

Supplier Portal User Manual



1. <u>I-supplier Portal Full Access "Supplier Homepage" review</u>

Approved supplier users will be registered at ADFD Prospective Supplier registration page for access to the iSupplier portal.

Registered suppliers will receive valid UserID and Password login credentials via email from designated ADFD Supplier administrator. The email information will also include the appropriate link to the iSupplier login page for access.

In case the supplier is unable to access the isupplier portal link, then supplier can login through "Already registered" link available in ADFD website.

This topic covers:

- Navigation to the iSupplier Home Page
- Review of Home Page elements

Isupplier Login Page -

ORACLE		
	User Name AIMETHCIAN@OMAIL.COM Password	
	Login Cancel	
	<u>Login Assistance</u> Register here	
	Accessibility None Language Example	

Login Page may get change due to upgrades.

The Login screen is displayed.



- 1- Enter assigned value in the User Name field.
- 2- Enter assigned value in the Password field.
- 3- Click the Login button.

Click on Navigator and select "ADFD Supplier User Responsibility" and then select "Isupplier Portal Home Page".

	Business Suite	☆ Home	⊘ Navigator ∨	★ Favorites ∨	Settings ~	Uorklist ₩	Logged in As Any Eddig- Anggelmant, comi	? Help	U Logout
	Search Page		- A		_				
Personalize	ADFD Supplier Use	er Responsibility	/						
Personali (Announc Annou				-	ri	tes			
Welcom			Sourcing	lier Portal Home	Page				
Oracle E has beer									
you face service.									
Yours Si									

Isupplier Home page is displayed below -



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Supplier Home Orders	Shipments Planning Finance Product /	Administration	
Search PO Number	Go		
—			
Notifications			Planning
		Full List	Forecast Schedules
💢 🎜 🖻 🍄 🔻 🎟			Orders
Subject		Date 🛆	Agreements
Closed Early: RFQ 16003 (RFQ TEST 15003)	01-Apr-2020 15:30:29	Burshase Orders
Abu Dhabi Fund For Devel	opment - Standard Purchase Order 5026, 0	12-Mar-2020 17:44:38	Fulchase Orders
Abu Dhabi Fund For Devel	opment - Standard Purchase Order 5023, 0	Purchase History	
Two-Stage RFQ Evaluation	Complete: Technical (RFQ 15002)	05-Mar-2020 12:02:24	Shipments
Closed Early: RFQ 15002 (RFQ 7003)	05-Mar-2020 11:55:54	Delivery Schedules
			Overdue Receipte
			Overdue Receipts
			 Advance Shipment Notices
Dirders At A Gla	ance		Receipts
		Full List	- Receipts
1 2			Returns
PO Number	Description	Order Date	On-Time Performance
5026		12-Mar-2020 17:43:59	Invoices
5023		11-Mar-2020 11:52:56	
5022		08-Mar-2020 16:03:09	• IIIVOICES
5013		01-Mar-2020 12:21:56	Payments
5008		26-Feb-2020 16:33:55	- Payments

Supplier Home page continue...

Shipments At A Glance	•					
Full List						
其 ♂						
Shipment Number	Packing Slip	Shipment Date				
15026		12-Mar-2020 13:12:15				
5000SHIP		18-Feb-2020 12:53:09				
4999		18-Feb-2020 10:34:07				

Notification - Notifications from ADFD purchasing personnel will be received in this section.

<u>Order At a Glance</u> - This region contains the five most recent purchase orders for immediate review, showing PO Number, Description, and Order Date.

- Supplier can click on PO to check all the details send to them by the ADFD Buyer.



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General		Terms and	d Conditio	ins		Summary	
eenerui		ienno an	Jonatio			Total	10,000.0
т	otal 10,000.00	Payme	ent Terms	Immediate		Received	0.00
Supp	Dier AL ABBAS TRAD	ING	Carrier FOB			Invoiced Payment Status	0.00 Not Paid
Supplier	Site ABU DHABI	Freir	tht Terms				
Supplier Con	tact KHAN, AHMED	Shippin	a Control				
Addi	ess Abu Dhabi	omppin					
Bu	iyer IT Consultant	Ship-To A	ddress				
Order I	Date 26-Feb-2020 16:3	33:55					
Descrip	tion	Address	s Al Buteer	n			
Sta	atus Open		1				
Note to Supp	olier						
Operating	Unit Abu Dhabi Fund I	For Bill-To Ad	dress				
Coursing D	Development						
Sourcing Docun	1ent 9001	Address	s Al Buteer	n			
Supplier Order Num			1				
Attachme	ents VIEW						
) Details							
) Details							
O Details							
O Details							
O Details							
D Details	Details						
O Details	Details Item/Job Supplier It	em Description	UOM Qty	Price Linked Attribute	s Amount S	Status Attachments	Reasor

Note -

- **Sourcing document number** is the Sourcing or RFQ number against which the PO is created.
- Attachments consist of PO copy along with all Terms and Condition decided by ADFD.

Click the "Show All Details" link under PO Details to view additional shipment details for the order line.

O Details	s																
a 2																	
how All Deta	ails Hide A	II Details															
etails	Line 🔺	Туре	Item/Jo	b Su	pplier n	Descript	ion	UOM	Qty	Pric	e Linked Attributes	Amo	unt Sta	tus	Atta	chments	Reaso
4	1	Goods				CLEANIN	G S	Each	100	10	0	10,000	0.00 Ope	'n			
Chinmon																	
Shipmen	15																
Shinmont	Ship-To		Qty			Amount		Dramia	ad Data		laad Bu Data	Payment	Ctatura	Supplier	Callt	Desser	Attachma
Sinpinein	Location	Ordered	Received	Invoiced	Ordered	Received	Invoiced	Promis	eu Date	r	еес-Бу Баге	Status	Status	Line	spin	Reason	Attachme
1	Head	100			10,000.00			29-Feb-2	2020 15:1	2:13 2	9-Feb-2020 15:12:08		Open				



The Shipments detail is shown, including the Ship-To Location, Ordered Quantity, Promised Date,

Need-By Date, and Status.

In the header Level we will find Actions like -

Supplier Home Orders Shipments Planning Finance Product Administration	
Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations	RFQ Deliverables Timecards
Orders: Purchase Orders > Standard Purchase Order: 5023, 0 (Total AED 100.00)	Actions Request Changes Go Export
Currency= AED	View Change History Printable View View Receipts
Order Information	View Invoices View Payments View Shipments

 Request Change – Supplier can request Buyer to make changes in the PO document related to Order Quantity and Promise Date. Supplier cannot ask change in Price. Request change will be received as a notification to Buyer. Buyer may approve or Reject the changes requested.

If approved, then system will create a new revision of the document.

If rejected then the supplier need to supply the items as per the PO document.

One the change request sent to ADFD buyer for approval, the change status will show "Supplier Change Pending".

- Request Cancellation Supplier can ask Buyer to cancel the entire order if they are unable to deliver the item due to any reason.
 Buyer will receive a notification of cancellation request. Buyer may approve or reject the cancellation requested.
- View Change History Supplier can check entire history of PO change request.
- View Receipt Once Buyer or Requester receives the item, then a receipt number will generate. Receipt is the GRN or Goods Receipt Note.
- View Invoices Supplier can check the invoices related to the PO.
- View Payments Supplier can check the payments made by the ADFD finance team against the PO.
- View Shipments Supplier can check the details of ASN or Advance shipment notice they sent to ADFD before delivery of item.
- **Printable View** Printable view will give you a PO output file which has been sent by ADFD buyer.



ADU L)habi Fund	l For Devel	lopment					Typ	e Standard Purc	hase Order
Al Bu	teen		opment					Ord	er 5023	
1								Revisio	m 0	
-								Order Da	te 11-MAR-2020	
United	d Arah Em	irates						Created B	y Consultant, Ma	r. IT
CHIE	a mao En	in acco					R	levision Da	te	
							c	urrent Buy	er Consultant, Ma	r. IT
Suppli	ier: AL AHB: Abu Dh	45 TEADING (abi	COMPANY							
	United	Arab Emirat	tes							
Ship 7	To: Al Bute	en								
	I United	Arab Emirat	es							
	1 United	Arah Emirat								
	1 United .	Arab Emirat	tes							
Custome	1 United . r Account No.	Arab Emirat	Payment Ter	rms	Freight T	erms	FOB	1	Fransportation	Ship V
Custome	1 United . r Account No. To/Telephone	Arab Emirat Supplier No. 10391	Payment Ter Immediat	rms te	Freight T	'erms Reques	FOB ter/Deliver T	0	Transportation	Ship Vi
Custome Confirm KHAB_A O	1 United . r Account No. To/Telephone dr. AHEED Notes: AI	Arab Emirat Supplier No. 10391	Payment Ter Immediat mounts on t	te his order a	Freight T	'erms Reques ssed is	POB ter/Deliver T n AED	0	Transportation	Ship V
Custome Confirm KHAP_5 O / Line	1 United . r Account No. To/Telephone dr. AHMED Notes: Al Part Number /	Arab Emirat Supplier No. 10391 I prices and as Description	Payment Ter Immediat mounts on the	rms te his order a zry Date/Tim	are expression	'erms Reques essed in	FOB ter/Deliver T n AED Quantity	uom	Transportation Unit Price Tax (AED)	Ship Vi
Custome Confirm KHAP_5 O / Line	1 United . To/Telephone dr. 4 H2 ISD Notes: All Part Number / NEW ITEN	Arab Emirat Supplier No. 10391 I prices and as Description f	Payment Ter Immediat mounts on th Delive Need 16-M	te his order a rry Date/Tim led: IAR-2020	Freight T I are expre- te 00:00:00	Terms Request issed in	FOB ter/Deliver T n AED Quantity 10	UOM Each	Transportation Unit Price Tax (AED) 10 Y	Ans (Al 100

Note – The above PO file is a seeded oracle PO Document. You will also receive a PDF Document in the attachment section which will be the actual format of ADFD PO.

<u>Shipments At A Glance –</u> This region contains the 5 most recent ASN or Advance Shipment Notice created by supplier.

		Fu	II List
Shipment Number	Packing Slip	Shipment Date	
274678		18-Jun-2020 12:38:03	
5053-1		02-Jun-2020 13:55:17	
654321		10-Apr-2020 18:28:51	
54321		10-Apr-2020 17:20:28	
15026		12-Mar-2020 13:12:15	



Supplier can keep an eye on the Shipment Number, Shipment Date and Expected Shipment Date which can help them to keep a track on their performance.

Advance Shipment Notice: 150	26		F	Print Cancel Shipmen	nt Notice Export
Shipment Information					
Shipment Number	15026		Shipment Date	12-Mar-2020 13:12:15	1
Supplier	AL ABOAS TRADING COMPANY	E	xpected Receipt Date	15-Mar-2020 13:11:29	
Supplier Site	ABU DHABI				1
Freight Information					
Freight Terms	Freight C	arrier			
Bill of Lading	Waybill/Airbill Nu	mber	Number of	of Containers	
Packing Code	Tar Weight	UOM		Packing Slip	
Special Handling Code	Net Weight	UOM		Tar Weight	
	Comn	nents		Net Weight	
Shipments in Advance Shipment N	otice				
Cancel 💢 🞜 🖙 🌞 🔻 💷 🔻					
□ Details PO Number ▲ Line △ Line	Shipment Supplier Item	Due Date Quanti Order	tity Quantity red Received UOM	Quantity Ship-To Shipped Location	LPN/Lot/Serial At
5026 1	1 non stock purchasing	15-Mar-2020 1 1	100 100 Each	100 Head Office	

2. <u>Supplier Homepage "Order" Tab</u>

iSupplier portal users or supplier users will have direct access to summary and detail information related to orders through the Orders tab. This tab also provides links to additional information pertaining to orders and PO changes.

This topic covers:

- Overview of the Orders tab and summary information
- Review of views related to Purchase Orders

Orders Tab view

Follow Navigation as Orders -> Purchase Orders



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ipplie	er Home Ord	ers S	hipments Plannir	ng Finance	Product Ac	Iministration							
Purc	hase Orders	Work	Orders Agreen	nents View	Requests F	Purchase History Wo	k Confirmation	s RFQ	Deliverab	oles T	imecards		
Pur	rchase Or	ders										Multiple PO Cha	ange Export
Viev	ws												
_													
v	liew All Purch	ase Orde	ərs	~	Go							Adva	nced Search
Sele	ect Order: A	knowle:	dge Request C	Cancellation	Request Ch	anges View Chang	e History	X 2					
	PO Number	△ Rev	Operating Unit	Document Type	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
\circ	5026	0	Abu Dhabi Fund	Standard PO		12-Mar-2020 17:43:59	Muhammad		1 000 00	0			<u></u>
\cup			For Development	otandarario		12 11101 2020 11:10:00	Usman Butt	AED	1,000.00	Open			ų 🛛
0	5023	0	For Development Abu Dhabi Fund For Development	Standard PO		11-Mar-2020 11:52:56	Usman Butt IT Consultant	AED	100.00	Open	Supplier Cancellation Pending		U D
0	5023 5022	0	For Development Abu Dhabi Fund For Development Abu Dhabi Fund For Development	Standard PO Standard PO		11-Mar-2020 11:52:56 08-Mar-2020 16:03:09	Usman Butt IT Consultant IT Consultant	AED	100.00	Open Open Open	Supplier Cancellation Pending		U.S.
0 0 0	5023 5022 5013	0 0 0	For Development Abu Dhabi Fund For Development Abu Dhabi Fund For Development Abu Dhabi Fund For Development	Standard PO Standard PO Standard PO		11-Mar-2020 11:52:56 08-Mar-2020 16:03:09 01-Mar-2020 12:21:56	Usman Butt IT Consultant IT Consultant Muhammad Usman Butt	AED AED AED	100.00 1,000.00 9,000.00	Open Open Open Open	Supplier Cancellation Pending Supplier Change Pending		U I
0 0 0	5023 5022 5013 5008	0 0 0 0	For Development Abu Dhabi Fund For Development Abu Dhabi Fund For Development Abu Dhabi Fund For Development Abu Dhabi Fund For Development	Standard PO Standard PO Standard PO Standard PO		11-Mar-2020 11:52:56 08-Mar-2020 16:03:09 01-Mar-2020 12:21:56 26-Feb-2020 16:33:55	Usman Butt IT Consultant IT Consultant Muhammad Usman Butt IT Consultant	AED AED AED AED AED	100.00 1,000.00 9,000.00 10,000.00	Open Open Open Open Open	Supplier Cancellation Pending Supplier Change Pending		U a Û a

System has provided feasibility to search for PO through help of Advance search as well:

Advanced Search	1				
Specify parameters and v	values to filter the	e data that is	displayed in yo	our results se	et.
Match 🖲 All 🔾 A	ny				
PO Number	is	\checkmark			
Document Type	is	~		2	Q,
Order Date	is	~	(23-Mar-2020) 💼	
Buyer	is	~		2	9
	C				

Actions available in the Purchase order tab -

Pu	Purchase Orders										Multiple PO Cha	inge Export
Vie	Views											
Sel	View All Purchase Orders 🔽 Go Advanced Search											
	PO Number 🛆	Rev Operating Unit	Document Type	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
۲	5026	0 Abu Dhabi Fun For Development	d Standard PO		12-Mar-2020 17:43:59	Muhammad Usman Butt	AED	1,000.00	Open			Ú.
0	5023	0 Abu Dhabi Fun For Development	d Standard PO		11-Mar-2020 11:52:56	IT Consultant	AED	100.00	Open	Supplier Cancellation Pending		

Select the PO against which you want to take the actions



- Acknowledge Buyer may ask supplier to acknowledge the PO document as buyer may like to confirm whether Supplier have reviewed the PO details or not. Until and unless supplier won't acknowledge the PO, the PO will not be considered as an Approved PO for ADFD Buyer.
- Request Change Supplier can request Buyer to make changes in the PO document related to Order Quantity and Promise Date. Supplier cannot ask change in Price. Request change will be received as a notification to Buyer. Buyer may approve or Reject the changes requested.

If approved, then system will create a new revision of the document.

If rejected then the supplier need to supply the items as per the PO document.

One the change request sent to ADFD buyer for approval, the change status will show "Supplier Change Pending".

- Request Cancellation Supplier can ask Buyer to cancel the entire order if they are unable to deliver the item due to any reason.
 Buyer will receive a notification of cancellation request. Buyer may approve or reject the cancellation requested.
- View Change History Supplier can check entire history of PO change request.

3. <u>Supplier Homepage "Shipment" Tab</u>

iSupplier portal users or **Supplier users** will have direct access to multiple levels of shipment information through the Shipments tab. This tab also provides links to additional information pertaining to shipments, including Receipts, Returns, and Performance.

This topic covers:

- Overview of the Shipments tab and summary information
- Review of Shipment Receipts details
- Review of Shipment Returns details
- Review of Overdue Receipts details
- Review of On-Time Performance metrics



Supplier Home Orders	Shipments	Planning) Finance Produc	xt Administ	tration		
Delivery Schedules Shipment		tices SI	hipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Performance

Delivery Schedules

Supplier Home Ord	rs Shipments	Planning Finance Product Administration
Delivery Schedules	Shipment No	otices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance

Delivery Schedule will give you schedule of all PO line with details like quantity requested, quantity received, promise date and Need by date.

In order to find details of all PO shipments at a time, then simply click on Go.

Delivery Schedules					Export
Simple Search					
					Advanced Search
Organization	ыq	Item Number		⇒ Q	
PO Number		Ship-To Location		⇒ Q	
Supplier Item	⇒ Q	Promised Date	(24-Mar-2020)	Ť0	
Item Description		Need-By Date	(24-Mar-2020)	ti o	
	Go Clear				

We have few more attributes to search for the delivery schedule which you can find from "Advanced search" option.

Advanced Search					
Specify parameters and v	alues to filter the d	ata that is displa	ayed in your resu	lts set.	
Match 💿 All 🔾 An	у				
Organization	is	~		Ы	Q
Item Number	is	~		Ы	Q,
PO Number	is	\checkmark			
Ship-To Location	is	~		Ы	Q
	GoClear	Add	Another Item [Description 🗸	Add

Result of Search is below -



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💢 2 🖻 🌣 🔻 🛙	🧟 🗢 🖻 🌞 ▼ 🗐 Rows 1 to 26										
Organization	PO Number 🛆	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location $ riangleftilde{}$	Supplier	Supplier Location	Promised Date 🔻	Need-By Date 🛆	
Abu Dhabi Fund For Development	784	POSTALIA FRANKING MACHINE	Each	1	0	Head Office	AL ADDAS TRADING COMPANY	ABU DHABI			~
Abu Dhabi Fund For Development	784	COMPANY LOGO	Each	1	0	Head Office	AL ASBAS TRADING COMPANY	ABU DHABI			1
Abu Dhabi Fund For Development	5000	testing 1	Each	1000	500	Head Office	AL ASBAS TRADING COMPANY	ABU DHABI		25-Feb-2020 12:37:	17
Abu Dhabi Fund For Development	4999	testing 1	Each	1000	500	Head Office	AL ASBAS TRADING COMPANY	ABU DHABI		25-Feb-2020 09:26:2	24
Abu Dhabi Fund For Development	4982-1	Black Toner for Develop ineo +266	Each	1	0	Head Office	AL ADDAO TRADINO COMPANY	ABU DHABI		06-Dec-2019 00:00:	00
Abu Dhabi Fund For Development	4972	Yellow Toner for Develop ineo +266	Each	3	0	Head Office	AL ASBAS TRADING COMPANY	ABU DHABI			
Abu Dhabi Fund For Development	4972	Black Toner for Develop ineo +266	Each	3	0	Head Office	AL ASBAS TRADING COMPANY	ABU DHABI			
Abu Dhabi Fund For Development	4972	Cyan Toner for Develop ineo +454e	Each	3	0	Head Office	AL ARRAS TRADING COMPANY	ABU DHABI			
Abu Dhabi Fund For Development	4972	Cyan Toner for Develop ineo +266	Each	3	0	Head Office	AL ASBAS TRADING COMPANY	ABU DHABI			

• Shipment Receipts

Supplier can able to keep a track on all the Receipts or GRN created by Buyer. Receipts are the confirmation of items or products received by buyer against a PO number.

Supplier Home Orders	Shipments	Planning Finance Produ	ct Adminis	stration
Delivery Schedules	Shipment No	tices Shipment Schedules	Receipts	Returns Overdue Receipts On-Time Performance

- Supplier can use both simple search and advance search to search for the receipts. Clicking on "Go" will give them the search result of all the Receipt at a time.

View Receipts				Export
Simple Search				Advanced Search
Receipt Number		Organization	⇒ Q	
PO Number		Item Number	⊐ Q	
	(example : 1234)	Supplier Item	, ⊇ Q	
Release Number		Item Description		
Shinment Number	(example : 1234-2)	Receipt Location	<u>⊐</u> Q,	
Shipped Date	(24-Mar-2020) 📸			
Go	Clear			

- Result of Receipt search –

52 ~	- 											
12 i i i i i i i i i i i i i i i i i i i												
Receipt *	Creation Date	Organization	Shipment	Shipped Date 🛆	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
7	12-Mar-2020 17:52:35	ADFD Inventory Organization	15026	12-Mar-2020 13:12:15						5026		
6	08-Mar-2020 15:32:41	ADFD Inventory Organization								5022		
4	18-Feb-2020 17:32:46	ADFD Inventory Organization	5000SHIP	18-Feb-2020 12:53:09						5000	INV5000	
3	18-Feb-2020 15:13:44	ADFD Inventory Organization	4999	18-Feb-2020 10:34:07						4999		
2	12-Feb-2020 11:16:59	ADFD Inventory Organization								4992-2		
1	12-Feb-2020 10:54:42	ADFD Inventory Organization								4992-1		
<		-									1	>

- Click on Receipt to view detailed information -

ظبي للتـــــ	صـندوق أبو															
ABI FUND FOR DE	EVELOPMENT															
Shipments: Receip Receipt: 7	ots >															
		Creation Date	12-Mar-2020 1	7:52:35							Packing	Slip				
		Organization	ADFD Inventor	y Organization							Contai	ners				
		Supplier	AL ABBAS TRA	DING COMPANY							Waybill/A	irbill				
		Supplier Site	ABU DHABI								Freight Ca	rrier				
		Shipment Number	<u>15026</u>								Bill of La	ding				
		Shipment Date	12-Mar-2020 1	3:12:15							Attachm	ents <u>Non</u>	e			
Receipt Trans	sactions															
📜 😂 🖬 🌣	• III •															
Receipt Date 🔻	Promised Date 스	Need-By Date 🛆	Performance	PO Number 🛆	Line	Shipment	Item/Job $ riangle$	Description	UOM	Ordered	Returned	Net Received	Accepted	Defects	Location	Attach
12-Mar-2020 17:57:42	15-Mar-2020 10:59:00	15-Mar-2020 10:59:00	On-Time	5026	1	1		non stock purchasing	Each	100.0		100	0.0		Head Office	

Note - You can keep a track on your performance under the "Performance" column which will shows "Early", "On-Time" and "Delay" as a result.

<u>Shipment Returns</u>

Supplier can check Returns created by ADFD buyer with reason of return. Supplier is expected to take manual action on the basis of reason mentioned by ADFD Buyer. When Buyer make a return of the item, the Supplier will receive a notification related to same.

Supplier can do compare below –

- Compare the Receipt Date and Return Date.
- Compare the Received Quantity and Returned Quantity.

Supplier Home Orders	Shipments	Planning Finance	Product Admini	stration	
Delivery Schedules St	ipment Notices	Shipment Schedul	es Receipts	Returns	Overdue Receipts On-Time Performance

- Click on Go to search for all the Returns.

Returns Summ	ary			Export
Simple Search				Advanced Search
Note that the search is o	case insensitive			
Organization	<u> </u>	RMA Number		
PO Number		Item	L	Q.
Receipt Number		Supplier Item	ы	Q.
Shipment Number		Item Description		
Go	Clear			



Organization Receipt Number PO Number Shipment Number Receipt Creation Date Supplier Item Description U/M Quantity Received Quantity Returned Quantity Returned Return Date Return Date Abu Dhabi Fund For Development 7 5026 15026 12-Mar-2020 17:52:35 important pon stock purchasing pan jon stock pon stock jon sto	💢 2º 🖻 🌣 🔻 💷					_						
Abu Dhabi Fund For Development 7 5026 15026 12-Mar-2020 17:52:35 non stock purchasing Each 100 50 08-Apr-2020 17:30:20	Organization	Receipt Number 🛆	PO Number 🛆	Shipment Number 🛆	Receipt Creation Date 🔻	Supplier Item	ltem Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason
	Abu Dhabi Fund For Development	7	5026	15026	12-Mar-2020 17:52:35		non stock purchasing	Each	100	50	08-Apr-2020 17:30:20	Defective item

• Overdue Receipts

Supplier can keep a track on those Overdue POs against which no receiving or Partial receiving done by ADFD Buyer or requester. The search result consist of only those POs whose Need by Date is already surpassed and item is yet to be deliver.

Supplier Home Orders	Shipments	Planning Finance Pr	roduct Adm	ninistration		
Delivery Schedules St	nipment Notices	Shipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Performance

Click on Go to search for all Overdue Receipts -

Overdue Rec	eipts		Export
Simple Search	1		
Note that the searc	ch is case insensitive		Advanced Search
Organization		⇒ Q	
PO Number			
Item		, ⊇ Q	
Supplier Item		, ⊇ Q	
Due Date	(24-Mar-2020)	Ū.	
	Go Clear		

lumber 🛆 Item								
	Item Description	Due Date 🔻	UOM	Quantity Ordered	Quantity Received	Ship-To Location $ riangleq$	Carrier	Buyer
	non stock purchasing	15-Mar-2020 10:59:00	Each	100	50	Head Office		Muhammad Usiman Butt
	CLEANING SERVICES	29-Feb-2020 15:12:13	Each	100	0	Head Office		Il Consulant
	testing 1	25-Feb-2020 12:37:17	Each	1000	500	Head Office		Noteenned Gener Holl
	testing 1	25-Feb-2020 09:26:24	Each	1000	500	Head Office		Nutremmod Gemen Bull
	CLEANING SERVICES	25-Feb-2020 00:00:00	Each	100	0	Head Office		Muhammad Usiman Biffi
-1	Black Toner for Develop ineo +266	06-Dec-2019 00:00:00	Each	1	0	Head Office		Muhammad Usman But
-1		non stock purchasing CLEANING SERVICES testing 1 testing 1 CLEANING SERVICES Black Toner for Develop ineo +266	non stock purchasing 15-Mar-2020 10:59:00 CLEANING SERVICES 29-Feb-2020 15:12:13 testing 1 25-Feb-2020 12:37:17 testing 1 25-Feb-2020 09:26:24 CLEANING SERVICES 25-Feb-2020 00:00:00 Black Toner for Develop ineo +266 06-Dec-2019 00:00:00	non slock purchasing 15-Mar-2020 10:59:00 Each CLEANING SERVICES 29-Feb-2020 15:12:13 Each testing 1 25-Feb-2020 12:37:17 Each testing 1 25-Feb-2020 09:26:24 Each CLEANING SERVICES 25-Feb-2020 00:00:00 Each CLEANING SERVICES 25-Feb-2020 00:00:00 Each Black Toner for Develop ineo +266 06-Dec-2019 00:00:00 Each	non stock purchasing15-Mar-2020 10:59:00Each100CLEANING SERVICES29-Feb-2020 15:12:13Each100testing 125-Feb-2020 012:37:17Each1000testing 125-Feb-2020 09:26:24Each1000CLEANING SERVICES25-Feb-2020 00:00:00Each100Black Toner for Develop ineo +26606-Dec-2019 00:00:00Each1	non stock purchasing 15-Mar-2020 10:59:00 Each 100 50 CLEANING SERVICES 29-Feb-2020 15:12:13 Each 100 0 testing 1 25-Feb-2020 12:37:17 Each 1000 500 testing 1 25-Feb-2020 09:26:24 Each 1000 500 CLEANING SERVICES 25-Feb-2020 00:00:00 Each 100 0 CLEANING SERVICES 25-Feb-2020 00:00:00 Each 100 0 Black Toner for Develop ineo +266 06-Dec-2019 00:00:00 Each 1 0	non stock purchasing 15-Mar-2020 10:59:00 Each 100 50 Head Office CLEANING SERVICES 29-Feb-2020 15:12:13 Each 100 0 Head Office testing 1 25-Feb-2020 12:37:17 Each 100 500 Head Office testing 1 25-Feb-2020 09:26:24 Each 100 500 Head Office CLEANING SERVICES 25-Feb-2020 00:00:00 Each 100 0 Head Office Black Toner for Develop ineo +266 06-Dec-2019 00:00:00 Each 100 0 Head Office	non stock purchasing 15-Mar-2020 10:59:00 Each 100 50 Head Office CLEANING SERVICES 29-Feb-2020 15:12:13 Each 100 500 Head Office testing 1 25-Feb-2020 12:37:17 Each 100 500 Head Office testing 1 25-Feb-2020 09:26:24 Each 100 500 Head Office CLEANING SERVICES 25-Feb-2020 00:00:00 Each 100 500 Head Office CLEANING SERVICES 25-Feb-2020 00:00:00 Each 100 0 Head Office Black Toner for Develop ineo +266 06-Dec-2019 00:00:00 Each 100 0 Head Office



• On-Time Performance

Supplier can keep a track on those PO against which item delivered on time or early.

Supplier can compare Due Date and Receipt Date to compare the performance.

Supplier Home Orders	Shipments	Planning Finance Pr	oduct Administration		
Delivery Schedules Sh	ipment Notices	Shipment Schedules	Receipts Returns	Overdue Receipts	On-Time Performance

Click on Go to search for all On-Time Performance result -

🕱 2 🖪 🔅 🗸 🖩										
Organization	PO Number	Due Date 🔻	Shipment Number	Receipt Number	Receipt Date	Item $ riangleq$	Description $ riangle$	UOM	Quantity Received $ riangle$	Delivery Status
Abu Dhabi Fund For Development	5026	15-Mar-2020 10:59:00	15026	7	12-Mar-2020 17:57:42		non stock purchasing	Each	100	On-Time
Abu Dhabi Fund For Development	5000	25-Feb-2020 12:37:17	5000SHIP	4	18-Feb-2020 17:35:13		testing 1	Each	500	Early
Abu Dhabi Fund For Development	4999	25-Feb-2020 09:26:24	4999	3	18-Feb-2020 15:37:07		testing 1	Each	500	Early
Abu Dhabi Fund For Development	4992-2	14-Feb-2020 00:00:00		2	12-Feb-2020 11:16:32		tonner	Each	20	On-Time
Abu Dhabi Fund For Development	4992-1	13-Feb-2020 00:00:00		1	12-Feb-2020 10:54:04		tonner	Each	50	On-Time

4. <u>Supplier Homepage "Finance" Tab</u>

iSupplier portal users or supplier user will have direct access to multiple levels of financial information through the Finance tab. This tab provides links to invoice and payment information.

This topic covers:

- Overview of the Finance tab and summary information
- Review of Invoice details 🛛 Review of Payments details



Î						-	
	Supplier Home	Orders	Shipments	Planning	Finance	Product	Administration
	Create Invoice	es Vie	ew Invoices	View Pay	ments		

Once you click on Finance option, Homepage will be displayed.

- View Invoice
- Click on "View Invoice".

Supplier Home	Orders	Shipments	Planning	Finance	Product	Administration
Create Invoices	View	Invoices	View Payn	nents		

Supplier can click on "Go" to check all the invoices at a time or search by the help of fields available in simple search and advance search.

View Invoices						Export
Simple Search						Advanced Search
Invoice Number		Payment Status	~			
PO Number		Invoice Amount From		То		
	(example : 1234)	Amount Due From		То		
Release Number		Invoice Date From	Ξ.	То	Ú.	
Payment Number	(example : 1234-2)	Due Date From	(25-Mar-2020) 🛱	То	î.	
Invoice Status	~					
Go	Clear					

Under Search Result of View Invoice, Supplier can able to see below -

- List of all the Invoices created for a PO by Supplier.
- Can check the status of Invoice (Approved OR Cancelled).
- Can check the status of Payment and Payment Status (Paid OR Not Paid).
- Can check other details like PO, Receipt and Payment Due date.

View Invoice Display –



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💢 😂																	
Invoice 🛆	Invoice Date 🔻	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Discount Date 🛆	Available Discount
INV4999-1	18-Feb-2020	Standard	AED	525.00	525.00	Approved		Not Paid			18-FEB- 2020		4999				
INV5000	18-Feb-2020	Standard	AED	525.00	0.00	Approved		Paid			18-FEB- 2020	51586	5000	4			
INV4999	18-Feb-2020	Standard	AED	0.00	0.00	Cancelled		Not Paid			18-FEB- 2020		4999				
2031465	23-Jun-2019	Standard	AED	3,528.00	0.00	Approved		Paid			23-JUN- 2019	51418	4818				
2031343	15-May-2019	Standard	AED	5,108.25	0.00	Approved		Paid			15- MAY- 2019	51283	4757				
2031259	26-Mar-2019	Standard	AED	15,060.15	0.00	Approved		Paid			26- MAR- 2019	51198	4742				
2030787	04-Oct-2018	Standard	AED	5,108.25	0.00	Approved		Paid			04- OCT- 2018	50762	4284				
2030634	28-Jul-2018	Standard	AED	20,868.75	0.00	Approved		Paid			28-JUL- 2018	50690	4361				
2582	17-Dec-2017	Standard	AED	18,360.00	0.00	Approved		Paid			17- DEC- 2017	51282	3967				

Click on Invoice number to view more details.

Invoice Lines –

plier Hom	e Ord	lers Shipments Plannin	g Fi	nance	Produ	ct Adminis	stration							
ate Invoice	es	View Invoices View Pa	ayment	ts										
nance: Vie	ew Invoi	ces >												
tandar	rd Inv	voice: INV5000 (Te	otal /	AED	525.0	0)								Expo
urrency= A	AED													
											Pay	ment Inform	ation	
eneral						Am	ount Sun	nmary				Paid	525.00	
Invoice	Date	19-Eab-2020						tem 500 (0		Di	scount Taken	0.00	
IIIVOICE	Statue	Approved					Ero	ight 0.00				Due	0.00	
0		Approved					Miecollano	OUE 0.00				Status	Paid	
01	Patch						miscenarie	Tax 25.00			1	Payment Date	18-FEB-2020	
Attach	monte	None					Dronavin	10A 20.00				Payment	<u>51586</u>	
Su	nnlier	AL ABBAS TRADING CON		,			Retain	ane 0.00				Term	Immediate	
Supplie	er Site	ABU DHABI				v	Vithholdina	Tax 0.00						
Ad	Idress	Abu Dhabi					T	otal 525.0	00					
									-					
	_													
Invoice Li	ines	Scheduled Payments He	old Rea	asons										
	_													
💢 😂														
Line 📥	Туре	△ Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status 🛆	PO Number	PO Line	PO Shipment	Buyer	Receip
1	Item	testing 1	500	Each	1.00		500.00	0.00	Approved	5000	1	1	Muhammad Usman Buli	4
2	Тах	ADFD VAT REGIME - ADFD VAT					25.00	0.00	Approved					

View Schedule Payments -



صندوق أبوظبي للتنميسة ABU DHABI FUND FOR DEVELOPMENT

Amount Summary Invoice Date 18-Feb-2020 Item 500.00 Discount Taken 0.00 Status Approved Freight 0.00 Discount Taken 0.00 Batch Terr Terpayment 0.00 Status Paid 525.00 Attachments None Prepayment 0.00 Status Payment Date 18-FEB-2020 Supplier AL ABBAS TRADING COMPANY Retainage 0.00 Payment Date 18-FEB-2020 Supplier Site ABU DHABI Withholding Tax 0.00 Term Immediate Invoice Line Scheduled Payments Hold Reasons 525.00 Term Term								
Invoice Date Status18-Feb-2020Item500.0Discount Taken0.00StatusApprovedFreight0.00StatusPaidOn HoldMiscellaneous0.00StatusPaidBatchTotal25.00iPayment Date18-FEB-2020AttachmentsNonePrepayment0.00TermImmediateSupplier SiteABU DHABIWithholding Tax0.00TermImmediateAddressAbu DhabiTotal525.0TermImmediate	eneral		Amount Summ	ary		Payment Inform Paid	525.00	
	Invoice Date Status On Hold Batch Attachments Supplier Supplier Site Address	18-Feb-2020 Approved AL ABBAS TRADING COM ABU DHABI Abu Dhabi , Scheduled Payments Ho	Item Freight Miscellaneous Tax Prepayment PANY Retainage Withholding Tax Total	500.00 0.00 25.00 0.00 0.00 0.00 525.00	Ð	Discount Taken Due Status Payment Date Payment Term	0.00 0.00 Paid 18-FEB-202 <u>51586</u> Immediate	20
	Duo Dato	Amount	Remaining Amount Remit-to Supplier		Remit-to Suppl	ier Site	Status	Method

View Hold Reasons –

Invoice Lines Schedule	ed Payments Hold Reason	IS			
📜 2 🖻 🌣 🔻 🎟					
Hold Name	Hold Reason	Hold Date	Release Name	Release Reason	Release Date
No results found.					

• View Payments

Click on "View Payments" tab.

Supplier Home	Orders	Shipme	nts Planr	ning Fin	ance	Product	Administration
Create Invoices	View I	nvoices	View Pa	ayments			

- Supplier can click on "Go" to check or view all Payments at a time or search by the help of fields available in simple search and advance search.



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View Payment	S						Export
Simple Search							Advanced Search
Note that the search is	case insensitive						
Payment Number		Status		2	Q,		
Invoice Number		Payment Amount From			То		
PO Number		Payment Date From	(25-Mar-2020)	to To		tio	
	(example : 1234)						
Release Number							
Go	(example : 1234-2)						

Under Search Result of View Payments, Supplier can able to see below -

- All Payments against all PO at a glance.
- Status of all payments (Negotiable, Void or Cleared) and its payment date.
- Payment method, PO and Invoice details.

X 2											
Payment 🛆	Remit-to Supplier	Remit-to Supplier Site	Payment Date 🔻	Currency	Amount	Method	Status 🛆	Status Date	Bank Account	Invoice	PO Number
51586			18-Feb-2020	AED	525.00	Wire	Negotiable	18-Feb-2020	NBAD Main	INV5000	5000
51418			11-Jul-2019	AED	3,528.00	Wire	Cleared	31-Jul-2019	NBAD Main	2031465	4818
51283			16-May-2019	AED	5,108.25	Wire	Cleared	29-May-2019	NBAD Main	2031343	4757
51198			08-Apr-2019	AED	15,060.15	Wire	Cleared	30-Apr-2019	NBAD Main	2031259	4742
50762			18-Oct-2018	AED	5,108.25	Wire	Cleared	05-Nov-2018	NBAD Main	2030787	4284
50690			23-Sep-2018	AED	20,868.75	Wire	Cleared	07-Oct-2018	NBAD Main	2030634	4361
51282			28-Dec-2017	AED	18,360.00	Check	Cleared	09-Jan-2018	NBAD Main	2582	3967

Click on Payment to view more details -

upplier Home	Orders Shipme	ents Planr	ing Finan	ce Product	Administr	ation				
reate Invoice	s View Invoices	View Pa	ayments							
Finance: Viev	v Payments >									
Paymen	t: 51586 (Tot	al AED	525.00)							Exj
	Payment Date	18-Feb-202	20				Supplie	er AL ABBAS	TRADING	COMPANY
	Method	Wire					Supplier Sit	te ABU DHA	BI	
	Status	Negotiable					Addres	s Abu Dhabi		
	Status Date	18-Feb-202	20							
I	Remit-to Supplier									
Remi	it-to Supplier Site					В	ank Accoui	nt NBAD Mai	n	
ncluded	Invoices									
X 2										
Invoice $ riangle$	Invoice Date $ riangle$	Туре	Currency	Amount 🛆	Status	Payment Status	Payment	PO Number	Receipt	Attachments
INV5000	18-Feb-2020	Standard	AED	525.00	Approved	Paid	525.00	5000	4	



• Create Invoices

Registered iSupplier users or **Supplier user** can create and submit invoices directly through the supplier portal. Once submitted, the invoice status can be viewed online through standard inquiry screens.

Note – Supplier will create invoice after crosschecking the Receiving or Receipt Number already created against the PO by ADFD Buyer or Requester. Supplier will receive notification once Requester or Buyer receive the item.

This topic covers:

- Invoice creation and submission
- Confirmation of invoice submission status

Steps to Create an Invoice

- Click on Create Invoice.

Supplier Home	Ord	lers	Shipments	Planning	Finance	Product	Administration
Create Invoice	s	Vie	ew Invoices	View Payr	nents		

- Click on "Go" to search for all invoice created through isupplier portal -

Search									
Note that the search is	case insensitive								
Supplier	r AL ABBAS TRA COMPANY	DING Pur	chase Order Number						
Invoice Number	r		Invoice Date To		Tin.				
Invoice Date From	(25-Mar-2020)	Č6	Currency						
Invoice Status	•	✓	ounoidy						
Go	Clear								
📜 🎜 🖻 🌞 🔻									
Invoice Number $ riangle$	Invoice Date $ riangle$	Invoice Currency Code $ riangle$	Invoice Amount $ riangleq$	Purchase Order	Status	Withdraw	Cancel	Update	View Attachment
INV4999	18-Feb-2020	AED	0.00	4999	Cancelled			0	+3
INV4999-1	18-Feb-2020	AED	525.00	4999	Validated			0	+ 3
INV5000	18-Feb-2020	AED	525.00	5000	Validated			1	4 3

Using the "Create Invoice" action box, select the "With a PO" value in the list. Click on the "Go" button.



Create Invoices	View Invoices View Payments				
Invoice Actio	ns	Create Invoice	With a PO	~	Go

- Search for the PO Number against which we want to create invoice -

•		0	0	
Purchase Orde	ers	Details	Manage Tax	Review and Submit
Create Invoice: Pure	chase Orders			Cancel Step 1 of 4 Next
Personalize Query: (PoQueryR	N)			
Search				Advanced Search
Personalize "Search" Note that the search is case ins	sensitive			
Purchase Order Number	5026]		
Purchase Order Date	(26-Mar-2020) 🛍			
Buyer	R	0,		
Organization	К	9		
Advances and Financing	Excluded 🗸			
	GoClear			
Create Invoice: Pur	chase Orders		2	Cancel Step 1 of 4 Next

				Curcei Step 1014										
^o ersonalize Query: (PoQue	eryRN)													
Search												-	Advan	ced Searc
Personalize "Search" Note that the search is case	e insens	sitive												
Purchase Order Num	ber 5	026												
Purchase Order D	ate (2	26-Mar-2020)	Čo											
Bu	yer		⇒ Q											
Organizat	ion		Q											
Advances and Financ	ing E	xcluded 🗸												
	Go	Clear												
Personalize "Search Result	ts: Purc	hase Order"												
Select Items: Add to Ir	nvoice	। 🐹 🎜 🖂	🌣 👻 🎹	•					_					
□ PO Number ▼ L	ine $ riangle$	Shipment $ riangleq$	Advances or Financing	ltem Description	ltem Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr 🛆	Ship To	Organiz
5026 1		1		non stock purchasing			100	100	0	Each	10	AED	Head Office	Abu Dha For Deve

Note - Supplier can check Quantity Ordered and Quantity Received. Based on the Received quantity the Invoice will be create.



- Select the PO, click on **"Add to Invoice"** and then click on **Next**.

Create Invoice: Purchase Ord	ers								Cance <u>l</u>	Step 1	of 4 Ne <u>x</u> t	
Personalize Query: (PoQueryRN)												
Search Advanced Search												
Personalize "Search" Note that the search is case insensitive												
Purchase Order Number 5026												
Purchase Order Date (26-Mar-2020)	Ċ.											
Buyer	⇒ Q											
Organization	⇒ Q											
Advances and Financing Excluded V												
Go Clear												
Personalize "Search Results: Purchase Order"												
Select Items: Add to Invoice 💢 😂 🗌	5 🍄 🔻 🎹 🗸											
PO Number Line Shipment	Advances or Financing	em Ite escription Nu	em umber Number	r Ordered	Received	Invoiced	UOM	Unit Price	Curr 🛆	Ship To	Organiza	
☑ 5026 1 1	D no	on stock urchasing		100	100	0	Each	10	AED	Head Office	Abu Dhab For Devel	
<											>	

Supplier to mention below details to create Invoice -

- 1. Invoice Number
- 2. Invoice Date (By Default it will come as current date. Please do not select back date).
- 3. Attachment "Invoice PDF Document" and "Receipt or GRN copy".
- 4. Quantity (Must be same as Received Quantity).

Pu	rchase Orders	3	Detail	s	Manag	ge Tax		Revie	ew and S	ubmit	
Create Invo	oice: Deta	ails						Cance <u>l</u>	Bac <u>k</u>	Step 2 of 4	Ne <u>x</u> t
* Indicates requi	red field										
Supplier					Invoic	e					
	* Sup	plier AL AB	BAS TRADING CON	IPANY		* Invoice Nu	Imber 1234	5]	
	Tax Pay	er ID				* Invoice	Date 10-Ap	r-2020	i o		
	* Rem	it To ABU D	HABI 🔄	Q,		Invoice	Type Invoic	e 🗸			
	Add	Iress Abu Dr	nabi			Cur	rency AED				
Remit	To Bank Acc	ount	Ы	0,		Invoice Descr	iption				^
Unique Rer	nittance Iden	tifier									\sim
Remit	tance Check	Digit					At	tachment	None	Add	
Customer											
	* Customer	Tax Payer ID	SYS11976	N Q							
	Cu	stomer Name	Abu Dhabi Fund F	For Development							
		Address	Al Buteen AE								
ltems											
💢 2 🖻 🔅	▼ Ⅲ ▼										
PO Number Lin	e Shipment	ltem Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity		Unit Price	UOM	Amou
5026 1	1		non stock purchasing		Head Office	100		1(00 10	Each	1000



Follow the Below Points while creating Invoice -

- 1. **"Supplier"** and **"Remit To"** is a mandatory field. If you want to change the Remit to Address then you can search it by clicking on magnify icon. The supplier site must be the Remit To Address.
- 2. **Invoice number** must be **unique**. The same invoice number must not be used for multiple PO's.
- 3. Do not change **Invoice date** (Invoice date will be **current date** or today's date).
- 4. **Attach the invoice and GRN copy** under the Attachment option. In case supplier forget to attach to attach the invoice hard copy leads to cancellation of Invoice.
- 5. **"Quantity"** column is the received quantity. Make sure to cross check Quantity column with the received quantity. You can create invoice for less than received quantity also but not more than received quantity.

Review all the information and click on Next.

Manage Tax:

Create Inv	voice: Ma	anage	Тах					Cancel	<u>S</u> ave	Back Step 3 of 4	Ne <u>x</u> t	Sub <u>m</u> it
Supplier						Invoice						
Un	Remit To E ique Remitta Remittance	* Suj Tax Pay * Ren Ado Bank Aco nce Ider e Check	plier AL ABBAS TR/ er ID it To ABU DHABI ress Abu Dhabi ount 263238020001 tifier Digit	ADING COMPANY			* Invoice Number * Invoice Date Invoice Type * Currency Invoice Description	r 12345 3 10-Apr-2020 9 Standard 7 AED 0 Attach	ment /	Attachment List		
Customer												
Summary	Tax Lines	* Cus	tomer Tax Payer ID Customer Name Address	SYS11976 Abu Dhabi Fund For De Al Buteen AE	evelopment							
Calculate												
1 2 🕞	🕸 🕶 🎹 🗸											
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code		Tax Jurisdiction Code	Tax Rate Code		Tax Rate		Tax Amount		Line Status
1	ADFD VAT REGIME	ADFD VAT	SR 5%	≥ Q	AE VAT JURISDICTION	SR 5%	<u>ы</u> Q		5		50	Active
<												>

System will automatically calculate 5% VAT for which you can see the summary in the below of the page.

In case supplier don't want to apply tax in the invoice then he can select "Tax Status Code = ZERO".



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Search and S	elect List of Values - Internet Explorer		- 🗆 ×
Search an	d Select: Tax Status Coo	1e	Cancel Select
Search			
To find your it	em, select a filter item in the pulldown I	ist and enter a value in the text field, then select th	ie "Go" button.
Search By Ta	ax Status Code 🔽	Go	
Results			
	Quick Select	Tax Status Code	
0		ZERO	
0		005	
0		SR 5%	
0		RC	
0		BITR	
0		DS	
0		EX	
About this Pac	je		
	,-		et 100% 🔻

Summary for Manage tax:

Items										
X 2 5 🕸	• III •	•								
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
5026	1	1	non stock purchasing		Head Office	100	100	Each	10	1,000.00
<										>
Shipping an	d Hand	lling								
		-								
💢 🎜 🖻 🔅	v 💷 י	•								
Charge Type						Amount	Description			
No results found.										
<										>
Invoice Sum	marv									
									Items	1,000.00
								Less Ret	ainage	0.00
									Freight	0.00
								Miscella	aneous	0.00
									Tax	50.00
							Recalculate Tot	al Tota	I (AED)	1,050.00
						L				
							Cancel Save	Back S	step 3 of 4 N	e <u>x</u> t Sub <u>m</u> it

- Supplier will review all the information and click on Submit.

Confirmation	
Invoice 12345 was submitted to our Accounts Payable department on 10-Apr-2020. The confirmation number for this invoice is the Search by navigating to the Home page.	invoice number. You can query its status by using



• Confirmation of Invoice Submission Status:

Click on "View Invoice".

Supplier Home	Orders	Shipm	ients	Plan	ning	Fin	ance	Prod	uct A	dmir	nistratio	n			
Create Invoices	Vie	ew Invoi	ices	View	Paym	ents	5								
Create Invoices Vi	ew Invoi	ces	View Pa	ayment	S										
View Invoices	;														
Simple Search															
Invoice Numbe	r					P	ayment	Status			~				
PO Numbe	r 5026				Inv	oice	Amoun	t From				Т	0		
	(examp	le : 1234)				Am	ount Du	e From				Т	0		
Release Numbe	(evenn	lo · 1234.2	n			Invo	oice Dat	e From			ŝ	То			i o
Payment Numbe	r	ie. 1234-2)			I	Due Dat	e From	(26-M	ar-20	20) 🛱	То			i.
Go	S Clear														
Simple Search														Advanc	ed Search
Invoice Number				Paymer	it Status			•							
PO Number 502	ò		Invoi	ice Amou	int From				То						
Release Number	iple : 1234)		A	mount D	ue From			Dia Te	To		10e				
(exam	ple : 1234-2)			Due Da	ite From	(26-	Mar-2020)	tio Te	5		Č6				
Invoice Status	~														
Go Clea	аг														
¥ 2															
Invoice 🛆 Invoice Date 🤻	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	Remit- to Supplier	Remit- to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	s Discount [
12345 10-Apr-2020	Standard	AED	1,050.00	1,050.00	In- Process		Not Paid			10- APR- 2020		5026		Q ₃	
<															>

Note – Status will be in "Inprocess" as the invoice is yet to be validated from Finance team of ADFD. Once validated the status will changed to "Validated".

When the Invoice will be approved by the Finance team of ADFD, the status will again change to "Approved".



5. Create and View Advance Shipment Notice

• Create Advance Shipment Notice

Advance Shipment Notice or ASN will be send by Supplier before sending the item to ADFD. Creation of ASN is important as ADFD Requester will receive item by ASN number.

Registered iSupplier users can create and submit Advance Shipment Notices (ASN) directly through the portal. Once submitted, the status of the ASN can be viewed online through standard inquiry screens.

This topic covers:

- Creation steps for Advance Shipment Notices.
- Steps for viewing submitted Advance Shipment Notices
- Steps for cancelling submitted Advance Shipment Notices

Steps to Create an ASN against the PO -

- Click on "Shipments". Then click on "Shipment Notices".

Supplier Home Orders	Shipments Plan	ning Finance Product Administration	
Delivery Schedules	Shipment Notices	Shipment Schedules Receipts Returns Overdue R	eceipts On-Time Performance

Supplier Home C	Orders Shipments Planning Finance Product Administration
Delivery Schedules	s Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance
Shipment No	otices
Create Advance	ce Shipment Notices
Create Advance	ce Shipment Billing Notices
Upload Advan	ce Shipment and Billing Notices
View / Cancel	Advance Shipment and Billing Notices

- Click on "Create Advance Shipment Notices".

Supplier will select Shipment Due This Week and click on Go. The search result will give POs which came this week from the ADFD.



Supplie	r Home Orders	Ship	oments P	lanning F	Finance Proc	luct Administ	tration						
Deliver	y Schedules S	hipme	ent Notices	Shipm	ent Schedules	Receipts	Returns	Overdue	Receipts	On-T	ime Performance Qu	ality	
Shipn	elivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Quality Shipments: Shipment Notices > Create Advance Shipment Notice Export Views Views Go Advanced Search												
Cre	ate Advance	e Sh	ipment	Notice									Export
Viev	vs												
Vie	W Shipments Due Shipments Due	This Any 1	Week Time	Go	dvanced Sea	rch							
Sele	ct PO Shipments:	Add	to Shipme	nt Notice	। 💢 😂 🕞	🌣 🔻 💷 🗸							
	PO Number $ riangleften $	Line	Shipment	Supplier Item	ltem Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location $ riangle$	Organization Name	Ship-To Organization
	5035	1	1		TESTING	15-Apr-2020 00:00:00	10	0	0	Each	Head Office	Abu Dhabi Fund For Development	ADFD Inventory Organization

Supplie	er Home Orders	Ship	oments P	lanning F	inance Proc	duct Administ	ration						
Deliver	ry Schedules S	hipme	ent Notices	Shipn	ent Schedules	Receipts	Returns	Overdue	Receipts	On-1	Time Performance Q	uality	
Shipn	ments: Shipment No	tices	>										
Cre	ate Advance) Sh	ipment	Notice									Export
Viev Vie ⁿ	WS Shipments Due Shipments Due	This Any T	Week Time	Go A	dvanced Sea	rch							
Sele	ct PO Shipments:	Add	to Shipme	nt Notice	I 💢 🎜 🖻	🍄 🔻 🎹 🔻							
	PO Number $ riangle$	Line	Shipment	Supplier Item	Item Description	Due Date 📥	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization
	5035	1	1		TESTING	15-Apr-2020 00:00:00	10	0	0	Each	Head Office	Abu Dhabi Fund For Development	ADFD Inventory Organization
<													>

- Select the PO number and click on "Add to Shipment Notice".

St	ipm	ents: Shipment No	tices	>											
С	rea	ate Advance	e Sh	ipment	Notice									E	xport
v	ew	S													
,	liou	Shinmonts Due	Thie \	Nook	Go	dvanced Sea	rch								
	101	Onipinenta Due	1110	TCCK •	00 4	avancea sea									
			_												
s	elec	t PO Shipments:	Add	to Shipmen	nt Notice	I 🗮 😂 🖂	🍄 🔻 🎹 🔻								
	✓	PO Number $ riangle$	Line	Shipment	Supplier Item	Item Description	Due Date 🔺	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location $ riangle$	Organization Name	Ship-To Organi	zation
	✓	5035	1	1		TESTING	15-Apr-2020 00:00:00	10	0	0	Each	Head Office	Abu Dhabi Fund For Development	ADFD Inventory Organization	
	<														>



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- Click on "Shipment Header".

Shipments: Shipment Notices > Create Advance Shipment Notice	8	Cancel	Add Shipments	Preview	Sub <u>m</u> it
Shipment Header Shipment Lines					
Shipment Information					
* Indicates required field					
* Shipment Number	* Shipment Date	b b			
* Expected Receipt Date	Note: Shipment Date cannot h	be later than tod	ау		
Example: 10	-Apr-2020 21:55:01				
Freight Information					
Freight Terms	Second Se	Q,			
Number of Containers	Bill of Lading				
Waybill/Airbill Number	Packing Slip				
Packaging Code	Special Handling Code				
5 5					
Tar Weight	Tar Weight UOM				
Tar Weight	Tar Weight UOM Net Weight UOM				

Fill the Required mandatory fields -

- Shipment Number Shipment number of your consignment will be treated as ASN.
- **Shipment Date** Shipment Date will be the consignment shipping date i.e., current date.
- **Expected Receipt Date** Expected Date of item to be received by ADFD.

Example –

Purchase Order Receiving date is 10-Apr-2020 and ADFD require item as per "Need by Date" is 15-Apr-2020.

elivery Schedules Shipment Notices Shipment Schedules Receipts Returns Overdue Receipts On-Time Performance Shipments: Shipment Notices > Create Advance Shipment Notice Cancel Shipment Header Shipment Lines Cancel Shipment Information * Indicates required field * Shipment Number 54321 * Shipment Date 10-Apr-2020 17:20:28 * Shipment Date * Expected Receipt Date 16-Apr-2020 17:19:55 * Shipment Date IO-Apr-2020 17:20:28 * Shipment Date Freight Information * Freight Terms Shipment Shipment Date		
Shipments: Shipment Notices Create Advance Shipment Notice Shipment Header Shipment Information * Indicates required field * Shipment Number 54321 * Shipment Date 10-Apr-2020 17:20:28 * Note: Shipment Date Tereight Information Freight In	Quality	
Create Advance Shipment Notice Cancel Shipment Header Shipment Lines Shipment Information * * Indicates required field * Shipment Number * Shipment Number 54321 * Shipment Number 54321 * Shipment Number 54321 * Expected Receipt Date 10-Apr-2020 17:20:28 * Example: 10-Apr-2020 17:19:55 Note: Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Freight Terms Freight Information Freight Terms Packaging Code Special Handling Code Tar Weight Tar Weight UMM		
Shipment Header Shipment Lines Shipment Information * Indicates required field * Indicates required field * Shipment Number * Shipment Number 54321 * Expected Receipt Date 16-Apr-2020 17:19:55 Example: 10-Apr-2020 22:02:01 Freight Information Note: Shipment Date cannot be later than toda Freight Information Freight Carrier Varybill/Airbill Number Packaging Code Special Handling Code Special Handling Code Tar Weight Tar Weight UMM	Add Shipments Preview	Subn
Shipment Header Shipment Lines Shipment Information * Indicates required field * Indicates required field * Shipment Number * Shipment Number 54321 * Expected Receipt Date 16-Apr-2020 17:19:55 Example: 10-Apr-2020 17:20:28 Note: Shipment Date Freight Information Note: Freight Terms Image: Containers Number of Containers Bill of Lading Packaging Code Special Handling Code Tar Weight I/OM Tar Weight I/OM		
Shipment Information * Indicates required field * Shipment Number * Shipment Number * Shipment Number * Expected Receipt Date 16-Apr-2020 17:19:55 * Example: 10-Apr-2020 22:02:01 * Freight Information Freight Terms Number of Containers Bill of Lading Waybill/Airbill Number Packaging Code Special Handling Code Tar Weight		
Shipment Information * Indicates required field * Shipment Number * Shipment Number * Expected Receipt Date 16-Apr-2020 17:19:55 Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Freight Information Freight Terms Number of Containers Bill of Lading Waybill/Airbill Number Packaging Code Special Handling Code Tar Weight		
Shipment Information * Indicates required field * Shipment Number * Shipment Number * Expected Receipt Date 16-Apr-2020 17:19:55 Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 Freight Information Freight Terms Number of Containers Bill of Lading Waybill/Airbill Number Packaging Code Special Handling Code Tar Weight		
* Indicates required field * Shipment Number 54321 * Expected Receipt Date 16-Apr-2020 17:19:55 to Example: 10-Apr-2020 22:02:01 Freight Information Freight Terms Q Freight Carrier Q Freight Carrier Q Freight Carrier Q Bill of Lading Q Bill of Lading Q Packing Slip Packaging Code Special Handling Code Tar Weight [JOM]		
* Indicates required field * Shipment Number 54321 * Shipment Date 10-Apr-2020 17:20:28 * Note: Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 Freight Information Freight Terms Q Freight Carrier Q Q Number of Containers Bill of Lading Q Waybill/Airbill Number Packing Slip Q Packaging Code Special Handling Code Tar Weight [JOM]		
* Shipment Number 54321 * Shipment Date 10-Apr-2020 17:20:28 Note: Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Note: Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later than toda Example: 10-Apr-2020 22:02:01 * Shipment Date cannot be later		
* Expected Receipt Date 16-Apr-2020 17:19:55 Example: 10-Apr-2020 22:02:01 Freight Information Freight Terms Q Freight Carrier Bill of Lading Waybill/Airbill Number Packaging Code Special Handling Code Tar Weight Tar Weight		
Example: 10-Apr-2020 22:02:01 Freight Information Freight Terms Value Bill of Lading Waybill/Airbill Number Packaging Code Special Handling Code Tar Weight Tar Weight	ay	
Freight Information Freight Terms Image: Containers Number of Containers Bill of Lading Waybill/Airbill Number Packing Slip Packaging Code Special Handling Code Tar Weight Tar Weight		
Freight Information Freight Terms Image: Containers Number of Containers Bill of Lading Waybill/Airbill Number Packing Slip Packaging Code Special Handling Code Tar Weight Tar Weight UMM		
Freight Terms Image: Containers Number of Containers Bill of Lading Waybill/Airbill Number Packing Slip Packaging Code Special Handling Code Tar Weight Tar Weight UQM		
Preight terms Image: Container Number of Containers Bill of Lading Waybill/Airbill Number Packing Slip Packaging Code Special Handling Code Tar Weight Tar Weight UOM		
Number of Containers Bit of Lading Waybill/Airbill Number Packing Slip Packaging Code Special Handling Code Tar Weight Tar Weight UOM		
Packaging Code Special Handling Code		
Tar Weight Tar Weight LIOM		
Not Weinht Not Weinht IDM		



- Click on "Shipment Lines" and attach the GRN or Receipt copy on same.

oments:	Shipment M	votices >														
eate	Advand	e Ship	ment No	otice									Cancel Add	Shipments	Preview	Sub
hipment	t Header	Shipmen	t Lines													
hipm	ent Line	Defaul	ts													
						4										
Enter s	Shipment L	ine Defau	Its and click	Default to A	II Lines to copy	to all shipment lines.										
	Packing §	lip			Contain	er Number										
Cou	ntry Of Orig	gin		21	۹. True	ck Number										
Ba	ar Code La	bel			(Comments										
		Defa	ault to All Lin	es												
nipm	ents in <i>i</i>	Advanc	e Shipme	nt Notice												
al 🗢		. m -														
how Al	Dotaile I H		aile													
etails	PO Number	Line Lir	ie Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM		Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachment	s Split	Rem
	5039	1	1		DXC ITEMS	15-Apr-2020 00:00:00	10	0	Each	N 9	10	Head Office		40	12	1
																U1

Review all information and click on "Submit".

After submitting the ASN a confirmation message will populate.



Important Note –

- "Expected Receipt Date" must be after "Shipment Date".
- "Shipment Date" must be after "PO Receiving Date" and Before "PO Need by Date". (PO Need by date can be found in Purchase order document).
- "Expected Receipt Date" can be before or after "PO Need by Date".
- Attachment can be PDF, JPG, PNG or TEXT file.
- In case the status of the ASN shows rejected due to interface issue then you can create a new ASN.



• View Advance Shipment Notice

- Go to Shipment Notice and select "View/Cancel advance Shipment and Billing Notice".

Supplier Home Orde	ers Shipments Plar	ning Finance Produc	t Adminis	tration		
Delivery Schedules	Shipment Notices	Shipment Schedules	Receipts	Returns	Overdue Receipts	On-Time Performance
Shipment Noti	ices					
Create Advance S	Shinment Notices					
Create Advance S	Shipment Billing Notices					
Upload Advance	Shipment and Billing Noti	ces				
View / Cancel Adv	vance Shipment and Billi	ng Notices				

The Processing Status is showing as "**Pending**" shows that ADFD has yet to receive the ASN Number. The status with **No status** shows that the ASN has already received by ADFD.

Shipn Vie	nents: Shipment Notices : w / Cancel Adva	∝ nce Shipment	Notice							Expo
/iev	vs									
Vie	w Last 25 Shipment Not	ices 🗸 🖌 Go								Advanced Search
1 0	nce a shipment notice is c	ancelled it cannot be	undone							
مام؟	ct Advance Shinment N	ofice Cancel Shinm	ent Notice 🖼	~ 5 *	- 800					
	Shipment Number 🛆	Shipment Date 🛆	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code	Cancellation Status
0	54321	10-Apr-2020 17:20:28	16-Apr-2020 17:19:55			AL BATEEN			Pending	
0	15026	12-Mar-2020 13:12:15	15-Mar-2020 13:11:29			ABU DHABI				
0	5000SHIP	18-Feb-2020 12:53:09	20-Feb-2020 12:53:03			ABU DHABI				
	4000	18-Feb-2020	22-Feb-2020			ABU DHABI				

Note - Once the Processing Status Code changes from "Pending" to "Null" shows that ADFD Buyer or Requester can use ASN as a shipment Number to receive the item in the system.



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Vie	w / Cancel Adva	nce Shipment	Notice							Export
Vie	ws									
Vie	w Last 25 Shipment Noti	ices Cancel Shinm	undone		L _ 600				I	Advanced Search
3616	Shipment Number 🛆	Shipment Date 스	Expected	Freight	Waybill/Airbill	Supplier	Invoice	Packing	Processing	Cancellation
			Receipt Date	Carrier	Number	Site	Number	SIIP	Status Code	Status
0	54321	10-Apr-2020 17:20:28	16-Apr-2020 17:19:55	Carrier	Number	AL BATEEN	Numper	SIIP	Status Code	Status
0	54321 15026	10-Apr-2020 17:20:28 12-Mar-2020 13:12:15	16-Apr-2020 17:19:55 15-Mar-2020 13:11:29	Carrier	Number	AL BATEEN ABU DHABI	Number	Siip	Status Code	Status
0 0 0	54321 15026 5000SHIP	10-Apr-2020 17:20:28 12-Mar-2020 13:12:15 18-Feb-2020 12:53:09	16-Apr-2020 17:19:55 15-Mar-2020 13:11:29 20-Feb-2020 12:53:03	Carrier	Number	AL BATEEN ABU DHABI ABU DHABI	Number	Siip	Status Code	Status

• <u>Cancel Shipment Notice</u>

Steps to Cancel the Shipment Notice -

- Select the Shipment Number and click on Cancel Shipment Number.

Shipment View	ts: Shipment Notices > / Cancel Advance	e Shipment N	otice						Export
Views									
View	Last 25 Shipment Notices	✓ Go							Advanced Search
🗊 Once	a shipment notice is cance	elled it cannot be und	one						
Select A	dvance Shipment Notice	Cancel Shipment	Notice 💢 😂 🖻	🌣 🔻 🏢 🗸					
	Shipment Number $ riangle$	Shipment Date $ riangle$	Expected Receipt Date	Freight Carrier	Waybill/Airbill Number	Supplier Site	Invoice Number	Packing Slip	Processing Status Code
۲	654321	10-Apr-2020 18:28:51	15-Apr-2020 18:27:55			AL BATEEN			

ASN Cancel Confirmation
Your request to cancel Advance Shipment Notice 654321 has been submitted. A notification will be sent to the buyer(s) informing them of the cancellation.
Return to View Advance Shipment and Billing Notices

Very Important Note -

- Cancel the shipment Notice only when you require to make changes in Shipment Number, Shipment Date, Receipt Expected Date and other information in the Shipment Header.
- The supplier must cancel the ASN before Creation of a **"Receipt by ADFD Requester" or Buyer**. Once the Receipt is created, then system won't allow you to cancel the ASN.



6. I-Supplier Administrative Updates

Registered iSupplier users can maintain updated profile information directly through the portal. Changes to address, contact, product, business classification and Banking detail information can be submitted for review and approval by ADFD purchasing administration.

This topic covers:

- Access to the Admin tab for viewing and updating profile information
- Updating Supplier Address Information
- Updating Supplier Contact Information
- Updating Supplier Product Information
- Updating Supplier Bank Details.
- Updating Expiry Date Details
- Uploading New Attachments.

Click on "Administration".

Supplier Home	Orders	Shipments	Planning	Finance	Product	Administration
Profile Manag	ement					

The Homepage is displayed.

Supplier Home Orders Ship	ments Planning Finar	ce Proc	duct Administra	ition						
Profile Management	General									
Company Profile Organization	Orga St	nization Ipplier Nu	Name And COMPANY Imber 11052 Alias		т	DUNS Nu ax Registration Nu Taxpa	ımber ımber 438 yer ID	8389409		
Address Book	Parent Parent Su Attachments	Supplier Ipplier Nu	Name Imber		Cou	intry of Tax Regist	ration			
Business Classifications	Search									
Product & Services Banking Details	Note that the search is o Title	ase insen	sitive							
Payment & Invoicing	Show More Search	Options								
Surveys	Add Attachment	Туре 🛆		Category 스	Last Updated By 🛆	Last Updated 🛆	Usage 🛆	Update	Delete	Publish to Catalog
	Trade License Certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	1	ī	<u>R</u> a
	Chamber of Commerce certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	1	Î	D a
	Authorized Signatory Passport Copy.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	P	Î	Pa-
	Power of Attorney png	File		From	IT CONSULTANT	16-Jun-2020	One-Time	1	a	P

The Profile Management window is displayed. Use this window to update all profile information.



• Update Supplier Address

- Click on Address Book.

Profile Management					
General	Address Book				
Company Profile	Create 💢 🎜 🕞 🌼	▼ []]]			
	Address Name 🔺	Address Details	Country $ riangleq$	Update	Remove
Organization	AL BATEEN	AL BATEEN STREET 1 ABU DHABI 3987498	United Arab Emirates	1	Î
Address Book	Abu Dhabi	Abu Dhabi	United Arab Emirates	0	Î
Contact Directory Business Classifications Product & Services Banking Details Payment & Invoicing Surveys					

Supplier can Create a new Address or Update the existing address.

- <u>Create a New Address</u>
- Click on "Create".

Create 💢 🎜 🗟 🌼				
Address Name 🔺	Address Details	Country $ riangle$	Update	Remove
AL BATEEN	AL BATEEN STREET 1 ABU DHABI 3987498	United Arab Emirates	/	Î
Abu Dhabi	Abu Dhabi	United Arab Emirates	1	ī

Supplier will fill the information like -

- Address Name
- Address Line 1,2,3
- City/Town/Locality
- Postal Code
- Note if you want to specify any information to Buyer
- Make sure you must check only **Purchasing address** and **Payment Address**.



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ndicates required field					
Si	upplier Name AL ABBAS TRADI	NG COMPANY	Supplier Number	10391	
* Address Name	AL ABBAS TRADIN		Phone Area Code		
Country	United Arab Emirates	\checkmark	Phone Number		
* Address Line 1	AL SALAM STREET		Fax Area Code		
Address Line 2			Fax Number		
Address Line 3			Email Address		
Address Line 4					
* City/Town/Locality	ABU DHABI			Purchasing Address	
County				Payment Address	
State/Region				RFQ Only Address	
Province					
* Postal Code	584535				
ote					
Note		^			

- Click on Save.

Note - An approval notification will be sent to ADFD Purchasing Administrator. After approval only supplier can use the address for Purchasing and invoicing purpose.

Update the Existing Address

Select the Address and click on "Update" or "Pencil" icon.

Supplier will fill the information like -

- Address Name
- Address Line 1,2,3
- City/Town/Locality
- Postal Code
- Make sure you must not uncheck **Purchasing address** and **Payment Address**.

Upda	te al abbas t	RADING COMPA	WY - 10391: Ad	ddress Book					
Searc	h								
		Address Name			Site Name				
G	Go Clear	Aurt33 Deldiis							
Creat	e 💢 🎜 🖻 🌣 🔻	▼							
Details	Name 🔺	Address	Country $ riangleq$	Communication	Purpose	Status 🛆	Update	Manage Sites	Remove
►	AL ABBAS TRADING	AL SALAM STREET ABU DHABI 584535	United Arab Emirates		Payment, Purchasing	Current	1		Î
►	AL BATEEN	AL BATEEN STREET 1 ABU DHABI 3987498	United Arab Emirates		Payment, Purchasing	Current	1		Î
•	Abu Dhabi	Abu Dhabi	United Arab Emirates	Phone: 02 4463003 Email: mohamed.maarouf@alabbas.com	Payment, Purchasing	Current	1		Î
<								-	>



صــنـدوق أبوظـبـي لـلتــنـــميــــة ABU DHABI FUND FOR DEVELOPMENT

ndicates required field					
s	upplier Name AL ABBAS TRADING	G COMPANY	Supplier Number	10391	
* Address Name	AL ABBAS TRADIN		Phone Area Code		
Country	United Arab Emirates	~	Phone Number		
* Address Line 1	HAMDAN STREET		Fax Area Code		
Address Line 2	ACC BLOCK, BESIDE F.		Fax Number		
Address Line 3			Email Address		
Address Line 4				_	
* City/Town/Locality	ABU DHABI			 Purchasing Address 	
County				Payment Address	
State/Region				RFQ Only Address	
Province					
* Postal Code	584533 ×				
te					
Note					
Note		$\hat{\mathbf{C}}$			
		\sim			

Click on "Save". A confirmation message will display.

Confirmation

Details for the AL ABBAS TRADING address for AL ABBAS TRADING COMPANY have been modified.

Note - An approval notification will be sent to ADFD Purchasing Administrator. After approval only supplier can use the address for Purchasing and invoicing purpose.



- Update Contact Information
- Click on "Contact Directory".

Supplier Home Orders Ship	ments Planning	Finance Prod	uct Administration								
Profile Management											
General	Contact Directory : Active Contacts										
Company Profile	Create 🐹 😂 🖬 🌞 🔻 🎟										
	First Name 🛆	Last Name $ riangleq$	Supplier Name 📥	Phone Number $ riangleq$	Email 🛆	Status $ riangle$	User Account	Addresses	Update		
Organization	AHMED	KHAN	AL ABBAS TRADING COMPANY		ahmed.khan@gmail.com	Current	~		1		
Address Book		prashant	AL ABBAS TRADING COMPANY		xyz@abc.com	Current	~		1		
Contact Directory	ADIL	KHAN	AL ABBAS TRADING COMPANY		ADIL.KHAN@GMAIL.COM	Current	~		1		
Business Classifications											
Product & Services	▶ Contact I	Directory : In	active Contacts								
Banking Details											
Payment & Invoicing											
0											
Surveys											

- Supplier User can request for a new User Account or can update the existing user account.

- <u>Create a New User Account</u>
- Click on "Create".

Create 🔣 😂 🖬 🌞 🔻 💷									
First Name 🛆	Last Name $ riangle$	Supplier Name 📥	Phone Number $ riangleq$	Email 🛆	Status $ riangle$	User Account	Addresses	Updat	
AHMED	KHAN	AL ASSAS TRADING COMPANY		ahmed.khan@gmail.com	Current	~		1	
	prashant	AL ABBAS TRADING COMPANY		xyz@abc.com	Current	*		1	
ADIL	KHAN	AL ABBAS TRADING COMPANY		ADIL.KHAN@GMAIL.COM	Current	~	Ē	1	

For creating a user account we need fill information like -

- First Name and Last Name
- Email id

*In case if you have other information for the other provided fields in the page then you can fill that information as well.


Indicates required field				
Contact Title	Mr 🖌	Phone Area Code		
Eiret Namo		Bhone Number		
	NARLON	FIIOIIE NUILIDEI		
Middle Name		Dhana Extension		
Middle Name		Phone Extension		
Middle Name * Last Name	KUMAR	Phone Extension Alternate Phone Area Code		
Middle Name * Last Name Alternate Name	KUMAR	Phone Extension Alternate Phone Area Code Alternate Phone Number		
Middle Name * Last Name Alternate Name Job Title	KUMAR Sr Manager	Phone Extension Alternate Phone Area Code Alternate Phone Number Fax Area Code		
Middle Name * Last Name Alternate Name Job Title Department	KUMAR Sr Manager	Phone Extension Alternate Phone Area Code Alternate Phone Number Fax Area Code Fax Number		

- After reviewing all the information click on "Apply".

				Cance <u>i</u> <u>s</u> av
Indicates required field				
Contact Title	Mr 🖌	Dhone Area Code		
First Namo		Phone Number		
Middle Name	KARESH	Dhone Extension		
* Last Name	KIMAD	Alternate Dhone Area Code		
Last Name	KUMAR	Alternate Phone Area Code		
Alternate Name		Alternate Phone Number		
Job Title	Sr Manager	Fax Area Code		
Department		Fax Number		
Contact Email	rahul.k@alabbastrade.com			

- Check the Status of the Contact. The status must be "Pending".

RAKESH KUMAR has been added to your Contact Directory.									
Contact Directory : Active Contacts									
	,,								
Create									
First Name 🛆	Last Name $ riangle$	Phone Number $ riangleq$	Email 🛆	$\textbf{Status} \bigtriangleup$	User Account	Remove	Addresses	Upda	
ADIL	KHAN		ADIL.KHAN@GMAIL.COM	Current	~	Ī	Ē	1	
AHMED	KHAN		ahmed.khan@gmail.com	Current	~	Ī	Ē	1	
						-			

Note – The status will be **pending** until the ADFD Administrator will approve the contact details.



Updating User Account Detail

Supplier can update or make changes in the existing user account.

- Click on "**Update**" for that User account.

rofile Management									
General	Contact Di	rectory : A	ctive Contact	s					
Company Profile	Create								
	First Name 🛆	Last Name $ riangle$	Phone Number	Email 🗠	Status 🛆	User Account	Remove	Addresses	Updat
Organization	ADIL	KHAN		ADIL.KHAN@GMAIL.COM	Current	~	Î	Ē	1
Address Book	AHMED	KHAN		ahmed.khan@gmail.com	Current	~			0
Contact Directory	HASAN	KHAN		HASAN.KHAN@AADIL.COM	Current	~			1
Business Classifications	RAHUL	KUMAR		rahul.k@gail.com	Current	~		Ē	1
Product & Services Banking Details Payment & Invoicing Surveys	▶ Contact	Directory : lı	nactive Contact	s					

- Make changes in the available fields and click on "Save".

Administration: Profile Mana Update Contact	gement: Contact Directory >		Cancel Save
* Indicates required field			
Contact Title	Mr. 🗸	Phone Area Code	
First Name	ADIL	Phone Number	
Middle Name		Phone Extension	
* Last Name	KHAN	Alternate Phone Area Code	
Alternate Name		Alternate Phone Number	
Job Title	Senior Engineer L1	Fax Area Code	
Department	MANUFACTURING	Fax Number	
Contact Email	ADIL.KHAN@GMAIL.COM		
Url			

- Check the Status of User Account. It must be changed to **"Change Pending".** It will change to "Current" once Administrators approved the request.



صــنـدوق أبوظـبي لـلتــنـــميـــــة ABU DHABI FUND FOR DEVELOPMENT

	Confirmat	ion							
General	Contact data		hi have been saved						
Company Profile	Contact Di	rectory : A	ctive Contact	s					
Organization	Create								
Address Book	First Name 🛆	Last Name 🛆	Phone Number	Email 🛆	Status 🛆	User Account	Remove	Addresses	Update
Contact Directory	ADIL	KHAN		ADIL.KHAN@GMAIL.COM	Change Pending	~			1
Business Classifications	AHMED	KHAN		ahmed.khan@gmail.com	Current	~			1
Product & Services	HASAN	KHAN		HASAN.KHAN@AADIL.COM	Current	~			1
Banking Details	RAHUL	KUMAR		rahul.k@gail.com	Current	~	Ē		1
Payment & Invoicing	▶ Contact	Directory : I	nactive Contac	ts					
Surveys									

- Delete a User Account
- Click on **"Remove"** and an approval notification will go to administrator.

Supplier Home Orders Ship	ments Planning	Finance Pro	duct Administratio	n					
Profile Management									
General	Contact Di	rectory : A	ctive Contact	S					
Company Profile	Create								
	First Name $ riangle$	Last Name $ riangle$	Phone Number $ riangleq$	Email 🛆	Status 🛆	User Account	Remove	Addresses	Update
Organization	ADIL	KHAN		ADIL.KHAN@GMAIL.COM	Current	*	Î		1
Address Book	AHMED	KHAN		ahmed.khan@gmail.com	Current	*	ī		1
Contact Directory	HASAN	KHAN		HASAN.KHAN@AADIL.COM	Current	*	ī		1
Business Classifications	RAHUL	KUMAR		rahul.k@gail.com	Current	~			Ì
Product & Services	Contact	Directory : I	nactive Contact	S					
Banking Details									

- The moment supplier will click "Remove" icon then the user account will be removed from the Active Contacts List.



Supplier Home Orders Ship	ments Planning	Finance Pro	duct Administratio	n					
Profile Management									
General Company Profile	Confirmat	ion IAR has been rei	noved from your Cont	act Directory.					
Organization	Contact Di	rectory : A	clive Contact	5					
Address Book	Create First Name △	Last Name 🛆	Phone Number $ riangleq$	Email 🛆	Status 🛆	User Account	Remove	Addresses	Update
Contact Directory	ADIL	KHAN		ADIL.KHAN@GMAIL.COM	Current	~	Î		/
Business Classifications	AHMED	KHAN		ahmed.khan@gmail.com	Current	~	Î		1
Product & Services	HASAN	KHAN		HASAN.KHAN@AADIL.COM	Current	~	Ī		1
Banking Details	▶ Contact	Directory : I	nactive Contact	s					

Note –

1. In case the Administrator will Reject the request, the same contact address will again come back to the Active contacts list.



Update Product & Services Information

Supplier can make changes in the "Product & Service Information" by

- 1. Adding multiple "code" or "Product & services".
- 2. Remove "code" or "Product& Services".
- Add "Product & Services"
- Click on "Add".

Supplier Home Orders Sh	pments	Planning Finance	e Product	Administration			
Profile Management							
General	Pro	ducts and Se	rvices				
Company Profile							
Organization	Rer	move Add					
Address Book		Code	Product	s and Services	Date Added	Approval Status	View Sub-Category
Contact Directory		Business Travel	المددوق	سفر مما	19-May-2020	Approved	*
Business Classifications							
Product & Services							
Banking Details				_			

- Select the "Codes" or "Product & Service" by click on "Applicable". Click on "Next 10" to check the other list of codes.
- Click on "Apply".

Administration: Profile Management: Product Add Products and Services	t & Services > ::: (AL ABBAS TRADING COMP)	ANY)	Cancel Apply
Browse All Products & Services			
 Search for Specific Product & Service 			
		◀ Pre	vious 1-10 🔽 Next 10 🕨
Code	Products and Services $ riangle$	View Sub-Categories	Applicable
Board of Directors Remuneration	مكافئة الأصباء	·**	Applicable
Books & Periodicals	کتب و دوریات		Applicable
Building & Furniture Maintenance	صباله الآت و وأقات و مباني	600	Applicable
Business Continuity	Business Continuity	600	Applicable
Business Travel	سفر ممثلي المستدوق		Applicable
Car rental & maintenance	إيجان و صدانه سدارات	600	Applicable
Consultants fees	مصاريف استشارات		Applicable
Courses & College Fees	دورات دراسيه و خدريبيه	7.5	Applicable
Educational Expenses	مصاريف تعليم	7.7	Applicable
Excellency & Quality Management	إدارة تعنيز والجودة	ጽ	Applicable
		I Pre	evious 1-10 🔽 Next 10 🕨



- A confirmation message will appear in the page. Click on "Return to Products and Services" to go back.



- The status will change to **"Approval Pending".** The status will change to "Approved" or "Rejected" depends on the action taken by ADFD Administrator.

Supplier Home Orders Ship	ments	Planning Finance Produ	ct Administration			
Profile Management						
General	Pro	ducts and Services	:			
Company Profile						
Organization	Ren	nove Add				
Address Book		Code	Products and Services	Date Added	Approval Status	View Sub-Category
Contact Directory		Business Travel	سفر ممثلي الصندوى	19-May-2020	Approved	* *
Business Classifications		Car rental & maintenance	إيجار و صبانة سيارات	19-Jun-2020	Pending Approval	* *
Product & Services						

- <u>Remove "Product & Services"</u>
- Select the "Code" and click on "Remove".

Supplier Home Orders Ship	oments Planning Finance Produ	Administration						
Profile Management								
General	General Products and Services							
Company Profile								
Organization	Remove Add							
Address Book	Code	Products and Services Date Added	Approval Status View Sub-Category					
Contact Directory	Business Travel	سفر ممثلي الصندوق 19-May-2020	Approved					
Business Classifications	Car rental & maintenance	19-Jun-2020 إيجار و صيانة سيارات	Rejected					
Product & Services								



- A confirmation message will appear in the page. Click on "Return to Products and Services" to go back.

Confirmation
The following Product and Service categories have been removed from your profile.
سفر ممثلي الصندوي .
إيجان و صدانة سيارات .
Return to Products and Services

Supplier Home Orders Ship	pments Planning Finance	Product Administration			
Profile Management					
General	Products and Ser	rvices			
Company Profile					
Organization	Add				
Address Book	Code	Products and Services	Date Added	Approval Status	View Sub-Category
Contact Directory	No results found.				
Business Classifications					
Product & Services					

Note – Removal of Code or Product & Service does not require any approval from ADFD Administrator.



Update Banking Details Information

Supplier can "Update", "Inactive", or "Create a New Account Detail".

- Inactive an Account Details
- Select View as "General Account" and Click on "Go".

Profile Management													
General	Bank	ing Details										Cancel	<u>S</u> ave
Company Profile	View 0	General Accounts	Go Go										
O	© TIP D	ate format exam	ple: 19-Jun-2020										
Organization	Add	Create											
Address Book	Details	Account Number	IBAN	Currency	Bank Name	Start Date		End Date	Priority	Increase Priority	Decrease Priority	Status	Update
Contact Directory	►	263238020001	AE870030000253238020004		ABU DHABI COMMERCIAL BANK	21-Mar-2011	i.	18-Jun-2020 🐞	1	\land	\heartsuit	Approved	1
Product & Services													
Banking Details													
Payment & Invoicing													

- Mention the "End Date" to the Account and "Save" it.

Profile Management														
General	Bank	ing Details	3										Cancel	<u>S</u> ave
Company Profile	View	General Account	s 🗸 🖌 Go											
Organization	⊘TIP D Add	ate format exam	ple: 19-Jun-2020											
Address Book	Details	Account Number	IBAN	Currency	Bank Name	Start Date		End Date		Priority	Increase Priority	Decrease Priority	Status	Update
Contact Directory	►	250200020001	AE070030000263238020001		ABU DHABI COMMERCIAL BANK	21-Mar-2011	Ť6	18-Jun-2020	i.	1	⊘	V	Approved	1
Business Classifications					Druit									
Banking Details														
Payment & Invoicing														

Note –

- 1. When click on "Save" it will go as "Assignment Request" to ADFD Purchasing Administrator. Administrator can Approve or Reject the Request.
- 2. Putting an End date will not remove the account details from the system. Supplier can also remove the End date and save it in order to use the account details again for invoice and payment purpose.



-

Update an Account Details

Supplier can update an Account details by changing the "Account Name". Rest all the fields are non-updatable because the Account Details were already verified and Approved by ADFD Administrator.

Suggestion: Recommending supplier users to put the end date against the current account details and create a new account details.

Click on "Update".

Profile Management														
General	Bank	ing Details	;										Cancel	<u>S</u> ave
Company Profile	View 0	Beneral Accounts	Go											
Organization	⊘TIP D Add	ate format exam Create	ple: 19-Jun-2020											
Address Book	Details	Account Number	IBAN	Currency	Bank Name	Start Date		End Date		Priority	Increase Priority	Decrease Priority	Status	Update
Contact Directory	•	203238020001	AH 870 030 000 21 32 38 02 000 1		ABU DHABI COMMERCIAL	21-Mar-2011	Ë.	18-Jun-2020	i.	1		⊘	Approved	
Business Classifications					DAINK									
Banking Details														
- Payment & Invoicing														

- Change the "Account Name".
- Supplier can also add additional information by using "Note to Buyer" option.
- Click on "Save".

	Country United Arab Emirates Account is used for foreign pa Account definition must include bank	yments .and branch information.	
Bank		Branch	
Bank Name	ABU DHABI COMMERCIAL BANK	Branch Name	
Bank Number	1005	Branch Number	
Show Bank Details		BIC	
		Branch Type	
		Show Branch Details	
Bank Account			
Account Number	263233020001	Account Name AL ABBAS TRADING CC	
Check Digits		Currency	
IBAN	AE870030100263238020001	Account Status Approved	
Show Account Details			
Comments			
Note from Buyer None			



- The status will change to "Change Pending".

Bank acc	count 26323	8020001 has been modified. ⁻	These chang	ges will be routed	d to an administra	tor for	approval.						
Banking	Details	;										Cance <u>l</u>	<u>S</u> ave
/iew Gener	ral Accounts	Go											
TIP Date fo	ormat exam	ple: 19-Jun-2020											
Add Cre	eate												
Details Acc Nur	count mber	IBAN	Currency	Bank Name	Start Date		End Date		Priority	Increase Priority	Decrease Priority	Status	Update
▶ 2632	236020001	AE070030000263230020001		ABU DHABI COMMERCIAL BANK	21-Mar-2011	Ĩ.		Ťô	1	\land	\odot	Change Pending	1

Note –

- 1. ADFD Purchasing Administrator may Approve or Reject the request.
- 2. Supplier users will be notified about the same through worklist notification. Let Request be Approved or Reject, the status will be remain be "Approved". Supplier need to identify the change by clicking on update.
- <u>Create an New Account Details</u>

Supplier can create a new accounts details by providing information related to **"Account Number"**, **"Account Name" and "IBAN number"**. They have feasibility of selecting "Bank Name" from the search result. In case they didn't find the bank details then they can manually put the Bank name details.

- Click on "Create".

Supplier Home Orders Ship	ments P	lanning Finan	ce Product Administratio	on									
Profile Management													
General	Bank	ing Details	;									Cancel	<u>S</u> ave
Company Profile	View 0	General Accounts	Go Go										
Organization	Add	create	iple: 19-Jun-2020										
Address Book	Details	Account Number	IBAN	Currency	Bank Name	Start Date		End Date	Priority	Increase Priority	Decrease Priority	Status	Update
Contact Directory	•	263238020001	AE070030000263230020001		ABU DHABI COMMERCIAL BANK	21-Mar-2011	Ē	Ű	1	(1)	\otimes	Approved	1
Business Classifications					Dinit								
Banking Details													
Payment & Invoicing													



- Select the Country and make sure to check "Account is used for foreign payments".

Add Products and Services: : (ARIS HOLDING CO.) > Create Bank Account		Cancel Apply
* Indicates required field	 Country United Arab Emirates ▼ ✓ Account is used for foreign payments Account definition must include bank and branch information. 	

Search for your Bank and Branch name under **"Existing Bank"** option. In case supplier was not able to find the "Bank Name" then they will put the bank details in the "New Bank".

Find an Existing Bank –

Click on Bank Name and Branch Name search option.

Bank			Branch					
New BankExisting Bank			New BrandExisting B	ch ranch				
Bank Na	me 🔟 🤉			Branch Name			J Q	
Bank Numb)er	•		Branch Number				
Show Bank Details				BIC				
				Branch Type	ABA	\checkmark		
			Show Branch	Details				

<i> (S</i> earch	and Select List of Values - Intern	et Explorer		_	
Search	n and Select: Bank N	ame		Cance	Select
Search					
To find y Search I Results	your item, select a filter item in th By Bank Name 💽 a	e pulldown list and enter a value in the text f	ield, then select the "Go" button	-	
	Quick Select	Bank Name	Bank Num	iber	
0		Abu Dhabi Islamic Bank			
۲	===	ABU DHABI ISLAMIC BANK	2017		



nk		Branch	
O New Bank		O New Branch	
Existing Bank		Existing Branch	
Bank Name	ABU DHABI ISLAMIC BA	Branch Name	ABU DHABI ISLAMIC BA
Bank Number	2017	Branch Number	1
Show Bank Details		BIC	
		Branch Type	ABA 🗸
		Show Branch Details	

- Provide "Account Number" and "Account Name". Supplier can also provide IBAN number.

Bank Account					
	Account Number	00219832984984	ן ו	Account Name	AHMED KHAN
	Check Digits			Currency	~
	IBAN				
Show Account Details					

- Supplier can put a note to Buyer if they want to provide any additional information related to Banking details to the Buyer.

Comments		
Note to Buyer	<u></u>	

- After reviewing all the information supplier will click on apply.

Ban	k account 0001117: ount verification that	PSID101 has been added to y t is required. You will be notifie	our compan ed once the	y profile. The acc review is complet	ount information	will be	routed to an administr	ator who w	ill review the	e details and	I carry out	any
Banki	ng Details										Cance <u>l</u>	<u>S</u> av
iew G	eneral Accounts	Go										
V TIP D	ate format example	e: 19-Jun-2020										
Add	Create											
Details	Account Number	IBAN	Currency	Bank Name	Start Date		End Date	Priority	Increase Priority	Decrease Priority	Status	Upda
				ABU DHABI						~		
•	263239020004	VE810030000263338050001		BANK	21-Mar-2011	6	Ľ¢	1	(\land)	\odot	Approved	
•	00010/3260/489			ABU DHABI	19-Jun-2020	C.	10	2	\land	\odot	New	1 /

The status will be changed to "**Approved**" after ADFD Purchasing Administrator will approve the Account details.



Provide New Bank Details

In case supplier was not able to find their "Bank Name" and "Branch Name" under "Existing Bank" option then supplier can mention their Bank details under "New Bank".

ink	Branch
New Bank Existing Bank	New Branch Existing Branch
Bank Name STATE BANK OF INDIA	Branch Name STATE BANK OF IN
Bank Number 28977	Branch Number 1287
Hide Bank Details	BIC
Details	Branch Type SWIFT 🔽
	Hide Branch Details
Alternate Bank Name	Details
Address	Alternate Branch Name
Address Line 1	RFC Identifier
Address Line 2	Address
Address Line 3	
Address Line 4	Address Line 1 usiness Centre Building,
City	Address Line 2 Chalid Bin Waleed Road,
State	Address Line 3 Bur Dubai - Dubai
Zip Code	Address Line 4
	City Dubai
	State
	Zip Code

- After mentioning the "New Bank" and "New Branch" details, supplier will provide the details of "Account Number" and "Account Name" and then click on Apply.

dicates required field			
	* Country	United Arab Emirates	
		Account is used for foreign payments	
		Account definition must include bank and branch in	formation.
nk		Branch	
New Bank		New Branch	
 Existing Bank 		 Existing Branch 	
Bank Name	STATE BANK OF INDIA	Branch Name	ADIB HAMDAN
Bank Number	2058	Branch Number	2187
Show Bank Details		BIC	
		Branch Type	SWIFT 🔽
		Show Branch Details	
nk Account			
in Account			
Account I	Number 098724878973	98 Account	ARIS HOLDING CO
Chec	k Digits	Cu	irrency 🗸
	IDAN		



The status will be changed to "**Approved**" after ADFD Purchasing Administrator will approve the Account details.

Note -

- There might be a possibility that Supplier is able to find "Bank Name" under "Existing Bank" but unable to find the "Branch Name", in that case supplier can put the details of a "Branch Name" under "New Branch" option.

Indicates required field					
	* Country U	ited Arab Emirates			
	5	Account is used for foreign payments			
		Account definition must include bank and branch i	nformation.		
ank		Branch			
New Bank		New Branch			
 Existing Bank 		 Existing Branch 			
Bank Name ABU DH	ABI ISLAMIC BA	Branch Nam	e ADIE	B HAMDAN	
Bank Number 2017		Branch Numbe	r 2187	'	
Show Bank Details		BI	C		
		Branch Typ	e SWIF	Т	
		Show Branch Details			
ank Account					
Account Number	09872487897398	Accoun	t Name	ARIS HOLDING CO)
Check Digits		Ci	irrency	~	
IBAN					



Update Expiry Date and Relevant Attachment

Supplier will receive a notification under "worklist" prior and after 15 days of document expiry related to "Trade License Certificate" and "Chamber of Commerce certificate".

Supplier users are requested to Update the details of "Expiry Date" under SUPPLIER DETAILS page for two documents i.e., "Trade License Certificate" and "Chamber of Commerce Certificate".

Apart from changing the expiry date details, supplier users would require to attach relevant document in General tab "Add attachments" section.

Navigation – Administration -> Organization

- Click on Organization and select "SUPPLIER DETAILS" page.

Supplier Home Orders Shipn	nents Planning Finance Product Administration	
Profile Management		
General	Organization	Cance <u>I</u> <u>S</u> ave
Company Profile	Overview SLIPPLIER DETAILS	
Organization	OTTALE SETTIES	
Address Book	Organization	(5
Contact Directory	D-U-N-S Number Chief Executive Name	
Business Classifications	Legal Structure A Chief Executive Title Principal Name	
Product & Services	Year Established Principal Title	
Banking Details	Control Year	
Payment & Invoicing	Mission Statement	

Profile Management				
General	Organization			Cance <u>I</u> <u>S</u> ave
Company Profile Organization	Overview SUPPLIER DETAILS			
Contact Directory				
Business Classifications	*Trade License Number	Trade Name	* Trade License Number Expiry Date	Delete
Product & Services Banking Details	9874987489 Enter the Trade License Number	ANS1 COMPANY Please Enter Trade Name	10-Jun-2020 18:33:24 Ib Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)	Î
Payment & Invoicing	CHAMBER OF COMMERCE	ETAILS		
Surveys	:			
	"Chamber of Commerce Expiry Date	te		Delete
	17-Jun-2020 02:33:32	e (example: 19-Jun-2020 19:45:00)		Î



Example – Suppose the current date is 19-June-2020.

So as per the below screenshot, **"Trade License expiry date is 10-june-2020" which is already expired** and **"Chamber of Commerce expiry date is 25-june-2020" which is about to expire**.

ofile Management				
General	Organization			Cancel
Company Profile				
Organization	JULY SUPPLIER DETAILS			
Address Book	TRADE LICENSE DETAILS			
Contact Directory	7 +			
Business Classifications	* Trade License Number	Trade Name	* Trade License Number Expiry Date	Del
Product & Services	9874987489	ANS1 COMPANY	10-Jun-2020 18:33:24 📸	t
Banking Details	Enter the Trade License Number	Please Enter Trade Name	Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)	
Payment & Invoicing	CHAMBER OF COMMERCE	DETAILS		
Surveys	*			
	* Chamber of Commerce Expiry [Date		Delete

Supplier will receive notification as below -

F	From SYSADMIN To ANS1 COMPANY Sent 19-Jun-2020 20:04:14 ID 5390026]			
C Y	Dear Vendor (ANS1 COMPAi /our below document is abou	NY), t to expire in next 15 days or	might have expired in last 15	days.	
	Document Name	Expiry Date	Expiry Status	Expired Days	About to Expire Days
Ir					6
	Chamber of Commerce Details	25-Jun-2020	About to Expire		Ŭ
	Chamber of Commerce Details Trade License Details	25-Jun-2020 10-Jun-2020	About to Expire Already Expired	9	



- Supplier will click on 🗮 to add new expiry date details for both Trade License and Chamber of commerce details.
- Do not delete or update the existing Expiry date details as it is going to be used for Audit purpose in ADFD.

rganization			Cance <u>I</u> §a	
SUPPLIER DETAILS]			
77 +	-			
* Trade License Number	Trade Name	* Trade License Number Expiry Date	Delete	
9874987489	ANS1 COMPANY	10-Jun-2020 18:33:24 🐞		
Enter the Trade License Number	Please Enter Trade Name	Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)		
9898347487	ANS1 COMPANY CO	29-Jun-2021 15:32:00 📫	-	
Enter the Trade License Number	Please Enter Trade Name	Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)		
CHAMBER OF COMMERCE	E DETAILS		Dalata	
Champer of Commerce Expiry	Chamber of Commerce Expiry Date			
25-Jun-2020 06:33:32	Date (example: 19-Jun-2020 19:45:00)		Î	
01-Jul-2021 15:32:14	Date (example: 19-Jun-2020 19:45:00)		Î	

- Click on "Save".

ganization			Cancel
SUPPLIER DETAILS			
	,		
Trade License Number	Trade Name	*Trade License Number Expiry Date	Dele
9874987489	ANS1 COMPANY	10-Jun-2020 18:33:24 📫	-
Enter the Trade License Number	Please Enter Trade Name	Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)	
9898347487	ANS1 COMPANY CO	29-Jun-2021 15:32:00 🛍	-
Enter the Trade License Number	Please Enter Trade Name	Please Enter Trade License Expiry Date (example: 19-Jun-2020 19:45:00)	<u>UII</u>
	EDETAILS		
Chamber of Commerce Expiry	Date		Delete
25-Jun-2020 06:33:32	y Date (example: 19-Jun-2020 19:45:00)		Î

Note – Do not delete or update the existing Trade License or Chamber of Commerce Details. The existing details will be used for Audit purpose.



-

Add New Attachments relevant to Expiry Details

Supplier users are require to attach the new document related to Trade License details and Chamber of Commerce details after making changes in the Expiry date.

- Go to General Tab and Click on "Add Attachment".

Profile Management										
General	General									
Company Profile	Orga	nization Nam	e ANS1 COMF	ANY	-	DUNS N	umber	0200400		
Organization	Su	Alia	IS			Tax Registration N Taxpa	yer ID	8389409		
Address Book	Parent S Parent Su	Supplier Nam oplier Numb	ie er		Col	untry of Tax Regist	ration			
Contact Directory	Attachments									
Business Classifications	Search									
Product & Services	Note that the search is case	e insensitive								
Banking Details	Title		Go							
Payment & Invoicing	Show More Search Op	tions								
Surveys	Add Attachment									
	Title 🛆	Туре 🛆	Description $ riangle$	Category $ riangle$	Last Updated By $ riangle$	Last Updated $ riangle$	Usage 🛆	Update	Delete	Publish to Catalog
	Trade License Certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	ð	Î	Ş.
	Chamber of Commerce certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	Ì	Î	<u>Ş</u>
	Authorized Signatory Passport Copy.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	ð	Î	P.
	Power of Attorney.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	Ì	Î	P a

- Search or **Browse** for the New or Updated copy of "Trade License Certificate" or "Chamber of Commerce certificate".

Add Attachmen	t	×
Attachment Type Title	File 🗸	
Description		\bigcirc
Category	From Supplier	
File	Browse	
	Cancel Add Another	Apply

Title and Description must be same and should be named as "Trade License Certificate" and "Chamber of Commerce Certificate".



Add	I Attachmen	t	×
At	tachment Type	File	
	Title	Trade License Certificate	
	Description	Trade License Certificate	^
			\sim
	Category	From Supplier	
	File	C:\Users\nikesh\Desktop\ Browse	
		Cancel Add Another	Apply

- Click on "Apply" to Add the Document as an Attachment.

Add Attachmen	t	×
Attachment Type	File	
Title	Trade License Certificate	
Description	Trade License Certificate	
Category	From Supplier	
File	C:\Users\nikesh\Desktop' Browse	
	Cancel Add Another Ap	ply

Title 🛆	Туре 🛆	Description $ riangle$	Category $ riangle$	Last Updated By $ riangle$	Last Updated 🛆	Usage 🛆	Update	Delete	Publish to Catalog
Trade License Certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	Ì	Î	P.
Chamber of Commerce certificate.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	Ì	Î	Pod Dod
Authorized Signatory Passport Copy.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	Ì	Î	₽ ¢
Power of Attorney.png	File		From Supplier	IT.CONSULTANT	16-Jun-2020	One-Time	0	Î	Pa
Trade License Certificate	File	Trade License Certificate	From Supplier	ANS1.COMP@GAIL.COM	27-Jun-2020	One-Time	0	Û	Po

Note –

- 1. Once the Attachment is added to the system, it will not be updatable. Make sure you must be attentive while attaching the document.
- 2. Attachment category will by default be "From Supplier.



Supplier can participate in the RFQ if they receive an RFQ Invitation. The RFQ invitation will be received by just one supplier user whose contact details were mentioned in the "RFQ". The other user can participate on behalf of the concerned supplier user in case of non-availability.

• Logging in Sourcing RFQ

Isupplier Login Page -

ORACLE		
	User Name SIIMETTIK TANGOMAL COM	
	Password	
	Login Assistance Register here	
	Accessibility None	
	Language English	

Login Page may get change due to upgrades.

The Login screen is displayed.

- 1- Enter assigned value in the User Name field.
- 2- Enter assigned value in the Password field.
- 3- Click the Login button.

Click on Navigator and select "ADFD Supplier User Responsibility" and then select "Isupplier Portal Home Page".



ORACLE	-Business Suite	A Home	© Navigator ∞	★ Favorites ∞	Ç: Settings ⊳	Worklist V	Logged In As ANS1.COMP@GAIL.COM	? Help	ل Logout
	Search Page								
Personalize	ADFD Supplier Use	er Responsibility							
Personali (Annound Annou			Sourcing		ori	tes			
Oracle E			📄 Isup	plier Portal Home	e Page				
you face service.									
Yours S IT									

- Go to **Worklist** to check for the RFQ Invitation Notification. The same RFQ Invitation will also be received by the "supplier user" in their respective email id.

G Home	⊘ Navigator ∞	★ Favorites ∾	C Settings ⊳	Worklist	Logged Ir
		My Wor	klist		
		Consultan You are in 65003)	it, IT vited: RFQ 65003	(TESTING)	01:47 AM Due in 0 days

- Click on the Notification to check the same with more details.

You are	e invited: RFG	Q 65003 (TESTING	65003)			Yes No
From	Consultant, IT	Company	Default enterp	rise name		
То	ANS1 COMPANY	Title	TESTING 650	03		
Sent	27-Jun-2020 01:47:3	S Number	65003			
Due	28-Jun-2020 01:06:1	6				
ID	5448980					
To ackr buyer ir	nowledge your intent to the space below bef	to participate, press the Yes fore acknowledging or declir	button on this pa ing.	ige. To decline th	e invitation, press the No button. You may ent	ter a note to the
Please	go to Negotiation Det	tails page if you want to view	the document b	efore acknowled	ging intent to participate and/or to enter a resp	onse.
Actio	on History					
Num	Action Date	Action From	То		Details	
1	27-JUN-2020 01:47:35	Submit Consultar	nt, IT ANS	S1 COMPANY		



• Review the RFQ Details

Supplier user will first go through the technical and line level requirements. After reviewing all the information, supplier user will create the quote or create response.

Step 1: Go to "Your Company's Open Invitation" and click on the RFQ Number.

earch Open Negotia	tions Title 🗸		Go				
Nelcome, ANS1 COM	IPANY.						
Your Active and	d Draft Respons	ses					
Press Full List to view	all your company's re	sponses.					Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title Type 1	lime Left	Monitor U	nread Messages
No results found.							
Your Company'	s Open Invitatio	ons					Full List
Your Company'	s Open Invitatio	ons	Title	Ту	ne Ti	me l eft	Full List
Your Company' Supplier Site ANS1 COMP	s Open Invitatio	mber	Title TESTING 65003	Ty	pe Ti Q 22	me Left 2 hours 26 mi	Full List
Your Company' Supplier Site ANS1 COMP	s Open Invitatio	mber	Title TESTING 65003	Ty RF	pe Ti Q 22	me Left 2 hours 26 mi	Full List
Your Company' Supplier Site ANS1 COMP Quick Links	s Open Invitatio	mber	Title TESTING 65003	Ty RF	pe Ti Q 22	me Left 2 hours 26 mi	Full List
Your Company' Supplier Site ANS1 COMP Quick Links Manage	s Open Invitatio Negotiation Nu 65003 View Respo	ons	Title TESTING 65003	Ty RF	pe Ti Q 22	me Left ? hours 26 m	Full List

Step 2: Review the Technical Requirement under "Header Level".

Negotiations		
Negotiations > RFQ: 65003		
		Actions Acknowledge Participation V Go
Title T Status A Time Left 22	ESTING 65003 Active (Locked) 2:24:14	Open Date 27-Jun-2020 01:47:33 Close Date 28-Jun-2020 01:06:16
Header Lines Controls Contract Term	S	
Buyer Quote Style Description	Consultant, Mr. IT Two-Stage RFQ Sealed	Outcome Standard Purchase Order Event
Terms		
Bill-To Address	Head Office	Payment Terms
Ship-To Address FOB	Head Office	Carrier Freight Terms



صــنــدوق أبوظـبـي لـلتــنـــميـــــة ABU DH<u>ABI FUND FOR DEVE</u>LOPMENT

Show All	I Details Hide All Detai	Is								
Details	etails Section			RFQ Stage			Weight			
	Technical			Technical			70			
Req	uirement					Target			Weight	Viev
Can	you supply us Tablet fo	r Size 250mm	x 150mm?			250mm x 150mn	n		20	100
Wha	t would be the RAM of	he Tablet?				Require 4 GB R	M		20	100
Wha	t will be the Brand of th	e Tablet you g	joing to supply? (Hu	awei / Lenovo / Ad	er / Dell)	Most Preferable	- Huwaei and	d Lenovo	30	200

Note –

- 1. Make sure to review the Technical Requirements in the Header Level.
- 2. Also check the Notes and Attachments as ADFD can send the attachment related to Terms and Conditions, Product Specification, etc.



							Action	s Ackn	owledge Particip	oation 🗸
	Tit	tle TES	TING 65003							
	Stat	us Activ	ve (Locked)				Open Date	27-Jur	1-2020 01:47:33	
	Time Le	eft 22:0 7	7:14				Close Date	28-Jun-	2020 01:06:16	
Display Rar	Controls Contract	Terms				Cost Fact	ors None			
eader Lines Display Rar Rar	Controls Contract Ik As 1,2,3 Iking Price Only	Terms				Cost Fact Price Ti	ors None ers None			
Display Rar Rar	Controls Contract Ik As 1,2,3 Iking Price Only	Terms				Cost Fact Price Ti	ors None ers None			
Display Rar Rar .ines	Controls Contract Ik As 1,2,3 Iking Price Only	Item, Rev	Category	Unit	Quantity	Cost Fact Price Ti Need-By From	ors None ers None Need- Bes By To (AF	st Price	Active Responses	Time Let



- Click on Line to check more details about the Line.

	Itom				Currency	AED		
	Ren				Price Precision	Any		
	Description	Requirement for advar	cod tablots		Start Price			
	Category	IT section Expenses B	udget Test		Target Price	200		
	cutogory	TT Section Expenses.b	Juget Test		Need_By From	30-Jun-2020 10:59:00	n	
	Unit of Measure	Each			Need-By To	50 0ull 2020 10.55.0		
	Quantity	50			,			
	Ship-To Address	Head Office						
	Quantity	50						
Note to Su	Attachments ppliers							
tle 🛆	Туре	△ Description △	Category $ riangle$	Last Updated By $ riangle$	Last Updated	I △ Usage △	Update	Dele
			To Oundias	IT CONCULTANT	27 Jun 2020	One Time	- /9	-

- Click on "Return to RFQ" to go back again to RFQ page.

Step 4: Review "Controls".

Heade	er Lines Controls Contract Terms
Sche	edule
	Preview Date 27-Jun-2020 01:47:33 Open Date 27-Jun-2020 01:47:33 Close Date 28-Jun-2020 01:06:16 Award Date
Res	ponse Rules
☑	Negotiation is restricted to invited suppliers
☑	Suppliers are allowed to view other suppliers' contract terms, notes and attachments
	Suppliers are allowed to respond to selected lines
☑	Suppliers are required to respond with full quantity on each line
\checkmark	Suppliers are allowed to provide multiple responses
	Suppliers are allowed to submit Multiple Active Responses
\checkmark	Allow Quote Withdrawal
\checkmark	Buyer may close the negotiation before the Close Date
\checkmark	Buyer may manually extend the negotiation while it is open
	Allow Alternate Lines on Supplier Responses
	Allow Staggered Awarding



Step 5: Review Contract Terms.

Header Lines Controls	Contract Terms			
This negotiation includes Contr	ract Terms. View the terms by clicking	on the Preview Contract Terms button	Prev	iew Contract Terr
Deliverables				
Deliverables Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact

- Click on "Preview Contract Terms" to download the Contract Terms and Condition copy.

Header Lines Controls	Contract Terms			
			Previe	ew Contract Term
This negotiation includes Con	tract Terms. View the terms by clickin	ng on the Preview Contract Terms button.		
Denverables				
Deliverable Name	Deliverable Type	Responsible Party	Party Name	Contact
No Deliverables exist.				
Do you want to	open or save 65003_US_CONTRACT.	pdf from experient litest additions		×

Note –

1. It is not necessary that ADFD will put contract terms. It basically depends on the Nature of ADFD's Purchase.



Supplier User would require to create a quote after reviewing all the information of RFQ.

Step 1: Select Action as "Create Quote" and click on "Go".

Negotiations	
Negotiations >	
	Actions Create Quote Go
Title TESTING 65003 Status Active (Locked) Time Left 21:35:30	Open Date 27-Jun-2020 01:47:33 Close Date 28-Jun-2020 01:06:16
Header Lines Controls Contract Terms	

Step 2: Accept the Terms and Conditions.

- System will first ask you to acknowledge the RFQ. After going through the information under Terms and Condition.
- Select the checkbox "I have read and accepted the Terms and Conditions" and then click on "Apply".

Negotiations	
Negotiations > Terms and Conditions	Cancel Accept
The following terms and conditions must be accepted before a quote is placed in this RFQ.	
Abu Dhabi Fund For Development terms and condition	
	ų į



inte iype i	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
No results found.								

Step 3: Fill the Technical Requirements.

egotiations > RFQ: 650	03 >								
reate Quote: 31	006 (RF	Q 65003)		Cancel	View RF	Q Quote B	y Spreadsheet	Save Draft	<u>C</u> ontinue
Header Lines	Title <u>⊺</u> ⊡	ESTING 65003] Two-Stage RFQ))		Time Close	Left 21:26:3)ate 28-Jun-2	<mark>5</mark> 2020 01:06:16		
Supp	lier ANS1	COMPANY	MPANY 8380038 0083	Quote Val	id Until (27-Jun-2020 1	(9:45:00) 🐞		
RFQ Curre	ncy AED		Mi 71117, 0505550, 0505	Note tr	Reference Number				
Quote Curre	icy AED			NOLE II	Duyer				
Price Precis	ion Any								
Attachments									
Add Attachment									
T141-	Type	Description	Category L	ast Updated By	Last U	odated	Usage	Update	Delete
l itie	1,160		0,		-		-		

- Scroll Down and the fill the responses against the Technical requirement.

Requ	irements					
Expa	and All Collapse All					
	us Title	RFQ Stage	Target Value	Quote Value	1	Weight
	Requirements					
\$	Technical	Technical				70
	Can you supply us Tablet for Size 250mm x 150mm?	Technical	250mm x 150mm	250mm x 150 mm	< >	20
	What would be the RAM of the Tablet?	Technical	Require 4 GB RAM	We can able to provide you 4GB	~ ~	20
	What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Technical	Most Preferable - Huwaei and Lenovo	Huawei Mate Pro	~ ~	30



Instruction to Fill Technical Round -

- 1. After reading the requirement, please check the "Target Value". Target value is basically the expectation set by the ADFD against the requirement.
- 2. For every requirement, there is a decided "Weight". If the weight of any requirement is more, then the importance of that requirement is also more. Make sure to answer those requirement precisely.
- 3. All the responses must be filled in the "Quote value" and the quote value must match nearly to the "Target Value".

Step4: Crosscheck the "Contract Terms and conditions".

Click on "Preview Contract Terms" to check the Terms and conditions.

Contra	act Terms					
Variable	es				Prev	view Contract Terms
Details	Section	Clause	Variable	Description		Value
	No variables found.					
Delivera	ables					
	Indicates deliverable is overdue	licates responsible party fa	iled to perform the deliverab	le		
Delivera	able Name	Due Date	Stat	tus	Alert	Update
	arablas found					

Step 5: Fill the "Quote Price" in the Lines.

- As per the "Target Price" please fill the "Quote Price".

eale	Quote: 3	1006 (RF	Q 000	JU3)				Cance <u>l</u> View	w RFQ Quote B	y Spreadsheet	Save Draft	<u>C</u> ontin
		Title T	ESTING	65003				Т	ime Left 20:46:10			
		6	Z Two-	Stage RFQ 🧕	D			Clo	se Date 28-Jun-2	020 01:06:16		
	RF	Q Currency	AED					Quote Cu	irrency AED			
	Pric	e Precision	Any									
_ine		Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
Require	ement for a	Head Office	Sealed		200	195	Each	50	50	30-Jun-2020 🛱	Yes 🗸	1

Instruction to Fill "Line Level – Quote Price".

1. Target price is the expected price set by ADFD. Supplier can quote more or less than the target price.



- 2. You cannot change the Quote Quantity as ADFD would expect you deliver full quantity otherwise you must not participate in the RFQ.
- 3. Promise date will let ADFD know about the delivery date for service or product.
- 4. If you want to send more information about the line, then click on "Update" and mention your information in "Note to Buyer" option.
- 5. You can put the attachment under "Update" option. Make sure to select the Category as "From Supplier: Commercial".

Step 6: Click on Continue, Review the Quote and click on Submit.

- Click on Continue.

reate Quote:	31006 (RF	Q 650	003)				Cance <u>I</u> View	v RFQ Quote B	y Spreadsheet S	ave Draft	<u>C</u> ontin
	Title 1	ESTING	65003				Ti	me Left 20:38:26			
	6	✓ Two-	Stage RFQ 🧯	D			Clo	se Date 28-Jun-2	020 01:06:16		
leader Lines											
F	RFQ Currency	AED					Quote Cu	rrency AED			
Line	Ship-To	Rank	Start Price	Target Price	Quote Price	Unit	Target Quantity	Quote Quantity	Promised Date	Quote	Update
1 Requirement for a	Head Office	Sealed		200	195	Fach	50	50	30-Jun-2020 🛤	Yes 🗸	1

- Review the Quote.

Create Quote 31	000:	Review and a		a 00003) (Cance <u>l</u>	Back	Validate	Save Draft	Printable View	Sub <u>m</u> i
Header										
	Title	TESTING 65003				Tim	ne Left 20:3	35:26		
Su	pplier	ANS1 COMPANY				Clos	e Date 28	Jun-2020 01:00	6:16	
Supplie	er Site	ANS1 COMP			Quo	ote Vali	d Until			
RFQ Cur	rency	AED			Refer	ence N	umber			
Quote Cur	rency	AED			1	Note to	Buyer			
Price Pre	cision	Any								
Attachments										
Title	Туре	Description	Category	Last Updated	Ву	Las	t Updated	Usage	e Update	Delete
No results found.										



equire	ments					
how All	Details Hide All Details					
)etails	Section	Weight		RFQ Stag	e	
4	Technical	70		Technical		
Requ	irement		Target Value		Quote Value	Weigh
Can y	ou supply us Tablet for Size 250mm	x 150mm?	250mm x 150mm		250mm × 150 mm	20
What	would be the RAM of the Tablet?		Require 4 GB RAM		We can Provide you 4 GB RAM	20
What	will be the Brand of the Tablet you go	oing to supply? (Huawei / Lenovo /	Most Preferable - Huv	vaei and	Huawei Mate Pro	30

									Previ	ew Contract Terms
Variabl	es									
Detail	s Section			Cla	use	Variable	De	scriptior	ı	Value
	No variab	les found.								
Deliver	ables									
Delive	rable Nam	e			Di	ue Date		Status	-	Alort
No Del	verables for	und.						514103	3	Alert
No Del	verables for	und.	Quote Total	(AED) 9	,750.00			51414	3	Aleit
No Del nes	e	und.	Quote Total Ship- To Start Price	(AED) 9 Target Price	,750.00 Quote Price U (AED)	Jnit Quantity	Quote Quantity	Line	Need-By Date	Promised Date

- Click on "Submit".

Negotiations > Create Quote 31006:	Review and Submit (RFQ 65003)	Cance <u>l</u>	Back	Validate	Save Draft	Printable View	Sub <u>m</u> it
Header							
Title	TESTING 65003		Tin	ne Left 20:	32:41		
Supplier	ANS1 COMPANY		Clos	e Date 28-	Jun-2020 01:06	5:16	
Supplier Site	ANS1 COMP	Qu	ote Vali	d Until			
RFQ Currency	AED	Refe	rence N	umber			
Quote Currency	AED		Note to	Buyer			
Price Precision	Any						



Negotiations	<u>1ENT</u>									
Create Quot	te 3100)6: F	Review and S	ubmit (RF	Q 65003)	Cance <u>I</u> B	ack Validate	Save Draft	Printable View	Sub <u>m</u> it
Header	_									
		C	onfirmation							
	Suj Supplie	Quote	31006 for RFQ 650	03 (TESTING 65	003) has been s	ubmitted.				
R	FQ Curi	Return	n to Sourcing Home I	Page						
Pri	ice Precis	ion 7	Any						_	
Attachments										
Title	Ту	/pe	Description	Category	Last Update	d By	Last Updated	Usage	e Update	Delete

Step 7: Click on "Return to Sourcing Home page" to check the Active Response under "Active and Draft Response".

egotiations									
Search Open	Negotiations	Title 🗸		(Go				
Welcome, ANS	S1 COMPANY.								
Your Activ	e and Draft	Respons	es						
Press Full List	to view all your	company's re	sponses.						Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time L	eft	Monitor	Unread Messages
31006	Active	ANS1 COMP	65003	TESTING 65003	RFQ	20 hours	30 minutes		0
Your Com	pany's Ope	n Invitatio	ons						
									Full List
Supplier Sit	e	Negotia	ation Number			Title	Туре	Time	Left
No results fou	nd.								
Quick Linl	s								
Manage	Vi	ew Respo	onses						
Drafts		Active							

Note –

- 1. When supplier will create a quote against the RFQ then the same RFQ will not be found in "Your Company's Open Invitations.
- 2. RFQ will also be not found in "Your Company's Open Invitations" when the RFQ is Closed or Amended.



How to Withdraw Quote:

There can be scenario when the supplier user has committed some mistake in Technical or Line level requirement and the quote is already submitted. Then Supplier user has an option of "Withdraw Quote" which will allow them to change the values again and also allow them to submit the quote.

• This option will only available when the RFQ is still open. The moment the RFQ will get close, Supplier user will not able to find "Withdraw Quote" option.

Step 1: Click on the Response Number.

Your Activ	e and Draft	Respons	es					
Press Full List	to view all your (company's res	sponses.					Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Messages
31006	Active	ANS1 COMP	65003	TESTING 65003	RFQ	20 hours 18 minutes		0

Step 2: Select "Withdraw Quote" option from Actions and click on "Go".

uote: 31006	(RFQ (65003)							Actions	Withdraw Quote	~	(
													_
	Title	TESTIN	G 650	03									
Т	ime Left	20 hour	s 17 mi	inutes			C	lose Dat	e 28-Ji	un-2020 0	1:06:16		
Que	ote Style	Sealed						Rankin	g Pric	e Only			
Quote 0	urrency	AED						Supplie	er ANS	S1 COMP/	ANY		
	Contact	COMPA	NY, AI	NS1			Su	oplier Sit	e ANS	51 COMP			
Suppliers' Quote	Number						Quote \	/alid Unt	il				
Quot	e Status	Active											
Note	to Buyer												
	Title		Type	Description	Category	Last Updated	Usage	Update	Delete				
Attachments	No resul	ts found	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		g_,								

Step 3: Mention the "Withdraw Reason" and click on "Submit".

Negotiations > <u>Quote: 31006 (RFQ 6</u>	<u>5003)</u> >			
\Lambda Warning				
This action will permanently withdr	aw the quote from the neg	otiation process and will be archived. An archive	ed quote will not be	eligible for evaluation or award
Withdraw Quote: 31006	(RFQ 65003)			Cancel Submit
	* Withdrawal Reason	Need to make changes in the Technical Requirement.	~	
			~	



* Withdrawal Reason	Need to make changes in the Technical Requirement.	^	
Confirmation			
Quote 31006 has been successful Return to Previous page	lly withdrawn.		

Step 4: Find the "Withdraw Quote" under "Disqualified and Withdraw Quote" option.

				Full List
Supplier Site	Negotiation Number	Title	Туре	Time Left
No results found.				
Quick Links Manage	View Responses			
Quick Links Manage	View Responses			
Quick Links Manage Drafts Deliverables Personal Information	View Responses Active Disqualified and Withdrawn			

iso	qualified and Witho	drawn Responses								
ele	ct Response: Revise									
	Response Number $ riangle$	Your Response Number $ riangle$	Status 🛆	Supplier Site $ riangle$	Negotiation Number $ riangle$	Title 🛆	Туре 🛆	Event Title 🛆	Time Left 🔺	Reason
С	31006		Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 11 minutes	Need to make changes in the Technical Requirement.

Step 5: Revise or Create a New Quote again.

Revise -

- Select the Response Number and click on "Revise".



Negotiations > Disqualified and Withdrawn Responses									
Disqualified and Withdrawn Responses									
Select Response: Revise Response Number △	Your Response Number 🛆	Status 🛆	Supplier Site △	Negotiation Number △	Title 🛆	Туре 🛆	Event Title $ riangle$	Time Left 🔺	Reason
31006		Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 4 minutes	Need to make changes in the Technical Requirement.
Return to Negotiations									

- Do the changes and click on "Continue" and then "Submit".

Create a New Quote -

- Click on "Negotiation Number" and select "Create Quote" from Actions.

is	qualified ar	nd Witho	Irawn Responses								
ele	ct Response:	Revise									
	Response N	lumber 🛆	Your Response Number $ riangle$	Status 🛆	Supplier Site $ riangle$	Negotiation Number $ riangle$	Title 🛆	Туре 🛆	Event Title $ riangle$	Time Left 🔺	Reason
С	31006			Withdrawn	ANS1 COMP	65003	TESTING 65003	RFQ		20 hours 11 minutes	Need to make changes in th Technical Requirement.

- Select "Create Quote" from Actions and click on "Go".

RFQ: 65003	
	Actions Create Quote 🗸 Go
Title TESTING 65003	
Status Active (Locked)	Open Date 27-Jun-2020 01:47:33
Time Left 19:55:41	Close Date 28-Jun-2020 01:06:16
Header Lines Controls Contract Terms	

Note –

- 1. Withdraw and new quote creation responses data will be visible to the ADFD team. So make sure that your withdraw reason must match with the changes you are making in the quote.
- 2. It is suggested that Supplier must "Revise the Quote" instead of "Creating a new quote".



• List of Notification receive by Supplier

Stage	Notification Name	Information
RFQ Close	RFQ Closd	This notification indicates that RFQ has been closed now and supplier will no more able to withdraw or revise the quote.
Technical Round	Two-Stage RFQ Complete	This notification will inform supplier whether there quote is qualified for the commercial round or not.
Commercial Round	Commercial Quote Disclose	The notification will reveal the Quote value submitted by other supplier.
Awarding	Award or Regret Notification	This notification will inform supplier whether they have been awarded or rejected for the RFQ.

Below is the list of notification which supplier will receive after supplier submit the Quote -

Note –

- 1. Supplier can also receive notification related to "Close Early" or "Extension" of RFQ.
- **Close Early** when ADFD Team will close the RFQ early. The closure of RFQ will not let you withdraw or revise the quote.
- **Extend RFQ** will revise the close date and supplier will get more time to submit their quote.
- 2. ADFD Team can amend the RFQ before closing it. So if supplier has submitted any quote, then they need to resubmit the quote again.



• Respond to New Round

ADFD Team can create a new round of the RFQ in case of any issue. Creation of new round will take place after RFQ close. Please follow the below procedure to respond on same.

You will receive a notification in the worklist for the new round as below -

ou ar	e invited: Additio	nal round of RF	-Q 66	004-2 (TESTING	66004)	Yes No
From	Consultant, IT	Сог	mpany	Default enterprise name		
То	ANS1 COMPANY		Title	TESTING 66004		
Sent	27-Jun-2020 14:07:23	N	umber	66004-2		
Due	28-Jun-2020 13:26:32					
ID	5451032					
Negotia Supplie Supplie To ack before Please Actio	ation Close June 28, 2020 0 er ANS1 COMPANY er Site ANS1 COMPANY, 83 nowledge your intent to parti acknowledging or declining. • go to Round Modifications p on History	1:26 pm Dubai 189938, 098309AE icipate, press the Yes bi page if you want to revie	utton on ew the ch	this page. To decline the i langes before acknowledg	nvitation, press ing your intent t	the No button. You may enter a note to the buyer in the space below to participate and/or responding.
Num	Action Date	Action Fr	om	То		Details
1	27-IIIN-2020 14:07:23	Submit Co	neultant	IT ANSI CO		

- Acknowledge the New Round of RFQ.
- Go to Sourcing page and find the New Round RFQ in "Your Company's Open Invitation".

Nelcome, ANS1 C Your Active a	OMPANY.	onses							
Press Full List to vi	iew all your company	y's responses.						[Full List
Response Number	Response Status	Supplier Site	Negotiation Number	Title	Туре	Time Left	Monitor	Unread Message	es
31012	Active	ANS1 COMP	66004	TESTING 66004	RFQ	0 seconds		0	
31011	Active	ANS1 COMP	65003	TESTING 65003	RFQ	0 seconds		0	
Your Compar	ny's Open Invi	tations							Full List
Supplier Site	Negotiati	on Number	Title		Туре	e Time	e Left		
	00004.0		TEATU	0.00004	050	22.64			


- Select "Acknowledge Participation" from Action and Click on "Go".

Negotiations	
Negotiations > RFQ: 66004-2	
	Actions Acknowledge Participation V Go
Title TESTING 66004	
Status Active (Locked)	Open Date 27-Jun-2020 14:07:22
Time Left 23:11:00	Close Date 28-Jun-2020 13:26:32
Header Lines Controls Contract Terms	

- Select "Will your company participate?" as "Yes" and click on "Apply".

Negotiations		
Negotiations > RFQ: 66004-2 >		
🚹 Warning		
Your company has already ac	knowledged participation for 66004-2. Either make modifications and press the Apply button,	or press the Cancel button.
Acknowledge Particip	oation (RFQ 66004-2)	Cancel Apply
Will your compa	Supplier Site ANS1 COMP any participate? • Yes • No	
	Note to Buyer Yes we will participate in the Tendering.	

- <u>Create Quote for New Round</u>
- Select "Create Quote" and click on "Go".

Negotiations		
Negotiations > RFQ: 66004-2		
		Actions Create Quote Go
Title Status Time Left	TESTING 66004 Active (Locked) 23:07:01	Open Date 27-Jun-2020 14:07:22 Close Date 28-Jun-2020 13:26:32

- Supplier again need to submit the Technical and Line details and submit the quote.



مسندوق أبوظبي للتنميسة ABU DHABI FUND FOR DEVELOPMENT Step 1: Fill the "Header" level information.

eate Quote: 310		Cancel	View R	RFQ Quote	e By Spreadsheet	Save Draft	<u>C</u> ontir			
		Time Left 23:04:39								
leader Lines										
Suppli	COMPANY			Quote Vali	d Until	(27-Jun-202	0 19:45:00) 🗋			
Supplier Si	te ANS1	COMP - ANS1 COM	MPANY, 8389938, 0	98309AE	Reference N	umber				
RFQ Curren	y AED				Note to	Buyer				
Quote Curren Price Precisio	n Any									
Attachments										

					
Focus T	itle	RFQ Stage	Target Value	Quote Value	Weight
	Requirements				
÷	Technical	Technical			70
	Can you supply us Tablet for Size 250mm x 150mm?	Technical	250mm x 150mm	250 mm × 150 mm	20
	What would be the RAM of the Tablet?	Technical	Require 4 GB RAM	We can provide you 4GB RAM	20
	What will be the Brand of the Tablet you going to supply? (Huawei / Lenovo / Acer / Dell)	Technical	Most Preferable - Huwaei and Lenovo	Huawei Mate Pro	30

				ſ	Preview Contract Term
/ariable	s				
Details S	Section	Clause	Variable De	escription	Value
1	No variables found.				
Delivera	bles				
	Indicates deliverable is overdue 🛛 🗙 Indic	ates responsible party failed to p	erform the deliverable		
Delivera	ble Name	Due Date	Status	Alert	Update
	rables found				



صندوق أبوظ بي للتنصيمية ABU DHABI FUND FOR DEVELOPMENT Step 2: Fill the "Line" level information.

- Put the Quote Price which must be equal or less than the start price.

gotiations													
egotiations > RFQ: 66	004-2 >												
reate Quote: 3	1013 (RFG	66004	-2)			Cancel	View RFQ	Quote By Spreadsheet	Save Draft	<u>C</u> ontinu			
Title TESTING 66004							Time Left 22:56:26						
✓ Two-Stage RFQ ①						Clo	se Date 28-Jun	-2020 13:26:32					
Header Lines													
	RFQ Currency	AED				Quote Cu	rrency AED						
P	rice Precision	Any											
Power Quote	%	Recalculate	е										
Line	Ship-To	Rank	Start Price	Target Price	Quote Price Unit	Target Quantity	Quote Quan	tity Promised Date	Quote	Update			
1 Requirement for a	Head Office	Sealed	195	200	195 Each	50		50 30-Jun-2020 🐞	Yes 🗸	1			
Indicates more infor	mation requeste	d. Click the	Update icon.										

Step 3: Submit the quote.

- Click on "Continue".

gotiations												
egotiations > RFQ: 6	6004-2 >											
reate Quote:	31013 (RFC	2 66004-	2)				Cancel	View RFQ	Quote	e By Spreadshee	t Save Draft	<u>C</u> ontinu
	Title	TESTING 6	6004				Т	ime Left 22:56	6:26			
		✓ Two-St	age RFQ 🧾				Clo	ose Date 28-Ju	un-2020	13:26:32		
Header Lines												
	RFQ Currency Price Precision	AED Any					Quote Ci	irrency AED				
Power Quote	%	Recalculate	•									
Line	Ship-To	Rank	Start Price	Target Price	Quote Price U	Init	Target Quantity	Quote Qua	ntity F	Promised Date	Quote	Update
1 Requirement for a.	Head Office	e Sealed	195	200	195 E	ach	50		50	30-Jun-2020 🛍	Yes 🗸	1
Indicates more inf	formation request	ed. Click the	Update icon.									

- Click on "Submit".

Negotiations						
Negotiations > RFQ: 66004-2 >						
🔥 Warning						
This quote is in response to an R	FQ where the submitted quote will be evaluated in two stage	es - Technical and Commercia	ıl.			
Create Quote 31013: Re	eview and Submit (RFQ 66004-2)	Cancel Back	Validate	Save Draft	Printable View	Sub <u>m</u> it
Header						
Title	TESTING 66004	Time Let	t 22:53:09			
Supplier	ANS1 COMPANY	Close Dat	3 28-Jun-20	20 13:26:32		
Supplier Site	ANS1 COMP	Quote Valid Unt	I			
RFQ Currency	AED	Reference Numbe	r			
Quote Currency	AED	Note to Buye	r			
Price Precision	Any					
Attachments						