ISUPPLIER PORTAL USER MANUAL

Using iSupplier Portal

Date 18/02/2024

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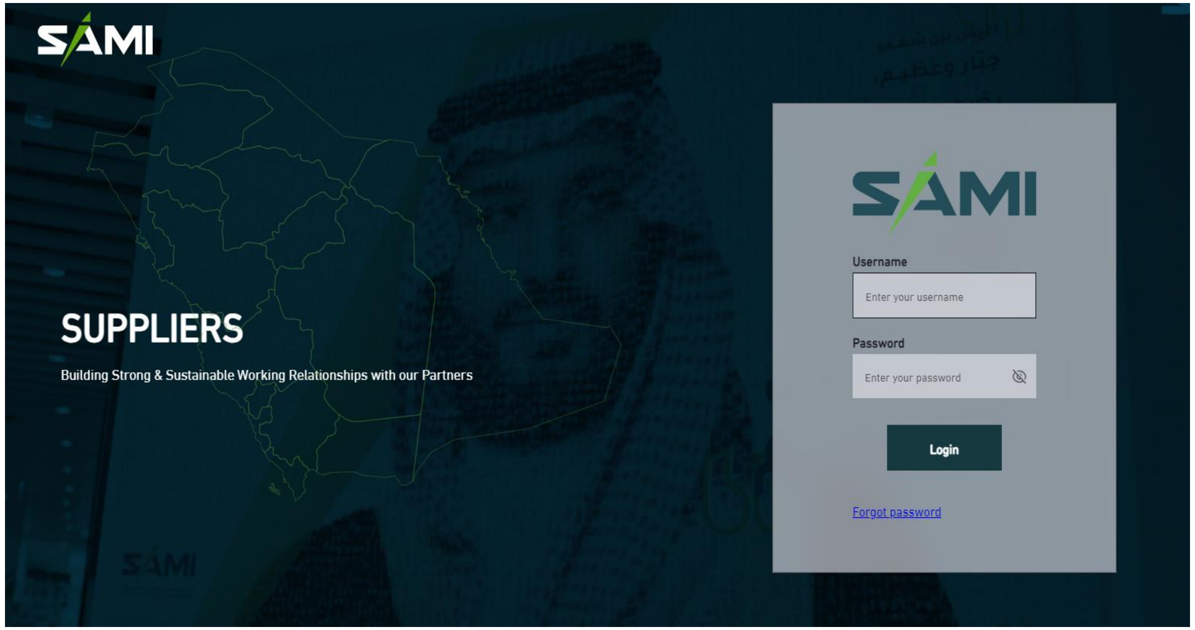
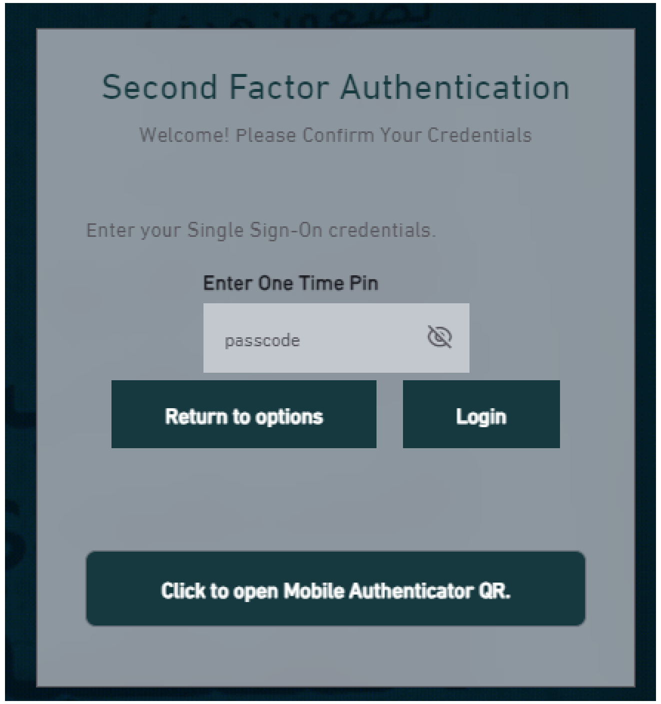
1. Login to SAMI

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

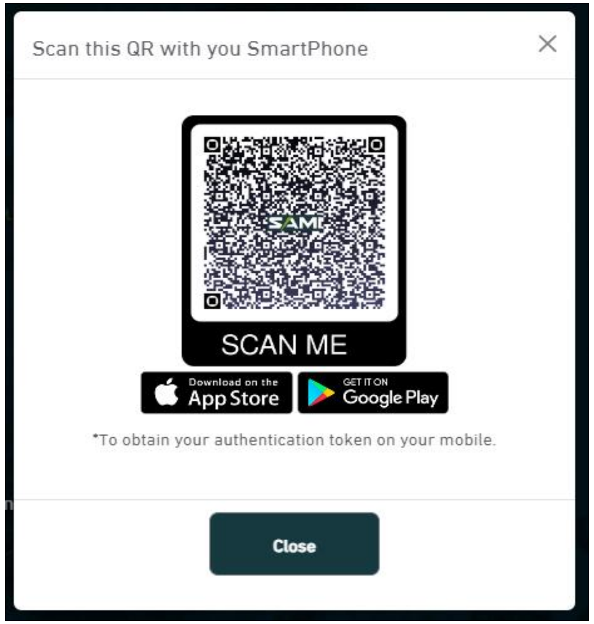


Enter User Name / Password and press Login
Select one of two options a second factor authentications either OTP or click to open Mobile Authenticator QR



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

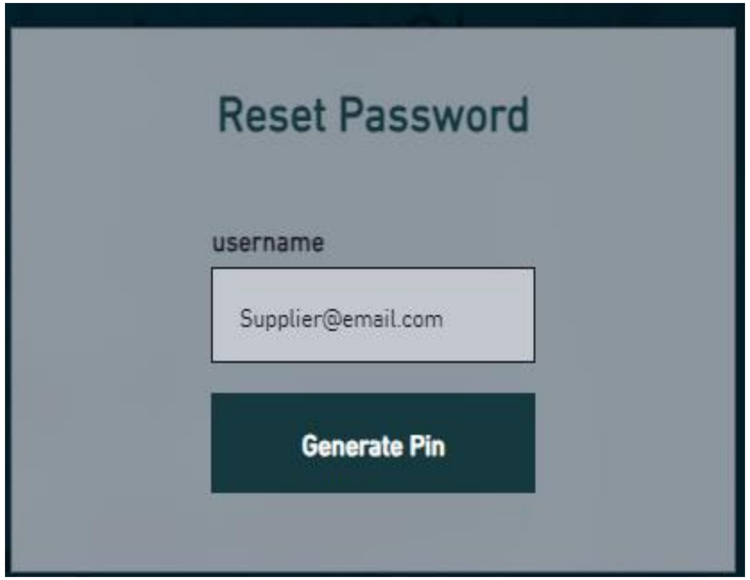
Based on Below QR Code, Oracle Mobile authenticator will be opened and will require to enter username / password for first use



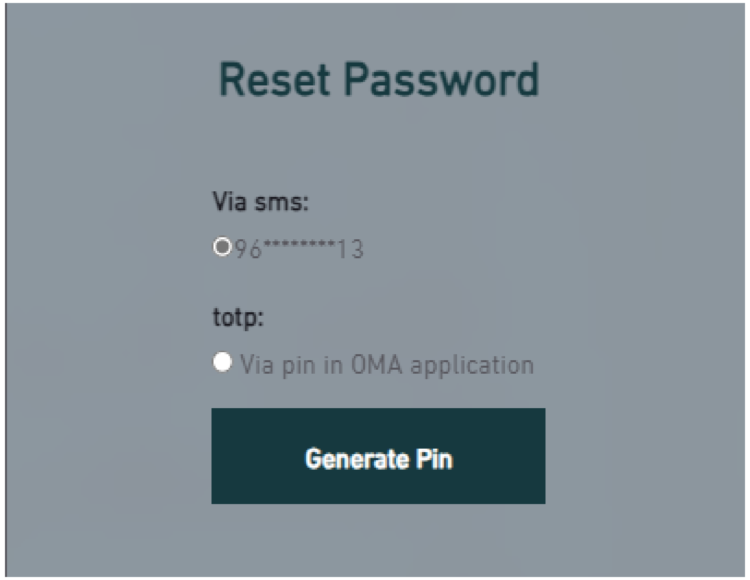
1.1 Reset Password

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

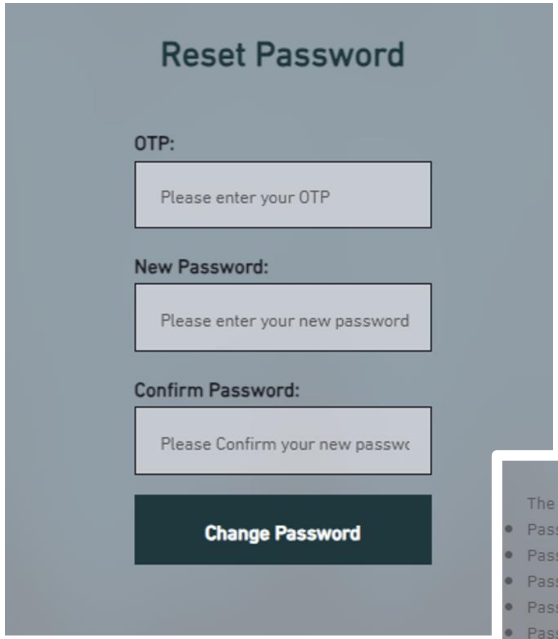
Through SAMI Portal , press Forgot Password , and enter your Email Address

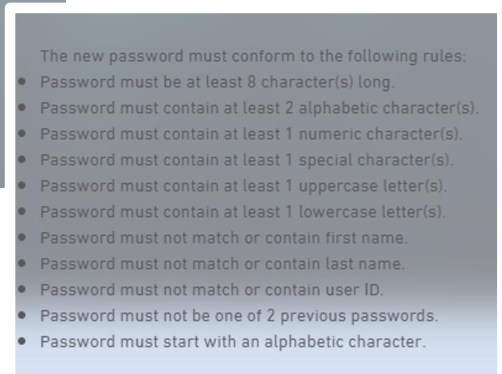


You have to select one method for one time password OTP either Mobile , or Oracle Mobile Authenticator (OMA)



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

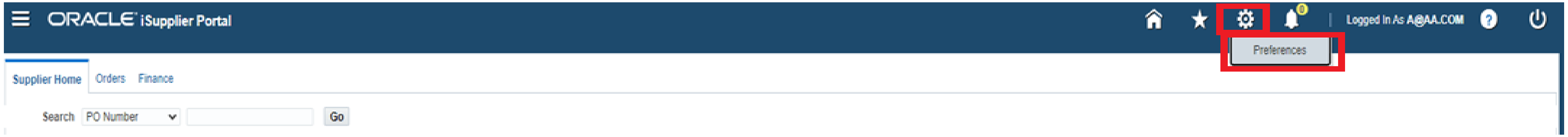




1.2 iSupplier Portal Preferences

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.

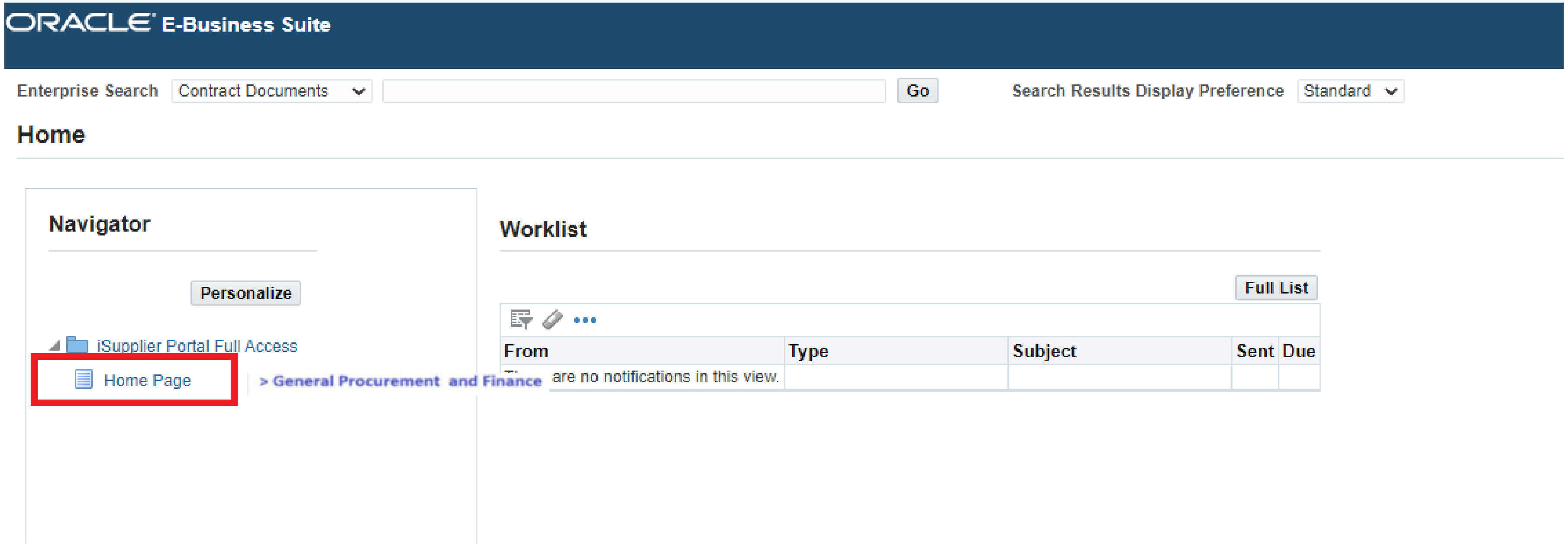
If you have a big file to be attached, you may split the large file into smaller files and attach as many as required.

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

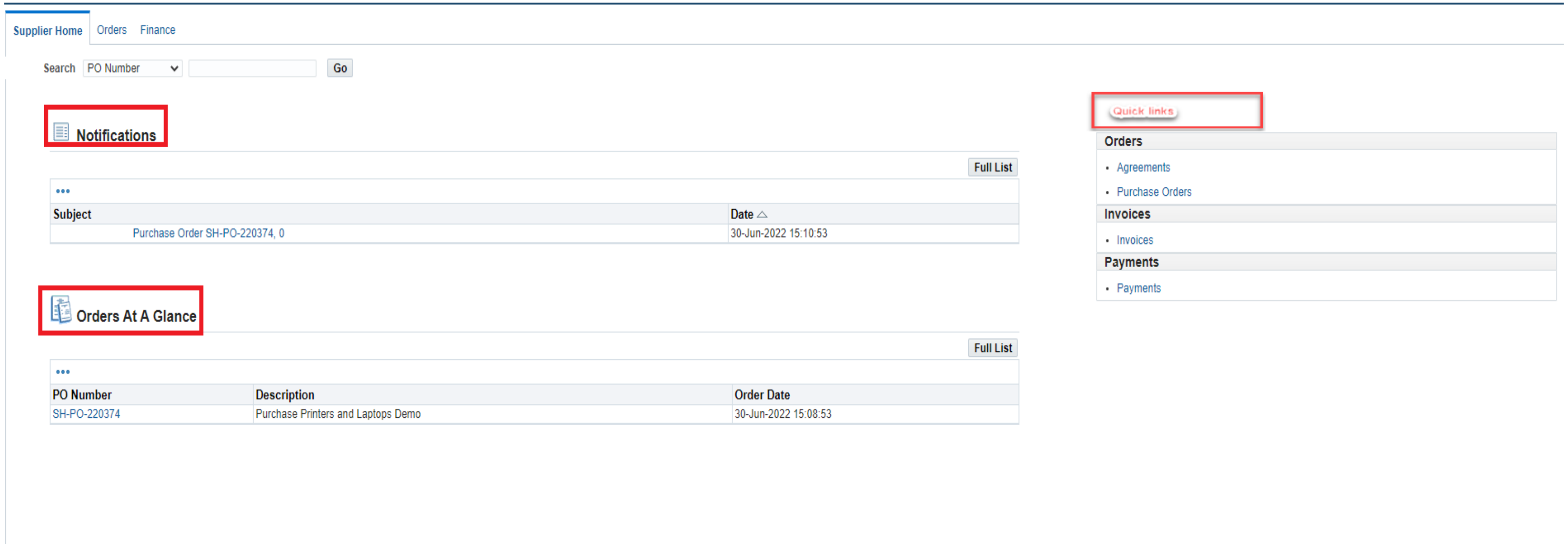
Navigator: iSupplier Portal Full Access > Supplier Home Page (For General Procurement and Finance functions



1.7 iSupplier Home Page Dashboard

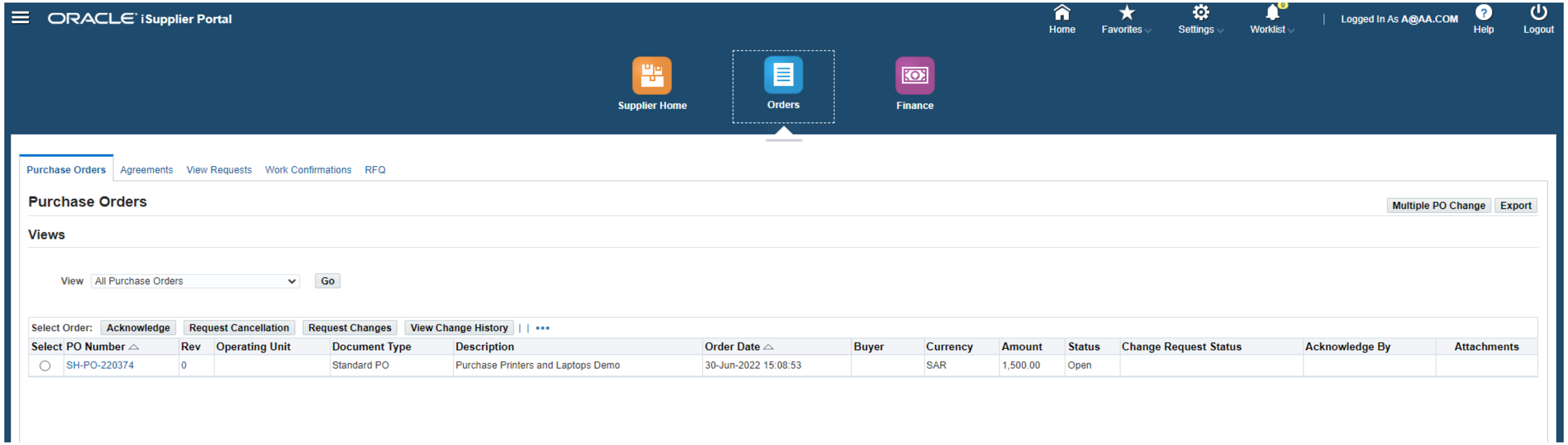
The iSupplier Home dashboard provides quick access to the different sections like Planning, Orders, Shipments, Receipts, Invoices and Payments.

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

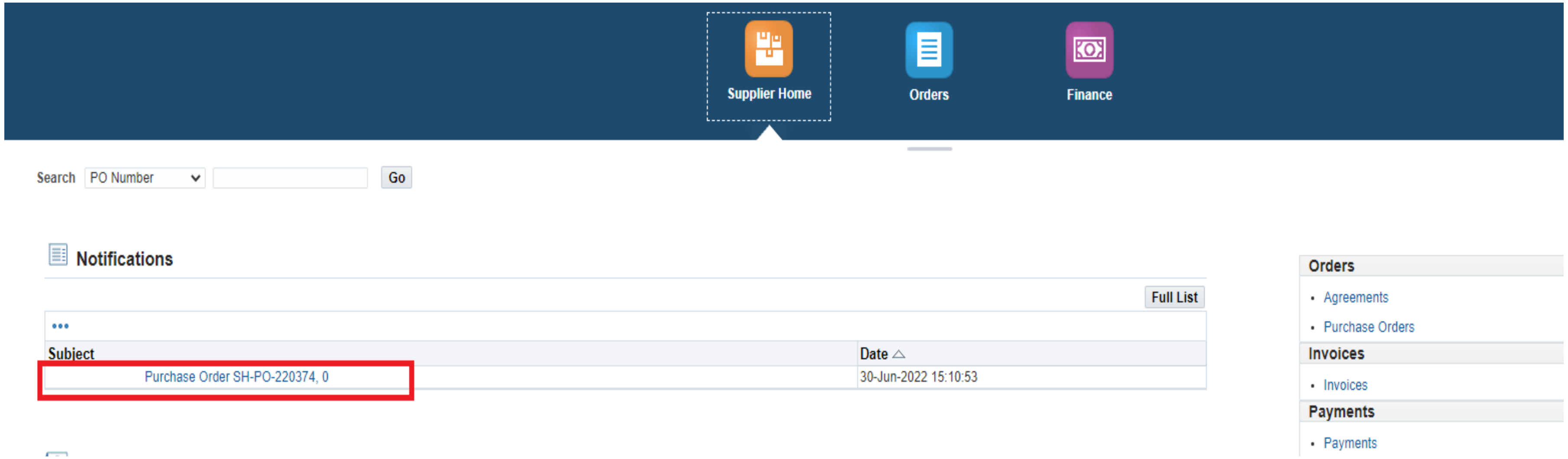
View Requests: View the Request Changes , Request Cancellation of Purchase Orders.

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

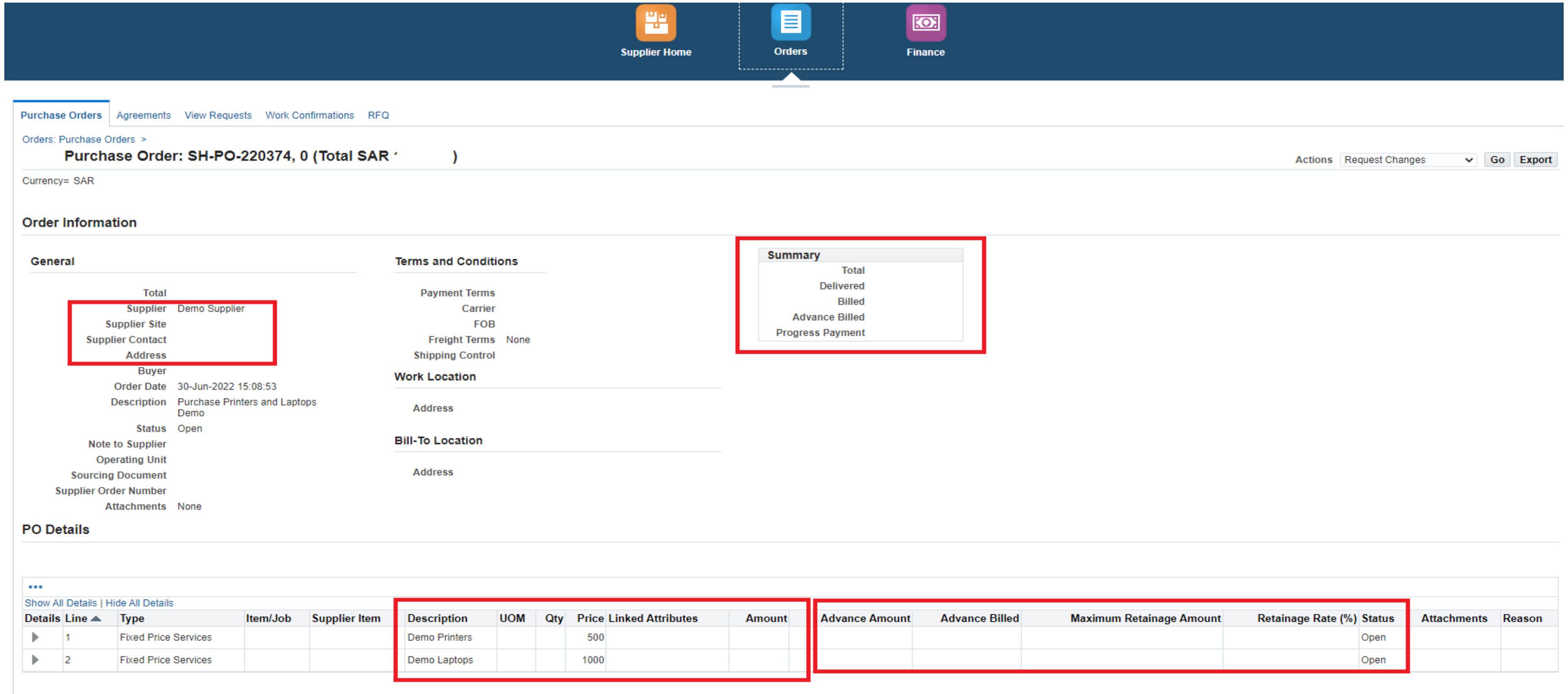
1.9 Review Purchase Order and Acknowledge

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

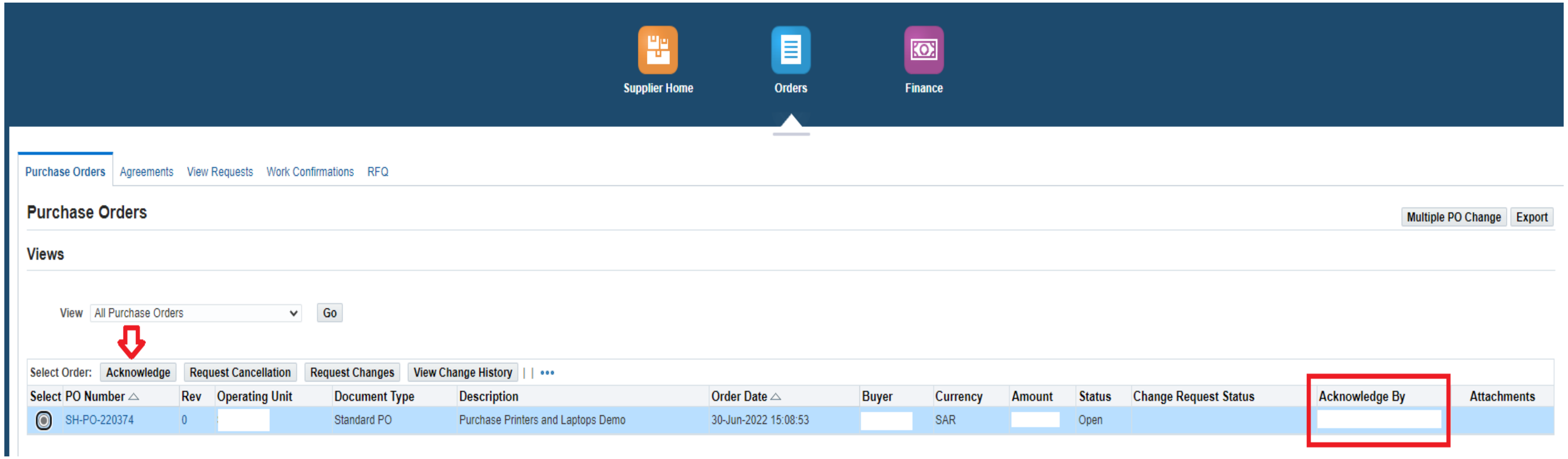


1.10 Review Purchase Order



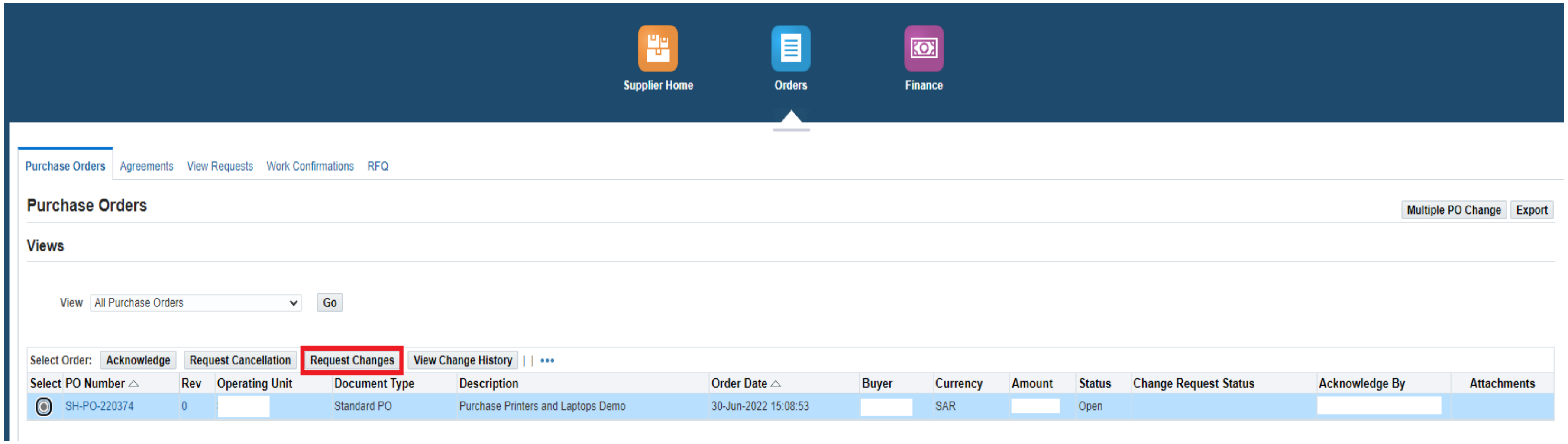
1.11 Acknowledge PO if Requested

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

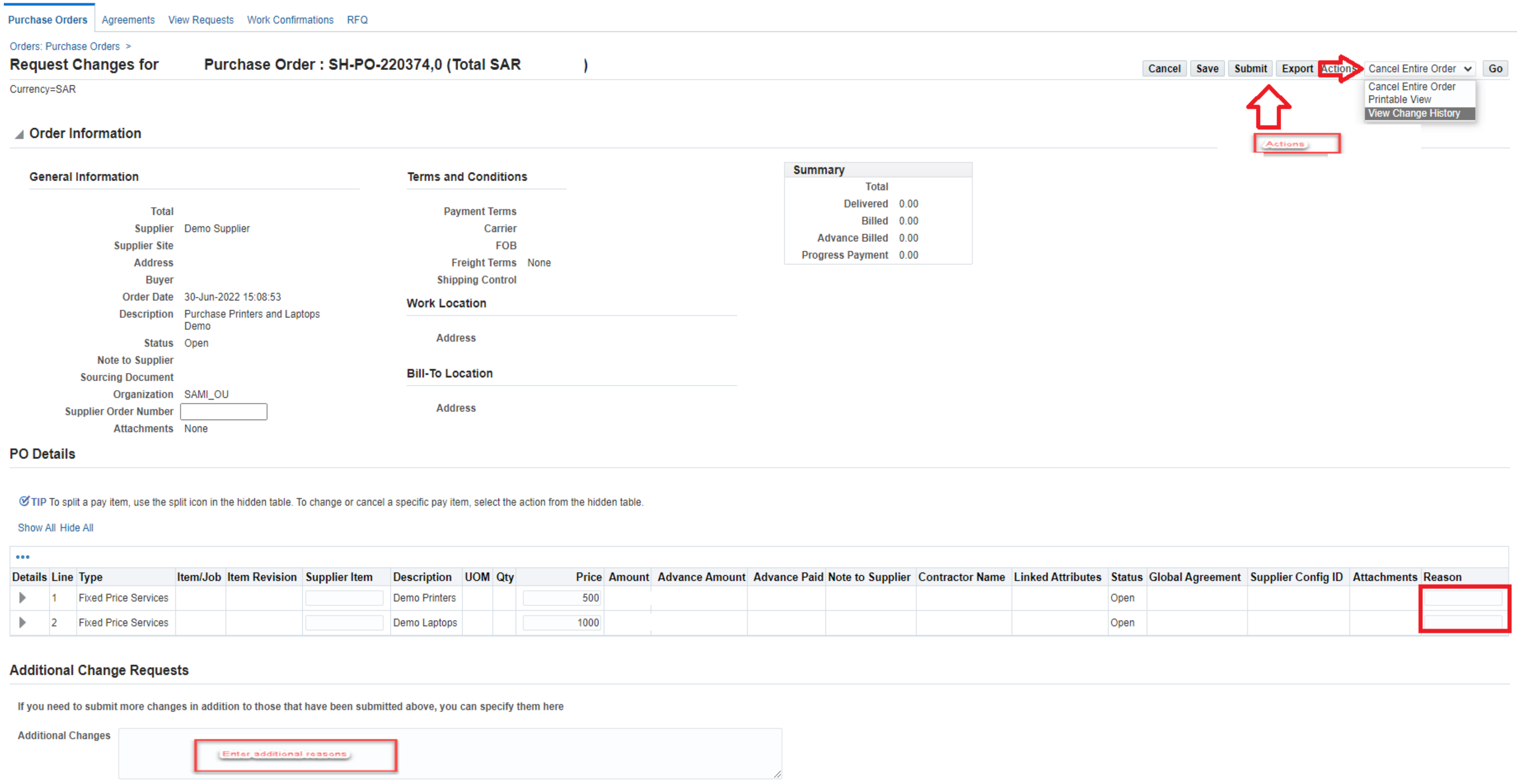


1.12 Request Changes in PO

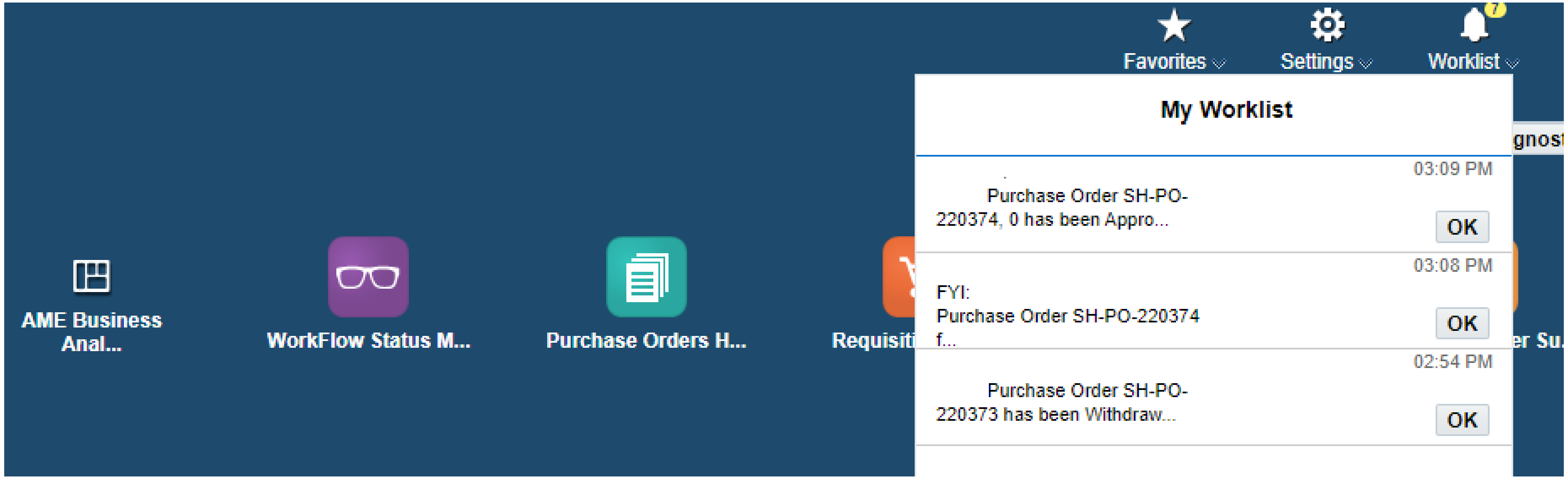
Only if the buyer has specifically requested for acknowledgement, you may proceed to Acknowledge.
Firstly, ensure you have Acknowledged the approved PO as shown in the above page.
If you have not acknowledged, but have directly proceeded to ‘Change Request’, the PO will be stuck in error.
After acknowledging 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.



REQUEST CHANGES IN PO



You will be later notified regarding the action taken by Buyer about your ‘Change Request’.

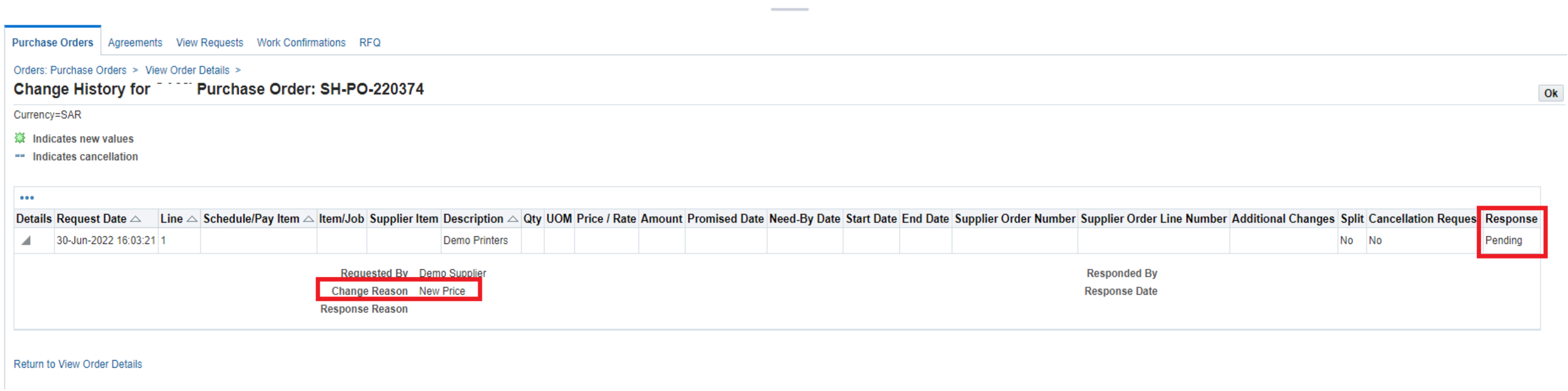


1.13 View Change History

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

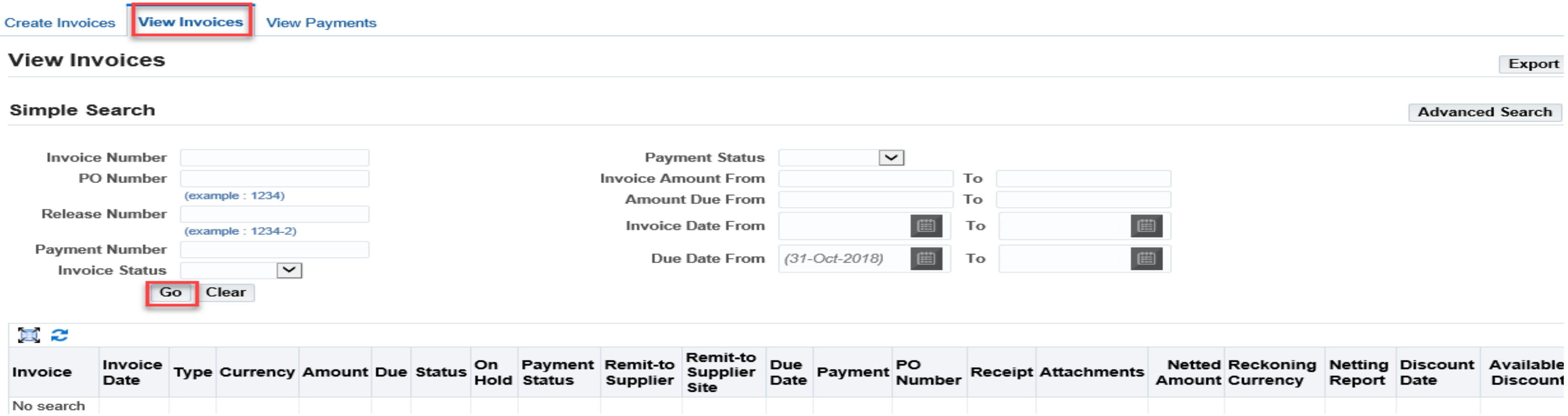
View Change History

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



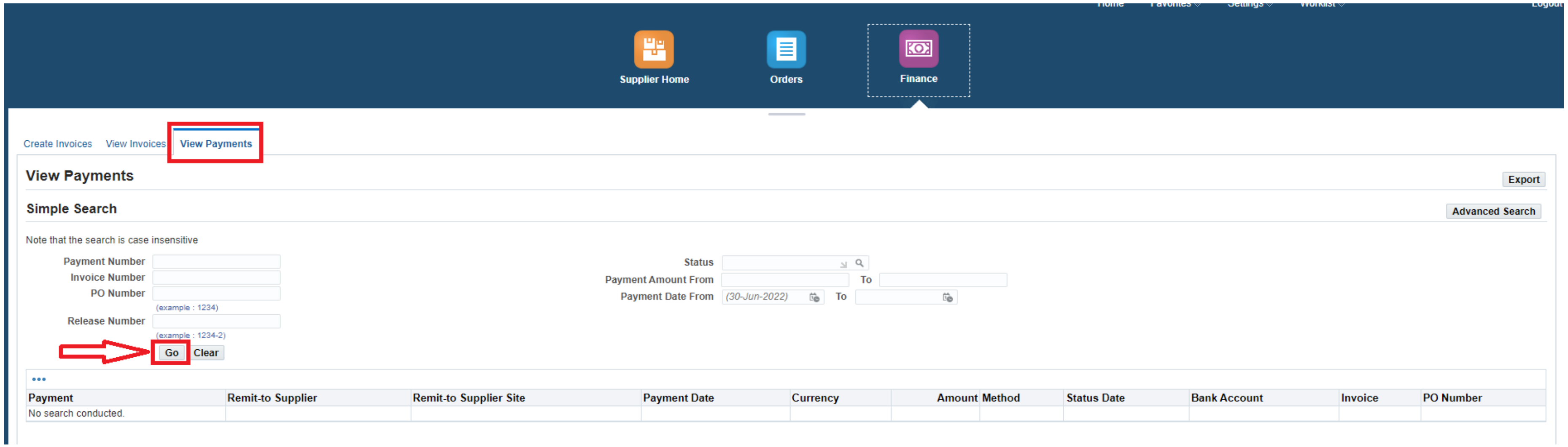
1.14 View Invoices

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

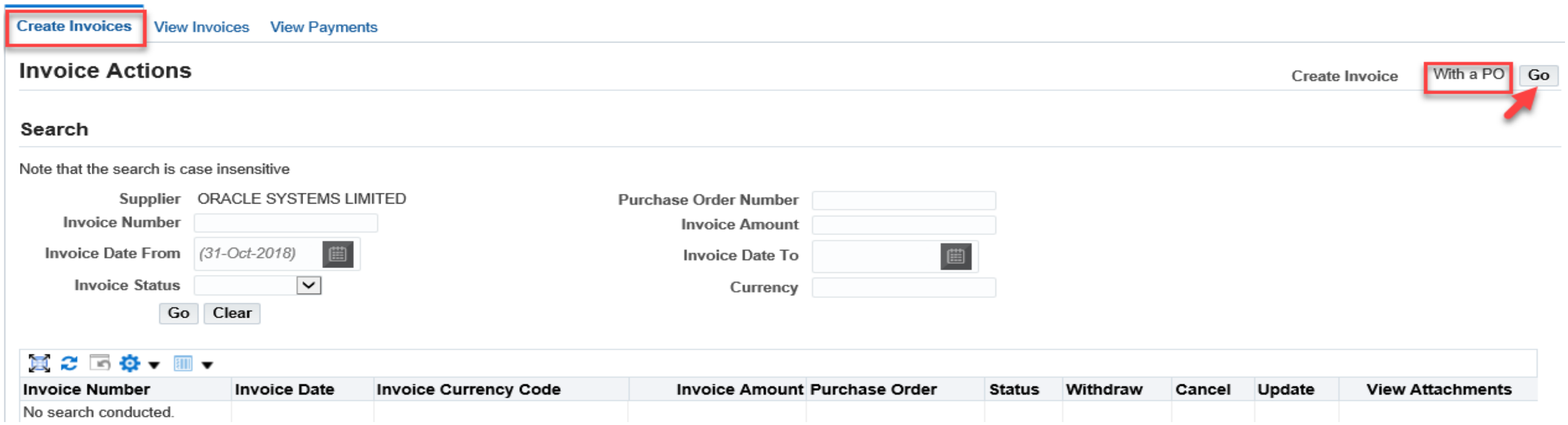
1.16 Create Invoice For PO

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 Invoice For PO

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

Create Invoice For PO

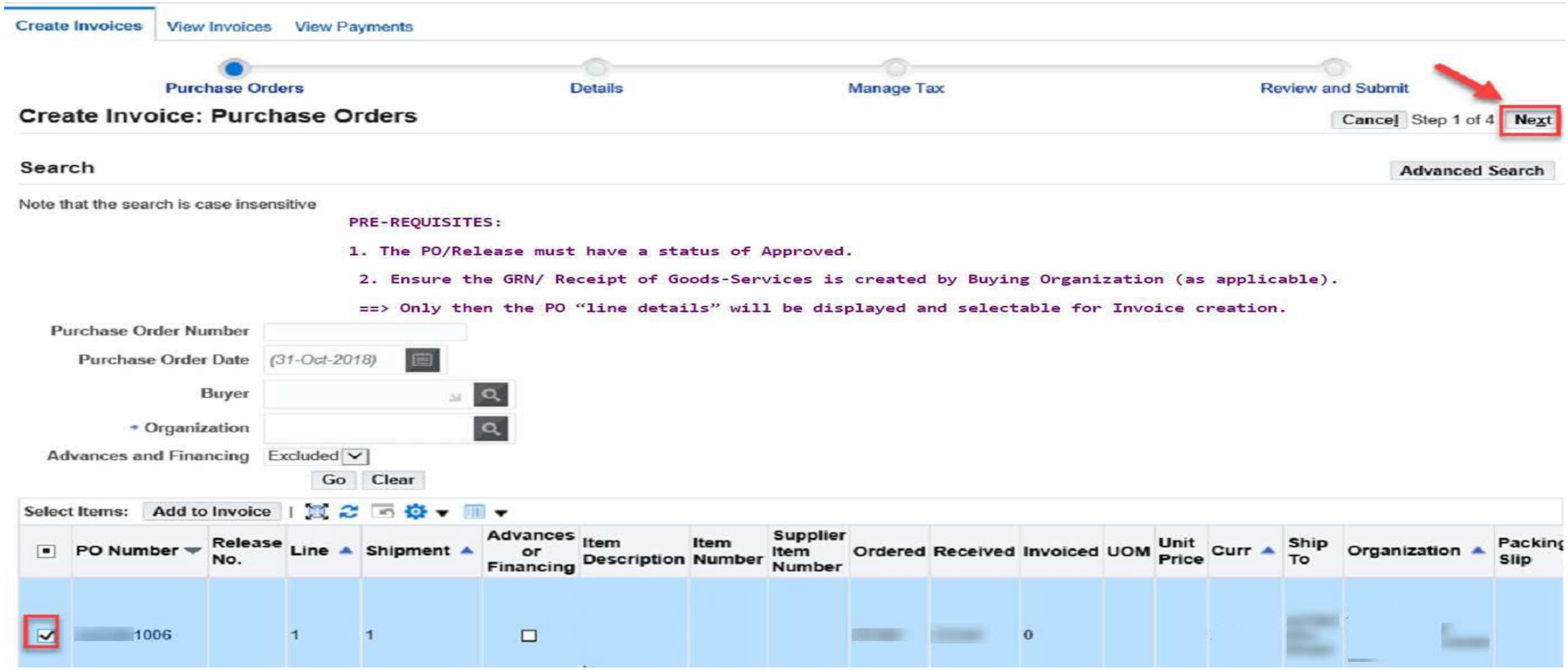
Tip: If the PO lines are not displayed,
1. Check if the PO status is ‘Approved’.
2. If applicable, check if a valid PO Receipt is created in the Buying Organization.
   If the Receipt is not created, contact the Buyer and get it created. Only then the PO lines will be displayed

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.

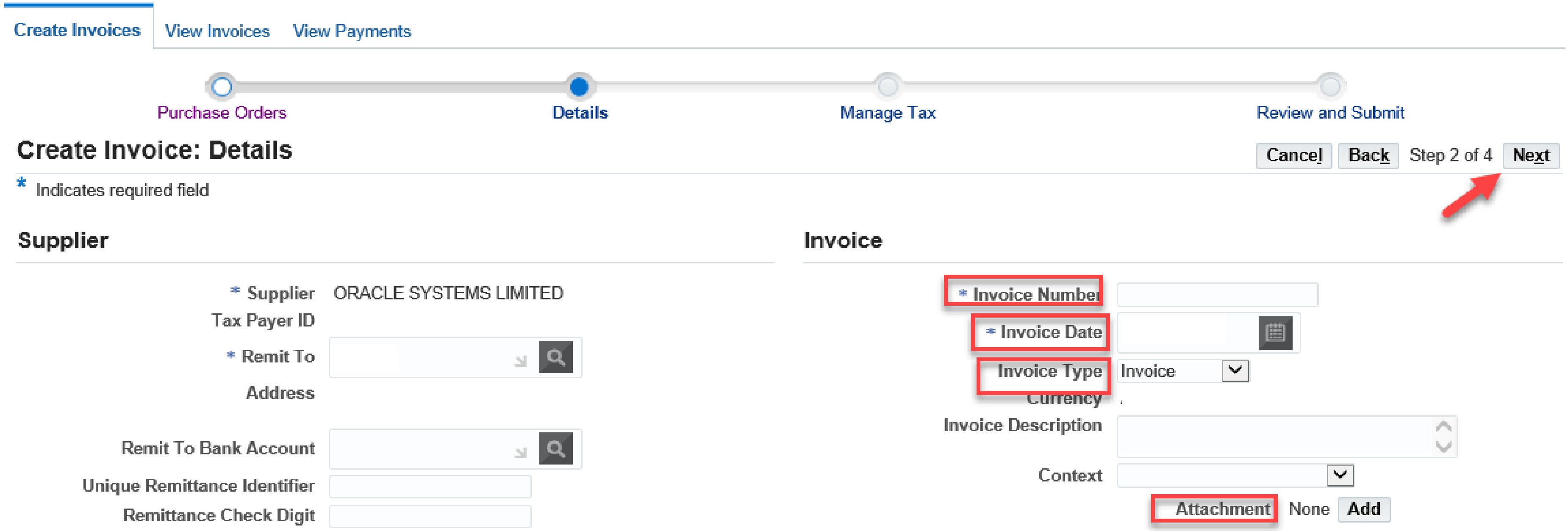
Note for Prepayment Invoice: If the PO is enabled for ‘Advances’, only then the ‘Advances or Financing’ check box will be marked for ‘Advance or Prepayment’ type of Invoice.

Create Invoice For PO

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

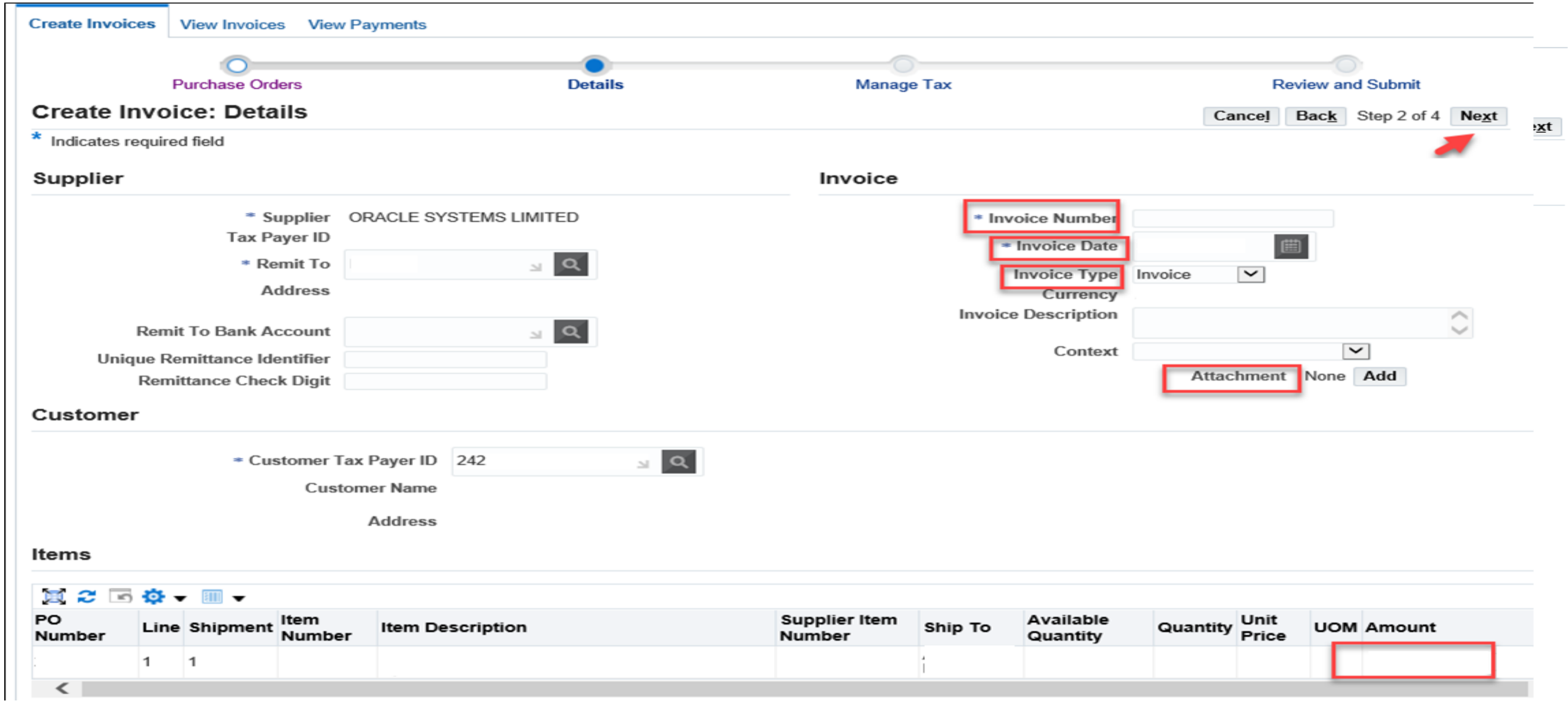


Create Invoice For PO
Fill the Invoice header details.
Enter your Reference Invoice Number and Invoice Date
Select the Invoice Type.
Enter the Invoice Description like Items/ Services/ Period
Required, Add Attachments up to 100 MB per file.



Create Invoice For PO

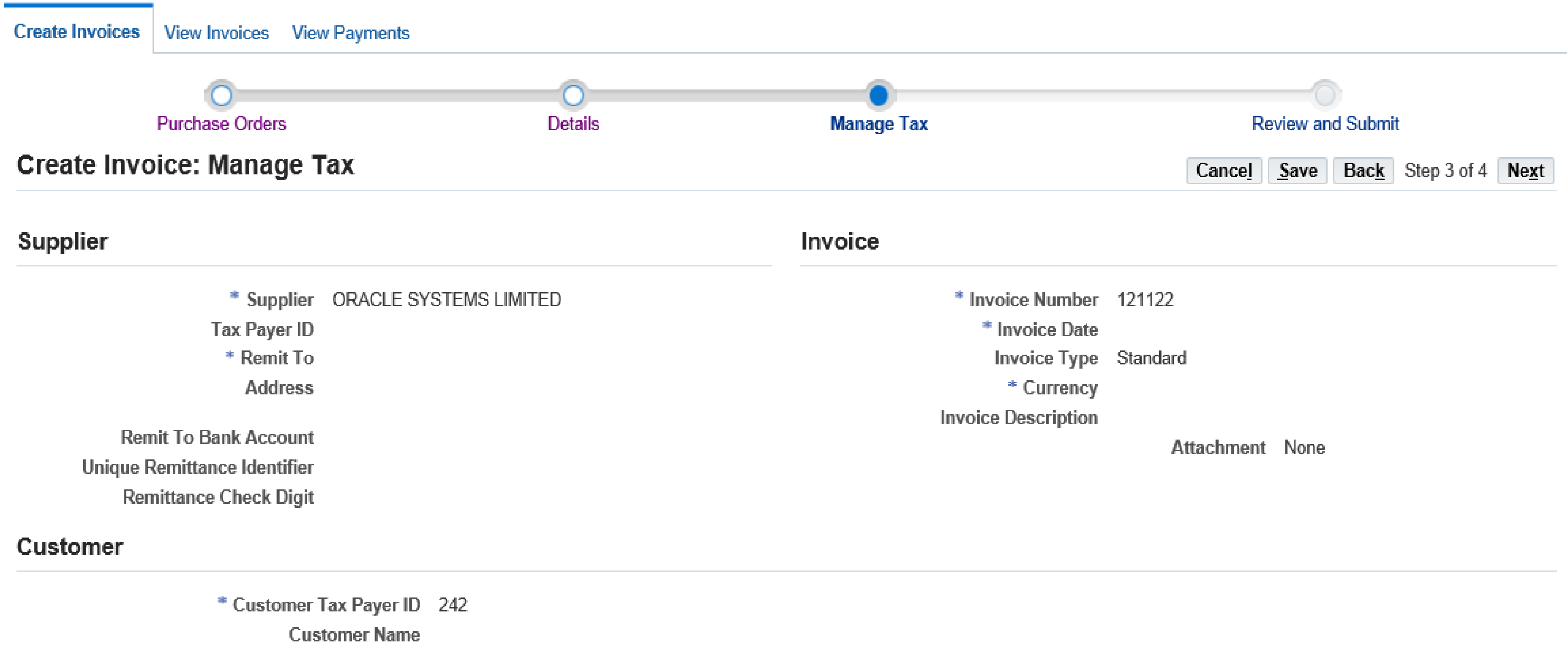
Enter the line quantity / Amount for the Invoice PO lines.



Create Invoice For PO

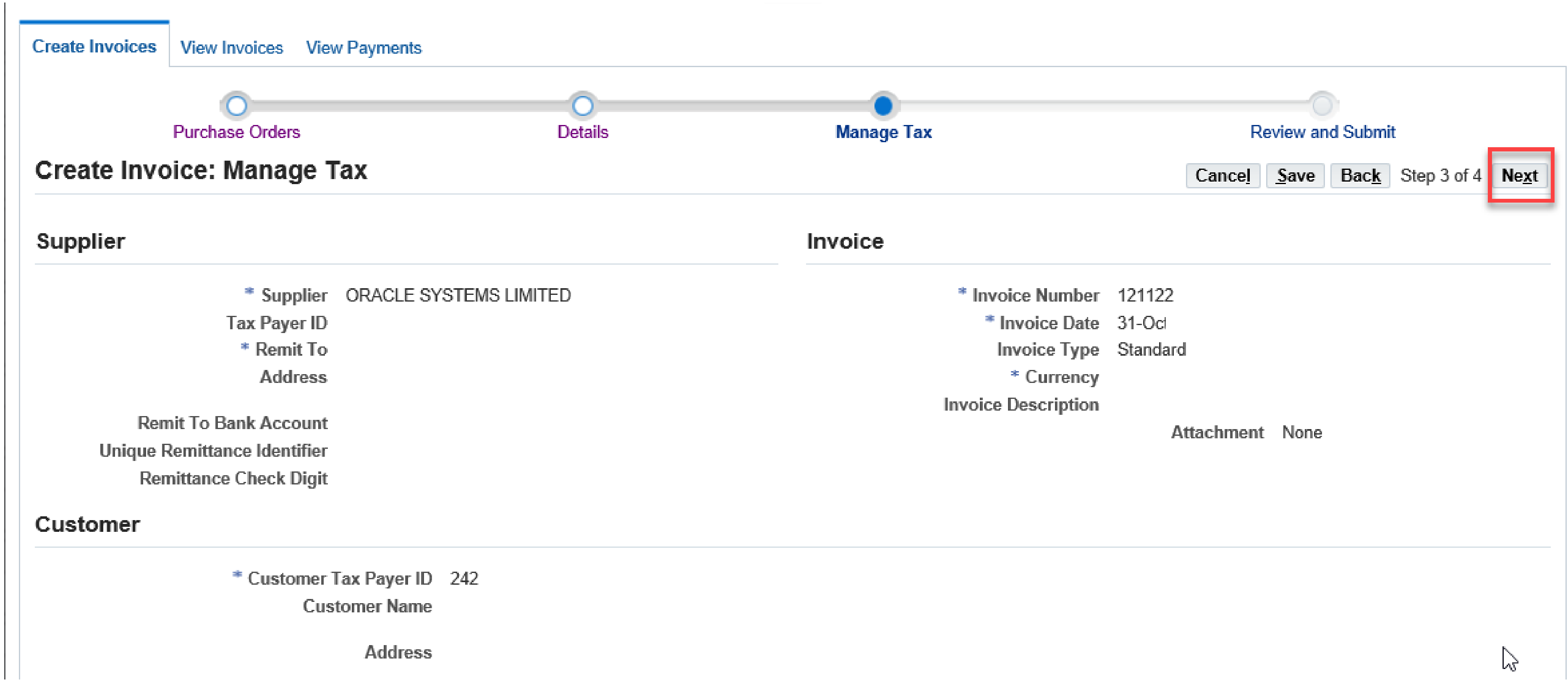
Click the Step 2of 4 Next button

Review the details in the Manage Tax page. The Tax amount on PO lines will default from the configuration and PO.



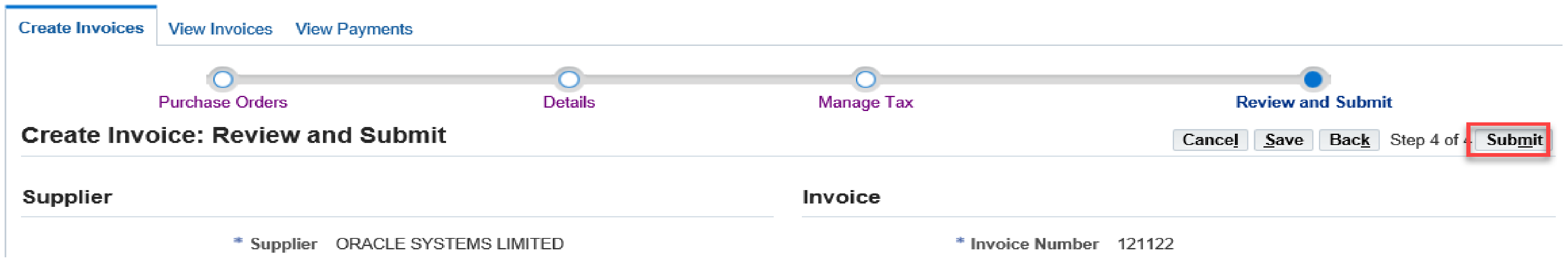
Create Invoice For PO

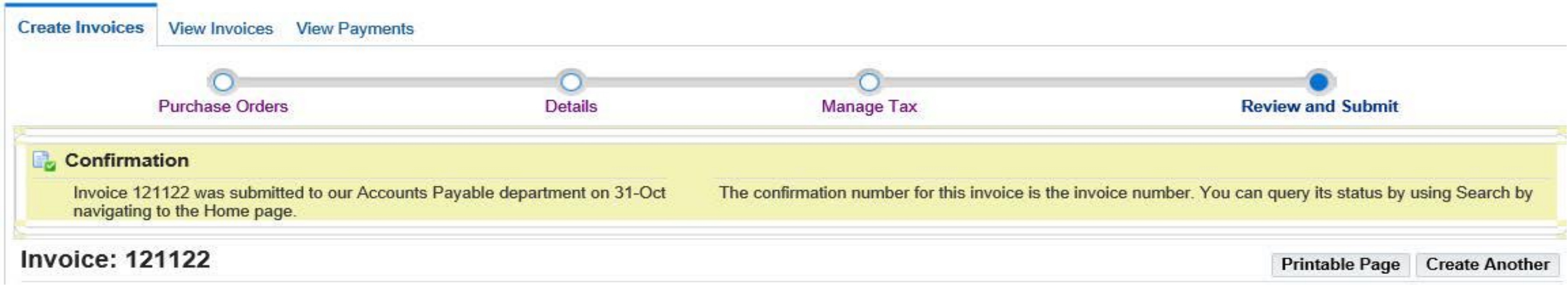
Click the Step 3 of 4 Next button



Create Invoice For PO

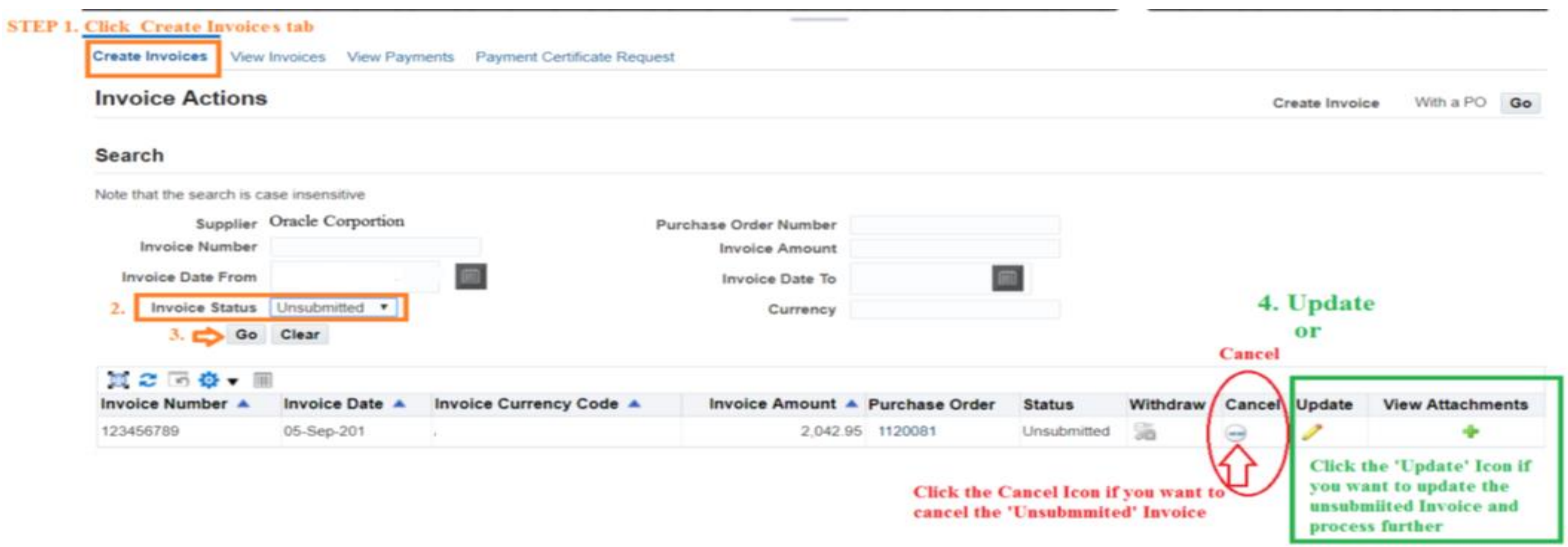
Review all the details in the page and click the Submit button





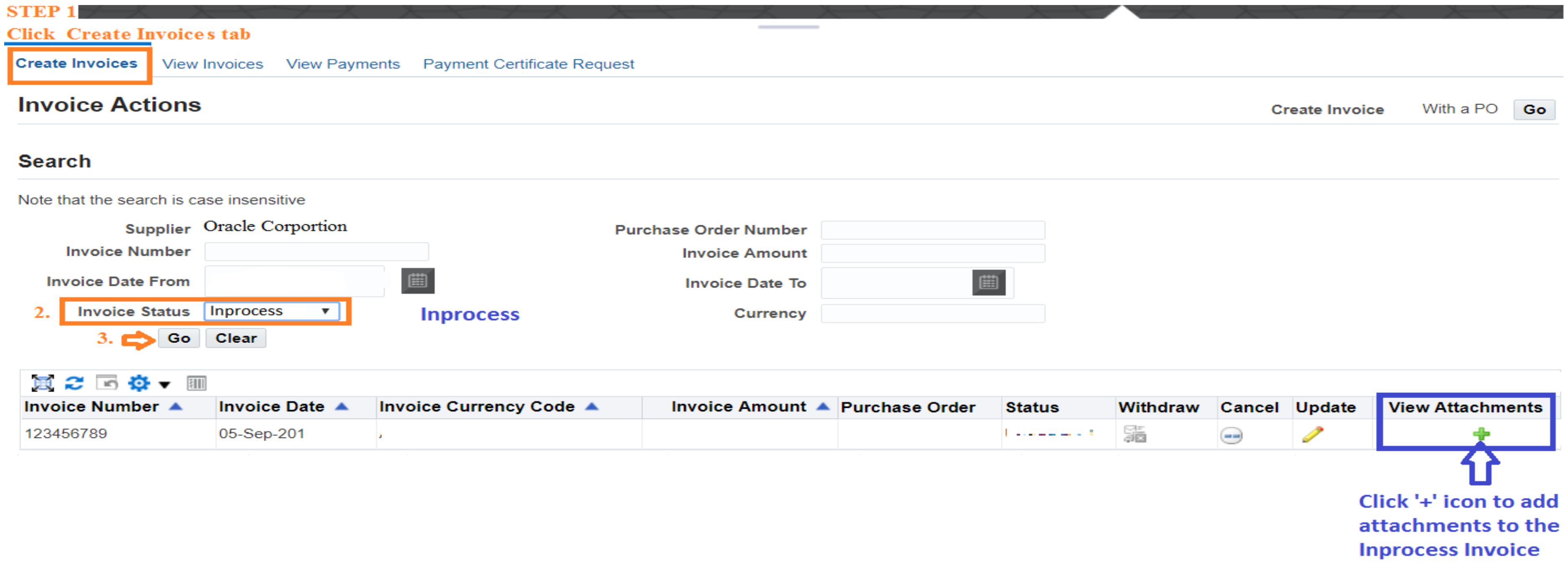
1.17 Manage Unsubmitted Invoice

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.



THANK YOU