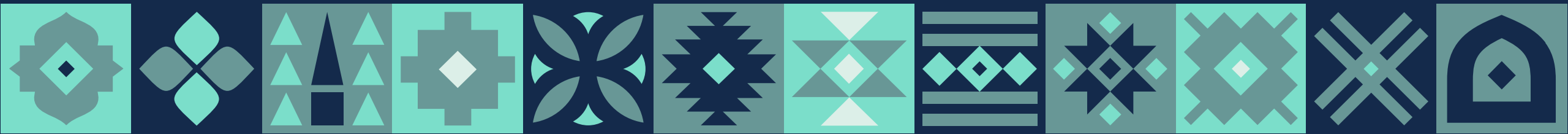




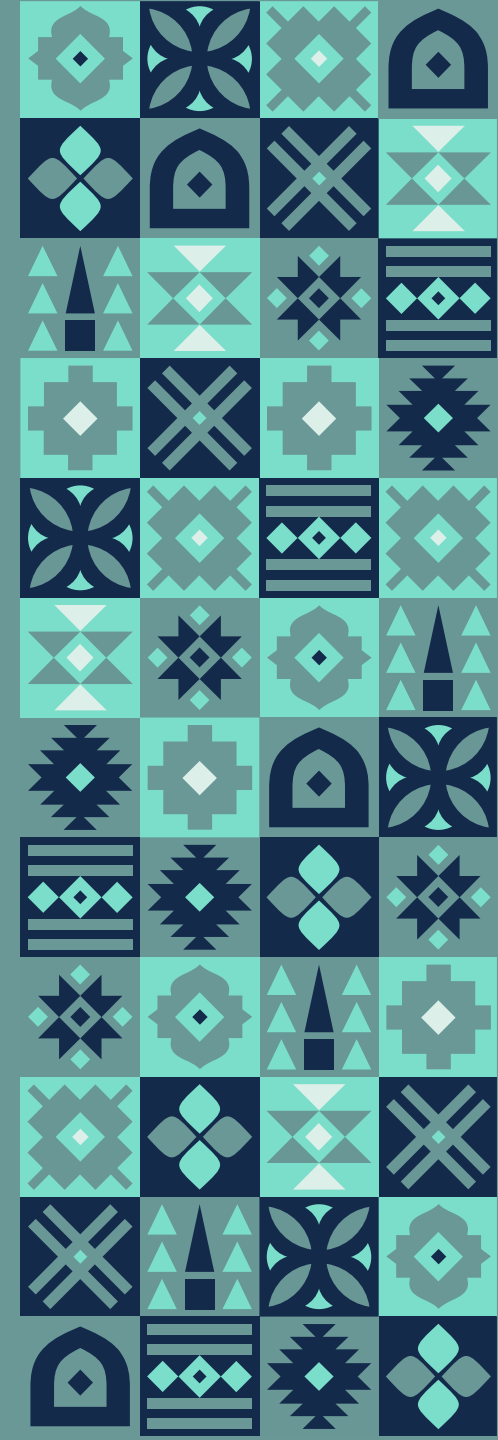
Submitting Invoice Through Portal For SDC Vendors

04 March 2026



Content

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2. ZATCA Regulations
3. Steps For Raising Invoices Through The portal
4. Viewing Status of The Submitted Invoices
5. FAQ/Common Mistakes



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: vrms@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/>



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 :

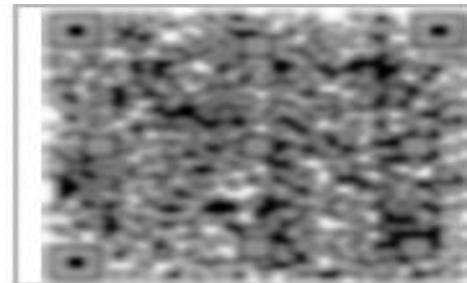
- 1- the date of issue.
- 2 - a sequential number which uniquely identifies the Tax Invoice.
- 3 - the Tax Identification Number of the Supplier.
- 4 – SDC 's Tax Identification Number
- 5 - the name and the address of the Supplier and SDC.
- 6 - the quantity and nature of the Goods supplied, or the 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



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

Invoice Issue Date:	25/4/2022	25/4/2022	تاريخ إصدار الفاتورة:
Date of Supply:	25/4/2022	25/4/2022	تاريخ التوريد:



Seller:				Buyer:			
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	Unit price	Quantity	Taxable Amount	Discount	Tax Rate	Tax Amount	Item Subtotal (including VAT)
تفاصيل السلع أو الخدمات	سعر الوحدة	الكمية	المبلغ الخاضع للضريبة	خصومات	نسبة الضريبة	مبلغ الضريبة	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)			
Discount				مجموع الخصومات			
Total Taxable Amount (Excluding VAT)				الإجمالي الخاضع للضريبة (غير شاملة ضريبة القيمة المضافة)			
Total VAT				مجموع ضريبة القيمة المضافة			
Total Amount Due				إجمالي المبلغ المستحق			

3. Steps For Raising Invoices Through The portal



Supplier Portal

Sign In Oracle Applications Cloud

User ID

← Enter Username

Password

← Enter Password

[Forgot Password](#)

Sign In ← Click on Sign In

Select Language

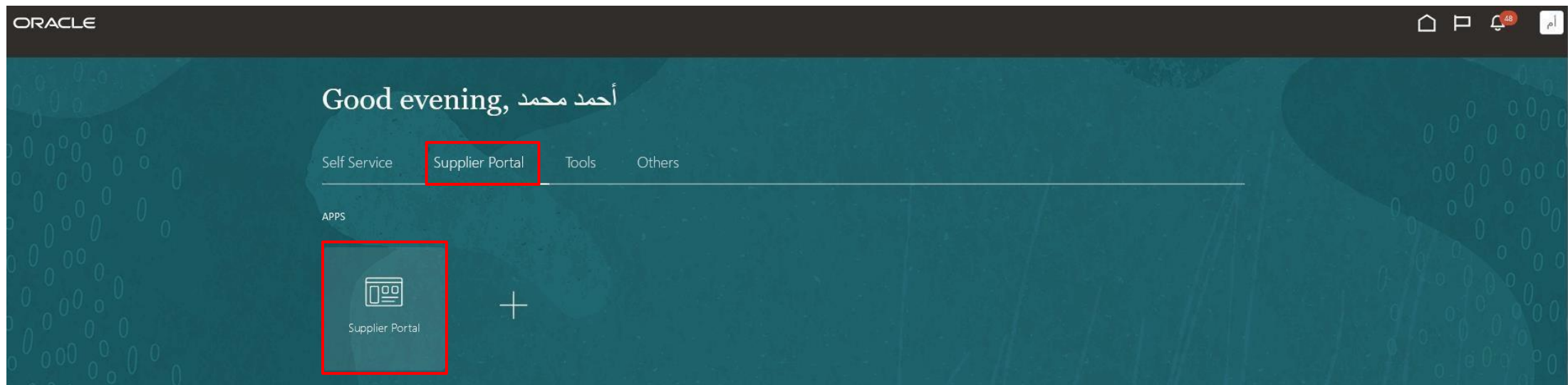
English ▼

ORACLE

- 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**



Supplier Portal

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments

Requiring Attention



22

1

21

■ Schedules Overdue or Due Today ■ Invoices Overdue

Recent Activity

Last 30 Days

Supplier News

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

3. Filling & selecting more information related to the invoice



1. Select the "Identifying PO"

2. Choose your desired Bank Account

3. Fill in the Invoice number in the "Number" field

4. Select the date of invoice. The invoice data selected must match the invoice data mentioned in the invoice.

5. Click the "+" button to attach the invoice

The form includes the following fields and sections:

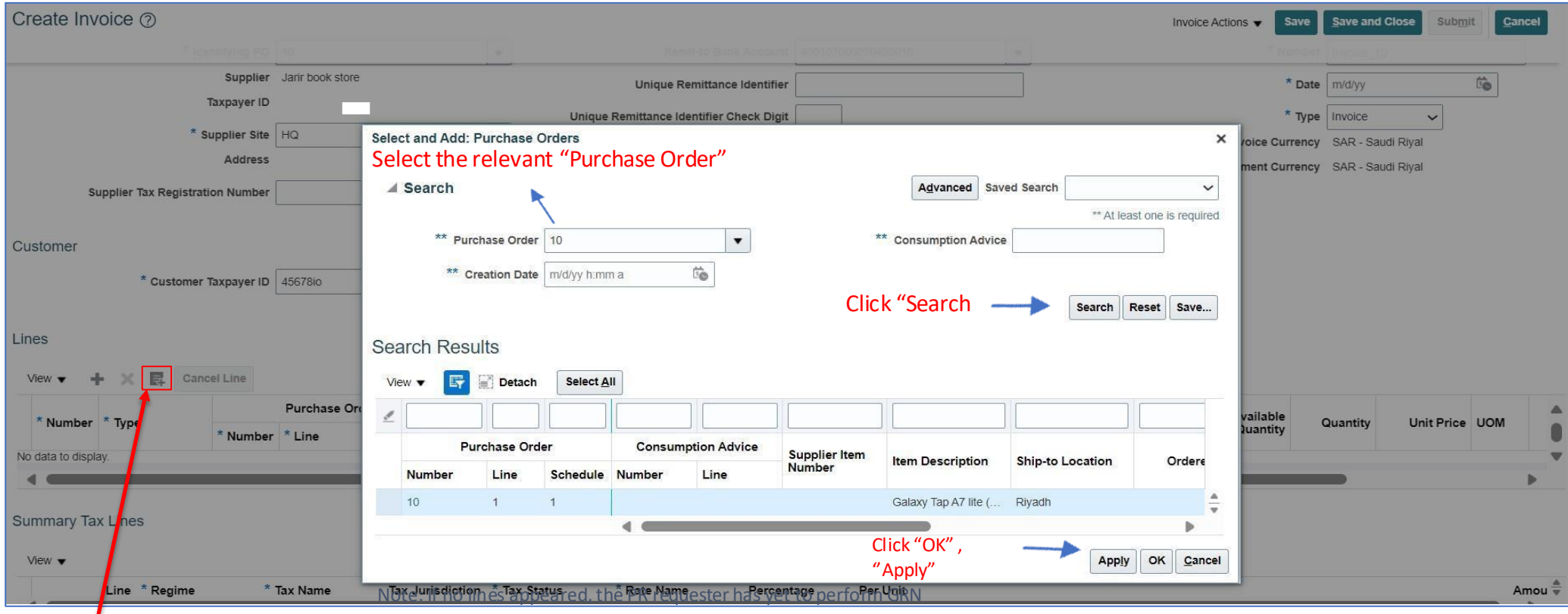
- Create Invoice ?**
- Supplier:** Jarir book store
- Taxpayer ID:**
- * Supplier Site:** HQ
- Address:**
- Supplier Tax Registration Number:**
- Customer:**
- * Customer Taxpayer ID:** 45678io
- Lines:**
- Remit-to Bank Account:** 400107000020450016
- Unique Remittance Identifier:**
- Unique Remittance Identifier Check Digit:**
- Description:**
- Attachments:** None +
- Tax Control Amount:**
- Name:** Saudi Downtown Company LE
- Address:**
- Invoice Actions:** Save, Save and Close, Submit, Cancel
- * Number of Invoice:** Invoice_842
- * Date of Invoice:** 3/7/24
- * Type:** Invoice
- Invoice Currency:** SAR - Saudi Riyal
- Payment Currency:** SAR - Saudi Riyal

- 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 (vrn@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)



Create Invoice ? Invoice Actions Save Save and Close Submit Cancel

Supplier Jarir book store Unique Remittance Identifier

Taxpayer ID Unique Remittance Identifier Check Digit

* Supplier Site HQ Address

Supplier Tax Registration Number

Customer * Customer Taxpayer ID 45678io

Lines View + Cancel Line

No data to display.

Summary Tax Lines View

Line * Regime * Tax Name

Select and Add: Purchase Orders

Select the relevant "Purchase Order"

Search

Advanced Saved Search

** Purchase Order 10

** Creation Date m/d/yy h:mm a

** Consumption Advice

** At least one is required

Click "Search" Search Reset Save...

Search Results

View Detach Select All

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Order
Number	Line	Schedule	Number	Line				
10	1	1				Galaxy Tap A7 lite (...)	Riyadh	

Click "OK", "Apply" Apply OK Cancel

Note: If no lines appeared, the PR requester has yet to perform GRN

- 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.



Create Invoice ?

Identifying PO 10

Supplier book store

Taxpayer ID

Supplier Site HQ

Address

Supplier Tax Registration Number

Remit-to Bank Account 40010

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None +

Tax Control Amount

Invoice Actions ▼ Save Save and Close Submit Cancel

*** Number of Invoice** Invoice_10

*** Date of Invoice** 3/7/24

Type Invoice

Invoice Currency SAR - Saudi Riyal

Payment Currency SAR - Saudi Riyal

Customer

Customer Taxpayer ID 45678io

Name Saudi Downtown Company LE

Address

Lines

View + - Cancel Line

Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
	* Number	* Line	* Schedule	Number	Line									
Item	10	1	1				Galaxy Top Air Inc (S.T. LIE...	Riyadh	RECOVERABLE		1	573.05	Unit	573.05
Total														573.05

Summary Tax Lines

If tax is selected in "Tax Classification", click "Actions" and select "Calculate Tax" to calculate the tax for invoice

Please do not change the Tax Control

Verify the amount / quantity of invoice in the "Amount" or "Quantity" field , Must Match the services/goods provided amount before taxes.

Please do not change the Tax Classification

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

6. Submitting the invoice.



داون تاون السعودية
Saudi Downtown

Create Invoice ?

Identifying PO 10

Supplier Jarir book store

Taxpayer ID

Supplier Site HQ

Address

Supplier Tax Registration Number

Remit-to Bank Account 400107000020450016

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Tax Control Amount

Customer

Customer Taxpayer ID 45678io

Name Saudi Downtown Company LE

Address

Invoice Actions

Save
Save and Close
Submit
Cancel

*** Number of Invoice** Invoice_10

*** Date of Invoice** 3/7/24

Type Invoice

Invoice Currency SAR - Saudi Riyal

Payment Currency SAR - Saudi Riyal

Lines

View + - Cancel Line

Type	Purchase Order			Consumption Advice		Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity	Unit Price	UOM	* Amount
	* Number	* Line	* Schedule	Number	Line									
sm	10	1	1				Galaxy Tap A7 lite (8.7, Lite...	Riyadh	RECOVERABLE		1	573.05	Unit	573.05
Total														573.05

Summary Tax Lines

To submit the invoice, click "Submit"

Click "Save"

-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
Supplier Jarir book store
Taxpayer ID
Supplier Site HQ
Address
Supplier Tax Registration Number

Remit-to Bank Account 400107000020450016
Unique Remittance Identifier
Unique Remittance Identifier Check Digit
Description
Attachments None
Tax Control Amount

* Number of Invoice Invoice_10
* Date of Invoice 3/7/24
Type Invoice
Invoice Currency SAR
Payment Currency SAR

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

Click "Done" to exit the page

Click "Printable page" if you would like to download a copy of this invoice for your reference

Click "Create Another" to submit another invoice

Printable Page Create Another Done

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



Supplier Portal

Tasks

- Orders**
 - Manage Orders
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Channel Programs**
 - Manage Programs
- Shipments**
 - Manage Shipments
 - Create ASN
 - Create ASBN
 - Upload ASN or ASBN
 - View Receipts
 - View Returns
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
 - Review Consigned Inventory
 - Review Consigned Inventory Transactions
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices**
 - View Payments

Requiring Attention



22

1

21

■ Schedules Overdue or Due Today ■ Invoices Overdue

Recent Acti

Last 30 Days

Supplier News

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

7. View Invoice Status

View Invoices

Search

** Invoice Number

** Supplier

Supplier Site

** Purchase Order

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

Consumption Advice

Invoice Status

Paid Status

Payment Number

Advanced Saved Search All Invoices

** At least one is required

3.Click on search

Search Reset Save...

Search Results



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	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Payment Number	Co
1243	11/25/24	Standard	1243	HAY GROUP SAUDI ARABIA LTD	Riyadh	138,000.00 SAR	138,000.00 SAR	In process		

- 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	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. -please create a new Invoice on the portal with Prefix "WIC". For example "WIC-Invoice Number" i.e "WIC-100010".
Payment Status should be ADD		



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 vrn@saudidowntown.com.sa
For issuing the COC	The requesting department
for technical errors or technical enquiry	aalghamdi@saudidowntown.com.sa





THANK YOU !

