

User Manual

Supplier – Invoice Submission

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- 2. Purchase Order Review**
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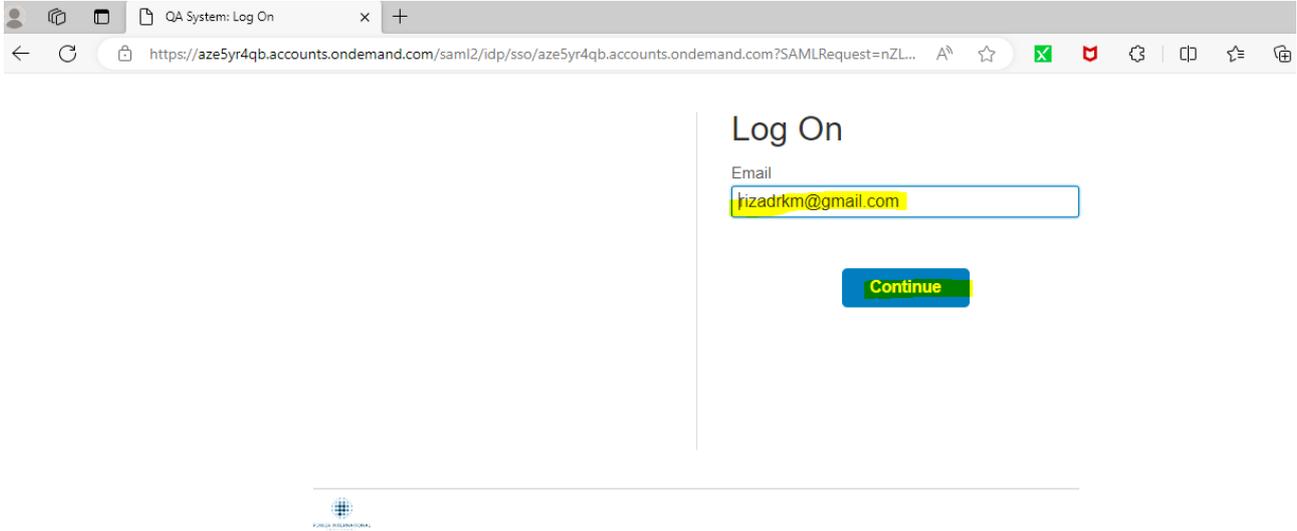
In this Process, Supplier submits the Invoice for awarded Purchase orders.
All awarded Purchase Order are available in Post PO Processing Supplier Application

After Delivery, the Supplier performs the following steps for submitting the Invoice.

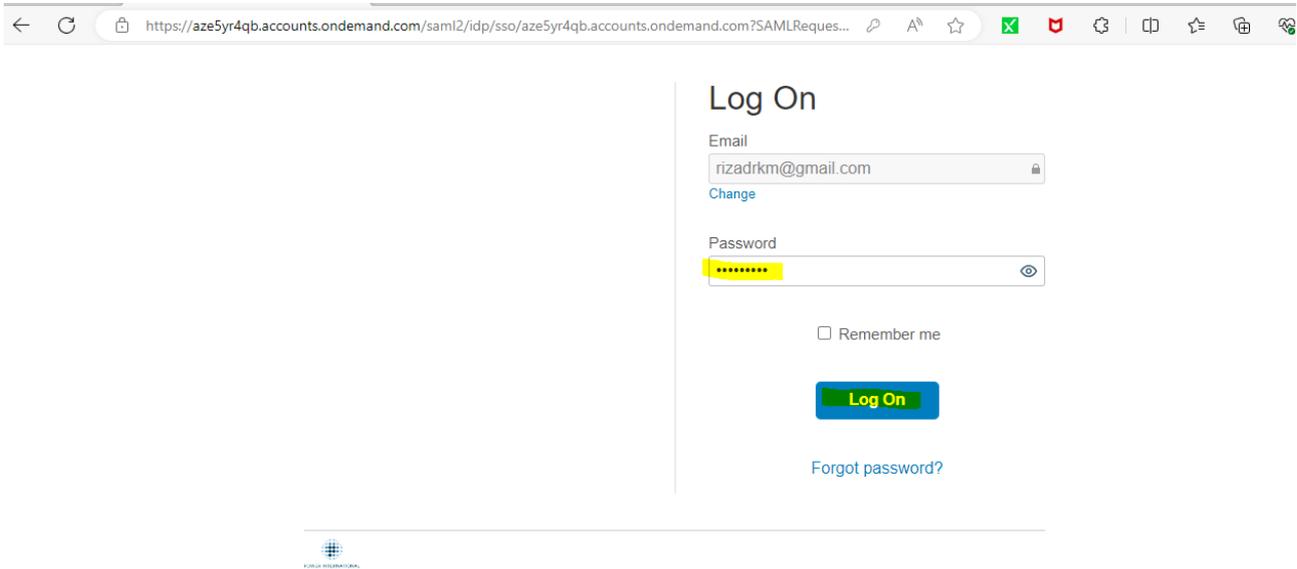
1. Select the Items which are required for submitting the Invoice.
2. Upload the attachments and submit the Invoice.

1. Login into Supplier Portal

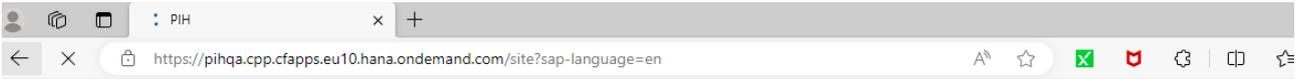
1.1. Input valid email and Click on Continue button.



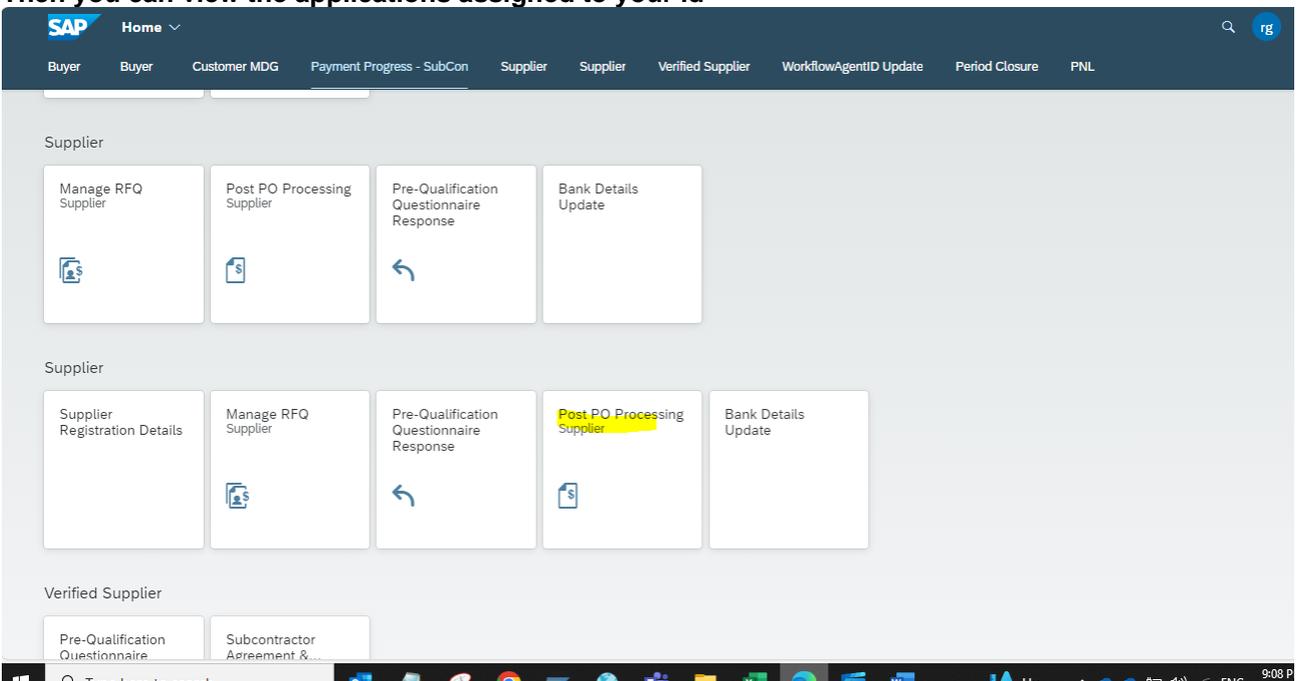
1.2. Input the Password and click on the Logon button.



1.3. Once click on the Logon button you can see the following screen.



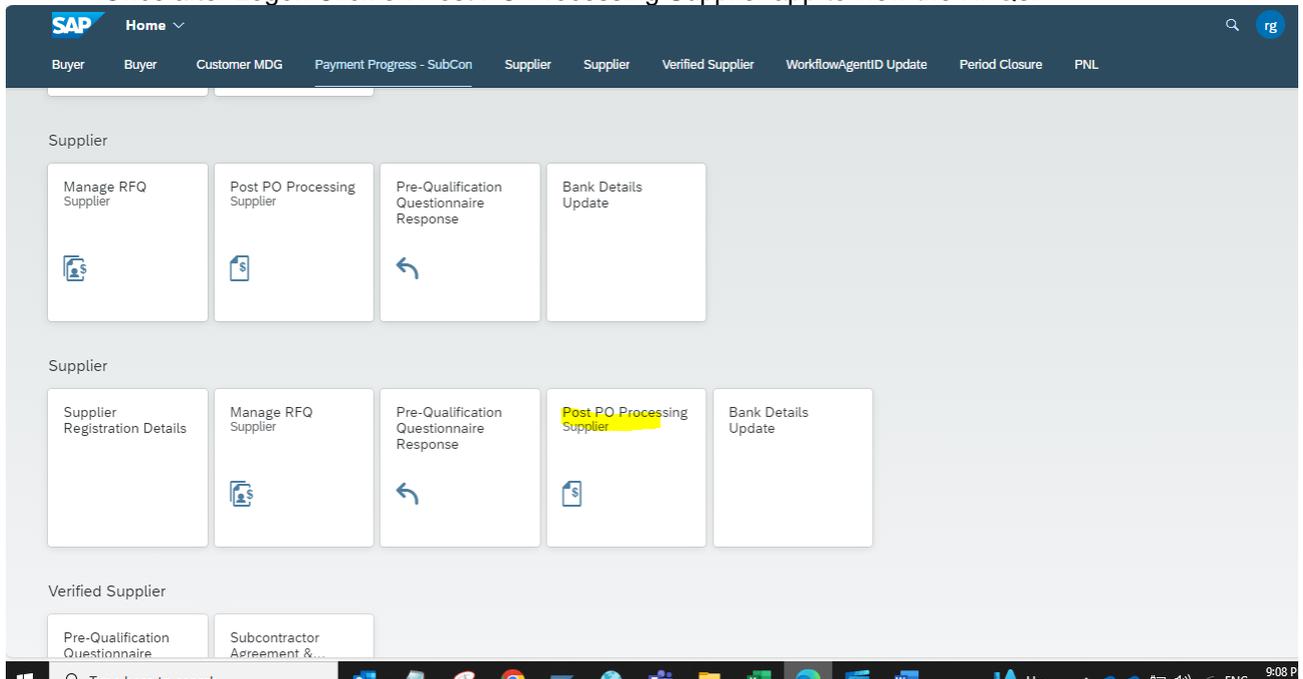
Then you can view the applications assigned to your id



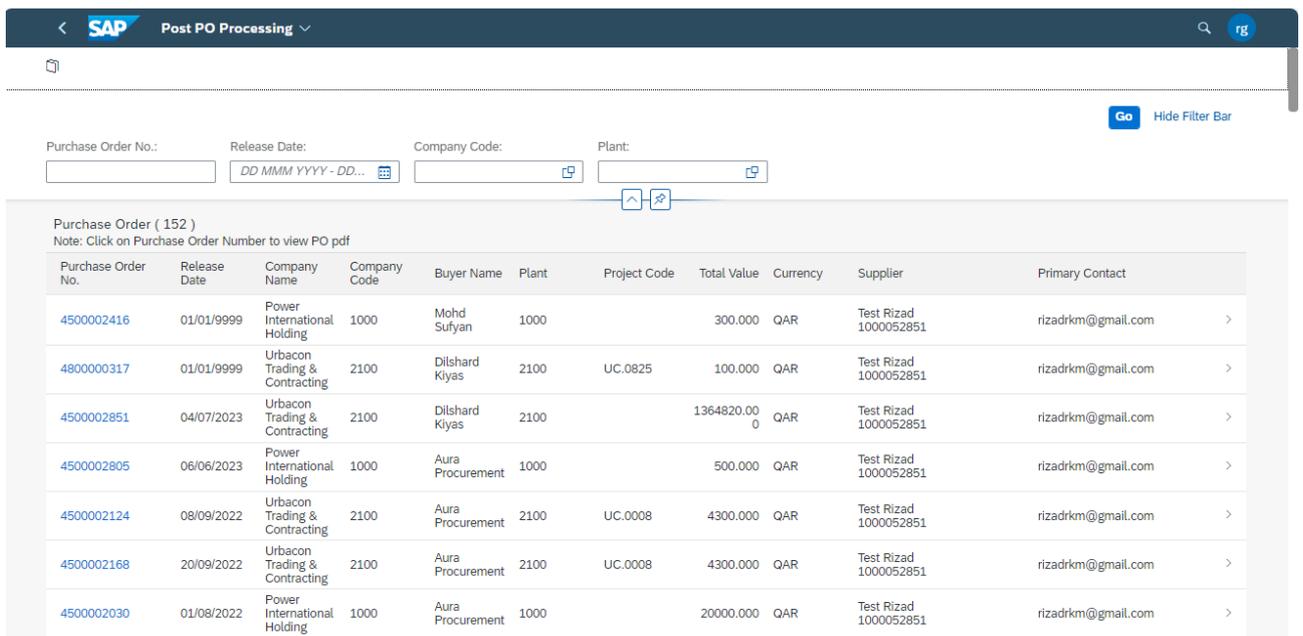
2. Purchase Order Review

2.1. Purchase Order Review

Once after Logon Click on Post PO Processing Supplier app to view the RFQs.



2.2. Once after clicking the app, you can view all Purchase Orders s related to your supplier ID, here you can use filter options (E.g.: Company code, Plant, Purchase Order Number, Release Date) to find relevant Purchase Order.



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2.3. Search your Purchase order and click on the Go button.

Purchase Order No.: 4500003134 Release Date: DD MMM YYYY - DD... Company Code: Plant:

Purchase Order (153)
Note: Click on Purchase Order Number to view PO pdf

Purchase Order No.	Release Date	Company Name	Company Code	Buyer Name	Plant	Project Code	Total Value	Currency	Supplier	Primary Contact
4500002416	01/01/9999	Power International Holding	1000	Mohd Sufyan	1000		300.000	QAR	Test Rizad 1000052851	>
4800000317	01/01/9999	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100	UC.0825	100.000	QAR	Test Rizad 1000052851	>
4500002851	04/07/2023	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100		1364820.000	QAR	Test Rizad 1000052851	>
4500002805	06/06/2023	Power International Holding	1000	Aura Procurement	1000		500.000	QAR	Test Rizad 1000052851	>
4500002124	08/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851	>
4500002168	20/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851	>

2.4. Click on the arrow button to review the Purchase Order.

Purchase Order No.: Release Date: DD MMM YYYY - DD... Company Code: Plant:

Purchase Order (1)
Note: Click on Purchase Order Number to view PO pdf

Purchase Order No.	Release Date	Company Name	Company Code	Buyer Name	Plant	Project Code	Total Value	Currency	Supplier	Primary Contact
4500003134	29/10/2023	Urbacon Trading & Contracting	2100	Mohd Sufyan	2100		180000.000	QAR	Test Rizad 1000052851	>

You can view the Purchase Order Line items.

Supplier – Invoice Submission

Manage Purchase order

Purchase Order No.:	<input type="text" value="4500003134"/>	Rev. No.:	<input type="text" value="0"/>	Date:	<input type="text" value="29/10/2023"/>	<input type="button" value="Acknowledge"/>
Company Name:	<input type="text" value="Urbacon Trading & ..."/>	Plant:	<input type="text" value="2100"/>	Total Order Value:	<input type="text" value="180,000.00"/> QAR	<input type="button" value="Submit Invoice"/>
Contact Person:	<input type="text" value="Mohd Sufyan"/>	Package Code:	<input type="text"/>			
Supplier Name:	<input type="text" value="Test Rizad"/>					



ITEMS ATTACHMENTS ASN HISTORY INVOICE HISTORY INVOICE DOCUMENTS

Purchase Order (3)

<input type="checkbox"/>	PO Items	Material Code	Short Text	Order Quantity	Net Price Material	Per Unit	Delivery Date	To Be Delivered	To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted
<input type="checkbox"/>	10	100000066805	CERAMIC TILES, WALL, SIZE: 140 MM X 280	500.000	100.00	1 M2	17/11/2023	0.000	0.00	0	0.000	>
<input type="checkbox"/>	20	100000065634	CORDEK FILCOR EPS 100 (DENSITY 35 KN/M3)	400.000	100.00	1 M2	17/11/2023	0.000	400.000	0	0.000	>
<input type="checkbox"/>	30	100000081903	COVERALL, UCC, YELLOW COLOR WITH NAME ON	300.000	300.00	1 NO	17/11/2023	0.000	300.000	0	0.000	>

Supplier – Invoice Submission

3. Submit the Invoice

3.1. Select the required item check box which are including in current Invoice submission, and then Click on Submit Invoice button as shown below

Purchase Order No.: 4500003134 Rev. No.: 0 Date: 29/10/2023
 Company Name: Urbacon Trading & ... Plant: 2100 Total Order Value: 180,000.00 QAR
 Contact Person: Mohd Sufyan Package Code:
 Supplier Name: Test Rizad

Acknowledge
 Process ASN
Submit Invoice
 Decline/Return

PO Items	Material Code	Short Text	Order Quantity	Net Price Material	Per Unit	Delivery Date	To Be Delivered	To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted	
<input type="checkbox"/>	10	100000066805	CERAMIC TILES, WALL, SIZE: 140 MM X 280	500.000	100.00	1 M2	17/11/2023	0.000	0.00	0	0.000	>
<input checked="" type="checkbox"/>	20	100000065634	CORDEK FILCOR EPS 100 (DENSITY 35 KN/M3)	400.000	100.00	1 M2	17/11/2023	0.000	400.000	0	0.000	>
<input type="checkbox"/>	30	100000081903	COVERALL, UCC, YELLOW COLOR WITH NAME ON	300.000	300.00	1 NO	17/11/2023	0.000	300.000	0	0.000	>

3.2. Attaching Invoice related Documents

3.2.1. Input the "Ref Invoice No.:" details, and Input the Notes for "Reference Invoice" under attachment type section then click on tree button to upload the file as shown below

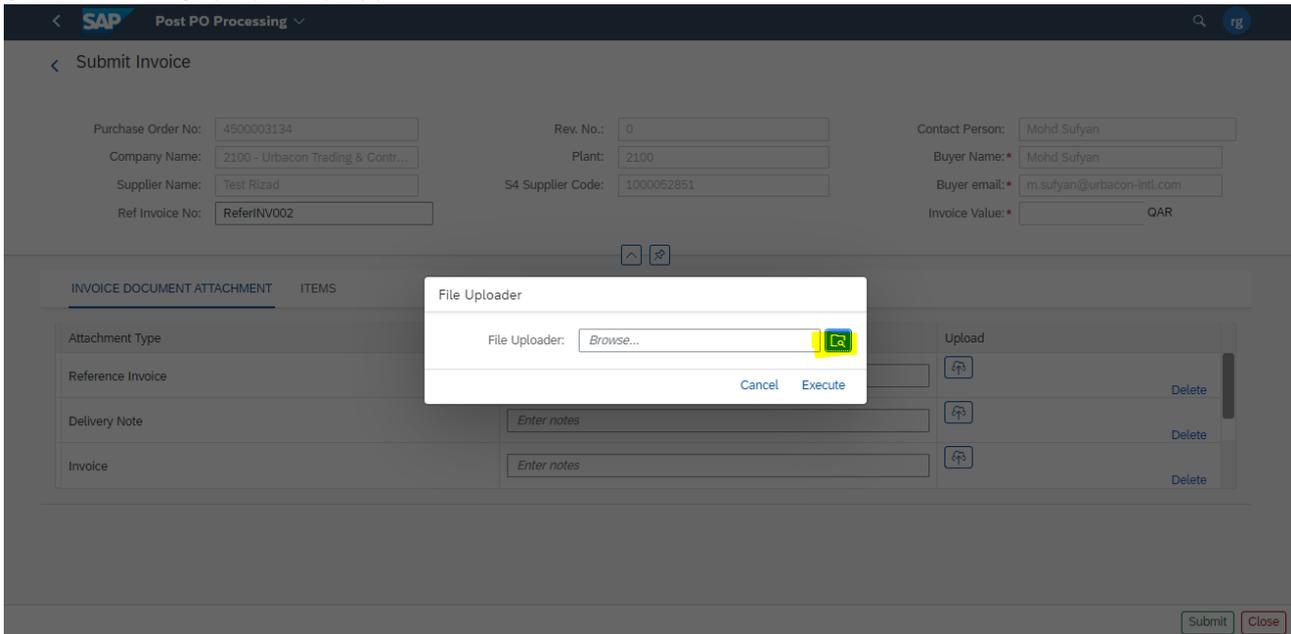
Purchase Order No.: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
 Ref Invoice No.: **ReferINV002** Invoice Value: 0.00 QAR

Attachment Type	Notes	Upload	Delete
Reference Invoice	Ref123		Delete
Delivery Note	Enter notes		Delete
Invoice	Enter notes		Delete

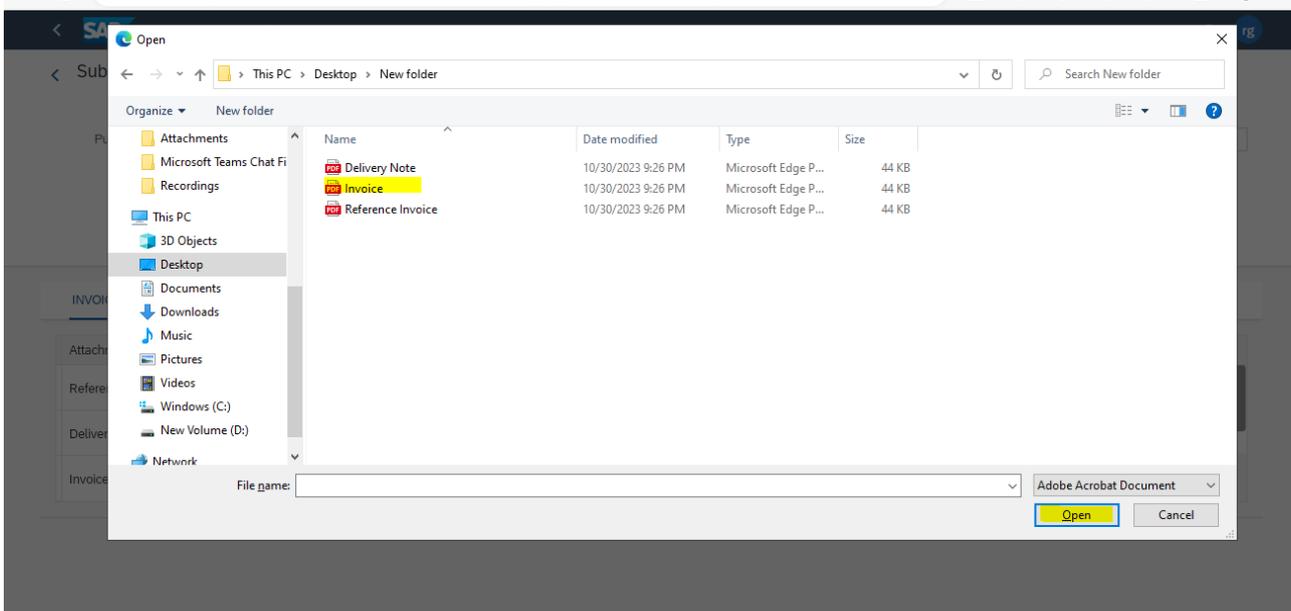
Submit Close

Supplier – Invoice Submission

3.2.2. Click on Browse

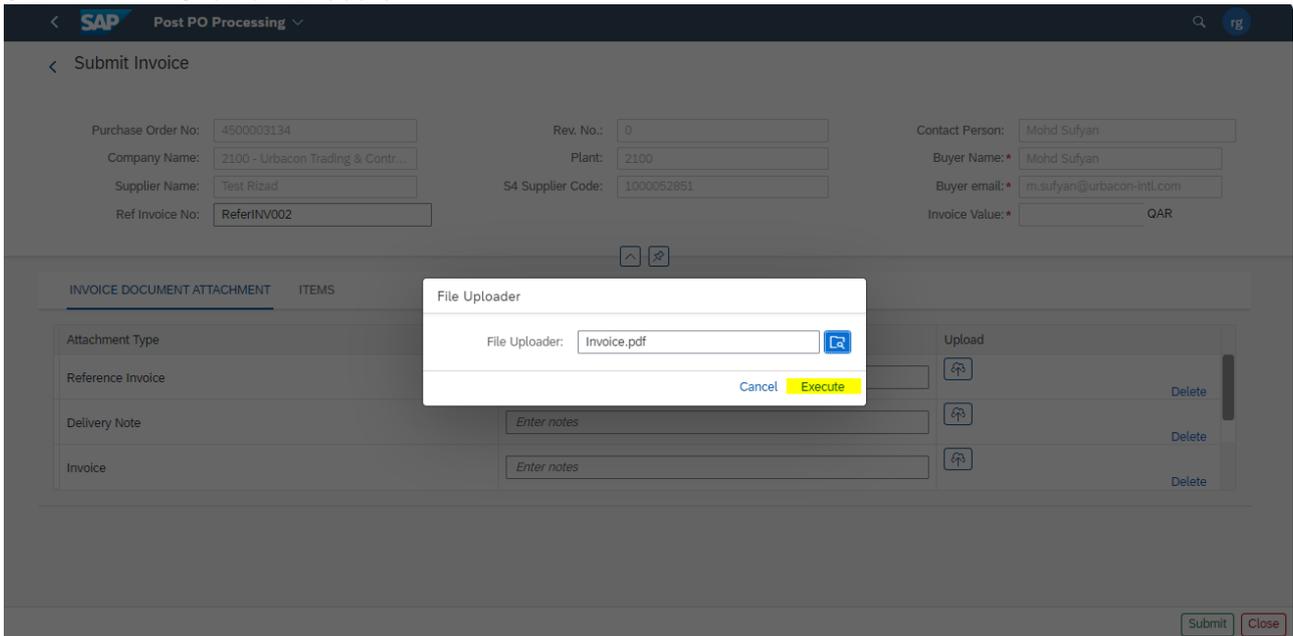


3.2.3. Select require file and click on open button to attach.

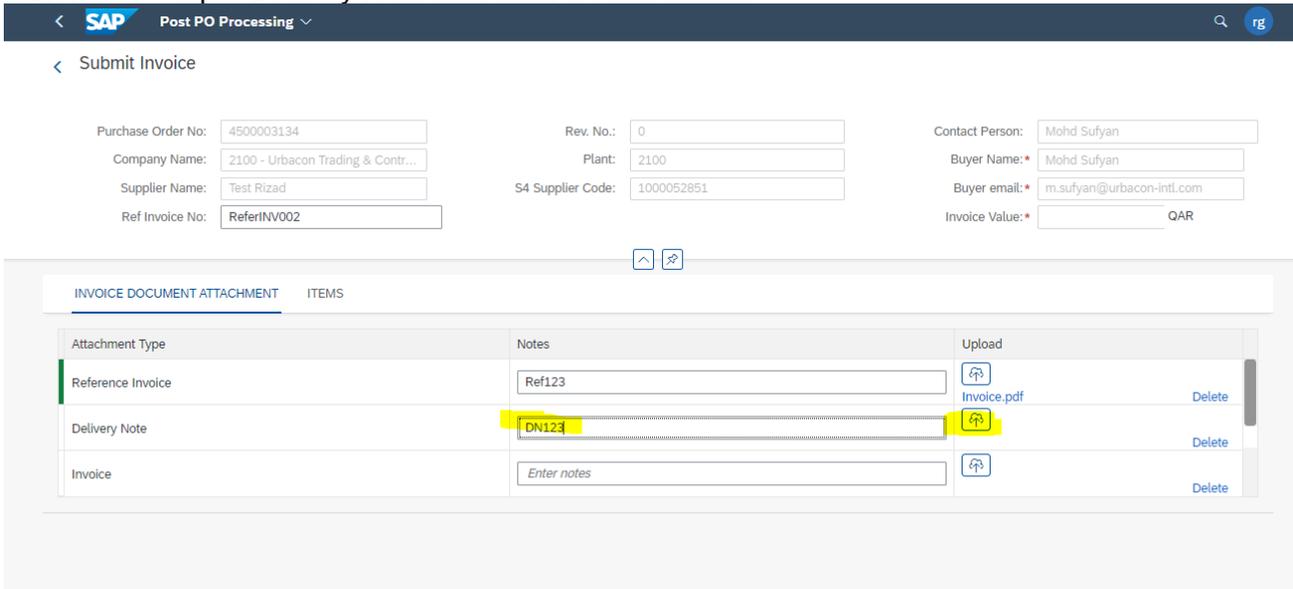


Supplier – Invoice Submission

3.2.4. Click on Execute

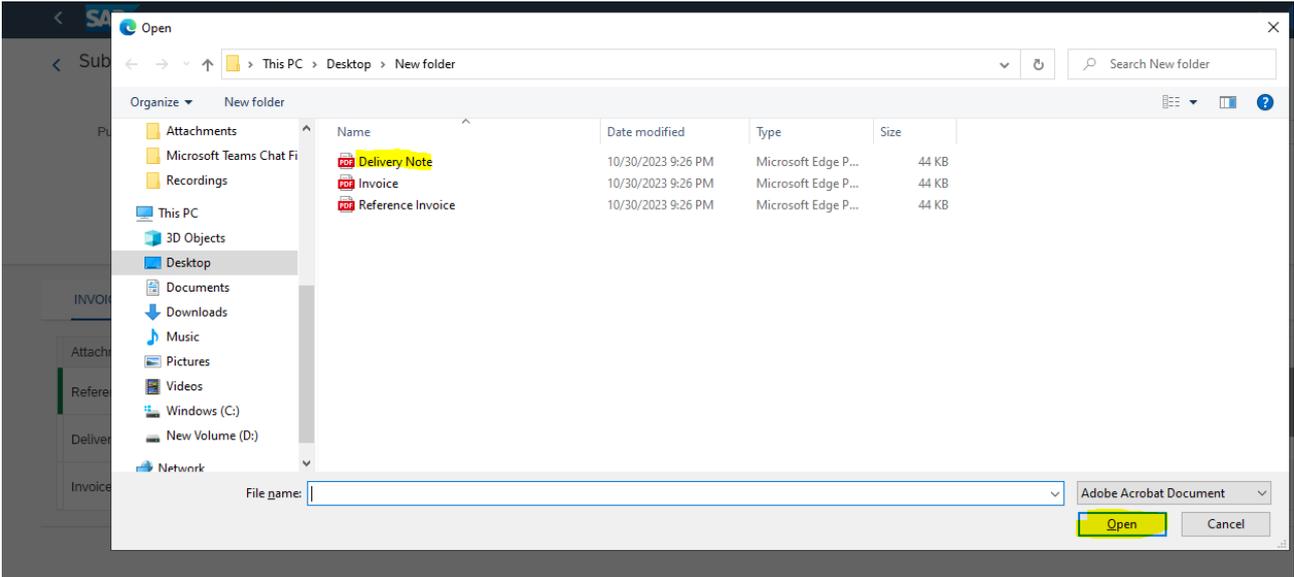


3.2.5. Input Delivery Note and Click on tree button.

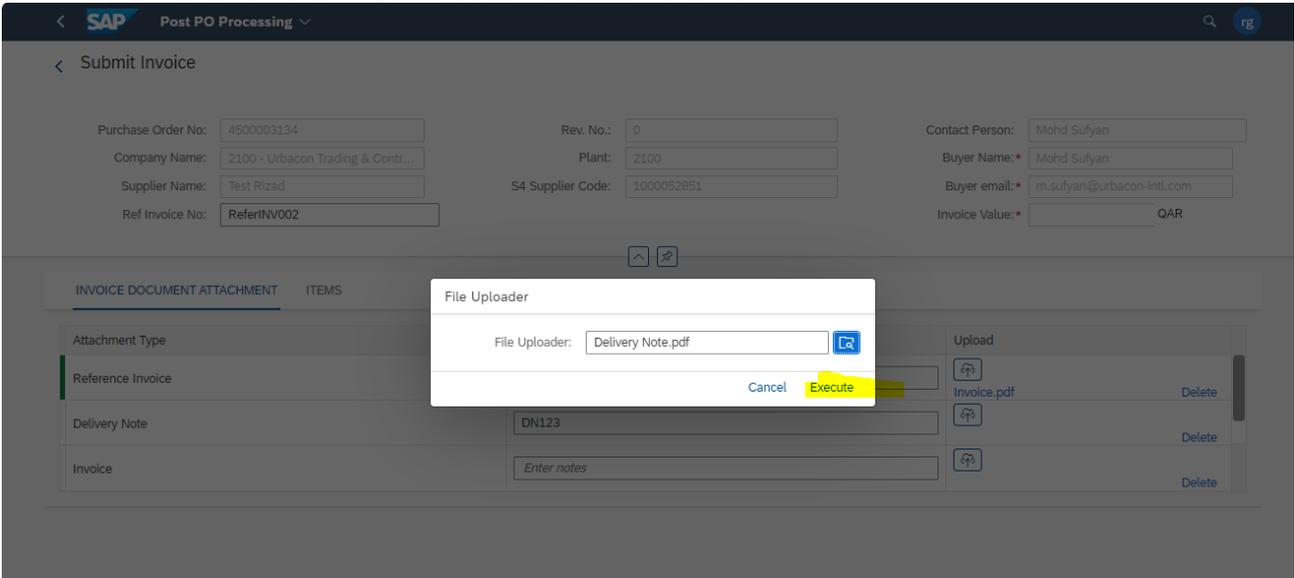


3.2.6. Click on required file and click on open button.

Supplier – Invoice Submission



3.2.7. Click on the Execute button to attach the file.



Supplier – Invoice Submission

3.2.8. Input the Invoice field and click on Tree button to attach the file

SAP Post PO Processing

Submit Invoice

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
Ref Invoice No: ReferINV002 Invoice Value: QAR

Attachment Type	Notes	Upload
Reference Invoice	Ref123	Invoice.pdf Delete
Delivery Note	DN123	Delivery Note.pdf Delete
Invoice	Inv123	Upload Delete

3.2.9. Click on Browse

SAP Post PO Processing

Submit Invoice

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
Ref Invoice No: ReferINV002 Invoice Value: QAR

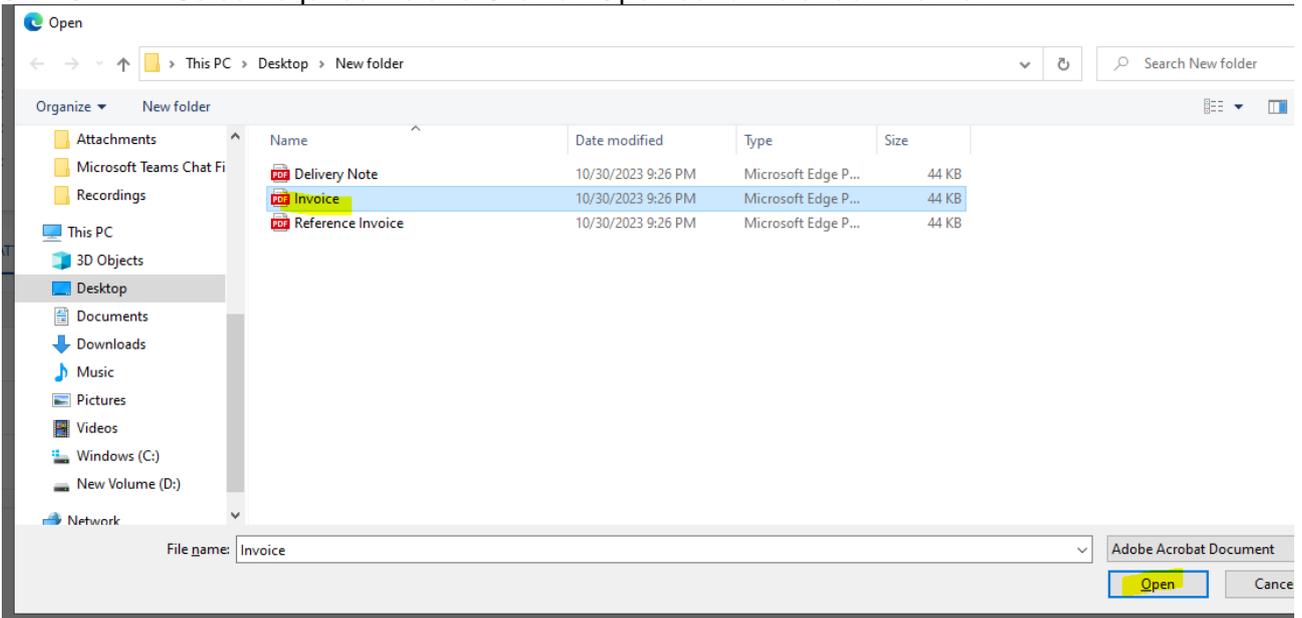
Attachment Type	Notes	Upload
Reference Invoice	Ref123	Invoice.pdf Delete
Delivery Note	DN123	Delivery Note.pdf Delete
Invoice	Inv123	Upload Delete

File Uploader

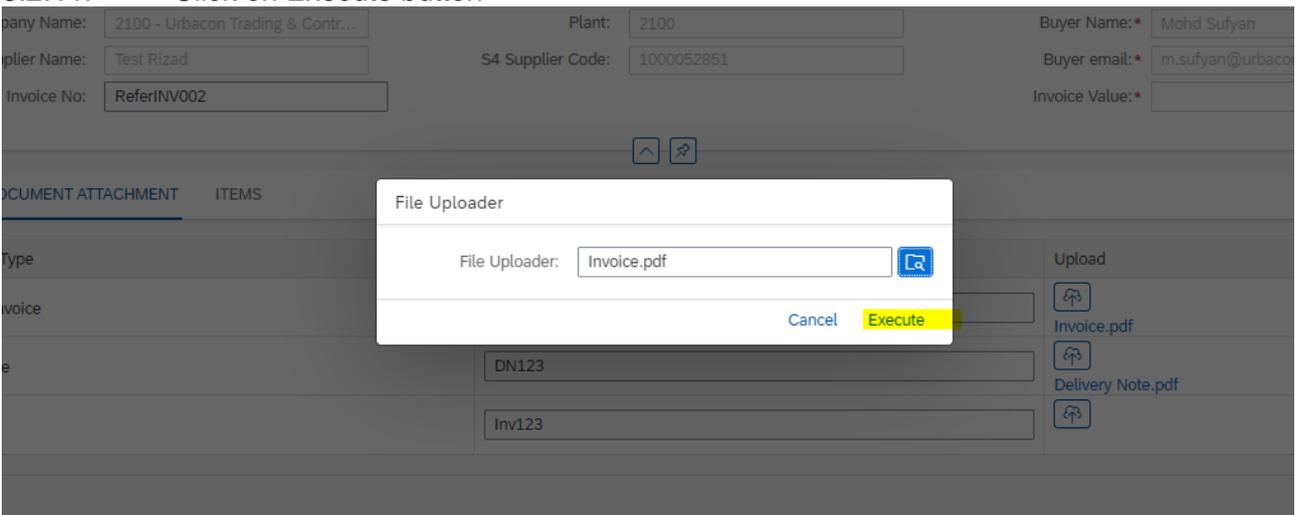
File Uploader: [Cancel](#) [Execute](#)

Supplier – Invoice Submission

3.2.10. Select required file and Click on Open button to attach the file.

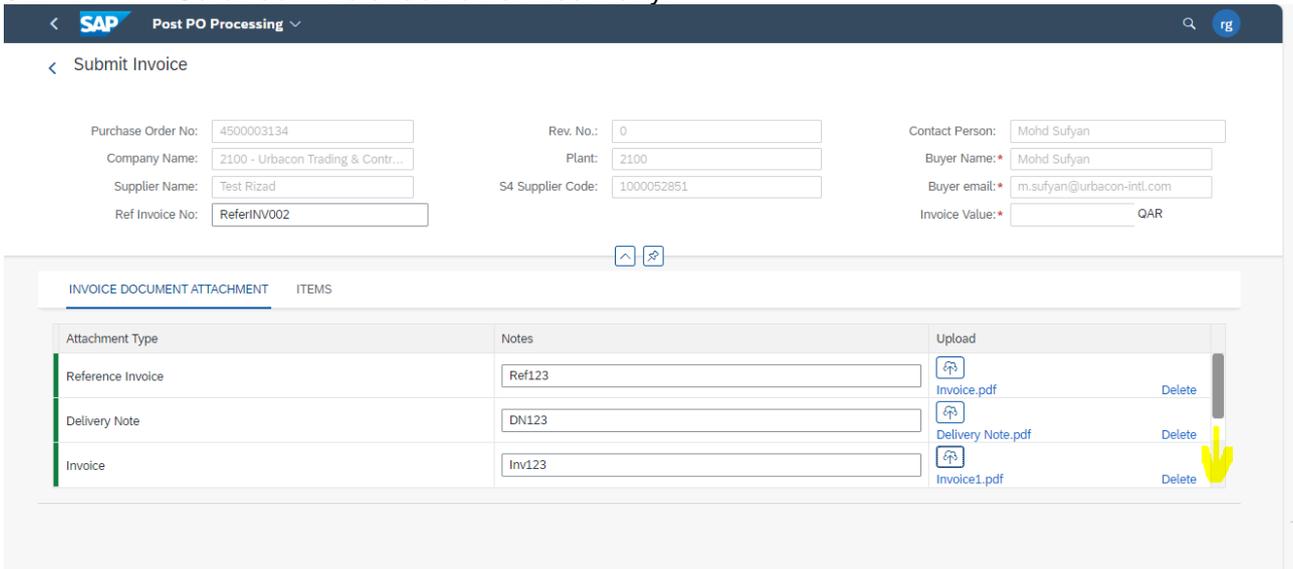


3.2.11. Click on Execute button

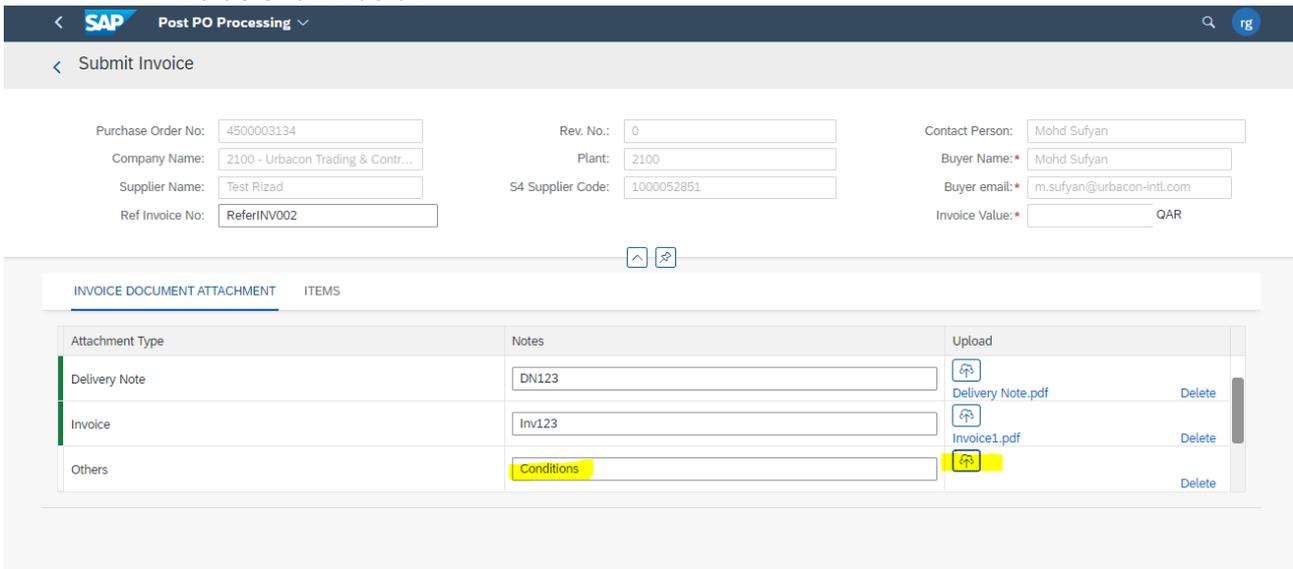


Supplier – Invoice Submission

3.2.12. Scroll down to attach other files if any.

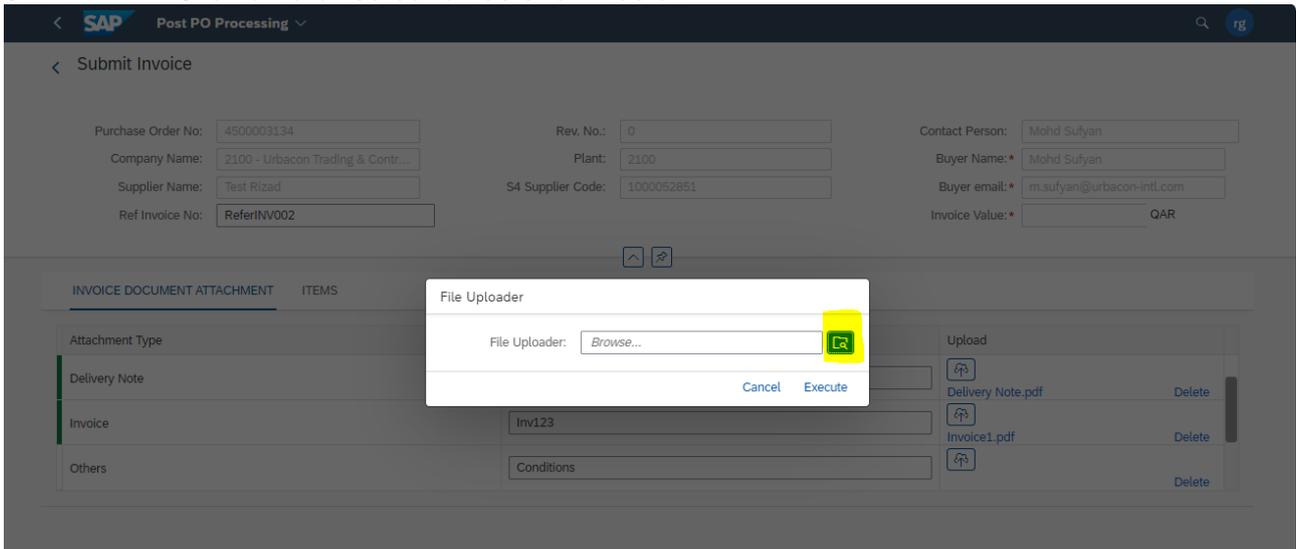


3.2.13. Input the Notes for Others Attachment type field and Click on tree button to attach the file as shown below

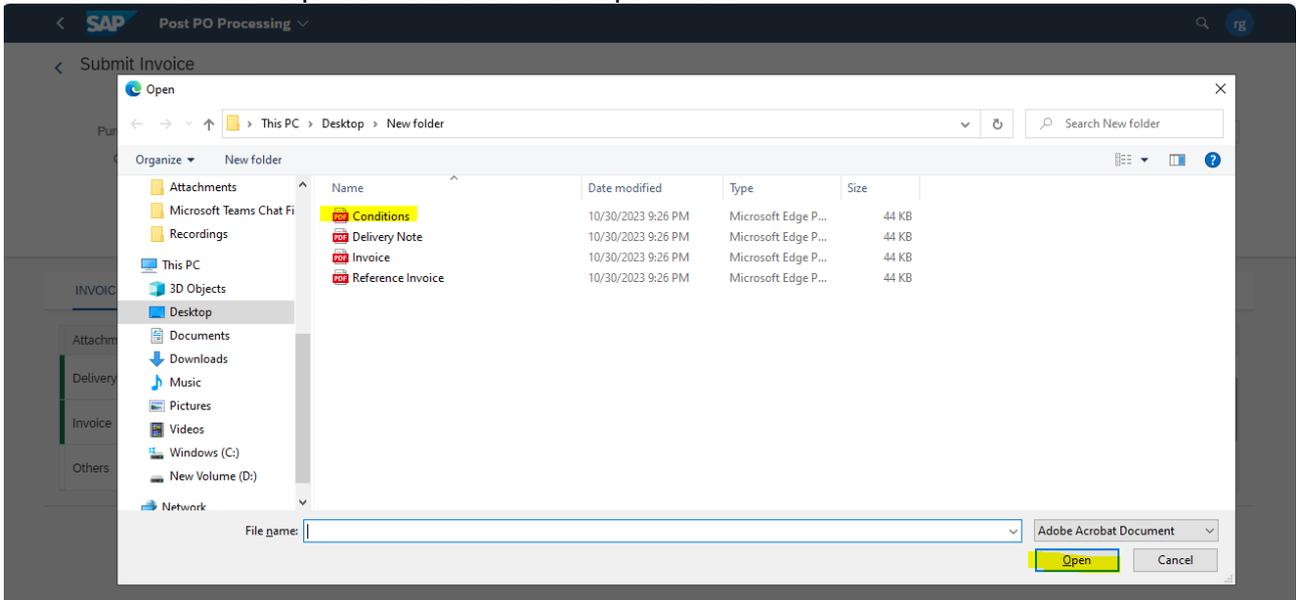


Supplier – Invoice Submission

3.2.14. Click on browse button as shown below



3.2.15. Select required file and click on Open Button



Supplier – Invoice Submission

3.2.16. Click on Execute button

The screenshot shows the SAP 'Submit Invoice' screen. At the top, there are input fields for Purchase Order No. (4500003134), Rev. No. (0), Contact Person (Mohd Sufyan), Company Name (2100 - Urbacon Trading & Contr...), Plant (2100), Buyer Name (Mohd Sufyan), Supplier Name (Test Rizad), S4 Supplier Code (1000052851), Buyer email (m.sufyan@urbacon-intl.com), and Ref Invoice No. (ReferINV002). Below these fields are tabs for 'INVOICE DOCUMENT ATTACHMENT' and 'ITEMS'. A 'File Uploader' dialog box is open in the center, with 'Conditions.pdf' entered in the 'File Uploader' field and 'Execute' highlighted in yellow. The background shows a table with columns for Attachment Type, Notes, and Upload, with rows for Delivery Note, Invoice, and Others.

3.3. Invoice ITEMS check and Submission.

3.3.1. Now click on ITEMS tab

The screenshot shows the SAP 'Submit Invoice' screen with the 'ITEMS' tab selected. The top section contains the same input fields as the previous screenshot. Below the tabs, there is a table with columns for Attachment Type, Notes, and Upload. The table contains three rows: Delivery Note (DN123), Invoice (Inv123), and Others (Conditions). Each row has an 'Upload' icon and a 'Delete' link. The 'ITEMS' tab is highlighted in yellow.

Supplier – Invoice Submission

3.3.2. Click on dropdown arrow button to view and select the Posted Goods Receipt documents in system for this Invoice.

Submit Invoice

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: * Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: * m.sufyan@urbacon-intl.com
 Ref Invoice No: ReferINV002 Invoice Value: * 0.00 QAR

INVOICE DOCUMENT ATTACHMENT ITEMS

Invoice Items

	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua...	Quantity To Be Invoi
<input type="checkbox"/>	20	10000065634	CORDEK FILCOR EPS 100 (...	View material text				400.000	
<input type="checkbox"/>					5000004360	0002	2023		250.000
<input type="checkbox"/>					5000004361	0002	2023		150.000

3.3.3. Scroll on the right side to view the posted details. If you want to select only one value, select the check box, accordingly Invoice value will be updated automatically as shown below

Submit Invoice

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: * Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: * m.sufyan@urbacon-intl.com
 Ref Invoice No: ReferINV002 Invoice Value: * 35000.00 QAR

INVOICE DOCUMENT ATTACHMENT ITEMS

Invoice Items

	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua...	Quantity To Be Invoi...	Total Quantity To Be ...
<input type="checkbox"/>	20	10000065634	CORDEK FILCOR EPS 100 (...	View material text				400.000		400.000
<input checked="" type="checkbox"/>					5000004360	0002	2023		250.000	250.000
<input type="checkbox"/>					5000004361	0002	2023		150.000	150.000

Submit **Close**

Supplier – Invoice Submission

3.3.4. If you want to select all posted Value for this Invoice, select the check box near item number as shown below so that associated posted check boxes also will be selected automatically and Invoice value will be updated accordingly

Submit Invoice

Purchase Order No.: 4500002134 Rev. No.: 0 Contact Person: Mohd Sufyan
Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
Ref Invoice No: ReferINV002 Invoice Value: 40000.00 QAR

INVOICE DOCUMENT ATTACHMENT ITEMS

Invoice Items

	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua...	Quantity To Be Invol...	Total Quantity To Be ...
▼ <input checked="" type="checkbox"/>	20	100000065634	CORDEK FILCOR EPS 100 (...)	View material text	5000004360	0002	2023	400.000	250.000	400.000
<input checked="" type="checkbox"/>					5000004361	0002	2023		150.000	250.000
<input checked="" type="checkbox"/>									150.000	150.000

Submit Close

3.3.5. Now Click on Submit button.

Submit Invoice

Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
Ref Invoice No: ReferINV002 Invoice Value: 40000.00 QAR

INVOICE DOCUMENT ATTACHMENT ITEMS

Invoice Items

	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua...	Quantity To Be Invol...	Total Quantity To Be ...
▼ <input checked="" type="checkbox"/>	20	100000065634	CORDEK FILCOR EPS 100 (...)	View material text	5000004360	0002	2023	400.000	250.000	400.000
<input checked="" type="checkbox"/>					5000004361	0002	2023		150.000	250.000
<input checked="" type="checkbox"/>									150.000	150.000

Submit Close

Supplier – Invoice Submission

3.3.6. Click on Yes to Confirm

The screenshot shows the SAP 'Submit Invoice' interface. At the top, there are input fields for Company Name (2100 - Urbacon Trading & Contr...), Supplier Name (Test Rizad), Ref Invoice No (ReferINV002), Plant (2100), S4 Supplier Code (1000052851), Buyer Name (Mohd Sufyan), Buyer email (m.sufyan@urbacon-int.com), and Invoice Value (40000.00 QAR). Below this is a table for 'Invoice Items' with columns: PO Item No, Material / Service, Short Text, Material Text, GRN Document, GRN Item, GRN Year, Ordered Qua..., Quantity To Be Invo..., and Total Quantity To Be ... A confirmation dialog box is overlaid on the table, asking 'Please confirm to save' with 'Yes' and 'No' buttons.

PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua...	Quantity To Be Invo...	Total Quantity To Be ...
20	10000065634	CORDEK FILCOR EPS 100 (...)			0002	2023	400.000	250.000	400.000
					0002	2023		150.000	150.000

3.3.7. You Can find the Successful message.

The screenshot shows the SAP 'Manage Purchase order' interface. At the top, there are input fields for Purchase Order No. (4500003134), Rev. No. (0), Date (29/10/2023), Company Name (Urbacon Trading & Con...), Plant (2100), Total Order Value (180,000.00 QAR), Contact Person (Mohd Sufyan), Supplier Name (Test Rizad), and Package Code. Below this is a table for 'Purchase Order (3)' with columns: PO Items, Material Code, Short Text, Order Quantity, Be Delivered, To Be Invoiced, ASN in Approval Qty, Balance Qty, and Deleted. A success message dialog box is overlaid on the table, stating 'Success' and 'WorkFlow has started successfully' with an 'OK' button.

PO Items	Material Code	Short Text	Order Quantity	Be Delivered	To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted			
10	10000066805	CERAMIC TILES, WALL, SIZE: 140 MM X 280	500.000	0.000	0.000	0	0.000	>			
20	10000065634	CORDEK FILCOR EPS 100 (DENSITY 35 KN/M3)	400.000	100.000	1 M2	17/11/2023	0.000	0.000	>		
30	10000081903	COVERALL, UCC, YELLOW COLOR WITH NAME ON	300.000	300.000	1 NO	17/11/2023	0.000	300.000	0	0.000	>