

View Invoice

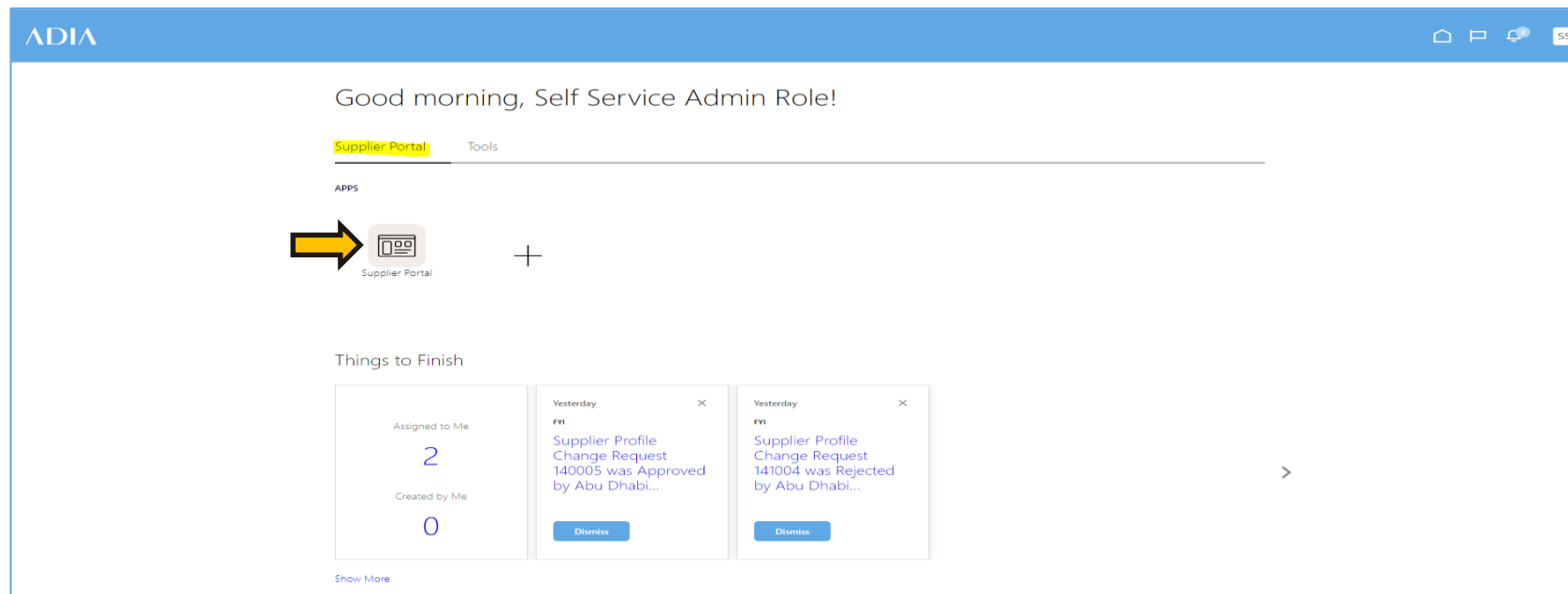
ADIA


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.*



ADIA

Figure 1

View Invoice

To access the **Supplier Portal Page**:

1. Click “View Invoices” under Invoices and Payments.

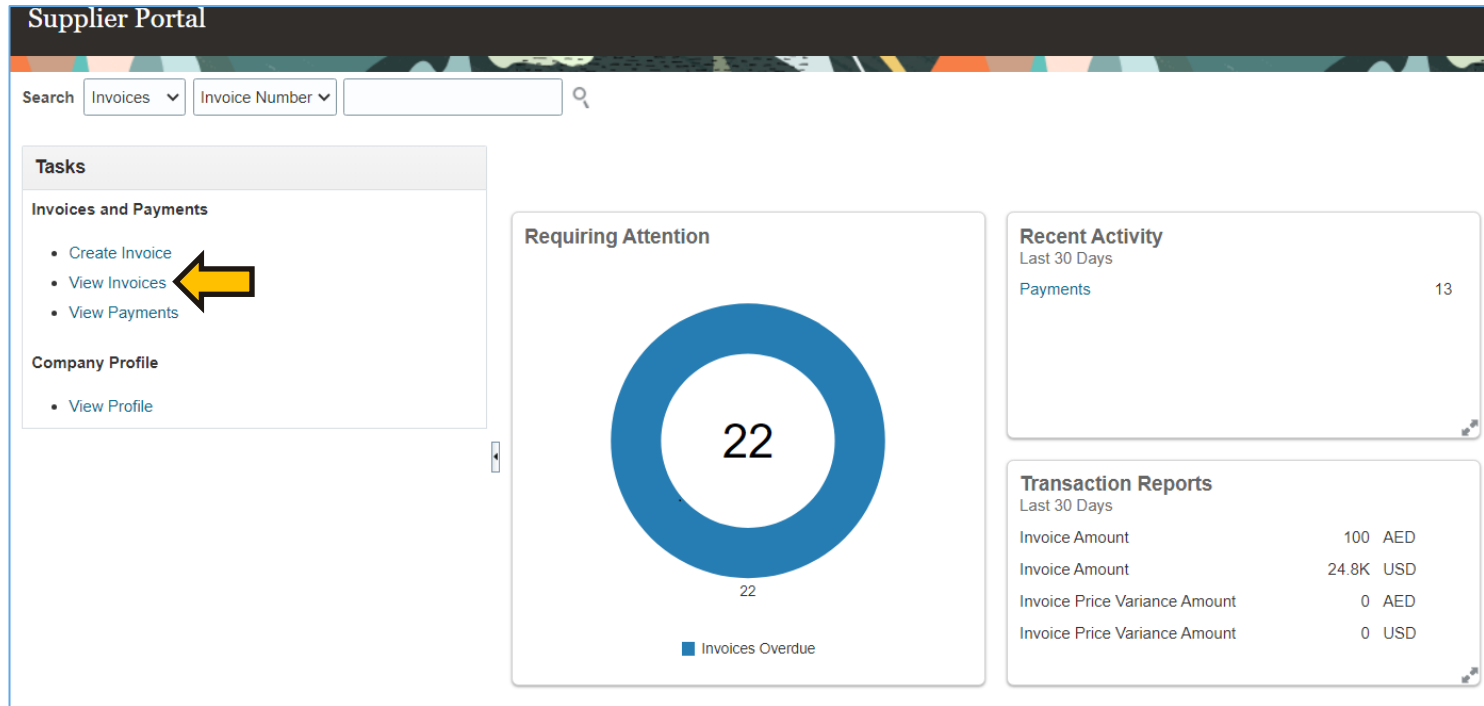


Figure 2

ADIA

2. Fill in appropriate values in at least one of the mandatory and pertinent fields and click “Search.”
3. Search result will be visible in the list.

The screenshot shows the 'View Invoices' application interface. At the top, there is a 'Done' button. Below it, a 'Search' section contains several input fields: 'Invoice Number' (with 'INV-3' entered), 'Supplier', 'Supplier Site', 'Purchase Order', 'Consumption Advice', 'Invoice Status', 'Paid Status', and 'Payment Number'. A note states '** At least one is required'. There are buttons for 'Advanced', 'Saved Search', and a dropdown for 'All Invoices'. Below the search fields are 'Search', 'Reset', and 'Save...' buttons. The 'Search Results' section shows a table with columns: Invoice Number, Invoice Date, Type, Purchase Order, Supplier, Supplier Site, Unpaid Amount, Invoice Amount, Invoice Status, Payment Number, and Comments. A single row is displayed with the following data: INV-3, 10-Apr-2023, Standard, PO91000038, MK_SUPPLIER UAT TEST, UAT TEST Site, 100.00 AED, 100.00 AED, In proc..., and an empty Comments field.

ADIA

Figure 3

Note: You can save your search criteria for future use and recall it by selecting from “Saved Search”.

Two Asterix (**) in search field indicating that any one field is required.

Single Asterix (*) where a field is Mandatory to view the results.

4. Click the required invoice under Invoice Number in Search Results section to view invoice details.

Invoice: **INV-3**
Done

Business Unit LE OPEX AED BU

Legal Entity Name Abu Dhabi Investment Authority (ADIA) - OPEX

Supplier or Party MK_SUPPLIER UAT TEST

Supplier Site UAT TEST Site

Address ABU, 3600, United Arab Emirates

Invoice Date 10-Apr-2023

Invoice Amount 100.00 AED

Unpaid Amount 100.00 AED

Payment Currency AED

Tax Control Amount

Invoice Type Standard

Description

Attachment PO_300000007211552_PO91000038_

Lines Payments

Items

View Detach

Line	Amount	Description	Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
						Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
2	100.00	Testing Item	10	10	Each	PO910000...	1	1	150011	1			Abu Dhabi Investment Authority

Summary Tax Lines Shipping and Handling

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount	Line	Type	Amount
1	UAE TAX REGIME	UAE VAT	UAE TAX JURI...	UAE VAT STATUS	VAT 0%	0		0		No shipping and handling.	



Figure 4