

شركة المياه الوطنية
National Water Company



I-SUPPLIER MANUAL

i-Supplier Module

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Terms Used in the User Manual:

1. NWC: National Water Company.
 - a. <http://www.nwc.com.sa/English/Pages/default.aspx>
2. PO: Purchase Order
3. WC: Work Confirmation
 - a. Work Confirmation is a mechanism that allows suppliers to confirm on the progress they have made against the request for delivering goods or services received for the Projects

Introduction to iSupplier

NWC Oracle iSupplier Portal (iSupplier) is an internet based interface that provides our supply base with real-time information from our Oracle procure to pay environment. Through this site a supplier is given instant visibility to standard (spot) purchase orders, blanket agreements, blanket releases, receipts, Work Confirmations and other administrative information including invoices and payments. The end result of this access is the increased ability of NWC and our suppliers to communicate more effectively with the same level of information providing the means for a successful partnership.

i-Supplier will be the primary way that you will be able to answer the following questions:

- What has been ordered from NWC?
- How do I raise a Work confirmation?
- When has the receiving been done by NWC?
- When did I invoice NWC?
- How much was I paid?
- When was I paid?
- What was I paid for?
- Who from my company has access to iSupplier?

Note: *By using iSupplier, your information will not be shared with other persons or companies. We limit access to your information and use safeguards to protect it. We restrict access to your non-public personal information to our employees who must use it to provide a service. Our employee use of the information is limited by law and written agreements where appropriate. In addition, our employees are also required to adhere to high standards of ethics and integrity in performing their jobs as documented in NWC employee code of conduct. NWC personnel will not have access to your bank account information. These security measures help ensure that your data is secured and encrypted.*

Requirements/Software Recommendations

Accessing NWC Oracle iSupplier portal has few computer related requirements. These requirements consist of:

- Internet Connection 1 Mbps or Above
- Web Browser – Microsoft’s Internet Explorer (version 10 or later) or compatible browsers



The use of pop-up blockers will negatively affect the use of iSupplier. Please allow for special exceptions in the blocking software in order to allow full access to the portal

Navigation Tips

The following information will assist you while navigating through iSupplier.

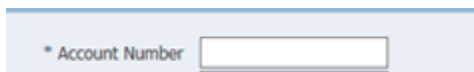
Back Button of the Browser



Do not use the Back button on your browser. This can cause errors in the application.

Various Icons

An asterisk {*} prior to a field name indicates that the field is required and must be populated with the information requested.



The pencil icon allows you to make field updates.



Click on the calendar icon to select a date.

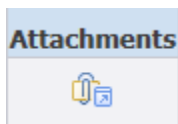
Start Date	End Date	F
20-Nov-2014		1
22-Nov-2014		2

The magnifying glass icon allows you to search a field for a list of values. If you know the field value, begin typing it and click the tab key. The field will populate. If you do not know the value, click the magnifying glass icon. The Search and Select screen will populate. Click Go for the list of values. Click Quick Select to populate the value in the field.



[%] Use the percent sign % to perform a search with incomplete information.

Example: To search for Abdulrahman Fahad Alhaqbani, type either: Abdulrahman % or % Alhaqbani or Abdulrahman% Fahad% Alhaqbani . We refer to this functionality as a Wildcard search.



This means there is an attachment in the field. Click on the same to review or update the attachment. iSupplier allows Text,URL or File as a Attachment.

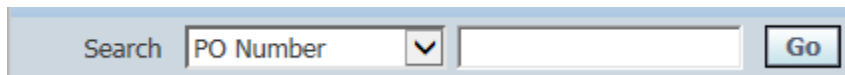
Export

This feature lets you export the Search results in the .tsv format.



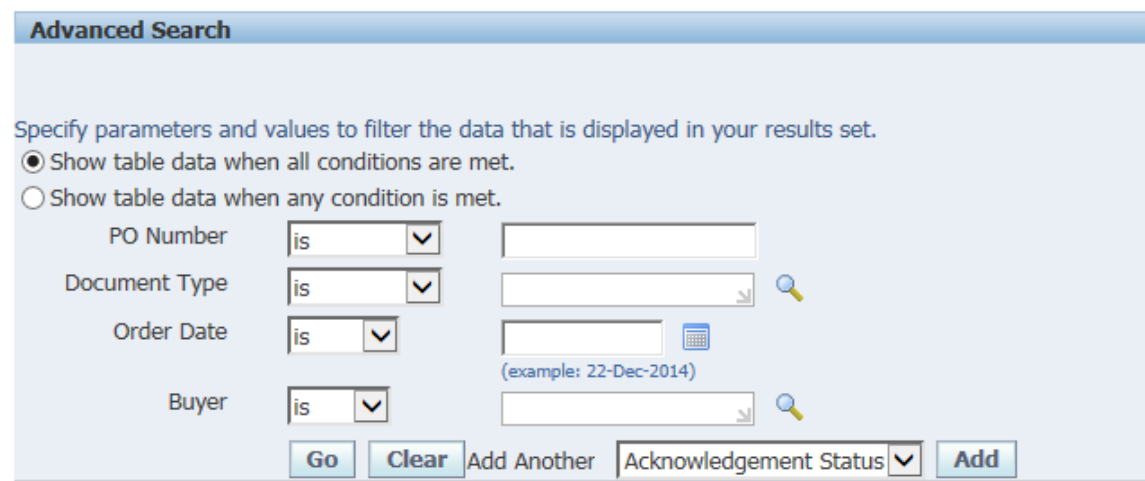
This can be opened in the excel format and further analysis.

Search Features



Simple Search: From the Home Page click the Full List button, located under Orders at a Glance. This feature allows you to search for the following: All Purchase Orders, Purchase Orders to Acknowledge and Purchase Orders Pending Supplier Change.

Advanced Search



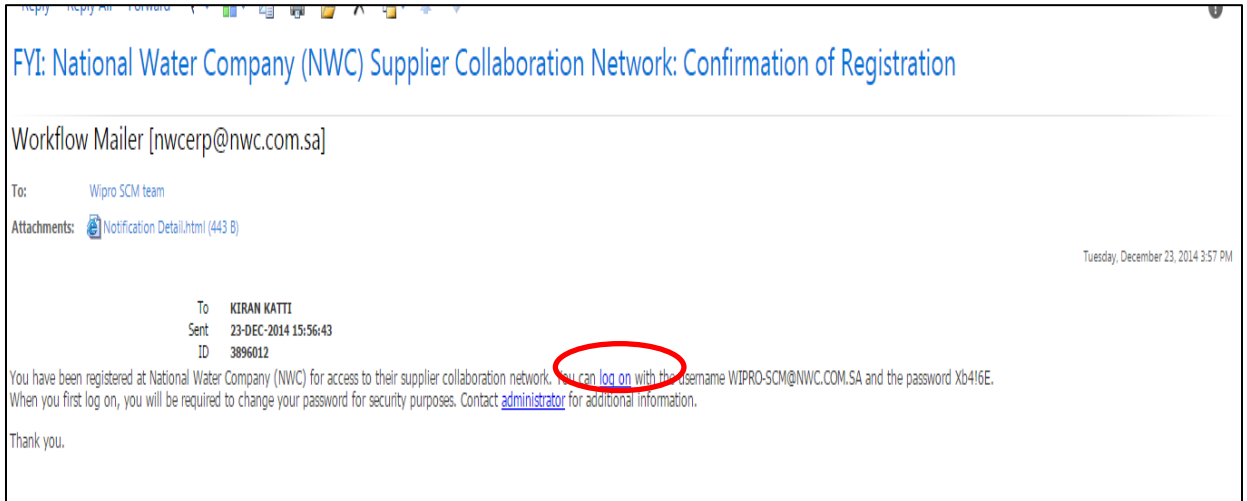
Advanced Search: From the Home Page click the Full List, located under Orders at a Glance, Then click on the Advanced Search button. Enter the search criteria. Select the applicable field, show data when any/all conditions are met.

Introducing iSupplier

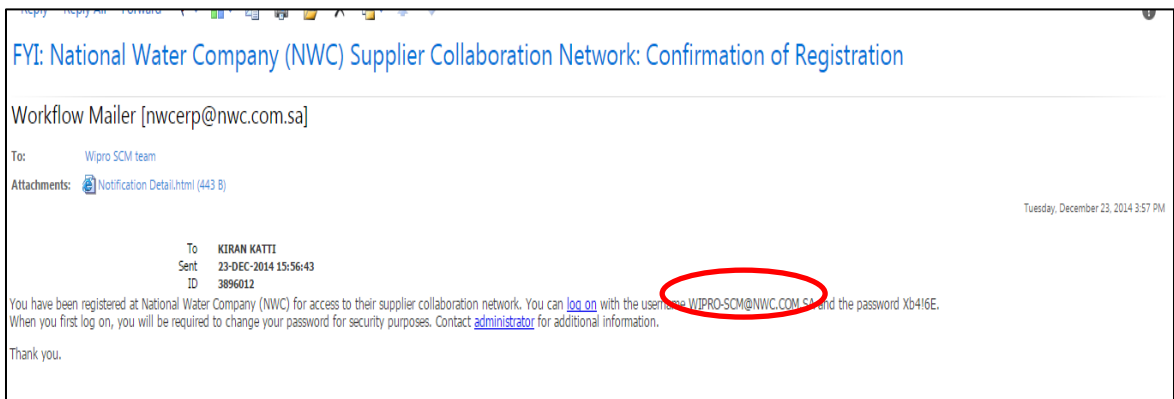
Supplier Login

You will receive an e-mail from NWC that contains the URL to iSupplier. The subject line will display:
FYI:NWC Corporation Supplier Collaboration Network: Confirmation of Registration

1. Click on the log on link within the email.



2. Log on to iSupplier using your Username and your password that was provided to you in the Registration Notice sent via email



3. You will be immediately prompted to change your password. Enter the current password.
NOTE: Passwords must be at least 5 characters long

4. Enter a new password. Re-enter the new password. Click Apply.

The screenshot shows the Oracle Change Password form. It includes fields for Current Password, New Password, and Re-enter New Password, each with a password mask. A note states "Password must be at least 5 characters long." There are Submit and Cancel buttons. The Oracle logo and a Logout link are at the top right. Footer links include "About this Page", "Privacy Statement", and "Logout". Copyright information is at the bottom right.

Basic Overview of the iSupplier Homepage

The iSupplier Portal Homepage will look like the screen shot below, consisting of several elements to aid in "At A Glance" reviews and various arrays of buttons/links to aid in navigating the portal.

The screenshot shows the Oracle iSupplier Portal homepage. It features a navigation menu with links for Home, Orders, Shipments, Finance, and Admin. A search bar is present with a dropdown menu set to "PO Number" and a "Go" button. The main content area includes a "Notifications" section, an "Orders At A Glance" table, and a sidebar with links for Orders, Receipts, Invoices, and Payments. Five numbered callouts (1-5) highlight specific elements: 1 points to the Oracle logo, 2 to the search bar, 3 to the sidebar menu, 4 to the Notifications section, and 5 to the Orders At A Glance table.

PO Number	Description	Order Date
101140344	TEST iSupplier	19-Nov-2014 13:01:00
101140343		19-Nov-2014 10:28:35
101140340		19-Nov-2014 10:05:04
101140337		19-Nov-2014 06:37:30
101140336	Complex PO testing all Scenario	18-Nov-2014 13:08:33

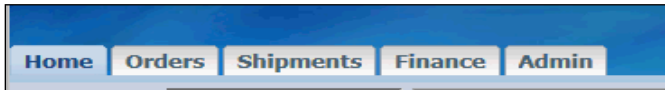
The homepage consists of the following elements:

Global Buttons – Home, Logout, Preferences, and Help.

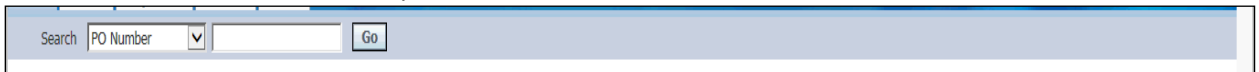


- Home – Returns the user to the main portal where they can select another responsibility or application.
- Logout – Logs the user out of NWC Oracle iSupplier Portal
- Preferences – Displays the users Preferences page (time zone, password, etc)
- Help – Access Oracle’s help index page

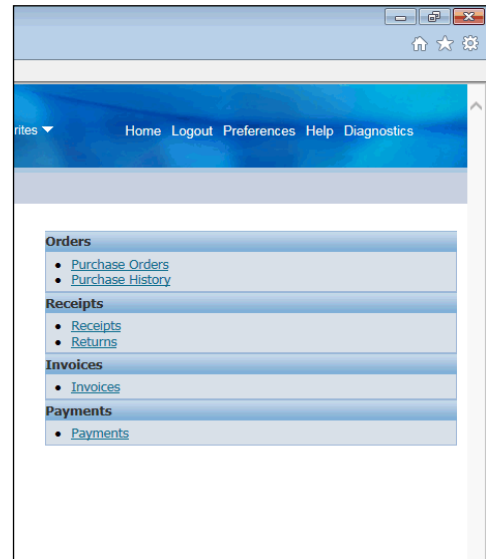
1. Tabs – Provides easy navigation by grouping the common areas of iSupplier into various categories.



2. Search Field – Allows the user to enter a document number and search for purchase orders, releases, invoices, and shipment notices.



3. Quick Links – Displays a typical procure-to-pay flow of Oracle’s iSupplier Portal. Clicking on any of these links will directly load the corresponding page.



- Notifications – Notifications are messages waiting for supplier users to review. Some notifications are view only, while other notifications require an action from the user. Clicking on a notifications subject line will open the “Notifications Details” page displaying the complete notification details as well as any action buttons.

Subject	Date
Supplier Profile Management: Approval of Bank Account	05-Mar-2013 14:24:09
Supplier Profile Management: Failure of bank account verification	05-Mar-2013 14:19:08
Supplier Profile Management: Approval of Bank Account	05-Mar-2013 14:14:07
Supplier Profile Management: Verification of bank account	05-Mar-2013 14:14:07
CORPORATE OU - Response to your change request for Standard Purchase Order 585635,1	26-Feb-2013 13:24:50

- Orders at a Glance – This section will display the five most recent purchase orders/releases issued to the supplier. Clicking on a PO Number will open and display the purchase order/release details.

PO Number	Description	Order Date
101140335	complex po testing UAT	17-Nov-2014 21:16:17
101140335		15-Nov-2014 02:12:14
101140332		14-Nov-2014 16:19:12
101140331		14-Nov-2014 15:21:13
101140323		12-Nov-2014 07:26:41

User Preferences



Users can change settings or preferences at any time using the Global Button “Preferences” in the upper right hand corner of the screen. The various preferences that can be changed are:

- General – Language, Territory, Time Zone, Client Character Encoding, and Accessibility features. (Note: Date and time values are always displayed in the users preferences even if NWC is in a different time zone.)

ORACLE iSupplier Portal

Home Logout Preferences Help Diagnostics

Home Orders Shipments Finance Admin

General Preferences

Cancel Reset to Default Apply

Languages

Current Session Language American English ⓘ

Default Application Language American English ⓘ

Accessibility

Accessibility Features None ⓘ

Regional

Territory Saudi Arabia

Date Format dd-MMM-yyyy (29-Dec-2014)

Timezone (GMT +03:00) Riyadh

Number Format 10,000.00

Currency

Client Character Encoding Arabic (Windows) ⓘ

- Notification – Select how notifications are to be received in e-mail.
- Formatting – Define how the date/time and numbers are presented in the user account.
- Password – Reset or change the user account password. (A valid password must be at least five but not more than 30 characters. Passwords can be numeric, alphanumeric, or special characters.)

Change Password

Known As zaheer.shaikh1@wipro.com

Old Password

New Password

Repeat Password

✓ TIP Please enter your old and new passwords. Passwords are case sensitive.

To save changes that have been made, select the “Apply” button towards the right hand of the Screen located near the top or bottom of the page. To discard changes, select “Cancel.”

Actions by Tab

From the Home Tab, the following actions can occur:

- View and search by Purchase Order Number, Shipment Number, Invoice or Payment
- View Notifications
- View Orders At A Glance

From the Orders Tab, the following actions can occur:

- View Purchase Orders. Request changes or a cancellation to a Purchase Order.
- Acknowledge of Purchase Order (not required).
- View Change History

From the Shipments Tab, the following information is available:

- View and Search receipt information.

From the Admin Tab, the following information is available:

- View, add or update the following information: Address Book, Contact Directory, Business Classifications, Products & Services, Bank Accounts & User Accounts.

From the Finance Tab the following actions can occur:

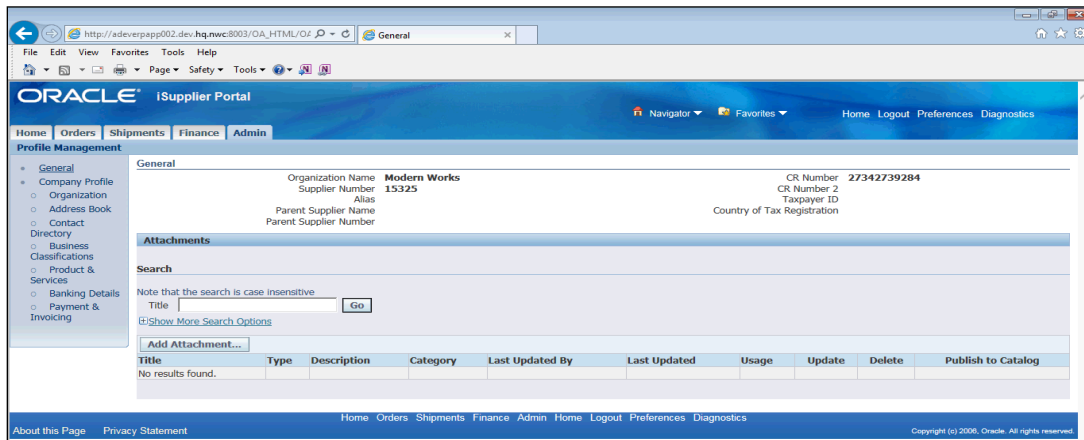
- Create, search and view invoices View and search payment

View Supplier Details

Admin Page

1. Click on the Admin tab.

This view will produce your Supplier name as listed in our system,



The screenshot displays the Oracle iSupplier Portal interface. The browser address bar shows the URL: `http://adeverapp002.dev.hq.nwc8003/OA_HTML/OA.jsp`. The page title is "ORACLE iSupplier Portal". The navigation menu includes "Home", "Orders", "Shipments", "Finance", and "Admin". The "Admin" tab is selected, leading to the "Profile Management" section. The "General" tab is active, showing the following details:

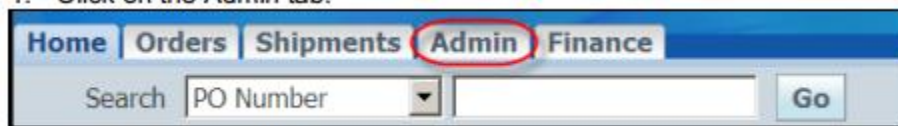
Organization Name	Modern Works	CR Number	27342739284
Supplier Number	15325	CR Number 2	
Alias		Taxpayer ID	
Parent Supplier Name		Country of Tax Registration	
Parent Supplier Number			

Below the details, there is an "Attachments" section with a search box. The search results table is empty, displaying "No results found." The table headers are: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The footer of the page includes "About this Page", "Privacy Statement", and "Copyright (c) 2006, Oracle. All rights reserved."

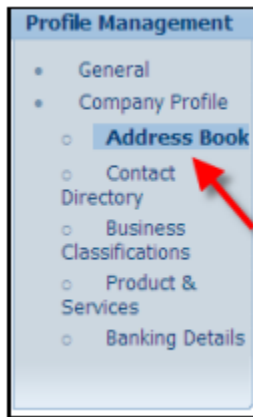
View Address Book Detail

1. Click on the Admin tab.

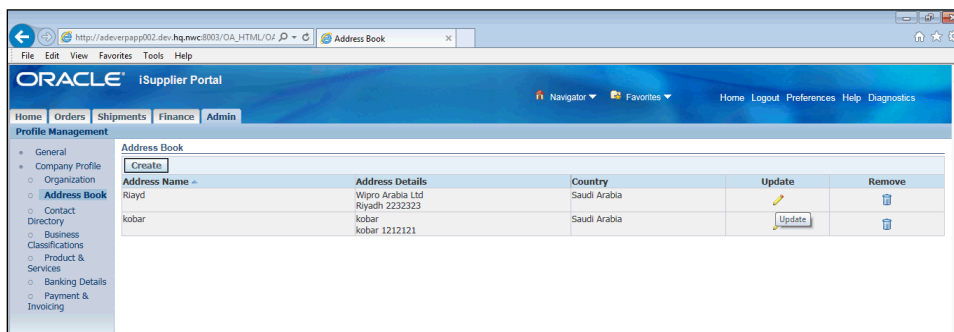
Using Supplier Profile Management, you can enter profile details such as address book information online. You can create and modify the multiple addresses used in transactions. After you enter address information, NWC administrators are notified of the changes. NWC administrators must review the updates and decide how to use the details to update the purchasing system



2. Click on the Address Book link.

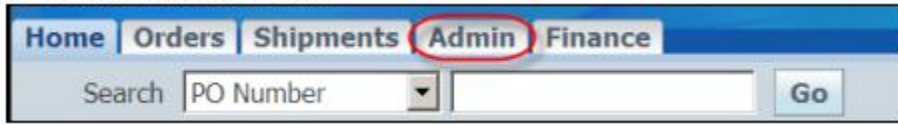


3. Will display all the address attached to the Supplier

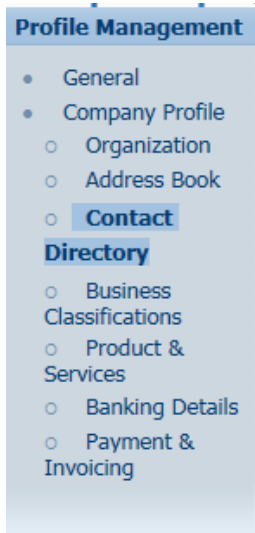


Add/Delete Supplier User

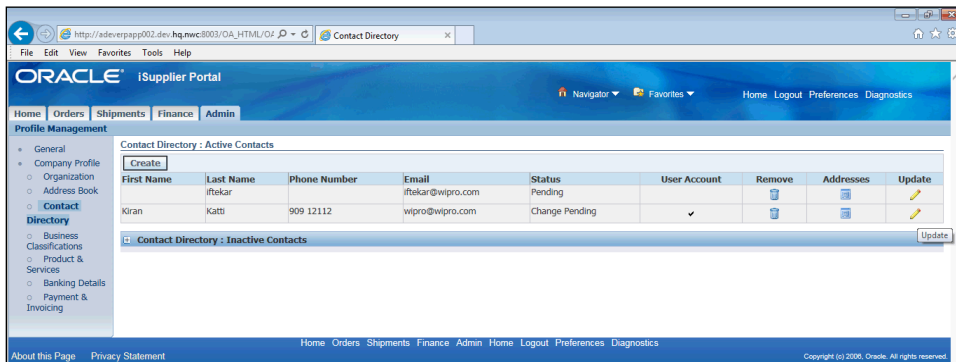
1. Click on the Admin tab.



2. Click on the Contact link.

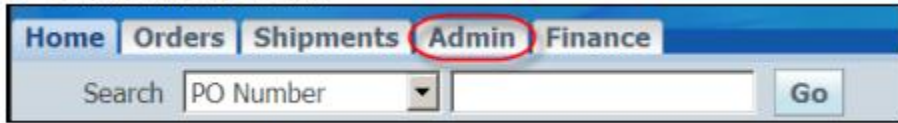


3. Update Contact: You can enter contact directory information online. You can create and modify information about the multiple contacts in your organization that interact with NWC. After entering the contact details, you can link the contacts to the appropriate address. As people move within your organization, you can also revise the address details for a contact. You can create multiple contacts and link each one to as many addresses as needed. Each contact must be unique based on first name, last name, and phone number.



Business Classifications

1. Click on the Admin tab.



2. Click on the Business Classifications link.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - **Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing

3. Update the Classifications with the Number and Attachments. The status will be pending till the time it is approved

Business Classifications Cancel Save

Certification Cancel Save

I certify that I have reviewed the classification below and they are current and accurate.
 Last Certified **14-Dec-2014** By **MR. Sham Shaikh**

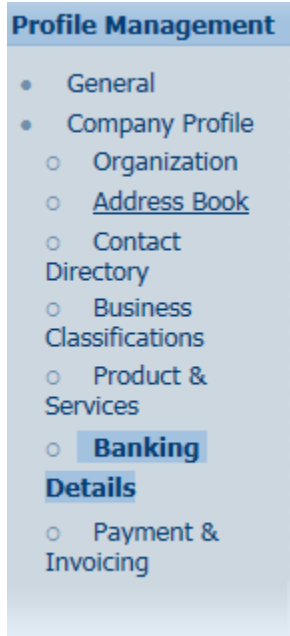
✓TIP Date format example: 24-Dec-2014

Classification	Applicable	Certificate Number	Expiration Date	Attachments
Bank Letter Confirming	<input checked="" type="checkbox"/>	783675	26-Nov-2014	
Commercial Registration Certificate	<input checked="" type="checkbox"/>	7836752	29-Nov-2014	
General Organization for Social Insurance (GOSI)	<input checked="" type="checkbox"/>	454454	29-Nov-2014	
Saudization Certificate	<input checked="" type="checkbox"/>	4545454	29-Nov-2014	
Zakat Certificate	<input checked="" type="checkbox"/>	4545454545	29-Nov-2014	

Bank Account Creation

To simplify the process of capturing bank account related details and to improve data quality, you can create and maintain your own bank account details and assign these accounts to multiple addresses within your company. NWC can then access and approve these details for propagation into their payables systems. You can create and maintain bank account details that you want NWC to use when they make payments to you.

1. From the Supplier Profile Management page, click Banking Details. The Bank Accounts page displays information on any bank accounts already defined for your company.



2. To create a new bank account, click Create.

The image shows a screenshot of the "Banking Details" page. At the top, there is a "View" dropdown menu set to "General Accounts" and a "Go" button. Below this, there are instructions: "Kindly keep the following before creating a Bank account:" followed by a list: 1. IBAN Number, 2. Account Number, 3. PO Number for which NWC is liable to Pay, 4. SWIFT Code, and a checked checkbox for "TTP Rate format example: 29-Apr-2015". A "Create" button is highlighted with a red box. Below the instructions is a table with columns: Details Account Number, IBAN, Currency, Bank Name, Start Date, End Date, Priority, Increase Priority, Decrease Priority, Status, and Update. The table currently shows "No results found." There are "Cancel" and "Save" buttons at the bottom right.

3. Download the Transfer Request Form: For Saudi Vendors only. For Foreign attach copy of your Bank letter confirming the account/IBAN with the Bank seal: (Refer Point 6 on How to Attach)

The image shows a screenshot of the "Create Bank Account" form. At the top, it says "Supplier Administration: Banking Details >". Below that is the title "Create Bank Account" and a note: "* Indicates required field". There are "Cancel" and "Save" buttons at the top right. A red text message reads: "Please attach the 'Transfer Request Form' duly stamped by bank. يرجى ارفاق نموذج طلب تحويل مختم من البنك." Below this message, a "Download Transfer Request Form" button is highlighted with a red box.

4. How to Attach a Bank Letter

Follow the Options 1, 2, 3 and 4 for attaching the documents. You can attach Text, URL or File

5. Enter the Other details like Bank Name, IBAN, etc. A PO number for which NWC is Liable to Pay has to be mentioned.

6. Enter the Notes in case you have for NWC Team and then click on save



Once submitted the status of the Bank account will be "New" and will change to Approved once NWC team approves the account. Any changes done will need to be approved again.

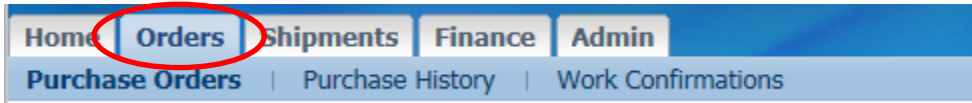
You will receive a Notification once the Bank is Approved or rejected. In case rejected kindly check the comments and create a new Bank Record

Account Details Number	IBAN	Currency	Bank Name	Start Date	End Date	Priority	Increase Priority	Decrease Priority	Status	Update	Bank Letter
Show 123456789	AL47212110090000000235698741		SAAB_TEST	30-Mar-2015		1	⬆	⬇	Change Pending		
Show 936437584758475	AL47212110090000000235698741		SABB	31-Mar-2015		2	⬆	⬇	Approved		
Show 123456789	AL47212110090000000235698741		Test alert Bank	02-Apr-2015		3	⬆	⬇	Approved		
Show 38649574857485	AL47212110090000000235698741		SABB	05-Apr-2015		4	⬆	⬇	Change Pending		

Viewing and Managing Purchase Orders

Follow the steps below to view a Purchase Order, Print a Purchase Order

1. Click on the Orders tab.



2. The view will default to All Purchase Orders. Click the drop down box to refine the results view.

Purchase Orders Export

Views

View: All Purchase Orders Advanced Search

Select Order:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	101140362	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	FAHAD SAEED ALI ALRABAA	SAR	1,000,000.00	Open		
<input type="radio"/>	101140361	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	FAHAD SAEED ALI ALRABAA	SAR	1,212.00	Open		
<input type="radio"/>	101140355	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	FAHAD SAEED ALI ALRABAA	SAR	9,900.00	Open		
<input type="radio"/>	101140350	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	FAHAD SAEED ALI ALRABAA	SAR	8,989.00	Open		

3. Locate the Purchase Order to review. Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	101140362	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	FAHAD SAEED ALI ALRABAA	SAR	1,000,000.00	Open		
<input type="radio"/>	101140361	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	FAHAD SAEED ALI ALRABAA	SAR	1,212.00	Open		
<input type="radio"/>	101140355	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	FAHAD SAEED ALI ALRABAA	SAR	9,900.00	Open		
<input type="radio"/>	101140350	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	FAHAD SAEED ALI ALRABAA	SAR	8,989.00	Open		

4. The Purchase Order Information and Details will populate.

Orders: Purchase Orders >
NWC IT Complex PO: 101140361, 0 (Total SAR 1,212.00)
Currency=SAR

Actions: View Change History [Go] [Export]

Order Information	
General	Terms and Conditions
Total 1,212.00	Payment Terms 30 Days
Supplier Modern Works	Carrier
Supplier Site Site_4	FOB
Address Site_4	Freight Terms
Riyadh, 34243234234	Shipping Control
Buyer FAHAD SAEED ALI	
ALRABAA	
Order Date 21-Dec-2014 20:32:12	Work Location
Description	Address NWC Head Office
Status Open	King Fahd Road
Note to Supplier	RVD, 11421
Operating Unit NWC - HQ	Bill-To Location
Sourcing Document	Address NWC Head Office
Supplier Order Number	King Fahd Road
Attachments None	RVD, 11421

PO Details

5. The following Actions are available from the drop down list of values. If you are requesting changes that option is only available on Purchase Orders where the status is Open. You can also Export any of the results.

Actions: View Change History [Go] [Export]

- View Change History
- View PDF
- Create Work Confirmation
- View Work Confirmations
- View Receipts
- View Invoices
- View Payments

NOTE: The View PDF value allows the Supplier to view or print the Purchase Order

Purchase Order Status Definitions

The Orders tab provides you with a Full List of your Purchase Orders.

There are a variety of Purchase Order Statuses. The list below provides you with a brief definition. If you have questions regarding the status of a Purchase Order, please contact the Buyer indicated on the Purchase Order.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	101140362	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	FAHAD SAFEED ALI ALRABAA	SAR	1,000,000.00	Open		
<input type="radio"/>	101140361	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	FAHAD SAFEED ALI ALRABAA	SAR	1,212.00	Open		
<input type="radio"/>	101140355	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	FAHAD SAFEED ALI ALRABAA	SAR	9,900.00	Open		
<input type="radio"/>	101140350	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	FAHAD SAFEED ALI ALRABAA	SAR	8,989.00	Open		

Purchase Order Status and Definitions

Open – The Purchase Order has been created. Payment has not yet been made.

Closed – The Purchase Order has been created and is closed for invoicing.

Cancelled – The Purchase Order has been cancelled. Goods/Services no longer needed.

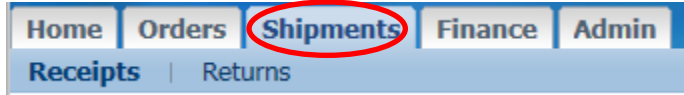
Click on the Button

[View Change History](#)

to check the history of the PO

Viewing and Managing Receipts and Returns

1. Click on the Shipments



2. Enter the PO Number in the PO Field and press Go Button

Simple Search

Receipt Number

PO Number
(example : 1234)

Release Number
(example : 1234-2)

Shipment Number

Shipped Date
(example: 23-Dec-2014)

Organization

Item Number

Supplier Item

Item Description

3. You can see the Receipt Numbers for a PO

Receipt	Creation Date	Organization	Shipment	Shipped Date	Packing Slip	Containers	Waybill/Airbill	Freight Carrier	Bill of Lading	PO Number	Invoice	Attachments
107140691	22-Dec-2014 18:23:56	NWC HQ Organization	WC.101140362.1261							101140362		

4. Click on the receipt Number for further details

Receipt: 107140691

Creation Date: 22-Dec-2014 18:23:56
 Organization: NWC HQ Organization
 Supplier: Modern Works
 Supplier Site: Site_4
 Shipment Number: WC.101140362.1261
 Shipment Date:

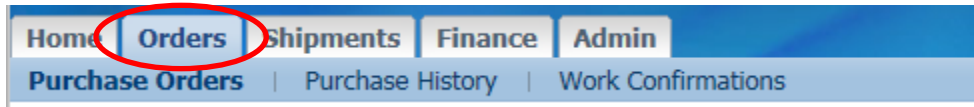
Packing Slip
 Containers
 Waybill/Airbill
 Freight Carrier
 Bill of Lading
 Attachments: None

Receipt Transactions

Receipt Date	Promised Date	Need-By Date	Performance	PO Number	Line	Shipment	Item/Job	Description	UOM	Ordered	Returned	Net Received	Defects	Location	Attachments	LPN/Lot/Serial	Invoice
22-Dec-2014 18:32:12		27-Dec-2014 00:00:00	On-Time	101140362	1	1		Upfront Payment	SAR	300000		300000					

Creating the Work Confirmation.

1. Click on the Orders tab.



2. The view will default to All Purchase Orders. Click the drop down box to refine the results view.

Purchase Orders Export

Views

View: All Purchase Orders Advanced Search

Select Order:

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	101140362	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	FAHAD SAEED ALI ALRABAA	SAR	1,000,000.00	Open		
<input type="radio"/>	101140361	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	FAHAD SAEED ALI ALRABAA	SAR	1,212.00	Open		
<input type="radio"/>	101140355	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	FAHAD SAEED ALI ALRABAA	SAR	9,900.00	Open		
<input type="radio"/>	101140350	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	FAHAD SAEED ALI ALRABAA	SAR	8,989.00	Open		

3. Locate the Purchase Order to review. Click the Purchase Order number hyperlink to view Order Information and Purchase Order Details.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	101140362	0	NWC - HQ	Standard PO		22-Dec-2014 18:17:41	FAHAD SAEED ALI ALRABAA	SAR	1,000,000.00	Open		
<input type="radio"/>	101140361	0	NWC - HQ	Standard PO		21-Dec-2014 20:32:12	FAHAD SAEED ALI ALRABAA	SAR	1,212.00	Open		
<input type="radio"/>	101140355	0	NWC - HQ	Standard PO		23-Nov-2014 10:16:26	FAHAD SAEED ALI ALRABAA	SAR	9,900.00	Open		
<input type="radio"/>	101140350	0	NWC - HQ	Standard PO		21-Nov-2014 11:02:56	FAHAD SAEED ALI ALRABAA	SAR	8,989.00	Open		

4. The Purchase Order Information and Details will populate.

Orders: Purchase Orders >
NWC IT Complex PO: 101140361, 0 (Total SAR 1,212.00)
 Currency=SAR

Actions

Order Information

General	Terms and Conditions	Summary
Total 1,212.00	Payment Terms 30 Days	Total 1,212.00
Supplier Modern Works	Carrier	Approved 1,212.00
Supplier Site Site_4	FOB	Billed 0.00
Address Site_4	Freight Terms	Advance Billed 0.00
Riyadh, 34243234234	Shipping Control	Progress Payment 0.00
Buyer FAHAD_SAFED_ALI		
ALRABAA	Work Location	
Order Date 21-Dec-2014 20:32:12	Address NWC Head Office	
Description	King Fahd Road	
Status Open	RYD, 11421	
Note to Supplier	Bill-To Location	
Operating Unit NWC - HQ	Address NWC Head Office	
Sourcing Document	King Fahd Road	
Supplier Order Number	RYD, 11421	
Attachments None		

PO Details

5. The following Actions are available from the drop down list of values. Click on the LOV and choose the Work Confirmation and Press Go

Actions

6. Select the Line number for which you need to create a work confirmation. Once done click on the next Button

Home > View Order Details >
Create Work Confirmation (NWC IT Complex PO: 101140362)
 Currency=SAR

Ordered **1,000,000.00** Description

Approved **300,000.00**

Views

View

Select Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous Requested/Delivered	Progress(%)
<input type="checkbox"/> 1	1	Upfront Payment	27-Dec-2014 00:00:00	SAR	300,000.00	300000	100
<input type="checkbox"/> 1	2	After Signoff	20-Jan-2015 09:48:32	SAR	300,000.00	0	0

Home Orders Shipments Finance Admin Home Logout Preferences Personalize Pane Diagnostics

- Enter the desired details and choose the Percentage of the work done. Also attach the documents where it is necessary to do so. Once done click on Submit Button.

Home > View Order Details >
Create Work Confirmation (NWC IT Complex PO: 101140355)
 * Indicates Required Field
 Currency=SAR
 Ordered **9,900.00** Description
 Approved **7,090.00**
 Work Confirmation **WC.101140355.1281** Period of Performance To
 (example: 24-Dec-2014)

Work Confirmation Details

Kindly attach the supporting documents in the attachment section..

Pay Line Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Attachments	Delete	
						Requested/ Delivered	Progress (%)	Requested/ Delivered	Material Stored	Amount	Progress (%)	Requested/ Delivered			Progress (%)
1 3	Renovation- Painting	28-Nov-2014 00:00:00	SAR		2,000.00	0	0	2,000.00		2000	100	2,000.00	100		

- After submitting the status will be processing. The NWC ERP validates the Work Confirmation and once validated changes to Pending Approval. After the Approval the status changes to Processed.

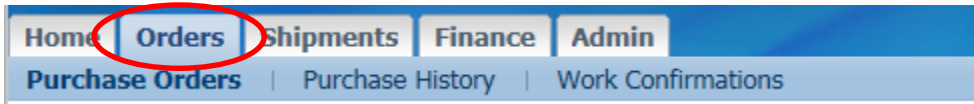
Select	Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
<input type="radio"/>	WC.101140355.1281	24-Dec-2014 02:40:20			101140355	SAR	9,900.00	7,090.00	0.00	2,000.00	0.00	91.82	Processing

After Approval

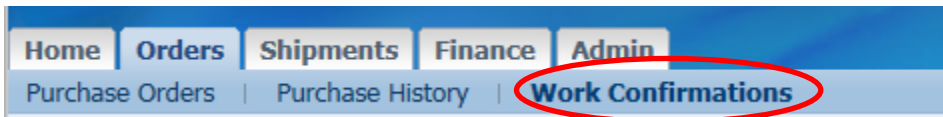
<input type="radio"/>	WC.101140362.1261	22-Dec-2014 18:25:00			101140362	SAR	1,000,000.00	0.00	0.00	300,000.00	0.00	30	Processed
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Viewing the Work Confirmation.

1. Click on the Orders tab.



2. Then Click on the Work Confirmations



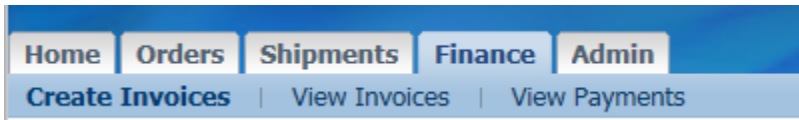
3. Will show the list of Work Confirmations with the status

Work Confirmations													
												Export	
Views													
View: Last 25 Work Confirmations												Go	
Select Work Confirmation:												Update	Cancel
Select	Work Confirmation	Request Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
<input type="radio"/>	WC_101140355.1281	24-Dec-2014 02:40:20			101140355	SAR	9,900.00	7,090.00	0.00	2,000.00	0.00	91.82	Pending Approval
<input type="radio"/>	WC_101140362.1261	22-Dec-2014 18:25:00			101140362	SAR	1,000,000.00	0.00	0.00	300,000.00	0.00	30	Processed
<input type="radio"/>	WC_101140361.1240	21-Dec-2014 21:40:23			101140361	SAR	1,212.00	0.00	0.00	1,212.00	0.00	100	Processed
<input type="radio"/>	WC_0355.1200	03-Dec-2014 21:58:39			101140355	SAR	9,900.00	7,000.00	0.00	90.00	0.00	71.62	Processed
<input type="radio"/>	WC_0355.1181	27-Nov-2014 17:51:46			101140355	SAR	9,900.00	4,000.00	0.00	3,000.00	0.00	70.71	Processed
<input type="radio"/>	WC_0355.1160	23-Nov-2014 10:52:02			101140355	SAR	9,900.00	0.00	0.00	4,000.00	0.00	40.4	Processed
<input type="radio"/>	WC_0350.1140	22-Nov-2014 10:19:54			101140350	SAR	8,989.00	0.00	0.00	449.45	0.00	5	Processed

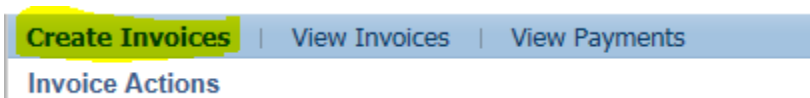
Submitting Invoices

iSupplier allows you to create and submit standard invoices and credit memo invoices to NWC electronically. The system will not allow any instances of overbilling against a Purchase Order on either the price or the quantity which is delivered to NWC

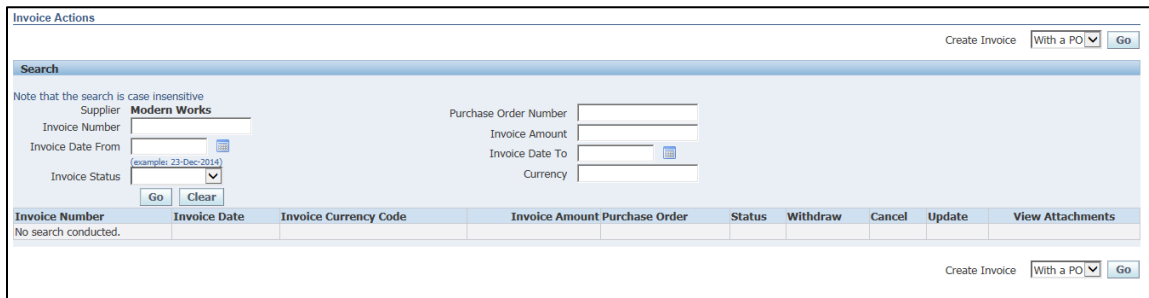
1. To create and submit a standard invoice or credit memo invoice, start by clicking on the Finance tab.



2. Then click on the Create Invoice Sub Tab

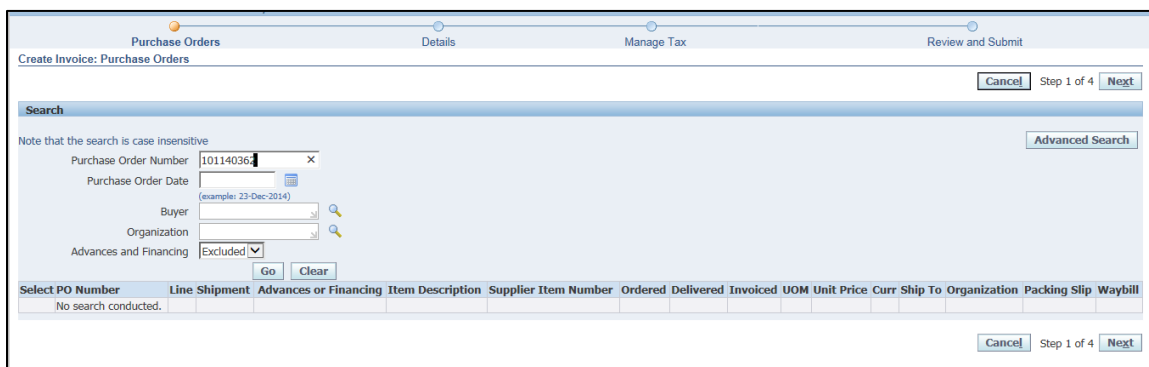


3. Click on the Go Button (With PO)



The screenshot shows the 'Invoice Actions' search form. The 'Supplier' field is set to 'Modern Works'. The 'Purchase Order Number' field is empty. The 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Invoice Amount', 'Invoice Date To', and 'Currency' fields are also empty. The 'Go' button is highlighted in blue. Below the form is a table with columns: Invoice Number, Invoice Date, Invoice Currency Code, Invoice Amount, Purchase Order, Status, Withdraw, Cancel, Update, and View Attachments. The table contains the text 'No search conducted.'

4. Enter the PO Number for which the invoice has to be raised and press Go Button.



The screenshot shows the 'Purchase Orders' search form. The 'Purchase Order Number' field is set to '10114036'. The 'Purchase Order Date' field is empty. The 'Buyer', 'Organization', and 'Advances and Financing' fields are also empty. The 'Go' button is highlighted in blue. Below the form is a table with columns: Select PO Number, Line Shipment, Advances or Financing, Item Description, Supplier Item Number, Ordered, Delivered, Invoiced, UOM, Unit Price, Curr, Ship To, Organization, Packing Slip, and Waybill. The table contains the text 'No search conducted.'

- Select the Line or all the lines for which invoicing has to be done and click Next Button

PO lines appear in table at the bottom of the screen. The max number of PO lines that will display on a screen is 10 lines. If your PO has more than 10 lines, click to view additional PO lines to select

Search

Note that the search is case insensitive Advanced Search

Purchase Order Number:

Purchase Order Date: (example: 23-Dec-2014)

Buyer:

Organization:

Advances and Financing:

Select Items:

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Delivered	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input checked="" type="checkbox"/>	101140362	1	1	<input type="checkbox"/>	ERP Check Audit 2014		300000	300000	0			SAR	NWC Head Quarters	NWC - HQ		

Step 1 of 4

Advanced Search

Specify parameters and values to filter the data that is displayed in your results set. Simple Search

Show table data when all conditions are met.
 Show table data when any condition is met.

Packing Slip:

Waybill:

Container Number:

Supplier:

Select Items: Previous 1-10 **Next 10**

Select All | Select None

Select	PO Number	Line	Shipment	Advances or Financing	Item Description	Supplier Item Number	Ordered	Delivered	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
<input type="checkbox"/>	101140364	1	1	<input type="checkbox"/>	assa		5000	5000	0			SAR	NWC Head Quarters	NWC - HQ		
<input type="checkbox"/>	101140153	1	1	<input type="checkbox"/>	Implement (Microsoft & Oracle) Presentation Layer		164000	172159.54	134659.54	Each	1	SAR	NWC Head Quarters	NWC - HQ		

- This Will open the Invoice Screen for the supplier

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

* Supplier: **WIPRO ARABIA LIMITED**

Tax Payer ID:

* Remit To:

Address:

Remit To Bank Account:

Invoice

Kindly Attach the Invoice Copy while Creating the Invoice

* Invoice Number:

* Invoice Date: (example: 29-Dec-2014)

Invoice Type:

Currency:

* Invoice Description:

* Attachment:

National Water Company

* NWC Business Unit Code:

Business Unit Name:

Address:

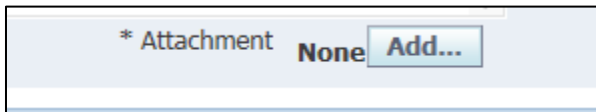
Items/Services/Projects

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Quantity	*Quantity	Unit Price	UOM	Amount
101140111	2	1	HP Asset Mgr Ent Ste Float User SW E-LTU - TF283AAE		NWC Head Quarters	1	<input type="text" value="1"/>	46340	Each	46340

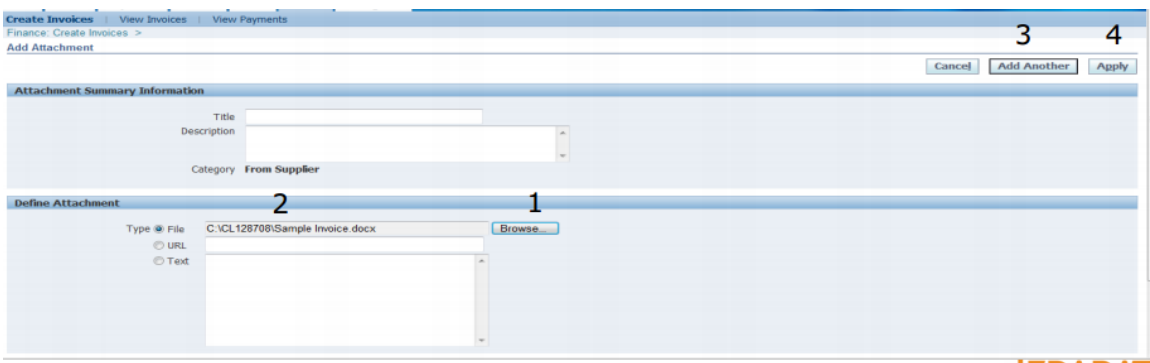
Step 2 of 4

Terms Used:

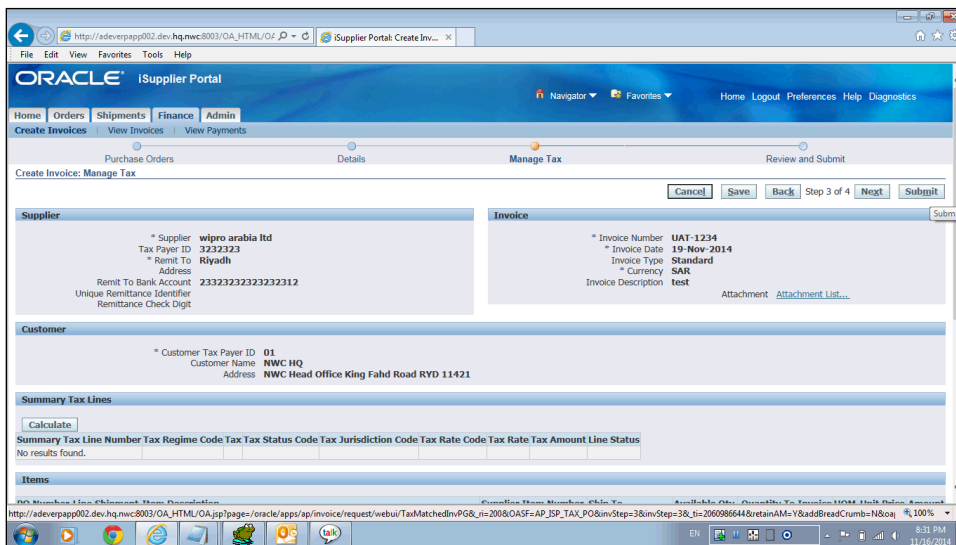
1. Remit To: This value will populate with the address associated to your PO.
2. Remit To Bank Account: Click on magnifying icon to display search screen. When the search screen displays click 'Go' to view the bank account associated with the Remit To address.
3. *Invoice Number: Enter the Invoice Number
4. *Invoice Type: This value will default to "Invoice". For credits, please select the credit memo option and enter negative quantity values on the PO lines.
5. *Invoice Description: The Description of the invoice
6. *Attachment: Mandatory
7. *NWC Business Unit: Choose from the List for the Business Unit Value
8. To attach the Invoice Copy to the Invoice, click on the Add invoice Button,



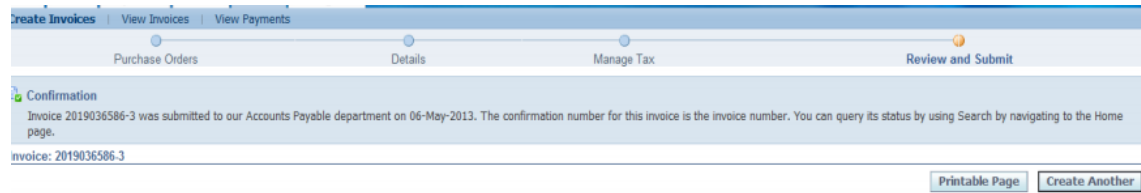
Follow the Options 1,2,3 and 4 for attaching the documents. You can attach Text,URL or File



9. Click on the Next Button to review the Invoice details entered. Then Press Submit



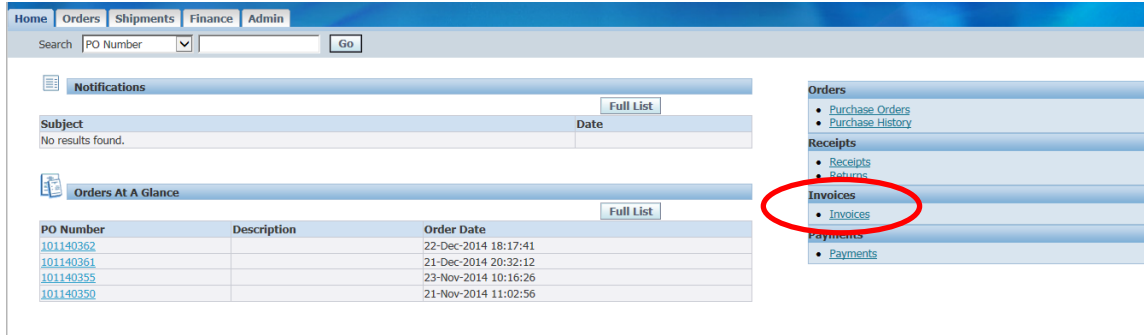
10. Once submitted the supplier will see the below screen message.



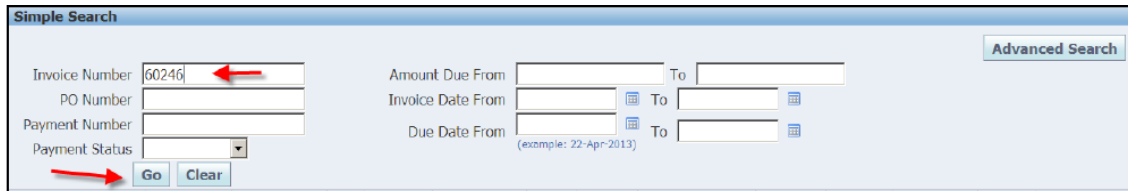
Once you have submitted your invoice, it will display in Accounts Payable. As long as you had the confirmation page, you DO NOT need to resubmit your invoice. An Invoice number can only be used once. Entering Multiple Invoices for the same purchase can result in your invoice being put on hold and payment may be delayed.

View Invoice Status

1. Click on the Home tab. Then click on the Invoices hyperlink

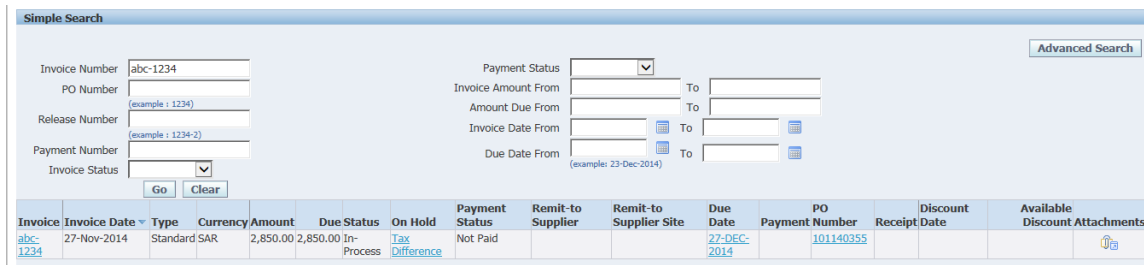


2. Enter your Invoice number search criteria. To return all invoices, enter the % (wildcard) in the Invoice Number field and click Go.



The view provides you with the Payment Status, Due Date & Payment Number if applicable at the time, etc.

NOTE: Click on the hyperlinks Invoice Number or Due Date to view additional details. The Export option is available and allows the export of information within the view.



Other Invoice Search Options

Purchase Order - To view the invoice related to a particular Purchase Order, enter the Purchase Order Number. If you do not know the number, enter the % (wildcard) in the Purchase Order Number field.

Payment Status - Statuses include: Not Paid, Partially Paid and Paid

Invoice Date Range - Enter a single date or a start and end date

View Payment

1. Click on the Home tab. Then click on the Payments hyperlink

The screenshot shows the Oracle iSupplier Portal interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Finance', and 'Admin'. The 'Home' tab is active. A search bar is located below the navigation bar with 'PO Number' selected and a 'Go' button. On the right side, there is a sidebar with sections for 'Orders', 'Receipts', 'Invoices', and 'Payments'. The 'Payments' section is expanded, showing a link to 'Payments'. At the bottom of the page, there is a footer with 'About this Page', 'Privacy Statement', and 'Copyright (c) 2009, Oracle. All rights reserved.'

2. Enter your search criteria. To return all payments, enter the % (wildcard) in the Payment Number field and click Go.

The screenshot shows the 'Simple Search' form. The 'Payment Number' field contains a '%' wildcard. A red arrow points to the 'Go' button. Other fields include 'Invoice Number', 'PO Number', 'Status', 'Payment Amount From', and 'Payment Date From'. There is also an 'Advanced Search' button on the right.

The view provides you with the Payment Date, Amount & Status, etc.

The screenshot shows the 'View Payments' page. The 'Simple Search' form is visible at the top, and a table of payment results is displayed below. The table has columns for Payment, Remit-to Supplier, Remit-to Supplier Site, Payment Date, Currency, Amount Method, Status, Status Date, Bank Account, Invoice, and PO Number.

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount Method	Status	Status Date	Bank Account	Invoice	PO Number
10003643			18-Dec-2014	SAR	8,681.82 Wire	Negotiable	18-Dec-2014	HQ-SABB-Main Account-001	1483321084	101140153

Click on the Payment Number to see the details of the payment

Home | Orders | Shipments | Finance | Admin
Create Invoices | View Invoices | View Payments
Finance: View Payments >
Payment: 10003643 (Total SAR 8,681.82) Export

Payment Date	18-Dec-2014	Supplier	Wipro Arabia Limited
Method	Wire	Supplier Site	NWC-HQ
Status	Negotiable	Address	Wipro Arabia Limited , Dar Al Riyadh Building Sulaimania Talateen Street. P.O.BOX 250767.
Status Date	18-Dec-2014	Bank Account	HQ-SABB-Main Account-001
Remit-to Supplier			
Remit-to Supplier Site			

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount Status	Payment Status	Payment PO Number	Receipt	Attachments
1483321084	01-Dec-2014	Standard	SAR	8,681.82 Approved	Paid	8,681.82 101140153		

End of the Document