



**ALGIHAZ
HOLDING**
الجهاز القابضة

**Creating Advance Invoice against your
Purchase orders**

Summary

Vardharajan Iyengar

Pre-Payment Invoice

Follow the Steps below to create / Search Pre-Payment Invoice

Step 1: Click on Create New Invoice Button

Prepayment Invoice Search

Identifying PO Invoice Number Project Name

Invoice Number	Supplier	PO Number	Invoice Submission Date	Invoice Date	Amount	Invoice Currency	Payment Milestone	Project Name	Payment Method	Status	Payment Date
Inv-FreezeFieldinP M	Atta Allah Trading Est for Mansour Atta Allah Ahmed Allaghtami	PO-AGC-0009898		18-Sep-2023	361.10	SAR	3-Prepayment-Certified Bank Cheque-Lines 1/2-361.1	New Makkah Housing 85P	CHECK	Submitted	
9898-17-Sep	Atta Allah Trading Est for Mansour Atta Allah Ahmed Allaghtami	PO-AGC-0009898		17-Sep-2023	1,000.00	SAR	1-Prepayment-Irrevocable unconditional LG (Advance)-2662.82	AlGihaz Holding - New Building Riyadh	CHECK	Submitted	

Step 2: Select the PO and the Pre-Payment Milestone that is created on the same PO.

Invoice Header

Identifying PO PO Milestone

Short Description Invoice Amount(Incl. VAT)

Invoice Currency Invoice Due Date

Payment term Payment Method

TAX Value Remit to Bank Information

Supplier Bank Account Attachment

Invoice Number Required

Invoice Date Required

Project Name

Tax Rate

Supplier Bank

In case you need to update the remit to bank, kindly update through Supplier Portal

Step 3: Fill in the details and Submit.

Mandatory Fields from Suppliers should be :

- 1) Select The PO
- 2) Select The milestone that was agreed with procurement Team of Algi haz.
- 3) Mention the Invoice numbers
- 4) Invoice Amount
- 5) Invoice Date
- 6) Attachment is Mandatory

Following details will be determined directly from Purchase orders

Algi haz Expediting Process



- 1) PO Project Details
- 2) Payment Term
- 3) Payment Method

Following information will be defaulted from the supplier Registration such as

- 1) Supplier Bank Account
- 2) Supplier Bank IBAN

If you wish to change the Details of your bank account, please update the same from Supplier portal, upon approval the changes would be reflected.

Invoice Header

Identifying PO

PO-AGC-0009896

PO Milestone

1-Prepayment-Corporate Guarantee-Lines 1/5

Invoice Number

Int-Testing123

Short Description

Test

Invoice Amount(Incl. VAT)

45908.85

Invoice Date

02-Oct-2023

Invoice Currency

SAR

Invoice Due Date

16-Nov-2023

Project Name

Replace Electrical Equipment - Abqaiq, Aindar & Shi

Payment term

Immediate

Payment Method

Cash

Tax Rate

15% DOMESTIC PURCHASES

TAX Value

5988.11

Remit to Bank Information

Supplier Bank

Supplier Bank Account

Attachment

sample.pdf

Cancel

Save

Submit

In case you need to update the remit to bank, kindly update through Supplier Portal

Step 4: Click on Submit and your invoice will be submitted to Payables Dept.

Prepayment Invoice Search

Identifying PO

Invoice Number

Project Name

Search

Reset

Create New Invoice

Export Data

Invoice Submitted with Invoice Number : Int-Testing123

Invoice Number	Supplier	PO Number	Invoice Submission Date	Invoice Date	Amount	Invoice Currency	Payment Milestone	Project Name	Payment Method	Status	Payment Date
Int-Testing123	a40	PO-AGC-0009896		02-Oct-2023	45,908.85	SAR	1-Prepayment-Corporate Guarantee-Lines 1/5-45908.85	Replace Electrical Equipment - Abqaiq, Aindar & Shedgum	WIRE	Submitted	
Inv-FreezeFieldin PM	Atta Allah Trading Est for Mansour Atta Allah Ahmed Allaghtthami	PO-AGC-0009898		18-Sep-2023	361.10	SAR	3-Prepayment-Certified Bank Cheque-Lines 1/2-361.1	New Makkah Housing BSP	CHECK	Submitted	
9898-17-Sep	Atta Allah Trading Est for Mansour Atta Allah Ahmed Allaghtthami	PO-AGC-0009898		17-Sep-2023	1,000.00	SAR	1-Prepayment-Irrevocable unconditional LG (Advance)-2662.82	AlGihaz Holding - New Building Riyadh	CHECK	Submitted	

Step 5: Suppliers can Select the PO to search for the created Invoice.

Prepayment Invoice Search

Identifying PO

PO-AGC-0009896

Invoice Number

Project Name

Search

Reset

Create New Invoice

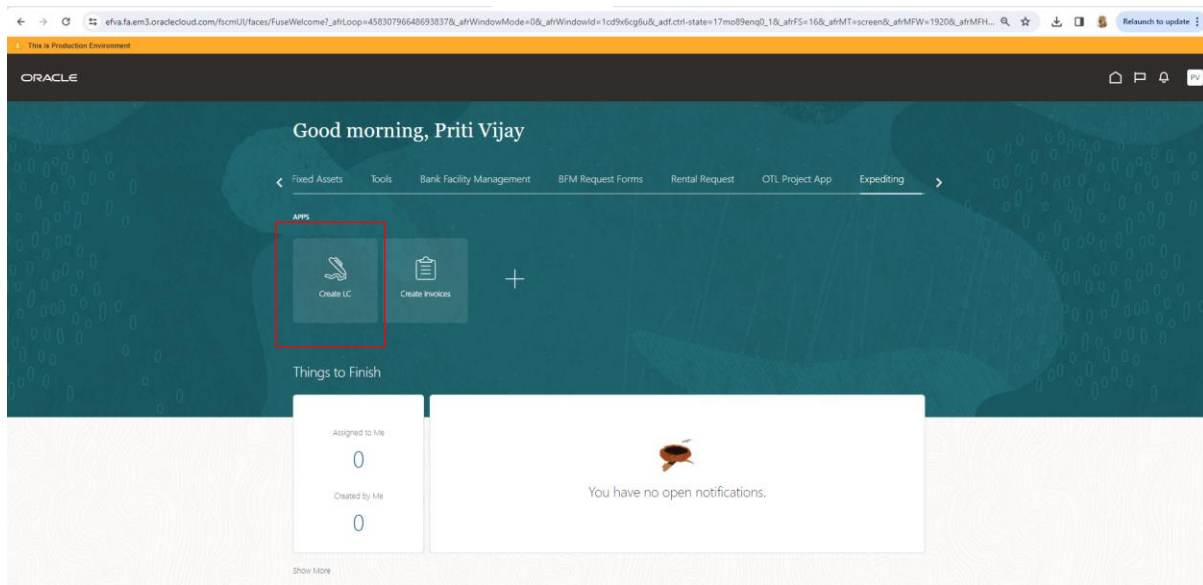
Export Data

Invoice Number	Supplier	PO Number	Invoice Submission Date	Invoice Date	Amount	Invoice Currency	Payment Milestone	Project Name	Payment Method	Status	Payment Date
Int-Testing123	a40	PO-AGC-0009896		02-Oct-2023	45,908.85	SAR	1-Prepayment-Corporate Guarantee-Lines 1/5-45908.85	Replace Electrical Equipment - Abqaiq, Alindar & Sheddum	WIRE	Submitted	

LC Approval

If Supplier would like to apply for LC, they have the option in expediting module to Apply for the same.

Navigate to Expediting Section



Once clicked the LC Form will open

Step 1: Click on the Create LC Button

LC Request Search

PO Number: LC Request Number: Status: Project:

LC Request Number	Project	PO Number	PO Header Name	PO value (Inc...)	LC amount	PO Currency	Open LC For	Latest Date of Shipment	LC Expiry date	Status	Reassignment Comments	Rejection Comments	LC Swift No	LC Swift approved Date	LC Attachment
181	Replace Electrical Equipment - Abqalg Alindar & Shedgum	PO-AGC-0009894	HEAT SHRINKABLE TUBE, 9.5mm, BLACK	1184.5	11	SAR	Service	02-Oct-2023	02-Oct-2023	Draft					
170	Replace Electrical Equipment - Abqalg Alindar & Shedgum	PO-AGC-0009896	1C-95 mm2, PVC, 450V/750V	305146.2	305146.2	SAR	Material	28-Sep-2023	28-Sep-2023	In Progress					
169	CEO Office	PO-AGC-0009898	Venetian Blinds	575	575	SAR	Material	28-Sep-2023	28-Sep-2023	Rejected		Test			

Step 2: A new window will appear, fill in all the details and Save / Submit

Algi haz Expediting Process



LC Request Details Save Save & Close Submit Back

LC Request Number	LC Type AT SIGHT	Status Draft
PO Number PO-AGC-0009892	PO Header Name Sleeve type 0.5 mm2 terminal lugs	Project Replace Electrical Equipment - Abqaiq, Aindar & Shedgum
Email Address	Phone Number	Beneficiary Name
Beneficiary Address JEDDAH JEDDAH 9999 SA	Beneficiary Bank	Beneficiary Bank Account
Bank Charges 100% Applicant	Bank SWIFT Code	Advising Bank Details <input type="checkbox"/>
LC amount (including VAT) 1197.32	Tolerance (%) Test	PO value (inc VAT) 1197.32
PO Currency SAR	Open LC For Service	Shipment From Test

☐ ☐ ☐ Local LC (KSA)
☒ International LC

Presentation of Document (Days) 33	Transshipment <input type="checkbox"/>	Latest Ship Date 02-Oct-2023
LC Expiry date 02-Oct-2023	Place Of Expiry Test	Document Required Test
Goods Description Sleeve type 0.5 mm2 terminal lugs	Penalty or Liquidated Damages Test	Insurance By Beneficiary
Comments	Draft LC Required <input checked="" type="radio"/> Yes <input type="radio"/> No	

LC Attachment

Following Fields are Mandatory to be filled.

- 1) LC Type
- 2) PO Number
- 3) Select the Project/Defaulted from PO
- 4) Bank Charges
- 5) Tolerance
- 6) Open LC For
- 7) Shipment Form
- 8) Is it Local LC or International
- 9) Presentation of Document in Days (Specify the no of days)
- 10) Is it Transshipments – Specify the same.
- 11) Latest Ship Date
- 12) LC Expiry Date
- 13) Place of Expiry
- 14) Any Document required, specify them in the Document Required box.
- 15) Goods Description
- 16) Specify if any penalty or damage.
- 17) Insurance By
- 18) Other comments if Any
- 19) LC Attachment is mandatory.

Followings fields will be defaulted from PO

- 1) Project details
- 2) PO Value
- 3) Email and Contact Details.

Suppliers can verify the status of their LC from the search Page

LC Request Search

PO Number

LC Request Number

Status

Project

Search

Reset

Create LC

Export

LC Request Number	Project	PO Number	PO Header Name	PO value (Inc...)	LC amount	PO Currency	Open LC For	Latest Date of Shipment	LC Expiry date	Status	Reassignment Comments	Rejection Comments	LC Swift No	LC Swift approved Date	LC Attachment
181	Replace Electrical Equipment - Abqaiq, Aindar & Shedgum	PO-AGC-0009894	HEAT SHRINKABLE TUBE, 9.5mm, BLACK	1184.5	11	SAR	Service	02-Oct-2023	02-Oct-2023	Draft					
170	Replace Electrical Equipment - Abqaiq, Aindar & Shedgum	PO-AGC-0009896	1C-95 mm2, PVC, 450V/750V	305146.2	305146.2	SAR	Material	28-Sep-2023	28-Sep-2023	In Progress					
169	CEO Office	PO-AGC-0009898	Venetian Blinds	575	575	SAR	Material	28-Sep-2023	28-Sep-2023	Rejected		Test			

Thank You!!