Suppliers' PO's Confirmation & Invoice Creation

> Introduction:

- a. Sasref supplier portal shall be accessed via <u>https://supplier.sasref.com.sa/irj/portal</u>using Internet Explorer v. 11 only
- b. PO's shall be accepted (Processed) prior starting any work with Sasref
- c. Please communicate directly with the requestor dept. of the services provided to Sasref in case PO's are not appearing on the portal
- d. Please communicate with SQ@SASREF.COM.SA for any missing username & password or any log in related issues.
- Please communicate directly to SQ@SASREF.COM.SA with a clear screen shot if the following error message appears on the portal:
 "No portal roles are assigned for this user"
- f. There are two types of PO's:
 - 1. A standard/standalone PO
 - 2. A PO released/called from an existing contract

1. PO Acceptance Work Instructions:

 a. Sasref supplier portal shall be accessed via <u>https://supplier.sasref.com.sa/irj/portal</u> using Internet Explorer v. 11 only

	SASREF Supplier Login
ылушын 🚺 Suppler Portal	User 1 Possword 1
	Log On
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b. Prior starting work with Sasref, the PO content shall be reviewed and accepted

c. Navigate to the "Supplier Order Collaboration User Tab" (1) as shown in below screen shot



- d. Click on the "Purchase Orders' tab (2)
- e. Click on the PO numbers appearing in <u>blue color</u>. The below page screenshot shall appear (3)



f. Click on PROCESS tab (4)

Data & Certificates	Supplier Order Coll	aboration User	RFx and Auctions		
ions Invoices and	I Credit Memos Mes	sages Good Re	cepient Purchase Orders	Scheduling Agreement Releases	Shipping Notifications
4	Supplier Order Collab	vration User > Con	firmations > In Process		
	List of Confirm	4 Display Cor	nfirmation		
đ	Confirmation: 0	00000551			
d	Process	opy Display Do	cument Flow	Download	
ion Reported		ation and Collab	oration		
ss	Communica	nuon and Conab	oration		
1					
	General Inf	ormation			
	Basic Data				
	Confirmation:		2	4000000551	
	Name:		2 C		
	Date:			18.01.2017	
	Purchase Orde	er No.:	4	4200000333	
	Status:		Ţ	n Process	

g. Scroll down, click Confirm All Items (5)

	- TATIBLE .	100001770									
	Name:	PO									
	Date:	27.03.2017				Terms	of Delivery				
	Status:	In Process				Incoten	n		Location		
d	Follow-On Documents:	3 =			•						
omer	Purchase Confirmation	Invoice ¥									
	Item Overview				Ŷ						
	Confirm All Items	1 12 Reset All Items	Expand All It Collapse All								
		Number	Short Text	Product	PO Quantity	Purchase Or	Requir	Confirmed Q	Unit of Measure	Confir	St
	-	1	Service Item		1.000	322,500.00	28.05.201	1.000 SAR	AU	28.05	Α.
	L.	1.1	Supply of Caustic Soda	1002715	500.000	322,500.00	t	500.000 SAR	то		t
				Net Net	/alue (Unconfirmed Ite /alue (Confirmed Item	ems) s)			322,500.00 SAR 0.00 SAR		

h. Scroll up and click on **SEND** as shown in below screenshot

Develop Only 4400000524		
Send Save Cancel Update	Prices APrint Download	
		1741279 W07595 117
		Atlachments
		B No Attachment
General Information		
General Information		
General Information Basic Data Purchase Order ID:	410000534	
General Information Basic Data Purchase Order ID: Number:	410000534	
General Information Basic Data Purchase Order ID: Number: Namo:	4100000534 1000001770 PO	

2. PO Progress update & confirmation

a. Sasref supplier portal shall be accessed via

https://supplier.sasref.com.sa/irj/portal_using Internet Explorer v. 11 only

- b. Click on the "Supplier Order Collaboration User Tab" (1)
- c. Click on the "Purchase Orders' tab as shown in below (2)
- d. Click on **CREATE CONFIRMATION** tab as shown in below screenshot

		1			
ta & Certificates	Supplier Order Collabor	ation User R	Fx and Austin 2		
Invoices and	Credit Memos Messages	Good Recepier	nt Purchase Orders	Scheduling Agreement Releases	Shipping N
	Supplier Order Collaboration	on User > Purchas	se Orakos > All		
3	List of Purchase Order urchase Order: 42	rs > Display Pur 0000589	chase Order		
	Create Confirmation	isplay History	Display Document F	low BPrint Download	
infirmed ly Customer	General Inform	n and Collabora	ition		
	Basic Data	~			
	Purchase Order	D:	42000	000589	
	Number:		10000	001817	

- e. scroll down and follow either of the below 3 options:
 - Option #1. For fully executed PO's, scroll down and click on SELECT ALL
 (4) & then click on PRUPOSE OUTSTANDING QUANTITIES (5) as shown in below screenshot then Click on UPDATE PRICES (6), then scroll up and write a reference in the PO text field then click on Confirm (7)





 Option #2: For PO's with some line items(services) executed, scroll down and click on EXPAND ALL (4), then check mark (5) only executed items then click PRUPOSE OUTSTANDING QUANTITIES (6) as shown in below screenshot. ex. 1, & 2 only or only 1 then Click on UPDATE PRICES (7) then scroll up and write a reference in the PO text field then click on confirm tab (8)

nber	Status	Product	Product Type	-	Descrition	Quantity	Unit of Me	Quantity O	Open	Net Value		T
	In Process				Supply hydraulic torguing machine					0.00 SAI	î.	Г
	In Process	1007938	Service	Standard Line	De-bolting and bolting flanges 15 CLT6	0.000	each	112.000 each	0.000 each	0.00 SAF	1	Γ
					Continue and Collabor	atlan						
					manication and Collabor	ation						

Option # 3: for PO's where services are partially executed, scroll down and click on EXPAND ALL (4), check mark (5) only executed items then enter the correct quantity such as 0.5 for 50% completion (6), then click on UPDATE PRICES (7)



At this point the PO is fully accepted, confirmed & updated and it is submitted for Sasref acceptance

3. Creating the invoice:

- a. Sasref supplier portal shall be accessed via <u>https://supplier.sasref.com.sa/irj/portal</u>using Internet Explorer v. 11 only
- b. Navigate to the "Supplier Order Collaboration User Tab" as shown in below screen shot (1)
- C.1
- d. Navigate to the "Invoices & Credit Memos" as shown in below screen shot (2)
- e. 3 Options after clicking on the CREATE INVOICE (3) button shall appear:
 - 1. For a Confirmation (USUALLY FOR SERVICES PROVIDORS)
 - 2. **ASN** (USUALLY FOR MATERIAL SUPPLIERS)
 - 3. For a Purchase Order
- f. click on For a Confirmation as
 shown in the shown screen shot
 (4)
- g. A page will appear with the confirmation number for the PO that was completed and confirmed in previous steps.
- h. The status shall be (Accepted by costumer). Otherwise the create invoice tab will not appear
- i. Highlight the related confirmation number as shown below (5)
- j. Click on the CREATE INVOICE(6) tab above as shown in below screen shot





Company Data & Certificate	es Supplier Orde	er Collaboratio	m User	RF ₂ and	d Auctions	
Confirmations Invoices	and Credit Memos	Messages	Good R	lecepient	Purchase Orders	Sc
	Supplier Order	Collaboration U	iser > Im	voices and (Credit Memos > Cre	ate in
• All	Create Invoi	e > List of (Confirmat	ions		
Approved	List of Conf	imations	6			
Create Invoice	Create Invoi	ce	-			
Document Sent	C Number	the Top Joint		Name		
 In Process 	400000	2066		April 01	7 INVOICE	
 Rejected 	5					

a. Click BROWSE (7) and attach a PDF file for the invoice, then click SEND
(8) button as shown in below screen shot

ompany Data & Certificates	Supplier Order Colla	boration User RF	x and Auctions				
nfirmations Invoices and	d Credit Memos Mess	ages Good Recepte	ent Purchase Orders	Scheduling Agreement Releases	Shipping Notifications	Navigations	
4	Suppl O	tion User > Confirma	tions > Approved				
All	List	s > Display Confirn	nation > Process Invoi	ice			
Approved	Process voice: 5	500000868					
Canceled	Send Save	XCancel Upd	ate Prices BPrint	Download			
Completion Reported	Commission	day and Callabara					
n Process	Communicat	tion and Collabora	tion				
Rejected						Message to Purchaser	
						Attachments	
						@Add Attachment	
						No Attachments Available	7
						Browse Uploa	ad
	General Info	rmation					
	linet						
	Basic Data					Terms of	of Payment

b. To check on your confirmations status, navigate **supplier order collaboration User** as shown below **(1)**. Then click on CONFIRMATIONS tab **(2)**

Company Data & Certificates	Supplier Order Collaboration	1 User RFx and Au
Confirmations	Credit Memos Microgos C	Sood Recepient Purc
 All Approved Canceled Completion Reported In Process Rejected 	Supplier Order Collaboration User List of Confirmations List of Confirmations Print Download Number No result found	> Confirmations > All Name

c. Invoice is submitted to Sasref Finance team for further processing

• STATUSES MEANINGS IN THE PORTAL:

- A. (Confirmed): This will come after the successful completion of STEP
 # 1
- B. (Completion Reported): This will come after the successful completion of STEP # 2
- C. (Accepted by Customer): This will come after Sasref's approval of your confirmation. Then completion reported will become (Accepted by Customer) and invoice-STEP # 3 can be created only after this status appears.
- D. (Rejected by Customer): This will come if your confirmation was rejected by Sasref or if the confirmation was done from Sasref's side which should not happen. In this case, you shall communicate directly to the end-user and submit your invoice only manually as STEP # 3 will not be enabled in your portal

Greetings,

SASREF

Contracting & Procurement Dept.

Contracting Section