Detailed Work Instructions for Services Suppliers’ PO’s Confirmation & Invoice Creation

Introduction:

a. Sasref supplier portal shall be accessed via https://supplier.sasref.com.sa/iri/portal 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.
e. 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 https://supplier.sasref.com.sa/iri/portal using Internet Explorer v. 11 only

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 blue color. The below page screenshot shall appear (3)
f. Click on PROCESS tab (4)

![Click on PROCESS tab (4)](image1.png)

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

![Scroll down, click Confirm All Items (5)](image2.png)
h. Scroll up and click on **SEND** as shown in below screenshot
2. PO Progress update & confirmation

a. Sasref supplier portal shall be accessed via [https://supplier.sasref.com.sa/iri/portal](https://supplier.sasref.com.sa/iri/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
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 **PROPOSE 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 **PROPOSE 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)**

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)** and write a reference in the PO text field then click on **confirm tab (8)**

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
   https://supplier.sasref.com.sa/iri/portal 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
a. Click BROWSE (7) and attach a PDF file for the invoice, then click SEND (8) button as shown in below screen shot
b. To check on your confirmations status, navigate **supplier order collaboration User** as shown below (1). Then click on CONFIRMATIONS tab (2)

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_