



Supplier Portal - Creating Invoices

User Manual



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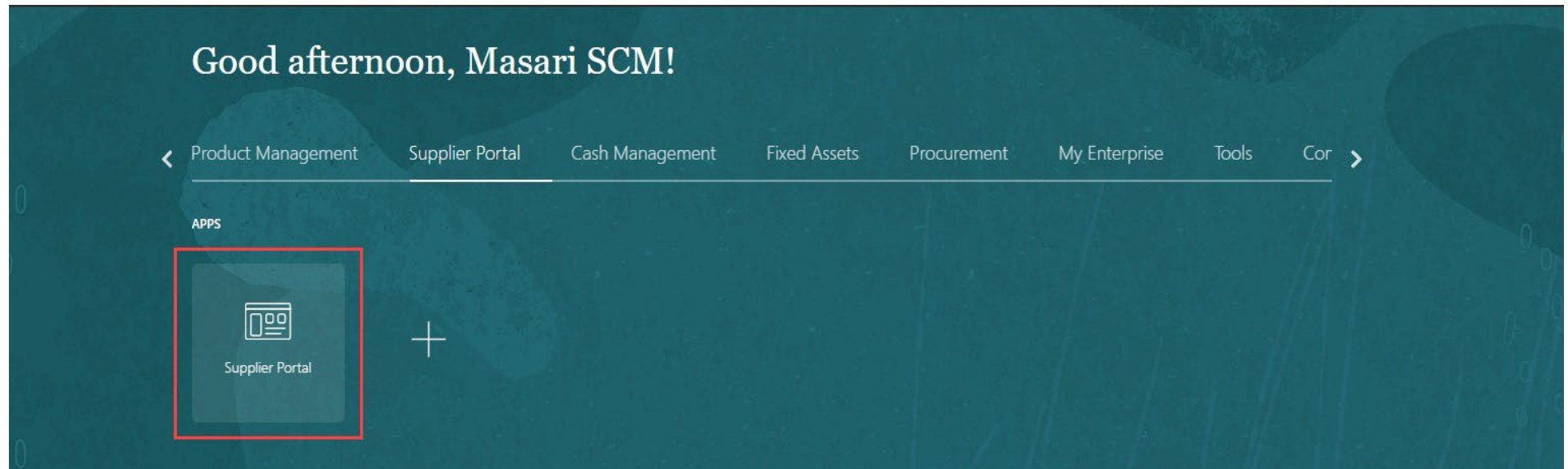
05

Note

Create Invoice

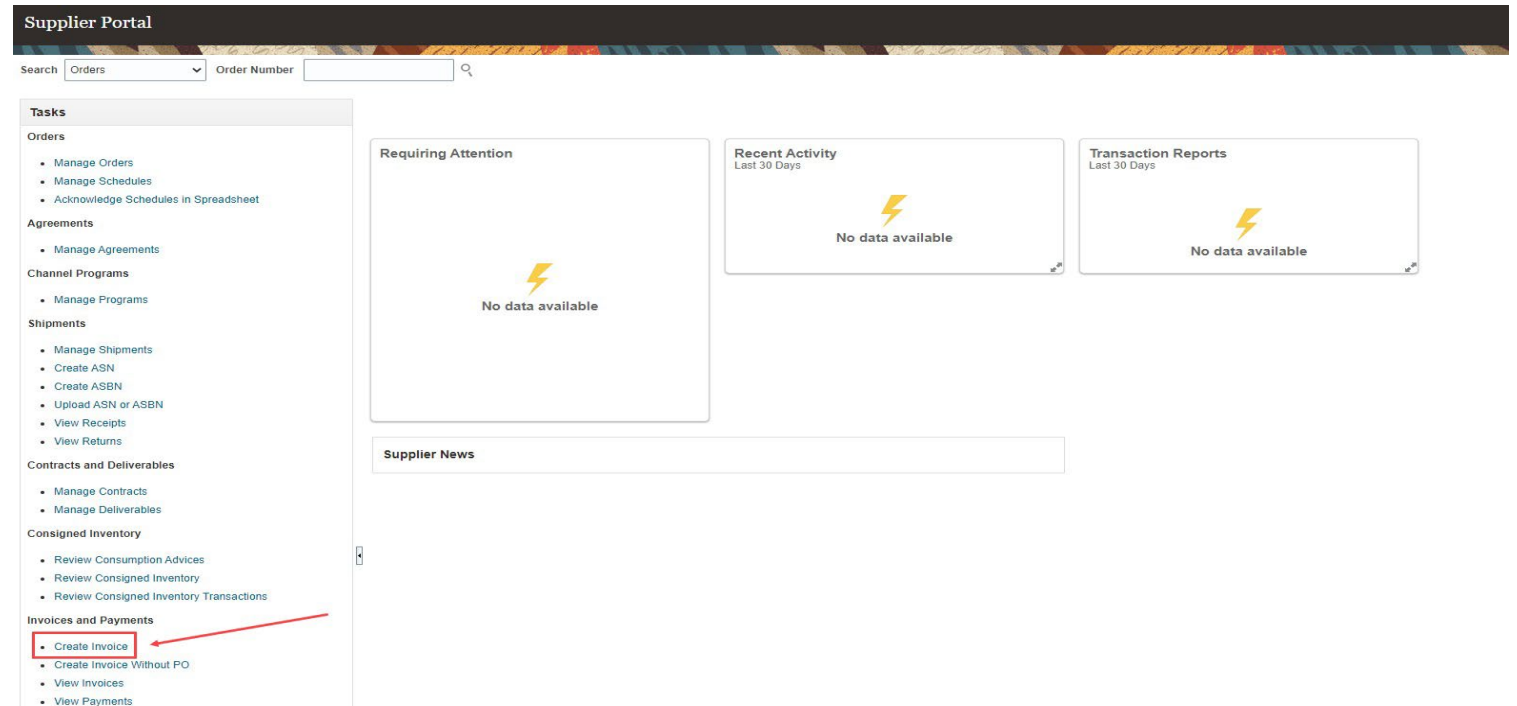
To create an invoice:

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

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



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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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:

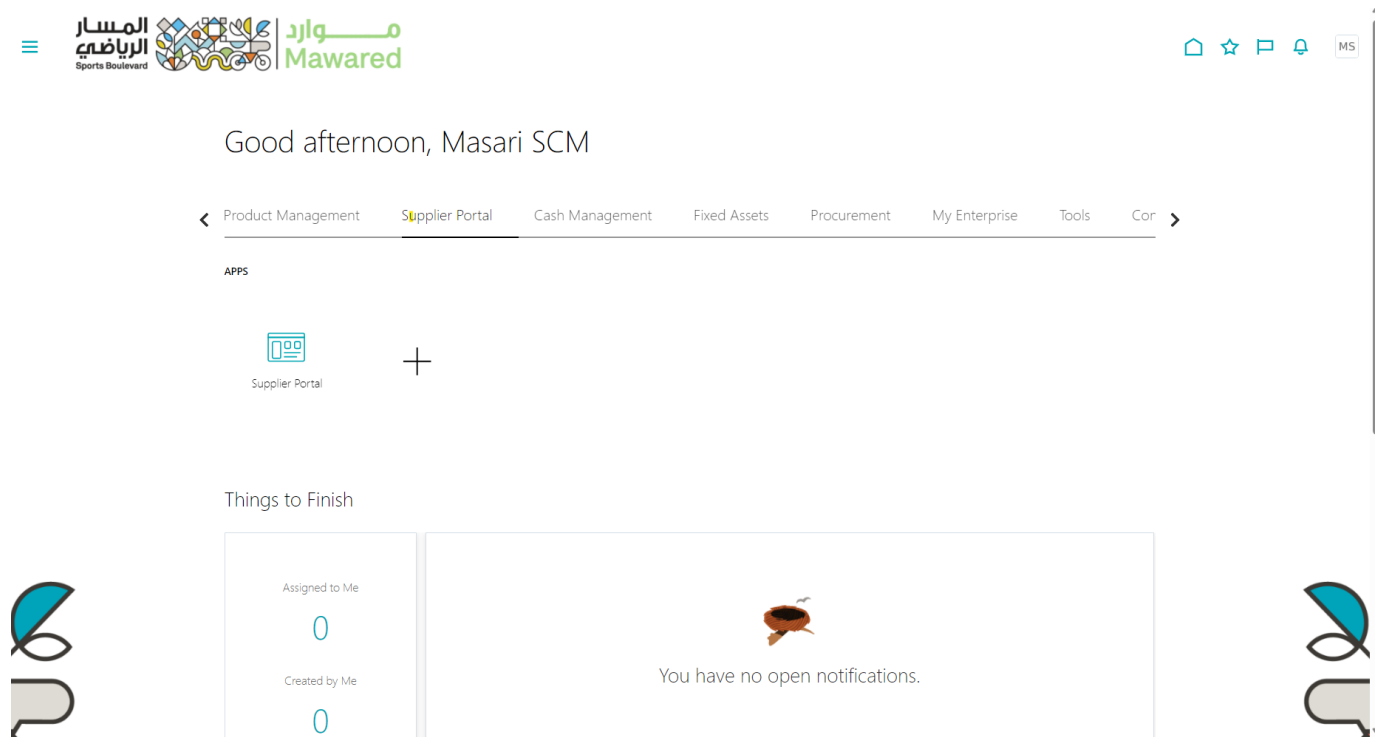
- Supplier Participating in active RFPs to SBF supplier portal.

1.2 Toolbar Function:

Actions ▾ View ▾ Format ▾ +       Freeze  Detach  Wrap	
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
Favorites
Cart
Notifications
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 وتسهلاً للموردين باختيار المنتج أو الخدمة ذات الصلة بنشاطه التجاري أو الخبرات السابقة. لذا نأمل منكم الدخول على حسابكم وتحديث

- 

المسار الرياضي

Sports Boulevard

مسار وارند

Mawared

Home
Favorites
Logout
MS

Active Negotiations

Search

** Negotiation

** Title

** Negotiation Close By

Manage Watchlist | Saved Search | Open Invitations

** Invitation Received

Response Submitted

Negotiation Open Since

Time Zone Arabia Standard Time

Open Invitations

** At least one is required

Search Results

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

Actions ▾ View ▾ 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
RFQ-00007	11111	RFP	8 Days 21 Hours	27/Mar/2024 11:...	1		0		

Columns Hidden 4

- Enter: Action
- Select View
- Select View Attachments

المسار الرياضي Sports Boulevard

مؤاوارد Mawared

Home, Desktop, Notifications (2), User AB

RFP: RFQ-00007

Currency = Saudi Riyal

Title 11111

Status Active (Locked)

Time Remaining 8 Days 21 Hours

Table of Contents

Overview

Requirements

Lines

Expand All

General

Terms

Buyer Fahad Jraes

Outcome Blanket Purchase Agreement

Attachments None

Messages

Create Response

Actions ▾

Done

Open Date 12/Mar/2024 12:23 PM

Close Date 27/Mar/2024 11:47 AM

View PDF

View Attachments

Respond

Analyze

View

- Enter: Action
- Select Actions
- Select Create Response

المسار الرياضي Sports Boulevard

مؤاوارد Mawared

Home, Desktop, Notifications (2), User AB

RFP: RFQ-00007

Currency = Saudi Riyal

Title 11111

Status Active (Locked)

Time Remaining 8 Days 20 Hours

Table of Contents

Overview

Requirements

Lines

Expand All

General

Terms

Buyer Fahad Jraes

Outcome Blanket Purchase Agreement

Attachments None

Messages

Create Response

Actions ▾

Done

Open Date 12/Mar/2024 12:23 PM

Close Date 27/Mar/2024 11:47 AM

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