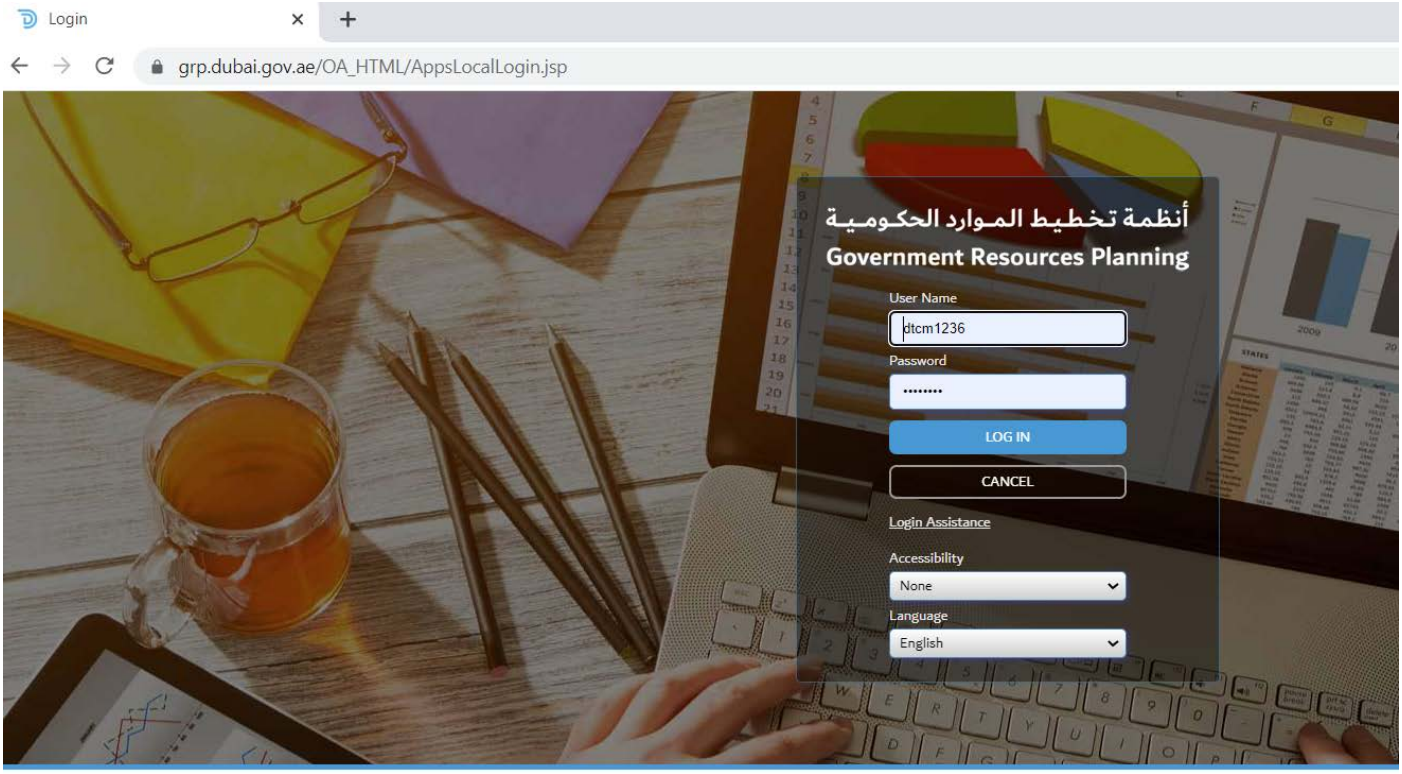
How to Create invoice on iSupplier

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



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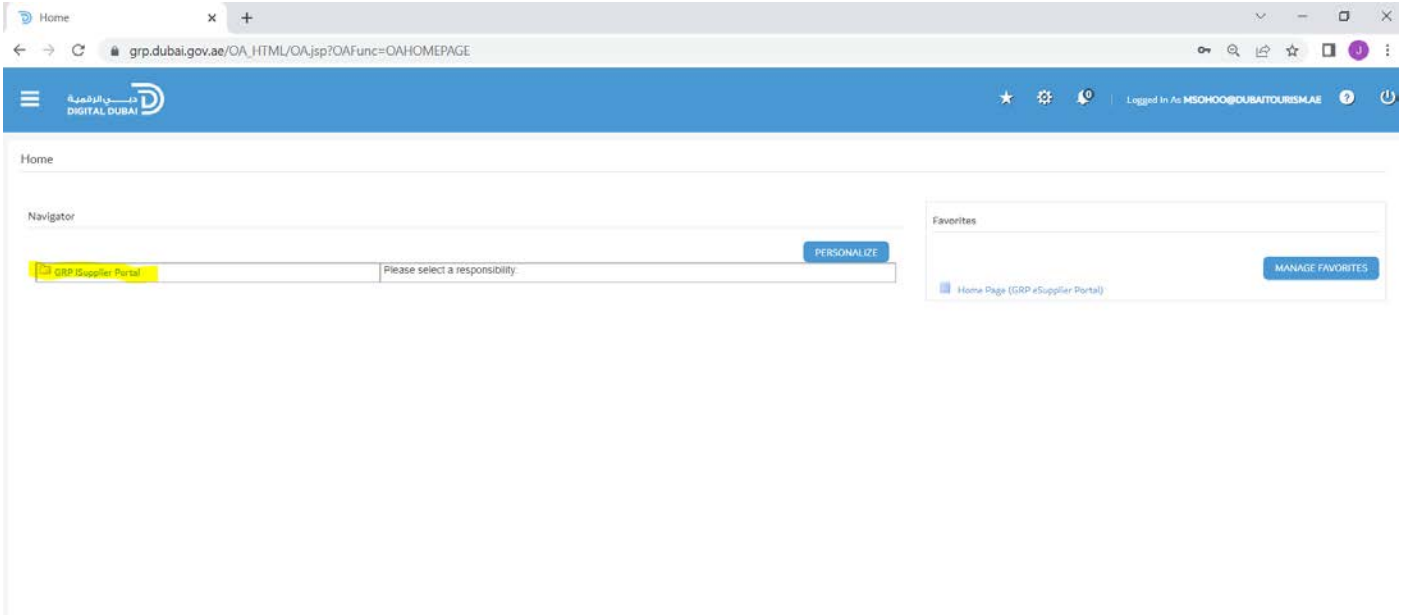
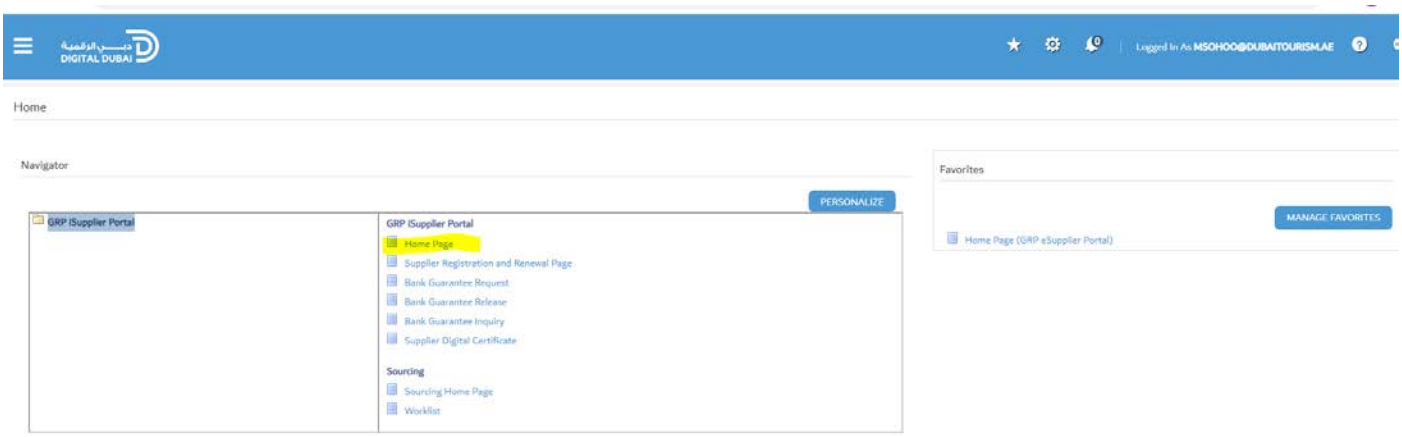
Enter username and password.

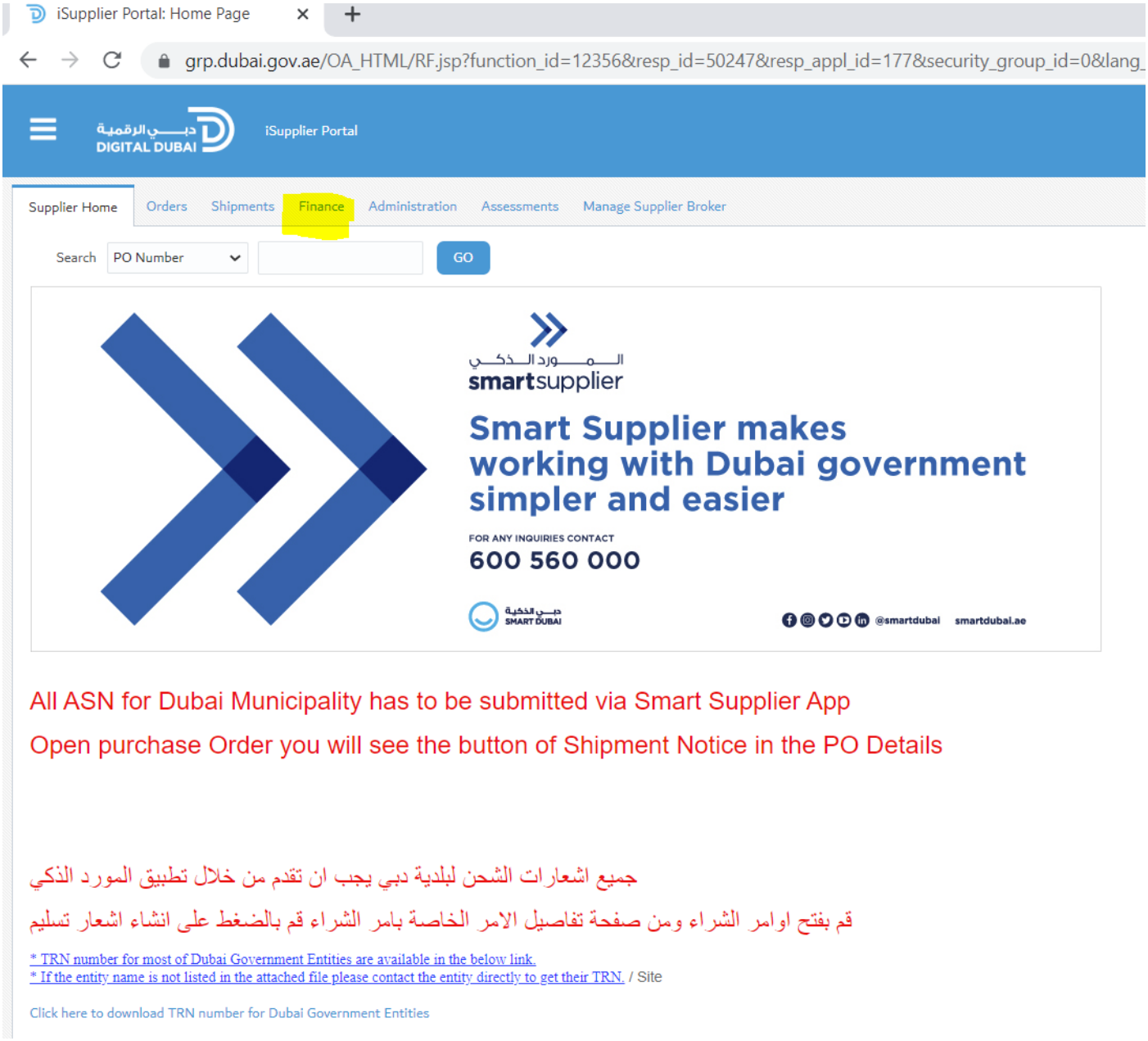
First screen



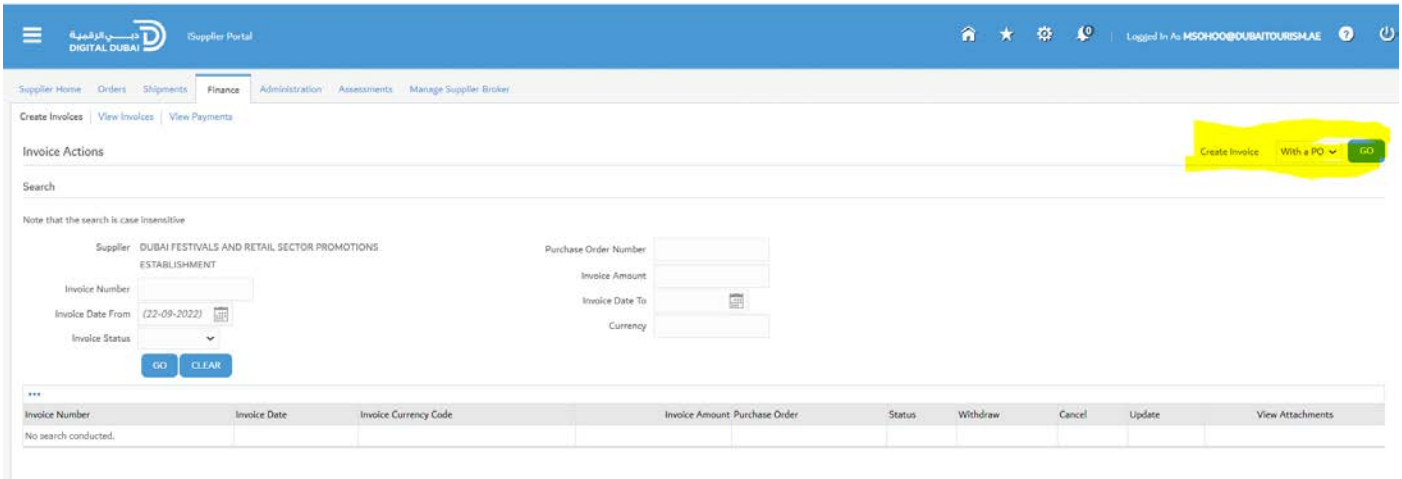
Click on **GRP iSupplier Portal**



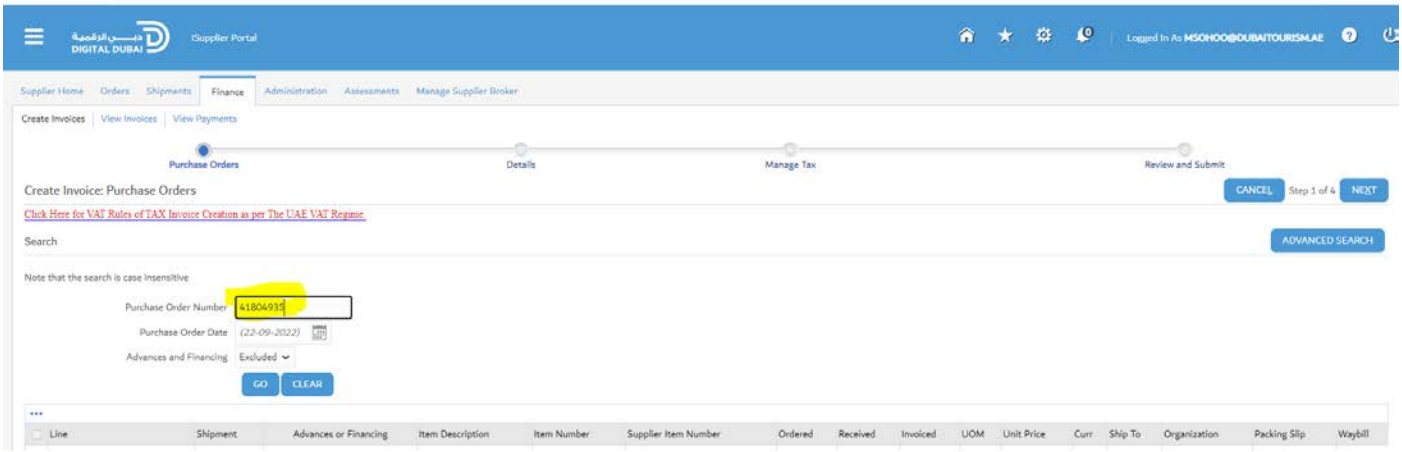
Click on **Home Page**



Click **Finance**

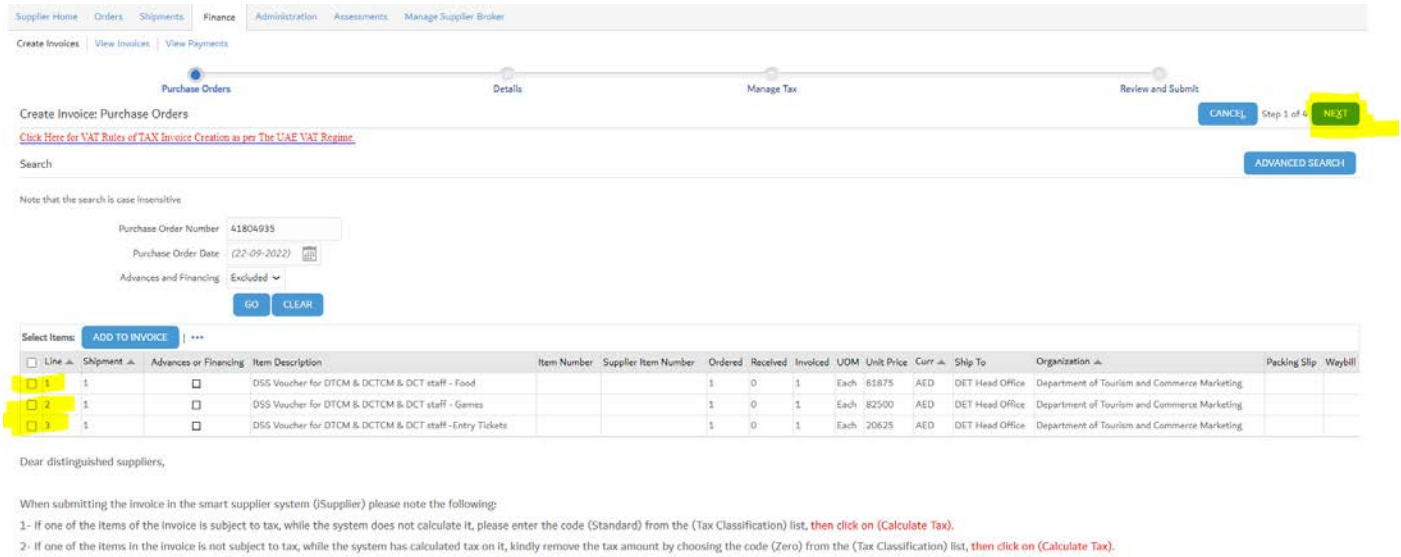


On the top right corner click **Create Invoice (with a PO) Go**



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

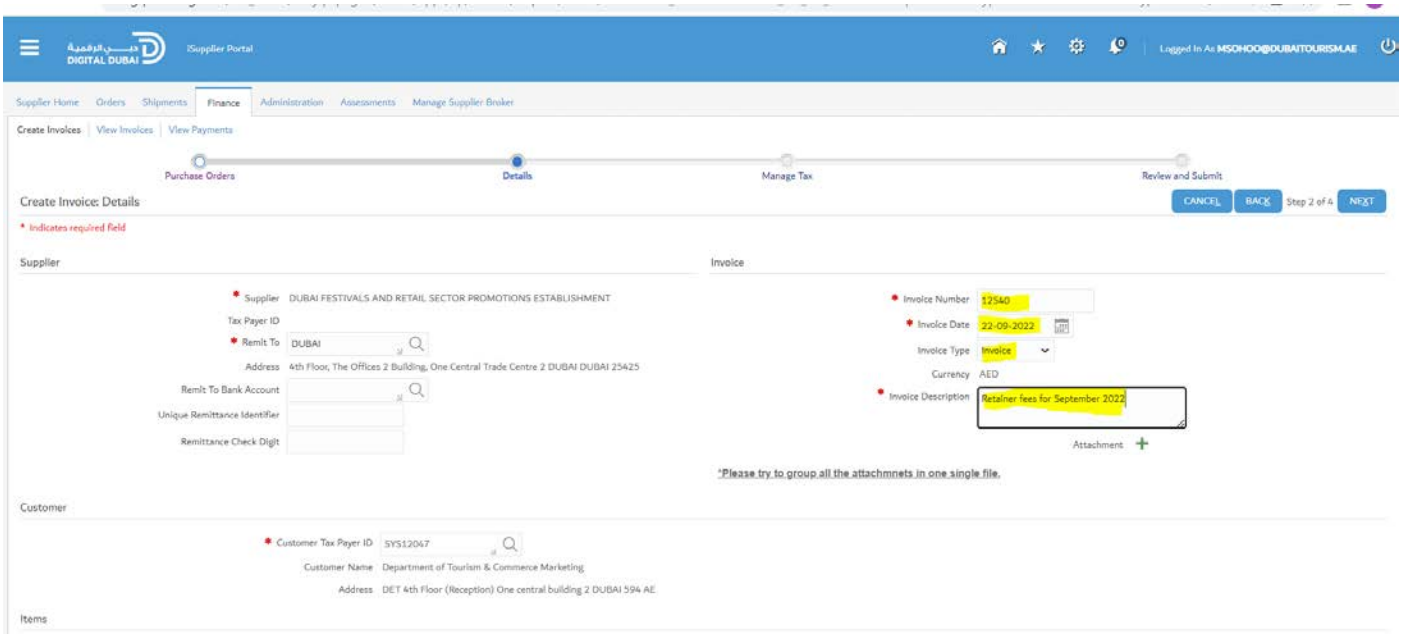
If GRN is not created, you will not be able to use the PO.



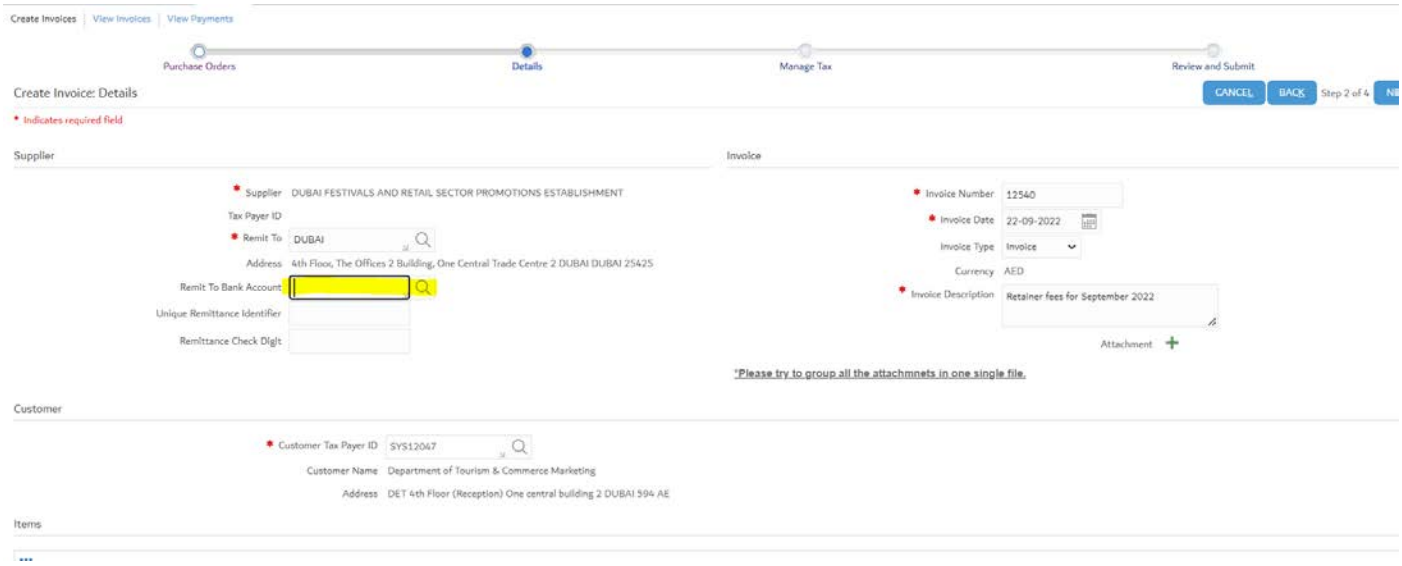
Select the PO lines you want to use for the Invoice. Click **ADD TO INVOICE**.

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.

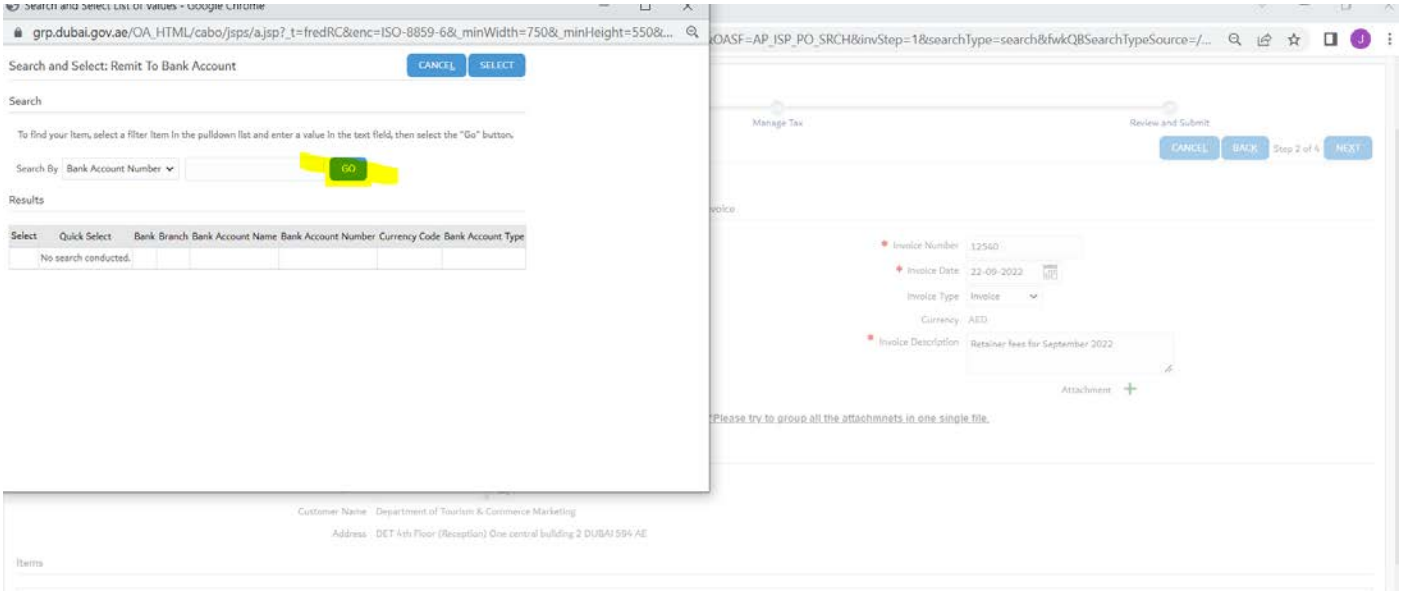
Then click **NEXT**.



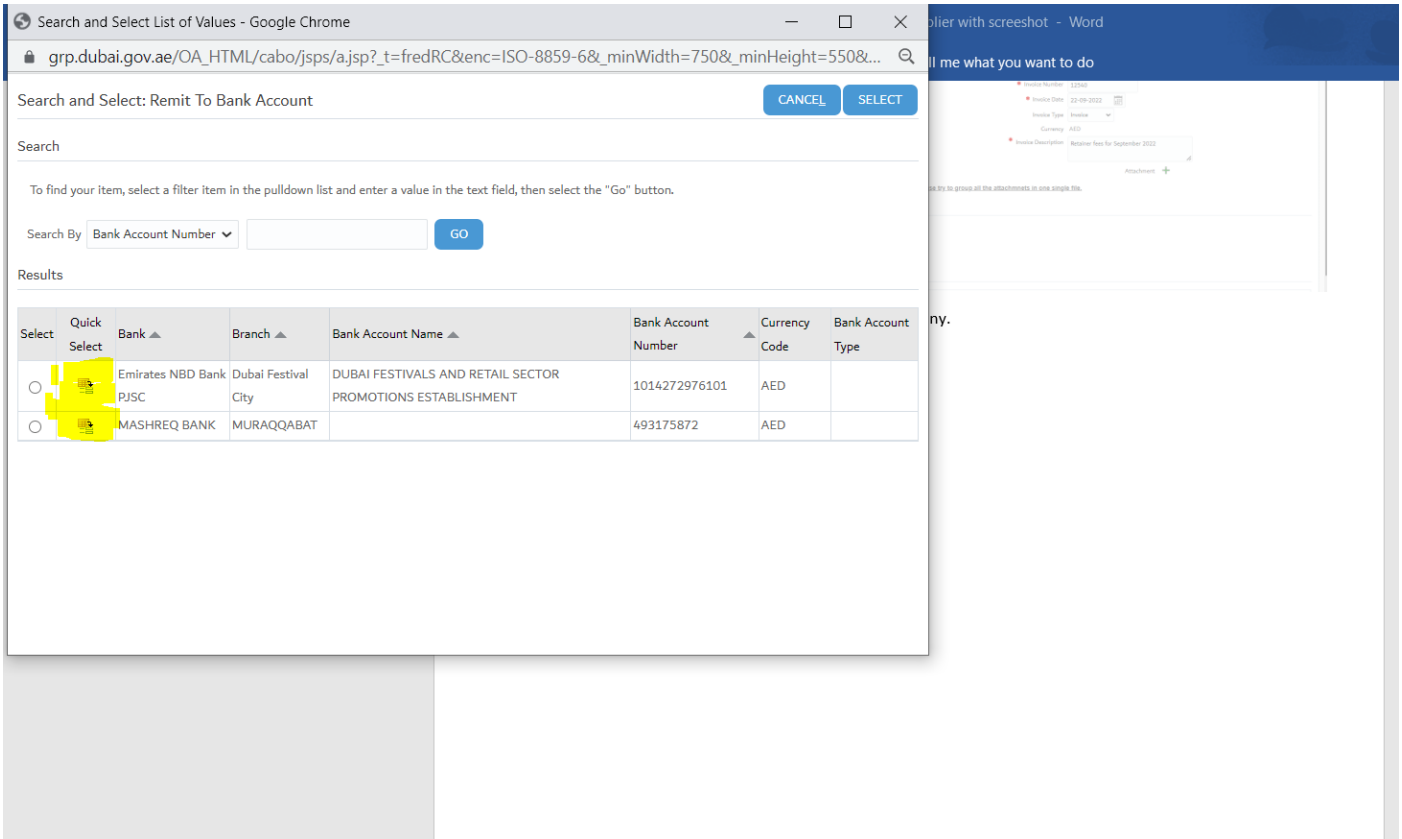
Enter **Invoice Number**.
Select **correct Date**.
Select "**Invoice**" or "*Credit Note*".
Enter **Description**.



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



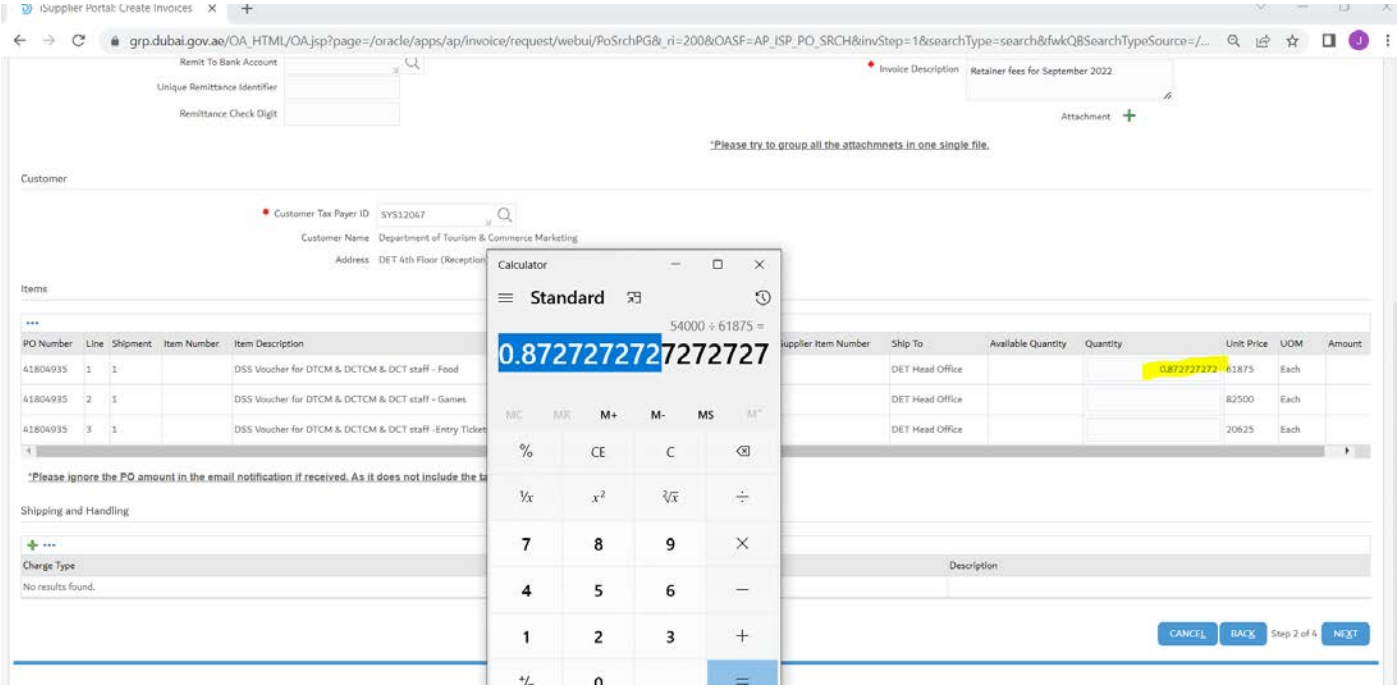
Click Go to see list of bank account registered for your company.



Select the bank account. Either by

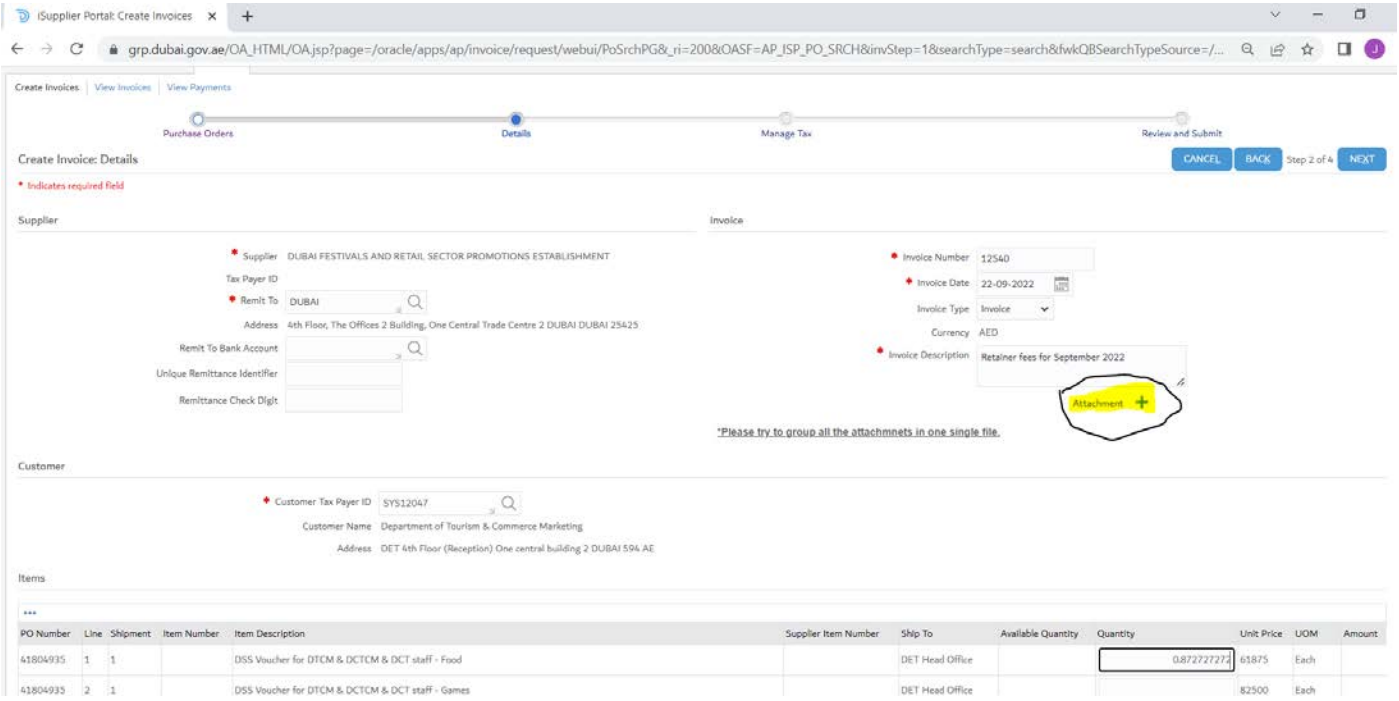
Using select button. Select the bank and click SELECT on the right top corner.

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

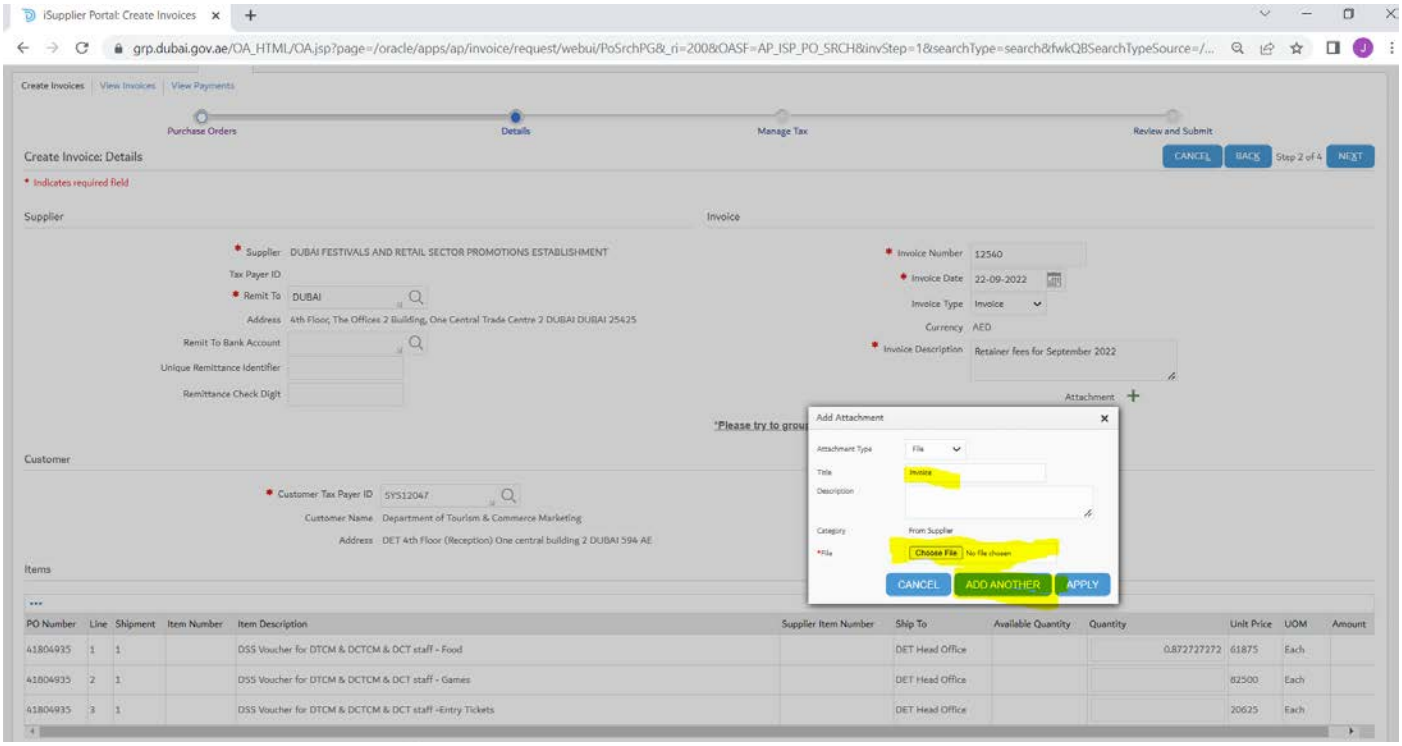


On the same page, little down, enter quantity. In the full quantity is not delivered. Use fraction of the quantity billed.

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.



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



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.