

Create IOP Invoice Supplier User Manual

Objective

The goal of this user manual are to:

- Guide Supplier to Create IOP Invoice in SCH portal
- View the approval status of the IOP Invoice

Target Audience:

Suppliers



Course Pre-requisites:

Creating the Invoice for Purchase order which are eligible for creating IOP Invoice

Notations Used in Training Manual

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

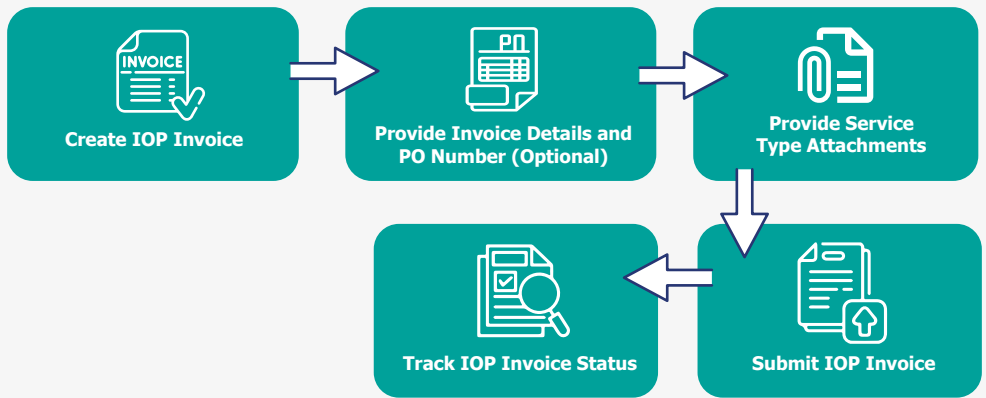
An information to review

1. Select IOP Number from Invoice List

Status of Invoice

IOP Number	Invoice Number	Message	Status	Invoice Status	Reference PO Number	Invoice Date	ESI Received Date	Invoice Value	Currency	K
IOP0065	ESA-1065		Reviewed		--	07-09-2023	20-09-2023	75,000.00	USD	2
IOP0064	ESA-1098		Approved		UB40-00080	27-09-2023	18-09-2023	12,000.00	USD	1
IOP0063	ESA-1068		Reviewed		UB20-00025	21-09-2023	18-09-2023	145,000.00	USD	1
IOP0062	122213		Approved	Accepted By Finance	UC20-BSC16	14-09-2023	14-09-2023	100,200.00	USD	1


Supplier IOP Invoice - Process Flow



Login To SCH Portal

Login Page

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



Supplier Collaboration Portal

emirates steel arkan

SC HUB

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

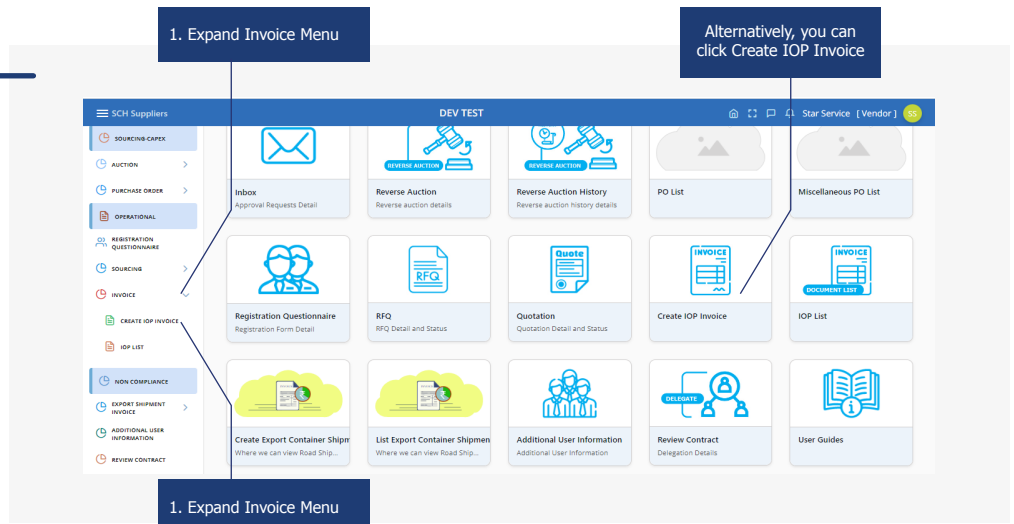
1. Enter User ID

2. Enter password

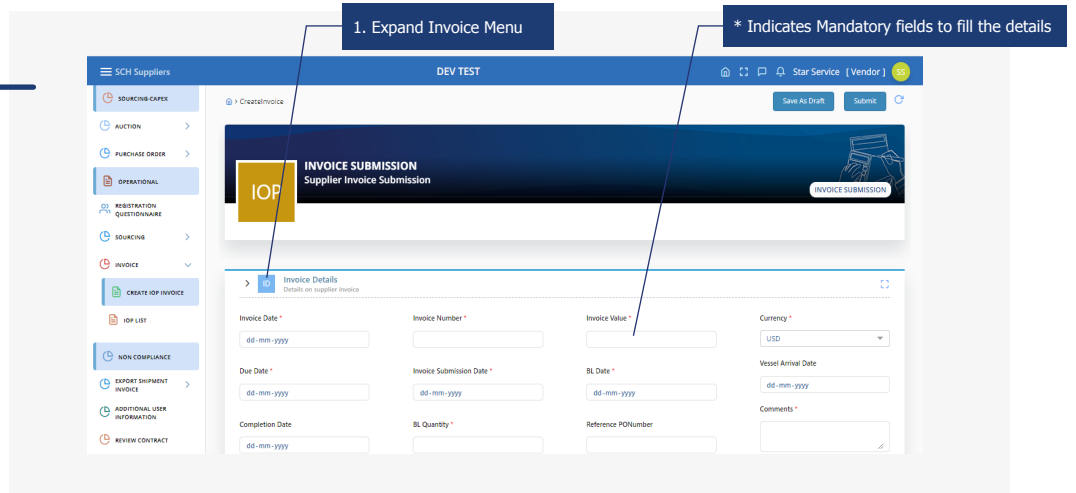
3. Click Log in

Create IOP Invoice

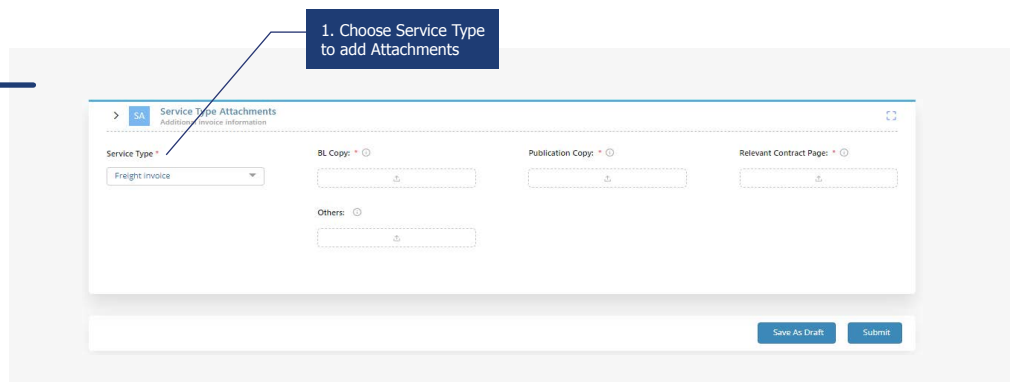
Create IOP Invoice



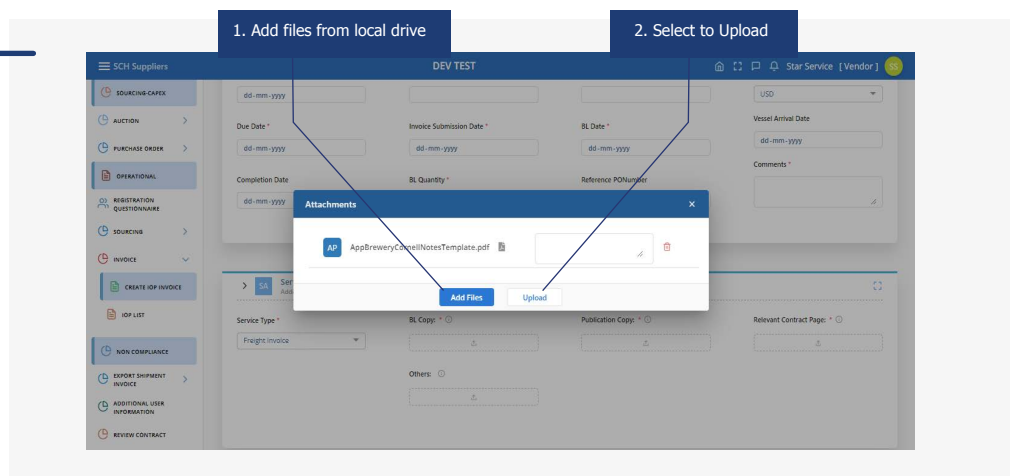
Enter Invoice Details



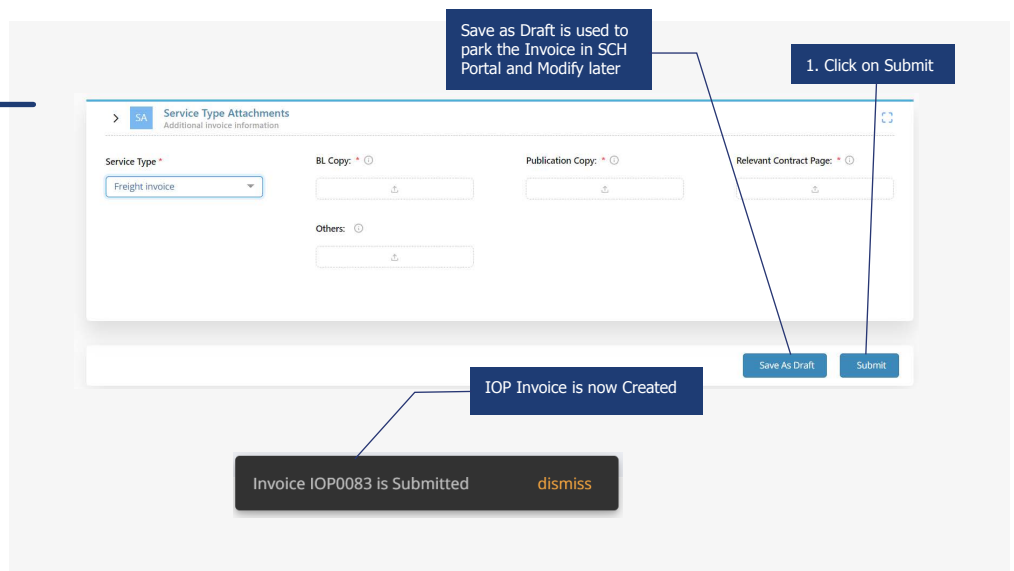
Select Service Type for Attachments



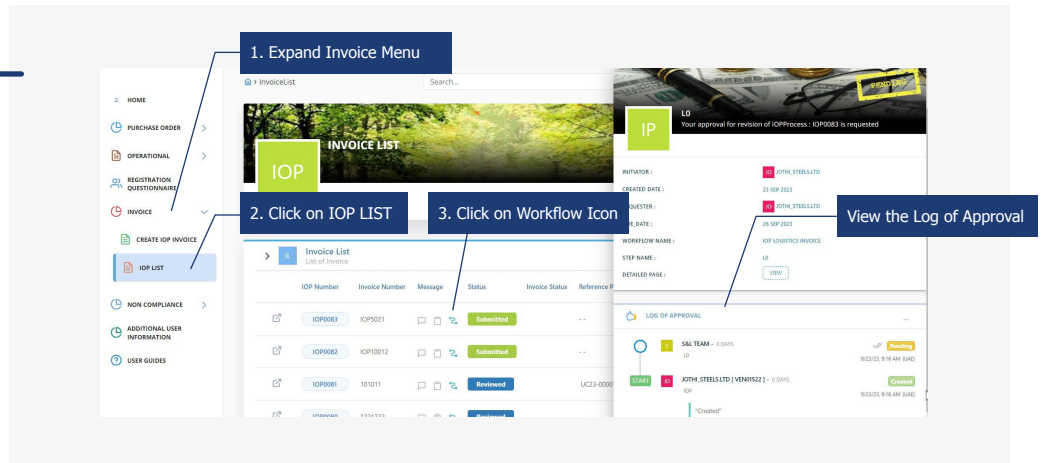
Upload Attachments



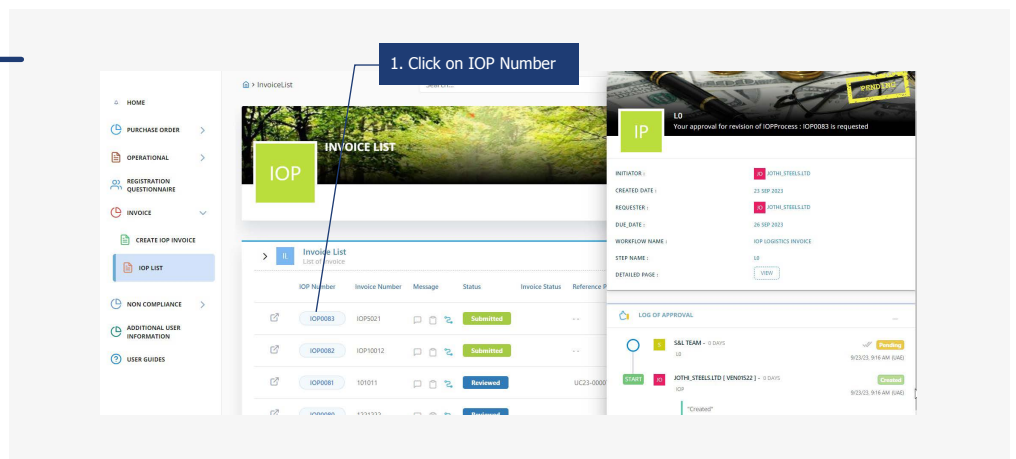
Submit Invoice



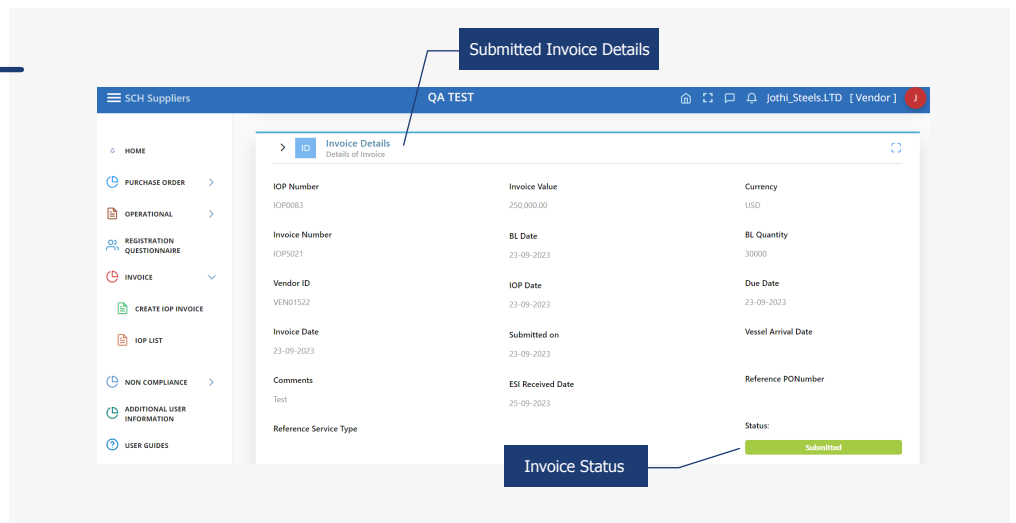
Track Invoice Status



Navigate to Invoice Details Page



Invoice Details Page



List Page Options - Download & Filter

