



Supplier Portal - Creating Invoices

User Manual

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Create Invoice

02

View Receipts

03

View Payments

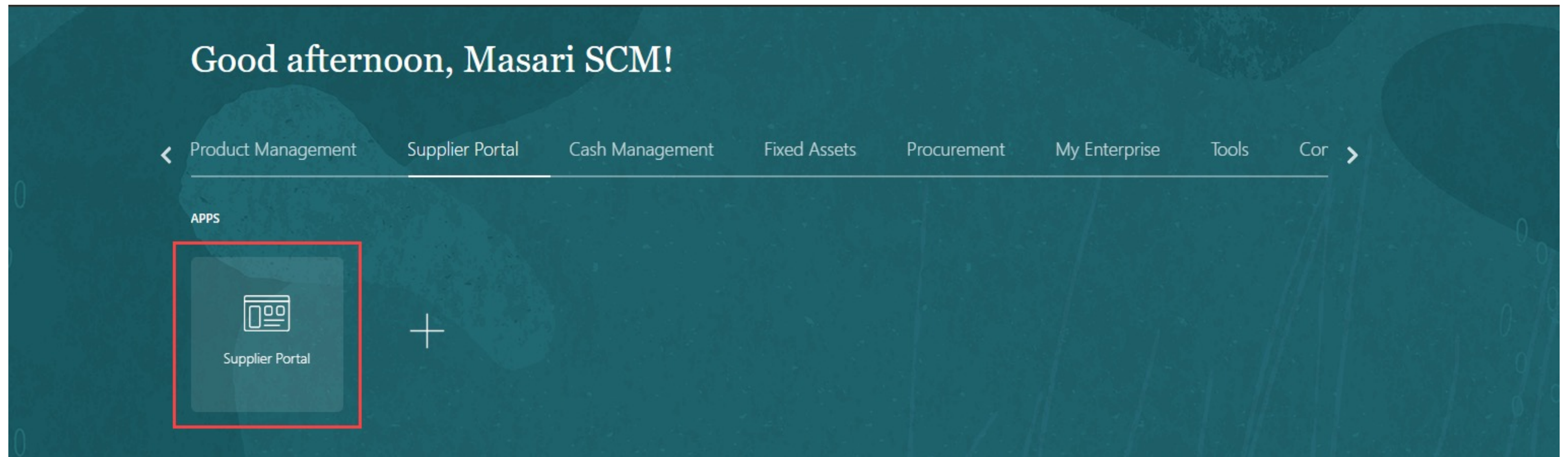
04

View Orders

Create Invoice

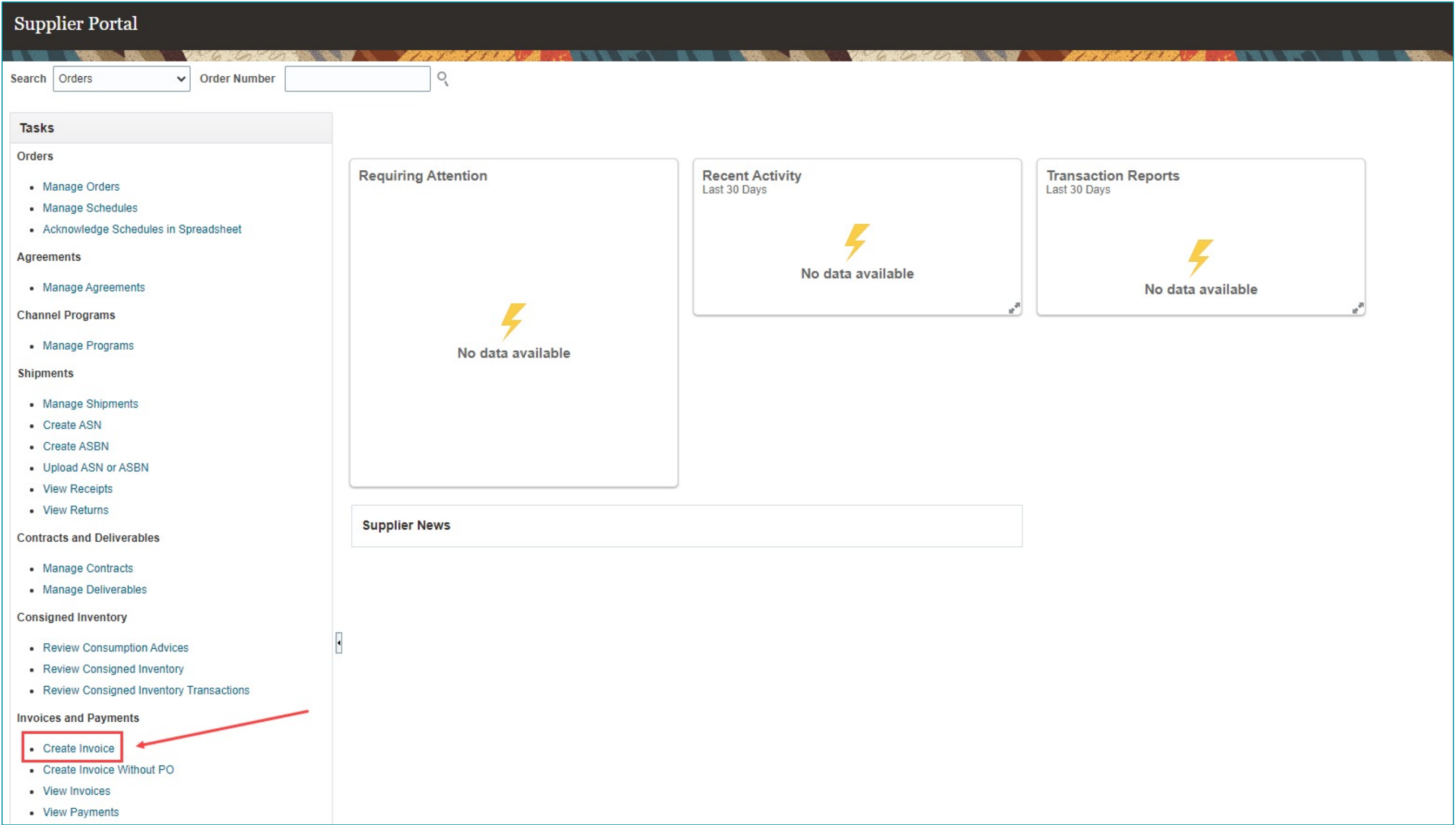
To create an invoice:

1- Supplier portal → Supplier portal.



Create Invoice

2- Supplier portal → Payment and Invoices → Create Invoice.



Create Invoice

3- Identify the PO → Fill in all the Fields.

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

* Identifying PO

Supplier

Taxpayer ID

Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

Tax Control Amount

* Number

* Date

Type

Invoice Currency

Payment Currency

Customer

Customer Taxpayer ID

Name

Address

Lines

View + × Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
		* Number	* Line	* Schedule	Number	Line									
No data to display.															
Total															

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
No data to display.								

Create Invoice

4- In Line → Select and Add.

Customer

* Customer Taxpayer ID

1234567890

▼

Name

THC Legal Entity

Address

Lines

View ▼

+

×

Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
No data to display.												
Total												

Summary Tax Lines

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5- Search on PO → Select the Line to be Invoiced → Apply → Ok.

Select and Add: Purchase Orders

Search

Advanced

Saved Search

** At least one is required

** Purchase Order

PO-210007

** Consumption Advice

** Creation Date

dd/mmm/yyyy h:mm a

Search

Reset

Save...

Search Results

View

Detach

Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO-210007	1	1				LAPTOP	HQW - Head Quart...	1

Apply

OK

Cancel

Create Invoice

6- Submit.

Create Invoice ?

Identifying PO

PO-210039

Supplier

AppsPro

Taxpayer ID

Supplier Site

Main Site

Address

Riyadh, Riyadh, SAUDI ARABIA

Supplier Tax Registration Number

Remit-to Bank Account

XXXXXXXX0001

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments

None +

Tax Control Amount

Invoice Actions

Save

Save and Close

Submit

Cancel

* Number

55

* Date

23/Nov/2021

Type

Invoice

Invoice Currency

SAR - Saudi Riyal

Payment Currency

SAR - Saudi Riyal

Customer

View Receipts

To view receipts:

Supplier portal → Supplier portal → View Receipts.

View Receipts

Search

** Receipt

Organization

* Purchase Order

Supplier Item

Advanced

Saved Search

All Receipts

** At least one is required

** Shipment

** Item

** Receipt Date

22/Nov/2020

-

22/Nov/2021

Search

Reset

Save...

Search Results

View

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	14/Nov/2021 3:...	Technical Hang...			PO-210034				Main Site
9	3/Nov/2021 3:0...	Head Quarter W...			PO-210014				Main Site
8	14/Nov/2021 3:...	Technical Hang...			PO-210033				Main Site
8	3/Nov/2021 3:0...	Head Quarter W...			PO-210020				Main Site

View Payments

To view Payments:

Supplier portal → Supplier portal → View Payments.

View Payments

Search

** Payment Number

Payment Status

Payment Amount

** Supplier

Supplier Site

Payment Date

Advanced

Saved Search

All Payments

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
7	14/Nov/2021	Quick	4444	AppsPro	Main Site	1,150.00 SAR	Negotiable	XXXXXXXX0001
26	14/Nov/2021	Quick	555	AppsPro	Main Site	2,750.00 SAR	Negotiable	XXXXXXXX0001
23	8/Nov/2021	Quick	1279555	AppsPro	Main Site	20,000.00 SAR	Negotiable	XXXXXXXX0001
24	7/Nov/2021	Quick	1279555	AppsPro	Main Site	9,000.00 SAR	Negotiable	XXXXXXXX0001

View Orders

To view orders:

Supplier portal → Supplier portal → Manage Order.

Manage Orders ?

Don

Headers

Schedules

Search

Sold-to Legal Entity

Bill-to BU

Supplier Site

Advanced

Manage Watchlist

Saved Search

All Orders

Order

Status

Include Closed Documents

No

Search

Reset

Save...

Search Results

Actions

View

Format

Freeze

Detach

Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
<div>PO-210040</div>	21/Nov/2021		Main Site	kirollos safwat	50,000.00	SAR	Open		21/Nov/2021
<div>PO-210038</div>	21/Nov/2021		Main Site	kirollos safwat	1,000.00	SAR	Open		21/Nov/2021
<div>PO-210033</div>	14/Nov/2021		Main Site	kirollos safwat	4.00	SAR	Closed for R...		14/Nov/2021
<div>PO-210032</div>	13/Nov/2021		Main Site	kirollos safwat	100.00	SAR	Closed for R...		13/Nov/2021

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Thank You,



Supplier Portal

DO.070

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Version:	v1.0	إصدار رقم:

Name	Position	Signature

1 DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference

1.2 Reviewers

Name	Position

1.3 Distribution

Copy No.	Name	Location
V1.0	SBF Project library	Riyadh
V1.0	Appspro Project library	Riyadh

Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.

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1.3	Distribution.....	2
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4.1	Open Issues:	9
4.2	Closed Issues:	9

1 SBF SUPPLIER PORTAL INTRODUCTION:

Oracle Supplier Portal System Considered part of the Purchasing and financial system.

The Supplier System aims to simplify the supplier registration procedures with National Security Services company through a Dynamic and SBF solutions for supplier management.

Supplier portal enables interaction through a smarter supplier system. It is a browser-based solution based on self-service suppliers that offers a fully approach to supplier management by removing communication barriers between efficient employees and suppliers through the interactions between them. The system also allows suppliers to follow up on their claims, participate in Negotiations proposed by the National Security Services, and follow up on submitted invoices.


















1.1 Purpose:

This document is the User Manual of the SBF Supplier Portal describing the functionality provided by the system designed to provide documentation for the users [SBF Suppliers and SRM] of this module.

This procedure covers the following functional areas:

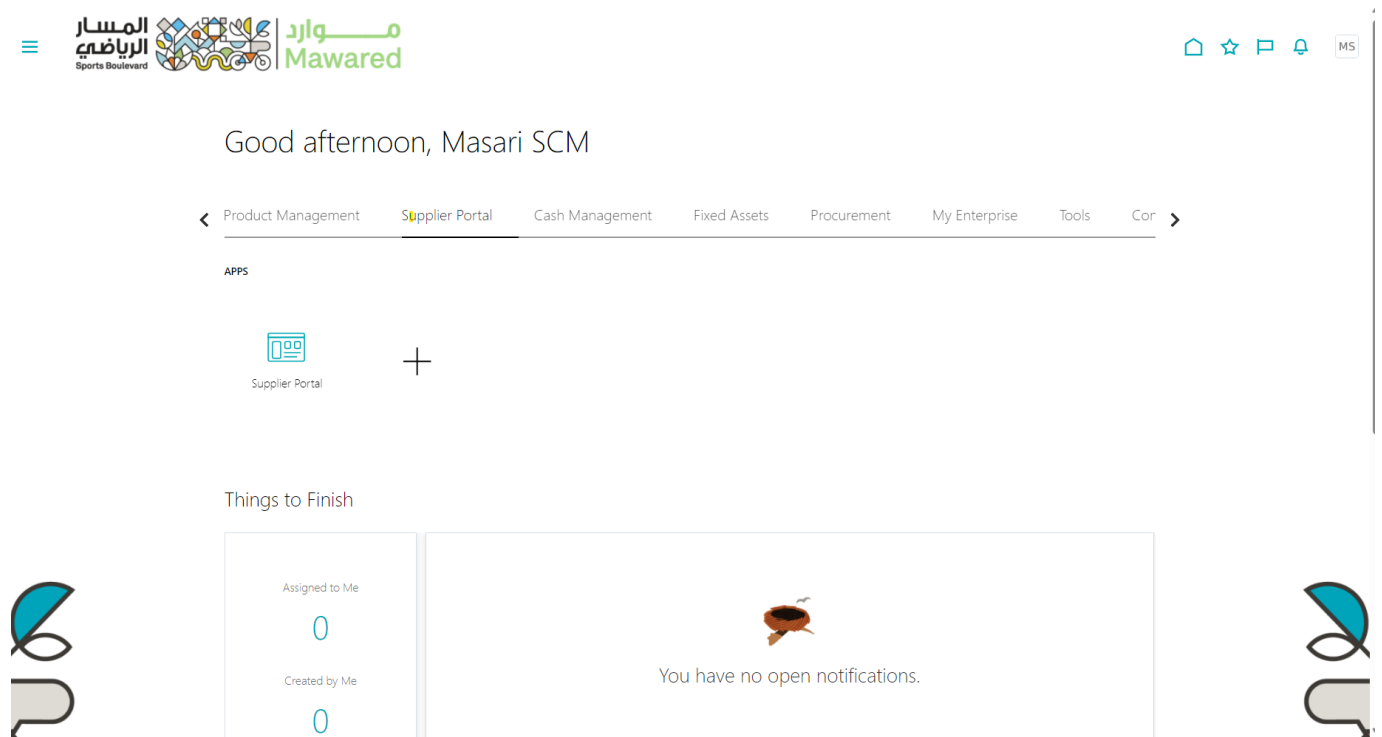
- Supplier Participating in active RFPs to SBF supplier portal.


1.2 Toolbar Function:

<div> <div>Actions ▾</div> <div>View ▾</div> <div>Format ▾</div> <div>+</div> <div></div> <div></div> <div></div> <div></div> <div></div> <div> Freeze</div> <div> Detach</div> <div> Wrap</div> </div>	
Function	Description
Action	Drop list for more actions
View	Show the columns
Format	Resize the columns
	Add
	Duplicate
	Edit
	Delete
	Export to Excel
	Query By Example
 Freeze	Freeze The columns
 Detach	Detach the columns
 Wrap	Warp the columns

2 SBF SUPPLIER Participating in active RFPs

- Select: Supplier Portal



- 

مؤارد

Mawared

[Home](#)
[Star](#)
[List](#)
[Bell](#)
MS

Supplier Portal

Search Orders Order Number

Tasks

Orders

 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet

Agreements

 - Manage Agreements

Channel Programs

 - Manage Programs

Shipments

 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN

Consigned Inventory

 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions

Invoices and Payments

 - Create Invoice
 - View Invoices
 - View Payments

Negotiations

 - View Active Negotiations
 - Manage Responses

Submission Performance

Requiring Attention

Last 30 Days

⚡

No data available

Recent Activity

Last 30 Days

⚡

No data available

Transaction Reports

Last 30 Days

⚡


No data available

Supplier News

SBF عزيزي / مورد


بعد التحية

نود إفاذتكم بأن تم تحديث المنتجات والخدمات الموجودة على بوابة الموردين وذلك تماشياً مع متطلبات SBF وتسهيلاً للموردين باختيار المنتج أو الخدمة ذات الصلة بنشاطه التجاري أو الخبرات السابقة. لذا نأمل منكم الدخول على حسابكم وتحديث

- 

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مـوارد

Mawared

Home
Favorites
Logout
MS

Active Negotiations

[Manage Watchlist](#)
Saved Search

Open Invitations ▼

** At least one is required

Time Zone Arabia Standard Time

**** Negotiation**

**** Title**

**** Negotiation Close By**

**** Invitation Received**

Response Submitted

Negotiation Open Since

Actions ▼ View ▼ Format ▼

☐ Freeze ☒ Detach ☐ Wrap

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
Columns Hidden 4									

- Enter Negotiations


Search Results

ActionsViewFormatFreezeDetachWrapAccept TermsAcknowledge ParticipationCreate Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
RFQ-00007	11111	RFP	8 Days 21 Hours	27/Mar/2024 11:...	1		0		

Columns Hidden 4

- Enter: Action
- Select View
- Select View Attachments



RFP: RFQ-00007

Currency = Saudi Riyal

Title11111

StatusActive (Locked)

Time Remaining8 Days 21 Hours

Table of Contents

Overview

Requirements

Lines

Expand All

General

Terms

Messages

Create Response

Actions

Done

Open Date12/Mar/2024 12:23 PM

Close Date27/Mar/2024 11:47 AM

BuyerFahad Jraes

OutcomeBlanket Purchase Agreement

AttachmentsNone

View PDF



View Attachments

Respond

Analyze

View

- Enter: Action
- Select Actions
- Select Create Response



RFP: RFQ-00007

Currency = Saudi Riyal

Title11111

StatusActive (Locked)

Time Remaining8 Days 20 Hours

Table of Contents

Overview

Requirements

Lines

Expand All

General

Terms

Messages

Create Response

Actions

Done

Open Date12/Mar/2024 12:23 PM

Close Date27/Mar/2024 11:47 AM

BuyerFahad Jraes

OutcomeBlanket Purchase Agreement

AttachmentsNone

Create Response

Respond

Analyze

View

4 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

4.1 Open Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

4.2 Closed Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date



Profile Editing User Guide

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1

Editing Bank Iban



01 Payments

Payments Login

- Login by username and password
- Go to Manage Profile



Supplier Portal

• Acknowledge schedules in spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advice
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications

Company Profile

- Manage Profile

Requiring Attention

1

4

3

Schedules Overdue or Due Today

Questionnaires

Recent Activity

Last 30 Days

No data available

Transaction Reports

Last 30 Days

No data available

Supplier News

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بعد التحية

نود إفاذككم بأن تم تحديث المنتجات والخدمات الموجودة على بوابة الموردين وذلك تماشياً مع متطلبات SBF وتسهيلاً للموردين باختيار المنتج أو الخدمة ذات الصلة بنشاطه التجاري أو الخبرات السابقة. لذا نأمل منكم الدخول على حسابكم وتحديث المنتجات والخدمات من القائمة الجديدة مع مراعاة أن يكون التحديث طبقاً لما هو موجود بالسجل التجاري أو تقديم المستندات التي تدعم اختيار المنتج أو الخدمة على سبيل المثال (عقود ، أوامر شراء ، شهادات إنجاز ، ... إلخ) مع الأخذ بالاعتبار بأن هذا التحديث ضروري جداً حيث أن عدم تحديث المنتجات أو الخدمات يؤدي إلى عدم دعوة المورد في أي مشروع له علاقة بأي من هذه المنتجات والخدمات.

ملاحظة: لا تنس إرسال طلبك بعد الضغط على "مراجعة التعديرات" ثم الضغط على "إرسال"

Payments Edit

- Click Edit



- Go to Payments



Change Description

Organization Details Tax Identifiers Addresses Contacts **Payments** Business Classifications Products and Services

Payment Methods		Bank Accounts	
Default	Payment Method	From Date	To Date
		02/Oct/2008	dd/mmm/yyyy
		02/Oct/2008	dd/mmm/yyyy
		01/Feb/2022	dd/mmm/yyyy

Payments Edit

Click the “+”

Edit Profile Change Request: 84003

Delete Change Request

Review Changes

Save

Save and Close

Cancel

Change Description

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

Business Classifications

Products and Services

Payment Methods

Bank Accounts

Actions

View

Format

+

Freeze

Wrap

Primary	Account Number	IBAN	Currency	Bank Name
<div>✓</div>				

Columns Hidden: 8

- Enter the data and OK.

Create Bank Account

Enter account number or IBAN unless account number is marked as required.

* Country

Account Number

Bank Name

Bank Branch

☐ Allow international payments

Additional Information

Account Name

Alternate Account Name

Account Suffix

From Date 15/Nov/2023

Inactive On

IBAN

Currency

Check Digits

Account Type

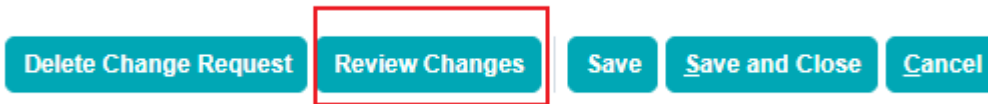
Description

Create Another

OK

Cancel

- Click Review Changes.



- Click Submit





Profile Editing User Guide

For Adding Contacts and Attachments



Contact Edit

Adding new contacts



Contact Edit

- Login by username and password
- Go to Manage Profile

Supplier Portal

- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASBN
- Upload ASN or ASBN
- View Receipts
- View Returns

Consigned Inventory

- Review Consumption Advises
- Review Consigned Inventory
- Review Consigned Inventory Transactions

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Active Negotiations
- Manage Responses

Qualifications

- Manage Questionnaires
- View Qualifications
- **Company Profile**
- **Manage Profile**

Requiring Attention

1 4 3

■ Schedules Overdue or Due Today ■ Questionnaires

Recent Activity
Last 30 Days

No data available

Transaction Reports
Last 30 Days

No data available

Supplier News

عزيزي / مورد SBF

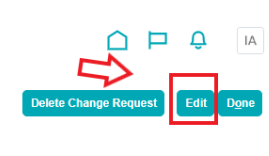
بعد التحية

نود إفادتكم بأن تم تحديث المنتجات والخدمات الموجودة على بوابة الموردين وذلك تماشياً مع متطلبات SBF وتسهيلاً للموردين باختيار المنتج أو الخدمة ذات الصلة بنشاطه التجاري أو الخبرات السابقة. لذا نأمل منكم الدخول على حسابكم وتحديث المنتجات والخدمات من القائمة الجديدة مع مراعاة أن يكون التحديث طبقاً لما هو موجود بالسجل التجاري أو تقديم المستندات التي تدعم اختيار المنتج أو الخدمة على سبيل المثال (عقود ، أوامر شراء ، شهادات إنجاز ، ... الخ) مع الأخذ بالاعتبار بأن هذا التحديث ضروري جداً حيث أن عدم تحديث المنتجات أو الخدمات يؤدي إلى عدم دعوة المورد في أي مشروع له علاقة بأي من هذه المنتجات والخدمات.

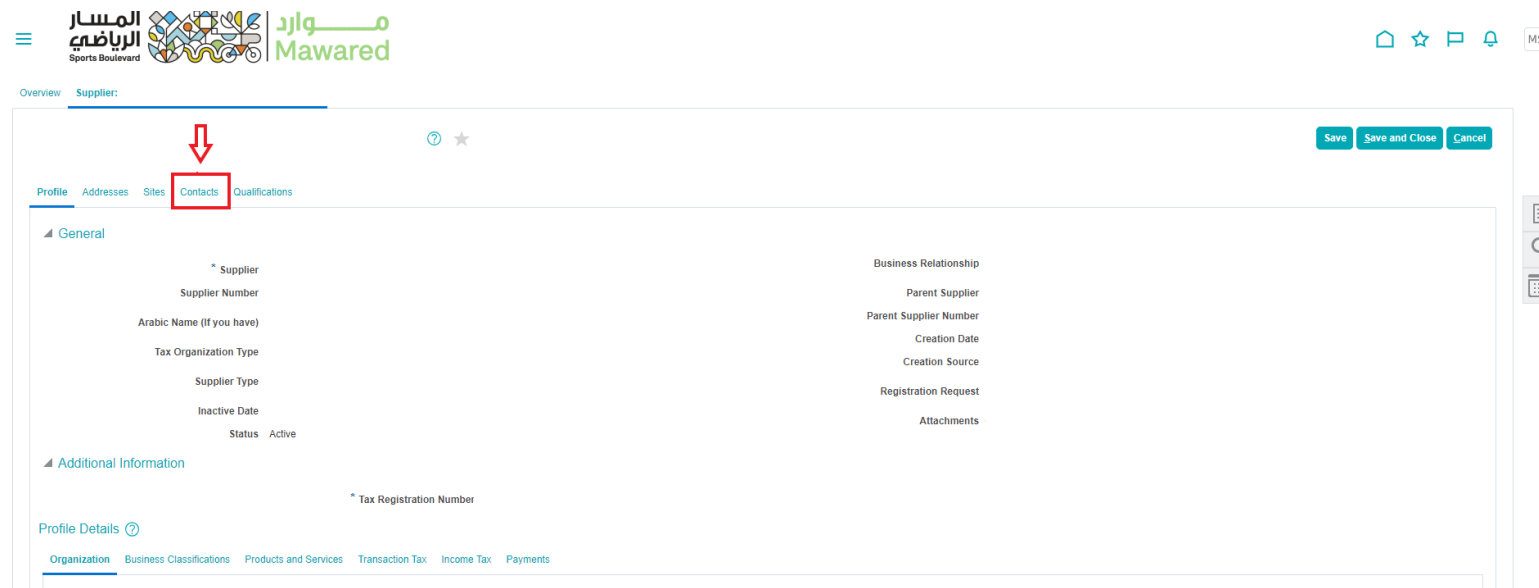
ملاحظة: لا تنس إرسال طلبك بعد الضغط على "مراجعة التغييرات" ثم الضغط على "إرسال"

Contact Edit

- Click Edit



- Go to Contacts



Contact Edit

- Click the "+"

Overview Supplier:

Edit Supplier:

Save Save and Close Cancel

Profile Addresses Sites **Contacts** Qualifications

Actions View Format **+** Freeze Detach Wrap Status Active

Name	Job Title	Email	Administrative Contact	User Account	Status
PA [REDACTED]	Executive Assistant	m [REDACTED]@ [REDACTED].com	✓	✓	Active
PM [REDACTED]	Director Business Develo...	m [REDACTED]@ [REDACTED].com	✓	✓	Active

Columns Hidden 8

- Click Save and close.

- Enter the mandatory field.

Create Contact

Salutation

*** First Name**

Middle Name

*** Last Name**

Job Title

☐ Administrative contact

Contact Addresses

Actions View Format Freeze Detach Wrap

Address Name	Address	Phone	Address Purpose	Status
No data to display.				

Columns Hidden 5

User Account

☐ Request user account

Roles Data Access

Role Description

Create Another OK Cancel

Delete Change Request Review Changes **Save Save and Close** Cancel

02 Attachments

Adding new attachments



Attachments

- Click Business Classifications.
- Click "+" and add the file.

Edit Profile Change Request: 80003

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments **Business Classifications** Products and Services

☐ None of the classifications are applicable

Actions View Format **+** Freeze Detach Wrap

Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
No results found.											

- Click Save and close.

Delete Change Request Review Changes Save **Save and Close** Cancel

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Thank you,