ADNOC Distribution
iSupplier User Manual

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Introduction

This document describes about how various tasks to be performed in Oracle iSupplier Application. This document is not intended to be the replacement of User Guide of iSupplier in Oracle Applications.

Purpose

This document provides the standard procedure for carrying out the supplier online activities in ADNOC Distribution.

Login

URL: https://eservice.adnocdistribution.ae
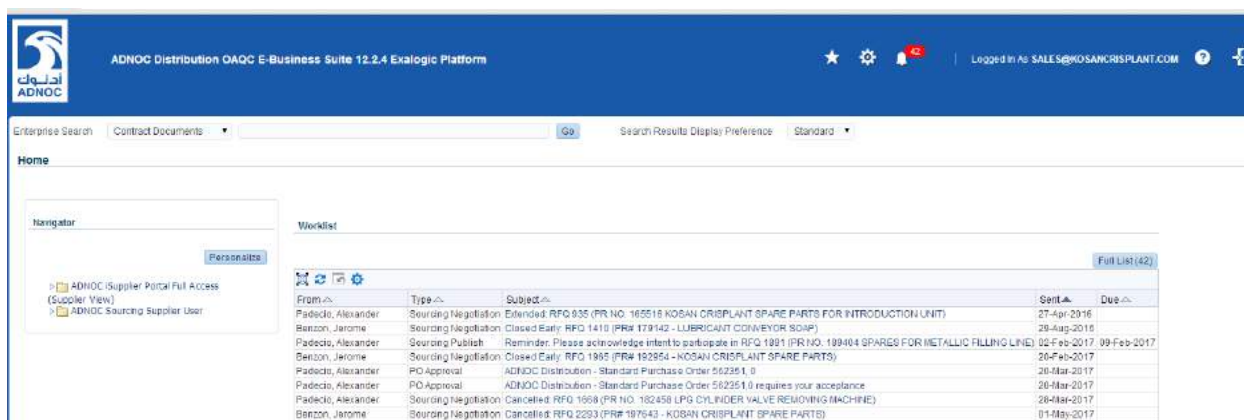
Enter the user name and password and click on Login button; the following **ADNOC iSupplier Portal** web page opens;

Note 1: The very first time of logging to the system, the USER will be prompted to change the password. Login Name and Password is case sensitive.

Note 2: Upon Login the User would see all the responsibilities allocated to him/her.

Click on '**ADNOC iSupplier Portal Full Access (Supplier View)**' link on the left side; the following **ADNOC iSupplier Portal** web page opens;

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Finance – Create Invoices

Navigation: ADNOC iSupplier Portal Full Access (Supplier View) > Finance Tab > Create Invoices

Click on **Finance** Tab, this action will open the following page with Create Invoices, **View Invoices** and **View Payments** option. Click in Create Invoices option, this page can be used to create invoice against received PO;

Click on **Go** (Go) option against Create Invoice (with a PO)

Enter Purchase Order Number and click on Go "Option" as highlighted in above screenshot;

Select the lines and click on **Next** (Next) button, the following page will be opened;

Enter the *Invoice number*, *Invoice Description* and attach the relevant documents by clicking on "Add" button against attachment option;
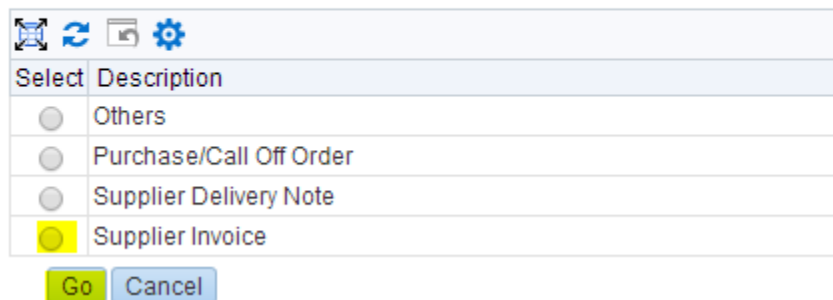
Attaching Documents:

Attach the relevant documents by clicking on "Add" button against attachment option, the following page opens;

Click on "Title List of Values", and select the relevant title of the attachment;

Select the title by checking radio action option and click on "**Go**" button;

Add Attachment

Attachment Summary Information

Title Supplier Invoice

Title List Of Values

☑TIP Kindly Press the Title List Of Values to choose a valid title

Description

Category From Supplier

Define Attachment

Type ⦿ File   Choose File No file chosen
      ○ URL
      ○ Short Text

Click on "Choose File" option and attach the file

Add Attachment

Cancel Add Another Apply

Attachment Summary Information

Title Supplier Invoice

Title List Of Values

☑TIP Kindly Press the Title List Of Values to choose a valid title

Description

Category From Supplier

Define Attachment

Type ⦿ File   Choose File Attachment.txt
      ○ URL
      ○ Short Text

Click on "Add Another" if you want to add more than one attachment and once you finish attaching the documents, click on Apply button;

Confirmation
Attachment Supplier Invoice has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Create Invoice: Details
* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier	Kosan Crisplant A/S
Tax Payer ID	
* Remit To	MA00MO
Address	, P.O. PEDERSENS VEJ 22 DK-8200 ARHUS N
Remit To Bank Account	

Invoice

* Invoice Number	1194
* Invoice Date	19-Dec-2017
	(example: 19-Dec-2017)
Invoice Type	Invoice
Currency	EUR
Invoice Description	Invoice against PO# 573470
Attachment	Attachment List . Add...

Customer

Customer Tax Payer ID SYS11976
Customer Name ADNOC Distribution
Address Abu Dhabi P.O. Box # 4188 AE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Unit Price	UOM	Amount
573470	1	1	104256	SPINDLE GUIDE, PART NO: 179E507, 721-342, MFR: KOSAN CRISPLANT-DENMARK, FOR AUTOMATIC FILLING SYSTEM		Store-Musaffah-Central Warehouse (MMD)	40	15.25	Piece	610

Click on "Next" button the following summary page opens;

Scroll down to view the taxing and total details;

Click on "Submit" button for final submission of invoice.

Once invoice is submitted, a following confirmation page will open;

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Home | Orders | Shipments | Finance
Create Invoices | View Invoices | View Payments

| Purchase Orders | Details | Manage Tax | Review and Submit |

Confirmation
Invoice 1194 was submitted to our Accounts Payable department on 19-Dec-2017. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 1194

[Printable Page] [Create Another]

Supplier

* Supplier	Kosan Crisplant A/S
Tax Payer ID	
* Remit To	MAXIMO
Address	. P.O. PEDERSENS VEJ 22 DK-8200 ARHUS N
Remit To Bank Account	IBAN:DK9420005005920185

Invoice

* Invoice Number	1194
* Invoice Date	19-Dec-2017
Invoice Type	Standard
* Currency	EUR
Invoice Description	Invoice against PO# 573470
	Attachment Attachment List..

Customer
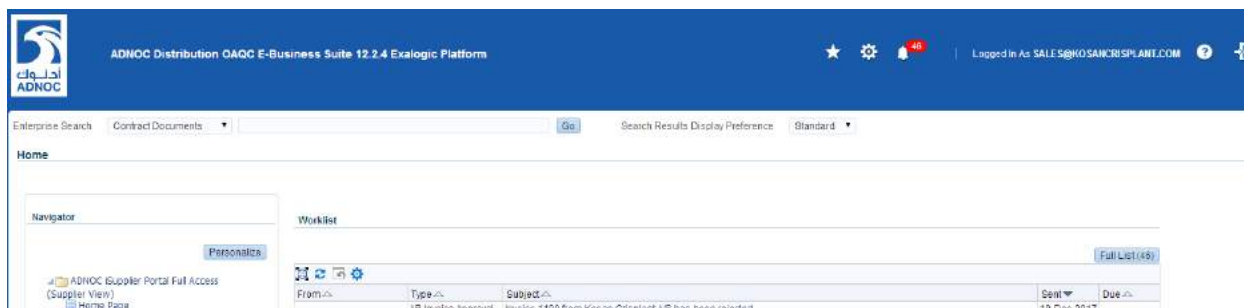
* Customer Tax Payer ID	SYS11976
Customer Name	ADNOC Distribution
Address	Abu Dhabi P.O. Box # 4188 AE

Items

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Invoice Rejection

In case if submitted invoice is not found to be matching with attached invoice or any other reason, then invoice will be rejected.
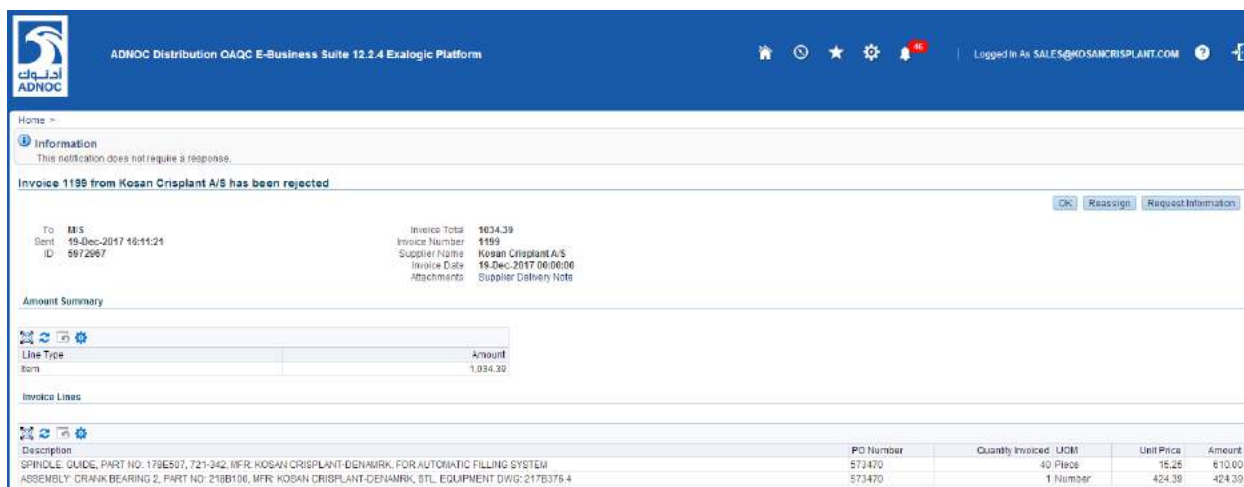
Supplier will receive the following notification ;

Click on Notification hyperlink, the following detailed notification can be viewed with rejection reason;

Note:

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In case if invoice is rejected due to any reason, supplier is expected to create a new invoice and submit for approval.

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Finance (Invoice & Payment Information)

Navigation: ADNOC iSupplier Portal Full Access (Supplier View) > Finance Tab

Click on **Finance** Tab, this action will open the following page with **View Invoices** and **View Payments** option. This page can be used to view invoices and payments with multiple search options;

View Invoices

Search Invoice either by entering the invoice number or PO Number or Invoice Dates;

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View Payments

Payments information can be searched by entering the Invoice Number or PO Number Payment Dates as shown in the following page;

View Payments:

Status Definitions:

Cleared – Transferred to Supplier Account

Negotiable – Under Process / Under Signature

Orders

Navigation: ADNOC iSupplier Portal Full Access (Supplier View) > Finance Tab
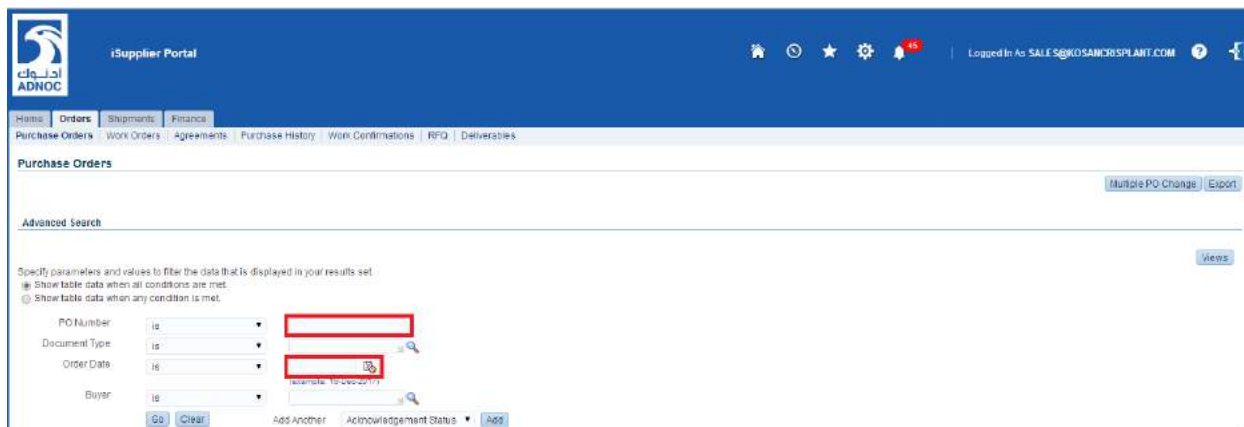
User orders tab to view approved Purchase Orders, Agreements and Release Orders issued against supplier.
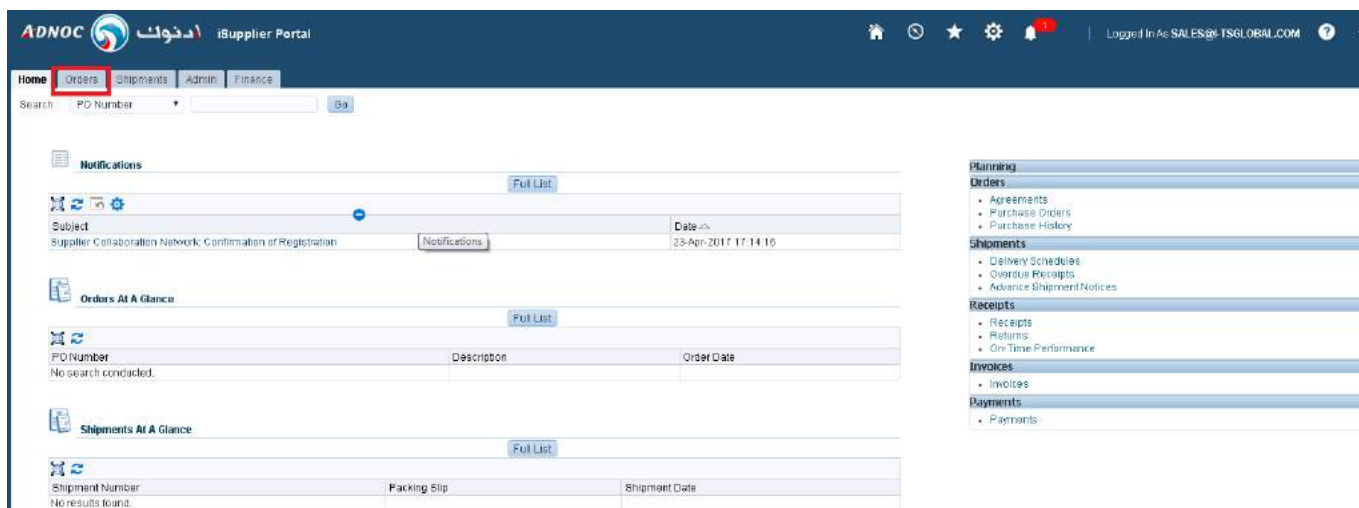
Click on **Orders** tab, the following page opens;

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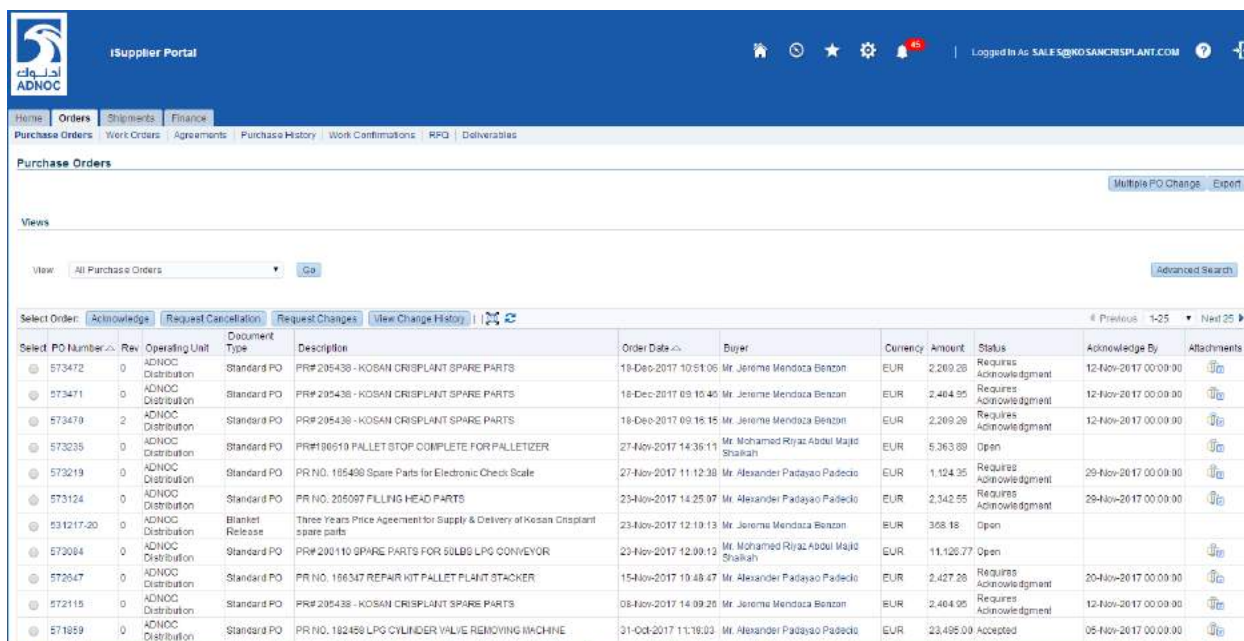
Click on Advanced Search option to search any Purchase Order based on either PO Number or PO Dates;
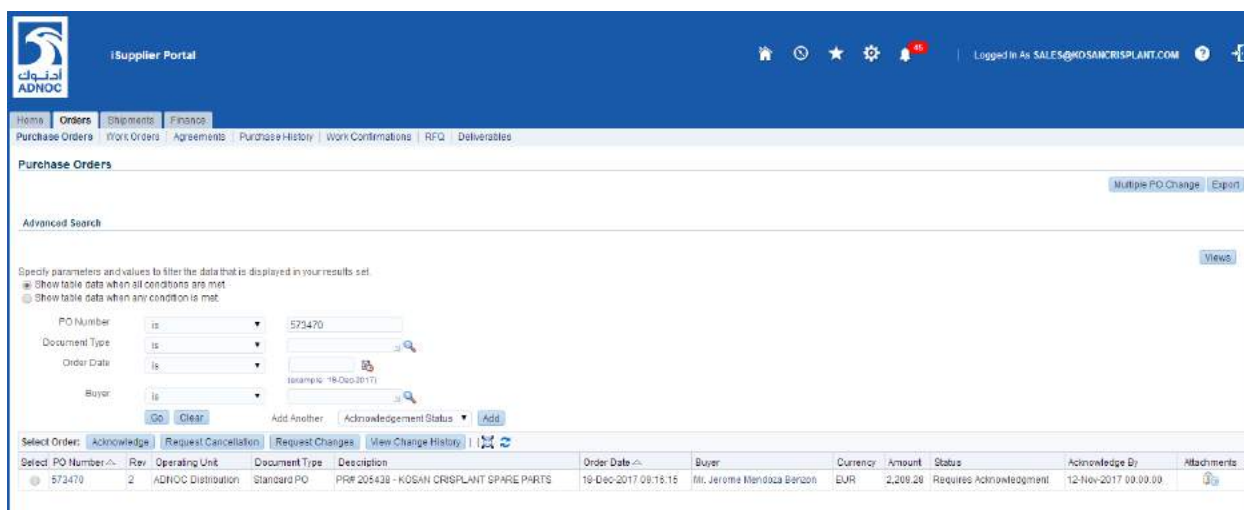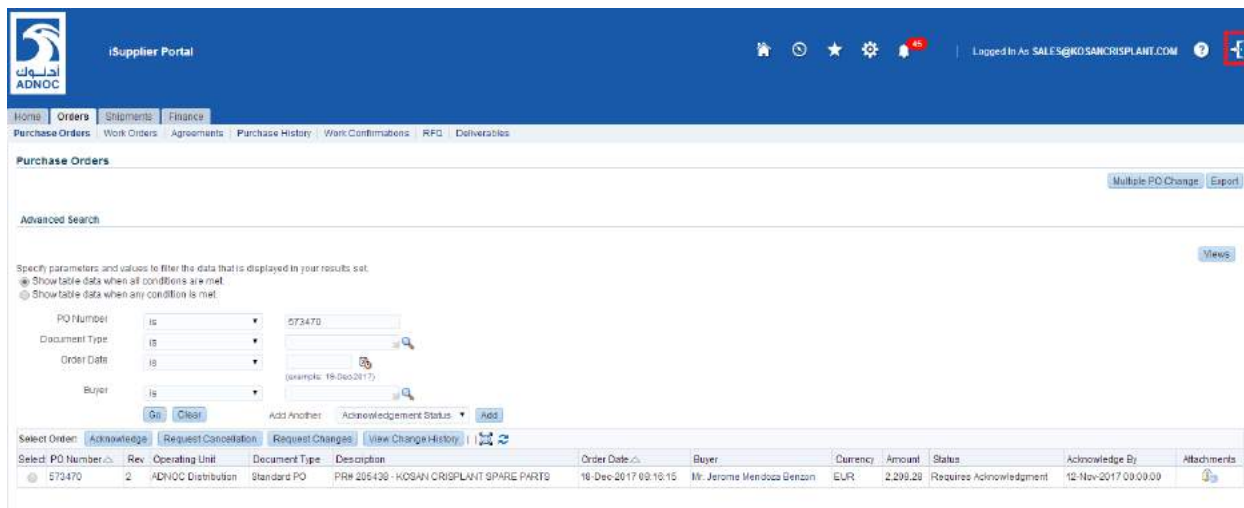
Enter the PO Number and click on Go button to view the Purchase Order;

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Logging off / Out from iSupplier Portal

Click on Logout option from the header of the page;

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