

“Work Confirmation Submission” From iSupplier Portal

User Guide for SAR Supplier

DOCUMENT DETAILS

Requirement:

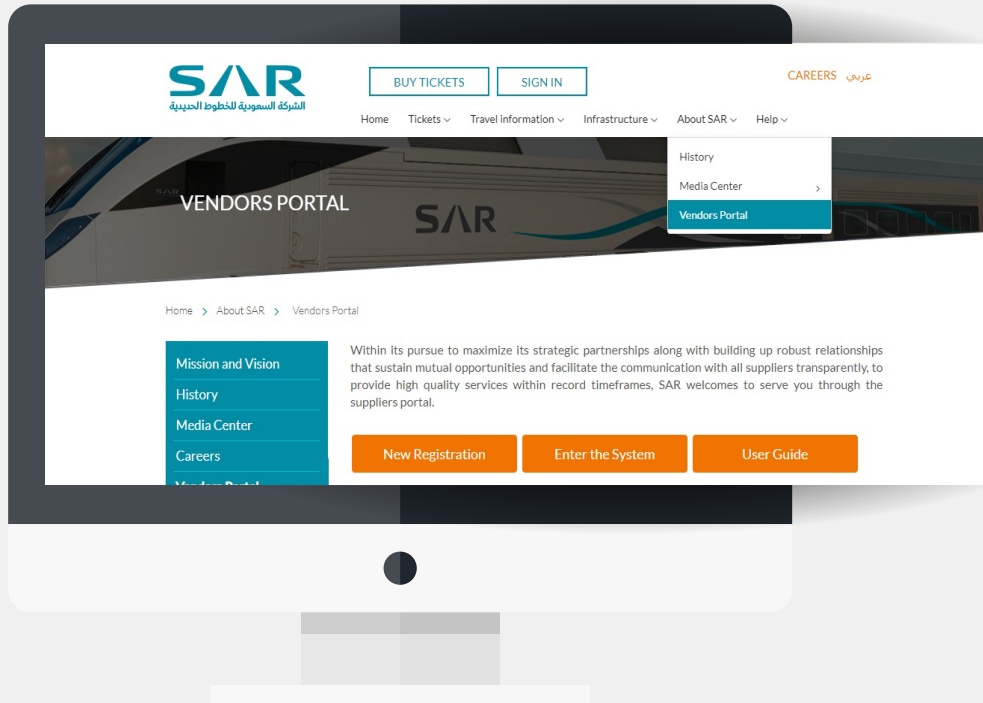
After the deliverables of the services are delivered partially or completely from supplier side, in order to initiate payment process supplier need to submit “Work Confirmation” using iSupplier login which will be approved from SAR. Once, Work Confirmation gets finally approved in system, supplier further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

Note: “Work confirmation” is created against complex POs only.



Step1

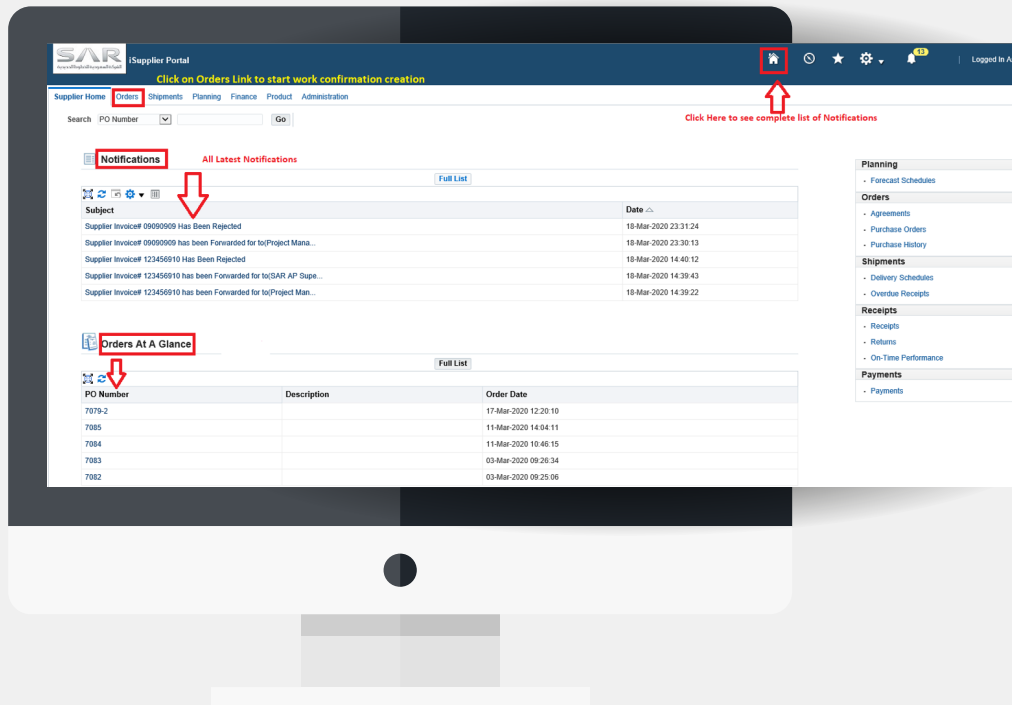
→ Login to iSupplier Portal through SAR Website using the below Link
www.sar.com.sa → About SAR → Vendors Portal → Enter the System



→ 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)



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

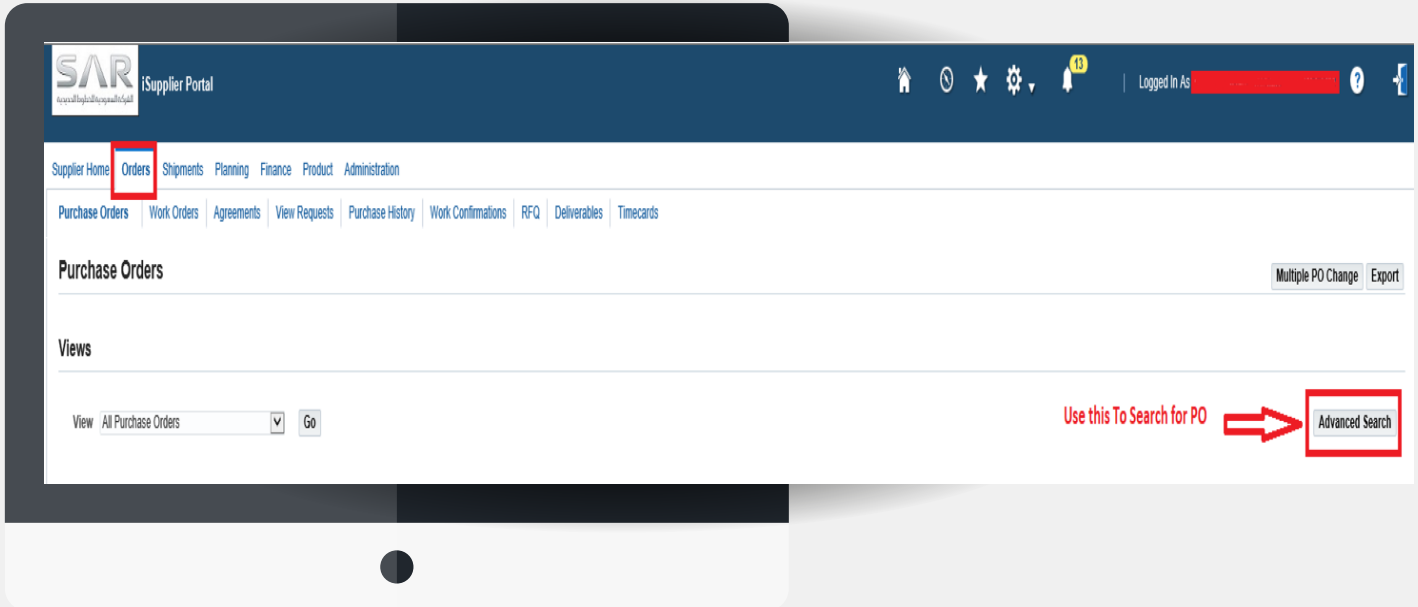
Access your purchase orders under “**Orders**” tab (as Shown Above) then select the PO Number that you need to create the work confirmation & click on “**Go**” button

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

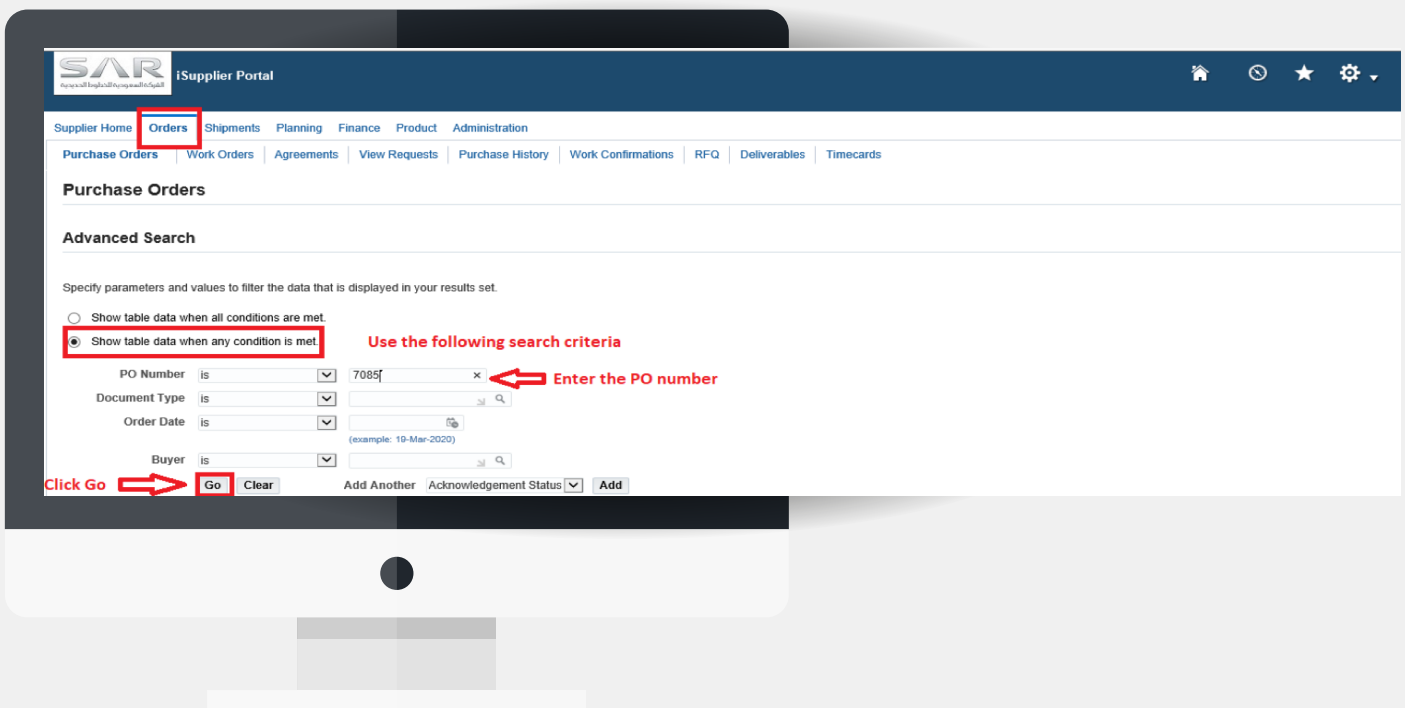


Step 2

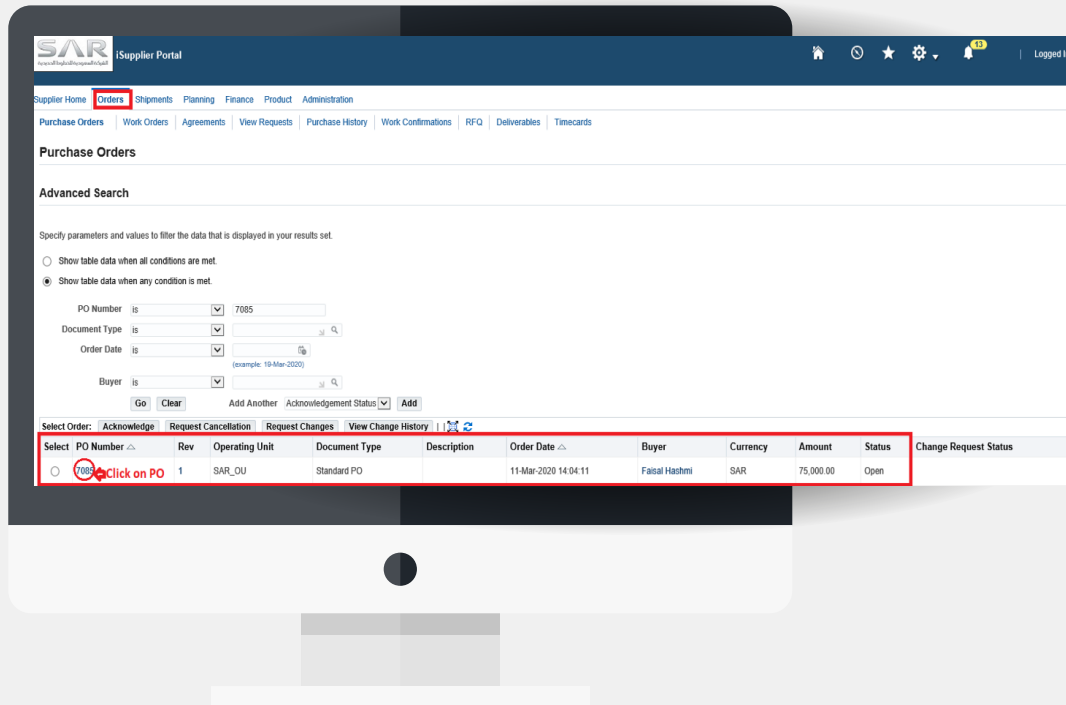
Access your purchase orders under “**Orders**” tab then select the “**Advanced Search**” to select the PO against which to create you need to create the work confirmation & click on “**Go**” button



Once “**Advanced Search**” button is clicked following Search Criteria Opens
Select as shown below



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



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



STEP 3

- ➔ 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 | Orders | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFO | Deliverables | Timescards

Supplier Home >

Complex Purchase Order: 6833, 0 (Total SAR 15,000.00)

Currency: SAR

Actions: Request Changes, Request Cancellation, View Change History, Print/Print View, **Create Work Confirmation**, View Work Confirmations, View Receipts, View Invoices, View Payments

Order Information

General

Total: 15,000.00

Supplier: [Redacted]

Supplier Site: Riyadh

Supplier Contact: [Redacted]

Address: الرياض - حي افكار طريق مملكة الفن الجديد - مخطط المبنى الثاني الطابق الأول

Buyer: [Redacted]

Order Date: 18-Jul-2018 12:04:45

Description: Test Complex PO for Supplier Manual

Status: Open

Note to Supplier: [Redacted]

Operating Unit: SAR_OU

Sourcing Document: [Redacted]

Supplier Order Number: [Redacted]

Attachments: [Redacted]

Terms and Conditions

Payment Terms: 30 Days Net

Carrier: [Redacted]

FOB: [Redacted]

Freight Terms: [Redacted]

Shipping Control: [Redacted]

Work Location

Address: Riyadh

Bill-To Location

Address: Riyadh

RTYADH

Summary

Total: 15,000.00

Approved: 0.00

Billed: 0.00

Advance Billed: 0.00

Progress Payment: 0.00

PO Details

Show All Details | Hide All Details

Details	Line	Type	Item/Job	Supplier Item	Description	UOM	Qty	Price	Linked Attributes	Amount	Advance Amount	Advance Billed	Status	Attachments	Reason
	1		Fixed Price Services		Testing Line #1			15000		15,000.00			Open		

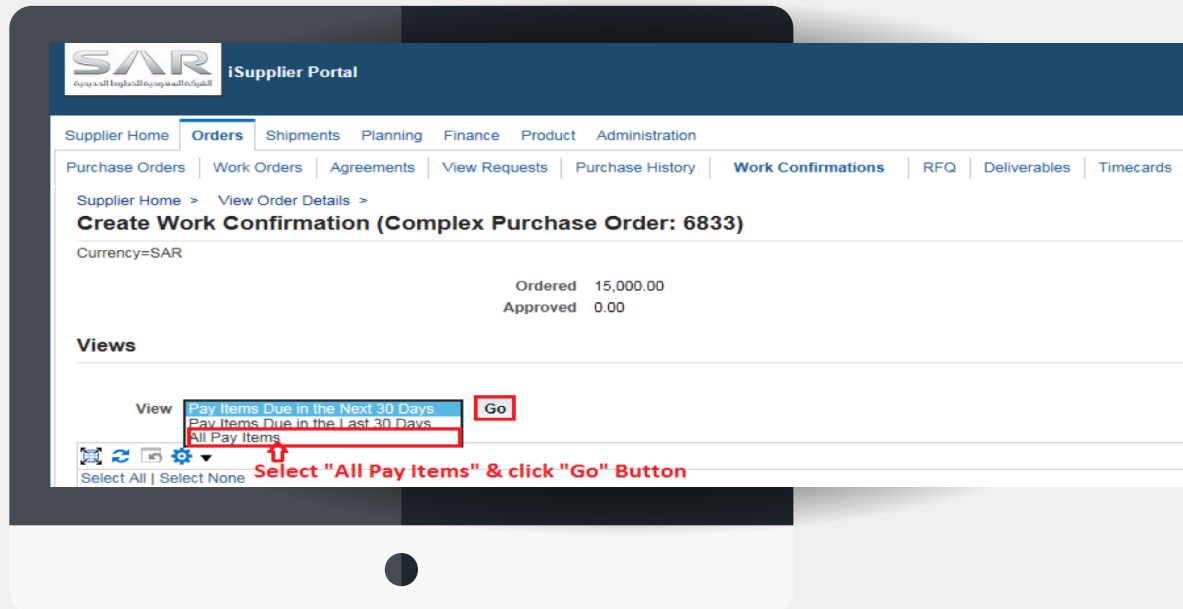


STEP 4

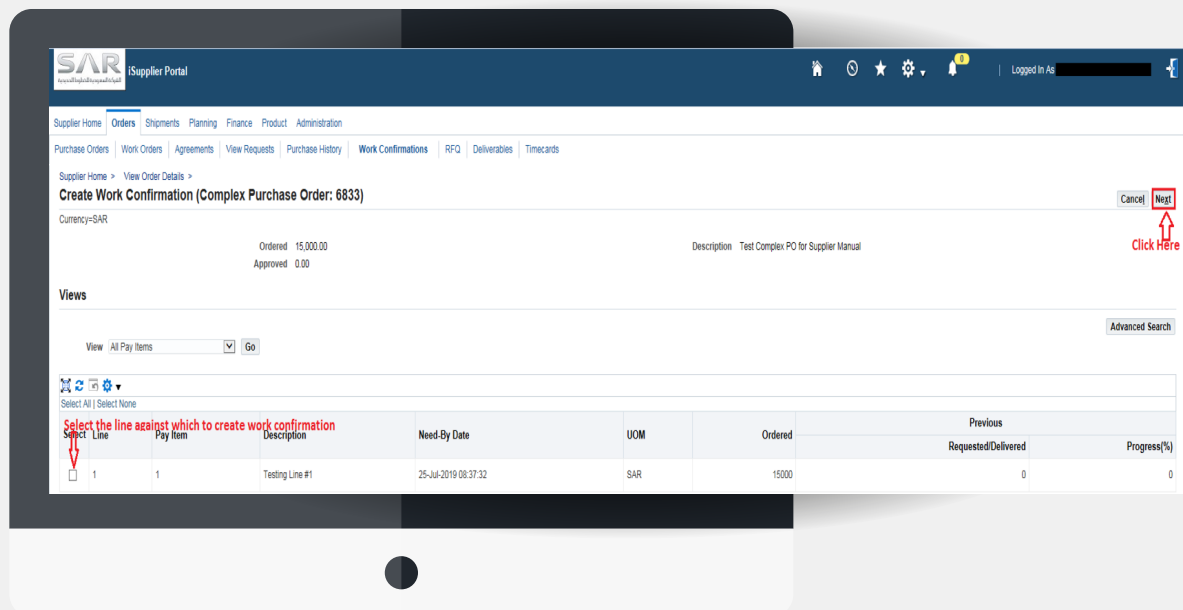
Once you click on “Go” button (STEP 3) is pressed, system will show below screen.

→ Select “All Pay Items” under “Views”

→ Click “Go” button.



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



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.

Supplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > View Order Details > **Create Work Confirmation (Complex Purchase Order: 7085)**

* Indicates Required Field
Currency=SAR

Ordered 75,000.00
Approved 29,400.00
Work Confirmation 7085-015
Date 23-Mar-2020

Description
Select the dates for which month this service was delivered (This is Optional & For your Record Only)
Period of Performance To (example: 23-Mar-2020)

Work Confirmation Details

Shows Previous WC & % of Progress

Do Not Enter Anything

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current		Total Requested/Delivered	Total Progress (%)	Attachments	Delete
							Requested/Delivered	Progress (%)	Requested/Delivered	Material Stored				
3	1	Amount Based		SAR		50000	14800	29.6	35200	35200	70.4			
2	1	Quantity Based		EA...	500	50	30	60	20	10000	40			

Enter Amount / Qty Which you wish to receive

Shows How Much in % for Current Progress for Work Confirmation

Cancel Back Save Submit



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

The screenshot shows the SAR iSupplier Portal interface. At the top, there's a navigation bar with tabs like Supplier Home, Orders, Shipments, Planning, Finance, Product, and Administration. Below this, there's a sub-navigation bar with links like Purchase Orders, Work Orders, Agreements, View Requests, Purchase History, Work Confirmations, RFQ, Deliverables, and Timecards. A yellow banner displays a confirmation message: "Confirmation: Your Work Confirmation 12345 has been submitted." Below this, the "Work Confirmations" section is visible, showing a table of work confirmations. The table has columns for Select, Work Confirmation, Date, Period From, Period To, PO Number, Currency, Ordered, Previous Requested, Previous Delivered, Current Requested, Current Delivered, Total Progress (%), and Status. A red box highlights the "Previous" columns, and another red box highlights the "Current" columns. Red arrows point to the "Submitted Work confirmation" link and the "Status" column.

Select	Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
<input type="radio"/>	12345	18-Jul-2019 00:00:00			6833	SAR	15000	0	0	15000	0	100	Processing

Caution

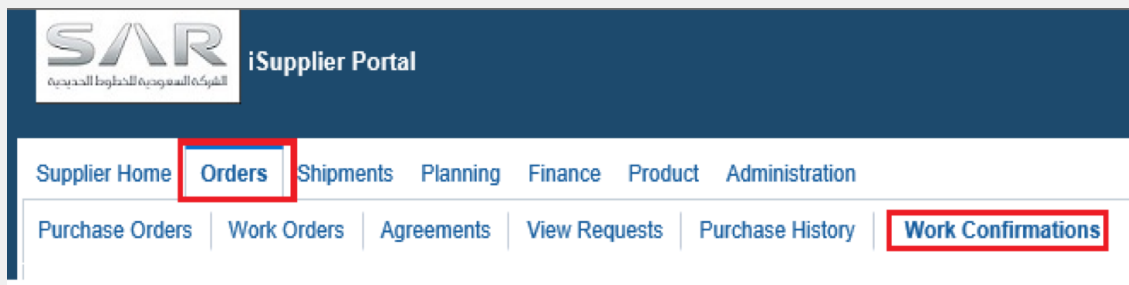
→ If “**Rejected**” Work Confirmations are not re-submitted again for Approval, it is recommended that they should be “**Cancel**” in order to get correct % of Progress **PLEASE DO NOT CANCEL** Work Confirmation with any other Type of Status

Steps for Cancelling Work Confirmation with only “**Rejected**” Status

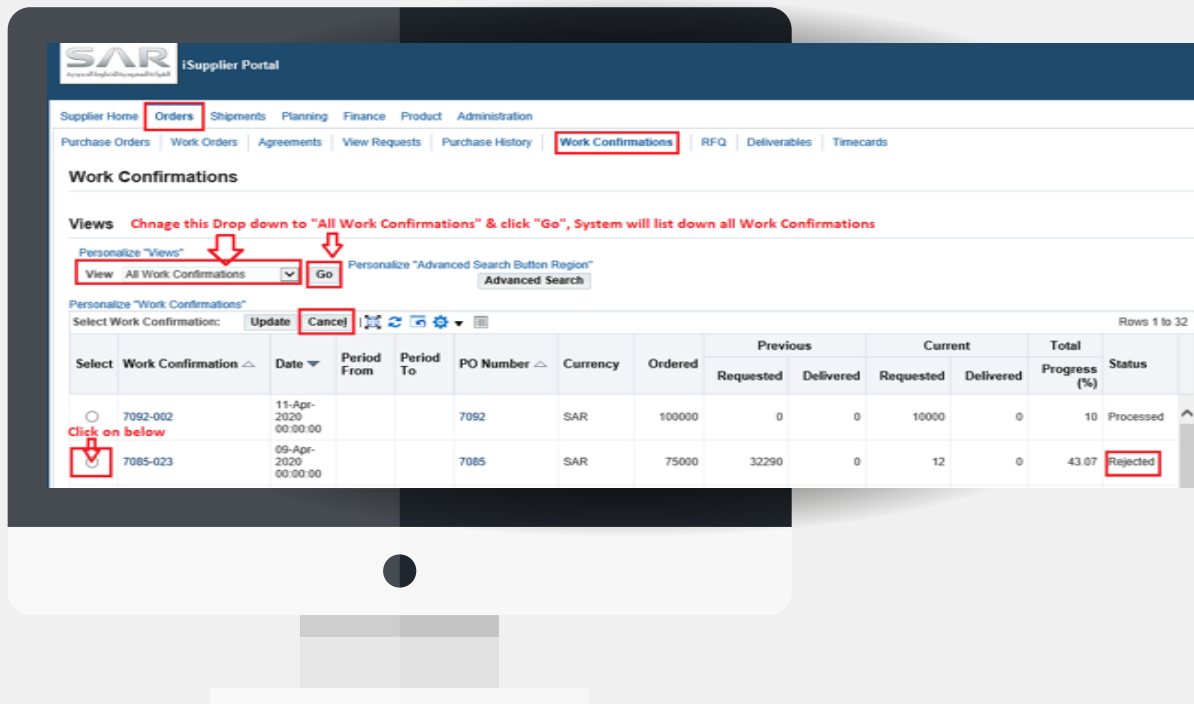
→ Under you iSupplier Login, click on “**Orders**” Tab as shown below



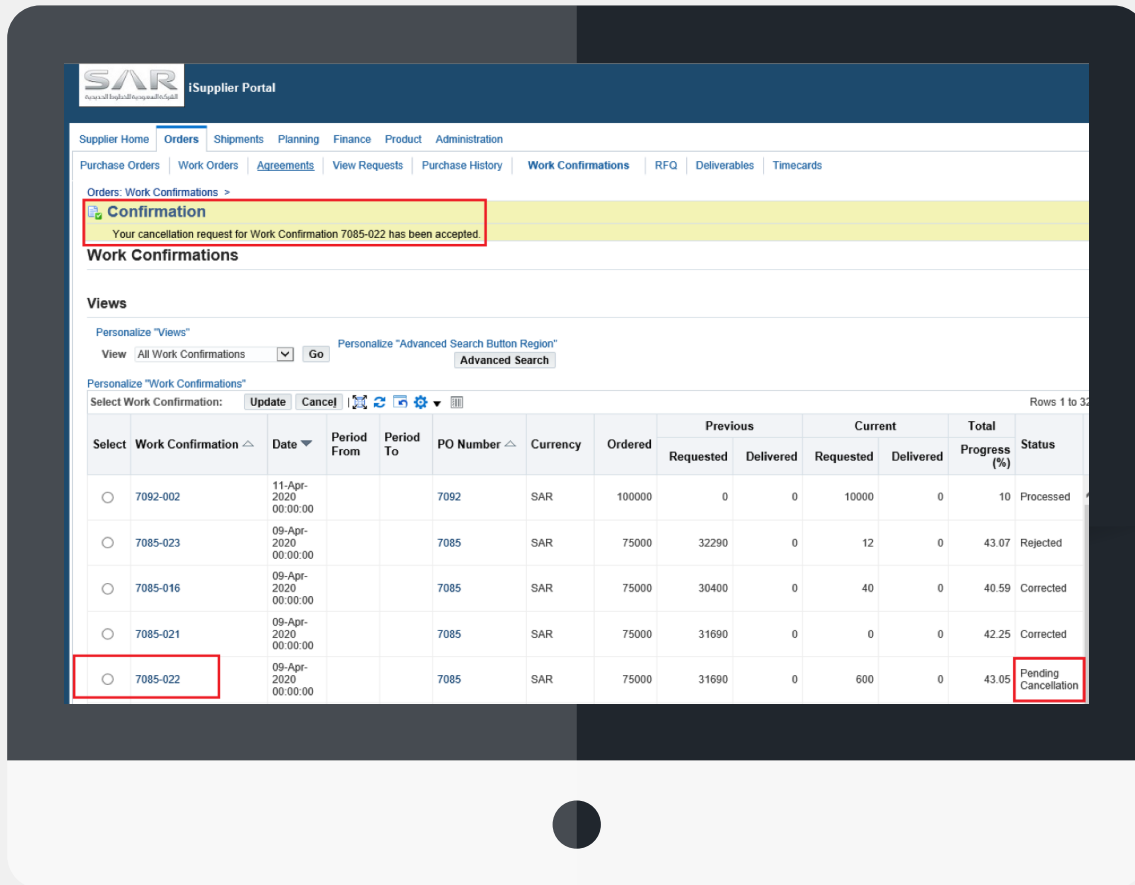
→ Then Click on “**Work Confirmations**” as shown below



→ 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.



- 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



- 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.

<input type="radio"/>	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.



Supplier Home | **Orders** | Shipments | Planning | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | **Work Confirmations** | RFQ | Deliverables | Timecards

Orders: Purchase Orders > View Order Details >

Error

ZAKAH certificate is expired, please update supplier profile accordingly then submit your request again, if you require any clarification please contact vendor relationship management team (Vendor@sar.com.sa)

Create Work Confirmation (Complex Purchase Order: 7085)

* Indicates Required Field
Currency=SAR

Ordered 75,000.00
Approved 29,400.00
Work Confirmation 7085-014
Date 19-Mar-2020

Description

Period of Performance To
(example: 19-Mar-2020)

Work Confirmation Details

SAR | Supplier Portal

Supplier Home | Orders | Shipments | Planning | Finance | Product | **Administration**

Profile Management

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

Business Classifications

Certification

☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified 22-Aug-2019 By

OTIP Date format example: 19-Mar-2020

In order to rectify this Work Confirmation Submission Error Come to this page --> Business Classifications --> update Expiry Date of Zakat certificate & save it, it will go for approval , also sent your latest Zakat certificate

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
* Chamber Of Commerce Membership	<input checked="" type="checkbox"/>		<input type="text"/>	Chamber of co	30-Sep-2022
* Commercial Registration (CR)	<input checked="" type="checkbox"/>		<input type="text"/>	ministry of com	30-Sep-2022
* Company Profile including (organizational chart, History of company)	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	
* GOSI Certificate	<input checked="" type="checkbox"/>		<input type="text"/>	General organiz	04-Sep-2019
* IBAN (Bank Account)	<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	18-Sep-2022
* Saudization Certificate	<input checked="" type="checkbox"/>		<input type="text"/>	ministry of labo	20-Nov-2019
* VAT Certificate	<input checked="" type="checkbox"/>		<input type="text"/>	General author	18-Sep-2019
* Zakat Certificate	<input checked="" type="checkbox"/>		<input type="text"/>	General author	18-Mar-2020

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