# Submitting Invoice Through Portal For SDC Vendors

04 March 2026

# Content

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# 1. Introduction & Objective for this Document

## Introduction:

All vendors dealing with SDC are required to raise their invoices through the I Supplier. The I Supplier is a portal in Oracle that allows SDC vendors to register, submit and participate in the bidding process for SDC & support them in raising the invoices through the portal.

## Objective for this document:

- It explains to the vendors step by step how to raise the invoices through the portal (I Supplier).
- Answering the most common questions and common mistakes that could occur during the process of raising the invoices.

# Requirements for Raising the invoices Successfully through the portal:

1 Vendor must have a registered email for accessing the portal.

In case you do not have a registered email to access the portal. please contact vendor management through the following email: vrm@saudidowntown.com.sa

To access the portal, you can use the below link:

https://fa-eugq-saasfaprod1.fa.ocs.oraclecloud.com/

2 Vendor must receive COC/receipt notifications, which is a certificate of completion, issued from the system. The COC is issued from the requester/requesting department at SDC, in order to confirm that the requester/ SDC requester department has received the required service/product as per the terms and conditions mentioned in the PO.

3 Valid Invoices as per the guidelines and instructions from ZATCA (Zakat, Tax & Customs Authority ) . For information in this regard, you can find the instructions and guidelines in the website below:

https://zatca.gov.sa/

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# 2 .ZATCA Regulations

# Tax Invoices

A Tax Invoice must include the following details in Arabic, in addition to any other language also shown on the Tax Invoice as a translation :

- 1- the date of issue.
- 2 - a sequential number which uniquely identifies the Tax Invoice.
- 3 - the Tax Identification Number of the Supplier.
- 4 – SDC 's Tax Identification Number
- 5 - the name and the address of the Supplier and SDC.
- 6 - the quantity and nature of the Goods supplied, or the scope and nature of the services rendered.
- 7 - the date on which the Supply took place, where this differs from the date of issue of the Tax Invoice.
- 8 - the taxable amount per rate or exemption, the unit price exclusive of VAT and any discounts or rebates if they are not included in the unit prices.
- 9 - the rate of Tax applied.
- 10 - the amount of Tax payable, shown in SAR.
- 11 - in the case where Tax is not charged at the basic rate, a narration explaining the Tax treatment applied to the supply.
- 12 - in cases where the profit margin method for Eligible Used Goods is applied, reference to the fact that VAT is charged on the profit on those Eligible Used Goods.

Important Note: it is required for all vendors to comply with the requirements of Zatca in case of any updates or changes in regulations. For any information please visit the ZATCA.gov.sa website

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| | | | |
|---|---|---|---|
| Invoice Number: | 100 | 100 | رقم الفاتورة: |

| | | | |
|---|---|---|---|
| Invoice Issue Date: | 25/4/2022 | 25/4/2022 | تاريخ اصدار الفاتورة: |
| Date of Supply: | 25/4/2022 | 25/4/2022 | تاريخ التوريد: |

| Seller: | | | المورد: | Buyer: | | | العميل: |
|---|---|---|---|---|---|---|---|
| Name: | | | الاسم: | Name: | | | الاسم: |
| Building No. | | | رقم المبنى: | Building No. | | | رقم المبنى: |
| Street Name | | | اسم الشارع: | Street Name | | | اسم الشارع: |
| District | | | الحي: | District | | | الحي: |
| City | | | المدينة: | City | | | المدينة: |
| Country | | | البلد: | Country | | | البلد: |
| Postal Code | | | الرمز البريدي: | Postal Code | | | الرمز البريدي: |
| Additional No. | | | الرقم الإضافي للعنوان: | Additional No. | | | الرقم الإضافي للعنوان: |
| VAT Number: | | | رقم تسجيل ضريبة القيمة المضافة: | VAT Number: | | | رقم تسجيل ضريبة القيمة المضافة: |
| Other Seller ID: | | | معرف آخر: | Other Buyer ID: | | | معرف آخر: |

**Line Items:** توصيف السلعة أو الخدمة:

| Nature of goods or services<br>تفاصيل السلع أو الخدمات | Unit price<br>سعر الوحدة | Quantity<br>الكمية | Taxable Amount<br>المبلغ الخاضع للضريبة | Discount<br>خصومات | Tax Rate<br>نسبة الضريبة | Tax Amount<br>مبلغ الضريبة | Item Subtotal (Including VAT)<br>المجموع (شامل ضريبة القيمة المضافة) |
|---|---|---|---|---|---|---|---|
| Item A - السلعة أ | 200.00 SAR | 1 | 200.00 SAR | 0 | 15% | 30.00 SAR | 230.00 SAR |
| Item B - السلعة ب | 350.00 SAR | 2 | 700.00 SAR | 0 | 15% | 105.00 SAR | 805.00 SAR |

**Total amounts:** إجمالي المبالغ:

| | | | |
|---|---|---|---|
| | Total (Excluding VAT) | الإجمالي (غير شاملة ضريبة القيمة المضافة) | 900.00 SAR |
| | Discount | مجموع الخصومات | 0.00 SAR |
| | Total Taxable Amount (Excluding VAT) | الاجمالي الخاضع للضريبة (غير شاملة ضريبة القيمة المضافة) | 900.00 SAR |
| | Total VAT | مجموع ضريبة القيمة المضافة | 135.00 SAR |
| | Total Amount Due | إجمالي المبلغ المستحق | 1,035.00 SAR |

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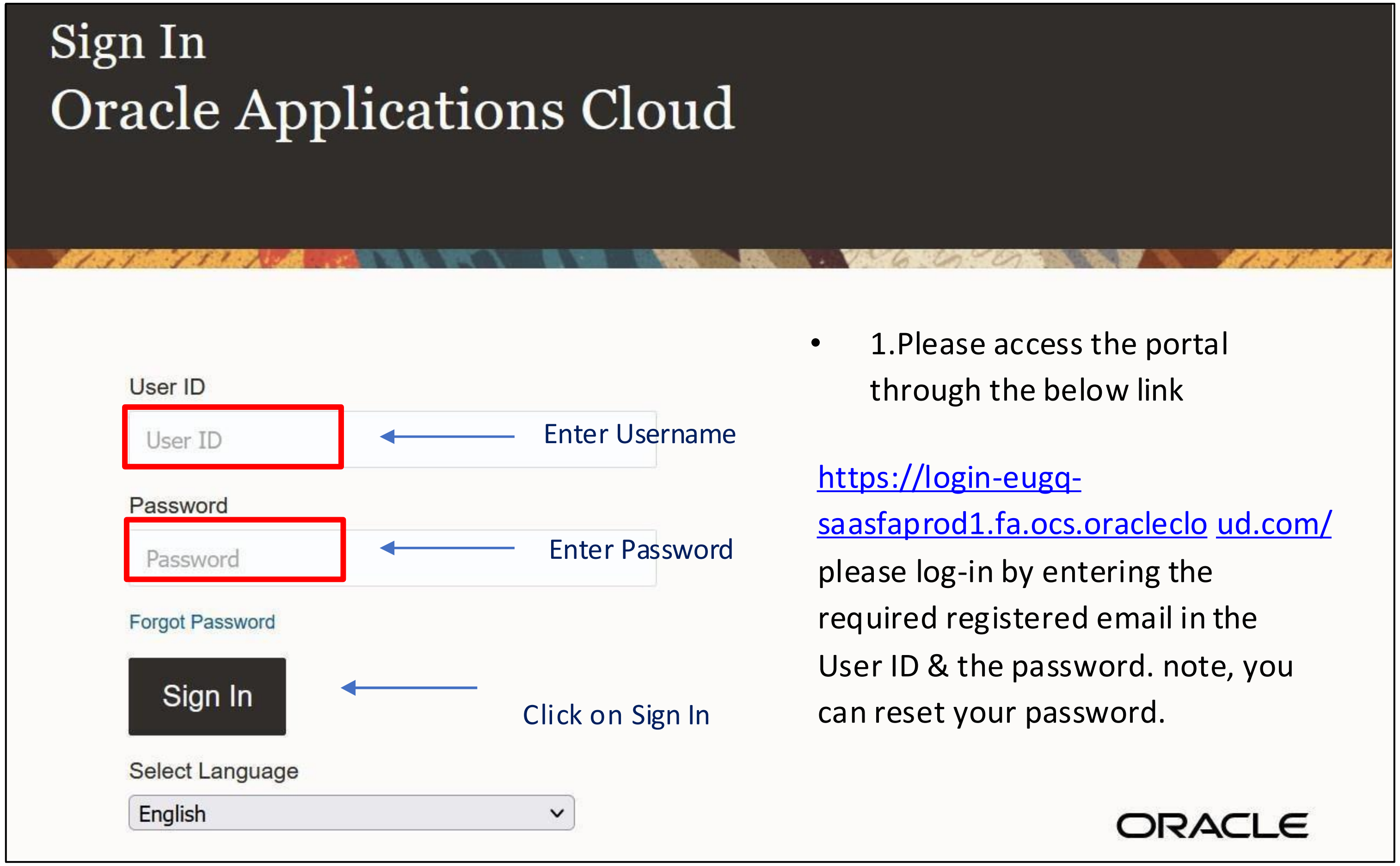
# 3. Steps For Raising Invoices Through The portal

# Supplier Portal

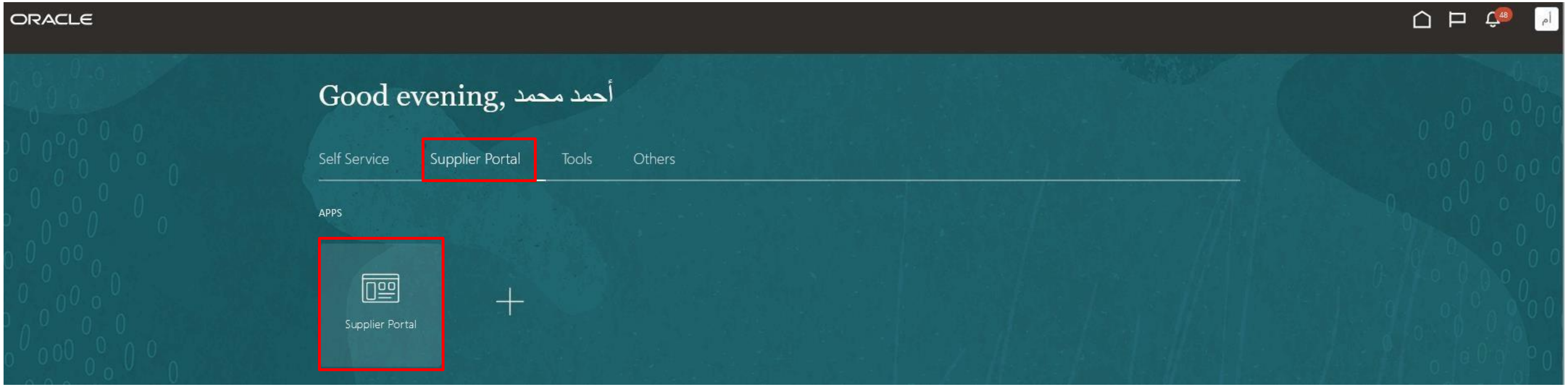


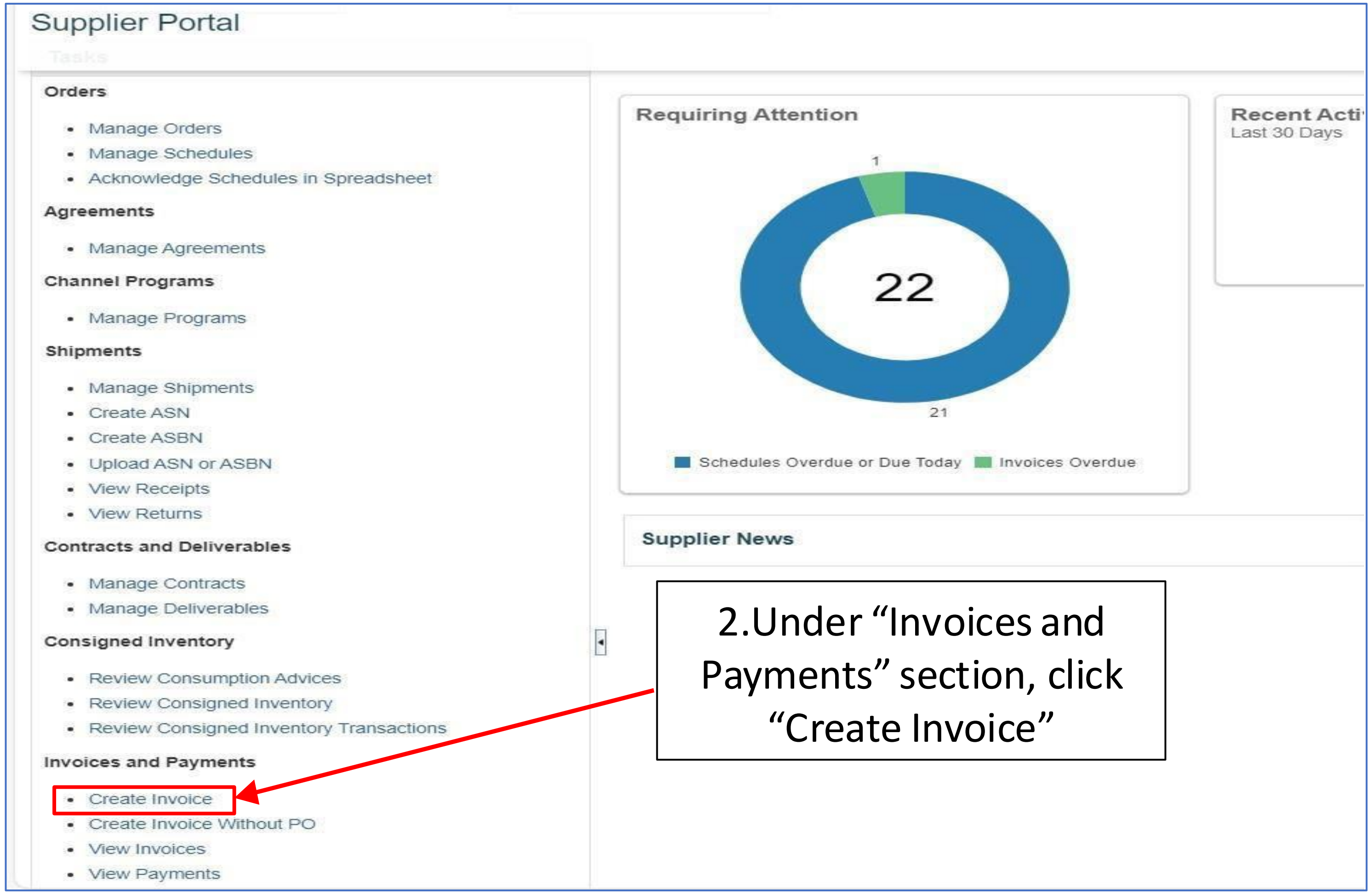

- 1.Please access the portal through the below link

https://login-eugq-saasfaprod1.fa.ocs.oraclecloud.com/
please log-in by entering the required registered email in the User ID & the password. note, you can reset your password.

# Supplier Portal

- 1.Click on Supplier Portal






2.Under "Invoices and Payments" section, click "Create Invoice"

# 3.Filling & selecting more information related to the invoice


- As highlighted in red, kindly select & enter the PO number, select the registered Remit to Bank Account, enter Invoice Number & Invoice Date.
- In case the remit to bank is not available, you are kindly requested to update your profile and add your bank information in the portal. For more guidelines in this regard, you can contact procurement team/vendor management.
- The invoice number entered in the portal must match exactly what is written in the invoice document. Please avoid extra (number, letters, symbol, Space.... etc.).

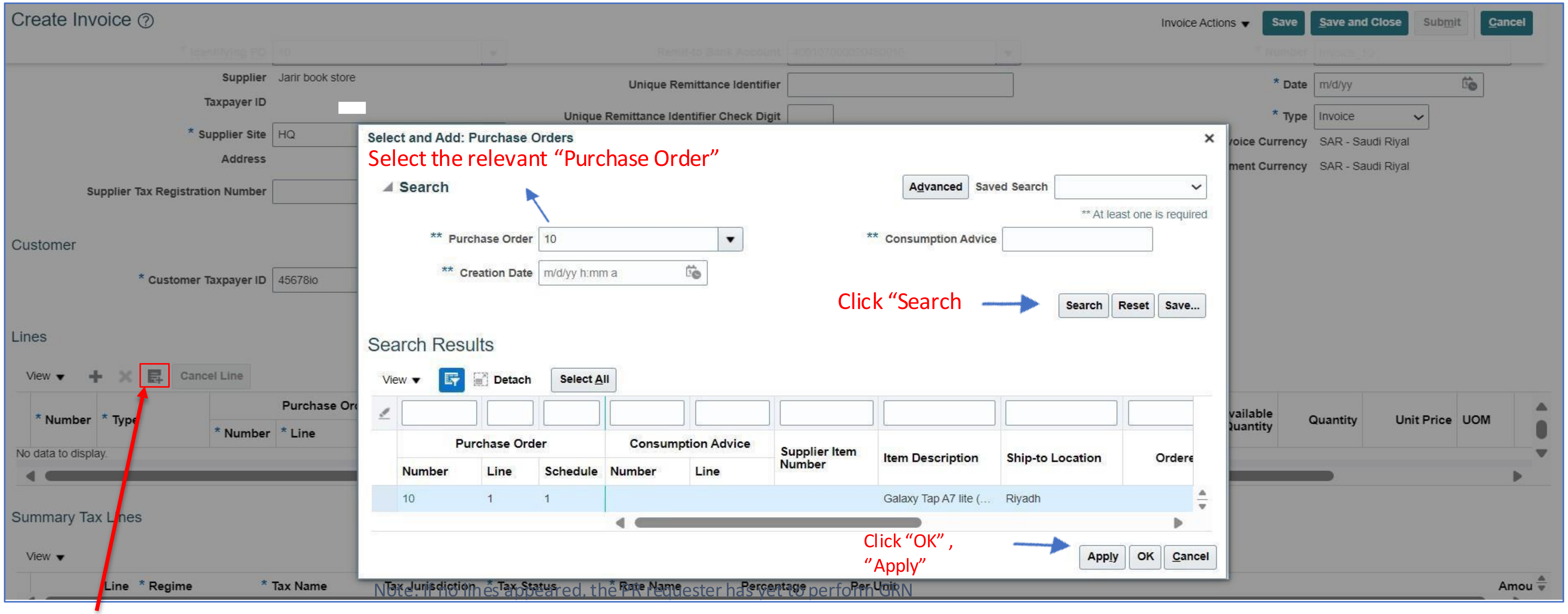
- For invoices that has not been accepted in the system: please raise a new invoice and follow the same steps as given in this section.

- In case of unavailability of required PO, you are required to reach out to the requestor /requesting department.
- In case the Invoice is canceled from SDC and the invoice number entered is correct and matches exactly with your invoice copy and canceled for any other reason, please rectify, and please create a new Invoice on the portal with Prefix “WIC”. For example “WIC-Invoice Number” i.e “WIC-100010”;

- If there are multiple invoices then each invoice will be separately entered in the portal.
- In case the Remit to bank account is not available then update your profile in the system. If still not available, then communicate with Vendor Management ( vrm@saudidowntown.com.sa)

- If the services/goods amount shown on the invoice lines on supplier portal does not match with the Invoice attached, kindly communicate with the end user "requester' to correct the quantity received against the respective Purchase Order.

# 4. Selecting the issued COC/Receipt or COCs (certificate of completion) by clicking on (Select & add)




- Kindly click on (select & add), the Select and Add window will pop up, and complete the needful as shown in the picture above.
- In case you delivered the requirement as per Po terms and conditions and you have not found the COC/receipt

The vendor must contact the requester/requesting department to issue the COC/receipt.

blue line issued,

# 5. Calculating the tax.

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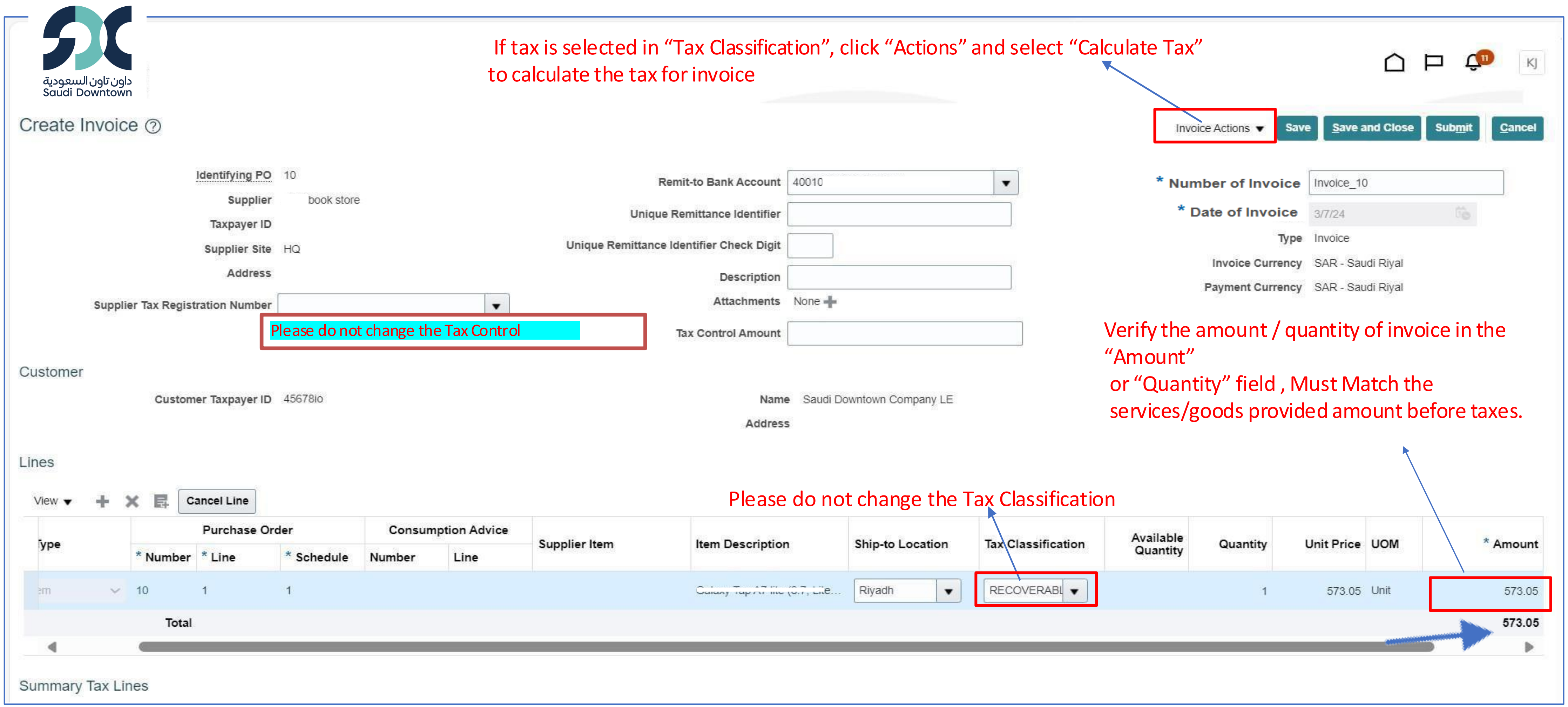
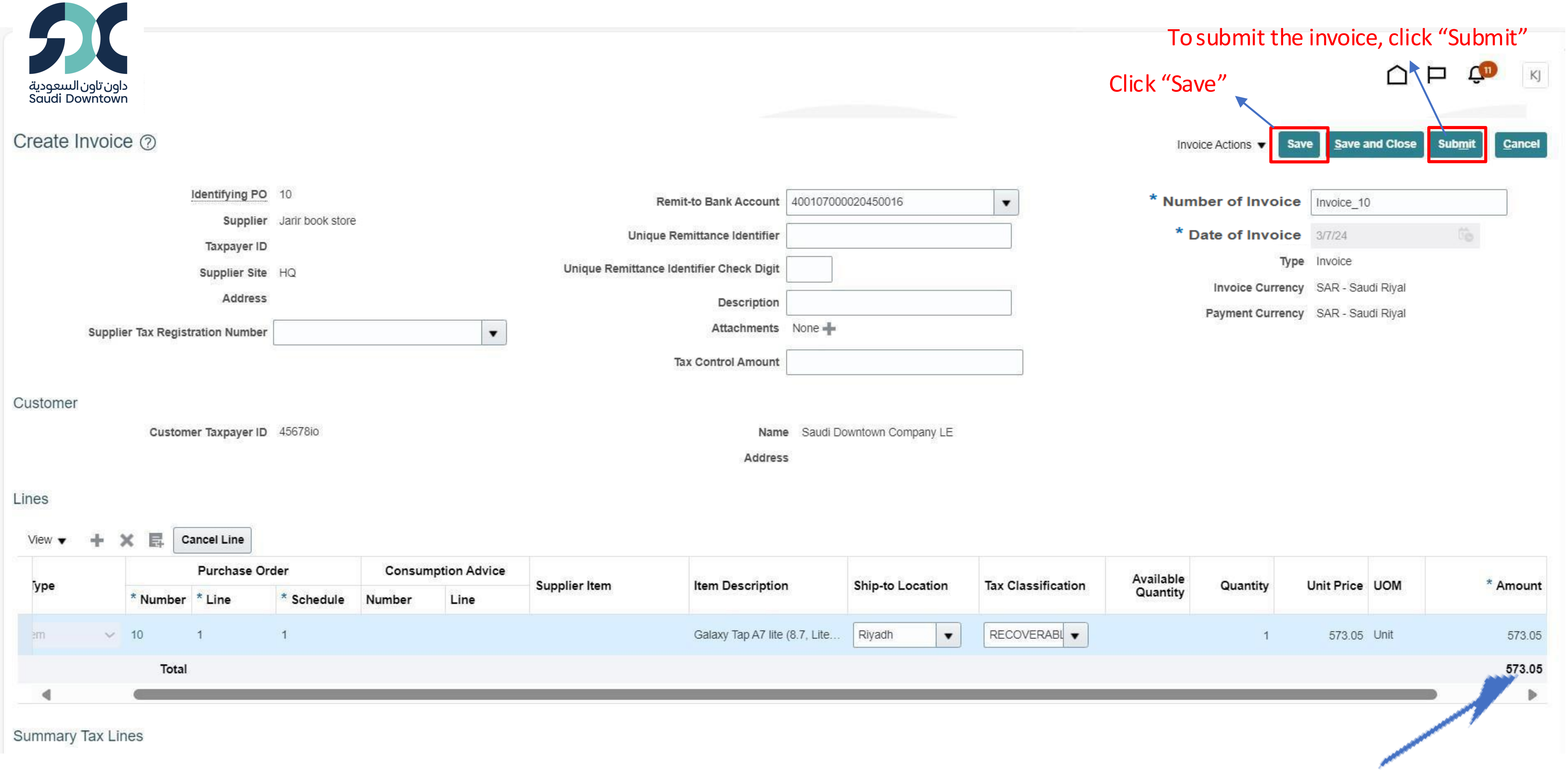



-The total value reflected entered in the system must match the total value of the invoice document without the vat.

# 6. Submitting the invoice.




-The total value reflected entered in the system must match the total value of the invoice document without the vat.

# 7. Additional Features

Invoice: Invoice_10

| | | | | | |
|---|---|---|---|---|---|
| Identifying PO | 10 | Remit-to Bank Account | 400107000020450016 | * Number of Invoice | Invoice_10 |
| Supplier | Jarir book store | Unique Remittance Identifier | | * Date of Invoice | 3/7/24 |
| Taxpayer ID | | Unique Remittance Identifier Check Digit | | Type | Invoice |
| Supplier Site | HQ | Description | | Invoice Currency | SAR |
| Address | | Attachments | None | Payment Currency | SAR |
| Supplier Tax Registration Number | | Tax Control Amount | | | |

Customer

| | | | |
|---|---|---|---|
| Customer Taxpayer ID | 45678io | Legal Entity | Saudi Downtown Company LE |
| | | Address | |

Lines

View ▼

| Number | Type | * Purchase Order | | | Consumption Advice | | Supplier Item | Item Description | Ship-to Location | Ship-from Location | Tax Classification | Location of Final Discharge | Quantity | Unit Price | UOM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Number | Line | Schedule | Number | Line | | | | | | | | | |
| 1 | ITEM | 10 | 1 | 1 | | | | Galaxy Tap A7 li... | Riyadh | 12213 شارع العليا، العليا، الرياض,, | RECOVERABLE | | 1 | 573.05 | Unit |
| | | Total | | | | | | | | | | | | | |

Summary Tax Lines

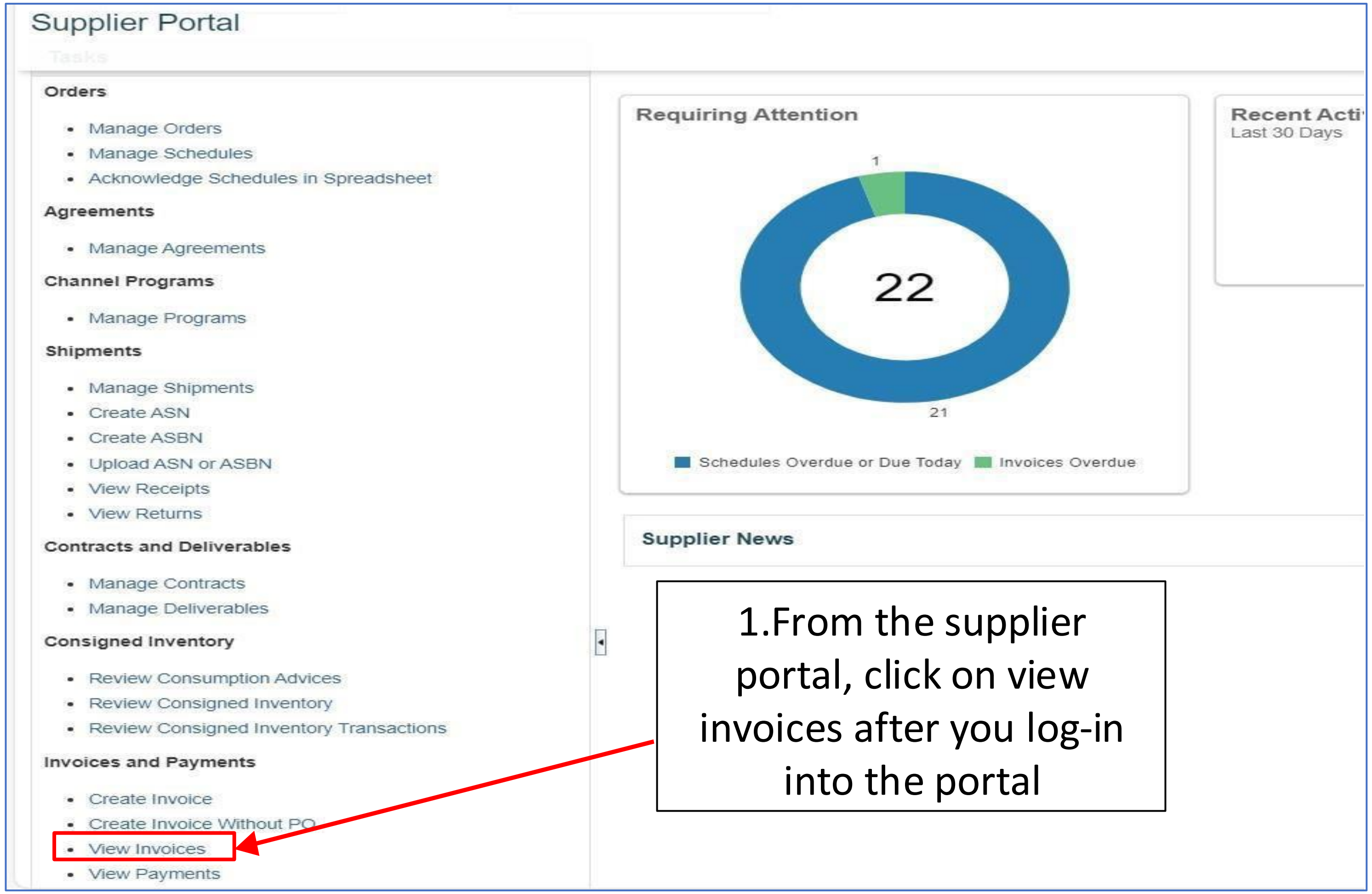


Invoice can only be created if a Goods/Service Receipt has been posted to the system

# Advance Pre-Payments

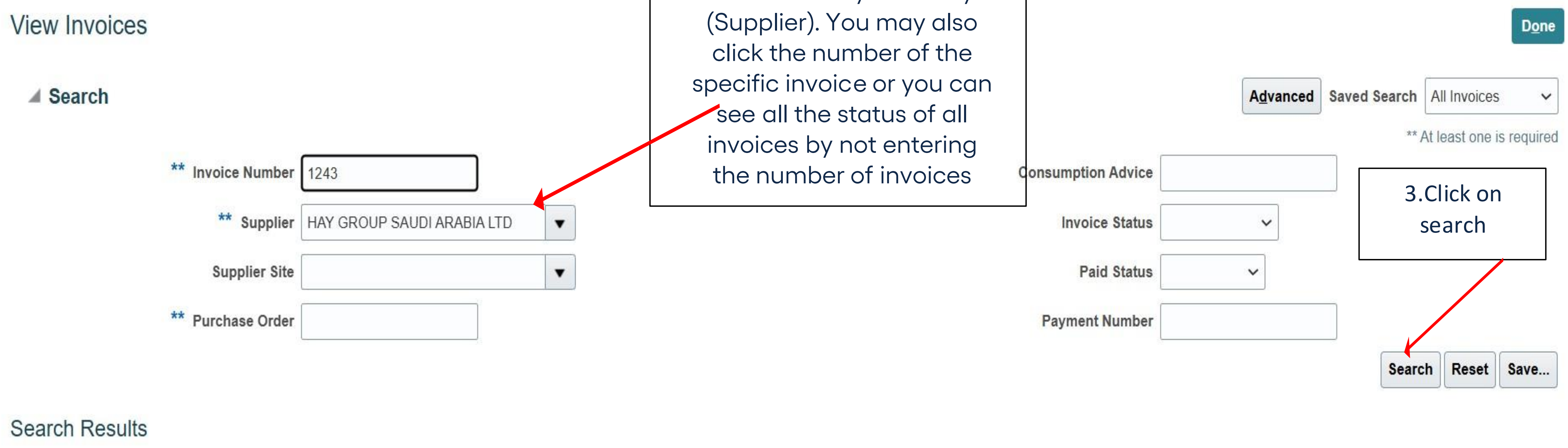
In case of advance pre-payments\ credit or debit invoices, the invoice should be sent to the end-user\requester to be processed manually by Accounts payable team

# 4. Viewing Status of Submitted Invoices



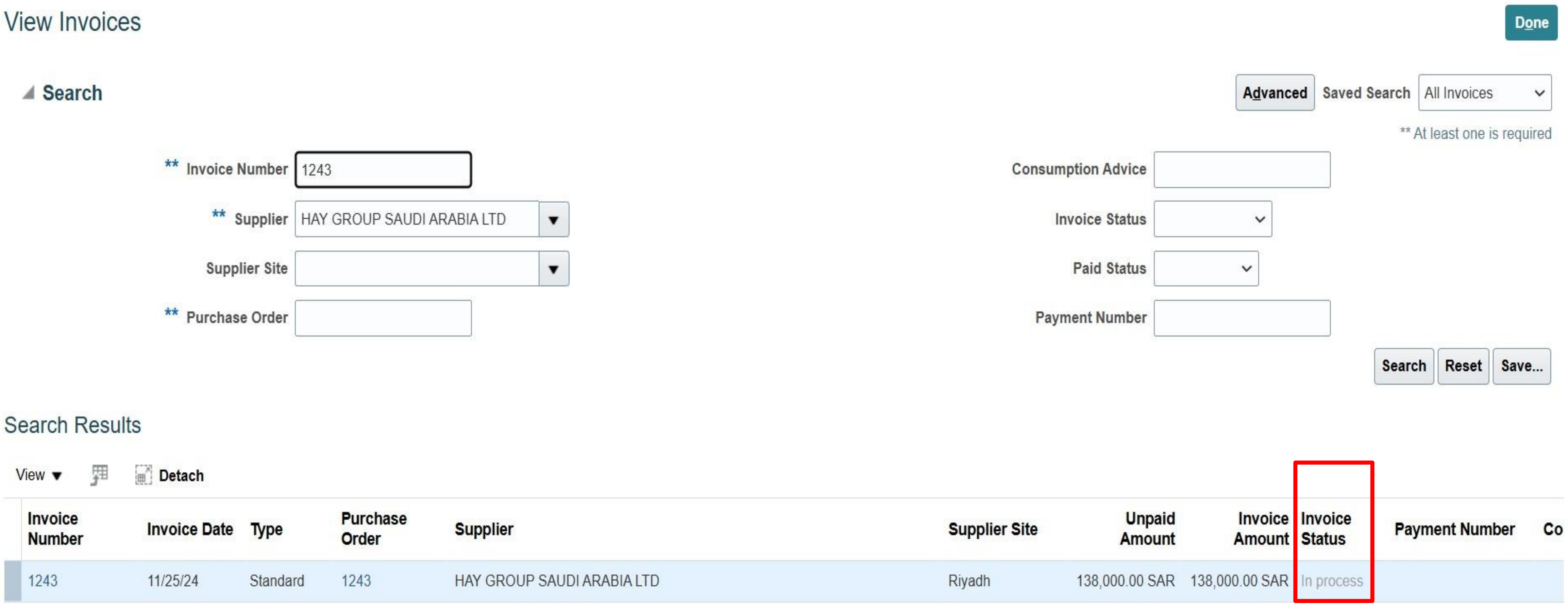

1.From the supplier portal, click on view invoices after you log-in into the portal

# 7. View Invoice Status




2.From the drop list, select the name of your entity (Supplier). You may also click the number of the specific invoice or you can see all the status of all invoices by not entering the number of invoices

3.Click on search




- 4- status of invoice will appear, the In Process Invoice status represents that the Invoice is under approval process by the Finance Department

| Invoice Status | Meaning/ Description | Action Required |
|---|---|---|
| IN Process | the In Process Invoice status represents that the Invoice is under approval process by the Finance Department | - |
| Approved | represents that the Invoice has been approved by the Finance Department for further processing the payment | - |
| Cancelled<br><br>Payment Status should be ADD | It means that the Invoice has been Not approved by the Finance Department due to a specific reason such as but not limited to ( ex, non-compliance of Zatca requirements, absence of the invoice date or supply date in the invoice document, the bank details in the invoice document does not match the bank details mentioned in the supplier portal, wrong entry in the invoice number…etc). | -Create a new invoice in the portal based on the required modifications received through the email notification.<br>-please create a new Invoice on the portal with Prefix "WIC". For example "WIC-Invoice Number" i.e "WIC-100010". |

# 4 . FAQs

# Frequently Asked Questions

- What documents or requirements  are supported for attachments during invoice creation ?

Please read page 5 of this material.

- How do suppliers track Payment status and see the Invoices submitted  through the portal ? Please

read page (21-25) of this materials:

- How to calculate the tax through when raising and creating the invoice through the portal ?

Please read page#16 in this document. If tax code is selected in the "Tax Classification" field, click "Actions" and select "Calculate Tax" to calculate the tax for
invoice.

- When I am trying to raise the invoice and click on "select and add", I cannot see the line ? Kindly

read slide#15.
There are 2 possibilities which will result in the Invoice lines to show no information:

  - COC not issued by the end user. In such case supplier will inform end user or requesting department to issue the COC;
  - Invoice already entered under the same PO but not submitted. Therefore, supplier needs to make sure that there is no incomplete Invoice. The supplier can continue with submission of the incomplete invoice.

- Personal Contact during your engagement:

| Description | Email |
|---|---|
| Creation of users in oracle or request addition users or expediting approval of change requests for company profile in oracle | mabuzaid@saudidowntown.com.sa<br>vrm@saudidowntown.com.sa |
| For issuing the COC | The requesting department |
| for technical errors or technical enquiry | aalghamdi@saudidowntown.com.sa |

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# THANK YOU !