

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

Oracle Apps Version: R12.2.5 Document Version: 1.0

DOCUMENT DETAILS

Requirement:

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

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



Step1

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

SAR الشركة السودية للخطوط الحيدية		SIGN IN	CAREERS	عربعي
VENDORS PORT	Home Tickets Travel Inform	Hist	tt SAR > Help > ory lia Center > dors Portal	
Home > About SAR > Vendor Mission and Vision History	s Portal Within its pursue to maximize it that sustain mutual opportunities provide high quality services wi suppliers portal.	and facilitate the communication	with all suppliers transpare	ently, to
Media Center Careers	New Registration	Enter the System	User Guide	
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- → Enter your login username under "User Name"
- → Enter Password under "Password" & Click on "Login"







Following Supplier Homepage will popup once login was successful (below screen is for demo purpose only)

SAR iSupplier Portal					論		\star	φ.	4 ¹³	Logg
Click on Orders	Link to start work confirmation o	reation								
	Finance Product Administration				-					
Search PO Number	Go			Click Here to	see complete	e list of I	Notifica	tions		
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		Full List						Forecast	Patrotop	
X250-U								Orders	outeoutes	
Subject				Date 🛆				Agreeme	ents	
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Supplier Invoice# 09090909 has been Forwar	ded for to(Project Mana			18-Mar-2020 23:30:13				- Purchase	e History	
Supplier Invoice# 123456910 Has Been Rejer	cted			18-Mar-2020 14:40:12				Shipment	ts	
Supplier Invoice# 123456910 has been Forwa	arded for to(SAR AP Supe			18-Mar-2020 14:39:43				- Delivery	Schedules	
Supplier Invoice# 123456910 has been Forwa	arded for to(Project Man			18-Mar-2020 14:39:22				- Overdue	Receipts	
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		Full List						On-Time	Performance	
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PO Number	Description		Order Date					 Payment 	s	
7079-2			17-Mar-2020 12:20:10							
7085			11-Mar-2020 14:04:11							
7084			11-Mar-2020 10:46:15							
7083			03-Mar-2020 09:26:34							
7082			03-Mar-2020 09:25:06							

This page will display all POs under section "Orders At A Glance" (as shown above) that are issued against your company from SAR side

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

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



Step 2

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

SAR Received Supplier Portal	እ 🛇 ★ 🛱 ↓ 👫 🛛 Logged in As
Supplier Home Orders Shipments Planning Finance Product Administration	
Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards	
Purchase Orders	Multiple PO Change Export
Views	
View All Purchase Orders Go	Use this To Search for PO
Once "Advanced Search" button is clicke	ed following Search Criteria Opens

Select as shown below

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

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





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

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

Supplier Home >	Adrix Orders Agreements			Confirmations RFQ	Deliverables	Timecards					Actions Reques	st Changes st Cancellation change History	G
Order Information											View R View R	Vew Work Confirmation Vork Confirmations Leceipts Typices	
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STEP 4

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

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

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

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

		e Product Administration						
Supplier Home > View	v Order Details >	Purchase Order: 6833)	Confirmations RFQ Deliverables Timecards					
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Select All Select None								
Select the line a	against which to create Pay Item	work confirmation Description	Need-By Date	UOM	Ordered		Previous Requested/Delivered	F
1	1	Testing Line #1	25-Jul-2019 08:37:32	SAR	15000		0	

STEP 5

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

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

Wor	k Cor	Ordere Approve rk Confirmatio Da firmation I	on 708 te 23-M Details	00.00 5-015 Mar-2020		s	hows Previo	ous WC & %			Descript for which of Performa	month this service	T0 U	This is Optional	& For your F	Reco
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								Enter Amou	unt / Qty Which	h you wish to rea		Shows How Much ir Progress for Work C				



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

	Planning Finance Product Administrat										
	ements View Requests Purchase Hist										
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Select Work Confirmation	Date 💌	Period From	Period To	PO Number $ riangle$	Currency	Ordered	Requested	, Delivered	Requested	Delivered	Progress (%)
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Caution

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

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







→ Then Click on "Work Confirmations" as shown below

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

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

	Orders Work Orders A	greements	View Ree	quests P	Purchase History	Work Confin	nations	RFQ Delivera	bles Timeci	ards			
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Select	Work Confirmation	Date 🔻	From	То	PO Number 스	Currency	Ordered	Requested	Delivered	Requested	Delivered	Progress (%)	Status
Olicko	7092-002 n below	11-Apr- 2020 00:00:00			7092	SAR	100000	0	0	10000	0	10	Processed
		09-Apr- 2020			7085	SAR	75000	32290	0	12	0	43.07	Rejected
ц,	7085-023	00:00:00											
	7085-023	00:00:00											



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

	onfirmation ur cancellation request for	or Work Confirr	nation 7085-0	22 has been	accepted.								
Work Views	Confirmations												
View	All Work Confirmation		Persona	alize "Advan	Ced Search Button F Advanced Se								
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Select	Work Confirmation	🛆 🛛 Date 🔻	, Period From	Period To	PO Number 🗠	Currency	Ordered	Previ Requested	ous Delivered	Curr Requested	ent Delivered	Total Progress (%)	Status
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0	7085-023	09-Apr- 2020 00:00:0			7085	SAR	75000	32290	0	12	0	43.07	Rejected
0	7085-016	09-Apr- 2020 00:00:0			7085	SAR	75000	30400	0	40	0	40.59	Corrected
0	7085-021	09-Apr- 2020 00:00:0	D		7085	SAR	75000	31690	0	0	0	42.25	Corrected
0	7085-022	09-Apr- 2020 00:00:0			7085	SAR	75000	31690	0	600	0	43.05	Pending Cancellatio

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

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





	Orders: Purchase Orders CETTO ZAKAH certificate is Create Work Col * Indicates Required Field	 View Order Details > expired, please update supplier profile accordingly then submit your request again, 			agement team (Vendor@sa	ar.com.sa)	
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Create Unit Confirmation (Complex Purchase Order: 7005)	Create Work Con * Indicates Required Field		ryou require any clarification please contac	t vendor relationship man	agement team (vendor@s	ar.com.sa)	
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After ,Work Confirmation gets approved from SAR you will receive notification under your homepage & as well as email notification....next step will be invoice Submission against approved Work Confirmation





Thank You

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