NMDC Supplier Registration User Guide

V 1.0 - Oct 2024

Preface

This document is prepared to use for NMDC Supplier Invoice Registration through NMDC Supplier Portal. This document will guide the suppliers systematically to be enter the invoice against the purchase orders.

This document contains the following sections to guide suppliers to complete the invoice registration process.

1. Supplier Login Process.
2. Browsing Supplier Purchase Orders, PO Receipts, View Invoices and View Payments.
3. Supplier Invoice Entry / Registration against Purchase Orders.

Supplier Registration through NMDC Web Site

Process Steps

Step: 1

Open Internet Explore/Google Chrome.

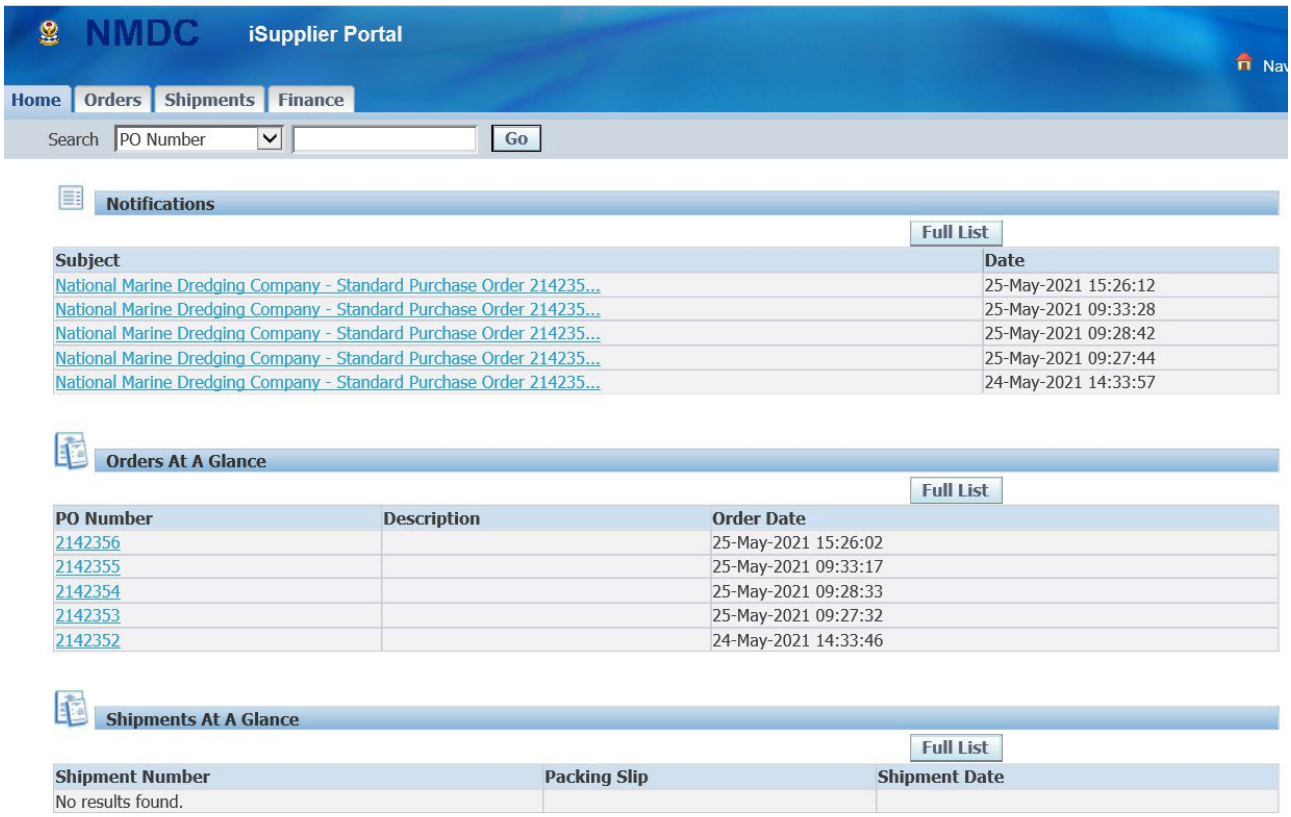
Step: 2

Enter URL:

http://supplier.nmdc.ae/

Step: 3

Click the Tab "Home"



Notifications
Orders At a Glance

This section shows the top 5 purchase orders approved with date.

NMDC Supplier Portal Orders Page

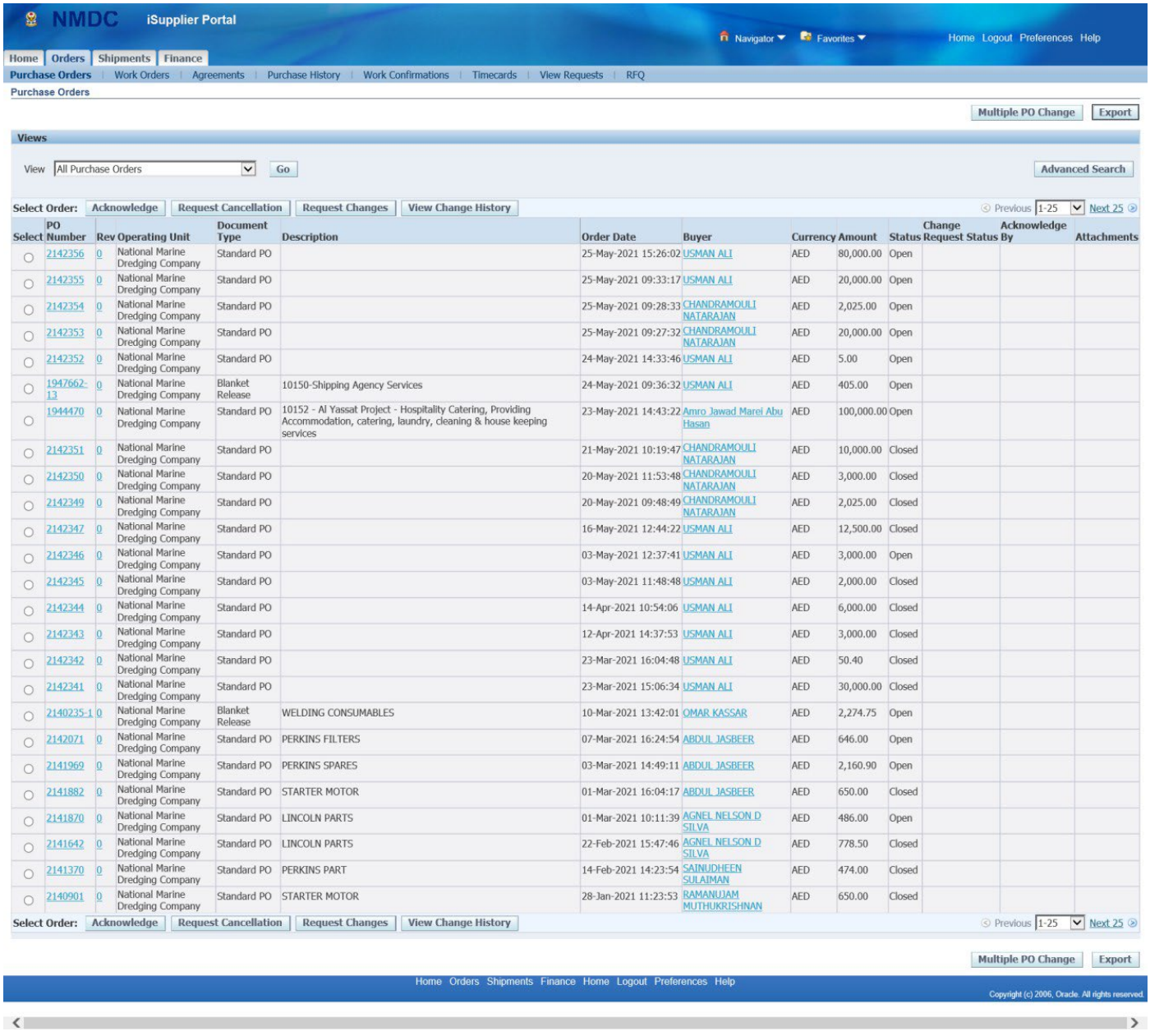
Step 1: Select View → All Purchase Orders

Step 2: Click GO button.

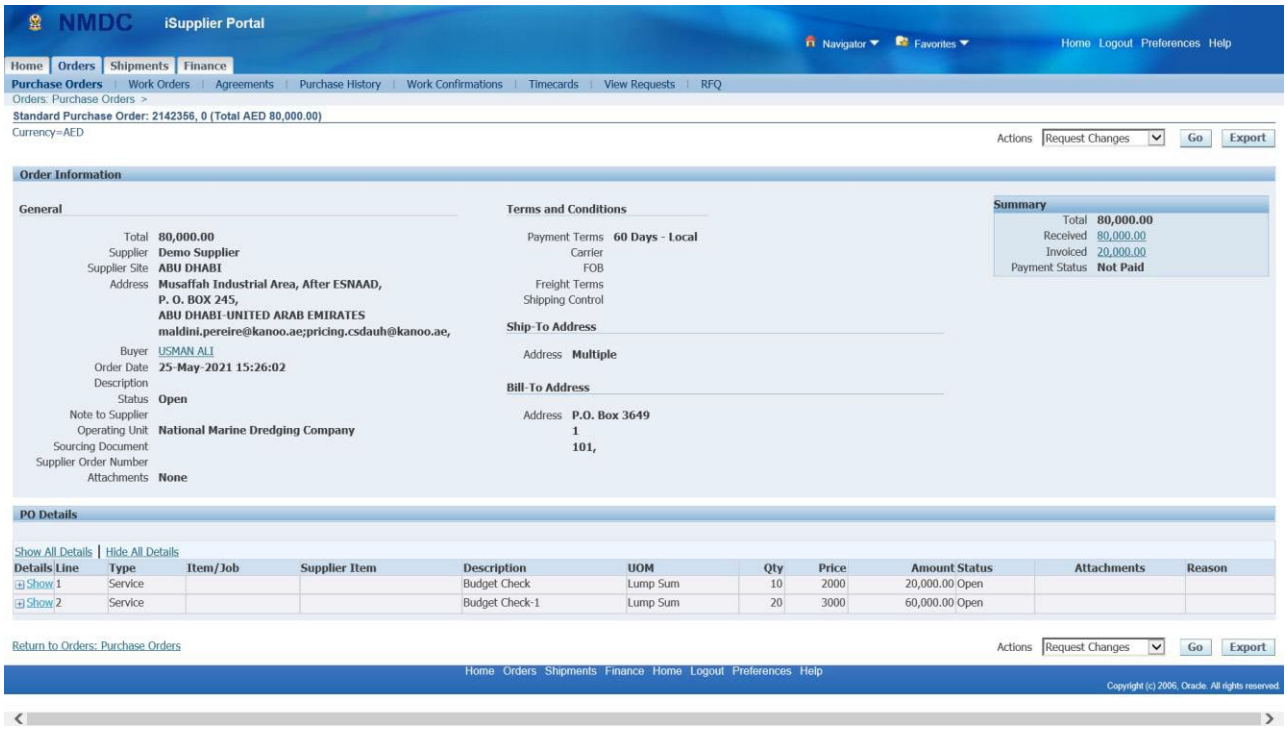
Supplier can see all purchases list with status "Open" & "Close" Open:

Still some material/service need to be delivered.

Close: material/service fully delivered and paid.



Click on PO Order number link (to see the more inside details of the purchase order)



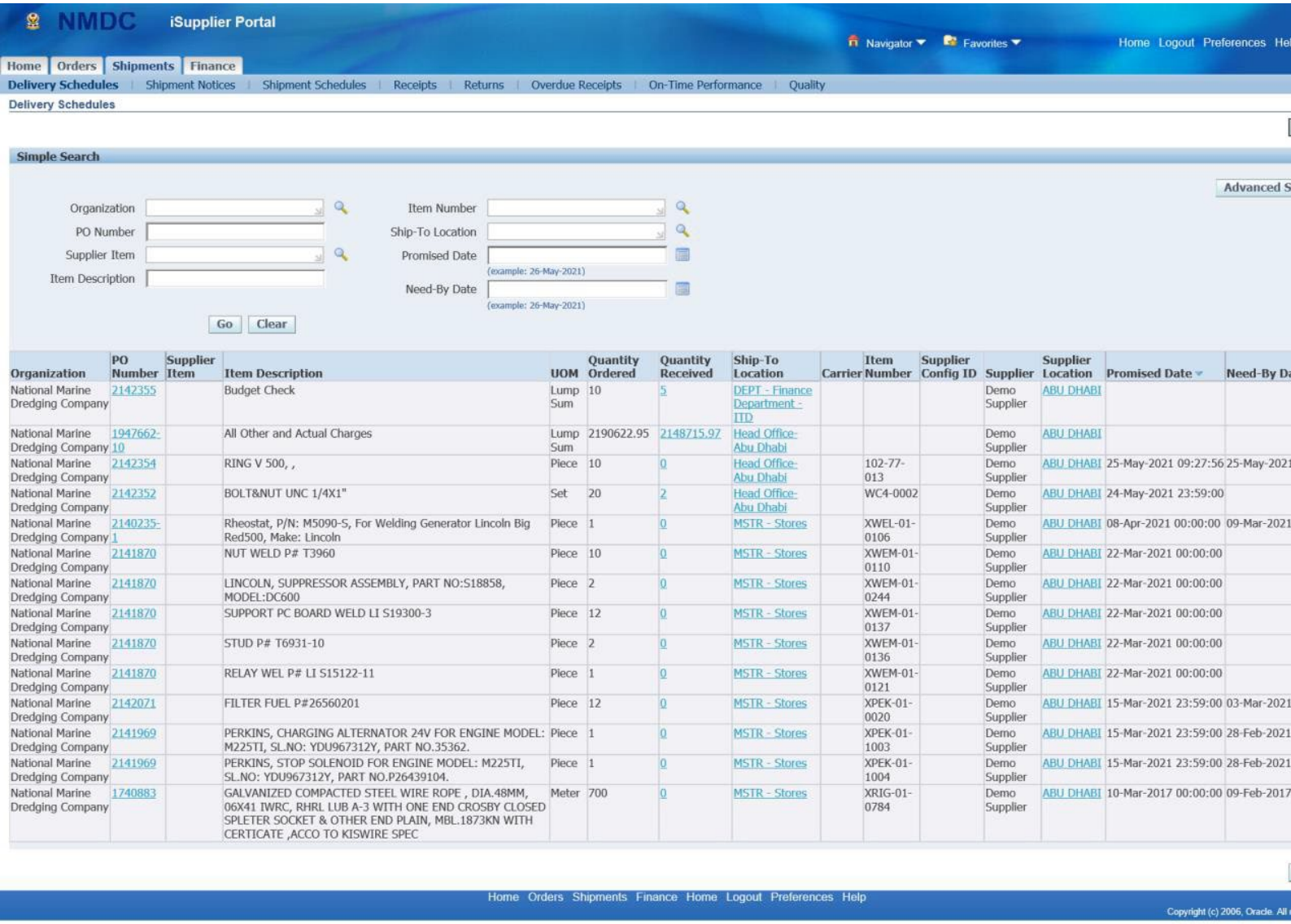
NMDC Supplier Portal Shipments Page

Step 1: Click on Shipments Tab

Step 2: Enter PO Number –OR- Click GO button.

Supplier can see all Shipments and PO details with Quantity Ordered and Quantity Received by NMDC.

Supplier can see the Promise Date for each PO line to schedule the coming shipments for remaining quantity.



NMDC Supplier Portal Finance Page (View Invoices)

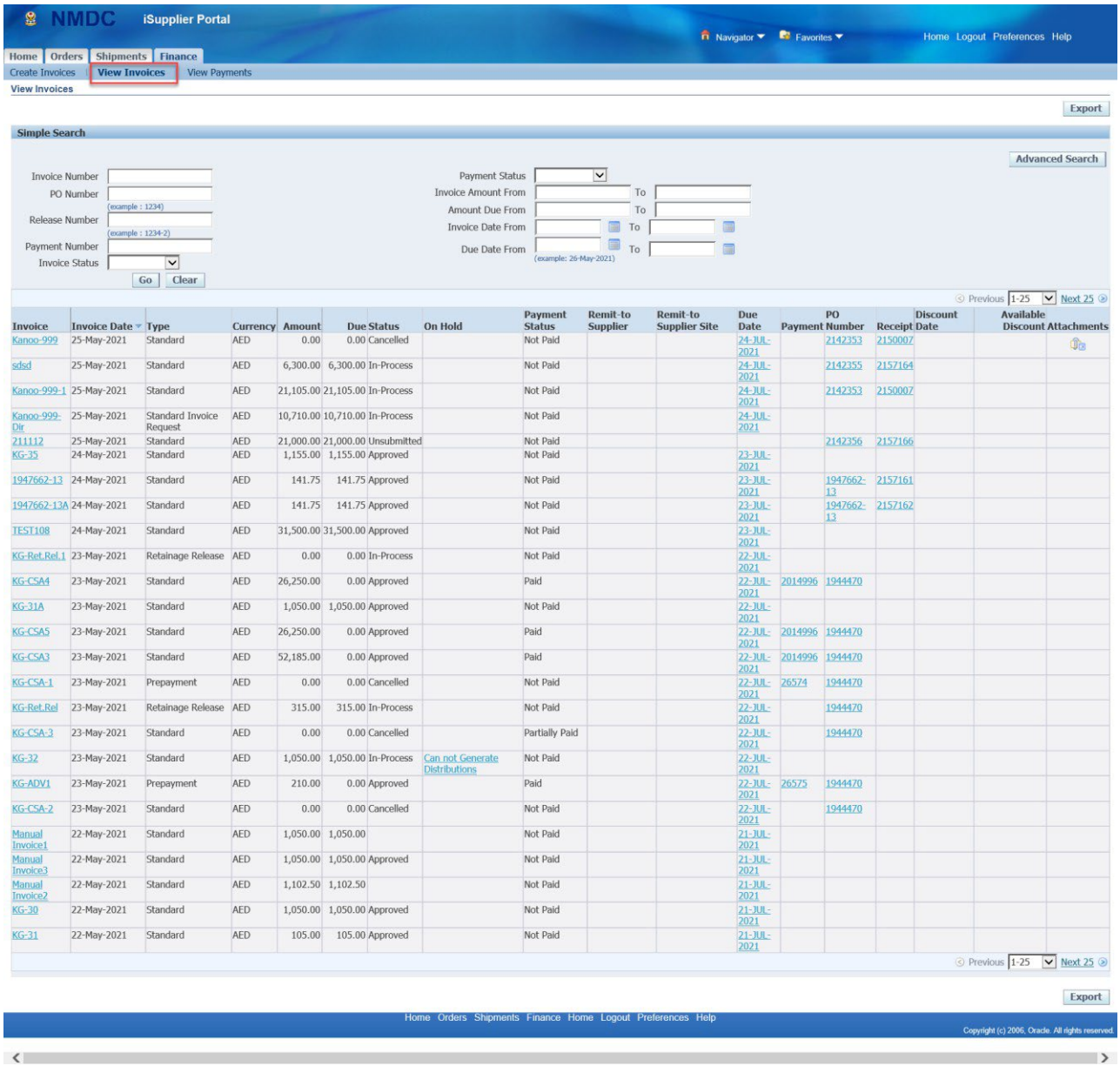
Step 1: Click on Finance Tab

Step 2: Click Link "View Invoices"

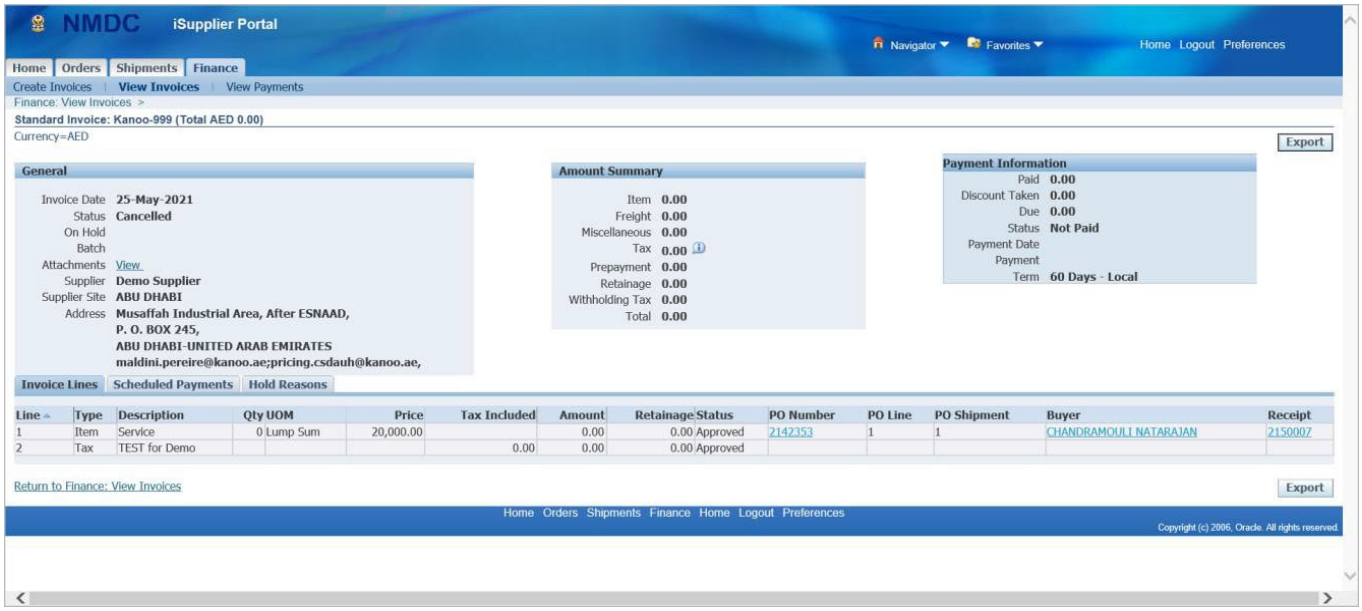
Step 3: Enter Search Parameters and Click GO button

Supplier can see all previously entered invoice with following status.

Status: Approved, In-Process, Unsubmitted, Canceled Payment Status: Paid, Not Paid



Click the Invoice Number link to see the inside invoice details.



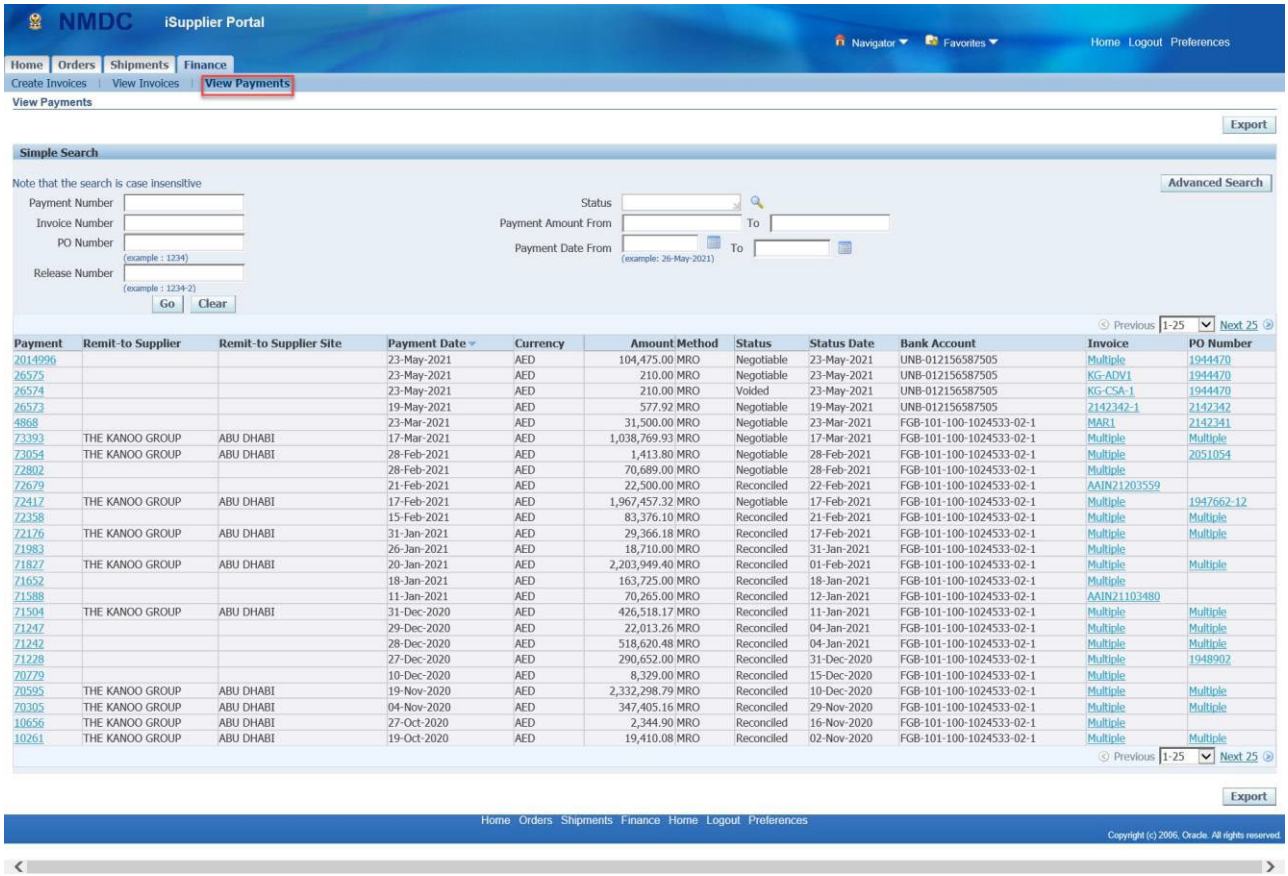
NMDC Supplier Portal Finance Page (View Payments)

Step 1: Click on Finance Tab

Step 2: Click Link "View Payments"

Step 3: Enter Search Parameters and Click GO button.

Supplier can see all previously processed payments against invoices with details.



NMDC Supplier Portal Finance Page (Create Invoice Standard)

Requirements:

1. You should know the right PO# provided by NMDC for your order.
2. Scan your invoice and save in pdf to attach while entering the invoice on portal.

Step 1: Click on Finance Tab

Step 2: Click Link "Create Invoice"

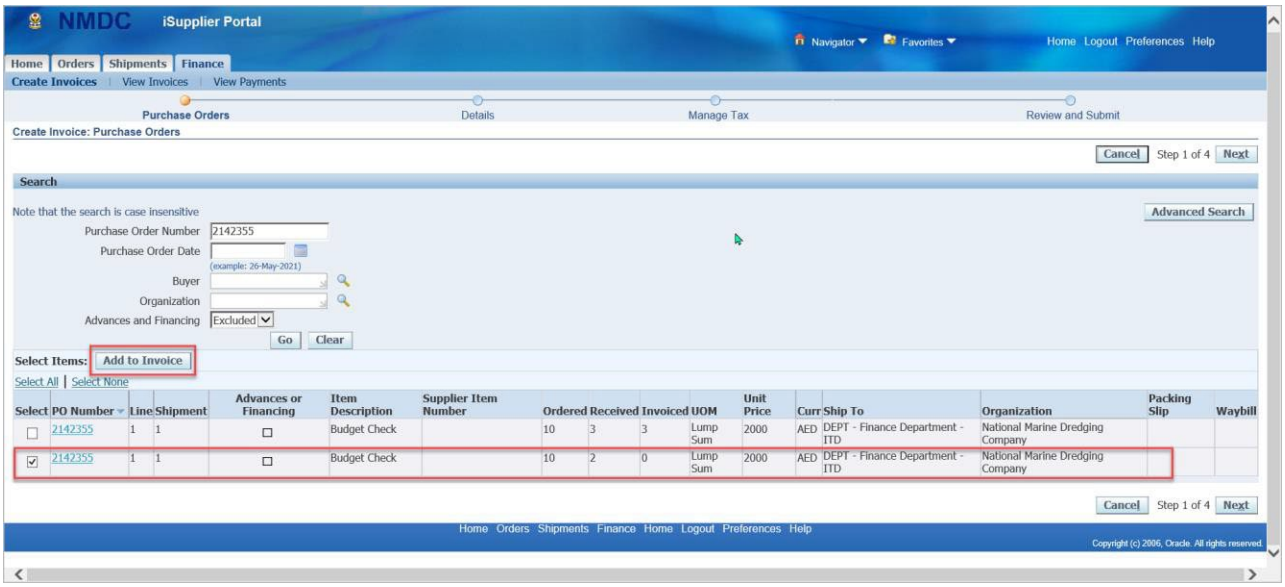


Press GO button.

Step 1: Enter Purchase Order Number (for which you want to submit invoice) Step 2:

Click GO button.

Step 3: Select the PO line and Press "Add to Invoice" button.



Step 3: Enter Purchase Order Number (Second PO number if you want to combine the multiple POs in single invoice)

Step 2: Click GO button.

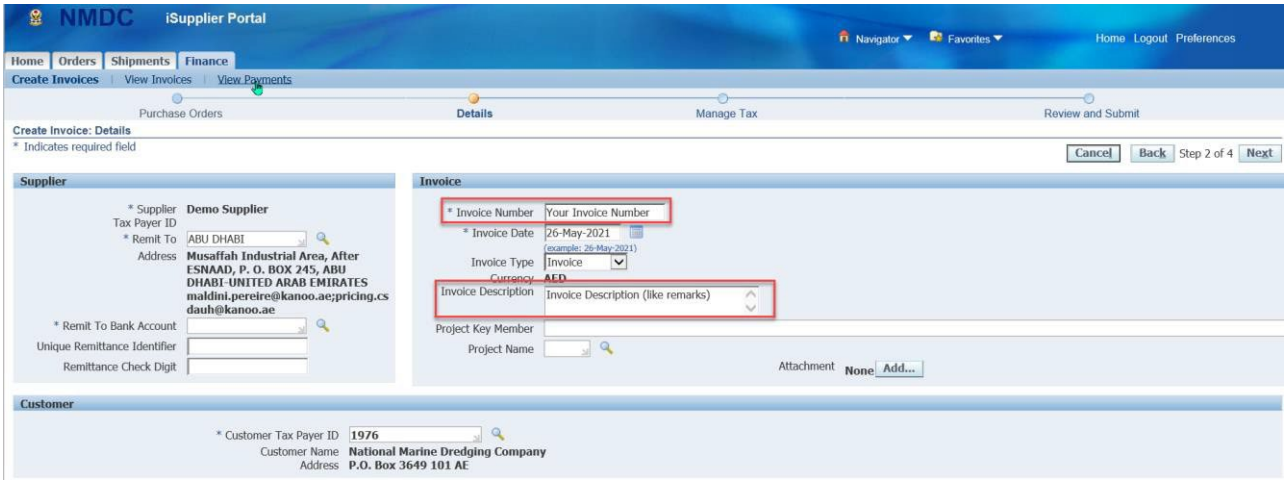
Step 3: Select the PO line and Press "Add to Invoice" button.

(You can repeat these steps for multiple POs)

Step 4: Press "Next" button

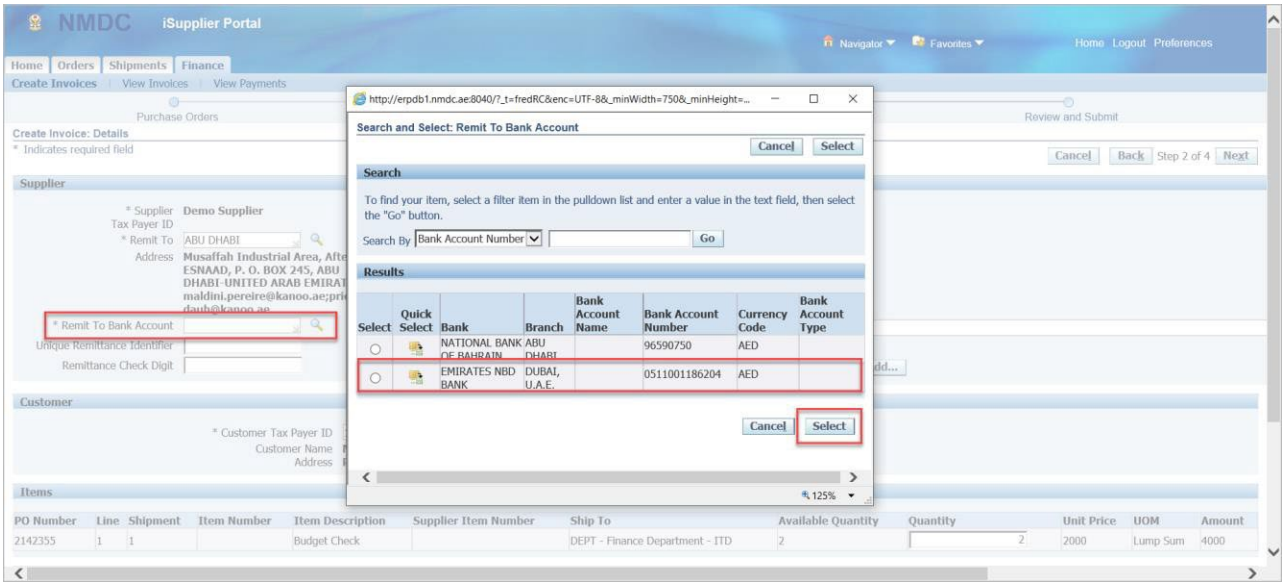
Step 5: Enter Invoice Number (this is number on your physical invoice) Step

Step 6: Enter Invoice Description (like remarks)



Step 7: Select Remit to Bank Account (this is your bank account registered with NMDC where you need payment to be transferred)

Step 8: Click the Search glass, Press GO button on next window opened. Press Radio button an Select button.



Enter Project Code: 0000

Customer Taxpayer ID – Enter % and Press TAB

Requester Email rob@nmdc.ae

Requester First Name Roberto

Requester Last Name Fernandez

1st Point – With a PO:

a. Invoice against an approved Purchase Order (Goods after receipt is created from the Store).

b. Invoice against an approved Purchase Order (Services with two-way matching options).

Note: For GRV and Services close out, kindly be in touch with concerned buyers/procurement officers.

2nd Point – Without a PO:

a. Invoice against signed contracts, work orders, or service agreements.

b. Invoices without any PO/Agreement.

c. other invoices not covered in the 1st Point.

Note: Upon uploading, Invoice controllers will initiate for approval from end users.

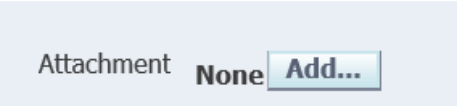
Kindly cooperate and adhere to the specified submission steps.

For any technical issues, please contact usman.ali@nmdc-group.com.

For username and password reset, reach out to abdulhakim.alhashmi@nmdc-group.com or mojan.george@nmdc-group.com

Step 9: Scan your original Invoice (file size less than 2MB) Step

10: Press "Add" button under Attachment section.

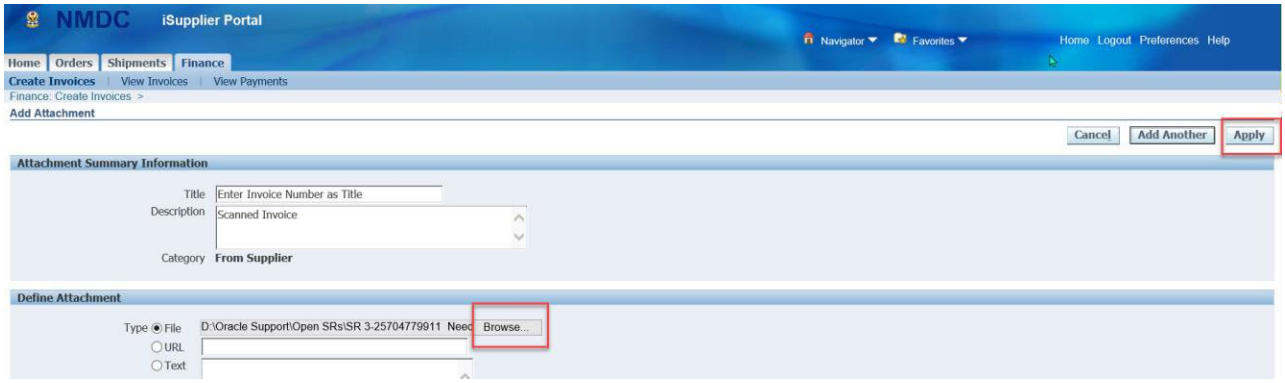


Step 11: Enter Title (Enter Invoice Number as Title)

Step 12: Enter Description (Scanned Invoice)

Step 13: Press "Browse" button and select the file which you scanned and saved in step 9 above.

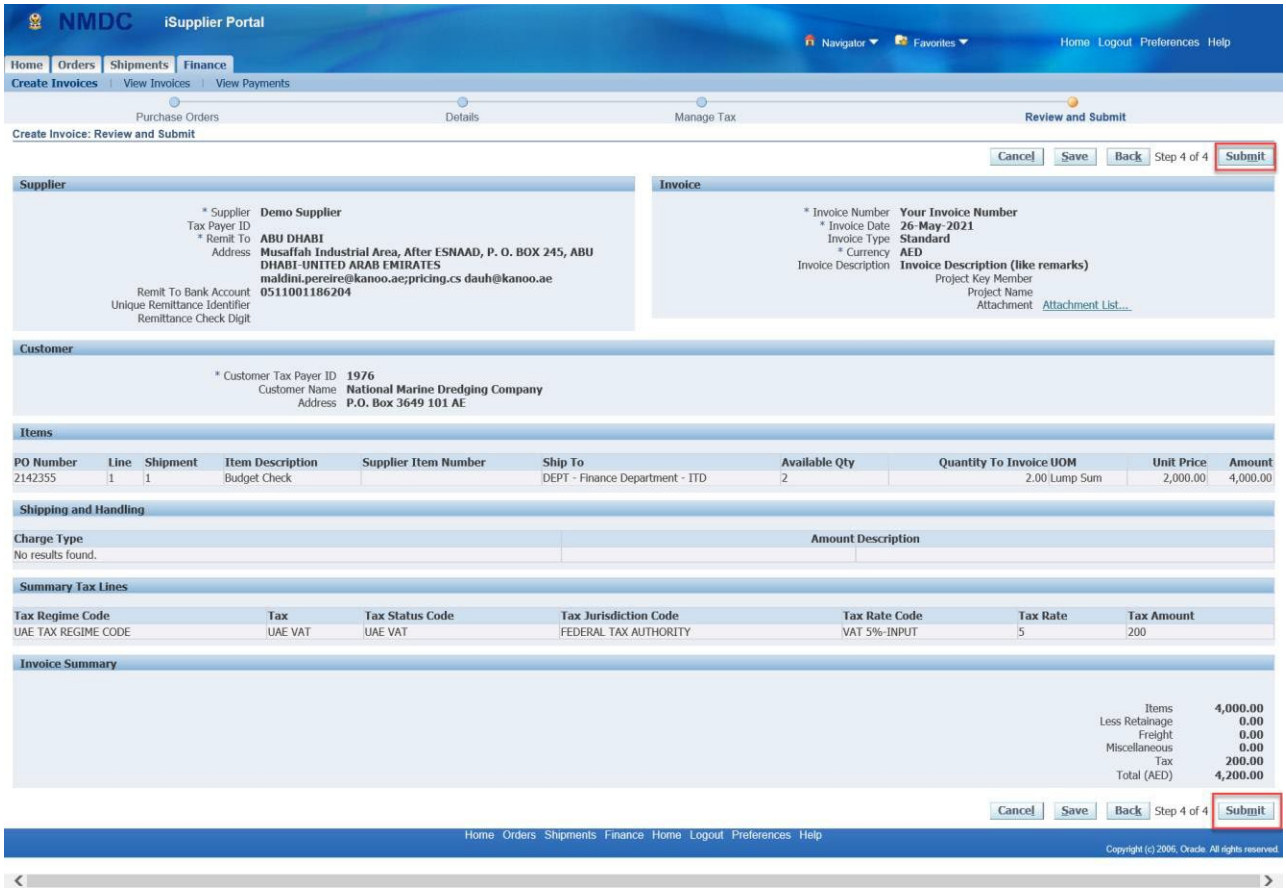
Step 14: Press "Apply" button.



Step 15: Press "Next" button on main invoice page

Step 16: Review the Invoice with Tax Details (if there is any problem in invoice review or tax information, contact NMDC finance)

Step 17: Press "Next" button (Final Review)



Step 18: Press "Submit" button (invoice will be submitted to NMDC)

You will receive the confirmation message for invoice submission.

