

# SUPPLIER PORTAL WORK INSTRUCTIONS

## Abbreviations

QF – Qatar Foundation

ERP – QF's internal Enterprise Resource Planning system

PD – QF Procurement Directorate

## Contents

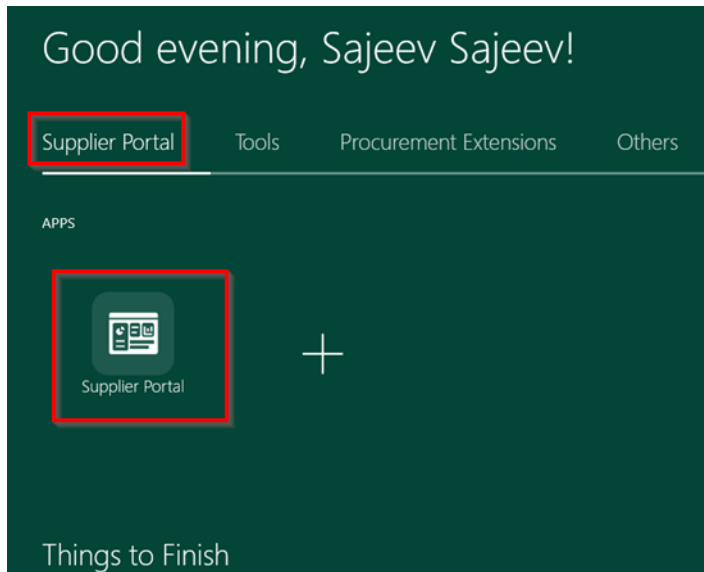
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## Supplier Profile Change

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

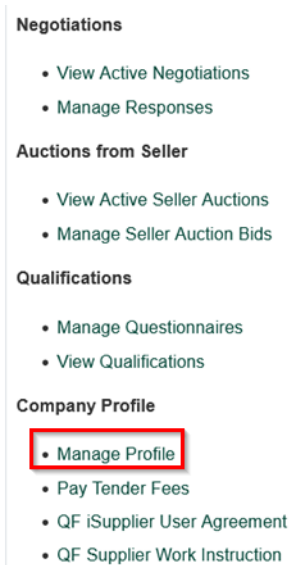
### Step 1

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 ⓘ

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 ⓘ

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  
Supplier Number 199  
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, Paola 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 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

Middle Name

\* Last Name

Job Title

Administrative contact

Phone

Mobile

Fax

Email

Status

▲ **Contact Addresses**

Actions View Format ✕ 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 + ✕ Status Active Freeze Detach Wrap

Name	Job Title	Email	Phone	Administrative Contact	User Account	Status
		UAT_Travel.Accounts01@manna...			✓	Active
Aguinaldo, Poala Ernest	Sr. Admin. Asst.	UAT_Poala.Aguinaldo@manna...	+974 (+974)440...		✓	Active
Ahmed Syed, Sajid	Deputy Manager – GIS	UAT_syed.sajid@manna...	+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@manna...		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	Corporation
Supplier Number	199	Active
Supplier Type	Local Profit-SME	Attachments None

**Confirmation**

Your profile change request 44007 was submitted for approval.

**OK**

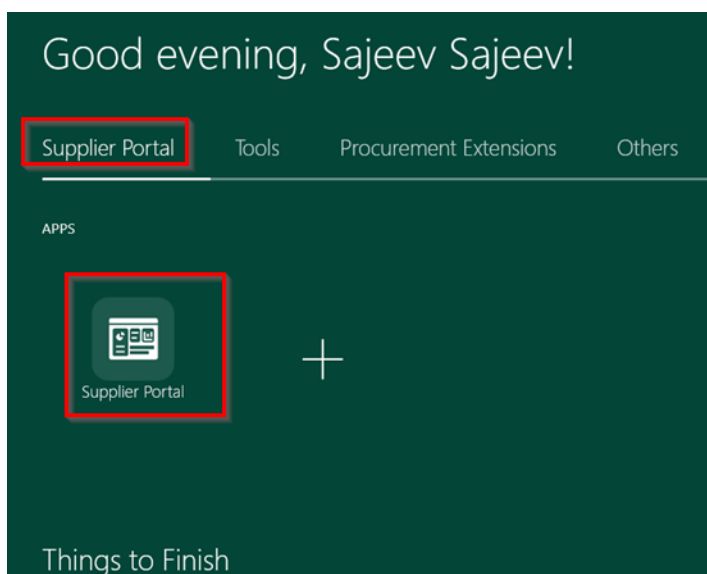
## Add Bank Account

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.

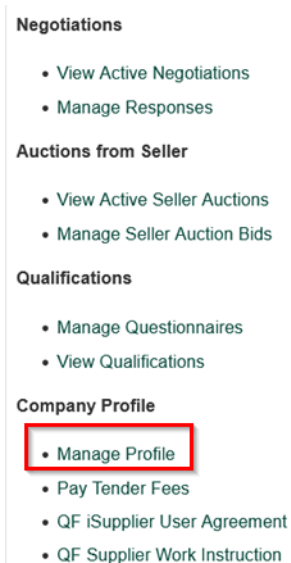
### Step 1

Click on the “Supplier Portal” tab.



### Step 2

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





### Step 3

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

Company Profile ⓘ

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 ⓘ

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 “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 Numc
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## 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"

**Create Bank Account**

Enter account number or IBAN unless account number is marked as required

\* Country

From Date 02-Jan-2023

Account Number

IBAN

Bank Name

\* Currency

Bank Branch

Allow international payments

Additional Information

In case if Bank and Branch is not available, please fill in the file send over mail and attach to organization level (Please refer PPT send over mail for any clarification)

Account Name

Check Digits

Alternate Account Name

Account Type

Account Suffix

Description

Create Another **OK** Cancel

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

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
<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

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

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 + ✎ ✕ ⌂ 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

Edit **Submit** Cancel

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 square. The background page shows details such as 'Last Change Request: 61008', 'Request Status: Pending Approval', and 'Requested By: vasu, sujesh'.

## 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 dashboard with a dark green background. At the top, it says 'Good evening, Sajeev Sajeev!'. Below this is a navigation bar with tabs: 'Supplier Portal' (highlighted with a red box), 'Tools', 'Procurement Extensions', and 'Others'. Under the 'Supplier Portal' tab, there is a section titled 'APPS' containing a 'Supplier Portal' app icon (also highlighted with a red box) and a plus sign. At the bottom of the dashboard, it says 'Things to Finish'.

## 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

\*\* Questionnaire Title

\*\* Questionnaire

\*\* Supplier Site

\*\* Status

\*\* Response Due Date

\*\* Supplier Contact

**Search Results**

Search | Reset | Save...

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

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

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. 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	Sivasooriyam 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	Sivasooriyam 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.

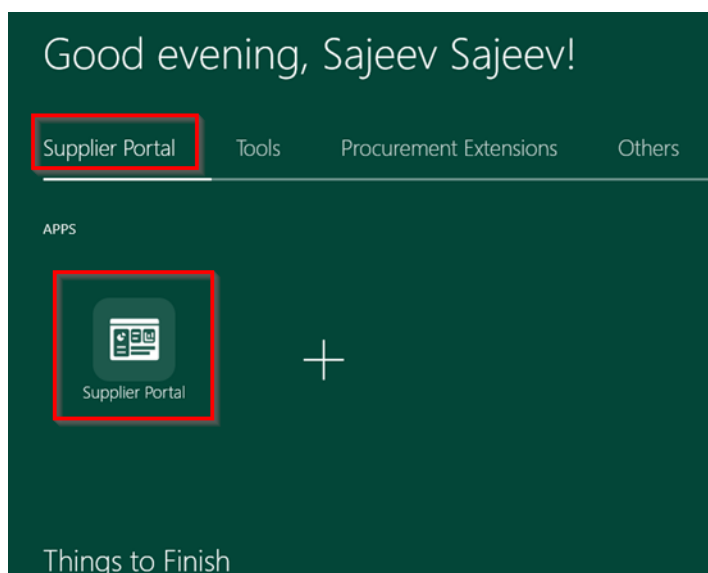
OK

## Supplier Acknowledgment of Agreement

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

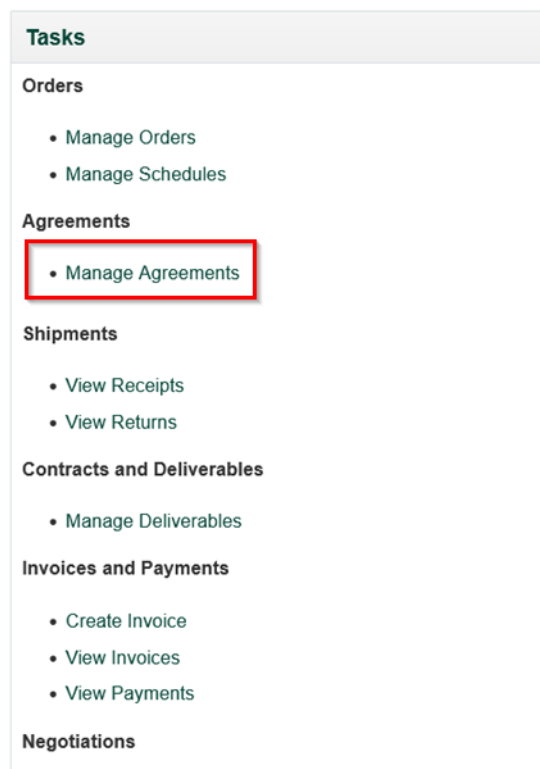
### Step 1

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

Main

General


Procurement BU	Qatar Foundation	Supplier	UV Contracting Ltd	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	Nabwar 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

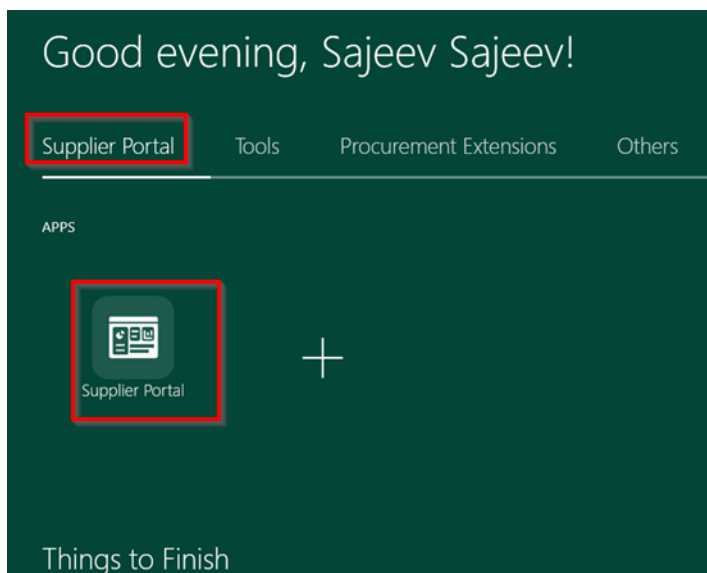
The document will be accepted. Do you want to continue?  
(PO-2055013)

## Supplier Acknowledgment to Purchase Order

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

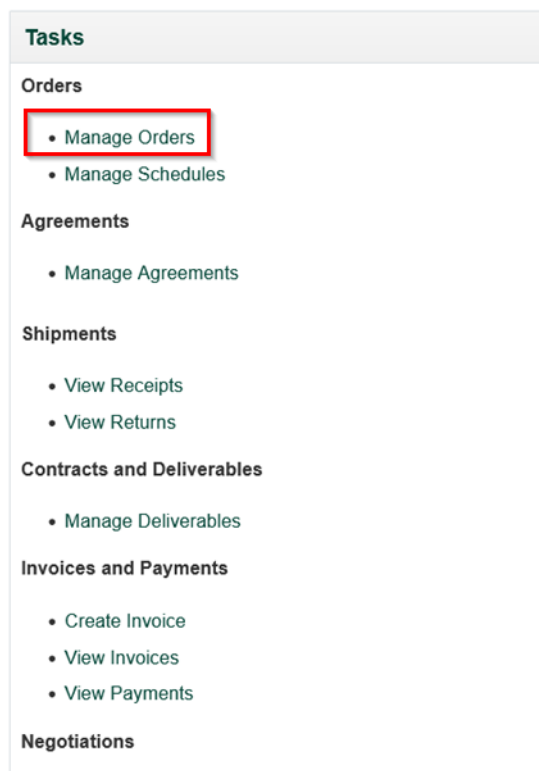
### Step 1

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

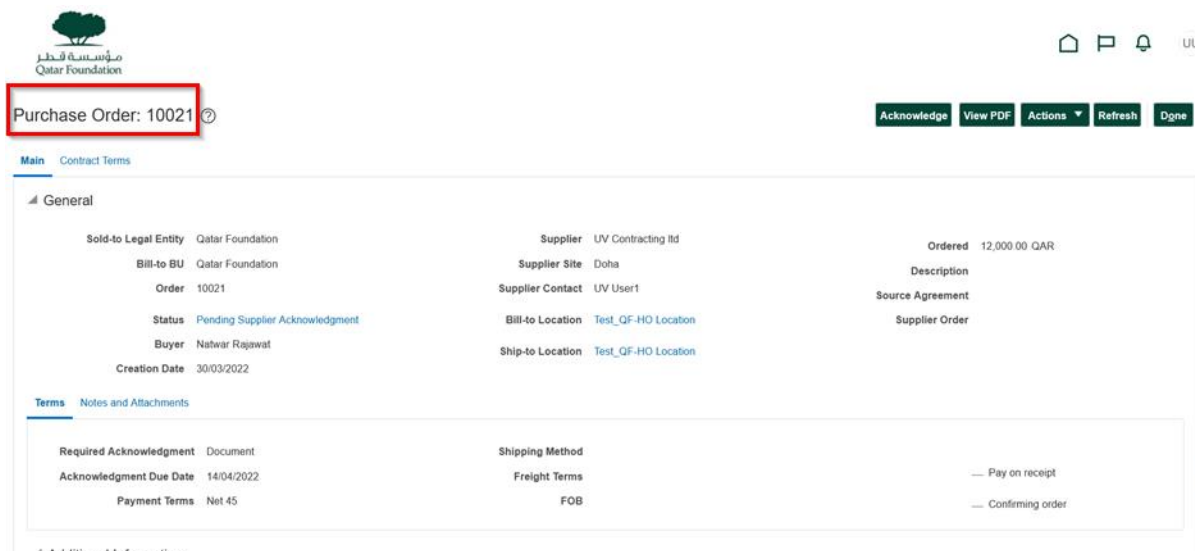
Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
<b>10021</b>	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



**Purchase Order: 10021**

**Actions:** Acknowledge | View PDF | Actions | Refresh | Done

**General**

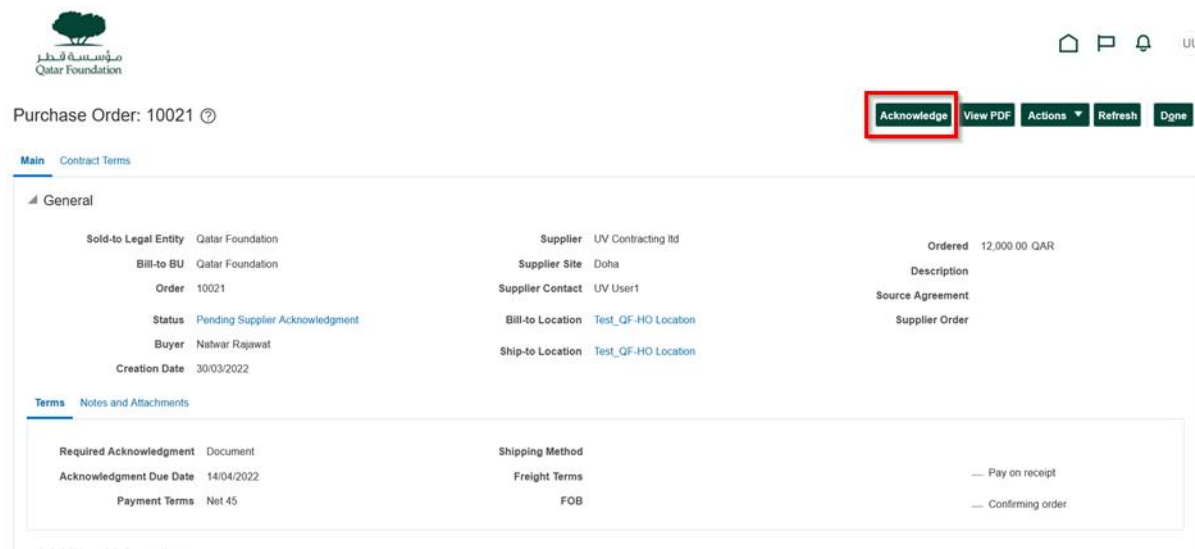
Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	Ordered	12,000.00 QAR
Bill-to BU	Qatar Foundation	Supplier Site	Doha	Description	
Order	10021	Supplier Contact	UV User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Test_QF-HO Location	Supplier Order	
Buyer	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

## Step 5

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



**Purchase Order: 10021**

**Actions:** Acknowledge | View PDF | Actions | Refresh | Done

**General**

Sold-to Legal Entity	Qatar Foundation	Supplier	UV Contracting Ltd	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

## 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	Natwar 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
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## 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	Natwar 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**

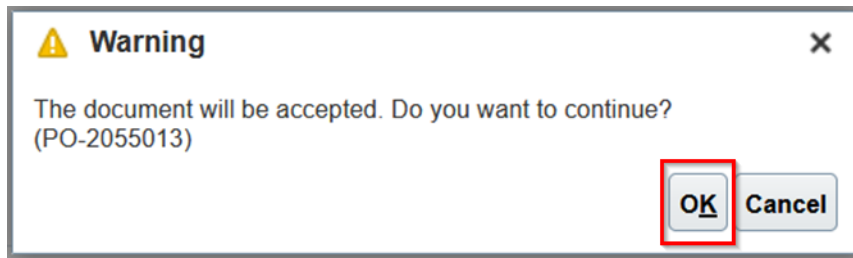
Buyer KPI(Amount)	PO Tendering Method	Context Prompt
-------------------	---------------------	----------------

### 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.



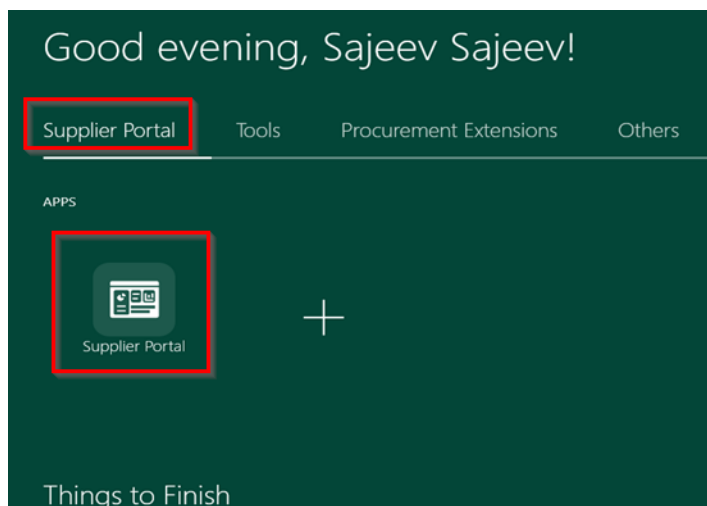


## View the Pending Purchase Order Schedule

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

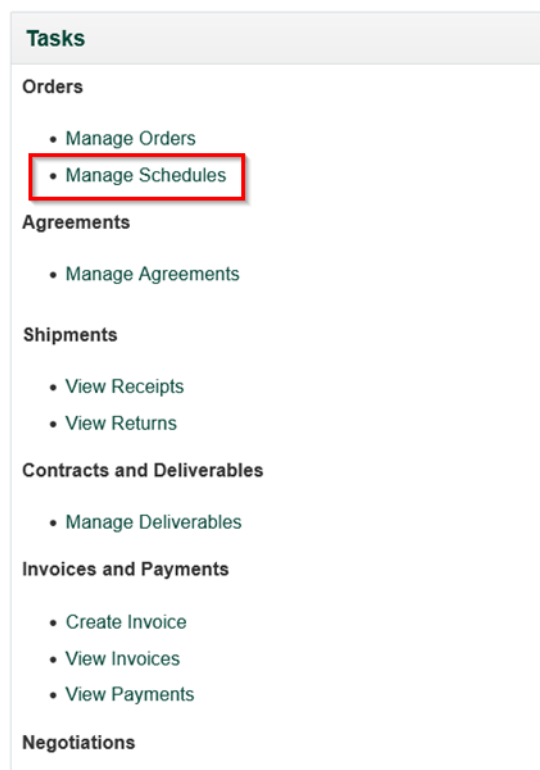
### Step 1

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 ⓘ Dgn

Headers: **Schedules**

Search

Sold-to Legal Entity  Supplier Site  Order  Line Description

Supplier Item  Ship-to Location  Status

Advanced Manage Watchlist Saved Search All Schedules

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.													

Search Reset Save...

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

Manage Orders ⓘ Dgn

Headers: **Schedules**

Search

Sold-to Legal Entity  Supplier Site  Order  Line Description

Supplier Item  Ship-to Location  Status

Advanced Manage Watchlist Saved Search All Schedules

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_QF-HO Location	04/04/2022	04/04/2022	
10013	Doha	1	Expense Item		1	5	EACH	160.00	800.00	QAR	Closed For...	Test_QF-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_QF-HO Location	05/04/2022	05/04/2022	
10018	Doha	1	Expense Item		1	10	EACH	1,000.00	10,000.00	QAR		Test_QF-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_QF-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_QF-HO Location		15/04/2022	
10019	Doha	1	Inventory Item		1	10	EACH	1,000.00	10,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	
10019	Doha	1	Services By Amount		1				12,000.00	QAR	Open	Test_QF-HO Location	04/04/2022	04/04/2022	

Search Reset Save...

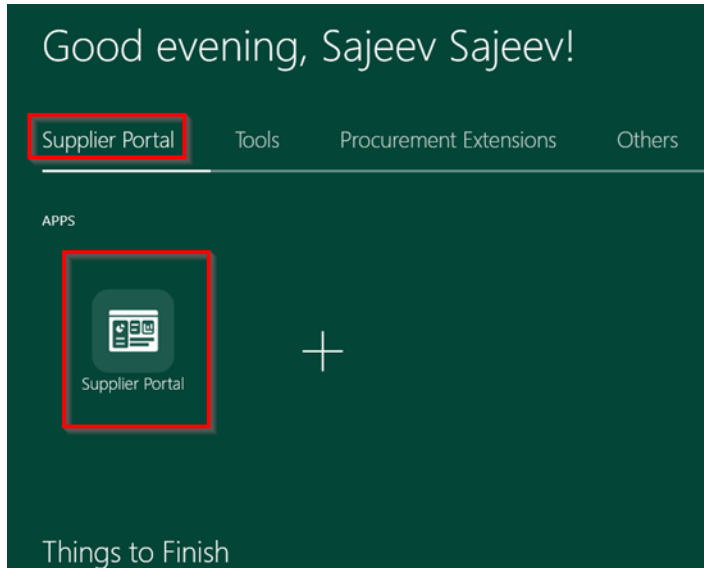
This schedule is overdue.  
This schedule has in-transit shipments.

## Manage Deliverables

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

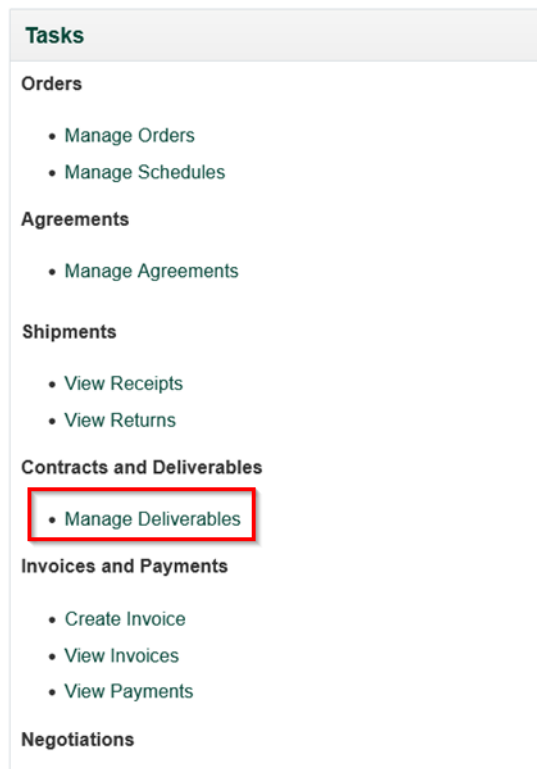
### Step 1

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



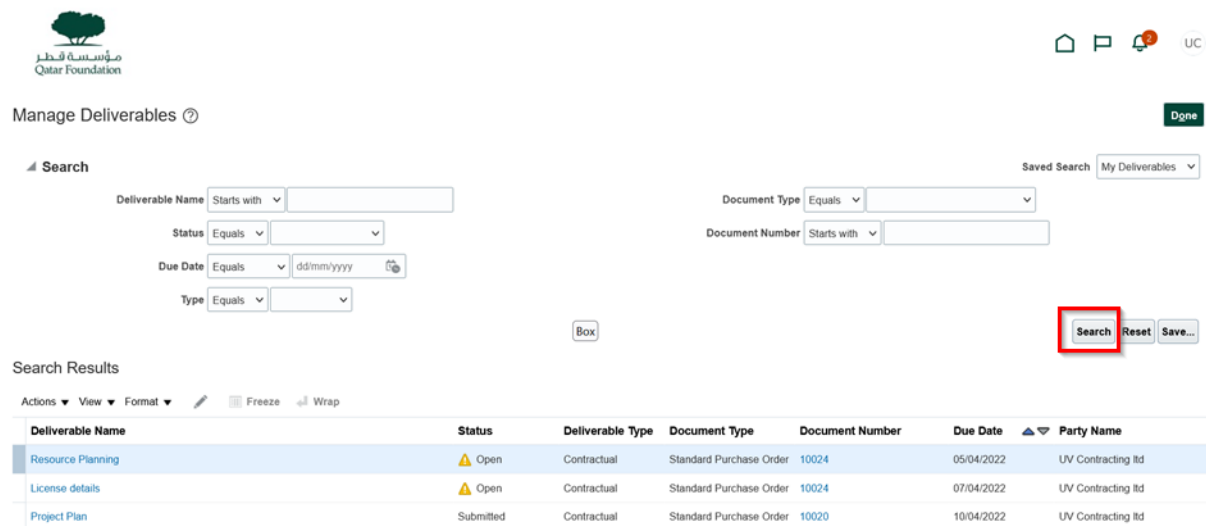
### Step 2

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

Deliverable Name Starts with

Status Equals

Due Date Equals  dd/mm/yyyy

Type Equals

Document Type Equals

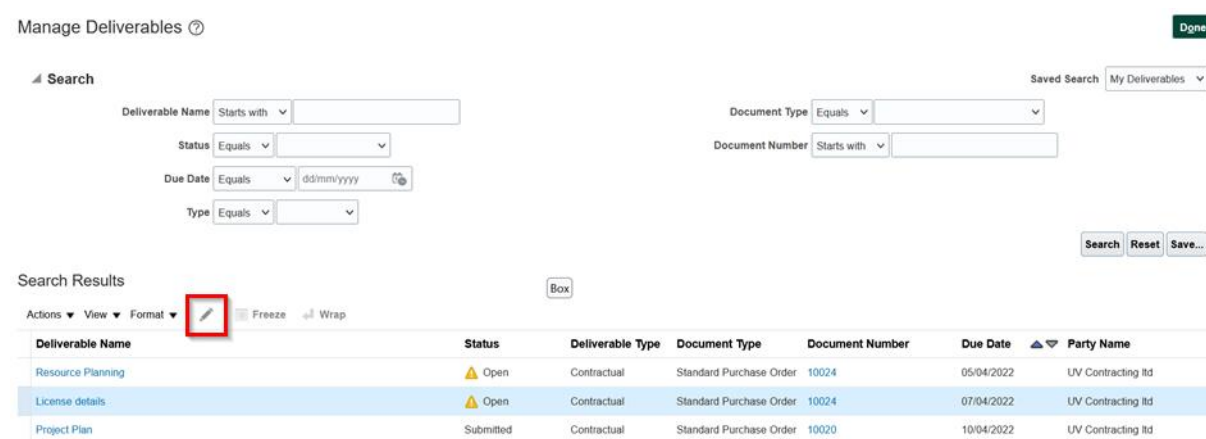
Document Number Starts with

Search Results

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

Deliverable Name Starts with

Status Equals

Due Date Equals  dd/mm/yyyy

Type Equals

Document Type Equals

Document Number Starts with

Search Results

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

?

<b>Name</b> License details	<b>Status</b> <span>Open</span> <input type="button" value="v"/>
<b>Type</b> Contractual	<b>Description</b>
<b>Responsible Party Type</b> External	<b>Notes</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<b>External Party Name</b> UV Contracting ltd	
<b>External Party Contact</b> UV Contact2	
<b>Internal Party Name</b> Qatar Foundation	
<b>Internal Party Contact</b> Natwar Rajawat	
<b>Requester</b>	

Details Attachments Status History

?

<p><b>Due Date</b></p> <p><b>Due Date</b> 07/04/2022</p> <p><b>Due Date Description</b></p> <p><b>Period</b> 1 Weeks</p> <p><b>When</b> After</p> <p><b>Event</b> Contract Active</p>	<p><b>Notifications</b></p> <p><input checked="" type="checkbox"/> Prior to due date</p> <p style="padding-left: 20px;"><b>Period</b> 3 Days</p> <p><input checked="" type="checkbox"/> On status change</p> <p><input checked="" type="checkbox"/> When deliverable is overdue</p> <p><input type="checkbox"/> Escalate after due date</p>
---	---

## Step 6

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

Edit Deliverable: License details

?

<b>Name</b> License details	<b>Status</b> <span>Open</span> <input type="button" value="v"/>
<b>Type</b> Contractual	<b>Description</b>
<b>Responsible Party Type</b> External	<b>Notes</b> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>
<b>External Party Name</b> UV Contracting ltd	
<b>External Party Contact</b> UV Contact2	
<b>Internal Party Name</b> Qatar Foundation	
<b>Internal Party Contact</b> Natwar Rajawat	
<b>Requester</b>	

Details Attachments Status History

?

Actions  View 
+

Type	Category	* File Name or URL	Title	Description
No data to display.				
< <span style="display: inline-block; width: 500px; height: 10px; background-color: #eee;"></span> >				

### 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

Details Attachments Status History

Type	Category	* File Name or URL	Title	Description
File	Miscellaneous	License file.txt Update...	License-2022	License-2022

Rows Selected 1

Save and Close Cancel

### 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 Open  
 Submitted

Notes

Details Attachments Status History

Type	Category	* File Name or URL	Title	Description
File	Miscellaneous	License file.txt Update...	License-2022	License-2022

Rows Selected 1

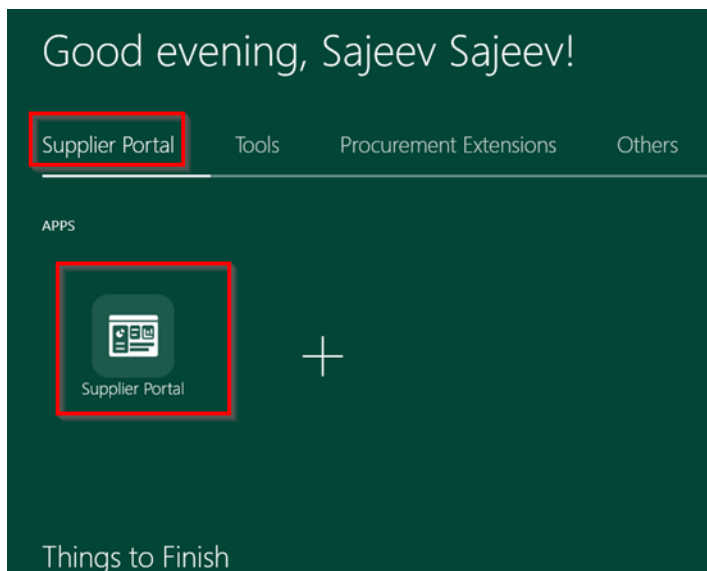
Save and Close Cancel

## View the Purchase Order Receipt

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

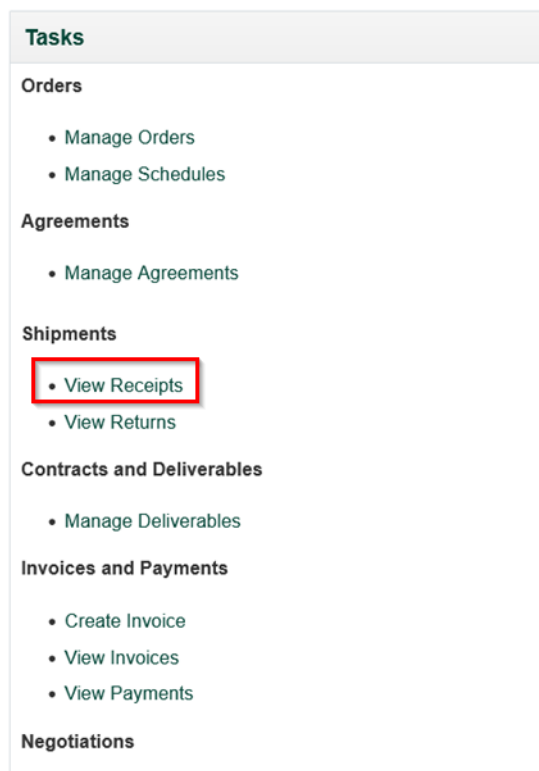
### Step 1

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

**\*\* Receipt**

Organization

**\*\* Purchase Order**

Supplier Item

**\*\* Shipment**

**\*\* Item**

**\*\* Receipt Date** 01/01/2022 - 19/07/2022

**Search** **Reset** **Save...**

Search Results

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

**\*\* Receipt**

Organization

**\*\* Purchase Order**

Supplier Item

**\*\* Shipment**

**\*\* Item**

**\*\* Receipt Date** 01/01/2022 - 19/07/2022

**Search** **Reset** **Save...**

Search Results

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

[Social](#) [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

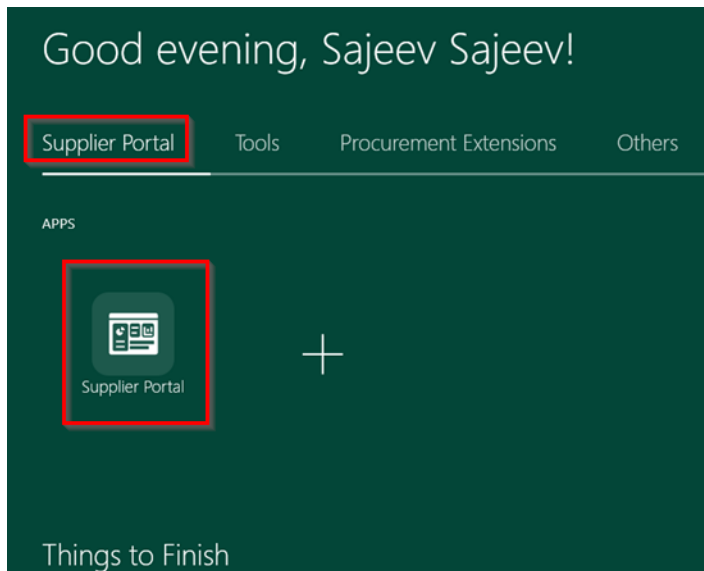
Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
1000002	Expense Item	Purchase order	10014	4	0	4	0	EACH	28/03/2022 3.44...	

## Supplier Invoice Creation

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

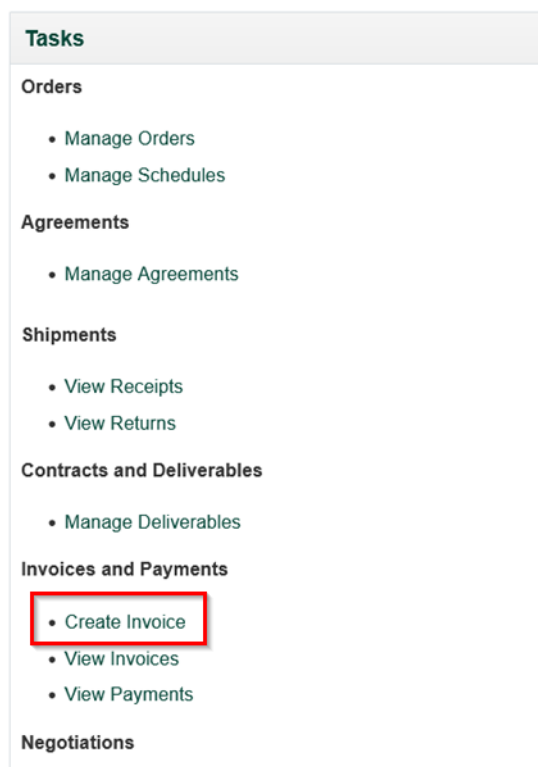
### Step 1

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 ?

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

\* Identifying PO  Remit-to Bank Account   
 Supplier UV Contracting Ltd  
 Supplier Site  
 Address  
 Supplier Tax Registration Number   
 Unique Remittance Identifier   
 Unique Remittance Identifier Check Digit

Taxpayer ID  
 Description   
 Attachments None +  
 Tax Control Amount   
 Payment Currency

\* Number   
 Invoice Number  
 \* Date dd/mm/yyyy   
 \* Type Invoice   
 Invoice Currency

Customer  
 Customer Taxpayer ID  Name  
 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 4

Enter “Identify PO” details.

Note: The supplier details are defaulted from the PO.

Create Invoice ?

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

\* Identifying PO 10015  Remit-to Bank Account   
 Supplier UV Contracting Ltd  
 Supplier Site Doha  
 Address Westbay, DOHA, QATAR  
 Supplier Tax Registration Number   
 Unique Remittance Identifier   
 Unique Remittance Identifier Check Digit

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

\* Number   
 Invoice Number  
 \* Date dd/mm/yyyy   
 \* 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 5

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

Create Invoice ?

Supplier: UV Contracting Ltd  
Supplier Site: Doha  
Address: Westbay, DOHA, QATAR

Identifying PO: 10015

Remit-to Bank Account: 0798790789079  
Please enter the Remit to Bank Account

Invoice Number: INV-110015



Date: 19/07/2022

Type: Invoice

Invoice Currency: QAR - Qatari Rial

Customer Taxpayer ID: 987654321

Customer Name: Qatar Foundation

Attachments: [File 1-Bill copy](#)  

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

Lines

* 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.											
<b>Total</b>											

## Step 6

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

Create Invoice ?

Supplier: UV Contracting Ltd  
Supplier Site: Doha  
Address: Westbay, DOHA, QATAR

Identifying PO: 10015

Remit-to Bank Account: 0798790789079  
Please enter the Remit to Bank Account

Invoice Number: INV-110015



Date: 19/07/2022

Type: Invoice

Invoice Currency: QAR - Qatari Rial

Customer Taxpayer ID: 987654321

Customer Name: Qatar Foundation

Attachments: [File 1-Bill copy](#)  

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

Lines

* 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.											
<b>Total</b>											

### 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”**.

The screenshot shows a 'Select and Add: Purchase Orders' dialog box. It contains a table with the following data:

Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line	Number			
10015	1	1				Inventory Item	Test_QF-HO Location	10
10015	1	1				Inventory Item	Test_QF-HO Location	10

At the bottom right of the dialog, there are three buttons: 'Apply', 'OK', and 'Cancel'. The 'OK' button is highlighted with a red box.

### Step 8

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

The screenshot shows the 'Create Invoice' form. The 'Invoice Actions' section at the top right contains buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red box.

The form includes the following fields:

- Identifying PO: 10015
- Supplier: UV Contracting Ltd
- Supplier Site: Doha
- Address: Westbay, DOHA, QATAR
- Supplier Tax Registration Number: [Dropdown]
- Unique Remittance Identifier: [Text]
- Unique Remittance Identifier Check Digit: [Text]
- Remit-to Bank Account: 0798790789079
- Taxpayer ID: [Text]
- Description: [Text]
- Attachments: File1-Bill copy [Add/Remove]
- Tax Control Amount: [Text]
- Payment Currency: QAR - Qatari Rial
- Number: INV-10015
- Invoice Number: [Text]
- Date: 19/07/2022
- Type: Invoice
- Invoice Currency: QAR - Qatari Rial

The 'Customer' section shows:

- Customer Taxpayer ID: 987654321
- Name: Qatar Foundation
- Address: [Text]

The 'Lines' section at the bottom shows a table with the following data:

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
		* Number	* Line	* Schedule	Number	Line					
1	Item	10015	1	1			Inventory Item	Test_QF-HO Loca			

## 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

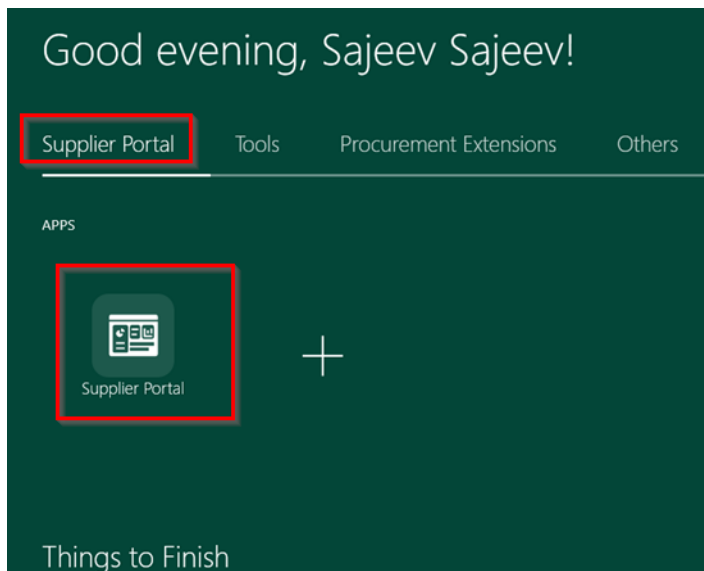
Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge
		Number	Line	Schedule Number	Line						

## View Invoices

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

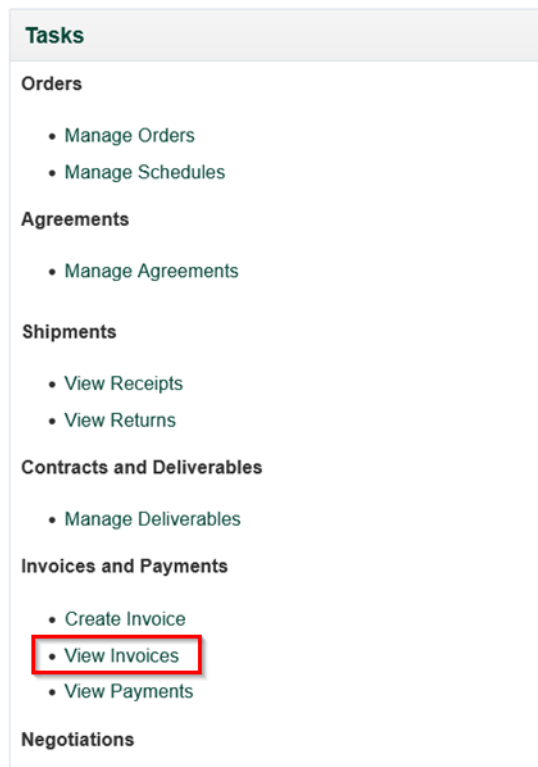
### Step 1

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 Results

View ▼

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 Results

View ▼

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	<a href="#">File1.Bill copy</a>
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											