

# Ministry of Commerce and Industry

## Oracle ERP Applications



### iSupplier User Process - User Manual

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## 1. Introduction

This user guide provides a comprehensive explanation of the **iSupplier User** processes in **Oracle E-Business Suite (EBS)**, tailored to meet the operational requirements of the **Ministry of Commerce and Industry (MoCI)**.

The guide covers essential steps and procedures involved in iSupplier Portal Full Access responsibility. It is designed to help end users efficiently navigate the iSupplier View Notifications, view Purchase Order progress status, View Shipment and Receiving status, and Create Invoice, View Invoice and View Payment related tasks with accuracy and consistency.

By using this guide, users will gain a clear understanding of the system's functionalities, enabling them to streamline iSupplier User activities.

Oracle **iSupplier Portal (Full Access)** provides suppliers with a comprehensive, self-service platform to manage business transactions and user administration directly within the system. Through this responsibility, suppliers can efficiently maintain their organization's profile, manage communications, and perform transactional activities such as responding to purchase orders, submitting acknowledgments, and managing shipments and invoices.

The **Supplier User Process** enables the supplier's designated administrator to create, update, and control user accounts within their organization. This ensures that access to procurement and collaboration functionalities is securely managed and aligned with business needs.

This self-service structure reduces dependency on the buyer organization's administration team, empowers suppliers to manage their own accounts, and ensures that every transaction—whether related to purchase orders, shipments, or invoices—is handled securely, efficiently, and in compliance with procurement standards.

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## 2. System Requirements

Before accessing Oracle iSupplier, ensure your system meets the following requirements:

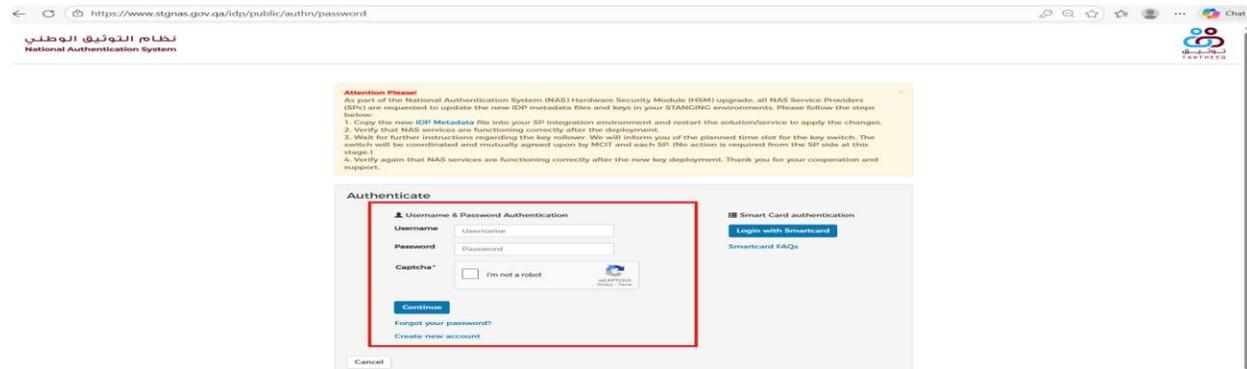
- Browser: Latest versions of Chrome, Firefox, Edge, or Safari
- Internet Connection: Stable connection for optimal performance
- Supported File Formats: PDF, Excel, Word (for document uploads under 10 MB)

### 3. Supplier User Login (External)

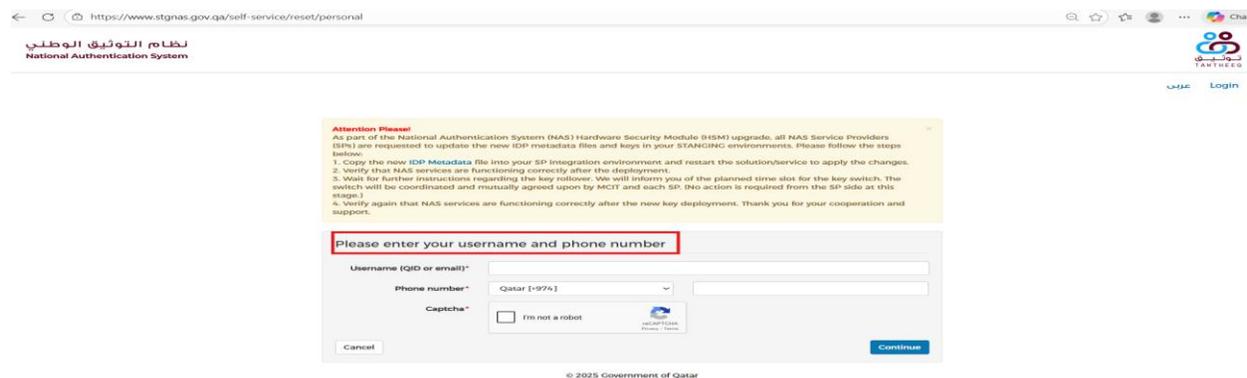
#### Prerequisites:

- ✓ NAS Login URL - <https://sso-esuite.moci.gov.qa/nas>
- ✓ Qatar ID (Username)
- ✓ Password

Enter the NAS URL in the browser, the following login screen is displayed.

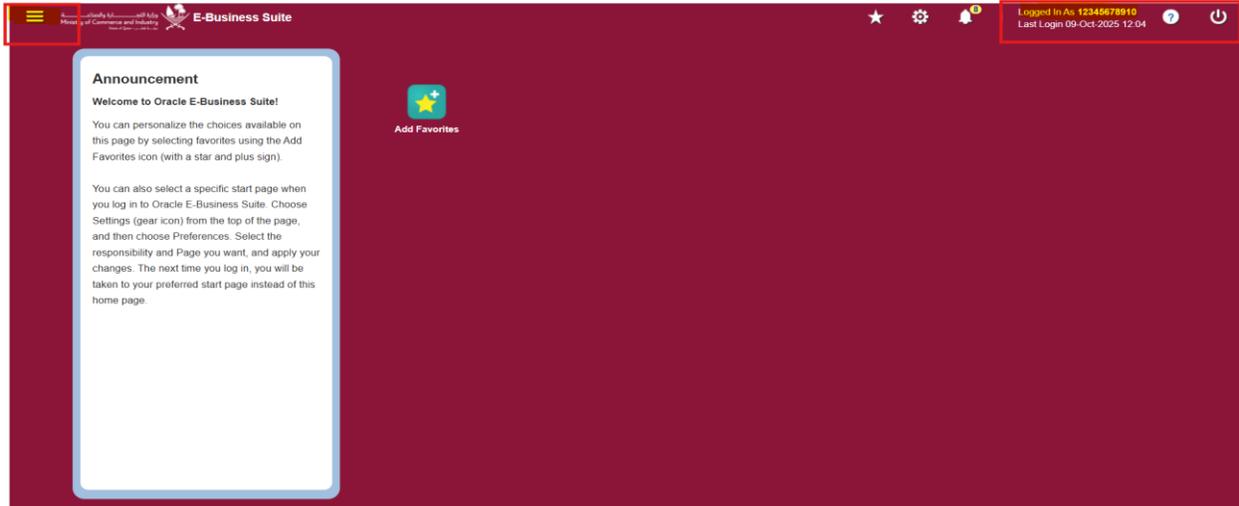


- ✓ Enter the User Name (QID)
- ✓ Enter the Password.
- ✓ Click on Captcha Checkbox
- ✓ Click on Continue.



- ✓ Supplier user is logging in for the first time, when a user has requested a password reset.
- ✓ Enter the QID, Phone Number and Click on Captcha Checkbox
- ✓ After resetting the password, click **Log In** to access the portal.

- ✓ Supplier user has successfully logged into the application.
- ✓ Click the **three bars (menu icon)** located at the top left corner of the screen.



- ✓ Supplier user can view the following responsibilities.
  1. iSupplier Portal Full Access
  2. Sourcing Supplier.
- ✓ Click **iSupplier Portal Full Access**.
- ✓ Click **Home Page**.
- ✓ Supplier user will be directed to the home page, where they can view tabs such as **Supplier Home, Orders, Shipments, Planning, Finance, and Product**.



## 4. Tab - Supplier Home:

- ✓ Supplier user can view an overview of **notifications** and a **PO summary** under the **Orders at a Glance** section.
- ✓ By clicking **Full List**, the user can view **all notifications** (both open and closed) on the page.
- ✓ Once a **Purchase Order** is created and approved, the supplier can view the PO in the **Orders at a Glance** section.

The screenshot displays the 'Supplier Portal' interface. The top navigation bar includes the Ministry of Commerce and Industry logo, the text 'Supplier Portal', and user information 'Logged In As: 12345678910'. Below the navigation bar, the 'Supplier Home' tab is selected, with other tabs like 'Orders', 'Shipments', 'Planning', 'Finance', and 'Product' visible. A search bar for 'PO Number' is present. The main content area is divided into three sections:

- Notifications:** A table listing recent notifications with columns for 'Subject' and 'Date'. A 'Full List' link is available.
- Orders At A Glance:** A table providing a summary of purchase orders with columns for 'PO Number', 'Description', and 'Order Date'. A 'Full List' link is also present.
- Navigation Menu:** A vertical sidebar on the right contains various menu items categorized under 'Planning', 'Orders', 'Shipments', 'Receipts', 'Invoices', and 'Payments'.

Below each table, there is a 'Table Diagnostics' link.

## 5. Tab - Orders:

- ✓ Click on Orders tab.
- ✓ Supplier can view the **Purchase Order details** along with the **current status**.

Supplier Portal

Purchase Orders

Views: All Purchase Orders

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> PO2503195	0	MOCI Operating Unit	Standard PO		18-Oct-2025 08:06:20		QAR	20000.00	Requires Acknowledgment			
<input type="radio"/> PO2503194	0	MOCI Operating Unit	Standard PO		17-Oct-2025 15:38:22		QAR	20000.00	Requires Acknowledgment			
<input type="radio"/> PO2503193	0	MOCI Operating Unit	Standard PO		17-Oct-2025 14:29:59		QAR	20000.00	Open			
<input type="radio"/> PO2503192	0	MOCI Operating Unit	Standard PO		17-Oct-2025 11:49:17		QAR	20000.00	Open			
<input type="radio"/> PO2503191	0	MOCI Operating Unit	Standard PO		07-Oct-2025 11:13:26		QAR	20000.00	Open			

Supplier Portal

Standard Purchase Order: PO2503195, 0 (Total QAR 20000.00)

Currency: QAR

Order Information

General

Total: 20000.00  
Supplier: APS TECH PVT LTD  
Supplier Site: Qatar  
Supplier Contact: S. Arun  
Address: Lusail, Doha.

Buyer  
Order Date: 18-Oct-2025 08:06:20  
Description  
Status: Requires Acknowledgment  
Note to Supplier  
Operating Unit: MOCI Operating Unit  
Supplier Order Number

Attachments

Terms and Conditions

Payment Terms: Immediate  
Carrier: FOB  
Freight Terms  
Shipping Control

Ship-To Address  
Address: 20 Twin Towers, Lusail, 16001

Bill-To Address  
Address: 20 Twin Towers, Lusail, 16001

Summary

Total: 20000.00  
Received: 0.00  
Invoiced: 0.00  
Payment Status: Not Paid

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods			laptop	Each	10	2000	20000.00	Open		

- ✓ Supplier opens the **PO hyperlink** to view the **Order** and **Line** details for the specific Purchase Order.
- ✓ Supplier should select the **“Acknowledge”** option and click **Go** to accept the Purchase Order.

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order

**Acknowledge for Standard Purchase Order : PO2503195,0 (Total QAR 20000.00)** Cancel Export Actions **Accept Entire Order** Go

Currency: QAR

**Order Information**

**General Information**

Total: 20000.00  
Supplier: APS TECH PVT LTD  
Supplier Site: Qatar  
Address: Lusail, Doha.  
Buyer:  
Order Date: 18-Oct-2025 08:06:20  
Description:  
Status: Requires Acknowledgment  
Note to Supplier:  
Organization: MOCI Operating Unit  
Supplier Order Number:  
Attachments:

**Terms and Conditions**

Payment Terms: Immediate  
Carrier:  
Freight Terms: FOB  
Shipping Control:

**Ship-To Address**

Address: 20 Twin Towers, Lusail, 16001

**Bill-To Address**

Address: 20 Twin Towers, Lusail, 16001

**PO Details**

TIP: Click on the Show link to view shipment details of a line.  
Show All Hide All

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods				laptop	Each	10	2000	20000.00					Open				

- ✓ Supplier verifies the **Order** and **Line** details for the specific Purchase Order.
- ✓ Supplier must select the option **“Accept Entire Order”** and click **Go** to acknowledge and accept the Purchase Order.

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > Acknowledge Purchase Order PO2503195

**Acknowledge Purchase Order PO2503195** Cancel Submit

Description:  
Currency: QAR  
Amount: 20000.00  
Order Date: 18-Oct-2025 08:06:20  
Action: Accept

Note to Buyer: We accept the Purchase Order.

Cancel Submit

- ✓ Supplier can provide any additional information to the buyer in the **“Note to Buyer”** section.
- ✓ Supplier must click **“Submit”** to confirm and accept the Purchase Order.

Supplier Home | Orders | Shipments | Planning | Finance | Product

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > View Order Details > Acknowledge for Standard Purchase Order > PO Acknowledgment Confirmation

**PO Acknowledgment Confirmation**

Purchase Order PO2503195 has been Acknowledged.

Return to Purchase Order Summary

- ✓ Supplier is directed to a **confirmation page** upon successful submission.

Supplier Home **Orders** Shipments Planning Finance Product

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History | 11 ...

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/> PO2503195	0	MOCI Operating Unit	Standard PO		18-Oct-2025 08:06:20		QAR	20000.00	Accepted			
<input type="radio"/> PO2503194	0	MOCI Operating Unit	Standard PO		17-Oct-2025 15:38:22		QAR	20000.00	Requires Acknowledgment			
<input type="radio"/> PO2503193	0	MOCI Operating Unit	Standard PO		17-Oct-2025 14:29:59		QAR	20000.00	Open			
<input type="radio"/> PO2503192	0	MOCI Operating Unit	Standard PO		17-Oct-2025 11:49:17		QAR	20000.00	Open			
<input type="radio"/> PO2503191	0	MOCI Operating Unit	Standard PO		07-Oct-2025 11:13:26		QAR	20000.00	Open			

Table Diagnostics

- ✓ Navigate to **Orders** → **Purchase Orders**.
- ✓ The **status** of the Purchase Order is now updated to **"Accepted"**.

Supplier Home **Orders** Shipments Planning Finance Product

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation Request Changes View Change History | 11 ...

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input checked="" type="radio"/> PO2503195	0	MOCI Operating Unit	Standard PO		18-Oct-2025 08:06:20		QAR	20000.00	Accepted			
<input type="radio"/> PO2503194	0	MOCI Operating Unit	Standard PO		17-Oct-2025 15:38:22		QAR	20000.00	Requires Acknowledgment			
<input type="radio"/> PO2503193	0	MOCI Operating Unit	Standard PO		17-Oct-2025 14:29:59		QAR	20000.00	Open			
<input type="radio"/> PO2503192	0	MOCI Operating Unit	Standard PO		17-Oct-2025 11:49:17		QAR	20000.00	Open			
<input type="radio"/> PO2503191	0	MOCI Operating Unit	Standard PO		07-Oct-2025 11:13:26		QAR	20000.00	Open			

Table Diagnostics

## 6. PO History:

Navigate to **Orders** → **Purchase History**

**Purchase Order Revision History** Export

**Simple Search** Advanced Search

Note that the search is case insensitive

PO Number PO%  
 Release Number  
 Rev  
 Document Type  
 Creation Date  
 Revised Date  
 Operating Unit

**Go** **Clear**

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
PO2503195	0	MOCI Operating Unit			18-Oct-2025 08:02:16		QAR	20000.00	Ministry of Commerce and Industry	<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
PO2503194	0	MOCI Operating Unit			17-Oct-2025 15:24:13		QAR	20000.00	Ministry of Commerce and Industry	<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
PO2503193	0	MOCI Operating Unit			17-Oct-2025 14:27:29		QAR	20000.00	Ministry of Commerce and Industry	<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
PO2503192	0	MOCI Operating Unit			17-Oct-2025 11:14:27		QAR	20000.00	Ministry of Commerce and Industry	<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>
PO2503191	0	MOCI Operating Unit			07-Oct-2025 11:02:57		QAR	20000.00	Ministry of Commerce and Industry	<a href="#">Compare</a>	<a href="#">Compare</a>	<a href="#">Show</a>

**Table Diagnostics**

✓ Supplier can log in to view the **Purchase Orders** along with their **revision history**.

## 7. Tab – Shipments:

The screenshot displays the 'Supplier Portal' interface. The 'Shipments' tab is active, and the 'Delivery Schedules' sub-tab is selected. A search form is visible with the following fields:

- Organization
- PO Number
- Supplier Item
- Item Description
- Item Number
- Ship-To Location
- Promised Date (18-Oct-2025)
- Need-By Date (18-Oct-2025)

Below the search form is a table with the following data:

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier	Supplier Location	Promised Date	Need-By Date
MOCI Operating Unit	PO2503195		laptop	Each	10	0	Ministry of Commerce and Industry				APS TECH PVT LTD	Qatar		
MOCI Operating Unit	PO2503194		laptop	Each	10	0	Ministry of Commerce and Industry				APS TECH PVT LTD	Qatar		
MOCI Operating Unit	PO2503193		laptop	Each	10	0	Ministry of Commerce and Industry				APS TECH PVT LTD	Qatar		

- ✓ Supplier can view **shipment details** under the **Shipments** section, including **Delivery Schedule, Shipment Notice, Shipment Schedules, Receipts, and Returns**.

## 8. View Receipts:

Navigate to **Shipments** → **Receipts**.

**View Receipts** Export

**Simple Search** Advanced Search

Receipt Number  
 PO Number (example: 1234)  
 Release Number (example: 1234-2)  
 Shipment Number  
 Shipped Date (18-Oct-2025)

Organization  
 Item Number  
 Supplier Item  
 Item Description  
 Receipt Location

Receipt	PO Number	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	Invoice	Attachments
1107	PO2503192	17-Oct-2025 12:37:23	MoCI Admin Purchases Org									
1092	PO2503191	07-Oct-2025 11:17:10	MoCI Admin Purchases Org								Multiple	

[Table Diagnostics](#)

- ✓ Using the **search criteria**, the supplier can view the **receipt details** for the corresponding Purchase Orders.

## 9. Tab – Finance:

- ✓ Supplier can **submit an invoice online** to the buying company for the purchase order lines they have fulfilled. The supplier only needs to identify the items shipped and enter the **quantity**. Invoices can be created against **open and approved Purchase Orders** (standard or releases) that are not fully billed.
- ✓ Suppliers can create invoices for **PO lines belonging to the same Purchase Order**.

The screenshot shows the 'iSupplier Portal' interface. The 'Finance' tab is selected in the top navigation bar. Below the navigation, there are three buttons: 'Create Invoices', 'View Invoices', and 'View Payments'. The 'Create Invoices' button is highlighted with a red box. Below these buttons is the 'Invoice Actions' section with a 'Create Invoice' button and a dropdown menu for 'With a PO'. The 'Search' section contains a note that the search is case insensitive and several input fields: Supplier (APS TECH PVT LTD), Invoice Number, Invoice Date From (19-Oct-2025), Invoice Status, Purchase Order Number (PO%), Invoice Amount, Invoice Date To, and Currency. There are 'Go' and 'Clear' buttons for the search. Below the search fields is a table with columns: Purchase Order, Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.' and a 'Table Diagnostics' button is visible at the bottom left.

- ✓ Suppliers can **create invoices, view invoices, and view payments** under the **Finance** tab.

## 10. Create Invoice:

- ✓ Click on the **Finance** tab → Select **Create Invoice “With a PO”** and click the **Go** button.

The screenshot shows the 'iSupplier Portal' interface. The 'Finance' tab is selected. Under 'Invoice Actions', the 'Create Invoice' button is highlighted, with a dropdown menu set to 'With a PO' and a 'Go' button next to it. Below this is a search section with the following criteria:

- Supplier: APS TECH PVT LTD
- Invoice Number: (empty)
- Invoice Date From: (17-Oct-2025)
- Invoice Status: (dropdown)
- Purchase Order Number: (empty)
- Invoice Amount: (empty)
- Invoice Date To: (empty)
- Currency: (empty)

Below the search criteria is a table with columns: Purchase Order, Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Status, Withdraw, Cancel, Update, and View Attachments. The table currently shows 'No search conducted.'

- ✓ Use the **search criteria** to find the **PO numbers** that have been received and are **pending invoice creation**.

The screenshot shows the 'Create Invoice: Purchase Orders' step. The search criteria are:

- Purchase Order Number: PO%
- Purchase Order Date: (18-Oct-2025)
- Buyer: (empty)
- Organization: (empty)
- Advances and Financing: Excluded

The search results table is as follows:

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/> PO2503195	1	1	<input type="checkbox"/>	laptop			10	10	0	Each	2000	QAR	Ministry of Commerce and Industry	MOCI Operating Unit		
<input type="checkbox"/> PO2503192	1	1	<input type="checkbox"/>	laptop			10	10	0	Each	2000	QAR	Ministry of Commerce and Industry	MOCI Operating Unit		
<input type="checkbox"/> PO2503191	1	1	<input type="checkbox"/>	laptop			10	10	3	Each	2000	QAR	Ministry of Commerce and Industry	MOCI Operating Unit		

- ✓ Select the **PO Number** and click **Next** to proceed with the invoice creation steps.

The screenshot shows the 'Create Invoice: Purchase Orders' step. The search criteria are the same as in the previous screenshot. In the search results table, the row for PO2503191 is selected (highlighted in blue), and the 'Next' button is highlighted with a red box.

- ✓ Enter the mandatory details, including **Remit to Bank Account, Invoice Number, and Invoice Description.**
- ✓ Attaching supporting documents is **mandatory** for invoice processing. Ensure all required documents are attached when creating the invoice.
- ✓ Enter the **invoice quantity** and click **Next.**

**Create Invoice: Details** Cancel Back Step 2 of 4 Next

**Supplier**

\* Supplier APS TECH PVT LTD  
 Tax Payer ID  
 \* Remit To Qatar  
 Address Lusail Doha  
 \* Remit To Bank Account 27862786  
 Unique Remittance Identifier  
 Remittance Check Digit

**Invoice**

\* Invoice Number 000101  
 \* Invoice Date 18-Oct-2025  
 Invoice Type Invoice  
 Currency QAR  
 \* Invoice Description TESTING  
 Context  
 Attachment +

**Customer**

\* Customer Tax Payer ID 123456  
 Customer Name Ministry of Commerce and Industry  
 Address Lusail City QA

**Items**

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount
PO2503191	1	1		laptop		Ministry of Commerce and Industry	7	7	2000	Each	14000

- ✓ Verify all the details, click **Next**, and then click **Submit.**

**Create Invoice: Review and Submit** Cancel Save Back Step 4 of 4 Submit

**Supplier**

\* Supplier APS TECH PVT LTD  
 Tax Payer ID  
 \* Remit To Qatar  
 Address Lusail Doha  
 Remit To Bank Account 27862786  
 Unique Remittance Identifier  
 Remittance Check Digit

**Invoice**

\* Invoice Number 000101  
 \* Invoice Date 18-Oct-2025  
 Invoice Type Standard  
 \* Currency QAR  
 Invoice Description TESTING  
 Attachment None

**Customer**

\* Customer Tax Payer ID 123456  
 Customer Name Ministry of Commerce and Industry  
 Address Lusail City QA  
 Requester Email  
 Requester First Name  
 Requester Last Name

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
PO2503191	1	1	laptop		Ministry of Commerce and Industry	7	7	Each	2000	14000.00

✓ Supplier will be directed to the **Invoice Confirmation** page.

**Confirmation**

Invoice 000101 was submitted to our Accounts Payable department on 18-Oct-2025. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

**Invoice: 000101** [Printable Page](#) [Create Another](#)

**Supplier**

- \* Supplier: APS TECH PVT LTD
- \* Tax Payer ID
- \* Remit To: Qatar
- \* Address: Lusail Doha
- Remit To Bank Account: 27862786
- Unique Remittance Identifier
- Remittance Check Digit

**Invoice**

- \* Invoice Number: 000101
- \* Invoice Date: 18-Oct-2025
- \* Invoice Type: Standard
- \* Currency: QAR
- Invoice Description: TESTING
- Attachment: None

**Customer**

- \* Customer Tax Payer ID: 123456
- Customer Name: Ministry of Commerce and Industry
- Address: Lusail City QA
- Requester Email
- Requester First Name
- Requester Last Name

**Items**

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
PO2503191	1	1	laptop		Ministry of Commerce and Industry	7	7	Each	2000	14000.00

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## 11. Reject Invoice Process:

- ✓ When an invoice is submitted through the Supplier Portal, it may be rejected by the Payables Approver (MoCI) due to missing attachments, missing information, or other discrepancies.
- ✓ Once rejected, the Payables Requester (MoCI) receives an email notification detailing the reason for rejection.
- ✓ The Payables Requester (MoCI) then cancels the invoice in the Invoice Workbench.
- ✓ After cancellation, a notification will be sent to the supplier user indicating the reason for rejection.
- ✓ Based on the rejection reason, the supplier user should be able to create a new invoice and resubmit it for approval.

## 12. View Invoice:

Navigate to **Finance Tab** → **View Invoice** and search using the **Invoice Number**

- ✓ Verify the **status** of the invoice. (The invoice has been submitted and is awaiting processing by the Payables team).

The screenshot displays the 'iSupplier Portal' interface. The top navigation bar includes 'Supplier Home', 'Orders', 'Shipments', 'Planning', 'Finance', and 'Product'. The 'Finance' tab is active. Below the navigation, there are options for 'Create Invoices' and 'View Payments'. The main section is titled 'View Invoices' and includes an 'Export' button. A 'Simple Search' section contains a form with the following fields: Invoice Number (000101), PO Number, Release Number, Payment Number, and Invoice Status. To the right of the search form are filters for Payment Status, Invoice Amount From, Amount Due From, Invoice Date From, and Due Date From. Below the search form is a table with the following data:

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
000101	18-Oct-2025	Standard	QAR	14000.00	14000.00	In-Process		PO2503191	1092	Not Paid			

Below the table, there is a 'Table Diagnostics' button.

### 13. View Payments:

Navigate to **Finance Tab** → **View Invoice** and search using the **Invoice Number**.

- ✓ Supplier can view the **payment status** for their invoice.

The screenshot displays the 'View Payments' section of the Supplier Portal. At the top, there are navigation tabs: Supplier Home, Orders, Shipments, Planning, Finance (highlighted), and Product. Below these are sub-tabs: Create Invoices, View Invoices, and View Payments (highlighted). The main heading is 'View Payments' with an 'Export' button. A 'Simple Search' section includes a note that the search is case insensitive and an 'Advanced Search' button. The search fields are: Payment Number, Invoice Number, PO Number (with an example '1234'), and Release Number (with an example '1234-2'). There are 'Go' and 'Clear' buttons. To the right, there are filters for Status, Payment Amount (From and To), and Payment Date (From and To). Below the search area is a table with the following 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 content shows 'No search conducted'. A 'Table Diagnostics' button is located at the bottom left of the table area.

## 14. Troubleshooting & FAQ

### Common Issues & Solutions

Issue	Solution
<b>Invitation</b>	Check your <b>Spam/Junk</b> folder.
<b>Responsibility Access</b>	Buyer or system administrator needs to <b>clear the cache</b> after registration. Contact the buyer for assistance.
<b>Link Expired</b>	Inform the buyer or procurement contact to <b>send a new registration invitation</b> .
<b>Password</b>	Use the <b>“Forgot Password”</b> option on the NAS login page to reset your credentials.
<b>Attachments</b>	Ensure the file size and type meet the portal’s upload requirements (e.g., PDF, DOC, or XLS under the size limit). Try again using a supported browser such as Google Chrome or Microsoft Edge.

## 15. FAQs

**Q: How do I register as a new supplier?**

A: Use the registration link provided by the organization, fill out all required details, upload necessary documents, and submit for review.

**Q: What documents are required for registration?**

A: Usually, you'll need your company registration certificate, tax/VAT certificate, and bank details. Refer to the registration page for mandatory document fields.

**Q: How will I know if my registration is approved?**

A: You'll receive an approval notification via email once your registration is verified and approved by the buyer.

**Q: Can I update my company profile after approval?**

A: Yes. Log in to the iSupplier Portal → *Admin > Company Profile* → make updates and submit for buyer approval.

**Q: Can multiple users from the same company have access to iSupplier?**

A: Yes, up to 3 Users. The primary supplier user can request additional **2 user accounts** through the portal or by contacting the buyer.

**Q: What should I do if I get a workflow or system error while submitting data?**

A: Log out and retry. If the issue persists, take a screenshot and contact the buyer or helpdesk for assistance.

**Q: Can multiple users from the same company have access to iSupplier?**

A: Yes, up to 3 Users. The primary supplier user can request additional **2 user accounts** through the portal or by contacting the buyer.

**Need Further Assistance?**

Contact MOCI's supplier portal support team by sending mail to [Supplier-Support@moci.gov.qa](mailto:Supplier-Support@moci.gov.qa)