

# iSUPPLIER USER MANUAL

Date 01/01/2025



## Contents

<b>1.</b>	<b>Using SAMI Portal .....</b>	<b>3</b>
1.1.	Login to SAMI.....	4
1.2.	iSupplier Home page.....	6
1.3.	User Preferences .....	6
<b>2.</b>	<b>Orders.....</b>	<b>8</b>
2.1.	Purchase Orders .....	8
2.1.1.	Acknowledge Purchase Order .....	9
2.1.2.	Request Change Purchase Order.....	12
2.2.	Work Confirmation .....	14
2.2.1.	Create Work Confirmation.....	14
2.2.2.	Cancel Work Confirmation .....	20
2.2.3.	Print Work Confirmation Certificate.....	22
<b>3.</b>	<b>Finance.....</b>	<b>23</b>
3.1.	Create Invoices .....	23
3.2.	View Invoices .....	28
3.3.	View Payments .....	29
3.1.	Manage Unsubmitted Invoice.....	30
3.2.	Add More Attachments to “In process” Invoice .....	31

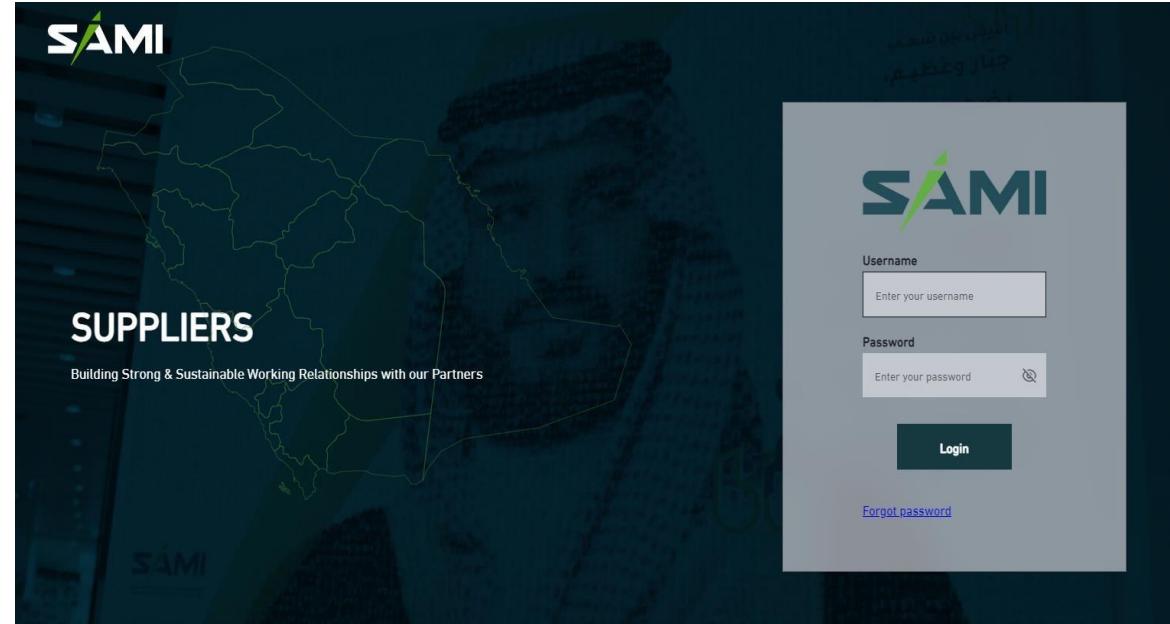
## 1. Using SAMI Portal

► 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

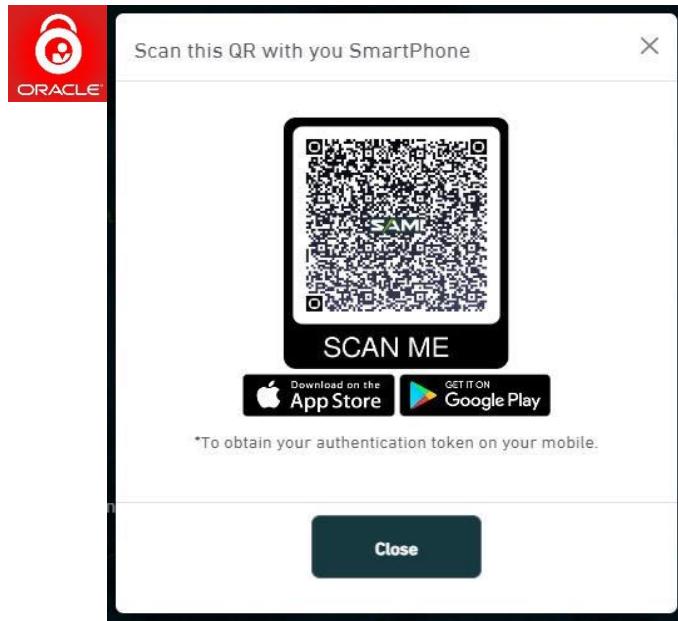
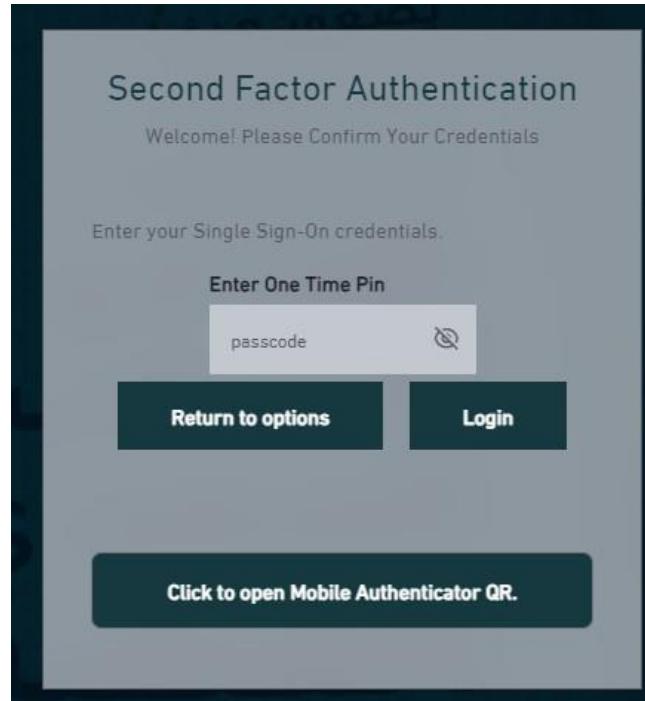
## 1.1. Login to SAMI

- 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



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.

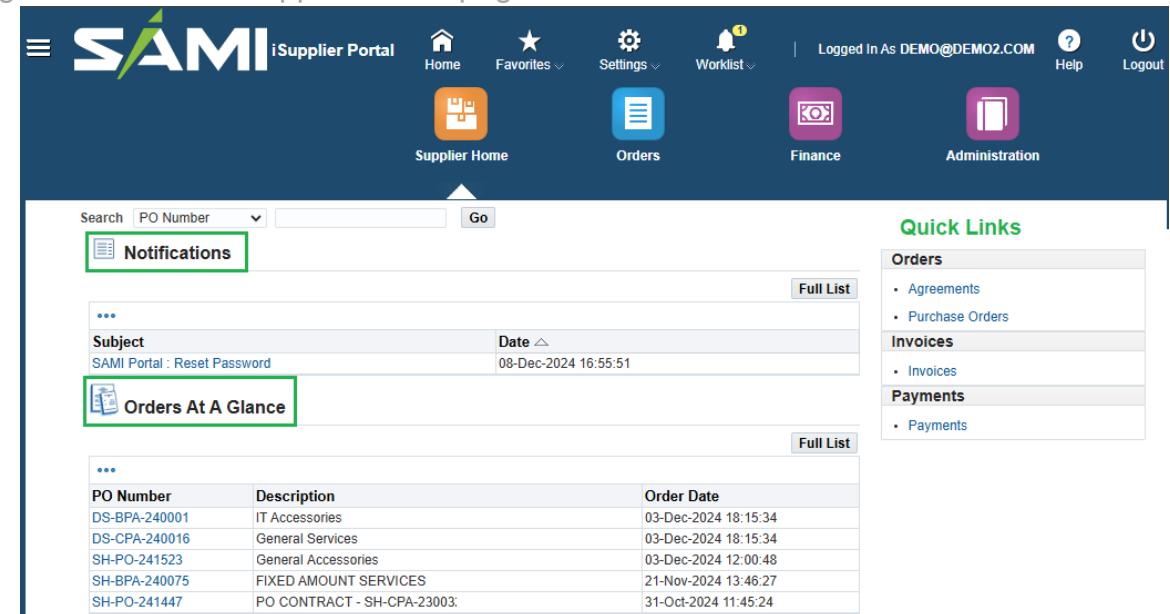
**Quick Links:** This section is displayed on the right and provides links for the procure to-pay flow.

**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](#)



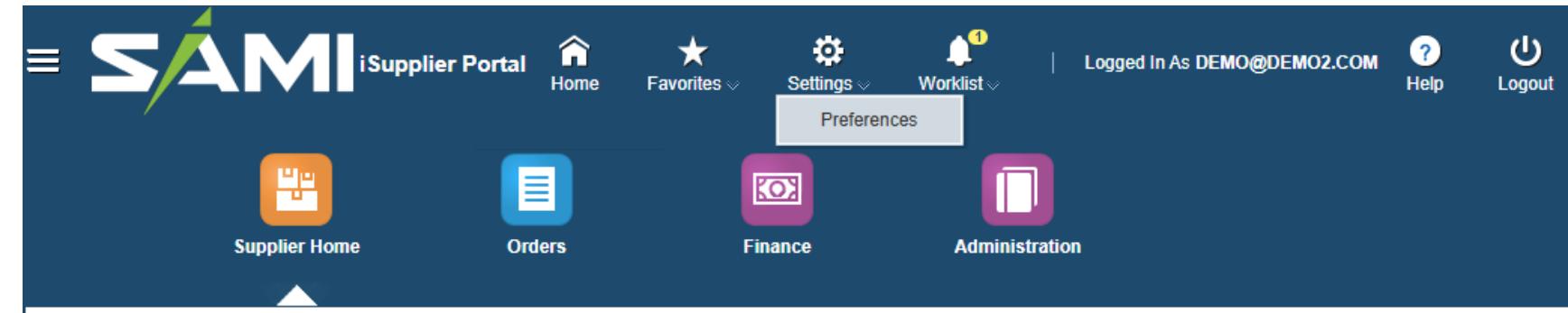
PO Number	Description	Order Date
DS-BPA-240001	IT Accessories	03-Dec-2024 18:15:34
DS-CPA-240016	General Services	03-Dec-2024 18:15:34
SH-PO-241523	General Accessories	03-Dec-2024 12:00:48
SH-BPA-240075	FIXED AMOUNT SERVICES	21-Nov-2024 13:46:27
SH-PO-241447	PO CONTRACT - SH-CPA-23003:	31-Oct-2024 11:45:24

## 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   Agreements   View Requests   Work Confirmations   RFQ

#### Purchase Orders

Multiple PO Change   Export

##### Views

View All Purchase Orders   Go

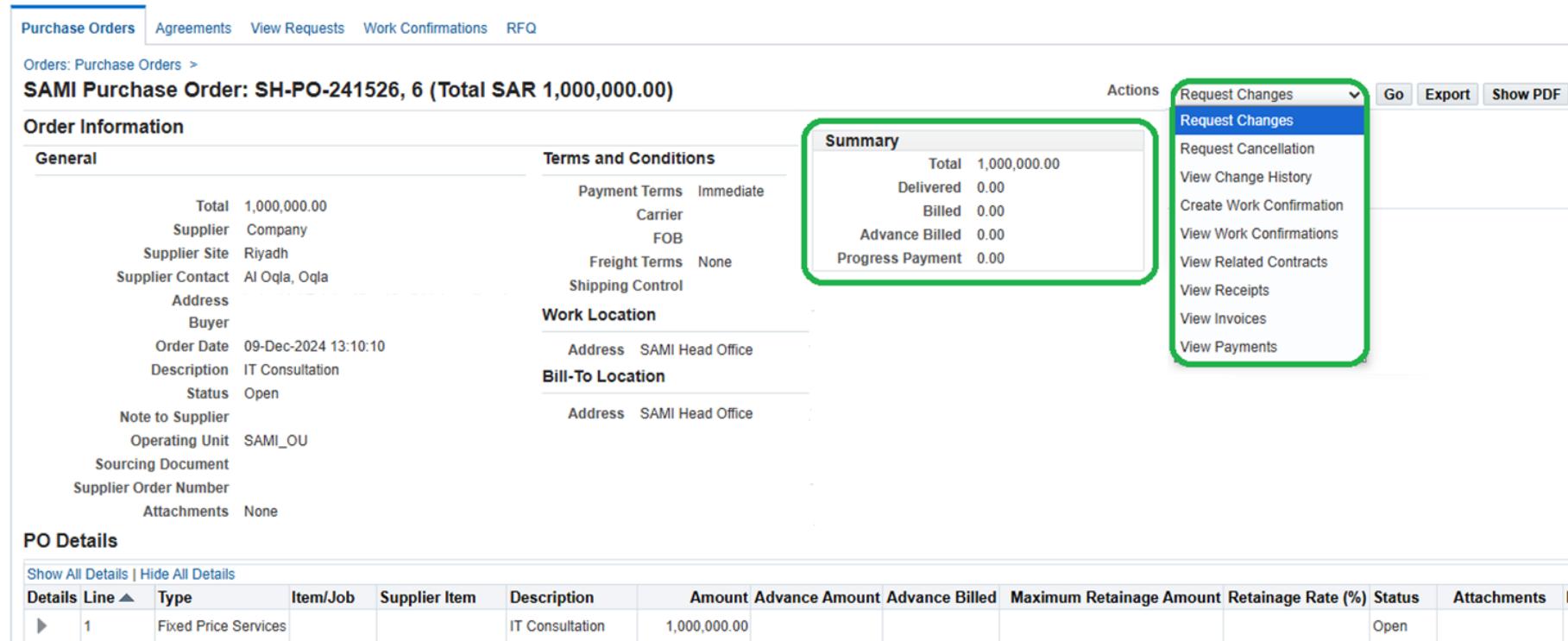
Select Order: Acknowledge   Request Cancellation   Request Changes   View Change History   ...   Rows 1 to 75

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-CPA-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.



The screenshot shows the SAMI Purchase Order Details page for SH-PO-241526. The page is divided into sections: Order Information, PO Details, and a summary table. The 'Actions' menu is open on the right, showing options like Request Changes, Request Changes, Request Cancellation, View Change History, Create Work Confirmation, etc. A green box highlights the 'Request Changes' option in the menu.

**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

**PO Details**

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

**Summary**

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

### 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: <a href="#">Acknowledge</a> <a href="#">Request Cancellation</a> <a href="#">Request Changes</a> <a href="#">View Change History</a> <a href="#">...</a>										
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 Agreements View Requests Work Confirmations RFQ

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

Once you Finish, Submit Changes for Buyer to Review

Cancel Save **Submit** Export Actions Cancel Entire Order Go

**Order Information**

Total	2,300.00	Payment Terms	Immediate	Summary														
Supplier	Advanced Electronics Company	Carrier		Total 2,300.00														
Supplier Site	Riyadh	FOB		Delivered 0.00														
Address	Industrial Estate, King Khalid International Airport	Freight Terms	None	Billed 0.00														
	Riyadh,	Shipping Control		Advance Billed 0.00														
Buyer	AEC.SCM			Progress Payment 0.00														
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																		
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							
Pay Item	Type	Description	Work Location	Owner	UOM	Qty	Value(%)	Price	Quantity Received	Amount Ordered	Promised Date	Need-By Date	Payment Status	Supplier Order Line	Status	Attachments	Split Reason	Action
1	Milestone	GEM-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	

- 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: 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
<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

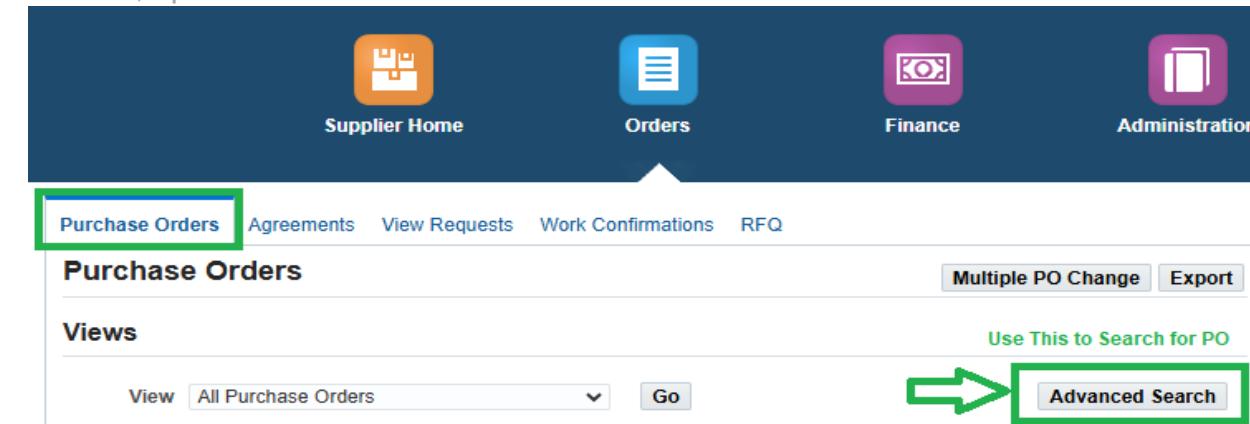
- Work Confirmation, only appears for Contract POs where you “as a supplier” need to initiate the completion certificate of a certain milestone by creating a work confirmation for that milestone
- The project manager and the section head will need to approve this work confirmation then the system will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

Advanced Search

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

Views

Match  All  Any [Use the following search criteria](#)

PO Number	<input type="text" value="contains"/> <a href="#">Change to : Contains</a>	<input type="text" value="241523"/> <a href="#">Enter the PO number</a>
Document Type	<input type="text" value="IS"/>	<input type="text" value=""/>
Order Date	<input type="text" value="is"/> <a href="#">(24-Nov-2024)</a>	<input type="text" value=""/>
Buyer	<input type="text" value="is"/>	<input type="text" value=""/>

[Go](#) [Clear](#) [Add Another](#) [Buyer](#) [Add](#)

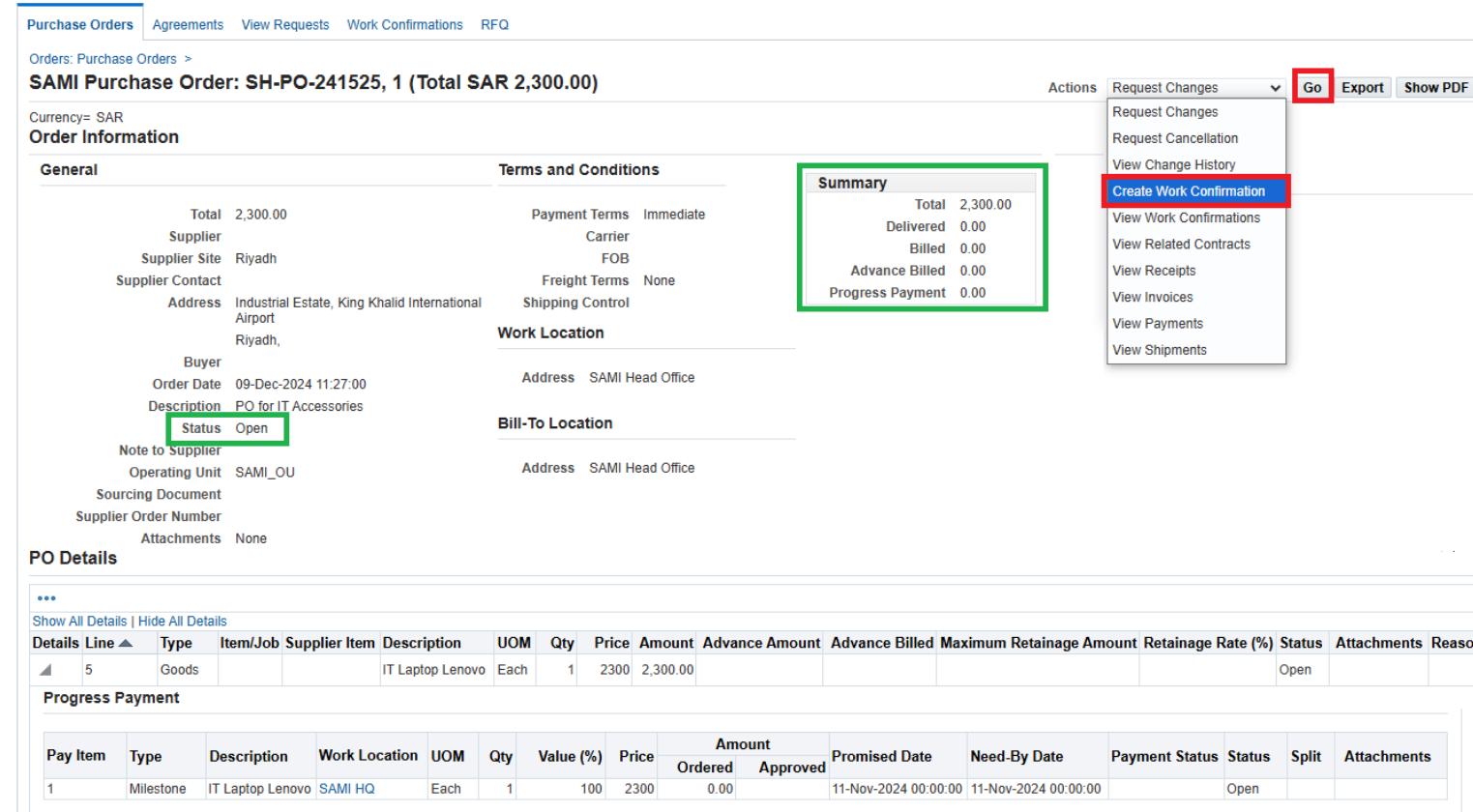
Select Order: [Acknowledge](#) [Request Cancellation](#) [Request Changes](#) [View Change History](#) [...](#)

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			
Order Date	09-Dec-2024 11:27:00	Address	SAMI Head Office
Description	PO for IT Accessories		
Status	Open		
Note to Supplier			
Operating Unit	SAMI_OU		
Sourcing Document			
Supplier Order Number			
Attachments	None		

**PO 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	

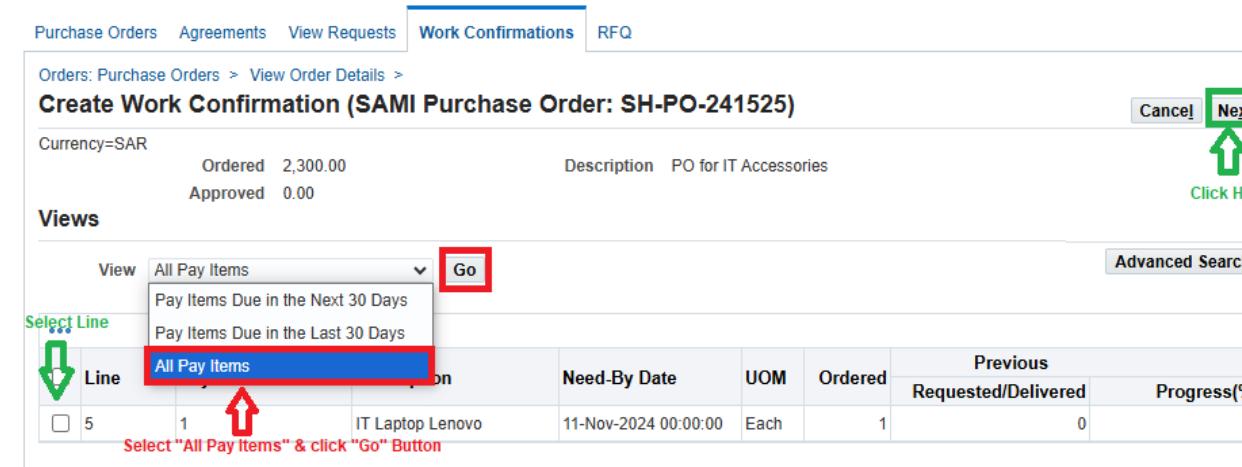
- Purchase Order status must be Open or Accepted
- Check the Purchase Order Summary, before creating the Work Confirmation. The Delivered Amount must be less than or equal to the Total Amount of the PO

## 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".



Orders: Purchase Orders > View Order Details >

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

Currency=SAR

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 > [Once all Data is "OK", click Submit](#)

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

\* Indicates Required Field  
Currency=SAR

Ordered 2,300.00	<a href="#">Enter Supplier Reference Number</a>	Description PO for IT Accessories
Approved 0.00		
<b>* Supplier Delivery Note Number</b>	<input type="text"/>	<b>* Transaction Date</b> 10-Dec-2024
Comments		<b>* Attach Delivery Note</b> <a href="#">+</a>

[Attach Delivery Note or Certificate of Completion](#)

**Work Confirmation Details**

<a href="#">Add Pay Item</a>   ...	<a href="#">Enter Amount / Qty Which you wish to receive</a>							
Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	<b>Current</b>	
5	1	IT Laptop Lenovo	11-Nov-2024 00:00:00	Each	2300	1	<b>Requested/Delivered</b>	<a href="#">Delete</a>
						1	2300	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 Message

Your Work Confirmation 1234 has been submitted.

## Work Confirmations

Views

View Last 25 Work Confirmations  Advanced Search

Select Work Confirmation:   ...

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	

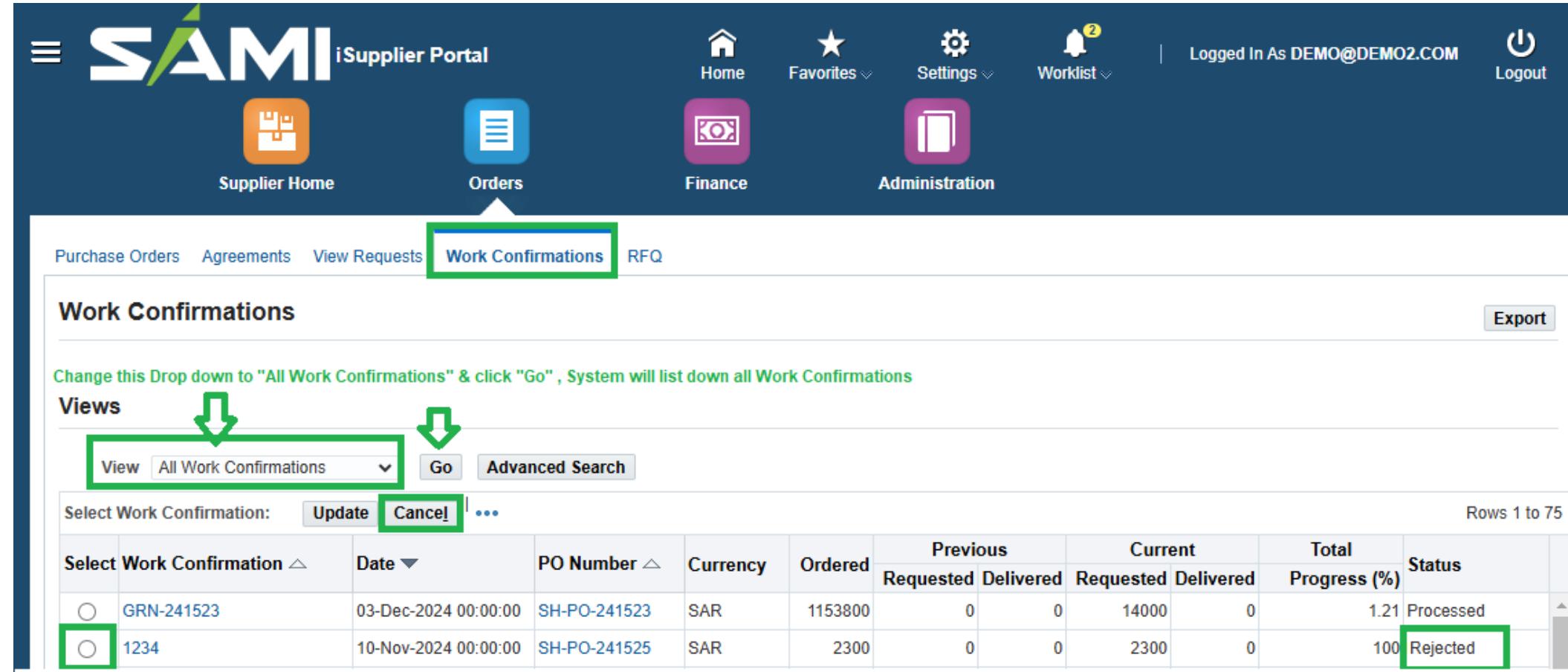
Rows 1 to 75

### 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.



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

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 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 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.

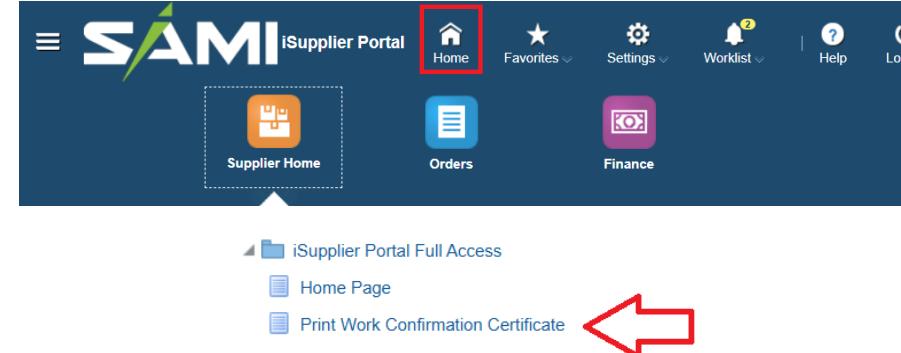
Select Work Confirmation: **Update** **Cancel** | ... Rows 1 to 75

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

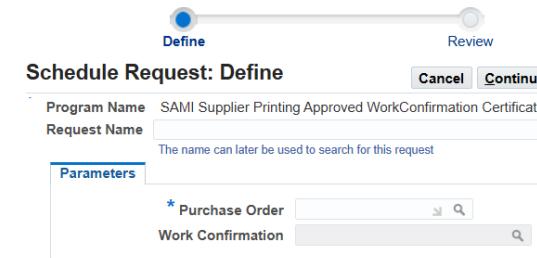
### 2.2.3. Print Work Confirmation Certificate

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

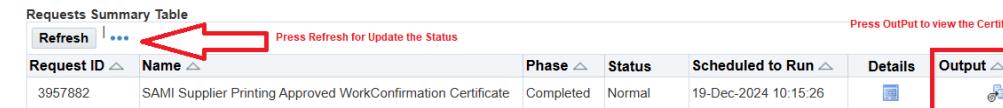
Press on Home => Navigator => Print Work Confirmation Certificate



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



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



Requests Summary Table						
		Press Refresh for Update the Status				
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		

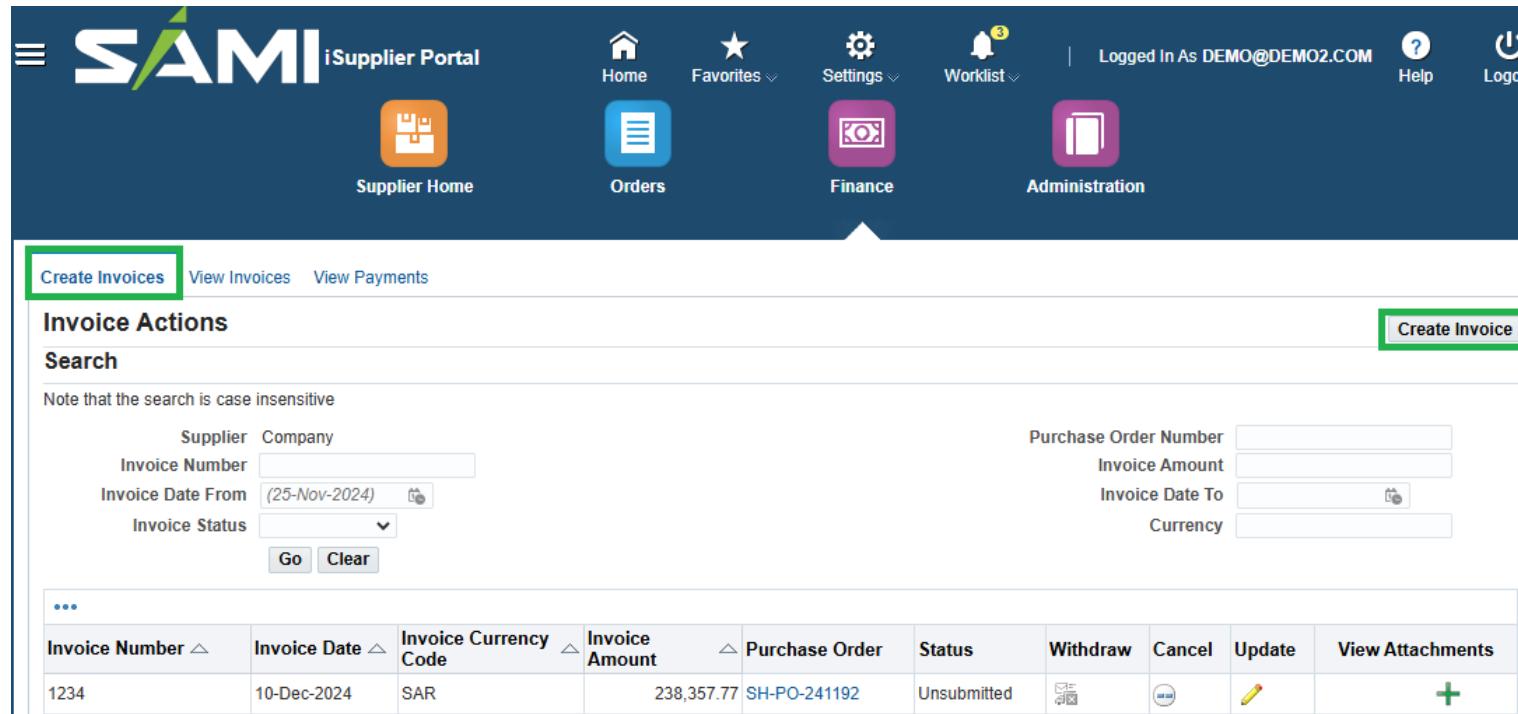
## 3. Finance

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”



Create Invoices View Invoices View Payments

**Invoice Actions**

**Search**

Note that the search is case insensitive

Supplier	Company	Invoice Number	Invoice Date From	Invoice Status	Purchase Order Number	Invoice Amount	Invoice Date To	Currency	
			(25-Nov-2024)						
<b>...</b>									
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
SH-PO-241192
Enter the PO number without spaces and case sensitive

Advances and Financing
Excluded

Press Go
Go
Clear

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

Cancel
Back
Step 2 of 4
Next

Create Invoice: Details
Invoice

Supplier
Items

Invoice
Attachment

Items
Review or Change the Lines Amount/QTY

Shipping and Handling
Used only for any extra Charges

Charge Type
Amount
Description

Cancel
Back
Step 2 of 4
Next

\* Indicates required field

**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:

Currency:  SAR

\* Invoice Description:  invoice for IT

Context:

Holding Reason:

Attachment:

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

TIP \* Local invoices (TAX Invoice as per ZATCA Requirements) / Foreign Invoices (WHT details)

- PO number
- GRN / SRN.

Review or Change the Lines Amount/QTY

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

Shipping and Handling  Used only for any extra Charges

Charge Type	Amount	Description
Freight	<input type="text"/>	<input type="text"/>

- 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**

**Supplier**

* Supplier Company	* Invoice Number 123456
Tax Payer ID	* Invoice Date 11-Dec-2024
* Remit To Riyadh	Invoice Type Standard
Address	* Currency SAR
Remit To Bank Account	Invoice Description invoice for IT
Unique Remittance Identifier	Holding Reason
Remittance Check Digit	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
<b>Recalculate Total</b>	<b>Total (SAR)</b> 790,394.37

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

- Review entered information then submit your invoice

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](#)

<b>Supplier</b>		<b>Invoice</b>							
* Supplier Company Tax Payer ID * Remit To Riyadh Address Remit To Bank Account 1326996 Unique Remittance Identifier Remittance Check Digit		* Invoice Number 123456 * Invoice Date 11-Dec-2024 Invoice Type Standard * Currency SAR Invoice Description IT Invoice Holding Reason Attachment None							
<b>Items</b>									
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	207,267.60
SH-PO-241192	2	1	Oracle Project Planning and Control	SAMI HQ	90	90	Each	5333.687	480,032.00
<b>Shipping and Handling</b>									
Charge Type		Amount Description							
No results found.									
<b>Summary Tax Lines</b>									
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	103,094.91			
<b>Invoice Summary</b>							Items	687,299.40	
							Less Retainage	0.00	
							Freight	0.00	
							Miscellaneous	0.00	
							Tax	103,094.91	
							Total (SAR)	790,394.31	
<a href="#">Cancel</a> <a href="#">Save</a> <a href="#">Back</a> Step 4 of 4 <a href="#">Submit</a>									

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.

### 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](#) [Advanced Search](#)

##### Simple Search

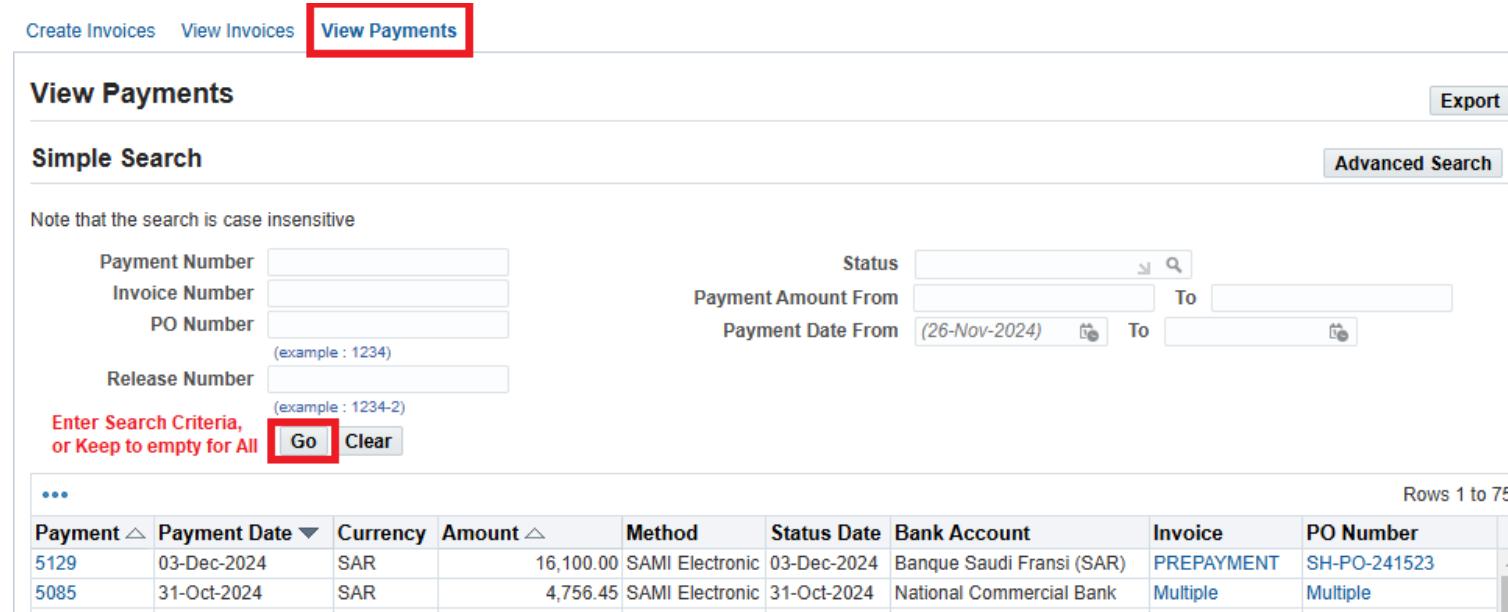
Invoice Number	<input type="text"/>	Payment Status	<input type="text"/>
PO Number	<input type="text"/>	Invoice Amount From	<input type="text"/> To <input type="text"/>
(example : 1234)		Amount Due From	<input type="text"/> To <input type="text"/>
Release Number	<input type="text"/>	Invoice Date From	<input type="text"/> To <input type="text"/>
(example : 1234-2)		Due Date From	<input type="text"/> (26-Nov-2024) To <input type="text"/>
Payment Number	<input type="text"/>		
Invoice Status	<input type="text"/>		
	<b>Go</b>	<b>Clear</b>	

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”



The screenshot shows the 'View Payments' page with the following interface elements:

- Header:** Create Invoices, View Invoices, View Payments (highlighted with a red box).
- Section:** View Payments, Export.
- Search:** Simple Search, Advanced Search.
- Note:** Note that the search is case insensitive.
- Search Criteria:**
  - Payment Number, Invoice Number, PO Number, Release Number (with examples: 1234 and 1234-2).
  - Status, Payment Amount From, To, Payment Date From, To.
- Buttons:** Enter Search Criteria, or Keep to empty for All, Go (highlighted with a red box), Clear.
- Table:** Rows 1 to 75, showing payment details for two records:

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

STEP1. Click **Create Invoices Tab**  
View Invoices View Payments

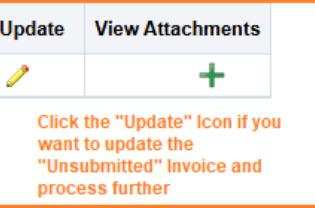
**Invoice Actions**

**Search**  
Note that the search is case insensitive

Supplier Company  
Invoice Number   
Purchase Order Number   
Invoice Date From     
Invoice Status    
3. 

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 Invoices Tab**

**Create Invoices** View Invoices View Payments

**Invoice Actions**

**Search**

Note that the search is case insensitive

Supplier Company	Invoice Number	Purchase Order Number

Invoice Date From	(27-Nov-2024)	Invoice Amount

Invoice Status	In Process	Invoice Date To	Currency
2.	In Process		

3.  Go Clear

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

