

"Work Confirmation Submission" From iSupplier Portal User Guide for SAR Supplier

Oracle Apps Version: R12.2.5 Document Version: 1.0

DOCUMENT DETAILS

Requirement:

After the deliverables of the services are delivered partially or completely from supplier side, in order to initiate payment process supplier need to submit "Work Confirmation" using iSupplier login which will be approved from SAR. Once, Work Confirmation gets finally approved in system, supplier further need to submit Invoice for their payment.

Note: "Work confirmation" is created against complex POs only.



Step1

→ Login to iSupplier Portal through SAR Website using the below Link www.sar.com.sa → About SAR → Vendors Portal → Enter the System

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- → 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)

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	click o	n Orders Link to start work confirmation c	reation						
	Supplier Home Orders Shipments	Planning Finance Product Administration			\sim				
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This page will display all POs under section "Orders At A Glance" (as shown above) that are issued against your company from SAR side

Access your purchase orders under "**Orders**" tab (as Shown Above) then select the PO Number that you need to create the work confirmation & click on "**Go**" button

Reminder :Work Confirmation for Complex Purchase Orders only, while for other type of "Purchase Orders" OR "Release Orders" receiving will be initiated from SAR side only



Step 2

Access your purchase orders under "**Orders**" tab then select the "**Advanced Search**" to select the PO against which to create you need to create the work confirmation & click on "**Go**" button

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Supplier Home Orders Shipments Planning Finance Product Administration	
Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards	
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Once "Advanced Search" button is clicke	ed following Search Criteria Opens

Select as shown below

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Once you click "Go" concern PO will be displayed as per your search criteria, please click on PO number as depicted below

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After you **Click on PO number** as explained above system will display Purchase Order details (**below shown PO is for demo Purposes only**)





- → Creating Work Confirmation.
- → Click on Purchase Order for which work confirmation needs to be created system will display below screen.

On extreme top right hand side (**under actions**) Click on drop down list to select "**Create Work Confirmation**" & click on "**Go**" button

Purchase Orders V Suppler Home > Complex Purch Currency= SAR	Adrix Orders Agreements	View Requests F	Purchase History Work	Confirmations RFQ	Deliverables	Timecards					Actions Reque	st Changes at Cancellation change History	0
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STEP 4

Once you click on "Go" button (STEP 3) is pressed, system will show below screen.

- → Select "All Pay Items" under "Views"
- → Click "Go" button.

iSupplier Portal
Supplier Home Orders Shipments Planning Finance Product Administration
Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards
Supplier Home > View Order Details > Create Work Confirmation (Complex Purchase Order: 6833)
Currency=SAR
Ordered 15,000.00 Approved 0.00
Views
View Pay Items Due in the Next 30 Days Go Pay Items Due in the Last 30 Days Go Ail Pay Items Ail Pay Items Go Select All Select None Select "All Pay Items" & click "Go" Button

System will open all lines against that Purchase Order, select the line/lines against which to create work confirmation, thereafter click on "Next" button as shown below in screen shot

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Ď	1	1	Testing Line #1	25-Jul-2019 08:37:32	SAR	15000					0

STEP 5

Once "Next" Button is pressed (STEP 4), it will open the below screen

- → Under "Current" column & then under field "Requested/Delivered" enter the amount which you wish to create Work Confirmation OR leave it in order to receive complete amount as per your wish.
- → Click on "Submit" in order to get your work confirmation approved from SAR side.

Curre	wo k Cor	R Ordere Approve rk Confirmation Da offirmation I	ed 75,0 ed 29,4 on 708: te 23-M Details	00.00 00.00 5-015 Mar-2020		s	hows Previo	ous WC & %	of Progress	Select the dates Period	Descript for which of Performa	tion month this service nce (example: 23-Mar-2020	was delivered (This is Optional	& For your I	Reco
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2	1	Quantity Based		EA	500	50	30	60			10000	A 40.	50 .	100	+3	ť
								Enter Amou	int / Qty Which	h you wish to rec	eive S F	Shows How Much ir Progress for Work C	n % for Current Confirmation			



→ Once, you submit Work confirmation system will display confirmation message as shown below. (below shown Details are for demo & training Purposes only)

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Submitted Work confirma	tion								submitted from s	upplier side	

Caution

→ If "Rejected" Work Confirmations are not re-submitted again for Approval, it is recommended that they should be "Cancel" in order to get correct % of Progress PLEASE DO NOT CANCEL Work Confirmation with any other Type of Status

Steps for Cancelling Work Confirmation with only "Rejected" Status
→ Under you iSupplier Login, click on "Orders" Tab as shown below







→ Then Click on "Work Confirmations" as shown below

مودية الخطوط الحديدية	iSu الشوك	pplier Portal				
Supplier Home	Orders	Shipments Plannii	ng Finance	Product	Administration	
Purchase Order	rs Work	Orders Agreement	s View Re	quests F	Purchase History	Work Confirmations

→ Select "View" → "All Work Confirmations" & Click on "Go" to list down all Work Confirmations. Then click on "radio button" against "Rejected" Work Confirmation& then "Select "Cancel" button as shown below.

Work	Orders Work Orders A	greements	View Ree	quests P	Purchase History	Work Confin	nations	RFQ Delivera	bles Timeci	ards			
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Personal	ize "Work Confirmations"				Advanced S	earch							
Select V	Work Confirmation: Up	date Can	cej 🔤	e 🖻 🕸	• III								Rows 1
		Date 🔻	Period	Period				Previ	ous Curr		ent	Total	
Select	Work Confirmation	Date 🔻	From	То	PO Number 스	Currency	Ordered	Requested	Delivered	Requested	Delivered	Progress (%)	Status
Olicko	7092-002 n below	11-Apr- 2020 00:00:00			7092	SAR	100000	0	0	10000	0	10	Processed
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ц,	7085-023	00:00:00											
Ů	7085-023	00:00:00											



→ Once you select "Cancel" button, system will ask for your confirmation, if you are sure to "Cancel" select "Yes" else select "No", if you select "Yes" system will give confirmation message & "Status" will be "Pending Cancellation" for little while for about 2 min max

Orders: \	Work Confirmations >	Work Confirm	ation 7085-0	22 has been	accented								
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0	7085-023	09-Apr- 2020 00:00:00			7085	SAR	75000	32290	0	12	0	43.07	Rejected
0	7085-016	09-Apr- 2020 00:00:00			7085	SAR	75000	30400	0	40	0	40.59	Corrected
0	7085-021	09-Apr- 2020 00:00:00			7085	SAR	75000	31690	0	0	0	42.25	Corrected
0	7085-022	09-Apr- 2020 00:00:00			7085	SAR	75000	31690	0	600	0	43.05	Pending Cancellatio

→ Once You Refresh /Re-query again, status will be "Cancelled", means this is final status & Work confirmation amount OR quantity will be reversed back to related Complex Purchase Order.

0	7085-022	09-Apr- 2020 00:00:00	7085	SAR	75000	31690	0	100	0	42.39	Canceled
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Remark: System will **not allow** suppliers to submit Work Confirmation if Zakat Validity is expired on date of Submitting Work Confirmation, following ERROR will pop up displaying error as shown below, in order to solve this error please follow below screen shot. Once, the below request is approved from SAR **only then** you can submit your work confirmation.





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After ,Work Confirmation gets approved from SAR you will receive notification under your homepage & as well as email notification....next step will be invoice Submission against approved Work Confirmation





Thank You

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