



Supplier Portal

**Oracle Cloud Procurement  
Platform – User Guide**



# Introduction

This website is the primary online portal for suppliers to participate in online tenders/RFX published by the Emirates Post Group. The entire bidding process is managed online. Equal opportunity in public procurement and nurturing an increasingly dynamic, competitive, and innovative supply chain for the provision of goods and services. The underlying technology and supporting services for the eProcurement Portal are based on the latest updates of the Oracle Fusion application.

This guide provides detailed instructions on how to register on the Emirates Post Group Procurement Platform.

It guides you through Registration, Profile Update, RFQ Response, and Acknowledges a PO.



## **Supplier Portal – Invoice & Payment**



# Supplier Portal – Invoice & Payment

Create an Invoice against the Purchase Order. Navigation: Supplier Portal>>Supplier Portal. Click on Create Invoice.

The screenshot displays the Supplier Portal interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. A left-hand navigation menu is visible, with the 'Create Invoice' option highlighted in a red box. The main content area features three dashboards: 'Requiring Attention' with a donut chart showing 22 items, 'Recent Activity' listing 1 negotiation invitation, 1 order opened, 1 receipt, and 1 payment, and 'Transaction Reports' showing 10K AED in PO Purchase Amount, 1 AED in Invoice Amount, and 0 AED in Invoice Price Variance Amount. A 'Supplier News' section is located at the bottom.

Supplier Portal

Search  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - View Receipts
  - View Returns
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Invoices and Payments
  - Create Invoice**
  - View Invoices
  - View Payments

**Requiring Attention**

22

■ Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Negotiation invitations	1
Orders opened	1
Receipts	1
Payments	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	10K AED
Invoice Amount	1 AED
Invoice Price Variance Amount	0 AED

**Supplier News**



# Supplier Portal – Invoice & Payment

Mention the PO Number, Invoice Number and Date. Then click on Select and Add button.

Supplier Portal - Create Invoice Form

**Supplier Information:**

- Identifying PO: PRC-10426
- Supplier: Kangaroo Plastics Middle East LLC
- Taxpayer ID: [Empty]
- Supplier Site: دبي مركز
- Address: دبي الإمارات (العنوان غير كامل), Dublin
- Supplier Tax Registration Number: [Empty]

**Remittance Information:**

- Remit-to Bank Account: [Empty]
- Unique Remittance Identifier: [Empty]
- Unique Remittance Identifier Check Digit: [Empty]
- Description: [Empty]
- Attachments: None
- Tax Control Amount: [Empty]

**Invoice Details:**

- Number: Invoice PRC-10426
- Date: 04 Oct 2022
- Type: Invoice
- Invoice Currency: AED - UAE Dirham
- Payment Currency: AED - UAE Dirham

**Customer Information:**

- Customer Taxpayer ID: EPGC1
- Name: Emirates Post Group Company PJSC
- Address: [Empty]

**Lines Section:**

View [Dropdown] + [Add] [Cancel Line]

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

**Summary Tax Lines Section:**

View [Dropdown]

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
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# Supplier Portal – Invoice & Payment

Select the Line and click on Apply and OK.

The screenshot shows the 'Create Invoice' page in the Supplier Portal. A modal window titled 'Select and Add: Purchase Orders' is open, displaying search results. The search criteria include Purchase Order 'PRC-10426' and Creation Date. The search results table shows one result: PRC-10426, Line 1, Schedule 1, with an amount of 50,000. The 'Apply' button is highlighted with a red box.

**Select and Add: Purchase Orders**

**Search**

Advanced Saved Search

\*\* Purchase Order: PRC-10426

\*\* Consumption Advice

\*\* Creation Date: dd.mmm.yyyy hh:mm a

\*\* At least one is required

Search Reset Save...

**Search Results**

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PRC-10426	1	1				TRANSPARENT PL...	AlQouze	50,000

Apply OK Cancel



# Supplier Portal – Invoice & Payment

Choose the appropriate Tax Classification and click on Invoice Actions>>Calculate Tax.

Create Invoice ⓘ

Identifying PO: PRC-10426

Supplier: Kangaroo Plastics Middle East LLC

Taxpayer ID: [Empty]

Supplier Site: دبي-مركز

Address: دبي الإمارات (الخونان غير كامل), Dublin

Supplier Tax Registration Number: [Empty]

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: [Empty]

Attachments: None +

Tax Control Amount: [Empty]

Invoice Actions ▾ Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice Invoice PRC-10426

Delete Invoice Oct.2022

Type: Invoice

Invoice Currency: AED - UAE Dirham

Payment Currency: AED - UAE Dirham

Customer

Customer Taxpayer ID: EPGC1 Name: Emirates Post Group Company PJSC

Address: [Empty]

Lines

View ▾ + × [Cancel Line]

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
1	Item	PRC-10...	1	1				TRANSPARENT PLASTIC ...	AlGouze	STANDARD	50,000	1	0.2
<b>Total</b>													



# Supplier Portal – Invoice & Payment

Verify all the information and finally click on Submit.

**Create Invoice** ?

Create Invoice

Invoice Actions ▾ Save Save and Close Submit Cancel

<p>Identifying PO PRC-10426</p> <p>Supplier Kangaroo Plastics Middle East LLC</p> <p>Taxpayer ID</p> <p>Supplier Site دبي-مركز</p> <p>Address دبي الإمارات (الخوان خير كانن) Dublin</p> <p>Supplier Tax Registration Number <input type="text"/></p>	<p>Remit-to Bank Account <input type="text"/></p> <p>Unique Remittance Identifier <input type="text"/></p> <p>Unique Remittance Identifier Check Digit <input type="text"/></p> <p>Description <input type="text"/></p> <p>Attachments None <span style="font-size: small;">+</span></p> <p>Tax Control Amount <input type="text"/></p>	<p>* Number Invoice PRC-10426</p> <p>Date 04 Oct. 2022 <span style="font-size: small;">📅</span></p> <p>Type Invoice</p> <p>Invoice Currency AED - UAE Dirham</p> <p>Payment Currency AED - UAE Dirham</p>
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**Customer**

Customer Taxpayer ID EPGC1	Name Emirates Post Group Company PJSC
Address	

**Lines**

View ▾ + × 📄 Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
1	Item	PRC-10...	1	1			TRANSPARENT PLASTIC ...	AlGouze <input type="text"/>	STANDARD <input type="text"/>		1	0.2	
<b>Total</b>													

**Summary Tax Lines**



# Supplier Portal – Invoice & Payment

After Submit system will show you the notification message.



Invoice: Invoice PRC-

✓ Invoice Invoice PRC-10426 has been submitted.

Create Another Done

Identifying PO	PRC-10426	Remit-to Bank Account	Number	Invoice PRC-10426
Supplier	Kangaroo Plastics Middle East LLC	Unique Remittance Identifier	Date	04.Oct.2022
Taxpayer ID		Unique Remittance Identifier Check Digit	Type	Invoice
Supplier Site	دبي-مركز	Description	Invoice Currency	AED
Address	دبي الإمارات (الخوان غير كامل) Dublin	Attachments	Payment Currency	AED
Supplier Tax Registration Number		Tax Control Amount		

### Customer

Customer Taxpayer ID	EPGC1	Legal Entity	Emirates Post Group Company PJSC
		Address	*

### Lines

View ▾

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	UC
		Number	Line	Schedule	Number	Line									
1	ITEM	PRC-10...	1	1				TRANSPAREN...	AlQouze	دبي الإمارات (الخوان غير كامل) Du...	STANDARD		1	0.2	P11
<b>Total</b>															

### Summary Tax Lines

View ▾



# Supplier Portal – Invoice & Payment

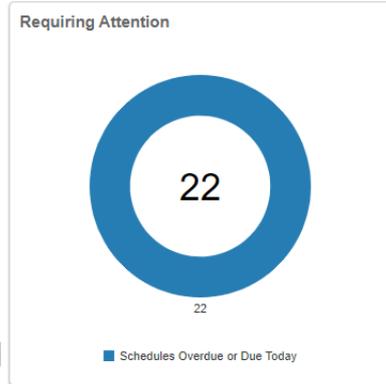
To view the Created Invoice click on View Invoices.

## Supplier Portal

Search  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Shipments
  - Manage Shipments
  - View Receipts
  - View Returns
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Invoices and Payments
  - Create Invoice
  - View Invoices**
  - View Payments



**Recent Activity**  
Last 30 Days

Negotiation invitations	1
Orders opened	1
Receipts	1
Payments	2

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	10K	AED
Invoice Amount	1	AED
Invoice Price Variance Amount	0	AED

**Supplier News**



# Supplier Portal – Invoice & Payment

Mention the Invoice Number and click on Search.

## View Invoices

### Search

**\*\* Invoice Number**

**\*\* Supplier**

**Supplier Site**

**\*\* Purchase Order**

Advanced Saved Search All Invoices

Done

\*\* At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

## Search Results

View Detach

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
Invoice PRC-10426	04.Oct.2022	Standard	PRC-10426	Kangaroo Plastics Middle East LLC	ديبي-مركز	0.00 AED	0.21 AED	Approved	19255	



# Supplier Portal – Invoice & Payment

## View Invoice Page

Invoice: Invoice PRC-10426

Done

Business Unit Emirates Post Group Company  
 Legal Entity Name Emirates Post Group Company PJSC  
 Supplier or Party Kangaroo Plastics Middle East LLC  
 Supplier Site دبي-مركز  
 Address دبي الإمارات (العنوان غير كامل) Dublin  
 Invoice Date 04.Oct.2022

Invoice Amount 0.21 AED  
 Unpaid Amount 0.00 AED  
 Payment Currency AED  
 Tax Control Amount

Invoice Type Standard  
 Description  
 Funds Status  Not required  
 Attachment None

Lines Payments

### Items

View Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1	0.20	TRANSPARENT PLASTIC ...	04.Oct.2022	<input checked="" type="checkbox"/> Not required	1	0.2	PI1	PRC-10426	1	1	300101	1			AIQuoze

### Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	AE VAT	VAT	AE JURISDICTI...	AE STATUS	STANDARD	5		0.01

### Shipping and Handling

Line	Type	Amount
	No shipping and handling.	



# Supplier Portal – Invoice & Payment

To view the Payment details. Click on Supplier Portal>>Supplier Portal>>View Payments

## Supplier Portal

Search  Order Number

### Tasks

#### Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

#### Agreements

- Manage Agreements

#### Shipments

- Manage Shipments
- View Receipts
- View Returns

#### Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

#### Invoices and Payments

- Create Invoice
- View Invoices
- **View Payments**

### Requiring Attention



### Recent Activity

Last 30 Days

Negotiation invitations	1
Orders opened	1
Receipts	1
Payments	1

### Transaction Reports

Last 30 Days

PO Purchase Amount	10K	AED
Invoice Amount	1	AED
Invoice Price Variance Amount	0	AED

### Supplier News





# Supplier Portal – Invoice & Payment

Mention the Supplier Name and click on Search.

## View Payments

Search

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

Advanced Saved Search All Payments

\*\* At least one is required

Search Reset Save...

## Search Results

View Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
19255	04.Oct.2022	Quick	Invoice PRC-10426	Kangaroo Plastics Middle East LLC	دبي-امريكز	0.21 AED	Negotiable	1012001901702



# Supplier Portal – Invoice & Payment

## View Payment



Payment: 19255

Done

Business Unit Emirates Post Group Company  
 Payee Kangaroo Plastics Middle East LLC  
 Payee Site دبي مركز  
 Address دبي الإمارات (الخوان غير كامل), Dublin  
 Payment Status Negotiable

Payment Amount 0.21 AED  
 Payment Date 04.Oct.2022  
 Payment Type Quick  
 Remit-to Account 1012001901702  
 Payment Document Cheque

### Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
Invoice PRC-10426	04.Oct.2022	Standard	PRC-10426	300101		0.21 AED	0.21 AED	Workflow approved	03.Nov.2022	Fully paid



**Thank You**