

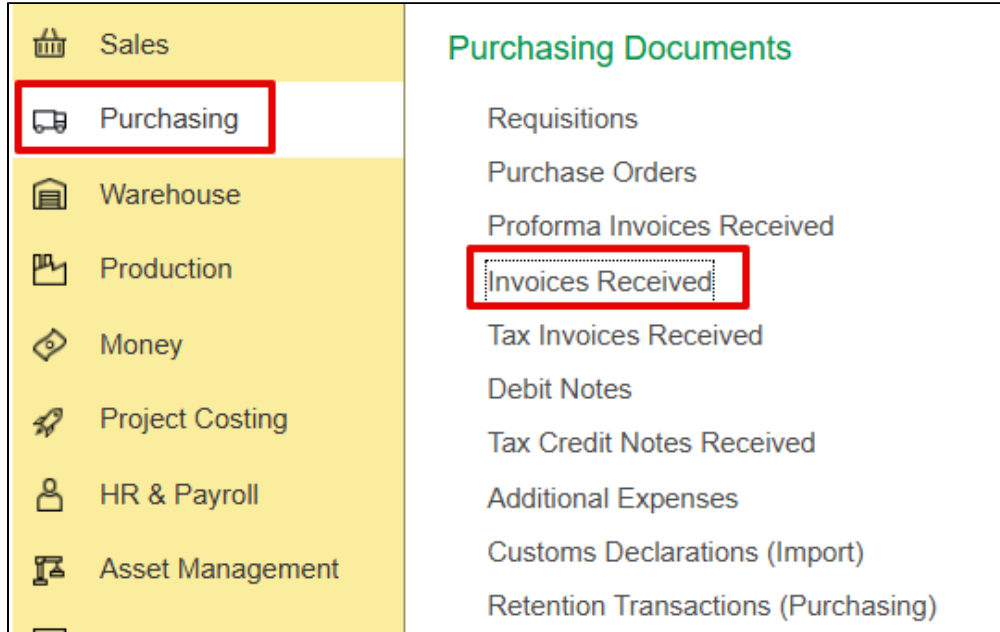
# 5.1.3.1. Invoice Received from Subcontractor

The Invoice Received document is used to record incoming invoices from subcontractors or service providers for work completed under a **Subcontractor Agreement** or **Project Contract**.

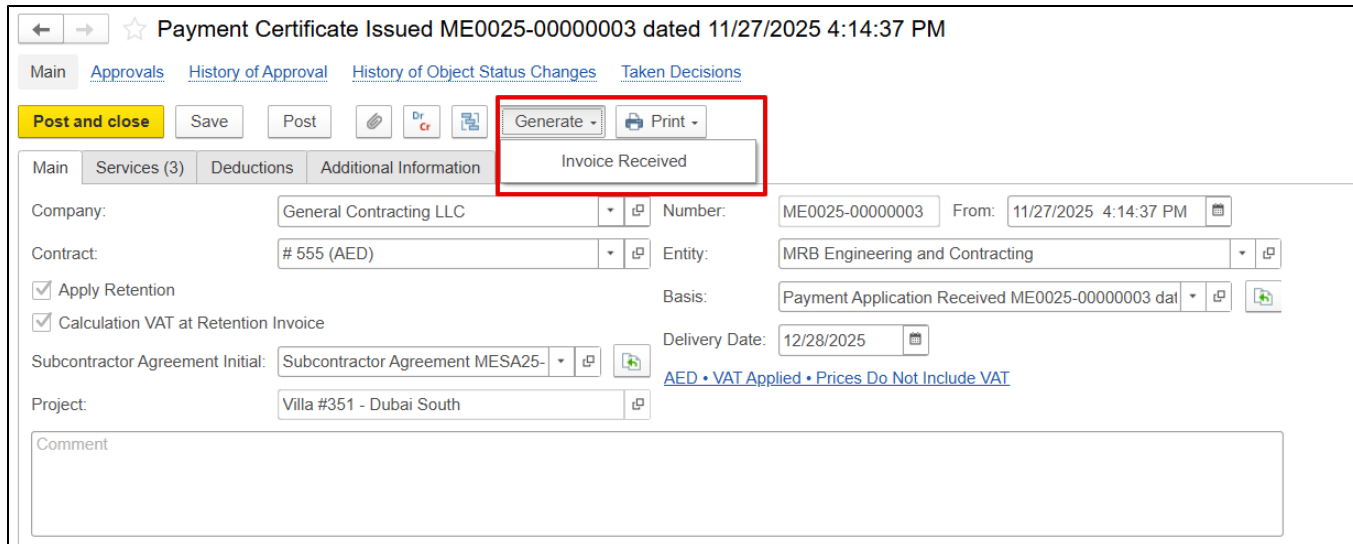
This document is primarily used for **service-based invoices**, such as subcontracted works, consulting, and professional services, excluding material inventory.

## How to create

### a) Purchasing Purchasing documents Invoice received



b) The *Invoice Received* document may also be generated directly from an issued *Payment Certificate* using the **Generate** function. This automatically imports certified work quantities, amounts, and VAT details, ensuring full alignment with the certified progress.



## Main Tab

This tab shows the basic details needed to identify and manage the invoice.

- **Company** - The company from whom the invoice was received.
- **Contract** - Refers to the contract related to the service.

- **Recognize expenses in the Payment Application received** - This field becomes enabled if it was activated at the start of the workflow, typically moving from Subcontractor Agreement Payment Application Received Payment Certificate Issued Invoice Received.
- **Apply Retention** - Enables retention deduction based on the agreement settings.
- **Ret. VAT at Retention Invoice** - Indicates that VAT on retention will be accounted for when retention is invoiced.
- **Subcontractor Agreement** - References the subcontractor agreement under which this invoice was processed.
- **Project** - Links the invoice to a specific project for cost tracking.
- **Transaction Type** - Defines the nature of the transaction: *Receipt from Vendor* for subcontractor invoices.
- **Basis** - The document from which this invoice is generated is typically a *Payment Certificate Issued*.
- **Warehouse** - Optional, used only when materials are involved (not applicable for services).
- **Regular / Progressive** - Defines the invoicing method:
  - a. **Regular** - Used for one-time or standard service invoices not linked to cumulative progress.
  - b. **Progressive** - Used for ongoing subcontractor works where the invoice is based on certified progress or cumulative quantities.
- **Comment** - Free-text field for additional notes or internal references.

**Note: The Inventory tab is not used for subcontractor service invoices received.**

## Expense Tab

The tab lists all service or subcontractor work items being invoiced.

- **Item** - Specific work or service line
- **Subcontractor WBS** - Optional code to identify work as defined by the subcontractor
- **Content** - Description of work or service performed; must align with the contract scope.
- **Agreement**
  - a. **Qty** - Agreed quantity of work or service.
  - b. **Amount** - Total contractual value = Agreement Quantity × Unit Price.
  - c. **Discount** - Discount applied to the agreed amount, if any.
- **Payment Certificate**
  - a. **Qty** - Quantity certified for the current payment period.
  - b. **Amount** - Certified amount corresponding to the approved quantity.
  - c. **%** - Percentage of the total agreement certified for payment.
- **Invoiced**
  - a. **Previous Qty** - Quantity invoiced in previous payment periods.
  - b. **Previous Amount** - Amount invoiced in previous payment periods.
  - c. **Previous %** - Percentage invoiced up to the last period.
  - d. **Current %** - Percentage invoiced in the current period.
  - e. **Cumulative %** - Total invoiced percentage to date.

Invoice Received MEIR25-0000010 dated 11/27/2025 4:15:24 PM

Main Approvals History of Approval History of Object Status Changes Taken Decisions Payment Terms Analysis Statement of Mutual Settlements

Post and close Save Post Generate - Settings Print - More actions - ?

Main Inventory Expenses (3) Deductions Payment Terms Additional Information

Add Pick Payroll Deductions Fill in by Cumulative Progress Search (Ctrl+F) More actions -

#	Item	Subcontractor WBS	Content	Agreement			Payment Certificate			Invoiced					
				Qty	Amount	Discount	Qty	Amount	%	Prev. Qty	Prev. Amount	Prev %	Current %	Cumulative %	
1	Gr.25/20 to foundation footings	Gr.25/20 to foundation footings, 3.1.1	Supplying and placing of concrete...	1.000	324.00		0.300	97.20	30.000					30.000	30.000
2	Gr.25/20 to foundation footings	Gr.25/20 to foundation footings, 3.1.4	Supplying and placing of concrete...	1.000	77.14		0.800	61.71	80.000					80.000	80.000
3	Supplying & laying A142 BRC net...	Supplying & laying A142 BRC net for...	Supplying & laying A142 BRC...	1.000	54,654.00		0.500	27,327...	50.000					50.000	50.000

> Summary

Posted Administrator

Discount: 0.00 % VAT: 1,236.87 AED

0.00 AED Total Due: 25,974.19 AED Prepayments: 0.00 AED

- **Qty** - Current claimed quantity of work or service.
- **UOM** - Unit of Measure (e.g., m<sup>2</sup>, m<sup>3</sup>, pcs).
- **Price** - Unit rate applied for invoicing.
- **Discount** - Value of discount applied to the line item.
- **Discount %** - Percentage of discount applied to the line item.
- **Amount** - Net value after applying discounts.
- **VAT%** - The applicable VAT rate for the line item.
- **Total (Before Retention)** - Gross total before applying retention deduction.
- **Retention %** - Percentage of retention applied as per contract terms.
- **Retention Period (Days)** - Duration after which the retained amount can be released.
- **Retention** - Amount withheld from the total payable for quality or performance assurance.
- **Retention VAT** - VAT calculated on the retained amount.
- **VAT Amount** - Total VAT applied to the invoice value.

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#	Item	Quantity	UOM	Price	Discount, %	Discount	Amount	VAT, %	Total (before Retention)	Retention, %	Retention Period (Days)	Retention	Retention VAT	VAT Amount
1	Gr.25/20 to foundation footings	0.300	m3	324.00			97.20	5%	102.06	10.00	365	9.72	0.49	4.37
2	Gr.25/20 to foundation footings	0.800	m3	77.14			61.71	5%	64.80	10.00	365	6.17	0.31	2.78
3	Supplying & laying A142 BRC...	0.500	m2	54,654.00			27,327.00	5%	28,693.35	10.00	365	2,732.70	136.64	1,229.72

- **Total** - Final invoice total, including VAT and after applying retention.
- **Customer Order** - Reference to the corresponding customer order linked to the transaction. Not required for Subcontractor Invoice Received.
- **Requisition** - Linked requisition document initiating the purchase or service request.
- **Project Task** - Specific project or task code associated with the invoiced work or service.
- **Project WBS** - Work Breakdown Structure code for the project.
- **Department** - The department responsible.
- **Expense Item** - Categorization of the expense.

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#	Item	Total	Customer Order	Requisition	Project Task	Project WBS	Department	Expense Item
1	Gr.25/20 to foundation footings	91.85			In Situ Concrete	Villa #351 - Dubai South, 3.1.1	Main Department	Sub Contract
2	Gr.25/20 to foundation footings	58.32			In Situ Concrete	Villa #351 - Dubai South, 3.1.4	Main Department	Sub Contract
3	Supplying & laying A142 BRC...	25,824.02			Formwork as specified	Villa #351 - Dubai South, 3.2.2	Main Department	Sub Contract

## Summary

- **Subcontractor WBS** - Work Breakdown Structure for subcontractor scope
- **Item** - Specific work/service line
- **Content** - Description of work/service performed
- **UOM** - Unit of Measure
- **Agreement**
  - a. **Quantity** - Original contract quantity
  - b. **Amount** - Contractual value
  - c. **Discount** - Any discount applied to the contract amount
- **Payment Application**
  - a. **Qty** - Quantity applied in Payment Application
  - b. **Amount** - Value applied in Payment Application
- **Payment Certificate**
  - a. **Qty** - Certified quantity for invoicing
  - b. **Amount** - Certified amount for invoicing
- **Invoiced**
  - a. **Qty** - Total invoiced quantity to date
  - b. **Amount** - Total invoiced value to date

> Summary

Subcontractor WBS	Item	Content	UOM	Agreement			Payment Application		Payment Certificate		Invoiced	
				Qty	Amount	Discount	Qty	Amount	Qty	Amount	Qty	Amount
Gr.25/20 to foundation footings, 1.1.1	Gr.25/20 to foundation footings	Supplying and placing of concrete. Gr.25/20 to foundation footings	m3	4.020	128.64		0.802	25.66	0.802	25.66	0.800	25.60
Gr.20 concrete, 1.1.3	Gr.20 concrete	Supplying and placing of Gr.20 concrete as specified to foundation...	m3	2.000	68.00		0.800	27.20	0.800	27.20	0.400	13.60

Show Summary for the Selected Row Refresh

Posted Administrator In work (changed 9/9/2025)

Discount: 0.00 % VAT: 1.76 AED  
 0.00 AED Total Due: 37.04 AED Prepayments: 0.00 AED

## Deductions Tab

The Deduction tab is used to record amounts that reduce the invoice total.

- **Item** - The deducted service, work item, or reason for deduction.
- **Content** - Description of the deduction.
- **Quantity** - Quantity applicable for the deduction.
- **UOM** - Unit of Measure for the deduction
- **Price** - Unit rate for the deduction
- **VAT %** - Applicable VAT rate
- **VAT Amount** - VAT calculated on the deduction
- **Amount** - Net value of the deduction before VAT
- **Total** - Total deduction including VAT

**Note:** VAT % and VAT Amount in this tab are for **calculation purposes only** and **will not be posted as output VAT**. Proper VAT posting can be done by issuing the **Invoice** document for subcontractor's deduction-related transactions.

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Main Inventory Expenses (3) Deductions (1) Payment Terms Additional Information

Add Search (Ctrl+F) More actions -

#	Item	Content	Quantity	UOM	Price	VAT, %	VAT Amount	Amount	Total
1	Fuel	Fuel	1.000	Litre	50.00	5%		2.50	52.50

- **Subcontractor WBS** - Work Breakdown Structure code linked to the deduction
- **GL Account** - General Ledger account for posting the deduction
- **Department** - Department responsible for or related to the deduction.
- **Business Activity** - Type of business activity associated with the deduction
- **Income Item** - Income category linked to the deduction
- **Comment** - text field for notes or explanations about the deduction

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Main Inventory Expenses (3) Deductions (1) Payment Terms Additional Information

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nt	1	Subcontractor WBS	GL Account	Department	Business Activity	Income Item	Comment
50.00	£	Supplying & laying A142 BRC net...	Other Operating Income	Main Department	Main Activity	Other Operating Income	

### Additional Information

- **In Doc #** - unique reference number assigned to a document received from an external party,
- **From Date** - Date when the invoice is issued.
- **Department** - Internal division responsible for processing or approving the invoice received.
- **Responsible** - Employee accountable for the transaction.
- **Delivery Address** - Location where the goods or services were delivered.
- **Delivery Terms** - Terms and conditions agreed upon for the delivery of goods or services.

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Post and close Save Post Generate - Settings Print -

Main Inventory Expenses (3) Deductions (1) Payment Terms Additional Information

In. Doc. #:  From:  Department:

Additional Data for Print Responsible:

Delivery Address:

Delivery Terms: