



USER MANUAL

Vendor Management

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Document Revisions

Date	Version Number	Changes Added by	Document Changes
14/06/2024	1.0	Surabhi Dobhal	
07/10/2024	2.0	Ragupathy Nagarajan	Invoice submission process updated
15/02/2025	3.0	Ragupathy Nagarajan	Vendor portal invoice submission process updated with additional fields and validations

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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.

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:

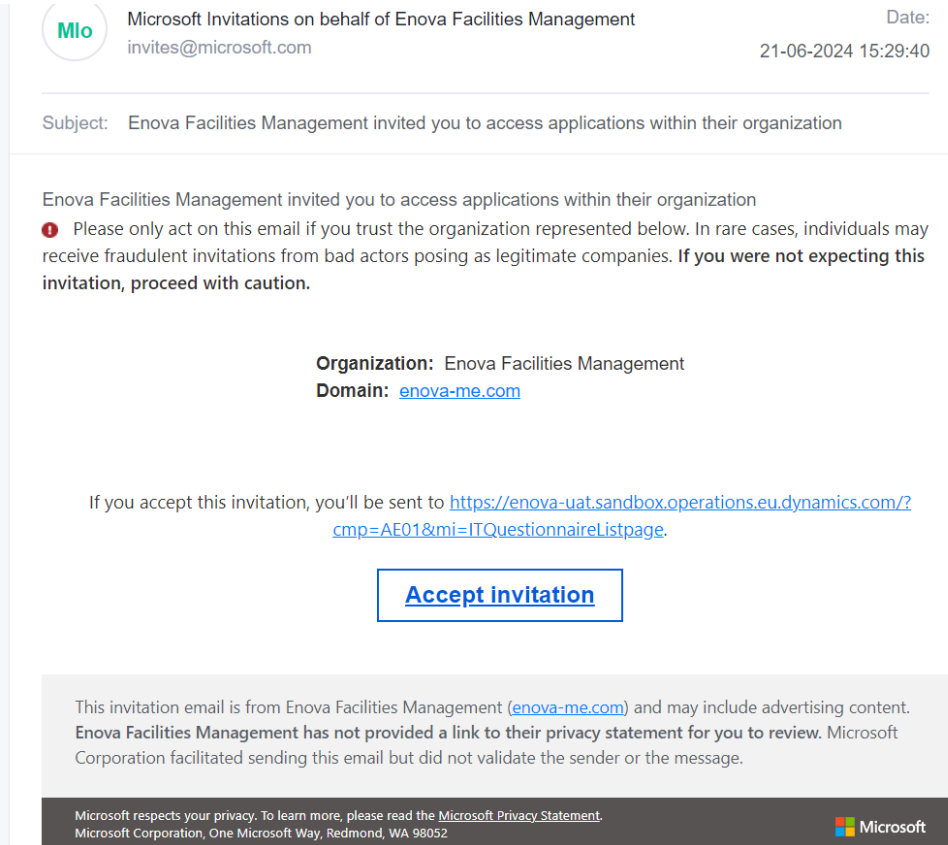
- a. Registering as a Supplier (If you are a prospective/New Vendor who has not registered with Enova earlier)
- b. Updating Your Profile as an Existing Supplier
- c. Get Invited to a Sourcing Tender and How to Submit Bids
- d. How to participate in Commercial Negotiation and provide Final Offer
- e. Asking Tender-Related Queries
- f. Periodically Updating Your Profile
- g. Frequently Asked Questions (FAQs)
- h. Contact Support

1 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 **XXXX**.

1.1 Login to Dynamics 365 Enova ERP application

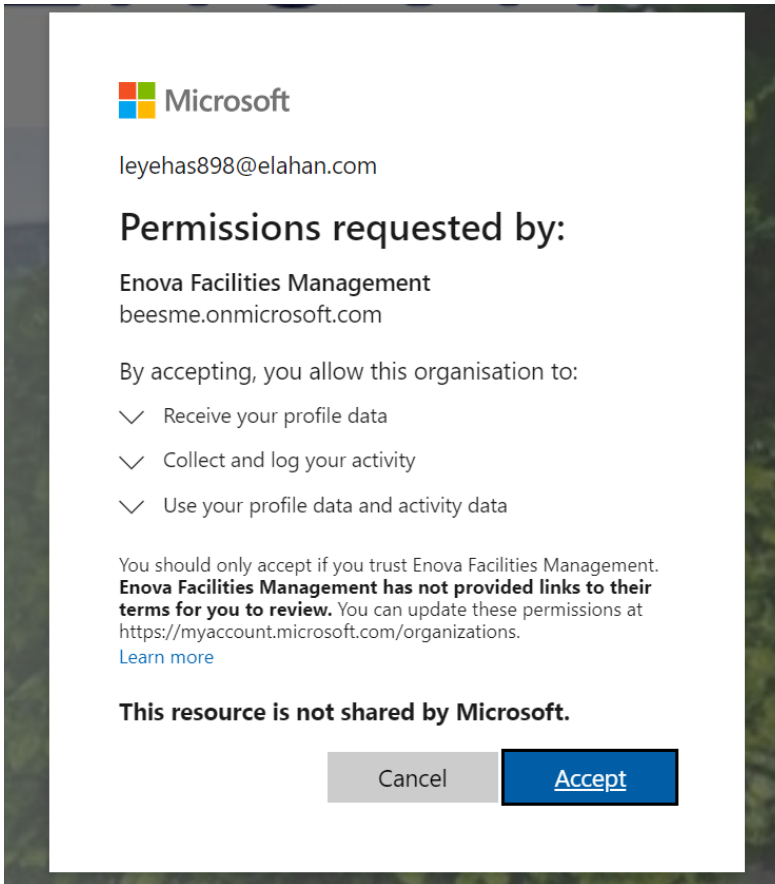
1. The vendor will receive an e-mail with an Invitation Link.



The screenshot shows an email interface. At the top left is a circular profile picture with the initials 'Mio'. To its right, the sender information reads: 'Microsoft Invitations on behalf of Enova Facilities Management' and 'invites@microsoft.com'. On the far right, the date and time are '21-06-2024 15:29:40'. Below this is a horizontal line, followed by the subject line: 'Subject: Enova Facilities Management invited you to access applications within their organization'. The main body of the email contains the text: 'Enova Facilities Management invited you to access applications within their organization'. Below this is a warning icon (a red circle with an exclamation mark) and the text: 'Please only act on this email if you trust the organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.' Further down, the organization details are listed: 'Organization: Enova Facilities Management' and 'Domain: enova-me.com'. A paragraph follows: 'If you accept this invitation, you'll be sent to <https://enova-uat.sandbox.operations.eu.dynamics.com/?cmp=AE01&mi=ITQuestionnaireListpage>.' Below this is a blue button with the text 'Accept invitation'. At the bottom of the email body, there is a grey box with the text: 'This invitation email is from Enova Facilities Management (enova-me.com) and may include advertising content. Enova Facilities Management has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.' At the very bottom of the email, there is a dark grey footer with the text: 'Microsoft respects your privacy. To learn more, please read the [Microsoft Privacy Statement](#). Microsoft Corporation, One Microsoft Way, Redmond, WA 98052' and the Microsoft logo on the right.

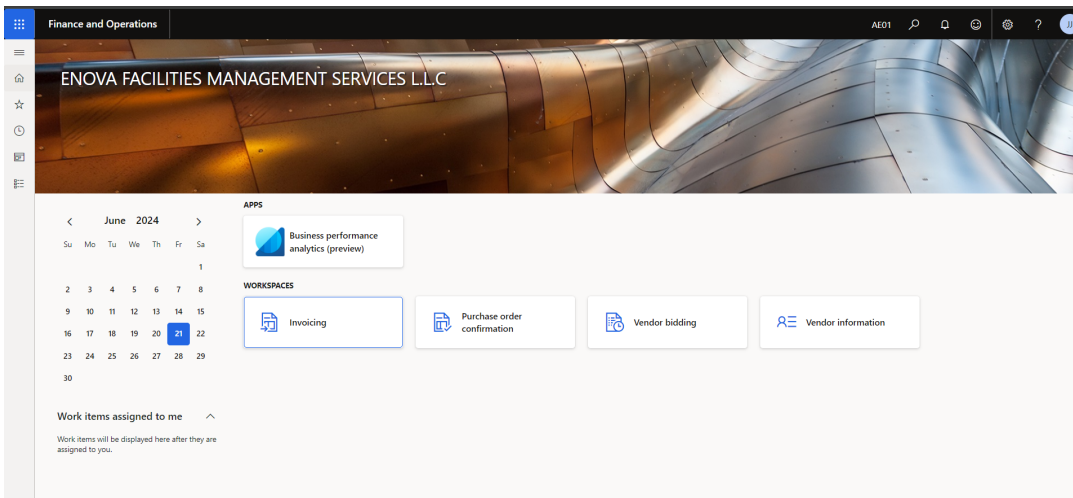
2. Click on Accept Invitation, then you will be directed to the Microsoft Login page
3. Login with your Email ID and password

4. Click Accept

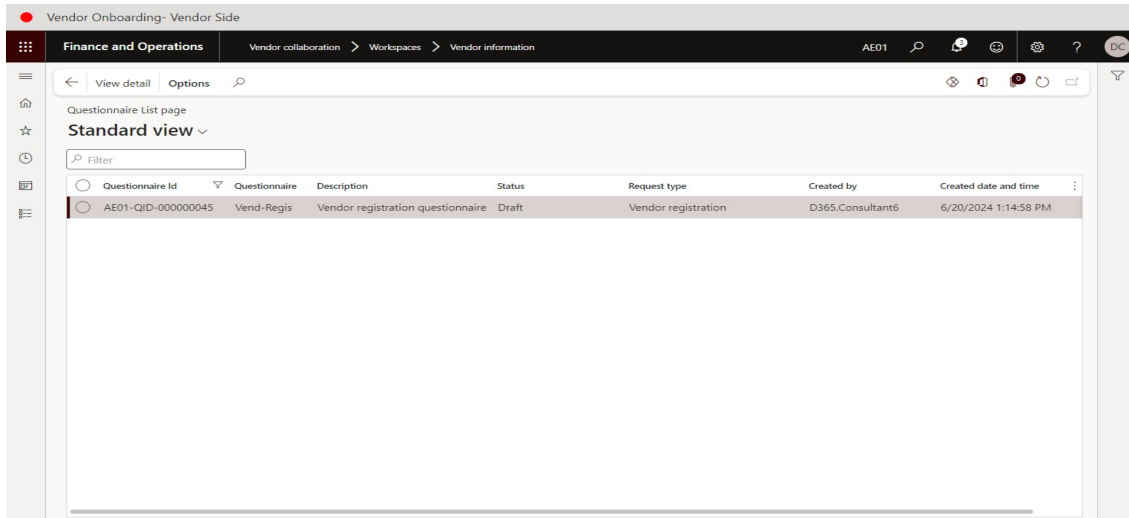


1.2 Questionnaire Setup

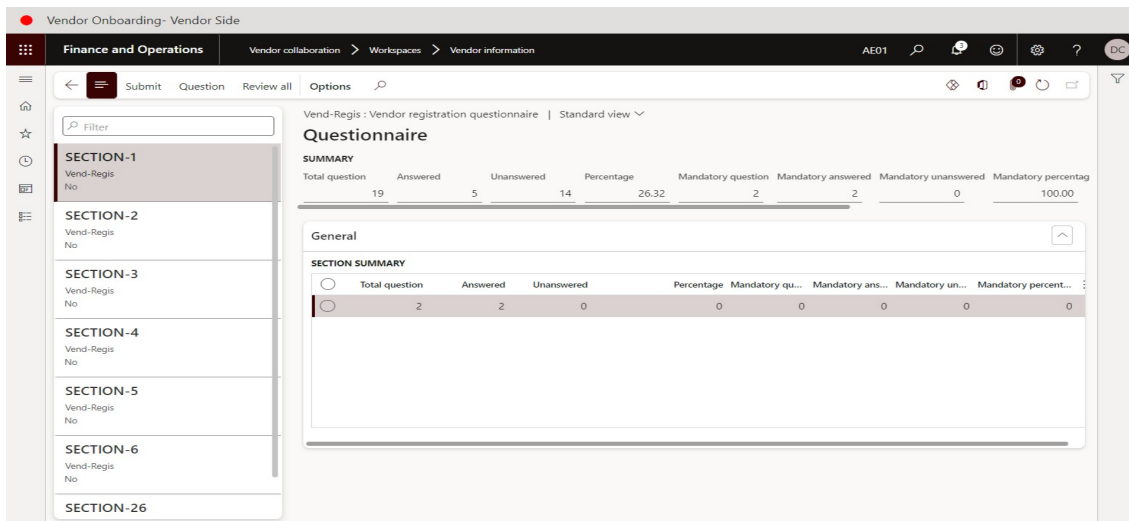
5. Go to **Vendor collaboration > Enova> Questionnaire**



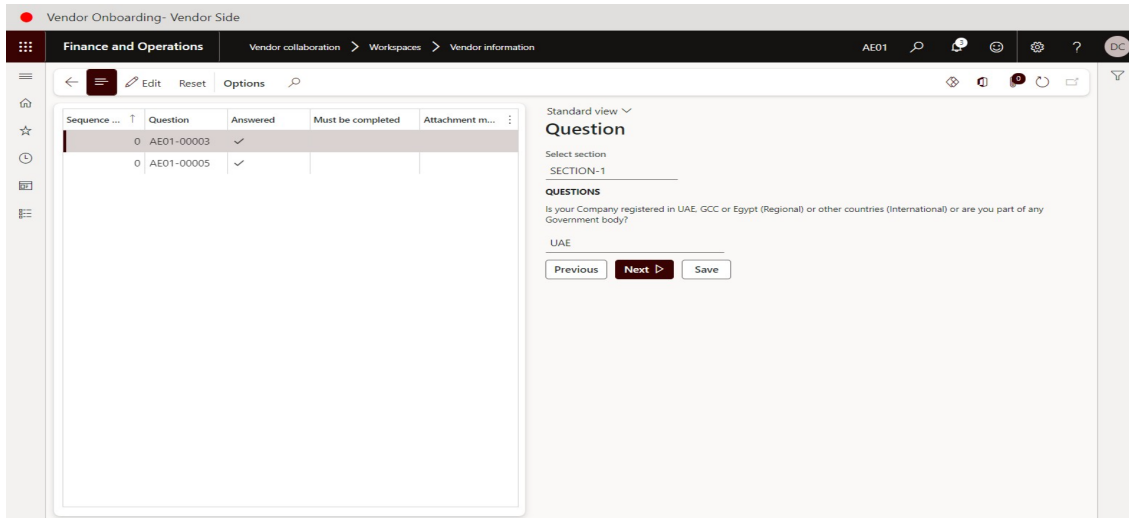
6. Click View detail.



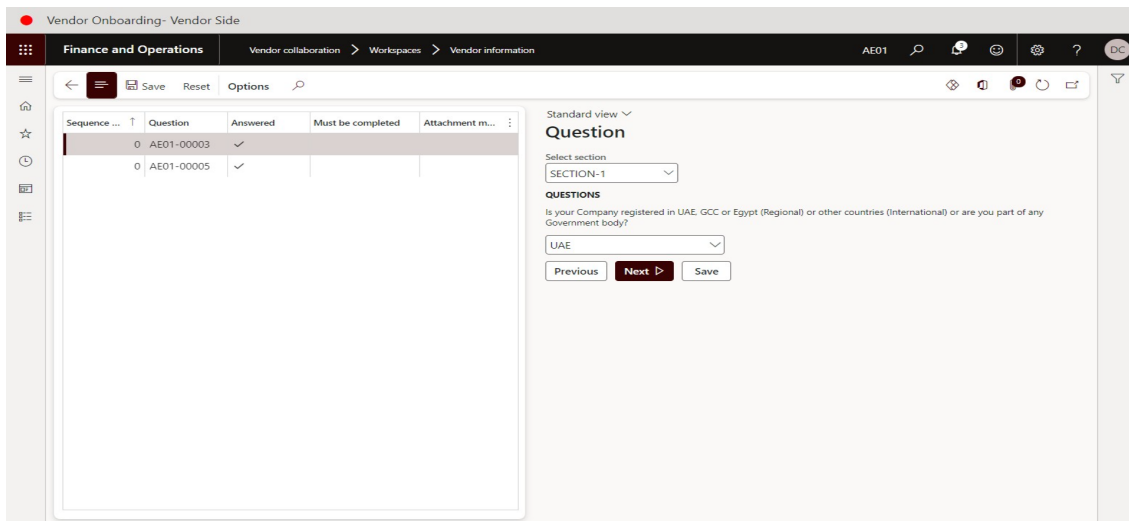
7. Click Question.



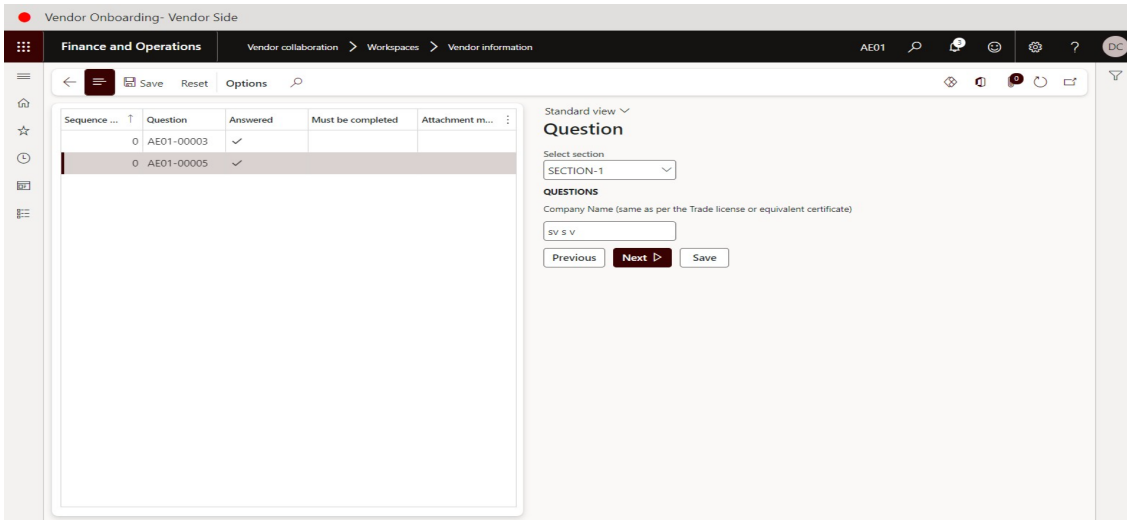
8. Use the shortcut for switching to View or Edit mode.



9. Click Next page records.



10. Click Save.

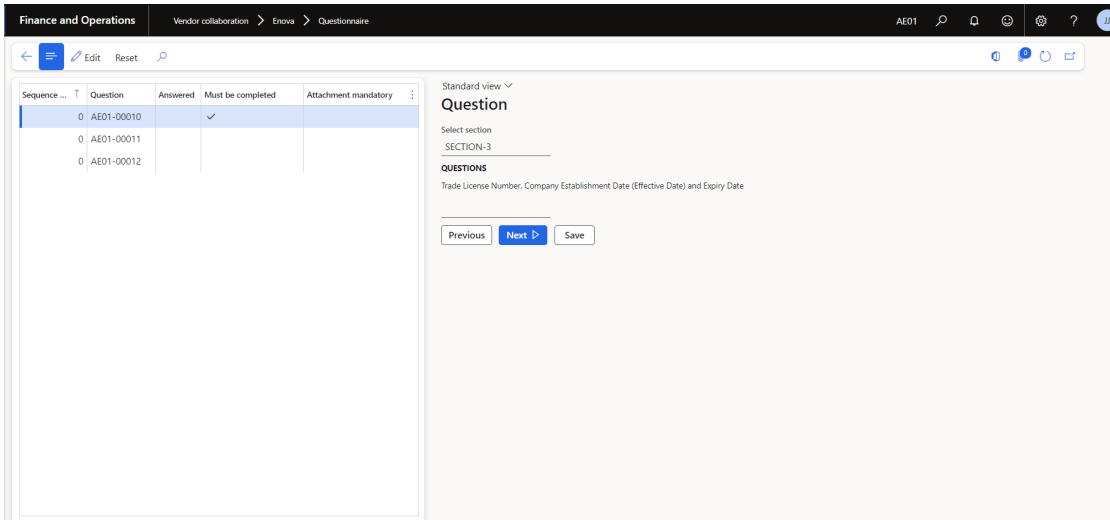


The screenshot shows the 'Vendor Onboarding - Vendor Side' interface. The breadcrumb trail is 'Vendor collaboration > Workspaces > Vendor information'. The main content area is titled 'Question' and shows a table with the following data:

Sequence ...	Question	Answered	Must be completed	Attachment m...
0	AE01-00003	✓		
0	AE01-00005	✓		

The right-hand panel shows the 'Question' details for 'SECTION-1'. It includes a 'Select section' dropdown menu, a 'QUESTIONS' section with the text 'Company Name (same as per the Trade license or equivalent certificate)', and a text input field containing 'sv s v'. At the bottom of the panel are three buttons: 'Previous', 'Next >', and 'Save'.

11. All the questions that have marked as “Must be completed” are Mandatory

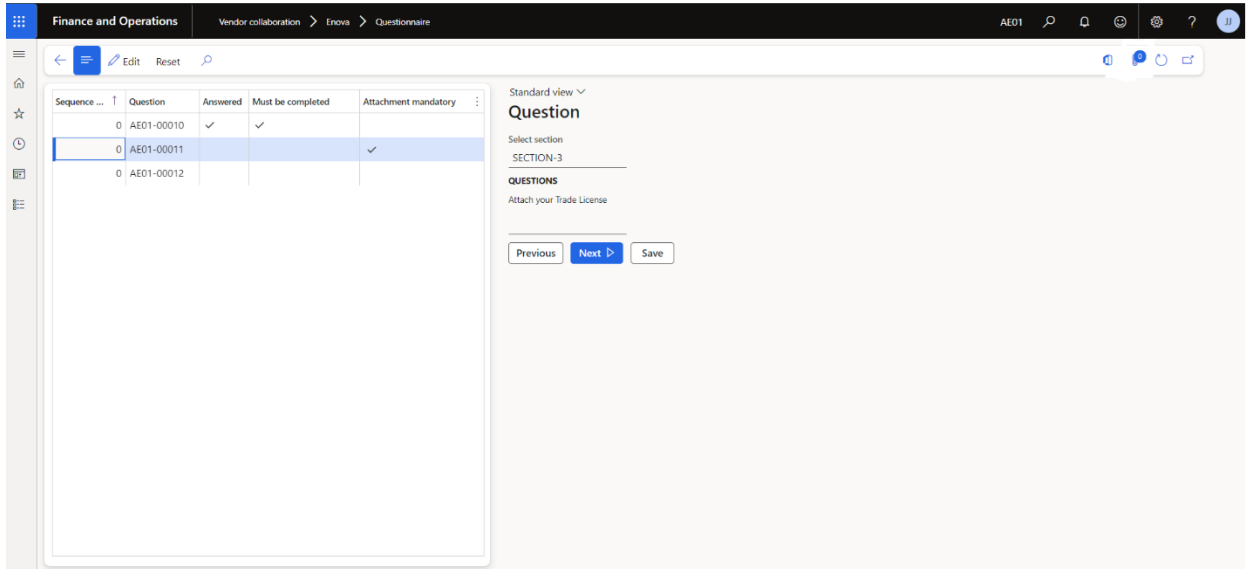


The screenshot shows the 'Vendor Onboarding - Vendor Side' interface. The breadcrumb trail is 'Vendor collaboration > Enova > Questionnaire'. The main content area is titled 'Question' and shows a table with the following data:

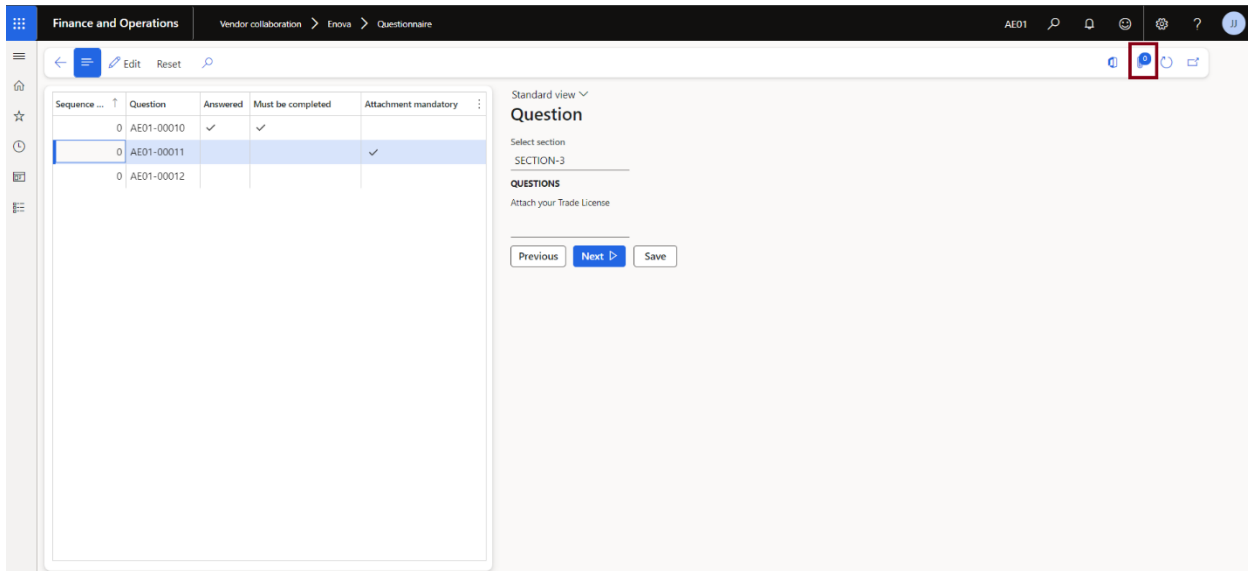
Sequence ...	Question	Answered	Must be completed	Attachment mandatory
0	AE01-00010		✓	
0	AE01-00011			
0	AE01-00012			

The right-hand panel shows the 'Question' details for 'SECTION-3'. It includes a 'Select section' dropdown menu, a 'QUESTIONS' section with the text 'Trade License Number, Company Establishment Date (Effective Date) and Expiry Date', and a text input field. At the bottom of the panel are three buttons: 'Previous', 'Next >', and 'Save'.

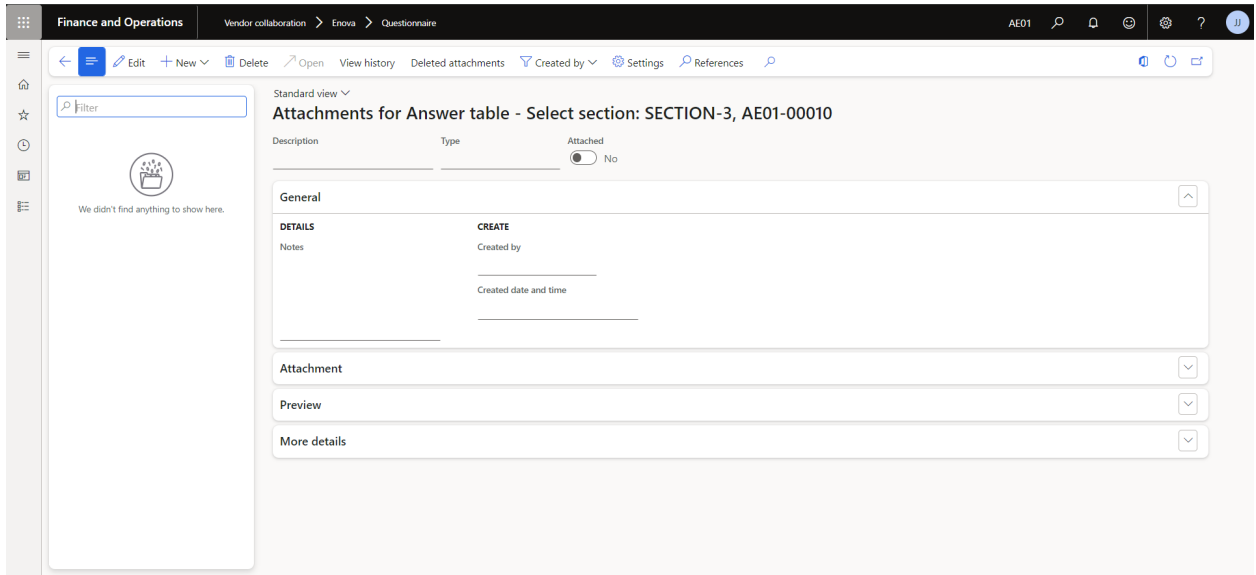
12. If there are any questions that have mark in “Attachment mandatory” column, An attachment is necessary for that question.



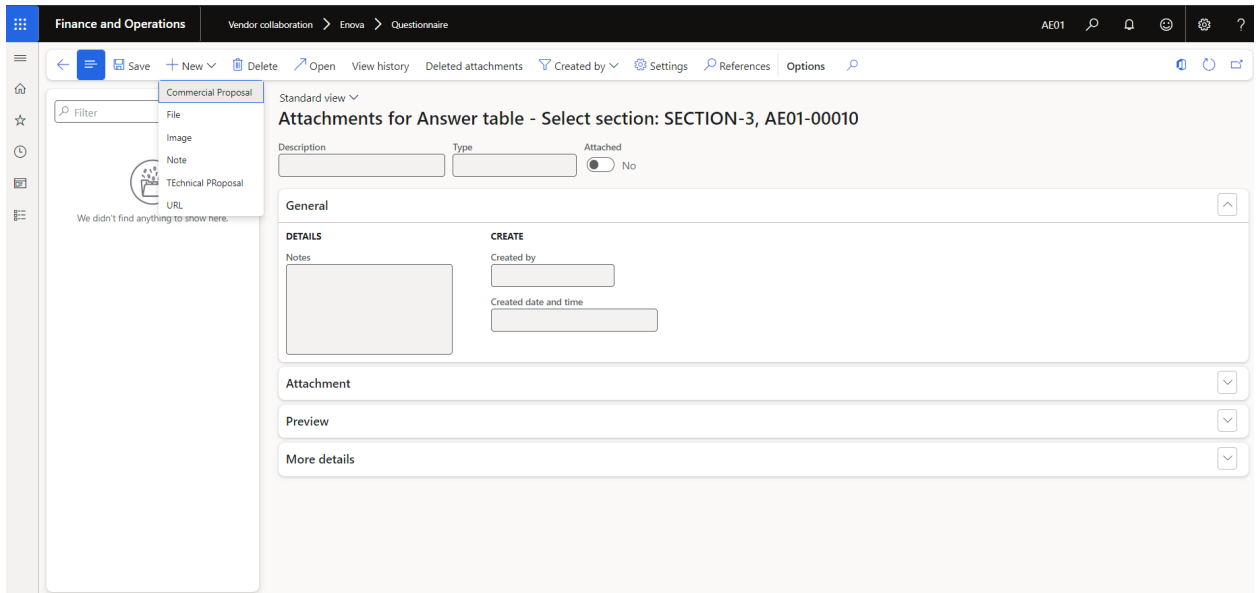
13. To attach a file Click on attachments



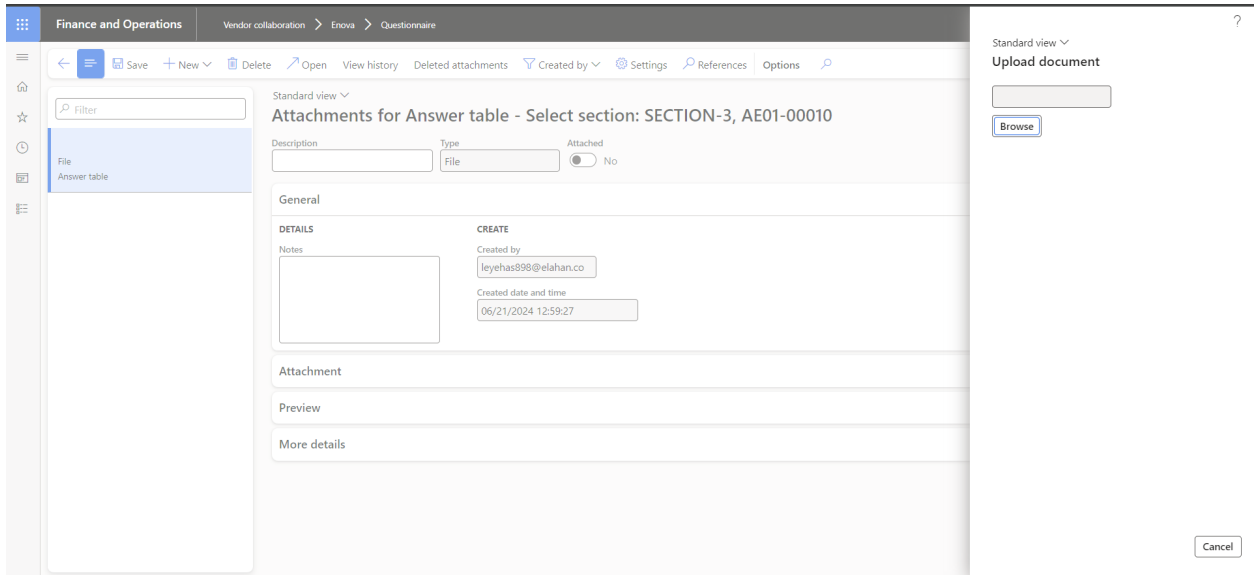
14. Click New



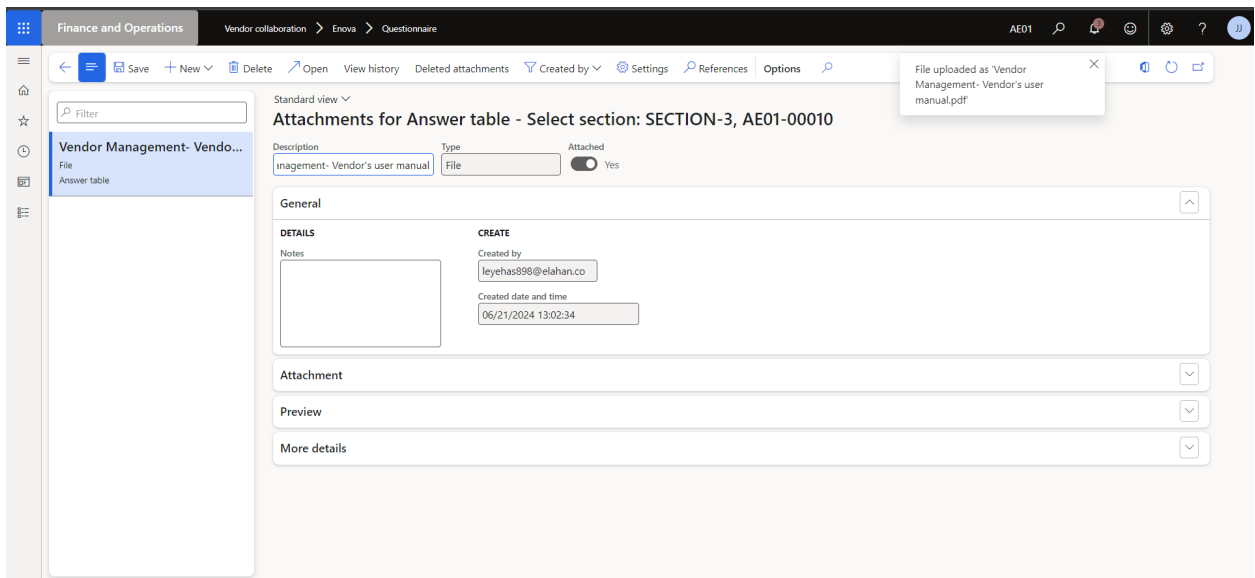
15. Select the type of file you want to upload



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



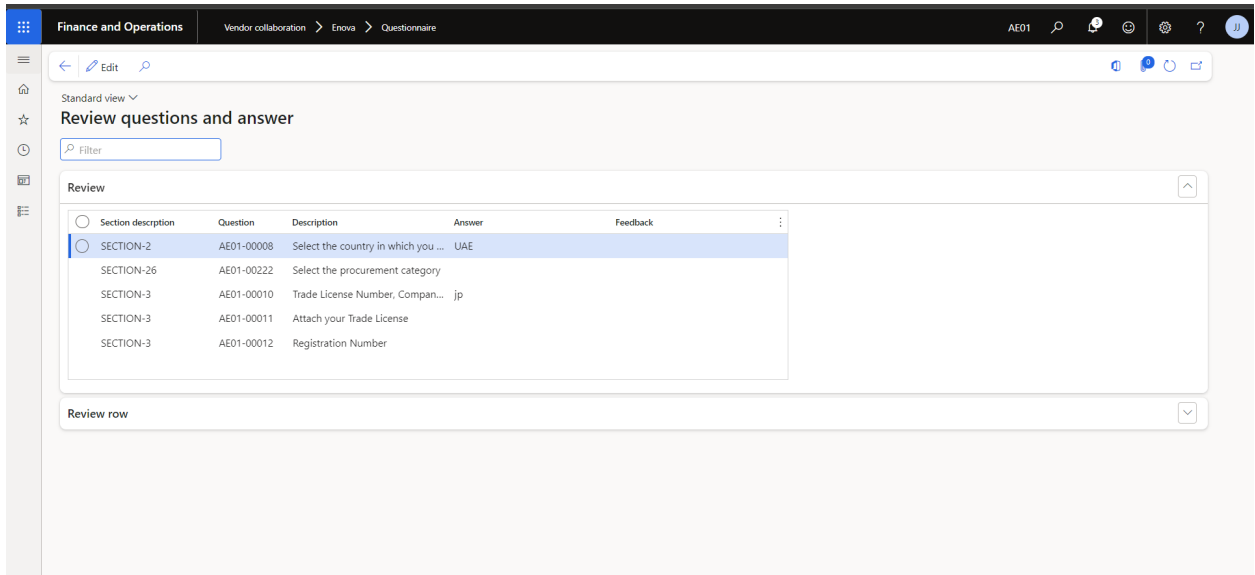
17. Click Save



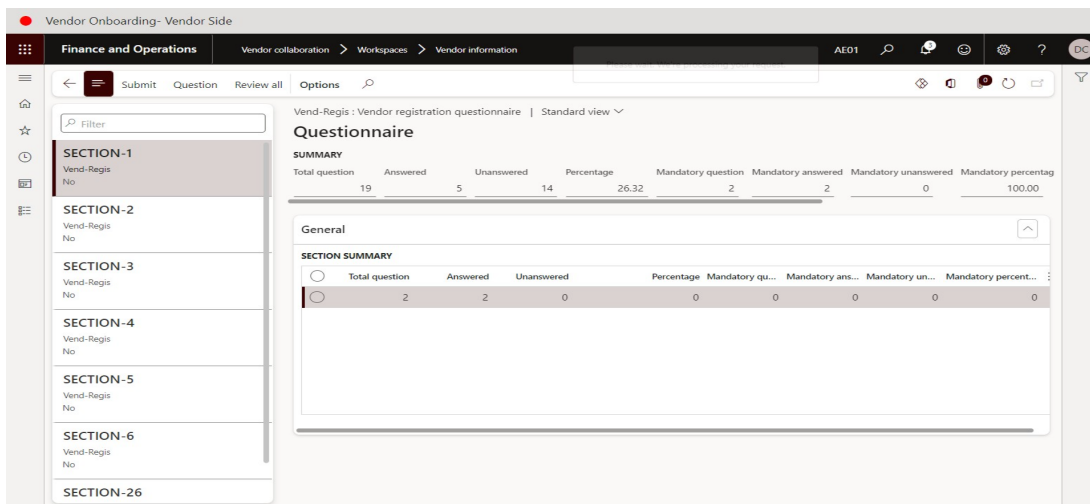
18. Click Back

19. Answer all the questions

20. The Vendor is able to review all his answers by clicking Review All.



21. Click Back and then Click **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.

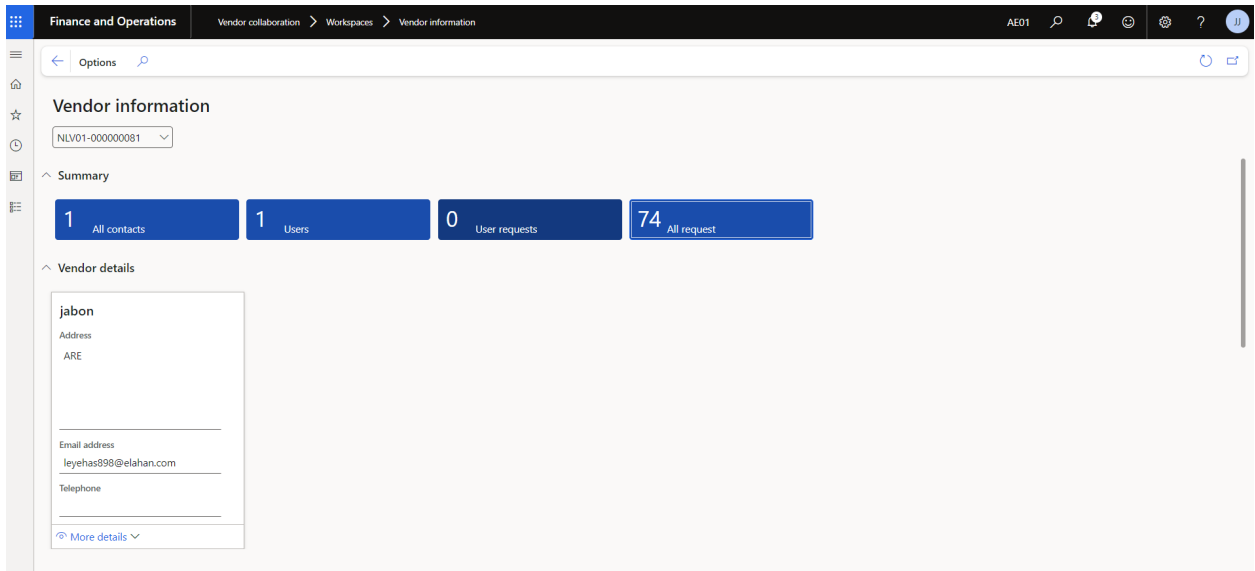
2 Vendor Requests

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

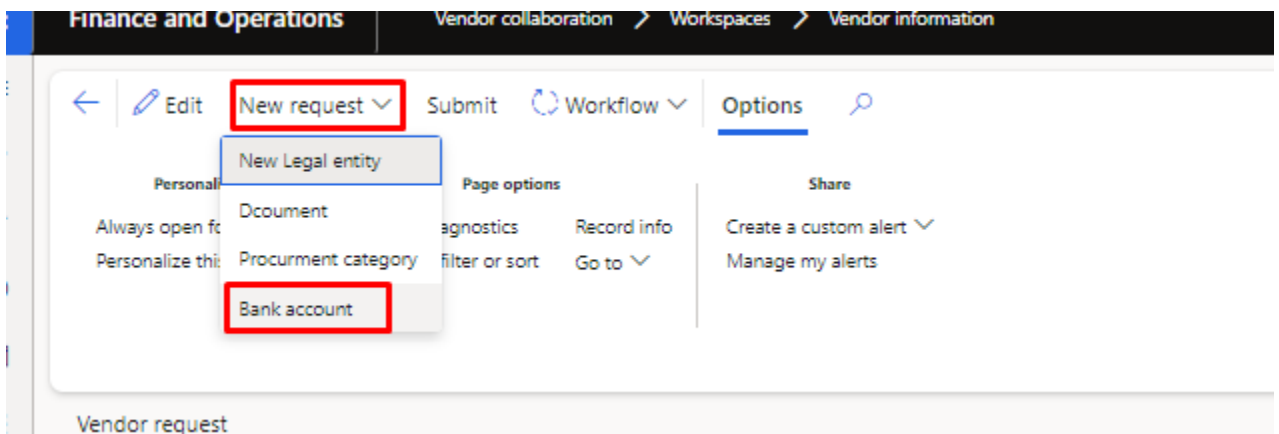
2.1 Bank Account Request

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

1. Go to **Vendor collaboration > Workspaces > Vendor information.**
2. Click All request.
3. Click New request.



4. Click Bank account.



5. Click Fill details and click OK.

The screenshot shows the 'Vendor requests' interface. At the top, there's a navigation bar with 'Finance and Operations' and 'Vendor collaboration > Workspaces > Vendor information'. A 'Please wait. We're processing your request.' message is visible. Below the navigation, there are options for 'Personalize', 'Page options', and 'Share'. The main area displays a table of vendor requests:

Request ID	Vendor request type	Status	Vendor collabo...	Created date and time
AE01-00000151	Vendor registration	Review completed	✓	6/18/2024 4:13:35 PM
AE01-00000156	Vendor registration	Rejected	✓	6/18/2024 4:58:41 PM
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
AE01-00000167	Vendor registration	Draft	✓	6/20/2024 10:17:34 AM
AE01-00000171	Vendor registration	Draft	✓	6/20/2024 10:18:44 AM
AE01-00000174	Vendor registration	Application change requested	✓	6/20/2024 10:21:19 AM
AE01-00000176	Vendor registration	Review completed	✓	6/20/2024 1:14:53 PM

On the right, a 'Bank account request' modal is open, showing fields for 'Vendor' (AE000268), 'Vendor name' (AbuHail Star Steel Fabr...), 'Request Id' (AE01-00000177), and 'Bank account'. 'OK' and 'Cancel' buttons are at the bottom right.

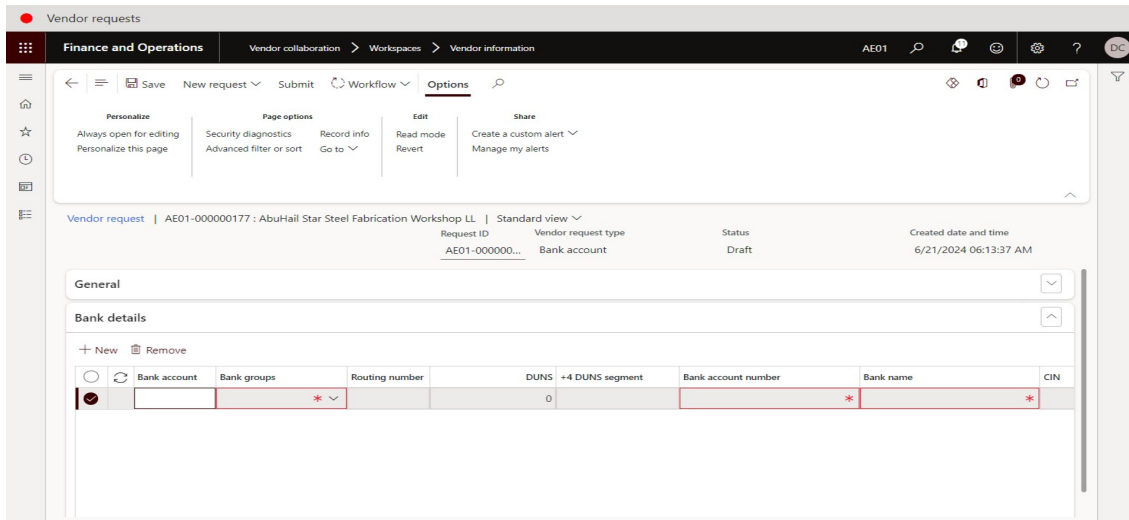
6. Click New under “Bank Details” fast Tab.

The screenshot shows the details page for a vendor request. The breadcrumb is 'Vendor request | AE01-00000177 : AbuHail Star Steel Fabrication Workshop LL | Standard view'. Below this, there's a summary table:

Request ID	Vendor request type	Status	Created date and time
AE01-000000...	Bank account	Draft	6/21/2024 06:13:37 AM

The 'Bank details' section is expanded, showing a '+ New' button (highlighted with a red box) and a 'Remove' button. Below these are columns for 'Bank account', 'Bank groups', 'Routing number', 'DUNS +4 DUNS segment', 'Bank account number', 'Bank name', and 'CIN'. A message at the bottom says 'We didn't find anything to show here.'

- 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.

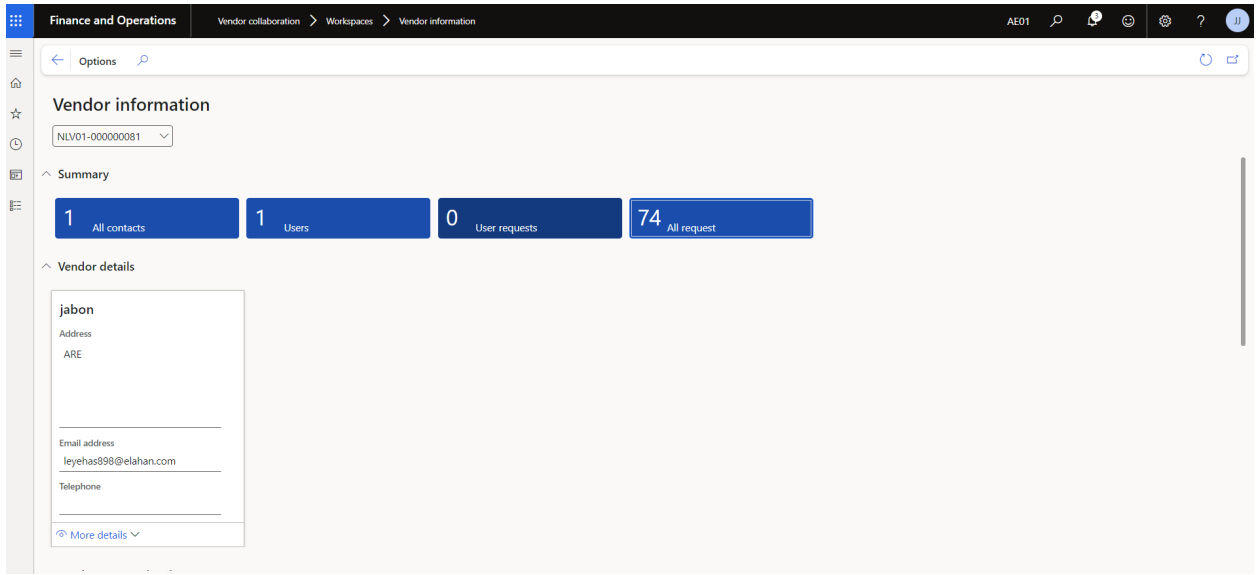
2.2 [Document Request](#)

For new Vendors: Here you'll attach all mandatory documents which are required for example Trade license, Public Liability Insurance or VAT TRN number etc.

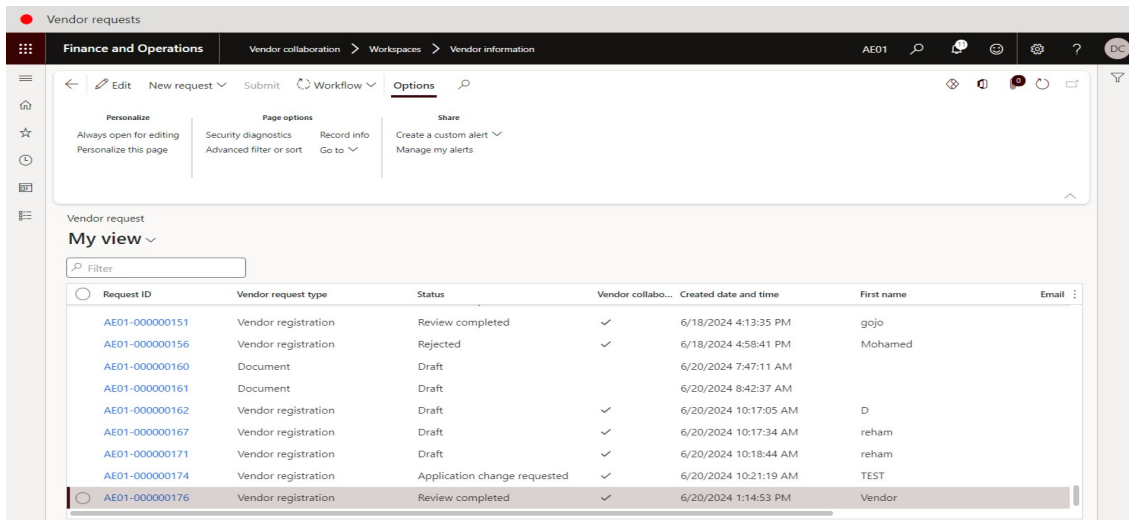
For existing vendors: If any document which are going to expire for example Trade License, Public Liability Insurance etc., you can attach as a new document and submit.

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

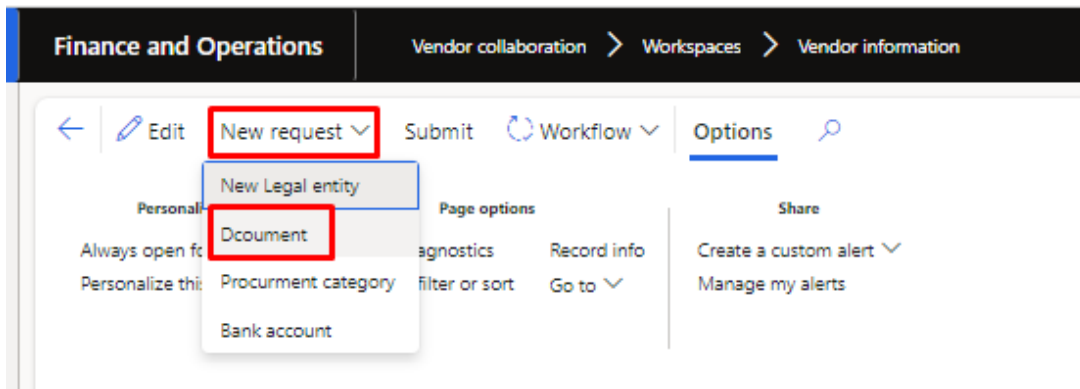
2. Click All request.



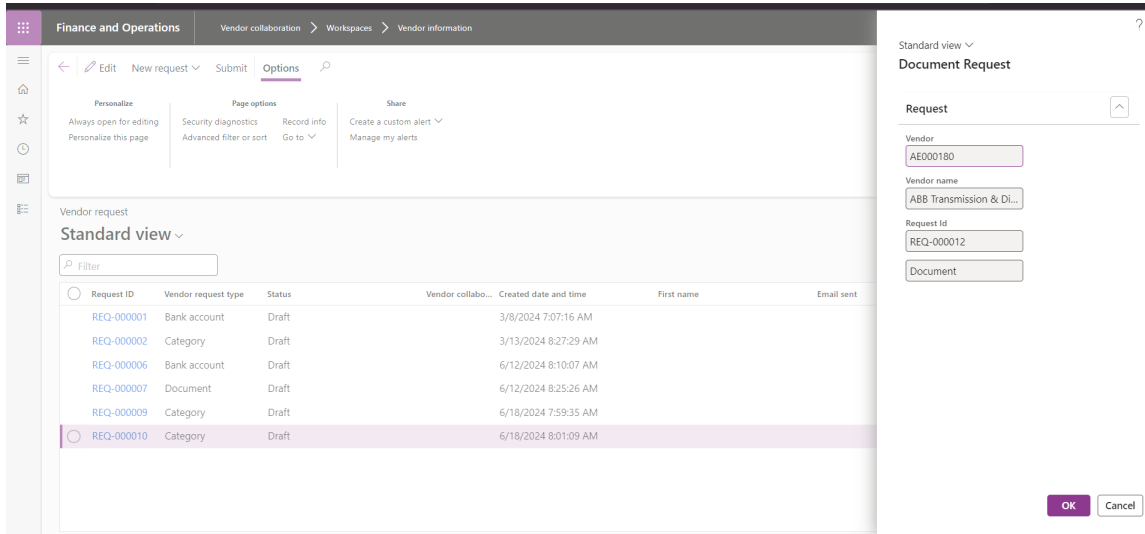
3. Click New request.



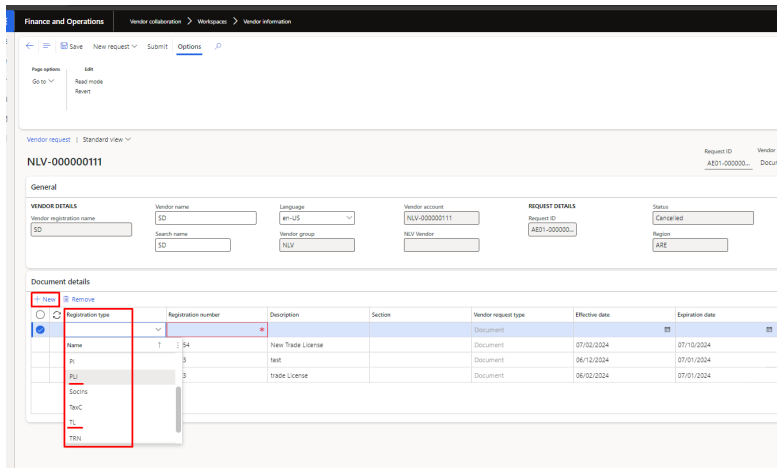
4. Click on Document.



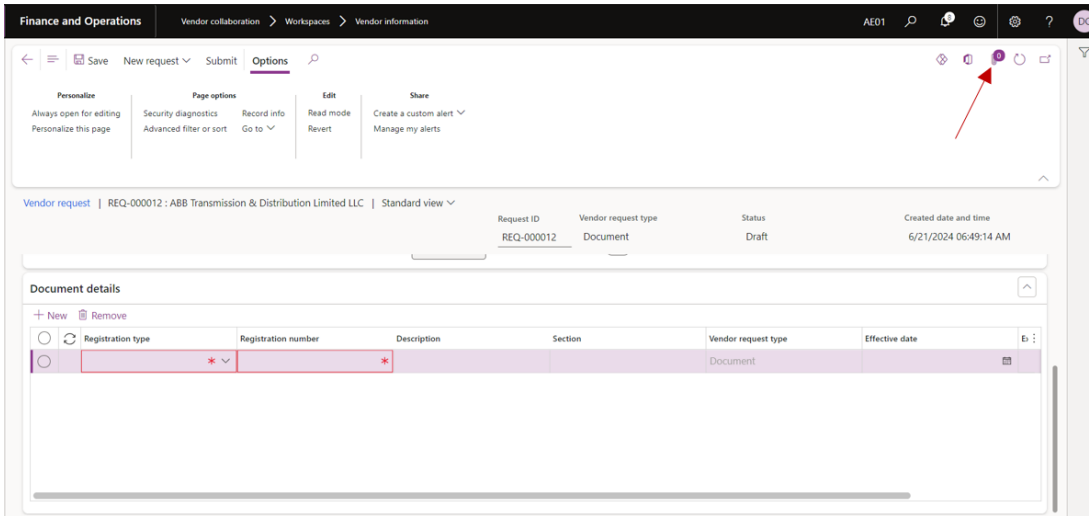
5. Click OK



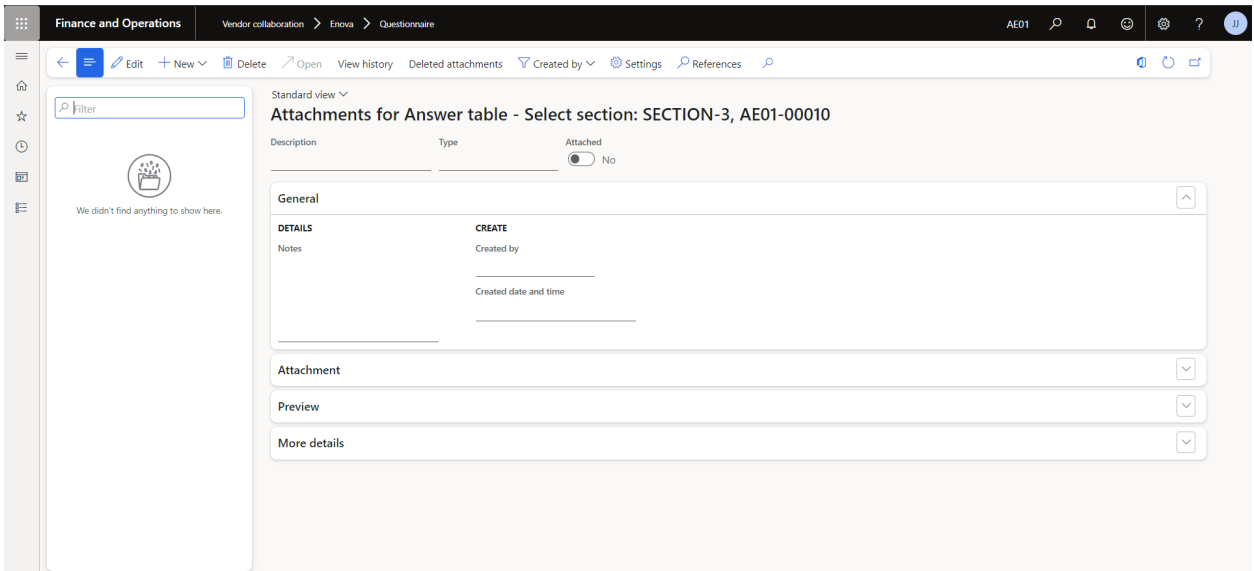
6. Fill in all the details like 'Registration type' (Trade License, PLI, PI, TRN etc), 'Registration Number', 'Effective Date', 'Expiration Date', the mandatory fields will be marked in red and the request cannot be Saved unless they're filled.



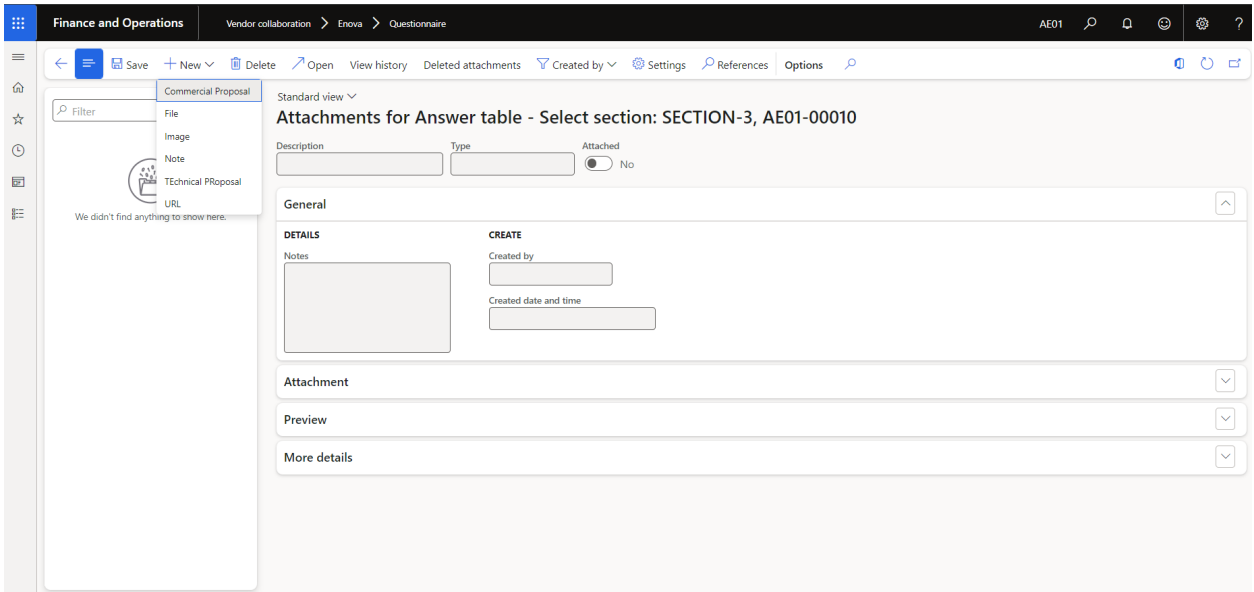
7. If any Attachment is to be added, Click on attachments



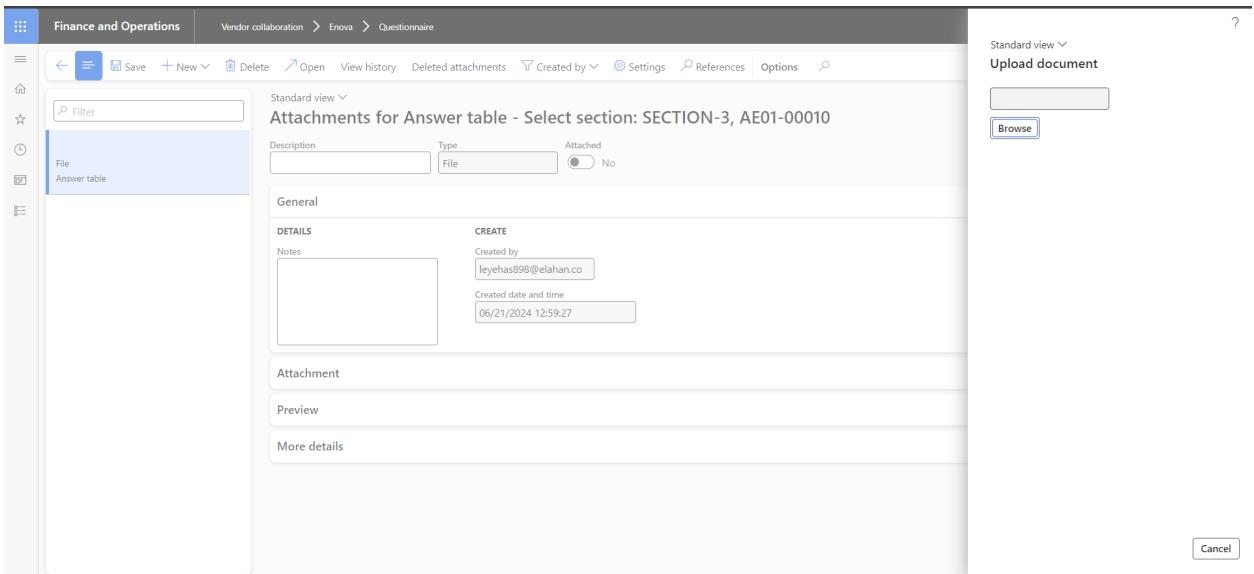
8. Click New



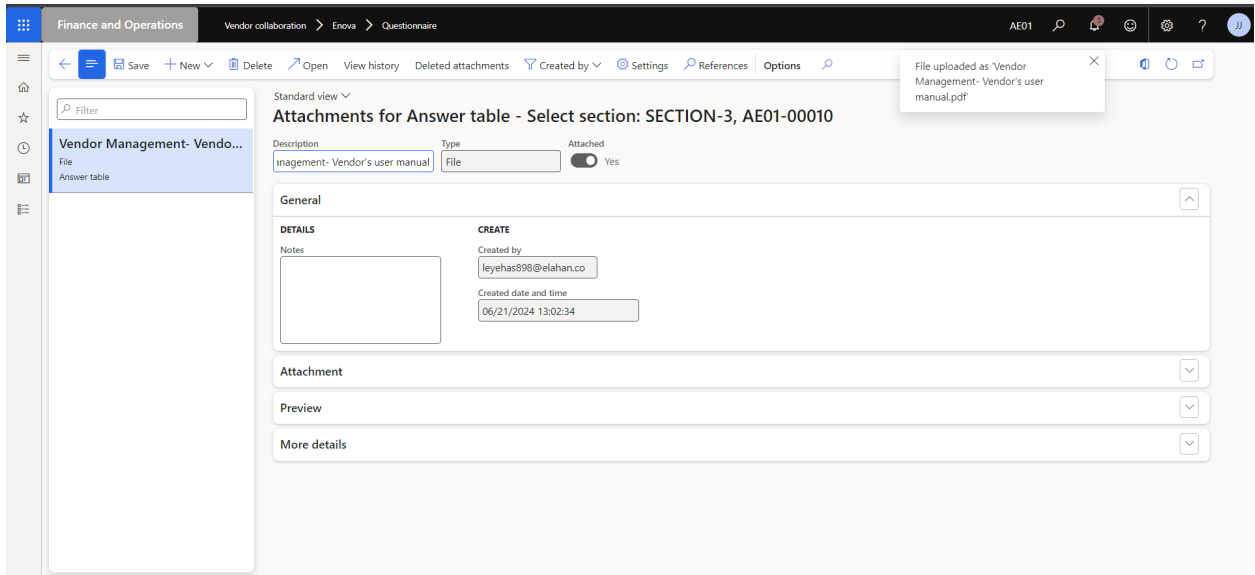
10. Select the type of file you want to upload



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



12. Click Save

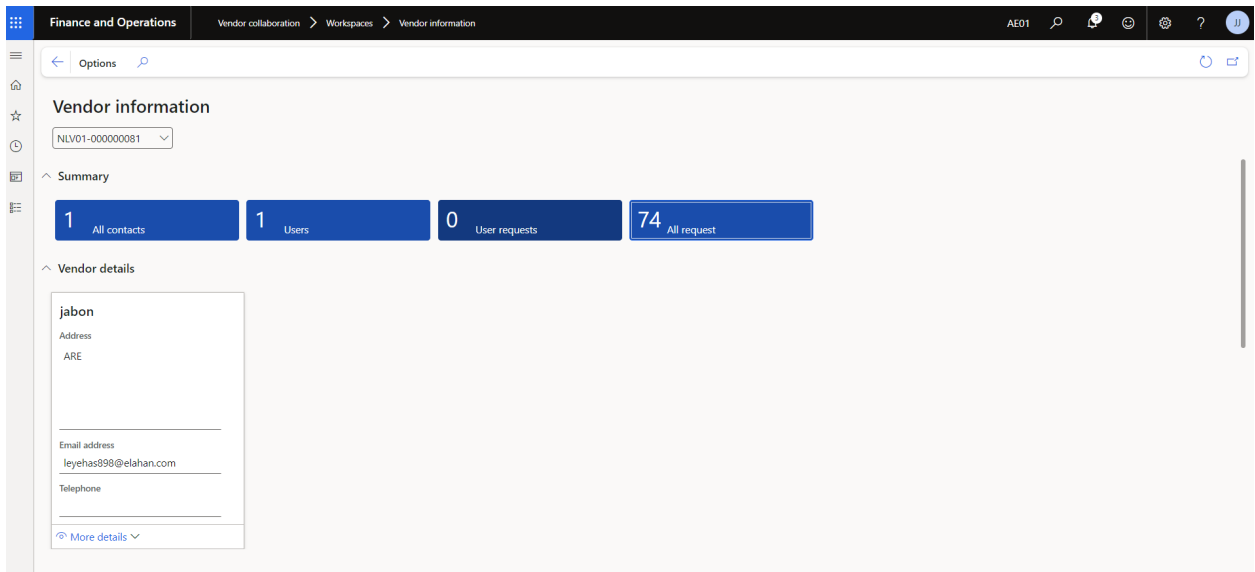


13. Click Back, then 'Save' and 'Submit'.

2.3 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.

1. Go to **Vendor collaboration > Workspaces > Vendor information.**
2. Click All request.



3. Click New request.

The screenshot shows the 'Vendor requests' interface. At the top, there are navigation tabs: 'Finance and Operations', 'Vendor collaboration', 'Workspaces', and 'Vendor information'. Below the navigation, there are several action buttons: 'Edit', 'New request', 'Submit', 'Workflow', and 'Options'. A 'Personalize' section is visible on the left, and a 'Page options' section is in the middle. The main content area displays a table of vendor requests.

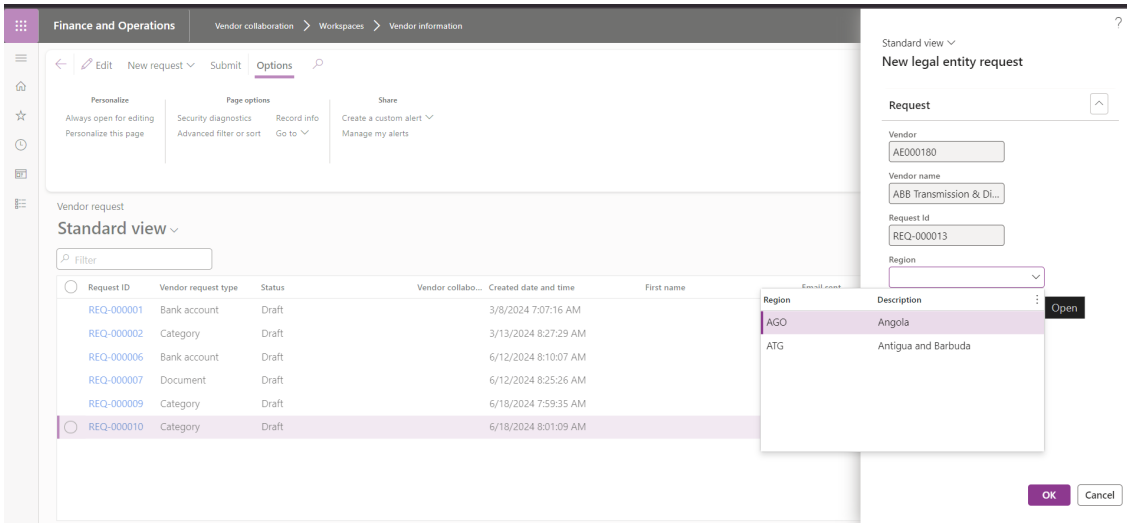
Request ID	Vendor request type	Status	Vendor collabo...	Created date and time	First name	Email
AE01-000000151	Vendor registration	Review completed	✓	6/18/2024 4:13:35 PM	gojo	
AE01-000000156	Vendor registration	Rejected	✓	6/18/2024 4:58:41 PM	Mohamed	
AE01-000000160	Document	Draft		6/20/2024 7:47:11 AM		
AE01-000000161	Document	Draft		6/20/2024 8:42:37 AM		
AE01-000000162	Vendor registration	Draft	✓	6/20/2024 10:17:05 AM	D	
AE01-000000167	Vendor registration	Draft	✓	6/20/2024 10:17:34 AM	reham	
AE01-000000171	Vendor registration	Draft	✓	6/20/2024 10:18:44 AM	reham	
AE01-000000174	Vendor registration	Application change requested	✓	6/20/2024 10:21:19 AM	TEST	
AE01-000000176	Vendor registration	Review completed	✓	6/20/2024 1:14:53 PM	Vendor	

4. Click on New Legal Entity.

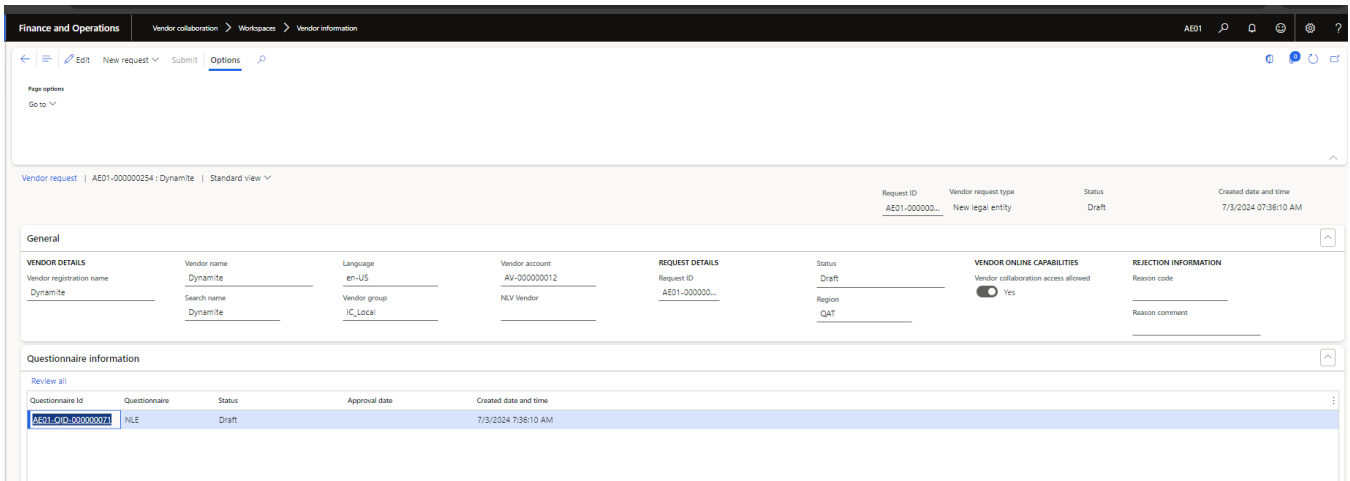
This screenshot is identical to the previous one, but it includes a 'Please wait. We're processing your request.' message in a grey box at the top right of the interface.

This is a close-up view of the 'New request' dropdown menu. The menu is open, showing several options. The 'New Legal entity' option is highlighted with a red box. Other options include 'Document', 'Procurement category', and 'Bank account'.

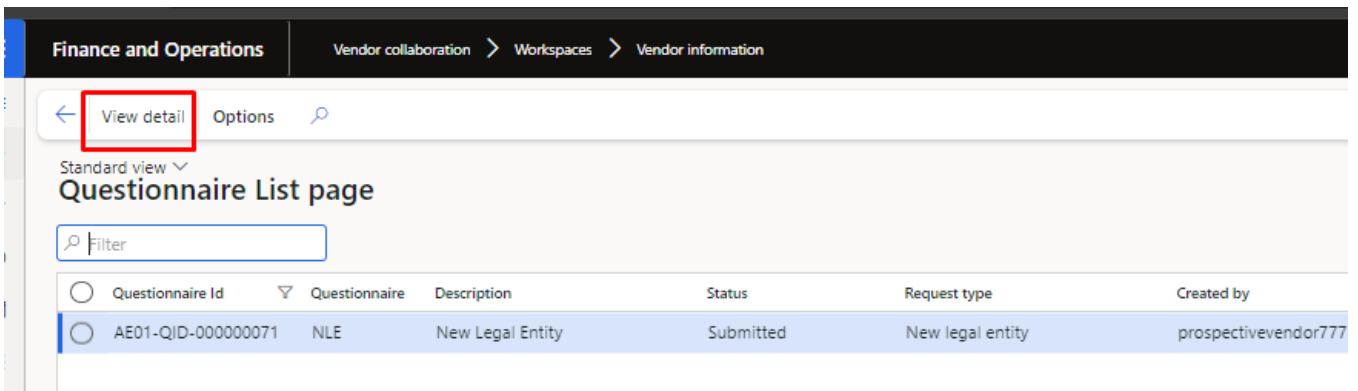
5. Select the region in which the vendor wants to operate and then click OK



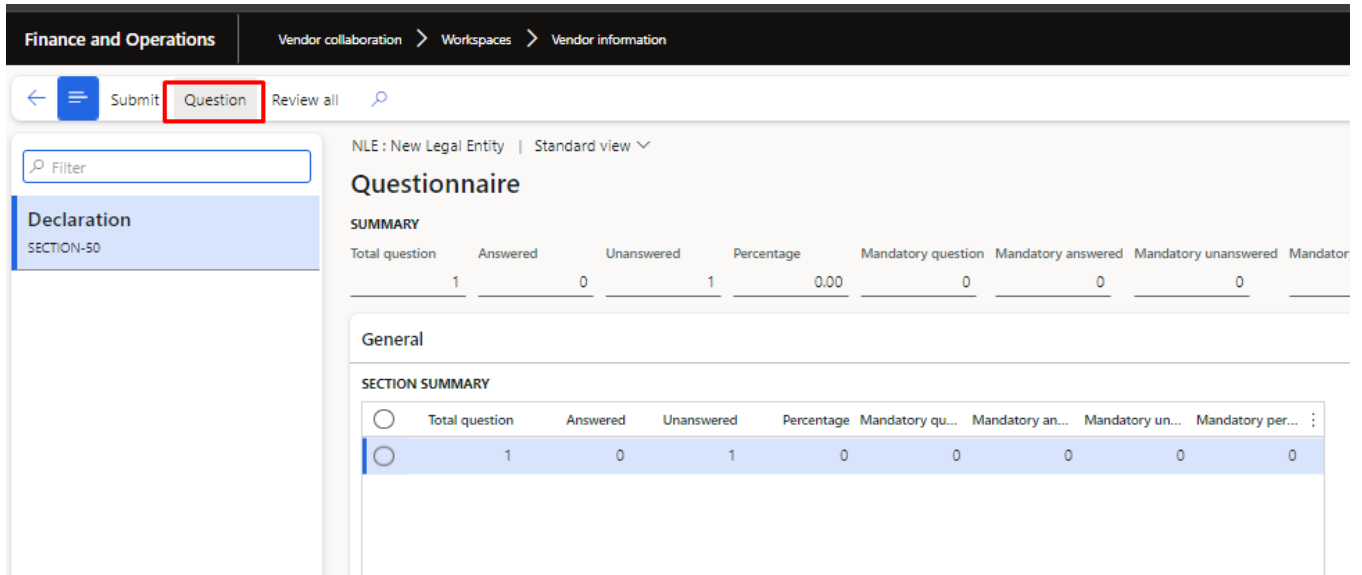
6. Once page opened, you can see the 'Questionnaire Information' fast tab, click on selected 'Questionnaire ID'.



7. Click on 'View Detail'



8. 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

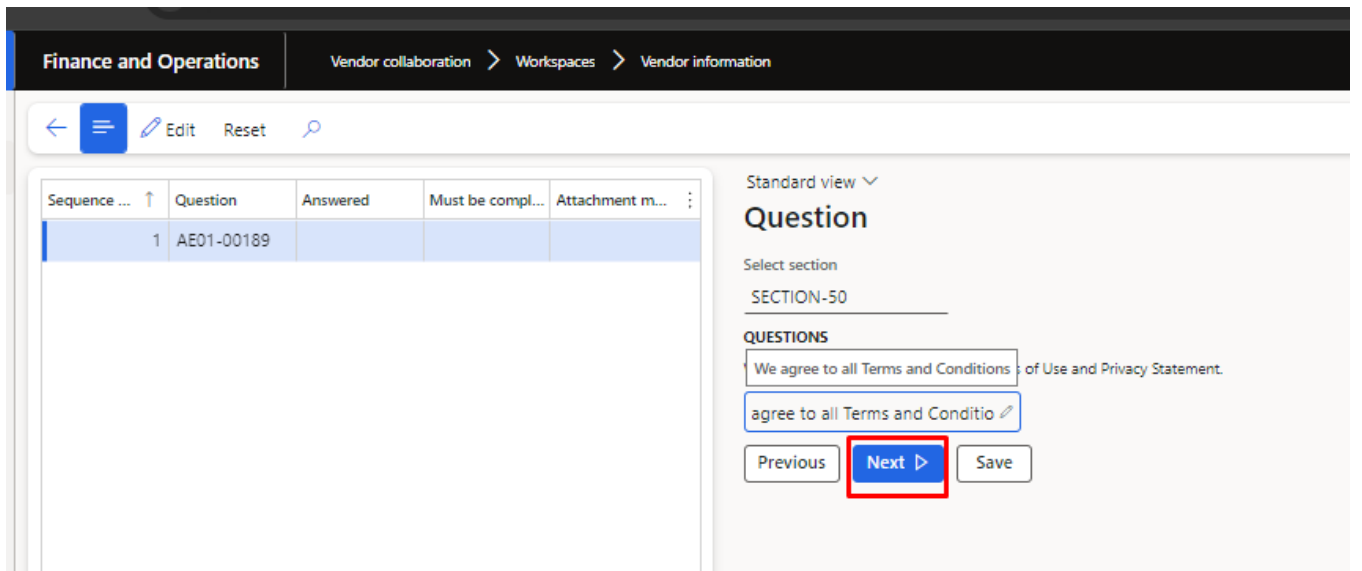
Total question	Answered	Unanswered	Percentage	Mandatory question	Mandatory answered	Mandatory unanswered	Mandator
1	0	1	0.00	0	0	0	

General

SECTION SUMMARY

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

9. 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

Edit Reset

Sequence ...	Question	Answered	Must be compl...	Attachment m...
1	AE01-00189			

Standard view

Question

Select section
SECTION-50

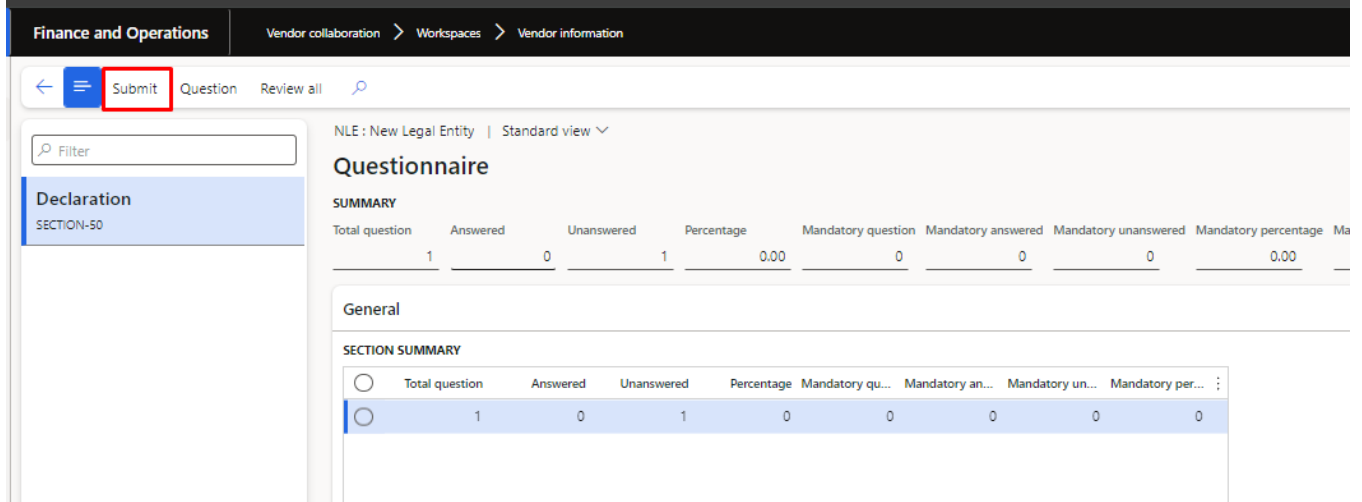
QUESTIONS

We agree to all Terms and Conditions of Use and Privacy Statement.

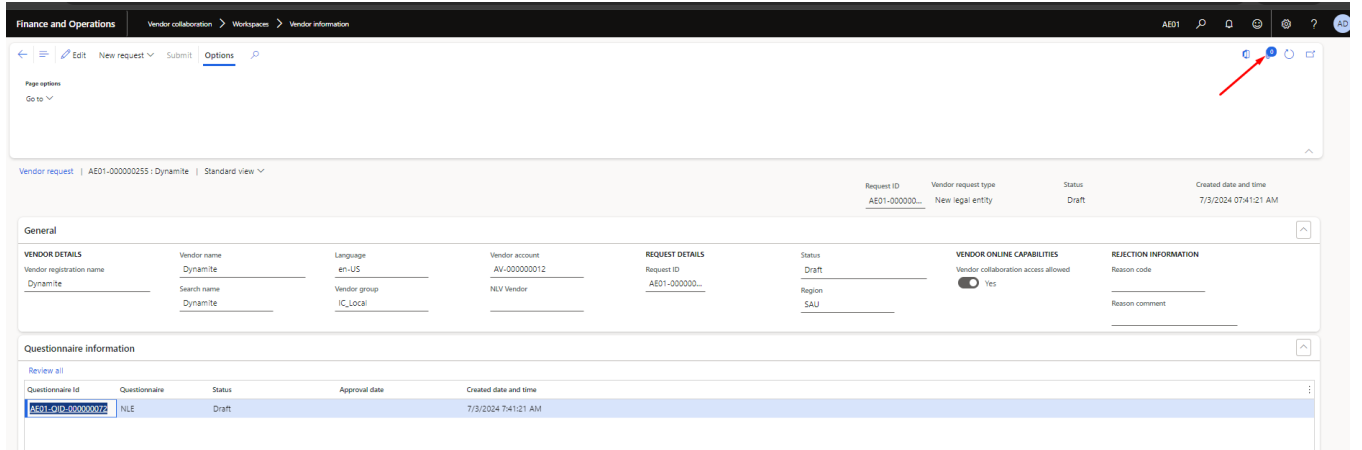
agree to all Terms and Conditio

Previous Next Save

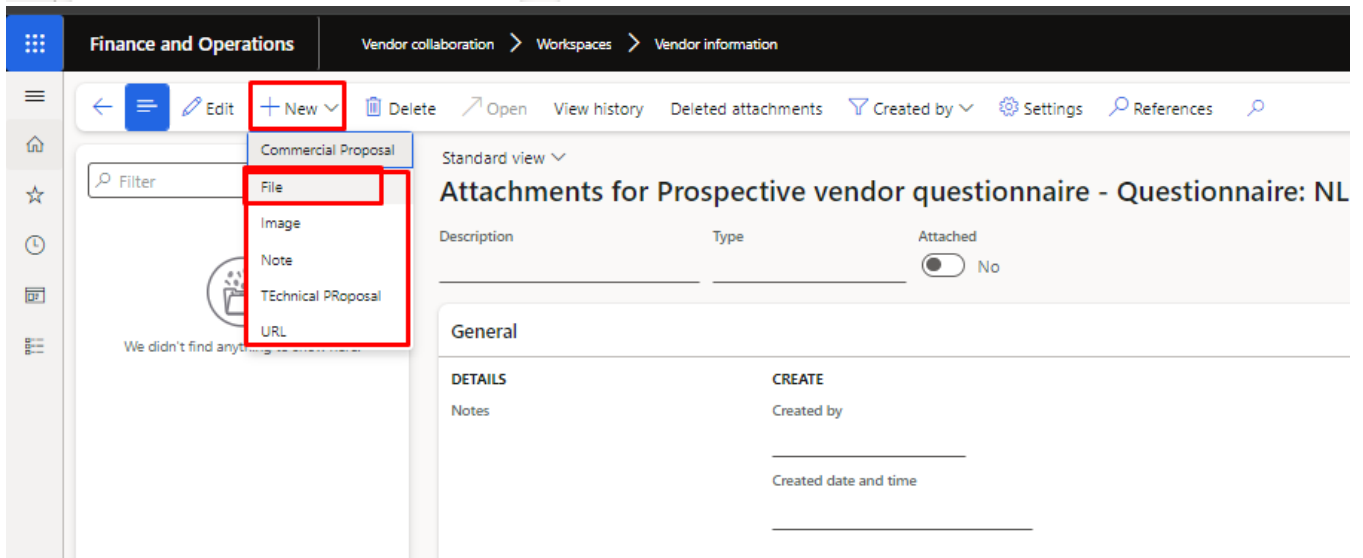
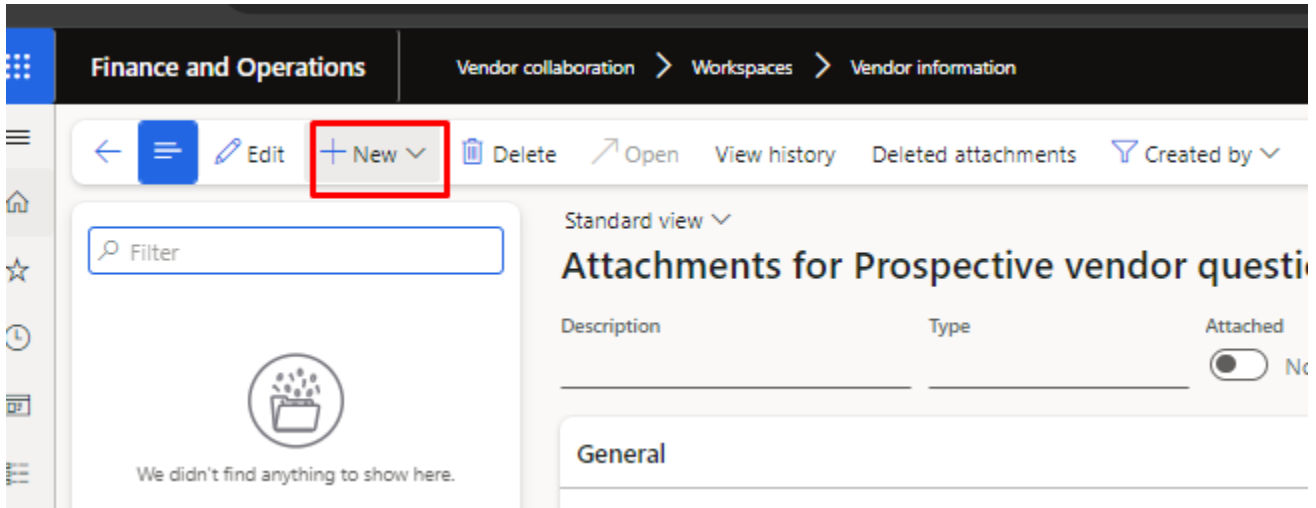
10. Once Saved, it will automatically go back to that Questionnaire screen from where you can click 'Submit'.



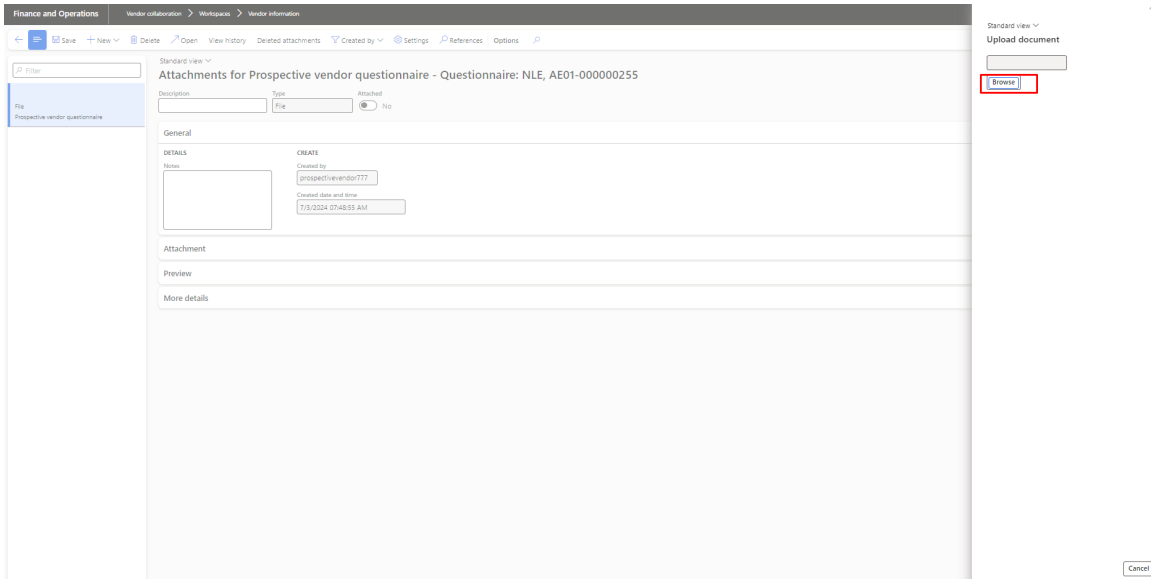
11. The go back to the main screen where you're requesting for new Legal entity request, attach the required documents (if any) from the attachment symbol.



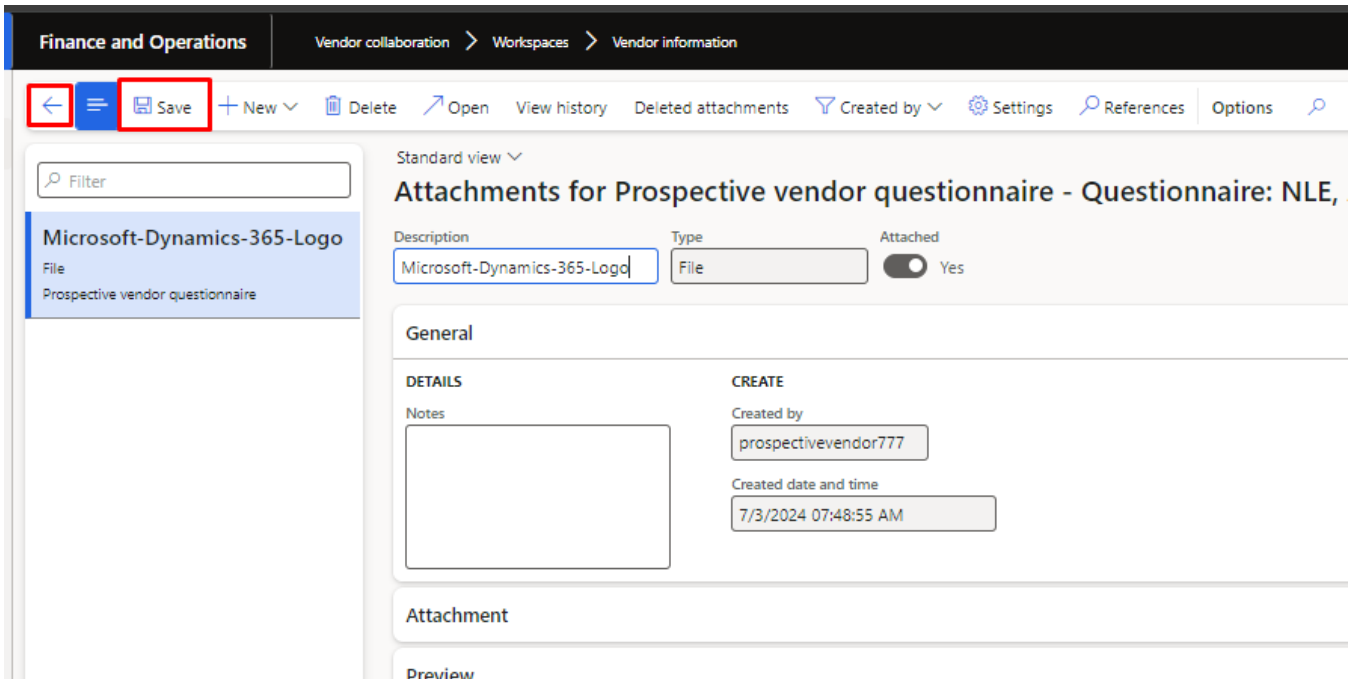
12. Click 'New' to attach new document. List of documents are also reflecting here



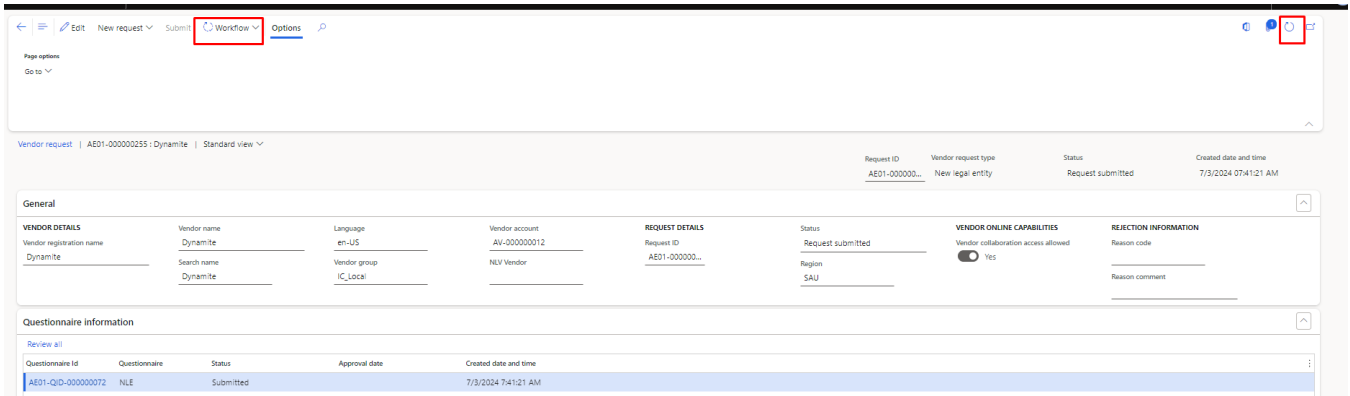
13. Click Browse and select the document.



14. Click Save and go back



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

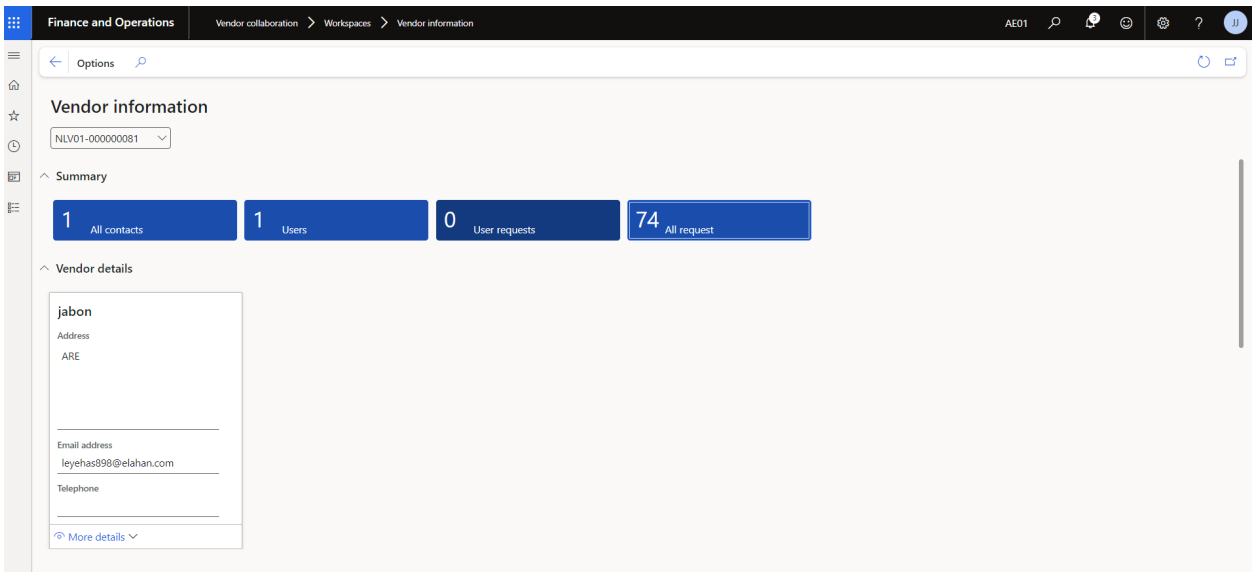


Once it will be approved by the client. Then you will be released as a vendor for requested Legal Entity.

2.4 Additional Procurement Category Request

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.

1. Go to **Vendor collaboration > Workspaces > Vendor information.**
2. Click All Requests



3. Click New request.

The screenshot shows the 'Vendor requests' page in the 'Finance and Operations' system. The breadcrumb trail is 'Vendor collaboration > Workspaces > Vendor information'. The 'New request' dropdown menu is open, showing options like 'Personalize', 'Page options', and 'Share'. Below the menu, there is a 'Vendor request' section with a 'My view' dropdown and a filter input. A table lists several requests with columns for Request ID, Vendor request type, Status, Vendor collaboration, Created date and time, First name, and Email.

Request ID	Vendor request type	Status	Vendor collabo...	Created date and time	First name	Email
AE01-000000151	Vendor registration	Review completed	✓	6/18/2024 4:13:35 PM	gojo	
AE01-000000156	Vendor registration	Rejected	✓	6/18/2024 4:58:41 PM	Mohamed	
AE01-000000160	Document	Draft		6/20/2024 7:47:11 AM		
AE01-000000161	Document	Draft		6/20/2024 8:42:37 AM		
AE01-000000162	Vendor registration	Draft	✓	6/20/2024 10:17:05 AM	D	
AE01-000000167	Vendor registration	Draft	✓	6/20/2024 10:17:34 AM	reham	
AE01-000000171	Vendor registration	Draft	✓	6/20/2024 10:18:44 AM	reham	
AE01-000000174	Vendor registration	Application change requested	✓	6/20/2024 10:21:19 AM	TEST	
AE01-000000176	Vendor registration	Review completed	✓	6/20/2024 1:14:53 PM	Vendor	

4. Click on procurement category.

The screenshot shows the 'Vendor requests' page with the 'New request' dropdown menu open. The menu is expanded to show a list of procurement categories: 'New Legal entity', 'Document', 'Procurement category', and 'Bank account'. The 'Procurement category' option is highlighted with a red box. A 'Please wait. We're processing your request.' message is visible in the top right corner of the page.

Finance and Operations **Vendor collaboration > Workspaces > Vendor information**

Vendor request

Vendor request

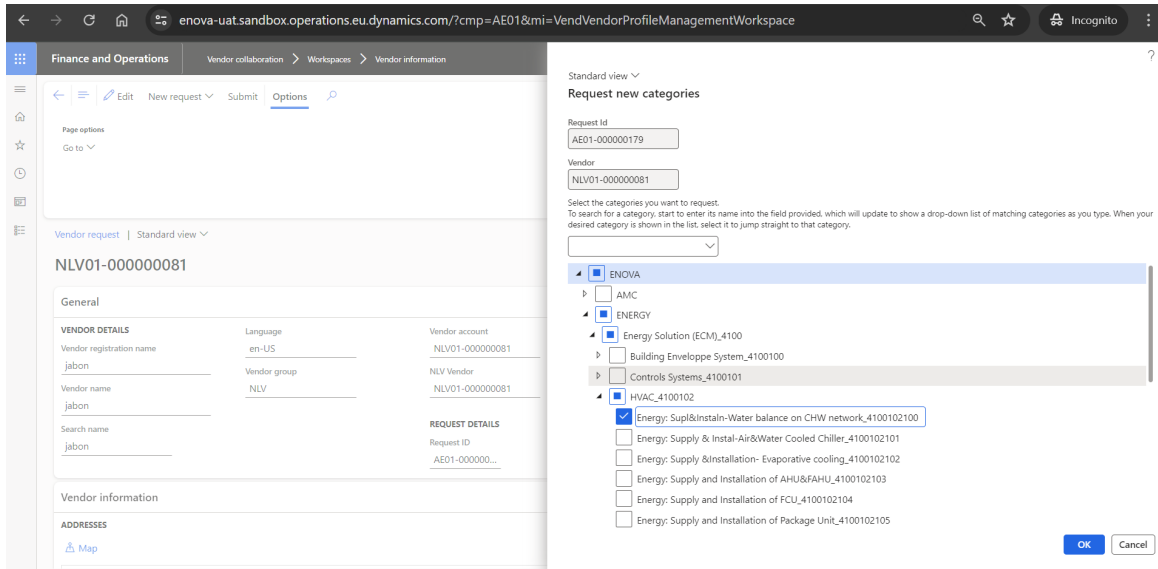
My view

Filter

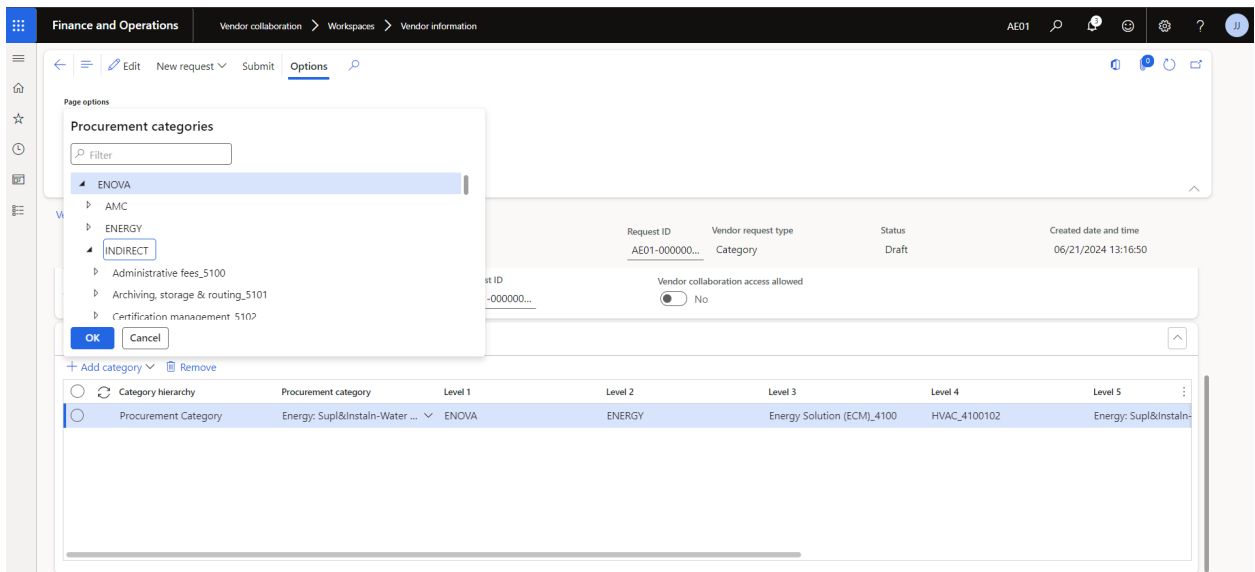
Request ID	Vendor request type	Status	Vendor collabo...	Created date and time	First name	Email
AE01-000000151	Vendor registration	Review completed	✓	6/18/2024 4:13:35 PM	gojo	
AE01-000000156	Vendor registration	Rejected	✓	6/18/2024 4:58:41 PM	Mohamed	
AE01-000000160	Document	Draft		6/20/2024 7:47:11 AM		
AE01-000000161	Document	Draft		6/20/2024 8:42:37 AM		
AE01-000000162	Vendor registration	Draft	✓	6/20/2024 10:17:05 AM	D	
AE01-000000167	Vendor registration	Draft	✓	6/20/2024 10:17:34 AM	reham	
AE01-000000171	Vendor registration	Draft	✓	6/20/2024 10:18:44 AM	reham	
AE01-000000174	Vendor registration	Application change requested	✓	6/20/2024 10:21:19 AM	TEST	
AE01-000000176	Vendor registration	Review completed	✓	6/20/2024 1:14:53 PM	Vendor	

Vendor request

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



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

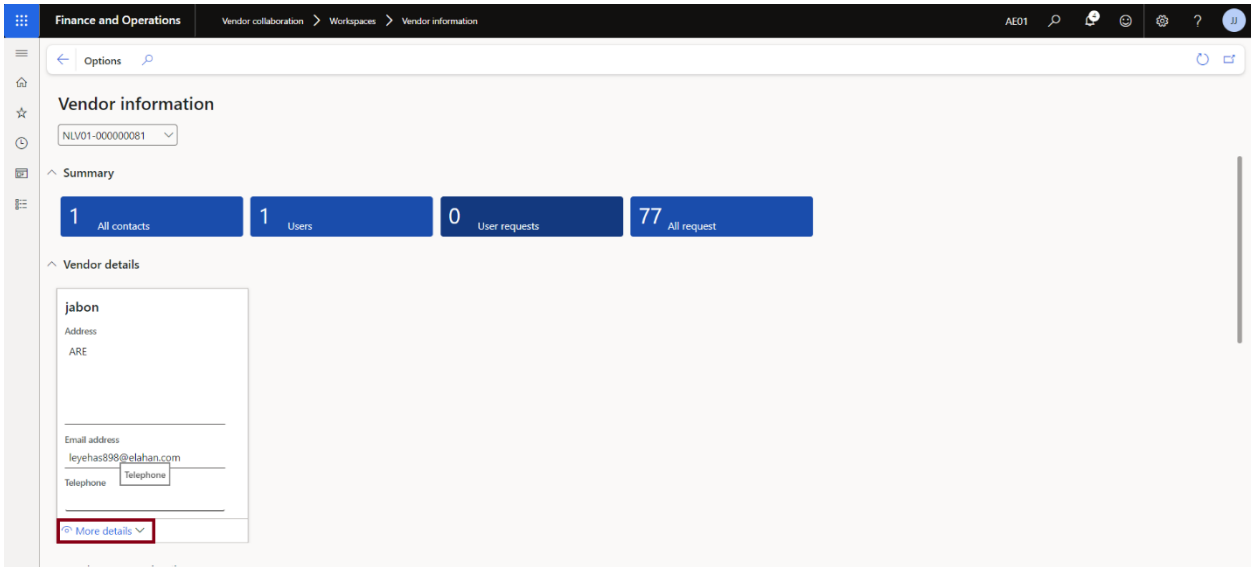


7. Click Submit.

The vendor can see all his details under:

1. **Vendor collaboration > Workspaces > Vendor information.**

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

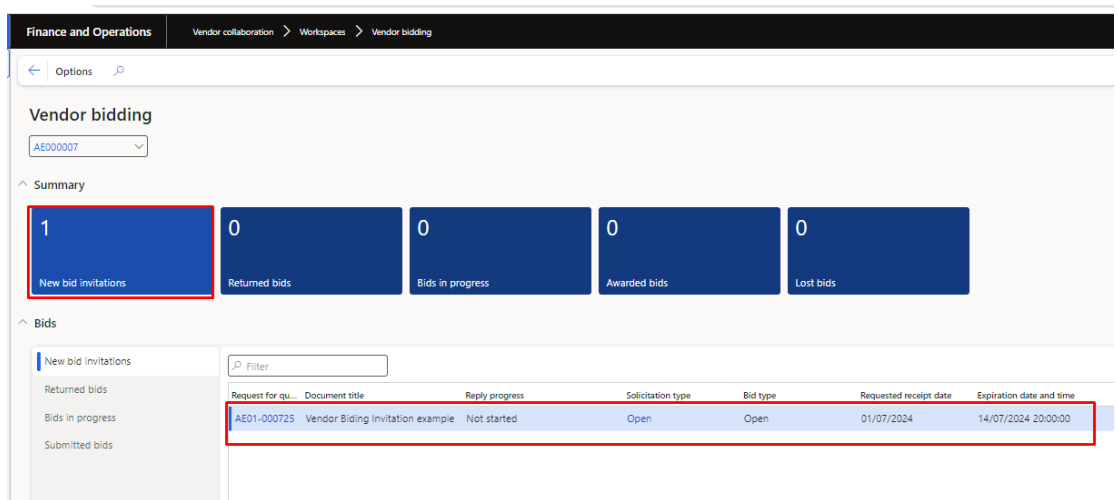


3 Bidding Invitation and Tender Submission

3.1 Tender proposal submission

Please follow the below steps to respond to Enova Tenders.

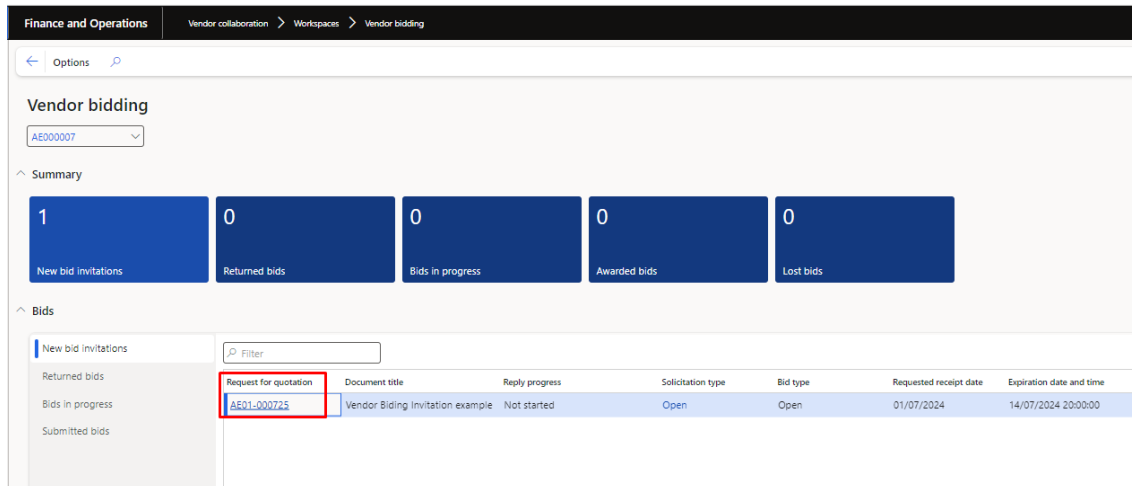
1. Go to **Vendor collaboration > Workspaces > Vendor Bidding**.
2. You can see the **'New Bid invitation'** in your workspace under "Summary" tab.



The screenshot shows the 'Vendor bidding' summary page. The 'Summary' section displays five metrics: 'New bid invitations' (1), 'Returned bids' (0), 'Bids in progress' (0), 'Awarded bids' (0), and 'Lost bids' (0). The 'New bid invitations' metric is highlighted with a red box. Below this, the 'Bids' section shows a table with one entry: 'AE01-000725 Vendor Biding Invitation example' with a 'Request for quotation' status, 'Not started' reply progress, 'Open' solicitation type, 'Open' bid type, and an expiration date of '14/07/2024 20:00:00'. The 'Request for quotation' status and the document ID 'AE01-000725' are highlighted with a red box.

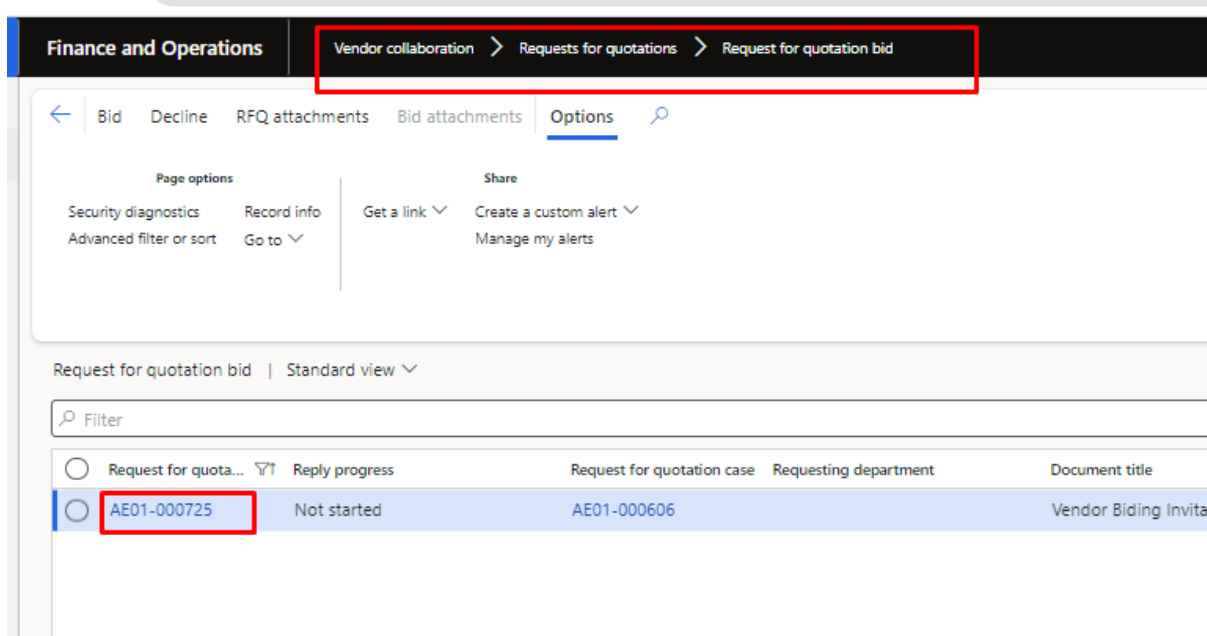
Request for quotation	Document title	Reply progress	Solicitation type	Bid type	Requested receipt date	Expiration date and time
AE01-000725	Vendor Biding Invitation example	Not started	Open	Open	01/07/2024	14/07/2024 20:00:00

3. You can click on document which you've received under 'Request for quotation'.

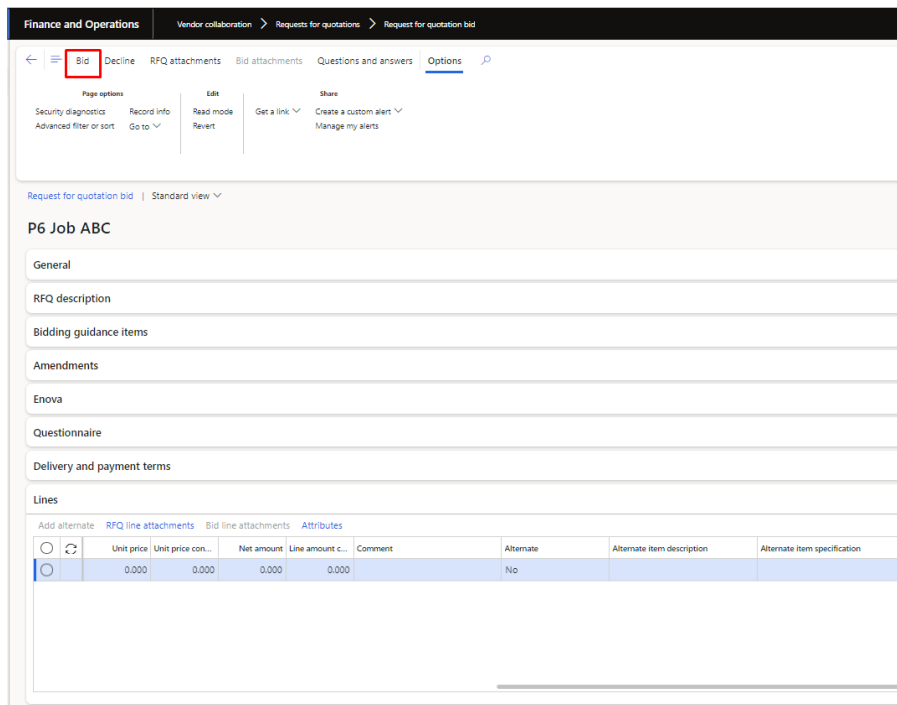


This screenshot is identical to the previous one, but the 'Request for quotation' status in the table is highlighted with a red box, indicating the next step in the process.

4. Or, you can go to **Vendor collaboration > Requests for quotations > Request for quotation bid**
5. Open the document which you received for bidding.



6. Open the document and click on “Bid” to do the bidding.



7. Page will be in editable mode. Now you can update the unit price for selected item under “Lines”. Also you can update the “Lead time” like ‘by when you can deliver the

item'. Also you can enable or disable the "Working days" with respect to the lead time.

The screenshot shows the 'Request for quotation bid' interface for 'P6 Job ABC'. A table lists items with columns for Procurement category, Product name, Item number, Quantity, Unit, Unit price, Unit price con., Net amount, Line amount c., Comment, Alternate, and Alternate item description. The 'Unit price' for item SSCI121 is highlighted with a red box and contains the value 250,000. Below the table, the 'Line details' section shows 'LEAD TIME' settings where 'Working days' is set to 'No' and 'Lead time' is set to 0. Other fields like 'Status' (New), 'Unit' (SERVICE), and 'Quantity' (1.00) are also visible.

8. Please make sure that you're doing this activity before the Cutoff date.

The screenshot shows the 'Questions and answers' interface for request AE01-000571. A red box highlights the 'Cutoff date and time' field, which is set to '6/29/2024 12:00:00 am'. Below this, there is a section for 'Unanswered questions' with a 'Delete' button. A question is listed with the text 'The requested receipt date can i ch' and a timestamp of '6/26/2024 8:28:14 AM'. A red box highlights the question text, and a green arrow points to the question's status icon.

9. Then go back to the bidding page and click **'Submit'**.

Request for quotation bid | Standard view

P6 Job ABC

Lines

Procurement category	Product name	Item number	Quantity	Unit	Unit price	Unit price con...	Net amount	Line amount c...	Comment	Alternate
MOTOR REWINDING WORKS_3...	SERVICES-LV, MV and HV Works	SSC0121	1.00	SERVICE	250,000	250,000	250,000	250,000		No

Line details

IDENTIFICATION	REQUESTED AMOUNTS	REPLY AMOUNTS	REQUESTED DETAILS	REPLY DETAILS	LEAD TIME
Product name: SERVICES-LV, MV and HV Works	Unit: SERVICE	Unit: SERVICE	Vendor's item number: [input field]	Vendor's item number: [input field]	Lead time: 5
Procurement category: MOTOR REWINDING WORKS_3...	Quantity: 1.00	Quantity: 1.00	Requested receipt date: 23/05/2024	Requested receipt date: 23/05/2024	Working days: No

14. If you don't have the item and want to suggest an alternate item, then click on the **"Add alternate"** button. A new alternate line will be added.
15. Enter the **Product name**, **Unit price**, **Item description** and **Item specification** for the suggested alternate item and click **'Submit'** on the action pane.

Request for quotation bid | AE01-RFQ-000000392 : FLOORWORLD LLC | Standard view

Material process

Delivery and payment terms

Lines

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment	Alternate
1	Item	Energy Supply and Installation...	PQ & Energy Analyzer	EPC00001	5.00	SERVICE	0.000	0.000		No

Line details

IDENTIFICATION	REQUESTED AMOUNTS	REPLY AMOUNTS	REQUESTED DETAILS	REPLY DETAILS	LEAD TIME
Product name: [input field]	Unit: [input field]	Unit: [input field]	Vendor's item number: [input field]	Vendor's item number: [input field]	Lead time: [input field]

Finance and Operations | Procurement and sourcing > Requests for quotations > All requests for quotations | AE01

Request for quotation bid | AE01-RFQ-000000392 : FLOORWORLD LLC | Standard view

Material process
Delivery and payment terms: 600_AP

Lines

Product name	Item number	Quantity	Unit	Unit price	Net amount	Comment	Alternate	Alternate item description	Alternate item specification	Start date
PQ & Energy Analyzer	EPC00001	5.00	SERVICE	0.000	0.000		No			
Analyzer	EPC00001	5.00	SERVICE	0.000	0.000		Yes			

Line details: EPC00001

IDENTIFICATION	REQUESTED AMOUNTS	REPLY AMOUNTS	REQUESTED DETAILS	REPLY DETAILS	LEAD TIME
Product name	Unit	Unit	Vendor's item number	Vendor's item number	Lead time

16. To check if any document is attached by the client for reference or for any other requirement, click 'RFQ attachment'.

Finance and Operations | Vendor collaboration > Requests for quotations > Request for quotation bid

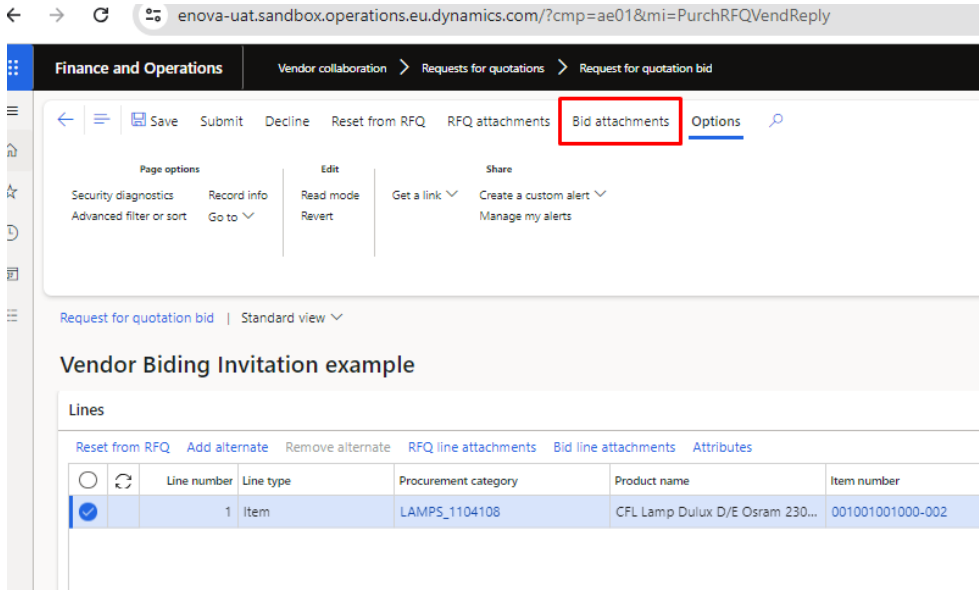
Request for quotation bid | Standard view

Vendor Biding Invitation example

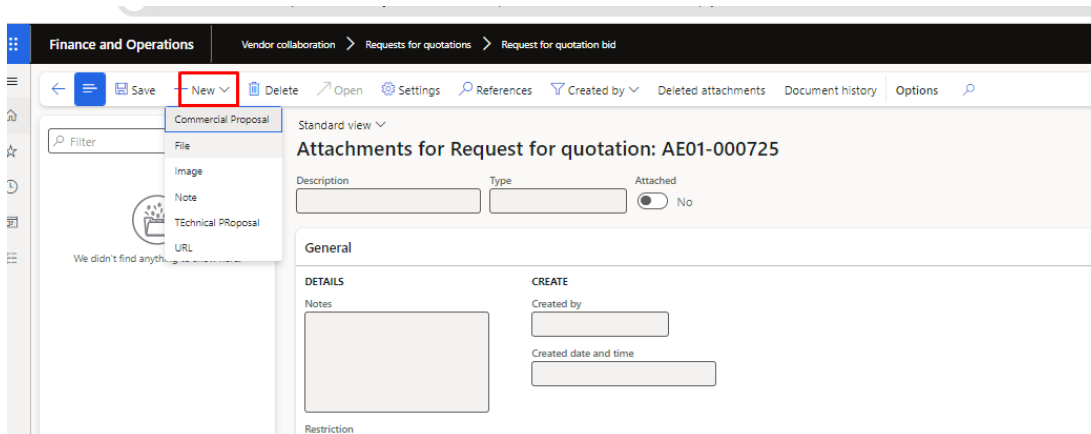
Lines

Line number	Line type	Procurement category	Product name	Item number
1	Item	LAMPS_1104108	CFL Lamp Dulux D/E Osram 230...	001001001000-002

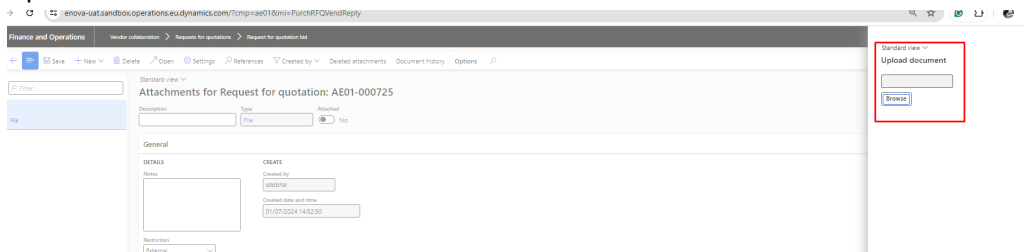
17. Now do the 'Bid attachment' which is required by the client for Technical or Commercial proposal.



18. Click 'New' to attach any file you want to give to the client or required by the client.



19. Upload the document



20. Click Save and Back symbol.

21. Now go back and check under 'Delivery and Payment terms' and 'Line details'. Marked in 'RED' is requested by Enova and marked in 'GREEN' which you can propose to Enova if you want to change any.

Line number	Line type	Procurement category	Product name	Item number	Quantity	Unit	Unit price	Unit price con...	Net amount	Line amount c...	Comment	Alternate
1	Item	LAMPS_1104108	CFL Lamp Dulux D/E Osram 230...	001001001000-002	1.00	EACH	500.000	500.000	500.000	500.000	test	No

22. Check the expiration date before submitting just for your reference.

Operation completed

Request for quotation bid | Standard view

Vendor Bidding Invitation example

General

Request for quotation AE01-000725	Request for quotation case AE01-000606	Delivery name ENOVA FACILITIES MANAGEME...	Address 2nd floor City Centre Offices Port Saeed Dubai ARE	Bid type Open	Currency AED
Document title Vendor Bidding Invitation example	Requestor Surabhi Dobhal Joshi	Delivery address ENOVA FACILITIES MANAGEME...		Requested receipt date 01/07/2024	Bid submitter Surabhi Dobhal Joshi
Status Submitted: No action required	Requesting department		Solicitation type Open	Expiration date and time 14/07/2024 20:00:00	Submission date and time 01/07/2024 15:23

23. Click 'Submit'.

enova-dat.sandbox.operations.ed.dynamics.com/?cmp=ae01&cm=Purchase-QuoteReply

Finance and Operations | Vendor collaboration > Requests for quotations > Request for quotation bid

Save **Submit** Decline Reset from RFQ RFQ attachments Bid attachments Options

Page options: Go to, Edit (Read mode, Revert), Share (Get a link)

Request for quotation bid | AE01-000727 : SD | Standard view

Vendor Bidding Invitation example

REQUESTED PAYMENT REQUESTED DELIVERY REPLY DELIVERY REPLY VALIDITY

24. One Popup will come that will tell you that you can submit the bid until the expiration date, you can click yes or no accordingly. You can recall or make any changes only before expiration date.

Finance and Operations | Vendor collaboration > Requests for quotations > Request for quotation bid

Save Submit Decline Reset from RFQ RFQ attachments Bid attachments Options

Page options: Go to, Edit (Read mode, Revert), Share (Get a link)

Request for quotation bid | AE01-000727 : SD | Standard view

Vendor Bidding Invitation example

Bidding guidance items

Amendments

Enova

Questionnaire

Delivery and payment terms

REQUESTED PAYMENT: Terms of payment

REQUESTED DELIVERY: Requested receipt date: 07/01/2024

REPLY DELIVERY: Requested receipt date: 07/01/2024

REPLY VALIDITY: Reply effective date, Reply expiration date

Do you want to submit your bid? Until the expiration date, you can use the Recall action to update the bid that you submit. Click Yes to submit the bid.

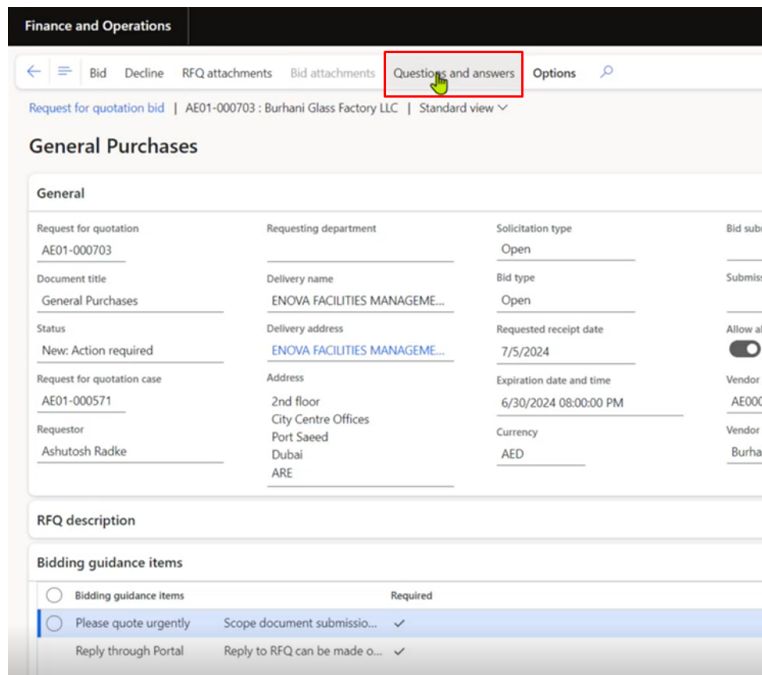
Yes No

25. Once the bids are submitted, purchaser can accept or reject the alternate item suggestion given by you.

- Depending on the price and number of days you've defined, customer may negotiate and request you to submit your bidding again or reduce the 'Lead time' (Number of days to deliver the material/service).

3.2 Submit Queries/Clarifications to Tenders

- If you have any question to be asked from your client then you can click on the top 'Questions and answers'.



Request for quotation bid | AE01-000703 : Burhani Glass Factory LLC | Standard view

General Purchases

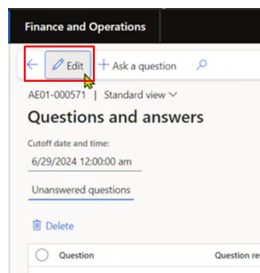
General			
Request for quotation AE01-000703	Requesting department	Solicitation type Open	Bid submit
Document title General Purchases	Delivery name ENOVA FACILITIES MANAGEME...	Bid type Open	Submission
Status New: Action required	Delivery address ENOVA FACILITIES MANAGEME...	Requested receipt date 7/5/2024	Allow alter <input type="checkbox"/>
Request for quotation case AE01-000571	Address 2nd floor City Centre Offices Port Saeed Dubai ARE	Expiration date and time 6/30/2024 08:00:00 PM	Vendor ac AE00001
Requestor Ashutosh Radke		Currency AED	Vendor na Burhani

RFQ description

Bidding guidance items

Bidding guidance items	Required
<input type="checkbox"/> Please quote urgently	Scope document submissio... ✓
<input type="checkbox"/> Reply through Portal	Reply to RFQ can be made o... ✓

- Click 'Edit' and it will give an option to click 'Ask a question' then type your question and click 'Submit'.



AE01-000571 | Standard view

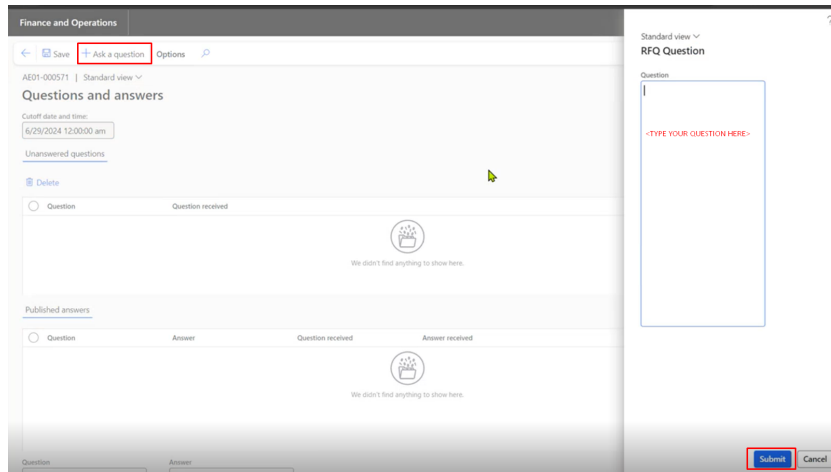
Questions and answers

Cutoff date and time:
6/29/2024 12:00:00 am

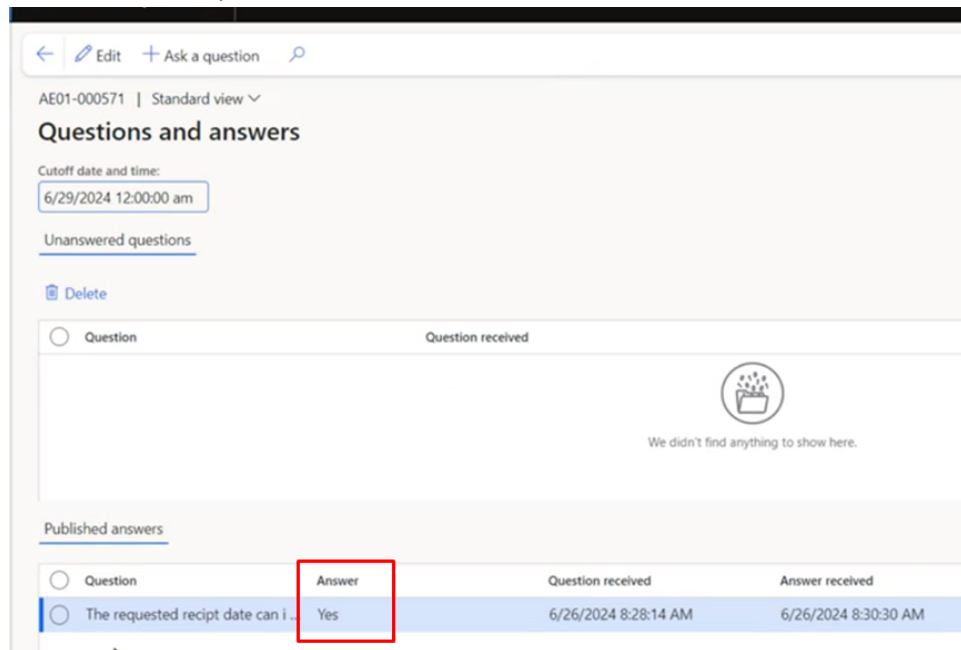
Unanswered questions

Delete

Question Question rec



- Once submitted, Enova will review and answer that question. Which you can review under same tab 'question and answer'.



4 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:

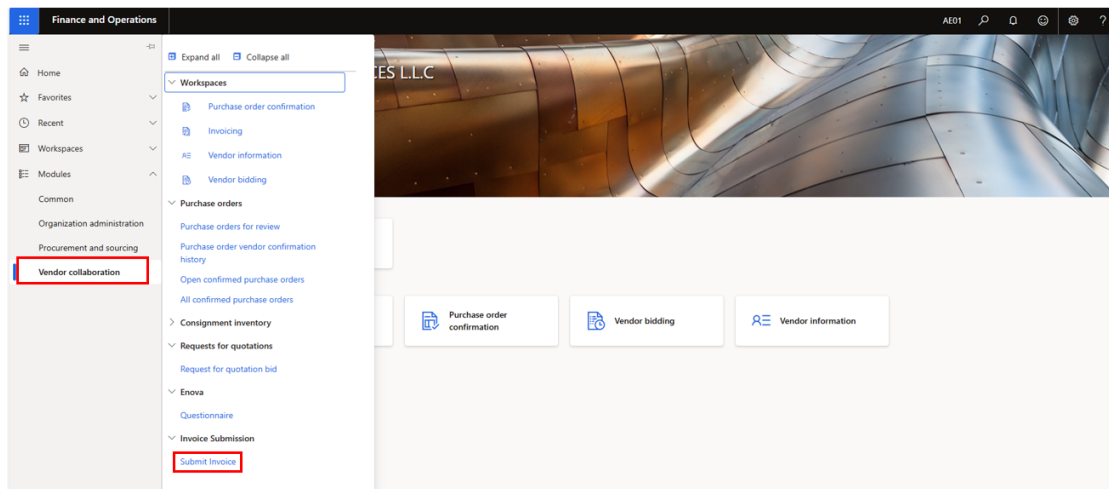
- Invoice – The standard invoice against a valid ENOVA purchase order

- 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

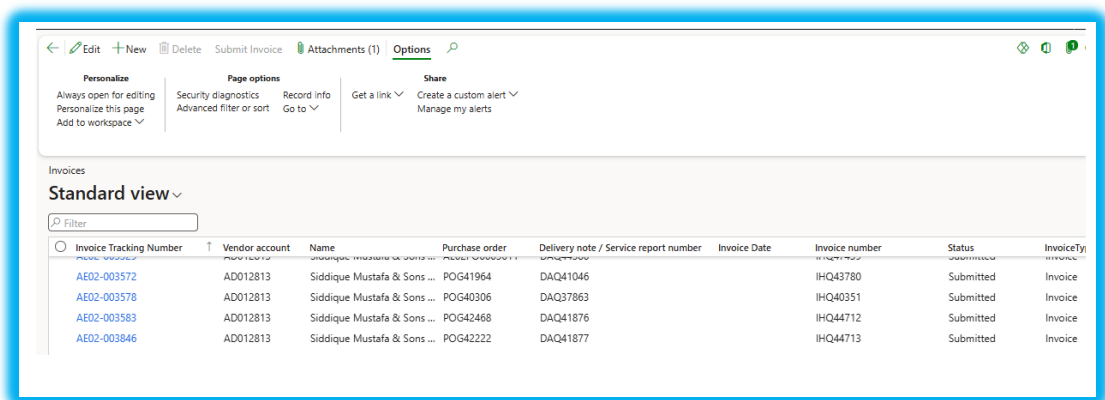
Note: Invoices not related to any valid ENOVA purchase order must be submitted directly to ENOVA Finance team or to the operation site. Currently such invoices cannot be submitted through portal.

4. Submitting vendor invoice

1. Go to **Vendor collaboration > Invoice Submission > Submit Invoice**.

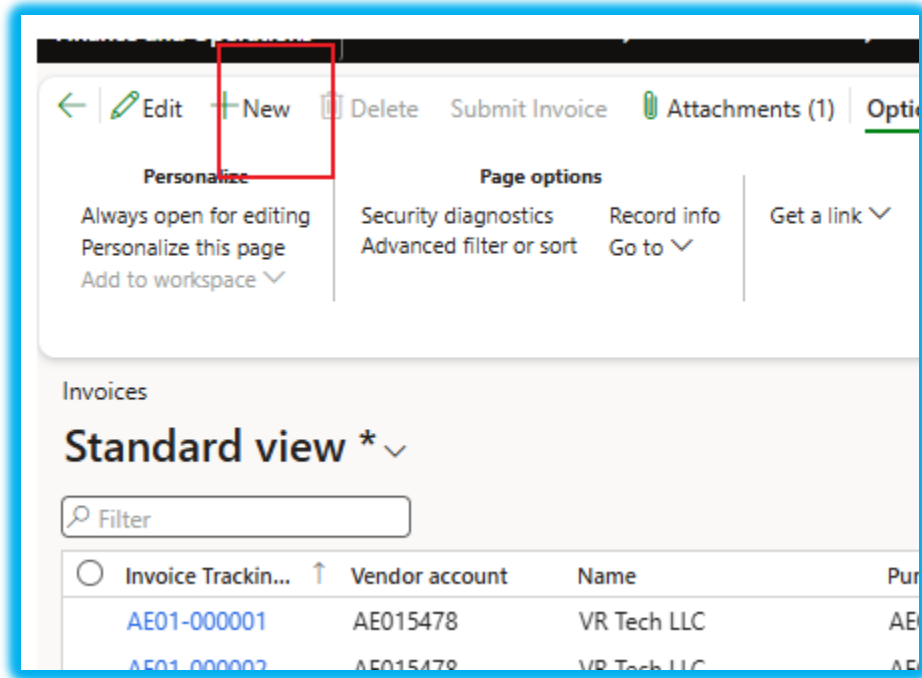


2. The vendor collaboration portal 'Invoices' list page displays the list of all the invoices that are created by the vendor contacts. The 'Invoices' list page will display all the invoices submitted by all the contact persons of the vendor as a single list. Each record on the list page will have the 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	InvoiceType
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

3. To Submit the new Invoice, click 'NEW'.



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


Standard view ∨

Invoice Details

InvoiceType
 ∨

Purchase order
 *

Details ∧

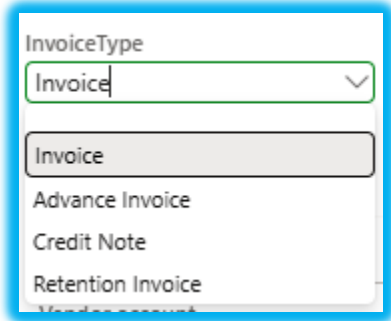
Vendor account <input type="text" value="AD012813"/>	Name <input type="text" value="Siddique Mustafa & Sons Co...."/>
Delivery note / Service report nu... <input type="text" value=""/> *	Currency <input type="text" value=""/>
Invoice Date <input type="text" value=""/> * 	Invoice amount excluding tax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

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

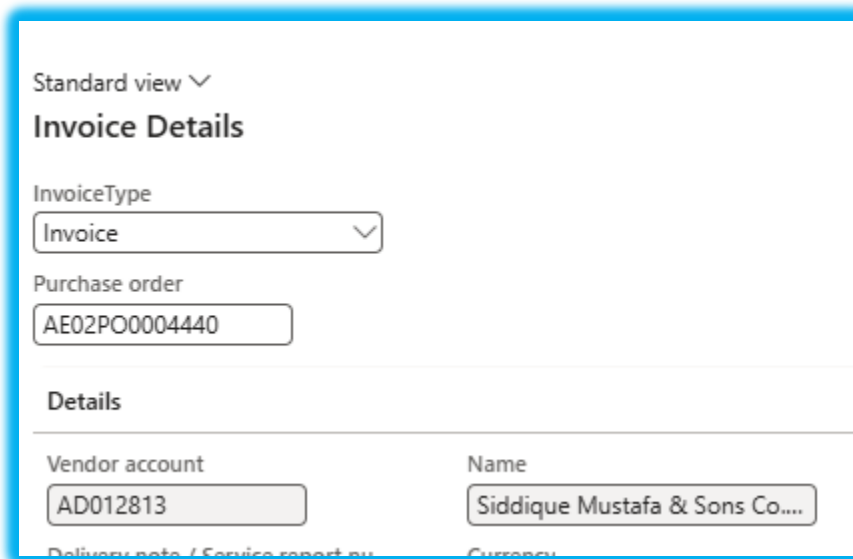


A screenshot of a dropdown menu titled 'InvoiceType'. The menu is open, showing several options: 'Invoice' (selected and highlighted), 'Advance Invoice', 'Credit Note', and 'Retention Invoice'. The 'Invoice' option is currently selected, as indicated by a checkmark in the dropdown arrow.

6. 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.

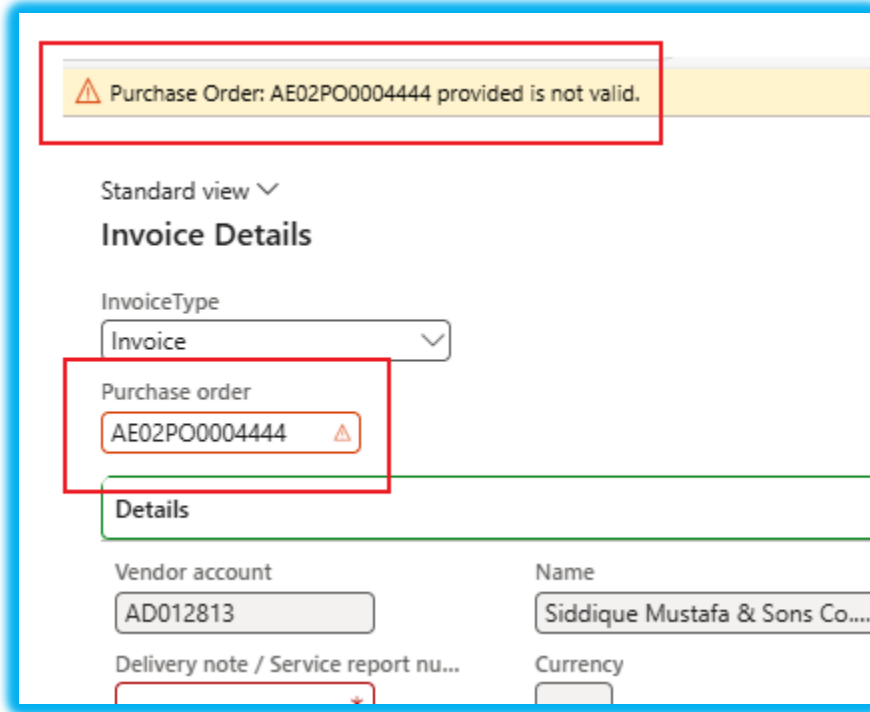
Note: Please ensure that the user selects the correct invoice type when uploading an invoice. Failure to do so may lead to invoice rejection. The default value is 'Invoice'.

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

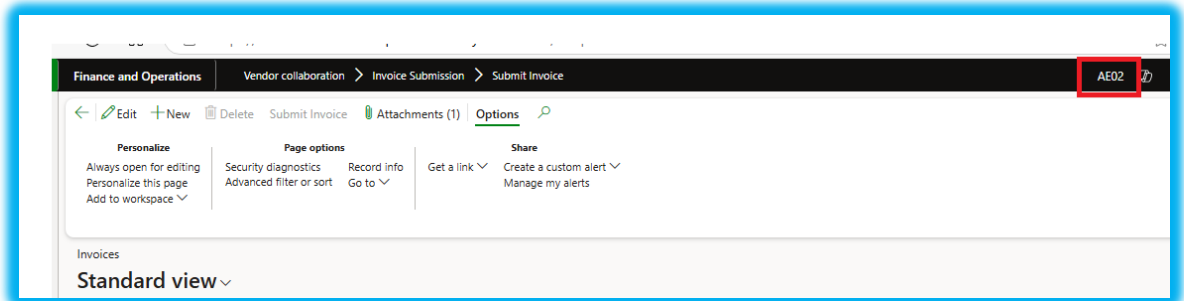


A screenshot of the 'Invoice Details' form. The form is titled 'Standard view' with a dropdown arrow. Below the title, the 'InvoiceType' dropdown is set to 'Invoice'. The 'Purchase order' field contains the value 'AE02PO0004440'. Below this, there is a 'Details' section with two columns: 'Vendor account' and 'Name'. The 'Vendor account' field contains 'AD012813' and the 'Name' field contains 'Siddique Mustafa & Sons Co...'. There are also partially visible fields for 'Delivery note / Service report nu...' and 'Currency'.

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.



Note2: 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.



8. 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

Purchase order

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

Invoice Date

Invoice amount ex...

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

InvoiceType

Purchase order

Details

Vendor account

Name

Delivery note / Service report nu...

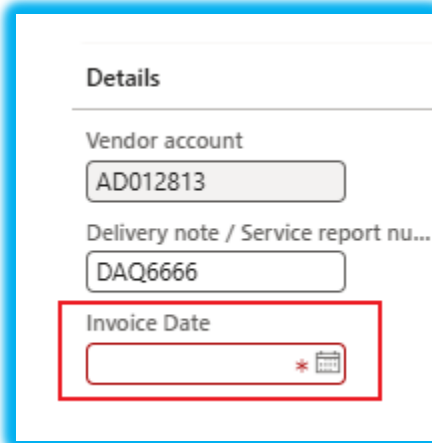
Currency

Invoice Date

Invoice amount excl...

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.


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



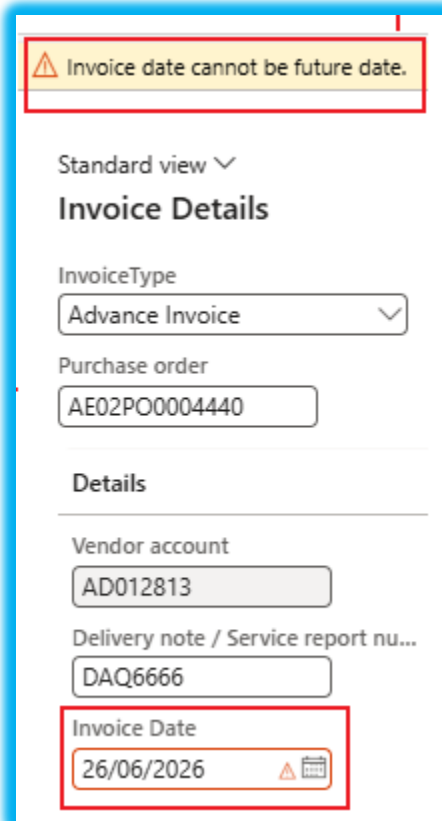
Details


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  

10. 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
 ∨

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="DAQ6666"/>	Currency <input type="text" value="AED"/>
Invoice Date <input type="text" value="16/02/2025"/> 	Invoice amount excluding tax <input type="text" value="95.000"/>
Invoice number <input type="text" value="IHQ6666"/>	Invoice amount including tax <input type="text" value="99.750"/>

Note1: The currency of the invoice is automatically linked to the purchase order currency and cannot be changed.

Note2: 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

Purchase order

Details ^

<p>Vendor account <input style="width: 90%;" type="text" value="AD012813"/></p> <p>Delivery note / Service report nu... <input style="width: 90%;" type="text" value="DAQ6666"/></p> <p>Invoice Date <input style="width: 90%;" type="text" value="16/02/2025"/></p> <p>Invoice number <input style="width: 90%;" type="text" value="IHQ6666"/></p>	<p>Name <input style="width: 90%;" type="text" value="Siddique Mustafa & Sons Co..."/></p> <p>Currency <input style="width: 90%;" type="text" value="AED"/></p> <p>Invoice amount excluding tax <input style="width: 90%;" type="text" value="95.000"/></p> <p>Invoice amount including tax <input style="width: 90%;" type="text" value="90.000"/></p>
---	---

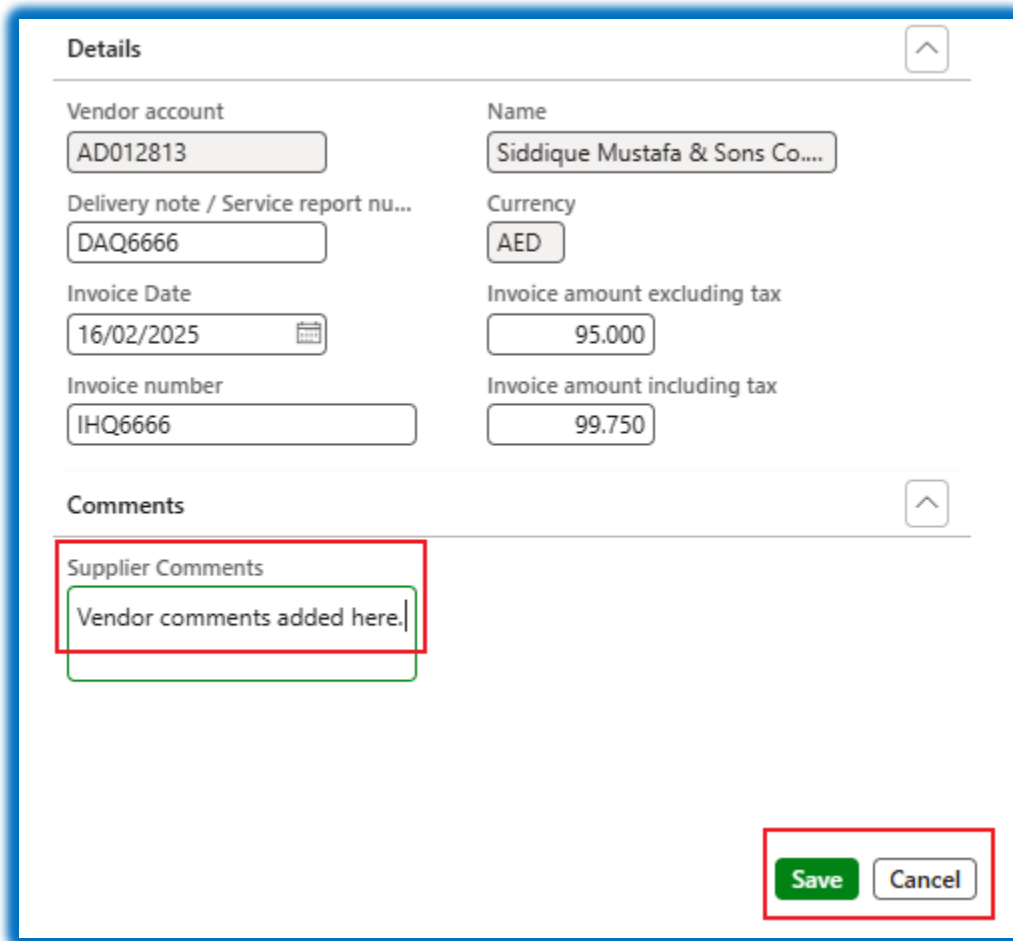
Note3: For regions applicable withholding tax, system will allow to submit invoice amount including tax less than invoice amount excluding tax (OM01, SA01, TR01).

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

Details

<p>Vendor account <input style="width: 90%;" type="text" value="AD012813"/></p> <p>Supply Date <input style="width: 90%;" type="text"/></p> <p>Delivery note / Service report nu... <input style="width: 90%;" type="text"/></p> <p>Invoice Date <input style="width: 90%;" type="text"/></p> <p>Invoice number <input style="width: 90%;" type="text"/></p>	<p>Name <input style="width: 90%;" type="text" value="Siddique Mustafa & Sons C"/></p> <p>Currency <input style="width: 90%;" type="text"/></p> <p>Invoice amount excluding tax <input style="width: 90%;" type="text" value="0.000"/></p> <p>Invoice amount including tax <input style="width: 90%;" type="text" value="0.000"/></p>
---	---

- 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

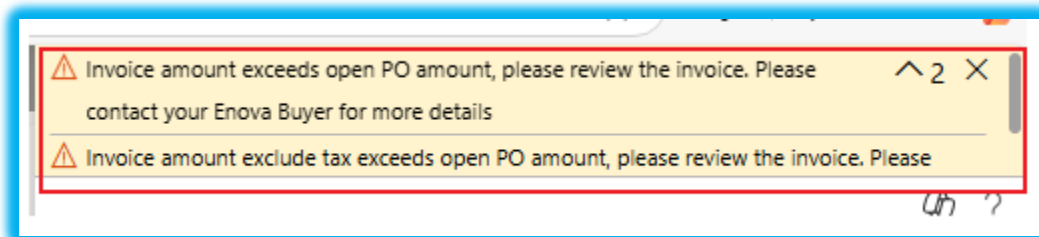
Comments

Supplier Comments

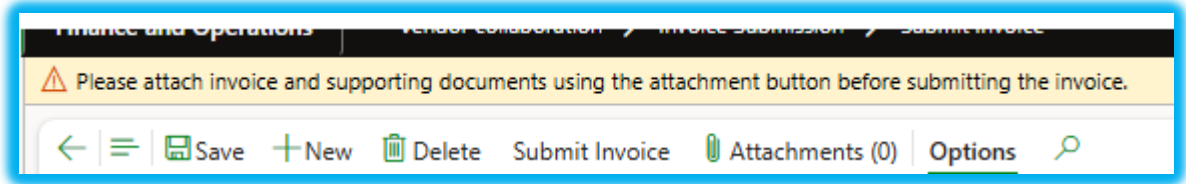
Vendor comments added here.

Save Cancel

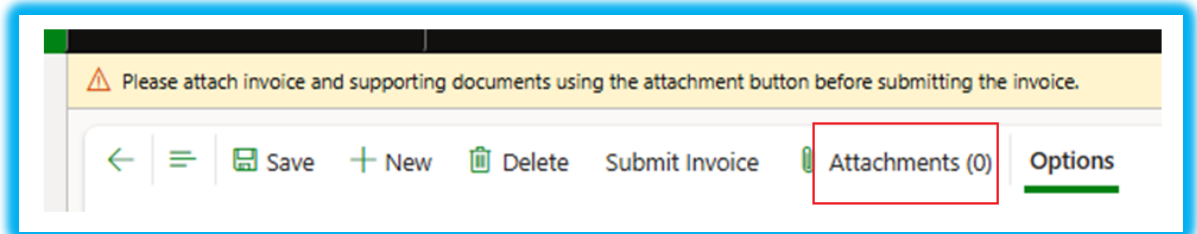
- The system performs certain validations to ensure the invoice amount doesn't exceed the pending open purchase order value. Vendors must ensure that the invoice value never crosses the open PO value.



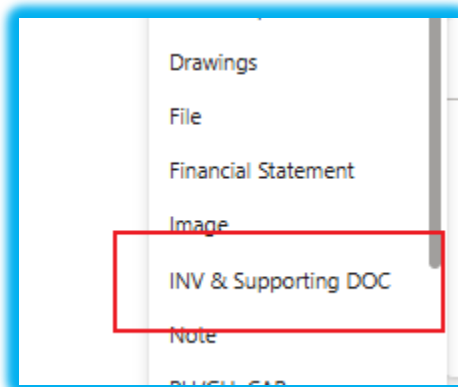
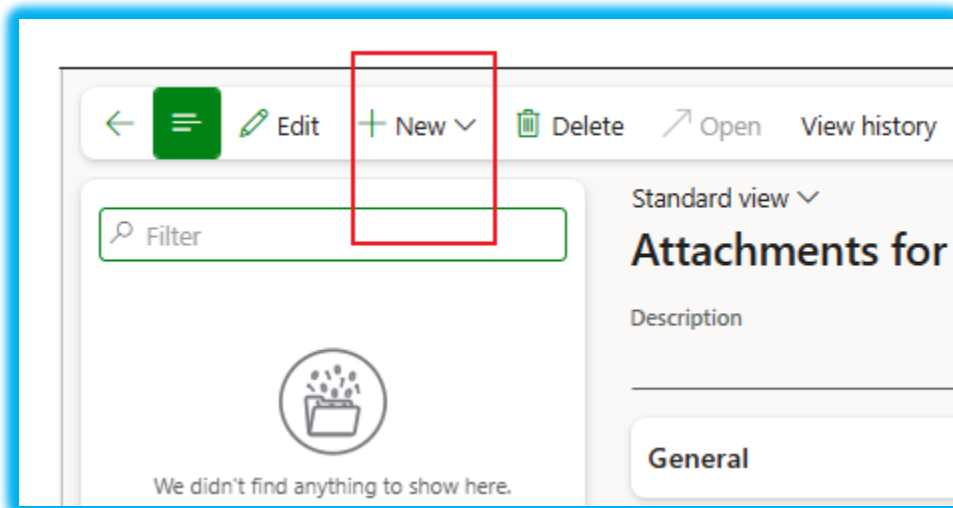
- A standard warning / reminder message will appear to remind the user to attach the necessary documents for submission.



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

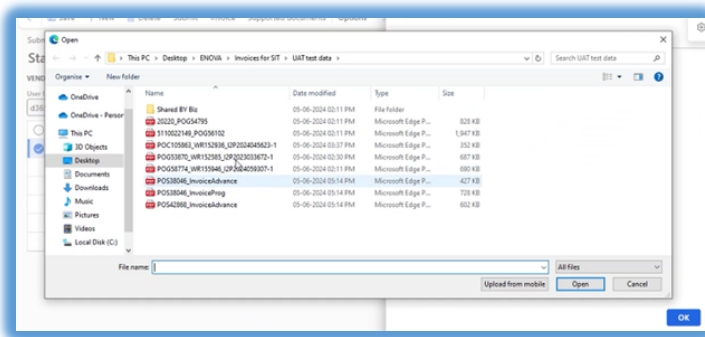
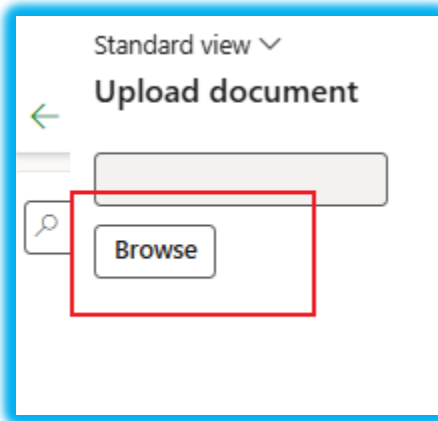


16. Click 'New' in the Attachments form and select 'INV & Supporting DOC' from the dropdown menu.

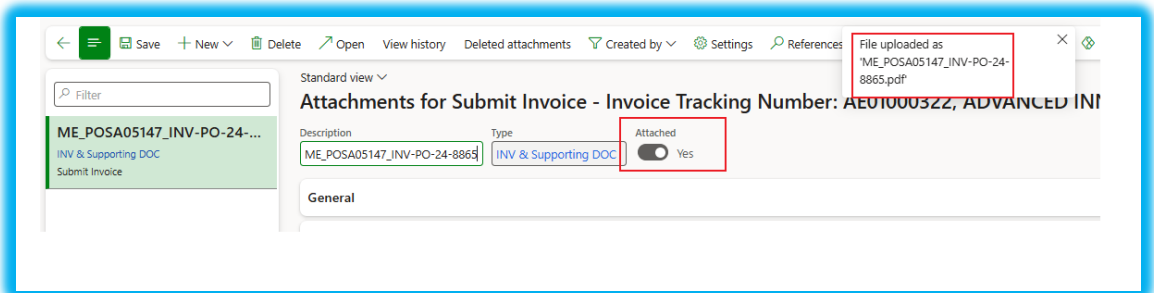


Note: Vendor can submit both Invoice and supporting documents either as a single document or as a separate document.

- 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.

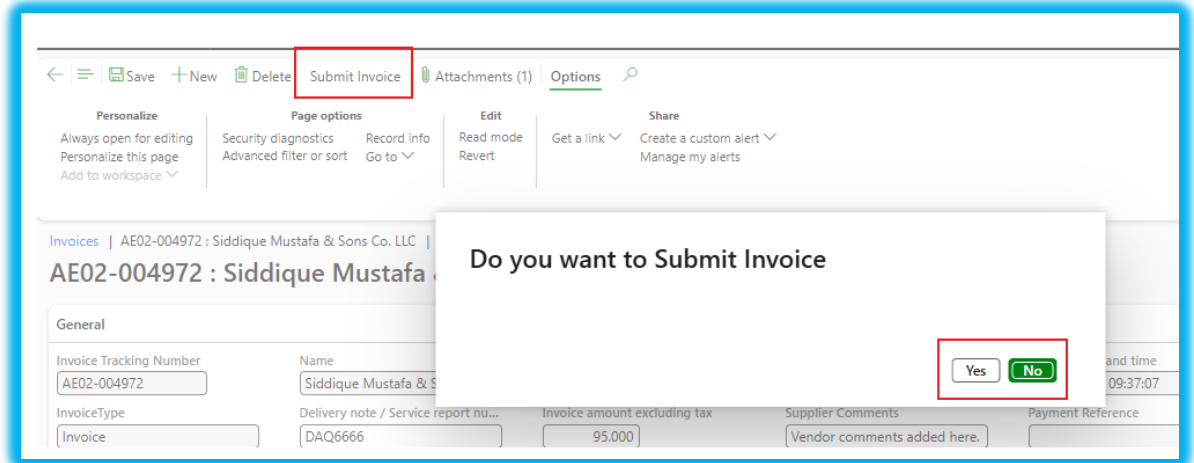


- Confirm the document is attached as shown below. Once the documents are attached, you can see that check boxes enabled.

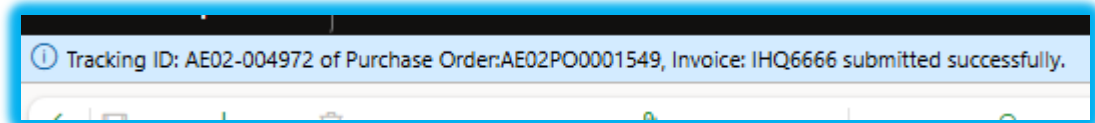


Note: Repeat the process to attach multiple documents against the invoice.

- Once all documents are attached click 'Submit Invoice' button.

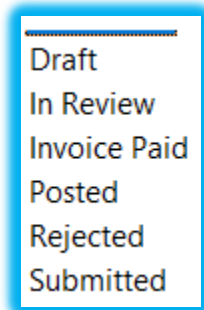


20. Once submitted the user will see a notification as below.



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 procurement team or the coordinator at the site.

21. The users will also get email notifications once the invoice has been processed successfully or if it is rejected.
22. 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.
23. The status of the submitted invoice will be updated based on the approval / rejection process.



24. 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. In review: The invoice is in the process of approval by different stakeholders in the Enova team.
- iv. Posted: The invoice has been successfully posted in ERP.
- v. Rejected: The invoice is rejected for a specific reason and check the field ENOVA comments for details.

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

- vi. Invoice paid: The invoice is paid either partially or 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.

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.

5 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'.