SAR

الشركة السعودية للخطوط الحديدية

"Invoice submission" from iSupplier Portal

User Guide for SAR Supplier

Getting started with iSupplier portal

➜ Login to iSupplier Portal through SAR Website using the below Link

www.sar.com.sa ➜ About SAR ➜ Vendors Portal ➜ Enter the System
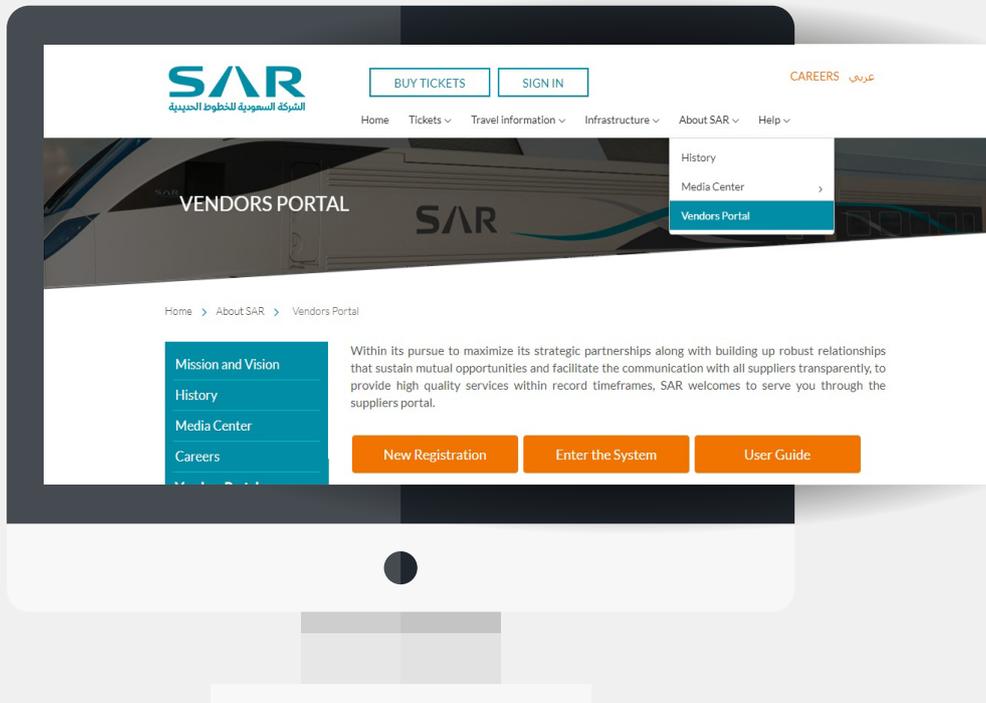
➜ Enter your login username under "User Name"

➜ Enter Password under "Password" & Click on "Login"

Following Supplier Homepage will popup once login was successful (below screen is for demo purpose only)
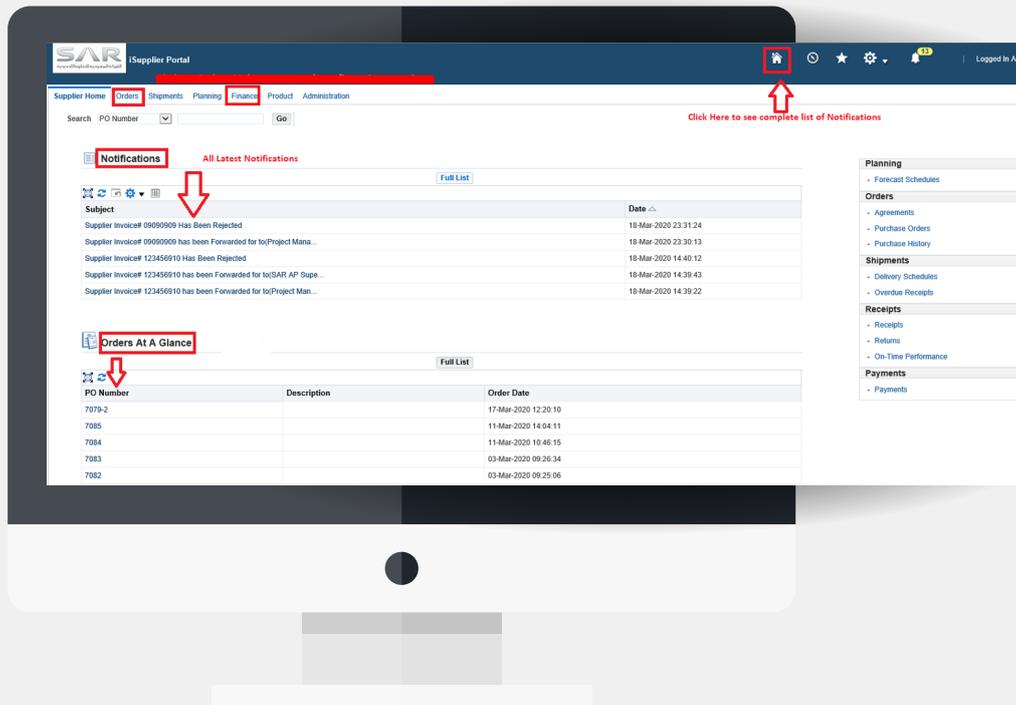
This page will display all POs under section "**Orders At A Glance**" (as shown above) that are issued against your company from SAR side

In order to view invoices or payment for supplier's orders, user need to click "**Finance**" tab (as Shown Above) then by using search criteria to help the user to find the POs that need to be invoiced or allow user to view the payment status

Finance TAB "Search Supplier Invoices"

Finance Tab → View Invoices

View Invoices Page contains of 2 sections, at the top of the screen the **Search** section and at the bottom the **Invoice Details**

Several search criteria that user can use to find the required invoice.
- PO number (list of value shows only supplier approved POs which has delivered quantities/amounts but still unbilled).
- Invoice Number.(User can find specific invoice by using this field)
- Invoice Status: there are many statuses for the invoice from the submission stage until get approved by SAR Finance team and for each status a different meaning explained as the following:

  ° Saved
  Means user has entered the invoice and saved for later - without submitting it for SAR team for processing, in this case user can delete or update the invoice

  ° Pending Approval
  Means user has submitted the invoice and it's pending for approval with SAR team with one of the following approvers sequentially 1st SAR Project manager – or 2nd SAR PM Director – or 3rd SAR Account Payables Supervisor and user can know with whom the invoice is pending by reviewing the value in the Action By field

  ° Rejected
  Means It was rejected by one of the previously mentioned approvers. User can know who rejected the invoice by reviewing the value in the Action By field and rejection reason in Note field
  Remark: Rejected invoice can be re-submit again once the required corrections resolved. The rejection reason will be sent to the user as an email and notification workflow as well.

  ° Under Processing
  Means It was approved by the previously mentioned approvers and now it's with SAR AP Team for processing the payment

  ° Approved
  Means It has been paid in the system, from the View Payment tab user can check the payment details.

  ° Cancelled
  Means SAR AP team has cancelled the invoice due to mistakes in the submitted invoice and the user should submit a new invoice back with the correct information, SAR AP team can't cancelled the supplier invoice without giving a written reason to let user know cancellation reason. user can know who cancelled the invoice by reviewing the value in the Action By field and cancellation reason in Note field Remark: Cancelation reason will be sent to the user as an email and notification workflow as well

- **Payment Status:**
there are multiple status for the payments explained as the following:

- **Full Paid**
Means the invoice has been fully paid in the system
- **Partially Paid**
Means portion amount from the invoice has been paid in the system
- **Unpaid**
Means invoice is still not paid at all

- **Invoice Date (from/To)**

Means allow user to find an invoices for certain period

- **Invoice Amount (From/To)**

Means allow user to find an invoice for certain amount range
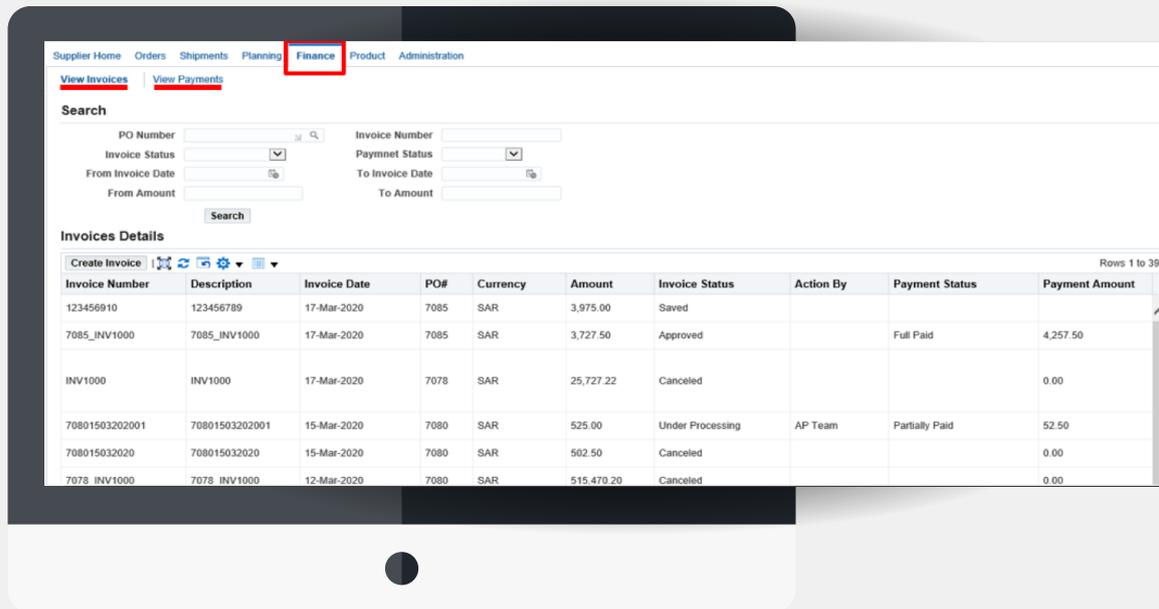
Invoice Details Results

User can review the results retrieved from the entered search criteria in the search section **Delete** and **Update** functions available only for invoices with status SAVED or REJECTED Others invoices statuses (Pending Approval / Under Processing / Approved / Cancelled) user can use **View** function only.

Finance TAB "Create Supplier Invoices"

Finance Tab ➤ View Invoices ➤ Create Invoice

Create Invoice

User can create invoice by pressing the button [Create Invoice]

★ **Please Note: System will not accept the user to submit an invoice in the following cases:**

1- ZAKAT certificate has been expired (User need to review supplier profile and update the ZAKAT Certification) Note: Refer to supplier registration user manual

⊗ **Error**
ZAKAH certificate is expired, please update supplier profile accordingly then submit your request again, if you require any clarification please contact vendor relationship management team (Vendor@sar.com.sa)

2- If the vendor doesn't have Bank Account registered in supplier's profile (user need to review supplier profile and update the Bank Account)
Note: Refer to supplier registration user manual

⊗ **Error**
Bank account is not available, please update supplier profile accordingly then submit your request again, if you require any clarification please contact vendor relationship management team (Vendor@sar.com.sa)

3- If the entered Billed Amounts by the user is exceed the Received (Delivered) Amounts

⊗ **Error**
Amount must be less or equeal unbilling amount

4- If the supplier contract has been expired. (contract end date has been passed)

⊗ **Error**
Contract Date has been expired , if you require any clarification please contact vendor relationship management team (Vendor@sar.com.sa)

After pressing Create Invoice button; system will open the invoice page to the user to fill the invoice header information and select the delivered line/lines

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Invoice Header:

• Purchase Order Number. (Mandatory)

• Invoice Number. (Mandatory)

• Invoice Description. (Mandatory)

• Invoice Date. (Mandatory) from this date system will count the agreed

payment terms between SAR and the supplier

• Freight Amount (Optional)

> ○ In case there was an agreed freight charges in the signed purchase or contract with SAR then the user should not exceed the agreed freight amounts to avoid invoice rejection or cancellation

> ○ The freight amount is subject to VAT calculation
> Remark: User need to fill the **FREIGHT AMOUNT ONLY &THE TAX WILL BE CALCULATED AUTOMATICALLY.**

• All other fields system will fill it automatically from PO and supplier profile

information

Add Invoice Lines:

Invoice lines considered as the approved work confirmations (Approved Certificate Of Achievements) from SAR stakeholders or the accepted and final delivered of physical goods.

By click **Add Invoices Lines** button Add Invoice Lines , a new page will be opened showing all receipts which are ready for invoicing. From this page; user can select receipt line/lines or tick Select All box to select all lines at one time.

After select required receipt/s of the line/lines, user need to **Click** Add To Request button Add To Request to return user back to the invoice page for review
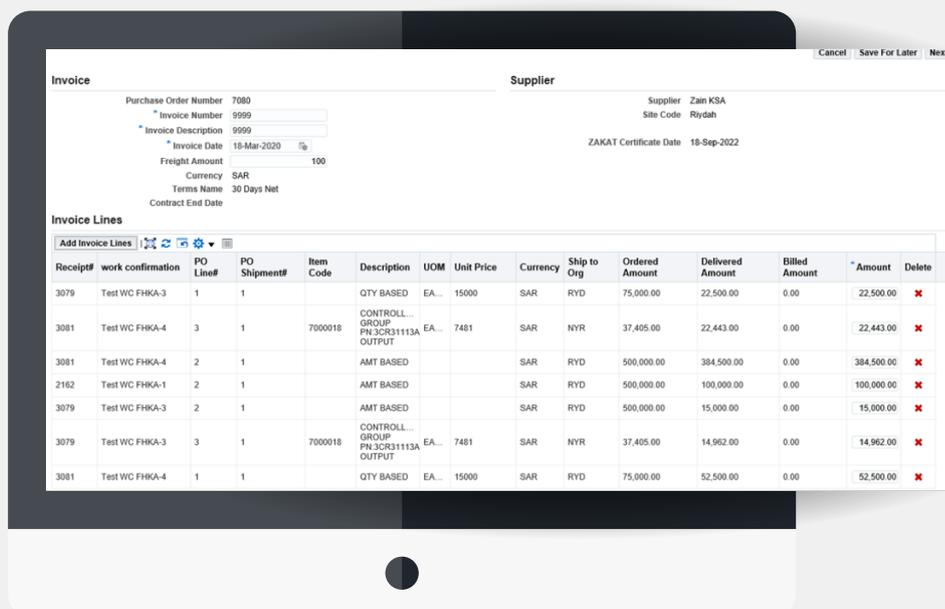
Remark: User can delete any line/lines added wrongly by click on delete icon ✖

By Click on Next button **Next** , it will redirect the user to final review page in order to review all information filled by user and to attach all required documents (PO document, packing list, delivery note and invoice copy). before submission action
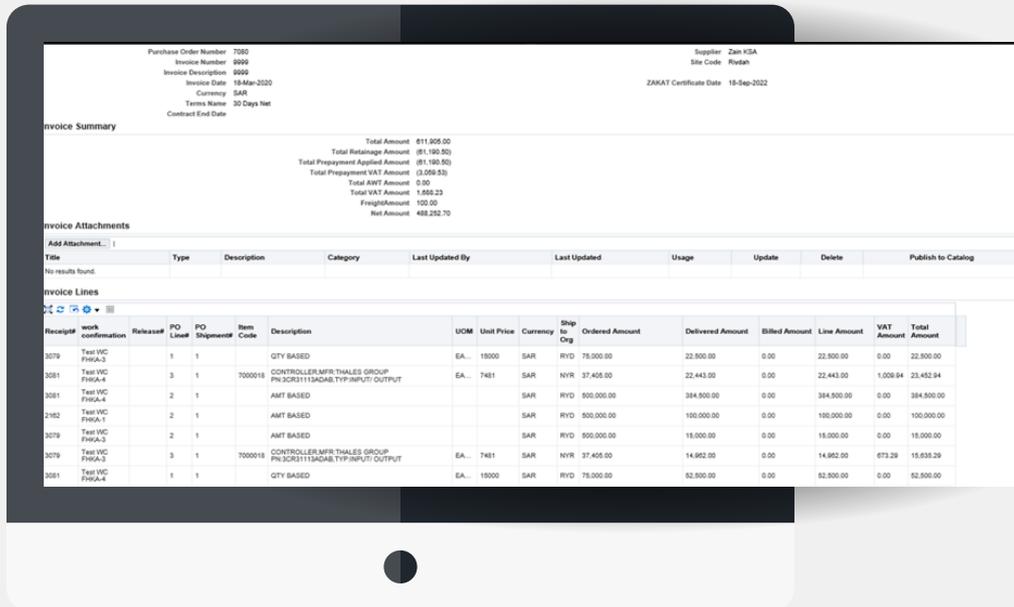
Invoice Summary

The Invoice summary section (in the middle of the page) shows to the user the exact amount will be paid to his company

Invoice Header:

• Total Amount. (always positive value)
  ○ = total billed amount

• Total Retainage Amount. (always negative or zero value)

  ○ If the signed purchase/contract has a retainage percent system will multiply (the Total Amount x Retainage percent) = Total Retainage Amount to be deducted from the supplier due balance.
  ○ The retainage amounts to be released at the end of the contract once all work get finished by supplier as it was agreed.

• Total Prepayment Applied Amount. (always negative or zero value)

  ○ If the signed purchase/contract states that the supplier eligible to receive an advance payment from SAR and to be deducted from his newly submitted invoices by a recoupment percent, system will multiply the (Total Amount x recoupment percent) = Total Prepayment Applied Amount to be deducted from the supplier due balance.

- Total Prepayment VAT Amount. (always negative or zero value)

  - Reduce the VAT amount by multiplying (Total Prepayment Applied Amount x VAT percent) = Total Prepayment VAT Amount , (since SAR already paid the advance with VAT)

- Total AWT Amount. (always negative or zero value)

  - This is only for the foreign suppliers which are subject to a Withholding Tax, system will multiply each taxable line with WTX 5% = Total AWT Amount to be deducted from the supplier due balance.

- Total VAT Amount. (always positive value or zero)

  - After deducting the Total Retainage Amount from Total Amount the remaining balance will be subject to VAT 5% + VAT of the entered freight amount. For that reason the user must not put the freight amount including VAT amount at the invoice header
  - At the retainage release stage SAR will pay the retainage amounts + the retainage amounts VAT

- Freight Amount. (always positive value or zero)

  - This the freight amount that user entered at the invoice header.

- Net Amount.

  - This is the amount which will be paid to the Supplier = Sum of (Total Amount + Total Retainage Amount + Total Prepayment Applied Amount + Total Prepayment VAT Amount + Total AWT Amount + Total VAT Amount + Freight Amount)

Invoice Summary

Total Amount	611,905.00
Total Retainage Amount	(61,190.50)
Total Prepayment Applied Amount	(61,190.50)
Total Prepayment VAT Amount	(3,059.53)
Total AWT Amount	0.00
Total VAT Amount	1,688.23
FreightAmount	100.00
Net Amount	488,252.70

Before click Submit button **Submit** user should make sure that all required documents have been attached by using the button Add Attachment.

Remark: System accept any file format in attachments

By click on Submit button – Caution message will appear to the user to confirm invoice submission.

⚠ Warning

Do you want to submit your Invoice for approval?

No   Yes

By click on Yes button – A confirmation page will appear to user

Confirmation

Invoice# '9999' has been submited for approval

Notifications Workflow & Invoice Status

• User will receive an email for submitted invoice

• User will receive also workflow notification for the same topic in worklist section with every approval transaction and an email to those transactions

1st Approval (SAR Project Manager)

User can view the invoice approvals and pending with whom in SAR team via Invoice Search page:

2nd Approval (SAR Project Manager Director)

In Invoice Search page:
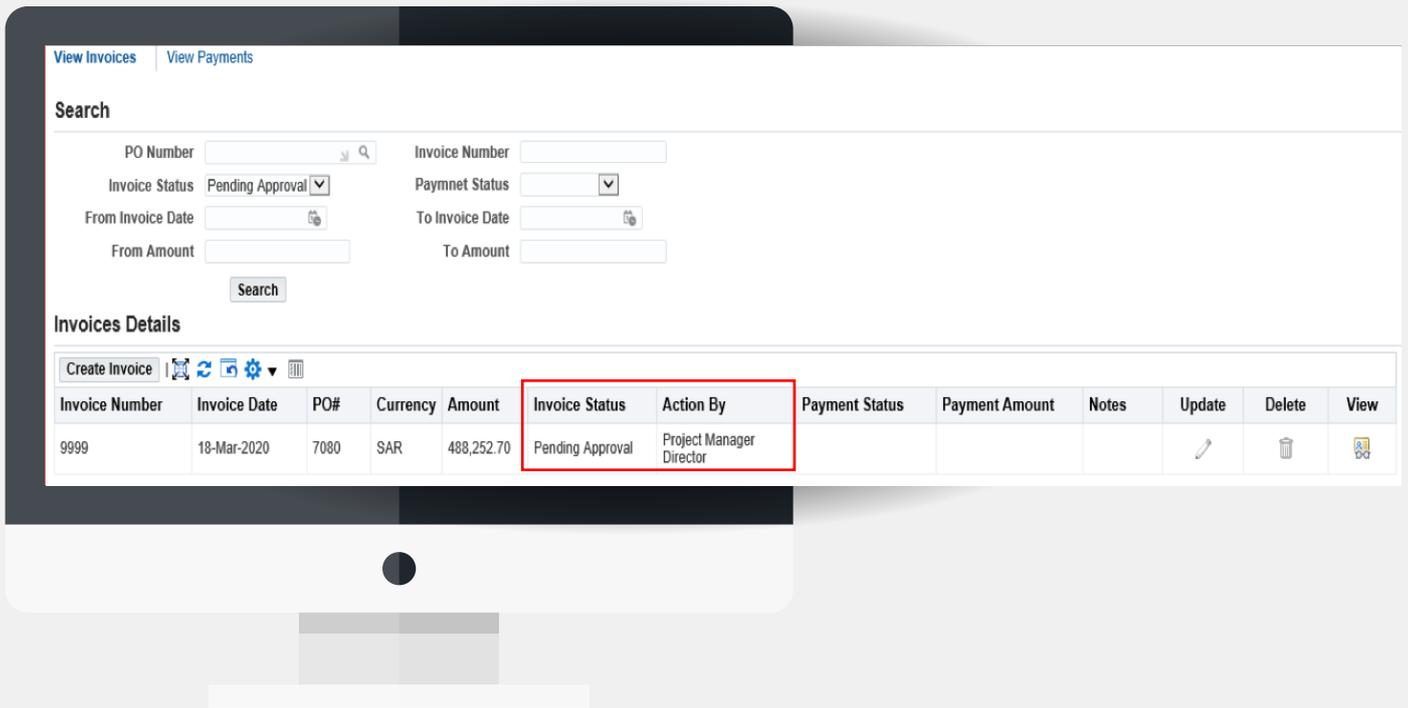
3rd Approval (SAR Payables Supervisor)
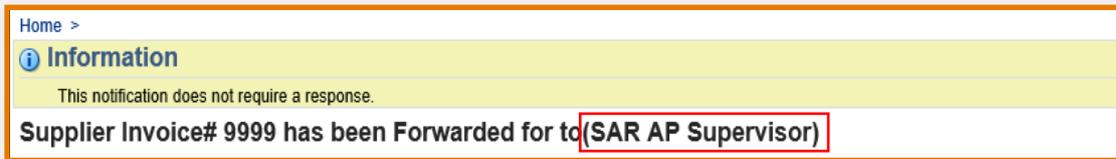
Home >

ⓘ Information

This notification does not require a response.

Supplier Invoice# 9999 has been Forwarded for to (SAR AP Supervisor)

User can view the invoice approvals and pending with whom in SAR team via Invoice Search page:
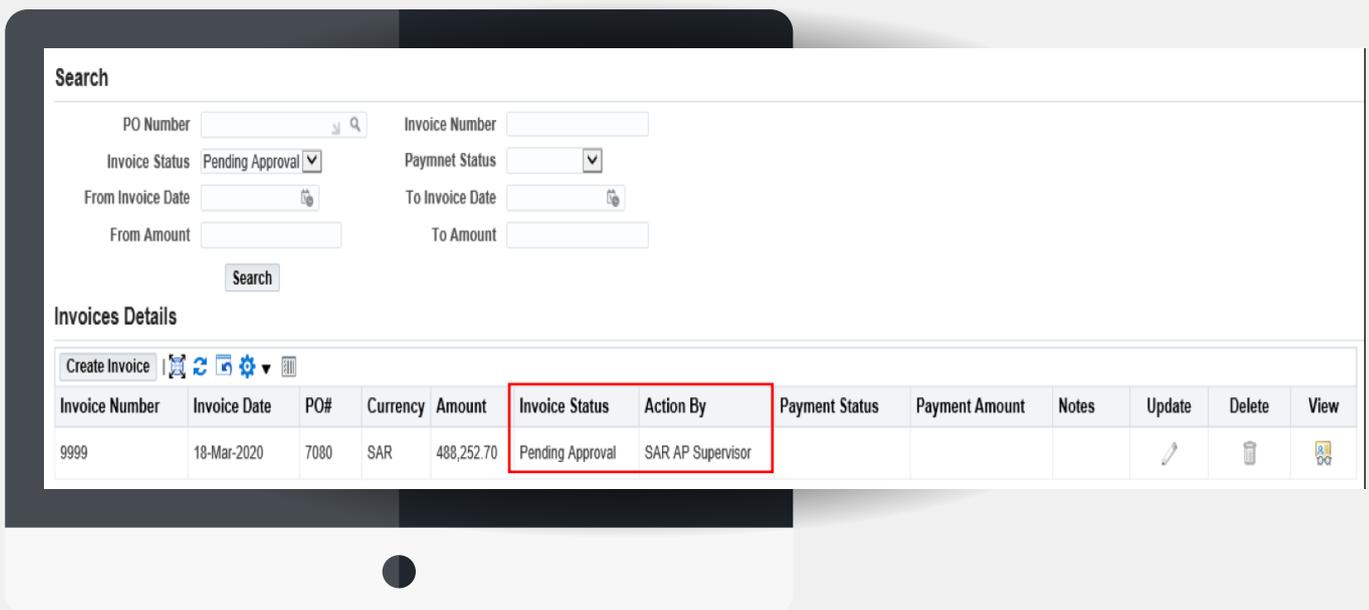
Invoice sent to AP team for process the payment

Home >

ⓘ **Information**

This notification does not require a response.

Supplier Invoice# 9999 has been Forwarded to (AP Team)

In Invoice Search page:

Supplier Home   Orders   Shipments   Planning   **Finance**   Product   Administration

View Invoices   View Payments

Search

PO Number		Invoice Number	9999
Invoice Status	☑	Paymnet Status	☑
From Invoice Date	18-Mar-2020	To Invoice Date	
From Amount		To Amount	

Search

Invoices Details

Create Invoice

Invoice Number	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	View
9999	18-Mar-2020	7080	SAR	552,502.73	Under Processing	AP Team	Partially Paid	64,250.03		✎	🗑	🖺

If the invoice has rejected by one of the SAR approvers – an email and notification will sent to iSupplier user with the rejection reason

ⓘ **Information**

This notification does not require a response.

Supplier Invoice# 09090909 Has Been Rejected

Note   Please send the attachments correctly

In Invoice Search page:

Search

PO Number		Invoice Number	
Invoice Status	Rejected	Paymnet Status	
From Invoice Date	18-Mar-2020	To Invoice Date	
From Amount		To Amount	

Search

Invoices Details

Create Invoice

Invoice Number	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	View
09090909	19-Mar-2020	7085	SAR	3,975.00	Rejected	Project Manager			Please send the attachments correctly	✏️	🗑️	📄

If the invoice has been cancelled by AP team – an email and notification will sent to iSupplier user with the cancellation reason

ⓘ **Information**

This notification has been closed and did not require a response.

Supplier Invoice# INV1000 Has Been Cancelled

Note This invoice canceled due to missing data

In Invoice Search page:

Search

PO Number		Invoice Number	INV1000
Invoice Status	Canceled	Paymnet Status	
From Invoice Date		To Invoice Date	
From Amount		To Amount	

Search

Invoices Details

Create Invoice

Invoice Number	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	View
INV1000	17-Mar-2020	7078	SAR	25,727.22	Canceled			0.00	This invoice canceled due to missing data	✏️	🗑️	📄

Payment

Account Payables team will receive the invoice from Account Payables supervisor to process the payment.

The Invoice Status after the payment completed will be "Approved" and Payment Status will be "Fully Paid" as shown below
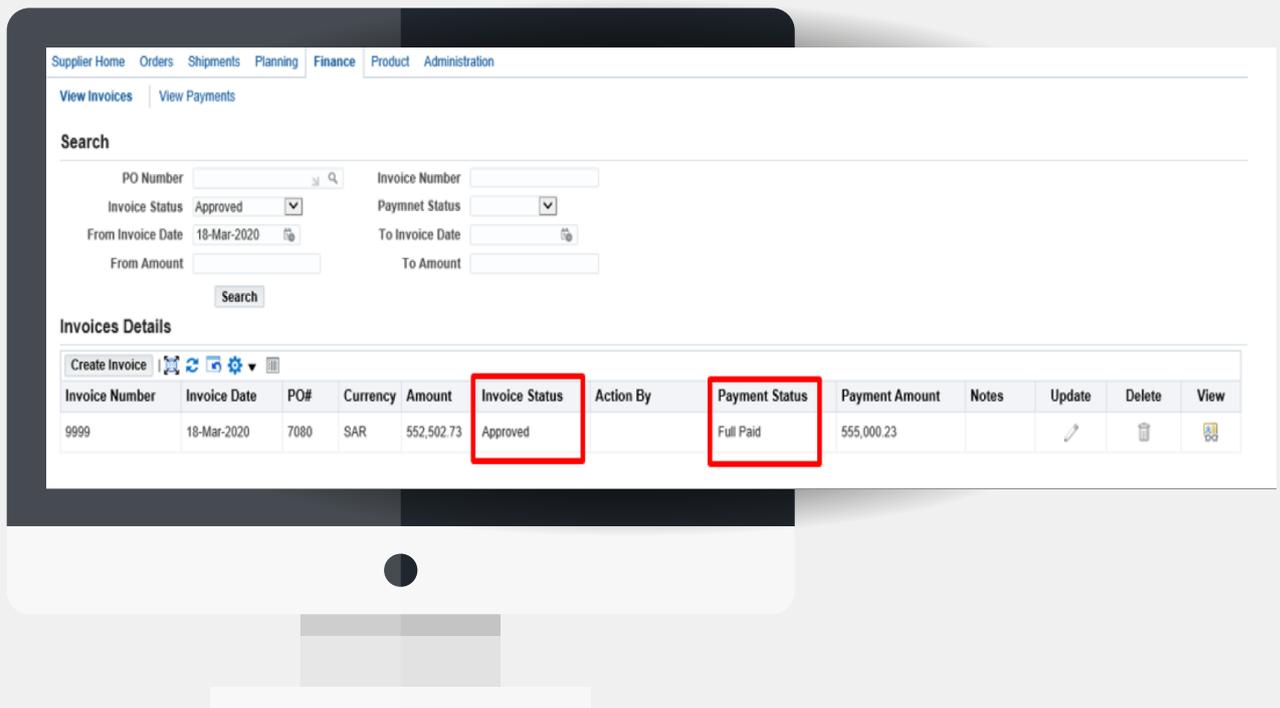
To see full payment details from **View Payments**

Finance Tab ➜ View Payments➜

Search

User can search for the payment by using searching criteria:

• Invoice Number
• PO Number
• Payment Amount From/To
• Payment Date From/To
• Status

Payment

° Negotiable
Means: Payment recorded in the system but still not transferred to bank
° Reconciled
Means: Payment transferred and confirmed from the bank)
° Voided
Means: Payment cancelled by Treasury Team but the invoice still active for payment – this status could appear in case the payment was recorded wrongly by SAR Treasury Team and they will re-create it back once resolved

Supplier Home   Orders   Shipments   Planning   **Finance**   Product   Administration

View Invoices   **View Payments**

View Payments

Export

Simple Search

Note that the search is case insensitive

Advanced Search

Payment Number		Status	
Invoice Number		Payment Amount From	To
PO Number		Payment Date From	18-Mar-2020 To 19-Mar-2020
(example : 1234)		(example: 18-Mar-2020)	
Release Number			
(example : 1234-2)			

Go   Clear

Search Result

Payment △	Remit-to Supplier	Remit-to Supplier Site	Payment Date ▼	Currency	Amount △	Method	Status △	Status Date	Bank Account	Invoice	PO Number
6848			18-Mar-2020	SAR	490,750.20	Wire	Negotiable	18-Mar-2020	SABB SAR	9999	7080

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Thank You

if you require any clarification please contact vendor relationship management via vendor@sar.com.sa