

## PO Based invoice submission

Invoices Management and Payment tracking plays a major role in completing procurement cycle. Keeping records of every single invoices submitted/cleared will give clear picture on Organizations financial records. Tracking all invoice documents and payment transaction details will enable organizations to have a smooth and hassle free audit processes.

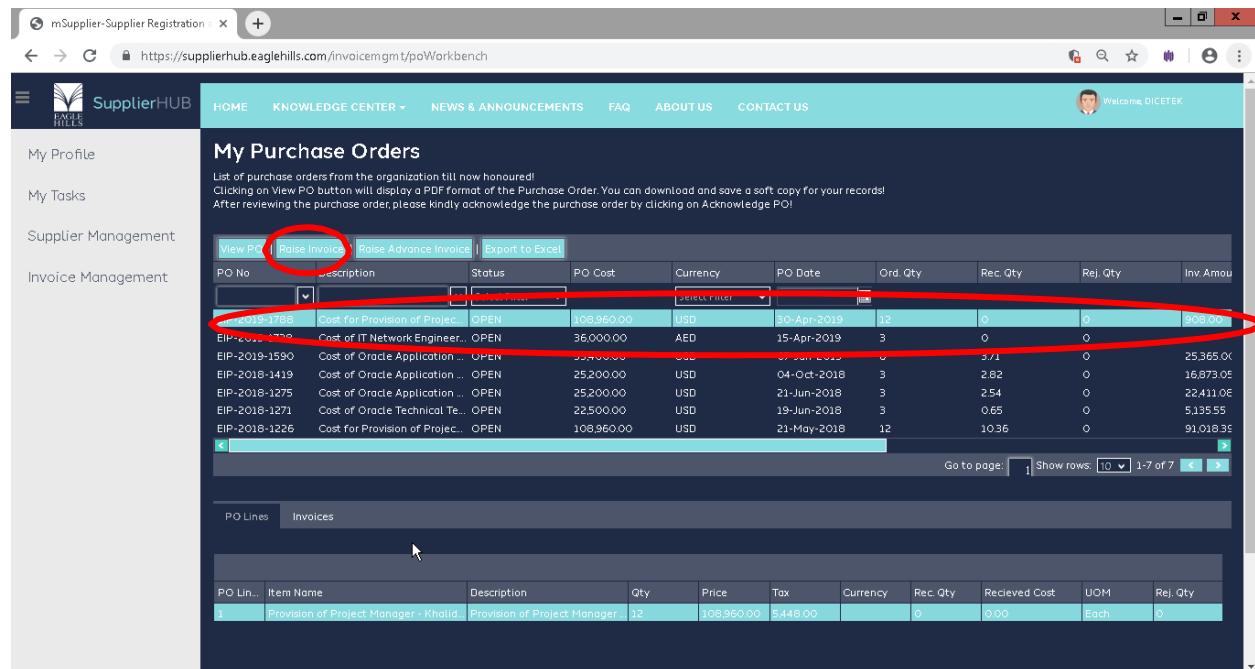
mSupplier portal application enables suppliers to submit invoices requesting payments for the services provided online unlike manual submission of invoice hard copies. Having soft copies/e-Invoices will help both suppliers and organization to have end to end details of the payment process for the Purchase orders executed by the suppliers.

Invoice Payment Online tracking along with enquiries associated with submitted invoices reduces the payment cycle and enables organization to clear payments efficiently. Monthly Supplier account statement reconciliations will help Suppliers, Organizations and Auditors to have access to details transaction details with appropriate clarifications for all types of discrepancies.

Clicking on Raise Invoice will take you to Invoice submission form as depicted below.

We have two types of invoices for PO's one is **Standard** and another one is **Advanced** invoice.

### Standard Invoice



The screenshot shows the 'My Purchase Orders' page of the mSupplier Supplier Registration portal. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A 'Welcome' message for 'DICETEK' is displayed. The main content area is titled 'My Purchase Orders' and displays a table of purchase orders. The table has columns for PO No, Description, Status, PO Cost, Currency, PO Date, Ord. Qty, Rec. Qty, Rej. Qty, and Inv. Amou. A red circle highlights the 'Raise Invoice' button in the top navigation bar. Below the table, the 'Invoices' tab is selected in the sub-navigation bar.

PO No	Description	Status	PO Cost	Currency	PO Date	Ord. Qty	Rec. Qty	Rej. Qty	Inv. Amou
EIP-2018-1265	Cost for Provision of Project...	OPEN	108,960.00	USD	30-Apr-2019	12	0	0	108,960.00
EIP-2018-119	Cost of IT Network Engineer...	OPEN	36,000.00	AED	15-Apr-2019	3	0	0	36,000.00
EIP-2019-1590	Cost of Oracle Application ...	OPEN	32,000.00	USD	07-Jun-2019	3	3/1	0	25,365.00
EIP-2018-1419	Cost of Oracle Application ...	OPEN	25,200.00	USD	04-Oct-2018	3	2.82	0	16,873.05
EIP-2018-1275	Cost of Oracle Application ...	OPEN	25,200.00	USD	21-Jun-2018	3	2.54	0	22,410.05
EIP-2018-1271	Cost of Oracle Technical Te...	OPEN	22,500.00	USD	19-Jun-2018	3	0.65	0	5,135.55
EIP-2018-1226	Cost for Provision of Projec...	OPEN	108,960.00	USD	21-May-2018	12	10.36	0	91,018.35

Go to page: 1 Show rows: 10 1-7 of 7

PO Lines Invoices

PO Lin...	Item Name	Description	Qty	Price	Tax	Currency	Rec. Qty	Received Cost	UOM	Rej. Qty
1	Provision of Project Manager - Khalid	Provision of Project Manager	12	108,960.00	5,448.00	USD	0	0.00	Each	0



mSupplier-Supplier Registration [+/-](#)

<https://supplierhub.eaglehills.com/invoicemgmt/poWorkbench>

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**My Purchase Orders**

List of purchase orders from the organization till now honoured!  
Clicking on View PO button will display a PDF format of the Purchase Order. You can download and save a soft copy for your records!  
After reviewing the purchase order, please kindly acknowledge the purchase order by clicking on Acknowledge PO!

[View PO](#) [Raise Invoice](#) [Raise Advance Invoice](#) [Export to Excel](#)

PO No	Description	Status	PO Cost	Currency	PO Date	Ord. Qty	Rec. Qty	Rej. Qty	Inv. Amou
EIP-2019-1788	Cost for Provision of Project...	OPEN	108,960.00	USD	30-Apr-2019	12	0	0	908.00
EIP-2019-1738	Cost of IT Network Engineer...	OPEN	36,000.00	AED	15-Apr-2019	3	0	0	16,873.00
EIP-2019-1590	Cost of Oracle Application ...	OPEN	53,400.00	USD	07-Jan-2019	6	3.71	0	25,365.00
EIP-2018-1419	Cost of Oracle Application ...	OPEN	25,200.00	USD	04-Oct-2018	3	2.62	0	16,873.00
EIP-2018-1275	Cost of Oracle Application ...	OPEN	25,200.00	USD	21-Jun-2018	3	2.54	0	22,410.00
EIP-2018-1271	Cost of Oracle Technical Te...	OPEN	22,500.00	USD	19-Jun-2018	3	0.65	0	5,135.55
EIP-2018-1226	Cost for Provision of Projec...	OPEN	108,960.00	USD	21-May-2018	12	10.36	0	91,018.35

Go to page:  Show rows:  1-7 of 7 [<](#) [>](#)

[PO Lines](#) [Invoices](#)

PO Line No	Item Name	Description	Qty	Price	Tax	Currency	Rec. Qty	Received Date	Rej. Qty	Rej. Date
1	Provision of Project Manager - Khalid Chaudhary	Provision of Project Manager ...	12	108,960.00	5,448.00	USD	0	0.00	Each	0

## Invoice Details

mSupplier-Supplier Registration [+/-](#)

<https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delId=>

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**PO Based e-Invoice**

\*Indicates required fields.

**Purchase Order Line Details**

Supplier Id	EIP-2019-1788	Supplier Name	DICETEK LLC
PO No	EIP-2019-1788	Description	Cost for Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869
Department	Information Technology	Buyer	Sameer/NA
Requested By	Jolly, Mr. Justin	Buyer Email	NA
PO Total Cost	USD 108,960.00	Invoiced Amount	USD 908.00

**Invoiced Amount**

Invoice No	Type	Invoice Date	Status	Invoice Amount	Tax	Invoice Date	View Doc
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	USD 45.40	31-May-2019	<a href="#">View Doc</a>
31MAY19AP1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	USD 45.40	31-May-2019	<a href="#">View Doc</a>
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 908.00	USD 45.40	03-Jun-2019	<a href="#">View Doc</a>
03JUN19AP1	PREPAYMENT	03-Jun-2019	REJECTED	USD 908.00	USD 45.40	03-Jun-2019	<a href="#">View Doc</a>



mSupplier-Supplier Registration +  

<https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delId=>

Welcome, DICETEK

**SupplierHUB**

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My Profile  
My Tasks  
Supplier Management  
Invoice Management

	Y	11367	1	Provision of Project Manager - Khalid Choudary for 1 Year From 15-05-2019 To 14-05-2020	Provision of Project Manager - Khalid Choudary for 1 Year From 15-05-2019 To 14-05-2020	12.00	9080.00	0.10	1			108960.00	5.00
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Please make sure to provide valid details below, invalid details will result in rejection of payments!

**Invoice Details**

Enter Invoice No\*   Invoice Amount

Invoice Date\*   Invoice Due Date

Upload Invoice Scan Copy\*   Max. 5MB & pdf/image files only Tax Amount

Delivery Order No\*  Delivery Order Date\*

Upload DO Scan Copy\*   Max. 5MB & pdf/image files only

Invoice Description\*

[Read terms & Conditions](#)  [I Agree Terms & Conditions](#)

**SUBMIT INVOICE** **BACK**

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Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

- Invoice No, a alphanumeric unique invoice identifier
- Invoice Description, a breif description of invoice not exceeding 200 characters
- Invoice Scan Copy, a scanned copy of your companies' invoice format
- DO No, a alphanumeric Document no
- DO Scan Copy, scan copy of the DO document not exceeding a size of 5MB and .pdf or image files.

Upon selecting and providing all relavant details, read and accept terms & conditions and click Submit Invoice button as depicted below

mSupplier-Supplier Registration +  

<https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delId=>

Welcome, DICETEK

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My Profile  
My Tasks  
Supplier Management  
Invoice Management

	Id	Line #	Description		Qty	Cost	Inv. Qty	Amount	Tax Amount	Amount	Rate
<input checked="" type="checkbox"/>	11367	1	Provision of Project Manager - Khalid Choudary for 1 Year From 15-05-2019 To 14-05-2020	Provision of Project Manager - Khalid Choudary for 1 Year From 15-05-2019 To 14-05-2020	12.00	9080.00	0.10	1	454.00	108960.00	5.00

Please make sure to provide valid details below, invalid details will result in rejection of payments!

**Invoice Details**

Enter Invoice No\*   Invoice Amount

Invoice Date\*   Invoice Due Date

Upload Invoice Scan Copy\*   Max. 5MB & pdf/image files only Tax Amount

Delivery Order No\*  Delivery Order Date\*

Upload DO Scan Copy\*   Max. 5MB & pdf/image files only

Invoice Description\*

[Read terms & Conditions](#)  [I Agree Terms & Conditions](#)

**SUBMIT INVOICE** **BACK**



Once invoice is submitted, system will display a success message and it will go for the approval.

The screenshot shows the SupplierHub interface for invoice management. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user profile is shown on the right. The main content area displays a table of invoices with columns for Invoice No, Type, Status, PO Cost, Currency, Tax, and Invoice. A red circle highlights this table. Below the table, there is a section for PO Line Details with a table for selecting PO lines and entering invoice quantities. The bottom of the page shows a footer with links for PO Lines and Invoices.

## Advanced Invoice for PO

Login to internal User and go to Invoice management and select PO workbench. Before going to click on Raise Advance invoice button we need to select the PO's.

The screenshot shows the SupplierHub interface for the PO Workbench. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user profile is shown on the right. The main content area displays a table of purchase orders with columns for PO No, Description, Status, PO Cost, Currency, PO Date, Ord. Qty, Rec. Qty, Rej. Qty, and Inv. Amo. A red circle highlights the 'Raise Advance Invoice' button in the toolbar above the table. The bottom of the page shows a footer with links for PO Lines and Invoices.



Once click on the Raise Advance invoice it will take to you PO based Invoice page.

**PO Based e-Invoice**

\*Indicates required fields.

Purchase Order Line Details	
Supplier Id	634
PO No	EIP-2019-1788
Department	Information Technology
Requested By	Jolly, Mr. Justin
PO Total Cost	USD 10896.00
Supplier Name	DICETEK LLC
Description	Cost for Provision of Project Manager - Khalid Chaudry for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869
Invoiced Amount	USD 19068.00

Invoice No	Type	Invoice Date	Status	Invoice Amount	Tax	Invoice
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	USD 45.40	<a href="#">View Doc</a>
31MAY19AP1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	USD 45.40	<a href="#">View Doc</a>
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 9080.00	USD 454.00	<a href="#">View Doc</a>

Fill the all mandatory and optional fields and click on the Submit invoice button.

Please make sure to provide valid details below, invalid details will result in rejection of payments!

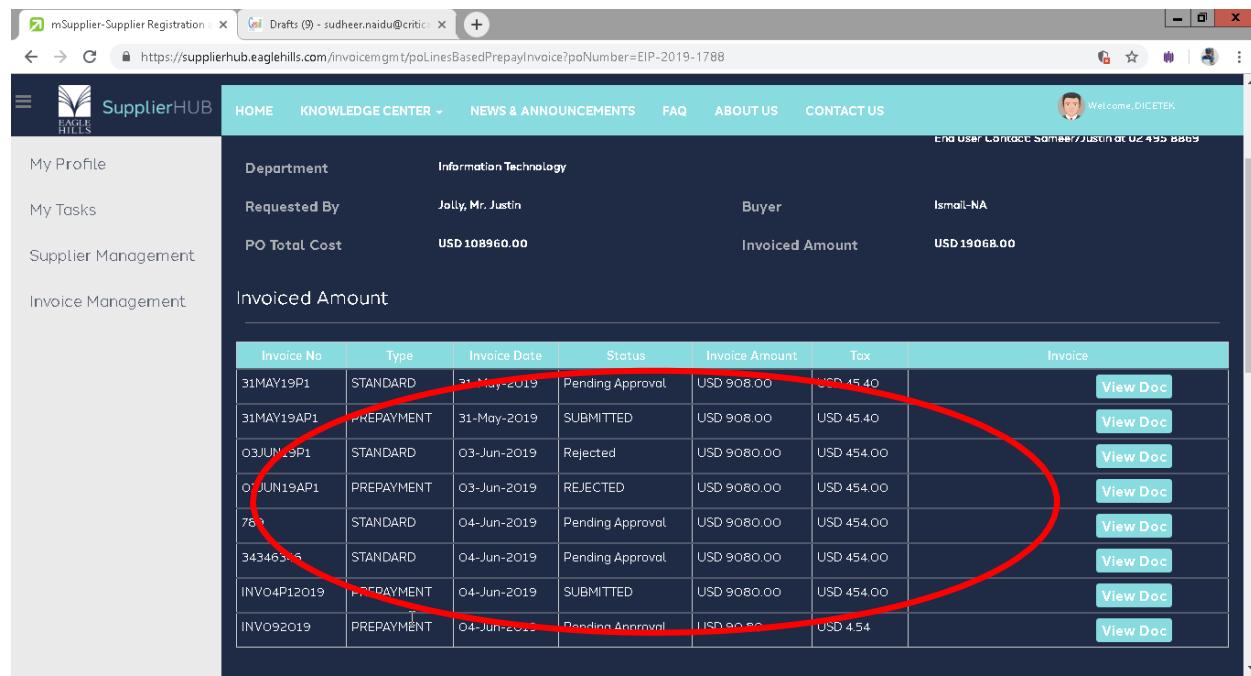
**Invoice Details**

Enter Invoice No*	<input type="text"/>	<a href="#">Check Duplicate</a>	Invoice Amount in AED <input type="text"/>	<a href="#">Calculate</a>
Invoice Date*	<input type="text" value="04-Jun-2019"/>	<a href="#">D</a>	Invoice Due Date <input type="text"/>	<a href="#">D</a>
Upload Invoice Scan Copy*	<input type="file" value="No file chosen"/> Max. 5MB & pdf/image files only	Tax Amount <input type="text"/>		
Invoice Description*	<input type="text" value="Maximum 200 Characters"/>			
Are you providing the bank guarantee document for advance payment invoice? *				
Bank Guarantee No <input type="text"/>	Bank Name <input type="text"/>			
Bank Guarantee Expiry Date <input type="text"/>	Upload Bank Guarantee Scanned Copy <input type="file" value="No file chosen"/> Max. 5MB & pdf/image files only			
<input type="checkbox"/> <a href="#">Read terms &amp; Conditions</a> <input type="checkbox"/> <a href="#">I Agree Terms &amp; Conditions</a>				
<b>SUBMIT INVOICE</b>				



## mSupplier SUPPLIER USER MANUAL

Once submit the Advance invoice It will added to the invoiced amount section



The screenshot shows the SupplierHub interface with the following details:

**Header:** mSupplier-Supplier Registration, Drafts (9) - sudheer.naidu@critic...

**Page Title:** SupplierHUB

**Header Navigation:** HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, CONTACT US, Welcome, DICETEK

**Header Message:** End User Contact Sameer/Justin at 02 495 8869

**Left Sidebar:** My Profile, My Tasks, Supplier Management, Invoice Management

**Center Content:**

- Requested By:** Jolly, Mr. Justin
- Buyer:** Ismail-NA
- PO Total Cost:** USD 108960.00
- Invoiced Amount:** USD 19068.00

**Invoiced Amount Table:**

Invoice No	Type	Invoice Date	Status	Invoice Amount	Tax	Invoice
31MAY19P1	STANDARD	31-May-2019	Pending Approval	USD 908.00	USD 45.40	<a href="#">View Doc</a>
31MAY19AP1	PREPAYMENT	31-May-2019	SUBMITTED	USD 908.00	USD 45.40	<a href="#">View Doc</a>
03JUN19P1	STANDARD	03-Jun-2019	Rejected	USD 9080.00	USD 454.00	<a href="#">View Doc</a>
03JUN19AP1	PREPAYMENT	03-Jun-2019	REJECTED	USD 9080.00	USD 454.00	<a href="#">View Doc</a>
781	STANDARD	04-Jun-2019	Pending Approval	USD 9080.00	USD 454.00	<a href="#">View Doc</a>
34346315	STANDARD	04-Jun-2019	Pending Approval	USD 9080.00	USD 454.00	<a href="#">View Doc</a>
INV04P12019	PREPAYMENT	04-Jun-2019	SUBMITTED	USD 9080.00	USD 454.00	<a href="#">View Doc</a>
INV092019	PREPAYMENT	04-Jun-2019	Pending Approval	USD 9080.00	USD 454	<a href="#">View Doc</a>

### Non – PO Based Invoice

Invoices can be submitted without purchase orders which are generally expenses incurred while conducting business with EAGLE HILLS. NonPO based invoices may include contractual services like monthly electricity bills, Telephone charges, Internet charges, Travel expenses, monthly maintenance etc, Suppliers who provides contractual services as mentioned above can submit an on PO based invoices to claim payments for the services provided to EAGLE HILLS.

**Note:** NON-PO Based invoice submission feature will be available for certain types of suppliers only.

Non PO Invoice can be submitted by filling a non-po based invoice form as depicted below.

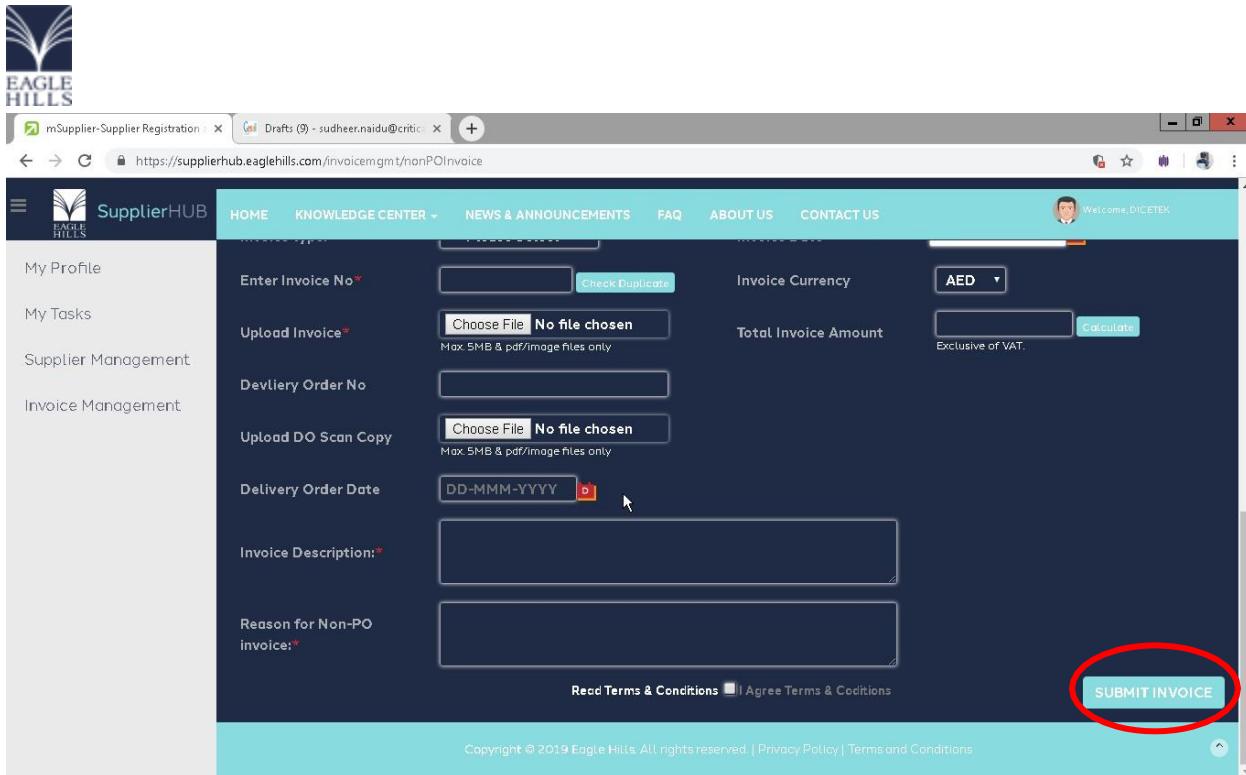


## mSupplier SUPPLIER USER MANUAL

Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

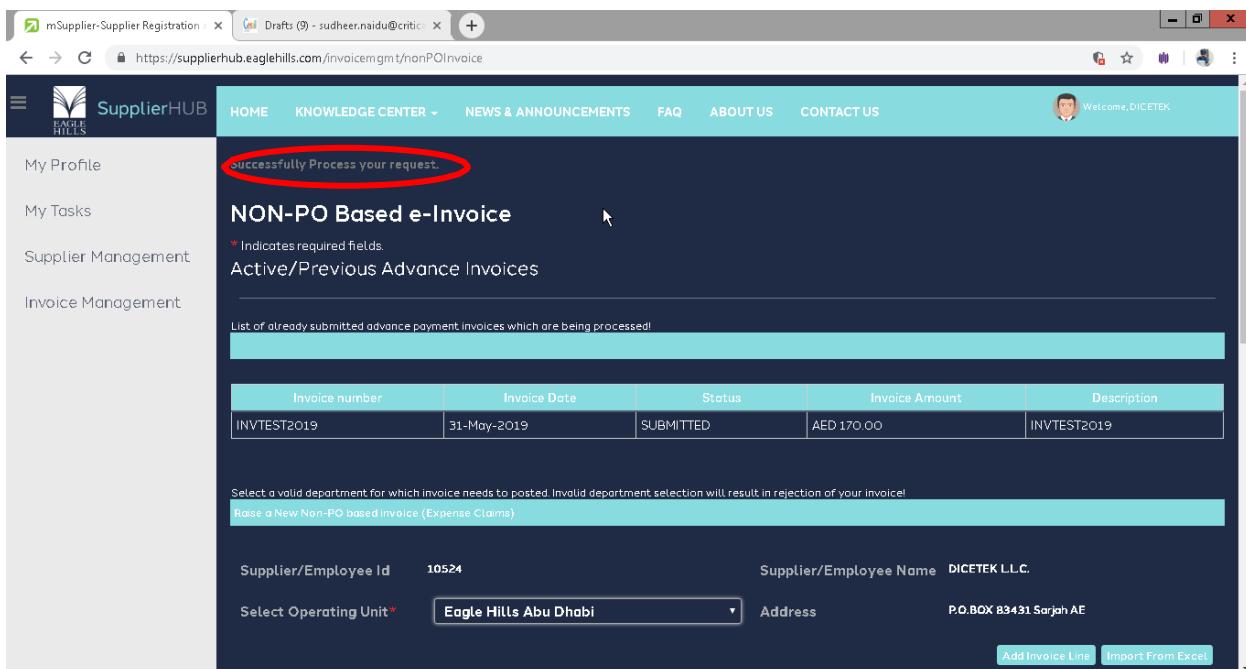
- Invoice No, a alphanumeric unique invoice identifier
- Invoice Description, a breif description of invoice not exceeding 200 characters
- Invoice Scan Copy, a scanned copy of your companies invoice format
- DO No, a alphanumeric Document no
- DO Scan Copy, scan copy of the DO document not exceeding a size of 5MB and .pdf or image files.

Upon selecting and providing all relavant details, read and accept terms & conditions and click Submit Invoice button as depicted below



The screenshot shows the SupplierHub Non-PO Invoice submission interface. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user profile for 'DICETEK' is shown on the right. The main form area contains fields for 'Enter Invoice No\*', 'Invoice Currency' (set to 'AED'), 'Total Invoice Amount' (with a note 'Exclusive of VAT.'), and several file upload fields for 'Upload Invoice', 'Upload DO Scan Copy', and 'Delivery Order Date' (a date input field). Below these are fields for 'Invoice Description:' and 'Reason for Non-PO invoice:'. At the bottom, there are checkboxes for 'I Read Terms & Conditions' and 'I Agree Terms & Conditions', followed by a large blue 'SUBMIT INVOICE' button. A red circle highlights this button.

A successfully message will be displayed when your invoice submitted.



The screenshot shows the SupplierHub Non-PO Invoice submission confirmation page. The top navigation bar and user profile are identical to the previous screen. A red circle highlights the message 'Successfully Process your request.' in the upper left. The main content area is titled 'NON-PO Based e-Invoice' and includes a note about required fields. It displays a table of 'Active/Previous Advance Invoices' with one row: 'INVTEST2019' (Invoice number), '31-May-2019' (Invoice Date), 'SUBMITTED' (Status), 'AED 170.00' (Invoice Amount), and 'INVTEST2019' (Description). Below the table, there is a note about selecting a valid department and a link to 'Raise a New Non-PO based invoice (Expense Claims)'. At the bottom, there are fields for 'Supplier/Employee Id' (10524), 'Supplier/Employee Name' (DICETEK L.L.C.), 'Select Operating Unit' (Eagle Hills Abu Dhabi), 'Address' (P.O.BOX 83431 Sharjah AE), and buttons for 'Add Invoice Line' and 'Import From Excel'.

