



الدليل التدريبي  
إنشاء الفواتير – بوابة المورد  
الإلكترونية

Training Material  
Invoice Creation – eSupplier  
Portal

This document is classified as “**Information Classification Category C**”

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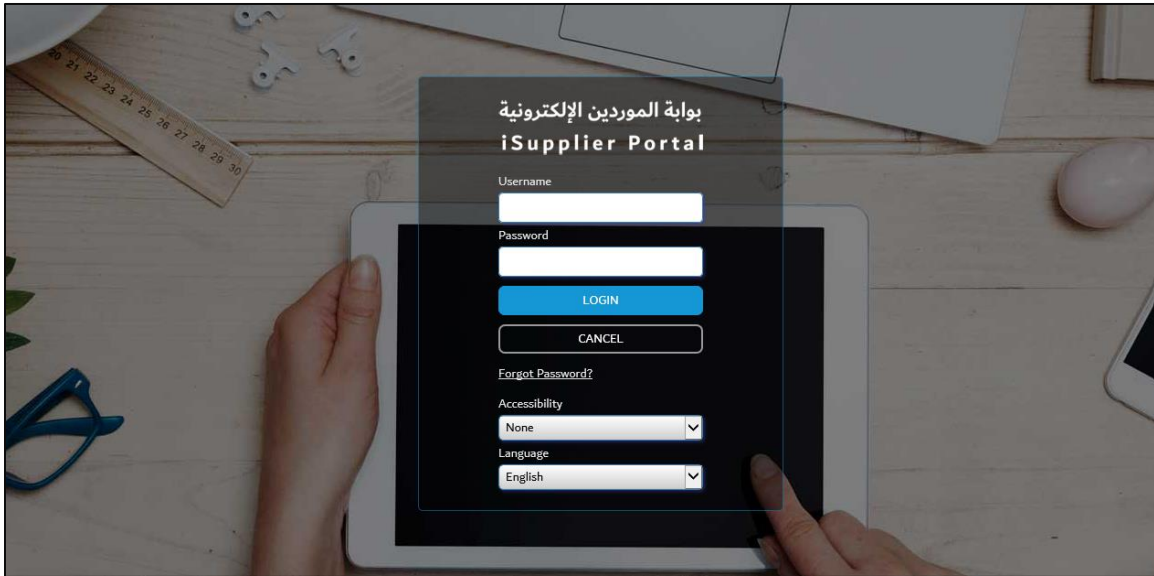
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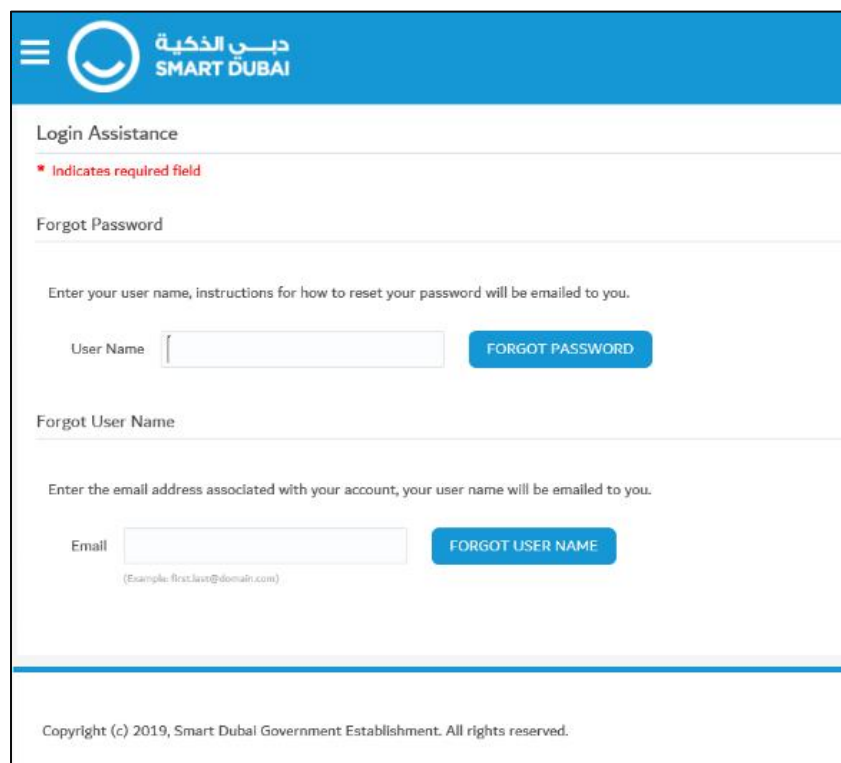
<b>1</b>	<b>Reset password.....</b>	<b>3</b>
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## 1 Reset password

- iSupplier Login Screen



- 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.

User Name

Forgot User Name

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

Email

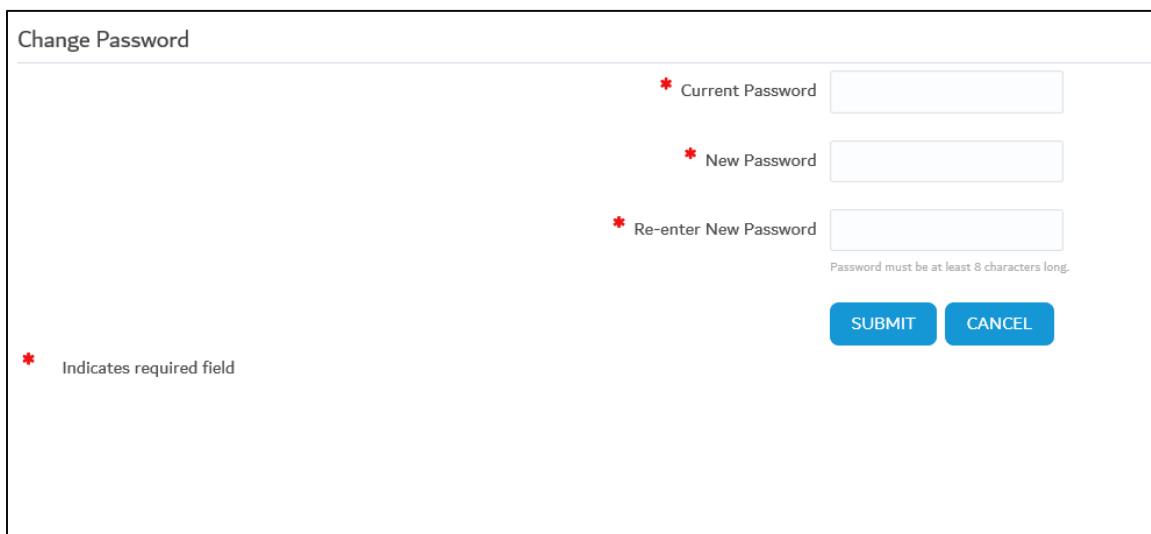
(Example: first.last@domain.com)

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- After clicking on “Forget Password” button, you will get the below confirmation message

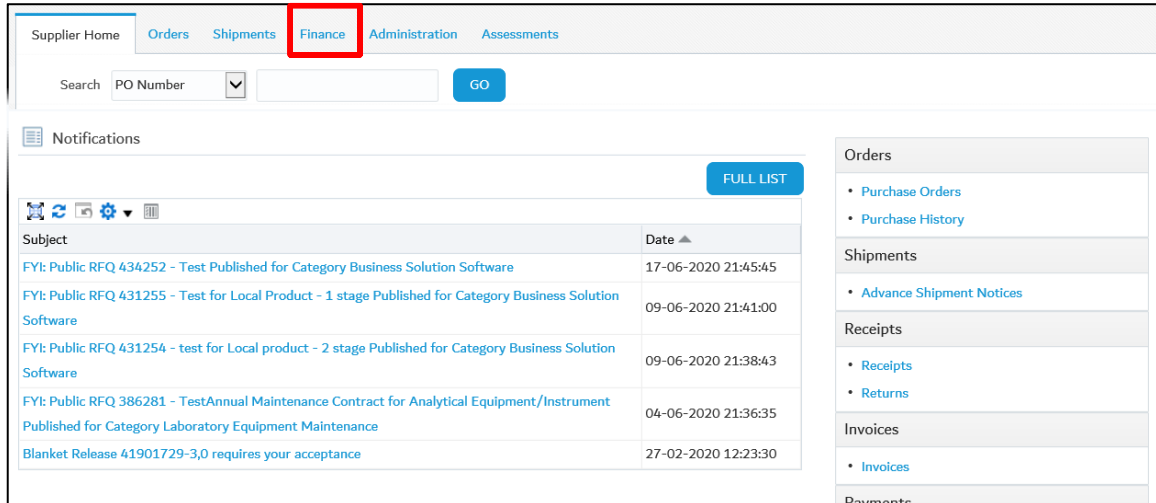


- You will get an email containing a link to reset your supplier account password. Click on the password resetting link and enter your username and new password when prompted

A screenshot of a "Change Password" form. The form has a title "Change Password" at the top left. It contains three input fields, each with a red asterisk indicating it is required: "Current Password", "New Password", and "Re-enter New Password". Below the "Re-enter New Password" field, there is a small text note: "Password must be at least 8 characters long." At the bottom right of the form are two blue buttons: "SUBMIT" and "CANCEL". On the left side of the form, there is a legend: a red asterisk followed by the text "Indicates required field".

## 2 Create Invoice

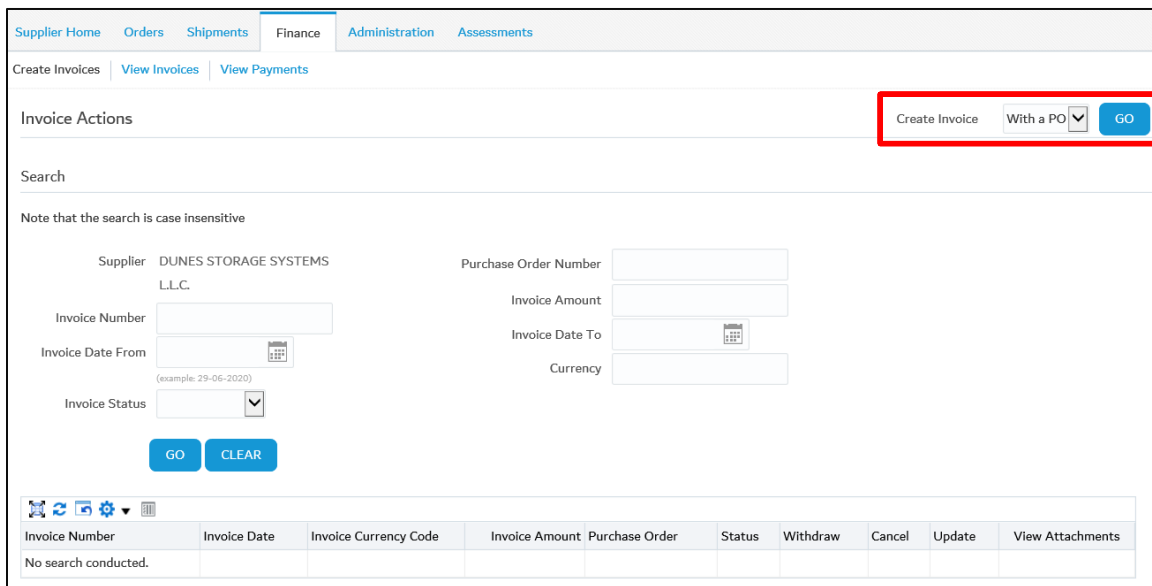
### 1. Select on Finance tab



The screenshot shows the 'Supplier Home' interface with the 'Finance' tab highlighted in the navigation bar. Below the navigation bar is a search field with a dropdown menu set to 'PO Number' and a 'GO' button. The main content area is divided into 'Notifications' and a sidebar with categories like 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'. The 'Notifications' section contains a table with columns for 'Subject' and 'Date'.

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

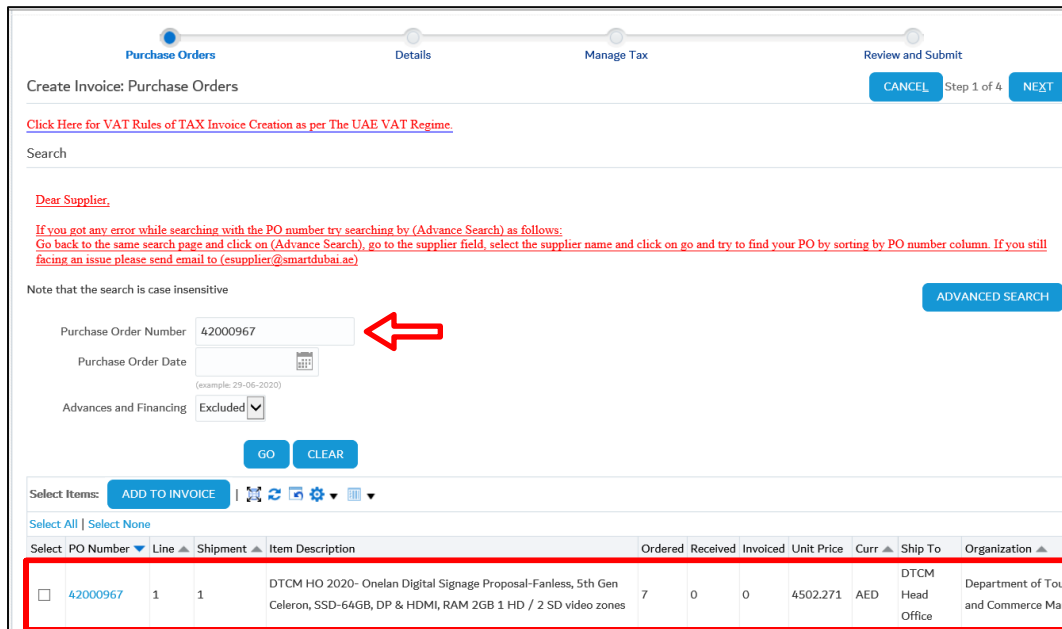
### 2. The screen Defaults to the Create Invoice option. Click on “Go”



The screenshot shows the 'Create Invoices' screen. The 'Finance' tab is selected in the navigation bar. Below the navigation bar are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Invoice Actions' section contains a 'Create Invoice' button, a 'With a PO' dropdown menu, and a 'GO' button, all of which are highlighted with a red box. Below this is a search section with a note that the search is case insensitive. The search form includes fields for 'Supplier' (DUNES STORAGE SYSTEMS L.L.C.), 'Purchase Order Number', 'Invoice Number', 'Invoice Amount', 'Invoice Date From', 'Invoice Date To', 'Invoice Status', and 'Currency'. There are 'GO' and 'CLEAR' buttons at the bottom of the search form. At the bottom of the page is a table with columns for 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table currently shows 'No search conducted.'

### 3. Search by the PO number

**Note:** Make sure to only enter the PO number as the text field is Case-sensitive



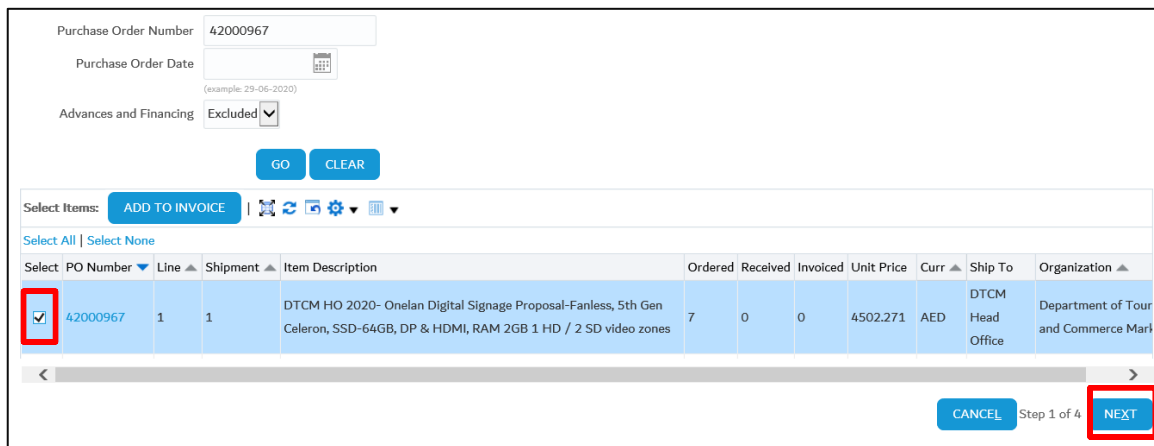
[Click Here for VAT Rules of TAX Invoice Creation as per The UAE VAT Regime.](#)  
 Search  
 Dear Supplier,  
 If you got any error while searching with the PO number try searching by (Advance Search) as follows:  
 Go back to the same search page and click on (Advance Search), go to the supplier field, select the supplier name and click on go and try to find your PO by sorting by PO number column. If you still facing an issue please send email to (esupplier@smartdubai.ae)

Note that the search is case insensitive

Purchase Order Number: 42000967  
 Purchase Order Date:   
 Advances and Financing: Excluded

Select	PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	Unit Price	Curr	Ship To	Organization
<input type="checkbox"/>	42000967	1	1	DTCM HO 2020- Onelan Digital Signage Proposal-Fanless, 5th Gen Celeron, SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones	7	0	0	4502.271	AED	DTCM Head Office	Department of Tour and Commerce Mar

### 4. Select the Purchase order then click on “Next”



Purchase Order Number: 42000967  
 Purchase Order Date:   
 Advances and Financing: Excluded

Select	PO Number	Line	Shipment	Item Description	Ordered	Received	Invoiced	Unit Price	Curr	Ship To	Organization
<input checked="" type="checkbox"/>	42000967	1	1	DTCM HO 2020- Onelan Digital Signage Proposal-Fanless, 5th Gen Celeron, SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones	7	0	0	4502.271	AED	DTCM Head Office	Department of Tour and Commerce Mar

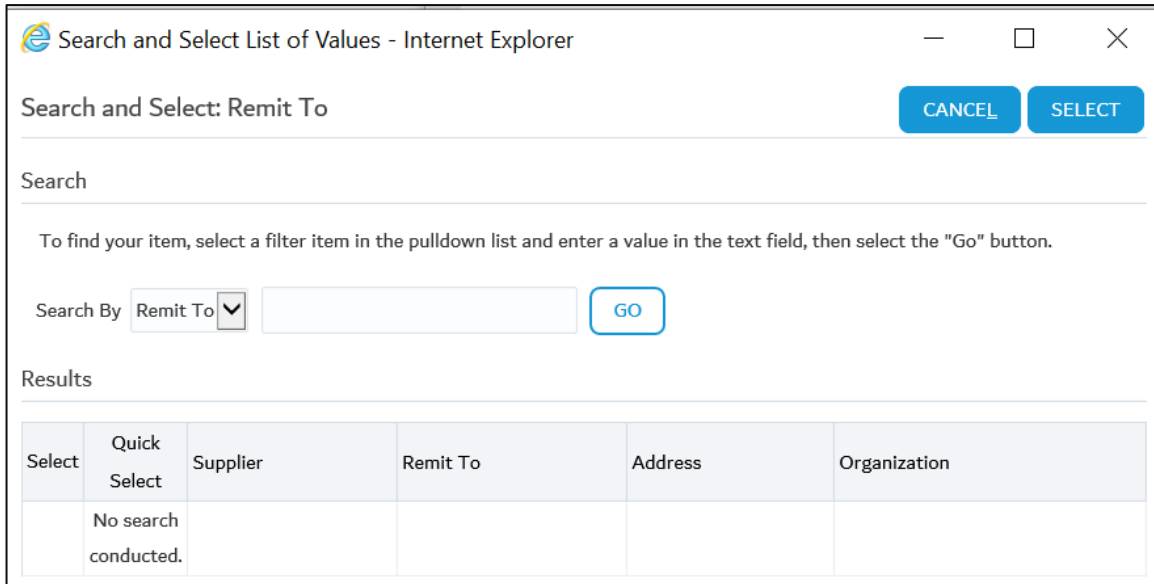
Step 1 of 4

5. Details screen is displayed

6. Update Supplier Section with Remit to Information. Click on the Search icon

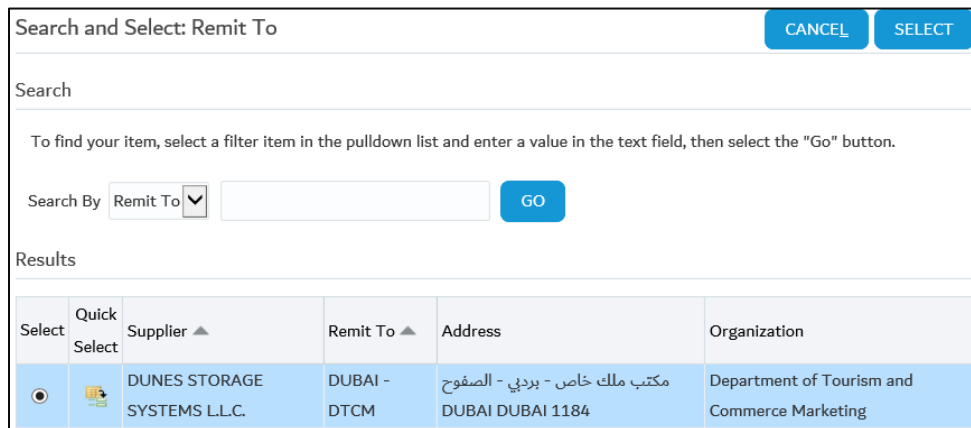
**Note:** If your desired Remit To site is not displayed or the Remit To information is incorrect then please contact the Vendor Management team of the PO


7. Search and select “Remit to” screen is displayed. Click on “Go”

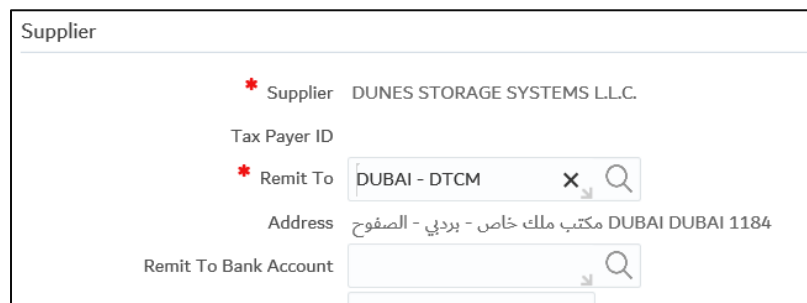


Select	Quick Select	Supplier	Remit To	Address	Organization
No search conducted.					

8. Remi to Options are displayed.



Select	Quick Select	Supplier	Remit To	Address	Organization
<input checked="" type="radio"/>		DUNES STORAGE SYSTEMS L.L.C.	DUBAI - DTCM	مكتب ملك خاص - بردي - الصفوح DUBAI DUBAI 1184	Department of Tourism and Commerce Marketing



Supplier

- \* Supplier: DUNES STORAGE SYSTEMS L.L.C.
- Tax Payer ID: [Empty]
- \* Remit To: DUBAI - DTCM
- Address: مكتب ملك خاص - بردي - الصفوح DUBAI DUBAI 1184
- Remit To Bank Account: [Empty]

9. Update the Invoice Section with Invoice Number, Invoice Date, and Invoice Description. Add attachments for the invoice.

**Note:** the iSupplier Create Invoice option only allows the creation of invoices.

Invoice type:

- Invoice: Select this option if you

Invoice

\* Invoice Number  ✕

\* Invoice Date  📅  
(example: 29-06-2020)

Invoice Type  ▼

Currency

\* Invoice Description  ⬆️  
⬆️

Attachment [Attachment List...](#)

**\*Please try to group all the attachmnets in one single file.**

- Invoice Number Requirements:
  - Must not use special characters.
  - Maximum 50 characters in length including spaces
  - Unique Number. Invoice Numbers may not be reused one entered into iSupplier application
- Invoice description Requirements:
  - Up to 240 characters
  - Do not use special characters.
- Invoice Date Requirements:
  - Format DD-MMM-YYYY

10. Item Section with the quantity to be billed. The unit price defaults from the purchase order information.

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
42000967	1	1		DTCM HO 2020- Onelan Digital Signage Proposal-Fanless, 5th Gen Celeron, SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones		DTCM Head Office	7	<input type="text" value="7"/>	4502.271	Each	31515.9

\*Please ignore the PO amount in the email notification if received. As it does not include the tax amount.

### 11. Shipping and Handling Section

This section allows the inserting of rows for charges for Freight and Tax.

To insert a row, click on “Add Row” and select the Charge type from the pull-down menu and add the amount and description. You can add more than one line

Shipping and Handling

+
↺
↻
⚙
⌵
📄

Charge Type	Amount	Description
Freight <span style="float: right;">⌵</span>	<input style="width: 80%;" type="text"/>	<input style="width: 95%;" type="text"/>

12. After the lines are inserted in the section, update the Amount

Shipping and Handling

+
↺
↻
⚙
⌵
📄

Charge Type	Amount	Description
Freight <span style="float: right;">⌵</span>	35	Delivery <span style="float: right;">✕</span>

13. Click on “Next” at the bottom of the page to proceed to **Manage Tax**

M 2GB 1	Head	7	7	4502.271	Each	31515.9
	Office					

es not include the tax amount.

escription

elivery

CANCEL BACK Step 2 of 4 **NEXT**

14. Screen displays Invoice details, including Invoice Summary of all charges

Summary Tax Lines

CALCULATE

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	UAE_VAT	UAE VAT	UAE_VAT_STATUS	UAE_VAT_JURISDICTION	STANDARD	5	1577.55	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
42000967	1	1	DTCM HO 2020- Onelan Digital Signage Proposal-Fanless, 5th Gen Celeron, SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones		DTCM Head Office	7	7.00	Each	4,502.27	31,515.90

Shipping and Handling

Charge Type	Amount	Description
Freight	35.00	Delivery

Invoice Summary

Items	31,515.90
Less Retainage	0.00
Freight	35.00
Miscellaneous	0.00
Tax	1,577.55
<b>RECALCULATE TOTAL</b>	Total (AED) 33,128.45

CANCEL BACK Step 3 of 4 **NEXT** SUBMIT

15. Click on “Next” to advance to Review and Submit the invoice

16. Once all is confirmed, click on “Submit” to complete the invoice creation process

Purchase Orders    Details    Manage Tax    Review and Submit

Create Invoice: Review and Submit

CANCEL    BACK    Step 4 of 4    SUBMIT

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**Supplier**

- \* Supplier DUNES STORAGE SYSTEMS L.L.C.
- Tax Payer ID
- \* Remit To DUBAI - DTCM
- Address مكتب ملك خاص - برديني - الصفوح DUBAI DUBAI 1184
- Remit To Bank Account 2034022560001
- Unique Remittance Identifier
- Remittance Check Digit

**Invoice**

- \* Invoice Number 202006184
- \* Invoice Date 15-06-2020
- Invoice Type Standard
- \* Currency AED
- Invoice Description Installation Batch #8
- Attachment [Attachment List...](#)

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**Customer**

- \* Customer Tax Payer ID SYS12047
- Customer Name Department of Tourism & Commerce Marketing
- Address DTCM 4th Floor (Reception) One central building 2 DUBAI 594 AE

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**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
42000967	1	1	DTCM HO 2020- Onelan Digital Signage Proposal-Fanless, 5th Gen Celeron, SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones		DTCM Head Office	7	7.00	Each	4,502.27	31,515.90

---

**Shipping and Handling**

Charge Type	Amount	Description
Freight	35.00	Delivery

---

**Summary Tax Lines**

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
UAE_VAT	UAE VAT	UAE_VAT_STATUS	UAE_VAT_JURISDICTION	STANDARD	5	1577.55


---

**Invoice Summary**

Items	31,515.90
Less Retainage	0.00
Freight	35.00
Miscellaneous	0.00
Tax	1,577.55
<b>Total (AED)</b>	<b>33,128.45</b>

CANCEL    BACK    Step 4 of 4    SUBMIT

17. A confirmation message is displayed with invoice number.

 **Confirmation**

Invoice 202006184 was submitted to our Accounts Payable department on 29-06-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

18. The screen provides the option to display a “Printable Page” option. Once displayed, you will need to utilize your browser printing option to print the invoice page

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
42000967	1	1	DTCM HO 2020- Onelan Digital Signage Proposal-Fanless, 5th Gen Celeron, SSD-64GB, DP & HDMI, RAM 2GB 1 HD / 2 SD video zones		DTCM Head Office	7	7.00	Each	4,502.27	31,515.90

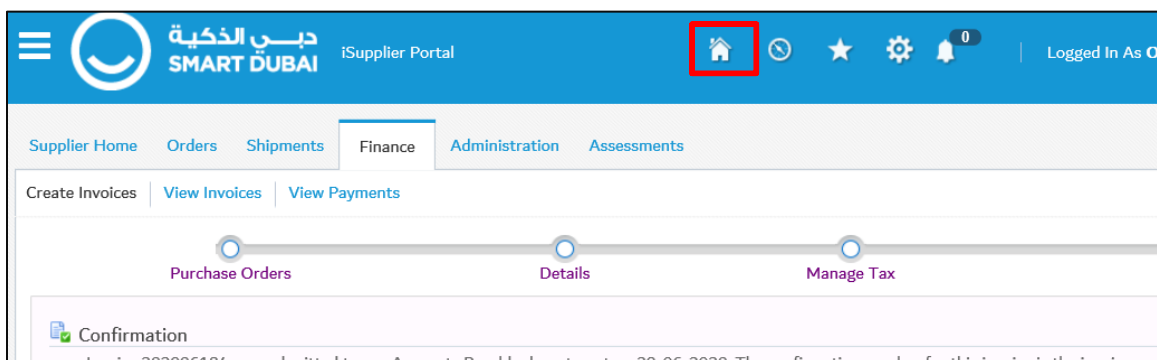
Invoice Summary

	Items	31,515.90
	Less Retainage	0.00
	Freight	35.00
	Miscellaneous	0.00
	Tax	1,577.55
	Subtotal	33,128.45
	Less Advances and Financing	0.00
	<b>Total (AED)</b>	<b>33,128.45</b>

[Return to Invoices](#) 
[PRINTABLE PAGE](#)
[CREATE ANOTHER](#)

19. The screen also provides the option to “Create Another” for a new invoice or to “Return to Invoices”

Or you can click on the Home icon to return to the main screen



The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Smart Dubai logo and the text 'iSupplier Portal'. A home icon is highlighted with a red box. Below the navigation bar, there are tabs for 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Assessments'. Under the 'Finance' tab, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. Below these links, there are three circular icons labeled 'Purchase Orders', 'Details', and 'Manage Tax'. At the bottom of the screenshot, a confirmation message is visible, identical to the one in step 17.

### 3 Contacts

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

**Helpdesk:** [help@smartdubai.ae](mailto:help@smartdubai.ae)

**Contact No:** 600 5 60000