

# Supplier User Training Manual –Invoice Automation

This abstract guides Supplier user to login to KOTC Oracle Application and submit Electronic Invoice



KUWAIT OIL TANKER COMPANY (S.A.K)

A Subsidiary of Kuwait Petroleum Corporation

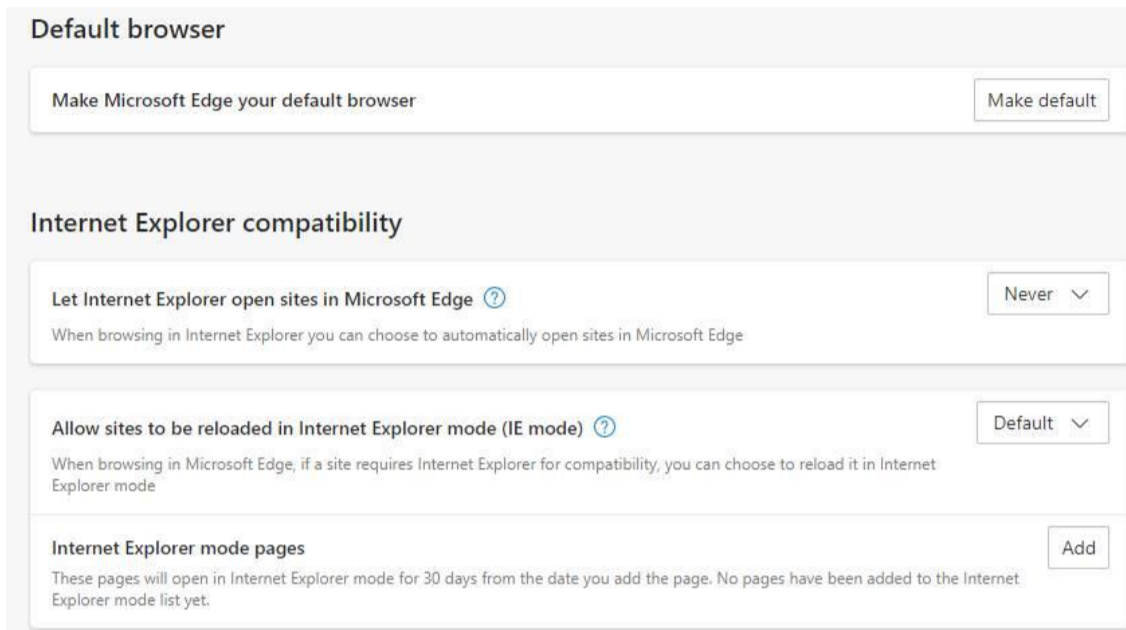
KUWAIT

## Use Only Microsoft Edge browser.

1. **Microsoft Edge** Version 18.0.

In Default Browser

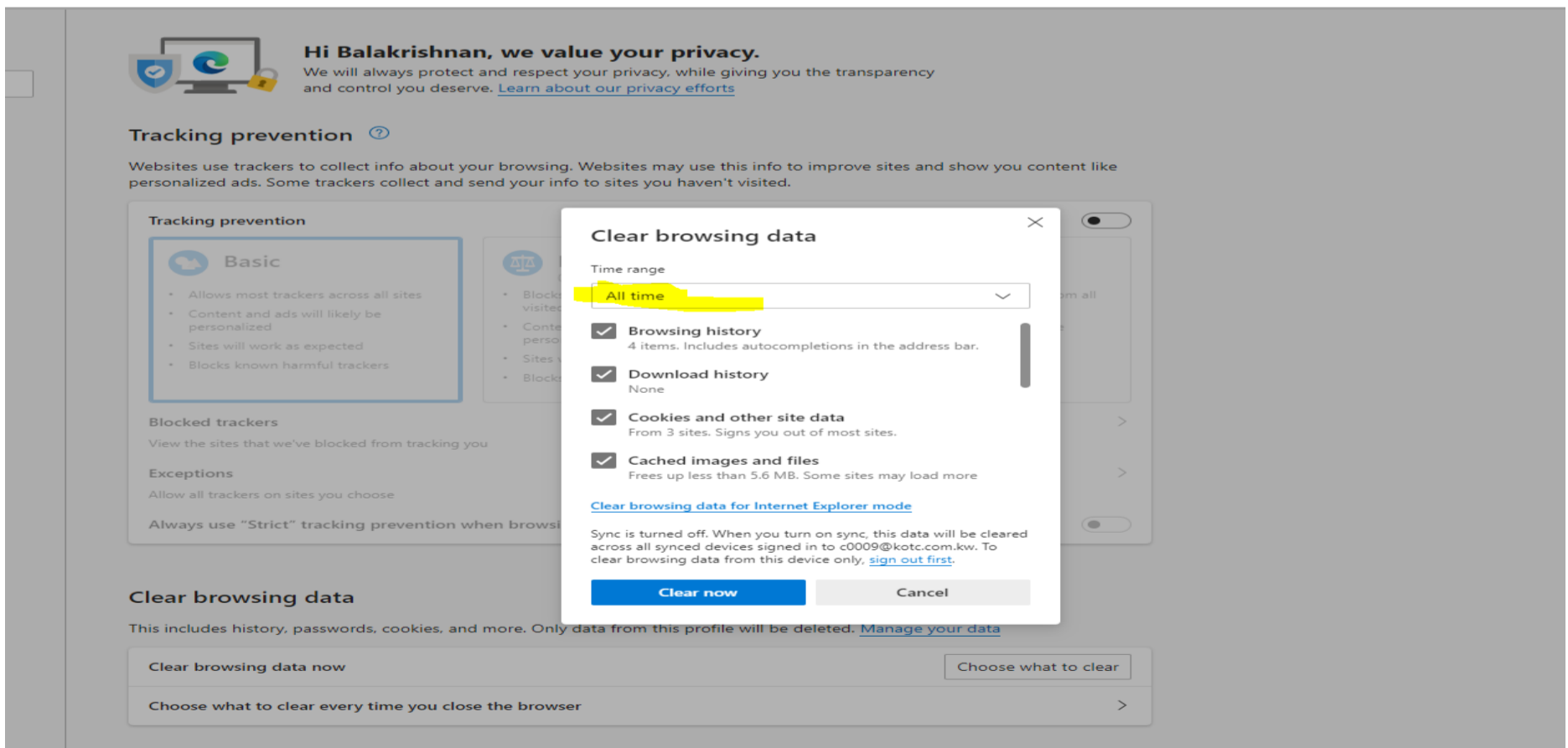
2. **Allow sites to be reloaded in Internet Explorer mode (IE Never )**



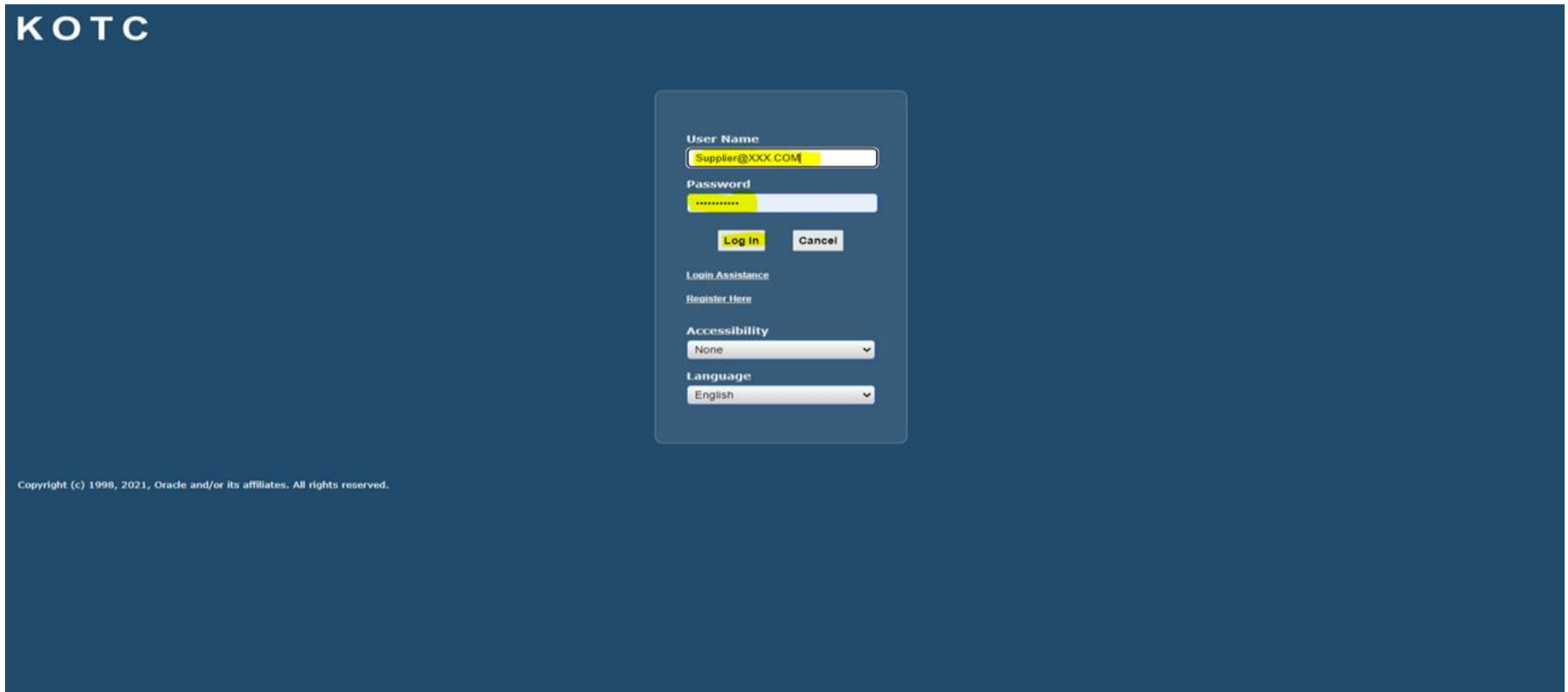
3. **Pop-ups to be unblocked**

4. **Browser Cache to be cleared**

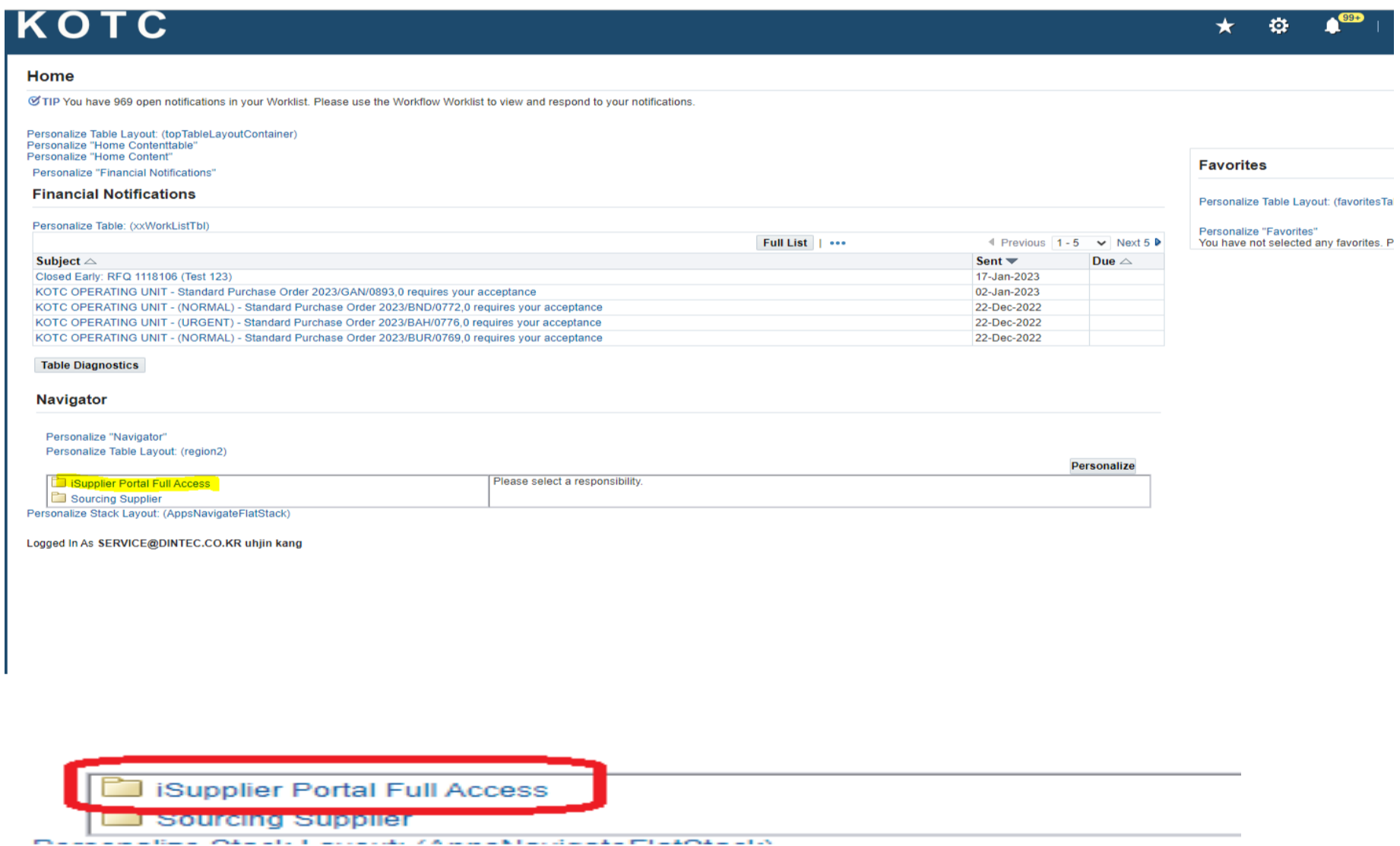
Settings → Privacy, search & Services → Clear Browsing Data → clear data



Enter the Oracle User Name and Password> Log In



Select> **Supplier Portal Full Access**



Search for the PO/Contract Number> Press (Go)

**KOTC iSupplier Portal**

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

Search PO Number  Go

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

Notifications

Personalize "Notifications" Full List

Personalize "Notifications"

Subject Date

Plannir

- Forec
- Orders
- Agree
- Purch

OR

Select Orders (Tab)> enter the (PO/Contract) Number> Press (GO)

**KOTC iSupplier Portal**

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

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

Supplier Home >

**Purchase Orders**

Personalize Stack Layout: (SupplierRN)

**Advanced Search**

Personalize "Advanced Search"

Personalize Query: (QueryRN)  
Personalize Advanced Search: (AdvSearchRN)  
Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

PO Number is

Document Type is

Order Date is

Buyer is

Add Another Buyer

Select PO>Press (Upload Invoice)

**KOTC iSupplier Portal**

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

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Supplier Home >

**Purchase Orders**

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Personalize Query: (QueryRN)  
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Specify parameters and values to filter the data that is displayed in your results set.

Match  All  Any

PO Number is

Document Type is

Order Date is

Buyer is

Add Another Buyer

Personalize Stack Layout  
Personalize "PO Summary"

Select Order:      | ...

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Change Request Status
<input checked="" type="radio"/> 2023/GAN/0893	0	KOTC OPERATING UNIT	Standard PO	Electrical spares for E/R and Deck	02-Jan-2023 10:06:34	USD	3260.47	Accepted	

Select **Add (+)**

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

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

Supplier Home >

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يرجى من السادة الموردين/ المقاولين/ مقدمي الخدمات الالتزام و الحرص على ما يلي بيانه:-

- 1- العمل على تقديم الفواتير المتعلقة بالعمود وفقاً لشروط و احكام العقد بما يتماشى مع نطاق الاعمال و المواصفات الفنية المطلوبة و الواردة بالعقد على ان يتم تقديم الفواتير خلال فترة سريان العقد و بمدة أقصاها 45 يوم بعد انتهاء مدة العقد .
- 2- عدم قبول أية اعمال توكل إليكم بعد انتهاء فترة سريان العقد حيث ان شركة نقلات النفط الكويتية غير مسؤولة عن دفع اي فواتير ليست بموجب عقود.

PO Number 2023/GAN/0893  
 Quotation Created By SERVICE@DINTEC.CO.KR  
 PO Amount 3260.47 USD  
 Processed Invoice Amount 0 USD  
 Pending Electronic Invoice Amount 0 USD

**Invoice Details**

Personalize "Invoice Details"

Invoice Number   
 Invoice Date   
 Invoice Status   
 Clear Search

Personalize Advanced Table: (invoiceDtlAdvTbl)

Save Remove Invoice Cancel Invoice Submit

Select Invoice Date	Invoice Number	Invoice Amount	Currency	Notes to KOTC	Attachments	Status	Return Reason From KOTC	Final Invoice	Payment Bank Account
No results found.									

Table Diagnostics  
 Export

Diagnostic Console

### Enter the Invoice Details:

- Select Invoice date
- Enter Invoice Number
- Enter Invoice Amount
- Enter Note to KOTC (Optional)
- Select Final Invoice (Partial Or Final)
- Select the Bank Account

**KOTC** iSupplier Portal | Home | Settings | 99+ | Logged In As SERVICE@DINTEC.CO.KR

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

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<input type="text"/>	<input type="text"/>	<input type="text"/>	USD	<input type="text"/>	<input type="text"/>			<input type="text"/>	<input type="text"/>

### Save Your Work

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

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

Supplier Home >

**Confirmation**  
Invoices Saved Successfully

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Clear Search

Personalize Advanced Table: (invoiceDtlsAdvTbl)

Save Remove Invoice Cancel Invoice Submit + ...

Select Invoice Date	Invoice Number	Invoice Amount	Currency	Notes to KOTC	Attachments	Status	Return Reason From KOTC	Final Invoice	Payment Bank Account
17-Jan-2023	Test123	10	USD	Test Cycle	<b>+</b>			Partial	

Table Diagnostics  
Export

Diagnostic Console

Select the Attachment Button (+)

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

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Personalize Advanced Table: (invoiceDtlsAdvTbl)

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17-Jan-2023	Test123	10	USD	Test Cycle	<b>+</b>			Partial

Table Diagnostics

Select (Choose File)

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

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

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 Invoice Date  
 Invoice Status

Clear Search

Personalize Advanced Table: (invoiceDfIsAdvTbI)

Save Remove Invoice Cancel Invoice Submit + ...

Select Invoice Date	Invoice Number	Invoice Amount	Currency	Notes to KOTC	Attachments	Status	Return Reason From KOTC	Final Invoice	Payment Bank Account
17-Jan-2023	Test123	10	USD	Test Cycle				Partial	092-073109-56-00015

Table Diagnostics  
Export

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Select your File to Upload (Invoice)> Press **Open**

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

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Clear Search

Personalize Advanced Table: (invoiceDfIsAdvTbI)

Save Remove Invoice Cancel Invoice Submit + ...

Select Invoice Date	Invoice Number	Invoice Amount	Currency	Notes to KOTC	Attachments	Status	Return Reason From KOTC	Final Invoice	Payment Bank Account
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Table Diagnostics  
Export

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Then Press **Apply** and close

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Personalize Advanced Table: (InvoiceDtlAdvTbl)

| + ...

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17-Jan-2023	Test123	10	USD	Test Cycle				Partial	092-073109-56-00015

**Add Attachment**

Attachment Type: File  
 Title: 2023-01-17 15:58:49 Invoice Process Initia  
 Description: 2023-01-17 15:58:28 Invoice Process Initiation v12.docx (Size: 1102563)  
 Category: From Supplier  
 \*File:  Invoice Pro...tion v12.docx

Table Diagnostics  
Export

Diagnostic Console

You Must receive the **Confirmation Message** > Press (OK)

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17-Jan-2023	Test123	10	USD	Test Cycle				Partial	092-073109-56-00015

**Confirmation**

Attachment 2023-01-17 16:... has been added successfully but not committed, it would be committed when you commit the rest of the current transaction.

Table Diagnostics  
Export





Review the Invoice Details and Select the Invoice **Press (Submit)**

**KOTC iSupplier Portal** Home Star Settings Notifications Logged In As S...

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Personalize Advanced Table: (invoiceDttisAdvTbl)

Save Remove Invoice Cancel Invoice **Submit** + ...

Select Invoice Date	Invoice Number	Invoice Amount	Currency	Notes to KOTC	Attachments	Status	Return Reason From KOTC	Final Invoice
17-Jan-2023	Test123	10	USD	Test Cycle	+			Partial

If you Close and reopen the (PO/Contract) Number again, the Invoice Status is **(SUBMITTED)** TO KOTC

Also You can Search Invoice By: (Number/Date/Status)

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Personalize Advanced Table: (invoiceDttisAdvTbl)

Save Remove Invoice Cancel Invoice **Submit** + ...

Select Invoice Date	Invoice Number	Invoice Amount	Currency	Notes to KOTC	Attachments	Status	Return Reason From KOTC	Final Invoice
17-Jan-2023	Test123	10	USD	Test Cycle		<b>SUBMITTED</b>		Partial

Table Diagnostics  
 Export

Thank You ...