Supplier Management User Guide

This user guide has been developed to assist and facilitate various supplier-related processes on the ADNEC Supplier Portal, including new vendor registration and online invoicing. To complete each step successfully, please follow the instructions provided in the relevant sections of this guide.

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Introduction:

This guide has been meticulously designed to provide comprehensive support for new vendors and suppliers looking to register online with ADNEC. Please follow the step-by-step instructions outlined below to successfully complete your registration process.

Getting Started:

As a vendor, you have the capability to initiate the registration process directly from the ADNEC website. Once you've submitted your request, our diligent procurement team will review and validate your information. Upon approval, you will receive an invitation email, allowing you to register and integrate your work email with the ADNEC system. Please note that this step may take up to one working day to complete.

Need assistance?
If you encounter any issues or have questions regarding the registration process, please contact **Umbreen Ali** at **umbreen.ali@adnec.ae.**

Activating Multi-Factor Authentication (MFA):

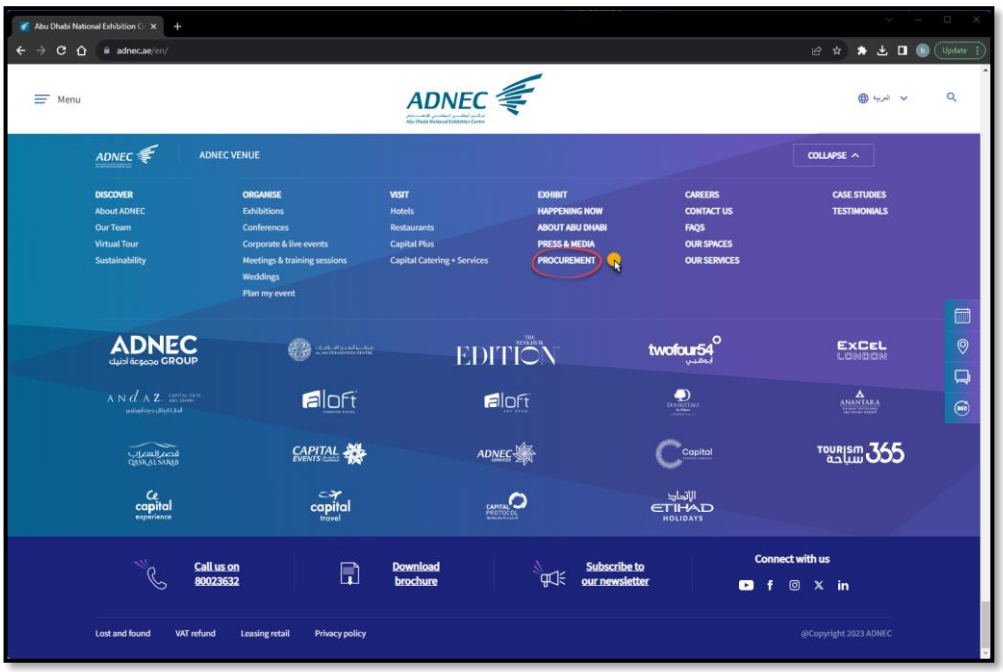
Upon accepting the invitation, the system will prompt you to activate Multi-Factor Authentication (MFA) for your work email. This additional layer of security is essential for accessing our system and completing your registration.

Finalizing Your Registration:

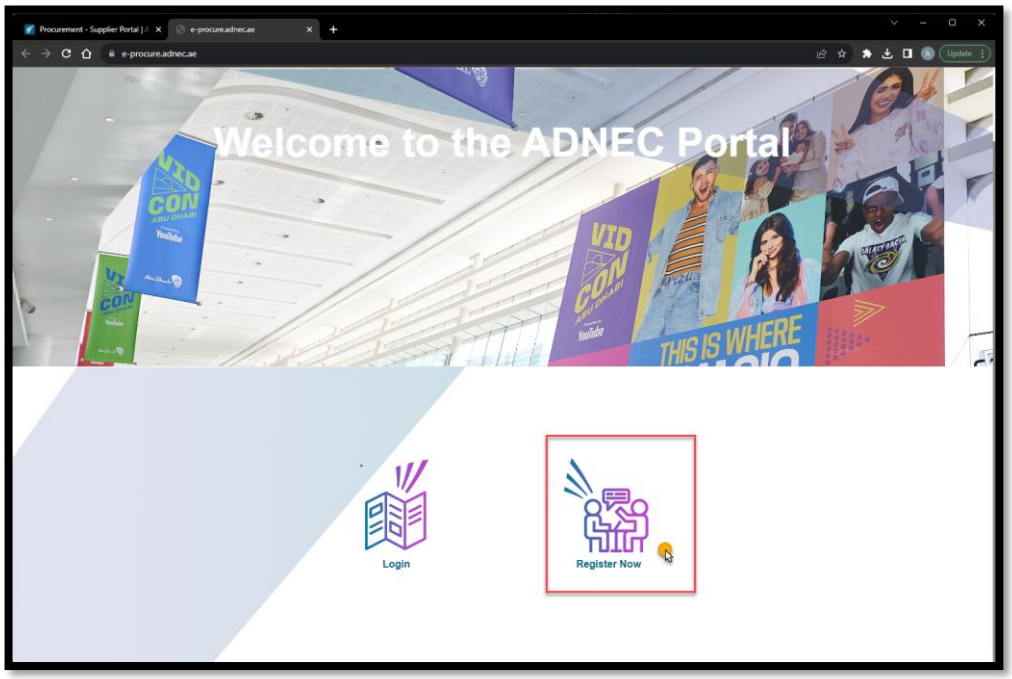
With MFA successfully activated, you can proceed to complete your registration and submit it to the procurement department for final approval. Once approved, your account will be officially registered.

Accessing the Online Supplier Registration Form:

- Open your internet browser, preferably using Microsoft Edge or Google Chrome.
- In the address bar, type www.adnec.ae.
- Scroll down to the bottom of the ADNEC website and locate the "Procurement" link, as indicated in the screenshot below:



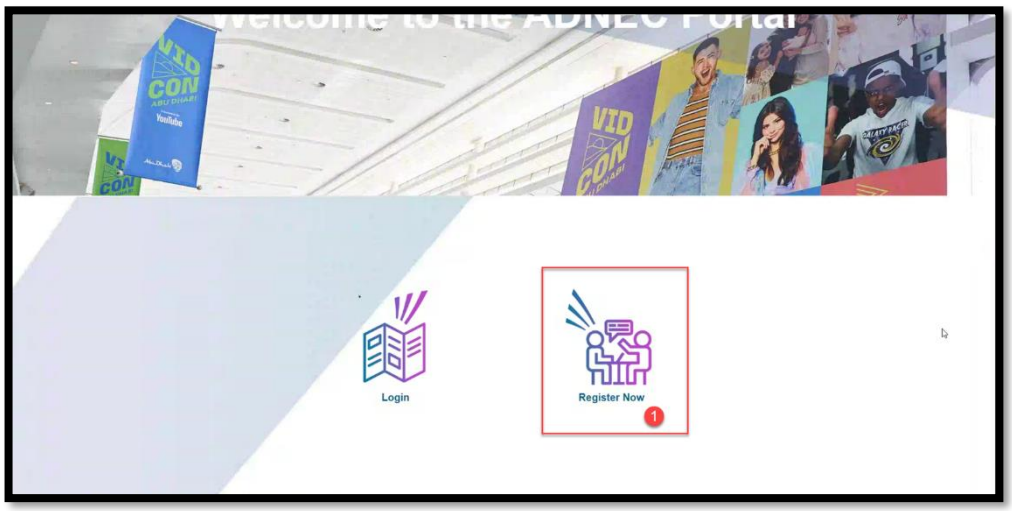
Click on Register Now:



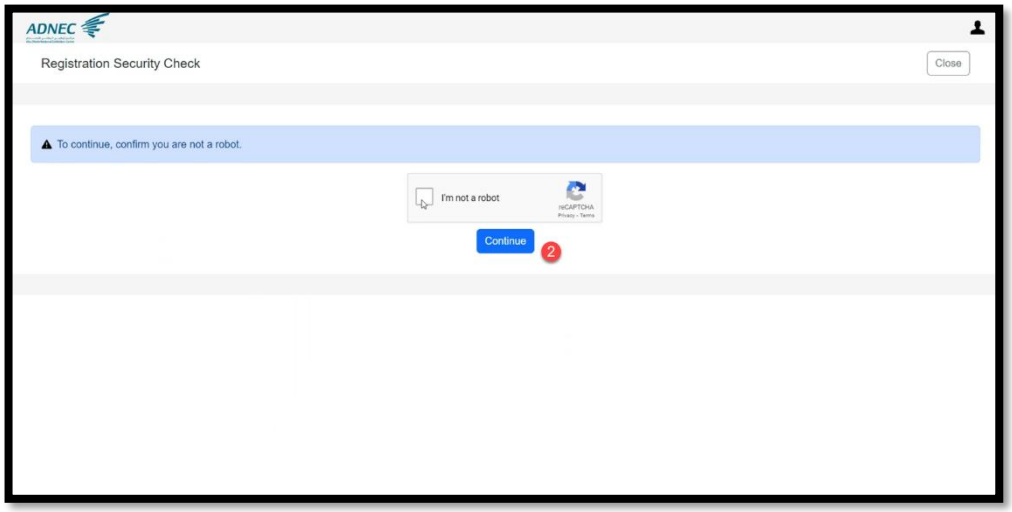
Thank you for choosing ADNEC as your business partner. We are committed to making the registration process as smooth and efficient as possible for you. If you encounter any issues or have questions during the process, please refer to this guide for assistance.
Let's begin your registration journey with ADNEC.

Submit Registration Request.

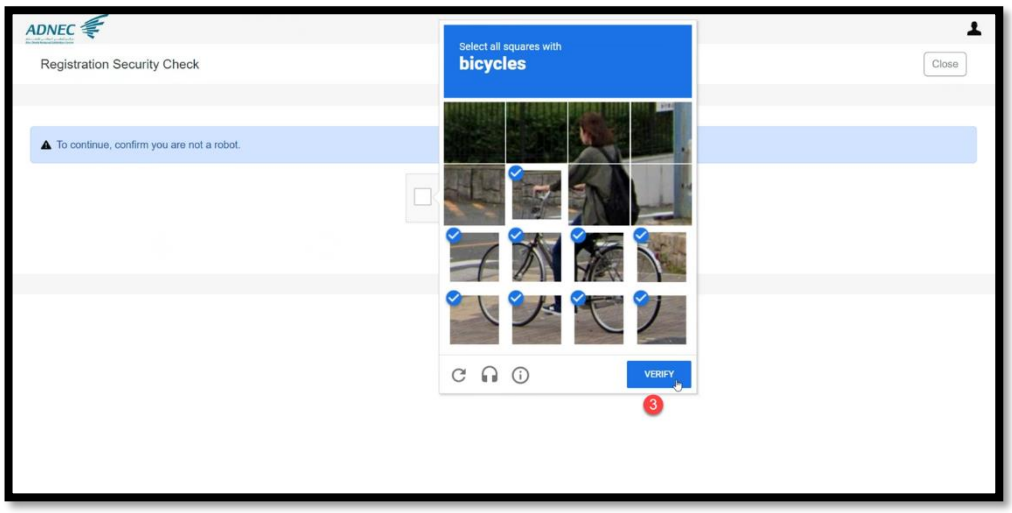
1. To proceed with the registration process, click on "Register Now."



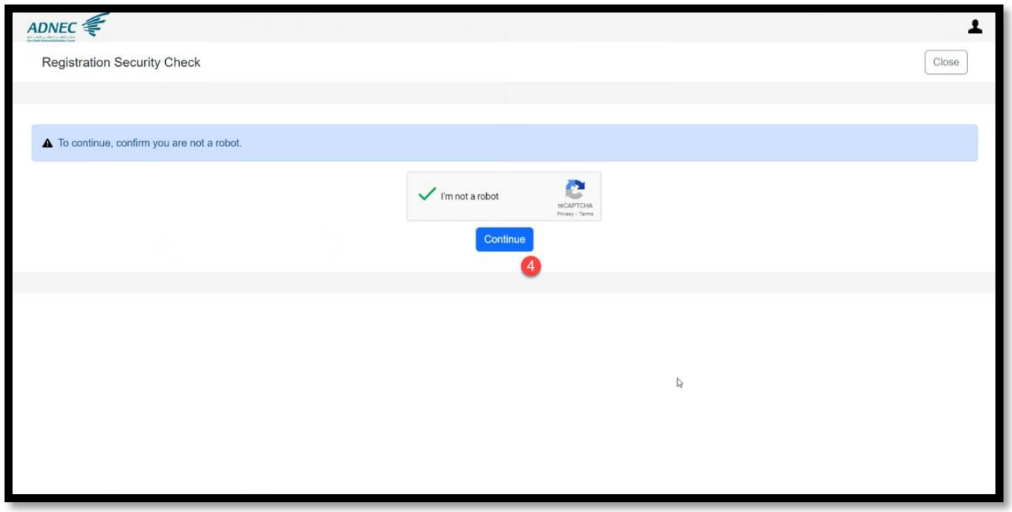
2. To proceed, verify that you are not a robot by checking the "I'm not a robot" box, and then click on "Continue."



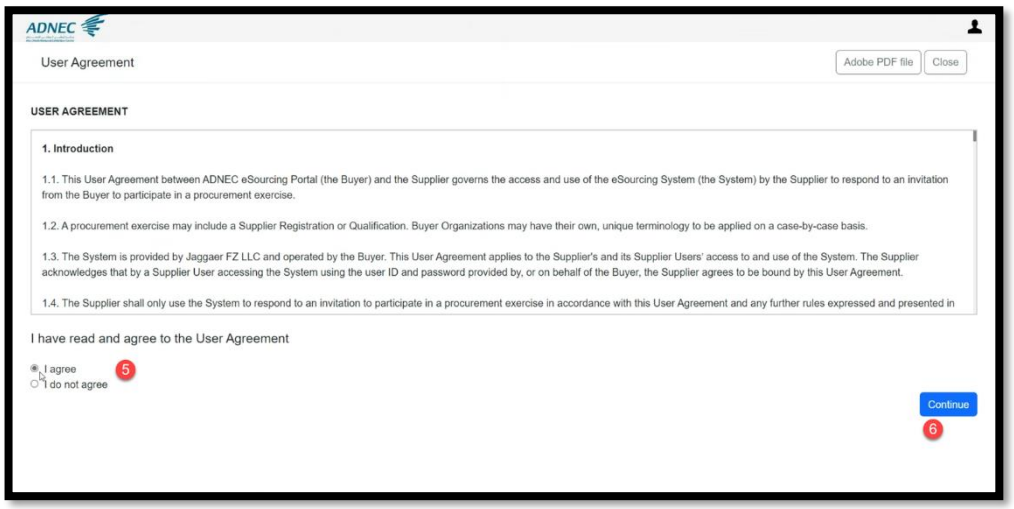
3. To proceed with the registration, please follow the captcha instructions and complete the verification process.



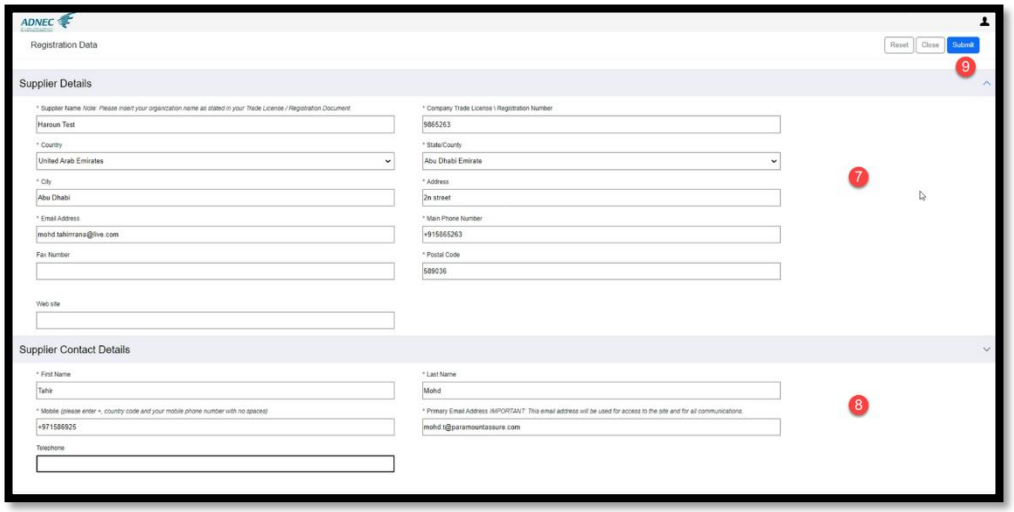
4. Click Continue.



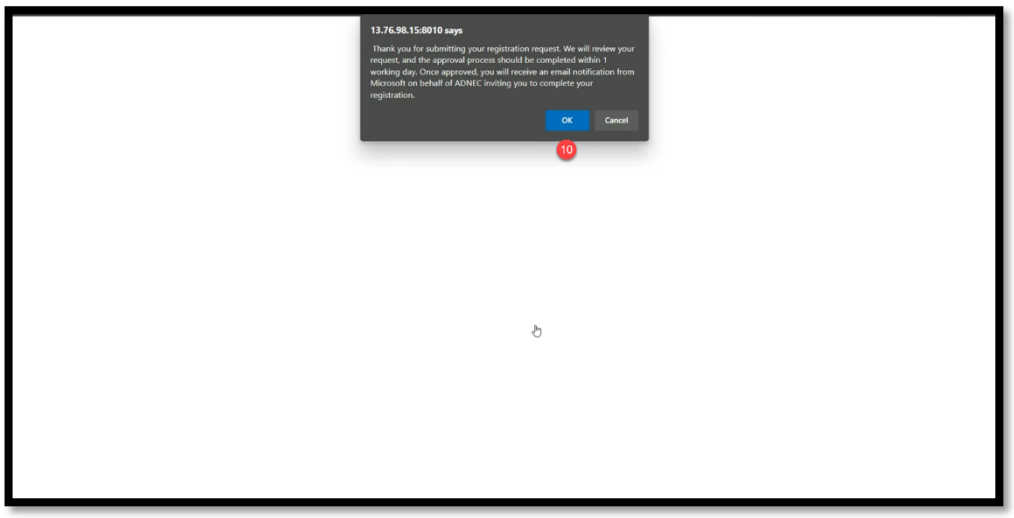
5. To continue with the registration, select "I agree" for the Terms and Conditions.
6. Then, click on "Continue" to proceed further.



7. Fill out the request form as required.
   Note: Please ensure that you use a standard email and avoid using Distribution Groups, as it is not supported.
8. Provide the necessary contact details.
9. Click on "Submit" to finalize the registration.



10. Once you have submitted the request, the system will confirm that it has been received and is pending ADNEC Procurement approval. Please click "Ok" to proceed.

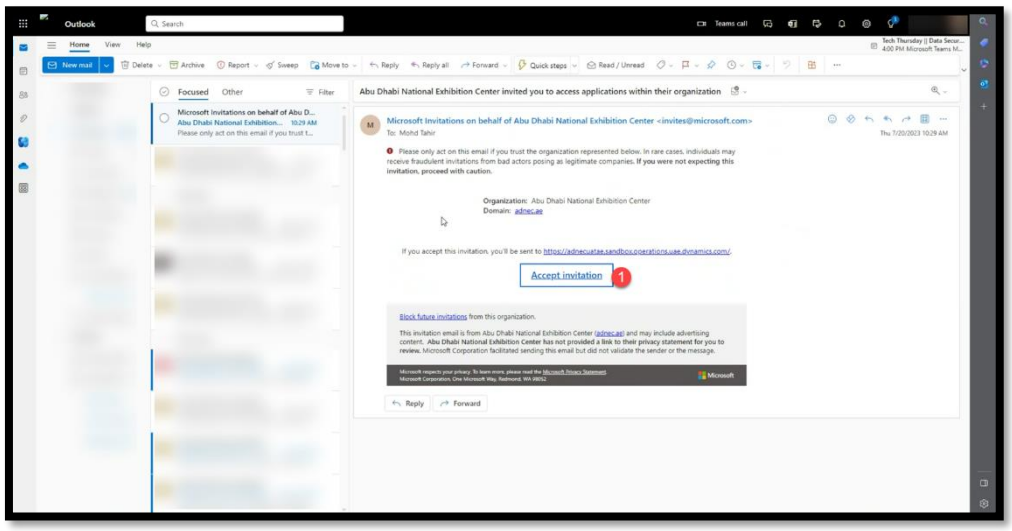


The registration process for the supplier has been successfully completed.

Activate MFA on your account.

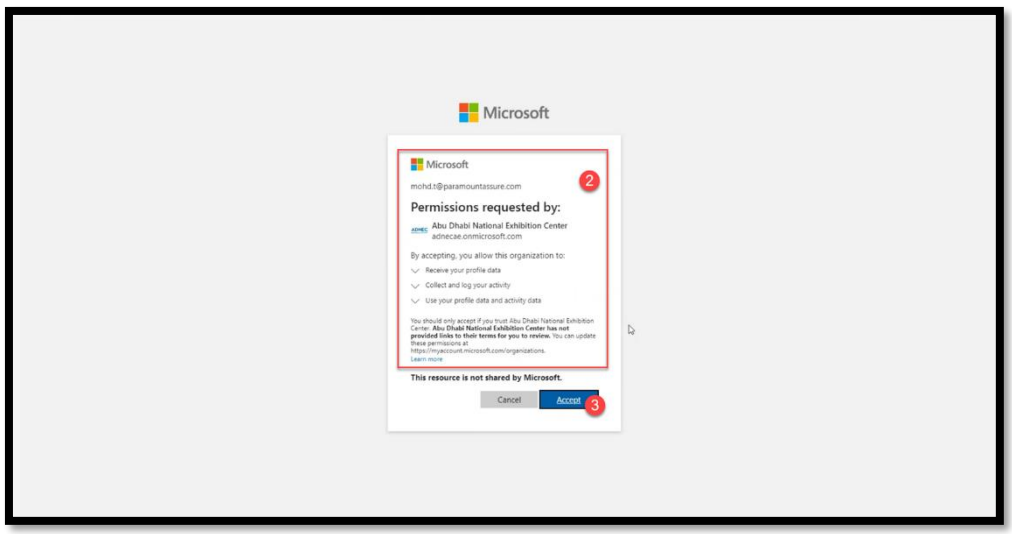
Once your Request for Registration is approved by the procurement department, you will receive an email from Microsoft on behalf of the Abu Dhabi National Exhibition Centre. This email will serve as an invitation for you to access the system and complete the registration process.

1. Click on the "Accept Invitation" link provided in the email to proceed with the registration.



2. Review the message and click on "Accept." This action will authorize the use of your email within the ADNEC system, without accessing your email or personal information.

3. Click on "Accept" to confirm your acceptance.

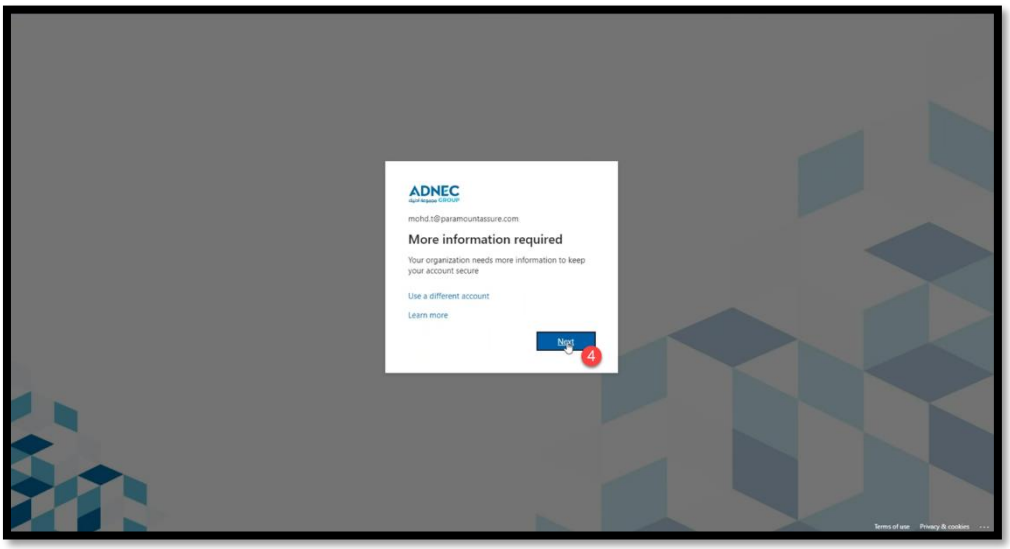


Note:

- If you cannot locate the email in your inbox, please remember to check your junk email folder.

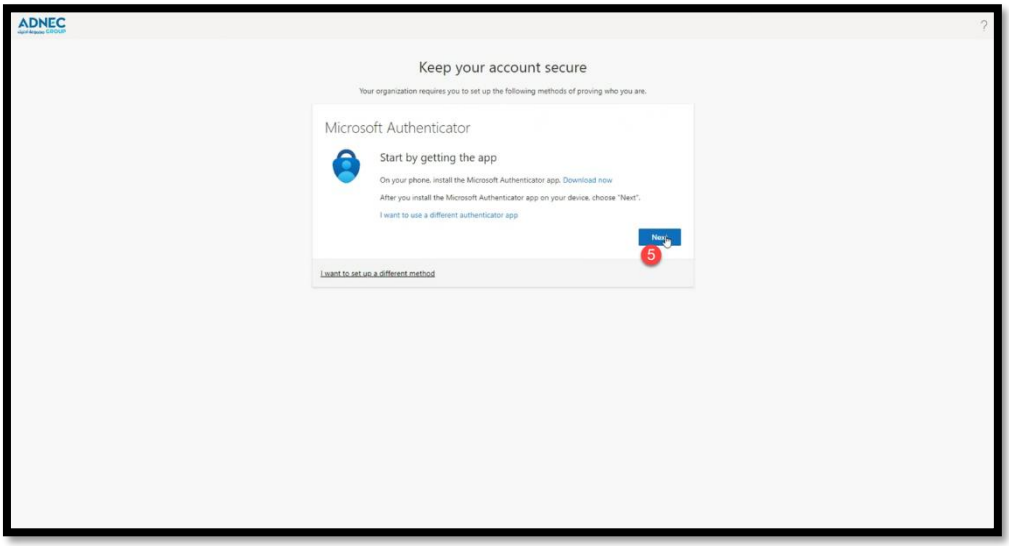
- If you haven't received the email invitation but it was confirmed by the Supplier Management Officer that you record approved, you can proceed to log in directly using the same link and complete your registration.
- ADNEC does not store any passwords in our system. You should use your own password, and the system will authenticate with your domain.

4. Click on "Next" to continue to the next step of the process.

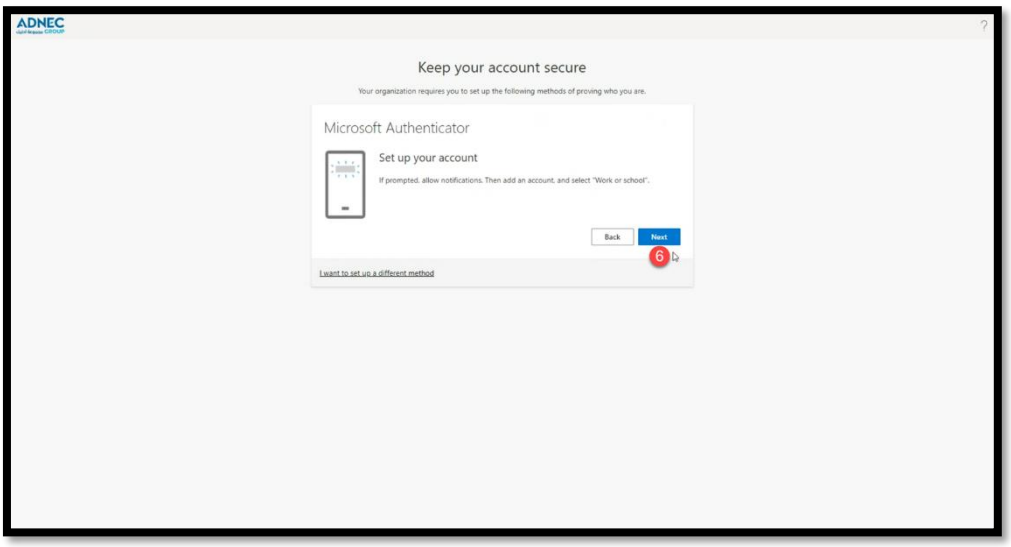


To enhance the security of your account, Multi-Factor Authentication (MFA) is required. Please download and use the Microsoft Authenticator app to access the ADNEC system. This step ensures the utmost security for all your details and grants access when logging in to ADNEC systems.

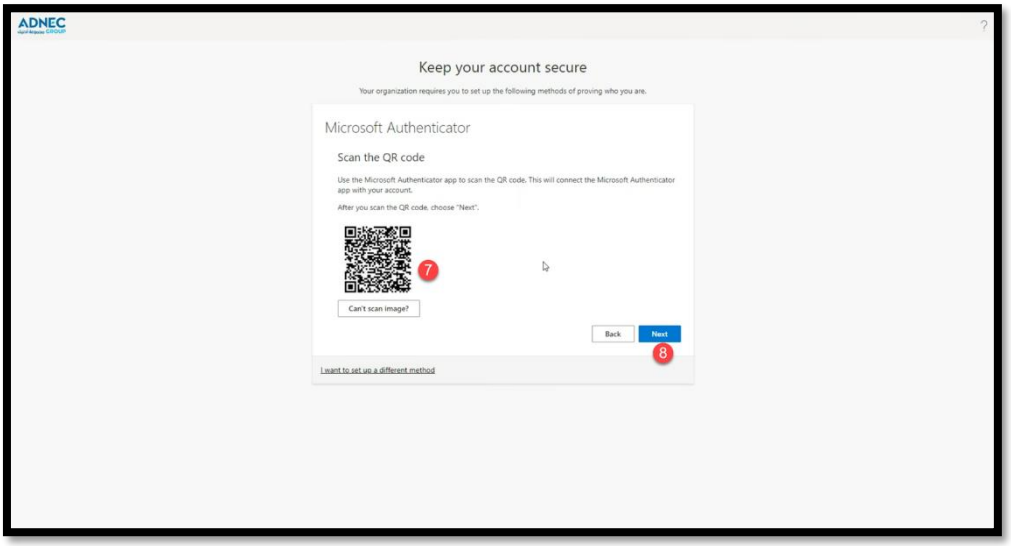
Click "Next" to continue with the setup, or select "I want to set up a different method" to activate SMS codes instead of using the Microsoft Authenticator app.



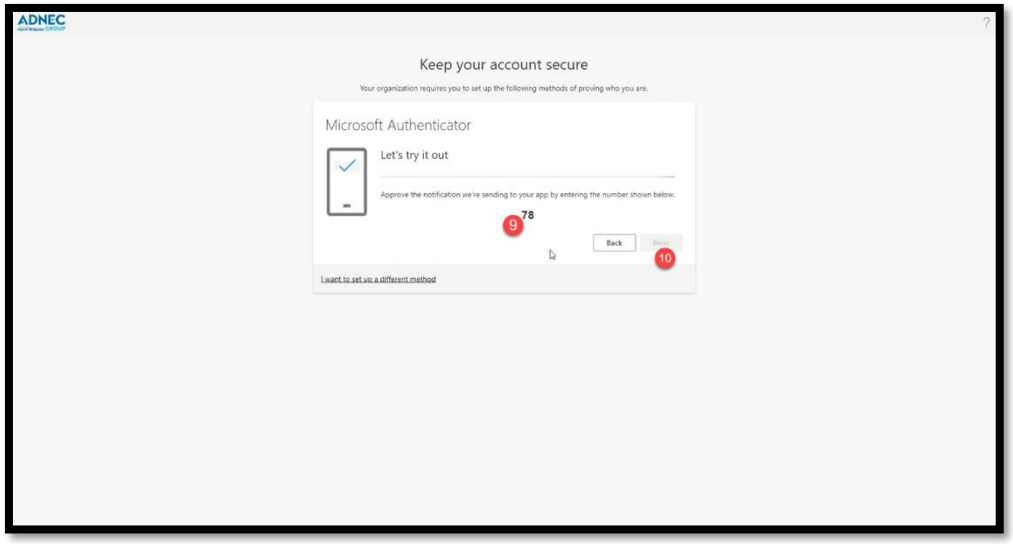
6. After completing the setup, click on "Next" to proceed further.



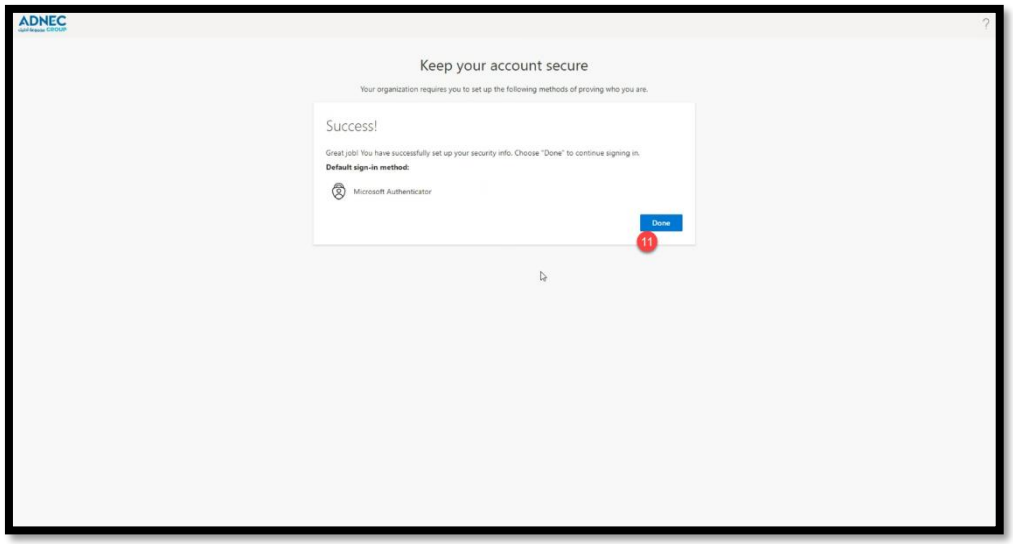
7. To activate Multi-Factor Authentication (MFA), scan the QR code using the Microsoft Authenticator app.
8. Once the activation is complete, click on "Next" to continue.



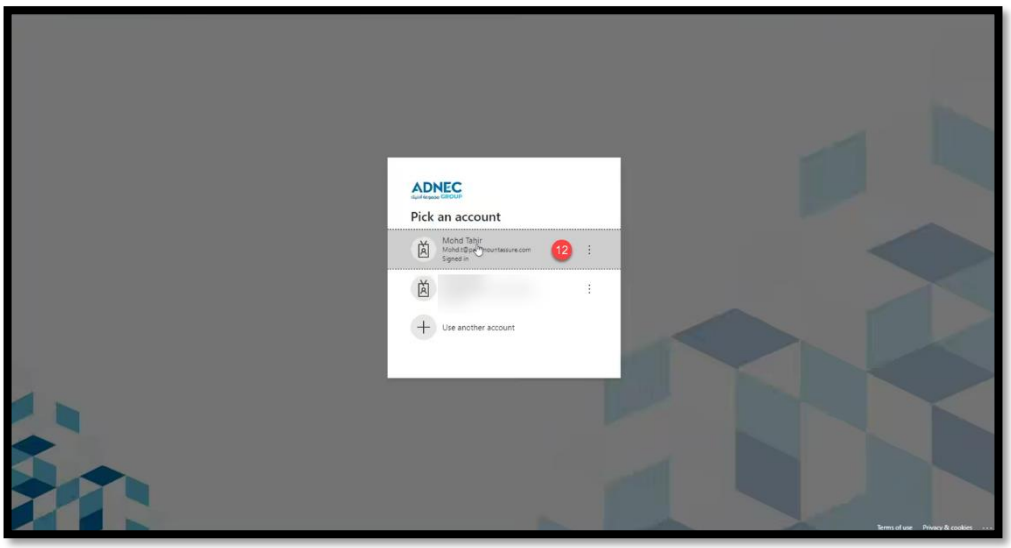
9. Enter the code generated on the webpage into the Microsoft Authenticator app in the provided field. This will complete the setup and enable Multi-Factor Authentication for your account.
10. After entering the code, click on "Next" to proceed.



11. Great! Click "Done" to finalize the setup of Multi-Factor Authentication (MFA) and ensure the security of your account. Your registration process is now complete, and you can confidently access the ADNEC system with enhanced protection.



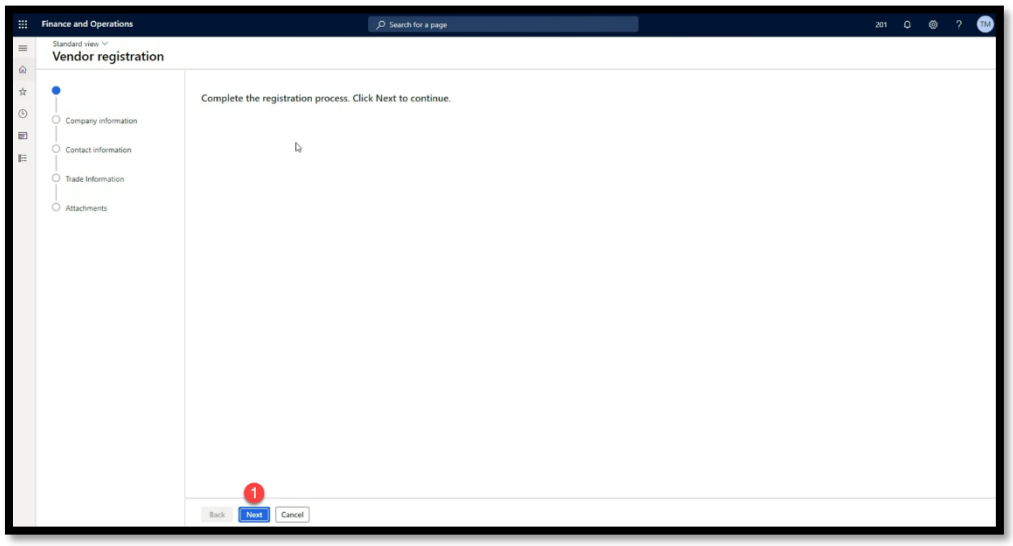
12. Congratulations! You can now log in to your account with enhanced security using Multi-Factor Authentication.


ADNEC
Pick an account
Mohd Tahir
Signed in
12
Use another account

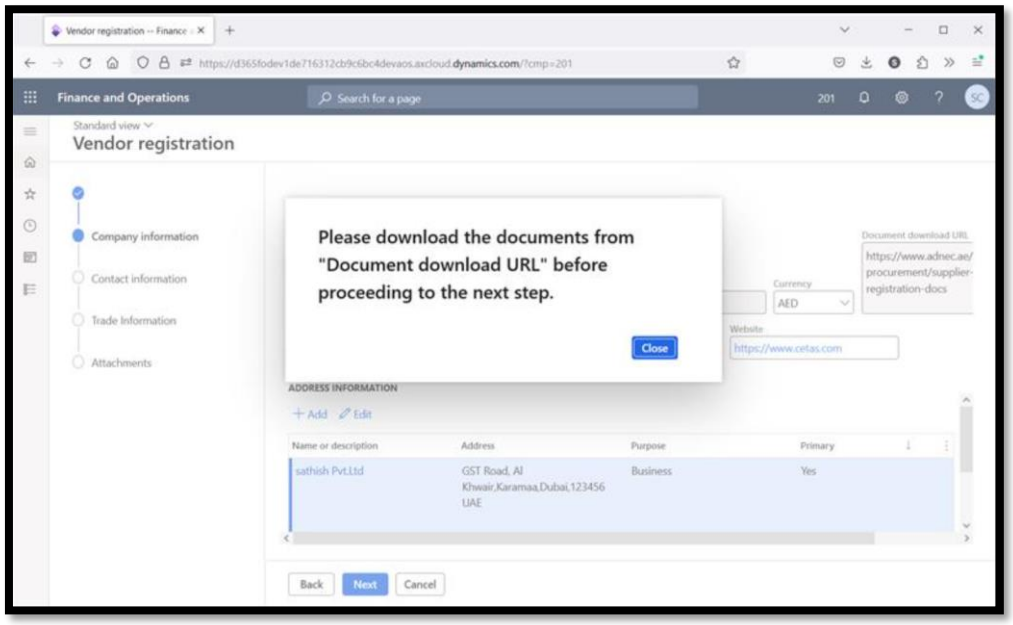
Complete your registration.

For your first-time login, the system will prompt you to complete your registration by providing all mandatory fields. Please follow the instructions below to complete the registration process successfully:

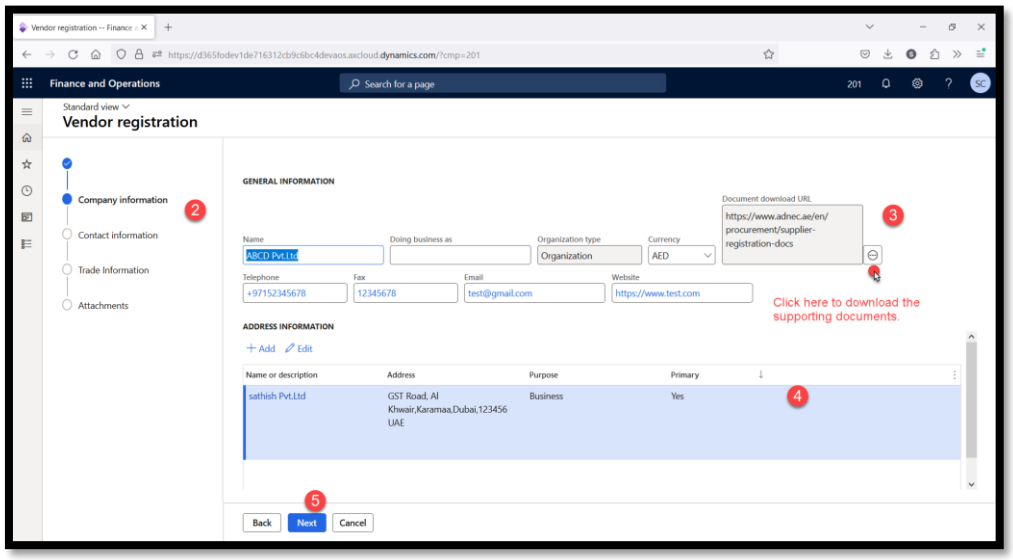
1. Click "Next" to proceed and finalize your registration.



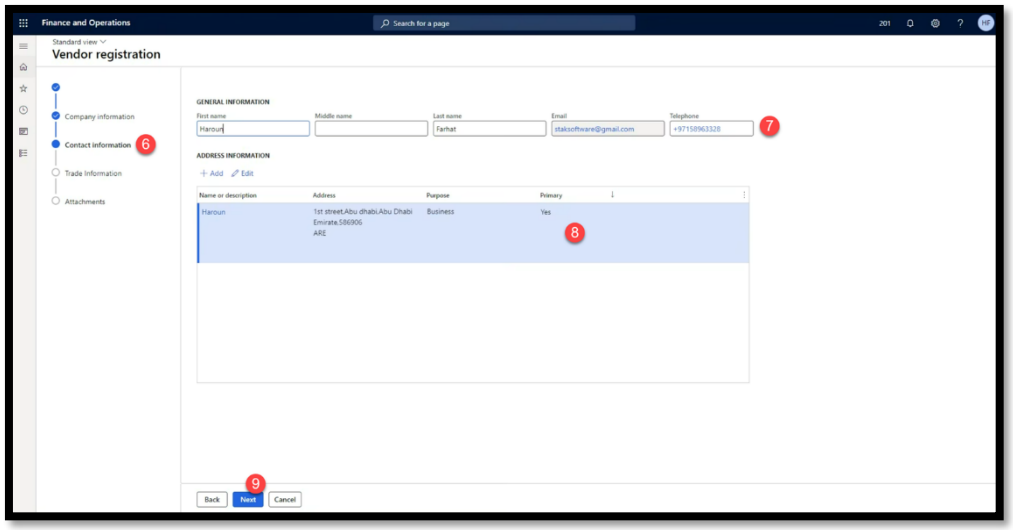
Once you click "Next," the system will display a message instructing you to download the prerequisite supporting documents along with the User Guide. Please ensure that you download these documents, fill them out, and upload them in the attachments section.



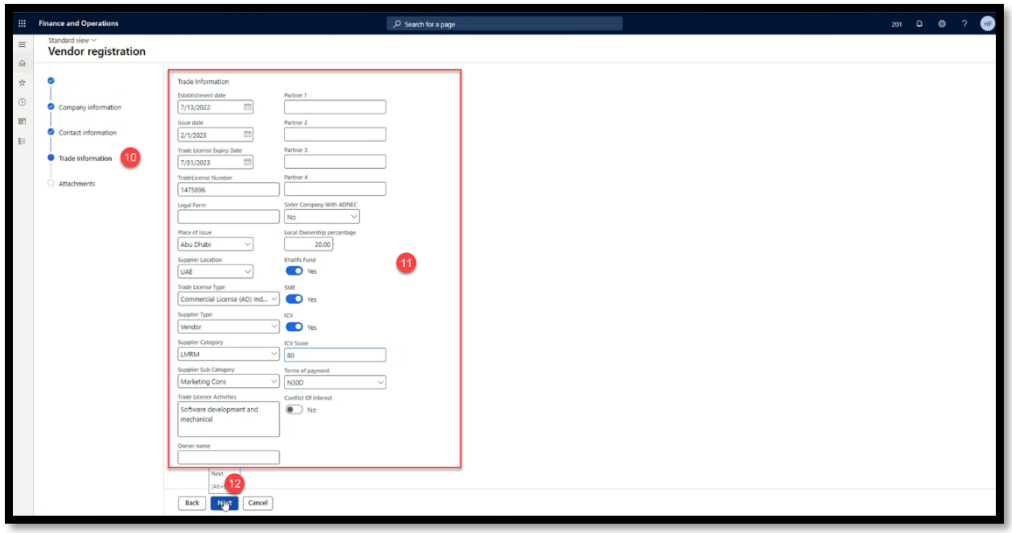
2. All details will be populated from the initial request.
3. Validate the details and fill any empty fields or update other areas if required.
4. Provide the address information if it is not filled yet or update it if necessary.
5. Click "Next" to proceed with the registration process.



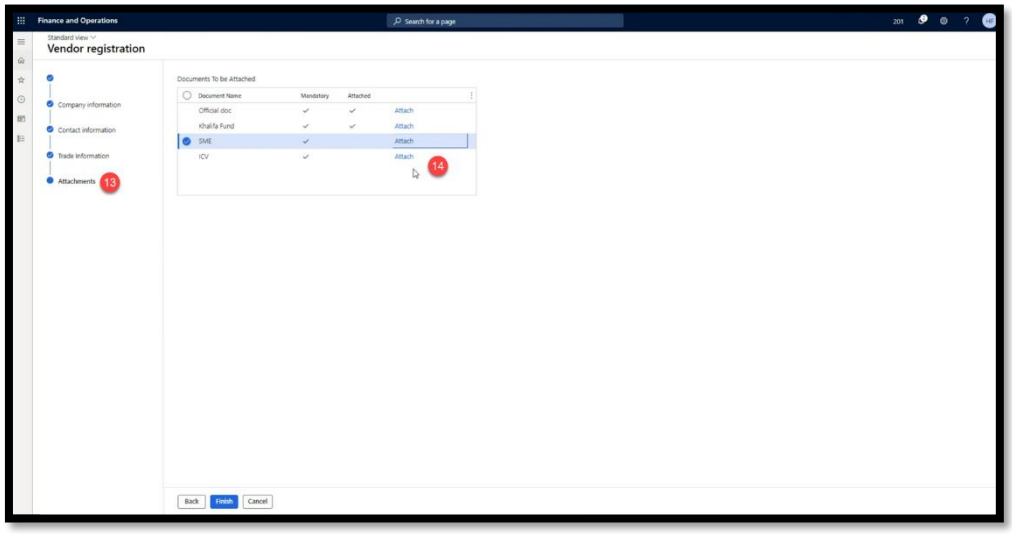
6. Provide your contact information as required.
7. Validate the data entered earlier and make any necessary updates where required.
8. If needed, update your address information to ensure accuracy..
9. Click "Next" to proceed with the registration process.



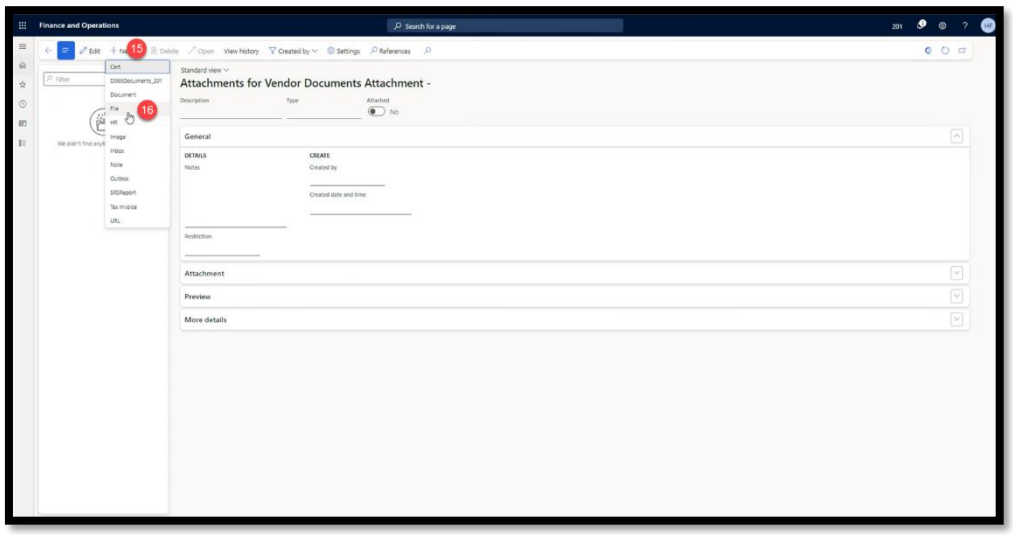
10. Trade Information section.
11. Update all fields as required and ensure that all data is accurate.
12. Click "Next" to proceed to the next step.



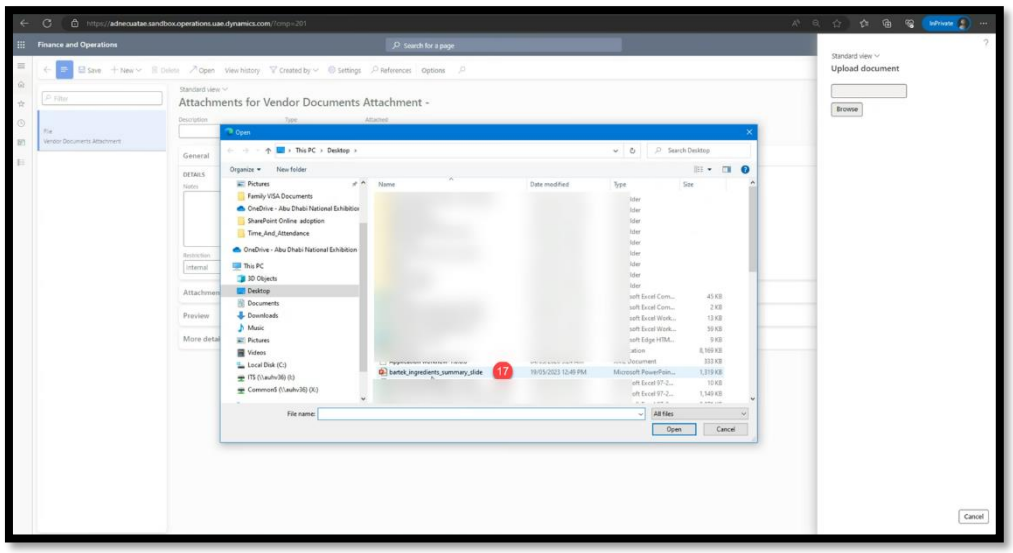
13. Attachments section
14. Based on the entered information, the system will prompt you to attach the required documents. Please note that all attachments are mandatory. Click on "Attach" to upload the necessary documents.



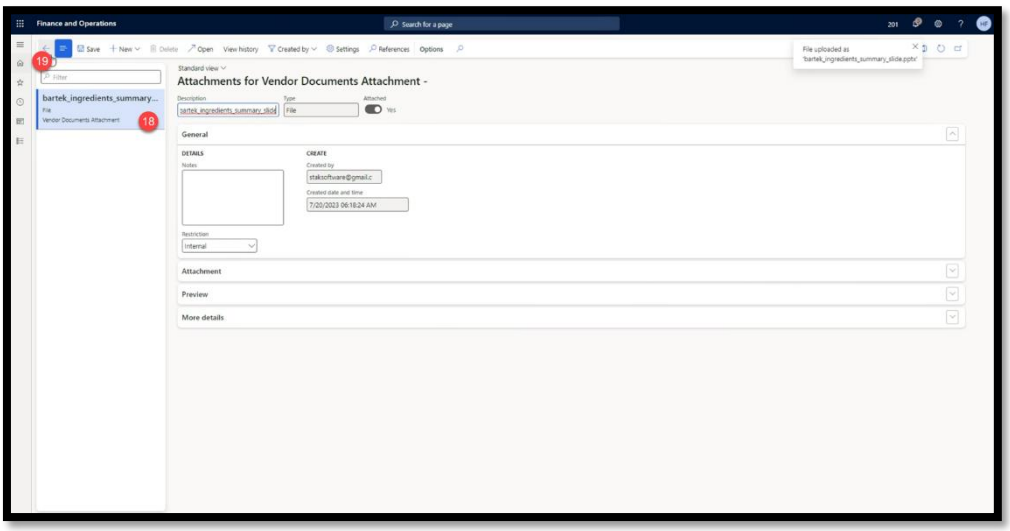
15. After clicking "Attach," a new window will open. Click on "New."
16. Select "File" to choose the file you want to attach.



17. Click on "Browse" to locate the document you wish to upload, browse to the location of the document on your computer and select it and then Click "Open" to attach the selected document.



18. The document has been attached. Repeat this step for all the required attachments.
19. Click "Back" to return to the supplier attachments main screen after you have completed attaching all the necessary documents.



20. With all the required documents successfully attached, you are now ready to complete your registration.

Important Note: Please make sure you click on the "Attach" link next to any document name in the below screenshot to upload both mandatory and optional supporting documents. The system will automatically link these files to your profile.

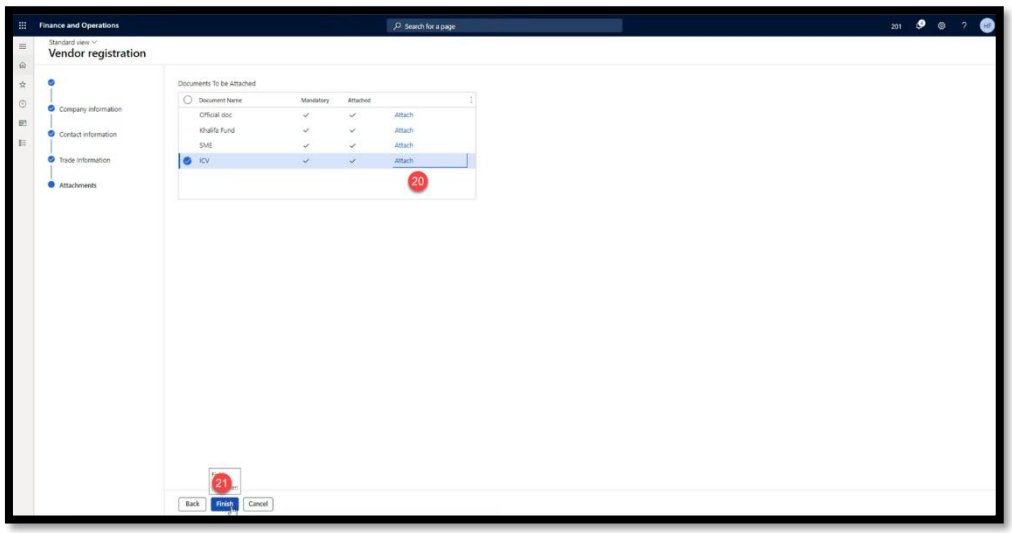
Below are the other mandatory documents you should attach with your submission:

1. Valid Trade License
2. Power of Attorney – If the signatory name is not mentioned in the Trade License
3. IBAN Details on bank letterhead
4. Bank Details on company letterhead
5. Conflict of Interest document (attached for ready reference)

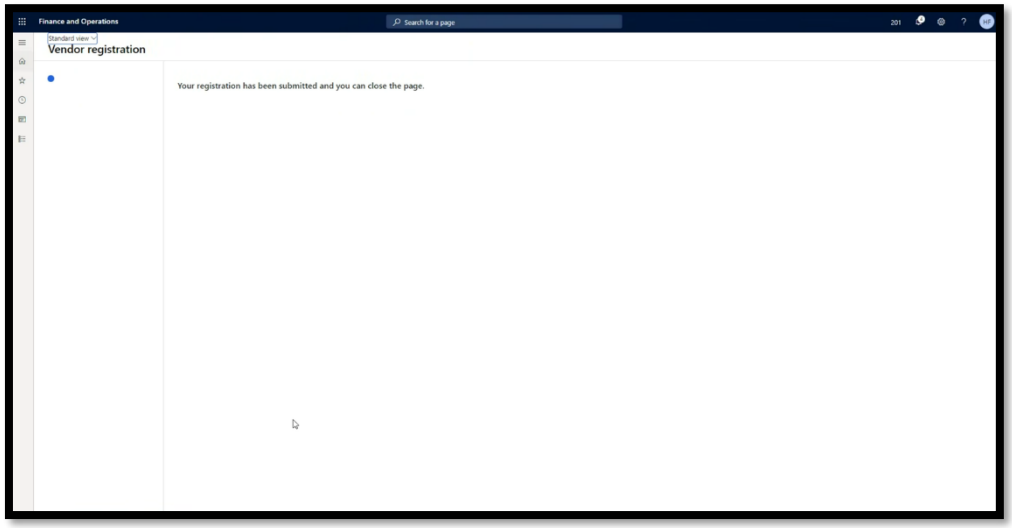
Other supporting documents if available / applicable:

1. VAT Certificate
2. Company Profile
3. Organization Chart
4. List of major clients in UAE
5. Approved list of employees from Tasheel
6. In-country Value (if applicable/available)
7. Environmental, Health, and Safety Statement (if applicable/available)
8. Quality Control, Quality Assurance Document -(if applicable/available)
9. Insurance Documents (if applicable/available)
10. Classification Cert (if applicable/available)
11. Khalifa Fund (if applicable/available)

21. Click on "Finish" to finalize the registration process.



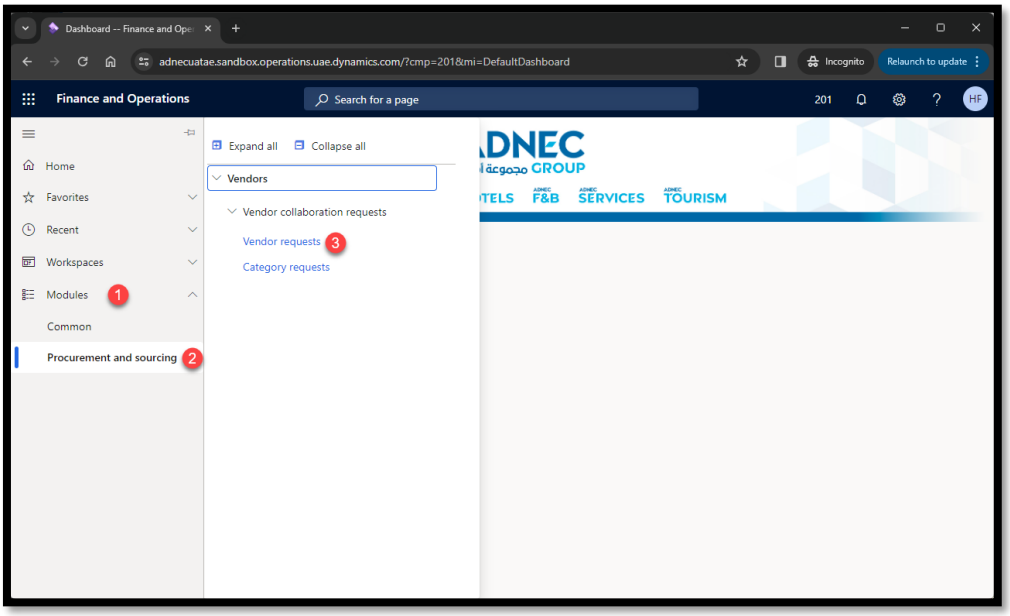
Registration process completed. Your submission has been received and is currently pending procurement approval. Once approved, you will gain access to the portal, enabling you to perform all necessary actions.



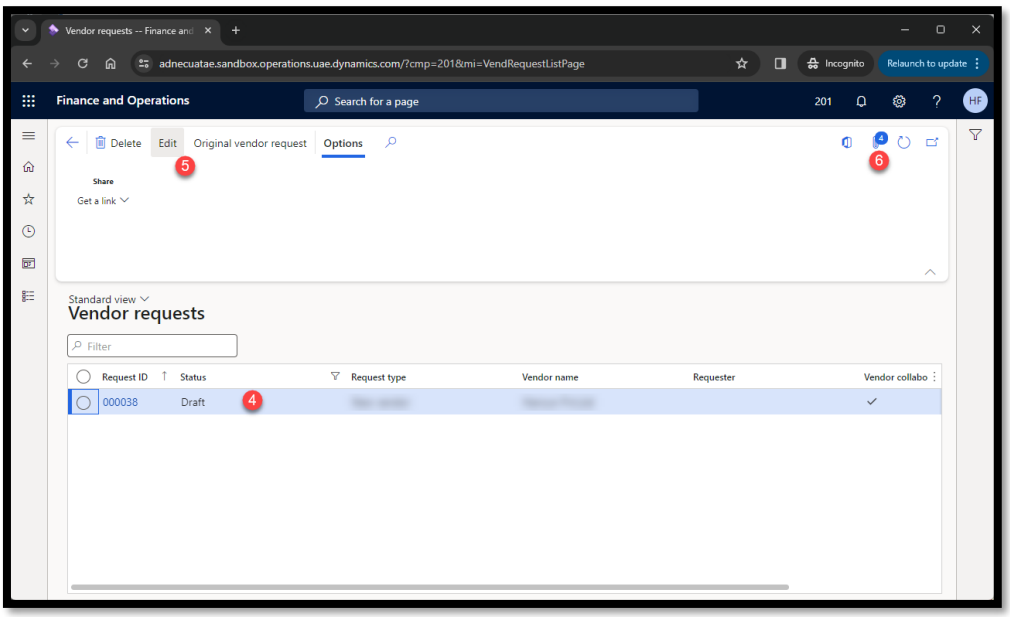
Incomplete Details / Documents – Resubmit.

If you have completed the registration and submitted the record for approval, but the ADNEC Supplier Management Officer calls you back or sends you an email requesting additional information or attachments missing from your submission, please log in to the portal.

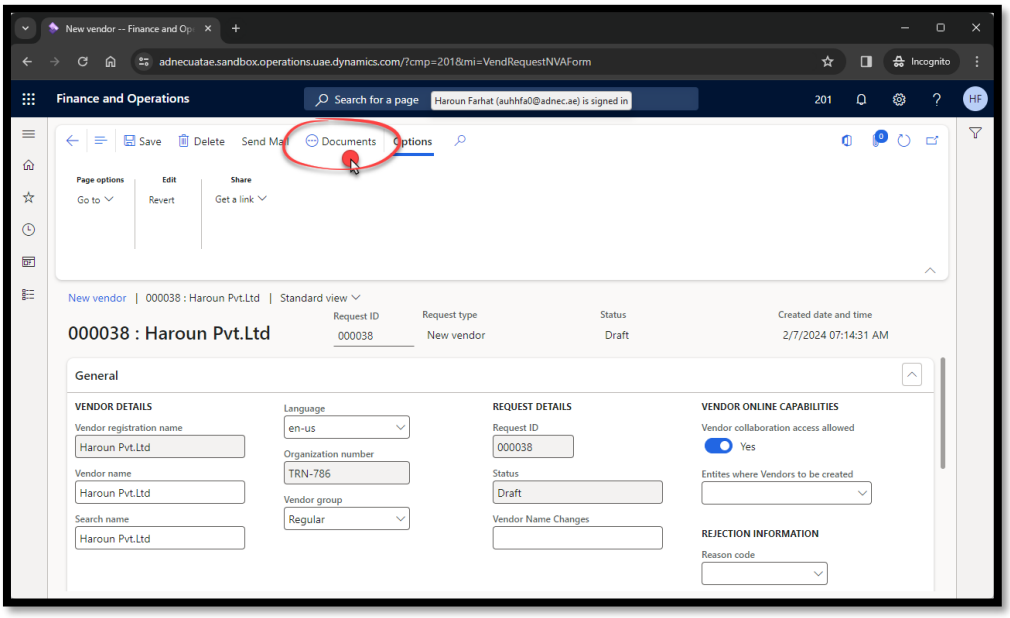
Once you are logged in to the system, the screen below will be displayed.



1. Click on "Modules."
2. Select "Procurement and Sourcing."
3. Choose "Vendor Requests."

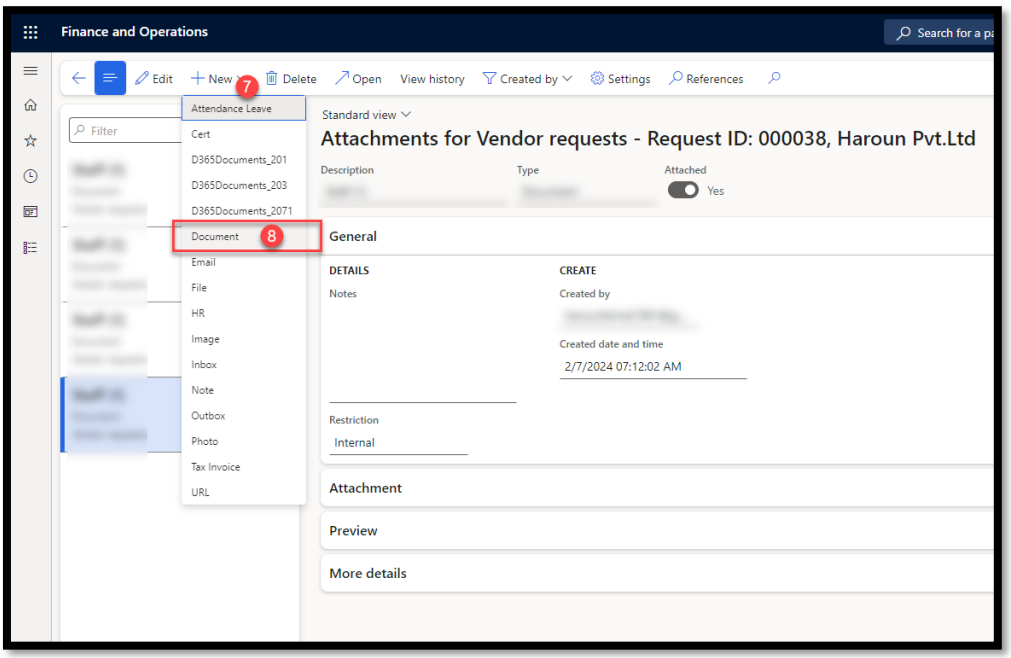


4. Select your record.
5. Click on "Edit" to amend the form details and save the updates.



Note: If you haven't already done so, you can download the supporting documents from within the edit window.

6. Alternatively, click on "Attachments" if the missing information pertains to attachments.



7. For attachments, click on "New."
8. Select "Document," click on "Browse," and choose the document. The system will automatically add the attachments to your record. Once done, you can confirm to the Supplier Management Officer via email that you have updated the record.

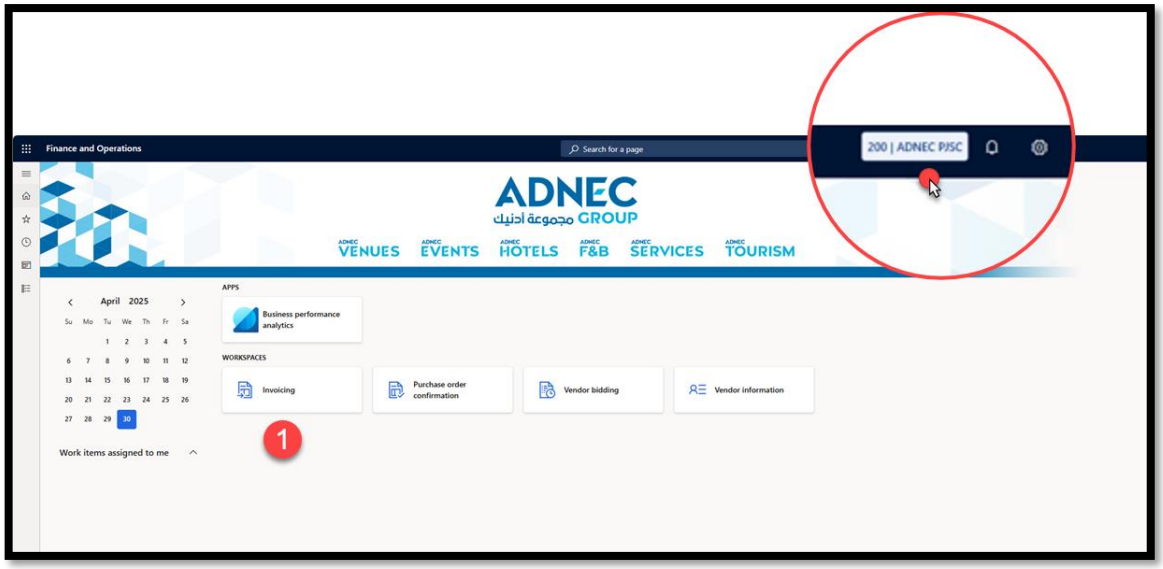
Please note that change notification will be sent by Supplier Management Officer and NOT by the system as the record is not submitted but pending for internal review and approval at this stage. Therefore, it is important to ensure you send the email yourself once you complete the change.

Invoicing

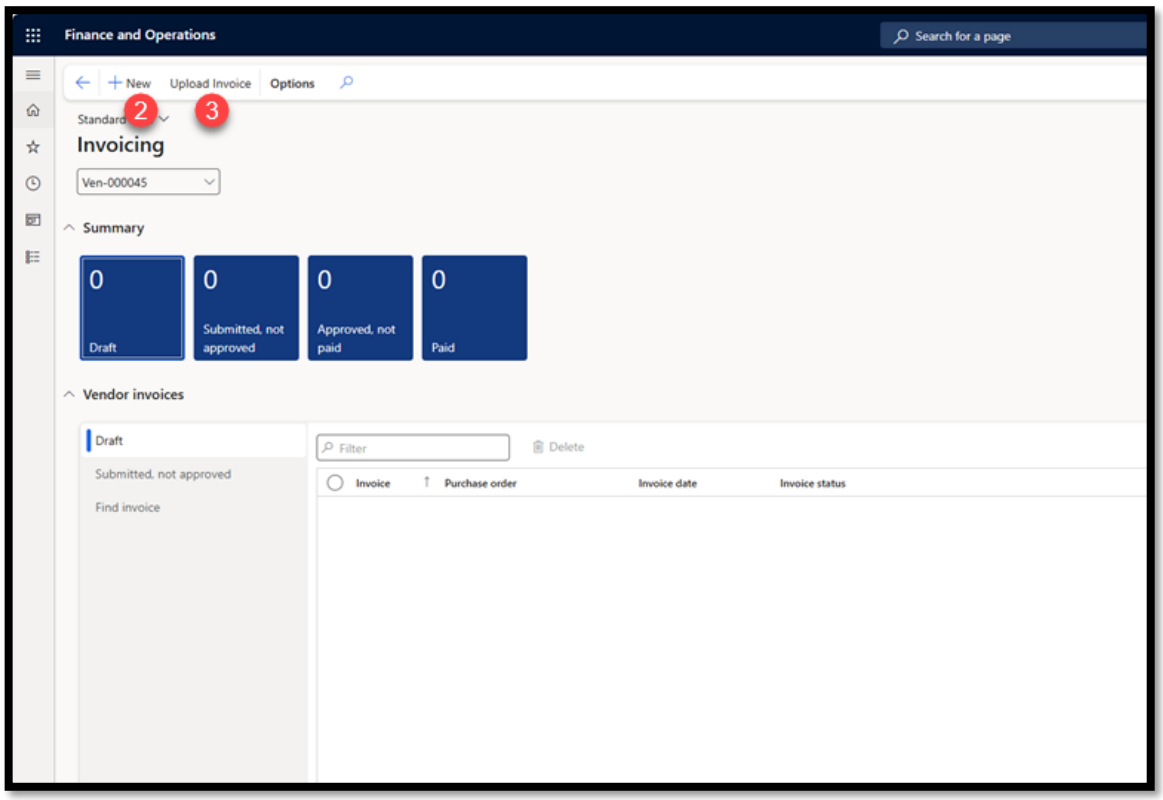
This section explains how suppliers can submit invoices through the ADNEC Group companies Supplier Portal for payment processing. It also guides you on how to track the status of your submitted invoices and view payment updates in real time. Please follow the steps below to ensure your invoices are submitted correctly and processed without delay.

Important: Going forward, all invoices must be submitted via the online system. **Invoice submissions via email or physical copies will no longer be accepted.**

Once the supplier logs into the system, the Invoicing workspace will be visible on the main dashboard. Click on the Invoicing tile to proceed with submitting invoices or checking payment status.



1- Before submitting an invoice, ensure that you have selected the correct company you are invoicing. This can be done from the top-right corner of the screen, where you can switch between companies based on your service delivery. Click on the current company name, and a dropdown list will appear—**select the appropriate company from the list (1).**
2- Click on **Invoicing (2)** to begin the process of submitting an invoice online.



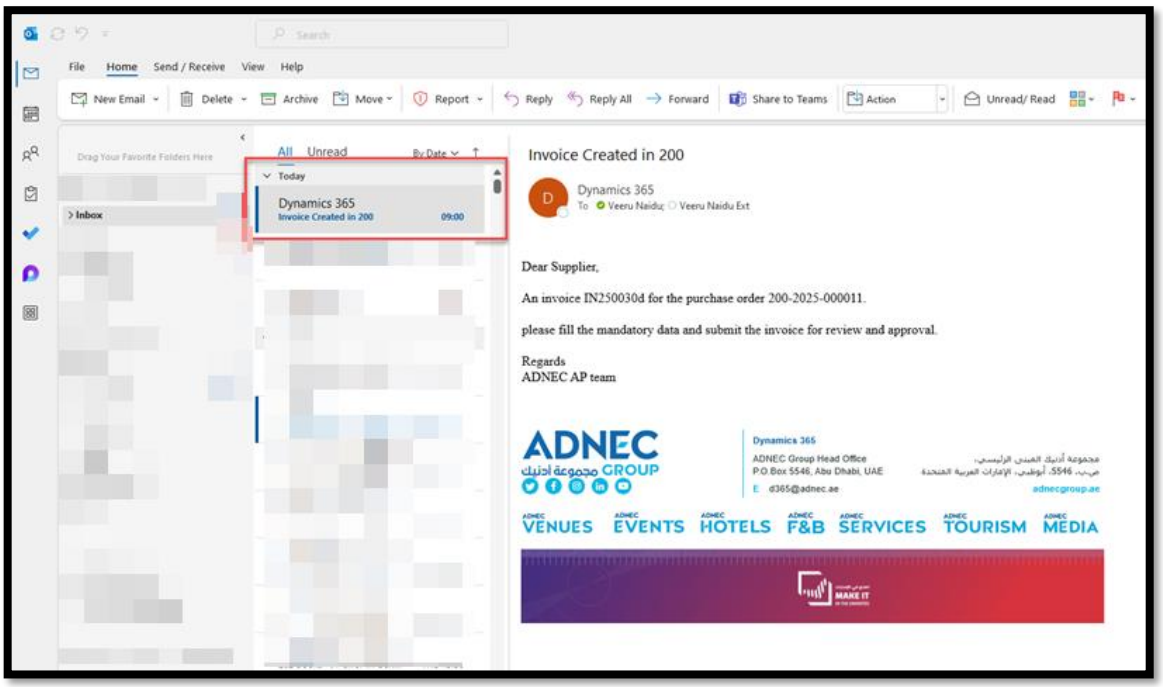
3- A new window will open displaying a summary of your invoices, categorized as: **Draft, submitted (Not Approved), Approved (Not Paid),** and paid. You can click on each category to filter and view the respective invoices.

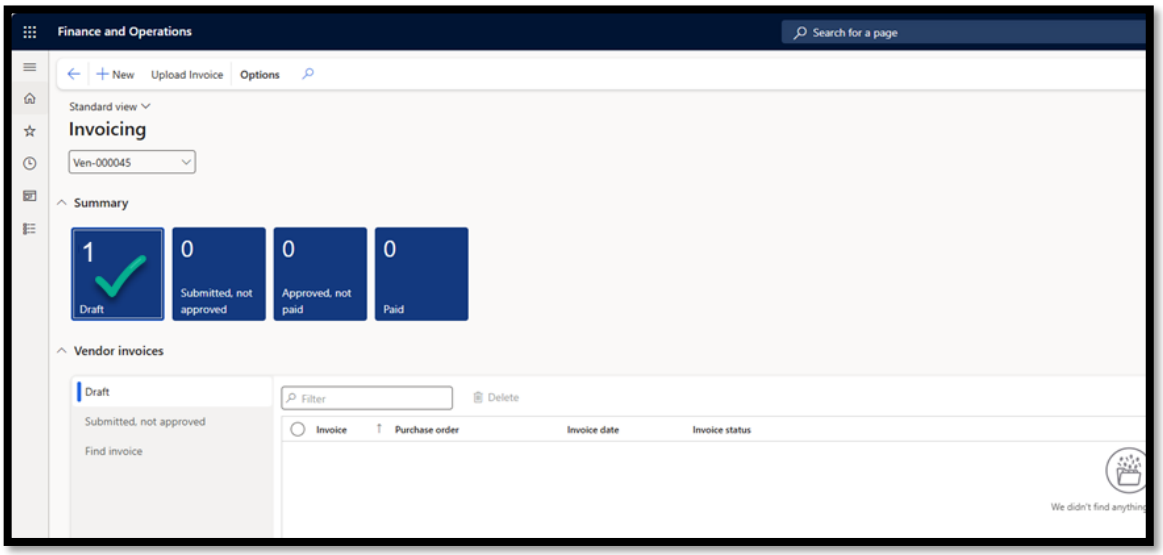
Note: Paid status indicates that your invoice has been approved internally, and the payment has been processed and sent to the bank. Bank transfer timelines may vary, so funds may take additional time to reflect in your account.

4- There are two ways to submit a new invoice. You can either create the invoice automatically by clicking **Upload Invoice** (3) or manually enter the invoice details by selecting **New** (2)

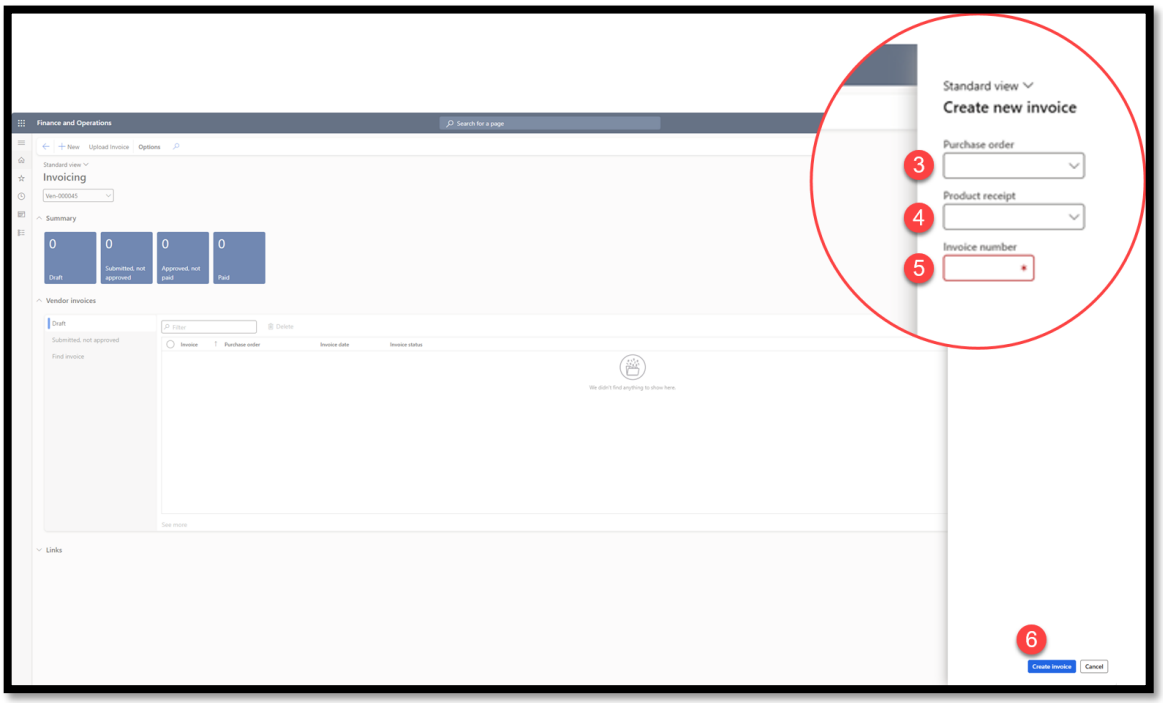
Invoicing automatically – Option 1

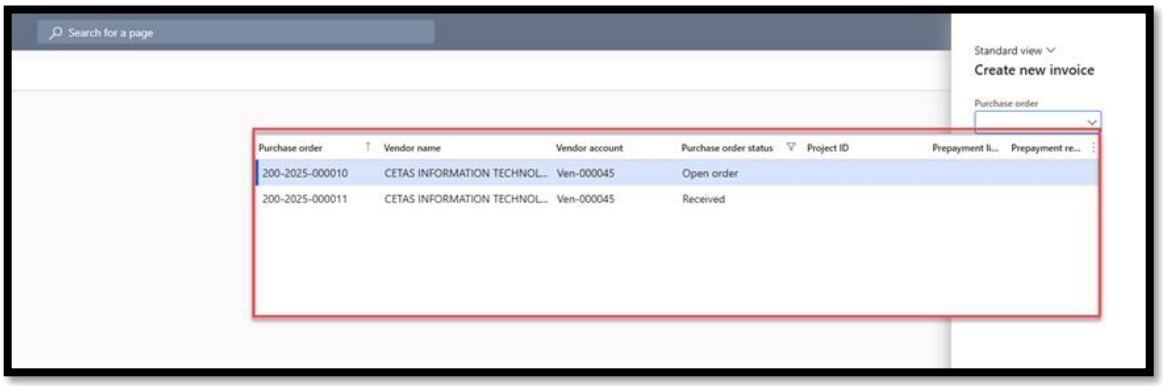
First, click **Upload invoice** (3) to begin the invoice upload. The system will prompt you to select the invoice file using the **Browse** button and the standard upload procedure. After the upload is successful, you'll receive an email notification confirming its creation. Then, click **Draft** to open and review the invoice, fill in the description, and finally click **Workflow** followed by **Submit** to send it for approval.


File Home Send / Receive View Help
New Email Delete Archive Move Report Reply Reply All Forward Share to Teams Action Unread/ Read
Inbox
All Unread
Today
Dynamics 365
Invoice Created in 200
09:00
Invoice Created in 200
Dynamics 365
Veeru Naidu; Veeru Naidu Ext
Dear Supplier,
An invoice IN250030d for the purchase order 200-2025-000011.
please fill the mandatory data and submit the invoice for review and approval.
Regards
ADNEC AP team
ADNEC GROUP
Dynamics 365
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VENUES EVENTS HOTELS F&B SERVICES TOURISM MEDIA

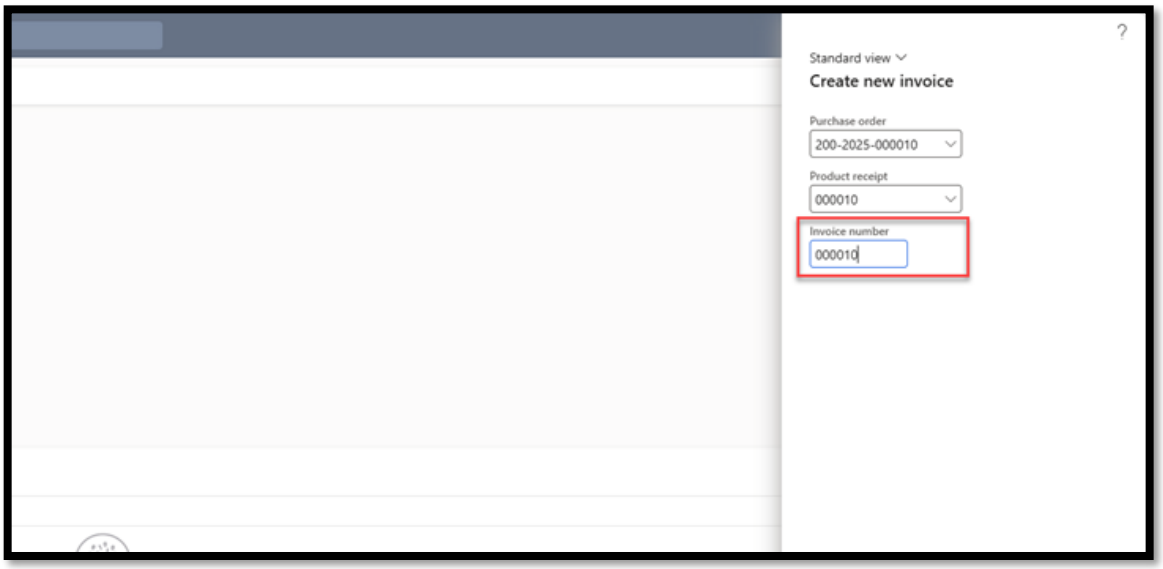

Finance and Operations
Search for a page
New Upload Invoice Options
Standard view
Invoicing
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Summary
1
Draft
0
Submitted, not approved
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Vendor invoices
Draft
Submitted, not approved
Find invoice
Filter
Delete
Invoice
Purchase order
Invoice date
Invoice status

Invoicing – Option 2





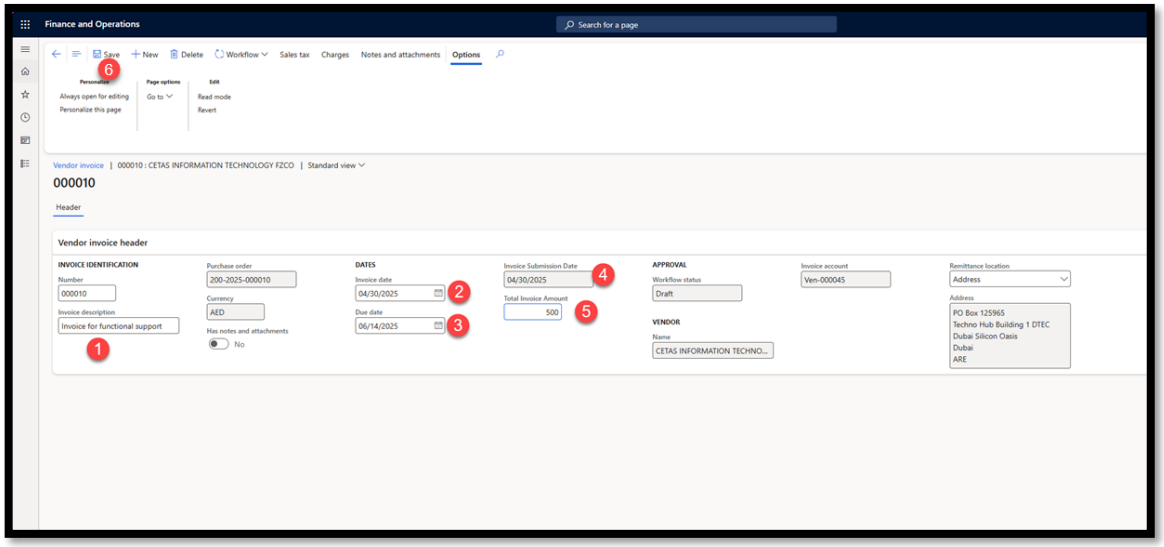




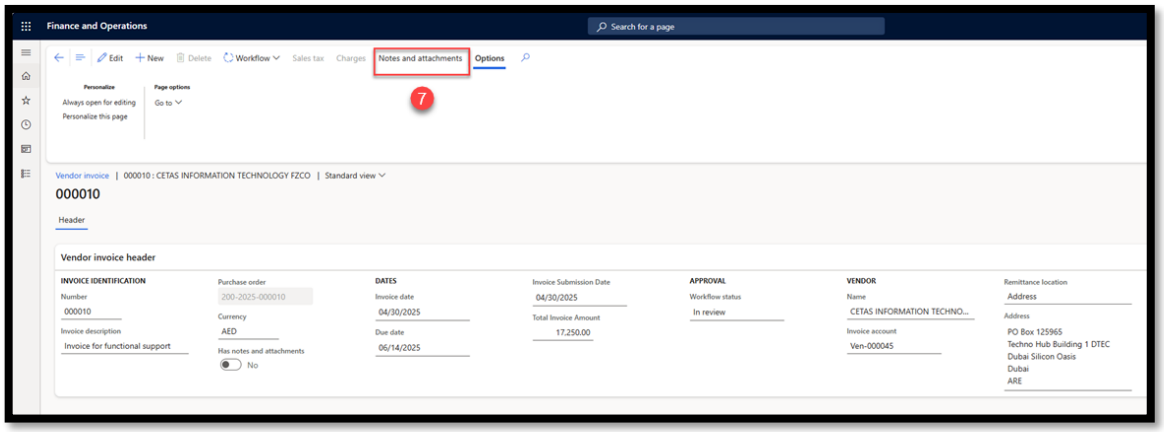
5- Select the relevant **Purchase Order (3)** from the dropdown list.
6- Select the corresponding **Product Receipt (GRN – Goods Received Note) (4).**
7- Enter your **Invoice Number (5).**
8- Click on **Create Invoice (6)** to proceed.

Note: If you are unable to locate the Product Receipt **(GRN – Goods Received Note)** in the dropdown list, first ensure that you are submitting the invoice under the correct company. You can switch companies using the menu at the top right of the screen. If the correct company is selected and the **GRN** is still not visible, it means the **GRN** has not yet been created by the business user. In this case, you may proceed by entering your Invoice Number and clicking Create Invoice. The system will **NOT** create the invoice at this stage but will automatically send an email notification to the business user, requesting them to create the GRN.

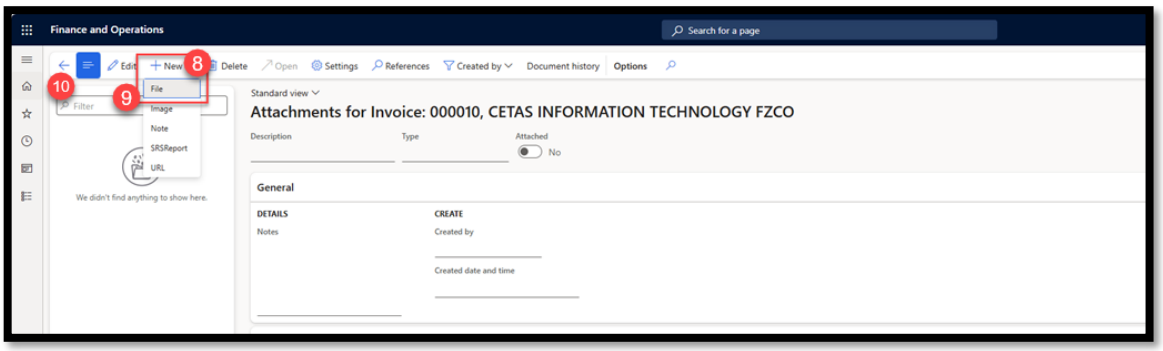
Please note: No invoice record will be created until the GRN is available. Once the GRN appears in the list, you will need to re-enter and submit your invoice.



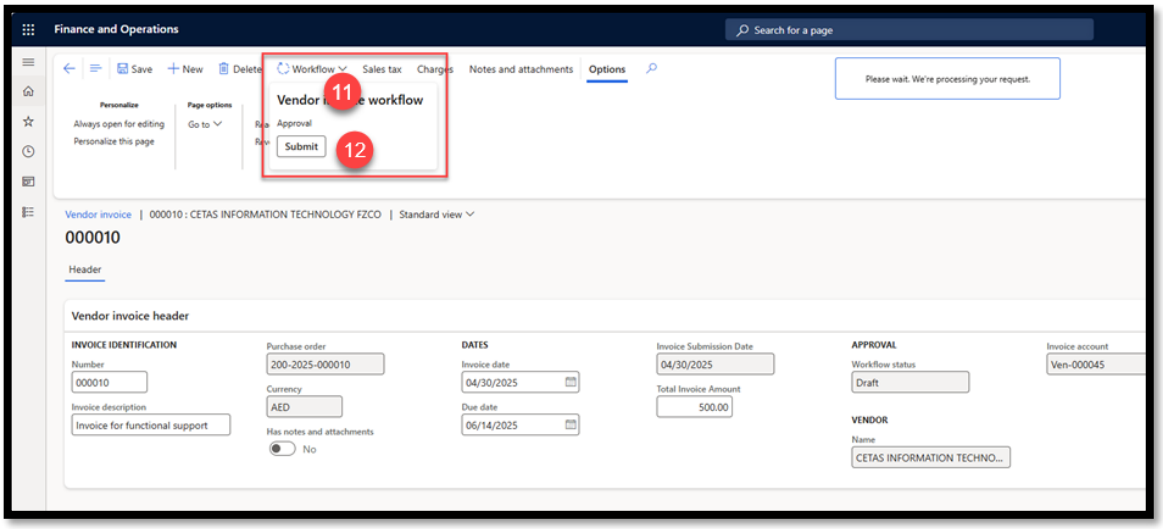
9- Complete the required fields: enter the **Invoice Description** (1), select the relevant **Dates** (2, 3, and 4), and input the **Total Invoice Amount** (5).
10- Click on **Save** (6) to store the invoice information.
11- If you receive an error message during submission, please refer to the Invoice Errors section of this document for guidance on how to resolve it.



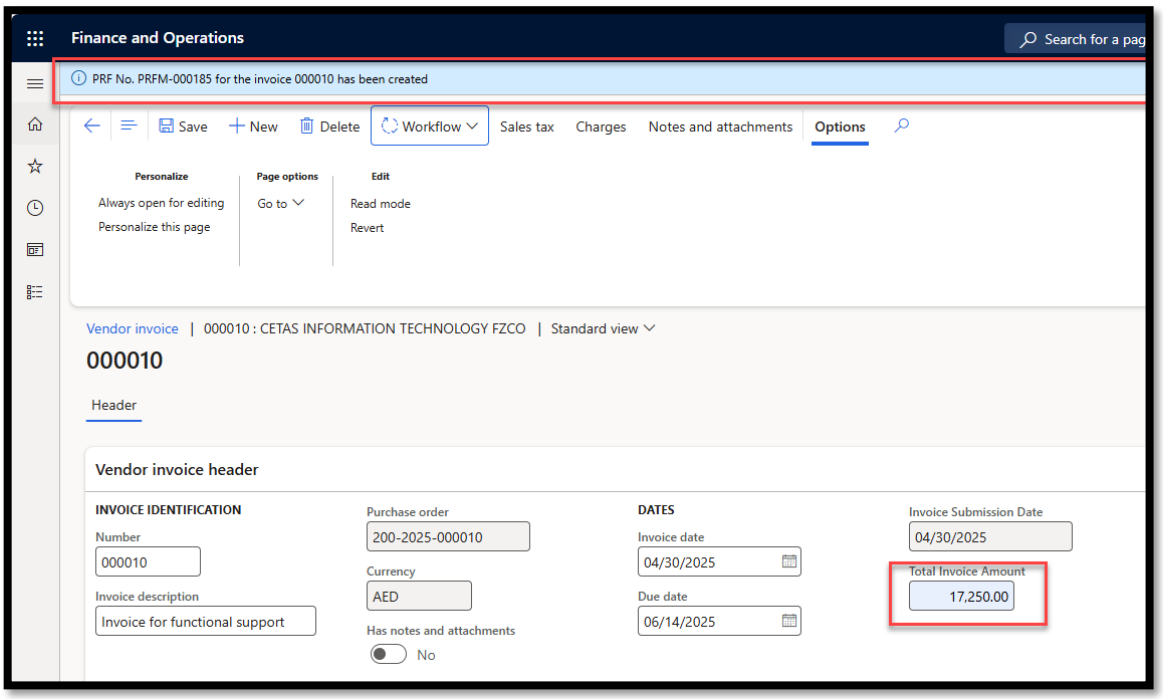
12- Upload all required supporting documents, including the **Invoice Copy** and any other relevant attachments, by clicking on **Notes and Attachments** (7).



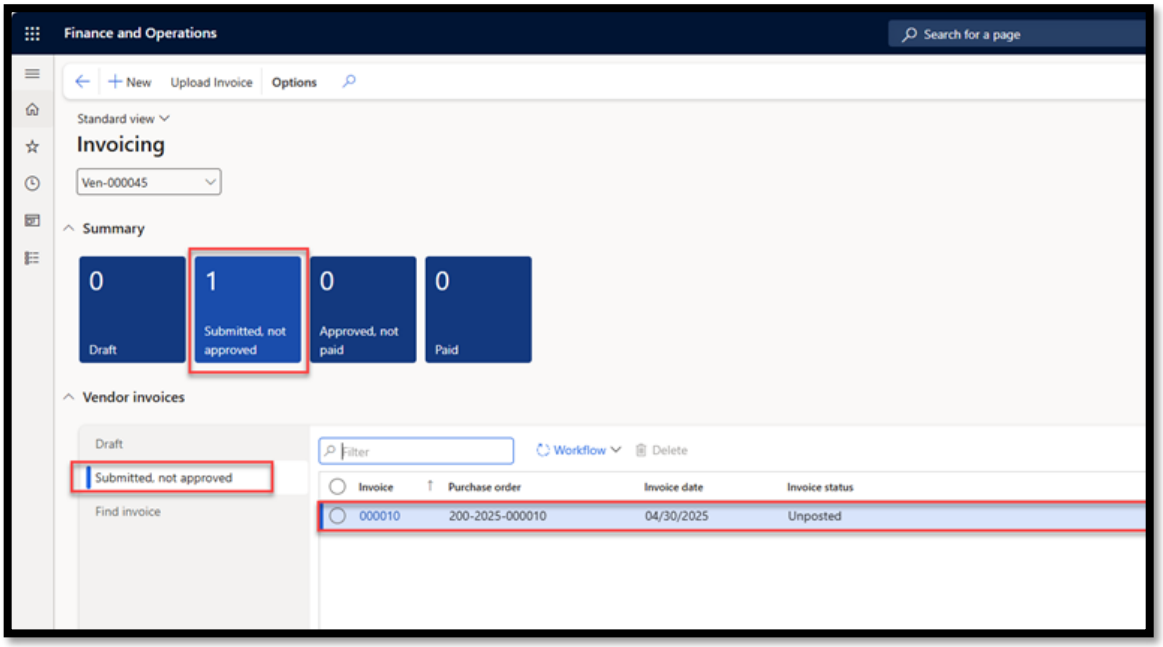
13- The **Upload Documents** window will open. Click on **New** (8), then select **File** (9) to upload your document. Follow the prompts and repeat these steps for each document you wish to upload. Once all documents are uploaded, click **Back** (10) to return to the main invoice screen.



14- Click on **Workflow** (7), then select **Submit** (8) to initiate the invoice approval process.



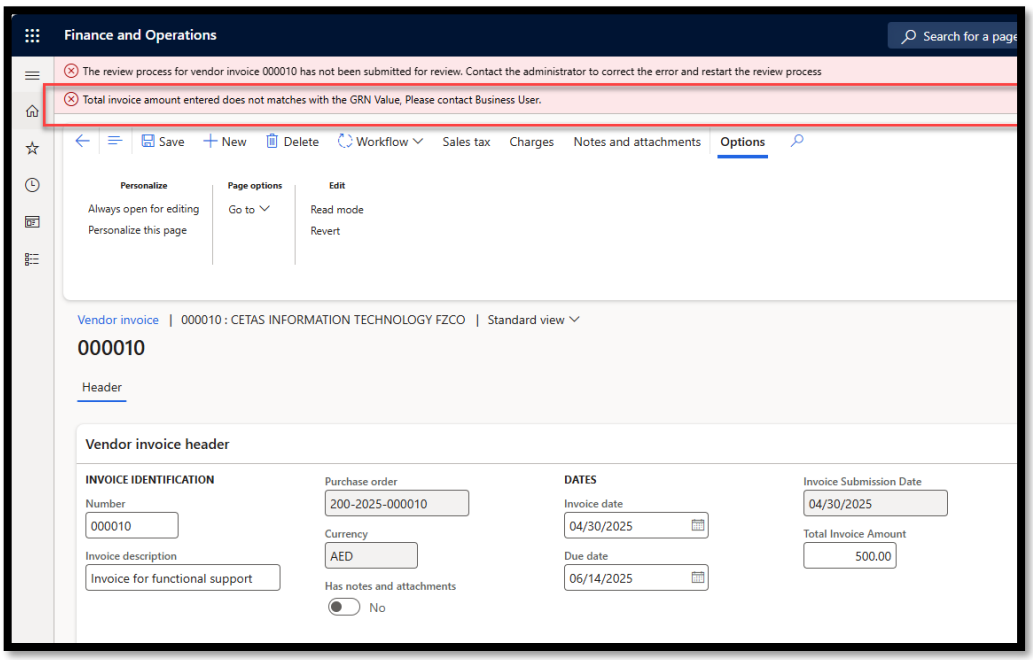
15- A confirmation message will appear, indicating that the invoice has been created and submitted successfully.



16- Click on **Submitted (Not Yet Approved)** to view your recently submitted invoices. You can track the progress by selecting additional statuses using the filter options.

Handling Invoicing Errors

Note: In some cases, you may receive an error message indicating that the **Invoice Amount does not match the GRN amount**. If this occurs, please contact the relevant business user to review and resolve the discrepancy before proceeding.



End of Invoicing Section

You have now completed the steps required to submit invoices online and track their status. For any further assistance, please refer to the support contact details provided in this guide.