



## Dragon Oil Vendor Portal Training Manual

Dragon Oil\_Suplier\_Portal\_User\_Manual\_Invoice submission\_V2.0



# **CONTENTS**

Introduction
System Requirement
Supplier Setup Requirements
Accessing the Vendor Portal
Supplier Login
Quick Search9
Order Page9
Sorting Data on a Page10
Export Data11
Open, View Order12
View Receipts From PO :13
View Invoices from PO:14
View Payments from PO:14
Finance Page
Create Invoice
View Invoices
View Payments
Supplier Help & Support



### INTRODUCTION

Dragon Oil iSupplier Portal is a communication tool that enables Dragon Oil and its suppliers to communicate with each other throughout the procure-to-pay process. It allows suppliers to view and manage purchase orders, receipts, invoices and Payments in a real-time system that is available all the time.

The objective of this user manual is to describe how to use the Dragon Oil Vendor Portal functionality to carry out processes as listed below.

- ✓ Purchase Order View
- ✓ Purchase History View
- ✓ Create Invoice and View Invoice Status
- ✓ View Payment Status

### System Requirement

- Personal Computer with basic configuration.
- An Internet Connection of at least 56 KBPS is recommended.
- Required Software includes
- Microsoft Internet Explorer 8.0 or higher

### SUPPLIER SETUP REQUIREMENTS

### Set up Process

The following criteria will be followed when creating Supplier users in Dragon Oil iSupplier Portal

- 1. Dragon Oil buyers can recommend Suppliers to be given access to the iSupplier Portal. Which will go for an approval process with Dragon Oil Vendor qualification team before access is granted.
- 2. Suppliers can also contact their buyers and request access to the iSupplier Portal, however this will go through the Dragon Oil approval process before access is granted.



3. User ID: The User ID will be the e-mail address of the Supplier contact as provided in the iSupplier User Creation Request. \*\*The e-mail address used as the User ID is the e-mail to which communications will be sent and must be a Supplier corporate e-mail address.

### It is important that you always have the latest version of the Dragon Oil Vendor Portal User Guide. The latest version will be available on the Dragon Oil website:

## http://www.dragonoil.com/contact/vendor-portal

Please read through the user guides to get a better understanding of the Dragon Oil iSupplier Portal and the different ways to retrieve, update, and upload information through the Portal. Please note that this document will be updated as we enhance and roll out more functionality in iSupplier Portal, so make sure you are using the latest version of the document at all times

## ACCESSING THE VENDOR PORTAL

Use the below link to access Dragon Oil Vendor Portal or you can login from Dragon Oil Web Site.

- Copy and paste the link in your browser: <u>https://smart.dragonoil.com:4443</u> Or
- login from website; <u>www.dragonoil.com</u>  $\rightarrow$  Extranet  $\rightarrow$  Registered Supplier Login click here





## SUPPLIER LOGIN

Enter the user name and password.



#### Note:

• If supplier is login 1st time- System will ask to Change the Password

If you have forgotten your password or your user name, you can request for a password retrieve using the Login Assistance feature. Click on the Login Assistance link below the login button:

	A STAR I KEAL
	*User Nime *Password (example: michael.james.amth) (example: 4u.99v.23) Login Cancel
) Oil	Accessibility None

This will redirect the user to the Login Assistance page (below).



Dragon Dil ERP System POS Supplier Guest U	ser
Login Assistance	Enter User Name then click
* Indicates required field	on Forgot Password button
Forgot Password	for Password retrieve
Enter your user name, instructions for how to reset your pa	assword with emailed to you.
User Name	Forgot Password
Forgot User Name	Enter Email ID then click on Forgot User Name to retrieve Use name
Enter the email address associated with your account, your	r user name will be mailed to you.
Email (Example: first.last@domain.com)	Forgot User Name

#### To retrieve your Password, proceed as follows:

Enter your user name under the "Forgot Password" section Click the "Forgot Password" button

After the Forgot Password request is submitted, a confirmation message will be displayed Click on Ok button to acknowledge your request



A link will be sent to on your registered email ID. Click on the link and enter New Password



	ue 6/27/2017 12:09 PM Vorkflow Mailer CLONE <ebssupportmailer@dragonoil.com></ebssupportmailer@dragonoil.com>
- F	YI: Password Reset
To SALARO	W SHOHRAT
Message	Notification Detail.html (665 B)
To Sent ID	SALAROV SHOHRAT 27-JUN-17 12:00:46 901260
Reset your p	password nd follow the on-screen instructions. This email can be ignored in case you didn't request a password reset, the link is only available for a short time.

You will be directed to the password retrieve page. Enter your user name and new password.

Dragon Oil ERP System		-					
Reset Password							
* Indicates required field							
Please enter your username an	d passwords below. The passw	ord you enter be	elow will be used	d to replace your	old passwo	ord.	
* User Name	supplier@test.com						
Password							
	(6 characters or more)						
* Confirm Your Password	******						
	Confirm Password						
	Commini Password						
					Home	Preferences	Help



## MAIN PAGE (DRAGON OIL VENDOR PORTAL APPLICATION HOME PAGE)

Suppliers will have a responsibility "**DO iSupplier Portal Full Access**" in their home page and workflow notification section.

1. Click on the menu Home Page

Dragon Oil ERP System	E-Business Suite					
Enterprise Search All			Go	Sear	ch Resu	ts Display
Oracle Applications Home	Page					
Main Menu		Worklist				
DO ISuppler Porta	al Full Access				Fu	ll List
Home Page		From	Туре	Subject	Sent	Due
		There are no notifications in this view.				
		TIP <u>Vacation Rules</u> - Redirect or auto-resp TIP <u>Worklist Access</u> - Specify which users	cond to notific can view and	ations. act upon yo	our notifi	cations.

- A. In the notification region, Suppliers can view all the open notifications. It may be any information purpose or for action purpose also.
- B. In the Orders at a Glance region, it shows 5 most recent purchase orders.
  - Click a PO number link to view the purchase order details.
  - Click the Full List button to view the Purchase Orders page.
- C. Right side region shows the quick links by which you can directly navigate to same page.

Dragon Dil ERP System	Supplier Portal					
				Navigator •	Favorites	Home Logout Preferences Help
tome   Orders   Hnance	Admin					
Search PO Number	× 0	0.				
100					8	110
Notifications					Orders	
A			Full List		Agreements	
Subject			Date		Eurohase Orders	
No results found.					EVELOPSE HISKORY	
12 12					Invoices	
10	and the second				<ul> <li>Invoices</li> </ul>	
Londers At A Glan	100		processing.		Payments	
			Full List		<ul> <li>Exomenta</li> </ul>	
PO Number	Description	Order Date				
1051741631		14-Jun-2017 08:47:07				
1051741470		24-May-2017 13:27:09				
1921741111		17-May-2017 08:14:15				
102171104		10-Jan 2017 13:34:22				
ANDALCTARY		JA-AQ1-2017 13:24:19		and the second se		

Dragon Oil\_Suplier\_Portal\_User\_Manual\_Invoice submission\_V2.0



## QUICK SEARCH

Dragon Oil ERP System iSupplier Portal	🛱 Navigator 🔻 📑 Fav	ontes 🔻
Home Orders Finance Admin		
Search PO Number 🔽 🔽 😡		
Notifications		Orders
	FullList	• Agree
Subject	Date	Purcha
No results found.		• Purcha
		Invoices
(A)		<ul> <li>Invoice</li> </ul>
Orders At A Gance		Payments
	Full List	• Payme

This is a feature that's available to the user from the home page. This feature helps the user search for information using the four following 'Search By 'criteria:

- 1. PO Number
- 2. Invoice Number
- 3. Payment Number

ORDER PAGE.

### Navigation: DO iSupplier Portal Full Access → Orders (Tab)

- 1. **Purchase Order:** Supplier users will go to this page to see the details of a Purchase Order. These PO details can be viewed directly through the portal (by selecting a specific PO number)
- 2. **Purchase History:** This page provides the Supplier user insight into the changes made on a purchase order throughout different revisions of the document. The user can choose to compare the existing revision of the purchasing document to its previous revision, to the starting revision, or the user may choose to see all changes made to a PO.



3. This page allows you to view and do certain transactions associated to Purchase Orders, Agreements and Releases. You can search as per your requirement by Advanced Search. In the Summary page you can see all the purchase order with corresponding status.

Drago	n Oil ERP Syster	n iSupplier Portal				🏦 Navigator 🔻	🔒 Favorites 🔻	-	Home	Logout Preference	es Help		
Home	Home Orders Finance Admin												
Durcha	Purchase Unders   Agreements   Purchase History   Work Confirmations												
Purcha	ise Orders												
											Export		
View	s												
Viev	v All Purchase C	orders 🔽	Go							Advan	iced Search		
										Previous 1-25	✓ Next 25 ≥		
Select	PO Number Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments		
0	<u>1051741632</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		14-Jun-2017 08:47:07	Mr. Ani Parameswaran	USD	510.00	Open				
0	<u>1051741476</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	Mr. Ahmed Jaffar	USD	2,060.00	Open				
0	<u>1051741333</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	Mr. Ani Parameswaran	USD	36,050.00	Open				
0	<u>1051741203</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	Mr. Ahmed Jaffar	USD	1,284.00	Closed				
0	<u>1051741184</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	Mr. Ani Parameswaran	USD	324.00	Closed				
0	1051741082 1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	<u>Mr. Hani Hashim</u>	USD	25,004.00	Open				
0	<u>1051740530</u> <u>1</u>	Dragon Oil (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	Mrs. Mouza Alsuwaidi	USD	4,440.00	Closed				
0	<u>1051741034</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	Mr. Ani Parameswaran	USD	1,200.00	Closed				
0	<u>1051740913</u> 0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	Mr. Ramzi Al Zayer	USD	220.00	Closed				
0	<u>1051740742</u> <u>1</u>	Dragon Oil (Turkmenistan) Limited	Standard PO		02-Apr-2017 15:39:33	Mr. Ramzi Al Zayer	USD	0.00	Closed				
0	1051740837 0	Dragon Oil (Turkmenistan) Limited	Standard PO		28-Mar-2017 13:10:42	Mr. Ahmed Jaffar	USD	11,570.00	Open				
0	<u>1051740111 1</u>	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Mar-2017 14:41:30	Mr. Ahmed Jaffar	USD	47,174.00	Closed				
0	1051740399 1	Dragon Oil (Turkmenistan) Limited	Standard PO		19-Feb-2017 15:36:21	Mr. Ahmed Jaffar	USD	3,815.00	Closed				

## SORTING DATA ON A PAGE

Sorting data on a page is done by simply clicking the column header by which you would like to sort the data. An upward arrow on the column header indicates that the column is now sorted in ascending order; a downward arrow would indicate descending order.

Select	PO Number Rev	Operating Unit	Document Type	Description	Order Date -	er	Currency	Amount	Statu
0	1051741632 0	Dragon Oil (Turkmenistan) Limited	Standard PO		14-Jun-2017 08:47:07	Mr. Ani Parameswaran	USD	510.00	Open
0	1051741476 0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	Mr. Ahmed Jaffer	USD	2,060.00	Open
0	1051741333 0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	Mr. Ani Farameswaran	USD	36,050.00	Open
0	1051741203 0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	Mr. Ahmed Jaffar	USD	1,284.00	Closed
0	1051741184 0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	Mr. Ani Paramenwaran	USD	324.00	Closed
0	1051741082 1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	Mr. Hani Hashim	USD	25,004.00	Open
0	1051740530 1	Dragon Oli (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	Mrs. Mouza Alsuwaidi	USD	4,440.00	Closed
0	1051741034 0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	Mr. Ani Paramenwaran	USD	1,200.00	Closed
0	1051740913 0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	Mr., Ramzi Al Zayer	USD	220.00	Closed
0	1051740742 1	Oragon Oil (Turkmenistan) Limited	Standard PO		02-Apr-2017 15:39:33	Mr. Ramzi Al Zayer	USD	0.00	Closed
0	1051740832 0	Dragon Oil (Turkmenistan) Limited	Standard PO		28-Mar-2017 13:10:42	Mr. Ahmed Jaffer	USD	11,570.00	Open
0	1051740111 1	Dragon Oil (Turkmenistan) Limited	Standard PD		13-Mar-2017 14:41:30	Mr. Ahmed Jaffar	USD	47.174.00	Closed



## EXPORT DATA

If the Supplier user may want to see all data in one page, or there may be information the user wants to export to Excel for reporting/review purposes. The user can extract the data and manipulate or sort it by simply clicking the 'Export' button on the page and then following instructions when prompted.

Untrained Product	Purchase Orders   Agreements   Purchase History	Work Confirmations			
	Purchase Orders				
Were       Multicase (loter       Or         User (All hundres for Operating bits)       Decement Type Description       Online Total T					Export
	Views				
Were  ul Purchess Orders       Odd       Advanced Sanch         isstelling of the second sanch       Structure   10 minutes       Structure   10 minutes       Structure   10 minutes         isstelling of the second sanch       Structure   10 minutes       Structure   10 minutes       Structure   10 minutes         isstelling of training of the second sanch       Structure   10 minutes       Structure   10 minutes       Structure   10 minutes         isstelling of training of the second sanch       Structure   10 minutes       Structure   10 minutes       Structure   10 minutes         isstelling of training of trainig of trainig of trainig of training of training of trai		rection of the second se			
Compared by the compared by the compared type backage by the compared by	View All Purchase Orders	60		Advanced	1 Search
Select PD Hundler Kev Operating Nat:          Descusses Type Description       Oxfore Date *       Nyver       Currency Currents         0       02114021       Progen 01 (Trivensets) United Standard TO       14-hz-2017 01-hz-100 (Mark Datas and Data Standard TO       050,000 (Per         0       02114021       Progen 01 (Trivensets) United Standard TO       12-Hz-2017 01-hz-2017 01-hz-100 (Hz-100 (Hz					
SiekLYD Munder Rev Operating Vale 0 (2) 1021/4025 0 0 (2) 1021/4025				③ Previous 1-25 V	Next 25 ③
0         000716020         Origin Of (rithmenter) United Standard PO         104.2014/200         0000         0000           0         000716020         Drepso Of (rithmenter) United Standard PO         124.4450         0000         10000           0         000716020         Drepso Of (rithmenter) United Standard PO         124.4450         0000         124.44500         124.4450         124.44500	Select PO Number Rev Operating Unit	Document Type Description	Order Date • Buyer	Currency Amount Status Acknowledge By Att	tachments
□ 001241230       Dragen 01 (1/14/mestably) lumids Standard P0       0.444/my/317 181-127 Mit And Engeneeration United Standard P0       0.12742126         □ 001241230       Dragen 01 (1/14/mestably) lumids Standard P0       0.12742126       0.1284.00 Oxed       0.1284.00 Oxed         □ 001241230       Dragen 01 (1/14/mestably) lumids Standard P0       0.12742126       0.1284.00 Oxed       0.1284.00 Oxed       0.1284.00 Oxed         □ 001241230       Dragen 01 (1/14/mestably) lumids Standard P0       0.12742126       0.1284.00 Oxed       0.1284.00 Oxed       0.1284.00 Oxed         □ 0012422012       Dragen 01 (1/14/mestably) lumids Standard P0       0.1284.00 Oxed       0.1284.00 Oxed       0.1284.00 Oxed       0.1284.00 Oxed         □ 0012420212       Dragen 01 (1/14/mestably) lumids Standard P0       0.1284.00 Oxed	O 1051741632 0 Oragon Oil (Turkmenistan) Umite	d Standard PO	14-Jun-2017 08:47:07 Mr. Ani Paramegwaran	USD 510.00 Open	
□       0.01244342 groups of 1 (Untransition) United Standard PO       0.14Pay 2017 13:21:21 (M. Annel Jaffer US 10: Activate Status 2017 13:22:22 (M. Annel Jaffer US 12: 24: 60 Costed 10: 10: 60 Costed 10: 24: 60	O Intervention of Contention of Contention of Contention	d Standard PO	24-May-2017 13:27:04 Mr. Anmed Jaffar	USD 2,060.00 Opin	
□ Statistical Statistical P       Origin OI (Turkmentally) Umited Statistical PO       0.1244-000 (Seed         □ Statistical P       Origin OI (Turkmentally) Umited Statistical PO       0.1244-000 (Seed       0.1244-000 (Seed         □ Statistical P       Origin OI (Turkmentally) Umited Statistical PO       124-0-000 (Feed       0.124-0-000 (Feed       0.124-0-000 (Feed         □ Statistical P       Origin OI (Turkmentally) Umited Statistical PO       124-0-000 (Feed       0.124-0-000 (Feed       124-0-000 (Feed         □ Statistical P       Origin OI (Turkmentally) Umited Statistical PO       124-0-000 (Feed       124-0-000 (Feed       124-0-000 (Feed         □ Statistical P       Origin OI (Turkmentally) Umited Statistical PO       124-0-000 (Feed       126-000 (Feed       124-000 (Feed       124-0-000 (Feed         □ Statistical P       Origin OI (Turkmentally) Umited Statistical PO       124-0-000 (Feed       126-000 (	O 1001/1233 0 Oragon Oil (Turkmenisten) Umite	a Standard PO	17-May-2017 08:14:15 Mr. Ani Parameswaran	050 36,000,00 Open	
○       0.0024118:9       0.409 cm       0.050       0.0409       0.050	O 1051761202 U Uragon Oli (Turkmenistan) Umite	a standard PO	u1-May-2017 15:34:22 Mr. Abroad Jaffar	USD 1,264.00 Closed	
□       Display 10 (utrained/a) united bindred PO       Display 10 (Utrained/D)       Display 10 (Utrained/D)       Display 10 (Utrained/D) <td< td=""><td>O 1051741184 0 Dragon Oil (Turkmenistan) Umite</td><td>d Stendard PO</td><td>30-Apr-2017 13:24:19 Mr. Ant Parameswaran</td><td>USD 324.00 Closed</td><td></td></td<>	O 1051741184 0 Dragon Oil (Turkmenistan) Umite	d Stendard PO	30-Apr-2017 13:24:19 Mr. Ant Parameswaran	USD 324.00 Closed	
○       0.002001_0       0.0040001_0       0.0042001_0       0.0042001_0       0.0000       0.0000         ○       0.0022001_0       0.003001       0.0011_00000       0.0000       0.0000       0.0000         ○       0.0022001_0       0.003001       0.0011_00000       0.0000       0.0000       0.0000       0.0011_00000       0.0000       0.0011_00000       0.000000       0.000000       0.000000       0.000000       0.000000       0.0000000       0.000000000       0.0000000000       0.000000000000       0.00000000000000000000000000000000000	O 10517410921 Dragon Oil (Turkmeinistan) Limite	d Standard PO STDCK (000) - Writter Jackets	26-Apr-2017 17:19:43 Mr. Hate Hasher	USD 25,004.00 Open	
○       0.012424020       United in (unitedian) united indicid PO       12.94/9/001 1142.41       m.2.0010 Coded         ○       0.012420020       Drogen OI (Turknestam) united indicid PO       0.94/9/2017 153/93.31       m.2.800.01 20260       Coded         ○       0.012420020       Drogen OI (Turknestam) united indicid PO       0.94/9/2017 153/93.31       Mr.2.800.01 212/90.01       USD POLICION       Coded         ○       0.012420020       Drogen OI (Turknestam) united indicid PO       0.94/9/2017 133/9/42       Mr.A.Mined Jaffer       USD POLICION       Coded         ○       0.012420020       Drogen OI (Turknestam) United Standard PO       0.94/9/2017 133/9/42       Mr.A.Mined Jaffer       USD POLICION       Coded       POLICION       Coded         ○       0.012420020       Drogen OI (Turknestam) United Standard PO       28.466/2017 133/8/42       Mr.A.Mined Jaffer       USD POLICION       Coded       POLICION       Coded       POLICION       FOLICION	O 1001740530 1 Oragon Oil (Turkmenistan) Umite	d Stendard PO	16-Apr-2017 14:42:25 Mirs Mours Alsowed	050 4,440.00 0.0688	
○ 1031249129       Progen OI (Turkmentalae) Umited Standard PO       032-04-020 (1533) ML-3380 (12 met)       0450       <	O ttestvettole g brager bi (Turkmenistar) umte	d standard PO	13-Apr-2017 11:43:41 Mr. Adi Parameawaran	USD 1,200,00 Closed	
Altraceded     Magnet of (untrinsing) united Standard PO     MaxAmed Jaffer     USD     11.370.00     Model	O 1051740913 0 Dragon Oll (Turkmenisten) Umite	d Standard PO	03-Apr-2017 14:55:17 Nr. Ramp Al Zaver	USD 220.00 Closed	
Image: Statustory of the statustory	O 10517407421 Oragon Di (Turimenistari) Umite	a standard PO	02-Apr-2017 15:39:33 Mr. Koma Al 2004	USD 0.00 Closed	
Image: Decision of the second state of the second	O 1051790837.0 Dragon Dil (Turkmenistan) Umite	o Standard PO	28-M8r-2017 13:10:42 Mr. Anmed Jamar	050 11,570.00 Open	
Outbaild in         Fost         o         Algeneent         is         Number         Styles         Cells         6 Minor         O         Minor           A1         *         5         IX         *         *         PO Number         *				Image: State of the state o	$\begin{array}{c c c c c c c c c c c c c c c c c c c $
A1       • 1       ▶       ✓ Å       PO Number				Olyboard to Font to	Alignment is humber is Styles Cells Editing A
A         B         C         D         E         F         G         H         I         J         K         I           1         PO Number 100074612         December 1000000000000000000000000000000000000				A1 • I × √ ß	k PO Number ∧ 5 ∨ Mest 25 By Attachme
1         PCV Xumoner (new         Operand Document Descripter Curber Valle         Docyce         Curbercy amount         Saturds           2         IDS1724067         O Inagon O Istandard PO         \$\scilent \scilent \scil \scilent \scile \scilent \scilent \scilent \scile \				A B C	
3         303,743,870         0         Desgore OI Shandard PO         5/24/203,132-27 Mic. Ahme 1652         2,660.80 Open         2           4         1051,743,333         0         Desgore OI Shandard PO         5/127/2037.81 A4 Mic. Amir PL/SD         360,000 Open           5         1051,741,333         0         Desgore OI Shandard PO         5/127.0237.81 A4 Mic. Amir PL/SD         360,000 Open           6         1051,741,348         0         Desgore OI Shandard PO         4/102/201.71.354 Mic. Amir PL/SD         3.84 Closed           0         1051,741,348         0         Desgore OI Shandard PO         4/102/201.71.354 Mic. Amir PL/SD         3.84 Closed           1         001,741,349         0         Desgore OI Shandard PO         4/102/201.71.325 Mic. Amir PL/SD         3.84 Closed           1         201,741,340         0         Desgore OI Shandard PO         4/102/201.71.325 Mic. Mic. No. 102 Mic. 200.00 Open         3.84 Closed				2 1051761622 D Dramo Ol	2 Document Descriptic Order Date Buyer Currency Amount Status Acknow
4         1051741333         0         Dragon Ol Standard PO         5/12/2017 8:14 Mr. Anii PeUSD         56,050.00 Open           5         1051741500         0         Dragon Ol Standard PO         5/12/2017 3:514 Mr. Anii PeUSD         12.84.00 Closed           6         10517741500         0         Dragon Ol Standard PO         4/12/2017 3:534 Mr. Anii PeUSD         12.84.00 Closed           7         1051741002         1         Dragon Ol Standard FO         4/12/2017 13:54 Mr. Anii PeUSD         32.64.00 epen				3 1051741476 0 Dragon Ol	Il Standard PO 5/24/2017 13:27 Mr. Ahme USD 2,060.00 Open
5 1051741200 0 Dragon 0/Standard PO 4/1/201712434 An Ahme 160 1.284.00 closed 6 1051741186 0 Dragon 0/Standard PO 4/1/4/20171244 An Ani PLIOS 124 Closed 7 1051741082 1 Dragon 0/Standard ISTOCK (00 4/26/20171213 4M Ani PLIOS 25.004.00 Open				4 1051741333 0 Dragon Oi	I Standard PO 5/17/2017 8:14 Mr. Ani PaUSD 36,050.00 Open
6 1003/741364 0 Dragon Ol Standard PO 4/30/203713/24 Mrr. Ani PcUSD 324 Closed 7 1003743082 1 Dragon Ol Standard ISTOCK (00 4/20/203717/219 Mrr. Hani F-USD 25,004.00 Open				5 1051741203 0 Dragon O	d Standard PO 5/1/2017 13:34 Mr. Ahme USD 1,284.00 Closed
7 1051741082 110ragon OI Standard ISTOCK (00 4/26/201717:15 Mr. Hani Fu5D 25,004.00 Open				6 1051741184 0 Dragon Oi	/ Standard PO 4/30/2017 13:24 Mr. Ani Pa USD 324 Closed
				7 1051741082 1 Dragon O	(Standard   STOCK (00 4/26/201717:19 Mr. Hani F USD 25,004.00 Open

										-	Previous 1-25	Mint 25 @
Sele	d	PO Number Rev	Operating Unit	Document Type	Description	Order Date 🛩	Buyer	Currency An	nount	Status /	cknowledge By	Attachments
0		MOTING'S OF	bragon on (Turkmenistan) cirinten	Standard PO	1	14.109.5011.00:41:01	HIL HILL PURCHERSING OF	050 51	0.00	Open		
0		1051741476 0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	Mr. Ahmed Jaffar	USD 2,0	060.00	Open		
0		1051741333 0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	Mr. Ani Patameswaran	USD 36,	,050.00	Open		
0		1051741203 0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	Mr. Ahmed Jaffar	USD 1,2	284.00	Closed		
0		1051741164 0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	Mr. Ani Parameawaran	USD 32	4.00	Closed		
0		1051741062 1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	Mr.: Hani Hashim	USD 25,	,004.00	Open		
0		1051240530 1	Dragon Oil (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	Mrs. Mouza Alsoweidi	USD 4,4	440.00	Closed		
0		1051741034 0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	Mr. An Paramenwaran	USD 1,2	200.00	Closed		
0		1051740913 0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	Mr. Ramdt Al Zayer	USD 221	0.00	Closed		
-		and the state of the state		-			Sector Contract	1.22				

**PO Number**: This is an active link that can open the Purchase order.

**Rev**: This is the document revision of the PO; this is also an active link that will open to the purchase history page.

**Operating Unit:** This is internal to the Dragon Oil company Structure

**Document Type:** This column displays the document type of the order, like 'Standard PO' standard purchase order), Blanket Purchase Agreement.



Description: This will display any description that's on the document.

**Order Date:** The Order Date column on the above page displays the time at which the purchase order was last modified, so this is a good sort criterion that can be utilized to identify the latest orders first.

**Currency:** The PO currency

**Amount:** The total amount (cost) on the PO

**Status:** This is the PO status

Accepted: Acknowledged by the Supplier and open for transaction

Closed: Order is closed for transaction

### OPEN, VIEW ORDER.

1. To view the Purchase Order, click on the Purchase Order Number Link, it will open the Purchase Order.

Select	PO Number	Rev	Operating Unit	Document Type	Description
0	<u>1051741632</u>	2	Dragon Oil (Turkmenistan) Limited	Standard PO	
0	1051741476	<u>0</u>	Dragon Oil (Turkmenistan) Limited	Standard PO	
0	1051741333	<u>0</u>	Dragon Oil (Turkmenistan) Limited	Standard PO	
0	1051741203	<u>0</u>	Dragon Oil (Turkmenistan) Limited	Standard PO	
0	1051741184	<u>0</u>	Dragon Oil (Turkmenistan) Limited	Standard PO	
0	1051741082	1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets

2. After selecting the link, the purchase order will open up as follows



	1031741034 0 (1018/030/310.00)						
rency=USD				Ac	tions View Receip	ots 🗸 😡	Export
rder Information						_	_
eneral		Terms and Conditio	5	Summary			
Total Supplier Supplier Site Address	510.00 PURICHASING CENTRE	Payment Terms Carrier FOB Freight Terms	30 days from linvoice HAZAR DELIVERED DUTY PAID (DDP)	Total Received Invoiced Payment Status	510.00 510.00 0.00 Not Paid		
Buyer Order Date Description Status Note to Suppler Operating Unit Sourcing Document	D, <u>Mr. Ani Parameswaran</u> 14-Jun-2017 08:47:07 Open Dragon Ol (Turkmenistan) Limited 203242	Shipping Control Ship-To Address Address HAZAF 74526 , Bill-To Address	: BALKANABAT HIGH ROAD, 9TH KM t				
Supplier Order Number Attachments	None	Address 9/1 AT ASHGA 744013 Ashgab	A GOVSHUDOV STREET BAT at, 744013				
0 Details							

3. You can View Receipts, Invoices, and Payments by selecting respective Actions drop down values.

Purchase Orders Agree	ments   Purchase History   Work Confirms	itions		
Orders: Purchase Orders >			-	
Standard Purchase Order: 1	051741632, 0 (Total USD 510.00)			
Currency=USD			Actions View Receipts View Invoices	Go Export View PD
Order Information			View Payments View Shipments	
General		Terms and Conditions	Summary	
Total Supplier Supplier Site Address Buyer Order Date Description Status	510.00 ECONOMIC SOCIETY SER PURCHASING OFFICE 308A, YIMPASH BUSINESS CHITRE 54 TURKOMBRASHI AVE, 744013 ASHGABAD, Mr. Ari Parameswaran 14-Jun-2017 06:47:07 Open	Payment Terms 30 days from Invoice Carrier F08 HAZAR Freight Terms DELIVERED DUTY PAID (DOP) Shipping Control Ship-To Address Address HAZAR-BALKANABAT HIGH ROAD, 9TH KM HAZAR	Total 510.00 Received 510.00 Invoiced 0.00 Payment Status Not Paid	
Note to Supplier Operating Unit Sourcing Document	Dragon Oil (Turkmenistan) Limited	, Bill-To Address		
Attachments	None	Address 9/1 ATA GOVSHUDOV STREET ASHKABAT 744013 Ashgabat, 744013		
PO Details				
Show All Details   Hide All De Details Line - Type Item,	Tob Supplier Item Description	R COVERALL - TEMPERATE FR COVERALL: STYLE 61130: DOTL LOGO: OTHER SPEC AS PER	UOM Qty Price Amount:	Status Attachments Reaso

## VIEW RECEIPTS FROM PO:

This will take you to the Receipts page and will display receipts made against the subject PO.



Home Orders Finance Admin									
Purchase Orders Agreements Purchase History Work Confirmations									
Orders: Purchase Orders > View Order Details >									
Receipts for Standard Purchase Order: 1051741632									
									Export
				Net			Promised		
Receipt PO Number Line Shipment Description	UOM	Ordered	Returned	Received De	efects Location	Receipt Date	Date	Need-By Date	Performance
1715565 1051741632 1 1 MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER	EACH	2		2	DOTL- Hazar	27-Jun-2017 12:59:13	07-Jul-2017 12:30:46	08-Sep-2017 00:00:00	Early

## VIEW INVOICES FROM PO:

This will take you to the View Invoices page and display all invoices matched against the subject PO

Home	Orders	Finance	Admin												
Create In	voices	View Inv	voices	View Paym	nents										
Orders: F	Purchase (	Orders >	View Ord	der Details 🗦	>										
Invoices	for Stand	ard Purc	hase Orde	er: 10517416	632										
Invoice	Invoice	Date 🔻	Туре	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt
INV2345	28-Jun-2	017	Standard	USD	510.00	510.00	In-Process		Not Paid			28-JUL-2017		<u>1051741632</u>	1715565
Return to	View Ord	er Details													

## VIEW PAYMENTS FROM PO:

This will redirect you to the View Payments page and display all payments for invoices related to this PO

Home Orders Fin	ance Admin			
Create Invoices   Vi	ew Invoices   View Payn	nents		
Orders: Purchase Orde	ers > View Order Details	>		
Payments for Standa	ard Purchase Order: 105174	41632		
		1		
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency
No results found.				
<u>Return to View Order I</u>	<u>Details</u>			



# FINANCE PAGE.

In this page, you can create invoice, verify submitted invoice status and verify payments status as well.

Home Orders Finance Admin								
Create Invoices   View Invoices   View Pa	ayments							
Invoice Actions								
						Create Invoio	e With a PO 🔽	Go
Search								
Note that the search is case insensitive Supplier L	: Pi	urchase Order Number Invoice Amount Invoice Date To Currency						
Invoice Number Invoice Date	Invoice Currency Code	Invoice Amount Purchase Orde	er Status	Withdraw	Cancel	Update	View Attachments	4
No search conducted.								
						Create Invoic	e With a PO 🔽	Go

## **CREATE INVOICE**

The Create PO Based Invoice button enables you to create Invoices matching to a PO.

1. Click on **GO** Button from the Create Invoice sub-menu.

Home Orders Finance Admin							
Create Invoices   View Invoices   View Pa	yments						
Invoice Actions							
						Create Invoic	with a PO 🔽 😡
Search							
Note that the search is case insensitive Supplier L	Pi	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.							
						Create Invoic	with a PO V Go

2. In the Purchase Order Number field enter the PO number for which you want to create Invoice



Home Orders Finance	Admin											
Create Invoices   View Inv	voices   View Payments											
	<b>@</b>		0	0					-0			
Purcha	ase Orders		Details	Manage Tax				Revie	w and Subm	it		
Create Invoice: Purchase Or	ders											
									Cano	Step	1 of 4	Ne <u>x</u> t
Search												
Note that the search is case ins Purchase Order Nun Purchase Order I B Organiza	ensitive hber 1051741632 bate (example: 27-Jun-2017) (example: 27-Jun-2017) (example: 26-Jun-2017) (example: 26-Jun-2017)	J Q J Q Clear								Advan	iced S	earch
Select Relia. Flore there	URC .											
Select Organization	PO Number V Num	Line Shipment	t Item Description		Item Number	Supplier Item Number	Ordered I	Received I	nvoiced UO	Unit I Price	Curr	Ship To
Dragon Oil (Turkmenistan) Limited	<u>1051741632</u> 1715565	1 1	MEN'S TEMPERATURE FR COVER COVERALL; STYLE 61130; DOTL I OFFER	ALL - TEMPERATE FR LOGO; OTHER SPEC AS PER			2 3	2 0	EAG	CH 255	USD	DOTL- Hazar
									Cano	J Step	1 of 4	Ne <u>x</u> t

3. Click on **Go** button.

Home Orders Finance	Admin													
Create Invoices   View Inv	voices   View	Payments												
	9				O									
Purcha	ase Orders				Details	Manage Tax				Rev	iew and Su	bmit		
Create Invoice: Purchase Or	ders													
											Ca	ncel S	tep 1 of 4	Ne <u>x</u> t
Search														
Note that the search is case ins	ensitive		_									Ad	vanced	Search
Purchase Order Nun	nber 10517416	532												
Purchase Order	Date													
D	(example: 27	1-Jun-2017)												
0	uyei													
Organiza	stion		2	•										
		Go	Clear											
Select Items: Add to Inv	oice													
Select All Select None														
Select Organization	PO Number 🔻	Receipt Num	Line	Shipment	Item Description		Item Number	Supplier Item Number	Ordered	Received	Invoiced	Unit UOM Pric	e Curi	hip To
Dragon Oil (Turkmenistan) Limited	<u>1051741632</u>	1715565	1	1	MEN'S TEMPERATURE FR COVERALL COVERALL; STYLE 61130; DOTL LOG OFFER	- TEMPERATE FR O; OTHER SPEC AS PER			2	2	0	EACH 255	USD	OTL- lazar
											Ca	nceļ S	tep 1 of 4	t Ne <u>x</u> t

The PO details will appear. You can verify the Quantity ordered in the PO, Quantity received and Quantity invoiced.

Note: You will be allowed to create Invoice only if Receipts are created for the PO and only for the received quantities. Same applies for the Service PO's (amount based)



Home Orders Finance Admin							
Create Invoices   View Invoices   View Payments							
<b>@</b>	O	O			-0		
Purchase Orders	Details	Manage Tax		Revie	ew and Submit		
Create Invoice: Purchase Orders							
					Cancel	Step 1	of 4 Ne <u>x</u> t
Search							
Note that the search is case insensitive	_					Advanc	ed Search
Purchase Order Number 1051741632							
Purchase Order Date							
(example: 27-Jun-2017)	9						
Organization							
Organization							
GO C	ear						
Select Items: Add to Invoice							
Select All Select None							
Receipt		Item	Supplier Item			Unit	
Select Organization PO Number Vum	Line Shipment Item Description	Number	Number Ord	ered Received I	invoiced UOM	Price (	Curr Ship To
ragon Oil <u>1051741632</u> 1715565 ✓ Furkmenistan) Limited	1 1 MEN'S TEMPERATURE FR COVERAL COVERALL; STYLE 61130; DOTL LC OFFER	LL - TEMPERATE FR DGO; OTHER SPEC AS PER	2	2 0	EACH :	255 L	JSD DOTL- Hazar
					Cance	Step 1	of 4 Next

- 4. Select the line for which you want to create invoice. For PO's with multiple lines you can select the lines for which Invoice creation is required or select all lines .
- 5. After selecting the lines click **Next** button. Invoice details page will open.

Home Orders Finance Admin						
Create Invoices   View Invoices	View Payments					
Purchase Orders	Oetails	O Manage Tax		Review and	f Submit	
Create Invoice: Details						
* Indicates required field				Cancel	Back Ste	p 2 of 4 Next
Supplier		Invoice				
* Supp Tax Paye * Remit Addr Remit To Bank Acco	Iller ECONOMIC SOCIETY SER r D 101211005719 ITO PURCHASING SOFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD 232028401706686097631	= Inv	Invoice Number IIII Invoice Date 27 Invoice Type Inv Currency USI e Description	/2345 × -Jun-2017 mpla: 22-Jun-2017 voice V D Attachment None A	¢	
Customer						
Items	Customer Name Dragon Oil (Turkmenistan) Limited Address Hazar-Balkanabat Highway Hazar city TM					
Item PO Number Line Shipment Number	Item Description	Supplier Item Number	Ava Ship To Qua	ilable intity "Quantity	Unit Price	UOM Amount
1051741632 1 1	MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE LOGO; OTHER SPEC AS PER OFFER	61130; DOTL	DOTL- Hazar 2		2 255	EACH 510
				Cancel	Back Ste	p 2 of 4 Next

The Remit to address will default as per in the PO and the Bank Account number will default as per the PO Currency. The Bank account number will be your latest updated bank details.

6. Enter the Invoice number in Invoice Number field. (Invoice numbers are unique. System will not allow you to create new invoice which are previously used numbers)



	0		0					
	Purchase Orders	Details	Manage Tax			Review and	Submit	
Create Invoice: D	etails		the get test					
Indicates require	d field					Cancel	Back Ste	p 2 of 4 Next
Supplier			Invoice					
	* Supplie Tax Payer II * Remit To Addres Remit To Bank Accoun	F ECONOMIC SOCIETY SER 101211005719 PURCHASING OFFICE 308A, YIMPASH BUISINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD t 23202840170668609763	* Inv	Invoice Number * Invoice Date Invoice Type Currency oice Description	r INV2345 27-Jun-2017 (example: 27-Jun- Invoice USD A	2017) Ttachment one	¢d	
Customer								
		Customer Name Dragon Oil (Turkmenistan) Limited Address Hazar-Balkanabat Highway Hazar city TM						
Items								
	Item Shipment Number	Item Description	Supplier Iten Number	n Ship To	Available Quantity	*Quantity	Unit Price	UOM Amoun
PO Number Line S		MEN'S TEMPEDATURE ER COVERALL . TEMPERATE ER COVERALL . STVLE	61130: DOTL	DOTL-	2		2 955	FACILETO

You are required to attach the scan copy of your invoice which is mandatory and also you can attach any supporting documents related to invoice from the attachment section.

7. Click on Add button to add attachments. Attachments section page opens.

Home Orders Finance Admin	
Create Invoices   View Invoices   View Payments	
Finance: Create Invoices >	
Add Attachment	
	Consul Add Another Another
	Cancei Add Another Apply
Attachment Summary Information	
Title Invoice Copy	
Description	
~ <b>~ 9</b>	
Category From Supplier	
Define Attachment	
Ouk	
OText	
$\sim$	

- 8. Enter a title for the attachment in Title field
- 9. Enter Description if required
- 10. Click on Browse button to attach the document.



Home Orders Finance Admin	
Create Invoices   View Invoices   View Payments	
Finance: Create Invoices >	
Add Attachment	
Attachment Summary Information Title Invoice Copy Description Category From Supplier Define Attachment Type  File URL Type  Type  File Trest	Choose File to Upload Choose File to Upload Crganize Choose File to Upload Crganize Choose File to Upload Crganize Choose File to User Performanual File folder Computer
~	File name:     Invoice for PO 1.docx <ul> <li>All Files (*.*)</li> <li>Open</li> <li>Cancel</li> </ul> <ul> <li>Cancel</li> </ul>
	Cancel Add Another Apply

11. Select the file from your computer location and click on Open. The file will get upload

Home Orders Finance Admin	
Create Invoices   View Invoices   View Payments	
Finance: Create Invoices >	
Add Attachment	
	Cance <u>I</u> Add Another Apply
Attachment Summary Information	
Title     Invoice Copy       Description         Category     From Supplier	
Define Attachment	
Type IFile C:\Users\psubramaniam\Desktop\Invoice for PO 1.docx Browse URL URL Text	
	Cancel Add Another Apply

- 12. Click on Add Another button to attach more documents.
- 13. Once attachments are completed click on Apply button



Home Orders Finance Admin			
Create Invoices   View Invoices   Vie	ew Payments		
•	<b>9</b>	•	0
Purchase Orders	Details	Manage Tax	Review and Submit
Confirmation			
Attachment T&C on job completion.docx	has been added successfully but not committed: it would be committed	when you commit the rest of the current transi	action.
Create Invoice: Details			
* Indicates required field			Cancel Back Stee 3 of A Bast
			Cancel Back Solp 2 of 4 megu
Supplier		Invoice	
* Supplier	ECONOMIC SOCIETY SER	* Invoice Number	10/2245
Tax Payer ID	101211005719	E Impire Date	28.3m.2017
* Remit To	PURCHASING 🚽 🔍	- privoice Date	(scample: 20-3un-2017)
Address	OFFICE 30BA, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE 744013 ASHGABAD	Invoice Type	Invoice 🔽
Remit To Bank Account	23202840170668609763	Currency	USD
		anvoice Description	0
			Attachment understand Add
			Allochment List

On clicking on Apply confirmation message will be displayed that your attachments are uploaded successfully.

Home Orders Finance Admin					
Create Invoices   View Invoices	View Payments				
Purchase Orders	<b>Details</b>	Manage Tax		Review and Subn	nit
Create Invoice: Details					
* Indicates required field				Cancel	Step 2 of 4 Next
Supplier		Invoice			
* Suppl Tax Payer * Remit Addre Remit To Bank Accor	er ECONOMIC SOCIETY SER 10 101211005719 10 PURCHASING S OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD 11 232028401706686097631	* Inv * Invoic	voice Number INV23 Invoice Date 27-Ju Invoice Type Invoic Currency USD	Attachment None Add	0
Customer					
	Customer Name Dragon Oil (Turkmenistan) Limited Address Hazar-Balkanabat Highway Hazar city TM				
Items					
Item PO Number Line Shipment Number	Item Description	Supplier Item Number	Availa Ship To Quant	ble ity "Quantity	Unit Price UOM Amoun
10517416321 1	MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE LOGO; OTHER SPEC AS PER OFFER	61130; DOTL	DOTL- Hazar 2		255 EACH 510
				Cancel Ba	ck Step 2 of 4 Next

14. Enter the number of **Quantities** for which you need to create invoice and click on **Next** Button.



Create Invoices	View Invoices   Vie	w Payments						
	0	0	0				0	
	Purchase Orders	Details	Manage Ta	x			Review and Submit	
Create Invoice: Ma	anage Tax						_	
					Cano	ce <u>l</u> <u>S</u> ave	Back Step 3 of	le <u>x</u> t Sub <u>m</u> it
Supplier			Invoice					
	* Supplier Tax Payer ID * Remit To Address Remit To Bank Account	ECONOMIC SOCIETY SER 101211005719 PURCHASING OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD 23202840170668609763000		* Invoice Numb * Invoice Da Invoice Ty * Currer Invoice Descripti	er INV23 ite 28-Jui pe Stand cy USD on	45 n-2017 ard Attachment	Attachment List	
Customer								
	С	ustomer Name Dragon Oil (Turkmenistan) Limited Address Hazar-Balkanabat Highway Hazar city TM						
Items								
				-				
PO Number Line Sl	hipment Item Descripti	ion		Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price Amoun
10517416321 1	MEN'S TEMPERA SPEC AS PER O	ATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DO FFER	TL LOGO; OTHER		DOTL- Hazar	2	2.00 EACH	255.00 510.00
Invoice Summary	y				_			

15. You will be moved to Manage Tax page. Kindly ignore this page and click on Next button as this function is not provided to suppliers.

Home Orders Finance Admin								
Create Invoices   View Invoices   View Paymer	nts							
0	0	0						
Purchase Orders	Details	Manage Tax			Revie	w and Subi	mit	
Create Invoice: Review and Submit								
					Cancel	Save	Back Step 4 o	f4 Submit
Supplier		Invoice						
* Supplier ECO Tax Payer ID 101 * Remit To PUR Address OFF 744 Remit To Bank Account 232	NOMIC SOCIETY SER 211005719 COHASING ICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 013 ASHKABAD 1033 ASHKABAD 103840170668609763000		* Invoice Number II * Invoice Date 2 Invoice Type S * Currency U Invoice Description	NV2345 8-Jun-2017 tandard SD /	Ntta chment	Attachment Li	ist	
Customer								
Custr	omer Name Dragon Oil (Turkmenistan) Limited Address Hazar-Balkanabat Highway Hazar city TM							
Items								
PO Number Line Shipment Item Description			Supplier Item Number Shi	ip To Avai	able Qty Qu	antity To Ir	nvoice UOM Unit	Price Amount
1051/416321 1 MEN'S TEMPERATURE FR	COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OT	HER SPEC AS PER OFFER	DO	IL-Hazar 2			2.00 EACH 2	255.00 510.00
Invoice Summary								
							Items Less Retainage Freight Miscellaneous Tax Total (USD)	510.00 0.00 0.00 0.00 0.00 510.00
					Cance!	Save	Back Step 4 o	f4 Sub <u>m</u> it

16. Review the detail and click on **Submit** button to submit your invoice.

You can also save the invoice to submit later by clicking on **Save** button.





17. A confirmation message will be displayed confirming on your invoice submission. Your Invoice will go for an approval process with in Dragon Oil Payables team and you will be informed over email once your invoice is validated and approved.

### **VIEW INVOICES**

View Invoices page enables you to search for and view details of an invoice you have submitted to Dragon Oil. You can search using any or all of the search options on the page under either simple search or advanced search.



### Navigation: DO iSupplier Portal Full Access→Invoice Tab → View Invoices Subtab



- nple Search Advanced Search Payment Status Invoice Number bice Amount From То PO Number Amount Due From То Release Number To Invoice Date From nt Number To Due Date From oice Stat A F G н Μ r D Е к L Clear us 1-25 V Next 25 Payme Status Available Discount Attachn Туре Currency Due Status Hold Date PO Number Receipt Date Invoice Date 510.00 In-Process Site Pave 28-Jun-2017 510.00 Not Paid 1051741632 1715565 Standard USD Ű. 27-May-2017 Standard USD 4,440.00 4,440.00 Approved Not Paid 1051740530 1714829 01-JUL 2017 27-May-2017 Standard USD 1,284.00 1,284.00 Approved 1051741203 1714812 Not Paid 27-May-2017 324.00 324.00 Approved 01-3UL 2017 1051741184 1714813 Standard USD Not Paid 27-May-2017 Standard USD 1.200.00 1.200.00 Approved Not Paid 1051741034 1714814 12-MAY- 511703276 1051740913 1713193 10-Apr-2017 Standard USD 220.00 0.00 Approved Paid 16-Mar-2017 Standard USD 47,174.00 0.00 Approved Paid 18-APR-Multiple 1051740111 1712506
- Enter the search criteria, and then click on GO button.

**A. Invoice Number:** This is the Invoice Number entered in Dragon Oil system. This is an active link and the user can click on this link to see further details as shown below. The user can also export this data.

Home	Orders	Finance Admin										
Create b	tvoices	View Invoices View Payments										
Finance	View inv	oices >										
Standar	rd Invoic	e: 15 (27/05/2017) (Total USD 1,284.00)										
Currency	(=USD											Export
Gener	al				Amount Su	mmary			Payment In	formation		
- westers					Tunosine out	minini y				Paid 0.00		
Invoice Date 27-May-2017					Item 1,284.00				Discount	Taken 0.00		
	Status	Approved			Fr	eight 0.00				Due 1,284.00		
	On Hold				Miscellar	neous 0.00			21000	Status Not Paid		
	Batch	DOTL_ASB_MATERIAL			Tax 0.00				Paymer	vt Date		
Atta	chments	None			Prepay	ment 0.00			Pa	ryment		
	Supplier	London of the second se			Retai	inage 0.00				Term 30 days	from	
Sup	plier Site	PURCHASING			Withholding Tax 0.00					Invoice		-
	Address	C	NTRE			Total 1,284	1.00					
		5										
		ASHGABAD,										
Invoic	e Lines	Scheduled Payments Hold Reason	5									
Líne 🔺	Туре	Description	Qty UOM	Price	Tax Included	Amount	Retainage Status	PO Number	PO Line	PO Shipment	Buyer	Receipt
1	Item	Hangers	100 EACH	2.05		205.00	0.00 Approved	1051741203	1	1	Mr. Ahmed Jaffar	1714612
2	Item	Stainless steel plate holder	1 EACH	90.00		90.00	0.00 Approved	1051741203	2	1	Mr. Ahmed Jaffar	1714812
3	Item	home type dish washer	1 EACH	695.00		695.00	0.00 Approved	1051741203	3	1	Mr. Ahmed Jaffar	1714812
4	Item	wall mounted kitchen utensil holder	3 EACH	98.00		294.00	0.00 Approved	1051741203	4	1	Mr. Ahmed Jaffar	1714812
Return b	o Finance	: View Invoices										Export

- **B. Invoice Date:** This is the date on which the invoice has been created either by Dragon Oil or by the supplier.
- **C. Invoice Type:** Supplier should note the most common type of invoice will be 'Standard, the supplier may also see 'Debit Memos' for material returns to Suppliers.
- D. Currency: This is the invoice currency approved by Dragon Oil



- **E. Amount:** This is the amount on the invoice.
- **F.** Due: This is the amount in due to be paid.
- G. Status: This shows whether Dragon Oil payables has approved the invoice for payment.
- **H. On Hold:** This shows if an invoice has gone on hold at Dragon Oil. You can see the hold reason from the 'View Invoices' page, the 'Invoice Details' page, or by clicking on the hold itself which is an active link.
- **I. Payment Status:** This column indicates whether the payment has been issued or not. 'Not Paid' means the payment has not been made; 'Paid' indicates the payment has been issued.
- **J. Due Date:** This is the payment due date based on the payment terms agreed with the Supplier.
- **K. Payment:** This column shows the payment number generated in the Dragon Oil Payables system. This is an Active link and clicking this link will open the Payments Information page.
- **L. PO Numbers:** This displays the Purchase order number if the invoice is against a single PO. It will display 'Multiple' if there are multiple purchase orders against this invoice, which will typically be the case. These fields are active links and clicking them will take the user to the purchase order information.
- M. Receipts: Receipt number against the PO.

Home 0	)rders	Shipments Finance Admin											
View Invo	ices	View Payments											
Finance: View Invoices > View Invoices >													
Standard Invoice: 144299 (Total AED 8,725.00)													
Currency=	Currency=AED												Export
					_					Payment Info	rmation		cop or o
General						Amount Summary Paid 8,725.00					Paid 8,725.00		
										Discount T	aken 0.00		
Invoid	e Date	22-Aug-2015					Item 8,725.00				Due 0.00		
	Status	Approved				Fre	eight 0.00			St	atus Paid		
C	)n Hold				Miscellaneous 0.00				Payment Date 01-0CT-2015				
Attach	nments	None			Tax 0.00 🔟				Payr	nent <u>114200188</u>			
S	Supplier	SILVER STAR ELECTRONICS LLC			Prepayment 0.00						ferm Immediate		
Suppl	ier Site	UAE			Retainage 0.00								
A	Address	SUITE # 302, ATRIUM CENTER BLD				Withholding	Tax 0.00						
		BANK STREET, BUR DUBAL					Total 8,725.00						
		DUBAI,											
Invoice	Lines	Scheduled Payments Hold Reasons											
Line 🔺	Туре	Description	Qty UOM	Price	Tax Included	Amount	Retainage Status	PO Number	PO Line	PO Shipment	Buyer	Rec	eipt
1	Item	KENSINGTON LAPTOP LOCK	40 EACH	71.00		2,840.00	0.00 Approved	<u>1011540312</u>	2	1	Mr. Muhammad Islamullah Qamar	<u>101</u>	1550307
2	Item	Dell Latitude E7450	1 EACH	5,885.00		5,885.00	0.00 Approved	1011540312	1	1	Mr. Muhammad Islamullah Qamar	<u>101</u>	1550307
<u>Return to</u>	View Inv	<u>voices</u>											Export



### VIEW PAYMENTS.

Payment inquiry enables you to view the history of all the payments to your invoices completed by the buying company. You can use the View Payments page to search using various search criteria.

## Navigation: DO iSupplier Portal Full Access→Invoice Tab → View Payments Subtab

Home O	rders Fi	nance /	Admin									
Create Invo	ices \	New Invoic	es i	View Payments								
View Payr	ments											
												Torona M.
												export
Simple Se	earch											
The State of State												
Note that th	he search i	s case inse	insitive								Advan	ced Search
Paymen	t Number						Status		Q			
Ιπνοίο	e Number	-				Payment An	nount From		To			
D	Number	<u> </u>	_			1000		100				
	D Numbes	(mample : 1	2343			Payment	Date From I	8-3un-2017)	To			
Relaas	e Number	-										
		(example : 1	234-2)									
		Go	Clea	ar -								
											C Previous 1-25	V Next 25 3
Payment	Remit-t	o Supplier	el l	Remit-to Supplier Site	Payment Date -	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
511703276	-		1.252	PURCHASING	16-May-2017	USD	220.00 Electronic	Reconciled	17-May-2017	SCB USD DOTL Conserve or as a server of the	10 (10/04/2017)	1051740913
511703129	00011014		TIR	PURCHASING	18-Apr-2017	USD	47,174.00 Electronic	Reconciled	24-Apr-2017	SC8 USD DOTL C	09 (16/03/2017)	1051740111
511703113	Everies		1 west	PURCHASING	18-Apr-2017	USD	47,174.00 Electronic	Voided	18-Apr-2017	SCB USD DOTL CUTOCITY PLACED BALLED	09 (16/03/2017)	1051740111
511702953	Leonor	ine university of	1 west	PURCHASING	16-Mar-2017	USD	3,815.00 Electronic	Reconciled	20-Mar-2017	SCB USD DOTL CONSTRUCTION	03	1051740399
511702929	Lawrence		See 1	PURCHASING	14-Mar-2017	USD	4,532.50 Electronic	Reconciled	20-Mar-2017	SCB USD DOTL CONTENT SECTORE	Multiple	Multiple
511702713	Leonor	an porcar i	1 and	PURCHASING	02-Feb-2017	USD	1,750.00 Electronic	Reconciled	13-Feb-2017	SCB USD DOTL CUTOENT STORESSIETS1	45	1051643066
511702569	Leoner	an porcent	1 out	PURCHASING	17-Jan-2017	USD	4,155.00 Electronic	Reconciled	23-Jan-2017	SCB USD DOTL CUTOETT TO CONTENT	43	1051643013
511202550			R	PURCHASING	10-Jan-2017	USD	47,100.00 Electronic	Reconciled	15-Jan-2017	SCB USD DOTL CUT	12	1051042207
511702387			· · · · · · · · · · · · · · · · · · ·	PURCHASING	08-Dec-2016	USD	485.00 Electronic	Reconciled	11-Dec-2016	SCB USD DOTE CULTURE	Mutople	Muniple

**Payment:** Click on the payment number link to view details of the payment. This is an active link and clicking this active link will redirect you to the Payments Details page where you can see the payment details including the invoices, invoiced amounts, and the purchase orders for the payment you are viewing. This can also be exported to excel for easier viewing, sorting, and manipulation.

Home Orders Create Invoices	Finance Admin View Invoices   View Pay	yments											
Finance: View Payr	nents >												
Payment: 5117032	Payment: 511703276 (Total USD 220.00)												
Payment Date Method     16-May-2017     Supplier     ECONOMIC SOCIETY SER       Method     Electronic     Supplier Site     PURCHASING       Status     Reconciled     Address     OFFICE 308A, YIMPASH BUSINESS CENTRE       Status Date     17-May-2017     54 TURKMENBASHI AVE, 744013       Remit-to Supplier     ECONOMIC SOCIETY SER     ASHGABAD       Remit-to Supplier     Bank Account     SCB USD DOTL CURRENT 0102389515701													
Included Invoice	S												
	Tour las Data	<b>T</b>	0		Description of the last		Design of the standard stand	Descript.					
Invoice	Invoice Date	туре	currency	Amount Status	Payment Status		Payment PO Number	кесерт	Attachments				
<u>10 (10/04/2017)</u>	10-Apr-2017	Standard	USD	220.00 Approved	Paid		220.00 1051740913	1713193					
Return to Finance:	/iew Payments								Export				

**Payment Date:** This is the date on which the payment was created.

**Currency:** Currency in which the payment is being made.

Amount: Total Amount paid.



**Method:** Method of payment set up for the Supplier.

**Status:** This is the status of the invoice.

**Invoice:** This is the invoice against which this payment is being made. This could be one or multiple and this is also an active so clicking this will open the View Invoices page which will display the invoice(s) against which payment is being made.

**PO Number:** This is the PO number against which this payment is being issued. This could be one or multiple and this is also an active link so clicking this will open the View Invoices page which will display the invoice(s) against which this payment is being made.

# SUPPLIER HELP & SUPPORT

The first level of contact for the Supplier user is the Dragon Oil Vendor support and the contact details are as follows:

Phone: 0097143053656

Support will be available from 8:00AM to 4:00PM DXB time, Sunday to Thursday.

Email: vendorsupport@dragonoil.com

If Suppliers finding difficult to describe a problem we highly recommend Supplier to send in a screenshot of a particular problem or issue along with a brief description of the issue with user's contact details. This is a very effective method if the user is facing any issue related to iSupplier portal.