



UNITED ARAB EMIRATES
MINISTRY OF FINANCE

Ministry of Finance, UAE

I-SUPPLIER PORTAL

USER GUIDE

RELEASE 3



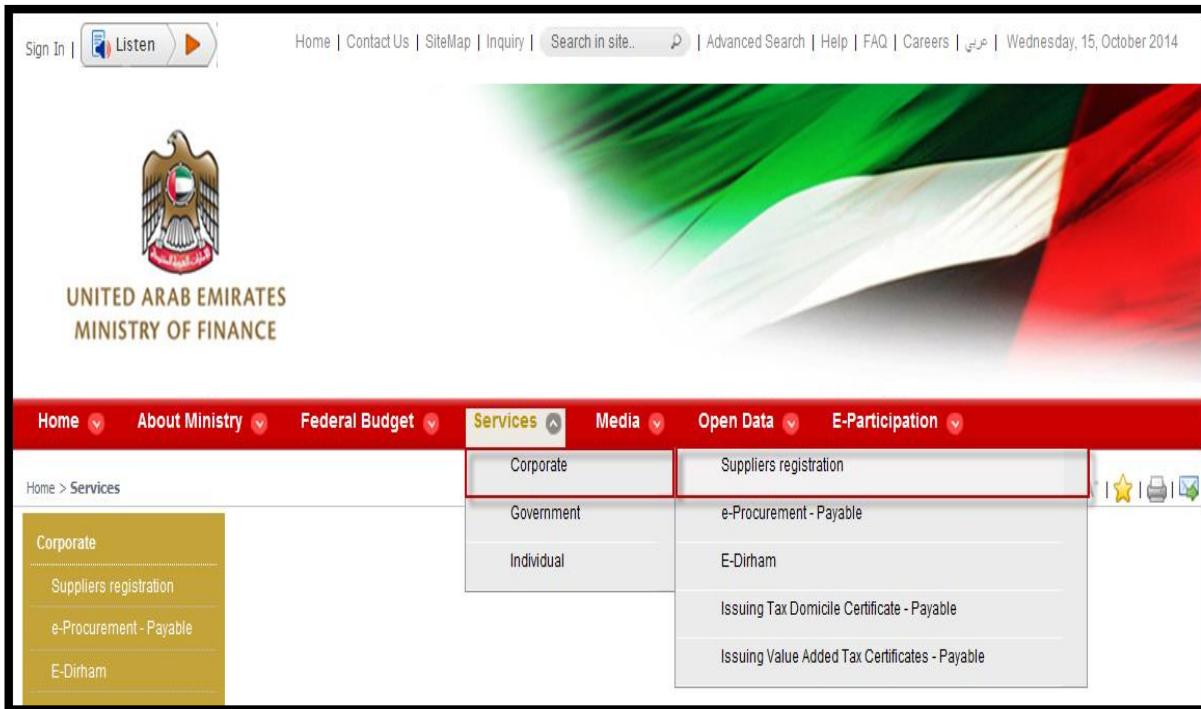
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1. Registering New Supplier

- Go to Ministry of Finance (MOF) website: www.mof.gov.ae
- From the Main Page, Click on “Services” on the Red bar.
- Choose: Corporate, then: Supplier Registration



- Go to the service page in the Ministry of Finance website.
- Click on “start service”





- You'll get the below screen. Click on new registration as shown below:

Supplier Registration
All new suppliers are registered with our new system please check one of the below :-

- [New Registration](#)
- [Renewal](#)
- [Subscribe to tenders](#)
- [Available tenders / bids](#)

Tenders, bids and procurements (release date before 1st of September 2014)
You only can follow up on the old procurements by following the below :-

- [Login](#)
- [Available tenders / bids](#)

- You'll get the below screen, Enter your User Name and Password if any.

Sign in

User Name

Password

[Sign in](#)

[Forget your passowrd ?](#)

[Create new account](#)



- To create a new account click on “create a new account” ,you’ll get the below screen.

Sign in

User Name

Password

[Forget your password ?](#)

[Create new account](#)

Create New Account

User Name (E-Mail): *

Password: *

Confirm Password: *

Type : ▼

Name :

Address : *

Mobile No. : *

Phone No. :

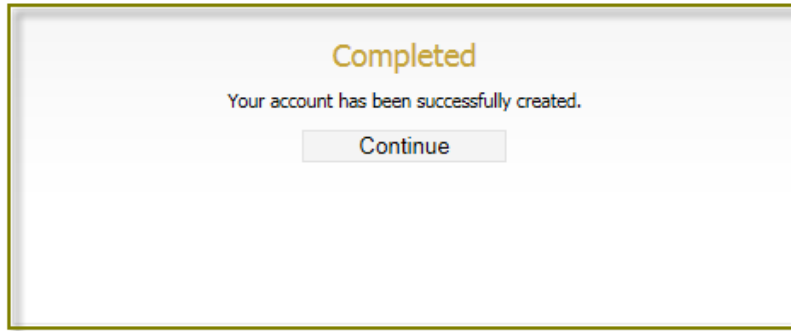
Fax No. :

P.O Box :



Kindly fill the mandatory fields * then click on register.

You will receive a message that “Your account has been successfully created”.



Message will be sent to your email address containing the User name and the Password. Close the screen and log in again to the below link:

<http://www.mof.gov.ae/En/services/isupplier/Pages/Suppliers.aspx/>

- Repeat the steps 1 and 2.
- Log in using the User name and the password sent to your email.

- Email will be sent to you with a verification code, enter the verification code.



An Email has been sent to you contains the validation code, Please check your mail inbox and enter the validation code that you receive.

Second Authentication Factor

Verification Code

- There is a second Factor Authentication questions to secure your privacy in the portal. Please answer at least 3 questions and save your answers.

Second Factor Authentication Questions

This is a Two factor authentication to secure your privacy in this portal, You request to answer one of the questions that you configured when you create your profile so you can finish your login.

Question

Answer

No records found.

- After you finish click on "Finish", you'll get the below menu, click on new registration.

Suppliers registration

Share your satisfaction

Supplier Request Status



- You'll get the below application. Fill all the needed information then click on save and continue.

Company Details

Company Name (Arabic) *

Company Name (English)

Company name cannot be changed once it's saved

Company Registration Number *

Contact Entityrmation

Email Adress *

Contact Name *

Mobile Number *

Telephone Number *

Save and Continue



- Fill the additional information needed about the company, then click save and continue.

Prospective Supplier Registration : Additional Details

For Test : Orade URL

Company Name *

Company Name (English)

Commercial Registration Certificate Number *

Note To Buyer

Business Classifications

Chamber of Commerce membership Certificate Number *	<input type="text"/>	Chamber of Commerce member ship Expiration Date *	<input type="text" value="06/01/2015"/>
Commercial Registration Certificate Number *	<input type="text"/>	Commercial Registration Expiration Date	<input type="text" value="06/01/2015"/>
Trade License Certificate Number	<input type="text"/>	Trade License Expiration Date	<input type="text" value="06/01/2015"/>

Address Details

[Add Address](#)

No records found.

Contact Details

[Add Contact](#)

Contact Name	Phone	Mobile Number *	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank Details

[Add Bank Details](#)

Bank Account Number	Currency *	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- You can attach the needed documents as shown below.

Attachments

write the name of the certificate here

click here to upload the file

Percentage Partner ship

No Record Found

Chamber Of Commerce member ship

Bank Attachments

Chamber Of Commerce member ship

Commercial Agencies Record

Miscellaneous

Partner Ship Contract

Registration in the Commercial Register

Signature

ToBuyer

Trade License

select the certificate type

Payment

Pay Fees Submit Back

- The e-dirham page will pop up it include the "Amount" and the "Order Unique Number", Enter the card serial and pass code and click "Submit" then "Proceed"

الدراهم الإلكتروني e-dirham

Payment Details

Payment Information

Entity Name MOF4

Order Unique Number 8275

Amount AED 1000

Description Test service 1

e-Dirham Service Pay-Web

Order Date 2014/10/15 09:34:53 AM

Private Label Card Payment

Card Number 1 4724449901205696

Pass Code 2 *****

3 Submit Help Cancel

Verified by VISA learn more

MasterCard SecureCode learn more



2. Responding for the Supplier Evaluation Form

- You will receive a message by email requesting to fill an pre-qualification and evaluation form.

----- Original message -----
 From: Federalerp Notification <FederalerpNotification@mof.gov.ae>
 Date: 16/05/2016 12:23 pm (GMT+04:00)
 To:
 Subject: FYI: Action Required: Please fill out the Supplier pre-qualification questionnaire

From	محمد عبيد محمد غلام	Company	Default enterprise name
To		Title	المورد عند التسجيل-مورد مواد /supplier evaluation-Goods Supplier
Sent	16-MAY-2016 12:25:04	Number	453201
ID	12179615		

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

- Click [here](#) to view the registration status page.
- Click on Respond.
- Navigate to 'RFI' page.
- Click on Update icon for RFI: 453201, المورد عند التسجيل-مورد مواد /supplier evaluation-Goods Supplier.
- Answer questions and submit your response.

- Click the link provided in the email, you will be directed to the registration form.
- Scroll through the pages until "step 4 of 5": Pre-qualification and evaluation RFI
- Click on the update icon as per the snapshot

The screenshot shows the 'Supplier Portal' interface. The main content area is titled 'Pre-Qualification and Evaluation RFI'. The title of the RFI is 'المورد عند التسجيل-مورد مواد /evaluation-consultants'. At the bottom right of the RFI details, there is an 'Update' icon (a pencil inside a circle) which is circled in red. Navigation buttons include 'Save For Later', 'Back', 'Step 4 of 5', and 'Next'. The page footer includes 'About this Page' and 'Copyright (c) 2008, Oracle. All rights reserved.'

- A web page will open, divided into three sections:
 - Header:** Which includes the main information for the RFI (Request for Information) like the response validation date. The values in the header are not mandatory.
 - Attachments:** Where the supporting documents will be attached
 - Requirements:** The evaluation questions that require answers.



Important Notes:

1. The questions are in Arabic.
2. Most of the required answers are a choice from a predefined list
3. Please do not respond to the personal information requirements like: A copy with the passport with the unified number, A copy of the birth certificate, etc.



- Header section

- Attachments Section

- Requirements Section

Focus Title	Target Value	Response Value
الجانب القانوني		
صورة عن الرخصة التجارية سارية المفعول		<input type="text"/>
صورة عن عقد التأسيس		<input type="text"/>
صورة عن التوقيع المعتمد للشخص المفوض بالتوقيع عن المنشأة		<input type="text"/>
رسالة من المحامي تفيد بوضع المنشأة القانوني في حال وجود قضايا يتعامل معها وتعلق بالمنشأة		<input type="text"/>
نسخة الشركة؟ يرجى ارفاق ما يفيد بنسبة الشراكة		<input type="text"/> (Numeric Value only)
الجانب الفني		
هيكل تنظيمي معتمد		<input type="text"/>
كشف تفصيلي عن المنشأة صادر من وزارة العمل		<input type="text"/>
ما هي نسبة التوظيف؟ يرجى ارفاق ما يثبت		<input type="text"/> (Numeric Value only)
الملف التعريفي للمنشأة		<input type="text"/>
عدد العقود التي يتم أو تم تنفيذها خلال الـ 3 سنوات السابقة مع الجهات الاتحادية؟ يرجى ارفاق ما يثبت		<input type="text"/> (Numeric Value only)
عدد العقود التي تم إلغاؤها خلال الـ 5 سنوات السابقة بسبب المورد مع الجهات الاتحادية؟ يرجى ارفاق الكشف		<input type="text"/> (Numeric Value only)
شهادات متعلقة بالصحة والسلامة المهنية اونظام الامان المهني		<input type="text"/>
كشف بالمشاريع او مشاركات اجتماعية واخرى لحماية البيئة		<input type="text"/>
المساهمة بمشاريع الابداع والتميز والابتكار		<input type="text"/>



- Please answer the questions and attach the supporting documents

Create Response: 504423 (RFI 431300)

Title: [evaluation-consultants/ نموذج تصيف المورد - عبد السجبل - استشاري](#)

Cancel View RFI Respond by Spreadsheet Save Draft Continue

Time Left: 1 day 23 hours
Close Date: 04-May-2016 15:01:33

Header

Supplier: نرك دي للتصميمات والاستشارات
RFI Currency: AED
Response Currency: AED
Price Precision: Any

Response Valid Until: 31-May-2016
Reference Number:
Note to Buyer:

Attachments

Instructions:
Please attach the following documents:

1. A copy of the passport with the unified number
2. A copy of birth certificate
3. A copy of the UAE's identity from both sides
4. A copy of the residence / visa
5. A copy of the family book full and updated

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
صورة عن الرخصة التجارية سارية المفعول	File	صورة عن الرخصة التجارية سارية المفعول	From Supplier	GUEST	02-May-2016	One-Time		
صورة عن عقد التأسيس	File	صورة عن عقد التأسيس	From Supplier	GUEST	02-May-2016	One-Time		
صورة عن التوقيع المعتمد للشخص المفوض بالتوقيع عن المنشأة	File	صورة عن التوقيع المعتمد للشخص المفوض بالتوقيع عن المنشأة	From Supplier	GUEST	02-May-2016	One-Time		
رسالة من المحامي تفيد بوضع المنشأة القانوني في حال وجود قضايا يتعامل معها وتعلق بالمنشأة	File	رسالة من المحامي تفيد بوضع المنشأة القانوني في حال وجود قضايا يتعامل معها وتعلق بالمنشأة	From Supplier	GUEST	02-May-2016	One-Time		
نسخة الشراكة	File	نسخة الشراكة	From Supplier	GUEST	02-May-2016	One-Time		
شكرا تنظيمي معتمد	File	شكرا تنظيمي معتمد	From Supplier	GUEST	02-May-2016	One-Time		
كشف تفصيلي عن المنشأة صادر من وزارة العمل	File	كشف تفصيلي عن المنشأة صادر من وزارة العمل	From Supplier	GUEST	02-May-2016	One-Time		
نسخة التوظيف	File	نسخة التوظيف	From Supplier	GUEST	02-May-2016	One-Time		
الملف التعريفي للمنشأة	File	الملف التعريفي للمنشأة	From Supplier	GUEST	02-May-2016	One-Time		
عدد العقود التي يتم أو تم تنفيذها خلال الـ 3 سنوات السابقة مع الجهات الاتحادية	File	عدد العقود التي يتم أو تم تنفيذها خلال الـ 3 سنوات السابقة مع الجهات الاتحادية	From Supplier	GUEST	02-May-2016	One-Time		

Add Attachment...

Requirements

Expand All Collapse All

Focus Title	Target Value	Response Value
Requirements		
الجانب القانوني		
صورة عن الرخصة التجارية سارية المفعول		Yes
صورة عن عقد التأسيس		Yes
صورة عن التوقيع المعتمد للشخص المفوض بالتوقيع عن المنشأة		Yes
رسالة من المحامي تفيد بوضع المنشأة القانوني في حال وجود قضايا يتعامل معها وتعلق بالمنشأة		Yes
نسخة الشراكة؟ برجاء ارفاق ما يفيد بنسخة الشراكة	100 (Numeric Value only)	
الجانب الفني		
شكرا تنظيمي معتمد		Yes
كشف تفصيلي عن المنشأة صادر من وزارة العمل		Yes
ما هي نسخة التوظيف؟ برجاء ارفاق ما بنت	100 (Numeric Value only)	
الملف التعريفي للمنشأة		Yes
عدد العقود التي يتم أو تم تنفيذها خلال الـ 3 سنوات السابقة مع الجهات الاتحادية؟ برجاء ارفاق ما بنت	10 (Numeric Value only)	
عدد العقود التي تم إنجازها خلال الـ 5 سنوات السابقة بسبب المورد مع الجهات الاتحادية؟ برجاء ارفاق الكشف	(Numeric Value only)	
شهادات متعلقة بالصحة والسلامة المهنية اونظام الامان المهني		Yes
كشف بالمشاريع او مشاركات اجتماعية واخرى لحماية البيئة		Yes
المساهمة بمشاريع الابداع والتميز والابتكار		Yes
المساهمة في رعاية المشاريع		Yes

- After finishing you have 3 options:



1. Save Draft: Keep the answers as draft until collecting all the required documents
2. Printable View: To keep a print out of the answers submitted
3. Submit: to submit the answers and continue to step 5 of 5

- Upon submitting, you will return to step 5 of 5 for the final submission of your answers

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Trade License	File	Trade License	Trade License	FMIS12_ITANTAWI	02-May-2016	One-Time		
Signature	File	Signature	Signature	FMIS12_ITANTAWI	02-May-2016	One-Time		
Registration in the Commercial Register	File	Registration in the Commercial Register	Registration in the Commercial Register	FMIS12_ITANTAWI	02-May-2016	One-Time		
Partnership Contract	File	Partnership Contract	Partnership Contract	FMIS12_ITANTAWI	02-May-2016	One-Time		
Commercial Agencies Record	File	Commercial Agencies Record	Commercial Agencies Record	FMIS12_ITANTAWI	02-May-2016	One-Time		
Chamber of Commerce Membership	File	Chamber of Commerce Membership	Chamber of Commerce membership	FMIS12_ITANTAWI	02-May-2016	One-Time		
Bank Attachments	File	Bank Attachments	Bank Attachments	FMIS12_ITANTAWI	02-May-2016	One-Time		



3. Renew Supplier Registration

1. Go to the iSupplier Portal: <https://www.federalerp.gov.ae>
2. Enter your user name (You contact e-mail)
3. Enter your password
4. Click “Login” to access

Note: If you forgot your user name or password click on the “login Assistance” link, by entering your credentials you will receive an e-mail of the required data

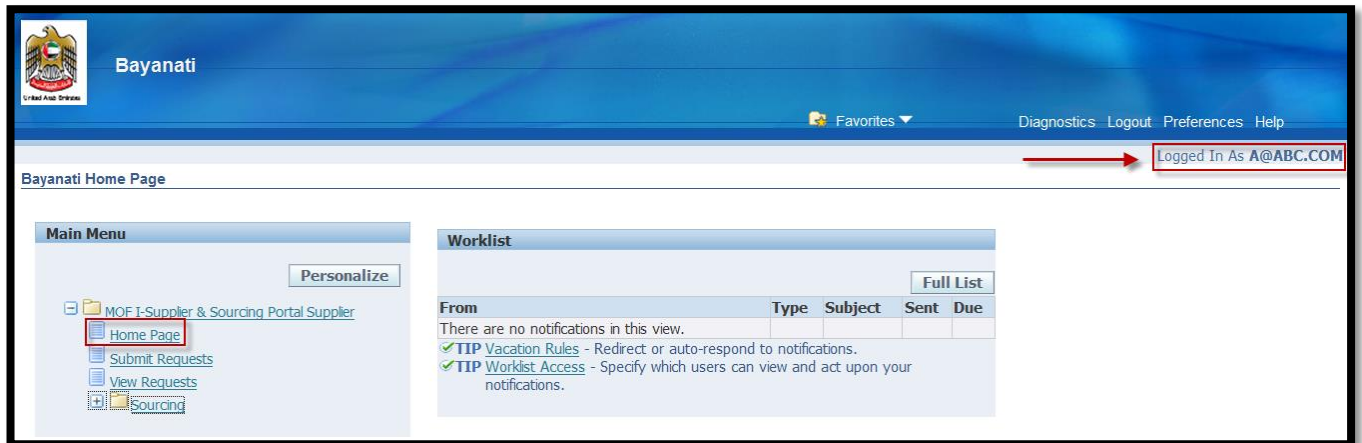
Note: Be sure that you have accessed the “English ” version of the portal by clicking the “English” link as per the screen shot.

Help Me! → Login Assistance

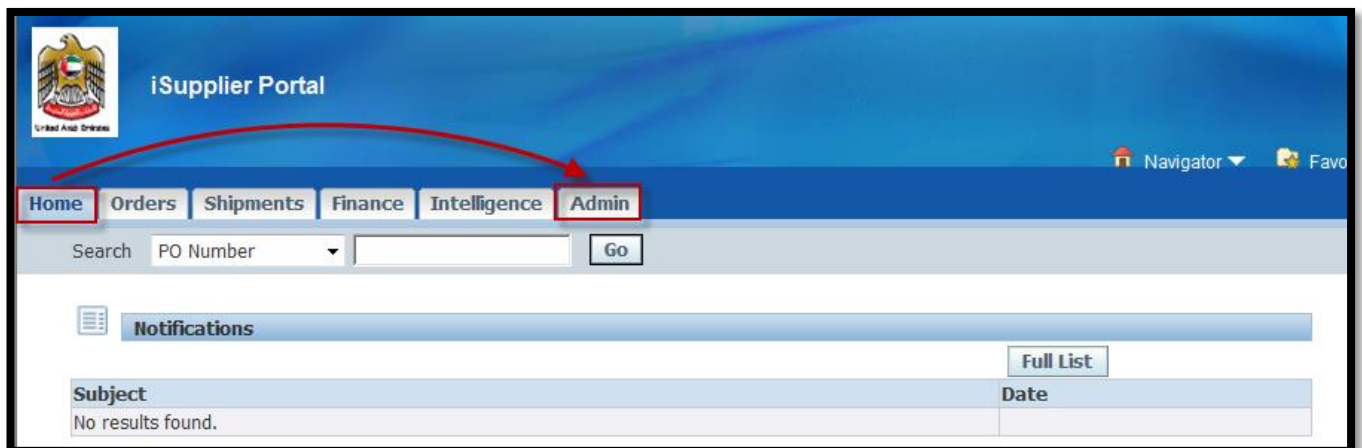
Select a Language: العربية English ←



5. Upon logon the system will confirm: Logged In As [XXXXX@YYYYY.com](#) (Your email access)
6. Click “Home Page” under “MOF I-Supplier & Sourcing Portal Supplier”



7. The “Home” screen will open, Go to the “Admin” Page



8. The “Admin” screen will open
 - 8.1. Check the “Registration Date”
 - 8.2. Check the “Expiration Date” (if it is past today's day you will not be able to submit for an Auction or Tenders)
 - 8.3. Go to the “Payment” to pay the renew fees (AED 503)
 - 8.4. Click “Click here for Payment” to pay the fees



9. Check the "Radio Button":

9.1. G2 Cards

9.2. Non G2 Cards

10. Proceed with the payments:

10.1. Enter the card type:

10.1.1. E-Dirham G2 Gold Al Haslah Prepaid Card

10.1.2. E-Dirham G2 Red Al Haslah Prepaid Card

10.1.3. E-Dirham G2 Blue Al Haslah Prepaid Card

10.1.4. Credit Card (Visa or Master)

10.2. Then click "Click Here For Payment"

The screenshot shows the iSupplier Portal Admin interface. The 'Admin' tab is selected in the top navigation bar. The 'Profile Management' section is active, displaying the 'General' profile information for a supplier named 'ABC'. The details include: Supplier Number 506654, Registration Date 2013-09-14 09:11:15, Renewal Date 2014-09-14 09:11:15, and Payment ID 8115. A 'Payment' modal is open on the right side, showing 'Select Card Type' with 'G2 Cards' selected and 'Non G2 Cards' unselected. The 'Payment Type' dropdown is set to 'e-Dirham G2 Red A'. A 'Click here for Payment' button is visible at the bottom of the modal. Red boxes and numbers 1 through 4 highlight specific elements: 1 points to the 'Admin' tab, 2 points to the 'Registration Date', 3 points to the 'Renewal Date', and 4 points to the 'Payment' modal.

This is a close-up of the 'Payment' modal. It shows the 'Select Card Type' section with 'G2 Cards' selected (indicated by a red circle around the radio button) and 'Non G2 Cards' unselected. Below this, the 'Payment Type' dropdown menu is open, showing 'e-Dirham G2 Red A' selected. At the bottom of the modal, there is a 'Click here for Payment' button, which is also highlighted with a red box.



11. The e-dirham page will pop up it include the “Amount” and the “Order Unique Number”, Enter the card serial and pass code and click “Submit” then “Proceed”

الدريهم الإلكتروني
e-dirham

Payment Details

Payment Information

Entity Name	MOF4
Order Unique Number	8275
Amount	AED
Description	Test service 1
e-Dirham Service	Pay-Web
Order Date	2014/10/15 09:34:53 AM

Private Label Card Payment

Card Number	1 4724449901205696
Pass Code	2 *****

3

* Required

Verified by VISA
learn more

MasterCard.
SecureCode.
learn more

12. You will return back to Oracle iSupplier Portal, tick the check box: “أوافق على الشروط والأحكام” (Terms and Conditions Accepted), then click “تطبيق” (Submit).

iSupplier Portal

Close Preferences Diagnostics

إلغاء تطبيق

✓TIP جميع الرسوم بالدريهم الإماراتي

تفاصيل الخدمة

الخدمة المطلوبة 1	Test service 2
الوصف باللغة الإنجليزية	الوصف باللغة العربية
السعر	رسوم التسجيل السنوية في سجل الموردين و المقاولين
رسوم صاحب الخدمة	0.00 AED
مجموع سعر الخدمة	AED

تفاصيل العملية

نوع بطاقة الدفع	e-Dirham G2 Gold Al Haslah Prepaid Card
رسوم مركز التحصيل	0.00 AED
رسوم الدرهم الإلكتروني	3.00 AED
المبلغ المطلوب	AED

أوافق على الشروط والأحكام

الدريهم الإلكتروني e-dirham
وزارة المالية Ministry of Finance

إلغاء تطبيق

13. You will be returned to: The “Additional Information” page and all the details will be updated in the page (e.g. Receipt Number and the transaction ID).



14. Click "Submit", By this you finished the registration process
15. The expiration date will be extended to one year forward
16. The details of the payment will appear on the page
17. Upon payment transaction registered the "Payment ID" will stay empty

General

Supplier Name ABC	Renewal Date
Supplier Number 506654	Expiration Date 2015-09-14 09:11:15
Registration Date 2014-09-14 09:11:15	Payment ID

وزارة المالية
رقم الإصال **140004359925**
تاريخ العملية **Wed Oct 15 09:29:07 GST 2014**
رقم الطلب **8275**
الخدمة المطلوبة 1
الوصف باللغة الإنجليزية **Test service 1**
الوصف باللغة الإنجليزية **الرسوم السنوية لتجديد التسجيل بسجل الموردين و المقاولين**
السعر **0.00 AED**
رسوم صاحب الخدمة **0.00 AED**
مجموع سعر الخدمة **0.00 AED**
نوع بطاقة الدفع **e-Dirham G2 Red Al Haslah Prepaid Card**
رسوم مركز التحصيل **0.00 AED**
رسوم الدرهم الإلكتروني **3.00 AED**
Total Amount Paid **3.00 AED**

Payment

Select Card Type
 G2 Cards Non G2 Cards
 Payment Type **e-Dirham G2 Red Al**
[Click here for Payment](#)

✔ TIP Please Update the Business Classification date after uploading the attachment.

Note: After the renewal fees paid, check and update the attachments of the certificates (you can do it later but it must be updated if expired or you will not be able to submit to any auction or tender)

Home Orders Shipments Finance Intelligence Admin

Profile Management

- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Information
Your Payment is Completed Successfully and Payment Number is 8275

General

Supplier Name ABC	Renewal Date
Supplier Number 506654	Expiration Date 2015-09-14 09:11:15
Registration Date 2014-09-14 09:11:15	Payment ID

وزارة المالية
رقم الإصال **140004359925**
تاريخ العملية **Wed Oct 15 09:29:07 GST 2014**
رقم الطلب **8275**
الخدمة المطلوبة 1
الوصف باللغة الإنجليزية **Test service 1**
الوصف باللغة الإنجليزية **الرسوم السنوية لتجديد التسجيل بسجل الموردين و المقاولين**
السعر **0.00 AED**
رسوم صاحب الخدمة **0.00 AED**
مجموع سعر الخدمة **0.00 AED**
نوع بطاقة الدفع **e-Dirham G2 Red Al Haslah Prepaid Card**
رسوم مركز التحصيل **0.00 AED**
رسوم الدرهم الإلكتروني **3.00 AED**
Total Amount Paid **3.00 AED**

Payment

Select Card Type
 G2 Cards Non G2 Cards
 Payment Type **e-Dirham G2 Red Al Haslah Prepaid Card**
[Click here for Payment](#)

✔ TIP Please Update the Business Classification date after uploading the attachment.

Attachments
Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

Search

Not that the search is case insensitive
 Title

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



In the “Attachments” the scanned certificates should be added as attachments and payments should be done to register the company as a certified supplier for UAE Federal Government

Certificates required:

- 1- Bank Attachment
- 2- **Chamber of Commerce Membership** (Mandatory for the certificate renewal acceptance process)
- 3- Commercial Agencies Record
- 4- Partnership Contract
- 5- **Registration in the commercial register** (Mandatory for the certificate renewal acceptance process)
- 6- Signature
- 7- **Trade License** (Mandatory for the certificate renewal acceptance process)

Click “Add Attachment...”

Attachments
✓ TIP Attaching documents of category 'Trade License', 'Chamber of Commerce membership', 'Registration in the Commercial Register' is mandatory.

Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

[Add Attachment...](#)

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

The page opened is divided into two sections:

Section 1: Attachment Information includes the following:

- 1- Title
 - a. Name of the attachment
- 2- Description
 - a. Description of the attachment
- 3- Attachment Category
 - a. Bank Attachment
 - b. Chamber of Commerce Membership
 - c. Commercial Agencies Record



- d. Partnership Contract
- e. Registration in the commercial register
- f. Signature
- g. Trade License

Home Orders Shipments Finance Intelligence Admin

Profile Management

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Instructions:

Please Enter Title of Document. e.g. Emirate ID Scan Copy.
Please click on "Browse" button and select the file from your local system.
Attachment size should not exceed 750 KB.
Click "Apply" Button to save the file and Go back to Previous Page.

Attachment Summary Information

Title

Description

Category Bank Attachments

Attachment Information

Define Attachment

Type File URL Text

Browse...

Attachment Definition

Section 2: Attachment Definition, Includes the following:

- 4- Attachment type
 - a. File (Used for official scanned files)
 - b. URL
 - c. Text (up to 2000 Char, it can be copied from any source)
- 5- The file or data attached (Any type of files)
 - a. Microsoft Word
 - b. Microsoft Excel
 - c. PDF
 - d. Text
 - e. Etc..



Home Orders Shipments Finance Intelligence Admin

Profile Management

Add Attachment

Cancel Add Another Apply

Add Desktop File/ Text/ URL

Instructions:

Please Enter Title of Document. e.g. Emirate ID Scan Copy.
Please click on "Browse" button and select the file from your local system.
Attachment size should not exceed 750 KB.
Click "Apply" Button to save the file and Go back to Previous Page.

Attachment Summary Information

Title

Description

Category Bank Attachments

Attachment Information

Define Attachment

Type File URL Text

Browse...

Attachment Definition

The process of adding an attachment should be one by one:

- 1- Enter the attachment title
- 2- Enter the attachment description
- 3- Enter the Category (Below)
- 4- Go to the lower section choose the type: File (Choose this type for official scanned papers)
- 5- Browse the file from your PC
- 6- Click "Add Another" to add another or "Apply" to finish

Attachment Summary Information

Title

Description

Category Bank Attachments

Define Attachment

Type File URL Text

Browse...

Bank Attachments

Chamber of Commerce membership

Commercial Agencies Record

From Supplier

Partnership Contract

Registration in the Commercial Register

Signature

Trade License



- 7- After finishing uploading the updates, the screen should show when the last contact had updated the attachments and the date of the update.
- 8- The user can re-modify the attachment by Update (Pencil Icon) or Delete (Trash Icon)
- 9- On the other hand the supplier should complete the action by updating the “Business Classifications” Upon updating the below mentioned fields and checking the check box: “I certify that I have reviewed the classification below and they are current and accurate”

Attachments

Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Chamber Of Commerce Membership	File	Chamber Of Commerce Membership	Chamber of Commerce membership	A@ABC.COM	15-Oct-2014	One-Time			
Commercial Registration	File	Commercial Registration	Registration in the Commercial Register	A@ABC.COM	15-Oct-2014	One-Time			
Trade License	File	Trade License	Trade License	A@ABC.COM	15-Oct-2014	One-Time			

Home Orders Shipments Finance Intelligence Admin

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
- Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

certify that I have reviewed the classification below and they are current and accurate.

Last Certified **15-Oct-2014** By **Ahmed Ahmed**

TIP Please Update the Business Classification Date

Classification	Applicable	Certificate Number	Expiration Date
Chamber of Commerce membership Number	<input checked="" type="checkbox"/>	11232345646	30-Sep-2015
Commercial Registration Number	<input checked="" type="checkbox"/>	115454	30-Sep-2015
Trade License Number	<input checked="" type="checkbox"/>	11215415	30-Sep-2015

Home Orders Shipments Finance Intelligence Admin Home Logout Preferences Help Diagnostics

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Updating: Organization

- 1- The user can modify the legal details by Update (Pencil Icon) or Delete (Trash Icon)
- 2- Also they can create additional rows by clicking "Add Another Row"

Updating: Address Book

- 3- The user can modify the address details by Update (Pencil Icon) or Delete (Trash Icon)
- 4- Also they can create another address by clicking "Create"



Updating: Contact Directory

- 5- The user can modify the contact details by Update (Pencil Icon) or Delete (Trash Icon)
- 6- Also they can create another contact by clicking "Create"

Updating: Business Classifications

- 1- This is one of the most important functions, if the three main certificates numbers and dates were not updated upon expiration, the suppliers will not be able to submit for a quotation against an auction or a tender.
- 2- Upon updating the below mentioned fields and checking the check box: "I certify that I have reviewed the classification below and they are current and accurate", the user must return to "General" to add the attachments of the certificates



Attachments

Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Chamber Of Commerce Membership	File	Chamber Of Commerce Membership	Chamber of Commerce membership	A@ABC.COM	15-Oct-2014	One-Time			
Commercial Registration	File	Commercial Registration	Registration in the Commercial Register	A@ABC.COM	15-Oct-2014	One-Time			
Trade License	File	Trade License	Trade License	A@ABC.COM	15-Oct-2014	One-Time			

Updating: Banking Details

- 1- The user can modify the Banking Details by Update (Pencil Icon) or Retire (Enter an end date)
- 2- Also they can create additional rows by clicking "Add Another Row"

iSupplier Portal

Home | Orders | Shipments | Finance | Intelligence | Admin

Profile Management

Banking Details

View: General Accounts

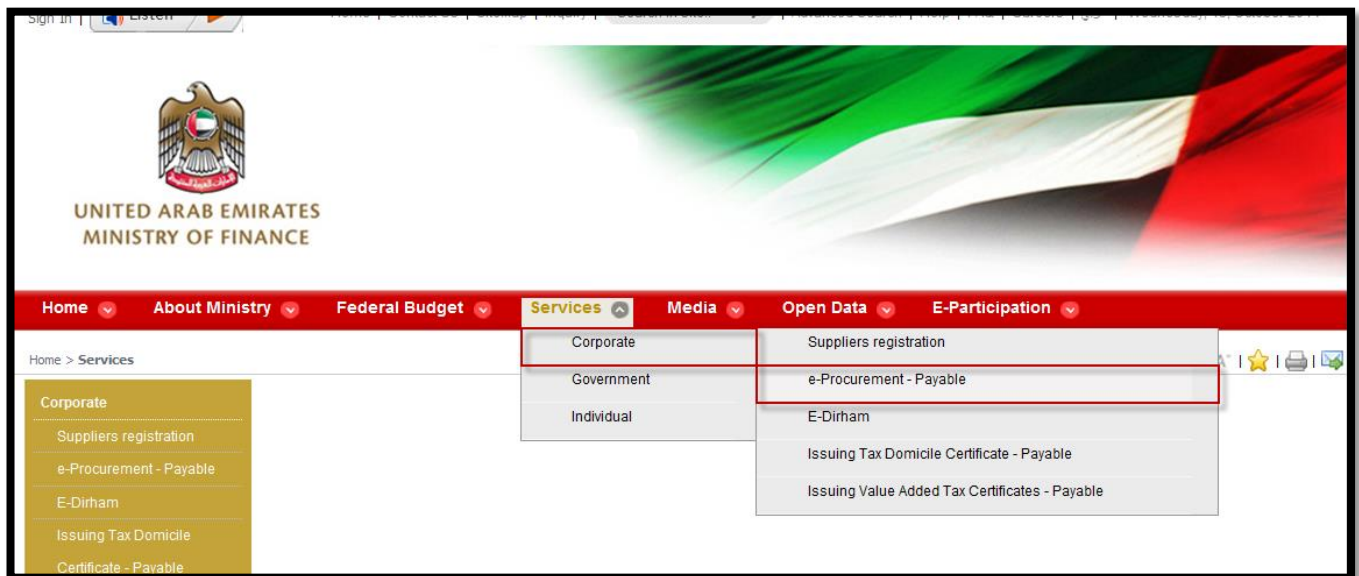
TIP Date format example: 15-Oct-2014

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
<input type="button" value="Show"/>	123456789	XXX40340000014011019050		BNP PARIBAS	14-Sep-2014	<input type="text"/>	1			Approved	



4. Creating New Quotation

1. Go to Ministry of Finance (MOF) website: www.mof.gov.ae
2. From the Main Page, Click on “Services” on the Red bar.
3. Choose: Corporate, then: Supplier Registration
4. Then choose e-Procurement - Payables



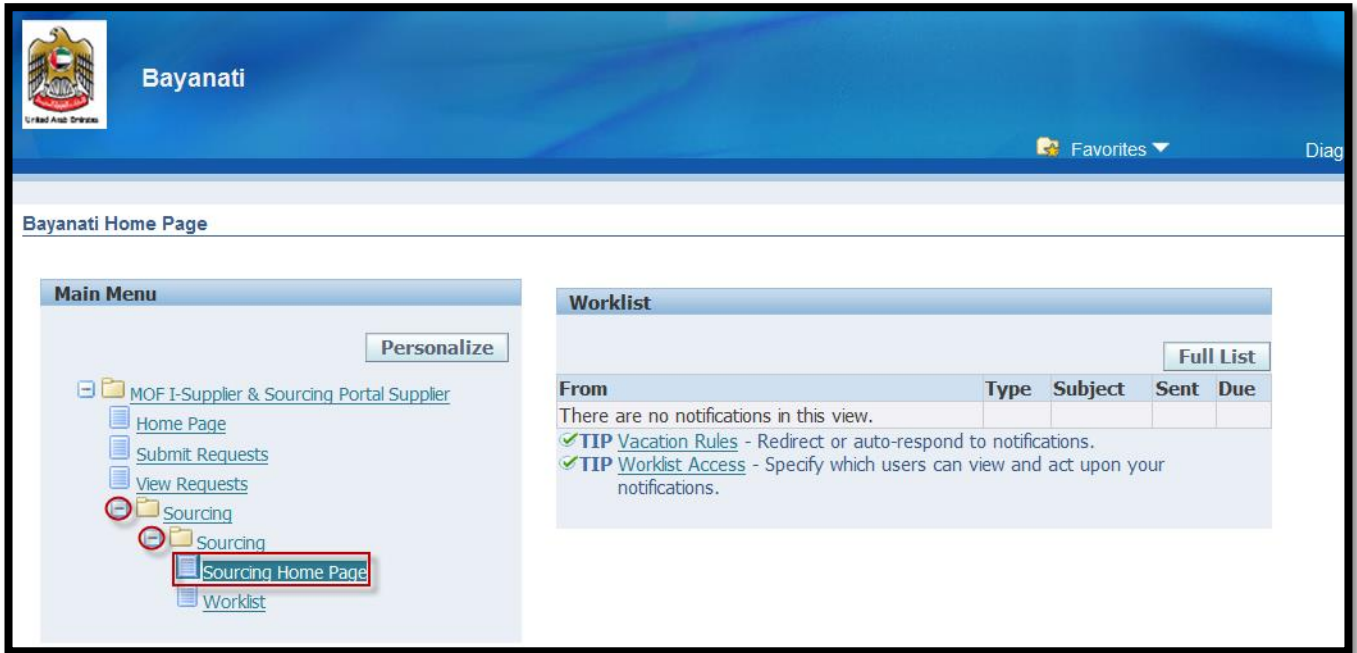
5. Under “New Tenders, Bids and Procurements” Click: Login





6. Click on the link:

MOF I-Supplier & Sourcing Portal Supplier > Sourcing > Sourcing > Sourcing Home Page



7. The below screen will open, from “Search Open Negotiations” list: Choose “Number”

8. In the field choose one of the following:

8.1. Enter “%” symbol and click “Go” to search for all the outstanding tenders and auctions

8.2. Enter the RFQ (Request for Quotation) number to search for a specific Published RFQ





9. The following list will open including the published RFQs
10. Click on the RFQ number directly (e.g. 15023-2) if this is an auction (ممارسة), Or click "Click here for Payment" if the RFQ is a tender (مناقصة)
11. If there is a payment, you will proceed through the e-dirham as mentioned along the user guide

RFQ Number	Title	Contact	Time Left	Close Date	Status	Ministry	Practice	Description	Action
15023-2	خدمات استشارية لمشروع الاستثمار في الموارد البشرية	هرمودي Ms. فاطمه	15 hours 12 minutes	16-Oct-2014 07:52:41	Blind	وزارة الشؤون الاجتماعية	ممارسة	خدمات استشارية لمشروع الاستثمار في الموارد البشرية لمدة التوريد: سبعة أيام الجهة الطالبة: مكتب الوكيل المساعد لشؤون الخدمات المساندة ملاحظة: على المورد الالتزام بسلامة العاملين و تطبيق المتطلبات الخاصة بالصحة والبيئة والسلامة والتطبيقات الخضراء	Click here for Payment
19023	توريد ستائر	الدرويشي الشامسي, Miss فاطمه	17 hours 19 minutes	16-Oct-2014 10:00:00	Blind	وزارة العمل	ممارسة	توريد ستائر مكتب العمل الفجيرة للاخذ المواصفات الدقيقة يرجى التواصل مع الاخ فهد عبدالله عبر رقم الهاتف 047023242 fa.obaid@mol.gov.ae	Click here for Payment
19015	مواد نموية	الدرويشي الشامسي, Miss فاطمه	17 hours 19 minutes	16-Oct-2014 10:00:00	Sealed	وزارة العمل	ممارسة	يرجى التواصل مع الاخ حمد الوزر 047023800 للمواصفات الدقيقة	Click here for Payment
19016	فرطاسية	الدرويشي الشامسي, Miss فاطمه	17 hours 22 minutes	16-Oct-2014 10:02:33	Sealed	وزارة العمل	ممارسة	توريد فرطاسية يرجى التواصل مع الاخ حمد سين الوزر إدارة الخدمات والتجهيزات- برج مي - الطابق السابع رقم الهاتف 047023800	Click here for Payment

Payment

Select Card Type
 G2 Cards Non G2 Cards

Payment Type

Select	Number	Title	Contact	Time Left	Close Date	All Responses	Your Company's Responses	Monitor	Unread Messages	Ministry	Negotiation Style	Description	Fees	Click here for Payment
<input checked="" type="radio"/>	31001	تقديم إستشارات فنية لنظام مايكروسوفت	ماضي, Mr. سليمان	6 days 23 hours	22-Oct-2014 21:39:13	Blind				وزارة المالية	ممارسة	تقديم إستشارات فنية لصيانة نظام إدارة خدمات مركز نظام مايكروسوفت (Microsoft System Centre Service Manager) لمدة 10 أيام للامتثال لمعايير وعمليات ITIL V3.0 كما يلي: - مراجعة Provide سبر عمل العمليات Maintenance for Microsoft system center to service manager to comply with ITIL V3.0 standards and processes. Activity involved is Review process workflow مدة التوريد 7 أيام الجهة الطالبة: إدارة تقنية المعلومات على المورد الالتزام بسلامة العاملين و تطبيق المتطلبات الخاصة بالصحة والبيئة والسلامة والتطبيقات الخضراء		Click here for Payment

Click on the number to submit directly if it is an auction. Auctions are FREE

Click for joining payments if it is a tender not an auction.



12. The following screen will open, the screen consists of 4 pages:

Negotiations
RFQ: 11049-5

Actions: Create Quote Apply

Title: شراء رخصة خادم الإيدج (exchange edge)
Status: Active (Locked)
Time Left: 15:06:34
Open Date: 09-Oct-2014 08:51:59
Close Date: 16-Oct-2014 07:51:40

Header Lines Controls Contract Terms

Buyer: فاطمه Ms. هرمودي
Outcome: Standard Purchase Order
 Two-Stage RFQ
Event
Quote Style: Sealed

Description: للأغراض التالية (exchange edge) شراء رخصة خادم الإيدج

- معالجة تدفق البريد الإلكتروني
- مسح البريد الإلكتروني لتفقد الفيروسات أو التهديدات
- تطبيق قواعد العمل المهمة لتصفية الفيروسات والبريد المزعج
- التحقق من نطاقات الإنترنت للتأكد من صحة مصادر رسائل البريد الإلكتروني
- الواردة من نطاقات الإنترنت الخارجية (bulk) الحد من تدفق رسائل البريد الإلكتروني السائبة

Purchase exchange edge server for the following

- To handle the internet email flow
- To scan the email's for any viruses or threats
- To apply important business rules to filter Virus and Spam
- To authenticate the domains for checking the genuinity of the emails
- To restrict the flow of bulk emails from external domains

ملاحظة: على المورد الالتزام بسلامة العاملين و المتعاملين و تطبيق المواصفات الخاصة بالصحة والبيئة و السلامة و التطبيقات الخضراء

الجهة الطالبة: إدارة تقنية المعلومات
046011463 او 046011452 رقم هاتف رقم للاستفسار الرجاء الاتصال على إدارة تقنية المعلومات

Terms

Bill-To Address: دبي
Payment Terms

12.1. Page.1 Header: RFQ Header, Which Includes the main details for the RFQ

- 12.1.1. Buyer Name
- 12.1.2. Main Dates: Open Date, Close Date, and the time left
- 12.1.3. Description of the RFQ
- 12.1.4. Requirements (Extra Information required from the supplier in the form of questions that should be answered and according to the answer there will be a scoring)
- 12.1.5. Terms and conditions
- 12.1.6. Attachments (e.g. Scan from the official tender of auction)



12.2. Lines: RFQ Lines, Which Includes the line details for the RFQ

12.2.1. Line Details (Quantity, Need by Date, etc..)

12.2.2. Attributes (Extra Information required from the supplier in the form of questions that should be answered)

The screenshot shows the 'Negotiations' section for RFQ: 22036. The title is 'توريد وتشغيل اجهزة هواتف لوحية ذكية' (Supply and operation of smart mobile phones). The status is 'Active (Locked)' and the time left is '08:06:35'. The open date is '14-Oct-2014 11:19:57' and the close date is '20-Oct-2014 00:00:00'. The interface includes tabs for 'Header', 'Lines', 'Controls', and 'Contract Terms'. The 'Lines' tab is active, showing a table with the following data:

Line	Item, Rev	Category	Unit	Quantity	Need-By From	Need-By To	Best Price (AED)	Active Responses	Time Left
1	توريد اجهزة هواتف ذكية 1	22.223.2234.223402	عدد	100			Sealed	Sealed	8 hours 6 minutes

12.3. Controls: RFQ Controls

12.3.1. Preview Date specifies a date/time after which the negotiation information can be accessed by potential suppliers. They can view the negotiation's details but cannot place responses.

12.3.2. Open Date Use the date/time after which all eligible suppliers are allowed to participate in the negotiation or choose to open the negotiation immediately.

12.3.3. Close Date Use the date/time when the negotiation will be closed. Once closed, no further responses may be accepted. If it is allowed the control manual close/close early, the negotiation can be closed prior to the defined close date. If it is allowed the control manual extend, the time limit for the negotiation can be extended past the original close date.

12.3.4. Award Date Used to select the date/ time when anticipate announcing the winner of the negotiation. This is displayed to the respondents.



Negotiations

Negotiations >

RFQ: 15025

Actions Create Quote Apply

Title مطبوعات على ادوات مطبخ شعار الوزارة
Status Active
Time Left 16:48:42

Open Date 25-Sep-2014 13:12:41
Close Date 20-Oct-2014 08:46:43

Header Lines Controls Contract Terms

Schedule

Preview Date 25-Sep-2014 13:12:41
Close Date 20-Oct-2014 08:46:43

Open Date 25-Sep-2014 13:12:41
Award Date

Response Rules

- Negotiation is restricted to invited suppliers
- Suppliers are allowed to respond to selected lines
- Suppliers are required to respond with full quantity on each line
- Suppliers are allowed to provide multiple responses
- Buyer may close the negotiation before the Close Date
- Buyer may manually extend the negotiation while it is open

Actions Create Quote Go

12.3.5. Restrict to invited suppliers will allow all suppliers to respond to the negotiation or you can specify that participation is by invitation only.

12.3.6. Allow supplier to select lines on which to respond You can allow participants to respond to individual lines(s) in the negotiation, or specify that they must respond to all lines in the negotiation .

12.3.7. Require full quantity the ministry or Authority can specify that participants must submit responses for the full quantity specified in the line. Alternatively, participants can submit responses for partial quantities.

12.3.8. Allow multiple responses, Supplier can specify that respondents must submit a single, best response in the negotiation, or may submit multiple responses during the negotiation open period.

12.4. Contract Terms: Not used along UAE Federal Government



- At the lower part of the header there should include the attachments for the tender, if you did not find it, and it is vital for the tendering process, please contact the buyer for clarifications
- You can open it by clicking on the links as per the below snapshots, then you can save it to your PC.

Notes and Attachments								
Note to Suppliers Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)								
Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Tender Details	File	Tender Details	Attachment To Supplier	FMIS12_ITANTAWI	15-Oct-2014	One-Time		
Required Specs (Detailed)	File	Required Specs (Detailed)	Attachment To Supplier	FMIS12_ITANTAWI	15-Oct-2014	One-Time		

- Go to the up right corner of the screen (if you are using the English pages) and from the "Actions" menu, Choose: "Create Quote". Then click "Apply"
- You can use "Online Discussions" to discuss with the buyer any issues, it will open a page to send messages from
- You can "View Quote History" to check the quote history
- You can also use "View Round Modification" to check the modification that took place after a new round was created

Home Logout Preferences Help Diagnostics

Actions **Create Quote**

- Create Quote
- Online Discussions
- View Quote History
- View Round Modifications
- Printable View
- Export to Spreadsheet

Open Date **09-0**
Close Date **16-0**

Outcome Event **Stand**



19. The new screen will open, Under the header page

- 19.1. Enter the quote valid until date
- 19.2. Enter the reference number for the quotation
- 19.3. Enter Note to the buyer if required
- 19.4. Add attachments if required

Negotiations > RFQ: 31001 >
Create Quote: 14001 (RFQ 31001)

Cancel View RFQ Quote By Leadsheet Save Draft Continue

Title: تقديم استشارات فنية لنظام إدارة خدمات مايكروسوفت
Time Left: 6 days 23 hours
Close Date: 22-Oct-2014 21:39:13

Header Lines

Supplier: ABC
RFQ Currency: AED
Quote Currency: AED
Price Precision: Any
Quote Valid Until: 31-Dec-2014
Reference Number: Q125/2014
Note to Buyer:

Attachments

Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

Add Attachment...

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

You can add attachments review it, Update it, or delete it

Attachments

Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

Add Attachment...

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Financial Proposal	File	Financial Proposal	From Supplier	A@ABC.COM	15-Oct-2014	One-Time		
Specifications Proposal	File	Specifications Proposal	From Supplier	A@ABC.COM	15-Oct-2014	One-Time		



19.5. Scroll down in the main page to check if there are any requirements that require your answer


19.5.1. Requirements (Extra Information required from the supplier in the form of questions that should be answered and according to the answer there will be a scoring)

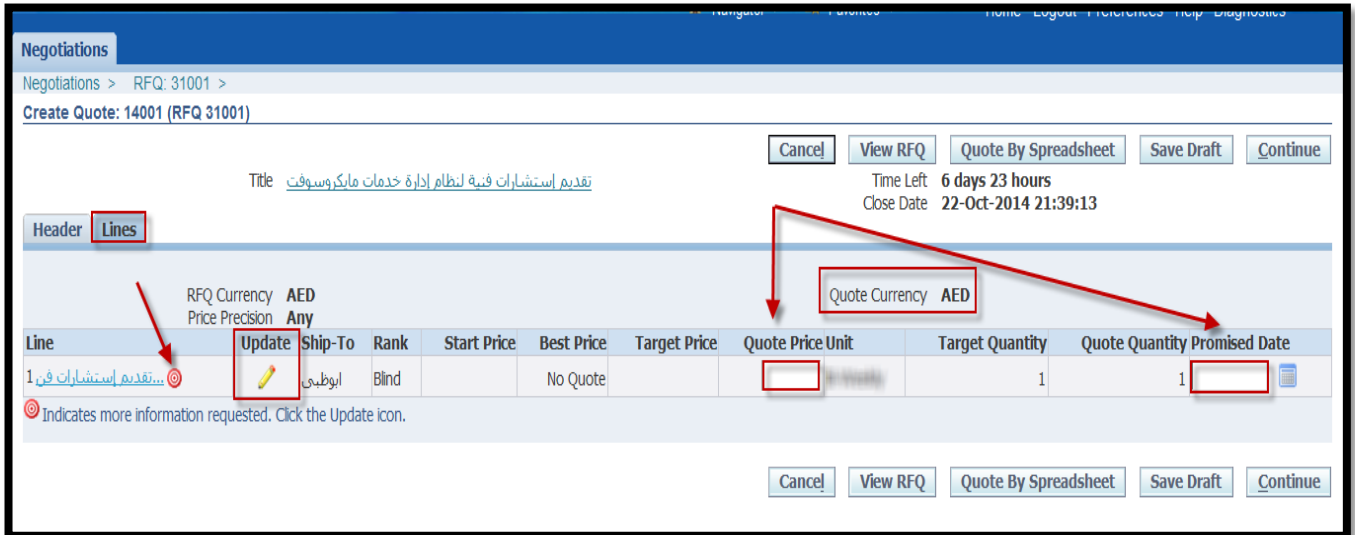
Focus Title	Target Value	Quote Value
<ul style="list-style-type: none"> Requirements متطلبات الكفالة البنكية 		
هل توجد كفالة بنكية أم لا ؟ تم بارفاق الكفالة البنكية		Yes, Please find attached to our proposal
ما هي قيمة الكفالة البنكية ؟		15000 (Numeric Value only)
ما هو نوع الكفالة البنكية ؟		Standard
هل الكفالة البنكية منجدة أم لا ؟		Yes Renewable
ما هو تاريخ انتهاء صلاحية الكفالة البنكية ؟		31-Dec-2014

20. Go to the lines page

Negotiations										
Negotiations > RFQ: 31001 >										
Create Quote: 14001 (RFQ 31001)										
Title: تقديم استشارات فنية لنظام إدارة خدمات مايكروسوفت Time Left: 6 days 23 hours Close Date: 22-Oct-2014 21:39:13										
Header	Lines									
RFQ Currency: AED Price Precision: Any	Quote Currency: AED									
Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1	ⓘ	ابوظبي	Blind		No Quote			1	1	
ⓘ Indicates more information requested. Click the Update icon.										



21. Enter the "Quote Price Unit" (The quote currency will be mentioned in the page: AED as per the example)
22. The "Promised Date" will update automatically if the it was already mentioned in the RFQ or enter it
23. If you see this Red symbol:  this means that an attributes are required per item line, please click the pencil button to update the required attributes



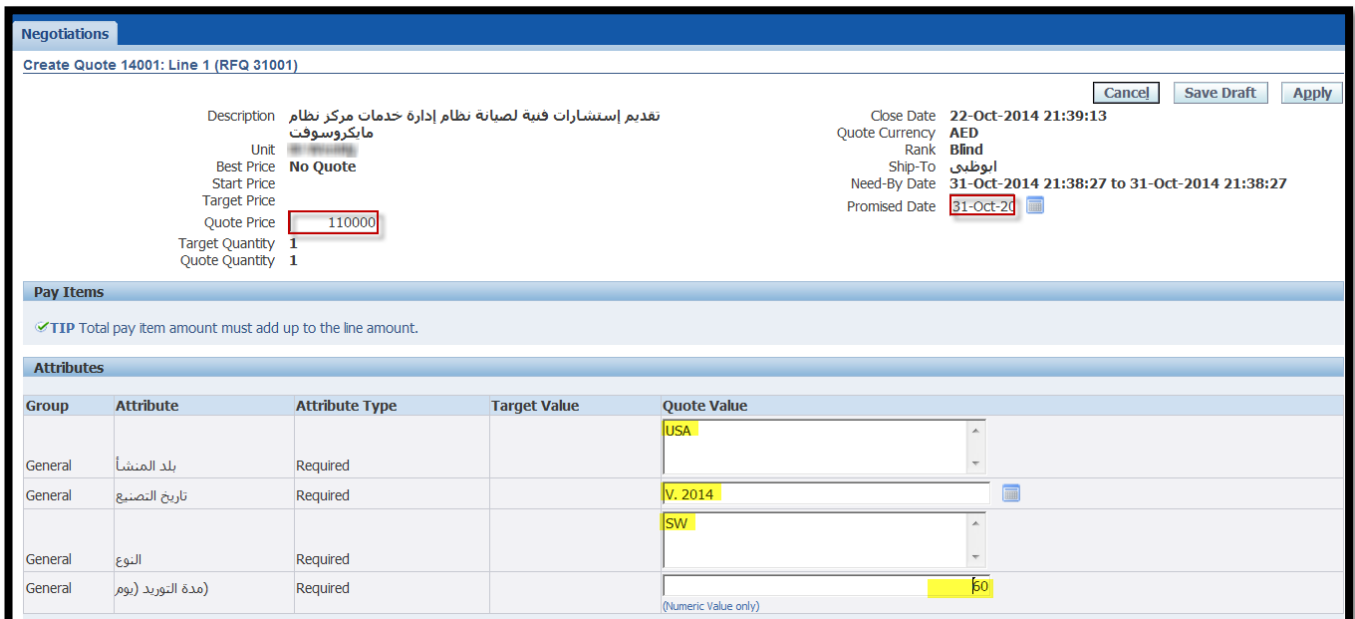
Header **Lines**

RFQ Currency AED
Price Precision Any

Line	Update	Ship-To	Rank	Start Price	Best Price	Target Price	Quote Price Unit	Target Quantity	Quote Quantity	Promised Date
1		ابوظبي	Blind		No Quote			1	1	

Indicates more information requested. Click the Update icon.

24. Enter the attributes (e.g. Manufacturing Date, Type, Material, etc..)
25. After you finish click "Apply"



Close Date 22-Oct-2014 21:39:13
Quote Currency AED
Rank Blind
Ship-To ابوظبي
Need-By Date 31-Oct-2014 21:38:27 to 31-Oct-2014 21:38:27
Promised Date 31-Oct-2014

Quote Price 110000
Target Quantity 1
Quote Quantity 1

Pay Items

TIP Total pay item amount must add up to the line amount.

Attributes

Group	Attribute	Attribute Type	Target Value	Quote Value
General	بلد المنشأ	Required		USA
General	تاريخ التصنيع	Required		v. 2014
General	النوع	Required		SW
General	مدة التوريد (يوم)	Required		60



26. The following screen will open, you have the following option:

- 26.1. Validate: to validate the data entered, the system will check that all the required data were filled
- 26.2. Back: To return back to the previous pages for any modifications or updates
- 26.3. Save Draft: To save a draft version of your work and to be submitted later
- 26.4. Submit: Submit the quotations. Unless the quotation was submitted it will not count as a reply for the RFQ

Negotiations
Negotiations > RFQ: 31001 >

Warning
Buyer has requested for you to submit a single, best quote. Multiple quotes (re-quoting) for this RFQ are not allowed.

Create Quote 14001: Review and Submit (RFQ 31001)

Buttons: [Cancel](#) [Back](#) [Validate](#) [Save Draft](#) [Printable View](#) [Submit](#)

Header

Title	تقديم إستشارات فنية لنظام إدارة خدمات مايكروسوفت	Time Left	6 days 23 hours
Supplier	ABC	Close Date	22-Oct-2014 21:39:13
RFQ Currency	AED	Quote Valid Until	31-Dec-2014
Quote Currency	AED	Reference Number	Q125/2014
Price Precision	Any	Note to Buyer	

Attachments

Please Click on "Add Attachment" Button to Add Scan Copy of Document. (Emirate ID/Passport/Residence Visa)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
Financial Proposal	File	Financial Proposal	From Supplier	A@ABC.COM	15-Oct-2014	One-Time		
Specifications Proposal	File	Specifications Proposal	From Supplier	A@ABC.COM	15-Oct-2014	One-Time		

Requirements

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

Details Section

[Show](#) متطلبات الكفالة البنكية

Lines

Quote Total (AED) **110,000.00**

Select Line	Ship-To	Best Price	Start Price	Target Price	Quote Price (AED)	Unit	Target Quantity	Quote Quantity	Line Total	Need-By Date	Promised Date
1	ابوظبي...تقديم إستشارات في 1	No Quote			110000	Bi-Weekly	1	1	110,000.00	31-Oct-2014 21:38:27 to 31-Oct-2014 21:38:27	31-Oct-2014 21:38:27

27. Upon submitting your quote, you can close the screens

Sourcing

Negotiations

Confirmation
Quote 14001 for RFQ 31001 (تقديم إستشارات فنية لنظام إدارة خدمات مايكروسوفت) has been submitted.

[Return to Sourcing Home Page](#)



28. In the main screen and under “Your Active and Draft Responses” you will find your:

- 28.1. Response Number
- 28.2. Response Status
- 28.3. Negotiation Number (RFQ Number)
- 28.4. Title
- 28.5. Type
- 28.6. Time Left for the RFQ

The screenshot shows the 'Sourcing' portal interface. At the top, there is a navigation bar with 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', 'Help', and 'Diagnostics'. Below this is a search bar for 'Open Negotiations' with a dropdown menu set to 'Title' and a 'Go' button. A welcome message reads 'Welcome, Ahmed Ahmed.' The main section is titled 'Your Active and Draft Responses' and includes a 'Full List' button. Below this is a table with the following data:

Response Number	Response Status	Supplier Site	Negotiation Number	Title	Type	Time Left	Monitor	Unread Messages
14001	Active		31001	تقديم إستشارات فنية لنظام إدارة خدمات مايكروسوفت	RFQ	6 days 22 hours		0
13001	Active	المقر الرئيسي	29001	اختار القالب	RFQ	0 seconds		0



5. Creating New Invoice (Exclusive Feature for Ministry of Finance - MOF)

1. After accessing the application, Click "Home Page" link

Bayanati

Logged In As IMTANTAWI@MOF.GOV.AE

Bayanati Home Page

Main Menu

- MOF I-Supplier & Sourcing Portal Supplier
- Home Page**
- Submit Requests
- View Requests
- Sourcing
- Sourcing

Worklist

From	Type	Subject	Sent	Due
سليمات كامل حمدان ماضي	PO Approval	198 - Standard Purchase Order 19815200007, 0	04-Nov-2015	
سليمات كامل حمدان ماضي	PO Approval	112 - Standard Purchase Order 11215200022, 0	04-Nov-2015	
سليمات كامل حمدان ماضي	PO Approval	106 - Standard Purchase Order 1310201501, 0	13-Oct-2015	
سليمات كامل حمدان ماضي	PO Approval	122 - Standard Purchase Order 12215200007, 0	13-Oct-2015	
سليمات كامل حمدان ماضي	PO Approval	122 - Standard Purchase Order 12215200006, 0	13-Oct-2015	
سليمات كامل حمدان ماضي	PO Approval	122 - Standard Purchase Order 12215200006, 0	13-Oct-2015	

2. Click on "Finance" Tab

3. Click on "Create Invoices"

4. Then "Create Invoice with a PO", Click "Go"

iSupplier Portal

Home Logout Preferences Help

Home Orders Shipments **Finance** Intelligence Admin

Create Invoices View Invoices View Payments

Invoice Actions

3 Create Invoice With a PO **Go**

2

1

Go

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (example: 22-Nov-2015)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go **Clear**

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice With a PO **Go**



1. From the “Search”, enter the Purchase Order (PO) Number, or just write “1%”
 - 1.1. The 1% means that the PO number shall start with 1
 - 1.2. The solution covers to PO serials (Ministry of Finance POs only) starting with: 112 or 198
 - 1.3. The PO serial in Oracle portal is divided into segments, for example: **112**15200012 and **198**15200050
 - 1.3.1. 112 or 198: Ministry of Finance (MOF) code in the Federal system.
 - 1.3.2. 15: Financial Year 2015
 - 1.3.3. 2: Indicates a PO
 - 1.3.4. 00012: PO Serial, The PO number 12 from 112 for the year 2015
2. Click “Go” button
3. From the results, choose the PO which will be invoiced
4. Click “Next”

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Search 4 Next

Note that the search is case insensitive Advanced Search

Purchase Order Number **1**

Purchase Order Date (example: 22-Nov-2015)

Buyer

Organization

Advances and Financing **2**

Select Items:

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	19815200007	1	1	<input type="checkbox"/>	CORRUGATED ANAESTHETIC TUBING 42"		10	0	0	Each	1	AED	ابوظبي	198		



1. By default, the supplier name will show up in the screen and it is not updatable
2. Enter the Invoice number
3. Enter the Invoice date
4. Enter the remit to
 - 4.1. Click the magnifier icon, the supplier name will show automatically
5. Enter the Invoice Description
6. Enter the ministry code
 - 6.1. Click the magnifier icon, the ministry code will show automatically (112 or 198)
7. Enter the requesting Department
8. Update the quantity (The quantity is defaulted from the PO)
 - 8.1. Make sure that the quantity entered equal to that in the invoice
 - 8.2. In some cases the PO is invoiced several times according to the quantity delivered, you can repeat the steps by entering different quantities which by the end of the date must not exceed the total quantities in the PO
9. Click "Next"

The screenshot shows the 'Create Invoice: Details' form with the following fields and annotations:

- Supplier:**
 - 1: * Supplier Tax Payer ID (مستفيد غير مشترك)
 - 4: * Remit To (غير مشترك) with a magnifier icon.
- Invoice:**
 - 2: * Invoice Number (2211201501)
 - 3: * Invoice Date (22-Nov-2015)
 - 5: * Invoice Description
- Customer:**
 - 6: * Ministry (198) with a magnifier icon.
 - 7: * الإدارة الطالبة / Requesting Department (إدارة العمليات المالية)
- Items:**
 - 8: Quantity (10) in the first row of the table.

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
19815200007	1	1	CORRUGATED ANAESTHETIC TUBING 42"		ابوظبي	10	10	1	Each	10



Revise the information entered, if it needs modifications click "Back" else click next

Home Orders Shipments Finance Intelligence Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Cancel Save **Back** Step 3 of 4 **Next** Submit

Supplier

* Supplier مسفيد غير منكر
Tax Payer ID
* Remit To غير منكر
Address
Remit To Bank Account **Dummy account**
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number 2211201501
* Invoice Date 22-Nov-2015
Invoice Type Standard
* Currency AED
Invoice Description
Attachment None

Customer

* Customer Tax Payer ID 198
Customer Name مصروفات اتحادية أخرى
Address ابوظبي 1
الإدارة العمليات المالية / Requesting Department الإدارة الطالبة

Summary Tax Lines

Calculate

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

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
19815200007	1	1	CORRUGATED ANAESTHETIC TUBING 42"		ابوظبي	10	10.00 Each	1.00	10.00



Click "Submit"

Home Orders Shipments Finance Intelligence Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit

Cancel Save **Back** Step 4 of 4 **Submit**

Supplier

* Supplier مسفيد غير منكر
Tax Payer ID
* Remit To غير منكر
Address
Remit To Bank Account **Dummy account**
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number 2211201501
* Invoice Date 22-Nov-2015
Invoice Type Standard
* Currency AED
Invoice Description
Attachment None

Customer

* Customer Tax Payer ID 198
Customer Name مصروفات اتحادية أخرى
Address ابوظبي 1
الإدارة العمليات المالية / Requesting Department الإدارة الطالبة

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
19815200007	1	1	CORRUGATED ANAESTHETIC TUBING 42"		ابوظبي	10	10.00 Each	1.00	10.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		



A confirmation message will show up stating that:

“Invoice number XXXXXXXX was submitted to our accounts payables department on XXXXXXXX. The confirmation number of the invoice is the invoice number. You can query its status by using Search by navigating to the home page.”

Home Orders Shipments Finance Intelligence Admin
Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation
Invoice 2211201501 was submitted to our Accounts Payable department on 22-Nov-2015. 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: 2211201501 [Printable Page](#) [Create Another](#)

Supplier		Invoice	
* Supplier	مسئفید غیر منکرر	* Invoice Number	2211201501
Tax Payer ID		* Invoice Date	22-Nov-2015
* Remit To	غیر منکرر	Invoice Type	Standard
Address		* Currency	AED
Remit To Bank Account	Dummy account	Invoice Description	Attachment None
Unique Remittance Identifier			
Remittance Check Digit			

Customer	
* Customer Tax Payer ID	198
Customer Name	مصرفات اتحادیة أخرى
Address	ابوظہبی 1
الإدارة الطالبة / Requesting Department: إدارة العمليات المالية	

Items										
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount	
19815200007	1	1	CORRUGATED ANAESTHETIC TUBING 42"		ابوظہبی	10	10.00 Each	1.00	10.00	



6. Viewing Created Invoices (Exclusive Feature for Ministry of Finance - MOF)

After accessing the application, Click “Home Page” link

1. Click on “Finance” Tab
2. Click on “View Invoices”
 - 2.1. Enter the invoice number to view a particular invoice or leave the fields blank to view all invoice created
3. Click “Go”
4. The results will show in a table format with the following:
 - 4.1. Invoice Number
 - 4.2. Ministry Name
 - 4.3. Invoice Name
 - 4.4. Invoice Date
 - 4.5. Type (Default: Standard)
 - 4.6. Currency (Default: AED)
 - 4.7. Amount
 - 4.8. Due
 - 4.9. Status: In-Process, Cancelled, Approved
 - 4.10. On Hold
 - 4.11. Payment Status: Paid, Not Paid
 - 4.12. etc.

The screenshot shows the 'View Invoices' page in the Ministry of Finance application. The navigation menu at the top includes 'Home', 'Orders', 'Shipments', 'Finance' (selected), 'Intelligence', and 'Admin'. Below the menu, there are links for 'Create Invoices', 'View Invoices' (highlighted with a red box and the number '2'), and 'View Payments'. The main content area has a 'Simple Search' section with various filters: Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status, Invoice Amount From/To, Amount Due From/To, Invoice Date From/To, and Due Date From/To. A 'Go' button (highlighted with a red box and the number '3') and a 'Clear' button are at the bottom of the search form. Below the search form is a table of invoice records with columns: Invoice, Ministry, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, PO Payment Number, Receipt Date, Discount, and Available Attachments. The table contains several rows of data, including invoice numbers like 0067641910141401, 002490, 140073149835, 114-2014, 8033110765, and 2015011008.

Invoice	Ministry	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt Date	Discount	Available Attachments
0067641910141401	مصروفات إتحادية أخرى وزارة المالية	17-Nov-2015	Standard	AED	3000.00	3000.00	In-Process	Not Paid			17-NOV-2015				
002490	وزارة المالية	16-Nov-2015	Standard	AED	0.00	0.00	Cancelled	Not Paid			16-DEC-2015				
140073149835	مصروفات إتحادية أخرى	15-Nov-2015	Standard	AED	2000.00	2000.00	In-Process	Not Paid			15-NOV-2015				
114-2014	مصروفات إتحادية أخرى	11-Nov-2015	Standard	AED	2718.00	0.00	Approved	Paid			11-NOV-2015	371268			
8033110765	وزارة المالية	10-Nov-2015	Standard	AED	900.00	900.00	In-Process	Not Paid			10-DEC-2015				
2015011008	وزارة المالية	08-Nov-2015	Standard	AED	10000.00	0.00	Approved	Paid			08-DEC-2015	91902			



7. Viewing Created Payment (Exclusive Feature for Ministry of Finance - MOF)

After accessing the application, Click "Home Page" link

1. Click on "Finance" Tab
2. Click on "View Payments"

 - 2.1. Enter the payment number to view a particular invoice or leave the fields blank to view all invoice created

3. Click "Go"
4. The results will show in a table format with the following:
 - 4.1. Payment Number
 - 4.2. Remit to Supplier (By Default empty)
 - 4.3. Remit to Supplier site (By Default empty)
 - 4.4. Payment Date
 - 4.5. Currency (Default: AED)
 - 4.6. Amount
 - 4.7. Method (Payment Method)
 - 4.8. Status: Negotiable, Reconciled, Voided, etc.
 - 4.9. Status Date
 - 4.10. Bank Account
 - 4.11. Invoice
 - 4.12. etc.

The screenshot shows the 'View Payments' page in the Ministry of Finance application. The navigation menu at the top includes 'Home', 'Orders', 'Shipments', 'Finance' (highlighted), 'Intelligence', and 'Admin'. Below the navigation menu, there are tabs for 'Create Invoices', 'View Invoices', and 'View Payments' (highlighted). The search form contains the following fields and options:

- Payment Number:
- Invoice Number:
- PO Number: (example: 1234)
- Release Number: (example: 1234-2)
- Status:
- Payment Amount From: To:
- Payment Date From: To: (example: 22-Nov-2015)

Below the search form is a table of payment records. The table has the following columns: Payment Number, Ministry, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount, Method, Status, Status Date, Bank Account, Invoice, and PO Number. The table contains 18 rows of data, including payment numbers like 104077, 371268, 91902, 104069, 104065, 104064, 104063, 104062, 371265, 104061, 104060, and 200238.



8. Viewing Payment Receipt

After accessing the application, Click "Submit Requests" link

The screenshot shows the Oracle Applications Home Page. In the 'Main Menu' section, the 'Submit Requests' link is highlighted with a red box and a red arrow. Other links include Home Page, View Requests, Sourcing, and Worklist. The Worklist section shows a table with columns: From, Type, Subject, Sent, Due. Below the table, it states 'There are no notifications in this view.' and lists two tips: 'TIP Vacation Rules - Redirect or auto-respond to notifications.' and 'TIP Worklist Access - Specify which users can view and act upon your notifications.'

Click "Submit Request"

The screenshot shows the 'Requests' page. At the top right, the 'Submit Request' button is highlighted with a red box and a red arrow. Below the button is a 'Requests Summary Table' with columns: Request ID, Name, Phase, Status, Scheduled Date, Details, Output, and Republish. The table currently shows 'No results found.'

1. Choose "New Request"
2. Program Name: "MOF ISUPP Supplier Payment Receipt"
3. Click "Submit"

The screenshot shows the 'Schedule Request' form. The 'Program Name' field is set to 'MOF ISUPP Supplier Payment Receipt' and is highlighted with a yellow background and a red box labeled '2'. The 'Submit' button is highlighted with a red box and a red arrow labeled '3'. The form also includes a 'Language Settings' section with a table for selecting language and territory.

Select *Language	*Territory	Numeric Character
<input checked="" type="checkbox"/> American English	United States	,.
<input type="checkbox"/> Arabic	United Arab Emirates	



4. Click "Submit" again

Cancel Back Step 7 of 7 Submit

Name

Concurrent Program Name **MOF ISUPP Supplier Payment Receipt**
Request Name
Operating Unit

Language Settings

Language	Territory	Numeric Character
American English	United States..	

Parameters

This request will be submitted with default parameters
Payment Number

Schedule

Schedule **As Soon As Possible**
Recurrence **Never Repeats**

5. The following message Will show:

"Your request for MOF ISUPP Supplier Receipt has been scheduled. The request ID is XXXXXXXXXXXX"

6. Click "Ok"

Information

Your request for MOF ISUPP Supplier Payment Receipt has been scheduled. The Request ID is 9639495

OK

7. The output field will appear as empty

8. Click "Refresh" button

Requests

View Last 24 hours Go Search Submit Request

Requests Summary Table

Request ID	Name	Phase	Status	Scheduled Date	Details	Output	Republish
9639495	MOF ISUPP Supplier Payment Receipt	Pending	Normal	25-Nov-2015 12:00:10		?	



9. The output icon will show up
10. Click the output icon to check the report

The screenshot shows the 'Requests Summary Table' with the following data:

Request ID/Name	Phase	Status	Scheduled Date	Details	Output	Republish
9639495 MOF ISUPP Supplier Payment Receipt	Completed	Normal	25-Nov-2015 12:00:10			

11. The output icon will show up

The report displays the following information:

United Arab Emirates
Date : 25-11-2015

Supplier Payment Receipt

Sr.	Payment Number	Payment Type	Payment Date	Payment Status	Payment Amount (AED)
1		Registration	01-01-2050	APPROVED	