Frequently Asked Questions

- 1- How to check If MRR has been posted for PO?
- 2- How to check status of invoice and payment?
- 3- What does the Invoice Status mean?
- 4- How to edit/cancel draft invoice?
- 5- <u>How to add freight charges?</u>
- 6- <u>Common Error/Mistakes</u>
- 7- General guidelines

Check If MRR has been posted for PO

Step 1: From the dropdown list under the Navigator, go to iSupplier Portal Full Access, and click on the Home Page as shown below:



Step 2: Click on the Shipments tab as shown

	â	*	۵	Logged in Asi	QBHOTMAIL.COM	ወ	Î
Supplier Home Orders Science: Finance							1
Search PO Number V Go							L
Notifications			Plar	ning			L
	Full List		Ord	ers			U
•••			• A	greements			U
•				and an a flat and			

Step 3: Click on receipts as shown below

	Supplier Portal							î	* 🜼	e	Logged in As	Q@HOTMAILC	ом 🥜	ሳ
Supplier Home Orders Shi	ipments Finance													
Delivery Schedules Ship	pment Notices Sh	ipment Schedules Receip	Returns Overda	e Receipts C	In-Time Performance Qu	ality								
Delivery Schedules	s												Ex	port
Simple Search														
												Ad	Ivanced Searc	ch
Organization		3 Q	Item Number		Ы	2								_
PO Number			Ship-To Location		Ы	2								
Supplier Item		5 Q.	Promised Date	(13-Dec-2021)	5									
Item Description			Need-By Date	(13-Dec-2021)	Re I									
	Go	Clear												
Organization P	O Number Supp	plier Item Item Descri	otion UOM Quan	tity Ordered	Quantity Received	Ship-To Location	Carrier Item N	umber S	upplier Config	ID Supplier	Supplier Location	Promised Date	Need-By Da	ste
Ma coordinated														

Step 4: Search the Receipt by PO number or MRR number, and click on the receipt number from the column Receipt to view the MRR.

ier Home	Orders Shipments Fi	nance										
iry Schedu	ules Shipment Notices	Shipment Schedules Receipts Returns Overdue R	Receipts On-Time	Performance Quality	r							
w Rec	eipts											Ex
nple Sea	arch											Advanced Sea
Receipt	ot Number		Or	ganization	Ы	٩,						
PC	O Number 2461		Ite	m Number	Ы	Q,						
Release	(example : 1234)		Suj	oplier Item	Ы	Q,						
nereuse	(example : 1234-2)		Item D	escription								
Shipment	nt Number		Receip	t Location	N	Q,						
Shipmen Ship	pped Date (13-Dec-2021)	ra l	Receip	t Location	K	Q,						
Shipmeni Ship	pped Date (13-Dec-2021) Go Clear	(i)	Receip	t Location	K	Q,						
Shipmeni Ship	pped Date (13-Dec-2021) Go Clear	fig.	Receip	t Location	K	α,						
Shipmen Ship	tt Number pped Date (13-Dec-2021) Go Clear Creation Date 스	Grganization	Receip	t Location	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachmer
Shipmen Ship cipt	tt Number pped Date (13-Dec-2021) Go Clear Creation Date 23-Nov-2012 09:18-48	Organization FFL INVENTORY TRANSACTION ORGANISATION	Receip Shipment	t Location Shipped Date 스	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number 2481	Invoice 392	Attachmer

Check Status of invoice and payment (need to check what supplier validation means)

Step 1: Click on Navigator>iSupplier Portal Full Access>Homepage and then click on the Finance tab from the top left as shown:

Supplier Home Orders	Shipments Fir	nance								
Create Invoices View	v Invoices Vie	ew Payments								
Invoice Actions									Creat	te Invoice With a PO 🗸 Go
Search										
Note that the search is cas	e insensitive									
Supplier		3	P	urchase Order Number						
Invoice Number				Invoice Amount						
Invoice Date From	(13-Dec-2021)	50 S		Invoice Date To	re-					
Invoice Status		~		Currency						
	Go Clear									
Invoice Number		Invoice Date	Invoice Currency Code	Invoice Amou	int Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.										

Step 2: Click on View Invoices:

Supplier Home Orders Shipments Fit	nance										
Create Invoices View Invoice: Vie	aw Payments										- P
Invoice Actions								Creat	e Invoice With a PC) V G	•
Search											1
Note that the search is case insensitive											
Supplier /		Pv	urchase Order Number								
Invoice Number			Invoice Amount								
Invoice Date From (14-Dec-2021)	50		Invoice Date To	No.							
Invoice Status	~		Currency								
Go Clear	J.										
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachr	nents	
No search conducted.											

Step 3: Search the Invoice through any one of the given options (PO number, invoice number, date, etc.) by entering the required information and clicking on Go.

Supplier Home Orde	ers Shipments Finance										
Create Invoices	View Invoices View Paym	nts									
View Invoice	s										Export
Simple Search											Advanced Search
Invoice Num	nber				Payment Sta	us 🗸					
PO Num	nber 3838			Inv	oice Amount Fr	m	То				
	(example : 1234)				Amount Due Fr	m	То				
Release Num	nber				Invoice Date Fr	m	По То	12			
	(example : 1234-2)				Due Date Fr	m (14-Dec-2021)	To To	lin.			
Payment Num	nber							-			
Invoice Sta	Go Clear										
Invoice 🛆	Invoice Date 🛆	Туре	Currency	Amount 🛆	Due Statu	s On Hold	Payment	PO Number	Receipt	Attachments	Scheduled Payments
202	00.00-0044	Observations	21/2	07.000							

What does the Invoice Status mean?

The Status of the invoice would show Validated (received by the Finance department), Approved (if the Finance department has approved of the documents), Paid (if the cheque has been issued), Rejected (if the Finance Department finds any discrepancies in the Portal based invoice), or Cancelled (if the invoice has been cancelled so it can be input again).

How to edit/cancel draft invoice

Step 1: Click on Navigator>iSupplier Portal Full Access>Homepage and then click on the Finance tab from the top left as shown:

Create Invoices Veer Payments Create Invoice With a PO V Search Search Note that the search is case instratilive Supplier 3 Purchase Order Number Invoice Rumber Invoice Rumber Invoice Rumber Invoice Status Currency Currency Invoice Rumber Invoice Rumunt Purchase Order Status Withdraw Cancel Update View Attachments	Supplier Home Orders Shipments	Finance								
Oreal Invoice Actions With a PO V Search Note that the sase is a sase insensitive Supplier 3 Purchase Order Number Invoice Annount	Create Invoices View Invoices	View Payments								
Search Note that the search is case insensitive Supplier	Invoice Actions								Crea	te Invoice With a PO V Go
Note that the search is case insensitive	Search									
Supplier 3 Purchase Order Number Invoice Date From Invoice Status Invoice Annount Invoice Date Too Invoice Status Invoice Status Invoice Currency Go Currency	Note that the search is case insensitive									
Invoice Number Invoice Courter Code Invoice Anount Invoice Status Withdraw Cancel Update View Attachments	Supplier	3	Pu	urchase Order Number						
Invoice Date To (1/2-De-0222) (1/2)	Invoice Number			Invoice Amount						
Invoice Status Currency Currency Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments	Invoice Date From (13-Dec-20	21) 📬		Invoice Date To	15e					
Go Clear *** Invoice Number Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments View Attachments View	Invoice Status	~		Currency						
*** Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments to assert for as	Go Cle	ar								
Invoice Date Invoice Date Invoice Currency Code Invoice Amount Purchase Order Status Withdraw Cancel Update View Attachments										
No search conducted	Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.	No search conducted.									

Step 2: Enter the PO directly for which you wish to search the invoice, as shown below:

Supplier Home Orders Shipmen	ts Finance								
Create Invoices View Invoice:	s View Payments								
Invoice Actions								Create In	voice With a PO 🗸 Go
Search									
Note that the search is case insens	itive								
Supplier	4		Purchase Order Number 53754						
Invoice Number			Invoice Amount						
Invoice Date From (13-Dec	-2021) 😘		Invoice Date To	Sa .					
Invoice Status	~		Currency						
Go	Clear								
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amoun	t Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Step 3: Click on Go.

Supplier Home Orders Shipmen	ts Finance								
Create Invoices View Invoice	s View Payments								
Invoice Actions								Create	Invoice With a PO 🗸 Go
Search									
Note that the search is case insens	itive								
Supplier	1	F	Purchase Order Number 53754						
Invoice Number			Invoice Amount						
Invoice Date From (13-Dec	-2021) 📸		Invoice Date To	50					
Invoice Status	Clear		Currency						
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Step 4: You can update the draft invoice by clicking on the pencil icon, or delete the draft by clicking under the cancel column.

	inents i manoe								
Create Invoices View Inv	oices View Payments								
nvoice Actions								Create Ir	voice With a PO 🗸
Search									
lote that the search is case in	sensitive								
Supplier /			Purchase Order Number 53754						
Invoice Number			Invoice Amount						
Invoice Date From (1)	I-Dec-2021) 🏠		Invoice Date To	lib.					
Invoice Status	~		Currency						
	o Clear								
G								Undata	View Attachments
••• nvoice Number △	Invoice Date 🛆	Invoice Currency Code 🛆	Invoice Amount 🛆	Purchase Order	Status	Withdraw	Cancel		
nvoice Number 🛆	Invoice Date 08-Oct-2021	Invoice Currency Code	Invoice Amount 3	Purchase Order 5,600 53754	Validated	Withdraw	Cancel		<i>4</i> ³ +
nvoice Number △ 13-2021	Invoice Date △ 06-Oct-2021 13-Dec-2021	Invoice Currency Code PKR PKR	Invoice Amount 3	Purchase Order 5,600 53754 9,880 53754	Validated Unsubmitted	Withdraw			<i>6</i> ³ + +

How to add freight charges

Step 1: Click on Navigator>iSupplier Portal Full Access>Homepage and then click on the Finance tab, then click on the Go button next to Create Invoice With a PO. Input your PO number to be invoiced, and then select on the line items to be added, then reach the Details step and enter invoice details as per routine and scroll down.

Supplier Home Orders Shipments Finance			~
Create Invoices View Invoices View Payments			
0	•	Ö	0
Purchase Orders	Details	Manage Tax	Review and Submit
Create Invoice: Details			Cancel Back Step 2
* Indicates required field			

Step 2: Once you reach the Shipping & Handling Section, click on the "+" sign as shown below:

			* Customer Cus	Tax Payer ID 1427/20031205 stomer Name Fatima Fertilize Address E-110 Lahore F	i Q. r Company Ltd. K						
ms											
i ∷ 2 ₪ 0 lumber	5 🔅	Shipment	Item Number	Item Description			Supplier Item Number	Ship To	Available Quantity	* Quantity	Uni
1636	6	1	99-29-1700003-01- 000-000	SEAL, OIL: SPRING LOADED 7, VITON, REINFORCEMENT	ID30MM,OD40MM,WD7MM,30 40 METAL CAGE			FFL Plantsite	7		1 536.
< hipping	and	Handlin	0								
it 💢 🕄	5	🔅 🔹 🔟	•		Amount	Descri	ation			Shin To	
lo roculto fe	ound.				Anount	Deseri	,			Ship to	

Step 3: Clicking on the + icon will allow you to add a new row as shown, with Charge Type set to Freight by default. You can enter the Shipping/Handling charges under the Amount column, and enter the description in the Description column. Leave the "Ship to" column set to NO_TAX_LOCATION since the shipping and freight charges are not taxable for proper invoice amount calculation.

Shipping and Handling						
≝ ≝255\$+■+						
Charge Type	Amount	Description	Ship To			
Freight 🔽			NO_TAX_LOCATON 🚽 🤉			
<			· · · · · · · · · · · · · · · · · · ·			

Common Error/Mistakes

On submitting invoice

• Create Invoice with a PO >Go step foregone. PO entered or date added at this stage will give an error.

Step 1: Click on Navigator>iSupplier Portal Full Access>Homepage and then click on the Finance tab from the top left as shown:

Supplier Home Orders Shipments Finance										
Create Invoices Veer Payments										
Invoice Actions									te Invoice With a PO 🗸 Go	
Search										
Note that the search is case insensitive	Note that the search is case insensitive									
Supplier	3	Pure	hase Order Number							
Invoice Number			Invoice Amount							
Invoice Date From (13-Dec-2021)										
Invoice Status										
invoice status	•	Currency								
Go Clear										
**										
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments	
No search conducted.										

Step 2: Do NOT add any details at this point to create your invoice, or else the PO to be invoiced would not show up. Directly click on Go from the right side as shown:

Supplier Home Orders	Shipments Fin	ance									
Create Invoices View	Invoices View	v Payments									
Invoice Actions											
Search	Search										
Note that the search is case insensitive											
Supplier				Purchase Order Number							
Invoice Number			Invoice Amount								
Invoice Date From	(13-Dec-2021) 🐞 Invoice Date To 🎼										
Invoice Status	tus V Currency										
	Go Clear										
Invoice Number		Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments	
No search conducted.											

Freight

- Freight Charges need to be added as mentioned in PO, if they exceed the PO amount the portal would not allow the invoice to be submitted.
- Freight charges should be entered without tax using the default Ship to NO_TAX_LOCATION setting under the Shipping & Handling Section, otherwise it would be computed with tax and an error will rise.

<u>Tax</u>

- Sales tax code (recoverable/non-recoverable/to pay)
 - Tax rate entered manually may give an error. Tax needs to be calculated line by line
 - Sales tax invoice number and date should match with supplier invoice
- If invoice cancelled/returned due to any error -unique invoice ID should be changed with a space or comma

e-Bidding

- Create quote option not being used
- Quotations should mention freight, shipping and documentation charges.

General guidelines

- I-invoicing is only available for 3 fert plants
- Hard copies of invoice sent before posting on portal
- Multiple invoices cannot be uploaded in one go