Supplier User Training Manual –Invoice Automation

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



كُنْ نَاقَلُ النَّطُ الكُوسِتَ مُسَرَّكُ لَا نَاقُلُ الكُوسِتَ المُعَلِّ الكُوسِتَ المُعَلِّ الكُوسِتَ المُ

KUWAIT OIL TANKER COMPANY

(S.A.K)

A Subsidiary of Kuwait Petroleum Corporation

KUWAIT

Invoice Process Initiation – by Supplier User

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)

Default browser	
Make Microsoft Edge your default browser	Make default
Internet Explorer compatibility	
Let Internet Explorer open sites in Microsoft Edge ⑦ When browsing in Internet Explorer you can choose to automatically open sites in Microsoft Edge	Never 🗸
Allow sites to be reloaded in Internet Explorer mode (IE mode) ⑦ When browsing in Microsoft Edge, if a site requires Internet Explorer for compatibility, you can choose to reload it in	Default 🗸
Explorer mode Internet Explorer mode pages These pages will open in Internet Explorer mode for 30 days from the date you add the page. No pages have been a Explorer mode list yet.	Add

- 3. Pop-ups to be unblocked
- 4. Browser Cache to be cleared

Settings \rightarrow Privacy, search & Services \rightarrow Clear Browsing Data \rightarrow clear data

Websites use trackers to collect info about your browsi	ng. Websites may use this info to improve sites and show you conten	: like
personalized ads. Some trackers collect and send your Tracking prevention	Clear browsing data	
🕑 Basic 🔯	Time range	
Allows most trackers across all sites Content and ads will likely be visit	All time	
personalized Con Sites will work as expected	 Browsing history 4 items. Includes autocompletions in the address bar. 	
Blocks known harmful trackers Blocks known harmful trackers Blocks known harmful trackers	Download history	
Blocked trackers	Cookies and other site data From 3 sites. Signs you out of most sites.	
View the sites that we ve blocked from tracking you	Cached images and files	
Allow all trackers on sites you choose	Frees up less than 5.6 MB. Some sites may load more	
Always use "Strict" tracking prevention when brow	Clear browsing data for Internet Explorer mode si Sync is turned off. When you turn on sync, this data will be cleared across all synced devices signed in to c0009@kotc.com.kw. To clear browsing data from this device only sign out first	
Clear browsing data	Clear now Cancel	
clear browsing data		

Enter the Oracle User Name and Password> Log In

котс			
	User Name Supplier@XXX COM Password Log In Cancel Log In Cancel Register Here Accessibility None Language English		
Copyright (c) 1998, 2021, Oracle and/or its affiliates. All rights reserved.		J.	

Select> I Supplier Portal Full Access

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KOTC OPERATING UNIT - (URGENT) - Standard Purchase Order 2023/BAH/0776,0 re	quires your acceptance	22-Dec-2022					
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Search for the PO/Contract Number> Press (Go)

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OR

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

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Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards	
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Select PO>Press (Upload Invoice)

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All Suppliers / Contractors / Service Providers are kindly requested to comply to the following:-
1- To submit the invoices as per Term & Condition of the Contract for the work/ Services/ supply Carried out during the contract validity & not later than 45 days after contract expiry.
2- Not to accept any services/ work/ Supply requests provided from your end after the expiry of a contract validity. accordingly, KOTC will not be responsible for any requests not as per a valid contract.
يرجى من السادة الموردين/ المقاولين/ مقدمي الخدمات الافترام و. الحرص على ما يلي بيانه:
1- العمل على تقديم الفواتير المنطقة بالعقود وفقا لشروط و احكام العقد بما يتماشى مع نطاق الاعمال و المواصفات الفنية المطلوبة و الواردة بالعقد على أن يتم تقديم الفواتير خلال فترة سريان العقد و يعدة أقصاها 45 يوم يعد النتهاء مدة العقد .
2- عدم قبول أية اعمال توكل البكم بعد انتهاء فترة سريان العقد حيث ان شركة ناقلات 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 Invoice Status
Personalize Advanced Table: (invoiceDtIsAdvTbl)
Save Remove Invoice Submit
Select Invoice Date Invoice Number Invoice Amount Currency Notes to KOTC Attachments Status Return Reason From KOTC Final Invoice Payment Bank Account
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

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Select the Attachment Button (+)

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Copyright (c) 1998, 2021, Oracle and/or its affiliates. All rights reserved.		About this Page Privacy Statement									

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

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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You Must receive the Confirmation Message > Press (OK)

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

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All Suppliers / Contractors / Service Providers are kindly requested to comply to the following:-					
1- To submit the invoices as per Term & Condition of the Contract for the work/ Services/ supply Carried out during the contract validity & not later than 45 days after contract expiry.					
2- Not to accept any services/ work/ Supply requests provided from your end after the expiry of a contract validity. accordingly, KOTC will not be responsible for any requests not as per a valid contract.					
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IF you Close and reopen the (PO/Contract) Number again, the Invoice Status is <mark>(SUBMITTED)</mark> TO KOTC

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

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