

## Electronic Invoicing System

### About the Service/Feature

If you are a TDRA supplier, submit invoices and follow-up on your business with TDRA electronically

### Service steps

- STEP 1** → Click Start Service and log in
- STEP 2** → Press Iportal Full Access
- STEP 3** → Create the invoice via the system
- STEP 4** → Follow the steps owl-carousel service-procedures to submit and send your invoices

|                              |                                                                                                                                                                                                               |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type                         | Not available                                                                                                                                                                                                 |
| Expected Time                | 30 days                                                                                                                                                                                                       |
| Fees                         | Free of charge                                                                                                                                                                                                |
| Audience                     | All registered suppliers and customers in the public and private sector                                                                                                                                       |
| About                        | The electronic invoicing system allows the contracted suppliers to submit invoices electronically and follow-up financial dues, purchase orders, contracts, and awarding notifications via electronic alerts. |
| Channels                     | Not Available                                                                                                                                                                                                 |
| Payment Channels             | Not Available                                                                                                                                                                                                 |
| Terms & conditions           | None                                                                                                                                                                                                          |
| Required Documents           | Copy of the invoice stamped with the company's stamp<br>Copy of the work completion certificate / certificate of delivery approved by TDRA<br>Copy of purchase order / contract                               |
| Results Require Office Visit | No                                                                                                                                                                                                            |