

# TRAINING MATERIAL

## GRP

## ISUPPLIER

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## Document Control

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### Change Record

Date	Author	Version	Change Reference
22-1-2009	Supply Chain Team	1.0	Create Document
20-01-2013	Vijay Manikandan	1.1	R12 Screenshots

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### Reviewers

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# Unit 1

## Acknowledging Purchase Orders

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## Introduction

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### Purpose

In this scenario, you will acknowledge (accept/reject) on iSupplier Portal a purchase order which was sent by the purchasing buyer.

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### Prerequisites

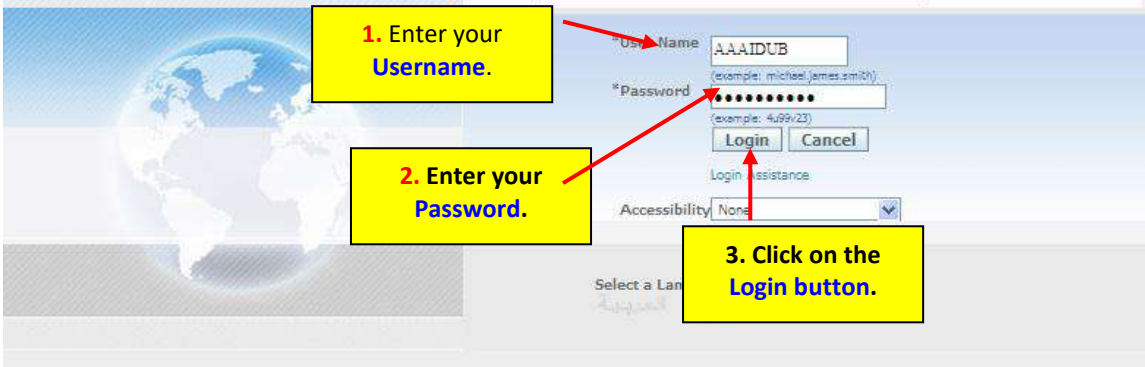
N/A

## Step 1. Log in to iSupplier Portal

To access the system, visit the following website:

[http://pweb.dubai.gov.ae:8050/OA\\_HTML/AppsLocalLogin.jsp](http://pweb.dubai.gov.ae:8050/OA_HTML/AppsLocalLogin.jsp)

Enter your username and password.



The screenshot shows the login interface of the iSupplier Portal. It features a background image of a globe. The login form includes the following elements:

- Username field:** Labeled "User Name" with the text "AAAIDUB" entered. A yellow box with the instruction "1. Enter your Username." has a red arrow pointing to this field.
- Password field:** Labeled "\*Password" with masked characters "\*\*\*\*\*". A yellow box with the instruction "2. Enter your Password." has a red arrow pointing to this field.
- Login button:** A button labeled "Login" with a yellow box and instruction "3. Click on the Login button." and a red arrow pointing to it.
- Cancel button:** A button labeled "Cancel" located next to the Login button.
- Additional fields:** "Login assistance" (a link), "Accessibility" (set to "None"), and "Select a Language" (a dropdown menu).

This will take you to the iSupplier homepage.

## Step 2. Review Notifications

The **Notifications** will indicate if there are any PO's requiring supplier acknowledgement. If the PO requires acknowledgment, the following message will appear **“Standard PO 405xxxx,x requires your acceptance”**

Click on the appropriate notification. System will open the notification screen.

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

The screenshot shows the iSupplier Portal interface. At the top, there is a header with the logo and text in Arabic and English, and navigation links like Home, Orders, Shipments, and Finance. A search bar is present with 'PO Number' as the search criteria. A yellow callout box with a red arrow points to a notification in the 'Notifications' section. The notification text is 'Blanket Release 41204761-3,0 requires your acceptance' with a date of '20-01-2013 12:04:12'. Below this, there are sections for 'Orders At A Glance' and 'Shipments At A Glance'. The 'Orders At A Glance' section contains a table with columns for PO Number, Description, and Order Date. The 'Shipments At A Glance' section shows 'No results found.' On the right side, there is a sidebar with various menu items like Purchase Orders, Purchase History, Advance Shipment Notices, Receipts, Returns, Invoices, and Payments.

**Click on the link to view the P.O.**

Subject	Date
<a href="#">Blanket Release 41204761-3,0 requires your acceptance</a>	20-01-2013 12:04:12

PO Number	Description	Order Date
41204761-3	Requisition No :11233986	20-01-2013 12:04:04
41204761-2	Requisition No :11233986	16-10-2012 14:53:53
41203954	lpr #:11241090	16-10-2012 11:13:47
41203854	11223411	10-10-2012 11:35:53
41203695	lpr #:11238227	08-10-2012 09:14:12

Shipment Number	Shipment Date	Packing Slip
No results found.		

### Step 3. Acknowledgement 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.

Select ‘**Accept**’ or click ‘**Reject**’ button.

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

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History | Work Confirmations | Deliverables | Timecards

Orders: Purchase Orders >

Acknowledge for Blanket Release : 41204761-3,0 (Total AED 27.00)

Currency=AED

Cancel | Reject Entire Order | Accept Entire Order | View Change History | Export | Submit

#### Order Information

General Information		Terms and Conditions		Related Information	
Total	27.00	Payment Terms	net 60	<a href="#">Receipts</a>	
Supplier	AL AIN AUTOMATIC IRRIGATION EST	Carrier	FOB	<a href="#">Invoices</a>	
Supplier Site	DUBAI	Freight Terms		<a href="#">Payments</a>	
Address	BUILDING NO. 31 SHOP NO: 2 AL QU DUBAI, DUBAI 35310	Shipping Control			
Buyer	عبد السلام مكيلا محمد	<b>Ship-To Address</b>			
Order Date	20-01-2013 12:04:04	Address	AL RAMOOL WAREHOUSE		
Description	Requisition No 11233986		AL RAMOOL		
Status	Requires Acknowledgment		DUBAI		
Note to Supplier	IPR# 11233986-RFQ#6892-BLANKET ORDER SUPPLY FOR ONE YEAR WITH 30% / 1,1ST DELIVERY 60 DAYS, BALANCE AS AND WHEN REQ. AS PER STORE RELEASE ORDER AND PAYMENT WILL BE DONE ACCORDINLY.		DUBAI, 67		
		<b>Bill-To Address</b>			
		Address	FINANCE DEPT		
			DEIRA		
			DUBAI		

After you have reviewed the requisition and found that everything is fine, click on the

or  button.

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



## Step 4. Acknowledging PO's If they were not found on the iSupplier homepage

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.

1. Click the "Orders" tab.

2. Select "Purchase Order to Acknowledge".

Select	PO Number	Rev	Unit	Type	Description	Order Date	Order Time	Ordering Unit	Quantity	Unit Price	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	41204781-3	0	Dubai Municipality	Blanket Release	Requestion No 11233986	20-01-2013	12:04:04	عبد السلام بن محمد	AED	27.00	Requires Acknowledgment	31-01-2013 00:00:00		
<input type="radio"/>	41204781-2	0	Dubai Municipality	Blanket Release	Requestion No 11233986	16-10-2012	14:53:53	عبد السلام بن محمد	AED	13,500.00	Open			
<input type="radio"/>	41205934	0	Dubai Municipality	Standard PO	ipr#:11241090	16-10-2012	11:13:47	لطيفه محمد عبدالله	AED	1,032.00	Open			
<input type="radio"/>	41205934	0	Dubai Municipality	Standard PO	11223411	10-10-2012	11:35:53	عبد السلام بن محمد	AED	4,875.00	Open			
<input type="radio"/>	41205695	0	Dubai Municipality	Standard PO	ipr#:11238227	08-10-2012	09:14:12	لطيفه محمد عبدالله	AED	36,880.00	Open			
<input type="radio"/>	41205636	0	Dubai Municipality	Standard PO	IPR#11238254	24-09-2012	11:07:47	عبد السلام بن محمد	AED	1,880.00	Open			
<input type="radio"/>	41202267-1	0	Dubai Municipality	Blanket Release	IPR#11215735	23-09-2012	10:37:46	عبد السلام بن محمد	AED	15,255.00	Closed			
<input type="radio"/>	41204982	0	Dubai Municipality	Standard PO	ipr#:11234966	06-09-2012	12:02:17	لطيفه محمد عبدالله	AED	13,370.50	Open			

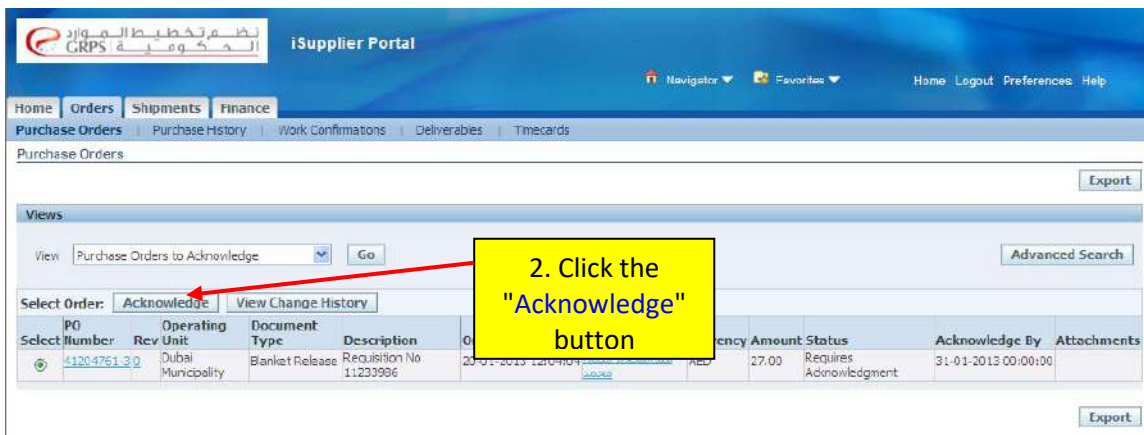
- Click 'Go' button.

System will return PO's that require your acknowledgement.

### Select Purchase Order:

- 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.



### **Acknowledge Purchase Order:**

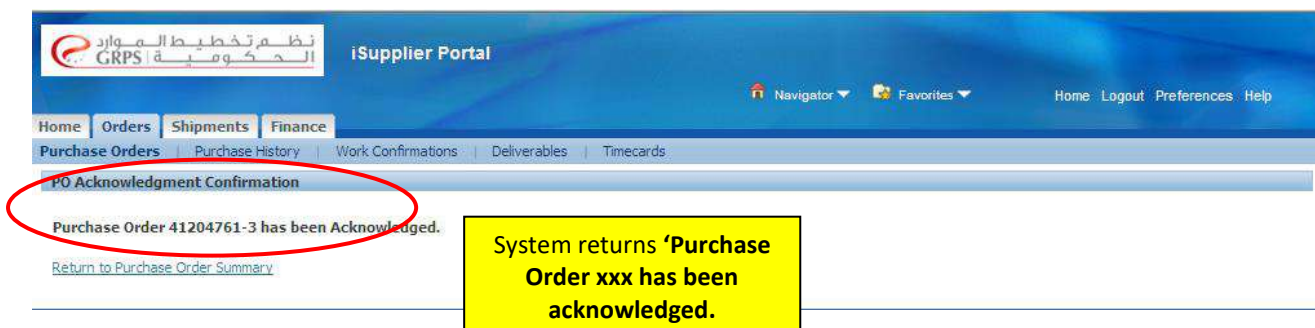
Enter the following information:

- Select **'Accept'** or **'Reject'** for the action field.
- Use the search facility to select a valid **Acceptance Type**.
- Enter text in the **Comments**.



Click **Submit**.

- Click  to submit your Acknowledgement.



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

**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.

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# **Unit 2**

## **Reviewing PO, Receipt, Return, Invoice and Payment on iSupplier Summary**

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## Introduction

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### Purpose

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

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

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### Prerequisites

N/A

## Step 1 : Review PO / PO lines.

Here, you will just view the purchase orders information.

To View a PO, you have 4 ways:

- You know the PO number, so use:

- 1) Search
- 2) The **hyperlink Purchase Orders**

- You don't know the PO number, so use:

- 3) **Order At A Glance** (resent PO)
- 4) Go to the **Orders** Tab

4

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with tabs for Home, Orders, Shipments, and Finance. A search bar is located below the navigation bar, with a 'Go' button. A red arrow points from a yellow box labeled '4' to the 'Orders' tab. Another red arrow points from a yellow box labeled '1' to the 'Go' button. Below the search bar, there are several sections: 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. The 'Orders At A Glance' section contains a table with columns for PO Number, Description, and Order Date. A red arrow points from a yellow box labeled '3' to the first row of the table. To the right of the main content, there is a sidebar with a list of links under the heading 'Orders'. A red arrow points from a yellow box labeled '2' to the 'Purchase Orders' link. A yellow box labeled '3' is also present near the 'Orders At A Glance' table.

PO Number	Description	Order Date
4120476	Requisition No 11233986	20-01-2012 12:04:04
4120476-2	Requisition No 11233986	16-10-2012 14:53:53
41205954	ipr #:11241090	16-10-2012 11:13:47
41205854	11223411	10-10-2012 11:35:53
41205695	ipr #:11238227	08-10-2012 09:14:12

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

The screenshot shows the 'Purchase Orders' section of the Supplier Portal. A table lists various purchase orders. A yellow callout box with a red arrow points to the PO number '41204761-3' in the first row, with the text 'Click on the PO number Link.'

Select	PO Number	Operating Rev Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	41204761-3	0	Blanket Release	Requisition No 11233986	20-01-2013 12:04:04	عبد السلام عيكا محمد	AED	27.00	Accepted	31-01-2013 00:00:00	
<input type="radio"/>	41204761-2	0	Blanket Release	Requisition No 11233986	16-10-2012 14:53:53	عبد السلام عيكا محمد	AED	13,500.00	Open		
<input type="radio"/>	41205954	0	Standard PO	IPR #11241090	16-10-2012 11:13:47	لطيفه محمد عبدالله حسين محمد الهادي	AED	1,032.00	Open		
<input type="radio"/>	41205854	0	Standard PO	11223411	10-10-2012 11:35:53	جوير بنولاء بن حسين قوشان	AED	4,875.00	Open		
<input type="radio"/>	41205693	0	Standard PO	IPR #11238227	08-10-2012 09:14:12	لطيفه محمد عبدالله حسين محمد الهادي	AED	36,880.00	Open		
<input type="radio"/>	41205536	0	Standard PO	IPR #11238294	24-09-2012 11:07:47	علياء عبدالرزاق عبدالله محمد عيكا محمد	AED	1,880.00	Open		
<input type="radio"/>	41202267-1	0	Blanket Release	IPR #11215735	23-09-2012 10:37:46	عبد السلام عيكا محمد	AED	13,255.00	Closed		
<input type="radio"/>	41204802	0	Standard PO	IPR #11234966	06-09-2012 12:02:17	لطيفه محمد عبدالله حسين	AED	13,370.50	Open		

The screenshot shows the detailed view of a purchase order. It is divided into three main sections: General, Terms and Conditions, and Summary.

General		Terms and Conditions		Summary	
Total	27.00	Payment Terms	Net 60	Total	27.00
Supplier	AL AIN AUTOMATIC IRRIGATION EST	Carrier	FCB	Received	0.00
Supplier Site	DUBAI	Freight Terms		Involved	0.00
Address	BUILDING NO. 31 SHOP NO: 2 AL QU DUBAI DUBAI, DUBAI 35310	Shipping Control		Payment Status	Not Paid
Buyer	عبد السلام عيكا محمد	<b>Ship-To Address</b>			
Order Date	20-01-2013 12:04:04	Address	AL RAMOOL WAREHOUSE AL RAMOOL DUBAI DUBAI, 67		
Description	Requisition No 11233986	<b>Bill-To Address</b>			
Status	Accepted	Address	FINANCE DEPT DEIRA DUBAI DUBAI, 67		
Reason					
Note to Supplier	IPR#11233986-RF0#6892-BLANKET ORDER SUPPLY FOR ONE YEAR WITH 30% + / -15% DELIVERY 90 DAYS, BALANCE AS AND WHEN REQD. AS PER STORE RELEASE ORDER AND PAYMENT WILL BE DONE ACCORDINLY.				
Operating Unit	Dubai Municipality				
Supplier Order Number					
Attachments	None				

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



## Step 2: Reviewing Receipt

Here, you will just [view](#) the receipt information.

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

1 - A) Step one **Query for the PO number** as the steps from the Reviewing

1 - B) Step Two select **View Receipt** option from Actions and click on Go.

Home | Orders | Shipments | Finance

Purchase Orders | Purchase History | Work Confirmations | Deliverables | Timecards

Orders: Purchase Orders >

Blanket Release: 41204701-3, 0 (Total AED 27.00)

Currency = AED

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

Go Export

**1-B**

**Order Information**

**General**

Total: 27.00  
Supplier: AL AIN AUTOMATIC IRRIGATION EST  
Supplier Site: DUBAI  
Address: BUILDING NO. 31 SHOP NO: 2 AL QU DUBAI, DUBAI 35310  
Buyer: عبد السلام بن علي العبدان  
Order Date: 20-01-2013 12:04:04  
Description: Requisition No 11233986  
Status: Accepted  
Reason:  
Note to Supplier: JPR#11233986-RFO#6892-BLANKET ORDER SUPPLY FOR ONE YEAR WITH 30% +/- 1ST DELIVERY 60 DAYS, BALANCE AS AND WHEN REQD. AS PER STORE RELEASE ORDER AND PAYMENT WILL BE DONE ACCORDINGLY.  
Operating Unit: Dubai Municipality  
Supplier Order Number:  
Attachments: None

**Terms and Conditions**

Payment Terms: Net 60  
Carrier: FOB  
Freight Terms:  
Shipping Control:

**Ship-To Address**

Address: AL RAMMOOL WAREHOUSE  
AL RAMMOOL  
DUBAI  
DUBAI, 67

**Bill-To Address**

Address: FINANCE DEPT  
DEIRA  
DUBAI  
DUBAI, 67

Total: 27.00  
Received: 0.00  
Invoiced: 0.00  
Payment Status: Not Paid

Home | Orders | Shipments | Finance

Shipment Notices | Receipts | Returns

Orders: Purchase Orders > View Order Details >

Receipts for Blanket Release: 41204701-3

Export

Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
11213763	41204701-3	1	1	GEAR DRIVEN ROTOR POP UP SPRINKLERS 5004PC SAM 25 TO 50" RADIUS 4" WITH CHECK VALVE, NOZZLE TREE, PART/REVERSE FULL CIRCLE 3/4" FEMALE INLET	Each	1		1		DMP Head Office	20-01-2013 12:24:51	30-01-2013 23:59:00		Early

Return to View Order Details

Export

- If you want to go to the Receipt directly and you know the Receipt number

Home | Orders | Shipments | Finance

Shipment Notices | Receipts | Returns

View Receipts

Export

**Simple Search**

Receipt Number:   
PO Number:   
Shipment Number:   
Shipped Date:  (example: 20-01-2013)  
Go Clear

Organization:   
Item Number:   
Supplier Item:   
Item Description:

Advanced Search

**2 - A**

Receipt: Creation Date Organization Shipment Shipped  
No search conducted.

Export

2 - A) Go to **Shipment Tab: Receipt**



Home Orders **Shipments** Finance

Shipment Notices Receipts Returns

View Receipts Export

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**Simple Search** Advanced Search

Receipt Number:  Organization:

PO Number:  Item Number:

Shipment Number:  Supplier Item:

Shipped Date:  Item Description:

example: 20-01-2013

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Carrier	Freight	Loading	Number	Invoice Attachments
<a href="#">11213763</a>	20-01-2013 12:25:27	DM Purchasing Organisation									<a href="#">41204761-3</a>	

**2 - B**  
Enter the receipt  
number and click Go

3 - A) you can go to the Receipts from the hyperlinks in the home page.

Home Orders Shipments Finance

Search: PO Number

**Notifications**

**Subject** **Date**

No results found.

**Orders At A Glance**

PO Number	Description	Order Date
<a href="#">41204761-3</a>	Requisition No 11233996	20-01-2013 12:04:04
<a href="#">41204761-2</a>	Requisition No 11233996	16-10-2012 14:53:53
<a href="#">41203954</a>	ipr #: 11241090	16-10-2012 11:13:47
<a href="#">41203854</a>	11223411	10-10-2012 11:35:53
<a href="#">41203698</a>	ipr #: 11238227	09-10-2012 09:14:12

**Shipments At A Glance**

Shipment Number	Shipment Date	Packing Slip
No results found.		

**Orders**

- [Purchase Orders](#)
- [Purchase History](#)

**Shipments**

- [Advance Shipment Notices](#)

**Receipts**

- [Receipts](#)
- [Returns](#)

**Invoices**

- [Invoices](#)

**Payments**

- [Payments](#)

**3 - A**

### Step 3: Reviewing Return

Here, you will just view the return information.

To View a Return you have 3 ways:

- You only know the PO number only, so use:

- 1 –A) Query for the PO number as the steps from the Reviewing PO
- 1 – B) Click on receipt from the quick links as was showed previously in the chapter.
- 1 – C) click on the receipt number

Home | Orders | Shipments | Finance

Shipment Notices | Receipts | Returns

Home > View Receipts >

Receipt: 11213703

Creation Date: 20-01-2013 12:25:27  
 Organization: DM Purchasing Organisation  
 Supplier: AL AIH AUTOMATIC IRRIGATION EST  
 Supplier Site: DUBAI  
 Shipment Number:  
 Shipment Date:

Packing Slip  
 Containers  
 Waybill/Airbill  
 Freight Carrier  
 Bill of Lading  
 Attachments: None

Export

Receipt Transactions

Receipt Date	Promised By Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job Description	UOM	Ordered	Returned	Received	Defects	Location	Attachments	LPH/Lot/Serial	Inv
20-01-2013 12:24:51	30-01-2013 23:59:00		Early	41004751-3	1	1	400-02386 GEAR DRIVEN ROTOR POP UP SPRINKLERS 5004PC SAM 25' TO 30' RADIUS 4" WITH CHECK VALVE, NOZZLE TREE, PART/REVERSE FULL CIRCLE 3/4" FEMALE INLET	Each	1		1		DM Head Office			

Return to View Receipts

Export

- If you know the Receipt number and you want to go to the return directly, use:

2 - A) Go to Shipment Tab: Returns

Home | Orders | Shipments | Finance

Shipment Notices | Receipts | Returns

Returns Summary Export

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**Simple Search**

Note that the search is case insensitive Advanced Search

Organization:  RMA Number:

PO Number:  Item:

Receipt Number:  Supplier Item:

Shipment Number:  Item Description:

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
Dubai Municipality	<a href="#">100243</a>	<a href="#">36590-6</a>			14-08-2004 09:14:04	400-02521		COMPRESSION X COMPRESSION COUPLING 16MMx16MM	Each	4000	1000	16-08-2004 00:00:00		
Dubai Municipality	<a href="#">100243</a>	<a href="#">36590-6</a>			14-08-2004 09:14:04	400-02522		TEE WITH COUPLING SWIVEL 15x16x16	Each	1000	500	16-08-2004 00:00:00		

Home | Orders | Shipments | Finance

Shipment Notices | Receipts | Returns

Shipments: Returns >

Receipt Transactions Export

Receipt Number	PO	Line	Shipment	Description	UOH	Ordered	Returned	Net Received	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
<a href="#">100243</a>	<a href="#">36590-6</a>	13	9	COMPRESSION X COMPRESSION COUPLING 16MMx16MM	Each		1000.0	4000		AL RAMICOL WRHS	14-08-2004 00:00:00		30-05-2004 00:00:00	Late

[Return to Shipments: Returns](#)

Home | Orders | Shipments | Finance

Shipment Notices | Receipts | Returns

Shipments: Returns > Receipt Transactions >

Returns Summary Export

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Lot	Supplier Site ID	Supplier Organiza
Dubai Municipality	<a href="#">100243</a>	<a href="#">36590-6</a>			14-08-2004	400-02521		COMPRESSION X COMPRESSION COUPLING 16MMx16MM	Each	4000	1000	16-08-2004 00:00:00		AL AIN AUTOMATIC IRRIGATION EST	21044	19089

[Return to Receipt Transactions](#)

3 – A) Go to the **Returns** from the hyperlink in the home page.

The screenshot shows a web application interface with the following components:

- Navigation Tabs:** Home, Orders, Shipments, Finance.
- Search Bar:** Search PO Number [dropdown] [input] Go
- Notifications:** A table with columns Subject and Date. It shows "No results found." and a "Full List" button.
- Orders At A Glance:** A table with columns PO Number, Description, and Order Date. It contains five rows of data and a "Full List" button.
- Shipments AT A Glance:** A table with columns Shipment Number, Shipment Date, and Packing Slip. It shows "No results found." and a "Full List" button.
- Right-hand Navigation Menu:** A vertical list of links under various categories:
  - Orders:** Purchase Orders, Purchase History
  - Shipments:** Advance Shipment Notices
  - Receipts:** Receipts, Returns (highlighted with a red arrow and a yellow box labeled "3 - A")
  - Invoices:** Invoices
  - Payments:** Payments

## Step 4: Reviewing Invoice

Here, you will just view the invoice information.

- You only know the PO number, use:

1 – A) Step one **Query for the PO number** as the steps from the Reviewing

1 – B) Step Two select **Invoice** link

The screenshot shows the ISupplier Portal interface. A yellow box labeled "1 - B" points to the "View Invoices" option in the "Actions" dropdown menu. The page displays order information for a purchase order with a total of 10,800.00 AED. The supplier is AL AIN AUTOMATIC IRRIGATION EST, DUBAI. The order is finally closed and has been paid.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO Number	Receipt	Attachments
<a href="#">10792</a>	29-03-2012	Standard	AED	10,800.00	0.00	Approved	Paid	29-04-2012	124437	41102710-4	11200482	

- If you know the Invoice number and you want to go to it directly, use:

2 – A) Go to **Account Tab: Invoices**

Home | Orders | Shipments | Finance  
 Create Invoices | View Invoices | View Payments  
 Finance: View Invoices >  
 Standard Invoice: 10792 (Total AED 10,800.00)  
 Currency=AED

**General**  
 Invoice Date: 29-03-2012  
 Status: **Approved**  
 On Hold:   
 Attachments: None  
 Supplier: AL AJN AUTOMATIC IRRIGATION EST  
 Supplier Site: DUBAI  
 Address: BUILDING NO. 31 SHOP NO: 2 AL QU  
 DUBAI, DUBAI 35310

**Amount Summary**  
 Item: 10,800.00  
 Freight: 0.00  
 Miscellaneous: 0.00  
 Tax: 0.00  
 Prepayment: 0.00

**Payment Information**  
 Paid: 10,800.00  
 Discount Taken: 0.00  
 Due: 0.00  
 Status: Paid  
 Payment Date: 01-05-2012  
 Payment: 124437  
 Term: Net 60

**Invoice Lines** | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	Unit	Rate	Amount	Due Date	Status	PO Number	PO Shipment	Buyer	Receipt
1	Item	UPVC REPAIR SOCKET O-RING TYPE 6" DIA MINIMUM PRESSURE RATING 12 BAR	40	Each	270.00	10,800.00	29-04-2012	Approved	41102710-4	1	علي علي علي علي	11200482

Return to Finance: View Invoices

Home | Orders | Shipments | Finance  
 Create Invoices | View Invoices | View Payments  
 View Invoices

**Simple Search**

Invoice Number: 10792  
 PO Number:   
 Payment Number:   
 Invoice Status:   
 Payment Status:

Invoice Amount From:  To:   
 Amount Due From:  To:   
 Invoice Date From:  To:   
 Due Date From:  To:   
(example: 20-01-2012)

**Go** | **Clear**

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Due Date	Payment	PO number	Receipt	Attachments
10792	29-03-2012	Standard	AED	10,800.00	0.00	Approved	Paid	29-04-2012	124437	41102710-4	11200482	

3 – A) Go to the **Invoices** from the hyperlink in the home page.

4 – A) From the **Search**

Home | Orders | Shipments | Finance

Search: PO Number  **Go**

**Notifications**  
 Subject: No results found. Date:

**Orders At A Glance**

PO Number	Description	Order Date
41204761-3	Requisition No 11233986	20-01-2013 12:04:04
41204761-2	Requisition No 11233986	16-10-2012 14:53:53
41205954	ipr #: 11241090	16-10-2012 11:13:47
41205854	11223411	10-10-2012 11:35:53
41205695	ipr #: 11238227	08-10-2012 09:14:12

**Shipments At A Glance**  
 Shipment Number:  Shipment Date:  Packing Slip:

**Orders**  
 • Purchase Orders  
 • Purchase History

**Shipments**  
 • Advance Shipment Notices

**Receipts**  
 • Receipts  
 • Returns

**Invoices**  
 • Invoices

**Payments**  
 • Payments

## Step 5 : Reviewing Payment

Here, you will just view the payment information.

To View a Return you have 3 ways:

- You only know the PO number, use:

1 - A) Step one **Query for the PO number** as the steps from the Reviewing

1 – B) Step Two select **Payment** link

The screenshot shows the 'Order Information' page for a purchase order. The 'Actions' dropdown menu is open, and 'View Payments' is selected. A red arrow points to this option. A yellow box with the text '1 - B' is located to the right of the arrow. The page displays various order details including supplier information, terms and conditions, and addresses.

Order Information	
<b>General</b>	<b>Terms and Conditions</b>
Total: 10,800.00	Payment Terms: Net 60
Supplier: AL AIR AUTOMATIC IRRIGATION EST	Carrier: FCB
Supplier Site: DUBAI	Freight Terms:
Address: BUILDING NO. 31 SHOP NO: 2 AL QU DUBAI	Shipping Control:
Buyer: علي احمد علي احمد مفرح	<b>Ship-To Address</b>
Order Date: 28-03-2012 09:09:14	Address: AL RAMHOL WAREHOUSE
Description: 11111653	Address: AL RAMHOL DUBAI DUBAI, 67
Status: Finally Closed	<b>Bill-To Address</b>
Note to Supplier: REF.AUC#14648831/REQ#11111653/BLANKET ORDER SUPPLY FOR ONE YEAR WITH 30% +/-, FIRST DELIVERY 40 DAYS, BALANCE AS AND WHEN REQD.AS PER STORE RELEASE ORDER AND PAYMENT WILL BE DONE ACCORDINGLY.	Address: FINANCE DEPT
Operating Unit: Dubai Municipality	
Supplier Order Number:	

The screenshot shows the 'View Payments' page with a table of payment records. The table has columns for Payment, Payment Date, Currency, Amount, Method, Status, Status Date, Bank Account, Invoice, and PO Number. One payment record is visible.

Payment	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
124437	01-05-2012	AED	64,372.50	Wire	Reconcled	21-05-2012	CURRENT ACCOUNT	Multiple	Multiple



- You know the Invoice number, use:

1 – A) Go to **Account Tab: View Payments**

1 – B) input the **Invoice number** or the **payment number**

1 – C) Click **Go**

1 – D) if you entered the Invoice number you need to click on the payment number

Home Orders Shipments Finance  
 Create Invoices View Invoices View Payments  
 View Payments Export

**Simple Search**

Note that the search is case insensitive Advanced Search

Payment Number:  Status:   
 Invoice Number:  Payment Amount From:  To:   
 PO Number:  Payment Date From:  To:   
(example: 20-01-2012)

Payment	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
<a href="#">124437</a>	01-05-2012	AED	64,372.50 Wire	Reconciled	21-05-2012	CURRENT ACCOUNT	Multiple	Multiple

Home Orders Shipments Finance  
 Create Invoices View Invoices View Payments  
 Finance: View Payments >  
 Payment: 124437 (Total AED 64,372.50) Export

Payment Date: **01-05-2012**  
 Method: **Wire**  
 Status: **Reconciled**  
 Status Date: **21-05-2012**

Supplier: **FUTURE AUTOMATIC IRRIGATION EQUIP. TRAD.**  
 Supplier Site: **DUBAI**  
 Address: **35310**  
 Bank Account: **DUBAI DUBAI CURRENT ACCOUNT**

**Included Invoices**

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
<a href="#">10792</a>	29-03-2012	Standard	AED	10,800.00	Approved	Paid	10,800.00 <a href="#">41102747-4</a>	11200482	
<a href="#">10803</a>	03-04-2012	Standard	AED	5,147.00	Approved	Paid	5,147.00 <a href="#">41201573</a>	11200501	
<a href="#">10852</a>	15-04-2012	Standard	AED	6,430.00	Approved	Paid	6,430.00 <a href="#">41201532</a>	11200595	
<a href="#">10860</a>	18-04-2012	Standard	AED	41,995.50	Approved	Paid	41,995.50 <a href="#">41201151</a>	Multiple	

[Return to Finance: View Payments](#) Export



2 – A) From the **Search**

3 – A) Go to the **Payments** from the hyperlink in the home page.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Orders', 'Shipments', and 'finance'. Below the navigation bar is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. A red arrow points from a yellow box labeled '2 - A' to the 'Go' button. The main content area is divided into several sections: 'Notifications' (with a 'Full List' link), 'Orders At A Glance' (with a 'Full List' link), and 'Shipments At A Glance' (with a 'Full List' link'). The 'Orders At A Glance' section contains a table with the following data:

PO Number	Description	Order Date
41204751-3	Requisition No 11233986	20-01-2013 12:04:04
41204751-2	Requisition No 11233986	16-10-2012 14:53:53
41205554	ipr #:11241090	16-10-2012 11:13:47
41205554	11223411	10-10-2012 11:35:53
41205695	ipr #:11238227	06-10-2012 09:14:12

The right-hand side of the interface features a navigation menu with the following sections and links:

- Orders**
  - [Purchase Orders](#)
  - [Purchase History](#)
- Shipments**
  - [Advance Shipment Notices](#)
- Receipts**
  - [Receipts](#)
  - [Returns](#)
- Invoices**
  - [Invoices](#)
- Payments**
  - [Payments](#)

A red arrow points from a yellow box labeled '3 - A' to the 'Payments' link in the navigation menu.