

D365 VENDOR USER MANUAL

Table of Contents

Table of Contents.....	2
1. Introduction	3
1.1. Objectives of D365 Implementation	3
2. Vendor Registration.....	3
2.1. Log in to Dynamics 365 Enova ERP application	4
2.2. Questionnaire Setup	5
3. Vendor Requests.....	13
3.1. Bank Account Request	13
3.2. Document Request	15
3.3. New Legal Entity Request.....	19
3.4. Additional Procurement Category Request	25
4. Bidding Invitation and Tender Submission	28
4.1. Tender proposal submission	28
4.2. Resubmit the bid (Returned bids)	36
5. Managing Invoicing	37
5.1. Submitting vendor invoice	38
6. Help & Support.....	47

1. Introduction

Please refer to the Enova D365 ERP Vendor Training Manual. This guide is designed to help you navigate the new D365 ERP system effectively. As our valued partner, your success is our priority, and we aim to make the transition to this new system as smooth as possible

Dynamics 365 Finance & Operations (F&O) is Microsoft's flagship **enterprise-grade ERP** designed for large, global organizations with complex requirements. While the name "F&O" is still common in the industry, Microsoft has officially split the platform into two primary, deeply integrated applications: **D365 Finance** and **D365 Supply Chain Management**.

This includes the vendor collaboration module a dedicated portal that allows external vendors to interact directly with your ERP system. Instead of relying on manual emails or phone calls, vendors can perform tasks like confirming purchase orders, updating their own profile data, and checking invoice status.

1.1. Objectives of D365 Implementation

The implementation of the D365 ERP system aims to:

- Enhance Transparency: Providing clear visibility into processes and transactions.
- Ensure Compliance: Meeting all regulatory and internal compliance requirements.
- Improve Efficiency: Streamlining processes for quicker turnaround times.
- Foster Better Communication: Facilitating smoother interactions between vendors and Enova.

Our goal is to build a more collaborative and efficient environment that benefits both Enova and our suppliers.

The guide will cover the below comprehensive scenarios:

Registering as a Supplier (If you are a prospective/New Vendor who has not registered with Enova earlier)

- a) Updating Your Profile as an Existing Supplier
- b) Get Invited to a Sourcing Tender and How to Submit Bids
- c) How to participate in Commercial Negotiation and provide Final Offer
- d) Asking Tender-Related Queries
- e) Periodically Updating Your Profile
- f) Frequently Asked Questions (FAQs)
- g) Contact Support

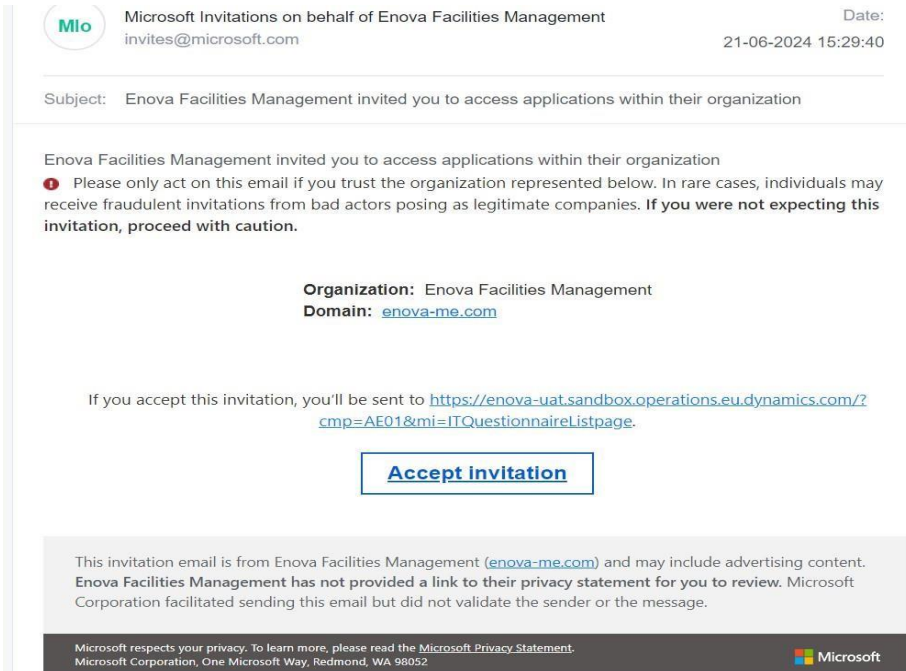
2. Vendor Registration

Note: Vendors already registered on our existing vendor portal (Ariba) will be registered by default in D365 Finance and Operations (D365 FO) and need not go

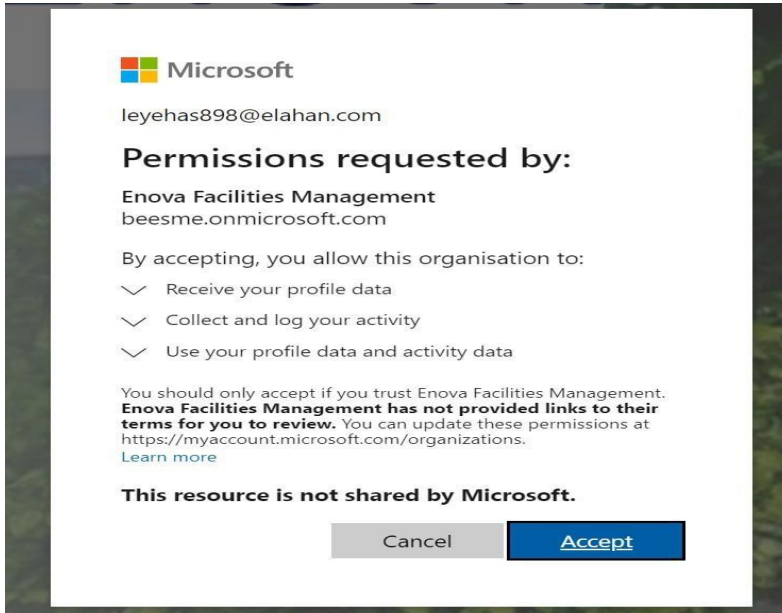
through vendor registration again. For updates on your existing profile, please refer to sections 3.

2.1. Log in to Dynamics 365 Enova ERP application

The vendor will receive an e-mail with an Invitation Link.

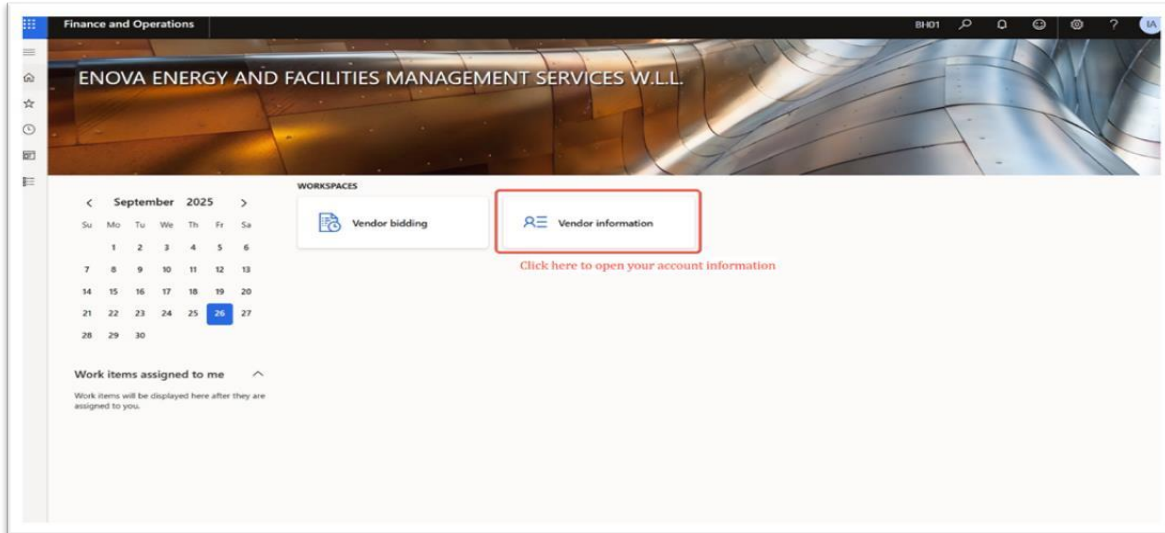


- ✦ Click on Accept Invitation, then you will be directed to the Microsoft Login page.
- ✦ Login with your Email ID and password.
- ✦ Click Accept.

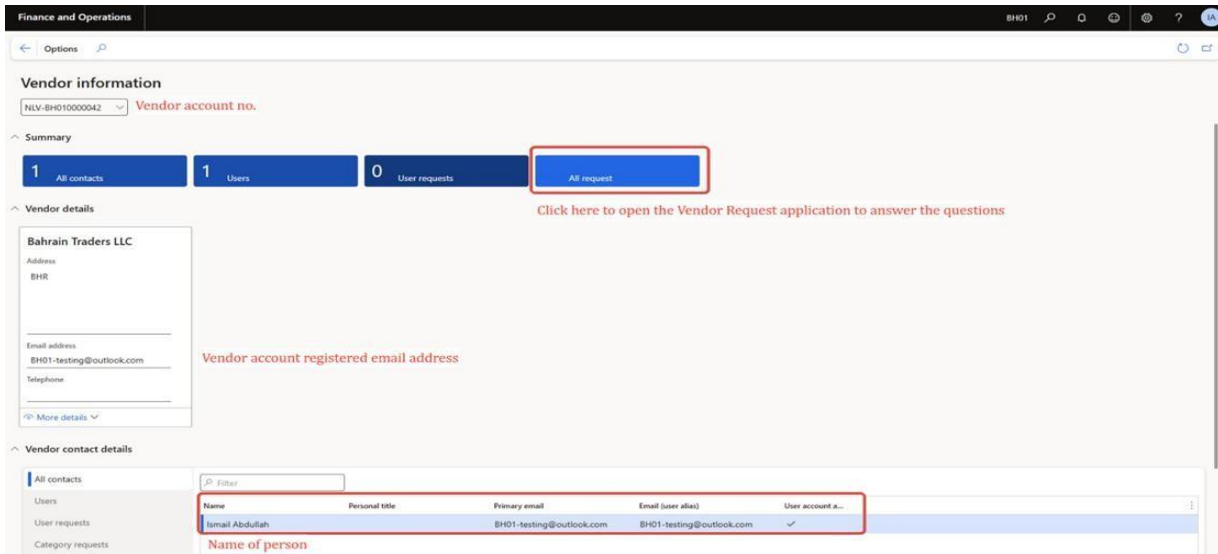


2.2. Questionnaire Setup

- ✚ This is the dashboard of the Vendor Portal. Whenever vendor will login to the portal, this is the home screen of the Vendor Portal system.

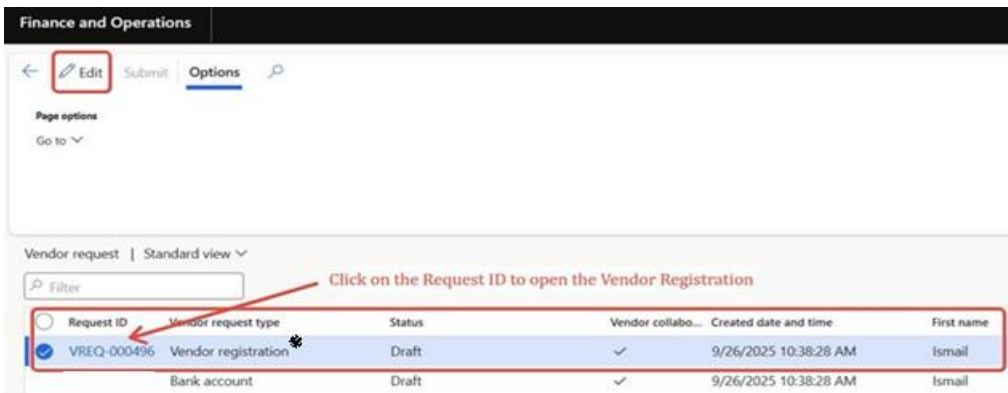


- ✚ Click on the Vendor Information workspace to open the vendor account details.



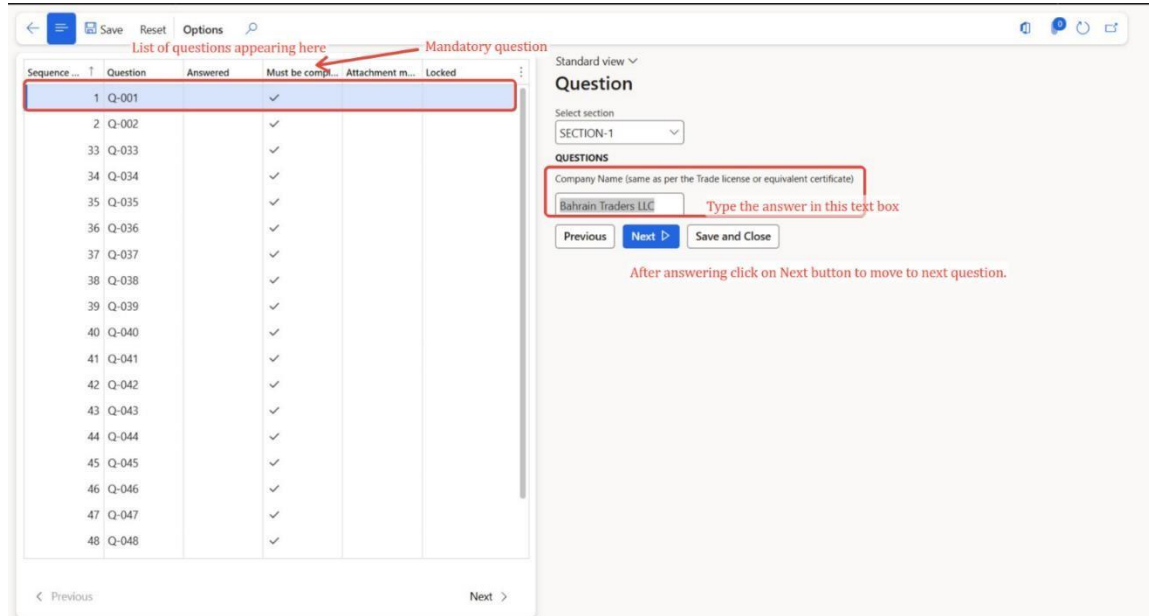
✚ You will see the vendor information here, you can see the Vendor Account, all request like (Vendor Request, Bank Request, Document Request, etc.). To open the Vendor Questionnaire, click on the “All Request” workspace.

Note: Bank request and Document request will not be available for NLV vendor.



✚ Click on the Request ID to open the Questionnaire details to answer the questions.

- ❖ Click on the Question option to open the Questionnaire.



Standard view

Question

Select section
SECTION-1

QUESTIONS

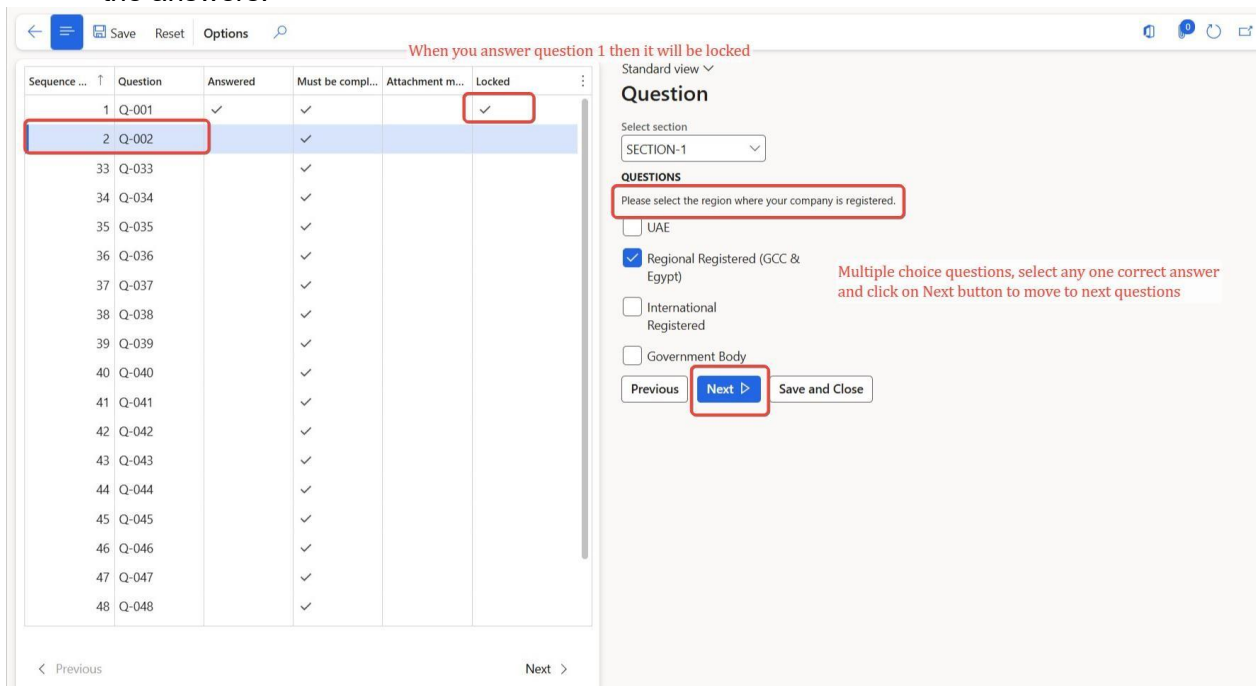
Company Name (same as per the Trade license or equivalent certificate)
Bahrain Traders LLC Type the answer in this text box

Previous Next Save and Close

After answering click on Next button to move to next question.

Sequence ...	Question	Answered	Must be compl...	Attachment m...	Locked
1	Q-001	✓	✓		
2	Q-002		✓		
33	Q-033		✓		
34	Q-034		✓		
35	Q-035		✓		
36	Q-036		✓		
37	Q-037		✓		
38	Q-038		✓		
39	Q-039		✓		
40	Q-040		✓		
41	Q-041		✓		
42	Q-042		✓		
43	Q-043		✓		
44	Q-044		✓		
45	Q-045		✓		
46	Q-046		✓		
47	Q-047		✓		
48	Q-048		✓		

- ❖ In the above screenshot you can see, the question which ask the answering the questions in the plain text box where you can type the answer and click on “Next” button to answer the next set of questions. On left hand side, you can see the summary of the questions and answers, where we can see the check mark on the mandatory questions and check mark on the answers.



Standard view

Question

Select section
SECTION-1

QUESTIONS

Please select the region where your company is registered.

UAE

Regional Registered (GCC & Egypt) Multiple choice questions, select any one correct answer and click on Next button to move to next questions

International Registered

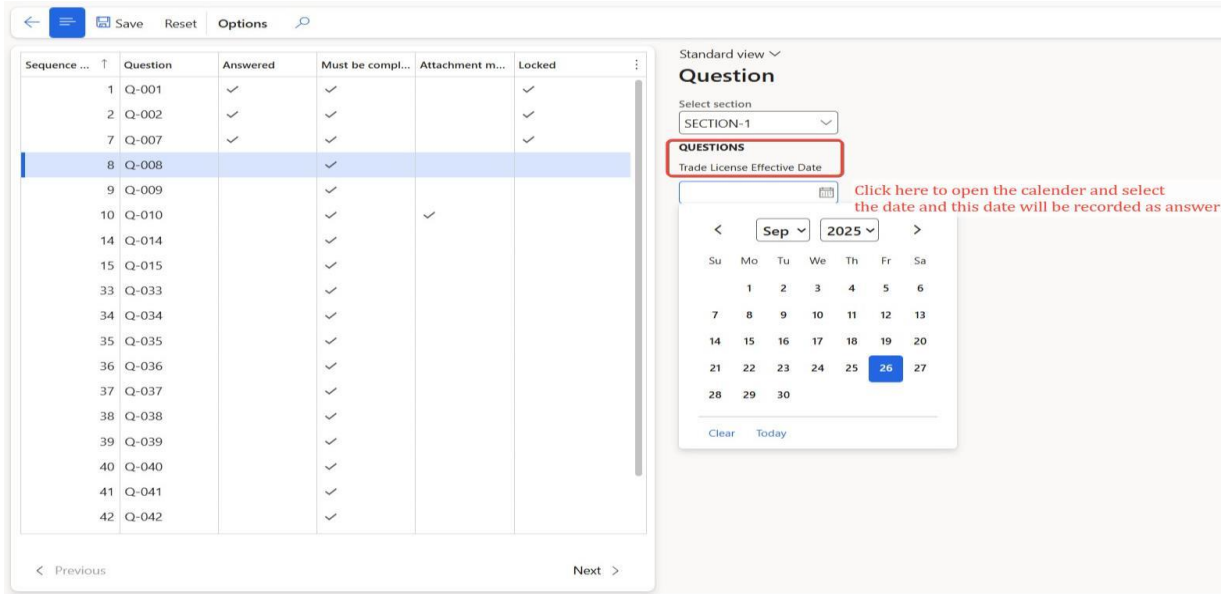
Government Body

Previous Next Save and Close

When you answer question 1 then it will be locked

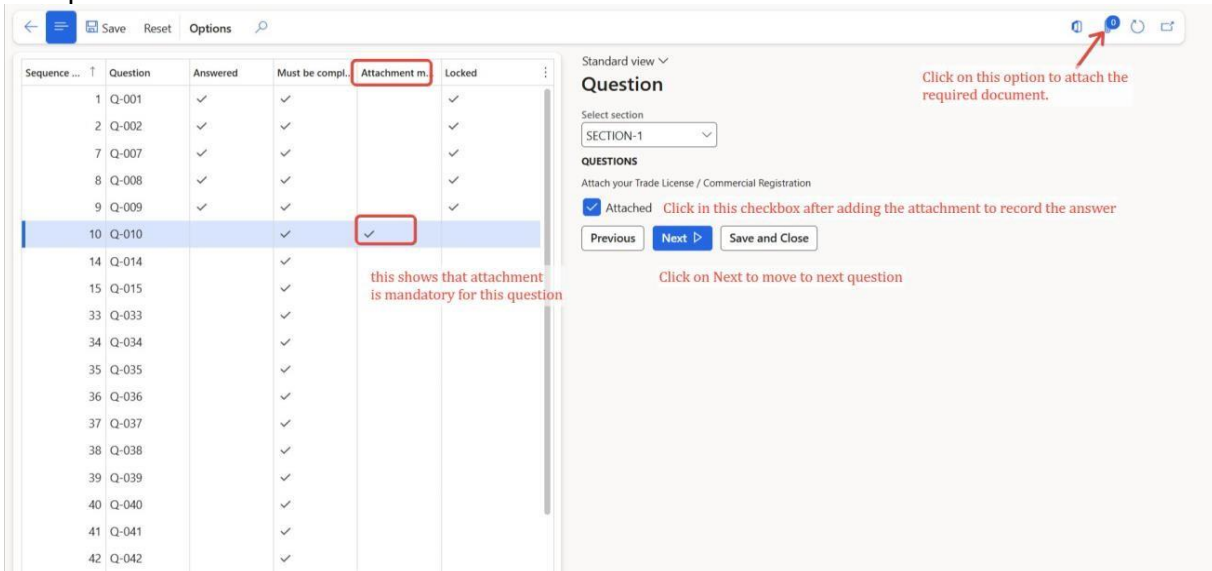
Sequence ...	Question	Answered	Must be compl...	Attachment m...	Locked
1	Q-001	✓	✓		✓
2	Q-002		✓		
33	Q-033		✓		
34	Q-034		✓		
35	Q-035		✓		
36	Q-036		✓		
37	Q-037		✓		
38	Q-038		✓		
39	Q-039		✓		
40	Q-040		✓		
41	Q-041		✓		
42	Q-042		✓		
43	Q-043		✓		
44	Q-044		✓		
45	Q-045		✓		
46	Q-046		✓		
47	Q-047		✓		
48	Q-048		✓		

- ❖ The answer type in above screenshot can be seen as multiple-choice question, where we can select anyone answer out the options. Kindly click in the checkbox in front of the correct answer and click on “Next” option to submit the answer and move to next question.



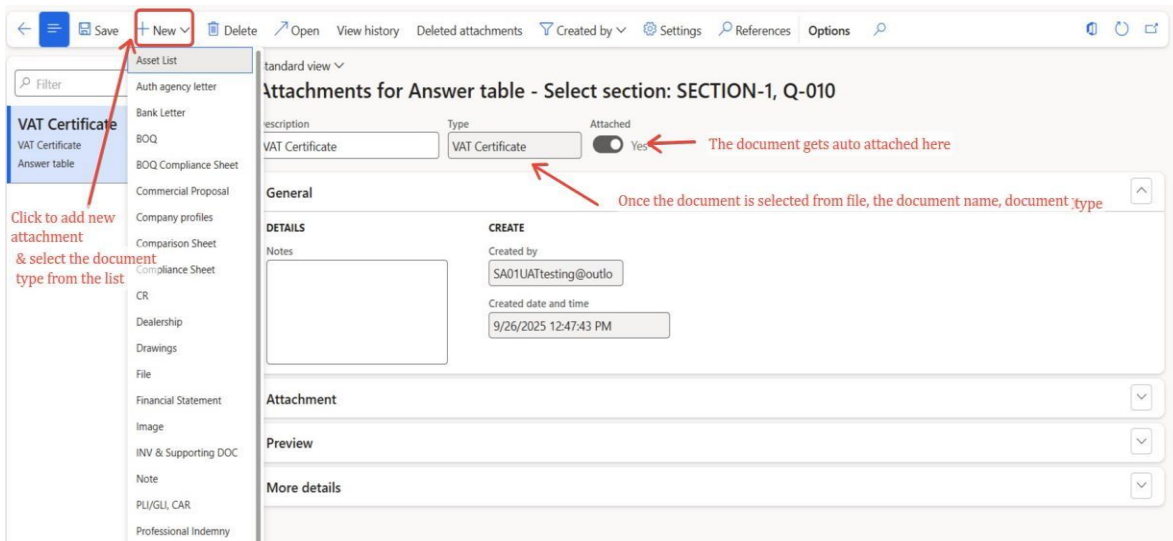
The screenshot shows a question interface with a table of questions and a calendar for selecting a date. The table has columns for Sequence, Question, Answered, Must be compl..., Attachment m..., and Locked. Question 8 (Q-008) is highlighted. The calendar shows the month of September 2025, with the 26th selected. A red box highlights the 'Trade License Effective Date' field, and a red arrow points to the calendar with the text: "Click here to open the calendar and select the date and this date will be recorded as answer".

- ✚ Above screenshot show that, such type of questions requires date as answer and for that click on the calendar option to select the date and the click on “Next” option move to other question.

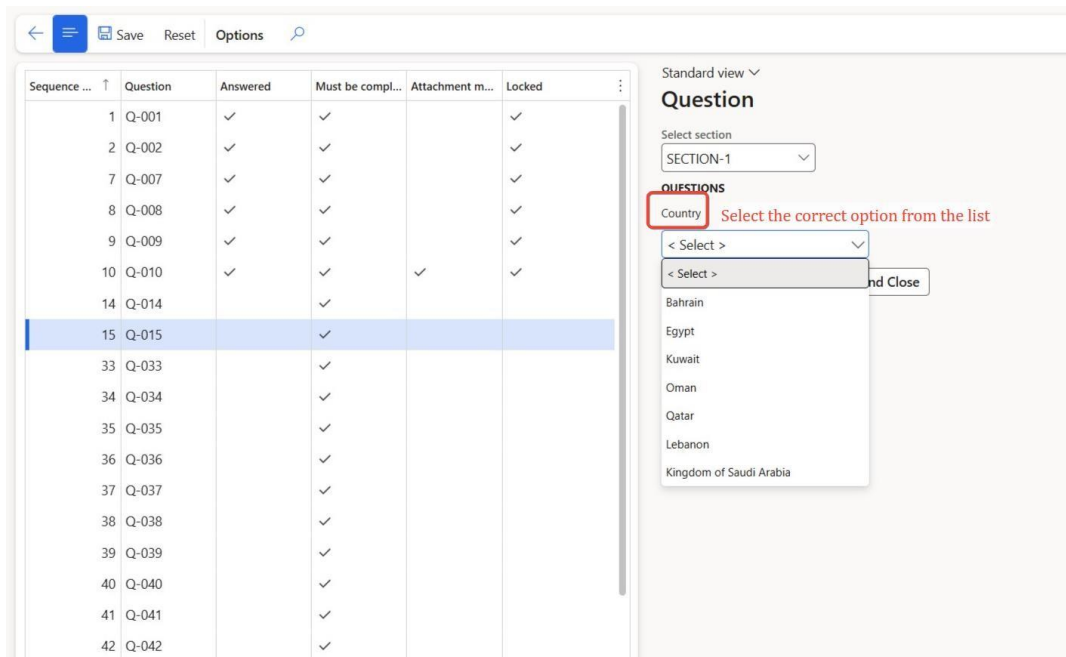


The screenshot shows a question interface with a table of questions and a checkbox for attaching a document. The table has columns for Sequence, Question, Answered, Must be compl., Attachment m., and Locked. Question 10 (Q-010) is highlighted. The 'Attachment m.' column has a red box around a checkbox. A red arrow points to the 'Attach' icon in the top right corner with the text: "Click on this option to attach the required document." Below the table, a red box highlights the 'Attached' checkbox with the text: "Click in this checkbox after adding the attachment to record the answer". Below the question details, a red box highlights the 'Next' button with the text: "Click on Next to move to next question".

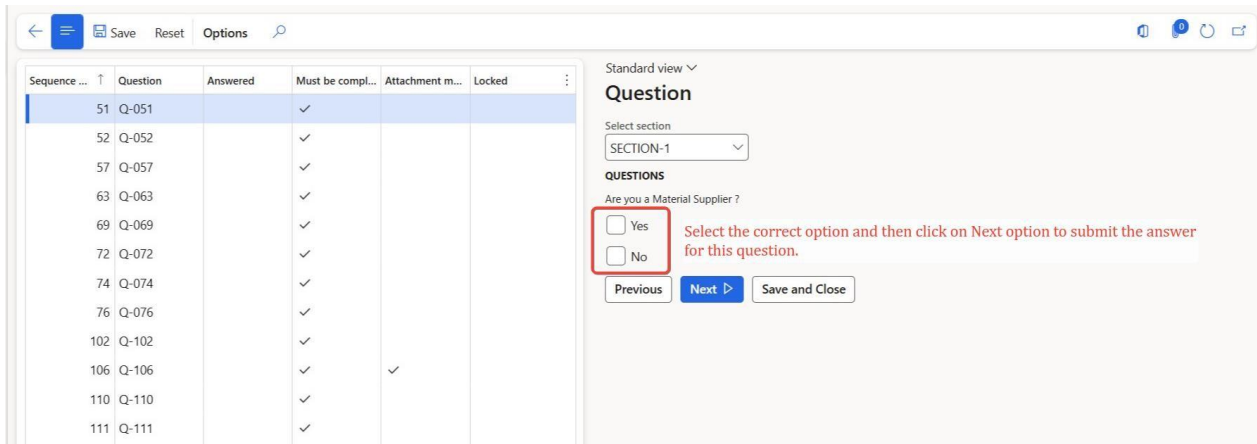
- ✚ Above screenshot, shows that this question requires the attachment of required document as mandatory to mark the answer for this question, after attaching the document as shown in the screenshot above, click in the checkbox with title – Attached and then click on Next so that you answer will be marked and saved.



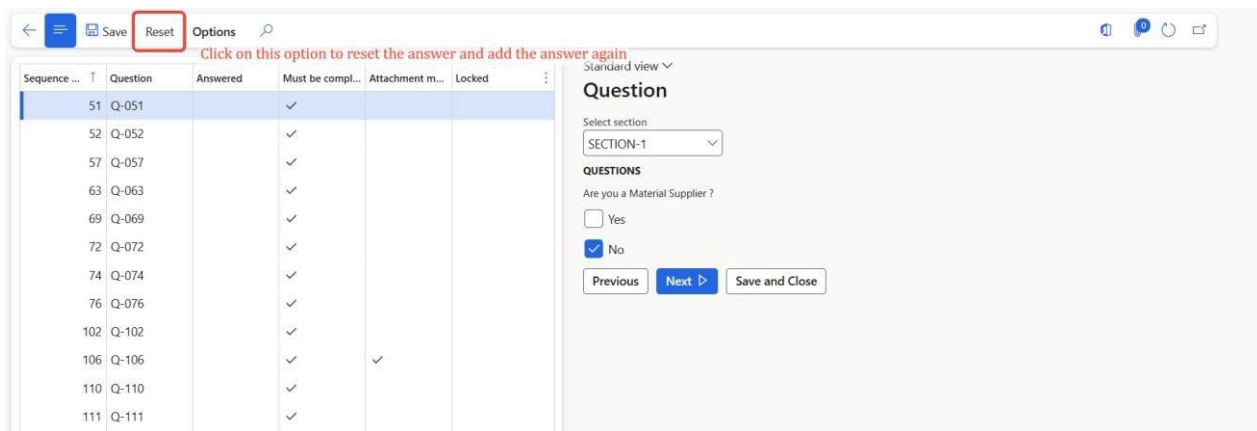
✦ Above Screenshot shoes the steps to attach the document, select the document type, select the document from files, and then add it.



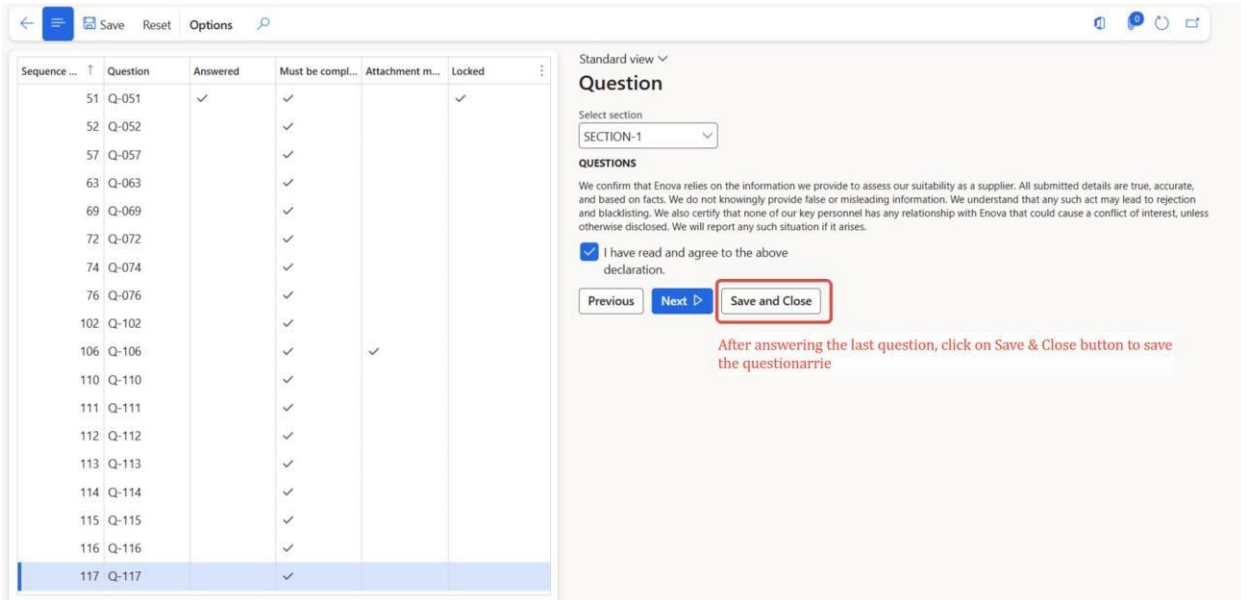
✦ We can see from the above screenshot, that these types of questions require the answer to be selected. Select the correct answer from the list by clicking on anyone option and then click on Next option, to move to other questions.



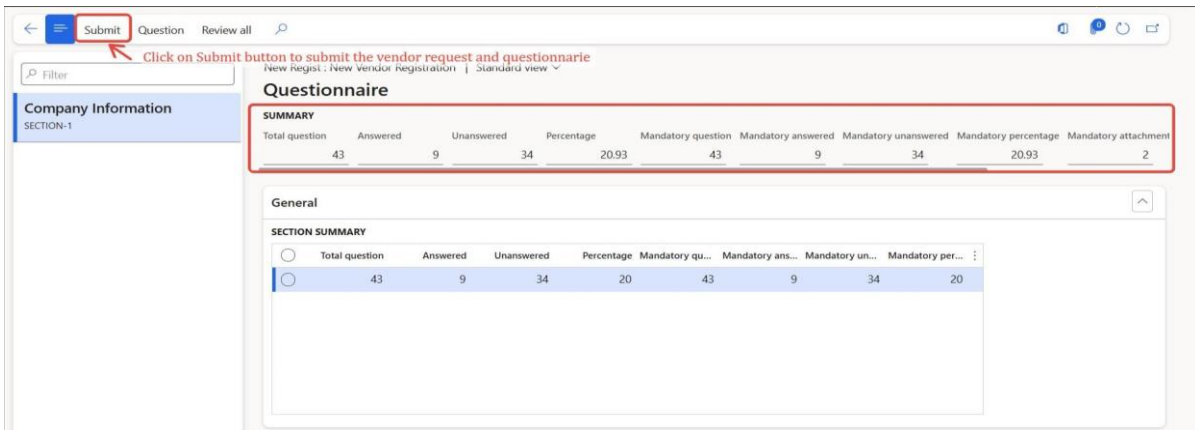
✚ We can see from above screenshot, that such type of questions require answer in Yes / No format. Click on the check box in front of correct option & click on Next option to submit the answer for this question.



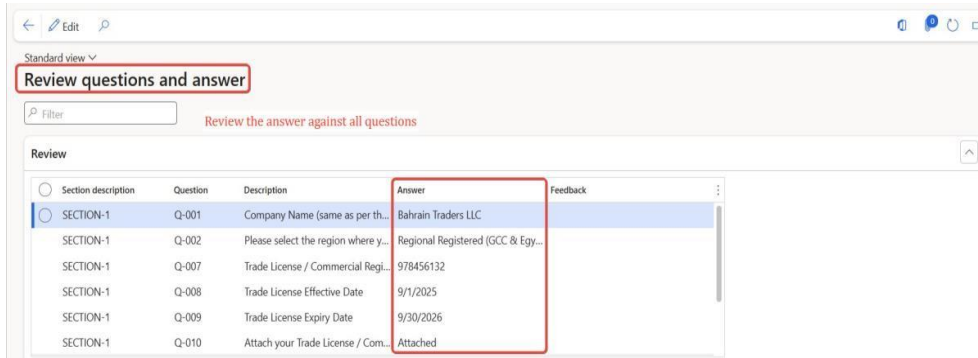
✚ In above screenshot, we can see that, you can click on Reset button to erase the answer and you get chance to answer the question again and then submit the answer. The answer you recorded before will be removed & then you can add the answer and click on Next to answer the next question.



✚ From above screenshot, we can see that, after answering all the questions and after answering last question, click on Save and Close to finally save the answers.



✚ In above screenshot, you can see the Summary of all the questionnaire where we can see the total question, the number of counts on total question, answered, mandatory unanswered and attachments. After answering questions click on Submit.



- ✚ Once the vendor registration request has been evaluated by Enova, you will be notified by email, and you will be able to access the Vendor Collaboration Portal

3. Vendor Requests

This is for you to request for new Bank Account, new Legal Entity, New Procurement category, new document request like Trade License, Public Liability Insurance, TRN no. etc. or if you want to renew the Trade license.

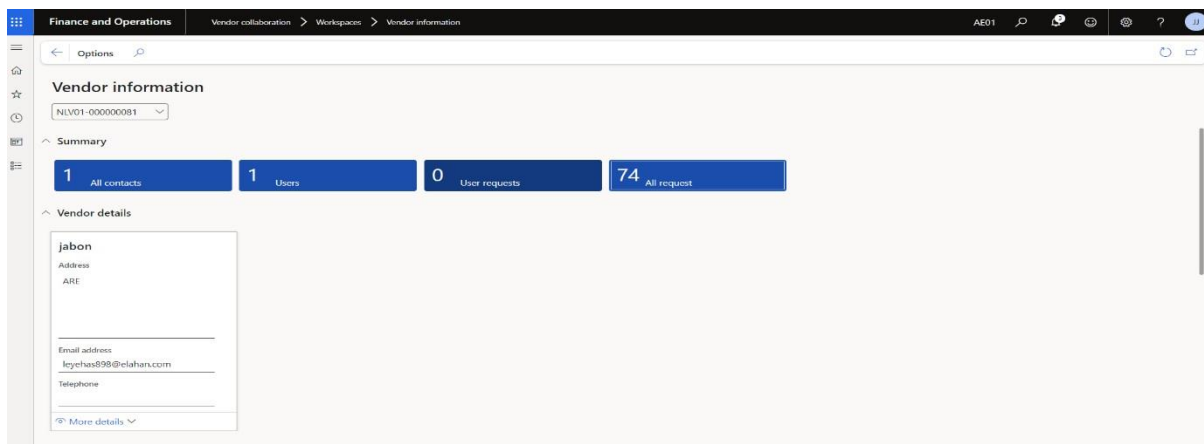
3.1. Bank Account Request

“This functionality is currently disabled.”

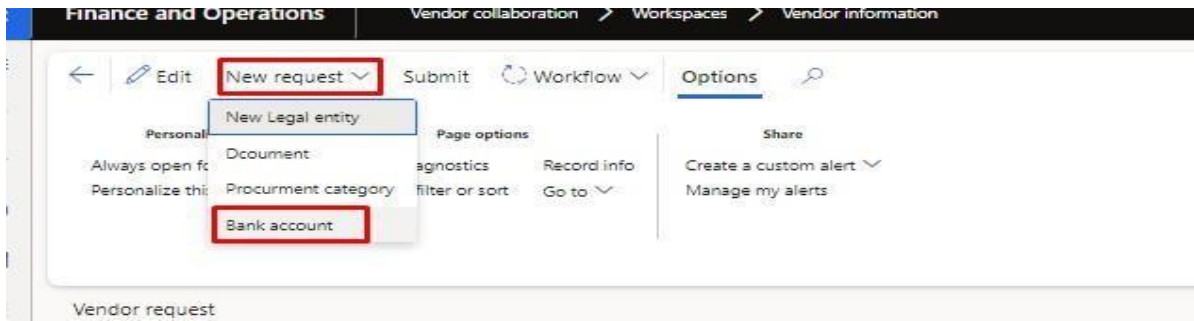
This is to request for new bank account to add to the client for payment process.

- ✚ **Go to Vendor collaboration > Workspaces > Vendor information.**

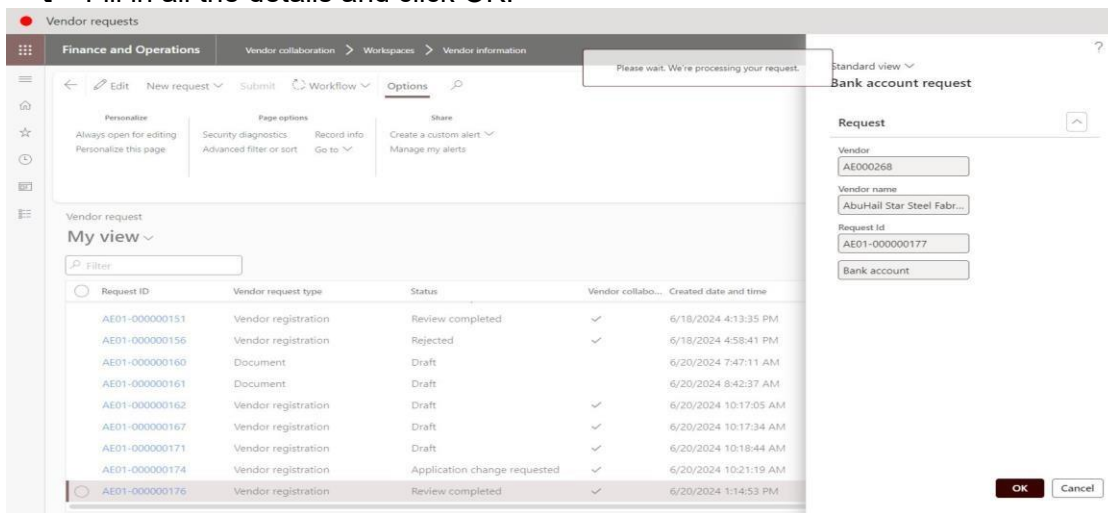
- ✚ Click All request.
- ✚ Click New request.



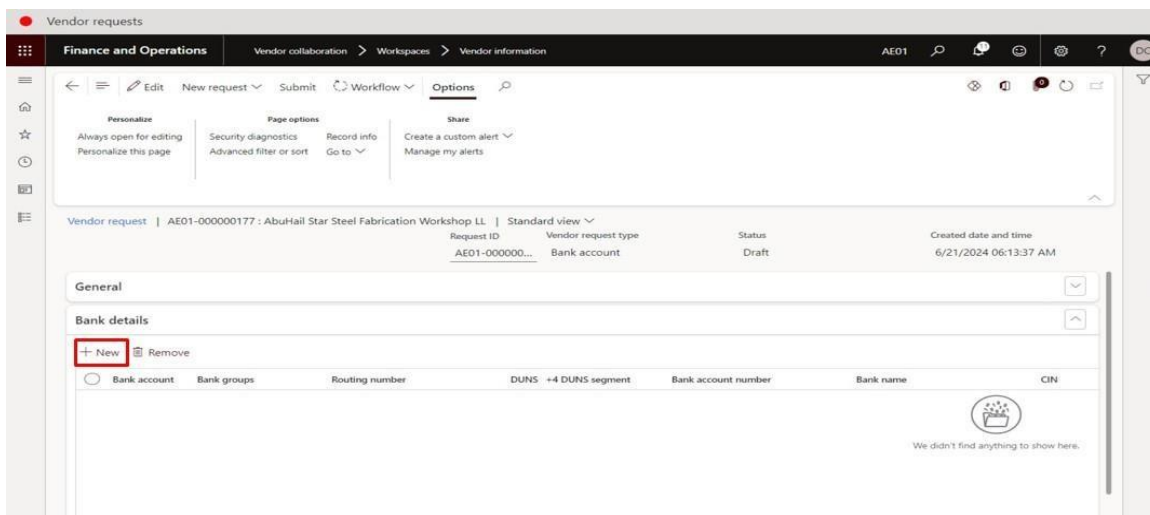
- ✚ Click Bank account.



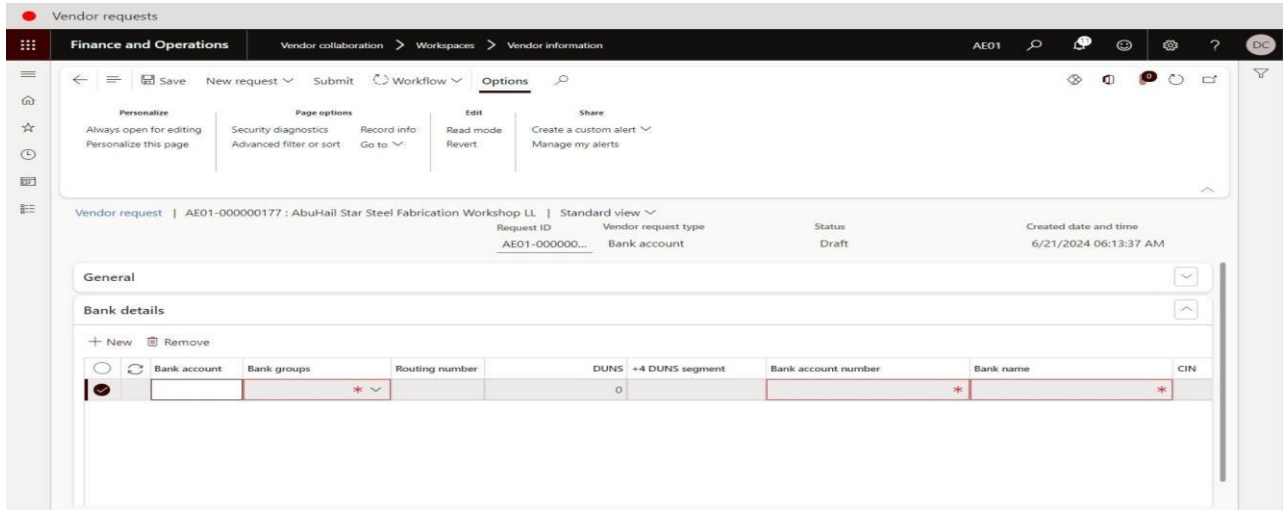
✚ Fill in all the details and click OK.



Click New under “Bank Details” fast Tab.



✚ Fill in all the details, the mandatory fields will be marked in red and the request cannot be saved unless they are filled.



✚ Click Save.

✚ Click Submit, it will go for an approval.

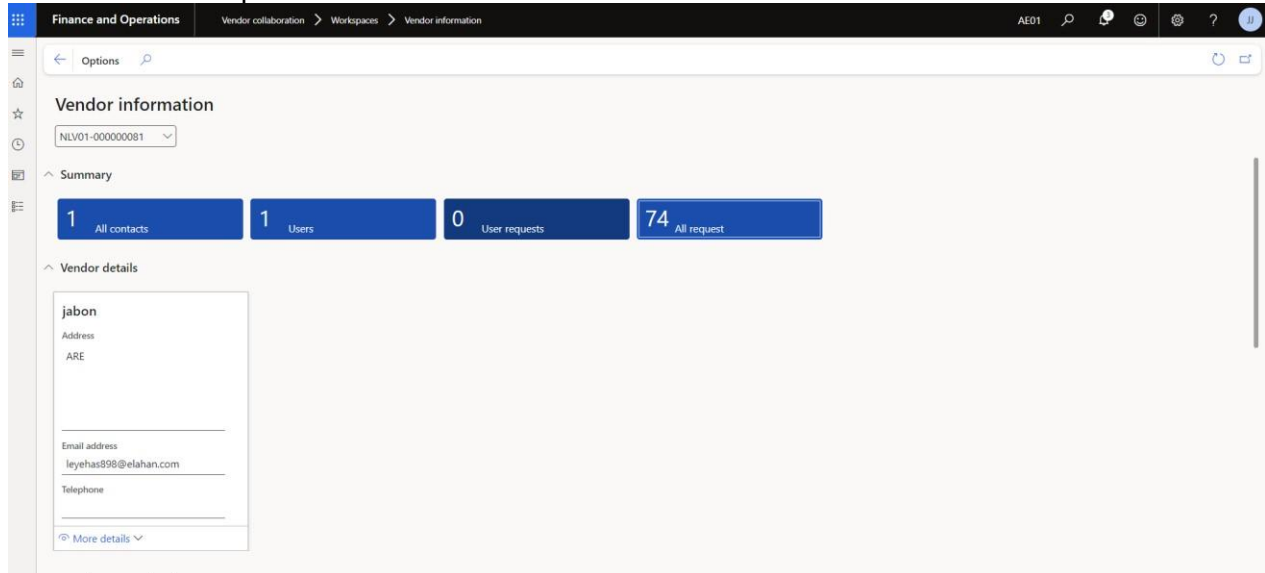
3.2. Document Request

“This functionality is not applicable for new vendors.”

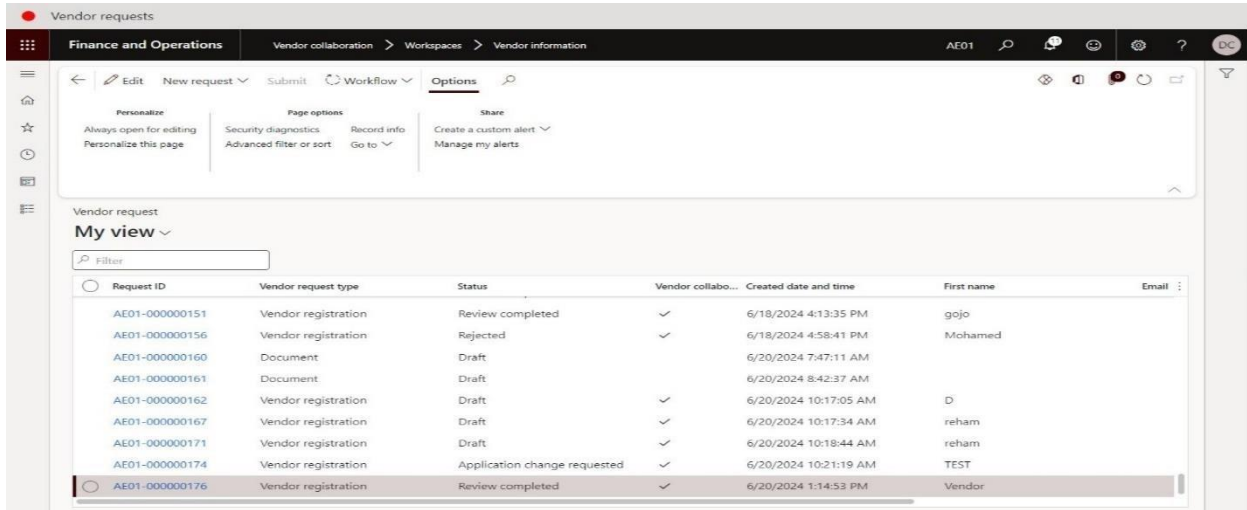
For existing vendors: If any document which are going to expire for example Trade License, Public Liability Insurance etc., you can attach as a new document and submit.

Go to Vendor collaboration > Workspaces > Vendor information.

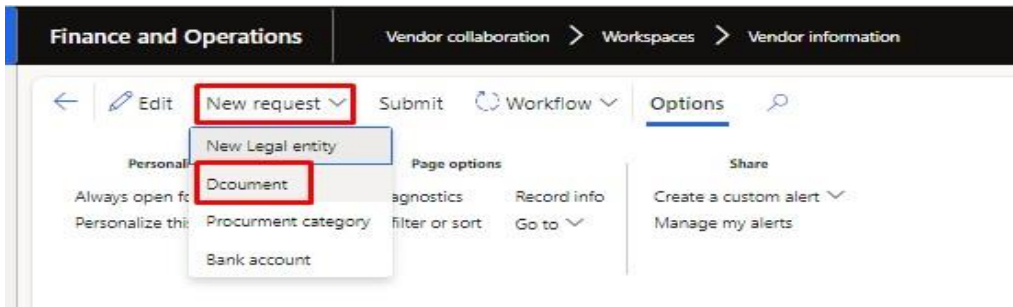
✚ Click All request.



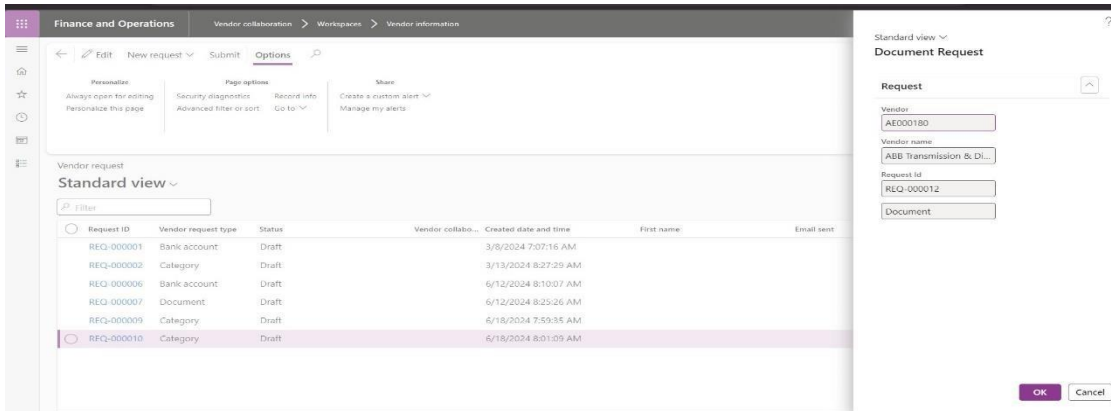
✚ Click New request.



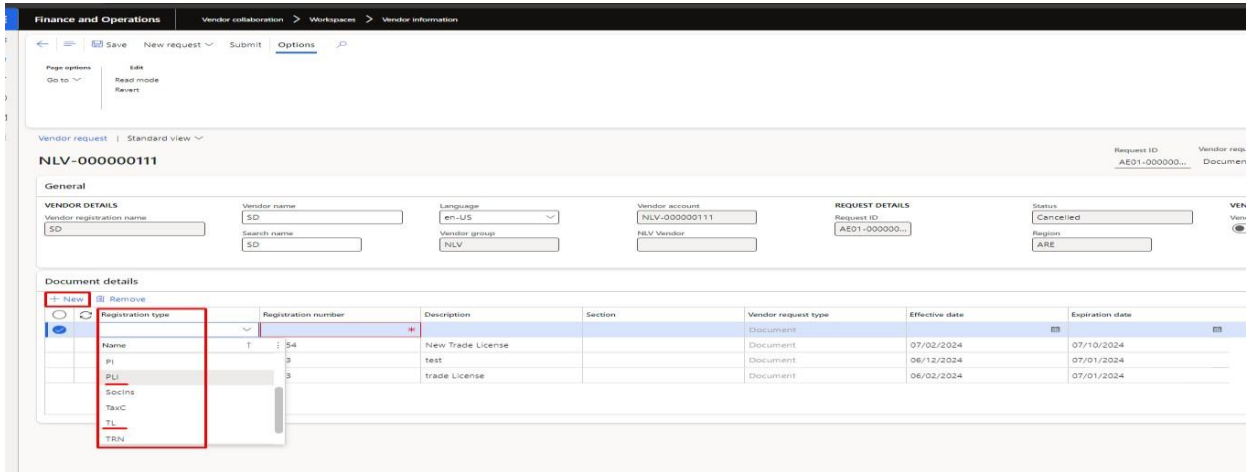
✚ Click on Document.



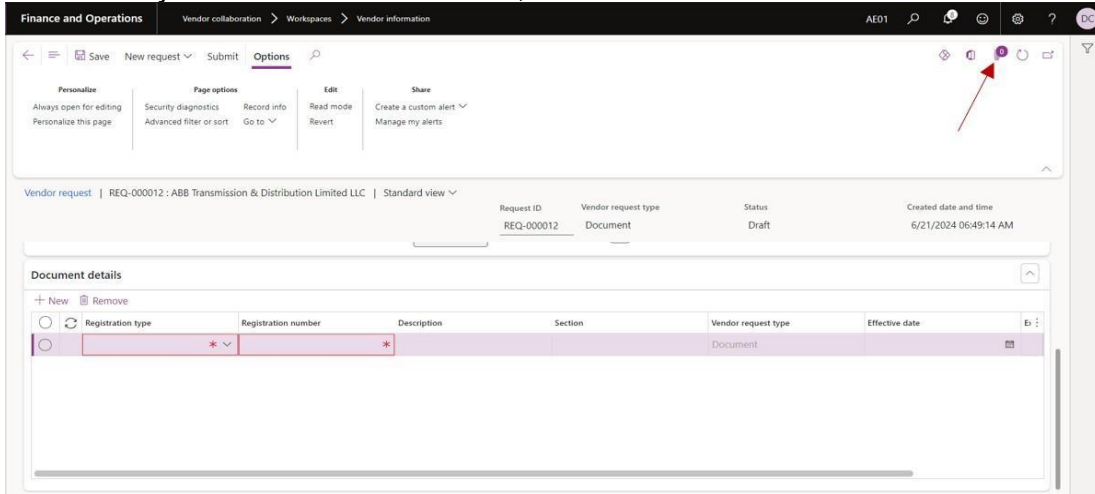
✚ Click OK.



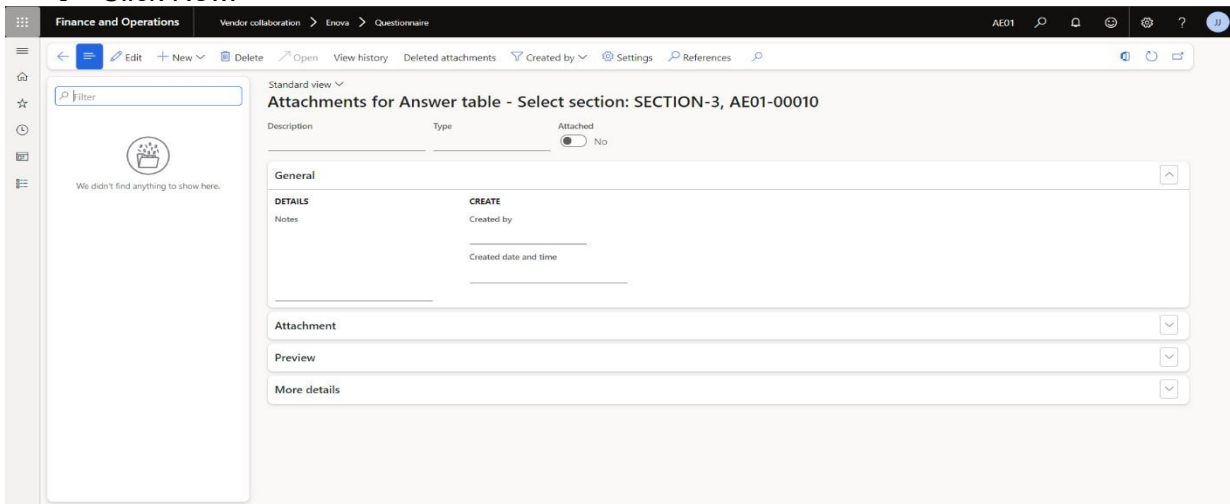
✚ Fill in all the details like 'Registration type' (Trade License, PLI, PI, TRN etc), 'Registration Number', 'Effective Date', 'Expiration Date', the mandatory fields will be marked in red and the request cannot be Saved unless they're filled.



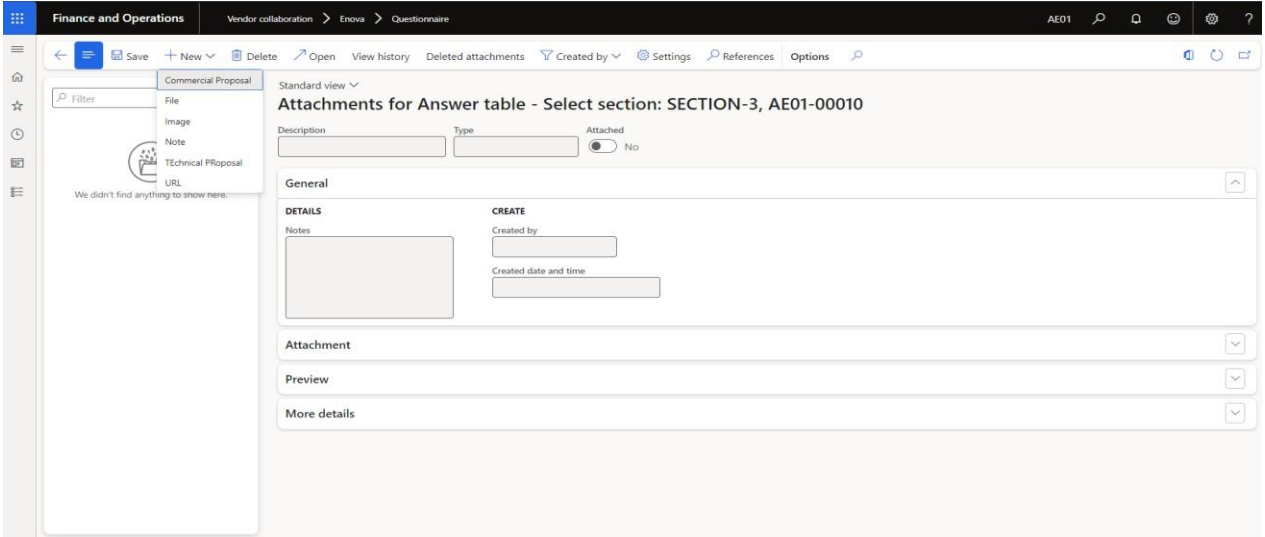
✚ If any attachment is to be added, click on attachments.



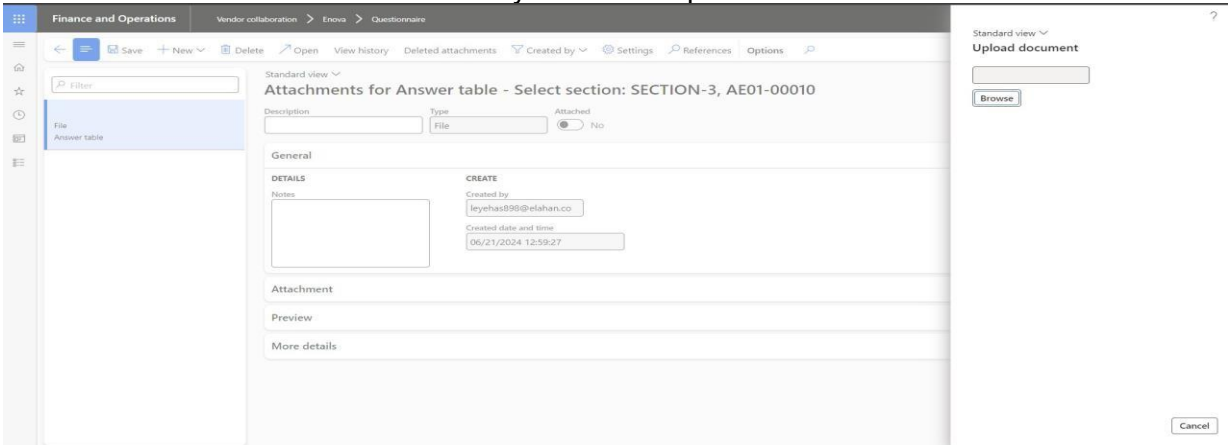
✚ Click New.



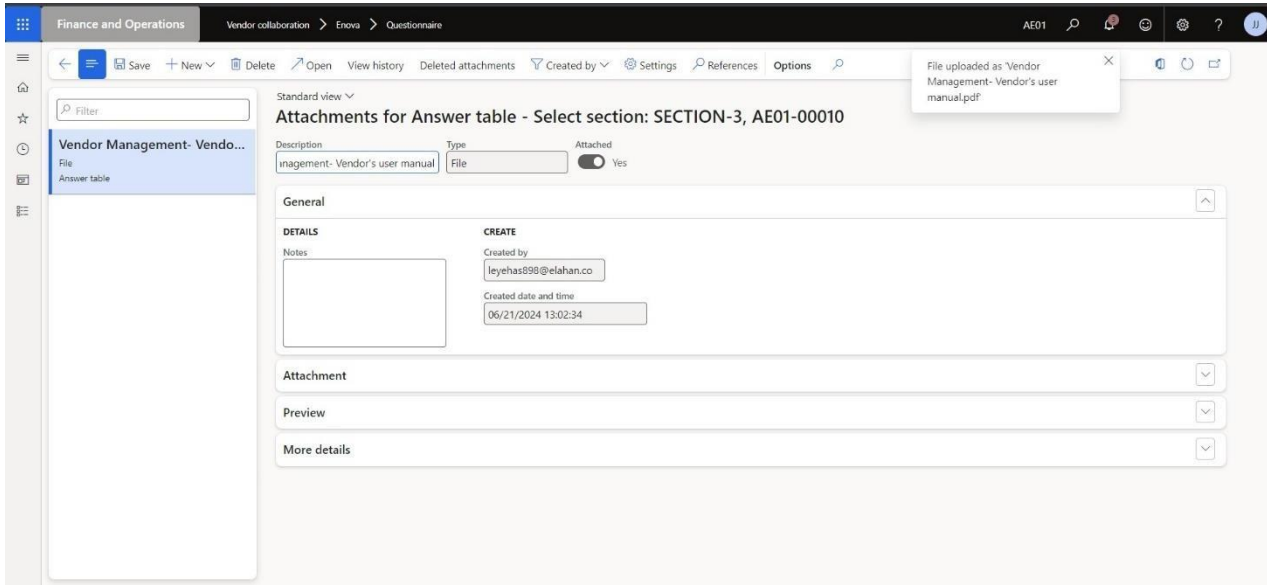
✚ Select the type of file you want to upload.



✚ Click Browse and select the file you want to upload.



✚ Click Save.

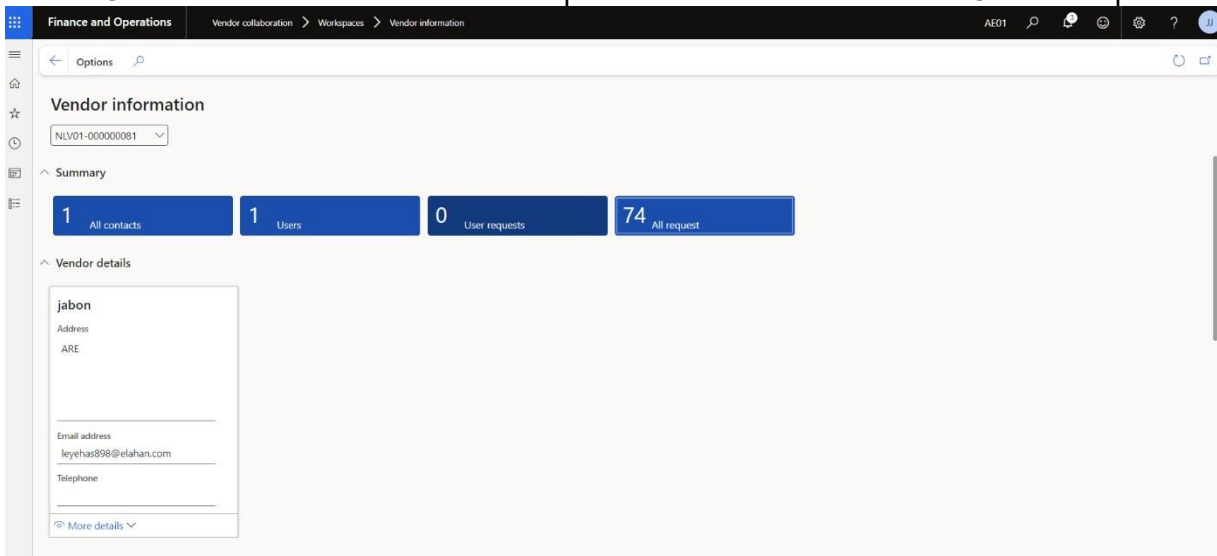


✚ Click Back, then **'Save'** and **'Submit'**.

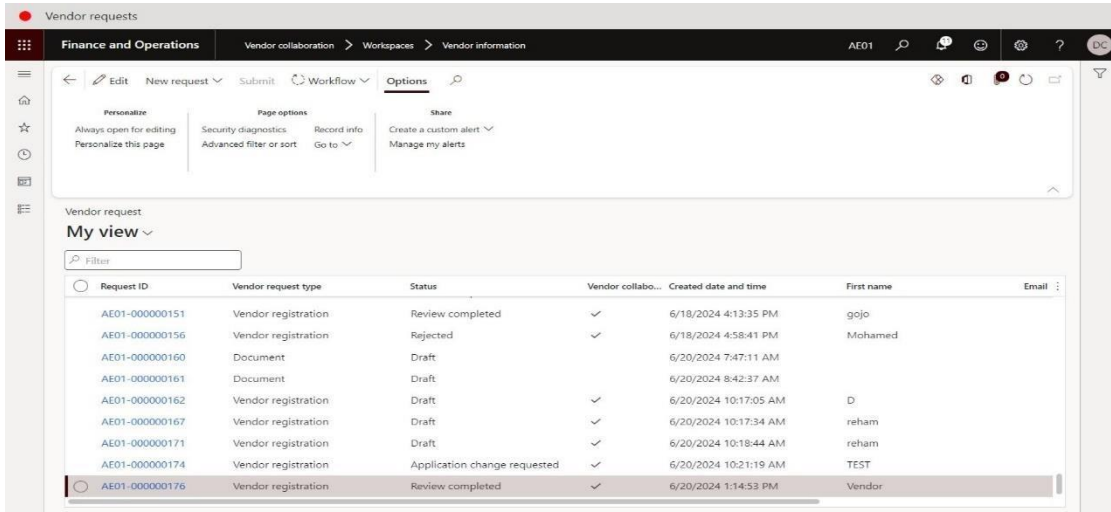
3.3. New Legal Entity Request

This is for the existing vendors to request to do the business in other legal entity under Enova Group as well. For example, currently you're doing business in UAE, later you want to expand your business to Abu Dhabi, Bahrain, Oman etc., you can create new legal entity request.

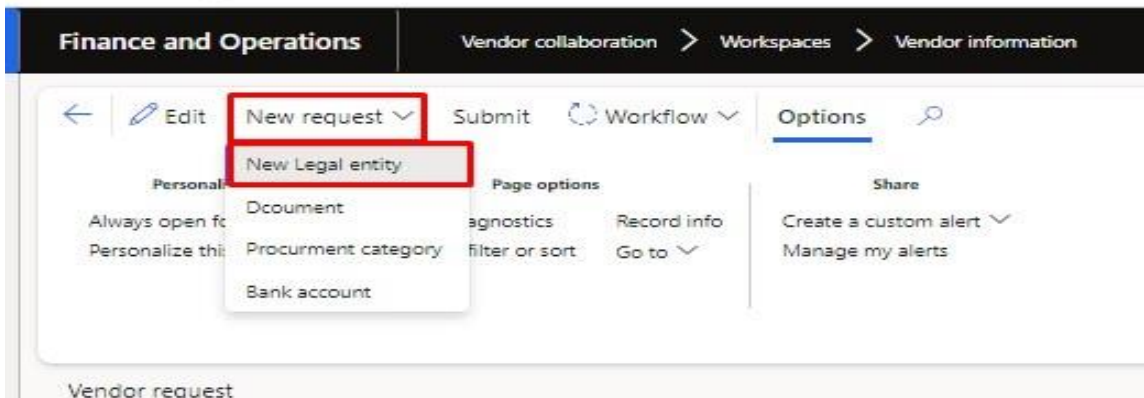
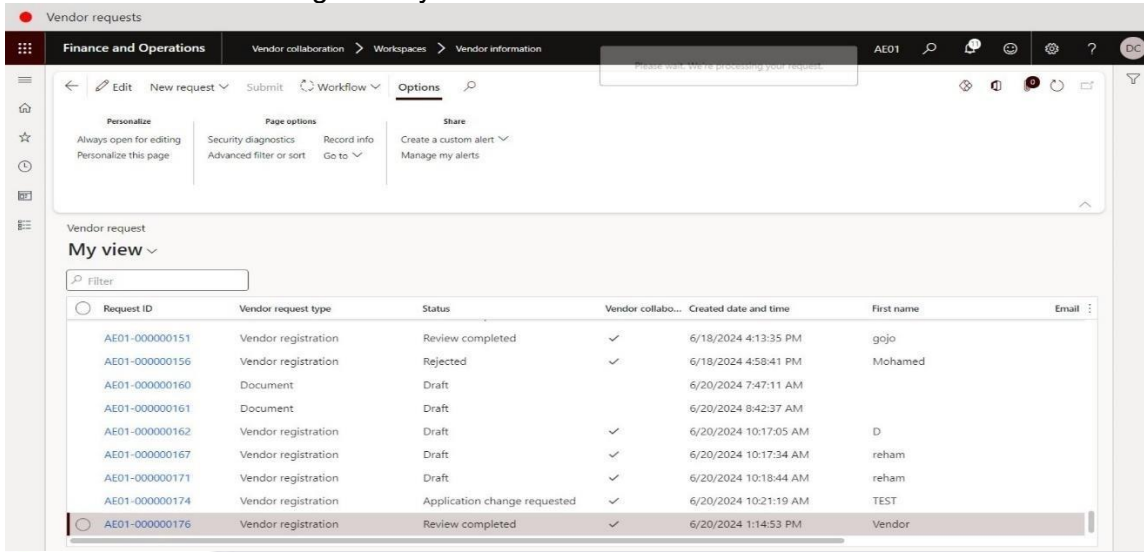
✚ Go to Vendor collaboration > Workspaces > Vendor information. ✚ Click All request.



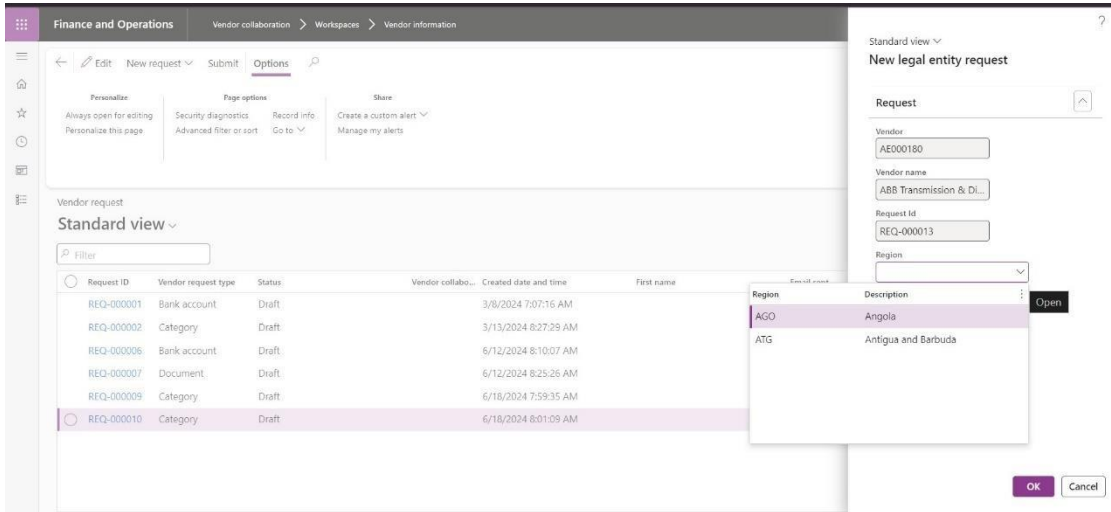
✚ Click New request.



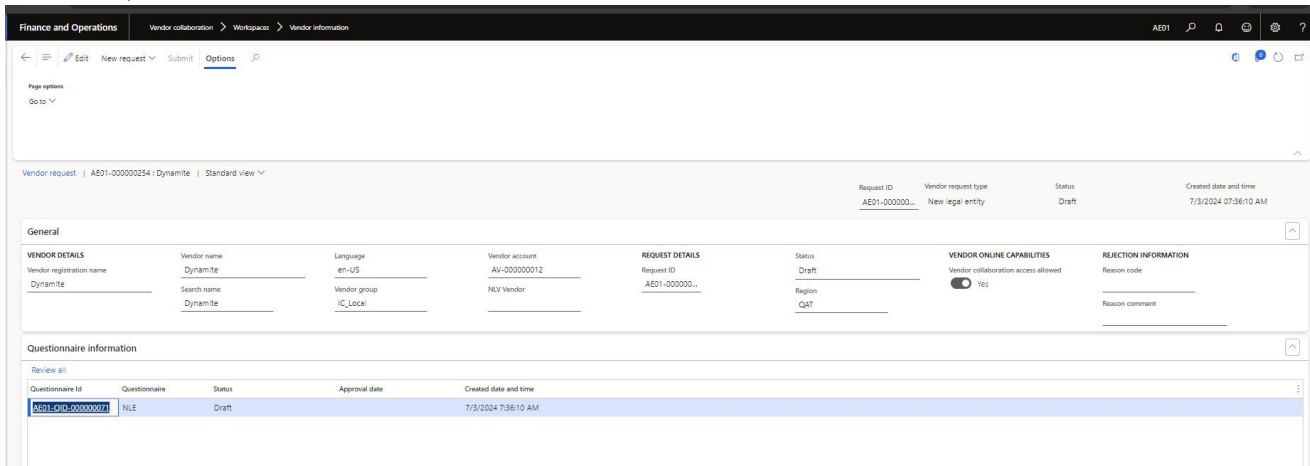
✚ Click on New Legal Entity.



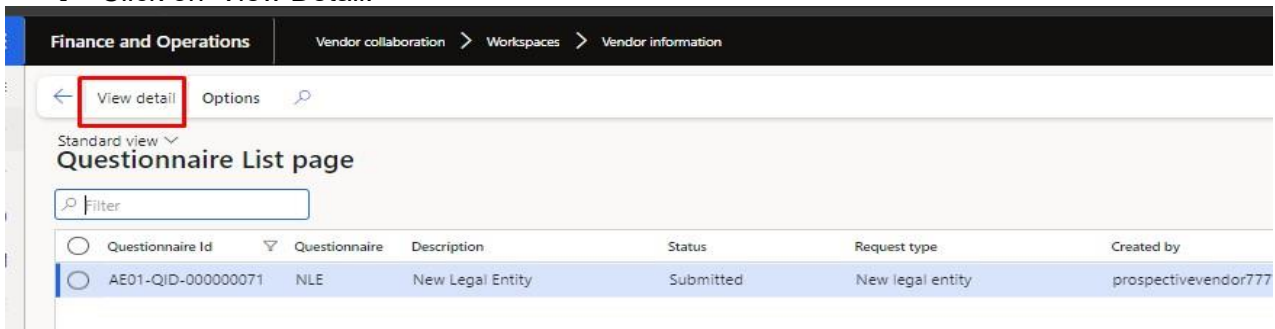
✚ Select the region in which the vendor wants to operate and then click OK.



✚ Once page opened, you can see the 'Questionnaire Information' fast tab, click on selected 'Questionnaire ID'.



✚ Click on 'View Detail.'



✚ There is a declaration Questionnaire which we need to submit, for that we need to click on 'Question.'

Finance and Operations | Vendor collaboration > Workspaces > Vendor information

Submit **Question** Review all

Filter

Declaration SECTION-50

NLE: New Legal Entity | Standard view

Questionnaire

SUMMARY

Total question	Answered	Unanswered	Percentage	Mandatory question	Mandatory answered	Mandatory unanswered	Mandatory percentage
1	0	1	0.00	0	0	0	0

General

SECTION SUMMARY

Total question	Answered	Unanswered	Percentage	Mandatory qu...	Mandatory an...	Mandatory un...	Mandatory per...
1	0	1	0	0	0	0	0

☛ Fill all the Questionnaire one by one and click **'next'**, Once all Questionnaire filled then click **'Save'**.

Finance and Operations | Vendor collaboration > Workspaces > Vendor information

Submit **Question** Review all

Filter

Declaration SECTION-50

NLE: New Legal Entity | Standard view

Questionnaire

SUMMARY

Total question	Answered	Unanswered	Percentage	Mandatory question	Mandatory answered	Mandatory unanswered	Mandatory percentage
1	0	1	0.00	0	0	0	0

General

SECTION SUMMARY

Total question	Answered	Unanswered	Percentage	Mandatory qu...	Mandatory an...	Mandatory un...	Mandatory per...
1	0	1	0	0	0	0	0

☛ Once Saved, it will automatically go back to that Questionnaire screen from where you can click **'Submit'**.

Finance and Operations | Vendor collaboration > Workspaces > Vendor information

Submit **Question** Review all

Filter

Declaration SECTION-50

NLE: New Legal Entity | Standard view

Questionnaire

SUMMARY

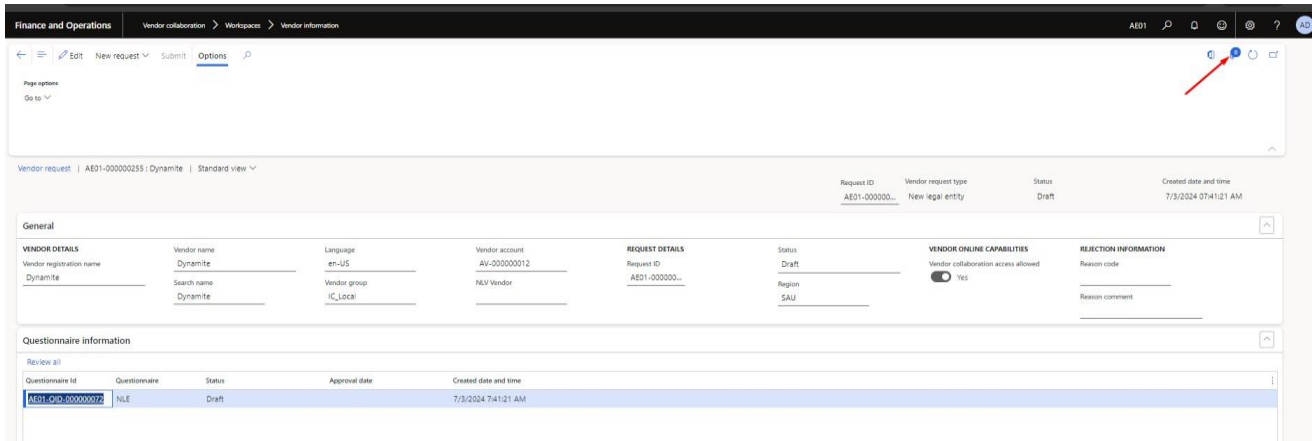
Total question	Answered	Unanswered	Percentage	Mandatory question	Mandatory answered	Mandatory unanswered	Mandatory percentage
1	0	1	0.00	0	0	0	0.00

General

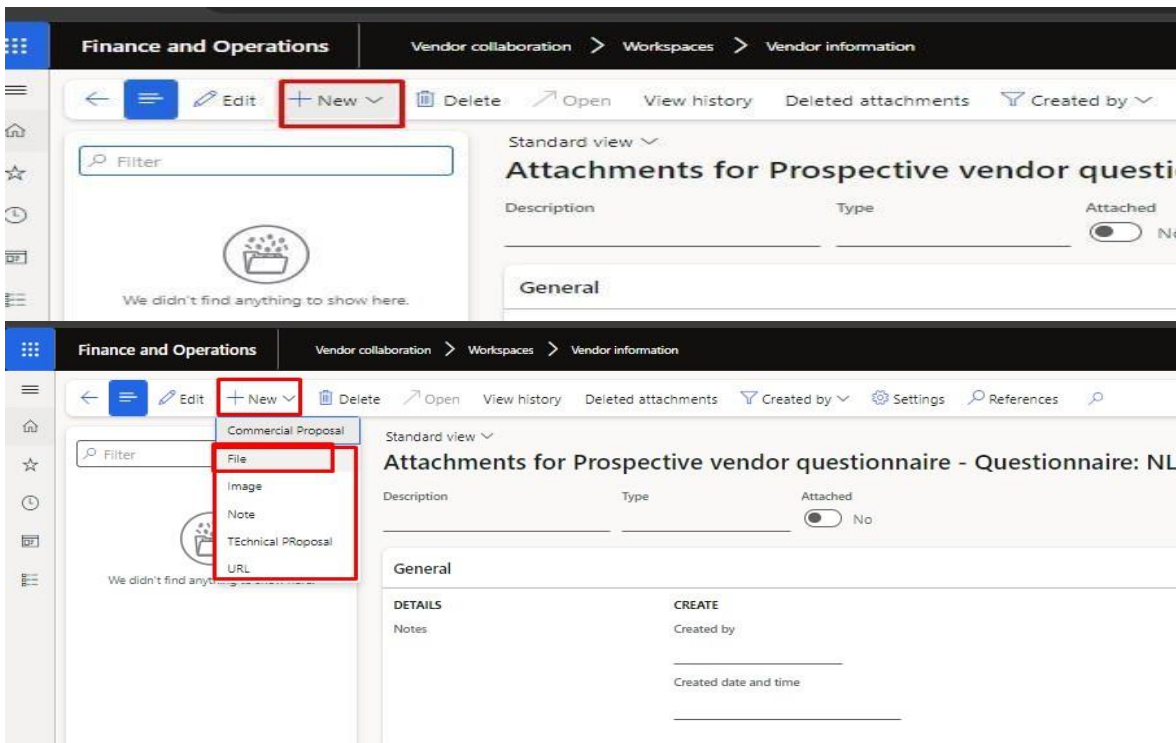
SECTION SUMMARY

Total question	Answered	Unanswered	Percentage	Mandatory qu...	Mandatory an...	Mandatory un...	Mandatory per...
1	0	1	0	0	0	0	0

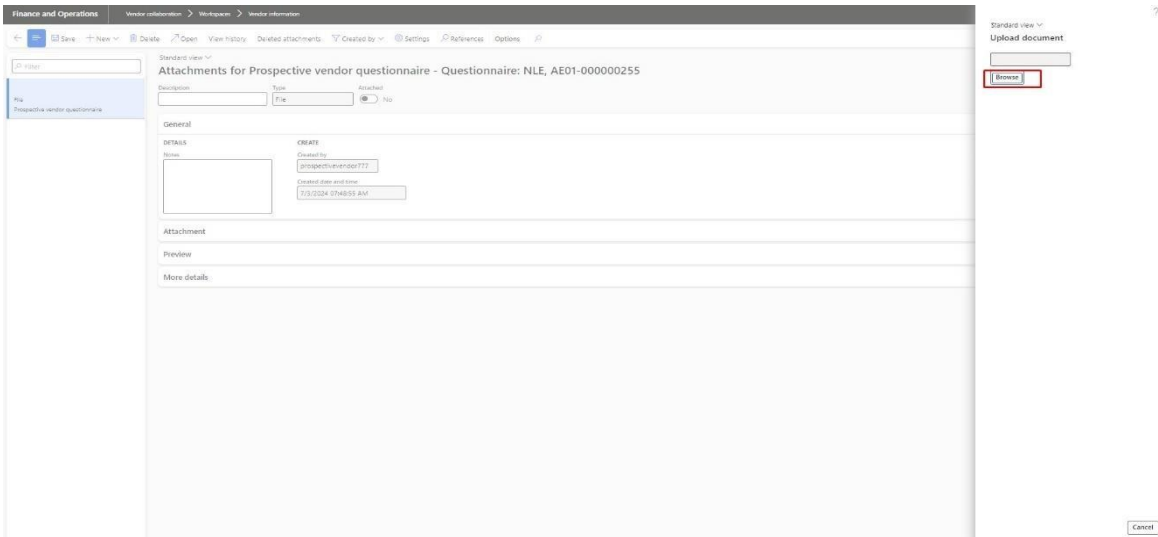
✚ The go back to the main screen where you're requesting for new Legal entity request, attach the required documents (if any) from the attachment symbol.



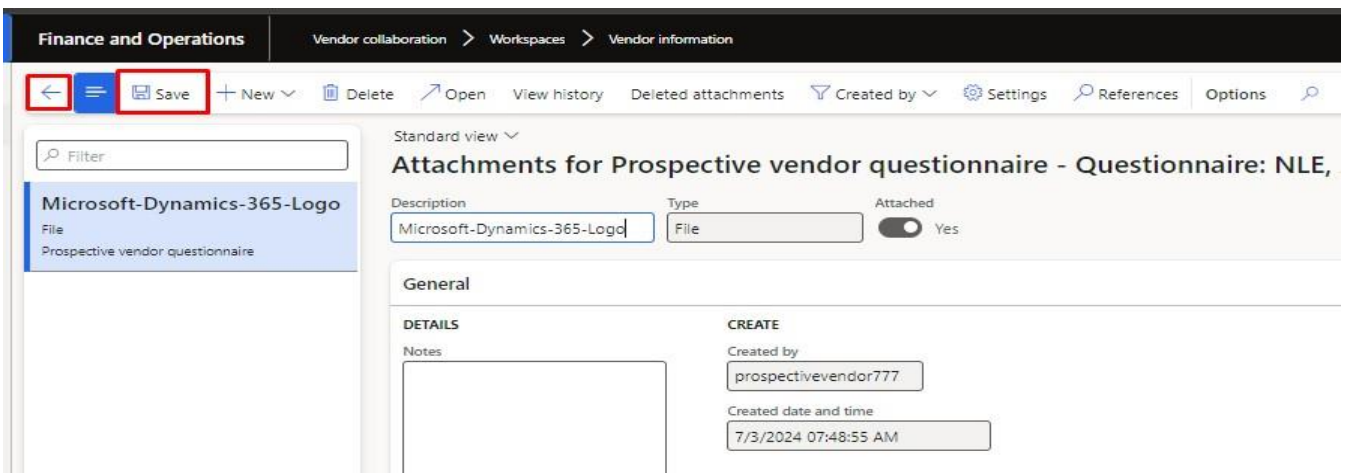
✚ Click 'New' to attach new document. List of documents are also reflecting here.



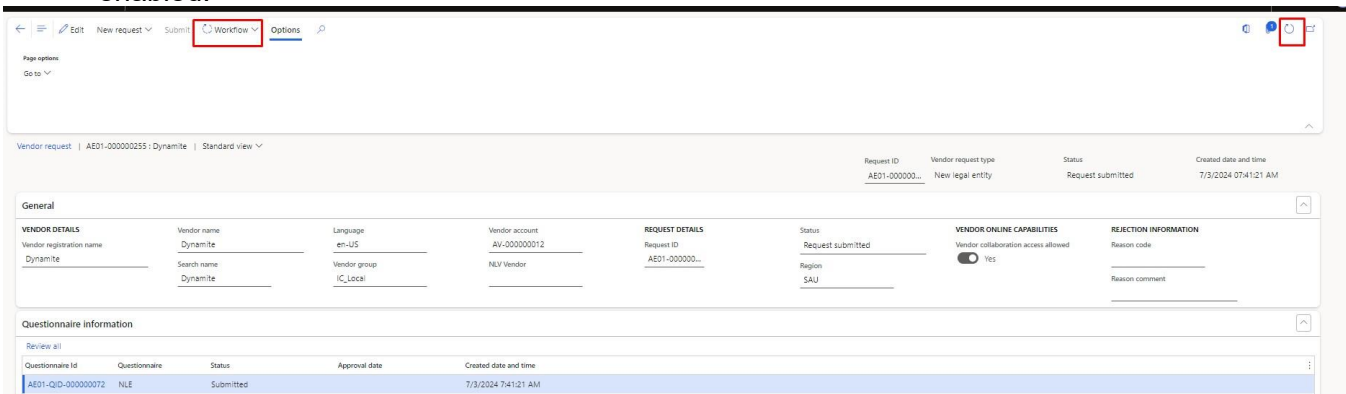
✚ Click Browse and select the document.



➦ Click Save and go back.



➦ Then 'Refresh' the Page (see top-right) then you can see the 'workflow' button which got enabled.



Note: Once it will be approved by the client. Then you will be released as a vendor for requested Legal Entity.

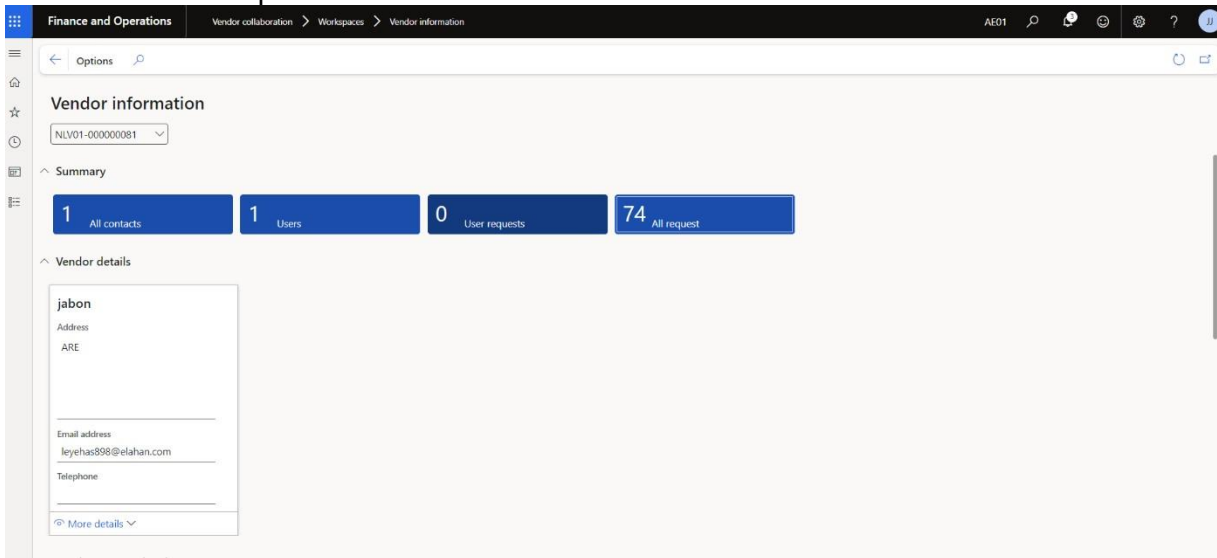
3.4. Additional Procurement Category Request

“This functionality is currently disabled.”

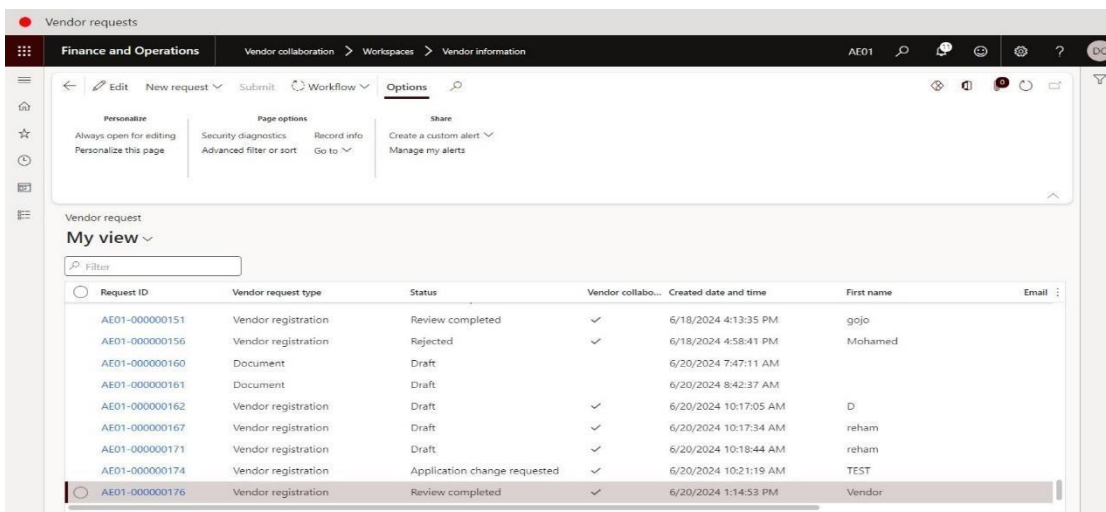
Procurement categories help classify vendor items and services. They also help control which vendors and products are available to employees when they make business-related purchases.

✦ Go to Vendor collaboration > Workspaces > Vendor information.

✦ Click All Requests.



✦ Click New request.



✚ Click on procurement category.

The screenshot shows a table of vendor requests with the following data:

Request ID	Vendor request type	Status	Vendor collabo...	Created date and time	First name	Email
AE01-00000151	Vendor registration	Review completed	✓	6/18/2024 4:13:35 PM	gojo	
AE01-00000156	Vendor registration	Rejected	✓	6/18/2024 4:58:41 PM	Mohamed	
AE01-00000160	Document	Draft		6/20/2024 7:47:11 AM		
AE01-00000161	Document	Draft		6/20/2024 8:42:37 AM		
AE01-00000162	Vendor registration	Draft	✓	6/20/2024 10:17:05 AM	D	
AE01-00000167	Vendor registration	Draft	✓	6/20/2024 10:17:34 AM	reham	
AE01-00000171	Vendor registration	Draft	✓	6/20/2024 10:18:44 AM	reham	
AE01-00000174	Vendor registration	Application change requested	✓	6/20/2024 10:21:19 AM	TEST	
AE01-00000176	Vendor registration	Review completed	✓	6/20/2024 1:14:53 PM	Vendor	

The screenshot shows the 'New request' dropdown menu with the following options:

- New Legal entity
- Document
- Procurement category (highlighted with a red box)
- Bank account

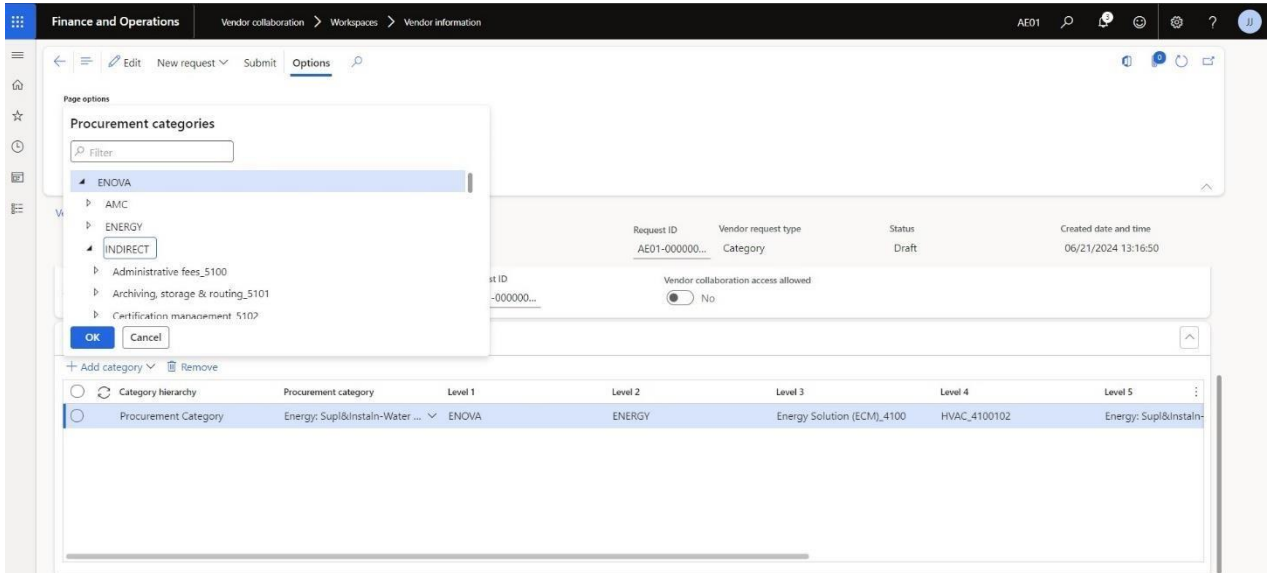
✚ Select the Category that is to be requested and click OK.

The screenshot shows the 'Request new categories' dialog box with the following details:

- Request ID: AE01-00000179
- Vendor: NLV01-000000081
- Selected categories:
 - ENOVA
 - ENERGY
 - Energy Solution (ECM)_4100
 - Building Enveloppe System_4100100
 - Controls Systems_4100101
 - HVAC_4100102
 - Energy: Suppl&Instaln-Water balance on CHW network_4100102100 (checked)

Buttons: OK, Cancel

✚ In case more categories are to be added, click on add category and select the category to be added.

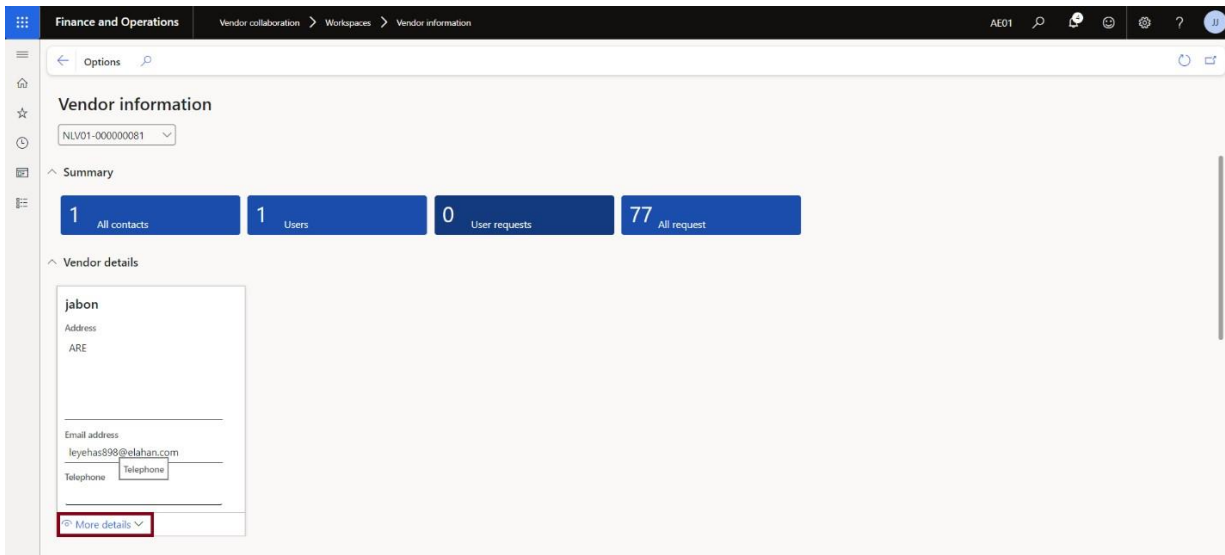


✚ Click Submit.

The vendor can see all his details under:

✚ **Go to Path: > Vendor collaboration > Workspaces > Vendor information.**

✚ Click on More details and selecting the information that he wants to see.

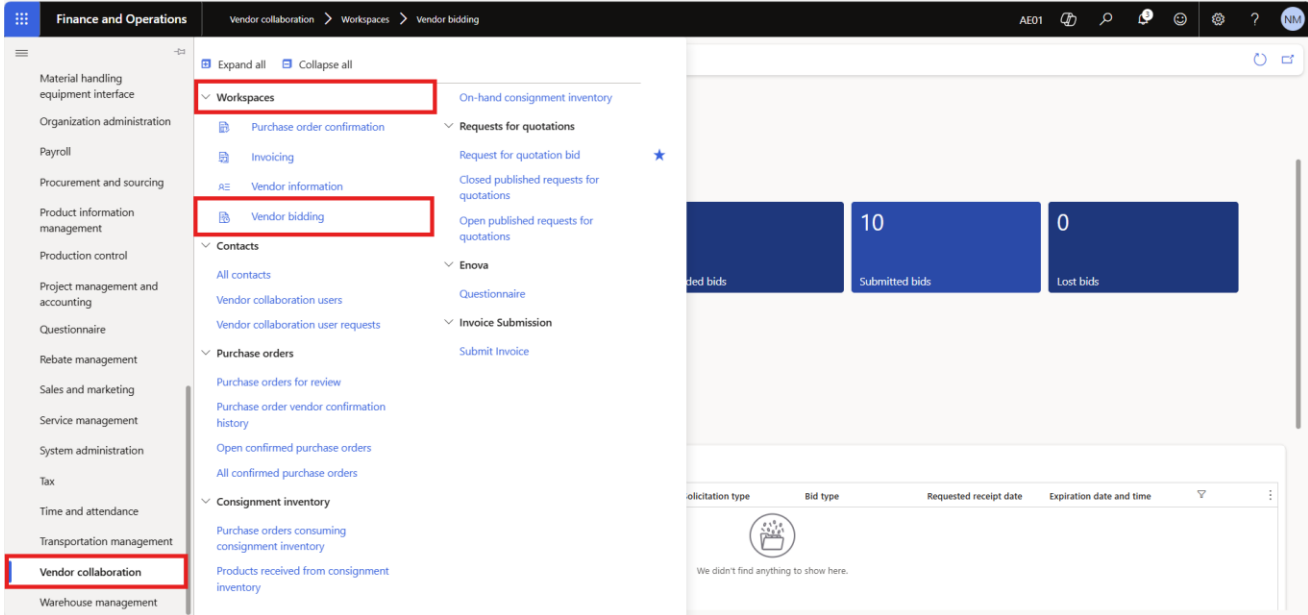


4. Bidding Invitation and Tender Submission

4.1. Tender proposal submission

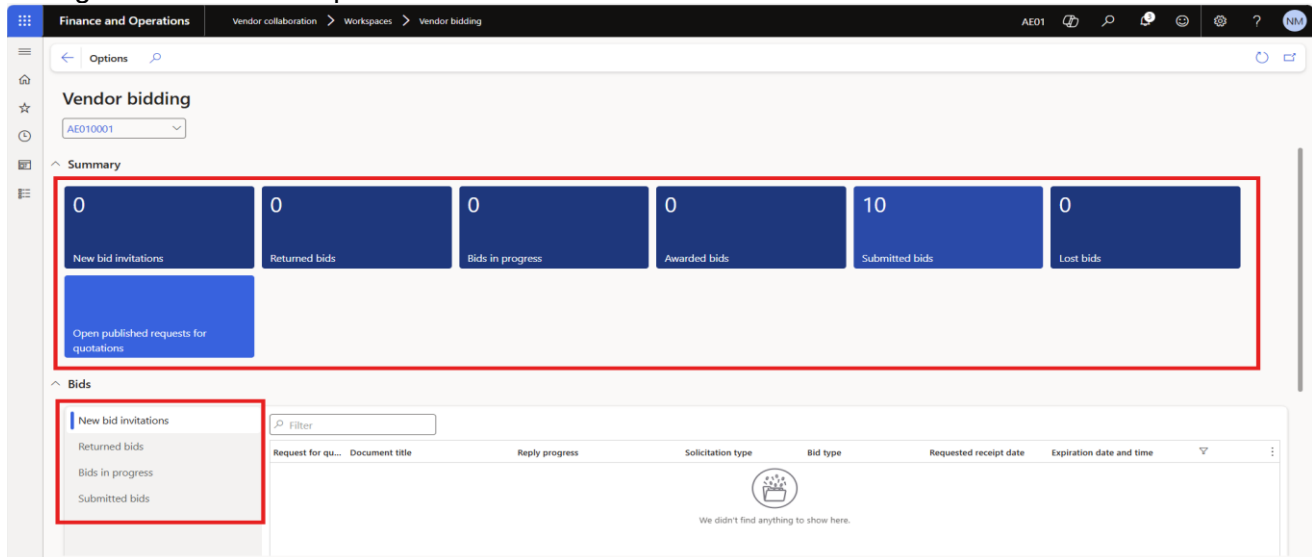
Please follow the below steps to respond to Enova Tenders.

❖ Go to Vendor collaboration > Workspaces > Vendor Bidding.



The vendor bidding workspace is part of the Vendor Collaboration portal, a secure online portal for vendors to manage their bids for ENOVA. Within this workspace, vendors can view RFQ (Request for Quotation) invitations, submit bids, view revised bids, and track the status of their submissions directly within the system.

Vendors on receipt of such bids will be communicated through emails with the details of the bid by the ENOVA buyer. At the same time the bid will be available for the vendors to submit their responses through the collaboration portal.



Note:

Vendors MUST submit their bids before the expiration / time of the bid. Un responded bids will be automatically removed after the expiry.

Request for quotation	Document title	Reply progress	Solicitation type	Bid type	Requested receipt date	Expiration date and time
AE01RFQ0000869	new	Vendor is updating	Open	Open	11/7/2025	12/31/2025 11:00:00 PM

- ❖ Vendor bidding workspace provides the snapshot of bids that are
 - a. New bid invitation – Newly received bids where you have not taken any action yet
 - b. Returned bids – Previously submitted bids that are returned for revision
 - c. Bids in progress – Replies initiated by you but not yet submitted to ENOVA
 - d. Awarded bids – Bids that are processed as purchase order
- ❖ When you click ‘Vendor bidding’ workspace the form opens with the new bid invitations in focus.

Vendor bidding

AE015190

Summary

1 New bid invitations	0 Returned bids	0 Bids in progress	0 Awarded bids	0 Lost bids
--------------------------	--------------------	-----------------------	-------------------	----------------

Bids

New bid invitations

Request for quotation	Document title	Reply progress	Solicitation type	Bid type	Requested receipt date	Expiration date and time
AE01RFQ...	Test for renewal	Not started	Open	Open	10/30/2025	11/29/2025 8:00:00 PM

- ❖ Click the tile ‘New bid invitations’ to open the list of all new bids in a new form. Click the tile ‘New Bid invitation’ in your workspace under “Summary” tab.

Finance and Operations

Vendor collaboration > Workspaces > Vendor bidding

Vendor bidding

AE010001

Summary

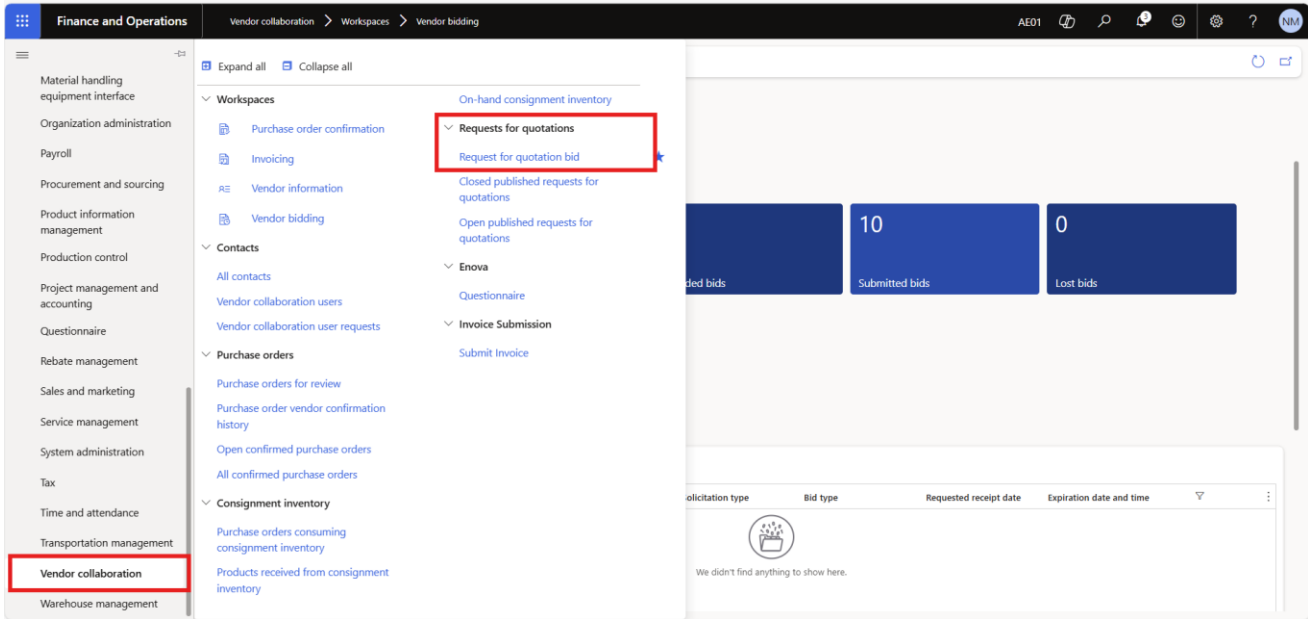
0 New bid invitations	0 Returned bids	0 Bids in progress	0 Awarded bids	10 Submitted bids	0 Lost bids
--------------------------	--------------------	-----------------------	-------------------	----------------------	----------------

Bids

New bid invitations

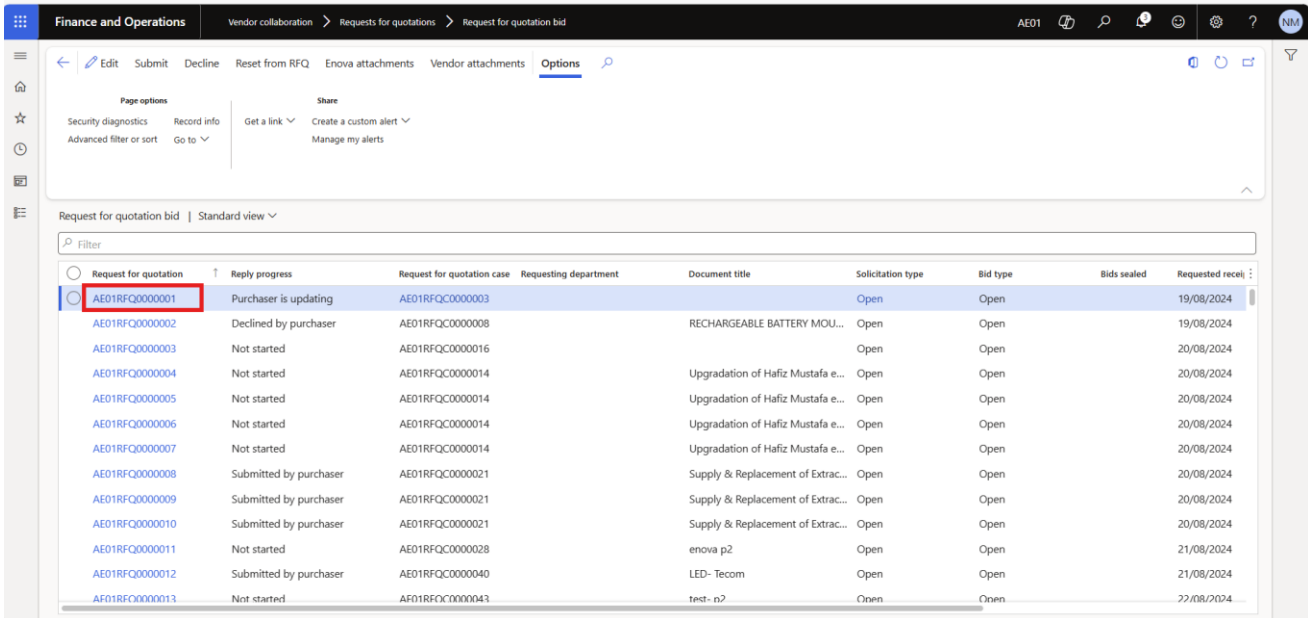
Request for quotation	Document title	Reply progress	Solicitation type	Bid type	Requested receipt date	Expiration date and time
We didn't find anything to show here.						

❖ List of all new bids that require your attention is open in the new form.



The screenshot shows the ENOVA Finance and Operations interface. The left-hand navigation menu has 'Vendor collaboration' highlighted with a red box. In the main content area, the 'Requests for quotations' section is also highlighted with a red box. The dashboard displays three key metrics: 'Submitted bids' (10) and 'Lost bids' (0). Below the dashboard, there is a table with columns for 'Solicitation type', 'Bid type', 'Requested receipt date', and 'Expiration date and time'. The table currently shows no results.

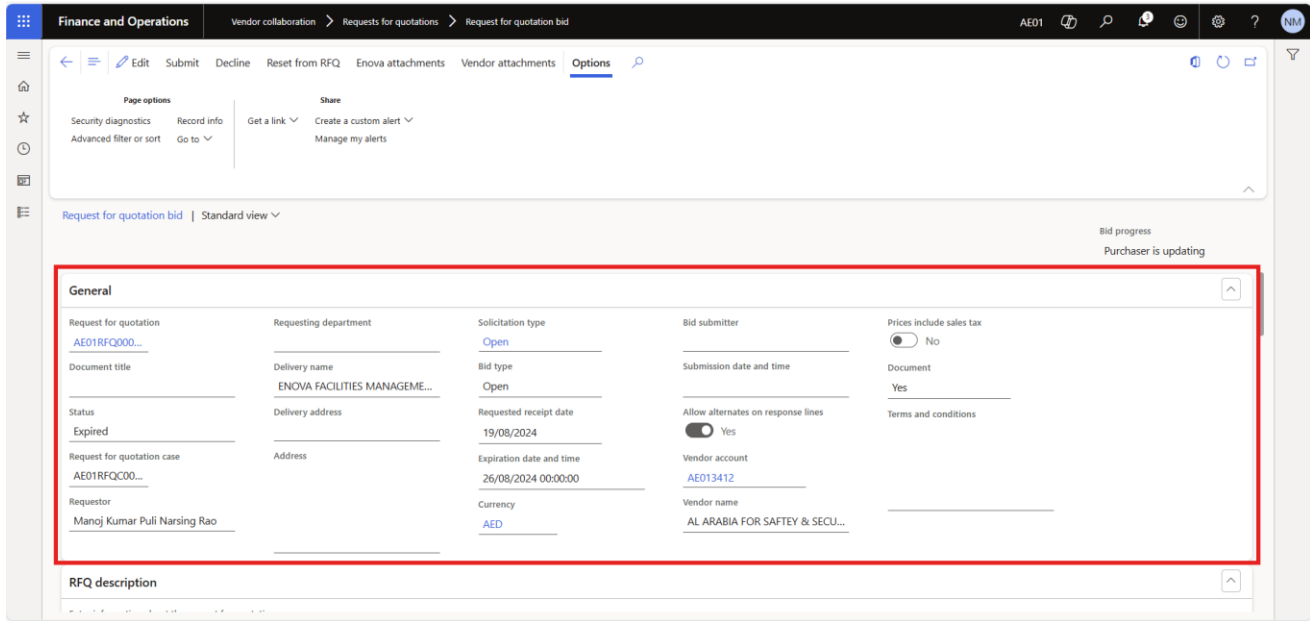
❖ Click on the 'Request for quote' number (blue hyperlink) to know more details about the 'New bid invitations'.



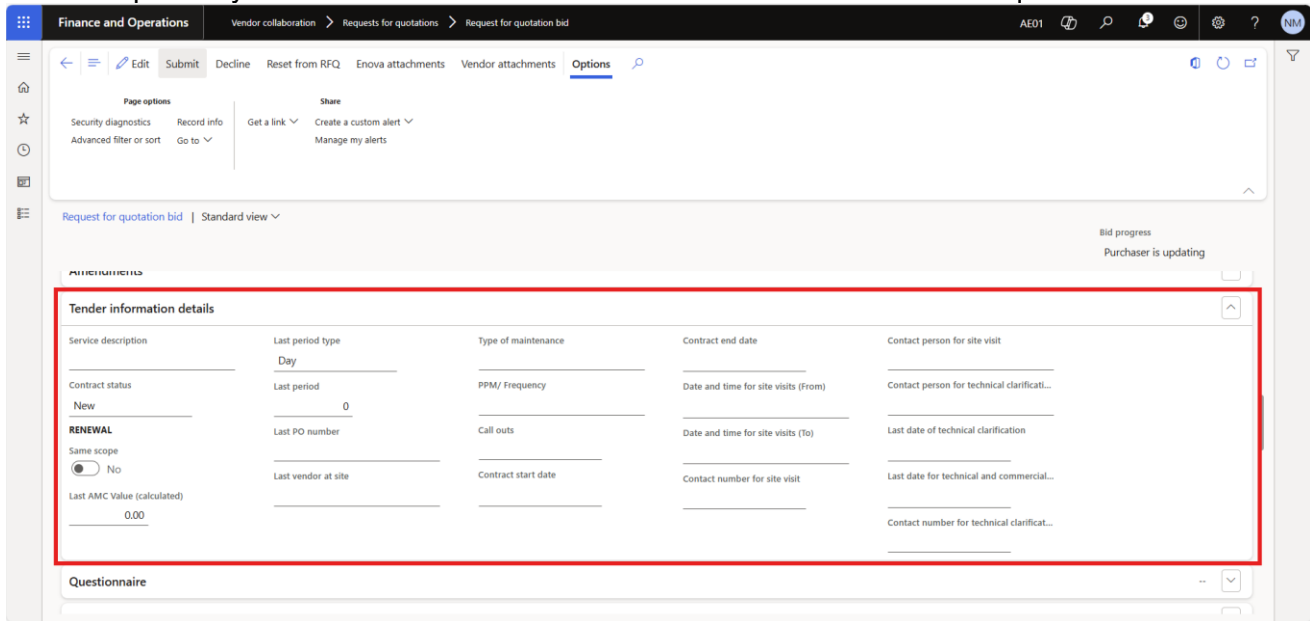
The screenshot shows a detailed view of a 'Request for quotation bid'. The breadcrumb trail indicates the path: Vendor collaboration > Requests for quotations > Request for quotation bid. The page includes various action buttons like 'Edit', 'Submit', 'Decline', and 'Options'. Below the navigation, there is a table listing multiple bid entries. The first entry is highlighted with a red box.

Request for quotation	Reply progress	Request for quotation case	Requesting department	Document title	Solicitation type	Bid type	Bids sealed	Requested receipt date
AE01RFQ0000001	Purchaser is updating	AE01RFQ0000003			Open	Open		19/08/2024
AE01RFQ0000002	Declined by purchaser	AE01RFQ0000008		RECHARGEABLE BATTERY MOU...	Open	Open		19/08/2024
AE01RFQ0000003	Not started	AE01RFQ0000016			Open	Open		20/08/2024
AE01RFQ0000004	Not started	AE01RFQ0000014		Upgradation of Hafiz Mustafa e...	Open	Open		20/08/2024
AE01RFQ0000005	Not started	AE01RFQ0000014		Upgradation of Hafiz Mustafa e...	Open	Open		20/08/2024
AE01RFQ0000006	Not started	AE01RFQ0000014		Upgradation of Hafiz Mustafa e...	Open	Open		20/08/2024
AE01RFQ0000007	Not started	AE01RFQ0000014		Upgradation of Hafiz Mustafa e...	Open	Open		20/08/2024
AE01RFQ0000008	Submitted by purchaser	AE01RFQ0000021		Supply & Replacement of Extrac...	Open	Open		20/08/2024
AE01RFQ0000009	Submitted by purchaser	AE01RFQ0000021		Supply & Replacement of Extrac...	Open	Open		20/08/2024
AE01RFQ0000010	Submitted by purchaser	AE01RFQ0000021		Supply & Replacement of Extrac...	Open	Open		20/08/2024
AE01RFQ0000011	Not started	AE01RFQ0000028		enova p2	Open	Open		21/08/2024
AE01RFQ0000012	Submitted by purchaser	AE01RFQ0000040		LED- Tecom	Open	Open		21/08/2024
AE01RFQ0000013	Not started	AE01RFQ0000043		text- n2	Open	Open		22/08/2024

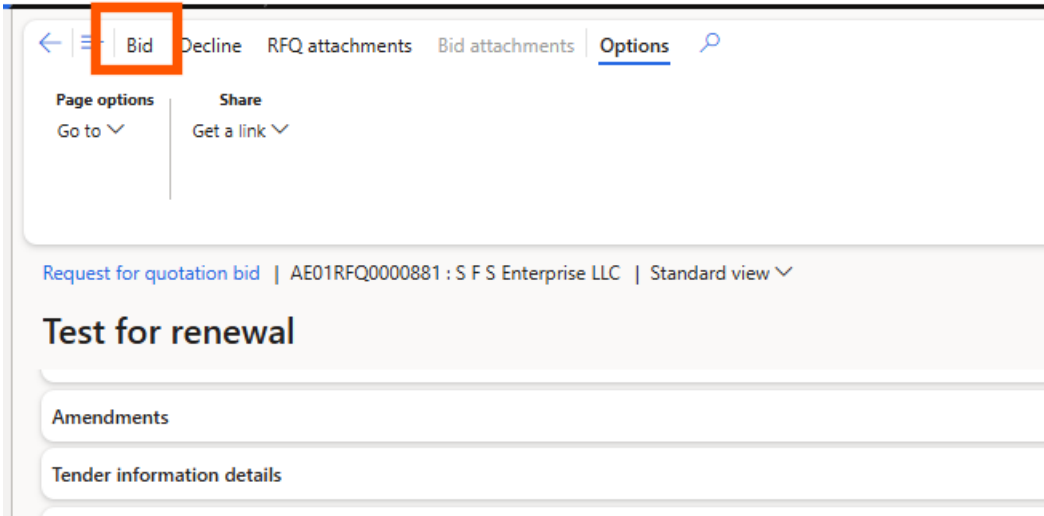
❖ The 'General' fast tab displays the generic information about the bid including the type of service required, requestor, currency response status, etc. The form has action buttons to participate in the bid (Bid), decline from participation (Decline) and view the bid documents shared by ENOVA.



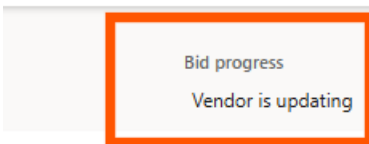
- ❖ Tender information details' (AMC type bids) fast tab provides more details about the bid including service description, PPM/Frequency, type of maintenance, callouts, site visit details, details of contact person at site, last date for any technical clarifications, and more importantly the last date for the submission technical and commercial quotations.



- ❖ To view and download the RFQ document shared by ENOVA, click 'RFQ attachment'.



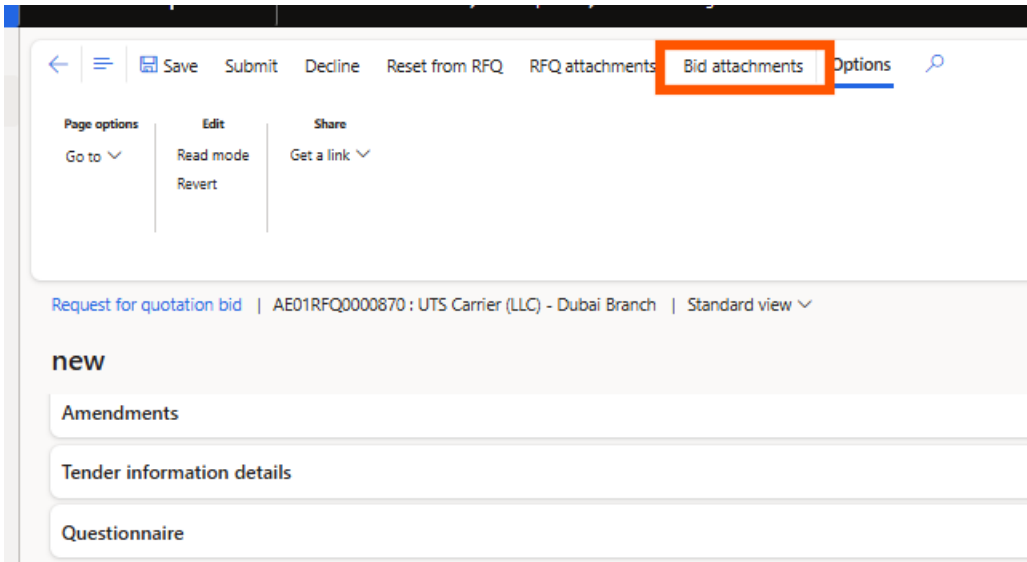
- ❖ Now the bid opens for accepting the reply details and the status of the bid now changes from new / not started to 'Vendor is updating' meaning bid reply is 'In progress'.



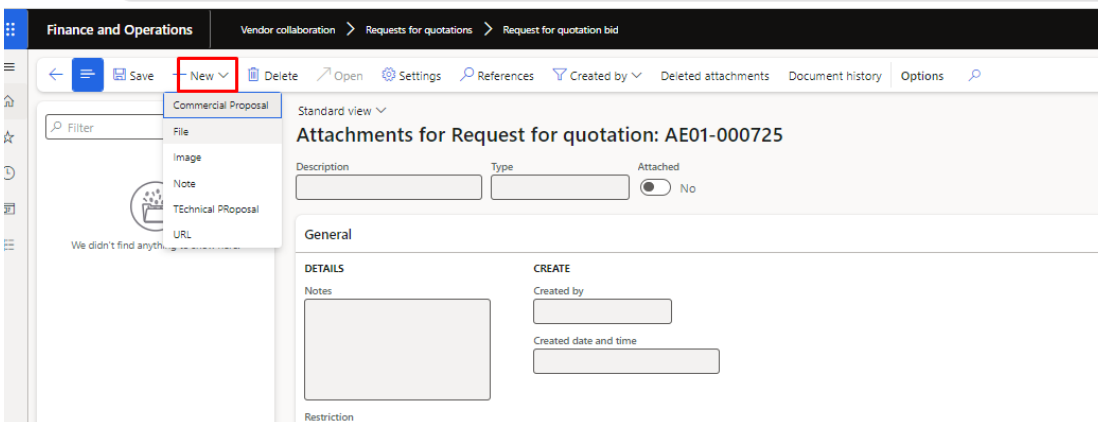
- ❖ Page will be in editable mode. Now you can update the unit price for selected item under "Lines".

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Unit price con...	Net amount	Line amount c...	Target pr :
1	Item	GENERAL CLEANING JOBS_2100...	CLEANING CONTRACT	2100102100-00001	12.00	SERVICE	150.000	150.000	1,800.000	1,800.000	9.000

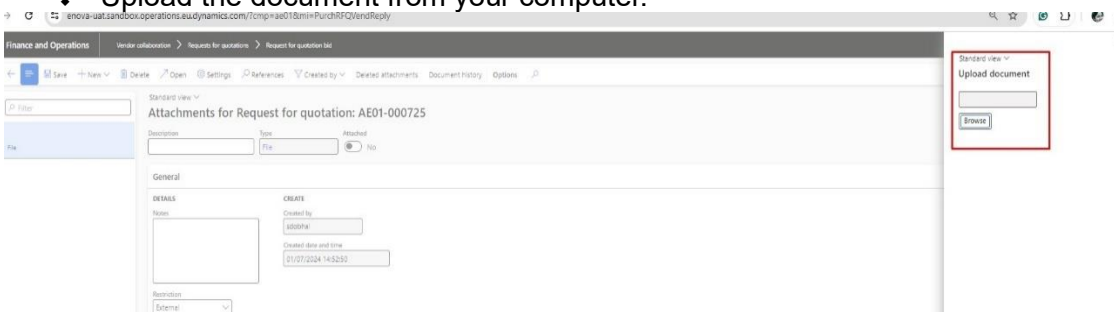
- ❖ After entering the unit price for the required service, attach the bid documents such as technical specifications / drawing and commercial quotations / terms and conditions.



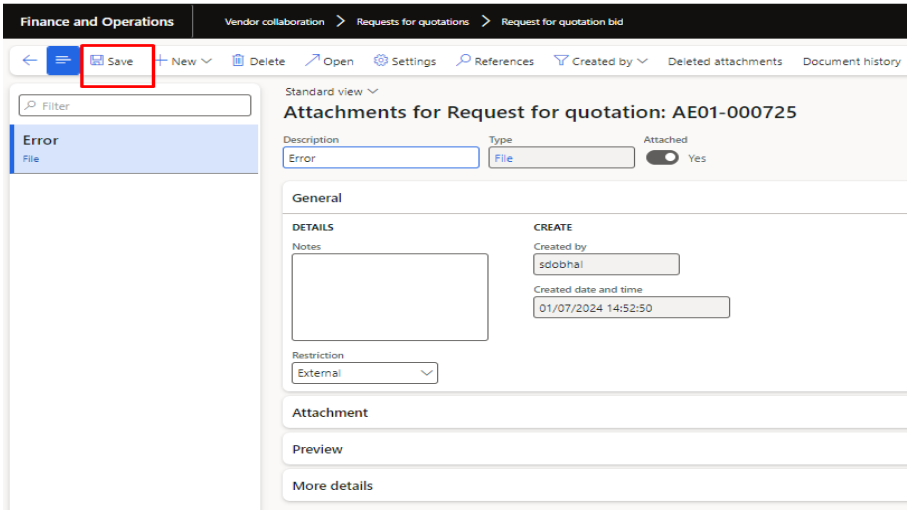
❖ Click 'New' to attach any file you want to submit as part of bid document to ENOVA.



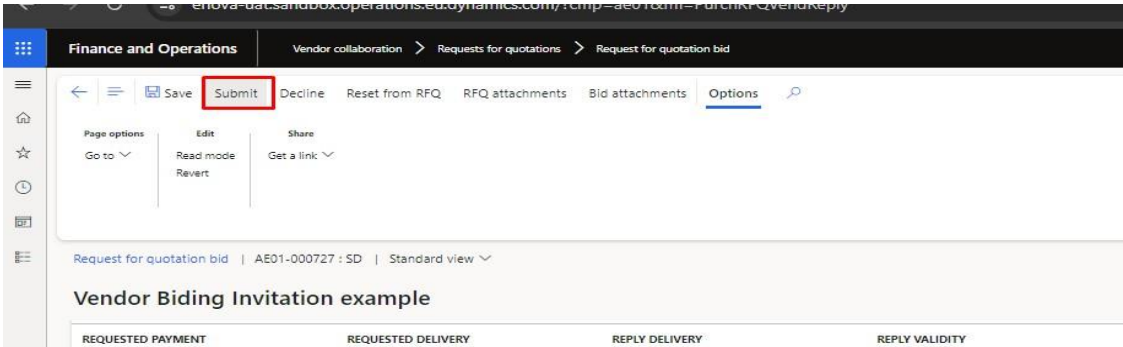
❖ Upload the document from your computer.



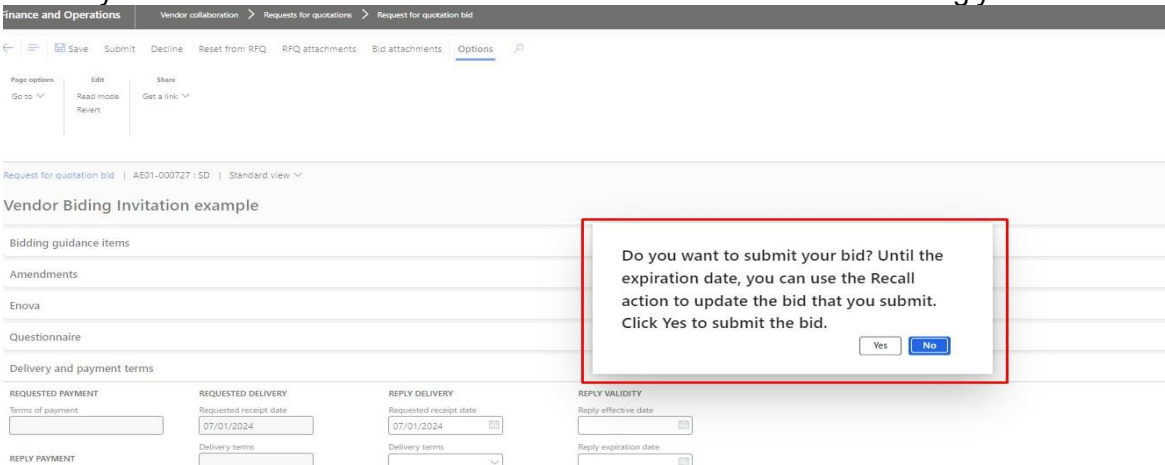
❖ Click Save and back symbol.



❖ Click 'Submit'.



❖ One Popup will come that will tell you that you can submit the bid until the expiration date, you can click 'Yes' to submit or 'No' to cancel submission accordingly.



❖ All submitted bids are available for review in the 'Vendor bidding' dashboard.

Vendor bidding

AE015442

Summary

- 0 New bid invitations
- 1 Returned bids
- 0 Bids in progress
- 0 Awarded bids

Bids

- New bid invitations
- Returned bids
- Bids in progress
- Submitted bids**

Request for quotation	Document title	Reply progress	Solicitation type
AE01RFQ0000875	test for emails	Submitted by vendor	Open

❖ Depending on the price, ENOVA may negotiate and request you to submit your bidding again.

4.2. Resubmit the bid (Returned bids)

ENOVA Buyer may return the bid for a better price from you and such returned bids can be viewed in the dashboard.

Vendor bidding

AE010071

Summary

- 0 New bid invitations
- 1 Returned bids**
- 0 Bids in progress
- 0 Awarded bids

Bids

- New bid invitations
- Returned bids**
- Bids in progress
- Submitted bids

Request for quotation	Document title	Reply progress
AE01RFQ0000871	new	Vendor is updating

❖ Go to the returned bid and check the target price expected by ENOVA buyer.

← Edit Submit Decline Reset from RFQ RFQ attachments Bid attachments Options

Page options
Go to

Returned bids | Standard view

new Bid progress Vendor is updating

Questionnaire --

Delivery and payment terms 600_AP

Lines

Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Unit price con...	Net amount	Line amount c...	Target price
1	Item	GENERAL CLEANING JOBS_2100...	CLEANING CONTRACT	2100102100-00001	12.00	SERVICE	777.000	777.000	9,324.000	9,324.000	500.000

❖ You can submit the revised quote by editing the unit price and 'Submit' again.

← Edit Submit Decline Reset from RFQ RFQ attachments Bid attachments Options

Page options
Go to

Returned bids | Standard view

new Bid progress Vendor is updating

Questionnaire --

Delivery and payment terms 600_AP

Lines

Reset from RFQ Add alternate Remove alternate RFQ line attachments Bid line attachments

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Unit price con...	Net amount	Line amount c...	Target price	€
1	Item	GENERAL CLEANING JOBS_2100...	CLEANING CONTRACT	2100102100-00001	12.00	SERVICE	777.000	777.000	9,324.000	9,324.000	500.000	

NOTE:

- ❖ If you wish not to participate the bid, you may 'Decline' the bid by clicking 'Decline'. Declined bids CANNOT be reopened and hence you will not be processed further in this bid. Discuss your case with ENOVA buyer before declining to participate.
- ❖ Bids that are not responded by you will be automatically removed from your dashboard after the deadline (Expiration date) of the bid.

5. Managing Invoicing

Use the 'ENOVA – D365 vendor collaboration portal' to submit different types of invoices as detailed below. The different types of invoices that can be submitted through portal are:

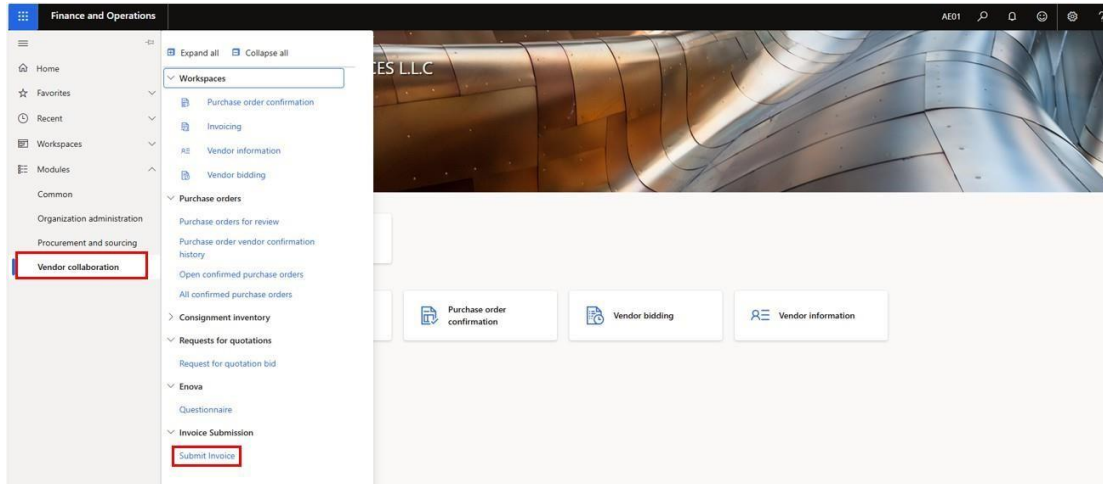
- Tax Invoice – The standard invoice against a valid ENOVA purchase order
- Advance invoice – Invoice for collecting advance against a valid ENOVA purchase order

- Retention Claim – Invoice to claim amount retained by ENOVA against a valid ENOVA purchase order
- Credit note – Credit invoice towards adjustment, recovery, and trade credits

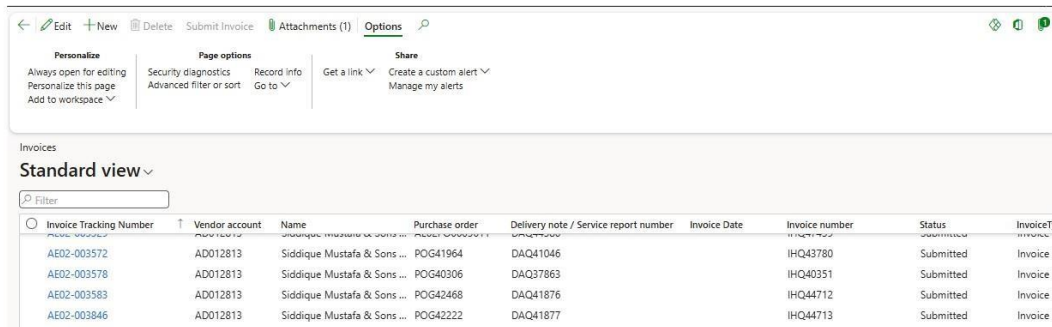
Note: Tax Invoice not related to any valid ENOVA purchase order cannot be submitted through portal. If any non-po invoices has to be rooted to finance.

5.1. Submitting vendor invoice

✚ **Go to Path:** > **Vendor collaboration** > **Invoice Submission** > **Submit Invoice**.

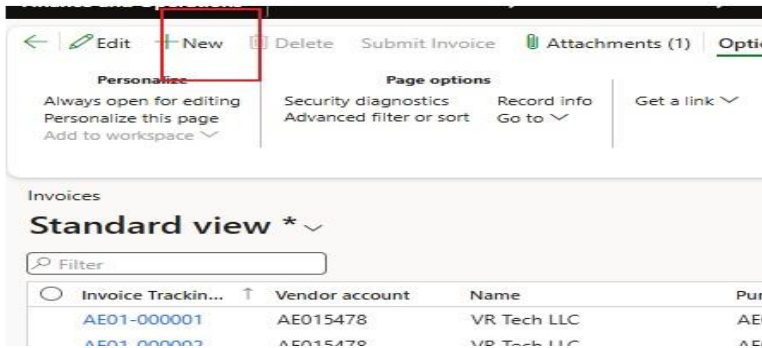


The vendor collaboration portal 'Invoices' list page displays the list of all the invoices that are created by the vendor contacts. The 'Invoices' list page will display all the invoices submitted by all the contact persons of the vendor as a single list. Each record on the list page will have the unique identifier as 'Invoice Tracking Number', along with other details of the invoice. The list page is used to submit new invoices and to check the status of the invoices.



Invoice Tracking Number	Vendor account	Name	Purchase order	Delivery note / Service report number	Invoice Date	Invoice number	Status	Invoice Type
AE02-003572	AD012813	Siddique Mustafa & Sons ...	POG41964	DAQ41046		IHQ43780	Submitted	Invoice
AE02-003578	AD012813	Siddique Mustafa & Sons ...	POG40306	DAQ37863		IHQ40351	Submitted	Invoice
AE02-003583	AD012813	Siddique Mustafa & Sons ...	POG42468	DAQ41876		IHQ44712	Submitted	Invoice
AE02-003846	AD012813	Siddique Mustafa & Sons ...	POG42222	DAQ41877		IHQ44713	Submitted	Invoice

✚ To Submit the new Invoice, click '**NEW**'.



Once clicked 'New', a new form will open to capture the details of the invoice.

Standard view ▼

Invoice Details

InvoiceType ▼

Purchase order *

Details ▲

Vendor account <input type="text" value="AD012813"/>	Name <input type="text" value="Siddique Mustafa & Sons Co...."/>
Delivery note / Service report nu... <input type="text" value="*"/>	Currency <input type="text"/>
Invoice Date <input type="text" value="*"/>	Invoice amount excluding tax <input type="text" value="0.000 *"/>
Invoice number <input type="text" value="*"/>	Invoice amount including tax <input type="text" value="0.000 *"/>

Comments ▲

Supplier Comments

Note: Fields with red stars (*) are mandatory and must be filled before saving the record.

🔑 Select the 'Invoice Type' based on the type of document you want to submit.

Invoice Details

InvoiceType
Consumption Invoice

Invoice
Advance Invoice
Credit Note
Retention Invoice
Consumption Invoice

Name

The Invoice Type dropdown offers several options for users to select, based on the type of invoice being submitted:

- i. Invoice – Standard Invoice against a valid ENOVA purchase order
- ii. Advance Invoice – Invoice claiming advance against a valid ENOVA purchase order
- iii. Retention Invoice – Invoice to claim any retention by ENOVA against a valid purchase order
- iv. Credit Note – Credit invoice for trade credits, adjustments, and recovery
- v. Consumption Invoice – Invoice without Purchase Order (This applies to vendors who have been granted access to submit consumption invoices.)

Note: Please ensure that the user selects the correct invoice type when uploading an invoice. Failure to do so may lead to invoice rejection. The default value is 'Invoice'.

✚ Enter 'Purchase Order' for which you want to submit the invoice.

Standard view

Invoice Details

InvoiceType
Invoice

Purchase order
AE02PO0004440

Details

Vendor account
AD012813

Name
Siddique Mustafa & Sons Co....

Note1: If the purchase order number is not related to the vendor, an error will be generated. Vendor must submit invoices against the valid purchase orders that are issued by ENOVA to the vendor.

⚠ Purchase Order: AE02PO0004444 provided is not valid.

Standard view ▾
Invoice Details

InvoiceType
 Invoice ▾

Purchase order
 AE02PO0004444 ⚠

Details

Vendor account AD012813	Name Siddique Mustafa & Sons Co...
Delivery note / Service report nu...	Currency

Note: Vendors providing services to more than one ENOVA entity (for example AE01 – Dubai, & AE02 – Abu Dhabi), must ensure that they are in the right entity before initiating the submission process.

Finance and Operations | Vendor collaboration > Invoice Submission > Submit Invoice | **AE02**

← Edit + New Delete Submit Invoice Attachments (1) Options

Personalize: Always open for editing, Personalize this page, Add to workspace ▾

Page options: Security diagnostics, Advanced filter or sort, Record info, Go to ▾

Share: Get a link ▾, Create a custom alert, Manage my alerts

Invoices

Standard view ▾

Enter the 'Delivery Note / Service report number' against which the invoice is submitted. Vendor must enter the respective delivery note or service report number submitted to the site by the vendor.

Standard view ▾
Invoice Details

InvoiceType
 Invoice ▾

Purchase order
 AE02PO0004440

Delivery note / Service report number
 Enter your delivery note number, packing slip number, service delivery certificate number, service completion number related to the purchase order

Delivery note / Service report nu... *	Currency AED
Invoice Date *	Invoice amount e... 0.000 *

Note1: This field is mandatory for purchase order invoice only. The field is not mandatory for other types of invoices.

InvoiceType
 Advance Invoice

Purchase order
 AE02PO0004440

Details

Vendor account AD012813	Name Siddique Mustafa
Delivery note / Service report nu...	Currency AED
Invoice Date *	Invoice amount excl 0.000 *

Note2: Vendors must align with coordinators at site to ensure the delivery note number / service report number are correctly captured during the GRN/Service receipt process. This will help in faster clearance of invoices by the finance team.

✦ Enter the value for Invoice date. This field refers to the date that appears as the invoice date in the vendor invoice document (attachment).

Details

Vendor account
AD012813

Delivery note / Service report nu...
DAQ6666

Invoice Date
 *

Note: Invoice with future dates (post-dated invoices) cannot be submitted.

⚠ Invoice date cannot be future date.

Standard view

Invoice Details

InvoiceType
 Advance Invoice

Purchase order
 AE02PO0004440

Details

Vendor account AD012813	
Delivery note / Service report nu... DAQ6666	
Invoice Date 26/06/2026 ⚠	

✚ Enter the invoice number as it appears in the document. Enter the invoice amount excluding tax and invoice amount including tax in respective fields as shown.

Standard view ▼
Invoice Details

InvoiceType
 Advance Invoice ▼

Purchase order
 AE02PO004440

Details

Vendor account AD012813	Name Siddique Mustafa & Sons Co...
Delivery note / Service report nu... DAQ6666	Currency AED
Invoice Date 16/02/2025	Invoice amount excluding tax 95.000
Invoice number IHQ6666	Invoice amount including tax 99.750

Note 1: The currency of the invoice is automatically linked to the purchase order currency and cannot be changed.

Note 2: The invoice amount including tax cannot be less than invoice amount excluding tax for regions without withholding tax (AE01, AE02, BH01, EG01, LB01, QA01).

⚠ Amount mismatch in Invoice amount with and without VAT, please verify the amounts

Standard view ▼
Invoice Details

InvoiceType
 Advance Invoice ▼

Purchase order
 AE02PO004440



Details

Vendor account AD012813	Name Siddique Mustafa & Sons Co...
Delivery note / Service report nu... DAQ6666	Currency AED
Invoice Date 16/02/2025	Invoice amount excluding tax 95.000
Invoice number IHQ6666	Invoice amount including tax 90.000


Note 3: For regions applicable withholding tax, system will allow to submit invoice amount including tax less than invoice amount excluding tax (OM01, SA01, TR01).


✚ Only for OM01 (ENOVA OMAN) Enter supply date, the date on which the supply was performed to calculate the tax.


Details

Vendor account AD012813	Name Siddique Mustafa & Sons C
Supply Date * 	Currency <input type="text"/>
Delivery note / Service report nu... *	Invoice amount excluding tax 0.000 *
Invoice Date * 	Invoice amount including tax 0.000 *
Invoice number *	

✦ Enter 'Supplier comments' as required and click the 'Save' to save the record and proceed to invoice submission or 'Cancel' to cancel the record.

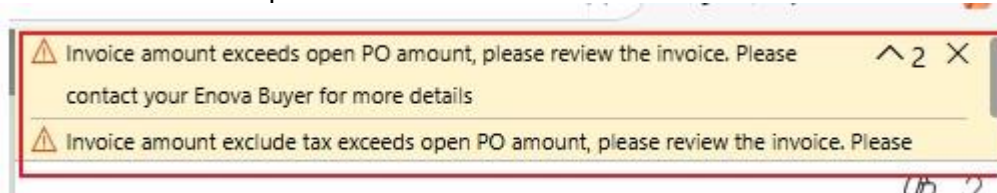
Details 

Vendor account AD012813	Name Siddique Mustafa & Sons Co....
Delivery note / Service report nu... DAQ6666	Currency AED
Invoice Date 16/02/2025 	Invoice amount excluding tax 95.000
Invoice number IHQ6666	Invoice amount including tax 99.750

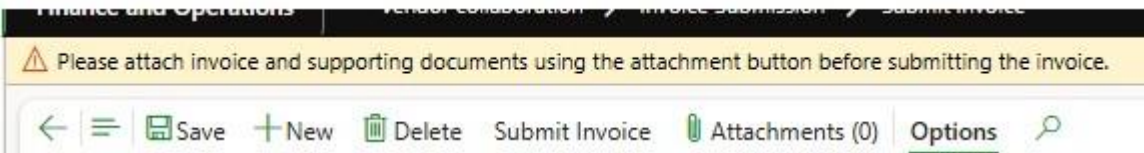
Comments 

Supplier Comments
Vendor comments added here.

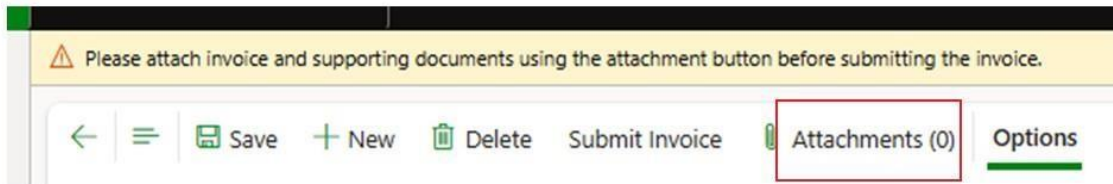
✦ The system performs certain validations to ensure the invoice amount doesn't exceed the pending open purchase order value. Vendors must ensure that the invoice value never crosses the open PO value.



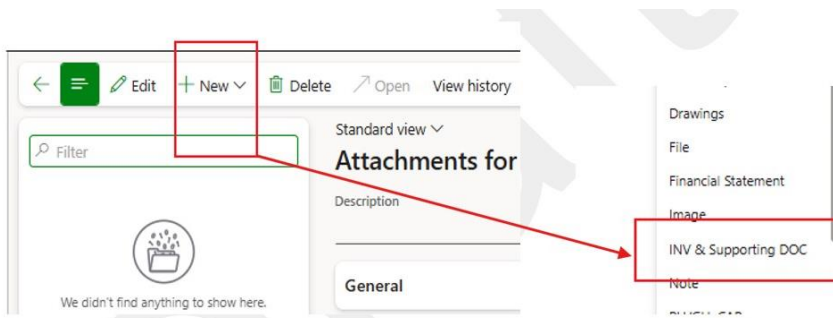
✦ A standard warning / reminder message will appear to remind the user to attach the necessary documents for submission.



✦ Click the 'Attachments' button to initiate the process of attaching document/s.

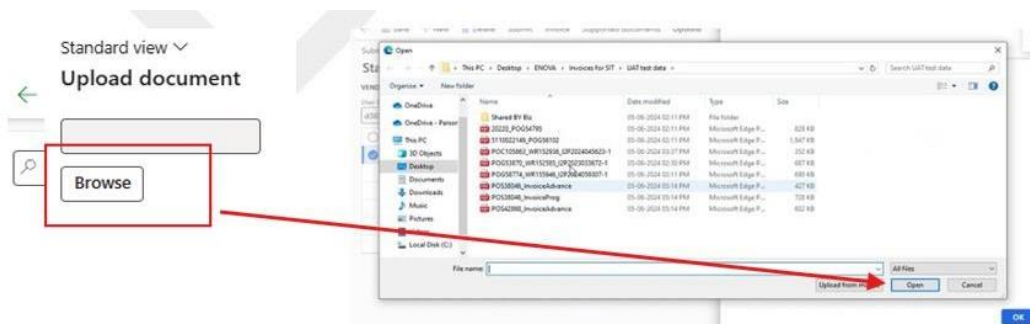


✦ Click 'New' in the Attachments form and select 'INV & Supporting DOC' from the dropdown menu.

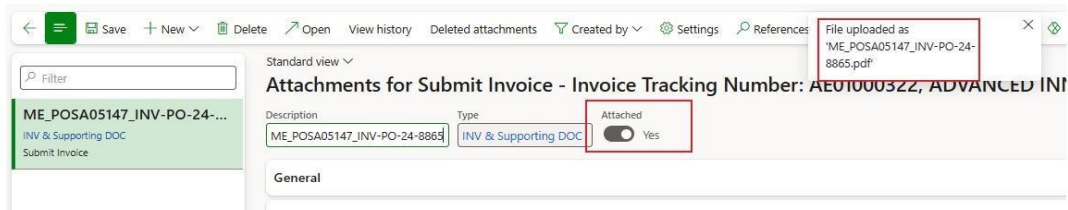


Note: Vendor can submit both Invoice and supporting documents either as a single document or as a separate document.

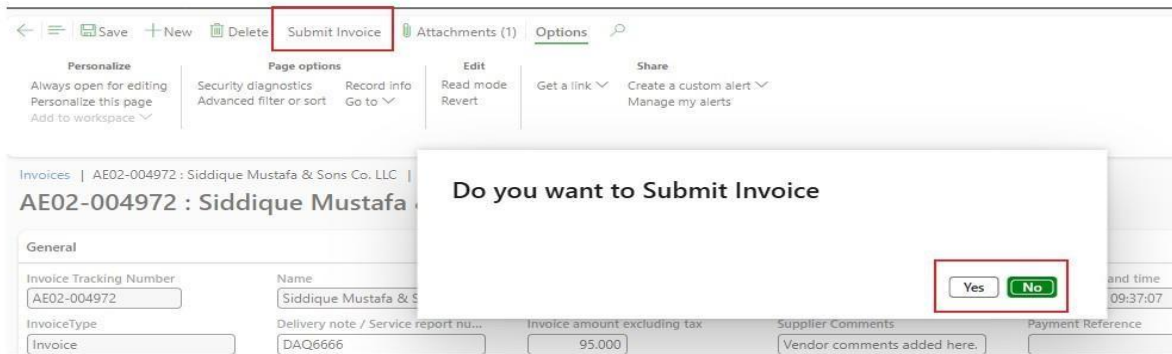
✦ To attach the documents of Invoice and supporting documents, click 'Browse'. Select the document from the local system and click 'Open' to attach the document.



✦ Confirm the document is attached as shown below. Once the documents are attached, you can see that check boxes enabled.



Note: Repeat the process to attach multiple documents against the invoice. Once all documents are attached click 'Submit Invoice' button.



☞ Once submitted the user will see a notification as below.



Note: Once the invoice is submitted, the vendor cannot make any changes to the record including the attachments. In case of any changes, please reach out to ENOVA finance team or the coordinator at the site.

- ☞ The users will also get email notifications once the invoice has been processed successfully or if it is rejected.
- ☞ Once the invoice is submitted by the vendor, Enova Team will receive the notification on the new invoices. Enova finance team will verify all the attachments and perform the 3-way matching with PO, GRN (service receipt) and Invoice.
- ☞ The status of the submitted invoice will be updated based on the approval / rejection process.
- ☞ The vendor will be able to check the status of the invoices that they submitted through the vendor portal.

There are different statuses like:

- i. Draft: The invoice has been created and not yet submitted
- ii. Submitted: The invoice is submitted successfully and awaiting ENOVA review for further processing.
- iii. Vendor invoice submitted, pending GRN: For the submitted invoice, the Enova Operations team at the site has not processed the receipt of Goods and Services. Reach out to Coordinators at the site to process the GRN.

- iv. Vendor invoice submitted, under review: The submitted invoice is being processed through the various stages of checking and approval before it is getting booked in the system.
- v. Vendor invoice booked: The invoice has been successfully posted in ERP.
- vi. Rejected: The invoice is rejected for a specific reason and check the field ENOVA comments for details. After rectifying the details, submit the revised invoice to Enova.

Status	Supplier Comments	Enova comments
Rejected	ADIA/CONTRACT	As per Coordinator request due to invoice Vs LPI
Rejected	PPM Qtr 1	Enova Entity and address is incorrect / No KPI sig
Rejected	TAX INVOICE	invoice mismatched with GRN
Rejected		Upload invoice with correct entity

- vii. Invoice paid: The invoice is paid fully by ENOVA. Refer the fields 'Payment reference' and 'Payment date' for the details of the transaction reference and the date of payment transaction respectively.

Note: There are two scenarios for **Invoice Paid** status.

- Invoice has been paid to the vendor
- If any credit note has been settled against the invoice, status will reflect **Invoice Paid** – but in this case no payment reference will be available in this case.

Payment Reference	Payment Date
AE02_HSBC_00000061	16/01/2025
AE02_HSBC_00000053	30/12/2024
AE02_HSBC_00000053	30/12/2024
JBN000002776	17/01/2025
JBN000002571	13/01/2025
JBN000002776	17/01/2025
43:06 JBN000002117	25/12/2024
JBN000002776	17/01/2025
JBN000002117	25/12/2024
JBN000002117	25/12/2024

Note: The latest status of the invoice will be automatically displayed to the vendor while opening the page 'Invoices' list page every time.

6. Help & Support

If you face any technical issues or have any queries (related to vendor management, Tender participation, Purchase Orders, Invoice Management etc.) please reach out to 'vendor@enova-me.com'.