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MIRAL

# Miral Supplier User Manual

Supplier Portal – Procurement and Invoicing

# Document Control

## Revision history

Version	Author	Date	Revision
1.0	EY	05-12-2021	
1.1	EY	06-12-2021	Added content and formatting changes
1.2	EY	13-01-2022	Adjusted wording and slide format

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# About Miral

Miral was established in May 2011 with a mandate to help enable Abu Dhabi's entertainment and leisure vision for 2030. In line with this mandate, Miral conceives, develops, manages and promotes ambitious & diverse leisure, tourism and lifestyle experiences that positively impact people from around the world and the future of Abu Dhabi.

Today, Miral is responsible for the promotion of Yas Island and Saadiyat Island to global markets, the management of Yas Island's leisure and entertainment attractions, and the development of significant land banks on Yas Island and in Abu Dhabi that have been placed under its care.

In the medium-term, Miral has been tasked with the continued development of Yas Island's leisure and entertainment portfolio – including theme parks, hospitality and lifestyle assets – as well as destinations and strategic projects across Abu Dhabi.

In the longer-term Miral's ambition is to be the region's most impactful and influential leisure, tourism and lifestyle entity. Below is an indicative listing of some of the assets within Miral's portfolio.

## Application Overview

In a bid to streamline our procurement activities as well as enhance collaboration between Miral Experiences and its supply chain, Miral has embarked on a journey to create an online environment where visibility and efficiency are at the forefront of procurement operations.

Using the power of Oracle Fusion, the Miral Supplier Portal gives you access to a secure, integrated work area that provides full visibility to transactions and offers closed loop collaboration with Miral Experiences and its associated entities.

With the now-online supplier portal and procurement functionalities, you will be able to:

- Acknowledge blanket purchase agreements, contract purchase agreements and purchase orders
- Submit change orders
- Submit advanced shipment notice (ASN) and Invoices.

### A. Blanket/Contract Purchase Agreement Acknowledgement

After logging in, you will need to navigate to the Supplier Portal and click on the **Manage Agreements** hyperlink in the task column on the left side of the page as shown below to access your agreements:

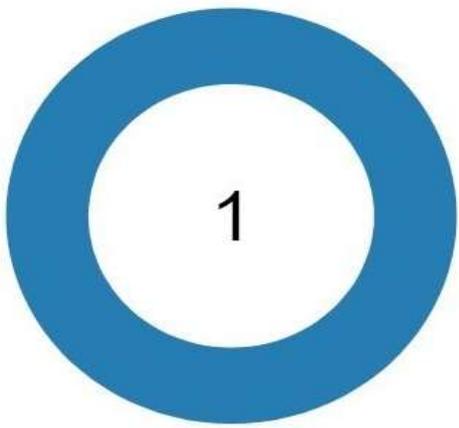
## Supplier Portal

Search

#### Tasks

- Contract Manufacturing**
  - [Manage Production Reports](#)
- Vendor-Managed Inventory**
  - [Manage Inventory](#)
  - [Manage Replenishment Requests](#)
- Orders**
  - [Manage Orders](#)
  - [Manage Schedules](#)
  - [Acknowledge Schedules in Spreadsheet](#)
- Agreements**
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### Requiring Attention



1

1

#### Recent Activity

Last 30 Days

<a href="#">Agreements opened</a>	1
<a href="#">Orders changed or canceled</a>	1
<a href="#">Orders opened</a>	8
<a href="#">Receipts</a>	6

#### Transaction Reports

Last 30 Days

PO Purchase Amount	5975	AED
Invoice Amount	698	AED
Invoice Price Variance Amount		AED

1. This will take you to the Manage Agreements page where you can **Search** for your agreements and choose the required agreement through its **hyperlink**:

**Manage Agreements** [?](#)

Headers Lines

**Search**

Procurement BU Farah Experiences LLC

Supplier Site

Agreement

Advanced Manage Watchlist Saved Search All Agreements

Status

Include Closed and Expired Documents No

**Search**

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Cha Ord
000025		MAIN		2,000,000.00	0.00	AED	Open		

2. You will be directed to the selected agreement's page where you can see the status as **Pending Supplier Acknowledgement**. To begin acknowledging the agreement, click on the **Acknowledge** button on the top right of the screen

**Blanket Purchase Agreement: 000025** ? Acknowledge View PDF Actions Done

**Main**

**General**

<b>Procurement BU</b> Farah Experiences LLC	<b>Supplier</b> [Redacted]	<b>Start Date</b>
<b>Agreement</b> 000025	<b>Supplier Site</b> MAIN	<b>End Date</b>
<b>Status</b> Pending Supplier Acknowledgment	<b>Supplier Contact</b> [Redacted]	<b>Agreement Amount</b> 2,000,000.00 AED
<b>Buyer</b> [Redacted]	<b>Supplier Agreement</b> [Redacted]	<b>Minimum Release Amount</b>
<b>Creation Date</b> 07-Dec-2021	<b>Communication Method</b> E-Mail	<b>Released Amount</b> 0.00 AED
	<b>Email</b> [Redacted]	<b>Description</b>

**Terms** **Notes and Attachments**

<b>Required Acknowledgment</b> Document	<b>Shipping Method</b> — Requires signature
<b>Acknowledgment Due Date</b> 12-Dec-2021	<b>Freight Terms</b> — Pay on receipt
<b>Payment Terms</b> 30 Days	<b>FOB</b> — Confirming order

**Additional Information**

**Note:** this page can also be accessed through the home screen by clicking on the bell icon on the top right corner of your screen which will show you the pending action to acknowledge the agreement – click on the notification hyperlink to get redirected to the Agreement Acknowledgement screen

3. The acknowledgement page below will allow you to view the agreement details in the page itself or through PDF, as well as perform various activities :

**Acknowledge Document (Blanket Purchase Agreement): 000025** View PDF Accept Reject Cancel

**Main**

**General**

Procurement BU: Farah Experiences LLC  
 Agreement: 000025  
 Status: Pending Supplier Acknowledgment  
 Buyer:   
 Creation Date: 07-Dec-2021  
 Supplier Agreement:

Supplier:   
 Supplier Site:   
 Supplier Contact:   
 Communication Method: E-Mail  
 Email:

Start Date:   
 End Date:   
 Agreement Amount: 2,000,000.00 AED  
 Minimum Release Amount:   
 Description:

**Terms** Notes and Attachments

Required Acknowledgment Acknowledgment Due Date: 12-Dec-2021  
 Acknowledgment Note:

Payment Terms: 30 Days — Pay on receipt  
 Shipping Method:  — Confirming order  
 Freight Terms: FOB

**Additional Information**

PO Source Number:  Context Prompt:

**Lines**

Actions View Format    Freeze Detach Wrap

Line	Description	Supplier Item	UOM	Budgeted Price	Expiration Date	Rejection Reason
1	Furniture - Test		EA	2,000,000...		<input style="border: 1px solid red;" type="text"/>

Rows Selected 1 Columns Hidden 1

- ❑ **Accept** by clicking on the **Accept** button
- ❑ **Reject** by filling out the Acknowledgment Note field in the terms section and Rejection Reason field in the Schedules section and clicking on the **Reject** button
- ❑ **Check** document Notes and Attachments

4. Once the document has been accepted the agreement status would be changed from **Pending Supplier Acknowledgement** to **Open** and you will be redirected to your Supplier Portal page

Purchase Orders can now be processed basis the acknowledged BPA (Blanket Purchase Agreement) or CPA (Contract Purchase Agreement)

**Manage Agreements** ? Done

Headers Lines

**Search**

Procurement BU: Farah Experiences LLC

Supplier Site:

Agreement:

Advanced Manage Watchlist Saved Search All Agreements

Status:

Include Closed and Expired Documents: No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order	Creation Date
000025		MAIN		2,000,000.00	0.00	AED	Open			07-Dec-...
000024		MAIN		178.00	178.00	AED	Open			07-Dec-...

Columns Hidden 30

You can navigate to the **Manage Agreements** page through the Supplier Portal page and search for your required agreement to check the released amount against the agreed amount

## B. Blanket/Contract Purchase Agreement Change Order

- To perform a change order to the acknowledged agreement, simply click on the **Actions** button on the top right of the selected Agreement page and click on **Edit** from the dropdown

The screenshot shows a web interface for a 'Blanket Purchase Agreement: 000027'. At the top right, there are buttons for 'Acknowledge', 'View PDF', and 'Actions'. The 'Actions' dropdown menu is open, showing options: 'Edit', 'Acknowledge', 'Cancel Document', 'View Document History', 'View Change History', and 'View Revision History'. The 'Edit' option is highlighted.

**General Information:**

- Procurement BU: Farah Experiences LLC
- Supplier: [Redacted]
- Start Date: 10-Dec-20
- Agreement: 000027
- Supplier Site: MAIN
- End Date: 15-Dec-20
- Status: Open
- Supplier Contact: [Redacted]
- Agreement Amount: 10,000.00
- Buyer: [Redacted]
- Supplier Agreement: [Redacted]
- Minimum Release Amount: [Redacted]
- Creation Date: 09-Dec-2021
- Communication Method: E-Mail
- Released Amount: 0.00 AED
- Email: [Redacted]

**Terms:** Notes and Attachments

- Required Acknowledgment: Document
- Shipping Method: --- Requires signature
- Payment Terms: 30 Days
- Freight Terms: --- Pay on receipt
- FOB: --- Confirming order

**Additional Information:**

- PO Source Number: [Redacted]
- Context Prompt: [Redacted]

**Lines Table:**

Line	Item	Description	Category Name	Supplier Item	UOM	Budgeted Price	Released Amount	Expiration Date	Status	Details	Type	Revision	Price Break Type	Allow Price Override	Minin Relc Amc
1		Furniture	Furniture set		EA	10,000.00	0.00		Open		Goods		Cumulative	---	

This will trigger a change order and will direct you to the **Edit Change Order** page

2. On this change order's edit page, you will be able to:

- Change the line item's **Price**
- Change the line item's **Expiration Date**
- Click on the  icon to **edit line** details and price breaks
- Click on the  icon to **add a line** item
- Click on the  icon to **Duplicate a line** item
- Click on the  icon to **Remove a line** item

Once done with your changes, be sure to update the description for the change order on the top left of the page and the change reason on the bottom right and **Submit** to Miral for approval

3. Miral can also perform change orders on the agreement – upon doing so, you will receive a notification through the bell icon informing you of the same

**Manage Agreements** ?

Headers Lines

Advanced Search Basic Manage Watchlist Saved Search All Agreements

Search Results

Actions View Format Freeze Detach Wrap

Agreement	Description	Supplier Site	Buyer	Agreement Amount	Released Amount	Currency	Status	End Date	Change Order
000027		MAIN		10,000.00	0.00	AED	Open	15-Dec-...	2
000026		MAIN		5,000.00	0.00	AED	Canceled		
000025		MAIN		2,000,000.00	0.00	AED	Open		2

Columns Hidden 30

You can similarly check the status of your change order by searching for your agreement in the **Manage Agreements** page once again – this will show you the Change Order that is pending approval or acknowledgement. Click on the **Change Order** number as shown above to proceed to the change order acknowledgment page

4. Once there you can see the change order details and perform the acknowledgement as shown previously for the initial agreement.

Change Order: 2 
Acknowledge
View PDF
Actions ▾
Done

**Change Order** 2

**Description** Test agreement

**Creation Date** 08-Dec-2021

**Status** Pending Supplier Acknowledgment

**Initiating Party** Buyer

**Initiator** [Redacted]

**Main**

▲ **General**

<b>Procurement BU</b> Farah Experiences LLC	<b>Supplier</b> <span style="background-color: #ccc; padding: 2px;">[Redacted]</span>	<b>Agreement Amount</b> 2,000,000.00 AED
<b>Agreement</b> 000025	<b>Supplier Site</b> MAIN	<b>Minimum Release Amount</b>
<b>Status</b> Open	<b>Supplier Contact</b> <span style="background-color: #ccc; padding: 2px;">[Redacted]</span>	<b>Released Amount</b> 0.00 AED
<b>Start Date</b>	<b>Supplier Agreement</b> Reference	<b>Description</b>
<b>End Date</b>	<b>Communication Method</b>	
<b>Buyer</b> <span style="background-color: #ccc; padding: 2px;">[Redacted]</span>	<b>Email</b> <span style="background-color: #ccc; padding: 2px;">[Redacted]</span>	
<b>Creation Date</b> 07-Dec-2021		

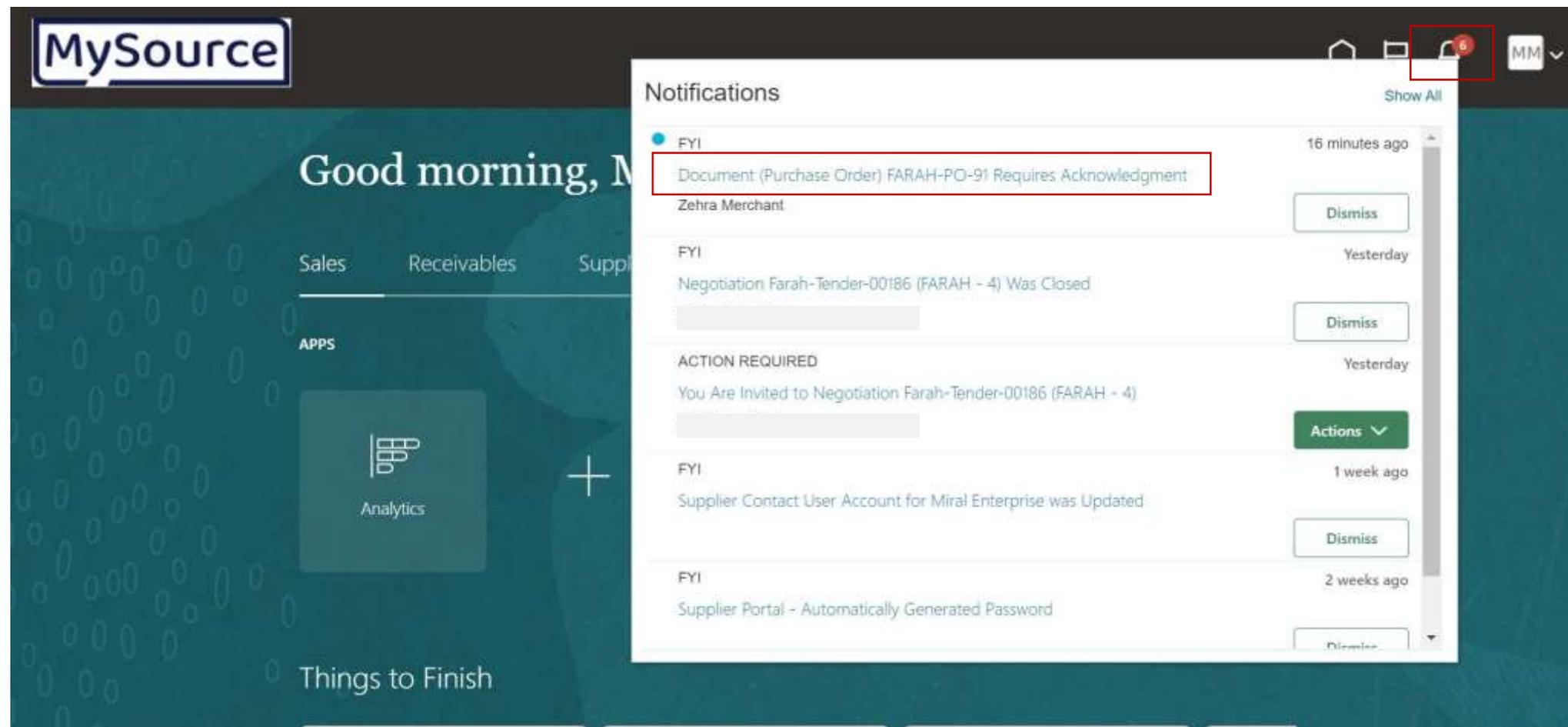
**Terms** Notes and Attachments

<b>Acknowledgment Due Date</b> 13-Dec-2021	<b>Shipping Method</b> — Requires signature	
<b>Payment Terms</b> 30 Days	<b>Freight Terms</b>	— Pay on receipt
	<b>FOB</b>	— Confirming order

### C. Purchase Order Acknowledgement

Upon logging in, you can click on the bell icon on the top right corner of your screen which will show you the pending action to acknowledge your Purchase Order:

1. Click on the notification line hyperlink to open the document pop-up



2. In the pop up window, you will be able to see an overview of the Purchase order, select the **Review and Acknowledge** hyperlink as to proceed to the **Acknowledgement Document** page

#### Details

Assignee	Sold-to Legal Entity
From	Farah Experiences LLC
Assigned Date	Order
07-Dec-2021 11:23 AM	FARAH-PO-91
Due Date	Buyer
17-Dec-2021 11:23 AM	
Task Number	Ordered
286875	1,000.00 AED

#### Recommended Actions

- [Review and Acknowledge](#)

#### Order Details

Supplier	Description
Supplier Site	Note to Supplier
MAIN	Requisition
Ship-to Location	Farah - 000327
Farah Experiences LLC	Requester
Supplier Order	

#### Schedules

Line	Description	Supplier Item	Quantity	UOM	Budgeted Price (AED)	Ordered (AED)	Requested Delivery Date	Promised Delivery Date	Location	Note to Supplier
1	Office		1	EA	1,000.00	1,000.00	14-Dec-2021		Farah Experien...	

You can also access the Acknowledge Document page by navigating to it through the **Manage Orders** hyperlink in the task column on the supplier portal page and searching for the Purchase Order – similarly to what was as shown in the Agreements example:

**Supplier Portal**

Search  Order Number

**Tasks**

**Contract Manufacturing**

- Manage Production Reports

**Vendor-Managed Inventory**

- Manage Inventory
- Manage Replenishment Requests

**Orders**

- **Manage Orders**
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

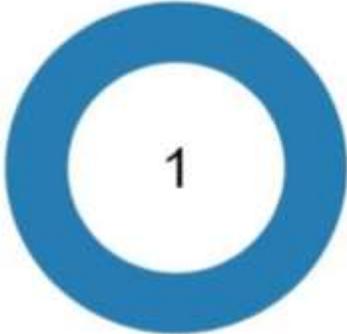
**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN

**Requiring Attention**



1

■ Agreements to Acknowledge

**Recent Activity**  
Last 30 Days

Agreements opened	1
Orders changed or canceled	1
Orders opened	8
Receipts	6

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	5975	AED
Invoice Amount	898	AED
Invoice Price Variance Amount		AED

**Supplier News**

Dear Supplier,

3. The acknowledgement page below will allow you to view the purchase order details in the page itself or through PDF, as well as perform various activities:

**Acknowledge Document (Purchase Order): FARAH-PO-91** Accept Reject View PDF Cancel

**Main**

**General**

Sold-to Legal Entity: Farah Experiences LLC  
 Order: FARAH-PO-91  
 Status: Pending Supplier Acknowledgment  
 Buyer: [Redacted]  
 Creation Date: 07-Dec-2021

Supplier: [Redacted]  
 Supplier Site: MAIN  
 Supplier Contact: [Redacted]  
 Bill-to Location: Farah Experiences LLC  
 Ship-to Location: Farah Experiences LLC

Ordered: 1,000.00 AED  
 Description:  
 Source Agreement:  
 Supplier Order: [Redacted]  
 Communication Method: E-Mail  
 Email: [Redacted]

**Terms** Notes and Attachments

Required Acknowledgment Document  
 Acknowledgment Due Date: 17-Dec-2021  
 Acknowledgment Note: [Redacted]

Payment Terms: 30 Days — Pay on receipt  
 Shipping Method: — Confirming order  
 Freight Terms: FOB

**Additional Information**

PO Source Number: Context Prompt

**Schedules**

Actions View Format [Icons] Freeze Detach Wrap

Line	Description	Supplier Item	Quantity	UOM	Budgeted Price	Requested Delivery Date	Promised Delivery Date	Rejection Reason	Location
1	Office		1	EA	1,000.00	14-Dec-2021		[Redacted]	Farah Experi...

Rows Selected: 1 Columns Hidden: 9

- Accept** by clicking on the **Accept** button
- Reject** by filling out the Acknowledgement Note field in the terms section and Rejection Reason field in the Schedules section and clicking on the **Reject** button
- Check** document Notes and Attachments

### D. Advanced Shipment Notice

1. Once document has been accepted the Purchase Order status would be changed to Open and you will be redirected to your Supplier Portal page, click **Create ASN** (Advanced Shipment Notice) in the Tasks Column on the left side of the screen to navigate to the Create ASN page, you can also create advanced payment requests (BPA or non BPA) through this task: as well

**Create ASN** ? Done

Search Advanced Saved Search Purchase Order ▼

\*\* At least one is required

\*\* Purchase Order  ▼      \*\* Supplier  ▼

Supplier Item       Due Date  ▼

Search Reset Save...

#### Search Results

View ▼ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
------	------------------	---------------	----------------	---------------------	-------------------------	----------	------------------	----------

No search conducted.

shipment has been received

Search for the required Purchase Order, select it and click on **Create ASN** button to proceed to the **Create ASN Details**

**Create ASN** ? Done

Search Advanced Saved Search Purchase Order ▼

#### Search Results

View ▼ Create ASN

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
	Office		FARAH-PO-81	1	1	14-Dec-2021	1	EA

2. Once on the **Create ASN Details** page, you will be able to fill out the required deliverable/shipment details and submit it to Miral:

- Fill out the required fields as shown below
- You can also split deliverable/shipments by selecting the **Actions** button and choosing **Split Line**

Create ASN Details ?

Submit
Cancel

Header

\* Shipment

\* Shipped Date  🕒

\* Expected Receipt Date  🕒

Freight Terms  ▼

Shipping Method  ▼

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM  ▼

Net Weight

Net Weight UOM  ▼

Comments

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
▶	Office	FARAH-PO-91		<input type="text"/>	EA <span style="font-size: 0.8em;">▼</span>	Farah Experience...	1	EA	0

Selecting **Split Line** from the **Actions** button drop down will allow you to duplicate the first line and split the deliverable/shipment in case your items will be coming in separately 19

Header

* Shipment	ASN_test	Packing Slip	
* Shipped Date	07-Dec-2021 03:50 PM	Packaging Code	
* Expected Receipt Date	14-Dec-2021 03:50 PM	Special Handling Code	
Freight Terms	AIR	Tare Weight	
Shipping Method	Air	Tare Weight UOM	
Number of Supplier Packing Units		Net Weight	
Bill of Lading	Test	Net Weight UOM	
Waybill	Test	Comments	

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
	Furniture	Furniture	FARAH-PO-92	1	Contract	Farah Experience...	2	Contract	0
	Furniture	Furniture	FARAH-PO-92	1	Contract	Farah Experience...	2	Contract	0

Be sure to specify the **Quantity** per line so that the **total** number allocated to the split lines matches the **Ordered Quantity** displayed in **Ordered Quantity** column – not doing so will result in an error and would require you to correct it

Click the **Submit** button on the upper right corner of the screen to submit your ASN and send a notification to Miral on the ASN and the incoming deliverable/shipment(s) who can then receive the deliverable/shipment through the system

3. You can check your deliverable/shipment status by going to your Supplier Portal page and clicking on the **Manage Shipment** hyperlink in the Task Column, this will direct you to the Manage Shipments page below

**Manage Shipments** ? Done

Search Advanced Saved Search All Shipments ▼

\*\* Shipment

\*\* Supplier

\*\* Purchase Order

\*\* At least one is required

Search Reset Save...

**Search Results**

Actions ▼ View ▼ ✎ Cancel Shipment

Shipment	Supplier	Source Organization	Expected Receipt Date	Shipped Date	Waybill	Bill of Lading	Shipping Method
FARAH_R1			06-Dec-2021 01...	06-Dec-2021 01...			

Click on the deliverable/shipment hyperlink to navigate to the **Edit Shipment** page

Edit Shipment: ASN\_22102840\_2 ? Social Cancel Shipment Save Save and Close Cancel

Header

Shipment ASN\_22102840\_2

Supplier

Shipped Date 07-Dec-2021 12:38 PM

\* Expected Receipt Date 30-Dec-2021 12:38 PM

Ship-to Location

Freight Terms FEDERAL EXPRESS

Shipping Method Air

Bill of Lading

Waybill ABCD123

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Packing Slip 1

Number of Packing Units

Comments

Lines

Actions  View  Cancel Shipment Line View Details

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip
			Shipped	Received			
1		Office	1	0	EA	Expected	1

Here you can check if the deliverable/shipment has been flagged as received by Miral team

4. At any point before the deliverable/shipment has been received by Miral, you can also cancel your deliverable/shipment notice by:

- clicking on the **Cancel Shipment** button on the top right of the Edit Shipment page.
- You can also cancel deliverable/shipment line by line if you have created split deliverable/shipment lines by selecting the line you wish to cancel and clicking on the **Cancel Shipment Line** button

Edit Shipment: ASN\_test

Header

Shipment: ASN\_test

Supplier:

Shipped Date: 07-Dec-2021 03:50 PM

\* Expected Receipt Date:

Ship-to Location:

Freight Terms:

Shipping Method:

Bill of Lading:

Waybill:

Packaging Code:

Special Handling Code

Tare Weight:

Tare Weight UOM:

Net Weight:

Net Weight UOM:

Packing Slip:

Number of Packing Units:

Comments:

Lines

Actions View Cancel Shipment Line View Details

Shipment Line	Item	Item Description	Quantity		UOM Name	Line Status	Packing Slip	Purchase Order	Purchase Order Line
			Shipped	Received					
1	Furniture		1	0	Contract	Expected	<input type="text" value="1"/>	FARAH-PO-92	1
2	Furniture		1	0	Contract	Expected	<input type="text" value="2"/>	FARAH-PO-92	1

**Note:** Cancelling deliverable/shipment or deliverable/shipment line will notify Miral of the same and will remove the ASN or ASN line from your deliverable/shipment log

## E. Invoicing a received shipment

Once Miral has received your deliverable/shipment, you will be able to create an invoice against the purchase order

1. To do so, navigate to the Supplier Portal and scroll down to find the **Create Invoice** task – click on the same to proceed

**Supplier Portal**

**Contract Manufacturing**

- Manage Production Reports

**Vendor-Managed Inventory**

- Manage Inventory
- Manage Replenishment Requests

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Shipments**

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

**Consigned Inventory**

- Review Consumption Advices
- Review Consigned Inventory
- Review Consigned Inventory Transactions

**Invoices and Payments**

- **Create Invoice**
- Create Invoice Without PO
- View Invoices
- View Payments

**Requiring Attention**

  
**No data available**

**Recent Activity**  
Last 30 Days

Agreements changed or canceled	3
Agreements opened	4
Orders changed or canceled	1
Orders opened	8

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	7975	AED
Invoice Amount	698	AED
Invoice Price Variance Amount		AED

**Supplier News**  
Dear Supplier,

1. Please maintain certifications up to date
2. Please ignore FARAH\_NDA businesses classification. This is only for internal purpose.

2. This will take you to the **Create Invoice** page where you can create your invoice against the received deliverable/shipment and associated PO – to start you need to fill in the header information as shown below:

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

\* Identifying PO FARAH-PO-92  
Supplier  
Taxpayer ID  
\* Supplier Site MAIN  
Address Dubai  
Supplier Tax Registration Number

Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
\* Attachments test + X  
Tax Control Amount

\* Number Test  
\* Date 13-Dec-2021  
\* Type Invoice  
Invoice Currency AED - UAE Dirham  
Payment Currency AED - UAE Dirham

Customer  
\* Customer Taxpayer ID CN- 1147824  
Name Farah Experiences LLC  
Address

Lines  
View + X Cancel Line  
No data to display

Purchase Order							Consumption Advice		Supplier Item	Item Description
* Number	* Type	* Number	* Line	* Schedule	Retainage	Retainage Remaining	Retained Invoice Number	Retained Invoice Line		
No data to display										

- Select the **PO** against which the invoice will be created – this will auto – populate address, supplier site and customer tax payer ID and invoice currency
- Specify the unique invoice **Number**
- Indicate the **Date** when the invoice must be registered
- Choose if the **Invoice** is standard or a credit memo
- Add any **Attachment** required by Miral, such as Delivery Note

3. Next you will be creating a line for the invoice in the **Lines** section, to do so click on the '  ' icon

**Select and Add: Purchase Orders**

**Search**

Advanced Saved Search

\*\* At least one is required

\*\* Purchase Order

\*\* Consumption Advice

\*\* Creation Date

Search Reset Save...

**Search Results**

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
FARAH-PO-92	1	1			Furniture	Furniture	Farah Experiences ...	2

Apply OK Cancel

- Here you can specify the **PO** against which the invoice will be matched – this will also allow you to match **multiple PO**
- Specify the invoice line **Creation Date**
- Indicate **Consumption Advice**

Once you have done the above, click on **Apply** to create the line for the selected PO

**Note:** you can continue adding PO lines if there are **multiple POs** that need to be matched to this invoice

4. Your PO lines for this invoice have now been listed, and the quantity shown will be matching the quantity that has been received by Miral

- Click on the **Invoice Actions** button on the top right of the screen and then select on **Calculate Tax from the dropdown** to automatically create the required tax lines

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO FARAH-PO-82  
Supplier  
Taxpayer ID  
Supplier Site MAIN  
Address Dubai  
Supplier Tax Registration Number

Remit-to Bank Account  
Unique Remittance Identifier  
Unique Remittance Identifier Check Digit  
Description  
Attachments test + X  
Tax Control Amount

\* Number Test  
\* Date 13-Dec-2021  
Type Invoice  
Invoice Currency AED - UAE Dirham  
Payment Currency AED - UAE Dirham

Customer  
Customer Taxpayer ID  
Name Farah Experiences LLC  
Address

Lines

View + X Cancel Line

Line	Supplier Item	Item Description	Ship-to Location	Ship-from Location	Tax Classification	Location of Final Discharge	Available Quantity	Quantity	Unit Price	UOM	* Amount	Transaction Business Category
	Furniture	Furniture	Farah Experiences	Dubai			2	2	1000	Contract	2,000.00	Purchase Transaction
											2,000.00	

Tax lines shown below cannot be modified

Click on **Submit** to finish creating your Invoice to and send it to Miral

Summary Tax Lines

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	UAE VAT	UAE VAT	UAE VAT - Juris...	Uae Vat Standard	Input-Rate 5% (Exc)	5		100

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MIRAL

# Thank you.

Miral HQ, Yas Island – Opp. Warner Bros.™ World Abu Dhabi  
PO Box 147774, Abu Dhabi - United Arab Emirates  
T +971 2 406 8888 F +971 2 4068899 E info@miral.ae

[www.miral.ae](http://www.miral.ae)