

iSupplier Portal

Training Manual

1

1.0

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Approval List

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

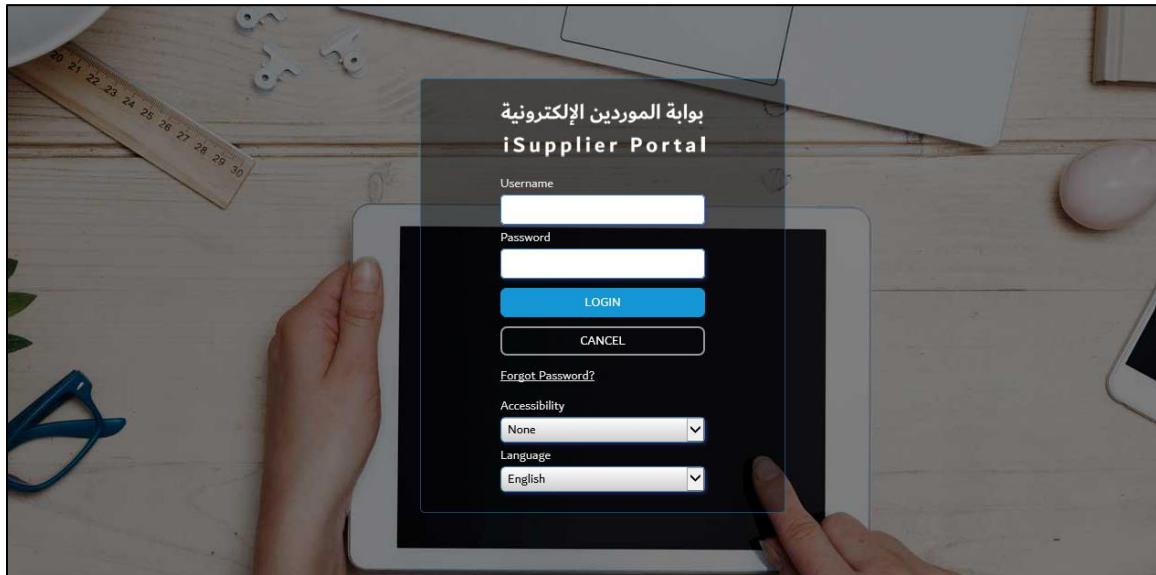
Table of Contents

1	Acknowledging Purchase Orders	4
1.1	Step 1. Logging to the iSupplier Portal	4
1.2	Step 2. Review Notifications	6
1.3	Step 3. Acknowledging Notification	7
1.4	Step 4. Acknowledging POs	7
2	Reviewing PO, Receipt, Return, Invoice and Payment on iSupplier Summary	10
2.1	Step 1. Review PO / PO lines.....	10
2.2	Step 2. Review Receipt	12
2.3	Step 3. Review Return.....	14
2.4	Step 4. Review invoice	16
2.5	Step 5. Review Payment	17
3	Manage Company Profile	20
3.1	Review Company profile.....	20
3.2	Manage Addresses.....	20
3.3	Manage Contacts and Accounts.....	21
3.4	Manage business Classifications	21
3.5	Manage Bank Accounts.....	22
3.6	Manage Products and Services.....	22
4	Contacts	23

1 Acknowledging Purchase Orders

1.1 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

☰
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.

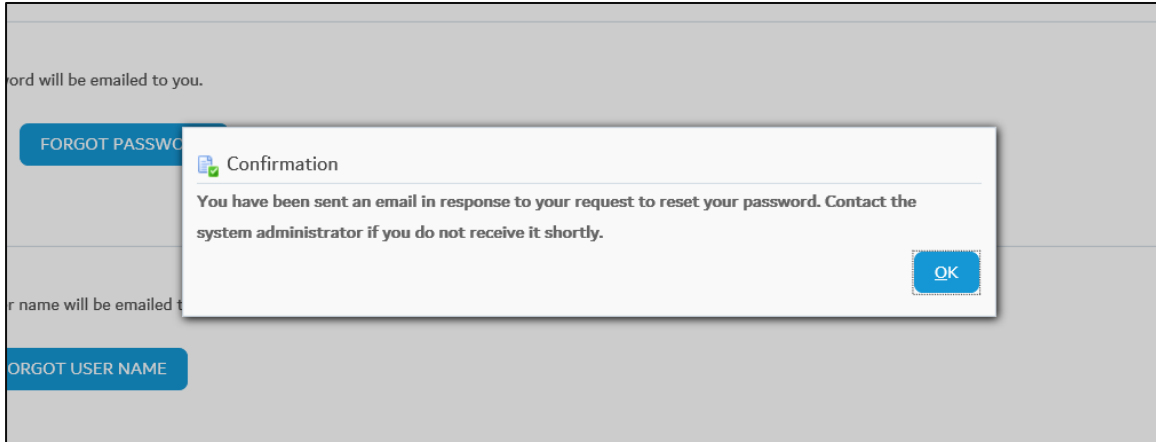
Forgot User Name

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

(Example: first.last@domain.com)

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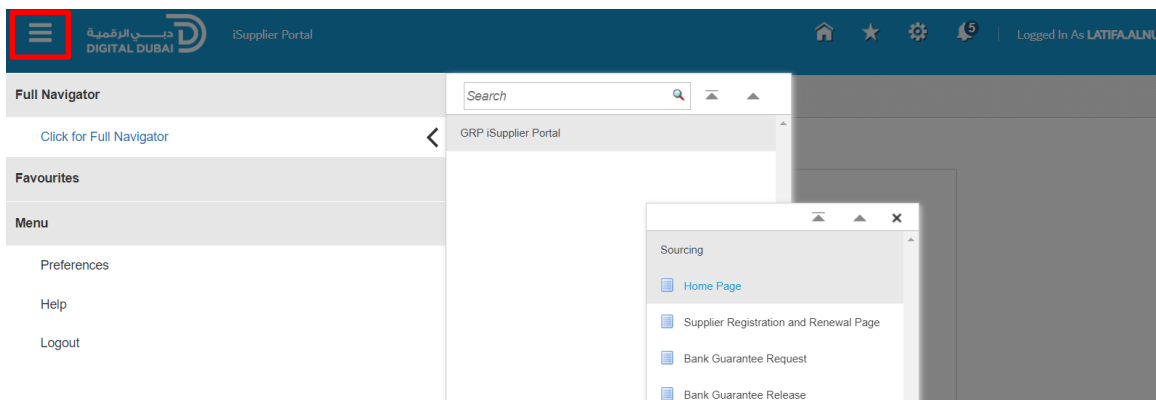
- After clicking on "Forgot Password" button, you will get the below confirmation message



- 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

A screenshot of a 'Change Password' form. The form has three input fields: 'Current Password', 'New Password', and 'Re-enter New Password'. Each field has a red asterisk to its left, indicating it is a required field. Below the 'Re-enter New Password' field, there is a note: 'Password must be at least 8 characters long.' At the bottom right of the form, there are two blue buttons: 'SUBMIT' and 'CANCEL'. On the left side of the form, there is a legend: '* 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




1.2 Step 2. Review Notifications

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

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



Orders At A Glance
FULL LIST

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
42000108	IPROC#12000157	26-04-2020 12:50:13
42000112	Veeam Renewal	22-04-2020 12:20:38

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

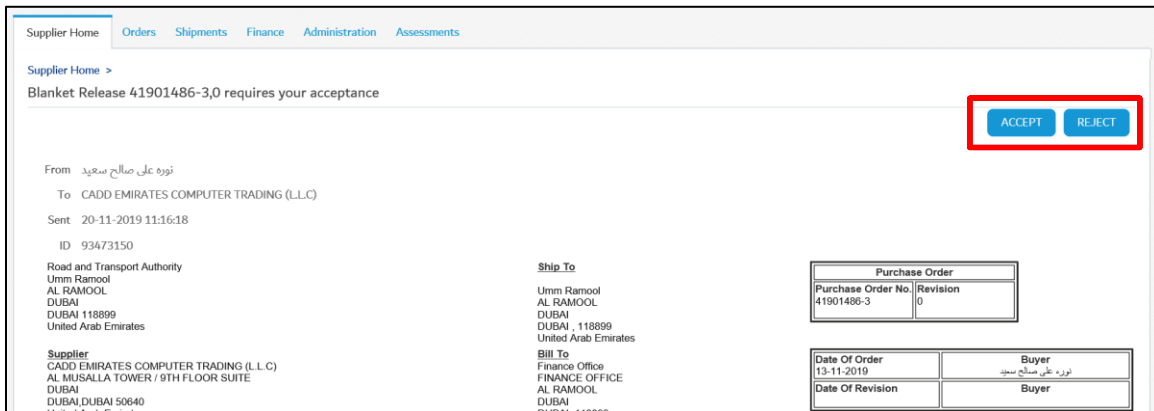
If there are no notifications go to Step 4 to search for them.

1.3 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.



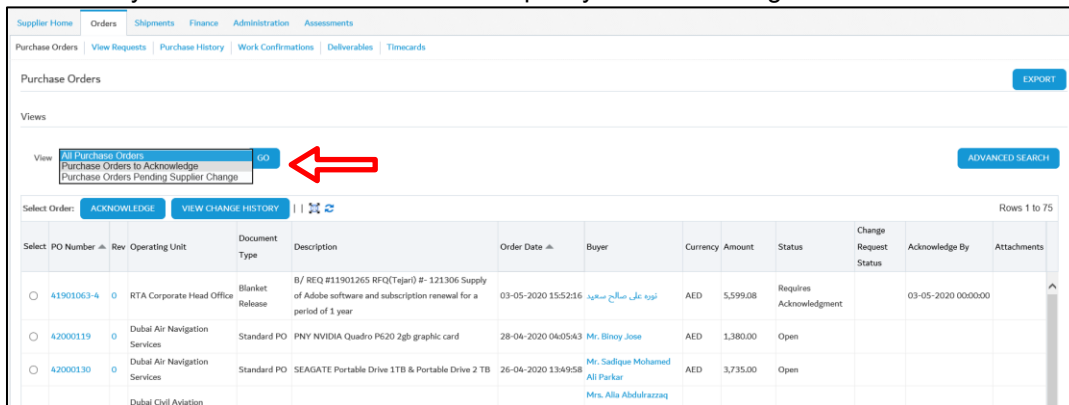
1.4 Step 4. Acknowledging POs

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.

Purchase Orders EXPORT

Views

View: Purchase Orders to Acknowledge GO ADVANCED SEARCH

Select Order: ACKNOWLEDGE VIEW CHANGE HISTORY || 🔄

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 - rfq_122062_1_1 - B/ REQ # 11901744 Supply and hardware parts replacement for end user assets	27-02-2020 12:23:28	نوره علي صالح سعيد	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 سعيد	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 سعيد	AED	583,500.00	Requires Acknowledgment		08-11-2016 00:00:00	
<input type="radio"/>	41600961-1	0	RTA Corporate	Blanket	B/ REQ #11600839 -RFQ(68381)	14-08-2016 09:45:32	منى عتيق	AED	743,500.00	Requires			

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

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

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](#)

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

Note:

- The department's Buyer will be checking the acceptance in the Purchasing system.
- If the buyer queries now the PO in the system, he will see that it is accepted by the supplier.

2 Reviewing PO, Receipt, Return, Invoice and Payment on iSupplier Summary

2.1 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 displays the iSupplier Summary interface. At the top, there is a navigation bar with tabs: Supplier Home, **Orders** (highlighted with a red box), Shipments, Finance, Administration, and Assessments. Below the navigation bar is a search section with a dropdown menu set to 'PO Number', a search input field, and a 'GO' button (highlighted with a red arrow). The main content area is divided into several sections:

- Notifications:** A table with columns 'Subject' and 'Date'. It lists several notifications related to RFQs and maintenance contracts. A 'FULL LIST' button is present.
- Orders At A Glance:** A section with a red arrow pointing to it, containing a table of recent POs. A 'FULL LIST' button is also present.
- Orders Sidebar:** A vertical sidebar on the right with sections:
 - Orders:** Contains 'Purchase Orders' (highlighted with a red box) and 'Purchase History'.
 - Shipments:** Contains 'Advance Shipment Notices'.
 - Receipts:** Contains 'Receipts' and 'Returns'.
 - Invoices:** Contains 'Invoices'.
 - Payments:** Contains 'Payments'.

Orders At A Glance Table:

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

Purchase Orders

Views

View: All Purchase Orders

Select Order: ACKNOWLEDGE VIEW CHANGE HISTORY

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		03-05-2
<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		

If you choose any option, you will find the purchase order details:

Supplier Home >

Standard Purchase Order: 42200748, 0 (Total AED 63,000.00)

Currency: AED

Order Information

General	Terms and Conditions	Summary
Total: 63,000.00	Payment Terms: Immediate	Total: 63,000.00
Supplier: CADD EMIRATES COMPUTER TRADING (L.L.C)	Carrier: FOB	Received: 63,000.00
Supplier Site: DUBAI	Freight Terms: OTHER	Invoiced: 63,000.00
Supplier Contact: SHIRAS, KHAN	Shipping Control:	Payment Status: Paid
Address: دبي, DUBAI, DUBAI 50640	Ship-To Address: قالدعم المؤسسي - إدارة الدعم الفني, BUR DUBAI, DUBAI, DUBAI	Download PO File: PO:26230513-US.PDF
Buyer: Employee 2292	Bill-To Address:	
Order Date: 16-12-2022 07:51:38		
Description: أجهزة حاسب آلي - 12201127 - rfq_183169 - ادب توب مايكروسوفت سيرفيس لإدارة الدعم الفني		
Status: Closed		

Note that you'll be able to download a PO copy as highlighted above. Otherwise, you can also use Smart Supplier App to directly download the PO report

2.2 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 DUBAI	Shipping Control	
DUBAI DUBAI P.O.BOX - 50640	Ship-To Address	
	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 EXPORT

Simple Search ADVANCED SEARCH

Receipt Number

PO Number (example : 1234)

Release Number (example : 1234-2)

Shipment Number

Shipped Date (example: 20-06-2020)

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 ▲
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

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](#)

2.3 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

PO Number

Receipt Number

Shipment Number

RMA Number

Item

Supplier Item

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.														

- Enter the receipt number and click Go
- 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

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:

- 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

Orders

- Purchase Orders
- Purchase History

Shipments

- Advance Shipment Notices

Receipts

- Receipts
- Returns

Invoices

- Invoices

Payments

- Payments

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

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

Orders: Purchase Orders > View Order Details >
Invoices for Standard Purchase Order: 42000298

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

Simple Search

Invoice Number: INV-HP-069534

PO Number: (example: 1234)

Release Number: (example: 1234-2)

Payment Number:

Payment Status: [v]

GO CLEAR

Invoice Amount From: [] To: []

Amount Due From: [] To: []

Invoice Date From: [] To: []

Due Date From: [] To: []

ADVANCED SEARCH

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	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
INV-HP-069534	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
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

Orders At A Glance

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

2.5 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 (LLC)	Carrier	Received 15,642.00
Supplier Site DUBAI	FOB	Invoiced 15,642.00
Supplier Contact	Freight Terms	Payment Status Paid
Address P.O.BOX - 50640 DUBAI	Shipping Control	
DUBAI DUBAI P.O.BOX - 50640	Ship-To Address	
	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**

Finance: View Payments >

View Payments EXPORT

Simple Search

Note that the search is case insensitive ADVANCED SEARCH

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 a web application 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 two sections: 'Notifications' and 'Orders'. The 'Notifications' section contains a table with columns 'Subject' and 'Date'. The 'Orders' section contains a list of links: 'Purchase Orders', 'Purchase History', 'Advance Shipment Notices', 'Receipts', 'Returns', 'Invoices', and 'Payments'. The 'Payments' link is highlighted with a red box.

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

3 Manage Company Profile

Here, you can manage the company's information in iSupplier by going to the Administration page.

3.1 Review Company profile

View the company's details and manage attachments from the General Tab
View and update the Tax details (if it's not added) from the Company Profile Tab

Supplier Home Orders Shipments Finance Administration Assessments Manage Supplier Broker

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing

General

Organization Name KANOO MACHINERY (LLC) DUNS Number
Supplier Number 2272 Tax Registration Number 100209638400003
Alias Taxpayer ID
Parent Supplier Name Country of Tax Registration
Parent Supplier Number

Attachments

Search

Note that the search is case insensitive

Title GO

Show More Search Options

ADD ATTACHMENT... | ...

Seq	Title	Type	Description	Category	Last Updated By	Last Updated	Update	Delete	Publish to Catalog
10	2022-10-15 09:44...	File	KANOO MACHINE...	From Supplier	KANOO.MACHINERY	29-05-2023			

3.2 Manage Addresses

In the "Address Book" tab, you can view the company's addresses and update them based on your location and/or branches

Supplier Home Orders Shipments Finance Administration Assessments Manage Supplier Broker

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing

Address Book

CREATE | ...

Address Name	Address Details	Country	Status	Update	Remove
DUBAI	PO BOX 290 DUBAI DUBAI, DUBAI PO BOX 290	United Arab Emirates	Current		
DUBAI	KHALID BIN WALEED STREET BUR DUBAI DUBAI DUBAI, DUBAI P.O.BOX 290	United Arab Emirates	Current		
DUBAI - DPD	KHALID BIN WALEED STREET	United Arab Emirates	Current		

3.3 Manage Contacts and Accounts

In the “Contact Directory” tab, you can view the company’s registered contacts and update them based on your staff and access

If you would like the user to access isupplier Portal, make sure to create the user account alongside the contact.

Supplier Home Orders Shipments Finance Administration Assessments Manage Supplier Broker

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services

Contact Directory : Active Contacts

CREATE | ...

First Name ▲	Last Name ▲	Supplier Name ▲	Phone Number ▲	Email ▲	Status ▲	User Account	Addresses	Updat
sreekumar	sahadevan	KANOO MACHINERY (LLC)	0506959562	sreekumar.sahadevan@kanoo.com	Current	✓		
Khalid	Ali	KANOO MACHINERY (LLC)	04-2379969	khalid.hussain@kanoo.com	Current	✓		
MATHEW ZACHARIA		KANOO MACHINERY (LLC)			Current			

3.4 Manage business Classifications

In the “business Classifications” tab, check the classifications applicable to your company.

Ensure to select an activity and a supplier type based on your Trade License information.

Supplier Home Orders Shipments Finance Administration Assessments Manage Supplier Broker

Profile Management

General
Company Profile
Organization
Address Book
Contact Directory
Business Classifications
Product & Services
Banking Details
Payment & Invoicing

Business Classifications

CANCEL SAVE

Certification

I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 12-12-2022 By MR. Khalid Ali

TIP Date format example: 14-06-2024

Classification ▲	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Activity - Goods & Items	<input checked="" type="checkbox"/>		203384		08-10-2023
Activity - Service Provider	<input checked="" type="checkbox"/>				
Type - Dubai Based Supplier (DED)	<input checked="" type="checkbox"/>				
Activity - Consultant or Contractor	<input type="checkbox"/>				
Type - Dubai Free Zone Supplier	<input type="checkbox"/>				
Type - Free Zone Supplier Except Dubai	<input type="checkbox"/>				
Type - Freelancer	<input type="checkbox"/>				
Type - Overseas Supplier	<input type="checkbox"/>				

3.5 Manage Bank Accounts

In the “Banking Details” tab, Manage the company’s registered bank account(s)

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details**
- Payment & Invoicing

Banking Details CANCEL SAVE

View: General Accounts GO

TIP Date format example: 14-06-2024

ADD CREATE | ...

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status
>	0511001186304	AE300260000511001186304	UAE Dirham	Emirates NBD	16-06-2019		1	▲	▼	Appro

3.6 Manage Products and Services

In the “Product & Services” tab, Manage the products and services that is provided by company’s

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services**
- Banking Details
- Payment & Invoicing

Products and Services

Rows 1 to 30

REMOVE ADD | ...

<input type="checkbox"/>	Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/>	10045-999	Electrical Components And Supplies-Miscellaneous	07-02-2020	Approved	
<input type="checkbox"/>	12005-020	Windshield Wipers-Wiper Blades	07-02-2020	Approved	
<input type="checkbox"/>	12005-025	Windshield Wipers-Wiper Rubber & Arms	07-02-2020	Approved	
<input type="checkbox"/>	12015-005	Braking Systems And Components-Automotive Braking Systems	07-02-2020	Approved	
<input type="checkbox"/>	12015-015	Braking Systems And Components-Brake Drum	07-02-2020	Approved	
<input type="checkbox"/>	12020-005	Wheels & Rims-Automobile Rims Or Wheels	07-02-2020	Approved	
<input type="checkbox"/>	12020-015	Wheels & Rims-Truck Rims Or Wheels	07-02-2020	Approved	
<input type="checkbox"/>	12025-010	Suspension & Streering System Spare Parts-Automobile Suspension Systems	07-02-2020	Approved	
<input type="checkbox"/>	12025-020	Suspension & Streering System Spare Parts-Rods	07-02-2020	Approved	
<input type="checkbox"/>	12025-065	Suspension & Streering System Spare Parts-Swivels Joints	07-02-2020	Approved	

4 Contacts

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

Helpdesk: help@digitaldubai.ae

Contact No: 600 5 60000