

Oracle Fusion Supplier Portal Guide

Supplier Invoice Creation
User manual

دليل بوابة الموردين في أوراكل فيوجن

دليل المستخدم
لإنشاء فاتورة المورد



Access Alrajhi Takaful Website

الوصول إلى الموقع الإلكتروني لتكافل
الراجحي

Signing Into Alrajhi Takaful Website

تسجيل الدخول إلى موقع تكافل الراجحي



- Access the following URL: : <https://www.alrajhitakaful.com/ar/supplier-services>
- Select “Supplier Service” as shown below.

- .1 انتقل إلى الرابط أعلاه
- .2 حدد خدمات الموردين

Individual Business

Our Products Our Services Investor Relations Supplier Services Our Partners

Claims My Account

Comprehensive insurance solutions tailored to your needs

Popular Individual Business Bundles

Motor Insurance **Travel Insurance** **Visit Visa Extension Insurance** **Medical Malpractice Insurance** **Health Insurance** **Explore all products**

Find out Motor Insurance and get your policy

Choose from three tailored plans designed to match your needs and give you the peace of mind you're looking for.

Get Your Policy Now

National ID / Iqama ID

MM-YYYY

Explore Product Features Comparison Table

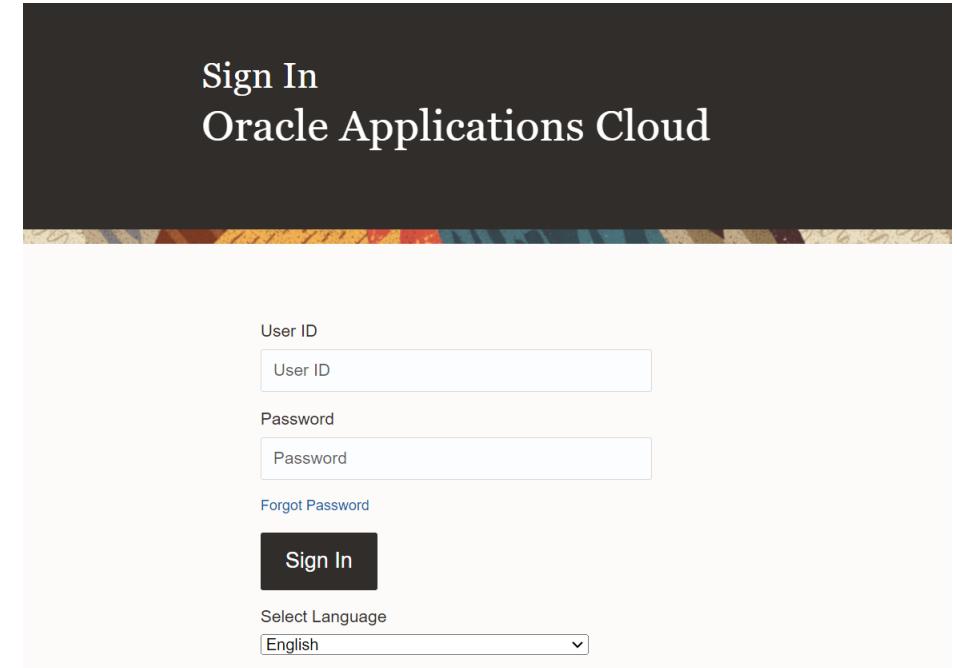
Login Invoice

1. Login to the instance which has Supplier access

تسجيل الدخول إلى الفواتير

1- قم بتسجيل الدخول إلى النظام الذي يتيح صلاحية الوصول للموردين

Sign In
Oracle Applications Cloud



The image shows the Oracle Applications Cloud Sign In page. It features a dark header with the text "Sign In" and "Oracle Applications Cloud". Below the header is a decorative patterned banner. The main form area contains fields for "User ID" and "Password", each with a corresponding input box. Below these fields are links for "Forgot Password" and "Sign In". At the bottom of the form is a "Select Language" dropdown menu set to "English".

User ID

Password

Forgot Password

Sign In

Select Language

Create Invoice (with PO)

إنشاء فاتورة (مرتبطة بأمر شراء)

1. Navigate to the Supplier Portal

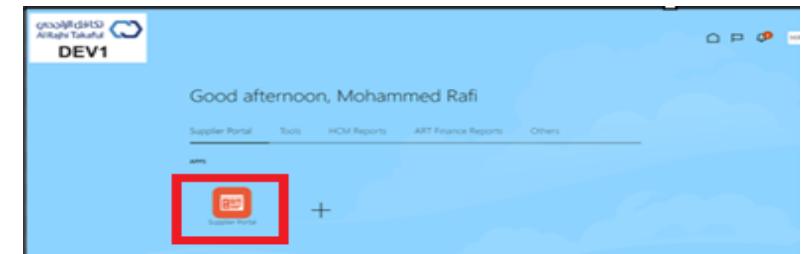
Start by clicking the Home icon. From the springboard, select the “**Supplier Portal**” icon

Note: Invoice can **ONLY** be created once GRN (Goods Note Receipt) gets created from ART side & email will be received from ART side.

1- انتقل إلى "بوابة الموردين"

ابدا بالنقر على أيقونة "الرئيسية". من لوحة البداية، اختر أيقونة "بوابة الموردين"

ملحوظة: لا يمكن إنشاء الفاتورة إلا بعد إصدار إشعار استلام الخدمة من قبل تكافل الراجحي، وسيصلك إشعار عبر البريد الإلكتروني من تكافل الراجحي.



2. Click on “Create Invoice” as shown below.



2- انقر على "إنشاء فاتورة" كما هو موضح أدناه

Create Invoice (with PO) إنشاء فاتورة (مرتبطة بأمر شراء)

3. Search for the Purchase Order

In the Identifying PO section, search for the relevant Purchase Order (PO) Number via below highlighted.

3- البحث عن أمر الشراء

من قسم تحديد أمر الشراء، ابحث عن رقم أمر الشراء المطلوب باستخدام الحقل الموضح أدناه.

The screenshot shows the 'Create Invoice' screen with several input fields. The 'Identifying PO' field is highlighted with a red box. Other visible fields include 'Taxpayer ID', 'Supplier Site', 'Address', and 'Supplier Tax Registration Number'.

The screenshot shows the 'Remit-to Bank Account' section of the invoice creation form. It includes fields for 'Unique Remittance Identifier', 'Unique Remittance Identifier Check Digit', 'Description', 'Attachments', and 'Tax Control Amount'.

The screenshot shows the top right corner of the invoice creation form with 'Invoice Actions' dropdown and buttons for 'Save', 'Save and Close', 'Submit', and 'Cancel'.

4. Select the PO

Choose the correct PO number from the search results and click OK

The screenshot shows the 'Search and Select: Identifying PO' dialog box. It has search fields for 'Purchase Order' (containing 'PO24-3'), 'Supplier', and 'Supplier Site'. Below the search area, a table displays results for 'Purchase Order', 'Supplier', and 'Supplier Site'. The first result is selected, showing 'PO24-3', 'LTImindtree', and 'ART-Site'. Buttons at the bottom are 'OK' and 'Cancel'.

4- تحديد أمر الشراء

اختر رقم أمر الشراء الصحيح من نتائج البحث، ثم انقر على "موافق"

Create Invoice (with PO)

إنشاء فاتورة (مرتبطة بأمر شراء)



5. Enter Invoice Details

The Supplier Name and Supplier Site fields will auto-populate based on the PO

Manually enter the “**Invoice Number**” and “**Invoice Date**”

-5 إدخال تفاصيل الفاتورة

ستتم تعبئة خانة "اسم المورد" و"موقع المورد" تلقائياً وفقاً لأمر الشراء

أدخل يدوياً "رقم الفاتورة" و"تاريخ الفاتورة"

Create Invoice

* Identifying PO	PO24-3
Supplier	LTimindtree
Taxpayer ID	
* Supplier Site	ART-Site
Address	Riyadh, Riyadh, SAUDI ARABIA
Supplier Tax Registration Number	

Customer

* Customer Taxpayer ID	123456
------------------------	--------

Lines

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

Invoice Actions ▾

Save	Save and Close	Submit	Cancel
Number Inv#2001			
* Date 9/23/24			
* Type Invoice			
Invoice Currency	SAR - Saudi Riyal		
Payment Currency	SAR - Saudi Riyal		

Create Invoice (with PO) إنشاء فاتورة (مرتبطة بأمر شراء)

6. Attach Supporting Documents by clicking on “Attachments” icon

Search the correct attachment & then click “OK” as shown below

-6 إرفاق المستندات الداعمة بالنقر على أيقونة "المرفقات"

ابحث عن المستند المطلوب وأكـد الاختيار بالضغط على "موافق" كما هو موضح أدناه

The image shows two screenshots of a software interface for creating an invoice.

The top screenshot is titled "Edit Invoice". It displays various input fields for identifying a purchase order (PO), supplier information, and bank account details. On the right side, there is a section for attachments, which includes a "Description" field, an "Attachments" button (highlighted with a red box), and a "Tax Control Amount" field.

The bottom screenshot is a modal window titled "Attachments". It lists a single file named "253655.pdf" under the "File Name or URL" column. The "Attached By" column shows "Mohammed R". At the bottom of this window, there are "OK" and "Cancel" buttons, with the "OK" button also highlighted with a red box.

Create Invoice (with PO) إنشاء فاتورة (مرتبطة بأمر شراء)

7. Add PO Lines

Click on the Select and Add icon (as highlighted below) to add PO lines to the invoice

- 7 - إضافة بنود أمر الشراء

انقر على أيقونة "تحديد وإضافة" (كما هو موضح أدناه) لإدراج بنود أمر الشراء في الفاتورة

Lines

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

Summary Tax Lines

8. Review and Apply the PO Lines

Review the Purchase Order details, then click Apply, followed by OK

8- مراجعة وتطبيق بنود أمر الشراء

راجع تفاصيل أمر الشراء، ثم انقر على "تطبيق"، وبعدها "موافق"

Select and Add: Purchase Orders

Search

Purchase Order: PO24-3
Creation Date: m/d/yy h:mm a

Advanced Saved Search At least one is required

Consumption Advice

Search Reset Save...

Search Results

View Detach Select All

Number	Line	Schedule	Rentainage Rate (%)	Purchase Order	Rentainage	Rentainage Released	Consumption Adv	Line
PO24-3	1	1			0.00	0.00		

Apply OK Cancel

Create Invoice (with PO)

إنشاء فاتورة (مرتبطة بأمر شراء)

9. Verify Invoice Line and Enter Tax Info

A matched invoice line will be created automatically. Check your applicable "**Tax Classification Code**" (enter it if not appearing & validate it), then click "**Save**"

9- التحقق من بند الفاتورة وإدخال بيانات الضريبة

يتم إنشاء بند فاتورة مطابق تلقائياً. تتحقق من "رمز التصنيف الضريبي" المطبق (وإذا لم يظهر قم بإدخاله والتحقق من صحته) ثم انقر على "حفظ"



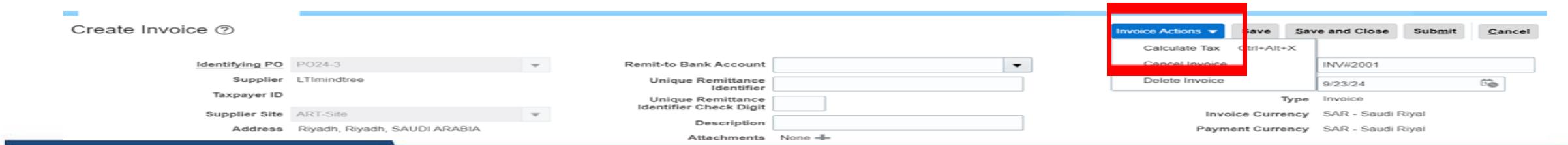
Lines		Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity
Number	Type	Number	Line	Schedule	Number	Line		
1	Item	PO24-3	1	1	Laptop	Riyadh Headqu	VAT - STANDA	0.478
Total								

10. Calculate Tax

From the "**Invoice Actions**" dropdown menu, select "**Calculate Tax**" as shown below

10- حساب الضريبة

من القائمة المنسدلة "إجراءات الفاتورة"، اختر "حساب الضريبة" كما هو موضح أدناه



Create Invoice (with PO)

إنشاء فاتورة (مرتبطة بأمر شراء)



11. Review Tax Lines

A Tax Line will be generated based on your inputs

11 - مراجعة بنود الضريبة
يتم إنشاء بند ضريبي تلقائياً استناداً إلى مدخلاتك

12. Submit the Invoice

Click “**Submit**” to finalize the invoice

12 - إرسال الفاتورة
انقر على "إرسال" لاعتماد الفاتورة

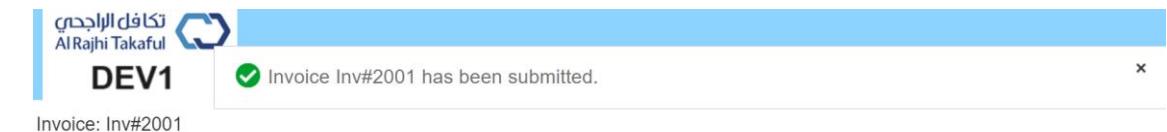
Summary Tax Lines								Amount
Line	* Regime	* Tax Name	Tax Jurisdiction	* Tax Status	* Rate Name	Percentage	Per Unit	Amount
1	Al Rajhi Takaful VAT...	SA VAT	SA VAT JURISD...	SA Tax Status	VAT - STANDARD 15%	15		322.50

Items	Freight	Miscellaneous	Inclusive Tax	Exclusive Tax	Invoice Amount
2,150.00	0.00	0.00	0.00	322.50	2,472.50
				Retainage 0.00	Due 2,472.50

13. Finish the Process

Click “**Done**” to complete the invoice submission process

13 - إنتهاء العملية
انقر على "تم" لإكمال عملية تقديم الفاتورة



[View Invoice](#)
عرض الفاتورة

1. Navigate to the Home icon and then click on “**Supplier Portal**” icon as shown below

- انتقل إلى أيقونة "الرئيسية"، ثم انقر على أيقونة "بوابة الموردين" كما هو موضح أدناه



2. From the menu on the left side, select “**View Invoice**”

- من القائمة الجانبية على اليسار، اختر "عرض الفاتورة"

Invoices and Payments

- Create Invoice
- Create Invoice Without PO
- **View Invoices** (highlighted with a red box)
- View Payments

[View Invoice](#)
عرض الفاتورة

3. Enter the “**Invoice Number**” and click “**Search**”

View Invoices

Search

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

Search Results

View ▾

-3 أدخل "رقم الفاتورة"، ثم انقر على "بحث"

Advanced **Saved Search** **All Invoices** ▾

** At least one is required

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

4. The Invoice Status and Paid Status will be displayed below

-4 ستظهر حالة الفاتورة وحالة الدفع في الأسفل

Search Results

View ▾

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Pa' Nu	Comment
Inv#2001	9/23/24	Standard	PO24-3	9/23/24	LTimindtree	ART-Site	2,472.50 SAR	2,472.50 SAR	In process	Unpaid		

-5 - عند إتمام عملية الدفع، ستتغير حالة الدفع إلى "مدفوع" Once the payment is completed, the Paid Status will change to **Paid**

Search Results											
View ▾ F D Detach											
Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Comments
Inv#2001	9/23/24	Standard	PO24-3	9/23/24	LTImindtree	ART-Site	0.00 SAR	2,472.50 SAR	Approved	Paid	4...

6. Click on the invoice to open it. You can view the payment details under the Payment tab

6- انقر على الفاتورة للإطلاع عليها

Invoice: Inv#2001 Done

Business Unit	Al Rajhi Business Unit	Invoice Amount	2,472.50 SAR
Legal Entity Name	AL RAJHI COMPANY FOR CO-OPERATIVE INSURANCE	Unpaid Amount	0.00 SAR
Supplier or Party	LTimindtree	Payment Currency	SAR
Supplier Site	ART-Site	Tax Control Amount	
Address	Riyadh, Riyadh, SAUDI ARABIA		
Invoice Date	9/23/24		
			Invoice Type Standard
			Description
			Funds Status ✓ Reserved
			Attachment 253655.pdf

Lines **Payments** New

Payments

Number	Payment Document	Status	Reconciled	Payment Date	Paid Amount	Address	Remit-to Account
300020	ART Payment Document	Negotiable	No	9/24/24	2,472.50 SAR	Riyadh, Riyadh, SAUDI ARABIA	123456789
2,472.50 SAR							

Installments

Number	Due Date	Amount (SAR)		Payment Method	Applied Prepayments		
		Gross	Unpaid		Number	Purchase Order	Applied Amount (SAR)
1	9/23/24	2,472.50	0.00	Wire	No applied prepayments.		
2,472.50				0.00			