

iSUPPLIER USER MANUAL

Date 01/01/2025



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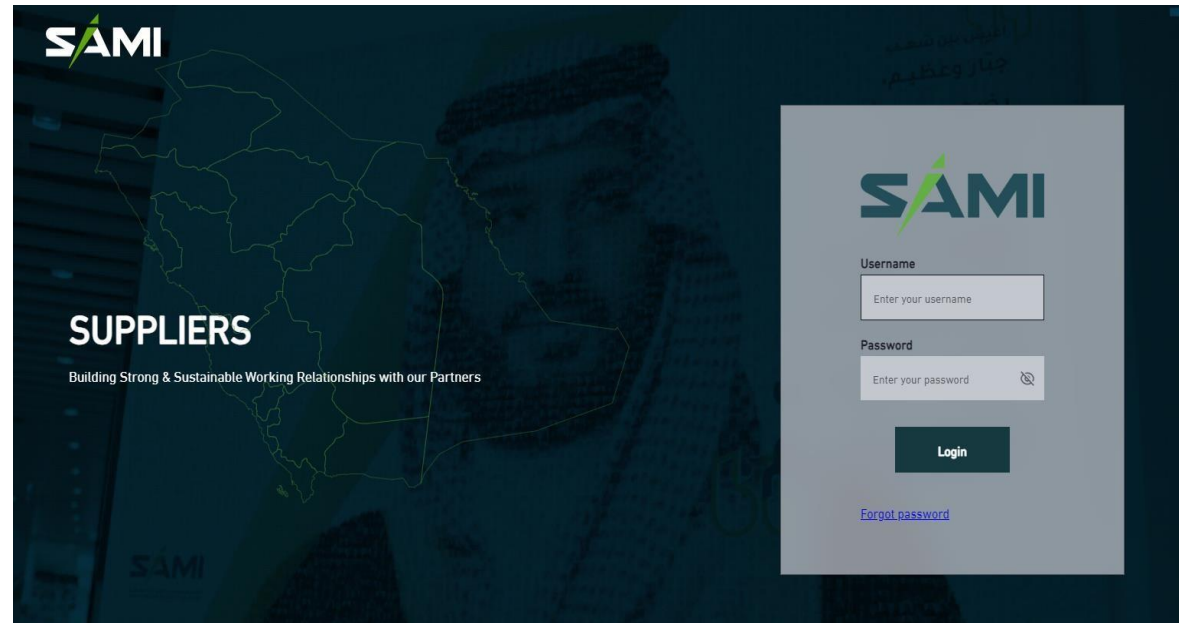
1. Using SAMI Portal

▲ SAMI iSupplier Portal is a collaborative application that enables SAMI and its suppliers to communicate through a secure, self-service web environment. It also enables suppliers to have real-time access to information regarding open orders, shipments, creation of invoices etc.

- Benefits associated with using iSupplier include:
- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location
- Improved efficiency by decreasing the number of calls between Suppliers and Accounts Payable
- Provides a central location for all PO information, and gives Suppliers access to historical PO information
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments
- Enhances the visibility of the transactions that occur between SAMI and its suppliers

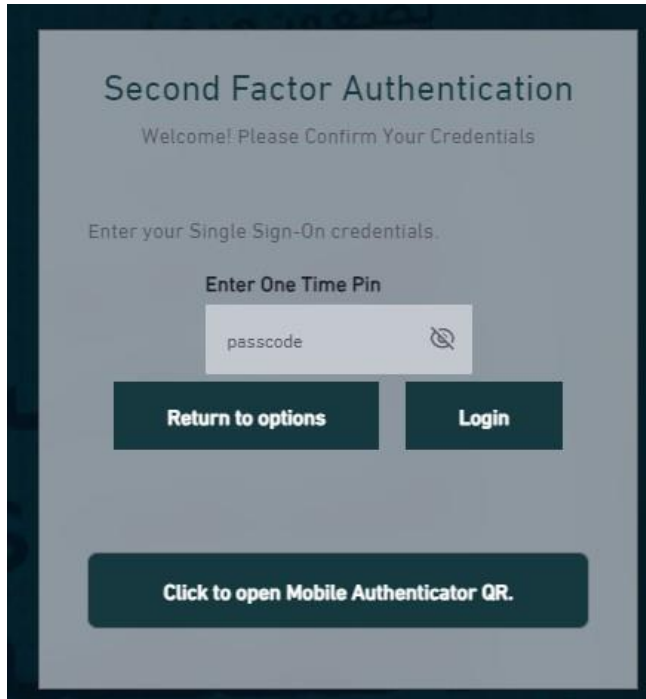
1.1. Login to SAMI

- Registered and Approved users can login to SAMI Portal.
To login for the first time, click on “Forget Password”



Insert your user-name (the email address you entered during registration)


Once you click on “Generate PIN”, you will receive a PIN code to the registered phone number



Second Factor Authentication
Welcome! Please Confirm Your Credentials

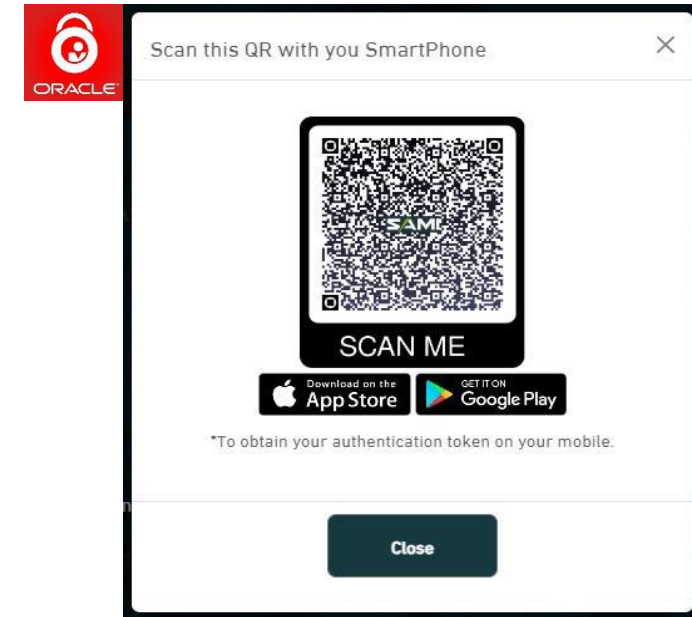
Enter your Single Sign-On credentials.

Enter One Time Pin

passcode 

Return to options **Login**

Click to open Mobile Authenticator QR.



After entering the User Name / Password, you will have two options to receive the OTP
First is via SMS. Second is through “Oracle Mobile Authenticator App”

If you would like to use the Mobile Authenticator, you will have to install the app on your mobile “Oracle Mobile Authenticator” in order to be able to scan the user QR code

Once the QR Code has been scanned, the app will ask for the username / password

1.2. iSupplier Home page

iSupplier Portal Home Page: When you access SAMI iSupplier Portal application using the username and password provided to you, Home page will display.

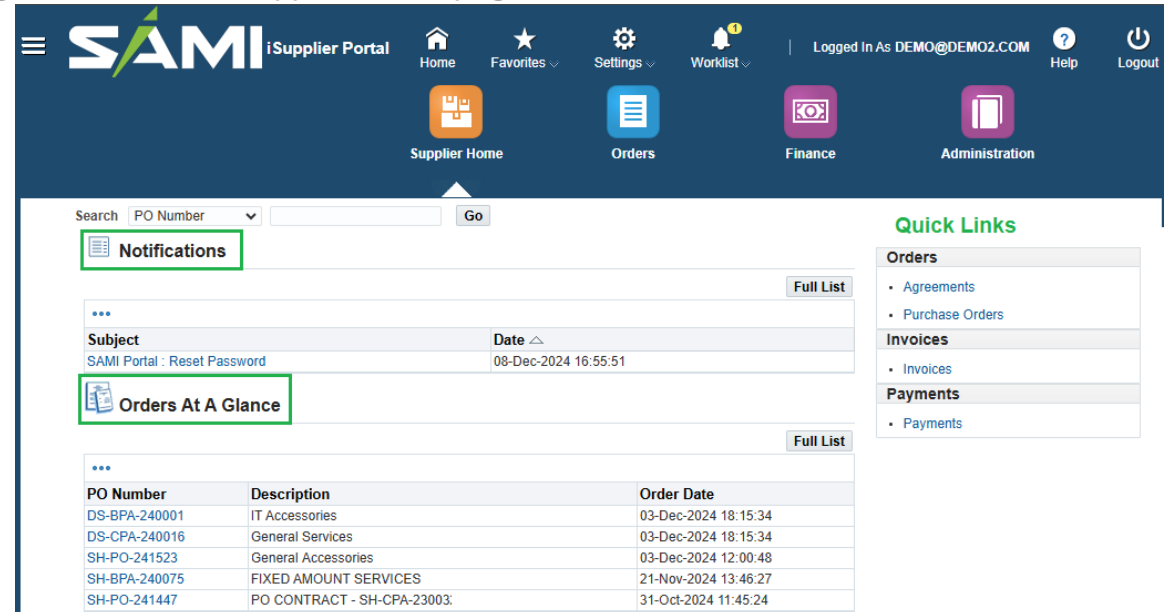
Quick Links: This section is displayed on the right and provides links for the procure to-pay flow.

Notifications: Notifications are messages waiting for your review. Some notifications are view- only, while other notifications require action. To view your notifications, click the linked subject to open the notification

Orders at a Glance: This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.

Home Page Tabs: The following tabs display on the home page and all SAMI iSupplier Portal pages

- Supplier Home
- Orders
- Finance
- Administration



Search PO Number

Notifications

Subject	Date
SAMI Portal : Reset Password	08-Dec-2024 16:55:51

Orders At A Glance

PO Number	Description	Order Date
DS-BPA-240001	IT Accessories	03-Dec-2024 18:15:34
DS-CPA-240016	General Services	03-Dec-2024 18:15:34
SH-PO-241523	General Accessories	03-Dec-2024 12:00:48
SH-BPA-240075	FIXED AMOUNT SERVICES	21-Nov-2024 13:46:27
SH-PO-241447	PO CONTRACT - SH-CPA-23003	31-Oct-2024 11:45:24

Quick Links

Orders

- Agreements
- Purchase Orders

Invoices

- Invoices

Payments

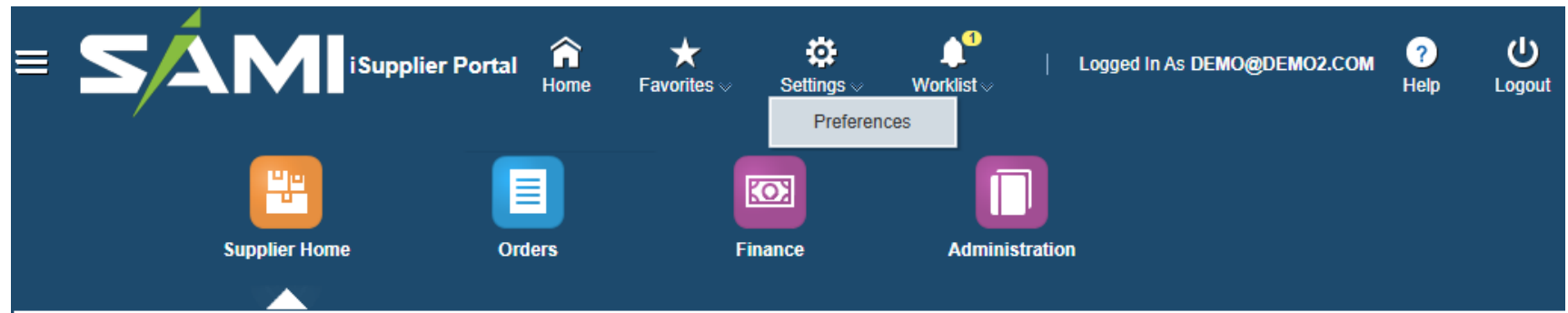
- Payments

1.3. User 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



2. Orders

- The real-time data provided in SAMI iSupplier Portal allows you to communicate procure-to-pay information with SAMI while viewing the purchase order flow.
- Using purchase order information, you can acknowledge purchase orders, view supplier agreements and review the history of a purchasing document.
- This section includes the following topics:
 - **Purchase Orders**
 - **Work Confirmation**

2.1. Purchase Orders

Purchase Orders

AgreementsView RequestsWork ConfirmationsRFQ

Purchase Orders

Multiple PO ChangeExport

Views

View

All Purchase Orders

Go

Select Order:

AcknowledgeRequest CancellationRequest ChangesView Change History

Rows 1 to 75

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-241523	1	SAMI_OU	Standard PO	Misc Expenses	09-Dec-2024 17:48:54	AEC.SCM	SAR	1,153,800.00	Requires Acknowledgment			
<input type="radio"/>	SH-PO-241526	6	SAMI_OU	Standard PO	IT Consultation	09-Dec-2024 13:10:10	AEC.SCM	SAR	1,000,000.00	Rejected			
<input type="radio"/>	SH-PO-241525	1	SAMI_OU	Standard PO	PO for IT Accessories	09-Dec-2024 11:27:00	AEC.SCM	SAR	2,300.00	Open			
<input type="radio"/>	DS-CFA-240016	0	SAMI Defense System OU	Global Contract Agreement	General Services	03-Dec-2024 18:15:34	AEC.SCM	SAR	1,000,000.00	Open			
<input type="radio"/>	DS-BPA-240001	0	SAMI Defense System OU	Global Blanket Agreement	IT Accessories for Defense	03-Dec-2024 18:15:34	AEC.SCM	SAR	1,000,000.00	Accepted		17-Dec-2024 18:15:34	

- When SAMI creates a purchase order, the purchase order details are available in SAMI iSupplier Portal
- SAMI iSupplier Portal enables you to track your purchase orders throughout the entire procure-to-pay flow

The purchase order section includes:

- **View Purchase Order:** You can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the Purchase Order Details page.
- **Acknowledge Purchase Orders:** You acknowledge purchase orders to communicate to SAMI that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.
- **View Change History:** This view enables you to view the history of change requests submitted on a document, and the corresponding buyer response. From Action menu: You can view Receipts, Invoices, Payments, etc.

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

Orders: Purchase Orders >

SAMI Purchase Order: SH-PO-241526, 6 (Total SAR 1,000,000.00)

Actions: Request Changes (dropdown) | Go | Export | Show PDF

Order Information

General

Total 1,000,000.00

Supplier Company

Supplier Site Riyadh

Supplier Contact Al Oqla, Oqla

Address

Buyer

Order Date 09-Dec-2024 13:10:10

Description IT Consultation

Status Open

Note to Supplier

Operating Unit SAMI_OU

Sourcing Document

Supplier Order Number

Attachments None

Terms and Conditions

Payment Terms Immediate

Carrier

FOB

Freight Terms None

Shipping Control

Work Location

Address SAMI Head Office

Bill-To Location

Address SAMI Head Office

Summary

Total	1,000,000.00
Delivered	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

Request Changes (dropdown)

- Request Changes
- Request Cancellation
- View Change History
- Create Work Confirmation
- View Work Confirmations
- View Related Contracts
- View Receipts
- View Invoices
- View Payments

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	Amount	Advance Amount	Advance Billed	Maximum Retainage Amount	Retainage Rate (%)	Status	Attachments	F
▶	1	Fixed Price Services			IT Consultation	1,000,000.00					Open		

2.1.1. Acknowledge Purchase Order

- When SAMI creates a purchase order, a notification will be sent to Supplier in order to Accept/Reject the Purchase Order
- You can also communicate changes to the buyer, however the buyer will be notified with your comments once you accept or reject

Caution: you will not be able to Create a Work Confirmation, unless the PO has been accepted

SAMI_OU - SAMI Purchase Order SH-PO-241523,1 requires your acceptance

From

To Company

Sent 09-Dec-2024 17:48:56

ID 5080470

Dear Supplier

we have recently sent you a Purchase Order

we kindly request your confirmation regarding the acceptance of this order. If there are any concerns or changes required

, please let us know at your earliest convenience.

It would be greatly appreciated if you could confirm or decline this order. Your prompt response will help us proceed accordingly and ensure smooth coordination

you can Print the PO in PDF format by opening PO and press Show PDF

if you need any additional information or documents, please do not hesitate to contact us

Thank you for your attention to this Matter

Response

Comments

Kindly Need to change information ,,,,,

You can also Acknowledge the PO by going to Orders Tab, select the “**Requires Acknowledgement**” Order the Press “**Acknowledge**” button in order to **Accept** or **Reject** the Order

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
<input type="radio"/>	SH-PO-241523	1	SAMI_OU	Standard PO	Misc Expenses	09-Dec-2024 17:48:54	AEC.SCM	SAR	1,153,800.00	Requires Acknowledgment
<input type="radio"/>	SH-PO-241526	6	SAMI_OU	Standard PO	IT Consultation	09-Dec-2024 13:10:10	AEC.SCM	SAR	1,000,000.00	Rejected
<input type="radio"/>	SH-PO-241525	1	SAMI_OU	Standard PO	PO for IT Accessories	09-Dec-2024 11:27:00	AEC.SCM	SAR	2,300.00	Open

2.1.2. Request Change Purchase Order

- After acknowledging the PO, you may also communicate any requests for change from your side to the Buyer.



Purchase Orders Agreements View Requests Work Confirmations RFQ

Purchase Orders Multiple PO Change Export

Views

View All Purchase Orders Go Advanced Search

Select Order: Acknowledge Request Cancellation **Request Changes** View Change History || ... Rows 1 to 75

Select	PO Number	△ Rev	Operating Unit	Document Type	Description	Order Date △	Buyer	Currency	Amount	Status	Change Request Status
<input checked="" type="radio"/>	SH-PO-241525	1	SAMI_OU	Standard PO	PO for IT Accessories	09-Dec-2024 11:27:00	AEC.SCM	SAR	2,300.00	Open	

Items can be Changed in the Purchase Order

- Supplier Order Number
- Supplier Item Number
- Item Price
- Milestone Promised Date
- You can also Split Milestone
- Additional Changes Note Manually

Purchase Orders

AgreementsView RequestsWork ConfirmationsRFQ

Orders: Purchase Orders >

Request Changes for SAMI Purchase Order : SH-PO-241525,1 (Total SAR 2,300.00)

CancelSaveSubmitExportActionsCancel Entire OrderGo

Order Information

General Information

Total

2,300.00

Supplier

Advanced Electronics Company

Supplier Site

Riyadh

Address

Industrial Estate, King Khalid International Airport
Riyadh,

Buyer

AEC SCM

Order Date

09-Dec-2024 11:27:00

Description

PO for IT Accessories

Status

Open

Note to Supplier

Sourcing Document

Organization

SAMI_OU

Supplier Order Number

Enter Supplier Order / Reference

Attachments

None

Terms and Conditions

Payment Terms

Immediate

Carrier

FOB

Freight Terms

None

Shipping Control

Work Location

Address

SAMI Head Office

Bill-To Location

Address

SAMI Head Office

Summary

Total

2,300.00

Delivered

0.00

Billed

0.00

Advance Billed

0.00

Progress Payment

0.00

PO Details

Supplier Item Number

...

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Advance Amount	Advance Paid	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	5	Goods				IT Laptop Lenovo	Each	1	2300	2,300.00			Open				

Progress Payment

Enter New Price

Here is to change Promised Date

Split Milestone to more than one

Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value(%)	Price	Quantity Received	Amount Ordered	Approved	Promised Date	Need-By Date	Payment Status	Supplier Order Line	Status	Attachments	Split	Reason	Action
1	Milestone	9EM-00265- Win Server Standard Core ALng LSA 16L	SAMI HQ		Each	1	100	2300		0		11-Nov-2024 00:00:00	11-Nov-2024 00:00:00			Open			as per Change f	Change

Additional Change Requests

Enter Reason & Action = Change

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

Additional Changes

You can request changes from Buyer manually Here

CancelSaveSubmitExportActionsCancel Entire OrderGo

- Once you Finish Press Submit, and you will get a confirmation Message
- Make Sure the status of Order has been Changed to “Supplier Change Pending”

Select Order: AcknowledgeRequest CancellationRequest ChangesView Change History...

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Currency	Amount	Status	Change Request Status
<input type="radio"/>	SH-PO-241525	1	SAMI_OU	Standard PO	PO for IT Accessories	09-Dec-2024 11:27:00	SAR	2,300.00	Open	Supplier Change Pending

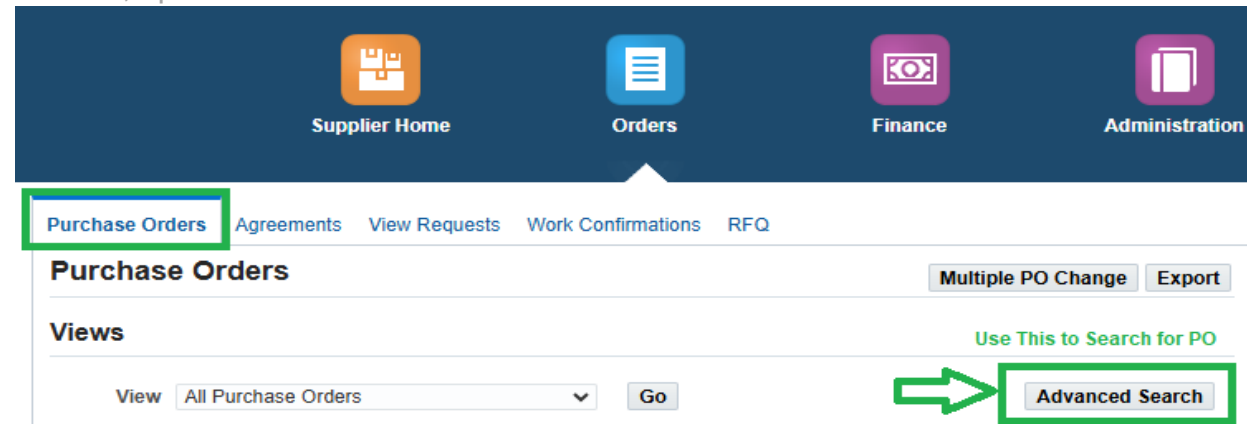
2.2. Work Confirmation

- Work Confirmation, only appears for Contract POs where you “as a supplier” need to initiate the completion certificate of a certain milestone by creating a work confirmation for that milestone
- The project manager and the section head will need to approve this work confirmation then the system will automatically issue a receipt to this milestone
- You can create invoice to that milestone

2.2.1. Create Work Confirmation

Step 1:

To search for certain PO, you can use the search criteria shown below. Otherwise, you may select desired PO from the POs list in your profile
To use the advanced search to find a particular PO, open “Orders” tab then select “Advanced Search”



[Purchase Orders](#) [Agreements](#) [View Requests](#) [Work Confirmations](#) [RFQ](#)**Purchase Orders**[Multiple PO Change](#) [Export](#)**Advanced Search**[Views](#)

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

Use the following search criteria

PO Number contains

241523

Change to : Contains
Enter the PO number

Document Type is

Order Date is

(24-Nov-2024)

Buyer is

Go

Clear

Add Another

Buyer

Add

Select Order: [Acknowledge](#) [Request Cancellation](#) [Request Changes](#) [View Change History](#) || ...

Select PO Number ^	Rev	Operating Unit	Document Type	Description	Order Date ^	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/> SH-PO-241523	1	SAMI_OU	Standard PO	Misc Expenses	09-Dec-2024 17:48:54	SAR	1,153,800.00	Requires Acknowledgment			

To search using the PO number choose “Contains” from the dropdown list next to “PO Number”, then add the PO number to the box as shown above

Step 2:

After Choosing a PO, the system will display Purchase Order details
Choose “Create Work Confirmation” from the dropdown list next to “Actions”

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

Orders: Purchase Orders >

SAMI Purchase Order: SH-PO-241525, 1 (Total SAR 2,300.00)

Currency= SAR

Order Information

General		Terms and Conditions	
Total	2,300.00	Payment Terms	Immediate
Supplier		Carrier	
Supplier Site	Riyadh	FOB	
Supplier Contact		Freight Terms	None
Address	Industrial Estate, King Khalid International Airport Riyadh,	Shipping Control	
Buyer		Work Location	
Order Date	09-Dec-2024 11:27:00	Address SAMI Head Office	
Description	PO for IT Accessories	Bill-To Location	
Status	Open	Address SAMI Head Office	
Note to Supplier			
Operating Unit	SAMI_OU		
Sourcing Document			
Supplier Order Number			
Attachments	None		

Summary

Total	2,300.00
Delivered	0.00
Billed	0.00
Advance Billed	0.00
Progress Payment	0.00

PO Details

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

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Advance Amount	Advance Billed	Maximum Retainage Amount	Retainage Rate (%)	Status	Attachments	Reason
▲	5	Goods			IT Laptop Lenovo	Each	1	2300	2,300.00					Open		

Progress Payment

Pay Item	Type	Description	Work Location	UOM	Qty	Value (%)	Price	Amount		Promised Date	Need-By Date	Payment Status	Status	Split	Attachments
								Ordered	Approved						
1	Milestone	IT Laptop Lenovo	SAMI HQ	Each	1	100	2300	0.00		11-Nov-2024 00:00:00	11-Nov-2024 00:00:00		Open		

Actions

- Request Changes
- Request Cancellation
- View Change History
- Create Work Confirmation**
- View Work Confirmations
- View Related Contracts
- View Receipts
- View Invoices
- View Payments
- View Shipments

Go **Export** **Show PDF**

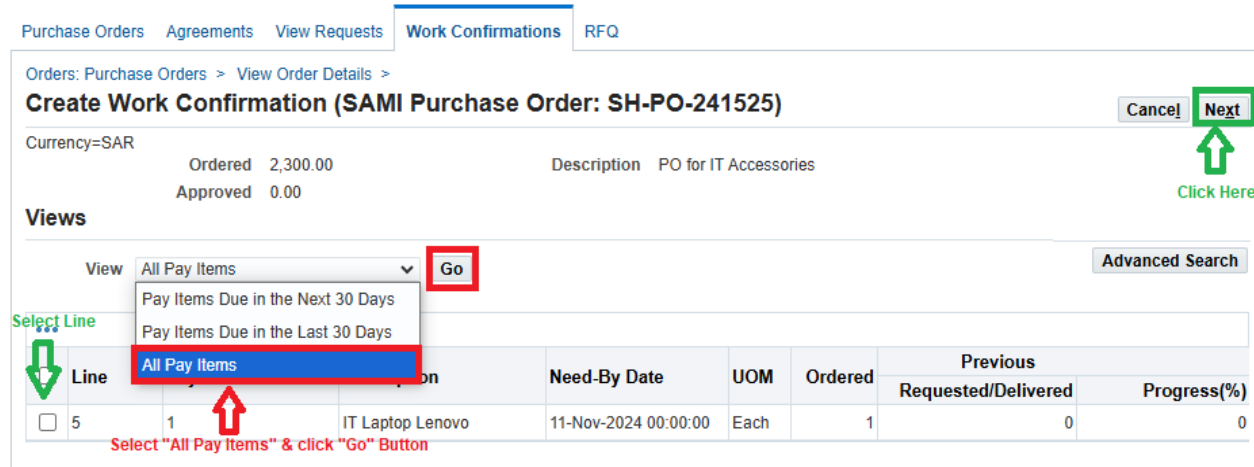
- Purchase Order status must be Open or Accepted
- Check the Purchase Order Summary, before creating the Work Confirmation. The Delivered Amount must be less than or equal to the Total Amount of the PO

Step 3:

Once you click on “Go” button (STEP 2) is pressed, system will show below screen. System will open all lines against that Purchase Order, select the line/lines against which to create work confirmation, thereafter click on “Next” button as shown below in screen shot

Select “All Pay Items”

Click “Go”.



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

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (SAMI Purchase Order: SH-PO-241525) Cancel Next

Currency=SAR
Ordered 2,300.00
Approved 0.00
Description PO for IT Accessories

Views

View All Pay Items Go Advanced Search

Pay Items Due in the Next 30 Days
Pay Items Due in the Last 30 Days
All Pay Items

Select Line

Line	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
5	IT Laptop Lenovo	11-Nov-2024 00:00:00	Each	1	0	0

Select "All Pay Items" & click "Go" Button

System will open all lines against the Purchase Order, select the line/s against which to create work confirmation, thereafter click on “Next” button as shown above in screen shot.

Step 4:

- Enter the Supplier Delivery Note Number
- Attach the required document
- Under field “**Requested/Delivered**” enter the amount which you wish to create Work Confirmation for
- Click on “**Submit**” in order to get your work confirmation approved from SAMI side.

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

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (SAMI Purchase Order: SH-PO-241525)

Cancel Back Submit

* Indicates Required Field
Currency=SAR

Ordered 2,300.00
Approved 0.00

Enter Supplier Reference Number

* Supplier Delivery Note Number

Comments

* Transaction Date 10-Dec-2024


* Attach Delivery Note +

Attach Delivery Note or Certificate of Completion

Work Confirmation Details

Add Pay Item ...

Enter Amount / Qty Which you wish to receive

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Current			Delete
							Requested/ Delivered	Amount	Progress (%)	
5	1	IT Laptop Lenovo	11-Nov-2024 00:00:00	Each	2300	1	<input type="text" value="1"/>	2300	<input type="text" value="100"/>	

Shows How Much in % for Current Progress for Work Confirmation

Once Submitted, the system will display confirmation message as shown below.

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

Confirmation

Confirmation Message

Your Work Confirmation 1234 has been submitted.

Work Confirmations

Export

Views

View Last 25 Work Confirmations

Go

Advanced Search

Previous History of Work Confirmation
Amount submitted for this PO

How much Amount is
submitted from supplier side

Status of Work
Confirmation

Rows 1 to 75

Select Work Confirmation: Update Cancel ...

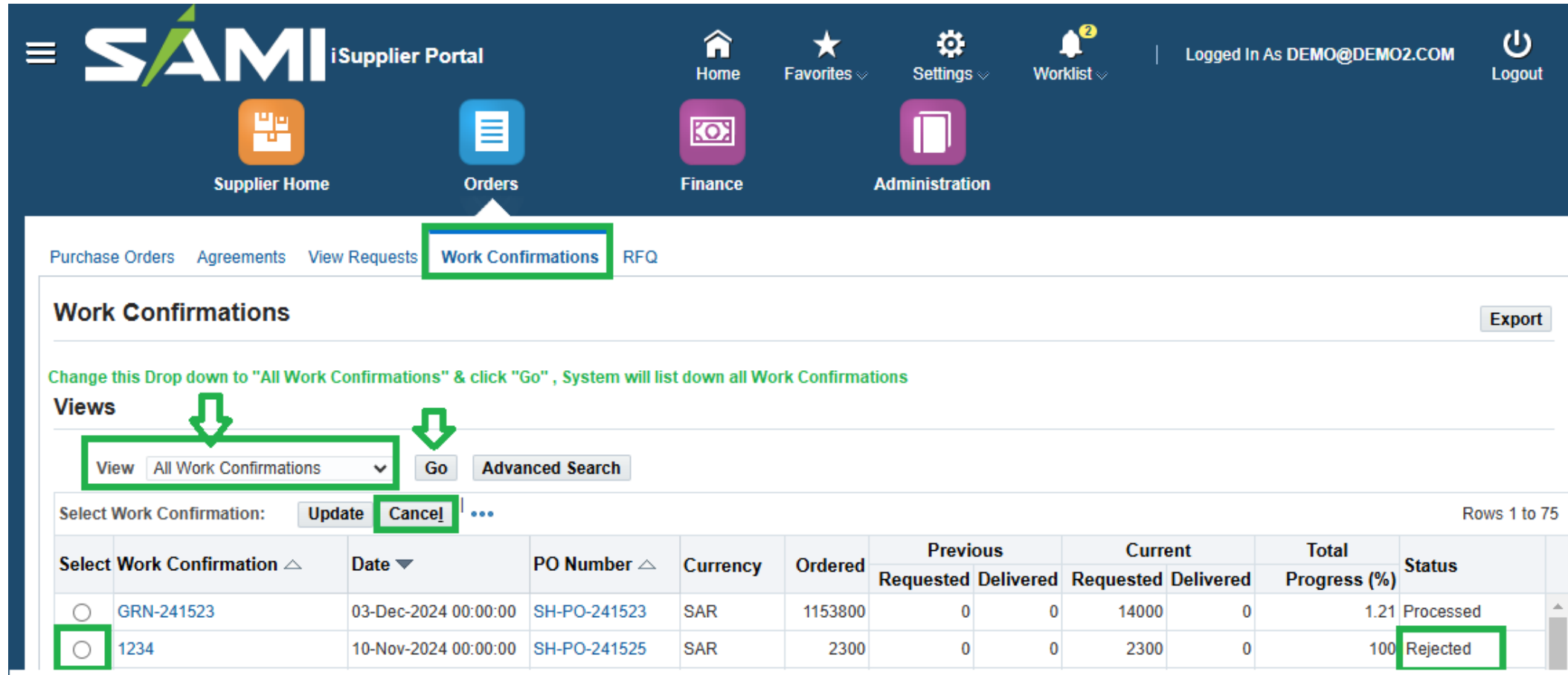
Select	Work Confirmation ^	Date ▼	PO Number ^	Currency	Ordered	Previous		Current		Total Progress (%)	Status
						Requested	Delivered	Requested	Delivered		
<input type="radio"/>	1234	10-Nov-2024 00:00:00	SH-PO-241525	SAR	2300	0	0	2300	0	100	Pending Approval
<input type="radio"/>	WC-1192	01-Nov-2024 00:00:00	SH-PO-241192	SAR	2227978.69	0	0	2227978.69	0	100	Processed

Note:

In case the Work Confirmation is rejected, you can update the Work Confirmation request again, or you can cancel it. Please make sure not to submit a new work confirmation if there is a rejected request

2.2.2. Cancel Work Confirmation

Steps for Cancelling Work Confirmation with only “Rejected” Status Under you iSupplier Login, click on “Orders” Tab as shown below
Select “View” “All Work Confirmations” & Click on “Go” to list down all Work Confirmations. Then click on “radio button” against “Rejected” Work Confirmation & then “Select “Cancel” button as shown below.



Work Confirmations Export

Change this Drop down to "All Work Confirmations" & click "Go" , System will list down all Work Confirmations

Views

View All Work Confirmations Go Advanced Search

Select Work Confirmation: Update Cancel ... Rows 1 to 75

Select	Work Confirmation ^	Date ▼	PO Number ^	Currency	Ordered	Previous		Current		Total Progress (%)	Status
						Requested	Delivered	Requested	Delivered		
<input type="radio"/>	GRN-241523	03-Dec-2024 00:00:00	SH-PO-241523	SAR	1153800	0	0	14000	0	1.21	Processed
<input checked="" type="radio"/>	1234	10-Nov-2024 00:00:00	SH-PO-241525	SAR	2300	0	0	2300	0	100	Rejected

Once you select “**Cancel**” button, system will ask for your confirmation, if you are sure to “**Cancel**” select “**Yes**” else select “**No**”, if you select “**Yes**” system will give confirmation message & “**Status**” will be “**Pending Cancellation**” for little while for about 2 min max

[Purchase Orders](#) [Agreements](#) [View Requests](#) [Work Confirmations](#) [RFQ](#)

[Orders: Work Confirmations > Work Confirmation Warning >](#)

Confirmation

Your cancellation request for Work Confirmation 1234 has been accepted.

Work Confirmations Export

Views

View All Work Confirmations Go Advanced Search

Select Work Confirmation: Update Cancel ... Rows 1 to 75

Select	Work Confirmation ^	Date ▼	PO Number ^	Currency	Ordered	Previous		Current		Total	Status
						Requested	Delivered	Requested	Delivered	Progress (%)	
<input type="radio"/>	GRN-241523	03-Dec-2024 00:00:00	SH-PO-241523	SAR	1153800	0	0	14000	0	1.21	Processed
<input type="radio"/>	1234	10-Nov-2024 00:00:00	SH-PO-241525	SAR	2300	0	0	2300	0	100	Pending Cancellation

Once You Refresh /Re-query again, status will be “**Cancelled**”, means this is final status & Work confirmation amount OR quantity will be reversed back to related Purchase Order.

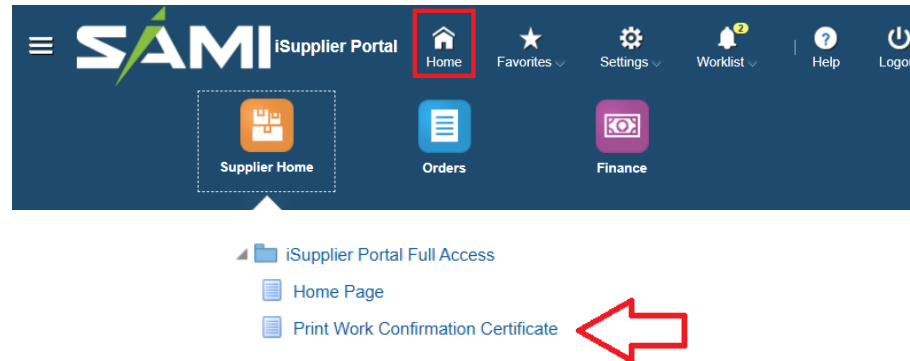
Select Work Confirmation: Update Cancel ... Rows 1 to 75

Select	Work Confirmation ^	Date ▼	PO Number ^	Currency	Ordered	Previous		Current		Total	Status
						Requested	Delivered	Requested	Delivered	Progress (%)	
<input type="radio"/>	1234	10-Nov-2024 00:00:00	SH-PO-241525	SAR	2300	0	0	0	0	0	Cancelled

2.2.3. Print Work Confirmation Certificate

As part of “SAMI Accounts Payable” requirement, kindly attach the “**Work Confirmation Certificate**” along with you invoices. This Document is essential to finalize the process and ensure all formalities are completed and approved

Press on Home => Navigator => Print Work Confirmation Certificate



Select Required **Purchase Order** & Approved **Work Confirmation** Number => Submit

Schedule Request: Define Cancel Continue

Program Name SAMI Supplier Printing Approved WorkConfirmation Certificate

Request Name

The name can later be used to search for this request



Parameters

* Purchase Order

Work Confirmation

Once finished, click on the icon below Output to view the certificate

Requests Summary Table Refresh Press Refresh for Update the Status Press OutPut to view the Certificate

Request ID	Name	Phase	Status	Scheduled to Run	Details	Output
3957882	SAMI Supplier Printing Approved WorkConfirmation Certificate	Completed	Normal	19-Dec-2024 10:15:26		

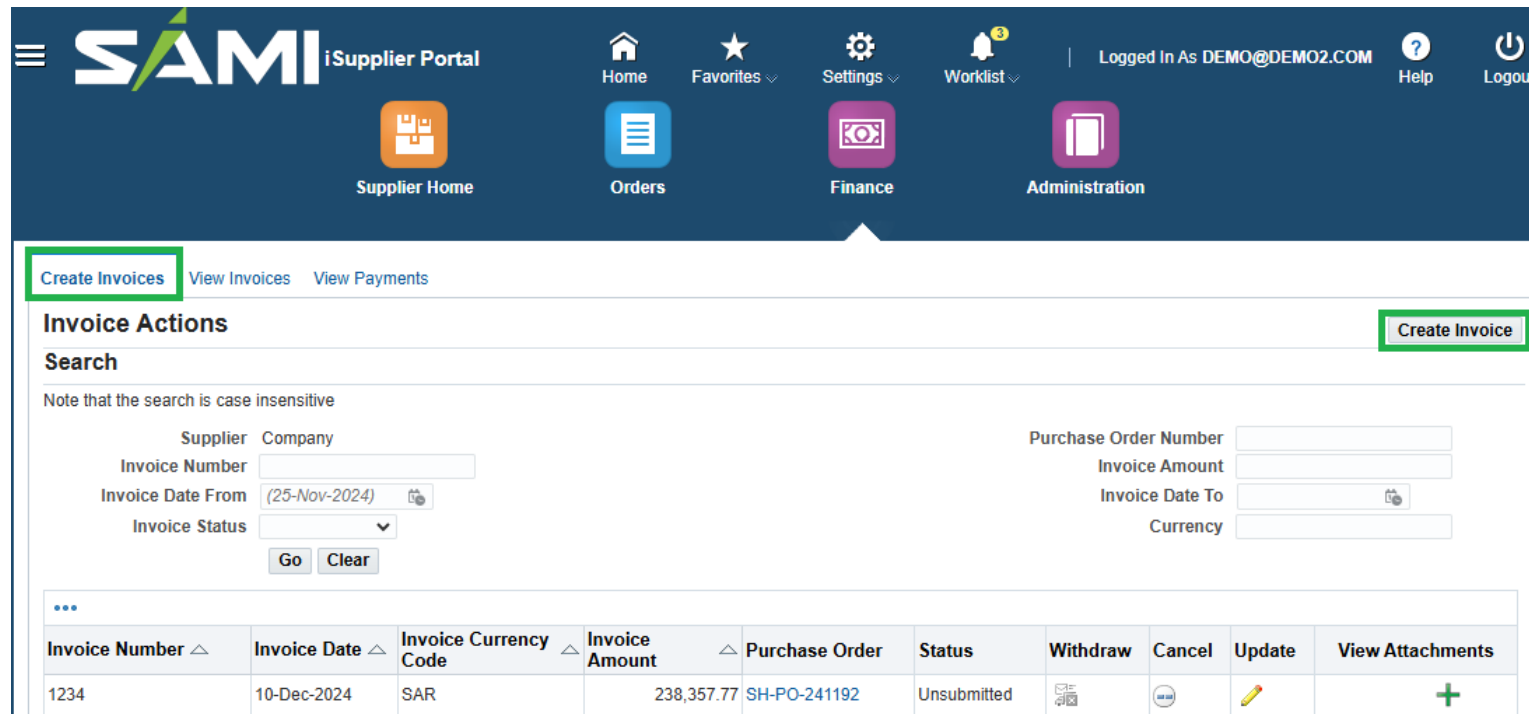
3. Finance

In order to view invoices or payment for supplier's orders, user need to click "**Finance**" tab. Then, using the search criteria user will be able to find POs that needs to be invoiced.

3.1. Create Invoices

Note: You can only Create Invoice for "Approved Work Confirmation PO". You can check if a PO has an approved work confirmation using "Orders" Tab to check summary of Total PO Amount, Delivered, Billed and Payment Amount

To Create an invoice, click on "Create Invoice"



Supplier Portal

Home Favorites Settings Worklist Logged In As DEMO@DEMO2.COM Help Logout

Supplier Home Orders **Finance** Administration

Create Invoices View Invoices View Payments

Invoice Actions **Create Invoice**

Search

Note that the search is case insensitive

Supplier Company

Invoice Number

Invoice Date From (25-Nov-2024)

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
1234	10-Dec-2024	SAR	238,357.77	SH-PO-241192	Unsubmitted				

To find a PO, search using the PO number

- Once the desired PO is shown, select the line item which has been delivered to upload the invoice.
 - * If the PO doesn't appear, check if the work confirmation has been approved or not
 - * The invoiced amount cannot exceed the work confirmation amount

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

Purchase Orders Details Manage Tax Review and Submit

Press Next once you select the Lines

Cancel Step 1 of 4 **Next**

Create Invoice: Purchase Orders

Search [Advanced Search](#)

Copy the PO number to Search
 TIP If the PO doesn't Appear, Contact the Buyer to confirm the WorkConfirmation

Note that the search is case insensitive

Purchase Order Number Enter the PO number without spaces and case sensitive
 Advances and Financing Excluded

Press Go **Go** Clear

Make Sure the Invoiced Amount less than the Recived Amount, However you can't exceed the Received Amount

Select Items: **Add to Invoice** ...

PO Number	Work Confirmation	Receipt Number	Line	Shipment	Advances or Financing	Item Description	Ordered	Received	Invoiced	UOM	Unit Price	Curr
<input checked="" type="checkbox"/> SH-PO-241192	WC-1192	20240775	1	1	<input type="checkbox"/>	Oracle Payroll - Employee Perpetual	500	500	0	Each	414.53526	SAR
<input checked="" type="checkbox"/> SH-PO-241192	WC-1192	20240775	2	1	<input type="checkbox"/>	Oracle Project Planning and Control	90	90	0	Each	5333.687	SAR
<input type="checkbox"/> SH-PO-241192	WC-1192	20240775	3	1	<input type="checkbox"/>	Oracle iProcurement -	150	150	0	Each	211.8736	SAR
<input type="checkbox"/> SH-PO-241192	WC-1192	20240775	4	1	<input type="checkbox"/>	Oracle Procurement Contracts for Oracle Purchasing	25	25	0	Each	12703.2028	SAR

You can Press on PO to check Summary of Totals/ Received / Billed & Payments

- Fill in required information
- Attach required documents
- Confirm Qty/Amount to Match the Invoice Total Amount
- If there are shipping/handling fees, you can add it by selecting Freight or Miscellaneous from the dropdown list
- Once all information is complete, click “Next”

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 Company
 Tax Payer ID
 * Remit To Riyadh
 Address
 Remit To Bank Account 20811384000102
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number 123456
 * Invoice Date 11-Dec-2024
 Invoice Type Invoice
 Currency SAR
 * Invoice Description invoice for IT
 Context
 Holding Reason
 Attachment +

Attach the Required Document for Invoice, or it will be Rejected

Kindly note that the invoices uploaded in I Supplier should including the below requirements:

- Local Invoices (TAX Invoice as per ZATCA Requirements) / Foreign Invoices (WHT details)
- PO number
- GRN / SRN.

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
SH-PO-241192	1	1	Oracle Payroll		SAMI HQ	500	500	414.53526	Each	207267.63
SH-PO-241192	2	1	Oracle Project Planning and Control		SAMI HQ	90	90	5333.687	Each	480031.83

Review or Change the Lines Amount/QTY

Shipping and Handling Used only for any extra Charges

Charge Type	Amount	Description
Freight		

Cancel Back Step 2 of 4 Next

- If the tax rate doesn't match the invoice rates, change "Tax Status Code" to match the desired rates. After changing the tax rate click **"Calculate"** then **"Recalculate Total"**
- If all set, click next

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** Submit

Supplier

* Supplier Company
 Tax Payer ID
 * Remit To Riyadh
 Address
 Remit To Bank Account
 Unique Remittance Identifier
 Remittance Check Digit

Invoice

* Invoice Number 123456
 * Invoice Date 11-Dec-2024
 Invoice Type Standard
 * Currency SAR
 Invoice Description Invoice for IT
 Holding Reason
 Attachment None

Summary Tax Lines

Calculate Press Calculate if you changed Tax Type You have an option to change the Tax Type / PCT

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	SA VAT REGIME	SA NON RECOVERABLE TAX	NON RECOVERABLE	SA NON RECOVERABLE TAX	BLOCKED	0	0	Active
2	SA VAT REGIME	SA VAT TAX	STANDARD	SA VAT TAX	VAT15	15	103094.91	Active

Items

PO Number	Line	Shipment	Item Description	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
SH-PO-241192	1	1	Oracle Payroll - Employee Perpetual	SAMI HQ	500	500	Each	414.53526	207,267.63
SH-PO-241192	2	1	Oracle Project Planning and Control	SAMI HQ	90	90	Each	5333.687	480,031.83

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	687,299.46
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	103,094.91
Recalculate Total	Total (SAR) 790,394.37

Cancel Save Back Step 3 of 4 **Next** Submit



- Review entered information then submit your invoice

Create InvoicesView InvoicesView Payments

Create Invoice: Review and Submit

CancelSaveBackStep 4 of 4Submit

Supplier

* Supplier Company

Tax Payer ID

* Remit To Riyadh

Address

Remit To Bank Account 1326996

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number 123456

* Invoice Date 11-Dec-2024

Invoice Type Standard

* Currency SAR

Invoice Description IT Invoice

Holding Reason

Attachment None

Items

PO Number	Line	Shipment	Item Description	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
SH-PO-241192	1	1	Oracle Payroll	SAMI HQ	500	500	Each	414.53526	207,267.63
SH-PO-241192	2	1	Oracle Project Planning and Control	SAMI HQ	90	90	Each	5333.687	480,031.83

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Summary Tax Lines

Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount
SA VAT REGIME	SA NON RECOVERABLE TAX	NON RECOVERABLE	SA NON RECOVERABLE TAX	BLOCKED	0	0
SA VAT REGIME	SA VAT TAX	STANDARD	SA VAT TAX	VAT15	15	103094.91

Invoice Summary

Items687,299.46

Less Retainage0.00

Freight0.00

Miscellaneous0.00

Tax103,094.91

Total (SAR)790,394.37

CancelSaveBackStep 4 of 4Submit

Confirmation

Invoice 1234 was submitted to our Accounts Payable department on 11-Dec-2024. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

3.2. View Invoices

To see invoices details, click “**View Invoices**” in the finance tab

- You can search for a particular invoice, or to find all invoices, leave the searching boxes empty and click “Go”

[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

Amount Due From

Invoice Date From

Due Date From






(26-Nov-2024)

To

To

To

To

Invoice 	Invoice Date 	Type	Currency	Amount 	Due	Status	On Hold	PO Number	Receipt	Scheduled Payments	Attachments
1234	10-Dec-2024	Standard	SAR	238,357.77	238,357.77	In-Process		SH-PO-241192	20240775		
STANDARD-INV	03-Dec-2024	Standard	SAR	16,100.00	0.00	Approved		SH-PO-241523	20240787		

3.3. View Payments

To see payment details, click “View Payments” in the finance tab

- You can search for a particular payment, or to find all payments, leave the searching boxes empty and click “Go”

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

View Payments

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

Status

Payment Amount From

Payment Date From

To

To

(example : 1234)

(example : 1234-2)

(26-Nov-2024)

Enter Search Criteria,
or Keep to empty for All

Go

Clear

...

Rows 1 to 75

Payment	Payment Date	Currency	Amount	Method	Status Date	Bank Account	Invoice	PO Number
5129	03-Dec-2024	SAR	16,100.00	SAMI Electronic	03-Dec-2024	Banque Saudi Fransi (SAR)	PREPAYMENT	SH-PO-241523
5085	31-Oct-2024	SAR	4,756.45	SAMI Electronic	31-Oct-2024	National Commercial Bank	Multiple	Multiple

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

3.1. Manage Unsubmitted Invoice

Manage Unsubmitted Invoice from 'Create Invoice Tab'

Navigation: iSupplier Portal Full Access> Supplier Home Page > Finance Tab > Create Invoices

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

Create Invoices

STEP1. Click Create Invoices Tab
View Invoices View Payments

Invoice Actions

Search

Note that the search is case insensitive

Supplier Company

Invoice Number

Invoice Date From (27-Nov-2024)

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
456789	12-Dec-2024	SAR	552,036.60	SH-PO-241192	Unsubmitted				

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

Click the "Update" Icon if you want to update the "Unsubmitted" Invoice and process further

3.2. Add More Attachments to “In process” Invoice

Navigation: iSupplier Portal Full Access > Supplier Home Page > Finance Tab > Create Invoice

Select Invoice Status as: “In process” and click the Go button. The “In process” 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.

STEP1: Click Create Invoicess Tab

Create Invoices View Invoices View Payments


Invoice Actions

Search


Note that the search is case insensitive

Supplier Company

Invoice Number


Invoice Date From (27-Nov-2024) 

2. Invoice Status In Process ▼





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
1234	10-Dec-2024	SAR	238,357.77	SH-PO-241192	In Process				

Click + Icon to add attachments to the InProcess Invoice

THANK YOU

