



Algihaz Supplier Portal User Guide

Author: [Aditya M](#)

Creation Date: 01st Jan 2023

Last Updated: 22th May 2024

Version: 1.7

Document Ref:

Approvals:

Designation	Name	Signature

1. DOCUMENT CONTROL

1.1 Change Record

Date	Author	Version	Change Reference
01-01-2023	Aditya	V1.0	Initial Version
24-01-2023	Aditya	V1.1	Updated Version
08-03-2023	Aditya	V1.2	Updated Version
28-11-2023	Vardha	V1.3	Updated Recent Enhancement
04-02-2024	Vardha	V1.4	Updated the Tax Information for Suppliers
27-04-2024	Vardha	V1.5	Updated the important points for Suppliers
06-05-2024	Vardha	V1.6	Removed Change order info and added ASN with Billing Notice details.
22-05-2024	Vardha	V1.7	Added Steps for ASBN

1.2 Reviewers

Name	Position	Company



Preface

This document contains an overview of how various tasks are to be performed in the Oracle Sourcing Cloud of Oracle Fusion Applications. This training guide provides you step-by-step instructions on how perform Sourcing transactions.

This document has been organized as per the structure given in the Table of contents, providing information relevant to ALGIHAZ Operations.

Audience

This manual is written for Algihaz Suppliers to give them an understanding of Oracle Cloud Supplier Portal.



Related Documents

Contents

Preface	3
Audience	3
Related Documents	3
Introduction	5
Terminology	5
System Requirements	6
Supplier Portal Login	7
Login to Oracle Cloud Supplier Portal	8
Manage Supplier Profile	11
Manage Supplier Profile	12
Mange Purchase Order	16
View Purchase Order	17
Acknowledge Purchase Order	19
Advanced Shipment Notice	20
Create Advanced Shipment Notice (ASN)	21
Create Advanced Shipment Billing Notice (ASBN)	23
Invoice	26
Create Invoice with Purchase Order	27
Negotiations (RFQ)	33
Acknowledge and Create RFQ Responses	34

Introduction

This document is intended as a guide for the Suppliers/Vendors and covers functionality of Oracle Cloud Supplier Portal for effective Supplier Operations pertaining to Alghaz Procurement.

The Oracle Cloud Supplier Portal also helps Supplier to maintain their Registration, Supplier Account Administration, and maintenance.

The Oracle Cloud Supplier Portal is a collaborative application that enables Alghaz and its Suppliers to communicate with each other through a secure and self-service cloud environment. It also enables suppliers to have real-time access to information regarding open orders, creation of invoices etc.

Terminology

To understand this user guide, it is important to understand the different terms used in this document.

Term	Meaning
BU	Business Unit
ACC	Account
Organization	Inventory Organization
Itm Org	Item Organization
Sub Inv	Sub Inventory
IMT	Internal Material Transfer
DFF	Descriptive Flex Fields
PR	Purchase Requisition
PO	Purchase Order
BPA	Blanket Purchase Agreement
UOM	Unit Of Measure
SOW	Scope of Work
Fund	Budgetary
LOV	List of Values
RFI	Request for Information
RFQ	Request for Quotation

System Requirements

General Best Practices:

Default Browser: For the best performance of Oracle Cloud Applications, use the latest ESR version of Mozilla Firefox, though Chrome and Internet explorer would also work.

Session: Do not close the browser session whenever possible or clear the cache unless it is necessary. Use the same browser session for ongoing work, so all the artifacts that are cached on the client browser are retained, which will increase the application's performance.

Browser History: In Firefox Options, under Privacy -> History, if Firefox is set to "Use Custom settings for history", please make sure "Clear history when Firefox closes" is unchecked.

Tabs: Having multiple tabs in the Firefox browser might negatively impact the performance of the browser.

Blocked Pop-ups: Fusion Application Notifications are opened as pop-ups. If you have the Pop-ups disabled by default as per your security policies, the browser will block the notifications from Fusion Applications.

Site Exceptions: Here are the URLs for all Fusion Applications notifications in order to add them as exceptions (e.g. Chrome):

Navigate within the browser, e.g., Chrome > Settings > Show advanced settings > Privacy > Content Settings > Pop-ups > Manage exceptions.

Add these exceptions:

[*.] oracle.com

[*.] oraclecloud.com

[*.] oracleoutsourcing.com



Supplier Portal Login

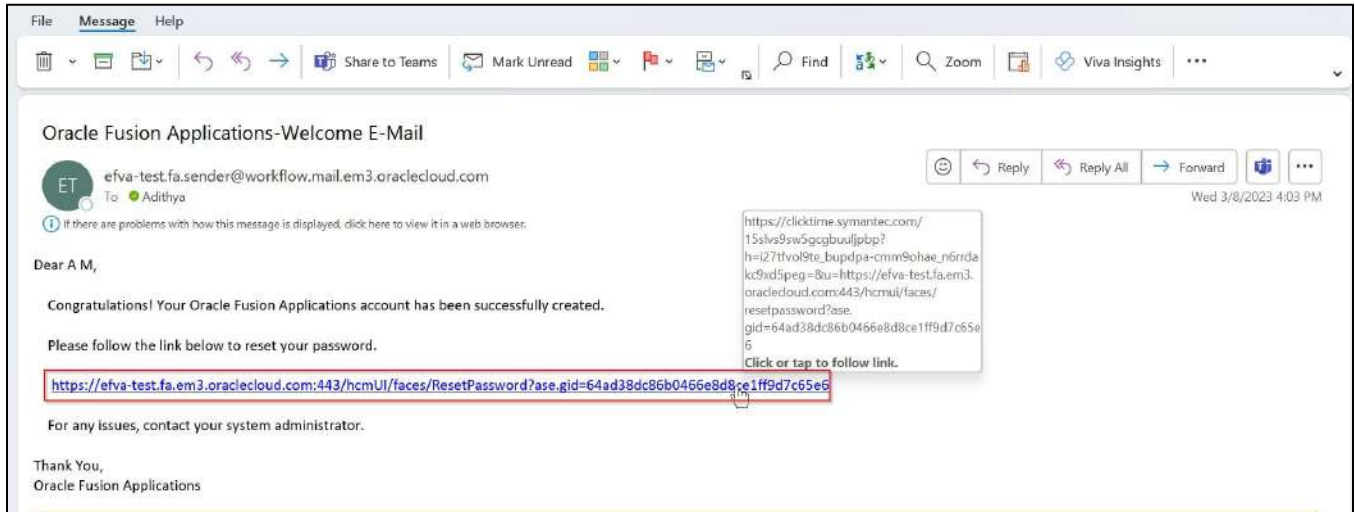
This chapter covers the following topics:

- How to reset password
- How to login to Supplier Portal

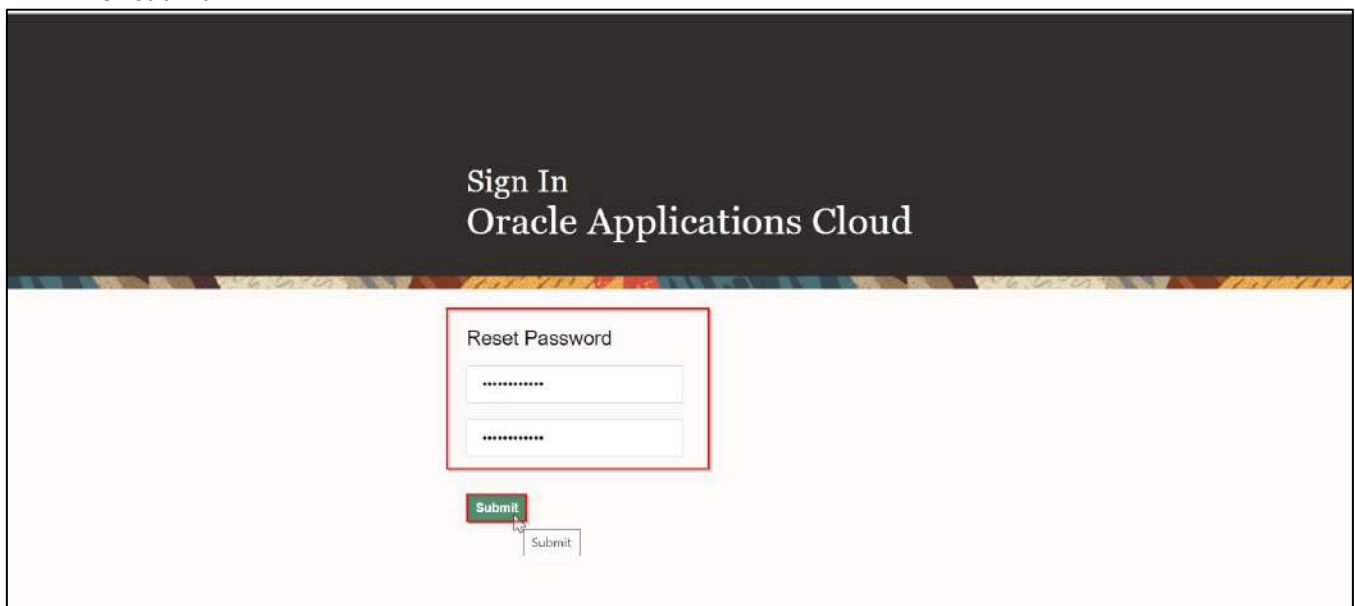
Login to Oracle Cloud Supplier Portal

Once Suppliers registered with Algihaz, and their Contact User's Account created. Supplier Contact will receive a mail notification for password reset.

1. To reset the password, click on the link you received in the email.



2. When you click on the link it will take you to the reset password page, there enter the password you want and click on submit.



3. After resetting the password, you will receive a confirmation mail with your user id.

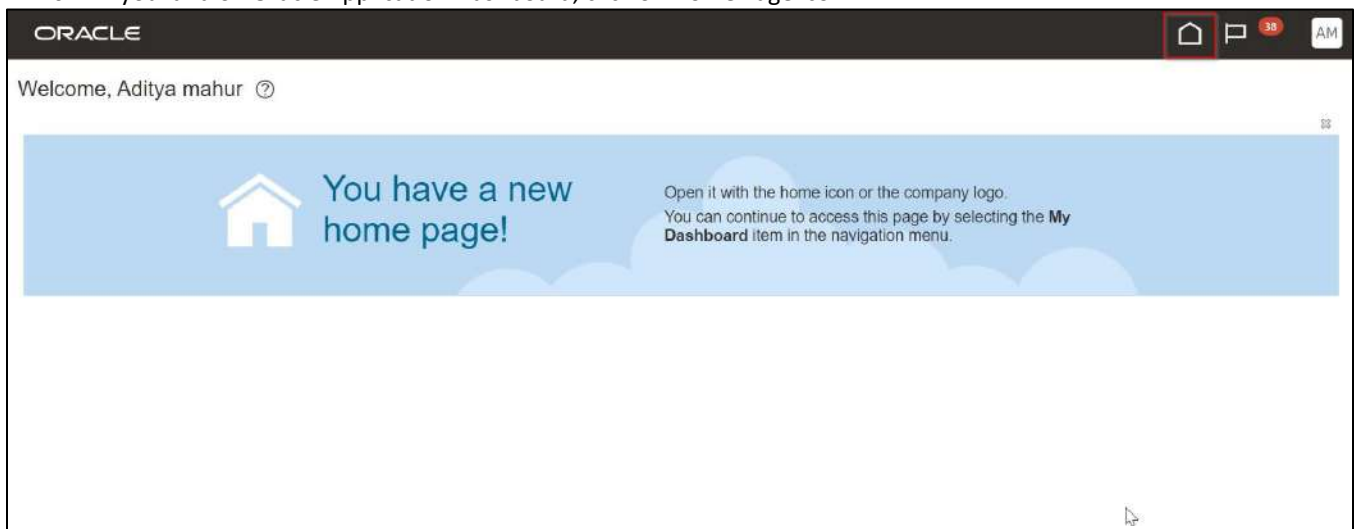


4. Supplier Portal URL: <https://efva.fa.em3.oraclecloud.com>
5. Supplier Portal Login Page: Open the Supplier Portal URL in your Browser, put the Username and Password, and Click on Sign In button.

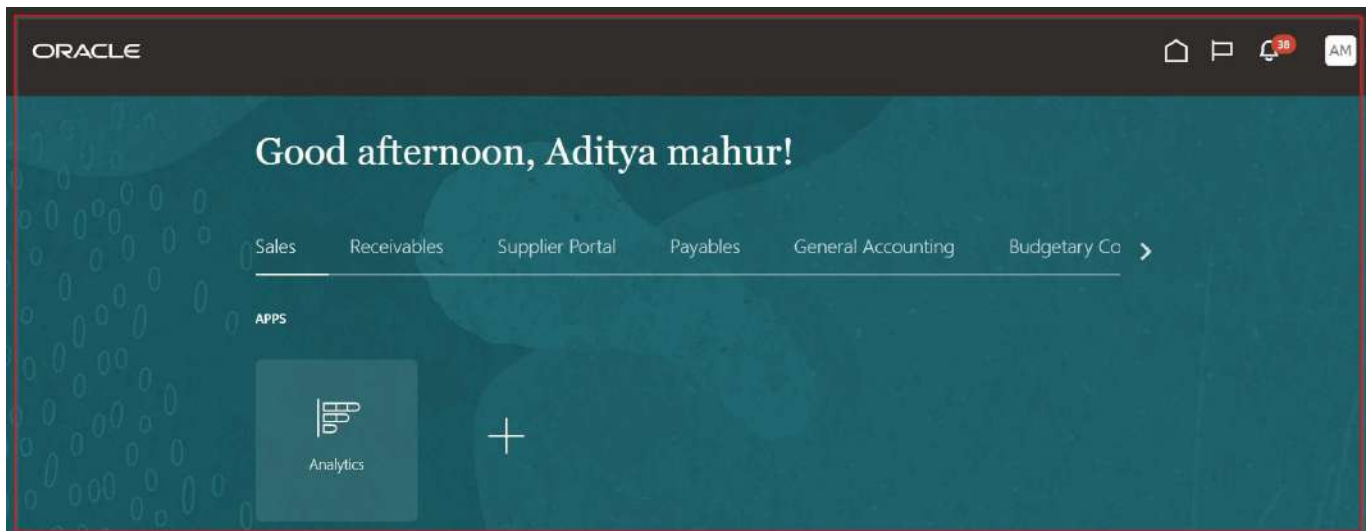


The screenshot shows the 'Sign In Oracle Applications Cloud' page. At the top, there's a dark header with the text 'Sign In Oracle Applications Cloud'. Below this, there's a 'Company Single Sign-On' button. A horizontal line with the word 'or' in the center separates this from the login fields. The login fields consist of a username input box containing '613239' and a password input box with masked characters. Below the password field is a 'Forgot Password' link. A 'Sign In' button is positioned below the password field. At the bottom, there's a language dropdown menu currently set to 'English'.

6. If you land on Oracle Application Dashboard, click on Home Page Icon.



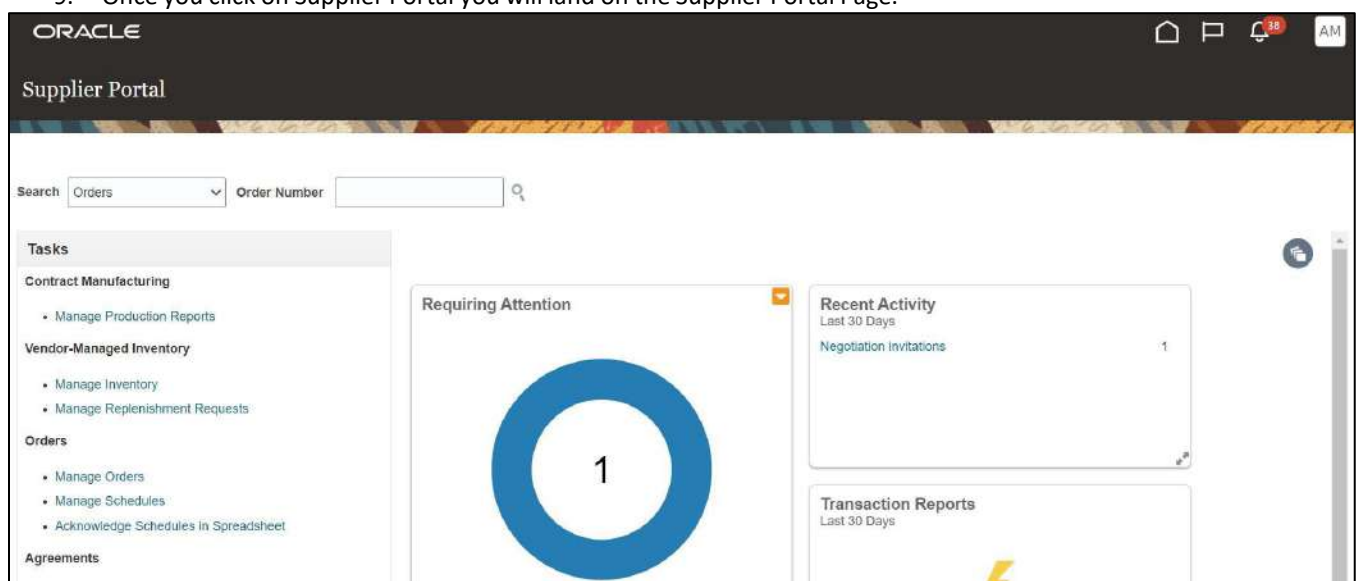
7. Below is the Home Page of the Oracle Cloud Application.



8. Click on Supplier Portal as highlighted in below steps.



9. Once you click on Supplier Portal you will land on the Supplier Portal Page.





Manage Supplier Profile

This chapter covers the following topics:

- Review Supplier Profile or Request Supplier Profile Changes

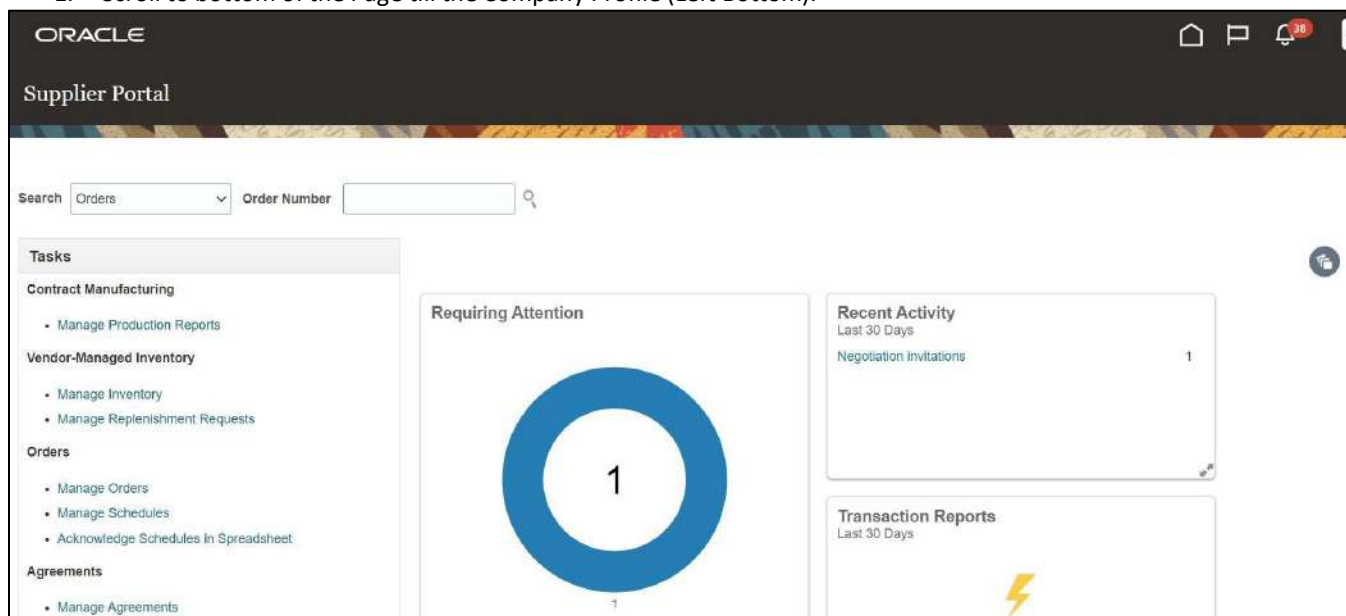
Manage Supplier Profile

Supplier Administrator creates and maintains supplier profile. As a Supplier you can view and edit your profile manually. Supplier users are responsible for adding new information and ensuring that existing information is up to date. Using the Supplier Profile, suppliers can provide key details about the company, such as location, contact information, nature of business, list of products and or services, banking information, etc.

With every change made to the Supplier profile, the system creates a change request in the supplier profile. Such changes in the Supplier profile require approval from the Algihaz Team. The Algihaz Team can review the Supplier profile and approve/reject. An automatic approval outcome notification is sent upon the approval or rejection of the changes.

Supplier profile changes that can be performed by supplier are shown below:

1. Scroll to bottom of the Page till the Company Profile (Left Bottom).



2. Click on the Manage Profile under Company Profile.



3. Click on the Edit button.

ORACLE

Company Profile ⓘ

Edit Done

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company Atta Allah Trading Est for Mansour Atta Allah Ahmed AlJaghtami Tax Organization Type Corporation

Supplier Number 11626 Status Active

Supplier Type Subcontractor Attachments None

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

Corporate Profile

4. Click on Yes to continue with the warning.

ORACLE

Company Profile ⓘ

Edit Done

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Company Atta Allah Trading Est for Mar Supplier Number 11626 Supplier Type Subcontractor Attachments None

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

Corporate Profile

Year Established Chief Executive Title

Warning

POZ-2130390 Making edits will create a change request for the profile. Do you want to continue?

Yes No

5. Enter the Change Description.

ORACLE

Edit Profile Change Request: 451012

Delete Change Request Review Changes Save Save and Close Cancel

Change Description

Organization Details Tax Identifiers Addresses Contacts Payments Business Classifications Products and Services

General

Supplier Name Atta Allah Trading Est for Mansour Atta Tax Organization Type Corporation

Supplier Number 11626 Status Active

Supplier Type Subcontractor Attachments None +

Identification

D-U-N-S Number National Insurance Number

Customer Number Corporate Web Site

SIC

6. Navigate to any of the tabs where changes are required to be made. Click on Plus or Pencil icon to create new record or modify existing record respectively then review the changes.

ORACLE

Edit Profile Change Request: 451012

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + [Pencil] X Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Riyadh	Riyadh,Riyadh 9999	5855045383	Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Delete Change Request Review Changes Save Save and Close Cancel

7. Click on Review Changes.

ORACLE

Edit Profile Change Request: 451012

Change Description

Organization Details Tax Identifiers **Addresses** Contacts Payments Business Classifications Products and Services

Actions View Format + [Pencil] X Status Active Freeze Wrap

Address Name	Address	Phone	Address Purpose	Fax	Status
Riyadh	Riyadh,Riyadh 9999	5855045383	Ordering; Remit to; RFQ or Bidding		Active

Columns Hidden 3

Delete Change Request **Review Changes** Save Save and Close Cancel

8. You can review the changes you have made, and click on the Submit button to submit for Algihaz Team's Approvals.

ORACLE

Review Changes

Change Description

Organization Details

View Format Freeze [Detach] Wrap

Attribute	Changed From	Changed To
Supplier Type	Subcontractor	Others

Edit **Submit** Cancel

9. You will get a Confirmation Message, Click on Ok.

Company Profile ②

Cancel Change Request

Edit

Done

There is a profile change request pending approval. You may edit to make additional changes.

Last Change Request 451012

Requested By mahur, Aditya

Change Description

Request Status Pending Approval

A confirmation dialog box with a green checkmark icon and the title "Confirmation". The message inside says "Your profile change request 451012 was submitted for approval." There is an "OK" button at the bottom right of the dialog box, which is highlighted with a red rectangle.

Organization Details

Tax Identifiers

Addresses

Contacts

Payments

B

General

Company Atta Allah Trading Est for Mansour Atta Allah Ahmed AlJaghthami

Tax Organization Type Corporation

Supplier Number 11626

Status Active

Supplier Type Subcontractor

Attachments None

Identification

D-U-N-S Number

National Insurance Number

Customer Number

Corporate Web Site



Mange Purchase Order

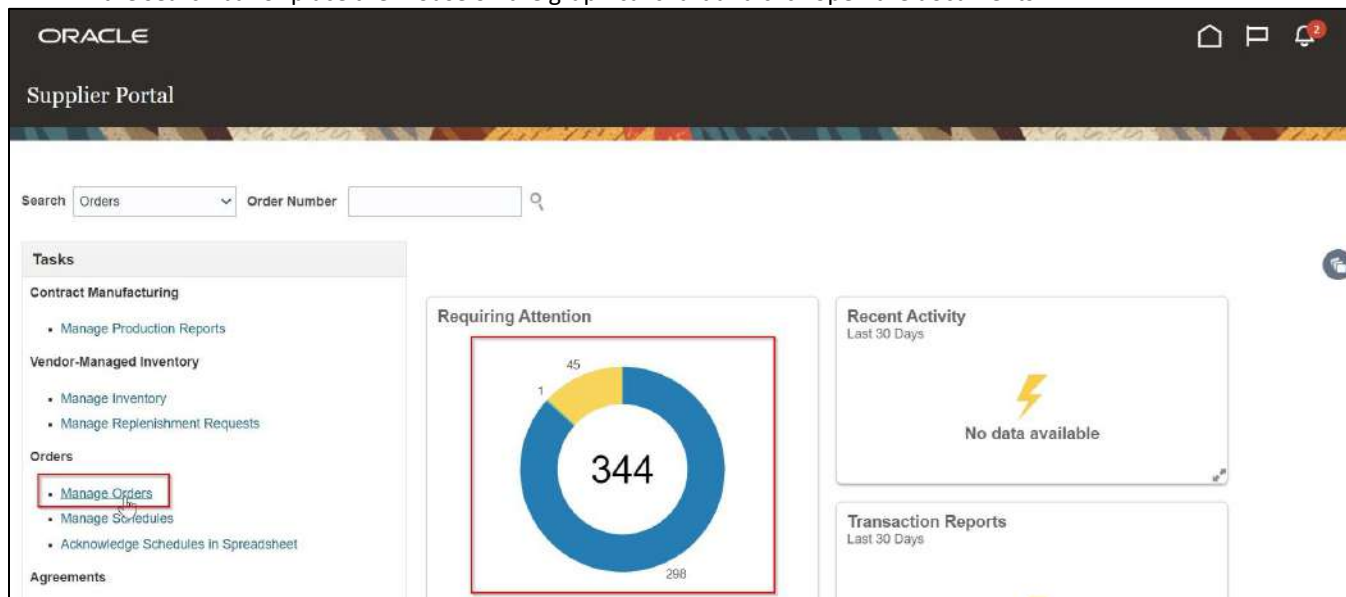
This chapter covers the following topics:

- View Purchase Order
- Acknowledge Purchase Order
- Change Order to Modify Purchase Order Lines and Shipments
- Change Order to Cancel Purchase Order

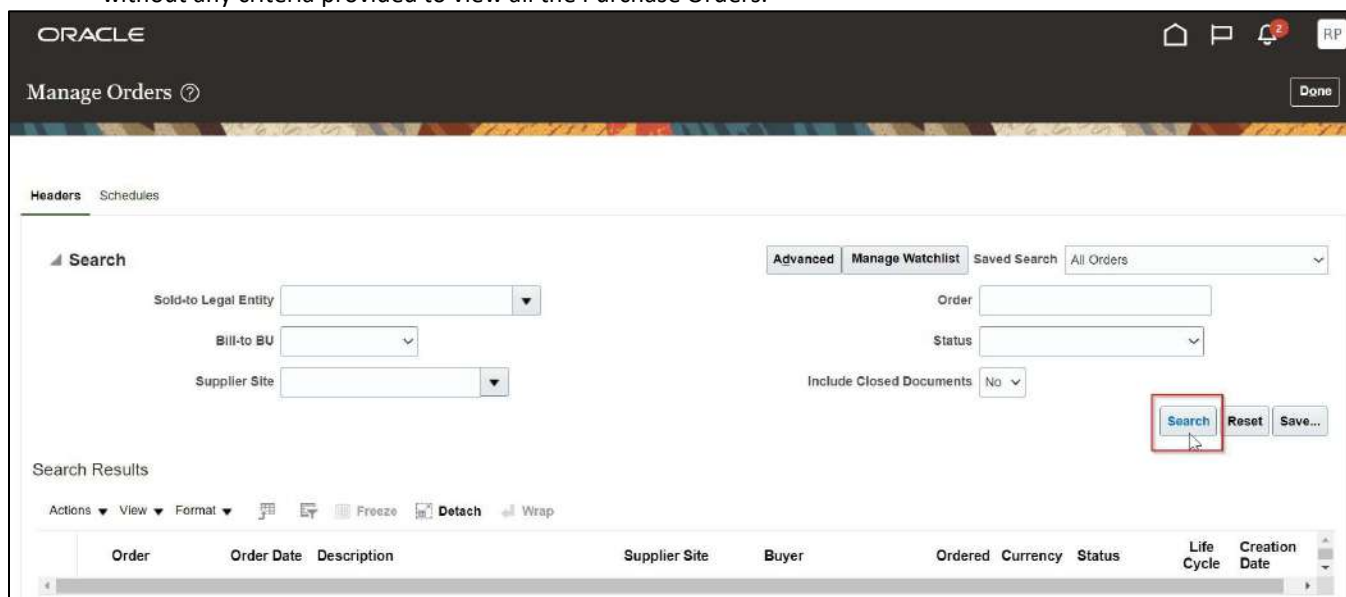
View Purchase Order

All the Purchase Orders that are created against a Supplier can be seen and relevant action can be performed by clicking on the respective Purchase Orders. There are different ways a Purchase Order can be opened.

1. From the Supplier Portal, click on 'Manage Order' to view all the Purchase Orders or Enter the Purchase Order in the search bar or place the mouse on the graphical chart and click open the documents.



2. After opening the Manage Orders page – Enter the search criteria in the fields or can click the search button without any criteria provided to view all the Purchase Orders.



3. Once the results are displayed, Click on Purchase Order number link to view details.

Headers Schedules

Search

Advanced

Manage Watchlist

Saved Search

All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-SEP-1823	14-06-2022		RIYADH	Salkh, Lal	7,025.44	SAR	Open		14-06-2022
PO-SEP-1822	14-06-2022		RIYADH	Salkh, Lal	11,400.00	SAR	Open		14-06-2022
PO-SEP-1821	14-06-2022		RIYADH	Salkh, Lal	14,216.00	SAR	Open		14-06-2022
PO-SEP-1820	14-06-2022		RIYADH	Salkh, Lal	4,850.00	SAR	Open		14-06-2022
PO-SEP-1804	06-06-2022		RIYADH	Salkh, Lal	4,295.00	SAR	Closed for In...		06-06-2022
PO-SEP-1802	06-06-2022		RIYADH	Salkh, Lal	1,348.10	SAR	Closed for R...		06-06-2022
PO-SEP-1797	06-06-2022	D.O charges 5710	RIYADH	Palanivannan, V	10,010.00	SAR	Closed for In...		06-06-2022

Acknowledge Purchase Order

When creating a purchase order, If Algihaz requests an acknowledgment of the purchase order. Supplier will receive a notification requiring a response in Supplier Portal. The purchase order may include a date by which it needs to be acknowledged. Acknowledge serves as a confirmation of receipt of purchase orders, review of details mentioned there in, and action (accept/reject) taken there upon. Suppliers can communicate changes to the purchase order before or after the acknowledgment.

1. To acknowledge and accept the Purchase Order, click on the relevant Purchase Order number from the results screen and the following Purchase order details page opens. Review the details and click on 'Acknowledgement'.

The screenshot shows the Oracle Manage Orders interface. At the top, there's a header with the Oracle logo and navigation icons. Below it, the 'Manage Orders' title is displayed. A search bar is present with a 'Search' button. To the right of the search bar are buttons for 'Advanced', 'Manage Watchlist', and 'Saved Search'. A dropdown menu shows 'All Orders'. Below the search bar, the 'Search Results' section is visible. It includes a row of action icons: Actions, View, Format, Freeze, Detach, and Wrap. A table of search results follows, with columns: Order, Order Date, Description, Supplier Site, Buyer, Ordered, Currency, Status, Life Cycle, and Creation Date. The first row, PO-SEP-1823, is highlighted in blue. Its details are: Order Date: 14-06-2022, Description: Petty Cash Purchase Order PO-SEP-1823, Revision 0, Supplier Site: RIYADH, Buyer: Saikh, Lal, Ordered: 7,025.44 SAR, Status: Open, Life Cycle: Open, and Creation Date: 14-06-2022. Other rows include PO-SEP-1821, PO-SEP-1820, and PO-SEP-1804.

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
PO-SEP-1823	14-06-2022	Petty Cash Purchase Order PO-SEP-1823, Revision 0	RIYADH	Saikh, Lal	7,025.44	SAR	Open	Open	14-06-2022
PO-SEP-1821	14-06-2022		RIYADH	Saikh, Lal	14,216.00	SAR	Open	Open	14-06-2022
PO-SEP-1820	14-06-2022		RIYADH	Saikh, Lal	4,850.00	SAR	Open	Open	14-06-2022
PO-SEP-1804	06-06-2022		RIYADH	Saikh, Lal	4,295.00	SAR	Closed for In...	Open	06-06-2022

2. Click on the Acknowledge button to Acknowledge the Purchase Order.

The screenshot shows the Oracle Petty Cash Purchase Order: PO-SEP-1823 details page. At the top, there's a header with the Oracle logo and navigation icons. Below it, the title 'Petty Cash Purchase Order: PO-SEP-1823' is displayed. To the right of the title are buttons for 'Acknowledge', 'View PDF', 'Actions', 'Refresh', and 'Done'. The 'Acknowledge' button is highlighted with a red box. Below the title bar, the 'Main' section is visible. It includes a 'General' tab. The 'General' tab shows details for the purchase order, including: Sold-to Legal Entity: System House Factory for Electric Panels, Bill-to BU: SEP Operating Unit, Order: PO-SEP-1823, Status: Open, Buyer: Lal Saikh, Creation Date: 14-06-2022, Supplier: Raja Procurement Local Purchases, Supplier Site: RIYADH, Supplier Contact: SEP Head Office, Bill-to Location: SEP Head Office, Ship-to Location: Riyadh, Ordered: 7,025.44 SAR, Description: Source Agreement, Supplier Order: Master Contract. To the right of the details is an 'Order Life Cycle' chart showing a bar for 'Ordered' with a value of 7,025.44 SAR. Below the chart is a 'View Details' button. At the bottom, there's a 'Terms' section with a 'Notes and Attachments' tab. The 'Notes and Attachments' tab shows a 'Note to Supplier' and 'Attachments: None'.

Field	Value
Sold-to Legal Entity	System House Factory for Electric Panels
Bill-to BU	SEP Operating Unit
Order	PO-SEP-1823
Status	Open
Buyer	Lal Saikh
Creation Date	14-06-2022
Supplier	Raja Procurement Local Purchases
Supplier Site	RIYADH
Supplier Contact	SEP Head Office
Bill-to Location	SEP Head Office
Ship-to Location	Riyadh
Ordered	7,025.44 SAR
Description	Source Agreement
Supplier Order	Master Contract



Advanced Shipment Notice

This chapter covers the following topics:

- Create Advanced Shipment Notice
- Add Billing Information

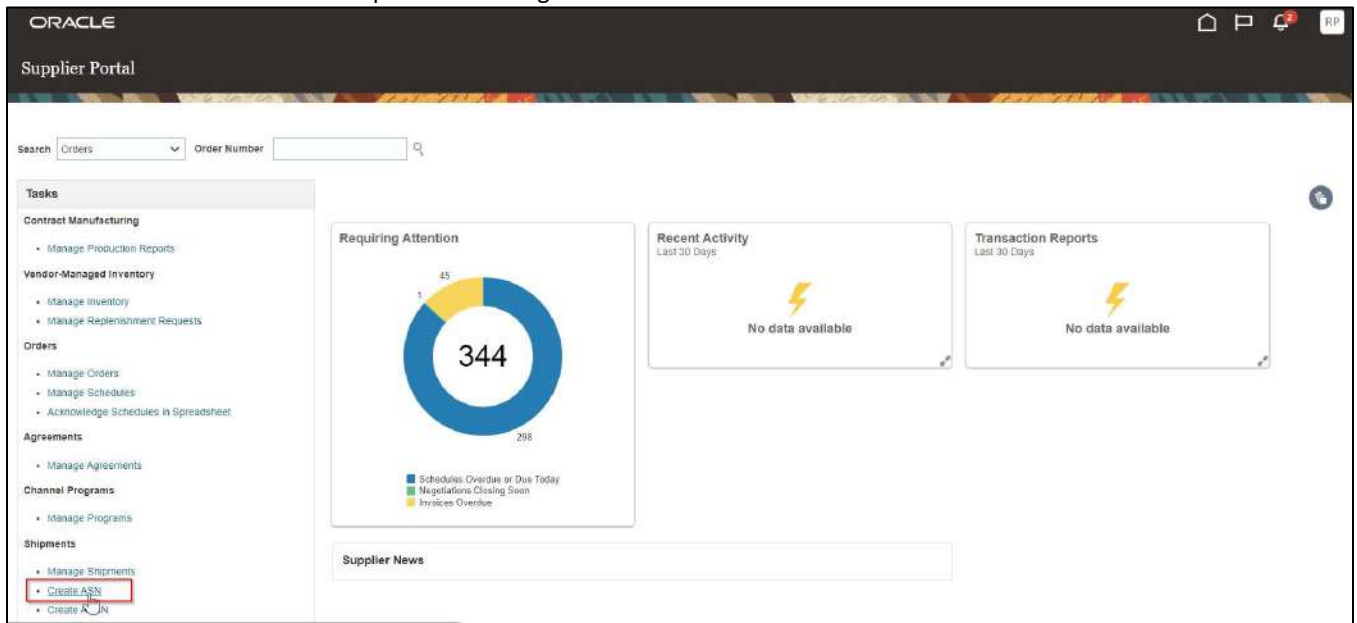
Create Advanced Shipment Notice (ASN)

An Advanced Shipping Notice (ASN) is an electronic notification of an upcoming delivery which is sent directly from a supplier to a buyer, in advance of the shipment.

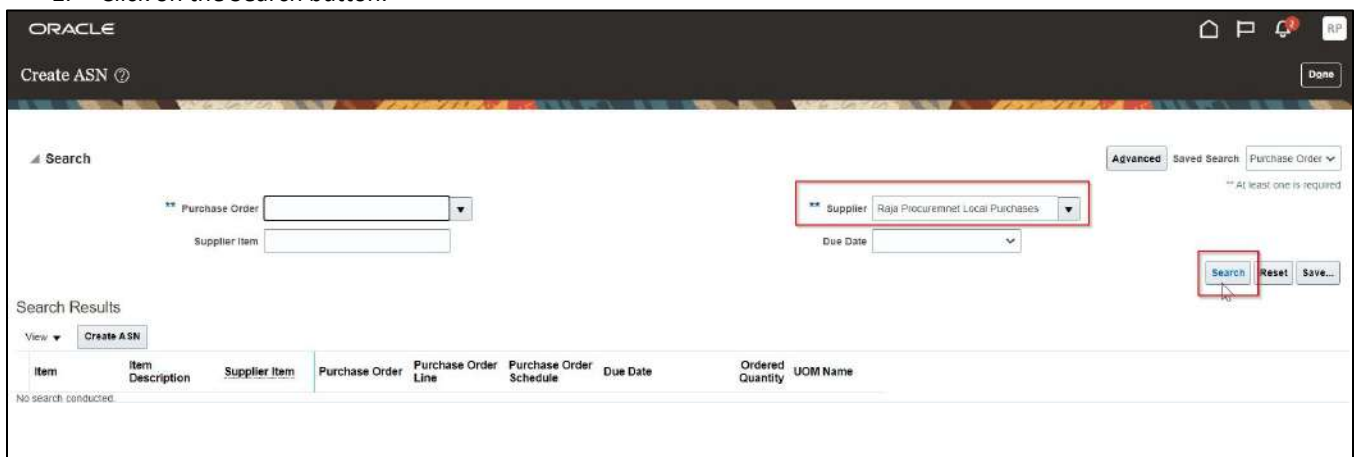
ASN Contains below details of the shipment:

- Order information
- Delivery date and time
- Location information
- Product details
- Information about the carrier

1. Click on 'Create ASN' to open the ASN Page.



2. Click on the Search button.



3. Select the Purchase Order and click on Create ASN.

ORACLE

Create ASN

Search

Search Results

View **Create ASN**

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
SEP10011	Cembre Italy Ins.		PO-SEP-469	4	1	23-06-2020	5	Pack
DMD000003017	4-WAY Standan...		PO-SEP-524	1	1	23-07-2020	1	Pcs
DMD000003018	4-WAY Standan...		PO-SEP-524	2	1	23-07-2020	1	Pcs
DMD000003016	3-WAY Standan...		PO-SEP-524	3	1	23-07-2020	1	Pcs

4. Enter the details such as Shipment Number, Dates, Quantity etc. and click on the Submit button.

ORACLE

Create ASN Details

Submit Cancel

Header

* Shipment: 1234

* Shipped Date: 24-01-2023 05:06 PM

* Expected Receipt Date: 24-01-2023 05:06 PM

Freight Terms: [v]

Shipping Method: [v]

Number of Supplier Packing Units: [v]

Bill of Lading: [v]

Waybill: [v]

Packing Slip: [v]

Packaging Code: [v]

Special Handling Code: [v]

Tare Weight: [v]

Tare Weight UOM: [v]

Net Weight: [v]

Net Weight UOM: [v]

Comments: [v]

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
SEP10011	Cembre Italy Ins.		PO-SEP-469	5	Pack	Riyadh	5	Pack	3

5. You will get a confirmation message, click on OK.

ORACLE

Create ASN Details

Submit Cancel

Header

* Shipment: 1234

* Shipped Date: 24-01-2023 05:06 PM

* Expected Receipt Date: 24-01-2023 05:06 PM

Freight Terms: [v]

Shipping Method: [v]

Number of Supplier Packing Units: [v]

Bill of Lading: [v]

Waybill: [v]

Packing Slip: [v]

Packaging Code: [v]

Special Handling Code: [v]

Tare Weight: [v]

Tare Weight UOM: [v]

Net Weight: [v]

Net Weight UOM: [v]

Comments: [v]

Confirmation

ASN 1234 was created. Number of lines: 1

OK

Lines

Actions View Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
SEP10011	Cembre Italy Ins.		PO-SEP-469	5	Pack	Riyadh	5	Pack	3

Create Advanced Shipment Billing Notice (ASBN)

An Advanced Shipping Billing Notice (ASBN) is an electronic notification of an upcoming Shipment Billing which is sent directly from a supplier to a buyer, in advance of the Actual Invoice.

ASBN Contains below details of the shipment:

- Shipment Number
- Shipped Date
- Expected Receipt Date
- Invoice details
 - Invoice Date
 - Invoice Number
 - Invoice Amount
 - Shipping Cost
 - Tax Amount
 - Payment Terms
 - Currency
- Information about the Item and Qty

1. Click on 'Create ASBN' to open the ASBN Page

Supplier Portal

Search Orders Order Number

Tasks

- Orders
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements
 - Manage Agreements
- Channel Programs
 - Manage Programs
- Shipments
 - Manage Shipments
 - Create ASBN**
 - Upload ASBN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables

Requiring Attention

28

Schedules Overdue or Due Today Invoices Overdue

Recent Activity
Last 30 Days
No data available

Transaction Reports
Last 30 Days
No data available

Supplier News

2. Search the PO for which ASBN is to create

Create ASBN

Search

Advanced Saved Search Purchase Order

Purchase Order PO-AGC-0013585 Supplier Supplier Item Due Date

Search Reset Save

Search Results

Item	Item Description	Supplier Item	Purchase Order	Purchase Order Line	Purchase Order Schedule	Due Date	Ordered Quantity	UOM Name
AGC-36957412	INV Cable 13.8k...		PO-AGC-0013585	1	1	10-09-2023	10	EACH

3. The PO Item will appear in the Result then Click on Create ASBN Option to Create the Billing Notice.

Fill the Required Information for ASBN as below.

Note- Please enter the quantity which is left to shipped.

Create ASBN Details

Header

Shipment 12344

Shipped Date 22-05-2024 09:05 PM

Expected Receipt Date 22-05-2024 09:05 PM

Freight Terms None

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Gross Weight

Gross Weight UOM

Net Weight

Net Weight UOM

Comments

Billing Information

Invoice Inv110

Invoice Date 22-05-2024

Invoice Amount 1,150

Shipping Cost 400

Tax Amount 50

Payment Terms 100% Advance

Currency SAR

Supplier Site Riyadh

Lines

Item	Item Description	Supplier Item	Purchase Order	Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
AGC-369574...	INV Cable 13.8k...		PO-AGC-0013585	2	EACH	Alphaz Company	10	EACH	8

4. Click on Submit, you will receive a confirmation that ASBN is Submitted.

Create ASBN Details

Submit

Cancel

Header

* Shipment

12345

* Shipped Date

22-05-2024 09:05 PM

* Expected Receipt Date

22-05-2024 09:05 PM

Freight Terms

None

Shipping Method

Number of Supplier Packing Units

Bill of Lading

Waybill

Packing Slip

Packaging Code

Special Handling Code

Tare Weight

Tare Weight UOM

Net Weight

Net Weight UOM

Comments

Confirmation

ASBN 12345 was created. Number of lines: 1

OK

Billing Information

* Invoice

INV110

* Invoiced Date

22-05-2024

* Invoiced Amount

1,150

Shipping Cost

400

Tax Amount

50

Payment Terms

100% Advance

* Currency

SAR

Supplier Site

Riyadh

Lines

Actions

View

Remove Line

Item	Item Description	Supplier Item	Purchase Order	* Quantity	UOM Name	Ship-to Location	Ordered Quantity	Ordered Quantity UOM	Received Quantity
ADC-3686574...	MY Cable 13 BL...		PO-ADC-6013586	2	EACH	Alghaz Company	10	EACH	8

Invoice

This chapter covers the following topics:

- Create Invoice (With PO)
- Create a Credit Memo

Create Invoice with Purchase Order

Suppliers can submit an invoice online to Alghaz, based on the purchase order lines they fulfilled. Suppliers need to only identify those items shipped and enter a quantity.

Suppliers will not be able to make any changes once the invoice is submitted in case of any changes required, credit memo needs to be created against the same purchase order items to net out the invoice charges. The purchase order will then be available for submission of new invoice.

The following are key things to consider before Invoice submission from Supplier Portal.

- **Incase of Material Invoices the delivery notes are mandatory to be attached along with invoice copy for both material and Service cases.**
- **Please share the hardcopies of the invoice to Head Office to below address:**
Al Gihaz Contracting
Al Urubah RD , Al Woroud Dist.
Riyadh 11462
Tel: 920013017 Ext. 1144
Fax: +966 (11) 4609080
- **Please make a note of Following Important things before raising an invoice**
 - The Invoice Date entered should be same as your invoice manual Copy.
 - Kindly Ensure the invoice amount including the Tax should be same as your Manual Invoice copy.
 - Kindly Make sure your invoice date should be after the PO issue Date.

1. Scroll to Invoices and Payments and click on Create Invoice.



2. Identify the Purchase Order and Select.

The screenshot shows the Oracle 'Create Invoice' interface. The 'Identifying PO' dropdown is open, displaying a list of purchase orders from 'Raja Procurement Local Purchases'. The list includes PO-SEP-540, PO-SEP-567, 374, 370, PO-SEP-416, PO-SEP-417, PO-SEP-658, PO-SEP-1..., PO-SEP-1..., and PO-SEP-1... Each entry is associated with 'RIYADH'. The 'Supplier' field is set to 'Raja Procurement Local Purchases'. The 'Remit-to Bank Account' dropdown is also visible. The 'Number' field is empty, and the 'Date' is set to 'dd-mm-yyyy'. The 'Type' is set to 'Invoice'. The 'Invoice Currency' and 'Payment Currency' fields are empty. The 'Customer' and 'Customer Taxpayer ID' fields are empty. The 'Lines' table is empty, showing columns for Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, and Unit Price.

3. Enter the Invoice Number, Date, and Select Type as Invoice.

The screenshot shows the Oracle 'Create Invoice' interface with the following fields filled: 'Identifying PO' is 'PO-SEP-540', 'Supplier' is 'Raja Procurement Local Purchases', 'Taxpayer ID' is 'RIYADH', 'Address' is 'RIYADH, RIYADH 9999', 'Supplier Tax Registration Number' is empty, 'Customer Taxpayer ID' is '1010223099', 'Name' is 'System House Factory for Electric Panels', and 'Address' is empty. The 'Remit-to Bank Account' dropdown is set to 'Unique Remittance Identifier'. The 'Unique Remittance Identifier Check Digit' is empty. The 'Description' is empty. The 'Attachments' are set to 'None'. The 'Tax Control Amount' is empty. The 'Number' field is 'INV-105', the 'Date' is '24-01-2023', and the 'Type' is 'Invoice'. The 'Invoice Currency' is 'Credit memo' and the 'Payment Currency' is 'Retainage release'. The 'Lines' table is empty, showing columns for Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, and Unit Price.

4. Click on Select and Add Icon to add Lines to Invoice as highlighted below:

The screenshot shows the Oracle 'Create Invoice' interface with the following fields filled: 'Identifying PO' is '1045', 'Supplier' is 'The Machinery Group LLC Timgo', 'Taxpayer ID' is 'JEDDAH', 'Address' is 'JEDDAH, JEDDAH 9999', 'Supplier Tax Registration Number' is empty, 'Customer Taxpayer ID' is '1010090181', 'Name' is 'Al Ghaz Company Limited for Contracting', and 'Address' is empty. The 'Remit-to Bank Account' dropdown is set to 'Unique Remittance Identifier'. The 'Unique Remittance Identifier Check Digit' is empty. The 'Description' is empty. The 'Attachments' are set to 'None'. The 'Tax Control Amount' is empty. The 'Number' field is 'INV-3333', the 'Date' is '24-01-2023', and the 'Type' is 'Invoice'. The 'Invoice Currency' is 'SAR - Saudi Riyal' and the 'Payment Currency' is 'SAR - Saudi Riyal'. The 'Lines' table is empty, showing columns for Number, Type, Purchase Order, Consumption Advice, Supplier Item, Item Description, Ship-to Location, Tax Classification, Available Quantity, Quantity, and Unit Price. The 'Select and Add' icon is highlighted in the 'Lines' table header.

5. Select Line, Click on Apply, and Ok.

Search Results

View ▾ DETACH SELECT ALL

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
UAT-1082	1	1				CO test1	DMCC Exp	4

APPLY OK CANCEL

6. Click on Invoice Actions and Calculate Tax.

(Please ensure the tax amount and your line amount should be equal to total invoice amount alwat)

ORACLE Create Invoice ?

Invoice Actions: **Save** **Save and Close** **Submit** **Cancel**

Calculate Tax **Ctrl+Alt+X**
 Cancel Invoice
 Delete Invoice

Identifying PO: 1045
 Supplier: The Machinery Group Llc Targo
 Taxpayer ID:
 Supplier Site: JEDDAH
 Address: JEDDAH, JEDDAH 5999
 Supplier Tax Registration Number:

Remit-to Bank Account:
 Unique Remittance Identifier:
 Unique Remittance Identifier Check Digit:
 Description:
 Attachments: None
 Tax Control Amount:

Date: 24-01-2023
 Type: Invoice
 Invoice Currency: SAR - Saudi Riyal
 Payment Currency: SAR - Saudi Riyal

Customer Taxpayer ID: 1010090181
 Name: Al Ghaz Company Limited for Contracting
 Address:

Lines

View

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
* Number	* Line	* Schedule	Number	Line						
1	Freight					ABQAIQ	15% DOMEST			

7. Tax is populated.

Customer

Customer Taxpayer ID: 1010090181
 Name: Al Ghaz Company Limited for Contracting
 Address:

Lines

View

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
* Number	* Line	* Schedule	Number	Line						
1	Freight					ABQAIQ	15% DOMEST			
Total										

Summary Tax Lines

View

Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	KSA_VAT_REFGRIME	KSA_VAT	KSA_VAT_JURIS	KSA_VAT_STAT	15% DOMESTIC PURC	15		1.5

Totals

Items	0.00	Freight	10.00	Miscellaneous	0.00	Inclusive Tax	0.00	Exclusive Tax	1.50	Invoice Amount	11.50
								Retainage	0.00	Due	11.50

8. Add Attachment on the Invoice Header.

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 1045
Supplier The Machinery Group Llc Targo
Taxpayer ID
Supplier Site JEDDAH
Address JEDDAH, JEDDAH 9999
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

Number INV-3333
Date 24-01-2023
Type Invoice
Invoice Currency SAR - Saudi Riyal
Payment Currency SAR - Saudi Riyal

Customer
Customer Taxpayer ID 1010090181
Name Al Ghaz Company Limited for Contracting
Address

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
1	Freight								ABQAIQ	15% DOMEST			

9. Select Type i.e., File, Text, or URL. Select Category as From Supplier, Choose File, Give Title, Description, and Click on Ok to attach the Attachment.

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 1045
Supplier The Machinery Group Llc Targo
Taxpayer ID
Supplier Site JEDDAH
Address JEDDAH
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None

Number INV-3333
Date 24-01-2023
Type Invoice
Invoice Currency SAR - Saudi Riyal
Payment Currency SAR - Saudi Riyal

Customer
Customer Taxpayer ID 1010090181
Name Al Ghaz Company Limited for Contracting
Address

Lines

* Number	* Type	* Number	* Line	* Schedule	Number	Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
1	Freight								ABQAIQ	15% DOMEST			

Attachments

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Choose File	No file chosen		N Joan

OK Cancel

10. Click on Submit button.

ORACLE

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

Identifying PO 1045
Supplier The Machinery Group Llc Targo
Taxpayer ID
Supplier Site JEDDAH
Address JEDDAH, JEDDAH 9999
Supplier Tax Registration Number

Remit-to Bank Account
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments Attachment +

Number INV-3333
Date 24-01-2023
Type Invoice
Invoice Currency SAR - Saudi Riyal
Payment Currency SAR - Saudi Riyal

11. Once Invoice Submitted, you will get a confirmation message.

ORACLE

Invoice: INV-0003

Invoice INV-0003 has been submitted.

Create Another Done

In any given case your invoice is rejected by ALGIHAZ Finance Team, If you wish to resubmit the same invoice then The invoice number for the resubmitted invoice should be affix “-” and the number of instances of resubmission. For example, “-1” or “-2” for invoice resubmitted once or for the second time respectively.



Negotiations (RFQ)

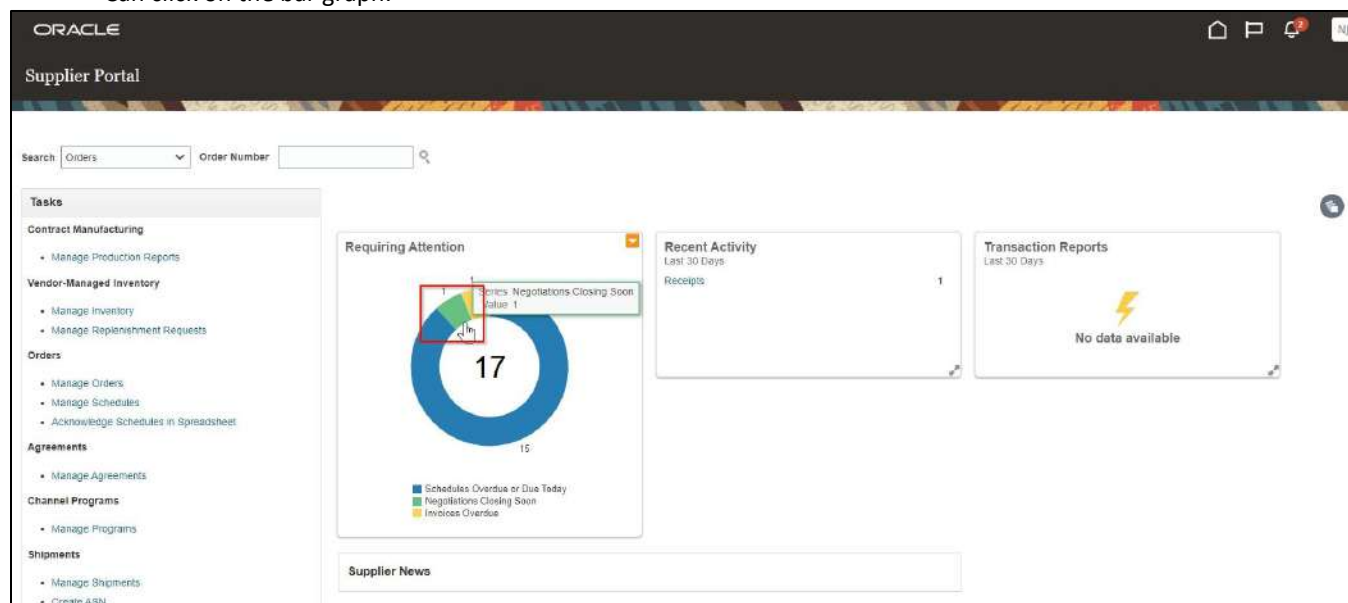
This chapter covers the following topics:

- Acknowledge RFQ
- Create Response on RFQ

Acknowledge and Create RFQ Responses

Suppliers can participate in the Alghaz Negotiation Process (RFQ) and can submit their responses if they are invited to quote from the Oracle Cloud Supplier Portal. They can first Acknowledge the RFQ, and create the Responses.

1. Can review the Graph for Active Negotiation where Supplier invited to participate and open for their responses. Can click on the bar graph.



2. Otherwise Suppliers can also scroll to the bottom of the page till Negotiations, and can click on View Active Negotiations.



3. Supplier can see active negotiations or search. Select the Negotiation and click on Acknowledge Participation.

Oracle Active Negotiations

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
78	2nd Auction for Telecom Services	Auction	The Machinery ...	14 Hours 40 Min...	25-01-2023 10:2...	0		0		
103	Test RFQ11	RFQ	The Machinery ...	6 Days 23 Hours	31-01-2023 07:4...	0		0		

Columns Hidden: 4

4. Select Yes, and enter Note to Buyer, and Select Ok.

Oracle Active Negotiations

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation

Acknowledge Participation

Supplier Site: JEDDAH

Will Participate: ☒ Yes ☐ No

Note to Buyer: Acknowledge

Ok Cancel

5. Select the RFQ and Click on Create Response.

Oracle Active Negotiations

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
78	2nd Auction for Telecom Services	Auction	The Machinery ...	14 Hours 40 Min...	25-01-2023 10:2...	0		0		
103	Test RFQ11	RFQ	The Machinery ...	6 Days 23 Hours	31-01-2023 07:4...	0	Yes	0		

Columns Hidden: 4

6. Enter details such as Response Valid Until, Reference Number, Note to Buyer, Attach Attachments on RFQ Header, and click on Next.

ORACLE

Create Response (Quote 21001): Overview

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 24-01-2023 07:58 PM
Time Zone: Arabia Standard Time
The Machinery Group Lic Taingo - JEDDAH

Title: Test RFQ11
Time Remaining: 5 Days 23 Hours
Close Date: 31-01-2023 07:46 PM

General

Supplier: The Machinery Group Lic Taingo
Supplier Site: JEDDAH
Negotiation Currency: SAR
Response Currency: SAR
Price Precision: 2 Decimals Maximum
Response Valid Until: 31-01-2023 07:47 PM

Reference Number
Note to Buyer
Attachments: None

7. Add Line Details such as Response Price, Promised Delivery Date. If there is an alternative line to be responded to, click on + on Create Alternate and add the alternate line details. Once done, click on Next.

ORACLE

Create Response (Quote 21001): Lines

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved 24-01-2023 08:00 PM
Time Zone: Arabia Standard Time
The Machinery Group Lic Taingo - JEDDAH

Currency: Saudi Riyal

Time Remaining: 6 Days 23 Hours
Close Date: 31-01-2023 07:46 PM

Actions View Format Freeze Detach

Line	Description	* Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	test		+		Misc.Miscellaneous		100.00	100	Pcs	10,000.00	04-02-2023

Rows Selected: 1 Columns Hidden: 7

Grand Totals
All response lines except alternate lines are included.
Response Amount: 10,000.00

Adding Alternative Line:

ORACLE

Lines: Edit Alternate Line: 1-1 (Quote 21001)

Messages 1-1 Save Save and Close Cancel

Last Saved 24-01-2023 08:03 PM

Negotiation Line: 1

Description: test

* Alternate Line Description: Alternate Line

Category Name: Misc.Miscellaneous

* Response Price: 10.00

Target Quantity: 100

* Response Quantity: 100

* UOM: Pcs

Close Date: 31-01-2023 07:46 PM

Location: RIYADH WH

Requested Delivery Date: 31-01-2023

Promised Delivery Date: 31-01-2023

Note to Buyer

Attachments: None

ORACLE

1 2 3
Overview Lines Review

Create Response (Quote 21001): Lines ⑦

Currency = Saudi Riyal

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 24-01-2023 08:04 PM
Time Zone: Arabia Standard Time
The Machinery Group Lic Tamgo - JEDDAH

Time Remaining: 6 Days 23 Hours
Close Date: 31-01-2023 07:45 PM

Actions View Format Freeze Detach Wrap

Line	Description	Alternate Line Description	Create Alternate	Required Details	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	test		+		Misc.Miscellaneous		100.00	100	Pcs	10,000.00	04-02-2023
1-1		Alternate Line			Misc.Miscellaneous		10.00	100	Pcs	1,000.00	31-01-2023

Rows Selected: 1 Columns Hidden: 7

Grand Totals
All response lines except alternate lines are included.
Response Amount: 10,000.00

8. Review your responses and click on Submit.

ORACLE

1 2 3
Overview Lines Review

Review Response: Quote 21001 ⑦

Currency = Saudi Riyal

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 24-01-2023 08:04 PM
Time Zone: Arabia Standard Time
The Machinery Group Lic Tamgo - JEDDAH

Title: Test RFQ11
Close Date: 31-01-2023 07:46 PM
Time Remaining: 6 Days 23 Hours

Overview Lines

General

Supplier: The Machinery Group Lic Tamgo
Supplier Site: JEDDAH
Negotiation Currency: SAR
Response Currency: SAR
Price Precision: 2 Decimals Maximum
Response Valid Until: 31-01-2023 07:47 PM

Reference Number: Note to Buyer
Attachments: None

9. Review the Warning message (if pops up), and click on Yes.

ORACLE

1 2 3
Overview Lines Review

Review Response: Quote 21001 ⑦

Currency = Saudi Riyal

Messages Respond by Spreadsheet Actions Back Next Save Submit Cancel

Last Saved: 24-01-2023 08:06 PM
Time Zone: Arabia Standard Time
The Machinery Group Lic Tamgo - JEDDAH

Title: Test RFQ11
Close Date: 31-01-2023 07:46 PM
Time Remaining: 6 Days 23 Hours

Overview Lines

General

Supplier: The Machinery Group Lic Tamgo
Supplier Site: JEDDAH
Negotiation Currency: SAR
Response Currency: SAR
Price Precision: 2 Decimals Maximum
Response Valid Until: 31-01-2023 07:47 PM

Reference Number: Note to Buyer
Attachments: None

Warning
You can submit only 1 response for this negotiation. Do you want to continue? (PON-2085228)
Yes No

10. Once Response Submitted, you will get a confirmation and Response ID, click on Ok.

ORACLE

Active Negotiations

Time Zone: Arabia Standard Time

Done

Confirmation

The response 21001 to negotiation 103 was submitted.

OK

Search

Search Results

Actions View Format Freeze Detach Wrap Accept Terms Acknowledge Participation Create Response

Negotiation	Title	Negotiation Type	Supplier	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
70	2nd Auction for Telecom Services	Auction	The Machinery ...	14 Hours 21 Min...	25-01-2023 10:2...	0		0		
103	Test RFQ11	RFQ	The Machinery ...	6 Days 23 Hours	31-01-2023 07:4...	1	Yes	0		