Index

1 DIAM – CIC Invoice Submission guide ........................................... 2
1.1 Vendor login – First time setup .................................................... 2
1.2 Enable email notifications for Invoice related notifications .......... 3
1.3 Vendor Invoice Submission ....................................................... 4
1.4 Returned for correction ............................................................. 10
1.5 CIC number confirmation ......................................................... 14
1 DIAM – CIC Invoice Submission guide

1.1 Vendor login – First time setup

1. Access iportal through https://www.diam.om using below navigation or You can directly access through https://iportal.diam.om/

CIC ➔ Submit Invoice

2. Login iportal using your credentials

Example Username: 12XXXX3
Password: **********
3. Reset your password during first time login. Logout and re-login to make sure password is valid.

4. Below is the Vendor’s Default Login home page for Invoice submission

1.2 Enable email notifications for Invoice related notifications

1. Login iportal using your credentials

2. Click on “Preferences” on top right corner, you will get below ‘General preferences’ screen, scroll down to bottom of the page and check the “Email Style”
3. Set it as “**HTML mail**” and Click on “**Apply**” for email notifications

### 1.3 Vendor Invoice Submission

1. Login into [https://iportal.diam.om](https://iportal.diam.om) using vendor login credential

2. Click on “**Create**” as highlighted below
If you are on home page, click on “**DIAM CIC Invoice Submission**” and then click “Create”

Below is the Vendor Invoice submission page, which needs to fill and submitted to CIC Dept.
3. Submitting Invoice with required fields and Invoice attachment.

**Email:** Please enter your valid email address to send Invoice related notifications

**Contact Number:** Please enter your contact details with country code followed by your mobile number

**Description:** Please enter short description about the Invoice

**Invoice Date:** Please select ‘Invoice date’, date should not be future date

**Currency Code:** Please select your invoice currency code “ex: OMR - for Omani Riyal”

**Invoice No:** Please enter Invoice number which you are submitting

**Invoice Amount:** Please enter your Invoice amount

**Tender Number:** Please enter Tender number for which you are submitting the Invoice

**Contract Owner:** Please enter the PAW (Diam) contract owner name

**Invoice Attachment:** Check on + icon to upload your Invoice in pdf format

**Vendor Comments:** Please enter short notes regarding Invoice
Steps to Attach Invoice and other relevant documents if any.

4. Click on “Invoice Attachment” icon, highlighted below

**Imp Note:** Documents should be in .pdf format
5. Click on “Submit to CIC User” to submit the invoice to CIC department for ‘Invoice validation’ and ‘CIC number’ creation for further processing.
6. Your Invoice will be submitted successfully to CIC team as below with the CIC reference number (ex: CIC_REFERENCE_1016). “CIC Number” column will be updated once CIC number is generated.

7. CIC Department will review and validate, if its valid, CIC number will be generated for processing further. You will also receive a notification with respect CIC number.

8. In case of any document missing or any further information required, Invoice will be returned to you for correction and resubmission, Review “1.4 Returned for correction” section for more details.
1.4 Returned for correction

1. You will receive a notification alert mail as below.

   ![Notification Image]

   Your invoice has been returned to you for corrections. Please review the comments, mark, and update the invoice.

   Just in case, if you are on the home page, click on “Notification”.

2. Login into iportal using your Vendor login credential

   ![Login Image]

   ![Notification Image]

3. Update icon will be enabled status to correct the Invoice.

   ![Update Image]
Then click on “View Supplier Invoice Details” to view the details, why the Invoice has been returned for correction.

4. Review the comment from CIC department for returning your invoice.

5. To correct the Invoice and reattached updated Invoice using below icon
6. Click on “Delete” icon to delete the previous incorrect Invoice.

7. You will receive a warning to confirm deleting the previous incorrect Invoice, Click “Yes”

8. Attach the correct Invoice using “Add Attachment” button
9. Give Title, Description and Choose the correct invoice and Click on “Apply” button

10. You will receive a confirmation for successful upload. Click “Return to CIC Submission Page”

11. Verify the details given and Click on “Submit to CIC User” to resubmit to CIC department.
12. You will receive a confirmation for successfully resubmitting.

1.5 CIC number confirmation
You will receive an email from CIC department, for accepting your Invoice.