الدليل التدريبي

بوابة المورد الإلكترونية

Training Material

eSupplier Portal

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1   Acknowledging Purchase Orders

Step 1. Logging to the iSupplier Portal

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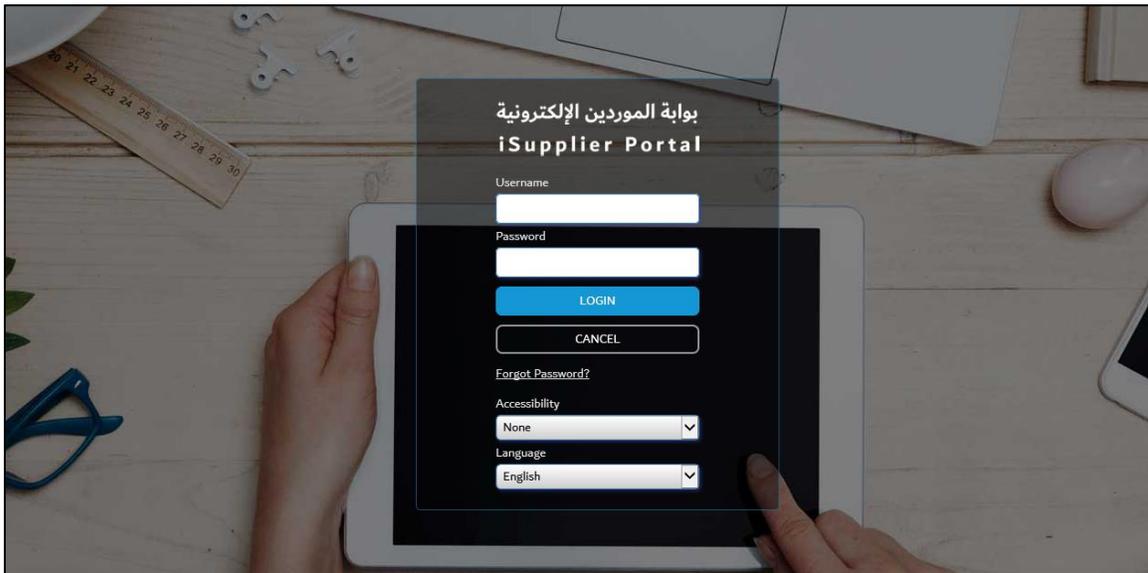
- If you don't remember your credentials, enter your username and check on "Forget Password" button

- 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
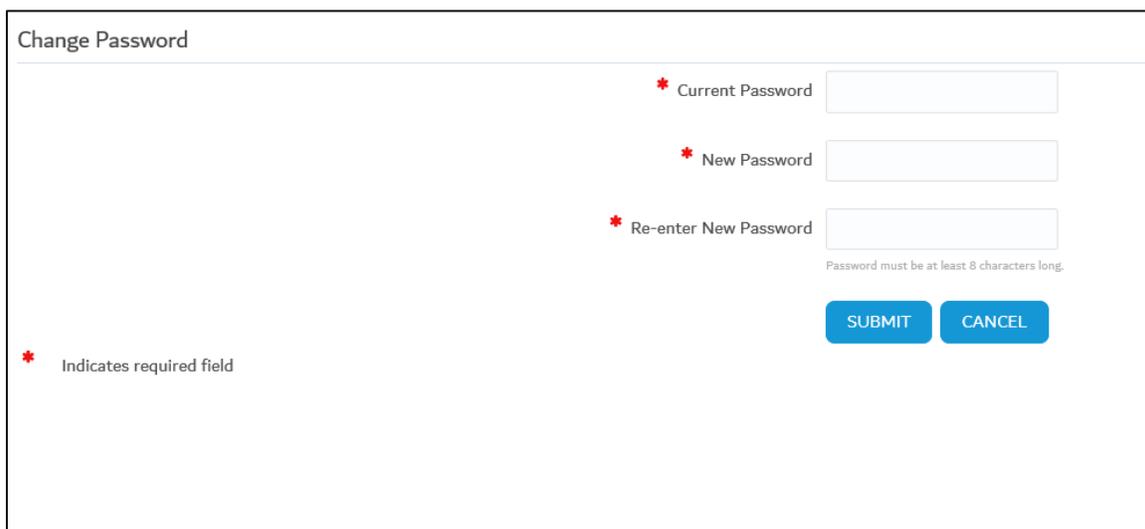
Logging in to this page will take you to the iSupplier homepage

Step 2. Review Notifications

The **Notifications** indicate if there are any PO's requiring supplier <u>acknowledgement</u>.

If a Standard PO or PO Release requires acknowledgment, the following message will appear "<u>Standard PO 420XXXXX requires your acceptance</u>"

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

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

Step 3. Acknowledging Notification

Note that the "Note to Supplier" that was entered by the purchasing buyer in the Purchase Order is now appearing for you on iSupplier Portal.

After you've reviewed the PO, select '**Accept'** or click the '**Reject'** button.

An acknowledgement is sent back to the Purchasing department. More specifically, to the buyer who has created the purchase order.
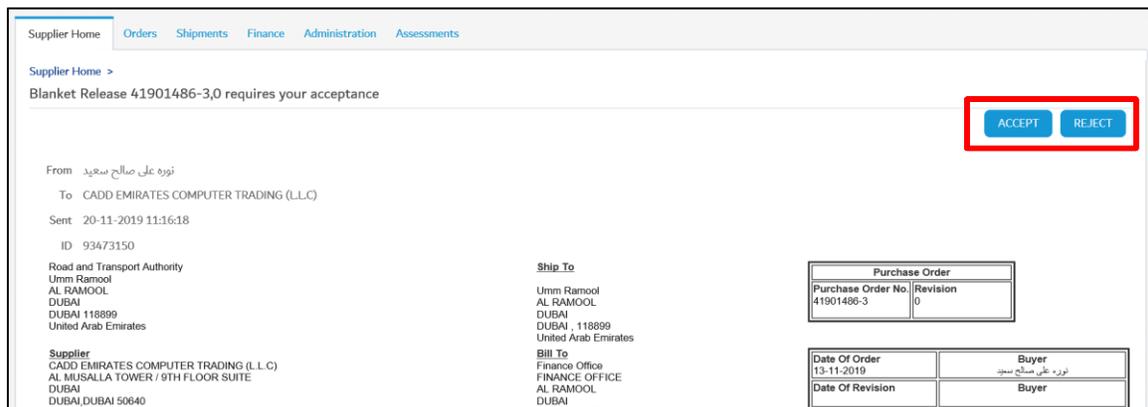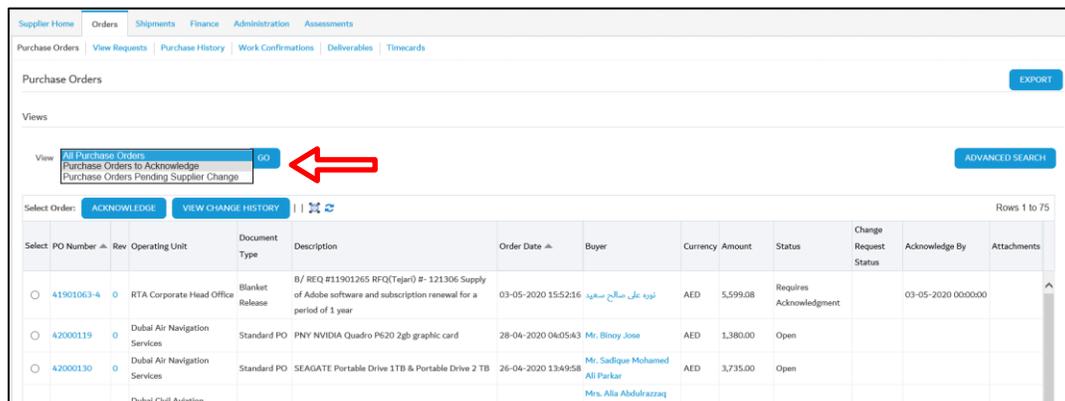

Step 4. Acknowledging POs

If the PO was <u>not found</u> 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.

Acknowledge Purchase Order:

- Select '**Accept Entire Order**' or '**Reject Entire Order**' for the action field

- 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

CANCEL   SUBMIT

Description	B/ REQ #11901265 RFQ(Tejari) #- 121306 Supply of Adobe software and subscription renewal for a period of 1 year
Currency	AED
Amount	5,599.08
Order Date	03-05-2020 15:52:16
Action	Accept
Note to Buyer	

CANCEL   SUBMIT

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

| Supplier Home | Orders | Shipments | Finance | Administration | Assessments |

| Purchase Orders | View Requests | Purchase History | Work Confirmations | Deliverables | Timecards |

Orders: Purchase Orders > Acknowledge for Blanket Release >

PO Acknowledgment Confirmation

Purchase Order 41901063-4 has been Acknowledged.

Return to Purchase Order Summary

Note:

- The department's Buyer will be checking the acceptance in the Purchasing system.

- If the buyer queries now the PO in the system, he will see that it is accepted by the supplier.

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

Purpose

In this scenario, we will demonstrate the following processes on iSupplier Portal:

- Reviewing Purchase Order

- Reviewing Receipt

- Reviewing Return

- Reviewing invoice

- Reviewing payment

Pre-Requisitions

✓ N/A

Step 1. Review PO / PO lines

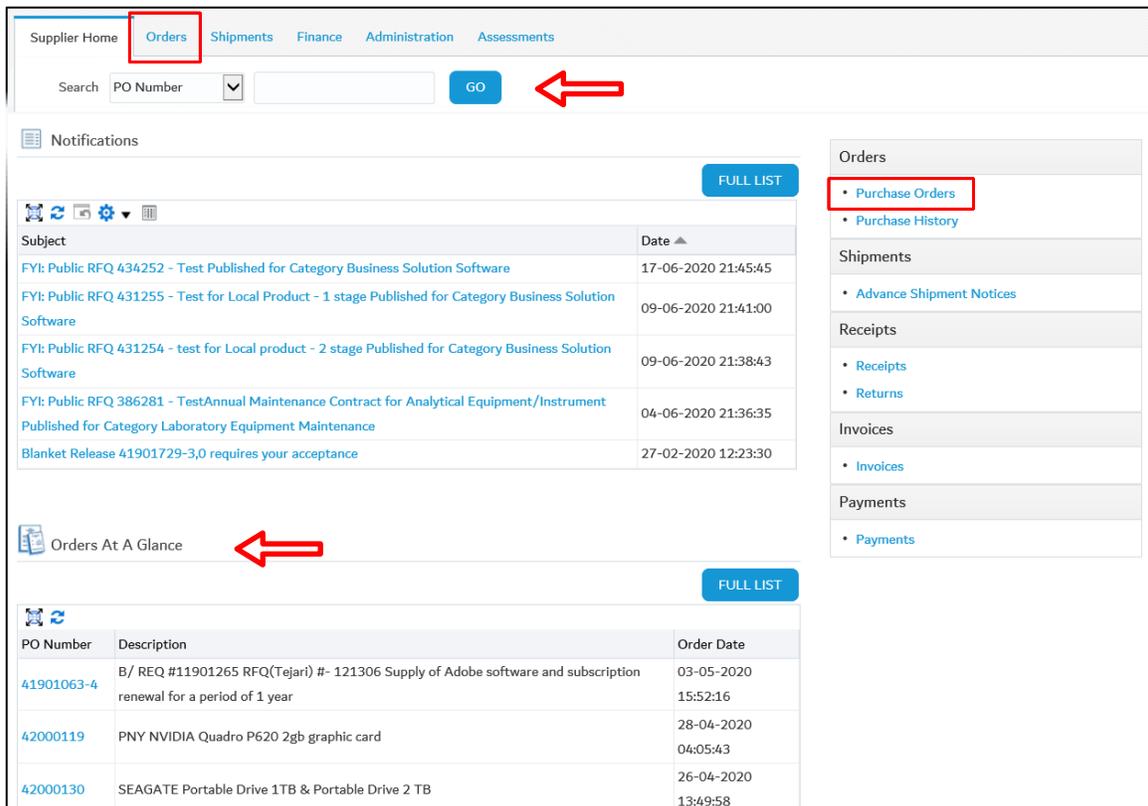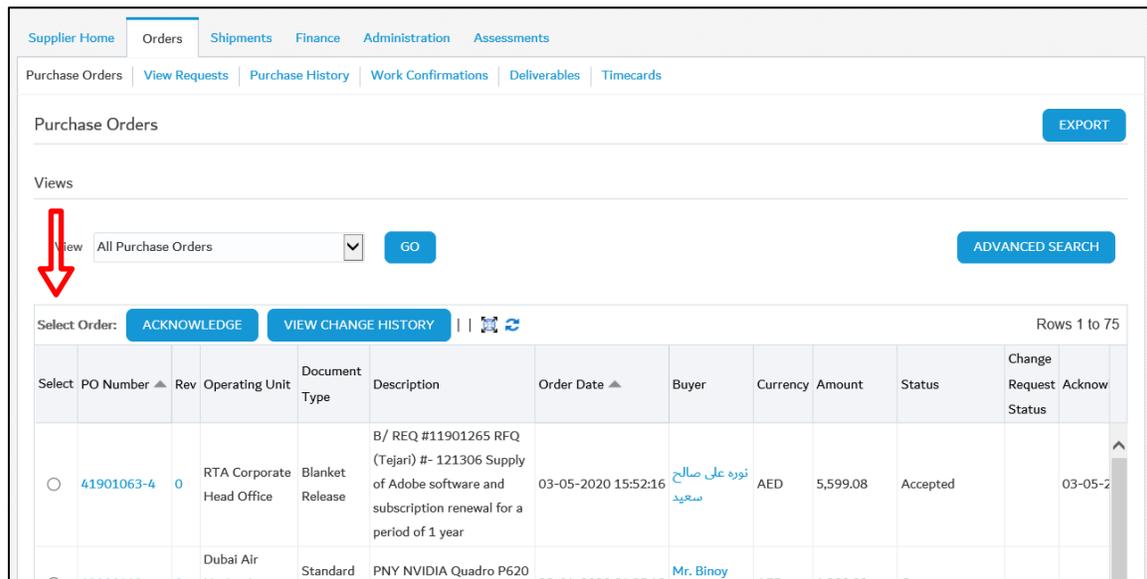Here, you will just view the Purchase Order's information.

To view a PO, you have 4 ways:

If you know the PO, use:

1. **Search**

2. The **Purchase Orders** link on the side

If you don't know the PO, use:

3. **Order at A Glance** (recent POs)

4. Go to the **Orders** Tab

If you choose option (1, 2, or 3), you will find the purchase order details:

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

Step 2. Review Receipt

Here, you will just <u>view</u> 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

- If you want to get to the Receipt directly and you know the Receipt number or purchase order:

    1. Go to **Shipment** Tab: **Receipt**

- You can go to the Receipts from the hyperlinks in the homepage

Step 3. Review Return

Here, you will just <u>view</u> 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

2. If you know the Receipt number and you want to go to the return directly, use:

3. Go to **Shipment** tab: **Returns**

a. Enter the receipt number and click Go

b. Click the below box under Returns

c. Go to the Returns from the hyperlink in the homepage

Step 4. Review invoice

Here, you will just <u>view</u> 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

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

c. Click on the invoice number and view details

3. Go to the Invoices from the hyperlink in the homepage

4. From the **search** field

Step 5. Review Payment

Here, you will just <u>view</u> 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
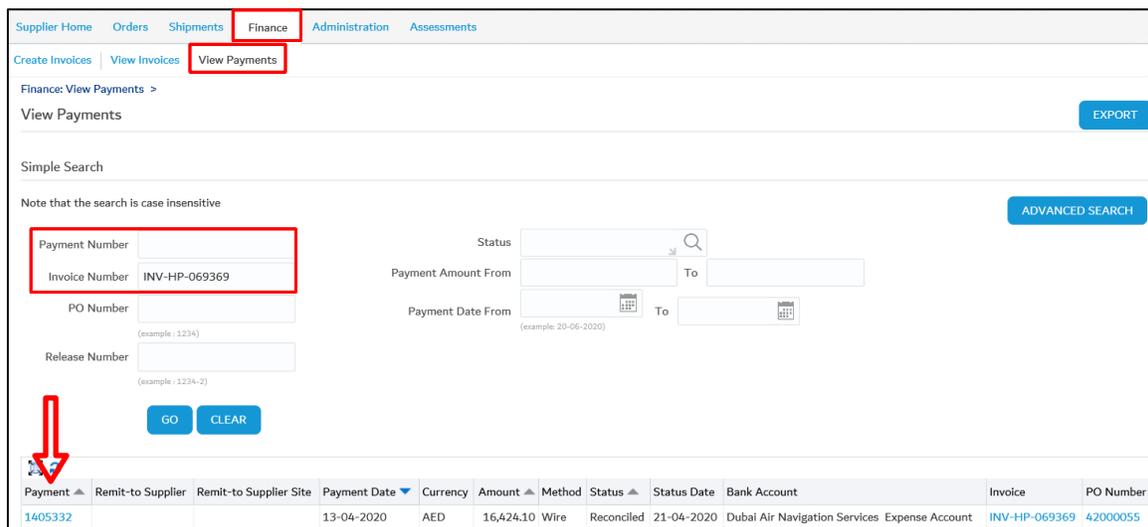
   b. Select **Payment** links

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

3. From the Search field

4. Go to the Payments from the hyperlink in the homepage

3 Contacts

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

Helpdesk: help@smartdubai.ae

Contact No: 600 5 60000