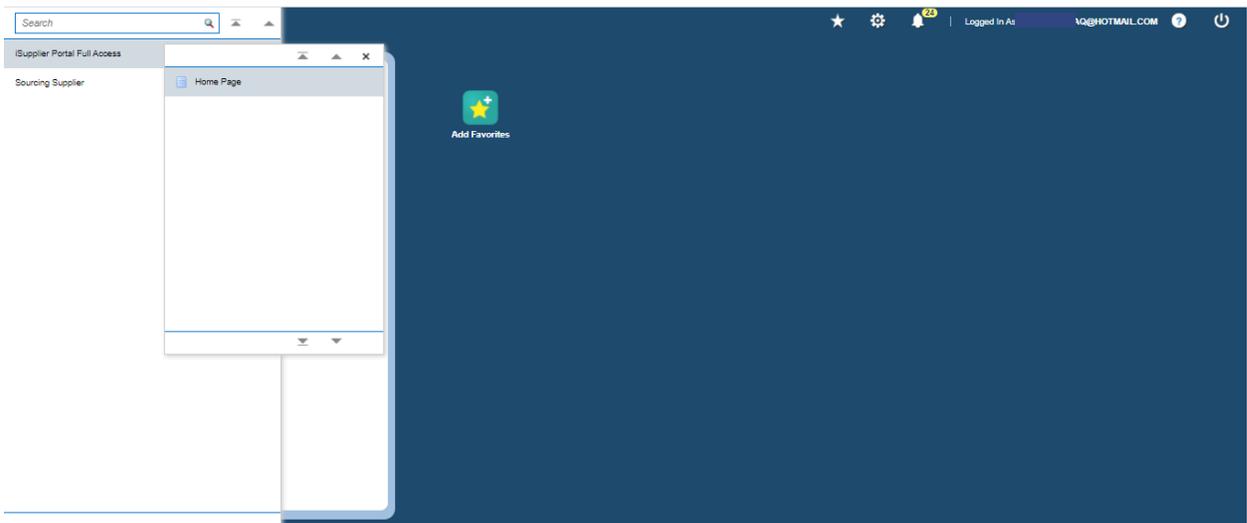


# Frequently Asked Questions

- 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- [How to add freight charges?](#)
- 6- [Common Error/Mistakes](#)
- 7- [General guidelines](#)

## Check If MRR has been posted for PO

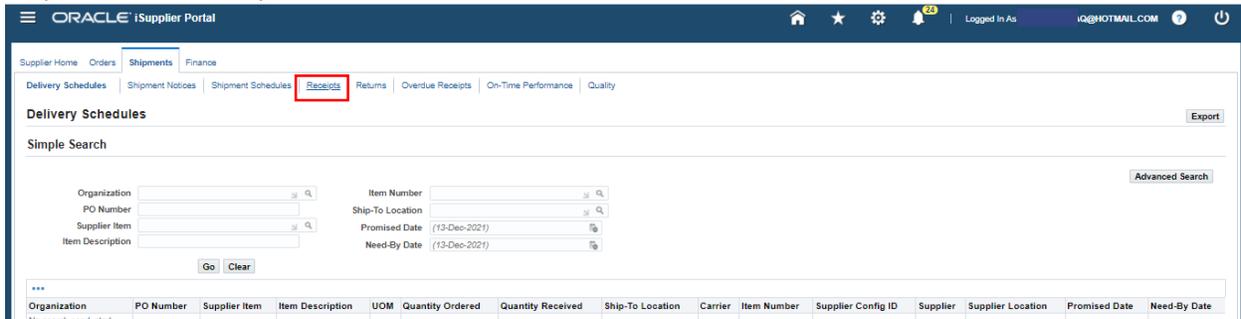
Step 1: From the dropdown list under the Navigator, go to iSupplier Portal Full Access, and click on the Home Page as shown below:



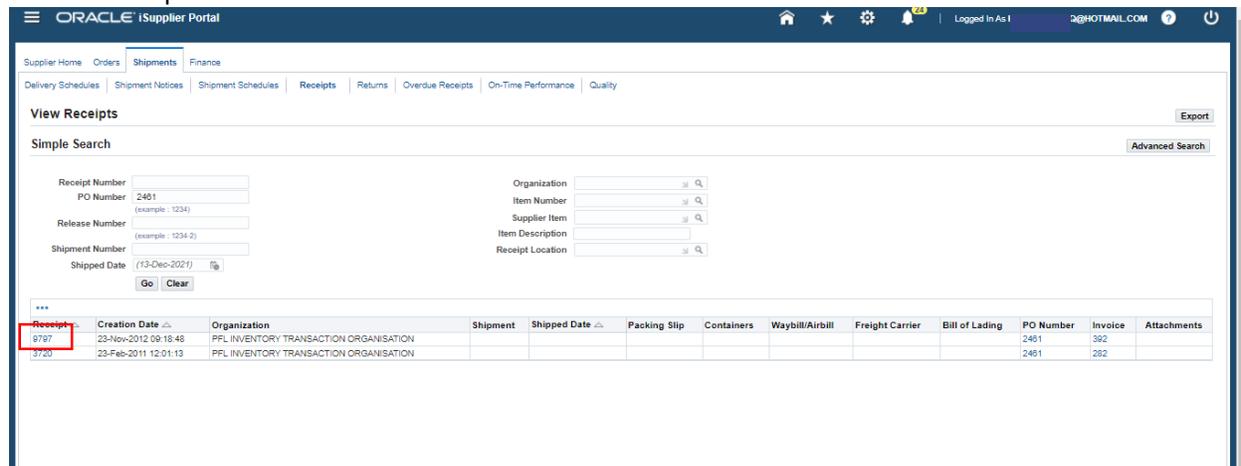
Step 2: Click on the Shipments tab as shown



Step 3: Click on receipts as shown below

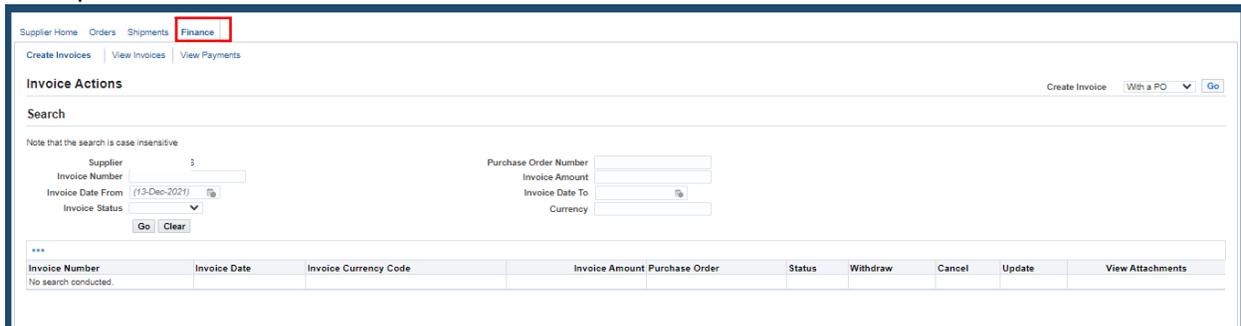


Step 4: Search the Receipt by PO number or MRR number, and click on the receipt number from the column Receipt to view the MRR.



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:



## Step 2: Click on View Invoices:

Supplier Home Orders Shipments **Finance**

Create Invoices **View Invoices** View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (14-Dec-2021)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Go Clear

---

\*\*\*

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
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 Orders Shipments **Finance**

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number

PO Number 3038

Release Number (example: 1234)

Payment Number

Invoice Status

Payment Status

Invoice Amount From  To

Amount Due From  To

Invoice Date From  To

Due Date From (14-Dec-2021)  To

Go Clear

---

\*\*\*

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment	PO Number	Receipt	Attachments	Scheduled Payments
283	08-May-2011	Standard	PKR	97,295	0 Approved		2011575	3038	4233		

## 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:

Supplier Home Orders Shipments **Finance**

Create Invoices **View Invoices** View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (13-Dec-2021)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

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

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (13-Dec-2021)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

**Go** Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Step 3: Click on Go.

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (13-Dec-2021)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

**Go** Clear

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.

Supplier Home Orders Shipments Finance

Create Invoices View Invoices View Payments

Invoice Actions Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier

Invoice Number

Invoice Date From (13-Dec-2021)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

**Go** Clear

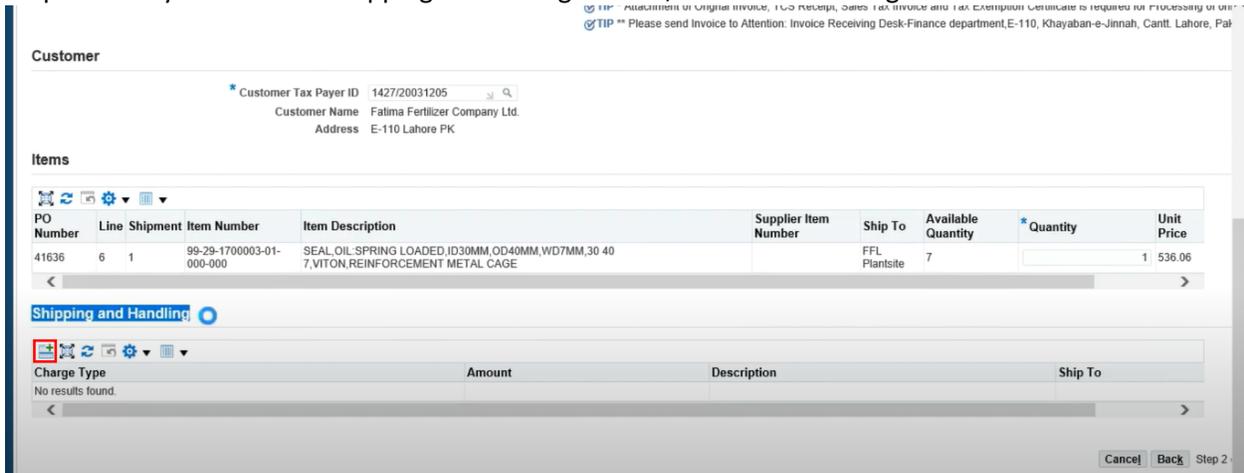
Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
13-2021	06-Oct-2021	PKR		315,000 53754	Validated				
XIX	13-Dec-2021	PKR	89,880	53754	Unsubmitted				
17-2021	17-Nov-2021	PKR	0	53754	Cancelled				

## How to add freight charges

Step 1: Click on Navigator>Supplier 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.



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



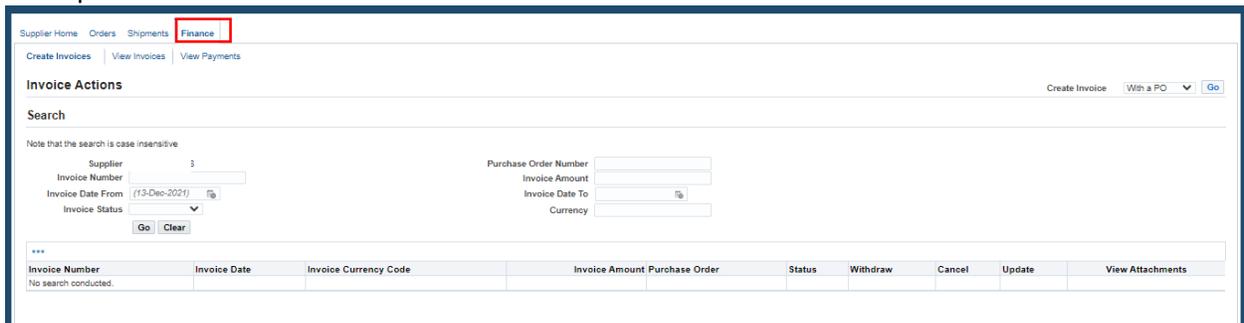
Step 3: Clicking on the + icon will allow you to add a new row as shown, with Charge Type set to Freight by default. You can enter the Shipping/Handling charges under the Amount column, and enter the description in the Description column. Leave the “Ship to” column set to NO\_TAX\_LOCATION since the shipping and freight charges are not taxable for proper invoice amount calculation.



## 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>Supplier Portal Full Access>Homepage and then click on the Finance tab from the top left as shown:



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:

The screenshot shows the 'Supplier Home' interface with the 'Finance' tab selected. Under 'Invoice Actions', there are buttons for 'Create Invoices', 'View Invoices', and 'View Payments'. A 'Create Invoice' button is present, along with a 'With a PO' dropdown menu and a 'Go' button, which is highlighted with a red box. Below this is a search section with a note: 'Note that the search is case insensitive'. The search fields include: Supplier, Invoice Number, Invoice Date From (set to 13-Dec-2021), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. There are 'Go' and 'Clear' buttons for the search. At the bottom, there is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows '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.

## Tax

- **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**