

# Oracle Fusion Supplier Portal Webinar

Oracle Fusion Procurement Cloud  
Supplier Portal

Presenter

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Ejadah SCM

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Version .V1

# Agenda

- About this material
- Accessing the Supplier Portal
  - Welcome E-Mail on Supplier User Account Creation
  - How to access, navigate and reset password
  - Settings and Preferences
  - Notifications
- Management of Various Modules:
  - Company Profile
  - Qualifications
  - Orders
  - Agreements
  - Shipments
  - Invoices and Payments
  - Negotiations

# About this Material

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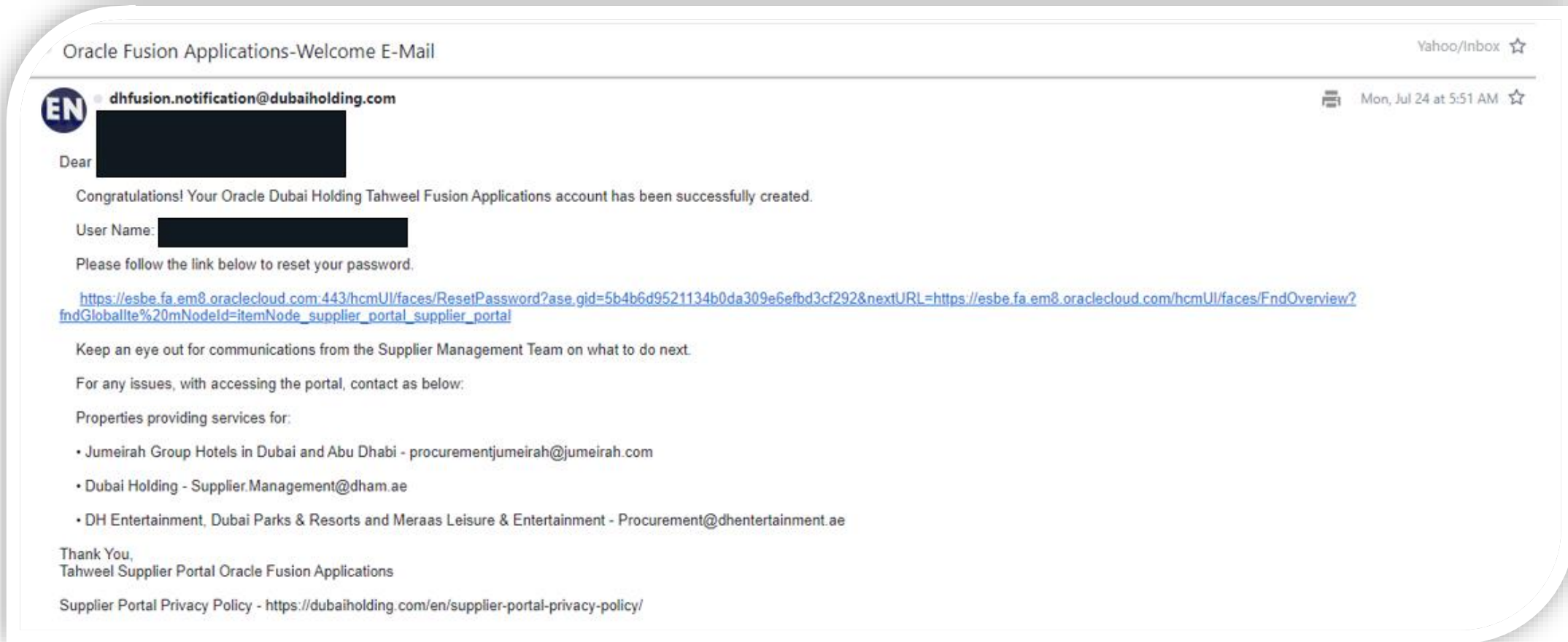
Welcome to Dubai Holding Oracle Fusion Supplier Portal training. The purpose of this training is to give you step-by-step instructions on how to use the most critical sections of the Supplier Portal such as :

- Self-service Supplier profile management
- Access to wide visibility of your various Purchasing to Pay details such as PO details, invoice and payment status where you can self-serve.
- It also gives you access to item and price agreements. We encourage you to avail of this free and secure service.

Oracle Fusion is a cloud-based system with a global template. New releases are often deployed with new functionality and some adjustments to existing functionality. Your access level impacts the functionality and screens you see in the system. Sometime the screens you see may change slightly or differ to the training materials due to new Oracle releases or your access levels.

# Accessing Supplier Portal

# Accessing Supplier Portal : Welcome E-Mail on Supplier User Account Creation



Supplier would have received an email from **[dhfusion.notification@dubaiholding.com](mailto:dhfusion.notification@dubaiholding.com)** in their registered email inbox once their Supplier Portal User account for DH is successfully created in Oracle Fusion.

# Accessing Supplier Portal: Fusion Instances and Login

Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID

Password

[Forgot Password](#)

Sign In

English ▼

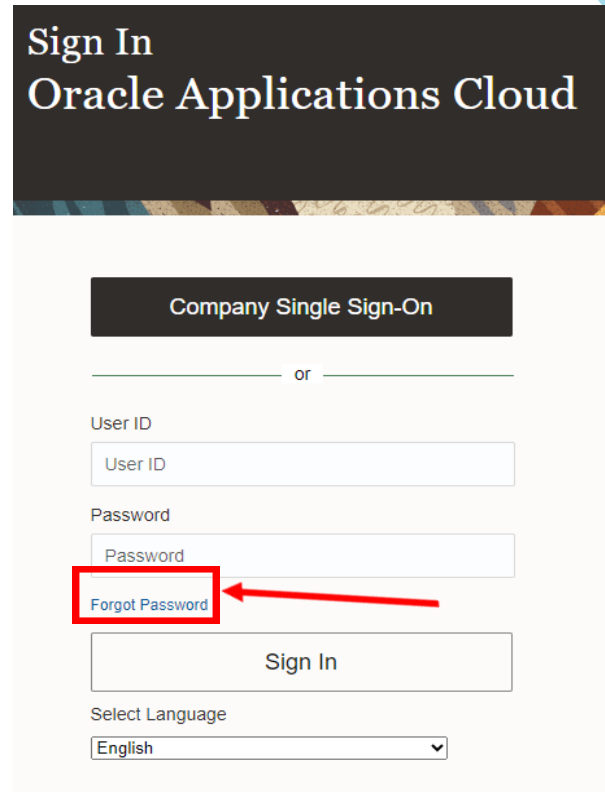
Input user ID and password as provided in a Welcome notification you received by email

- Enter the Username
- Enter the Password
- Click on "Sign-In" Button

# Accessing Supplier Portal:

## How to reset Username and Password

- In case the supplier forgets their username or password, they can use "**Forgot Password**" option to retrieve the same.
- Enter your email address in the search box.
- Click **Submit**.
- An email will be sent on your registered company email Address with the link to Reset your password.



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

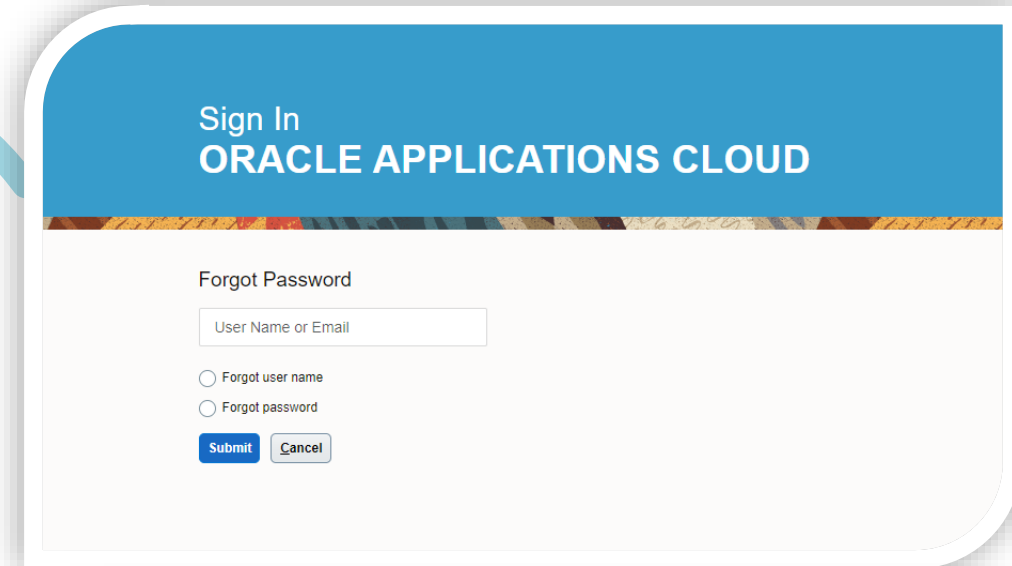
User ID  
User ID

Password  
Password

**Forgot Password**

Sign In

Select Language  
English



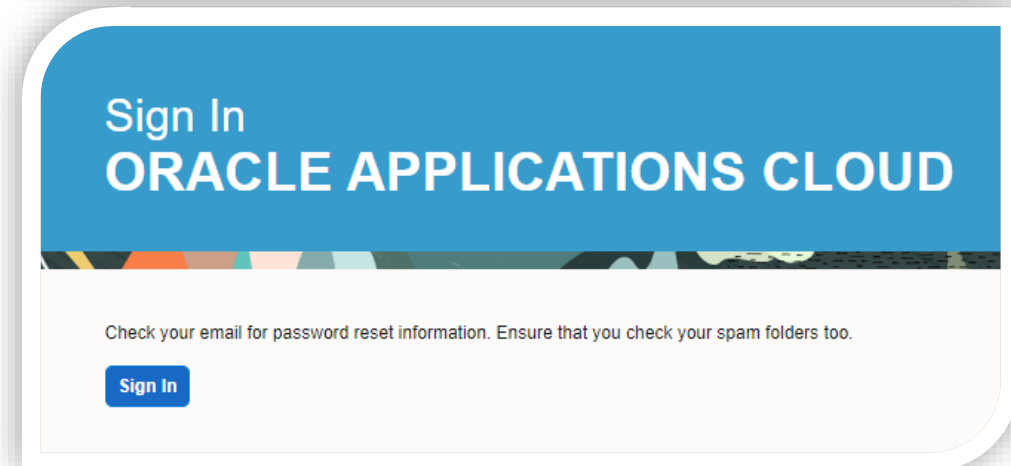
Sign In  
ORACLE APPLICATIONS CLOUD

Forgot Password

User Name or Email

☐ Forgot user name  
☐ Forgot password

Submit Cancel



Sign In  
ORACLE APPLICATIONS CLOUD

Check your email for password reset information. Ensure that you check your spam folders too.

Sign In

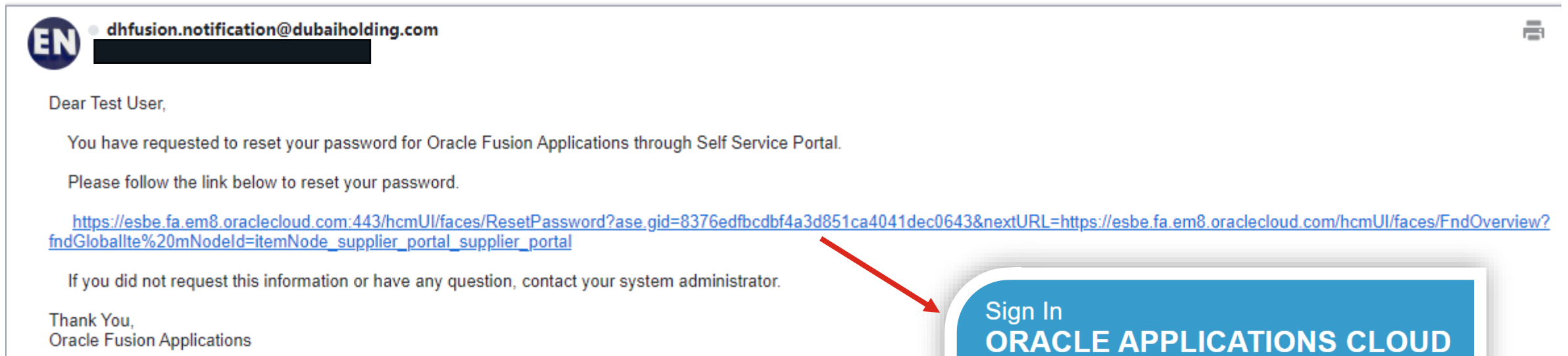
### Kindly note that

- Only registered users will receive email notification to reset password.
- ERP Notifications will come from [dhfusion.notification@dubaiholding.com](mailto:dhfusion.notification@dubaiholding.com) email address only.



# Accessing Supplier Portal: How to reset Username and Password

- Oracle Fusion Applications-Password Reset Information



The screenshot shows an email interface. At the top left is a circular logo with 'EN' and a small globe icon. Next to it is the email address 'dhfusion.notification@dubaiholding.com' and a redacted area. In the top right corner is a printer icon. The email body starts with 'Dear Test User,' followed by the text: 'You have requested to reset your password for Oracle Fusion Applications through Self Service Portal. Please follow the link below to reset your password.' Below this is a long URL: [https://esbe.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=8376edfbcd4a3d851ca4041dec0643&nextURL=https://esbe.fa.em8.oraclecloud.com/hcmUI/faces/FndOverview?fndGlobalIte%20mNodeId=itemNode\\_supplier\\_portal\\_supplier\\_portal](https://esbe.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=8376edfbcd4a3d851ca4041dec0643&nextURL=https://esbe.fa.em8.oraclecloud.com/hcmUI/faces/FndOverview?fndGlobalIte%20mNodeId=itemNode_supplier_portal_supplier_portal). Below the URL is the text: 'If you did not request this information or have any question, contact your system administrator.' At the bottom left is 'Thank You, Oracle Fusion Applications'. A red arrow points from the URL to a floating window on the right.

EN dhfusion.notification@dubaiholding.com

Dear Test User,

You have requested to reset your password for Oracle Fusion Applications through Self Service Portal.

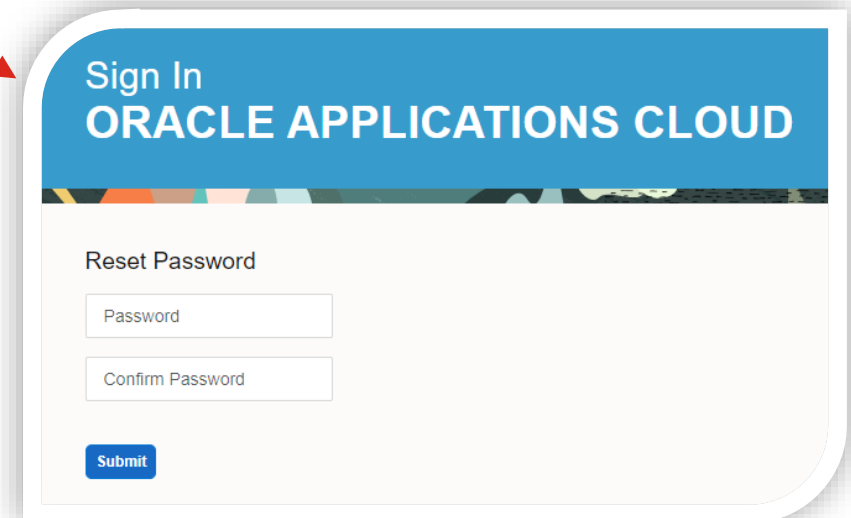
Please follow the link below to reset your password.

[https://esbe.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=8376edfbcd4a3d851ca4041dec0643&nextURL=https://esbe.fa.em8.oraclecloud.com/hcmUI/faces/FndOverview?fndGlobalIte%20mNodeId=itemNode\\_supplier\\_portal\\_supplier\\_portal](https://esbe.fa.em8.oraclecloud.com:443/hcmUI/faces/ResetPassword?ase.gid=8376edfbcd4a3d851ca4041dec0643&nextURL=https://esbe.fa.em8.oraclecloud.com/hcmUI/faces/FndOverview?fndGlobalIte%20mNodeId=itemNode_supplier_portal_supplier_portal)

If you did not request this information or have any question, contact your system administrator.

Thank You,  
Oracle Fusion Applications

- ✓ Click on the link to reset password
- ✓ Type the password
- ✓ Reconfirm the password
- ✓ Click Submit and the link will auto route you to the portal for login.



The screenshot shows a floating window titled 'Sign In ORACLE APPLICATIONS CLOUD'. Below the title bar is a 'Reset Password' section with two input fields: 'Password' and 'Confirm Password'. At the bottom of the section is a blue 'Submit' button.

Sign In  
**ORACLE APPLICATIONS CLOUD**

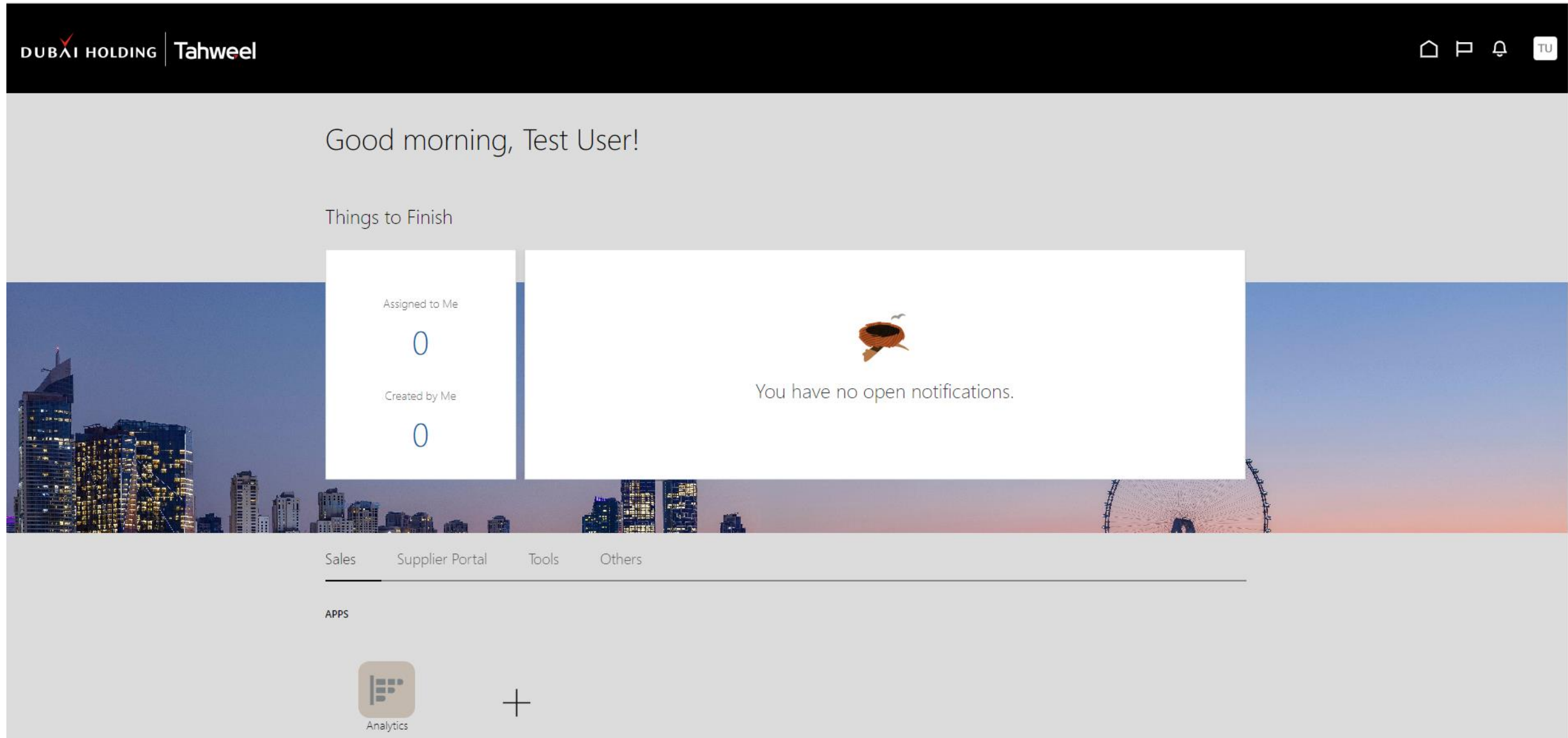
Reset Password

Password

Confirm Password

Submit

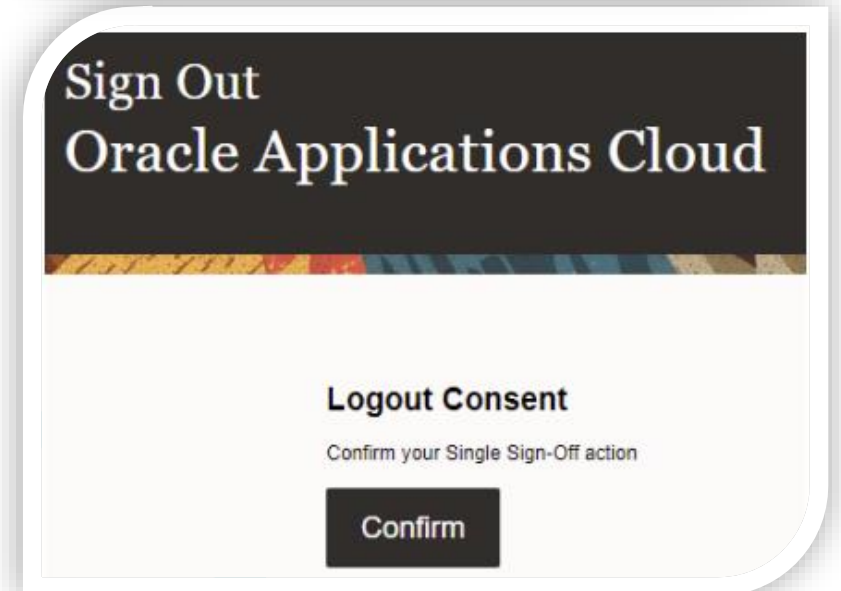
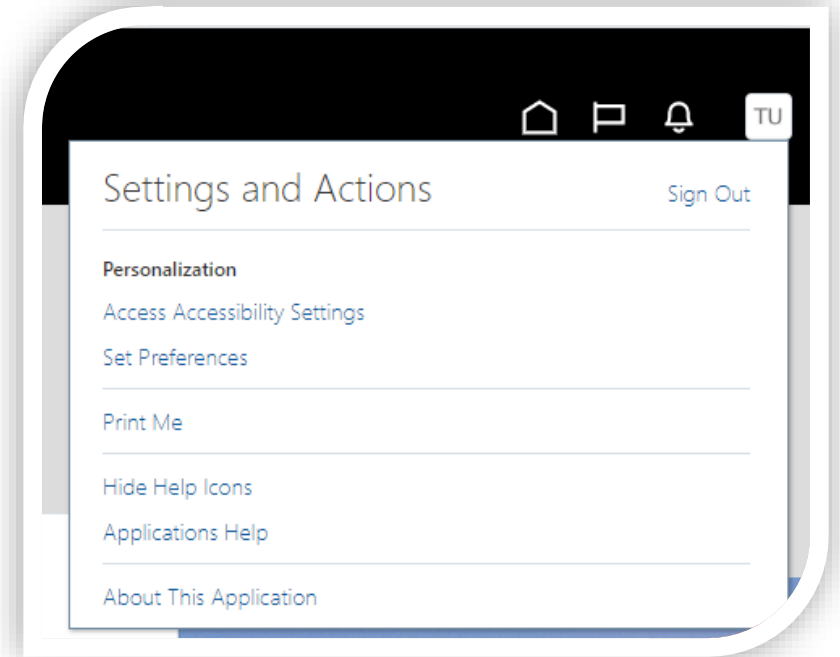
# Accessing Supplier Portal: Interface and Navigations



# Accessing Supplier Portal: Setting and Preferences

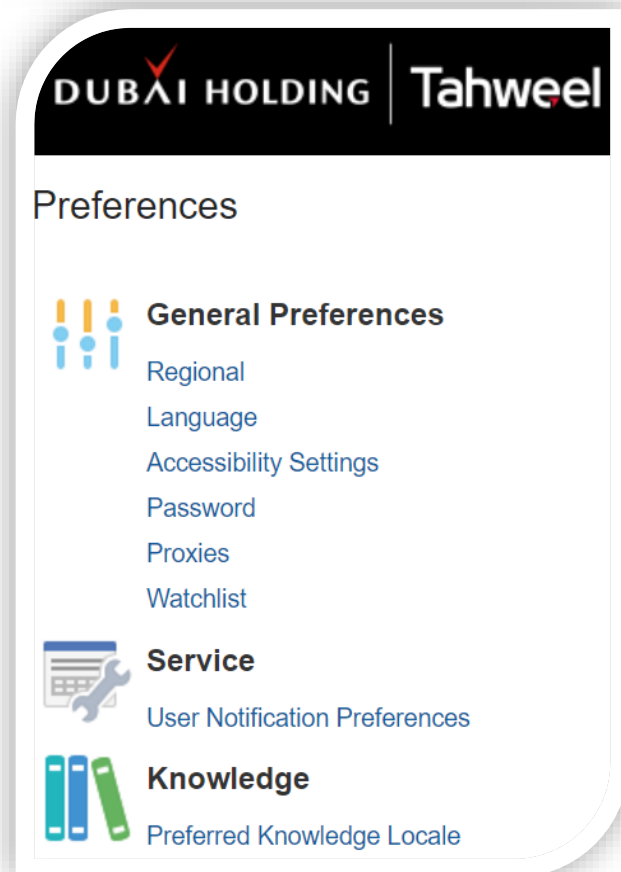
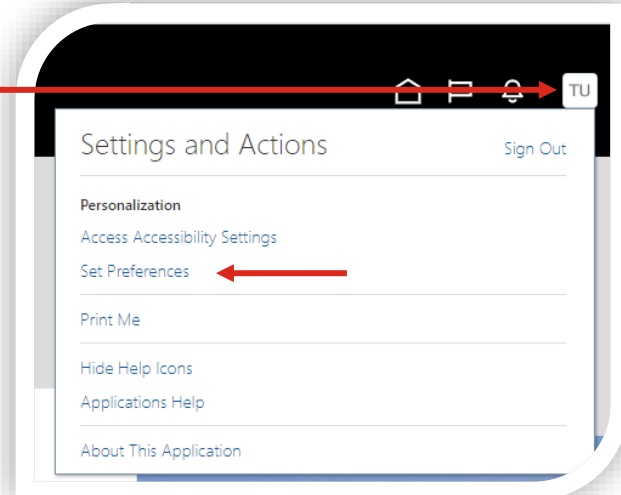
- **Signing Out**

1. If you wish to sign out, navigate to the initials of your name at the top right corner (Settings icon) of your screen and click
2. Then click on 'Sign Out'
3. If you wish to continue exiting, click on 'Confirm'



# Accessing Supplier Portal: Setting General Preferences

1. If you wish to setup your preferences, navigate to Settings and Preference (initials of your name at the top right corner of your screen) and select the icon
2. Then click on Set Preferences'
3. Review the General Preferences required
4. You can also reset your password using "Password Option"
5. To save your changes, click on 'Save and Close'
6. To discard your changes, click on 'Cancel'



# Accessing Supplier Portal: Notifications

1. Click on the Bell icon at the top right corner of Supplier Portal



2. For viewing all your notifications click on Show All, otherwise you will see only the most recent notifications

3. There are two types of notifications:

- For Your Information (FYI) Notifications
- Action Required Notifications. In addition to notifications in Oracle Fusion, you will also receive an email

**Notifications** Show All

- FYI** 2 weeks ago

Negotiation MIG-NEG-00000047 (RFI for MEREX) Was Closed

Sudhanshu Ghusey

[Dismiss](#)
- (REMINDER) ACTION REQUIRED

You Are Invited to Negotiation IDM-NEG-00000138-3 (Nego two stage)

Sudhanshu Ghusey
- (REMINDER) ACTION REQUIRED

You Are Invited to Negotiation IDM-NEG-00000143 (Supply of Electrical items for BBET)

Anil Kumar Malipatel
- ACTION REQUIRED

You Are Invited to Negotiation DPG-NEG-00000026 (Supplier Invite Notification Update)

Sudhanshu Ghusey
- ACTION REQUIRED

You Are Invited to Negotiation IDM-NEG-00000143 (Supply of Electrical items for BBET)

Anil Kumar Malipatel
- FYI

You Are Invited to Respond to Questionnaire Bank Verification Test (DH-INT-00000739)

Praveen Varada
- FYI

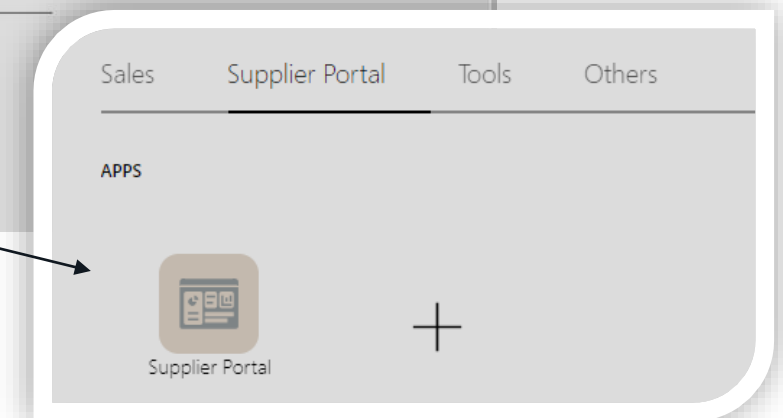
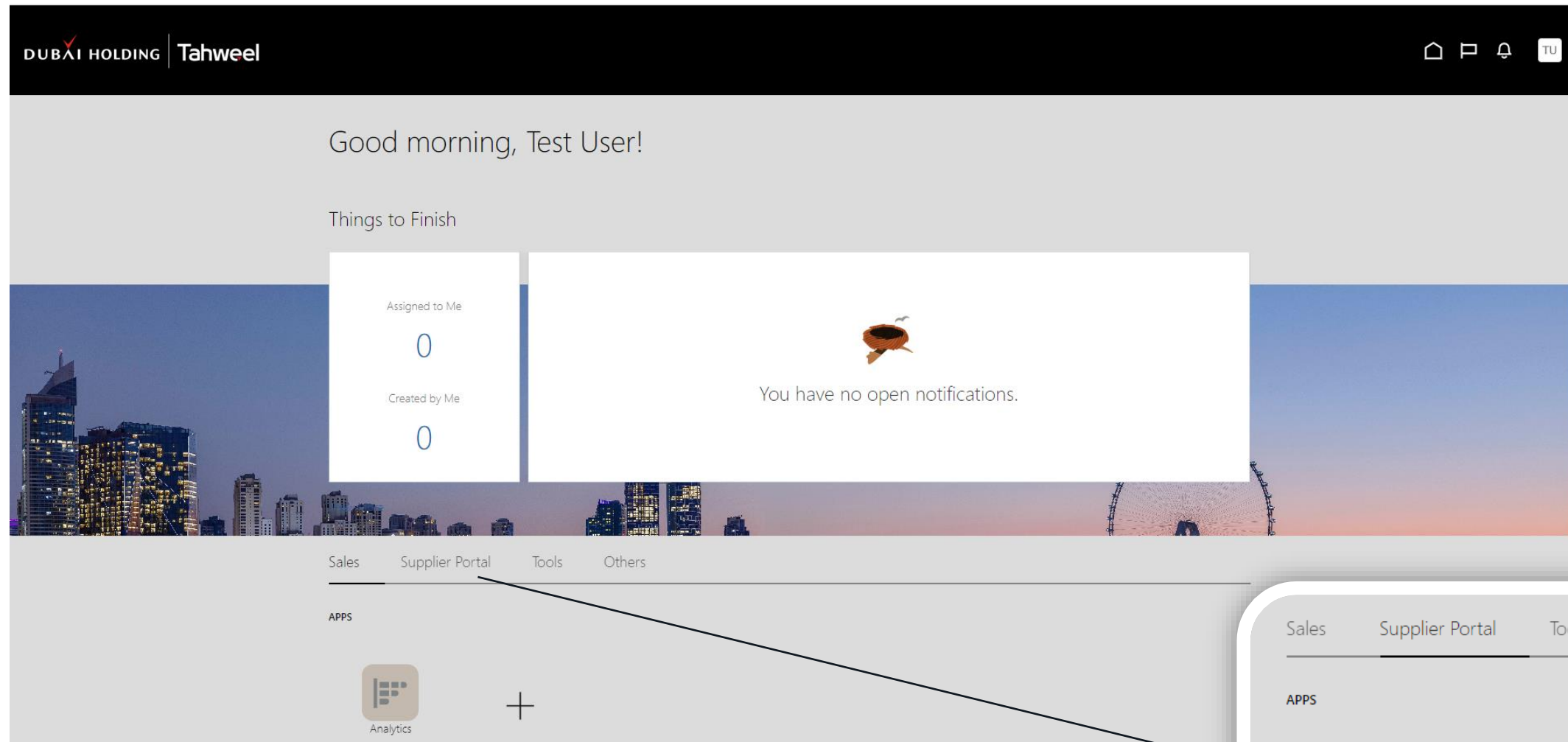
You Are Invited to Respond to Questionnaire Bank Verification Test (DH-INT-00000738)

Fatima Fullad
- (REMINDER) ACTION REQUIRED

You Are Invited to Negotiation DHAMFZ-NEG-00000030 (Supply of Beverages)

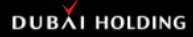
Praveen Varada

# Accessing Supplier Portal: Instance Navigations



Select the Supplier Portal tab and  
Click on the tile 'Supplier Portal'

# Accessing Supplier Portal: Instance Navigations



**Tahweel**

Supplier Portal

Search Orders Order Number  Q

**Tasks**

Read Policy Documents

English: [Privacy Policy](#)  
[Cookies Policy](#)

عربي: [سياسة الخصوصية](#)  
[سياسة تعريف ملفات الإنترنت \(الكوكيز\)](#)

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- View Receipts
- View Returns

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Invoices and Payments**

- Create Invoice
- View Invoices
- View Payments

**Negotiations**

- View Active Negotiations
- Manage Responses

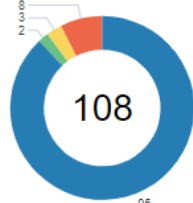
**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**

- Manage Profile

**Requiring Attention**



108

**Recent Activity**  
Last 30 Days

Negotiation invitations	3
Agreements opened	3
Orders opened	17
Receipts	30

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	66.5K AED
Invoice Amount	16.6K AED
Invoice Price Variance Amount	0 AED

**Supplier News**

**Attention suppliers for the following Dubai Holding businesses:**

DH Corporate, DH Real Estate, Jumeirah Group, Dubai Holding Entertainment, DH Asset Management, TECOM, Dubai Community Management, Ejadah, Merex, SmartCity

**The first task for you as a Supplier,** is to perform the key task of validating your profile and bank account information.

We have prepared the following checklist to help you with some key questions being raised and to ensure your information is correct to avoid any payment delays.

**Account and Contact details**  
Check your details such as Company Name as per trade license, registered address, contact details including telephone numbers, email addresses, attachments including renewed license, updated products categories, VAT registration etc.

**Bank account information**

It is important to verify ALL your bank account details are correct or this may impact payment. Refer to an email received from "dhfusion.notification@dubaiholding.com" or check your notifications within the Supplier Portal for the Bank Account Verification request.

IF you are required to perform bank validation, you will receive a notification to acknowledge that you need to verify your bank account on the Supplier portal.

IF your bank details are incorrect, kindly update the bank details and submit the following:

- A bank letter with a date no older than 1 month OR
- A cancelled cheque OR
- If you do not have a cheque book, you can submit a 3-month bank statement that shows beneficiary details, IBAN and bank account details.

# Updating your Organization Profile



# Supplier Self Service Company Profile Update

## Navigation:

Supplier Portal >  
Company Information >  
Manage Profile.

**Navigation:**

- [Upload ASN or ASBN](#)
- [View Receipts](#)
- [View Returns](#)

**Contracts and Deliverables**

- [Manage Contracts](#)
- [Manage Deliverables](#)

**Consigned Inventory**

- [Review Consumption Advices](#)

**Invoices and Payments**

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

**Negotiations**

- [View Active Negotiations](#)
- [Manage Responses](#)

**Auctions from Seller**

- [View Active Seller Auctions](#)
- [Manage Seller Auction Bids](#)

**Qualifications**

- [Manage Questionnaires](#)
- [View Qualifications](#)

**Company Profile**

- [Manage Profile](#)

**Supplier News**

Dear Supplier,

Please note that due to EID Holidays, working hours for Dubai Holding Offices will be from **09:00 o 13:00 Hours** from **15-April-2022 to 14-May-2022**

Please review our revised Invoice Payment Policies due to Oracle Fusion System going live

[Invoice Payment Policy](#)

Thanks,  
Vendor Management Team

**Contract Deliverables Overdue**  
**Schedules Overdue or Due Today**  
**Business Classifications Expiring**

**No data available**

**Negotiations**

- [View Active Negotiations](#)
- [Manage Responses](#)

**Qualifications**





- [Manage Questionnaires](#)
- [View Qualifications](#)


**Company Profile**

- [Manage Profile](#)

# Supplier Self Service Company Profile Update

DUBAI HOLDING | Tahweel



Company Profile 

Edit

Done

Last Change Request [84004](#)

Request Status [Processed](#)

Requested By [Blunt, James](#)

Request Date [19-Feb-2022](#)

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

General

Company [ROYAL AIR](#)

Supplier Number [1100029](#)

Supplier Type [CARRIER](#)

Tax Organization Type [Corporation](#)

Status [Active](#)

Attachments [Company Profile.pdf](#)

Identification

D-U-N-S Number [768768899](#)


Customer Number [SIC](#)

National Insurance Number

Corporate Web Site [www.royal-air-test.ae](#)

- Click on Edit Button to edit the Supplier

Click Yes for the warning message

 **Warning**

×

POZ-2130390Making edits will create a change request for the profile. Do you want to continue?

Yes

No

# Company Profile Update: Organizational Details

## General

1. Make sure the \*Supplier Name is 100% same as of your Trade License Trade Name

## Additional Information

2. While submitting the change request. Change the Procurement BU to EJ: Ejadah Asset Management Group

3. Update UAE Owned Company

4. Update SME Supplier

5. Update Women Owned Company

6. If you are ICV certified, then mention ICV score.

General

\* Supplier Name

Trade License Name

1

Supplier Number

1201

Supplier Type

Private Company (PTY LTD)

Additional Information

\* Procurement BU

EJ: Ejadah Asset Management Group

2

Bank Details Verified

Yes

DPR ADACO Supplier Exported

Unifier Supplier

UAE Owned Company

Yes

3

Tax Organization Type

Corporation

Status

Active

Attachments

None

+

Attach Your Company Profile

Business Partner

No

SME Supplier

Yes

4

Women Owned Company

Yes

5

Salesforce Vendor Code

ICV Score Percentage

76%

6

# Company Profile Update: Organizational Details

## Identification

- 7. Update D-U-N-S Number (Refer your Trade License)
- 8. Update Corporate Web Site

## Corporate Profile

- 9. Update Year Established (Refer your Trade License Establishment Date)
- 10. Update Year Incorporated (Refer your Trade License Establishment Date)
- 11. Update the Principal ID

Identification

7

Please Refer To The Trade License

D-U-N-S Number

xxxx (For Dubai License Only)

Customer Number

SIC

Corporate Profile

9

Year Established

2011

Mission Statement

10

Year Incorporated

2011

National Insurance Number

Corporate Web Site

www.test.com

8

Chief Executive Title

Mr.

Chief Executive Name

Name

Principal Title

MD

Principal Name

Managing Director

11

# Company Profile Update: Tax Identifiers

## Income Tax

1. Taxpayer ID = Trade License Number
2. Tax Reporting Name = Trading Name 100% same as of your Trade License Trade Name (Refer your Trade License)

## Transaction Tax

3. Select Tax Country and Input Tax Registration Number = VAT Certificate / TRN Number
4. Tax Registration Type = VAT

Organization Details **Tax Identifiers** Addresses Contacts Payments Business Classifications Products and Services

Income Tax

Taxpayer Country

United Arab Emirates

Taxpayer ID

xxxx Or CN-xxxxx

1

☐ Federal reportable

Federal Income Tax Type

☐ State reportable

Transaction Tax

Tax Country

United Arab Emirates

Tax Registration Number

100280957000003

3

Please Refer To The Trade License

Tax Reporting Name

100% Trade License Name

2

Name Control

Verification Date

dd-mmm-yyyy

☐ Use withholding tax

Withholding Tax Group

Tax Registration Type

VAT

4

# Company Profile Update: Addresses

1. Click on Pencil Icon (Edit Button) or Actions > Edit
2. Enter Address Lines, PO Box, Emirates Phone Number, Active Email Address
3. Click "OK"

Organization Details Tax Identifiers **Addresses** Contacts Payments

Actions ▾ View ▾ Format ▾ + ✎ **1** Status Active ▾

Address Name	Address
Head Quarter Address (HQ)	AL ROUHANI BUILDING OFC.NO.20,PO

Columns Hidden 3

\* Address Name Registered

\* Country United Arab Emirates ▾

Address Line 1 Enter Address Line 1

Address Line 2 Enter Address Line 2

PO Box 12345

\* Emirate Dubai ▾

Area ▾

Language ▾

\* Address ☒ Ordering

Purpose ☒ Remit to  
☒ RFQ or Bidding

Phone 971 ▾ 52 2222222 **2**

Fax ▾ **2**

Email test@test.ae

Inactive Date dd-mmm-yyyy

Status Active

**3**

OK Cancel

# Company Profile Update: Contacts

1. Review the contacts created for you
2. You can also request for editing the existing or creating new contacts
3. Click on "+ Icon'

Organization Details   Tax Identifiers   Addresses   **Contacts**   Payments   Business Classifications   Products and Services

Actions ▾   View ▾   Format ▾   

+

✎

   ✕   Status   

Active ▾

Freeze

Detach

Wrap

Name	2-3	▲ ▼ Job Title	▲ ▼ Email	▲ ▼ Phone	Administrative Contact	User Account	Status
1					✓	✓	Active
					✓	✓	Active
					✓	✓	Active
					✓	✓	Active
					✓	✓	Active
					✓	✓	Active
					✓	✓	Active

# Company Profile Update: Contacts

1. Enter Salutation
2. Enter First Name
3. Enter Second Name
4. Enter Job title
5. Enter Mobile Number
6. Enter Email Address
7. Tick the "Administrative Cheque Box"
8. Add Address By Clicking on Actions > Sel & Add
9. Tick the "Request User Account Box"
10. Click Create Another or OK

## Create Contact

Salutation  **1**

\* First Name  **2**

Middle Name

\* Last Name  **3**

Job Title  **4**

**7** ☒ Administrative contact

**5**

Phone

Mobile

Fax

Email  **6**

Status

## Contact Addresses

**8** Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
Columns Hidden 5				

## User Account

**9** ☒ Request user account

Roles Data Access

Role	Description
DH Supplier Accounts Receivable Specialist	Manages invoices and payments for the supplier company. Primary tasks include submitting invoices as well as tracking in...
DH Supplier Bidder	Sales representative from a potential supplier responsible for responding to requests for quote, requests for proposal, requ...
DH Supplier Customer Service Representative	Manages inbound purchase orders and communicates shipment activities for the supplier company . Primary tasks include...

**10**




Create Another OK Cancel



# Profile Management: Update Certification

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions ▾ View ▾ Format ▾ + ×  Freeze  Detach  Wrap

Classification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments
BANK LETTER	Current						
VAT REGISTRATION CERTIFICATE	Current						
ISO9001 (QMS) ▾	Current						
ISO45001 (OHSAS) ▾	Current						
ISO14001 (EMS) ▾	Current						
ICV Certificate ▾	Current						
TRADE LICENSE	Current						

- Click on the Plus Icon Button To Add The Business Classifications

You need to attach your

- Active Trade License **(Mandatory)**
- VAT Certificate **(Mandatory)**
- IBAN Bank Letter Addressed To Ejadah Current Dated **(Mandatory)**
- Cancelled/Void Cheque Copy **(Mandatory)**
- Company Profile **(Mandatory)**
- Insurance certificates / Policies **(If applicable)**
  - Product Liability
  - Workmen Compensation
  - Third Party Liability
  - Contractors All Risk
  - Professional Indemnity
- ICV Certificate **(If applicable)**
- SME Certificate **(If applicable)**

# Profile Management: Update Product And Services

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications **Products and Services**

Actions ▼ View ▼ Format ▼ ✕   Freeze  Detach  Wrap

Category Name
---------------

# Profile Management: Review Changes & Submit

DUBAI HOLDING

Tahweel

TU

Edit Profile Change Request: 2124027

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Instructions to update Supplier Profile

Please review all the details available in Organization Details - Tax Identifiers - Addresses - Contacts - Payments - Business Classifications - Products and Services.

- Add/Update details if required in the above mentioned sections.
- Review the Bank Details available in Payments Section are up to date in the system. (Account Number should not contain any prefixes from IBAN)

Once all the Data is added/updated Click on "Review Changes" and then Click on "Submit" and Click on "Done"

Change Description

Confirm Business Classification Updates

×

I confirm the accuracy of the new or updated business classifications.

Confirm

Cancel

TU

Edit

Submit

Cancel

# For the Good of Tomorrow

Please visit [dubaiholding.com](https://dubaiholding.com)

Email: [info@dubaiholding.com](mailto:info@dubaiholding.com)

T +

F +

P.O. Box

Dubai, United Arab Emirates

# Supplier Bank Account & IBAN Validation

# Supplier Bank Account & IBAN Validation: Introduction

This process is for the validation of Supplier Bank Account Information for the Suppliers migrated from Legacy System to Oracle Procurement Fusion system.

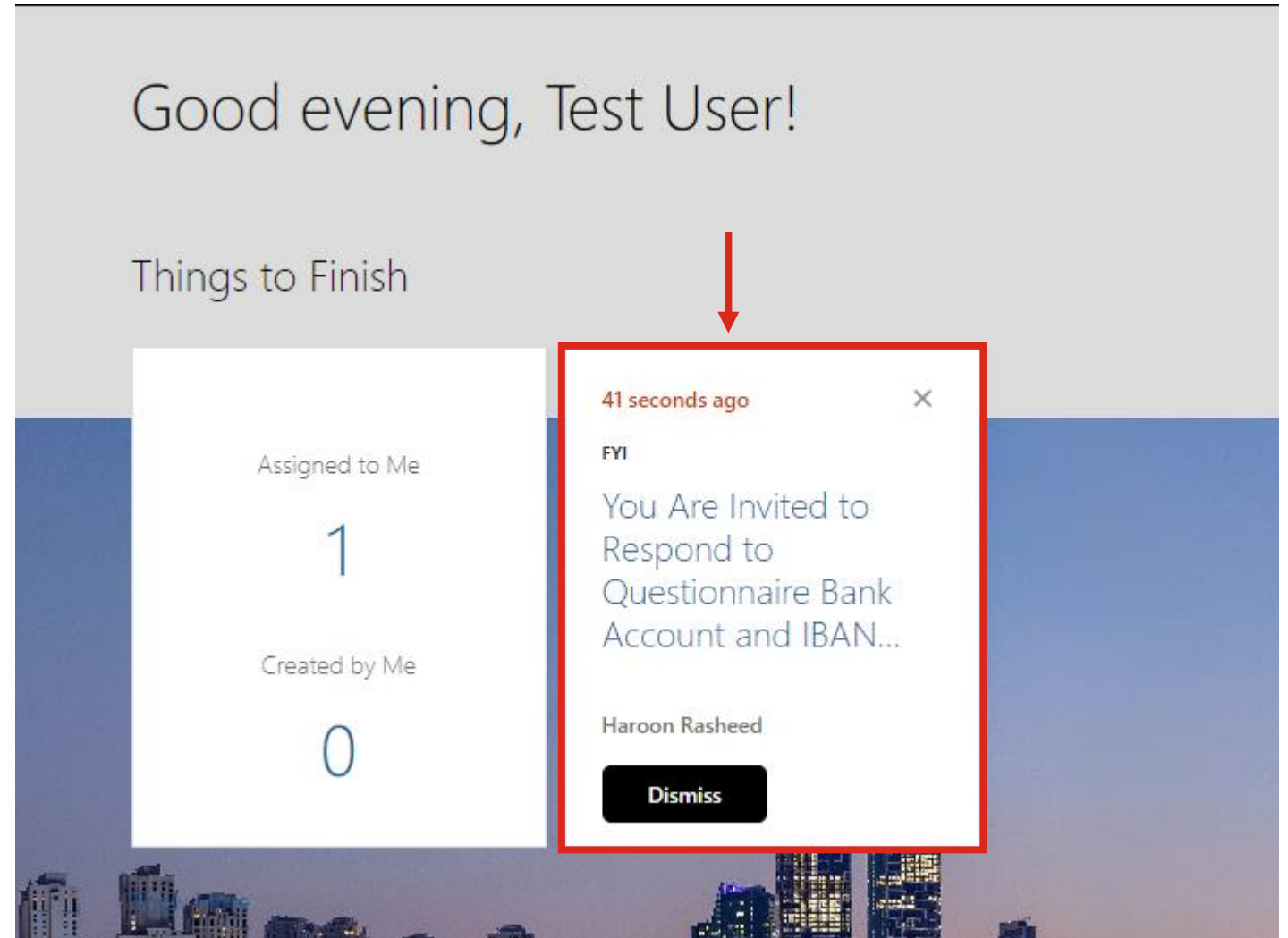
This document contains the To Be Process for Supplier Bank Account Validation to verify your Banking details registered with DH and submit the required supporting documents on priority to ensure smooth payment processing.

# Bank Validation Process for Migrated Suppliers



# Supplier Bank Account & IBAN Validation: Supplier Portal Notification

- On successful login into Supplier Portal, a message will be appeared to the users as an active reminder to verify the bank account details to avoid any payment issues going forward.
- You can click on the notification to respond to the questionnaire.





# Supplier Bank Account & IBAN Validation: Supplier Portal Notification

- Suppliers will also receive EMAIL notification to respond to the Questionnaire
- You can click on "respond to the questionnaire"

• FYI: You Are Invited to Respond to Questionnaire Bank Account and IBAN Details Verification - Ejadah (EJ-INT-00000114) Yahoo/Inbox ☆

• **ERP Notification** <dhfusion.notification@dubaiholding.com> [Redacted]

Access this task in the [Workspace Application](#)

**You Are Invited to Respond to Questionnaire Bank Account and IBAN Details Verification - Ejadah (EJ-INT-00000114)**

**Details**

Assignee From	Test User Haroon Rasheed	Questionnaire Title	Bank Account and IBAN Details Verification - Ejadah	Supplier	[Redacted]
Assigned Date	21-Aug-2023 8:35 PM	Procurement BU	EJ: Ejadah Asset Management Group	Supplier Site	EJ_NONPRJ
Expiration Date	20-Sep-2023 8:35 PM	Response Due Date		Supplier Contact	Test User
Task Number	13486551				

**Recommended Actions**

- [Respond to Questionnaire](#) ←

**Invitation**

Greetings,

You are receiving this notification from company Dubai Holding because you are the contact for supplier ELITE XPRESS CLEANING LLC (EJ\_NONPRJ). We have identified your company as one that our organization would like to further evaluate, and we hope you can provide us with information that will be useful in the evaluation process.

Access the questionnaire by following the recommended actions. We look forward to receiving your response.

If you don't want to receive future notifications, or would like us to redirect this message to another person in your organization, write to us at this email address: [Haroon.Rasheed@ejadah.ae](mailto:Haroon.Rasheed@ejadah.ae)

Thank you.

Haroon Rasheed

- You can access the Questionnaire by clicking on the Manage Questionnaires.

- Manage Questionnaires
- View Qualifications

- Manage Profile

Tahweel

# Supplier Bank Account & IBAN Validation: Responding To Questionnaire

- Verify the bank details in the payment section of manage profile.
  1. If it match your record, then select Yes.
- Click on “+” icon button to add the supporting attachments (Bank IBAN Letter and Cheque Copy).
- Add the acknowledgement note

**DUBAI HOLDING | Tahweel**

Respond to Questionnaire: Bank Account and IBAN Details Verification - Ejadah ?

Save Save and Close Submit Cancel

Time Zone Gulf Standard Time

Questionnaire

<p>Title Bank Account and IBAN Details Verification - Ejadah</p> <p>Procurement BU EJ: Ejadah Asset Management Group</p> <p>Requested By Haroon Rasheed</p>	<p>Supplier ELITE XPRESS CLEANING LLC</p> <p>Supplier Site EJ_NONPRJ</p> <p>Responder Test User</p>	<p>Status Draft</p> <p>Due Date</p> <p>Attachments None</p>
---	---	---

Questions

Supplier Bank Details Verification and Acknowledgement

ProgressSection 1. Supplier Bank Details Verification and Acknowledgement ▼

\* 1. We here by acknowledge that we have verified the Bank Account Details and IBAN available on the Tawheel Supplier Portal. The available details are accurate and must be used for payment processing, without any responsibility arising on the part of Dubai Holding or any of its officers, at present or in the future.

💡 If No, Please update the Bank Account Details in Supplier Portal and contact the Tahweel Supplier Relationship Management Team

☐ a. No

☐ b. Yes

Comments

Section 1. Supplier Bank Details Verification and Acknowledgement ▼

# Supplier Bank Account & IBAN Validation: Responding To Questionnaire

5. Click on "Save Button"
6. Click on Submit Button.
7. Confirmation Message will appear upon successful submission.

**DUBAI HOLDING | Tahweel**

Respond to Questionnaire: Bank Account and IBAN Details Verification - Ejadah ?

Questionnaire

Title Bank Account and IBAN Details Verification - Ejadah  
Procurement BU EJ: Ejadah Asset Management Group  
Requested By Haroon Rasheed

Supplier ELITE XPRESS CLEANING LLC  
Supplier Site EJ\_NONPRJ  
Responder Test User

Status Draft  
Due Date  
Attachments None

Questions

Supplier Bank Details Verification and Acknowledgement

Progress  Section 1. Supplier Bank Details Verification and Acknowledgement

\* 1. We here by acknowledge that we have verified the Bank Account Details and IBAN available on the Tawheel Supplier Portal. The available details are accurate and must be used for payment processing, without any responsibility arising on the part of Dubai Holding or any of its officers, at present or in the future.  
If No, Please update the Bank Account Details in Supplier Portal and contact the Tahweel Supplier Relationship Management Team

☐ a. No  
☒ b. Yes

\* Response Attachments Cheque Copy (1 more...) +

Comments

We here by acknowledge that we have verified the Bank Account Details and IBAN available on the Tahweel Supplier Portal

Response Attachments

Type	Category	* File Name or URL	Title	Description	Attached By	Attach
File	From Supplier	Cheque Copy.png Update...	Cheque Copy		Test User	21-Aug
File	From Supplier	Bank IBAN Letter.png Update...	Bank IBAN Letter		Test User	21-Aug

Rows Selected 1

Confirmation

Response to questionnaire Bank Account and IBAN Details Verification - Ejadah is submitted.

OK

Tahweel

# Supplier Bank Account & IBAN Validation: Monitoring The Questionnaire

- You can monitor the Questionnaire by clicking on the Manage Qualification.
- Upon Successful acceptance of the qualification Supplier "Bank Details Verified" will be updated

## Qualifications



- [Manage Questionnaires](#) ←
- [View Qualifications](#) ←

## Manage Questionnaires ?

### Search

### Search Results

Actions ▾ View ▾ Format ▾   Freeze  Detach  Wrap Respond

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Submitted
	Procurement BU	Questionnaire	Questionnaire Title	Supplier Contact	Supplier Site	Status
	EJ: Ejadah Asset Management Group	EJ-INT-00000114	Bank Account and IBAN Details Verification - Ejadah	User, Test	 EJ_NONPRJ	Submitted

## Qualifications

View ▾ Format ▾   Freeze  Detach  Wrap Status

Procurement BU	Qualification Name	Supplier Site	Status	Qualification Outcome	Start Date	End Date
JIL: Jumeirah In...	<a href="#">Bank Account Details Verification</a>		Active	Successfully Completed IBAN Verification	26-Jul-2022	31-Oct-2022

# Respond to Negotiations

# Respond to Negotiation

## **Types of Negotiations**

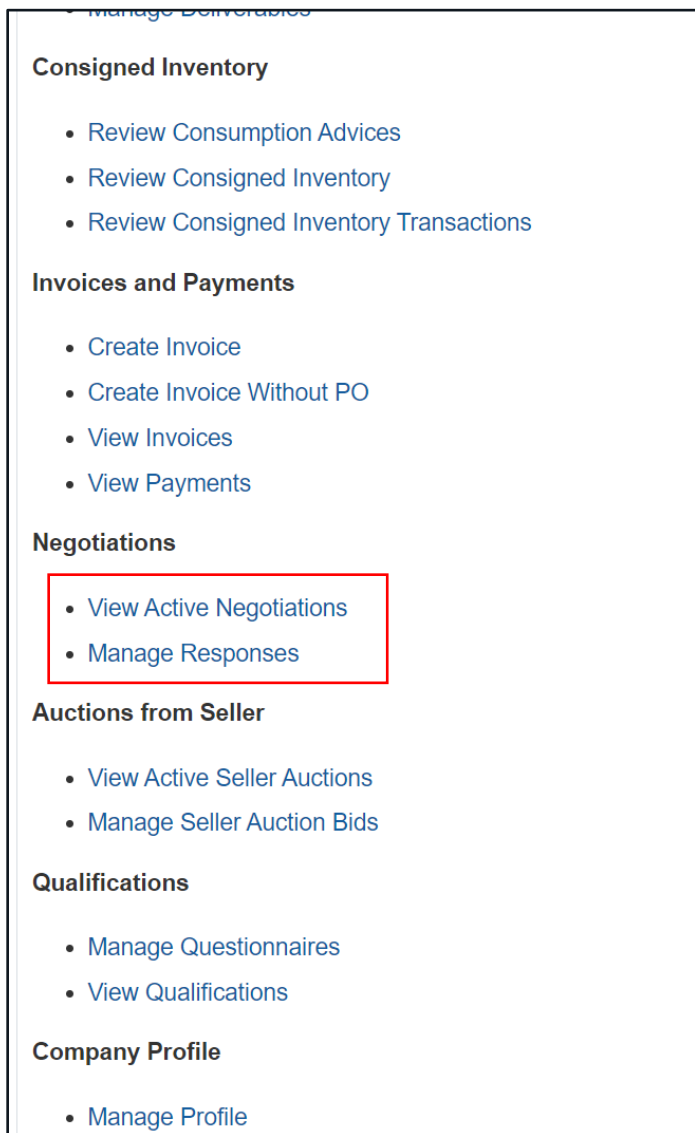
- RFI (Request For Information) – Only Quotation Required
- RFQ (Request For Quotation) – Quotation required with line level pricing

## **Notification Method**

- Via Portal - Check Bell Notification >Notification to view Negotiation Invitation (applicable for invited contact only)
- Via Emails – Check your emails (applicable for invited contact only)
- System Check (For all registered users)

Navigate to Negotiations>View Active Negotiations

# Respond to Negotiation



- Navigate to Supplier Portal on the Home Screen
- Navigate to Negotiations>View Active Negotiations



# Respond to Negotiation

Navigate to Negotiations>View Active Negotiations

## Negotiations

- [View Active Negotiations](#)
- [Manage Responses](#)

1. Select the row for negotiation number
2. Click "Acknowledge Participation" button
3. Select Value Yes/No
4. Enter Note to the Buyer
5. Click "OK"
6. Click "Create Response" button

## Acknowledge Participation

Supplier Site IDM\_NONPRJ

3 Will Participate ☒ Yes  
☐ No

Note to Buyer

4

Thanks For the invitation.  
We will participate

5

OK



Cancel





Actions ▾ View ▾ Format ▾ Freeze Detach Wrap Accept Terms **2 Acknowledge Participation** **6 Create Response**

	Negotiation	Negotiation Type	Title	Buyer	Close Date	Time Remaining	Your Responses	Will Participate	Unread Messages	Response Spreadsheet	View PDF
1	IDM-NEG-00000792	RFI	One time Supply & installation of RBS boxes in Layan Community	Maitha Ali Mansoor Nasser Alsabahi	23-Aug-2023 4:29 PM	1 Day 18 Hours	0		0		
	<a href="#">IDM-NEG-00000426</a>	RFQ	Provision for Pest Control Services	Geraldine Aruna Velu	22-Aug-2023 6:00 PM	19 Hours 54 Minutes	0		0		
	IDM-NEG-00000415	RFI	One time service for De humidifiers and replacement of spare parts	Alexis Bacolod Macahilas	23-Aug-2023 11:00 PM	2 Days	0		0		

# Respond to Negotiation (RFI) - Section 1 - Overview

1. Enter the response Type
2. Enter Reference Number (Quotation Number)
3. Enter Response Validity Date
4. Note To The Buyer
5. Add Attachment by clicking “+” icon button
6. Click “Next” button

1

Overview

2

Requirements

3

Review

Create Response (Response 104408): Overview ?

Messages

Actions

Back

Next

Save

Submit

Cancel

Last Saved 21-Aug-2023 10:37 PM

Time Zone Gulf Standard Time

Title

One time Supply & installation of RBS boxes in Layan Community

Close Date

23-Aug-2023 4:29 PM

Time Remaining

1 Day 17 Hours

General

Supplier

Supplier Site

IDM\_NONPRJ

Negotiation Currency

AED

Response Currency

AED

Price Precision

2 Decimals Maximum

Response Valid Until

dd-mmm-yyyy h:mm a

Response Type


☒ Primary
 ☐ Alternate

Reference Number

Note to Buyer

Attachments

None +



# Respond to Negotiation (RFI) - Section 2 - Requirements

1. Verify that you have attached the quotation
  - Click Yes
  - Add Attachment by clicking "+" icon button
  - Enter Remarks in the Comments Section
2. Verify that you have entered response validity
  - Enter Remarks in the Comments Section
3. Click Next

3

Messages
Actions ▼
Back
Next
Save ▼
Submit
Cancel

Last Saved 21-Aug-2023 10:45 PM  
Time Zone Gulf Standard Time

Close Date 23-Aug-2023 4:29 PM



Create Response (Response 104408): Requirements ?

Time Remaining 1 Day 17 Hours

## Section 1. Supplier Requirement

1

**1.** Have you attached the proposal?  
Please ensure that you have attached the proposal.  
Refer to the main page and click on the + button beside attachments.  
Click on the attachment button to attach the proposal. You can add multiple attachments

☒ a. Yes

**\* Response Attachments** Quotation +

☐ b. No

**Comments**

Please find attached proposal

2

**2.** Have you entered the Response validity date?  
Please check the overview page for entering the response validity

☒ a. Yes

☐ b. No

**Comments**

Please refer to the response validity date in overview section

**Attachments** ×

Actions ▼ View ▼ + ×

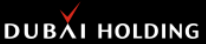
Type	Category	* File Name or URL	Title	Description	Attached By	At
File ▼	From Supplier ▼	Quotation.png <span>Update...</span>	Quotation		Test User	21





Rows Selected 1

OK Cancel

# Respond to Negotiation (RFI) - Section 3 – Review And Submit

- Review the response
- Click "Submit" button

 **Tahweel**



1


Overview

2

Requirements


3

Review

Review Response: Response 104408 


Currency = UAE Dirham

Messages

Actions 

Back

Next

Save 

Submit

Cancel

Last Saved 21-Aug-2023 10:49 PM  
Time Zone Gulf Standard Time

# Respond to Negotiation (RFQ) - Section 1 - Overview

1. Enter the response Type
2. Enter Reference Number (Quotation Number)
3. Enter Response Validity Date
4. Note To The Buyer
5. Add Attachment by clicking "+" icon button

DUBAI HOLDING
Tahweel

1

Overview

2

Requirements

3

Lines

4

Review

Messages
Respond by Spreadsheet
Actions
Back
Next
Save
Submit
Cancel

Last Saved 21-Aug-2023 10:50 PM  
Time Zone Gulf Standard Time

Create Response (Quote 104410): Overview ?

Title Provision for Pest Control Services
Close Date 22-Aug-2023 6:00 PM

Time Remaining 19:09:12

General

Supplier ELITE XPRESS CLEANING LLC
Supplier Site IDM\_NONPRJ
Negotiation Currency AED
Response Currency AED
Price Precision 2 Decimals Maximum
Response Valid Until dd-mmm-yyyy h:mm a

Response Type
☒ Primary
☐ Alternate
Reference Number
Note to Buyer
Attachments None +

# Respond to Negotiation (RFQ) - Section 2 - Requirements

1. Verify that you have attached the quotation
  - Click Yes
  - Add Attachment by clicking "+" icon button
  - Enter Remarks in the Comments Section
2. Verify that you have entered response validity date
  - Click "Yes"
  - Enter Remarks in the Comments Section
3. Verify that you have reviewed prices matching with the system requirements. (price should be matching with the unit of measurement asked)
  - Click Yes
  - Enter Remarks in the Comments Section
4. Click Next

1 2  
Overview Requirements

4

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 21-Aug-2023 10:50 PM  
Time Zone Gulf Standard Time

### Create Response (Quote 104410): Requirements Close Date 22-Aug-2023 6:00 PM

1

1. Have you attached the proposal?  
Please ensure that you have attached the proposal and mention the proposal reference and proposal date.

💡 Click on the attachment button to attach the proposal. You can add multiple attachments

☒ a. Yes

\* Response Attachments Quotation +

☐ b. No

Comments

Refer To The Attached

2

2. Have you entered the Response validity date?  
Refer to the main page and enter the response validity date.

💡 Please check the overview page for entering the response validity

☒ a. Yes

☐ b. No

Comments

Yes We Have

3

3. Have you reviewed the prices matching with the system requirements?  
Please refer to the unit of measurement mention in the negotiation and the total value appearing on your attached copy of the proposal should match with the price entered in the system.


💡 Please make sure to match the proposal price with the system price.

☒ a. Yes

☐ b. No

Comments

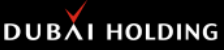

Yes we Can







46

# Respond to Negotiation (RFQ) - Section 3 - Lines

1. Check the unit of measurement and enter your unit price in the "Response Price" Box
2. Click Next

1

Overview
 

2

Requirements
 

3

Lines
 

4

Review

2

Create Response (Quote 104410): Lines ?

Messages

Respond by Spreadsheet ▾

Actions ▾

Back

Next

Save ▾

Submit

Cancel

Currency = UAE Dirham

Last Saved 21-Aug-2023 10:52 PM  
Time Zone Gulf Standard Time


Time Remaining 19:07:20


Close Date 22-Aug-2023 6:00 PM

Actions ▾


View ▾

Format ▾








Freeze




Detach









Wrap

Line	Description	Required Details	Category Name	Start Price	Response Price	Estimated Quantity	UOM	Line Amount	Estimated Total Amount	Response Minimum Release Amount
1	AMC for pest control service (5 months)		PEST CONTROLS			1	5 MONTH			

Columns Hidden 6

Grand Totals

All response lines are included.

Response Amount 0.00

# Respond to Negotiation (RFI) - Section 4 – Review And Submit

- Review the response
- Click "Submit" button

Review Response: Quote 104410 ⓘ

Currency = UAE Dirham



Messages Respond by Spreadsheet ▾ Actions ▾ Back Next Save ▾ **Submit** Cancel

Last Saved 21-Aug-2023 10:52 PM  
Time Zone Gulf Standard Time





# For the Good of Tomorrow

Please visit [dubaiholding.com](https://dubaiholding.com)

Email: [info@dubaiholding.com](mailto:info@dubaiholding.com)

T +

F +

P.O. Box

Dubai, United Arab Emirates

# Manage Orders

- Navigate to Supplier Portal on the Home Screen
  - Navigate to Orders > Manage Orders
1. Click on the search button to view full list of orders
  2. For searching specific order, enter the order number and then click search button

- [Manage Orders](#)
- [Manage Schedules](#)
- [Acknowledge Schedules in Spreadsheet](#)

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## Manage Orders ?

Headers Schedules
Done

**Search**

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced
Manage Watchlist
Saved Search
All Orders

Order

2

Status

1

Include Closed Documents No

1

Search Results

Actions View Format
Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 29									

# Manage Orders - Generate List and Review Life Cycle

1. To review the purchase order, click on the life cycle icon
2. In case of the release purchase order, the "Source Agreement" Column is also available
3. You can add additional columns and customize the view according to your preferences by using View Menu > Show All Columns

## Tahweel

Manage Orders ?

[Headers](#)
[Schedules](#)

► Search

Search Results

Actions ▼
View ▼
Format ▼



Freeze

Detach

Wrap

Advanced

Manage

	Life Cycle	Order	Source Agreement	Order Date	Description	Buyer	Currency	Ordered	Status	Closed Date
		SBK-PO-00000011	1299963	14-Aug-2023		Sub Lal Gonzales	AED	90.00	Open	
		IDM-PO-00000386	1299963	14-Aug-2023		Sub Lal Gonzales	AED	1,750.00	Open	
		IDM-PO-00000326	1299963	11-Aug-2023		Sub Lal Gonzales	AED	8,950.00	Open	
		IDM-PO-00000325	1299963	11-Aug-2023		Sub Lal Gonzales	AED	8,950.00	Open	

# Manage Orders - Review Life Cycle

Order Life Cycle: 1303079

Done

Sold-to Legal Entity

Idama Facilities Management Solutions LLC

Order

1303079

Supplier

ELITE XPRESS CLEANING LLC

Supplier Site

IDM\_NONPRJ

Supplier Contact

Ordered

5,600.00 AED

Order Life Cycle

Order Life Cycle	Amount (AED)
Ordered	5,600.00
Shipped	0.00
Received	5,600.00
Delivered	5,600.00
Invoiced	0.00

Ordered

5,600.00 AED

Shipped

0.00 AED

Received

5,600.00 AED

Delivered

5,600.00 AED

Invoiced

0.00 AED

▲ In-Transit Shipments

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

	Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	In-transit	Currency	Carrier	Bill of Lading
No results found.										

▲ Receipts

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

	Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	In Receiving	Delivered	Invoiced	Open to Invoice	Not Available to Invoice	Currency
	567	3-Aug-2023 1...				0.00	5,600.00	0.00	5,600.00	0.00	5,600.00	0.00	AED

▲ Invoices

Actions ▼ View ▼ Format ▼ Freeze Detach Wrap

	Invoice	Description	Invoice Date	Status	Invoice Total	Paid	Unpaid	Matched Amount	Receipt	Packing Slip	Currency
No results found.											

# Manage Agreements

- Navigate to Supplier Portal on the Home Screen
  - Navigate to Agreements > Manage Agreement
1. Click on the search button to view full list of orders
  2. For searching specific order, enter the order number and then click search button

## Tasks

Manage Agreements

Done

Headers

Lines

Search

Procurement BU

Supplier Site

Agreement

2

Advanced

Manage Watchlist

Saved Search

All Agreements

Status

Include Closed and Expired Documents

Yes

1

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

Wrap

	Procurement BU	Agreement	Agreement Date	Description	Buyer	Agreement Amount	Released Amount	Status	Start Date	End Date
	SBK: Shabaka community concierge Solutions	1290481	10-Jul-2023	1290481-1278849-Shabaka(SBV)_AMC_Rate Service-Multiple QuotesRate Contract for Pest Control Services in Saadiyat ...	Nafil Khatri	23,200.00	90.00	Open	1-Nov-2022	31-Oct-2023
	IDM: Idama Facilities Management Solutions	1208445	10-Jul-2023	1208445-Pest Control Service at Dubai Design District (D3)	Nafil Khatri	36,750.00	1,750.00	Open	1-Nov-2019	31-Oct-2024
	IDM: Idama Facilities Management Solutions	1296982	10-Jul-2023	1296982-NC-AMC_Project-Multiple Quotes --Provision for Pest Control Services in Nuzul Community--ASLAM-PR 528029...	Nafil Khatri	90,475.00	9,625.00	Open	1-Apr-2023	28-Feb-2027
	IDM: Idama Facilities Management Solutions	1299963	10-Jul-2023	1299963-SHRQ_CM-AMC_Project-Multiple Quotes --Provision for Pest Control Services at Shorooq Community--ASLAM-...	Nafil Khatri	420,650.00	44,750.00	Open	1-Apr-2023	28-Feb-2027
	EJAD: Ejadah Asset Management Group AUH	1173365	10-Jul-2023	1173365-ADSG(GSEC)-AMC_Project-Multiple Quotes--Provision for Pest Control Services at Abu Dhabi School of Govern...	Nafil Khatri	3,000.00	0.00	Open	9-May-2023	31-Dec-2023
	EJAD: Ejadah Asset Management Group AUH	1173317	10-Jul-2023	1173317-EJDAD Camp-AMC_Project-Multiple Quotes--Provision for Pest Control Services at Male and Female Staff Acco...	Nafil Khatri	2,100.00	0.00	Open	1-Jun-2023	31-May-2024
	EJAD: Ejadah Asset Management Group AUH	1171947	10-Jul-2023	1171947-WE-AMC_Project-Multiple Quotes --Provision for Pest Control Services at Waters Edge OA Community, Abu Dha...	Nafil Khatri	19,840.00	0.00	Open	1-Feb-2023	31-Mar-2024
	SBK: Shabaka community concierge Solutions	1290484	10-Jul-2023	1290484-1268095-Rate Contract for Pest control Services in Various Business Partner Offices at TecomShree-AMC Rate S...	Nafil Khatri	2,040.00	0.00	Open	1-Aug-2022	31-Aug-2023
	IDM: Idama Facilities Management Solutions	1272666	10-Jul-2023	1272666-EO-CAMPS-AMC_Project-Multiple Quotes--Provision for Pest Control Services at EO Camps--Shree-PR 525775...	Nafil Khatri	55,583.88	0.00	Open	13-Jun-2022	12-Jun-2025
	IDM: Idama Facilities Management Solutions	1208735	10-Jul-2023	1208735-Annual Maintenance Contract for Pest Control & Rodent Bait Station DMC Building, Management office at DMC B...	Nafil Khatri	47,667.00	0.00	Open	1-Oct-2019	30-Sep-2024
	IDM: Idama Facilities Management Solutions	1208739	10-Jul-2023	1208739-Annual Maintenance Contract for Common area Pest Control Services at Dubai Knowledge Park (DKP)	Nafil Khatri	50,646.00	0.00	Open	1-Oct-2019	30-Sep-2024

# Manage Agreements - Review Releases

1. Click on the release amount search button to view full list of orders
2. You can customize the view as per your requirements from View Menu > Manage Columns
3. You can review the orders Life cycle by clicking on the lifecycle icon

Manage Orders ?

Headers Schedules

► Advanced Search

Search Results

2

Actions View Format Freeze Detach Wrap

Life Cycle	Order	UOM	Currency	Status	Creation Date	Ordered	Received Amount	Invoiced Amount
3	IDM-PO-00000326	MONTH	AED	Open	11-Aug-2023	8,950.00		
	IDM-PO-00000325	MONTH	AED	Open	11-Aug-2023	8,950.00		
	IDM-PO-00000145	MONTH	AED	Closed For Receiving	8-Aug-2023	8,950.00	8,950.00	8,950.00
	IDM-PO-00000143	MONTH	AED	Closed For Receiving	8-Aug-2023	8,950.00	8,950.00	
	IDM-PO-00000144	MONTH	AED	Closed For Receiving	8-Aug-2023	8,950.00	8,950.00	

Columns Hidden 34

UOM Currency Status

- Category Name
- Supplier Order Line
- UN Number
- Note to Supplier
- Type
- Confirming Order
- Description
- Country of Origin
- Document Style
- FOB
- Freight Terms
- Hazard Class
- Invoiced Quantity
- Base Model
- Item
- Item Revision
- Line Status
- Line Type

Manage Columns... 2



# Submit Invoices

# Create Invoices - PO Selection

- Navigate to Supplier Portal on the Home Screen
- Navigate to Invoices and Payments > Create Invoice

## Tasks

### Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

Create Invoice ?

\* Identifying PO

Supplier

ELITE XPRESS CLEANING LLC

Taxpayer ID

45766804676

\* Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

\* Description

Attachments

None +

Tax Control Amount

Invoice Actions

Save

Save and Close

Submit

Cancel

\* Number

\* Date

dd-mmm-yyyy

\* Type

Invoice

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Lines

View

+

×

Cancel Line

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

# Create Invoices - Steps

1. Enter PO Number (Note: If the payment flag is not enabled, you will not able to submit invoice)
2. Select "Remit-to Bank Account" (Please make sure to select the account which is registered with Ejadah and mentioned on your invoice)
3. Enter Invoice Number (Invoice Number Cannot Be Duplicated)
4. Enter Invoice Date (You can enter back date)
5. Enter "Description" of the invoice
6. Attach required attachments by clicking on the "+" icon button
  - Signed and Stamped Tax Invoice
  - Signed Service Report / Delivery Note
7. Click "Save" button
8. Select the "Supplier Tax Registration Number" for list of values

Create Invoice ?

Identifying PO

IDM-PO-0000143

1

Supplier

ELITE XPRESS CLEANING LLC

Taxpayer ID

45766804676

Supplier Site

IDM\_NONPRJ

Address

AL ROUHANI BUILDING OFC.NO.20, PORT SAEED AREA DEIRA,DUBAI, 12345, Dubai

Supplier Tax Registration Number

76443904720

8

Remit-to Bank Account

xxxxxxxx4015

2

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Sample Description

5

Attachments

Service Report (1 more...) +

6

Tax Control Amount

Invoice Actions

Save

7

and Close

3

\* Number

Invoice 3

4

\* Date

1-Aug-2023

\* Type


Invoice

Invoice Currency

AED - UAE Dirham

Payment Currency

AED - UAE Dirham




59

# Create Invoices - Steps

9. Click on Add Lines button
10. Select the Lines to create invoice
11. Click "Apply"
12. Click "OK"
13. Click "Save" button

Lines

View ▾ + ×  **9** Cancel Line

* Number		* Type	Purchase Order	
			* Number	* Line
No data to display.				
Total				

Select and Add: Purchase Orders

## Search

Advanced


Saved Search

 ▾

\*\* At least one is required

\*\* Purchase Order  ▾

\*\* Consumption Advice

\*\* Creation Date  

Search Reset Save...

## Search Results

View ▾



Detach

Select All

Purchase Order			Ordered	Received	Consumed	Invoiced	Unit Price	UOM Name	Nur
Number	Line	Schedule							
IDM-PO-00000143	1	1	1	1		0	8,950	MONTH	

**10**

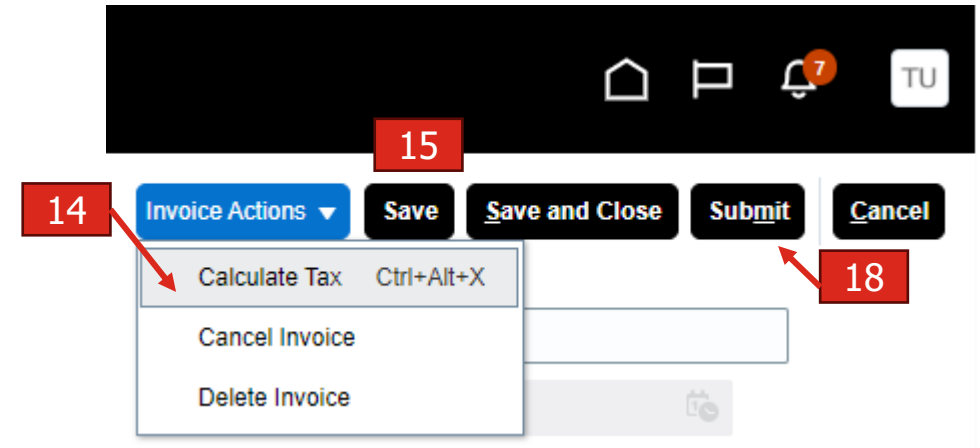


Apply OK Cancel

**11 12**

# Create Invoices - Steps

14. Under "Invoice Actions" Click on Calculate Tax
15. Click "Save" button
16. Observe Tax Calculated in the "Summary Tax Lines"
17. Observe the "Invoice Amount" should match with your hard invoice.
18. Review the invoice details
19. Once You are comfortable, then Click on Submit Button
20. Observe the message for invoice submission.



## Summary Tax Lines

View ▾

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UAE VAT	UAE VAT	UAE VAT JURIS...	STANDARD	Standard Rate 5%	5		447.5

## Totals

Items  
8,950.00

Freight  
0.00

Miscellaneous  
0.00

Inclusive Tax  
0.00

Exclusive Tax 447.50	Invoice Amount 9,397.50
Retainage 0.00	Due 8,950.00

# Review Invoices

# View Invoices – Search List

- Navigate to Supplier Portal on the Home Screen
- Navigate to Invoices and Payments > View Invoices
- Select your supplier's name and click search

## Tasks

### Invoices and Payments

- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)



## View Invoices

Please contact the entity specific Finance team if you have any queries related to Invoice Payments

Note: Once Payment is initiated, it will take few days to reflect in your Bank Accounts

Search

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced Saved Search All Invoices

\*\* At least one is required

Search Reset Save...

## Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
Inv2	7-Aug-2023	Standard	1303079		AED	0.00 AED	Incomplete	Unpaid		
Invoice 3	1-Aug-2023	Standard	IDM-PO-00000143	21-Oct-2023	9,397.50 AED	9,397.50 AED	In process	Unpaid		
Invoice Number1	1-Aug-2023	Standard	IDM-PO-00000143		AED	0.00 AED	Incomplete	Unpaid		
Invoice1	1-Aug-2023	Standard	IDM-PO-00000145	21-Oct-2023	9,397.50 AED	9,397.50 AED	In process	Unpaid		
D12721	13-Jun-2023	Standard		12-Aug-2023	0.00 AED	3,242.94 AED	Approved	Paid	217501001000003	
D12710	12-Jun-2023	Standard		13-Aug-2023	0.00 AED	2,334.50 AED	Approved	Paid	217501001000003	
D12694	9-Jun-2023	Standard		13-Aug-2023	0.00 AED	2,677.50 AED	Approved	Paid	217501001000003	
D12678	6-Jun-2023	Standard		10-Jun-2023	0.00 AED	1,375.50 AED	Approved	Paid	217501001000003	
D12669	5-Jun-2023	Standard		13-Aug-2023	0.00 AED	179.37 AED	Approved	Paid	217501001000003	
D12671	5-Jun-2023	Standard		8-Jun-2023	0.00 AED	147.00 AED	Approved	Paid	217501001000003	
D12602	1-Jun-2023	Standard		7-Aug-2023	5,519.06 AED	5,519.06 AED	Approved	Unpaid		

# Review Payments



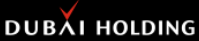

# View Payments - Search List





- Navigate to Supplier Portal on the Home Screen
- Navigate to Invoices and Payments > View Payments
- Select your supplier's name and click search

## Tasks

### Invoices and Payments


- [Create Invoice](#)
- [View Invoices](#)
- [View Payments](#)

View Payments Done

Please contact the entity specific Finance team if you have any queries related to Invoice Payments  
 Note: Once Payment is initiated, it will take few days to reflect in your Bank Accounts

 Search

Advanced

Saved Search

All Payments ▼

\*\* At least one is required

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

Search

Reset

Save...

Search Results

View ▼



 Detach

# Contact Details For Portal Assistance

## Supplier Admin Contact Information

➤ Group Services Procurement  
[supplier.management@groupservices.com](mailto:supplier.management@groupservices.com)

➤ Ejadah Asset Management Group LLC

Procurement Department:  
[Ejadah SCM <procurement@ejadah.ae>](mailto:procurement@ejadah.ae)

Finance department:  
[Ejadah AP <payables@ejadah.ae>](mailto:payables@ejadah.ae); [AP Invoices <AP.Invoices@ejadah.ae>](mailto:AP.Invoices@ejadah.ae); [Ayaan Hassan <Ayaan.Hassan-c@ejadah.ae>](mailto:Ayaan.Hassan-c@ejadah.ae)

Supplier Management:  
[Haroon Rasheed <Haroon.Rasheed@ejadah.ae>](mailto:Haroon.Rasheed@ejadah.ae)

# For the Good of Tomorrow

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