



SUPPLIER'S USER MANUAL

Qatar Airways Group

Oracle iSupplier Portal

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CHAPTER

# *1* < Oracle Applications Overview >

This Chapter about Oracle Applications Overview provides a short introduction to the graphical user interface (GUI) available with Oracle Applications.

# 1. Activation of Oracle iSupplier Portal account

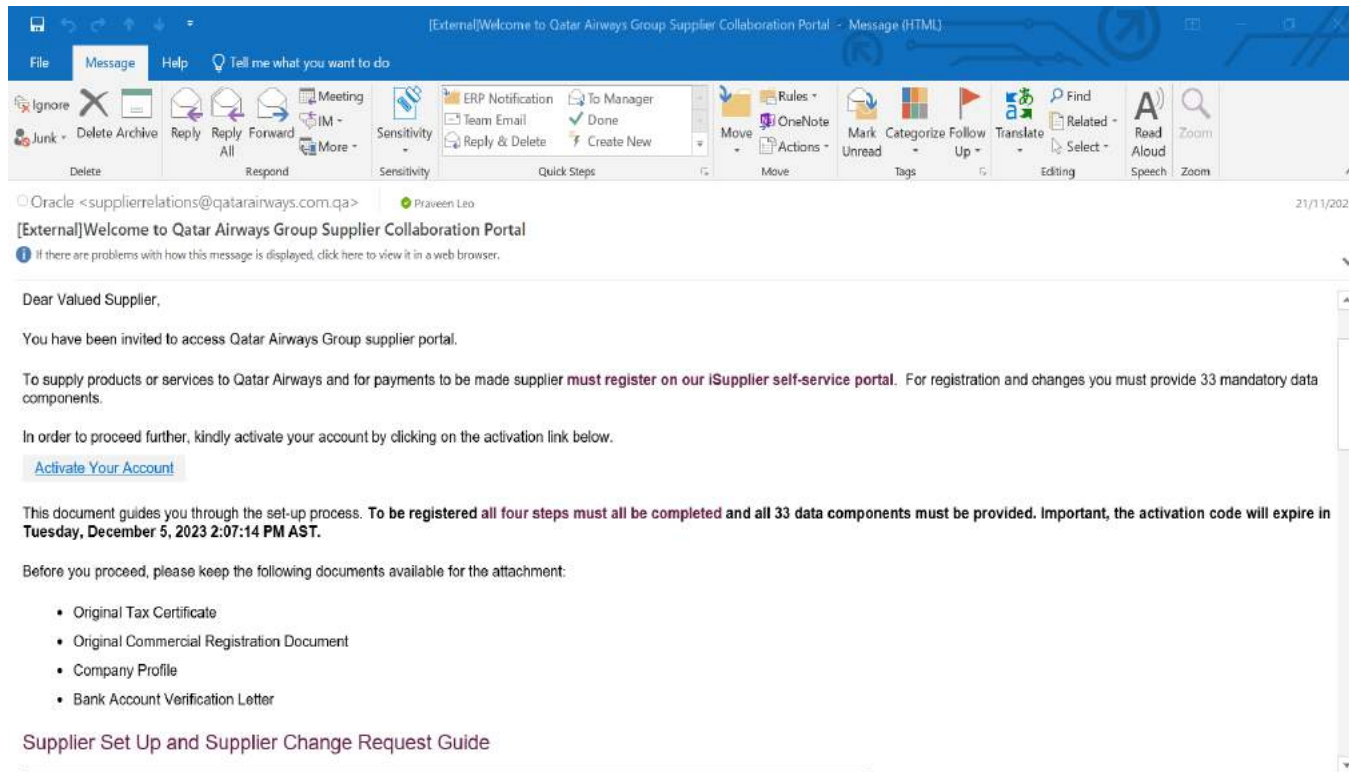
## 1.1 Account Activation email

Supplier will receive Account Activation email from Qatar Airways Group to register their profile in iSupplier portal.

From email address - [supplierrelations@qatarairways.com.qa](mailto:supplierrelations@qatarairways.com.qa)

Email Subject - Welcome to Qatar Airways Group Supplier Collaboration Portal

Supplier to click on Activate Your Account link, sample email provided below for reference.



Access the iSupplier self-service portal	Complete / Update your profile
<p>1. Activate your I-Cloud Account</p> <p>Click link to create new password and complete the verification process: <a href="#">Click Here</a></p> <p>If the link doesn't work, please copy and paste the following URL into your browser: <a href="https://idcs-959a2e4239fa44af811f817722325c47_identity.oraclecloud.com/443/tn/v1/resetpwd?token=nc02DLxwSACakeS0xND0cdcpH%286p2131fWx4uNqgDuv%3D">https://idcs-959a2e4239fa44af811f817722325c47_identity.oraclecloud.com/443/tn/v1/resetpwd?token=nc02DLxwSACakeS0xND0cdcpH%286p2131fWx4uNqgDuv%3D</a></p> <p>2. Sign in to Qatar Airways Group iSupplier Portal</p> <p>Log in via secure verification process: <a href="https://isupplier.qatarairways.com.qa">https://isupplier.qatarairways.com.qa</a></p>	<p>3. Acknowledge the Mandatory Compliance Documents</p> <p>Home Page &gt; Please download the documents and select the checkbox to confirm that you have read, understood, and agree to the User Agreement of Qatar Airways Group.</p> <p>4. Update Company Profile</p> <p>Please go to Home Page &gt; Administration tab and complete all 4 mandatory sections.</p> <p>a. Organization</p> <p>Please add your Taxpayer ID, Commercial Registration details, and upload your original Tax Certificate &amp; Company Profile Attachment (list of goods/services your company provides). Please 'Save' data to proceed.</p> <p>b. Address Book</p> <p>Please press 'Create' to add a new address.</p> <p>* indicates mandatory fields. You can update information by clicking the 'PEN' icon &gt; 'Save'.</p> <p>c. Contact Directory</p>

Please update all your contact details by clicking the 'PEN' icon or add a new line by 'Create' > 'Save'.

d. Banking Details

Please press 'Go' > select 'Address' > click the icon under 'Assignments' > click 'Create' to add a bank account for selected address > 'Save'. The 'Link an existing bank account' is to select an existing bank account under a different address.

Please note, post review of your profile by Qatar Airways, you will be receiving and email on the bank account verification call back instruction.

Contact Us

If you need assistance, please contact [supplierrelations@qatarairways.com.qa](mailto:supplierrelations@qatarairways.com.qa) or call +974-40226049

Mandatory Data Checklist

Organization

- Taxpayer ID
- Company Registration no
- Place of Registration
- Registration Date
- Registration Expiry Date
- Original Commercial Registration Document
- Original Tax Certificate
- Company Profile

Address Book

- Address Name
- Country
- Address Line 1
- Address Line 2
- City
- State/Region
- Postal Code
- Phone Area Code
- Phone Number
- Payment Remittance Email Address

Contact Directory

- Contact Title
- First Name
- Last Name
- Job Title
- Contact Email
- Phone Area Code
- Phone Number
- Purpose

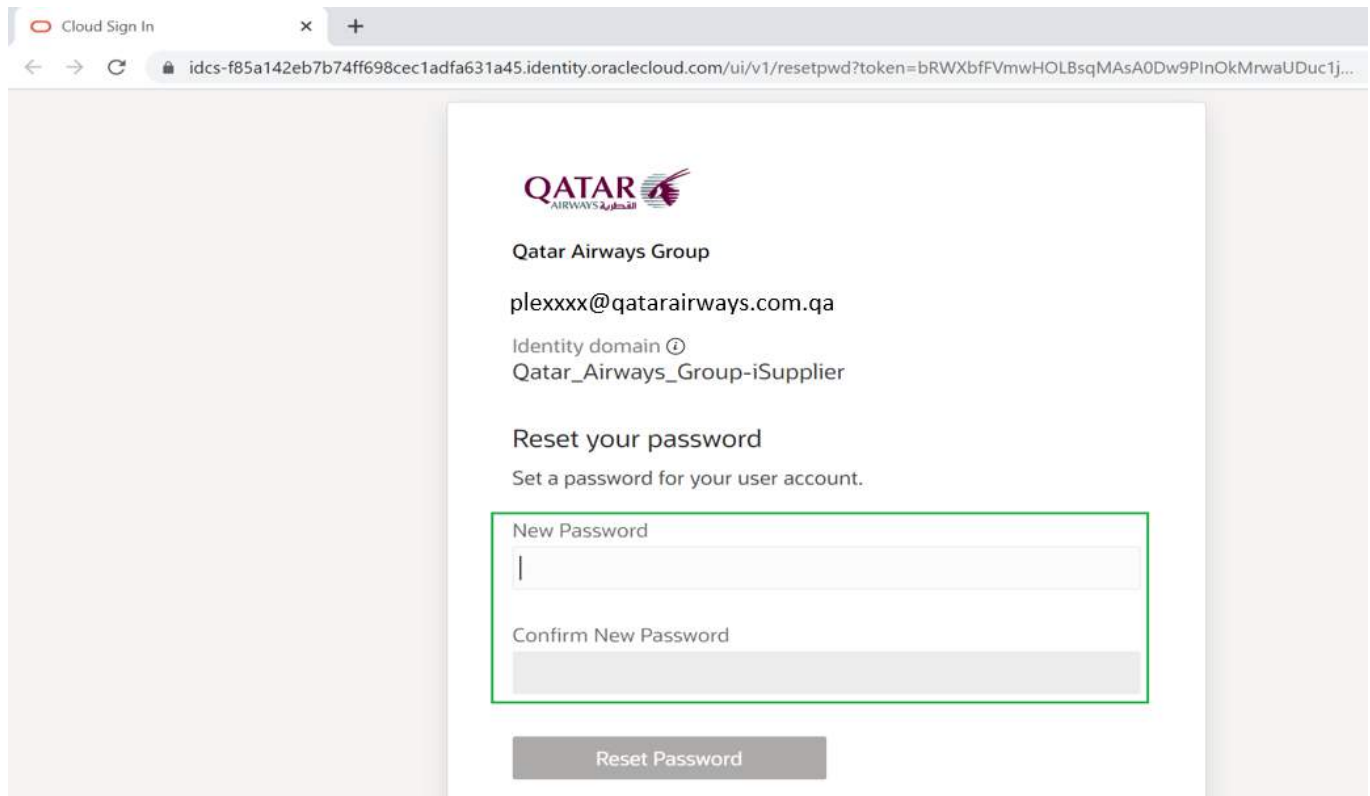
Banking Details

- Country
- Bank Name
- Branch Name
- Account Number
- Currency
- Beneficiary Name
- Bank Account Verification Letter

Thank you.

## 1.2 Create new password

Once Supplier clicks on “Activate Your Account” link, Application will prompt to create new password.



Reset your password

Set a password for your user account.

New Password

.....

- The password must have at least 8 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat the Current Password


Confirm New Password

.....

Reset Password


Click on Reset Password button after entering the new and confirm password details.


Once Account has been activated successfully, Supplier will get system generated email confirming successful registration of Qatar Airways Group iSupplier user account.

QATAR AIRWAYS 

Qatar Airways Group

plexxxx@qatarairways.com.qa

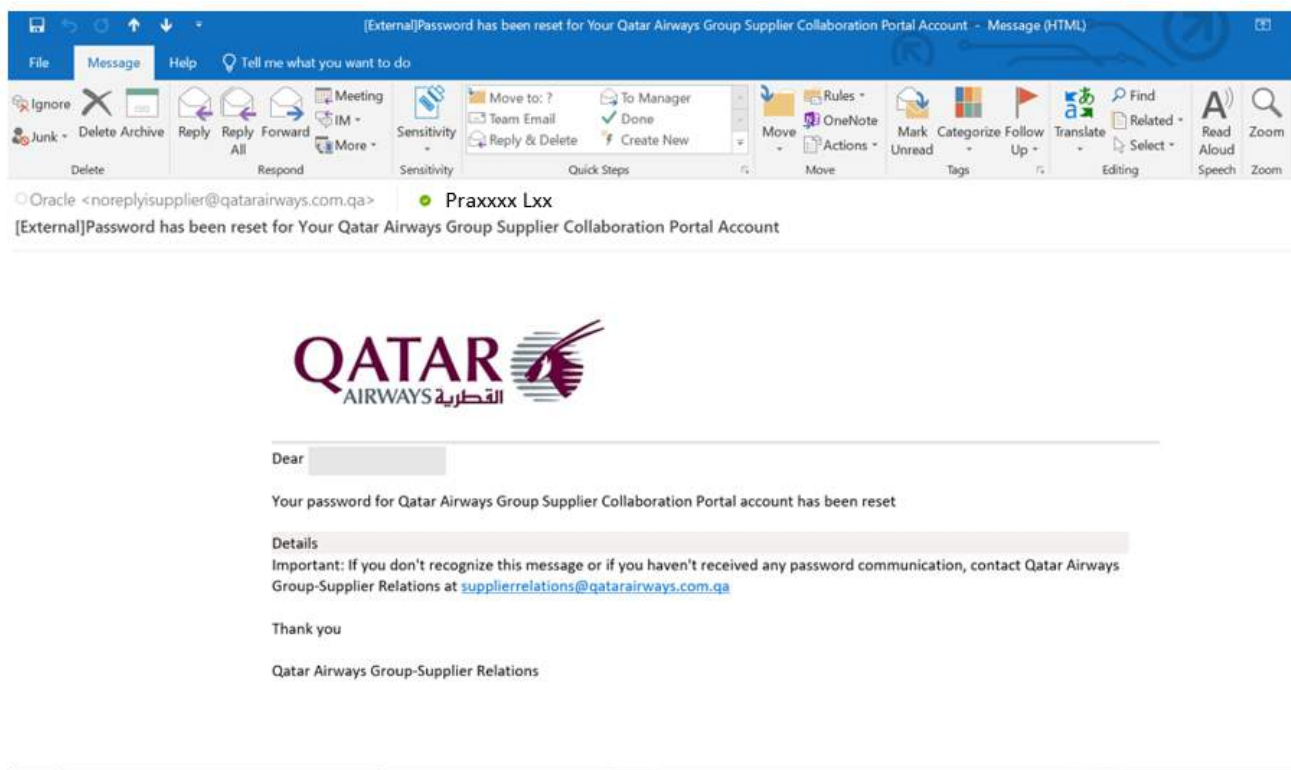
Identity domain   
Qatar\_Airways\_Group-iSupplier



**Congratulations!**

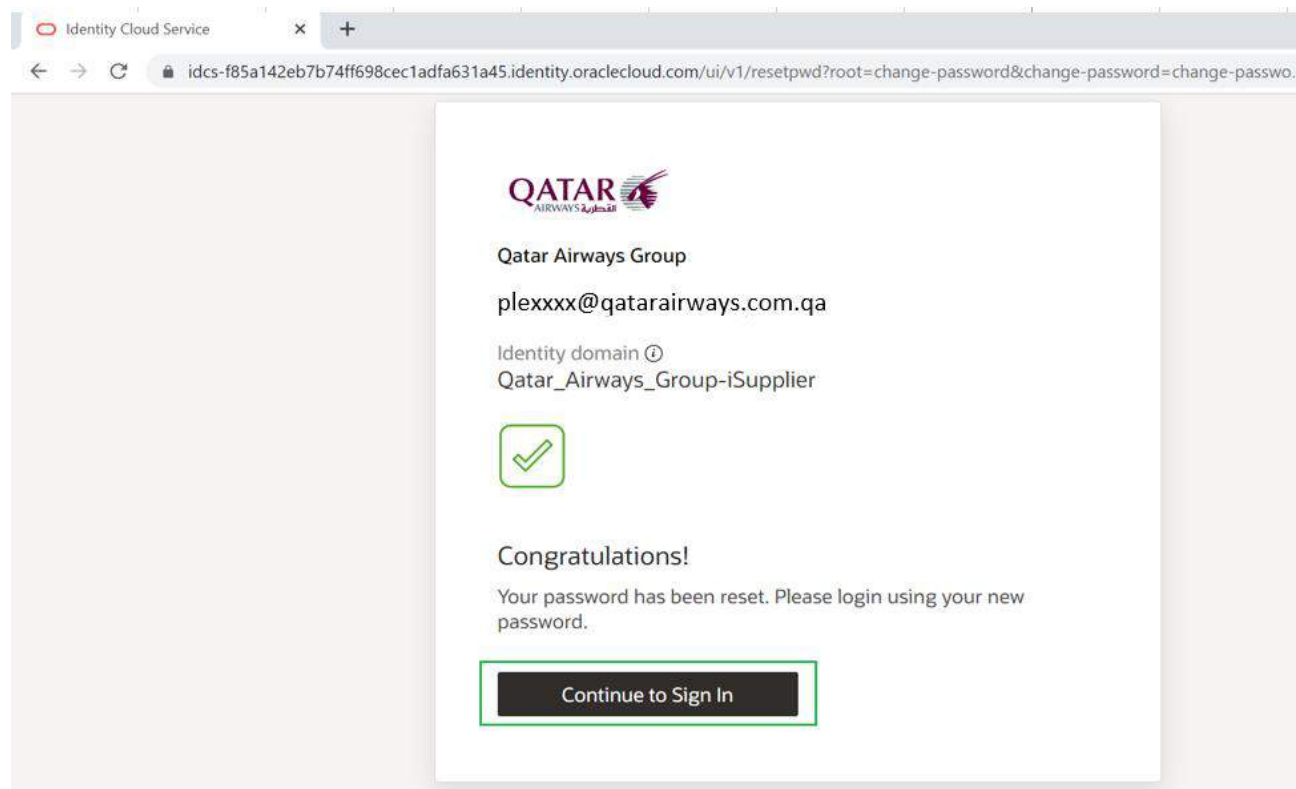
Your password has been reset. Please login using your new password.

Continue to Sign In



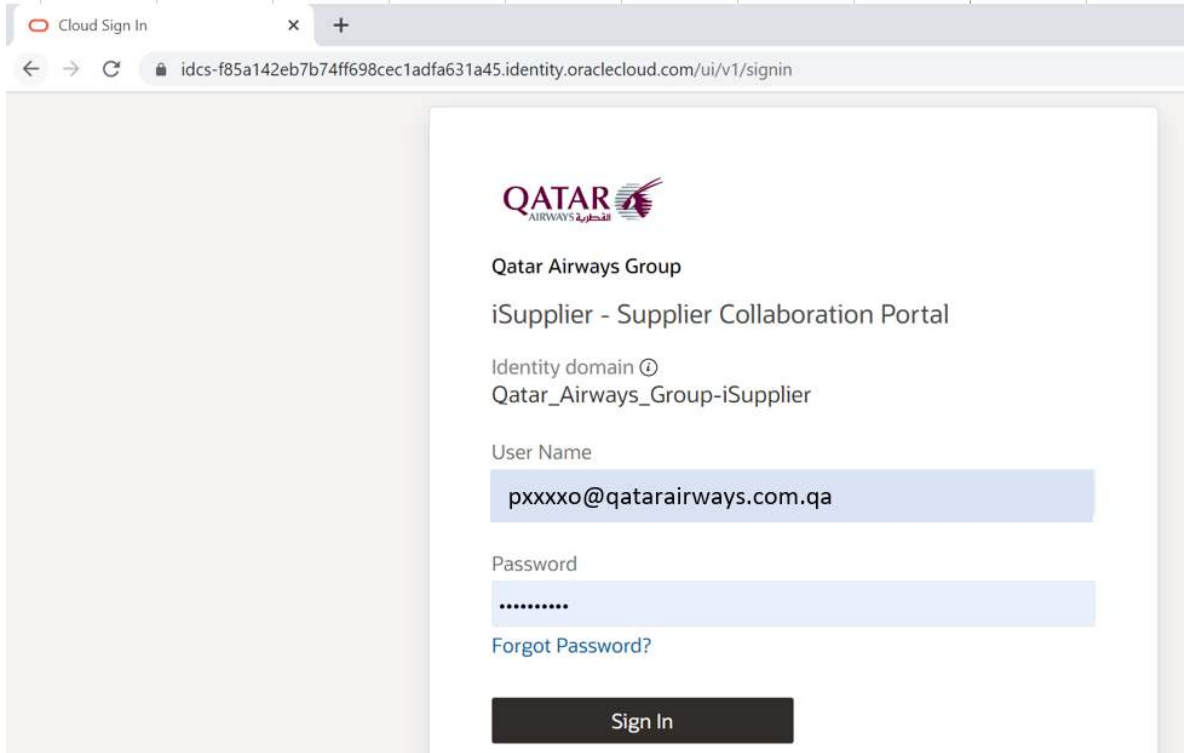
### 1.3 Sign In for 1st time & enable Multi factor authentication (MFA)

Click on “Continue to Sign in” button to login





Enter the username and password and click on “Sign In” button



Cloud Sign In

idcs-f85a142eb7b74ff698cec1adfa631a45.identity.oraclecloud.com/ui/v1/signin

**QATAR**  
AIRWAYS القطرية

Qatar Airways Group  
iSupplier - Supplier Collaboration Portal

Identity domain ⓘ  
Qatar\_Airways\_Group-iSupplier

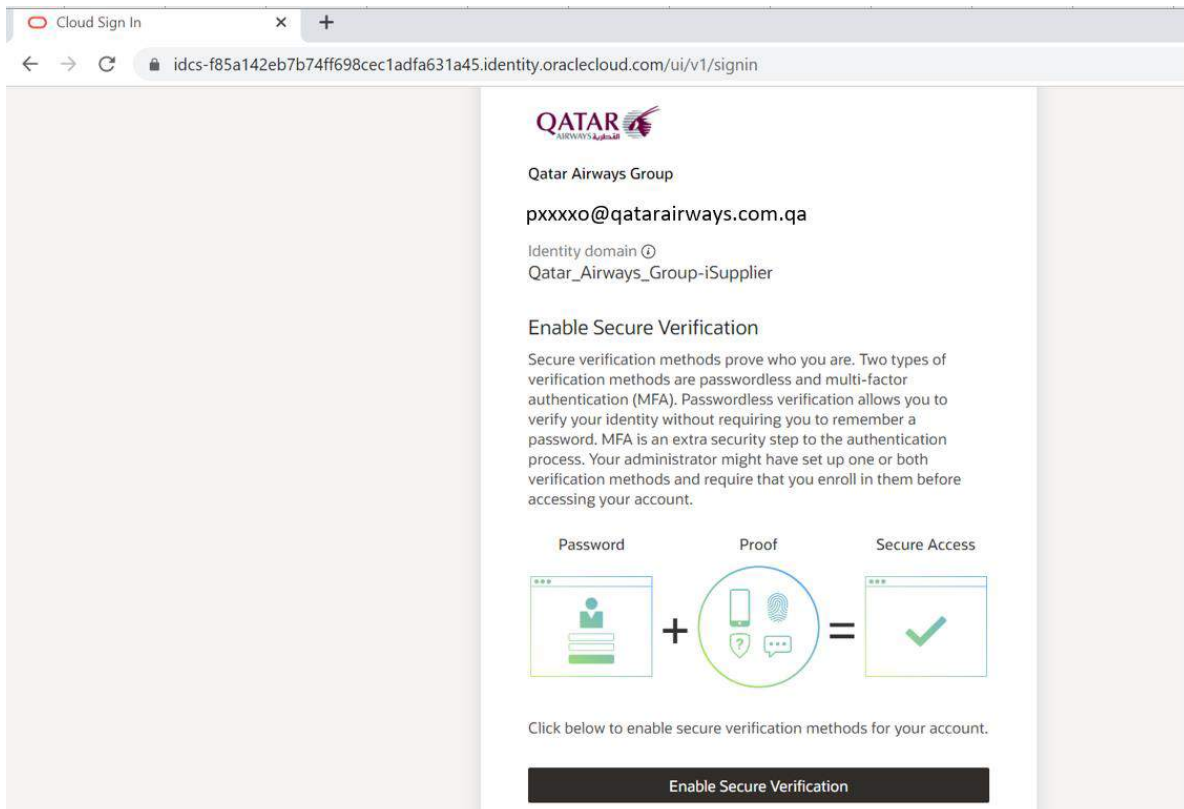
User Name  
pxxxxo@qatarairways.com.qa

Password  
.....

[Forgot Password?](#)

Sign In

For 1<sup>st</sup> time login, system will prompt for multi factor authentication (MFA) , click “**Enable secure verification**” button to activate MFA.



Cloud Sign In

idcs-f85a142eb7b74ff698cec1adfa631a45.identity.oraclecloud.com/ui/v1/signin

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Qatar Airways Group  
pxxxxo@qatarairways.com.qa

Identity domain ⓘ  
Qatar\_Airways\_Group-iSupplier

**Enable Secure Verification**

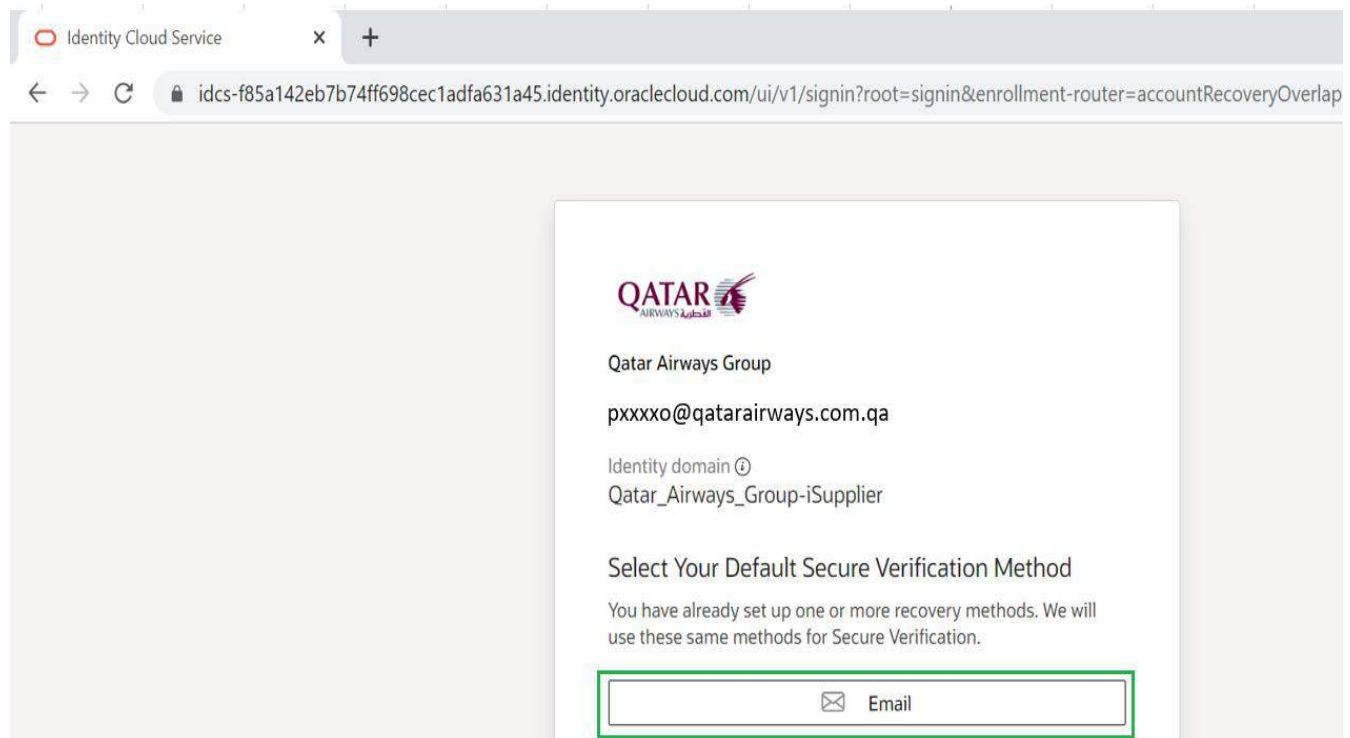
Secure verification methods prove who you are. Two types of verification methods are passwordless and multi-factor authentication (MFA). Passwordless verification allows you to verify your identity without requiring you to remember a password. MFA is an extra security step to the authentication process. Your administrator might have set up one or both verification methods and require that you enroll in them before accessing your account.

Password + Proof = Secure Access

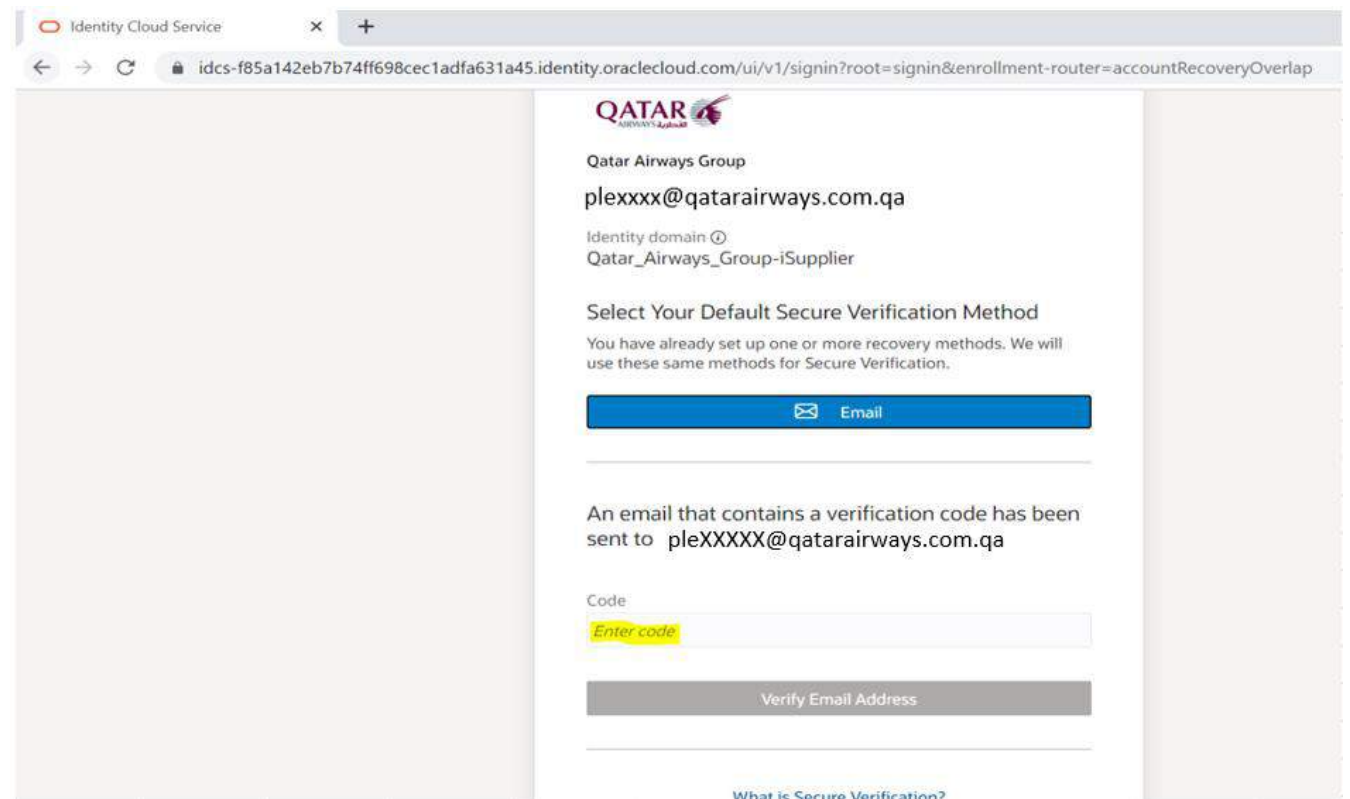
Click below to enable secure verification methods for your account.

Enable Secure Verification

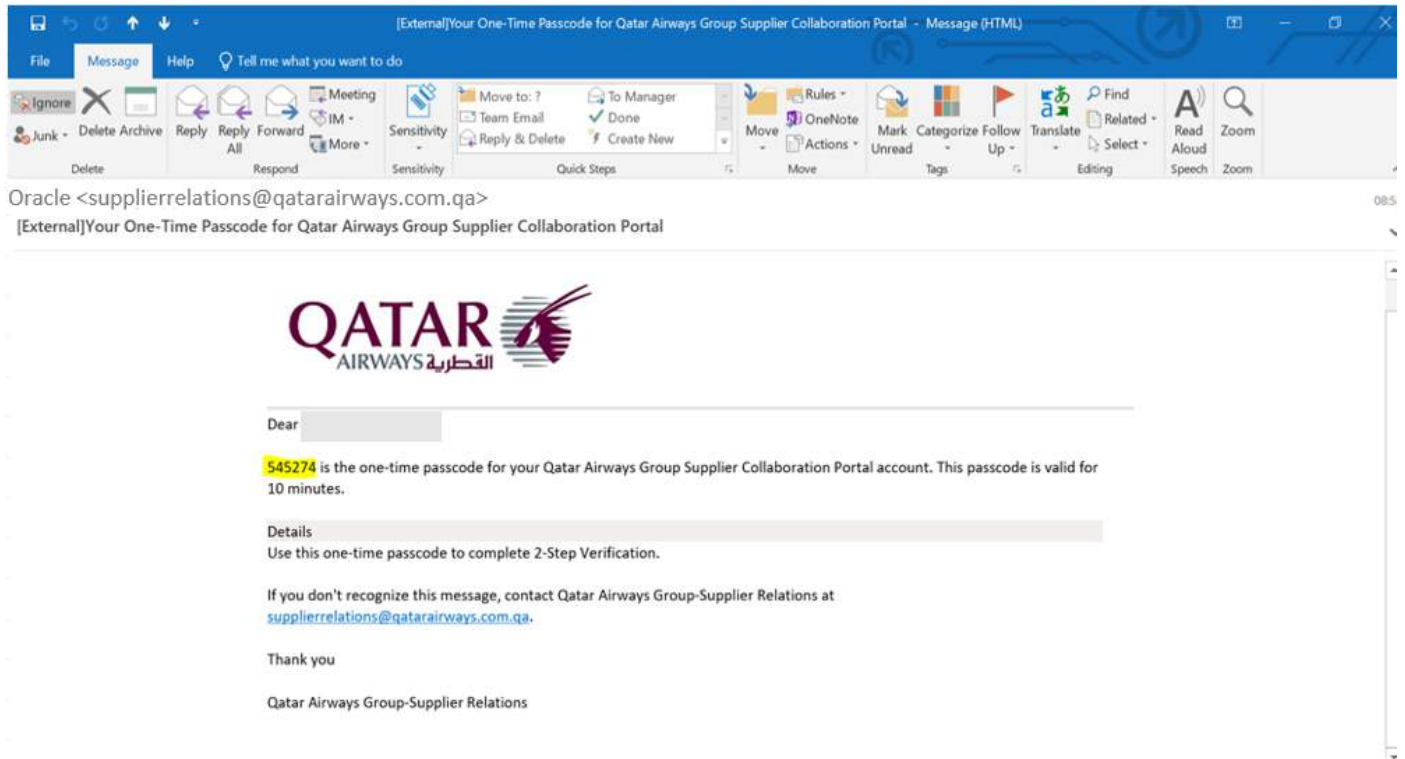
Select the “Email” option as your default secure verification method.



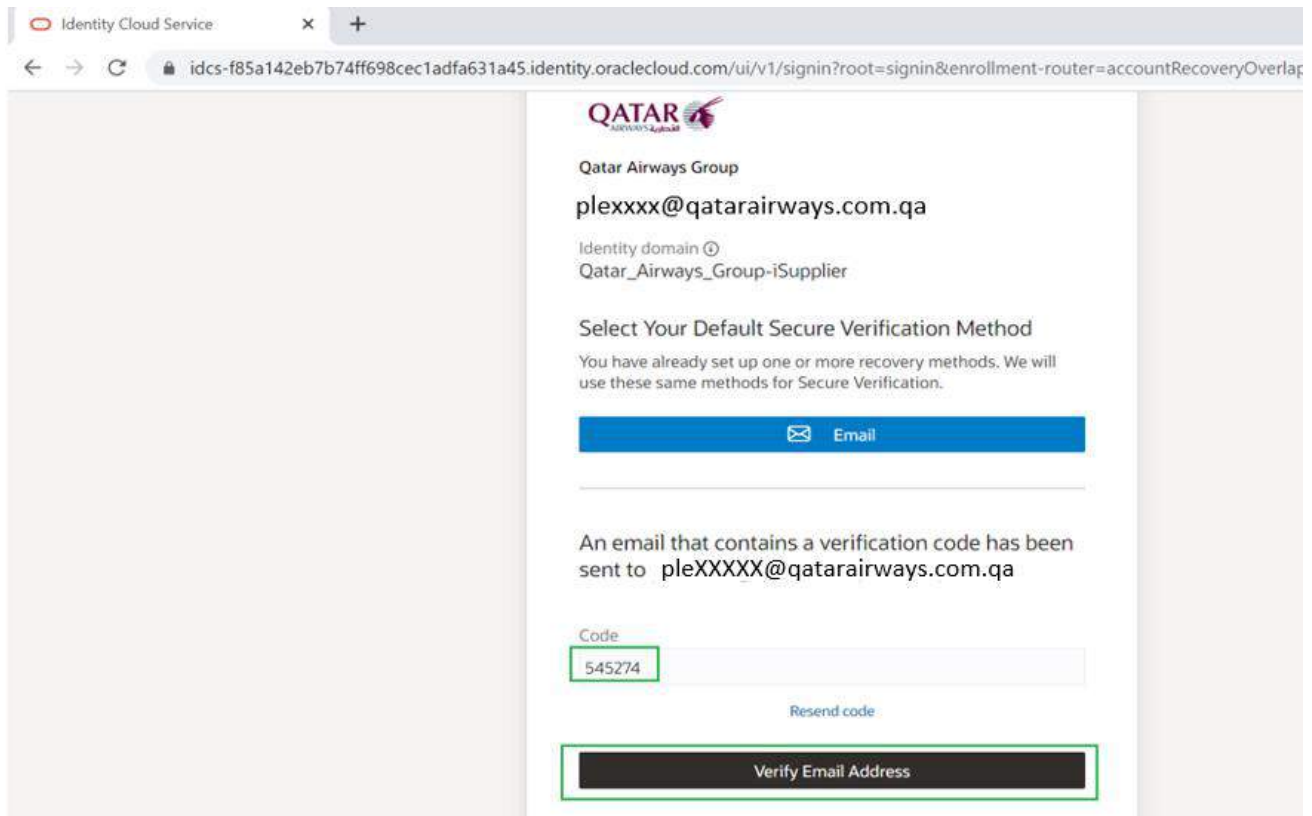
Application will ask you for secure verification code to be entered



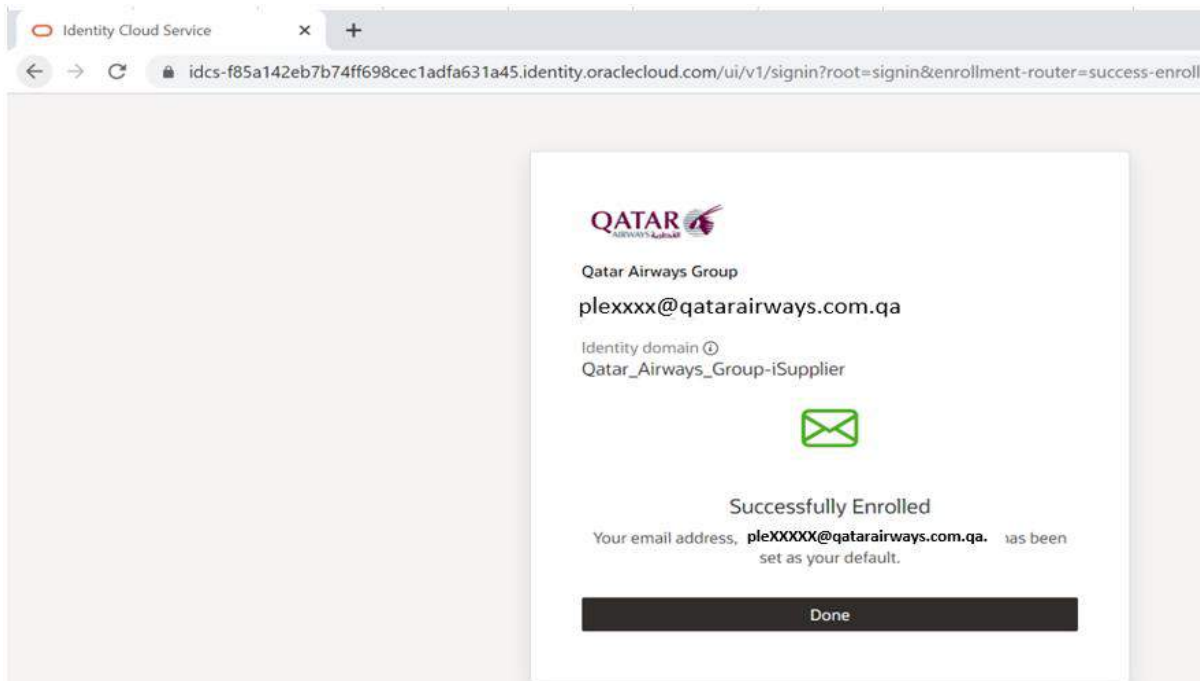
You will receive a system generated One-time verification code on your registered email as below



Enter the one-time verification code and click on “Verify Email Address” button



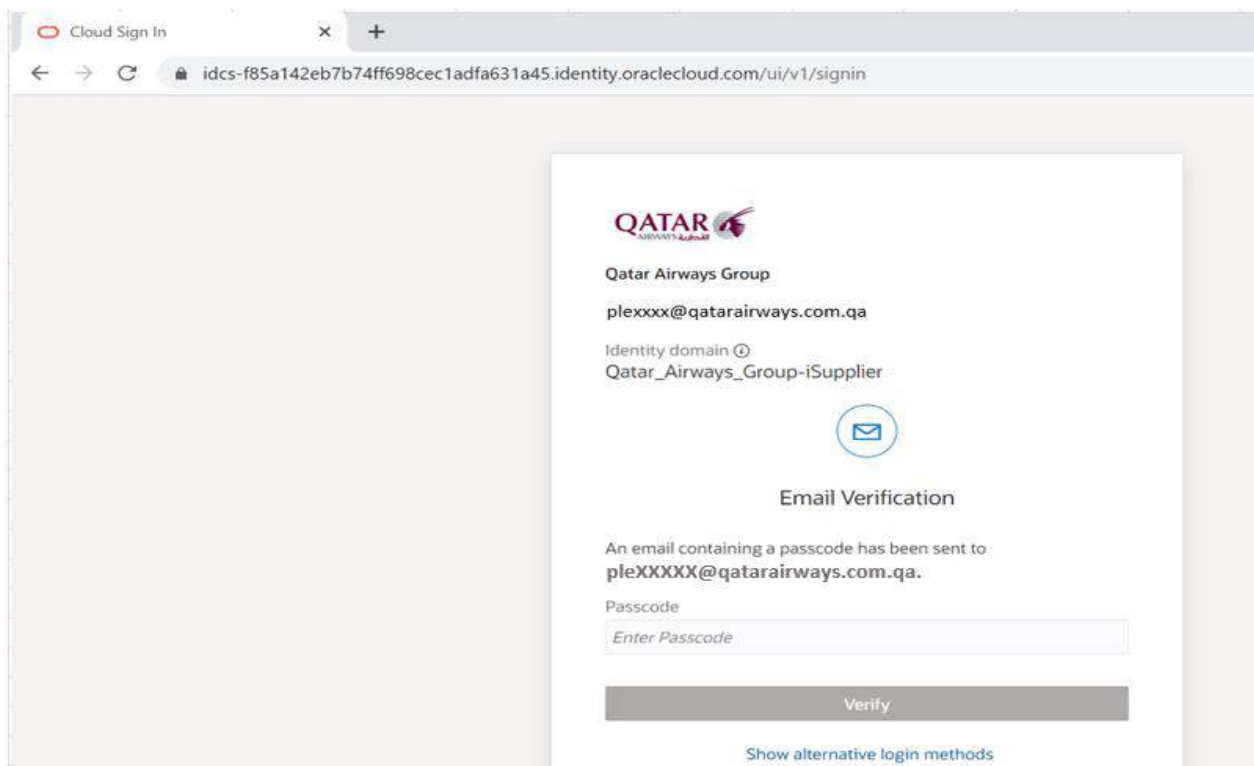
You will get a confirmation as below after successful enrolment of iSupplier Portal account.  
Oracle iSupplier Portal account activated successfully to Oracle Application.  
Click on “Done” button



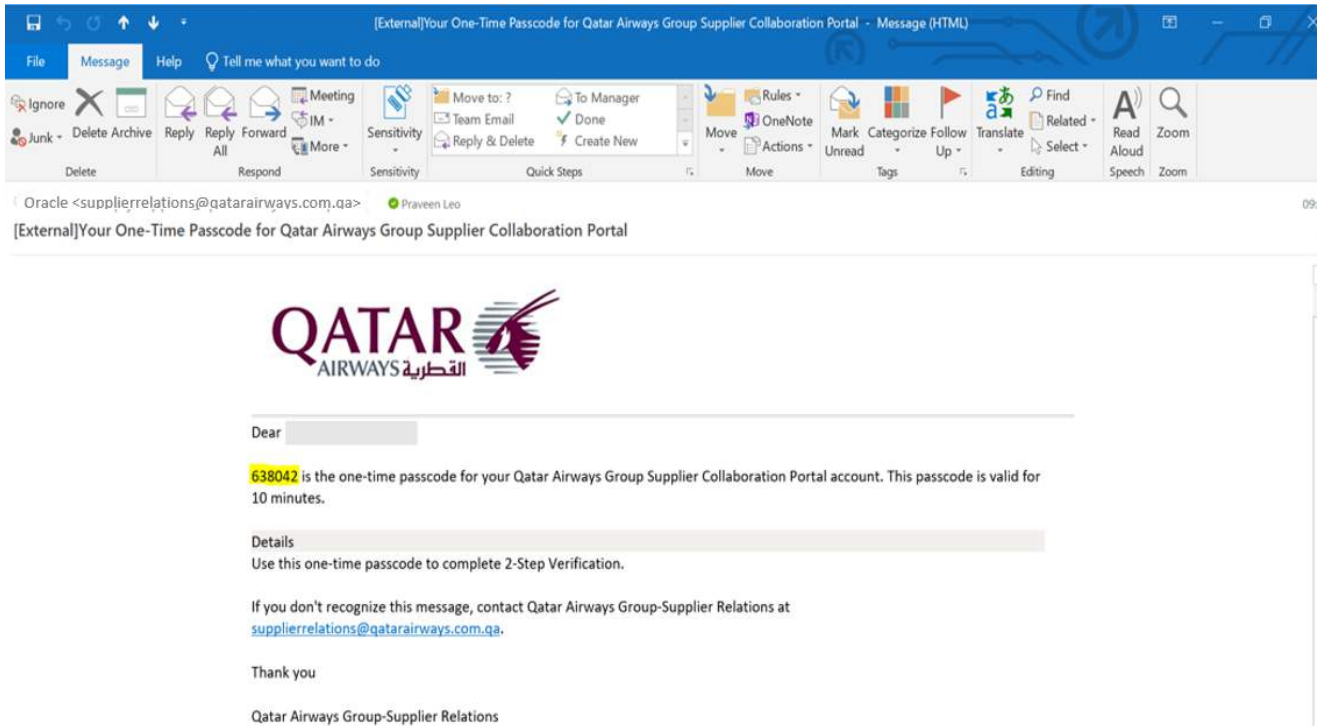
#### 1.4 Login Qatar Airways Group iSupplier Portal

If you forgot the password, please refer to [sub section 2](#) on how to recover your password.

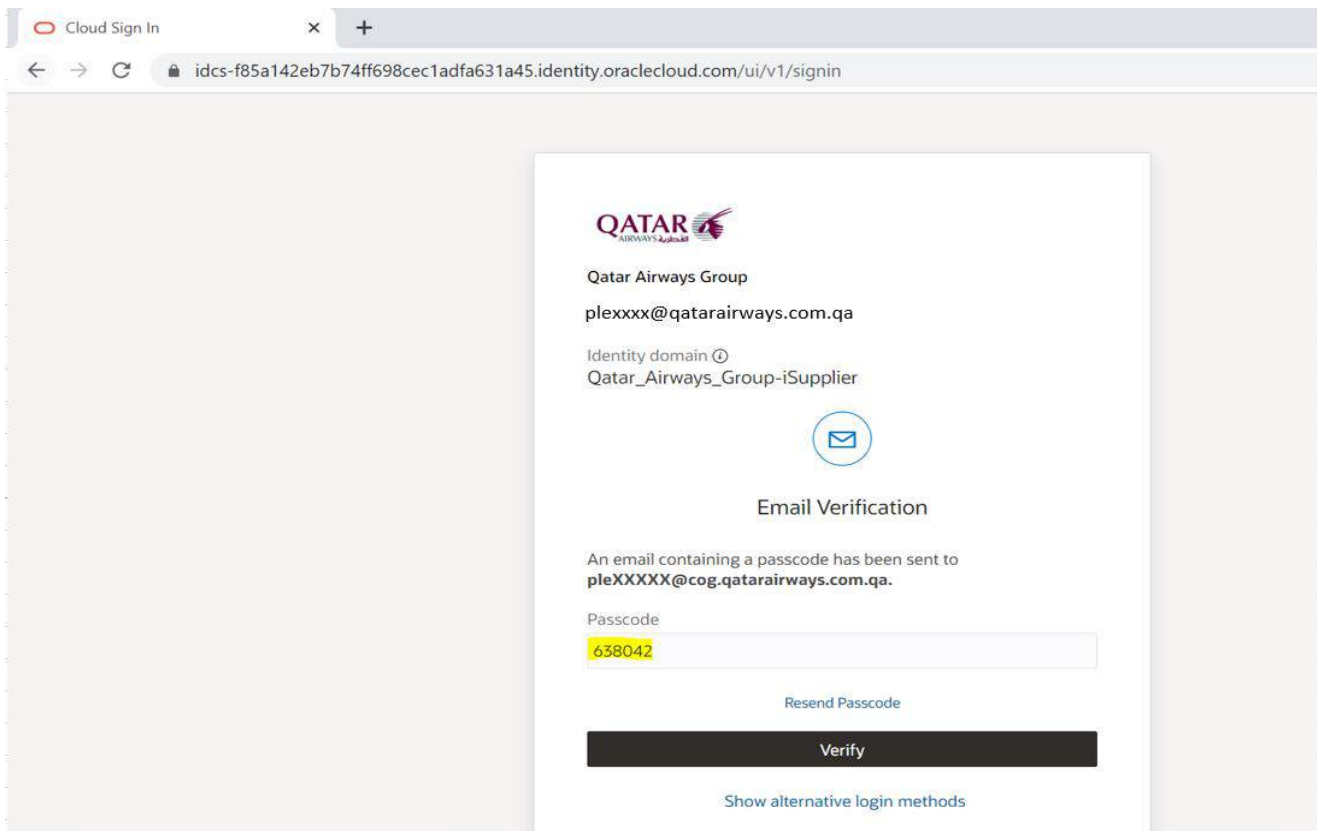
URL <https://isupplier.qatarairways.com.qa>



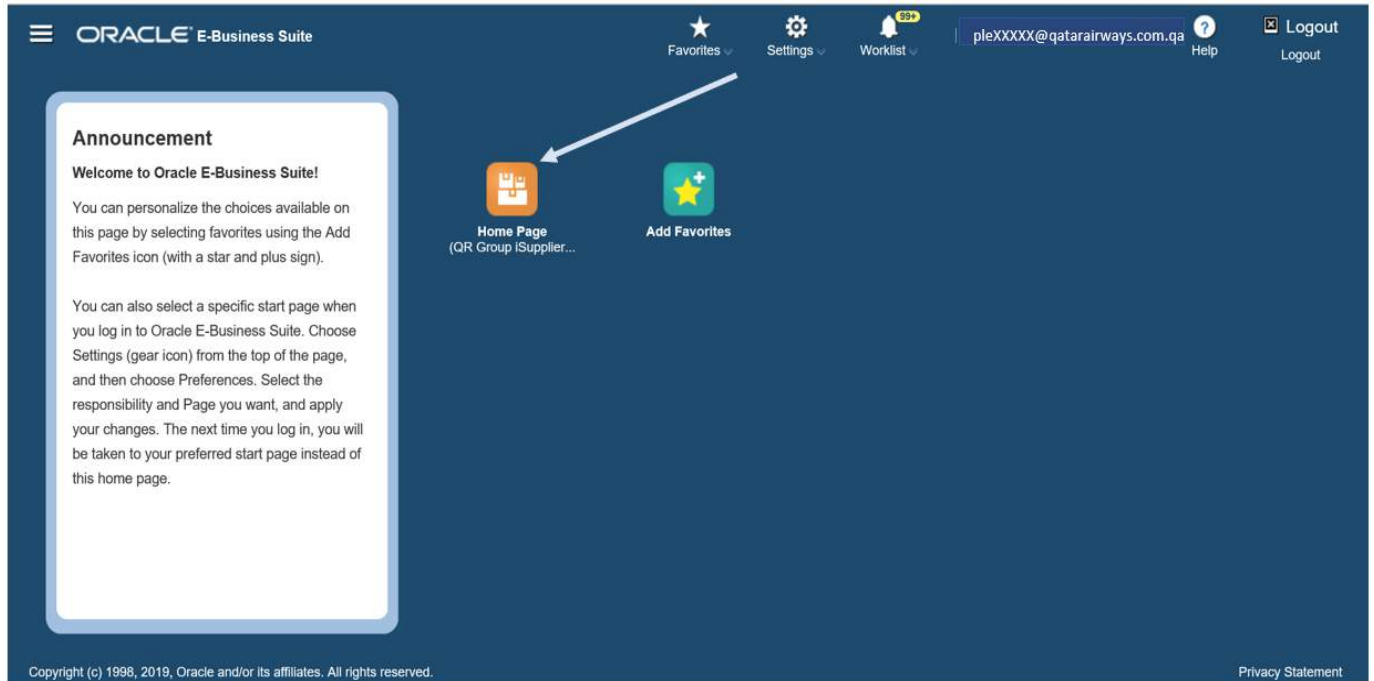
Check your email for the one-time passcode. Passcode will be received as below



Enter the Passcode and click on “Verify” button to login



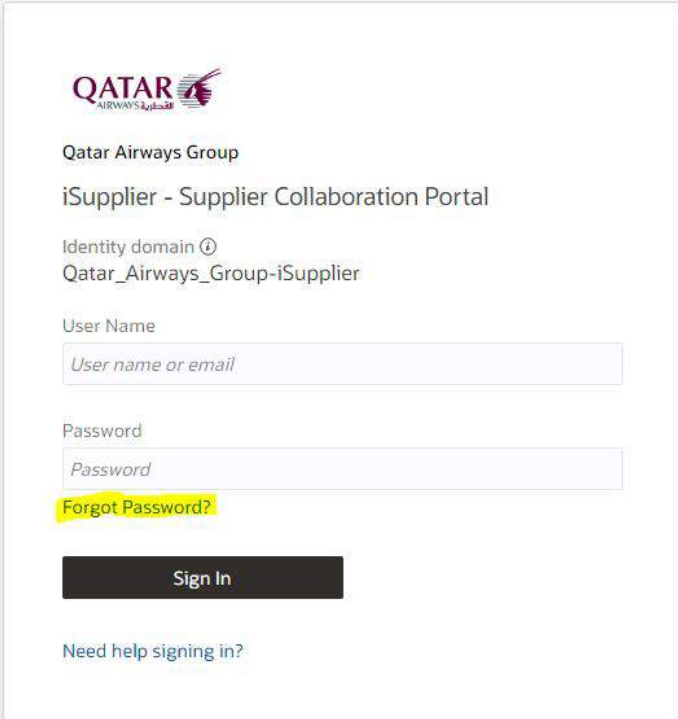
Logged in to iSupplier portal successfully. Click on the Home page icon as shown below



If you have successfully logged in, please skip the below Forgot Password section and navigate to [Chapter 2](#).

## 2. Forgot Password

Click on “Forgot Password” link, in case if you forgot the password or to reset the existing password.



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iSupplier - Supplier Collaboration Portal

Identity domain ⓘ  
Qatar\_Airways\_Group-iSupplier

User Name

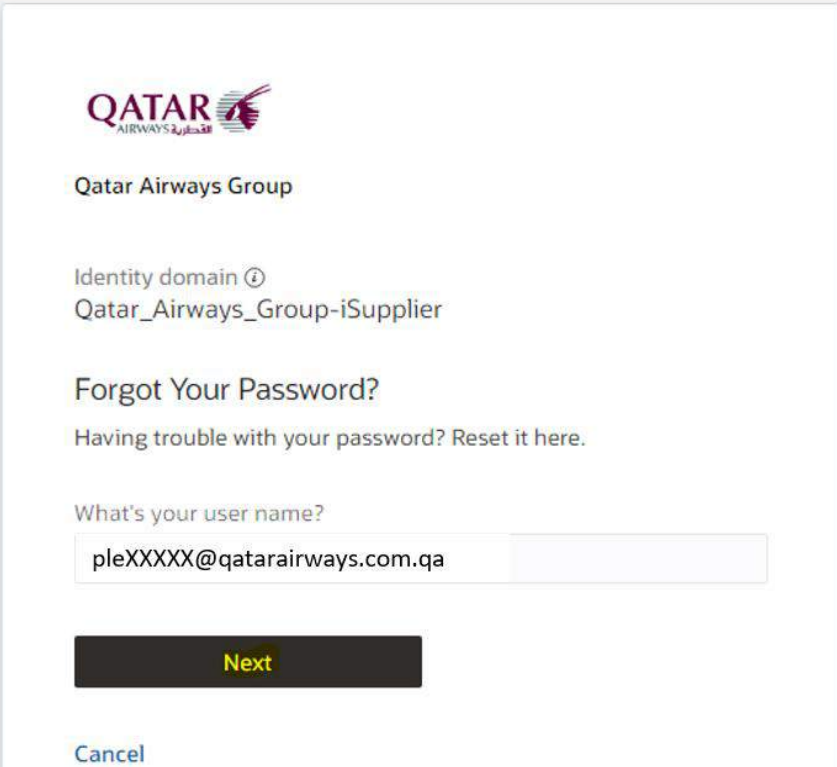
Password

**Forgot Password?**

**Sign In**

[Need help signing in?](#)

Enter the user name & click on Next button



**QATAR**  
AIRWAYS القطرية

Qatar Airways Group  
iSupplier - Supplier Collaboration Portal

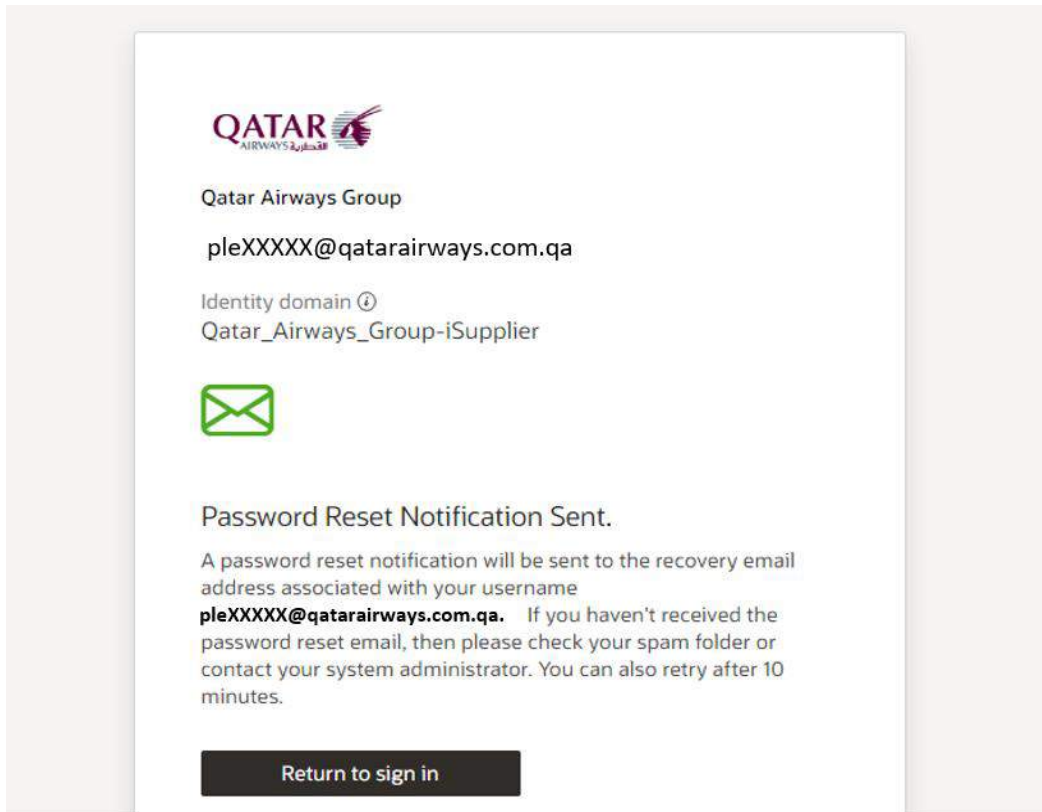
Identity domain ⓘ  
Qatar\_Airways\_Group-iSupplier

**Forgot Your Password?**  
Having trouble with your password? Reset it here.

What's your user name?

**Next**

[Cancel](#)

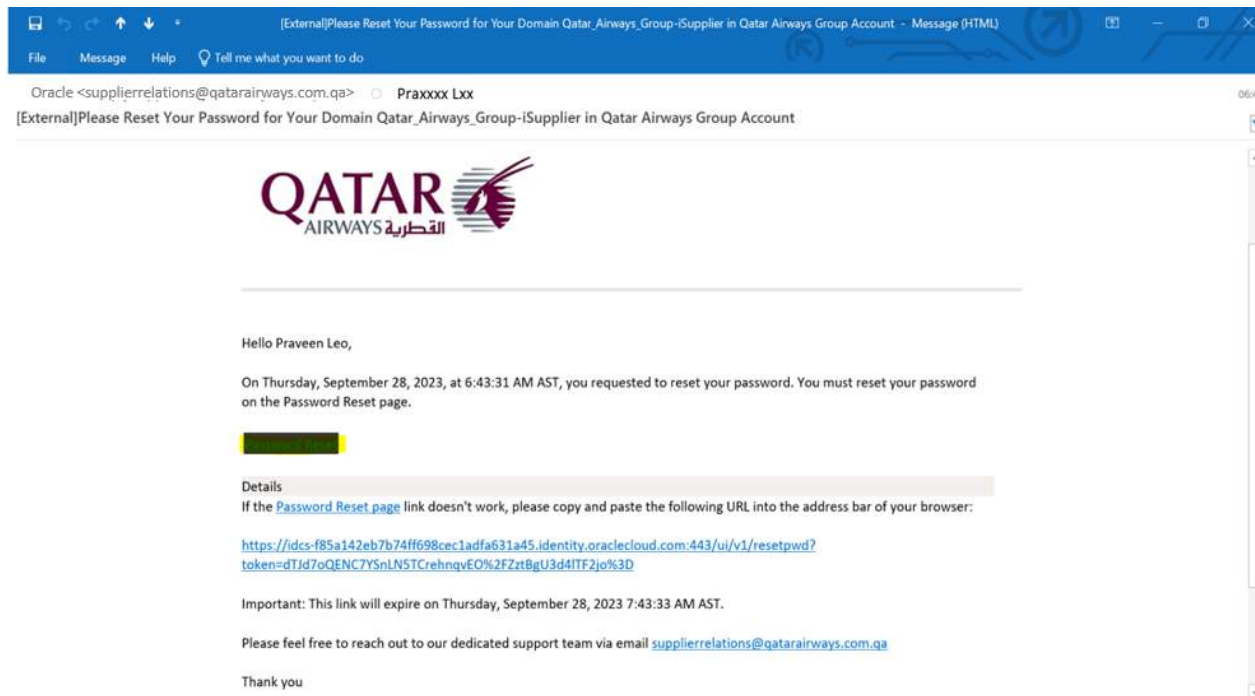


Supplier will receive Reset Password email from Qatar Airways Group to reset their password.

From email address - [supplierrelations@qatarairways.com.qa](mailto:supplierrelations@qatarairways.com.qa)

Email Subject - Please Reset Your Password for Your Domain Qatar\_Airways\_Group-iSupplier in Qatar Airways Group Account

Supplier to click on Password Reset link, sample email provided below for reference.





Once Supplier clicks on “Password Reset” link, Application will prompt to set new password.

Click on Reset Password button after entering the new and confirm password details.

### Reset your password

Set a password for your user account.

New Password

- The password must have at least 8 characters.
- The password cannot exceed 40 characters.
- The password cannot contain the First Name of the user.
- The password cannot contain the Last Name of the user.
- The password cannot contain the user name.
- The password must have at least 1 lowercase characters.
- The password must have at least 1 uppercase characters.
- The password must have at least 1 numeric characters.
- Cannot repeat the Current Password

Confirm New Password

**Reset Password**



Qatar Airways Group

pleXXXXX@qatarairways.com.qa

Identity domain ⓘ

Qatar\_Airways\_Group-iSupplier

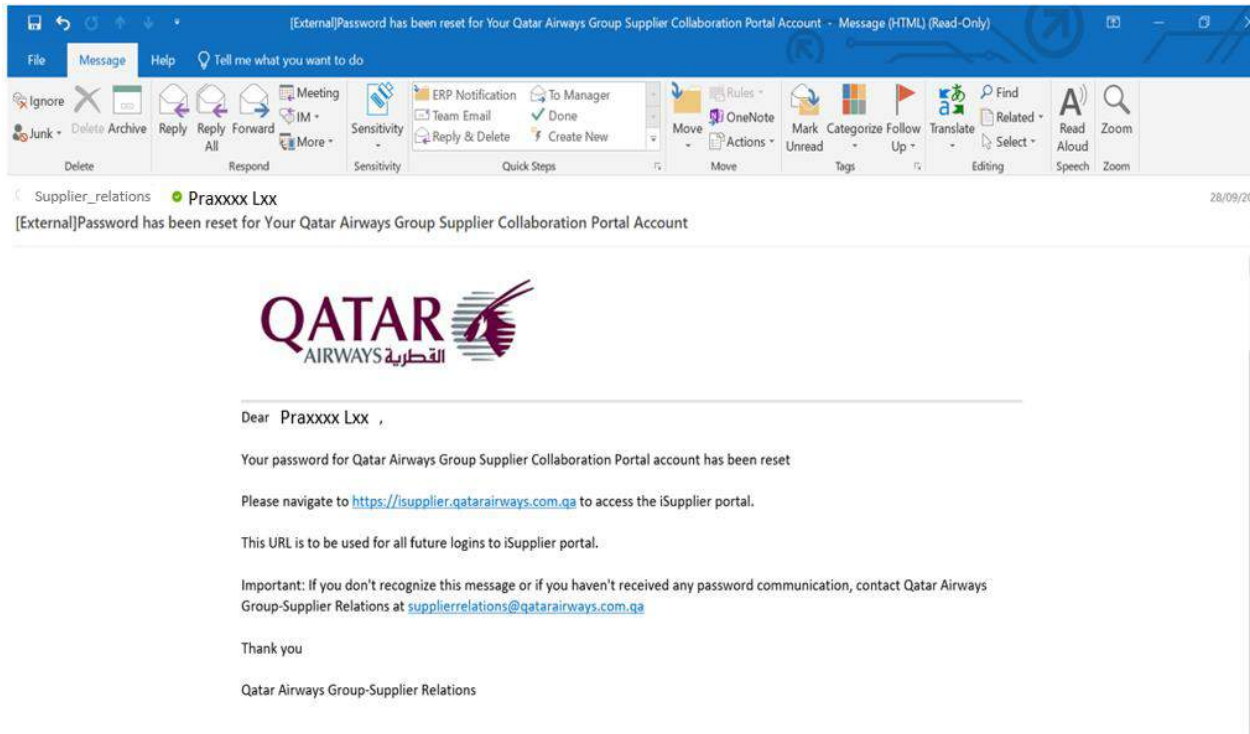


**Congratulations!**

Your password has been reset. Please login using your new password.

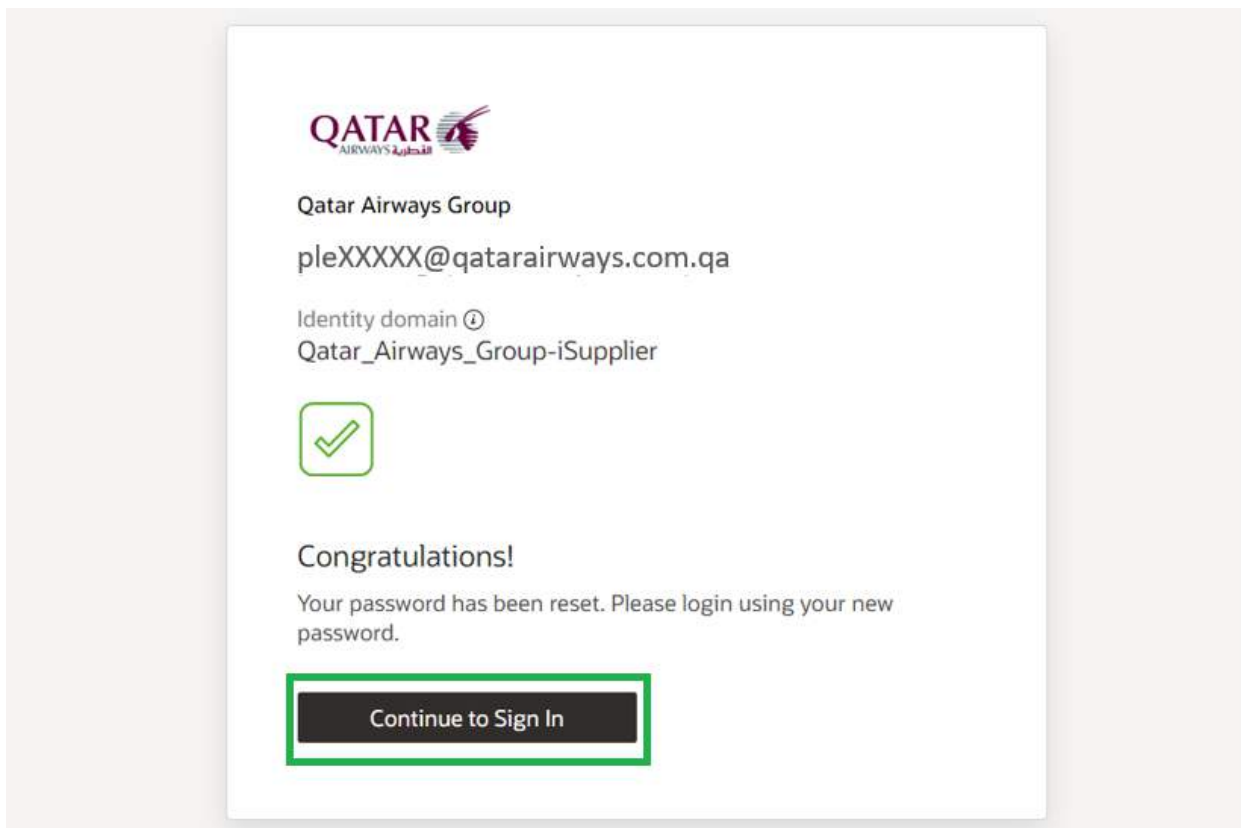
**Continue to Sign In**

Once the password reset is successful, Supplier will get system generated Password Reset confirmation email for Qatar Airways Group iSupplier user account. Sample email provided below for reference.

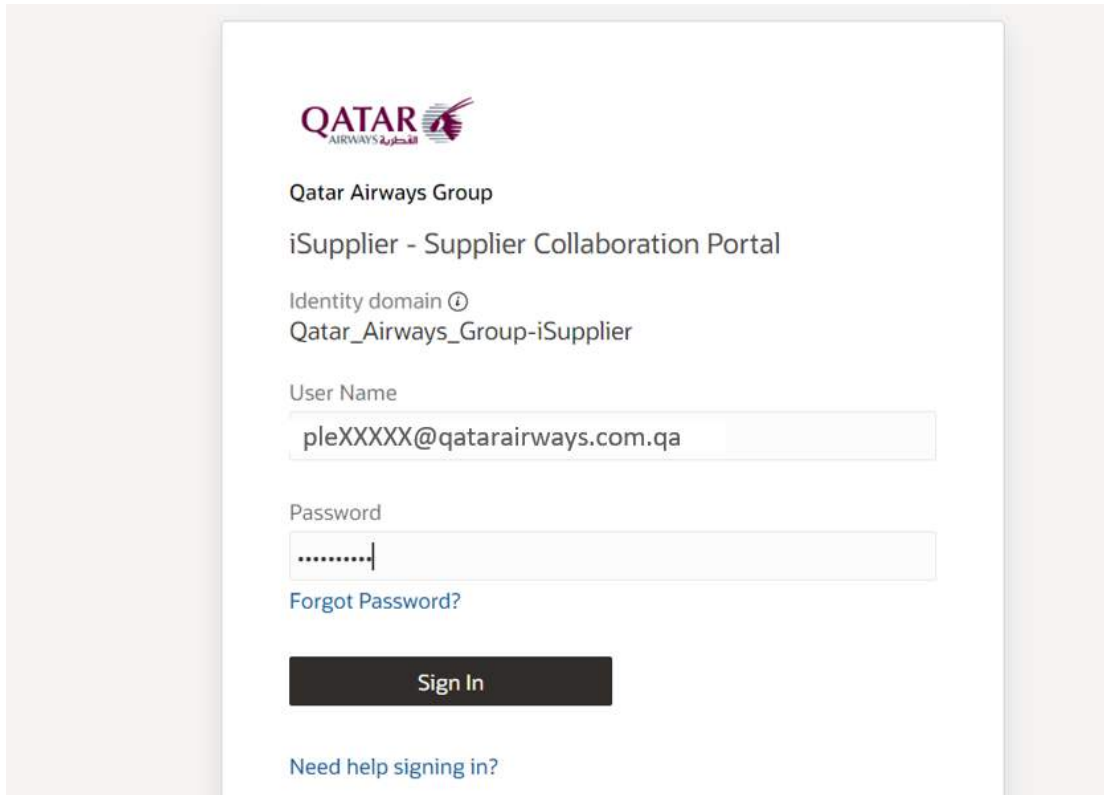


Click on “Continue to Sign in” button to login

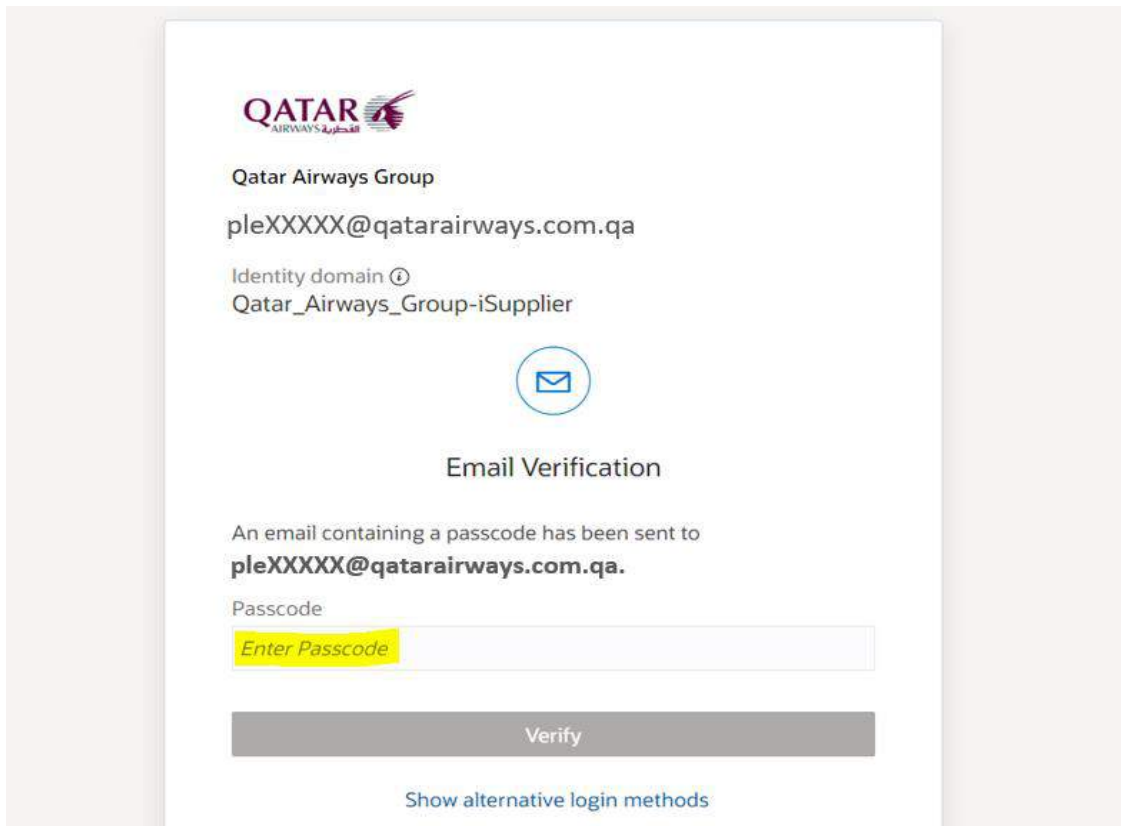
Alternatively, use <https://isupplier.qatarairways.com.qa> URL to Login in to Qatar Airways Group iSupplier Portal.



Enter the username and password and click on “Sign In” button

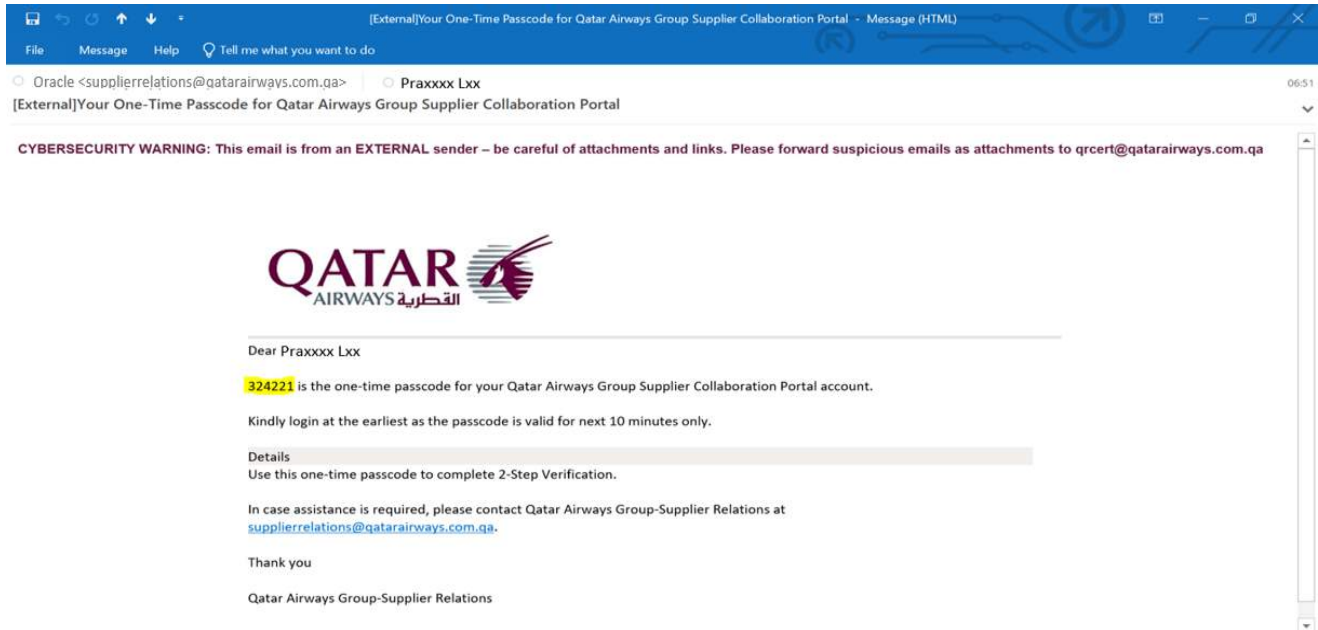


The image shows the login page for the Qatar Airways Group iSupplier portal. At the top left is the Qatar Airways logo. Below it, the text reads "Qatar Airways Group" and "iSupplier - Supplier Collaboration Portal". There is an "Identity domain" section with a help icon and the text "Qatar\_Airways\_Group-iSupplier". The "User Name" field contains "pleXXXXX@qatarairways.com.qa". The "Password" field is masked with dots. A "Forgot Password?" link is located below the password field. A black "Sign In" button is centered below the fields. At the bottom, there is a link for "Need help signing in?".

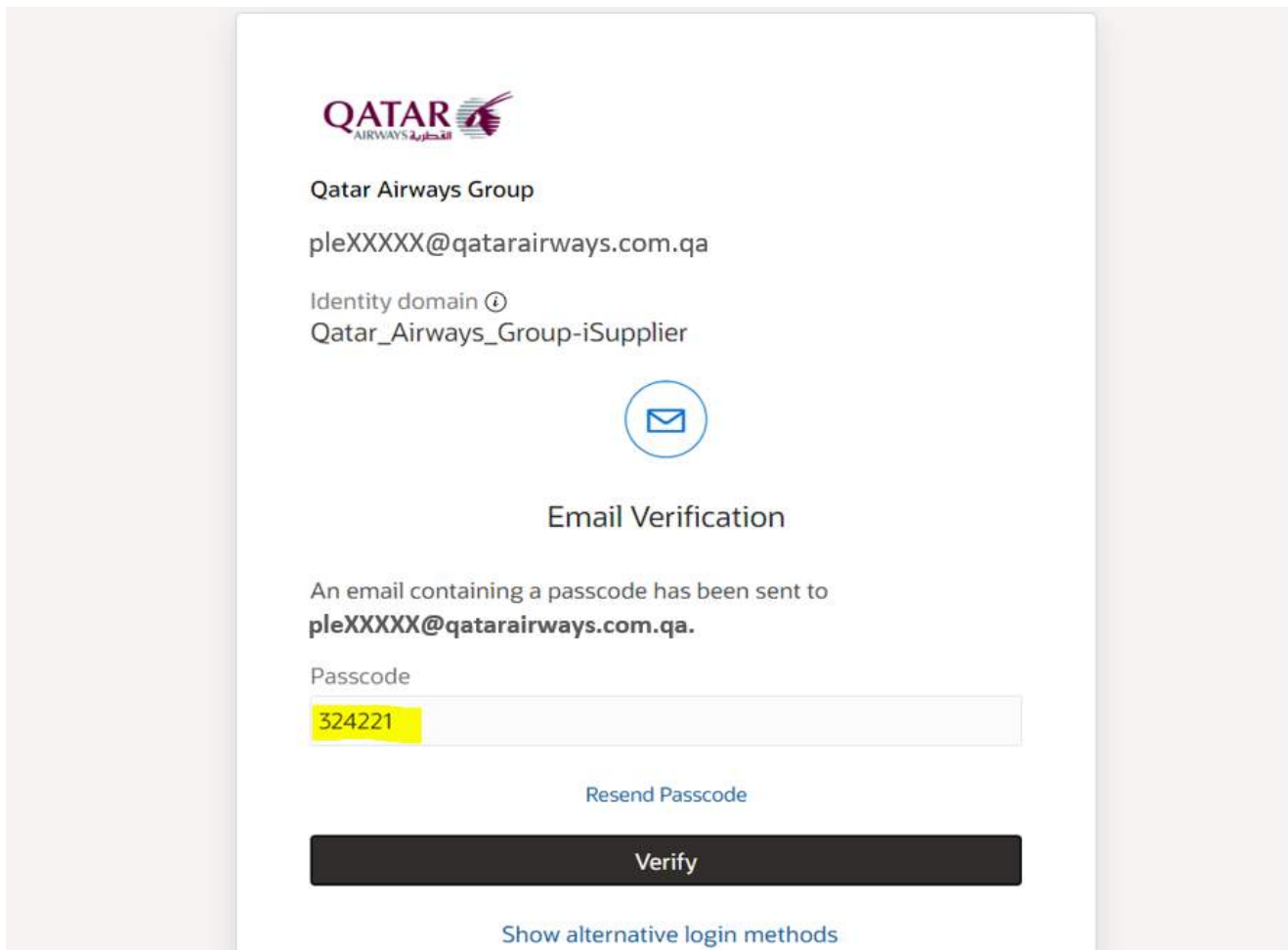


The image shows the email verification page for the Qatar Airways Group iSupplier portal. At the top left is the Qatar Airways logo. Below it, the text reads "Qatar Airways Group" and "pleXXXXX@qatarairways.com.qa". There is an "Identity domain" section with a help icon and the text "Qatar\_Airways\_Group-iSupplier". A blue circular icon with an envelope symbol is centered below the domain text. Below the icon, the text reads "Email Verification". A message states: "An email containing a passcode has been sent to **pleXXXXX@qatarairways.com.qa.**". Below this, the "Passcode" field is highlighted in yellow and contains the text "Enter Passcode". A grey "Verify" button is centered below the passcode field. At the bottom, there is a link for "Show alternative login methods".

Check your email for the one-time passcode. Passcode will be received as below



Enter the Passcode and click on “Verify” button to login



# 2 <Acknowledgement of Compliance Policy>

All suppliers who gets registered with Qatar Airways group's iSupplier Portal must adhere to the compliance policies by accepting the terms & conditions as per the attached policy documents.

## 2. Download, Read, Accept Compliance Policies & User Manual.

2.1 Download the Qatar Airways Compliance documents by Clicking on “Download.Pdf” hyperlink, read and understand the compliance requirements and acknowledge the same.

Select the **Check box** and click on (B) **Submit**.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, 'iSupplier Portal', and user information: 'Logged In As ADMIN@DDP.COM'. Below the navigation bar are several menu items: Supplier Home, Orders, Shipments, Finance, and Administration. The main content area is titled 'Policy Documents' and includes a tip: 'Please download and review the below documents before you consent to agree.' A table lists the following documents:

Policy Document	PDFs
E-User Agreement	<a href="#">Download Pdf</a>
Privacy Notice	<a href="#">Download Pdf</a>
Supplier Code of Conduct	<a href="#">Download Pdf</a>
Qatar Airways OHS policy	<a href="#">Download Pdf</a>
Suppliers Data Protection Do's and Don'ts Guidelines	<a href="#">Download Pdf</a>

Below the table, there is a checkbox that is checked, with a blue arrow pointing to it and the number '1'. The text below the checkbox reads: 'Please select the checkbox to confirm that you have read, understood, and agree to the user policy acknowledgement of Qatar Airways Group.' To the right of the checkbox, there is a 'User Manual' link and a 'Submit' button, with a blue arrow pointing to the 'Submit' button and the number '2'.

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2.2 Confirmation Message after policy documents acknowledgement as below

The screenshot shows the iSupplier Portal interface with a yellow confirmation banner at the top. The banner text reads: 'Please proceed to complete the supplier registration under the Administration tab.' Below the banner, the 'Policy Documents' section is visible, including the same table as in the previous screenshot. Below the table, the checkbox is checked, and the text below it reads: 'Please select the checkbox to confirm that you have read, understood, and agree to the user policy acknowledgement of Qatar Airways Group.' To the right of the checkbox, there is a 'User Manual' link and a 'Submit' button.

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### 2.3 Download the user manual by clicking on “User Manual” hyperlink at the right-side of home page.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, the text 'iSupplier Portal', and user information including 'Home', 'Favorites', 'Settings', 'Worklist', 'Logged In As ADMIN@DDP.COM', 'Help', and 'Logout'. Below this is a main menu with icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. The 'Supplier Home' icon is highlighted with a dashed box. The main content area features a yellow 'Confirmation' banner with the text 'Please proceed to complete the supplier registration under the Administration tab.' Below this is a 'Policy Documents' section with a 'User Manual' link and a 'Submit' button. A table lists various policy documents with 'Download Pdf' links. A checkbox is checked, and a message asks the user to confirm they have read and agreed to the terms.

**Confirmation**  
Please proceed to complete the supplier registration under the Administration tab.

**Policy Documents** [User Manual](#)

TIP Please download and review the below documents before you consent to agree.

Policy Document	PDFs
E-User Agreement	<a href="#">Download Pdf</a>
Privacy Notice	<a href="#">Download Pdf</a>
Supplier Code of Conduct	<a href="#">Download Pdf</a>
Qatar Airways OHS policy	<a href="#">Download Pdf</a>
Suppliers Data Protection Do's and Don'ts Guidelines	<a href="#">Download Pdf</a>

Please select the checkbox to confirm that you have read, understood, and agree to the user policy acknowledgement of Qatar Airways Group.

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CHAPTER

# *3 to 8* < Supplier Profile updates & Approvals >

After a supplier's registration request is approved by an SRM administrator, a company profile is created for that supplier. Supplier profile contains company information such as tax IDs, Dun and Broadcaster numbers, supplier addresses and contact names, descriptions of goods and services provided by the supplier, classification details such as ownership status (for example, minority-owned) and bank account details. Suppliers maintain the information and update it as needed. Suppliers have the responsibility for ensuring the information about their company is current and correct.

SRM administrators can access and, if necessary, maintain the information contained in a supplier's company profile. As appropriate, SRM administrators use this information to update the purchasing and payables system with any new details that a supplier provides. For example, a supplier may add new addresses or contact information. SRM administrators can view this new information and use it to update any corresponding site or site contact information in the purchasing and payables system that is no longer current. Through the use of Supplier Management Groups, you can divide the responsibility for maintaining supplier information among several SRM administrators.



### 3 Supplier Profile Update – Organization Section

3.1 Navigate to QR Group iSupplier Access → Administration

3.2 Click on “Organization” section under Company Profile and update the required information

3.3 Update the organization details, Commercial registration details, Tax card & Company Profile attachment details.

3.4 Click on Save button

The screenshot displays the Oracle iSupplier Administration interface. The top navigation bar includes icons for Supplier Home, Orders, Shipments, Finance, and Administration. The Administration menu is highlighted with a blue arrow labeled '1'. The main content area shows the 'Organization' section under 'Company Profile', which is also highlighted with a blue arrow labeled '2'. The form contains several sections: 'Tax and Financial Information' (highlighted with a blue box and arrow '3'), 'Commercial Registration' (with fields for Company Registration No, Place of Registration, Registration Date, and Registration Expiry Date), 'Tax Registration Document Attachments', and 'Company Profile'. The 'Save' button is highlighted with a blue arrow labeled '4'. A 'User Manual' link is visible in the top right corner. The footer contains copyright information and a Privacy Statement link.

3.5 Confirmation Message appears as below:

The screenshot shows the Oracle iSupplier Administration interface with a confirmation message displayed at the top. The message reads: 'Confirmation: Changes to Organization have been saved'. Below the message, the 'Organization' form is visible, showing the same fields as in the previous screenshot. The 'Save' button is highlighted with a blue arrow. The 'User Manual' link is also visible in the top right corner. The footer contains copyright information and a Privacy Statement link.

## 4 Supplier Profile Update – Address Book – Create New Address

4.1 Click on “Address Book” section under Profile management

4.2 Click on Create button

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, 'iSupplier Portal', and user information (Logged In As ADMIN@DDP.COM). Below this is a secondary navigation bar with icons for Supplier Home, Orders, Shipments, Finance, and Administration. The Administration icon is highlighted with a dashed box. The main content area is titled 'Profile Management' and contains a sidebar with menu items: General, Company Profile, Organization, Address Book (highlighted with a blue arrow labeled '1'), Contact Directory, Business Classifications, Product & Services, and Banking Details. The main content area displays the 'Address Book' section, which includes a 'Create' button (highlighted with a blue arrow labeled '2') and a table with columns: Address Name, Address Details, Country, Update, and Remove. The table currently shows 'No results found.'

4.3 Enter the Address details and click on Save button

The screenshot shows the 'Create Address' form in the iSupplier Portal. The form is for 'Dandy Dairy Products' (Supplier Number 71656). The form fields include: Address Name (Doha), Country (Qatar), Address Line 1 (Al Hilal Complex), Address Line 2 (Building 9), City/Town/Locality (Doha), State/Region (Doha), Postal Code (122014), Phone Area Code (974), Phone Number (44002233), and Payment Remittance Email Address (admin@ddp.com). The 'Save' button is highlighted with a blue arrow labeled '2', and the form fields are highlighted with a blue arrow labeled '1'.

## 4.4 Confirmation Message

The screenshot displays the iSupplier Portal interface. At the top, the Qatar Airways logo is visible on the left, and navigation links for Home, Favorites, Settings, and Worklist are in the center. On the right, the user is logged in as ADMIN@DDP.COM, with links for Help and Logout. Below the navigation bar, there are icons for Supplier Home, Orders, Shipments, Finance, and Administration. The Administration icon is highlighted with a dashed box. The main content area shows a 'Profile Management' sidebar on the left with options like General, Company Profile, Organization, Address Book (selected), Contact Directory, Business Classifications, Product & Services, and Banking Details. The main content area features a yellow confirmation message: 'Confirmation has been added to your Address Book.' Below this is an 'Address Book' section with a 'Create' button and a table containing one entry for 'Doha'.

Address Name ▲	Address Details	Country ▲	Update	Remove
Doha	Dandy Diary Products Build 25, Zone 9, Street 419 Doha, Eastern 40044	Qatar		

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## 5 Supplier Profile Update – Address Book – Update existing Address

5.1 Click on the Address Book section link under Profile management.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo and the text 'iSupplier Portal'. Below this, there are several icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. A blue arrow labeled '1' points to the 'Administration' icon. Below the navigation bar, there is a 'Profile Management' section with a sidebar containing links for 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', and 'Banking Details'. A blue arrow labeled '2' points to the 'Address Book' link. The main content area shows the 'Address Book' table with columns for 'Address Name', 'Address Details', 'Country', 'Update', and 'Remove'. A blue arrow labeled '3' points to the 'Update' button (represented by a pencil icon) for the first address entry.

Address Name	Address Details	Country	Update	Remove
Doha	Dandy Dairy Products Build 25, Zone 9, Street 419 Doha, Eastern 40044	Qatar	[Update Icon]	[Remove Icon]

5.2 Update the Address details on any one of the existing addresses

The screenshot shows the 'Update Address' form in the iSupplier Portal. The form is titled 'Update Address' and has a 'Cancel' and 'Save' button at the top right. A blue arrow points to the 'Save' button. The form contains several fields for updating address details. A blue arrow points to the 'Fax Area Code' field, which is currently set to '974'. Below the form, there is a 'Note' section with the text 'Fax details updated'.

**Supplier Name:** Dandy Dairy Products  
**Supplier Number:** 71656  
**Address Name:** Doha  
**Country:** Qatar  
**Address Line 1:** Dandy Dairy Products  
**Address Line 2:** Build 25, Zone 9, Street 419  
**City/Town/Locality:** Doha  
**State/Region:** Eastern  
**Postal Code:** 40044  
**Phone Area Code:** 974  
**Phone Number:** 78891020  
**Fax Area Code:** 974  
**Fax Number:** 78891021

**Payment Remittance Email Address:** admin@ddp.com  
 Provide generic corporate email ID, like info@sales@ etc.

Purchasing Address  
 Payment Address

**Note:** Fax details updated

5.3 Click on Save button

### 5.4 Confirmation message:

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo and the text 'iSupplier Portal'. The user is logged in as 'ADMIN@DDP.COM'. The main navigation area includes icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration', with 'Administration' highlighted by a dashed box. The 'Profile Management' section is active, showing a 'Confirmation' message: 'Details for your address have been modified.' Below this is the 'Address Book' section, which contains a table with one entry for 'Doha'.

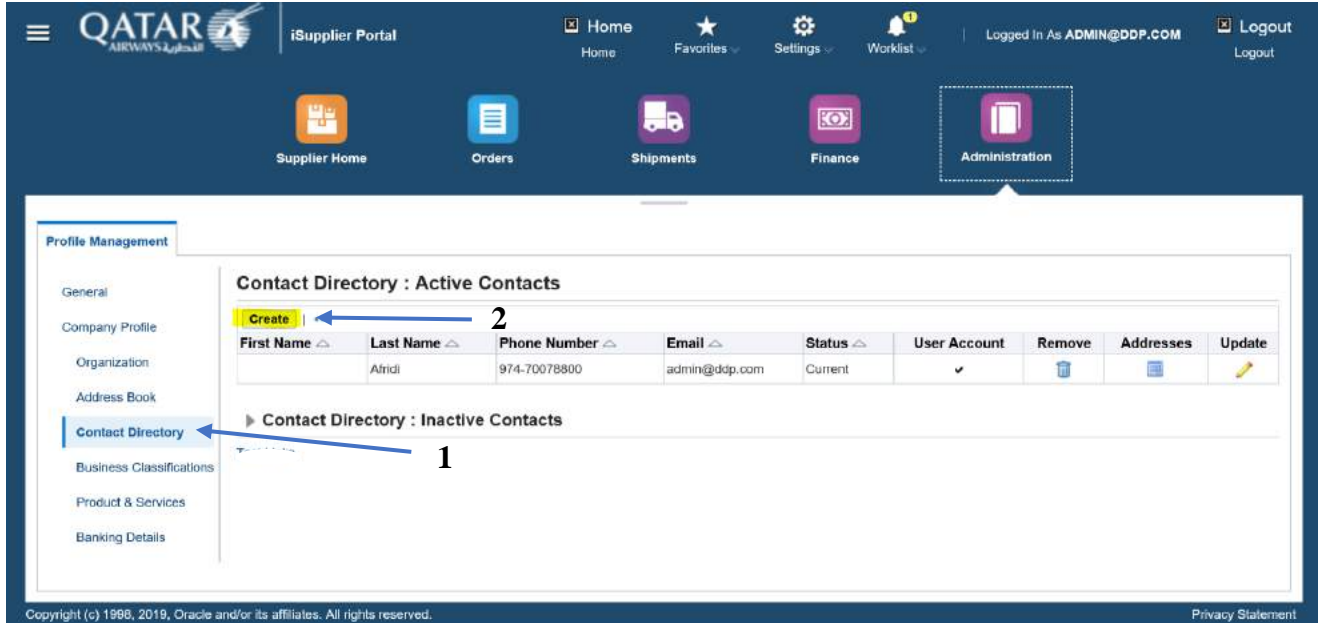
Address Name ▲	Address Details	Country ▲	Update	Remove
Doha	Dandy Diary Products Build 26, Zone 9, Street 419 Doha, Eastern 40044	Qatar		

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## 6 Supplier Profile Update – Contact Directory – Create New Contact

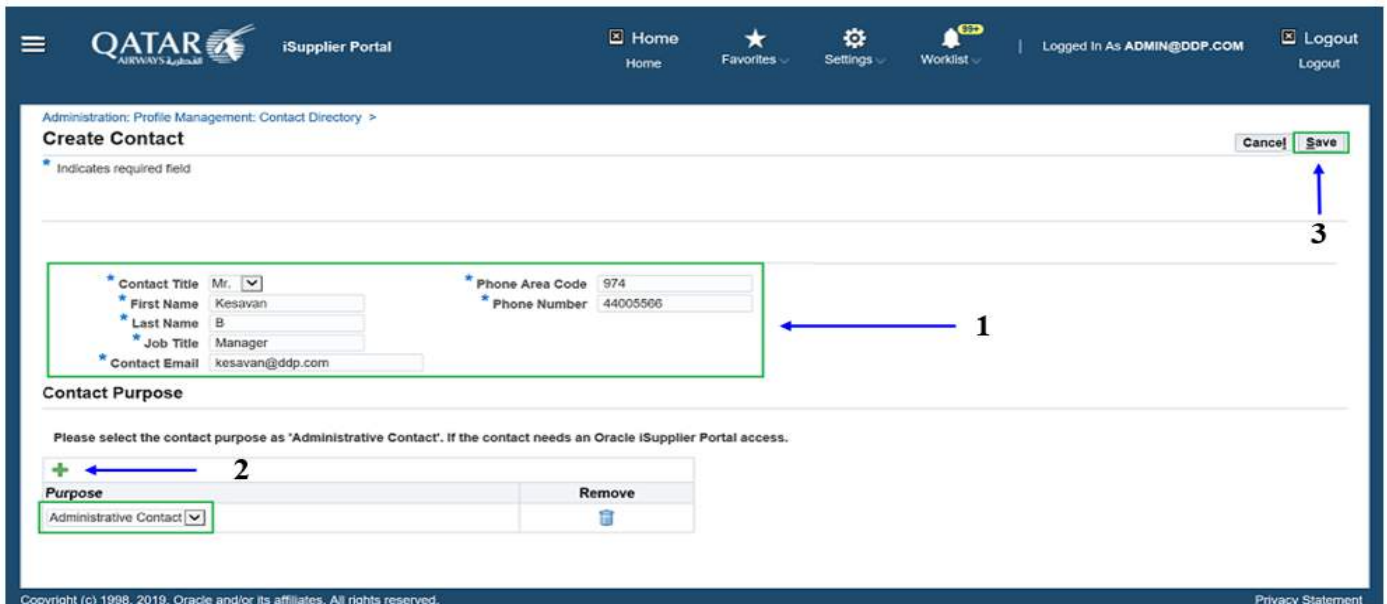
6.1 Click on the Contact Directory section link under Profile management.

6.2 Click on Create Button to create new contact.



6.3 Enter the contact details and select the Contact purpose as “Administrative Contact” if the user requires user access to iSupplier Portal. Else select any other relevant values from the list of values except “Administrative Contact”

6.4 Click on Save button



## 6.5 Confirmation Message

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, the text 'iSupplier Portal', and user information including 'Home', 'Favorites', 'Settings', 'Worklist', and 'Logged In As ADMIN@DDP.COM'. Below this is a secondary navigation bar with icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. The main content area is titled 'Profile Management' and includes a sidebar with options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', and 'Banking Details'. The 'Contact Directory' section shows a confirmation message: 'Kesavan B has been added to your Contact Directory.' Below this is a table titled 'Contact Directory : Active Contacts' with columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, and Update. A 'Create' button and a 'User Manual' link are also visible.

**Confirmation**  
Kesavan B has been added to your Contact Directory.

**Contact Directory : Active Contacts**

[User Manual](#)

**TIP** Please review and update your contact details by using the Pen Icon. You may add new contacts by clicking on 'Create' button

[Create](#) | \*\*\*

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Update
Ayeman	Afridi	974-700788002	admin@ddp.com	Current	✓		
Farook	Ahmed	974-7993129	ahmed@ddp.com	Current	✓		
Khan	Akbar	974-56789876	planner1@ddp.com	Current	✓		
Srini	Alekha	974-79931292	mp@ddp.com	Current	✓		
Kesavan	B	974-44005566	kesavan@ddp.com	Pending			

## 7 Supplier Profile Update – Contact Directory – Update Existing Contact

7.1 Click on the Contact Directory section link under Profile management.

7.2 Select the existing contact which is with status ‘Current’ & update with the required contact info.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Qatar Airways logo, 'iSupplier Portal', and user information (Logged In As ADMIN@DDP.COM). Below the navigation bar are icons for Supplier Home, Orders, Shipments, Finance, and Administration. The main content area is titled 'Profile Management' and contains a sidebar with links for General, Company Profile, Address Book, Contact Directory, Business Classifications, Product & Services, and Banking Details. The 'Contact Directory' link is highlighted with a blue arrow labeled '1'. The main content area displays two tables: 'Contact Directory : Active Contacts' and 'Contact Directory : Inactive Contacts'. The 'Active Contacts' table has columns for First Name, Last Name, Phone Number, Email, Status, User Account, Remove, Addresses, and Update. The first row in the table has a status of 'Current' and an 'Update' button highlighted with a blue arrow labeled '2'. The footer contains copyright information and a Privacy Statement link.

7.3 Update the required info and Click on Save button

The screenshot shows the 'Update Contact' form in the iSupplier Portal. The form is titled 'Update Contact' and has a 'Cancel' button and a highlighted 'Save' button. Below the title is a note: '\* Indicates required field'. The form contains several fields: Contact Title (Mr.), First Name (Ayeman), Middle Name, Last Name (Afridi), Alternate Name, Job Title (Material Co-Ordinator), Department, Contact Email (admin@ddp.com), and Uri. There are also fields for Phone Area Code (974), Phone Number (70078800), Phone Extension, Alternate Phone Area Code, Alternate Phone Number, Fax Area Code, and Fax Number. Below the form is a section titled 'Contact Purpose' with a note: 'Please select the contact purpose as 'Administrative Contact' if the contact needs an Oracle iSupplier Portal access.' There is a table with a 'Purpose' column and a 'Remove' button. The 'Purpose' column has a dropdown menu with 'Ship To' selected.



## 7.4 Confirmation Message

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, the text 'iSupplier Portal', and user information including 'Home', 'Favorites', 'Settings', 'Worklist', 'Logged In As ADMIN@DDP.COM', and 'Logout'. Below this is a secondary navigation bar with icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration' (which is highlighted with a dashed box). The main content area is titled 'Profile Management' and contains a sidebar with menu items: 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory' (highlighted), 'Business Classifications', 'Product & Services', and 'Banking Details'. The main content area shows a 'Confirmation' message: 'Contact details for Ayeman Afridi have been saved'. Below this is a section titled 'Contact Directory : Active Contacts' containing a table with columns: 'First Name', 'Last Name', 'Phone Number', 'Email', 'Status', 'User Account', 'Remove', 'Addresses', and 'Update'. The table lists two contacts: Ayeman Afridi (Status: Change Pending) and Farook Ahmed (Status: Current). Below the table is a section for 'Contact Directory : Inactive Contacts' and a 'Test Links' section.

**Confirmation**  
Contact details for Ayeman Afridi have been saved

**Contact Directory : Active Contacts**

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Ayeman	Afridi	974-70078800	admin@ddp.com	Change Pending	✓			
Farook	Ahmed	974-79931292	ahmed@ddp.com	Current	✓			

► **Contact Directory : Inactive Contacts**

Test Links

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## 8 Supplier Profile Update – Banking Section – New Account Creation

8.1 Click on the Banking Details section link under Profile management.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the QATAR Airways logo and 'iSupplier Portal' text. Below this are icons for Supplier Home, Orders, Shipments, Finance, and Administration. The main content area is titled 'Profile Management' and contains a sidebar with links for General, Company Profile, Organization, Address Book, Contact Directory, and Banking Details. The 'Banking Details' link is highlighted with a blue arrow and the number 1. The main content area displays the 'Banking Details' section with a 'View' dropdown menu set to 'All Assignments' and a 'Go' button highlighted with a blue arrow and the number 2. Below the dropdown is a table with columns: Details, Account Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority, Increase Priority, Decrease Priority, Status, and Update. The table currently shows 'No results found.'

8.2 Default page appears with the view as “All Assignments”. Click on go button

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the ORACLE logo and 'iSupplier Portal' text. Below this are icons for Supplier Home, Orders, Shipments, Finance, and Administration. The main content area is titled 'Profile Management' and contains a sidebar with links for General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, and Banking Details. The 'Banking Details' link is highlighted with a blue arrow. The main content area displays the 'Banking Details' section with a 'View' dropdown menu set to 'All Assignments' and a 'Go' button highlighted with a blue arrow. Below the dropdown is a table with columns: Details, Account Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority, Increase Priority, Decrease Priority, Status, and Update. The table currently shows 'No results found.'

8.3 Select the assignment icon against a specific Address under which the bank account needs to be created.

Please ensure an address is added under Address Book section before proceeding with bank account update.

The screenshot shows the 'Banking Details' section of the iSupplier Portal. On the left is a navigation menu with 'Banking Details' selected. The main area displays a table of addresses. The 'Doha' address is highlighted with a green box, and a blue arrow points to the assignment icon in the 'Assignments' column for that row. A 'User Manual' link is visible in the top right corner of the table area.

Details	Type	Name	Assignments
▶	Address	Dubai	[Assignment Icon]
▶	Address	Najma	[Assignment Icon]
▶	Address	Al Jadeeda	[Assignment Icon]
▶	Address	Doha	[Assignment Icon]
▶	Address	Doha	[Assignment Icon]
▶	Address	DANDY THAILAND	[Assignment Icon]
▶	Address	HEAD OFFICE-SINGAPORE	[Assignment Icon]
▶	Address	Al Wakrah	[Assignment Icon]

8.4 Click on create button to create a new bank account.

The screenshot shows the 'Manage Bank Account Assignments' page. At the top, it displays the address name 'Doha' and details 'Dandy Diary Products,Build 25, Zone 9, Street 419,Doha,Eastern,40044,Qatar'. Below this is a table with columns for 'Account Number', 'IBAN', 'Currency', 'Bank Name', 'Start Date', 'End Date', 'Priority', 'Increase Priority', 'Decrease Priority', 'Status', and 'Update'. A yellow 'Create' button is highlighted in the top left of the table area.

Details	Account Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update
No results found.											

## 8.5 Select the Country name.

Administration: Profile Management: Banking Details > Manage Bank Account Assignments >

### Create Bank Account

Cancel Save

\* Indicates required field

\* Country **Qatar**

Account is used for foreign payments  
Account definition must include bank and branch information.

If you do not find the Bank / Branch in the list of values, kindly fill the Bank / Branch details in the template and share it to [isupplierbank@qatarairways.com.qa](mailto:isupplierbank@qatarairways.com.qa)  
[Bank / Branch Template](#)

**Bank**

\* Bank Name

Bank Number

[Show Bank Details](#)

**Branch**

\* Branch Name

Branch Number

BIC

Branch Type **ABA**

IFSC Code

BBS Code

Sort Code

Routing

[Show Branch Details](#)

**Bank Account**

\* Account Number   
Bank account number should not contains Hyphens and Spaces.

\* IBAN

\* Beneficiary Name

\* Currency

Account Status **New**

\* Upload Bank Account Verification Letter [+](#)

## 8.6 Click on the search icon and select from the list of existing bank and branch name.

For optimal search, for Bank Name enter first part of the Bank Name followed by % and for branch selection kindly enter Branch Name followed by %.

To view all the Bank or Branch names, click on Go without entering the Name.

If you are still unable to find Bank or Branch name, please follow Step 8.11.

Administration: Profile Management: Banking Details > Manage Bank Account Assignments >

### Create Bank Account

Cancel Save

\* Indicates required field

\* Country **Qatar**

If you do not find the Bank / Branch in the list of values, kindly fill the Bank / Branch details in the template and share it to [isupplierbank@qatarairways.com.qa](mailto:isupplierbank@qatarairways.com.qa)  
[Bank / Branch Template](#)

**Bank**

\* Bank Name **QATAR NATIONAL BAN**

Bank Number

[Show Bank Details](#)

**Branch**

\* Branch Name

**Search and Select: Branch Name**

Search

To find your item, select a filter item in the pulldown list. Search by first letter as initial caps. Enter first two characters then click "Go" button.

Search By **Branch Name**  **Go**

**Results**

Quick Select	Branch Name	Branch Number	Bank Name	Bank Number	BIC	Branch Type
<input type="radio"/>	MUSHIREB		QATAR NATIONAL BANK			OTHER

**Cancel** **Select**

Administration: Profile Management: Banking Details > Manage Bank Account Assignments >

### Create Bank Account

**\* Indicates required field**

**\* Country**   Account is used for foreign payments  
Account definition must include bank and branch information.

<p><b>Bank</b></p> <p><input checked="" type="radio"/> Existing Bank  <input type="radio"/> New Bank</p> <p>Bank Name <input type="text" value="QATAR NATIONAL BAN"/> <input type="button" value="Q"/></p> <p>Bank Number <input type="text"/></p> <p>Tax Payer ID <input type="text"/></p> <p><input type="button" value="Hide Bank Details"/></p> <p><b>Details</b></p> <hr/> <p>Alternate Bank Name <input type="text"/></p> <p><b>Address</b></p> <hr/> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>Address Line 4 <input type="text"/></p> <p>City <input type="text"/></p>	<p><b>Branch</b></p> <p><input checked="" type="radio"/> Existing Branch  <input type="radio"/> New Branch</p> <p>Branch Name <input type="text" value="MUSHIREB"/> <input type="button" value="Q"/></p> <p>Branch Number <input type="text"/></p> <p>BIC <input type="text"/></p> <p>Branch Type <input type="text" value="OTHER"/></p> <p>IFSC Code <input type="text"/></p> <p>BSB Code <input type="text"/></p> <p>Sort Code <input type="text"/></p> <p>Routing <input type="text"/></p> <p><input type="button" value="Hide Branch Details"/></p> <p><b>Details</b></p> <hr/> <p>Alternate Branch Name <input type="text"/></p> <p>RFC Identifier <input type="text"/></p> <p><b>Address</b></p> <hr/>
--	--

8.7 Enter the bank account details and additional details

8.8 Upload Bank verification letter as Mandatory & Click on Save Button

**Bank Account**

<p><b>* Account Number</b> <input type="text" value="46730000"/>  <small>Bank account number should not contains Hyphens and Spaces.</small></p> <p><b>IBAN</b> <input type="text" value="QA01CBQA0000000040"/></p> <p><b>* Beneficiary Name</b> <input type="text" value="Dandy Diary Products"/></p> <p><input type="button" value="Show Account Details"/></p>	<p><b>* Currency</b> <input type="text" value="Qatari Riyal"/></p> <p>Account Status <input type="text" value="New"/></p> <p><b>* Bank Account Verification Letter</b> <input type="button" value="+"/></p>
---	---

**Comments**

Note from Buyer

Note to Buyer

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## 8.9 Confirmation Message

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, 'iSupplier Portal', and user information 'Logged In As ADMIN@DDP.COM'. Below the navigation bar are icons for 'Supplier Home', 'Orders', 'Shipments', 'Finance', and 'Administration'. The 'Administration' icon is highlighted with a dashed box. On the left side, there is a 'Profile Management' sidebar with options like 'General', 'Company Profile', 'Organization', 'Address Book', 'Contact Directory', 'Business Classifications', 'Product & Services', and 'Banking Details'. The main content area shows a 'Confirmation' message: 'Bank account 46730000 has been added to your company profile. The account information will be routed to an administrator who will review the details and carry out any account verification that is required. You will be notified once the review is complete.' Below this is the 'Manage Bank Account Assignments' page, which includes a table with columns: Details, Account Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority, Increase Priority, Decrease Priority, Status, and Update. The table contains one entry for 'QATAR NATIONAL BANK' with account number '46730000' and start date '21-May-2023'. There are 'Add' and 'Create' buttons above the table, and 'Cancel' and 'Save' buttons to the right.

8.10 If you do not find the Bank / Branch in the list of values, kindly download the template from the below highlighted hyperlink and fill the Bank / Branch details in the template and share it to the email id which you see in the page.

Once you receive email confirmation that the Bank/Branch is added, please login the portal to proceed to the creation of the bank account by selecting the required Bank name & Branch name

The screenshot shows the 'Create Bank Account' form in the iSupplier Portal. The form is titled 'Create Bank Account' and has 'Cancel' and 'Save' buttons. It includes a 'Country' dropdown menu set to 'Qatar' and a checkbox for 'Account is used for foreign payments'. Below this, there is a note: 'Account definition must include bank and branch information.' A highlighted text box contains the instruction: 'If you do not find the Bank / Branch in the list of values, kindly fill the Bank / Branch details in the template and share it to [supplierbank@qatarairways.com.qa](mailto:supplierbank@qatarairways.com.qa)'. Below this are two sections: 'Bank' and 'Branch'. The 'Bank' section has fields for 'Bank Name' and 'Bank Number', with a 'Show Bank Details' link. The 'Branch' section has fields for 'Branch Name', 'Branch Number', 'BIC', 'Branch Type' (set to 'ABA'), 'IFSC Code', 'BSB Code', 'Sort Code', and 'Routing', with a 'Show Branch Details' link. At the bottom, the 'Bank Account' section has fields for 'Account Number', 'IBAN', and 'Beneficiary Name', along with a 'Currency' dropdown menu and an 'Account Status' dropdown menu set to 'New'. There is also a link to 'Upload Bank Account Verification Letter'.

CHAPTER

# 9 < Order Information >

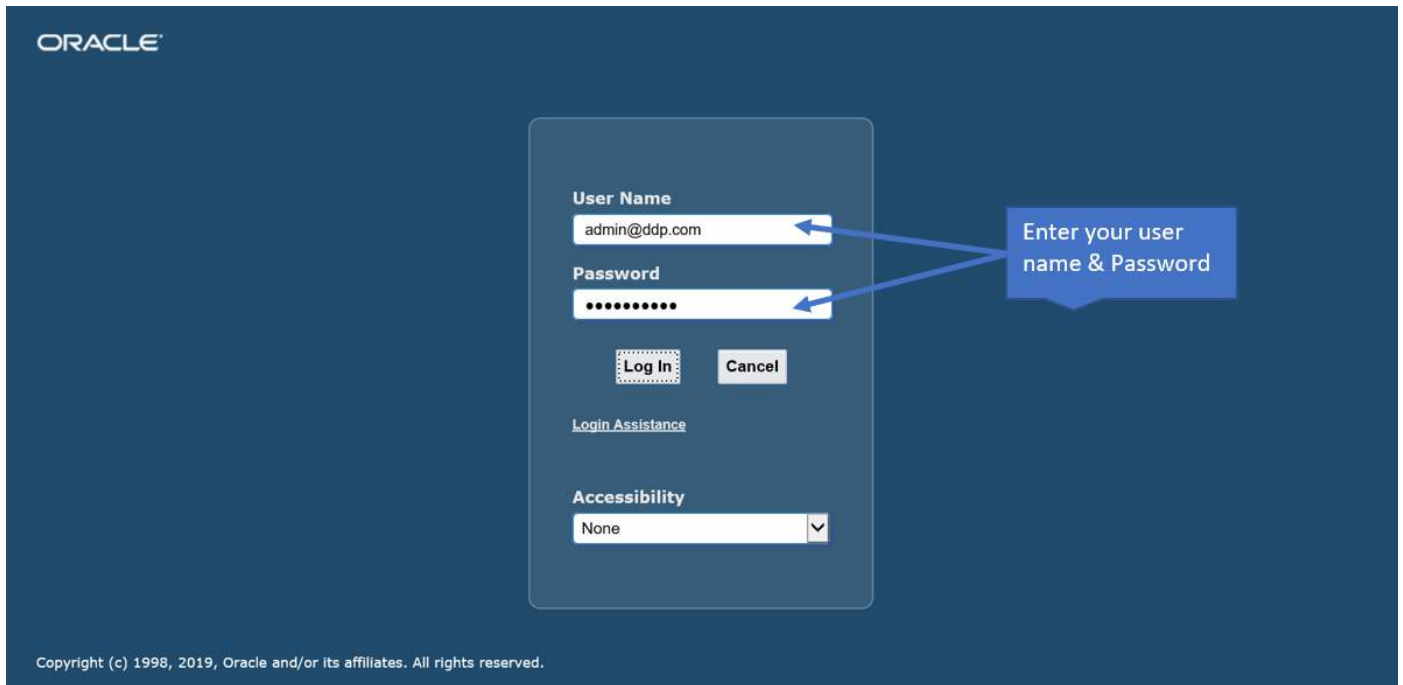
The real-time data provided in Oracle iSupplier Portal allows you to communicate procure-to-pay information with the buying company while viewing the purchase order flow. Using purchase order information, you can acknowledge purchase orders, make change requests to purchase orders, split shipments.

This Chapter includes the following topics:

1. Purchase Orders
2. Order Acknowledgement
3. PO History
4. View Receipts & Returns

## iSupplier Portal Home Page

### 1. Supplier User will Login to iSupplier Portal Home Page



ORACLE

User Name  
admin@ddp.com

Password  
••••••••

Log In Cancel

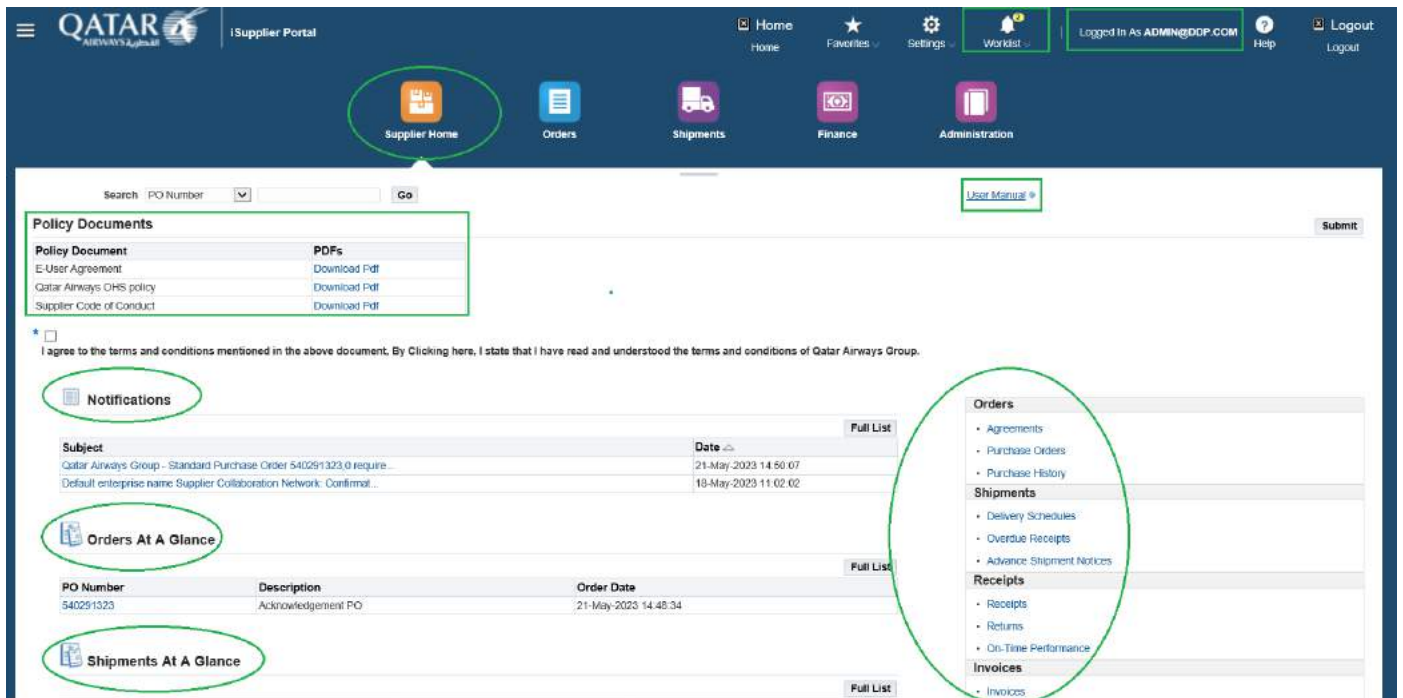
[Login Assistance](#)

Accessibility  
None

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### 2. Upon Supplier login to application will be prompted to iSupplier Portal Home Page

You won't be able to navigate through the system unless you acknowledge the policy documents, please refer to section [Acknowledgement of Compliance policy](#)



QATAR AIRWAYS  
iSupplier Portal

Home Home Favorites Settings Worldlist Logged In As ADMIN@DDP.COM Help Logout

Supplier Home Orders Shipments Finance Administration

Search PO Number Go [User Manual](#) Submit

Policy Document	PDFs
E-User Agreement	<a href="#">Download Pdf</a>
Qatar Airways OHS policy	<a href="#">Download Pdf</a>
Supplier Code of Conduct	<a href="#">Download Pdf</a>

I agree to the terms and conditions mentioned in the above document. By Clicking here, I state that I have read and understood the terms and conditions of Qatar Airways Group.

Notifications

Subject	Date	Full List
Qatar Airways Group - Standard Purchase Order 540291323 0 require...	21-May-2023 14:50:07	
Default enterprise name Supplier Collaboration Network: Confirma...	18-May-2023 11:02:02	

Orders At A Glance

PO Number	Description	Order Date	Full List
540291323	Acknowledgement PO	21-May-2023 14:48:34	

Shipments At A Glance

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices



## Order Acknowledgement/Acceptance

- Once the Purchase Order gets approved, Supplier gets a notification as below.

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with the Qatar Airways logo, 'iSupplier Portal', and user information 'Logged In As ADMIN@DDP.COM'. A 'My Worklist' dropdown menu is open, showing a notification from 'Rangbulla, Sameer' at 02:50 PM regarding 'Qatar Airways Group - Standard Purchase Order 540291323,0 requires your acceptance'. Below the worklist, there is a search bar for 'PO Number' and a 'Go' button. The main content area is divided into sections: 'Policy Documents' with a table of PDFs (E-User Agreement, Qatar Airways OHS policy, Supplier Code of Conduct), a checkbox for agreeing to terms, 'Notifications' with a table of recent notifications, and 'Orders' and 'Shipments' sections.

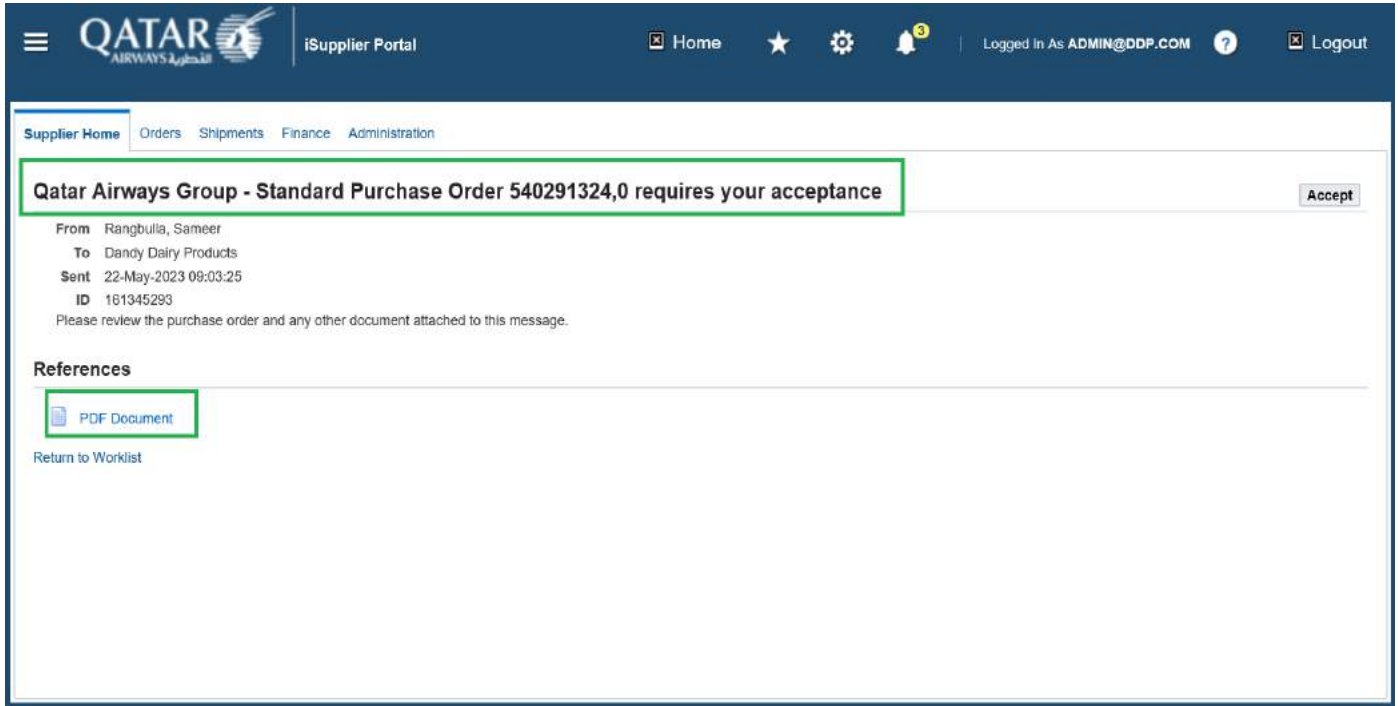
Policy Document	PDFs
E-User Agreement	<a href="#">Download Pdf</a>
Qatar Airways OHS policy	<a href="#">Download Pdf</a>
Supplier Code of Conduct	<a href="#">Download Pdf</a>

Subject	Date
Qatar Airways Group - Standard Purchase Order 540291323,0 require...	21-May-2023 14:50:07
Default enterprise name Supplier Collaboration Network: Confirmat...	18-May-2023 11:02:02

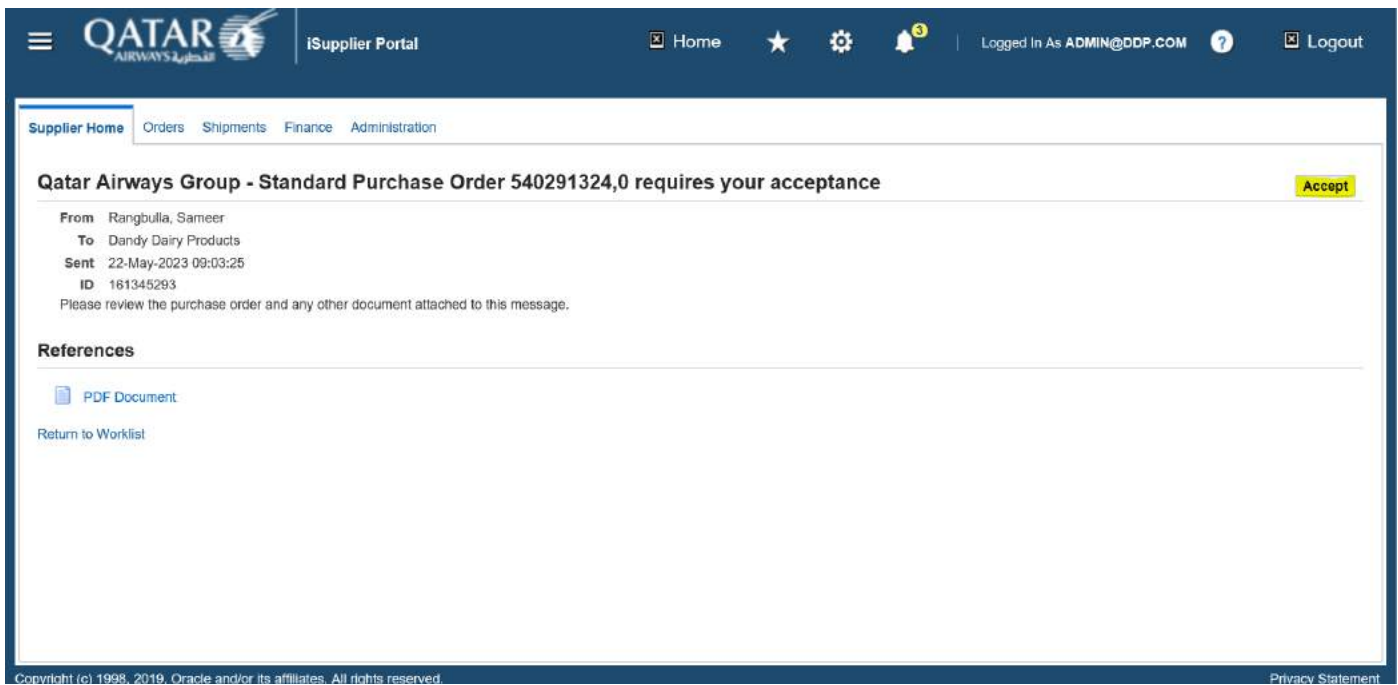
- Click on Worklist → Click on Notification to open the notification

The screenshot shows the details of the purchase order notification. The header reads 'Qatar Airways Group - Standard Purchase Order 540291324,0 requires your acceptance'. Below this, the message details are shown: 'From: Rangbulla, Sameer', 'To: Dandy Dairy Products', 'Sent: 22-May-2023 09:03:25', and 'ID: 161345293'. A 'Please review the purchase order and any other document attached to this message.' note is present. There is a 'References' section with a 'PDF Document' link and a 'Return to Worklist' link. An 'Accept' button is visible in the top right corner of the notification area.

3. Click on “PDF Document” hyperlink to download the PO copy for review and acknowledge



4. Press on (B) **Accept** to acknowledge the PO



## PO Change Requests

1. Login as Supplier in iSupplier Portal
2. Click on Orders tab
3. Select a PO (Radio Button) and click on Request changes button.

Purchase Orders

Views

Select Order: Acknowledge **Request Changes** View Change History | | \*\*\*

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
540291321	0	Qatar Airways Group	Standard PO	Calibration service	14-May-2023 15:43:50	Wgkxobtcblm	QAR	17,525.00	Requires Acknowledgment			
540291320	3	Qatar Airways Group	Standard PO	Calibration service	14-May-2023 15:36:03	Wgkxobtcblm	QAR	17,525.00	Accepted			
540291319	0	Qatar Airways Group	Standard PO	Pre-payment invoice testing for Advance payments	11-May-2023 12:47:15	Wgkxobtcblm	QAR	19,093.00	Open			
540291317	0	Qatar Airways Group	Standard PO	Acknowledgement Playback 2	08-May-2023 13:25:12	Wgkxobtcblm	QAR	2,771.10	Buyer Change Pending		10-May-2023 00:00:00	
540291316	0	Qatar Airways Group	Standard PO	Testing inv RC	08-May-2023 12:15:09	Wgkxobtcblm	QAR	6,682.55	Open	Supplier Change Pending		
540291315	0	Qatar Airways Group	Standard PO	Testing	08-May-2023 12:15:05	Wgkxobtcblm	QAR	1,200.00	Open	Draft		
540291314	0	Qatar Airways Group	Standard PO	Service lines - Changes	08-May-2023 11:33:34	Wgkxobtcblm	QAR	1,020.00	Open	Draft		
540291313	0	Qatar Airways Group	Standard PO	Aprons - ASNs	08-May-2023 10:26:09	Wgkxobtcblm	QAR	14,227.90	Open			
<b>540291312</b>	0	Qatar Airways Group	Standard PO	Inventory destination PO	08-May-2023 10:07:46	Wgkxobtcblm	QAR	6,620.65	Open			
540291311	2	Qatar Airways Group	Standard PO	Acknowledgement required	08-May-2023 14:13:56	Wgkxobtcblm	QAR	7,575.50	Open	Draft		
540291306	2	Qatar Airways Group	Standard PO	Calibration service	14-May-2023 12:55:03	Wgkxobtcblm	QAR	3,602.00	Accepted			

4. Or directly click on PO number and select 'Request changes' from action button and click on Go

Purchase Orders

Orders: Purchase Orders >

**Standard Purchase Order: 540291312, 0 (Total QAR 6,620.65)**

Currency= QAR

Actions: **Request Changes** Go Export

**Order Information**

General	Terms and Conditions	Summary
<b>Total</b> 6,620.65 <b>Supplier</b> Test iSupplier <b>Supplier Site</b> Doha-01 <b>Supplier Contact</b> Test, User <b>Address</b> Doha-01 Family food center 2nd Floor Doha, Doha 400410 <b>Buyer</b> Wgkxobtcblm <b>Order Date</b> 08-May-2023 10:07:46 <b>Description</b> Inventory destination PO	<b>Payment Terms</b> Due in 60 days <b>Carrier</b> <b>FOB</b> <b>Freight Terms</b> CIF <b>Shipping Control</b> Buying Organization <b>Ship-To Address</b> <b>Address</b> Qatar Airways Tower Airport Road Doha, 22550 <b>Bill-To Address</b>	<b>Total</b> 6,620.65 <b>Received</b> 0.00 <b>Invoiced</b> 0.00 <b>Payment Status</b> Not Paid

5. Enter Supplier Item number on the PO line.

**PO Details**

TIP You can cancel the entire order or specific lines.  
 TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	APRON1266		TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	Each	25	190.93	4,773.25			Open				Supplier item N
	2	Goods	APRON1267		TAPRON-XXL	Apron-F-Blue-Dining Jacket-CC-6R	Each	10	184.74	1,847.40			Open				Supplier item N

Table Diagnostics

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Diagnostic Console

Return to View Order Details Cancel Save Submit Export Actions Cancel Entire Order Go

6. Click on Details icon to see/change the shipment details.

7. Click on Split button to split the shipment with required Quantities and change the promised date as required.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	1	Goods	APRON1266		TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	Each	25	190.93	4,773.25			Open				
<b>Shipments</b>																	
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	
1	QR_Tower 1 - DOH	25	190.93			0.00	11-May-2023 15:43: 00	11-May-2023 00:00:00					Open				
	2	Goods	APRON1267		TAPRON-XXL	Apron-F-Blue-Dining Jacket-CC-6R	Each	10	184.74	1,847.40			Open				
<b>Shipments</b>																	
Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	
1	QR_Tower 1 - DOH	10	184.74			0.00	11-May-2023 00:00: 00	11-May-2023 00:00:00					Open				

Table Diagnostics

**Additional Change Requests**

8. Please make sure, that the quantity you split should be equal to the original PO line quantity.
9. Enter reason in both the splitted lines and select the Action as 'Change'

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Order	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	QR_Tower 1-DOH	20	190.03			0.00	11-May-2023 15:43	11-May-2023 00:00:00						Open			Promise date	Change
2	QR_Tower 1-DOH	5	190.03			0.00	25-May-2023 15:45	11-May-2023 00:00:00						Open			Promise date	Change

10. Click on Submit button

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Order	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
1	QR_Tower 1-DOH	20	190.03			0.00	11-May-2023 15:43	11-May-2023 00:00:00						Open			Promise date	Change
2	QR_Tower 1-DOH	5	190.03			0.00	25-May-2023 15:45	11-May-2023 00:00:00						Open			Promise date	Change

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Diagnostic Console

Cancel Save **Submit** Export Actions Cancel Entire Order

11. Confirmation message

**QATAR AIRWAYS** | iSupplier Portal | Home | Favorites | Settings | Worklist | Logged In As TEST\_ISUPPLIER@ABC.COM | Help | Logout

Supplier Home **Orders** Shipments Finance Administration

Purchase Orders | Agreements | View Requests | Purchase History | Deliverables

Orders: Purchase Orders > View Order Details >

**Change Order Confirmation**

Change Request for Purchase Order 540291312 has been submitted for approval.

Return to Purchase Order Summary

## 12. PO Change request Status changes to “Supplier Change Pending”

Purchase Orders												Multiple PO Change	Export
Views												Advanced Search	
View All Purchase Orders												Go	
Select Order: <b>Acknowledge</b>   <b>Request Changes</b>   <b>View Change History</b>     ***													
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments	
540291321	0	Qatar Airways Group	Standard PO	Calibration service	14-May-2023 15:43:50	Wgloxobtcblm	QAR	17,525.00	Requires Acknowledgment				
540291320	3	Qatar Airways Group	Standard PO	Calibration service	14-May-2023 15:30:03	Wgloxobtcblm	QAR	17,525.00	Accepted				
540291306	2	Qatar Airways Group	Standard PO	Calibration service	14-May-2023 12:55:03	Wgloxobtcblm	QAR	3,602.00	Accepted				
540291319	0	Qatar Airways Group	Standard PO	Pre-payment invoice testing for Advance payments	11-May-2023 12:47:15	Wgloxobtcblm	QAR	19,093.00	Open				
540291311	2	Qatar Airways Group	Standard PO	Acknowledgement required	08-May-2023 14:13:56	Wgloxobtcblm	QAR	7,575.50	Open	Draft			
540291317	0	Qatar Airways Group	Standard PO	Acknowledgement Playback 2	08-May-2023 13:25:12	Wgloxobtcblm	QAR	2,771.10	Buyer Change Pending		10-May-2023 00:00:00		
540291316	0	Qatar Airways Group	Standard PO	Testing inv RC	08-May-2023 12:15:09	Wgloxobtcblm	QAR	6,682.55	Open	Supplier Change Pending			
540291315	0	Qatar Airways Group	Standard PO	Testing	08-May-2023 12:15:05	Wgloxobtcblm	QAR	1,200.00	Open	Draft			
540291314	0	Qatar Airways Group	Standard PO	Service lines - Changes	08-May-2023 11:33:34	Wgloxobtcblm	QAR	1,020.00	Open	Draft			
540291313	0	Qatar Airways Group	Standard PO	Aprons - ASNs	08-May-2023 10:26:09	Wgloxobtcblm	QAR	14,227.90	Open				
540291312	0	Qatar Airways Group	Standard PO	Inventory destination PO	08-May-2023 10:07:46	Wgloxobtcblm	QAR	6,620.65	Open	Supplier Change Pending			
540291300	1	Qatar Airways Group	Standard PO	Testing	16-Apr-2023 16:00:27	Wgloxobtcblm	QAR	5,536.97	Open	Supplier Change Pending			
540291303	0	Qatar Airways Group	Standard PO	Acceptance required	16-Apr-2023 15:43:54	Wgloxobtcblm	QAR	3,818.60	Requires Acknowledgment		19-Apr-2023 00:00:00		

# PO History

1. Supplier can Login to view Orders revision History on iSupplier Portal
2. Navigate to Orders → Purchase History → Search PO by parameter → Compare & See changes

**Purchase Order Revision History** Export

**Simple Search** Advanced Search

To search, please enter Operating Unit AND at least one of the following search criteria: PO Number, Supplier

Operating Unit: Qatar Airways Group  
 PO Number: 540291320  
 Release Number:  
 Supplier: Test ISupplier  
 Revision:  
 Supplier Site:  
 Document Type:  
 Creation Date:  
 Revised Date:

**Go** **Clear**

PO Number	Revision	Operating Unit	Supplier	Supplier Site	Document Type	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
540291320	3	Qatar Airways Group	Test ISupplier	Doha-01	Standard PO	Calibration service	Wgkxobtcblm	14-May-2023 15:03:05	14-May-2023 15:34:58	QAR	17,525.00	QR_Tower 1 - DOH			

3. Show all changes ‘view’ as below

**PO Comparison Result** Compare to Original PO Compare to Previous PO Export

PO Number: 540291320  
 Revision: 3  
 Type: Standard PO  
 Currency: QAR

Ship-To Location: QR\_Tower 1 - DOH  
 Ship Via: FOB  
 Total: 17,525.00

Bill-To Location: QR\_Tower 1 - DOH  
 Payment Terms: Due in 60 days  
 Freight: CIF  
 Buyer: Wgkxobtcblm

**Show All PO Changes**

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2						Amount	17550	17525
2						Acknowledgment Required	None	Document
2	2					Unit Price	552	551
2	2		1			Unit Price	552	551
1						Acknowledgment Required	Document	None
1						Amount	17525	17550
1						Acceptance Due Date	16-May-2023 00:00:00	
1	2					Unit Price	551	552
1	2		1			Unit Price	551	552

## Viewing Receipts & Returns

1. Supplier can Login to view the receipts & returns under Shipments section
2. Navigate to Shipments → Receipts → Enter the required search parameters and view the details

**View Receipts** Export

**Simple Search** Advanced Search

Receipt Number  Organization

PO Number  Item Number

Release Number  Supplier Item

Shipment Number  Item Description

Shipped Date  Receipt Location

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
59029726	10-May-2023 15:49:07	QR Uniform Store Inventory Organization	ASN#07	10-May-2023 15:45:51						540291316		
59029725	14-May-2023 09:07:28	QR Uniform Store Inventory Organization	ASN#07	14-May-2023 09:07:03						540291315		
59029724	08-May-2023 14:34:16	QR Uniform Store Inventory Organization	ASN#6	08-May-2023 14:23:16						540291311		
59029723	08-May-2023 10:31:51	QR Uniform Store Inventory Organization	ASN#5	08-May-2023 10:31:11						540291313	Multiple	
59029722	12-Apr-2023 14:15:42	QR Uniform Store Inventory Organization	PB01	12-Apr-2023 14:13:05			AB00001			540291296-1	Multiple	
59029721	04-Apr-2023 13:38:04	QR Uniform Store Inventory Organization	SM01	04-Apr-2023 13:37:37	44					540291294	Multiple	
59029720	05-Dec-2022 13:32:43	QR Uniform Store Inventory Organization								540291250		
59029719	05-Dec-2022 13:31:35	QR Uniform Store Inventory Organization								540291250	1	
59029718	05-Dec-2022 13:28:24	QR Uniform Store Inventory Organization								540291250	Multiple	

3. Navigate to Shipments → Returns → Enter the required search parameters and view the details

**Returns Summary** Export

**Simple Search** Advanced Search

Note that the search is case insensitive

Organization  RMA Number

PO Number  Item

Receipt Number  Supplier Item

Shipment Number  Item Description

Organization	Receipt Number	PO Number	Shipment Number	RMA Number	Receipt Creation Date	Item	Supplier Item	Item Description	UOM	Quantity Received	Quantity Returned	Return Date	Reason	Supplier Config ID
Qatar Airways Group	59029720	540291250			05-Dec-2022 13:32:43	APRON1267		Apron-F-Blue-Dining Jacket-CC-6R	Each	2500	500	07-May-2023 16:04:57		



CHAPTER

# *10* <Advance Shipment Notices>

Oracle iSupplier Portal enables you to view your existing shipments. Using your shipments, you can create or cancel advance shipment notices. The system enables you to view other shipment information such as delivery schedules. Using shipping features, you can alert the buyer to upcoming shipments and expedite receipts and payments.

Shipping information details all of your shipping transactions on Oracle iSupplier Portal. You can create or cancel shipment notices as well as view shipment delivery schedules and overdue shipment receipts.

## Advance Shipment Notices (ASN)

When you enter an Advance Shipment Notice (ASN), you alert the buying company of upcoming shipment deliveries. To create an ASN, Select the Purchase order shipments being shipped and provide the appropriate shipment details. You can create advance shipment notices using PO shipment lines.

- Advance Shipment Notices are provided by Supplier to Buyer
- Buyers received notification and details on the advance Shipment Notice
- This helps buying company know about the incoming supplies

### To Create Advance Shipment Notice (ASN):

1. Click the (T) **Shipments**, and then click (ST) **Shipment Notices**
2. Click on (H) **Create Advance Shipment Notices**
3. Select **Checkbox** for PO Line(s) and then Press on (B) **Add to Shipment Notice**

The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Qatar Airways logo, 'iSupplier Portal', and various utility icons like Home, Favorites, Settings, Worklist, and Logout. The main navigation area has icons for Supplier Home, Orders, Shipments (selected), Finance, and Administration. Below this, a sub-menu for 'Shipments' is open, showing 'Shipment Notices' as the selected option. The main content area is titled 'Create Advance Shipment Notice' and features a table of PO shipments. The table has columns for PO Number, Line, Shipment, Supplier, Supplier Item, Item Description, Due Date, Quantity Ordered, Quantity Shipped, Quantity Received, UOM, Ship-To Location, Organization Name, Ship-To Organization, and Currency. Two rows are visible, both with checkboxes checked. A 'Table Diagnostics' button is located at the bottom left of the table area.

PO Number	Line	Shipment	Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
540291312	1	1	Test iSupplier	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	22-May-2023 15:49:09	20	0	0	Each	QR_Tower 1 - DOH	Qatar Airways Group	QR Uniform Store Inventory Organization	QAR
540291312	1	2	Test iSupplier	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	25-May-2023 15:45:13	5	0	0	Each	QR_Tower 1 - DOH	Qatar Airways Group	QR Uniform Store Inventory Organization	QAR

4. Click on (T) **Shipment Header** to enter Shipment information

**Shipment Information**

\* Indicates required field

\* Shipment Number ASN-11

\* Shipment Date 21-May-2023 16:25:48  
Note: Shipment Date cannot be later than today

\* Expected Receipt Date 31-May-2023 16:25:52  
Example: 21-May-2023 16:25:12

**Freight Information**

Freight Terms

Number of Containers

Waybill/Airbill Number

Packaging Code

Tar Weight

Net Weight

Comments

Freight Carrier

Bill of Lading

Packing Slip

Special Handling Code

Tar Weight UOM

Net Weight UOM

4. Click on (T) **Shipment Line**, Enter **Quantity Shipped** & other required information

5. Click on 'Default to All Lines' button to default the shipment line details to all the lines

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip PACK-11

Country Of Origin Qatar

Bar Code Label

Container Number 5

Truck Number 4044

Comments Materials shipped

**Default to All Lines**

**Shipments In Advance Shipment Notice**

Details	PO Number	Line	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	540291312	1	1	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	22-May-2023 15:49:09	20	0	Each	10	QR_Tower 1 - DOH		+		
	540291312	1	2	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	25-May-2023 15:45:13	5	0	Each	2	QR_Tower 1 - DOH		+		

## 6. Values got defaulted to all shipment lines

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip: PACK-11  
 Country Of Origin: Qatar  
 Bar Code Label:   
 Container Number: 5  
 Truck Number: 4044  
 Comments: Materials shipped

**Default to All Lines**

### Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	540291312	1	1	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	22-May-2023 15:49:09	20	0	Each	10	QR_Tower 1 - DOH				
Packing Slip		PACK-11		Container Number		5		Country of Origin		Qatar		Comments: Materials shipped			
Bar Code Label				Truck Number		4044									
	540291312	1	2	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	25-May-2023 15:45:13	5	0	Each	2	QR_Tower 1 - DOH				
Packing Slip		PACK-11		Container Number		5		Country of Origin		Qatar		Comments: Materials shipped			
Bar Code Label				Truck Number		4044									

**Table Diagnostics**

Diagnostic Console

## 7. Click on Submit button to submit the ASN

### Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Line Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	540291312	1	1	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	22-May-2023 15:49:09	20	0	Each	10	QR_Tower 1 - DOH				
Packing Slip		PACK-11		Container Number		5		Country of Origin		Qatar		Comments: Materials shipped			
Bar Code Label				Truck Number		4044									
	540291312	1	2	TAPRON-XL	Apron-F-Blue-Dining Jacket-CC-6S	25-May-2023 15:45:13	5	0	Each	2	QR_Tower 1 - DOH				
Packing Slip		PACK-11		Container Number		5		Country of Origin		Qatar		Comments: Materials shipped			
Bar Code Label				Truck Number		4044									

**Table Diagnostics**

Diagnostic Console

Return to Shipments: Shipment Notices

[Cancel](#) [Add Shipments](#) [Preview](#) [Submit](#)

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## 8. Confirmation message

iSupplier Portal

Home
Favorites
Settings
Worklist

Logged In As  
TEST\_ISUPPLIER@ABC.COM

Help
Logout

Delivery Schedules | **Shipment Notices** | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

### Advance Shipment Notice Confirmation

Your Advance Shipment Notice ASN-11 has been submitted.

[Return to Advance Shipment Notices](#)

CHAPTER

# 11 <Invoicing>

Supplier can submit an invoice online to the buying company based on the purchase order lines they have fulfilled. Supplier need to only identify those items shipped and enter a quantity. Supplier can invoice against Open and Approved Purchase Orders (Standard & Releases) that are not fully billed. Supplier can submit invoice against multiple purchase orders.

Supplier can also enter a credit memo against a fully billed purchase order (use negative quantity amounts to enter a credit memo).

However, the currency and organization of all items on an invoice must be the same. The organization is the entity/operating unit within the buyer's company that the supplier is invoicing. Supplier can also partially complete an invoice, save it, and submit it later. After the supplier submits an invoice, supplier cannot change the invoice. If the supplier needs to adjust a submitted invoice, they can create a credit memo against the same purchase order items to net out the invoice charges. The purchase order will then be available for a new invoice.

Suppliers can create Invoices for the PO lines that are from the same Purchase order. Multiple Purchase order lines in one invoice is restricted as per business requirement.

## Invoicing

### 1. Create Invoice:

#### 1.1 Login as Supplier in iSupplier Portal

You won't be able to navigate through the system unless you acknowledge the policy documents, please refer to section [Acknowledgement of Compliance policy](#)

#### 1.2 Click on Finance tab → Create Invoice “With a PO” and click on Go button.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Qatar Airways logo, 'iSupplier Portal', and user information 'Logged In As TEST\_ISUPPLIER@ABC.COM'. The main navigation area has icons for Supplier Home, Orders, Shipments, Finance (highlighted with a dashed box and a blue arrow), and Administration. Below this, the 'Create Invoices' section is visible, with a 'View Invoices' link. The 'Invoice Actions' section contains a 'Create Invoice' button with a dropdown menu set to 'With a PO' and a 'Go' button. A search section is also present with various input fields for Supplier, Invoice Number, Invoice Date From, Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A table below the search section shows columns for 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.'

#### 1.3 Enter the PO number and click on go button. Use advance search option and enter select supplier name to see all eligible PO lines for invoicing.

The screenshot shows the 'Create Invoice: Purchase Orders' screen in the iSupplier Portal. The top navigation bar is the same as in the previous screenshot. The main content area shows a progress bar with steps: Purchase Orders, Details, Manage Tax, and Review and Submit. The 'Create Invoice: Purchase Orders' section has a 'Cancel' button and 'Step 1 of 4' with a 'Next' button. A search section is visible with an 'Advanced Search' button. The search fields include Purchase Order Number (540291313), Purchase Order Date (18-Jun-2023), Buyer, Organization, and Advances and Financing (Excluded). The 'Go' button is highlighted in yellow. Below the search section is a table with columns: PO Number, Line, Shipment, 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.'

1.4 Select the required PO line(s) for invoicing and click on “Add to Invoice” button. Click on Next

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

**Search** Advanced Search

Note that the search is case insensitive

Purchase Order Number: 540291313  
 Purchase Order Date: (18-Jun-2023)  
 Buyer: [Search]  
 Organization: [Search]  
 Advances and Financing: Excluded

Go Clear

Select Items: Add to Invoice | \*\*\*

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
540291313	1	2	Apron-F-Blue-Dining Jacket-CC-6S	APRON1266	APR-XXL	6	2	1	Each	190.93	QAR	QR_Tower 1 - DOH	Qatar Airways Group		
540291313	1	1	Apron-F-Blue-Dining Jacket-CC-6S	APRON1266	APR-XXL	4	2	2	Each	190.93	QAR	QR_Tower 1 - DOH	Qatar Airways Group	10	
540291313	1	2	Apron-F-Blue-Dining Jacket-CC-6S	APRON1266	APR-XXL	6	2	0	Each	190.93	QAR	QR_Tower 1 - DOH	Qatar Airways Group		
540291313	2	1	Apron-F-Blue-Dining Jacket-CC-6R	APRON1267	APR-XL	15	1	1	Each	184.74	QAR	QR_Tower 1 - DOH	Qatar Airways Group	10	

1.5 Enter the below invoice header details

1.6 Invoice Number

1.7 Invoice Date

1.8 Select Invoice type as ‘Invoice’

1.9 Remit to Bank account (Optional)

1.10 Invoice Description

**Create Invoice: Details** Cancel Back Step 2 of 4 Next

\* Indicates required field

**Supplier**

Supplier: Test iSupplier  
 Tax Payer ID: A1011  
 Remit To: Doha  
 Address: Tower 3 Qatar Airways Doha Doha 453002  
 Remit To Bank Account: 47301111  
 Unique Remittance Identifier: [Field]  
 Remittance Check Digit: [Field]

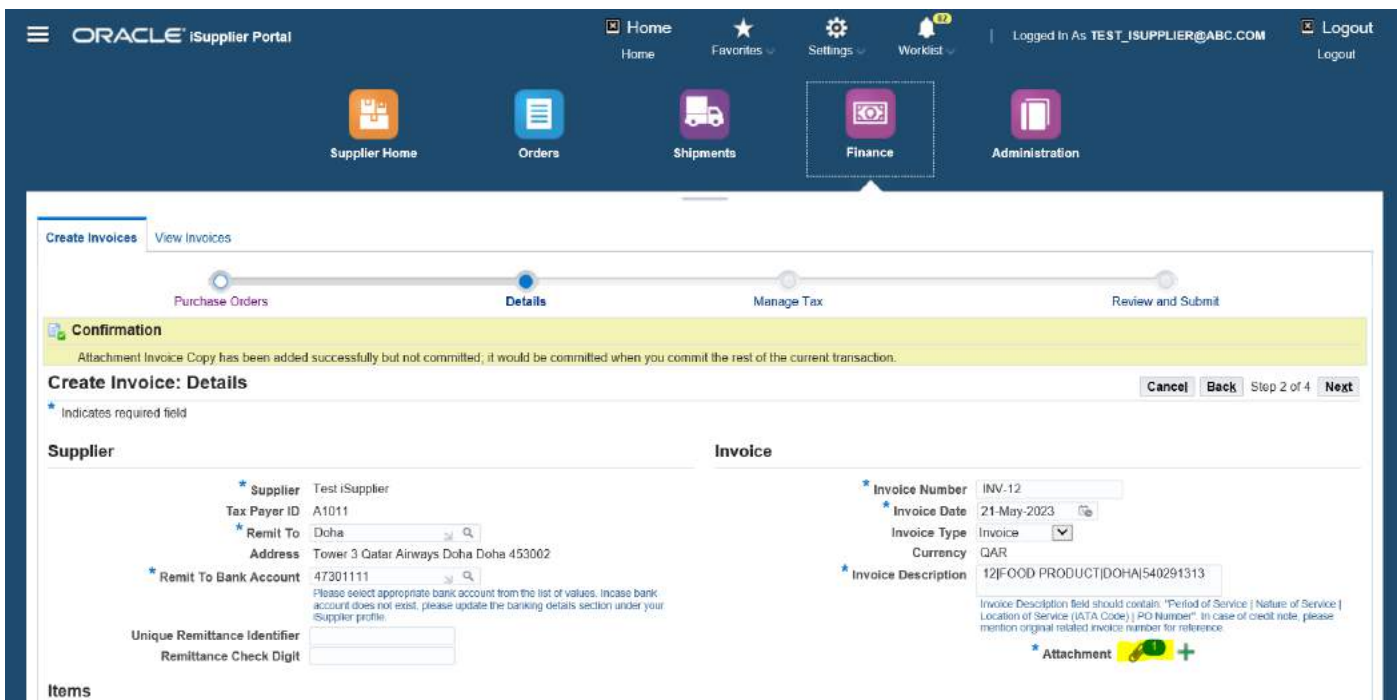
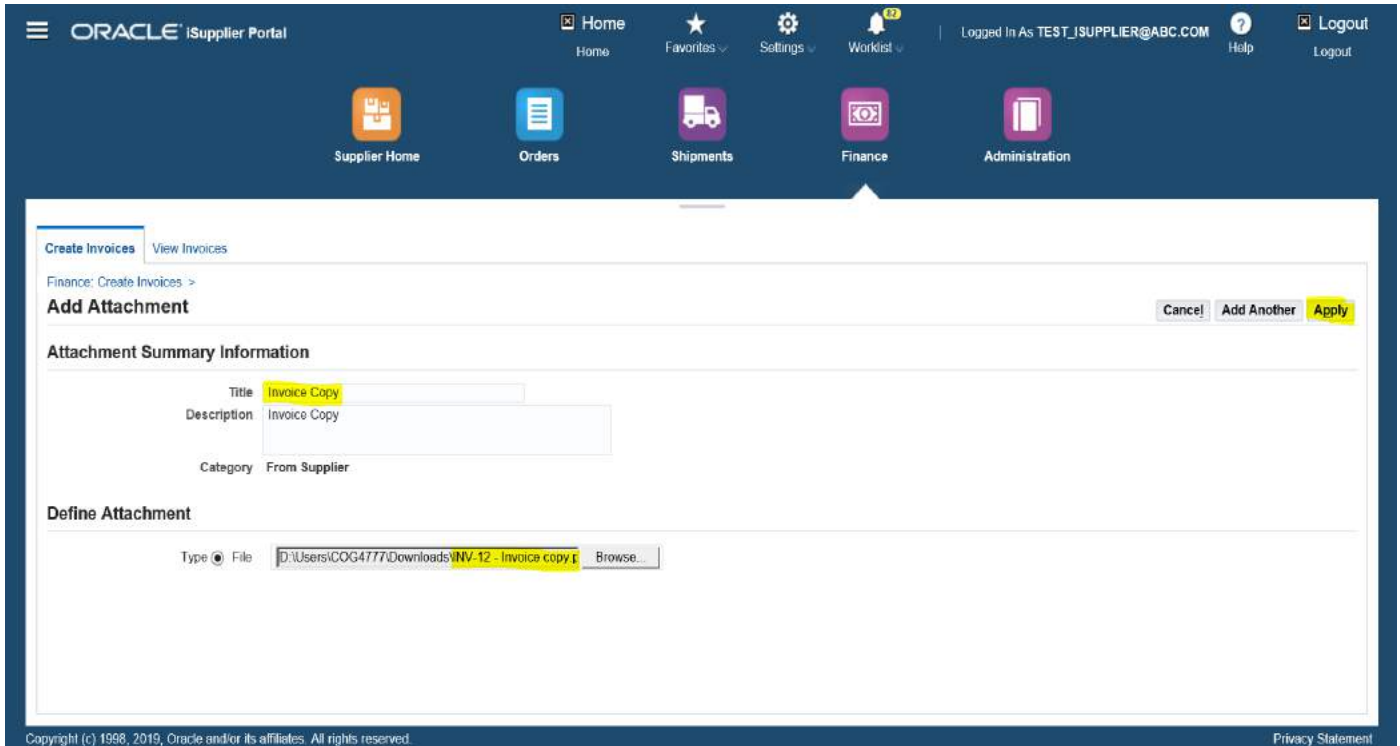
**Invoice**

Invoice Number: INV-12  
 Invoice Date: 21-May-2023  
 Invoice Type: Invoice  
 Currency: QAR  
 Invoice Description: 12|FOOD PRODUCT|DOHA|540291313  
 Attachment: +

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
540291313	1	2	APRON1266	Apron-F-Blue-Dining Jacket-CC-6S	APR-XXL	QR_Tower 1 - DOH	2	2	190.93	Each	381.86

### 1.11 Add attachment (Supplier invoice copy)





1.12 Enter the actual Invoice Qty for which the invoice is raised and click on (B) Next

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
540291313	1	2	APRON1266	Apron-F-Blue-Dining Jacket-CC-6S	APR-XXL	QR_Tower 1 - DOH	2	2	190.93	Each	381.86

**Shipping and Handling**

**+**

Charge Type	Amount	Description
No results found.		

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1.13 Enter the tax details & click on Next button

**Summary Tax Lines**

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	QATAR VAT REGIME	QATAR VAT	INPUT VAT STATUS	QATAR VAT JURISDICTION	IVAT-5%RCM-S-OGCC	0	0	Active

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
540291313	1	2	Apron-F-Blue-Dining Jacket-CC-6S	APR-XXL	QR_Tower 1 - DOH	2	2	Each	190.93	381.86

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

**Invoice Summary**

Total Item Amount	381.86
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Recalculate Total</b>	<b>Total (QAR)</b> 381.86

Step 3 of 4

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1.14 Review the invoice details and click on Submit button.

**Create Invoice: Review and Submit**

Supplier: Test iSupplier  
 Tax Payer ID: A1011  
 Remit To: Doha  
 Address: Tower 3 Qatar Airways Doha Doha 453002  
 Remit To Bank Account: 47301111  
 Unique Remittance Identifier:  
 Remittance Check Digit

Invoice:  
 Invoice Number: INV-12  
 Invoice Date: 21-May-2023  
 Invoice Type: Standard  
 Currency: QAR  
 Invoice Description: 12[FOOD PRODUCT(DOHA)]540291313  
 Attachment:

Customer:  
 Customer Tax Payer ID: SYS11980  
 Customer Name: Qatar Airways Group  
 Address: Qatar Airways Tower Doha 22550 QA  
 Requester Email:  
 Requester First Name:  
 Requester Last Name:

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
540291313	1	2	Apron-F-Blue-Dining Jacket-CC-6S	APR-XXL	QR_Tower 1 - DOH	2	2	Each	190.93	381.86

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
QATAR VAT REGIME	QATAR VAT	INPUT VAT STATUS	QATAR VAT JURISDICTION	IVAT-5%RCM-S-OGCC	0	0

Invoice Summary

Total Item Amount	381.86
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Total (QAR)</b>	<b>381.86</b>

1.15 Invoice Submitted confirmation message

**Confirmation**

Invoice INV-12 was submitted to our Accounts Payable department on 03-Jul-2023. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

**Invoice: INV-12**

Printable Page Create Another

1.16 To see the created invoice and the invoice status, Click on Finance tab → View Invoices

1.17 Enter the Invoice number which is created in the above step and click on go button.

The screenshot shows the 'View Invoices' page in the iSupplier Portal. The 'Finance' tab is selected in the top navigation. The search filters are populated with 'INV-12' for the Invoice Number. The 'Go' button is highlighted in yellow. The table below shows 'No search conducted'.

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted												


1.18 Click on Invoice number to see the invoice details.


1.19 Payment status can be seen in “Payment Status” field (Paid / Not Paid)


The screenshot shows the 'View Invoices' page in the iSupplier Portal. The 'Finance' tab is selected in the top navigation. The search filters are populated with 'INV-12' for the Invoice Number. The 'Go' button is highlighted. The table below shows one invoice with a 'Not Paid' status.


Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
INV-12	21-May-2023	Standard	QAR	381.86	381.86	In-Process	540291313	59029731	Not Paid			


1.20 Invoice details as below

  
Supplier Home

  
Orders

  
Shipments

  
Finance

  
Administration


Create Invoices **View Invoices**

Finance: View Invoices >

**Standard Invoice: INV-12 (Total QAR 381.86)** Export

Currency= QAR

**General**

Invoice Date: 21-May-2023  
 Status: In-Process  
 On Hold  
 Batch  
 Attachments:   
 Supplier: Test iSupplier  
 Supplier Site: Doha  
 Address: Tower 3  
 Qatar Airways  
 Doha, Doha 453002

**Amount Summary**

Item	381.86
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>381.86</b>

**Payment Information**

Paid	0.00
Discount Taken	0.00
Due	381.86
Status	Not Paid
Payment Date	
Payment	
Term	Due in 60 days

**Invoice Lines** | [Scheduled Payments](#) | [Hold Reasons](#)

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Apron-F-Blue-Dining Jacket-CC-6S	2	Each	190.93		381.86	0.00	In-Process	540291313	1	2	Wgkoxtcbim	59029731
2	Tax	12 FOOD PRODUCT DOHA 540291313					0.00	0.00	In-Process					

## Credit Memo

### 2. Create Credit Memo:

#### 2.1 Login as Supplier in iSupplier Portal

You won't be able to navigate through the system unless you acknowledge the policy documents, please refer to section [Acknowledgement of Compliance policy](#)

#### 2.2 Click on Finance tab → Create Invoice “With a PO” and click on Go button.

The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Qatar Airways logo, 'iSupplier Portal', and user information 'Logged In As TEST\_SUPPLIER@ABC.COM'. The main menu has icons for Supplier Home, Orders, Shipments, Finance (highlighted with a dashed box), and Administration. Below the menu, the 'Create Invoices' section is active, showing 'Invoice Actions' with a 'Create Invoice' button and a dropdown menu set to 'With a PO'. A search section is present with the following fields: Supplier (Test iSupplier), Invoice Number, Invoice Date From (21-May-2023), Invoice Status, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. 'Go' and 'Clear' buttons are at the bottom of the search section. Below the search 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 content shows 'No search conducted.' and a 'Table Diagnostics' button.

#### 2.3 Enter the PO number and click on go button.

The screenshot shows the 'Create Invoice: Purchase Orders' section in the iSupplier Portal. The top navigation bar is the same as in the previous screenshot. The main menu has icons for Supplier Home, Orders, Shipments, Finance (highlighted with a dashed box), and Administration. Below the menu, the 'Create Invoices' section is active, showing 'Create Invoice: Purchase Orders' with a 'Cancel' button and 'Step 1 of 4' indicator. A search section is present with the following fields: Purchase Order Number (540291313), Purchase Order Date (18-Jun-2023), Buyer, Organization, and Advances and Financing (Excluded). 'Go' and 'Clear' buttons are at the bottom of the search section. Below the search is a table with columns: PO Number, Line, Shipment, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Waybill. The table content shows 'No search conducted.' and a 'Table Diagnostics' button.

2.4 Select the respective PO line(s) for invoicing and click on “Add to Invoice” button. Click on Next button

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

**Search** Advanced Search

Note that the search is case insensitive

Purchase Order Number:   
 Purchase Order Date: (21-May-2023)   
 Buyer:   
 Organization: Qatar Airways Group   
 Advances and Financing: Excluded   
 Go Clear

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	Waybill
540291315	1	1	<input type="checkbox"/>	Expense line testing			10	2	0	Each	120	QAR	QR_Tower 1 - DOH	Qatar Airways Group		
540291314	1	1	<input type="checkbox"/>	Cleaning services			4	0	0	Each	255	QAR	QR_Tower 1 - DOH	Qatar Airways Group		
540291313	1	1	<input type="checkbox"/>	Apron-F-Blue-Dining Jacket-CC-6S	APRON1266		10	2	2	Each	190.93	QAR	QR_Tower 1 - DOH	Qatar Airways Group	10	
540291313	2	1	<input type="checkbox"/>	Apron-F-Blue-Dining Jacket-CC-6R	APRON1267		15	4	4	Each	184.74	QAR	QR_Tower 1 - DOH	Qatar Airways Group	10	
540291313	2	1	<input type="checkbox"/>	Apron-F-Blue-Dining Jacket-CC-6R	APRON1267		15	1	1	Each	184.74	QAR	QR_Tower 1 - DOH	Qatar Airways Group	10	
540291313	3	1	<input type="checkbox"/>	Apron-F-Blue-Dining Jacket-CC-8S	APRON1268		50	5	2	Each	190.95	QAR	QR_Tower 1 - DOH	Qatar Airways Group	10	
540291296-1	1	1	<input type="checkbox"/>	Apron-F-Blue-Dining Jacket-CC-6S	APRON1266		2	1	0	Each	190.93	QAR	QR_Tower 1 - DOH	Qatar Airways Group	40	AB00001

- 2.5 Enter the below invoice header details;
- 2.6 Invoice Number
- 2.7 Invoice Date
- 2.8 Select Invoice type as ‘Credit Memo’
- 2.9 Invoice Description

**QATAR AIRWAYS** | iSupplier Portal | Home | Favorites | Settings | Worklist | Logged In As TEST\_ISUPPLIER@ABC.COM | Logout

Supplier Home | Orders | Shipments | **Finance** | Administration

**Create Invoice: Details** Cancel Back Step 2 of 4 Next

\* Indicates required field

**Supplier**

\* Supplier: Test iSupplier  
 Tax Payer ID: A1011  
 \* Remit To: Doha   
 Address: Tower 3 Qatar Airways Doha Doha 453001  
 Remit To Bank Account:   
Please Select Appropriate Bank Account from the List of Values. In case Bank Account does not Exist, Please update the Banking Details Section Under Your iSupplier Profile.  
 Unique Remittance Identifier:   
 Remittance Check Digit:

**Invoice**

\* Invoice Number: CM-11  
 \* Invoice Date: 21-May-2023   
 Invoice Type: Credit Memo   
 Currency: QAR  
 Invoice Description: Credit memo against invoice # INV-11  
Invoice Description Field Should Contain: \*Period of Service | Nature of Service | Location of Service (ATA Code) | PO Number  
 \* Attachment

**Confirmation**  
 Attachment Credit memo - CM-11 has been added successfully but not committed, it would be committed when you commit the rest of the current transaction.

## 2.10 Add attachment as Mandatory (Supp. Credit Memo)

**Supplier Portal** | Home | Favorites | Settings | Worklist | Logged In As TEST\_ISUPPLIER@ABC.COM | Help | Logout

Supplier Home | Orders | Shipments | Finance | Administration

Create Invoices | View Invoices

Finances: Create Invoices >

**Add Attachment** Cancel Add Another Apply

**Attachment Summary Information**

Title: Credit memo - CM-11  
 Description: Credit memo - CM-11  
 Category: From Supplier

**Define Attachment**

Type: File | D:\Users\COG4777\Downloads\Dandy CM-11 - Credit... | Browse... Diagnostic Console

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## 2.11 Enter the Invoice Qty (Negative value)

## 2.12 Click on Next Button.

**Supplier** | **Invoice**

Supplier: Test iSupplier  
 Tax Payer ID: A1011  
 Remit To: Doha  
 Address: Tower 3 Qatar Airways Doha Doha 453001  
 Remit To Bank Account:   
 Unique Remittance Identifier:   
 Remittance Check Digit:   
 Invoice Number: CM-11  
 Invoice Date: 21-May-2023  
 Invoice Type: Credit Memo  
 Currency: QAR  
 Invoice Description: Credit memo against invoice # INV-11  
 Attachment: 1

**Customer**

Customer Tax Payer ID: SYS11980  
 Customer Name: Qatar Airways Group  
 Address: Qatar Airways Tower Doha 22550 QA

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
540291313	3	1	APRON1268	Apron-F-Blue-Dining Jacket-CC-8S		QR_Tower 1 - DOH	3	-2	190.95	Each	-381.9

**Shipping and Handling**

Charge Type: No results found. Diagnostic Console

Cancel Back Step 2 of 4 Next

### 2.13 Enter the tax details & click on Next button

**Summary Tax Lines**

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	QATAR VAT REGIME	QATAR VAT	INPUT VAT STATUS	QATAR VAT JURISDICTION	IVAT-5%RCM-S-OGCC	0		Active

Table Diagnostics

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
540291313	3	1	Apron-F-Blue-Dining Jacket-CC-85		QR_Tower 1 - DOH	3	-2	Each	190.95	(381.90)

Table Diagnostics

**Shipping and Handling**

Charge Type	Amount	Description
No results found.		

Table Diagnostics

**Invoice Summary**

Items	(381.90)
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
<b>Total (QAR)</b>	<b>(381.90)</b>

Recalculate Total

Diagnostic Console

Cancel Save Back Step 3 of 4 **Next** Submit

### 2.14 Review the Credit memo details and click on Submit button.

Supplier Home Orders Shipments **Finance** Administration

Create Invoices View Invoices

Purchase Orders Details Manage Tax **Review and Submit**

Create Invoice: Review and Submit

Cancel Save Back Step 4 of 4 **Submit**

**Supplier**

* Supplier	Test ISupplier	* Invoice Number	CM-11
Tax Payer ID	A1011	* Invoice Date	21-May-2023
* Remit To	Doha	Invoice Type	Credit Memo
Address	Tower 3 Qatar Airways Doha Doha 453001	* Currency	QAR
Remit To Bank Account	567890654321	Invoice Description	Credit memo against invoice # INV-11
Unique Remittance Identifier		Attachment	
Remittance Check Digit			

**Customer**

* Customer Tax Payer ID	SYS11960	Requester Email	
Customer Name	Qatar Airways Group	Requester First Name	
Address	Qatar Airways Tower Doha 22550 QA	Requester Last Name	

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
540291313	3	1	Apron-F-Blue-Dining Jacket-CC-85		QR_Tower 1 - DOH	3	-2	Each	190.95	(381.90)

Table Diagnostics

### 2.15 Confirmation Message

Create Invoices View Invoices

Purchase Orders Details Manage Tax **Review and Submit**

**Confirmation**

Credit memo CM-11 was submitted to our Accounts Payable department on 21-May-2023. The confirmation number for this credit memo is the invoice number. You can query its status by using Search by navigating to the Home page.

**Invoice: CM-11**

Printable Page Create Another



- 1.1 To see the created Credit Memo and the credit memo status, Click on Finance tab → View Invoices
- 1.2 Enter the Credit Memo number which is created in the above step and click on go button.

The screenshot shows the 'View Invoices' page in the iSupplier Portal. The 'Finance' tab is highlighted in the top navigation bar. The search form includes fields for Invoice Number (CM-11), PO Number, Release Number, Payment Number, and Invoice Status. There are also date range filters for Invoice Amount, Amount Due, Invoice Date, and Due Date. The table below the search form is empty, displaying the message 'No search conducted.'

- 1.3 Click on Credit Memo number to see the Credit Memo details.
- 1.4 Payment status can be seen in “Payment Status” field (Paid / Not Paid)

The screenshot shows the 'View Invoices' page with the search results table populated. The 'Finance' tab is highlighted. The search form contains 'CM-11' in the Invoice Number field. The table below shows one result for Invoice CM-11 with a 'Not Paid' status.

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
CM-11	21-May-2023	Credit Memo	QAR	(381.90)	(381.90)	In-Process		540291313	59029723	Not Paid			1

1.5 Credit Memo Details as Below

1.6 Invoice Status can be seen in the “Status” field

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices

Finance: View Invoices >

**Credit Memo: CM-11 (Total QAR <381.90>)** Export

Currency= QAR

**General**

Invoice Date 21-May-2023  
 Status In-Process  
 On Hold  
 Batch  
 Attachments 1  
 Supplier Test ISupplier  
 Supplier Site Doha  
 Address Tower 3  
 Qatar Airways  
 Doha, Doha 453001

**Amount Summary**

Item	<381.90>
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Prepayment	0.00
Retainage	0.00
Withholding Tax	0.00
<b>Total</b>	<b>&lt;381.90&gt;</b>

**Payment Information**

Paid	0.00
Discount Taken	0.00
Due	<381.90>
Status	Not Paid
Payment Date	
Payment	
Term	Due in 60 days

**Invoice Lines** Scheduled Payments Hold Reasons

Line	Type	Description	Qty	UOM	Price	Tax Included	Amount	Retainage	Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Apron-F-Blue-Dining Jacket-CC-8S	-2	Each	190.95		(381.90)	0.00	In-Process	540291313	3	1	Wgkxobtbim	59029723
2	Tax	Credit memo against Invoice # INV-11					0.00	0.00	In-Process					

If you require assistance or facing any errors, please take a screenshot and reach out to our dedicated team at Supplier Relations [supplierrelations@gatarairways.com.qa](mailto:supplierrelations@gatarairways.com.qa)

Thank you!