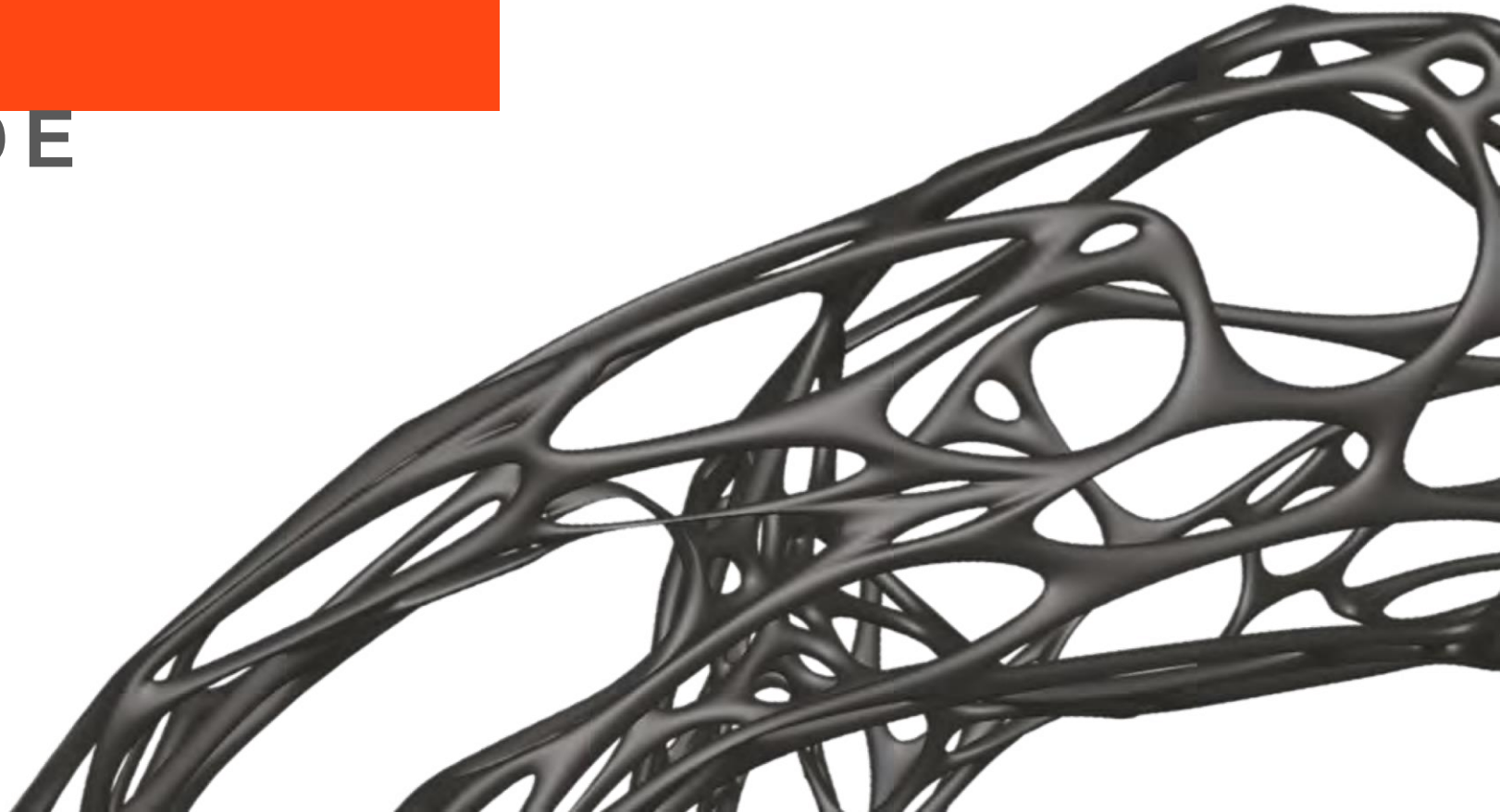




E-VENDOR SUPPLIER TRAINING GUIDE



March 2022



■ What is E-Vendor

E-Vendor is an user friendly, intuitive and self serve supplier portal that helps Suppliers and Buyers communicate with each other; it covers the end to end supplier lifecycle relationship from Supplier On-boarding, Purchase Order to Invoice collaboration and reporting for both EDGE Buyers and our Suppliers

■ Benefits of adopting the E-Vendor Portal for the Supplier & Procurement Function

E-Vendor helps suppliers stay up to date with EDGE's requirements, purchase orders, and receivables leading to better planning and reduced need for voice and email communications. Similarly, it helps our Procurement team to be aware of order confirmation, dispatch plans, shipment details and delivery dates.

■ How E-Vendor will impact our Suppliers

All EDGE Buyer & Supplier communication, supplier profile registration and updates will be conducted and managed through the E-Vendor Portal



EDGE SERVICE ENTRY SHEET

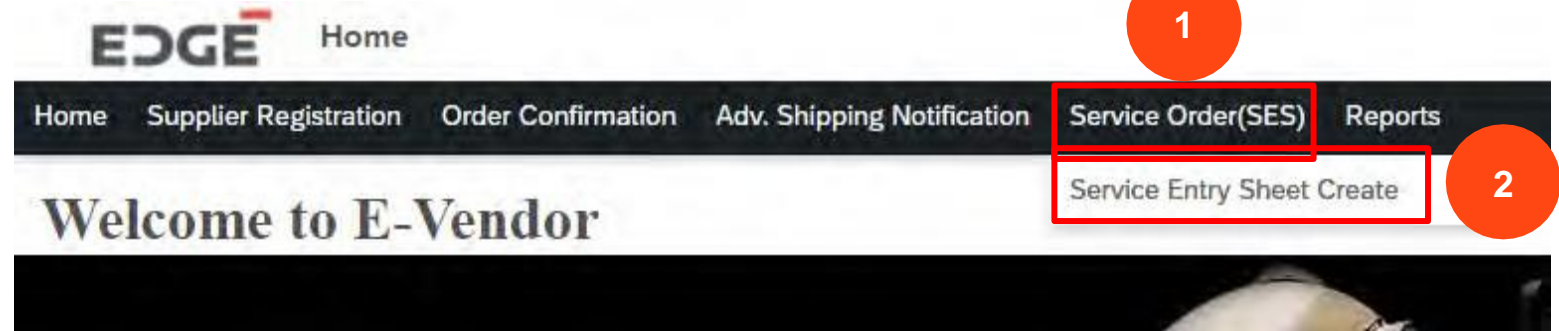



CREATE SERVICE ENTRY SHEET

CREATE SERVICE ENTRY SHEET


Steps to create service entry sheet

1. Click on service order(SES).
2. Click on service entry sheet Create.
3. Select order from pending list.






PENDING



SUBMITTED

Orders (36)

Search PO 

3

Order Number	Creation Date	Amount	Buyer	Status	
4600000007	03.11.2021	5,000.00 AED	Sucheta Sinharay	Pending	>
4500000269	03.12.2021	2,210.00 AED	Yogendra Vijaybha	Partial	>
4500000245	30.11.2021	10,090.00 AED	Sathish Kumar Gadihalli	Partial	>
4500000222	28.11.2021	1,111.00 AED	Sathish Kumar Gadihalli	Partial	>
4500000221	28.11.2021	1,111.00 AED	Sathish Kumar Gadihalli	Pending	>
4500000220	28.11.2021	1,101.00 AED	Sathish Kumar Gadihalli	Pending	>
4500000169	20.11.2021	28,230.00 AED	Sathish Kumar Gadihalli	Pending	>

CREATE SERVICE ENTRY SHEET


4. Click on select service entry icon.

PO Number : 4500000269

Ship From:
abc 123, 123 Abu Dhabi, United Arab Emirates

Deliver To:
Channel Street, 43221 Abu Dhabi, United Arab Emirates

ORDER ITEMS SERVICE ENTRY SHEET LINES ATTACHMENTS

Item Number	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	VAT	Total Amount	Select/Deselect Service Entries
00010	Service PO	27.12.2021	1.000 AU	2,210.00 AED	2,210.00 AED	0.000	0.00 AED	2,210.00 AED	

SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
No data					

ATTACHMENTS

Attachments (0) Add

4

CREATE SERVICE ENTRY SHEET



5. Click on check box to select service entry item.

6. Click on Copy button.

7. Item added in SES Lines

8. Click on Add button to add attachment

<input checked="" type="checkbox"/>	Line Number	Short Text	Quantity	Pending Quantity	Unit Price	Net Amount	VAT
<input checked="" type="checkbox"/>	0000000010	Service Line Detail-01	10,000 HUR	10,000 HUR	2.00 AED	20.00 AED	0.00 AED

Cancel Copy

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000010	Service PO	10,000 HR	5	70.00 AED	14.00 AED

ATTACHMENTS

Attachments (0)

Add

< Back Create

9. Click on Create button.

PO Number : 4500000269


Ship From:
abc 123, 123 Abu Dhabi, United Arab Emirates

Deliver To:
Channel Street, 43221 Abu Dhabi, United Arab Emirates

ORDER ITEMS

SERVICE ENTRY SHEET LINES

ATTACHMENTS


Item Number	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	VAT	Total Amount	Select/Deselect Service Entries
00010	Service PO	27.12.2021	1.000 AU	2,210.00 AED	2,210.00 AED	0.000	0,00 AED	2,210.00 AED	

SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000010	Service PO	10.000 HR	5	70.00 AED	14.00 AED

ATTACHMENTS

Attachments (1)

 Invoice Posting proposed Scenario(iVen).pptx
855.1 KiB

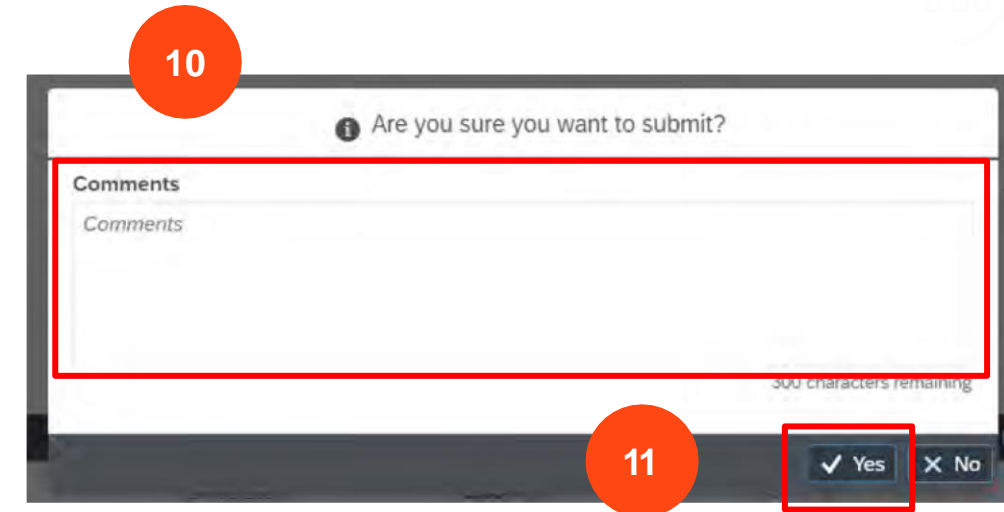
Add

< Back

Create

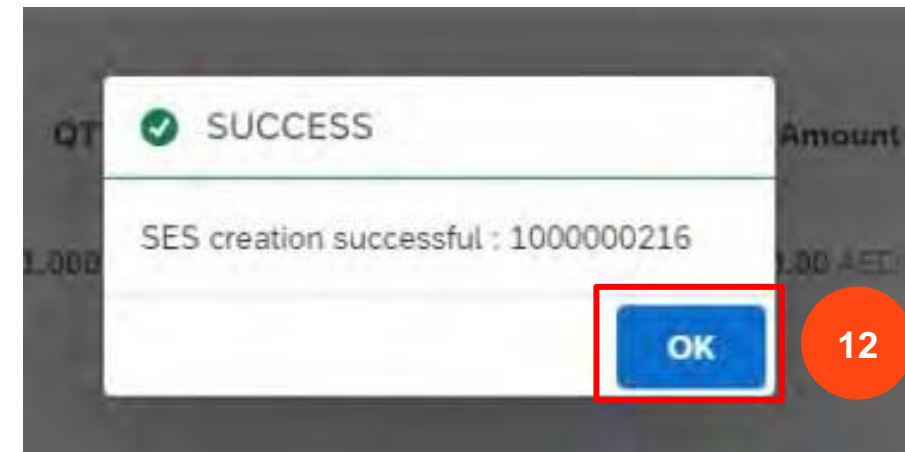
10. Enter Comments .

11. Click on Yes button.



A screenshot of a web application dialog box. At the top, it says "Are you sure you want to submit?". Below this is a text input field labeled "Comments" with a placeholder "Comments". A red box highlights this field, with a red circle containing the number "10" next to it. At the bottom right, there are two buttons: "✓ Yes" and "✗ No". The "Yes" button is highlighted with a red box, and a red circle containing the number "11" is next to it. A small text "300 characters remaining" is visible at the bottom right of the comments field.

12. Success message will display with SES number,
Click on ok to close pop-up.





DELETE SERVICE ENTRY SHEET

DELETE SERVICE ENTRY SHEET



1. Go to ->Service entry sheet create application and click on submitted tab.
2. Click on SES number from the list with status submitted.

 PENDING

 SUBMITTED

1

SES (85)

PO Number	SES No.	Creation Date	Amount	Buyer	Header Text	Note	Status
4600000199	1000000362	21.01.2022	100 AED				Submitted
4500000390	1000000351	16.01.2022	157,500 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000355	17.01.2022	127,575 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000357	17.01.2022	69,825 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000350	16.01.2022	127,575 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
	1000000352	16.01.2022	157,500 AED	Yogendra Vijaybha	POS-3 item PO	NTS-please deliver in 1 day	Submitted
4500000389	1000000359	17.01.2022	354,900 AED	Yogendra Vijaybha			Submitted
	1000000360	17.01.2022	354,900 AED	Yogendra Vijaybha			Submitted

2

DELETE SERVICE ENTRY SHEET



3. select SES item.(check box)

4. Click on DELETE button.

PO Number : 4500000390

Ship From:
abc 123, 123 Abu dhabi, United Arab Emirates

Deliver To:
Channel Street,, 43221 Abu Dhabi, UAE, United Arab Emirates

SES No:
1000000357

Amount:
69825.000

ORDER ITEMS

SERVICE ENTRY SHEET LINES

ATTACHMENTS

<input type="checkbox"/>	Item No.	Material Desc	Delivery Date	Quantity	Rate	Amount	Tax(%)	Tax Amount	Discount	Total (Incl.Tax)
<input type="checkbox"/>	00020	Service 1	16.02.2022	1.000 AU	3,38,000.00	3,38,000.00	5.000	16,900.00	0.000	3,54,900.00

SERVICE ENTRY SHEET LINES

SES Item	Short Text	Quantity	Posted Qty	Unit Price	Net Amount
0000000030	Maintainance Service 3	35.000 EA	35.000 EA	1,900.00	66,500.00

ATTACHMENTS

Attachments (0)



No files found

< Back

Delete

DELETE SERVICE ENTRY SHEET

5. Enter Comments .

6. Click on Yes button.

5

Are you sure you want to delete?

Comments*

Comments

300 characters remaining

6

✓ Yes X No

7. Success message will display with SES deleted ,Click on OK to close pop-up.

✓ SUCCESS

SES Delete Successfully

OK

7

GET IN TOUCH



Should you have any questions, please do not hesitate to reach out to us via email at **E-Vendor@EDGEgroup.ae**

Visit our website
edgegroup.ae



edgegroup.ae