Invoice Creation
iSupplier Portal
Training Manual

1

1.0

Document Control

Document History

Date	Version	Author(s)	Description
11-06-2024	1.0	Latifa Alnuaimi	New Template

Distribution List

Name	Title	Entity
Procurement team	-	All entities
GRP SCM team	-	DDA
DDA Training Center	-	DDA

Approval List

Date	Name	Title	Signature
14-06-2024	Alia Alzaabi	GRP SCM Section Manager	

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1   Access iSupplier Portal

1. Enter the Username and Password given by the System Administrator or email
2. Click on Login
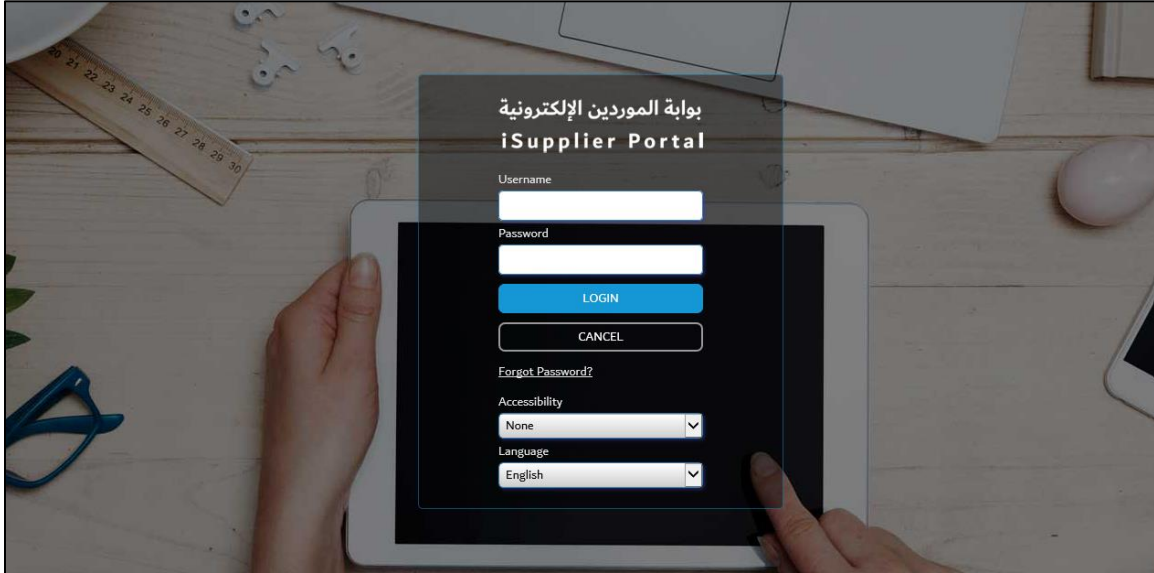
- If you don't remember your credentials, enter your username and check on "Forget Password" button or through the Smart Supplier Mobile app

- After clicking on "Forget Password" button, you will get the below confirmation message
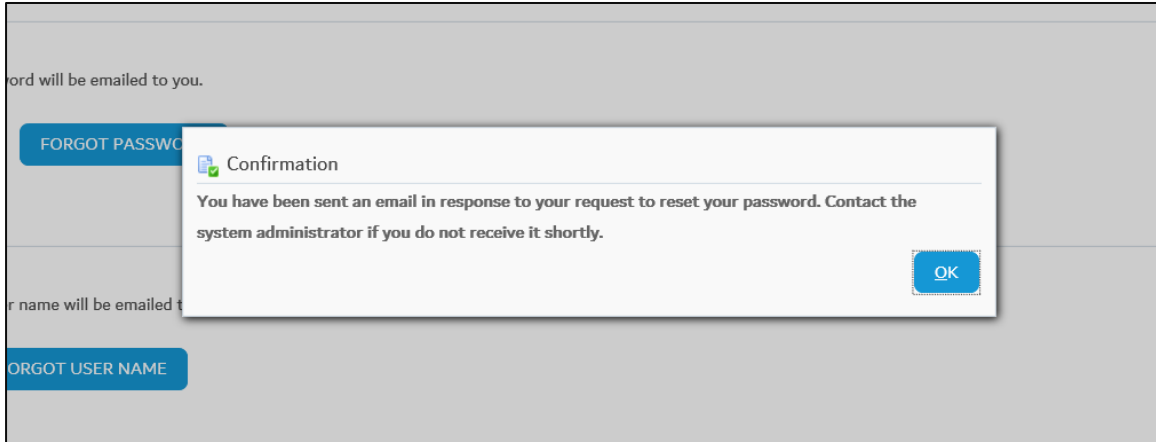
- You will get an email containing a link to reset your supplier account password. Click on the password resetting link and enter your username and new password when prompted
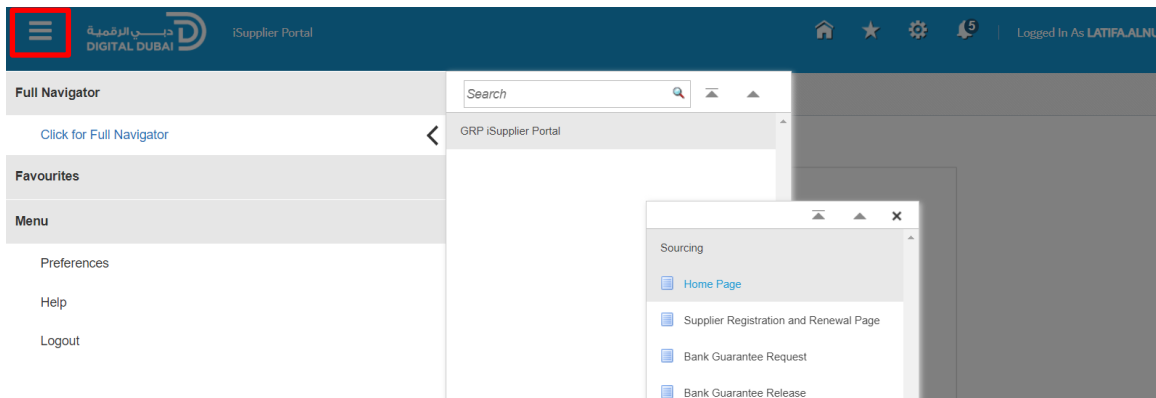
Change Password

* Current Password	
* New Password	
* Re-enter New Password	

Password must be at least 8 characters long.

SUBMIT   CANCEL

* Indicates required field

Logging in to this page will take you to the iSupplier portal, then follow the below screen to access the Home Page

2 Create Invoice

1. Select on Finance tab

2. The screen Defaults to the Create Invoice option. Click on "Go"

3. Search by the PO number
   Note: Make sure to only enter the PO number as the text field is Case-sensitive

4. Select the Purchase order then click on "Next"

5. Details screen is displayed

6. Update Supplier Section with Remit to Information. Click on the Search icon
   Note: If your desired Remit To site is not displayed or the Remit To information is incorrect then please contact the Vendor Management team of the PO

7. Search and select "Remit to" screen is displayed. Click on "Go"

8. Remi to Options are displayed.

9. Update the Invoice Section with Invoice Number, Invoice Date, and Invoice Description. Add attachments for the invoice.
Note: the iSupplier Create Invoice option only allows the creation of invoices. Invoice type:

- Invoice: Select this option if you

- Invoice Number Requirements:
  - Must not use special characters.
  - Maximum 50 characters in length including spaces
  - Unique Number. Invoice Numbers may not be reused one entered into iSupplier application

- Invoice description Requirements:
  - Up to 240 characters
  - Do not use special characters.

- Invoice Date Requirements:
  - Format DD-MMM-YYYY

Information Classification Label

10. Item Section with the quantity to be billed. The unit price defaults from the purchase order information.

Items												
PO Number	Line	Shipment	Item Number	Item Description		Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
42000967	1	1		[5 F	i,		[F Office	7	7	4502.271	Each	31515.9

*Please ignore the PO amount in the email notification if received. As it does not include the tax amount.

11. Shipping and Handling Section
This section allows the inserting of rows for charges for Freight and Tax.
To insert a row, click on "Add Row" and select the Charge type from the pull-down menu and add the amount and description. You can add more than one line

Shipping and Handling

Charge Type	Amount	Description
Freight ▾		

12. After the lines are inserted in the section, update the Amount

Shipping and Handling

Charge Type	Amount	Description
Freight ▾	35	Delivery ✕

13. Click on "Next" at the bottom of the page to proceed to **Manage Tax**

14. Screen displays Invoice details, including Invoice Summary of all charges

Summary Tax Lines

CALCULATE

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	UAE_VAT	UAE VAT	UAE_VAT_STATUS	UAE_VAT_JURISDICTION	STANDARD	5	1577.55	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
42000967	1	1			Office		7	7.00 Each	4,502.27	31,515.90

Shipping and Handling

Charge Type	Amount	Description
Freight	35.00	Delivery

Invoice Summary

Items	31,515.90
Less Retainage	0.00
Freight	35.00
Miscellaneous	0.00
Tax	1,577.55
RECALCULATE TOTAL Total (AED)	33,128.45

CANCEL   BACK   Step 3 of 4   NEXT   SUBMIT

15. Click on "Next" to advance to Review and Submit the invoice

16. Once all is confirmed, click on "Submit" to complete the invoice creation process

Purchase Orders • Details • Manage Tax • Review and Submit

Create Invoice: Review and Submit   CANCEL   BACK   Step 4 of 4   SUBMIT

Supplier

* Supplier	DUNES STORAGE SYSTEMS L.L.C.
Tax Payer ID	
* Remit To	DUBAI -
Address	مكتب ملك خاص - بردي - الصقوح DUBAI DUBAI 1184
Remit To Bank Account	2034022560001
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	202006184
* Invoice Date	15-06-2020
Invoice Type	Standard
* Currency	AED
Invoice Description	Installation Batch #8
Attachment	Attachment List...

Customer

* Customer Tax Payer ID	SYS12047
Customer Name	e
Address	D ral building 2 DUBAI 394 AL

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
42000967	1	1	I SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones	۱,	Office	۹	7	7.00	Each	4,502.27	31,515.90

Shipping and Handling

Charge Type	Amount	Description
Freight	35.00	Delivery

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
UAE_VAT	UAE VAT	UAE_VAT_STATUS	UAE_VAT_JURISDICTION	STANDARD	5	1577.55

Invoice Summary

Items	31,515.90
Less Retainage	0.00
Freight	35.00
Miscellaneous	0.00
Tax	1,577.55
Total (AED)	33,128.45

CANCEL   BACK   Step 4 of 4   SUBMIT

17. A confirmation message is displayed with invoice number.

Confirmation
Invoice 202006184 was submitted to our Accounts Payable department on 29-06-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

18. The screen provides the option to display a "Printable Page" option. Once displayed, you will need to utilize your browser printing option to print the invoice page

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amou
42000967	1	1	...			7	7.00	Each	4,502.27	31,515.

Invoice Summary

Items	31,515.90
Less Retainage	0.00
Freight	35.00
Miscellaneous	0.00
Tax	1,577.55
Subtotal	33,128.45
Less Advances and Financing	0.00
Total (AED)	33,128.45

Return to Invoices   PRINTABLE PAGE   CREATE ANOTHER

19. The screen also provides the option to "Create Another" for a new invoice or to "Return to Invoices"

Or you can click on the Home icon to return to the main screen

SMART DUBAI   iSupplier Portal

Supplier Home   Orders   Shipments   Finance   Administration   Assessments

Create Invoices   View Invoices   View Payments

Purchase Orders   Details   Manage Tax

Confirmation
Invoice 202006184 was submitted to our Accounts Payable department on 29-06-2020. The confirmation number for this invoice is the invoice nu...

3   Contacts

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

Helpdesk: help@digitaldubai.ae
Contact No: 600 5 60000