

PO Collaboration – Submit Invoice & Invoice details Tracking

Objective

The goal of this user manual is to:

- Understand the process of Invoice submission & tracking the invoice details

Target Audience:

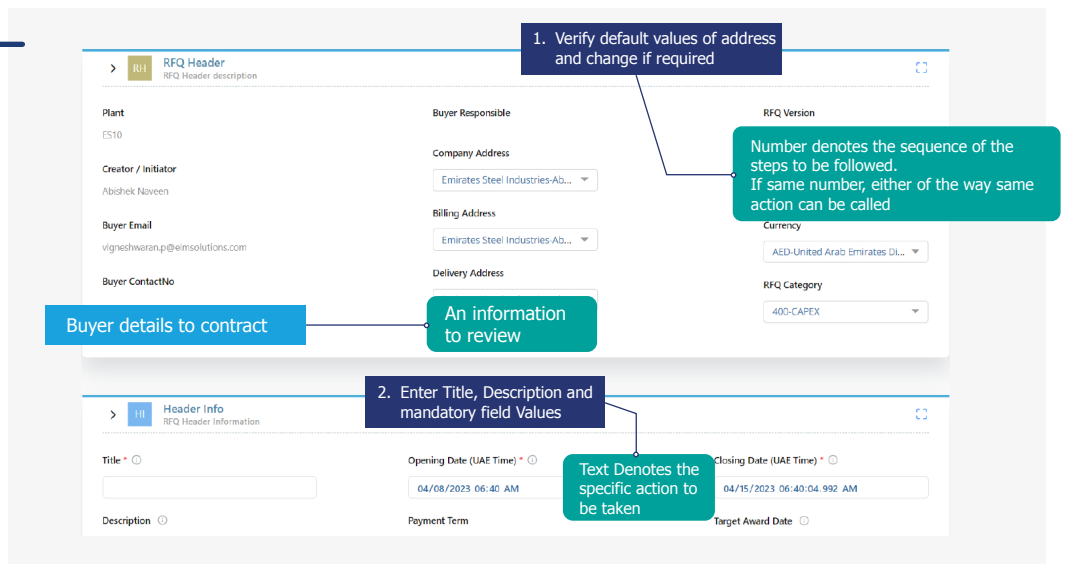
Suppliers



Course Pre-requisites:

ESA-SCH-User Guide-02-PO – GRN Submit & tracking
ESA-SCH-User Guide-03-PO – SES Submit & tracking

Notations Used in Training Manual



1. Verify default values of address and change if required

Number denotes the sequence of the steps to be followed. If same number, either of the way same action can be called

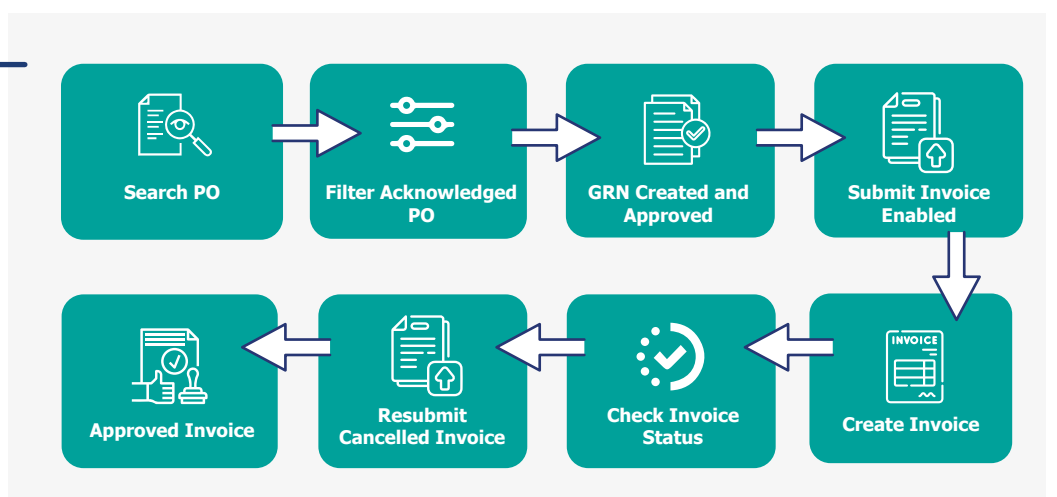
Buyer details to contract

An information to review

2. Enter Title, Description and mandatory field Values

Text Denotes the specific action to be taken

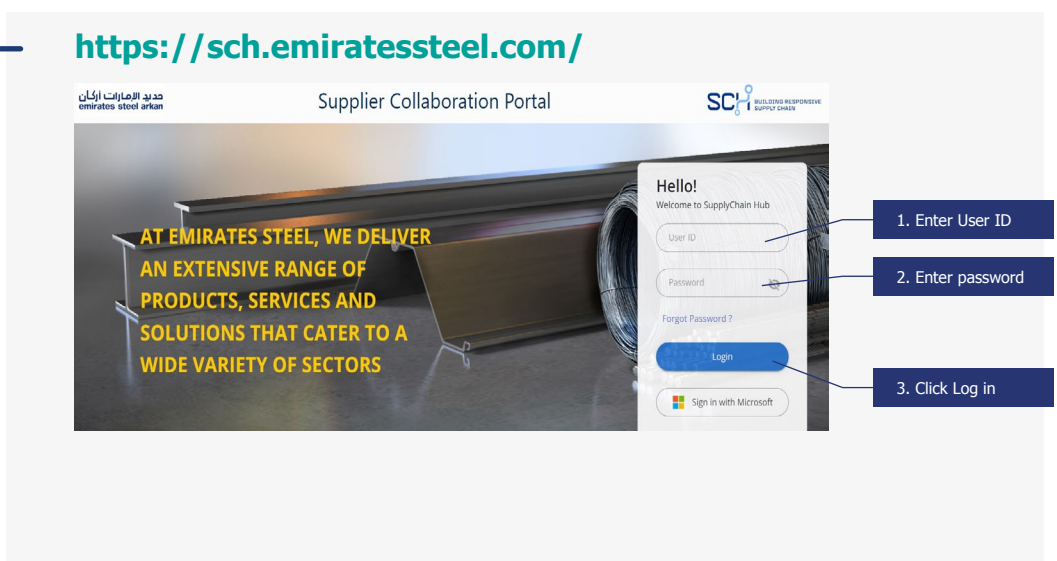
Submit Invoice



Login To SCH Portal

Login Page

<https://sch.emiratessteel.com/>



Supplier Collaboration Portal

AT EMIRATES STEEL, WE DELIVER AN EXTENSIVE RANGE OF PRODUCTS, SERVICES AND SOLUTIONS THAT CATER TO A WIDE VARIETY OF SECTORS

Hello! Welcome to SupplyChain Hub

User ID

Password

Forgot Password ?

Login

Sign in with Microsoft

1. Enter User ID

2. Enter password

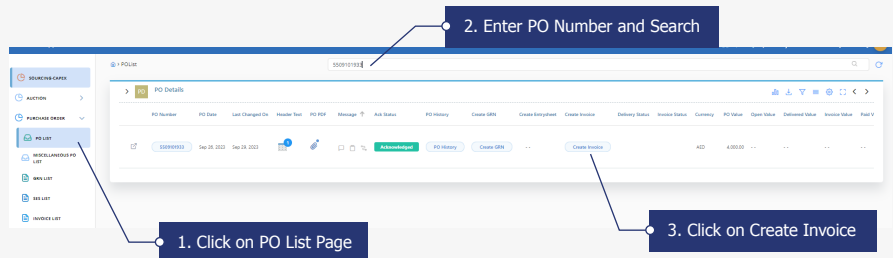
3. Click Log in

Submit Invoice

Submit Invoice

- When GRN/SES Status = **"Posted"**, **"Partial Confirmed"** – Invoice can be submitted from the PO details
- When the invoice is updated by ESA finance team, **invoice details are available** for the supplier to review
- Once invoice is submitted by the supplier, status = **"Under Accounts Review"**
- When invoice approved by the ESA finance team, status = **"Accepted by Finance"**
- When the invoice gets rejected, status = **"Cancelled"** and **"Copy Invoice"** option enabled in PO details page to resubmit.
- Invoice can be cancelled by ESA team** at any stage before payment

Create Invoice

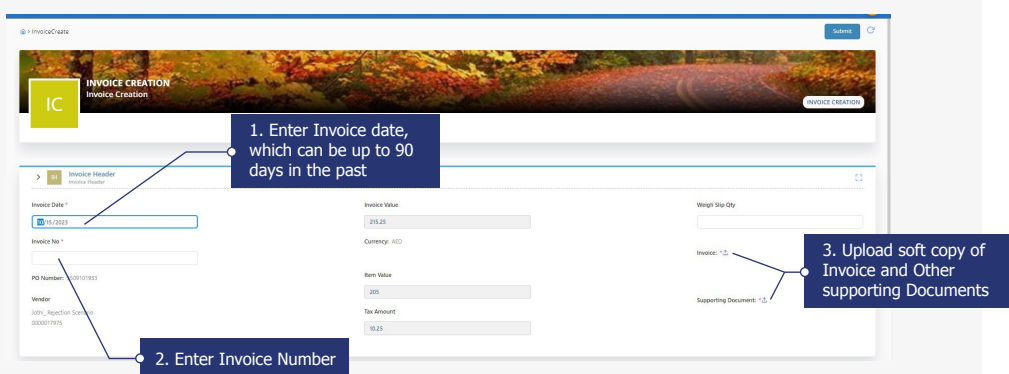


1. Click on PO List Page

2. Enter PO Number and Search

3. Click on Create Invoice

Create Invoice – Header Data

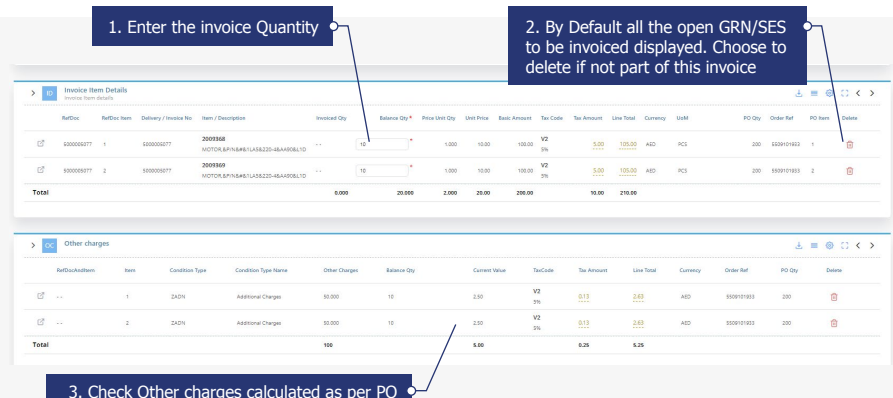


1. Enter Invoice date, which can be up to 90 days in the past

2. Enter Invoice Number

3. Upload soft copy of Invoice and Other supporting Documents

Invoice – Item and other Charges

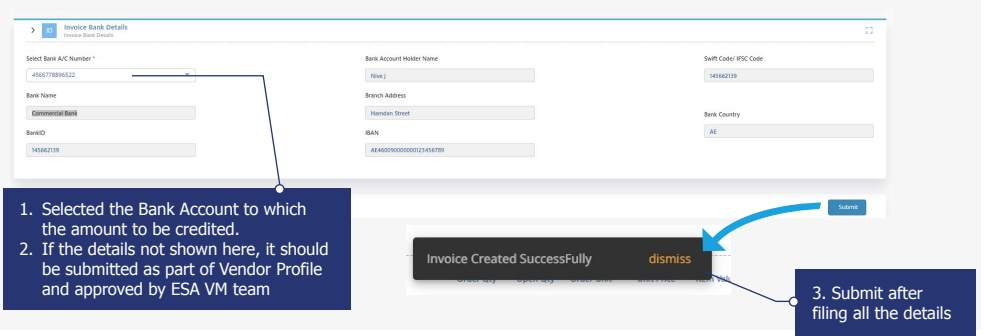


1. Enter the invoice Quantity

2. By Default all the open GRN/SES to be invoiced displayed. Choose to delete if not part of this invoice

3. Check Other charges calculated as per PO

Invoice – Select Bank and Submit

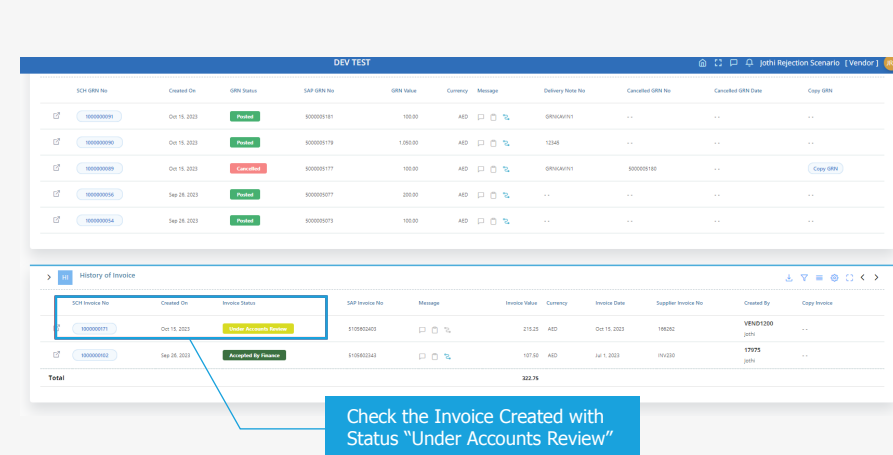


1. Selected the Bank Account to which the amount to be credited.

2. If the details not shown here, it should be submitted as part of Vendor Profile and approved by ESA VM team

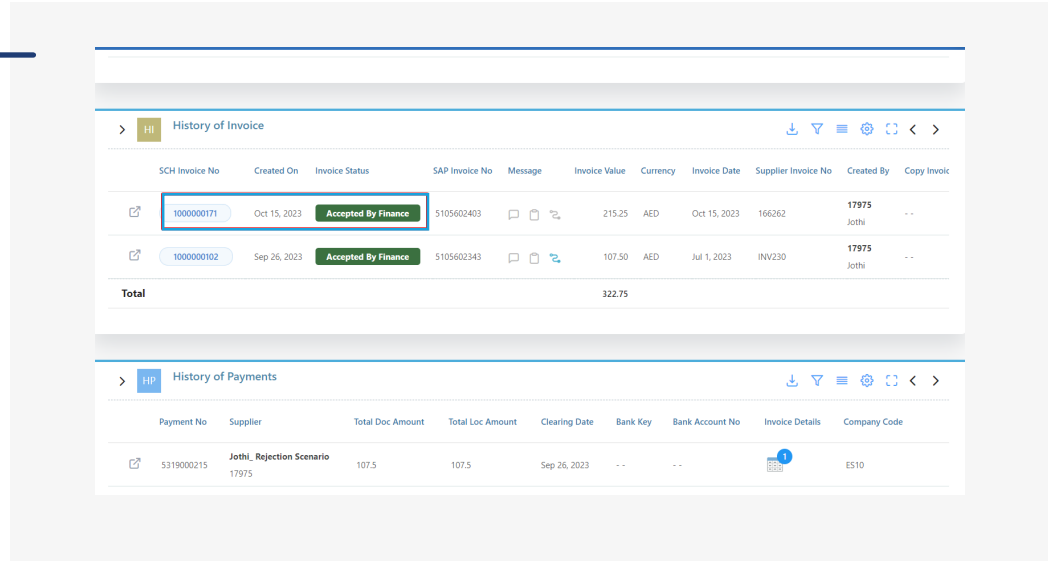
3. Submit after filing all the details

Invoice Submitted



Check the Invoice Created with Status "Under Accounts Review"

After Accepted by
ESA team



History of Invoice

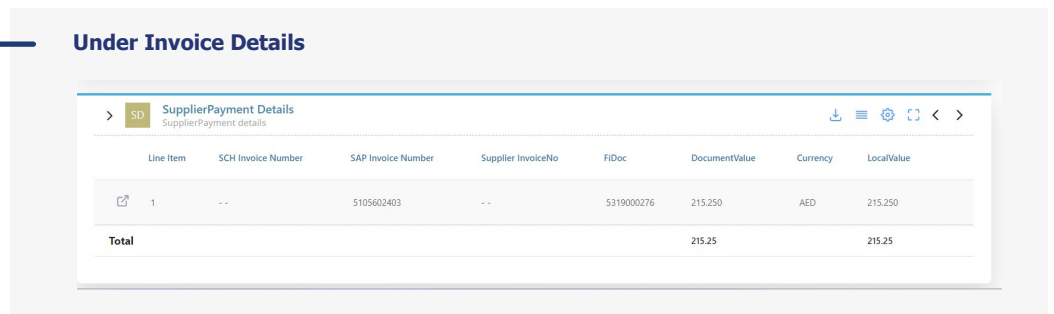
SCH Invoice No	Created On	Invoice Status	SAP Invoice No	Message	Invoice Value	Currency	Invoice Date	Supplier Invoice No	Created By	Copy Invoice
1000000171	Oct 15, 2023	Accepted By Finance	5105602403		215.25	AED	Oct 15, 2023	166262	17975 Jothi	--
1000000102	Sep 26, 2023	Accepted By Finance	5105602343		107.50	AED	Jul 1, 2023	INV230	17975 Jothi	--
Total					322.75					

History of Payments

Payment No	Supplier	Total Doc Amount	Total Loc Amount	Clearing Date	Bank Key	Bank Account No	Invoice Details	Company Code
5319000215	Jothi, Rejection Scenario 17975	107.5	107.5	Sep 26, 2023	--	--	1	ES10

When Payment
Posted for Invoice

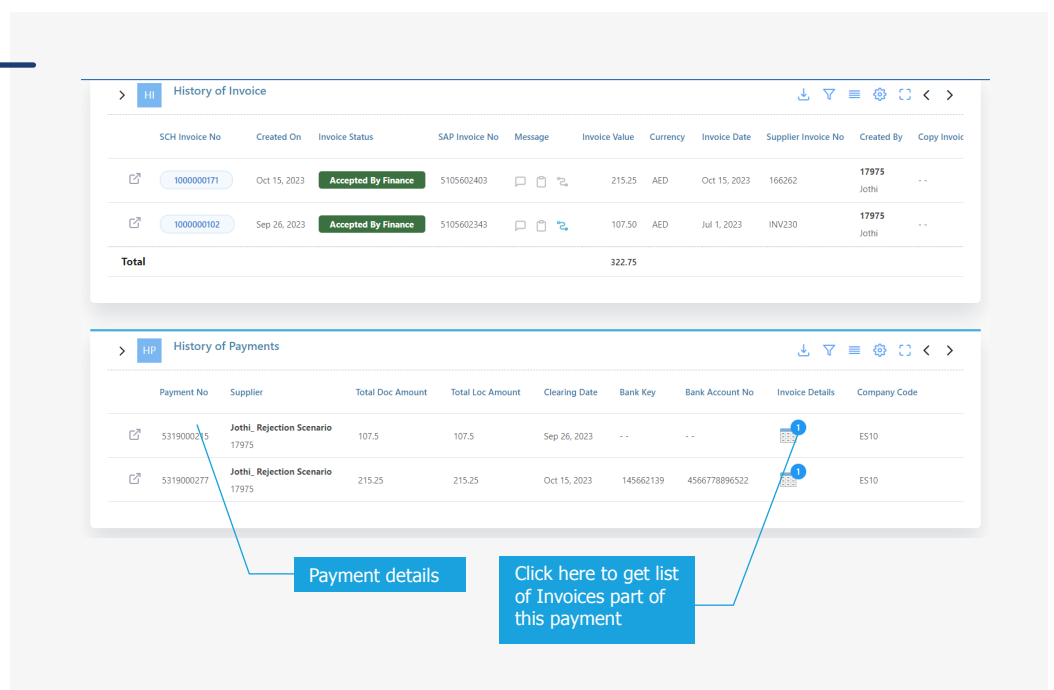
Under Invoice Details



SupplierPayment Details

Line Item	SCH Invoice Number	SAP Invoice Number	Supplier InvoiceNo	FIDoc	DocumentValue	Currency	LocalValue
1	--	5105602403	--	5319000276	215.250	AED	215.250
Total					215.25		215.25

When Payment
Posted-PO History



History of Invoice

SCH Invoice No	Created On	Invoice Status	SAP Invoice No	Message	Invoice Value	Currency	Invoice Date	Supplier Invoice No	Created By	Copy Invoice
1000000171	Oct 15, 2023	Accepted By Finance	5105602403		215.25	AED	Oct 15, 2023	166262	17975 Jothi	--
1000000102	Sep 26, 2023	Accepted By Finance	5105602343		107.50	AED	Jul 1, 2023	INV230	17975 Jothi	--
Total					322.75					

History of Payments

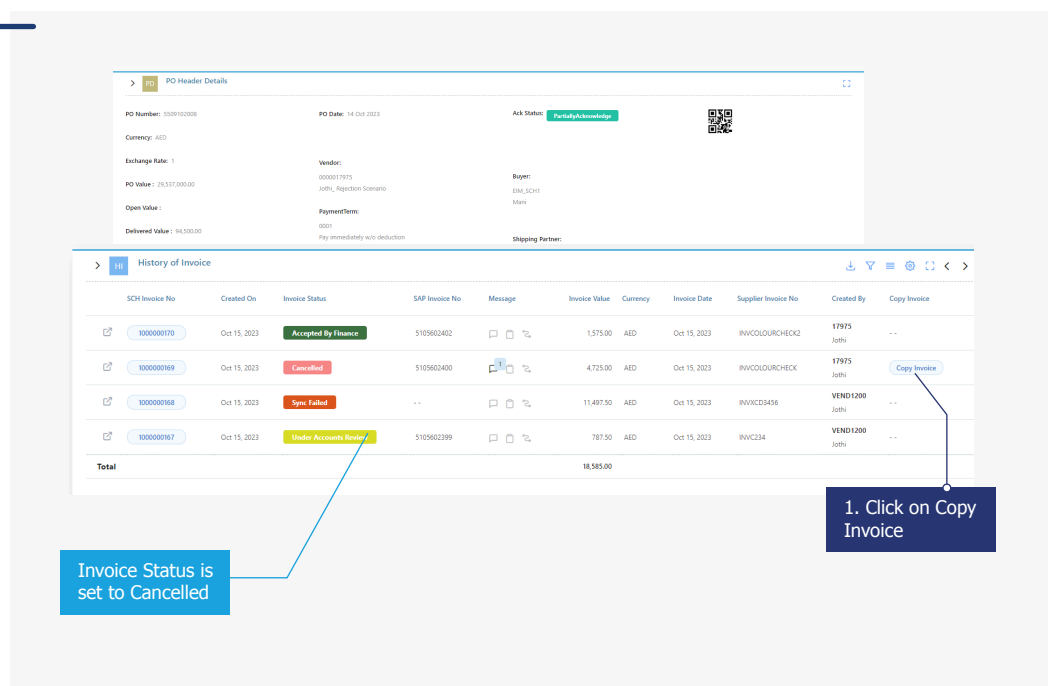
Payment No	Supplier	Total Doc Amount	Total Loc Amount	Clearing Date	Bank Key	Bank Account No	Invoice Details	Company Code
5319000215	Jothi, Rejection Scenario 17975	107.5	107.5	Sep 26, 2023	--	--	1	ES10
5319000277	Jothi, Rejection Scenario 17975	215.25	215.25	Oct 15, 2023	145662139	456677896522	1	ES10

Payment details

Click here to get list of Invoices part of this payment

Resubmit Cancelled Invoice

Invoice Cancelled
by ESA team



PO Header Details

PO Number: 5589102008 PO Date: 14 Oct 2023 Ack Status: PartiallyAcknowledged

Currency: AED Exchange Rate: 1 PO Value: 29,537,000.00 Open Value: Delivered Value: 94,500.00

Vendor: 000017975 Jothi, Rejection Scenario PaymentTerm: 0001 Pay immediately w/o deduction Shipping Partner:

Buyer: EMA_SCH1 Name:

History of Invoice

SCH Invoice No	Created On	Invoice Status	SAP Invoice No	Message	Invoice Value	Currency	Invoice Date	Supplier Invoice No	Created By	Copy Invoice
1000000170	Oct 15, 2023	Accepted By Finance	5105602402		1,575.00	AED	Oct 15, 2023	INVCOLOURCHECK2	17975 Jothi	--
1000000169	Oct 15, 2023	Cancelled	5105602400		4,725.00	AED	Oct 15, 2023	INVCOLOURCHECK	17975 Jothi	Copy Invoice
1000000168	Oct 15, 2023	Spec Failed	--		11,497.50	AED	Oct 15, 2023	INVCD3456	VEND1200 Jothi	--
1000000167	Oct 15, 2023	Under Accounts Review	5105602399		787.50	AED	Oct 15, 2023	INVCD24	VEND1200 Jothi	--
Total					18,585.00					

Invoice Status is set to Cancelled

1. Click on Copy Invoice

Resubmit Canceled Invoice

Invoice Header

Invoice Date: 10/15/2023
 Invoice No: INVCOLOURCHECK
 Vendor Name:
 Vendor Number: 000017975

Total Invoice Value: 12000
 Tax Amount: 6000
 Invoice Amount: 6000

Weight Slip Qty:
 Currency: AED
 Invoice:
 Supporting Document:

Invoice Item Details

Item Class	Ref Doc	Ref Doc Item	Service / Invoice No	Item / Description	UoM	PO Qty	Price Unit Qty	Involved Qty	Balance Qty	Basic Amount	Tax Code	Tax Amount	Line Total	Currency	Order No
0	5000005176	4	5000005176	Motor 250 KW	EA	300	1	10	20	3,000.00	V2	3,000.00	6,000.00	AED	5509100
0	5000005176	4	5000005176	Motor 250 KW	EA	300	1	10	20	3,000.00	V2	3,000.00	6,000.00	AED	5509100
Total										6,000.00		6,000.00	12,000.00		

1. Check details and submit

Invoice Bank Details

Select Bank A/C Number: 456677896522
 Bank Name: Commercial Bank
 BankID:

Bank Account Holder Name: Nive J
 Branch Address: Hamdan Street
 IBAN: AE46090000000123456789

Swift Code/IFSC Code: 145662119
 Bank Country: AE

Submit

Invoice List

List of Invoice

SCH Invoice No	Created On	Invoice Status	SAP Invoice No	Invoice Value	Currency	Invoice Date	Supplier Invoice No
1000001480	Sep 14, 2023	Cancelled	S105602297	349.65	AED	Sep 14, 2023	5509101807
1000001479	Sep 14, 2023	Accepted By Finance	S105602254	349.65	AED	Sep 14, 2023	S105602254
1000001470	Sep 13, 2023	Under Accounts Review	S105602291	576.23	AED	Sep 13, 2023	...
1000001469	Sep 13, 2023	Under Accounts Review	S105602250	576.23	AED	Sep 13, 2023	...
1000001456	Sep 12, 2023	Under Accounts Review	S105602331	57.66	AED	Sep 13, 2023	...
1000001454	Sep 12, 2023	Under Accounts Review	S105602230	51.33	AED	Sep 12, 2023	...
Total				12,689.01			