

Invoice Creation iSupplier Portal *Training Manual*

1

1.0

This document is classified as “**Information Classification Label**”

Copyright © Digital Dubai. 2024. All rights reserved.

No Part of this work may be reproduced or transmitted in any form or by any means, electronic, manual, photocopying, recording or by any information storage and retrieval system, without prior written permission of Digital Dubai.

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

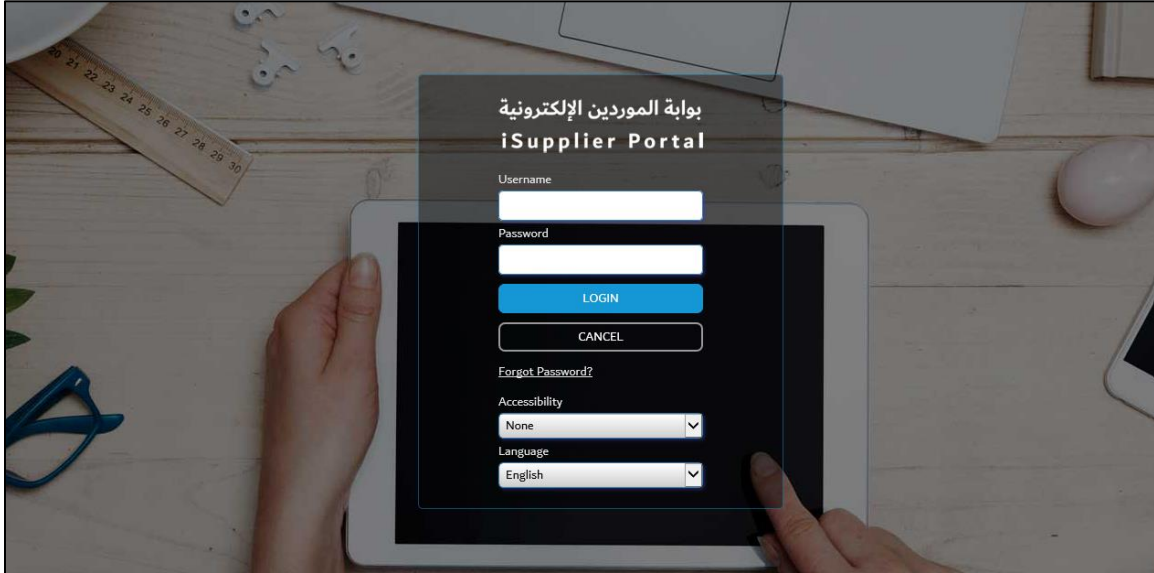
Date	Name	Title	Signature
14-06-2024	Alia Alzaabi	GRP SCM Section Manager	

Table of Contents

1	Access iSupplier Portal	4
2	Create Invoice	6
3	Contacts	15

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 "Forgot Password" button or through the Smart Supplier Mobile app

☰
☺
دبي الذكية
SMART DUBAI

Login Assistance

▪ Indicates required field

Forgot Password

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

User Name FORGOT PASSWORD

Forgot User Name

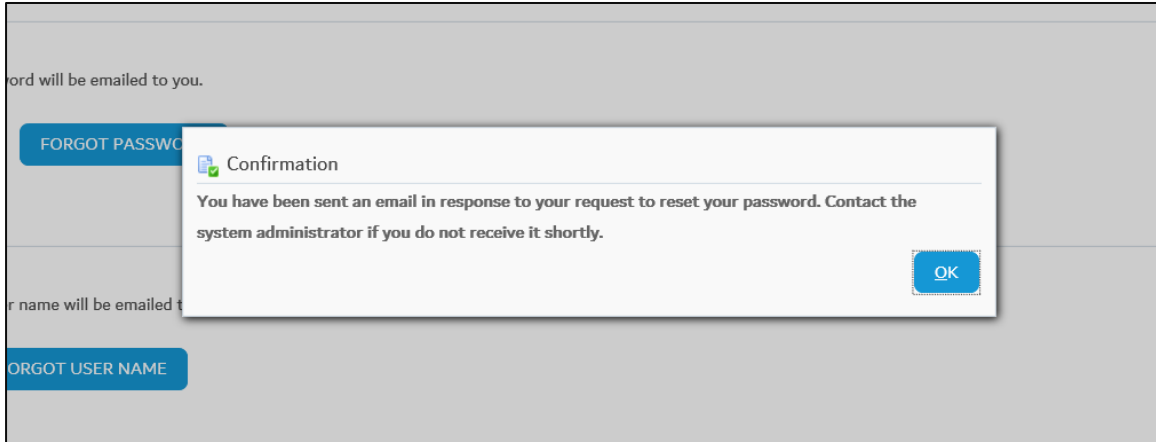
Enter the email address associated with your account, your user name will be emailed to you.

Email FORGOT USER NAME

(Example: first.last@domain.com)

Copyright (c) 2019, Smart Dubai Government Establishment. All rights reserved.

- After clicking on "Forgot 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

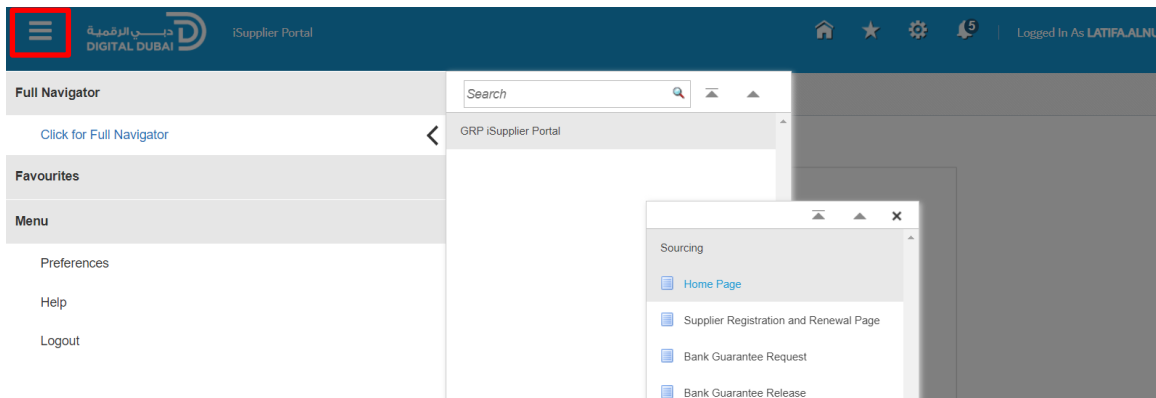
* New Password

* Re-enter New Password

Password must be at least 8 characters long.

* 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

The screenshot shows the Supplier Portal interface. The navigation menu at the top includes 'Supplier Home', 'Orders', 'Shipments', 'Finance' (highlighted with a red box), 'Administration', and 'Assessments'. Below the navigation menu is a search bar with a dropdown menu set to 'PO Number' and a 'GO' button. The main content area is divided into two sections: 'Notifications' on the left and a sidebar on the right. The 'Notifications' section contains a table with columns for 'Subject' and 'Date'. The sidebar on the right contains links for 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'.

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

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

The screenshot shows the Supplier Portal interface with the 'Finance' tab selected. The 'Create Invoices' section is active, and the 'Create Invoice' button is highlighted with a red box. The 'Create Invoice' button is accompanied by a dropdown menu set to 'With a PO' and a 'GO' button. Below the 'Create Invoice' section is a search bar and a form for creating an invoice. The form includes fields for 'Supplier', 'Purchase Order Number', 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Invoice Amount', and 'Currency'. The 'Supplier' field is populated with 'DUNES STORAGE SYSTEMS L.L.C.'. Below the form are 'GO' and 'CLEAR' buttons. At the bottom of the page is a table with columns for 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table currently shows 'No search conducted.'

3. Search by the PO number

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

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders CANCEL Step 1 of 4 NEXT

[Click Here for VAT Rules of TAX Invoice Creation as per The UAE VAT Regime.](#)

Search

Dear Supplier,

If you got any error while searching with the PO number try searching by (Advance Search) as follows:
Go back to the same search page and click on (Advance Search), go to the supplier field, select the supplier name and click on go and try to find your PO by sorting by PO number column. If you still facing an issue please send email to (esupplier@smartdubai.ae)





Note that the search is case insensitive ADVANCED SEARCH

Purchase Order Number 

Purchase Order Date (example: 29-06-2020)

Advances and Financing

GO CLEAR

Select Items: ADD TO INVOICE     

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	42000967	1	1	CELESTIAL 3300-04000, OF 08 110001, RAMP 200 1 110 / 2 30 VIDEO ZONES	7	0	0	4502.271	AED	Office	D at






4. Select the Purchase order then click on “Next”

Purchase Order Number

Purchase Order Date (example: 29-06-2020)

Advances and Financing

GO CLEAR

Select Items: ADD TO INVOICE     

Select All | Select None

Select	PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	Unit Price	Curr	Ship To	Organization
<input checked="" type="checkbox"/>	42000967	1	1	CELESTIAL 3300-04000, OF 08 110001, RAMP 200 1 110 / 2 30 VIDEO ZONES	7	0	0	4502.271	AED	Office	D at

CANCEL Step 1 of 4 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"

Search and Select: Remit To

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To GO

Results

Select	Quick Select	Supplier	Remit To	Address	Organization
	No search conducted.				

8. Remi to Options are displayed.

Search and Select: Remit To

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Remit To GO

Results

Select	Quick Select	Supplier ▲	Remit To ▲	Address	Organization
<input checked="" type="radio"/>		DUNES STORAGE SYSTEMS L.L.C.	DUBAI -	مكتب ملك خاص - بر دبي - الصفوح DUBAI DUBAI 1184	nd

Supplier

* Supplier DUNES STORAGE SYSTEMS L.L.C.

Tax Payer ID

* Remit To DUBAI -

Address مكتب ملك خاص - بر دبي - الصفوح DUBAI DUBAI 1184

Remit To Bank Account

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

* Invoice Number ✕

* Invoice Date 📅
(example: 29-06-2020)

Invoice Type ▼

Currency

* Invoice Description ⬆️
⬇️
⬆️

Attachment [Attachment List...](#)

***Please try to group all the attachmnets in one single file.**

- 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

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		E S F		E F Crate	7	<input type="text" value="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 <input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

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

Shipping and Handling

Charge Type	Amount	Description
Freight <input type="text" value=""/>	<input type="text" value="35"/>	Delivery <input type="text" value=""/>

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

M 2GB 1	Head	7	7	4502.271	Each	31515.9
	Office					

es not include the tax amount.

Description

Delivery

CANCEL BACK Step 2 of 4 **NEXT**

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				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

CANCEL BACK Step 4 of 4 SUBMIT

Create Invoice: Review and Submit

Supplier

- * Supplier: DUNES STORAGE SYSTEMS L.L.C.
- Tax Payer ID
- * Remit To: DUBAI -
- Address: المكتب ملك خاص - بر دبي - الصفوح 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
- Address

Items

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

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




iSupplier Portal






Logged In As O

Supplier Home
Orders
Shipments
Finance
Administration
Assessments

Create Invoices
View Invoices
View Payments



 **Confirmation**

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

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