

# **User Manual for Vendor Invoice Portal**

## Table of Contents

1. Introduction.....	3
2. Steps for creating new user.....	4
3. How to Login.....	5
4. Forgot Password & Change Password.....	5
5. Steps for completing Vendor Registration Process .....	6
6. How to Upload Invoice.....	7
7. Invoice Edit or Modification.....	9
8. Invoice view & Invoice search .....	9
9. Dashboard .....	10
10. Contact Us.....	11

## 1. Introduction

Galfar Al Misnad has always thrived bringing up new innovations in their business by which the people who support also are benefited. Adding one more feather to the continuous approach towards supporting the go green environment, Galfar Al Misnad has decided to accept all the invoices from their vendors through online portal instead of paper Invoices. Galfar Vendor Portal (**GVP**) is a website where vendors can submit invoices electronically. Registered Vendors can have access to the portal using their User ID and password for submitting their invoices. By this Vendors have a clear picture of status of the invoices they have submitted. Galfar Al Misnad expects utmost co-operation from all the vendors for the success of this go green initiative. We assure you timely updates in this portal by which you will also be benefited.

You will be able to perform following tasks from this portal

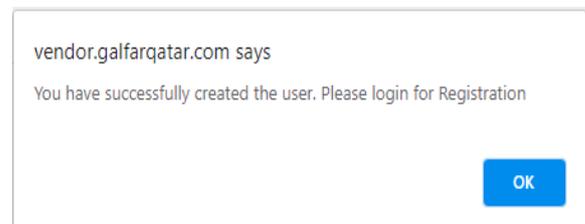
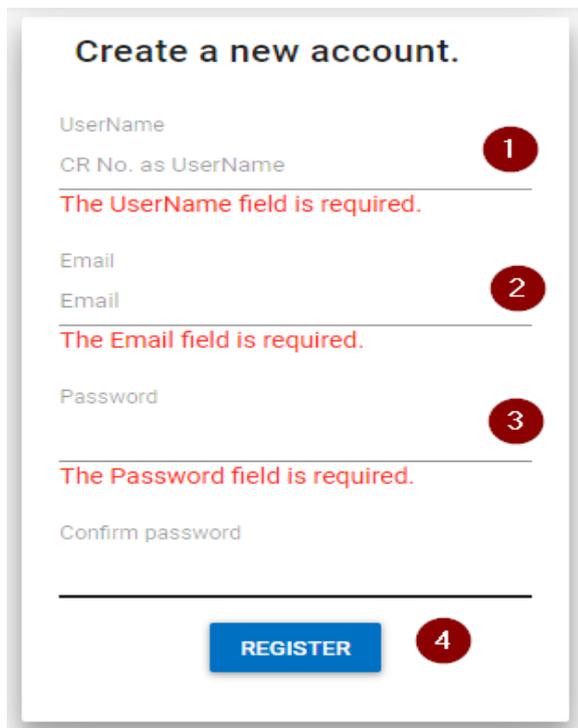
- View and maintain your profile information.
- You can submit invoices.
- You can modify the invoices.
- View the status of invoices.
- You can raise your concerns/queries

### **Procedure:**

To Access the **GVP** follow the link <https://vendor.galfarqatar.com> from any device.

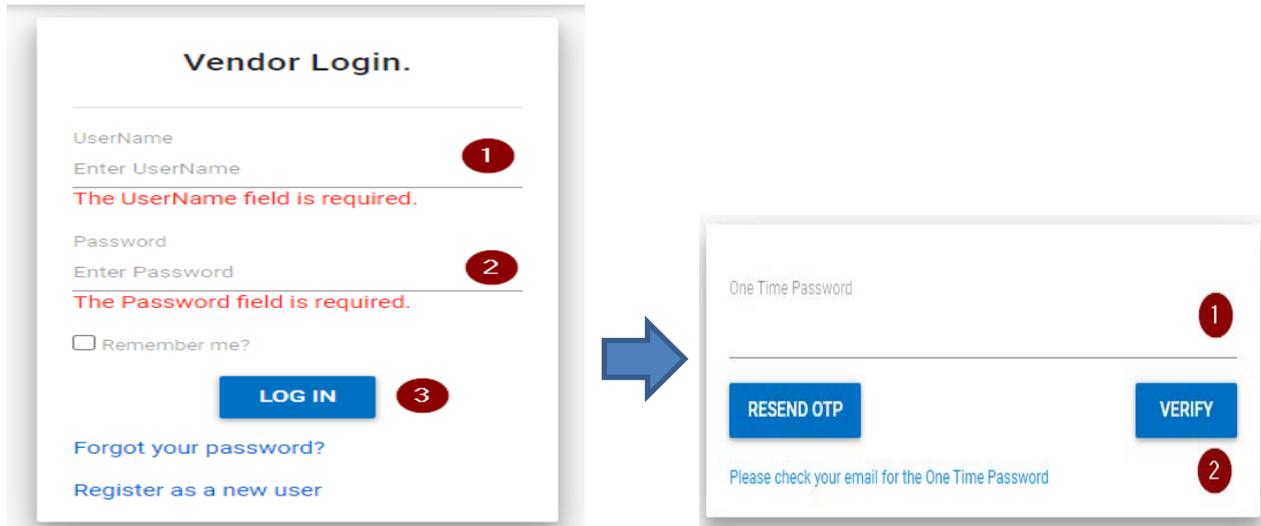
## 2. Steps for creating new user

- From the Homepage, select the “Register” button & Enter the below details
  1. **User Name** - Company Registration/Commercial Registration Number (If your CR No not registered with us, please contact our vendor support team)
  2. **E-Mail** – Enter the e-mail address. This will be the primary email used for OTP and other communication.
  3. **Password** – Password should be minimum 8 characters and must contain one upper case, one lower case, one number and one special character
  4. **Confirm Password** – Enter the password again.
- Click on the “REGISTER” button.
- After successful creation of user below message will appear.
- Login with new credentials to complete the Registration process.



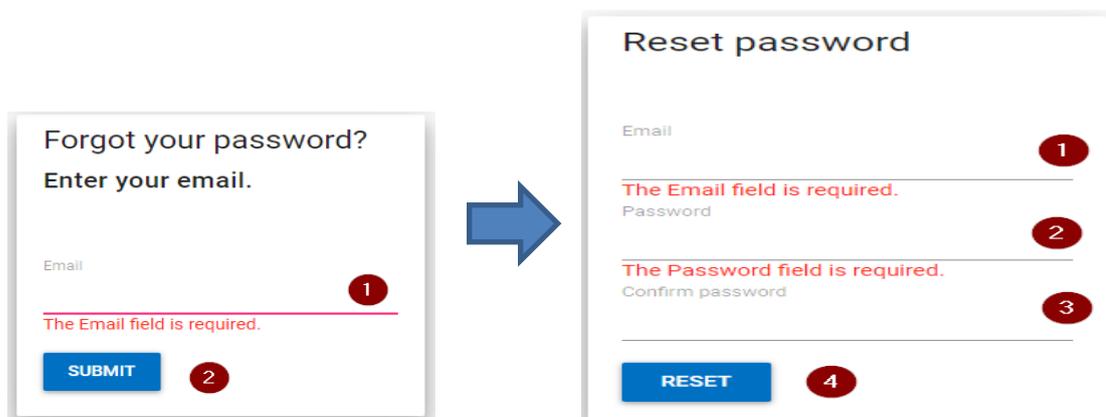
### 3. How to Login

- From the Homepage, select the “Login” button & Enter the below details
  1. **User Name – CR NUMBER**
  2. **Password** – Enter the password given during registration
- Click on the “LOGIN” button, one time password will be sent to the registered email address.
- Enter the OTP and click on the “VERIFY” button.



### 4. Forgot Password & Change Password

- If the user forgets the password, click on “Forgot your password?”
- Enter the registered e-mail → Click on the “SUBMIT” button
- Confirmation email will be sent to the registered email with a link to reset the password.
- Click on the link and enter the below details → Click on the “RESET” button



#### Change Password

- User can change the password by following forgot password option.

## 5. Steps for completing Vendor Registration Process

- In this page please enter all the relevant details mentioned below.
- In order to assist you to complete the Registration form, we have provided tooltip hints to explain what is required with reference to some of the data fields.
- The system will validate the following fields.
  1. **Tax card** – Enter the valid tax card.
  2. **Cheque No** – any Cheque no issued in last **3 months**.
  3. **PO Number** – any PO number issued in last **6 months**.

**Note:** Enter any two fields in (Tax card, Cheque, PO) for the Qatar Vendor and other than Qatar any one field.

Registration

<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">Company Name</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">1</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             Company Name is required              CRNO         </div> <div style="background-color: black; width: 100px; height: 15px; margin-top: 5px;"></div>	<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">Expiry</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">2</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             5/30 CR Exp is required         </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 40%;"></div> <div style="font-size: 0.8em; color: #e91e63;">             Expiry         </div> <div style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">4 </div> </div>
<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">TaxCard</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">3</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             Primary Email         </div> <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>	<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">Secondary Email</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">5</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             0/16         </div> <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>
<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">Contact Person</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">6</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             Contact Person is required         </div> <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>	<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">Choose Country</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">7</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             country is required         </div> <div style="background-color: black; width: 100%; height: 15px; margin-top: 5px;"></div>
<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">ChequeNo</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">8</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             Any Cheque No. Issued in Last 3 months         </div> <div style="border: 1px solid #e91e63; padding: 2px; margin-top: 5px;">             Any Cheque No. Issued in Last 3 months         </div>	<div style="display: flex; justify-content: space-between;"> <span style="color: #e91e63; font-weight: bold;">PO.Number</span> <span style="border: 1px solid #e91e63; border-radius: 50%; padding: 2px 5px; font-weight: bold; color: #e91e63;">9</span> </div> <div style="font-size: 0.8em; color: #e91e63; margin-top: 2px;">             Any PO No. Issued in Last 6 months         </div> <div style="border: 1px solid #e91e63; padding: 2px; margin-top: 5px;">             Any PO No. Issued in Last 6 months         </div>

Update your data
10

## 6. How to Upload Invoice

### Pre requisite & Important Note for invoice submission

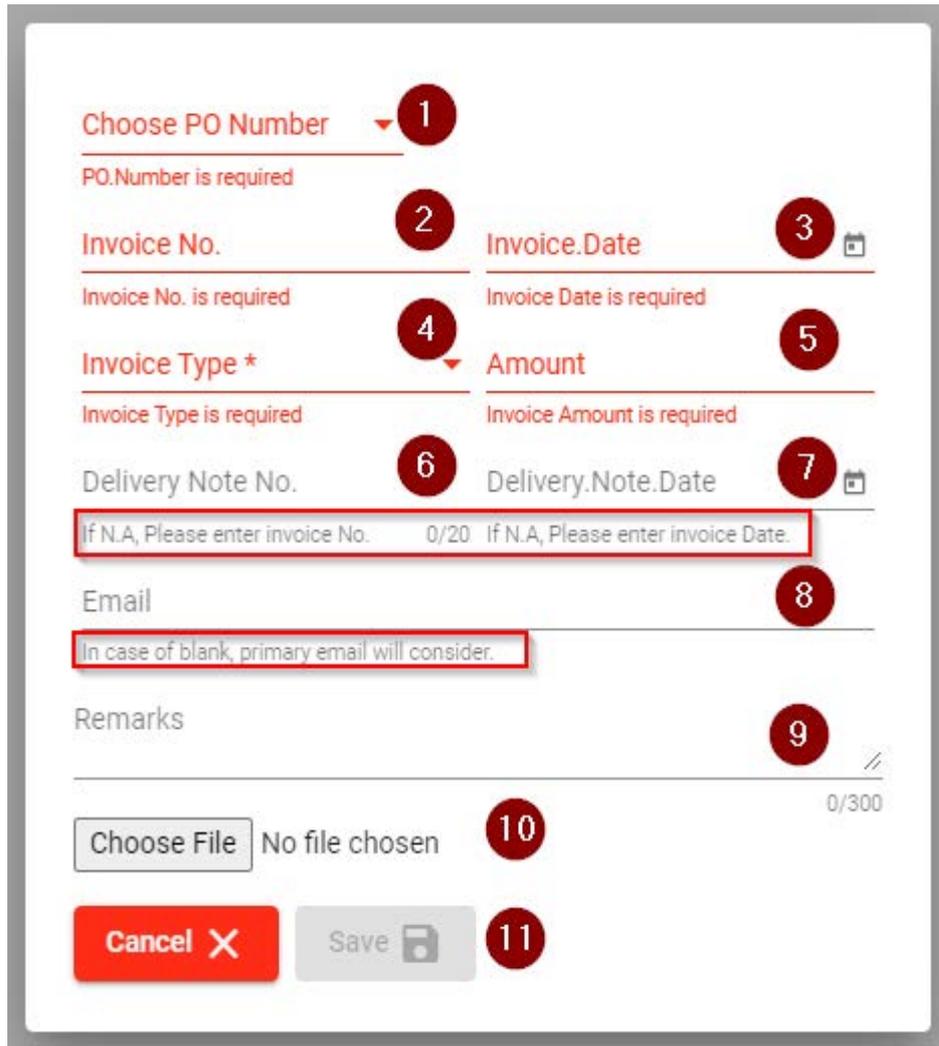
- Attach proper dispatch documents, delivery note etc. as supporting documents to invoice in a single PDF file.
- **Note: The due date for payment will be calculated from the date of acceptance of invoice by Galfar.**
- Any invoices submitted after 3.30 PM (Qatar Time) will be considered on the next working day for acceptance.

### Two ways to create an invoice.

(A) From the home page → Click on the any status from dashboard → Click on “Add New” button from the top right corner (  )

(B) From the home page → Click on the “My Invoices” button → Click on “Add New” button from the top right corner (  )

- In this page please enter all the relevant details mentioned below.
- In order to assist you to complete the invoice upload page, we have provided tooltip hints to explain what is required with reference to some of the data fields.



The screenshot shows a web form for entering invoice details. The fields are as follows:

- 1**: Choose PO Number (dropdown menu)
- 2**: Invoice No. (text input)
- 3**: Invoice.Date (date input)
- 4**: Invoice Type \* (dropdown menu)
- 5**: Amount (text input)
- 6**: Delivery Note No. (text input)
- 7**: Delivery.Note.Date (date input)
- 8**: Email (text input)
- 9**: Remarks (text area)
- 10**: Choose File (file upload button)
- 11**: Cancel (red button) and Save (grey button)

Additional text in the form includes: "PO.Number is required", "Invoice No. is required", "Invoice Date is required", "Invoice Type is required", "Invoice Amount is required", "If N.A, Please enter invoice No. 0/20 If N.A, Please enter invoice Date.", "In case of blank, primary email will consider.", and "0/300" next to the Remarks field.



**IMPORTANT NOTE:**

- Invoice date future date not allowed & Delivery date must be less than or equal to invoice date.
- If Delivery Note details are not applicable, enter the invoice details.
- Attachment – Club all supporting documents along with invoice and attach as a single file. Only PDF is acceptable.

## 7. Invoice Edit or Modification

- From the Home Page click on the “My Invoices” button.
- Select the invoice from the invoice list.
- Click on the edit button (  )

Invoices can be edited when the status is:

1. **Pending:** - User can change the invoice details before the status changes to Accepted, Correction required or Rejected.
2. **Correction Required:** - Check the Galfar Remarks for the invoices having correction required status. Do the required changes as per the comments and save the record.
3. **Modified:** - after completing required corrections, status will be modified. User can change any details before it changes to Accepted.

## 8. Invoice view & Invoice search

Invoices can be viewed from by clicking any status from Dashboard or by clicking “My Invoices” button from the home screen.

Users can use the filter option to view the invoices list by status.



SL	VoucherNo	You Date	PO Number	Inv Type	Inv No	Inv Date	Inv Amount	DN No	DN Date	Status	SAP Ack No	SAP Acpt Dt	Vendor Remarks
1	P000000018	06.06.2020		Invoice	Inv-2987	31.05.2020	15,000.00	DN-56782	20.05.2020	PENDING			

Users can search the invoices by PO, Invoice number, amount, Delivery note and Remarks.



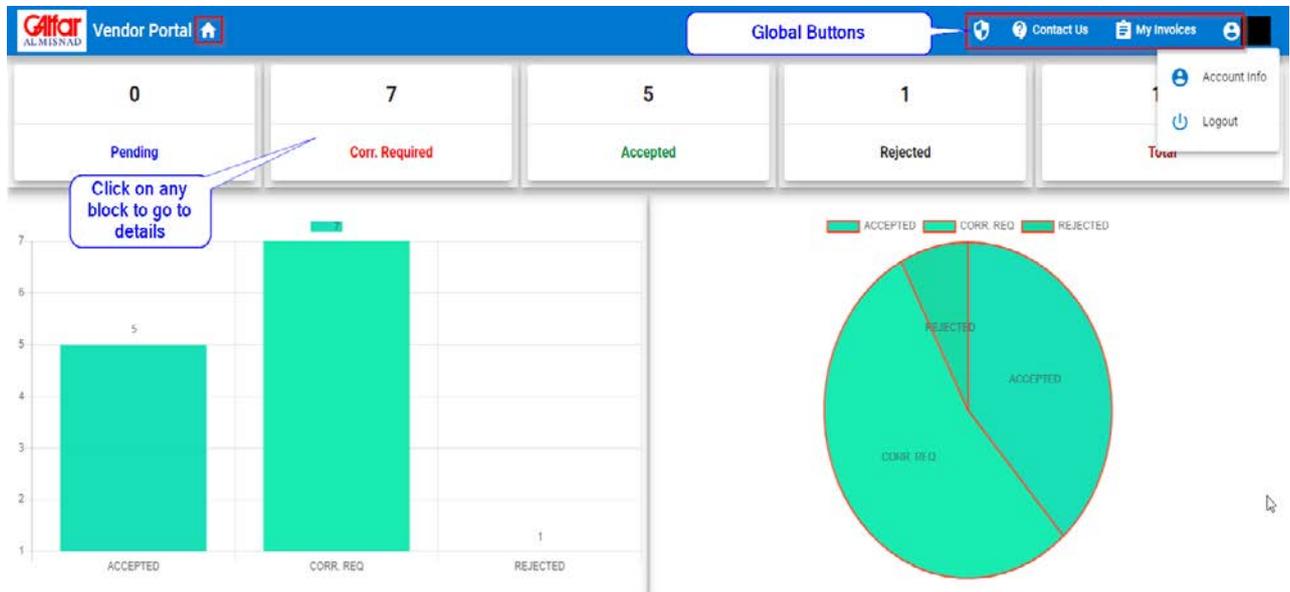
SL	VoucherNo	You Date	PO Number	Inv Type	Inv No	Inv Date	Inv Amount	DN No	DN Date	Status	SAP Ack No	SAP Acpt Dt	Vendor Remarks
1	P000000018	06.06.2020		Invoice	Inv-2987	31.05.2020	15,000.00	DN-56782	20.05.2020	PENDING			

Users can select the no.of invoices displayed in the list by selecting the “Items per page” from the bottom corner of the page.

To view the attachment click on the icon 

## 9. Dashboard

After logging in, the vendor is taken to the Vendor Portal dashboard where vendors can see the status wise submitted invoice.



### Global buttons are explained below:



- You can view latest Privacy Policy and Cookie Policy here.



- If you have any queries, use contact us page and get touch with our Vendor support team.



- Invoice list can be viewed by clicking on this button



- Account details provided at the time of registration can be viewed from here. Changes in the CR and tax card expiry can be edited from here.

