



هيئة الاتصالات والفضاء والتقنية  
Communications, Space &  
Technology Commission

# CST

## Supplier Portal

### User Guide

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## Introduction to the Supplier Portal

### What is the Supplier Portal?

The CITC Supplier Portal is a secure, web-based workspace that provides our vendors with full visibility to CITC transactions, including request for quotations (RFQ), purchase orders, and invoices.

The Supplier Portal plays a key role in CITC's Oracle ERP transformation, as this tool helps improve communication with our suppliers by automating and streamlining the source-to-serve process.

### Supplier Portal can be used for the following actions:

- To create an invoice relating to a Purchase Order or Work order.
- To create a Credit Memo.
- To add a contact to access Supplier Portal.
- Check the Invoice, WO and PO status including payment details if invoice has been paid.

### Supplier Portal should not be used for the following actions:

- Submitting an invoice which does not have a CITC WO or PO referenced.
- To submit a future dated invoice.
- Update your Company information in CITC records (name and address).

### Logging in

You will receive a Supplier Portal invitation with a custom link to create a password and log in

Once your password has been set, click on the "Oracle Fusion Prod" icon to reach the Supplier Portal home page.

Now login using your CITC Supply Portal ID and newly created password



Sign In  
Oracle Applications Cloud

eslam.mahmoud.em15@gmail.com

.....|

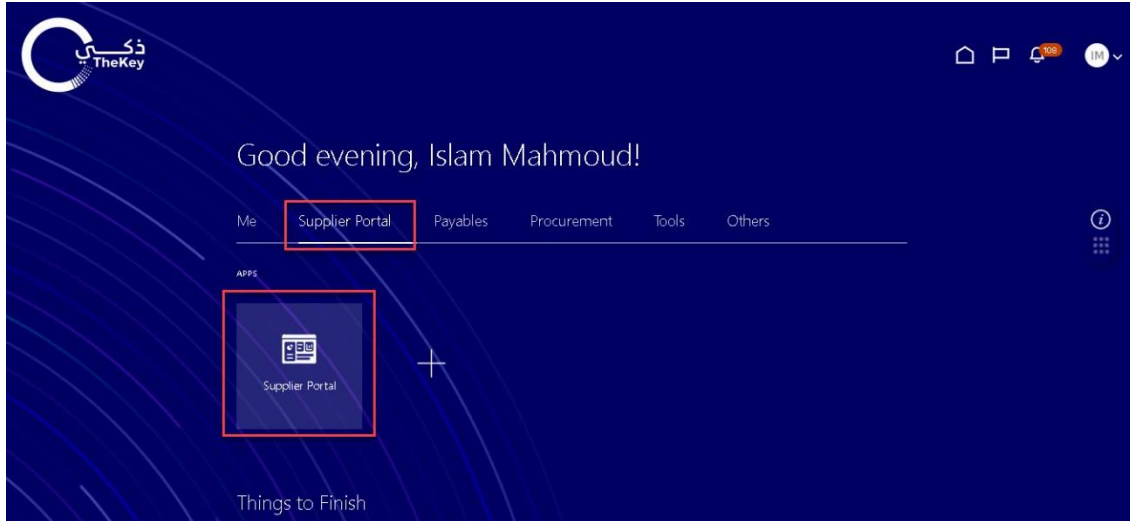
[Forgot Password](#)

**Sign In**

English

## Homepage Navigation

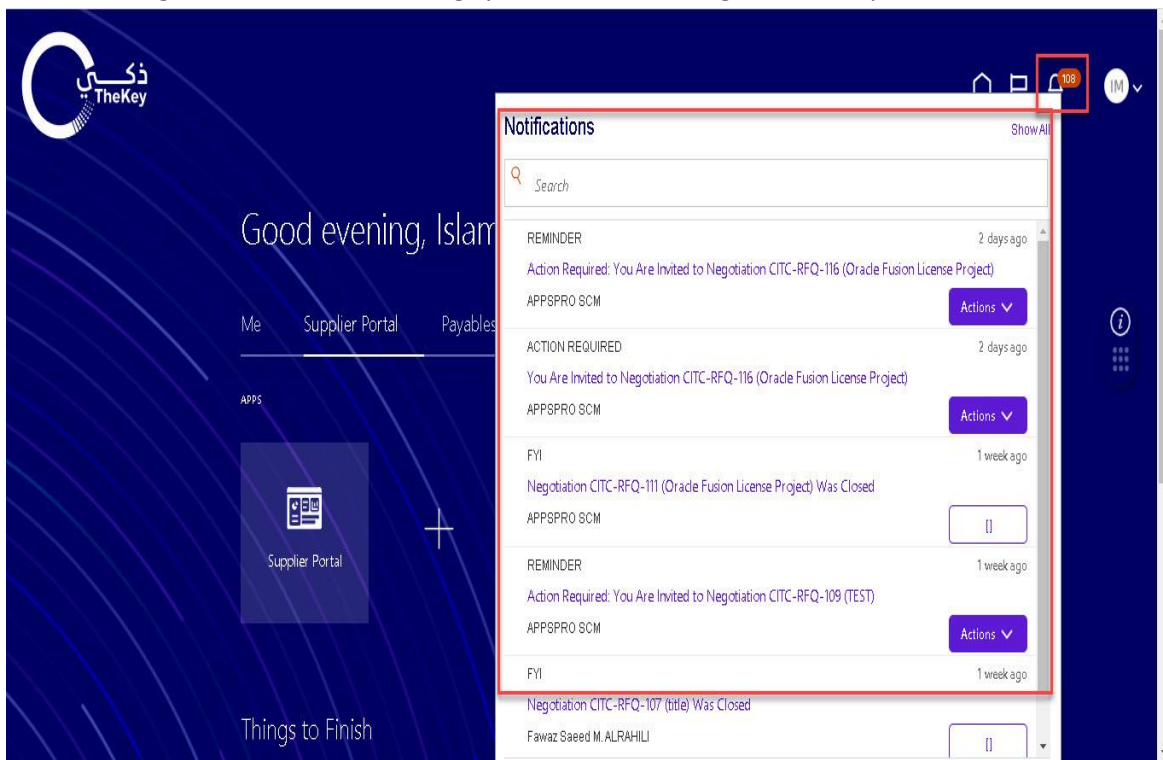
On the home page, click on the Supplier Portal icon to open the “Overview” page.



## Notifications

At the top right corner of the home page, a bell icon will display your pending notifications. This includes new purchase orders pending acknowledgement as well as invitations to a negotiation.

**Note:** Clicking on the notification brings you to the PO or Negotiation in question



## Overview Menu

The overview page provides a snapshot into CITC's most recent transactions as well as anything requiring attention.

The screenshot displays the Supplier Portal interface. At the top, there is a dark blue header with the 'ذكي TheKey' logo on the left and navigation icons (home, flag, notifications with '138', and user profile 'IM') on the right. Below the header, the page title 'Supplier Portal' is visible. A search bar contains a dropdown menu set to 'Orders' and an 'Order Number' input field with a search icon. On the left side, a 'Tasks' sidebar lists various actions under categories: Orders (Manage Orders, Manage Schedules, Acknowledge Schedules in Spreadsheet), Agreements (Manage Agreements), Contracts and Deliverables (Manage Contracts, Manage Deliverables), Consigned Inventory (Review Consumption Advices), and Invoices and Payments (Create Invoice). The main content area features three panels. The 'Requiring Attention' panel shows a donut chart with a total of 43 items, broken down into four categories: Contract Deliverables Overdue (1), Schedules Overdue or Due Today (8), Business Classifications Expiring (8), and Invoices Overdue (26). The 'Recent Activity' panel lists actions from the last 30 days: Negotiation responses awarded or rejected (19), Agreements opened (2), Orders changed or canceled (2), and Orders opened (16). The 'Transaction Reports' panel shows summary data for the last 30 days: PO Purchase Amount (2570400 SAR), Invoice Amount (402510 SAR), and Invoice Price Variance Amount (SAR).

**Supplier Portal**

Search:  Order Number:

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements**
  - Manage Agreements
- Contracts and Deliverables**
  - Manage Contracts
  - Manage Deliverables
- Consigned Inventory**
  - Review Consumption Advices
- Invoices and Payments**
  - Create Invoice

**Requiring Attention**

43

Category	Count
Contract Deliverables Overdue	1
Schedules Overdue or Due Today	8
Business Classifications Expiring	8
Invoices Overdue	26

**Recent Activity**  
Last 30 Days

Negotiation responses awarded or rejected	19
Agreements opened	2
Orders changed or canceled	2
Orders opened	16

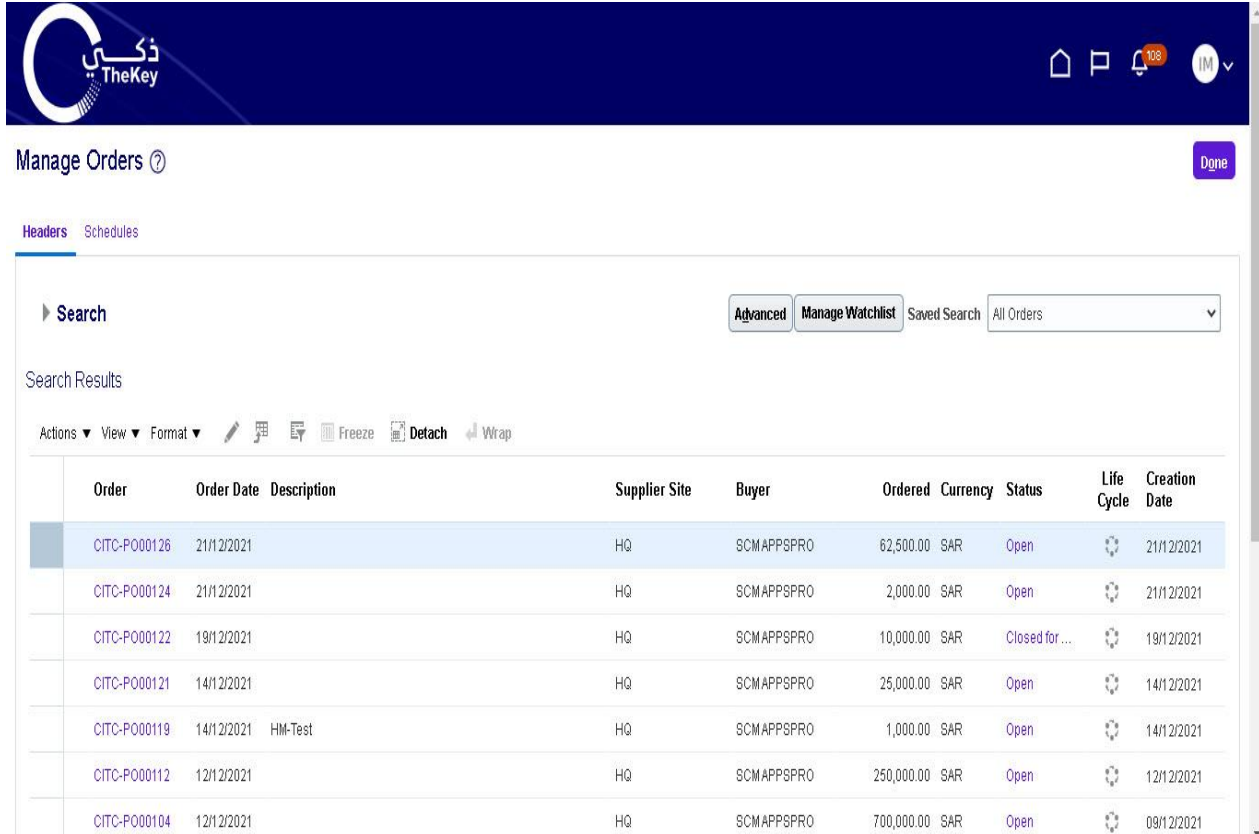
**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2570400	SAR
Invoice Amount	402510	SAR
Invoice Price Variance Amount		SAR

## Orders Tab

Contains the header detail of our purchase orders. The header contains the PO issued date and the total SAR amount ordered. The item level detail, quantity, and ship-to locations can be found in "Schedules".

Orders with Recent Activity: A list of orders that have been Opened, Changed, or Canceled within the last week. This date can be manually changed to display more or less orders.



**Manage Orders** Done

Headers Schedules

Search Advanced Manage Watchlist Saved Search All Orders

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
CITC-PO00126	21/12/2021		HQ	SCM APPSPRO	62,500.00	SAR	Open		21/12/2021
CITC-PO00124	21/12/2021		HQ	SCM APPSPRO	2,000.00	SAR	Open		21/12/2021
CITC-PO00122	19/12/2021		HQ	SCM APPSPRO	10,000.00	SAR	Closed for ...		19/12/2021
CITC-PO00121	14/12/2021		HQ	SCM APPSPRO	25,000.00	SAR	Open		14/12/2021
CITC-PO00119	14/12/2021	HM-Test	HQ	SCM APPSPRO	1,000.00	SAR	Open		14/12/2021
CITC-PO00112	12/12/2021		HQ	SCM APPSPRO	250,000.00	SAR	Open		12/12/2021
CITC-PO00104	12/12/2021		HQ	SCM APPSPRO	700,000.00	SAR	Open		09/12/2021

## Schedules

A purchase order “Schedule” contains the quantity, ship-to location, and promised ship date. An order with a ship date in the past is highlighted with an alert. Schedules must be kept up to date. The promised ship dates that you provide are visible for everyone at CITC.

At the bottom, “Recent Receipts” will list all purchase order schedules received within the last week.

The screenshot shows the 'Manage Orders' interface with the 'Schedules' tab selected. The table below lists the search results for purchase order schedules.

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to Location
⚠️ CITC-P000126	HQ	1	لابتوب Core i7		1	25	Each	2,500.00	62,500.00	SAR	Open	مسودع الأصول
⚠️ CITC-P000124	HQ	1	حبر طابعه ليزر جت ملونه HP5525 DI		1	20	جبه	100.00	2,000.00	SAR	Open	Head Office
CITC-P000122	HQ	1	رخص		1				10,000.00	SAR	Closed Fo...	Head Office
⚠️ CITC-P000121	HQ	1	Laptop		1	10	جبه	2,500.00	25,000.00	SAR	Open	Head Office
CITC-P000120	HQ	1	Laptop		1	0	جبه	2,500.00	0.00	SAR	Canceled	Head Office
⚠️ CITC-P000119	HQ	1	HM-Test		1	100	Each	10.00	1,000.00	SAR	Open	Head Office
CITC-P000118	HQ	1	ERP Project		1				60,000.00	SAR	Closed	نارة الموراد البخره

## Negotiations Tab

Request for Quotation (RFQ) transactions that the supplier is involved in or is invited to by CITC. It provides a quick summary to easily monitor the status and responses.

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Channel Programs**

- Manage Programs

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advices

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments

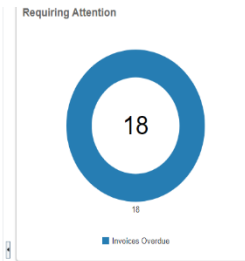
**Negotiations**

- **View Active Negotiations**
- Manage Responses


**Qualifications**

- Manage Questionnaires
- View Qualifications

**Company Profile**



Supplier News



Home IM

### Manage Responses Done

Time Zone: Arabia Standard Time

Search

Advanced Manage Watchlist Saved Search Active or Draft Responses

\*\* At least one is required

\*\* Negotiation Title:

\*\* Negotiation:

\*\* Response:

\*\* Response Status:

Line Description:

Search Reset Save...

Search Results

Revising a draft response automatically locks it.

Actions View Format Freeze Detach Wrap Accept Terms Revise

Response	Response Status	Negotiation	Negotiation Title	Negotiation Type	Time Remaining	Unread Messages	Monitor
14001	Pending award	CITC-RFQ-040	CITC_00001	RFQ	0 Seconds	0	
13001	Awarded	CITC-RFQ-029	CITC_Test	RFQ	0 Seconds	0	

Columns Hidden: 8



## Request for Quote (RFQ)

### Receiving an Invite for a Negotiation

The CITC Sourcing group has the ability to invite vendors to bid on projects through the Supplier Portal. If your organization is invited to a negotiation, you will receive an email as well as a notification in the Supplier Portal.

The email invitation will include a PDF overview of the project. There is also a link that will take you directly to the RFQ in the Supplier Portal.

### Viewing the RFQ

You can view the RFQ by clicking on the link the email notification. Another option is to go to the Supplier Portal and navigate to the Negotiations tab. Click on the negotiation number in question.

The screenshot shows the Supplier Portal interface. At the top, there is a navigation bar with the 'TheKey' logo and user profile information. Below the navigation bar, the 'Supplier Portal' title is displayed. A search bar is present with a dropdown menu set to 'Negotiations' and a search input field. The main content area is divided into several sections:

- Tasks:** A sidebar menu with categories like Orders, Agreements, Contracts and Deliverables, Consigned Inventory, and Invoices and Payments.
- Requiring Attention:** A donut chart showing a total of 43 items. The chart is divided into four segments: Contract Deliverables Overdue (1), Schedules Overdue or Due Today (8), Business Classifications Expiring (8), and Invoices Overdue (26).
- Recent Activity:** A table showing activity over the last 30 days:
 

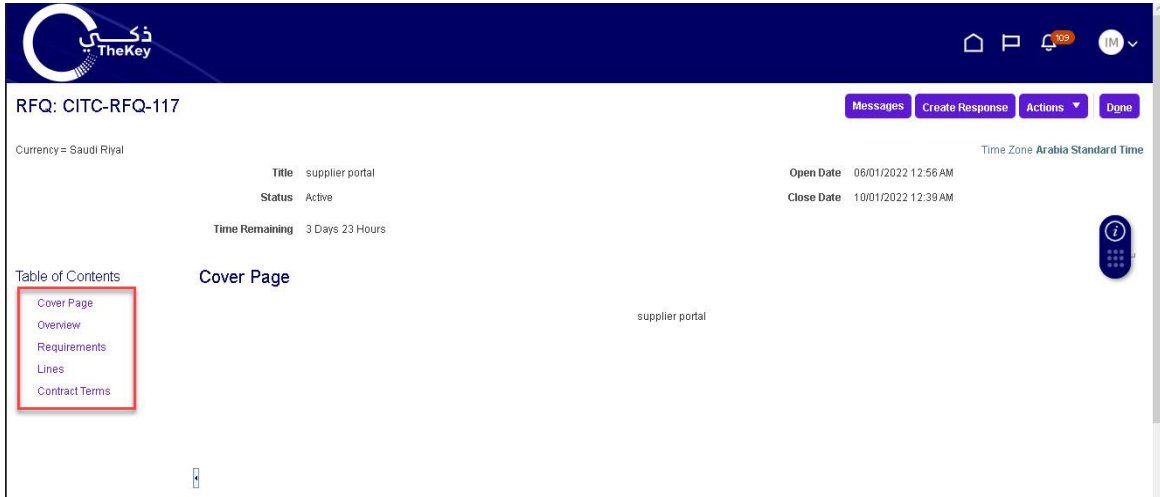
Negotiation responses awarded or rejected	19
Agreements opened	2
Orders changed or canceled	2
Orders opened	16
- Transaction Reports:** A table showing reports over the last 30 days:
 

PO Purchase Amount	2570400	SAR
Invoice Amount	402510	SAR
Invoice Price Variance Amount		SAR

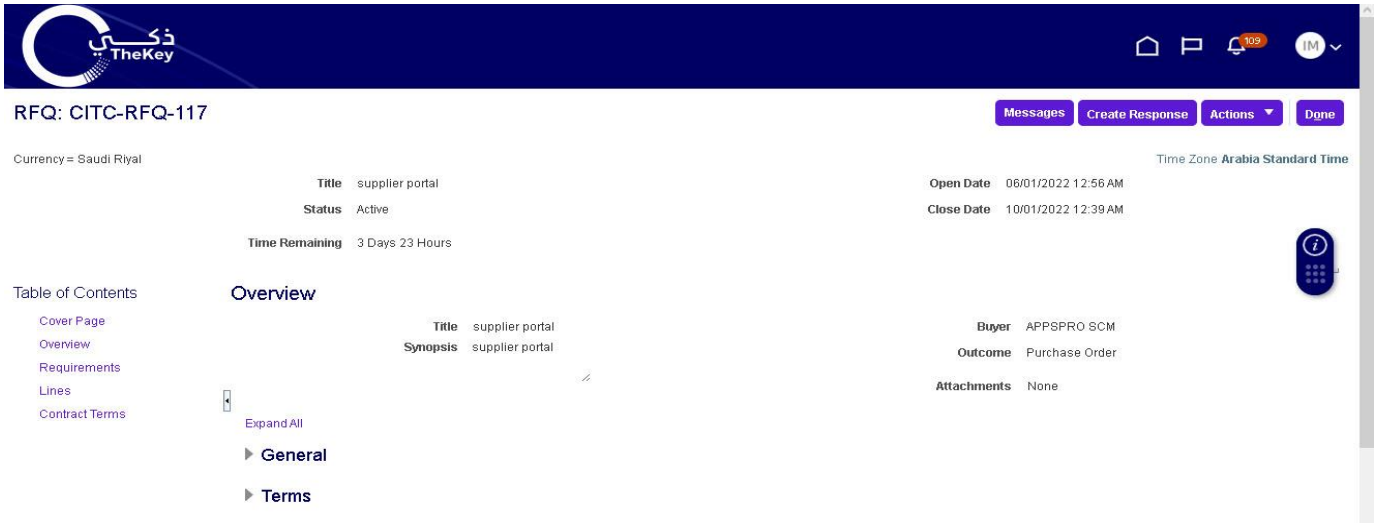
The screenshot shows the 'Active Negotiations' search results page. At the top, there is a search bar with a dropdown menu set to 'Negotiations' and a search input field containing 'CITC-RFQ-117'. The search results are displayed in a table with the following columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. The search results table is highlighted with a red border.

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
CITC-RFQ-117	supplier portal	RFQ	3 Days 23 Hours	10/01/2022 12:...	0		0		

This will bring up the RFQ cover page with the time remaining to respond displayed. On the left-hand side of the RFQ, you will see links to the different components of the RFQ.



Click on the **Overview** link. This will bring up the Overview page, which has key dates tied to the RFQ. On the right-hand side, you will find attachments to the RFQ. The attachment will have the requirements for the RFQ along with instructions, quantities, and any other relevant information.



Click on the **Lines** link. This will bring up the line items tied to the RFQ. In some cases, due to complex requirements, there will be one placeholder line visible with the advanced requirements included in an attachment.

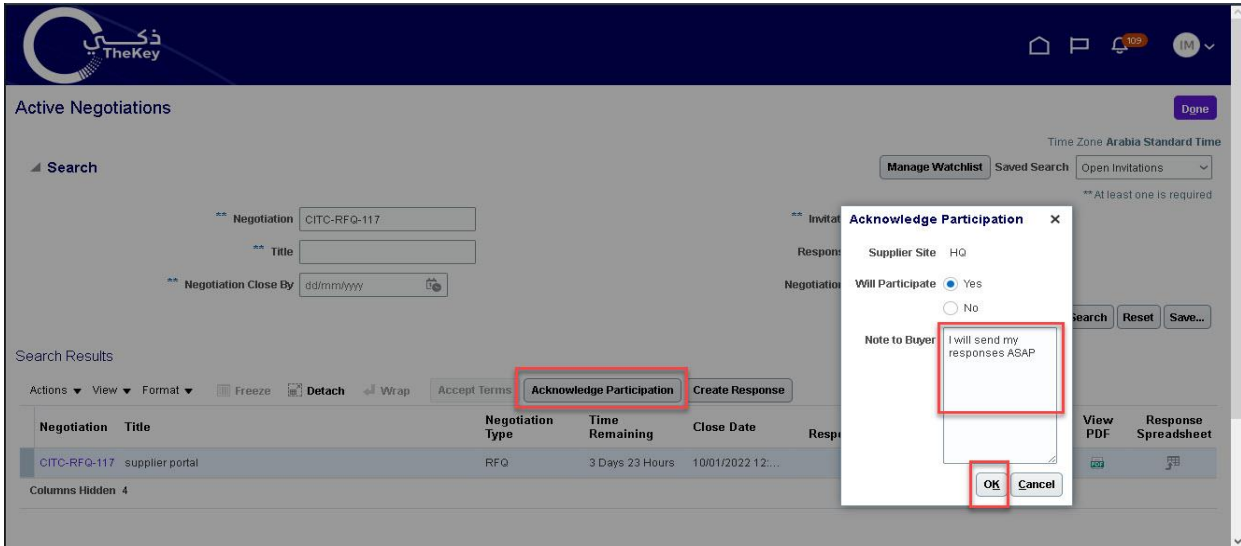
The screenshot shows the 'RFQ: CITC-RFQ-117' interface. At the top, there are navigation icons and a user profile. Below the title, there are buttons for 'Messages', 'Create Response', 'Actions', and 'Done'. The interface includes a 'Table of Contents' on the left with 'Lines' highlighted. The main area shows 'Summary' with a table of line items. The table has columns: Line, Item, Description, Category Name, Quantity, UOM, Location, Requested Delivery Date, Start Price, Allow Alternate Lines, and Attachments. A single line item is visible with 'Line' 1, 'Item' test, 'Description' خدمات, 'Category Name' اداره المواردة العامة, 'Requested Delivery Date' 31/01/2022, and 'Allow Alternate Lines' Yes. The 'Lines' link in the table of contents and the 'Lines' section header are highlighted with red boxes.

## Creating a Response

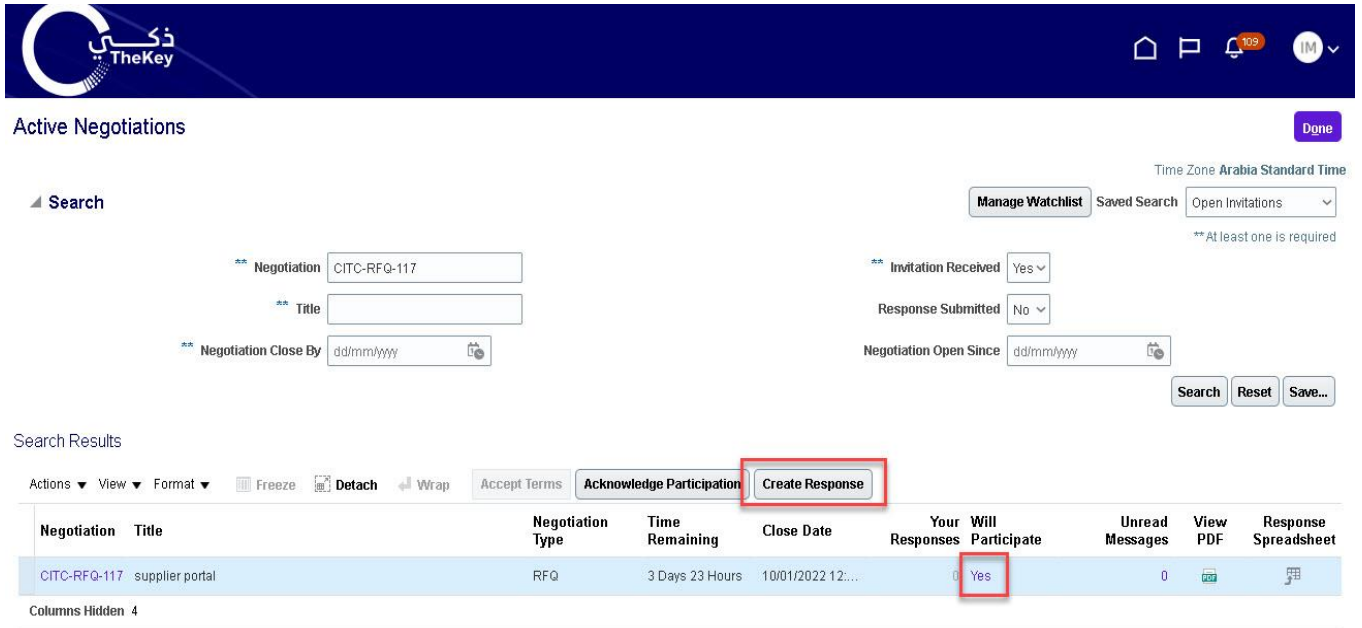
When you decide to bid on an RFQ, you must first acknowledge that you will participate. You can do this from the Negotiations dashboard by scrolling to the “Open Invitations” section. Highlight the negotiation, and click on the **Acknowledge Participation** button.

The screenshot shows the 'Active Negotiations' dashboard. It features a search bar and several filters: 'Negotiation' (CITC-RFQ-117), 'Title', 'Negotiation Close By', 'Invitation Received' (Yes), 'Response Submitted' (No), and 'Negotiation Open Since'. There are buttons for 'Search', 'Reset', and 'Save...'. Below the search filters, there is a table of search results. The table has columns: Negotiation, Title, Negotiation Type, Time Remaining, Close Date, Your Responses, Will Participate, Unread Messages, View PDF, and Response Spreadsheet. A single negotiation is listed with 'Negotiation' CITC-RFQ-117, 'Title' supplier portal, 'Negotiation Type' RFQ, 'Time Remaining' 3 Days 23 Hours, 'Close Date' 10/01/2022 12:..., 'Your Responses' 0, 'Will Participate' 0, 'Unread Messages' 0, and 'Response Spreadsheet' icon. The 'Acknowledge Participation' button in the table's action menu is highlighted with a red box.

This will bring up the Acknowledge Participation popup. You can select Yes or No, and enter a comment to the CITC buyer.



At this point, if you refresh the Negotiations dashboard, you will see YES listed in the 'Will Participate' column. You can create your response by highlighting the Negotiation and clicking on the **Create Response** button.



This will bring up the response page. Enter the quote expiration date, an internal quote number if you have one, and any notes to the buyer. You can also attach any correspondence by clicking on the + sign next to Attachments.

The screenshot shows the 'Create Response (Quote 27001): Overview' page in TheKey system. The header includes the TheKey logo and navigation icons. A progress bar at the top shows four steps, with the first step 'Overview' selected. The main navigation bar contains buttons for 'Messages', 'Respond by Spreadsheet', 'Actions', 'Back', 'Next', 'Save', 'Submit', and 'Cancel'. The page title is 'Create Response (Quote 27001): Overview'. Below the title, it shows 'Title: supplier portal' and 'Time Remaining: 3 Days 23 Hours'. The 'Close Date' is '10/01/2022 12:39 AM'. The 'Last Saved' timestamp is '06/01/2022 1:16 AM' and the 'Time Zone' is 'Arabia Standard Time'. The 'General' section contains several fields: 'Supplier: Appspro', 'Supplier Site: HQ', 'Negotiation Currency: SAR', 'Response Currency: SAR', 'Price Precision: 2 Decimals Maximum', and 'Response Valid Until: 10/01/2022 12:40 AM'. The 'Response Type' is set to 'Primary'. The 'Reference Number' is '123456', the 'Note to Buyer' is 'check my responses', and the 'Attachments' are 'None +'. Red boxes highlight the 'Response Valid Until', 'Reference Number', 'Note to Buyer', and 'Attachments' fields.

**Header:** ذكي TheKey

**Progress Bar:** 1 - 2 - 3 - 4

**Navigation:** Overview | Require | Lines | Review

**Buttons:** Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

**Title:** Create Response (Quote 27001): Overview

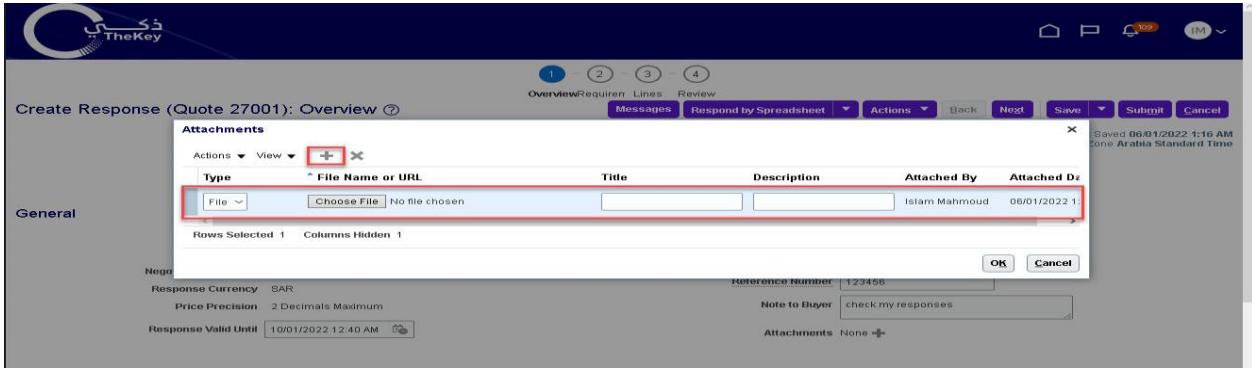
**Details:** Title: supplier portal | Time Remaining: 3 Days 23 Hours | Close Date: 10/01/2022 12:39 AM

**Last Saved:** 06/01/2022 1:16 AM | Time Zone: Arabia Standard Time

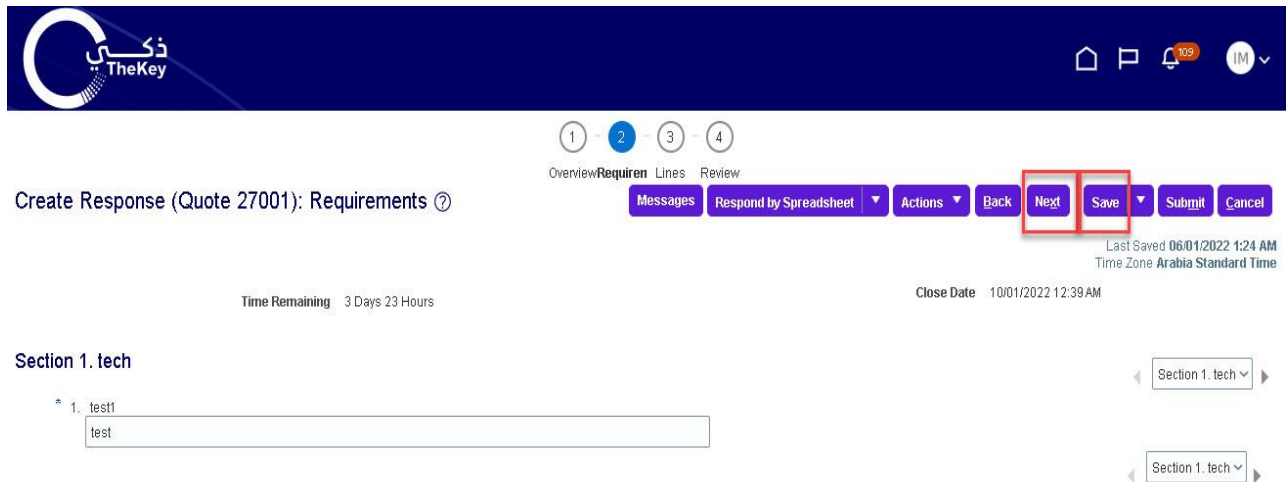
**General Section:**

- Supplier: Appspro
- Supplier Site: HQ
- Negotiation Currency: SAR
- Response Currency: SAR
- Price Precision: 2 Decimals Maximum
- Response Valid Until: 10/01/2022 12:40 AM
- Response Type:  Primary,  Alternate
- Reference Number: 123456
- Note to Buyer: check my responses
- Attachments: None +

You can attach more than one file by clicking on the + sign.



Once you attach a file, it will show up on the main screen. You can remove the attachment by clicking on the X next to the file name. Hit **Save** and then **Next**.



This will bring you to the "Lines" screen. Enter unit costs for the lines along with a Promised Ship Date or service delivery date.

ذكي TheKey

Overview | Requiren | **Lines** | Review

Create Response (Quote 27001): Lines ?

Messages | Respond by Spreadsheet | Actions | Back | Next | Save | Submit | Cancel

Currency = Saudi Riyal

Last Saved 06/01/2022 1:32 AM  
Time Zone Arabia Standard Time

Time Remaining 3 Days 23 Hours

Close Date 10/01/2022 12:39 AM

Line	Description	Alternate Line Description	Create Alternate	Category Name	Start Price	Response Price	Response Quantity	UOM	Line Amount	Promised Delivery Date
1	test		+	تجارب		9,000.00			9,000.00	31/01/2022

Rows Selected 1 Columns Hidden 8

Grand Totals

All response lines except alternate lines are included.

Response Amount 9,000.00

Hit **Save** and **Next**. This will bring you to the Review screen, where you can view the response as a whole. There are tabs for the Overview and Lines. When you are ready to submit the response to CITC, hit **Submit**.

**Review Response: Quote 27001**

Currency = Saudi Riyal

Title: supplier portal | Close Date: 10/01/2022 12:39 AM | Time Remaining: 3 Days 22 Hours

Navigation: Overview (selected), Requirements, Lines

Buttons: Messages, Respond by Spreadsheet, Actions, Back, Next, Save, **Submit**, Cancel

Last Saved: 06/01/2022 1:39 AM | Time Zone: Arabia Standard Time

**General**

Supplier	Appspro	Response Type	Primary
Supplier Site	HQ	Reference Number	123456
Negotiation Currency	SAR	Note to Buyer	check my responses
Response Currency	SAR		
Price Precision	2 Decimals Maximum	Attachments	None
Response Valid Until	10/01/2022 12:40 AM		

You will receive confirmation that the response was submitted.

**Active Negotiations**

Confirmation: The response 27001 to negotiation CITC-RFQ-117 was submitted. [OK]

Search Filters:

- \*\* Negotiation: CITC-RFQ-117
- \*\* Title: [ ]
- \*\* Negotiation Close By: dd/mm/yyyy
- \*\* Invitation Received: Yes
- Response Submitted: No
- Negotiation Open Since: dd/mm/yyyy

Buttons: Manage Watchlist, Saved Search, Open Invitations, Search, Reset, Save...

Search Results

Actions: View, Format, Freeze, Detach, Wrap, Accept Terms, Acknowledge Participation, Create Response

Negotiation	Title	Negotiation Type	Time Remaining	Close Date	Your Will Responses	Will Participate	Unread Messages	View PDF	Response Spreadsheet
No results found.									

Columns Hidden: 4



## Purchase Orders (PO)

### PO Notification

When a CITC purchase order is issued, you will receive an email notification with a PDF attachment

If an acknowledgment is required, the email subject will include "Requires Acknowledgment". A notification alert will also be displayed at the top of Supplier Portal to note an action is required.

When a "Revised" PO is received, the email subject will include the "Revision #"

### Review PO Details

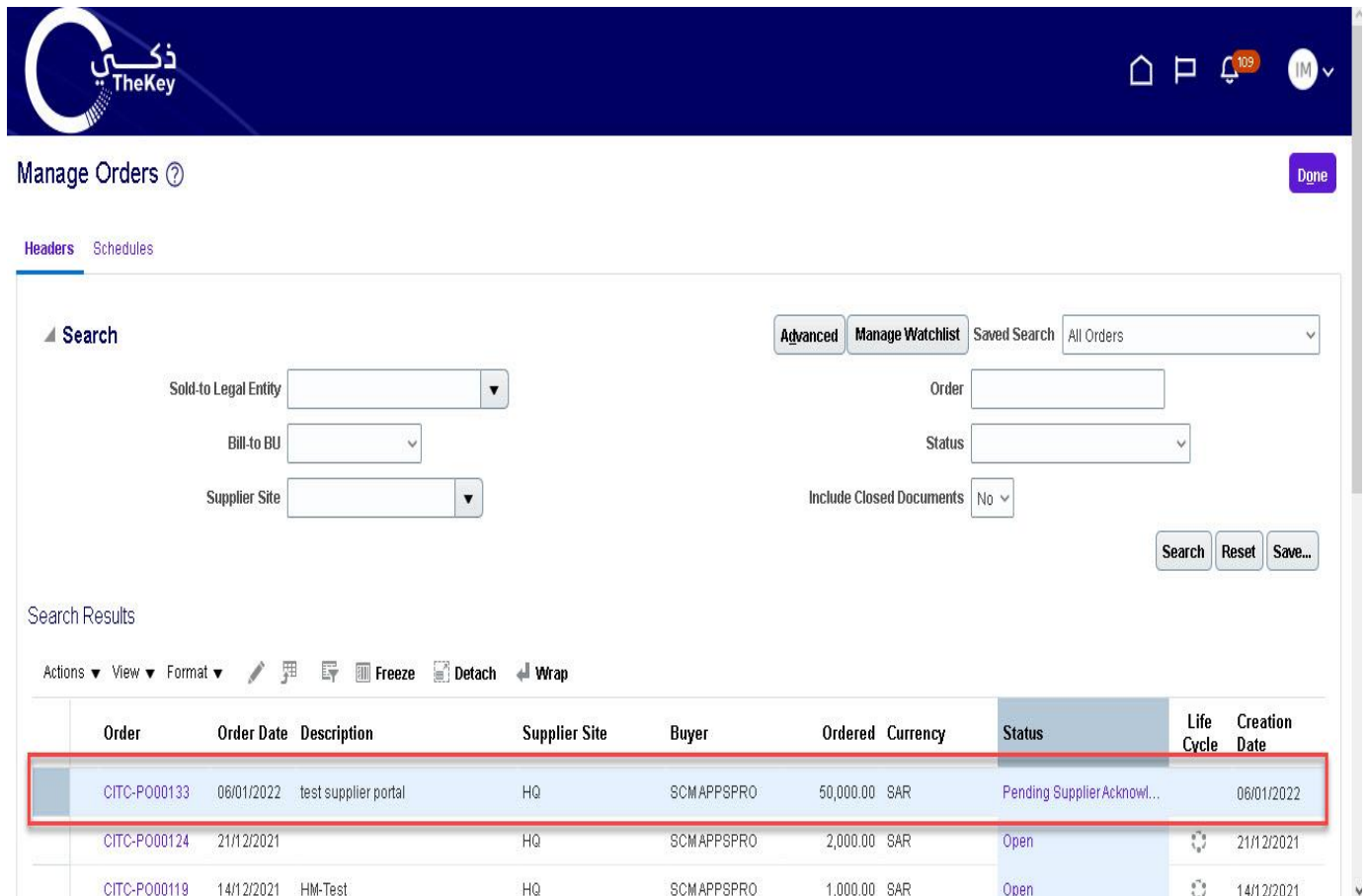
Open the attachment in the email to view a PDF of the purchase order. Additionally, on the "Orders" overview tab in the Supplier Portal, all recent PO's will be listed under "Opened". You will have the option of viewing a PDF, opening the order for acknowledgment, as well as updating the order with a confirmed promised ship date.

## Acknowledge a PO

Some CITC POs will require a supplier acknowledgment within the Portal. The PO will not be considered “open” until the Supplier completes the acknowledgment process. If a PO requires acknowledgment, the email subject will note “Requires Acknowledgement”. You can acknowledge the PO from the link in the email or log into the supplier portal and click on the “Pending Acknowledgment” link in the Watch list.

**Note:** A notification alert will pop-up as well as a task in the “Work list”. While both of these serve as links to the PO, it is suggested to acknowledge an order by using the link in the “Watch List”, as this method is most efficient.

A “Manage Orders” screen will be displayed with all orders pending acknowledgement. Click on an order #.



**Manage Orders** Done

Headers Schedules

**Search**

Advanced Manage Watchlist Saved Search All Orders

Sold to Legal Entity

Order

Bill-to BU

Status

Supplier Site

Include Closed Documents No

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
CITC-PO00133	06/01/2022	test supplier portal	HQ	SCMAPPSPRO	50,000.00	SAR	Pending Supplier Acknowl...		06/01/2022
CITC-PO00124	21/12/2021		HQ	SCMAPPSPRO	2,000.00	SAR	Open		21/12/2021
CITC-PO00119	14/12/2021	HM-Test	HQ	SCMAPPSPRO	1,000.00	SAR	Open		14/12/2021

The PO header and details will be displayed. At the top right of the screen, select the “Acknowledge PO” button.

The screenshot shows the 'Purchase Order: CITC-PO00133' page. At the top right, there are navigation icons and a user profile icon. Below the header, there are buttons for 'Acknowledge', 'View PDF', 'Actions', 'Refresh', and 'Done'. The 'Acknowledge' button is highlighted with a red box. The main content area is titled 'Main' and contains a 'General' section with the following details:

<b>Sold-to Legal Entity</b>	جهة الامتيازات وبقية السلطات	<b>Supplier</b>	Appspro	<b>Ordered</b>	50,000.00 SAR
<b>Bill-to BU</b>	CITC Business Unit	<b>Supplier Site</b>	HQ	<b>Description</b>	test supplier portal
<b>Order</b>	CITC-PO00133	<b>Supplier Contact</b>	Islam Mahmoud	<b>Source Agreement</b>	
<b>Status</b>	Pending Supplier Acknowledgment	<b>Bill-to Location</b>	Head Office	<b>Supplier Order</b>	
<b>Buyer</b>	APPSPRO SCM	<b>Ship-to Location</b>	Head Office		
<b>Creation Date</b>	06/01/2022				

Below the details, there are tabs for 'Terms' and 'Notes and Attachments'.

The screenshot shows the 'Acknowledge Document (Purchase Order): CITC-PO00133' page. At the top right, there are navigation icons and a user profile icon. Below the header, there are buttons for 'Accept', 'Reject', 'View PDF', and 'Cancel'. The 'Accept' button is highlighted with a red box. The main content area is titled 'Main' and contains a 'General' section with the following details:

<b>Sold-to Legal Entity</b>	جهة الامتيازات وبقية السلطات	<b>Supplier</b>	Appspro	<b>Ordered</b>	50,000.00 SAR
<b>Order</b>	CITC-PO00133	<b>Supplier Site</b>	HQ	<b>Description</b>	test supplier portal
<b>Status</b>	Pending Supplier Acknowledgment	<b>Supplier Contact</b>	Islam Mahmoud	<b>Source Agreement</b>	
<b>Buyer</b>	APPSPRO SCM	<b>Bill-to Location</b>	Head Office	<b>Supplier Order</b>	
<b>Creation Date</b>	06/01/2022	<b>Ship-to Location</b>	Head Office	<b>Communication Method</b>	None

Below the details, there are tabs for 'Terms' and 'Notes and Attachments'. The 'Notes and Attachments' section contains the following information:

<b>Required Acknowledgment</b>	Document	<b>Payment Terms</b>	Immediate	<input checked="" type="checkbox"/> Pay on receipt
<b>Acknowledgment Due Date</b>	10/01/2022	<b>Shipping Method</b>		<input type="checkbox"/> Confirming order
<b>Acknowledgment Note</b>		<b>Freight Terms</b>		

In the top right-hand corner, hit “Accept”

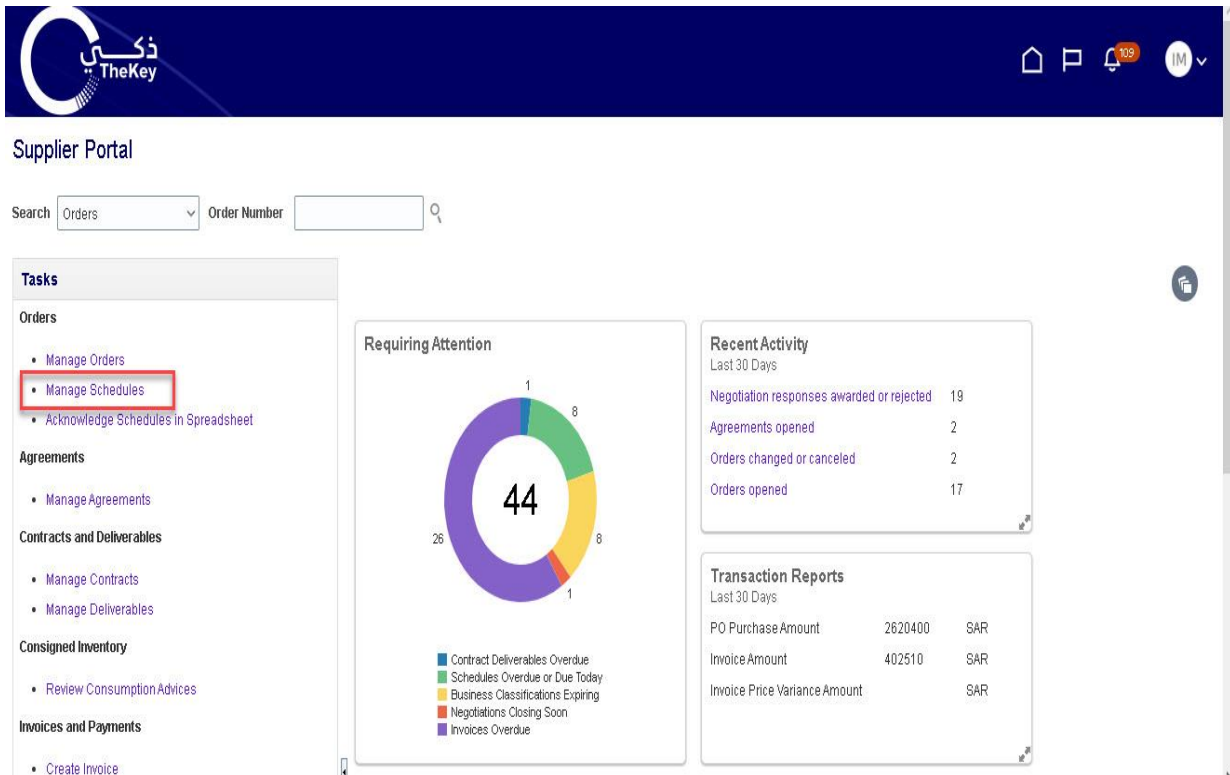
Then hit “OK” close out of the order.

The acknowledgment has been sent back to SANS and the order status is now “Open”.

## Manage Schedules

To search and view all orders and schedules, select the task button while in the Overview screen in the supplier portal

It opens up a tab on the right side with a number of options. Under “Orders”, select “Manage Schedules”.



**Supplier Portal**

Search  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules**
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advises
- Invoices and Payments
  - Create Invoice

**Requiring Attention**

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Category	Count
Contract Deliverables Overdue	1
Schedules Overdue or Due Today	8
Business Classifications Expiring	8
Negotiations Closing Soon	1
Invoices Overdue	26

**Recent Activity**  
Last 30 Days

Negotiation responses awarded or rejected	19
Agreements opened	2
Orders changed or canceled	2
Orders opened	17

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2620400	SAR
Invoice Amount	402510	SAR
Invoice Price Variance Amount		SAR

The Manage Orders screen allows you to search all PO Schedules, open or closed. The default search is “All”, but you can search using a number of parameters, as well as setup custom searches. You can also easily tell which schedules don’t have a “Promised Ship Date” by sorting the field. In fact, all of the fields are sortable.

Order	Supplier Site	Line	Line Description	Supplier Item	Schedule	Ordered Quantity	UOM	Price	Ordered	Currency	Status	Ship-to
CITC-PO00133	HQ	1	test supplier		1				50,000.00	SAR	Open	Head Of
⚠ CITC-PO00126	HQ	1	لافتوب Core i7		1	25	Each	2,500.00	62,500.00	SAR	Open	رئيس الأعمال
⚠ CITC-PO00124	HQ	1	حبر طابعة ليزر جيت موفيه HP5525 DI		1	20	حبة	100.00	2,000.00	SAR	Open	Head Of
CITC-PO00122	HQ	1	رخصن		1				10,000.00	SAR	Closed Fo...	Head Of
⚠ CITC-PO00121	HQ	1	Laptop		1	10	حبة	2,500.00	25,000.00	SAR	Open	Head Of
CITC-PO00120	HQ	1	Laptop		1	0	حبة	2,500.00	0.00	SAR	Canceled	Head Of
⚠ CITC-PO00119	HQ	1	HM-Test		1	100	Each	10.00	1,000.00	SAR	Open	Head Of

### Order Life Cycle

When you select a PO to view or edit, the “Order Life Cycle” graph can be found on the top right of the screen. It is a graphical view of the SAR amount ordered, received, delivered, and invoiced. Select “View Details” for additional information.

**Purchase Order: CITC-PO00122**

**General**

Sold-to Legal Entity: جهة الامتيازات وغيره للمؤسسات  
 Bill-to BU: CITC Business Unit  
 Order: CITC-PO00122  
 Status: Closed for Receiving  
 Buyer: APPSPRO SCM  
 Creation Date: 19/12/2021

Supplier: Appspro  
 Supplier Site: HQ  
 Supplier Contact: Islam Mahmoud  
 Bill-to Location: Head Office  
 Ship-to Location: Head Office

Ordered: 10,000.00 SAR  
 Description: Source Agreement  
 Supplier Order

**Order Life Cycle**

Ordered  
 Received  
 Delivered

0 4K 8K 8K

Amount (SAR)

[View Details](#)

**Terms** Notes and Attachments

Required Acknowledgment: None  
 Payment Terms: Immediate  
 Shipping Method:   
 Freight Terms:   
 Pay on receipt  
 Confirming order

**Additional Information**

The Order Life Cycle now displays a complete order summary including in-transit shipment information, receipt dates, and invoice status.

**Sold-to Legal Entity** هيئة الاتصالات و تقنية المعلومات

**Order** CITC-PO00122

**Supplier** Appspro

**Supplier Site** HQ

**Supplier Contact** Islam Mahmoud

**Ordered** 10,000.00 SAR

**Order Life Cycle**

Category	Amount (SAR)
Ordered	10,000.00
Shipped	0.00
Received	10,000.00
Delivered	10,000.00
Invoiced	0.00

**Ordered** 10,000.00 SAR

**Shipped** 0.00 SAR

**Received** 10,000.00 SAR

**Delivered** 10,000.00 SAR

**Invoiced** 0.00 SAR

▲ In-Transit Shipments

Actions View Format Freeze Detach Wrap

Shipment	Ship Date	Tracking Number	Packing Slip	Expected Receipt Date	Shipped	Carrier	Bill of Lading
No results found.							

Columns Hidden 2

▲ Receipts

Actions View Format Freeze Detach Wrap

Receipt	Receipt Date	Shipment	Ship Date	Packing Slip	Returned	Received	Delivered	Invoiced	Open to Invoice
20210025	27/12/2021 1:...				0.00	5,000.00	5,000.00	0.00	5,000.00
20210023	20/12/2021 4:...				0.00	5,000.00	5,000.00	0.00	5,000.00

Columns Hidden 3

## Invoices

### Create and Submit an Invoice

The CITC Supplier Portal allows you to submit invoices directly to SANS. Processing your invoices through the supplier portal will increase the speed that your payment is processed. In the task list, select “Create Invoice”.

**Supplier Portal**

Search: Orders [Order Number] [ ]

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Agreements
  - Manage Agreements
- Contracts and Deliverables
  - Manage Contracts
  - Manage Deliverables
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice**

**Requiring Attention**

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- Contract Deliverables Overdue: 1
- Schedules Overdue or Due Today: 8
- Business Classifications Expiring: 8
- Negotiations Closing Soon: 1
- Invoices Overdue: 26

**Recent Activity**  
Last 30 Days

Negotiation responses awarded or rejected	19
Agreements opened	2
Orders changed or canceled	2
Orders opened	17

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2620400	SAR
Invoice Amount	402510	SAR
Invoice Price Variance Amount		SAR

In the “Create Invoice” section, select an order from the “Identifying PO” drop down list. This will populate most of the fields. Then enter your internal “Invoice Number” and today’s date. Under “Attachments”, click the + to upload a copy of your internal invoice for our records.

**ORACLE**

Create Invoice ?

Invoice Actions: Save Save and Close Submit Cancel

**\* Identifying PO** PO-000152  
Supplier: Professionals Consultants for Technology Company LLC (AppsPro)  
Taxpayer ID: 1010336606  
**\* Supplier Site** AppsPro  
Address: 14364, Riyadh 11424, SAUDI ARABIA  
Supplier Tax Registration Number: [ ]

**Remit-to Bank Account** XXXXXXXXXXX1-16  
Unique Remittance Identifier: [ ]  
Unique Remittance Identifier Check Digit: [ ]  
Description: [ ]  
Attachments: None +  
Tax Control Amount: [ ]

**\* Number** PO-000152-01  
**\* Date** 20/05/2022  
**\* Type** Invoice  
Invoice Currency: SAR - Saudi Riyal  
Payment Currency: SAR - Saudi Riyal

**Customer**  
**\* Customer Taxpayer ID** 00000  
Name: هيئة الاتصالات و تقنية المعلومات  
Address: [ ]

In the "Lines" section, hit the "Select and add" button to choose the PO lines you'd like to add to the invoice.

Lines

View + × ☰ Cancel Line

* Number	* Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price
		* Number	* Line	* Schedule	Number	Line							
No data to display.													

Select the line(s) and hit "Apply".

Then hit "OK". The item(s) has been added to the invoice.

**Select and Add: Purchase Orders** ✕

▶ Search Advanced Saved Search

Search Results

View 🗨 📄 Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
PO2021139	1	1			1500-190005	CONTRACT, Prepa...	AppsproLocation	10

Apply OK Cancel

Hit "Submit" to send the invoice to CITC

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Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

Identifying PO: CITC-PO00084  
 Supplier: Appspro  
 Taxpayer ID:   
 Supplier Site: HQ  
 Address: 65987 الملك فهد الرياض SAUDI ARABIA  
 Supplier Tax Registration Number:

Remit-to Bank Account:   
 Unique Remittance Identifier:   
 Unique Remittance Identifier Check Digit:   
 Description:   
 Attachments: None +  
 Tax Control Amount:

\* Number: PO00084-1  
 \* Date: 05/01/2022  
 Type: Invoice  
 Invoice Currency: SAR - Saudi Riyal  
 Payment Currency: SAR - Saudi Riyal

Customer  
 Customer Taxpayer ID: 12345  
 Name: هيئة الاتصالات و تقنية المعلومات  
 Address:

Lines

View + × ☰ Cancel Line

Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
Number	Line									

A pop-up message will confirm that the invoice has been submitted



## View Invoices

To search for all submitted invoices, on the Task Menu, select “View Invoices”

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**


- Review Consumption Advices

**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices**
- View Payments

**Negotiations**

**Requiring Attention**



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- Contract Deliverables Overdue: 1
- Schedules Overdue or Due Today: 8
- Business Classifications Expiring: 8
- Negotiations Closing Soon: 1
- Invoices Overdue: 26

**Recent Activity**  
Last 30 Days


- Negotiation responses awarded or rejected: 19
- Agreements opened: 2
- Orders changed or canceled: 2
- Orders opened: 17

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2620400	SAR
Invoice Amount	402510	SAR
Invoice Price Variance Amount		SAR

**Supplier News**

Select your “Supplier” name, and hit search. You can use the fields to narrow your search as well as create custom searches. You can see the Invoice Status, as well as a Payment Number to confirm that a payment has been made against your invoice. Please note that all of these columns can be sorted.



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**View Invoices** Done

**Search** Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number

**\*\* Supplier**

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

**Search Results**

View  Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
1000	26/12/2021	Standard		26/12/2021	Appspro	HQ	1,035.00 SAR	1,035.00 SAR	Approv...	Unpaid		
1010	26/12/2021	Standard	CITC-PO00085	26/12/2021	Appspro	HQ	8,280.00 SAR	9,080.00 SAR	Approv...	Unpaid		
CITC-PO00124	21/12/2021	Standard	CITC-PO00124	21/12/2021	Appspro	HQ	345.00 SAR	345.00 SAR	Approv...	Unpaid		

## View Payments

To search for invoice payment status, on the Task Menu, select “View Payments”

Search  Order Number

**Tasks**

**Orders**

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

**Agreements**

- Manage Agreements

**Contracts and Deliverables**

- Manage Contracts
- Manage Deliverables

**Consigned Inventory**

- Review Consumption Advises


**Invoices and Payments**

- Create Invoice
- Create Invoice Without PO
- View Invoices
- View Payments**

**Negotiations**

- View Active Negotiations

**Requiring Attention**



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- Contract Deliverables Overdue: 1
- Schedules Overdue or Due Today: 8
- Business Classifications Expiring: 8
- Negotiations Closing Soon: 1
- Invoices Overdue: 26

**Recent Activity**  
Last 30 Days


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Orders opened	17

**Transaction Reports**  
Last 30 Days

PO Purchase Amount	2620400	SAR
Invoice Amount	402510	SAR
Invoice Price Variance Amount		SAR

**Supplier News**

Select your “Supplier” name, and hit search. You can use the fields to narrow your search as well as create custom searches. You can also see the payment status to confirm that a payment has been made. Select a “Payment Number” to see the complete details of the payment.



### View Payments Done

Search

Advanced Saved Search All Payments

\*\*\* Payment Number

Payment Status

Payment Amount

\*\*\* Supplier

Supplier Site

Payment Date


\*\* At least one is required

#### Search Results

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit to Account
12802	05/12/2021	Quick	Test b2B	Appspro	HQ	1,150.00 SAR	Negotiable	852225885
34	02/12/2021	Quick	Netting	Appspro	HQ	3,500.00 SAR	Negotiable	
12799	01/12/2021	Quick	57500	Appspro	HQ	51,750.00 SAR	Negotiable	852225885
12801	01/12/2021	Quick	1250T	Appspro	HQ	1,150.00 SAR	Negotiable	852225885

Complete payment detail will be displayed

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Payment: 12802 Done

<b>Business Unit</b>	CITC Business Unit	<b>Payment Amount</b>	1,150.00 SAR
<b>Payee</b>	Appspro	<b>Payment Date</b>	05/12/2021
<b>Payee Site</b>	HQ	<b>Payment Type</b>	Quick
<b>Address</b>	65987 المنطقة الرياض، SAUDI ARABIA	<b>Remit to Account</b>	852225885
<b>Payment Status</b>	Negotiable	<b>Payment Document</b>	Wire-23648928000106

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
Test b2B	05/12/2021	Standard				1,150.00 SAR	1,150.00 SAR	Manually a...	05/12/2021	Fully paid

## Supplier Preferences

On the home page, select “Set Preferences”



Select “Regional” in the General Preferences list to review the option to update your date and time format, preferred number format, primary currency, and time zone.



Select "Save and Close" when finished.



General Preferences: Regional

Save Save and Close Cancel

Territory

Date Format

Time Format

Number Format

Currency

Time Zone

Select "Language" to change the primary language of the website. The default is "American English"