Supplier Portal - Creating Invoices

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User Manual

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Restricted - Internal

Create Invoice

To create an invoice:

1- Supplier portal → Supplier portal.

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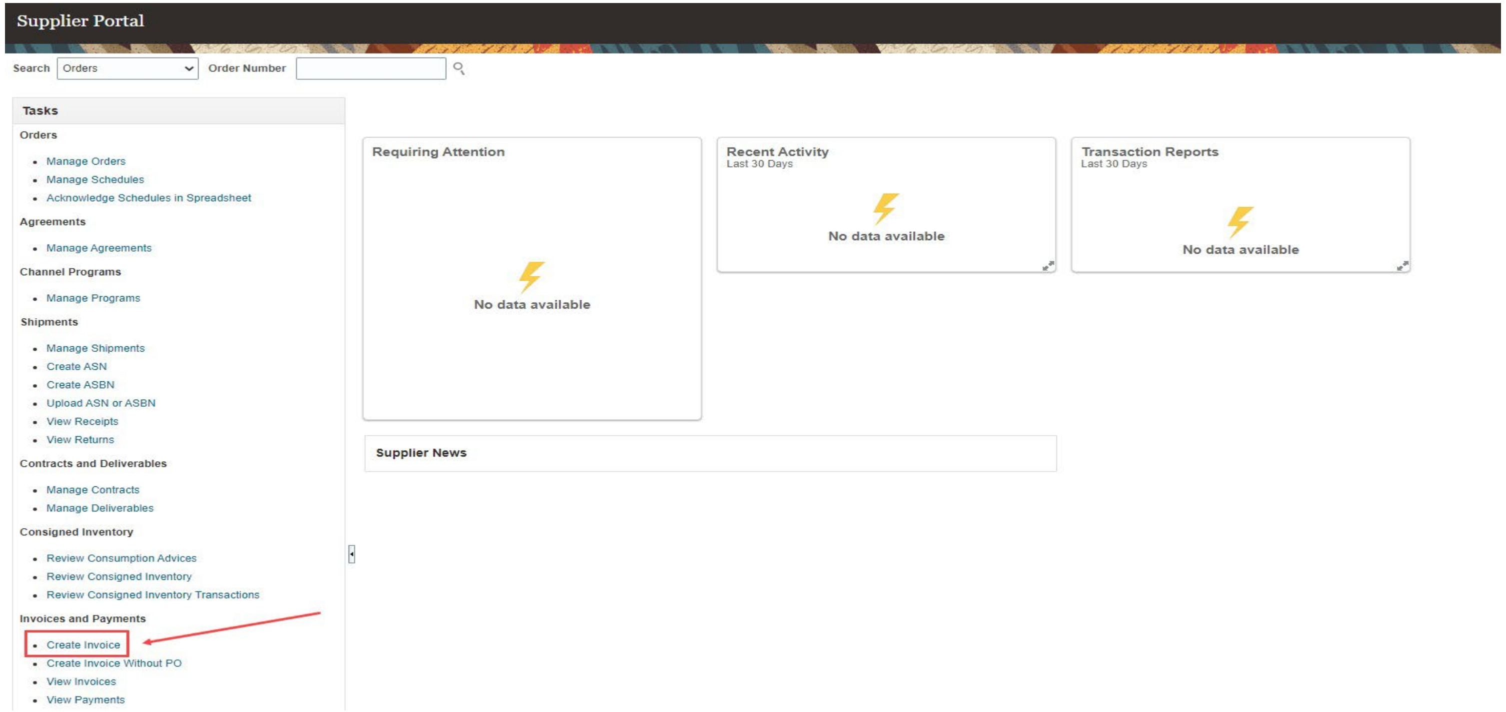
Create Invoice

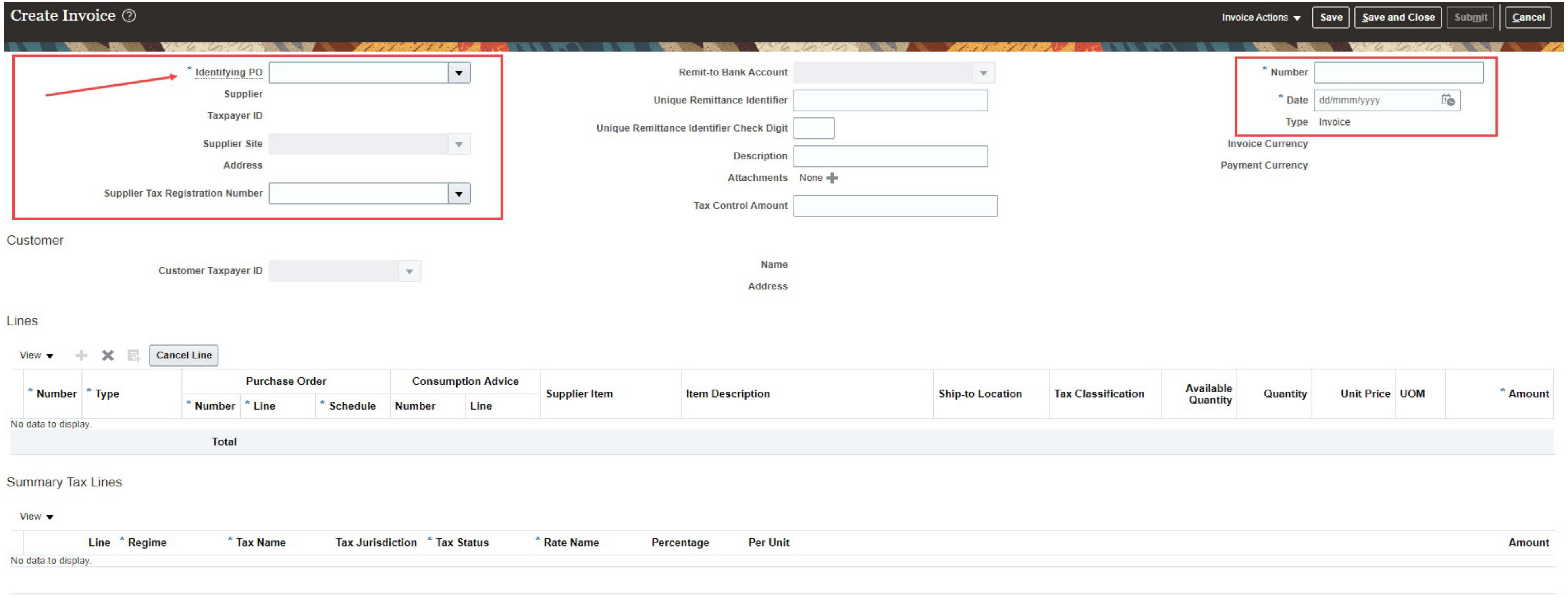
2- Supplier portal → Payment and Invoices → Create Invoice



Create Invoice

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

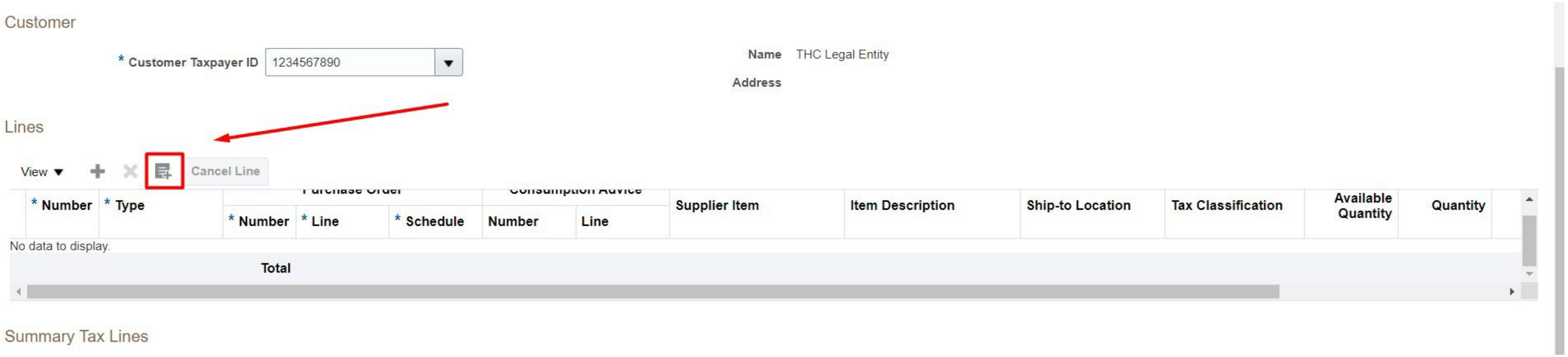
The Invoice Number must match the corresponding TAX Invoice Number.



Create Invoice

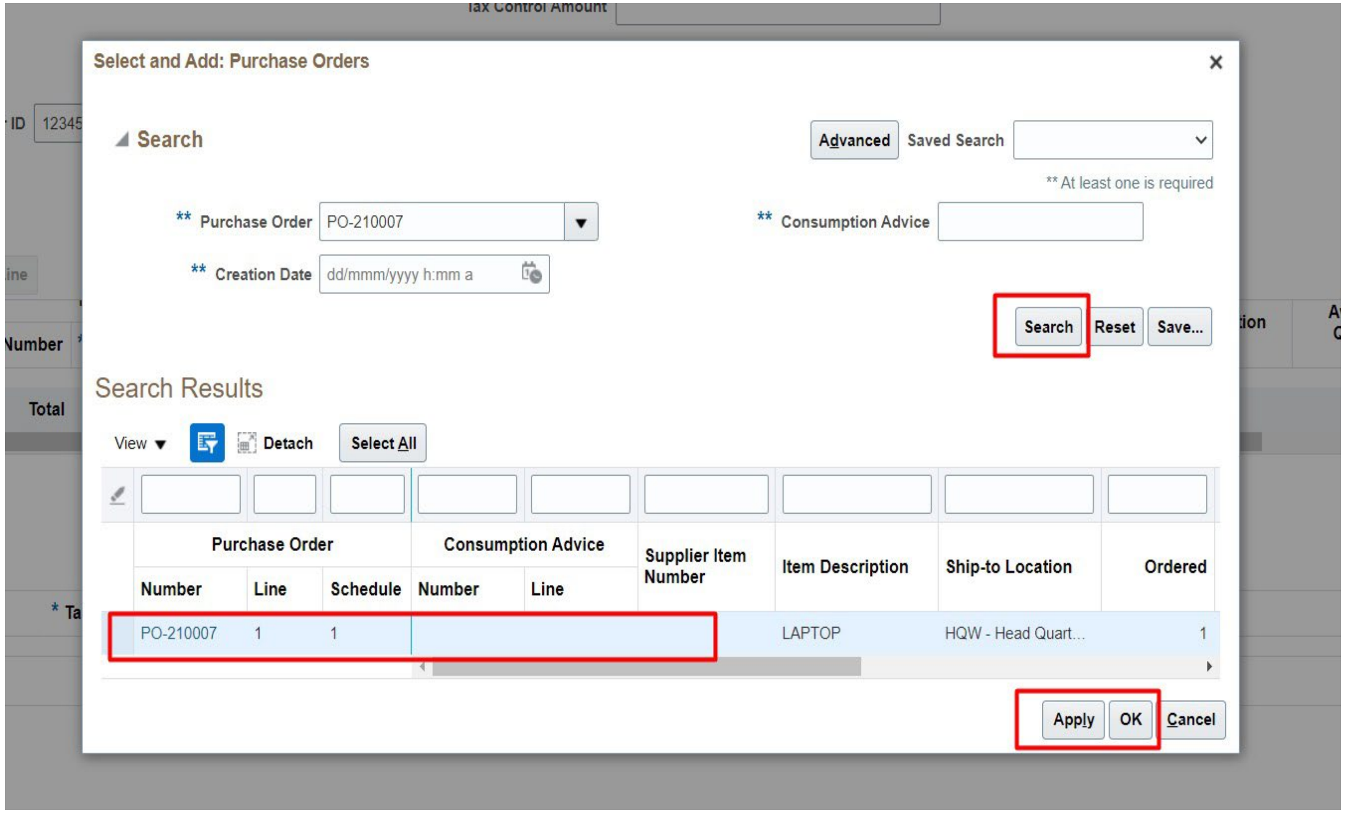
4- In Line ⟶ Select and Add.

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



Create Invoice

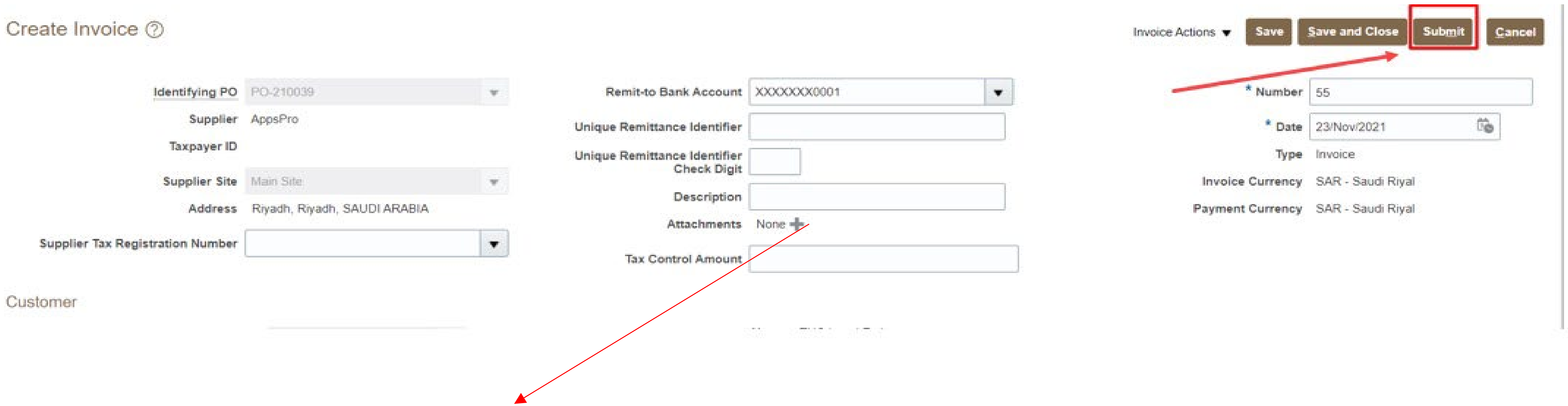
5- Search on PO → Select the Line to be Invoiced → Apply → Ok.



Create Invoice

6- Submit.

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

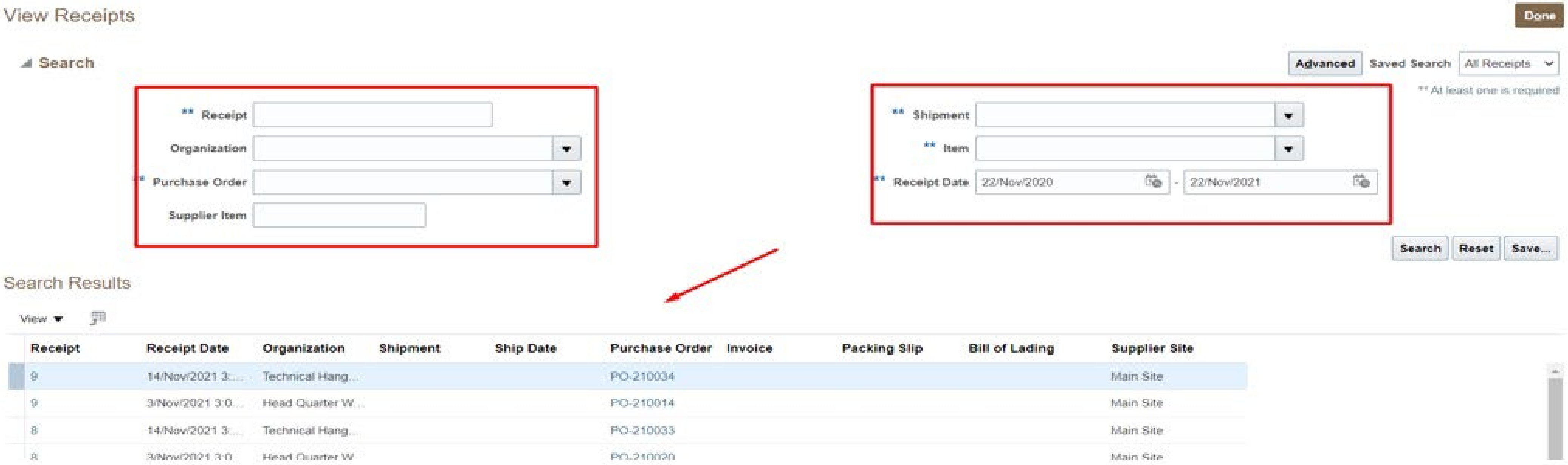


Note 1: Please attach the following:
a-The Tax Invoices
b-If this is the first or final invoice, please provide valid legal certificates

View Receipts

To view receipts:

Supplier portal → Supplier portal → View Receipts.



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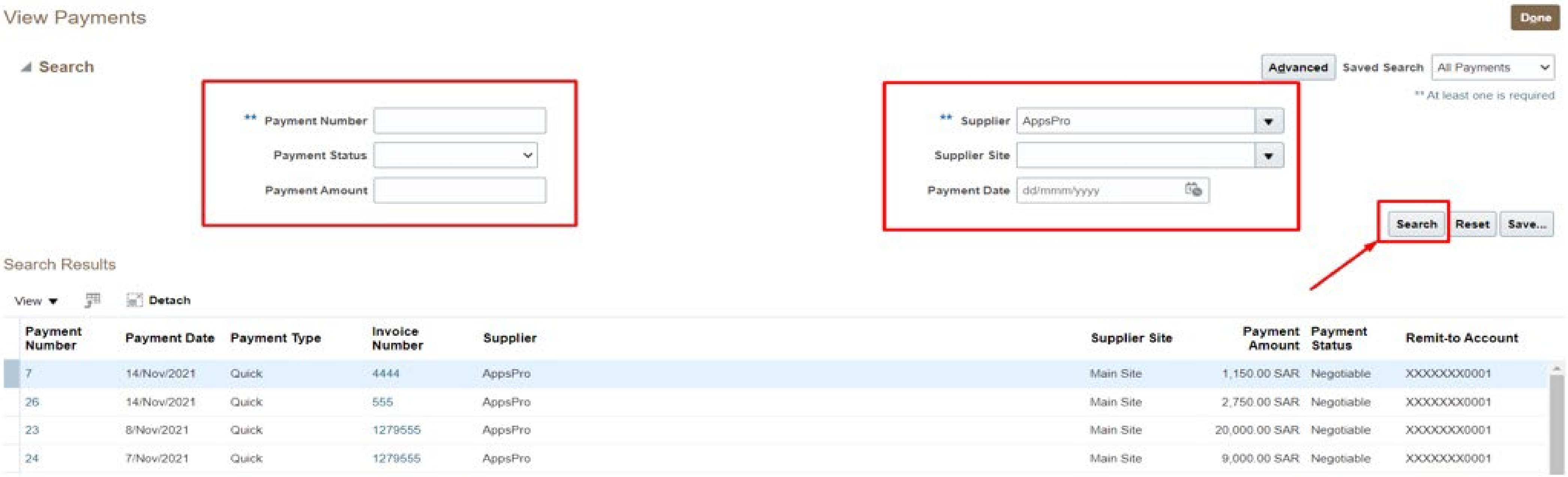
View Payments

To view Payments:

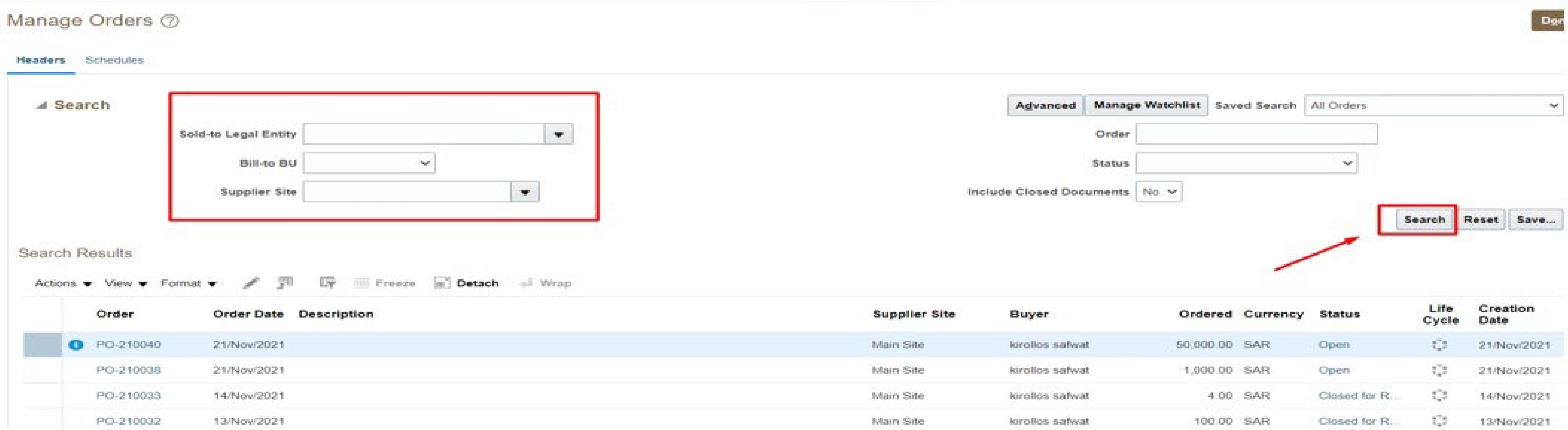
Supplier portal → Supplier portal → View Payments.



View Orders

To view orders:

Supplier portal → Supplier portal → Manage Order.



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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,

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.

Contents

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 Negations proposed by the National Security Services, and follow up on submitted invoices.

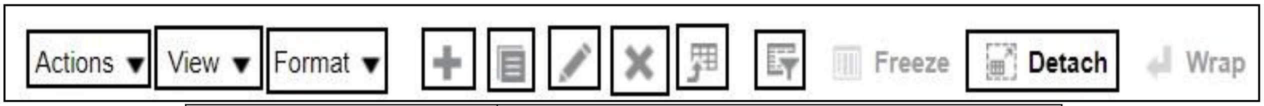
1.1 Purpose:

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.

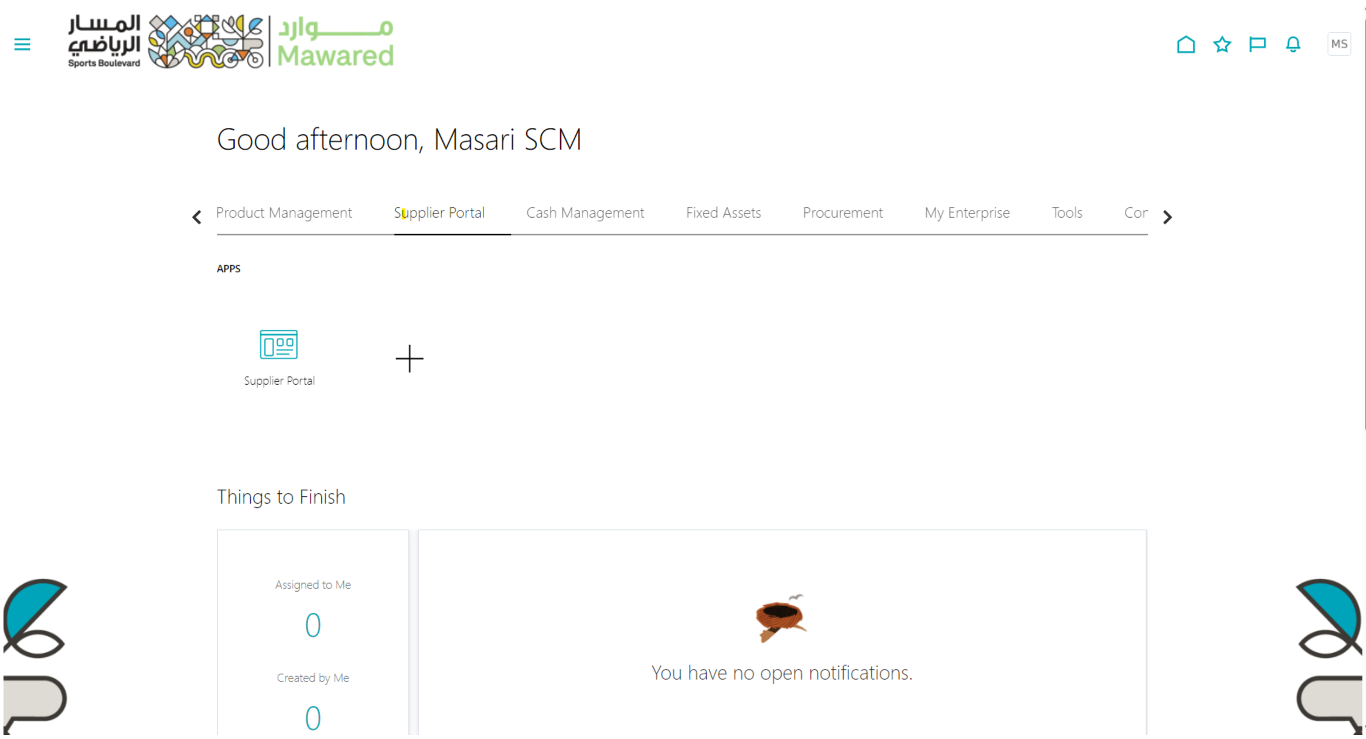
1.2 Toolbar Function:



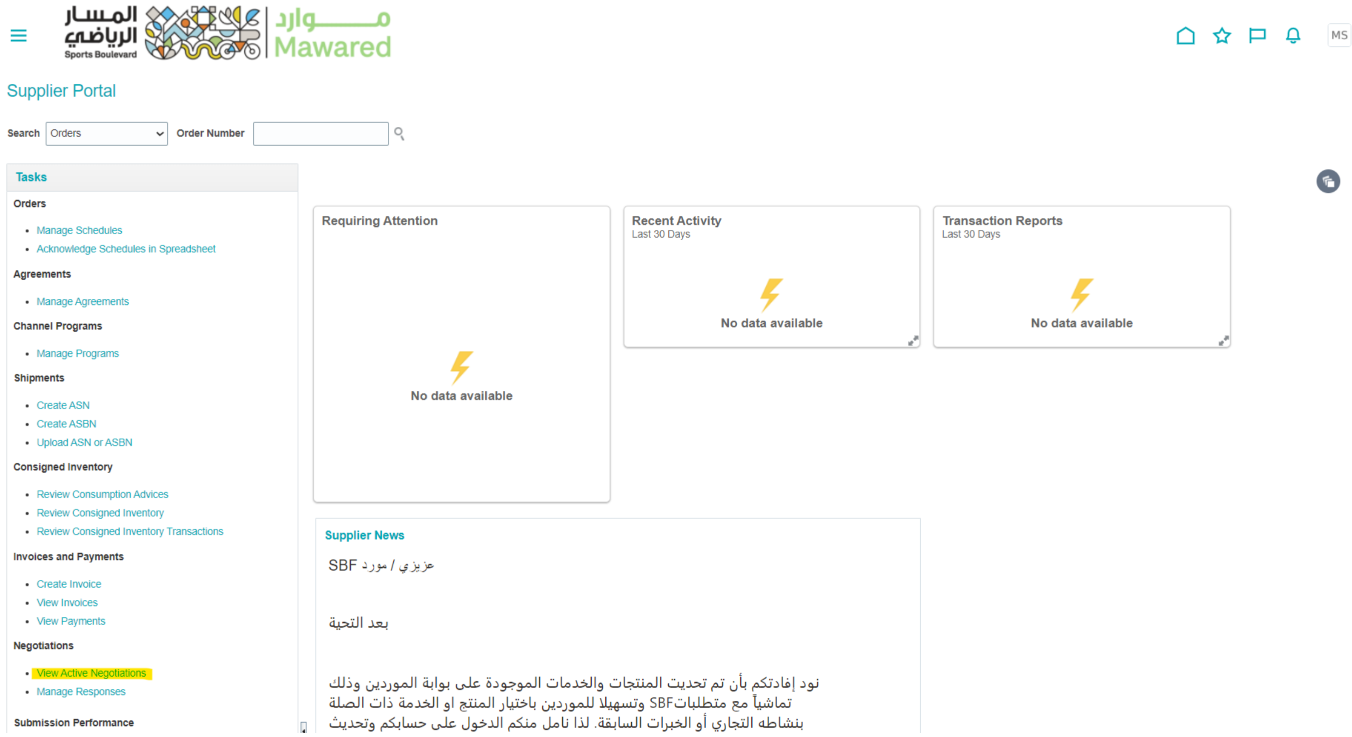
Function	Description
Action	Drop list for more actions
View	Show the columns
Format	Resize the columns
	Add
	Duplicate
	Edit
	Delete
	Export to Excel
	Query By Example
Freeze	Freeze The columns
Detach	Detach the columns
Wrap	Warp the columns

2 SBF SUPPLIER Participating in active RFPs

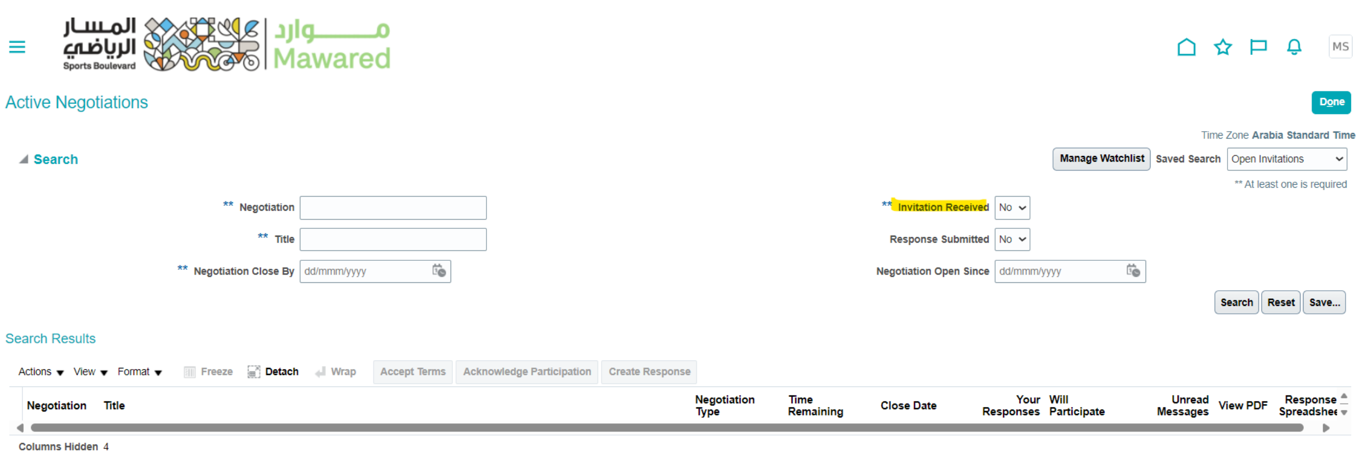
- Select: Supplier Portal



- Select: View Active Negotiations

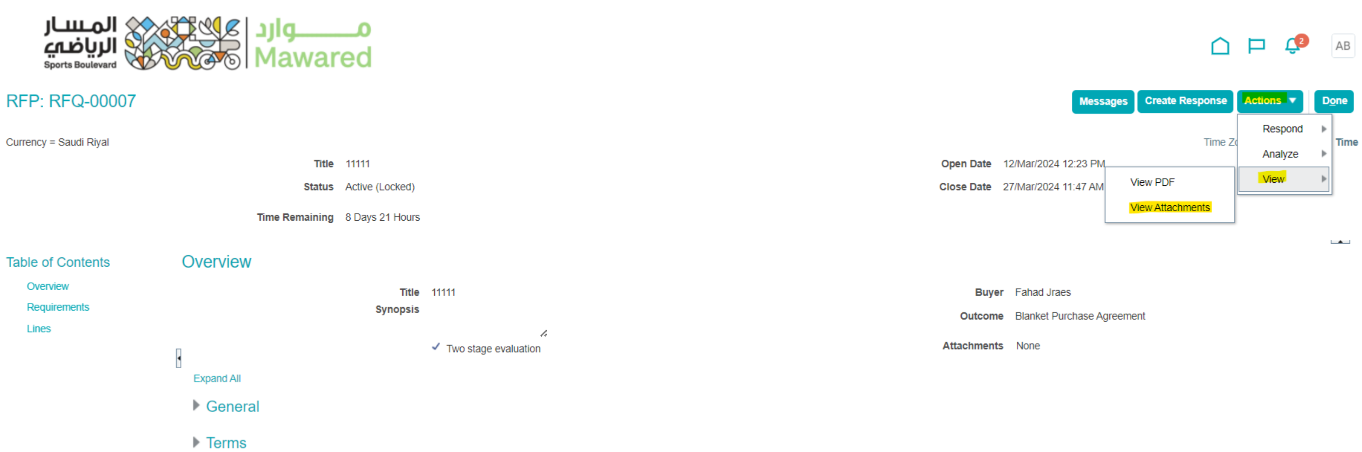


- Select: Invitation Received
- Select: NO
- Enter Search

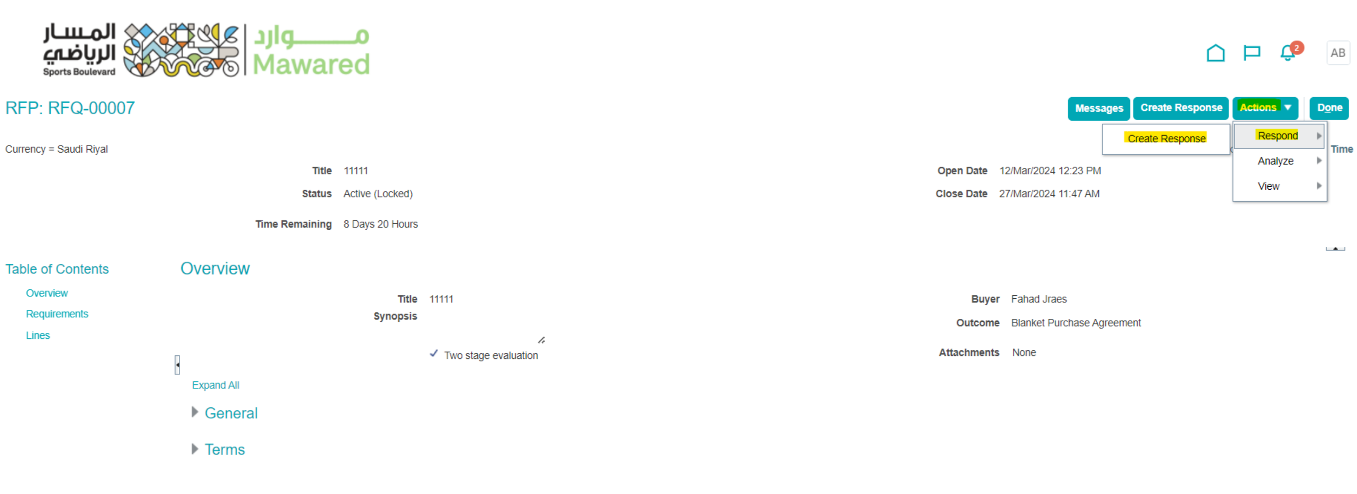


- Enter Negotiations

- Enter: Action
- Select View
- Select View Attachments



- Enter: Action
- Select Actions
- Select Create Response



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