

Supporting User Guide (For invoices & Tender Submissions)







Supplier Portal - Creating Invoices User Manual





Table of Content











To create an invoice:

1- Supplier portal \longrightarrow Supplier portal.

	Good afternoon, Masa	11
	Product Management Supplier Portal	
0	APPS	
	Supplier Portal	
0		











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



Tasks

Orders

- Agreements

- Shipments
- Create ASN

- View Returns

- Consigned Inventory

- · View Payments







3- Identify the PO \longrightarrow Fill in all the Fields.

Create Invoice ⑦									Invoid	ce Actions 🔻 🏾	Save Save	and Close	Sub <u>m</u> it
	6.10.10	17.71 7.12.7				6-0-	1131 731			48. (D. 19)	BA VASIA	in the	
	* Identifying PO		•		Remit-to Bank Account				[* Number			
	Supplier		_	Uniqu	ue Remittance Identifier					* Date	dd/mmm/yyyy	Ē	6
	Taxpayer ID			Unique Remittance	ce Identifier Check Digit					Туре	Invoice		_
	Supplier Site		•		Description				Invo	oice Currency			
	Address				Attachments	None -			Paym	ent Currency			
Supplier Tax Regis	stration Number		•		Tax Control Amount								
Customer													
Custor	ner Taxpayer ID	T			Name								
					Address								
Lines													
	Line	The Manager of											
* Number * Type	Purchase Order	Consum	ption Advice	Supplier Item	Item Description		Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	e UOM	*
No data to display	Number Line Sche	dule Number	Line	90490 1					quantity				
	Total												
Summary Tax Lines													
View 🔻													
Line * Regime	* Tax Name Tax	Jurisdiction * Tax	Status	* Rate Name Perce	entage Per Unit								
No data to display.													







4- In Line \longrightarrow Select and Add.



Name THC Legal Entity

Address

 Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	





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



ct and Add: Pu	irchase (Orders						>
Search						A <u>d</u> vanced Sa	aved Search	~
** Purcha	se Order	PO-210007		•	*	* Consumption Advic	** At lea	st one is required
** Creat	tion Date	dd/mmm/yyy	vy h:mm a	io				
							Search F	Reset Save
arch Result	S							
arch Result	S Detach	Select A	I					
arch Result	S Detach	Select A						
arch Result	S Detach	Select A	II Consum	ption Advice	Supplier Item			Ordered
arch Result	S Detach hase Ord Line	Select <u>A</u> er Schedule	II Consum Number	nption Advice	Supplier Item Number	Item Description	Ship-to Location	Ordered
ew V Result	S Detach hase Ord Line	Select <u>A</u> er Schedule	II Consum Number	nption Advice	Supplier Item Number	Item Description LAPTOP	Ship-to Location	Ordered





6- Submit.

Identifying PO	PO-210039	*	Remit
Supplier	AppsPro		Unique Rer
Taxpayer ID			Unique Rer
Supplier Site	Main Site	Ŧ	
Address	Riyadh, Riyadh, SAUDI ARABIA		
Supplier Tax Registration Number		-	
Supplier Tax Registration Number		•	Ta







View Receipts

To view receipts:

Supplier portal \longrightarrow Supplier portal \longrightarrow View Receipts.

Search				
	** Receipt			
	Organization			
	* Purchase Order			-
	Supplier Item	2		
arch Resu	lts			
arch Resul	Its Receipt Date	Organization	Shipment	Ship Date
arch Resul	Receipt Date 14/Nov/2021 3:	Organization Technical Hang	Shipment	Ship Date
arch Resul	Receipt Date 14/Nov/2021 3: 3/Nov/2021 3:0	Organization Technical Hang Head Quarter W	Shipment	Ship Date
arch Resul	Receipt Date 14/Nov/2021 3: 3/Nov/2021 3: 14/Nov/2021 3:	Organization Technical Hang Head Quarter W Technical Hang	Shipment	Ship Date

			1.000		At leas
** Shipment			•		
** Item			•		
** Receipt Date	22/Nov/2020	00 - 22/Nov	/2021	60	

urchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
O-210034				Main Site
O-210014				Main Site
O-210033				Main Site
0.210020				Main Site







View Payments

To view Payments:

Supplier portal \longrightarrow Supplier portal \longrightarrow View Payments.

Search	_			
		** Payment Number	·	
		Payment Status Payment Amount	· [~
arch Result	5			
arch Resulta ew ▼ 了 Payment	S Detach	Paurant Trees	Invoice	Guardian
arch Result ew ▼ ∰ Payment Number	5 Detach Payment Date	Payment Type	Invoice Number	Supplier
arch Result ew v 🎵 Payment Number 7	S Detach Payment Date 14/Nov/2021	Payment Type Quick	Invoice Number 4444	Supplier AppsPro
arch Result ew Payment Number 7 26	S Detach Payment Date 14/Nov/2021 14/Nov/2021	Payment Type Quick Quick	Invoice Number 4444 555	Supplier AppsPro AppsPro
arch Result iew Payment Number 7 26 23	S Detach Payment Date 14/Nov/2021 14/Nov/2021 8/Nov/2021	Payment Type Quick Quick Quick	Invoice Number 4444 555 1279555	Supplier AppsPro AppsPro AppsPro



Supplier Site	Payment Amount	Payment Status	Remit-to Account
Main Site	1,150.00 SAR	Negotiable	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Main Site	2,750.00 SAR	Negotiable	XXXXXXXXXX0001
Main Site	20,000.00 SAR	Negotiable	XXXXXXXXXX0001
Main Site	9,000.00 SAR	Negotiable	XXXXXXXXXX0001





View Orders

To view orders:

Supplier portal \longrightarrow Supplier portal \longrightarrow Manage Order.

Search		Advanced Manage Watchlist Saved	All Orders		
	Sold-to Legal Entity	• Order			
	Bill-to BU 🗸	Status	~		
	Supplier Site	Include Closed Documents No V			
h Results				Search Re	set
h Results	Format 🕶 🥒 🎵 🖙 💷 Freeze 🗟 Detach	Wrap		Search Re	Creati
h Results ms ▼ View ▼ Order	Format 🕶 🎤 🎢 🛱 🥅 Freeze 🗟 Detach Order Date Description	Wrap Supplier Site Buyer Ordered C	Currency Status	Search Re Life Cycle	Creati
h Results ons ▼ View ▼ Order Order	Format	Wrap Supplier Site Buyer Ordered O Main Site kirollos safwat 50,000.00 S	Currency Status	Search Re Life Cycle	Creati Date
h Results ms ▼ View ▼ Order Order PO-210040 PO-210038	Format	Wrap Supplier Site Buyer Ordered O Main Site kirollos safwat 50,000.00 S Main Site kirollos safwat 1,000.00 S	Currency Status SAR Open SAR Open	Search Re Cycle	Creati Date 21/Nov 21/Nov
h Results	Format	Wrap Supplier Site Buyer Ordered O Main Site kirollos safwat 50,000.00 S Main Site kirollos safwat 1,000.00 S Main Site kirollos safwat 1,000.00 S	Currency Status SAR Open SAR Open SAR Open SAR Open SAR Open	Search Re Cycle	Creati Date 21/Nov 21/Nov

Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation
Main Site	kirollos safwat	50,000.00	SAR	Open	0	21/Nov
Main Site	kirollos safwat	1,000.00	SAR	Open	0	21/Nov
Main Site	kirollos safwat	4.00	SAR	Closed for R	\odot	14/Nov
Main Site	kirollos safwat	100.00	SAR	Closed for R	0	13/Nov







JUJJ CABUJJ Sports Boulevard



Thank You,







Supplier Portal DO.070

Author:	Ahmad Khalifa	إعداد :
Preparation Date:	18-03-2024	تاريخ الإعداد:
Last Updated:	18-03-2024	تاريخ أخر تع <i>د</i> يل :
Document Version:	v1.0	رقم المستن <i>د</i> :
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 <u>electronic copy</u> 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 <u>hard copy</u> of this document, please write your name on the front cover, for document control purposes.

Contents

1	. DOC	CUMENT CONTROL	2
	1.1 Ch	ange Record	2
	1.3	Distribution	2
1	SBF	SUPPLIER PORTAL INTRODUCTION:	4
	1.1 Pu	irpose:	4
	1.2	Toolbar Function:	5
2	SBF	- SUPPLIER Participating in active RFPs	6
4	- OPE	N AND CLOSED ISSUES FOR THIS DELIVERABLE	9
	4.1 Or	pen Issues:	9
	4.2 Clo	osed 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 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:

Actions v	iew 🔻 Format 👻 🕂	🗐 💉 🎵 🖫 🕞 Der	tach ฝ Wrap
	Function	Description	
	Action	Drop list for more actions	
	View	Show the columns	
	Format	Resize the columns	
	+	Add	
	E	Duplicate	
	1	Edit	
	×	Delete	
	3	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

المـسار الرياضي Sports Boulevard	وارد کی کر کی مرکز کر	.o ed							☆ ⊢	эÔ	MS
	Good afterne	oon, Masar	i SCM								
	Product Management	S <mark>u</mark> pplier Portal	Cash Management	Fixed Assets	Procurement	My Enterprise	Tools	Cor >			
	APPS										
	Supplier Portal	+									
	Things to Finish										
6	Assigned to Me			9	é					<	
\sum	Created by Me		Y	ou have no op	en notification	S.				(

• Select: View Active Negotiations

ارد پریاندی Boots Bouleward	jo wared		△ ☆	, 🏳 🗘 мг
Supplier Portal				
Search Orders V Order Number	୍			
Tasks				
Manage Schedules Acknowledge Schedules in Spreadsheet	Requiring Attention	Recent Activity Last 30 Days	Transaction Reports Last 30 Days	
Agreements		Ľ	Z	
Manage Agreements Channel Programs		No data available	No data available	
Manage Programs Shipments	4		¥	
Create ASN Create ASBN Upload ASN or ASBN	No data available			
Consigned Inventory Review Consumption Advices				
Review Consigned Inventory Review Consigned Inventory Transactions Involces and Payments	Supplier News			
Create Invoice View Invoice	عزيزي / مورد SBF			
View Payments Negotiations	بعد التحية			
View Active Negotiations Manage Responses	ت والخدمات الموجودة على بوابة الموردين وذلك بيلا للموردين باختيار المنتج او الخدمة ذات الصلة	نود إفادتكم بأن تم تحديت المنتجان تماشياً مع متطلباتSBF وتسو		
Submission Performance	بقة. لذا نامل منكم الدخول على حسابكم وتحديث	بنشاطه التجاري أو الخبرات السا		

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

موارد Boots Boolward	
Active Negotiations	Dgne
⊿ Search	Time Zone Arabia Standard Time Manage Watchlist Saved Search Open Invitations
** Negotiation	*** Invitation Received No v
** Title	Response Submitted No 🗸
** Negotiation Close By dd/mmm/yyyy	Negotiation Open Since dd/mmm/yyyy
	Search Reset Save
Search Results	
Actions 🗸 View 🖌 Format 🖌 🔄 Freeze 😭 Detach 🚽 Wrap 🛛 Accept Terms Acknowledge Participation Create Respon	ise
Negotiation Title	Negotiation Time Close Date Your Will Unread View PDF Response Type Remaining Close Date Responses Participate Messages
Columns Hidden 4	

• Enter Negotiations

negotiation nue	- ex inner innerally i m	Negotiation	Time	Close Date	Your Will	Unread	view PDF Resp
RFQ-00007 11111		RFP	8 Days 21 Hours	27/Mar/2024 11:	Responses Participate	Wessages 0	spread
olumns Hidden 4							
• Ente	r: Action						
 Selection 	ct View The View Attachments						
المىسار 🕅	موارد اعلی ا					Ω	□
Sports Boulevard	W CO Mawared				Messages	Create Response	Actions T
rency = Saudi Riyal						Time Z	Respond
	Title 11111 Status Active (Locked)			Open Da Close Da	te 12/Mar/2024 12:23 PM	View PDF	Analyze View
	Time Remaining 8 Days 21 Hours					View Attachments	
ole of Contents	Overview						
Requirements	Synopsis			Outc	ome Blanket Purchase Agreem	ient	
	✓ Two stage evaluation			Attachm	ents None		
	▶ General						
	▶ Terms						
- .	A .::						
Enter	r: Action						
Select	ct Actions						
• Selec							
المسار الرياضي	مصوارد علي محكم المحكم الم						Þ 🗘
oporto bouterard					Messages	Create Response	Actions V
P: RFQ-00007						Create Response	Respond Note: N
FP: RFQ-00007	TH6 1111			Open Dat	a 12/Mar/2024 12:22 DM		Analyze 🕨
FP: RFQ-00007	Title 11111 Status Active (Locked)			Open Dat Close Dat	e 12/Mar/2024 12:23 PM e 27/Mar/2024 11:47 AM		Analyze View
FP: RFQ-00007	Title 11111 Status Active (Locked) Time Remaining 8 Days 20 Hours			Open Dat Close Dat	 12/Mar/2024 12:23 PM 27/Mar/2024 11:47 AM 	P	Analyze ► View ►
P: RFQ-00007 ency = Saudi Riyal	Title 11111 Status Active (Locked) Time Remaining 8 Days 20 Hours			Open Dat Close Dat	e 12/Mar/2024 12:23 PM e 27/Mar/2024 11:47 AM	P	Analyze ► View ►
P: RFQ-00007 rency = Saudi Riyal ole of Contents Overview Requirements	Title 11111 Status Active (Locked) Time Remaining 8 Days 20 Hours Overview Title 11111 Synopsis			Open Dat Close Dat BL Outco	12/Mar/2024 12:23 PM 27/Mar/2024 11:47 AM vyer Fahad Jraes Bianket Purchase Agreem	ent.	Analyze ► View ►
P: RFQ-00007 rency = Saudi Riyal ble of Contents Overview Requirements Lines	Title 11111 Status Active (Locked) Time Remaining 8 Days 20 Hours Overview Title 11111 Synopsis ✓ Two stage evaluation			Open Dat Close Dat Bu Outco Attachme	top 27/Mar/2024 12:23 PM 27/Mar/2024 11:47 AM Fahad Jraes Blanket Purchase Agreements None	ent	Analyze ► View ►
P: RFQ-00007 rency = Saudi Riyal ble of Contents Overview Requirements Lines	Ttie 11111 Status Active (Locked) Time Remaining 8 Days 20 Hours Overview Ttie 11111 Synopsis ✓ Two stage evaluation			Open Dat Close Dat Bi Outoc Attachme	12/Mar/2024 12:23 PM 27/Mar/2024 11:47 AM 27/Mar/2024 11:47 AM wyer Fahad Jraes Blanket Purchase Agreements None	ent .	Analyze ► View ►
P: RFQ-00007 rency = Saudi Riyal ble of Contents Overview Requirements Lines	Title 1111 Statu ActiVe (Locked) Time Remaining 8 Days 20 Hours Overview Title 11111 Synopsis ✓ Two stage evaluation Expand All ▶ General			Open Dat Close Dat Bu Outoc Attachme	e 12/Mar/2024 12:23 PM e 27/Mar/2024 11:47 AM e 27/Mar/2024 11:47 AM e Pahad Jraes Blanket Purchase Agreements None	ent e	Analyze ► View ►
P: RFQ-00007 ency = Saudi Riyal ble of Contents Overview Requirements Lines	Titie 1111 Statu Active (Locked) Time Remaining 8 Days 20 Hours Overview Titie 11111 Synops 10 Two stage evaluation ▲ Two stage evaluation			Open Dat Close Dat Bi Outco Attachme	12/Mar/2024 12:23 PM 27/Mar/2024 11:47 AM ver Fahad Jraes Blanket Purchase Agreeme ents None	ant	Analyze ► View ►

4 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE

T

4.1 Open Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

4.2 Closed Issues:

ID	Issue	Resolution	Responsibility	Target Date	Impact Date