Supplier Invoice Submission Process

# Invoice Submission

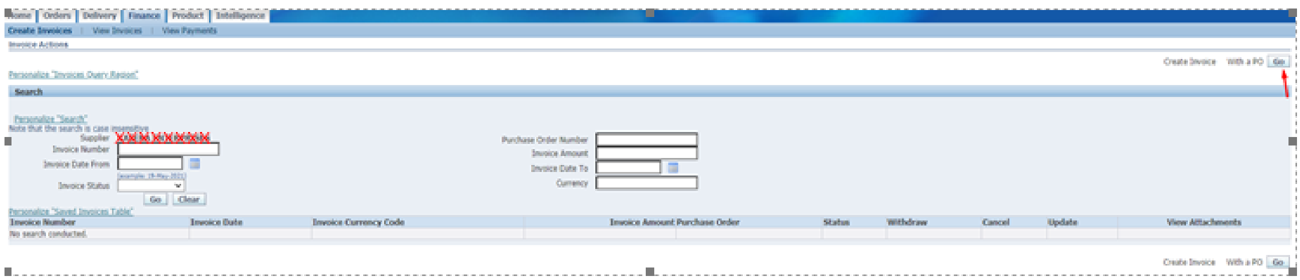
# User Guide - Suppliers

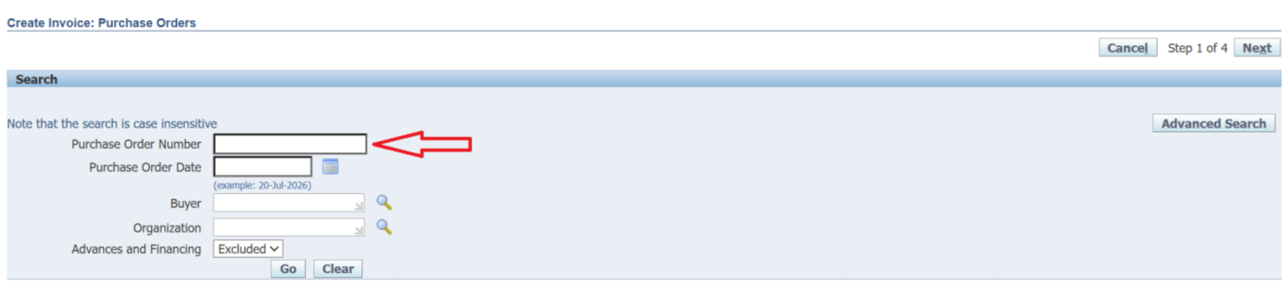
# Supplier Submits Invoice for the Goods/Services

**Application:** iSupplier Portal

**Navigation:** New Kenya Isupplier Full Access > Finance > Create Invoices>Create invoice with a PO> Click on **GO**

## Step 1

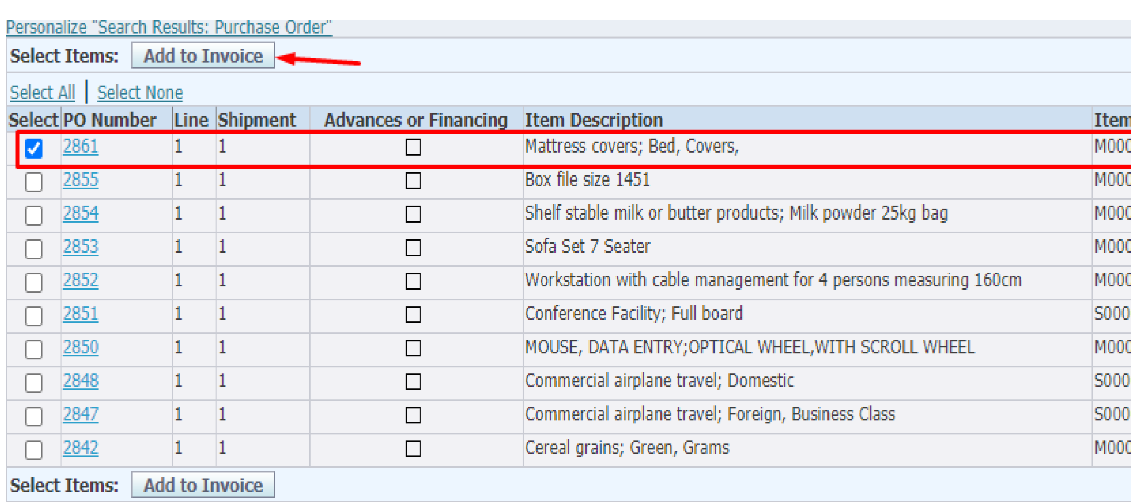




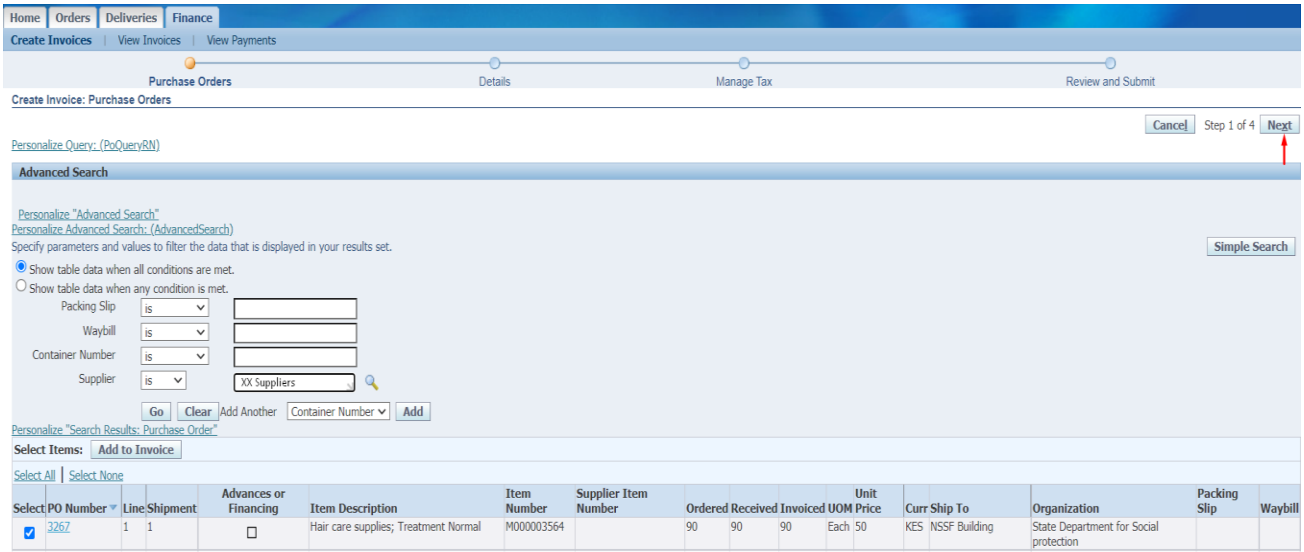

Enter the PO number and Click Go

Select the PO you are invoicing against and click “Add to Invoice”

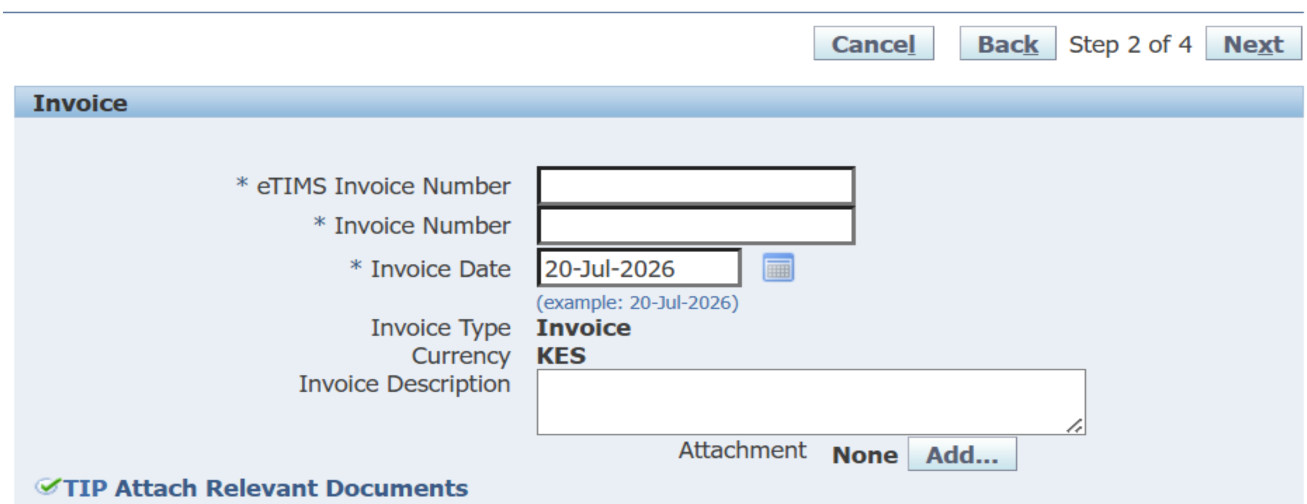
## Step 2



Click Next,

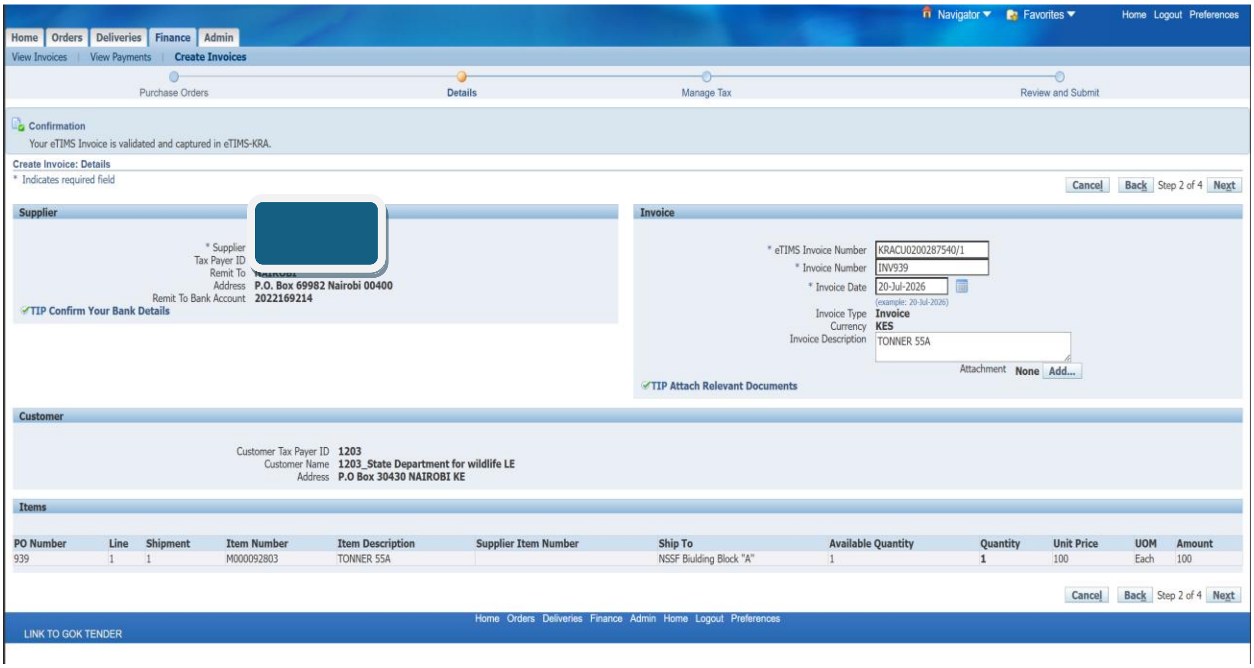



Then, capture the invoice details as shown in the table below:



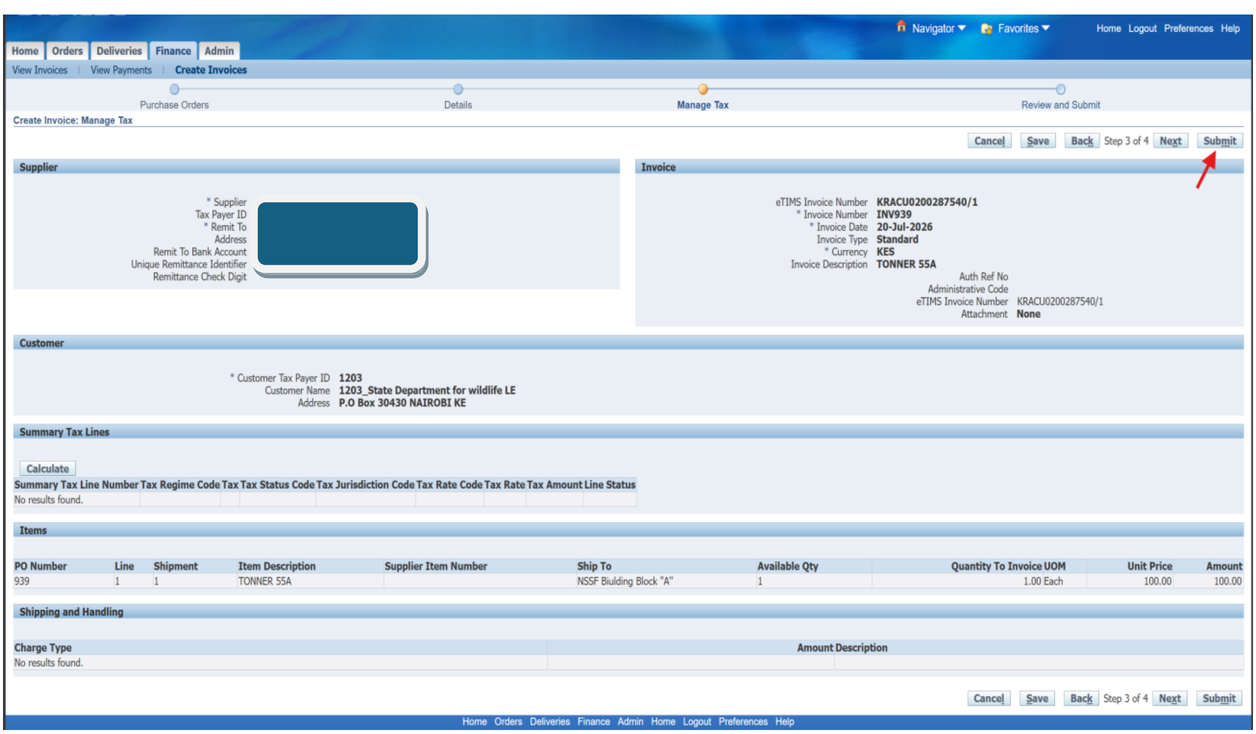

| | |
|---|---|
| Etims Invoice Number | Enter the invoice number obtained from KRA eTIMS system |
| Invoice Number | INV_Your ID number (eg. 27311951) |
| Invoice Date | Today's Date Defaults |
| Invoice Description | Capture according to supplies delivered |
| Attachment | Hover your cursor on the attachment field to add an attachment. |

Click Next. A Confirmation message will appear saying eTiMS invoice is validated and captured.



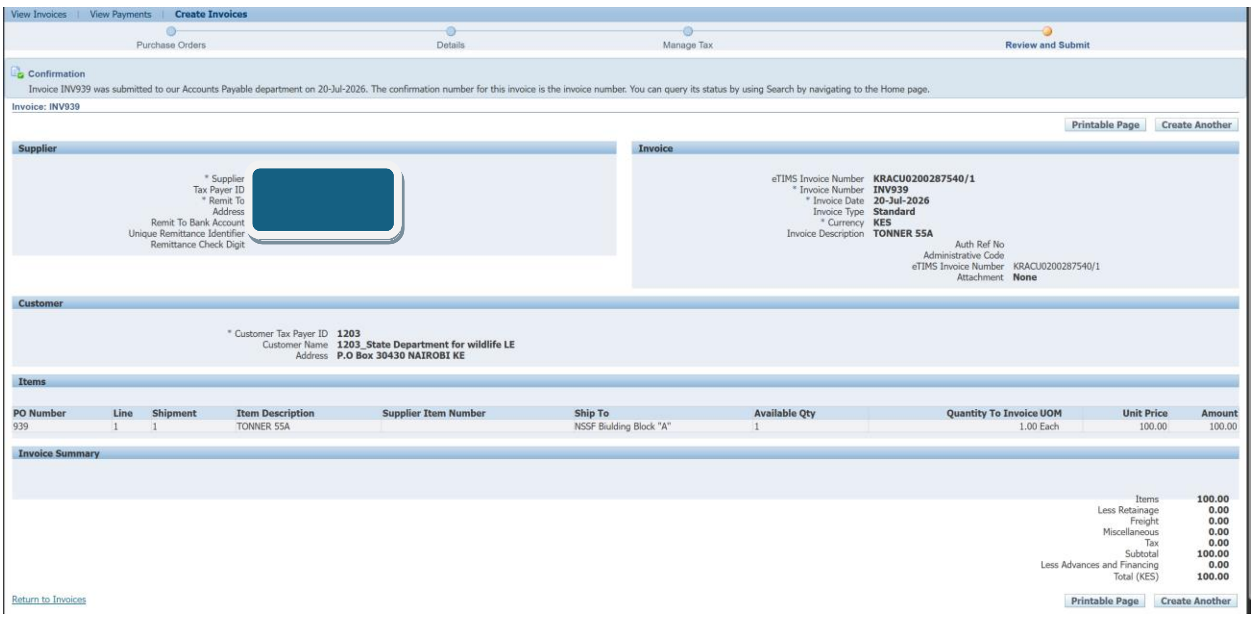

Proceed to submit the supplier invoice.

**Step 3**



The supplier will get a confirmation that the invoice is sent to the procuring entities accounts department for processing.

**Step 4**



View Invoices | View Payments | **Create Invoices**

Purchase Orders — Details — Manage Tax — **Review and Submit**

**Confirmation**

Invoice INV939 was submitted to our Accounts Payable department on 20-Jul-2026. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

**Invoice: INV939**

Printable Page | Create Another

**Supplier**

* Supplier
Tax Payer ID
* Remit To
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit
[redacted]

**Invoice**

eTIMS Invoice Number **KRACU0200287540/1**
* Invoice Number **INV939**
* Invoice Date **20-Jul-2026**
Invoice Type **Standard**
* Currency **KES**
Invoice Description **TONNER 55A**
Auth Ref No
Administrative Code
eTIMS Invoice Number KRACU0200287540/1
Attachment **None**

**Customer**

* Customer Tax Payer ID **1203**
Customer Name **1203_State Department for wildlife LE**
Address **P.O Box 30430 NAIROBI KE**

**Items**

| PO Number | Line | Shipment | Item Description | Supplier Item Number | Ship To | Available Qty | Quantity To Invoice | UOM | Unit Price | Amount |
|---|---|---|---|---|---|---|---|---|---|---|
| 939 | 1 | 1 | TONNER 55A | | NSSF Biulding Block "A" | 1 | 1.00 | Each | 100.00 | 100.00 |

**Invoice Summary**

| | |
|---|---|
| Items | **100.00** |
| Less Retainage | **0.00** |
| Freight | **0.00** |
| Miscellaneous | **0.00** |
| Tax | **0.00** |
| Subtotal | **100.00** |
| Less Advances and Financing | **0.00** |
| Total (KES) | **100.00** |

Return to Invoices

Printable Page | Create Another

eTiMS Invoice Process

# Invoice Entry

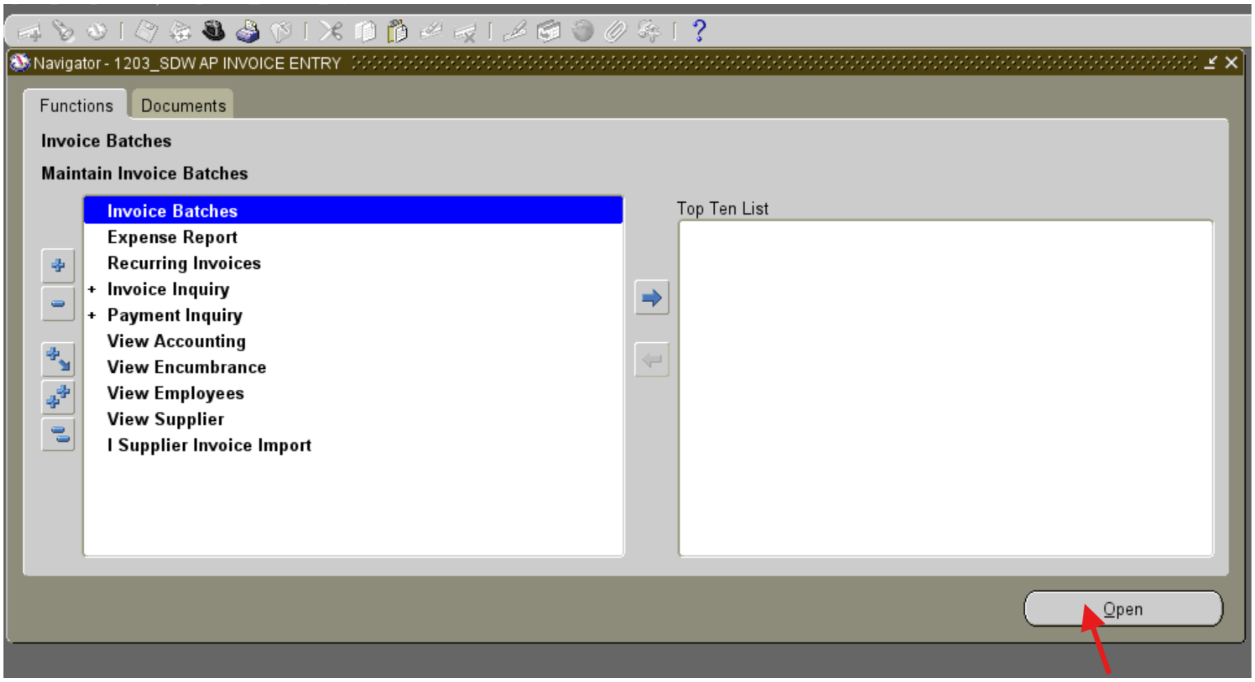
# User Guide- MCDA Accountants

**1.Direct Invoicing**

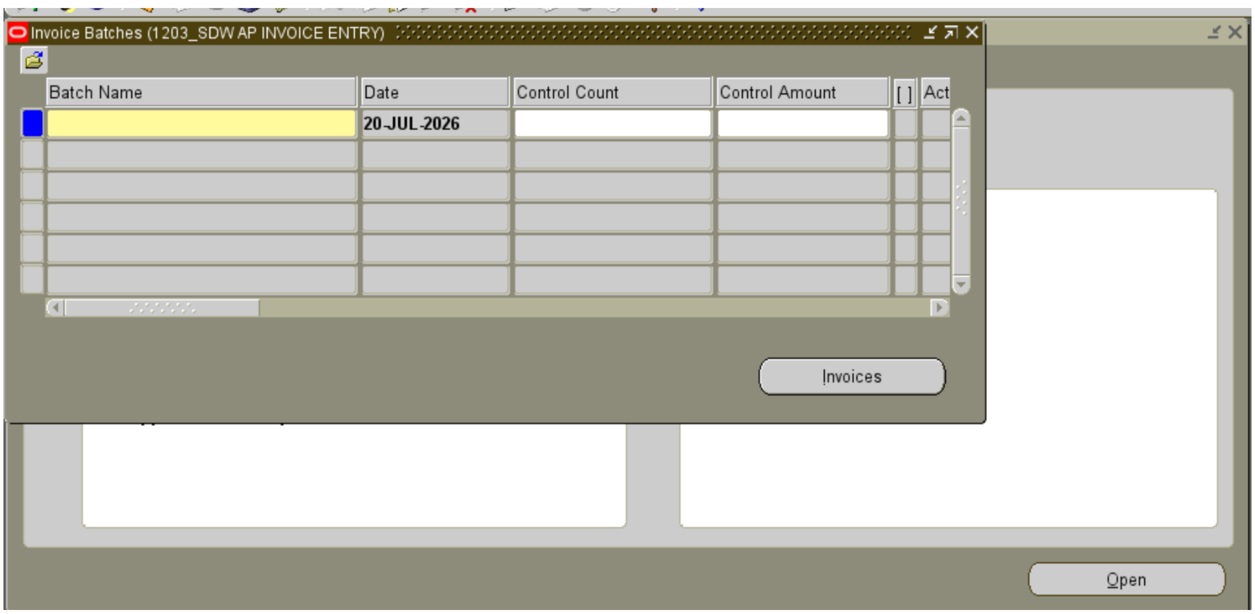
a) Navigation (Invoice Entry)

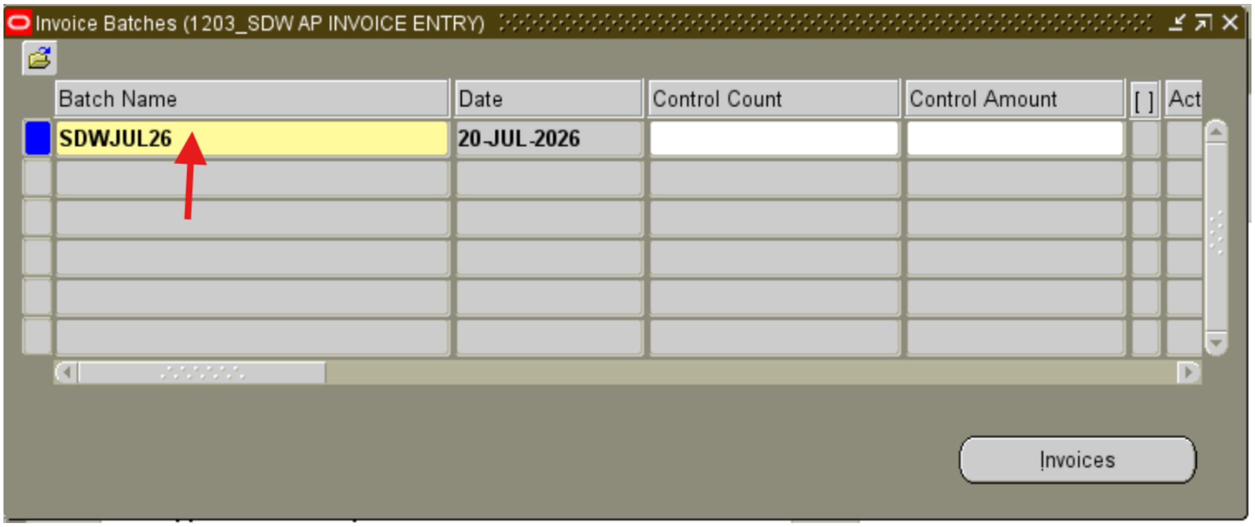
NP: AP Responsibility>Invoices>Entry>Invoices Batches>Open

**Step 1**




Click Open

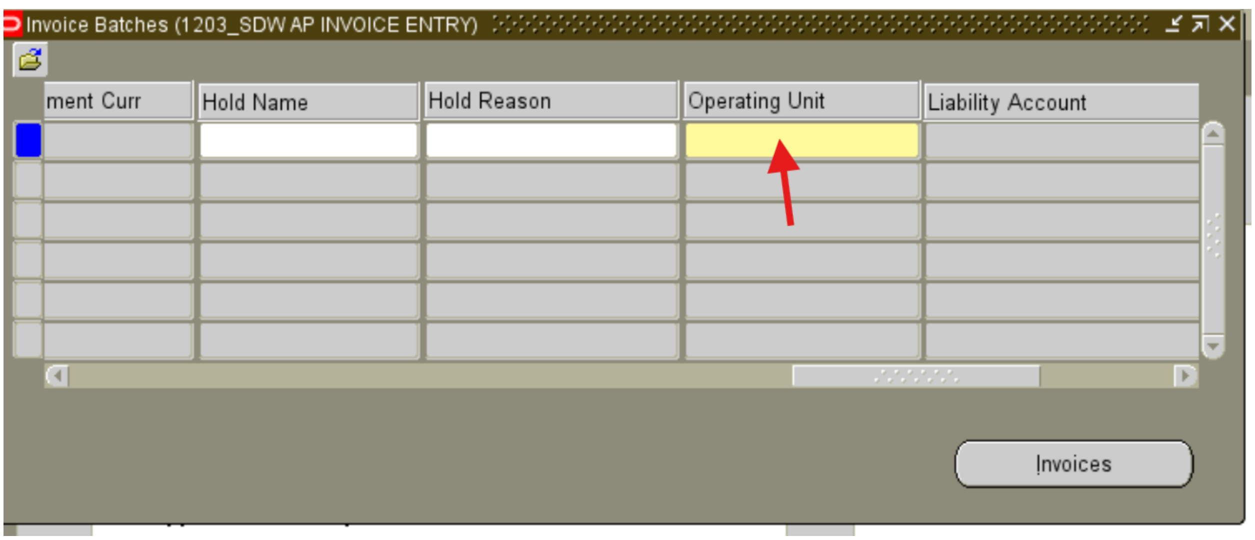





Enter the batch name

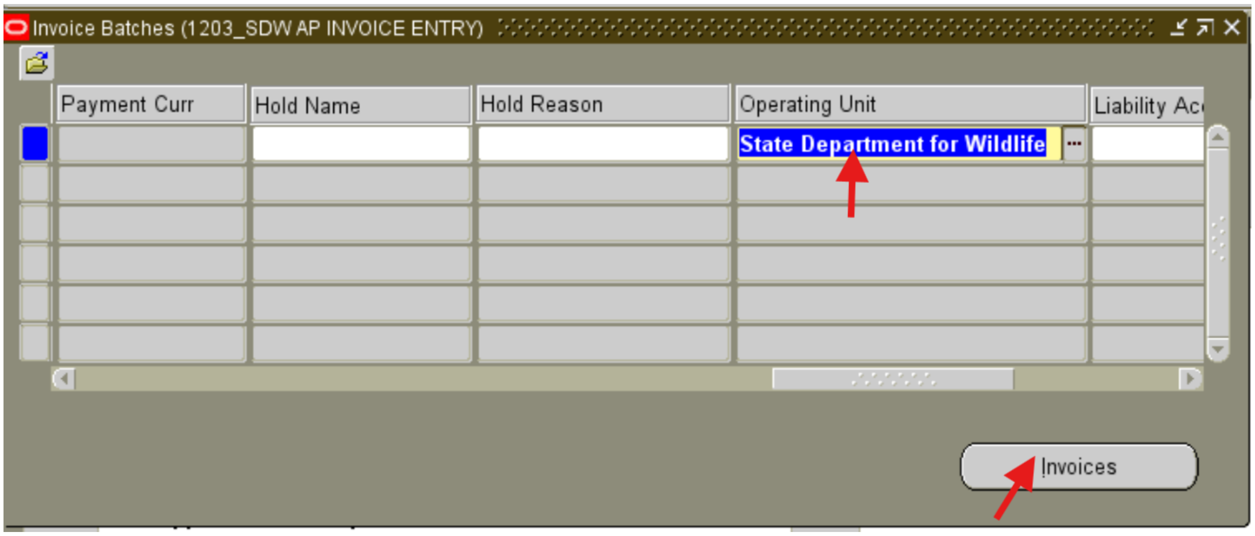
**SDWJUL26**

Save the document and scroll to the right as the system prompts you to enter the operating unit.




Click on the list of value button

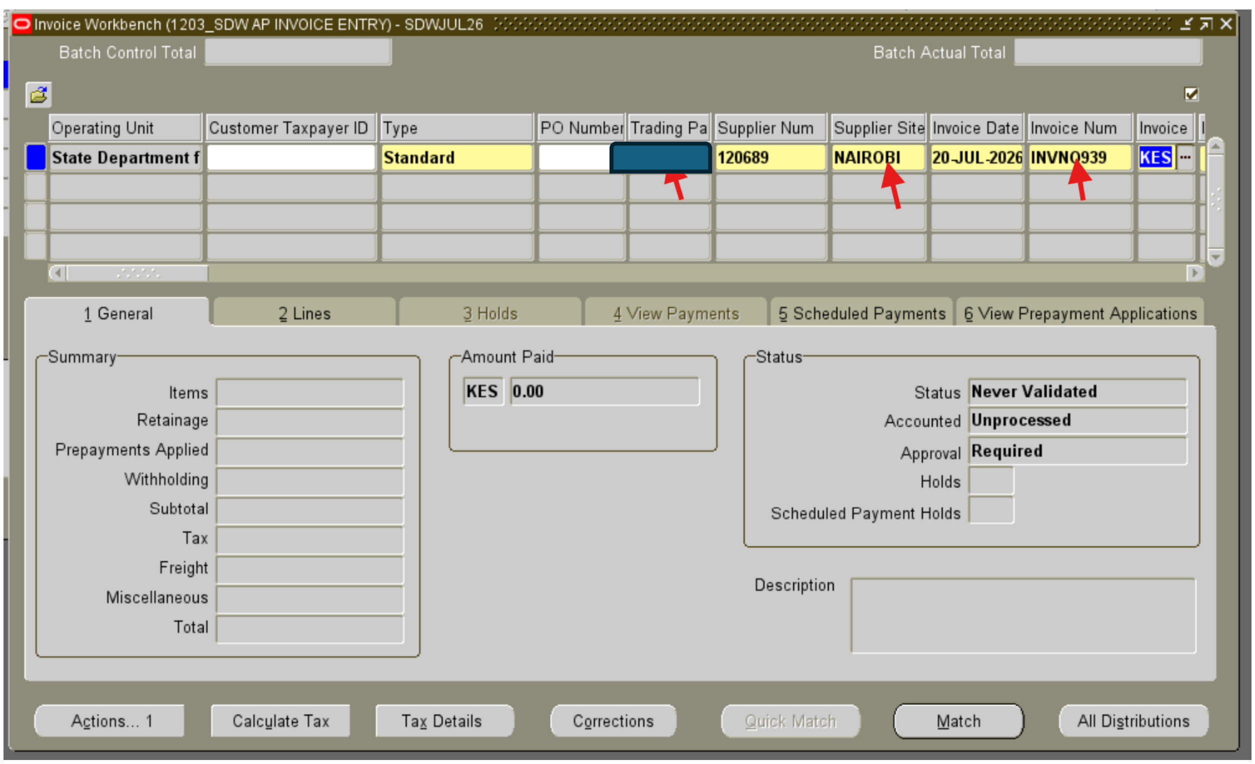
NOTE: You scroll to the right hand side so as to be able to see and enter the Operating Unit



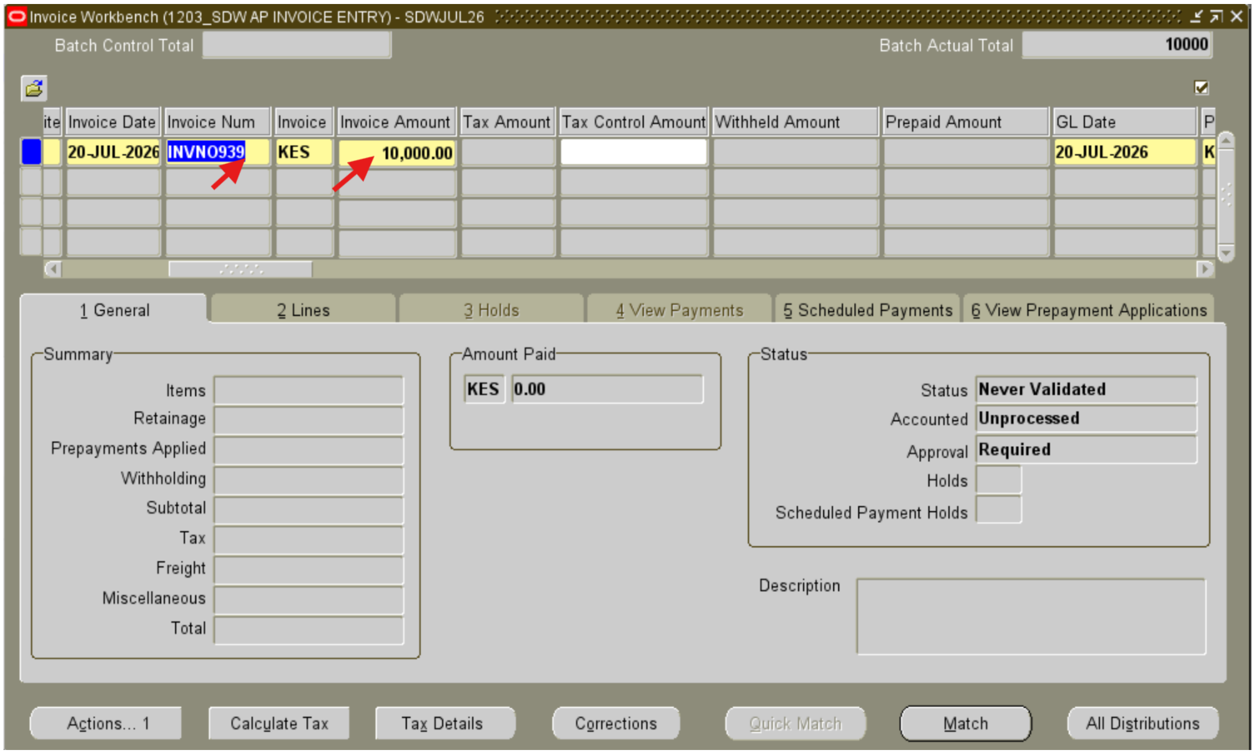

The Operating Unit defaults automatically

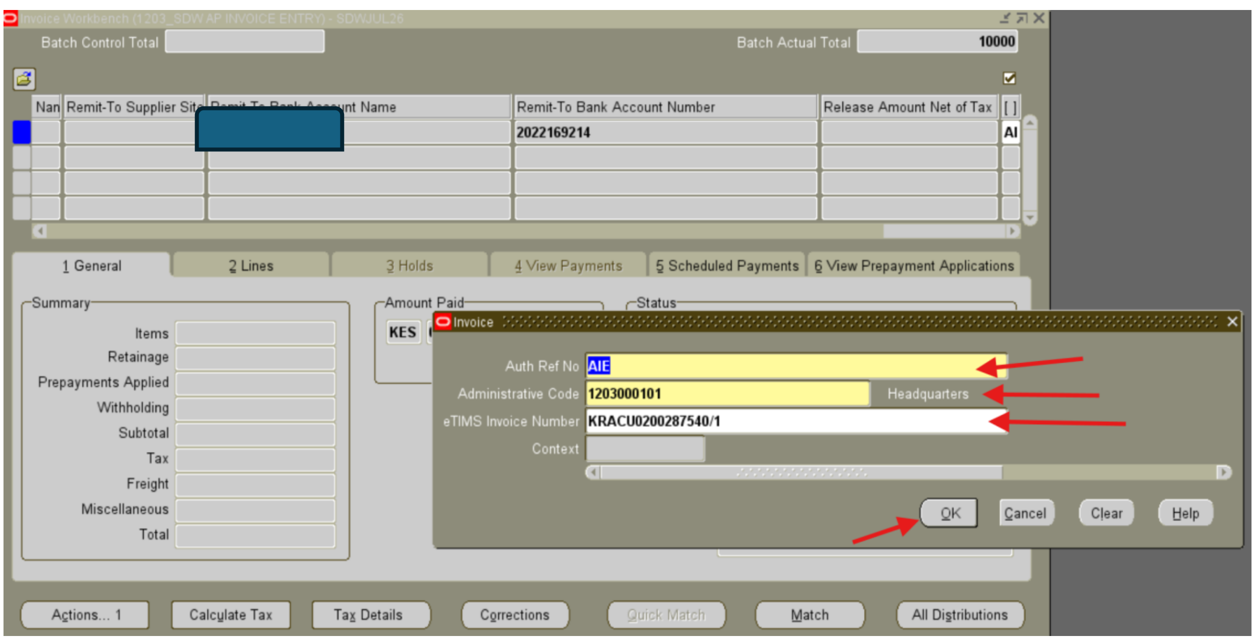
Click on the invoices button

**Step 2**




On the new page, enter details such as Supplier name, date, invoice date etc.




Click the DFF on the invoice workbench.

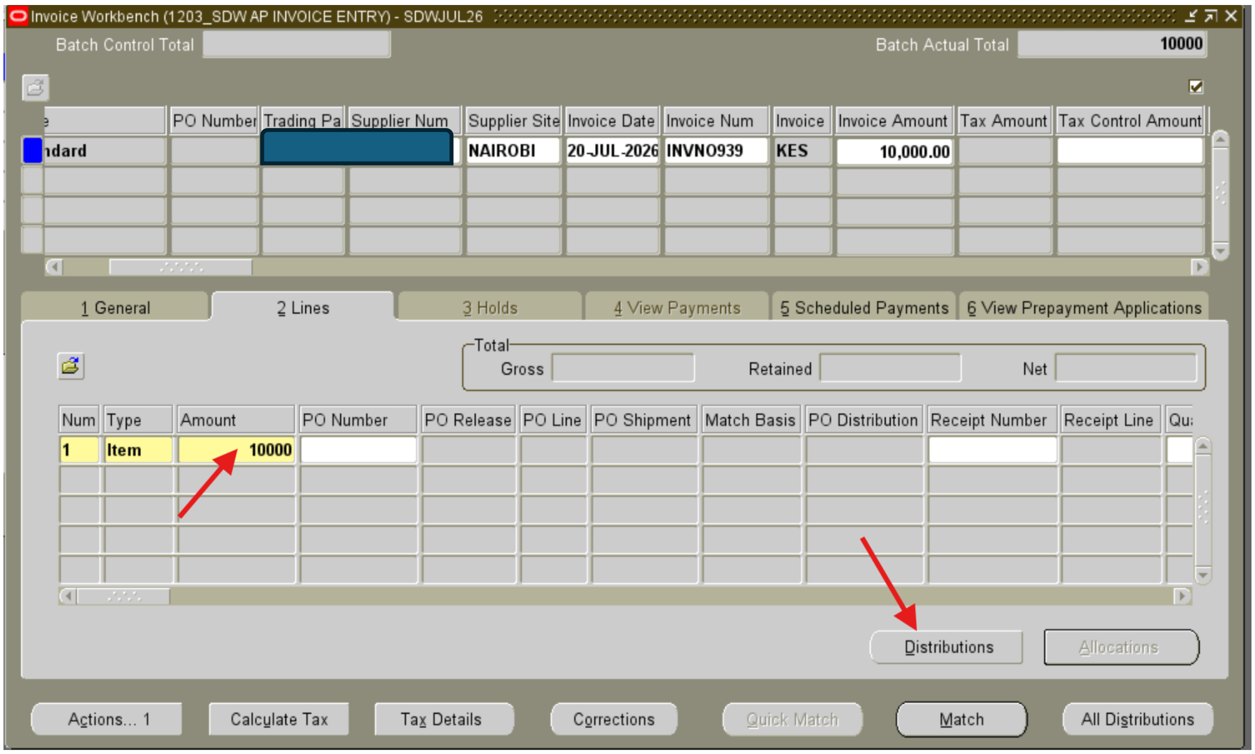
Enter the Auth Ref No: AIE number, the administrative code and eTIMS invoice number

Click OK

**NB**

The eTIMS invoice number field  is the enhancement that is now mandatory. For direct Invoicing, the invoicer will enter a valid eTiMS invoice number provided by the supplier.

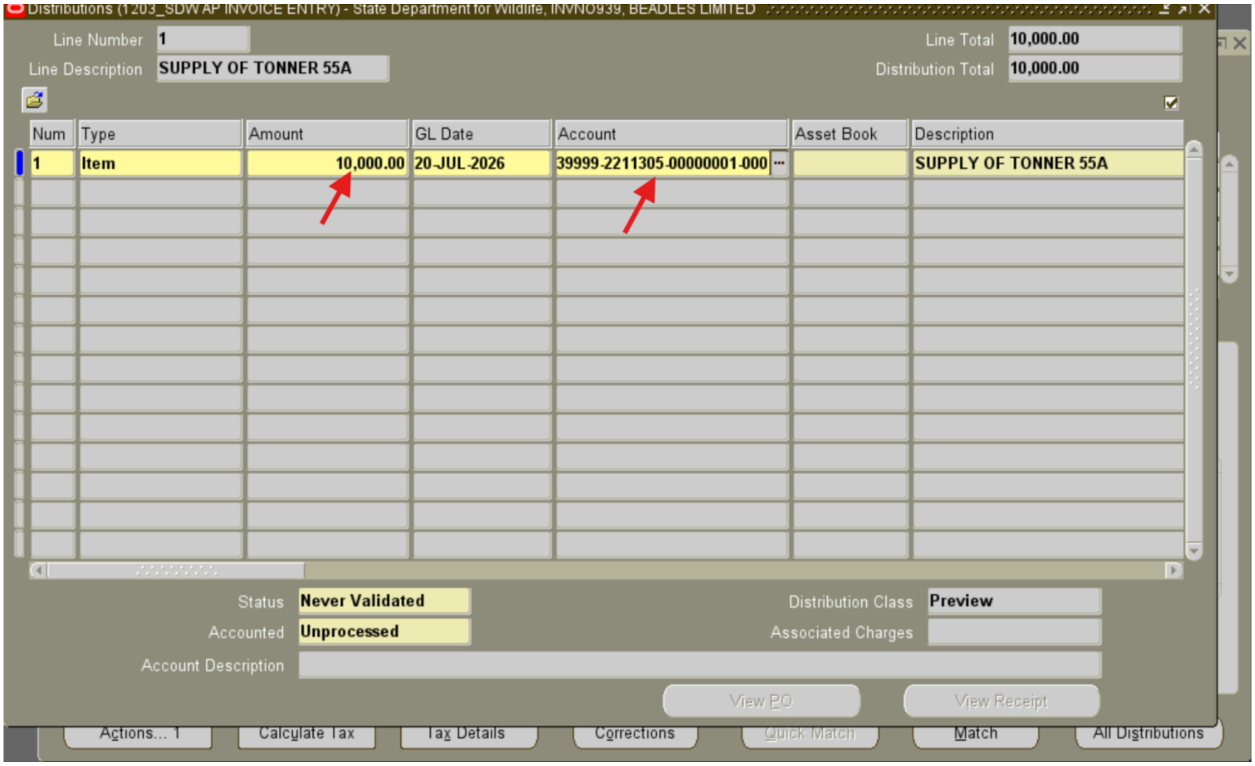
For invoices emanating from isuplier portal, the eTiMS invoice number will populate automatically on the invoice workbench DFF.



Click on the lines tab

Enter the same amount as the header amount

Click on Distribution button

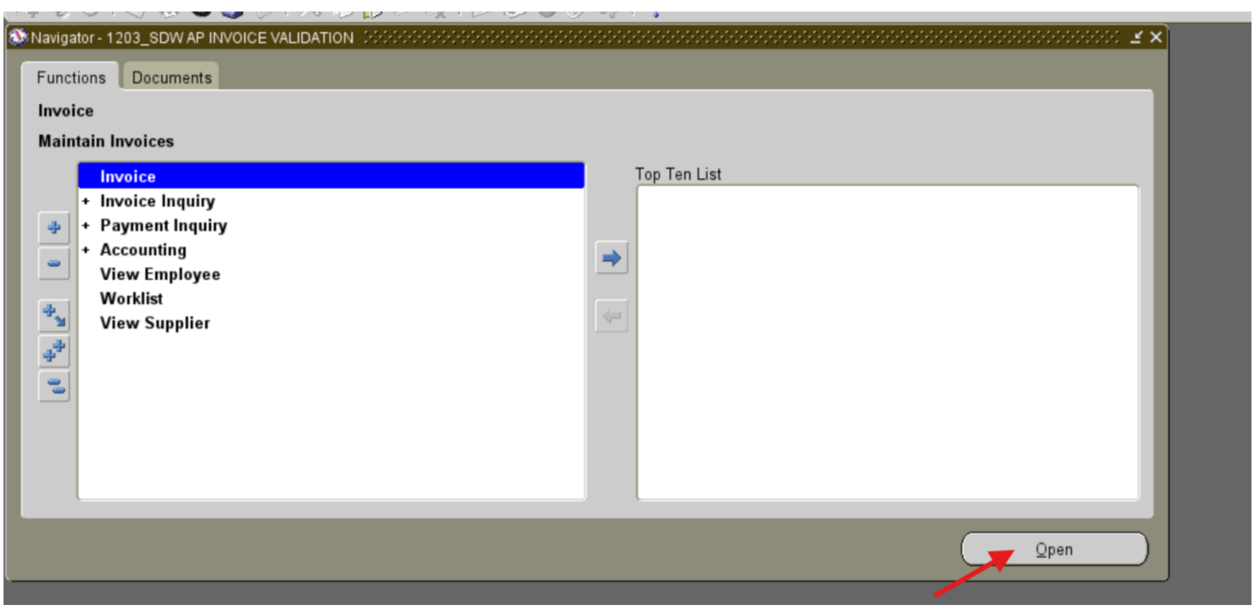



Enter the amount and account **Save**

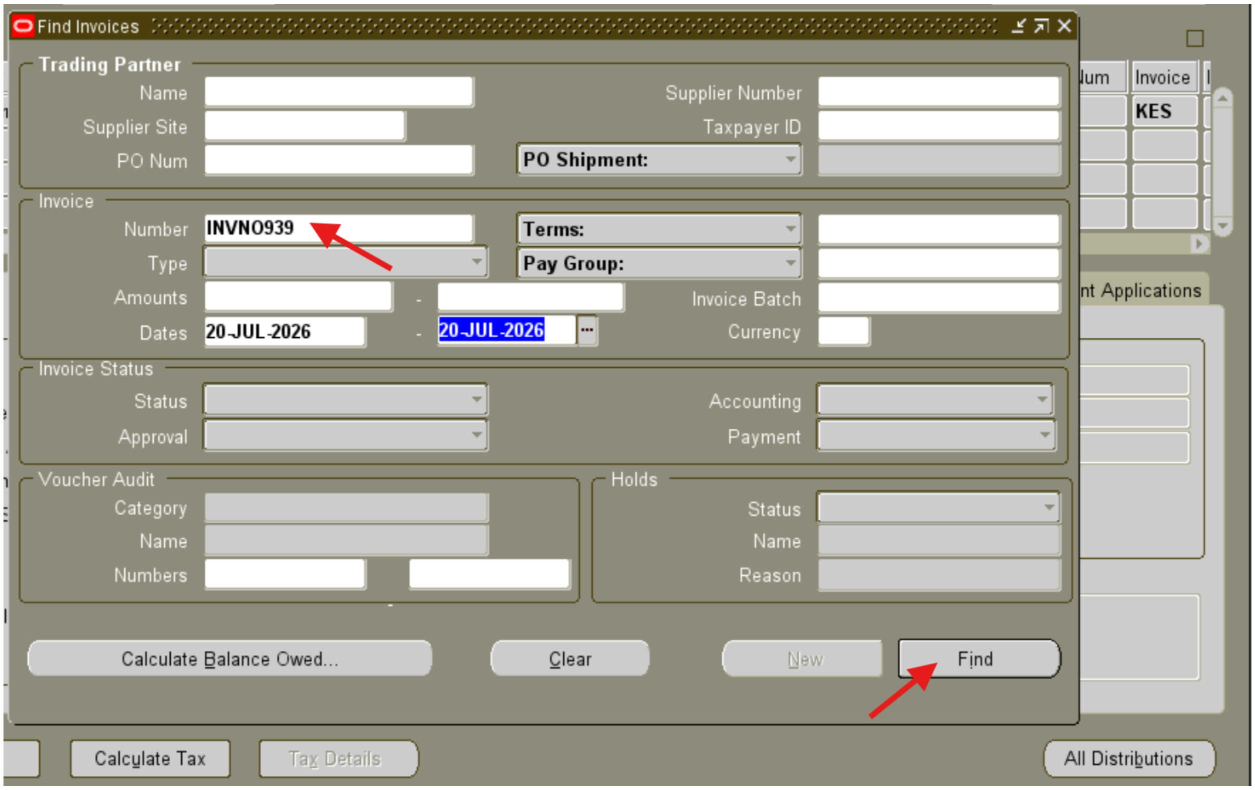
b) Navigation (Invoice Validation)

AP Responsibility>Invoices>Entry>Invoices >Open

**Step 3**

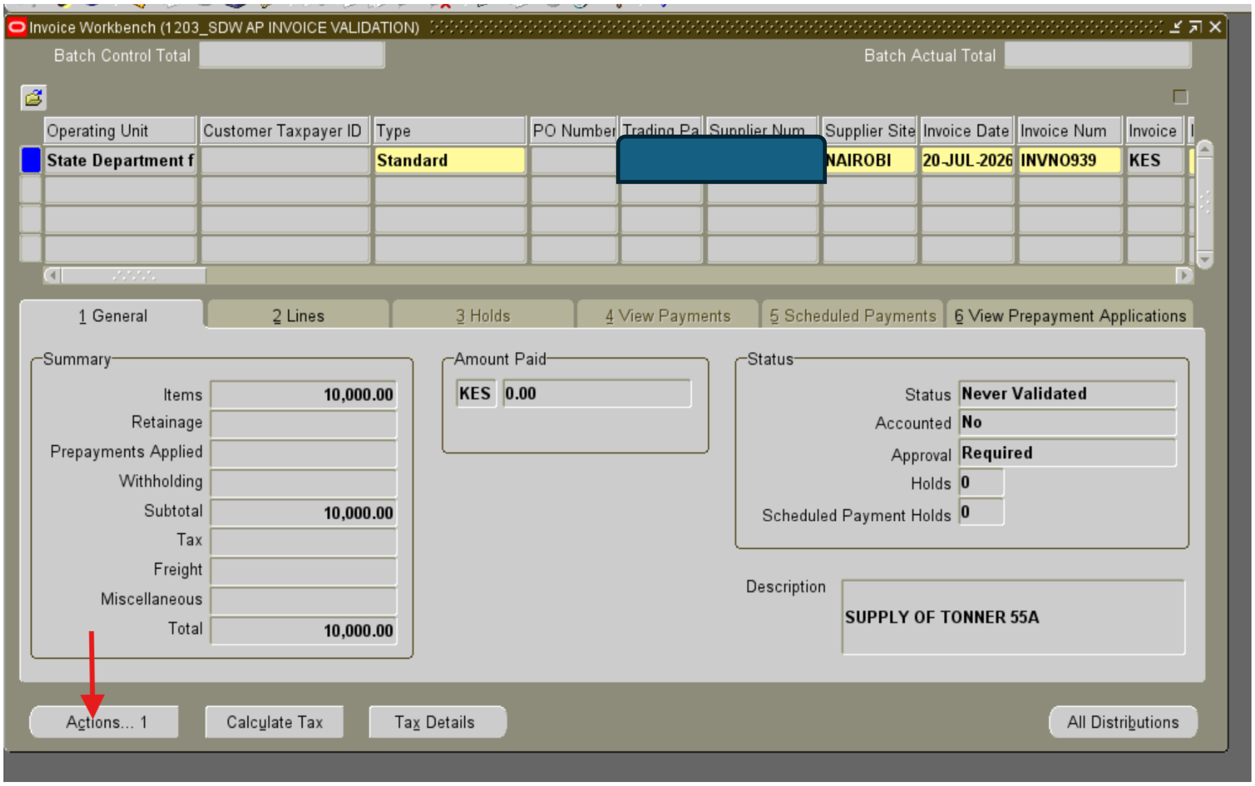


Click OK



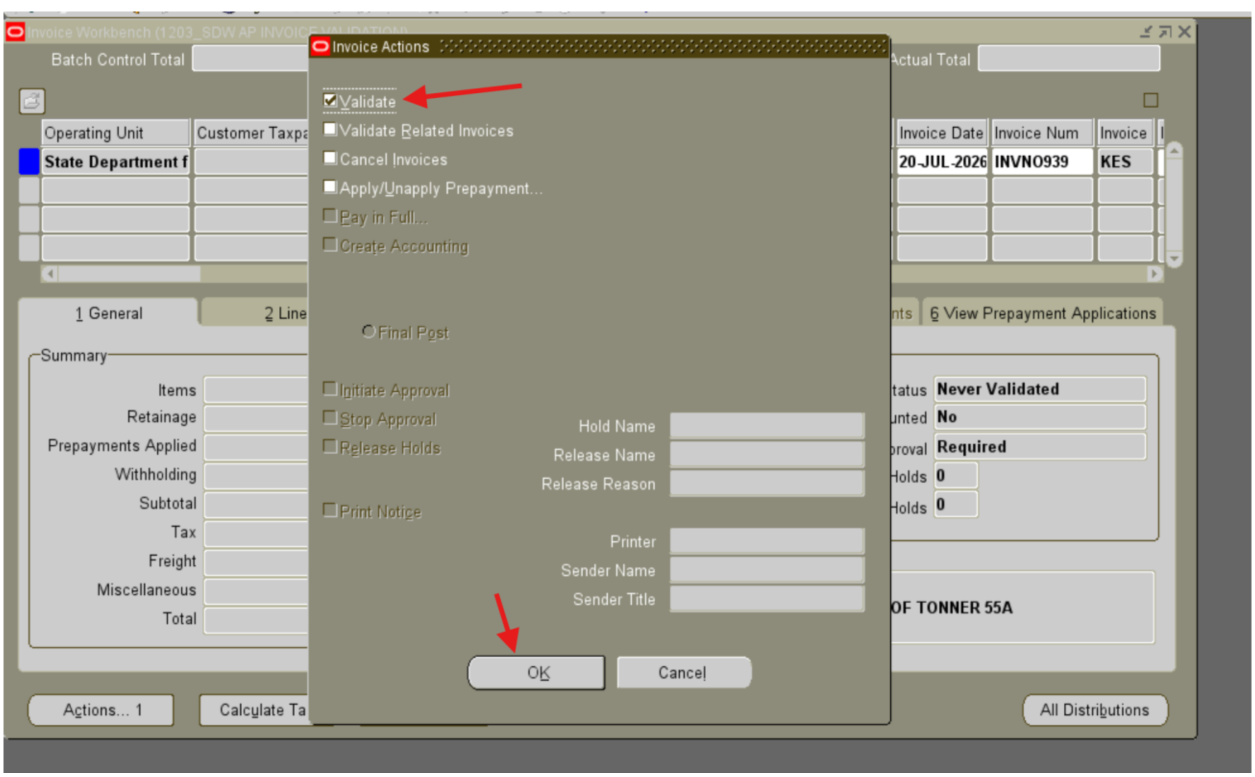

Enter parameters like the invoice number or the invoice dates

Click Find button




Select the Invoice you want to Validate

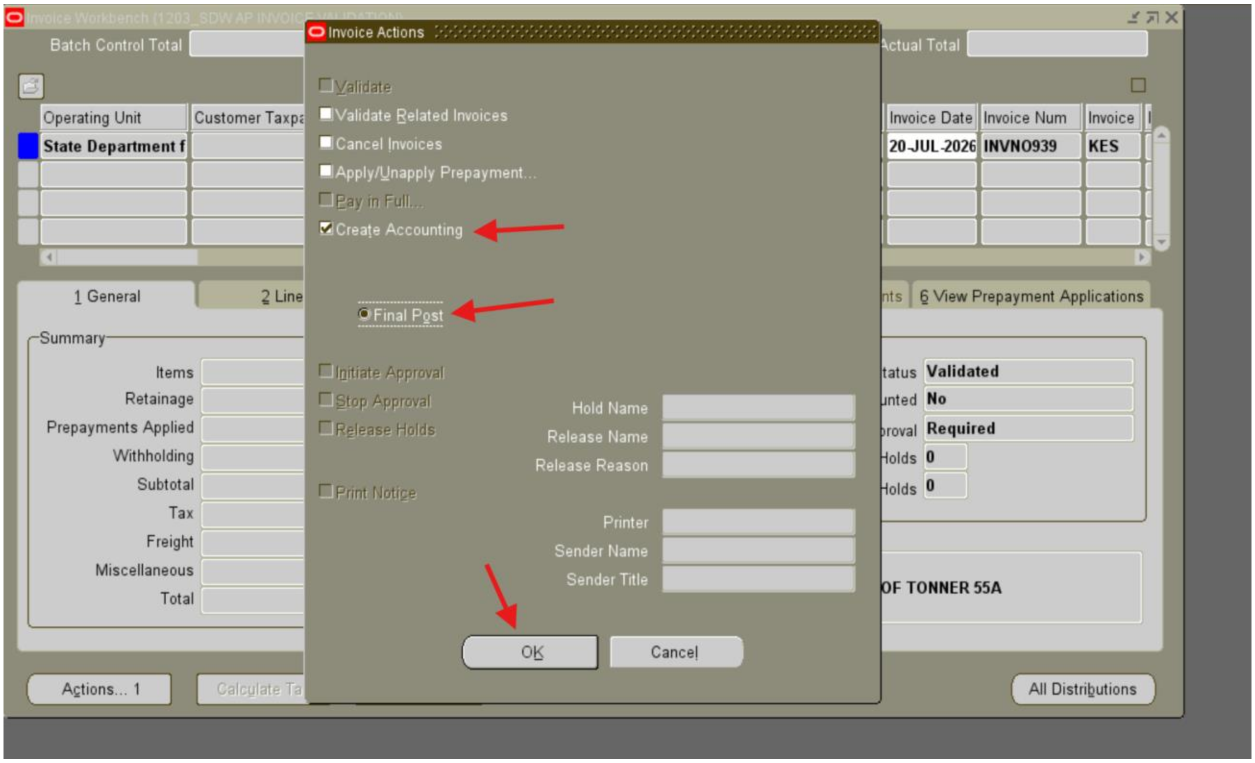
Click on Actions button



Check the Validate check box

Click OK

**Step 4**




Check the Create accounting box

Select the Final post radio button

Click OK

NB:

At Validation and the processes thereafter, there are no changes. However, the system may

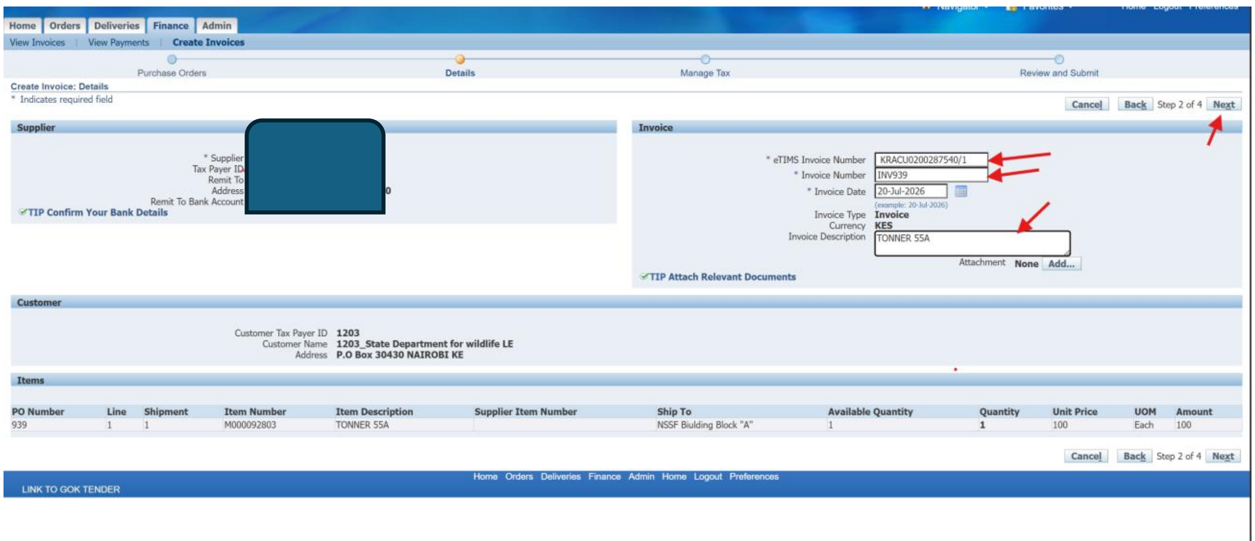
Throw eTiMS related errors incase there is violation, especially during invoice validation.

## 2. a) Isupplier Invoicing (Supplier Role)

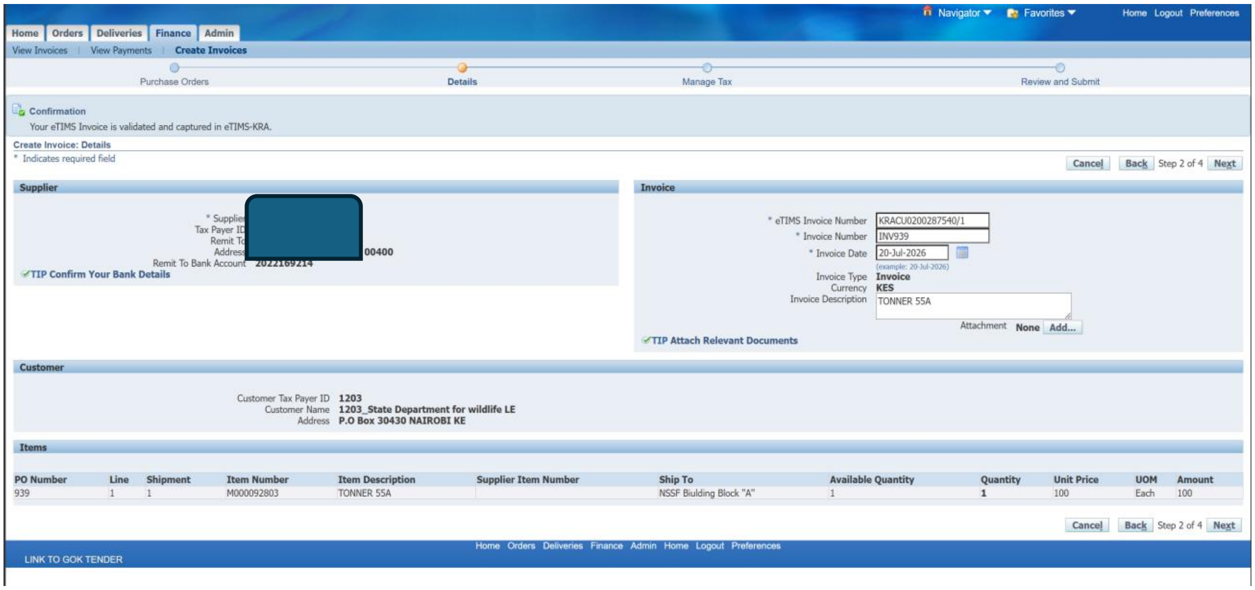
Navigation: New Kenya Isupplier Full Access > Finance > Create Invoices>Create invoice with a PO> Click on **GO**

Enter the PO number and Click Go> select the PO you are invoicing against and click the tab "Add to Invoice"

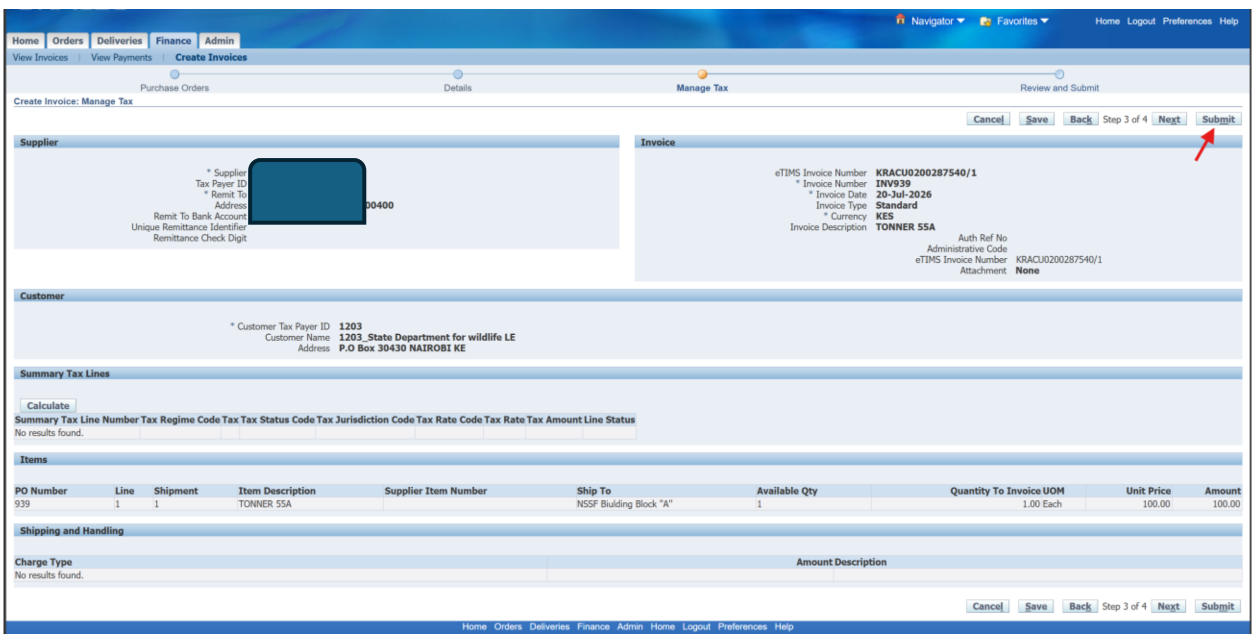
Then, capture the invoice details as shown in the table below:



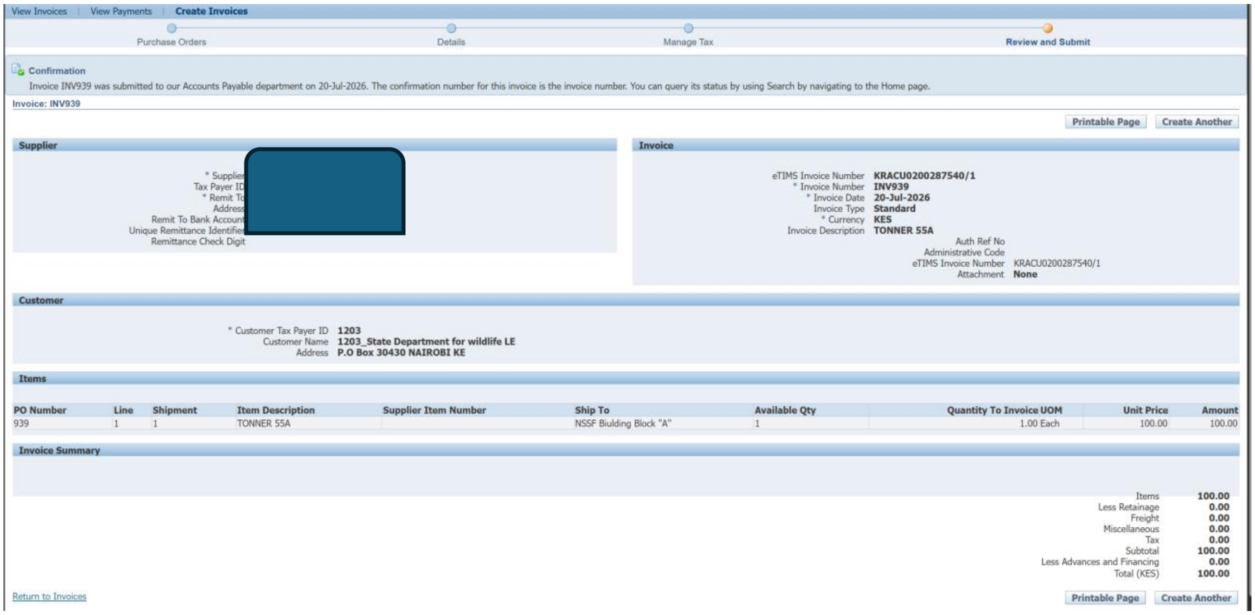

Click Next. A Confirmation message will appear saying eTiMS invoice is validated and captured.




Proceed to submit the supplier invoice.



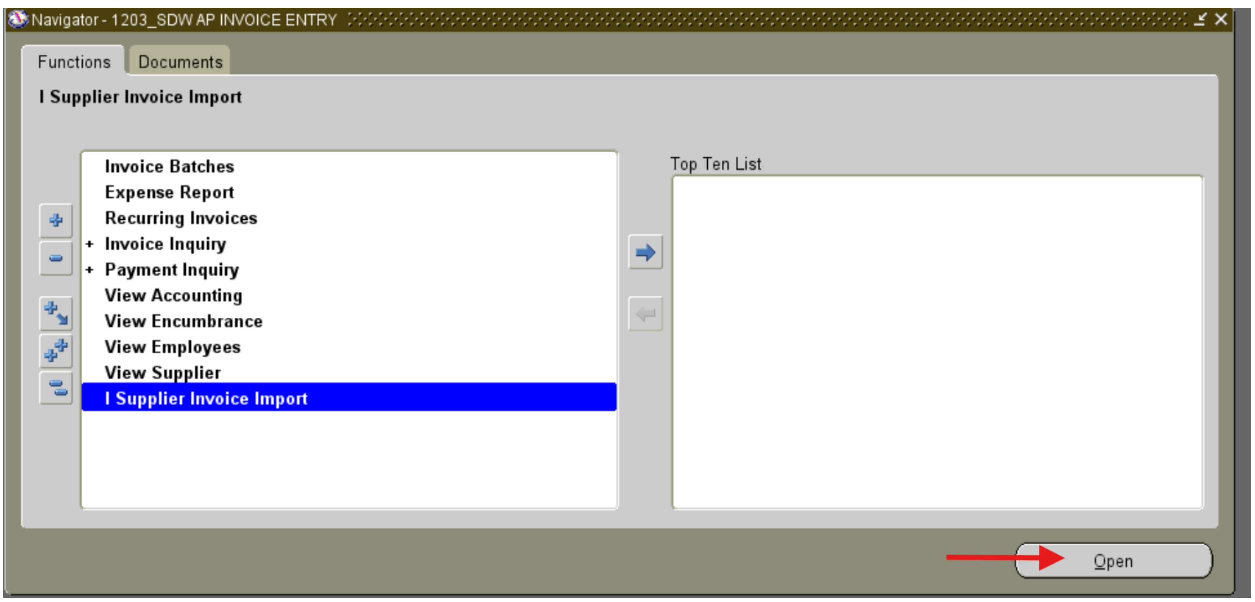

The supplier will get a confirmation that the invoice is sent to the procuring entities accounts department for processing.



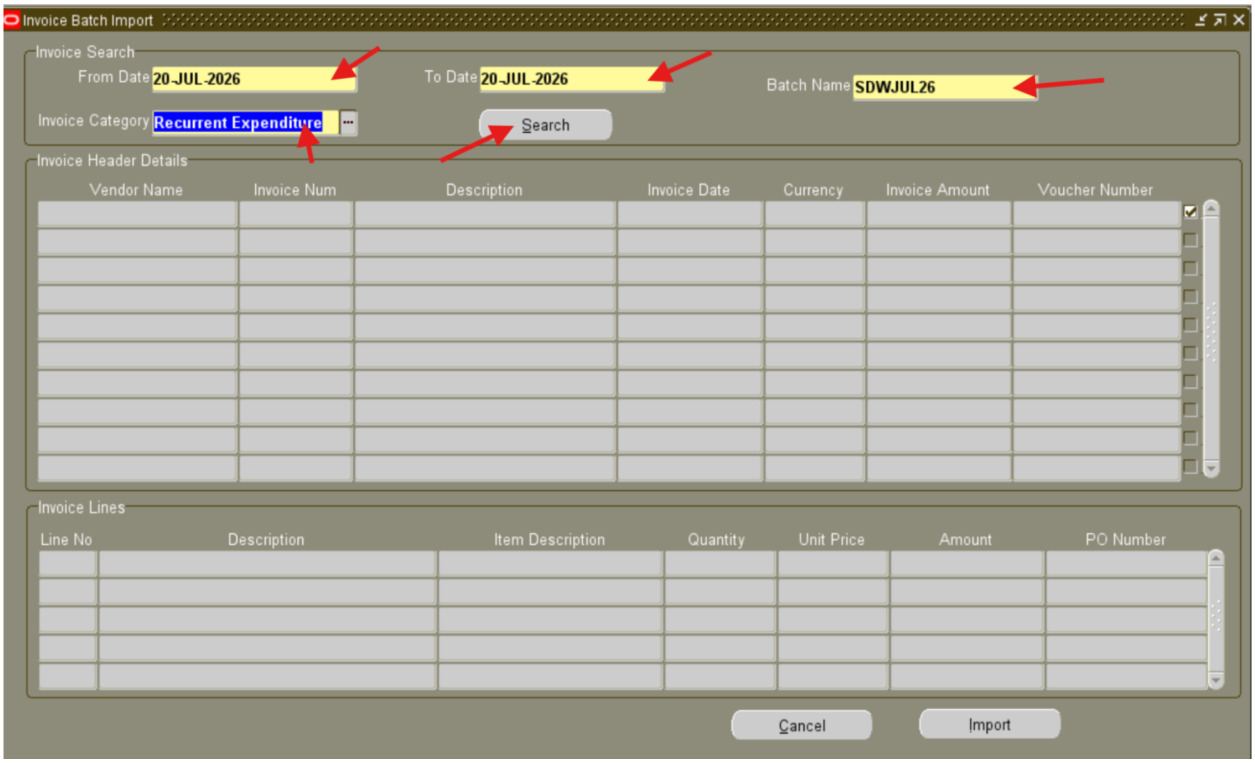

## Navigation

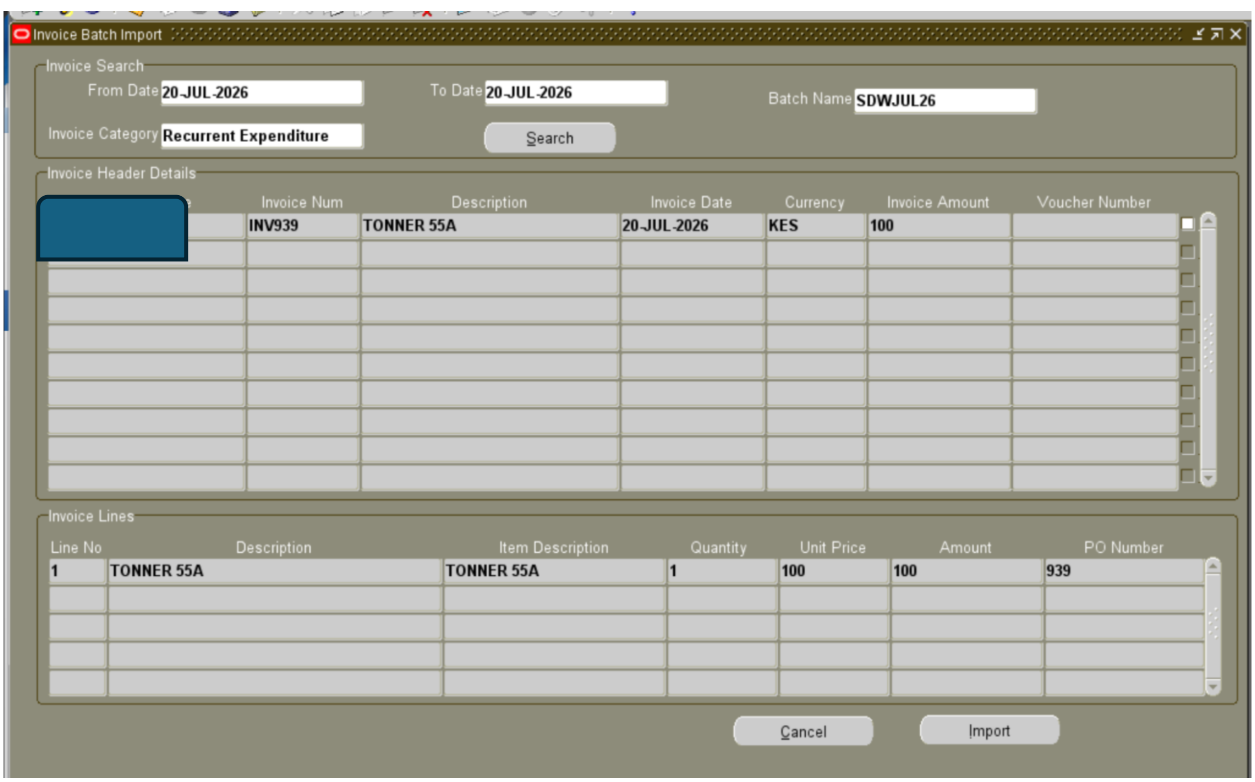
## Isupplier Invoicing (Accountants' Role)

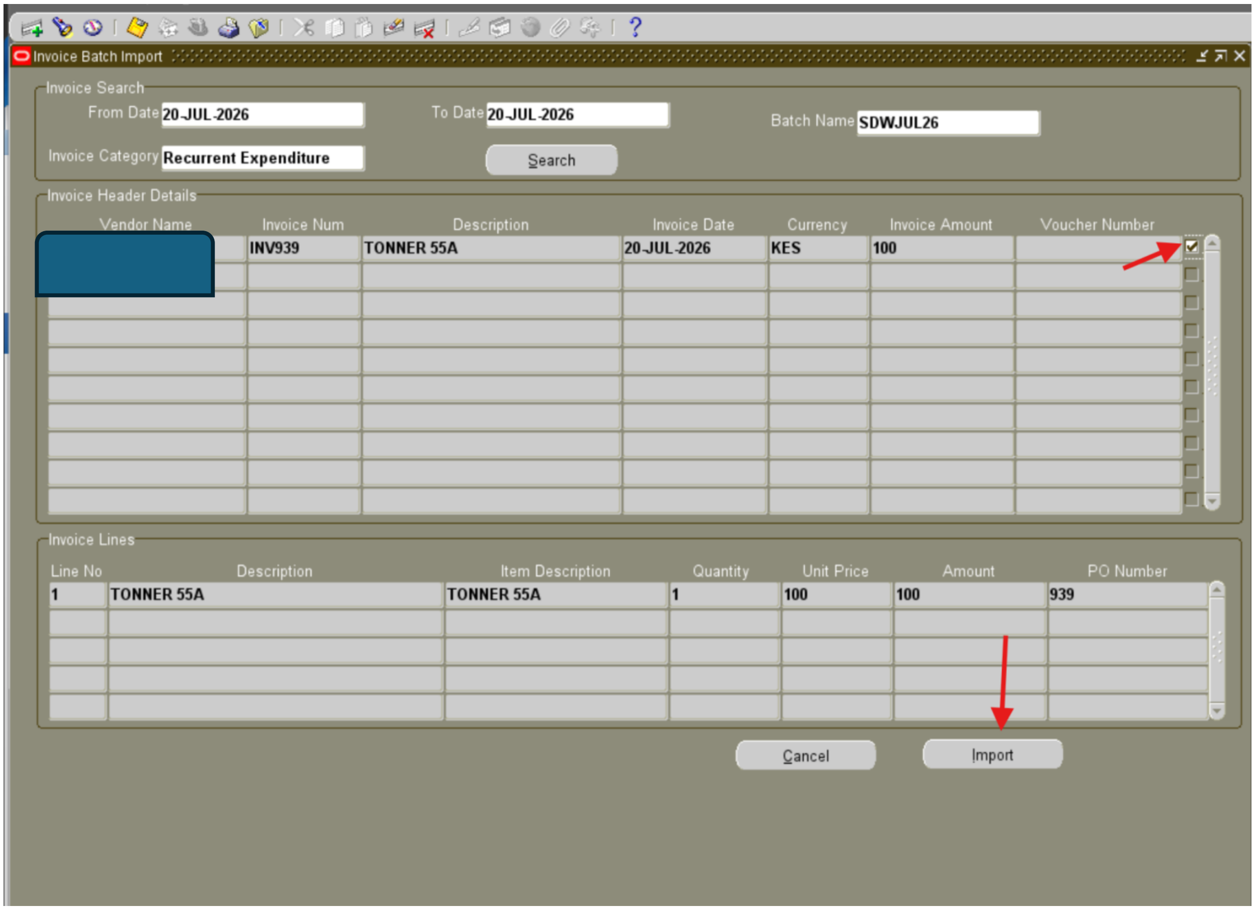
NP: AP Responsibility>Invoices>Entry>I supplier Invoice Import>Open

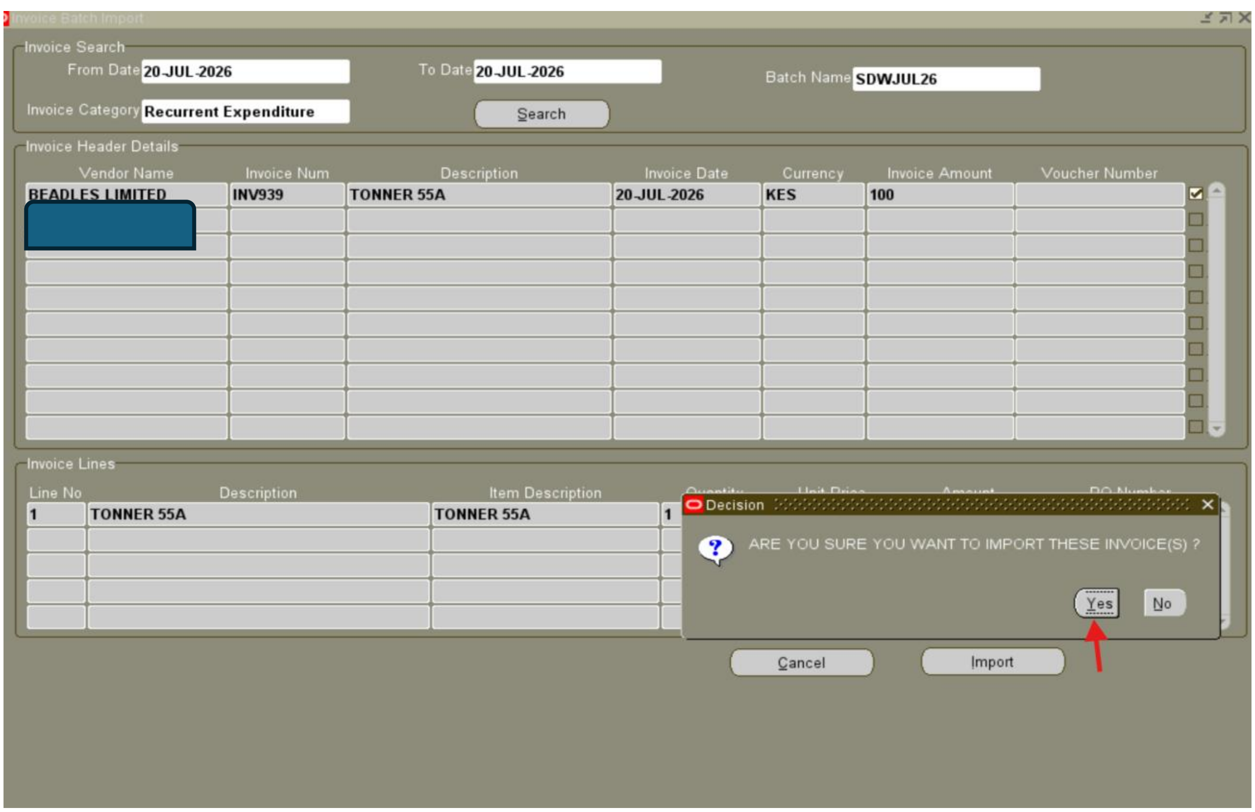


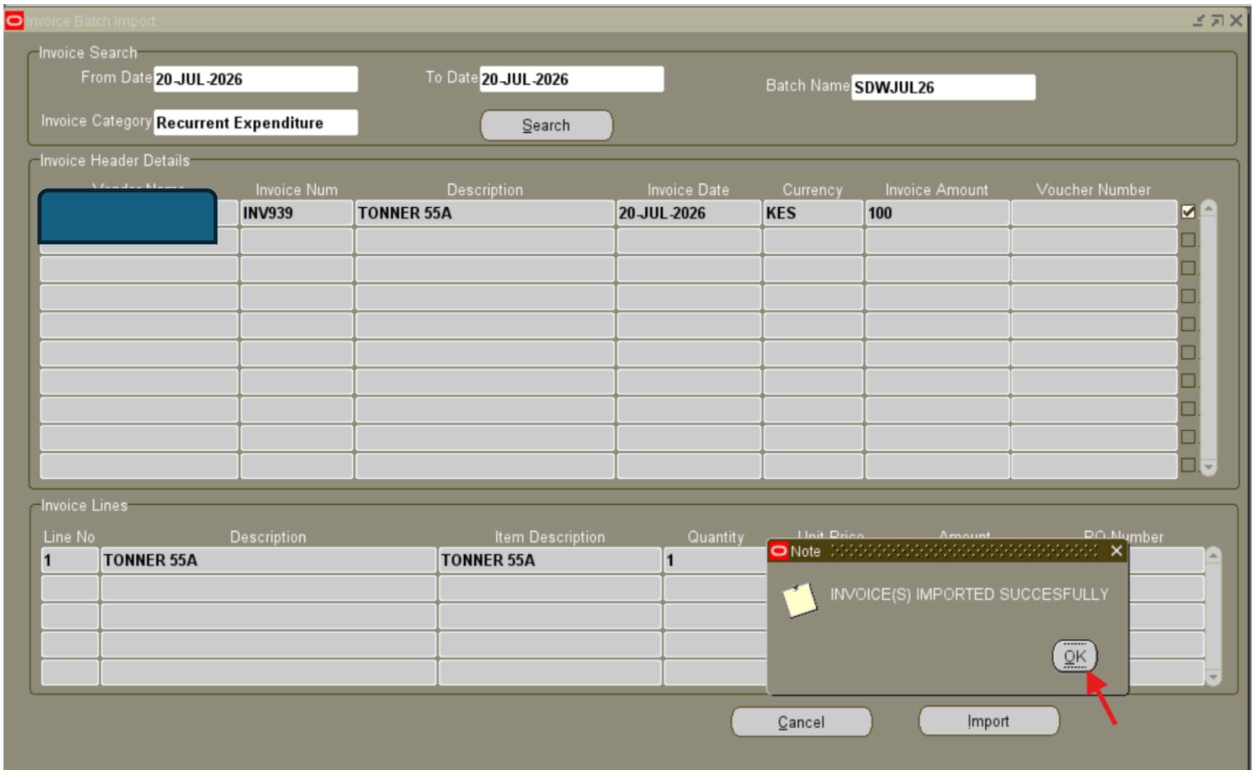

Enter the respective dates, batch name, invoice category then search


Invoice Batch Import
Invoice Search
From Date 20-JUL-2026
To Date 20-JUL-2026
Batch Name SDWJUL26
Invoice Category Recurrent Expenditure
Search
Invoice Header Details
Vendor Name
Invoice Num
Description
Invoice Date
Currency
Invoice Amount
Voucher Number
Invoice Lines
Line No
Description
Item Description
Quantity
Unit Price
Amount
PO Number
Cancel
Import

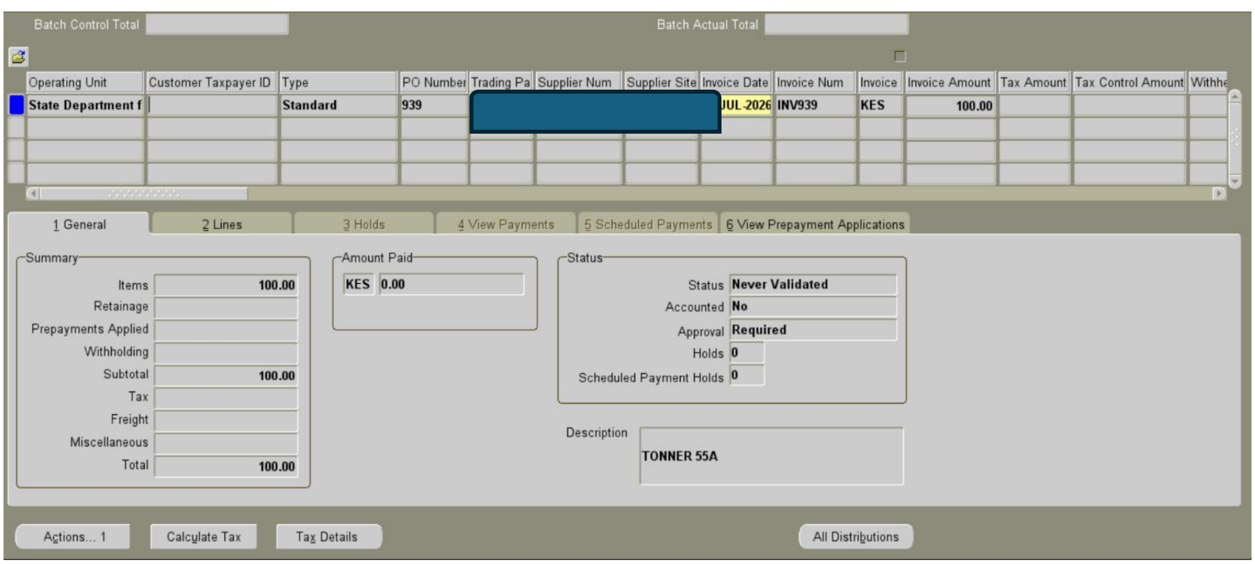

Invoice Batch Import
Invoice Search
From Date 20-JUL-2026
To Date 20-JUL-2026
Batch Name SDWJUL26
Invoice Category Recurrent Expenditure
Search
Invoice Header Details
[redacted]
Invoice Num
Description
Invoice Date
Currency
Invoice Amount
Voucher Number
INV939
TONNER 55A
20-JUL-2026
KES
100
Invoice Lines
Line No
Description
Item Description
Quantity
Unit Price
Amount
PO Number
1
TONNER 55A
TONNER 55A
1
100
100
939
Cancel
Import


Invoice Batch Import
Invoice Search
From Date 20-JUL-2026
To Date 20-JUL-2026
Batch Name SDWJUL26
Invoice Category Recurrent Expenditure
Search
Invoice Header Details
Vendor Name
Invoice Num
Description
Invoice Date
Currency
Invoice Amount
Voucher Number
[redacted]
INV939
TONNER 55A
20-JUL-2026
KES
100
Invoice Lines
Line No
Description
Item Description
Quantity
Unit Price
Amount
PO Number
1
TONNER 55A
TONNER 55A
1
100
100
939
Cancel
Import


Invoice Batch Import
Invoice Search
From Date 20-JUL-2026
To Date 20-JUL-2026
Batch Name SDWJUL26
Invoice Category Recurrent Expenditure
Search
Invoice Header Details
Vendor Name
Invoice Num
Description
Invoice Date
Currency
Invoice Amount
Voucher Number
BEADLES LIMITED
INV939
TONNER 55A
20-JUL-2026
KES
100
Invoice Lines
Line No
Description
Item Description
1
TONNER 55A
TONNER 55A
1
Decision
ARE YOU SURE YOU WANT TO IMPORT THESE INVOICE(S) ?
Yes
No
Cancel
Import




After importation, the accountant searches the invoices using the batch name.



The details populates as below including the  eTiMS invoice number on the DFF, exactly as entered by the supplier during invoice submission. The accountant can undertake other processes for supplier payment as usual.