



DOCUMENTATION FOR

User Manual – Self Service Procurement

Invoice Creation from Supplier Portal

Submitted



DOCUMENT CONTROL

Change Record

Date	Author	Version	Change Reference
15-July-26	Pravin.B	V1.0	Initial Version

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Distribution

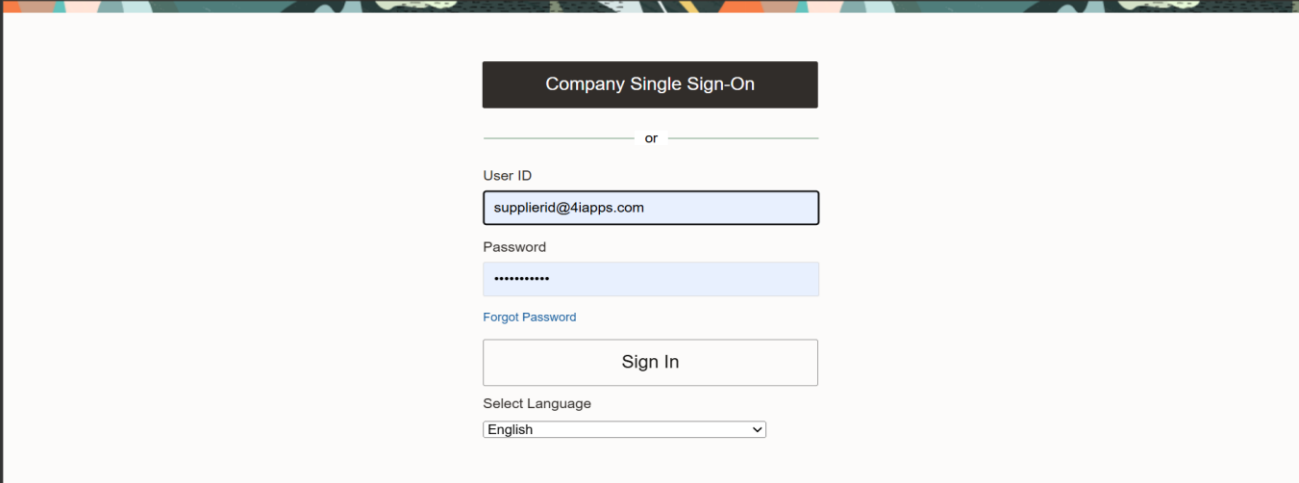
Copy No.	Name	Location
1	Kamal Al Harrasi	Omran Group

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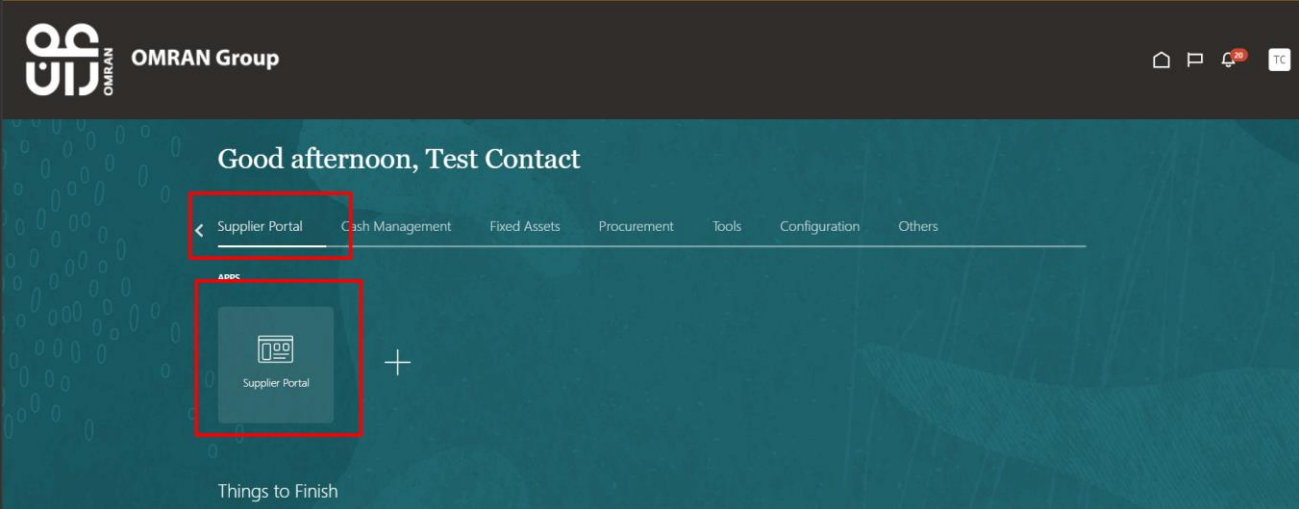
1 CREATION OF INVOICE FROM SUPPLIER PORTAL.....2

1 Creation of Invoice from Supplier Portal

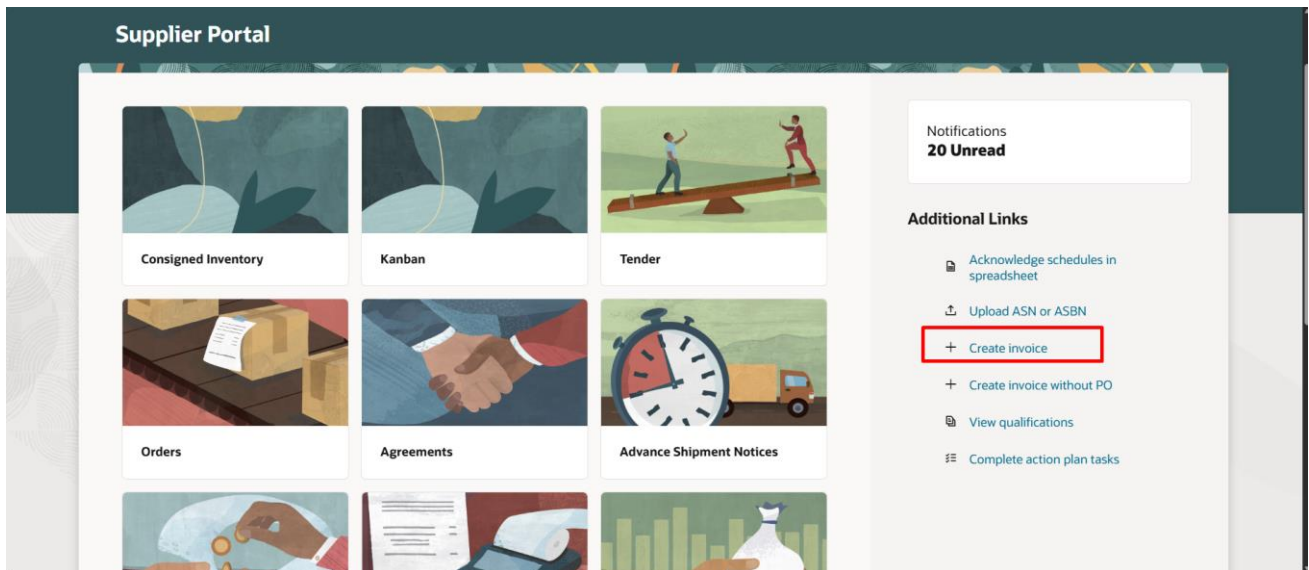
Step	Action
1.	Log in as Supplier Portal Credentials with Username and Password.



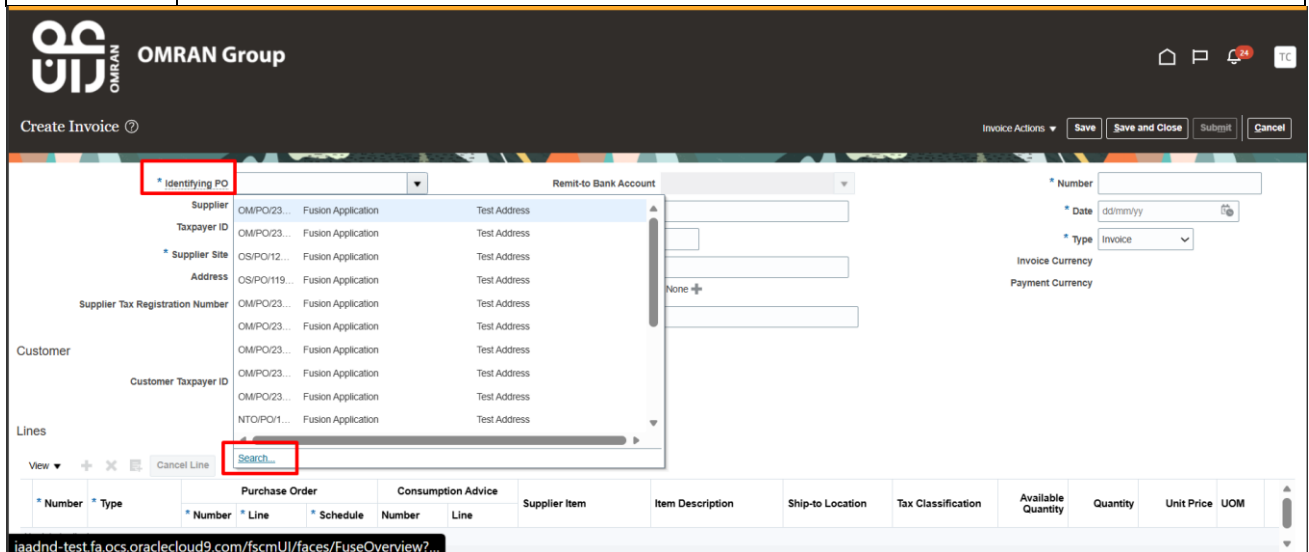
Step	Action
2.	Navigation: Supplier Portal → Supplier Portal



Step	Action
3.	Select Create Invoice



Step	Action
4.	Identifying PO → Select drop down and click Search



Step	Action
5.	Enter PO number and click Search

The screenshot shows the 'Create Invoice' interface for OMRAN Group. A modal window titled 'Search and Select: Identifying PO' is displayed. In this modal, the 'Purchase Order' field is highlighted with a red box and contains the text 'OM/PO/2346/20'. Below it, the 'Supplier' and 'Supplier Site' fields are empty. The 'Search' button is highlighted with a red box. The background form includes fields for 'Identifying PO', 'Supplier' (Fusion Application), 'Taxpayer ID', 'Supplier Site', 'Address', 'Supplier Tax Registration Number', 'Customer', and 'Customer Taxpayer ID'. There is also a table for 'Lines' with columns for Number, Type, Line, Schedule, Number, Line, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, and UOM.

Step	Action
6.	Select PO number and click OK

This screenshot shows the same 'Create Invoice' interface. The 'Search and Select: Identifying PO' modal window is still open. The 'Purchase Order' field now displays 'OM/PO/23...' and the 'Supplier' field displays 'Fusion Application'. The 'OK' button is highlighted with a red box. The background form remains the same, showing the various input fields and the 'Lines' table.

Step	Action
7.	Under Attachments → Click “+” icon

OMRAN Group

Create Invoice ⓘ

Invoice Actions: Save, Save and Close, Submit, Cancel

* Identifying PO: OM/PO/2346/2026

Supplier: Fusion Application

Taxpayer ID: [Field]

* Supplier Site: Test Address

Address: Test Address, TEST ADDRESS TEST ADDRESS

Supplier Tax Registration Number: [Field]

Remit-to Bank Account: [Field]

Unique Remittance Identifier: [Field]

Unique Remittance Identifier Check Digit: [Field]

Description: [Field]

Attachments: None + -

Tax Control Amount: [Field]

* Number: [Field]

* Date: dd/mm/yy

* Type: Invoice

Invoice Currency: OMR - Rial Omani

Payment Currency: OMR - Rial Omani

Customer

* Customer Taxpayer ID: 1791222

Name: Oman Tourism Development Co SAOC

Address: Murtafaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Lines

View: + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
No data to display														

Step	Action
8.	Under Category → Select “From Supplier”
9.	Attach the document, click OK

OMRAN Group

Create Invoice ⓘ

Invoice Actions: Save, Save and Close, Submit, Cancel

* Identifying PO: OM/PO/2346/2026

Supplier: Fusion Appl

Taxpayer ID: [Field]

* Supplier Site: Test Address

Address: Test Address ADDRESS

Supplier Tax Registration Number: [Field]

Customer

* Customer Taxpayer ID: 1791222

Name: Oman Tourism Development Co SAOC

Address: Murtafaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Lines

View: + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
No data to display														

Attachments Dialog:

Actions: View + -

Type	Category	* File Name or URL	Title	Description	Attached
File	From Supplier	CDCC PO Terms & Conditions Goods and Services.pdf	CDCC PO Terms & Condi		Test Cont

Rows Selected: 1

OK Cancel

Step	Action
10.	Number → Enter the Invoice Number
11.	Date → Current Date (Date on which invoice is created)
12.	Type → Invoice

OMRAN Group

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

Identifying PO: OMP/PO/2346/2026

Supplier: Fusion Application

Taxpayer ID: [Empty]

Supplier Site: Test Address

Address: Test Address, TEST ADDRESS TEST ADDRESS

Supplier Tax Registration Number: [Empty]

Remit-to Bank Account: [Empty]

Unique Remittance Identifier: [Empty]

Unique Remittance Identifier Check Digit: [Empty]

Description: [Empty]

Attachments: CDDC PO Terms & Conditions Goo

Tax Control Amount: [Empty]

Number: INV2346

Date: 15/07/26

Type: Invoice

Invoice Currency: OMR - Rial Omani

Payment Currency: OMR - Rial Omani

Customer:

Customer Taxpayer ID: 1791222

Name: Oman Tourism Development Co SAOC

Address: Murtafaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Lines

View: [Icons] Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
* Number	* Line	* Schedule	Number	Line							
No data to display.											

Step **Action**

13. Lines → Click "Select and Add" icon

Lines

Address: Murtafaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

View: [Icons] Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
* Number	* Line	* Schedule	Number	Line							
No data to display.											

Summary Tax Lines

View: [Icons]

Line	Regime	Tax Name	Tax Jurisdiction	Tax Status	Rate Name	Percentage	Per Unit	Amount
No data to display.								

Totals

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
				0.00	0.00
				Retainage	Due

Step	Action
14.	Select PO number, click OK

Select and Add: Purchase Orders

Search

Purchase Order: OMPO/2346/2026
Consumption Advice:
Creation Date: dd/mm/yy hh:mm a

Search Results

Purchase Order	Consumption Advice	Supplier Item Number	Item Description	Ship-to Location	Order
OMPO/2346/2026			Test PR for ASN Cr...	OMRAN	100.00

Apply OK Cancel

Step	Action
15.	Click on Save

Create Invoice

Identifying PO OMPO/2346/2026
Supplier Fusion Application
Supplier Site Test Address
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit

Address Test Address, TEST ADDRESS TEST ADDRESS
Description
Attachments CDDC PO Terms & Conditions Goo
Tax Control Amount

Customer
Customer Taxpayer ID 1791222
Name Oman Tourism Development Co SAOC
Address Murfaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Invoice Actions **Save** Save and Close Submit Cancel

Number INV2346
Date 15/07/26
Type Invoice
Invoice Currency OMR - Rial Omani
Payment Currency OMR - Rial Omani

* Number	* Type	* Number	* Line	* Schedule	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
1	Item	OMPO/...	1	1		Test PR for ASN Creation	OMRAN	STD RATE				

Step	Action
16.	Under Invoice Action → Calculate Tax

OMRAN Group

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Calculate Tax Ctl+Alt+X

Cancel Invoice

Delete Invoice

Type Invoice

Invoice Currency OMR - Rial Omani

Payment Currency OMR - Rial Omani

Identifying PO OMP/2346/2026

Supplier Fusion Application

Taxpayer ID

Supplier Site Test Address

Address Test Address, TEST ADDRESS TEST ADDRESS

Supplier Tax Registration Number

Remit to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments CDDC PO Terms & Conditions Goo

Tax Control Amount

Customer

Customer Taxpayer ID 1791222

Name Oman Tourism Development Co SAOC

Address Murtabat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Lines

View + Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
1	Item	OMP/...	1	1				Test PR for ASN Creation	OMRAN	STD RATE				

Step	Action
17.	Under Lines → we can view Tax applied

Lines

View + Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
1	Item	OMP/...	1	1				Test PR for ASN Creation	OMRAN	STD RATE				

Total

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	OM_TAX_REGIME	OM_VAT	OM VAT JURIS...	OM STD VAT STATUS	STD RATE	5		5

Totals

Items	100.000	Freight	0.000	Miscellaneous	0.000	Inclusive Tax	0.000	Exclusive Tax	5.000	Invoice Amount	105.000
								Retainage	0.000	Due	105.000

Step	Action
18.	Click Save and Submit


OMRAN Group

Create Invoice ?

Invoice Actions

Save
Save and Close
Submit
Cancel

Identifying PO: OM/PO/2346/2026
Supplier: Fusion Application
Taxpayer ID:
Supplier Site: Test Address
Address: Test Address, TEST ADDRESS TEST ADDRESS
Supplier Tax Registration Number:
Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description:
Attachments: CDDC PO Terms & Conditions Goo
Tax Control Amount:
* Number: INV2346
Date: 15/07/26
Type: Invoice
Invoice Currency: OMR - Rial Omani
Payment Currency: OMR - Rial Omani

Customer
Customer Taxpayer ID: 1791222
Name: Oman Tourism Development Co SAOC
Address: Murtafaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Lines
View + X Cancel Line

* Number	* Type	* Purchase Order	* Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
* Number	* Line	* Schedule	Number	Line							
1	Item	OM/PO/...	1	1		Test PR for ASN Creation	OMRAN	STD RATE			

Step	Action
19.	Invoice has been created


OMRAN

Invoice INV2346

Printable Page
Create Another
Done

Invoice INV2346 has been submitted.

Identifying PO: OM/PO/2346/2026
Supplier: Fusion Application
Taxpayer ID:
Supplier Site: Test Address
Address: Test Address, TEST ADDRESS TEST ADDRESS
Supplier Tax Registration Number:
Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
Description:
Attachments: CDDC PO Terms & Conditions Goo
Tax Control Amount:
Number: INV2346
Date: 15/07/26
Type: Invoice
Invoice Currency: OMR
Payment Currency: OMR

Customer
Customer Taxpayer ID: 1791222
Legal Entity: Oman Tourism Development Co SAOC
Address: Murtafaat Al Matar, Muscat Governorate, PO Box 991, AL-SEEB 130

Lines
View

Number	Type	* Purchase Order	* Consumption Advice	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Quantity	Unit Price	UOM
Number	Line	Schedule	Number	Line								
1	ITEM	OM/PO/...	1	1		Test PR for ASN ...	OMRAN		Test Address, Test Address,			
Total												

Step	Action
20.	End of Procedure