

Create Invoice

ADIA

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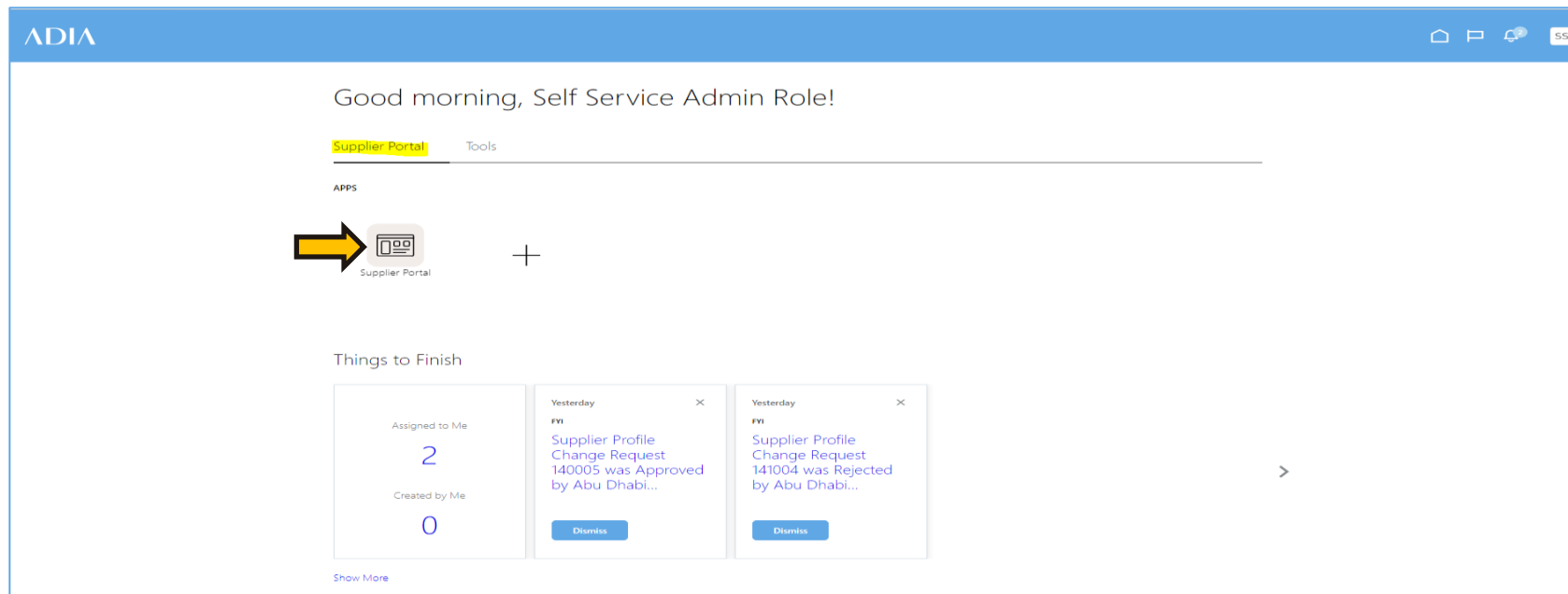
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Login

1. To access the **Supplier Portal**, open a web browser such as Chrome and click on the URL <https://fa-evrp-saasfaprod1.fa.ocs.oraclecloud.com> received from ADIA.
2. To access the supplier portal menu, click on the “Supplier Portal” tile.

Note: *The Menu you see will be depending on the access provided.*



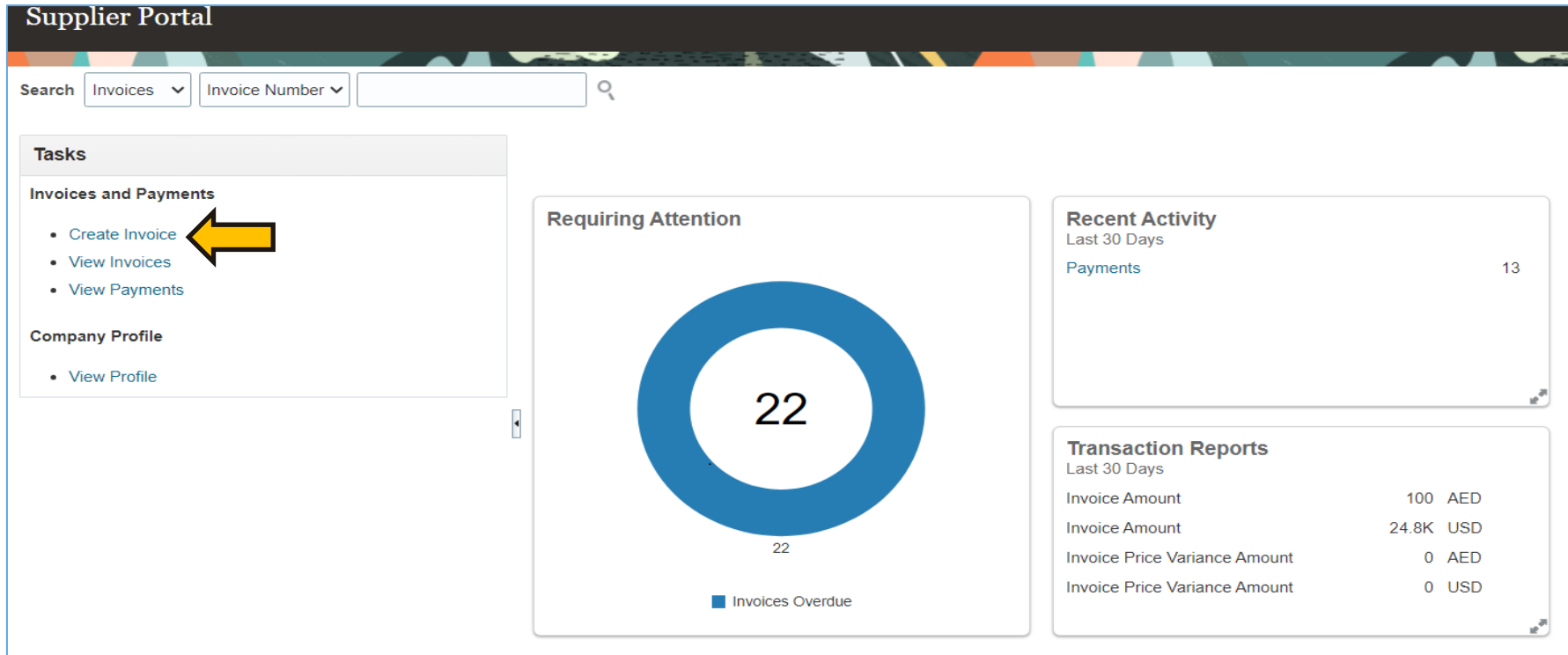
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Figure 1

Create Invoice

To access the **Supplier Portal Page**:

1. Click **“Create Invoice”** under Invoices and Payments.



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Figure 2

2. Fill in appropriate values in the mandatory and pertinent fields, attachment and click “Save”.

2.1. Click on List of Values (LOV) ‘▼’ and select the PO (Purchase Order) in identifying PO, based on PO selection ‘Supplier site’ and ‘Customer Taxpayer ID’ values auto populate.

2.2. Click on LOV (▼) and select the Remit-to-Bank Account

2.3. Enter the Invoice number and select Date which is appearing on the Invoice Document.

2.4. Click on ‘+’ below description and add the attachment (Invoice, Delivery note, etc..).

Note: Attachments is mandatory for Creation of Invoices.

Note: Invoice number cannot be repeated, it should be unique for every Invoice.

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

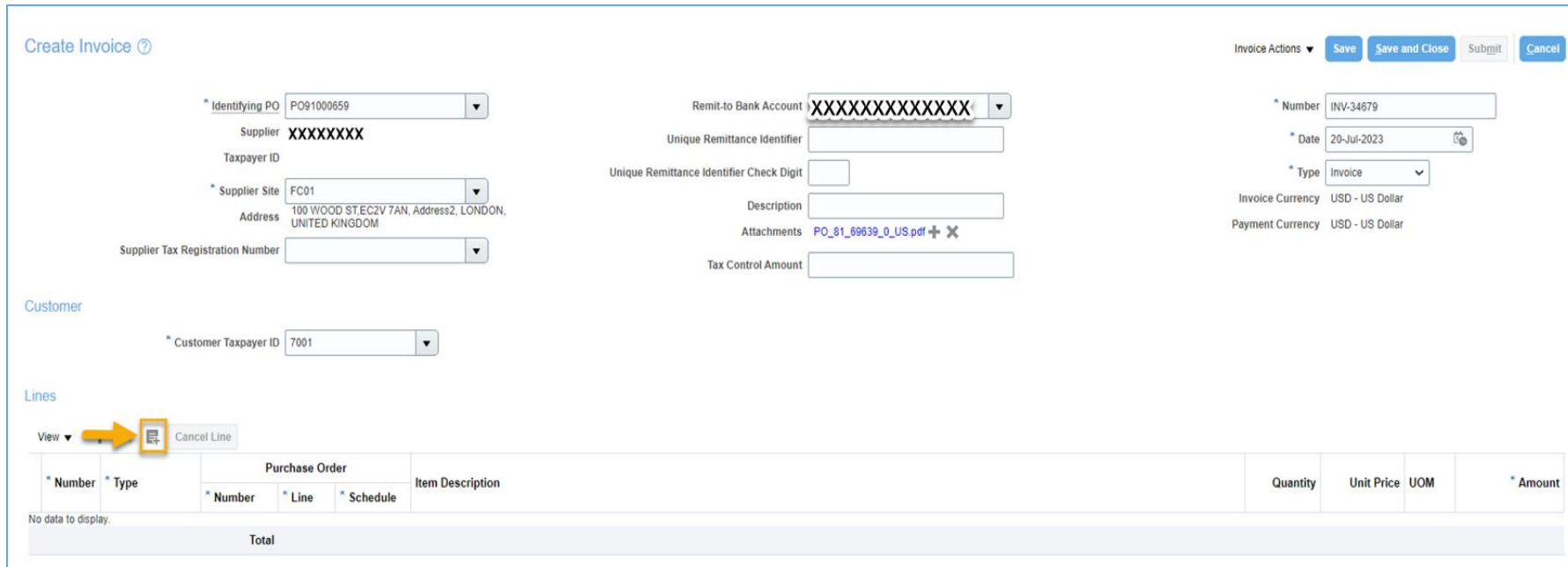
- Identifying PO:** PO91000859 (indicated by a yellow arrow)
- Supplier:** XXXXXXXX
- Taxpayer ID:** (empty)
- Supplier Site:** FC01
- Address:** 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM
- Supplier Tax Registration Number:** (empty)
- Remit-to Bank Account:** XXXXXXXXXXXX (indicated by a yellow arrow)
- Unique Remittance Identifier:** (empty)
- Unique Remittance Identifier Check Digit:** (empty)
- Description:** (empty)
- Attachments:** PO_81_69639_0_US.pdf (indicated by a yellow box and a '+' icon)
- Tax Control Amount:** (empty)
- Number:** INV-34679 (indicated by a yellow box)
- Date:** 20-Jul-2023 (indicated by a yellow box)
- Type:** Invoice
- Invoice Currency:** USD - US Dollar
- Payment Currency:** USD - US Dollar

Buttons at the top right: Invoice, Save, Save and Close, Submit, Cancel. A yellow arrow points to the 'Save' button.

Figure 3

3. Now click  to match the PO Lines to add.

Note: In Lines tab do not use the '+' to add lines, as this will automatically reject the Invoice. Invoice should only be created with PO Lines .



* Number	* Type	Purchase Order			Item Description	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule					
No data to display.									
Total									

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Figure 4

4. A Pop-up window is opened, select the PO lines, and click on OK.

Select and Add: Purchase Orders ✕

Search Advanced Saved Search

** At least one is required

** Purchase Order ** Consumption Advice

** Creation Date

Search Results

View Detach

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO91000659	1	1				CLIPS FOLD BACK...	Abu Dhabi Investm...	50
PO91000659	1	2				CLIPS FOLD BACK...	Abu Dhabi Investm...	50
PO91000659	2	1				CALCULATOR PAP...	Abu Dhabi Investm...	50
PO91000659	4	1				ZAFRAN TAJ MAH...	Abu Dhabi Investm...	100
PO91000659	5	1				NESCAFE SACHE...	Abu Dhabi Investm...	100

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Figure 5

5. Selected PO Line details are added to invoice, adjust the invoice quantity if required.

The screenshot shows the 'Create Invoice' interface. At the top right, there are 'Invoice Actions' buttons: Save, Save and Close, Submit, and Cancel. The form is divided into several sections:

- Identifying PO:** PO91000659
- Supplier:** XXXXXXXX
- Supplier Site:** FC01
- Address:** 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM
- Remit-to Bank Account:** XXXXXXXXXXXXXXXX
- Unique Remittance Identifier:** (empty)
- Unique Remittance Identifier Check Digit:** (empty)
- Description:** (empty)
- Attachments:** PO_81_69639_0_US.pdf
- Tax Control Amount:** (empty)
- Number:** INV-34679
- Date:** 20-Jul-2023
- Type:** Invoice
- Invoice Currency:** USD - US Dollar
- Payment Currency:** USD - US Dollar
- Customer Taxpayer ID:** 7001

The 'Lines' section contains a table with the following data:

* Number	* Type	Purchase Order			Item Description	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule					
Item		PO91000659	1	1	CLIPS FOLD BACK E LARGE 41MM ATLAS BRAND (BOX OF 12)	24		10 Each	200.00
Total									200.00

An orange arrow points to the 'Quantity' field (24) in the table, which is highlighted with a yellow border.



Figure 6

Note: If your Invoice is issued against two PO's. Please make sure to match the values of first PO and verify it before adding the second PO. Once a new PO is added the quantities of the previous PO cannot be edited. You need to delete and add the PO again if required. ([Please refer below for detailed process](#))

6. Before submitting the Invoice, click on Invoice Actions and select 'Calculate Tax.' The Tax details shown under the Summary Tax Lines.

Note: The Invoice will not submit until we select the Calculate Tax process.

Supplier Information:
Identifying PO: PO91000859
Supplier: XXXXXX
Taxpayer ID: [Blank]
Supplier Site: FC01
Address: 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM
Supplier Tax Registration Number: [Blank]

Customer Information:
Customer Taxpayer ID: 7001

Invoice Actions:
Invoice Actions (selected), Save, Save and Close, Submit, Cancel

Invoice Details:
Type: Invoice
Invoice Currency: USD - US Dollar
Payment Currency: USD - US Dollar

* Number	* Type	* Purchase Order Number	* Line	* Schedule	Item Description	Quantity	Unit Price	UOM	* Amount
1	Item	PO91000859	1	1	CLIPS FOLD BACK, E LARGE 41MM ATLAS BRAND (BOX OF 12)	20	10	Each	200.00
2	Item	PO91000859	4	1	ZAFRAN TAJ MAHAL BRAND (ORIGINAL) SPAIN 4GMS. PER PACK	50	40	Each	2,000.00
Total									2,200.00

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UAE TAX REGIME	UAE VAT	UAE TAX JURI...	UAE VAT STATUS	VAT RECOVERABLE F	20		40
2	UAE TAX REGIME	UAE VAT	UAE TAX JURI...	UAE VAT STATUS	VAT RECOVERABLE F	20		400
3	UAE TAX REGIME	UAE VAT OFFSET		UAE VAT OFFSET STA	VAT REVERSE CHARC	-20		-40
4	UAE TAX REGIME	UAE VAT OFFSET		UAE VAT OFFSET STA	VAT REVERSE CHARC	-20		-400

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Figure 7

7. Click on Submit to submit the Invoice.

Create Invoice ⓘ

Identifying PO: PO91000650
 Supplier: XXXXXX
 Taxpayer ID: [Field]
 Supplier Site: FCSI
 Address: 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM
 Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]
 Unique Remittance Identifier: [Field]
 Unique Remittance Identifier Check Digit: [Field]
 Description: [Field]
 Attachments: PO_81_69936_0_US.pdf
 Tax Control Amount: [Field]

Invoice Actions: Save Save and Close **Submit** 

* Number: INVJ34579
 Date: 20-Jul-2023
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer: Customer Taxpayer ID: 7001

Lines

* Number	* Type	Purchase Order			Item Description	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule					
1	Item	PO91000650	1	1	CLIPS FOLD BACK E LARGE 41MM ATLAS BRAND (BOX OF 12)	20	10	Each	200.00
2	Item	PO91000650	4	1	ZAFRAN TAJ MAHAL BRAND (ORIGINAL) SPAIN 4GMS. PER PACK.	50	40	Each	2,000.00
Total									2,200.00

Summary Tax Lines


Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UAE TAX REGIME	UAE VAT	UAE TAX JURISDICTION	UAE VAT STATUS	VAT RECOVERABLE F	20		40
2	UAE TAX REGIME	UAE VAT	UAE TAX JURISDICTION	UAE VAT STATUS	VAT RECOVERABLE F	20		400
3	UAE TAX REGIME	UAE VAT OFFSET		UAE VAT OFFSET STA	VAT REVERSE CHARC	-20		-40
4	UAE TAX REGIME	UAE VAT OFFSET		UAE VAT OFFSET STA	VAT REVERSE CHARC	-20		-400

Totals

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Figure 8

8. Invoice has been submitted. Click on done to close the page or click on 'Create Another' to create new invoice.

Invoice: **INV-34679** 

Identifying PO: PO91000559
Supplier: >XXXXXX
Taxpayer ID:
Supplier Site: FC01
Address: 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM
Supplier Tax Registration Number:

Remit-to Bank Account: XXXXXXXXXXXX
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description:
Attachments: PO_61_69639_0_US.pdf
Tax Control Amount:

Number: INV-34679
Date: 20-Jul-2023
Type: Invoice
Invoice Currency: USD
Payment Currency: USD

Customer Taxpayer ID: 7001
Legal Entity: Abu Dhabi Investment Authority (ADIA) - OPEX
Address:

Lines

Number	Type	* Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM	Amount
		Number	Line	Schedule Number	Line										
1	ITEM	PO9100...	1	1			CLIPS FOLD BACK E.LARGE 41MM ATLAS BRAND (BOX OF 12)	Abu Dhabi Investment Auth...	100 WOOD ST, EC2V 7AN...			20	10	Each	200.00
2	ITEM	PO9100...	4	1			ZAFRAN TAJ MAHAL BRAND (ORIGINAL) SPAIN 4GMS. PER PACK.	Abu Dhabi Investment Auth...	100 WOOD ST, EC2V 7AN...			50	40	Each	2,000.00
Total															2,200.00

Summary Tax Lines

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
1	UAE TAX REGIME	UAE VAT	UAE TAX JURISDICTION	UAE VAT STATUS	VAT RECOVERABLE F	20		40
2	UAE TAX REGIME	UAE VAT	UAE TAX JURISDICTION	UAE VAT STATUS	VAT RECOVERABLE F	20		400
3	UAE TAX REGIME	UAE VAT OFFSET		UAE VAT OFFSET STA	VAT REVERSE CHARC	-20		-40
4	UAE TAX REGIME	UAE VAT OFFSET		UAE VAT OFFSET STA	VAT REVERSE CHARC	-20		-400

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Figure 9

Creating a new Invoice for partially invoiced PO:

- Click “Create Invoice” under Invoices and Payments.
- Fill in appropriate values in the mandatory and pertinent fields, attachment and click “Save.”
- Click on LOV and select the PO in identifying PO, based on PO selection ‘Supplier site’ and Customer Taxpayer ID’ values auto populate.
- Click on LOV and select the Remit-to-Bank Account
- Enter the Invoice number and select Date which is appearing on the
- Invoice Document.

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1. Click on ‘+’ below description and add the attachment (Invoice, Delivery note, etc..).

Create Invoice

* Identifying PO PO0100059

Supplier XXXXXX

Taxpayer ID

* Supplier Site FC01

Address 100 WOOD ST, EC2V 7AN, Address2: LONDON, UNITED KINGDOM

Supplier Tax Registration Number

Customer

* Customer Taxpayer ID 7001

Lines

Remit-to-Bank Account XXXXXXXXXXXX

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments PO_01_09039_0_US.pdf

Tax Control Amount

Invoice Number INV-38567

* Date 20-Jul-2023

* Type Invoice


Invoice Currency USD - US Dollar


Payment Currency USD - US Dollar

Save Save and Close Submit Cancel



Figure 11



2. Now click  to match the PO Lines to add.

Create Invoice 



Invoice Actions  Save Save and Close Submit Cancel

* Identifying PO PO91000659
Supplier XXXXXXXX
Taxpayer ID
* Supplier Site FC01
Address 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM
Supplier Tax Registration Number

Remit-to Bank Account XXXXXXXXXXXXXXXX
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments PO_01_69639_0_US.pdf  
Tax Control Amount

* Number INV-34679
* Date 20-Jul-2023 
* Type Invoice 
Invoice Currency USD - US Dollar
Payment Currency USD - US Dollar

Customer
* Customer Taxpayer ID 7001

Lines
View   Cancel Line

* Number	* Type	Purchase Order			Item Description	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule					
No data to display.									
Total									

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Figure 12

3. A Pop-up window is opened, select the PO lines, and click on OK.
4. Select the remaining quantity lines which we Invoiced earlier.

Create Invoice [?](#)

Invoice Actions **Save** **Save and Close** **Submit** **Cancel**

Identifying PO: PO91000659
 Supplier: XXXXXX
 Taxpayer ID:
 Supplier Site: FC01
 Address: 100 WOOD ST.EC2V 7AN, Address2, LONDON, UNITED KINGDOM
 Supplier Tax Registration Number:

Remit-to Bank Account: XXXXXXXXXXXXXXXX
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: PO_81_69639_0_US.pdf + X
 Tax Control Amount:

* Number: INV-38567
 * Date: 20-Jul-2023
 Type: Invoice
 Invoice Currency: USD - US Dollar
 Payment Currency: USD - US Dollar

Customer
 Customer Taxpayer ID: 7001

Lines

View + X Cancel Line


* Number	* Type	Purchase Order			Item Description	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule					
2	Item	PO91000659	4	1	ZAFRAN TAJ MAHAL BRAND (ORIGINAL) SPAIN 4GMS. PER PACK.	50	40	Each	2,000.00
1	Item	PO91000659	1	1	CLIPS FOLD BACK E.LARGE 41MM ATLAS BRAND (BOX OF 12)	30	10	Each	300.00
Total									2,300.00

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Figure 13

5. Before submitting the Invoice, click on Invoice Actions and select 'Calculate Tax'. The Tax details shown under the Summary Tax Lines.
6. Follow the steps 7,8,9 to Submit the Invoice.

Creating an invoice for multiple PO's:

1. Follow steps 2,3,4 to fill appropriate values in the mandatory and pertinent fields.
2. Now click  to match the PO Lines to add. Follow steps in 4,5.
3. Selected PO Line details are added to invoice, adjust the invoice quantity if required.
4. To add multiple PO's, follow similar steps 4,5 as above.

Create Invoice

Invoice Actions
Save
Save and Close
Submit
Cancel

Identifying PO: PO91000630

Supplier: XXXXXXXXX

Taxpayer ID: []

Supplier Site: FC01

Address: 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM



Supplier Tax Registration Number: []

Remit to Bank Account: []

Unique Remittance Identifier: []

Unique Remittance Identifier Check Digit: []

Description: []

Attachments: PO_300000007211552_PO91000483_  

Tax Control Amount: []

Number: INV-48934

Date: 22-Jul-2023




Type: Invoice

Invoice Currency: AED - UAE Dirham

Payment Currency: AED - UAE Dirham

Customer Taxpayer ID: 7001

Lines

View    Cancel Line

* Number	* Type	Purchase Order			Item Description	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule					
4	Item	PO91000626	1	1	CLIPS FOLD BACK LARGE 32MM ATLAS BRAND (BOX OF 12)	100	10	Each	1,000.00
3	Item	PO91000628	1	1	CLIPS FOLD BACK LARGE 32MM ATLAS BRAND (BOX OF 12)	100	10	Each	1,000.00
2	Item	PO91000629	1	1	CLIPS FOLD BACK LARGE 32MM ATLAS BRAND (BOX OF 12)	50	10	Each	500.00
1	Item	PO91000630	1	1	AL AIN MINERAL WATER 5 GALLON	100	100	Each	10,000.00
Total									12,500.00

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Figure 14

Note: *If your Invoice is issued against two PO's. Please make sure to match the values of first PO and verify it before adding the second PO. Once a new PO is added the quantities of the previous PO cannot be edited. You need to delete and add the PO again if required.*

5. Before submitting the Invoice, click on Invoice Actions and select 'Calculate Tax'. The Tax details shown under the Summary Tax Lines.
6. Follow the steps 7,8,9 to Submit the Invoice.

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Creating invoice for cancelled invoice w.r.t PO:

1. Verify the cancelled invoice details in view Invoices.
2. User registered on Supplier portal will receive a notification whenever an invoice is cancelled.

View Invoices Done

Search Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

** Supplier

Supplier Site


** Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number



Search Results

View

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
SM-UTTEST30	01-Mar-2023	Standard	PO91000090	01-Mar-2...	SIMCORP LTD.	FC01	0.00 AED	0.00 AED	Canceled	Un...		

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Figure 15

3. Create Invoice w.r.t to cancelled invoice and PO details. To create and submit the Invoice please follow the steps from step 2 to step 9.
4. While creating the cancelled invoice, please use 'REV' at the end of the old invoice number as the system will not allow duplicate Invoice numbering. For example, if the old Invoice is '123' revised invoice should be "123REV".

Create Invoice

Invoice Actions
Save
Save and Close
Submit
Cancel

Identifying PO: PO91000090 ←

Supplier: XXXXXXXXXXXX

Taxpayer ID:

Supplier Site: FC01

Address: 100 WOOD ST, EC2V 7AN, Address2, LONDON, UNITED KINGDOM

Supplier Tax Registration Number:

Remit-to Bank Account:

Unique Remittance Identifier:

Unique Remittance Identifier Check Digit:

Description:

Attachments: PO_30000007211552_PO91000483 + x

Tax Control Amount:

* Number: FIN-SM-UTTEST30

Date: 23-Jul-2023

Type: Invoice

Invoice Currency: AED - UAE Dirham

Payment Currency: AED - UAE Dirham

Customer Taxpayer ID: 7001

Lines

View + - x Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Item Description	Quantity	Unit Price	UOM	* Amount
3	Item	PO91000090	4	1	VOLVIC WATER - CTN. 1.5 L X 12 BTLs.	45	4	Each	180.00
2	Item	PO91000090	3	1	SODA WATER (300 ML) 1X24	209	3	Each	627.00
1	Item	PO91000090	1	1	AL AIN MINERAL WATER 5 GALLON	30	100	Each	3,000.00
Total									3,807.00

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Figure 16