Supplier – Invoice Submission

User Manual

Supplier – Invoice Submission

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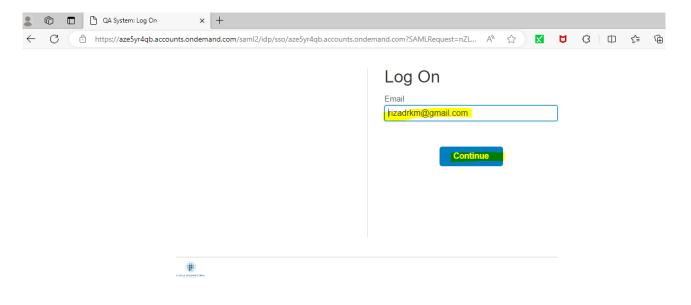
In this Process, Supplier submits the Invoice for awarded Purchase orders. All awarded Purchase Order are available in Post PO Processing Supplier Application

After Delivery, the Supplier performs the following steps for submitting the Invoice.

- 1. Select the Items which are required for submitting the Invoice.
- 2. Upload the attachments and submit the Invoice.

1. Login into Supplier Portal

1.1. Input valid email and Click on Continue button.



1.2. Input the Password and click on the Logon button.

Log On	
Email	
rizadrkm@gmail.com	
Change	
Password	
······	
C Remember me Log On	
Forgot password?	

1.3. Once click on the Logon button you can see the following screen. Image: PH × ← × Image: PH × + + ← × Image: PH × Image: PH

Then you can view the applications assigned to your id

pplier					
Manage RFQ Supplier	Post PO Processing Supplier	Pre-Qualification Questionnaire Response	Bank Details Update		
<u>s</u>	S	4			
pplier					
Supplier	Manage RFQ	Pre-Qualification	Post PO Processing	Bank Details	
Registration Details	Supplier	Questionnaire Response	Supplier	Update	
	l le l	5	S		
	E s	- 1			

2. Purchase Order Review

2.1. Purchase Order Review

Once after Logon Click on Post PO Processing Supplier app to view the RFQs.

Supplier					
Manage RFQ Supplier	Post PO Processing Supplier	Pre-Qualification Questionnaire Response	Bank Details Update		
S	S	5			
Supplier Supplier Registration Details	Manage RFQ Supplier	Pre-Qualification Questionnaire Response	Post PO Processing Supplier	Bank Details Update	
	Es.	4	S		

2.2. Once after clicking the app, you can view all Purchase Orders s related to your supplier ID, here you can use filter options (E.g.: Company code, Plant, Purchase Order Number, Release Date) to find relevant Purchase Order.

< <mark>SAP</mark> ั F ว	Post PO Proc	cessing \vee									ର୍ ଜ୍ଞ
urchase Order No.:		lease Date: 2D MMM YYYY - L	DD 🛅	Company Code:	[Plant:	G]		Go Hide Fit	ter Bar
Purchase Order (1 Note: Click on Purcha Purchase Order No.		ber to view PO p Company Name	df Company Code	Buyer Name	Plant	Project Code	Total Value	Currency	Supplier	Primary Contact	
4500002416	01/01/9999	Power International Holding	1000	Mohd Sufyan	1000		300.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4800000317	01/01/9999	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100	UC.0825	100.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002851	04/07/2023	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100		1364820.00 0	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002805	06/06/2023	Power International Holding	1000	Aura Procurement	1000		500.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002124	08/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002168	20/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>
4500002030	01/08/2022	Power International Holding	1000	Aura Procurement	1000		20000.000	QAR	Test Rizad 1000052851	rizadrkm@gmail.com	>

2.3. Search your Purchase order and click on the Go button.

< SAP	Post PO Proc	essing \sim									۹
ා Manage Pur	chase order										
										Go Hide	e Filter Bar
Purchase Order No.:	Rel	ease Date:		Company Code:		Plant:					
4500003134	D	D MMM YYYY - I	DD 🛅		C		ß]			
Purchase Order (Note: Click on Purch		ber to view PO p	df								
Purchase Order No.	Release Date	Company Name	Company Code	Buyer Name	Plant	Project Code	Total Value	Currency	Supplier	Primary Contact	
4500002416	01/01/9999	Power International Holding	1000	Mohd Sufyan	1000		300.000	QAR	Test Rizad 1000052851		>
4800000317	01/01/9999	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100	UC.0825	100.000	QAR	Test Rizad 1000052851		>
4500002851	04/07/2023	Urbacon Trading & Contracting	2100	Dilshard Kiyas	2100		1364820.00 0	QAR	Test Rizad 1000052851		>
4500002805	06/06/2023	Power International Holding	1000	Aura Procurement	1000		500.000	QAR	Test Rizad 1000052851		>
4500002124	08/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851		>
4500002168	20/09/2022	Urbacon Trading & Contracting	2100	Aura Procurement	2100	UC.0008	4300.000	QAR	Test Rizad 1000052851		>
150000000	04/00/0000	Power	4000	Aura					Test Rizad		

2.4. Click on the arrow button to review the Purchase Order.

< SAP P	ost PO Proce	ssing \sim								م رو
ා Manage Purc	hase order									
										Go Hide Filter Bar
Purchase Order No.:	Rele	ase Date:	C	Company Code:		Plant:				_
	DL	MMM YYYY-I	DD 🗰		G		G			
						<u> </u>				
Purchase Order (1 Note: Click on Purcha		er to view PO p	df							
Purchase Order No.	Release Date	Company Name	Company Code	Buyer Name	Plant	Project Code	Total Value	Currency	Supplier	Primary Contact
4500003134	29/10/2023	Urbacon Trading & Contracting	2100	Mohd Sufyan	2100		180000.000	QAR	Test Rizad 1000052851	· · · · · · · · · · · · · · · · · · ·

You can view the Purchase Order Line items.

Supplier – Invoice Submission

Manage P	urchase order											
Purchase Order	No.: 4500003134		Rev. No.:	0			Date: 29/1	0/2023]	Acknowle	edde	
Company N	ame: Urbacon Trading	&	Plant:	2100		Total Order	Value: 180,0	000.00 QAR		Submit In		
Contact Pe	son: Mohd Sufyan					Package	Code:			Submit In	IVOICE	
Supplier N	ame: Test Rizad											
						\$						
	ACHMENTS ASN HIS	TORY INVOID	CE HISTORY	NVOICE DOCI	UMENTS							
Purchase Ord	er (3)	TORY INVOID	Order Quantity	NVOICE DOCI	UMENTS Per Unit	Delivery Date	To Be Delivered	To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted	
	er (3)		Order	Net Price	Per Unit	Delivery Date 17/11/2023	To Be Delivered	To Be Invoiced	ASN in Approval Qty 0	Balance Qty 0.000	Deleted	>
PO Iten	er (3) s Material Code	Short Text CERAMIC TILES, WALL, SIZE: 140	Order Quantity	Net Price Material	Per Unit 1 M2	ŕ	Delivered	Invoiced	Approval Qty		Deleted	>

3. Submit the Invoice

3.1. Select the required item check box which are including in current Invoice submmission, and then Click on Submit Invoice button as shown below

< SAP Pos	t PO Processing 丶	r											q	rg
< Manage Purc	hase order													
Purchase Order No.	4500003134		Rev. No.:	0			Date:	29/10/20	023		Acknow	ledge		
Company Name	Urbacon Trading	8	Plant:	2100		Total Order	Value:	180,000	.00 QAR		Proces	s ASN		Ē.
Contact Person	Mohd Sufyan					Package	Code:				Submit I	nvoice		٦.
Supplier Name	Test Rizad										Decline/	Return		٦.
					_									_
					C	\- \$}								
ITEMS ATTACH	MENTS ASN HIS	FORY INVOID	CE HISTORY II	NVOICE DOCI	JMENTS									
Purchase Order	3)													
PO Items	Material Code	Short Text	Order Quantity	Net Price Material	Per Unit	Delivery Date	To Be Delive		To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted		
10	10000066805	CERAMIC TILES, WALL, SIZE: 140 MM X 280	500.000	100.00	1 M2	17/11/2023	0.000		0.00	0	0.000		>	,
20	10000065634	CORDEK FILCOR EPS 100 (DENSITY 35 KN/M3)	400.000	100.00	1 M2	17/11/2023	0.000		400.000	0	0.000		>	•
30	10000081903	COVERALL, UCC, YELLOW COLOR WITH NAME ON	300.000	300.00	1 NO	17/11/2023	0.000		300.000	0	0.000		>	>

3.2. Attachning Invoice related Documents

3.2.1.

Input the "Ref Invoice No:"details, and

Input the Notes for "Reference Invoice" under attachment type section then click on tree button to upload the file as shown below

Purchase Order No:	4500003134	Rev. No.:	0	Contact Person:	Mohd Sufyan	
Company Name:	2100 - Urbacon Trading & Contr	Plant:	2100	Buyer Name:*	Mohd Sufyan	
Supplier Name:	Test Rizad	S4 Supplier Code:	1000052851	Buyer email:*	m.sufyan@urbacon-intl.com	
Ref Invoice No:	ReferINV002			Invoice Value:*	0.00 QAR	
ttachment Type		Notes		Upload		
		Notes		Upload	Delete	
eference Invoice						
Reference Invoice		Ref123			Delete Delete Delete	
ttachment Type teference Invoice belivery Note		Enter notes		<mark>ها</mark> ه	Delete	

3.2.2. Click on Browse

< SAP Post PO					
< Submit Invoice					
Purchase Order No:		Rev. No.:		Contact Per	son: Mohd Sufyan
Company Name:		Plant:		Buyer Na	me:* Mohd Sufyan
Supplier Name:		S4 Supplier Code:		Buyer en	nail:* m.sufyan@urbacon-intl.com
Ref Invoice No:	ReferINV002			Invoice Va	lue:* QAR
				_	
INVOICE DOCUMENT AT	TACHMENT ITEMS	File Uploader			
Attachment Type		File Uploader: Brow	vse	Upload	
Reference Invoice					
			Cancel	Execute	Delete
Delivery Note					Delete
					Detete
Invoice					Delete

3.2.3. Select require file and click on open button to attach.

< Sub	← → ← ↑ → This PC =	> Desktop > New folder				5 V		•
	3	^						•
Pu	Attachments	Name	Date modified	Туре	Size			
	Microsoft Teams Chat Fi	🚾 Delivery Note	10/30/2023 9:26 PM	Microsoft Edge P	44 KB			
	Recordings	📴 Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB			
	💻 This PC	Reference Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB			
	3D Objects							
	Desktop							
	Documents							
INVOI	Downloads							
	Music							
Attachr	Pictures							
	Videos							
Refere	Windows (C:)							
Deliver	👝 New Volume (D:)							
	A Network							
Invoice	File <u>n</u> ame:					~	Adobe Acrobat Document	\sim
							Open Cancel	

- -

Purchase Order No:		Rev. No.:		Contact Person:	
Company Name:				Buyer Name:*	
Supplier Name:		S4 Supplier Code:		Buyer email:*	
Ref Invoice No:	ReferINV002			Invoice Value:*	QAR
INVOICE DOCUMENT ATT	ACHMENT ITEMS	ile Uploader			
Attachment Type		File Uploader: Invoice	.pdf	La Upload	
Reference Invoice					
			Cancel Exe		Delete
Delivery Note				· · · · · · · · · · · · · · · · · · ·	Delete
Invoice					
					Delete
5. Inc	out Delivery Note a	nd Click on tr	ee button.		Submi
	out Delivery Note a	and Click on tr	ee button.		
SAP Post PC		nd Click on tr	ee button.		Submi
SAP Post PC) Processing ~			Contact Borrow	Subm
SAP Post PC Submit Invoice	Processing ∨ 4500003134	Rev. No.:	0	Contact Person: Buyer Name:	Subm C Mohd Sufyan
Submit Invoice Purchase Order No: Company Name:) Processing ~	Rev. No.: Plant:		Buyer Name:	Submi C Mohd Sufyan Mohd Sufyan
SAP Post PC Submit Invoice	P Processing ∨ 4500003134 2100 - Urbacon Trading & Contr	Rev. No.:	0 2100		Mohd Sufyan Mohd Sufyan Mohd Sufyan m.sufyan@urbacon-intl.com
Submit Invoice Purchase Order No: Company Name: Supplier Name:	4500003134 2100 - Urbacon Trading & Contr Test Rizad	Rev. No.: Plant:	0 2100 1000052851	Buyer Name: Buyer email:	Mohd Sufyan Mohd Sufyan Mohd Sufyan m.sufyan@urbacon-intl.com
Submit Invoice Purchase Order No: Company Name: Supplier Name: Ref Invoice No:	P Processing ∼ 4500003134 2100 - Urbacon Trading & Contr Test Rizad ReferINV002	Rev. No.: Plant:	0 2100	Buyer Name: Buyer email:	Mohd Sufyan Mohd Sufyan Mohd Sufyan m.sufyan@urbacon-intl.com
Submit Invoice Purchase Order No: Company Name: Supplier Name:	P Processing ∼ 4500003134 2100 - Urbacon Trading & Contr Test Rizad ReferINV002	Rev. No.: Plant:	0 2100 1000052851	Buyer Name: Buyer email:	Mohd Sufyan Mohd Sufyan Mohd Sufyan m.sufyan@urbacon-intl.com
Submit Invoice Purchase Order No: Company Name: Supplier Name: Ref Invoice No:	P Processing ∼ 4500003134 2100 - Urbacon Trading & Contr Test Rizad ReferINV002	Rev. No.: Plant:	0 2100 1000052851	Buyer Name: Buyer email: Invoice Value: Upload	Mohd Sufyan Mohd Sufyan Mohd Sufyan m.sufyan@urbacon-intl.com
Submit Invoice Purchase Order No: Company Name: Supplier Name: Ref Invoice No: INVOICE DOCUMENT AT	P Processing ∼ 4500003134 2100 - Urbacon Trading & Contr Test Rizad ReferINV002	Rev. No.: Plant: S4 Supplier Code:	0 2100 1000052851	Buyer Name: Buyer email: Invoice Value:	Subm Mohd Sufyan Mohd Sufyan Mohd Sufyan Mohd Sufyan QAR
Submit Invoice Purchase Order No: Company Name: Supplier Name: Ref Invoice No: INVOICE DOCUMENT AT Attachment Type	P Processing ∼ 4500003134 2100 - Urbacon Trading & Contr Test Rizad ReferINV002	Rev. No.: Plant: S4 Supplier Code:	0 2100 1000052851	Buyer Name: Buyer email: Invoice Value: Upload	Subm Mohd Sufyan Mohd Sufyan Mohd Sufyan Mohd Sufyan QAR

3.2.6. Click on required file and click on open button.

< SA	C Open							×
< Sub	\leftarrow \rightarrow \checkmark \uparrow \blacksquare \rightarrow This PC $:$	> Desktop > New folder				5 V		er
	Organize 🔻 New folder							
Pu	Attachments	Name	Date modified	Туре	Size			
	Microsoft Teams Chat Fi	Delivery Note	10/30/2023 9:26 PM	Microsoft Edge P	44 KB			
	Recordings	Di Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB			
	💻 This PC	Reference Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB			
	🧊 3D Objects							
	📃 Desktop							
INVOI	Documents							
	🖶 Downloads							
Attachr	👌 Music							
	Pictures							
Refere	Videos							
	Windows (C:) New Volume (D:)							
Deliver								
Invoice	A Network							
invoice	File <u>n</u> ame:					~	Adobe Acrobat Docum	nent 🗸
_							<u>O</u> pen	Cancel

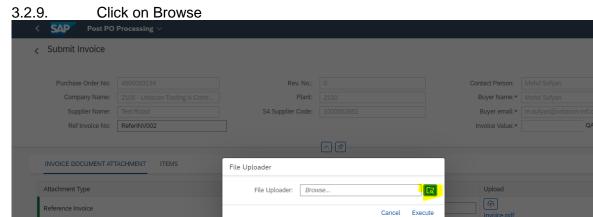
3.2.7. Click on the Execute button to attach the file.

Purchase Order No:		Rev. No.:		Contact Person:	
Company Name:		Plant:		Buyer Name:*	
Supplier Name:		S4 Supplier Code:		Buyer email:*	
Ref Invoice No:	ReferINV002			Invoice Value:*	QAR
INVOICE DOCUMENT AT	TACHMENT ITEMS	File Uploader			
Attachment Type		File Uploader: Deliv	ery Note.pdf	Upload	
Reference Invoice			Cancel Ex	Recute Invoice.pdf	Delete
		DN123		A	Delete
Delivery Note					

Delivery Note

3.2.8. Input the Invoice field and click on Tree button to attach the file

Submit Invoice							
Purchase Order No:	4500003134	Rev. No.:	0	Con	itact Person:	Mohd Sufyan	
Company Name:	2100 - Urbacon Trading & Contr	Plant:	2100	E	Buyer Name: *	Mohd Sufyan	
Supplier Name:	Test Rizad	S4 Supplier Code:	1000052851	E	Buyer email:*	m.sufyan@urbacon-intl.com	
Ref Invoice No:	ReferINV002			In	voice Value:*	QAR	
INVOICE DOCUMENT AT	TACHMENT ITEMS		∧ Ø				
	TACHMENT ITEMS	Notes			Upload		
INVOICE DOCUMENT AT Attachment Type Reference Invoice	TACHMENT ITEMS	Notes Ref123			Upload কি Invoice.pdf	Delet	re l
Attachment Type	TACHMENT ITEMS						



DN123

12

\rightarrow \land \uparrow \land This PC	> Desktop > New folder				√ Č	
rganize 🔻 New folder						
Attachments ^	Name	Date modified	Туре	Size		
Microsoft Teams Chat Fi	por Delivery Note	10/30/2023 9:26 PM	Microsoft Edge P	44 KB		
Recordings	Por Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB		
This PC	Reference Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB		
3D Objects						
E Desktop						
Documents						
🖶 Downloads						
b Music						
Pictures						
🚆 Videos						
🏪 Windows (C:)						
🔜 New Volume (D:)						
Network						
File <u>n</u> ame:	1				~	Adobe Acrobat Documen

3.2.10. Select required file and Click on Open button to attach the file.

3.2.11. Click on Execute button

pany Name:		Plant:			Buyer Name:*	
plier Name:		S4 Supplier Code:			Buyer email:*	
Invoice No:	ReferINV002				Invoice Value:*	
CUMENT AT	TACHMENT ITEMS	File Uploader				
Гуре		File Uploader: Invoi	ice.pdf		Upload	
voice			Cancel	Execute	· [슈) Invoice.pdf	
e		DN123			Delivery Note	.pdf
		Inv123				

3.2.12. Scroll down to attach other files if any.

Submit Invoice						
Purchase Order No:	4500003134	Rev. No.:	0	Contact Person:	Mohd Sufyan	
Company Name:	2100 - Urbacon Trading & Contr	Plant:	2100	Buyer Name: *	Mohd Sufyan	
Supplier Name:	Test Rizad	S4 Supplier Code:	1000052851	Buyer email:*	m.sufyan@urbacon-intl.com	
Ref Invoice No:	ReferINV002	7		Invoice Value:*	QAR	
INVOICE DOCUMENT AT	<u></u>		∧ Ø			
INVOICE DOCUMENT AT	<u></u>	Notes		Upload		
	<u></u>	Notes Ref123		Upload ନ୍ଧି Invoice.pdf	Delete	1
Attachment Type	<u></u>					

3.2.13. Input the Notes for Others Attachment type field and Click on tree button to attach the file as shown below

Submit Invoice					
Purchase Order No:	4500003134	Rev. No.:	0	Contact Person:	Mohd Sufyan
Company Name:		Plant:	2100	Buyer Name:*	Mohd Sufyan
Supplier Name:	2100 - Urbacon Trading & Contr Test Rizad	S4 Supplier Code:	1000052851		m.sufyan@urbacon-intl.com
		54 Supplier Code:	1000052851	Buyer email:*	QAR
Ref Invoice No:	ReferINV002			Invoice Value:*	Ser in c
			∧ Ø	invoice value: *	er its
INVOICE DOCUMENT AT					
		Notes	∧ Ø	Upload	de in t
INVOICE DOCUMENT AT		Notes DN123			
INVOICE DOCUMENT AT				Upload (কৃ)	

3.2.14. Click on browse button as shown below

Submit Invoice					
Purchase Order No:		Rev. No.:		Contact Person:	
Supplier Name:		S4 Supplier Code:		Buyer email:*	
Ref Invoice No:	ReferINV002			Invoice Value:*	QAR
Attachment Type		File Uploader: Brow	wse	Upload	
Attachment Type		File Uploader: Brow	WS@		
			Cancel Exe	cute	
Delivery Note		1	Cancel Exe	Delivery Note	.pdf Delete
Delivery Note		Inv123	Cancel Exe	Delivery Note (카) Invoice1.pdf	

3.2.15.

Select required file and click on Open Button

C Open								×
Pur \leftrightarrow \rightarrow \checkmark \bigstar This P	C > Desktop > New folder				5 V		folder	
Organize 👻 New folder							- 🔳	?
Attachments	^ Name	Date modified	Туре	Size				
🣙 Microsoft Teams Chat Fi		10/30/2023 9:26 PM	Microsoft Edge P	44 KB				
Recordings	Delivery Note	10/30/2023 9:26 PM	Microsoft Edge P	44 KB				
💻 This PC	invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB				
INVOIC 3D Objects	Reference Invoice	10/30/2023 9:26 PM	Microsoft Edge P	44 KB				
Desktop								
Attachm Documents								
Downloads								
Delivery Music								
E Pictures								
Invoice Videos								
Windows (C:)								
Others New Volume (D:)								
	¥							
File <u>n</u> ame	s				~	Adobe Acrobat D	ocument	\sim

3.2.16. Click on Execute button

Submit Invoice					
Purchase Order No:		Rev. No.:		Contact Person:	
Company Name:		Plant:		Buyer Name:*	
Supplier Name:		S4 Supplier Code:		Buyer email:*	
Ref Invoice No:	ReferINV002			Invoice Value:*	QAR
Attachment Type		File Uploader: Cond	itions.pdf	La Upload	
Delivery Note		File Uploader: Conc			
Invoice		Inv123		Cute Delivery Note (유) Invoice1.pdf	
Others		Conditions		<u>ج</u>	Delete

3.3. Invoice ITEMS check and Submission.

		ab			
SAP Post PO	Processing ~				م
Submit Invoice					
Purchase Order No:	4500003134	Rev. No.:	0	Contact Person:	Mohd Sufyan
Company Name:	2100 - Urbacon Trading & Contr	Plant:	2100	Buyer Name:*	Mohd Sufyan
Supplier Name:	Test Rizad	S4 Supplier Code:	1000052851	Buyer email:*	m.sufyan@urbacon-intl.com
Ref Invoice No:	P (11111000				
	ReferINV002			Invoice Value:*	QAR
				Invoice Value:*	QAR
		Notes		Invoice Value: * Upload	QAR
INVOICE DOCUMENT AT		Notes			
INVOICE DOCUMENT AT Attachment Type				Upload (P)	

3.3.2. Click on dropdown arrow button to view and select the Posted Goods Receipt documents in system for this Invoice.

Purchas	e Order No:	4500003134		R	ev. No.:	0		Cont	act Person:	Mohd Sufyan	
Comp	oany Name:	2100 - Urbacon Trading &	Contr		Plant:	2100		В		Mohd Sufyan	
Sup	plier Name:	Test Rizad		S4 Supplie	er Code:	1000052851		В	uyer email: *	m.sufyan@urba	con-intl.com
Ref	Invoice No:	ReferINV002						Inv	oice Value:*	0.00	QAR
INVOICE DO	DCUMENT ATT	ACHMENT ITEMS				<u> </u>					
INVOICE DO		ACHMENT ITEMS									
			Short Tex	đ	Material		GRN Documer	nt GRN Item	GRN Year	Ordered Qua	Quantity To Be Inv
	s			d FILCOR EPS 100 (Material		GRN Documen	nt GRN Item	GRN Year	Ordered Qua 400.000	Quantity To Be Inv
nvoice Item	s PO Item N	Material / Service			Material	Text	GRN Documen 5000004360	nt GRN Item 0002	GRN Year 2023		Quantity To Be Inv
nvoice Item	s PO Item N	Material / Service			Material	Text					

3.3.3. Scroll on the right side to view the posted details. If you want to select only one value, select the check box, accordingly Invoice value will be updated automatically as shown below

Purci	iase order no:	4500003134		Rev. NU.:	U			Contact Pers	un: Mona Sutyan	
	ompany Name:	2100 - Urbacon Tradin			2100				ne:* Mohd Sufyan	
	Supplier Name:	Test Rizad			1000052851				ail: * m.sufyan@urbaco	
	Ref Invoice No:	ReferINV002		ov supplier code.	100002001				ue:* 25000.00	QAR
		Relentivosz						invoice val		Sec.
					-^-&					
INVOICE DO	CUMENT ATTACH	IMENT ITEMS								
voice Items	5									
	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua	Quantity To Be Invoi	Total Quantity To Be
~ 🗆	20	10000065634	CORDEK FILCOR EPS 100 (View material text				400.000		400.000
					5000004360	0002	2023		250.000	250.000
					5000004361	0002	2023		150.000	150.000

3.3.4. If you want to select all posted Value for this Invoice, select the check box near item number as shown below so that associated posted check boxes also will be selected automatically and Invoice value will be updated accordingly

	mase order ivo:	4500003134		Rev. NO.:	U			Contact Per	on: Mond Sutyan	
C	Company Name:	2100 - Urbacon Tradin	g & Contr	Plant:	2100			Buyer Na	me:* Mohd Sufyan	
	Supplier Name:	Test Rizad		S4 Supplier Code:	1000052851			Buyer en	nail:* m.sufyan@urbac	on-intl.com
	Ref Invoice No:	ReferINV002						Invoice Va	lue: * 40000.00	QAR
OICE DO	CUMENT ATTACH	IMENT ITEMS								
ice Item	s									
	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua	Quantity To Be Invoi	Total Quantity To Be
✓	20	10000065634	CORDEK FILCOR EPS 100 (View material text				400.000		400.000
\checkmark					5000004360	0002	2023		250.000	250.000
\checkmark					5000004361	0002	2023		150.000	150.000

`	Invoice									
C	Company Name:	2100 - Urbacon Tradir	ig & Contr	Plant:	2100			Buyer Na	me:* Mohd Sufyan	
	Supplier Name:	Test Rizad		S4 Supplier Code:	1000052851			Buyer en	nail:* m.sufyan@urbaco	on-intl.com
	Ref Invoice No:	ReferINV002						Invoice Va	lue:* 40000.00	QAR
INVOICE DO	OCUMENT ATTACI	HMENT ITEMS								
Invoice Item										
invoice item	PO Item No	Material / Service	Short Text	Material Text	GRN Document	C DN Issue	C DN Vere	Ordered Over	Quantity To Be Invoi	Total Quantity To Be
					GRN Document	GRN tiem	GRN Tear		Quantity to be invol	
✓ ☑	20	10000065634	CORDEK FILCOR EPS 100 (View material text				400.000		400.000
✓					5000004360	0002	2023		250.000	250.000
✓					5000004361	0002	2023		150.000	150.000
										· · · · ·

3.3.6. Click on Yes to Confirm

	ompany Name:			Plant:				Buyer Nam	ne:* Mohd Sufyan	
9	Supplier Name:			S4 Supplier Code:				Buyer ema	ail: * m.sufyan@urbacc	
	Ref Invoice No:	ReferINV002						Invoice Valu	ie:* 40000.00	QAR
		HMENT ITEMS								
nvoice Items										
	PO Item No	Material / Service	Short Text	Material Text	GRN Document	GRN Item	GRN Year	Ordered Qua	Quantity To Be Invoi	Total Quantity To Be
~ V			Short Text CORDEK FILCOR EPS 10	Confirm	GRN Document	GRN Item	GRN Year	Ordered Qua 400.000	Quantity To Be Invoi	Total Quantity To Be 400.000
× V V				Confirm		GRN Item	GRN Year 2023		Quantity To Be Invoi 250.000	
				0 (Vien 10 Confirm	to save					400.000
V				0 (Vien 10 Confirm		0002	2023		250.000	400.000 250.000
V				0 (Vien 10 Confirm	to save	0002	2023		250.000	400.000 250.000
V				0 (Vien 10 Confirm	to save	0002	2023		250.000	400.000 250.000
V				0 (Vien 10 Confirm	to save	0002	2023		250.000	400.000 250.000

3.3.7. You Can find the Successful message.

	chase Order No.:			Rev. No.:			Date: 29/10/2			Acknowled	ge
	Company Name:			Plant:		Total Order	r Value: 180,00	0.00 QAR			ice
	Contact Person:					Package	e Code:				
	Supplier Name:										
						×					
EMS	ATTACHMENT	S ASN HISTORY	INVOICE HISTO	DRY INVOICE DOCI							
_											
rcha	se Order(3)				Success						
	PO Items	Material Code	Short Text	Order Quantity	WorkFlow has started su	uccessfully	Be Delivered	To Be Invoiced	ASN in Approval Qty	Balance Qty	Deleted
		10000066805	CERAMIC TILES, WALL, SIZE: 140 MM X 280	500.000	_	OK	.000		0	0.000	
	10										
	20	10000065634	CORDEK FILCOR EPS 100 (DENSITY 35 KN/M3)	400.000	100.00 1 M2	17/11/2023	0.000		0	0.000	