



**Dragon Oil Vendor Portal Training Manual**



## CONTENTS

<b>Introduction</b> .....	3
<b>System Requirement</b> .....	3
<b>Supplier Setup Requirements</b> .....	3
<b>Accessing the Vendor Portal</b> .....	4
<b>Supplier Login</b> .....	5
<b>Quick Search</b> .....	9
<b>Order Page</b> .....	9
<b>Sorting Data on a Page</b> .....	10
<b>Export Data</b> .....	11
<b>Open, View Order</b> .....	12
<b>View Receipts From PO :</b> .....	13
<b>View Invoices from PO:</b> .....	14
<b>View Payments from PO:</b> .....	14
<b>Finance Page</b> .....	15
<b>Create Invoice</b> .....	15
<b>View Invoices</b> .....	22
<b>View Payments</b> .....	25
<b>Supplier Help &amp; Support</b> .....	26



## 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:**

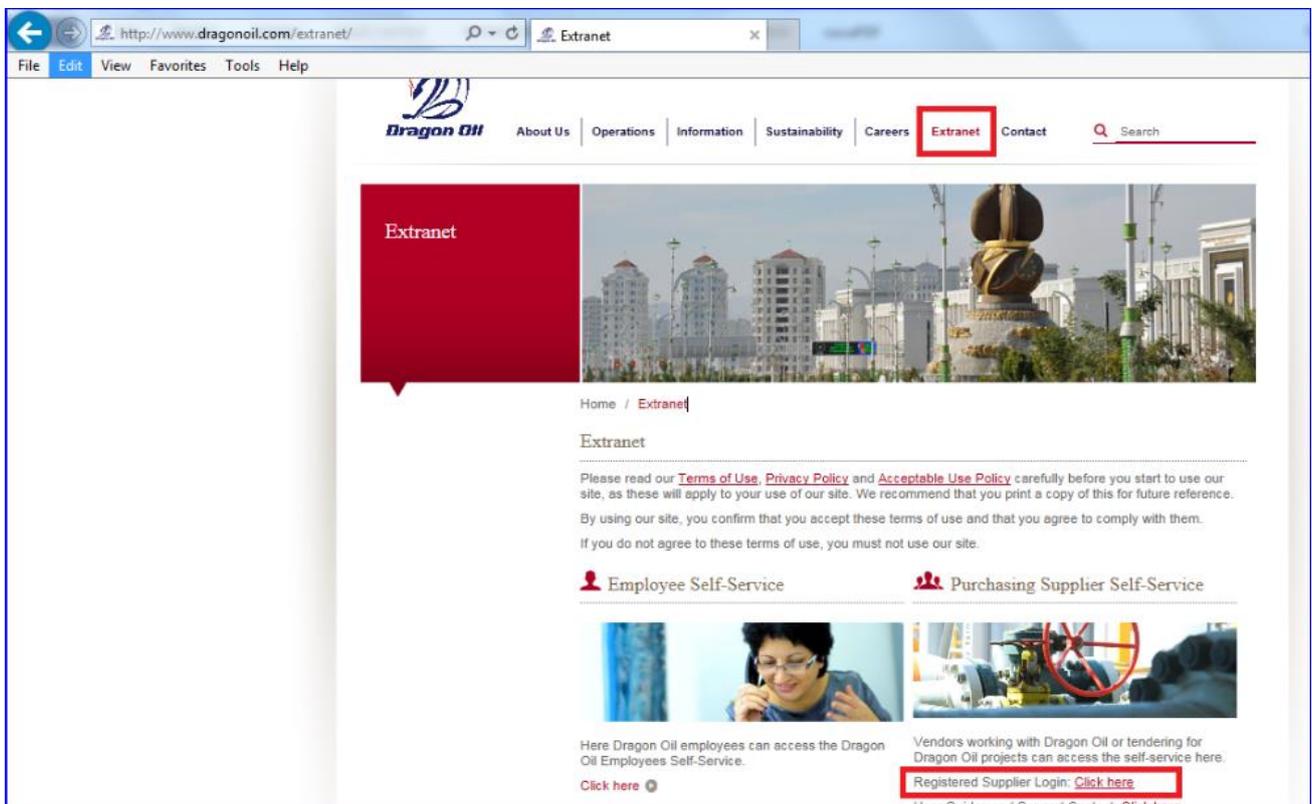
<http://www.dragonoil.com/contact/vendor-portal>

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.

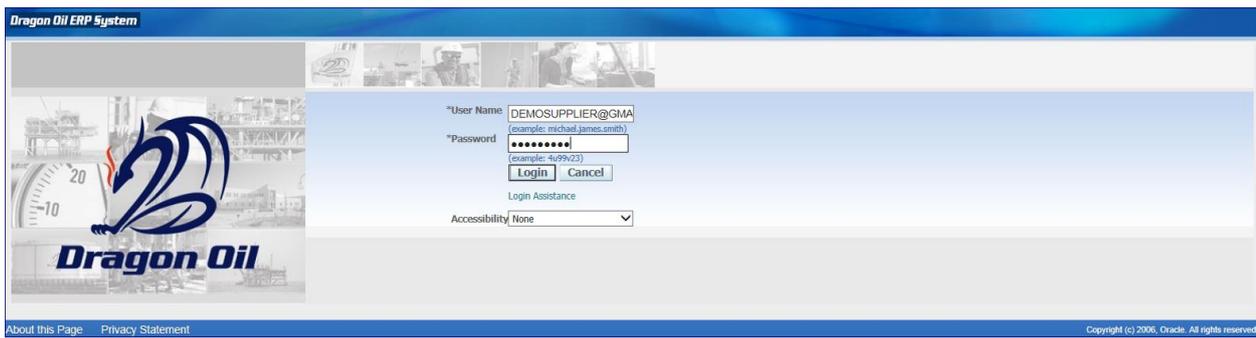
- Copy and paste the link in your browser: <https://smart.dragonoil.com:4443>  
Or
- login from website; [www.dragonoil.com](http://www.dragonoil.com) → Extranet → Registered Supplier Login click here





## SUPPLIER LOGIN

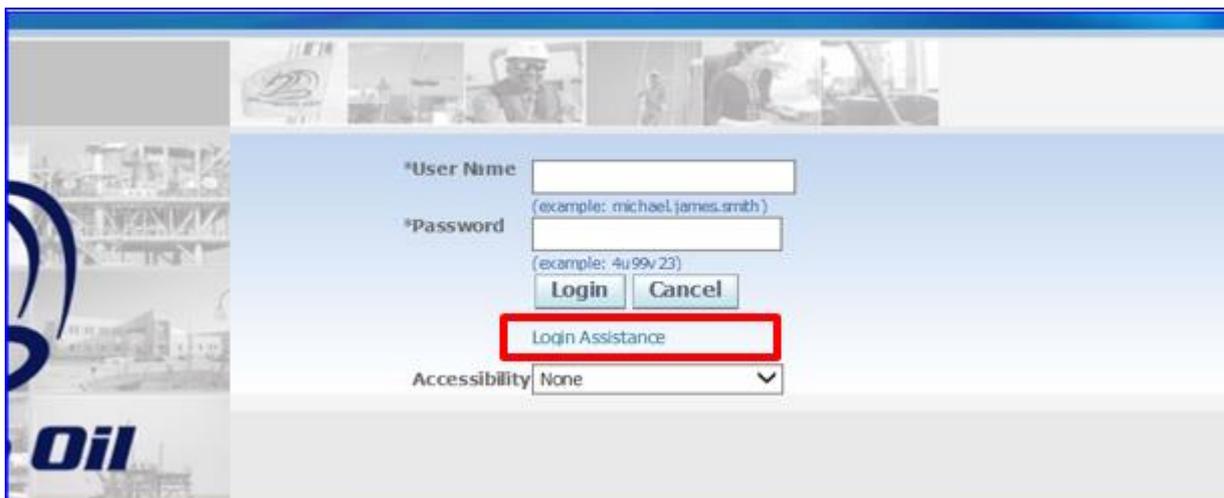
Enter the user name and password.



### 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:



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

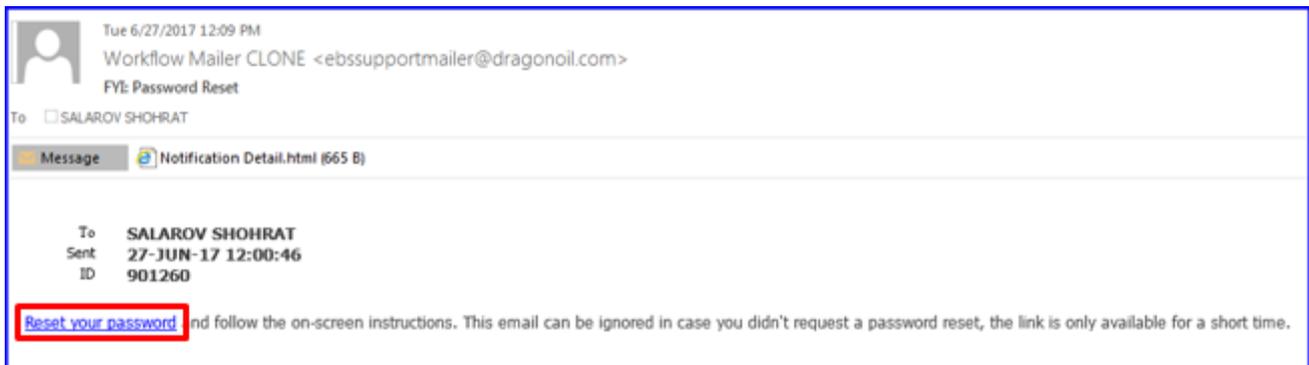


To retrieve your Password, proceed as follows:

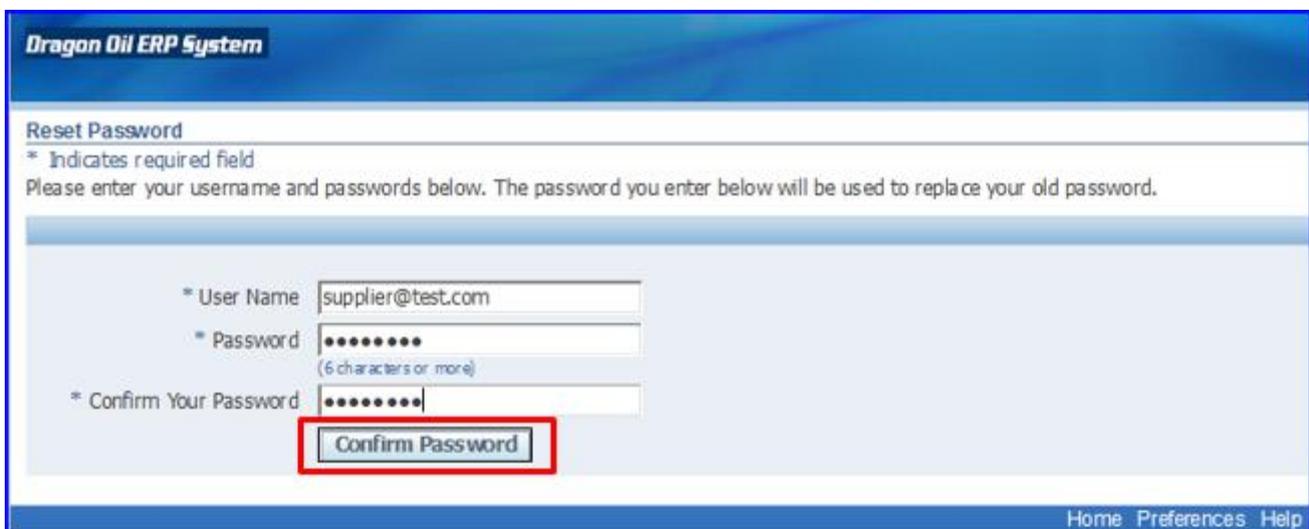
Enter your user name under the “Forgot Password” section  
Click the “Forgot Password” button

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



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

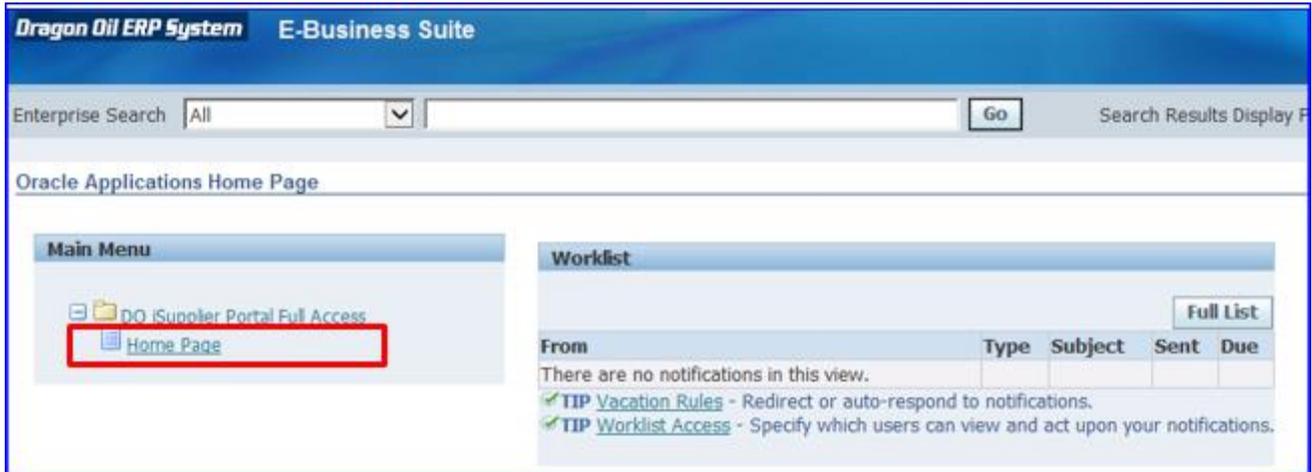




**MAIN PAGE (DRAGON OIL VENDOR PORTAL APPLICATION HOME PAGE)**

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**

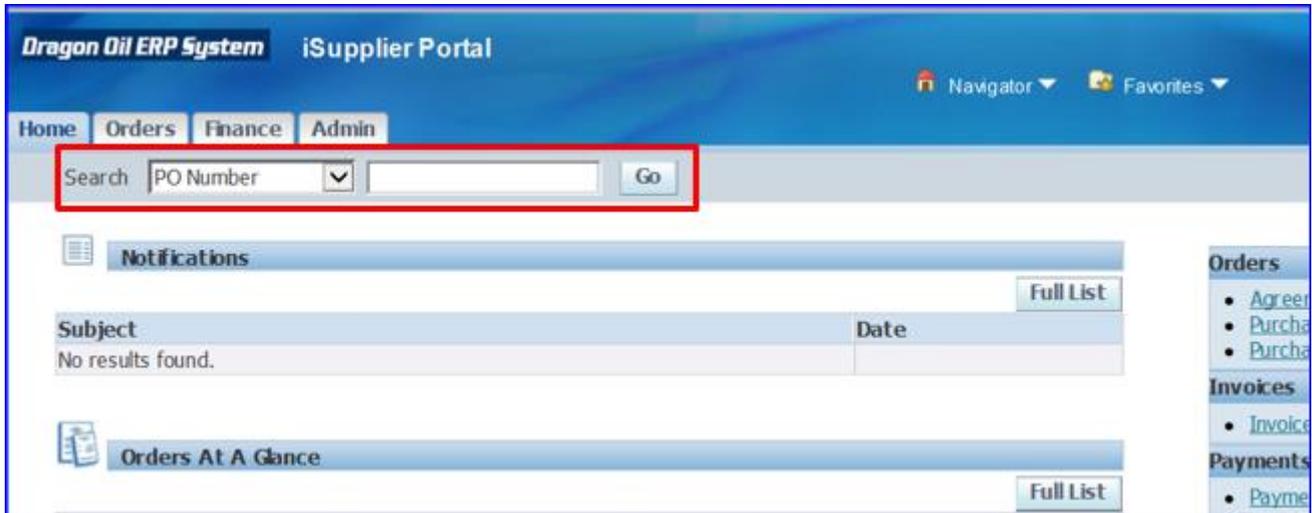


- A. In the notification region, Suppliers can view all the open notifications. It may be any information purpose or for action purpose also.
- B. In the Orders at a Glance region, it shows 5 most recent purchase orders.
  - Click a PO number link to view the purchase order details.
  - Click the Full 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.





## QUICK SEARCH



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.



- 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.

Dragon Oil ERP System | iSupplier Portal

Home **Orders** Finance Admin

Purchase Orders | Agreements | Purchase History | Work Confirmations

Purchase Orders Export

Views

View:   Advanced Search

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	<a href="#">1051741632</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		14-Jun-2017 08:47:07	<a href="#">Mr. Ani Parameswaran</a>	USD	510.00	Open		
<input type="radio"/>	<a href="#">1051741476</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	<a href="#">Mr. Ahmed Jaffar</a>	USD	2,060.00	Open		
<input type="radio"/>	<a href="#">1051741333</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	<a href="#">Mr. Ani Parameswaran</a>	USD	36,050.00	Open		
<input type="radio"/>	<a href="#">1051741203</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	<a href="#">Mr. Ahmed Jaffar</a>	USD	1,284.00	Closed		
<input type="radio"/>	<a href="#">1051741184</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	<a href="#">Mr. Ani Parameswaran</a>	USD	324.00	Closed		
<input type="radio"/>	<a href="#">1051741082</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	<a href="#">Mr. Hani Hashim</a>	USD	25,004.00	Open		
<input type="radio"/>	<a href="#">1051740530</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	<a href="#">Mrs. Mouza Alsuwaidi</a>	USD	4,440.00	Closed		
<input type="radio"/>	<a href="#">1051741034</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	<a href="#">Mr. Ani Parameswaran</a>	USD	1,200.00	Closed		
<input type="radio"/>	<a href="#">1051740913</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	<a href="#">Mr. Ramzi Al Zayer</a>	USD	220.00	Closed		
<input type="radio"/>	<a href="#">1051740742</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		02-Apr-2017 15:39:33	<a href="#">Mr. Ramzi Al Zayer</a>	USD	0.00	Closed		
<input type="radio"/>	<a href="#">1051740837</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		28-Mar-2017 13:10:42	<a href="#">Mr. Ahmed Jaffar</a>	USD	11,570.00	Open		
<input type="radio"/>	<a href="#">1051740111</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Mar-2017 14:41:30	<a href="#">Mr. Ahmed Jaffar</a>	USD	47,174.00	Closed		
<input type="radio"/>	<a href="#">1051740399</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		19-Feb-2017 15:36:21	<a href="#">Mr. Ahmed Jaffar</a>	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	Buyer	Currency	Amount	Status
<input type="radio"/>	<a href="#">1051741632</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		14-Jun-2017 08:47:07	<a href="#">Mr. Ani Parameswaran</a>	USD	510.00	Open
<input type="radio"/>	<a href="#">1051741476</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	<a href="#">Mr. Ahmed Jaffar</a>	USD	2,060.00	Open
<input type="radio"/>	<a href="#">1051741333</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	<a href="#">Mr. Ani Parameswaran</a>	USD	36,050.00	Open
<input type="radio"/>	<a href="#">1051741203</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	<a href="#">Mr. Ahmed Jaffar</a>	USD	1,284.00	Closed
<input type="radio"/>	<a href="#">1051741184</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	<a href="#">Mr. Ani Parameswaran</a>	USD	324.00	Closed
<input type="radio"/>	<a href="#">1051741082</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	<a href="#">Mr. Hani Hashim</a>	USD	25,004.00	Open
<input type="radio"/>	<a href="#">1051740530</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	<a href="#">Mrs. Mouza Alsuwaidi</a>	USD	4,440.00	Closed
<input type="radio"/>	<a href="#">1051741034</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	<a href="#">Mr. Ani Parameswaran</a>	USD	1,200.00	Closed
<input type="radio"/>	<a href="#">1051740913</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	<a href="#">Mr. Ramzi Al Zayer</a>	USD	220.00	Closed
<input type="radio"/>	<a href="#">1051740742</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		02-Apr-2017 15:39:33	<a href="#">Mr. Ramzi Al Zayer</a>	USD	0.00	Closed
<input type="radio"/>	<a href="#">1051740837</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO		28-Mar-2017 13:10:42	<a href="#">Mr. Ahmed Jaffar</a>	USD	11,570.00	Open
<input type="radio"/>	<a href="#">1051740111</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Mar-2017 14:41:30	<a href="#">Mr. Ahmed Jaffar</a>	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.

The screenshot shows the 'Purchase Orders' section of the software. A table lists various purchase orders with columns for PO Number, Rev, Operating Unit, Document Type, Description, Order Date, Buyer, Currency, Amount, Status, and Acknowledge By. An 'Export' button is highlighted with a red arrow. Below the table, an Excel spreadsheet is shown, displaying the same data in a grid format.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	1051741632	0	Dragon Oil (Turkmenistan) Limited	Standard PO		14-Jun-2017 08:47:07	Mr. Ani Parameswaran	USD	510.00	Open		
<input type="radio"/>	1051741476	0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	Mr. Ahmed Jaffer	USD	2,060.00	Open		
<input type="radio"/>	1051741333	0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	Mr. Ani Parameswaran	USD	36,050.00	Open		
<input type="radio"/>	1051741203	0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	Mr. Ahmed Jaffer	USD	1,284.00	Closed		
<input type="radio"/>	1051741184	0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	Mr. Ani Parameswaran	USD	324.00	Closed		
<input type="radio"/>	1051741082	1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	Mr. Han Hashim	USD	25,004.00	Open		
<input type="radio"/>	1051740530	1	Dragon Oil (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	Mrs. Mouza Almasoudi	USD	4,440.00	Closed		
<input type="radio"/>	1051741044	0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	Mr. Ani Parameswaran	USD	1,200.00	Closed		
<input type="radio"/>	1051740913	0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	Mr. Ramzi Al Zayer	USD	220.00	Closed		
<input type="radio"/>	1051740792	1	Dragon Oil (Turkmenistan) Limited	Standard PO		02-Apr-2017 15:30:33	Mr. Ramzi Al Zayer	USD	0.00	Closed		
<input type="radio"/>	1051740817	0	Dragon Oil (Turkmenistan) Limited	Standard PO		28-Mar-2017 13:10:42	Mr. Ahmed Jaffer	USD	11,370.00	Open		

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	1051741632	0	Dragon Oil (Turkmenistan) Limited	Standard PO		14-Jun-2017 08:47:07	Mr. Ani Parameswaran	USD	510.00	Open		
<input type="radio"/>	1051741476	0	Dragon Oil (Turkmenistan) Limited	Standard PO		24-May-2017 13:27:09	Mr. Ahmed Jaffer	USD	2,060.00	Open		
<input type="radio"/>	1051741333	0	Dragon Oil (Turkmenistan) Limited	Standard PO		17-May-2017 08:14:15	Mr. Ani Parameswaran	USD	36,050.00	Open		
<input type="radio"/>	1051741203	0	Dragon Oil (Turkmenistan) Limited	Standard PO		01-May-2017 15:34:22	Mr. Ahmed Jaffer	USD	1,284.00	Closed		
<input type="radio"/>	1051741184	0	Dragon Oil (Turkmenistan) Limited	Standard PO		30-Apr-2017 13:24:19	Mr. Ani Parameswaran	USD	324.00	Closed		
<input type="radio"/>	1051741082	1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets	26-Apr-2017 17:19:43	Mr. Han Hashim	USD	25,004.00	Open		
<input type="radio"/>	1051740530	1	Dragon Oil (Turkmenistan) Limited	Standard PO		16-Apr-2017 14:42:25	Mrs. Mouza Almasoudi	USD	4,440.00	Closed		
<input type="radio"/>	1051741044	0	Dragon Oil (Turkmenistan) Limited	Standard PO		13-Apr-2017 11:43:41	Mr. Ani Parameswaran	USD	1,200.00	Closed		
<input type="radio"/>	1051740913	0	Dragon Oil (Turkmenistan) Limited	Standard PO		03-Apr-2017 14:55:17	Mr. Ramzi Al Zayer	USD	220.00	Closed		

**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
<input type="radio"/>	<a href="#">1051741632</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO	
<input type="radio"/>	<a href="#">1051741476</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO	
<input type="radio"/>	<a href="#">1051741333</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO	
<input type="radio"/>	<a href="#">1051741203</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO	
<input type="radio"/>	<a href="#">1051741184</a>	0	Dragon Oil (Turkmenistan) Limited	Standard PO	
<input type="radio"/>	<a href="#">1051741082</a>	1	Dragon Oil (Turkmenistan) Limited	Standard PO	STOCK (000) - Winter Jackets

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



**Order Information**

General	Terms and Conditions	Summary
Total: 510.00	Payment Terms: 30 days from invoice	Total: 510.00
Supplier: [Redacted]	Carrier: HAZAR	Received: 510.00
Supplier Site: PURCHASING	Freight Terms: DELIVERED DUTY PAID (DDP)	Invoiced: 0.00
Address: CENTRE [Redacted]	Shipping Control:	Payment Status: Not Paid
Buyer: Mr. Ani Parameswaran	Ship-To Address:	
Order Date: 14-Jun-2017 08:47:07	Address: HAZAR-BALKANABAT HIGH ROAD, 9TH KM	
Description:	HAZAR 745030	
Status: Open	Bill-To Address:	
Note to Supplier:	Address: 9/1 ATA GOVSHUDOV STREET	
Operating Unit: Dragon Oil (Turkmenistan) Limited	ASHGABAT 744013	
Sourcing Document: 203242	Ashgabat, 744013	
Supplier Order Number:		
Attachments: None		

**Summary**

Item	UOM	Qty	Price	Amount	Status	Attachments
1	EACH	2	255	510.00	Open	

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

**Order Information**

General	Terms and Conditions	Summary
Total: 510.00	Payment Terms: 30 days from invoice	Total: 510.00
Supplier: ECONOMIC SOCIETY SER	Carrier: HAZAR	Received: 510.00
Supplier Site: PURCHASING	Freight Terms: DELIVERED DUTY PAID (DDP)	Invoiced: 0.00
Address: OFFICE 308A, YIMPASH BUSINESS CENTRE	Shipping Control:	Payment Status: Not Paid
Address: 54 TURKMENBASHI AVE, 744013 ASHGABAD,	Ship-To Address:	
Buyer: Mr. Ani Parameswaran	Address: HAZAR-BALKANABAT HIGH ROAD, 9TH KM	
Order Date: 14-Jun-2017 08:47:07	HAZAR 745030	
Description:	Bill-To Address:	
Status: Open	Address: 9/1 ATA GOVSHUDOV STREET	
Note to Supplier:	ASHGABAT 744013	
Operating Unit: Dragon Oil (Turkmenistan) Limited	Ashgabat, 744013	
Sourcing Document: 203242		
Supplier Order Number:		
Attachments: None		

**Summary**

Item	UOM	Qty	Price	Amount	Status	Attachments
1	EACH	2	255	510.00	Open	

**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			
Receipt	PO Number	Line	Shipment	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Receipt Date	Promised Date	Need-By Date	Performance
<a href="#">1715565</a>	<a href="#">1051741632</a>	1	1	MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER	EACH	2		2		<a href="#">DOTL-Hazar</a>	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 Invoices   View Invoices   View Payments													
Orders: Purchase Orders > View Order Details >													
Invoices for Standard Purchase Order: 1051741632													
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
<a href="#">INV2345</a>	28-Jun-2017	Standard	USD	510.00	510.00 In-Process		Not Paid			28-JUL-2017		<a href="#">1051741632</a>	<a href="#">1715565</a>

[Return to View Order Details](#)

**VIEW PAYMENTS FROM PO:**

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

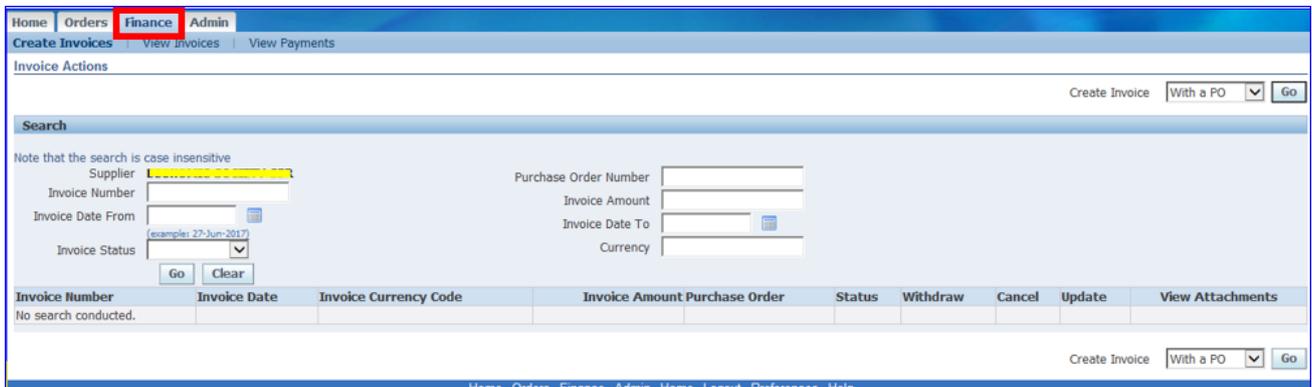
Home   Orders   Finance   Admin				
Create Invoices   View Invoices   View Payments				
Orders: Purchase Orders > View Order Details >				
Payments for Standard Purchase Order: 1051741632				
Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency
No results found.				

[Return to View Order Details](#)



## FINANCE PAGE.

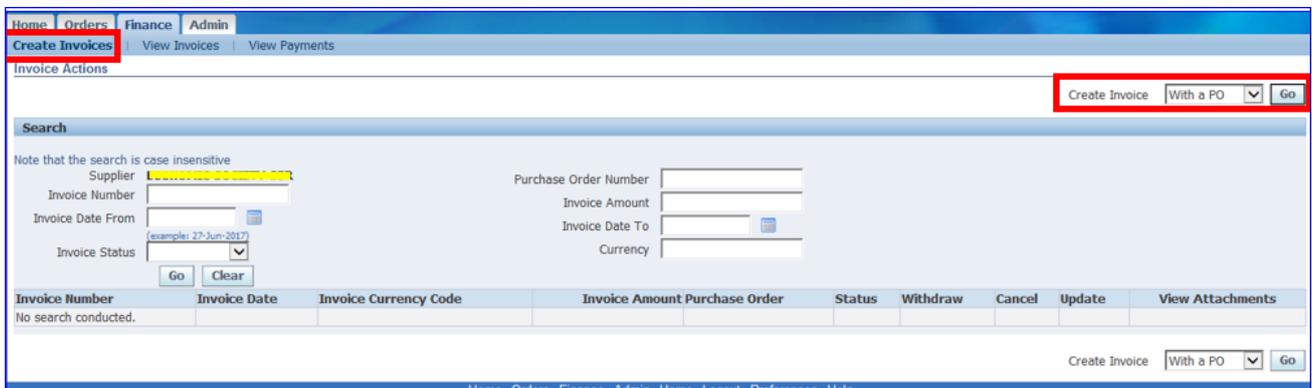
In this page, you can create invoice, verify submitted invoice status and verify payments status as well.



## 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**.



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 Invoices View Payments  
 Purchase Orders Details Manage Tax Review and Submit  
 Create Invoice: Purchase Orders [Cancel] Step 1 of 4 [Next]

**Search**

Note that the search is case insensitive [Advanced Search]

Purchase Order Number: 1051741632  
 Purchase Order Date: [example: 27-Jun-2017]  
 Buyer: [dropdown]  
 Organization: [dropdown]  
 [Go] [Clear]

Select Items: [Add to Invoice]

Select All | Select None

Select	Organization	PO Number	Receipt Num	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
<input type="checkbox"/>	Dragon Oil (Turkmenistan) Limited	1051741632	1715565	1	1	MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER			2	2	0	EACH	255	USD	DOTL-Hazar

[Cancel] Step 1 of 4 [Next]

3. Click on **Go** button.

Home Orders Finance Admin  
 Create Invoices View Invoices View Payments  
 Purchase Orders Details Manage Tax Review and Submit  
 Create Invoice: Purchase Orders [Cancel] Step 1 of 4 [Next]

**Search**

Note that the search is case insensitive [Advanced Search]

Purchase Order Number: 1051741632  
 Purchase Order Date: [example: 27-Jun-2017]  
 Buyer: [dropdown]  
 Organization: [dropdown]  
 [Go] [Clear]

Select Items: [Add to Invoice]

Select All | Select None

Select	Organization	PO Number	Receipt Num	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To
<input type="checkbox"/>	Dragon Oil (Turkmenistan) Limited	1051741632	1715565	1	1	MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER			2	2	0	EACH	255	USD	DOTL-Hazar

[Cancel] Step 1 of 4 [Next]

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

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

**Search**

Note that the search is case insensitive

Advanced Search

Purchase Order Number: 1051741632  
 Purchase Order Date:   
 Buyer:   
 Organization:   
 Go Clear

Select Items: Add to Invoice

Select All | Select None

Select	Organization	PO Number	Receipt Num	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Price	Curr	Ship To
<input checked="" type="checkbox"/>	Dragon Oil (Turkmenistan) Limited	1051741632	1715565	1	1	MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER			2	2	0	EACH	255	USD	DOTL-Hazar

Cancel 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 | Details | Manage Tax | Review and Submit

Create Invoice: Details

\* Indicates required field

Cancel Back Step 2 of 4 Next

**Supplier**

\* Supplier: ECONOMIC SOCIETY SER  
 Tax Payer ID: 101211005719  
 \* Remit To: PURCHASING  
 Address: OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD  
 Remit to Bank Account: 232028401706686097631

**Invoice**

\* Invoice Number: INV2345  
 \* Invoice Date: 27-Jun-2017  
 Invoice Type: Invoice  
 Currency: USD  
 Invoice Description:   
 Attachment: None Add...

**Customer**

Customer Name: Dragon Oil (Turkmenistan) Limited  
 Address: Hazar-Balkanabat Highway Hazar city TM

**Items**

PO Number	Line	Shipment	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1051741632	1	1		MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER		DOTL-Hazar	2		255	EACH	510

Cancel Back Step 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)



**Supplier**

- \* Supplier: ECONOMIC SOCIETY SER
- Tax Payer ID: 101211005719
- \* Remit To: PURCHASING
- Address: OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMEHBASHI AVE, 744013 ASHGABAD
- Remit To Bank Account: 232028401706686097631

**Invoice**

- \* Invoice Number: INV2345
- \* Invoice Date: 27-Jun-2017
- Invoice Type: Invoice
- Currency: USD

**Customer**

- Customer Name: Dragon Oil (Turkmenistan) Limited
- Address: Hazar-Balkanabat Highway Hazar city TM

PO Number	Line	Shipment Number	Item	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
1051741632	1			MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER		DOTL-Hazar	2		255	EACH	510

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.

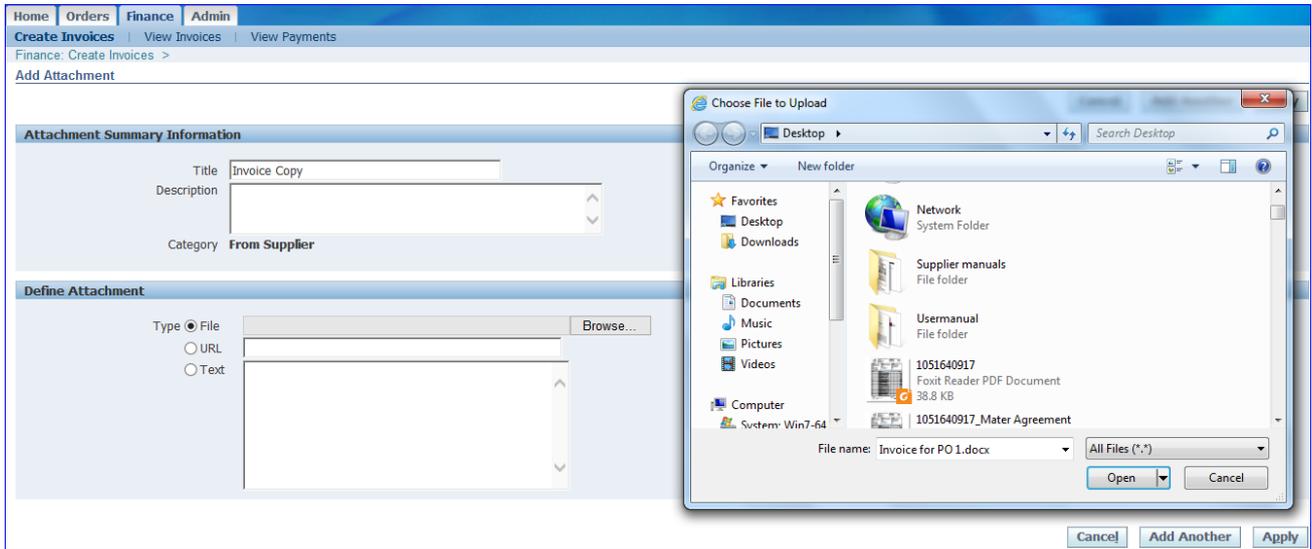
**Attachment Summary Information**

- Title: Invoice Copy (8)
- Description: (9)
- Category: From Supplier

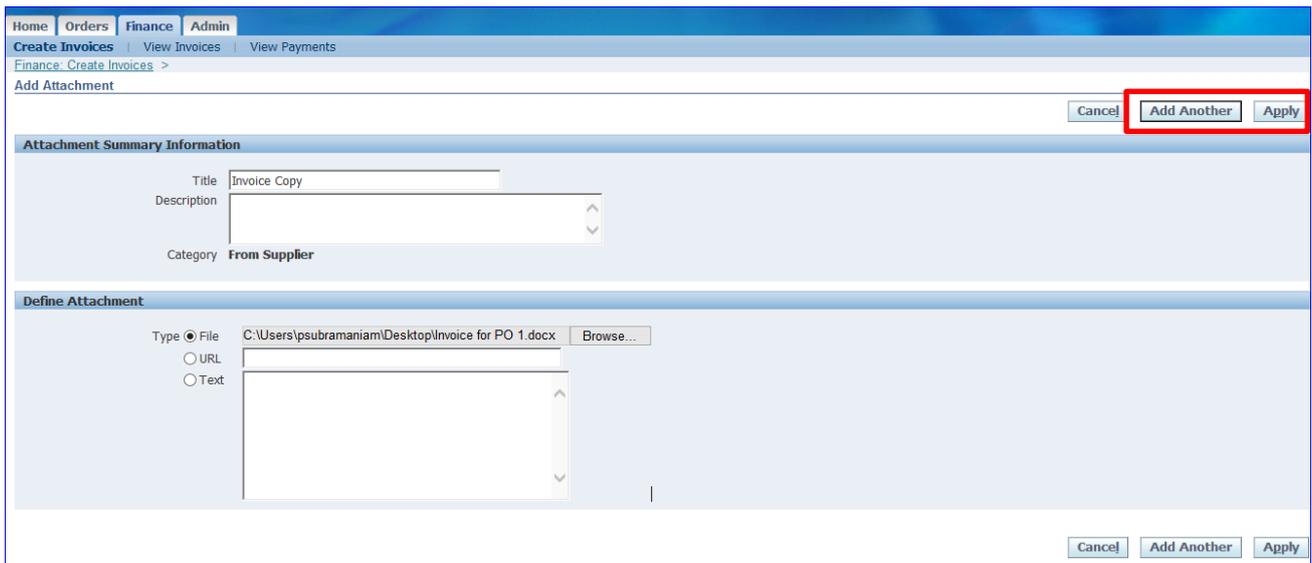
**Define Attachment**

- Type:  File  URL  Text
- Browse... (10)

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



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



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



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 transaction.

Create Invoice: Details  
\* Indicates required field

Supplier

- \* Supplier: ECONOMIC SOCIETY SER
- Tax Payer ID: 101211005719
- \* Remit To: PURCHASING
- Address: OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD
- Remit To Bank Account: 232028401706686097631

Invoice

- \* Invoice Number: INV2345
- \* Invoice Date: 28-Jun-2017
- Invoice Type: Invoice
- Currency: USD
- Invoice Description: [Empty]

Attachment: Attachment List... Add...

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

Create Invoice: Details  
\* Indicates required field

Supplier

- \* Supplier: ECONOMIC SOCIETY SER
- Tax Payer ID: 101211005719
- \* Remit To: PURCHASING
- Address: OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMENBASHI AVE, 744013 ASHGABAD
- Remit To Bank Account: 232028401706686097631

Invoice

- \* Invoice Number: INV2345
- \* Invoice Date: 27-Jun-2017
- Invoice Type: Invoice
- Currency: USD
- Invoice Description: [Empty]

Attachment: None Add...

Customer

Customer Name: Dragon Oil (Turkmenistan) Limited  
Address: Hazar-Balkanabat Highway Hazar city TM

PO Number	Line	Shipment Number	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
1051741632	1			MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER		DOTL-Hazar	2		255	EACH	510

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



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

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

Create Invoice: **Manage Tax** 
   Step 3 of 4

<b>Supplier</b> * Supplier: ECONOMIC SOCIETY SER Tax Payer ID: 101211005719 * Remit To: PURCHASING Address: OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMEINBASHI AVE, 744013 ASHGABAD Remit To Bank Account: 23202840170668609763000		<b>Invoice</b> * Invoice Number: IIV2345 * Invoice Date: 28-Jun-2017 Invoice Type: Standard * Currency: USD Invoice Description: Attachment: <a href="#">Attachment List...</a>																							
<b>Customer</b> Customer Name: Dragon Oil (Turkmenistan) Limited Address: Hazar-Balkanabat Highway Hazar city TM																									
<b>Items</b> <table border="1"> <thead> <tr> <th>PO Number</th> <th>Line</th> <th>Shipment</th> <th>Item Description</th> <th>Supplier Item Number</th> <th>Ship To</th> <th>Available Qty</th> <th>Quantity To Invoice</th> <th>UOM</th> <th>Unit Price</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1051741632</td> <td>1</td> <td></td> <td>MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER</td> <td></td> <td>DOTL-Hazar</td> <td>2</td> <td>2.00</td> <td>EACH</td> <td>255.00</td> <td>510.00</td> </tr> </tbody> </table>				PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount	1051741632	1		MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER		DOTL-Hazar	2	2.00	EACH	255.00	510.00
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount															
1051741632	1		MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER		DOTL-Hazar	2	2.00	EACH	255.00	510.00															
<b>Invoice Summary</b>																									

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 Payments](#)

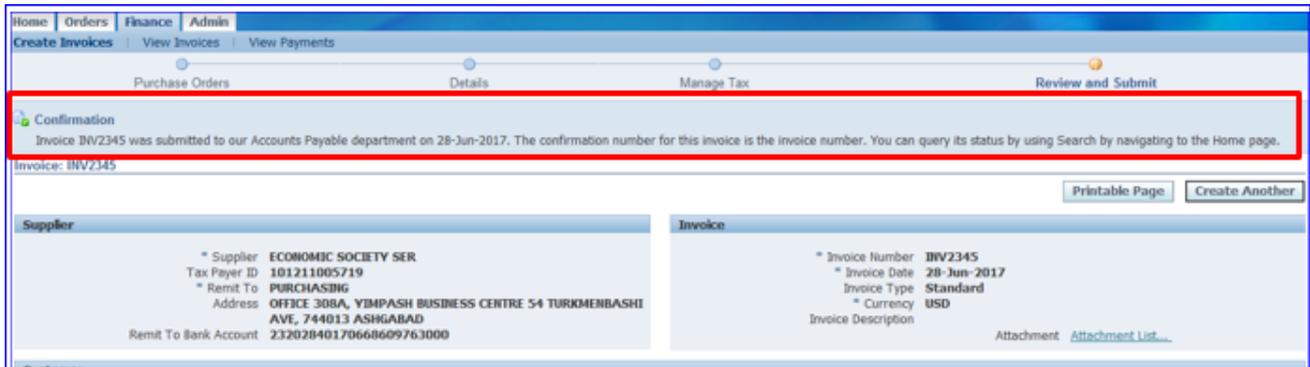
[Purchase Orders](#) | [Details](#) | [Manage Tax](#) | **Review and Submit**

Create Invoice: **Review and Submit** 
   Step 4 of 4

<b>Supplier</b> * Supplier: ECONOMIC SOCIETY SER Tax Payer ID: 101211005719 * Remit To: PURCHASING Address: OFFICE 308A, YIMPASH BUSINESS CENTRE 54 TURKMEINBASHI AVE, 744013 ASHGABAD Remit To Bank Account: 23202840170668609763000		<b>Invoice</b> * Invoice Number: IIV2345 * Invoice Date: 28-Jun-2017 Invoice Type: Standard * Currency: USD Invoice Description: Attachment: <a href="#">Attachment List...</a>																							
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PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount															
1051741632	1		MEN'S TEMPERATURE FR COVERALL - TEMPERATE FR COVERALL; STYLE 61130; DOTL LOGO; OTHER SPEC AS PER OFFER		DOTL-Hazar	2	2.00	EACH	255.00	510.00															
<b>Invoice Summary</b> <table border="1"> <tr> <td>Items</td> <td>510.00</td> </tr> <tr> <td>Less Retainage</td> <td>0.00</td> </tr> <tr> <td>Freight</td> <td>0.00</td> </tr> <tr> <td>Miscellaneous</td> <td>0.00</td> </tr> <tr> <td>Tax</td> <td>0.00</td> </tr> <tr> <td><b>Total (USD)</b></td> <td><b>510.00</b></td> </tr> </table>				Items	510.00	Less Retainage	0.00	Freight	0.00	Miscellaneous	0.00	Tax	0.00	<b>Total (USD)</b>	<b>510.00</b>										
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Less Retainage	0.00																								
Freight	0.00																								
Miscellaneous	0.00																								
Tax	0.00																								
<b>Total (USD)</b>	<b>510.00</b>																								

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.

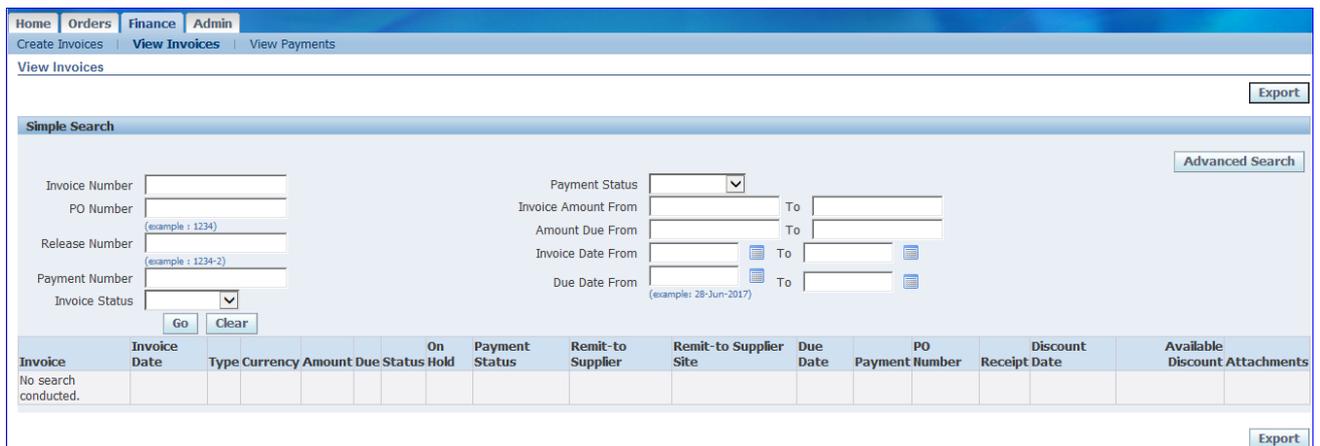


17. A confirmation message will be displayed confirming on your invoice submission. Your Invoice will go for an approval process with in Dragon Oil Payables team and you will be informed over email once your invoice is validated and approved.

**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**





- Enter the search criteria, and then click on GO button.

Simple Search

Invoice Number:   
 PO Number:  (example: 1234)  
 Release Number:  (example: 1234-2)  
 Payment Number:   
 Invoice Status:

Payment Status:   
 Invoice Amount From:  To:   
 Amount Due From:  To:   
 Invoice Date From:  To:   
 Due Date From:  To:  (example: 28-Jun-2017)

Advanced Search

Previous 1-25 Next 25

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	Discount Date	Available Discount Attachments
<a href="#">12/2345</a>	28-Jun-2017	Standard	USD	510.00	510.00 In-Process		Not Paid			28-JUN-2017		1051741632	1715565		
<a href="#">17</a>	27-May-2017	Standard	USD	4,440.00	4,440.00 Approved		Not Paid			01-JUN-2017		1051740530	1714829		
<a href="#">15</a>	27-May-2017	Standard	USD	1,284.00	1,284.00 Approved		Not Paid			30-JUN-2017		1051741203	1714812		
<a href="#">14</a>	27-May-2017	Standard	USD	324.00	324.00 Approved		Not Paid			01-JUN-2017		1051741184	1714813		
<a href="#">16</a>	27-May-2017	Standard	USD	1,200.00	1,200.00 Approved		Not Paid			01-JUN-2017		1051741034	1714814		
<a href="#">13</a>	10-Apr-2017	Standard	USD	220.00	0.00 Approved		Paid			12-MAY-2017	511703226	1051740913	1713193		
<a href="#">19</a>	16-Mar-2017	Standard	USD	47,174.00	0.00 Approved		Paid			18-APR-2017	Multiple	1051740111	1712506		

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

Finance: View Invoices >

Standard Invoice: 15 (27/05/2017) (Total USD 1,284.00)

Currency=USD

Export

General		Amount Summary		Payment Information	
Invoice Date	27-May-2017	Item	1,284.00	Paid	0.00
Status	Approved	Freight	0.00	Discount Taken	0.00
On Hold		Miscellaneous	0.00	Due	1,284.00
Batch	DOTL_ASB_MATERIAL	Tax	0.00	Status	Not Paid
Attachments	None	Prepayment	0.00	Payment Date	
Supplier	*****	Retainage	0.00	Payment	
Supplier Site	PURCHASING	Withholding Tax	0.00	Term	30 days from Invoice
Address	***** BUSINESS CENTRE	Total	1,284.00		
	5*****				
	ASHGABAD,				

Invoice Lines | Scheduled Payments | Hold Reasons

Line	Type	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	1714812
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 to 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.



## 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**

The screenshot shows the 'View Payments' interface. At the top, there are navigation tabs: Home, Orders, Finance, and Admin. Under 'Finance', there are sub-tabs: Create Invoices, View Invoices, and View Payments (which is highlighted with a red box). Below the tabs is a search section with 'Simple Search' and 'Advanced Search' options. The 'Simple Search' section includes fields for Payment Number, Invoice Number, PO Number, Release Number, Status, Payment Amount From, and Payment Date From. Below the search fields is a table of payment records 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 contains several rows of data, including payment numbers like 511703276 and 511703129.

**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.

The screenshot shows the 'Payment Details' page for payment 511703276. At the top, there are navigation tabs: Home, Orders, Finance, and Admin. Under 'Finance', there are sub-tabs: Create Invoices, View Invoices, and View Payments. Below the tabs, the page title is 'Payment: 511703276 (Total USD 220.00)'. The main content area is divided into two sections: 'Payment Details' and 'Included Invoices'. The 'Payment Details' section includes fields for Payment Date (16-May-2017), Method (Electronic), Status (Reconciled), Status Date (17-May-2017), Remit-to Supplier (ECONOMIC SOCIETY SER), and Remit-to Supplier Site (PURCHASING). The 'Included Invoices' section includes a table with columns: Invoice, Invoice Date, Type, Currency, Amount Status, Payment Status, Payment PO Number, Receipt, and Attachments. The table contains one row of data for invoice 10 (10/04/2017).

**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](mailto: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.