

Oracle Cloud

DMCC

Supplier Portal User Manual

Contents

Deliverable Purpose.....	3
Introduction.....	3
System Requirement and Pre-requisites:	4
Process Description and Sub-Process Listing.....	5
Business Processes: Supplier Portal Login	5
Business Process: Manage Supplier Profile.....	7
Business Process: PO document view and acknowledgements.....	10
Business Process: Change Order to Modify PO Lines and Shipments	13
Business Process: Change Order to Cancel PO	18
Business Process: Advance Shipment Notice	21
Business Process: Invoice.....	24
Business Process: Blanket/ Contract Agreement Change Order.....	29

Deliverable Purpose

The purpose of this document is to:

- Describe the high-level features available in Oracle ERP Cloud Supplier Portal to support the supplier's activity, as available in ERP Cloud;
- Provide an overview of the standard Supplier Portal business flows associated with Purchasing Document Acknowledgement, Submit Invoices and Supplier Administration.

The content of this document is based on the standard flows and embedded business processes within Oracle ERP Cloud.

Oracle ERP Cloud is delivered via the underlying Oracle Fusion Applications suite. Oracle Fusion Applications have been designed around business process best practices and are open-standards-based business applications.

Oracle Cloud Supplier Portal forms are part of the Oracle ERP Cloud solution.

Introduction

This document covers the Supplier Portal functionalities that will be used by suppliers, Vendors, consultants and other service providers for effective purchase order management.

The Supplier Portal also enables registration of new suppliers, supplier account administration and maintenance.

The Supplier Portal is a collaborative application that enables DMCC and its suppliers to communicate each other through a secure and self-service cloud environment. It also enables suppliers to have real-time access to information regarding open orders, creation of invoice etc.

System Requirement and Pre-requisites:

General Best Practices:

- Default Browser: For best performance of Oracle Fusion Applications, use the latest ESR version of Mozilla Firefox, though Chrome and Internet explorer would also work.
- Session: Do not close the browser session whenever possible or clear the cache unless it is necessary. Use the same browser session for ongoing work, so all the artifacts that are cached on the client browser are retained, which will increase the application's performance.
- Browser History: In Firefox Options, under Privacy -> History, if Firefox is set to "Use Custom settings for history", please make sure "Clear history when Firefox closes" is unchecked.
- Tabs: Having multiple tabs in the Firefox browser might negatively impact the performance of the browser.
- Blocked Pop-ups: Fusion Application Notifications are opened as pop-ups. If you have the Pop-ups disabled by default as per your security policies, the browser will block the notifications from Fusion Applications.
- Site Exceptions: Here are the urls for all Fusion Applications notifications in order to add them as exceptions (e.g. Chrome):
 1. Navigate within the browser, e.g. Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions
 2. Add these exceptions:
 - [*.]oracle.com
 - [*.]oraclecloud.com
 - [*.]oracleoutsourcing.com

Process Description and Sub-Process Listing

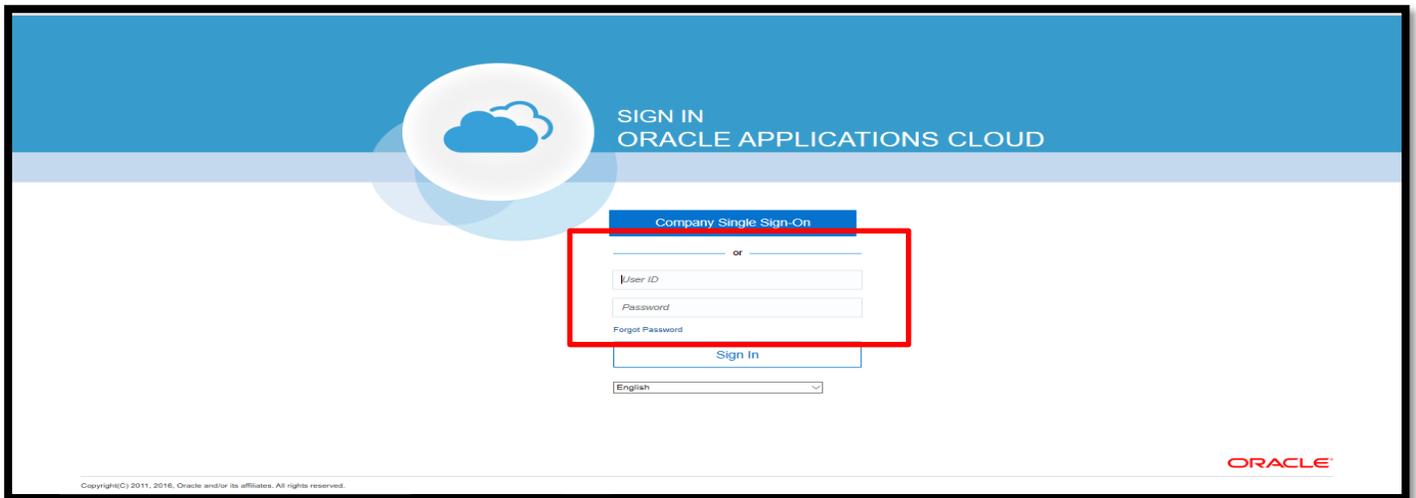
Business Processes: Supplier Portal Login

Once DMCC creates supplier accounts in the Oracle Cloud system, a supplier would have received a mail notification providing the account details such as URL to login and a password reset link. Once, the password is reset, login to Supplier portal using their credentials.

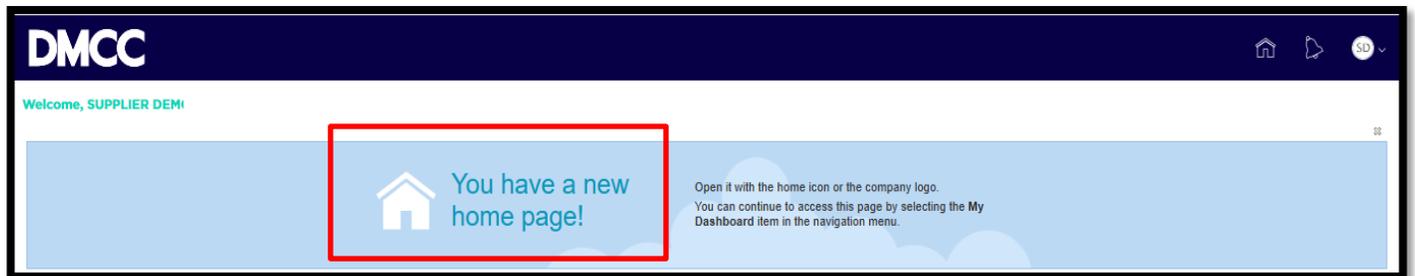
1. Supplier Portal URL:

https://emag.fa.em8.oraclecloud.com/supplierPortal/faces/FndOverview?fndGlobalItemNodId=itemNode_supplier_portal_supplier_portal

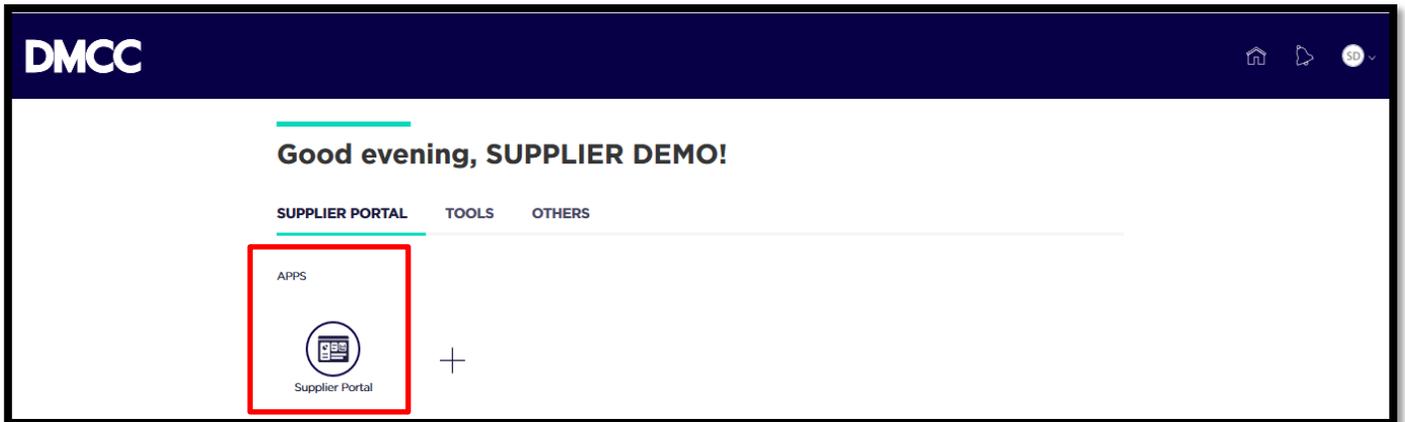
2. Supplier Portal Login Page: Enter your user id and password then click on 'Sign In'



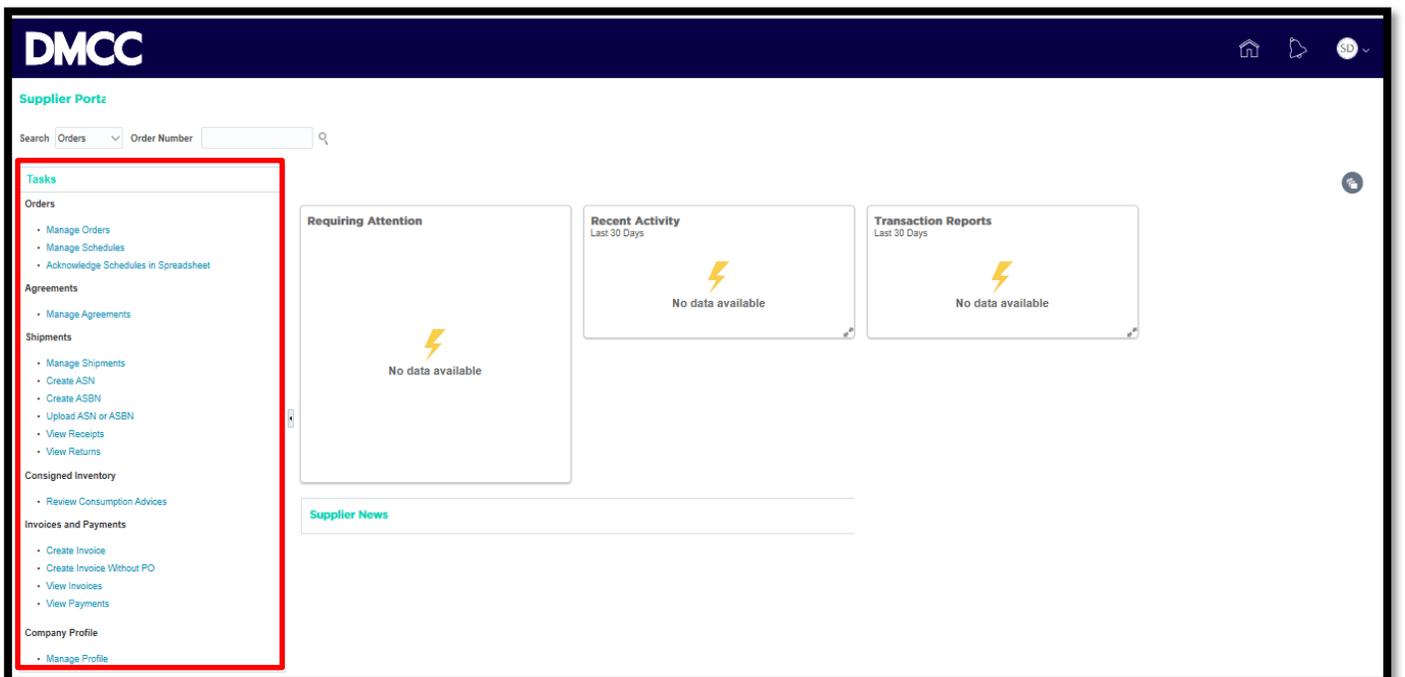
3. Click on – You have a new home page



4. Click on – Supplier Portal



5. A menu or tasks are displayed as below



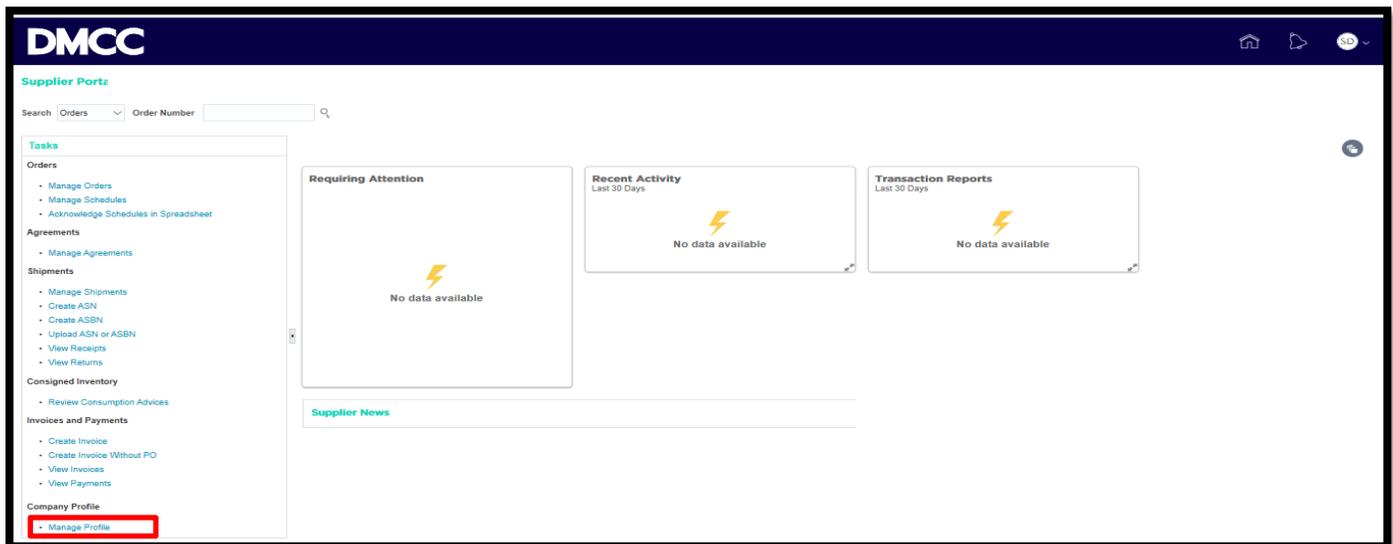
Business Process: Manage Supplier Profile

DMCC Supplier Administrator creates and maintains supplier profile. As a Supplier you can view and edit your profile manually. Supplier users are responsible for adding new information and ensuring that existing information is up to date. Using Supplier Profile, suppliers can provide key details about the company, such as location, contact information, nature of business, list of products and or services, banking information, etc.

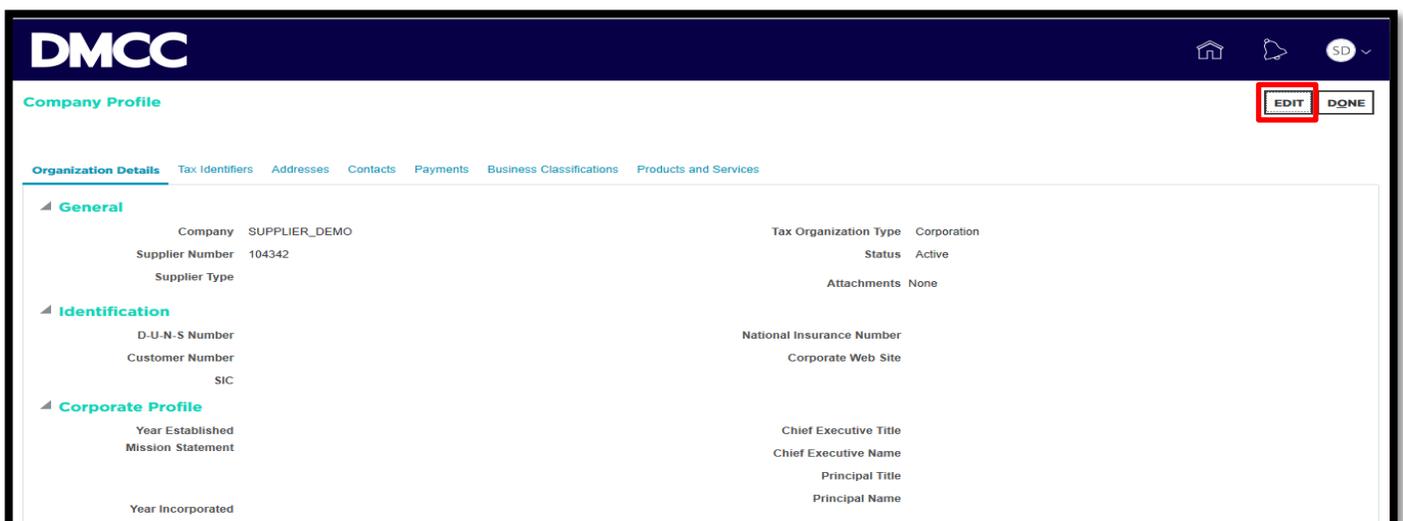
With every change done to the Supplier profile, the system creates change request in supplier profile. Such changes in Supplier profile require approval from DMCC Supplier Administrator. DMCC Supplier administrator can review the Supplier profile and approve/reject. An automatic approval outcome notification is sent upon the approval or rejection of the changes.

Supplier profile changes that can be performed by supplier are shown below:

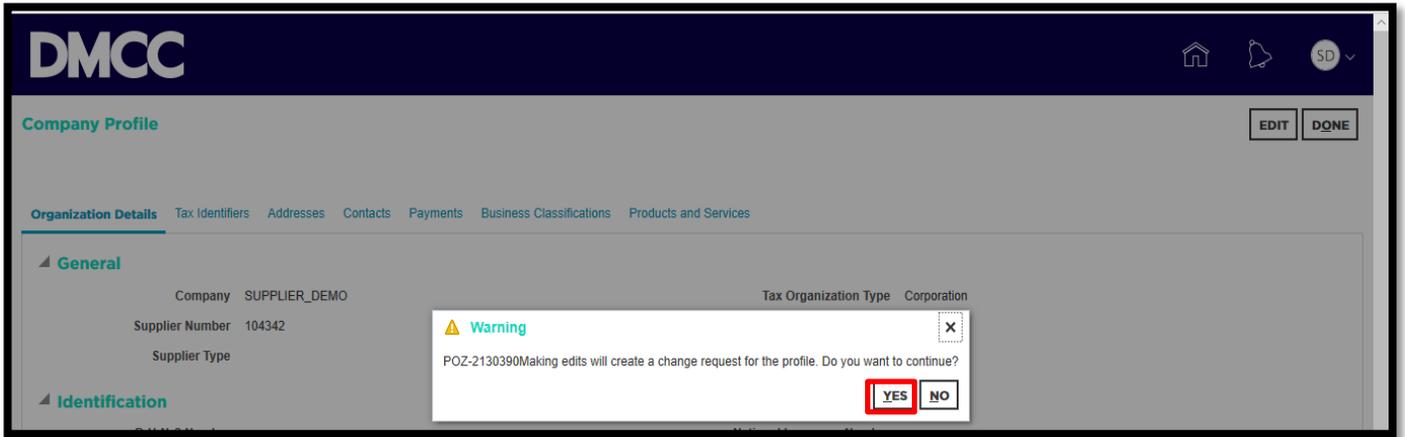
1. Click on – Manage Profile



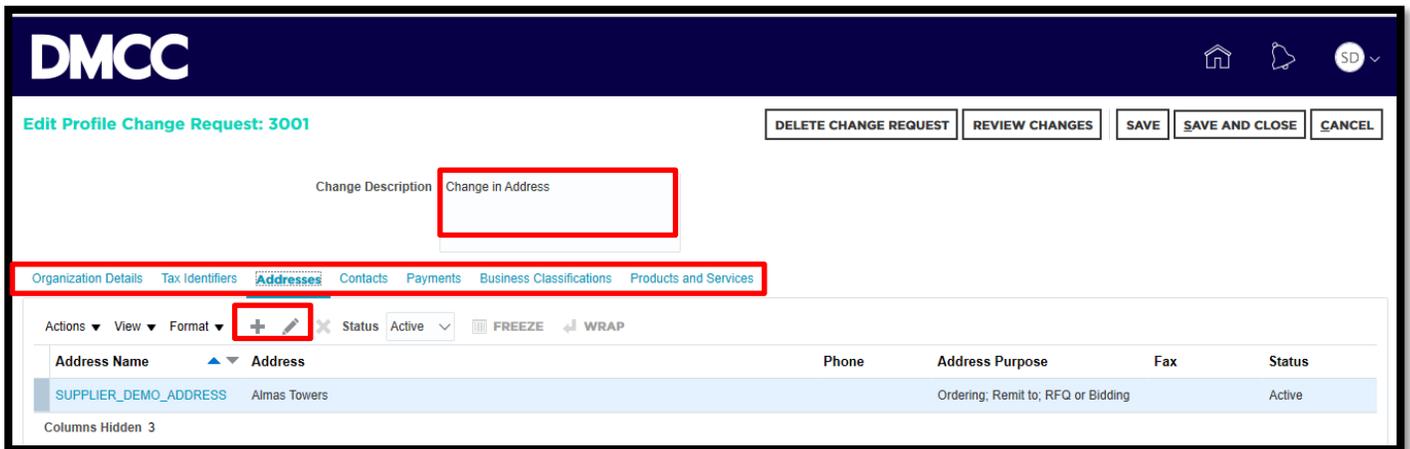
2. Click on – Edit on the top right corner



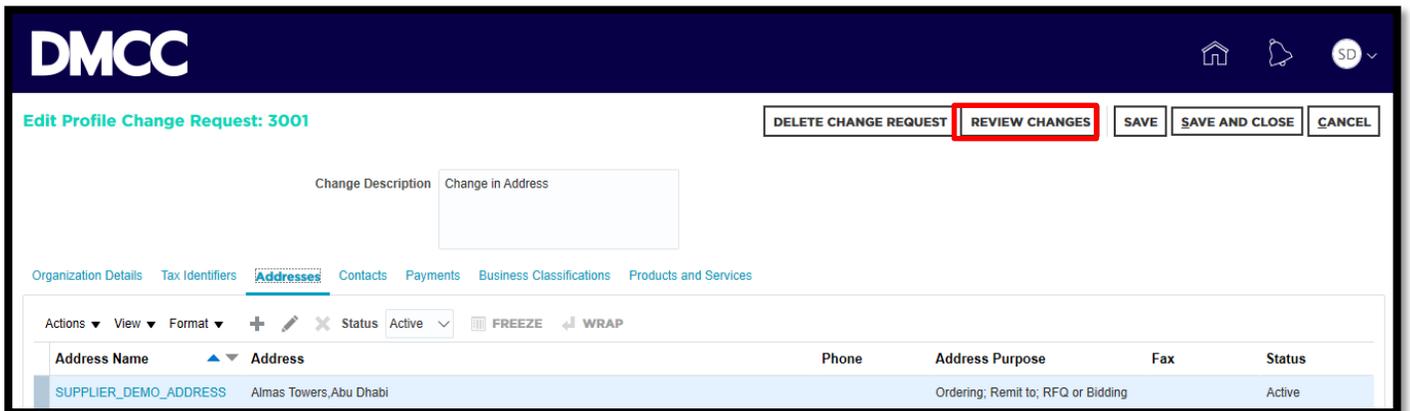
3. There will be warning – Do you want to continue – Click on – Yes.



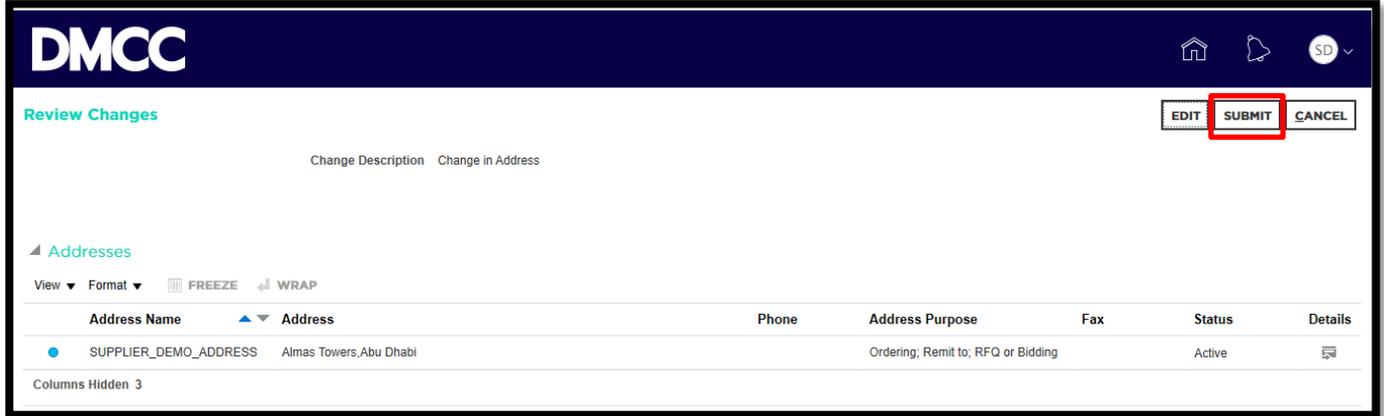
4. Enter the change description, navigate to any of the tab where changes are required to be made. Click on Plus or Pencil icon to create new record or modify existing record respectively then review the changes



5. Finally review the changes and submit for approval to DMCC Supplier administrator.

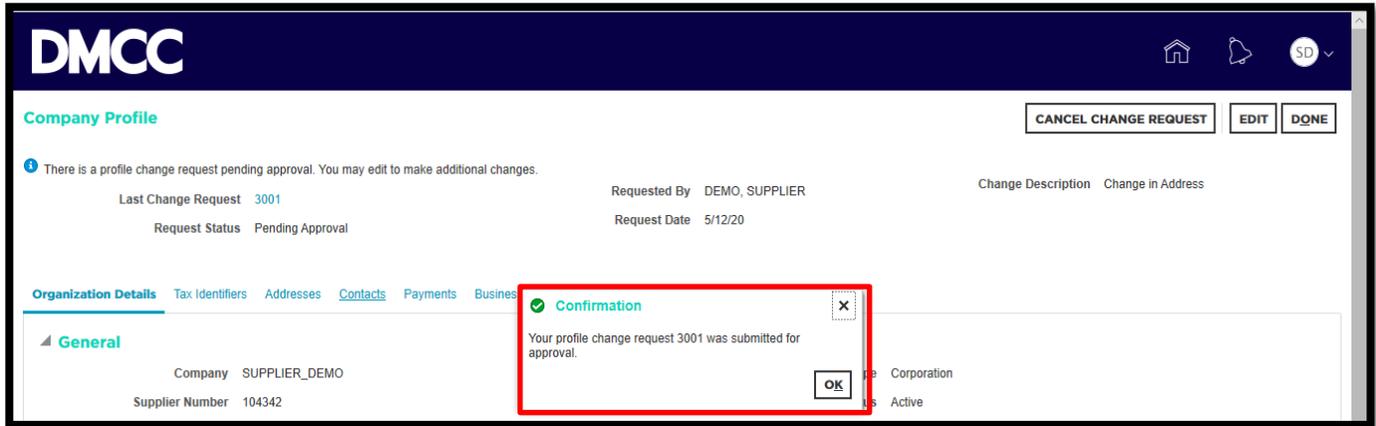


6. Submit the changes for approval to DMCC Supplier administrator.



The screenshot shows the DMCC 'Review Changes' interface. At the top right, there are navigation icons (Home, Location, User) and a 'SD' dropdown. Below the header, there are three buttons: 'EDIT', 'SUBMIT', and 'CANCEL'. The 'SUBMIT' button is highlighted with a red box. The main content area shows a table of addresses. The table has columns for Address Name, Address, Phone, Address Purpose, Fax, Status, and Details. One address is listed: 'SUPPLIER_DEMO_ADDRESS' with the address 'Almas Towers, Abu Dhabi' and a status of 'Active'. Below the table, it says 'Columns Hidden 3'.

7. Confirmation Message.



The screenshot shows the DMCC 'Company Profile' page. At the top right, there are navigation icons and a 'SD' dropdown. Below the header, there are three buttons: 'CANCEL CHANGE REQUEST', 'EDIT', and 'DONE'. The main content area shows a notification: 'There is a profile change request pending approval. You may edit to make additional changes.' Below this, there are details for the change request: 'Last Change Request 3001', 'Request Status Pending Approval', 'Requested By DEMO, SUPPLIER', and 'Request Date 5/12/20'. A 'Confirmation' message box is overlaid on the page, containing the text: 'Your profile change request 3001 was submitted for approval.' The 'Confirmation' box has a green checkmark icon, a close button (X), and an 'OK' button. The 'OK' button is highlighted with a red box. Below the confirmation message, there are tabs for 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments', and 'Business'. The 'General' tab is selected, showing 'Company SUPPLIER_DEMO' and 'Supplier Number 104342'.

Business Process: PO document view and acknowledgements

Oracle iSupplier Portal enables Suppliers to track the end-to-end procure-to-pay process

PO document view

All the Purchase Orders that are created against a Supplier can be seen and relevant action can be performed by clicking on the respective Purchase Orders. There are different ways a Purchase Order can be opened.

1. From the Supplier Portal, click on 'Manage Order' to view all the Purchase Orders **or** Enter the Purchase Order in the search bar **or** place the mouse on the graphical chart and click open the documents.

DMCC

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders**
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices

Requiring Attention

30

28

1

2

1

Legend:

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Business Classifications Expiring
- Invoices Overdue

Recent Activity
Last 30 Days

Orders changed or canceled	1
Orders opened	9
Receipts	16
Payments	1

Transaction Reports
Last 30 Days

Invoice Amount	128604470	AED
Invoice Price Variance Amount		AED

Supplier News

- After open the Manage Orders page – Enter the search criteria in the fields or can click search button without any criteria provided to view all the Purchase Orders.

The screenshot shows the DMCC Manage Orders page. At the top, there is a dark blue header with the DMCC logo and navigation icons. Below the header, the page title 'Manage Orders' is displayed. The search section includes several dropdown menus for 'Sold-to Legal Entity', 'Bill-to BU', and 'Supplier Site'. There are also input fields for 'Order' and 'Status', and a checkbox for 'Include Closed Documents'. The 'SEARCH' button is highlighted with a red box. Below the search section, there is a 'Search Results' section with a table header and a message 'No search conducted. Columns Hidden 24'.

- When the results are displayed, Click on Purchase Order number link to view details

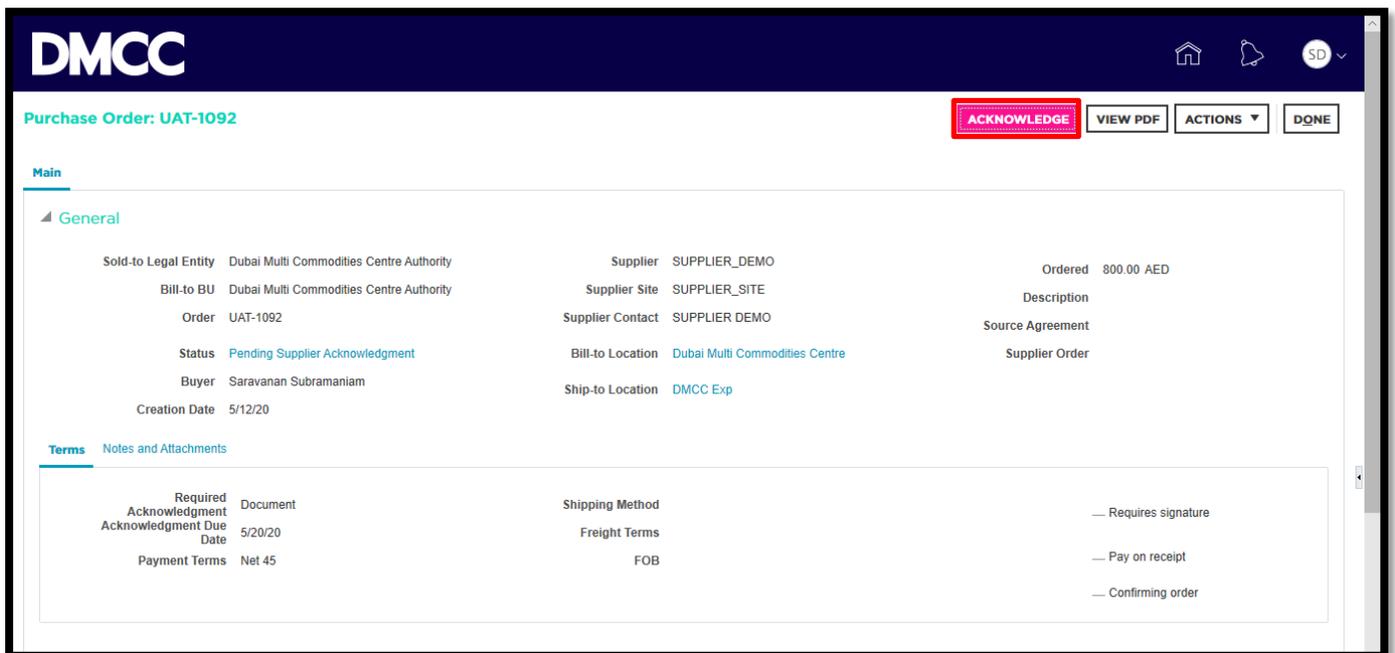
The screenshot shows the DMCC Manage Orders page with search results displayed. The table has the following columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The first row is highlighted with a red box, indicating the selected purchase order.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
UAT-2002	4/6/20		Dubai	Subramaniam, ...	150.00	AED	Open		4/6/20
UAT-1070	4/6/20		Dubai	Subramaniam, ...	367.25	AED	Open		4/6/20
UAT-1069	4/5/20		Dubai	Subramaniam, ...	150.00	AED	Open		4/5/20
UAT-1068	4/5/20		Dubai	Subramaniam, ...	200.00	AED	Closed for R...		4/5/20
UAT-1067	4/5/20		Dubai	Subramaniam, ...	100.00	AED	Open		4/5/20
UAT-1066	4/5/20		Dubai	Subramaniam, ...	20.00	AED	Closed for R...		4/5/20
UAT-1065	4/5/20		Dubai	Subramaniam, ...	200.00	AED	Closed for R...		4/5/20
UAT-1063	4/1/20		Dubai	R, Saravanan	20.00	USD	Pending Su...		4/1/20
UAT-1062	4/1/20		Dubai	R, Saravanan	36.73	AED	Pending Su...		4/1/20
UAT-1061	4/1/20		Dubai	R, Saravanan	10.00	AED	Pending Su...		4/1/20
UAT-1059	3/27/20		Dubai	R, Saravanan	10.00	AED	Open		3/27/20

Business Process: PO document Acknowledgements

When creating a purchase order, DMCC requests an acknowledgment of the purchase order. Supplier will receive a notification requiring a response in Supplier Portal. The purchase order may include a date by which it needs to be acknowledged. Acknowledge serves as a confirmation of receipt of purchase orders, review of details mentioned there in and action (accept / reject) taken there upon. Suppliers can communicate changes to the purchase order before or after the acknowledgment.

1. To acknowledge and accept a Purchase Order, click on the relevant Purchase Order number from the results screen and the following Purchase order details page opens up. Review the details and click on 'Acknowledgement'.



DMCC

Purchase Order: UAT-1092

ACKNOWLEDGE VIEW PDF ACTIONS DONE

Main

General

Sold-to Legal Entity	Dubai Multi Commodities Centre Authority	Supplier	SUPPLIER_DEMO	Ordered	800.00 AED
Bill-to BU	Dubai Multi Commodities Centre Authority	Supplier Site	SUPPLIER_SITE	Description	
Order	UAT-1092	Supplier Contact	SUPPLIER DEMO	Source Agreement	
Status	Pending Supplier Acknowledgment	Bill-to Location	Dubai Multi Commodities Centre	Supplier Order	
Buyer	Saravanan Subramaniam	Ship-to Location	DMCC Exp		
Creation Date	5/12/20				

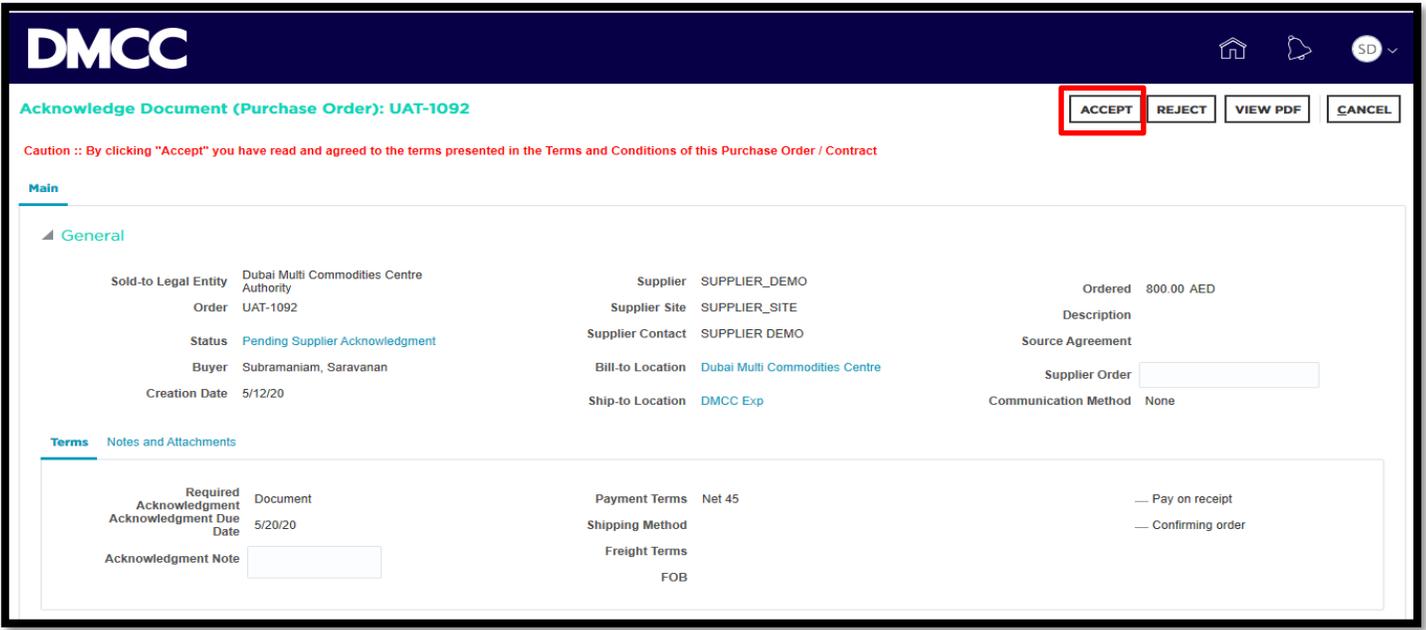
Terms Notes and Attachments

Required Acknowledgment Document	Document	Shipping Method	— Requires signature
Acknowledgment Due Date	5/20/20	Freight Terms	— Pay on receipt
Payment Terms	Net 45	FOB	— Confirming order

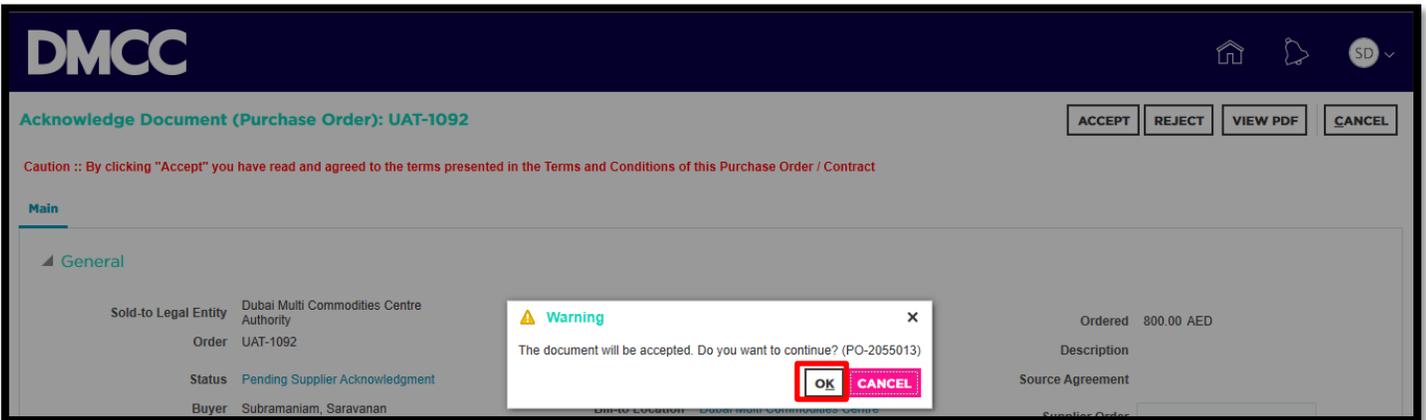
2. When the Purchase Order is acknowledged, subsequent screen opens to accept or reject the Purchase Order. Click on 'Accept' button to accept the Purchase Order

On this step, it is important to note that by Accepting the Purchase Order, you as a Supplier accept to enter into a binding obligation to supply the goods and/or services to DMCC as set in the Terms and Conditions attached to the Purchase Order.

** Please note the Caution message in red fonts



3. Once again there'll be a warning. Click to OK to accept and complete.



Again, when search is conducted, the Purchase Order status would have changed from 'Pending Supplier Acknowledgment' Status to 'Open' status. Now, the goods and/or services can be supplied to DMCC after which time a GRN will be recorded.

Business Process: Change Order to Modify PO Lines and Shipments

Suppliers are tasked to fulfilling the order, they may want to stagger the delivery schedule or revise the pricing. Therefore, supplier can propose changes to the currently approved version of a purchasing document during issuance and fulfillment. A change order is created by selecting the document and using the Edit action. Supplier users can view change orders using the Revision History page.

1. To open PO search page, click on Manage Orders

DMCC Supplier Portal

Search **Orders** Order Number

Tasks

- Orders**
 - Manage Orders**
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory**

Requiring Attention

31

26

2

2

1

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Business Classifications Expiring
- Invoices Overdue

Recent Activity
Last 30 Days

Orders opened	9
Receipts	3

Transaction Reports
Last 30 Days

Invoice Amount	20	AED
Invoice Price Variance Amount		AED

1. Click on search button in Manage Orders page

DMCC Manage Orders DONE

Headers Schedules

Search

ADVANCED MANAGE WATCHLIST Saved Search All Orders

Sold-to Legal Entity

Bill-to BU

Supplier Site

Order

Status

Include Closed Documents No

SEARCH RESET SAVE...

Search Results

Actions View Format FREEZE DETACH WRAP

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 24									

2. Click on PO number link for which change order is required

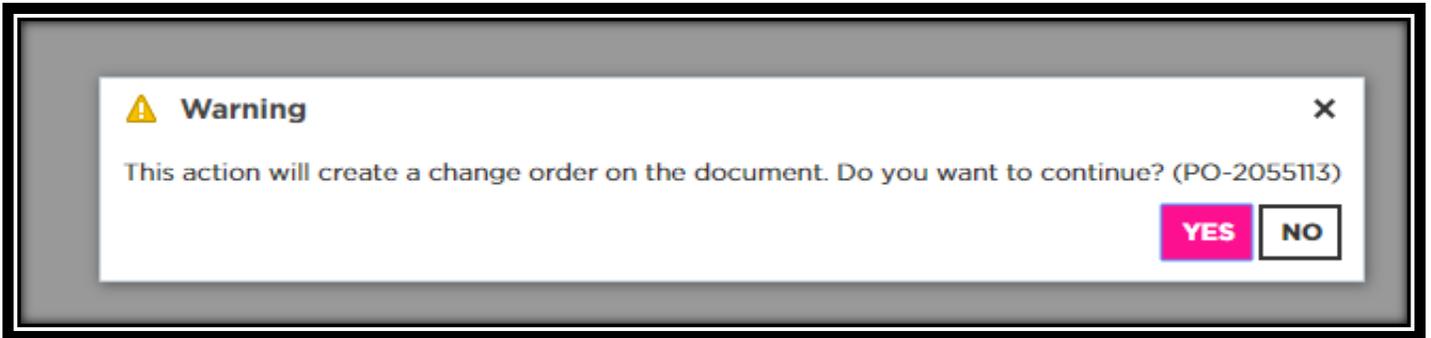
The screenshot shows the DMCC 'Manage Orders' interface. At the top left is the DMCC logo. Below it, the 'Manage Orders' title is followed by a 'DONE' button. There are tabs for 'Headers' and 'Schedules'. A search bar is present with a 'Search' button and a dropdown menu set to 'All Orders'. Below the search bar, there are icons for 'FREEZE', 'DETACH', and 'WRAP'. A table of search results is displayed with the following columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The first row is highlighted, with the 'Order' column value 'UAT-1079' enclosed in a red box.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
UAT-1079	5/3/20		Dubai	Subramaniam, ...	200.00	AED	Open		5/3/20

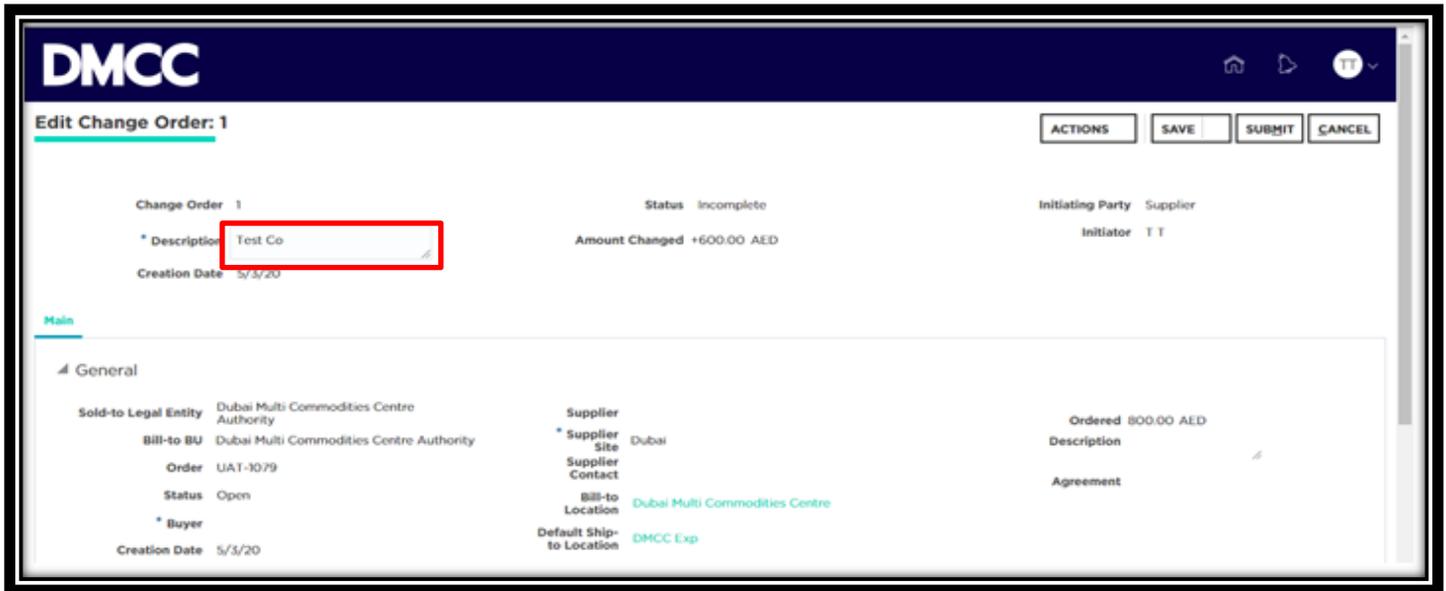
3. Once opened the PO, Chose edit from the actions list

The screenshot shows the DMCC 'Purchase Order: UAT-1079' page. At the top left is the DMCC logo. Below it, the 'Purchase Order: UAT-1079' title is followed by buttons for 'ACKNOWLEDGE', 'VIEW PDF', 'ACTIONS', and 'DONE'. The 'ACTIONS' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Edit', 'Cancel Document', 'View Document History', 'View Change History', and 'View Revision History'. The 'Edit' option is also highlighted with a red box. On the right side, there is an 'Order Life Cycle' chart showing a bar for 'Ordered' with a value of 200. Below the chart is a 'VIEW DETAILS' button. The main content area is divided into sections: 'Main', 'General', and 'Terms'. The 'General' section contains fields for 'Sold-to Legal Entity', 'Bill-to BU', 'Order', 'Status', 'Buyer', 'Creation Date', 'Supplier', 'Supplier Site', 'Supplier Contact', 'Bill-to Location', and 'Ship-to Location'. The 'Terms' section contains fields for 'Required Acknowledgment', 'Payment Terms', 'Shipping Method', and 'Freight Terms'.

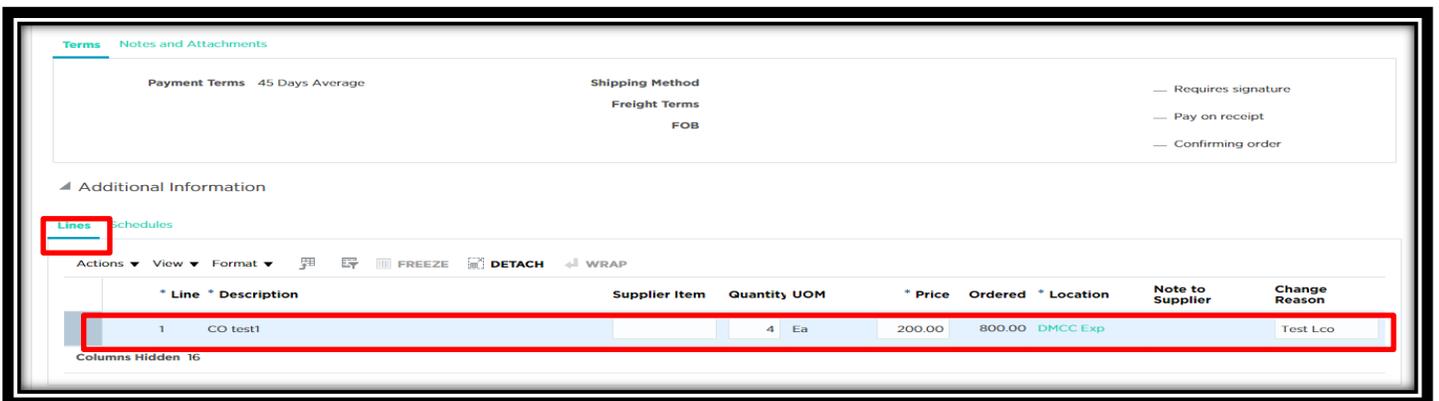
5. The Below Message will pop up



6. Enter the change order description in header



7. Click on 'Lines' tab to do modification if required.



8. Click on 'Schedules' tab to do modification if required.

The screenshot shows a software interface with a 'Lines' section. A red box highlights the 'Schedules' tab. Below it is a toolbar with icons for 'Actions', 'View', 'Format', and buttons for 'FREEZE', 'DETACH', and 'WRAP'. A table with the following columns is displayed: Line, Description, * Location, Quantity, UOM, Requested Delivery Date, Promised Delivery Date, and Change Reason. A red box highlights the first row of the table.

Line	Description	* Location	Quantity	UOM	Requested Delivery Date	Promised Delivery Date	Change Reason
1	CO test1	DMCC Exp	4	Ea	5/18/20	5/9/20	Test Sco1

Columns Hidden 17

9. After changes are done, Save and Submit it for approval

The screenshot shows the 'Edit Change Order: 1' form in the DMCC system. The 'SUBMIT' button is highlighted with a red box. The form displays the following information:

- Change Order: 1
- Status: Incomplete
- Initiating Party: Supplier
- * Description: Test Co
- Amount Changed: +600.00 AED
- Creation Date: 5/3/20
- Initiator: T T

The 'Main' section is expanded to show 'General' information:

- Sold-to Legal Entity: Dubai Multi Commodities Centre Authority
- Supplier: Dubai Multi Commodities Centre Authority
- * Supplier Site: Dubai
- Supplier Contact: Dubai Multi Commodities Centre
- Ordered: 800.00 AED
- Bill-to BU: Dubai Multi Commodities Centre Authority
- Supplier Location: DMCC Exp
- Description: Agreement
- Order Status: Open
- Buyer: DMCC Exp
- Creation Date: 5/3/20

10. Confirmation Message.

The screenshot displays the DMCC Purchase Order UAT-1 interface. A confirmation modal is open, stating: "The change order 1 for document Purchase Order number UAT-1 was submitted for approval." The modal includes an "OK" button. The background interface shows the following details:

- General Information:** Sold-to Legal Entity: Dubai Multi Commodities Centre Authority; Bill-to BU: Dubai Multi Commodities Centre Authority; Order Status: Open; Buyer: DMCC Exp; Creation Date: 5/3/20.
- Supplier Information:** Supplier: [Redacted]; Supplier Site: Dubai; Supplier Contact: [Redacted]; Bill-to Location: Dubai Multi Commodities Centre; Ship-to Location: DMCC Exp.
- Order Details:** Ordered: 200.00 AED; Description: [Redacted]; Source Agreement: [Redacted]; Supplier Order: [Redacted].
- Order Life Cycle:** A bar chart showing the "Ordered" amount of 200.00 AED.
- Actions:** ACKNOWLEDGE, VIEW PDF, ACTIONS, DONE.

Once approved by DMCC, Changes would reflect in work order, Query and check the PO.

Business Process: Change Order to Cancel PO

Suppliers are tasked with fulfilling the order. If it is not possible to fulfill the order, the supplier can propose cancellation to the currently approved purchasing document. Using 'Cancel' action in the document change order will be created.

1. To open PO search page, click on Manage Orders

The screenshot shows the DMCC Supplier Portal interface. The "Manage Orders" option in the "Tasks" sidebar is highlighted with a red box. The main content area includes:

- Search:** Orders dropdown, Order Number search field.
- Tasks:** Manage Orders (highlighted), Manage Schedules, Acknowledge Schedules in Spreadsheet, Manage Agreements, Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns, Consigned Inventory.
- Requiring Attention:** A donut chart showing 31 total items. The chart is divided into: Orders to Acknowledge (2), Schedules Overdue or Due Today (26), Business Classifications Expiring (1), and Invoices Overdue (2).
- Recent Activity (Last 30 Days):** Orders opened: 9; Receipts: 3.
- Transaction Reports (Last 30 Days):** Invoice Amount: 20 AED; Invoice Price Variance Amount: AED.

2. Click on search button in Manage Orders page

The screenshot shows the DMCC Manage Orders page. At the top, there is a dark blue header with the DMCC logo and navigation icons. Below the header, the page title "Manage Orders" is displayed. The search section includes several filters: "Sold-to Legal Entity", "Bill-to BU", "Supplier Site", "Order", "Status", and "Include Closed Documents". The "SEARCH" button is highlighted with a red box. Below the search filters, there is a "Search Results" section with a table header and a message indicating no search was conducted.

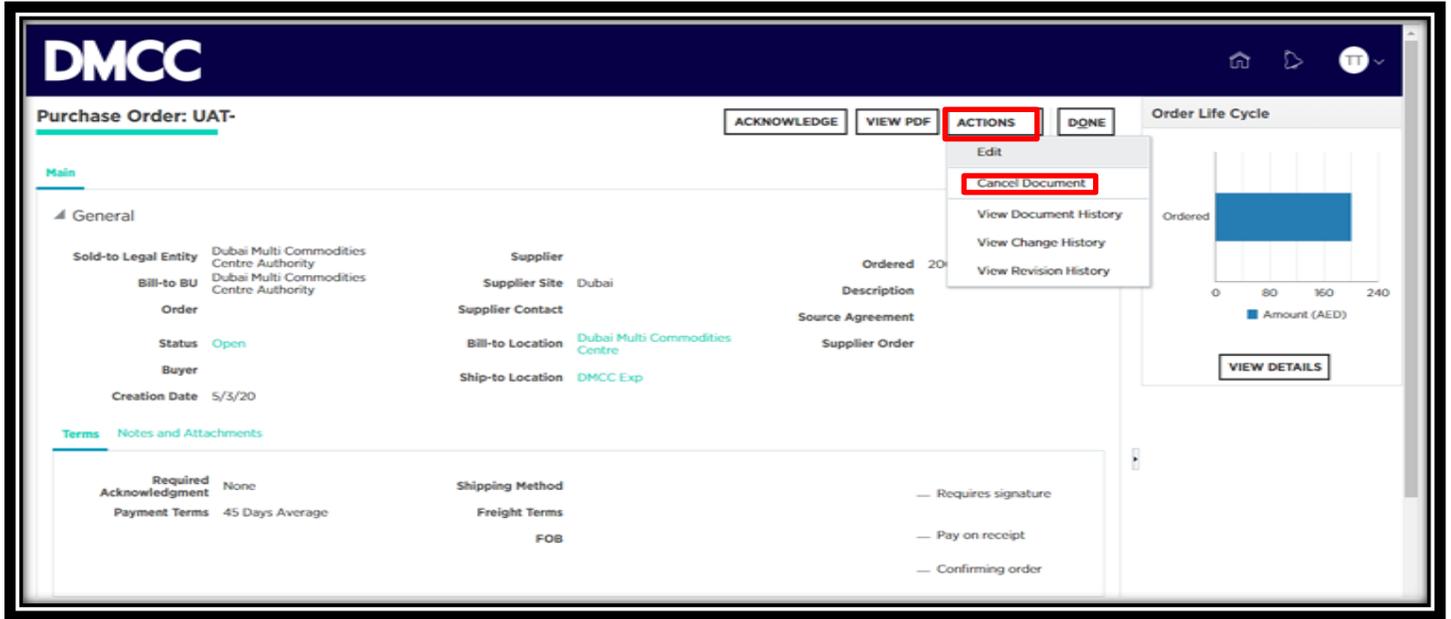
Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
No search conducted.									
Columns Hidden 24									

3. Click on PO number link for which change order is required

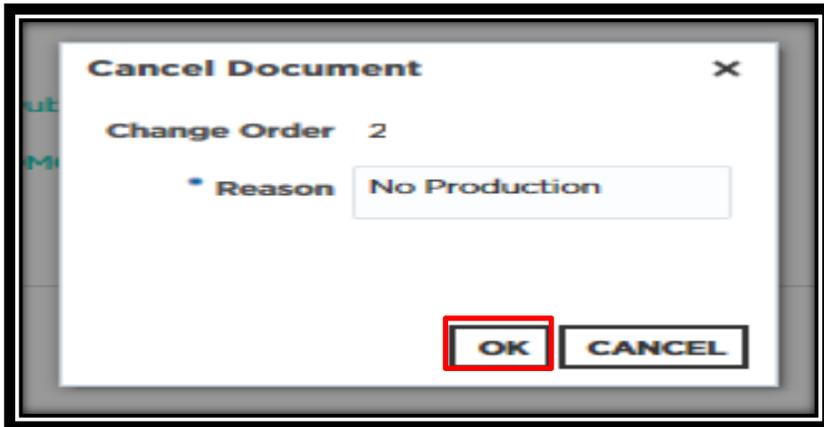
The screenshot shows the DMCC Manage Orders page with search results. The search filters are the same as in the previous screenshot. The "SEARCH" button is no longer highlighted. Below the search filters, there is a "Search Results" section with a table header and a single search result row. The PO number "UAT-" is highlighted with a red box.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
UAT-	5/3/20		Dubai		200.00	AED	Open		5/3/20

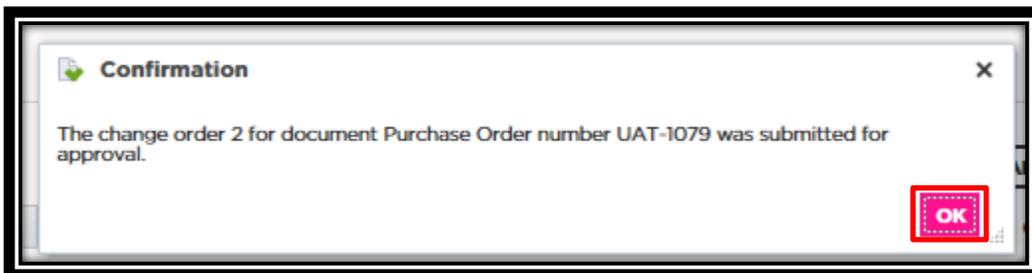
4. Once opened the PO, choose 'Cancel Document' from the actions list



5. Provide the reason and click 'Yes',



6. Change order is submitted for approval



Once approved by DMCC changes would reflect in PO.

Business Process: Advance Shipment Notice

An Advanced Shipping Notice (ASN) is an electronic notification of an upcoming delivery which is sent directly from a supplier to a buyer, in advance of the shipment.

ASN Contains below details of the shipment:

- Order information
- Delivery date and time
- Location information
- Product details
- Information about the carrier

1. Click on 'Create ASN' to open the page

DMCC Supplier Portal

Search: Orders | Order Number: []

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN**
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns

Requiring Attention

31

- Orders to Acknowledge: 2
- Schedules Overdue or Due Today: 2
- Business Classifications Expiring: 1

Recent Activity (Last 30 Days)

Orders changed or canceled	2
Orders opened	15
Receipts	3

Transaction Reports (Last 30 Days)

Invoice Amount	20	AED
Invoice Price Variance Amount		AED

2. Click on search button

DMCC Create ASN

ADVANCED | Saved Search | Purchase Order | DQNE

** At least one is required

Purchase Order: [] | Supplier: SUPPLIER_DEMO | Due Date: []

Supplier Item: []

SEARCH | RESET | SAVE...

Search Results

View: CREATE ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
No search conducted.								

3. Select the line for which shipment has to create and click on 'Create ASN' button

DMCC

Create ASN DONE

Search ADVANCED Saved Search Purchase Order

** Purchase Order ** Supplier SUPPLIER_DEMO

Supplier Item Due Date

SEARCH **RESET** **SAVE...**

Search Results

View **CREATE ASN**

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	CO test1		UAT-1094	1	1	5/11/20	4	Ea
	CO test1		UAT-1092	1	1	5/11/20	4	Ea

4. Fill the required details and submit

Create ASN Details **SUBMIT** **CANCEL**

Header

* Shipment

* Shipped Date

* Expected Receipt Date

Freight Terms

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Lines

Actions View REMOVE LINE

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	CO test1		UAT-1080	2	Ea	DMCC Exp	4	Ea	0

5. ASN was Created

The screenshot shows the 'Create ASN Details' form in the DMCC system. The form is divided into two main sections: 'Header' and 'Lines'. The 'Header' section contains various input fields for shipment details, including Shipment (Ship001), Shipped Date (5/3/20 4:09 PM), Expected Receipt Date (5/3/20 4:09 PM), Freight Terms (None), Shipping Method, Number of Supplier Packing Units, Bill of Lading, and Waybill. On the right side, there are fields for Packing Slip (PCK001), Packaging Code, Special Handling Code, Tare Weight, Tare Weight UOM, Net Weight, and Net Weight UOM. A 'SUBMIT' button and a 'CANCEL' button are located in the top right corner. A confirmation dialog box is overlaid on the form, titled 'Confirmation', with the message 'ASN Ship001 was created. Number of lines: 1.' and an 'OK' button. The 'Lines' section at the bottom features a table with columns for Item, Item Description, Supplier Item, Purchase Order, Quantity, UOM Name, Ship-to Location, Ordered Quantity, Ordered Quantity UOM, and Received Quantity. The table contains one row with the following data: Item (CO test1), Item Description (CO test1), Supplier Item (UAT-1080), Purchase Order (UAT-1080), Quantity (2), UOM Name (Ea), Ship-to Location (DMCC Exp), Ordered Quantity (4), Ordered Quantity UOM (Ea), and Received Quantity (0).

Confirmation
ASN Ship001 was created. Number of lines: 1.
OK

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
CO test1	CO test1	UAT-1080	UAT-1080	2	Ea	DMCC Exp	4	Ea	0

Business Process: Invoice

Suppliers can submit an invoice online to the DMCC based on the purchase order lines they fulfilled. Suppliers need to only identify those items shipped and enter a quantity.

Supplier will not be able to make any changes once the invoice is submitted. In case of any changes required, credit memo needs to be created against the same purchase order items to net out the invoice charges. The purchase order will then be available for submission of new invoice.

1. Click on 'Create Invoices' to open the page

DMCC

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Shipments
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Consigned Inventory
 - Review Consumption Advices
- Invoices and Payments
 - Create Invoice**

Requiring Attention

31

26

- Orders to Acknowledge
- Schedules Overdue or Due Today
- Business Classifications Expiring
- Invoices Overdue

Recent Activity
Last 30 Days

Orders changed or canceled	2
Orders opened	15
Receipts	3

Transaction Reports
Last 30 Days

Invoice Amount	20	AED
Invoice Price Variance Amount		AED

Supplier News

2. Search and select PO, fill invoice number and date then Click on 'Select and Add' icon

DMCC

Create Invoice

Invoice Actions: **SAVE** **SAVE AND CLOSE** **SUBMIT** **CANCEL**

*** Identifying PO** UAT-1

Supplier: Taxpayer ID: *** Supplier Site** Dubai

Supplier Tax Registration Number: Remit-to Bank Account: Unique Remittance Identifier: Unique Remittance Check Digit: Description: Attachments: None

*** Number** INV-001
*** Date** 5/3/20
*** Type** Invoice

Invoice Currency: AED - UAE Dirham
Payment Currency: AED - UAE Dirham

Customer: *** Customer Taxpayer ID** 1002477
Name: Dubai Multi Commodities Centre Authority
Address:

Lines: View **CANCEL LINE**

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

3. Search and select the PO line then click on Apply and Ok button

DMCC

Create Invoice

Invoice Actions: **SAVE** **SAVE AND CLOSE** **SUBMIT** **CANCEL**

*** Identifying PO** UAT-1082

Supplier: Aurecon
Taxpayer ID: *** Supplier Site** Dubai
Address: Aurecon

Supplier Tax Registration Number: Customer: *** Customer Taxpayer ID** 1002477
Name: Dubai Multi Commodities Centre Authority
Address:

Lines: View **CANCEL LINE**

Select and Add: Purchase Orders

Search **ADVANCED** Saved Search: ** At least one is required

**** Purchase Order** UAT-1082
**** Consumption Advice**
**** Creation Date** m/d/yy h:mm a

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			
UAT-1082	1	1			CO test1	DMCC Exp	4

APPLY **OK** **CANCEL**

4. Click on Actions and then select 'Calculate Tax'

DMCC

Create Invoice

Invoice Actions SAVE SAVE AND CLOSE SUBMIT CANCEL

Identifying PO UAT-30

Supplier

Taxpayer ID

Supplier Site Dubai

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Invoice Number INV-001

Date 5/3/20

Type Invoice

Invoice Currency AED - UAE Dirham

Payment Currency AED - UAE Dirham

Customer

Customer Taxpayer ID 100247799800003

Name Dubai Multi Commodities Centre Authority

Address

Lines

View + × 📄 CANCEL LINE

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Line	* Schedule	Number	Line									
1	1				CO test1	DMCC Exp			4	200	Ea	800.00
												800.00

5. Tax is populated

Lines

View + × 📄 CANCEL LINE

Purchase Order		Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
* Line	* Schedule	Number	Line									
1	1				CO test1	DMCC Exp			4	200	Ea	800.00
												800.00

Summary Tax Lines

View + × 📄

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	AE_VAT	AE_VAT	AE_VAT	Standard Rate 5%	AE_VAT_AR_02	5		40

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
800.00	0.00	0.00	0.00	40.00	840.00

6. Click on '+' icon to add the attachment

The screenshot shows the 'Create Invoice' interface in the DMCC system. The top navigation bar includes the DMCC logo and user profile. The main form is divided into several sections: 'Supplier' information (Identifying PO: UAT-1, Supplier, Taxpayer ID, Supplier Site: Dubai, Address, Supplier Tax Registration Number), 'Remittance' information (Remit-to Bank Account, Unique Remittance Identifier, Check Digit, Description), 'Invoice' details (Number: INV-001, Date: 5/3/20, Type: Invoice, Invoice Currency: AED - UAE Dirham, Payment Currency: AED - UAE Dirham), and 'Customer' information (Customer Taxpayer ID: 10024779, Name: Dubai Multi Commodities Centre Authority, Address). Below these is the 'Lines' section, which includes a table with columns for Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM, and Amount. A single line is visible with a quantity of 4 and an amount of 800.00. The 'Attachments' field in the 'Description' section is highlighted with a red box and contains a '+' icon.

7. Click on 'Choose file' to attach, once attached click on 'Ok' button

The screenshot shows the 'Attachments' dialog box. It has a title bar with a close button (X). Below the title bar are 'Actions' and 'View' dropdown menus, and '+' and 'X' icons. The main area is a table with columns: Type, Category, * File Name or URL, Title, Description, and Attached By. The first row shows 'File' as the type, 'From Supplier' as the category, and 'Choose File' as the file name, with 'No file chosen' in the adjacent field. The 'Attached By' field contains 'TT'. At the bottom right, there are 'OK' and 'CANCEL' buttons. The 'Choose File' button and the 'OK' button are both highlighted with red boxes.

8. Click on 'Submit' button, Invoice has been submitted.

Create Invoice Invoice Actions ▾

Identifying PO UAT-1083	Remit-to Bank Account <input type="text"/>	* Number INV-003
Supplier	Unique Remittance Identifier <input type="text"/>	Date 5/3/20 <input type="text"/>
Taxpayer ID	Unique Remittance Identifier Check Digit <input type="text"/>	Type Invoice
Supplier Site Dubai	Description <input type="text"/>	Invoice Currency AED - UAE Dirham
Address	Attachments Task.txt <input type="button" value="✕"/>	Payment Currency AED - UAE Dirham
Supplier Tax Registration Number <input type="text"/>		

DMCC Home

Invoice: INV-003 Invoice INV-003 has been submitted.

Business Process: Blanket/ Contract Agreement Change Order

Evolving business conditions may require changes to be made to an active purchasing document Change orders enable to propose changes to an active purchasing document, by indicating changes to the current version of the document.

A change order is created by selecting the document and using the Edit or Cancel action.

1. To create change order for agreements, click on Manage Agreements

The screenshot displays the DMCC Supplier Portal interface. The top navigation bar includes the DMCC logo and user profile icons. The main content area is titled "Supplier Portal" and features a search bar with a dropdown menu set to "Orders" and an "Order Number" input field. A left-hand navigation menu lists various tasks: Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements, highlighted with a red box), Shipments (Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns), and Consigned Inventory. The central dashboard contains three widgets: "Requiring Attention" with a donut chart showing 31 total items (26 Schedules Overdue or Due Today, 2 Orders to Acknowledge, 1 Business Classifications Expiring, 1 Invoices Overdue); "Recent Activity" for the last 30 days (Agreements opened: 1, Orders changed or canceled: 2, Orders opened: 15, Receipts: 3); and "Transaction Reports" for the last 30 days (Invoice Amount: 1700 AED, Invoice Price Variance Amount: AED).

2. Click on 'Search' button to get the list of agreements as per search parameter values

DMCC Manage Agreements HOME IT DONE

Headers Lines

Search ADVANCED MANAGE WATCHLIST Saved Search All Agreements

Procurement BU Status

Supplier Site Include Closed and Expired Documents No

Agreement

SEARCH **RESET** **SAVE...**

Search Results

Actions View Format FREEZE DETACH WRAP

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
31		Dubai	Subramania...		0.00	AED	Open			5/4/20
12		Dubai	R, Saravanan	250,000.00	0.00	AED	Open	12/31/20		3/15/20

3. Click on Specific Agreement Number to open the document

DMCC Manage Agreements HOME IT DONE

Headers Lines

Search ADVANCED MANAGE WATCHLIST Saved Search All Agreements

Procurement BU Status

Supplier Site Include Closed and Expired Documents No

Agreement

SEARCH **RESET** **SAVE...**

Search Results

Actions View Format FREEZE DETACH WRAP

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
31		Dubai	Subramania...		0.00	AED	Open			5/4/20
12		Dubai	R, Saravanan	250,000.00	0.00	AED	Open	12/31/20		3/15/20

4. Once the document is opened, Select edit from actions

DMCC

Blanket Purchase Agreement: 12

ACKNOWLEDGE ACTIONS DONE

Edit

Acknowledge

Cancel Document

View Document History

View Change History

View Revision History

Procurement BU: Dubai Multi Commodities Centre Authority

Supplier: Supplier Site: Dubai

Agreement: 12

Status: Open

Buyer: _____

Creation Date: 3/15/20

Supplier Contact

Supplier Agreement

Communication Method: E-Mail

Email

Start Date

End Date

Agreement Amount: 250,000.00 AED

Minimum Release Amount

Released Amount: 0.00 AED

Description

Terms: Notes and Attachments

Required Acknowledgment: None

Payment Terms: 45 Days Average

Shipping Method: — Requires signature

Freight Terms: — Pay on receipt

FOB: — Confirming order

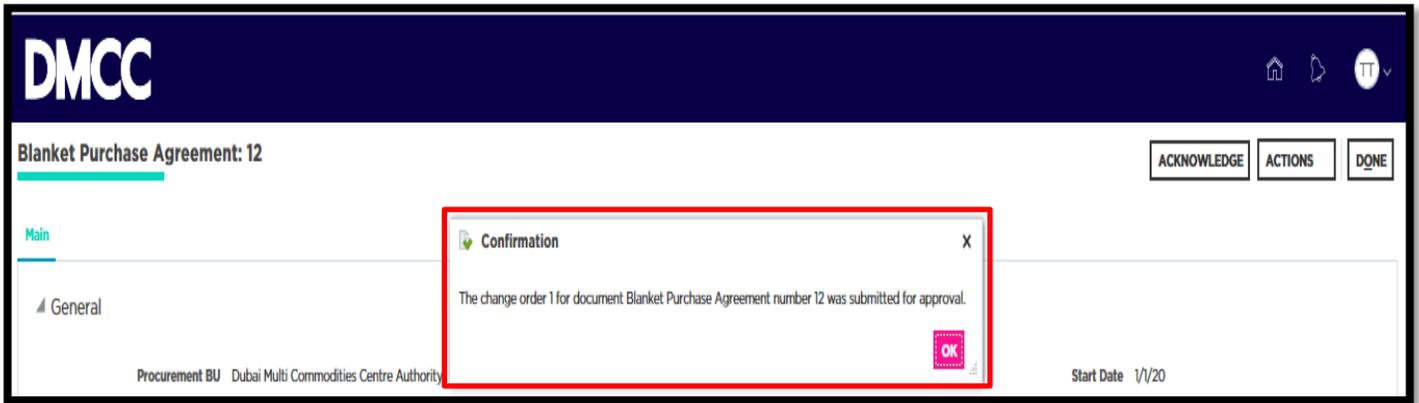
5. Click on 'Yes' to continue

Warning

This action will create a change order on the document. Do you want to continue? (PO-2055113)

YES NO

8. Agreement change order submitted for approval



Changes would reflect in agreement after the change request approval