

ADNOC Distribution iSupplier User Manual

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Document Control

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Oracle iSupplier User Manual

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Introduction

This document describes about how various tasks to be performed in Oracle iSupplier Application. This document is not intended to be the replacement of User Guide of iSupplier in Oracle Applications.

Purpose

This document provides the standard procedure for carrying out the supplier online activities in ADNOC Distribution.

Login

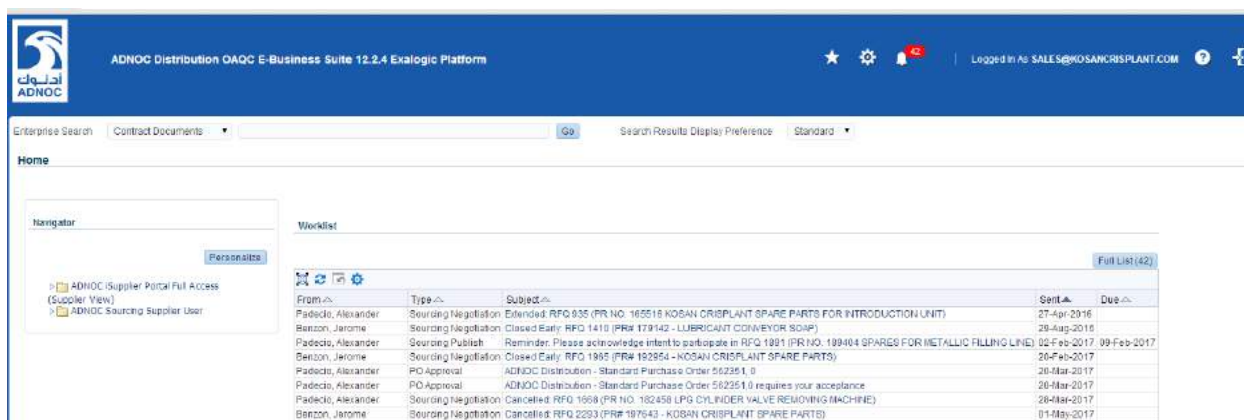
URL: <https://eservice.adnocdistribution.ae>



Enter the user name and password and click on Login button; the following [ADNOC iSupplier Portal](#) web page opens;


Note 1: The very first time of logging to the system, the USER will be prompted to change the password. Login Name and Password is case sensitive.

Note 2: Upon Login the User would see all the responsibilities allocated to him/her.



| From | Type | Subject | Sent | Due |
|-------------------|-----------------------------------|---|-------------|-------------|
| Padeck, Alexander | Sourcing Negotiation Extended | RFQ 035 (PR NO: 165516 KOSAN CRISPLANT SPARE PARTS FOR INTRODUCTION UNIT) | 27-Apr-2016 | |
| Berzon, Jerome | Sourcing Negotiation Closed Early | RFQ 1410 (PR# 117942 - LUBRICANT CONVEYOR SOAP) | 29-Apr-2016 | |
| Padeck, Alexander | Sourcing Publish | Reminder: Please acknowledge intent to participate in RFQ 1991 (PR NO: 189404 SPARES FOR METALLIC FILLING LINE) | 02-Feb-2017 | 09-Feb-2017 |
| Berzon, Jerome | Sourcing Negotiation Closed Early | RFQ 1995 (PR# 182854 - KOSAN CRISPLANT SPARE PARTS) | 20-Feb-2017 | |
| Padeck, Alexander | PO Approval | ADNOC Distribution - Standard Purchase Order 562351.0 | 20-Mar-2017 | |
| Padeck, Alexander | PO Approval | ADNOC Distribution - Standard Purchase Order 562351.0 requires your acceptance | 20-Mar-2017 | |
| Padeck, Alexander | Sourcing Negotiation Cancelled | RFQ 1998 (PR NO: 182458 LPG CYLINDER VALVE REMOVING MACHINE) | 28-Mar-2017 | |
| Berzon, Jerome | Sourcing Negotiation Cancelled | RFQ 2293 (PR# 187643 - KOBAN CRISPLANT SPARE PARTS) | 01-May-2017 | |

Click on 'ADNOC iSupplier Portal Full Access (Supplier View)' link on the left side; the following [ADNOC iSupplier Portal](#) web page opens;



iSupplier Portal

Home Orders Shipments Finance

Search PO Number Go

Notifications [Full List](#)

| Subject | Date |
|--|----------------------|
| ADNOC Distribution - Standard Purchase Order 573470,2 requires your acceptance | 18-Dec-2017 11:48:12 |
| ADNOC Distribution - Standard Purchase Order 573470, 2 | 18-Dec-2017 11:48:12 |
| ADNOC Distribution - Standard Purchase Order 573470,1 requires your acceptance | 18-Dec-2017 11:48:08 |
| ADNOC Distribution - Standard Purchase Order 573470, 1 | 18-Dec-2017 11:48:08 |
| ADNOC Distribution - Standard Purchase Order 573471,0 requires your acceptance | 18-Dec-2017 09:16:58 |



Finance – Create Invoices

Navigation: ADNOC iSupplier Portal Full Access (Supplier View) > Finance Tab > Create Invoices

Click on **Finance** Tab, this action will open the following page with Create Invoices, **View Invoices** and **View Payments** option. Click in Create Invoices option, this page can be used to create invoice against received PO;

Click on **Go** () option against Create Invoice (with a PO)

Enter Purchase Order Number and click on Go “Option” as highlighted in above screenshot;

[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

Note that the search is case insensitive

Purchase Order Number:
 Purchase Order Date:
 Buyer:
 Organization:
 Advances and Financing:

| Select | PO Number | Line | Shipment | Advances or Financing | Item Description | Item Number | Supplier Item Number | Ordered | Received | Involved | UOM | Unit Price | Curr | Ship To | Organization | Packing Sls | Weight |
|--------------------------|-----------|------|----------|--------------------------|--|-------------|----------------------|---------|----------|----------|--------|------------|------|--|--------------------|-------------|--------|
| <input type="checkbox"/> | 573470 | 1 | 1 | <input type="checkbox"/> | SPINDLE GUIDE, PART NO: 178E507, 721-342, MFR: KOSAN CRISPLANT-DENMARK, FOR AUTOMATIC FILLING SYSTEM | 104256 | | 80 | 40 | 0 | Piece | 15.25 | EUR | Store-Musaffah-Central Warehouse (MWD) | ADNOC Distribution | | |
| <input type="checkbox"/> | 573470 | 1 | 1 | <input type="checkbox"/> | SPINDLE GUIDE, PART NO: 178E507, 721-342, MFR: KOSAN CRISPLANT-DENMARK, FOR AUTOMATIC FILLING SYSTEM | 104256 | | 80 | 40 | 0 | Piece | 15.25 | EUR | Store-Musaffah-Central Warehouse (MWD) | ADNOC Distribution | | |
| <input type="checkbox"/> | 573470 | 2 | 1 | <input type="checkbox"/> | ASSEMBLY CRANK BEARING 2, PART NO: 218E100, MFR: KOSAN CRISPLANT-DENMARK, STL EQUIPMENT DWG: 217B376.4 | 128571 | | 1 | 1 | 0 | Number | 424.39 | EUR | Store-Musaffah-Central Warehouse (MWD) | ADNOC Distribution | | |
| <input type="checkbox"/> | 573470 | 3 | 1 | <input type="checkbox"/> | ASSEMBLY CRANK BEARING 1, PART NO: 217B376, MFR: KOSAN CRISPLANT-DENMARK, STL FOR COMPRESSOR | 128570 | | 1 | 1 | 0 | Number | 594.89 | EUR | Store-Musaffah-Central Warehouse (MWD) | ADNOC Distribution | | |

[Cancel](#) | [Step 1 of 4](#) | [Next](#)

Select the lines and click on **Next** ([Next](#)) button, the following page will be opened;

Create Invoice: Details [Cancel](#) | [Back](#) | [Step 2 of 4](#) | [Next](#)

* Indicates required field

Supplier: Invoice:

* Supplier Tax Payer ID:
 * Remit To Address:
 Remit To Bank Account:

* Invoice Number:
 * Invoice Date:
 Invoice Type:
 Currency:
 Invoice Description:

Attachment:

Customer:

Customer Tax Payer ID:
 Customer Name:
 Address:

Items

| PO Number | Line | Shipment | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Unit Price | UOM | Amount |
|-----------|------|----------|-------------|--|----------------------|--|--------------------|------------|--------|--------|
| 573470 | 1 | 1 | 104256 | SPINDLE GUIDE, PART NO: 178E507, 721-342, MFR: KOSAN CRISPLANT-DENMARK, FOR AUTOMATIC FILLING SYSTEM | | Store-Musaffah-Central Warehouse (MWD) | 40 | 15.25 | Piece | 610 |
| 573470 | 2 | 1 | 128571 | ASSEMBLY CRANK BEARING 2, PART NO: 218E100, MFR: KOSAN CRISPLANT-DENMARK, STL EQUIPMENT DWG: 217B376.4 | | Store-Musaffah-Central Warehouse (MWD) | 1 | 424.39 | Number | 424.39 |

Shipping and Handling

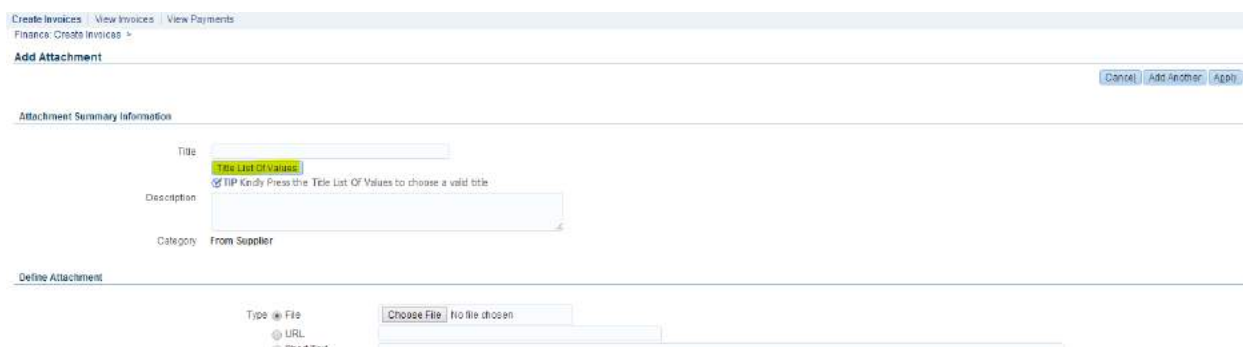
| Charge Type | Amount | Description |
|-------------------|--------|-------------|
| No results found. | | |

[Cancel](#) | [Back](#) | [Step 2 of 4](#) | [Next](#)

Enter the **Invoice number**, **Invoice Description** and attach the relevant documents by clicking on “Add” button against attachment option;

Attaching Documents:

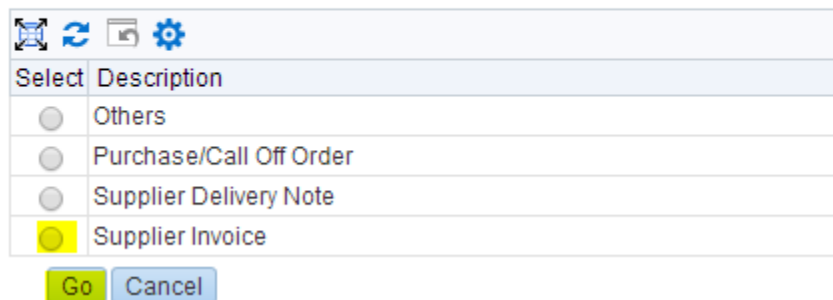
Attach the relevant documents by clicking on “Add” button against attachment option, the following page opens;



Click on “Title List of Values”, and select the relevant title of the attachment;

Title Lov

Title Region



| Select | Description |
|----------------------------------|-------------------------|
| <input type="radio"/> | Others |
| <input type="radio"/> | Purchase/Call Off Order |
| <input type="radio"/> | Supplier Delivery Note |
| <input checked="" type="radio"/> | Supplier Invoice |

Select the title by checking radio action option and click on “Go” button;

Add Attachment

Attachment Summary Information

Title

[Title List Of Values](#)

TIP Kindly Press the Title List Of Values to choose a valid title

Description

Category **From Supplier**

Define Attachment

Type File URL Short Text

[Choose File](#)

Click on “Choose File” option and attach the file

Add Attachment

[Cancel](#) [Add Another](#) [Apply](#)

Attachment Summary Information

Title

[Title List Of Values](#)

TIP Kindly Press the Title List Of Values to choose a valid title

Description

Category **From Supplier**

Define Attachment

Type File URL Short Text

[Choose File](#)

Click on “Add Another” if you want to add more than one attachment and once you finish attaching the documents, click on Apply button;

Confirmation

Attachment Supplier Invoice has been added successfully but not committed. It would be committed when you commit the rest of the current transaction.

Create Invoice: Details

* Indicates required field

[Cancel](#) [Back](#) Step 2 of 4 [Next](#)

Supplier

* Supplier Tax Payer ID **Koslan Croplant A/S**

* Remit To **MA0080**

Address **P.O. PEDERSEN'S VEJ 22 DK-8200 ARHUS N**

Remit To Bank Account

Invoice

* Invoice Number **1194**

* Invoice Date **19-Dec-2017**
(example: 19-Dec-2017)

Invoice Type **Invoice**

Currency **EUR**

Invoice Description **Invoice against PO# 573471**

[Attachment](#) [Attachment List](#) [Add](#)

Customer

Customer Tax Payer ID **SV511976**

Customer Name **ADNOC Distribution**

Address **Abu Dhabi P.O. Box # 4188 AE**

Items

| PO Number | Line | Shipment Number | Item Number | Item Description | Supplier Item Number | Ship To | Available Quantity | Unit Price | UOM | Amount |
|-----------|------|-----------------|-------------|---|----------------------|---|--------------------|------------|-------|--------|
| 573470 | 1 | 1 | 104256 | SPINDELE GUIDE, PART NO: 1706507, 721-342, MFR: KOSAN CRISPLANT DENMARK, FOR AUTOMATIC FILLING SYSTEM | | Store-Abu Dhabi-Central Warehouse (MUD) | 40 | 15.25 | Piece | 610 |

Click on “Next” button the following summary page opens;

[Create Invoice](#) | [View Invoices](#) | [View Payments](#) | [Purchase Orders](#) | [Debits](#) | [Manage Tax](#) | [Forward and Submit](#)

[Cancel](#) | [Back](#) | [Page](#) | Step 3 of 4 | [Next](#) | [Submit](#)

Create Invoice: Manage Tax

Supplier: KOSAN CRISPLANT AIS
 Tax Payer ID: 592800
 Agent To: P.O. FEDERSEN'S VEJ 22 DK-8000 ARHU S H
 Account: IBAN: DK142000565929155
 Remit To Bank Account:

Invoice:
 Invoice Number: 1134
 Invoice Date: 19-Dec-2017
 Invoice Type: Standard
 Country: EUR
 Invoice Description: Invoice against PO# 573478
 Attachment: Attachment List...

Customer:
 Customer Tax Payer ID: 51310390
 Customer Name: ADNOC Distribution
 Address: Abu Dhabi P.O. Box 9408 AE

Summary Tax Lines
[Calculate](#)
 Summary Tax Line Number | Tax Regime Code | 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 |
|-----------|------|----------|--|----------------------|---------------------------------------|---------------|-------------------------|------------|--------|
| 573478 | 1 | 1 | SPINDLE GUIDE, PART NO: 179507, 721-342, MFR: KOSAN CRISPLANT-DENHAIWK, FOR AUTOMATIC FILLING SYSTEM | | Stora-Musafah-Central Warehouse (MWD) | 40 | 40.00 Piece | 15.25 | 610.00 |
| 573478 | 3 | 1 | ASSEMBLY CRANK BEARING 1, PART NO: 2178376, MFR: KOSAN CRISPLANT-DENHAIWK, STL FOR COMPRESSOR | | Stora-Musafah-Central Warehouse (MWD) | 1 | 1.00 Number | 584.89 | 584.89 |

Shipping and Handling
 Charge Type | Amount | Description
 No results found.

Summary Tax Lines
[Calculate](#)
 Summary Tax Line Number | Tax Regime Code | 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 |
|-----------|------|----------|--|----------------------|---------------------------------------|---------------|-------------------------|------------|--------|
| 573478 | 1 | 1 | SPINDLE GUIDE, PART NO: 179507, 721-342, MFR: KOSAN CRISPLANT-DENHAIWK, FOR AUTOMATIC FILLING SYSTEM | | Stora-Musafah-Central Warehouse (MWD) | 40 | 40.00 Piece | 15.25 | 610.00 |
| 573478 | 3 | 1 | ASSEMBLY CRANK BEARING 1, PART NO: 2178376, MFR: KOSAN CRISPLANT-DENHAIWK, STL FOR COMPRESSOR | | Stora-Musafah-Central Warehouse (MWD) | 1 | 1.00 Number | 584.89 | 584.89 |

Shipping and Handling
 Charge Type | Amount | Description
 No results found.

Invoice Summary

| | |
|--------------------------|-----------------------------|
| Items | 1,174.89 |
| Less Retainage | 0.00 |
| Freight | 0.00 |
| Miscellaneous | 0.00 |
| Tax | 0.00 |
| Recalculate Total | Total (EUR) 1,174.89 |

[Cancel](#) | [Save](#) | [Back](#) | Step 3 of 4 | [Next](#) | [Submit](#)

Click on "Submit" button for final submission of invoice.

Once invoice is submitted, a following confirmation page will open;



Home Orders Shipments **Finance**

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Renew and Submit

Confirmation

Invoice 1194 was submitted to our Accounts Payable department on 19-Dec-2017. 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: 1194 [Printable Page](#) [Create Another](#)

| Supplier | Invoice |
|---|--|
| * Supplier: Kosan Crisplant A/S * Tax Payer ID: * Remit To: MAXIMO * Address: .P.O. PEDERSEN V&J 22 DK-8200 ARHUS N Remit To Bank Account: IBAN:DK942005005920185 | * Invoice Number: 1194 * Invoice Date: 19-Dec-2017 * Invoice Type: Standard * Currency: EUR Invoice Description: Invoice against PO# 573470 Attachment: Attachment List... |

Customer

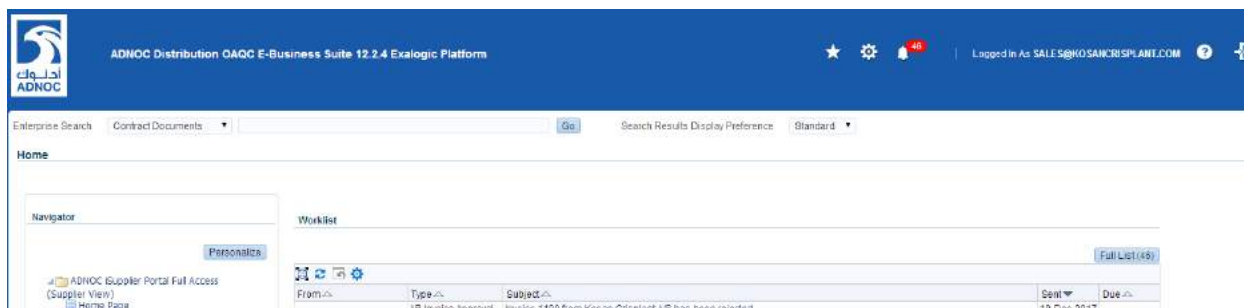
| |
|--|
| * Customer Tax Payer ID: SYS11676 Customer Name: ADNOC Distribution Address: Abu Dhabi P.O. Box # 4188 AE |
|--|

Items

Invoice Rejection

In case if submitted invoice is not found to be matching with attached invoice or any other reason, then invoice will be rejected.

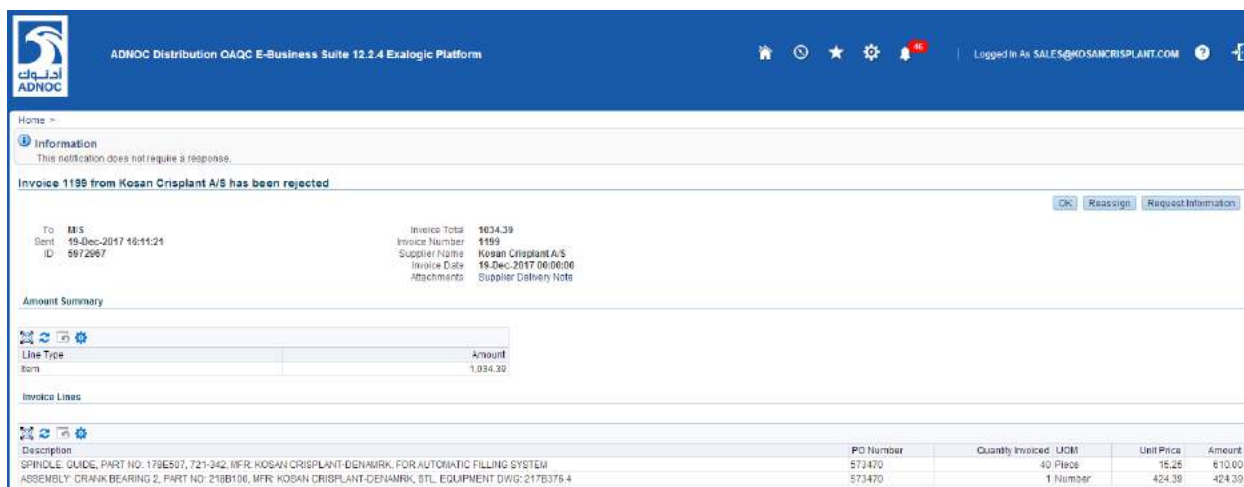
Supplier will receive the following notification ;



The screenshot shows the ADNOC Distribution OAQC E-Business Suite interface. The user is logged in as SALES@KOSANCRISPLANT.COM. A notification is displayed in the Worklist area:

| From | Type | Subject | Sent | Due |
|---------------------|------|---|-------------|-----|
| AP Invoice Approval | | Invoice 1199 from Kosan Crisplant A/S has been rejected | 19-Dec-2017 | |

Click on Notification hyperlink, the following detailed notification can be viewed with rejection reason;



The screenshot shows the detailed notification for invoice rejection. The notification states: "Invoice 1199 from Kosan Crisplant A/S has been rejected".

Information
This notification does not require a response.

Invoice 1199 from Kosan Crisplant A/S has been rejected

Buttons: [OK](#), [Reassign](#), [Request Information](#)

To: B/S
Sent: 19-Dec-2017 16:11:24
ID: 5972967

Invoice Total: 1034.39
Invoice Number: 1199
Supplier Name: Kosan Crisplant A/S
Invoice Date: 19-Dec-2017 06:00:00
Attachments: Supplier Delivery Note

Amount Summary

| Line Type | Amount |
|-----------|----------|
| Item | 1,034.39 |

Invoice Lines

| Description | PO Number | Quantity Invoiced | UOM | Unit Price | Amount |
|--|-----------|-------------------|--------|------------|--------|
| SPINDLE GUIDE, PART NO: 176E507, 721-342, MFR: KOSAN CRISPLANT-DENAMARK, FOR AUTOMATIC FILLING SYSTEM | 573470 | 40 | Piece | 15.25 | 610.00 |
| ASSEMBLY CRANK BEARING 2, PART NO: 218B100, MFR: KOSAN CRISPLANT-DENAMARK, BTL. EQUIPMENT DWG: 217B375 4 | 573470 | 1 | Number | 424.39 | 424.39 |

Note:

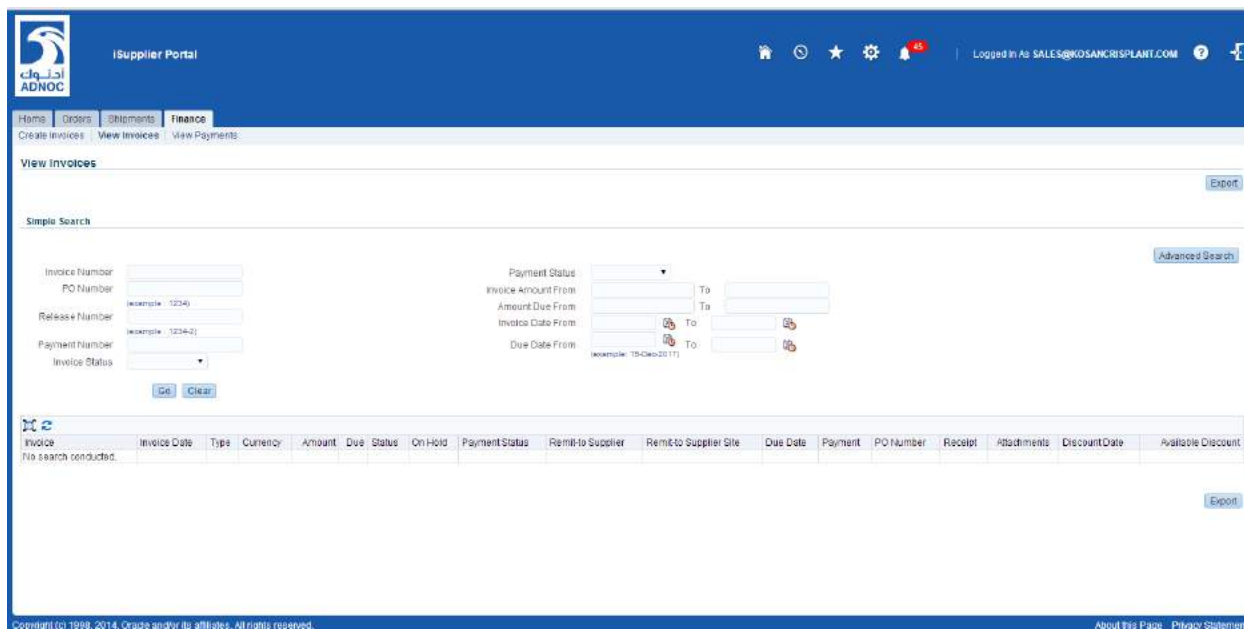


In case if invoice is rejected due to any reason, supplier is expected to create a new invoice and submit for approval.

Finance (Invoice & Payment Information)

Navigation: ADNOC iSupplier Portal Full Access (Supplier View) > Finance Tab

Click on **Finance** Tab, this action will open the following page with **View Invoices** and **View Payments** option. This page can be used to view invoices and payments with multiple search options;



The screenshot displays the 'iSupplier Portal' interface. At the top, there is a navigation bar with 'Home', 'Orders', 'Statements', and 'Finance' tabs. The 'Finance' tab is active, showing sub-options for 'Create Invoices', 'View Invoices', and 'View Payments'. Below this, the 'View Invoices' section is visible, featuring a 'Simple Search' form with various input fields: Invoice Number, PO Number (with an example '1234'), Release Number (with an example '1234-2'), Payment Number, and Invoice Status. There are also date range selectors for 'Invoice Amount From', 'Amount Due From', 'Invoice Date From', and 'Due Date From', each with a 'To' field. An 'Advanced Search' button is located on the right side of the search area. Below the search form is a table with columns: Invoice, Invoice Date, Type, Currency, Amount, Due Status, On Hold, Payment Status, Remit-to Supplier, Remit-to Supplier Site, Due Date, Payment, PO Number, Receipt, Attachments, Discount Date, and Available Discount. The table currently shows 'No search conducted.' and an 'Export' button is present at the bottom right of the table area. The footer contains copyright information: 'Copyright (c) 1999, 2014, Oracle and/or its affiliates. All rights reserved.' and a link to 'About this Page | Privacy Statement'.

View Invoices

Search Invoice either by entering the invoice number or PO Number or Invoice Dates;

Home | Orders | Shipments | **Finance**
 Create Invoices | **View Invoices** | View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number:
 PO Number: (example: 1234)
 Release Number: (example: 1234-2)
 Payment Number:
 Invoice Status:

Payment Status:
 Invoice Amount From: To:
 Amount Due From: To:
 Invoice Date From: To:
 Due Date From: To: (example: 18-Dec-2017)

| Invoice | Invoice Date | Type | Currency | Amount | Due | Status | On Hold | Payment Status | Remit-to Supplier | Remit-to Supplier Site | Due Date | Payment | PO Number | Receipt | Attachments | Discount Date | Available Discount |
|----------|--------------|----------|----------|----------|----------|------------|---------|----------------|-------------------|------------------------|-------------|---------|-----------|-----------|-------------|---------------|--------------------|
| 1189 | 18-Dec-2017 | Standard | EUR | 1,034.39 | 1,034.39 | In-Process | | Net Paid | | | 18-JAN-2018 | | 573470 | 515101788 | | | |
| 573472-1 | 19-Dec-2017 | Standard | EUR | 2,298.28 | 2,298.28 | In-Process | | Net Paid | | | 16-JAN-2018 | | 573472 | 515101792 | | | |
| 1194 | 19-Dec-2017 | Standard | EUR | 1,174.89 | 1,174.89 | In-Process | | Net Paid | | | 16-JAN-2018 | | 573470 | Multiple | | | |
| 573470 | 18-Dec-2017 | Standard | EUR | 0.00 | 0.00 | Cancelled | | Net Paid | | | 17-JAN-2018 | | 573470 | 515101789 | | | |
| CD45490 | 11-Oct-2017 | Standard | EUR | 323.45 | 323.45 | In-Process | | Net Paid | | | 20-NOV-2017 | | 509575 | 59054447 | | | |
| CD45252 | 27-Sep-2017 | Standard | EUR | 95.90 | 0.00 | Approved | | Paid | | | 17-NOV-2017 | 91809 | 521217-19 | 515101693 | | | |
| OD45190 | 11-Sep-2017 | Standard | EUR | 5,597.77 | 0.00 | Approved | | Paid | | | 22-NOV-2017 | 91815 | 590417 | 59054455 | | | |
| CD44938 | 09-Aug-2017 | Standard | EUR | 6,426.90 | 0.00 | Approved | | Paid | | | 11-OCT-2017 | 91801 | 531217-14 | 515101607 | | | |

View Payments

Payments information can be searched by entering the Invoice Number or PO Number Payment Dates as shown in the following page;

View Payments:

| Payment | Remit to Supplier | Remit to Supplier Site | Payment Date | Currency | Amount | Method | Status | Status Date | Bank Account | Invoice | PO Number |
|---------|-------------------|------------------------|--------------|----------|-----------|------------|------------|-------------|-----------------------------|----------|-----------|
| 91815 | | | 22-Nov-2017 | EUR | 5,067.77 | Electronic | Negotiable | 22-Nov-2017 | 121215 ADCB DHS Current Alc | CD45198 | 589417 |
| 91808 | | | 31-Oct-2017 | EUR | 85.69 | Electronic | Cleared | 07-Nov-2017 | 121215 ADCB DHS Current Alc | CD45353 | 531217-18 |
| 91805 | | | 09-Oct-2017 | EUR | 13,500.00 | Electronic | Cleared | 12-Oct-2017 | 121215 ADCB DHS Current Alc | CD44343 | 552351 |
| 91801 | | | 19-Sep-2017 | EUR | 8,428.99 | Electronic | Cleared | 24-Sep-2017 | 121215 ADCB DHS Current Alc | CD44538 | 531217-14 |
| 91796 | | | 20-Aug-2017 | EUR | 942.90 | Electronic | Cleared | 28-Aug-2017 | 121215 ADCB DHS Current Alc | CD44718 | 531217-14 |
| 91791 | | | 18-Jul-2017 | EUR | 205.45 | Electronic | Cleared | 22-Jul-2017 | 121215 ADCB DHS Current Alc | Multiple | Multiple |
| 91788 | | | 04-Jul-2017 | EUR | 8,462.61 | Electronic | Cleared | 11-Jul-2017 | 121215 ADCB DHS Current Alc | CD44468 | 531217-13 |
| 91786 | | | 03-Jul-2017 | EUR | 1,351.83 | Electronic | Cleared | 10-Jul-2017 | 121215 ADCB DHS Current Alc | CD44367 | 531217-14 |
| 91782 | | | 04-Jun-2017 | EUR | 5,158.68 | Electronic | Cleared | 12-Jun-2017 | 121215 ADCB DHS Current Alc | CD44132 | 531217-12 |
| 91772 | | | 27-Apr-2017 | EUR | 1,285.38 | Electronic | Cleared | 03-May-2017 | 121215 ADCB DHS Current Alc | CD43491 | 531217-6 |
| 91767 | | | 06-Apr-2017 | EUR | 4,302.83 | Electronic | Cleared | 12-Apr-2017 | 121215 ADCB DHS Current Alc | Multiple | Multiple |
| 91766 | | | 27-Mar-2017 | EUR | 76,790.00 | Electronic | Cleared | 05-Apr-2017 | 121215 ADCB DHS Current Alc | PI 97424 | 551418 |
| 91763 | | | 08-Mar-2017 | EUR | 18,439.29 | Electronic | Cleared | 14-Mar-2017 | 121215 ADCB DHS Current Alc | CD42665 | 531217-9 |

Status Definitions:

Cleared – Transferred to Supplier Account

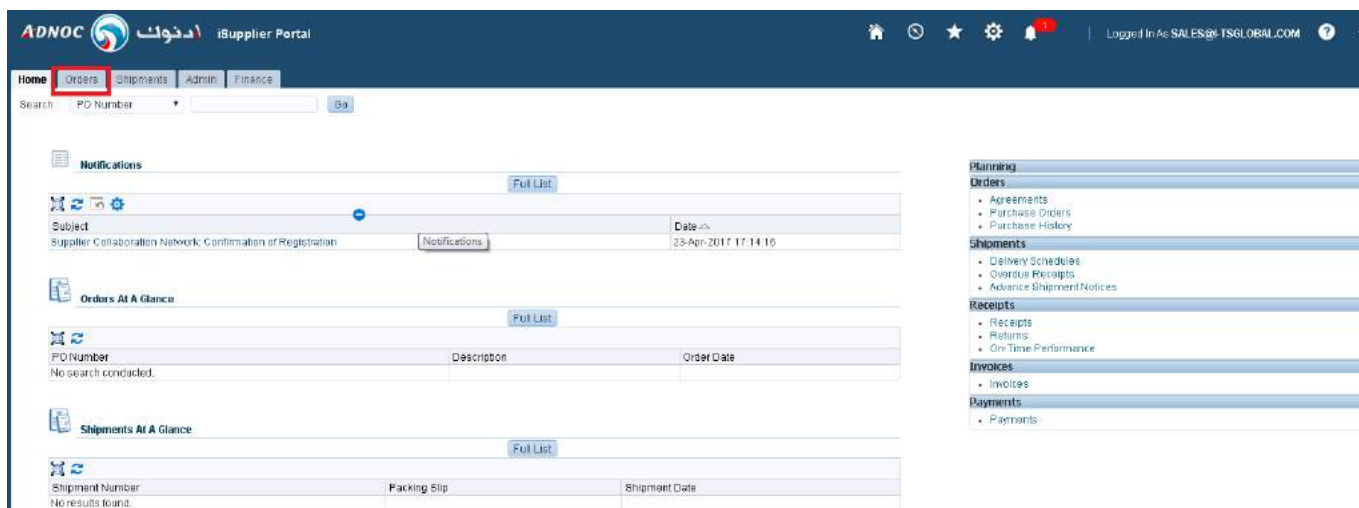


Negotiable – Under Process / Under Signature

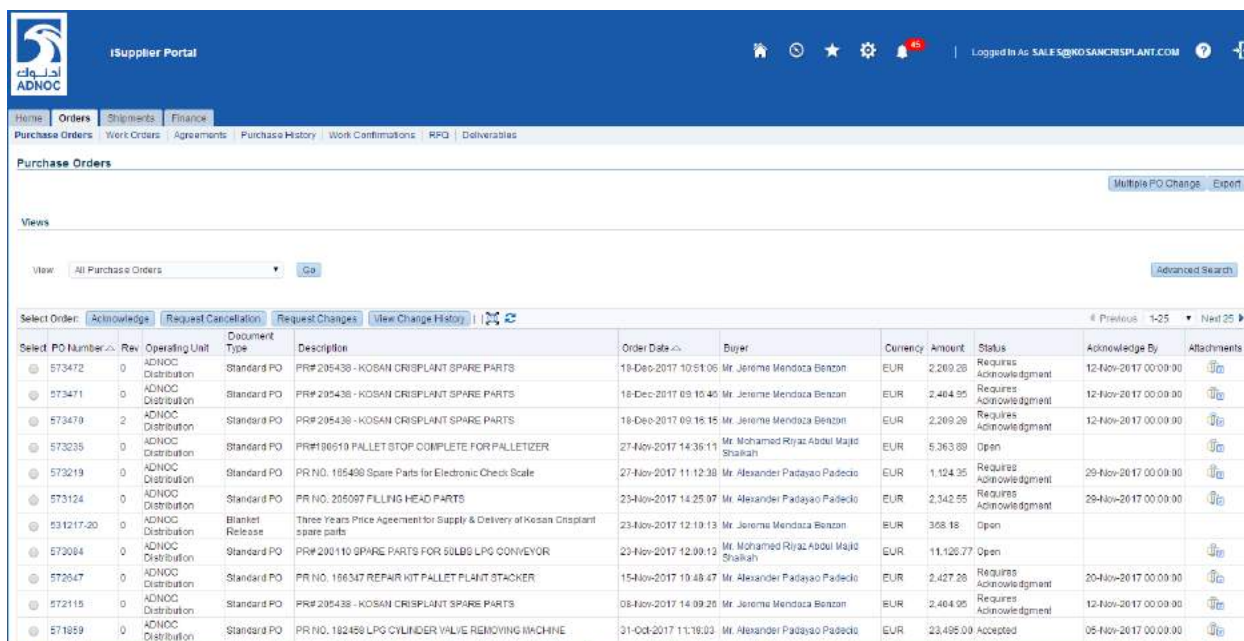
Orders

Navigation: ADNOC iSupplier Portal Full Access (Supplier View) > Finance Tab

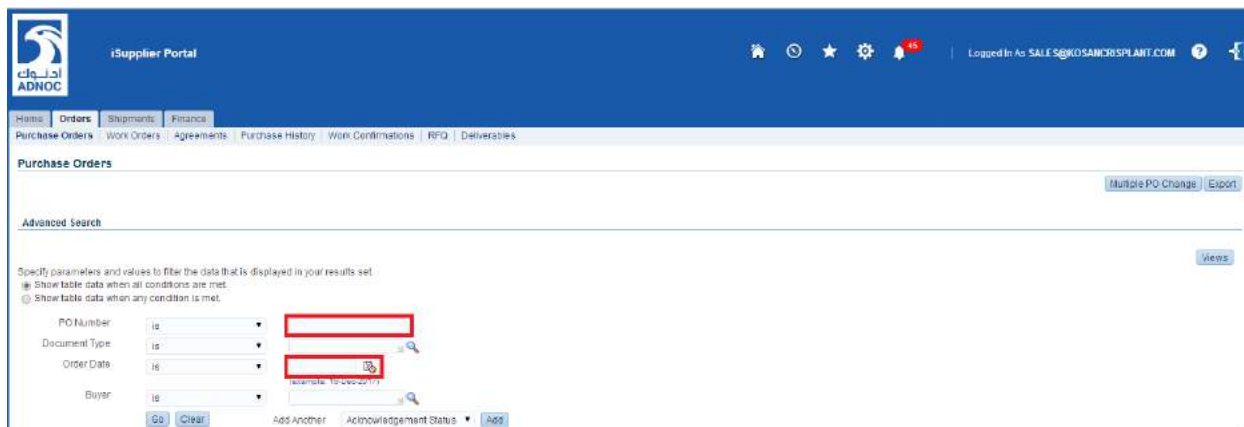
User orders tab to view approved Purchase Orders, Agreements and Release Orders issued against supplier.



Click on **Orders** tab, the following page opens;



Click on Advanced Search option to search any Purchase Order based on either PO Number or PO Dates;

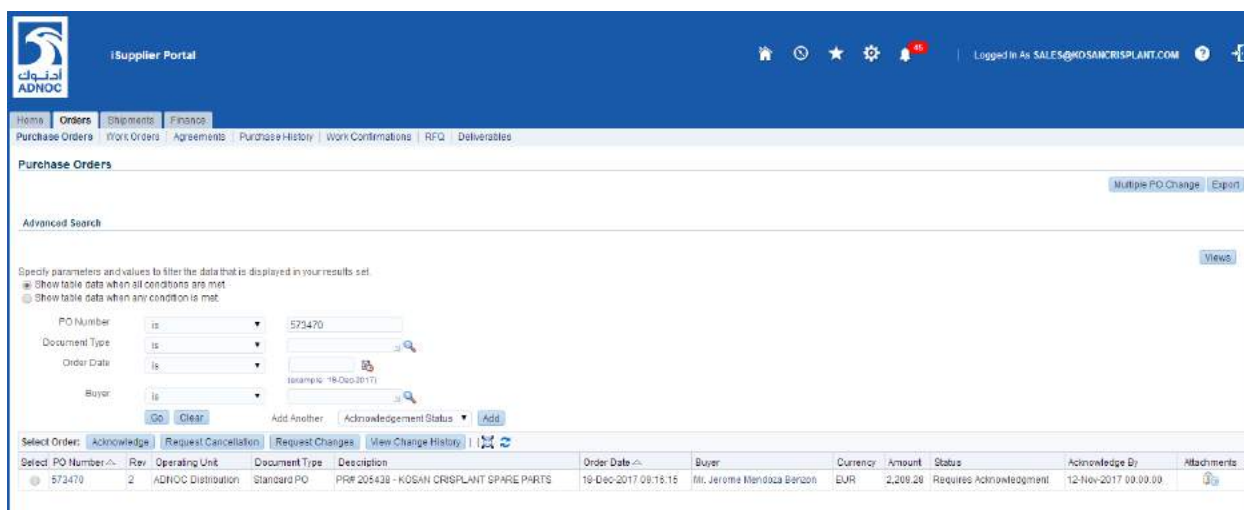


The screenshot shows the 'Advanced Search' section of the iSupplier Portal. It includes a 'Views' button and two radio buttons for filtering: 'Show table data when all conditions are met' (selected) and 'Show table data when any condition is met'. The search criteria are as follows:


- PO Number: is [red box]
- Document Type: is [red box]
- Order Date: is [red box]
- Buyer: is [red box]

Buttons for 'Go', 'Clear', 'Add Another', and 'Acknowledgement Status' are visible at the bottom of the search form.

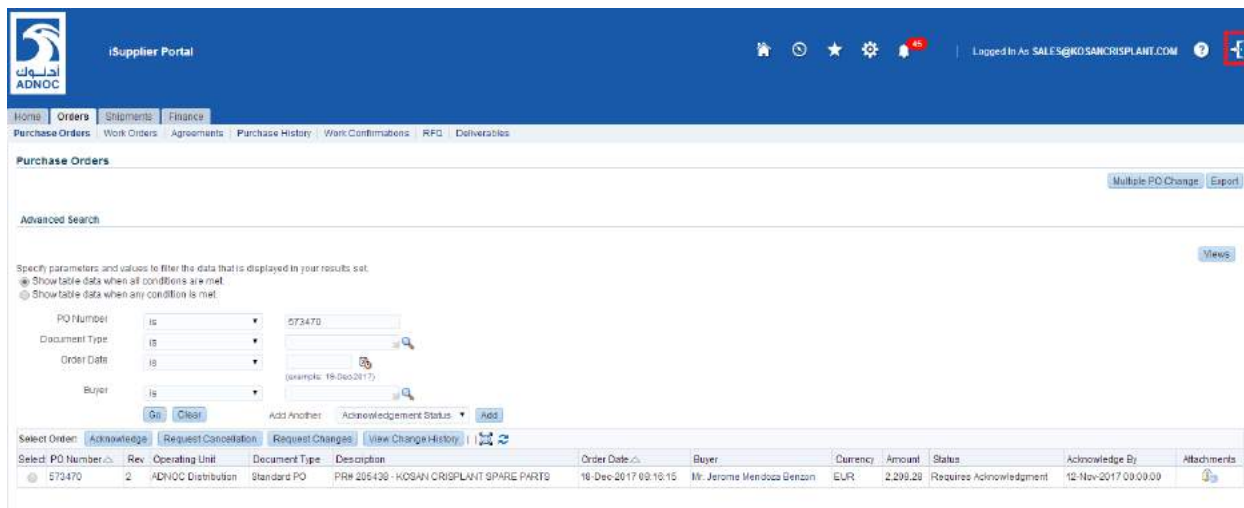
Enter the PO Number and click on Go button to view the Purchase Order;



The screenshot shows the search results for PO Number 573470. The search criteria are filled in, and a table of results is displayed below. The table has the following columns: Selected, PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Acknowledge By, and Attachments.

| Selected | PO Number | Rev | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Acknowledge By | Attachments |
|----------------------------------|-----------|-----|--------------------|---------------|--|----------------------|---------------------------|----------|----------|-------------------------|----------------------|---|
| <input checked="" type="radio"/> | 573470 | 2 | ADNOC Distribution | Standard PO | PRF 205438 - KOSAN CRISPLANT SPARE PARTS | 18-Dec-2017 08:16:15 | Mt. Jerome Mendoua Barzon | EUR | 2,209.28 | Requires Acknowledgment | 12-Nov-2017 00:00:00 |  |

Logging off / Out from iSupplier Portal



Purchase Orders

Multiple PO Change | Export

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set.
☑ Show table data when all conditions are met.
☐ Show table data when any condition is met.

PO Number: is 573470
Document Type: IS
Order Date: is (example: 19-Dec-2017)
Buyer: is

Go Clear Add Another Acknowledgement Status Add

Select Order: Acknowledge Request Cancellation Request Changes View Change History

| Select | PO Number | Rev | Operating Unit | Document Type | Description | Order Date | Buyer | Currency | Amount | Status | Acknowledge By | Attachments |
|--------|-----------|-----|--------------------|---------------|--|----------------------|---------------------------|----------|----------|-------------------------|----------------------|-------------|
| ⊕ | 573470 | 2 | ADNOC Distribution | Standard PO | PR# 206438 - KOSAN CRISPLANT SPARE PARTS | 18-Dec-2017 09:10:15 | Mr. Jerome Mendoca Genzon | EUR | 2,209.28 | Requires Acknowledgment | 12-Nov-2017 09:00:09 | 📎 |

Click on Logout  option from the header of the page;