

AIM

DO.070 APPLICATION USER GUIDE

SCFHS iSupplier Portal Buyer Guide

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Creation Date: February 06,2024
Last Updated: March 28,2024
Document Ref: iSupplier
Version: V 1.0

1.0 Document Control

Change Record

Date	Author	Version	Change Reference
February 29,2024	Hani Rabaya'a	1.0	Document Creation

RACI Matrix

R: = Responsible (Signatures required) **A:** = Accountable **C:** = Consulted **I:** = Informed

Sr	Date	Name	Position	Approved code

Note To Holders:

If you receive an electronic copy of this document and print it out, please write your name on the equivalent of the cover page, for document control purposes.

If you receive a hard copy of this document, please write your name on the front cover, for document control purposes.

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2.0 Prospective Supplier Registration Page

Prospective Supplier Registration will be able to follow the below steps.

1. Login to the Saudi Commission for health Specialties portal URL (<https://scfhs.org.sa/en>).
2. Go to Suppliers Registration page

(https://erpdevapp.scfhs.org.sa/OA_HTML/jsp/pos/suppreg/SupplierRegister.jsp?oid=BDB7AF1018A39E4A&lang=US)

3. The first page will open which is Prospective Supplier Registration page as in the following picture.

Saudi Commission for Health Specialties | iSupplier Portal | Close | Settings

Basic Information | Company Details | Attachments | Step 1 of 3 | Next

Prospective Supplier Registration

* Indicates required field
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Supplier Name

Tax Country Saudi Arabia

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

* VAT Number

* Taxpayer ID

* Commercial Registration Number

Contact Information

Blank label for instruction text

* Email

* First Name

* Last Name

* Phone Area Code

* Phone Number

Phone Extension

Agreements

Below Agreements should be accepted to proceed

Agreements	Agreement Download	Attachment
<input type="checkbox"/> I accept the SCFHS Non-Disclosure agreement (NDA)	Download NDA Document	+

TIP Step 1 - Download the NDA document
 Step 2 - Sign the document and attach it back.

- Then the Supplier user should follow the Prospective Supplier registration detailed process steps in this document.

2.1 Basic Information

Company Details

Fill the company details in the company details section as the following example.

الهيئة السعودية للتخصصات الصحية
 Saudi Commission for Health Specialties

iSupplier Portal

Close | Settings

Basic Information | Company Details | Attachments

Prospective Supplier Registration

Step 1 of 3 [Next](#)

* Indicates required field
Blank label for instruction text

Company Details

At least one tax id is required to be able to complete the registration request.

* Supplier Name Sameer Company

Tax Country Saudi Arabia

* VAT Number 300062022611657

* Taxpayer ID 12345678

* Commercial Registration Number 233333333

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Fill all the following details:

- **Supplier Name:** enter the company or vendor name.
- **Tax Country :** select the name of the tax country from the attached list ,which the user will pay the tax on it.
- **VAT Number:** enter the VAT or tax number for the company.
- **Taxpayer ID:** enter the Taxpayer ID for the company which registered in the company registered certification document.
- **Commercial Registration No:** enter the Commercial registration number for the company.

Contact Information

In this section fill the person contact details or the company representative contact details as the following:

Contact Information

Blank label for instruction text

* Email sameer@gmail.com

* First Name Sameer

* Last Name jabri

* Phone Area Code 011

* Phone Number 2323322332323

Phone Extension 1

Fill the following contact or communications details:


- **Email:** enter the email address and it is required.
- **First Name:** enter the first name of the person and it is required.
- **Last Name:** enter the last name and it is required.
- **Phone Area Code:** enter the phone area code of the phone number and it is required.
- **Phone Number:** enter the phone number.
- **Phone Extension:** enter the phone extension.


Agreements

This section have a an Saudi Commission for Health Specialties documents (NDA) , it must be accepted and signed by the supplier side then he will attach again.

Agreements

Below Agreements should be accepted to proceed

* Agreements	Agreement Download	Attachment
<input type="checkbox"/> I accept the SCFHS Non-Disclosure agreement (NDA)	Download NDA Document	

 **TIP** Step 1 - Download the NDA document
Step 2 - Sign the document and attach it back.

Step 1 of 3 [Next](#)


By follow the below steps:

- 1- Click on **(Download NDA Document)** button to download the document and read it carefully and sign it.
- 2- Scan this signed document and then click on the Attachment icon **(+)** and attached it again
- 3- Click on **(Next)** button to go to the next company details page and we will show the details in the next section.

- Then the screen will be like this.

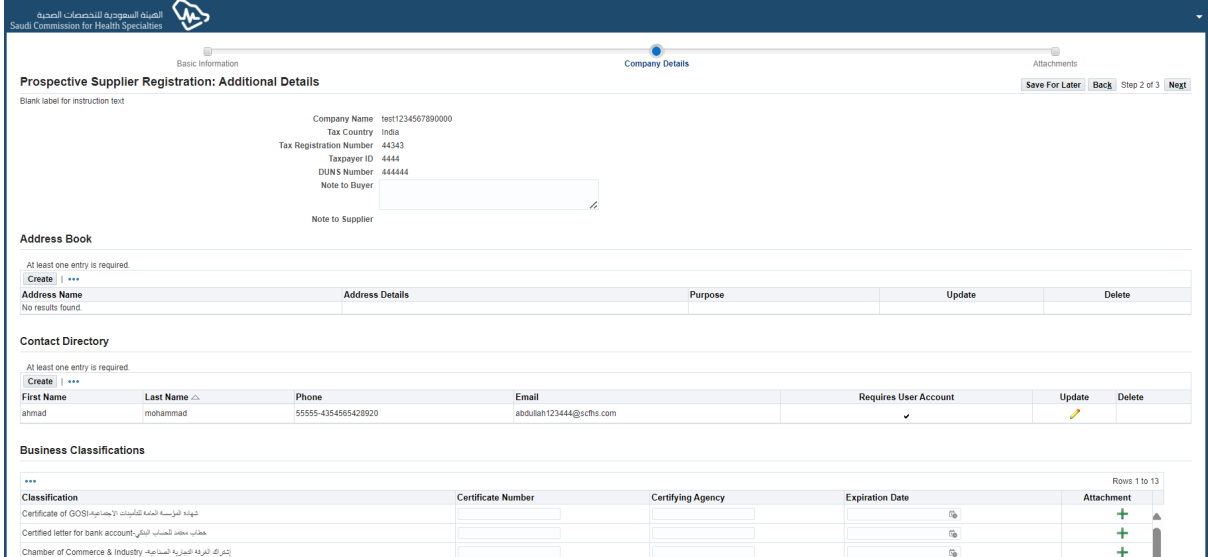
Agreements

Below Agreements should be accepted to proceed

* Agreements	Agreement Download	Attachment
<input checked="" type="checkbox"/> I accept the SCFHS Non-Disclosure agreement (NDA)	Download NDA Document	

2.2 Company Details

In this section we explain the company details page



Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name: test1234567890000
 Tax Country: India
 Tax Registration Number: 44343
 Taxpayer ID: 4444
 DUNS Number: 444444
 Note to Buyer:
 Note to Supplier:

Address Book

At least one entry is required.

[Create](#) | [***](#)

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

At least one entry is required.

[Create](#) | [***](#)

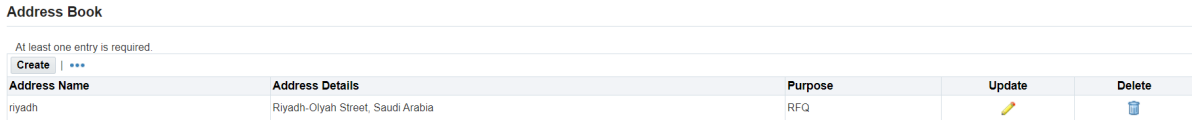
First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
ahmad	mohammad	55555-4354565428920	abduliah123444@schts.com	<input checked="" type="checkbox"/>	✎	✖

Business Classifications

Classification	Certificate Number	Certifying Agency	Expiration Date	Attachment
Certificate of GOSI - شهادة المؤسسة العامة للتأمينات الاجتماعية				+
Certified letter for bank account - خطاب معتمد للحساب البنكي				+
Chamber of Commerce & Industry - غرفة التجارة والصناعة				+

Address Book

The user can add the address details for the new supplies by navigate to Address Book section as in the below picture.



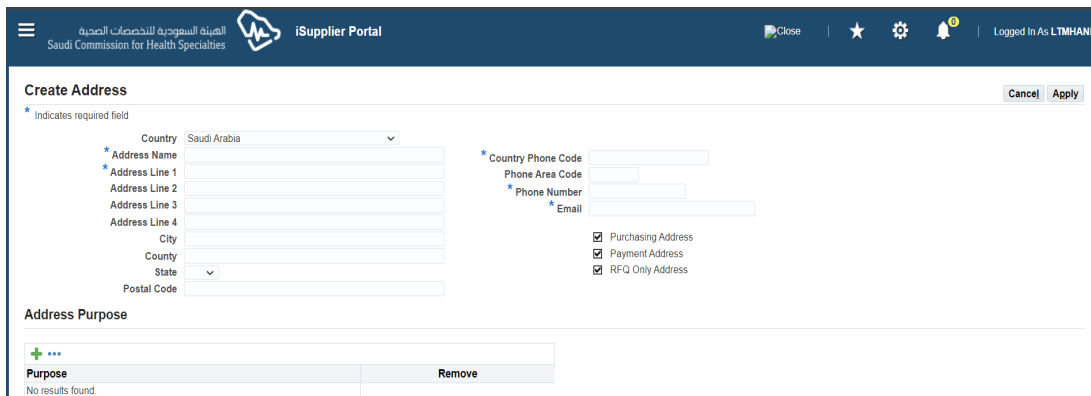
Address Book

At least one entry is required.

[Create](#) | [***](#)

Address Name	Address Details	Purpose	Update	Delete
riyadh	Riyadh-Olyah Street, Saudi Arabia	RFQ	✎	✖

Click on the **(Create)** button and then the next page will open.



Create Address

[Cancel](#) [Apply](#)

* Indicates required field

Country: Saudi Arabia

* Address Name:

* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

City:

County:

State:

Postal Code:

* Country Phone Code:

Phone Area Code:

* Phone Number:


* Email:

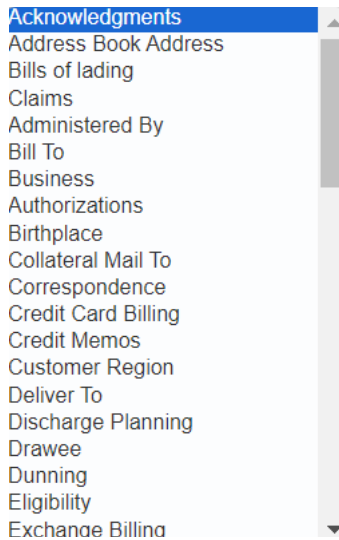
Purchasing Address
 Payment Address
 RFQ Only Address

Address Purpose

Purpose	Remove
No results found.	

The user should be filling the following details:

1. Country: enter the country name
2. Address Name: enter the name of the address
3. Address Line 1: enter more detail for the address.
4. City: select the city name from the attached list.
5. County: select the county name from attached list.
6. State: select the state name from attached list.
7. Phone Area Code: select the phone Area Code name from attached list.
8. Phone number: enter the phone number that will be the contact number for the supplier.
9. Email: enter the email address for sending and receiving documents and invitations from the procurement department in SCFHS.
10. Address purpose: the user should select the purpose of this address by clicking on () icon on the address purpose section and add the purpose from drop down list as in the below picture.



Then click (**Apply**) button.

Contact Directory

Navigate to Contact Directory section as in the next picture.

Contact Directory

At least one entry is required.

First Name	Last Name <small>△</small>	Phone	Email	Requires User Account	Update	Delete
Mohammed	Ahmad	011-2345678988	testing@scfhs.com	✓		

Click on (Create) button, the below page will open.

Create Contact

Cancel Apply

* Indicates required field

Contact Title	<input type="text"/>	Phone Area Code	<input type="text"/>
* First Name	<input type="text"/>	Phone Number	<input type="text"/>
Middle Name	<input type="text"/>	Phone Extension	<input type="text"/>
* Last Name	<input type="text"/>	* Mobile Code	<input type="text"/>
Alternate Name	<input type="text"/>	* Mobile number	<input type="text"/>
Job Title	<input type="text"/>		
Department	<input type="text"/>		
Contact Email	<input type="text"/>		
URL	<input type="text"/>		

Contact Purpose

+ ...	
Purpose	Remove

No results found

The user will fill all the required details for the contact as the following:

- First Name.
- Last Name.
- Mobile code.
- Mobile number.
- Contact Purpose.

The user will navigate to the (Supplier User Account) section as below picture:


Supplier User Account


Create User Account For The Contact

Click on the empty check box to create user account in the SCFHS application for login by the supplier user after it registered.

Navigate to (Addresses for the Contact) section as next picture.

Addresses For the Contact

Address Name	Address Details	Remove
<input type="text"/>		


In the (Address Name) field click on the list icon () and select the address from the popup list as below picture by clicking on select icon.

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By AddressName


Results

Select	Quick Select	AddressName	AddressDetails
<input type="radio"/>		riyadh	riyadh, SA

[About this Page](#)

After the selection of the address the page will be like the below picture.

Addresses For the Contact

















Address Name	Address Details	Remove
riyadh	riyadh, SA	

Click on (Apply) button.

Business Classifications

The user should fill all the certifications documents and details which required by SCFHS procurement department from a new supplier.
Navigate to the (Business Classifications) section as in the below Picture.

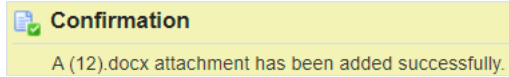
Business Classifications

Classification	Certificate Number	Certifying Agency	Expiration Date	Attachment
الصناعية Commercial License-الترخيص التجاري-23456	23456	MOC	30-03-2026 19:56:45	 
شهادة السجل التجاري-Commercial Registration Certificate				 
العنوان الوطني-National Address				 
نموذج التفويض-Power of Attorney for Authorized Signatory بالتوقيع				 
شهادة السعودية-Saudization Certificate				 
شهادة تسجيل المنشآت- Small and Med. Comp.Registr.Cert. الصغيرة والمتوسطة				 
بيان الدخل المالي للعام-Statement of Income for the last year الماضي				 
شهادة تسجيل علامة تجارية-Trademark Registration Certificate				 
شهادة تسجيل ضريبة القيمة المضافة-VAT Rigistration Certificate				 
شهادة الزكاة-Zakat Certificate				 

- The user should fill the below details:

- 1- Certification Number:** enter the certification number for each business classification document.

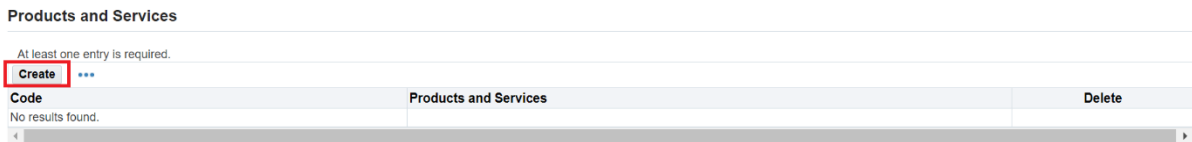
- 2- **Certifying Agency:** enter the issuing Agency or the organization name of the certification.
- 3- **Expiration Date:** enter the expiry date of the certification.
- 4- **Attachment:** upload the certification document and the below message will raise.



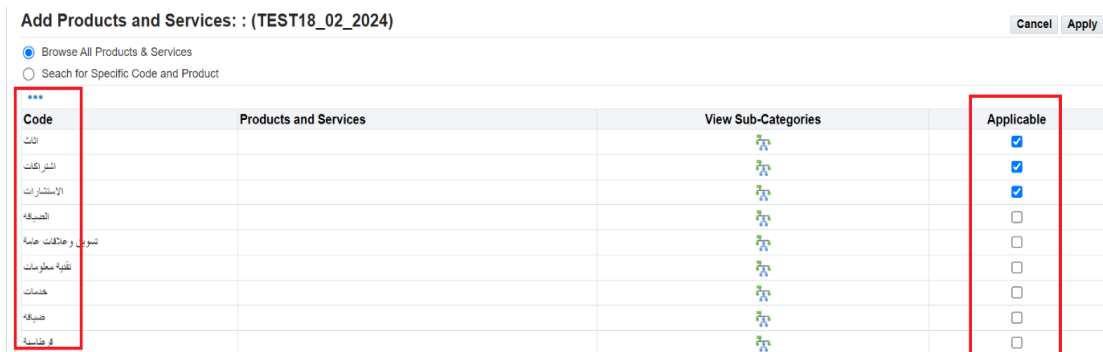
Products and Services

The user can select all products and services categories that the supplier should provide to SCFHS in the future by following these steps:

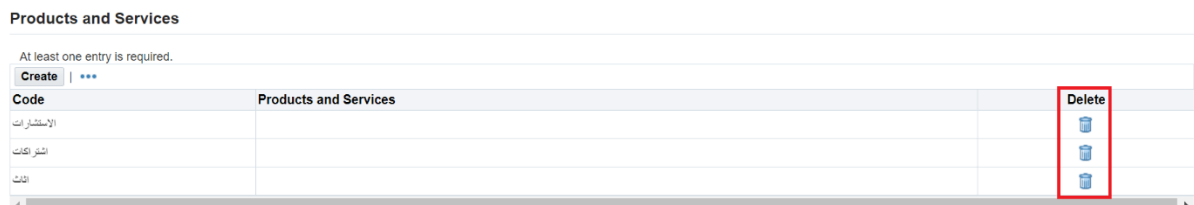
Navigate to the products and services section as next picture.



Click on (Create) button then the below page will open as in the next picture.



The user can select the codes of the categories by clicking and (Applicable) check box and then click on (Apply) button.
The page will be as below image.



The user can delete codes for the products and services by clicking on (Delete) icon any time later.


Banking Details

In this section the user should be fill the accounts and banking details for the supplier profile.

- Navigate to the (Banking details) section as below picture.

Banking Details

At least one entry is required.

Create 

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
No results found.								

Click on (Create) button to fill a new records for banking account details as in the next picture:

Create Bank Account Cancel Apply

* Indicates required field

Country: Saudi Arabia Account is used for foreign payments Account definition must include bank and branch information

Bank

Existing Bank
 New Bank

Bank Name

Bank Number

Tax Payer ID

[Show Bank Details](#)

Branch

Existing Branch
 New Branch

Branch Name

Branch Number

BIC

Branch Type: OTHER

[Show Branch Details](#)

Bank Account

Account Number: 123456789888

IBAN: SA00000000234567898989787667

Account Name

Currency: Saudi Riyal

[Hide Account Details](#)

Details

Alternate Account Name

Account Type

Description

End Date: 19-02-2020

Comments

Note to Buyer

The user should fill the following details:

- 1- **Bank Name:** select existing bank name from the list of Banks names which defined on the system or define new bank name.
- 2- **Branch Name:** select existing branch name from the list of Branches names which defined on the system or define new one.
- 3- **Bank Account details** like (Account number, IBAN number,....,etc.).

- Click (**Apply**) button and the page will be like the next picture.

Banking Details

At least one entry is required.

Create 

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove
123456789888	Saudi Riyal		بنك ساب		الرياض			

The user can update or delete these details by clicking on update icon to update the record or remove icon for deletion.

2.3 Attachments

Additional Attachments

The user can add attach documents in this section and send it to the SCFHS procurement department by follow these steps:

Navigate to the attachments section as below picture and click on (Go) button.

Attachments

Add Attachment Desktop Files **Go** ...

Name	Description	Attachment Category	Last Modified By	Last Modified Date	Repository	Details	Detach
No results found.							

The below page will open.

Add Attachment: Upload Desktop Files Cancel Apply

* Indicates required field

Destination

Folder Option: Default Folder
Repository: E-Business Suite

Desktop Files

File	Attachment Category	Name	Description
Choose File No file chosen	Miscellaneous		
Choose File No file chosen	Miscellaneous		
Choose File No file chosen	Miscellaneous		
Choose File No file chosen	Miscellaneous		
Choose File No file chosen	Miscellaneous		
Choose File No file chosen	Miscellaneous		

The user should click on (Choose File) button and select the file that will be attached and send with registration request. Click on (Apply) button then the page will be like the below image.

Attachments

Add Attachment Desktop Files **Go** ...

Name	Description	Attachment Category	Last Modified By	Last Modified Date	Repository	Details	Detach
A (12).docx		Miscellaneous	Rabayah, Hani	04-03-2024 10:00:36	EBS		

The supplier user then will submit the registration request for the SCFHS procurement departments then the the below Confirmation message will raise in the page to the user as the next picture.



Confirmation

Thank you for registering your company. Your registration has been submitted for approval and you will be notified of your registration status via email in due course.

And the supplier user will receive an email which confirm the submission of this request as in the next mail.

For Your Information: Default enterprise name Supplier Collaboration Network: Registration Submitted

 ERP Workflow Email Dev <wfmailerpdev@scfhs.org.sa>
To: Hani test Supp

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Tue 1/2/2024 03:15 م

To: **Hani test Supp**
Sent: **12-DEC-23 19:04:12**
ID: **2725350**

Your registration details have been submitted. Use this URL to track progress on this request.


[Prospective Supplier Registration Status Page](#)

After the SCFHS employee (Register) the Prospective Supplier registration request then the below mail will be send to the supplier user also for Confirmation of the Registration.

For Your Information: Default enterprise name Supplier Collaboration Network: Confirmation of Registration

 ERP Workflow Email Dev <wfmailerpdev@scfhs.org.sa>
To: HANI TEST SUPP

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Tue 1/2/2024 03:15 م

 Notification Detail.html
.html File

To: **HANI TEST SUPP**
Sent: **12-12-2023 19:08:54**
ID: **2725351**

You have been registered at Default enterprise name for access to their supplier collaboration network. You can log in with the username HanitestSupp@gmail.com.

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.
Contact for additional information.


Password Url: [Reset your password](#)

After the SCFHS procurement departments (**Approved**) the request of the Prospective Supplier registration request ,then the supplier user will receive a confirmation email as below then he can after participate in all purchasing activities in SCFHS organization.

For Your Information: Default enterprise name Supplier Collaboration Network: Registration Approval

 ERP Workflow Email Dev <wfmailerpdev@scfhs.org.sa>
To: HANI TEST SUPP

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Tue 1/2/2024 03:15 م

 Notification Detail.html
.html File

To: **HANI TEST SUPP**
Sent: **12-12-2023 19:08:54**
ID: **2725352**

Your request to register with Default enterprise name for access to their supplier collaboration network has been approved. You can log in with the username HANITESTSUPP@GMAIL.COM.

In order to generate/reset your password, please click the below link and follow the instructions. This link is only available for 240 minutes.

Contact Hani Rabayah() for additional information.
You are invited to join Oracle Supplier Network (OSN).

OSN is a free online service where a growing number of suppliers and buyers trade and maintain important trading partner relationships. With OSN organizations can accelerate supplier enablement, automate electronic document exchange and reduce costs.

Interested in finding out more about OSN? Visit <http://www.oracle.com/applications/procurement/supplierNetwork.html>

To register on OSN, please create an account at <http://osn.oracle.com/>

Once you register, you can

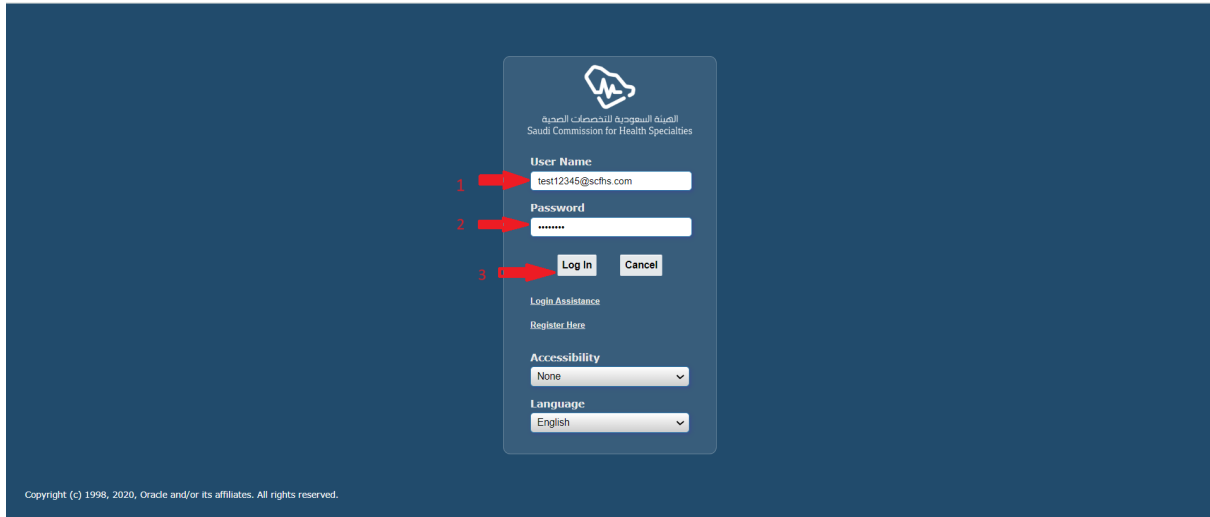
1. Find your trading partners and add them to your network
2. Invite users from your company to OSN and assign them responsibilities
3. Configure electronic document transactions supported by your organization

For more next steps, refer to the FAQ section on OSN.

Password Url: [Reset your password](#)

3.0 Supplier Portal Full Access Responsibility

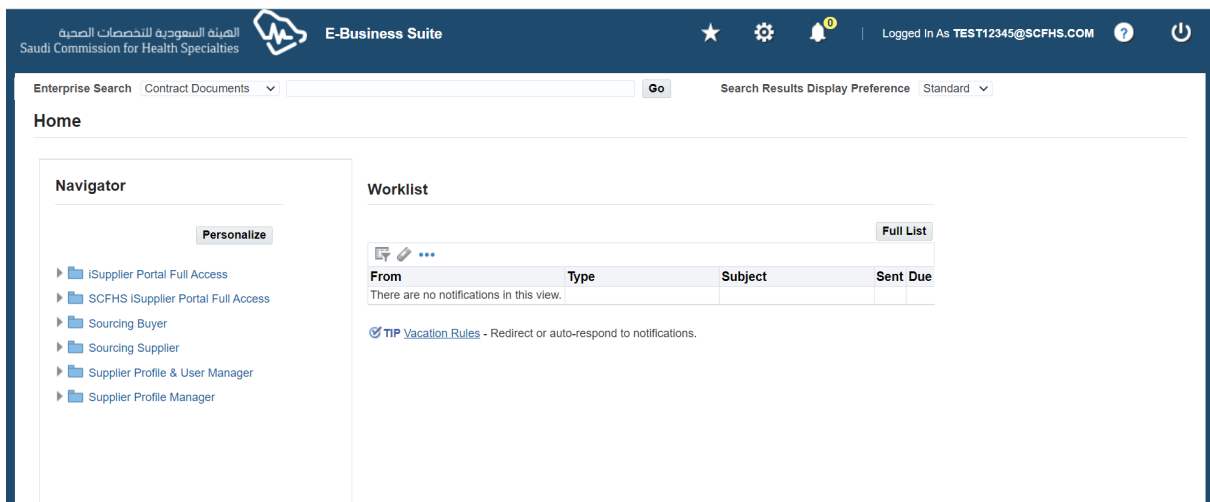
After the New Supplier request registered and approved by SCFHS purchasing department then the credential of the user of that supplier will be created on application and he can access this responsibility through SCHS portal by navigate to Suppliers Services then the below page will open as in the next picture.



The user should open the internet browser and open the oracle application URL and follow the following steps:

1. Enter the Username.
2. Enter the Password.
3. Click on the Login button.
- 4.

Then the page of the Supplier responsibilities will open as in the next picture.



The supplier user should navigate to the (iSupplier Portal Full Access) responsibility as the in the following picture.

E-Business Suite

 Logged In As: TEST12345@SCFHS.COM

Enterprise Search Contract Documents Go Search Results Display Preference: Standard

Home

Personalize Table Layout. (menuTable)

Navigator

Personalize "Navigator"

Personalize Table Layout. (headerTable)

Personalize

- Supplier Portal Full Access
- SCFHS (Supplier Portal Full Access)**
 - Home Page
 - Sourcing Buyer
 - Sourcing Supplier
 - Supplier Profile & User Manager
 - Supplier Profile Manager

Personalize "Worklist"

Worklist

Personalize "Notifications Worklist Function" Full List

Personalize "Notification List"

From	Type	Subject	Sent Due
There are no notifications in this view.			

TIP Vacation Rules - Redirect or auto-respond to notifications.

Table Diagnostics

The user should click on this responsibility then the main page will open as in the next picture.

Supplier Home Orders Shipments Finance Administration Manage Supplier Broker

Search: PO Number Go

Personalize "Home Page Top Container"

Personalize "Home Page Centre Column"

Notifications

Personalize "Notifications" Full List

Personalize "Notifications"

Subject	Date
No results found.	

Table Diagnostics

Purchase Orders Summary

Personalize "Purchase Orders Summary" Full List

Personalize Query: (PurPoOrdersQtyR)

Personalize "My Orders Summary"

PO Number	Description	Order Date
1700		09-05-2024 19:40:31
0000	TEB PO PDF	09-05-2024 10:55:34
0000	TE_03_2024	28-02-2024 11:54:43
0004	"QMS-001788	09-02-2024 11:28:19
0007	net	27-02-2024 11:30:19

Table Diagnostics

Shipments At A Glance

Personalize "Shipments At A Glance" Full List

Personalize Query: (PurPoShipQtyR)

Personalize "My Shipments Summary"

Shipment Number	Packing Slip	Shipment Date
12440		16-12-2023 09:37:34
1241		16-12-2023 09:55:03
2		17-12-2023 09:24:50
2		17-12-2023 09:47:41
1		17-12-2023 09:45:00

Table Diagnostics

Personalize "Home Page Right Column"

Planning

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Advance Receipts
- Advance Shipment Notices

Receipts and Returns

- Returns
- Returns
- On-Time Performance

Invoices

- Invoices

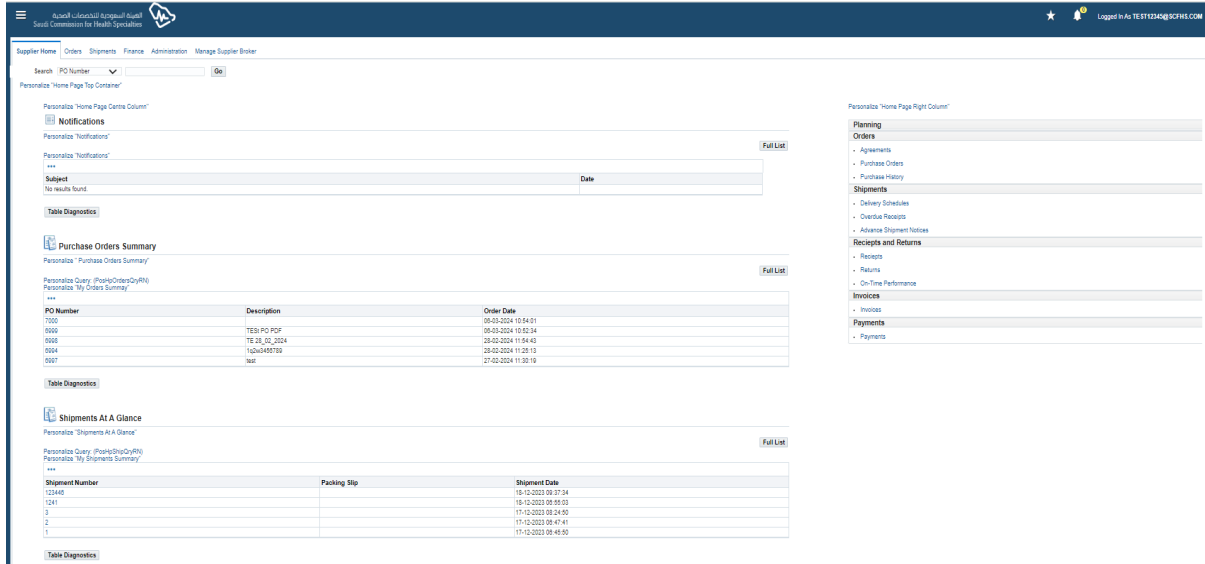
Payments

- Payments

3.1 Home Page

The Main page of this responsibility consist of the following:

1. **Supplier Home Page** : (Notifications list,Purchase Orders summary list,Shipments at a glance list.
2. **Other Pages** :(Orders,Shipments,Finance,Administration).



Supplier Home | Orders | Shipments | Finance | Administration | Manage Supplier Broker

Search PO Number

Personalize "Home Page Top Container"

Notifications

Personalize "Notifications"

Personalize "Notifications" [Full List](#)

Subject	Date
No results found.	

[Table Diagnostics](#)

Purchase Orders Summary

Personalize "Purchase Orders Summary" [Full List](#)

Personalize Query (POsByOrdersByRN)

Personalize "By Orders Summary"

PO Number	Description	Order Date
1000		18-02-2024 11:54:31
0000	TEB PO PDF	09-03-2024 10:52:34
0000	TE 20_2024	28-02-2024 11:54:43
0004	1264140199	28-02-2024 11:29:19
0007	nat	27-02-2024 11:30:19

[Table Diagnostics](#)

Shipments At A Glance

Personalize "Shipments At A Glance" [Full List](#)

Personalize Query (ShipShipByRN)

Personalize "By Shipments Summary"

Shipment Number	Packing Slip	Shipment Date
12345		18-12-2023 09:37:34
1241		18-12-2023 09:35:03
2		17-12-2023 09:24:50
1		17-12-2023 09:47:41
1		17-12-2023 09:45:50

[Table Diagnostics](#)

Personalize "Home Page Right Column"

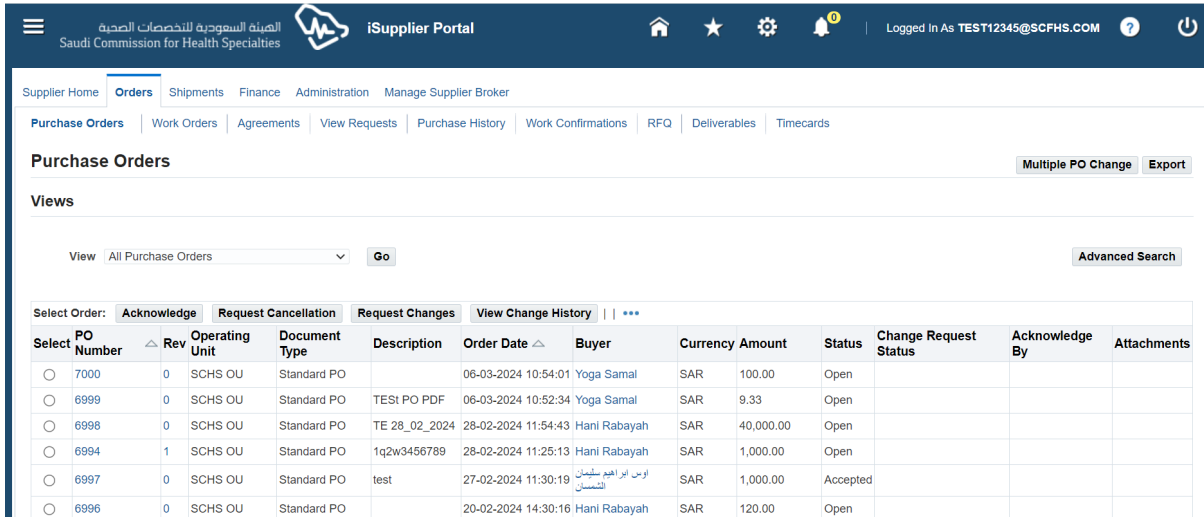
- Planning
- Orders
 - Agreements
 - Purchase Orders
 - Purchase History
- Shipments
 - Delivery Schedules
 - Order Receipts
 - Advance Shipment Notices
- Receipts and Returns
 - Returns
 - Returns
 - On-Time Performance
- Invoices
 - Invoices
- Payments
 - Payments

3.2 Orders Page

Purchase Orders

This tab is using to search for (**Purchase Orders**) details by follow these steps:

- Navigate to Orders tab like in the below picture:

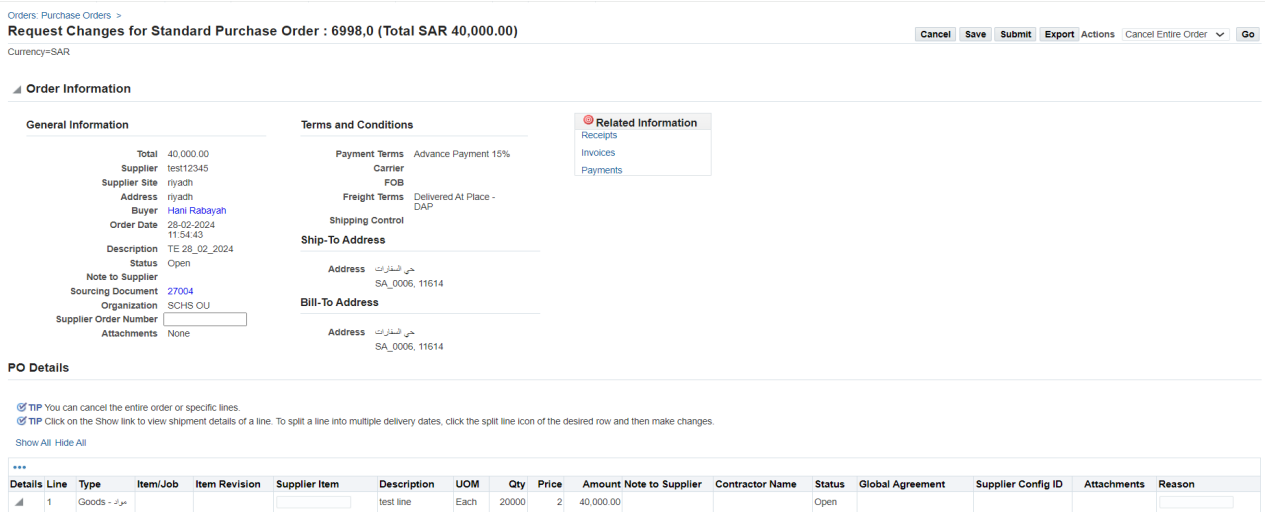


- The user of the Supplier can view all the PO's that awarded on from SCFHS side, then he can take any actions as the following:

1. Change requests on PO.
2. Acknowledge.
3. Cancel the PO.

Change Requests

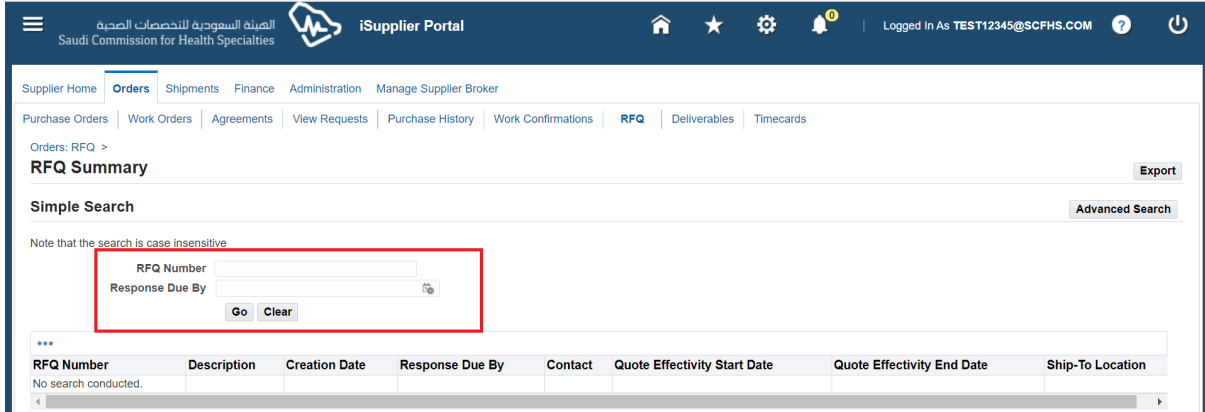
The user can create change request by navigate to the previous picture and select the PO and click on (Request Changes) button then the below page will open as in the next picture.



Then supplier can create a changes like (item Quantity,Promise date,...etc.)
The user should enter the change **(Action)** and **(Reason)** fields.
Select the Action from Action drop down list
Then submit these changes to SCFHS purchasing departments to accept these changes.

RFQ

The supplier can view the RFQ's which participate on it with SCFHS and required to response for by navigate to RFQ sub tab click on it then the next page will open.



The screenshot displays the 'iSupplier Portal' interface. The top navigation bar includes the Saudi Commission for Health Specialties logo and the text 'iSupplier Portal'. The user is logged in as 'TEST12345@SCFHS.COM'. The main menu shows 'Orders' as the active tab, with sub-tabs for 'Purchase Orders', 'Work Orders', 'Agreements', 'View Requests', 'Purchase History', 'Work Confirmations', 'RFQ', 'Deliverables', and 'Timecards'. The 'RFQ' sub-tab is selected, leading to the 'RFQ Summary' page. Below the navigation, there is a 'Simple Search' section with a note that 'the search is case insensitive'. The search form contains two input fields: 'RFQ Number' and 'Response Due By', followed by 'Go' and 'Clear' buttons. Below the search form is a table with columns: 'RFQ Number', 'Description', 'Creation Date', 'Response Due By', 'Contact', 'Quote Effectivity Start Date', 'Quote Effectivity End Date', and 'Ship-To Location'. The table currently shows 'No search conducted.'

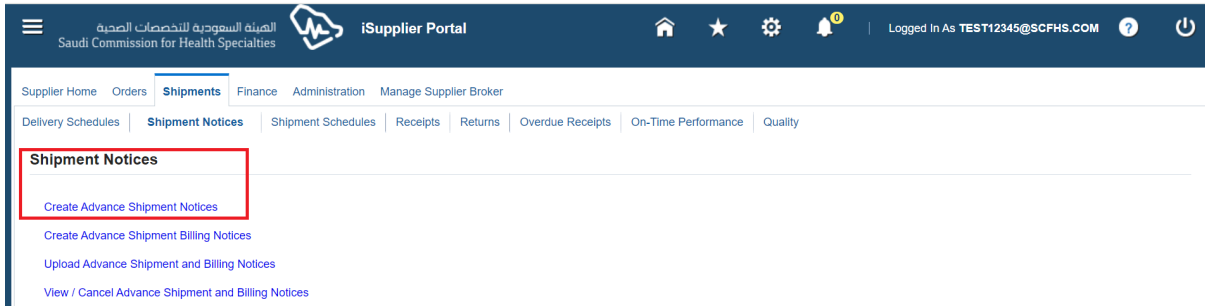
The user should enter the RFQ number and Response Due by date fields and click on **(Go)** button to see the result.

3.3 Shipments Page

Create Advance Shipment Notices

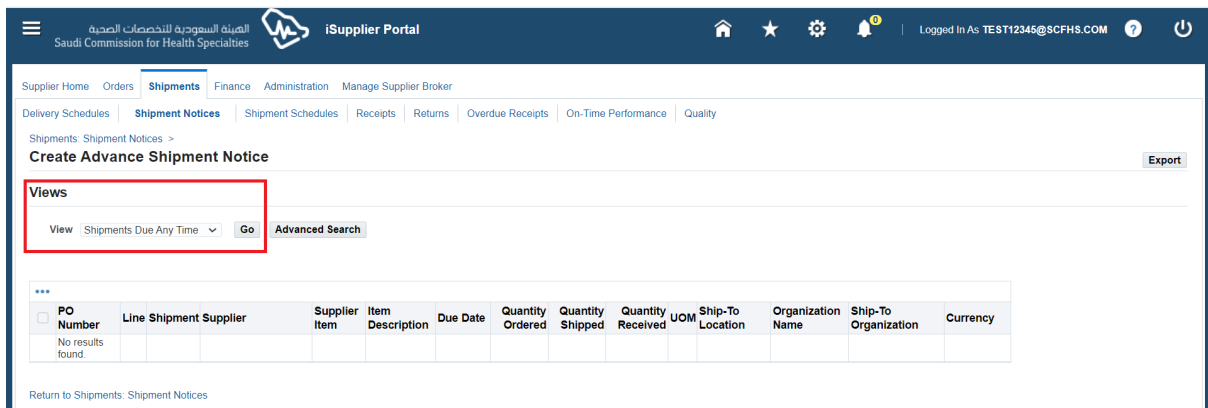
The supplier user can create advance shipment notices through SCFHS portal by follow the following steps:

1. Navigate to the (Shipments) tab and (Shipment Notices) sub tab.



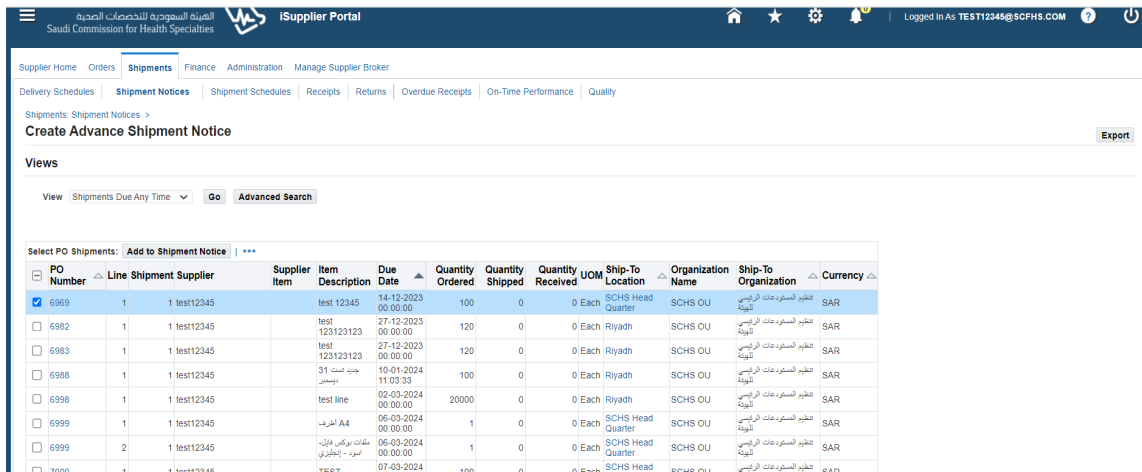
The screenshot shows the iSupplier Portal interface. The top navigation bar includes the Saudi Commission for Health Specialties logo and the text 'iSupplier Portal'. Below the navigation bar, there are several tabs: 'Supplier Home', 'Orders', 'Shipments', 'Finance', 'Administration', and 'Manage Supplier Broker'. Under the 'Shipments' tab, there are sub-tabs: 'Delivery Schedules', 'Shipment Notices', 'Shipment Schedules', 'Receipts', 'Returns', 'Overdue Receipts', 'On-Time Performance', and 'Quality'. The 'Shipment Notices' sub-tab is selected, and a red box highlights the 'Create Advance Shipment Notices' link. Other links visible include 'Create Advance Shipment Billing Notices', 'Upload Advance Shipment and Billing Notices', and 'View / Cancel Advance Shipment and Billing Notices'.

2. Click on (Create Advance Shipment Notices) URL, then the below page will open as in the next picture.



The screenshot shows the 'Create Advance Shipment Notice' page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are several tabs: 'Delivery Schedules', 'Shipment Notices', 'Shipment Schedules', 'Receipts', 'Returns', 'Overdue Receipts', 'On-Time Performance', and 'Quality'. The 'Shipment Notices' sub-tab is selected, and the page title is 'Create Advance Shipment Notice'. There is an 'Export' button on the right. Below the title, there is a 'Views' section with a dropdown menu showing 'Shipment Due Any Time' selected and a 'Go' button highlighted with a red box. There is also an 'Advanced Search' button. Below the 'Views' section, there is a table with the following columns: PO Number, Line, Shipment Supplier, Supplier Item, Item Description, Due Date, Quantity Ordered, Quantity Shipped, Quantity Received, UOM, Ship-To Location, Organization Name, Ship-To Organization, and Currency. The table is currently empty, with the text 'No results found.' displayed below it.

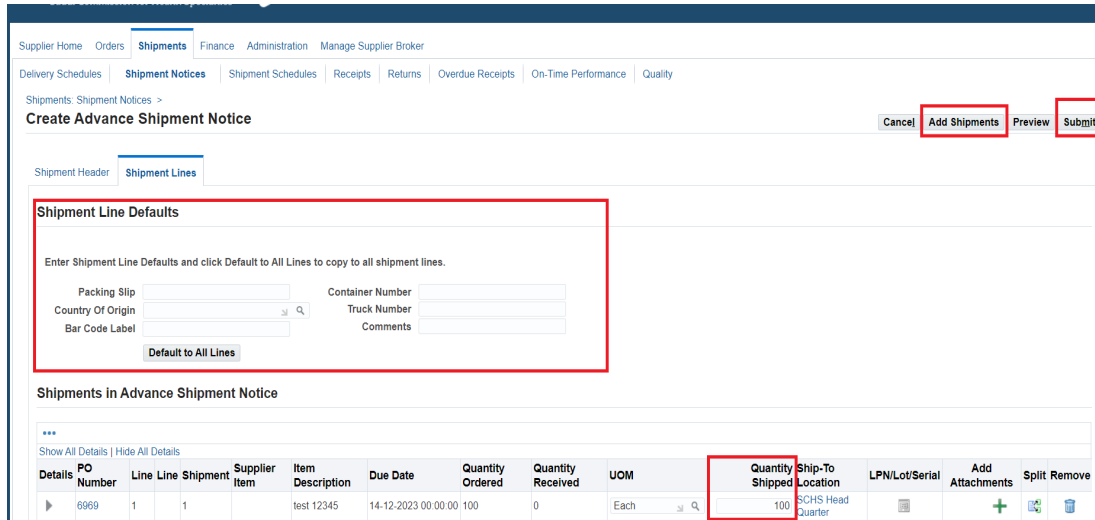
3. Select from View drop down list the option (Shipment Due Any time) and click on (Go) button then the below page will open.



The screenshot shows the 'Create Advance Shipment Notice' page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are several tabs: 'Delivery Schedules', 'Shipment Notices', 'Shipment Schedules', 'Receipts', 'Returns', 'Overdue Receipts', 'On-Time Performance', and 'Quality'. The 'Shipment Notices' sub-tab is selected, and the page title is 'Create Advance Shipment Notice'. There is an 'Export' button on the right. Below the title, there is a 'Views' section with a dropdown menu showing 'Shipment Due Any Time' selected and a 'Go' button highlighted with a red box. There is also an 'Advanced Search' button. Below the 'Views' section, there is a table with the following columns: PO Number, Line, Shipment Supplier, Supplier Item, Item Description, Due Date, Quantity Ordered, Quantity Shipped, Quantity Received, UOM, Ship-To Location, Organization Name, Ship-To Organization, and Currency. The table contains the following data:

PO Number	Line	Shipment Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
6969	1	1	test12345	test 12345	14-12-2023 00:00:00	100	0	0	Each	SCHS Head Quarter	SCHS OU	تقديم المستودعات الرئيسي	SAR
6982	1	1	test12345	test 123123123	27-12-2023 00:00:00	120	0	0	Each	Riyadh	SCHS OU	تقديم المستودعات الرئيسي	SAR
6983	1	1	test12345	test 123123123	27-12-2023 00:00:00	120	0	0	Each	Riyadh	SCHS OU	تقديم المستودعات الرئيسي	SAR
6988	1	1	test12345	31 حديد تحت ميسفر	10-01-2024 11:03:33	100	0	0	Each	Riyadh	SCHS OU	تقديم المستودعات الرئيسي	SAR
6998	1	1	test12345	test line	02-03-2024 00:00:00	20000	0	0	Each	Riyadh	SCHS OU	تقديم المستودعات الرئيسي	SAR
6999	1	1	test12345	الحرف A4	06-03-2024 00:00:00	1	0	0	Each	SCHS Head Quarter	SCHS OU	تقديم المستودعات الرئيسي	SAR
6999	2	1	test12345	ملفات بومكس A4- الورق - الخطري	05-03-2024 00:00:00	1	0	0	Each	SCHS Head Quarter	SCHS OU	تقديم المستودعات الرئيسي	SAR
7000	1	1	test12345	TEST	07-03-2024 00:00:00	100	0	0	Each	SCHS Head Quarter	SCHS OU	تقديم المستودعات الرئيسي	SAR

- The user should select the PO line and click on **(Add to Shipment Notice)** button to create ASN then the below page will open.



Supplier Home | Orders | **Shipments** | Finance | Administration | Manage Supplier Broker

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Shipments: Shipment Notices >

Create Advance Shipment Notice Cancel Add Shipments Preview Submit

Shipment Header | **Shipment Lines**

Shipment Line Defaults

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip Container Number

Country Of Origin Truck Number

Bar Code Label Comments

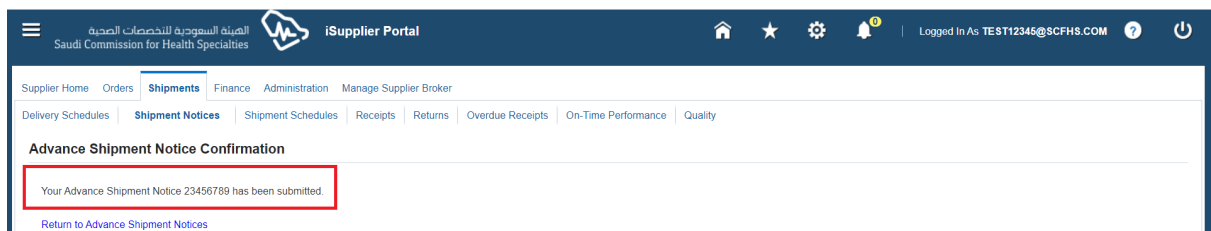
Shipments in Advance Shipment Notice

Show All Details | Hide All Details

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	6969	1	1		test 12345	14-12-2023 00:00:00	100	0	Each	100	SCHS Head Quarter		<input type="button" value="+"/>	<input type="button" value="📄"/>	<input type="button" value="🗑️"/>

The user should follow the following steps:

- The Shipment lines page will open as first page.
- Enter the shipment items quantity.
- Click on **(Add Shipments)** button if you want to add Another line.
- Navigate to shipment header page.
- Enter shipment number.
- Enter expected receipt date field.
- Enter shipment date.
- And fill other header details.
- Click on **(Submit)** button to submit the shipment to SCFHS for receiving then the below confirmation message will raise in the page.



Supplier Home | Orders | **Shipments** | Finance | Administration | Manage Supplier Broker

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Advance Shipment Notice Confirmation

Your Advance Shipment Notice 23456789 has been submitted.

[Return to Advance Shipment Notices](#)

View Advance Shipment Notices

The user can view the Advance shipment notices by navigate to **(Shipments)** tab then **(Delivery Schedules)** sub tab then the below page will open the below picture.

Supplier Home | Orders | **Shipments** | Finance | Administration | Manage Supplier Broker

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Delivery Schedules Export

Simple Search Advanced Search

Organization | Item Number
 PO Number | Ship-To Location
 Supplier Item | Promised Date (22-02-2024)
 Item Description | Need-By Date (22-02-2024)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
No search conducted.													

The user should enter the PO number or any field as search criteria and click on **(Go)** button and the result will be as in the next picture.

Supplier Home | Orders | **Shipments** | Finance | Administration | Manage Supplier Broker

Delivery Schedules | Shipment Notices | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance | Quality

Delivery Schedules Export

Simple Search Advanced Search

Organization | Item Number
 PO Number 6998 | Ship-To Location
 Supplier Item | Promised Date (22-02-2024)
 Item Description | Need-By Date (22-02-2024)

Organization	PO Number	Supplier Item	Item Description	UOM	Quantity Ordered	Quantity Received	Ship-To Location	Carrier	Item Number	Supplier Config ID	Supplier Location	Promised Date	Need-By Date
SCHS OU	6998		test line	Each	20000	0	Riyadh				test12345_riyadh	02-03-2024 00:00:00	

- Click on the PO number then the below page will open.

Shipments: Delivery Schedules >

Standard Purchase Order: 6998, 0 (Total SAR 40,000.00)
Actions | Request Changes | | Export

Currency= SAR

Order Information

General	Terms and Conditions	Summary
Total 40,000.00 Supplier test12345 Supplier Site riyyadh Supplier Contact Address riyyadh Buyer Hani Rabayah Order Date 28-02-2024 11:54:43 Description TE_28_02_2024 Status Open Note to Supplier Operating Unit SCHS OU Sourcing Document 27004 Supplier Order Number Attachments None	Payment Terms Advance Payment 15% Carrier FOB Freight Terms Delivered At Place - DAP Shipping Control Ship-To Address Address حي سفارت SA_0006, 11614 Bill-To Address Address حي سفارت SA_0006, 11614	Total 40,000.00 Received 0.00 Invoiced 0.00 Payment Status Not Paid

PO Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods - مواد			test line	Each	20000	2	40,000.00	Open		

- Then navigate down to PO details and click on arrow then the below page will open and it will show the Shipments details.

General
 Total: 40,000.00
 Supplier: test12345
 Supplier Site: riadh
 Supplier Contact: riadh
 Address: riadh
 Buyer: Hani Rabayah
 Order Date: 26-02-2024 11:54:43
 Description: TE_26_02_2024
 Status: Open
 Note to Supplier: Operating Unit: SCHS OU, Sourcing Document: 27004, Supplier Order Number: Attachments: None

Terms and Conditions
 Payment Terms: Advance Payment 15%
 Carrier: FOB
 Freight Terms: Delivered At Place - DAP
 Shipping Control
Ship-To Address
 Address: حي الفارات, SA_0006, 11614
Bill-To Address
 Address: حي الفارات, SA_0006, 11614

Total	40,000.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods - مورد			test line	Each	20000	2	40,000.00	Open		

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	Riyadh	20000			0.00			02-03-2024 00:00:00			Open				

Return to Shipments: Delivery Schedules

Actions Request Changes Go Export

- The user can create change request or cancel the shipments from **(Action)** drop down list as in the next page.

General
 Total: 40,000.00
 Supplier: test12345
 Supplier Site: riadh
 Supplier Contact: riadh
 Address: riadh
 Buyer: Hani Rabayah
 Order Date: 26-02-2024 11:54:43
 Description: TE_26_02_2024
 Status: Open
 Note to Supplier: Operating Unit: SCHS OU, Sourcing Document: 27004, Supplier Order Number: Attachments: None

Terms and Conditions
 Payment Terms: Advance Payment 15%
 Carrier: FOB
 Freight Terms: Delivered At Place - DAP
 Shipping Control
Ship-To Address
 Address: حي الفارات, SA_0006, 11614
Bill-To Address
 Address: حي الفارات, SA_0006, 11614

Total	40,000.00
Received	0.00
Invoiced	0.00
Payment Status	Not Paid

PO Details

Show All Details | Hide All Details

Details Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason
1	Goods - مورد			test line	Each	20000	2	40,000.00	Open		

Shipments

Shipment	Ship-To Location	Qty			Amount			Promised Date	Need-By Date	Payment Status	Status	Supplier Line	Split	Reason	Attachments
		Ordered	Received	Invoiced	Ordered	Received	Invoiced								
1	Riyadh	20000			0.00			02-03-2024 00:00:00			Open				

Return to Shipments: Delivery Schedules

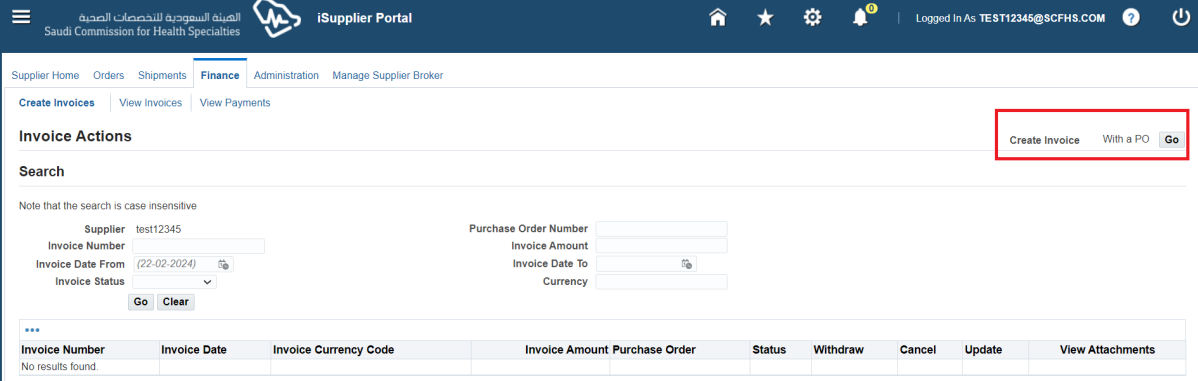
Actions Request Changes Go Export
 Request Changes
 Request Cancellation
 View Change History
 Printable View
 View Related Contracts
 View Receipts
 View Invoices
 View Payments
 View Shipments

- Click on **(Go)** button.

3.3 Finance Page

Create Invoices

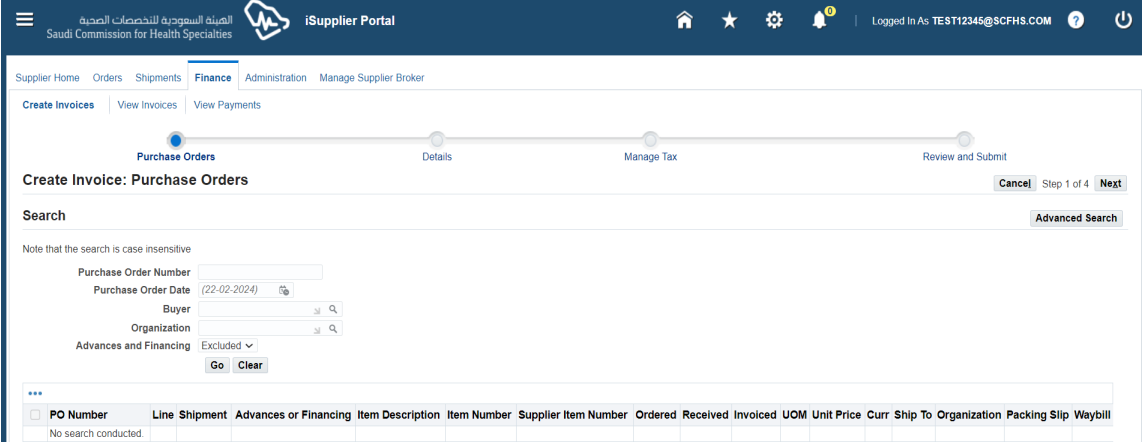
After The Supplier ship the items to the SCFHS then the user can create invoice by navigate to the Finance tab and click on **(Create invoice)** sub tab the the below picture will open.



The screenshot shows the 'iSupplier Portal' interface. The 'Finance' tab is selected, and the 'Create Invoices' sub-tab is active. A red box highlights the 'Create Invoice' button, which is accompanied by a 'With a PO' link and a 'Go' button. Below this, there is a search section with various input fields for Supplier, Invoice Number, Invoice Date, Purchase Order Number, Invoice Amount, Invoice Date To, and Currency. A table below the search section shows 'No results found'.

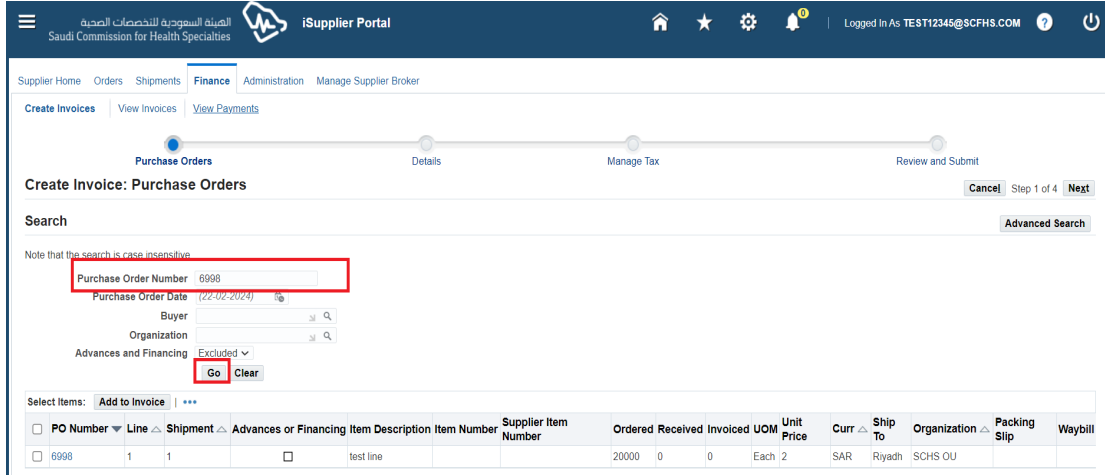
- The user should follow the below steps:

1. Click on Create invoice **(Go)** button, then the next page will open



The screenshot shows the 'Create Invoice: Purchase Orders' page. A progress bar at the top indicates the current step is 'Purchase Orders', with other steps being 'Details', 'Manage Tax', and 'Review and Submit'. The search section includes fields for Purchase Order Number, Purchase Order Date, Buyer, and Organization. There is also a section for 'Advances and Financing' with a dropdown menu set to 'Excluded'. A 'Go' button is visible at the bottom of the search section. Below the search section, a table header is visible with columns: PO Number, Line, Shipment, Advances or Financing, Item Description, Item Number, Supplier Item Number, Ordered, Received, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Waybill. The table content shows 'No search conducted'.

2. Search for the Purchase order that you want to create invoice against it by enter the PO number in search fields and click **(Go)** button as in the next picture.



Supplier Home Orders Shipments **Finance** Administration Manage Supplier Broker

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

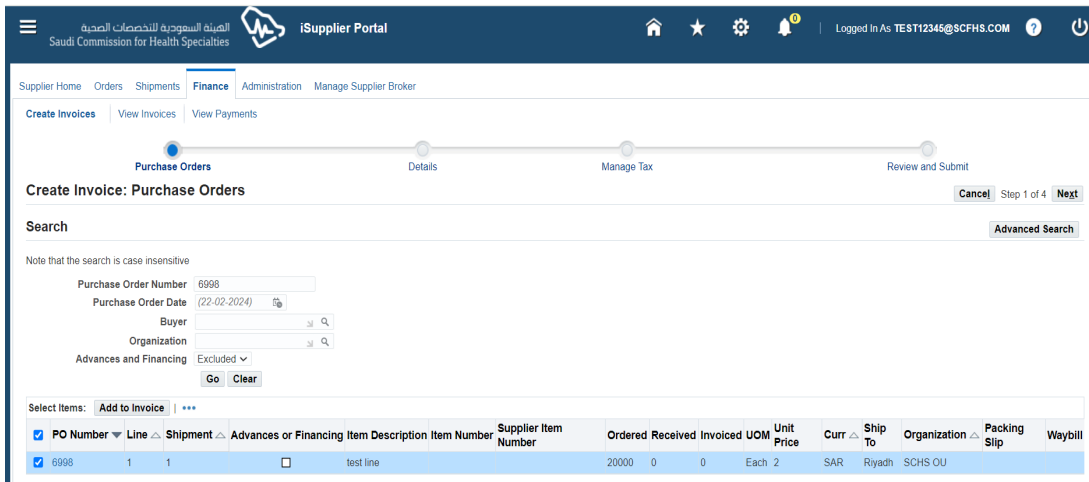
Organization

Advances and Financing

Select Items: | ***

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	6998	1	1	<input type="checkbox"/>	test line		20000	0	0	Each	2	SAR	Riyadh	SCHS OU		

3. Select the PO number from the table of the search result



Supplier Home Orders Shipments **Finance** Administration Manage Supplier Broker

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Purchase Orders Cancel Step 1 of 4 Next

Search Advanced Search

Note that the search is case insensitive

Purchase Order Number

Purchase Order Date

Buyer

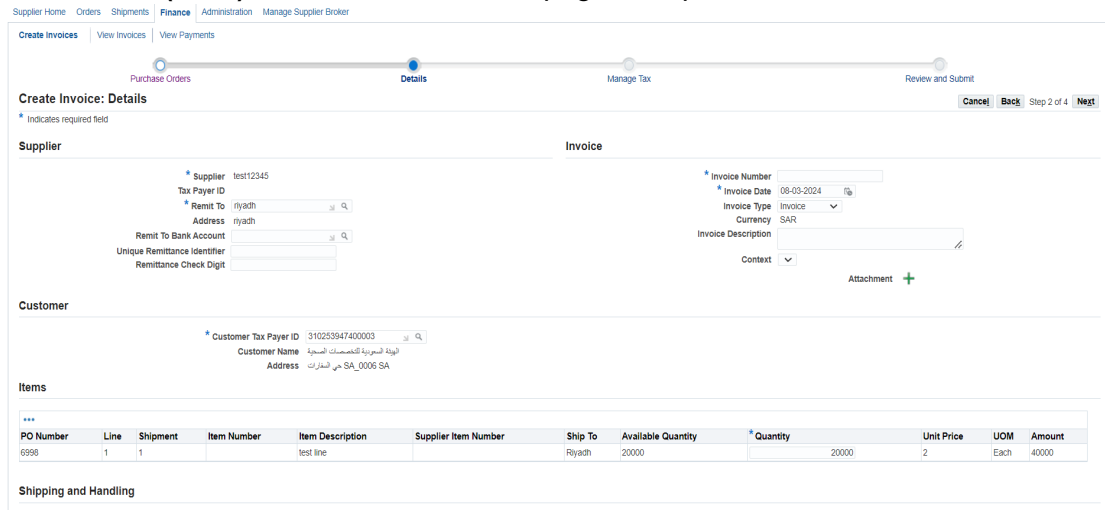
Organization

Advances and Financing

Select Items: | ***

<input checked="" type="checkbox"/> PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	6998	1	1	<input type="checkbox"/>	test line		20000	0	0	Each	2	SAR	Riyadh	SCHS OU		

4. Click on **(Next)** button, then the below page will open



Supplier Home Orders Shipments **Finance** Administration Manage Supplier Broker

Create Invoices View Invoices View Payments

Purchase Orders **Details** Manage Tax Review and Submit

Create Invoice: Details Cancel Back Step 2 of 4 Next

* Indicates required field

Supplier Invoice

* Supplier test12345

Tax Payer ID

* Remit To

Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

* Invoice Number

* Invoice Date

Invoice Type

Currency

Invoice Description

Context

Attachment

Customer

* Customer Tax Payer ID

Customer Name

Address

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	* Quantity	Unit Price	UOM	Amount	
6998	1	1		test line		Riyadh	20000		20000	2	Each	40000

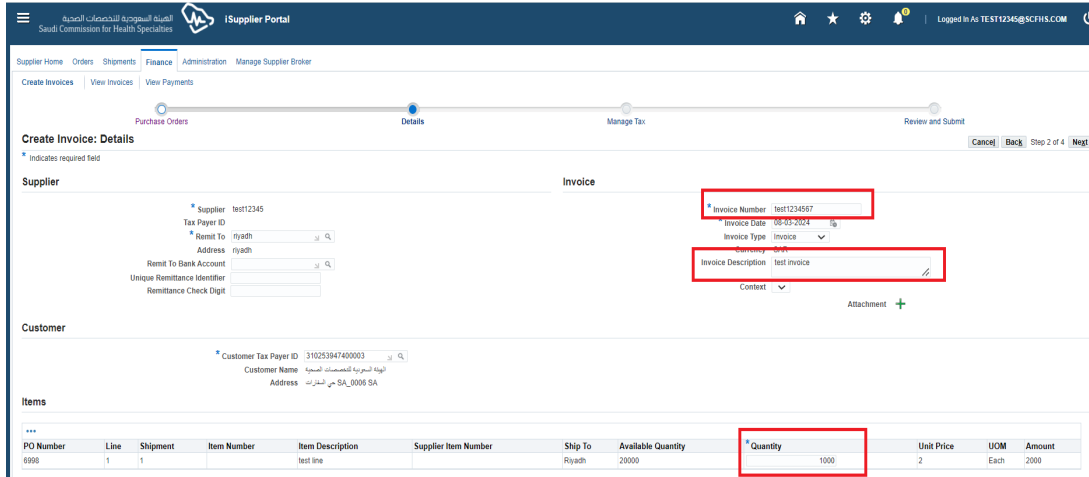
Shipping and Handling

5. The user should fill the following fields:

Invoice number.

Description : enter the description of the invoice

Quantity:enter the shipment quantity.
Other invoice details.



Supplier Portal

Supplier Home | Orders | Shipments | Finance | Administration | Manage Supplier Broker

Create Invoices | View Invoices | View Payments

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Details

Supplier

Supplier: test12345
 Tax Payer ID: Riyadh
 Remit To: Riyadh
 Address: Riyadh
 Remit To Bank Account: Riyadh
 Unique Remittance Identifier: Riyadh
 Remittance Check Digit: Riyadh

Customer

Customer Tax Payer ID: 310253947400003
 Customer Name: الهيئة السعودية للخصصات الصحية
 Address: من الرياض SA_0006 SA

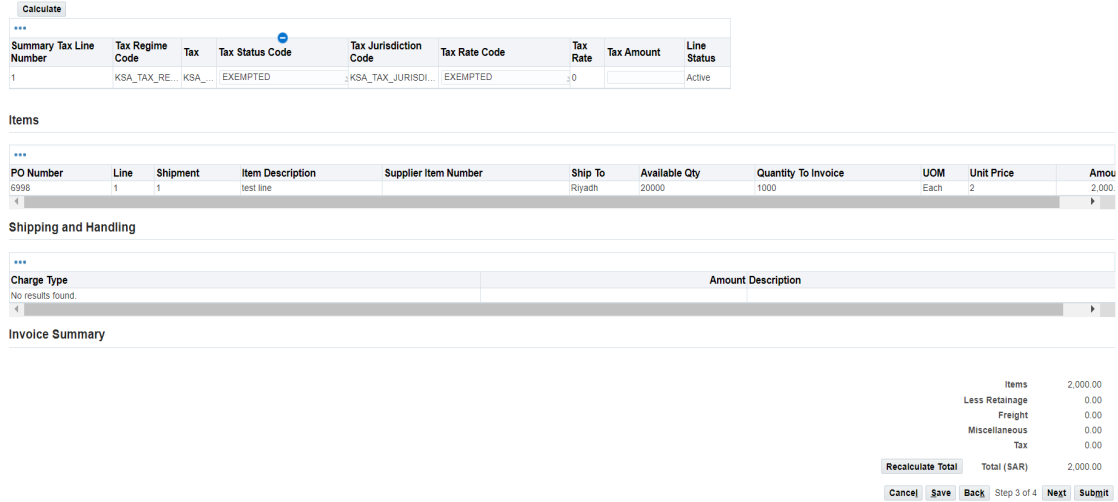
Invoice

Invoice Number: test1234567
 Invoice Date: 08-03-2024
 Invoice Type: Invoice
 Invoice Description: test invoice
 Context: [dropdown]
 Attachment: +

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
6998	1	1		test line		Riyadh	20000	1000	2	Each	2000

6. Click on next button the the below page will open.



Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	KSA_TAX_RE...	KSA...	EXEMPTED	KSA_TAX_JURISDI...	EXEMPTED	0		Active

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
6998	1	1	test line		Riyadh	20000	1000	Each	2	2,000

Shipping and Handling

Charge Type	Amount	Description
No results found.		

Invoice Summary

Items	2,000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Recalculate Total	Total (SAR) 2,000.00

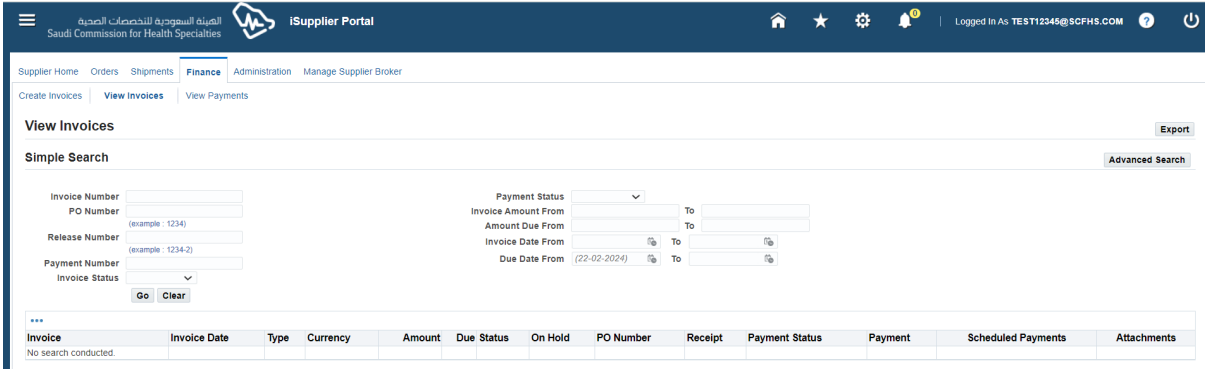
Cancel | Save | Back | Step 3 of 4 | Next | Submit

7. Click (Submit) button to submit the invoice for the SCFHS finance department to approve and pay it.

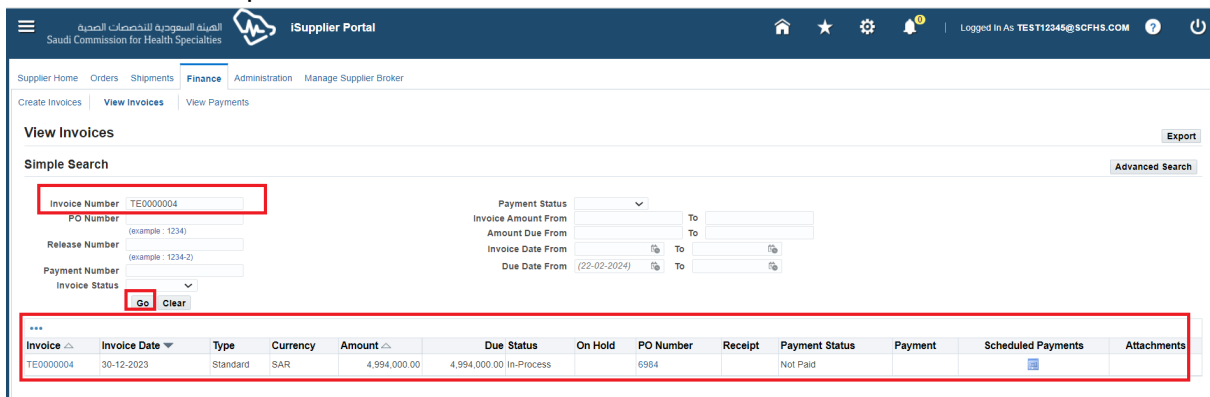
View Invoices

The user can view and check all invoices that created before by follow the following steps:

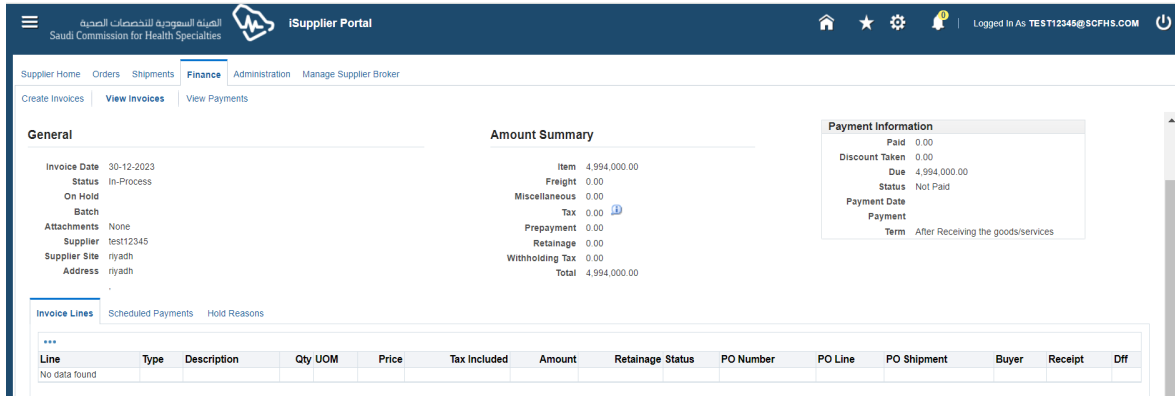
1. Navigate to **(Finance)** tab then to **(View Invoices)** sub tab and the below page will open.



2. Enter one of the search criteria fields and click **(Go)** button, then the below page will be like the next picture.



- Click on the invoice number to the details of the invoice as in the next picture.



3.6 Administration Page

The Supplier user can update his profile information and details by follow the following steps.

1. Navigate to **(Administartion tab)** tab then the below page will open.

The screenshot displays the iSupplier Portal interface. The top navigation bar includes the Saudi Commission for Health Specialties logo, the text 'iSupplier Portal', and user information 'Logged In As TEST12345@SCFHS.COM'. The main navigation menu is located below the header, with 'Administration' selected. A sidebar on the left, titled 'Profile Management', lists various options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. The 'General' section is active, showing fields for Organization Name (test12345), Supplier Number (2442), DUNS Number, Tax Registration Number (11223344556677), Alias, Parent Supplier Name, Parent Supplier Number, and Country of Tax Registration. Below this is an 'Attachments' section with a 'View' filter set to 'All' and a 'Go' button. At the bottom, there is an 'Add Attachment' section with a 'Desktop Files' dropdown and a 'Go' button. A table with columns 'Name', 'Description', 'Attachment Category', 'Last Modified By', 'Last Modified Date', 'Repository', 'Details', and 'Detach' is shown, with the message 'No results found.' below it.

- Then the user can navigate between different details of the Company profile and update his profile information and all these details we explain in detaild steps.

4.0 Open and Closed Issues

4.1 Open Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date

4.2 Closed Issues

ID	Issue	Resolution	Responsibility	Target Date	Impact Date