

iSupplier User Manual

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Introduction

Oracle iSupplier Portal is being deployed at Omantel to enable district suppliers to efficiently manage interaction and communication with the district for all purchasing activity. The portal provides a secure, Internet-based access point that enables direct and real-time access to purchasing and invoicing activity with Omantel.

Suppliers access the latest information for their individual accounts, including:

- Purchase Orders
- Receipt information
- Delivery information
- Invoice and Payment status

The two-way collaboration enables suppliers to:

- Submit change requests
- Create and submit invoices
- Update profile data

Objectives

During this training course, supplier users will learn how to:

- Access the iSupplier portal and Home Page
- Use the Orders tab and related functions
- Use the Finance tab and related functions
- Create and submit invoices
- View and tracking invoices and payments
- Perform profile updates through the Admin tab

Topic 1: iSupplier Portal and Home Page Review

Supplier Access and Account Setup

Approved supplier users to will be registered at Omantel for access to the iSupplier portal.

Suppliers will use their email address as username.

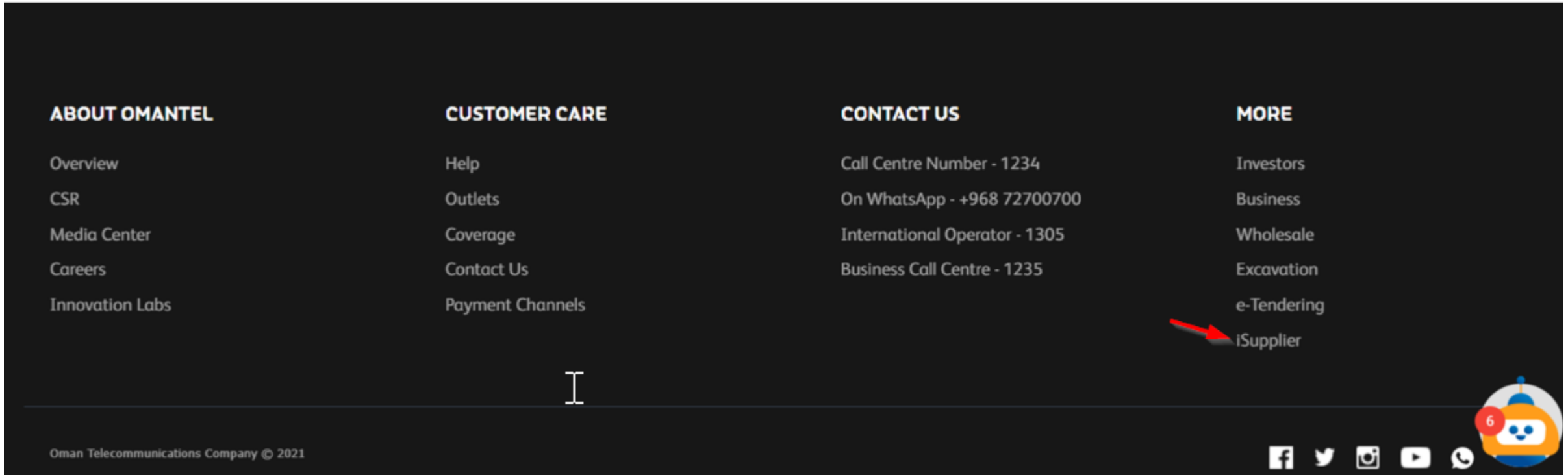
For first time suppliers login to iSupplier portal need to reset their password by clicking **Forgot Password** and entering the **User Name (email address)**. They will receive email contain link to rest the password.

If you face any issue related to login contact supplier_support@omantel.om

- Navigation to the iSupplier Home Page
- Review of Home Page elements

iSupplier Login

iSupplier portal will be available at Omantel website www.omantel.om



User Name

Password

Log In

Cancel

[Forgot Password?](#)

Activate Windows

Go to Settings to activate Windows

The **Login** screen is displayed.

1- Enter assigned value in the **User Name (email address)** field.

2- Enter assigned value in the **Password** field.

3- Click the **Login** button.

4- If you first time login to iSupplier, Click **Forget Password** to rest the password and enter **User Name (email address)**. Then you will receive email contain rest password URL.

The Oracle Applications Home Page is displayed.

- Click the Supplier Portal Full Access link.

Home

TIP You have 58 open notifications in your Worklist. Please use the Workflow Worklist to view and respond to your notifications.

Navigator

[Personalize](#)

- [iSupplier Portal Full Access](#)
- [Supply Chain Collaboration Planner](#)

Worklist

Subject	Sent
OmanTel - Blanket Purchase Agreement 321100214, 1	20-Sep-2021
For Your Review - Standard Purchase Order 321100196, 0	09-Jun-2021

Notification List



Search PO Number Go

Notifications

Full List



Subject	Date ^
OmanTel - Blanket Purchase Agreement 321100214, 1	20-Sep-2021 02:55:16
For Your Review - Standard Purchase Order 321100196, 0	09-Jun-2021 12:54:39
OmanTel - Response to your cancellation request for Standard Purchase Order 321100193,0	24-May-2021 08:55:35
OmanTel - Response to your cancellation request for Standard Purchase Order 321100192,0	23-May-2021 15:28:15
For Your Review - Standard Purchase Order 321100192, 1	23-May-2021 15:28:14

Orders At A Glance

Full List



PO Number	Description	Order Date
321100214	test Catalog and	20-Sep-2021 02:54:53
321100196	test iSupplier	09-Jun-2021 12:54:34
321100194	test2	23-May-2021 13:07:24
321100193	isupplier testing 2	23-May-2021 12:37:20

Shipments At A Glance

Planning

- Forecast Schedules

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

- Invoices


Payments

- Payments

Activate Window
Go to Settings to activa

The **iSupplier Portal Home** Page is displayed.

- Notifications: Notifications from Omantel will be received in this section.
- Orders At A Glance: It will always contain the five most recent purchase orders for immediate review, showing PO Number, Description, and Order Date.



PO Number	Description	Order Date
13000334		10/09/2013 08:42:37
13000332		10/08/2013 20:52:06
13000326		10/08/2013 14:19:30
13000290		10/07/2013 12:52:12
13000289		10/07/2013 12:51:44

All purchase orders can be reviewed in detail from this region of the screen.

- Click the link for the PO Number as indicated to drill down to the additional summary information.

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations | Deliverables | RFQ

Home >

Standard Purchase Order: 13000334, 0 (Total USD 200.00)

Currency=USD

Actions Request Changes Go Export

Order Information

General

Total **200.00**

Supplier **INDUSTRIAL SAFETY PRODUCTS IBC**

Supplier Site **01**

Address **6091 CAREY DR
VALLEY VIEW, OH 44125**

Buyer [Shomon, Linda E](#)

Order Date **10/09/2013 08:42:37**

Description

Status **Open**

Note to Supplier

Operating Unit **NEORS0 LE**

Sourcing Document

Supplier Order Number

Attachments **None**

Terms and Conditions

Payment Terms **NET 30 DAYS**

Carrier

FOB **DESTINATION**

Freight Terms **DELIVERED**

Shipping Control

Ship-To Address

Address **6000 Canal Rd
Cuyahoga Heights, OH 44125**

Bill-To Address

Address **3900 Euclid Ave
Cleveland, OH 44115**

Summary

Total **200.00**

Received **0.00**

Invoiced **0.00**

Payment Status **Not Paid**

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
Show	1	GOODS			TEST TO SEE IF WILL GO OVER TO EBS	EA	1	200	200.00	Open		

The Order Information window is displayed.

- Note the Summary information for the order.
- Note the additional information shown, including Buyer and Order Status.

PO Details															
Show All Details Hide All Details															
Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason				
<input type="checkbox"/> Hide 1	GOODS			TEST TO SEE IF WILL GO OVER TO EBS	EA	1	200	200.00	Open						
Shipments ←															
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	Southerly Internal Location	1			200.00			10/30/2013 00:00:00	10/30/2013 00:00:00		Open				
Return to Home ← Actions: <input type="text" value="Request Changes"/> <input type="button" value="Go"/> <input type="button" value="Export"/> 															
Home Orders Shipments Finance Admin Home Logout Preferences Help Diagnostics															

The Shipments detail is shown, including the Ship-To Location, Ordered Quantity, Promised Date, Need-By Date, and Status.

- Click the Return to Home link to return to the main page.

Topic 2: iSupplier Home Page – Orders Tab

iSupplier portal users will have direct access to summary and detail information related to orders through the Orders tab. This tab also provides links to additional information pertaining to orders, including PO Changes and Agreements.

This topic covers:

- Overview of the Orders tab and summary information
- Review of views related to Purchase Orders
- Access to Purchase Agreements information

Orders Tab – Summary Information

The screenshot displays the Omantel iSupplier Portal interface. At the top left, there is a hamburger menu icon. The header features the Omantel logo in Arabic (عمانتل) and English (Omantel), followed by the text "iSupplier Portal". Below the header is a navigation menu with the following items: "Supplier Home", "Orders", "Shipments", "Planning", "Finance", "Product", and "Administration". A red arrow points to the "Orders" tab. Below the navigation menu is a search section with the label "Search", a dropdown menu currently showing "PO Number", an empty search input field, and a "Go" button.

The Home Page is displayed.

Supplier Home **Orders** Shipments Planning Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Purchase Orders Multiple PO Change Export

Views

View Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History | |

Rows 1 to 75

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> 321100214	1	OmanTel	Global Blanket Agreement	test Catalog and	20-Sep-2021 02:54:53		OMR	0				
<input type="radio"/> 321100196	0	OmanTel	Standard PO	test iSupplier	09-Jun-2021 12:54:34		OMR	0				
<input type="radio"/> 321100194	0	OmanTel	Standard PO	test2	23-May-2021 13:07:24		OMR	0				
<input type="radio"/> 321100193	0	OmanTel	Standard PO	isupplier testing 2	23-May-2021 12:37:20		OMR	0				
<input type="radio"/> 321100192	1	OmanTel	Standard PO		23-May-2021 12:37:04		OMR	0				
<input type="radio"/> 321100158	0	OmanTel	Standard PO		18-Mar-2021 12:45:13		OMR	0				
<input type="radio"/> 321100157	0	OmanTel	Standard PO		18-Mar-2021 11:33:33		OMR	0				
<input type="radio"/> 321100156	0	OmanTel	Standard PO		18-Mar-2021 10:08:31		OMR	0				
<input type="radio"/> 2218234	0	OmanMobile	Standard PO		03-Jan-2021 14:10:30		OMR	0				
<input type="radio"/> 2218232	0	OmanMobile	Standard PO		31-Dec-2020 13:48:44		OMR	0				
<input type="radio"/> 2218231	0	OmanMobile	Standard PO		31-Dec-2020 13:48:43		OMR	0				

Click on the Orders tab

The Purchase Orders window is displayed. This window contains all purchase orders. You able to click on any PO to view all details related to that PO.

Topic 3: iSupplier Home Page – Finance Tab

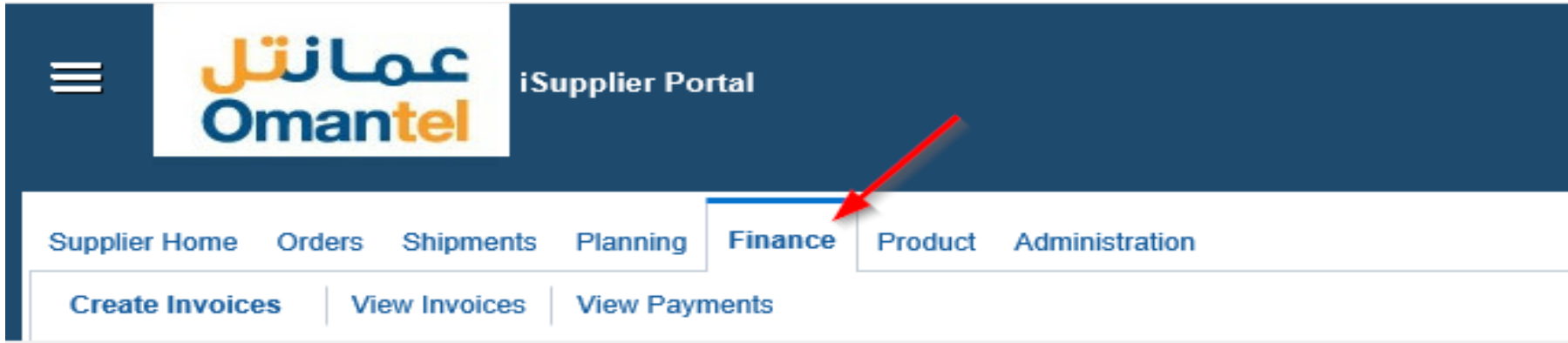
iSupplier portal users will have direct access to multiple levels of financial information through the Finance tab. This tab provides links to invoice and payment information.

This topic covers:

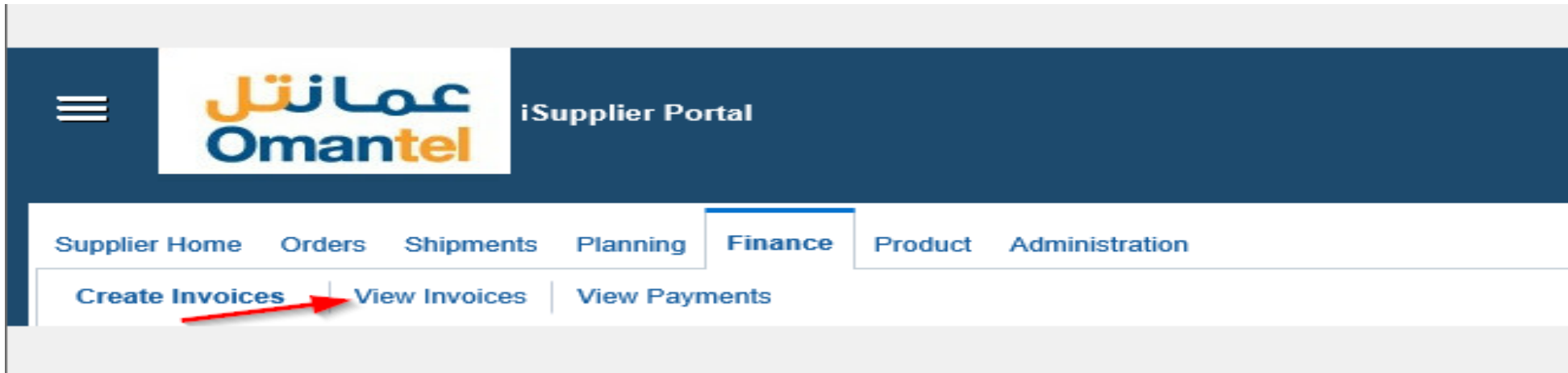
- Overview of the Finance tab and summary information
- Review of Invoice details
- Review of Payments details

The Home Page is displayed.

1- Click on the Finance tab.



2- Click the View Invoices tab.



The View Invoices window is displayed. Note the multiple criteria available for query.

The image shows the "View Invoices" search form. At the top, there are navigation tabs: "Home", "Orders", "Shipments", "Finance", and "Admin". Below these are sub-tabs: "Create Invoices", "View Invoices", and "View Payments". The "View Invoices" sub-tab is active. The form is titled "View Invoices" and contains a "Simple Search" section. This section has several input fields: "Invoice Number", "PO Number" (with the value "16002313" and a red arrow pointing to it), "Release Number", "Payment Number", and "Invoice Status" (a dropdown menu). Below these fields are "Go" and "Clear" buttons, with a red arrow pointing to the "Go" button. To the right of the "Simple Search" section are fields for "Payment Status" (a dropdown menu), "Invoice Amount From" and "To", "Amount Due From" and "To", "Invoice Date From" and "To", and "Due Date From" and "To". The "Due Date From" field has an example value "(example: 08/22/2016)".

You able to search the invoice by entering:

Invoice Number, PO Number, Release Number, Payment Number, Invoice Status, Payment Status Invoice Amount or Invoice Date.

If you want the entire list of the invoices just click on GO field.

Simple Search

Advanced Search

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number

Invoice Status

Payment Status

Invoice Amount From To

Amount Due From To

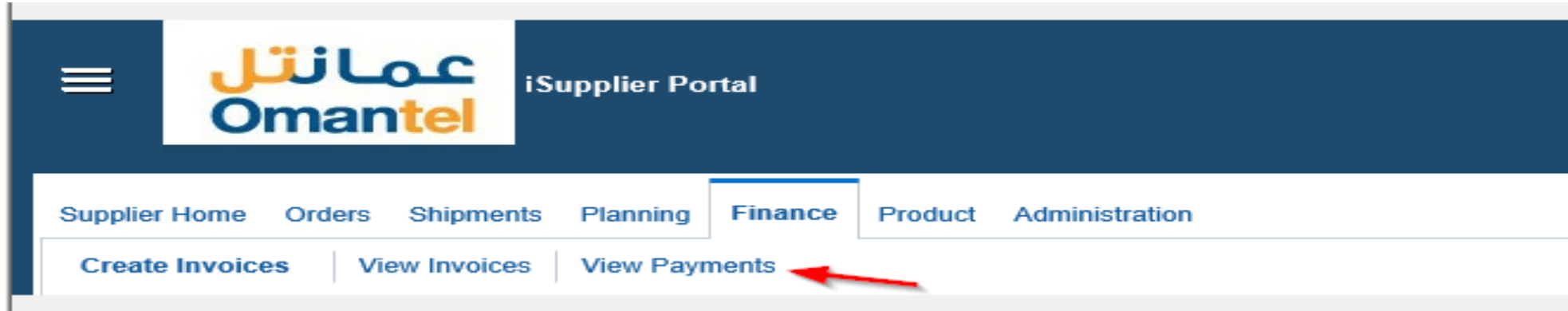
Invoice Date From To

Due Date From To
(example: 06/22/2016)

Go Clear

Invoice	Invoice Date	Type	Amount	Due Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	PO Payment Number	Receipt	Discount Date	Available Discount Attachments
5113965078.001	06/06/2016	Standard	921.83	921.83	Approved	Not Paid			07/06/2016	16002313			

Click the link under Invoice to view details.



The View Payments window is displayed. Note the multiple criteria available for query.

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

Create Invoices | View Invoices | **View Payments**

View Payments

Simple Search

Note that the search is case insensitive

Payment Number	<input type="text"/>	Status	<input type="text"/>
Invoice Number	<input type="text"/>	Payment Amount From	<input type="text"/>
PO Number	<input type="text"/>	To	<input type="text"/>
Release Number	<input type="text"/>	Payment Date From	<input type="text"/>

(example : 1234)

(example : 1234-2)

You able to search the invoice by entering:

Payment Number, invoice Number, PO Number, Release Number, Status , Status , Payment Amount or Payment date.

If you want the entire list of the invoices just click on **GO** field.



View Payments

Simple Search

Note that the search is case insensitive

* Supplier

Supplier Site

Payment Number

Invoice Number

PO Number

(example : 1234)

Release Number

(example : 1234-2)

Status

Payment Amount From To

Payment Date From To



Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice
918780			19-Sep-2021	OMR	10.500	Wire	Voided	06-Oct-2021	HSBC BANK OMAN OT PAYMENT A/C	Advance Recovery - OPEX/CAPEX

Click the link under Payment to view details.

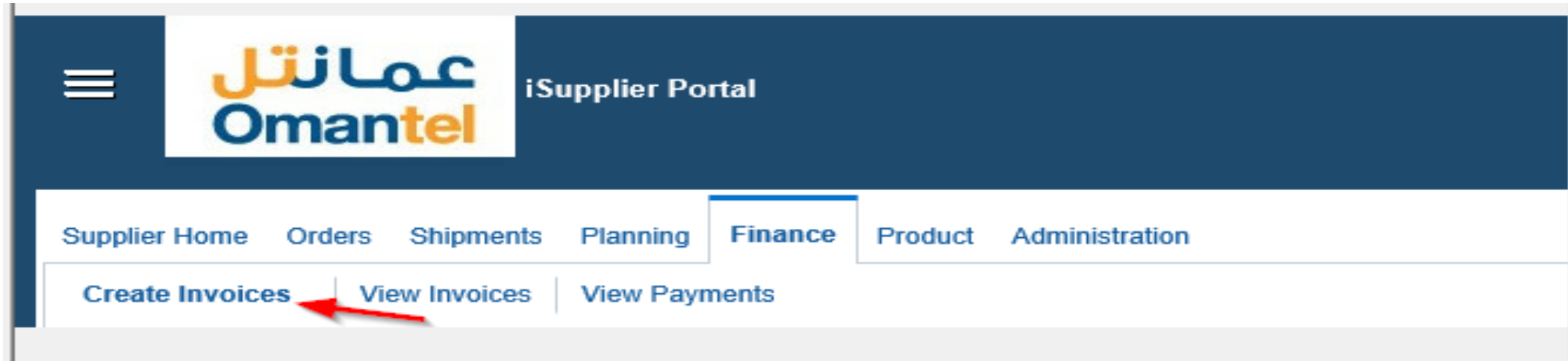
Topic 4: Create Invoices

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

This topic covers:

- Invoice creation and submission
- Confirmation of invoice submission status

1- Invoice Creation (create invoice with PO)



The Home tab is displayed.
- Click on the **Finance** tab.

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Invoice Actions

[Create Invoice](#)

[With a PO](#)
[Without a PO](#)
[Go](#)

Search

Note that the search is case insensitive

Supplier: OHI TELECOMMUNICATIONS CO.
 Invoice Number:
 Invoice Date From: (20-Oct-2021)
 Invoice Status:

Purchase Order Number:
 Invoice Amount:
 Invoice Date To:
 Currency:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

The Invoice Actions window is displayed.

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

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

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search

Note that the search is case insensitive Advanced Search

Purchase Order Number: 2152437

Purchase Order Date: (example: 18-Nov-2019)

Buyer:

Organization:

Advances and Financing: Excluded

Select Items:

The **Create Invoice: Purchase Orders** window is displayed.

- Using the Search window, enter the value in the Purchase Order Number field.
- Click the Go button.

Select Items:

Select All | Select None

Select	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
<input type="checkbox"/>	2152437	1	1	<input type="checkbox"/>	test RFQ			20	20	0	OMANI RIYALS	1	OMR	Mawaleh HQ - OT	OmanTel		

Activate Windows

- Click the Select button next to line for PO Number

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)



[Purchase Orders](#) | **Details** | [Manage Tax](#) | [Review and Submit](#)

Create Invoice: Details
 * Indicates required field


[Cancel](#) | [Back](#) | Step 2 of 4 | [Next](#)

Supplier

* Supplier **INDUSTRIAL SAFETY PRODUCTS LLC**
 Tax Payer ID **34-1792160**

* Remit To  

Address


Remit To Bank Account 


Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number

* Invoice Date **10/19/2013** 
(example: 10/19/2013)

Invoice Type **Invoice** 


Currency **USD**

Invoice Description

Test

Attachment **None** [Add...](#)

Customer

* Customer Tax Payer ID 

Customer Name

Address

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
13000326	1	1	GLOVES WELDERS, PREMIUM GRADE COW LEATHER, LARGE MIG/TIG WING THUMB 4.5" GAUNTLET SPLIT COW CUFF, MCR MUSTANG 4950L *NO SUBSTITUTION OF SPECIFICATIONS*	UNKNOWN	Easterly Internal Location	2		8.7767	PR	17.55

- Use this window to complete detail information for the invoice.
- Note: Required fields are indicated with * and must be completed to proceed from this window.

- If not defaulted, use the Search (magnifying glass) icon to find the appropriate Remit To value.

Create Invoice: Manage Tax

Supplier

- * Supplier: Musandam Net Digital Solutions
- Tax Payer ID
- * Remit To: MUSANDAM
- Address
- Remit To Bank Account
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: TESTISUPPLIER
- * Invoice Date: 03-Dec-2019
- Invoice Type: Standard
- * Currency: OMR
- Invoice Description: TEST ISUPPLIER
- Attachment: None

Customer

- * Customer Tax Payer ID: SYS12978
- Customer Name: OmanTel
- Address: Oman Telecommunications Company (S.A.O.C) Postal Code 112 OM

Activate Windows

- Upload the attachment (Invoice, Payment Certificate, PAC along with As Built, Activities certificate, Delivery note and other supporting documents)

- Click **Next** button

Create Invoices | View Invoices | View Payments

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

Create Invoice: Review and Submit Cancel Save Back Step 4 of 4 **Submit**

Supplier	Invoice
* Supplier Musandam Net Digital Solutions	* Invoice Number TESTISUPPLIER
Tax Payer ID	* Invoice Date 03-Dec-2019
* Remit To MUSANDAM	Invoice Type Standard
Address	* Currency OMR
Remit To Bank Account	Invoice Description TEST ISUPPLIER
Unique Remittance Identifier	Attachment <u>None</u>
Remittance Check Digit	

Customer

* Customer Tax Payer ID	SYS12978
Customer Name	OmanTel
Address	Oman Telecommunications Company (S.A.O.C) Postal Code 112 OM

- Click **Submit** button

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation

Invoice TESTISUPPLIER was submitted to our Accounts Payable department on 03-Dec-2019. 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: TESTISUPPLIER [Printable Page](#) [Create Another](#)

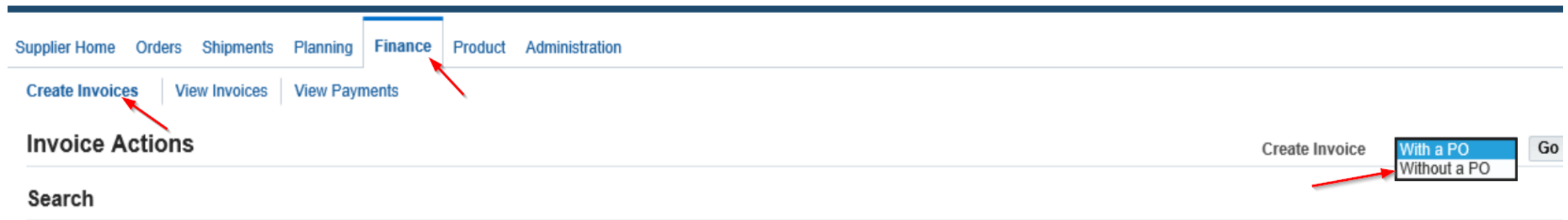
Supplier		Invoice	
* Supplier	Musandam Net Digital Solutions	* Invoice Number	TESTISUPPLIER
Tax Payer ID		* Invoice Date	03-Dec-2019
* Remit To	MUSANDAM	Invoice Type	Standard
Address	P.O.Box : 45 P.C 811 Musandam MUSCAT	* Currency	OMR

The Confirmation window is displayed.

The invoice has now been submitted to the Omantel AP Department.

2-Invoice Creation (create invoice without PO)

The Home tab is displayed.
Click on the Finance tab.



The Invoice Actions window is displayed.
Using the Create Invoice action box, select the **Without a PO** value in the list.
Click the **Go button**

Create Invoice: Details

* Indicates required field

Supplier

* Supplier OHI TELECOMMUNICATIONS CO.

Tax Payer ID

* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number

* Invoice Date 29-Oct-2021

* Currency

Invoice Description

* Retention Required No

PO Number

Attachment

* Attachments Added
Kindly attach required documents for this Invoice and Check this Box.

Customer

* Customer Tax Payer ID

Customer Name

Address

* Requester Email

Items

Description	Ship To	* Amount	Natural Account MPA
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Required fields are indicated with * and must be completed to proceed from this window.

- Enter invoice number
- Select the appropriate Currency
- Remit To (use the Search (magnifying glass) icon to find the appropriate value)
- Enter Retention Required (NO)
- Add the required attachment (Invoice, Payment Certificate, Activities certificate, Delivery note and other supporting documents)
- Enter Requester Email (email of Omantel project manager)
- Customer Tax Payer ID (use the Search (magnifying glass) icon to find the appropriate value)
- Enter the correct amount
- You able to add multiple line in same invoice
- Click Next button
- Click Submit button

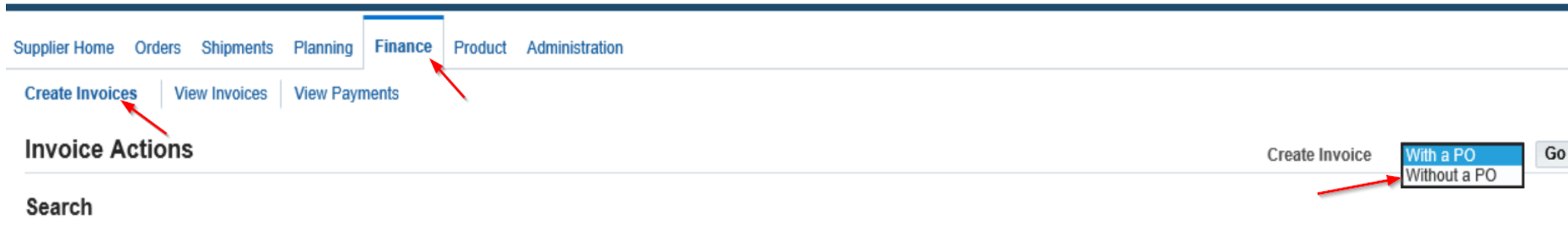
The Confirmation window is displayed.

The invoice has now been submitted to the Omantel AP Department.

3-Invoice Creation (create invoice for retention)

The Home tab is displayed.

Click on the **Finance tab**.



The Invoice Actions window is displayed.

Using the Create Invoice action box, select the **Without a PO** value in the list.

Click the **Go** button.

Create Invoice: Details

Cancel Step 1 of 3 **Next**

* Indicates required field

Supplier

* Supplier OHI TELECOMMUNICATIONS CO.
Tax Payer ID
* Remit To
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number
* Invoice Date 29-Oct-2021
* Currency
Invoice Description
Retention Required
PO Number
Attachment
* Attachments Added
Kindly attach required documents for this Invoice and Check this Box.

Customer

* Customer Tax Payer ID
Customer Name
Address
* Requester Email

Items

Description	Ship To	* Amount	Natural Account MPA	Remove	Duplicate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Remove"/>	<input type="button" value="Duplicate"/>

Note: Required fields are indicated with * and must be completed to proceed from this window.

- Enter invoice number
- Select the appropriate Currency
- Remit To (use the Search (magnifying glass) icon to find the appropriate value)
- Enter Retention Required (YES)
- Enter PO Number (It should same PO that you want to apply the retention)
- Add the required attachment (Invoice, FAC, Completion Certificate)
- Enter Requester Email (email of Omantel project manager)
- Customer Tax Payer ID (use the Search (magnifying glass) icon to find the appropriate value)
- Enter the correct amount
- You able to add multiple line in same invoice

Supplier Home Orders Shipments Planning **Finance** Product Administration

Create Invoices View Invoices View Payments

Details Manage Tax Review and Submit

Confirmation

Invoice 29102 was submitted to our Accounts Payable department on 29-Oct-2021. 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: 29102 [Printable Page](#) [Create Another](#)

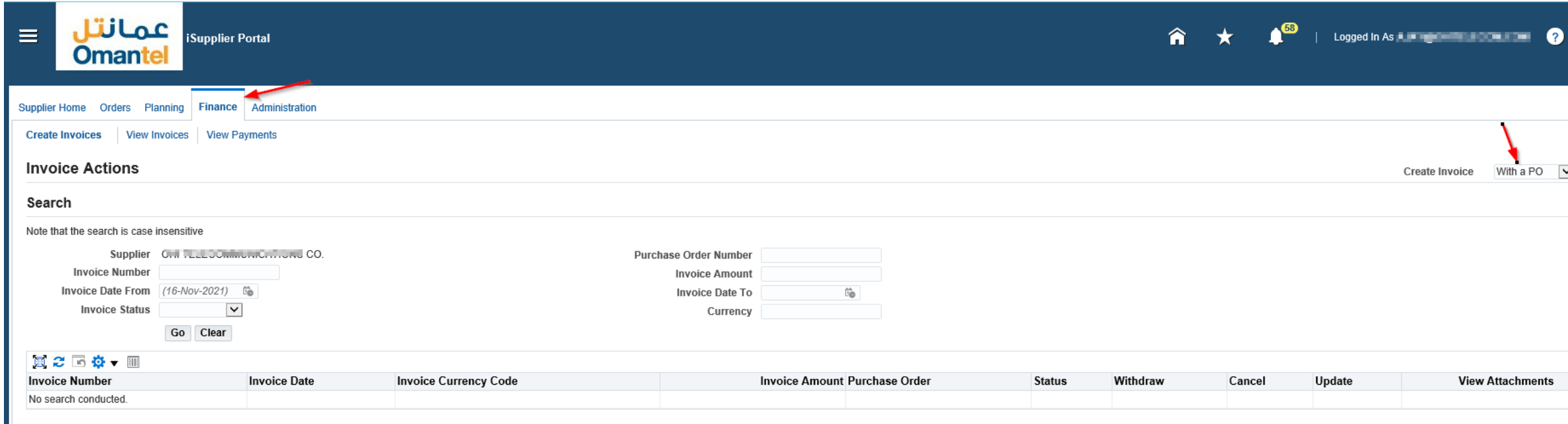
- Click Next button
- Click Submit button

The Confirmation window is displayed.

The invoice has now been submitted to the Omantel AP Department.

4- Invoice creation (create credit memo)

You need to have the relevant Purchase Order Number to create a credit memo to hand at this point) From the Self Service I-Supplier home page, click on the Finance tab: Click on Go next to Create Invoice with a PO.



The screenshot displays the Omantel iSupplier Portal interface. At the top, the Omantel logo and 'iSupplier Portal' are visible. The navigation menu includes 'Supplier Home', 'Orders', 'Planning', 'Finance', and 'Administration'. The 'Finance' tab is selected, and a red arrow points to it. Below the navigation, there are links for 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Invoice Actions' section contains a 'Create Invoice' button and a dropdown menu with 'With a PO' selected, indicated by a red arrow. The 'Search' section includes a note that the search is case insensitive and several input fields: 'Supplier' (Oman Telecommunications CO.), 'Invoice Number', 'Invoice Date From' (16-Nov-2021), 'Invoice Status', 'Purchase Order Number', 'Invoice Amount', 'Invoice Date To', and 'Currency'. There are 'Go' and 'Clear' buttons below the search fields. At the bottom, there 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 currently shows 'No search conducted.'

Type in the Purchase Order Number in the relevant field and click Go.
Click Next



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

Buyer

Organization

Advances and Financing

Select Items:

<input type="checkbox"/>	PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	321100193	1	1	<input type="checkbox"/>	LOW BACK CHAIR W/O WHEEL	A200000037		8	8	4.5	EACH	60	OMR	Al Khuwair CEO	OmanTel		



Create Invoice: Details

Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier

* Supplier OMI TELECOMMUNICATIONS CO.
 Tax Payer ID
 * Remit To OMI TELECOMMUNICATIONS CO. [Search Icon]
 Address [Search Icon]
 Remit To Bank Account [Search Icon]
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number
 * Invoice Date 16 Nov 2024 [Calendar Icon]
 Invoice Type Credit Memo Invoice [Dropdown]
 Currency OMR
 Invoice Description [Dropdown]
 Attachment +
 * Attachments Added
 Kindly attach required documents for this Invoice and Check this Box.

Customer

* Customer Tax Payer ID SYS12978 [Search Icon]
 Customer Name OmanTel
 Address Oman Telecommunications Company (S.A.O.C) Postal Code 112 OM

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
321100193	1	1	A200000037	LOW BACK CHAIR W/O WHEEL		Al Khuwair CEO	3.5	(1)	60	EACH	210

Shipping and Handling

- Enter invoice number
- Select invoice type (Credit Memo)
- Remit To (use the Search (magnifying glass) icon to find the appropriate value)
- Enter Retention Required (NO)

- Add the required attachment (Invoice, Payment Certificate, Activities certificate, Delivery note and other supporting documents)
- Enter Requester Email (email of Omantel project manager)
- Customer Tax Payer ID (use the Search (magnifying glass) icon to find the appropriate value)
- Enter the correct amount (should be negative value)
- Click Next button
- Click Submit button

The Confirmation window is displayed.

The invoice has now been submitted to the Omantel AP Department.

Topic 5: iSupplier Administrative Updates

Registered iSupplier users can maintain updated profile information directly through the portal. Changes to address, contact, product, and business classification information can be submitted for review and approval by Omantel purchasing administration.

This topic covers:

- Access to the Admin tab for viewing and updating profile information
- Updating supplier address information
- Updating supplier contact information
- Updating supplier product information
- Updating supplier business classification information

Supplier Home Orders Shipments Planning Finance Product **Administration**

Profile Management

- General
- Company Profile
- Organization
- Address Book
- Contact Directory
- Business Classifications
- Product & Services
- Banking Details
- Payment & Invoicing
- Surveys

General

supplier able to amned his details , by clicking any of those options and update it

Organization Name [REDACTED]
 Supplier Number 2165
 Alias
 Parent Supplier Name
 Parent Supplier Number

DUNS Number
 Tax Registration Number
 Taxpayer ID
 Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

► [Show More Search Options](#)

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

Any change on supplier details will go for approval.
 You will receive notification through email ones it approved.