Robotic Invoice Processing Guide

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مؤسسة الإمارات للطاقة النووية
Emirates Nuclear Energy Corporation

شركة براكة الأولى ش.م.خ
Barakah One Company PJSC

شركة نواة للطاقة
Nawah Energy Company

Contents

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1. Introduction on Robotic invoice processing

As part of ENEC Enterprise's continuous commitment to efficiency, the organization has implemented Optical Character Recognition and Robotics process automation (OCR & RPA) technology within its electronic invoice processing and invoice submission from Email (E-invoicing and Manual invoice submission) to improve the speed of invoice processing.
Therefore, suppliers are requested to follow the below invoice template guidelines and Section

2. Requirement on Attachment

1. File name of scanned invoice – **Invoice Scan Copy.pdf**
2. File name of supporting documents – **Timesheets.pdf, Delivery note.pdf** etc.
3. Quality of scanned invoice copy file should be minimum (300 dpi)
4. Do not combine both invoice and supporting documents in one file.
5. Do not attach multiple invoice files (or) invoice summary files into (Scanned invoice – **Invoice Scan Copy.pdf**)

3. General Invoice/Document fields level requirements (Invoice Scan Copy.pdf)

1) Font Size (no specific size requirement as long as it is readable)
2) Font Color (black color)
3) Document scan quality (minimum of 300 dpi scan quality)
4) Format of the date to be used in the invoice is - DD-MMM-YYYY, i.e., 01-JUN-2019
5) Use of darker highlight shades are not allowed
6) Overwriting and/or text over text in the document is not allowed
7) No stamping allowed over the information and/or writing in the invoice
8) Ensure the alignment of numbers and words used in the document so that there is no overlap with borders and/or margins
9) Currency to be used as per the Contract and/or Purchase Order
10) Invoicing should be specific against each purchase order and/or task order, and cannot be against multiple purchase order and/or task order in a single invoice
11) Use at least one space between the label and its text, e.g., 'Tax Invoice Number:<space>123ABC'
12) Do not include any additional character along with value
    a. E.g., Invoice Amount: AED (100.00) or $100.00
    b. E.g., Invoice Number #/U01
13) Format of the Number to be user in the invoice is 10,000.00
14) Give enough Space between two fields
    Bank Name
    Bank Account No

15) Minimum fields required in the invoice to process

    a. Invoice Title (TAX Invoice or Invoice)
    b. Invoice Number
    c. Invoice Date
    d. Invoice Currency
    e. Invoice Amount
    f. Bill To
    g. Ship To
    h. Customer TRN (ENEC)
    i. Vendor TRN (Supplier)
    j. VAT Amount
    k. Bank Name

l.   Bank Account Number
m. IBAN Number
n.   SWIFT code
o.   PO Number -for email submission only
p.   GRN Number or SES Number -for email submission only
q.   PO Period (From date and To Date) -for email submission only
r.   GRN Number or SES Number -for email submission only

4. **Requirement to submit invoice on email**

1. **Email Subject** - Invoice Submission – Supplier Name – Date (DD/MMM/YYYY)
2. **Email Content/Body, as below,**

Dear AP Team,

Please find the attached invoices detailed as below, for your perusal, and processing.

S. No.	PO Number	Invoice Number	SES/GRN Number (if any)
1	4520000829	Example - 1234	1000015632
2	4540001222	Example - 5678	1000015654

3. **Single invoice submissions**
   a. File name of scanned invoice – Invoice Copy (pdf. files with reasonable dpi (300 min) quality)
   b. File name of supporting documents (Timesheets/Delivery note etc.) – Support Document

4. **Multiple invoices submissions**
   a. File name of scanned invoices – Invoice Copy.zip (to be accepted as a zip file) (Files inside the zip file should have invoice number as a file name for both invoices and supporting document)
   b. File name of supporting documents (Timesheets/Delivery note etc.) – Support document.zip (to be accepted as a zip file)