

## How to Create invoice on iSupplier

Always use **Chrome**

Use website – <https://isupplier.dubai.gov.ae>

In case Single Sign On screen comes, kindly drop down and select “Go Direct to Application” and click Go to get the below screen

Login

grp.dubai.gov.ae/OA\_HTML/AppsLocalLogin.jsp

أنظمة تخطيط الموارد الحكومية  
Government Resources Planning

User Name  
dtcm1236

Password  
\*\*\*\*\*

LOG IN

CANCEL

Login Assistance

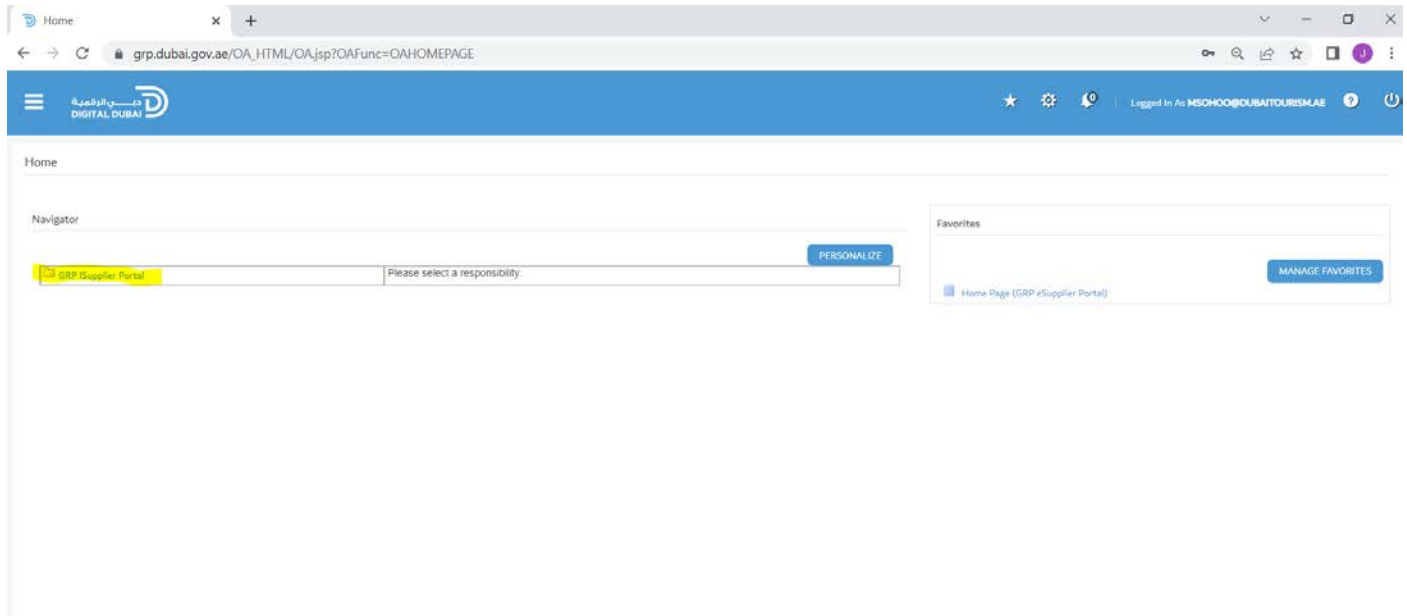
Accessibility  
None

Language  
English

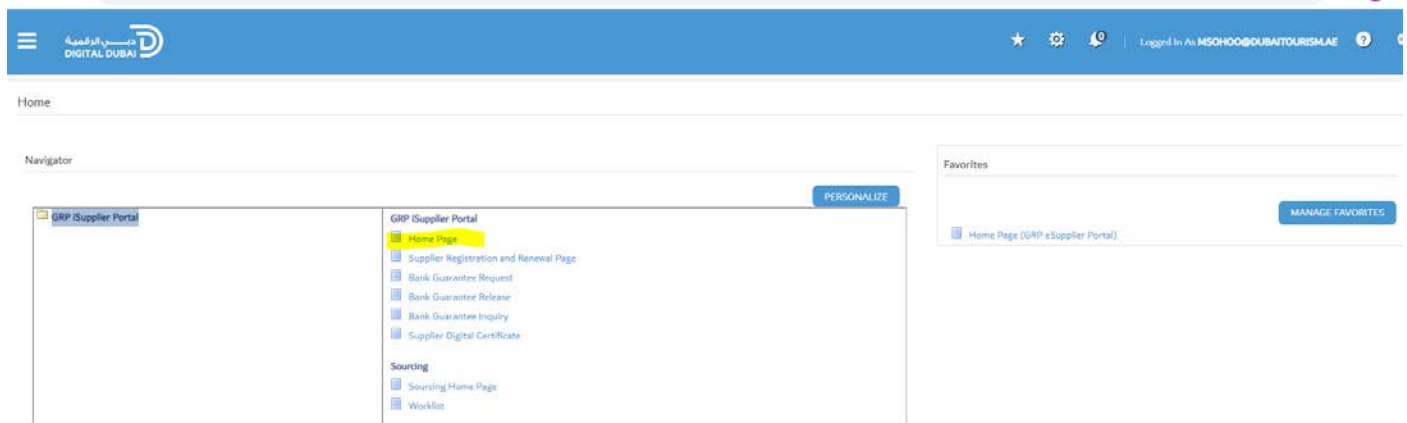
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Enter username and password.

## First screen



Click on **GRP iSupplier Portal**




Click on **Home Page**

iSupplier Portal: Home Page x +

← → ↺ grp.dubai.gov.ae/OA\_HTML/RF.jsp?function\_id=12356&resp\_id=50247&resp\_appl\_id=177&security\_group\_id=0&lang\_

Supplier Home Orders Shipments **Finance** Administration Assessments Manage Supplier Broker

Search PO Number  GO



المورد الذكي  
**smartsupplier**

**Smart Supplier makes working with Dubai government simpler and easier**

FOR ANY INQUIRIES CONTACT  
**600 560 000**

ذكي الذكية  
SMART DUBAI

@smartdubai smartdubai.ae

All ASN for Dubai Municipality has to be submitted via Smart Supplier App  
Open purchase Order you will see the button of Shipment Notice in the PO Details

جميع اشعارات الشحن لبلدية دبي يجب ان تقدم من خلال تطبيق المورد الذكي  
قم بفتح اوامر الشراء ومن صفحة تفاصيل الامر الخاصة بامر الشراء قم بالضغط على انشاء اشعار تسليم

\* TRN number for most of Dubai Government Entities are available in the below link.  
\* If the entity name is not listed in the attached file please contact the entity directly to get their TRN. / Site

[Click here to download TRN number for Dubai Government Entities](#)

Click **Finance**

Supplier Portal

Supplier Home Orders Shipments **Finance** Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Invoice Actions **Create Invoice** With a PO

Search

Note that the search is case insensitive

Supplier: DUBAI FESTIVALS AND RETAIL SECTOR PROMOTIONS ESTABLISHMENT

Invoice Number

Invoice Date From: (22-09-2022)

Invoice Status

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

GO CLEAR

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

On the top right corner click **Create Invoice (with a PO) Go**

**DIGITAL DUBAI** Supplier Portal

Supplier Home | Orders | Shipments | **Finance** | Administration | Assessments | Manage Supplier Broker

Create Invoices | View Invoices | View Payments

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

Create Invoice: Purchase Orders

[Click Here for VAT Rules of TAX Invoice Creation as per The UAE VAT Regime.](#)

Search ADVANCED SEARCH

Note that the search is case insensitive

Purchase Order Number:

Purchase Order Date: (22-09-2022)

Advances and Financing: Excluded

GO CLEAR

Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
------	----------	-----------------------	------------------	-------------	----------------------	---------	----------	----------	-----	------------	------	---------	--------------	--------------	---------

Enter PO. PO date is not mandatory. Click **Go**.

If GRN is not created, you will not be able to use the PO.

Supplier Home | Orders | Shipments | **Finance** | Administration | Assessments | Manage Supplier Broker

Create Invoices | View Invoices | View Payments

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

Create Invoice: Purchase Orders

[Click Here for VAT Rules of TAX Invoice Creation as per The UAE VAT Regime.](#)

Search ADVANCED SEARCH

Note that the search is case insensitive

Purchase Order Number: 41804933

Purchase Order Date: (22-09-2022)

Advances and Financing: Excluded

GO CLEAR

Select Items: ADD TO INVOICE | \*\*\*

Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Involved	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/> 1	1	<input type="checkbox"/>	DSS Voucher for DTCM & DCTCM & DCT staff - Food			1	0	1	Each	61875	AED	DET Head Office	Department of Tourism and Commerce Marketing		
<input checked="" type="checkbox"/> 2	1	<input type="checkbox"/>	DSS Voucher for DTCM & DCTCM & DCT staff - Games			1	0	1	Each	82500	AED	DET Head Office	Department of Tourism and Commerce Marketing		
<input checked="" type="checkbox"/> 3	1	<input type="checkbox"/>	DSS Voucher for DTCM & DCTCM & DCT staff - Entry Tickets			1	0	1	Each	20625	AED	DET Head Office	Department of Tourism and Commerce Marketing		

Dear distinguished suppliers,

When submitting the invoice in the smart supplier system (Supplier) please note the following:

1- If one of the items of the invoice is subject to tax, while the system does not calculate it, please enter the code (Standard) from the (Tax Classification) list, then click on (Calculate Tax).

2- If one of the items in the invoice is not subject to tax, while the system has calculated tax on it, kindly remove the tax amount by choosing the code (Zero) from the (Tax Classification) list, then click on (Calculate Tax).

Select the PO lines you want to use for the Invoice. Click **ADD TO INVOICE**.

**In case there are more than one PO for the Invoice/RFP** then, After clicking **Add to Invoice**, Enter the next PO number, say go, select the lines, **Add to Invoice**. Repeat this process till all POs and PO lines are added.

Then click **NEXT**.

Supplier Portal

Supplier Home Orders Shipments Finance Administration Assessments Manage Supplier Broker

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

CREATE INVOICE: DETAILS

\* Indicates required field

Supplier

Supplier DUBAI FESTIVALS AND RETAIL SECTOR PROMOTIONS ESTABLISHMENT

Tax Payer ID

Remit To DUBAI

Address 4th Floor, The Offices 2 Building, One Central Trade Centre 2 DUBAI DUBAI 25425

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Invoice Number 12540

Invoice Date 22-09-2022

Invoice Type Invoice

Currency AED

Invoice Description Retainer fees for September 2022

Attachment +

\*Please try to group all the attachments in one single file.

Customer

Customer Tax Payer ID SY512047

Customer Name Department of Tourism & Commerce Marketing

Address DET 4th Floor (Reception) One central building 2 DUBAI 594 AE

Items

Enter **Invoice Number**.  
 Select **correct Date**.  
 Select **"Invoice"** or **"Credit Note"**.  
 Enter **Description**.

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

CREATE INVOICE: DETAILS

\* Indicates required field

Supplier

Supplier DUBAI FESTIVALS AND RETAIL SECTOR PROMOTIONS ESTABLISHMENT

Tax Payer ID

Remit To DUBAI

Address 4th Floor, The Offices 2 Building, One Central Trade Centre 2 DUBAI DUBAI 25425

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Invoice Number 12540

Invoice Date 22-09-2022

Invoice Type Invoice

Currency AED

Invoice Description Retainer fees for September 2022

Attachment +

\*Please try to group all the attachments in one single file.

Customer

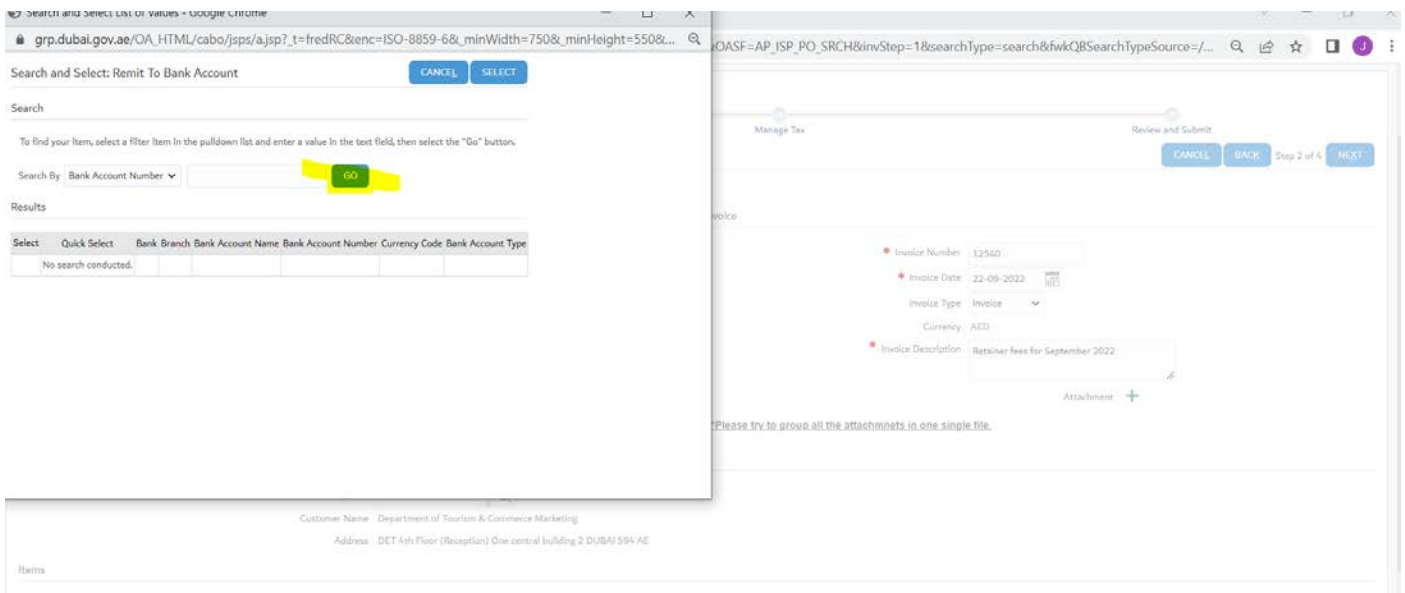
Customer Tax Payer ID SY512047

Customer Name Department of Tourism & Commerce Marketing

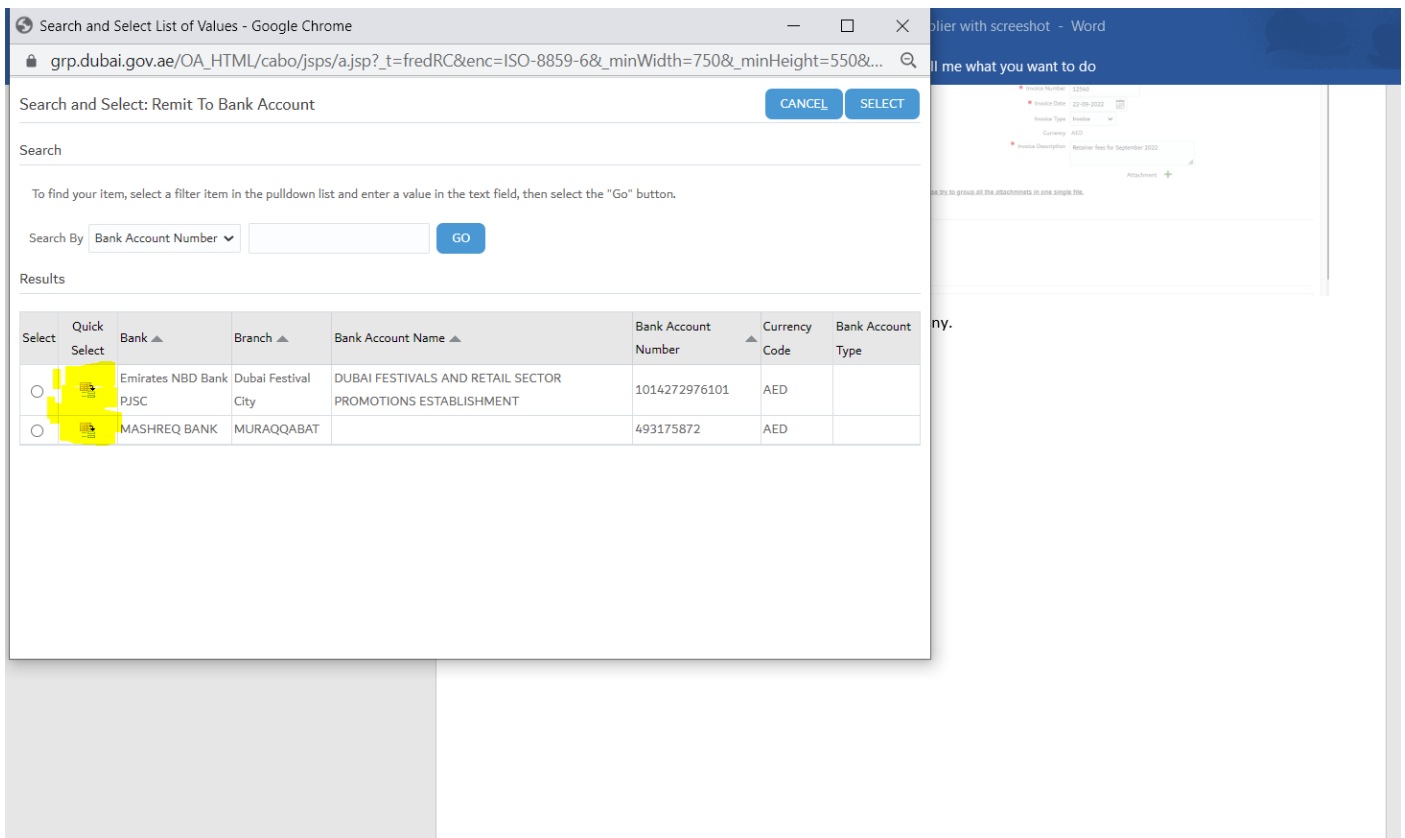
Address DET 4th Floor (Reception) One central building 2 DUBAI 594 AE

Items

On the same page, on the left look for "Remit To Bank Account" click on search glass to search and select bank account to send the payment to



Click Go to see list of bank account registered for your company.



Select the bank account. Either by

Using select button. Select the bank and click SELECT on the right top corner.

Or click the highlighted icon for the bank you want. It will select and take you directly to the earlier screen.

Supplier Portal: Create Invoices

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice Description: Retainer fees for September 2022

Attachment +

\*Please try to group all the attachments in one single file.

Customer

Customer Tax Payer ID: SYS12047

Customer Name: Department of Tourism & Commerce Marketing

Address: DET 4th Floor (Reception)

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
41804935	1	1		DSS Voucher for DTCM & DCTCM & DCT staff - Food		DET Head Office		0.8727272727272727	61875	Each	
41804935	2	1		DSS Voucher for DTCM & DCTCM & DCT staff - Games		DET Head Office			82500	Each	
41804935	3	1		DSS Voucher for DTCM & DCTCM & DCT staff - Entry Ticket		DET Head Office			20625	Each	

\*Please ignore the PO amount in the email notification if received. As it does not include the tax.

Shipping and Handling

Charge Type

No results found.

CANCEL BACK Step 2 of 4 NEXT

On the same page, little down, enter quantity. In the full quantity is not delivered. Use fraction of the quantity billed. For example. For line 1, amount of invoice is 54,000/-, the unit price as per PO is 61,875/- than on a calculation take the amount billed 54,000/- divide it with PO unit price of 61875/- and copy and paste the result in the quantity. Take around 8 to 9 digits after decimal. In the above example I have take 9 digits after decimal.

Supplier Portal: Create Invoices

Create Invoices: View Invoices: View Payments

Purchase Orders: Details: Manage Tax: Review and Submit

Create Invoice: Details

\* Indicates required field

Supplier

Supplier: DUBAI FESTIVALS AND RETAIL, SECTOR PROMOTIONS ESTABLISHMENT

Tax Payer ID

Remit To: DUBAI

Address: 4th Floor, The Offices 2 Building, One Central Trade Centre 2 DUBAI DUBAI 25425

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Invoice Number: 12540

Invoice Date: 22-09-2022

Invoice Type: Invoice

Currency: AED

Invoice Description: Retainer fees for September 2022

Attachment +

\*Please try to group all the attachments in one single file.

Customer

Customer Tax Payer ID: SYS12047

Customer Name: Department of Tourism & Commerce Marketing

Address: DET 4th Floor (Reception) One central building 2 DUBAI 594 AE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
41804935	1	1		DSS Voucher for DTCM & DCTCM & DCT staff - Food		DET Head Office		0.8727272727	61875	Each	
41804935	2	1		DSS Voucher for DTCM & DCTCM & DCT staff - Games		DET Head Office			82500	Each	

On the same page, little up, start attaching supporting documents. Click on +.



Supplier Portal: Create Invoices

grp.dubai.gov.ae/OA\_HTML/OA.jsp?page=/oracle/apps/ap/invoice/request/webui/PoSrchPGB&ri=2008&OASF=AP\_JSP\_PO\_SRCH&invStep=1&searchType=search&fwkQBSearchTypeSource=...

Create Invoice: Details

Supplier: DUBAI FESTIVALS AND RETAIL SECTOR PROMOTIONS ESTABLISHMENT

Invoice Number: 12540

Invoice Date: 22-09-2022

Invoice Type: Invoice

Currency: AED

Invoice Description: Retainer fees for September 2022

Customer: Department of Tourism & Commerce Marketing

Customer Tax Payer ID: 5Y512047

Address: DET 4th Floor (Reception) One central building 2 DUBAI 594 AE

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
41804935	1	1		DSS Voucher for DTCM & DCTCM & DCT staff - Food		DET Head Office			0.572727272	61875	Each
41804935	2	1		DSS Voucher for DTCM & DCTCM & DCT staff - Games		DET Head Office			62500	Each	
41804935	3	1		DSS Voucher for DTCM & DCTCM & DCT staff -Entry Tickets		DET Head Office			20625	Each	

New small window will open. Attachment type, keep **File**. For Title, type the document you are uploading. If you are uploading invoice, type "invoice", if report is being uploaded, than type "September 2022 Report", etc.

Click **Choose File** and upload the file. Click Add another till all documents are uploaded. After all documents are uploaded click **Apply**. Each document should be less than 10 MB. After finishing, click **NEXT** on the top right corner.

On the next screen check all the calculations and amount are correct and than **Submit**.

The invoice is uploaded.