



POWER INTERNATIONAL
- H O L D I N G -

HOW TO SUBMIT INVOICE

This manual provides clear, step-by-step instructions on how to review and submit invoices accurately, ensuring they meet all required specifications and compliance standards. It covers key features within the portal, such as entering invoice details, attaching supporting documentation, and submitting invoices. By following this guide, you, as a supplier, can ensure timely, error-free invoice submissions, streamline the invoicing process, and facilitate smoother payment processing.

Step-by-Step
Guide to
Submitting
Invoices in the
Supplier Portal

How to Submit Invoice



Table of Contents

| | | |
|----|---|---|
| A. | How to Submit Invoice..... | 3 |
| 1. | Process Flow | 3 |
| 2. | Supplier Portal Login | 4 |
| 3. | Supplier Portal Main Page..... | 5 |
| 4. | Post PO Processing..... | 6 |
| 5. | Manage Purchase Order | 7 |
| 6. | Submit Invoice: Invoice Document Attachment Tab | 8 |
| 7. | Submit Invoice: Items Tab | 9 |

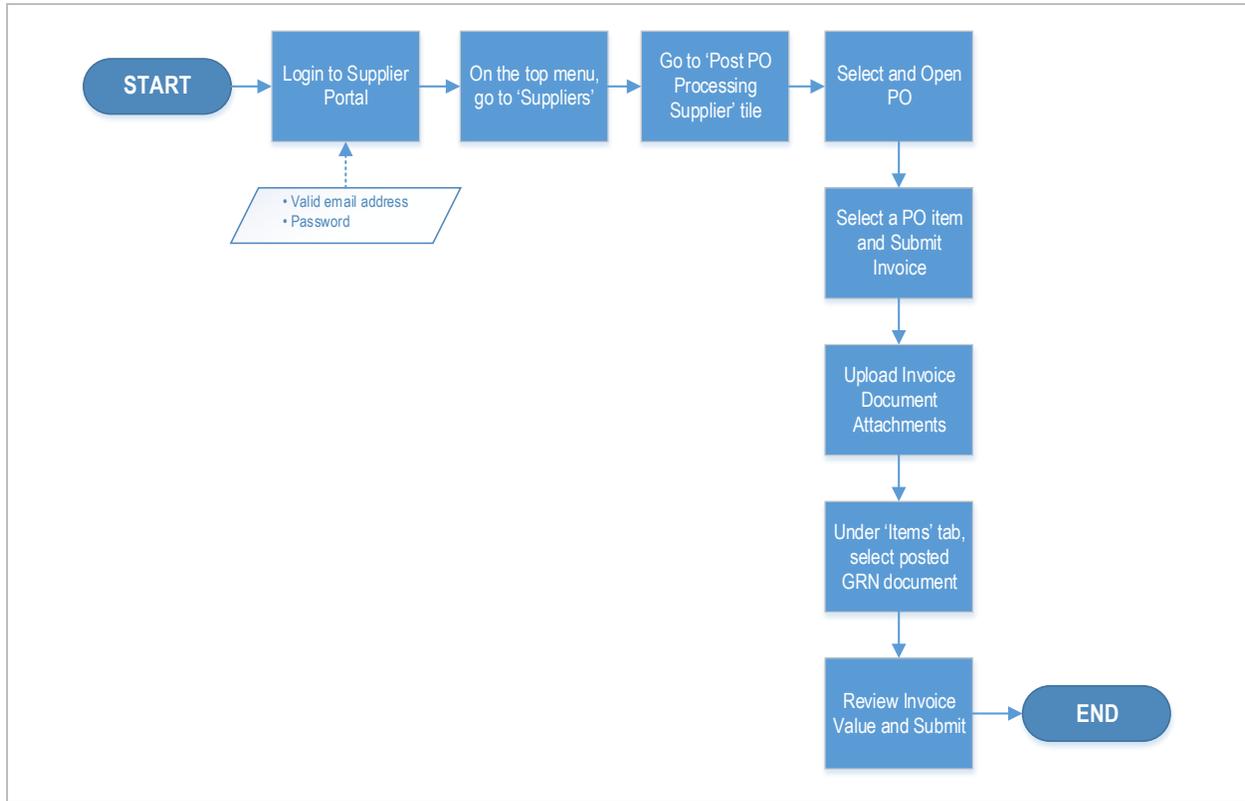
| Version | Date | Policy Reference | Document Title | Page No. |
|---------|-----------------------------|----------------------|-----------------------|--------------|
| 01 | 12 th March 2025 | PIH-POL-CG-1102-B-05 | How to Submit Invoice | Page 2 of 10 |



How to Submit Invoice

A. How to Submit Invoice

1. Process Flow

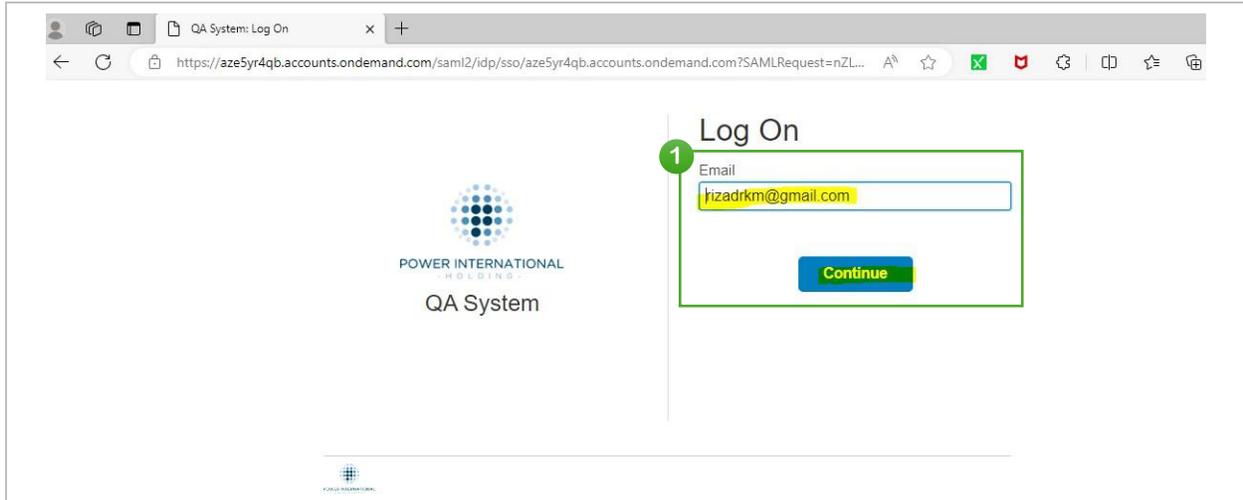


| Version | Date | Policy Reference | Document Title | Page No. |
|---------|-----------------------------|----------------------|-----------------------|--------------|
| 01 | 12 th March 2025 | PIH-POL-CG-1102-B-05 | How to Submit Invoice | Page 3 of 10 |

How to Submit Invoice

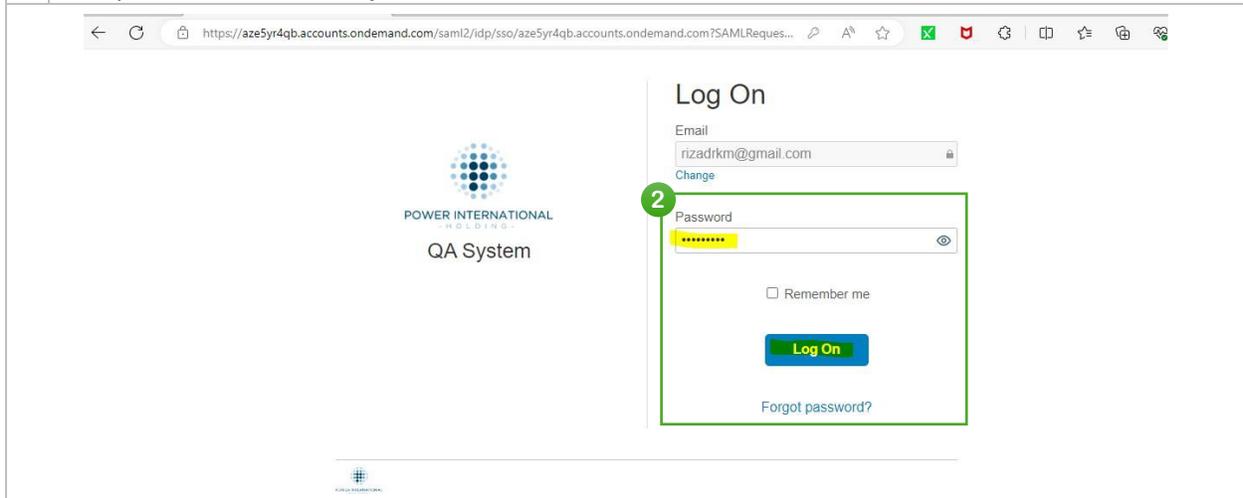


2. Supplier Portal Login



1 Input valid email address and click 'Continue.'

Note: The system will validate if the email you provided is permitted to access the Supplier Portal so it is important to ensure that your email is valid.



2 Once email is validated, enter your password and click 'Logon.'

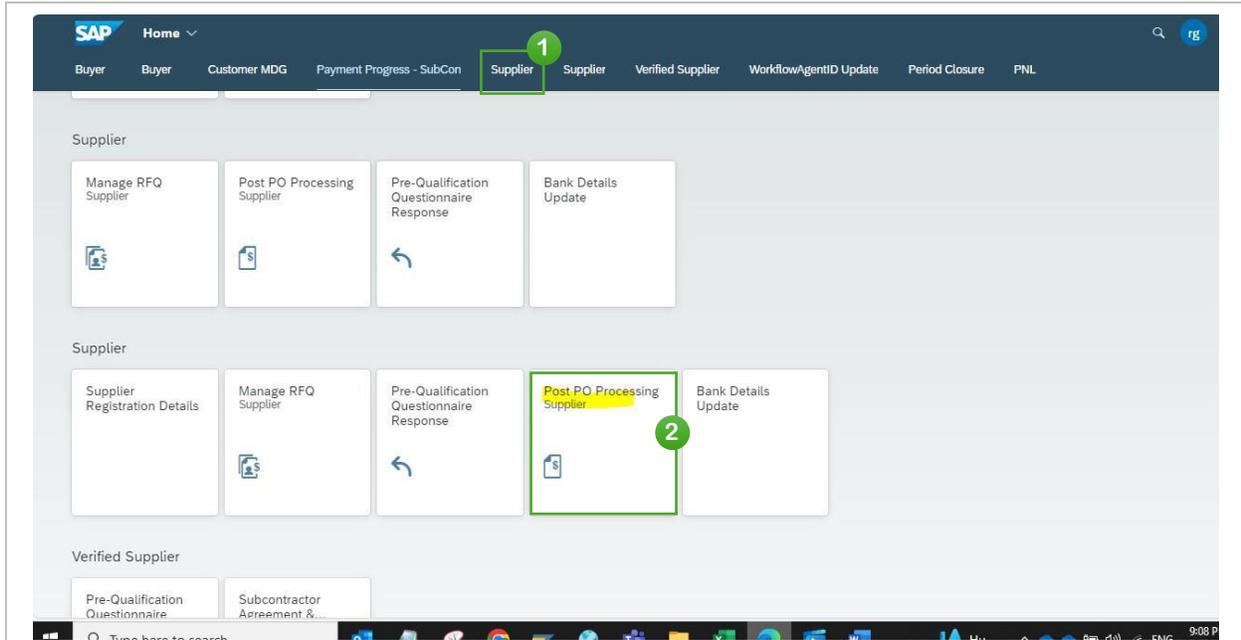
You may also tick the 'Remember me' checkbox if you would like to stay logged in the system. On the other hand, you may click 'Forgot password?' to reset your password if necessary.

| Version | Date | Policy Reference | Document Title | Page No. |
|---------|-----------------------------|----------------------|-----------------------|--------------|
| 01 | 12 th March 2025 | PIH-POL-CG-1102-B-05 | How to Submit Invoice | Page 4 of 10 |

How to Submit Invoice



3. Supplier Portal Main Page



- 1 Once logged in, you will be able to access the Supplier Portal. On the Menu tab, click 'Supplier.'
- 2 Go to the 'Post PO Processing Supplier' tile.

| Version | Date | Policy Reference | Document Title | Page No. |
|---------|-----------------------------|----------------------|-----------------------|--------------|
| 01 | 12 th March 2025 | PIH-POL-CG-1102-B-05 | How to Submit Invoice | Page 5 of 10 |

How to Submit Invoice



4. Post PO Processing

Purchase Order (152)
Note: Click on Purchase Order Number to view PO pdf

| Purchase Order No. | Release Date | Company Name | Company Code | Buyer Name | Plant | Project Code | Total Value | Currency | Supplier | Primary Contact |
|--------------------|--------------|-------------------------------|--------------|------------------|-------|--------------|-------------|----------|-----------------------|--------------------|
| 4500002416 | 01/01/9999 | Power International Holding | 1000 | Mohd Sufyan | 1000 | | 300.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 480000317 | 01/01/9999 | Urbacon Trading & Contracting | 2100 | Dilshard Kiyas | 2100 | UC.0825 | 100.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002851 | 04/07/2023 | Urbacon Trading & Contracting | 2100 | Dilshard Kiyas | 2100 | | 1364820.00 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002805 | 06/06/2023 | Power International Holding | 1000 | Aura Procurement | 1000 | | 500.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002124 | 08/09/2022 | Urbacon Trading & Contracting | 2100 | Aura Procurement | 2100 | UC.0008 | 4300.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002168 | 20/09/2022 | Urbacon Trading & Contracting | 2100 | Aura Procurement | 2100 | UC.0008 | 4300.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002030 | 01/08/2022 | Power International Holding | 1000 | Aura Procurement | 1000 | | 20000.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |

1 Once clicked on the tile, you can view all the Purchase Orders assigned to your Supplier ID. You may also use the filter bar to narrow down the list.

Manage Purchase order

Purchase Order (1)
Note: Click on Purchase Order Number to view PO pdf

| Purchase Order No. | Release Date | Company Name | Company Code | Buyer Name | Plant | Project Code | Total Value | Currency | Supplier | Primary Contact |
|--------------------|--------------|-----------------------------|--------------|-------------|-------|--------------|-------------|----------|-----------------------|-----------------|
| 4500003138 | 30/10/2023 | Power International Holding | 1000 | Mohd Sufyan | 1000 | | 600.000 | QAR | Test Rizad 1000052851 | |

2 Search Purchase Order No.

3 To open the PO, click the arrow on the right.

| Version | Date | Policy Reference | Document Title | Page No. |
|---------|-----------------------------|----------------------|-----------------------|--------------|
| 01 | 12 th March 2025 | PIH-POL-CG-1102-B-05 | How to Submit Invoice | Page 6 of 10 |

How to Submit Invoice



5. Manage Purchase Order

The screenshot shows the SAP 'Post PO Processing' interface. At the top, there's a navigation bar with 'SAP' and 'Post PO Processing'. Below it, the 'Manage Purchase order' header is visible. The main area contains several input fields for purchase order details: Purchase Order No. (4500003134), Rev. No. (0), Date (29/10/2023), Company Name (Urbacon Trading & ...), Plant (2100), Total Order Value (180,000.00 QAR), Contact Person (Mohd Sufyan), and Supplier Name (Test Rizad). On the right side, there are four buttons: 'Acknowledge', 'Process ASN', 'Submit Invoice' (highlighted in yellow), and 'Decline/Return'. A green circle with the number '2' is placed over the 'Submit Invoice' button. Below the buttons, there are tabs for 'ITEMS', 'ATTACHMENTS', 'ASN HISTORY', 'INVOICE HISTORY', and 'INVOICE DOCUMENTS'. The 'ITEMS' tab is selected, and a green circle with the number '1' is placed over it. Under the 'ITEMS' tab, there is a table titled 'Purchase Order (3)' with columns: PO Items, Material Code, Short Text, Order Quantity, Net Price Material, Per Unit, Delivery Date, To Be Delivered, To Be Invoiced, ASN in Approval Qty, Balance Qty, and Deleted. The table contains three rows. The second row, with PO Item '20' and Material Code '100000065634', is highlighted in yellow, and a green box surrounds the 'ITEMS' tab and this row. A green circle with the number '1' is placed over the 'ITEMS' tab.

- 1 Under Items tab, select a PO item.
- 2 Click 'Submit Invoice.'



How to Submit Invoice

6. Submit Invoice: Invoice Document Attachment Tab

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
 Ref Invoice No: ReferINV002 Invoice Value: 0.00 QAR

| Attachment Type | Notes | Upload |
|-------------------|-------------|--------|
| Reference Invoice | Ref123 | Delete |
| Delivery Note | Enter notes | Delete |
| Invoice | Enter notes | Delete |

Submit Close

3 In Header Details, Input 'Ref Invoice No.'

4 Under the 'Invoice Document Attachment' tab, provide the required documents by clicking the Upload button on each line item.

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
 Ref Invoice No: ReferINV002 Invoice Value: QAR

| Attachment Type | Notes | Upload |
|-----------------|------------|--------------------------|
| Delivery Note | DN123 | Delivery Note.pdf Delete |
| Invoice | Inv123 | InvoiceL.pdf Delete |
| Others | Conditions | Delete |

5 Scroll further down to upload Other Attachments (optional).

How to Submit Invoice



7. Submit Invoice: Items Tab

< Submit Invoice

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
 Ref Invoice No: ReferINV002 Invoice Value: 0.00 QAR

INVOICE DOCUMENT ATTACHMENT **ITEMS**

Invoice Items

| PO Item No | Material / Service | Short Text | Material Text | GRN Document | GRN Item | GRN Year | Ordered Qua... | Quantity To Be Invo |
|------------|--------------------|-----------------------------|------------------------------------|--------------|----------|----------|----------------|---------------------|
| 20 | 100000065634 | CORDEK FILCOR EPS 100 (...) | View material text | | | | 400.000 | |
| | | | | 5000004360 | 0002 | 2023 | | 250.000 |
| | | | | 5000004361 | 0002 | 2023 | | 150.000 |

1 Click on the dropdown button to view and select the Posted Goods Receipt documents for this invoice.

< Submit Invoice

Purchase Order No: 4500003134 Rev. No.: 0 Contact Person: Mohd Sufyan
 Company Name: 2100 - Urbacon Trading & Contr... Plant: 2100 Buyer Name: Mohd Sufyan
 Supplier Name: Test Rizad S4 Supplier Code: 1000052851 Buyer email: m.sufyan@urbacon-intl.com
 Ref Invoice No: ReferINV002 Invoice Value: 250.000 QAR

INVOICE DOCUMENT ATTACHMENT **ITEMS**

Invoice Items

| PO Item No | Material / Service | Short Text | Material Text | GRN Document | GRN Item | GRN Year | Ordered Qua... | Quantity To Be Invo... | Total Quantity To Be ... |
|------------|--------------------|-----------------------------|------------------------------------|--------------|----------|----------|----------------|------------------------|--------------------------|
| 20 | 100000065634 | CORDEK FILCOR EPS 100 (...) | View material text | | | | 400.000 | | 400.000 |
| | | | | 5000004360 | 0002 | 2023 | | 250.000 | 250.000 |
| | | | | 5000004361 | 0002 | 2023 | | 150.000 | 150.000 |

Submit **Close**

2 As you select a GRN document, the Invoice Value in the Header Details will display the amount accordingly. If you select the whole PO, the Invoice Value will display the total amount.

How to Submit Invoice



Company Name: 2100 - Urbacon Trading & Contr...
 Supplier Name: Test Rizad
 Ref Invoice No: ReferINV002

Plant: 2100
 S4 Supplier Code: 1000052851

Buyer Name: Mohd Sufyan
 Buyer email: m.sufyan@urbacon-int.com
 Invoice Value: 40000.00 QAR

| PO Item No | Material / Service | Short Text | Material Text | GRN Document | GRN Item | GRN Year | Ordered Qua... | Quantity To Be Invol... | Total Quantity To Be ... |
|------------|--------------------|-----------------------------|--------------------|--------------|----------|----------|----------------|-------------------------|--------------------------|
| 20 | 100000065634 | CORDEK FILCOR EPS 100 (...) | View material text | 5000004360 | 0002 | 2023 | 400.000 | 250.000 | 400.000 |
| | | | | 5000004361 | 0002 | 2023 | | 150.000 | 150.000 |

Submit Close

3 Once Invoice Item is selected, click on 'Submit.'

Company Name: 2100 - Urbacon Trading & Contr...
 Supplier Name: Test Rizad
 Ref Invoice No: ReferINV002

Plant: 2100
 S4 Supplier Code: 1000052851

Buyer Name: Mohd Sufyan
 Buyer email: m.sufyan@urbacon-int.com
 Invoice Value: 40000.00 QAR

| PO Item No | Material / Service | Short Text | Material Text | GRN Document | GRN Item | GRN Year | Ordered Qua... | Quantity To Be Invol... | Total Quantity To Be ... |
|------------|--------------------|-----------------------------|--------------------|--------------|----------|----------|----------------|-------------------------|--------------------------|
| 20 | 100000065634 | CORDEK FILCOR EPS 100 (...) | View material text | 5000004360 | 0002 | 2023 | 400.000 | 250.000 | 400.000 |
| | | | | 5000004361 | 0002 | 2023 | | 150.000 | 150.000 |

Confirm
 Please confirm to save
 Yes No

4 A pop-up message will appear to confirm your submission. Click 'Yes.'

Success
 WorkFlow has started successfully
 OK

| Version | Date | Policy Reference | Document Title | Page No. |
|---------|-----------------------------|----------------------|-----------------------|---------------|
| 01 | 12 th March 2025 | PIH-POL-CG-1102-B-05 | How to Submit Invoice | Page 10 of 10 |