

# Manage Fields

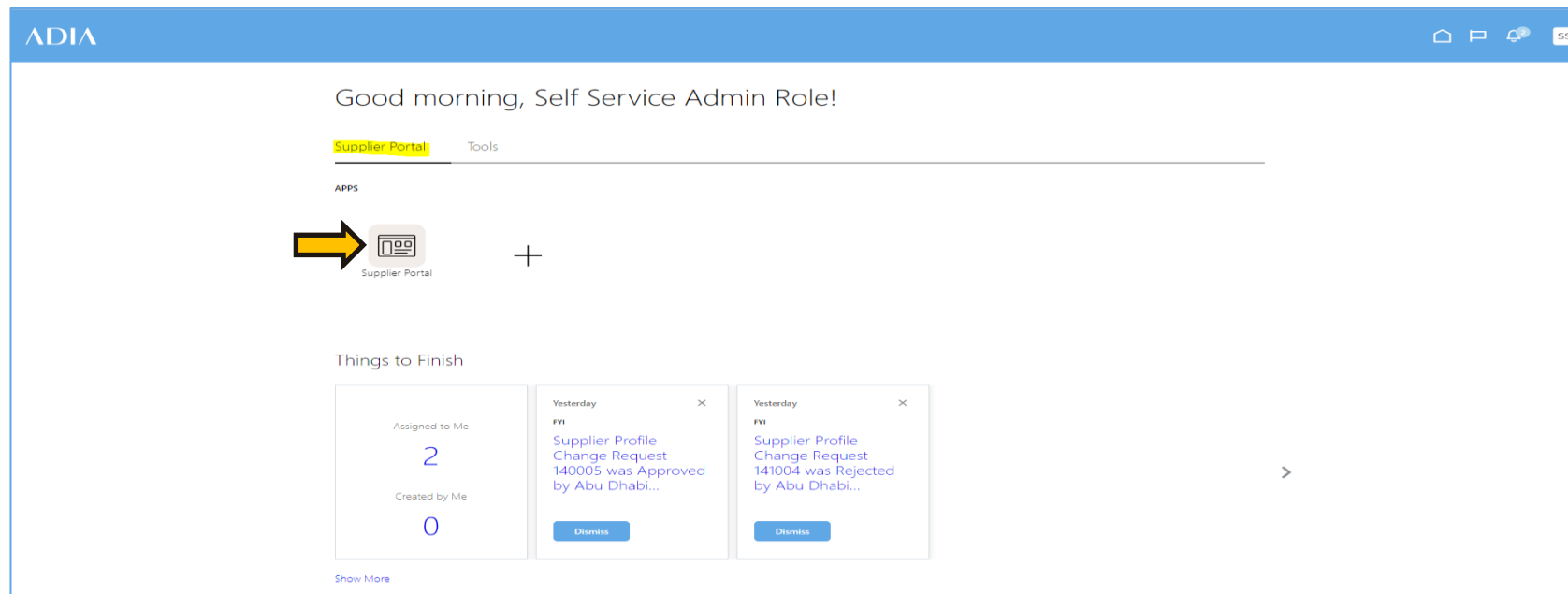
ADIA

Real Progress

## 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.*



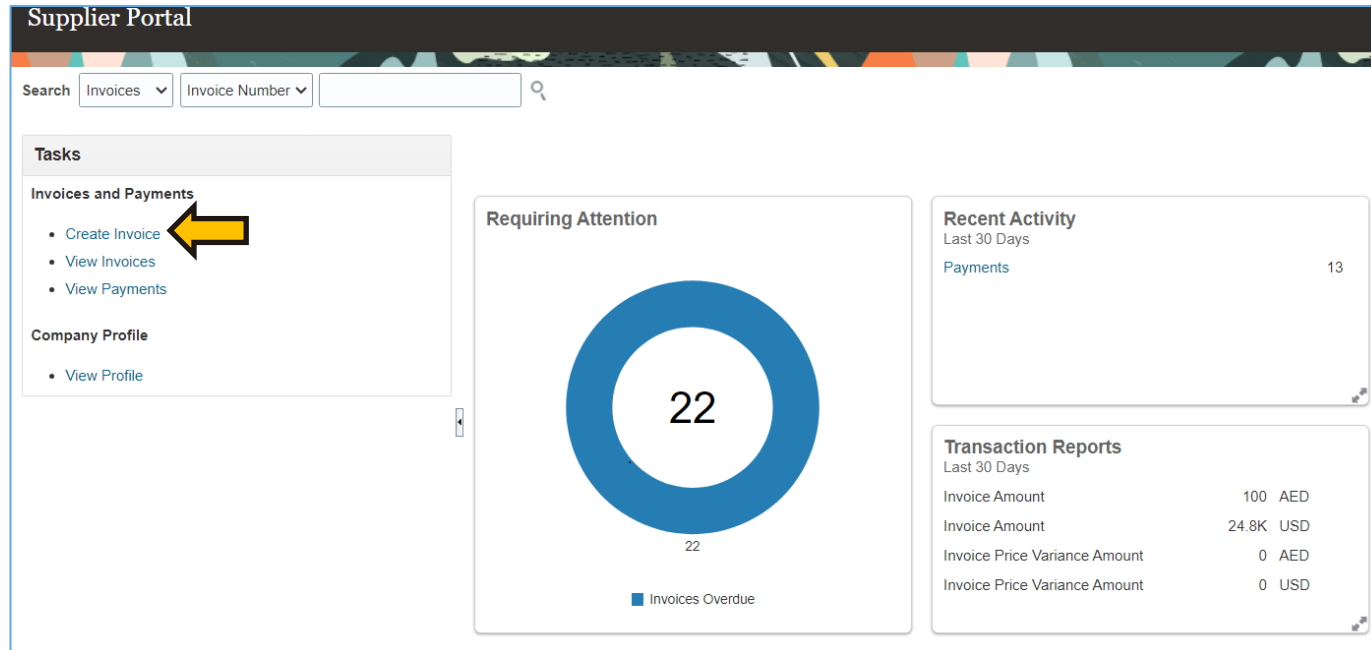
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Figure 1

## Create Invoice

To access the **Supplier Portal Page**:

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



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Figure 2

2. Click on the “View” and see available list of columns.

Create Invoice ⓘ Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO [dropdown] Supplier BLOOM GARDENS SCHOOL Taxpayer ID [input] \* Supplier Site [dropdown] Address [input] Supplier Tax Registration Number [dropdown]

Remit-to Bank Account [dropdown] Unique Remittance Identifier [input] Unique Remittance Identifier Check Digit [input] Description [input] Attachments None + Tax Control Amount [input]

\* Number [input] \* Date dd-mm-yyyy [input] \* Type Invoice [dropdown] Invoice Currency [input] Payment Currency [input]

Customer Customer Taxpayer ID [dropdown] Name [input] Address [input]

Lines View [dropdown] Cancel Line [button]

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

Summary Tax Lines View [dropdown]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								



Figure 3

### 3. Enable the required columns and disable the unwanted columns.

**Note:** It is an one-time activity. The chosen fields will appear in the same sequence in subsequent logins until modified by the users or after a major update to the application.

The screenshot displays the 'Columns' menu for a table in the ADIA application. The menu is open, showing a list of columns with checkboxes. A yellow arrow points to the 'UOM' checkbox, which is checked. The table below shows columns for Item Description, Quantity, Unit Price, UOM, and Amount.

Item Description	Quantity	Unit Price	UOM	* Amount
Freight				
Miscellaneous				
Inclusive Tax				
Exclusive Tax				0.00
Retainage				
Invoice Amount				0.00
Due				

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Figure 4