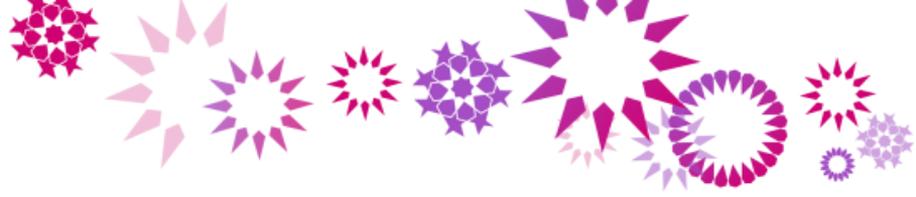


Supplier Copy

User Manual

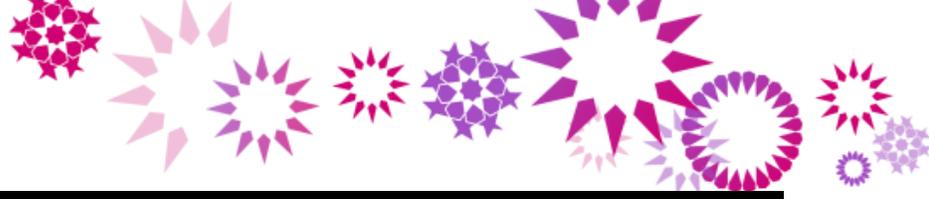
iSupplier Portal

Zain Kuwait



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1. Registering in Portal

There are two ways you can register in Zain iSupplier Portal

1. Register in Zain iSupplier Portal (Prospective Supplier Registration).
2. Register after invitation from Zain.

1.1 Register in Zain iSupplier Portal.

URL :

Link will be available in www.kw.zain.com website

Note : Get the latest URL from Zain.

ORACLE iSupplier Portal Close Preferences

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration
* Indicates required field

Blank label for instruction text Step 1 of 4

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country
Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

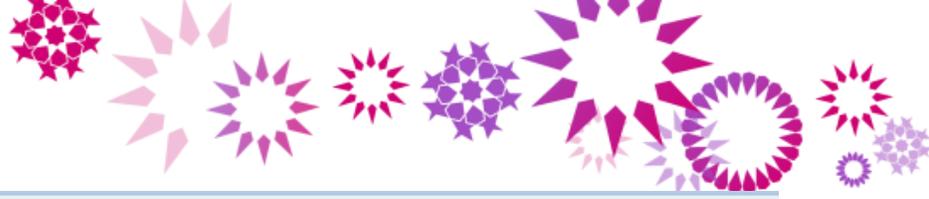
Phone Area Code

Phone Number

Phone Extension

Step 1 of 4

- Enter the required fields including Tax Registration Number.
 - Make sure Company Name and eMail Address is unique.
- Press the Next button



Basic Information

Prospective Supplier Registration
* Indicates required field
Blank label for instruction text

Submit

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

Submit

ORACLE iSupplier Portal

Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

- Zain will supplier registration personnel will receive notification from you, upon his action you will get a notification to you mail provided during registration.
 - Filling prequalification Questionnaires.
 -

FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire

Workflow Mailer (test.wf@kw.zain.com) Add to contacts 16:34PM To: niranjan_khatai@hotmail.com

1 attachment (0.4 KB) Outlook.com Active View

From: ALI ABDULLAH HASSAN KHALAF
To: niranjan_khatai@hotmail.com
Sent: 18-JUN-2014 14:02:31
ID: 14895978

Company: Default enterprise name
Title: NK & SK
Number: 30036

Default enterprise name has requested you to fill out a pre-qualification questionnaire. Please follow these steps to respond:

1. Click [here](#) to view the registration status page.
2. Click on Respond.
3. Navigate to 'RFI' page.
4. Click on Update icon for RFI: 30036, NK & SK.
5. Answer questions and submit your response.

Note: This questionnaire expires on June 20, 2014 02:00 pm Riyadh.

- Click on the link to view the registration page in order to answer all the questions asked by Zain.



ORACLE iSupplier Portal Close Preferences

Prospective Supplier Registration: Current Status **Respond**

Thank you for registering with us. Here's the current status of your registration request.

Registration Details and Status

Company Name **NK & SK Co.** Status **Supplier to Provide Details**

Contact Information

Email **niranjan_khatai@hotmail.com** Phone Area Code
 First Name **Niranjan** Phone Number **60942412**
 Last Name **Khatai** Phone Extension

Status History

Date	Status	Note
18-JUN-2014	Supplier to Provide Details	
18-JUN-2014	Submitted	

- Click on the **Respond** button

Close Preferences

Basic Information Company Details Additional Information RFI Attachments

Prospective Supplier Registration Step 1 of 5 **Next**

* Indicates required field

Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Company Name

Tax Country

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

Taxpayer ID

DUNS Number

Contact Information

Blank label for instruction text

* Email

First Name

* Last Name

Phone Area Code

Phone Number

Phone Extension

Step 1 of 5 **Next**

- Click on **Next** button

Basic Information **Company Details** Additional Information RFI Attachments

Prospective Supplier Registration: Additional Details Save For Later Back Step 2 of 5 **Next**

Blank label for instruction text

Company Name **NK & SK Co.**

Tax Country

Tax Registration Number **546532**

Taxpayer ID

DUNS Number

Alternate Supplier Name

Note to Buyer

Note to Supplier

Address Book

At least one entry is required.

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
Niranjan	Khatai	60942412	niranjan_khatai@hotmail.com	✓		



Business Classifications					
Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Contractor	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Distributor	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturer	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturer's Representative	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Other	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Professional Service	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Service Provider	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Wholesaler	<input type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

TIP Date format example: 18-Jun-2014

Step 2 of 5

- Press Next button

ORACLE iSupplier Portal Close Preferences

Basic Information Company Details **Additional Information** RFI Attachments

Supplier Profile Attributes
* Indicates required field Step 3 of 5

Company Additional Information

Zain Company Additional Information

Type of Company	Country of establishment	Authorized capital	Delete
Retailer	Kuwait	250000	

Type of Company: <=50k (Micro), >50-500k (Small), >500k-1m (Medium), >1m (Large)

Goods and Services

Goods and services	Delete
<input type="text"/>	

Goods and services

Step 3 of 5

- Press Next Button

ORACLE iSupplier Portal Close Preferences

Basic Information Company Details Additional Information **RFI** Attachments

Pre-Qualification and Evaluation RFI

Title: NK & SK

Step 4 of 5

- Click on the Update icon to answer the questionnaires from Zain

Create Response: 15036 (RFI 30036)

Title: NK & SK

Supplier: NK & SK Co.
RFI Currency: KWD
Response Currency: KWD
Price Precision: Any

Response Valid Until: 20-Jun-2014
(example: 18-Jun-2014)

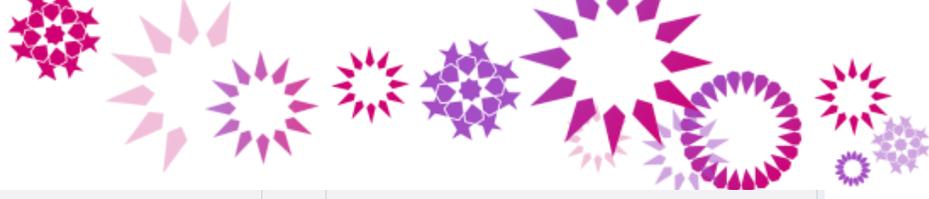
Reference Number:

Note to Buyer:

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

- In the Header region enter Response Valid Date.



Employee count		
Number of skilled staff	<input type="text" value="1000"/>	(Numeric Value only)
Number of Unskilled staff	<input type="text" value="500"/>	(Numeric Value only)
Total Employee	<input type="text" value="500"/>	(Numeric Value only)
Key executives Name and designation attachment		<input type="text" value="NA"/>
Professional and Business standing		<input type="text" value="Etisalat Dubai, VIVA Saudi."/>
Please provide a Top client list		
Are there any outstanding law suits in state of Kuwait or elsewhere ?	<input type="text" value="NO"/>	
Is your organization the subject of proceedings for a declaration of bankruptcy, for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations ?	<input type="text" value="NO"/>	

- Answer the questions and press continue button.

Create Response 15036: Review and Submit (RFI 30036)

Header

Title	NK & SK	Time Left	1 day 22 hours
Supplier	NK & SK Co.	Close Date	20-Jun-2014 14:00:29
RFI Currency	KWD	Response Valid Until	20-Jun-2014
Response Currency	KWD	Reference Number	
Price Precision	Any	Note to Buyer	

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Requirements

[Show All Details](#) | [Hide All Details](#)

Details Section

- Show Organization and Management
- Show Experience and Track record
- Show Major Contracts
- Show References
- Show Financial Standing
- Show Quality Management
- Show Employee count
- Show Professional and Business standing

- Press Submit Button

Basic Information Company Details Additional Information **RFI** Attachments

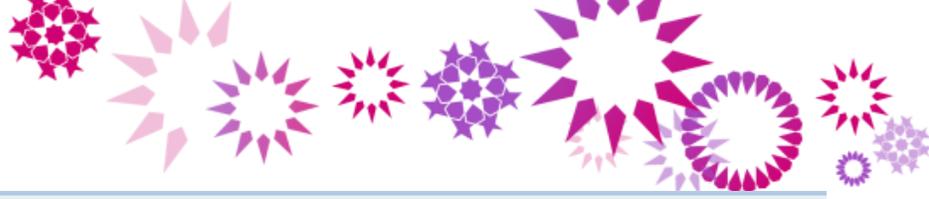
Step 4 of 5

Pre-Qualification and Evaluation RFI

Title	NK & SK	Update
-------	---------	--------

Step 4 of 5

- Press Next Button.



Basic Information Company Details Additional Information RFI **Attachments** Step 5 of 5

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

 Step 5 of 5

- Press Submit button.

Confirmation
Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

Upon approval from Zain, you will get notification to your mail with an USER ID and PASSWORD for the portal.

FYI: Default enterprise name Supplier Collaboration Network: Confirmation of Registration ↑ ↓ ×

Workflow Mailer (test.wf@kw.zain.com) [Add to contacts](#) 18:04PM Actions ▾

To: NIRANJAN KHATAI ▾

1 attachment (0.4 KB) Outlook.com [Active View](#) ▾

To: **NIRANJAN KHATAI**
Sent: **18-JUN-2014 15:32:43**
ID: **14895988**

You have been registered at Default enterprise name for access to their supplier collaboration network. You can [log on](#) with the username NIRANJAN_KHATAI@HOTMAIL.COM and the password Hp8\$CD5.

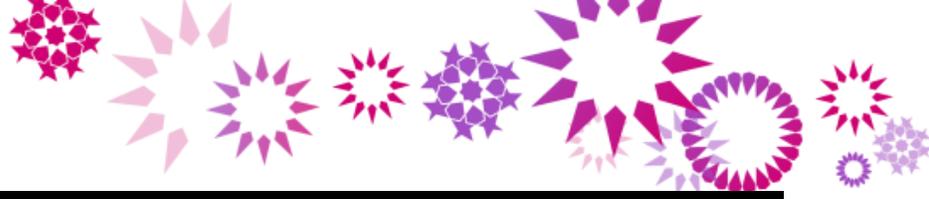
When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

Hit the Link, login with the credentials provided in mail, immediately it will ask to reset the password. Reset the password according to your choice.

In case of Invitation from Zain, you will get a link which lead same steps above to register. In both cases Zain has to approve to start business.

After approval you can



2. iSupplier Portal

Oracle iSupplier Portal is a communication tool that enables Zain and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and delivery schedules in a real-time system that is available all the time.

Pre-Requisites:

1. Supplier must be registered with Zain.
2. Supplier should have at least one user registered.

Zain iSupplier Portal : **Link will be available in www.kw.zain.com website**

2.1 Home Page.

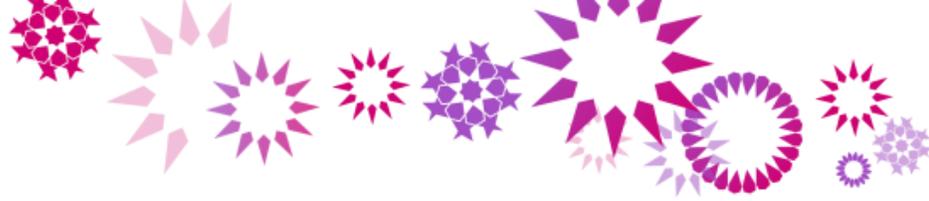
After Login in with the supplier Credential, Go to **iSupplier Portal Full Access Responsibility**.

Navigation: **iSupplier Portal Full Access → Home Page**

Subject	Date
Reminder: Please acknowledge intent to participate in RFI 29027 (Zain Products and services)	15-Jun-2014 14:10:36
OA Framework Message for Testing Workflow Notification Mailer - TEST	04-Jun-2014 15:22:04
PLSQL Message for Testing Workflow Notification Mailer - TEST	04-Jun-2014 15:22:04
Closed Early: RFI 15019 (Zain)	18-May-2014 15:44:00
Closed Early: RFI 15018 (Zain)	18-May-2014 15:39:00

PO Number	Description	Order Date
53630		18-May-2014 11:00:03
53623		22-Apr-2014 11:04:08
53622		21-Apr-2014 12:00:51
53621		20-Apr-2014 10:12:50
53620		19-Apr-2014 13:53:03

- In the notification region, Supplier can view all the open notifications. It may be any information purpose or for action purpose also.
 - Click on the subject link to view the notification
 - Click on Full List button to access the notification page. You can view the complete list of notifications.
- In the Orders **at a Glance** region, it shows 5 most recent purchase orders.
 - Click a PO number link to view the purchase order details.
 - Click the Full List button to view the Purchase Orders page.
- Right side region shows the quick links by which you can directly navigate to same page.



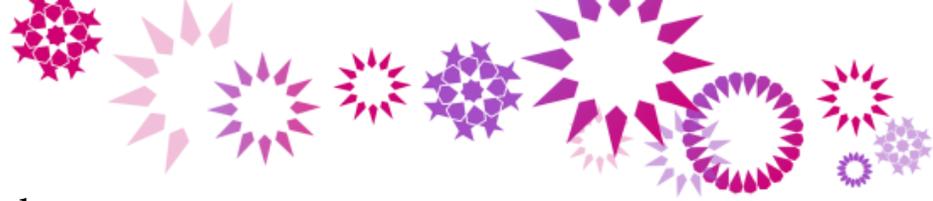
2.2 Order Page.

Navigation: iSupplier Portal Full Access → Orders (Tab) → Purchase Orders (Sub tab).

PO Select	Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	53630	0	Zain Kuwait (OU)	Standard PO		18-May-2014 11:36:31	ALI ABDULLAH HASSAN KHALAF	KWD	100.000	Open		
<input type="radio"/>	53623	0	Zain Kuwait (OU)	Standard PO		22-Apr-2014 11:04:08	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Buyer Change Pending		
<input type="radio"/>	53622	0	Zain Kuwait (OU)	Standard PO		21-Apr-2014 12:00:51	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Buyer Change Pending		
<input type="radio"/>	53621	1	Zain Kuwait (OU)	Standard PO		20-Apr-2014 10:12:50	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Buyer Change Pending		
<input type="radio"/>	53620	0	Zain Kuwait (OU)	Standard PO		19-Apr-2014 13:53:03	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Requires Acknowledgment		
<input type="radio"/>	53619	0	Zain Kuwait (OU)	Standard PO		17-Apr-2014 14:35:54	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Open		
<input type="radio"/>	53617	1	Zain Kuwait (OU)	Standard PO		16-Apr-2014 14:13:39	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Supplier Change Pending		
<input type="radio"/>	53614	2	Zain Kuwait (OU)	Standard PO		15-Apr-2014 17:33:47	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Closed		

This page allows you to view and do certain transactions associated to Purchase Orders, Agreements and Releases. You can search as per your requirement by Advanced Search. In the Summary page you can see all the purchase order with corresponding status, there are possible following statuses of a purchase order.

- Requires Acknowledgement: Pending acknowledgement by the supplier.
- Acknowledged: Supplier has acknowledged the purchase order, but not all items were accepted.
- Partially Acknowledged: Supplier has not acknowledged all the items on the purchase order. The supplier must open the PO and respond to all lines before any actions can be processed for the PO.
- Accepted: Supplier has acknowledged the purchase order and accepted all items.
- Rejected: Supplier has acknowledged the purchase order and rejected all items.
- Supplier Change Pending: Supplier has requested a change to the purchase order, and the buyer has not yet responded to the request.
- Buyer Change Pending: A buyer has made a change to the PO and the PO is currently in the process of being re-approved.
- Open: Displays for purchase orders that do not require acknowledgement
- Closed: Displays for purchase orders that have been closed



2.2.1 Open, View and Print Order.

To view the Purchase Order, click on the Purchase Order Number Link, it will open the Purchase Order.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ

Orders: Purchase Orders >

Standard Purchase Order: 53630, 0 (Total KWD 100.000)

Currency=KWD

Actions: Request Changes [Go] Export

Order Information

General	Terms and Conditions	Summary
Total: 100.000	Payment Terms: Net 30	Total: 100.000
Supplier: Seer Tree	Carrier: FOB	Received: 100.000
Supplier Site: Dubai	Freight Terms: Shipping Control	Invoiced: 0.000
Address: Dubai, 06656	Shipping Control	Payment Status: Not Paid
Buyer: ALI ABDULLAH HASSAN KHALAF	Ship-To Address	
Order Date: 18-May-2014 11:36:31	Address: P.O Box 22244 Safat 13083, 6 13083	
Description: Open	Bill-To Address	
Note to Supplier: Zain Kuwait (OU)	Address: P.O Box 22244, Safat 13083	
Operating Unit: Zain Kuwait (OU)	Address: 800023 الشويخ قطعة 6 شارع المطار مبنى 13083 6, العاصمة	
Sourcing Document		
Supplier Order Number		
Attachments: None		

- From the Actions LOV, select **View PDF**, and then press GO button. IT will give you PDF output of the purchase Order.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ

Orders: Purchase Orders >

Standard Purchase Order: 53630, 0 (Total KWD 100.000)

Currency=KWD

Actions: Request Changes [Go] Export

Order Information

General	Terms and Conditions	Summary
Total: 100.000	Payment Terms: Net 30	Total: 100.000
Supplier: Seer Tree	Carrier: FOB	Received: 100.000
Supplier Site: Dubai	Freight Terms: Shipping Control	Invoiced: 0.000
Address: Dubai, 06656	Shipping Control	Payment Status: Not Paid
Buyer: ALI ABDULLAH HASSAN KHALAF	Ship-To Address	
Order Date: 18-May-2014 11:36:31	Address: P.O Box 22244 Safat 13083, 6 13083	
Description: Open	Bill-To Address	
Note to Supplier: Zain Kuwait (OU)	Address: P.O Box 22244, Safat 13083	
Operating Unit: Zain Kuwait (OU)	Address: 800023 الشويخ قطعة 6 شارع المطار مبنى 13083 6, العاصمة	
Sourcing Document		
Supplier Order Number		
Attachments: None		

PO Details

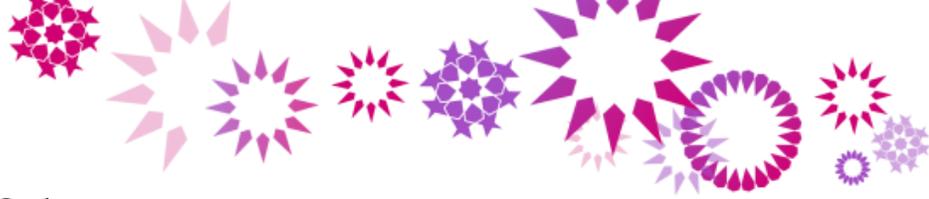
Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	Goods	ADM-003-0016		TEA STRAINER	EACH	10	10	100.000	Open		

Return to Orders: Purchase Orders

Actions: View Receipts [Go] Export

- You can View Change History, Receipts, Invoices, and Payments by selecting respective Actions from LOV.



2.2.2 Acknowledge Purchase Order.

You receive an e-mail notification when a purchase order requires your response. The e-mail notification contains a link which can be used to acknowledge the purchase order. Some purchase orders include a date by which your response is required. When you acknowledge a purchase order, you communicate to Zain that you have received, reviewed and accepted or rejected the purchase order. You can also request changes at the time that you acknowledge a purchase order. This action is valid for POs with status of *Requires Acknowledge*.

- To find out all the Purchase Order which are required to Acknowledge, Select **Purchase Orders to Acknowledge** from View LOV and Press Go Button.

Purchase Orders

Views: All Purchase Orders, **Purchase Orders to Acknowledge**, Purchase Orders Pending Supplier Change

Select Order: Acknowledge, Request Cancellation, Request Changes, View Change History

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
53630	0	Zain Kuwait (OU)	Standard PO		18-May-2014 11:36:31	ALI ABDULLAH HASSAN KHALAF	KWD	100.000	Open		
53623	0	Zain Kuwait (OU)	Standard PO		22-Apr-2014 11:04:08	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Buyer Change Pending		
53622	0	Zain Kuwait (OU)	Standard PO		21-Apr-2014 12:00:51	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Buyer Change Pending		
53621	1	Zain Kuwait (OU)	Standard PO		20-Apr-2014 10:12:50	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Buyer Change Pending		

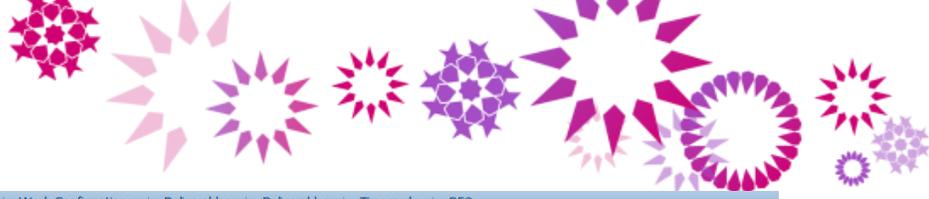
- Select the Purchase Order you want to acknowledge, by selecting the radio button to the left of PO, and then press **Acknowledge** button.

Views: Purchase Orders to Acknowledge

Select Order: **Acknowledge**, Request Cancellation, Request Changes, View Change History

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input checked="" type="radio"/>	53620	0	Zain Kuwait (OU)	Standard PO		19-Apr-2014 13:53:03	ABDALLA FAHED SHUWAIMI ALAAZMY	KWD	673.000	Requires Acknowledgment		

- You can acknowledge by Entire Order or By Shipment (Partial Acknowledge or any change request for shipments)



Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ

Acknowledge for Standard Purchase Order : 53620,0 (Total KWD 673.000)
Currency=KWD

Order Information

General Information

Total **673.000**
Supplier **Seer Tree**
Supplier Site **Dubai**
Address **Dubai**
Dubai, 06656
Buyer [ABDALLA FAHED SHUWAIMI](#)
[ALAAZMY](#)
Order Date **19-Apr-2014 13:53:03**
Description
Status **Requires Acknowledgment**
Note to Supplier
Sourcing Document
Organization **Zain Network (80)**
Supplier Order Number
Attachments [View](#)

Terms and Conditions

Payment Terms **Net 30**
Carrier
FOB
Freight Terms
Shipping Control

Related Information

[Receipts](#)
[Invoices](#)
[Payments](#)

Ship-To Address

Address **P.O Box 22244**
Safat 13083

Bill-To Address

Address **P.O Box 22244, Safat 13083**
السنويح قطعة 6 شارع المطار مبنى 800023
العاصمة, 13083 6

- Optionally enter your Order Number for reference in Supplier Order Number field.
- Click on the Manage Deliverable button in case you need to provide any deliverable.
- Press **Accept Entire Order** to acknowledge Entire Order.

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | Timecards | RFQ

Orders: Purchase Orders >

Acknowledge Purchase Order 53620

Description
Currency **KWD**
Amount **673.000**
Order Date **19-Apr-2014 13:53:03**
Action **Accept**
Note to Buyer

- If you want to convey any message, enter the message in **Note to Buyer** Field
- Press **Submit** button to Acknowledge.

2.2.3 View Blanket Agreement and Releases.

If Supplier Company has blanket agreements with Zain, Supplier can access the agreements and releases from the Agreements page.

Navigation: iSupplier Portal Full Access → Orders Tab → Agreements Subtab



Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Work Orders | **Agreements** | Purchase History | Work Confirmations | Deliverables | Deliverables | TmeCards | RFQ

Supplier Agreements Export

Simple Search

Note that the search is case insensitive Advanced Search

PO Number:

Global:

Effective-From Date:

Effective-To Date:

PO Number	Revision	Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
No search conducted.													

- Enter the Agreement number or Order Dates then press GO button. It will show all the agreements.

PO Number	Revision	Global	Description	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status
998	1	Yes		BADER ABDULLA ALSAHAFA	19-May-2014 09:27:18	KWD		190,100.000			Open		
997	0	No	APM CRP Test	BADER ABDULLA ALSAHAFA	15-May-2014 14:58:38	KWD					Open		

- Click on the Order Number, it will show all the details
- From actions LOV, you can view the PO in PDF output, Invoices, Receipts, and Payments.

Standard Purchase Order: 1001, 0 (Total KWD 100.000)
Currency=KWD

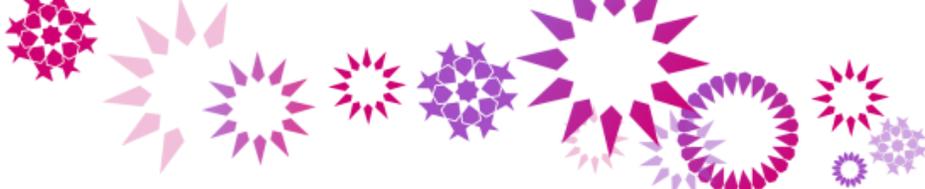
Actions: [View Change History](#) | [View PDF](#) | [View Material Transactions](#) | [View Invoices](#) | [View Payments](#) | [View Shipments](#)

Order Information		Summary	
General	Terms and Conditions	Total	100.000
Supplier: SMARTSYS SOLUTIONS	Payment Terms: Net 30	Received	0.000
Supplier Site: Dubai	Consumption Advice: Yes	Invoiced	0.000
Address: Dubai 16111	Shipping Control	Payment Status	Not Paid
Buyer: BADER ABDULLA ALSAHAFA	Bill-To Address		
Order Date: 18-May-2014 10:22:56	Address: P.O Box 22244, Safat 13083		
Description: Open	800023 الشويح قطعة 6 شارع المطار مبنى		
Note to Supplier: Continued on...	13083 6, العاصمة		

2.2.4 Create Work Confirmation.

You can create work confirmation only for the Complex Purchase Orders.

Navigation: iSupplier Portal Full Access → Orders Tab → Purchase Orders Subtab



Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | RFQ

Purchase Orders

Multiple PO Change | Export

Views

View: All Purchase Orders [Go] **Advanced Search**

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
53641	1	Zain Kuwait (OU)	Standard PO		12-Jun-2014 11:17:24	ALI ABDULLAH HASSAN KHALAF	KWD	100.000	Accepted		
53639	0	Zain Kuwait (OU)	Standard PO		02-Jun-2014 11:18:25	ALI ABDULLAH HASSAN KHALAF	KWD	100,000.000	Open		
53637	0	Zain Kuwait (OU)	Standard PO		01-Jun-2014 13:43:16	ALI ABDULLAH HASSAN KHALAF	KWD	12,000.000	Open		
53631	1	Zain Kuwait (OU)	Standard PO		19-May-2014 12:22:34	ALI ABDULLAH HASSAN KHALAF	KWD	100.000	Open		
53629	1	Zain Kuwait (OU)	Standard PO		19-May-2014 12:17:19	ALI ABDULLAH HASSAN KHALAF	KWD	100.000	Open		
53628	1	Zain Kuwait (OU)	Standard PO		19-May-2014 12:10:39	ALI ABDULLAH HASSAN KHALAF	KWD	100.000	Open		
1004	0	Consigned OU	Standard PO		19-May-2014 09:32:22	BADER ABDULLA ALSAHAF	KWD	190,000.000	Open		
998	1	Consigned OU	Global Blanket Agreement		19-May-2014 09:27:18	BADER ABDULLA ALSAHAF	KWD		Open		
1002	0	Consigned OU	Standard PO		18-May-2014 10:25:39	BADER ABDULLA ALSAHAF	KWD	10,000.000	Accepted		
1001	0	Consigned OU	Standard PO		18-May-2014 10:22:56	BADER ABDULLA ALSAHAF	KWD	100.000	Open		
999	0	Consigned OU	Standard PO		15-May-2014 15:08:36	BADER ABDULLA ALSAHAF	KWD	10,000.000	Closed		
997	0	Consigned OU	Blanket Agreement	APM CRP Test	15-May-2014 14:58:38	BADER ABDULLA ALSAHAF	KWD		Open		

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

- Click on the **Advanced Search** Button to search the particular purchase order for which you want to create work confirmation.

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.

Show table data when all conditions are met.
 Show table data when any condition is met.

PO Number is

Document Type is

Order Date is

Buyer is

Go Clear Add Another Acknowledgement Status Add

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

- Enter the Purchase Order and hit the GO button.

Select Order: Acknowledge | Request Cancellation | Request Changes | View Change History

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
53637	0	Zain Kuwait (OU)	Standard PO		01-Jun-2014 13:43:16	ALI ABDULLAH HASSAN KHALAF	KWD	12,000.000	Open		

- Click on the PO number link to open the PO.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations | Deliverables | Deliverables | RFQ

Orders: Purchase Orders >

Complex Services PO: 53637, 0 (Total KWD 12,000.000)

Currency=KWD

Request Changes
Request Cancellation
View Change History
View PDF
Manage Deliverables
Actions **Create Work Confirmation** Go Export
View Work Confirmations
View Receipts
View Invoices
View Payments
View Shipments

Order Information

General	Terms and Conditions	Summary
Total 12,000.000	Payment Terms Net 30	Total 12,000.000
Supplier SMARTSYS SOLUTIONS FZE	Carrier	Approved 0.000
Supplier Site Dubai	FOB	Billed 0.000
Address Sweden	Freight Terms	Advance Billed 0.000
Sweden, 16111	Shipping Control	Progress Payment 0.000
Buyer ALI ABDULLAH HASSAN KHALAF	Work Location	
Order Date 01-Jun-2014 13:43:16	Address P.O Box 22244, Safat 13083	
Description	800023 الشويخ قطعة 6 شارع المطار مبنى 13083 6, العاصمة	
Status Open	Bill-To Location	
Note to Supplier	Address P.O Box 22244, Safat 13083	
Operating Unit Zain Kuwait (OU)	800023 الشويخ قطعة 6 شارع المطار مبنى 13083 6, العاصمة	
Sourcing Document		
Supplier Order Number		
Attachments View		

- From the actions button, select **Create Work Confirmation** press confirmation.



Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin
 Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables | RFQ
 Orders: Purchase Orders > View Order Details >
 Create Work Confirmation (CPA-Complex Services PO: 53637)
 Currency=KWD

Ordered **12,000.000** Description
 Approved **0.000**

Views
 View

Select Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
No Data Exists							

Create Work Confirmation (CPA-Complex Services PO: 53637)
 Currency=KWD

Ordered **12,000.000** Description
 Approved **0.000**

Views
 View

Select Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
No Data Exists							

- Select All Pay items from View LOV and press GO button

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin
 Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables | RFQ
 Orders: Purchase Orders > View Order Details >
 Create Work Confirmation (CPA-Complex Services PO: 53637)
 Currency=KWD

Ordered **12,000.000** Description
 Approved **0.000**

Views
 View

Select All | Select None

Select Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
<input checked="" type="checkbox"/>	1	1	50%	EACH	1	0.2	20
<input type="checkbox"/>	1	2	100%	EACH	1	0	0

- Select the Pay Item line for which you want to create work confirmation, and then press next button.

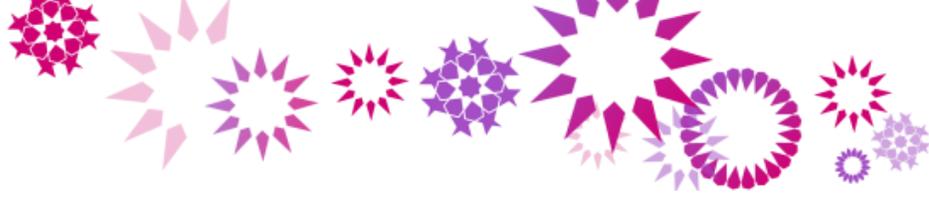
Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin
 Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables | RFQ
 Orders: Purchase Orders > View Order Details >
 Create Work Confirmation (CPA-Complex Services PO: 53637)
 * Indicates Required Field
 Currency=KWD

Approved **0.000** Description
 * Work Confirmation | AMR-JUN201.
 Period of Performance To
 (example: 18-Jun-2014)

Work Confirmation Details

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous Requested/ Delivered	Progress (%)	Current Requested/ Delivered	Material Stored Amount	Progress (%)	Total Requested/ Delivered	Progress (%)	Attachments	Delete
1	1	50%		EACH	6000	1	0.2	20	0.6	3600	60	0.8	80		

- Enter a work confirmation number and other information, Press preview to view before submit.



Preview Work Confirmation: AMR-JUN2014 (CPA-Complex Services PO: 53637)
 Currency=KWD

Cancel Preview Save Submit

Ordered 12,000.000
 Approved 0.000
 Total 3,600.000
 Status
 Comments

Description
 Period From
 Period To

Work Confirmation Details												
Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous Requested/Delivered	Current Requested/Delivered	Current Material Stored	Amount	Total Progress (%)	Attachments
1	1	50%		EACH	6,000.000	1	0.2	0.6		3,600.000	80	

Cancel Preview Save **Submit**

- Press submit button.

To find out status of your all work confirmation, go to **Work Confirmation subtab** under **Purchase Orders Tab**.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Purchase Orders | Agreements | Purchase History | **Work Confirmations** | Deliverables | Deliverables | RFQ

Orders: Purchase Orders > View Order Details > Create Work Confirmation (CPA-Complex Services PO: 53637) > Preview Work Confirmation: AMR-JUN2014 (CPA-Complex Services PO: 53637) >

Confirmation
 Your Work Confirmation AMR-JUN2014 has been submitted.

Work Confirmations Export

Views Advanced Search

View Last 25 Work Confirmations

Select Work Confirmation:

Select	Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
<input type="radio"/>	AMR-JUN2014	18-Jun-2014 19:21:30			53637	KWD	12,000.000	1,200.000	0.000	3,600.000	0.000	40	Processing
<input type="radio"/>	WC12	18-Jun-2014 11:41:50			53637	KWD	12,000.000	0.000	0.000	1,200.000	0.000	10	Pending Approval
<input type="radio"/>	WC 009	03-Jun-2014 10:33:04			53639	KWD	100,000.000	50,000.000	0.000	25,000.000	0.000	75	Draft
<input type="radio"/>	WC2-53639	02-Jun-2014 17:26:59			53639	KWD	100,000.000	25,000.000	0.000	25,000.000	0.000	50	Processing Error
<input type="radio"/>	WC190	02-Jun-2014 16:50:46			53639	KWD	100,000.000	0.000	0.000	25,000.000	0.000	25	Pending Approval

2.3 Shipment Page.

In this page you can find all the delivery Schedules, Receipts, Purchase Order Returns from Zain

2.3.1 View Delivery Schedules.

You can use the Delivery Schedules Results page to quickly determine deliveries that need to be scheduled and deliveries that are past due. Click the purchase order number, receipt quantity, and ship-to location links to view further detail.

Navigation: iSupplier Portal Full Access → Shipment Tab → Delivery Schedules Subtab



[Delivery Schedules](#) | [Shipment Notices](#) | [Shipment Schedules](#) | [Receipts](#) | [Returns](#) | [Overdue Receipts](#) | [On-Time Performance](#) | [Quality](#)

Delivery Schedules Export

Simple Search Advanced Search

Organization Item Number
 PO Number Ship-To Location
 Supplier Item Promised Date
 Item Description Need-By Date
(example: 17-Jun-2014) (example: 17-Jun-2014)

- Press Go button to find all the deliveries.

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
Zain Kuwait (OU)	53641		TEA STRAINER	EACH	10	0	Admin Organization		ADM-003-0016		SMARTSYS SOLUTIONS FZE	Dubai		12-Jun-2014 11:00:04
Zain Kuwait (OU)	53637		Repairs and maintenance	EACH	1	0	Shuwaikh				SMARTSYS SOLUTIONS FZE	Dubai		
Zain Kuwait (OU)	53637		Repairs and maintenance	EACH	1	0	Shuwaikh				SMARTSYS SOLUTIONS FZE	Dubai		
Zain Kuwait (OU)	53631		TEA STRAINER	EACH	10	0	Admin Organization		ADM-003-0016		SMARTSYS SOLUTIONS FZE	Dubai		18-May-2014 11:51:31
Zain Kuwait (OU)	53629		Advertising Radio for Multiple Campaigns	EACH	10	0	Shuwaikh		EXP-001-0184		SMARTSYS SOLUTIONS FZE	Dubai		
Consigned OU	1002		Galaxy S3 Cover_Green Color	EACH	1000	0	Sabahiya Warehouse		BA12751		SMARTSYS SOLUTIONS FZE	Dubai	22-May-2014 00:00:00	22-May-2014 00:00:00
Consigned OU	1004		iPhone 5s 16GB Gold	EACH	1000	40	Sabahiya Warehouse		ME434AE/A		SMARTSYS SOLUTIONS FZE	Dubai	19-May-2014 00:00:00	19-May-2014 00:00:00
Zain Kuwait	53639		Repair & Maint Service	EACH	1	0	Shuwaikh		EXP-013-		SMARTSYS	Dubai	16-May-2014 00:00:00	16-May-2014 00:00:00

2.3.2 View Returns.

Navigation: iSupplier Portal Full Access → Shipment Tab → Returns Subtab

The Returns Summary page enables you to view the return history, the causes for goods returned by the buying company, and inspection results of a shipment. The search summary results include basic information along with details about the return, such as quantities and a reason for return. Click Receipt Number and PO Number to view further detail.

[Home](#) | [Orders](#) | [Shipments](#) | [Planning](#) | [Finance](#) | [Product](#) | [Intelligence](#) | [Admin](#)

[Delivery Schedules](#) | [Shipment Notices](#) | [Shipment Schedules](#) | [Receipts](#) | **Returns** | [Overdue Receipts](#) | [On-Time Performance](#) | [Quality](#)

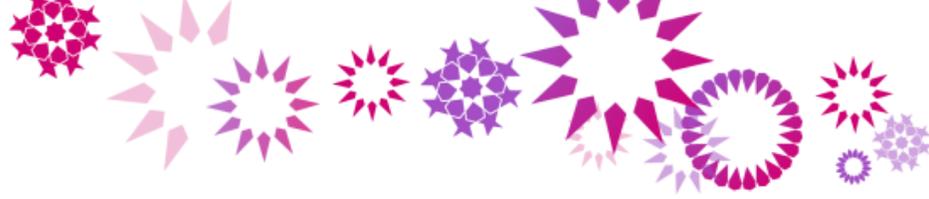
Returns Summary Export

Simple Search Advanced Search

Note that the search is case insensitive

Organization RMA Number
 PO Number Item
 Receipt Number Supplier Item
 Shipment Number Item Description

- Enter the Search Criteria and Press Go to find out the returns.



2.3.3 View Overdue Receipts.

Navigation: **iSupplier Portal Full Access** → **Shipment Tab** → **Overdue Receipts Subtab**

The Overdue Receipts Results page enables you to view the details of past due purchase order shipments. Click the PO number, Ship-To Location, and Buyer to view further detail.

- Enter the Search Criteria and press Go Button.

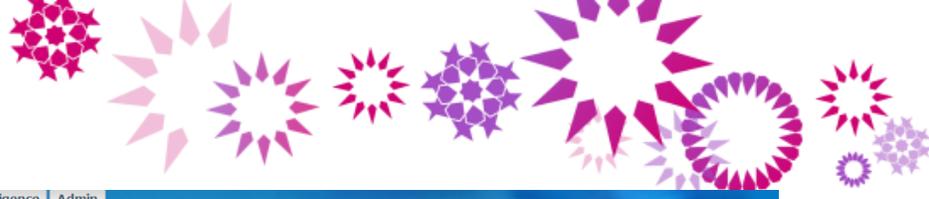
Organization	PO Number	Item	Supplier Item	Item Description	Due Date	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Buyer	Supplier Config ID
Zain Kuwait (OU)	53641	ADM-003-0016		TEA STRAINER	12-Jun-2014 11:00:04	EACH	10	0	Admin Organization		ALI ABDULLAH HASSAN KHALAF	
Consigned OU	1002	BA12751		Galaxy S3 Cover_Green Color	22-May-2014 00:00:00	EACH	1000	0	Sabahiya Warehouse		BADER ABDULLA ALSAHAF	
Consigned OU	1004	ME434AE/A		iPhone 5s 16GB Gold	19-May-2014 00:00:00	EACH	1000	40	Sabahiya Warehouse		BADER ABDULLA ALSAHAF	
Zain Kuwait (OU)	53631	ADM-003-0016		TEA STRAINER	18-May-2014 11:51:31	EACH	10	0	Admin Organization		ALI ABDULLAH HASSAN KHALAF	
Zain Kuwait (OU)	53639	EXP-013-0033		Repair & Maint Service for Revenue Assurance System	16-May-2014 00:00:00	EACH	1	0	Shuwalkh		ALI ABDULLAH HASSAN KHALAF	

2.4 Finance Page.

In this page, you create invoice, Access submitted invoice status and payments status as well.

2.4.1 Create Invoice.

Navigation: **iSupplier Portal Full Access** → **Invoice Tab** → **Create Invoice Subtab**



Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | View Payments

Invoice Actions

Create Invoice With a PO

Search

Note that the search is case insensitive

Supplier **SMARTSYS SOLUTIONS FZE**

Invoice Number

Invoice Date From

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

- Select **With PO** from the Create Invoice LOV, then press **GO** button. This will create an Invoice with reference to a PO.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders

Step 1 of 4

Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

Organization

Advances and Financing

- Enter the search Criteria to find out the Purchase Order for which you want to create invoice.

Select Items:

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	Unit UOM Price	Curr Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	53637	1	2	<input type="checkbox"/>	Repairs and maintenance		1	0	0	EACH 6000	KWD Shuwalkh	Zain Kuwait (OU)		
<input checked="" type="checkbox"/>	53637	1	1	<input type="checkbox"/>	Repairs and maintenance		1	0	0	EACH 6000	KWD Shuwalkh	Zain Kuwait (OU)		

- Select items of the PO to be invoiced and click **Add to Invoice**. Add as many items as you need (items on your invoice display at the bottom of the page). If you mistakenly add an item to the invoice, you can select it and click **Remove from invoice**.

Purchase Order Items Added to Invoice

Select Items:

Select All | Select None

PO Select	Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit UOM Price	Curr Ship To	Organization
<input type="checkbox"/>	53637	1	2	Repairs and maintenance			1	0	0	EACH 6000	KWD Shuwalkh	Zain Kuwait (OU)
<input type="checkbox"/>	53637	1	1	Repairs and maintenance			1	0	0	EACH 6000	KWD Shuwalkh	Zain Kuwait (OU)

I

Step 1 of 4

- Click **Next** Button after adding all the lines to be invoiced.



Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | View Payments

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

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier: SMARTSYS SOLUTIONS FZE
 Tax Payer ID: 852626
 * Remit To: Dubai
 Address: Dubai Dubai 16111
 Remit To Bank Account: []
 Unique Remittance Identifier: []
 Remittance Check Digit: []

Invoice

* Invoice Number: 313145
 * Invoice Date: 17-Jun-2014
(example: 17-Jun-2014)
 Invoice Type: Invoice
 Currency: KWD
 Invoice Description: []
 Test: []
 Attachment: None Add...

Customer

* Customer Tax Payer ID: 36025
 Customer Name: Mobile Telecommunications Co
 Address: P.O Box 22244, Safat 13083 13083 العاصمة KW

- On the Create Invoice: Details page, enter an invoice number and remit to address. You can also update the quantity and/or price. Enter and any additional information, and then click Next
- Click on the add button, to add any attachment.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | View Payments

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

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next Submit

Supplier

* Supplier: SMARTSYS SOLUTIONS FZE
 Tax Payer ID: 852626
 * Remit To: Dubai
 Address: []
 Remit To Bank Account: []
 Unique Remittance Identifier: []
 Remittance Check Digit: []

Invoice

* Invoice Number: AMRJUN01
 * Invoice Date: 18-Jun-2014
 Invoice Type: Standard
 * Currency: KWD
 Invoice Description: []
 Test: []
 Attachment: None

Customer

* Customer Tax Payer ID: 36025
 Customer Name: Mobile Telecommunications Co
 Address: P.O Box 22244, Safat 13083 13083 النشويح قطعه 6 شارع المطار مبنى 800023 العاصمة النشويح 13083

Summary Tax Lines

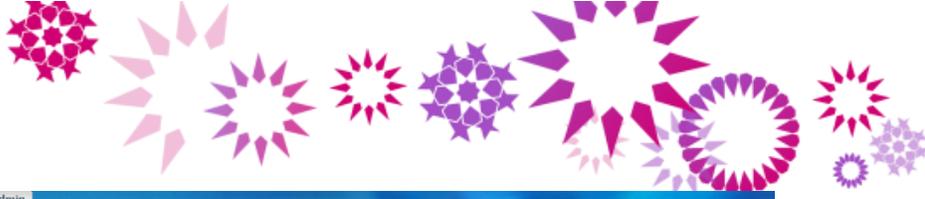
Calculate

Summary Tax Line Number	Tax Regime Code	Tax Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate	Tax Rate Tax	Tax Amount	Line Status
No results found.								

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
53637	1	2	Repairs and maintenance		Shuwaikh	1	1.000 EACH	6,000.000	6,000.000

- Hit the next button.



Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Review and Submit

Cancel Save Back Step 4 of 4 Submit

Supplier		Invoice	
* Supplier	SMARTSYS SOLUTIONS FZE	* Invoice Number	AMRJUN01
* Tax Payer ID	852626	* Invoice Date	18-Jun-2014
* Remit To	Dubai	Invoice Type	Standard
Address		* Currency	KWD
Remit To Bank Account		Invoice Description	
Unique Remittance Identifier		Test	None
Remittance Check Digit		Attachment	None

Customer	
* Customer Tax Payer ID	36025
Customer Name	Mobile Telecommunications Co
Address	P.O Box 22244, Safat 13083 شارع 6 الشويخ قنطفه 6 المطار مبنى 800023 العاصمة الشويخ 13083

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
53637	1	2	Repairs and maintenance		Shuwakh	1	1.000 EACH	6,000.000	6,000.000

Shipping and Handling

- Press submit button to send the invoice to ZAIN.

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation

Invoice AMRJUN01 was submitted to our Accounts Payable department on 18-Jun-2014. 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: AMRJUN01

Printable Page Create Another

2.4.2 View Invoices.

On the Create Invoice: Details page, enter an invoice number and remit to address. You can also update the quantity and/or price. Enter and any additional information, and then click Next the View Invoices page enables you to search for and view details of an invoice you have submitted. You can search using various any or all of the search criteria on the page.

Navigation: iSupplier Portal Full Access → Invoice Tab → View Invoices Subtab

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | **View Invoices** | View Payments

View Invoices

Export

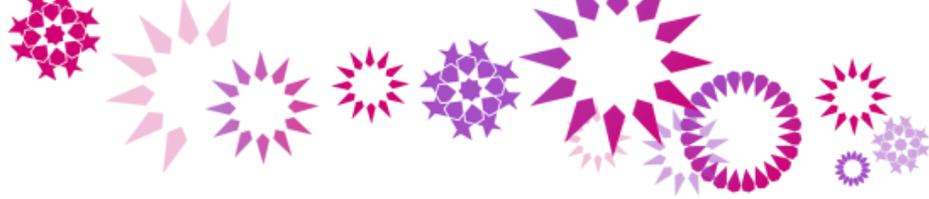
Simple Search

Advanced Search

Invoice Number	<input type="text"/>	Payment Status	<input type="text"/>
PO Number	<input type="text"/>	Invoice Amount From	<input type="text"/> To <input type="text"/>
Release Number	<input type="text"/>	Amount Due From	<input type="text"/> To <input type="text"/>
Payment Number	<input type="text"/>	Invoice Date From	<input type="text"/> To <input type="text"/>
Invoice Status	<input type="text"/>	Due Date From	<input type="text"/> To <input type="text"/>

Go Clear

- Enter the search criteria, and then press GO button.



Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Discount Receipt Date	Available Discount Attachments
ss002	8-May-2014	Standard	KWD	100.000	100.000	In-Process	Not Paid			17-JUN-2014	53628		
SS011	8-May-2014	Standard Invoice Request	KWD	1,000.000	1,000.000	Rejected	Not Paid			17-JUN-2014			

Click the Invoice Number link to view details of the invoice. (You can also view any associated purchase order(s), payments, scheduled payments, or netting report by clicking their respective links or icons).

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | **View Invoices** | View Payments

Finance: View Invoices >

Standard Invoice: ss002 (Total KWD 100.000)

Currency=KWD Export

General	Amount Summary	Payment Information
Invoice Date: 18-May-2014 Status: In-Process On Hold: Batch: Attachments: None Supplier: SMARTSYS SOLUTIONS FZE Supplier Site: Dubai Address: Dubai, 16111	Item: 100.000 Freight: 0.000 Miscellaneous: 0.000 Tax: 0.000 ⓘ Prepayment: 0.000 Retainage: 0.000 Withholding Tax: 0.000 Total: 100.000	Paid: 0.000 Discount Taken: 0.000 Due: 100.000 Status: Not Paid Payment Date: Payment: Term: Net 30

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item		10	EACH	10.000		100.000	0.000	In-Process	53628	1	1	ALI ABDULLAH HASSAN KHALAF	

2.4.3 View Payments.

Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria.

Navigation: iSupplier Portal Full Access → Invoice Tab → View Payments Subtab

Home | Orders | Shipments | Planning | Finance | Product | Intelligence | Admin

Create Invoices | View Invoices | **View Payments**

View Payments Export

Simple Search

Note that the search is case insensitive Advanced Search

Payment Number:

Invoice Number:

PO Number: (example: 1234)

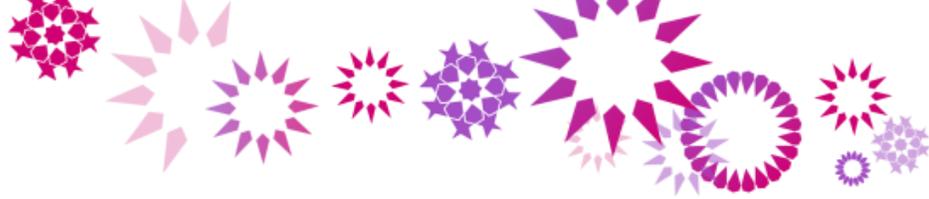
Release Number: (example: 1234-2)

Status:

Payment Amount From: To:

Payment Date From: (example: 17-Jun-2014) To:

- Enter the Search criteria to find out Payment status.



2.4.4 View Consigned Inventory

Oracle iSupplier Portal enables you to view on-hand stock for consigned items and also associated procure-to-pay transactions.

Navigation: iSupplier Portal Full Access → Product Tab → Consigned Inventory Sub tab.

To View Consigned Items:

Search and Select your item, then press Go Button.

Organization	Supplier Item	Item	Item Description	Consigned On-Hand	Consigned Shipments	Consumption Advices	Consigned Receipts	Consigned Returns	Material Transactions	VMI
Consigned Organization		BA12751	Galaxy S3 Cover_Green Color							
Consigned Organization		ME434AE/A	iPhone 5s 16GB Gold							

For a given item, suppliers can view the following information:

- Supplier Item
- Item.
- Item Description.
- Consigned On-Hand - Displays the on-hand stock levels for the item at the Zain.
- Consigned Shipments - Displays the purchase order shipment details that enable the item to be shipped from you to the Zain company location.
- Consumption Orders - Displays the purchase orders/blanket releases that are created when consigned stock is consumed by the buying company. These are the orders against which you can submit invoices to the buying company.
- Consigned Receipts - Displays the history of receipts for consigned stock.
- Consigned Returns - Displays the history of return transactions created for the consigned stock.



- Material Transactions - Displays the material transactions that occurred for the consigned item. It includes transactions to procure the item, which is the consigned stock, and then the transactions to move

Click on the respective ICON to find out the information.