



# Woqod iSupplier Portal

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## Help Document for User V1

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## Introduction:

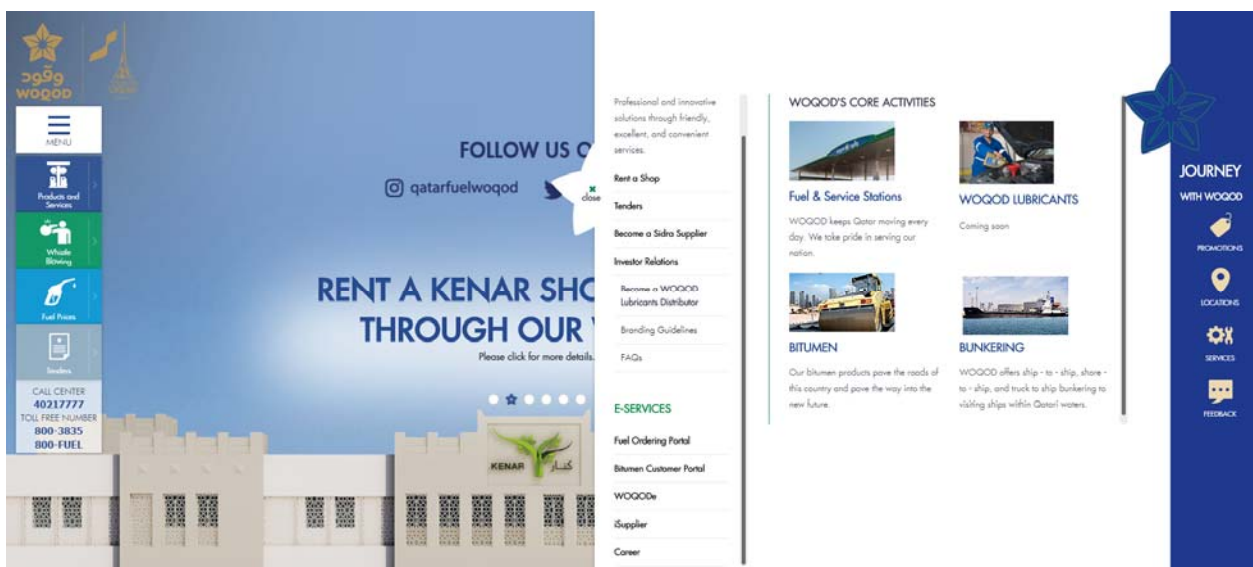
The purpose of this document is to explain the basic functions which an existing Supplier from WOQOD & Its subsidiaries can perform in Woqod iSupplier portal by accessing it externally.

## Using the Woqod iSupplier Portal Home Page:

Login to woqod website:- <http://www.woqod.com/EN/Pages/default.aspx>



Under business with Woqod section. Click on iSupplier link.



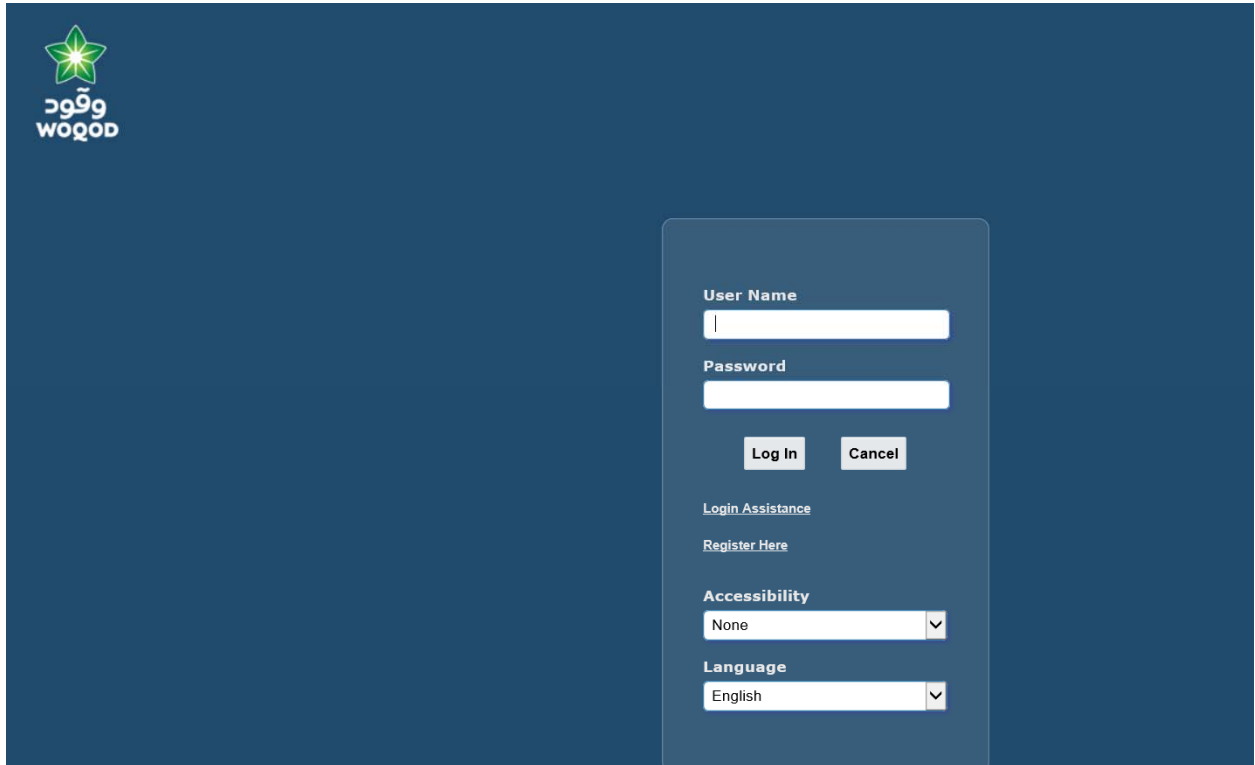
## Woqod iSupplier portal

Alternatively you can use the below link as well to connect directly.

Link:- <https://woqodtrade.woqod.com/>

Please access the Woqod iSupplier Portal application with the above link by using the username and password provided after successful registration.

It is based on Woqod invite only.



The screenshot shows the login interface of the Woqod iSupplier Portal. It includes the Woqod logo, a login form with fields for 'User Name' and 'Password', and buttons for 'Log In' and 'Cancel'. There are also links for 'Login Assistance' and 'Register Here', and dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English').

Woqod iSupplier Portal Home page displays all your authorizations for which you have access.



### Home Page Tabs

Please use the tabs on the home page to quickly access related task areas.











### Quick Links

This section is displayed on the right and provides a high-level diagram of the procure-to-pay flow through the Woqod iSupplier Portal application. Click any link to go directly to the corresponding page.

<b>Planning</b>
<ul style="list-style-type: none"><li><a href="#">Forecast Schedules</a></li></ul>
<b>Orders</b>
<ul style="list-style-type: none"><li><a href="#">Agreements</a></li><li><a href="#">Purchase Orders</a></li><li><a href="#">Purchase History</a></li></ul>
<b>Shipments</b>
<ul style="list-style-type: none"><li><a href="#">Delivery Schedules</a></li><li><a href="#">Overdue Receipts</a></li><li><a href="#">Advance Shipment Notices</a></li></ul>
<b>Receipts</b>
<ul style="list-style-type: none"><li><a href="#">Receipts</a></li><li><a href="#">Returns</a></li><li><a href="#">On-Time Performance</a></li></ul>
<b>Invoices</b>
<ul style="list-style-type: none"><li><a href="#">Invoices</a></li></ul>
<b>Payments</b>
<ul style="list-style-type: none"><li><a href="#">Payments</a></li></ul>

### Notifications

Notifications are messages waiting for your review. Some notifications are view-only, while other notifications require action. To view your notifications, click the linked subject to open the **Notification Details** page. This page provides complete notification details, as well as the appropriate action button.

 <b>Notifications</b>	
<a href="#">Full List</a>	
     	
Subject	Date 
<a href="#">Standard Purchase Order 1140001123 has been approved</a>	23-Oct-2019 15:49:09
<a href="#">Standard Purchase Order 1140001120 has been approved</a>	21-Oct-2019 12:40:33

### Searching


Woqod iSupplier Portal provides extensive search criteria on all pages to help you retrieve information. Once you have your search results displayed, you can sort them by clicking any of the linked column headings.

When entering search values, you can use the percent sign (%) as a wildcard to search, For example, to search for all orders beginning with 11000 and end in a 29 enter 1100%29.

### Orders at a Glance

This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

#### Orders At A Glance

 PO Number	Description	Order Date
<a href="#">1140001123</a>	Test PO 2	23-Oct-2019 15:48:57
<a href="#">1140001120</a>		21-Oct-2019 12:40:23

### Shipments at a Glance

This section displays recent shipments. Click a shipment number to view a list of your recent shipments.

To view a complete list of your Notifications, Orders at a Glance, or Shipments at a Glance, click Full List.

### Order Information

The real-time data provided in Woqod iSupplier Portal allows you to communicate procure-to-pay information with the Woqod while viewing the purchase order flow.

Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments, or cancel orders. You can also view supplier agreements and the revision history of a purchasing document.

**Accessing purchasing orders:**

The View Purchase Orders page is the central page from which you access and process your purchase orders.

**To access a purchase order for further processing:**

1. From the iSupplier Portal Home Page click the Orders tab.
2. From the View menu, choose which purchase orders to display:
  - All Purchase Orders
  - Purchase Orders to Acknowledge
  - Purchase Orders Pending Change

**Viewing Purchase Orders**

You can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the Purchase Order Details page.



**The View Order Details page** shows you detailed information about the purchase order, including both header and line information.

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The Order Information section shows general information, terms and conditions, ship-to (non-complex work purchase orders), work location (for complex-work purchase orders) and bill-to information.

In the Summary container, you can view the

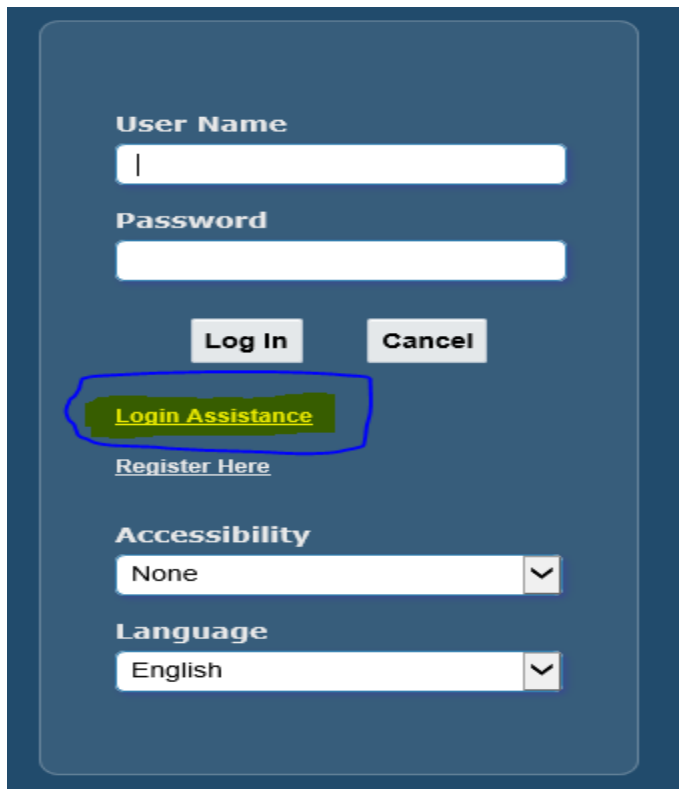
- Total - amount of the total purchase order.
- Received - amount for the items of the purchase order that have been received.
- Invoiced amount - amount for the items on the purchase order that have been invoiced.
- Payment status - status of the invoices against the PO.

### Login Assistance feature

External users (iSupplier portal users) also can use Login Assistance feature to reset their R12 passwords if it is locked.

#### Steps:-

Please click on Login Assistance link as shown below from you login screen.



The screenshot shows a login form on a dark blue background. It includes fields for 'User Name' and 'Password', 'Log In' and 'Cancel' buttons, a 'Register Here' link, and dropdown menus for 'Accessibility' (set to 'None') and 'Language' (set to 'English'). The 'Login Assistance' link is highlighted with a green box and a blue border.

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Then it will ask for your User Name. Enter User Name and click Forgot Password.



### Login Assistance

\* Indicates required field

### Forgot Password

Enter your user name. Instructions for how to reset your password will be emailed to you.

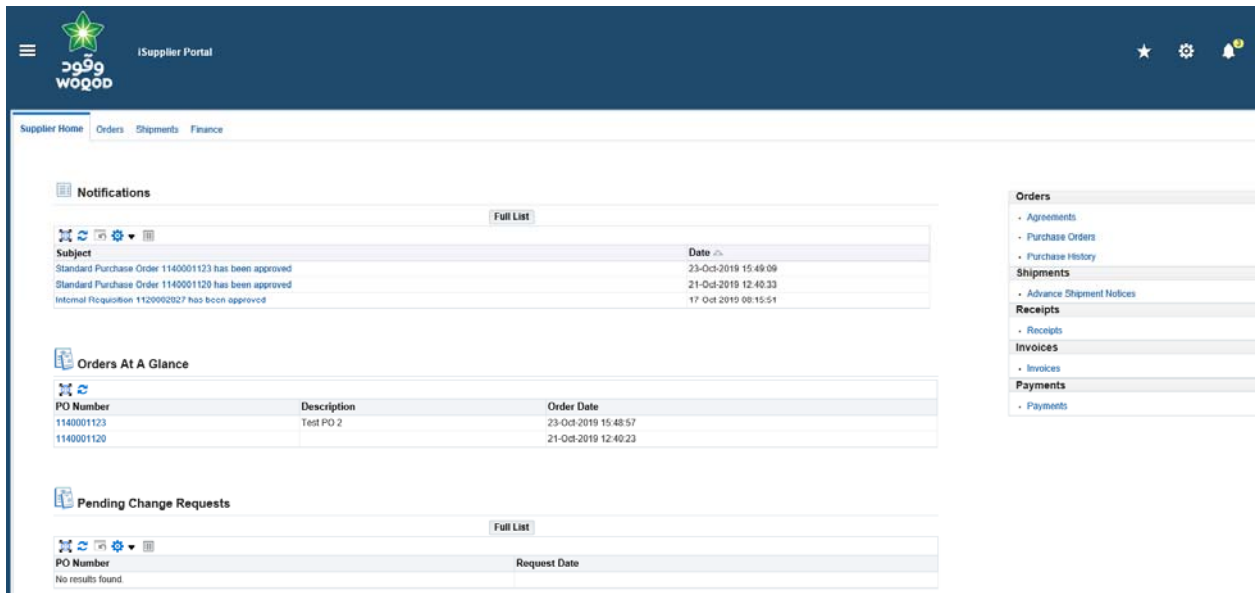
User Name

You will receive a notification mail to your Email ID [ujjwal@almadar-holding.com](mailto:ujjwal@almadar-holding.com) with the Reset your password link. Please click on the Reset your password link and send me the screenshot.

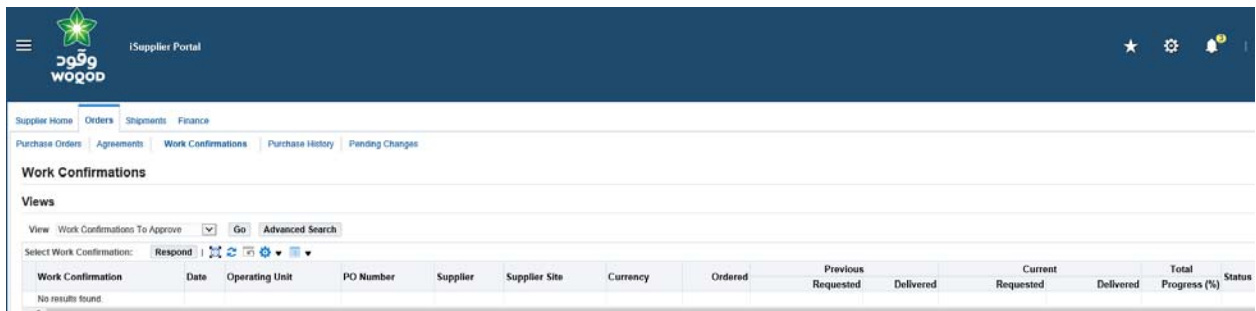


# Submitting Work confirmations

Click on Orders tab

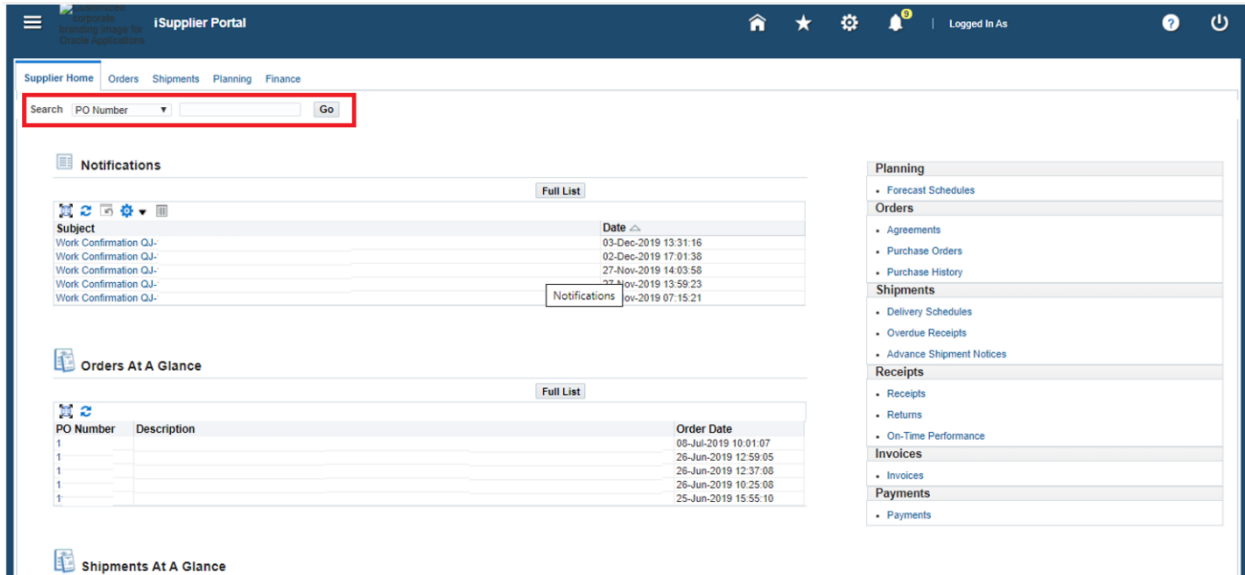


Click on work confirmations task bar.

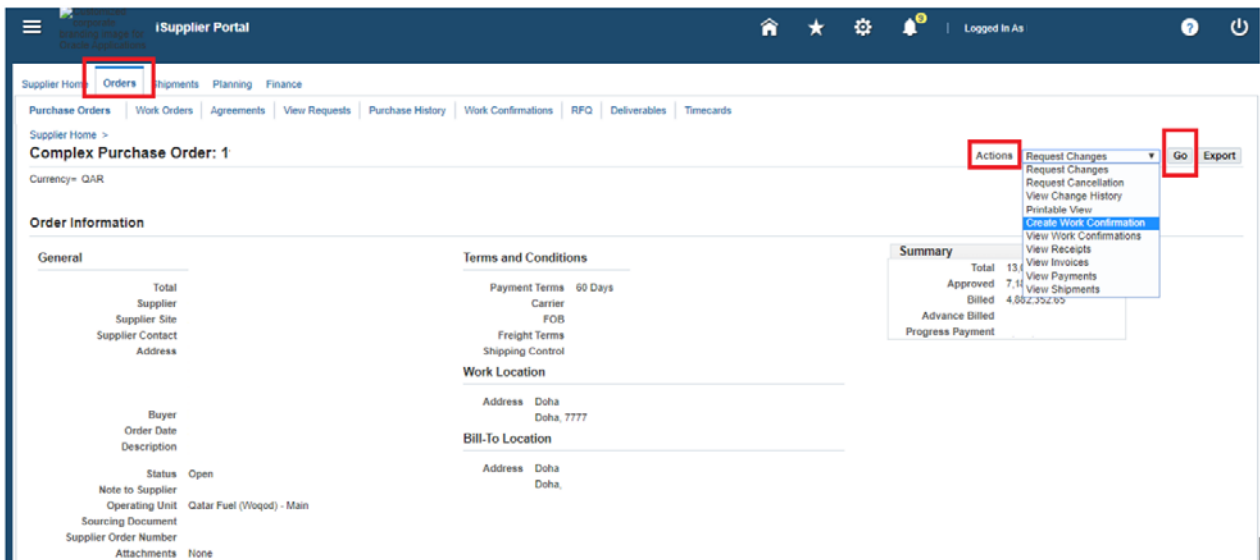


1. Search by PO Number

# Woqod iSupplier portal



2. Select Create Work Confirmation from the Actions menu and click Go.



3. From the View menu, select either

- Pay Items Due in the next 30 days.
- Pay Items Due in the last 30 days.
- All Pay Items.
- Select the applicable Pay item and click on next.

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4. Provide the below, and click on submit

- a) Work confirmation Id
- b) Comments
- c) Requested/Delivered
- d) Add an Attachment.

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Supplier Home > View Order Details >  
**Create Work Confirmation (Complex Purchase Order: 1 )** Cancel Back Save Preview Submit

\* Indicates Required Field  
 Currency=QAR

Ordered 1  
 Approved 7

Description Construction of WOQOD Fuel Station

Period of Performance

\* Work Confirmation XXXXXXXXXX  
 Comments Progressive bill no. X to M/s  
 XXXXX Net Amount QR  
 XXXXXXXX

**Work Confirmation Details**

Add Pay Item

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Current Amount	Attachments	Delete	
1	9	9th Payment	17-Nov-2019 07:11:23	Each	1	1	0	0	0.5	6	50	0.5	50	+ [lock icon]
1	5	5th Payment	17-Jul-2019 07:09:16	Each	1	1	0.5760209923	57.6	0.4239790077	55	42.4	1	100	+ [lock icon]

Supplier Home > View Order Details >  
**Create Work Confirmation (Complex Purchase Order: 1 )** Cancel Back Save Preview **Submit**

\* Indicates Required Field  
 Currency=QAR

Ordered 1  
 Approved 7

Description Construction of WOQOD Fuel Station

\* Date 03-Dec-2019  
 Period of Performance (18-Nov-2019 To )

\* Work Confirmation XXXXXXXXXX  
 Comments Progressive bill no. X to M/s  
 XXXXX Net Amount QR  
 XXXXXXXX

**Work Confirmation Details**

Add Pay Item

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Current Amount	Progress (%)	Total Requested/ Delivered	Progress (%)	Attachments	Delete
1	9	9th Payment	17-Nov-2019 07:11:23	Each	1300000	1	0	0	0.5	650000	50	0.5	50	[lock icon] +	[lock icon]	

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## Submitting Invoices

To submit an invoice with a matching purchase order:

1. Click the Finance tab, and then click Create Invoices in the task bar directly below the tabs.

The screenshot shows the 'Invoice Actions' page in the Woqod iSupplier portal. The top navigation bar includes the Woqod logo, 'iSupplier Portal', and user information. Below the navigation, there are tabs for 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Under the 'Finance' tab, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Invoice Actions' and includes a search section with various filters like 'Supplier', 'Invoice Number', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date From', 'Invoice Date To', and 'Currency'. A table below the search section shows columns for 'Supplier', 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount', 'Purchase Order', 'Status', 'Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table currently displays 'No search conducted'.

The screenshot shows the 'Create Invoice: Purchase Orders' page in the Woqod iSupplier portal. The top navigation bar is the same as the previous screenshot. Below the navigation, there are tabs for 'Supplier Home', 'Orders', 'Shipments', and 'Finance'. Under the 'Finance' tab, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The main content area is titled 'Create Invoice: Purchase Orders' and includes a search section with various filters like 'Supplier', 'Purchase Order Number', 'Purchase Order Date', 'Buyer', 'Organization', and 'Advances and Financing'. A progress bar at the top of the main content area shows steps: 'Purchase Orders', 'Details', 'Manage Tax', and 'Review and Submit'. Below the search section, there is a table with columns for 'Supplier', 'PO Number', 'Line', 'Shipment', 'Advances or Financing', 'Item Description', 'Item Number', 'Supplier Item Number', 'Ordered', 'Received', 'Invoiced', 'UOM', 'Unit Price', 'Curr', 'Ship To', 'Organization', 'Packing Slip', and 'Waybill'. The table currently displays 'No search conducted'.

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The screenshot shows the 'Create Invoice: Purchase Orders' page in the Woqod iSupplier portal. The search results table is as follows:

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
<input type="checkbox"/> 1140001123	1	1	<input type="checkbox"/>	Actuator, 48 RPM 244NM Motor Supply 415V, 50Hz Electric	211100073		200	200	0	Each	200	QAR	Central

Click Add to invoice then Next button from Top

The screenshot shows the 'Create Invoice: Purchase Orders' page in the Woqod iSupplier portal. The search results table is as follows:

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
<input checked="" type="checkbox"/> 1140001123	1	1	<input type="checkbox"/>	Actuator, 48 RPM 244NM Motor Supply 415V, 50Hz Electric	211100073		200	200	0	Each	200	QAR	Central Warehouse

You may perform the changes on quantity in case of partial deliveries.

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Supplier Home Orders Shipments Planning Finance Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Cancel Save Back Step 3 of 4 Next Submit

### Create Invoice: Manage Tax

Personalize Table Layout

#### Supplier

Personalize "Supplier"

Supplier Tax Payer ID .SERVICES CO WILL

Remit To Address LOCAL DOHA QATAR DOHA

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

#### Invoice

Personalize "Invoice"

Invoice Number Test02

Invoice Date 23-Oct-2019

Invoice Type Standard

Currency QAR

Invoice Description

Attachment None

#### Customer

Personalize "Customer"

Customer Tax Payer ID 24872

Customer Name Qatar Fuel (Woqod)

Address Woqod Tower, West Bay Doha QA

#### Summary Tax Lines

Personalize "Summary Tax Lines"

Calculate

Personalize "Tax Lines Table"

Summary Tax Line Number	Tax Regime Code	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
No results found.							

#### Items

Personalize "Items"

Personalize "Item Lines Table"

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UCM	Unit Price	Amount
1140001123	1	1	Actuator, 48 RPM 244NM Motor Supply 415V, 50Hz Electric		Central Warehouse	200	200	Each	200	40,000.00

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