Receipts**”.



Step 3

The system will display the dialog box, "View Receipts".

Search for the required receipt based on search criteria such as **Receipt, Organization, Purchase Order, Supplier Item, Shipment, Item, Receipt date.**

View Receipts Done

Search Advanced Saved Search All Receipts

** At least one is required

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date -

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 4

Under Search Results, the line reflecting the required receipts will appear.

Click on the **receipt number**.

View Receipts Done

Search Advanced Saved Search All Receipts

** At least one is required

** Receipt

Organization

** Purchase Order

Supplier Item

** Shipment

** Item

** Receipt Date -

Search Reset Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	28/03/2022 3.00...	QF Warehouse			10014				Doha
8	28/03/2022 3.00...	QF Warehouse			Multiple				Doha
7	28/03/2022 3.00...	QF Warehouse			10009				Doha
6	28/03/2022 3.00...	QF Warehouse			10008				Doha
21	21/06/2022 3.00...	QF Warehouse			10056				Doha
10	03/04/2022 3.00...	QF Warehouse			10017				Doha

Step 5

Receipt window opens.

Verify all details.

Receipt: 9

 [View Transaction History](#) [Done](#)

Summary

Supplier	UV Contracting ltd	Packing Slip
Shipment		Waybill
Shipped Date		Bill of Lading
Shipping Method		Note
Number of Supplier Packing Units		Attachments
Supplier Site	Doha	None

► Additional Information

Box

Lines

Actions  View  

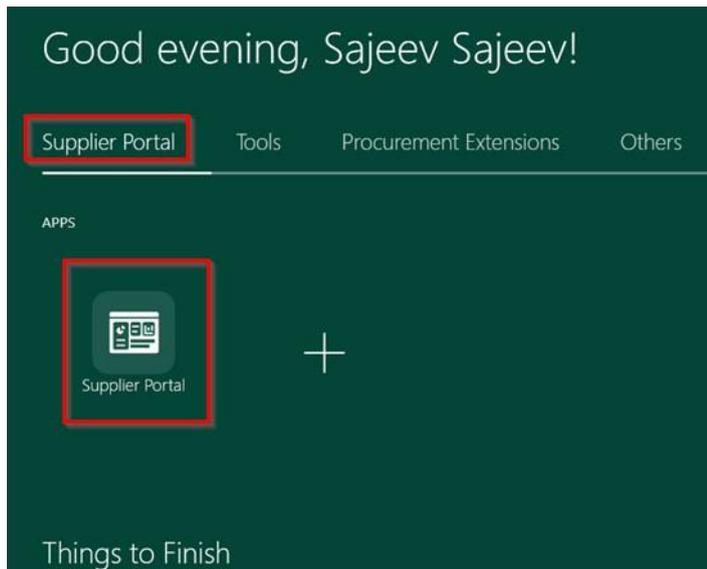
Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
1000002	Expense Item	Purchase order	10014	4	0	4	0	EACH	28/03/2022 3:44...	

Supplier Invoice Creation

This section covers guidelines of supplier invoice creation. The process involves the below steps.

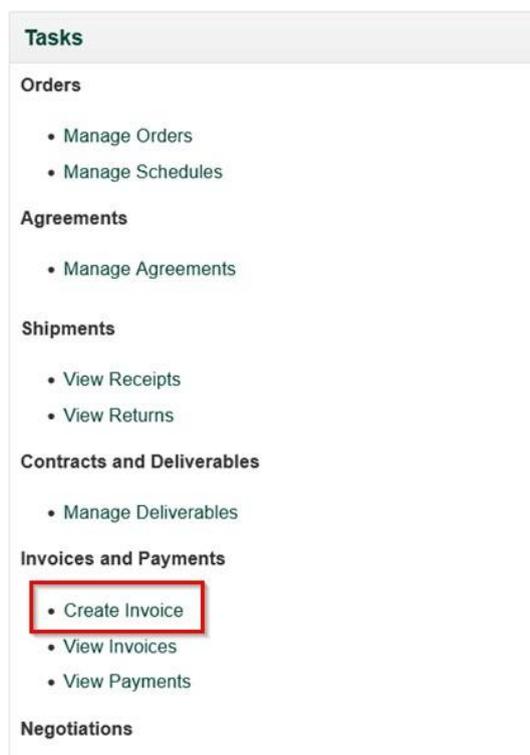
Step 1

Click on the “**Supplier Portal**” tab.



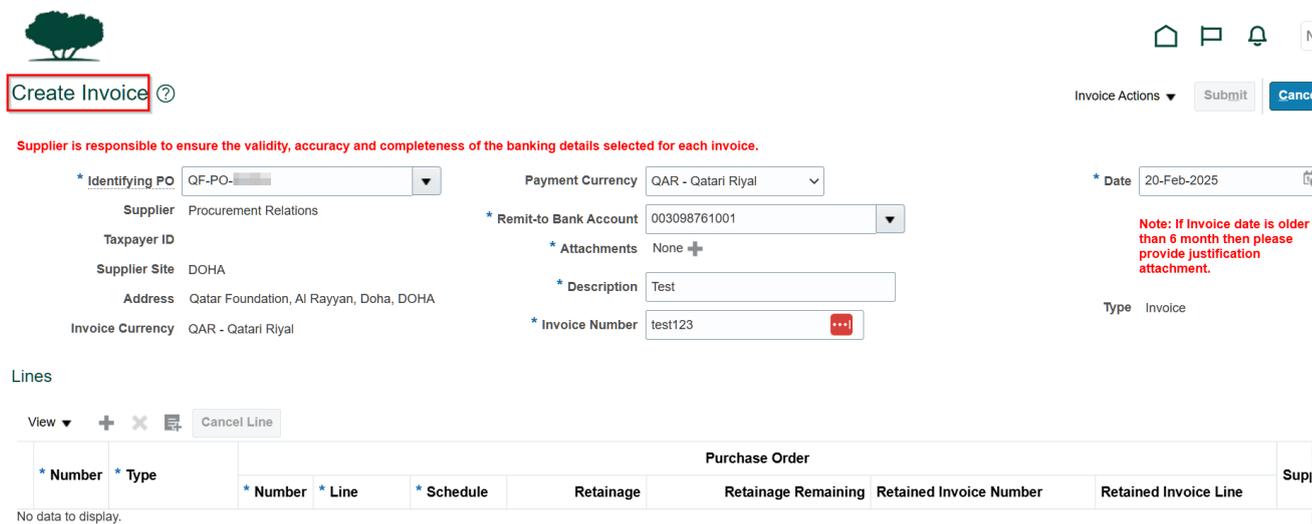
Step 2

Under the “**Invoices and Payments**” tab, click on “**Create Invoice**”.



Step 3

The system will display a popup dialog box “Create Invoice” page.



Create Invoice ?

Supplier is responsible to ensure the validity, accuracy and completeness of the banking details selected for each invoice.

* Identifying PO: QF-PO-
Supplier: Procurement Relations
Taxpayer ID:
Supplier Site: DOHA
Address: Qatar Foundation, Al Rayyan, Doha, DOHA
Invoice Currency: QAR - Qatari Riyal

Payment Currency: QAR - Qatari Riyal
* Remit-to Bank Account: 003098761001
* Attachments: None +
* Description: Test
* Invoice Number: test123

* Date: 20-Feb-2025

Note: If Invoice date is older than 6 month then please provide justification attachment.

Type: Invoice

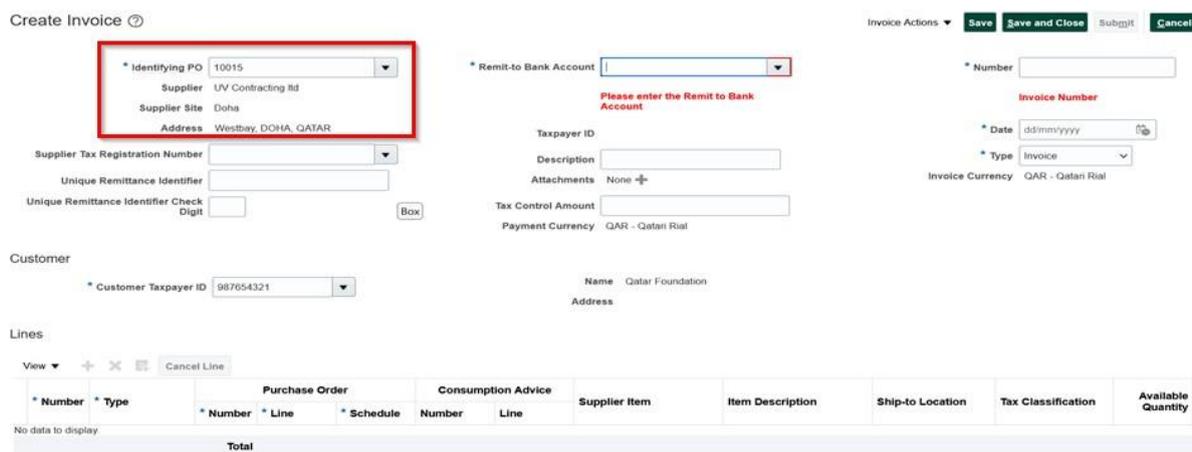
Lines

* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line	Supp
No data to display.									

Step 4

Enter “Identify PO” details.

Note: The supplier details are defaulted from the PO.



Create Invoice ?

* Identifying PO: 10015
Supplier: UV Contracting Ltd
Supplier Site: Doha
Address: Westbay, DOHA, QATAR

* Remit-to Bank Account: [Empty]
Please enter the Remit to Bank Account

Taxpayer ID:
Description:
Attachments: None +
Tax Control Amount:
Payment Currency: QAR - Qatari Riyal

* Number:
Invoice Number:
* Date: d/m/yyyy
* Type: Invoice
Invoice Currency: QAR - Qatari Riyal

Customer
* Customer Taxpayer ID: 987654321
Name: Qatar Foundation
Address:

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
No data to display.											
Total											

Step 5

Enter the invoice number in the Number field, Date, and Bank account. Also, attach the supporting files.

Create Invoice [?](#)

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO: 10015
Supplier: UV Contracting Ltd
Supplier Site: Doha
Address: Westbay, DOHA, QATAR
Supplier Tax Registration Number:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:

* Remit-to Bank Account: 0798790789079
Please enter the Remit to Bank Account
Taxpayer ID:
Description:
Attachments [File 1-Bill copy](#)  
Tax Control Amount:
Payment Currency: QAR - Qatari Rial

* Number: INV-110015
Invoice Number
* Date: 19/07/2022
* Type: Invoice
Invoice Currency: QAR - Qatari Rial

Customer
* Customer Taxpayer ID: 987654321
Name: Qatar Foundation
Address:

Lines

View    Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display											
Total											

Step 6

In "Lines" tab, click Select and "Add" icon.

Create Invoice [?](#)

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

* Identifying PO: 10015
Supplier: UV Contracting Ltd
Supplier Site: Doha
Address: Westbay, DOHA, QATAR
Supplier Tax Registration Number:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:

* Remit-to Bank Account: 0798790789079
Please enter the Remit to Bank Account
Taxpayer ID:
Description:
Attachments [File 1-Bill copy](#)  
Tax Control Amount:
Payment Currency: QAR - Qatari Rial

* Number: INV-110015
Invoice Number
* Date: 19/07/2022
* Type: Invoice
Invoice Currency: QAR - Qatari Rial

Customer
* Customer Taxpayer ID: 987654321
Name: Qatar Foundation
Address:

Lines

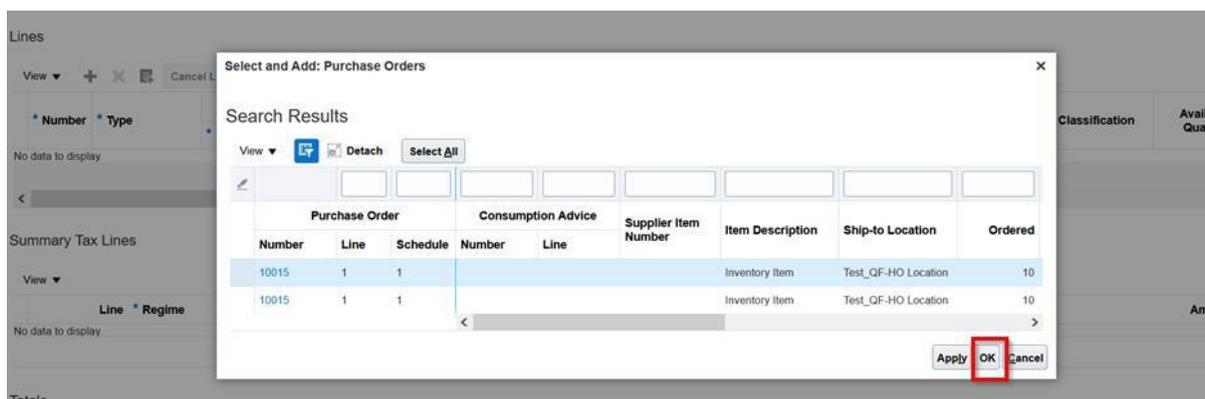
View    Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
No data to display											
Total											

Step 7

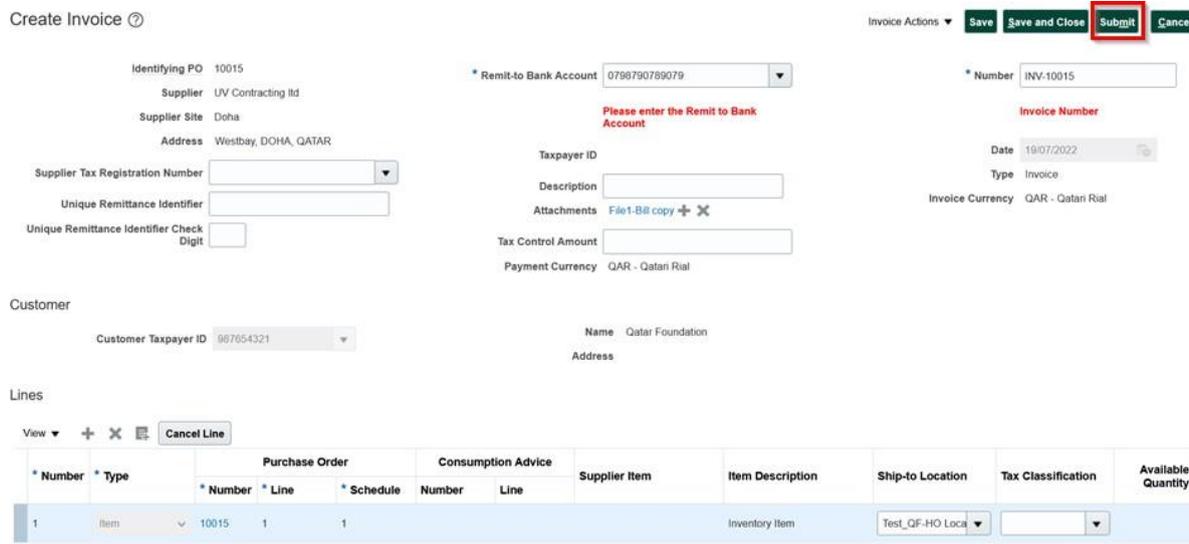
The system will display a popup dialog box “Select and Add: Purchase orders” Select the PO by clicking in the row.

After applying, click “OK”.



Step 8

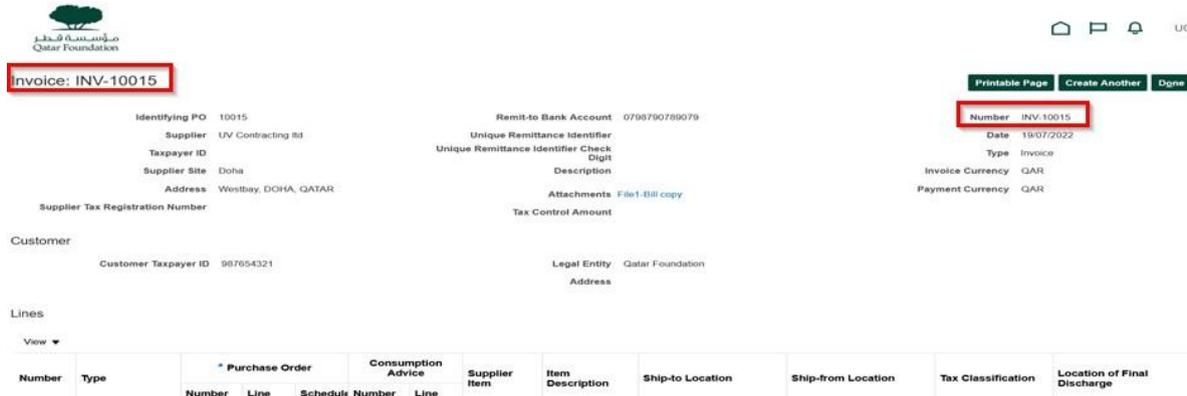
To save the invoice, click the “Submit” button.



Step 9

A confirmation will pop up confirming the submission of the invoice.

The created invoice opens, and a confirmation message of invoice submission will appear once the invoice is successfully submitted.



Invoice: INV-10015

Printable Page Create Another Done

Number: INV.10015
Date: 19/07/2022
Type: Invoice
Invoice Currency: QAR
Payment Currency: QAR

Identifying PO: 10015
Supplier: UV Contracting Ltd
Taxpayer ID:
Supplier Site: Doha
Address: Westbay, DOHA, QATAR
Supplier Tax Registration Number:

Remit-to Bank Account: 0798790789079
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments: File1: Bill copy
Tax Control Amount:

Customer
Customer Taxpayer ID: 987654321
Legal Entity: Qatar Foundation
Address:

Lines

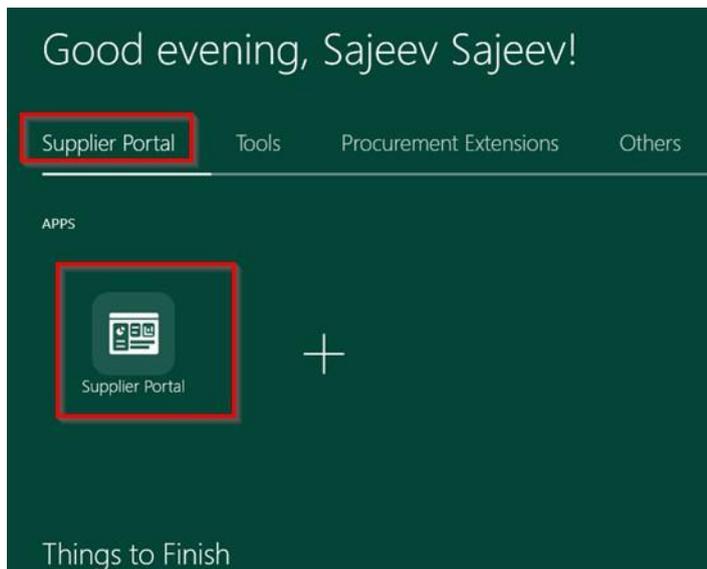
Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule Number	Line						

View Invoices

This section covers guidelines to view the created Invoices and their status. The process involves the below steps.

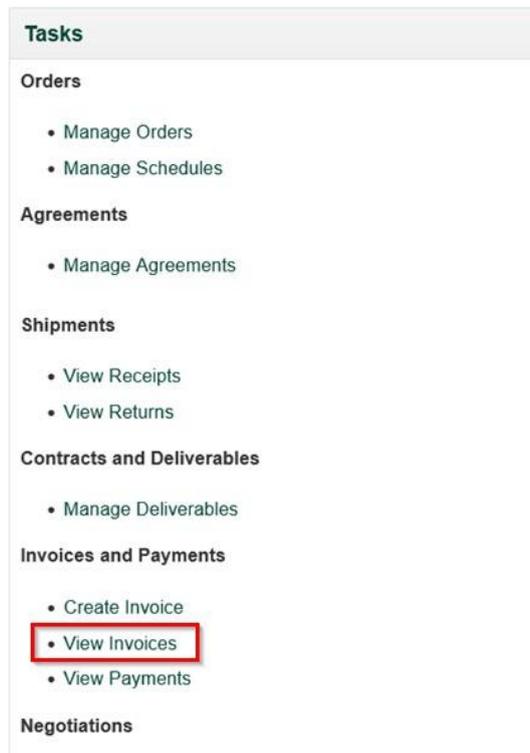
Step 1

Click on the “Supplier Portal” tab.



Step 2

Under the “Invoices and Payments” tab, click on “View Invoices”.



Step 3

Search for the required invoice based on search criteria such as **Invoice number, Purchase order, Supplier.**

Click **“Search”**

View Invoices Done

Search Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
No search conducted.										

Step 4

Under Search Results, the line reflecting the required invoices will appear.

Click on the **Invoice number.**

View Invoices Done

Search Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
INV-10015	19/07/2022	Standard	10015	UV Contracting ltd	Doha	2,100.00 QAR	2,100.00 QAR	In process		

If any payment has been made for the invoice already, you can refer to it under the **“Payment Number”** column in the above search result itself.

Step 5

The invoice details window opens, and you can verify the Invoice line and Payment details.

Invoice: INV-10015

Done

Business Unit	Qatar Foundation	Invoice Amount	2,100.00 QAR	Invoice Type	Standard
Legal Entity Name	Qatar Foundation	Unpaid Amount	2,100.00 QAR	Description	
Supplier or Party	UV Contracting Ltd	Payment Currency	QAR	Attachment	File1-Bill copy
Supplier Site	Doha	Tax Control Amount			
Address	Westbay, DOHA, QATAR				
Invoice Date	19/07/2022				

Lines Payments

Items

View   Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	2,000.00	Inventory Item	2	1,000	EACH	10015	1	1	26	1			Test_QF-HO Location

Summary Tax Lines

Shipping and Handling

View 

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Ai	Line	Type	Amount
											No shipping and handling