



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

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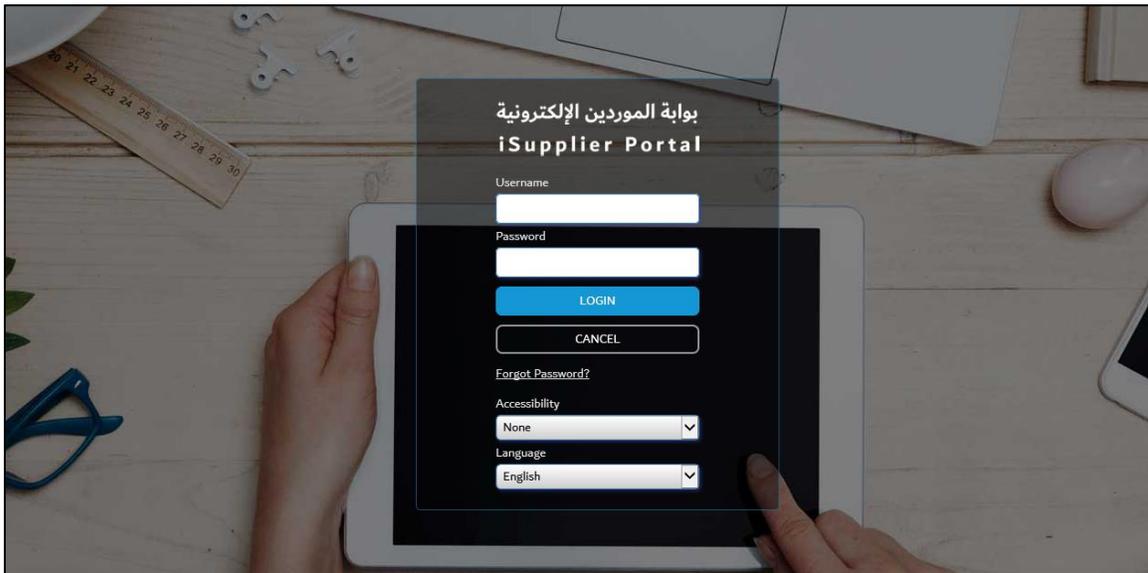
## Table of Contents

<b>1</b>	<b>Acknowledging Purchase Orders .....</b>	<b>3</b>
	Step 1. Logging to the iSupplier Portal.....	3
	Step 2. Review Notifications .....	5
	Step 3. Acknowledging Notification.....	6
	Step 4. Acknowledging POs.....	6
<b>2</b>	<b>Reviewing PO, Receipt, Return, Invoice and Payment on iSupplier Summary..</b>	<b>9</b>
	Step 1. Review PO / PO lines .....	10
	Step 2. Review Receipt .....	12
	Step 3. Review Return.....	14
	Step 4. Review invoice .....	16
	Step 5. Review Payment .....	18
<b>3</b>	<b>Contacts .....</b>	<b>20</b>

# 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

☰
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**Login Assistance**

▪ Indicates required field

**Forgot Password**

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

FORGOT PASSWORD

**Forgot User Name**

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

FORGOT USER NAME

(Example: first.last@domain.com)

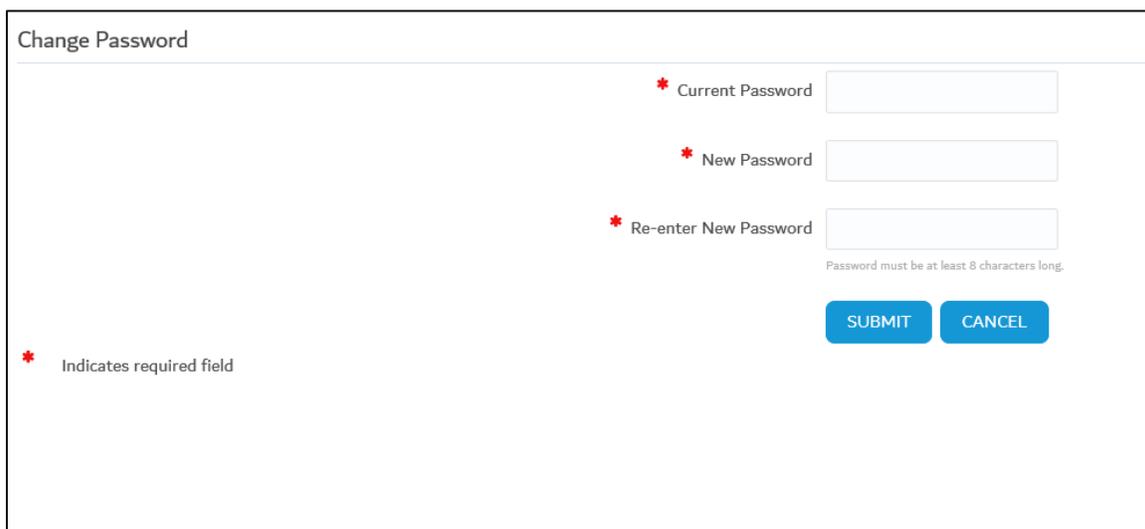
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- After clicking on “Forget Password” button, you will get the below confirmation message



- You will get an email containing a link to reset your supplier account password. Click on the password resetting link and enter your username and new password when prompted

A screenshot of a "Change Password" form. The form has a title "Change Password" at the top left. It contains three input fields, each with a red asterisk indicating it is required: "Current Password", "New Password", and "Re-enter New Password". Below the "Re-enter New Password" field, there is a small text note: "Password must be at least 8 characters long." At the bottom right of the form are two blue buttons: "SUBMIT" and "CANCEL". On the left side of the form, there is a legend: a red asterisk followed by the text "Indicates required field".

[Logging in to this page will take you to the iSupplier homepage](#)

## Step 2. Review Notifications

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

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

Orders At A Glance
FULL LIST

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

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

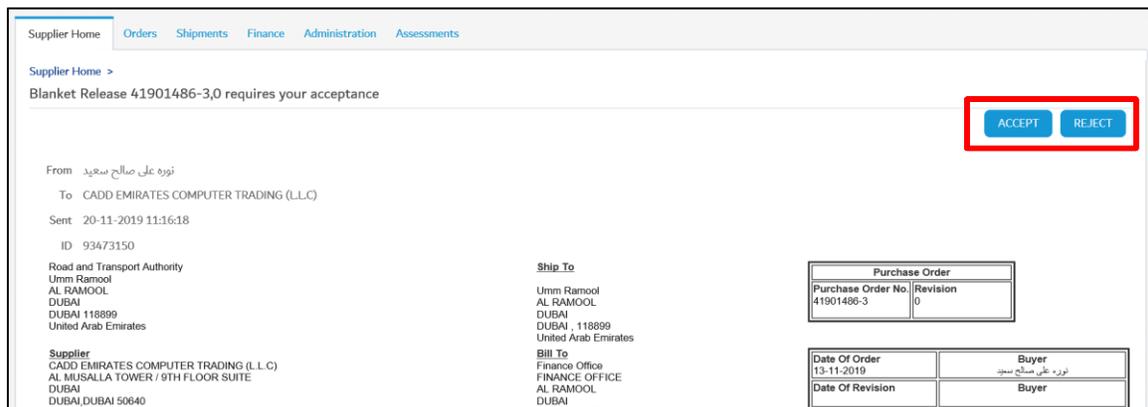
*If there are no notifications go to Step 4 to search for them.*

### 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.



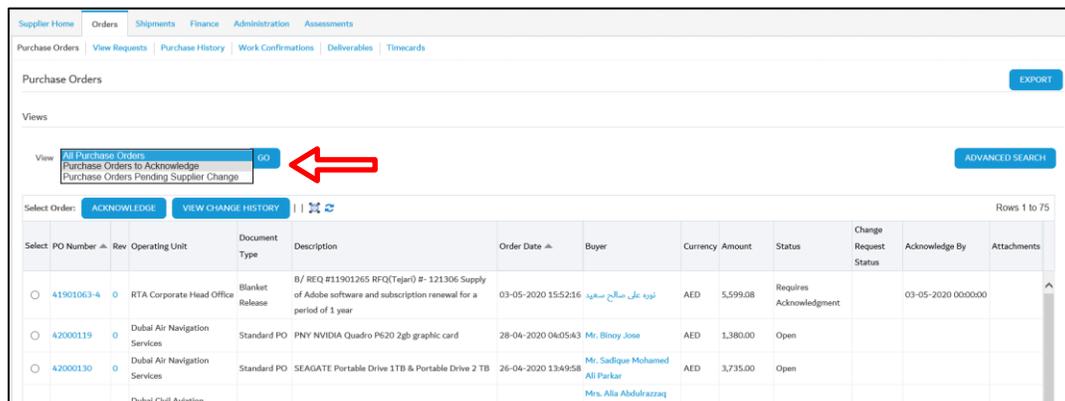
### Step 4. Acknowledging POs

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.



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.

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 - rfa_122062_1_1 - B/ REQ # 11901744 Supply and hardware parts replacement for end user assets	27-02-2020 12:23:28	نوره علي صالح سعید	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 سعید	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 سعید	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	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

CANCEL SAVE SUBMIT EXPORT Actions Accept Entire Order Reject Entire Order View Change History GO

---

**Order Information**

<b>General Information</b>		<b>Terms and Conditions</b>		<b>Related Information</b> <a href="#">Receipts</a> <a href="#">Invoices</a> <a href="#">Payments</a>
Total	20,040.74	Payment Terms	Net 60	
Supplier	CADD EMIRATES COMPUTER TRADING (L.L.C)	Carrier	FOB	
Supplier Site	DUBAI	Freight Terms		
Address	AL MUSALLA TOWER / 9TH FLOOR SUITE DUBAI	Shipping Control		
	DUBAI, DUBAI 50640	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

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

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.

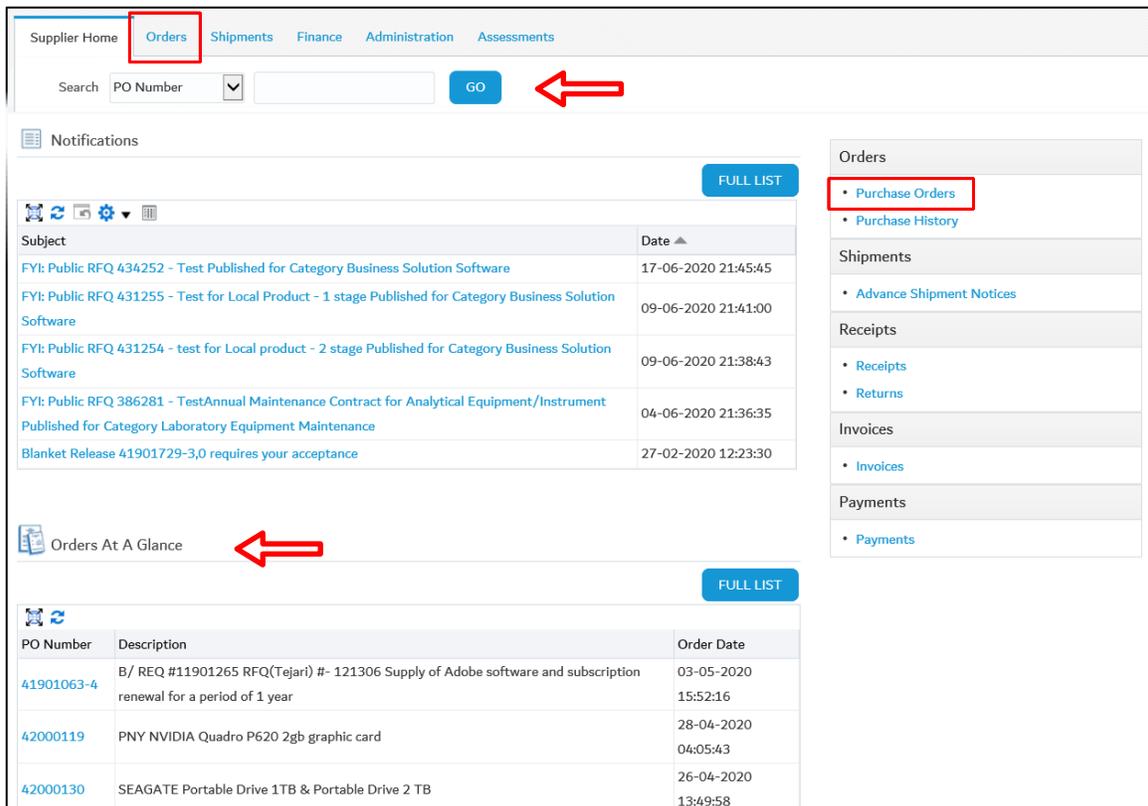
To view a PO, you have 4 ways:

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



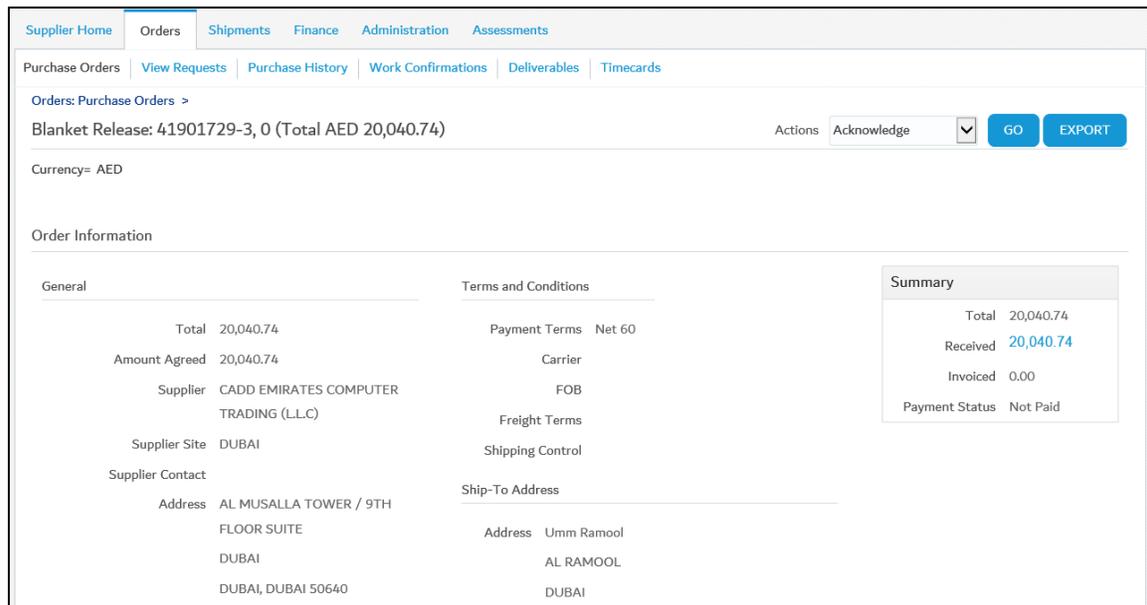
The screenshot shows the 'Supplier Home' interface with the 'Orders' tab selected. A search bar is visible with a 'GO' button. A sidebar on the right contains navigation links for 'Purchase Orders' and 'Purchase History'. Below the search bar, there are sections for 'Notifications' and 'Orders At A Glance', both with 'FULL LIST' buttons. The 'Orders At A Glance' section displays a table of recent purchase orders.

Subject	Date
FY: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
FY: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:00
FY: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:43
FY: 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

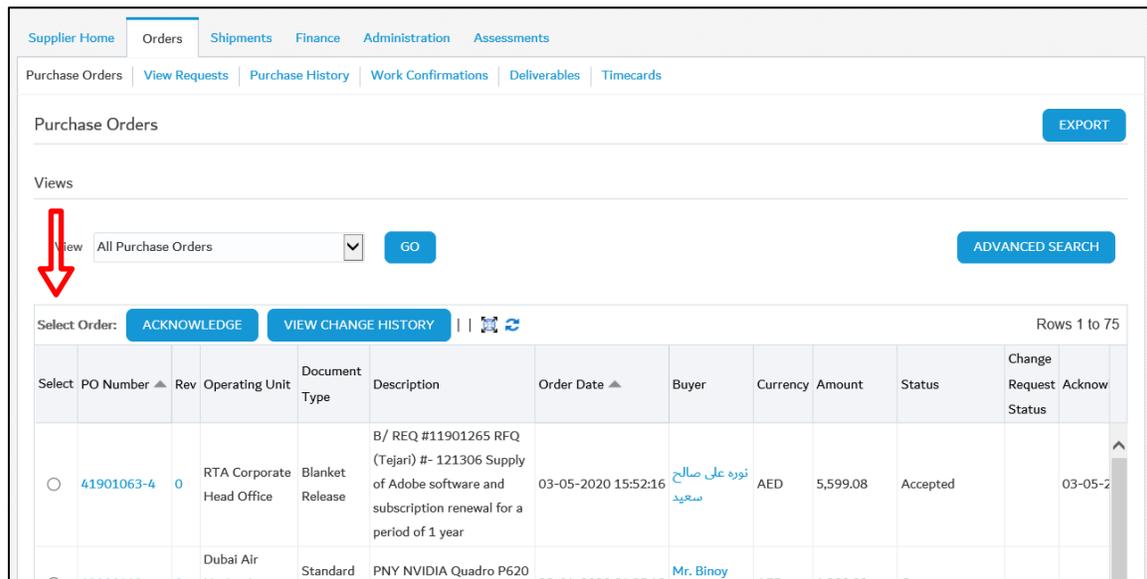
Orders: Purchase Orders >  
Blanket Release: 41901729-3, 0 (Total AED 20,040.74)      Actions: Acknowledge [v] [GO] [EXPORT]

Currency= AED

Order Information

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

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 [v] [GO] [ADVANCED SEARCH]

Select Order: [ACKNOWLEDGE] [VIEW CHANGE HISTORY] [Filter Icon] [Refresh Icon] Rows 1 to 75

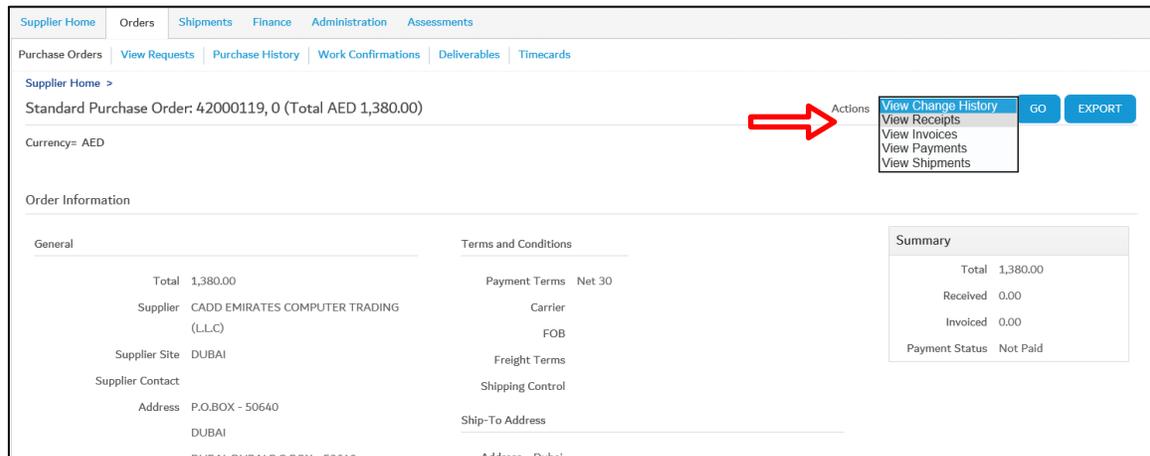
Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknow
<input type="radio"/>	41901063-4	0	RTA Corporate Head Office	Blanket Release	B/ REQ #11901265 RFQ (Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year	03-05-2020 15:52:16	نوره علي صالح سعید	AED	5,599.08	Accepted		03-05-2020
<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)

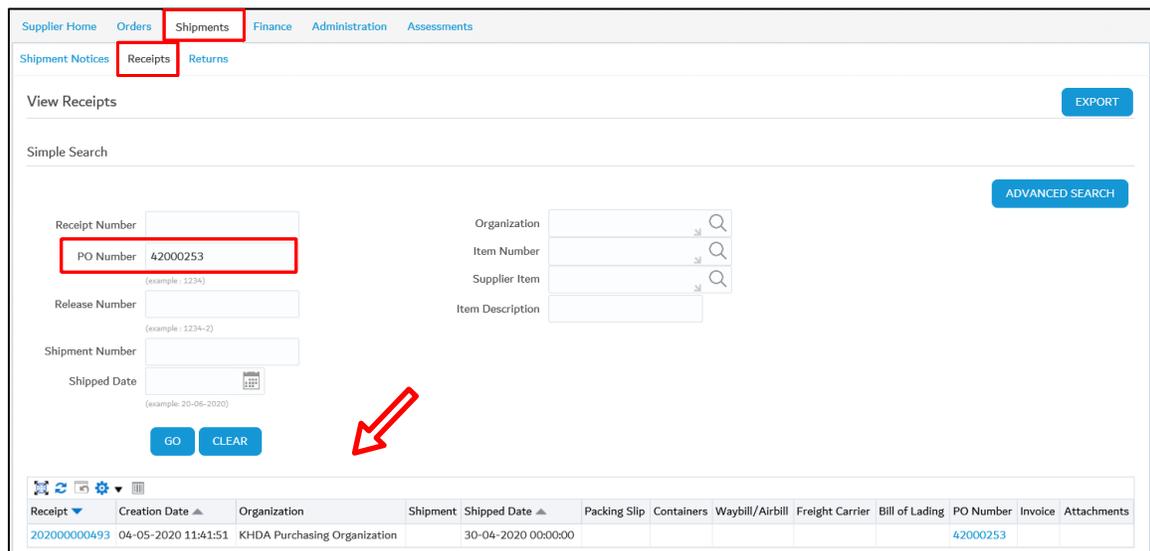
Currency= AED

Order Information

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

- 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

Notifications

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

Orders At A Glance

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

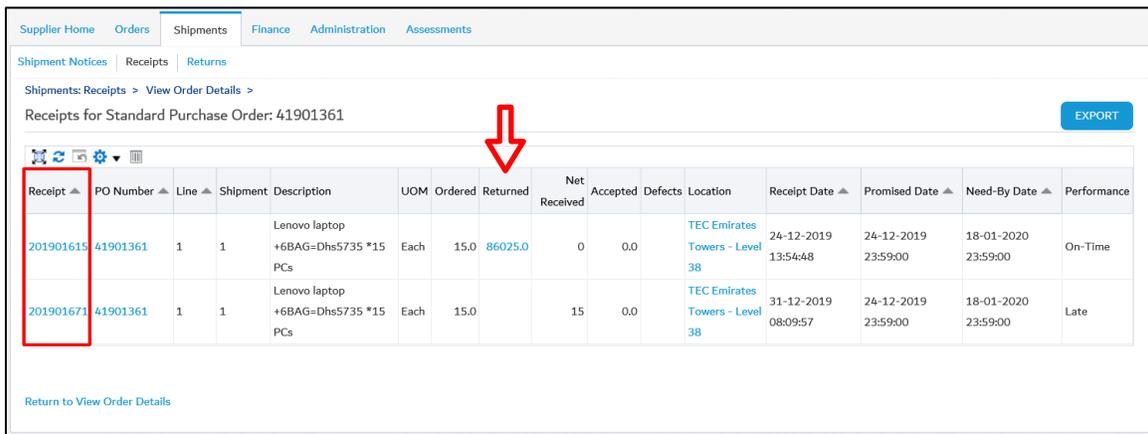
- Payments

### 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

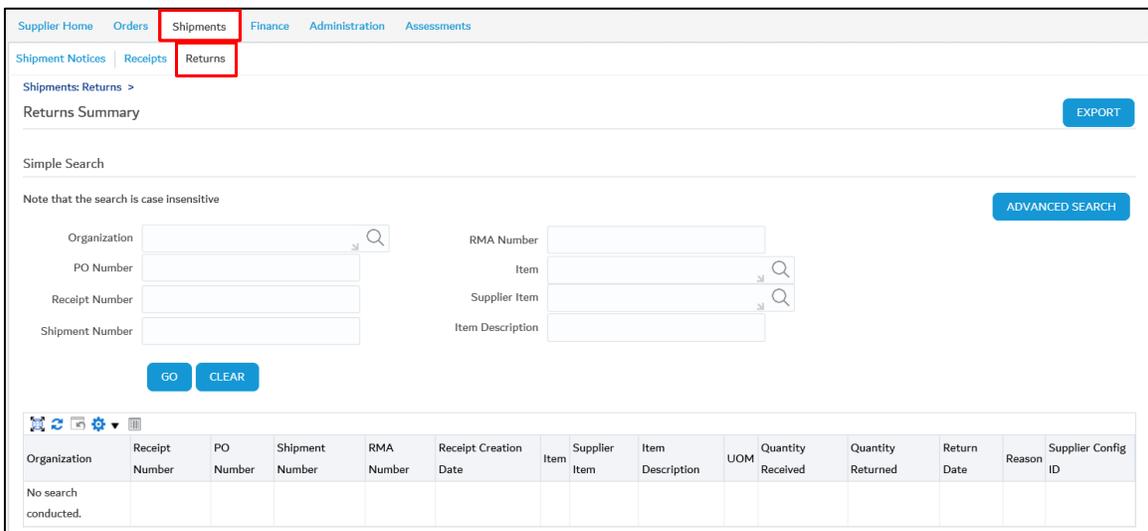
Shipments: Receipts > View Order Details >

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 ADVANCED SEARCH

Organization  RMA Number

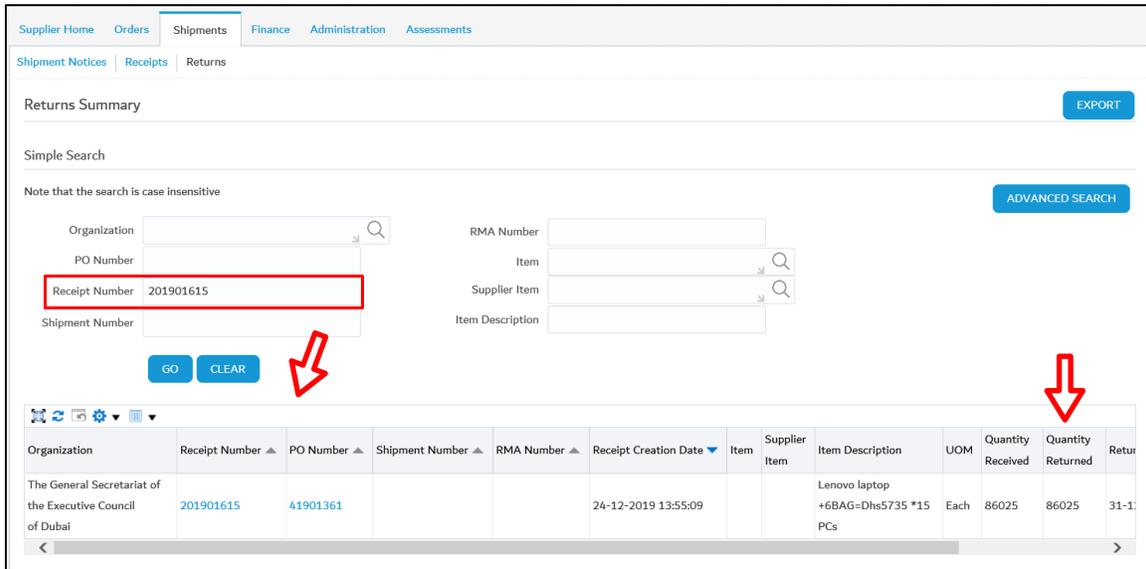
PO Number  Item

Receipt Number  Supplier Item

Shipment Number  Item Description

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

- a. Enter the receipt number and click Go
- b. 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 201901615**

Shipment Number

RMA Number

Item

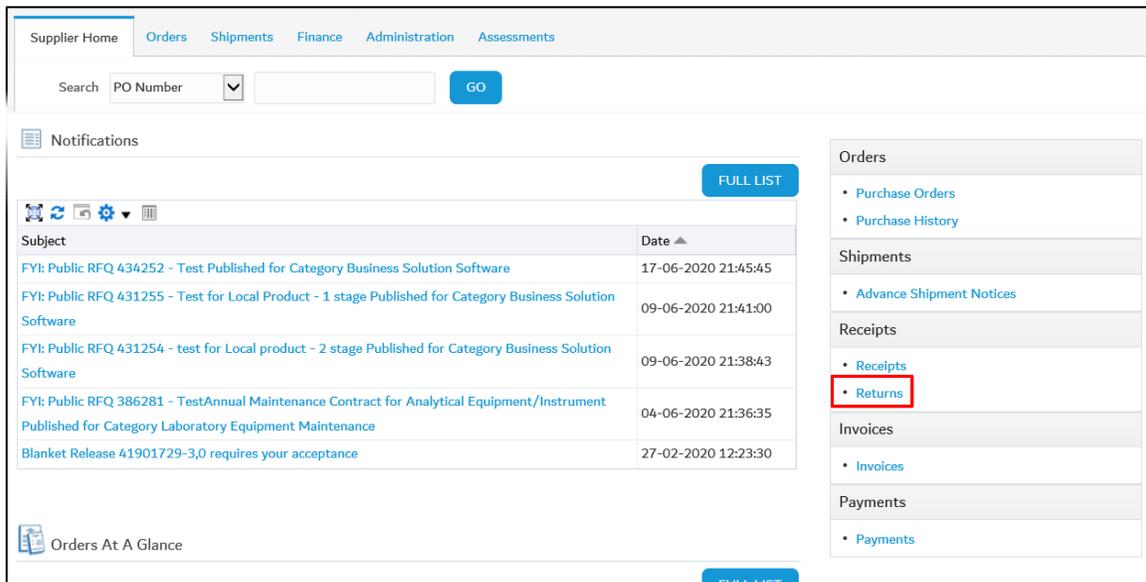
Supplier Item

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	Retur
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	31-1-

- c. 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
FY: Public RFQ 434252 - Test Published for Category Business Solution Software	17-06-2020 21:45:45
FY: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software	09-06-2020 21:41:00
FY: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software	09-06-2020 21:38:43
FY: 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

- 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	Received 1,628.00
Supplier Site DUBAI	FOB	Invoiced 1,628.00
Supplier Contact Khan, Shiras	Freight Terms	Payment Status Not Paid
Address 50640	Shipping Control	
	Ship-To Address	

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

Buttons: 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

ADVANCED SEARCH

Invoice Number: INV-HP-069534 X

PO Number: (example: 1234)

Release Number: (example: 1234-2)

Payment Number:

Payment Status: [Dropdown]

GO CLEAR

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:   
 Release Number:   
 Payment Number:   
 Payment Status:

Invoice Amount From:  To:   
 Amount Due From:  To:   
 Invoice Date From:  To:   
 Due Date From:  To:

**GO** **CLEAR**

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
<a href="#">INV-HP-069534</a>	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
<a href="#">FYI: Public RFQ 434252 - Test Published for Category Business Solution Software</a>	17-06-2020 21:45:45
<a href="#">FYI: Public RFQ 431255 - Test for Local Product - 1 stage Published for Category Business Solution Software</a>	09-06-2020 21:41:00
<a href="#">FYI: Public RFQ 431254 - test for Local product - 2 stage Published for Category Business Solution Software</a>	09-06-2020 21:38:43
<a href="#">FYI: Public RFQ 386281 - TestAnnual Maintenance Contract for Analytical Equipment/Instrument Published for Category Laboratory Equipment Maintenance</a>	04-06-2020 21:36:35
<a href="#">Blanket Release 41901729-3,0 requires your acceptance</a>	27-02-2020 12:23:30

Orders At A Glance

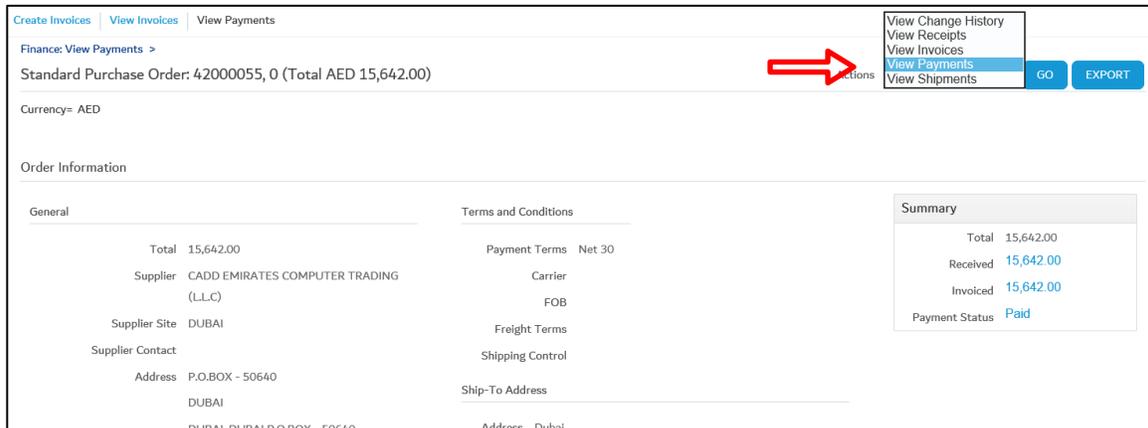
- Orders
  - Purchase Orders
  - Purchase History
- Shipments
  - Advance Shipment Notices
- Receipts
  - Receipts
  - Returns
- Invoices
  - Invoices**
- Payments
  - Payments

## 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



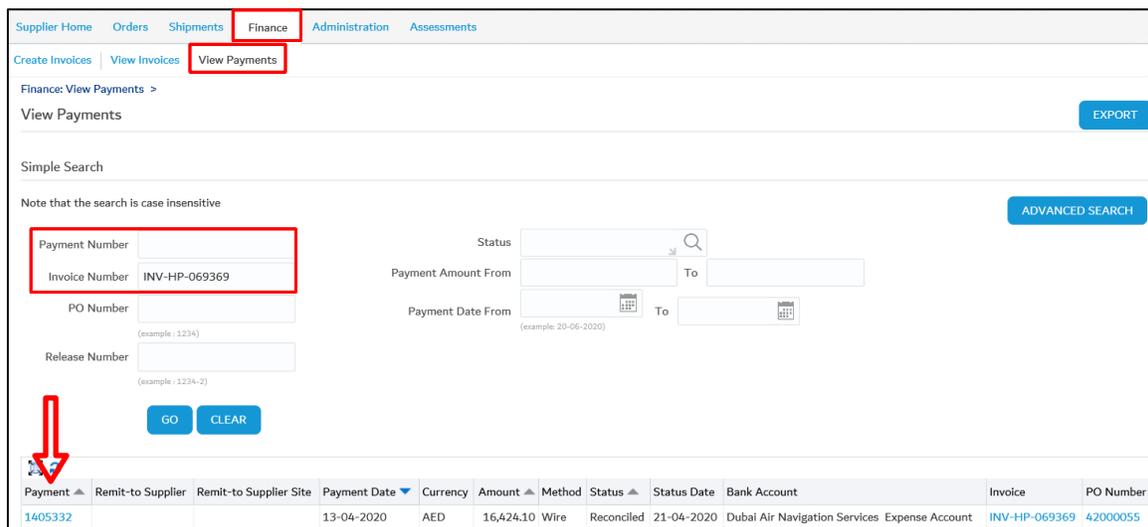
Finance: View Payments >  
Standard Purchase Order: 42000055, 0 (Total AED 15,642.00)

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** EXPORT

Finance: View Payments >  
View Payments

Simple Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

Status

Payment Amount From  To

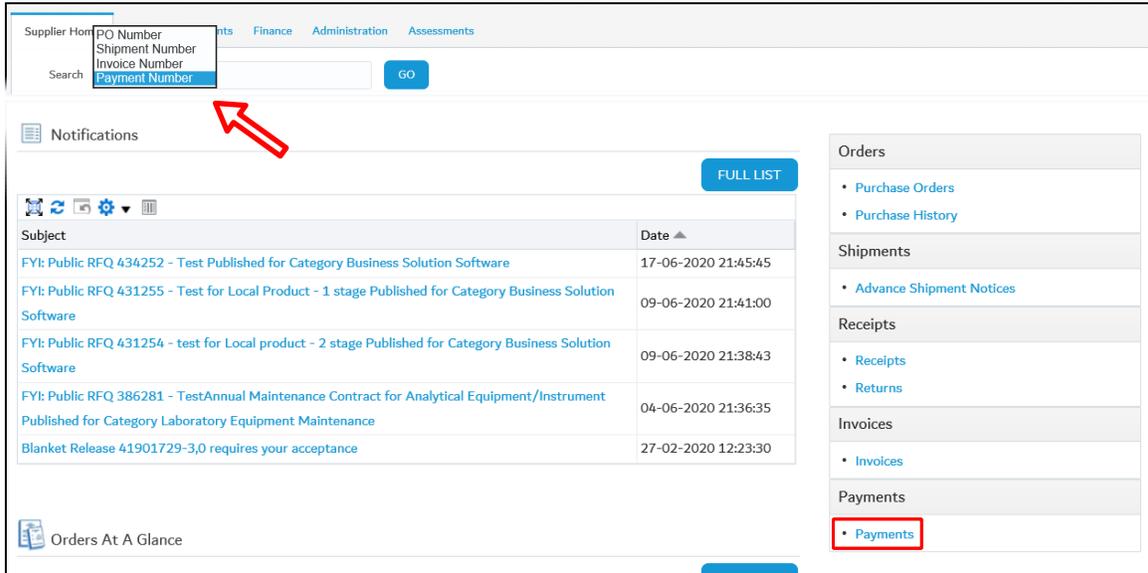
Payment Date From  To

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



The screenshot shows the Smart Dubai system interface. At the top, there is a search bar with a dropdown menu containing 'PO Number', 'Shipment Number', 'Invoice Number', and 'Payment Number'. A red arrow points to the 'Payment Number' option. Below the search bar is a 'GO' button. The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It contains five rows of notification details, including subjects like 'FY: Public RFQ 434252 - Test Published for Category Business Solution Software' and 'Blanket Release 41901729-3,0 requires your acceptance'. A 'FULL LIST' button is located to the right of the table.
- Orders:** A section with a list of links: 'Purchase Orders' and 'Purchase History'.
- Shipments:** A section with a link: 'Advance Shipment Notices'.
- Receipts:** A section with links: 'Receipts' and 'Returns'.
- Invoices:** A section with a link: 'Invoices'.
- Payments:** A section with a link: 'Payments', which is highlighted with a red box.

At the bottom left, there is a section titled 'Orders At A Glance' with a document icon.

### 3 Contacts

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

**Helpdesk:** [help@smartdubai.ae](mailto:help@smartdubai.ae)

**Contact No:** 600 5 60000