

"Invoice submission" from iSupplier Portal User Guide for SAR Supplier

Oracle Apps Version: R12.2.5 Document Version: 1.0

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

4	constitution in a state of the	BUY TICKETS	SIGN IN	CAREERS	عرب
500	VENDORS PORTAL	Home Tickets v Travelinfor	mation v Infrastructure v Ab	out SAR > Help > story edia Center > andors Portal	
He	Mission and Vision	al Within its pursue to maximize it that sustain mutual opportunitie: provide high quality services w suppliers portal.	s strategic partnerships along and facilitate the communicati thin record timeframes, SAR v	with building up robust relation on with all suppliers transparen welcomes to serve you throug	iships tiy, to h the
	Media Center Careers	New Registration	Enter the System	User Guide	

- → 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)

				—		
Search PO Number	Finance Product Administration		Click Here to see	e complete list of No	otifications	
Notifications All La	test Notifications				_	
		Full List			Fiannin	g ut Scharkdag
X 2 5 0 • 0					Orders	
Subject			Date 🗠		- Agreen	ments
Supplier Invoice# 09090909 Has Been Rej	ected		18-Mar-2020 23:31:24		- Purcha	ise Orders
Supplier Invoice# 09090909 has been For	rarded for to(Project Mana		18-Mar-2020 23:30:13		- Purcha	ise History
Supplier Invoice# 123456910 Has Been Re	ejcted		18-Mar-2020 14:40:12		Shipme	nts
Supplier Invoice# 123456910 has been Fo	warded for to(SAR AP Supe		18-Mar-2020 14:39:43		- Deliver	ry Schedules
Supplier Invoice# 123456910 has been Fo	warded for to(Project Man		18-Mar-2020 14:39:22		- Overde	ae Receipts
					Receipt	s
					 Receipt 	its
Drders At A Glance					- Return	s
		Full List			- On-Tim	ne Performance
12 e					Paymer	nts
PO Number	Description	Order Date			 Payme 	ints
7079-2		17-Mar-2020 12:20:10				
7085		11-Mar-2020 14:04:11				
		11-Mar-2020 10:46:15				
7084		03-Mar-2020 09:26:34				
7084 7083						
7084 7083 7082		03-Mar-2020 09:25:06				
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7064 7065 7002		03-Mar-2020 09:25:66				
7084 7083 7082		03-Mar 2020 09:25:06				

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

LCI I PATTERNA		O Invelor M	un ber						
Invoice Status		Paymnet	Status	×					
From Invoice Date	(%)	To Invoic	e Date	5					
From Amount		To A	nount						
	Search								
Invoices Details									
Create Invoice	C 🖻 🕸 v 🔳 v								Row
Invoice Number	Description	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amo
123456910	123456789	17-Mar-2020	7085	SAR	3,975.00	Saved			
7085_INV1000	7085_INV1000	17-Mar-2020	7085	SAR	3,727.50	Approved		Full Paid	4,257.50
INV1000	INV1000	17-Mar-2020	7078	SAR	25,727.22	Canceled			0.00
70801503202001	70801503202001	15-Mar-2020	7080	SAR	525.00	Under Processing	AP Team	Partially Paid	52.50
	708015032020	15-Mar-2020	7080	SAR	502.50	Canceled			0.00
708015032020	100013032020								

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.

Invoice Number	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	View
70801503202001	15-Mar-2020	7080	SAR	525.00	Under Processing	AP Team	Partially Paid	52.50		0	Î	8. D0
708312032020	12-Mar-2020	7083	SAR	499,105.00	Under Processing	AP Team	Unpaid	0.00		0	Û	81
708512022020	12-Mar-2020	7085	SAR	4,110.00	Under Processing	AP Team	Partially Paid	840.00		0	Î	20
7083_test11032020	11-Mar-2020	7083	SAR	1,000.00	Under Processing	AP Team	Unpaid	0.00		0	Î	8



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

8 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

8 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



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

													Cancel	Save For Later	
Invoice								Supplie	r						
	* Purchase Orde	er Number	7084	⇒ Q						5	Supplier Zain KSA				
	* Invoid	e Number	9999							Si	te Code Riydah				
	* Invoice D	escription	9999												
	* Inv	voice Date	18-Mar-202	20 🚱					ZJ	AKAT Certifica	ite Date 18-Sep-2	022			
	Freigl	ht Amount		100											
		Currency	SAR												
	Te	rms Name	30 Days Ne	et											
In the second second	Contract	t End Date													
invoice	Lilles														
Add Invo	oice Lines 🛛 🕅 🎜 💽	5 🗘 🕶 🔳	•												
Receipt#	work confirmation	Release#	PO Line#	PO Shipment#	Item Code	Description	UOM	Unit Price	Currency	Ship to Org	Ordered Amount	Delivered Amount	Billed Amount	*Amount	t
No results found.															
l i															



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.

Add T	o Request 📜	(25 🖸 🕸 - 🖩														
Select	Receipt#	Work confirmation	Release#	PO Line#	ltem Code	Item Description	Unit Price	Currency	Quantity Ordered	Quantity Delivered	Quantity Billed	Quantity Unbilled	Ordered Amount	Delivered Amount	Billed Amont	Unbilled Amount
V	2162	Test WC FHKA-1		2		AMT BASED		SAR			0		500,000.00	100,000	0.00	100,000.00
V	3079	Test WC FHKA-3		2		AMT BASED		SAR			0		500,000.00	15,000.00	0.00	15,000.00
V	3079	Test WC FHKA-3		3	7000018	CONTROLLER,MFR: GROUP PN:3CR31113ADAB,TYF OUTPUT	7481	SAR	5	2	0	2	37,405.00	14,982.00	0.00	14,982.00
V	3079	Test WC FHKA-3		1		QTY BASED	15000	SAR	5	1.5	0	1.5	75,000.00	22,500.00	0.00	22,500.00
V	3081	Test WC FHKA-4		3	7000018	CONTROLLER,MFR: GROUP PN:3CR31113ADAB,TYF OUTPUT	7481	SAR	5	3	0	3	37,405.00	22,443.00	0.00	22,443.00
V	3081	Test WC FHKA-4		2		AMT BASED		SAR			0		500,000.00	384,500	0.00	384,500.00
V	3081	Test WC FHKA-4		1		QTY BASED	15000	SAR	5	3.5	0	3.5	75,000.00	52,500.00	0.00	52,500.00

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

Invoice								Supplier						
	Purchase Order	Number	7080							Supplier	Zain KSA			
	* Invoice	Number	9999							Site Code	Riydah			
	Invoice De	scription	9999						7484	T Cortificate Date	19.000.2022			
	Inv	pice Date	18-Mar-2020	69					23463	ci ceruncate Date	16-56p-2022			
	Freigh	Amount	SAD	100										
	Ten	ns Name	30 Days Net											
	Contract	End Date												
Invoice L	ines													
Add Invo	ice Lines 🔣 🎜 🖬	Ø • 1												
Receipt#	work confirmation	PO Line#	PO Shipment#	ltem Code	Description	UOM	Unit Price	Currency	Ship to Org	Ordered Amount	Delivered Amount	Billed Amount	*Amount	De
3079	Test WC FHKA-3	1	1		QTY BASED	EA	15000	SAR	RYD	75,000.00	22,500.00	0.00	22,500.00	
					CONTROLL									
3081	Test WC FHKA-4	3	1	7000018	PN:3CR31113A	EA	7481	SAR	NYR	37,405.00	22,443.00	0.00	22,443.00	
	T				001P01			0.10	01/0	700.000.00	201522.00		201 500 00	
3081	Test WC FHKA-4	2	1		AMT BASED			SAK	RYD	500,000.00	384,500.00	0.00	384,500.00	
	Test WC FHKA-1	2	1		AMT BASED			SAR	RYD	500,000.00	100,000.00	0.00	100,000.00	
2162	Test WC FHKA-3	2	1		AMT BASED			SAR	RYD	500,000.00	15,000.00	0.00	15,000.00	1
2162 3079					CONTROLL									
2162 3079			1	7000018	GROUP PN/3CR31113A	EA	7481	SAR	NYR	37,405.00	14,962.00	0.00	14,962.00	
2162 3079 3079	Test WC FHKA-3	3			OUTPUT									



Remark: User can delete any line/lines added wrongly by click on delete icon **x**



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

		Purch	ase On Invo	der Number ice Number	7080										Supplier Zain KS Site Code Riydah	A			
			nvoice	Description	9999 18-Mar 20	-							742	(AT C	ante Data 18 das	2022			
				Currency	SAR	14							2AA	our cerui	care care 10-34p	evez			
			T Contra	erms Name ct End Date	30 Days N	at .													
voice Su	ummary																		
							Total Amoun	e 611,905.00											
						Total Pr	repayment Applied Amour	it (61,190.50)											
						Tota	I Prepayment VAT Amour Total AWT Amour	# (3,059.53) # 0.00											
							Total VAT Amoun FreightAmoun	4 1,668.23 # 100.00											
							Net Amour	# 488,252.70											
roice At	ttachments																		
idd Attachr	ament		Type		escription		Catagory	Last Hodate	d By			l aut II	hetebo	line		Lindate	Delate		Publish to Co
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	ö • 🗉																		
	and a line		20	80	Bem							Ship						VAT	Total
rceipt# o	confirmation	Release#	Line#	Shipment	Code	Description			UOM	Unit Price	Currency	to Org	Ordered Amount	6	elivered Amount	Billed Amount	Line Amount	Amount	Amount
70 F	Test WC FHKA-3		1	1		GTY BASED			EA	15000	SAR	RYD	75,000.00	2	2,500.00	0.00	22,500.00	0.00	22,500.00
181 F	Test WC FHKA-4		3	1	7000018	CONTROLLER M PN:3CR31113AD	AFR: THALES GROUP		EA	7481	SAR	NYR	37,405.00	2	2,443.00	0.00	22,443.00	1,009.94	23,452.94
a1]	Test WC		2	1		AMT BASED					SAR	RYD	500,000.00	3	84,500.00	0.00	384,500.00	0.00	384,500.00
62 T	Test WC		2	1		AMT BASED					SAR	RYD	500.000.00	1	00.000.00	0.00	100.000.00	0.00	100.000.00
T T	FHKA-1 Test WC					ANT BASED					548	800	500.000.00		5 000 00	0.00	15.000.00	0.00	15.000.00
т р т	FHKA-3 Test WC					CONTROLLER N	FR THALES GROUP				000	ning.				0.00			
179 F	FHKA-3		3	1	7000018	PN:3CR31113AD	AB, TYP: INPUT/ OUTPUT		EA	7461	SAR	NYR	37,405.00	,	4,962.00	0.00	14,902.00	673.29	10,030.29
01 Ê	FHKA-4		1	1		QTY BASED			EA	15000	SAR	EN/D	75,000,00	5	2 600 00	0.00	52,500.00	0.00	52,500.00

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.

A 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)

Home >	
() Information	
This notification does not require a response.	
Supplier Invoice# 9999 has been Forwarded for to (Project Manager)	OK Reassign

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

DO Humber	-		1	a Northan								
PO Number	Pending Approval	3 Q	Pavn	ce Number	V							
From Invoice Date	a renaing reported	50	To Ir	voice Date	5							
From Amount	t			To Amount								
	Search											
Invoices Details												
Create Invoice	2 🖻 🕸 🔻 🖩						•					
Invoice Number	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	Vie
9999	18-Mar-2020	7080	SAR	488,252.70	Pending Approval	Project Manager				0	Û	8
								_				
				1					-			

2nd Approval (SAR Project Manager Director)

Home >		
(i) Information		
This notification does not require a response.		
Supplier Invoice# 9999 has been Forwarded for to	(Project Manager Director)	



In Invoice Search page:

View Invoices View	Payments											
Search												
PO Number	r	N Q	Invo	ice Number								
Invoice Status	Pending Approva	al 🗸	Payr	nnet Status	\checkmark							
From Invoice Date)	i.	To li	nvoice Date	Ť.							
From Amount	t			To Amount								
	Search											
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Create Invoice	2 🖻 🕸 🔻 🔳]					_					
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	488,252.70	Pending Approval	Project Manager Director				0	Û	R



Home > (i) 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:**

Γ	Search												
	PO Number	r	<u> </u>	Invo	ice Number								
	Invoice Status	Pending Approva	l 🗸	Payr	nnet Status	×							
	From Invoice Date	•	i.	To li	nvoice Date	iê							
	From Amount	t			To Amount								
		Search											
	Invoices Details												
	Create Invoice	2 🖻 🔅 🔻 🖩]					_					
	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	488,252.70	Pending Approval	SAR AP Supervisor				0	Î	R DO
))										S		R
											الحديدية	عودية للخطوط	الشركة الس



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 Plan	ning Finar	nce Produ	ict Administra	ation							
View Invoices View	Payments											
Search												
PO Number		ыq	Invo	ice Number	9999							
Invoice Status		\checkmark	Payr	mnet Status	~							
From Invoice Date	18-Mar-2020	6	To I	nvoice Date	ه تا							
From Amount	From Amount			To Amount								
	Search											
Invoices Details												
Create Invoice	2 🖻 🔅 🔻 🖩						_					
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		0	Î	R DC
					L							
			-									

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:

Supplier Home Orders	Shipments Plan	ning Finance	e Product	Administr	ation							
View Invoices View	Payments											
Search												
PO Number		.s. Q,	Invoice	Number								
Invoice Status	Rejected	~	Paymne	et Status	~							
From Invoice Date	18-Mar-2020	50	To Invo	oice Date	G ₀							
From Amount			То	Amount								
	Search											
Invoices Details												
Create Invoice	2 🗟 🕸 🕶 🔳											
Invoice Number	Invoice Date	PO# C	Currency A	mount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	View
09090909	19-Mar-2020	7085 S	AR 3,	,975.00	Rejected	Project Manager			Please send the attachments correctly	1	Û	8

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

(i) 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:

DO Num	nhor		0 Inve	vice Number	1512/1000							
PO NUI	nber	2	u invo	nce number	INV1000							
Invoice Sta	atus Canceled	~	Pay	mnet Status	~							
From Invoice [Date	6	Tol	Invoice Date	6							
From Amo	ount			To Amount								
	Search											
Create Invoice	Search	1				_						
nvoices Detail Create Invoice Invoice Number	Search	III PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	V



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

PO Numbe	r 🔤	N 0	l Invo	ice Number								
Invoice Statu:	Approved	▼	Payr	nnet Status	▼							
From Amoun	t		101	To Amount	ιφ.							
	Search											
Invoices Details												
Create Invoice	2 🖻 🔅 🕶 🛙	1										
Invoice Number	Invoice Date	PO#	Currency	Amount	Invoice Status	Action By	Payment Status	Payment Amount	Notes	Update	Delete	Vi
9999	18-Mar-2020	7080	SAR	552,502.73	Approved		Full Paid	555,000.23		0	Û	Į

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 Order	s Shipments	Planning	Finance	Product	Administration						
View Invoices View	v Payments										
View Paymen	ts										Export
Simple Search											
Note that the search i	s case insensitiv	/e									Advanced Search
Payment Numbe	r					Status		ısı Q			
Invoice Numbe	r [Payment Amount From		To			
PO Numbe						Payment Date From	18-Mar-2020 🐞	To 19-Mar-2020	Č _o		
Release Numbe	(example : 1234)					(example: 18-Mar-2020)				
	(example : 1234	-2)									
	Go	lear									

Search Result

X 2											
Payment $ riangleq$	Remit-to Supplier	Remit-to Supplier Site	Payment Date 🔻	Currency	Amount $ riangleq$	Method	Status $ riangle$	Status Date	Bank Account	Invoice	PO Number
6848			18-Mar-2020	SAR	490,750.20	Wire	Negotiable	18-Mar-2020	SABB SAR	9999	7080



Thank You

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