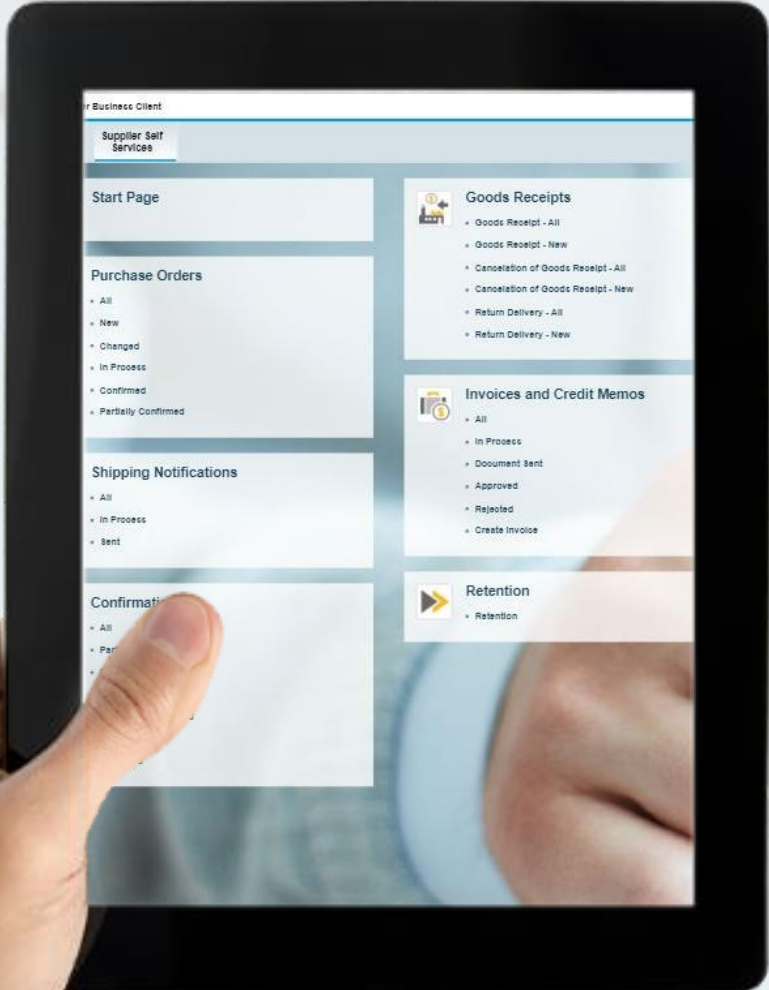


Supplier Retention Refund Request via EtihadWE Supplier Portal



What's new?

EtihadWE Supplier Portal has been updated with new key functions like **Invoice Status, Invoice Retention Refund & Report Export Functions.**



Invoice Status

EtihadWE supplier portal provides run time status update for supplier invoices for all processing phase till payment along with clearing & retention details.



Invoice Retention Refund

EtihadWE supplier portal provides all the invoice retention details and facilitate the suppliers to request for refund when the retention is due. Approval process has been developed for all the retention approvals



Excel Export Function

EtihadWE supplier portal enables suppliers to export all the documents list into Microsoft excel.

Invoice Status



What is Invoice Status?

Suppliers can view the invoice status of their submitted invoices based on the current processing phase from EtihadWE finance.

- The document is submitted status will be **“Document Submitted”**.
- The document is approved by EtihadWE finance, status will be **“Accepted by Customer”**
- The document is rejected by EtihadWE finance, status will be **“Rejected by Customer”**
- When the payment is completed, status will be **“Payment Made”**

List of Invoices and Credit Memos

Print Download Download to Excel

Type	Number	Name	Date	Status	Gross Price	Deductions	Net Amount	PO Number	Clearing Doc
Invoice	5000000432	Payment 2	10.12.2020	Payment Made	190,518.30 AED	18,144.60	172,373.70	4000001390	240017022020
Invoice	5000000431	Payment 1	10.12.2020	Payment Made	159,255.60 AED	15,167.20	144,088.40	4000001390	240017022020
Invoice	5000000430	Dec 8 Test 3	08.12.2020	Payment Made	132,308.40 AED	12,600.80	119,707.60	4000001390	240017002020
Invoice	5000000429	Dec 8 Test 2	08.12.2020	Rejected by Custo...	121,550.10 AED	11,576.20	109,973.90	4000001390	240017002020
Invoice	5000000428	Dec 8 Test 1	08.12.2020	Rejected by Custo...	164,967.60 AED	15,711.20	149,256.40	4000001390	240017002020
Invoice	5000000427	Ret 3	07.12.2020	Payment Made	197,150.10 AED	18,776.20	178,373.90	4000001390	240016982020
Invoice	5000000426	Ret 2	07.12.2020	Payment Made	121,550.10 AED	11,576.20	109,973.90	4000001390	240016982020
Invoice	5000000425	Ret 1	07.12.2020	Payment Made	204,227.10 AED	19,450.20	184,776.90	4000001390	240016982020
Invoice	5000000424	dec test 8	07.12.2020	Document Sent	190,430.10 AED	0.00	190,430.10	4000001389	
Invoice	5000000423	Dec test 8	07.12.2020	Document Sent	239,843.10 AED	0.00	239,843.10	4000001389	
Invoice	5000000422	dec test 7	07.12.2020	Accepted by Cust...	164,102.40 AED	0.00	164,102.40	4000001389	
Invoice	5000000421	Ret test dec 07	07.12.2020	Document Sent	231,921.90 AED	0.00	231,921.90	4000001389	

Retention Refund



What's Retention Refund Process?

Suppliers can now request for a due retention through the new option “**Retention**” in the supplier portal.

- Supplier can create a single request for multiple retentions documents.
- Refund request button will be active only for the documents which are due.
- Suppliers can monitor the status of their retention request in the **Retention** menu.
- All the retention requests will be automatically notified to the EtihadWE concerned individuals.

SAP NetWeaver Business Client

Retention List

✓ Success: Request has been initiated

List of Invoices and Credit Memos

Print Download Download to Excel Initiate Refund Request

Number	Name	Date	Gross Price	Retention Amount	Due Date	Status	External Reference ...	PO Number
5000000432	Payment 2	10.12.2020	190,518.30 AED	18,144.60	19.11.2020	Retention Due	260015432020	4000001390
5000000431	Payment 1	10.12.2020	159,255.60 AED	15,167.20	19.11.2020	Retention Due	260015422020	4000001390
5000000430	Dec 8 Test 3	08.12.2020	132,308.40 AED	12,600.80	19.11.2020	Retention Paid	260015362020	4000001390
5000000429	Dec 8 Test 2	08.12.2020	121,550.10 AED	11,576.20	19.11.2020	Retention Paid	260015382020	4000001390
5000000428	Dec 8 Test 1	08.12.2020	164,967.60 AED	15,711.20	19.11.2020	Retention Paid	260015402020	4000001390
5000000427	Ret 3	07.12.2020	197,150.10 AED	18,776.20	19.11.2020	Retention Paid	260015322020	4000001390
5000000426	Ret 2	07.12.2020	121,550.10 AED	11,576.20	19.11.2020	Retention Paid	260015312020	4000001390
5000000425	Ret 1	07.12.2020	204,227.10 AED	19,450.20	19.11.2020	Retention Paid	260015302020	4000001390
5000000415	Ret Test Dec 5	07.12.2020	910,944.30 AED	86,756.60	19.11.2020	Request App...	260015172020	4000001389
5000000414	Ret Test Dec 4	07.12.2020	912,878.40 AED	86,940.80	19.11.2020	Request App...	260015162020	4000001389
5000000413	Ret Test Dec 6	07.12.2020	1,423,472.40 AED	135,568.80	19.11.2020	Request App...	260015152020	4000001389
5000000412	Ret Test Dec 3	06.12.2020	1,423,472.40 AED	135,568.80	19.11.2020	Request App...	260015142020	4000001389

Excel Export Function



What is Export function?

Suppliers can now download all the list of documents into excel work book using the **“Download to Excel”** button available in the application toolbar.

SAP NetWeaver Business Client

Home **Supplier Self Services**

List of Invoices

List of Invoices and Credit Memos

Print Download **Download to Excel**

Type	Number	Name	Date	Status	Gross Price
Invoice	5000000383	Test Inv 4	08.09.2020	Payment Made	6,457.50 AED
Invoice	5000000382	Test Invoice 3	07.09.2020	Payment Made	162.75 AED
Invoice	5000000381	Test Invoice 2	03.09.2020	Accepted by Customer	162.75 AED
Invoice	5000000380	Invoice Test 1	01.09.2020	Payment Made	241.50 AED
Invoice	5000000161	PO	16.05.2017	Accepted by Customer	588,000.00 AED



- ◀
- Start Page
- Purchase Orders
- Shipping Notifications
- Confirmations
- Goods Receipts
- Invoices and Credit Memos
- ▼ Retention
 - Retention

Retention List

List of Invoices and Credit Memos

Create retention refund request

Number	Name	Date	Gross Price	Retention Amount	Due Date	Status	External Reference No.	PO Number
5000000432	Payment 2	10.12.2020	190,518.30 AED	18,144.60	19.11.2020	Retention Due	260015432020	4000001390
5000000431	Payment 1	10.12.2020	159,255.60 AED	15,167.20	19.11.2020	Retention Due	260015422020	4000001390
5000000430	Dec 8 Test 3	08.12.2020	132,308.40 AED	12,600.80	19.11.2020	Retention Paid	260015362020	4000001390
5000000429	Dec 8 Test 2	08.12.2020	121,550.10 AED	11,576.20	19.11.2020	Retention Paid	260015382020	4000001390
5000000428	Dec 8 Test 1	08.12.2020	164,967.60 AED	15,711.20	19.11.2020	Retention Paid	260015402020	4000001390
5000000427	Ret 3	07.12.2020	197,150.10 AED	18,776.20	19.11.2020	Retention Paid	260015322020	4000001390
5000000426	Ret 2	07.12.2020	121,550.10 AED	11,576.20	19.11.2020	Retention Paid	260015312020	4000001390
5000000425	Ret 1	07.12.2020	204,227.10 AED	19,450.20	19.11.2020	Retention Paid	260015302020	4000001390
5000000415	Ret Test Dec 5	07.12.2020	910,944.30 AED	86,756.60	19.11.2020	Request App...	260015172020	4000001389
5000000414	Ret Test Dec 4	07.12.2020	912,878.40 AED	86,940.80	19.11.2020	Request App...	260015162020	4000001389
5000000413	Ret Test Dec 6	07.12.2020	1,423,472.40 AED	135,568.80	19.11.2020	Request App...	260015152020	4000001389
5000000412	Ret Test Dec 3	06.12.2020	1,423,472.40 AED	135,568.80	19.11.2020	Request App...	260015142020	4000001389
5000000411	Ret Test Dec 2	06.12.2020	2,265,162.90 AED	215,729.80	19.11.2020	Request App...	260015132020	4000001389
5000000410	Ret Test Dec 1	06.12.2020	1,394,603.70 AED	132,819.40	19.11.2020	Request App...	260015122020	4000001389
5000000409	Ret 14	25.11.2020	125,386.80 AED	11,941.60	19.11.2020	Request App...	260015092020	4000001389

Retention List

- Start Page

List of Invoices and Credit Memos

Print
 Download
 Download to Excel
 Initiate Refund Request

- Purchase Orders

- Shipping Notifications

- Confirmations

- Goods Receipts

- Invoices and Credit Memos

- Retention

- Retention

Number	Name	Date	Gross Price	Retention Amount	Due Date	Status	External Reference No.	PO Number
5000000432	Payment 2	10.12.2020	190,518.30 AED	18,144.60	19.11.2020	Request Approved	260015432020	4000001390
5000000431	Payment 1	10.12.2020	159,255.60 AED	15,167.20	19.11.2020	Request Approved	260015422020	4000001390
5000000430	Dec 8 Test 3	08.12.2020	132,308.40 AED	12,600.80	19.11.2020	Retention Paid	260015362020	4000001390
5000000429	Dec 8 Test 2	08.12.2020	121,550.10 AED	11,576.20	19.11.2020	Retention Paid	260015382020	4000001390
5000000428	Dec 8 Test 1	08.12.2020	164,967.60 AED	15,711.20	19.11.2020	Retention Paid	260015402020	4000001390
5000000427	Ret 3	07.12.2020	197,150.10 AED	18,776.20	19.11.2020	Retention Paid	260015322020	4000001390
5000000426	Ret 2	07.12.2020	121,550.10 AED	11,576.20	19.11.2020	Retention Paid	260015312020	4000001390
5000000425	Ret 1	07.12.2020	204,227.10 AED	19,450.20	19.11.2020	Retention Paid	260015302020	4000001390
5000000415	Ret Test Dec 5	07.12.2020	910,944.30 AED	86,756.60	19.11.2020	Request Approved	260015172020	4000001389
5000000414	Ret Test Dec 4	07.12.2020	912,878.40 AED	86,940.80	19.11.2020	Request Approved	260015162020	4000001389
5000000413	Ret Test Dec 6	07.12.2020	1,423,472.40 AED	135,568.80	19.11.2020	Request Approved	260015152020	4000001389
5000000412	Ret Test Dec 3	06.12.2020	1,423,472.40 AED	135,568.80	19.11.2020	Request Approved	260015142020	4000001389
5000000411	Ret Test Dec 2	06.12.2020	2,265,162.90 AED	215,729.80	19.11.2020	Request Approved	260015132020	4000001389
5000000410	Ret Test Dec 1	06.12.2020	1,394,603.70 AED	132,819.40	19.11.2020	Request Approved	260015122020	4000001389
5000000409	Ret 14	25.11.2020	125,386.80 AED	11,941.60	19.11.2020	Request Approved	260015092020	4000001389

Retention Refund Approval process Flow

