

ISUPPLIER PORTAL USER MANUAL

Using iSupplier Portal

Date 18/02/2024



INDEX

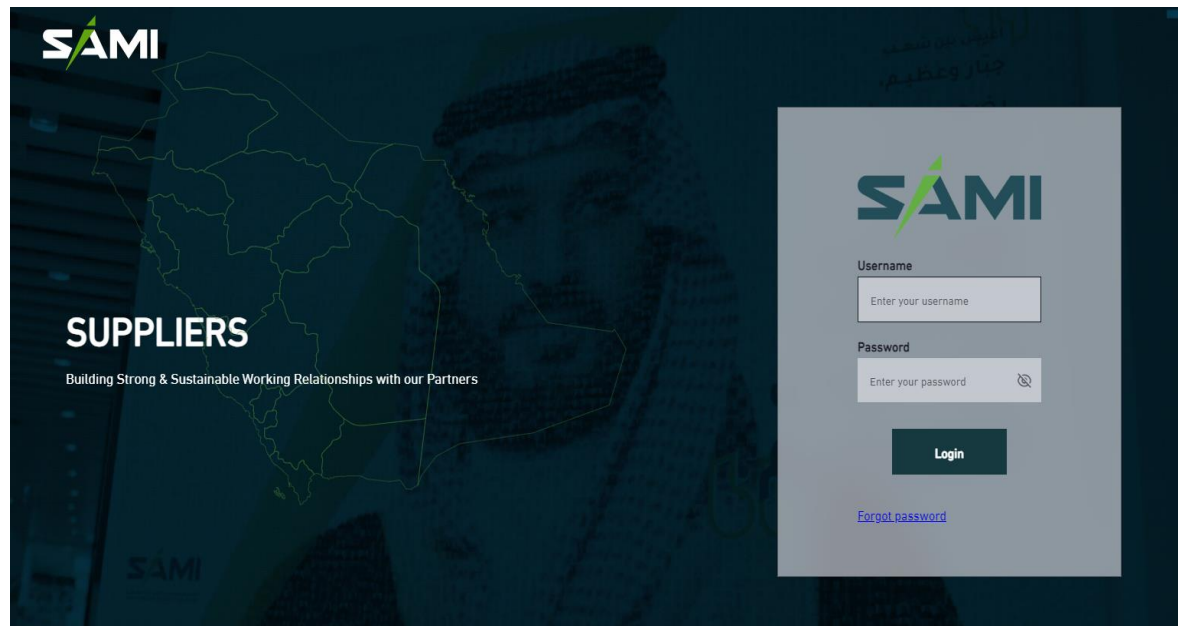


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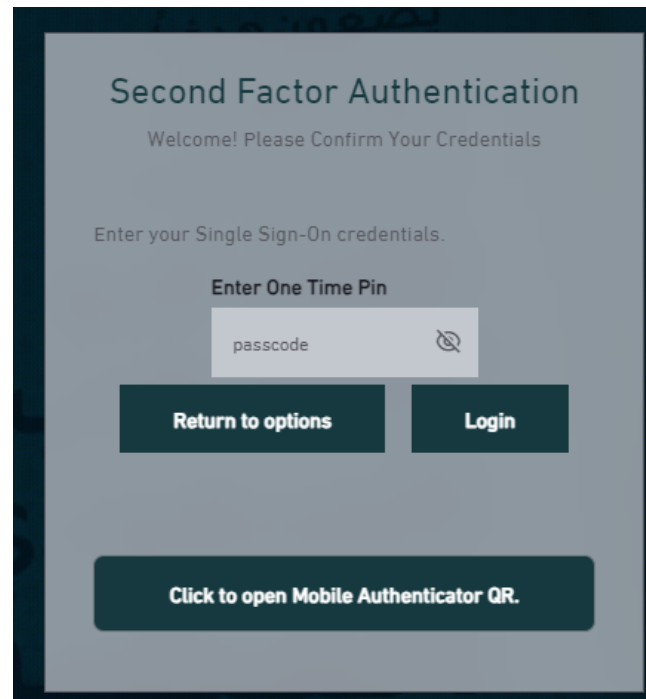
1. Login to SAMI

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

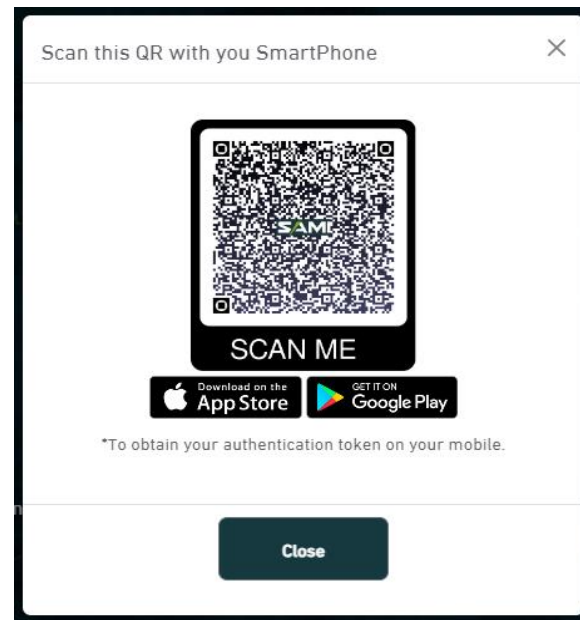


The screenshot shows a 'Second Factor Authentication' screen with a grey background and a dark blue border. At the top, the title 'Second Factor Authentication' is displayed in a large, bold font. Below it, a subtitle reads 'Welcome! Please Confirm Your Credentials'. The main instruction is 'Enter your Single Sign-On credentials.' followed by 'Enter One Time Pin'. There is a text input field containing the placeholder text 'passcode' and a small icon of a crossed-out eye to its right. Below the input field are two dark blue buttons: 'Return to options' on the left and 'Login' on the right. At the bottom of the screen, there is a large, dark blue button with the text '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

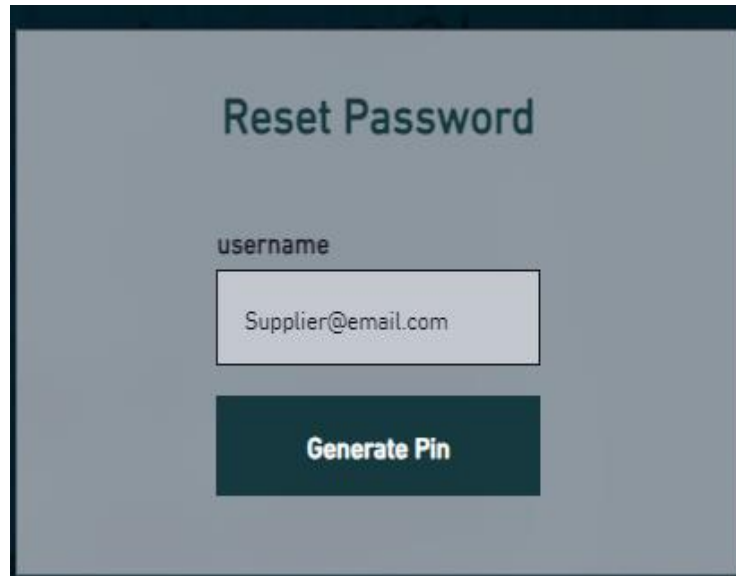
Based on Below QR Code, Oracle Mobile authenticator will be opened and will require to enter username / password for first use



▲ 1.1 Reset Password

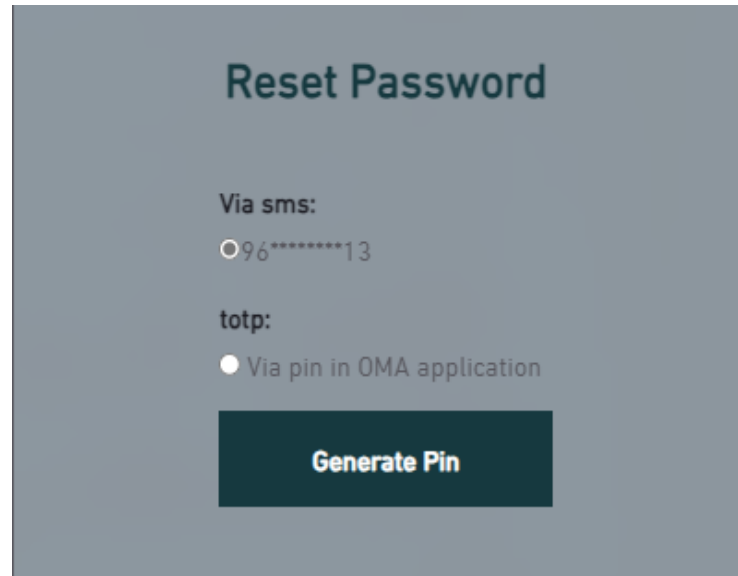
If you forget the password you can reset your password using the below steps :

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



The screenshot shows a 'Reset Password' form with a dark grey background. At the top, the title 'Reset Password' is displayed in a bold, dark font. Below the title, the label 'username' is positioned above a light grey input field containing the text 'Supplier@email.com'. Underneath the input field is a dark green button with the text 'Generate Pin' in white.

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



Reset Password

Via sms:
 96*****13

totp:
 Via pin in OMA application

Generate Pin

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

Reset Password

OTP:

New Password:

Confirm Password:

Change Password

The new password must conform to the following rules:

- Password must be at least 8 character(s) long.
- Password must contain at least 2 alphabetic character(s).
- Password must contain at least 1 numeric character(s).
- Password must contain at least 1 special character(s).
- Password must contain at least 1 uppercase letter(s).
- Password must contain at least 1 lowercase letter(s).
- Password must not match or contain first name.
- Password must not match or contain last name.
- Password must not match or contain user ID.
- Password must not be one of 2 previous passwords.
- Password must start with an alphabetic character.

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

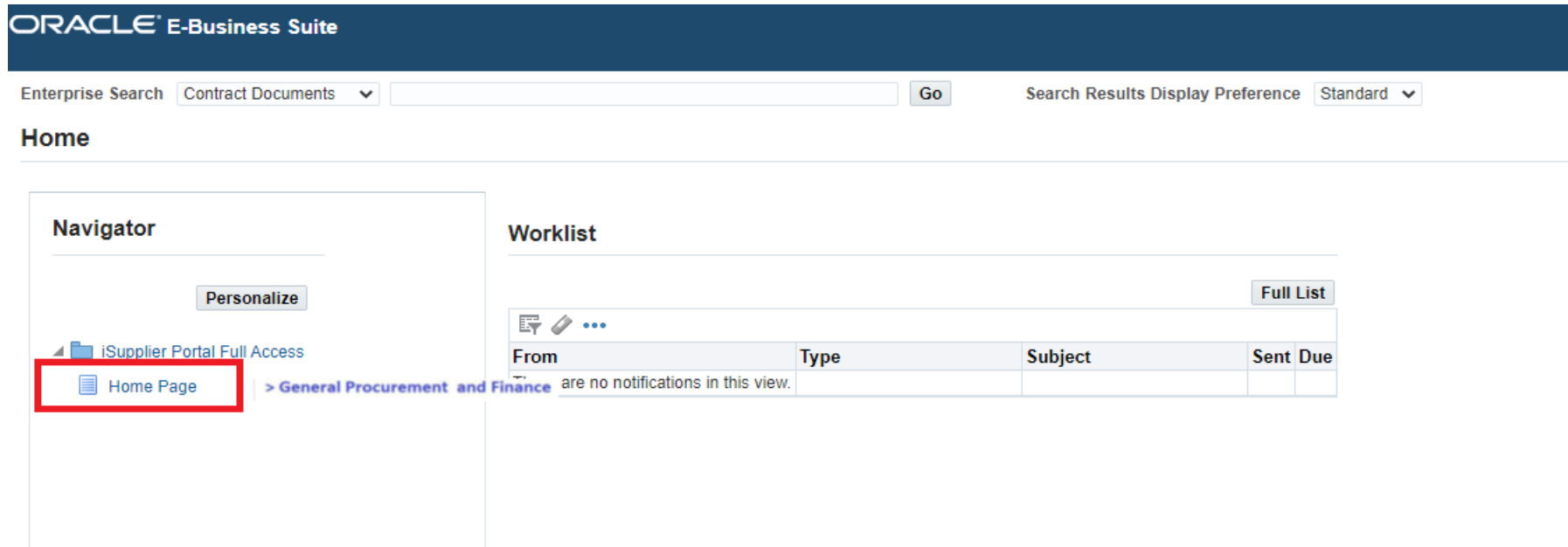
FILE: Various file type are supported below 100MB for each file.

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)



The screenshot shows the Oracle E-Business Suite interface. At the top, there is a dark blue header with the text "ORACLE E-Business Suite". Below the header, there is a search bar with "Enterprise Search" and a dropdown menu set to "Contract Documents". To the right of the search bar is a "Go" button and a "Search Results Display Preference" dropdown menu set to "Standard".

Below the search bar, the word "Home" is displayed. The main content area is divided into two sections: "Navigator" and "Worklist".

The "Navigator" section contains a "Personalize" button and a tree view. The tree view shows "iSupplier Portal Full Access" expanded, with "Home Page" selected and highlighted by a red box. To the right of the tree view, there is a breadcrumb trail: "> General Procurement and Finance".

The "Worklist" section contains a "Full List" button and a table. The table has columns for "From", "Type", "Subject", "Sent", and "Due". The "From" column contains the text "are no notifications in this view.".

From	Type	Subject	Sent	Due
are no notifications in this view.				

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

Supplier Home | Orders | Finance

Search PO Number Go

Notifications

Subject	Date
Purchase Order SH-PO-220374, 0	30-Jun-2022 15:10:53

Full List

Orders At A Glance

PO Number	Description	Order Date
SH-PO-220374	Purchase Printers and Laptops Demo	30-Jun-2022 15:08:53

Full List

Quick links

Orders

- Agreements
- Purchase Orders

Invoices

- Invoices

Payments

- Payments

1.8 Using the Orders Section

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

ORACLE iSupplier Portal

Home Favorites Settings Worklist Logged In As A@AA.COM Help Logout

Supplier Home **Orders** Finance

Purchase Orders Agreements View Requests Work Confirmations RFQ

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go

Select Order: Acknowledge Request Cancellation Request Changes View Change History | | ...

Select PO Number [△]	Rev	Operating Unit	Document Type	Description	Order Date [△]	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> SH-PO-220374	0		Standard PO	Purchase Printers and Laptops Demo	30-Jun-2022 15:08:53		SAR	1,500.00	Open			

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

The screenshot shows the iSupplier Portal interface. At the top, there is a dark blue navigation bar with three icons: 'Supplier Home' (highlighted with a dashed box), 'Orders', and 'Finance'. Below the navigation bar is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into two columns. The left column has a 'Notifications' section with a 'Full List' button. A notification is displayed with a red border around the subject line: 'Purchase Order SH-PO-220374, 0'. The right column has a sidebar with three sections: 'Orders' (containing 'Agreements' and 'Purchase Orders'), 'Invoices' (containing 'Invoices'), and 'Payments' (containing 'Payments').

Subject	Date
Purchase Order SH-PO-220374, 0	30-Jun-2022 15:10:53

1.10 Review Purchase Order

Supplier Home
Orders
Finance

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

Orders: Purchase Orders >

Purchase Order: SH-PO-220374, 0 (Total SAR) Actions | Request Changes | Go | Export

Currency= SAR

Order Information

General

Total

Supplier Demo Supplier

Supplier Site

Supplier Contact

Address

Buyer

Order Date 30-Jun-2022 15:08:53

Description Purchase Printers and Laptops

Demo

Status Open

Note to Supplier

Operating Unit

Sourcing Document

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

Billed

Advance Billed

Progress Payment

PO Details

... [Show All Details](#) | [Hide All Details](#)

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Advance Amount	Advance Billed	Maximum Retainage Amount	Retainage Rate (%)	Status	Attachments	Reason
▶ 1	Fixed Price Services			Demo Printers			500							Open		
▶ 2	Fixed Price Services			Demo Laptops			1000							Open		

1.11 Acknowledge PO if Requested

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

The screenshot shows the iSupplier Portal interface. At the top, there are navigation icons for 'Supplier Home', 'Orders', and 'Finance'. Below this, the 'Purchase Orders' section is active, with sub-tabs for 'Purchase Orders', 'Agreements', 'View Requests', 'Work Confirmations', and 'RFQ'. The 'Purchase Orders' sub-tab is selected. On the right side of the 'Purchase Orders' section, there are buttons for 'Multiple PO Change' and 'Export'. Below this, there is a 'Views' section with a dropdown menu set to 'All Purchase Orders' and a 'Go' button. A red arrow points to the 'Acknowledge' button in the 'Select Order' section. The 'Acknowledge' button is highlighted with a red box. Below the 'Select Order' section, there is a table with the following data:

Select PO Number [△]	Rev	Operating Unit	Document Type	Description	Order Date [△]	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
SH-PO-220374	0		Standard PO	Purchase Printers and Laptops Demo	30-Jun-2022 15:08:53		SAR		Open			

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.

The screenshot shows the iSupplier Portal interface. At the top, there are three main navigation icons: 'Supplier Home', 'Orders', and 'Finance'. Below this, there are sub-navigation tabs for 'Purchase Orders', 'Agreements', 'View Requests', 'Work Confirmations', and 'RFQ'. The 'Purchase Orders' tab is active. On the right side, there are buttons for 'Multiple PO Change' and 'Export'. Under the 'Views' section, there is a dropdown menu set to 'All Purchase Orders' and a 'Go' button. Below this, there is a row of action buttons: 'Acknowledge', 'Request Cancellation', 'Request Changes' (highlighted with a red box), and 'View Change History'. At the bottom, there is a table with the following data:

Select PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
SH-PO-220374	0		Standard PO	Purchase Printers and Laptops Demo	30-Jun-2022 15:08:53		SAR		Open			

REQUEST CHANGES IN PO

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

Orders: Purchase Orders >

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

Currency=SAR

Cancel Save Submit Export Actions Cancel Entire Order Go

- Cancel Entire Order
- Printable View
- View Change History

Order Information

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			<input type="text"/>	Demo Printers			500							Open				<input type="text"/>
	2	Fixed Price Services			<input type="text"/>	Demo Laptops			1000							Open				<input type="text"/>

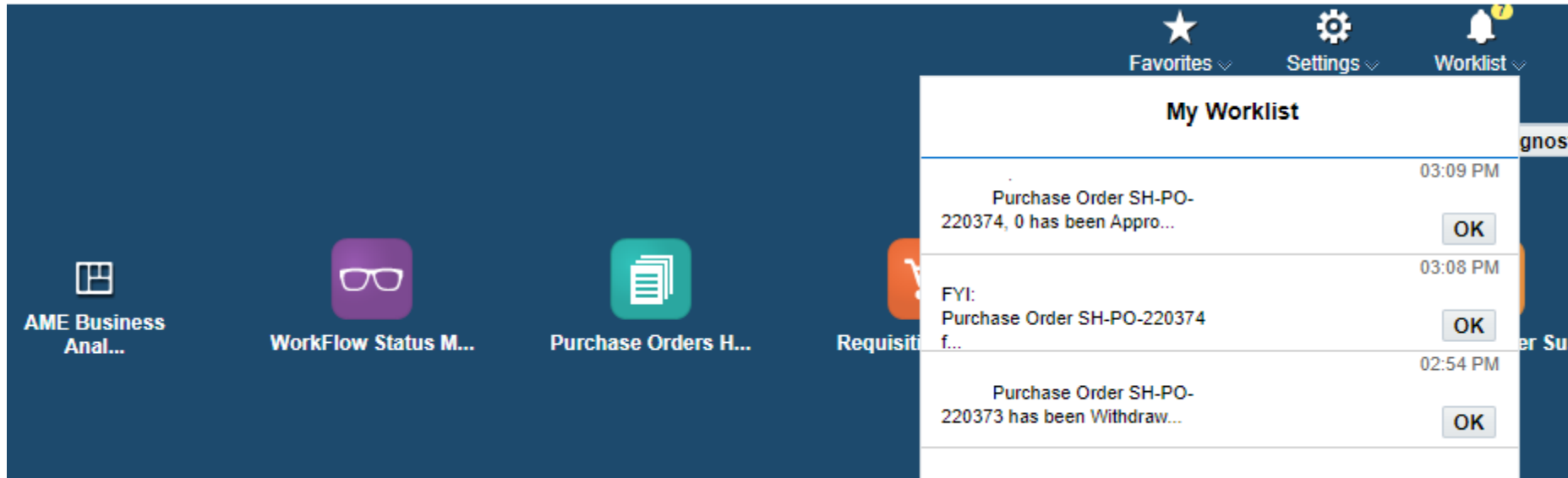
Additional Change Requests

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

Additional Changes

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

The screenshot displays the iSupplier Portal interface for a purchase order. At the top, there are navigation tabs: **Purchase Orders**, Agreements, View Requests, Work Confirmations, and RFQ. Below the tabs, the breadcrumb path is "Orders: Purchase Orders >". The main header shows "Purchase Order: SH-PO-220374, 0 (Total SAR)". A red arrow points to the "Actions" menu, which is open, showing "View Change History" as the selected option. Other options in the menu are "Go" and "Export". Below the header, the "Order Information" section is visible, with tabs for "General", "Terms and Conditions", and "Summary". The "Summary" tab is active, showing "Total 1.500.00".

View Change History

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

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

Orders: Purchase Orders > View Order Details >

Change History for Purchase Order: SH-PO-220374 OK

Currency=SAR

🌱 Indicates new values
-- Indicates cancellation

Details	Request Date	Line	Schedule/Pay Item	Item/Job	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Split	Cancellation Reques	Response
▲	30-Jun-2022 16:03:21	1				Demo Printers												No	No	Pending

Requested By Demo Supplier
 Change Reason New Price
 Response Reason

Responded By
 Response Date

[Return to View Order Details](#)

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

[Create Invoices](#)
[View Invoices](#)
[View Payments](#)

View Invoices [Export](#)

Simple Search [Advanced Search](#)

Invoice Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Payment Number

Invoice Status

[Go](#) [Clear](#)

Payment Status

Invoice Amount From To

Amount Due From To

Invoice Date From To

Due Date From To

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	Payment Status	Remit-to Supplier	Remit-to Supplier Site	Due Date	Payment	PO Number	Receipt	Attachments	Netted Amount	Reckoning Currency	Netting Report	Discount Date	Available Discount
No search																				

1.15 View Payments

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

The screenshot shows the 'View Payments' interface in the SAMI iSupplier Portal. At the top, there are navigation icons for 'Supplier Home', 'Orders', and 'Finance'. Below these, there are links for 'Create Invoices', 'View Invoices', and 'View Payments' (highlighted with a red box). The 'View Payments' section includes an 'Export' button and a 'Simple Search' section with an 'Advanced Search' link. The search form contains several input fields: 'Payment Number', 'Invoice Number', 'PO Number' (with an example of 1234), 'Release Number' (with an example of 1234-2), 'Status', 'Payment Amount From', and 'Payment Date From' (with an example of 30-Jun-2022). A 'Go' button and a 'Clear' button are located at the bottom of the search form, with the 'Go' button highlighted by a red box and a red arrow. Below the search form is a table with columns: Payment, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount Method, Status Date, Bank Account, Invoice, and PO Number. The table currently shows 'No search conducted.'

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 Received 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

Invoice Number

Invoice Date From (31-Oct-2018)

Invoice Status

Go Clear

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

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 Invoices](#) | [View Invoices](#) | [View Payments](#)

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

PRE-REQUISITES:

1. The PO/Release must have a status of Approved.
2. Ensure the GRN/ Receipt of Goods-Services is created by Buying Organization (as applicable).

==> Only then the PO "line details" will be displayed and selectable for Invoice creation.

846200884 1- Enter PO no

(31-Oct-2018)

Tip: Do not enter name, just 'Search and Select': 2- Search and select the buying entity

Advances and Financing

3- Press Go

PO Number	Release No.	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	SHIP To	Organizat
No search conducted.															

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 1 of 4 Next button.

[Create Invoices](#) | [View Invoices](#) | [View Payments](#)

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Purchase Orders

[Cancel](#) | Step 1 of 4 | [Next](#)

Search [Advanced Search](#)

Note that the search is case insensitive

PRE-REQUISITES:

1. The PO/Release must have a status of Approved.
2. Ensure the GRN/ Receipt of Goods-Services is created by Buying Organization (as applicable).

==> Only then the PO "line details" will be displayed and selectable for Invoice creation.

Purchase Order Number:
 Purchase Order Date: (31-Oct-2018)
 Buyer:
 + Organization:
 Advances and Financing: Excluded

Select Items:	Add to Invoice																
<input type="checkbox"/>	PO Number	Release No.	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip
<input checked="" type="checkbox"/>	1006		1	1	<input type="checkbox"/>						0						

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	Invoice
* Supplier ORACLE SYSTEMS LIMITED	* Invoice Number <input type="text"/>
Tax Payer ID <input type="text"/>	* Invoice Date <input type="text"/>
* Remit To <input type="text"/>	Invoice Type Invoice <input type="text"/>
Address <input type="text"/>	Currency <input type="text"/>
Remit To Bank Account <input type="text"/>	Invoice Description <input type="text"/>
Unique Remittance Identifier <input type="text"/>	Context <input type="text"/>
Remittance Check Digit <input type="text"/>	Attachment None Add

Create Invoice For PO

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

Create Invoices
View Invoices
View Payments

Purchase Orders

Details

Manage Tax

Review and Submit

Cancel Back Step 2 of 4 Next

Create Invoice: Details

* 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

Customer

* Customer Tax Payer ID 242

Customer Name

Address

Items


PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
	1	1									

Create Invoice For PO

Click the Step 2 of 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



Create Invoice: Manage Tax

Cancel
Save
Back
Step 3 of 4
Next

Supplier	Invoice
<ul style="list-style-type: none"> * Supplier ORACLE SYSTEMS LIMITED Tax Payer ID * Remit To Address Remit To Bank Account Unique Remittance Identifier Remittance Check Digit 	<ul style="list-style-type: none"> * Invoice Number 121122 * Invoice Date Invoice Type Standard * Currency Invoice Description Attachment None
<h4>Customer</h4> <ul style="list-style-type: none"> * Customer Tax Payer ID 242 Customer Name 	

Create Invoice For PO
 Click the Step 3 of 4 Next button

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	Invoice
<ul style="list-style-type: none"> * Supplier ORACLE SYSTEMS LIMITED Tax Payer ID * Remit To Address Remit To Bank Account Unique Remittance Identifier Remittance Check Digit 	<ul style="list-style-type: none"> * Invoice Number 121122 * Invoice Date 31-Oct Invoice Type Standard * Currency Invoice Description Attachment None
<h3>Customer</h3> <ul style="list-style-type: none"> * Customer Tax Payer ID 242 Customer Name Address 	

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

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

Invoice Number:

Invoice Date From:

2. Invoice Status: Unsubmitted

3. **Go** Clear

Purchase Order Number:

Invoice Amount:

Invoice Date To:

Currency:

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
123456789	05-Sep-201	.	2,042.95	1120081	Unsubmitted				

Click the Cancel Icon if you want to cancel the 'Unsubmitted' Invoice

4. Update or

Click the 'Update' Icon if you want to update the unsubmitted Invoice and process further

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 Corporation

Invoice Number

Invoice Date From

2. **Invoice Status** Inprocess

3. **Go**

Purchase Order Number

Invoice Amount

Invoice Date To

Currency

Inprocess

Invoice Number	Invoice Date	Invoice Currency Code	Invoice Amount	Purchase Order	Status	Withdraw	Cancel	Update	View Attachments
123456789	05-Sep-201	,							

Click '+' to add attachments to the Inprocess Invoice

THANK YOU

