



This document is classified as “**Information Classification Category C**”

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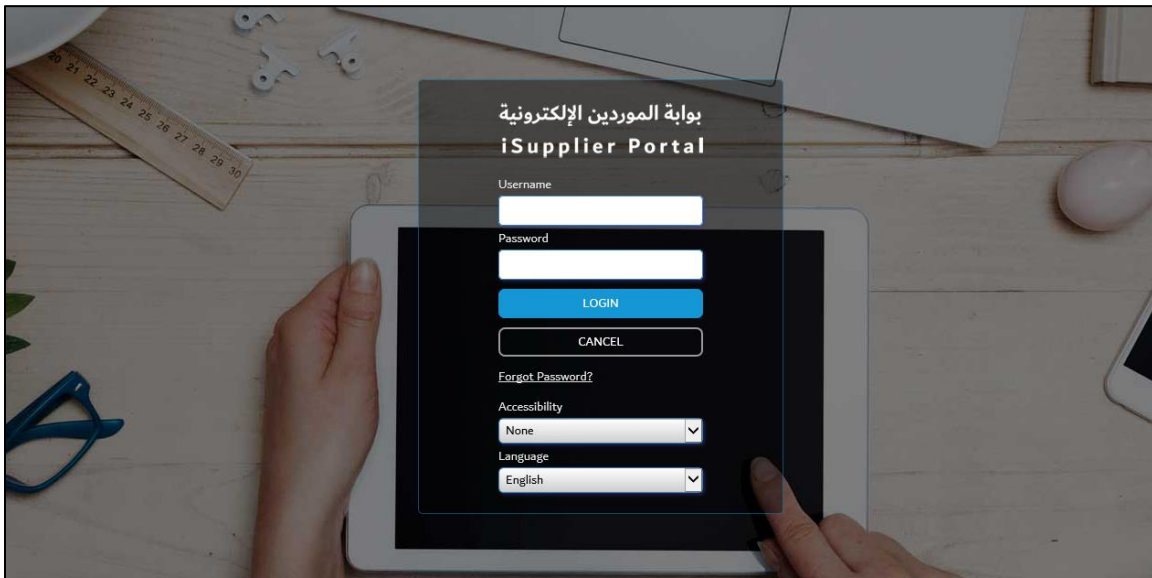
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1 Acknowledging Purchase Orders

Step 1. Logging to the iSupplier Portal

1. Enter the Username and Password given by the System Administrator
2. Click on Login



- If you don't remember your credentials, enter your username and check on "Forgot Password" button



دبي الذكية
SMART DUBAI

Login Assistance

Indicates required field

Forgot Password

Enter your user name, instructions for how to reset your password will be emailed to you.

User Name

Forgot User Name

Enter the email address associated with your account, your user name will be emailed to you.

Email

(Example: first.last@domain.com)

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Step 2. Review Notifications

The **Notifications** indicate if there are any PO's requiring supplier acknowledgement.

If a Standard PO or PO Release requires acknowledgment, the following message will appear **"Standard PO 420XXXXX requires your acceptance"**

Notifications

FULL LIST

Subject	Date
FYI: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:...
FYI: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:...
FYI: Public RFQ 386281 - TestAnnual Maintenance Contract for Analytical Equipment/Instrument Published for Category Laboratory Equipment Maintenance	04-06-2020 21:36:...
Blanket Release 41901063-4,0 requires your acceptance	03-05-2020 15:52:...
Blanket Release 41901729-3,0 requires your acceptance	27-02-2020 12:23:...

Orders At A Glance

FULL LIST

PO Number	Description	Order Date
41901063-4	B/ REQ #11901265 RFQ(Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year	03-05-2020 15:52:16
42000119	PNY NVIDIA Quadro P620 2gb graphic card	28-04-2020 04:05:43
42000130	SEAGATE Portable Drive 1TB & Portable Drive 2 TB	26-04-2020 13:49:58
42000108	IPROC#12000157	26-04-2020 12:50:13
42000112	Veeam Renewal	22-04-2020 12:20:38

Click on the appropriate notification. The system will open the notification screen.

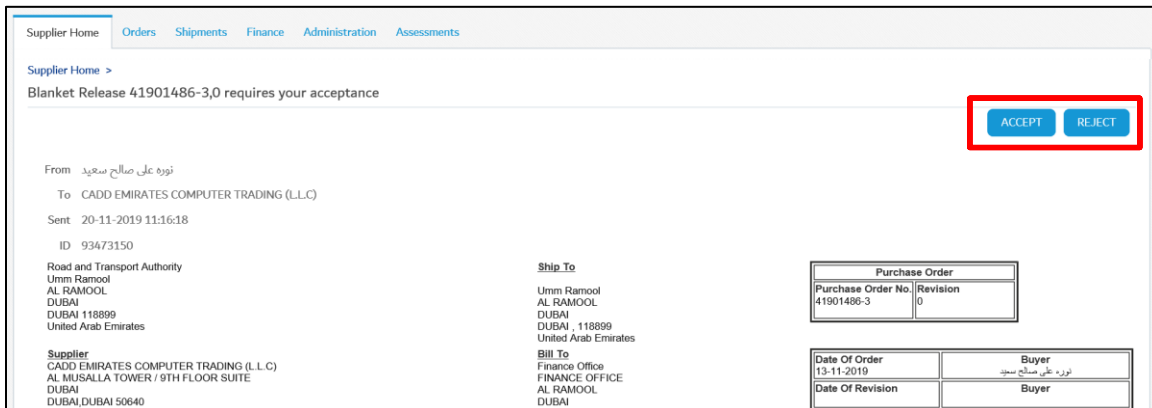
If there are no notifications go to Step 4 to search for them.

Step 3. Acknowledging Notification

Note that the “Note to Supplier” that was entered by the purchasing buyer in the Purchase Order is now appearing for you on iSupplier Portal.

After you’ve reviewed the PO, select ‘Accept’ or click the ‘Reject’ button.

An acknowledgement is sent back to the Purchasing department. More specifically, to the buyer who has created the purchase order.



Supplier Home > Orders Shipments Finance Administration Assessments

Supplier Home >
Blanket Release 41901486-3,0 requires your acceptance

From: نورة علي صالح سعيد
To: CADD EMIRATES COMPUTER TRADING (L.L.C)
Sent: 20-11-2019 11:16:18
ID: 93473150

Road and Transport Authority
Umm Ramool
AL RAMOOL
DUBAI
DUBAI 118899
United Arab Emirates

Ship To
Umm Ramool
AL RAMOOL
DUBAI
DUBAI 118899
United Arab Emirates

Purchase Order	
Purchase Order No.	Revision
41901486-3	0

Supplier
CADD EMIRATES COMPUTER TRADING (L.L.C)
AL MUSALLA TOWER / 9TH FLOOR SUITE
DUBAI
DUBAI DUBAI 50640
United Arab Emirates

Bill To
Finance Office
FINANCE OFFICE
AL RAMOOL
DUBAI
DUBAI 118899

Date Of Order	Buyer
13-11-2019	نورة علي صالح سعيد
Date Of Revision	Buyer

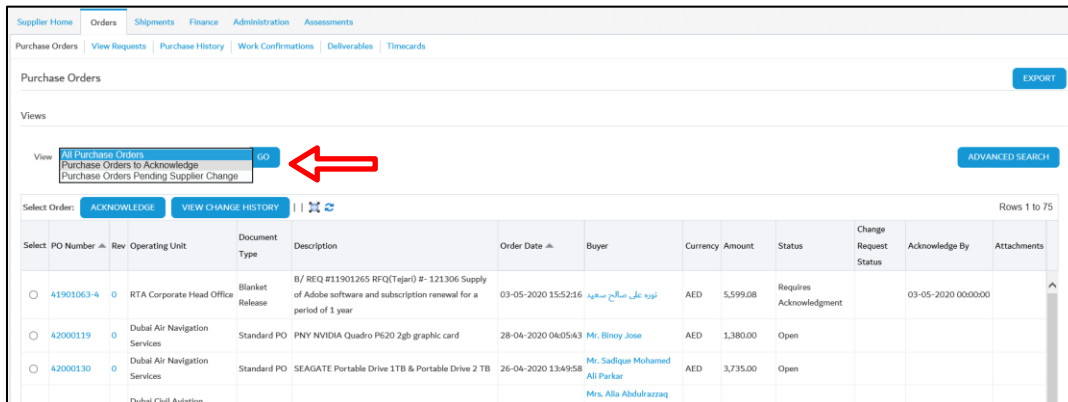
Step 4. Acknowledging POs

If the PO was not found on the iSupplier homepage, then do the following:

Navigation > Orders Tab

Find Purchase Orders:

- Select ‘Purchase Orders to Acknowledge’ in the View drop-down list.
- Click ‘Go’ button.



Supplier Home > Orders Shipments Finance Administration Assessments

Purchase Orders > View Requests Purchase History Work Confirmations Deliverables Timescards

Purchase Orders EXPORT

Views

View: All Purchase Orders Purchase Orders to Acknowledge Purchase Orders Pending Supplier Change GO ADVANCED SEARCH

Select Orders: ACKNOWLEDGE VIEW CHANGE HISTORY


Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	41901063-4	0	RTA Corporate Head Office	Blanket Release	B/ REQ #11901265 RFQ(Tejar) # 121306 Supply of Adobe software and subscription renewal for a period of 1 year	03-05-2020 15:52:16	نورة علي صالح سعيد	AED	5,599.08	Requires Acknowledgment		03-05-2020 00:00:00	
<input type="radio"/>	42000119	0	Dubai Air Navigation Services	Standard PO	PNY NVIDIA Quadro P620 2gb graphic card	28-04-2020 04:05:43	Mr. Binoy Jose	AED	1,380.00	Open			
<input type="radio"/>	42000130	0	Dubai Air Navigation Services	Standard PO	SEAGATE Portable Drive 1TB & Portable Drive 2 TB	26-04-2020 13:49:58	Mr. Sadique Mohamed Ali Parkar	AED	3,735.00	Open			
			Dubai Civil Aviation				Mrs. Alla Abdulrazzaq						

The system will return the PO’s that require your acknowledgment

Select Purchase Orders:

- Select a Purchase Order
- Click the **'Acknowledge'** button (you may need to scroll the window to the right side in order to view the button).

System will return the Acknowledge Purchase Order screen.

Purchase Orders													EXPORT
Views													
View: Purchase Orders to Acknowledge													ADVANCED SEARCH
Select Order: ACKNOWLEDGE VIEW CHANGE HISTORY 													
Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	41901729-3	0	RTA Corporate Head Office	Blanket Release	11901744 - rfq_122062_1_1 - B/ REQ # 11901744 Supply and hardware parts replacement for end user assets	27-02-2020 12:23:28	نوره علي صالح سعيد	AED	20,040.74	Requires Acknowledgment		27-02-2020 00:00:00	
<input type="radio"/>	41602174-3	0	RTA Corporate Head Office	Blanket Release	B/ REQ 11603570 -RFQ(Tejari) #76843 Laptops Procurment for 2016-2017	13-03-2017 12:36:36	نوره علي صالح سعيد	AED	280,560.00	Requires Acknowledgment		13-03-2017 00:00:00	
<input type="radio"/>	41600961-4	0	RTA Corporate Head Office	Blanket Release	B/ REQ #11600839 -RFQ(68381) Desktops - Workstation -Monitor	08-11-2016 10:36:35	نوره علي صالح سعيد	AED	583,500.00	Requires Acknowledgment		08-11-2016 00:00:00	
<input type="radio"/>	41600961-1	0	RTA Corporate Head Office	Blanket Release	B/ REQ #11600839 -RFQ(68381) Desktops - Workstation -Monitor	14-08-2016 09:45:33	منى عتيق محمد سالم	AED	743,500.00	Requires Acknowledgment			

Acknowledge Purchase Order:

- Select **'Accept Entire Order'** or **'Reject Entire Order'** for the action field

Supplier Home		Orders	Shipments	Finance	Administration	Assessments
Purchase Orders View Requests Purchase History Work Confirmations Deliverables Timecards						
Orders: Purchase Orders >						
Acknowledge for Blanket Release : 41901729-3,0 (Total AED 20,040.74)						
Currency=AED						
<div> <div>CANCEL</div> <div>SAVE</div> <div>SUBMIT</div> <div>EXPORT</div> <div> Actions <div> <div>Accept Entire Order</div> <div>Reject Entire Order</div> <div>View Change History</div> </div> </div> <div>GO</div> </div>						
Order Information						
General Information			Terms and Conditions		Related Information	
Total 20,040.74			Payment Terms Net 60		Receipts	
Supplier CADD EMIRATES COMPUTER TRADING (LLC)			Carrier		Invoices	
Supplier Site DUBAI			FOB		Payments	
Address AL MUSALLA TOWER / 9TH FLOOR SUITE DUBAI			Freight Terms			
DUBAI, DUBAI 50640			Shipping Control			
			Ship-To Address			
			Address Umm Ramool			

- Enter text in the **Note to Buyer**
- Click Submit to submit your Acknowledgment

Purchase Orders | [View Requests](#) | [Purchase History](#) | [Work Confirmations](#) | [Deliverables](#) | [Timecards](#)

Orders: Purchase Orders > Acknowledge for Blanket Release >

Acknowledge Purchase Order 41901063-4

CANCEL

SUBMIT

Description B/ REQ #11901265 RFQ(Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year

Currency AED

Amount 5,599.08

Order Date 03-05-2020 15:52:16

Action Accept

Note to Buyer

CANCEL

SUBMIT

A notification will be sent to the Purchasing buyer telling him that the PO was acknowledged by the supplier.

Supplier Home | **Orders** | Shipments | Finance | Administration | Assessments

Purchase Orders | [View Requests](#) | [Purchase History](#) | [Work Confirmations](#) | [Deliverables](#) | [Timecards](#)

Orders: Purchase Orders > Acknowledge for Blanket Release >

PO Acknowledgment Confirmation

Purchase Order 41901063-4 has been Acknowledged.

[Return to Purchase Order Summary](#)

Note:

- The department's Buyer will be checking the acceptance in the Purchasing system.
- If the buyer queries now the PO in the system, he will see that it is accepted by the supplier.

2 Reviewing PO, Receipt, Return, Invoice and Payment on iSupplier Summary

Purpose

In this scenario, we will demonstrate the following processes on iSupplier Portal:

- Reviewing Purchase Order
- Reviewing Receipt
- Reviewing Return
- Reviewing invoice
- Reviewing payment

Pre-Requisitions

✓ N/A

Step 1. Review PO / PO lines

Here, you will just view the Purchase Order's information.

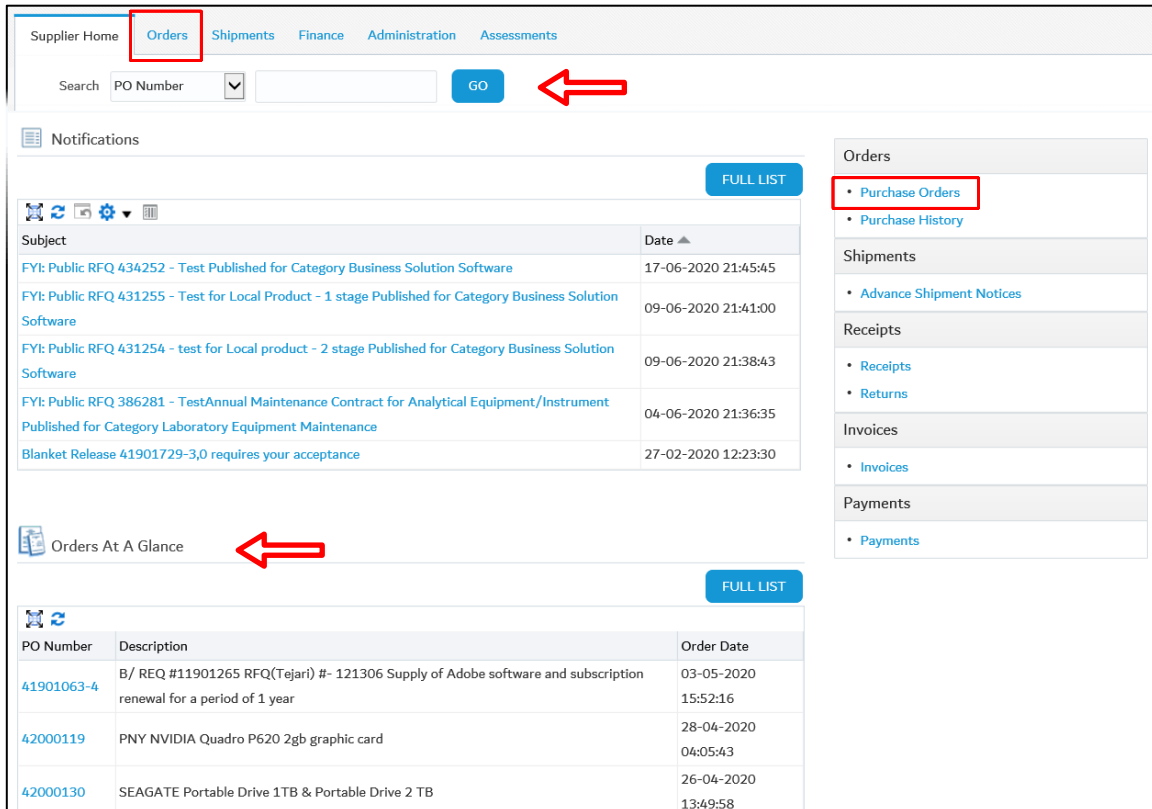
To view a PO, you have 4 ways:

If you know the PO, use:

1. **Search**
2. The **Purchase Orders** link on the side

If you don't know the PO, use:

3. **Order at A Glance** (recent POs)
4. Go to the **Orders** Tab



The screenshot shows the 'Supplier Home' interface with the 'Orders' tab selected. A red box highlights the 'Orders' tab in the top navigation bar. Below the navigation bar, there is a search section with a 'Search' label, a 'PO Number' dropdown, a text input field, and a 'GO' button. A red arrow points to the 'GO' button. The main content area is divided into two sections: 'Notifications' and 'Orders At A Glance'. The 'Notifications' section contains a table of recent notifications with columns for 'Subject' and 'Date'. The 'Orders At A Glance' section contains a table of recent purchase orders with columns for 'PO Number', 'Description', and 'Order Date'. A red arrow points to the 'Orders At A Glance' section. On the right side, there is a sidebar with a list of links: 'Purchase Orders', 'Purchase History', 'Advance Shipment Notices', 'Receipts', 'Returns', 'Invoices', and 'Payments'. A red box highlights the 'Purchase Orders' link in the sidebar.

Subject	Date
FYI: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
FYI: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:00
FYI: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:43
FYI: Public RFQ 386281 - TestAnnual Maintenance Contract for Analytical Equipment/Instrument Published for Category Laboratory Equipment Maintenance	04-06-2020 21:36:35
Blanket Release 41901729-3,0 requires your acceptance	27-02-2020 12:23:30

PO Number	Description	Order Date
41901063-4	B/ REQ #11901265 RFQ(Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year	03-05-2020 15:52:16
42000119	PNY NVIDIA Quadro P620 2gb graphic card	28-04-2020 04:05:43
42000130	SEAGATE Portable Drive 1TB & Portable Drive 2 TB	26-04-2020 13:49:58

If you choose option (1, 2, or 3), you will find the purchase order details:

Supplier Home
Orders
Shipments
Finance
Administration
Assessments

Purchase Orders
View Requests
Purchase History
Work Confirmations
Deliverables
Timecards

Orders: Purchase Orders >

Blanket Release: 41901729-3, 0 (Total AED 20,040.74)

Actions
Acknowledge
GO
EXPORT

Currency= AED

Order Information

General	Terms and Conditions	Summary
Total 20,040.74 Amount Agreed 20,040.74 Supplier CADD EMIRATES COMPUTER TRADING (LLC) Supplier Site DUBAI Supplier Contact Address AL MUSALLA TOWER / 9TH FLOOR SUITE DUBAI DUBAI, DUBAI 50640	Payment Terms Net 60 Carrier FOB Freight Terms Shipping Control Ship-To Address Address Umm Ramool AL RAMOOL DUBAI	Total 20,040.74 Received 20,040.74 Invoiced 0.00 Payment Status Not Paid

If you choose option (4) [the **Orders Tab**], you need to select your PO.

Supplier Home
Orders
Shipments
Finance
Administration
Assessments

Purchase Orders
View Requests
Purchase History
Work Confirmations
Deliverables
Timecards

Purchase Orders
EXPORT

Views

View All Purchase Orders
GO
ADVANCED SEARCH

Select Order:
ACKNOWLEDGE
VIEW CHANGE HISTORY
Rows 1 to 75

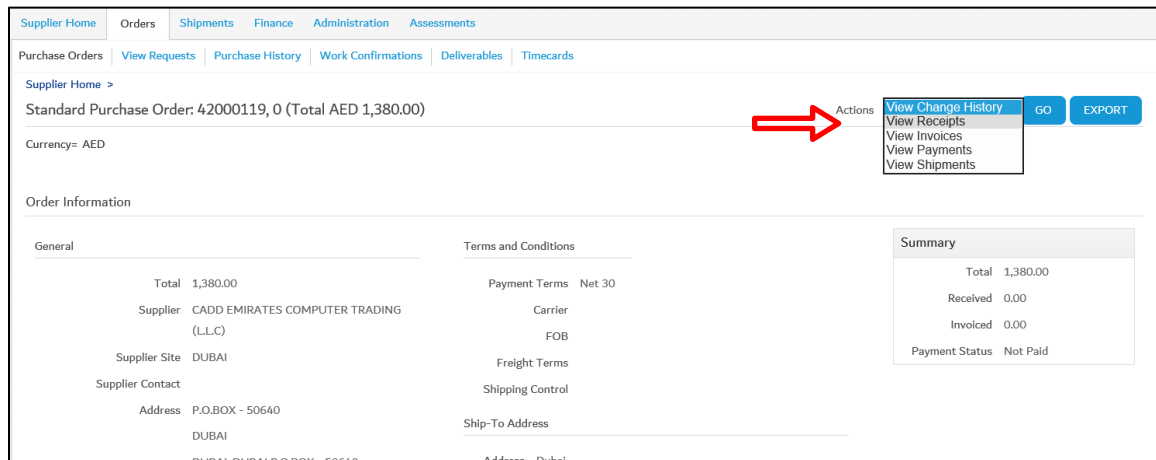
Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknow
<input type="radio"/>	41901063-4	0	RTA Corporate Head Office	Blanket Release	B/ REQ #11901265 RFQ (Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year	03-05-2020 15:52:16	نوره على صالح مسعود	AED	5,599.08	Accepted		03-05-2
<input type="radio"/>	42000119	0	Dubai Air Navigation	Standard	PNY NVIDIA Quadro P620	28-04-2020 04:05:43	Mr. Binoy	AED	1,380.00	Open		

Step 2. Review Receipt

Here, you will just view the Purchase Order's information.

- You know the PO number; but not the receipt number:

1. **Query for the PO number** as the steps from the Reviewing
2. View summary receipt information



Supplier Home > Orders > Shipments > Finance > Administration > Assessments

Purchase Orders > View Requests > Purchase History > Work Confirmations > Deliverables > Timecards

Supplier Home >

Standard Purchase Order: 42000119, 0 (Total AED 1,380.00)

Currency= AED

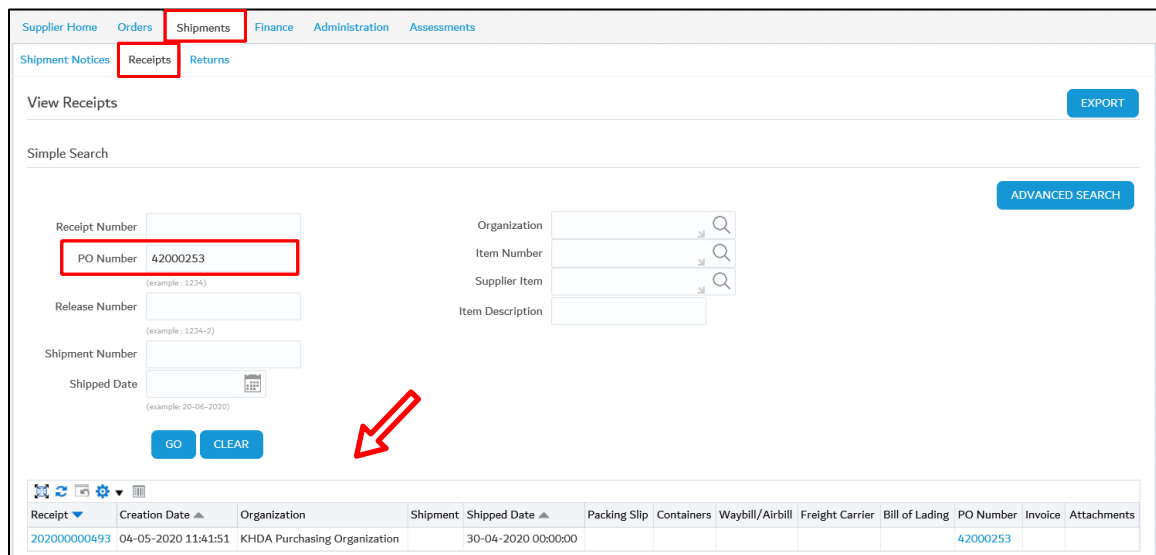
Order Information

General	Terms and Conditions	Summary
Total 1,380.00	Payment Terms Net 30	Total 1,380.00
Supplier CADD EMIRATES COMPUTER TRADING (LLC)	Carrier FOB	Received 0.00
Supplier Site DUBAI	Freight Terms	Invoiced 0.00
Supplier Contact	Shipping Control	Payment Status Not Paid
Address P.O.BOX - 50640 DUBAI	Ship-To Address	

Actions: View Change History, View Receipts, View Invoices, View Payments, View Shipments

- If you want to get to the Receipt directly and you know the Receipt number or purchase order:

1. **Go to Shipment Tab: Receipt**



Supplier Home > Orders > Shipments > Finance > Administration > Assessments

Shipment Notices > Receipts > Returns

View Receipts

Simple Search

Receipt Number

PO Number 42000253

Release Number

Shipment Number

Shipped Date

Organization

Item Number

Supplier Item

Item Description

GO CLEAR

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
202000000493	04-05-2020 11:41:51	KHDA Purchasing Organization		30-04-2020 00:00:00						42000253		

- You can go to the Receipts from the hyperlinks in the homepage

Supplier Home
Orders
Shipments
Finance
Administration
Assessments

Search
PO Number
GO

Notifications
FULL LIST

Subject	Date
FYI: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
FYI: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:00
FYI: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:43
FYI: Public RFQ 386281 - TestAnnual Maintenance Contract for Analytical Equipment/Instrument Published for Category Laboratory Equipment Maintenance	04-06-2020 21:36:35
Blanket Release 41901729-3,0 requires your acceptance	27-02-2020 12:23:30

Orders At A Glance
FULL LIST

PO Number	Description	Order Date
41901063-4	B/ REQ #11901265 RFQ(Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year	03-05-2020 15:52:16
42000119	PNY NVIDIA Quadro P620 2gb graphic card	28-04-2020 04:05:43
42000130	SEAGATE Portable Drive 1TB & Portable Drive 2 TB	26-04-2020 13:49:58

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts**
- Returns

Invoices

- Invoices

Payments

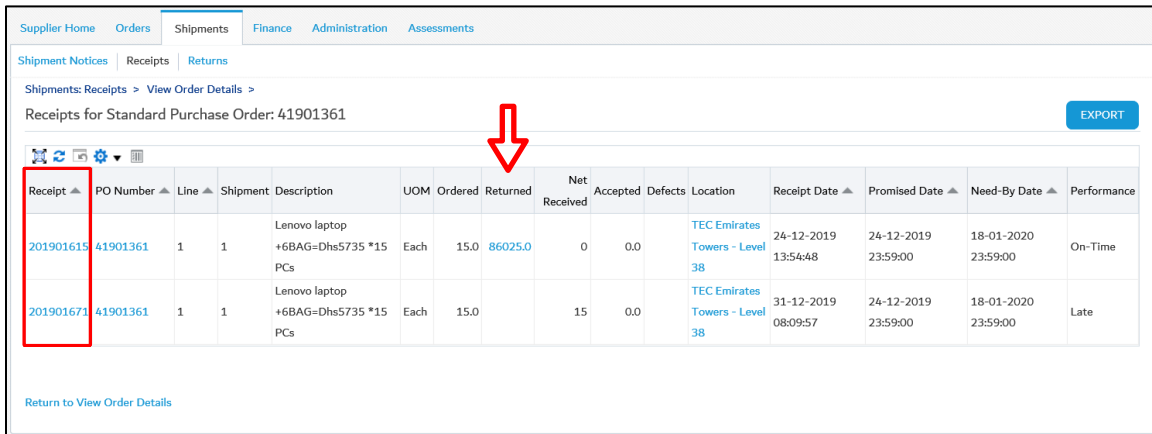
- Payments

Step 3. Review Return

Here, you will just view the return information.

To view a Return, you have the following ways:

1. You know the PO number only, so use:
 - a. **Query for the PO number** as the steps from the Reviewing the PO
 - b. Click on receipt from the quick links as was showed previously in the chapter
 - c. Click on the Receipt number



Supplier Home | Orders | **Shipments** | Finance | Administration | Assessments

Shipment Notices | Receipts | Returns

Shipments: Receipts > View Order Details >

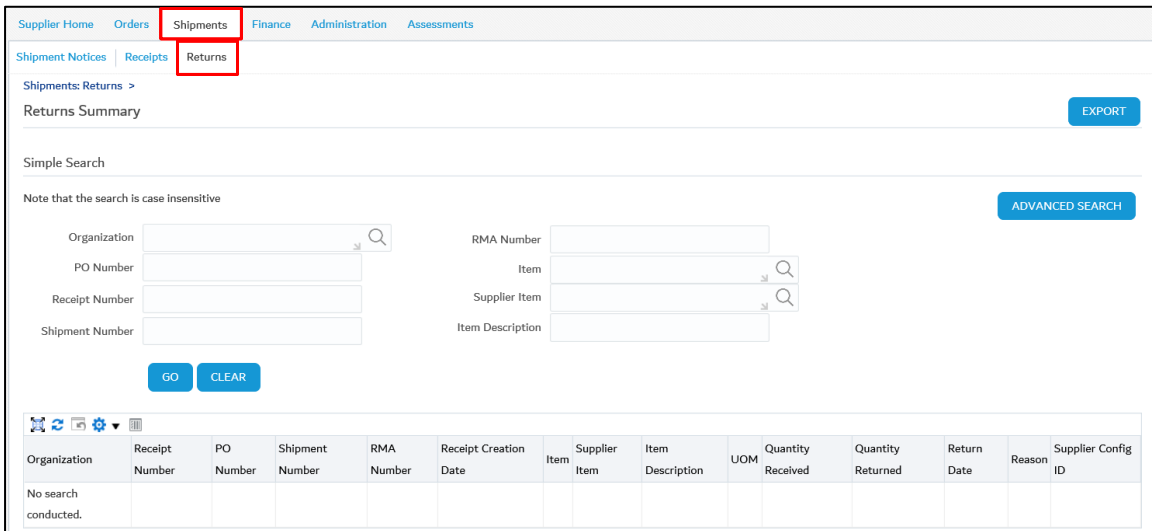
Receipts for Standard Purchase Order: 41901361

EXPORT

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
201901615	41901361	1	1	Lenovo laptop +6BAG=Dhs5735 *15 PCs	Each	15.0	86025.0	0	0.0		TEC Emirates Towers - Level 38	24-12-2019 13:54:48	24-12-2019 23:59:00	18-01-2020 23:59:00	On-Time
201901671	41901361	1	1	Lenovo laptop +6BAG=Dhs5735 *15 PCs	Each	15.0		15	0.0		TEC Emirates Towers - Level 38	31-12-2019 08:09:57	24-12-2019 23:59:00	18-01-2020 23:59:00	Late

[Return to View Order Details](#)

2. If you know the Receipt number and you want to go to the return directly, use:
3. Go to **Shipment tab: Returns**



Supplier Home | Orders | **Shipments** | Finance | Administration | Assessments

Shipment Notices | Receipts | **Returns**

Shipments: Returns >

Returns Summary

EXPORT

Simple Search

Note that the search is case insensitive

Organization RMA Number

PO Number Item

Receipt Number Supplier Item

Shipment Number Item Description

GO CLEAR

ADVANCED SEARCH

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
No search conducted.														

- Enter the receipt number and click Go
- Click the below box under Returns

Supplier Home | Orders | Shipments | Finance | Administration | Assessments

Shipment Notices | Receipts | Returns

Returns Summary

EXPORT

Simple Search

Note that the search is case insensitive

ADVANCED SEARCH

Organization

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

Item Description

GO CLEAR

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return
The General Secretariat of the Executive Council of Dubai	201901615	41901361			24-12-2019 13:55:09			Lenovo laptop +6BAG=Dhs5735 *15 PCs	Each	86025	86025	31-12-2019

- Go to the Returns from the hyperlink in the homepage

Supplier Home | Orders | Shipments | Finance | Administration | Assessments

Search PO Number GO

Notifications

FULL LIST

Subject	Date
FYI: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
FYI: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:00
FYI: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:43
FYI: Public RFQ 386281 - TestAnnual Maintenance Contract for Analytical Equipment/Instrument Published for Category Laboratory Equipment Maintenance	04-06-2020 21:36:35
Blanket Release 41901729-3,0 requires your acceptance	27-02-2020 12:23:30

Orders At A Glance

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

Step 4. Review invoice

Here, you will just view the invoice information.

1. You know the PO number only, so use:
 - a. **Query for the PO number** as the steps from the Reviewing the PO
 - b. Select Invoice link

Orders: Purchase Orders > Standard Purchase Order: 42000298, 0 (Total AED 1,628.00)

Currency: AED

Order Information

General	Terms and Conditions	Summary
Total 1,628.00	Payment Terms Net 60	Total 1,628.00
Supplier CADD EMIRATES COMPUTER TRADING (L.L.C)	Carrier FOB	Received 1,628.00
Supplier Site DUBAI	Freight Terms	Invoiced 1,628.00
Supplier Contact Khan, Shiras	Shipping Control	Payment Status Not Paid
Address 50640	Ship-To Address	

Actions: View Receipts, View Invoices, View Payments, View Shipments

GO EXPORT

Orders: Purchase Orders > View Order Details > Invoices for Standard Purchase Order: 42000298

EXPORT

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments
INV-HP-069534	29-04-2020	Standard	AED	1,709.40	1,709.40	In-Process		Not Paid			28-06-2020		42000298		

2. If you know the Invoice number and you want to go to it directly, use:
 - a. Go to Finance Tab: Invoices
 - b. Enter the invoice number and click Go

Supplier Home Orders Shipments **Finance** Administration Assessments

Create Invoices View Invoices View Payments

Finance: View Invoices > View Invoices

EXPORT

Simple Search

Invoice Number INV-HP-069534 X

PO Number (example : 1234)

Release Number (example : 1234-2)

Payment Number

Payment Status

GO CLEAR

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To (example 20-06-2020)

ADVANCED SEARCH

Invoice	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date	Available Discount
No search conducted.																

c. Click on the invoice number and view details

Invoice Number INV-HP-069534
PO Number
(example : 1234)
Release Number
(example : 1234-2)
Payment Number
Payment Status ▼
GO CLEAR

Invoice Amount From To
Amount Due From To
Invoice Date From To
(example : 20-06-2020)
Due Date From To

Invoice	Invoice Date	Type	Currency	Amount	Due	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date	Available Discount
INV-HP-069534	29-04-2020	Standard	AED	1,709.40	1,709.40		Not Paid			28-06-2020		42000298				

3. Go to the Invoices from the hyperlink in the homepage

4. From the **search** field

Supplier Home PO Number Shipment Number Invoice Number Payment Number
Search GO

Notifications FULL LIST

Subject	Date
FYI: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
FYI: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:00
FYI: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:43
FYI: Public RFQ 386281 - TestAnnual Maintenance Contract for Analytical Equipment/Instrument Published for Category Laboratory Equipment Maintenance	04-06-2020 21:36:35
Blanket Release 41901729-3,0 requires your acceptance	27-02-2020 12:23:30

Orders At A Glance

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices**

Payments

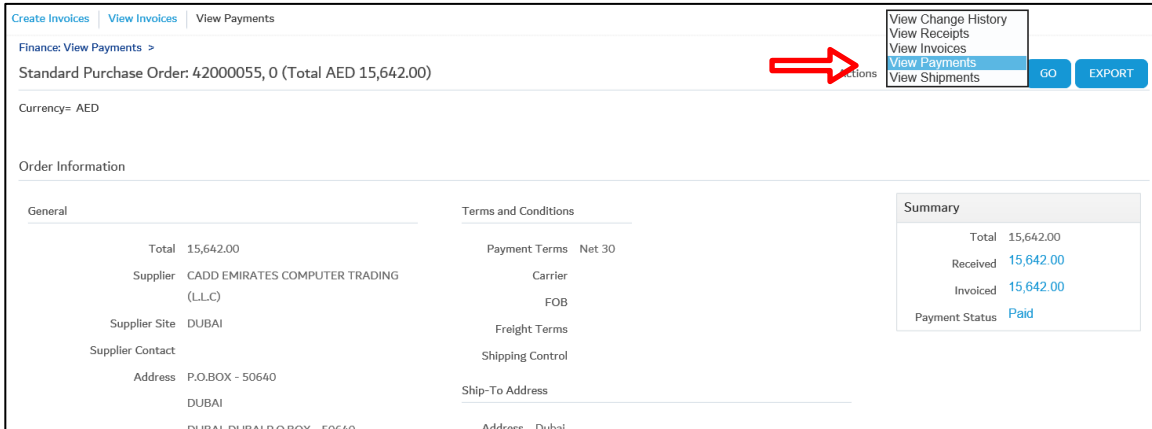
- Payments

Step 5. Review Payment

Here, you will just view the payment information.

To view a Payment, you have the following ways:

1. You know the PO number only, so use:
 - a. **Query for the PO number** as the steps from the Reviewing the PO
 - b. Select **Payment** links



Finance: View Payments >

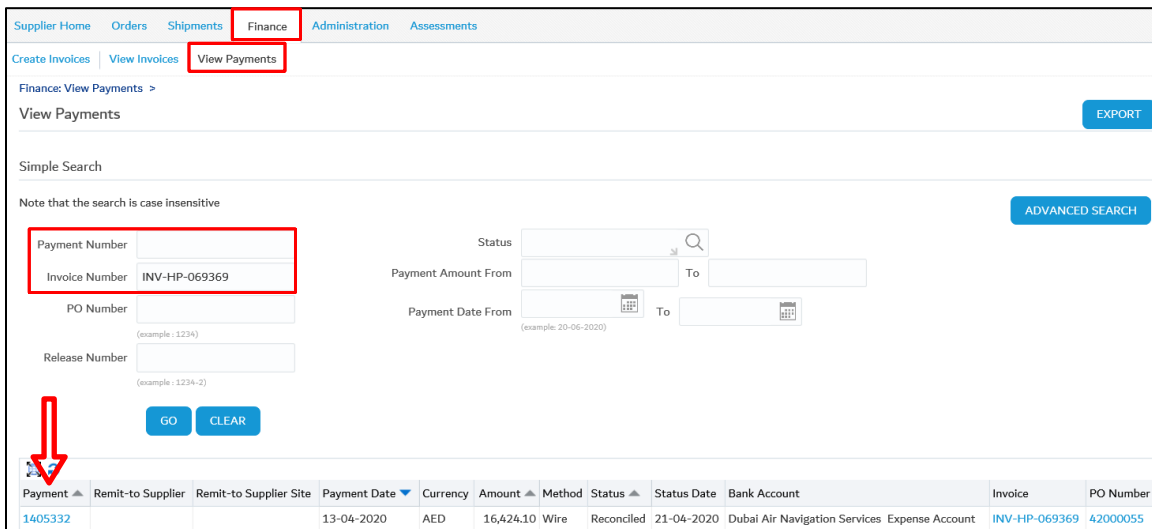
Standard Purchase Order: 42000055, 0 (Total AED 15,642.00)

Currency= AED

Order Information

General	Terms and Conditions	Summary
Total 15,642.00	Payment Terms Net 30	Total 15,642.00
Supplier CADD EMIRATES COMPUTER TRADING (L.L.C)	Carrier FOB	Received 15,642.00
Supplier Site DUBAI	Freight Terms	Invoiced 15,642.00
Supplier Contact	Shipping Control	Payment Status Paid
Address P.O.BOX - 50640 DUBAI	Ship-To Address	
DUBAI DUBAI P.O.BOX - 50640	Address - Dubai	

2. You know the invoice number, so use:
 - a. Go to **Finance Tab: View Payments**
 - b. Input the Invoice Number or the payment number
 - c. Click Go
 - d. If you entered the Invoice number, you need to click on the Payment number



Supplier Home Orders Shipments **Finance** Administration Assessments

Create Invoices View Invoices **View Payments**

Finance: View Payments >

View Payments EXPORT

Simple Search

Note that the search is case insensitive ADVANCED SEARCH

Payment Number

Invoice Number INV-HP-069369

PO Number

Release Number

Status

Payment Amount From To

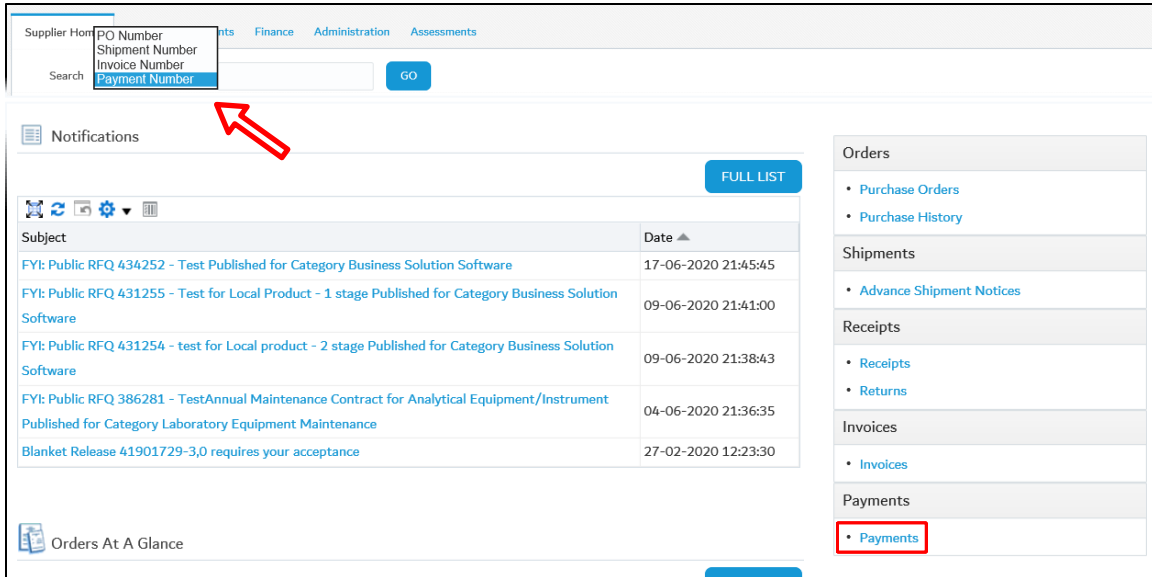
Payment Date From To

GO CLEAR

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
1405332			13-04-2020	AED	16,424.10	Wire	Reconciled	21-04-2020	Dubai Air Navigation Services Expense Account	INV-HP-069369	42000055

3. From the Search field

4. Go to the Payments from the hyperlink in the homepage



Supplier Home

PO Number
Shipment Number
Invoice Number
Payment Number

Search

GO

Notifications

FULL LIST

Subject	Date
FYI: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
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3 Contacts

For further information, inquiries, or technical support please contact the Smart Dubai Contact Center.

Helpdesk: help@smartdubai.ae

Contact No: 600 5 60000