The MOH contract, from request to invoice

One idea: a purchase request marked “MOH PR” carries its signed contract, its route (through Dubai or direct) and the Dubai company that issues the papers and invoices MOH — and everything after it walks by itself: the two legs, the papers, the clearance, the inspection at the MOH warehouse, the invoice.



Signed contract
with MOH, a CT number

→

MOH PR
the same approvals

→

Leg 1 to Dubai
then the papers in the Dubai company’s name

→

Leg 2 to Iraq
clearance after the papers

→

Inspection at MOH
then “Bill MOH”

Who reads this

The Projects desks in Dubai and Iraq, the MOH papers seat, the inspector at the MOH warehouse, the Dubai accountant and Finance.

Where

Projects → “Purchase requests”; Logistics → “MOH orders”; Finance → the project → “Contract cost” and “Letters of credit”.

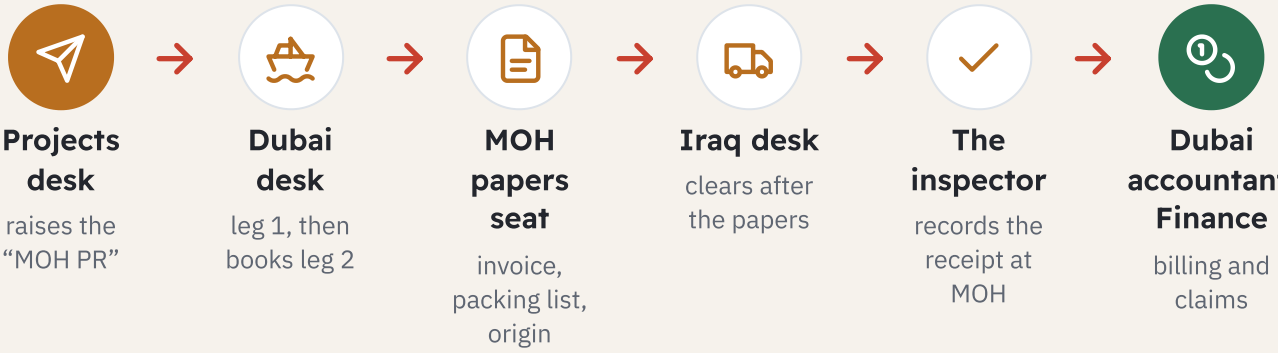
What you need

A signed MOH contract in the system, the route, the Dubai company that issues the papers, and where the goods end.

The contract first. An “MOH PR” neither saves nor sends except on a signed contract — and every cost after it is counted on that contract.

Who does what and which route

Five seats on an MOH order, two of them special: the MOH papers (today: Wazil, Dubai) and the inspection at the MOH warehouse (today: Ahmed Wadhah). Existing roles and approvals do not change.



	Through Dubai (transit)	Direct to Iraq
Shipments	Two: leg 1 vendor → Dubai Airport, closed at "Arrived Dubai, in transit"; leg 2 Dubai → Iraq	One shipment from the vendor to Iraq, followed by the Iraq desk from the start
Who books	The Dubai desk both legs; the Iraq desk is told when leg 2 is booked	The Iraq desk's usual road
The MOH papers	Open when the vendor ships; "Papers done" opens leg 2 on the Dubai desk	Open too; "Papers done" lets the Iraq desk clear the shipment
The vendor's papers	Stay on leg 1	On the one shipment
Destination	"Direct to the MOH warehouse" — no stock, the inspector's check closes the shipment · "Into our stock" — a normal store receipt, then MOH is invoiced from stock	

An MOH tender — two CEO signatures

Sales manager bid decision → **CEO** alone

Projects pricer "Send the price to the CEO" → **CEO** final price

The MOH PR — no special road

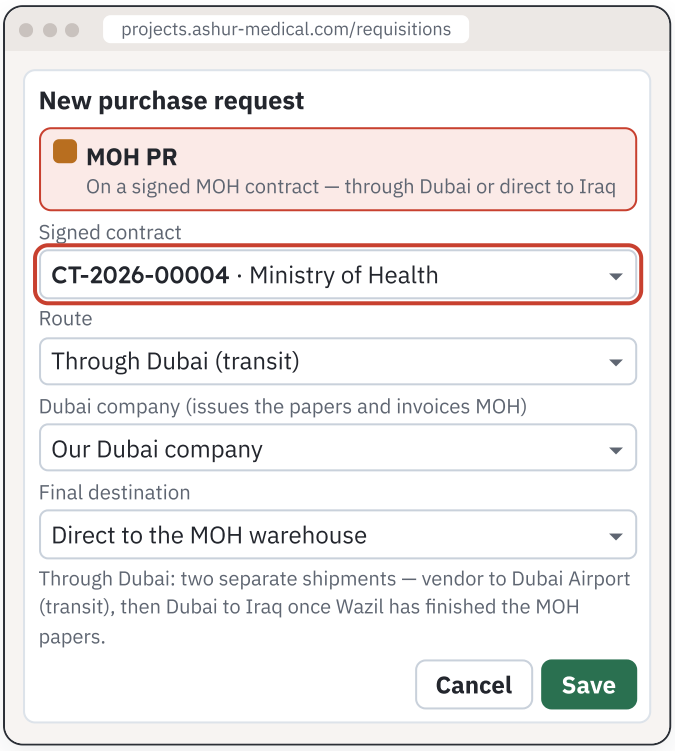
"The approvals are the same as for every purchase request." The "Purchase road" bar on the request shows every step, who it waits for and since when.

Sent for approval → **the usual PR road** as in the Purchase request guide → **PO on the contract**

The Dubai desk managers stand in for the papers seat only while he is away: no login, his Logistics door closed, or an approved leave covering today.

The MOH PR on a signed contract

In “New purchase request” there is a card “MOH PR”. Four fields, all required — the rest is a purchase request like any other.



1. Projects → “Purchase requests” → **“New purchase request”** → tick the card **MOH PR**
2. **Signed contract**: the list offers only signed or delivering contracts — “CT number · customer”.
3. **Route**: “Through Dubai (transit)” or “Direct to Iraq”. Then the **Dubai company** that issues the papers and invoices MOH.
4. **Final destination**: “Direct to the MOH warehouse” or “Into our stock” + “Which store”. Then the lines as usual and **“Save”** then **“Send for approval”**

What the system refuses

“MOH PR: choose the signed contract” · “choose the route” · “choose the Dubai company…” · “choose the final destination” · “Into our stock: choose the store”

On send: the request’s contract is not signed → it does not go.

On the request page

A box “MOH PR” under Details: signed contract, route, Dubai company, final destination — and the live “Purchase road”.

After the purchase order

The PO is made as usual, tied to the contract, and appears in Logistics → “MOH orders” with its legs.

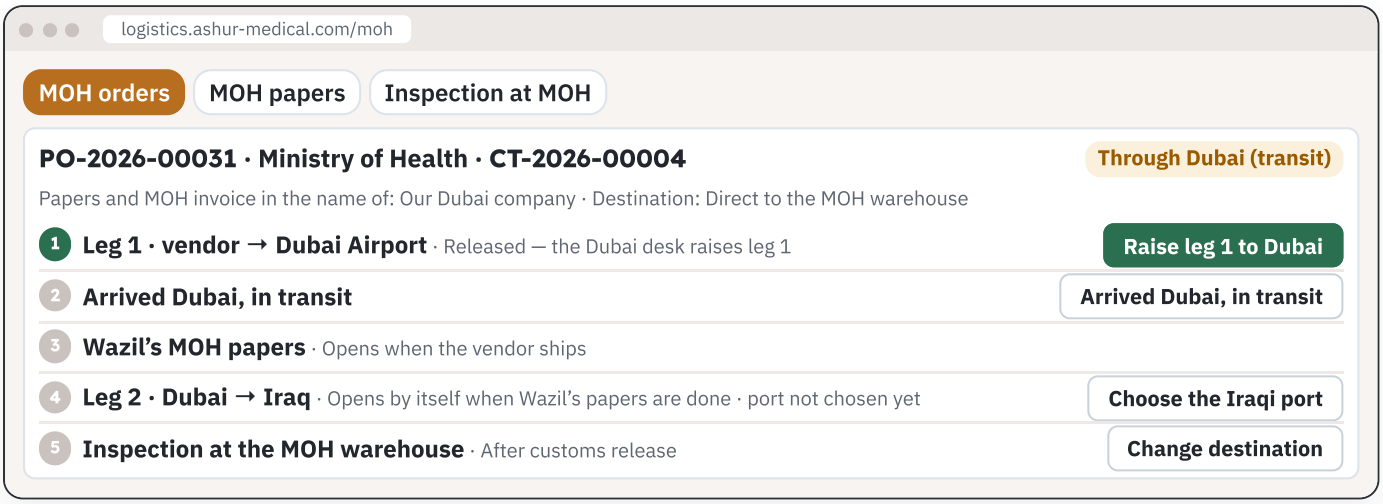
MOH warehouse or our stock?

“The goods never enter our stock: our team checks them at the MOH warehouse” — or “The goods enter the chosen store as normal stock, and MOH is invoiced later from stock”.

The approvals are the same as for every purchase request. No extra step, no new signer — just four fields that make everything after the order walk by itself.

The MOH order and leg 1 to Dubai

Logistics → “MOH orders”: one card per order with its steps. The Dubai desk presses “Raise leg 1 to Dubai” once the Dubai accountant releases the order; on arrival “Arrived Dubai, in transit” closes the leg.



1. **“Raise leg 1 to Dubai”** — the mode, and “Expected departure (ETD) — if you know it”, then **“Raise leg 1”**
2. Leg 1 is an ordinary Logistics shipment: freight offers, booking, the vendor papers — but no Iraqi port, no customs, no store.
3. On arrival: **“Arrived Dubai, in transit”** — “Leg 1 closes here. The goods wait in Dubai; leg 2 to Iraq opens when Wazil’s papers are done.”

No orders yet?

“No MOH orders yet. They appear here once an MOH PR has become a purchase order.”

Who presses

“Leg 1 to Dubai is raised by the Dubai desk” and “The Dubai desk books leg 2” — the system’s messages to anyone outside the Dubai desk.

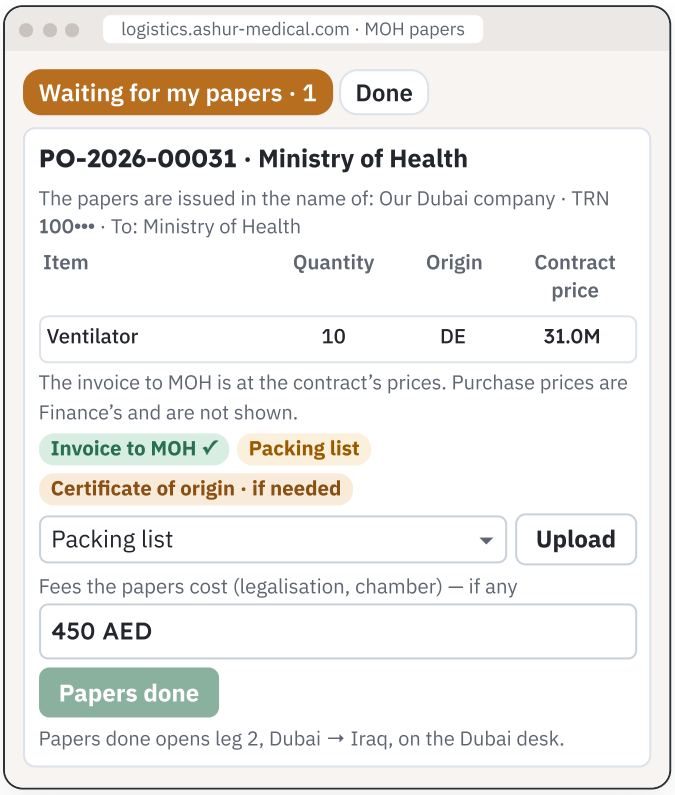
On the shipment page

The card “MOH leg 1 of 2: vendor → Dubai Airport (transit)” reminds you that the vendor papers are on leg 1.

No stock in Dubai. The goods are in transit at the airport; what changes is the papers — and without them leg 2 does not move.

The MOH papers one seat, one screen

The MOH papers seat opens Logistics on one page: “Your MOH papers”. For each order: the invoice to MOH and the packing list, and if needed the certificate of origin — in the chosen Dubai company’s name.



1. The bell: a task opens when the vendor ships an MOH order. Open “Waiting for my papers”.
2. The items with quantities, contract price and origin, and “The vendor’s papers” on his shipment — to write from.
3. Pick the type, then **“Upload”**: Invoice to MOH, Packing list, Certificate of origin, Other paper. Write the fees if any.
4. **“Papers done”** — enabled only after the invoice and the packing list are uploaded. The order moves to “Done” with “By” and “Fees”.

Refused to anyone but the seat: “The MOH papers are Wazil’s to upload.” — and before the invoice: “Upload the invoice to MOH (in the Dubai company’s name) first.”

What the seat sees, only

The MOH papers alone: his orders, the contract items at contract price, the vendor papers. No other shipments, no purchase prices, no other offices.

While he is away

The Dubai desk managers stand in — no login, door closed, or approved leave today. Otherwise the papers are his.

The fees follow the contract

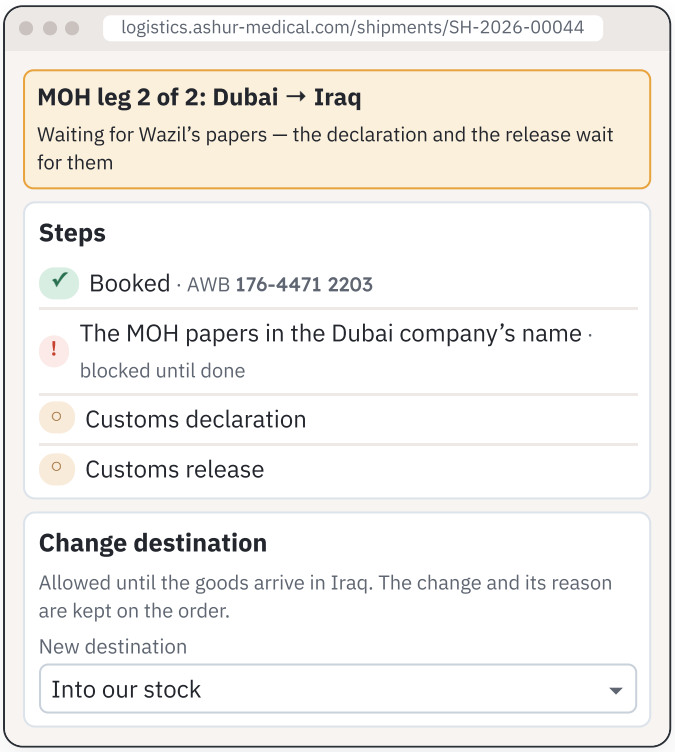
In Finance → “Contract cost” the row “Wazil’s papers and fees”, in its currency.

The invoice to MOH is at the contract’s prices. Purchase prices never appear here — they stay with Finance.

Leg 2 and the clearance waits for the papers

"Papers done" opens leg 2 by itself. The Dubai desk chooses the Iraqi port and books it with a new AWB; the port's desk is told when it is booked and clears it. The declaration and the release do not move before the papers.

Arrived Dubai, in transit → **Wazil's papers done** → Choose the Iraqi port → Booked — the Iraq desk told → Customs release



1. On the order card: **"Choose the Iraqi port"** — "Entry point". "Leg 2 goes from Dubai to this port with a new AWB."
2. The Dubai desk books leg 2 as an ordinary shipment; the port's desk is told when it is booked and follows the clearance.
3. Papers not done? The step is red: "Waiting for Wazil's papers". The system refuses the declaration: the MOH invoice and packing list are not done yet, so the clearance cannot go ahead.
4. **"Change destination"** is the Iraq desk's only, until arrival, with a "Reason" — kept on the order.

The direct route

One shipment "MOH order, direct to Iraq"; the papers open when the vendor ships, and "Papers done" lets the Iraq desk clear it.

The nearing alert

Goods nearing Iraq with the papers not done? The Dubai desk and the papers seat are alerted.

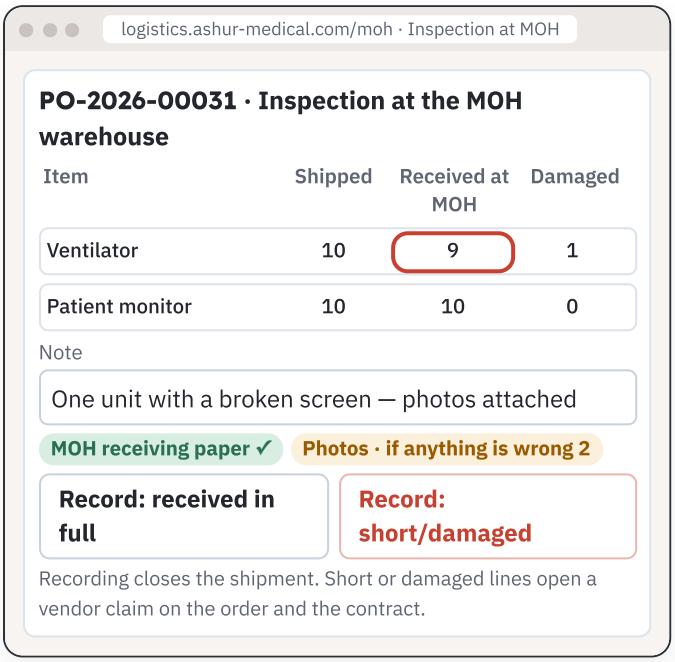
The cost of both legs

Freight, clearance, port and transport on both legs land in "Contract cost": "Freight (both legs)", "Clearance, port and transport".

⚠ **No declaration before the papers.** If the step turns red, the fix is with the papers seat — not at customs.

The inspection at the MOH warehouse

After customs release the goods go to the MOH warehouse, not our stock. The inspector (today: Ahmed Wadhah) records line by line what was received and what is damaged, with the MOH receiving paper; that record closes the shipment.



1. The “Inspection at MOH” tab shows to the inspector only: a delivery appears once it is released from customs.
2. Per item: “Received at MOH” and “Damaged”. Upload the **MOH receiving paper** — without it: “Upload the MOH receiving paper first.”
3. **“Record: received in full”** or **“Record: short/damaged”** — the second needs photos or a note that says what is wrong.
4. Destination “Into our stock”? No inspection here: a normal store receipt — “Received into the store as normal stock”.

Short/damaged a vendor claim VC-… → **Dubai accountant told** “Vendor claim opened”, in Finance →

On the contract “Possible MOH penalty”

The inspector only

“The inspection at the MOH warehouse is Ahmed Wadhah’s to record.” — an administrator can too; the seat is changed in settings.

Received in full

Closes the shipment; the card reads “Received in full”, and in Finance “Bill MOH for this delivery” is ready.

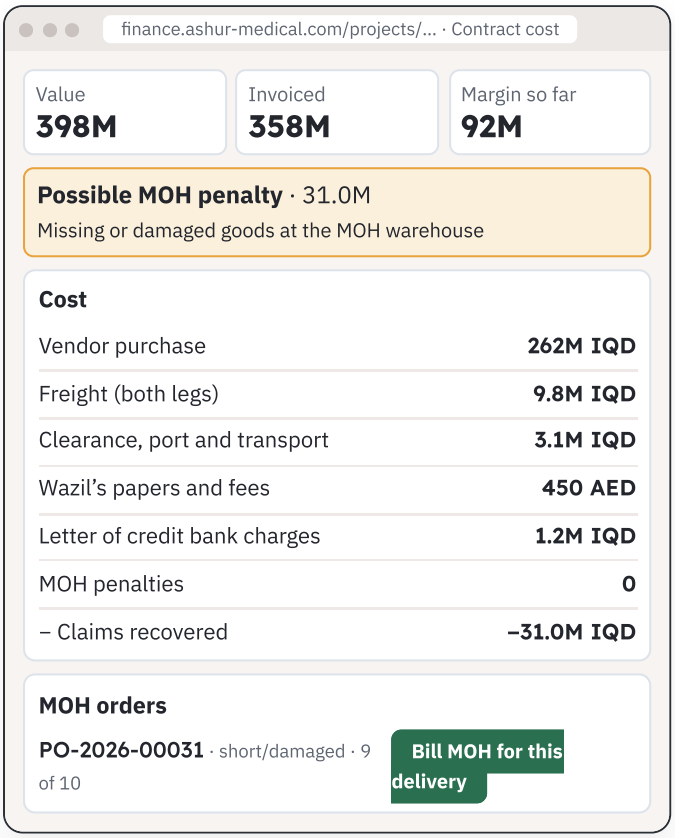
Vendor claims

Finance → “Vendor claims”: “Sent to the vendor” → “The vendor answered” → “Settle” (credit / replacement / refund) or “Rejected by the vendor”.

Short or damaged without a photo is not recorded. “Short or damaged: add photos or a note that says what is wrong.” — the photo is our case before the vendor and MOH.

Contract cost and the invoice to MOH

Finance → the project → "Contract cost": value, invoiced, every cost by type and currency, claims and penalties, and the margin. From here MOH is billed for every inspected delivery.



1. After the inspection (full or short): **"Bill MOH for this delivery"** — "Suggested: what MOH accepted at the contract's prices", then **"Bill"**
2. "A milestone is added to this project and billed now, in the books of the project's company — which must be the Dubai company chosen on the MOH PR." Then: "Billed".
3. "Vendor claims and MOH penalties": the claim from opened to "Settled" with "How it was settled" and "Amount recovered".
4. MOH imposed a penalty? **"Record an MOH penalty"** — amount, currency, reason and "Next to the claim (optional)".

Who may

"Vendor claims are Finance's and the Dubai accountant's." "Penalties are recorded by Finance or the Dubai accountant." Billing is the Finance keepers'.

Into our stock?

"Into stock: MOH is invoiced from the store as usual" — no billing button here.

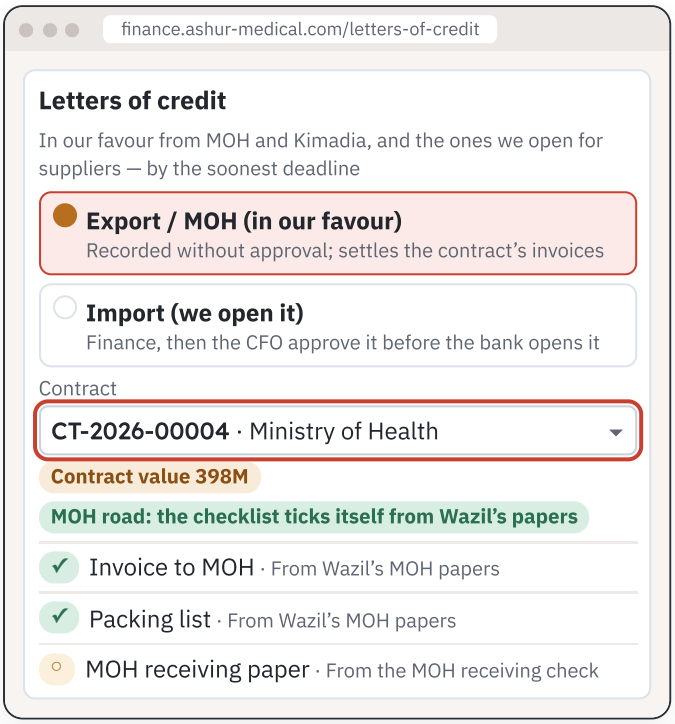
Service enters the cost

A service contract names "Sales contract (CT number) — optional"; then service visits, field expenses and spare parts count on the contract.

Margin so far — each currency apart. Dinar, dirham and dollar are never summed into one figure; read the rows.

The letter of credit in our favour

An MOH contract settles by letter of credit. Finance records it on the contract with no approval, and its document checklist ticks itself from the MOH papers and the receiving check.



1. From the contract in Projects: the "Letters of credit" card → **"Ask Finance to record the LC"**
2. In Finance → "Contract cost" → **"Record a letter of credit for this contract"** — direction "Export / MOH (in our favour)" and the contract.
3. The checklist ticks itself: the invoice and packing list from the MOH papers, the receiving paper from the inspection, the rest "Ticked by Finance".
4. "MOH orders on the contract" show on the LC with "papers done". The unused balance and "Expires" sit on the board.

From tender to contract

A contract from a tender with sector "MOH" is created with settlement "letter of credit", sector MOH and bond "Needed" — automatically.

Import differs

An LC we open for a vendor: Finance, then the CFO approve before the bank opens it. Not this guide's subject.

The cost

"Letter of credit bank charges" is a row in the contract cost, and "Cash margin tied up" sits on the LC board.

Choose the customer who opens the LC in our favour (MOH, Kimadia...). — the system's message if you forget; an LC without its customer is not saved.

An MOH tender and the CEO

Sector “MOH” on a tender changes the signing road: the CEO alone signs the bid decision, then the final price before submission. The rest is as in the Tenders guide.

New tender
Sector: “MOH”

→

CEO
signs the bid decision

→

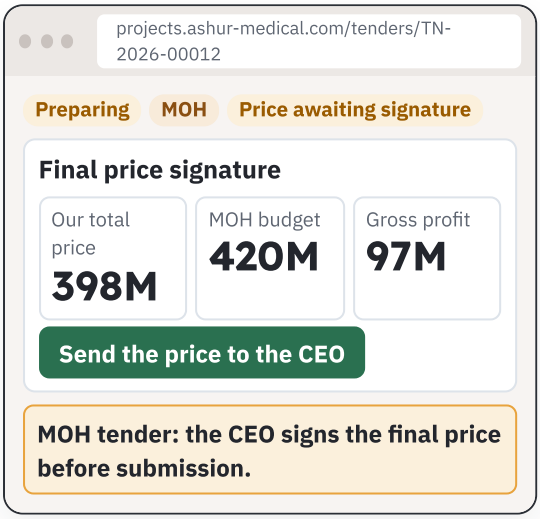
Pricing sheet
“MOH budget” per item

→

CEO
signs the final price

→

Submit the bid
at the signed price



1. In “New tender” choose “Sector”: **MOH** (or “From the issuer” when its account is the ministry).
2. **“Request participation decision”** → one request to the CEO in the decision window.
3. The “Pricing sheet” with the column “MOH budget / unit”; then **“Send the price to the CEO”**; rejected? **“Send the price again”**
4. **“Submit the bid”** shows the “Signed price” — and never submits an unsigned one.

Price not signed → Price awaiting signature → Price signed

Won → the contract carries the MOH terms

“Create the contract” from the tender: sector MOH, settlement “letter of credit”, bond “Needed”, and the issuer becomes the contract’s customer.

Then the MOH PR

Contract signed → “New purchase request” → “MOH PR” with its contract, route and Dubai company — page 3.

Bonds as usual

Bid and performance bonds: office Finance → CFO, as in the Tenders and Bonds guides.

Two CEO signatures, not three and not one. The bid, then the price — and neither passes through the CFO.

Questions that come up

What gets asked in the first week — and the answer as the system gives it.

Question	Answer
My contract is not in "Signed contract".	The list offers only "signed" or "delivering" contracts. Sign the contract in Projects first — an MOH PR does not save on an unsigned one.
Does the MOH PR have its own approvals?	No. "The approvals are the same as for every purchase request." The four fields change what happens after the order, not the approvals.
The goods are in Dubai and leg 2 will not open.	It opens by itself on "Papers done". Open "MOH papers": invoice and packing list uploaded? The button works only after both.
The papers seat is on leave — who uploads?	The Dubai desk managers stand in only while he is away: no login, door closed, or an approved leave covering today.
Customs declaration is refused.	"Waiting for Wazil's papers: the MOH invoice and packing list in the Dubai company's name are not done yet, so the clearance cannot go ahead." The fix is with the papers seat.
A broken unit reached the MOH warehouse.	The inspector writes "Damaged" on the line, uploads photos, then "Record: short/damaged". A vendor claim opens, the Dubai accountant is told in Finance, and "Possible MOH penalty" shows on the contract.
When do we bill MOH?	After the inspection is recorded: "Bill MOH for this delivery" in the contract cost, suggested "what MOH accepted at the contract's prices", in the chosen Dubai company's books. Into our stock? From the store as usual.
Where do I see the whole contract cost?	Finance → the project → "Contract cost"; the CEO sees it in his cockpit. Service enters it when the service contract names "Sales contract (CT number)".

What arrives by itself

The papers task when the vendor ships; the Iraq desk told when leg 2 is booked; the vendor claim in Finance; the nearing alert without papers.

Three systems, one order

Projects raises the request; Logistics walks the legs, papers and inspection; Finance bills, claims and records the LC.

Changed the destination?

The Iraq desk only, until arrival, with a reason — kept on the order, and the last step (inspection or store receipt) follows it.

An answer not here? The "Feedback" button on any page — say what happened, with a picture of the screen.

MOH flow rules and help

What makes every MOH order seen and counted on its contract — and where to get help.

The golden rules

- No MOH PR except on a contract signed in the system
- Leg 1 closes in Dubai: “Arrived Dubai, in transit”
- “Papers done” before any customs declaration
- Short or damaged → a vendor claim the same day
- Route, Dubai company and destination are chosen on the request day, not later
- The papers in the Dubai company’s name and at contract prices
- The inspection at MOH line by line, with the receiving paper and photos
- Bill MOH for every inspected delivery — in the Dubai company’s books

If you need help

The Feedback button

Something broken? Tap it, say what happened, with a picture of the screen

The Dubai desk

For both legs and the booking, and for the papers while their seat is away

The Dubai accountant and Finance

For billing, claims, penalties and the LC

The system administrator

To change the papers or inspector seat, or for a temporary password

Your first week

- [ ] Open Logistics → “MOH orders” and read one order card
- [ ] Papers seat: upload an invoice and a packing list, press “Papers done”
- [ ] Inspector: record one receipt in full with the MOH paper
- [ ] Raise one MOH PR on a signed contract and watch the “Purchase road”
- [ ] Dubai desk: choose the Iraqi port and book leg 2
- [ ] Finance: open “Contract cost” and bill MOH for one delivery

If it is not in the system... it did not happen. An MOH order without its papers does not cross, and without its inspection is not billed.