



INUPCO USER MANUAL

Pay on Account Objection
Request

Supplier





View POA Objection List



Request POA Objection Request



View POA Objection Request Details

Introduction

Operational Guide for Requesting POA Objection

Welcome to Pay on Account Objection User Manual a comprehensive operational guide designed to streamline the workflows and enhance the efficiency of applying an objection on the pay on account notice you received.

In this user manual you will learn how to raise POA objection and track your request to view its updates from approval or rejection

Access Point

Entry Point

Sign in to inupco



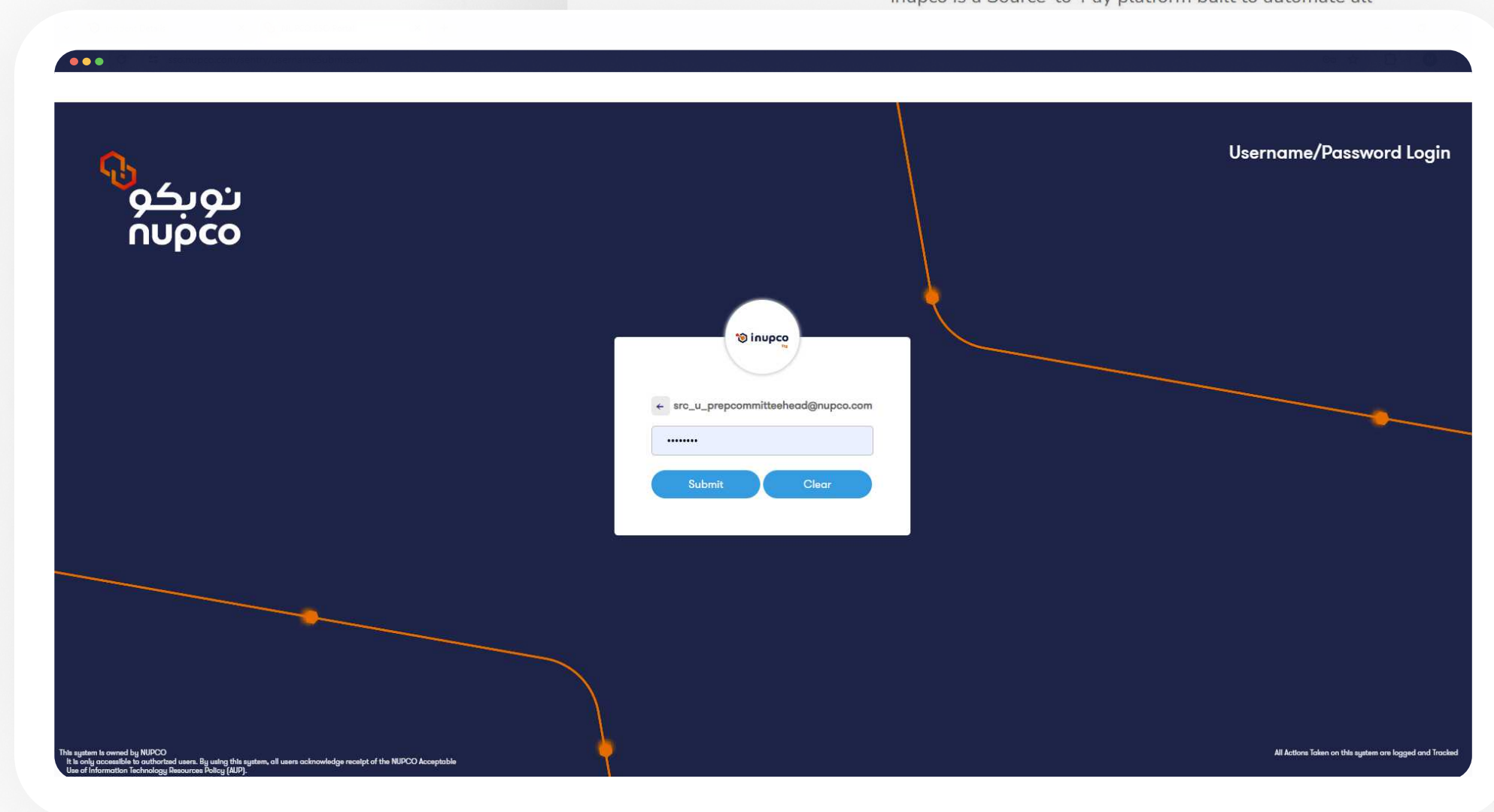
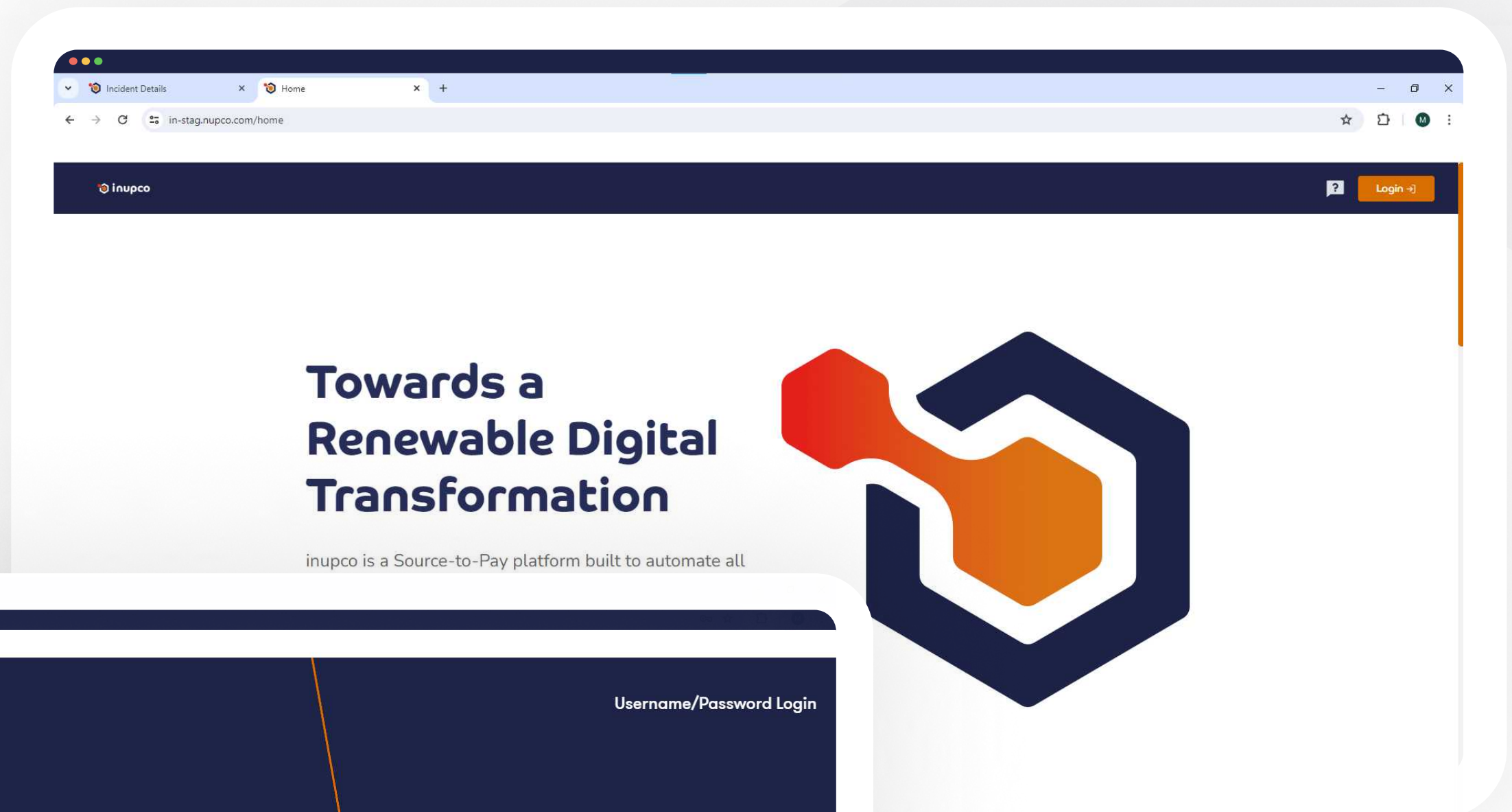
1. Login to the platform

Access your dashboard

1.1 Open the provided [link](#).

1.2 Log in to the iNUPCO platform with the provided credentials.

1.3 The logged in user must have the role:
"POAO_Supplier_POAObjectionsRequester"



Entry Point

Access POA Objection Request List

POA Objections List

1. Navigate to "Nupco services "

Access POA Objections Page

1.1 Log in to the iNUPCO platform.

1.2 Click The Launchpad icon in the header .

1.3 Click on the "POA Objections" tab in the navigation menu.

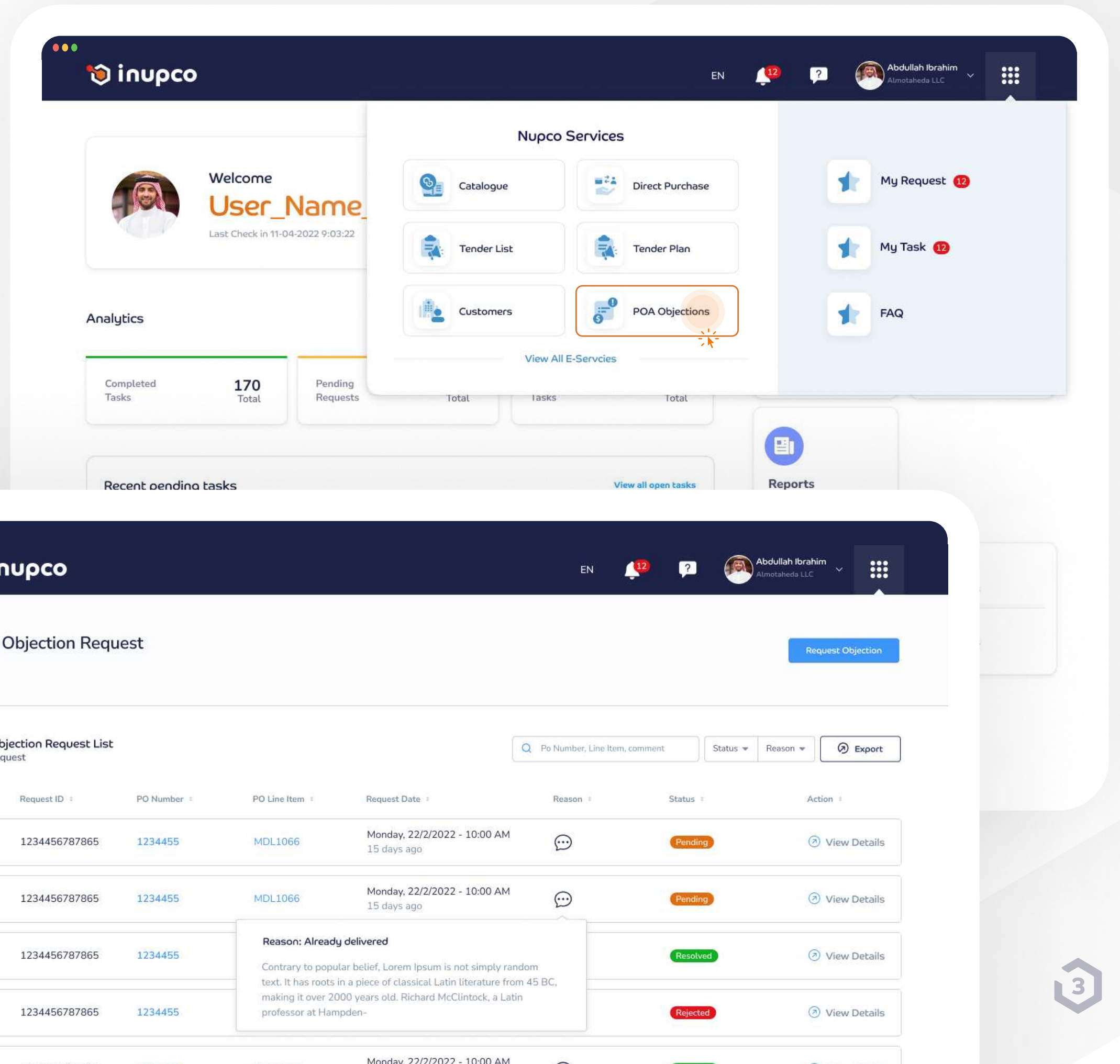
1.4 access to POA Objection list

2. View POA Objection Request List

View all requests for POA objections

2.1 The list for all your previous requests will be shown with their status

2.2 you can click export button to export the list of your requests



POA Objections Request List

Request POA Objection

3. Request POA objection

From the POA Requests Page, Click Request Objection

3.1 Fill in the PO number

3.2 Fill in the PO line item

- Note: PO and Line item combination can only be sent once. So make sure to include all your supporting documents at once

3.3 Select the reason for your objection

3.4 Provide any additional comments that

explain your situation

3.5 If you received a POA notice, Select Yes, otherwise No

3.6 Select the supply type, either as Nupco or Customer

3.7 Upload any of the documents that can support your case (Delivery Note, Debit Note, Delivery Rejection Documents, and any other supporting documents)

3.8 Click submit to to submit your request



The screenshot shows the inupco web application interface for submitting a POA Objection Request. The form is titled "POA Objection Request" and includes a "Submit" button. The form fields are as follows:

- Objection Info**
 - PO Number: 58939304902
 - PO Line Item: 58939304902
 - Reason: 58939304902
- Comment**
 - Text area: Please enter your commenly here!
 - Character count: 0/240
- Did you receive POA Notice?**
 - Yes (selected)
 - No
- Supply type**
 - Nupco (selected)
 - Customer
- Documents**
 - Delivery Note: Add file or Drop down here
 - Debit Note: Add file or Drop down here
 - Delivery rejection document: Add file or Drop down here

POA Objections Request List

POA Objection Details

4. After submitting the POA objection, you can view its details and the updates that happened

4.1 Select a request from the list

4.2 The details of the request will be shown to you as you submitted it

4.3 If the decision is not yet taken, the status of the request will be shown as pending

4.4 If the decision was taken, you will see the decision card with the decision being shown provided with any additional comment added



RA Supplier company #1234567788		Monday, 22/2/2022 - 10:00 AM 15 days ago	
Request No 65458340280	PO Number 4985295	Line item 48993	AA Requester Ahmed Adam 1234567788

Objection Details

Pending

Reason	Delivery issue
Comment	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's



RA Supplier company #1234567788		Monday, 22/2/2022 - 10:00 AM 15 days ago	
Request No 65458340280	PO Number 4985295	Line item 48993	AA Requester Ahmed Adam 1234567788

Decision

 Mohamed Ghanim Category Department	Approved Monday, 22/2/2022 - 10:00 AM
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Objection Details

Reason	Delivery issue
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A central graphic consisting of a red-to-orange gradient hexagon with the text "End of Activities" in white. This hexagon is enclosed within a larger, dashed-line hexagon. The entire composition is set against a white background with faint, light-gray geometric shapes, including a large arrow-like shape on the left and several smaller hexagons and abstract forms on the right and bottom.

End
of Activities