

END USER MANUAL FOR ORACLE I SUPPLIER FINANCE

SEHA User Manual for Oracle I Supplier Finance (SEHA ERP Project)

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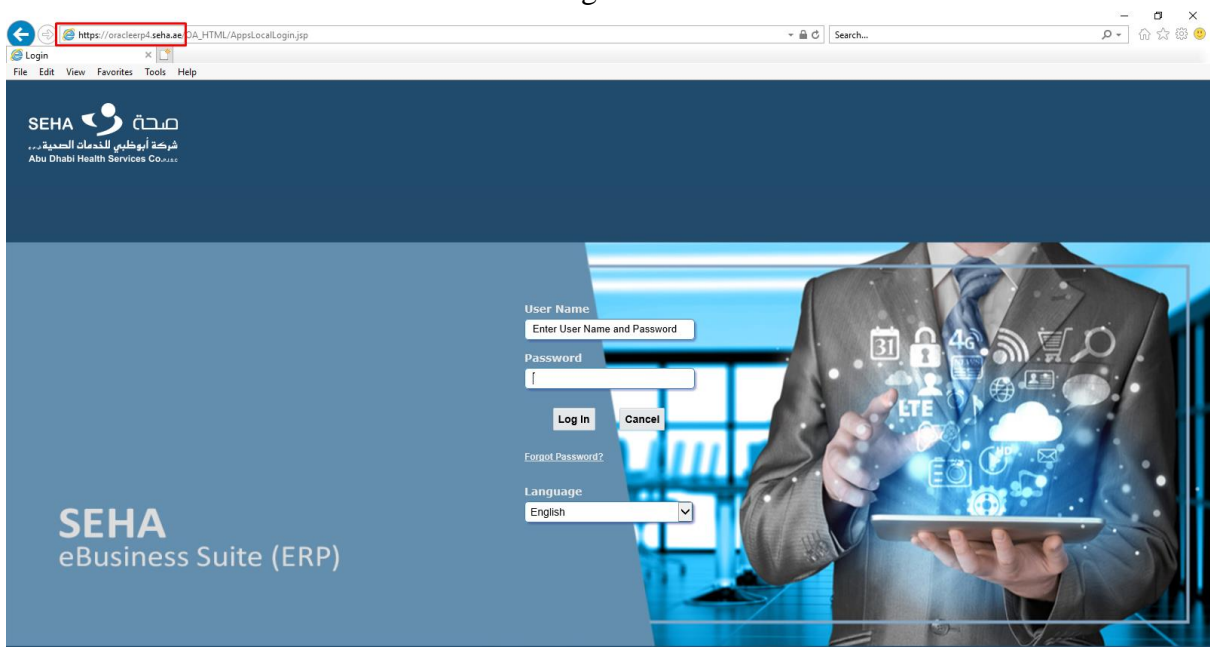
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Pre Checks for Creation of Invoice

Invoice can be created only for open and approved Purchase Orders whose shipment is received but not yet billed.

Verify the PO Status

1. To verify the status of purchase order (PO) : Invoice can only be created for “OPEN” Status
2. Login with your credentials (iSupplier Link Highlighted)
3. Enter User Name and Password and click Log in

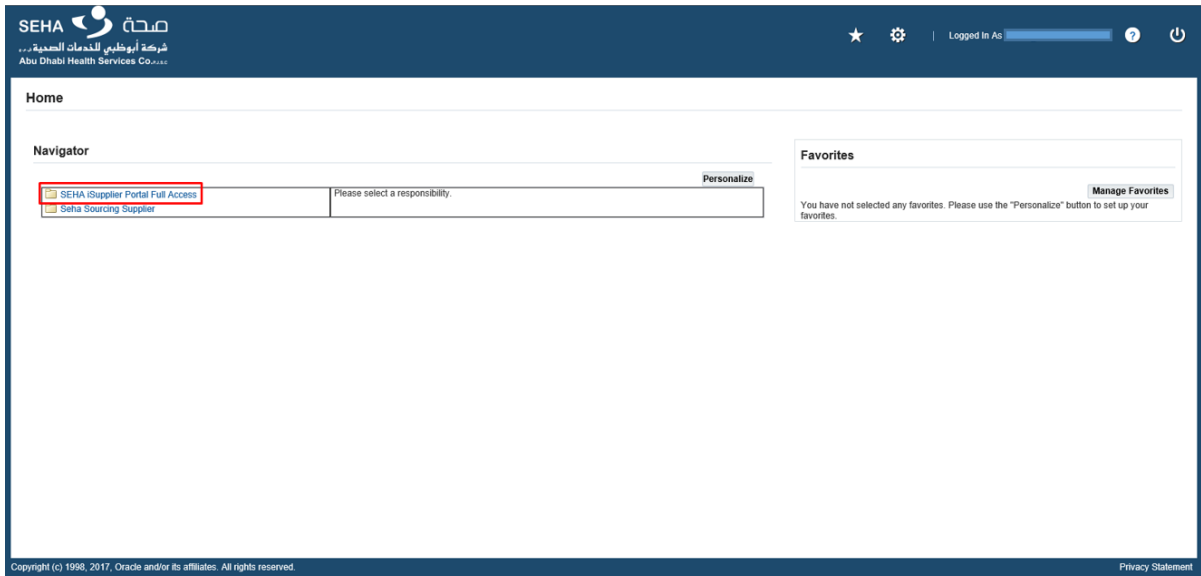


The screenshot displays the login interface for the SEHA eBusiness Suite (ERP). The browser address bar shows the URL <https://oraclerp4.seha.ae>. The page header includes the SEHA logo and the text 'شركة أبوظبي للخدمات الصحية' and 'Abu Dhabi Health Services Co. P.S.C.'. The main content area contains a login form with the following elements:

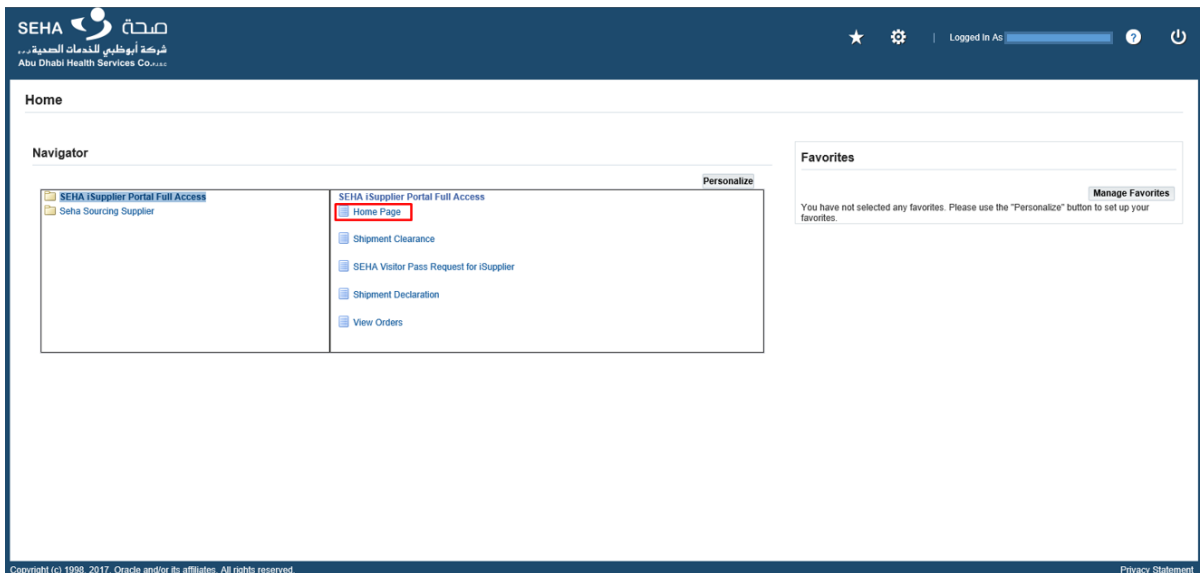
- User Name:** A text input field containing the placeholder text 'Enter User Name and Password'.
- Password:** A text input field.
- Log In:** A button to submit the login credentials.
- Cancel:** A button to clear the form.
- Forgot Password?:** A link for password recovery.
- Language:** A dropdown menu currently set to 'English'.

The background image shows a man in a suit holding a tablet, with various technology icons (calendar, lock, 4G, Wi-Fi, shopping cart, magnifying glass, LTE, cloud, mail, etc.) floating around the tablet.

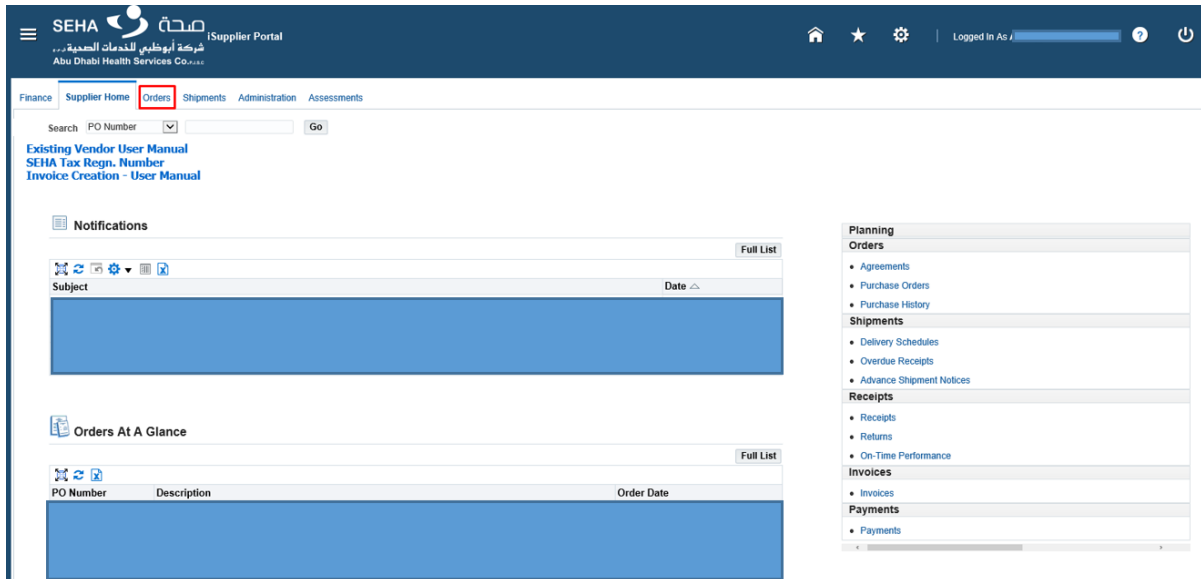
4. Click “SEHA iSupplier Portal Full Access”



5. Click “Home Page”

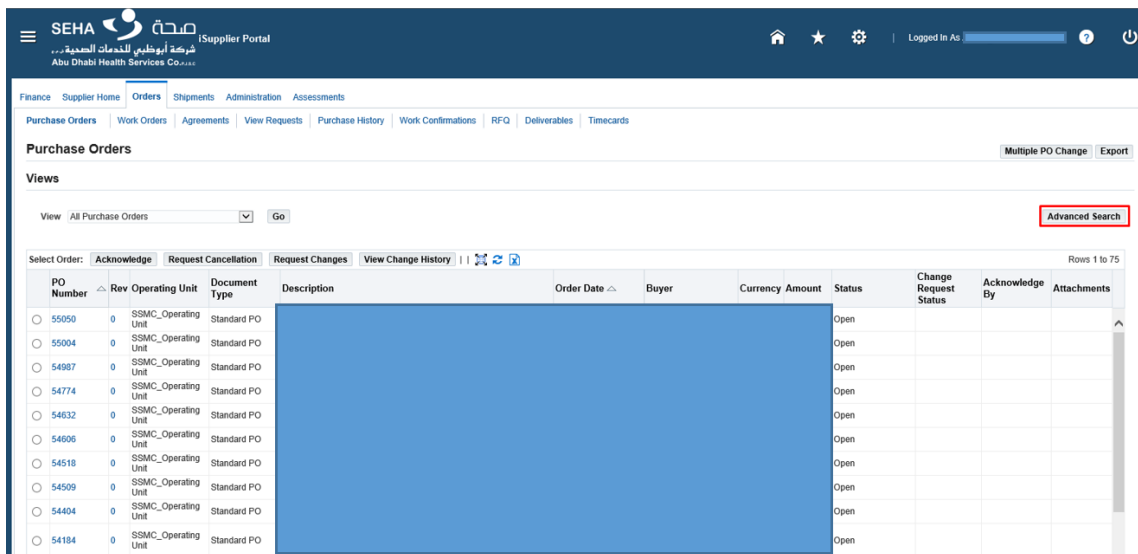


6. Click “Orders”



The screenshot shows the SEHA Supplier Portal interface. The top navigation bar includes 'Supplier Portal' and 'Logged In As'. The main navigation menu has 'Orders' highlighted. Below the navigation, there are links for 'Existing Vendor User Manual', 'SEHA Tax Regn. Number', and 'Invoice Creation - User Manual'. The main content area is divided into sections: 'Notifications' (with a 'Full List' button), 'Orders At A Glance' (with a 'Full List' button), and a sidebar menu. The sidebar menu includes 'Planning', 'Orders' (with sub-items: Agreements, Purchase Orders, Purchase History), 'Shipments' (with sub-items: Delivery Schedules, Overdue Receipts, Advance Shipment Notices), 'Receipts' (with sub-items: Receipts, Returns, On-Time Performance), 'Invoices' (with sub-item: Invoices), and 'Payments' (with sub-item: Payments).

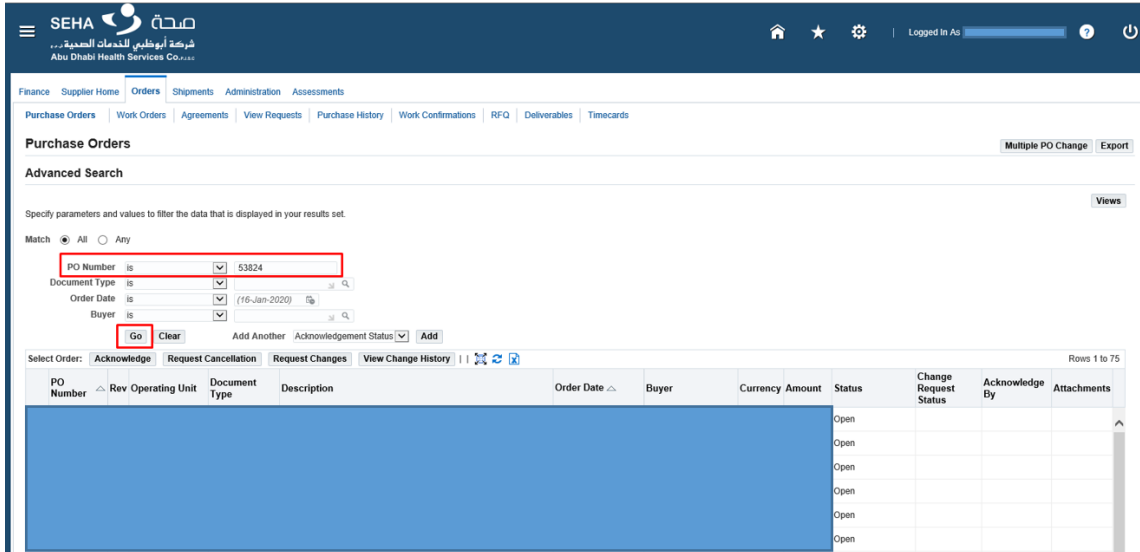
7. Click “Advanced Search”



The screenshot shows the SEHA Supplier Portal 'Purchase Orders' page. The 'Advanced Search' button is highlighted in a red box. The page displays a table of purchase orders with the following columns: PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, Change Request Status, Acknowledge By, and Attachments. The table contains 14 rows of data, all with a status of 'Open'. The 'Advanced Search' button is located in the top right corner of the table area.

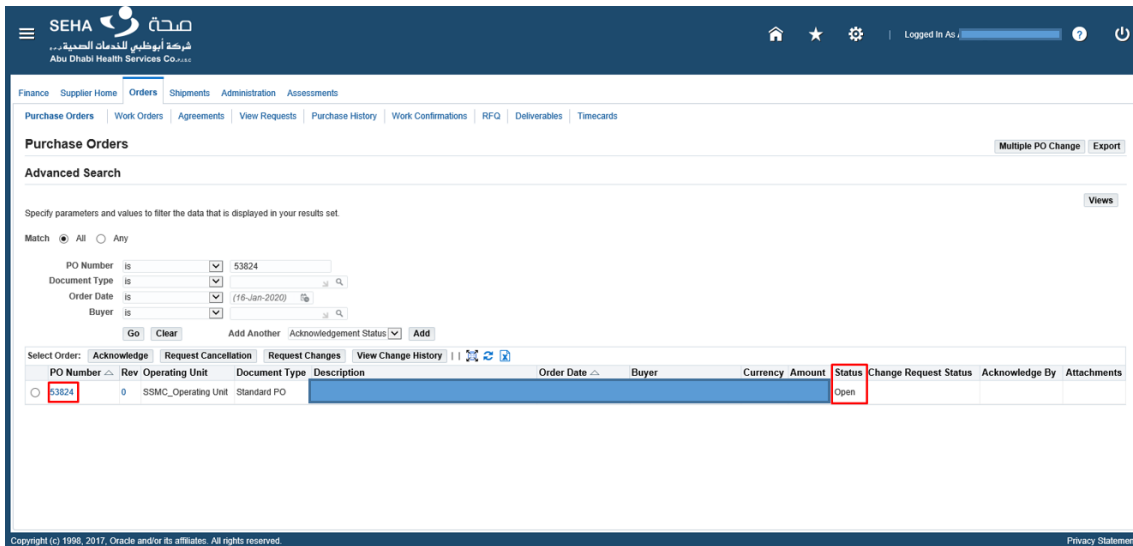
PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
55050	0	SSMC_Operating Unit	Standard PO						Open			
55004	0	SSMC_Operating Unit	Standard PO						Open			
54987	0	SSMC_Operating Unit	Standard PO						Open			
54774	0	SSMC_Operating Unit	Standard PO						Open			
54632	0	SSMC_Operating Unit	Standard PO						Open			
54606	0	SSMC_Operating Unit	Standard PO						Open			
54518	0	SSMC_Operating Unit	Standard PO						Open			
54509	0	SSMC_Operating Unit	Standard PO						Open			
54404	0	SSMC_Operating Unit	Standard PO						Open			
54184	0	SSMC_Operating Unit	Standard PO						Open			

8. Enter PO number and click “Go”



The screenshot shows the 'Purchase Orders' section of the SEHA system. Under 'Advanced Search', the 'PO Number' field is populated with '53824'. The 'Go' button is highlighted with a red box, indicating the next step in the process.

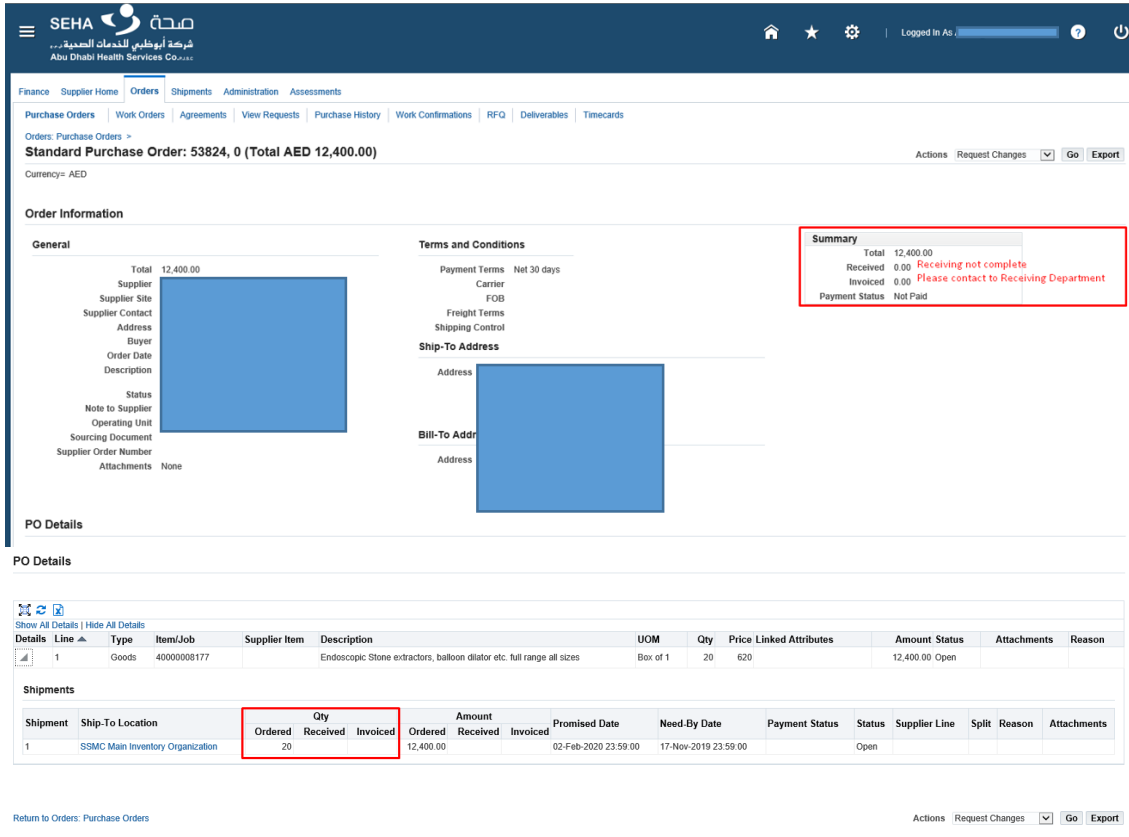
9. Please note that the entered PO number status is “OPEN” now click on PO number to check more details of purchase order



The screenshot shows the search results for the PO number '53824'. The 'Status' column is highlighted with a red box, showing the status 'Open'. The table below shows the search results:

PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
53824	0	SSMC_Operating Unit	Standard PO						Open			

10. The Summary box showing the receiving and the invoice information of purchase order. If the receiving not complete please contact with Receiving Department.



Standard Purchase Order: 53824, 0 (Total AED 12,400.00)

Currency= AED

Order Information

General

Total 12,400.00

Supplier

Supplier Site

Supplier Contact

Address

Buyer

Order Date

Description

Status

Note to Supplier

Operating Unit

Sourcing Document

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms Net 30 days

Carrier

FOB

Freight Terms

Shipping Control

Ship-To Address

Address

Bill-To Address

Address

Summary

Total	12,400.00
Received	0.00 Receiving not complete
Invoiced	0.00 Please contact to Receiving Department
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Status	Attachments	Reason
	1	Goods	4000008177		Endoscopic Stone extractors, balloon dilator etc. full range all sizes	Box of 1	20	620		12,400.00	Open		

Shipments

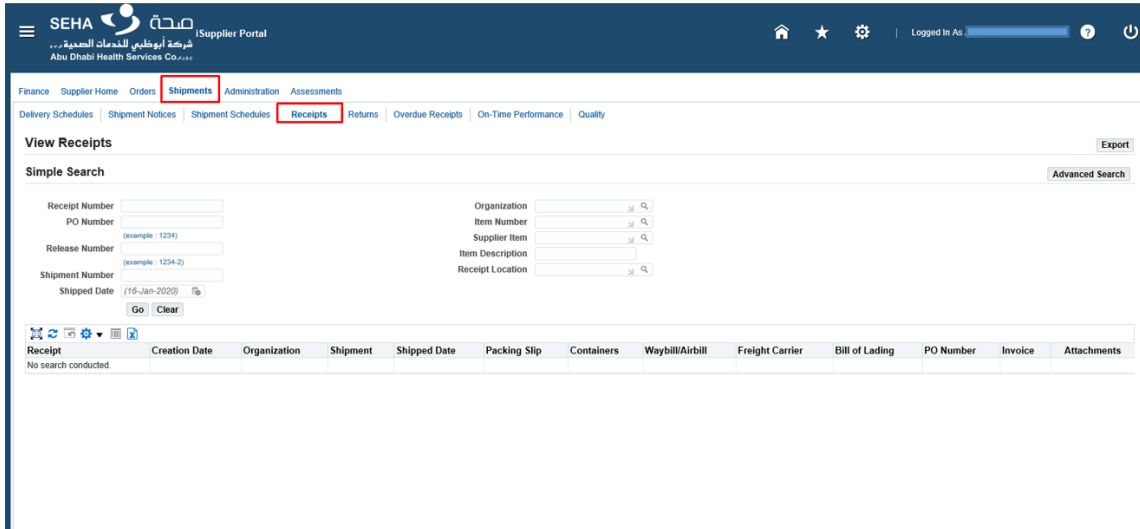
Shipment	Ship-To Location	Qty			Amount			Promised Date	Need By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	SSMC Main Inventory Organization	20			12,400.00			02-Feb-2020 23:59:00	17-Nov-2019 23:59:00		Open				

Return to Orders: Purchase Orders

Actions Request Changes Go Export

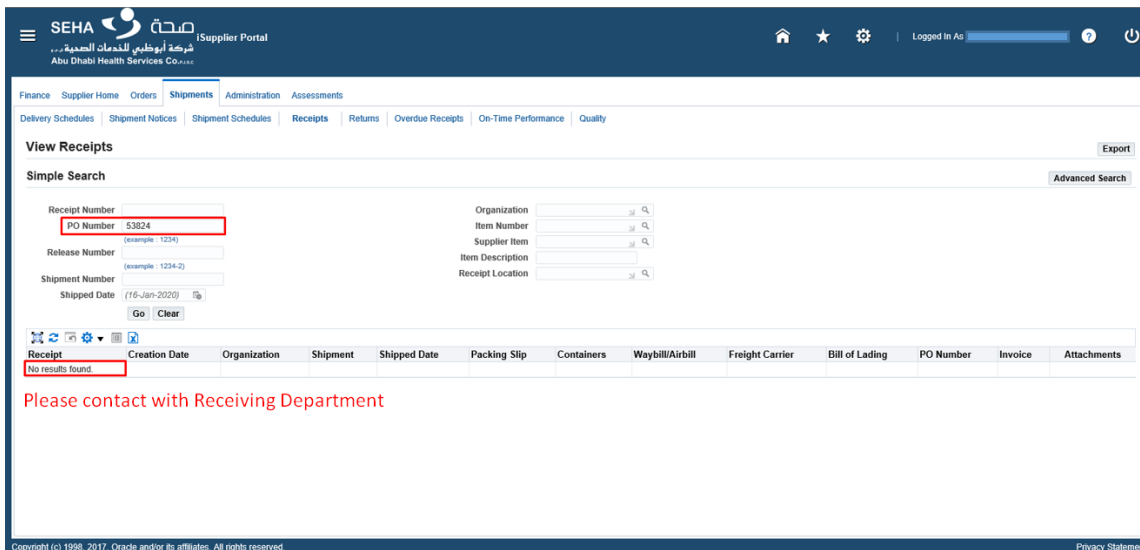
Verify the Receipts (GRN)

1. To check GRN/Receipts of the purchase order click “Shipments” and click “Receipts”



The screenshot shows the SEHA Supplier Portal interface. The top navigation bar includes 'SEHA' and 'صحة' logos, and the user is logged in as 'As...'. The main menu has 'Shipments' and 'Receipts' highlighted with red boxes. Below the menu, there's a 'View Receipts' section with a search form. The search form has fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, Item Description, and Receipt Location. Below the search form is a table with columns: Receipt, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments. The table content shows 'No search conducted.'

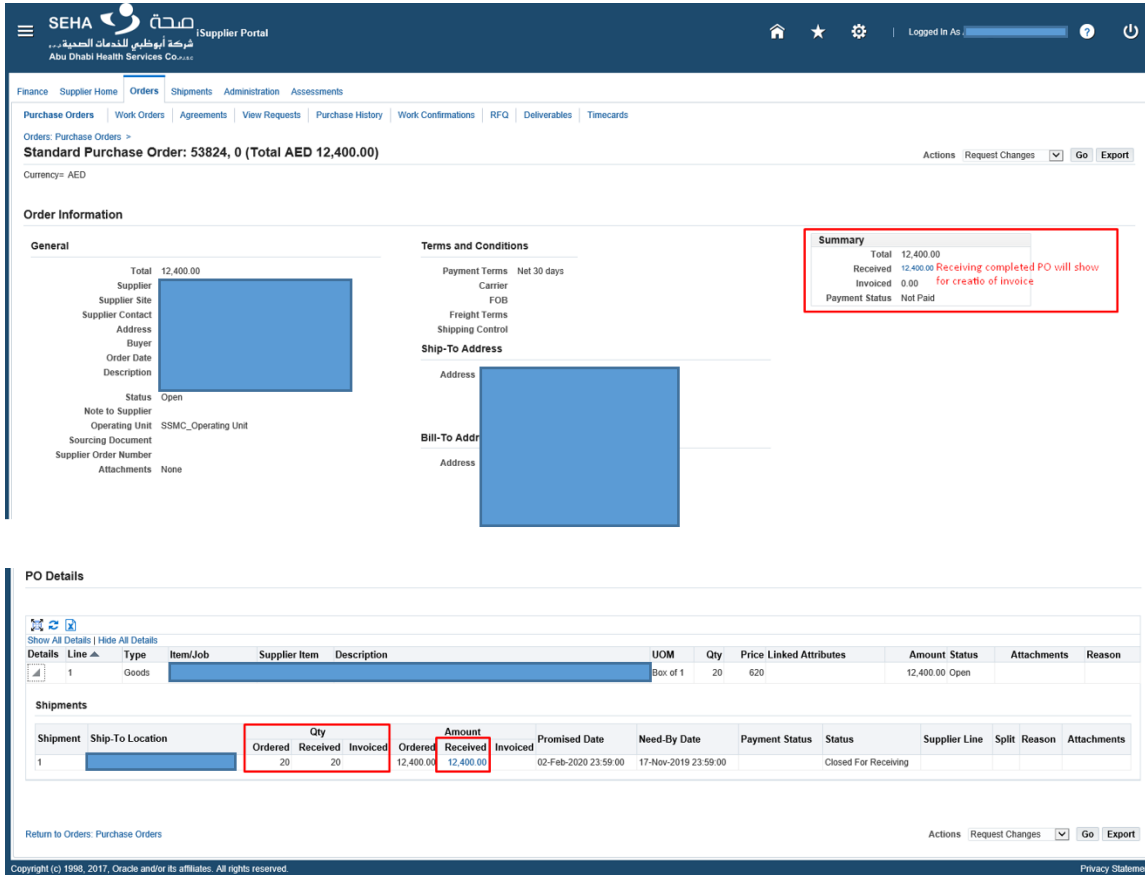
2. Enter PO Number and Click “Go” if you receive “No Results Found” **Please contact with Receiving Department.**



The screenshot shows the SEHA Supplier Portal interface. The top navigation bar includes 'SEHA' and 'صحة' logos, and the user is logged in as 'As...'. The main menu has 'Shipments' and 'Receipts' highlighted with red boxes. Below the menu, there's a 'View Receipts' section with a search form. The search form has fields for Receipt Number, PO Number, Release Number, Shipment Number, Shipped Date, Organization, Item Number, Supplier Item, Item Description, and Receipt Location. The 'PO Number' field is filled with '53824'. Below the search form is a table with columns: Receipt, Creation Date, Organization, Shipment, Shipped Date, Packing Slip, Containers, Waybill/Airbill, Freight Carrier, Bill of Lading, PO Number, Invoice, and Attachments. The table content shows 'No results found' in red text, with a red box around it and a red text instruction: 'Please contact with Receiving Department'.

Creation of Invoice

1. Before creation of invoice first verify the purchase order status (Refer to the steps from 6 to 10)



The screenshot displays the SEHA Supplier Portal interface for a purchase order. The top navigation bar includes 'Supplier Portal' and 'Logged In As'. The main content area is titled 'Standard Purchase Order: 53824, 0 (Total AED 12,400.00)'. Below this, there are sections for 'Order Information' and 'PO Details'.

Order Information:

- General:** Total 12,400.00, Supplier, Supplier Site, Supplier Contact, Address, Buyer, Order Date, Description, Status: Open, Note to Supplier, Operating Unit: SSMC_Operating Unit, Sourcing Document, Supplier Order Number, Attachments: None.
- Terms and Conditions:** Payment Terms: Net 30 days, Carrier, FOB, Freight Terms, Shipping Control.
- Ship-To Address:** Address field.
- Bill-To Address:** Address field.
- Summary:** Total 12,400.00, Received 12,400.00, Invoiced 0.00, Payment Status: Not Paid. A red box highlights the summary with the text: "Receiving completed PO will show for creatio of invoice".

PO Details:

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Status	Attachments	Reason
1	Goods				Box of 1	20	620		12,400.00	Open		

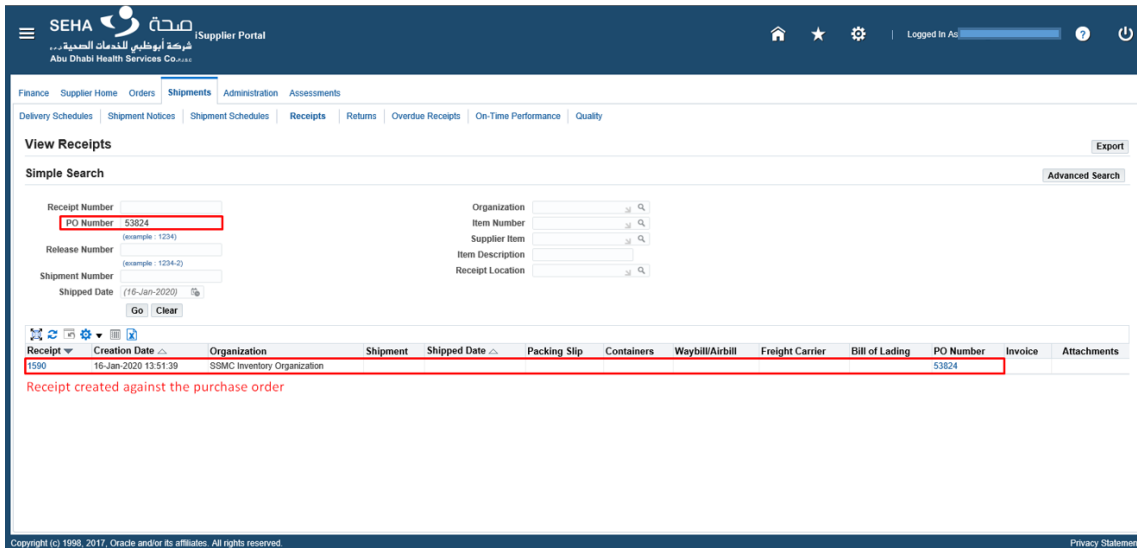
Shipments:

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		20	20		12,400.00	12,400.00		02-Feb-2020 23:59:00	17-Nov-2019 23:59:00		Closed For Receiving				

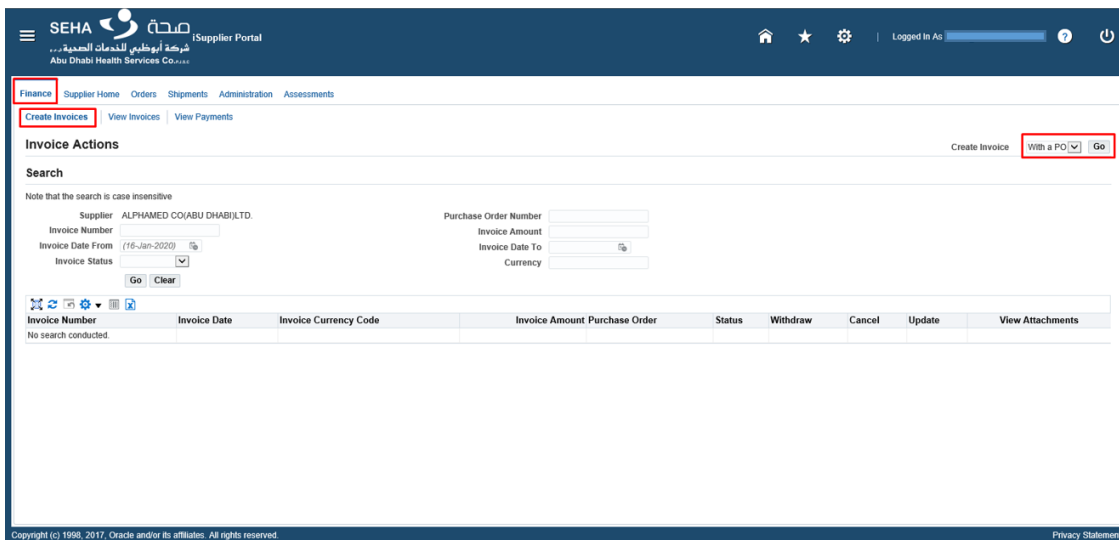
Return to Orders: Purchase Orders

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2. Verify the Receiving against purchase order (Refer to the steps from 11 to 13)



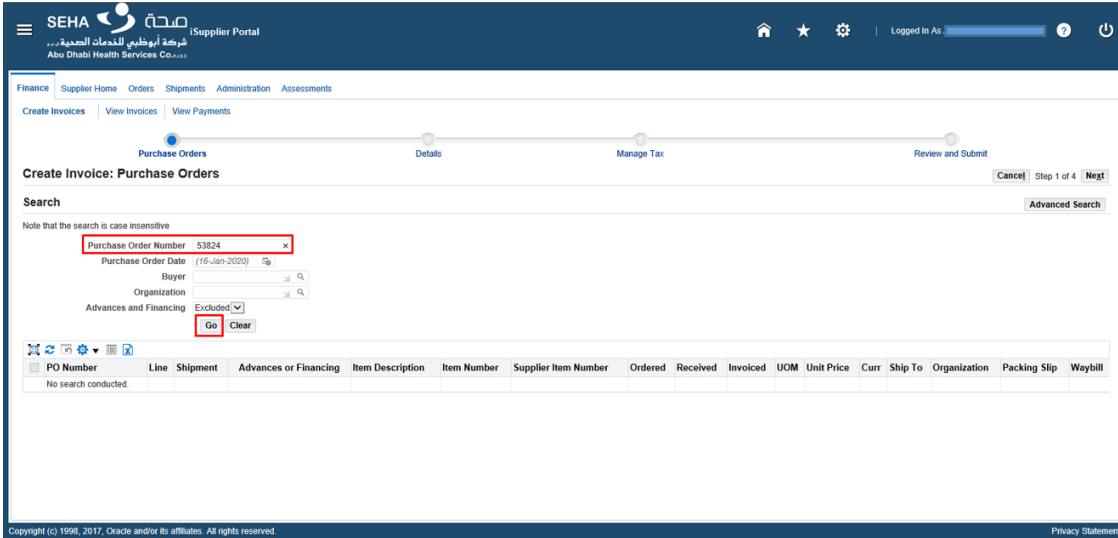
3. Click “Finance” by default you will come to “Create Invoice” select “with a PO” and click “Go”



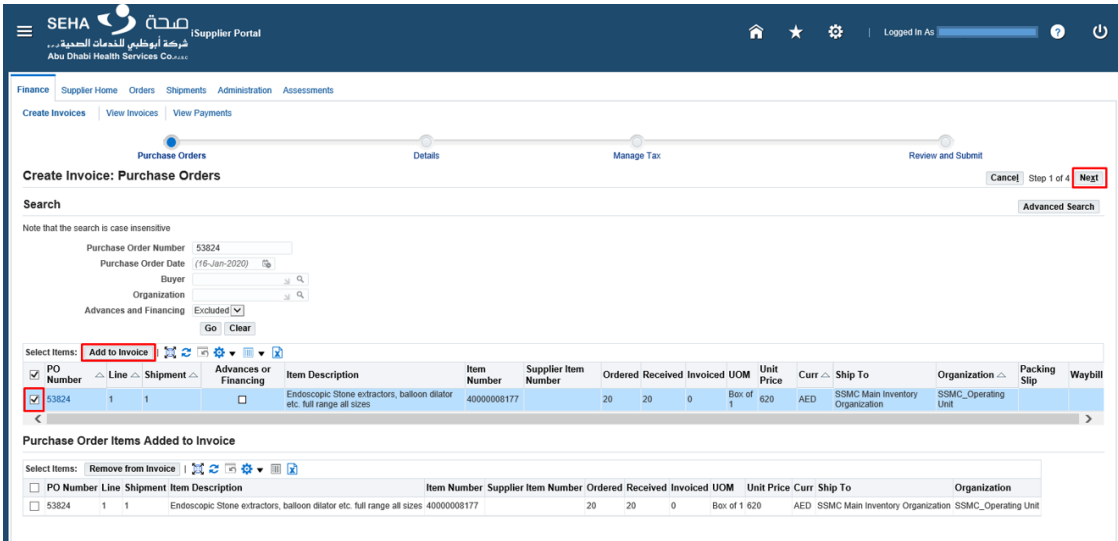
4. Enter “Purchase Order Number” and click “Go”

NOTE: Only received lines of purchase order will be available for invoice creation.

If PO is NOT available please check the receipts (Refer to the steps from 11 to 13)



5. Mark/Select the PO Lines and click “Add to Invoice” and click “Next”



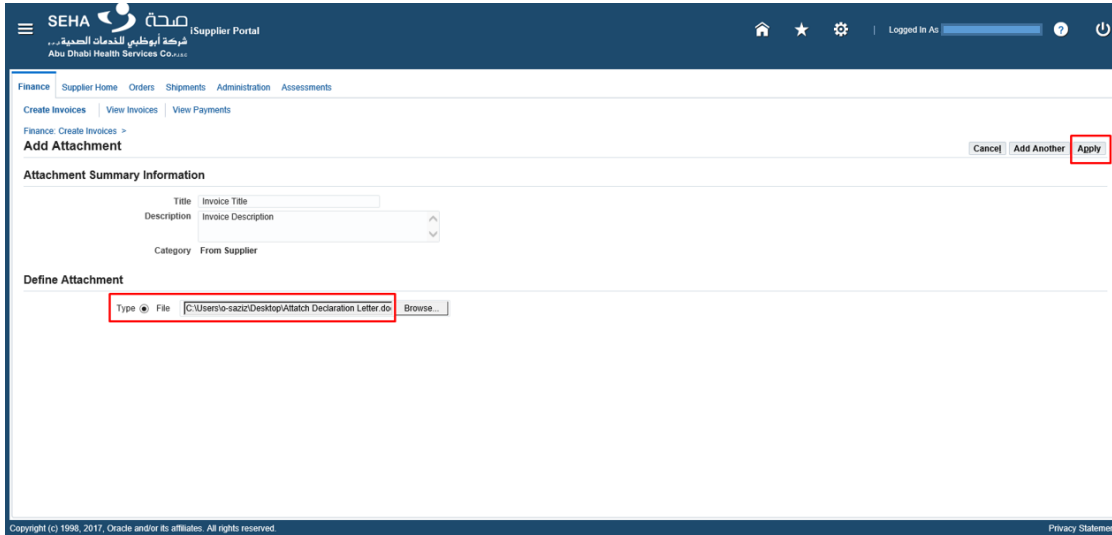
6. Enter the mandatory fields “Invoice Number” “Invoice Date” and “Attachment”.

You can also change the “Quantity” to be invoiced.

7. Attachments are mandatory to upload. Upload the PO, GRN and Invoice. Click Browse to upload the file.

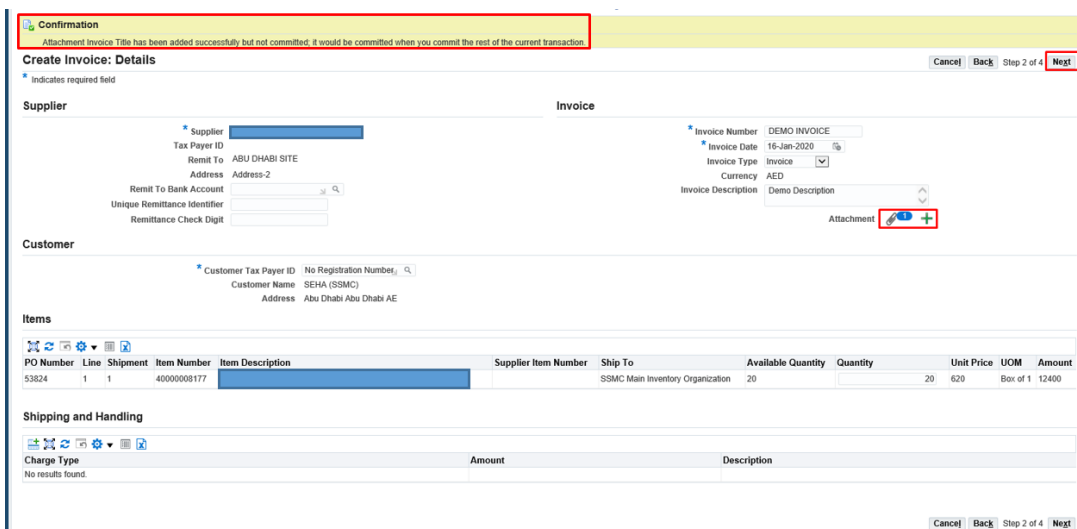
8. After selecting the file click “Apply”

If you want to upload other files click on “Add Another”



9. After click on “Apply” confirmation message will show and you will also view the uploaded number of files.

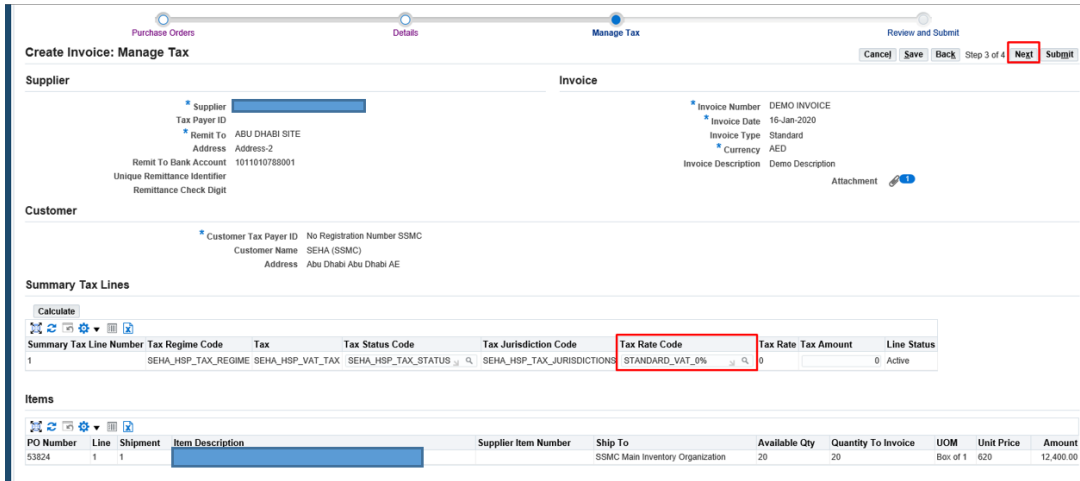
Click “Next”



10. After clicked “Next” you will come on “Manage Tax” (Step 3).

Here you can view the “Summary Tax Lines” (If tax is NOT registered you will not able to view this line.

In this example tax is registered and Tax Rate Code is “STANDARD_VAT_0%”



Create Invoice: Manage Tax

Supplier: Supplier, Tax Payer ID, Remit To, Address, Remit To Bank Account, Unique Remittance Identifier, Remittance Check Digit

Invoice: Invoice Number, Invoice Date, Invoice Type, Currency, Invoice Description, Attachment

Customer: Customer Tax Payer ID, No Registration Number SSMC, Customer Name, Address

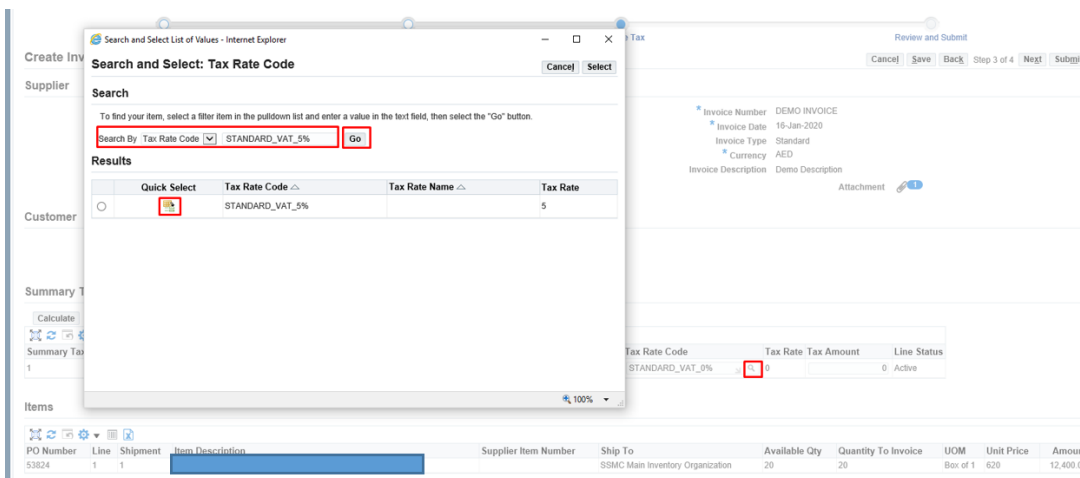
Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	SEHA_HSP_TAX_REGIME	SEHA_HSP_VAT_TAX	SEHA_HSP_TAX_STATUS	SEHA_HSP_TAX_JURISDICTIONS	STANDARD_VAT_0%	0	0	Active

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
53824	1	1			SSMC Main Inventory Organization	20	20	Box of 1	620	12,400.00

11. If you want to change the Tax Rate Code to STANDARD_VAT_5%

Click on the search icon, the window will show and Enter “STANDARD_VAT_5%”

Click “Go” and click on Quick Select icon.



Search and Select: Tax Rate Code

Search: To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

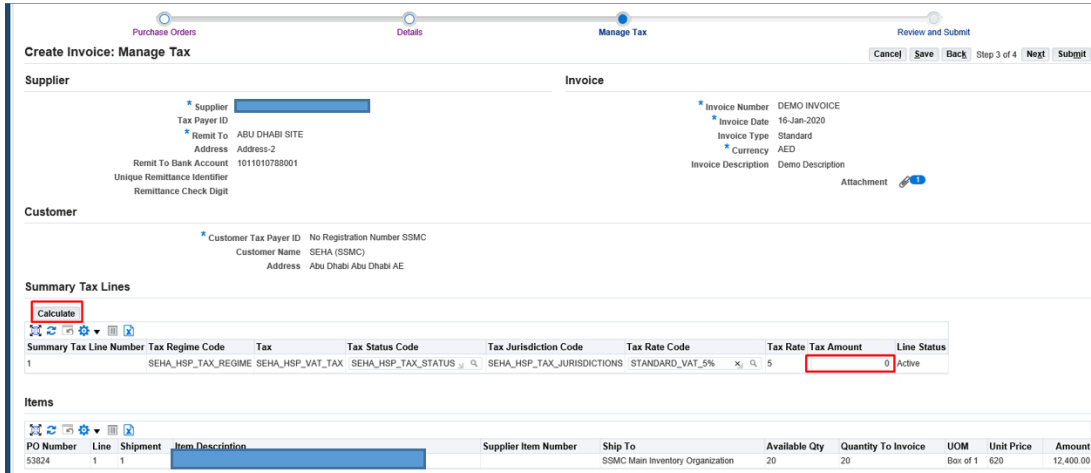
Search By: Tax Rate Code | STANDARD_VAT_5% | Go

Quick Select	Tax Rate Code	Tax Rate Name	Tax Rate
<input type="radio"/>	STANDARD_VAT_5%		5

Results: STANDARD_VAT_0% (Tax Rate: 0), Tax Amount: 0, Line Status: Active

12. After changing the default Tax Rate Code to “STANDARD_VAT_5%”

NOTE: The “Tax Amount” NOT calculated click “Calculate”



Supplier

Supplier: [Redacted]
 Tax Payer ID: [Redacted]
 Remit To: ABU DHABI SITE
 Address: Address-2
 Remit To Bank Account: 101101078001
 Unique Remittance Identifier: [Redacted]
 Remittance Check Digit: [Redacted]

Customer

Customer Tax Payer ID: No Registration Number SSMC
 Customer Name: SEHA (SSMC)
 Address: Abu Dhabi Abu Dhabi AE

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	SEHA_HSP_TAX_REGIME	SEHA_HSP_VAT_TAX	SEHA_HSP_TAX_STATUS	SEHA_HSP_TAX_JURISDICTIONS	STANDARD_VAT_5%	5	0	Active

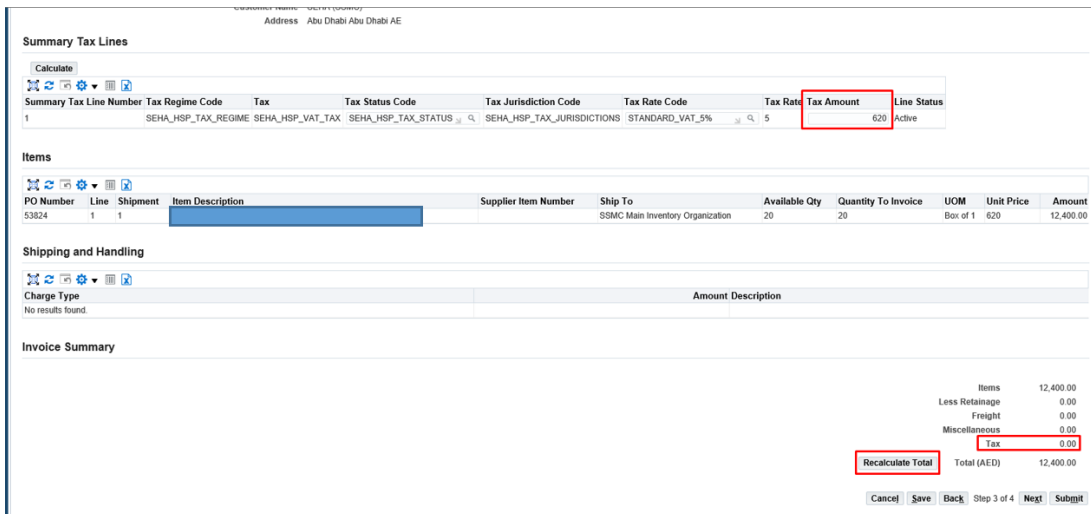
Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
53824	1	1	[Redacted]		SSMC Main Inventory Organization	20	20	Box of 1	620	12,400.00

13. After clicked “Calculate” button, The “Tax Amount” calculated successfully.

NOTE: In the Invoice Summary the highlighted “Tax” is still showing 0

Click on “Recalculate Total”



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	SEHA_HSP_TAX_REGIME	SEHA_HSP_VAT_TAX	SEHA_HSP_TAX_STATUS	SEHA_HSP_TAX_JURISDICTIONS	STANDARD_VAT_5%	5	620	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
53824	1	1	[Redacted]		SSMC Main Inventory Organization	20	20	Box of 1	620	12,400.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

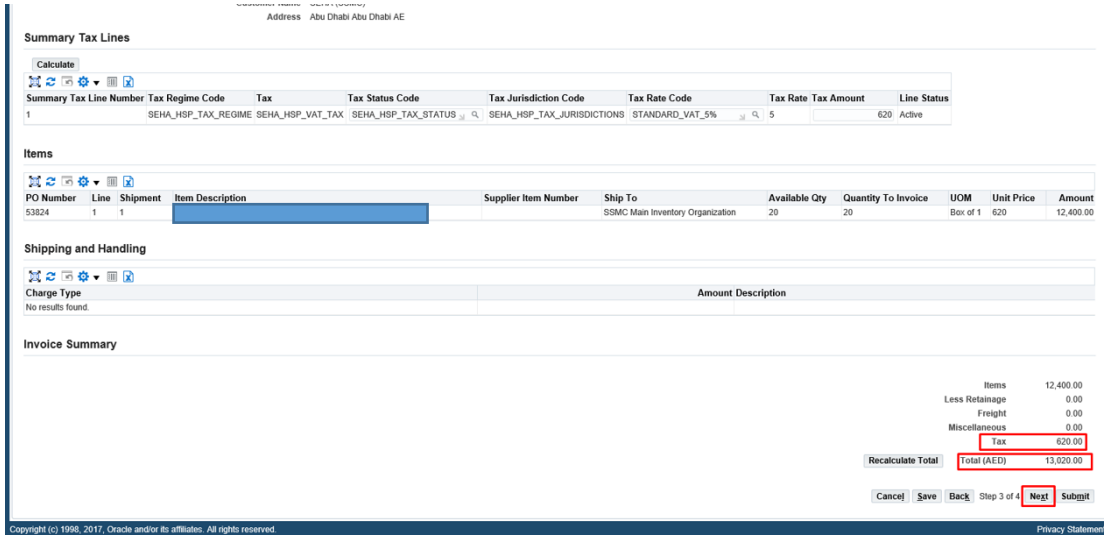
Invoice Summary

Items	12,400.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (AED) 12,400.00

14. After clicked “Recalculate Total” the “Tax” amount calculate successfully.

NOTE: The “Total (AED)” also updated.

Click “Next”



Address: Abu Dhabi Abu Dhabi AE

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	SEHA_HSP_TAX_REGIME	SEHA_HSP_VAT_TAX	SEHA_HSP_TAX_STATUS	SEHA_HSP_TAX_JURISDICTIONS	STANDARD_VAT_5%	5	620	Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
53824	1	1			SSMC Main Inventory Organization	20	20	Box of 1	620	12,400.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

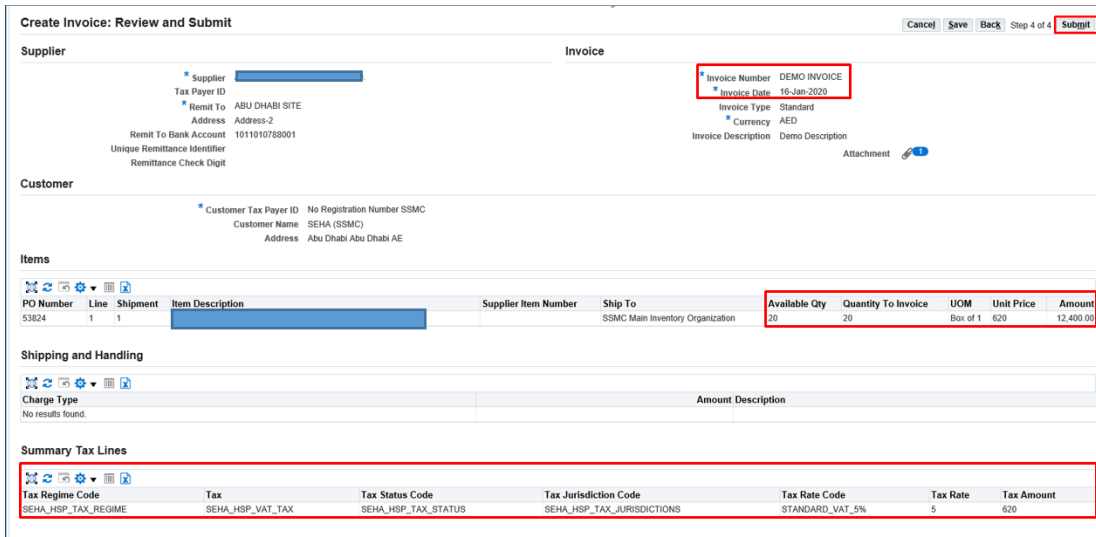
Invoice Summary

Items	12,400.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	620.00
Recalculate Total	Total (AED) 13,020.00

Buttons: Cancel, Save, Back, Step 3 of 4, **Next**, Submit

15. After clicked “Next” you will come to “Review and Submit” (Step 4)

Review the entered information and click “Submit”



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

Supplier

Supplier: [Redacted]
 Tax Payer ID: [Redacted]
 Remit To: ABU DHABI SITE
 Address: Address-2
 Remit To Bank Account: 1011010789001
 Unique Remittance Identifier: [Redacted]
 Remittance Check Digit: [Redacted]

Customer

Customer Tax Payer ID: No Registration Number SSMC
 Customer Name: SEHA (SSMC)
 Address: Abu Dhabi Abu Dhabi AE

Invoice

Invoice Number: DEMO INVOICE
 Invoice Date: 16-Jan-2020
 Invoice Type: Standard
 Currency: AED
 Invoice Description: Demo Description

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
53824	1	1			SSMC Main Inventory Organization	20	20	Box of 1	620	12,400.00

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

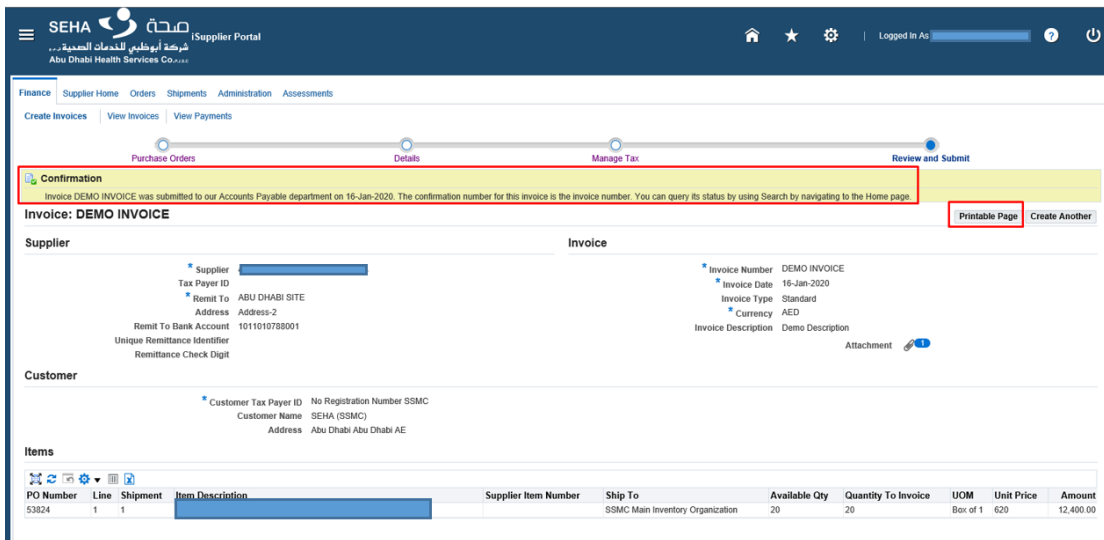
Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
SEHA_HSP_TAX_REGIME	SEHA_HSP_VAT_TAX	SEHA_HSP_TAX_STATUS	SEHA_HSP_TAX_JURISDICTIONS	STANDARD_VAT_5%	5	620

16. Once you click “Submit” button the confirmation message will display.

17. You can also print the page by clicking “Printable Page”

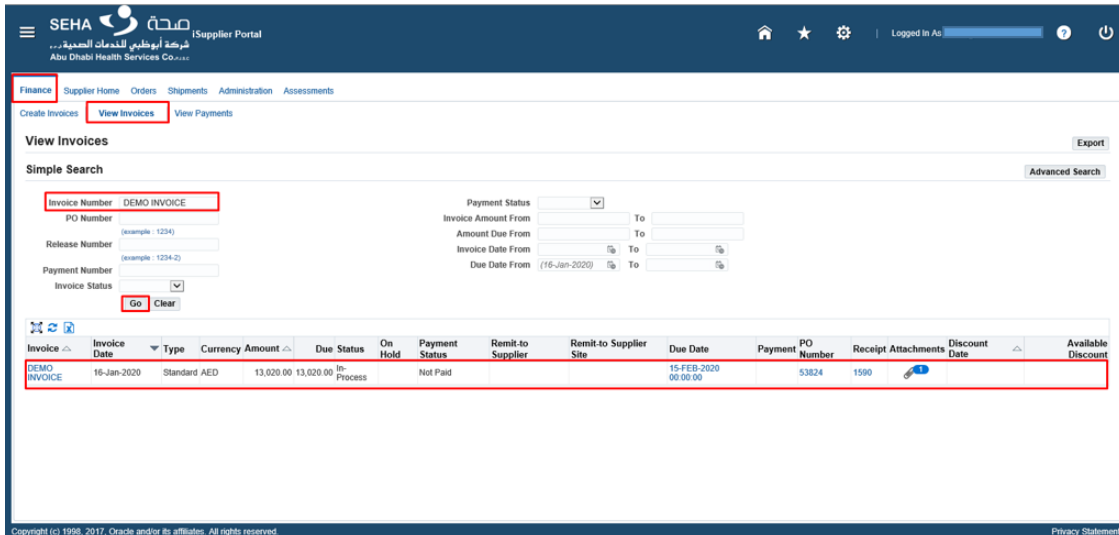
NOTE :

- i) Please contact **Accounts Payable Department** for cancellation of Invoice
- ii) You can resubmit the invoice only after original invoice is cancelled by the **Accounts Payable Department**
- iii) Once an invoice is submitted, it cannot be modified at your end.



View of Invoices


1. To view the invoices navigate to “Finance > View Invoices > Enter Invoice Number > Go
2. You can also find invoices by entering PO Number and Invoice Date From and To
3. Click on Invoice Number (Highlighted in Blue) for invoice information
4. Different types of status :
 - (A) Approved: Invoice is approved from Payable Team.
 - (B) In –Progress: Invoice is in progress, it is not approved.
 - (C) Cancelled: Invoice is cancelled from Payable Team.



The screenshot shows the 'View Invoices' interface in the SEHA iSupplier Portal. The search form includes the following fields:

- Invoice Number: DEMO INVOICE
- PO Number: (example: 1234)
- Release Number: (example: 1234-2)
- Payment Number
- Invoice Status: (dropdown menu)
- Payment Status: (dropdown menu)
- Invoice Amount From: To
- Amount Due From: To
- Invoice Date From: To
- Due Date From: (16-Jan-2020) To

The search results table is as follows:

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	Payment Status	Remit to Supplier	Remit to Supplier Site	Due Date	Payment	PO Number	Receipt Attachments	Discount Date	Available Discount
DEMO INVOICE	16-Jan-2020	Standard	AED	13,020.00	13,020.00	In-Process	Not Paid			15-FEB-2020 00:00:00	53824	1590			

View of Payments

1. To view the payments navigate to “Finance > View Payments > Enter Invoice Number > Go
2. You can also find payments by entering PO Number, Invoice Number, Payment Date From and To

The screenshot displays the 'View Payments' interface in the SEHA iSupplier Portal. The navigation menu includes 'Finance', 'Supplier Home', 'Orders', 'Shipments', 'Administration', and 'Assessments'. The 'View Payments' option is selected. The search section includes a 'Simple Search' form with the following fields: Payment Number, Invoice Number (DEMO INVOICE), PO Number (example: 1234), Release Number (example: 1234-3), Status, Payment Amount From, and Payment Date From (29-Jan-2020). There are 'Go' and 'Clear' buttons. Below the search form is a table with columns: Payment, Remit to Supplier, Remit to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number. The table currently shows 'No results found.'

If the above guide does not address the issue you encounter, please contact iSupplier.ITSupport@seha.ae for further assistance