



## Supporting User Guide ( For invoices & Tender Submissions)

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Sports Boulevard





# Supplier Portal - Creating Invoices

## User Manual



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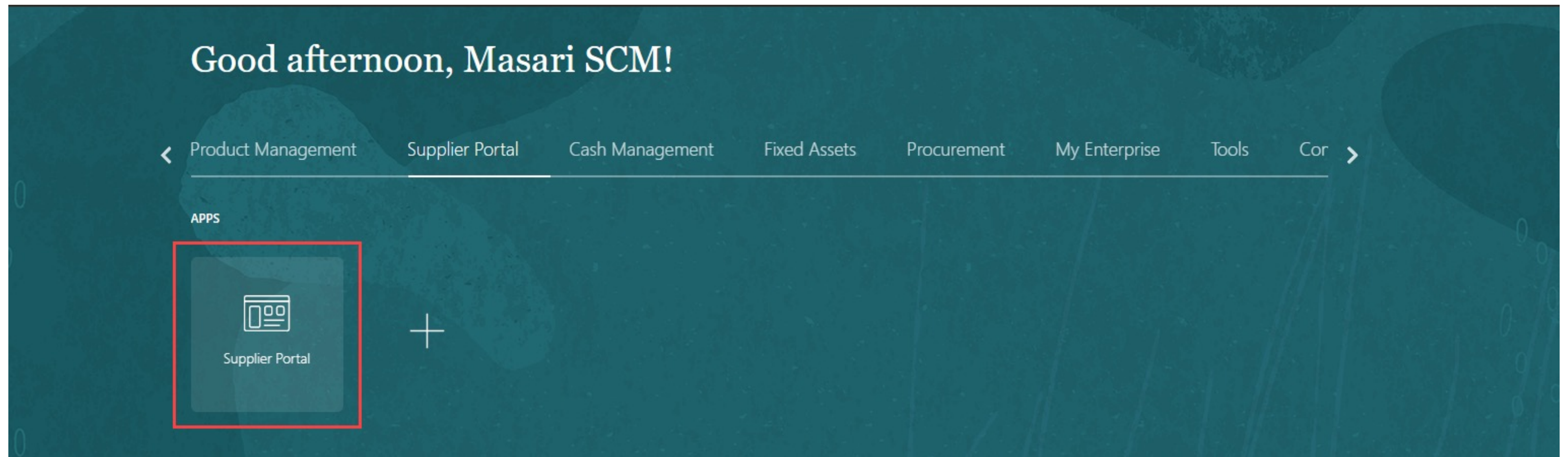
04

View Orders

# Create Invoice

To create an invoice:

1- Supplier portal → Supplier portal.



# Create Invoice

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

The screenshot displays the 'Supplier Portal' interface. At the top, there is a search bar with a dropdown menu set to 'Orders' and an 'Order Number' input field. A left-hand navigation menu lists several categories: 'Orders' (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), 'Agreements' (Manage Agreements), 'Channel Programs' (Manage Programs), 'Shipments' (Manage Shipments, Create ASN, Create ASBN, Upload ASN or ASBN, View Receipts, View Returns), 'Contracts and Deliverables' (Manage Contracts, Manage Deliverables), 'Consigned Inventory' (Review Consumption Advices, Review Consigned Inventory, Review Consigned Inventory Transactions), and 'Invoices and Payments' (Create Invoice, Create Invoice Without PO, View Invoices, View Payments). The 'Create Invoice' option is highlighted with a red box and a red arrow. The main content area features three dashboards: 'Requiring Attention' (No data available), 'Recent Activity Last 30 Days' (No data available), and 'Transaction Reports Last 30 Days' (No data available). Below these is a 'Supplier News' section.

# Create Invoice

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

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 ▼ + ✕ 📄 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.


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.

**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

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.

Create Invoice ?

Invoice Actions ▾ Save Save and Close **Submit** Cancel

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

\* Number 55

\* Date 23/Nov/2021 📅

Type Invoice

Invoice Currency SAR - Saudi Riyal

Payment Currency SAR - Saudi Riyal

Customer

# View Receipts

To view receipts:

Supplier portal → Supplier portal → View Receipts.

**View Receipts** Done

**Search** Advanced Saved Search All Receipts

**Search Filters:**

- \*\* Receipt
- Organization
- \* Purchase Order
- Supplier Item
- \*\* Shipment
- \*\* Item
- \*\* Receipt Date: 22/Nov/2020 - 22/Nov/2021

**Search Results**

Receipt	Receipt Date	Organization	Shipment	Ship Date	Purchase Order	Invoice	Packing Slip	Bill of Lading	Supplier Site
9	14/Nov/2021 3:...	Technical Hang...			PO-210034				Main Site
9	3/Nov/2021 3:0...	Head Quarter W...			PO-210014				Main Site
8	14/Nov/2021 3:...	Technical Hang...			PO-210033				Main Site
8	3/Nov/2021 3:0...	Head Quarter W...			PO-210020				Main Site

**Buttons:** Search, Reset, Save...

# View Payments

To view Payments:

Supplier portal → Supplier portal → View Payments.

The screenshot displays the 'View Payments' interface. At the top right, there is a 'Done' button. Below it, there are tabs for 'Advanced', 'Saved Search', and a dropdown menu set to 'All Payments'. A note below the tabs states '\*\* At least one is required'. The search filters are divided into two sections, both highlighted with red boxes. The left section contains: '\*\* Payment Number' (text input), 'Payment Status' (dropdown), and 'Payment Amount' (text input). The right section contains: '\*\* Supplier' (dropdown with 'AppsPro' selected), 'Supplier Site' (dropdown), and 'Payment Date' (text input with a calendar icon). Below the filters are 'Search', 'Reset', and 'Save...' buttons. A red arrow points to the 'Search' button. The 'Search Results' section shows a table with columns: Payment Number, Payment Date, Payment Type, Invoice Number, Supplier, Supplier Site, Payment Amount, Payment Status, and Remit-to Account. The table contains four rows of data.

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** ? Don

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

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**Thank You,**

# Supplier Portal

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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 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.

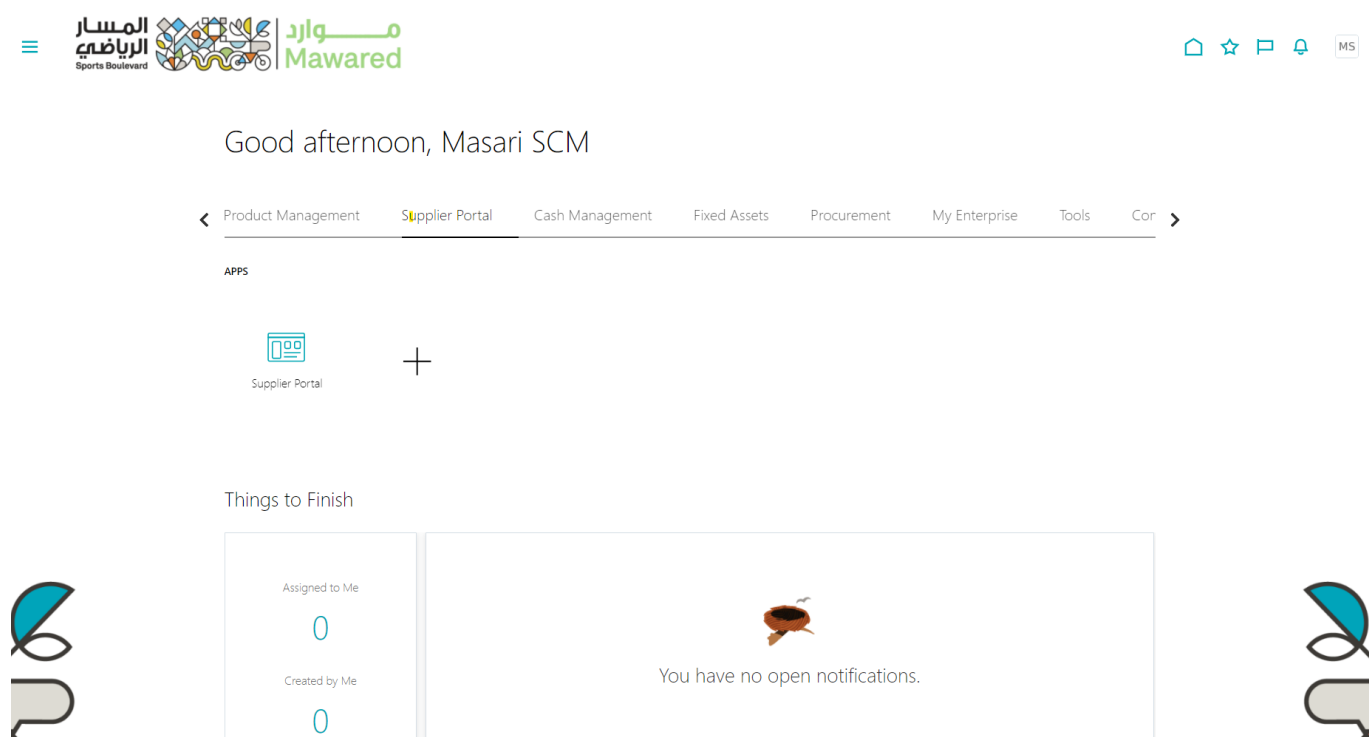
## 1.2 Toolbar Function:



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

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 11:47 AM	1		0		

Columns Hidden 4

- Enter: Action
- Select View
- Select View Attachments

- Enter: Action
- Select Actions
- Select Create Response

## **4 OPEN AND CLOSED ISSUES FOR THIS DELIVERABLE**

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### **4.1 Open Issues:**

<b>ID</b>	<b>Issue</b>	<b>Resolution</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Impact Date</b>

---

### **4.2 Closed Issues:**

<b>ID</b>	<b>Issue</b>	<b>Resolution</b>	<b>Responsibility</b>	<b>Target Date</b>	<b>Impact Date</b>