

ADQ Supplier Invoice upload training manual

- A comprehensive guide on how suppliers can upload invoices using the ADQ Supplier Portal

Author	ADQ Finance Control
Creation Date	11 th May 2022
Last Updated	07 th May 2025
Document Ref:	Version 1.1

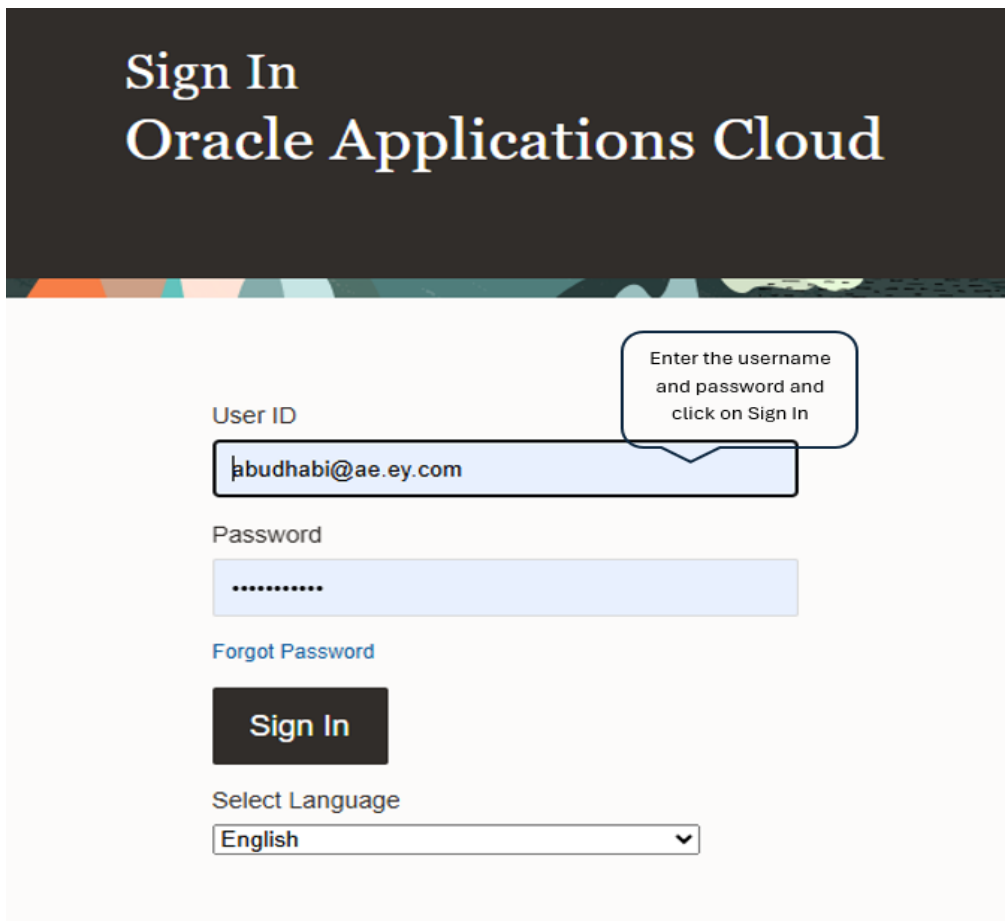
Introduction

- The manual offers detailed instructions and guidance on the features and functions for suppliers in the ADQ Supplier Portal to upload invoices.
- For further queries or clarifications, kindly contact the Accounts Payables team at ap@adq.ae .

System Startup & Navigation

Starting Oracle Fusion Applications:

- Suppliers need to open a browser (Chrome, Mozilla, or Edge) and navigate to the Oracle Application **URL**: <https://ena.e.login.em8.oraclecloud.com>
- They must enter their username and password to log in to the Fusion application.



Sign In
Oracle Applications Cloud

User ID
abudhabi@ae.ey.com

Password
.....

[Forgot Password](#)

Sign In

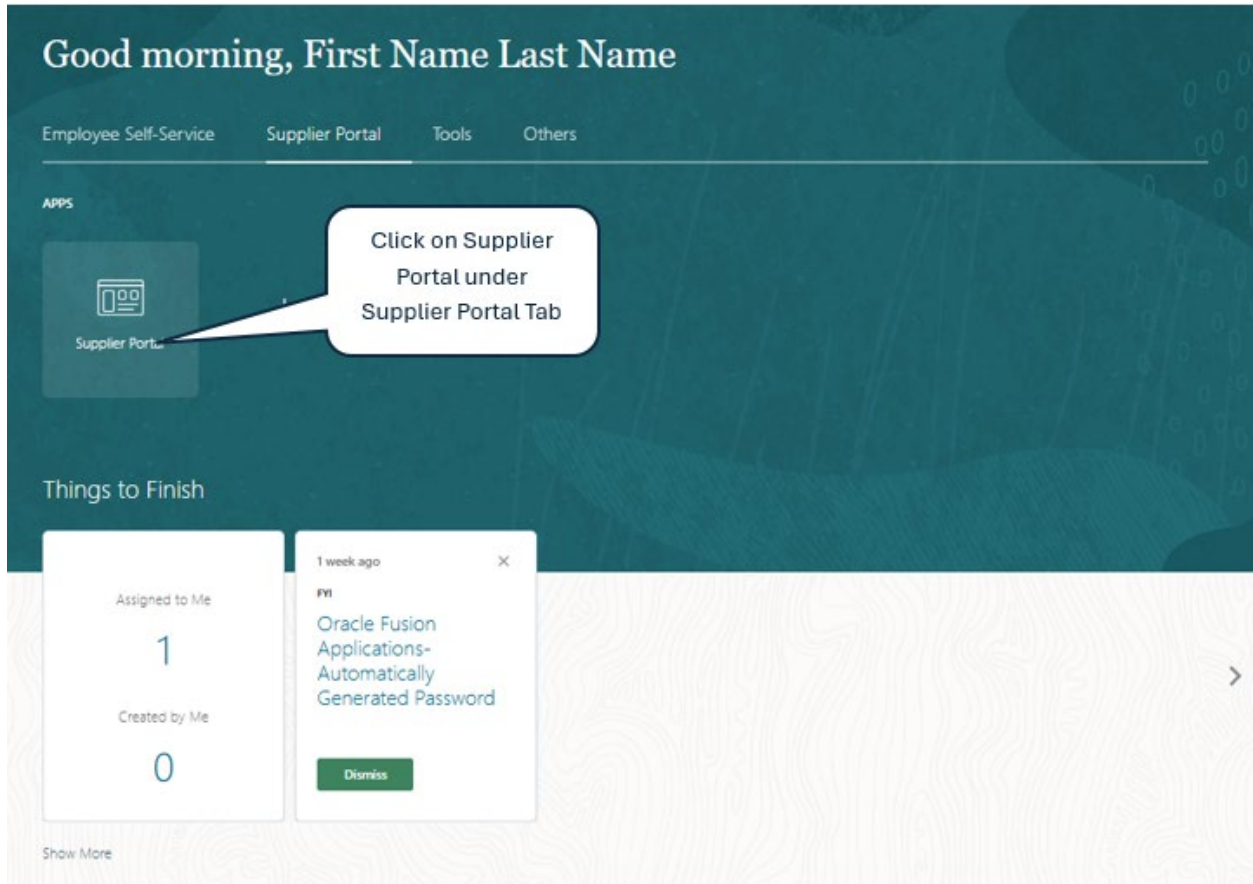
Select Language
English

Enter the username and password and click on Sign In

Four Steps to Upload invoice:

- A. Login to the supplier portal.
- B. Retrieve the PO reference number and receipt number from the end user or service requester.
- C. Click on create invoice.
- D. Fill the required details from Step 1 to Step 13 in the Invoice screen.

- A. Login to the Supplier portal.

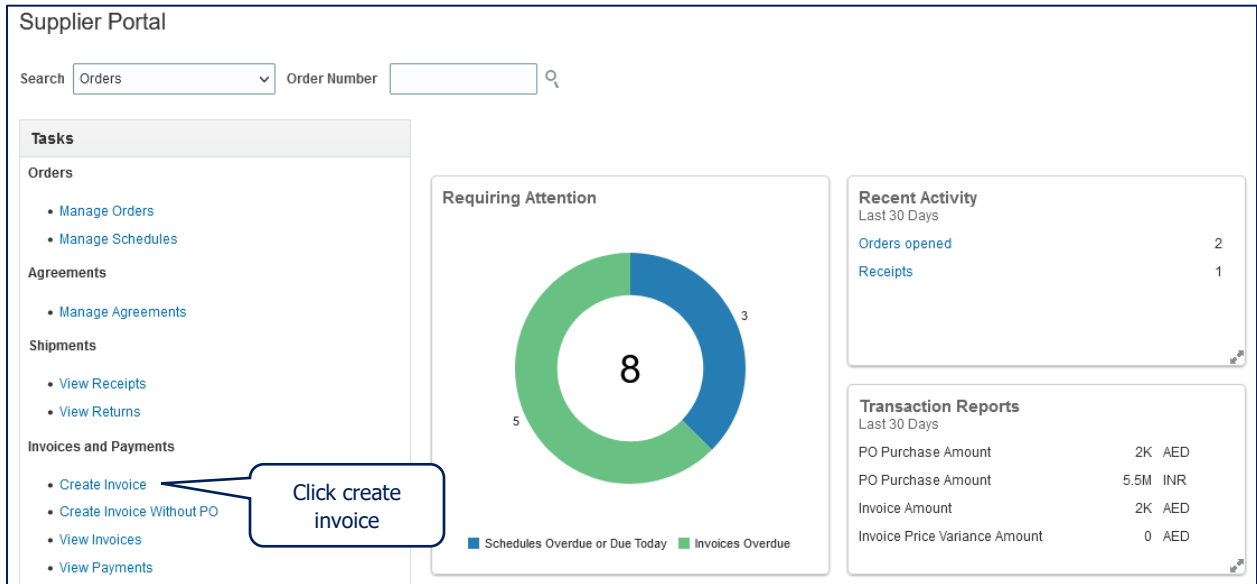


- B. Retrieve the PO reference number and Receipt Number from the ADQ contact person.

Note:

Kindly do not proceed with the subsequent steps unless you have this information from the ADQ Contact Person / Service requestor.

C. Create Invoice Section →



Supplier Portal

Search Order Number 🔍

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
- Agreements
 - Manage Agreements
- Shipments
 - View Receipts
 - View Returns
- Invoices and Payments
 - Create Invoice** (Callout: Click create invoice)
 - Create Invoice Without PO
 - View Invoices
 - View Payments

Requiring Attention

8

5 (Schedules Overdue or Due Today) | 3 (Invoices Overdue)

Recent Activity (Last 30 Days)

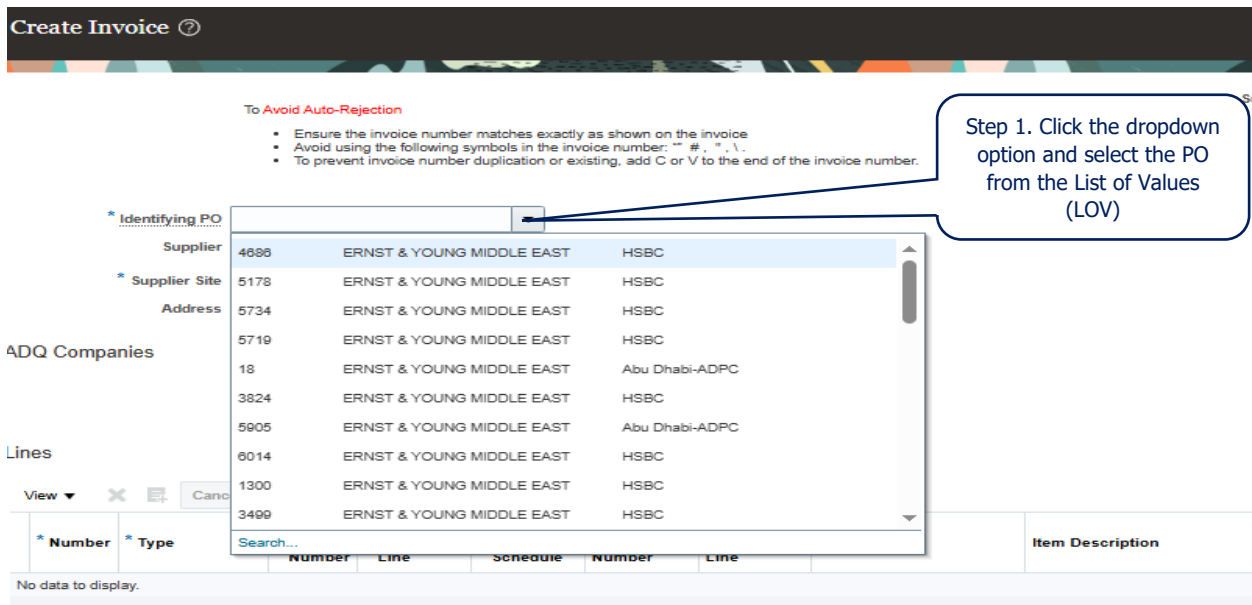
- Orders opened: 2
- Receipts: 1

Transaction Reports (Last 30 Days)

- PO Purchase Amount: 2K AED
- PO Purchase Amount: 5.5M INR
- Invoice Amount: 2K AED
- Invoice Price Variance Amount: 0 AED

D. Fill the required details marked with asterisk (mandatory fields) from Step1 to Step10 in the Invoice screen.

Step 1: Enter PO number



Create Invoice ⓘ

To Avoid Auto-Rejection

- Ensure the invoice number matches exactly as shown on the invoice
- Avoid using the following symbols in the invoice number: " # , * , \ .
- To prevent invoice number duplication or existing, add C or V to the end of the invoice number.

* Identifying PO

Supplier: 4686 ERNST & YOUNG MIDDLE EAST HSBC

* Supplier Site: 5178 ERNST & YOUNG MIDDLE EAST HSBC

Address: 5734 ERNST & YOUNG MIDDLE EAST HSBC

ADQ Companies: 5719 ERNST & YOUNG MIDDLE EAST HSBC

18 ERNST & YOUNG MIDDLE EAST Abu Dhabi-ADPC

3824 ERNST & YOUNG MIDDLE EAST HSBC

5905 ERNST & YOUNG MIDDLE EAST Abu Dhabi-ADPC

6014 ERNST & YOUNG MIDDLE EAST HSBC

1300 ERNST & YOUNG MIDDLE EAST HSBC

3499 ERNST & YOUNG MIDDLE EAST HSBC

Lines

View [X] [Print] [Cancel]

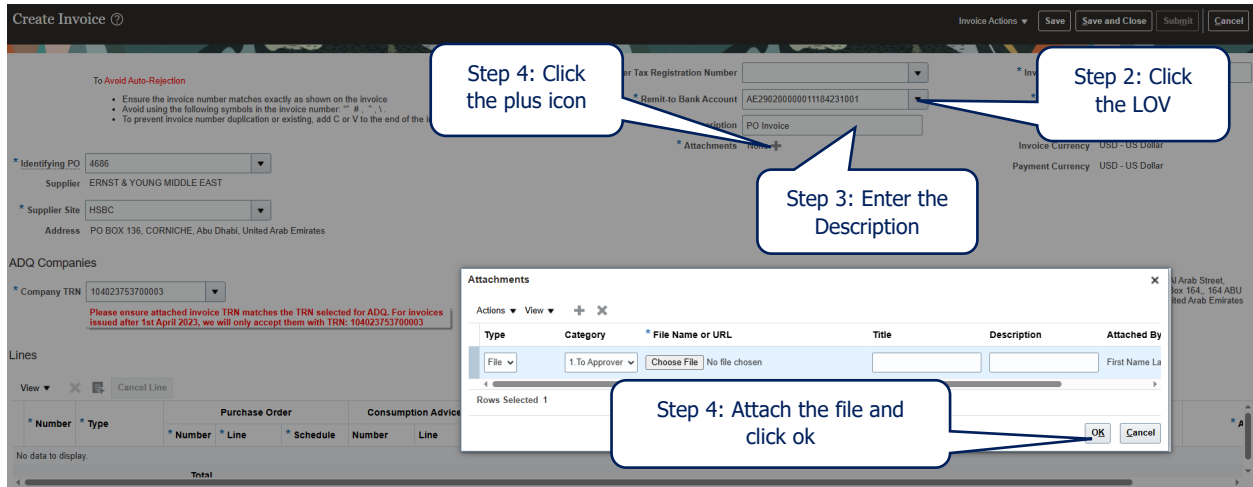
* Number	* Type	Item Description
No data to display.		
Total		

Search...

Step 2: Kindly ensure you select the right bank account in this List of Values for Remit to Bank Account.

Step 3: Kindly enter the invoice description in the designated Description box.

Step 4: Attach the invoice copy by clicking the plus icon.



The screenshot shows the 'Create Invoice' form with the following fields and callouts:

- Step 2:** Click the LOV (Lookup Value) for the Description field.
- Step 3:** Enter the Description in the Description field.
- Step 4:** Click the plus icon to attach the invoice copy.

The 'Attachments' dialog box is open, showing a table with columns: Type, Category, File Name or URL, Title, Description, and Attached By. The 'File Name or URL' field is empty, and the 'Attached By' field contains 'First Name La'. The 'OK' button is highlighted.

Step 5: Enter Invoice number as shown in your Invoice copy. For exceptions refer below.

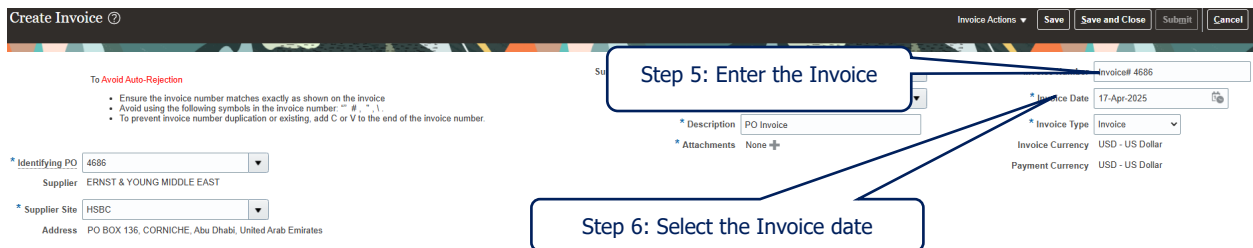
Note:

If you need to cancel and resubmit an invoice, please use a dummy number for the cancelled invoice as the system will not allow duplicate Invoice number. For example, if the invoice number is 2020A, type "2020Acancelled" and then cancel the invoice. This way, you can use invoice number 2020A again when resubmitting the invoice correctly.

However, if you have already cancelled the invoice using the actual invoice number, use the letter "C" for correction when resubmitting the invoice (e.g., 2020AC or 2020A-C).

Additionally, please ensure that each invoice is uploaded individually and not combined with other invoices during submission.

Step 6: Select the Invoice date.

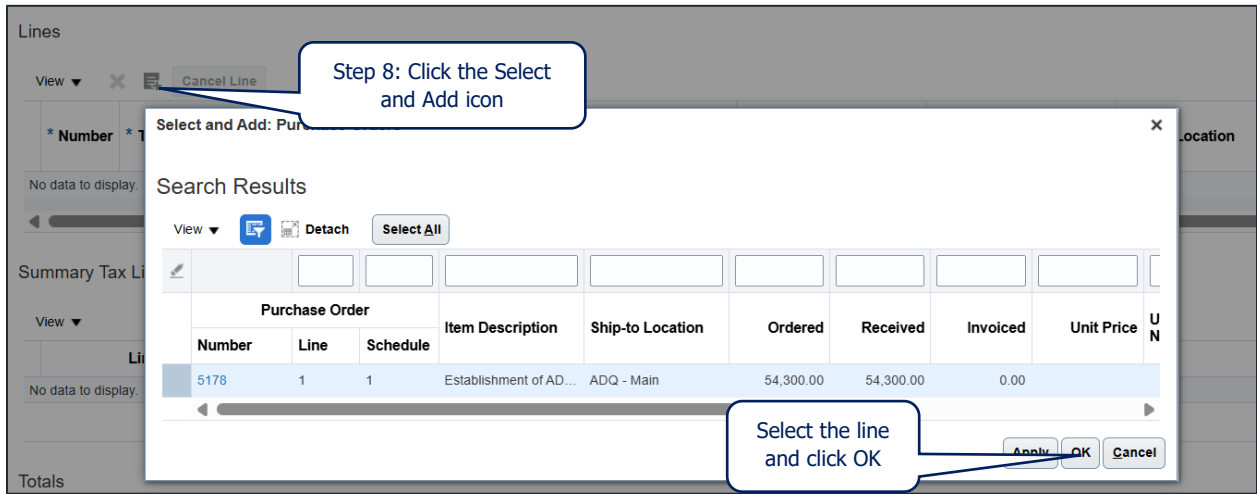


The screenshot shows the 'Create Invoice' form with the following fields and callouts:

- Step 5:** Enter the Invoice number in the Invoice# field (4686).
- Step 6:** Select the Invoice date in the Invoice Date field (17-Apr-2025).

Step 7: Match your Invoice amount with the available Receipt lines excluding VAT.

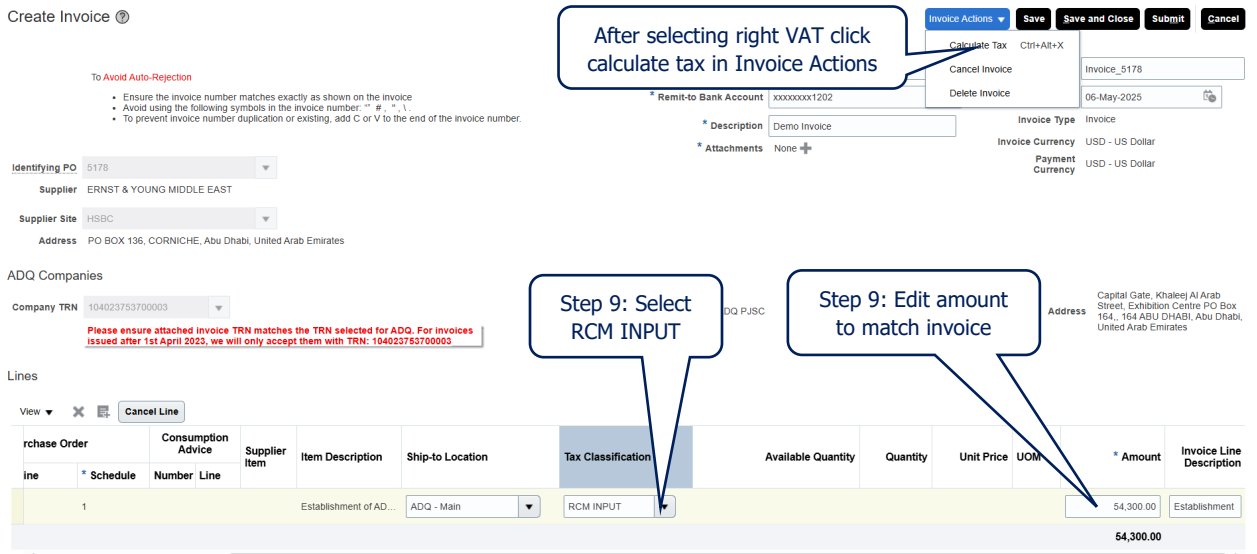
Step 8: Kindly make sure the Invoice Line amount matches with your invoice; in case more is applied than Invoice amount then it needs to be edited manually to match with the Invoice amount.



Note:

- Then select the line added by the + icon and click on X icon to remove it.
- Lines section (receipts) means the amount received from the PO for a particular invoice, please make sure that the lines (receipts) amount matches the invoice value excluding VAT, if you found multiple lines received, choose the ones that cover your invoice amount excluding VAT but DO NOT SPLIT the invoice to submit each receipt line separately, in case the receipt amount is less than the invoice amount (excluding VAT), please contact ADQ end-user to update the amount, but do not complete the process with the wrong amount.
- If the receipt amount is higher, you can edit the amount to match the invoice. (The amount excluding VAT of the invoice and the receipt should be perfectly matched).

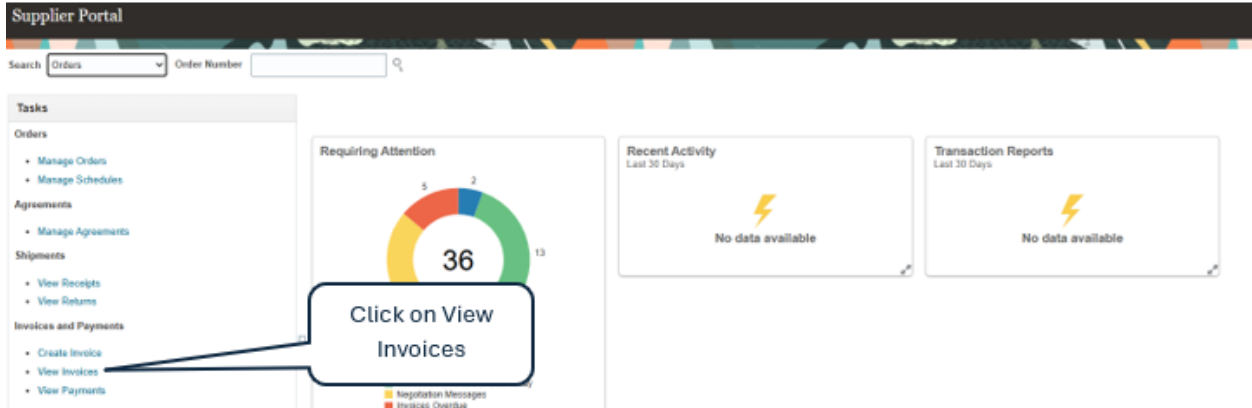
Step 9: International suppliers should change the tax classification to the Reverse Charge Mechanism (RCM) to avoid increasing the invoice amount. To do this, scroll up and choose invoice actions, then calculate tax, and save.



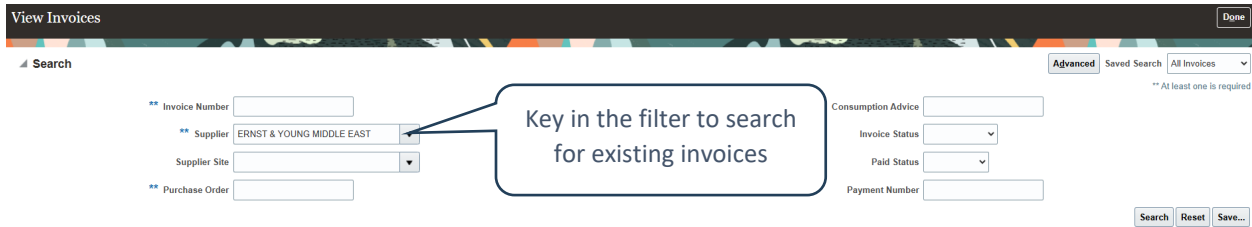
Note:

Please review all your invoices in the system. You may find some with an incomplete status that need to be edited and submitted. If you encounter any issues with incomplete invoices, such as the PO not being selected, you should use a dummy number for the invoice and cancel it. Then, resubmit the invoice correctly by following steps 1 - 13.

E. Manage Invoice Section →



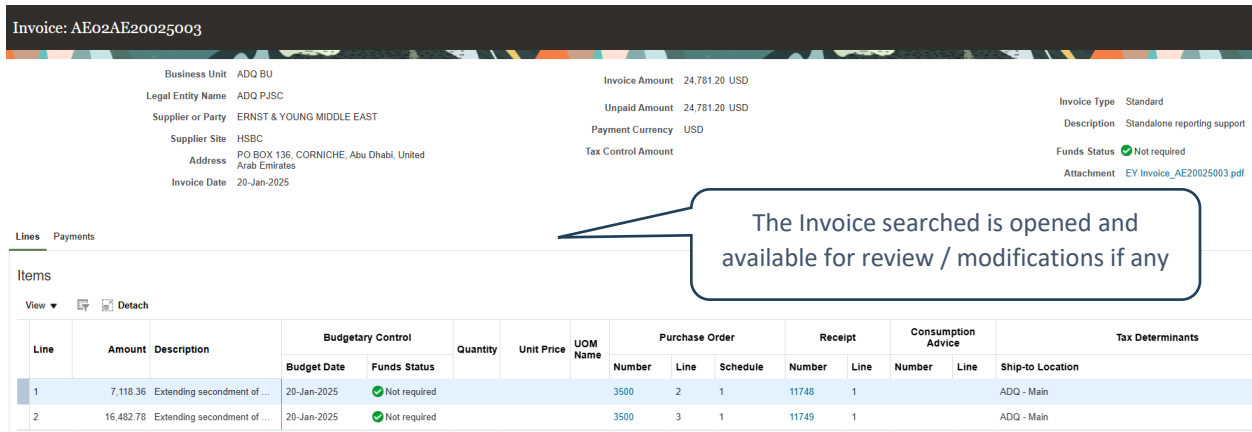
The screenshot shows the 'Supplier Portal' dashboard. On the left is a 'Tasks' sidebar with categories: Orders, Agreements, Shipments, and Invoices and Payments. The 'Invoices and Payments' section includes 'View Invoices'. A callout bubble points to this link with the text 'Click on View Invoices'. The main dashboard area features a 'Requiring Attention' gauge showing 36 items, and two 'Recent Activity' and 'Transaction Reports' boxes, both showing 'No data available'.



The screenshot shows the 'View Invoices' search interface. A callout bubble points to the 'Supplier' dropdown menu, which is set to 'ERNST & YOUNG MIDDLE EAST', with the text 'Key in the filter to search for existing invoices'. Other search criteria include Invoice Number, Supplier Site, Purchase Order, Consumption Advice, Invoice Status, Paid Status, and Payment Number. Buttons for 'Search', 'Reset', and 'Save...' are visible at the bottom right.

Search Results

Invoice Number	Invoice Date	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Comments
AE02AE20025003	20-Jan-2025	Standard	3500	ERNST & YOUNG MIDDLE EAST	HSBC	24,781.20 USD	24,781.20 USD	Approv...		
AE02AE20024886	14-Jan-2025	Standard	5373	ERNST & YOUNG MIDDLE EAST	HSBC	257,250.00 AED	257,250.00 AED	Approv...		
AE02AE20024887	14-Jan-2025	Standard	5373	ERNST & YOUNG MIDDLE EAST	HSBC	309,750.00 AED	309,750.00 AED	Approv...		
AE02AE20024881	13-Jan-2025	Standard	5387	ERNST & YOUNG MIDDLE EAST	HSBC	49,087.50 USD	49,087.50 USD	Approv...		



The screenshot shows the details for invoice 'AE02AE20025003'. It includes metadata such as Business Unit (ADQ BU), Legal Entity Name (ADQ PJSC), Supplier or Party (ERNST & YOUNG MIDDLE EAST), Supplier Site (HSBC), and Invoice Date (20-Jan-2025). Financial details include Invoice Amount (24,781.20 USD), Unpaid Amount (24,781.20 USD), and Payment Currency (USD). Invoice Type is 'Standard' and Funds Status is 'Not required'. A callout bubble points to the 'Items' section with the text 'The Invoice searched is opened and available for review / modifications if any'.

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	
1	7,118.36	Extending secondment of ...	20-Jan-2025	Not required			3500	2	1	11748	1			ADQ - Main	
2	16,482.78	Extending secondment of ...	20-Jan-2025	Not required			3500	3	1	11749	1			ADQ - Main	

---End of Document---