

PO Based invoice submission

Invoices Management and Payment tracking plays a major role in completing procurement cycle. Keeping records of every single invoices submitted/cleared will give clear picture on Organizations financial records. Tracking all invoice documents and payment transaction details will enable organizations to have a smooth and hassle free audit processes.

mSupplier portal application enables suppliers to submit invoices requesting payments for the services provided online unlike manual submission of invoice hard copies. Having soft copies/e-Invoices will help both suppliers and organization to have end to end details of the payment process for the Purchase orders executed by the suppliers.

Invoice Payment Online tracking along with enquiries associated with submitted invoices reduces the payment cycle and enables organization to clear payments efficiently. Monthly Supplier account statement reconciliations will help Suppliers, Organizations and Auditors to have access to details transaction details with appropriate clarifications for all types of discrepancies.

Clicking on Raise Invoice will take you to Invoice submission form as depicted below.

We have two types of invoices for PO's one is **Standard** and another one is **Advanced** invoice.

Standard Invoice

The screenshot shows the SupplierHUB interface. The 'My Purchase Orders' section is active, displaying a table of purchase orders. The 'Raise Invoices' button is circled in red. The first row of the table is also circled in red. Below the table, there is a section for 'PO Lines' with a sub-tab for 'Invoices' and a detailed table for the selected PO line.

| PO No. | Description | Status | PO Cost | Currency | PO Date | Ord. Qty | Rec. Qty | Rej. Qty | Inv. Amou |
|---------------|---|--------|------------|----------|-------------|----------|----------|----------|------------|
| EIP-2018-1226 | Cost for Provision of Project Manager - Khataid | OPEN | 108,960.00 | USD | 21-May-2018 | 12 | 0 | 0 | 908,000.00 |
| EIP-2019-1278 | Cost of IT Network Engineer... | OPEN | 36,000.00 | AED | 15-Apr-2019 | 3 | 0 | 0 | |
| EIP-2019-1590 | Cost of Oracle Application ... | OPEN | 55,400.00 | USD | 07-Jun-2019 | 0 | 3/1 | 0 | 25,365.00 |
| EIP-2018-1419 | Cost of Oracle Application ... | OPEN | 25,200.00 | USD | 04-Oct-2018 | 3 | 2.82 | 0 | 16,873.00 |
| EIP-2018-1275 | Cost of Oracle Application ... | OPEN | 25,200.00 | USD | 21-Jun-2018 | 3 | 2.54 | 0 | 22,411.00 |
| EIP-2018-1271 | Cost of Oracle Technical Te... | OPEN | 22,500.00 | USD | 19-Jun-2018 | 3 | 0.65 | 0 | 5,135.55 |
| EIP-2018-1226 | Cost for Provision of Projec... | OPEN | 108,960.00 | USD | 21-May-2018 | 12 | 10.36 | 0 | 91,018.35 |

| PO Lin... | Item Name | Description | Qty | Price | Tax | Currency | Rec. Qty | Received Cost | UOM | Rej. Qty |
|-----------|--|------------------------------|-----|------------|----------|----------|----------|---------------|------|----------|
| 1 | Provision of Project Manager - Khataid | Provision of Project Manager | 12 | 108,960.00 | 5,448.00 | USD | 0 | 0.00 | Each | 0 |



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https://supplierhub.eaglehills.com/invoicemgmt/poWorkbench

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Welcome, DICETEK

My Purchase Orders

List of purchase orders from the organization till now honoured!
Clicking on View PO button will display a PDF format of the Purchase Order. You can download and save a soft copy for your records!
After reviewing the purchase order, please kindly acknowledge the purchase order by clicking on Acknowledge PO!

View PO | Raise Invoice | Raise Advance Invoice | Export to Excel

| PO No | Description | Status | PO Cost | Currency | PO Date | Ord. Qty | Rec. Qty | Rej. Qty | Inv. Amou |
|---------------|----------------------------------|--------|------------|----------|-------------|----------|----------|----------|-----------|
| EIP-2019-1788 | Cost for Provision of Project... | OPEN | 108,960.00 | USD | 20-Jun-2018 | 12 | 0 | 0 | 908.00 |
| EIP-2019-1738 | Cost of IT Network Engineer... | OPEN | 36,000.00 | AED | 15-Apr-2019 | 3 | 0 | 0 | |
| EIP-2019-1590 | Cost of Oracle Application ... | OPEN | 53,400.00 | USD | 07-Jan-2019 | 6 | 3.71 | 0 | 25,365.00 |
| EIP-2018-1419 | Cost of Oracle Application ... | OPEN | 25,200.00 | USD | 04-Oct-2018 | 3 | 2.82 | 0 | 16,873.00 |
| EIP-2018-1275 | Cost of Oracle Application ... | OPEN | 25,200.00 | USD | 21-Jun-2018 | 3 | 2.54 | 0 | 22,411.00 |
| EIP-2018-1271 | Cost of Oracle Technical Te... | OPEN | 22,500.00 | USD | 19-Jun-2018 | 3 | 0.65 | 0 | 5,135.55 |
| EIP-2018-1226 | Cost for Provision of Projec... | OPEN | 108,960.00 | USD | 21-May-2018 | 12 | 10.36 | 0 | 91,018.35 |

Go to page: 1 Show rows: 10 1-7 of 7

PO Lines Invoices

| PO Lin | Item Name | Description | Qty | Price | Tax | Currency | Rec. Qty | Received Amount | Unit | Rel. Qty |
|--------|--|----------------------------------|-----|------------|----------|----------|----------|-----------------|------|----------|
| | Provision of Project Manager - Khalid... | Provision of Project Manager ... | 12 | 108,960.00 | 5,448.00 | USD | 0 | 0.00 | Each | 0 |

Invoice Details

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https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delld=

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PO Based e-Invoice

*Indicates required fields.

Purchase Order Line Details

| | | | |
|--------------|------------------------|-----------------|---|
| Supplier Id | 334 | Supplier Name | DICETEK LLC |
| PO No | EIP-2019-1788 | Description | Cost for Provision of Project Manager - Khalid Chaudary for 1 Year: From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869 |
| Department | Information Technology | Buyer | Ismael-NA |
| Requested By | Jolly, Mr. Justin | PO Total Cost | USD 108,960.00 |
| | | Invoiced Amount | USD 908.00 |

Invoiced Amount

| Invoice No | Type | Invoice Date | Status | Invoice Amount | Tax | Invoice |
|------------|------------|--------------|------------------|----------------|------------|--------------------------|
| 31MAY19P1 | STANDARD | 31-May-2019 | Pending Approval | USD 908.00 | USD 45.40 | View Doc |
| 31MAY19AP1 | PREPAYMENT | 31-May-2019 | SUBMITTED | USD 908.00 | USD 45.40 | View Doc |
| 03JUN19P1 | STANDARD | 03-Jun-2019 | Rejected | USD 9080.00 | USD 454.00 | View Doc |
| 03JUN19AP1 | PREPAYMENT | 03-Jun-2019 | REJECTED | USD 9080.00 | USD 454.00 | View Doc |



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https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delld=

SupplierHUB

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| Y | Id | Line # | Description | Qty | Cost | Inv. Qty | Amount | Tax Amount | Amount | Rate |
|-------------------------------------|-------|--------|---|-------|---------|----------|--------|------------|-----------|------|
| <input checked="" type="checkbox"/> | 11367 | 1 | Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020 | 12.00 | 9080.00 | 0.10 | | | 108960.00 | 5.00 |

Please make sure to provide valid details below, invalid details will result in rejection of payments!

Invoice Details

Enter Invoice No* [Check Duplicate](#) Invoice Amount [Calculate](#)

Invoice Date* Invoice Due Date

Upload Invoice Scan Copy* No file chosen
Max. 5MB & pdf/image files only

Tax Amount

Delivery Order No* Delivery Order Date*

Upload DO Scan Copy* No file chosen
Max. 5MB & pdf/image files only

Invoice Description*

[Read terms & Conditions](#) I Agree Terms & Conditions

[SUBMIT INVOICE](#) [BACK](#)

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Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

- Invoice No, a alphanumeric unique invoice identifier
 - Invoice Description, a brief description of invoice not exceeding 200 characters
 - Invoice Scan Copy, a scanned copy of your companies' invoice format
 - DO No, a alphanumeric Document no
 - DO Scan Copy, scan copy of the DO document not exceeding a size of 5MB and .pdf or image files.
- Upon selecting and providing all relevant details, read and accept terms & conditions and click Submit Invoice button as depicted below

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https://supplierhub.eaglehills.com/invoicemgmt/poLinesBasedInvoice?poNumber=EIP-2019-1788&poLineNumber=&delld=

SupplierHUB

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Welcome, DICETEK

| Y | Id | Line # | Description | Qty | Cost | Inv. Qty | Amount | Tax Amount | Amount | Rate | |
|-------------------------------------|-------|--------|---|-------|---------|----------|--------|------------|--------|-----------|------|
| <input checked="" type="checkbox"/> | 11367 | 1 | Provision of Project Manager - Khalid Chaudary for 1 Year From 15-05-2019 To 14-05-2020 | 12.00 | 9080.00 | 0.10 | 1 | 9080.00 | 454.00 | 108960.00 | 5.00 |

Please make sure to provide valid details below, invalid details will result in rejection of payments!

Invoice Details

Enter Invoice No* [Check Duplicate](#) Invoice Amount [Calculate](#)

Invoice Date* Invoice Due Date

Upload Invoice Scan Copy* crlogo.png
Max. 5MB & pdf/image files only

Tax Amount

Delivery Order No* Delivery Order Date*

Upload DO Scan Copy* Capture.PNG
Max. 5MB & pdf/image files only

Invoice Description*

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Once invoice is submitted, system will display a success message and it will go for the approval.

The screenshot shows the SupplierHub interface for invoice management. The top navigation bar includes 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', and 'CONTACT US'. The user is logged in as 'Welcome, DICETEK'. The main content area displays 'Invoiced Amount' with a table of invoices. A red circle highlights the following rows:

| Invoice No | Type | Invoice Date | Status | Unit | Tax | Invoice |
|------------|------------|--------------|------------------|-------------|------------|--------------------------|
| 31MAY19P1 | STANDARD | 31-May-2019 | Pending Approval | USD 908.00 | USD 454.00 | View Doc |
| 31MAY19AP1 | PREPAYMENT | 31-May-2019 | SUBMITTED | USD 908.00 | USD 454.00 | View Doc |
| 03JUN19P1 | STANDARD | 03-Jun-2019 | REJECTED | USD 9080.00 | USD 454.00 | View Doc |
| 03JUN19AP1 | PREPAYMENT | 03-Jun-2019 | REJECTED | USD 9080.00 | USD 454.00 | View Doc |
| 789 | STANDARD | 04-Jun-2019 | Pending Approval | USD 9080.00 | USD 454.00 | View Doc |
| 34346346 | STANDARD | 04-Jun-2019 | Pending Approval | USD 9080.00 | USD 454.00 | View Doc |

Advanced Invoice for PO

Login to internal User and go to Invoice management and select PO workbench. Before going to click on Raise Advance invoice button we need to select the PO's.

The screenshot shows the 'My Purchase Orders' page in SupplierHub. The 'Raise Advance Invoice' button is highlighted with a red circle. Below it is a table of purchase orders:

| PO No | Description | Status | PO Cost | Currency | PO Date | Ord. Qty | Rec. Qty | Rej. Qty | Inv. Amnt |
|---------------|-------------------------------|--------|------------|----------|-------------|----------|----------|----------|-----------|
| EIP-2019-1788 | Cost of Provision of Proj... | OPEN | 108,960.00 | USD | 30-Apr-2019 | 12 | 0 | 0 | 19,088.1 |
| EIP-2019-1738 | Cost of IT Network Engin... | OPEN | 36,000.00 | AED | 15-Apr-2019 | 3 | 0 | 0 | 0 |
| EIP-2019-1590 | Cost of Oracle Applicati... | OPEN | 53,400.00 | USD | 07-Jan-2019 | 6 | 3.71 | 0 | 25,365.0 |
| EIP-2018-1419 | Cost of Oracle Applicati... | OPEN | 25,200.00 | USD | 04-Oct-2018 | 3 | 2.82 | 0 | 16,873.0 |
| EIP-2018-1275 | Cost of Oracle Applicati... | OPEN | 25,200.00 | USD | 21-Jun-2018 | 3 | 2.54 | 0 | 22,411.0 |
| EIP-2018-1271 | Cost of Oracle Technical... | OPEN | 22,200.00 | USD | 19-Jun-2018 | 3 | 0.65 | 0 | 5,135.55 |
| EIP-2018-1226 | Cost for Provision of Proj... | OPEN | 108,960.00 | USD | 21-May-2018 | 12 | 10.36 | 0 | 91,018.3 |



Once click on the Raise Advance invoice it will take to you PO based Invoice page.

The screenshot shows the 'PO Based e-Invoice' page in the SupplierHUB system. A red circle highlights the 'Purchase Order Line Details' section. The details include:

| | | | |
|---------------|------------------------|-----------------|---|
| Supplier Id | 634 | Supplier Name | DICETEK LLC |
| PO No | EIP-2019-1788 | Description | Cost for Provision of Project Manager - Khalid Chaudhary for 1 Year From 15-05-2019 To 14-05-2020. End User Contact: Sameer/Justin at 02 495 8869 |
| Department | Information Technology | | |
| Requested By | Jolly, Mr. Justin | Buyer | Ismail, A |
| PO Total Cost | USD 108960.00 | Invoiced Amount | USD 19068.00 |

Below the details is a table for 'Invoiced Amount':

| Invoice No | Type | Invoice Date | Status | Invoice Amount | Tax | Invoice |
|------------|------------|--------------|------------------|----------------|-----------|--------------------------|
| 31MAY19P1 | STANDARD | 31-May-2019 | Pending Approval | USD 908.00 | USD 45.40 | View Doc |
| 31MAY19AP1 | PREPAYMENT | 31-May-2019 | SUBMITTED | USD 908.00 | USD 45.40 | View Doc |
| 03JUN19P1 | STANDARD | 03-Jun-2019 | Rejected | USD 908.00 | USD 45.40 | View Doc |

Fill the all mandatory and optional fields and click on the Submit invoice button.

The screenshot shows the 'Invoice Details' form in the SupplierHUB system. A red circle highlights the form fields. The fields include:

- Enter Invoice No* (with a 'Check Duplicates' button)
- Invoice Date* (04-Jun-2019)
- Invoice Amount in AED (with an 'calculate' button)
- Invoice Due Date (04-Jun-2019)
- Upload Invoice Scan Copy* (Choose File, No file chosen, Max. SMB & pdf/image files only)
- Tax Amount
- Invoice Description* (Maximum 200 Characters)
- Are you providing the bank guarantee document for advance payment invoice?* (Yes/No radio buttons)
- Bank Guarantee No
- Bank Name
- Bank Guarantee Expiry Date
- Upload Bank Guarantee Scanned Copy (Choose File, No file chosen, Max. SMB & pdf/image files only)

At the bottom right, there is a 'SUBMIT INVOICE' button and a 'BACK' button. Below the form, there is a footer: 'Copyright © 2019 Eagle Hills. All rights reserved. | Privacy Policy | Terms and Conditions'.



mSupplier SUPPLIER USER MANUAL

Once submit the Advance invoice It will added to the invoiced amount section

The screenshot shows the SupplierHub interface. The top navigation bar includes 'HOME', 'KNOWLEDGE CENTER', 'NEWS & ANNOUNCEMENTS', 'FAQ', 'ABOUT US', and 'CONTACT US'. The user is logged in as 'Welcome, DICETEX'. The main content area displays invoice details for 'Information Technology' with a requested by 'Jolly, Mr. Justin' and a buyer 'Ismail-NA'. The PO Total Cost is USD 108960.00 and the Invoiced Amount is USD 19068.00. Below this is an 'Invoiced Amount' table with the following data:

| Invoice No | Type | Invoice Date | Status | Invoice Amount | Tax | Invoice |
|-------------|------------|--------------|------------------|----------------|------------|--------------------------|
| 31MAY19P1 | STANDARD | 31-May-2019 | Pending Approval | USD 908.00 | USD 45.40 | View Doc |
| 31MAY19AP1 | PREPAYMENT | 31-May-2019 | SUBMITTED | USD 908.00 | USD 45.40 | View Doc |
| 03JUN19SP1 | STANDARD | 03-Jun-2019 | Rejected | USD 9080.00 | USD 454.00 | View Doc |
| 03JUN19AP1 | PREPAYMENT | 03-Jun-2019 | REJECTED | USD 9080.00 | USD 454.00 | View Doc |
| 761 | STANDARD | 04-Jun-2019 | Pending Approval | USD 9080.00 | USD 454.00 | View Doc |
| 34346316 | STANDARD | 04-Jun-2019 | Pending Approval | USD 9080.00 | USD 454.00 | View Doc |
| INVO4P12019 | PREPAYMENT | 04-Jun-2019 | SUBMITTED | USD 9080.00 | USD 454.00 | View Doc |
| INVO92019 | PREPAYMENT | 04-Jun-2019 | Pending Approval | USD 90.00 | USD 4.54 | View Doc |

Non – PO Based Invoice

Invoices can be submitted without purchase orders which are generally expenses incurred while conducting business with EAGLE HILLS. NonPO based invoices may include contractual services like monthly electricity bills, Telephone charges, Internet charges, Travel expenses, monthly maintenance etc, Suppliers who provides contractual services as mentioned above can submit an on PO based invoices to claim payments for the services provided to EAGLE HILLS.

Note: NON-PO Based invoice submission feature will be available for certain types of suppliers only. Non PO Invoice can be submitted by filling a non-po based invoice form as depicted below.



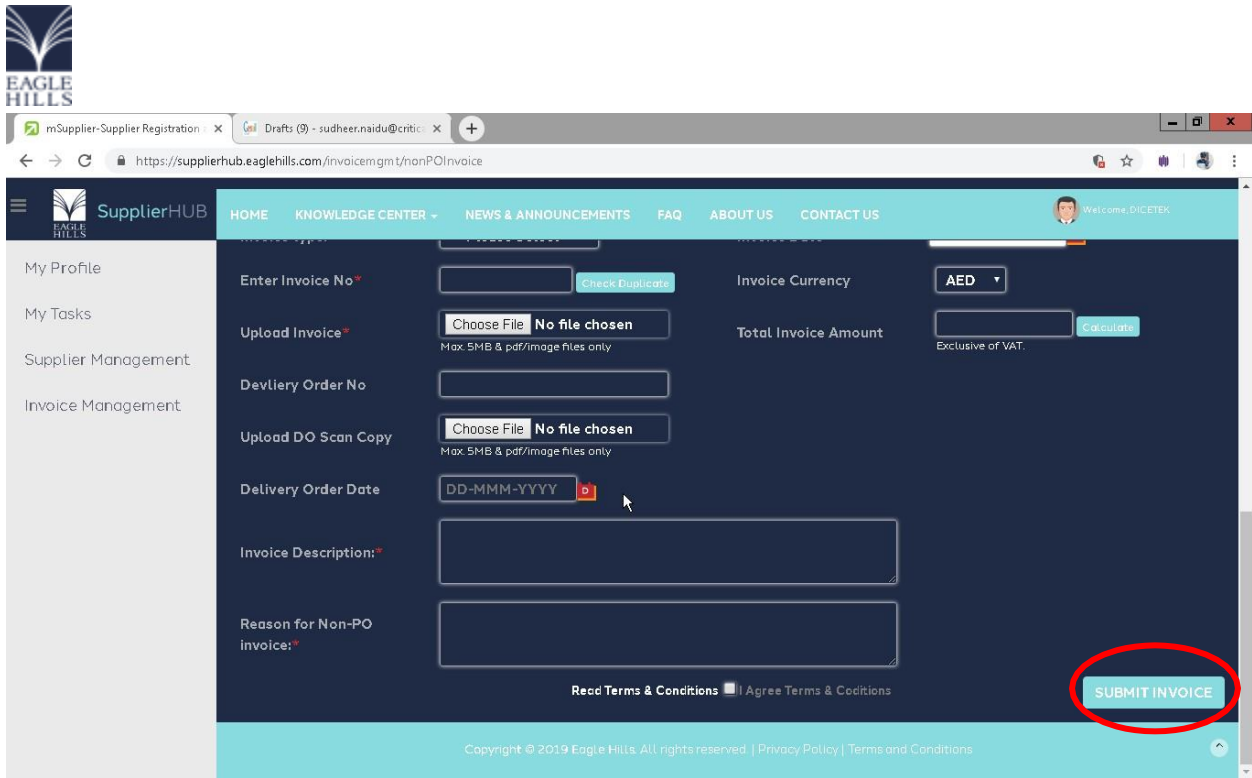
mSupplier SUPPLIER USER MANUAL

The screenshot shows the SupplierHub web application interface. The top navigation bar includes links for HOME, KNOWLEDGE CENTER, NEWS & ANNOUNCEMENTS, FAQ, ABOUT US, and CONTACT US. A user profile is visible in the top right corner with the name 'Welcome, DICETEK'. The left sidebar contains navigation options: My Profile, My Tasks, Supplier Management, and Invoice Management. The main content area is titled 'Invoice Details' and contains the following fields:

- Invoice Type: A dropdown menu currently showing '---Please Select---'.
- Invoice Date: A date input field showing '04-Jun-2019'.
- Enter Invoice No: A text input field with a 'Check Duplicate' button.
- Invoice Currency: A dropdown menu showing 'AED'.
- Upload Invoice: A file upload button labeled 'Choose File' with 'No file chosen' and a note 'Max. SMB & pdf/image files only'. A 'Calculate' button is also present.
- Total Invoice Amount: A text input field with a 'Calculate' button and the note 'Exclusive of VAT'.
- Delivery Order No: A text input field.
- Upload DO Scan Copy: A file upload button labeled 'Choose File' with 'No file chosen' and a note 'Max. SMB & pdf/image files only'.
- Delivery Order Date: A date input field with a format 'DD-MMM-YYYY'.
- Invoice Description: A large text area for entering details.

Provide appropriate Invoice Details in the Invoice Details Panel, the following are the mandatory fields to be submitted as part of invoice submission.

- Invoice No, a alphanumeric unique invoice identifier
 - Invoice Description, a brief description of invoice not exceeding 200 characters
 - Invoice Scan Copy, a scanned copy of your companies invoice format
 - DO No, a alphanumeric Document no
 - DO Scan Copy, scan copy of the DO document not exceeding a size of 5MB and .pdf or image files.
- Upon selecting and providing all relevant details, read and accept terms & conditions and click Submit Invoice button as depicted below



A successfully message will be displayed when your invoice submitted.

