ISUPPLIER PORTAL USER MANUAL

Using iSupplier Portal

SAMI

INDEX

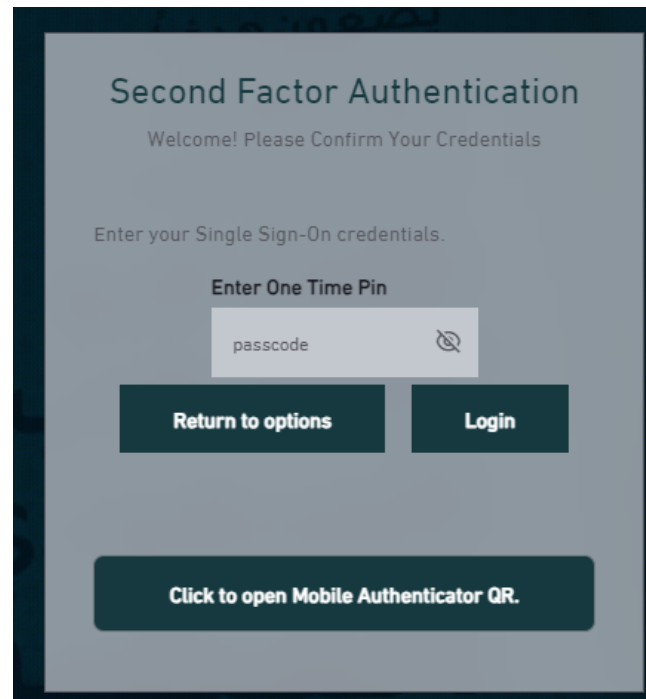**SAMI**

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1. Login to SAMI

The Supplier Contact person having a valid User Account in SAMI ERP can access the application.
The login details will be sent to the primary contact user's email after the Registration gets approved.
It is recommended to open a 'new session' of browser
the URL for external Supplier: https://eservices.sami.com.sa/
Or Through SAMI Website: www.sami.com.sa , Suppliers, Login
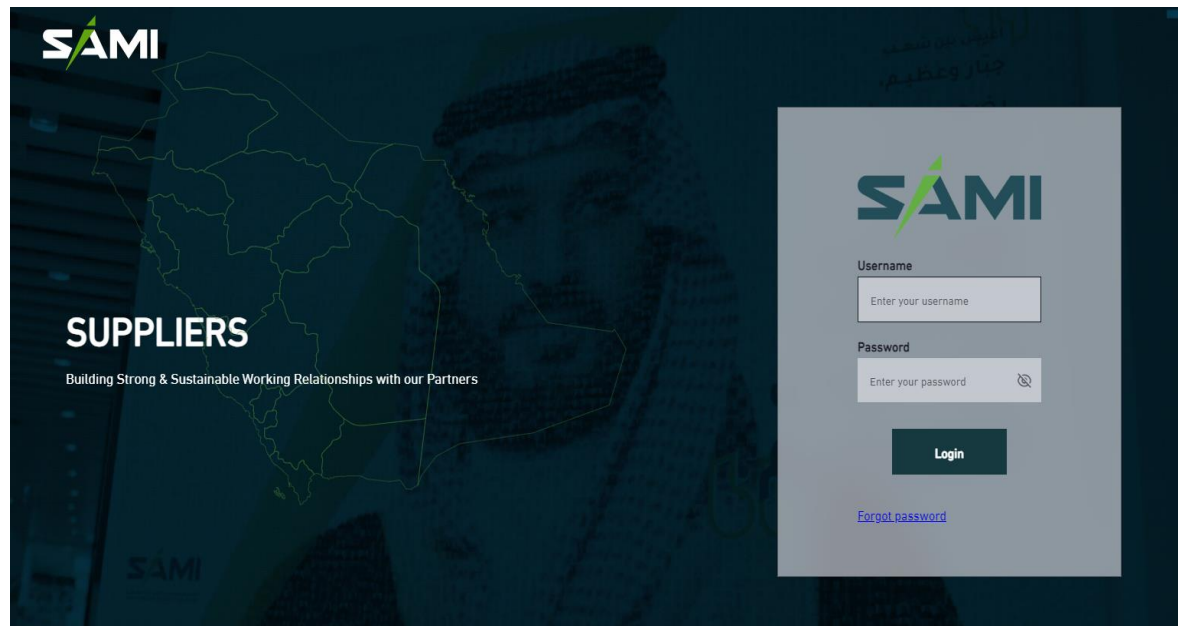
Enter User Name / Password and press Login
Select one of two options a second factor authentications either OTP or click to open Mobile Authenticator QR

If you select Mobile Authenticator QR, you have to install on your mobile device "Oracle Mobile Authenticator" first in order to be able to open the user QR
Note: Oracle Mobile Authenticator is free on IOS & Android
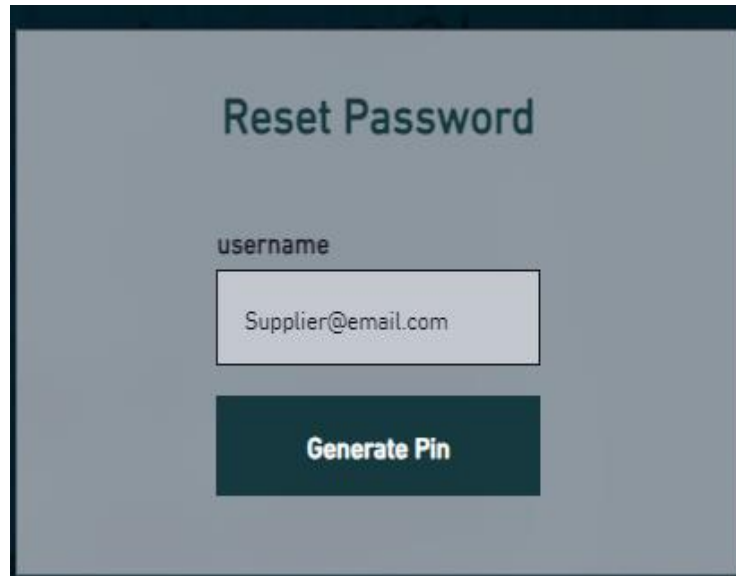
Based on Below QR Code, Oracle Mobile authenticator will be opened and will require to enter username / password for first use

Scan this QR with you SmartPhone ✕

SCAN ME

*To obtain your authentication token on your mobile.

Close
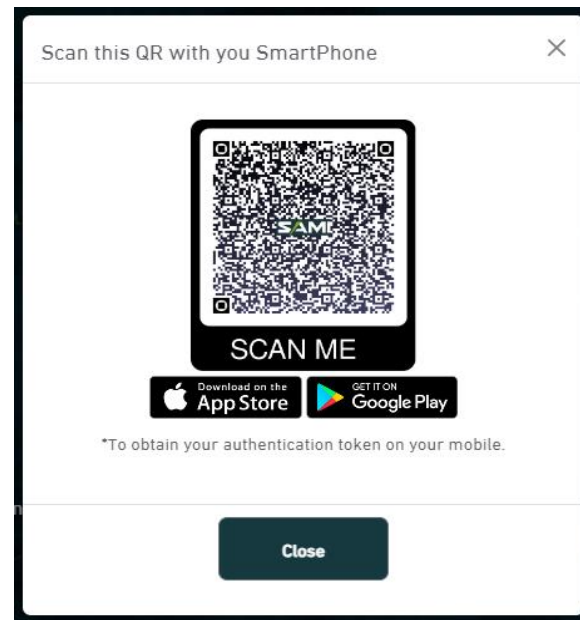
1.1 Reset Password

If you forget the password you can reset your password using the below steps :

Through SAMI Portal , press Forgot Password , and enter your Email Address

You have to select one method for one time password OTP either Mobile , or Oracle Mobile Authenticator (OMA)

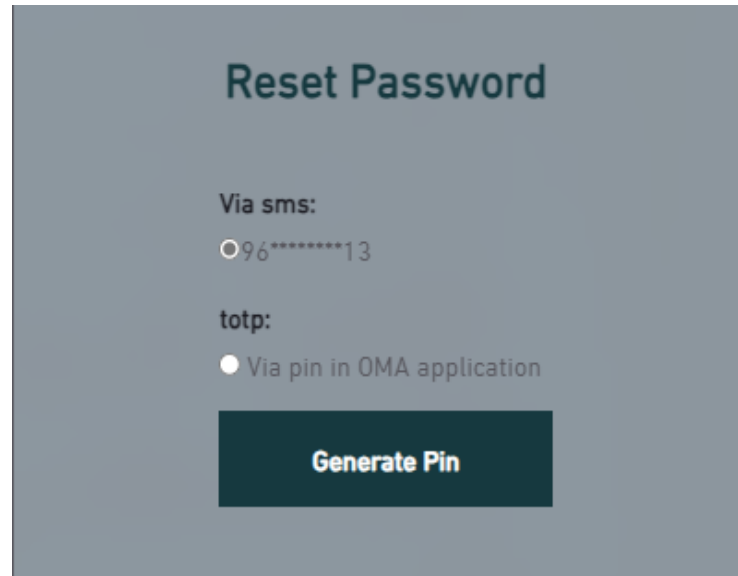Then Enter the OTP and after that enter the new password following by confirming it once more

1.2 iSupplier Portal Preferences

1. Click the Settings > Preferences link at the top of the page
2. Review the details and change only if the details are incorrect.
3. Change the following display preference fields, as needed:
•Current Session Language, Default Application Language, Accessibility Features –Select Screen Reader Optimized, as needed (for vision assistance).
•Territory, Date Format, Time zone
•Number Format, Currency

1.3 iSupplier Portal Preferences - Password and Responsibility

• Complete the following fields to change your password, as needed:
• Known As –this is your display name, usually the Supplier Contact person's email
• Old Password –Type your old password.
• New Password –Type your new password. (8 characters minimum)
• Repeat Password –Type your new password again.

5. Review and change the following Start Page and Notification fields, as needed:

• Responsibility –Select a Responsibility and Start Page from the drop-down list,
• Email Style –"HTML mail with attachments" for emails generated from the SAMI application.

6. Click Apply to save your changes. A confirmation message displays in the upper left corner of the screen. The changes will be effective after your next login. Hence, you must logout and login again.

7. Or Click Cancel to return to the iSupplier Portal Home Page.
8. In case you want to reset all the preferences to the default value click on "Reset to Default" button.

1.4 Navigation Guidelines

X   Do not use Back Button of Web Browser, as this will cause stale page/ loss of session data.

✓   Make it a good practice to use the Blue Links *within* the page.

For Example: click the 1st or 2nd previous link to go to 1st or 2nd previous page.

Purchase Orders   Work Orders   Agreements   View Requests   Purchase History

Orders: Purchase Orders > View Order Details >

1.5 Important Note about Attachments

Attachment Size limit
Due to network / application restrictions, the maximum file size per attachment is 100 MB only.

If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

If any attachment exceeds 100 MB, you will not be able to process further due to error from network controls.
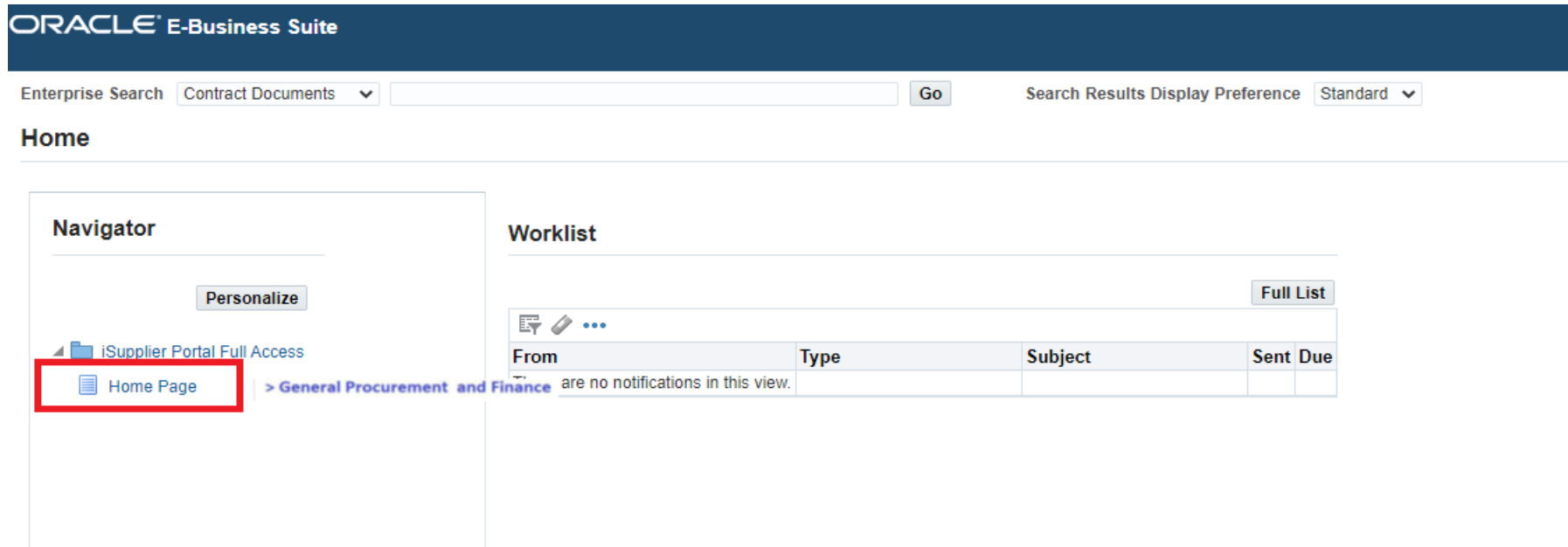
Attachment Type
FILE: Various file type are supported below 100MB for each file.
File Type Should be one of the below:
(PDF : .pdf)   (Excel : .xls .xlsx)   (word : .doc .docx)

1.6 iSupplier Functions

Navigator: iSupplier Portal Full Access > Supplier Home Page (For General Procurement and Finance functions

1.7 iSupplier Home Page Dashboard

The iSupplier Home dashboard provides quick access to the different sections like Planning, Orders, Shipments, Receipts, Invoices and Payments.

Navigation: iSupplier Portal Full Access> Supplier Home Page

1.8 Using the Orders Section

Navigation: iSupplier Portal Full Access> Supplier Home Page > Orders

Using the Orders Section

Purchase Orders section allows you to

•View Purchase Orders and acknowledge, Request Changes, Request Cancellation
•View History including the Revisions of Purchase Orders

Agreements: View Blanket Purchase Agreements and Contract Purchase Agreements also supplier may Request Changes to these

View Requests: View the Request Changes , Request Cancellation of Purchase Orders.

Work Confirmation: View the Work Confirmation created against Complex PO, Service Agreement, Contracts.

1.9 Review Purchase Order and Acknowledge

Navigation: iSupplier Portal Full Access> Supplier Home Page to view the latest 5 documents

You may go to the Orders tab to view all the Purchasing documents

1.10 Review Purchase Order

1.11 Acknowledge PO if Requested

Only if the buyer has specifically requested for acknowledgement, you may proceed to Acknowledge.

Only if the buyer has specifically requested for acknowledgement, you may proceed to Acknowledge.
Firstly, ensure you have Acknowledged the approved PO as shown in the above page.
If you have not acknowledged, but have directly proceeded to 'Change Request', the PO will be stuck in error.
After acknowledging the PO, you may also communicate any requests for change from your side to the Buyer.
Mark the PO number and click Request Change button.

SAMI

| Purchase Orders | Agreements | View Requests | Work Confirmations | RFQ |

Orders: Purchase Orders >

Request Changes for   Purchase Order : SH-PO-220374,0 (Total SAR   )

Cancel | Save | Submit | Export | Action | Cancel Entire Order ▾ | Go

Cancel Entire Order
Printable View
View Change History

Currency=SAR

◢ **Order Information**

Actions

General Information

Total	
Supplier	Demo Supplier
Supplier Site	
Address	
Buyer	
Order Date	30-Jun-2022 15:08:53
Description	Purchase Printers and Laptops Demo
Status	Open
Note to Supplier	
Sourcing Document	
Organization	SAMI_OU
Supplier Order Number	
Attachments	None

Terms and Conditions

Payment Terms	
Carrier	
FOB	
Freight Terms	None
Shipping Control	

Work Location

Address	

Bill-To Location

Address	

Summary

Total	
Delivered	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

PO Details

☑ TIP To split a pay item, use the split icon in the hidden table. To change or cancel a specific pay item, select the action from the hidden table.

Show All Hide All

•••

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Advance Amount	Advance Paid	Note to Supplier	Contractor Name	Linked Attributes	Status	Global Agreement	Supplier Config ID	Attachments	Reason
▶	1	Fixed Price Services				Demo Printers			500							Open				
▶	2	Fixed Price Services				Demo Laptops			1000							Open				

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Enter additional reasons

You will be later notified regarding the action taken by Buyer about your 'Change Request'.
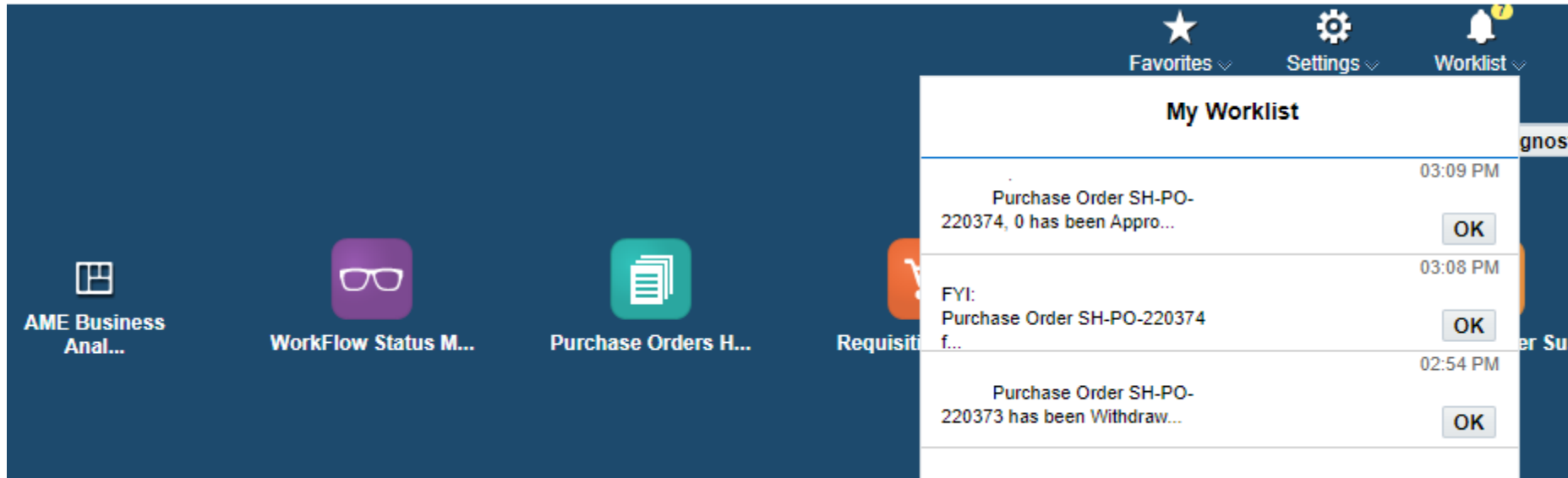
1.13 View Change History

Supplier can view the history of Change of the Purchase Orders
Navigation: iSupplier Portal Full Access> Supplier Home Page > Orders > Search and Select PO

View Change History

From Actions field select View Change History and click Go button
And view the action status in the Response column.

1.14 View Invoices

Use the Finance Details region to Create Invoice, Manage Invoice and View Payments
Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab> View Payments
Enter the search criteria like Invoice or PO number or simply click Go Button

1.15 View Payments

Enter the search criteria like PO or Invoice number and click Go Button

NOTE: You may use the Export button to send the details to spreadsheet and save as supported file format like TSV, CSV or Notepad. Further using this file, you may import the data into an Excel spreadsheet

1.16 Create Invoice For PO

The Supplier is allowed to create an 'Invoice for a PO only.
PRE-REQUISITES
  1. The PO /Release must have a status of Approved.
  2. Before attempting Invoice creation, ensure the Goods /Service is Receipted first as shown in the "View Receipts" chapter.
Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoice With a PO > Click Go

Create Invoices View Invoices View Payments

Invoice Actions   Create Invoice With a PO Go

Search

Note that the search is case insensitive

Supplier	ORACLE SYSTEMS LIMITED	Purchase Order Number	
Invoice Number		Invoice Amount	
Invoice Date From	(31-Oct-2018)	Invoice Date To	
Invoice Status		Currency	

Go Clear

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
No search conducted.									

Create Invoice For PO
Enter the PO Number Search and Select the Buying Organization and click Go button

Create Invoice For PO

Tip: If the PO lines are not displayed,
1. Check if the PO status is 'Approved'.
2. If applicable, check if a valid PO Receipt is created in the Buying Organization.
        If the Receipt is not created, contact the Buyer and get it created. Only then the PO lines will be displayed

Note: Though the application allows to select multiple PO, it is suggested to maintain one-to-one relationship for simplicity or proceed as advised by the Buying organization's 'Finance' team.

Note for Prepayment Invoice: If the PO is enabled for 'Advances', only then the 'Advances or Financing' check box will be marked for 'Advance or Prepayment' type of Invoice.

Create Invoice For PO
Select All or specific lines of this PO number and click Step 1of 4 Next button.

Create Invoice For PO
Fill the Invoice header details.
Enter your Reference Invoice Number and Invoice Date
Select the Invoice Type.
Enter the Invoice Description like Items/ Services/ Period
Required, Add Attachments up to 100 MB per file.

Create Invoices   View Invoices   View Payments

Purchase Orders — **Details** — Manage Tax — Review and Submit

Create Invoice: Details

Cancel   Back   Step 2 of 4   Next

* Indicates required field

Supplier

* Supplier	ORACLE SYSTEMS LIMITED
Tax Payer ID	
* Remit To	
Address	
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	
* Invoice Date	
Invoice Type	Invoice
Currency	
Invoice Description	
Context	
Attachment	None Add

Create Invoice For PO
Enter the line quantity / Amount for the Invoice PO lines.

Create Invoice For PO
Click the Step 2of 4 Next button
Review the details in the Manage Tax page. The Tax amount on PO lines will default from the configuration and PO.

Create Invoices   View Invoices   View Payments

Purchase Orders   Details   Manage Tax   Review and Submit

Create Invoice: Manage Tax

Cancel   Save   Back   Step 3 of 4   Next

Supplier

* Supplier	ORACLE SYSTEMS LIMITED
Tax Payer ID	
* Remit To	
Address	
Remit To Bank Account	
Unique Remittance Identifier	
Remittance Check Digit	

Invoice

* Invoice Number	121122
* Invoice Date	
Invoice Type	Standard
* Currency	
Invoice Description	
Attachment	None

Customer

* Customer Tax Payer ID	242
Customer Name	

Using iSupplier Portal

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Create Invoice For PO
Review all the details in the page and click the Submit button

Create Invoices   View Invoices   View Payments

○─────────○─────────○─────────●
Purchase Orders   Details   Manage Tax   Review and Submit

Create Invoice: Review and Submit   Cancel | Save | Back | Step 4 of 4 | Submit

Supplier   **Invoice**

* Supplier   ORACLE SYSTEMS LIMITED   * Invoice Number   121122

Create Invoices   View Invoices   View Payments

○─────────○─────────○─────────●
Purchase Orders   Details   Manage Tax   Review and Submit

Confirmation
Invoice 121122 was submitted to our Accounts Payable department on 31-Oct navigating to the Home page.   The confirmation number for this invoice is the invoice number. You can query its status by using Search by

Invoice: 121122   Printable Page | Create Another

1.17 Manage Unsubmitted Invoice

Manage Unsubmitted Invoice from 'Create Invoice Tab'
Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoice tab
Select Invoice Status as: Unsubmitted and click the Go button.
The Unsubmitted Invoices will be displayed. For the desired Invoice, Cancel or Update the draft

1.18 Add More Attachments to 'Inprocess' Invoice

Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoice
Select Invoice Status as: 'Inprocess' and click the Go button.
The 'Inprocess' Invoices will be displayed.
For the desired Invoice, click the +icon if you want to add attachments, max size per file is 100 MB only.

STEP 1
Click Create Invoices tab

Create Invoices   View Invoices   View Payments   Payment Certificate Request

Invoice Actions   Create Invoice   With a PO   **Go**

Search

Note that the search is case insensitive

Supplier	Oracle Corportion	

Purchase Order Number [   ]

Invoice Number [   ]   Invoice Amount [   ]

Invoice Date From [   ] 📅   Invoice Date To [   ] 📅

2. Invoice Status [Inprocess ▼]   **Inprocess**   Currency [   ]

3. ➡ **Go**   **Clear**

Invoice Number ▲	Invoice Date ▲	Invoice Currency Code ▲	Invoice Amount ▲	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
123456789	05-Sep-201	,			⌐ - - - - - ⌐	🖳	⊖	✏	✚

Click '+' icon to add
attachments to the
Inprocess Invoice

THANK YOU

SAMI