



Ref No.: ENA-GEN-19-1394E
FE PSC
Date: 25 December 2019

Reply required: Yes No

All Suppliers

Subject: ENEC Enterprise Guide to Supplier Invoice Template

Greetings,

As part of ENEC Enterprise's continuous commitment to efficiency, the organization has implemented Optical Character Recognition (OCR) technology within its electronic invoice processing (E-Invoicing) in order to improve the speed of invoice processing.

Therefore, suppliers are requested to follow the below invoice template guidelines and Section 7. E-Invoicing (Sending and Managing Invoices online) of the "Registered Supplier Guide" in the link <https://www.enec.gov.ae/registered-suppliers/>, to enable the system to successfully read the uploaded invoices and support efficient and timely payment.

General Invoice/Document Requirements

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'

Yours sincerely,

ENEC Supply Chain Management Manager

Document delivery: Email Courier Fax Hand delivered