



# MIRAL SUPPLIER USER MANUAL

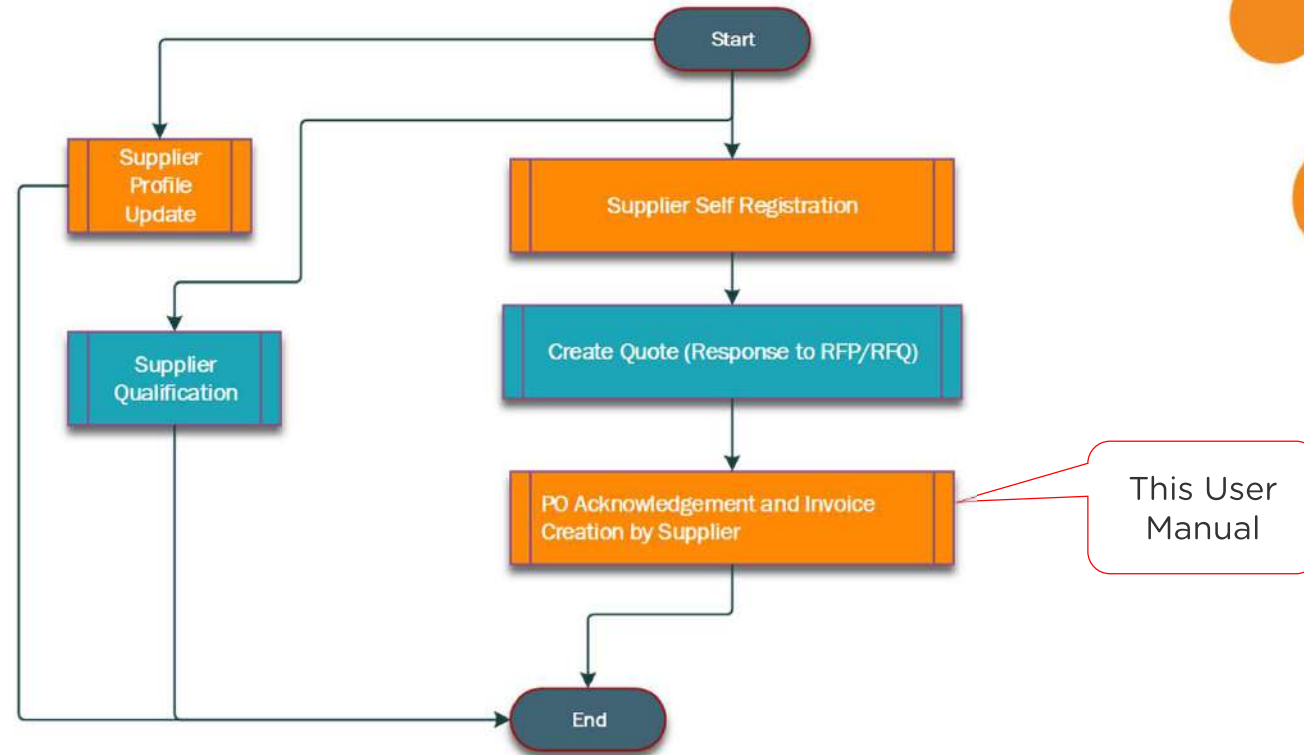
Supplier Portal – PO Acknowledgement and Invoice Creation by Supplier

# RELEVANT USER MANUALS

Document Name	Document Used
Miral Supplier Portal User Manual - Supplier Self Registration	During Supplier's Registration
Miral Supplier Portal User Manual - Supplier Profile Update	During Supplier's profile update like Bank Accounts, Contacts, Addresses, Products & Services
Miral Supplier Portal User Manual - PO Acknowledgement and Invoice Creation by Supplier	During Supplier's Acknowledgement of Purchase Order & Creation of Invoice
Miral Supplier Portal User Manual - Create Quote	While participating in Negotiations (Submitting Response to RFPs/ RFQs)
Miral Supplier Portal User Manual - Supplier Qualification	While participating in qualification (Submitting Responses to Registration Questions)

This User Manual

# APPLICATION OF USER MANUALS



# TABLE OF CONTENTS

1. RESET PASSWORD (refer to slide 18 to 22 of user manual for Supplier Self Registration)
2. ACKNOWLEDGE PURCHASE ORDER
3. INVOICING A PURCHASE ORDER





## Acknowledge Purchase Order

Acknowledge Purchase Order by navigating to it through the [Manage Orders](#)

MySource  
Supplier Portal

Search: Orders Order Number

Tasks

- Orders
  - Manage Orders**
  - Acknowledge Schedule of Deliveries
- Channel Programs
  - Manage Programs
- Shipments
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Update ASN or ASBN
  - View Receipts
  - View Returns
- Consigned Inventory
  - Review Consumption Advice
- Invoices and Payments
  - Create Invoice
  - View Invoices

Requiring Attention

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Orders to Acknowledge

Recent Activity  
Last 30 Days

No data available

Transaction Reports  
Last 30 Days

No data available

Supplier News

**Important Notice**

As communicated during 2021 and into 2022, Farah Experiences LLC has moved to a new ERP software



- 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

**MySource**

Purchase Order: MYD-PO-23-000239

**Acknowledge** **View PDF** **Actions** **Refresh** **Done**

**Main**

**General**

<b>Sold-to Legal Entity</b> Jemas LE	<b>Supplier</b> Byrne Equipment Rental (L.L.C)	<b>Ordered</b> 1,764,950.00 AED
<b>Bill-to BU</b> Miral Development	<b>Supplier Site</b> MAIN	<b>Description</b> Tal Moreeb - PDT (60 Man Camp)
<b>Order</b> MYD-PO-23-000239	<b>Supplier Contact</b> Emily Stracey	<b>Source Agreement</b>
<b>Status</b> Pending Supplier Acknowledgment	<b>Bill-to Location</b> Miral Corporate	<b>Supplier Order</b>
<b>Buyer</b> Sally O'Neill	<b>Ship-to Location</b> Miral Corporate	
<b>Creation Date</b> 21-Aug-2023		

**Terms** Notes and Attachments

<b>Required Acknowledgment</b> Document	<b>Shipping Method</b>	— Requires signature
<b>Acknowledgment Due Date</b> 22-Aug-2023	<b>Freight Terms</b>	— Pay on receipt
<b>Payment Terms</b> Check Special Note	<b>FOB</b>	— Confirming order

[https://enpk-test.fa.em8.oraclecloud.com/fscm/ll/faces/EndOverview?\\_af=...](https://enpk-test.fa.em8.oraclecloud.com/fscm/ll/faces/EndOverview?_af=...)

# Acknowledge Document (Purchase Order): MYD-PO-23-000239

**Accept** **Reject** **View PDF** **Cancel**

Main

Click on Accept to accept the Acknowledgement

Click on reject if you are not delivering the products or services

## General

<b>Sold-to Legal Entity</b> Jernas LE	<b>Supplier</b> Byrne Equipment Rental (L.L.C)	<b>Ordered</b> 1,764,950.00 AED
<b>Order</b> MYD-PO-23-000239	<b>Supplier Site</b> MAIN	<b>Description</b> Tal Moreeb - PDT (60 Man Camp)
<b>Status</b> Pending Supplier Acknowledgment	<b>Supplier Contact</b> Emily Stracey	<b>Source Agreement</b>
<b>Buyer</b> O'Neill, Sally	<b>Bill-to Location</b> Miral Corporate	<b>Supplier Order</b> <input type="text"/>
<b>Creation Date</b> 21-Aug-2023	<b>Ship-to Location</b> Miral Corporate	<b>Communication Method</b> E-Mail
		<b>Email</b> emilys@byrnerental.com

## Terms Notes and Attachments

<b>Required Acknowledgment Acknowledgment Due Date</b> Document 22-Aug-2023	<b>Payment Terms</b> Check Special Note — Pay on receipt
<b>Acknowledgment Note</b> <input type="text" value="we are accepting to deliver the product's/ services"/>	<b>Shipping Method</b> — Confirming order
	<b>Freight Terms</b> FOB

Enter the Acknowledgment note to the Purchase order



Main

General

**Sold-to Legal Entity** Jernas LE  
**Order** MYD-PO-23-000239  
**Status** Pending Supplier Acknowledgment  
**Buyer** O'Neill, Sally  
**Creation Date** 21-Aug-2023

**Supplier** Byrne Equipment Rental (L.L.C)

**Warning** X

The document will be accepted. Do you want to continue? (PO-2055013)

OK Cancel

Click on OK to accept the acknowledgment

**Ship-to Location** Miral Corporate

**Ordered** 1,764,950.00 AED  
**Description** Tal Moreeb - PDT (60 Man Camp)  
**Source Agreement**  
**Supplier Order**   
**Communication Method** E-Mail  
**Email** emilys@byrnerental.com





## Invoicing a Purchase Order

Once GRN is approved for PO you will receive an email to post/ submit your invoice

Navigate to the Supplier Portal and click on [Create Invoice](#)

**MySource**  
Supplier Portal

Search: Orders | Order Number: [ ]

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Channel Programs**
  - Manage Programs
- Shipments**
  - Manage Shipments
  - Create ASN
  - Create ASBN
  - Upload ASN or ASBN
  - View Receipts
  - View Returns
- Consigned Inventory**
  - Review Consumption Advances
- Invoices and Payments**
  - Create Invoice**
  - View Invoices
  - View Payments

**Requiring Attention**

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Orders to Acknowledge: 2  
Schedules Overdue or Due Today: 1  
Negotiation Messages: 1  
Invoices Overdue: 1

**Recent Activity**  
Last 30 Days

Negotiation Invitations	1
Orders opened	1
Receipts	1

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	1.16K AED
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**Supplier News**  
**Important Notice**

As communicated during 2021 and into 2022, Farah Experiences LLC has moved to a new ERP software system from the 11<sup>th</sup> of January, 2022. It is critical that you log into the Farah Supplier Portal in order to:



The screenshot shows the 'Create Invoice' form in the MySource system. The form is divided into several sections: 'Supplier', 'Customer', 'Invoice Details', and 'Attachments'. Red callout boxes with arrows point to the following fields:

- 'Identifying PO' (dropdown menu)
- 'Remit-to Bank Account' (dropdown menu)
- 'Invoice Number' (text input)
- 'Invoice Date' (calendar icon)
- 'Invoice Type' (dropdown menu)
- 'Attachments' (checkbox)
- 'Customer Taxpayer ID' (dropdown menu)
- 'Add Attachment' button

The 'Lines' section contains a table with columns: Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, Unit Price, UOM. The 'Summary Tax Lines' section contains a table with columns: Line, Regime, Tax Name, Tax Jurisdiction, Tax Status, Rate Name, Percentage, Per Unit, Amount.

- Select the PO against which the invoice will be created – this will auto – populate address, supplier site and customer taxpayer 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 an Attachment required by Miral, such as Delivery Note
- Click on  to match the Invoice with PO Lines



### Select and Add: Purchase Orders

**Search** Advanced Saved Search

\*\* Purchase Order    
\*\* Creation Date

\*\* Consumption Advice

**Search Results**

View

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Order
Number	Line	Schedule	Number	Line				
MC-PO-000...	1	1				Adobe Photoshop II...	Miral Corporate	

**Annotations:**

- Choose the PO from list and click on Search
- Select the Lines to Match Invoice and click Ok
- Click on Ok

### MySource

#### Create Invoice

Invoice Actions

Identifying PO: MC-PO-000379  
Supplier: Waves Computer Supplies  
Taxpayer ID:   
Supplier Site: MMH  
Address: Office #1503, Red Tag Building, Nayda Street Al Nakhasya Area, Abu Dhabi, Abu Dhabi, United Arab Emirates

Remit-to Bank Account:   
Unique Remittance Identifier:   
Unique Remittance Identifier Check Digit:   
Description:   
Attachments:

Customer:  Name: MIRAL LLC  
Address:

Invoice Number: Miral001  
Invoice Date: 15-Jun-2023  
Type: Invoice  
Invoice Currency: AED - UAE Dirham  
Payment Currency: AED - UAE Dirham

* Number	Type	* Number	* Line	* Schedule	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
1	Item	MC-PO...	1	1			Adobe Photoshop license t...	Miral Corporate		1	1	1160	EA

Summary Tax Lines

**Annotations:**

- Click on Invoice Actions to calculate Tax for Invoice
- Click on Submit, your Invoice will be Submitted for Miral to Review and Accept



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

This is Dev1 POD.

# MySource

Create Invoice

Invoice Actions Save Save and Close Submit Cancel

Identifying PO: MC-PO-003375  
Supplier: Waves Computer Supplies  
Taxpayer ID:  
Supplier Site: MAIN  
Address: Office #1303, Red Tag Building, Nayfa Street Al Markazyia Area, Abu Dhabi, Abu Dhabi, United Arab Emirates

Remit-to Bank Account:  
Unique Remittance Identifier:  
Unique Remittance Identifier Check Digit:  
Description:  
Attachments: Test Attachment1.docx  
Tax Control Amount:

Invoice Number: Miral001  
Invoice Date: 15-Jun-2023  
Type: Invoice  
Invoice Currency: AED - UAE Dirham  
Payment Currency: AED - UAE Dirham

Customer:  
Customer Taxpayer ID:  
Name: Miral LLC  
Address:

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM
1	Item	MC-PO	1	1				Adobe Photoshop license f...	Miral Corporate		1	1	1160	Ea
Total														

Summary Tax Lines



# THANK YOU!



## GET IN TOUCH

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Visit us [here](#)

