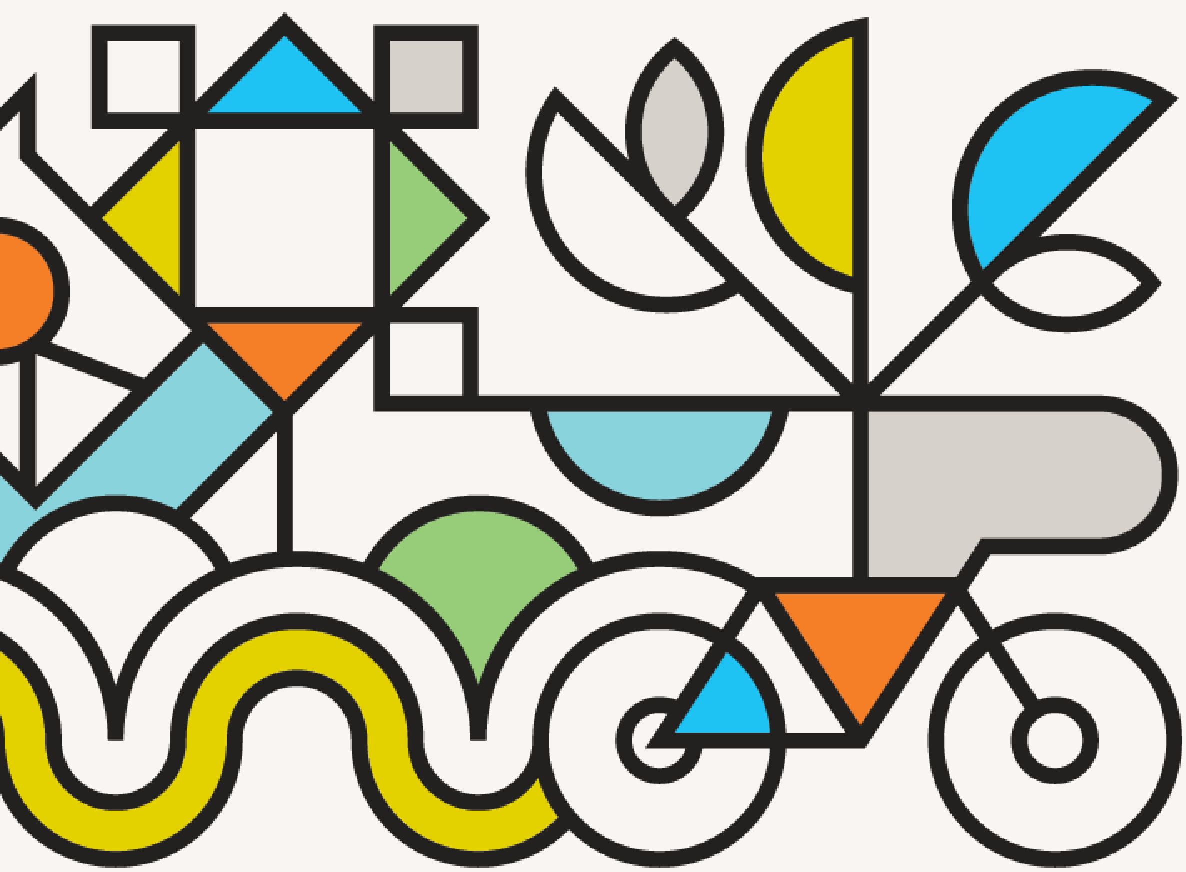
Oracle Enterprise Resource Planning (ERP)

User Guide

SBF SUPPLIER PORTAL USER GUIDE – NEGOTIATIONS



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Supplier Training Guide

1. Introduction

The Oracle Supplier Portal is an integral part of the SBF Procurement and Financial Management System. It provides suppliers with a secure and user-friendly platform to interact with National Security Services Company (SBF) throughout the procurement process.

This guide focuses on two key supplier activities within the Supplier Portal:

- Participating in Negotiations (RFQs/RFPs)

Through Supplier Portal, suppliers can review and acknowledge negotiation invitations, submit technical and commercial responses, monitor negotiation outcomes, and electronically submit invoices against approved Purchase Orders. The portal enhances collaboration, improves process efficiency, and provides greater visibility into procurement and financial transactions.

1.1 Purpose

The purpose of this document is to provide suppliers with step-by-step instructions on how to participate in negotiations and submit invoices through the SBF Supplier Portal.

This guide is intended to help suppliers understand the required processes, complete transactions accurately, and effectively utilize the Supplier Portal functionalities.

1.2 Scope

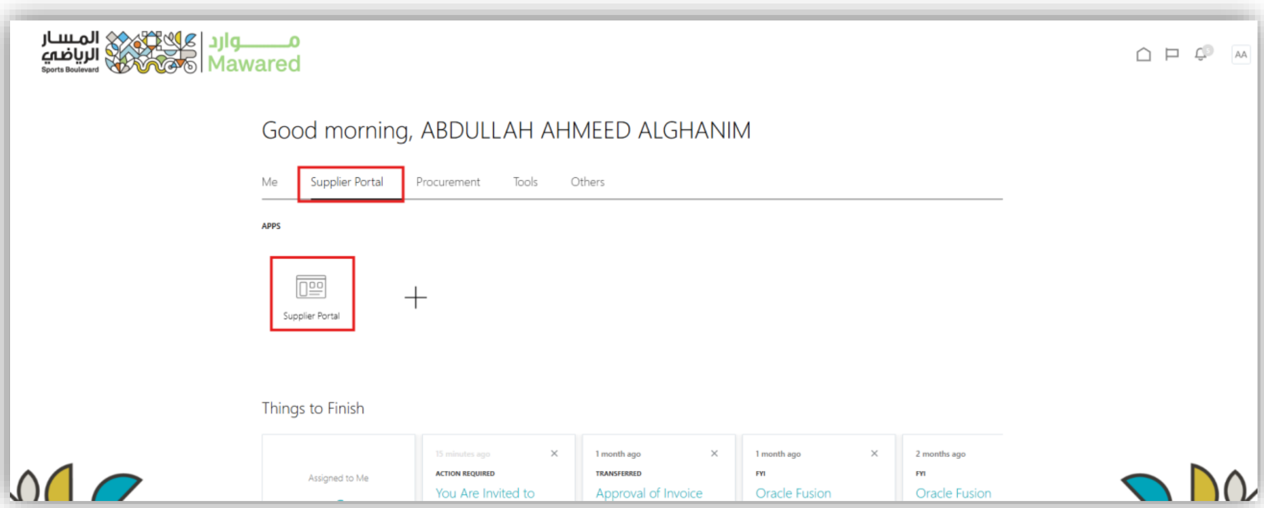
This user guide covers the following functional areas:

Negotiations

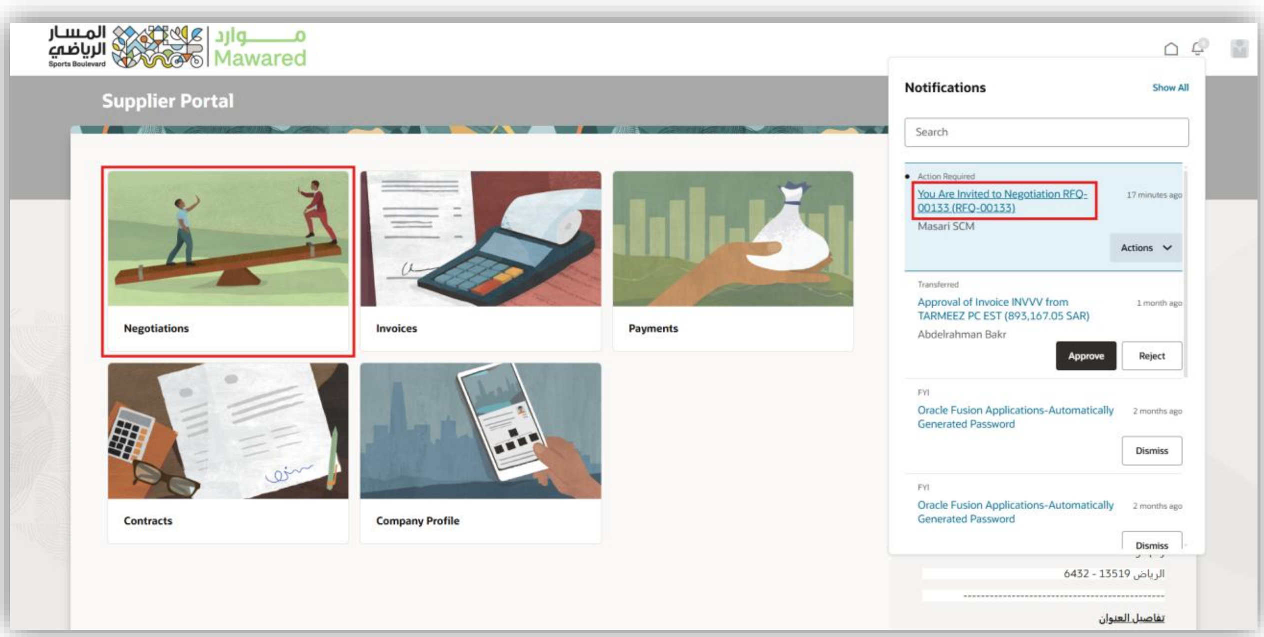
- Accessing negotiation invitations.
- Acknowledging participation in negotiations.
- Creating and submitting negotiation responses.

1 Acknowledging and Greeting & Submitting Supplier Responses.

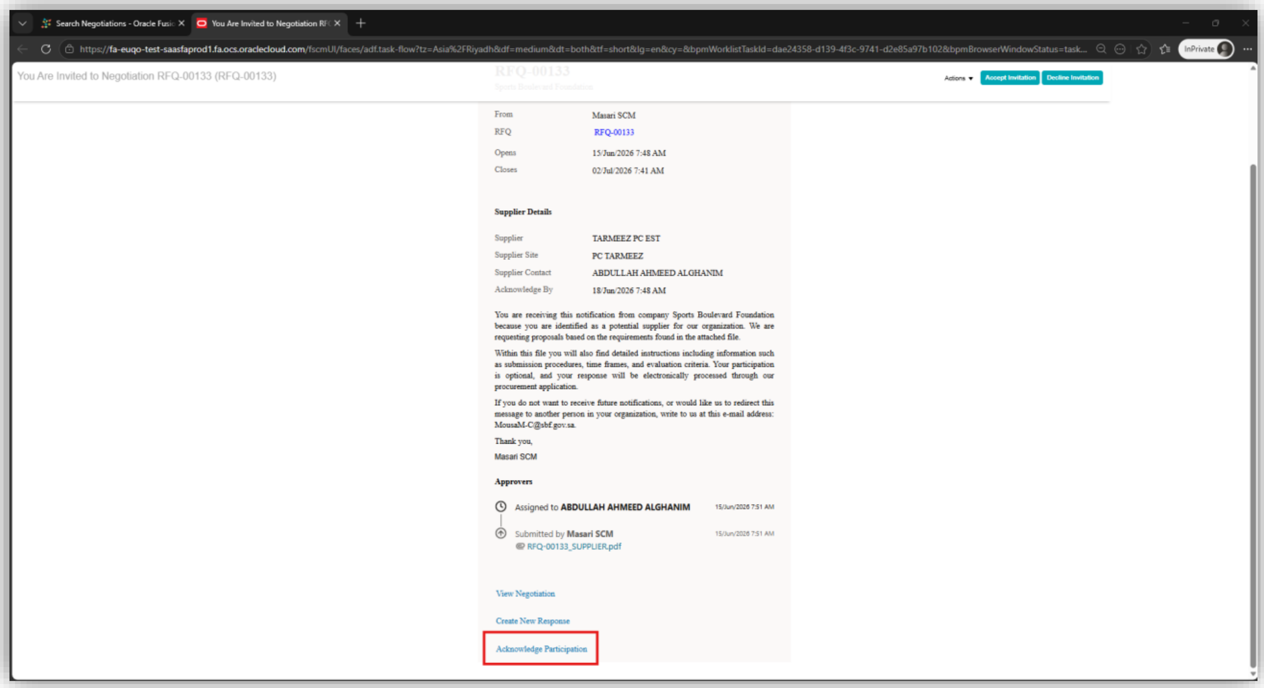
Acknowledging Negotiation



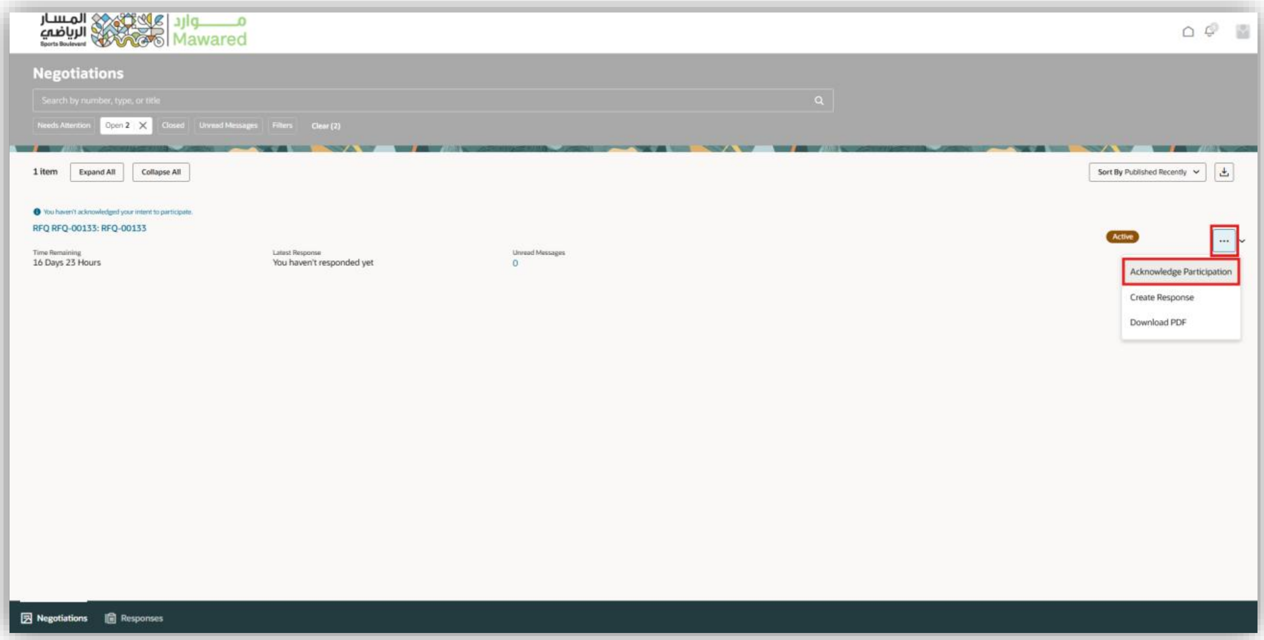
1. Click on “Supplier Portal”.
2. Click on “Supplier Portal” Icon.

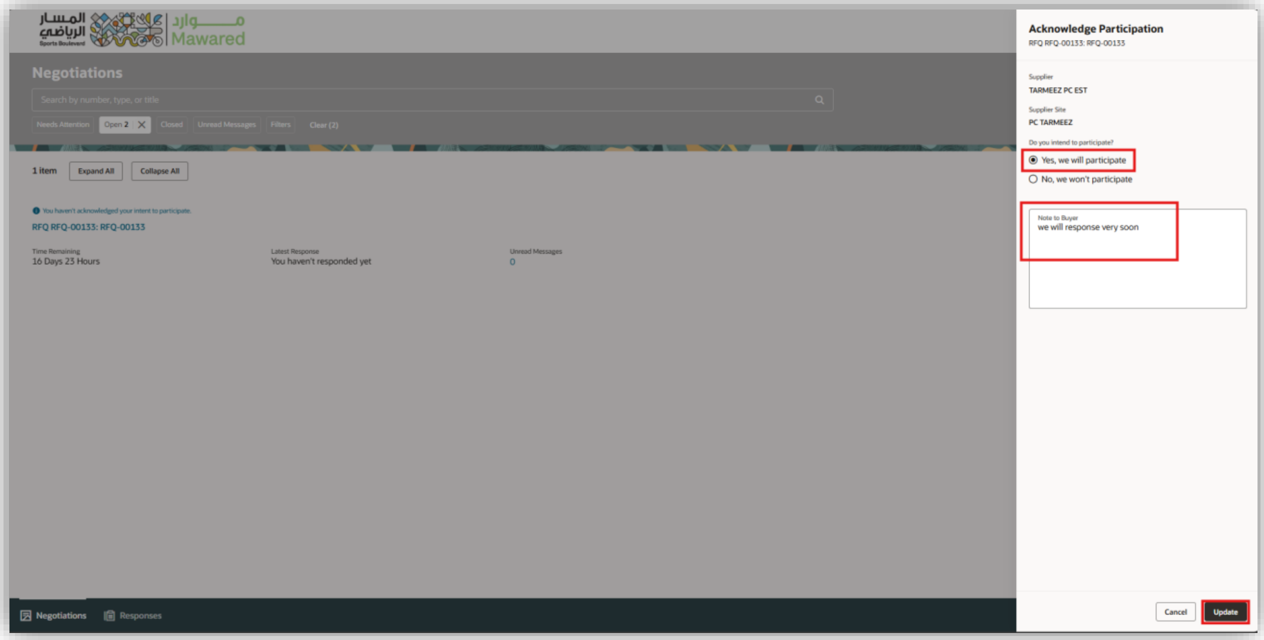


1. To Acknowledge Participation, you can click on the notification bell then click on the hyperlink the system will open a new tab like the below.



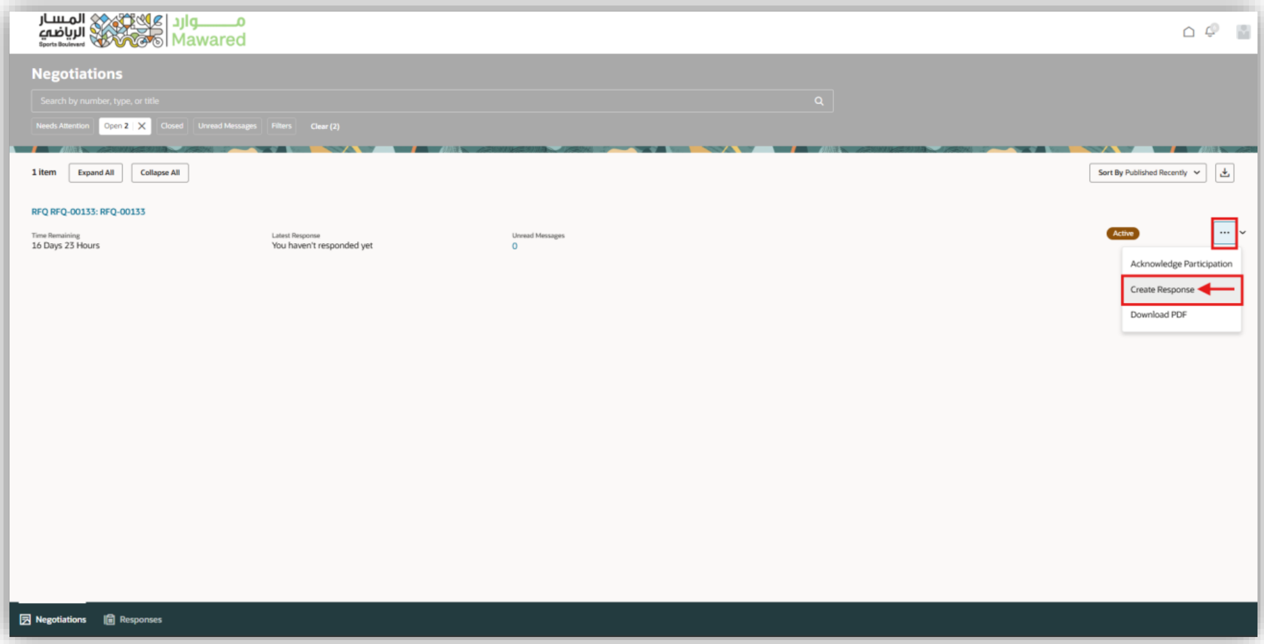
2. To Acknowledge Participation, you can click on "Negotiation" tab in supplier portal home page.



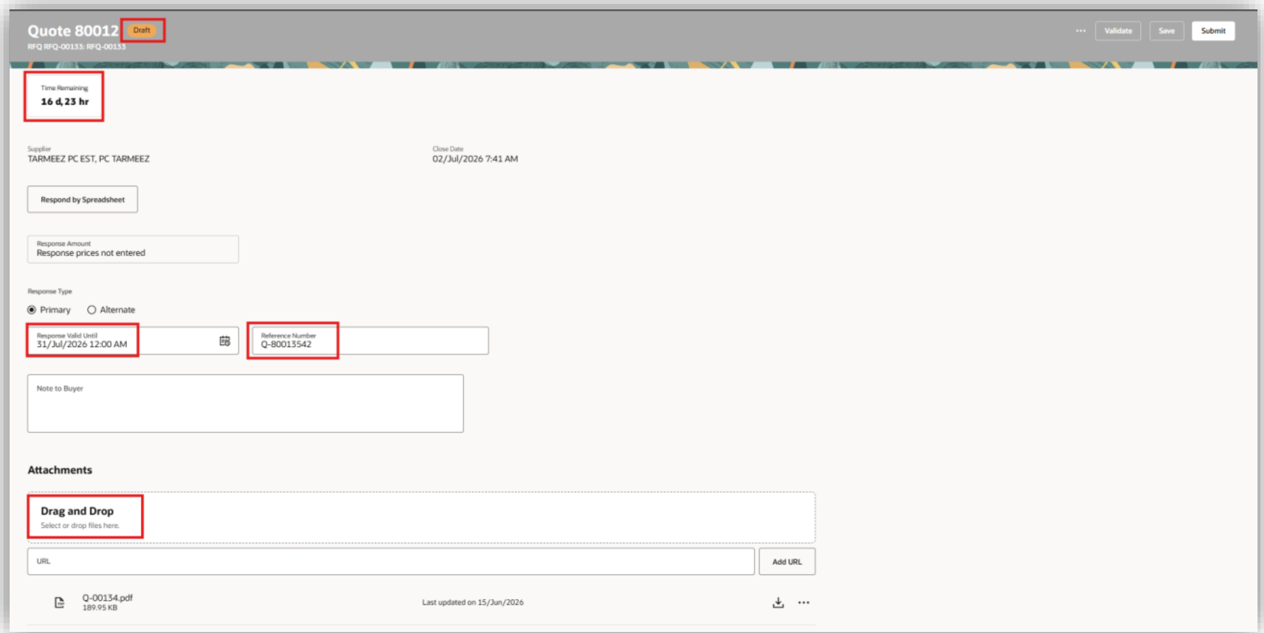


1. Make sure selecting the “Yes, we will participate” check box.
2. Enter your note to the buyer if any.
3. Click on “Update” button.

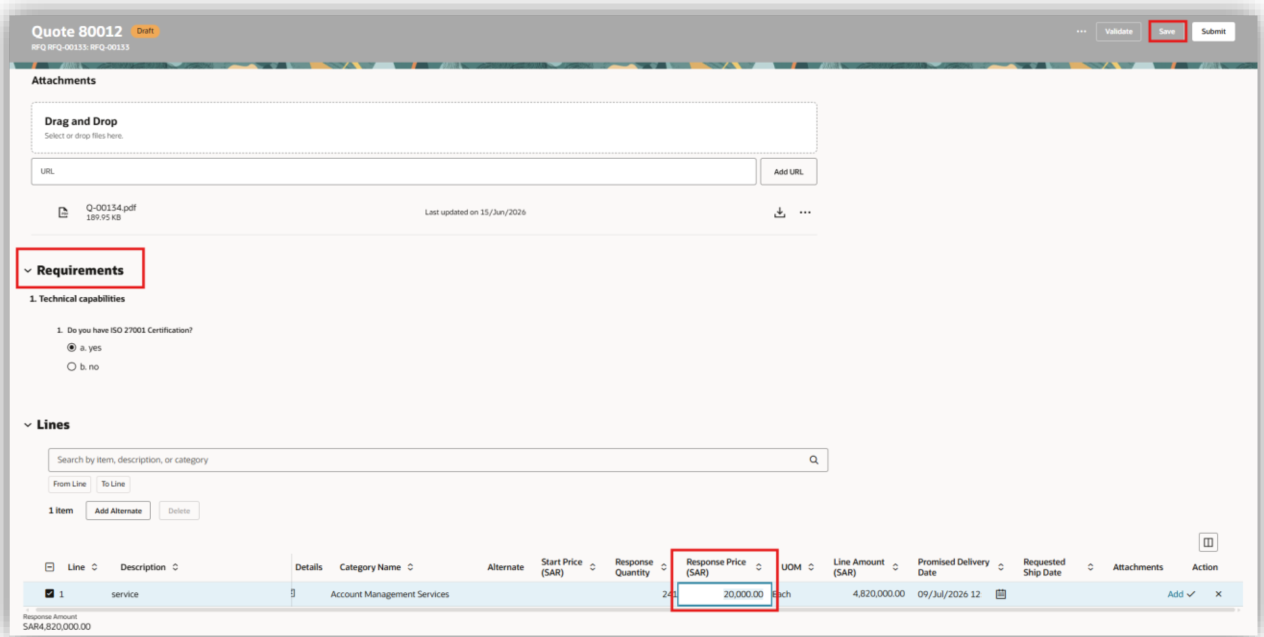
2.2 Greeting & Submitting Supplier Responses



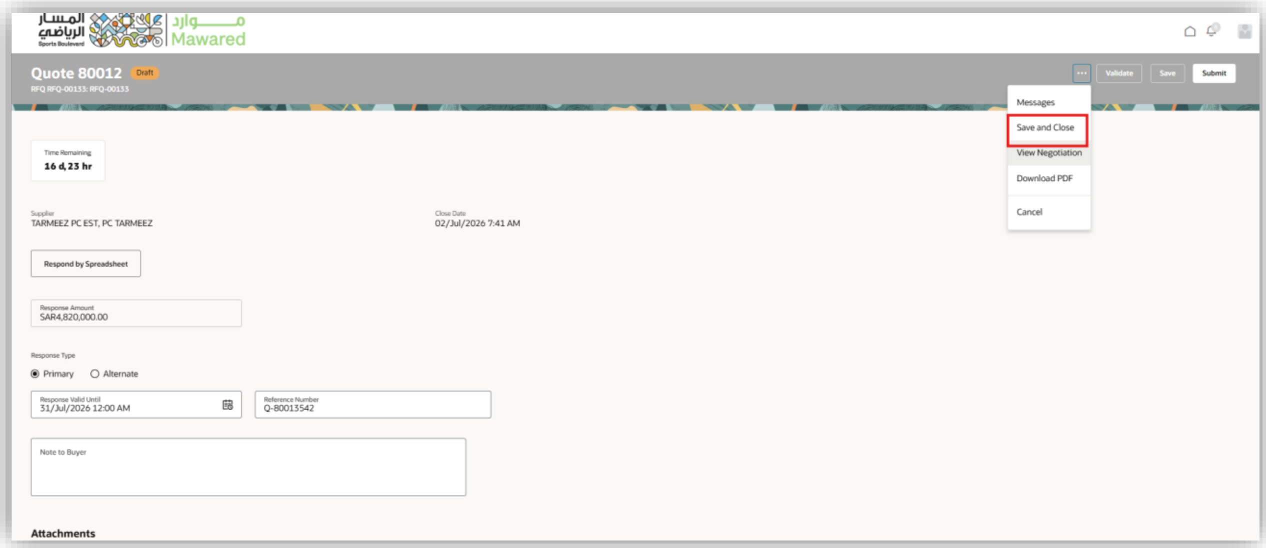
1. Click on “Action” then select “Create Response”.



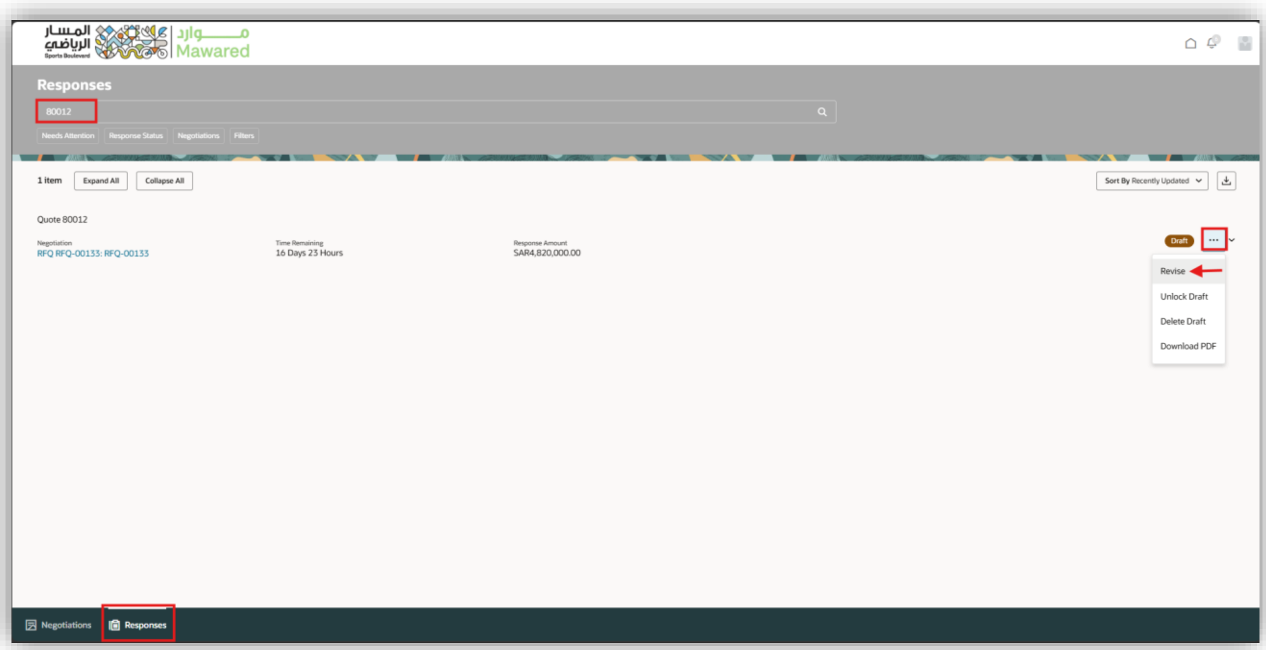
1. The System shows the remaining time until the RFQ closes.
2. Enter the response valid until.
3. Enter the Reference Number.
4. Attached the quotation in the attachment.



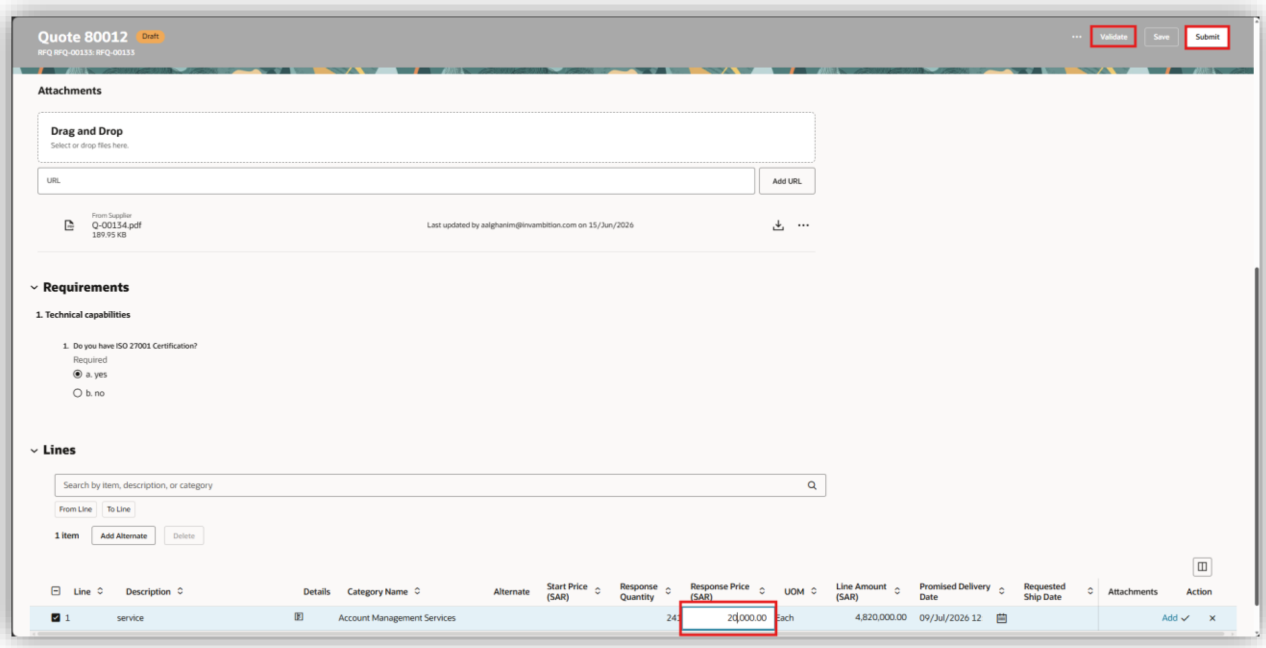
1. Enter the response for the requirements section.
2. Click on the “Response Price” filed to enter your price.



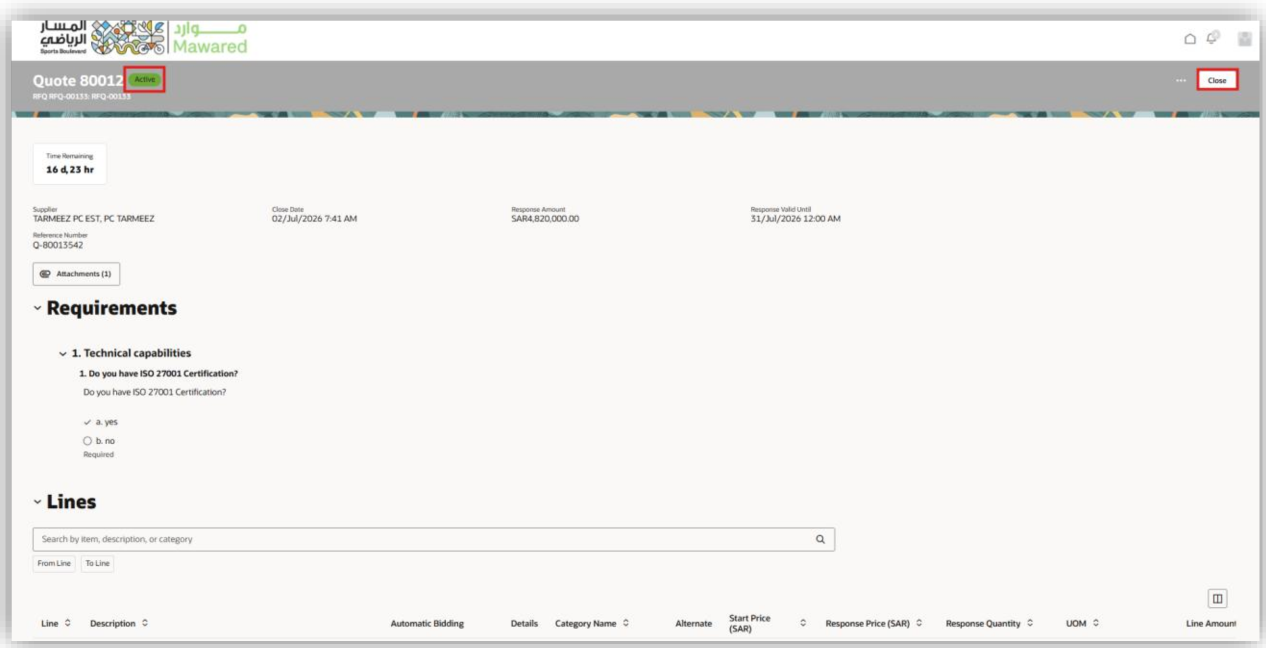
1. Click on “Save” button (to save your Quote to modify/submit later).
2. Press “Save and Close”.



1. From “Responses” tab below.
2. Press “Action” button then select “Revise”.
3. Enter the Responses number and press “Enter” to search in your Quote, to modify it and submit it.



1. Update if needed.
2. Press “Validate”.
3. Click on “Submit” button.



1. The Quote change status now to “Active”
2. Press “Close”.

Supplier Portal - Creating Invoices

User Manual

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Public

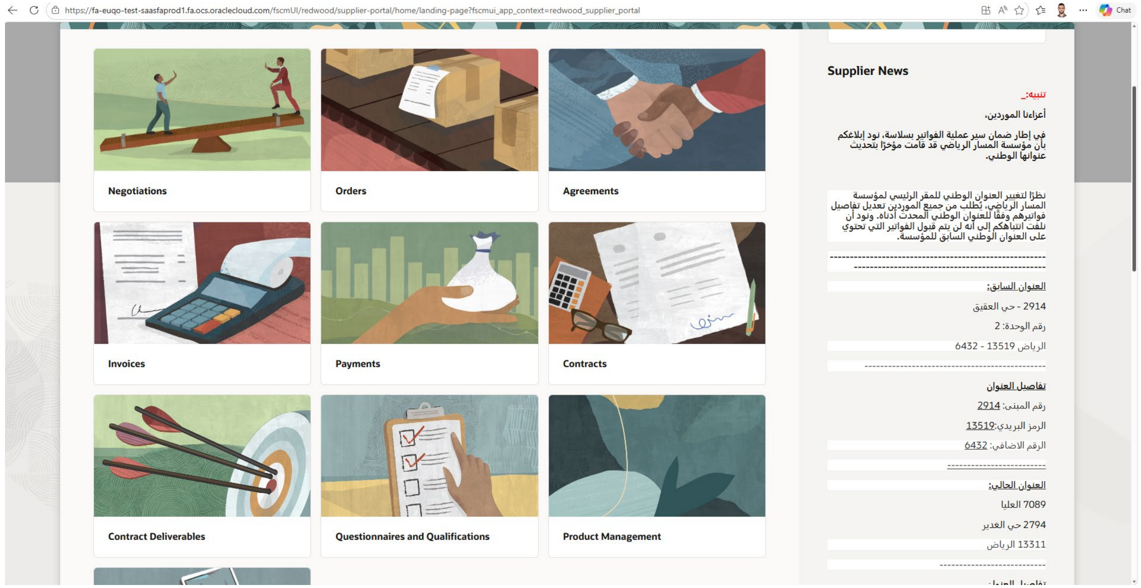
Create Invoice

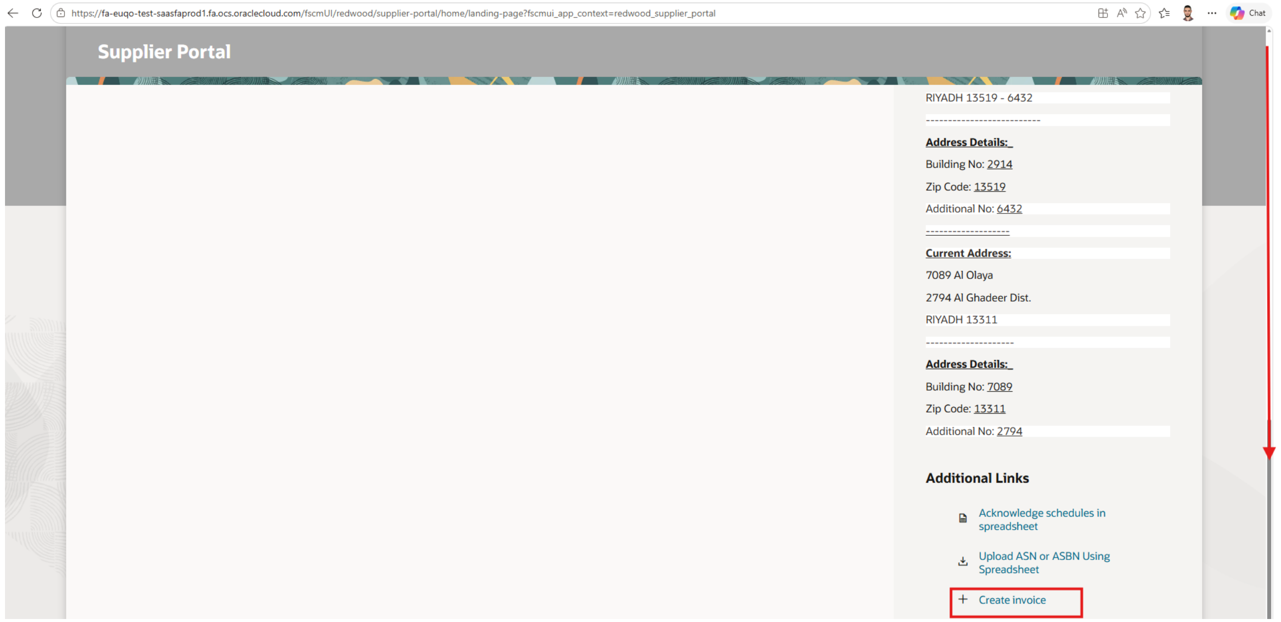
To create an invoice:

1- Supplier portal → Supplier portal.

Create Invoice

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

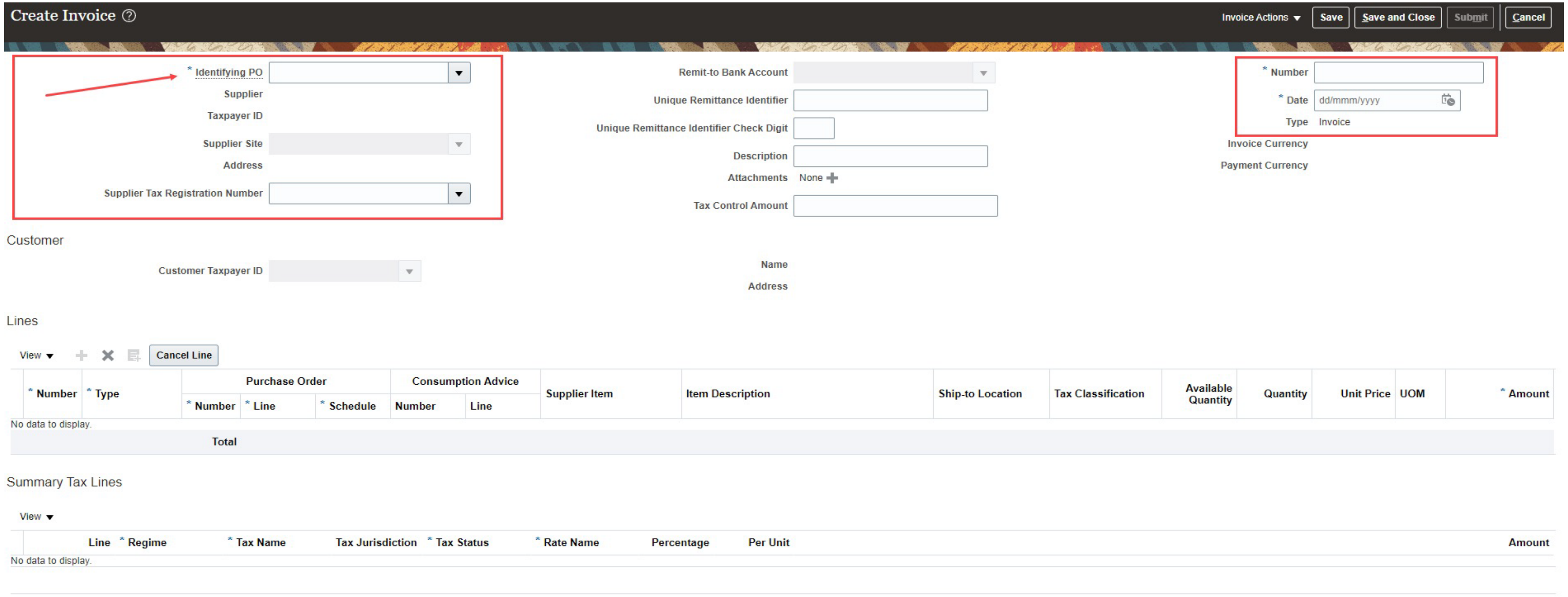




Create Invoice

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

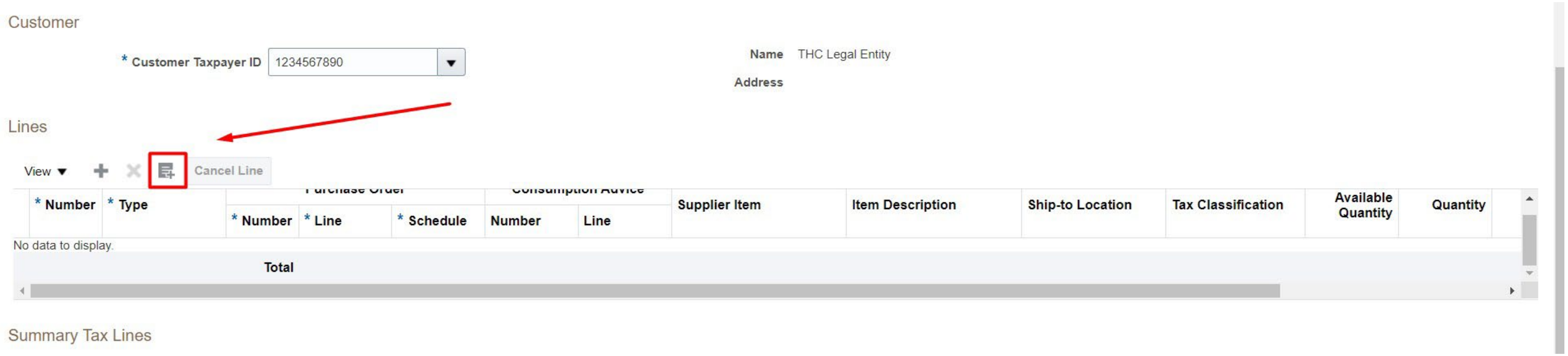
The Invoice Number must match the corresponding TAX Invoice Number.



Create Invoice

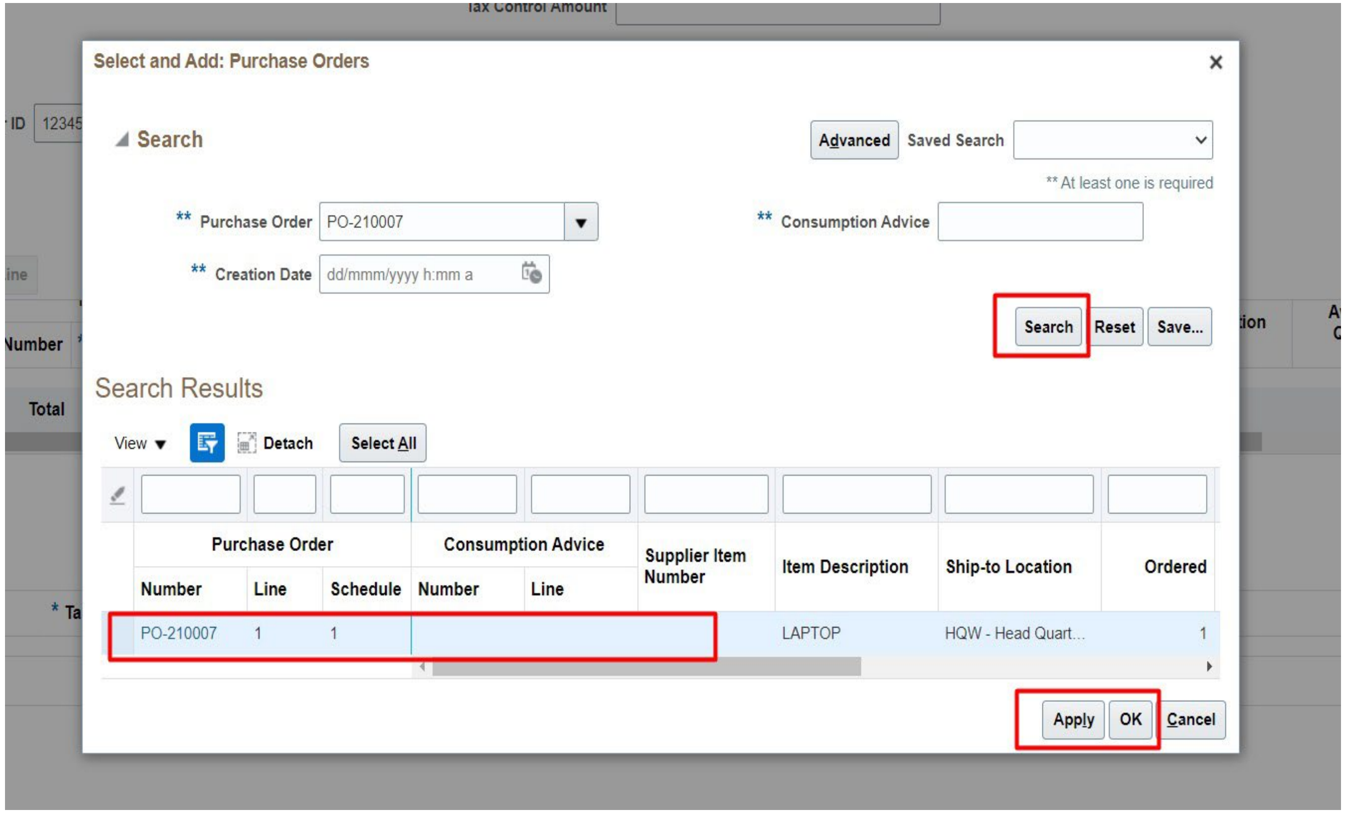
4- In Line → Select and Add.

The line amount must match the invoice’s taxable amount (before VAT).



Create Invoice

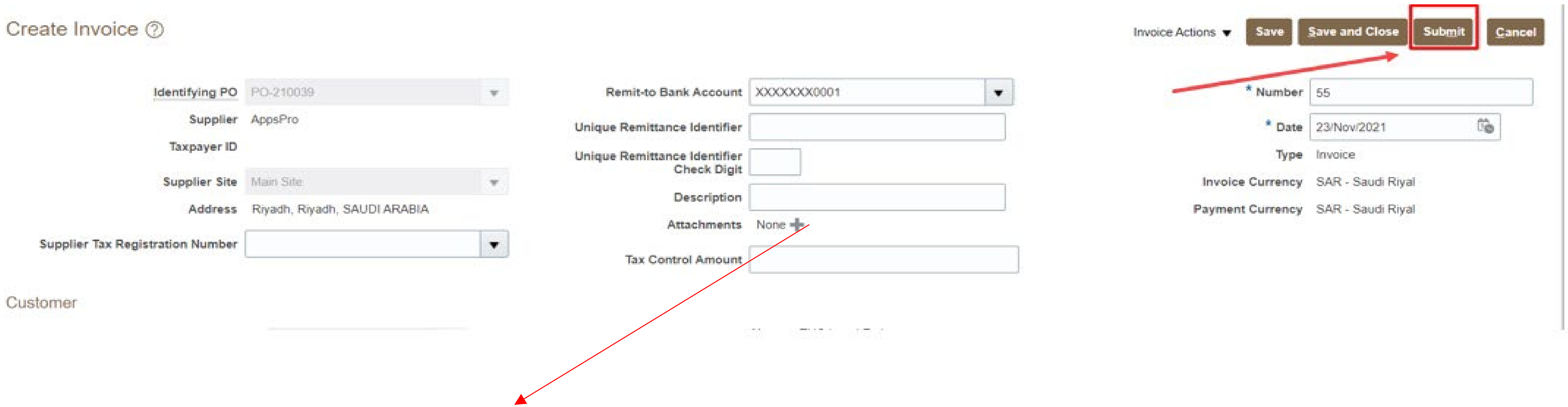
5- Search on PO → Select the Line to be Invoiced → Apply → Ok.



Create Invoice

6- Submit.

Make sure the invoice is submitted at the end of the process.

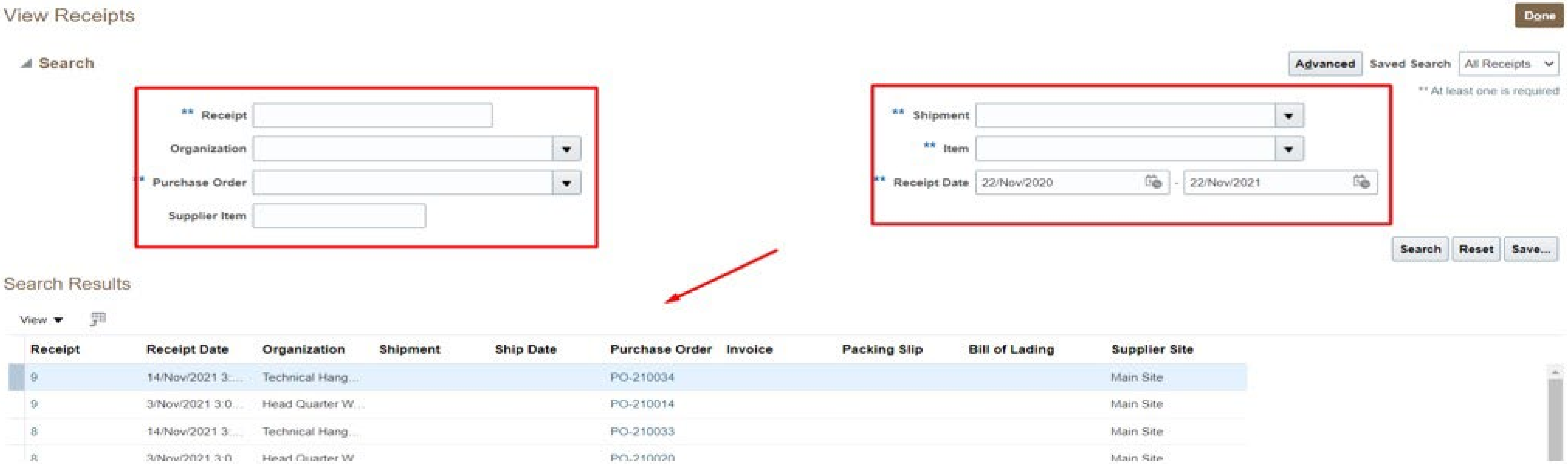


Note 1: Please attach the following:
a-The Tax Invoices
b-If this is the first or final invoice, please provide valid legal certificates

View Receipts

To view receipts:

Supplier portal → Supplier portal → View Receipts.



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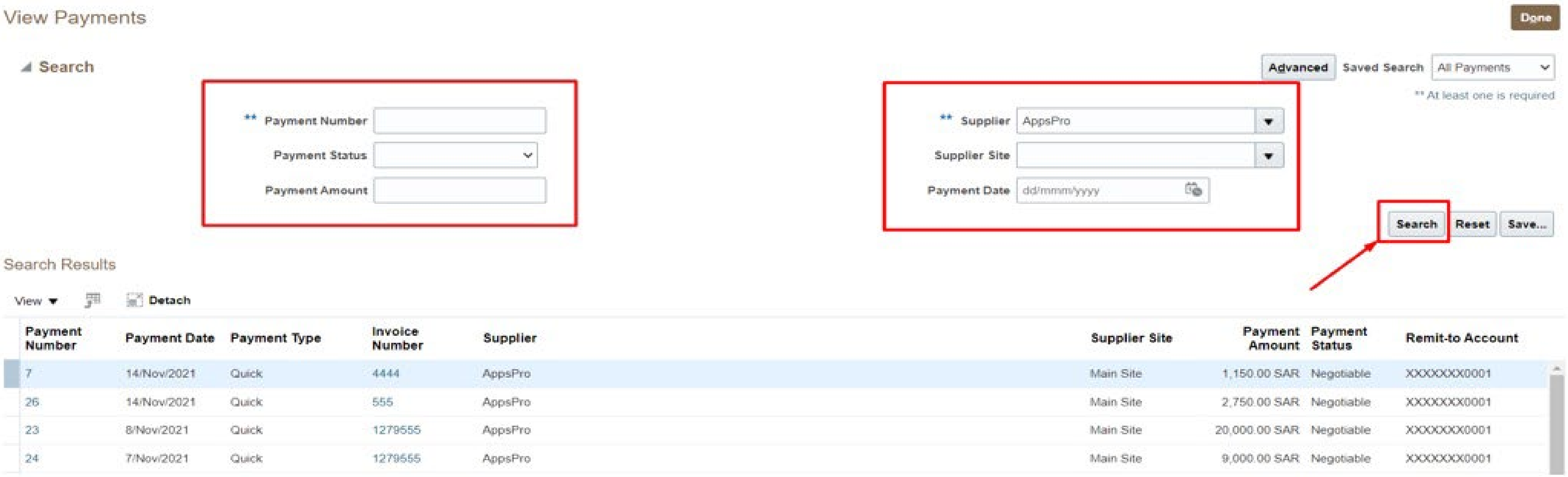
View Payments

To view Payments:

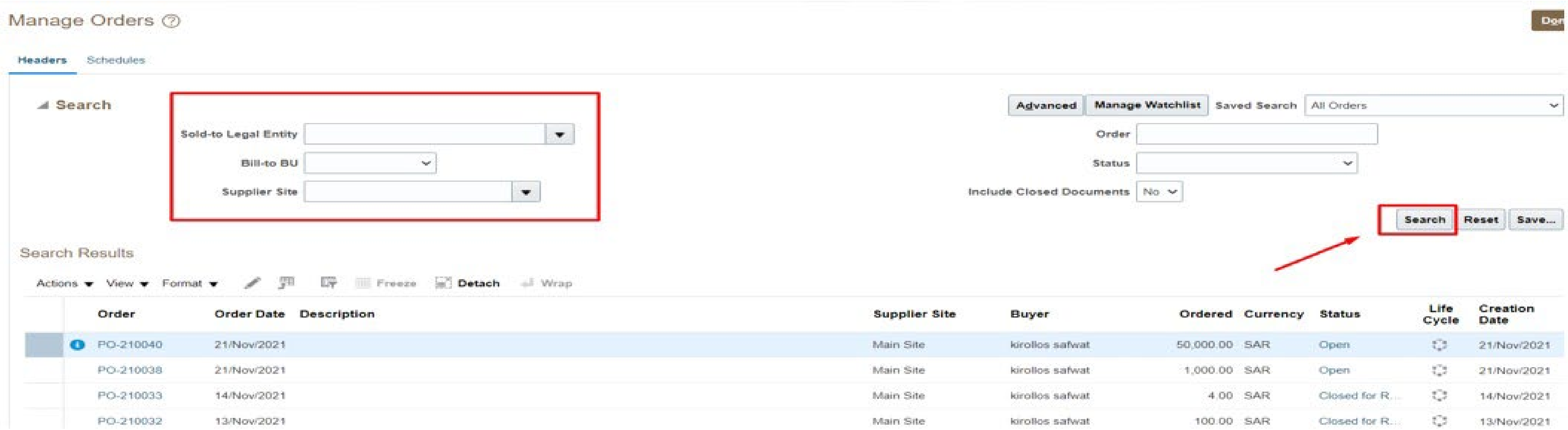
Supplier portal → Supplier portal → View Payments.



View Orders

To view orders:

Supplier portal → Supplier portal → Manage Order.



Note:

1. Invoice Status:

Pending → The invoice currently under review.

Approved → The invoice is being process for payment.

Rejected → Please check your email for the rejection reason, correct the issue, and **resubmit** the invoice.

To avoid system errors kindly add "." at the end of invoice Number, When submit the invoice again,

2. Required Legal Certificates:

- GOSI
- VAT
- Saudization
- Commercial Registration (CR)
- ZATCA
- Chamber of Commerce

3. For any portal issues please contact with Vendor Management

Email / vendor.Mngmt@sbf.gov.sa

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Thank you,