CREATE INVOICE

USER MANAUAL

September 2025

Create Invoices

Registered iSupplier users or Supplier users can create and submit invoices directly through the supplier portal. Once submitted, the invoice status can be viewed online through standard inquiry screens.

Note – Supplier will create invoice after crosschecking the Receiving or Receipt Number is already created against the PO by ADFD. Supplier will receive notification once Requester receives the item.

The notification will be like the following:

Dear ..**,**

We would like to inform that you are now able to submit your invoice against the following:

PO No: ..
 PO Description: ..
 Receipt No: ..

For smooth and timely processing of your invoice, kindly make sure the following requirements are met while submitting your invoice.

1) Invoice number (invoice number being entered in system must match with the invoice number mentioned in attached invoice)
 2) Date of the invoice
 3) The net price of each product or service
 4) The subtotal of the sale excluding VAT
 5) Bank details matching the registered (must be mentioned in attached invoice)
 6) Description of goods / services
 7) The VAT rate (5%) will be added automatically by system
 8) The total amount of VAT being charged on the sale
 9) Your VAT registration number (VRN) (must be mentioned in attached invoice)
 10) ADFD's VAT registration number (VRN): 100277211700003 (must be mentioned in attached invoice)

Regards,
 ADFD Procurement Team "

Please note, If any missing requirements listed above the invoice will be cancelled for correction.
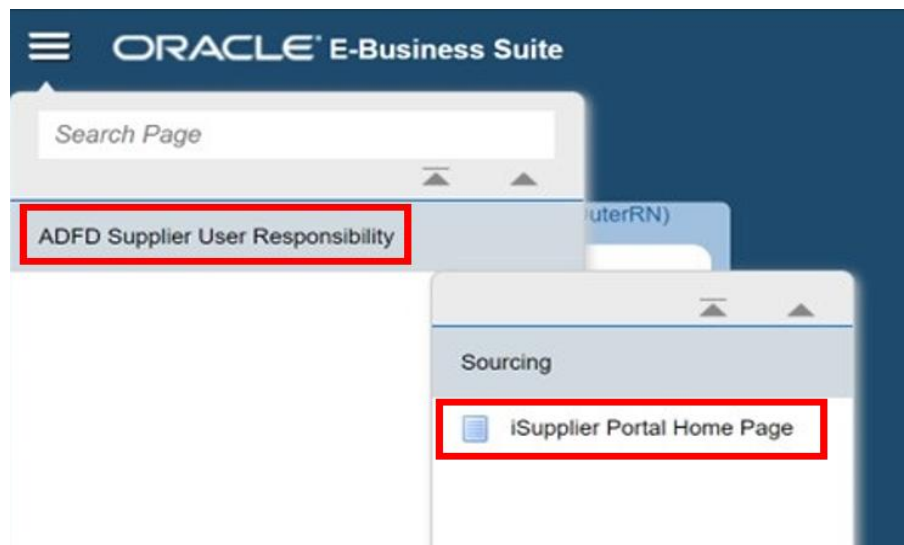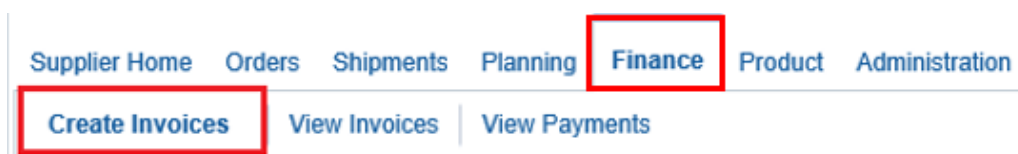
1. Click on the icon below to start ☰
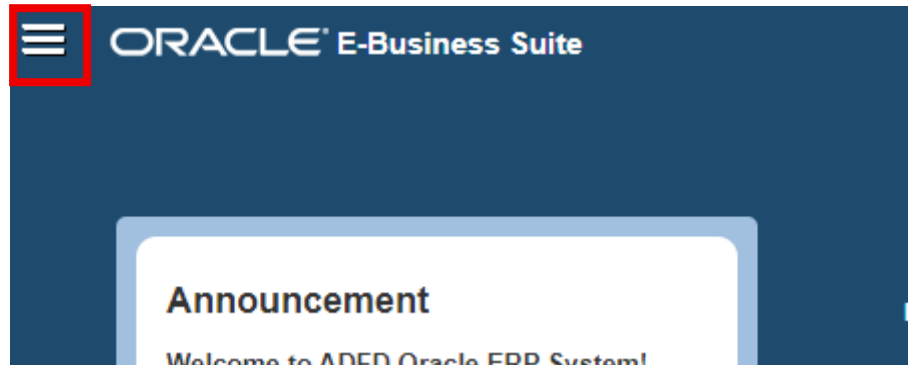
2. Click on `ADFD Supplier User Responsibility` **then click on** `📄 iSupplier Portal Home Page`

3. Click on the Finance Tab to go to Create invoice

4. Using the "Create Invoice" action box, select the "With a PO" value in the list. Click on the "Go" button.

NOTE: If PO is not found, supplier may contact the requester by email shown in the PO, to complete the receiving process (GRN)

5. Search for Only PO Number against which we want to create invoice

Note - Supplier can check Quantity Ordered and Quantity Received. Based on the Received quantity the Invoice will be create.

6. Select the PO then click on Next

Create Invoice: Purchase Orders   Cancel Step 1 of 4 **Next**

Personalize Query: (PoQueryRN)

Search   Advanced Search

Personalize "Search"
Note that the search is case insensitive

Purchase Order Number	5026
Purchase Order Date	(26-Mar-2020)
Buyer	
Organization	
Advances and Financing	Excluded

Go Clear

Personalize "Search Results: Purchase Order"

Select Items: Add to Invoice

	PO Number	Line △	Shipment △	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr △	Ship To	Organiza
☑	5026	1	1	☐	non stock purchasing			100	100	0	Each	10	AED	Head Office	Abu Dhab For Devel

7. Supplier to mention below details to create Invoice

1. Invoice Number (character sensitive: <u>system will not accept</u> if the number does not match the invoice number exactly.
2. Invoice Date must match the date in the attached invoice.
3. Attachment – "**TAX Invoice PDF Document**" Any other invoices will be cancelled.
4. Quantity (Must be same as Received Quantity)

Purchase Orders	Details	Manage Tax	Review and Submit

Create Invoice: Details   Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier

* Supplier	AL ABBAS TRADING COMPANY
Tax Payer ID	
* Remit To	ABU DHABI
Address	Abu Dhabi
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	12345
* Invoice Date	10-Apr-2020
Invoice Type	Invoice
Currency	AED
Invoice Description	

Attachment None **Add...**

Customer

* Customer Tax Payer ID	SYS11976
Customer Name	Abu Dhabi Fund For Development
Address	Al Buteen AE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
5026	1	1		non stock purchasing		Head Office	100	100	10	Each	1000

8. Follow the Below Points while creating Invoice

1. "**Supplier**" and "**Remit To**" is a mandatory field. If you want to change the Remit to Address, then you can search it by clicking on magnify icon. The supplier site must be the Remit to Address.
2. Invoice number must be unique. The same invoice number must not be used for multiple POs.
3. Attach TAX invoice (refer to page 1)

9. Review all the information and click Next [Next].

10. Manage Tax

- The system will automatically calculate 5% VAT for which you can see the summary below the page.
- In case the supplier don't want to apply tax in the invoice should change the following:

1. Tax Status Code = "**ZERO**"
2. Tax rate code = "**ZERO**"
3. Click on calculate

11. Before submitting click on Recalculate Total

12. Supplier will review all the information and click on Submit

Confirmation

Invoice 12345 was submitted to our Accounts Payable department on 10-Apr-2020. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

13. Invoice cancellation

Please be informed that if the invoice has been cancelled by ADFD due to one or more of the following reasons:

- Bank account details are missing from the invoice
- Amount on the invoice is different than the amount in the system
- The invoice does not include both ADFD TRN and supplier TRN
- The attached document is a proforma invoice
- Others

You will receive a notification regarding the cancelled invoice to your registered email address, along with the reason for cancellation. Please add "/1" end of invoice number upon resubmission

If you need guidance on how to submit the invoice through the portal or any further inquiry, contact
procurement@adfd.ae
If you need any clarification regarding the invoice, kindly contact accounts@adfd.ae