

Smart Invoicing Initiative - Oracle iSupplier Portal

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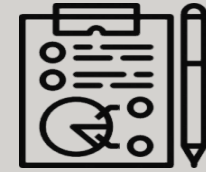


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INTRODUCTION



The awareness session for iSupplier explains how Suppliers/Vendors can create invoices and upload the supporting documents into the Oracle iSupplier module.



The module is currently being used by Suppliers/Vendors for tasks related to Procurement process and general AP Inquiry for Invoices and Payments.

OBJECTIVES / GOALS



- To achieve paperless Office environment in order to optimize cost.



- To improve the efficiency and effectiveness of Procure to Pay process.



- To ensure the achievement of company KPI in processing all Suppliers/Vendors invoice payments within thirty days from the “Invoice Received Date”.



- To improve supplier satisfaction.

I-SUPPLIER INSTRUCTIONS



Initial Trial Period & Go-Live Date

- From 10-JUN-2018 – All invoices must be created through **iSupplier** and supporting documents to be uploaded in the system during the trial period (June – August 2018).
- ADNOC Distribution will start officially on 02-SEP-2018 to process invoice payments for **ONLY** the invoices created through “Oracle iSupplier Module”.

iSupplier User Manual

We have attached herein the user manual which can be found as well on

<https://www.adnocdistribution.ae/media/2325/isupplier-manual.pdf>.

I-SUPPLIER INSTRUCTIONS

- All Invoices must be processed through iSupplier EXCEPT below list
- **EXCEPTION** list are the invoices created through other subsystems as per below list.

Item #	Vendor Invoice Type Description
1	Service Station - LandLord Commission
2	Agent Markup Fees - Payment from HRMS
3	Water and Electricity
4	ADNOC Sales (Haulage)
5	Telephone Billing
6	ADNOC Product Purchases (Main ADNOC) & Natural Gas
7	C-Stores Purchases
8	Vehicle Inspection - Police Payment
9	C-Store Commission Sales
10	Service Station Commission Sales
11	Government and Licenses Fees
12	Landlord - Regular Staff Rentals

I-SUPPLIER SUPPORT CONTACT



To create your invoice in the system you need to login to <https://eservice.adnocdistribution.ae/> then click on “**Supplier**” page and Click on link under item#2 “**Registered Supplier Login**”. For issues/problems, please refer below list.

Subject	Name	E-mail Address
Accounts Payable (Invoice Issues)	Accounts Payable Department	AP-Support@adnocdistribution.ae
Technical (System Issues)	Mr. Omar Al Teneiji	omar.alshal@adnocdistribution.ae
	Mr. Abdalwahab Mohammed	abdulwahab.mohammed@adnocdistribution.ae
Supplier Registration/Login & VAT Setup/Issues	Mr. Awadh Muhamed	awadh.mohammed@adnocdistribution.ae
	Mr. Evan Adrian	Evan.Nuguid@adnocdistribution.ae

INVOICE PROCESSING INSTRUCTIONS

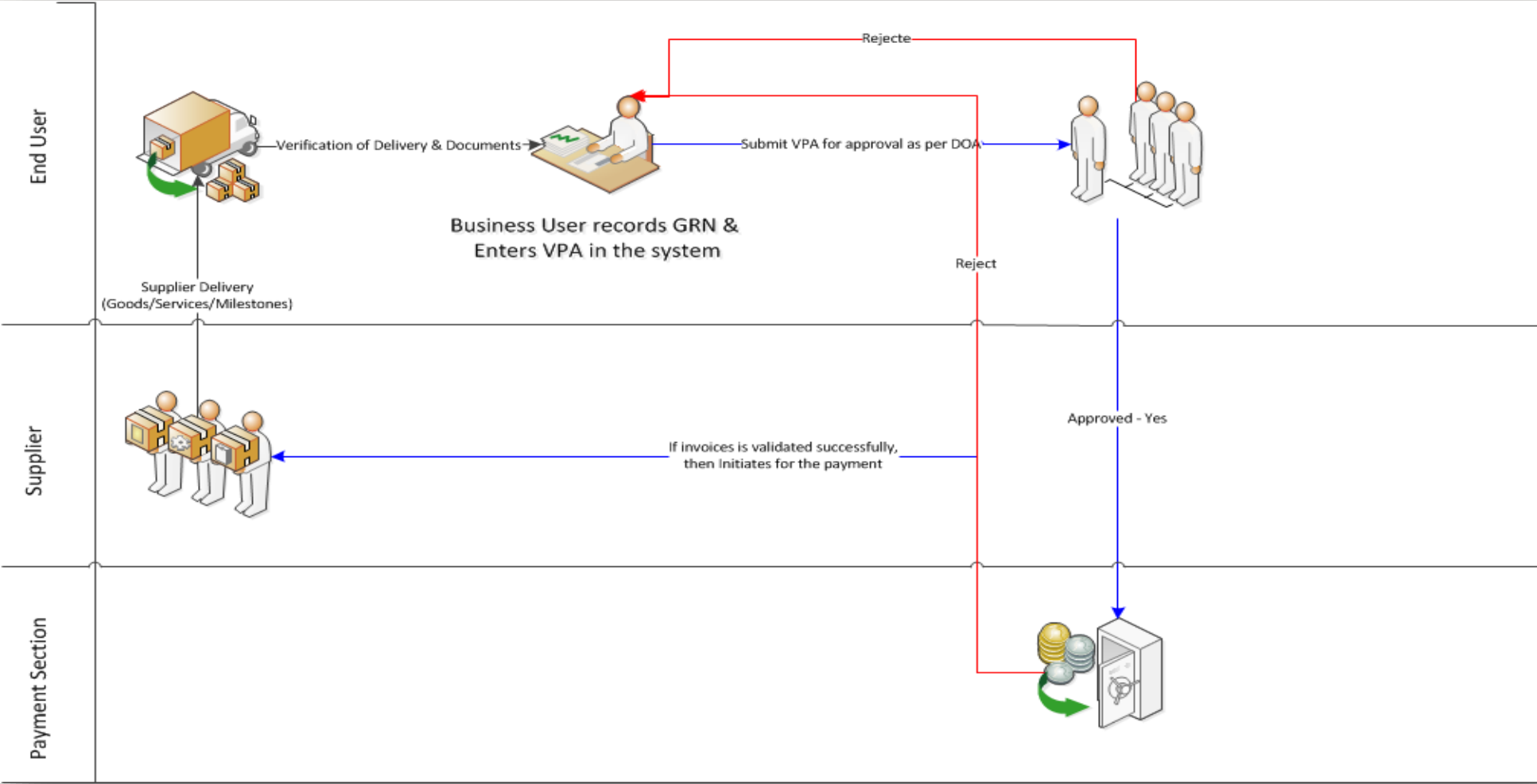


#	Task	Target Date	Responsibility
✓	Cut-off dates for submission of vendor invoice to ADNOC Distribution is maximum of thirty days based on “Vendor Invoice Date”.	30 days (maximum)	Supplier/End -User
✓	Supplier to create the invoice within five working days from “Goods Received Note (GRN) date”. Note, any wrong GRN must be cancelled immediately in order to ensure the accuracy of the financial books.	5 days	Supplier
✓	End user to create the invoice in the system within five working days from the “Invoice Received Date” and complete all processes including reviews, confirmations and approvals. (if NOT through iSupplier).	5 days	End User
✓	End user to reject vendor invoice with a reason within three working days from the “Invoice Received Date”. Note, to meet the 30 days KPI, ADNOC Distribution staff (all levels involved invoice processing) must reject the vendor invoice with a valid reason within 15 calendar days based on “Vendor Invoice Date”.	3 days	End user

CURRENT SUPPLIER INVOICING PROCESS



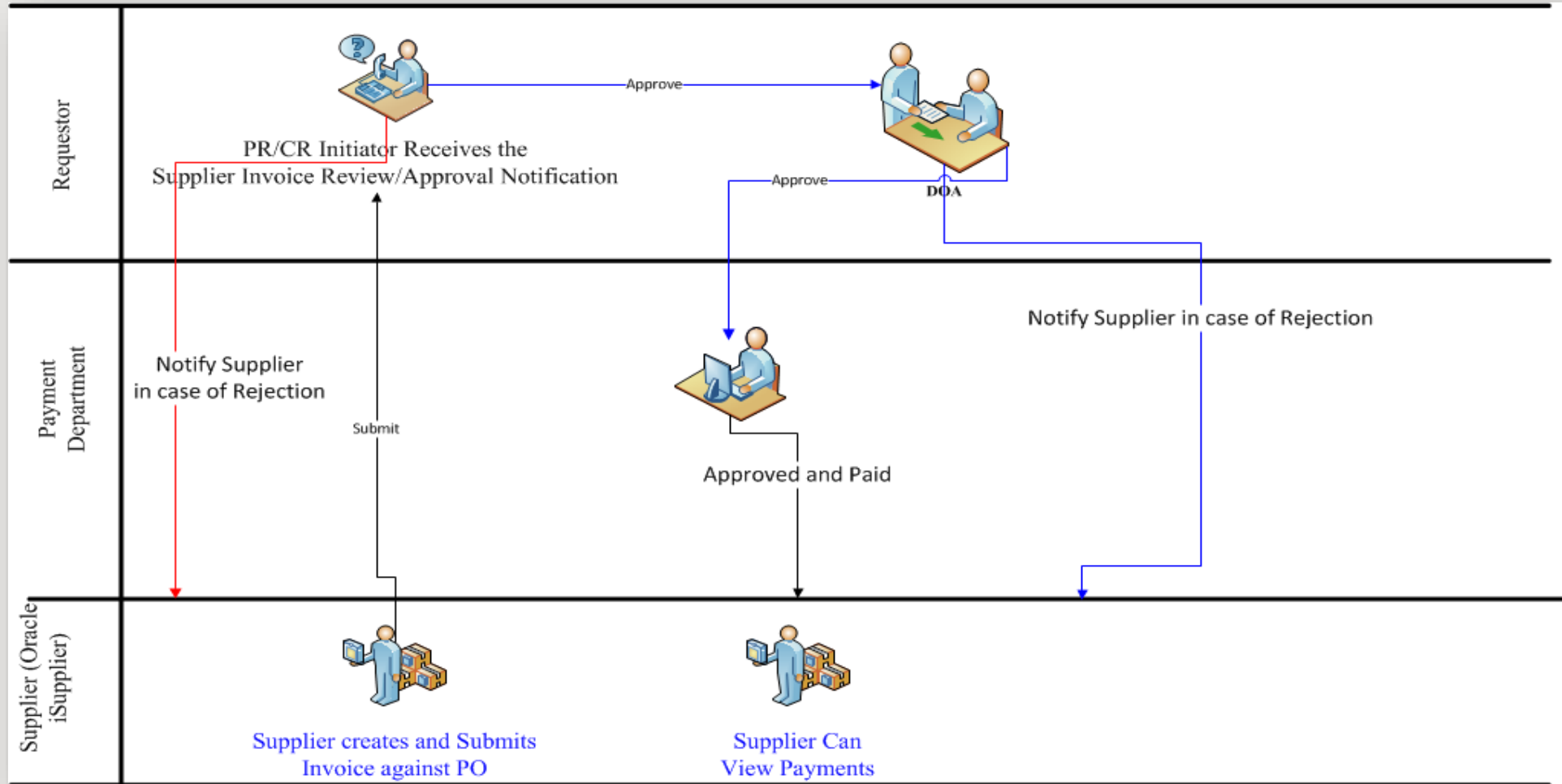
Current supplier invoicing process



FUTURE SUPPLIER INVOICING PROCESS



Future supplier invoicing process



iSupplier Login



iSupplier Login

ADNOC Distribution OAQC E-Business Suite 12.2.4 Exalogic Platform

ADNOC

Enterprise Search Contract Documents Go Search Results Display Preference Standard

Home

Navigator

Personalize

- ADNOC iSupplier Portal Full Access (Supplier View)
- ADNOC Sourcing Supplier User

Worklist

Full List (48)

From	Type	Subject	Sent	Due
Buyer, Generic	PO Approval	ADNOC Distribution - Standard Purchase Order 573473,0 requires your acceptance	16-Jan-2018	
Buyer, Generic	PO Approval	ADNOC Distribution - Standard Purchase Order 573473, 0	16-Jan-2018	
	AP Invoice Approval	Invoice 1194 from Kosan Crisplant A/S has been rejected	27-Dec-2017	
	AP Invoice Approval	Invoice 1199 from Kosan Crisplant A/S has been rejected	19-Dec-2017	
	AP Invoice Approval	Invoice 573472-1 from Kosan Crisplant A/S has been approved	19-Dec-2017	

Invoice Creation



Invoice Creation

Create Invoices | View Invoices | View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel | Step 1 of 4 | Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number:

Purchase Order Date: (example: 16-Jan-2018)

Buyer:

Organization:

Advances and Financing:

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	573473	1	1	<input type="checkbox"/>	SPINDLE: GUIDE, PART NO: 179E507, 721-342, MFR: KOSAN CRISPLANT-DENAMRK, FOR AUTOMATIC FILLING SYSTEM	104256		80	80	0	Piece	15.25	EUR	Store-Musaffah-Central Warehouse (MMD)	ADNOC Distribution		
<input type="checkbox"/>	573473	2	1	<input type="checkbox"/>	ASSEMBLY: CRANK BEARING 2, PART NO: 218B100, MFR: KOSAN CRISPLANT-DENAMRK, STL, EQUIPMENT DWG: 217B376.4	128571		1	1	0	Number	424.39	EUR	Store-Musaffah-Central Warehouse (MMD)	ADNOC Distribution		
<input type="checkbox"/>	573473	3	1	<input type="checkbox"/>	ASSEMBLY: CRANK BEARING 1, PART NO: 217B376, MFR: KOSAN CRISPLANT-DENAMRK, STL, FOR COMPRESSOR	128570		1	1	0	Number	564.89	EUR	Store-Musaffah-Central Warehouse (MMD)	ADNOC Distribution		

Cancel | Step 1 of 4 | Next

Invoice Details Entry



Invoice Details Entry

Create Invoice: Details

* Indicates required field Cancel Back Step 2 of 4 Next

Supplier

* Supplier: Kosan Crisplant A/S
 Tax Payer ID:
 * Remit To: MAXIMO
 Address: P.O. PEDERSENS VEJ 22 DK-8200 ARHUS N
 Remit To Bank Account: IBAN:DK9420005005920

Invoice

* Invoice Number: INV-01/01/0001
 * Invoice Date: 16-Jan-2018
(example: 16-Jan-2018)
 Invoice Type: Invoice
 Currency: EUR
 Invoice Description:
Attachment Attachment List... Add...

Customer

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

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Unit Price	UOM	Amount
573473	1	1	104256	SPINDLE: GUIDE, PART NO: 179E507, 721-342, MFR: KOSAN CRISPLANT-DENAMRK, FOR AUTOMATIC FILLING SYSTEM		Store-Musaffah-Central Warehouse (MMD)	80	15.25	Piece	1220
573473	2	1	128571	ASSEMBLY: CRANK BEARING 2, PART NO: 218B100, MFR: KOSAN CRISPLANT-DENAMRK, STL, EQUIPMENT DWG: 217B376.4		Store-Musaffah-Central Warehouse (MMD)	1	424.39	Number	424.39
573473	3	1	128570	ASSEMBLY: CRANK BEARING 1, PART NO: 217B376, MFR: KOSAN CRISPLANT-DENAMRK, STL, FOR COMPRESSOR		Store-Musaffah-Central Warehouse (MMD)	1	564.89	Number	564.89

Invoice Review And Submission



Invoice Review And Submission

Create Invoice: Manage Tax

Step 3 of 4

Supplier **Invoice**

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

* Invoice Number **INV-01/01/0001**
 * Invoice Date **16-Jan-2018**
 Invoice Type **Standard**
 * Currency **EUR**
 Invoice Description

[Attachment](#) [Attachment](#) List..

Customer

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

Summary Tax Lines

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

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
573473	1	1	SPINDLE: GUIDE, PART NO: 179E507, 721-342, MFR: KOSAN CRISPLANT-DENAMRK, FOR AUTOMATIC FILLING SYSTEM		Store-Musaffah-Central Warehouse (MMD)	80	80.00	Piece	15.25	1,220.00
573473	2	1	ASSEMBLY: CRANK BEARING 2, PART NO: 218B100, MFR: KOSAN CRISPLANT-DENAMRK, STL, EQUIPMENT DWG: 217B376.4		Store-Musaffah-Central Warehouse (MMD)	1	1.00	Number	424.39	424.39
573473	3	1	ASSEMBLY: CRANK BEARING 1, PART NO: 217B376, MFR: KOSAN CRISPLANT-DENAMRK, STL, FOR COMPRESSOR		Store-Musaffah-Central Warehouse (MMD)	1	1.00	Number	564.89	564.89

Submission Confirmation



Confirmation

Invoice INV-01/01/0001 was submitted to our Accounts Payable department on 16-Jan-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INV-01/01/0001

[Printable Page](#) [Create Another](#)

Supplier

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

Invoice

* Invoice Number **INV-01/01/0001**
* Invoice Date **16-Jan-2018**
Invoice Type **Standard**
* Currency **EUR**
Invoice Description

[Attachment](#) [Attachment List...](#)

Customer

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

Items

Submission Confirmation

THANK YOU



أدنوك
ADNOC