



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

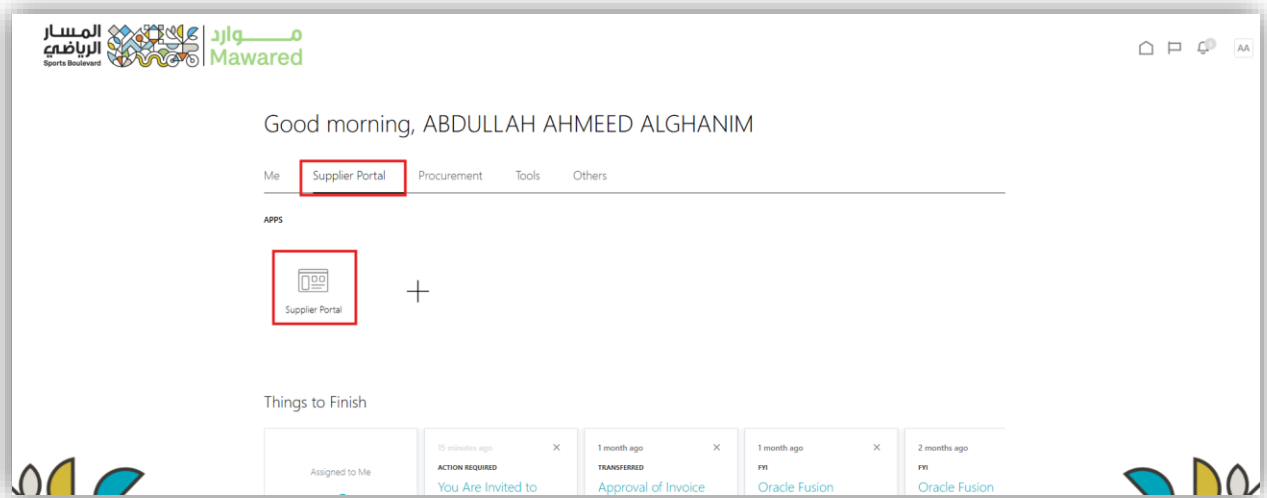
This user guide covers the following functional areas:

Negotiations

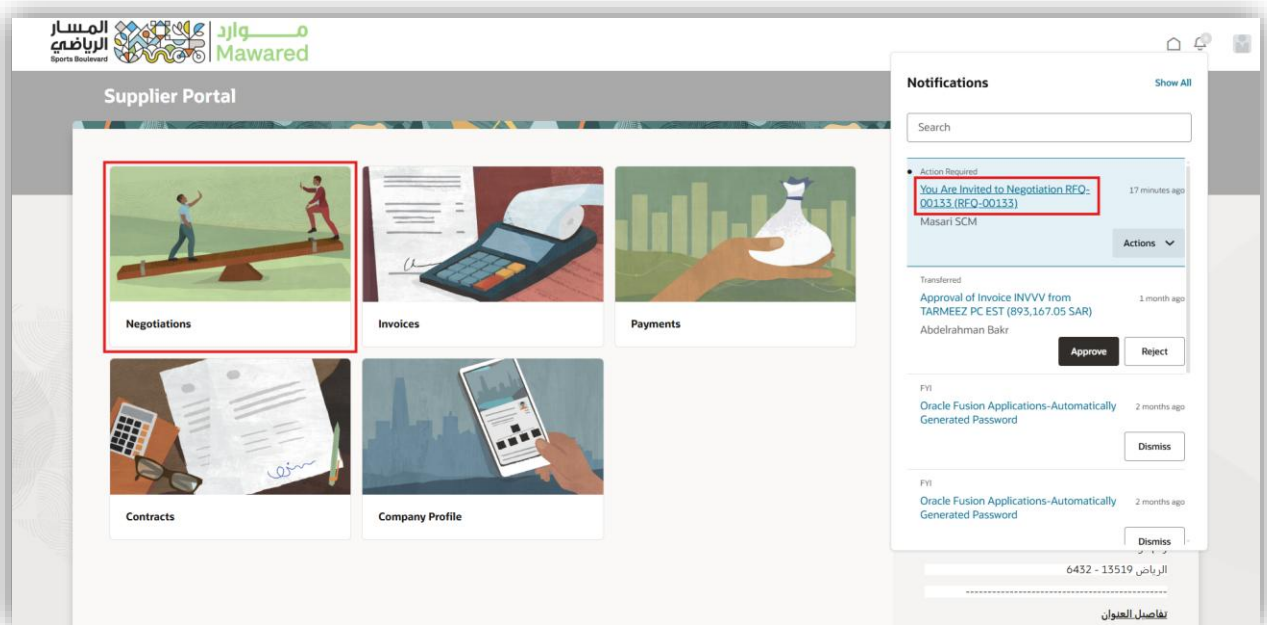
- Accessing negotiation invitations.
- Acknowledging participation in negotiations.
- Creating and submitting negotiation responses.

1 Acknowledging and Greeting & Submitting Supplier Responses.

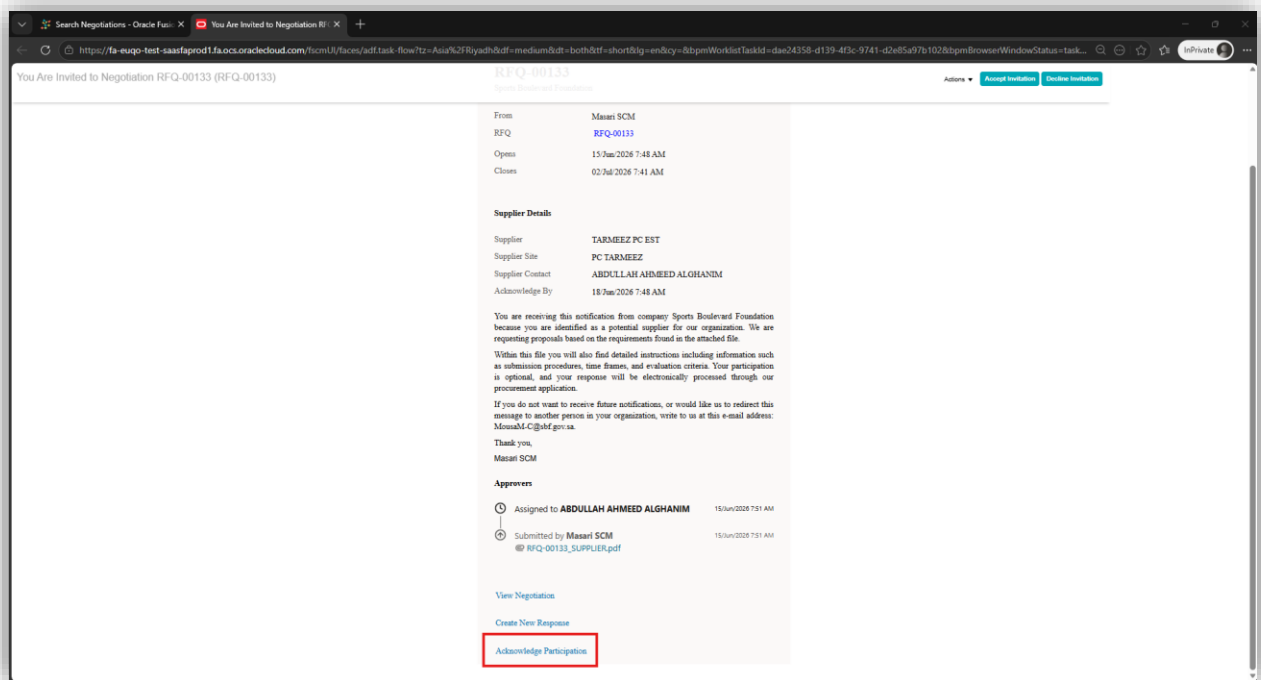
Acknowledging Negotiation



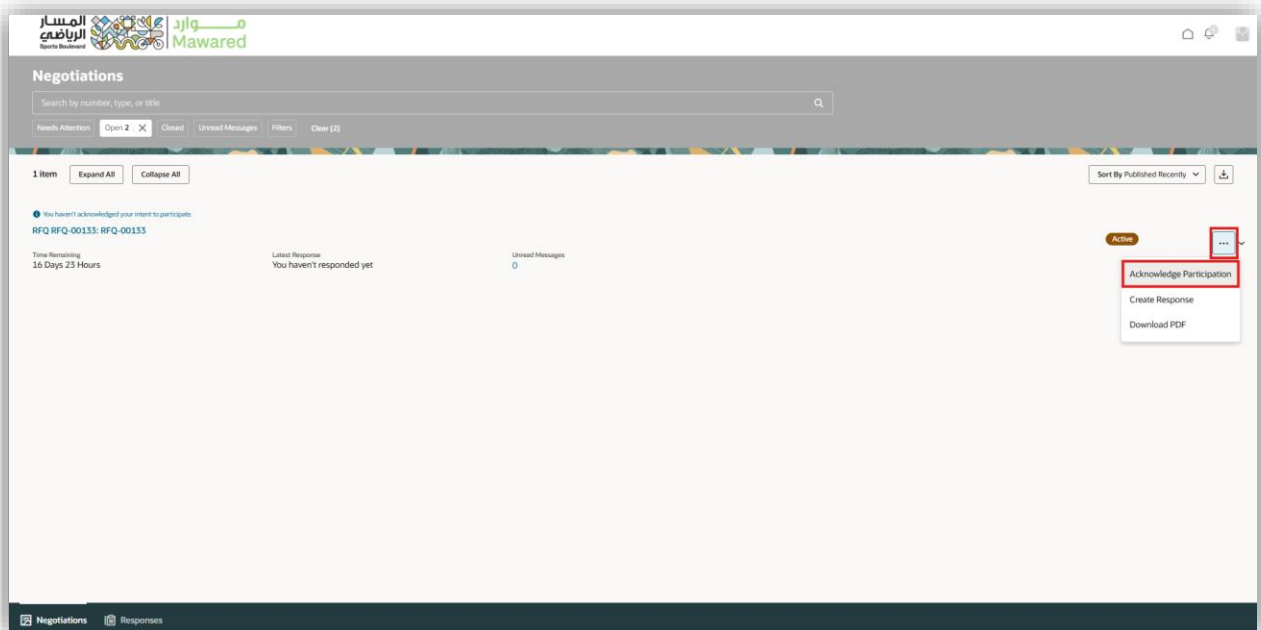
1. Click on “Supplier Portal”.
2. Click on “Supplier Portal” Icon.



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.



Acknowledge Participation
RFQ RFQ-00133: RFQ-00133

Supplier
TARMEEZ PC EST
Supplier Site
PC TARMEEZ

Do you intend to participate?
☒ Yes, we will participate
☐ No, we won't participate

Note to Buyer
we will response very soon

Cancel Update

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

Negotiations

Search by number, type, or title

Needs Attention Open 2 X Closed Unread Messages Filters Clear (2)

1 Item Expand All Collapse All

RFQ RFQ-00133: RFQ-00133

Time Remaining
16 Days 23 Hours

Latest Response
You haven't responded yet

Unread Messages
0

Sort By Published Recently

Action

- Acknowledge Participation
- Create Response
- Download PDF

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

Quote 80012 Draft Validate Save Submit

RFQ RFQ-00133; RFQ-00133

Time Remaining
16 d, 23 hr

Supplier: TARMEEZ PC EST, PC TARMEEZ Close Date: 02/Jul/2026 7:41 AM

Respond by Spreadsheet

Response Amount:
Response prices not entered

Response Type:
☒ Primary ☐ Alternate

Response Valid Until: 31/Jul/2026 12:00 AM Reference Number: Q-80013542

Note to Buyer

Attachments

Drag and Drop
Select or drop files here.

URL: Add URL

Q-00134.pdf
189.95 KB Last updated on 15/Jun/2026

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.

Quote 80012 Draft Validate Save Submit

RFQ RFQ-00133; RFQ-00133

Attachments

Drag and Drop
Select or drop files here.

URL: Add URL

Q-00134.pdf
189.95 KB Last updated on 15/Jun/2026

Requirements

1. Technical capabilities

1. Do you have ISO 27001 Certification?
☒ a. yes
☐ b. no

Lines

Search by item, description, or category

From Line: To Line:

1 Item Add Alternate Delete

Line	Description	Details	Category Name	Alternate	Start Price (SAR)	Response Quantity	Response Price (SAR)	UOM	Line Amount (SAR)	Promised Delivery Date	Requested Ship Date	Attachments	Action
1	service		Account Management Services			24	20,000.00	Each	4,820,000.00	09/Jul/2026 12			Add ✓ X

Response Amount: SAR4,820,000.00

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.

Quote 80012 Draft

RFQ RFQ-00133 RFQ-00133

Attachments

Drag and Drop
Select or drop files here.

URL Add URL

 From Supplier
Q-00134.pdf
189.95 KB

Last updated by walghanim@insambition.com on 15/Jan/2026

Requirements

1. Technical capabilities

1. Do you have ISO 27001 Certification?
Required
☒ a. yes
☐ b. no

Lines

Search by item, description, or category

From Line To Line

1 item Add Alternate Delete

Line	Description	Details	Category Name	Alternate	Start Price (SAR)	Response Quantity	Response Price (SAR)	UOM	Line Amount (SAR)	Promised Delivery Date	Requested Ship Date	Attachments	Action
1	service		Account Management Services			24	20000.00	each	4,820,000.00	09/Jul/2026 12			Add ✓ ✕

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

Quote 80012 Active

RFQ RFQ-00133 RFQ-00133

المسار الرياضي Sports Boulevard **مستوراد Mawared**

Time Remaining: **16 d, 23 hr**

Supplier: TARMEEZ PC EST. PC TARMEEZ
Reference Number: Q-80013542

Close Date: 02/Jul/2026 7:41 AM
Response Amount: SAR4,820,000.00
Response Valid Until: 31/Jul/2026 12:00 AM

Attachments (1)

Requirements

1. Technical capabilities

1. Do you have ISO 27001 Certification?
Do you have ISO 27001 Certification?
☒ a. yes
☐ b. no
Required

Lines

Search by item, description, or category

From Line To Line

Line	Description	Automatic Bidding	Details	Category Name	Alternate	Start Price (SAR)	Response Price (SAR)	Response Quantity	UOM	Line Amount

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



Supplier Portal - Creating Invoices User Manual



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Create Invoice

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View Orders

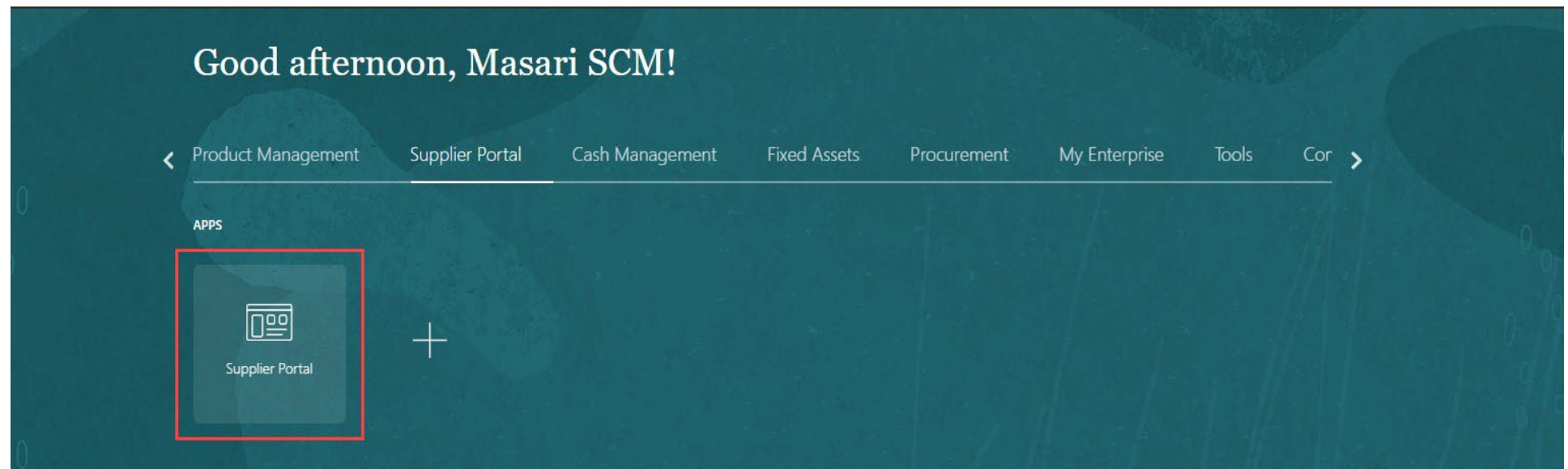
05

Note

Create Invoice

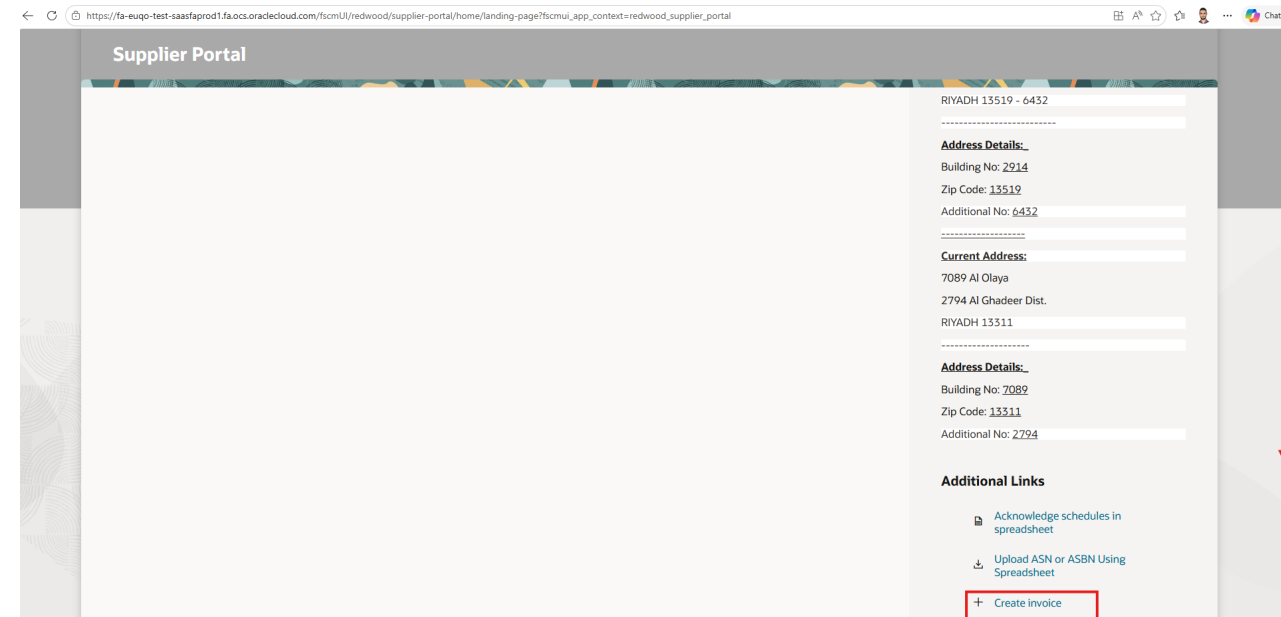
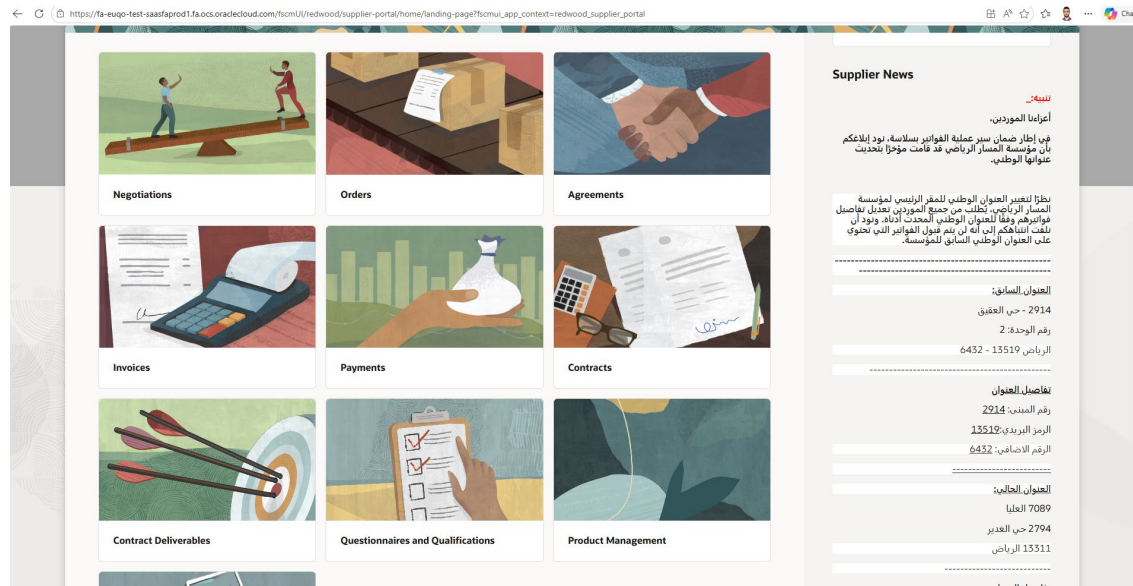
To create an invoice:

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 ? 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: None +
Tax Control Amount

* Number
* Date: dd/mm/yyyy
Type: Invoice
Invoice Currency
Payment Currency

Customer

Customer Taxpayer ID

Name
Address

Lines

View + - X 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.

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

Customer

* Customer Taxpayer ID 1234567890

Name THC Legal Entity

Address

Lines

View + ×  Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
		* 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.

tax Control Amount

Select and Add: Purchase Orders

Search Advanced Saved Search At least one is required

** Purchase Order

** Consumption Advice

** Creation Date

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.

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

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

Customer

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

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.

View Receipts

Search

Advanced Saved Search All Receipts

** At least one is required

** Receipt

Organization

* Purchase Order

Supplier Item

** 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 3:00	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 Done

Search

** Payment Number

Payment Status

Payment Amount

Advanced Saved Search All Payments

** At least one is required

** Supplier

Supplier Site

Payment Date

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 ? Done

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
PO-210040	21/Nov/2021		Main Site	kirollos safwat	50,000.00	SAR	Open		21/Nov/2021
PO-210038	21/Nov/2021		Main Site	kirollos safwat	1,000.00	SAR	Open		21/Nov/2021
PO-210033	14/Nov/2021		Main Site	kirollos safwat	4.00	SAR	Closed for R...		14/Nov/2021
PO-210032	13/Nov/2021		Main Site	kirollos safwat	100.00	SAR	Closed for R...		13/Nov/2021

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

المسار
الرياضي
Sports Boulevard



Thank you,