



# Supplier Portal - Creating Invoices

User Manual

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# Table of Content

01 **Create Invoice**

02 **View Receipts**

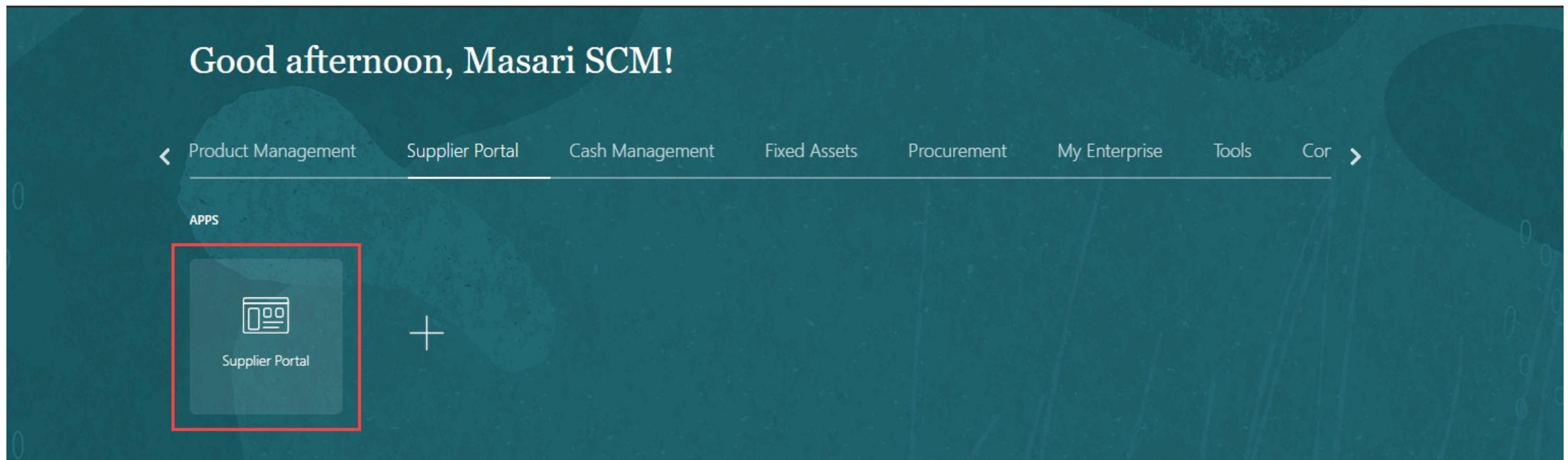
03 **View Payments**

04 **View Orders**

# Create Invoice

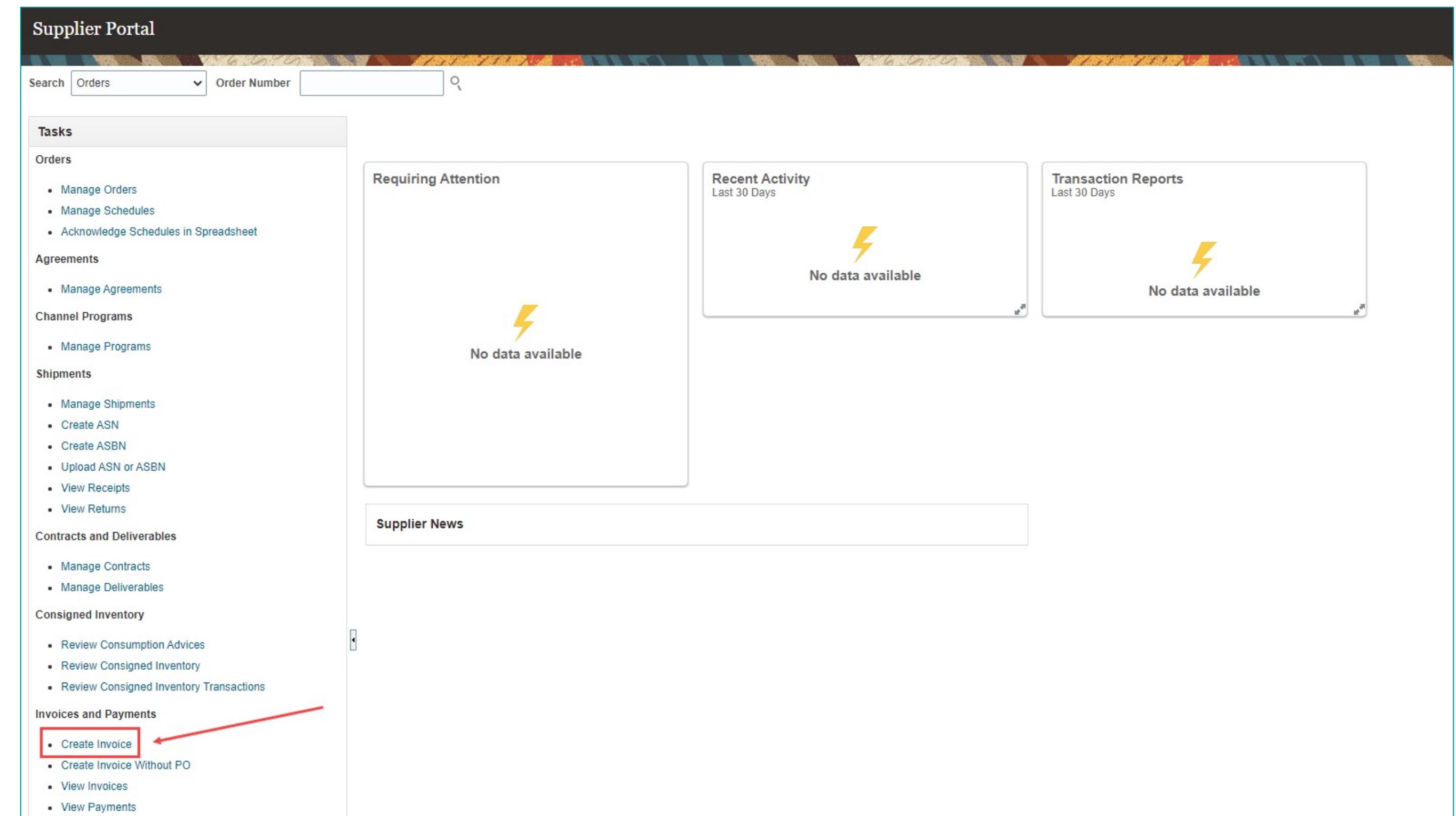
To create an invoice:

1- Supplier portal → Supplier portal.



# Create Invoice

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



The image shows the 'Supplier Portal' interface. At the top, there is a search bar with 'Orders' selected and an 'Order Number' input field. Below the search bar is a 'Tasks' sidebar containing several sections with their respective tasks:

- Orders**:
  - Manage Orders
  - Manage Schedules
  - 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
- Contracts and Deliverables**:
  - Manage Contracts
  - Manage Deliverables
- Consigned Inventory**:
  - Review Consumption Advices
  - Review Consigned Inventory
  - Review Consigned Inventory Transactions
- Invoices and Payments**:
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments

A red box and arrow highlight the 'Create Invoice' option under the 'Invoices and Payments' section.

On the right side of the interface, there are three cards:

- Requiring Attention**: Shows a lightning bolt icon and the message 'No data available'.
- Recent Activity**: Shows a lightning bolt icon and the message 'Last 30 Days' and 'No data available'.
- Transaction Reports**: Shows a lightning bolt icon and the message 'Last 30 Days' and 'No data available'.

Below these cards is a section labeled 'Supplier News'.

# 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**

**Customer**  
**Customer Taxpayer ID**

**Remit-to Bank Account**   
**Unique Remittance Identifier**   
**Unique Remittance Identifier Check Digit**   
**Description**   
**Attachments** **None** **+**  
**Tax Control Amount**

**Number**  **Date**  **Type**  **Invoice**

**Invoice Currency**   
**Payment Currency**

**Customer**  
**Name**   
**Address**

**Lines**

**View** **+** **X** **Cancel Line**

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

**Total**

**Summary Tax Lines**

**View** **+**

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

# Create Invoice

4- In Line → Select and Add.

Customer

\* Customer Taxpayer ID: 1234567890

Name: THC Legal Entity

Address

Lines

View ▾ + X  Cancel Line

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

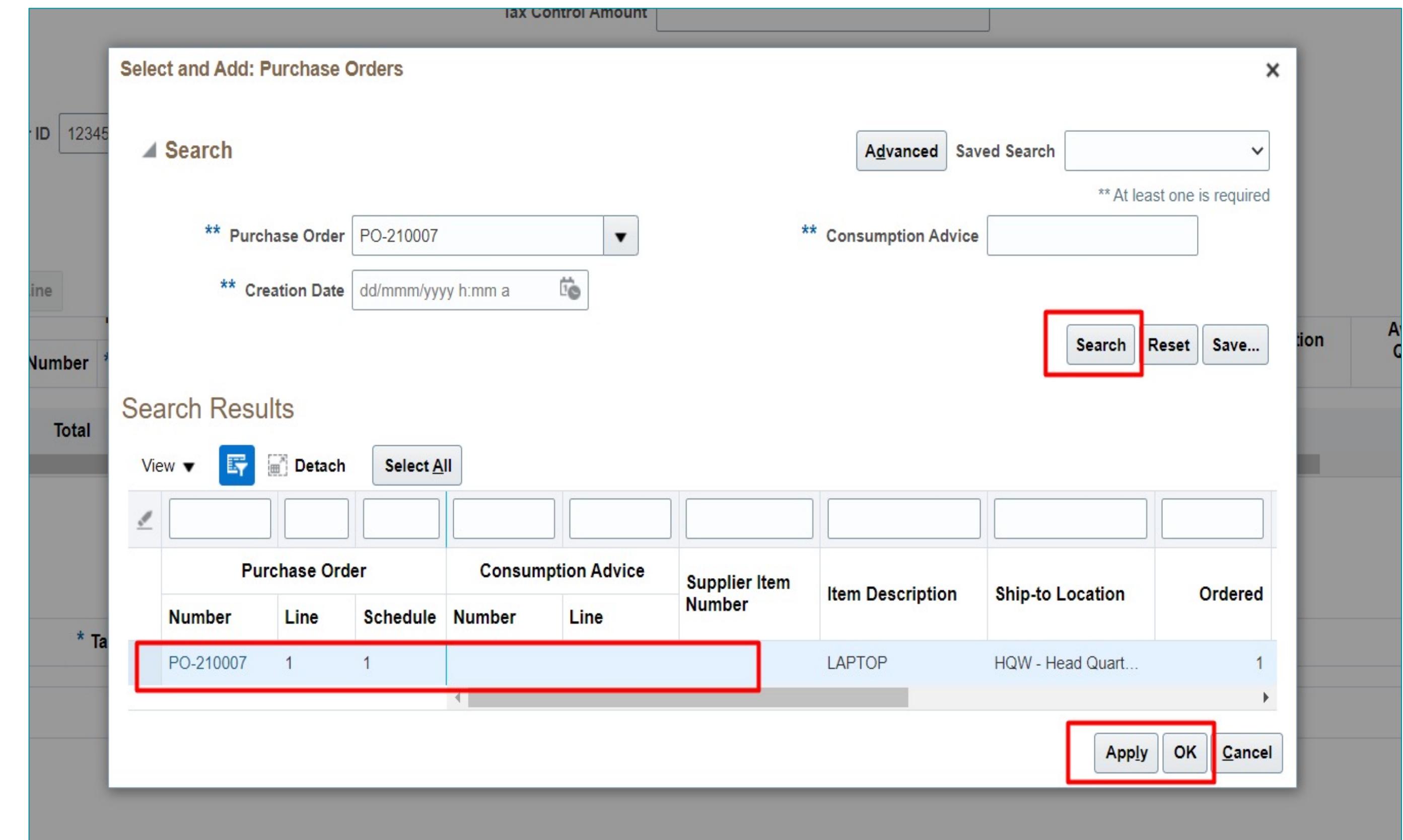
Total

Summary Tax Lines



# Create Invoice

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



# Create Invoice

6- Submit.

Create Invoice ⓘ

Invoice Actions ▾ Save Save and Close Submit Cancel

Identifying PO	PO-210039	Remit-to Bank Account	XXXXXXX0001	* Number	55
Supplier	AppsPro	Unique Remittance Identifier		* Date	23/Nov/2021
Taxpayer ID		Unique Remittance Identifier Check Digit		Type	Invoice
Supplier Site	Main Site	Description		Invoice Currency	SAR - Saudi Riyal
Address	Riyadh, Riyadh, SAUDI ARABIA	Attachments	None	Payment Currency	SAR - Saudi Riyal
Supplier Tax Registration Number		Tax Control Amount			
Customer					

A red arrow points from the text "6- Submit." to the "Submit" button in the top right corner of the form.

# View Receipts

To view receipts:

Supplier portal → Supplier portal → View Receipts.

View Receipts

Search

Advanced Saved Search All Receipts

\*\* Receipt

Organization

\* Purchase Order

Supplier Item

\*\* Shipment

\*\* Item

\*\* Receipt Date 22/Nov/2020 - 22/Nov/2021

At least one is required

Search Reset Save...

Search Results

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	14/Nov/2021 3:00	Technical Hang...			PO-210034				Main Site
9	3/Nov/2021 3:00	Head Quarter W...			PO-210014				Main Site
8	14/Nov/2021 3:00	Technical Hang...			PO-210033				Main Site
8	3/Nov/2021 3:00	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  AppsPro

Supplier Site

Payment Date  dd/mmm/yyyy

Advanced Saved Search All Payments \*\* At least one is required

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	X000000X0001
26	14/Nov/2021	Quick	555	AppsPro	Main Site	2,750.00 SAR	Negotiable	X000000X0001
23	8/Nov/2021	Quick	1279555	AppsPro	Main Site	20,000.00 SAR	Negotiable	X000000X0001
24	7/Nov/2021	Quick	1279555	AppsPro	Main Site	9,000.00 SAR	Negotiable	X000000X0001

# View Orders

To view orders:

Supplier portal → Supplier portal → Manage Order.

Manage Orders ②

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
1	PO-210040	21/Nov/2021		Main Site	kirollos safwat	50,000.00	SAR	Open	<input type="button"/>	21/Nov/2021
2	PO-210038	21/Nov/2021		Main Site	kirollos safwat	1,000.00	SAR	Open	<input type="button"/>	21/Nov/2021
3	PO-210033	14/Nov/2021		Main Site	kirollos safwat	4.00	SAR	Closed for R...	<input type="button"/>	14/Nov/2021
4	PO-210032	13/Nov/2021		Main Site	kirollos safwat	100.00	SAR	Closed for R...	<input type="button"/>	13/Nov/2021

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Thank You,

# Supplier Portal

## DO.070

Author:	Ahmad Khalifa	إعداد :
Preparation Date:	18-03-2024	تاريخ الإعداد:
Last Updated:	18-03-2024	تاريخ آخر تعديل :
Document Version:	v1.0	رقم المستند :
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.

## Contents

1	DOCUMENT CONTROL.....	2
1.1	Change Record.....	2
1.3	Distribution.....	2
1	SBF SUPPLIER PORTAL INTRODUCTION:.....	4
1.1	Purpose:.....	4
1.2	Toolbar Function: .....	5
2	SBF SUPPLIER Participating in active RFPs.....	6
4	OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE .....	9
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 simplifies 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.

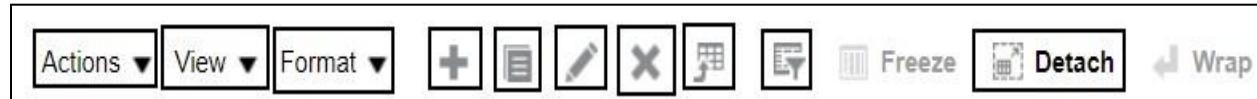
### **1.1 Purpose:**

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.

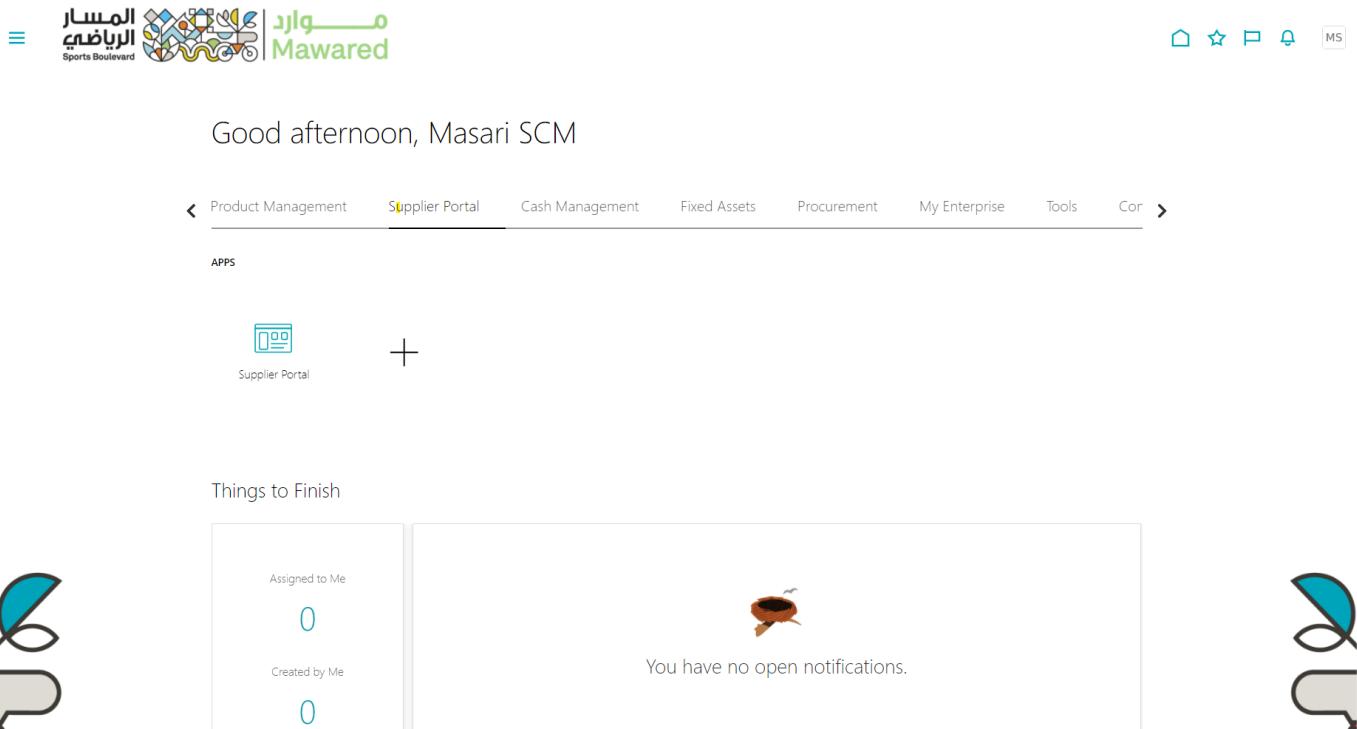
## 1.2 Toolbar Function:



Function	Description
Actions ▾	Drop list for more actions
View ▾	Show the columns
Format ▾	Resize the columns
+	Add
Duplicate	Duplicate
Edit	Edit
Delete	Delete
Export to Excel	Export to Excel
Query By Example	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



Good afternoon, Masari SCM

Product Management Supplier Portal Cash Management Fixed Assets Procurement My Enterprise Tools Cor >

APPS

Supplier Portal +

Things to Finish

Assigned to Me: 0

Created by Me: 0

You have no open notifications.

- Select: View Active Negotiations

The screenshot shows the Supplier Portal dashboard. At the top, there is a navigation bar with icons for home, star, and notifications, and the text 'MS'. Below the navigation bar is the Mawared logo and the text 'Supplier Portal'. The dashboard has a search bar with 'Orders' and 'Order Number' fields, and a magnifying glass icon. On the left, there is a sidebar titled 'Tasks' containing sections for Orders, Agreements, Channel Programs, Shipments, Consigned Inventory, Invoices and Payments, and Negotiations. The 'View Active Negotiations' link under Negotiations is highlighted with a yellow box. The main content area has three cards: 'Requiring Attention' (No data available), 'Recent Activity' (Last 30 Days, No data available), and 'Transaction Reports' (Last 30 Days, No data available). Below these cards is a 'Supplier News' section with the text 'SBF / مورد' and 'بعد التحية' in Arabic. A message in Arabic at the bottom right of the news section reads: 'نود إفادتكم بأن تم تحديث المنتجات والخدمات الموجودة على بوابة الموردين وذلك تماشياً مع متطلبات SBF وتيسيراً للموردين بأخبار المنتج أو الخدمة ذات الصلة بنشاطه التجاري أو الخبرات السابقة. لذا نأمل منكم الدخول على حسابكم وتحديث'.

- Select: Invitation Received
- Select: NO
- Enter Search

The screenshot shows the 'Active Negotiations' search interface. At the top, there is a navigation bar with icons for home, star, and notifications, and the text 'MS'. Below the navigation bar is the Mawared logo and the text 'Active Negotiations'. The search bar has a 'Search' button. To the right of the search bar are buttons for 'Manage Watchlist', 'Saved Search', and 'Open Invitations'. Below the search bar are filters for 'Time Zone: Arabia Standard Time', '\*\* Negotiation' (input field), '\*\* Title' (input field), '\*\* Negotiation Close By' (input field with a date picker), '\*\* Invitation Received' (dropdown: No), 'Response Submitted' (dropdown: No), and 'Negotiation Open Since' (input field with a date picker). At the bottom right are buttons for 'Search', 'Reset', and 'Save...'. Below the search interface is a 'Search Results' table with columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The table shows one row of data with the text 'Columns Hidden: 4' at the bottom.

- Enter Negotiations

Search Results

Actions		Format		Freeze	Detach	Wrap	Accept Terms	Acknowledge Participation	Create Response						
Negotiation	Title							Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
REQ-00007	11111							RFP	8 Days 21 Hours	27/Mar/2024 11:47 AM	1	0	0	View PDF	Response Spreadsheet

Columns Hidden 4

- Enter: Action
- Select View
- Select View Attachments



RFP: RFQ-00007

Currency = Saudi Riyal

Title 11111  
Status Active (Locked)  
Time Remaining 8 Days 21 Hours

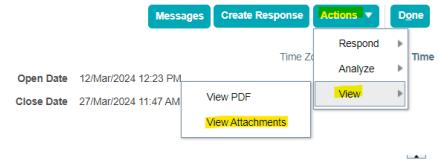


Table of Contents

Overview

Overview  
Requirements  
Lines  
Expand All  
General  
Terms

Title 11111  
Synopsis  
✓ Two stage evaluation

Buyer Fahad Jraes  
Outcome Blanket Purchase Agreement  
Attachments None

- Enter: Action
- Select Actions
- Select Create Response



RFP: RFQ-00007

Currency = Saudi Riyal

Title 11111  
Status Active (Locked)  
Time Remaining 8 Days 20 Hours

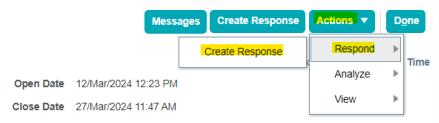


Table of Contents

Overview

Overview  
Requirements  
Lines  
Expand All  
General  
Terms

Title 11111  
Synopsis  
✓ Two stage evaluation

Buyer Fahad Jraes  
Outcome Blanket Purchase Agreement  
Attachments None

## 4 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

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### 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

## 1 Editing Bank Iban



# 01 Payments

## Payments Login

- Login by username and password
- Go to Manage Profile



The image shows the Supplier Portal interface. On the left, a sidebar lists navigation items: Supplier Portal, Agreements, Channel Programs, Shipments, Consigned Inventory, Invoices and Payments, Negotiations, Qualifications, and Company Profile. The Company Profile item is highlighted with a red box and a red arrow pointing to it. The main content area includes a 'Requiring Attention' section with a donut chart showing 4 items (1 green, 3 blue), a 'Supplier News' section with a green header and a note in Arabic, and two 'No data available' sections for 'Recent Activity' and 'Contribution Reports'.

Supplier Portal

- Acknowledge backorders in spreadsheet

Agreements

- Manage Agreements

Channel Programs

- Manage Programs

Shipments

- Manage Shipments
- Create ASN
- Create ASN
- 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

Supplier News

SBF جزيري / جزر:

بعد التجربة

نود إفادتكم بأن تم تجديد المنتجات والخدمات الموجودة على بوابة الموردين وذلك تماشياً مع متطلبات SBF وتسهيل الموردين بختيار المنتج أو الخدمة ذات الصلة بنطاقه التجاري أو الصناعي الساقطة. لذا نأمل منكم الدخول على حسابكم وتحديث المنتجات والخدمات من القائمة الجديدة ونرجوا أن يكون التحديث طبقاً لما هو موجود بالسجل التجاري أو تقديم المستندات التي تدعم اختيار المنتج أو الخدمة على سبيل المثال (عقود، اوامر شراء، شهادات الجاز، ... الخ) مع الأخذ بالاعتبار بأن هذا التحديث ضروري جداً حيث أن عدم تجديد المنتجات أو الخدمات يؤدي إلى عدم دعوة المورد في أي منزوع له علاقة بأي من هذه المنتجات والخدمات.

ملاحظة: لا تنسى إرسال طلبك بعد الضغط على "مراجعة التعديلات" ثم الضغط على "إرسال".

# Payments Edit

- Click Edit



- Go to Payments

A screenshot of the 'Edit Profile Change Request' page for change request 84003. The page title is 'Edit Profile Change Request: 84003'. At the top right, there are buttons for 'Delete Change Request', 'Review Changes', 'Save', 'Save and Close', and 'Cancel'. Below the title, there is a 'Change Description' input field and a toolbar with tabs: 'Organization Details', 'Tax Identifiers', 'Addresses', 'Contacts', 'Payments' (red box), 'Business Classifications', and 'Products and Services'. The 'Payments' tab is selected. Below the toolbar, there is a grid with a toolbar at the top: 'Actions ▾', 'View ▾', 'Format ▾', 'Freeze', 'Detach', 'Wrap'. The grid has columns for 'Default', 'Payment Method', 'From Date', and 'To Date'. The 'From Date' and 'To Date' columns contain date pickers with the values '02/Oct/2008' and '01/Feb/2022' respectively. The 'Payment Method' column is currently empty, with a red box highlighting the 'Bank Accounts' tab in the grid toolbar.

# Payments Edit

Click the “+”

Edit Profile Change Request: 84003

Change Description

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

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

Payment Methods | **Bank Accounts**

Actions ▾ View ▾ Format ▾ **+**

Primary	Account Number	IBAN	Currency	Bank Name

Columns Hidden 8

- Enter the data and OK.

Change Description

## 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

From Date 15/Nov/2023

Inactive On

IBAN

Currency

## Additional Information

Account Name

Check Digits

Alternate Account Name

Account Suffix

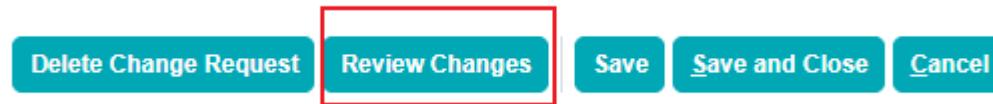
Description

[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

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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

Category	Count
Schedules Overdue or Due Today	4
Questionnaires	0

Recent Activity Last 30 Days

No data available

Transaction Reports Last 30 Days

No data available

**Supplier News**

SBF / مورد عزيز / مورد

بعد التحية

نود إفادتكم بأن تم تحديث المنتجات والخدمات الموجودة على بوابة الموردين وذلك تماشياً مع متطلبات SBF وتسهيلًا للموردين باختيار المنتج أو الخدمة ذات الصلة بنشاطه التجاري أو الجرارات السابقة. لذا نأمل منكم الدخول على حسابكم وتحديث المنتجات والخدمات من القائمة الجديدة مع مراعاة أن تكون 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.

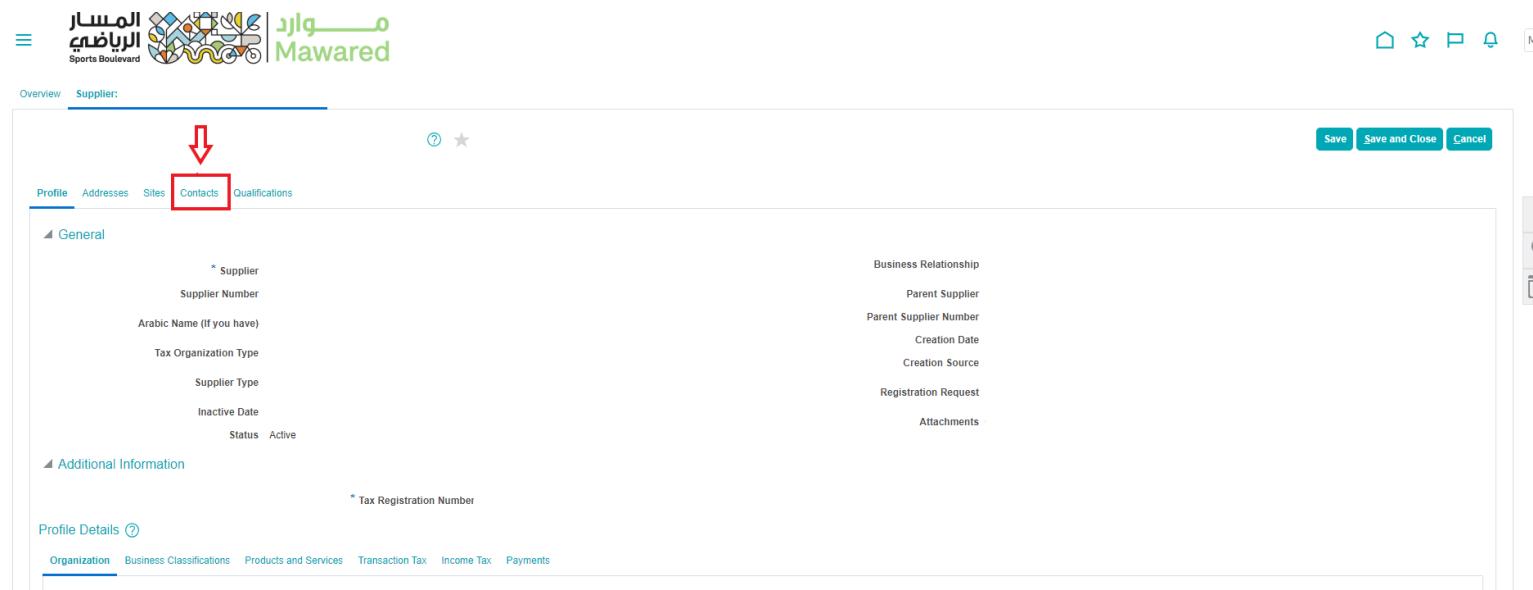
ملاحظة: لا تنسى إرسال طلبك بعد الضغط على "مراجعة التعديلات" ثم الضغط على "إرسال"

# Contact Edit

- Click Edit

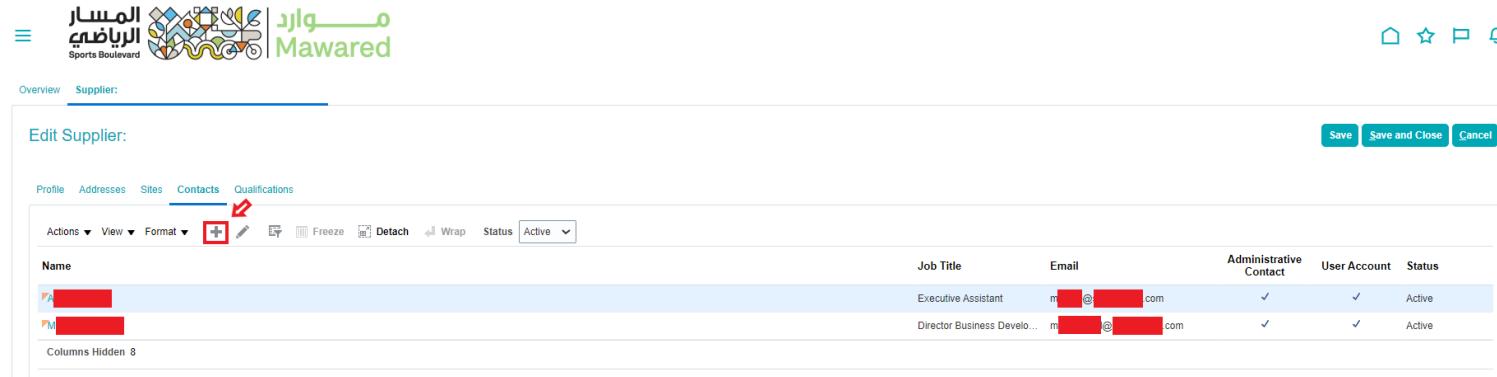


- Go to Contacts



# Contact Edit

- Click the “+”



Overview Supplier: Edit Supplier:

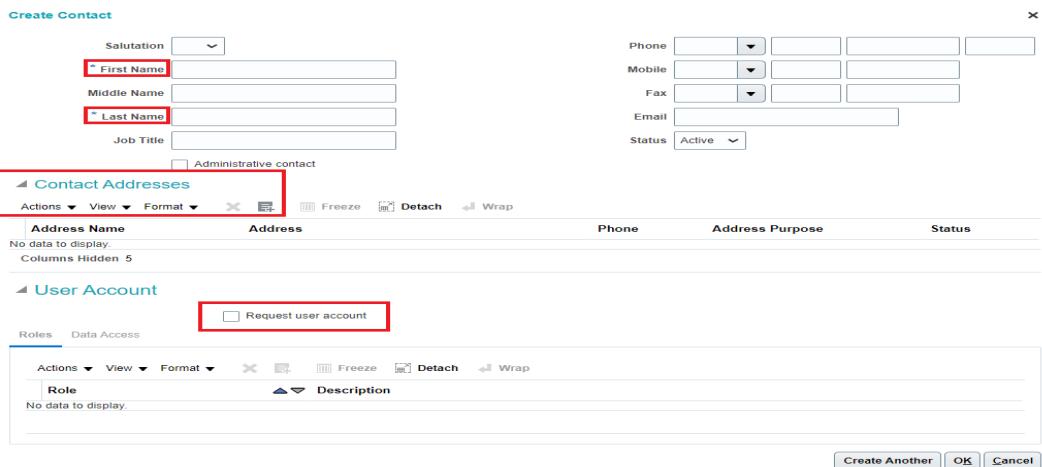
Profile Addresses Sites Contacts Qualifications

Actions View Format +

Name	Job Title	Email	Administrative Contact	User Account	Status
TA [REDACTED]	Executive Assistant	m [REDACTED]@ [REDACTED].com	✓	✓	Active
TM [REDACTED]	Director Business Develop...	m [REDACTED]@ [REDACTED].com	✓	✓	Active

Columns Hidden 8

- Enter the mandatory field.



Create Contact

Salutation

Phone

Contact Addresses

Address Name Address Phone Address Purpose Status

User Account

Request user account

Role

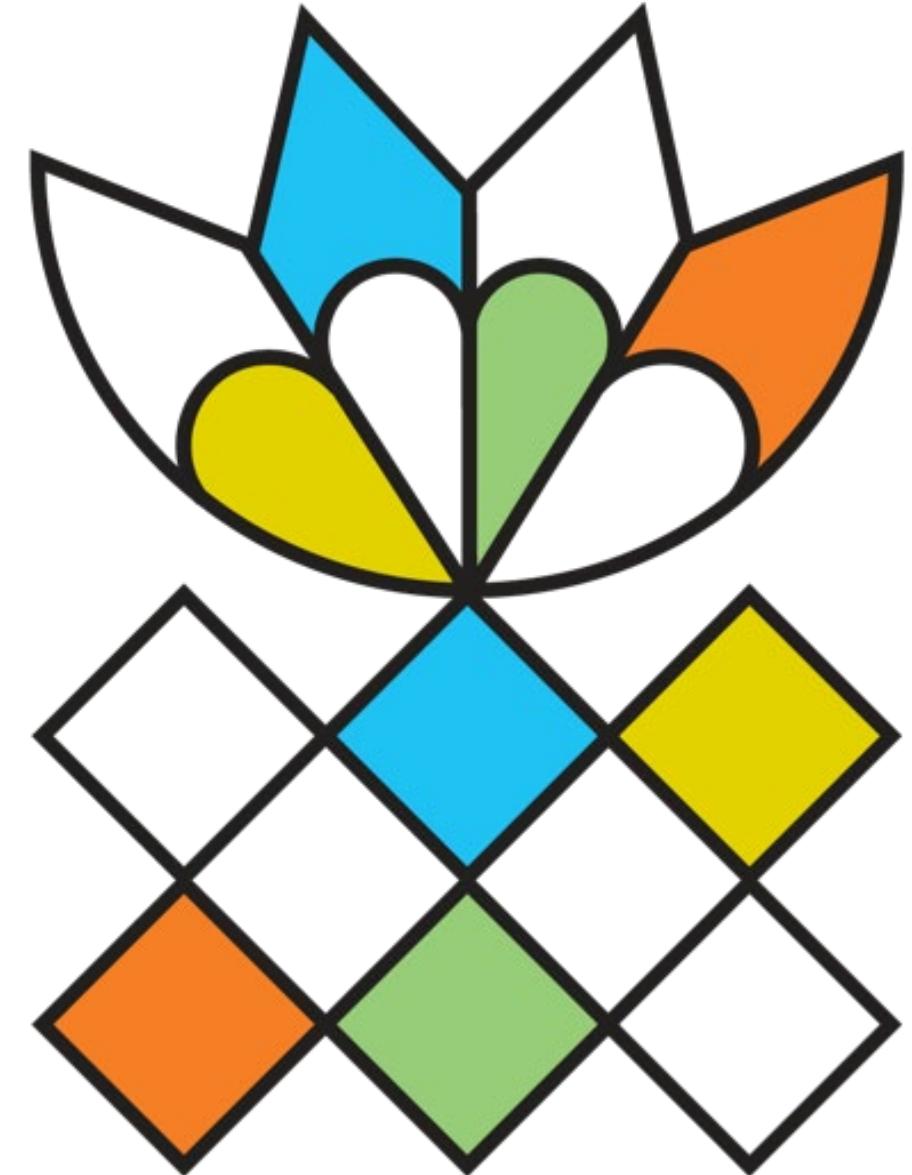
- Click Save and close.



Delete Change Request Review Changes

## 02 --- Attachments

Adding new attachments



# Attachments

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

Edit Profile Change Request: 80003

Change Description

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

None of the classifications are applicable

Actions ▾ View ▾ Format ▾ **+**

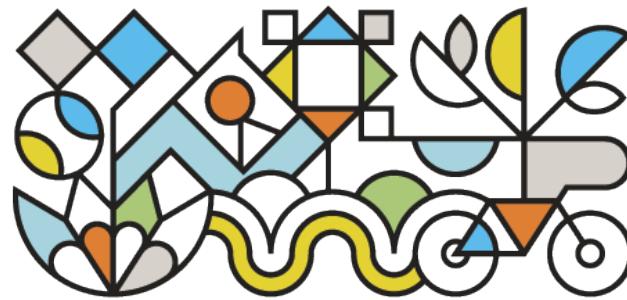
Classification	Subclassification	Status	Certifying Agency	Other Certifying Agency	Certificate	Start Date	Expiration Date	Attachments	Notes	Provided By	Confirmed On
No results found.											

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

- Click Save and close.

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

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Thank you,