



صندوق أبوظبي للتنمية
ABU DHABI FUND FOR DEVELOPMENT

Create invoice Manual

September 2024

ADFD

Contents Page

Table of Contents

Contents Page.....	2
01 Create Invoices	2
❓ Review all the information and click on Next.....	7
❓ Manage Tax:.....	8
a. System will automatically calculate 5% VAT for which you can see the summary in the below of the page.....	8
b. In case supplier don't want to apply tax in the invoice should change the following:.....	8
1- Supplier will review all the information and click on Submit.	9

01 Create Invoices

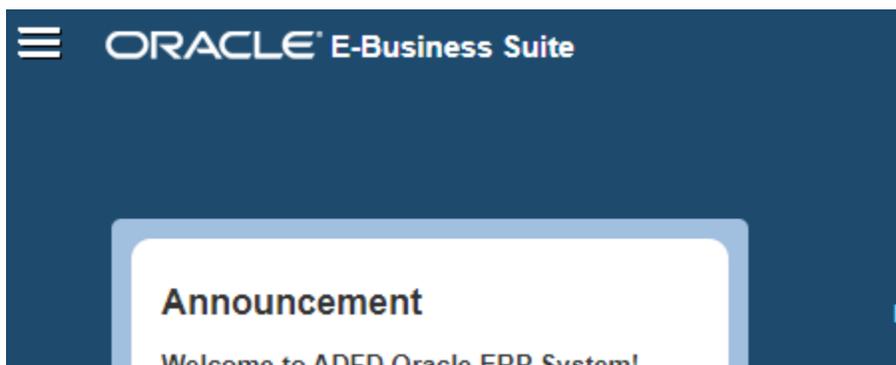
Registered iSupplier users or Supplier users can create and submit invoices directly through the supplier portal. Once submitted, the invoice status can be viewed online through standard inquiry screens.

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

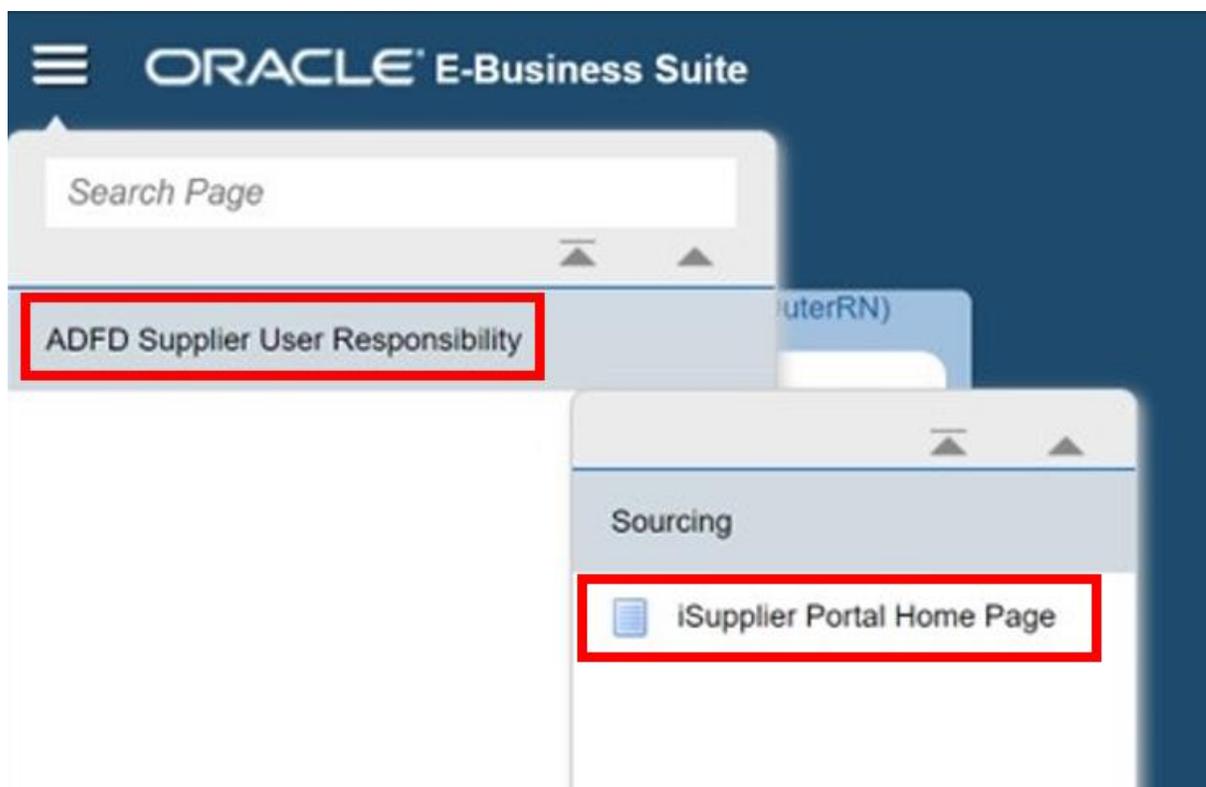
This topic covers:

- Invoice creation and submission
- Confirmation of invoice submission status
- Steps to Create an Invoice

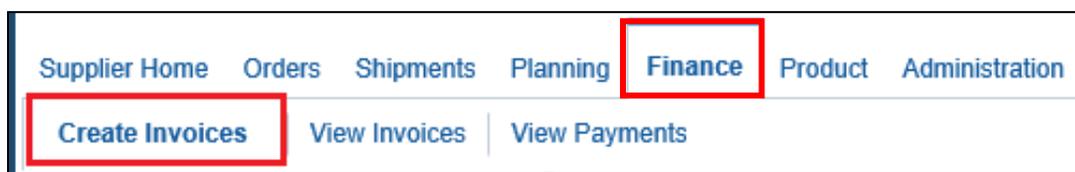
- **Click on the icon below to start**



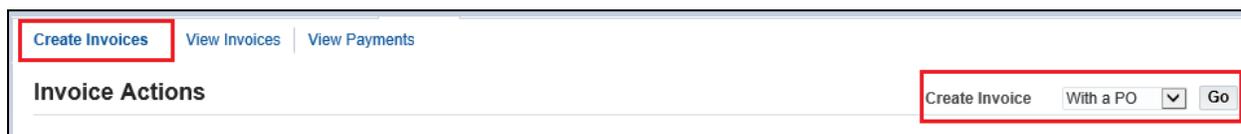
- Click on **ADFD Supplier User Responsibility** then click on **iSupplier Portal Home Page**



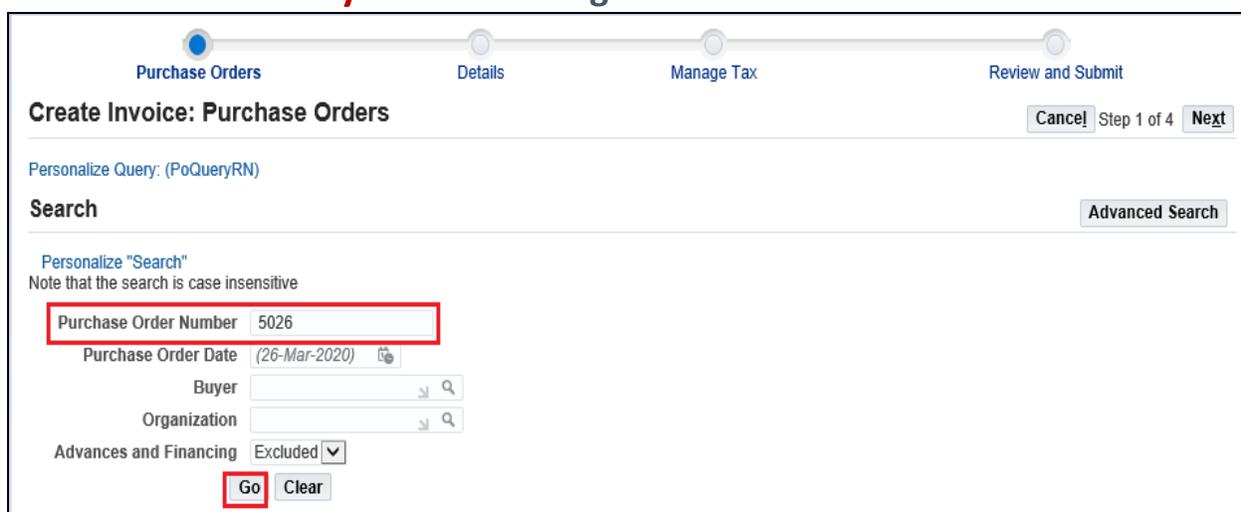
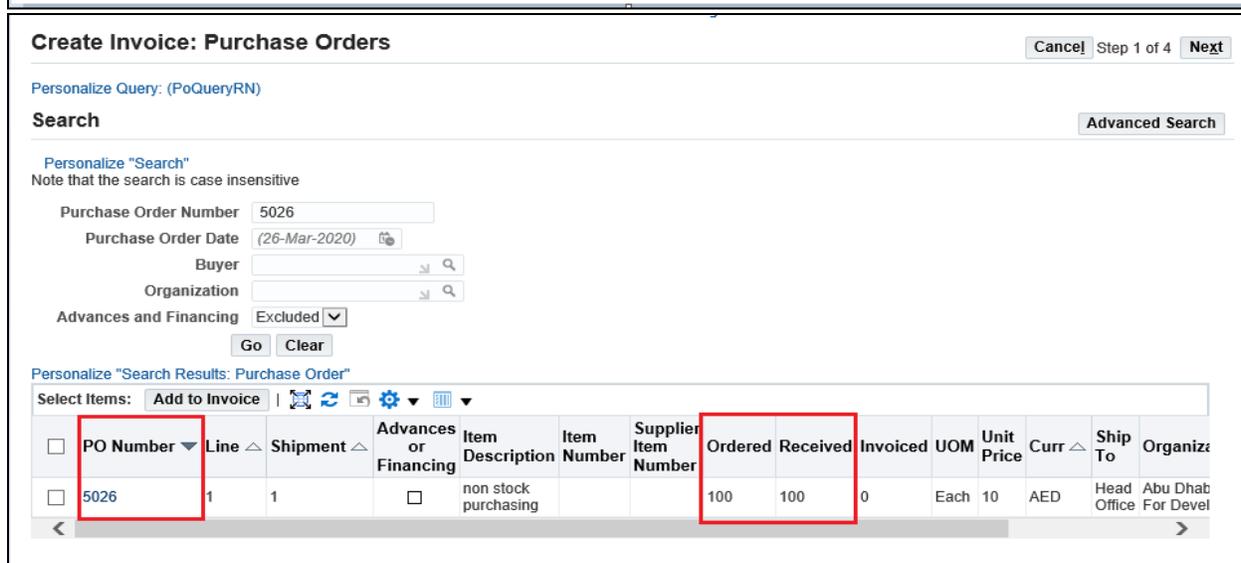
- Click on the Finance Tab to go to Create invoice



- Using the “Create Invoice” action box, select the “With a PO” value in the list. Click on the “Go” button.



- Search for **Only** PO Number against which we want to create 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	<input type="checkbox"/>	non stock purchasing			100	100	0	Each	10	AED	Head Office	Abu Dhab For Devel

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

- 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

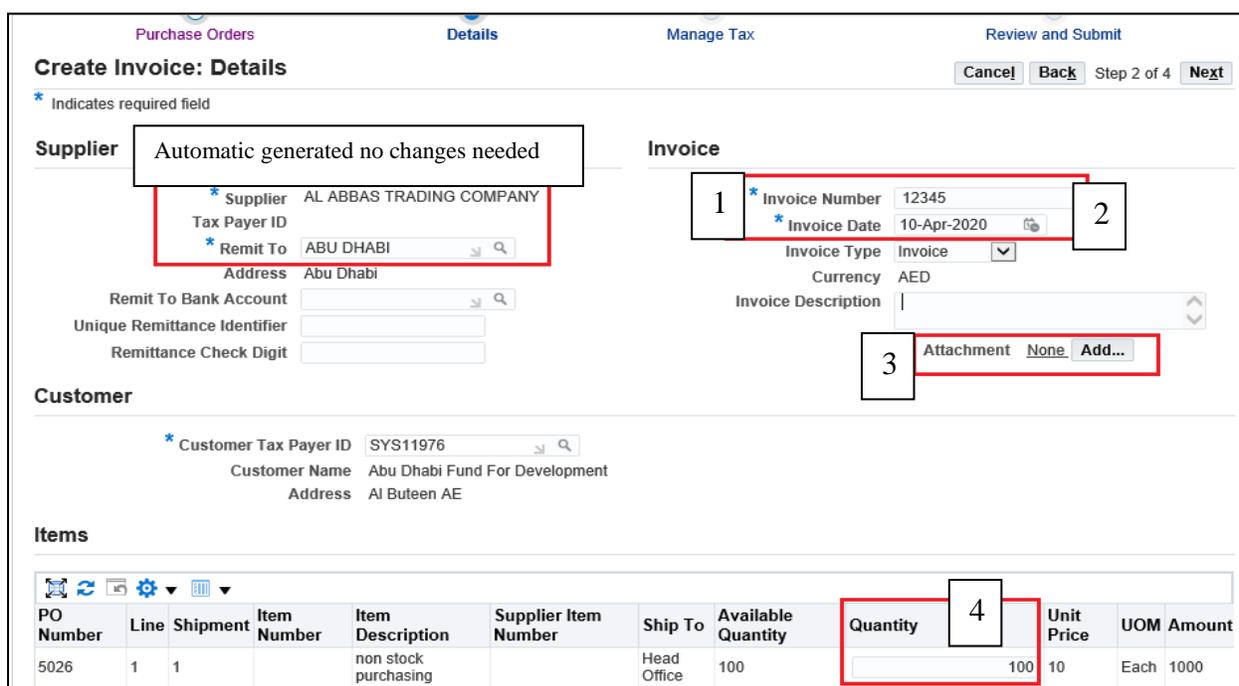
Personalize "Search Results: Purchase Order"

Select Items: |

<input checked="" type="checkbox"/>	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organiz
<input checked="" type="checkbox"/>	5026	1	1	<input type="checkbox"/>	non stock purchasing			100	100	0	Each	10	AED	Head Office	Abu Dhab For Devel

Supplier to mention below details to create Invoice –

1. Invoice Number (character sensitive: system will not accept if the number does not match the invoice number exactly).
2. Invoice Date (By Default it will come as current date). Must match the date in the attached invoice.
3. Attachment – “TAX Invoice PDF Document”
4. Quantity (Must be same as Received Quantity).



Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier Automatic generated no changes needed

* 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

1 * Invoice Number 12345 2
* Invoice Date 10-Apr-2020
Invoice Type Invoice
Currency AED
Invoice Description
3 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

● Follow the Below Points while creating Invoice -

5. “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.
6. Invoice number must be unique. The same invoice number must not be used for multiple PO’s.
7. Invoice date Must match the date in the attached invoice.
8. Attach the invoice not attaching the invoice may lead to delay on payment

● Review all the information and click on Next.

- **Manage Tax:**

- **System will automatically calculate 5% VAT for which you can see the summary in the below of the page.**
- **In case 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

Create Invoice: Manage Tax Cancel Save Back Step 3 of 4 Next Submit

Supplier **Invoice**

* Supplier AL ABBAS TRADING COMPANY
 Tax Payer ID
 * Remit To ABU DHABI
 Address Abu Dhabi
 Remit To Bank Account 263238020001
 Unique Remittance Identifier
 Remittance Check Digit

* Invoice Number 12345
 * Invoice Date 10-Apr-2020
 Invoice Type Standard
 * Currency AED
 Invoice Description
 Attachment Attachment List..

Customer

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

Summary Tax Lines

Calculate 3 1 2

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	ADFD VAT REGIME	ADFD VAT	SR 5%	AE VAT JURISDICTION	SR 5%	5	50	Active

Search and Select List of Values - Internet Explorer

Search and Select: Tax Status Code Cancel Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By Tax Status Code

Results

Quick Select	Tax Status Code
<input type="radio"/>	ZERO
<input type="radio"/>	OOS
<input type="radio"/>	SR 5%
<input type="radio"/>	RC
<input type="radio"/>	BITR
<input type="radio"/>	DS
<input type="radio"/>	EX

[About this Page](#)

100%

4. Before submitting click on Recalculate Total

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
5026	1	1	non stock purchasing		Head Office	100	100	Each	10	1,000.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

4	Items	1,000.00
	Less Retainage	0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	50.00
Recalculate Total	Total (AED)	1,050.00

Step 3 of 4

5. Invoice Submission requirements:

- Invoice number
- Date of the invoice
- ADFD's VAT registration number (VRN): 100277211700003
- Your VAT registration number (VRN)
- Description of goods/services
- The net price of each product or service
- The VAT rate (5%) of each product or service
- The subtotal of the sale excluding VAT
- The total amount of VAT being charged on the sale
- Bank details matching the registered

6. 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.