

iSupplier User's Guide v0.1

For External Suppliers

28 / 05 / 2025

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20

42

59

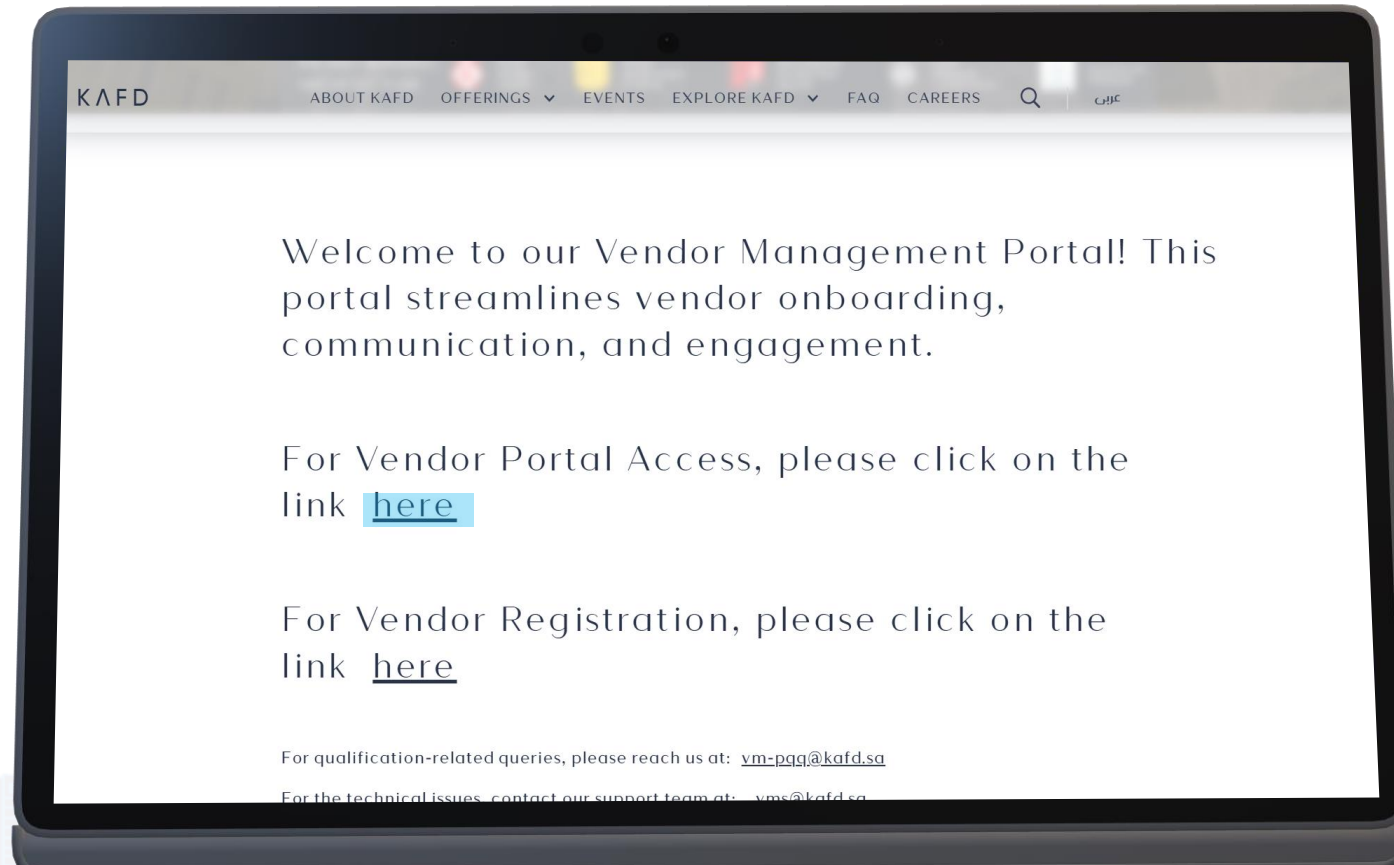
79

91

94

Registration process for the New Supplier

1- Go To KAFD Vendor Management Portal



1.1 [Click here](#) to direct you to KAFD Vendor Management Portal to start the Registration process

1.2 Click on “here” to direct you to the Registration Link

For any general inquiries, please contact us via email at: vm@kafd.sa

Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

ORACLE iSupplier Portal

Basic Information | Company Details | Additional Information | Attachments

Prospective Supplier Registration

Welcome to KAFD's New Suppliers Registration Page. Please fill in the required Basic Information below, followed by Company Details, any Additional Information and kindly attach the supporting documents indicated at the end.

* Indicates required field

Company Details

Personalize "Company Details"
At least one tax id is required to be able to complete the registration request.

* Company Name (English) Software limited company

Company Name (Arabic)

* Tax Country Saudi Arabia

Where provided, the tax country will be used to validate the format of the Tax Registration Number and/or Taxpayer ID.

Tax Registration Number

* Commercial / Trade License Number 0000000000

Contact Information

Personalize "Contact Information"

* Email

* First Name

* Last Name

Phone Area Code

* Phone Number

Phone Extension

1.1 Company Details Section

1.1.1 Enter your "Company Name" in (English).

1.1.2 Enter your "Company Name" in (Arabic).

1.1.3 Select the "Tax Country" from the list.

1.1.4 Enter your Commercial or Trade License Number.

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Registration process for the New Supplier

1- Basic Information

2- Company Details

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4- Attachment

ORACLE iSupplier Portal

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration

Welcome to KAFD's New Suppliers Registration Page. Please fill in the required Basic Information below, followed by Company Details, any Additional Information and kindly attach the supporting documents indicated at the end.

* Indicates required field

Company Details

Personalize "Company Details"

At least one tax id is required to be able to complete the registration request.

* Company Name (English) Software limited company

Company Name (Arabic)

* Tax Country Saudi Arabia

Tax Registration Number

* Commercial / Trade License Number 0000000000

Contact Information

Personalize "Contact Information"

* Email mohammed@software.sa

* First Name mohammed

* Last Name Ahmad

Phone Area Code

* Phone Number 0530000000

Phone Extension

1.2 Contact Information

1.2.1 Enter your Email.

1.2.2 Enter your First Name.

1.2.3 Enter your Last Name.

1.2.4 Enter your phone Number.

1.2.5 Click on "Next".

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

ORACLE iSupplier Portal

Close

Basic Information Company Details Additional Information Attachments

Prospective Supplier Registration: Additional Details

Back Step 2 of 4 Next

Blank label for instruction text

Company Name (English) Software limited company
Company Name (Arabic)
Tax Country Saudi Arabia
Tax Registration Number
Commercial / Trade license number 0000000000
Alternate Supplier Name
Note to Buyer
Note to Supplier

Address Book

Personalize "Address Book"
At least one entry is required.
Personalize "Address region"

Create

Address Name	Address Details	Purpose	Update	Delete
No results found.				

Contact Directory

Personalize "Contact Directory"
At least one entry is required.
Personalize "Contact region"

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
mohammed	Ahmad	0530000000	mohammed@software.sa	✓		

Business Classifications / Documents and Certifications

Personalize "Business Classifications / Documents and Certifications"
Personalize "Business classifications region"

Create

Classification	Applicable	Minority Type	Certificate Number	Hijri Date	Expiration Date	Attachments
----------------	------------	---------------	--------------------	------------	-----------------	-------------

2.1 Adress Book

2.1.1 Click on "Create" to Create at least one Adress.

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

The screenshot shows the 'Create Address' form in the ORACLE iSupplier Portal. The form is divided into two main sections: 'Create Address' and 'Address Purpose'.

Create Address Section:

- Address Name (Area):** Test
- Country:** United States (dropdown menu)
- Address Line 1:** Olaya
- Address Line 2:**
- Address Line 3:**
- Address Line 4:**
- City/Town/Locality:** Riyadh
- County:**
- State/Region:** Riyadh
- Province:**
- Postal Code:** 0000
- Phone Area Code:**
- Phone Number:** 0530000000
- Fax Area Code:**
- Fax Number:**
- Email Address:** Mohammed@software.sa
- Address Purpose:**
 - ☒ Purchasing Address
 - ☒ Payment Address
 - ☐ RFQ Address

Address Purpose Section:

- Personalize "Address Purpose":**
- Personalize "Address Purpose":**
- Purpose:** No results found.
- Remove:**

2.2 Create Address

2.2.1 Enter Address Name.

2.2.2 Enter Your Country Name.

2.2.3 Enter Address Name Line1.

2.2.4 Enter your City, Town, or Locality.

2.2.5 Enter your State or Region.

2.2.6 Enter your Postal Code.

2.2.7 Enter your phone Number and Email Address.

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

ORACLE iSupplier Portal

Create Address

* Indicates required field

Personalize Stack Layout

* Address Name (Area) Test

* Country United States

* Address Line 1 Olaya

* Address Line 2

* Address Line 3

* Address Line 4

* City/Town/Locality Riyadh

* County

* State/Region Riyadh

* Province

* Postal Code 0000

Phone Area Code

* Phone Number 0530000000

Fax Area Code

Fax Number

* Email Address Mohammed@software.sa

☒ Purchasing Address

☒ Payment Address

☐ RFQ Address

Address Purpose

Personalize "Address Purpose"

Personalize "Address Purpose"

Purpose Acknowledgments Remove

2.3 Address Purpose

2.3.1 Click on the Add icon to Create a new Entry.

2.3.2 Choose the Purpose from the Drop-down menu.

2.3.3 Click on "Apply".

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

ORACLE Supplier Portal

Prospective Supplier Registration: Additional Details

Blank label for instruction text

Company Name (English) Software limited company
Company Name (Arabic)
Tax Country Saudi Arabia
Tax Registration Number
Commercial / Trade license number 0000000000
Alternate Supplier Name
Note to Buyer
Note to Supplier

Address Book

Personalize "Address Book"
At least one entry is required.
Personalize "Address region"

Create

Address Name	Address Details	Purpose	Update	Delete
Test	Olaya, Riyadh Riyadh 0000 United States	Payment, Purchasing		

Contact Directory

Personalize "Contact Directory"
At least one entry is required.
Personalize "Contact region"

Create

First Name	Last Name	Phone	Email	Requires User Account	Update	Delete
mohammed	Ahmad	0530000000	mohammed@software.sa	✓		

Business Classifications / Documents and Certifications

Personalize "Business Classifications / Documents and Certifications"
Personalize "Business classifications region"

2.4 Contact Directory

2.4.1 on the contact Directory:

By default, oracle will show the “First Name”, “Last Name”, “Phone Number” and the “Email Address” which we entered in Page 1 of the Registration Process.

2.4.2 Click on “Create” to Add the Contact Purpose.

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

ORACLE iSupplier Portal

Update Contact

* Indicates required field

Personalize Stack Layout

Personalize Header: (ContactRN)
Personalize Default Double Column: (region1)

Contact Title
* First Name: Mohammed
Middle Name
* Last Name: Ahmad
Alternate Name
Job Title
Department
* Contact Email: mohammed@company5.sa

Phone Area Code
* Phone Number: 0530000000
Phone Extension
Alternate Phone Area Code
Alternate Phone Number
Fax Area Code
Fax Number

Contact Purpose

Personalize "Contact Purpose"
Personalize "Contact Purpose"

Purpose	Remove
Administrative Contact	

Supplier User Account

Personalize "Supplier User Account"
☒ Create User Account For The Contact

Addresses For the Contact

Personalize "Addresses For the Contact"
Personalize Advanced Table: (AddrforContAdvTable)

Address Name	Address Details	Remove
No results found.		

2.5 Contact Purpose

2.5.1 Select the purpose

2.5.2 Click on "Apply"

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

2.6 Business Classification/ Documents and Certifications

2.6.1 use the following Table Data to Enter the “Business Classification” Section:

Business Classifications / Documents and Certifications						
Personalize "Business Classifications / Documents and Certifications"						
Personalize "Business classifications region"						
Classification	Applicable	Minority Type	Certificate Number	Hijri Date	Expiration Date	Attachments
Bank Account Details (Stamped by the Bank) (Local and International Suppliers)	☒					
Chamber of Commerce (Local Suppliers)	☒				18-Jun-2025	
Commercial Registration Certificate/Trade License (Local/International Supplier)	☒				28-Aug-2025	
Company Profile with Products/Services (Local and International Suppliers)	☒					
Copy of ID/Passport of Authorized Signatory (Local and International Suppliers)	☒				10-Jul-2025	
Last three years financial statements	☐					
Local Content Baseline Certificate (For Local Suppliers)	☒					
Monshaat Certificate for SMEs (For Local Suppliers)	☒					
National Address Letter (Local Suppliers)	☒					
Power of Attorney for Authorized Signatory (Local and International Suppliers)	☒					
Saudization Certificate (Local Suppliers)	☒					
Social Insurance (GOSI) Certificate (Local Suppliers)	☒					
VAT Certificate (Local Suppliers)	☒					
Zakat/Tax Certificate (Local Suppliers)	☒				16-Jun-2027	

Personalize Flow Layout

TIP Date format example: 23-Apr-2025

Banking Details

Personalize "Banking Details"

At least one entry is required.

Personalize "Account table"

Create

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove	IBAN Letter
---------------------	----------	-------------------	-----------	-------------	-------------	---------------	--------	--------	-------------

No results found.

Back Step 2 of 4 Next

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

	Local suppliers			International suppliers		
Certification	Applicable	Expiration date	Attachments	Applicable	Expiration date	Attachments
Bank Account Details (Stamped by the Bank) (Local and International Suppliers)	Yes	Optional	Mandatory	Yes	Optional	Mandatory
Chamber of Commerce (Local Suppliers)	Yes	Mandatory	Mandatory	No	Optional	Optional
Commercial Registration Certificate/Trade License (Local/International Supplier)	Yes	Mandatory	Mandatory	Yes	Mandatory	Mandatory
Company Profile with Products/Services (Local and International Suppliers)	Yes	Optional	Mandatory	Yes	Optional	Mandatory
Copy of ID/Passport of Authorized Signatory (Local and International Suppliers)	Yes	Mandatory	Mandatory	Yes	Mandatory	Mandatory
Monshaat Certificate for SMEs (For Local Suppliers)	Yes	Optional	Mandatory	No	Optional	Optional
National Address Letter (Local Suppliers)	Yes	Optional	Mandatory	No	Optional	Optional
Power of Attorney for Authorized Signatory (Local and International Suppliers)	Yes	Optional	Mandatory	Yes	Optional	Mandatory
Saudization Certificate (Local Suppliers)	Yes	Optional	Mandatory	No	Optional	Optional
Social Insurance (GOSI) Certificate (Local Suppliers)	Yes	Optional	Mandatory	No	Optional	Optional
VAT Certificate (Local Suppliers)	Yes	Optional	Mandatory	No	Optional	Optional
Zakat/Tax Certificate (Local Suppliers)	Yes	Mandatory	Mandatory	No	Optional	Optional

Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

2.7 Banking Details

2.7.1 Click the “Create” button To Add the Bank Details which will be Registered and used for Payment.

Business Classifications / Documents and Certifications

Personalize "Business Classifications / Documents and Certifications"

Personalize "Business classifications region"

Classification	Applicable	Minority Type	Certificate Number	Hijri Date	Expiration Date	Attachments
Bank Account Details (Stamped by the Bank) (Local and International Suppliers)	☒					
Chamber of Commerce (Local Suppliers)	☒				18-Jun-2025	
Commercial Registration Certificate/Trade License (Local/International Supplier)	☒				28-Aug-2025	
Company Profile with Products/Services (Local and International Suppliers)	☒					
Copy of ID/Passport of Authorized Signatory (Local and International Suppliers)	☒				10-Jul-2025	
Last three years financial statements	☐					
Local Content Baseline Certificate (For Local Suppliers)	☒					
Monshaat Certificate for SMEs (For Local Suppliers)	☒					
National Address Letter (Local Suppliers)	☒					
Power of Attorney for Authorized Signatory (Local and International Suppliers)	☒					
Saudization Certificate (Local Suppliers)	☒					
Social Insurance (GOSI) Certificate (Local Suppliers)	☒					
VAT Certificate (Local Suppliers)	☒					
Zakat/Tax Certificate (Local Suppliers)	☒				16-Jun-2027	

Personalize Flow Layout

TIP Date format example: 23-Apr-2025

Banking Details

Personalize "Banking Details"

At least one entry is required.

Personalize "Account table"

Bank Account Number	Currency	Bank Account Name	Bank Name	Bank Number	Branch Name	Branch Number	Update	Remove	IBAN Letter
No results found.									

Back Step 2 of 4 Next

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

The screenshot shows the 'Create Bank Account' form in the ORACLE iSupplier Portal. The form is divided into several sections: 'Bank', 'Branch', 'Bank Account', and 'Comments'. The 'Bank' section includes fields for Bank Name (Saudi Awwal Bank (SAB)), Bank Number (SABBSARI), and Tax Payer ID. The 'Branch' section includes fields for Branch Name (Head Office), Branch Number, BIC, and Branch Type (ABA). The 'Bank Account' section includes fields for Account Number (12345678901234), Check Digits, IBAN (SA123451234500998877676), Account Name (Moammad), and Currency (Saudi Riyal). The 'Comments' section includes a 'Note to Buyer' field. The form also has a 'Country' dropdown set to 'Saudi Arabia' and a checkbox for 'Account is used for foreign payments'. The form is titled 'Create Bank Account' and has 'Cancel' and 'Apply' buttons at the top right. The footer of the form includes copyright information and links for 'About this Page' and 'Privacy Statement'.

2.7 Banking Details

2.7.2 Select “Bank Name”, by search for the Bank name in the list.

2.7.3 Add the Account Number.

2.7.4 Enter “IBAN” Number.

2.7.5 Select “Branch Name”, by Search for Bank Name in the List .

2.7.6 Add the Account Name.

2.7.7 Select “Country”.

2.7.8 Click on “Apply”

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

ORACLE iSupplier Portal

Close | Settings

Basic Information | Company Details | **Additional Information** | Attachments

Supplier Profile Attributes

* Indicates required field

Acknowledgement | Supplier Activity Classification

Personalize "EgoExtFwkRender"

Personalize Stack Layout

Personalize Table Layout: (EgoFuncRenderTL)

* PIF Group: No

* Are any of the Organization's key personnel or their family members in PIF? No

Are any of the organization's key personnel (owners, key contacts, management, etc) or their family members employed by the Public Investment Fund or any of its subsidiaries or a member of any of its committees?

* Does the organization have any corporate convictions for criminal conduct? No

* Is the organization involved in any on-going litigation? No

* Does the organization have a Code of Conduct policy? Yes

If Yes, Please provide a copy of the policy, in the next attachments page. If No, The organization should consider the below three Code of Conduct set of principles as a minimum standard. Please confirm that the below is read and understood

First Code of Conduct principle: Labour practice and standards will safeguard against child Labour, non-discrimination, health and safety plus working conditions.

Second Code of Conduct principle: Environmental goals where reasonably possible, will aim to protect the environment by sourcing, supplying and use of materials aligned with applicable KSA guidance regarding the environment.

Third Code of Conduct principle: Ethics business policies and practices shall include corporate governance, insider trading, bribery, discrimination plus social responsibility.

* Signature of the Authorized Person & Stamp of the Organization: Mohamed

The information given in this form and supporting documents are valid and true. We agree on and undertake that any changes in circumstances which alter or are additional to the information given in this document, we shall notify KAHD DMC.

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3.1 Acknowledgment Page

3.1.1 Answer the questionnaire Regarding your Company Details.
You must complete all questions.

3.1.2 Click on "Supplier Activity Classification".

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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

The screenshot displays the ORACLE iSupplier Portal interface. The top navigation bar includes 'Basic Information', 'Company Details', 'Additional Information' (which is the active tab), and 'Attachments'. Below the navigation bar, the 'Supplier Profile Attributes' section is visible. Under the 'Supplier Activity Classification' tab, there is a table with one row containing the text 'Professional, Scientific, and Technical Services' and a 'Delete' button. A mandatory instruction at the top of the table states: 'Mandatory : Click Add Another Row Icon And Enter The Category From The List.' The bottom of the screen shows a laptop keyboard.

3.2 Supplier Activity classification Page

3.2.1 Click on Add icon to Add your Company Activates.

3.2.2 Click on “Next”.

For any general inquiries, please contact us via email at:
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Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment

The screenshot displays the 'ORACLE iSupplier Portal' interface. At the top, there's a navigation bar with 'Basic Information', 'Company Details', 'Additional Information', and 'Attachments'. The 'Attachments' section is active, showing a 'Submit' button and a 'Back' button. Below this, there's a table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, and Delete. The table is currently empty, with a message 'No results found.' at the bottom. The footer of the page includes copyright information and links to 'About this Page' and 'Privacy Statement'.

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

4.1 Attachments

4.1.1 you Can Upload any Attachments like: Code of Conduct Policy, Certification Copies, and Terms & Conditions etc. by clicking on “Add Attachment” button.

4.1.2 Click on “Submit”.

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vm@kafd.sa

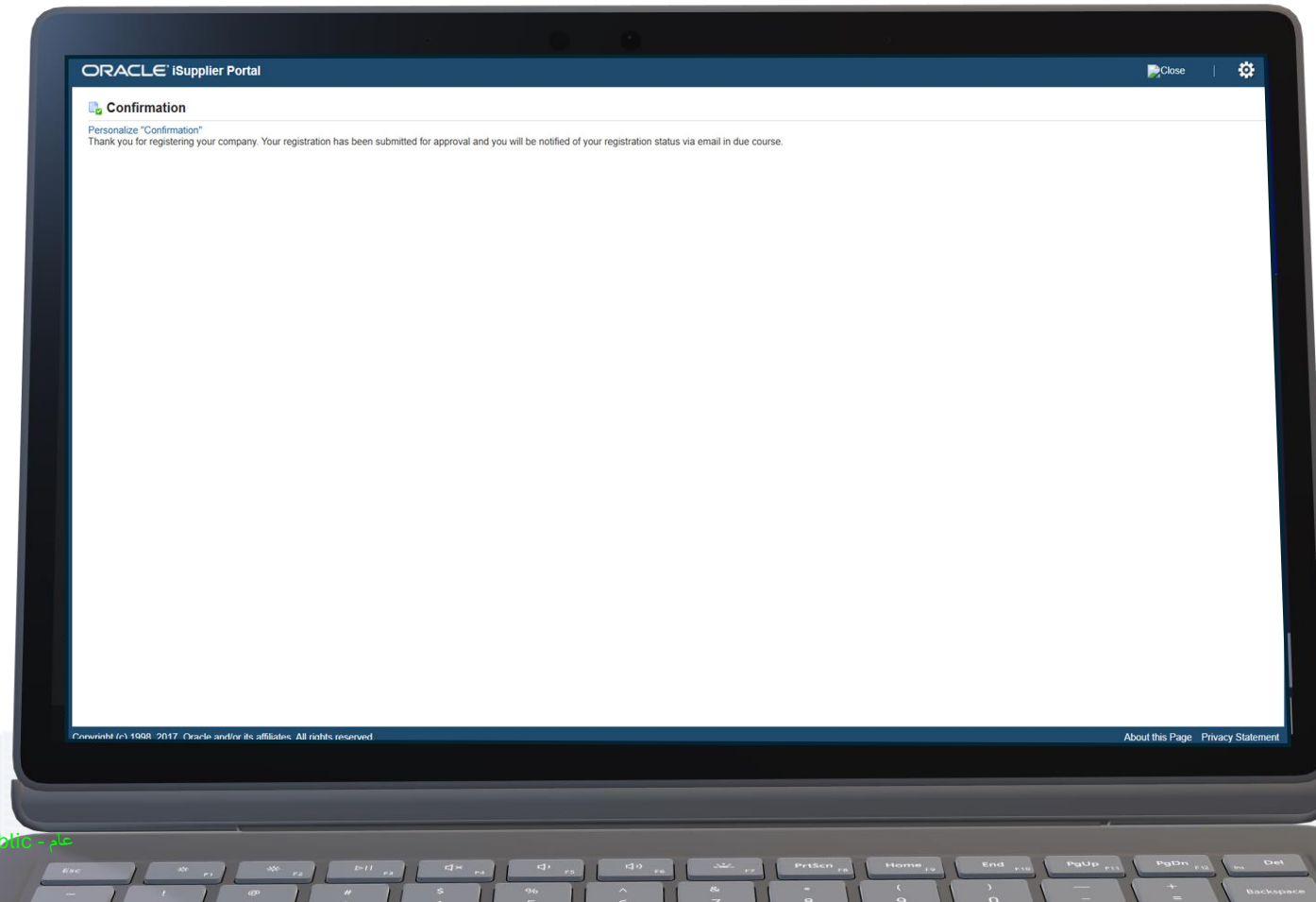
Registration process for the New Supplier

1- Basic Information

2- Company Details

3- Additional Information

4- Attachment



5.1 Submission

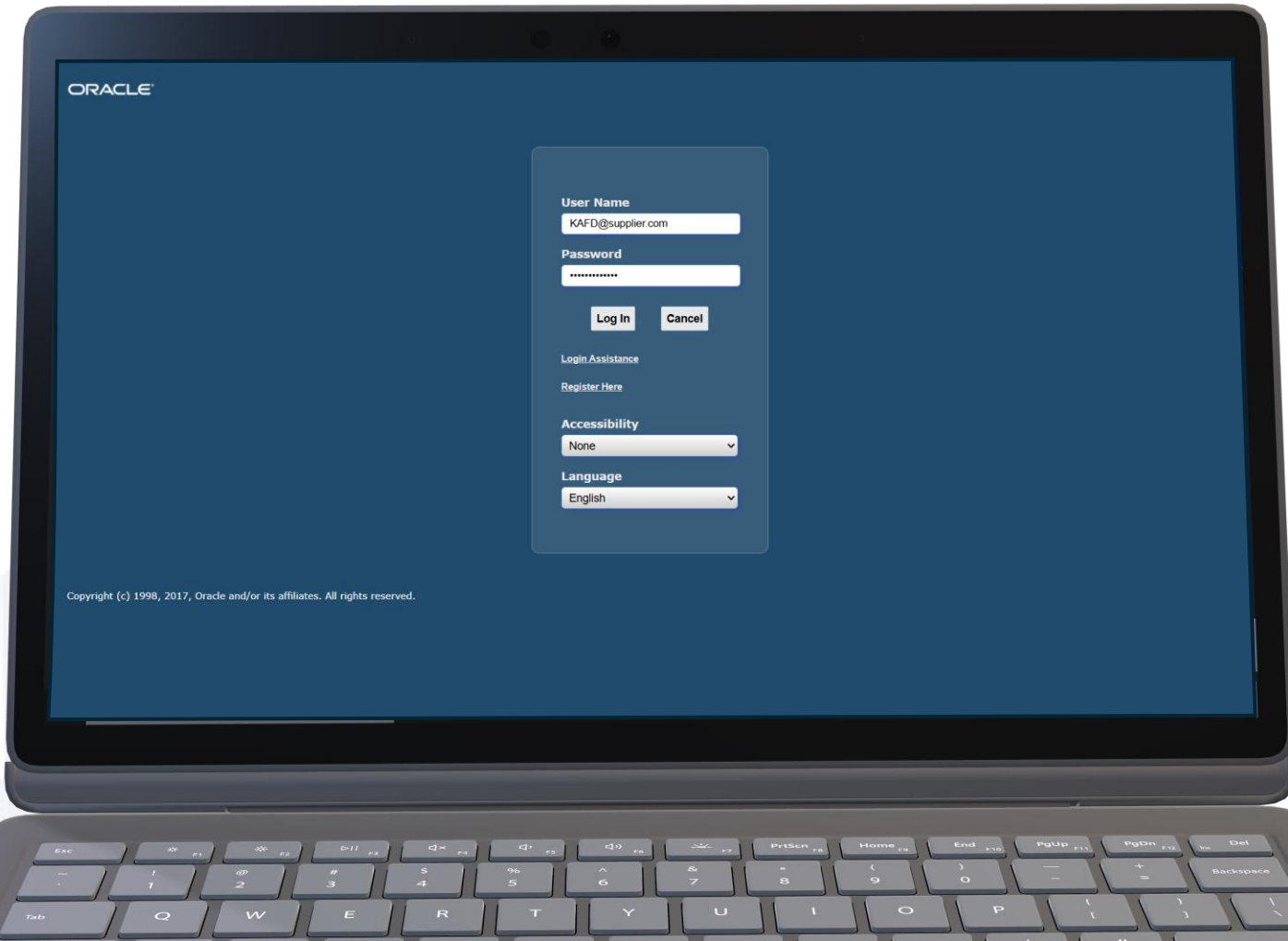
5.1.1 A Confirmation Message will be displayed on the web page.

5.1.2 Once the Request is Approved by KAFD VM Department, you will Receive an Email Notification to Access the login page.

For any general inquiries, please contact us via email at:
vm@kafd.sa

iSupplier Login

1. iSupplier Login process



1.1 iSupplier Login

1.1.1 You will Receive an Email Notification containing the link to Access KAFD iSupplier Portal, along with a temporary username and password.

You will be prompted to change your password upon your first login to the portal.

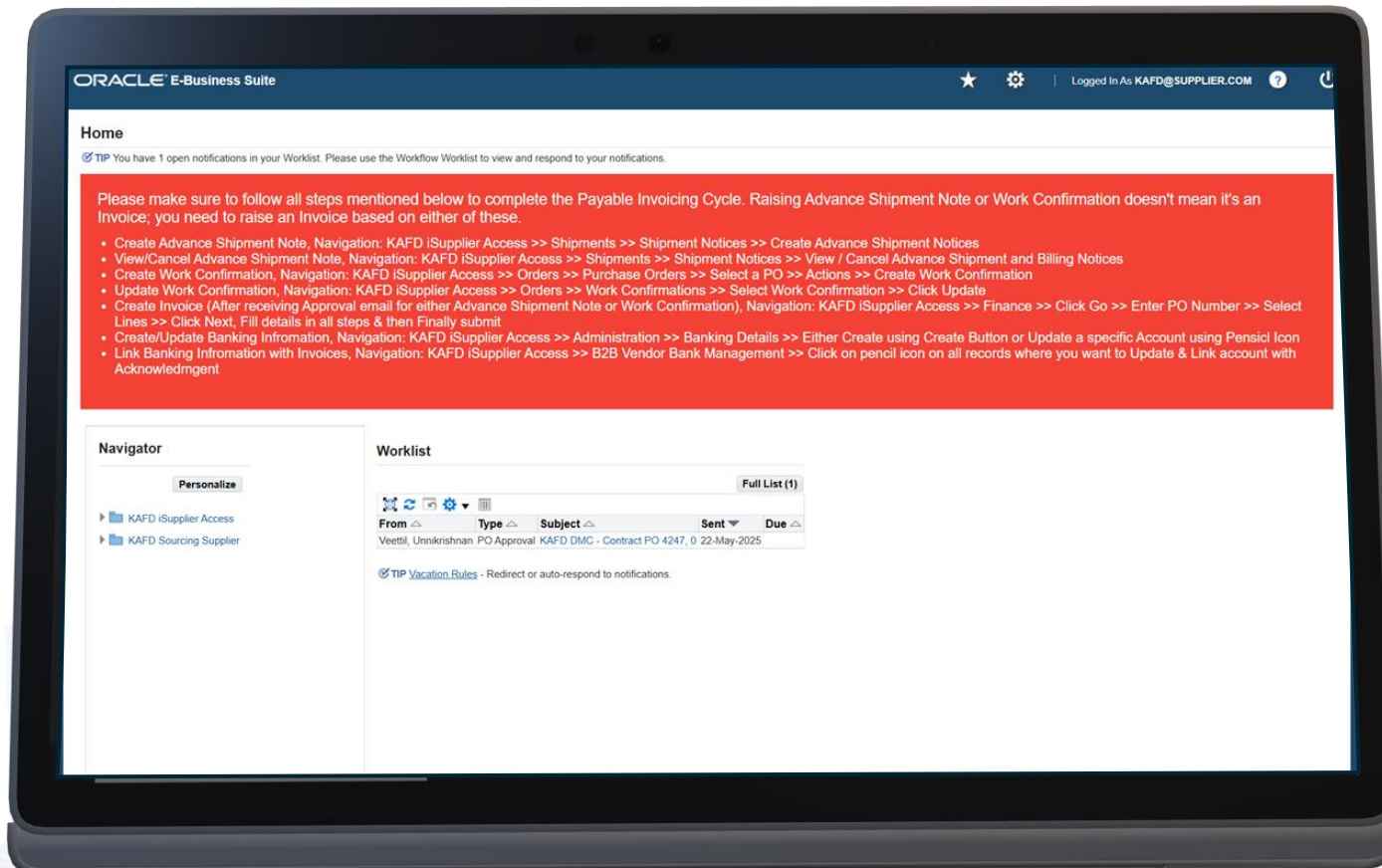
For any general inquiries, please contact us via email at:
vm@kafd.sa

iSupplier Login

2. iSupplier Red Box

2.1 iSupplier Home Page

2.2.1 On the Home page, you will find a red box summarizing all the processes you can perform on the portal.



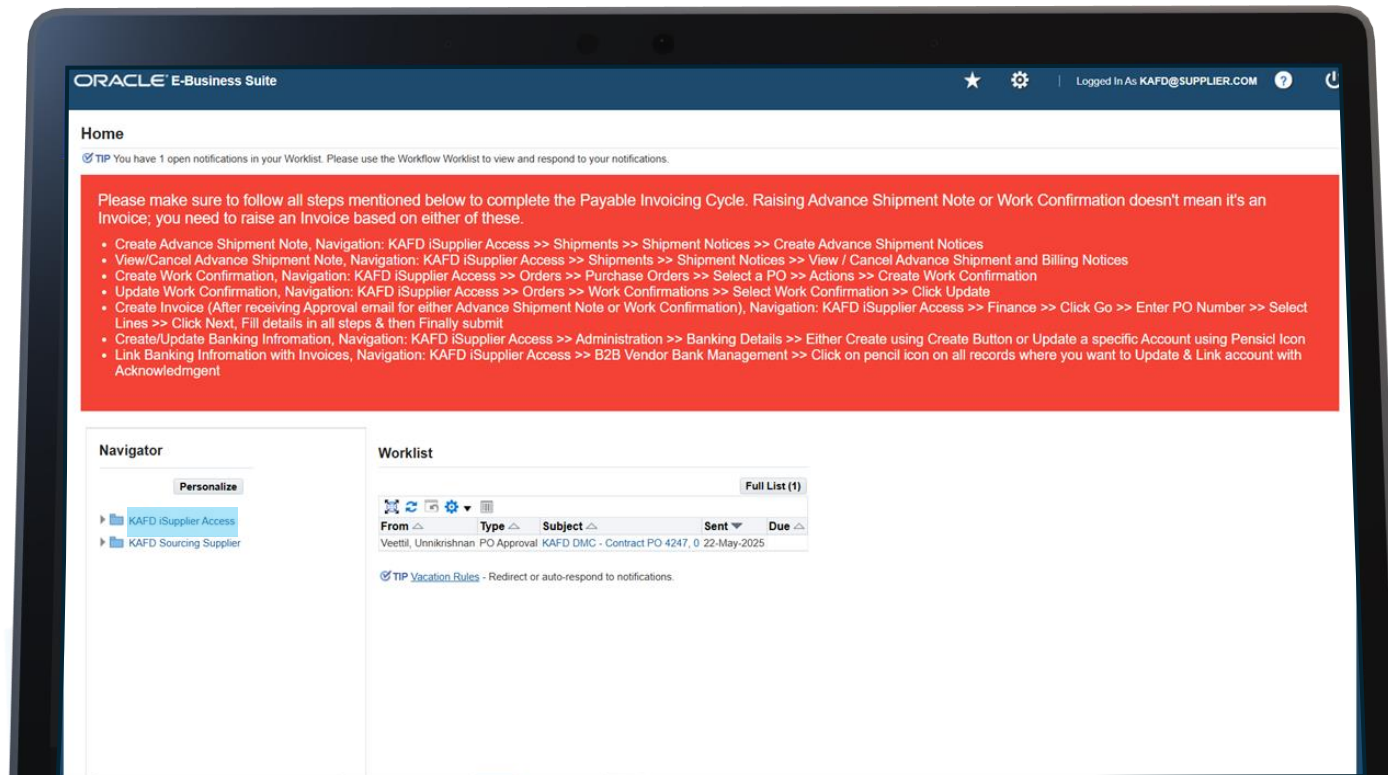
For any general inquiries, please contact us via email at:
vm@kafd.sa

3. Change the Supplier Details

3.1 Business Classification update

3.1.1 You will be able to modify the Business Classification you submitted during the registration process

3.1.2 Click on “KAFD iSupplier Access”.

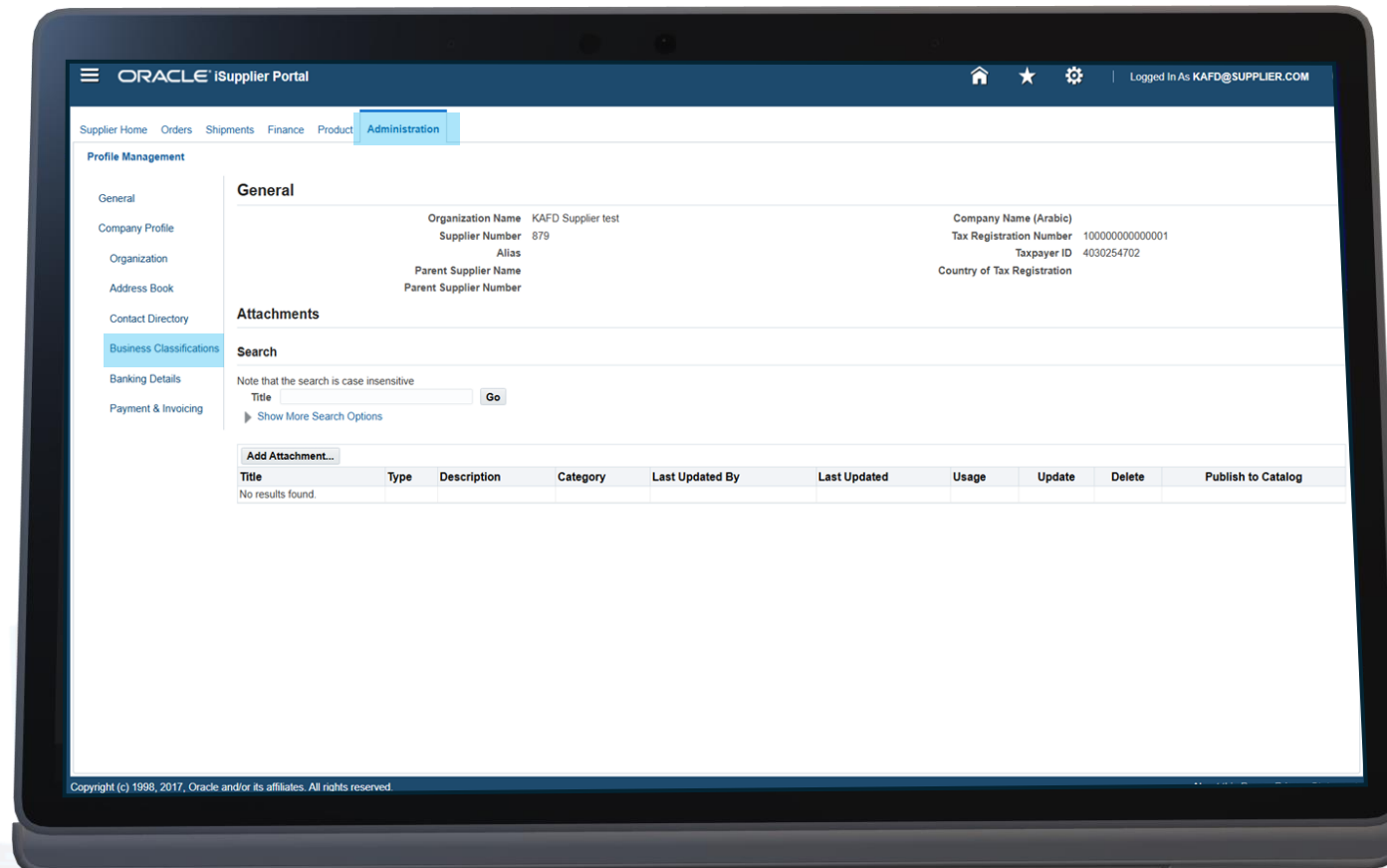


iSupplier Login

3. Change the Supplier Details

3.1 Update Business Classification

3.1.3 from the Administration Tap Click on “Business Classification”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

iSupplier Login

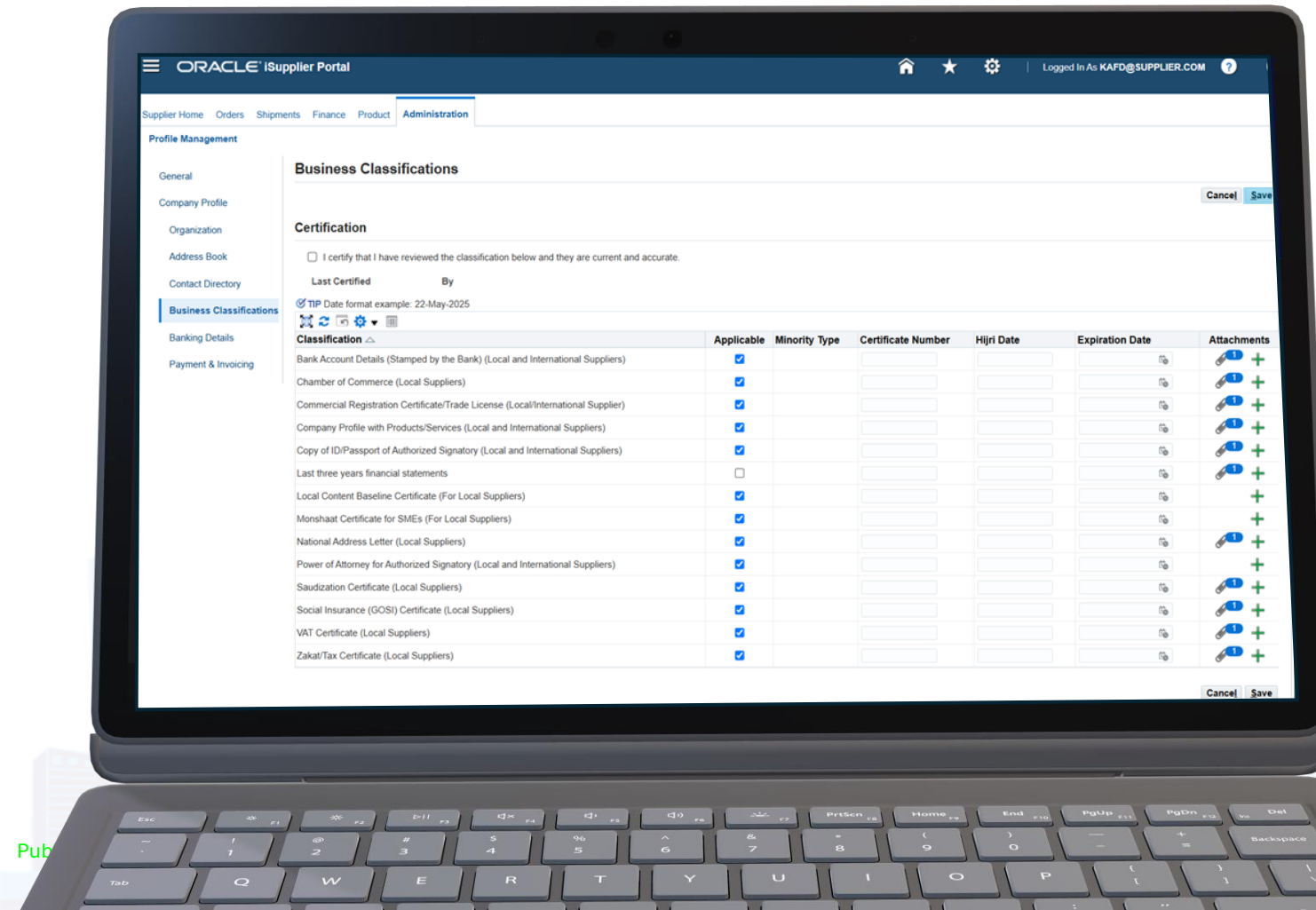
3. Change the Supplier Details

3.1 Update Business Classification

3.1.4 After making the necessary changes, check the Acknowledgment box.

3.1.5 Click on “Save”.

3.1.6 After making the changes, the request will be sent to the Vendor Management Team for approval.



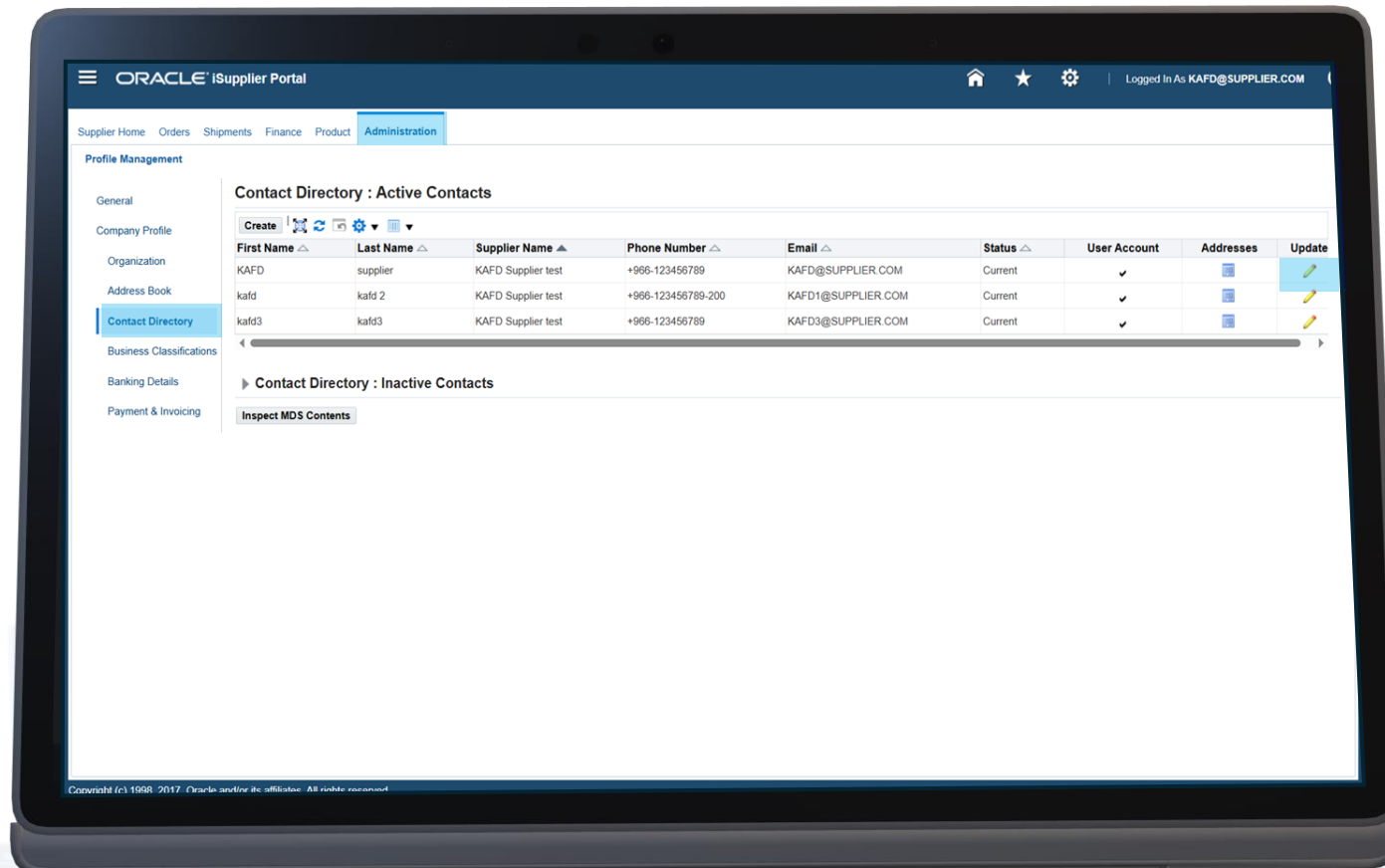
iSupplier Login

3. Change the Supplier Details

3.2 Update Contact Directory

3.2.1 from the Administration Tap Click on “Contact Directory”.

3.2.2 Click the Update icon .



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vm@kafd.sa

3. Change the Supplier Details

The screenshot shows the 'Update Contact' page in the Oracle iSupplier Portal. The page has a dark blue header with the Oracle logo and 'iSupplier Portal' text. On the right, it says 'Logged In As KAFD@SUPPLIER.COM'. The main content area is white and contains several sections:

- Update Contact**: A section with a 'Cancel' and 'Apply' button. It includes a legend: '* Indicates required field'.
- Contact Information**: A form with fields for Contact Title (Mr.), First Name (KAFD), Middle Name, Last Name (supplier), Alternate Name, Job Title, Department, Email Address (KAFD@SUPPLIER.COM), and Uri.
- Phone Information**: A form with fields for Phone Area Code (+966), Phone Number (123456789), Phone Extension, Mobile Country Code (+966), Mobile Number (5245678), Fax Area Code, Fax Number, and Inactive Date (25-May-2025 19:45:00).
- Contact Purpose**: A table with columns for Purpose and Delete. The first row is 'Administrative Contact'.
- User Account Information**: A section with a 'Inspect MDS Contents' button.

At the bottom of the page, there is a copyright notice: 'Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.'

3.2 Update Contact Directory

3.2.3 Make the necessary changes.

3.2.4 Click on “Apply”.

3.2.5 After making the changes, the request will be sent to the Vendor Management Team for approval.

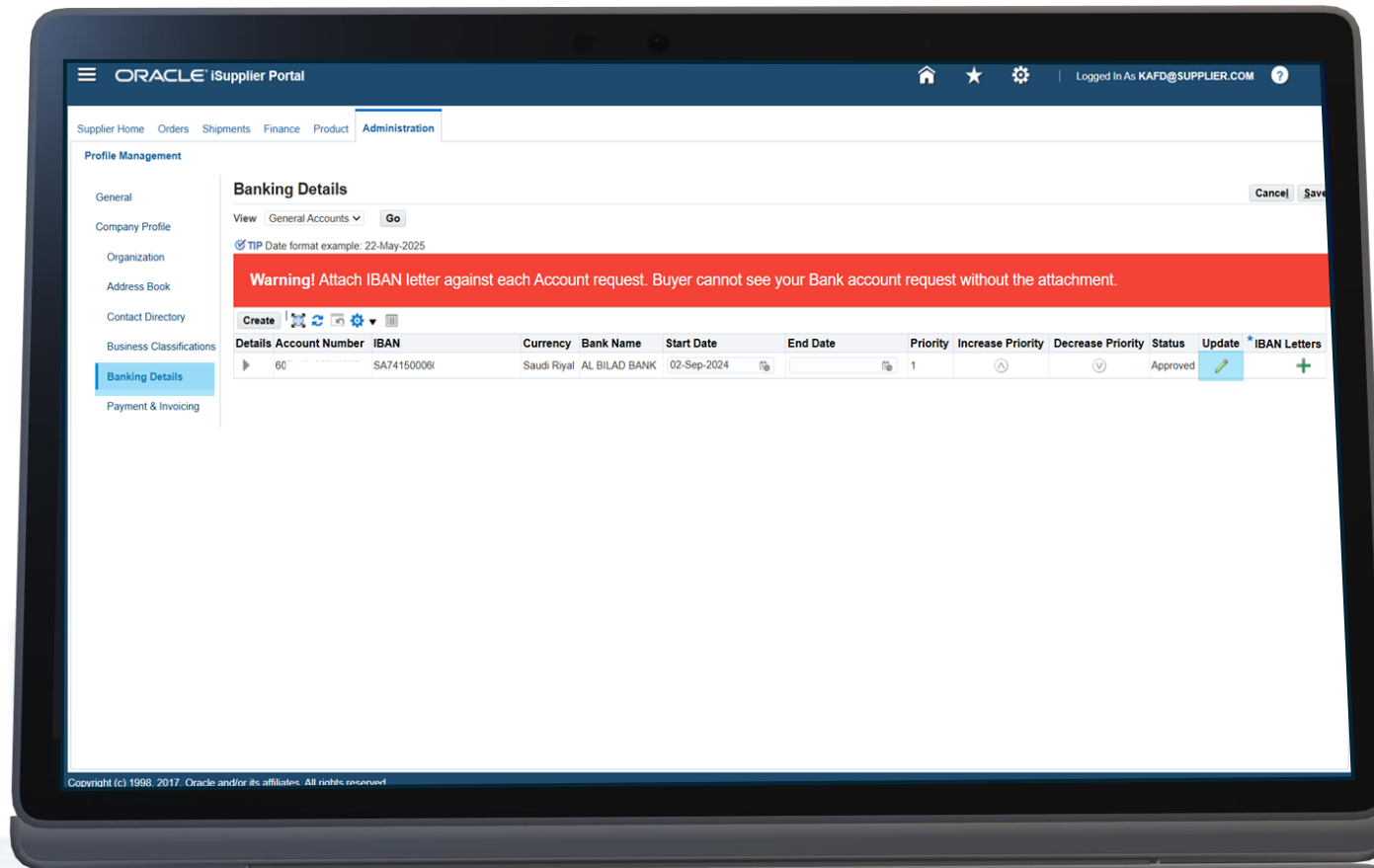
iSupplier Login

3. Change the Supplier Details

3.3 Update Banking Details

3.3.1 from the Administration Tap Click on “Banking Details”.

3.3.2 Click the Update icon.



iSupplier Login

3. Change the Supplier Details

3.3 Update Banking Details

3.3.3 Make the necessary changes.

3.3.4 Click on “Save”.

3.3.5 After making the changes, the request will be sent to the Vendor Management Team for approval.

The screenshot shows the 'Update Bank Account' form in the Oracle iSupplier Portal. The form is divided into several sections: 'Bank', 'Branch', 'Bank Account', and 'Comments'. The 'Bank' section includes fields for Bank Name (BANK AL-JAZIRA), Bank Number (KAFDBANK0009), and Tax Payer ID. The 'Branch' section includes fields for Branch Name (SAUDI ARABIA BRANCH), Branch Number, BIC (BJAZSAJE), and Branch Type (SWIFT). The 'Bank Account' section includes fields for Account Number (1234567890000), Check Digits, IBAN (SA74), Account Name (BANK AL-JAZIRA), Currency, and Account Status (Approved). The 'Comments' section includes a 'Note from Buyer' (None) and a 'Note to Buyer' text area. The form has a 'Cancel' button and a 'Save' button. The top navigation bar shows the user is logged in as KAFD@SUPPLIER.COM.

ORACLE iSupplier Portal

Administration: Profile Management: Banking Details >

Update Bank Account [Cancel] [Save]

Country: Saudi Arabia
☐ Account is used for foreign payments
Account definition must include bank and branch information.

Bank

Bank Name: BANK AL-JAZIRA
Bank Number: KAFDBANK0009
Tax Payer ID: [Text Field]

[Show Bank Details](#)

Branch

Branch Name: SAUDI ARABIA BRANCH
Branch Number: [Text Field]
BIC: BJAZSAJE
Branch Type: SWIFT

[Show Branch Details](#)

Bank Account

Account Number: 1234567890000
Check Digits: [Text Field]
IBAN: SA74

[Show Account Details](#)

Comments

Note from Buyer: None
Note to Buyer: [Text Area]

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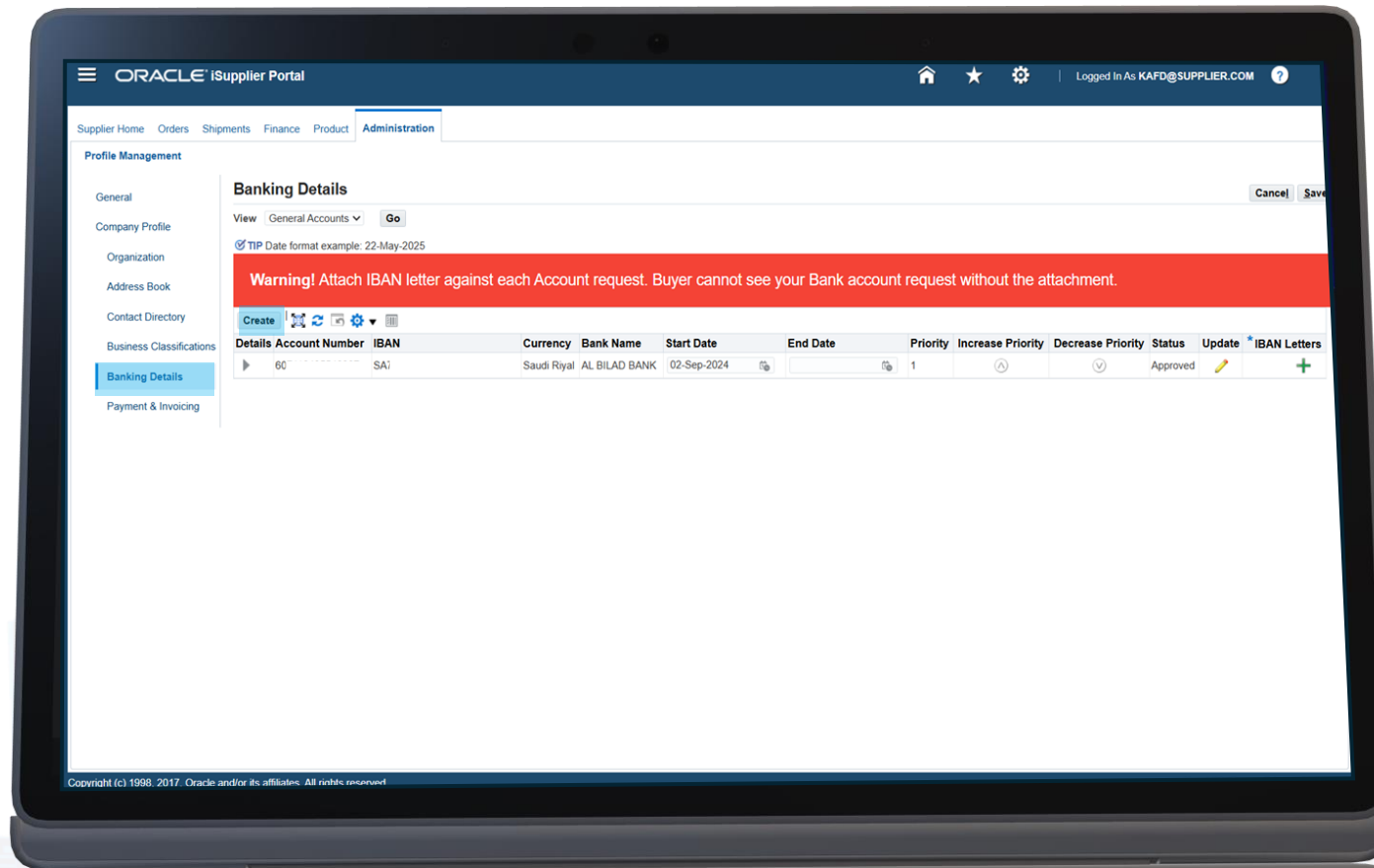
iSupplier Login

3. Change the Supplier Details

3.4 Create Bank account

3.4.1 from the Administration Tap Click on “Banking Details”.

3.4.2 Click on “Create”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

iSupplier Login

3. Change the Supplier Details

3.4 Create Bank account

3.4.3 Make the necessary changes.

3.4.4 Click on “Save”.

3.4.5 After making the changes, the request will be sent to the Vendor Management Team for approval.

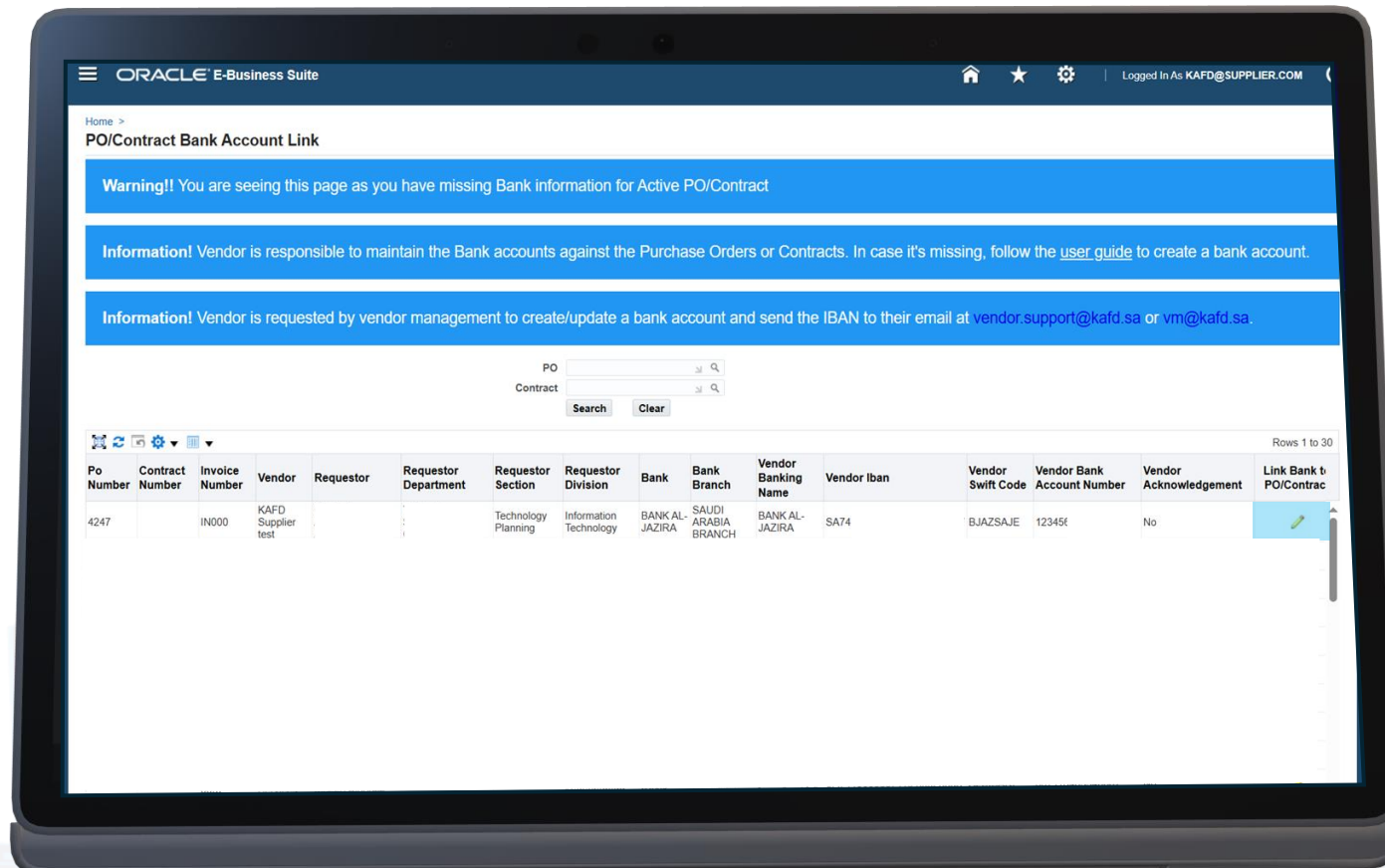
The screenshot shows the 'Create Bank Account' form in the Oracle iSupplier Portal. The form is divided into several sections: 'Bank', 'Branch', 'Bank Account', and 'Comments'. The 'Bank' section includes fields for Bank Name (AL RAJHI BANK), Bank Number (KAFDBANK0005), and Tax Payer ID. The 'Branch' section includes fields for Branch Name (SAUDI ARABIA BRANCH), Branch Number, BIC (RJHISARI), and Branch Type (SWIFT). The 'Bank Account' section includes fields for Account Number (1234567890), Check Digits, IBAN (SA12356789012345678), Account Name (AL RAJHI BANK), Currency (Saudi Riyal), and Account Status (New). The 'Comments' section has a 'Note to Buyer' field. The form also includes a 'Country' dropdown menu set to 'Saudi Arabia' and a checkbox for 'Account is used for foreign payments'. The 'Save' button is visible in the top right corner.

iSupplier Login

4. Link Bank to PO/Contract

4.1 Update Account

4.1.1 Click the Update icon.



ORACLE E-Business Suite

Home > PO/Contract Bank Account Link

Warning!! You are seeing this page as you have missing Bank information for Active PO/Contract

Information! Vendor is responsible to maintain the Bank accounts against the Purchase Orders or Contracts. In case it's missing, follow the [user guide](#) to create a bank account.

Information! Vendor is requested by vendor management to create/update a bank account and send the IBAN to their email at vendor.support@kafd.sa or vm@kafd.sa.

PO: Contract:

Search Clear

Rows 1 to 30

Po Number	Contract Number	Invoice Number	Vendor	Requestor	Requestor Department	Requestor Section	Requestor Division	Bank	Bank Branch	Vendor Banking Name	Vendor Iban	Vendor Swift Code	Vendor Bank Account Number	Vendor Acknowledgement	Link Bank to PO/Contract
4247		IN000	KAFD Supplier test			Technology Planning	Information Technology	BANK AL-JAZIRA	SAUDI ARABIA BRANCH	BANK AL-JAZIRA	SA74	BJAZSAJE	123456	No	

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vm@kafd.sa

iSupplier Login

4. Link Bank to PO/Contract

4.1 Update Account

4.1.1 Make the Necessary Changes.

4.1.2 Click on “Save”.

The screenshot shows the Oracle E-Business Suite interface. The top navigation bar includes the Oracle logo, 'E-Business Suite' text, and a 'Logged In As KAFD@SUPPLIER.COM' status. The breadcrumb trail is 'Home > PO/Contract Bank Account Link >'. The main heading is 'Update Account' with 'Back', 'Cancel', and 'Save' buttons. The 'Vendor/Bank Details' section contains the following information:

PO Number	4247
Vendor	KAFD Supplier test
Contract Number	
Bank	BANK AL-JAZIRA
Vendor Banking Name	BANK AL-JAZIRA
Vendor IBAN	SA7415000607116405540007
Vendor Swift Code	BJAZSAJE
Vendor Bank Acct Number	1234567890000
Requestor	Ghac
Requestor Department	Technology Strategy & Governance
Requestor Section	
Requestor Division	Information Technology
I Agree	Yes

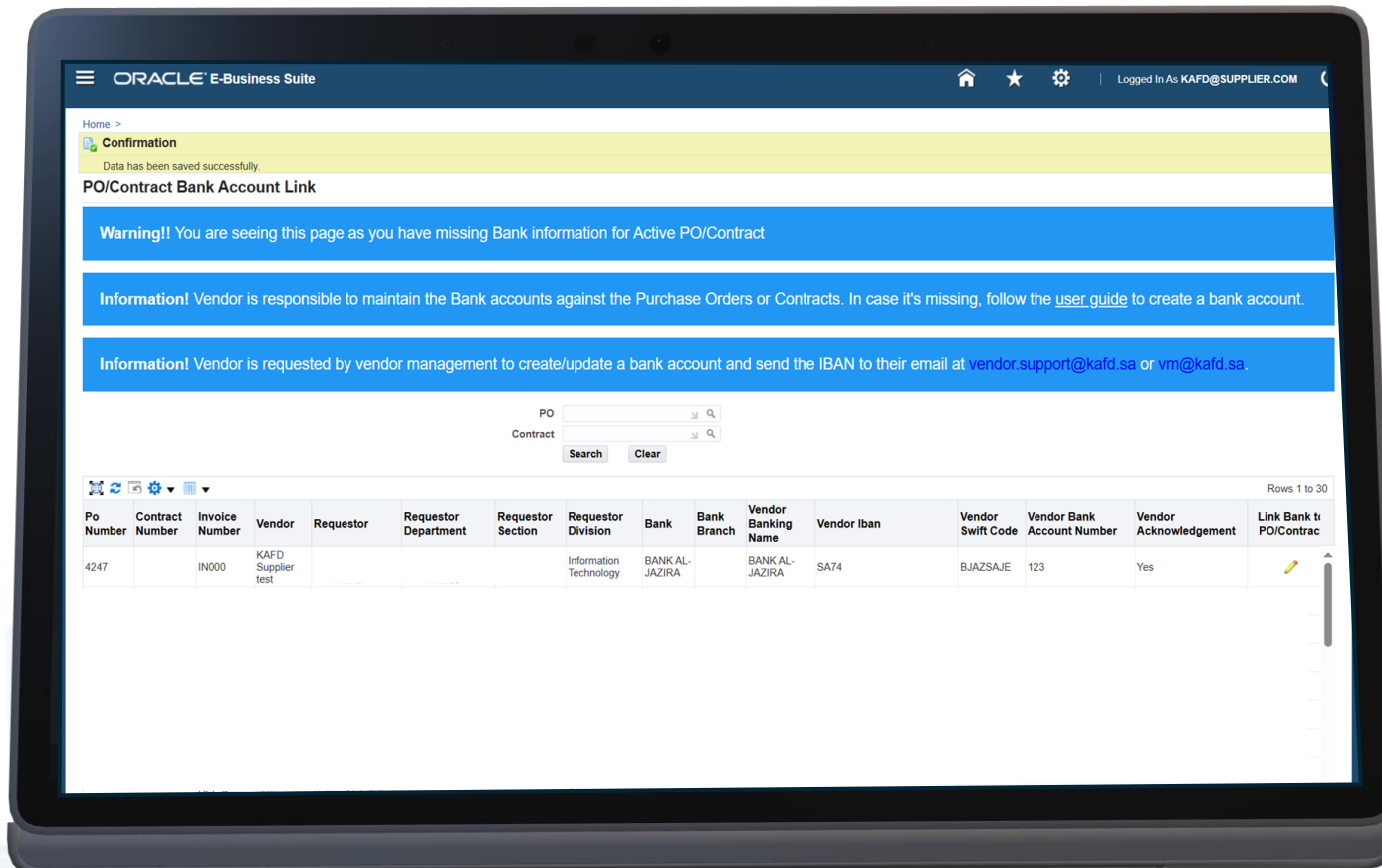
A red banner at the bottom of the form contains the text: 'Disclaimer! Vendor is responsible for the correctness of the account details & in case wrong payment Vendor is liable for their own mistake'.

For any general inquiries, please contact us via email at:
vm@kafd.sa

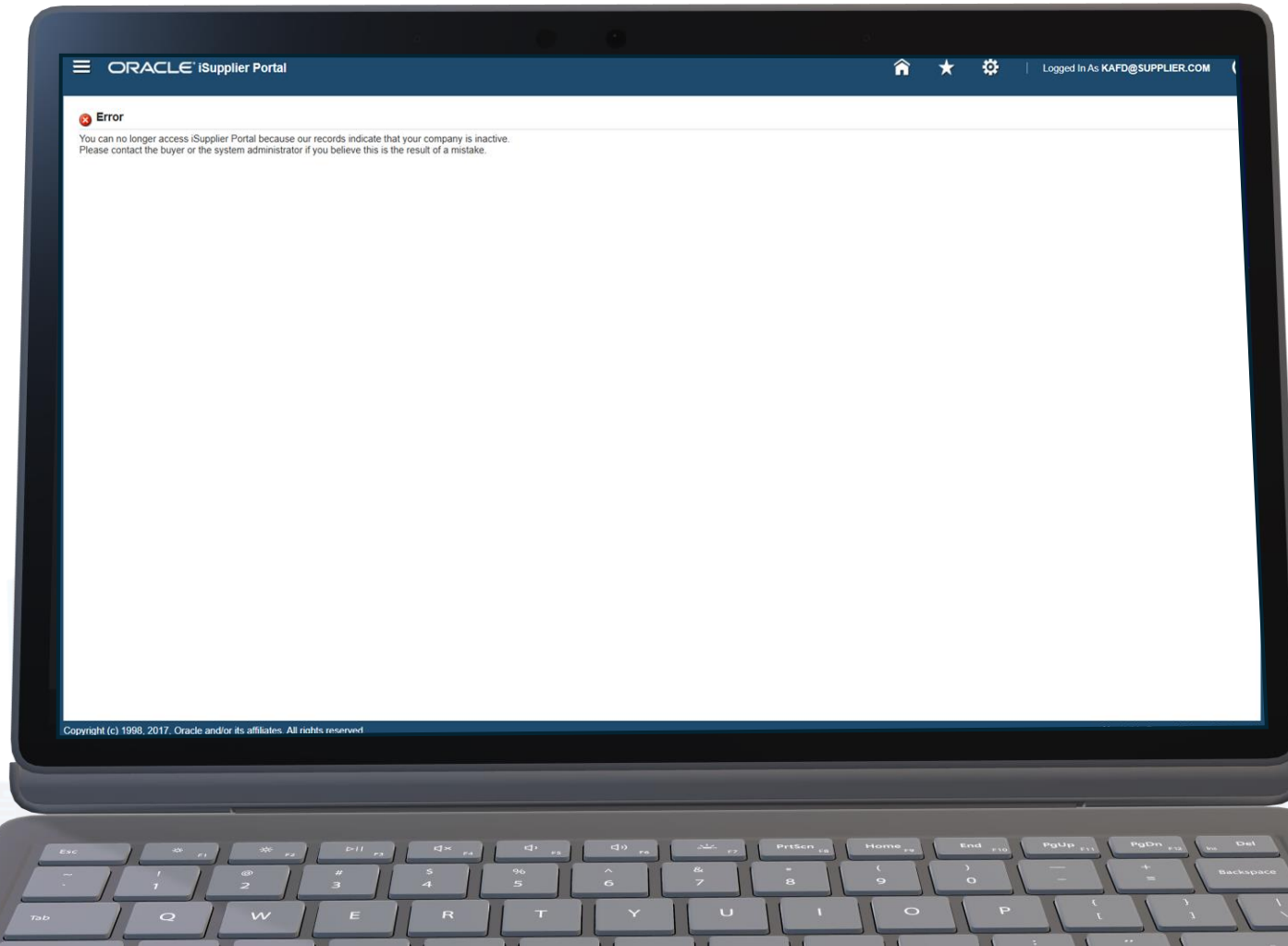
4. Link Bank to PO/Contract

4.1 Update Account

4.1.2 A confirmation message will appear to indicate that your changes have been saved successfully



5. Account Expiry



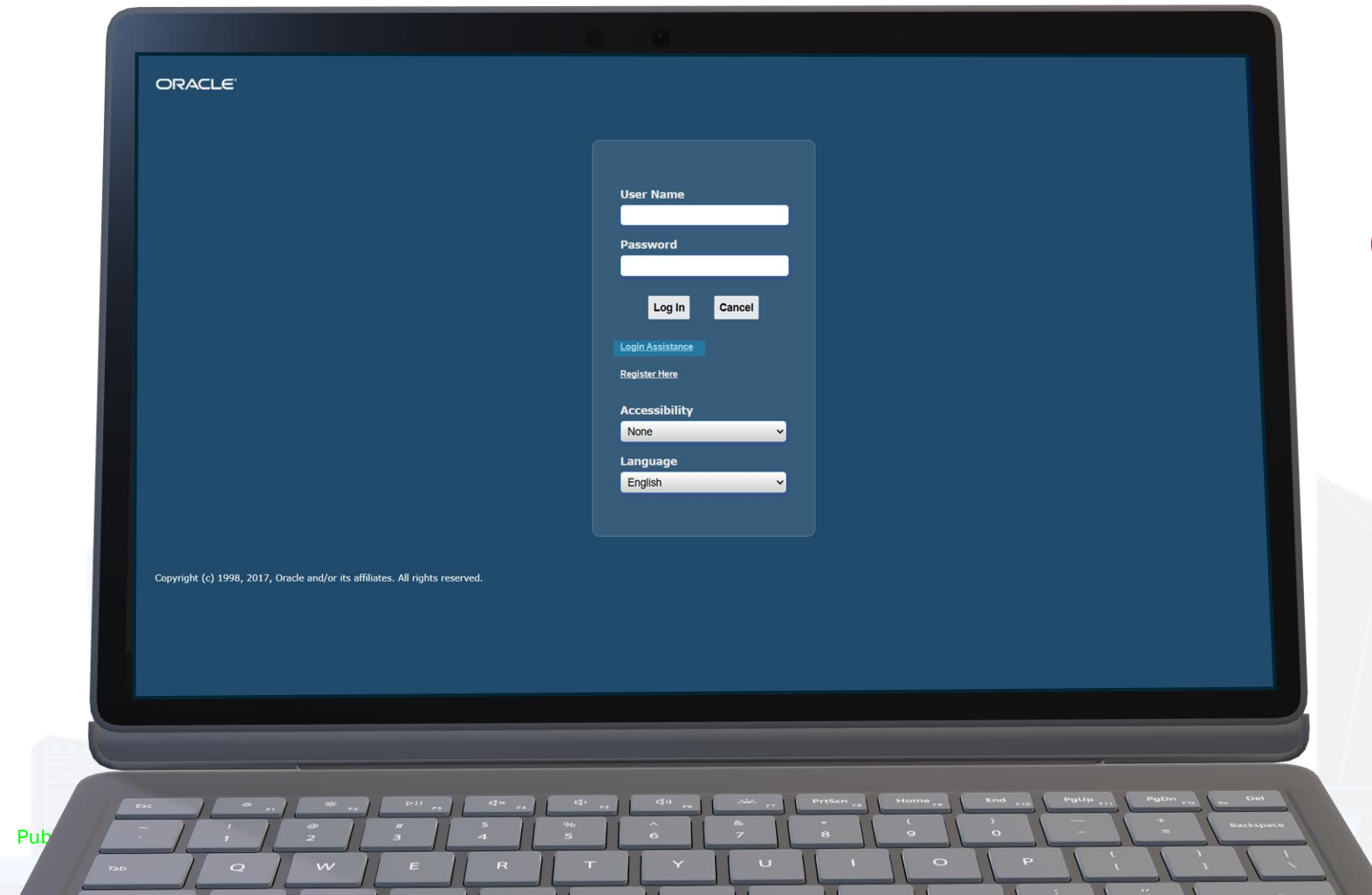
5.1 Account Expiry Case

5.1.1 In case you receive this error message after attempting to log in, please contact KAFD Vendor Management Team.

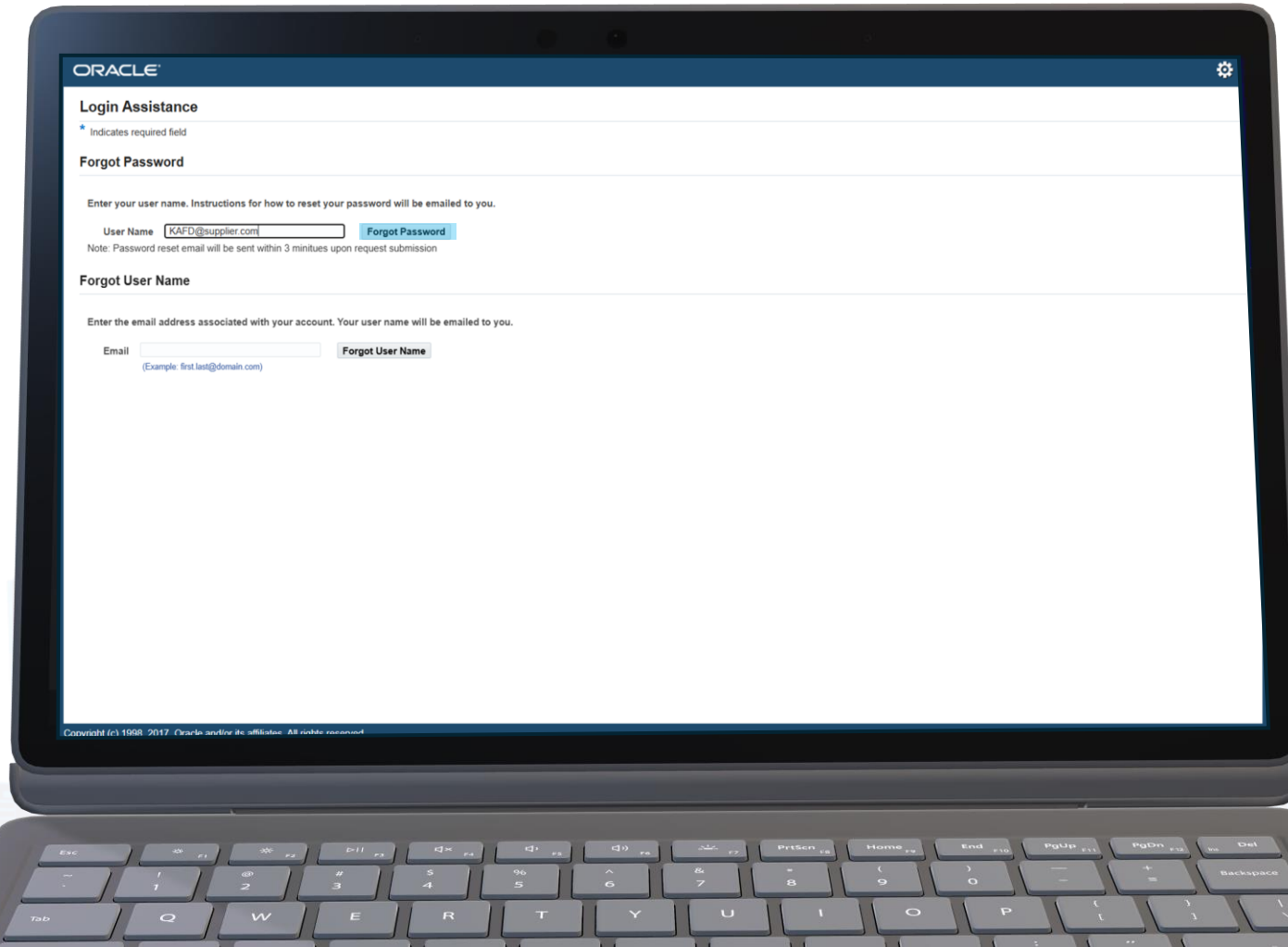
6. Reset the Password and Username

6.1 Reset the password

6.1.1 Click on “Login Access”.



6. Reset the Password and Username



6.1 Reset the password

6.1.2 Enter your Username.

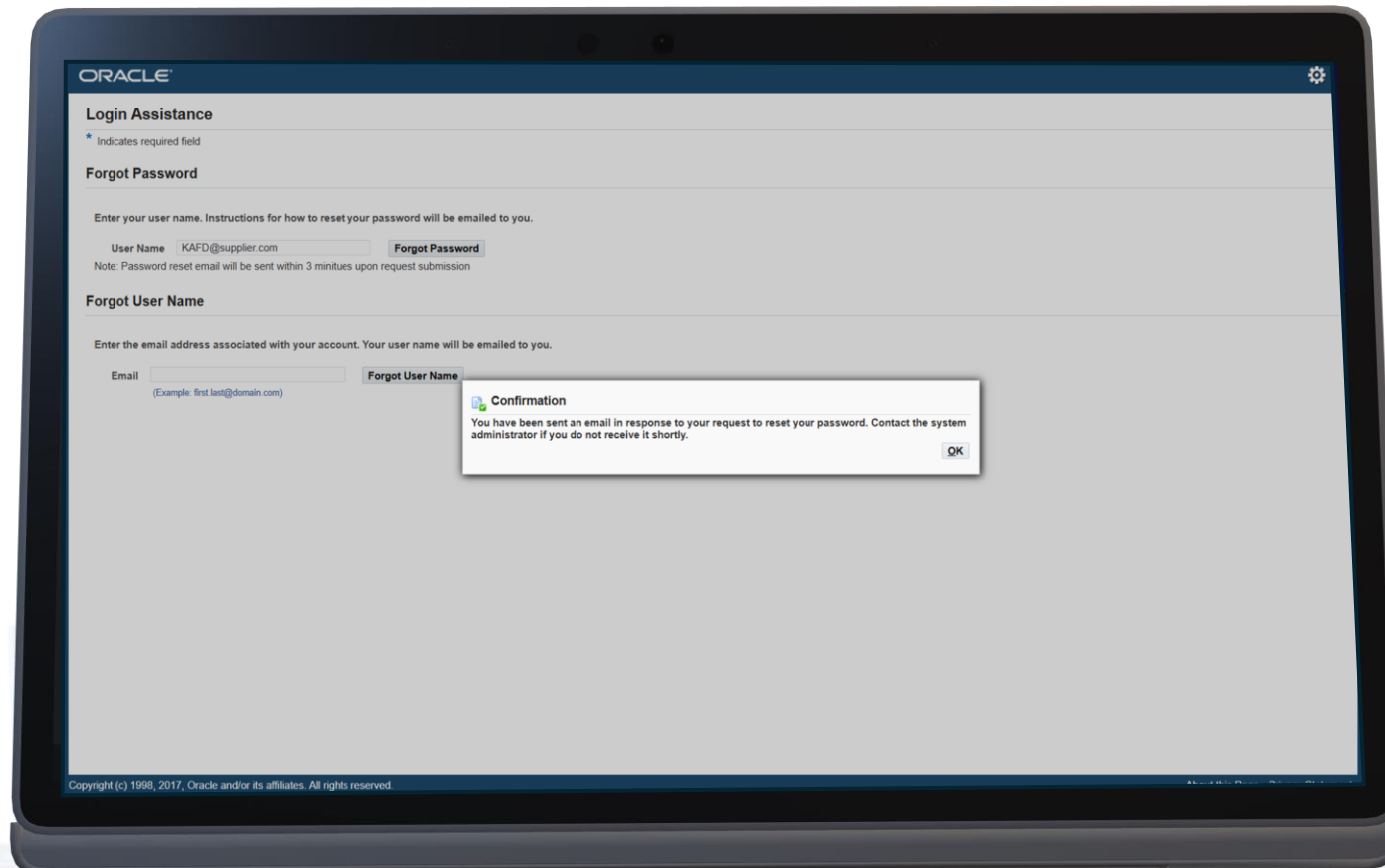
6.1.3 Click on “Forgot password”.

6. Reset the Password and Username

6.1 Reset the password

6.1.4 A confirmation message will appear, indicating that you will receive an email to complete the reset process

Note: If you have not received the message, please check your Junk or Spam folder.

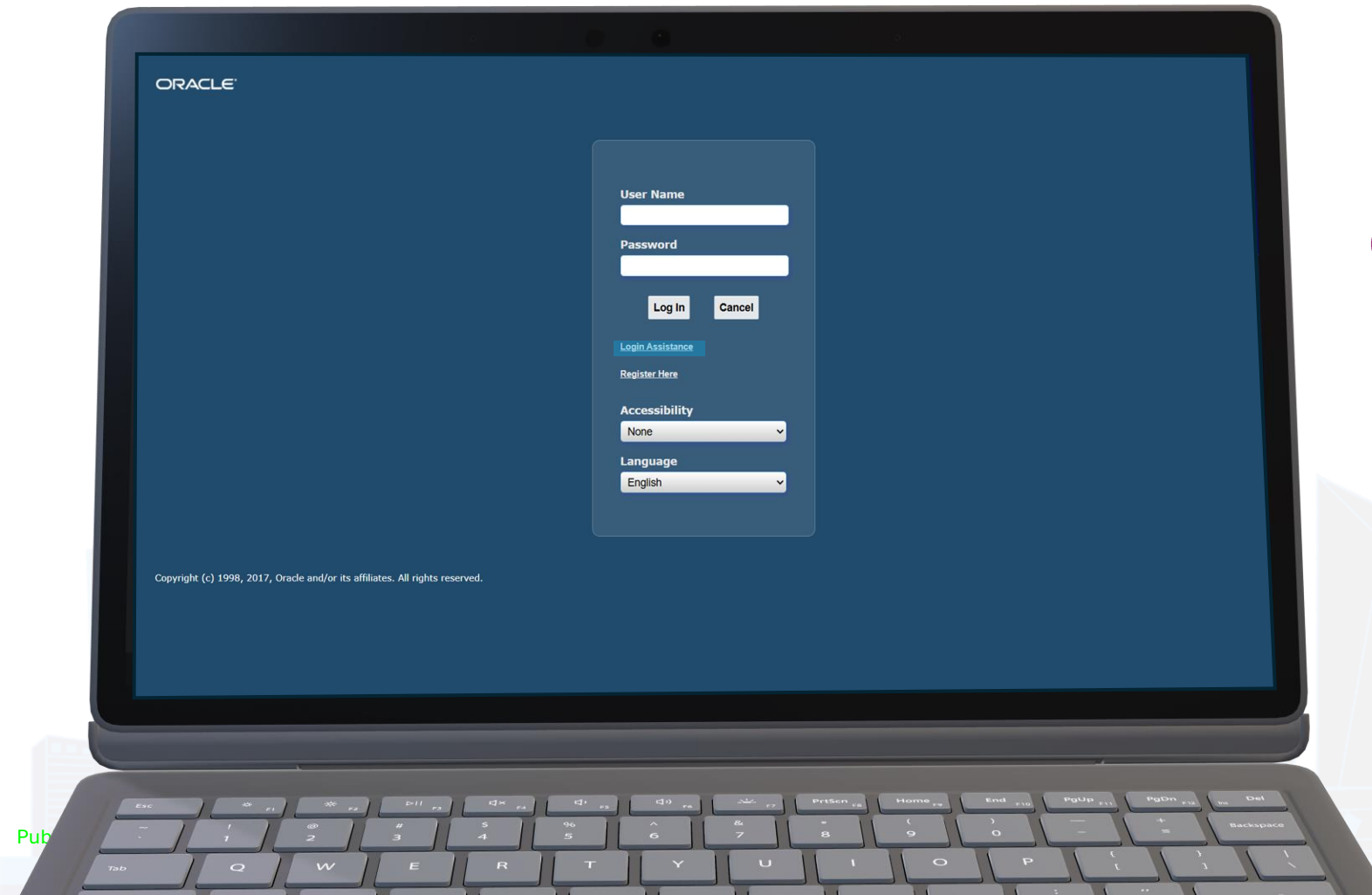


iSupplier Login

6. Reset the Password and Username

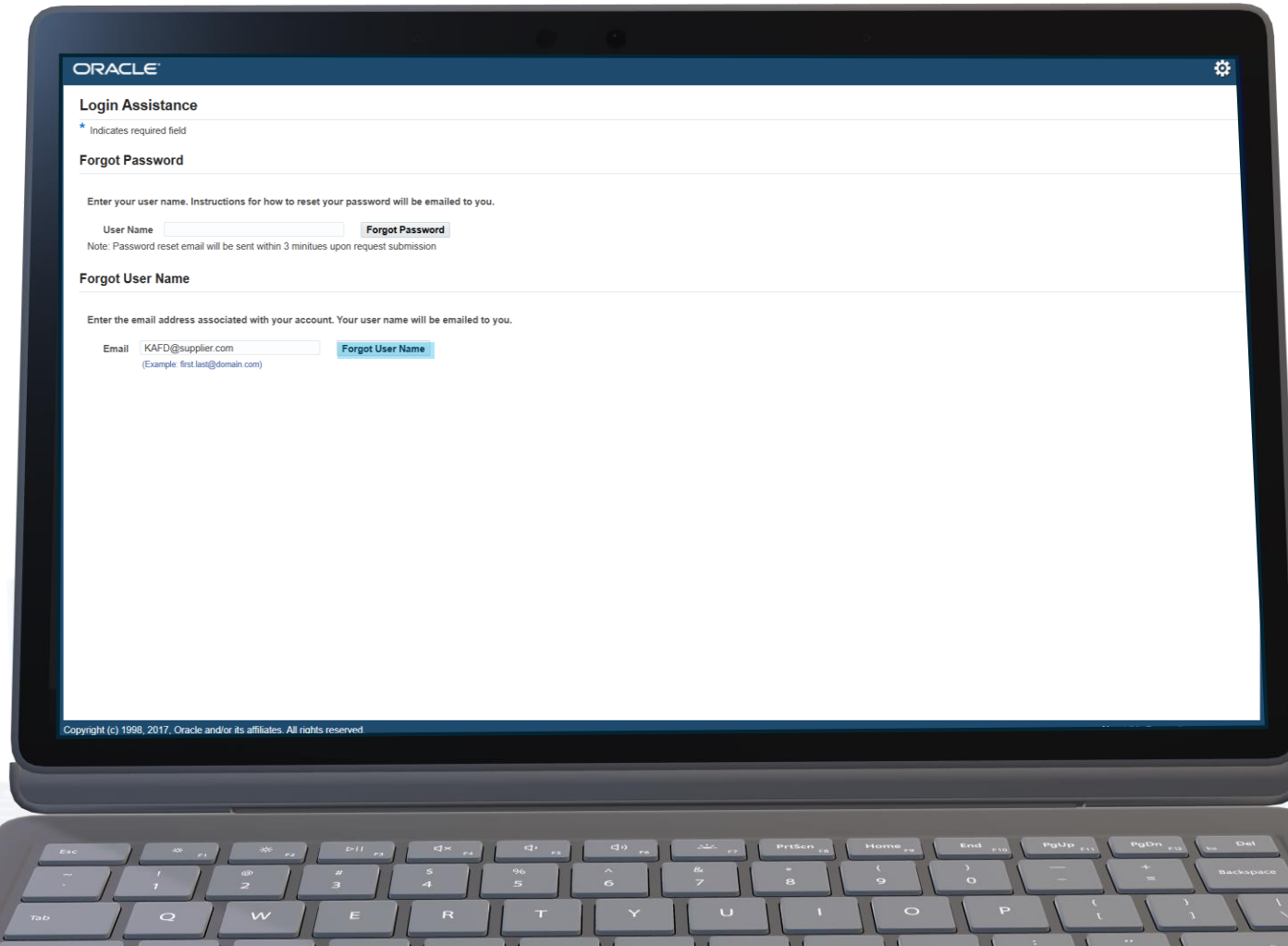
6.2 Reset the username

6.2.1 Click on “Login Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

6. Reset the Password and Username



6.2 Reset the username

6.2.2 Enter your Email.

6.2.3 Click on “Forgot User Name”.

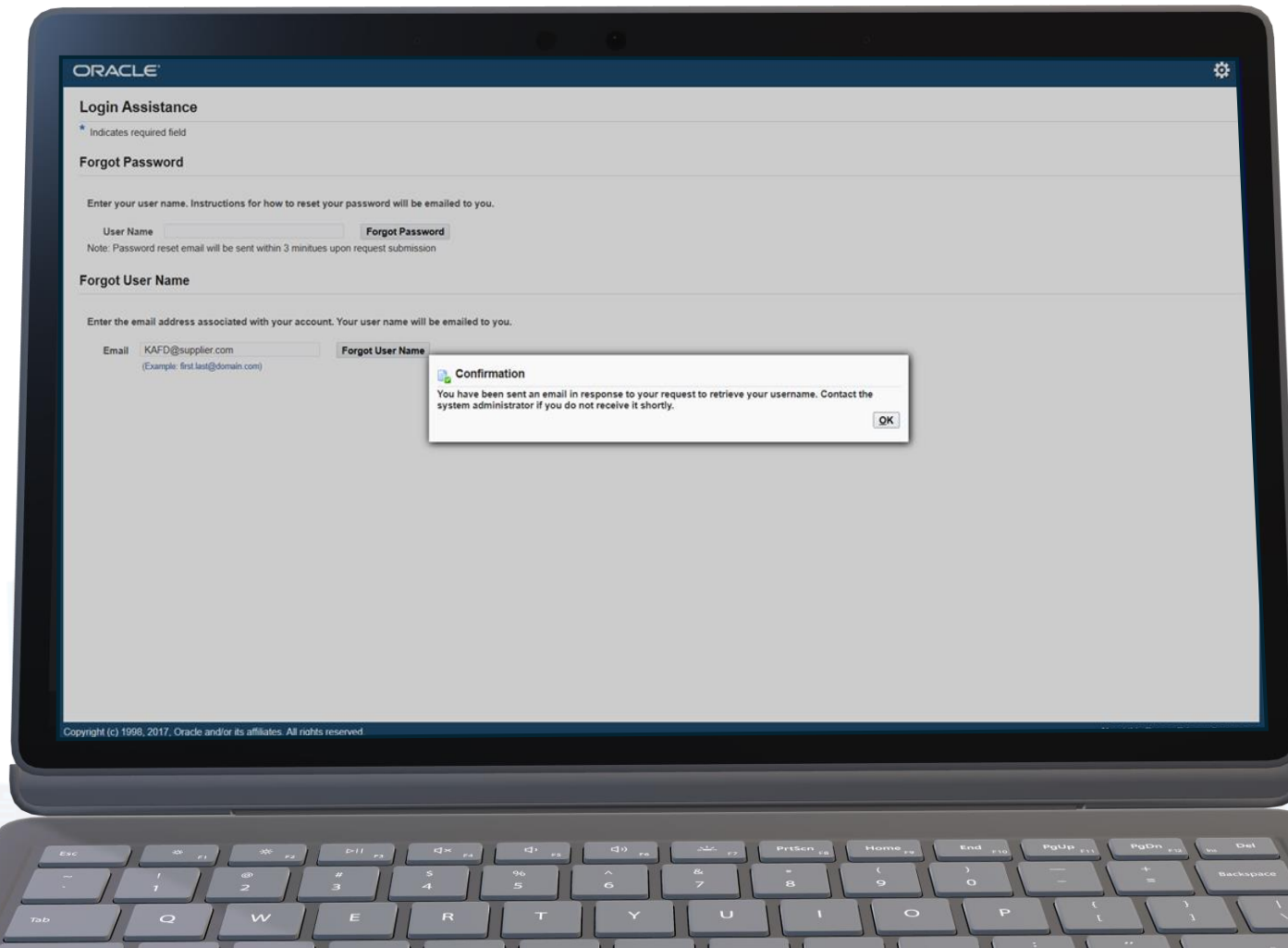
iSupplier Login

6. Reset the Password and Username

6.2 Reset the username

6.1.4 A confirmation message will appear, indicating that you will receive an email to complete the reset process

Note: If you have not received the message, please check your Junk or Spam folder.



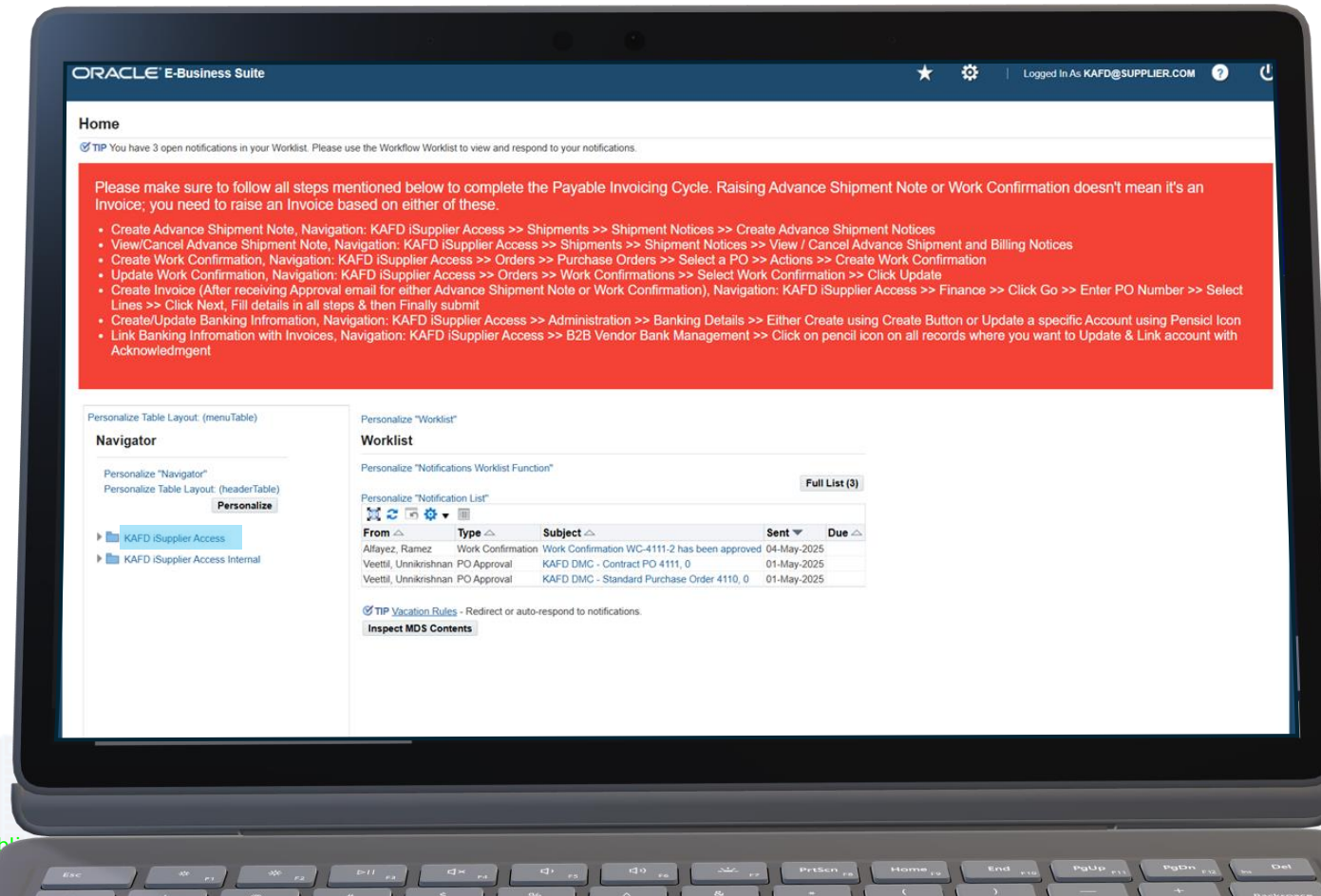
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



1. Create Advance Shipment Notices

1.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

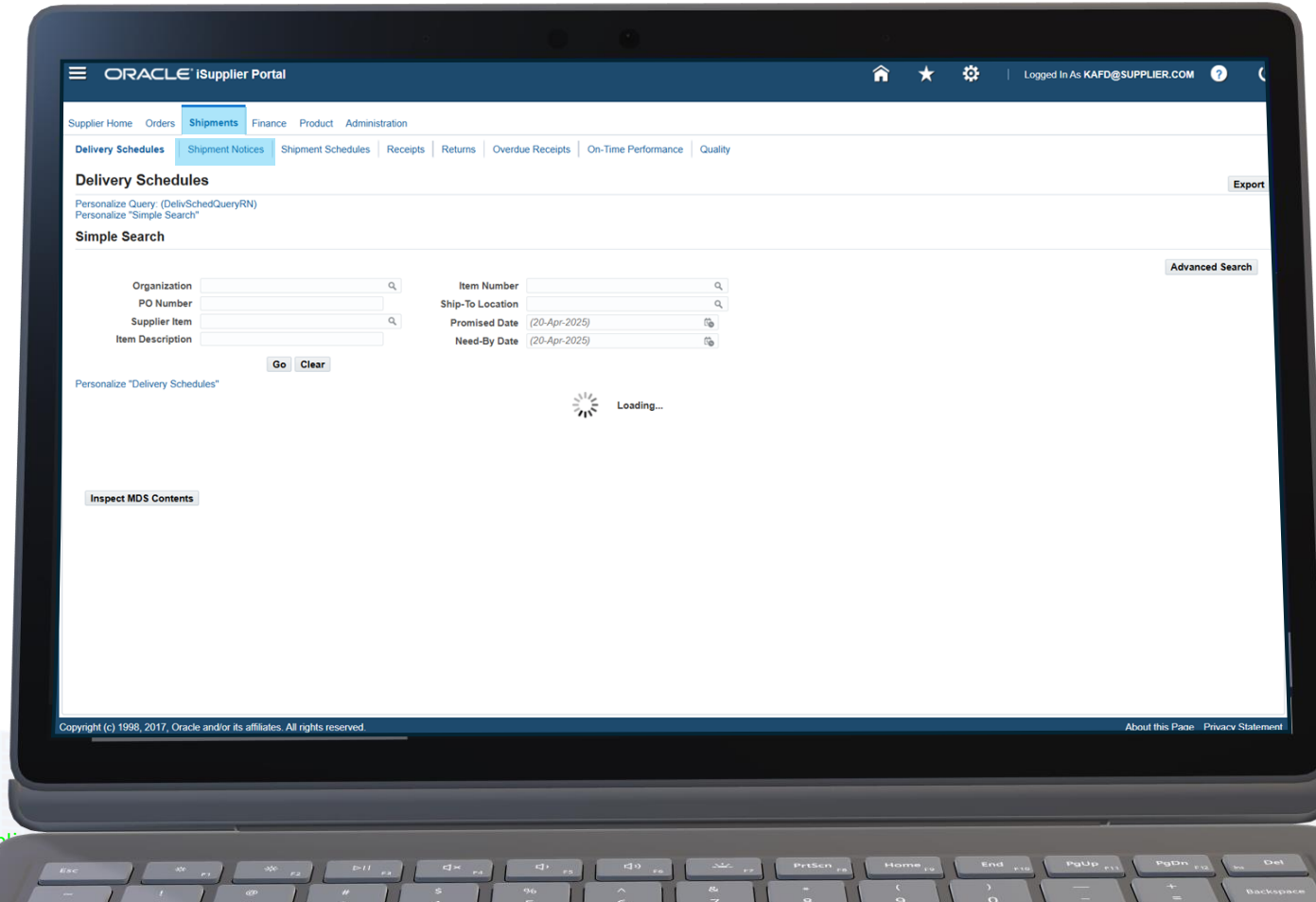
Advance Shipment Notices (ASN)



1. Create Advance Shipment Notices

1.2 Click on “Shipments” Tap.

1.3 Click on “Shipment Notices”.



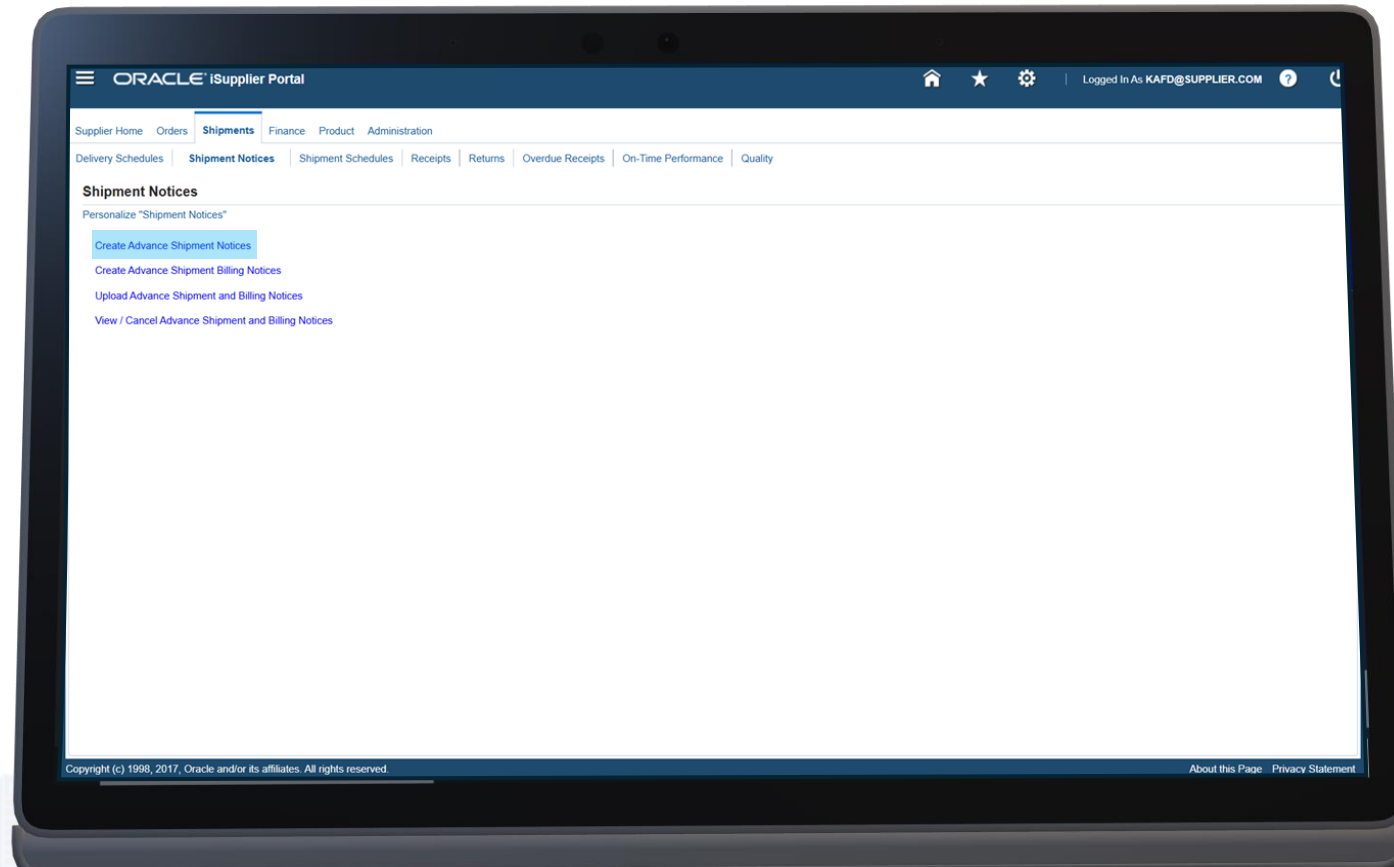
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



1. Create Advance Shipment Notices

1.4 Select the 'Advance Shipment Notices' option”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

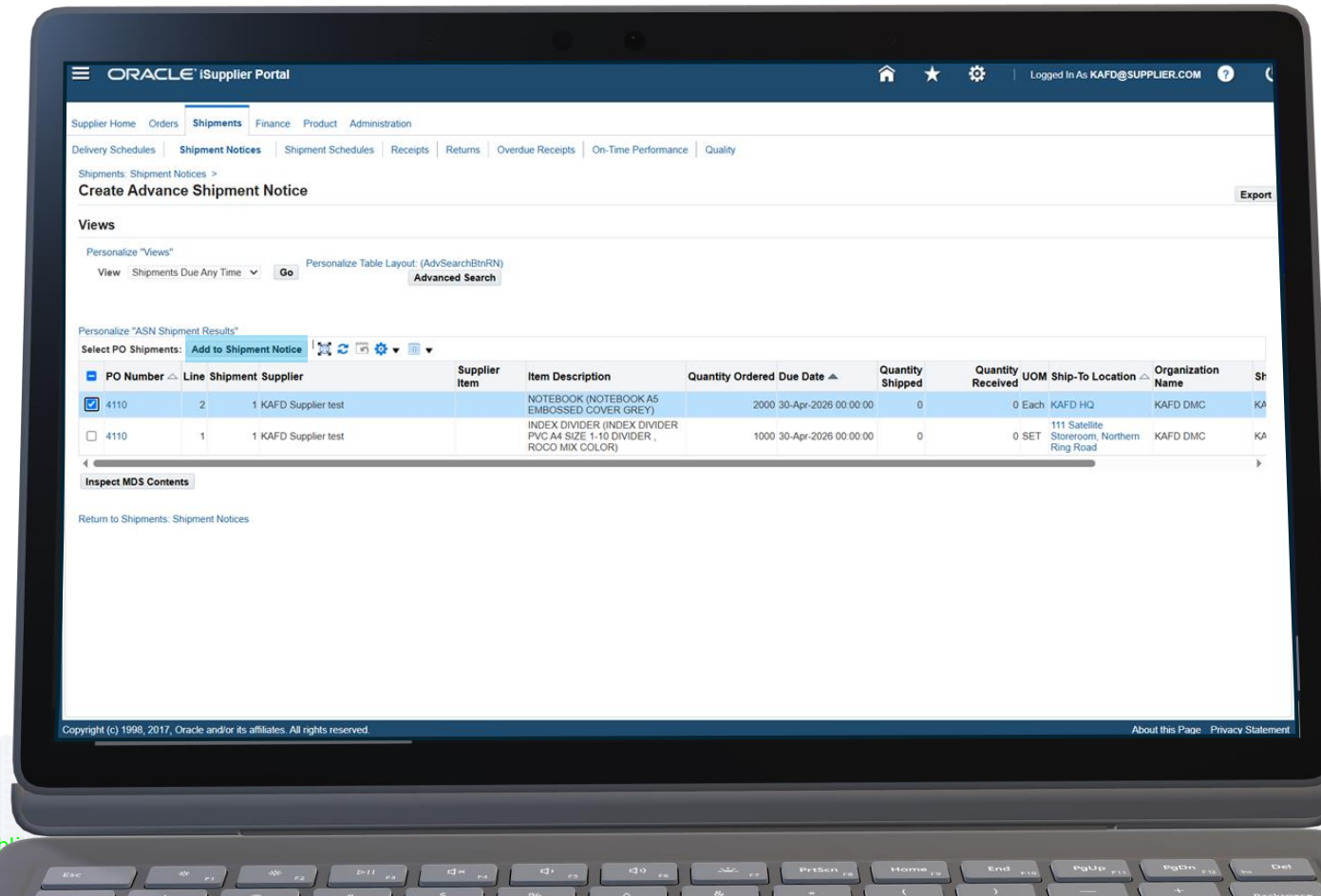
Advance Shipment Notices (ASN)



1. Create Advance Shipment Notices

1.5 Select the Item.

1.6 Click on “Add Shipment Notice”.



For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)



2 Shipment Header

2.1 Enter a Shipment Number.

2.2 Enter the Shipment Date.

2.3 Enter the Expected Receipt Date.

The screenshot shows the 'Create Advance Shipment Notice' form in the Oracle iSupplier Portal. The form is divided into several sections:

- Shipment Header:** Includes a 'Personalize "Shipment Header"' section and a 'Shipment Information' section. The 'Shipment Information' section contains fields for 'Shipment Number' (SH-122), 'Shipment Date' (05-May-2025 11:17:11), and 'Expected Receipt Date' (13-Aug-2025 11:17:36). A note states: 'Note: Shipment Date cannot be later than today'.
- Freight Information:** Includes fields for 'Freight Terms', 'Freight Carrier', 'Number of Containers', 'Bill of Lading', 'Waybill/Airbill Number', 'Packing Slip', 'Packaging Code', 'Special Handling Code', 'Tar Weight', 'Tar Weight UOM', 'Net Weight', and 'Net Weight UOM'.

At the bottom of the form, there is a 'Return to Shipments: Shipment Notices' link. The footer of the page includes copyright information: 'Copyright (c) 1998, 2017, Oracle and/or its affiliates. All rights reserved.' and links for 'About this Page' and 'Privacy Statement'.

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vm@kafd.sa

Advance Shipment Notices (ASN)



3 Shipment Line

3.1 Click on “Default to All Lines” button to default header information to Lines.

3.2 Click on “Submit”.

The screenshot shows the Oracle iSupplier Portal interface for creating an Advance Shipment Notice (ASN). The page is titled "Create Advance Shipment Notice" and includes a "Cancel" button and "Add Shipments", "Preview", and "Submit" buttons.

Shipment Header

Shipment Lines

Personalize "Shipment Lines"

Shipment Line Defaults

Personalize "Shipment Line Defaults"

Personalize Flow Layout: (AsnLineDefInstrRN)
Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Personalize Table Layout: (AsnLineDefEntryTbl)
Personalize Default Single Column: (AsnLineDefLeftCol) Personalize Default Single Column: (AsnLineDefLeftRightCol)

Packing Slip Container Number

Country Of Origin Truck Number

Bar Code Label Comments

Default to All Lines

Shipments in Advance Shipment Notice

Personalize "Shipments in Advance Shipment Notice"

Personalize "Shipments in Advance Shipment Notice"

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Ship-To Shipped Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	4110	2	1			NOTEBOOK (NOTEBOOK AS EMBOSSED COVER GREY)	30-Apr-2026 00:00:00	2000	0	Each	2000 KAFD HQ		+		

Inspect MDS Contents

Return to Shipments: Shipment Notices

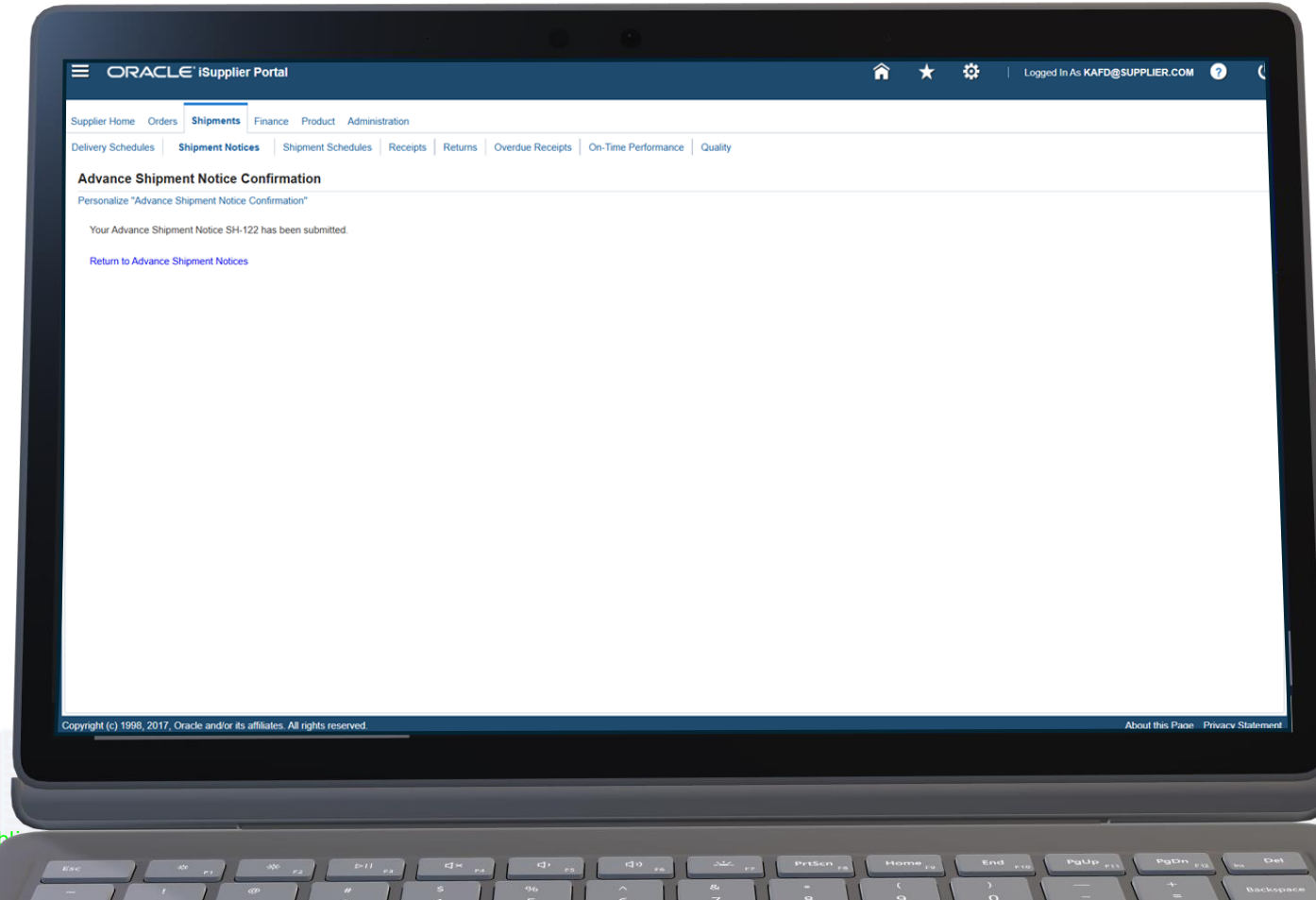
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



4 ASN Confirmation

4.1 Once the ASN is submitted, a confirmation message will be displayed.



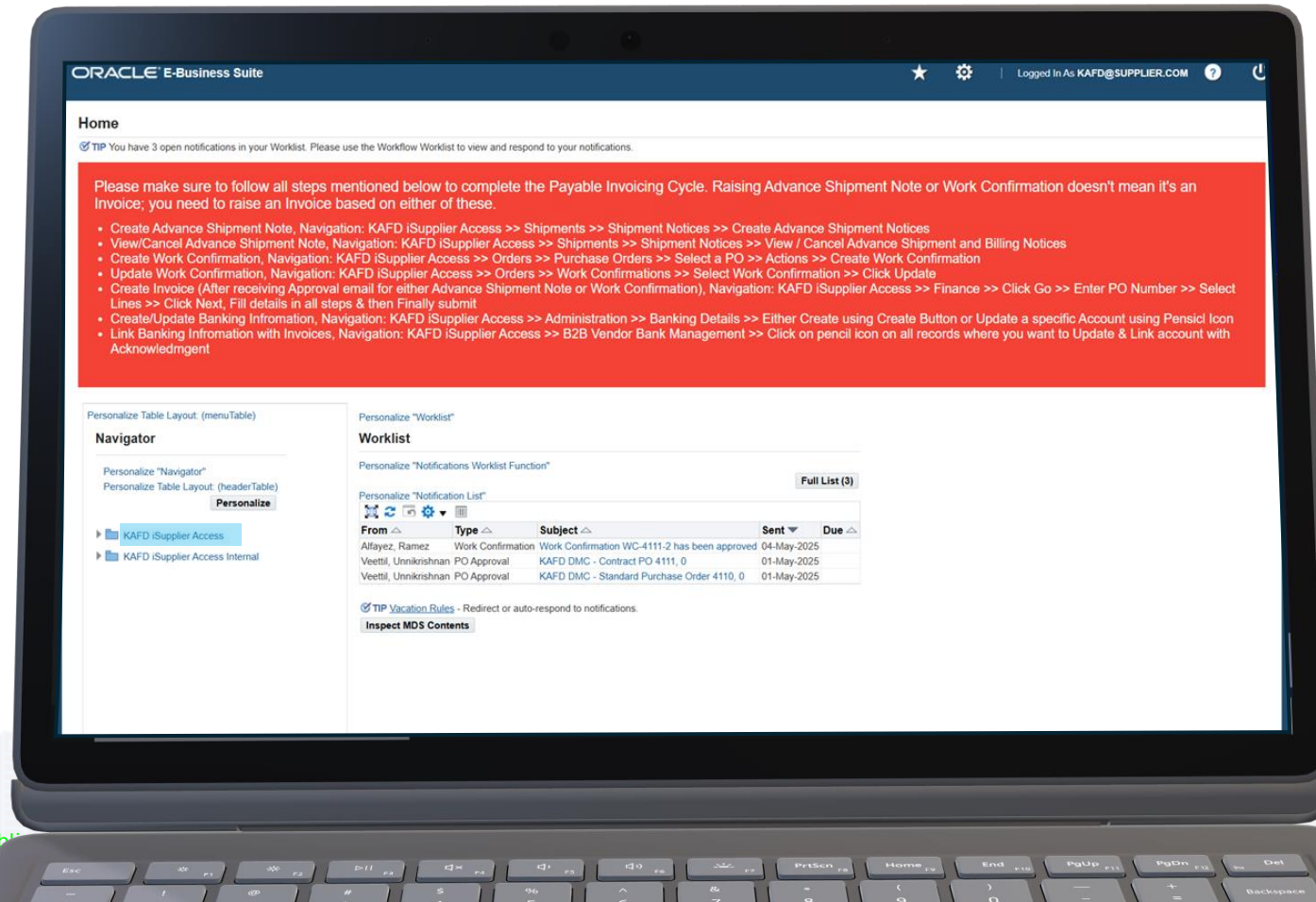
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



2. View Advance Shipment Notices

2.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

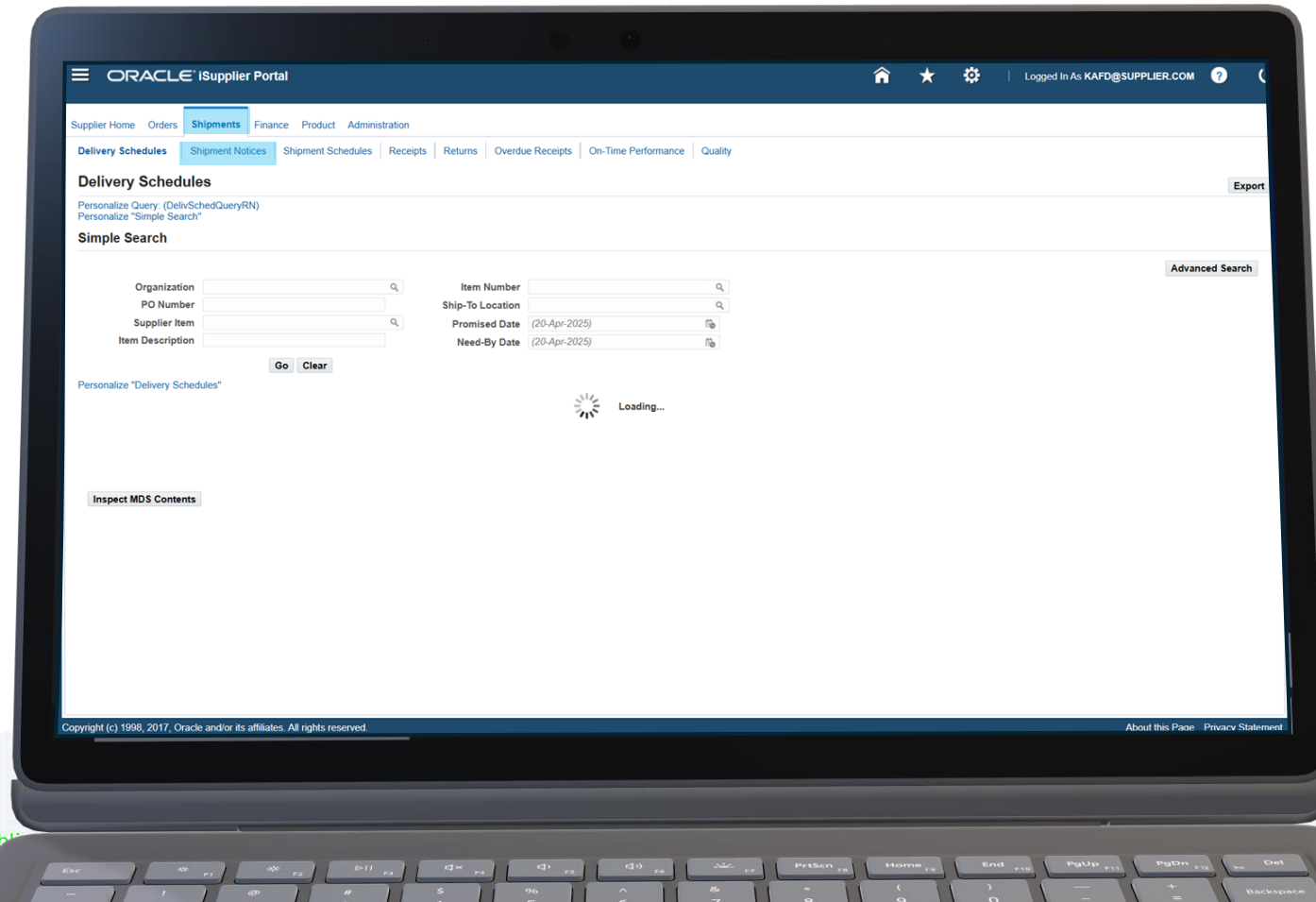
Advance Shipment Notices (ASN)



2. View Advance Shipment Notices

2.2 Click on “Shipments” Tap.

2.3 Click on “Shipment Notices”.



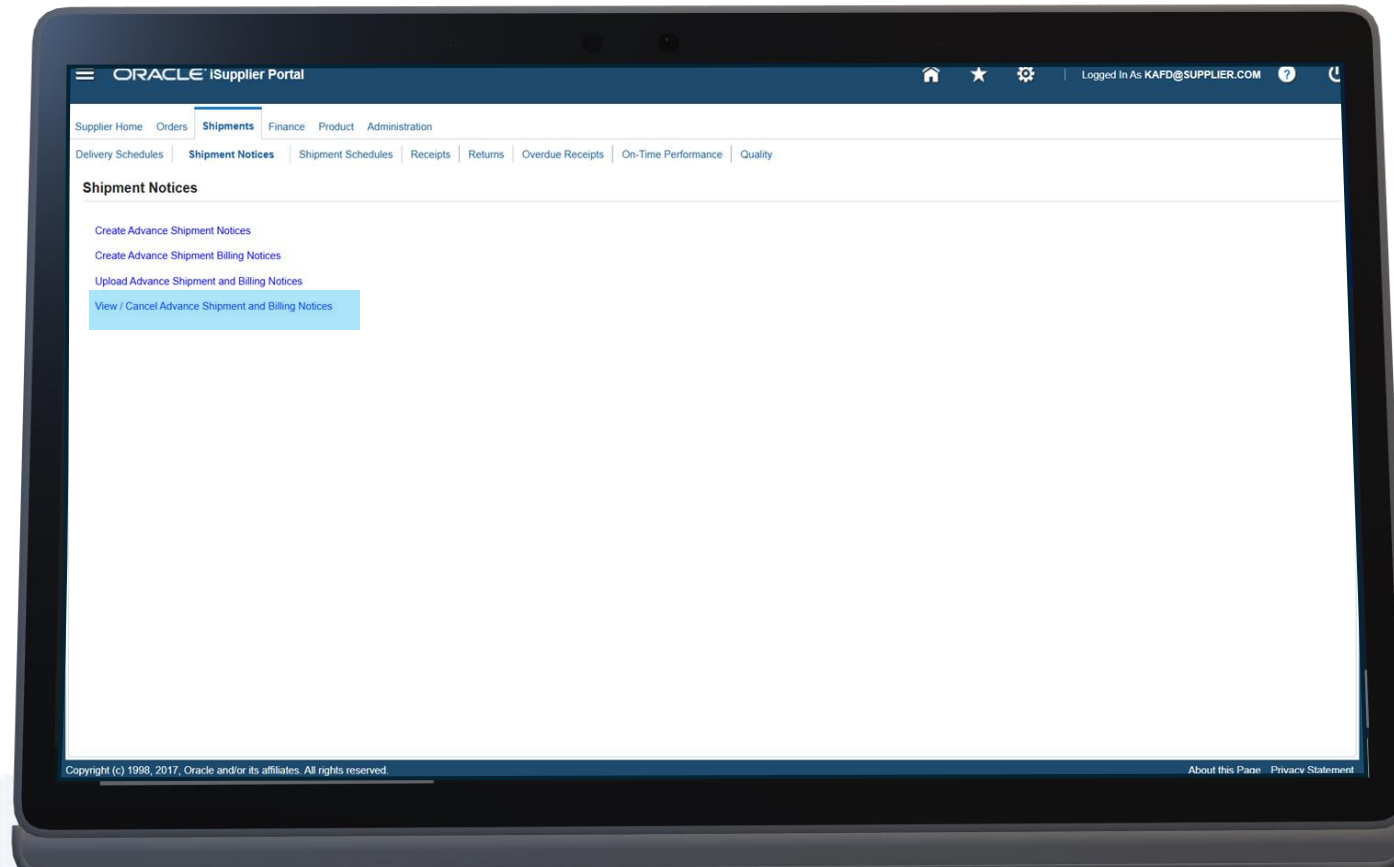
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



2. View Advance Shipment Notices

2.4 Select “View/Cancel Advance shipment and Billing Notices”.



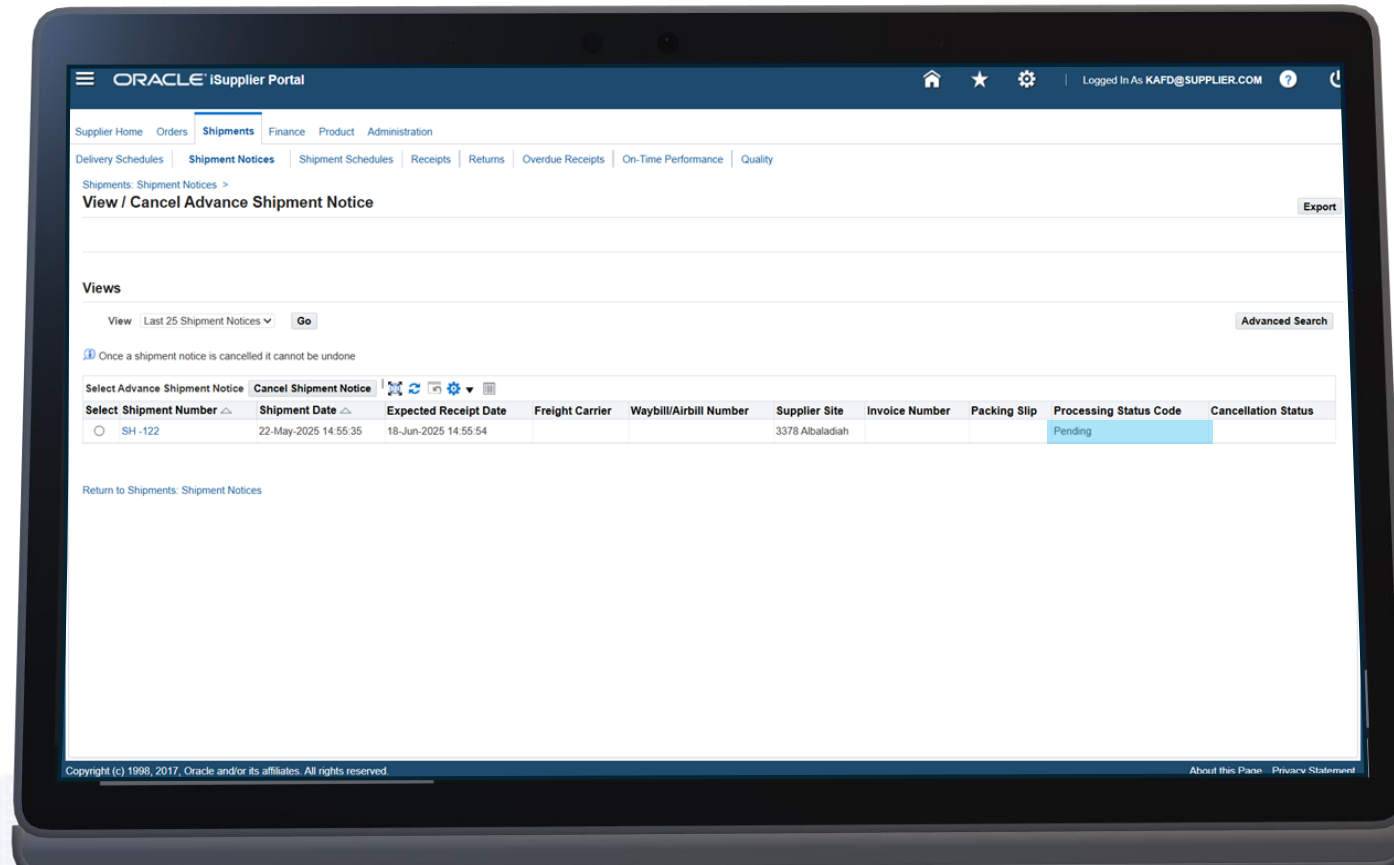
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



2. View Advance Shipment Notices

2.5 Here, you can view the status of the ASN.



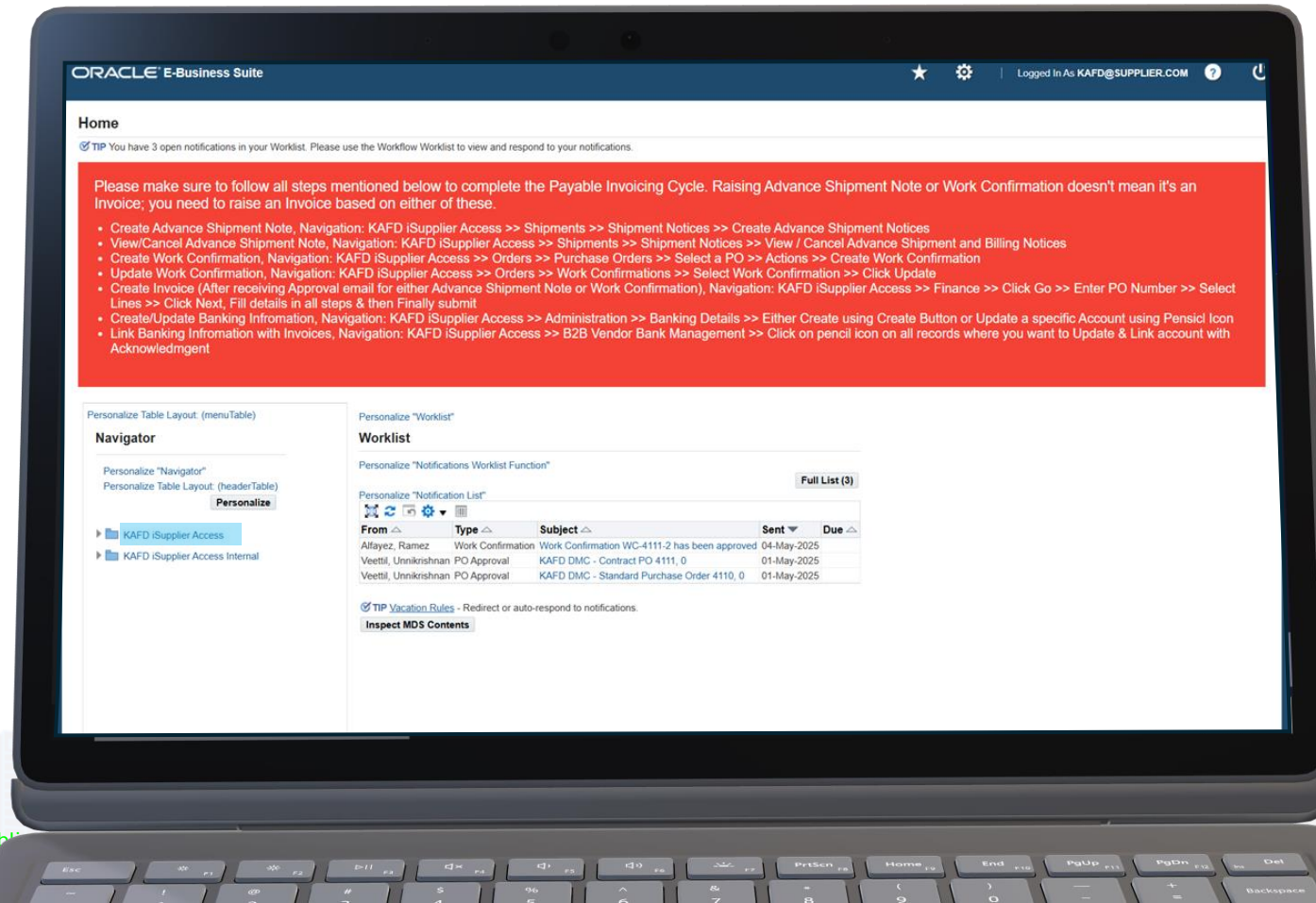
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



3. Cancel Advance Shipment Notices

3.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

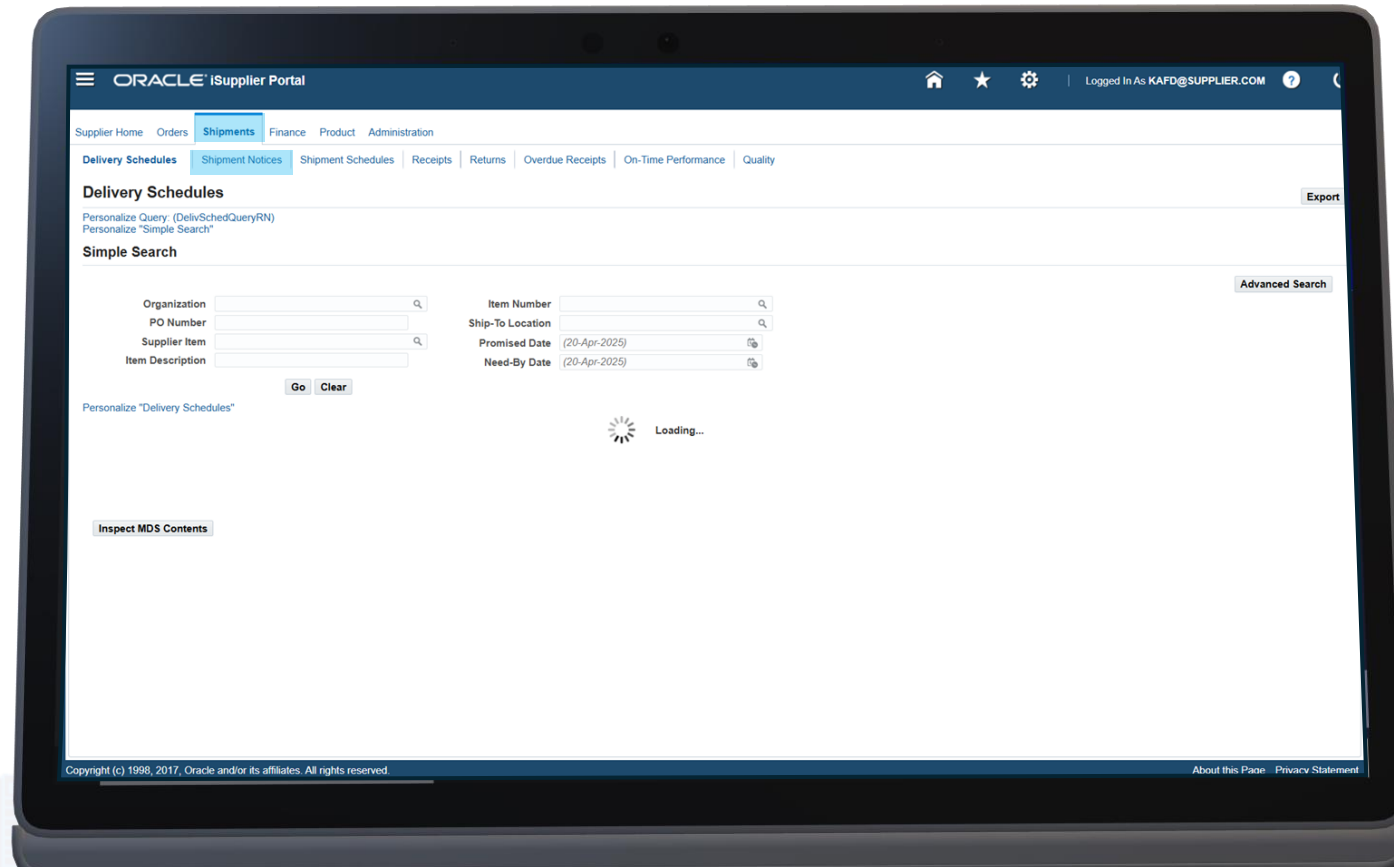
Advance Shipment Notices (ASN)



3. Cancel Advance Shipment Notices

3.2 Click on “Shipments” Tap.

3.3 Click on “Shipment Notices”.



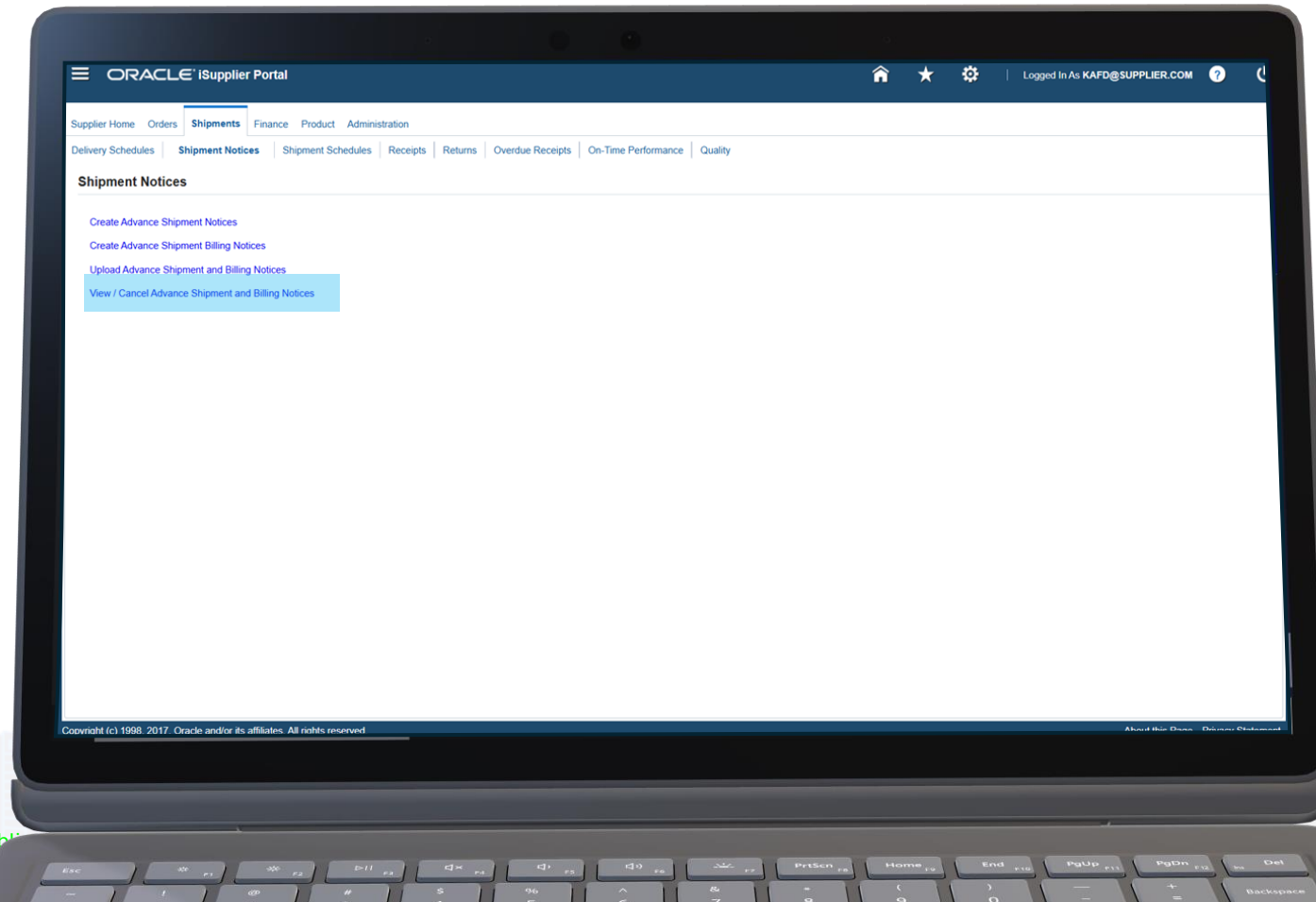
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



3. Cancel Advance Shipment Notices

3.4 Select “View/Cancel Advance shipment and Billing Notices”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

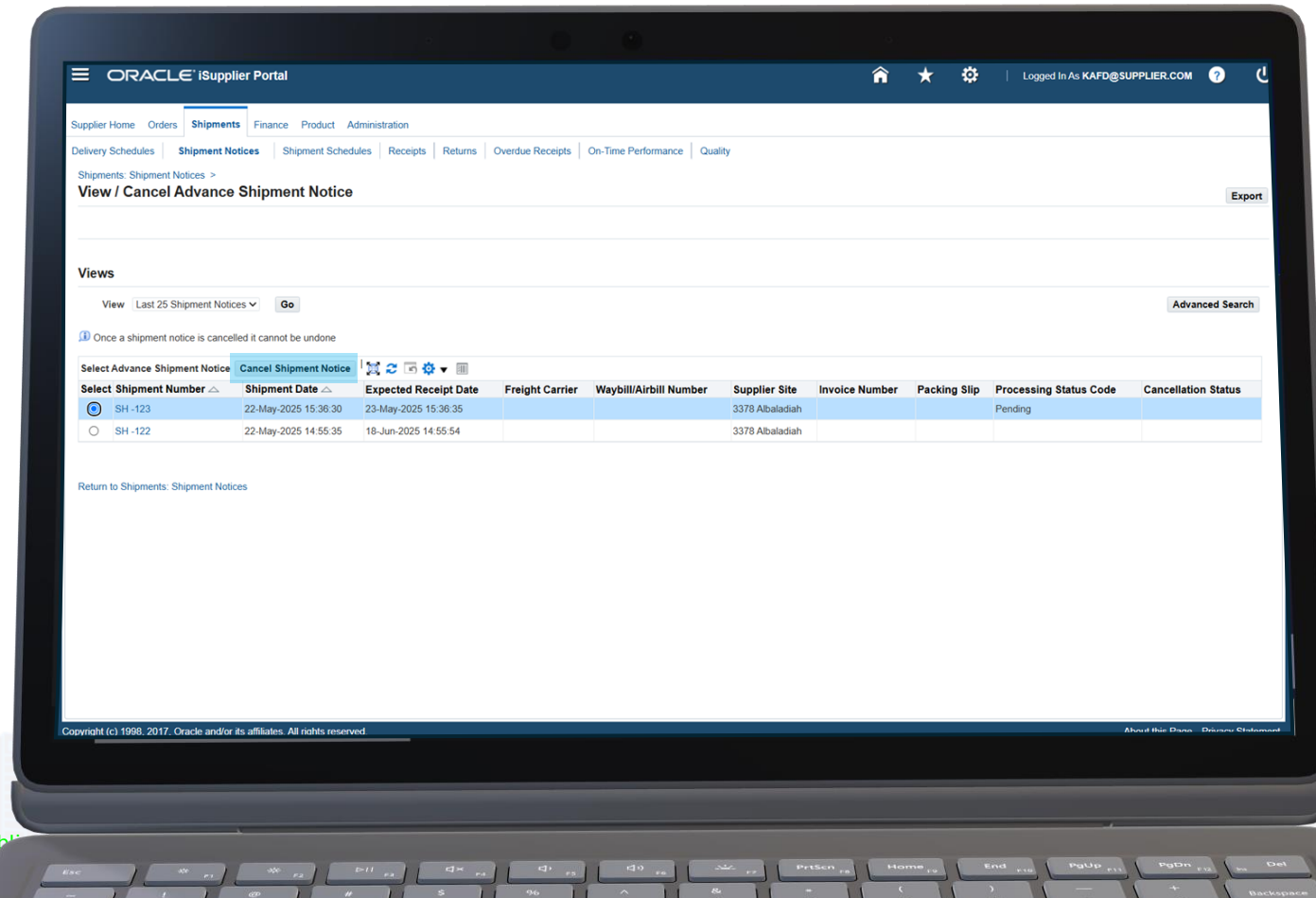
Advance Shipment Notices (ASN)



3. Cancel Advance Shipment Notices

3.5 Select the ASN you would like to Cancel.

3.6 Click on “Cancel Shipment Notice”.



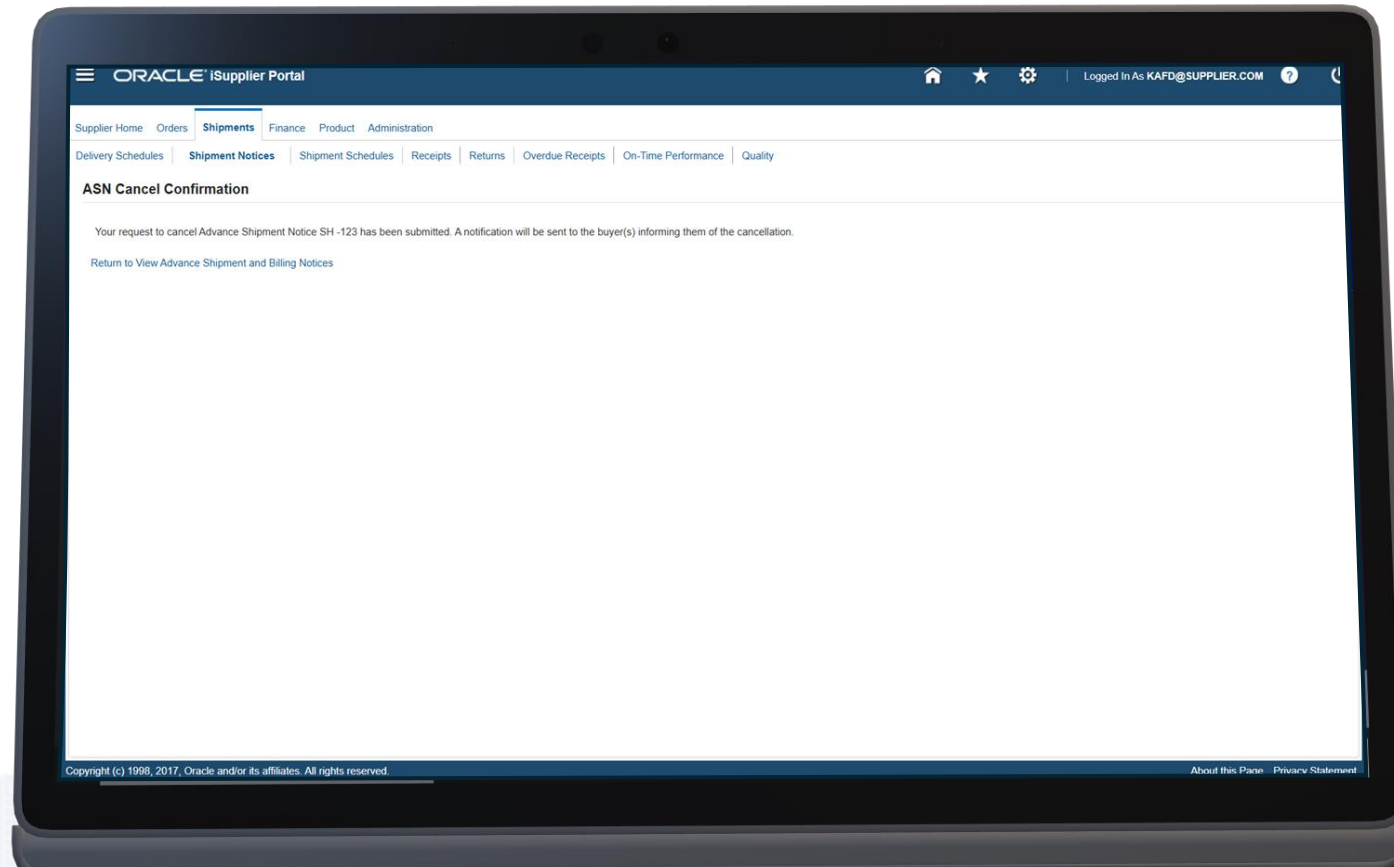
For any general inquiries, please contact us via email at:
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Advance Shipment Notices (ASN)



3. Cancel Advance Shipment Notices

3.7 A confirmation message will appear indicating that your request has been successfully submitted.



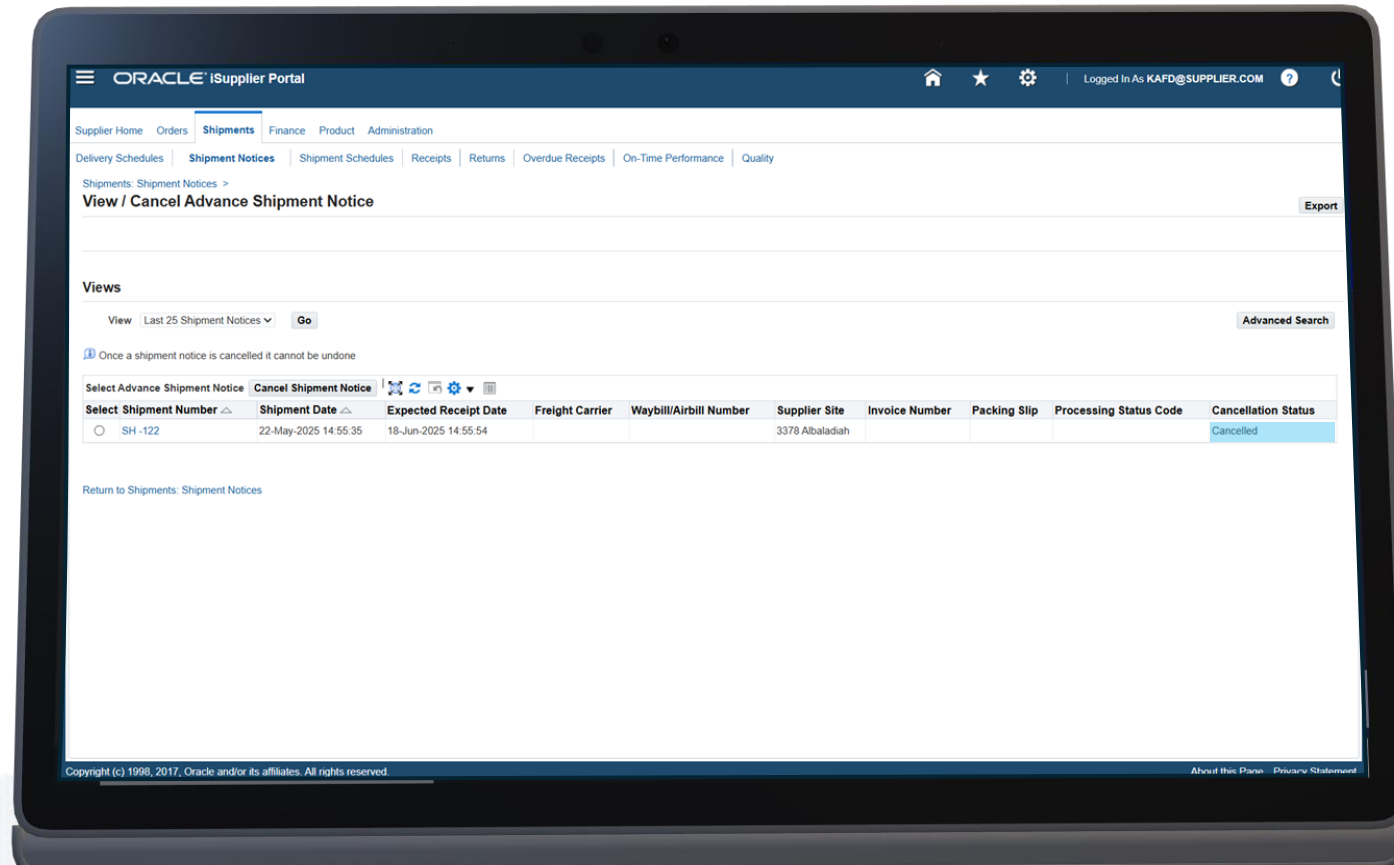
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)



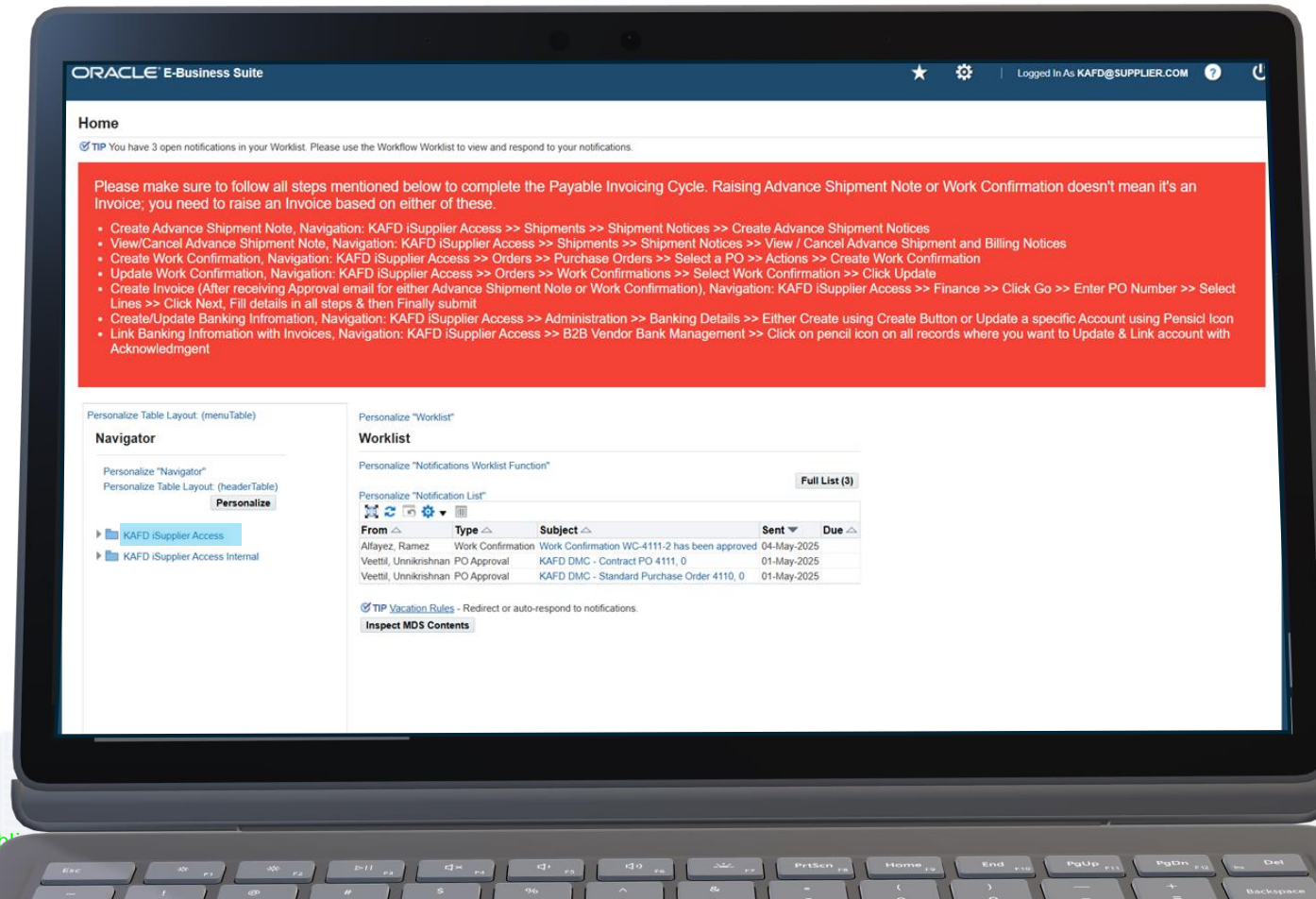
3. Cancel Advance Shipment Notices

3.8 If the request is approved, the status will update to 'Canceled'..



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Work Confirmation (WC)

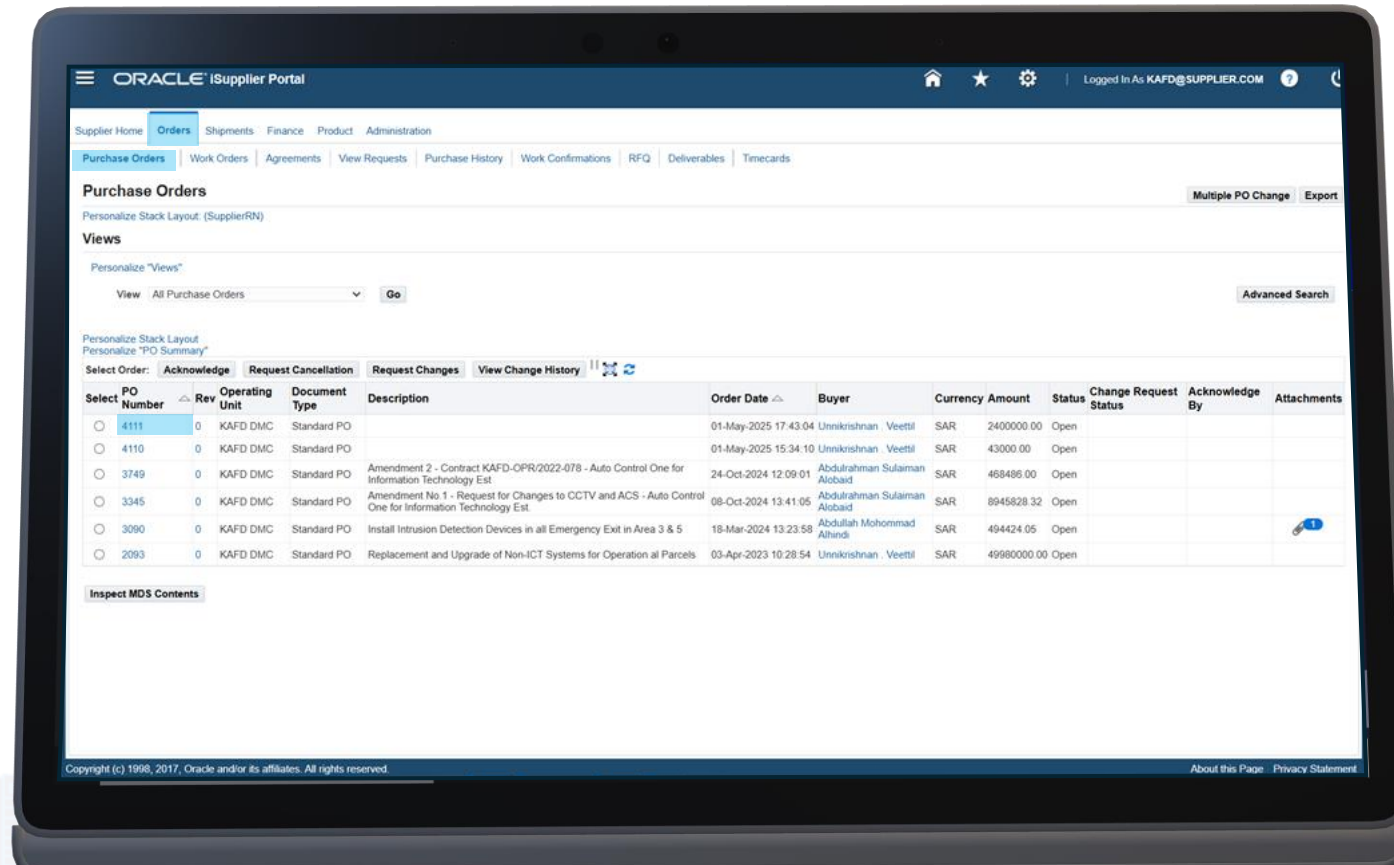


1. Create Work Confirmation

1.1 Click on "KAFD iSupplier Access".

For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Conformation (WC)



1. Create Work Conformation

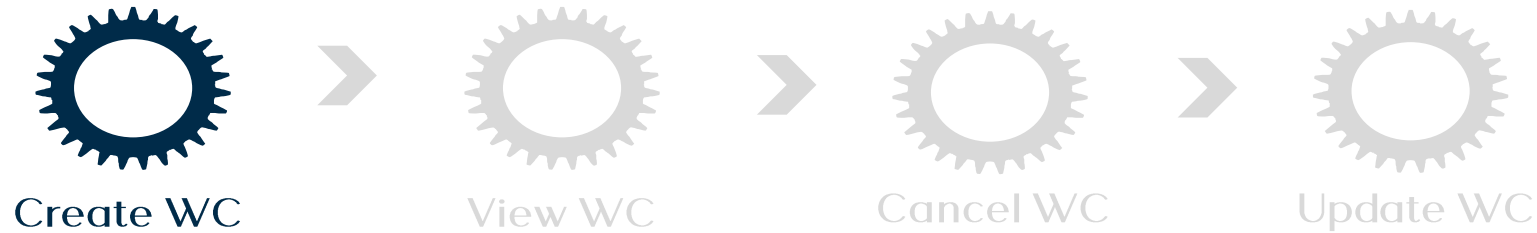
1.2 Click on “Orders” Tab.

1.3 Click on “Purchase order”.

1.4 double Click on the Required PO Number.

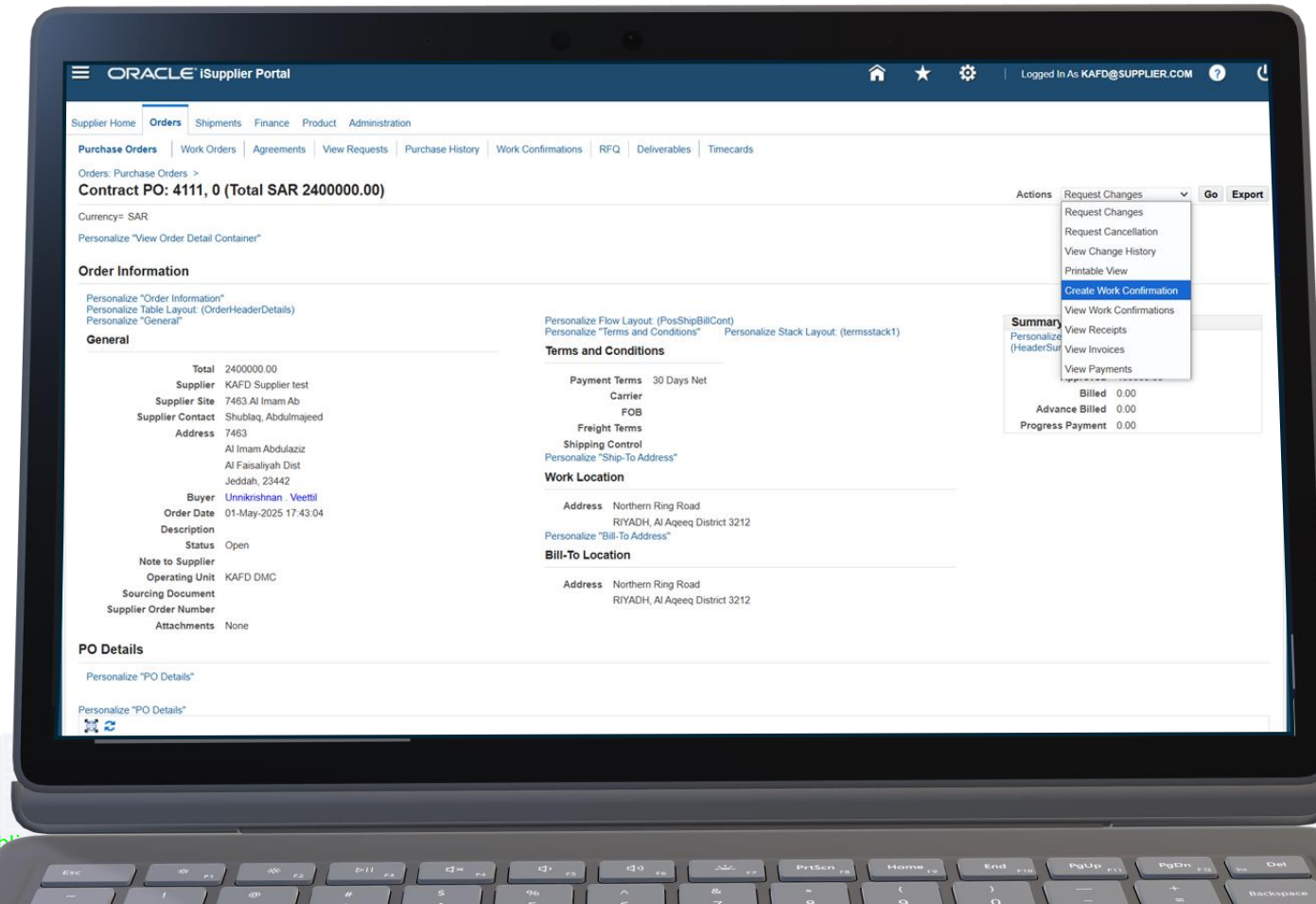
For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Confirmation (WC)



1. Create Work Confirmation

1.5 Choose 'Work Confirmation' from the drop-down Menu.



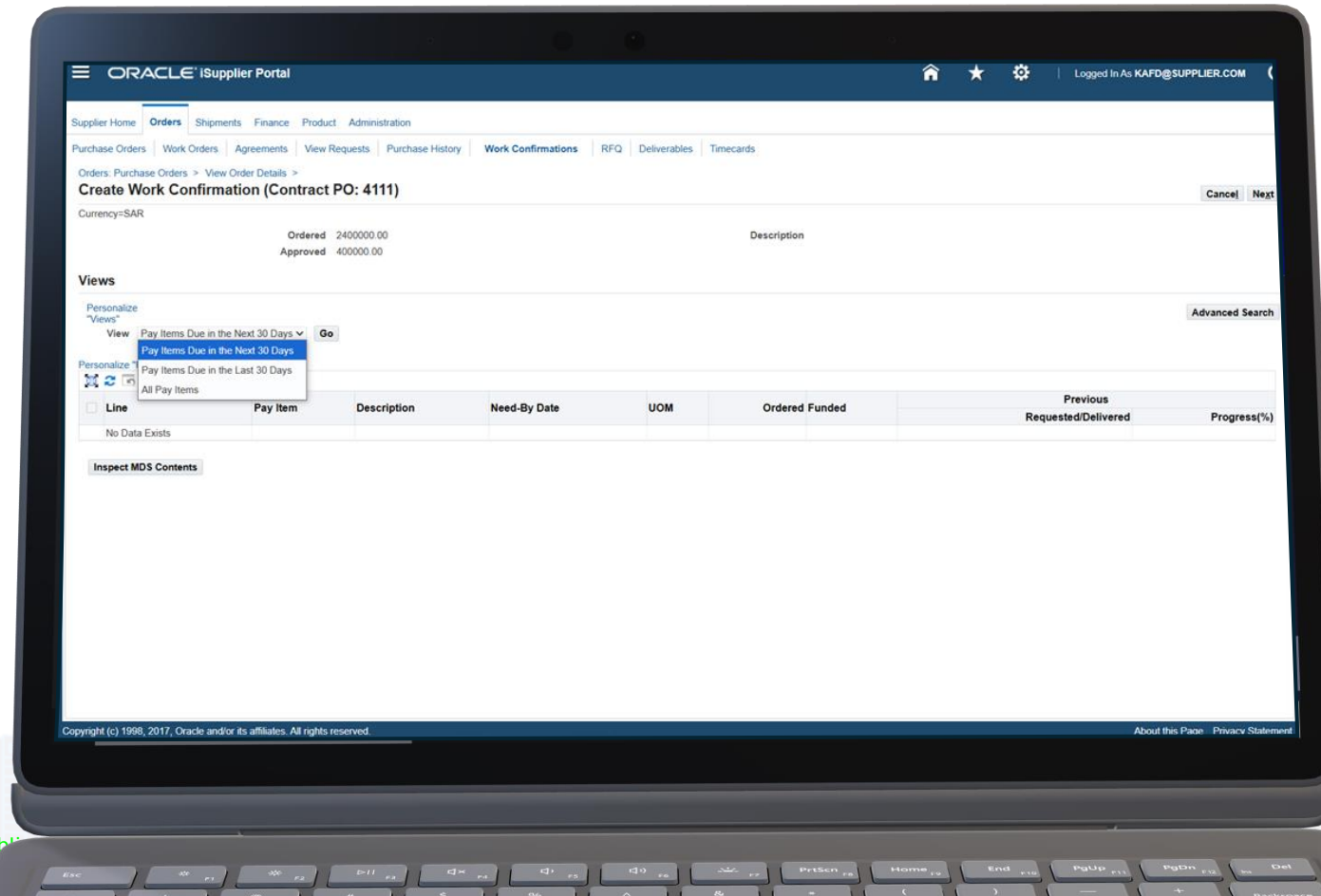
For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Confirmation (WC)



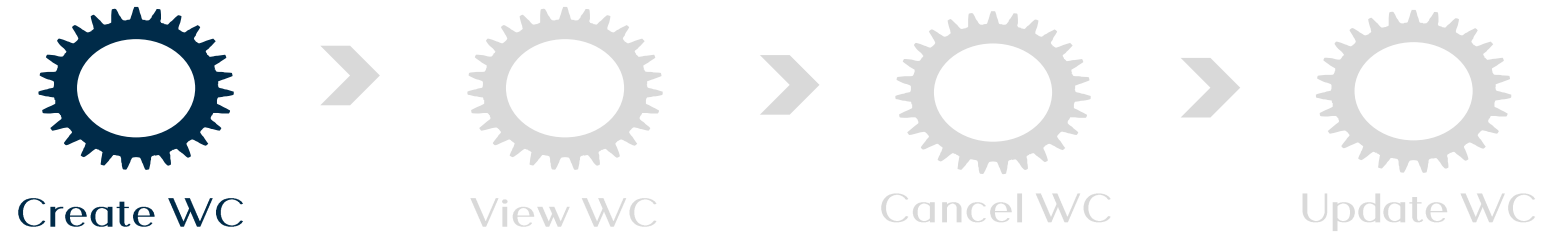
1. Create Work Confirmation

1.6 Change the View to 'All Page Items'.



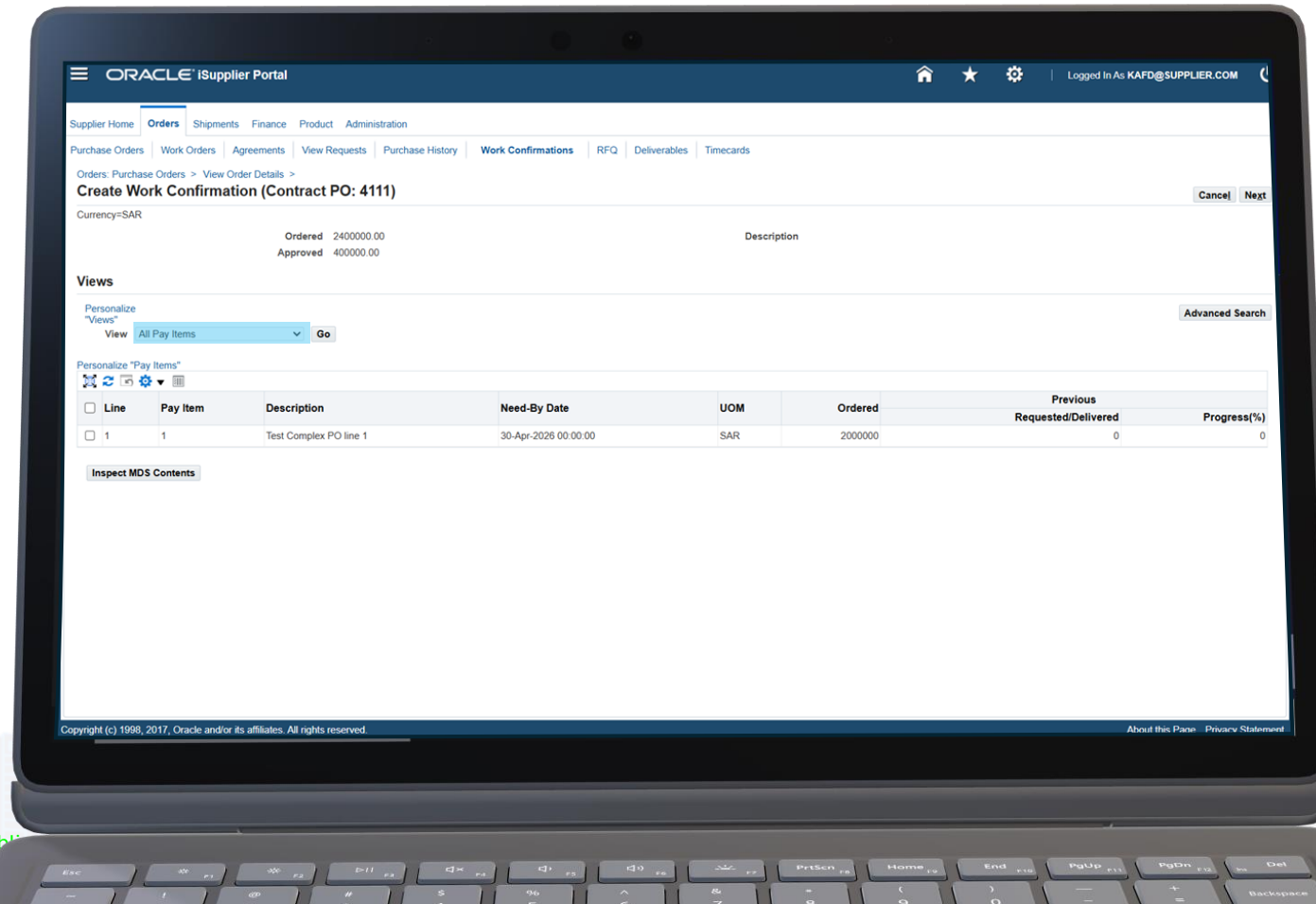
For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Conformation (WC)



1. Create Work Conformation

1.6 Change the View to 'All Page Items'.



For any general inquiries, please contact us via email at:
vm@kafd.sa

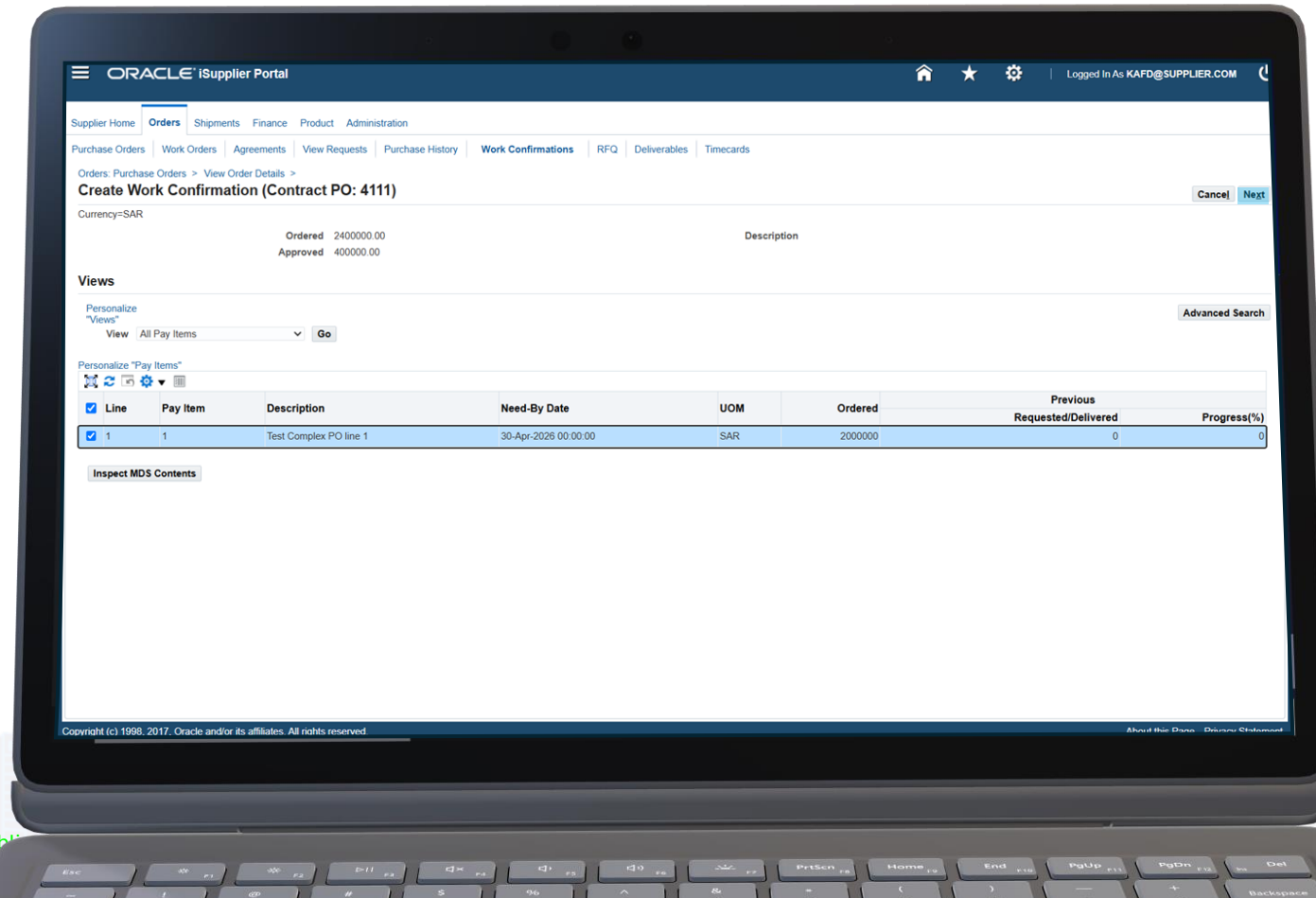
Work Confirmation (WC)



1. Create Work Confirmation

1.7 Click on the Required item.

1.8 Click on “Next”.



For any general inquiries, please contact us via email at:
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Work Confirmation (WC)



Oracle iSupplier Portal

Supplier Home | Orders | Shipments | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables | Timecards

Orders: Purchase Orders > View Order Details >

Create Work Confirmation (Contract PO: 4111)

* Indicates Required Field
Currency=SAR

Ordered: 2400000.00
Approved: 4000000.00

Description

Personalize Stack Layout: (WCHeaderRN)

* Work Confirmation: WC1150-1

Comments

Date: 05-May-2025

Period of Performance: (20-Apr-2025) To

Work Confirmation Details

Personalize "Work Confirmation Details"

Personalize "Pay Items"

Add Pay Item

Line	Item	Description	Need-By Date	UOM	Price	Ordered	Previous Requested/Delivered	Progress (%)	Current Requested/Delivered	Material Stored	Amount	Progress (%)	Total Requested/Delivered	Progress (%)	Attachments	Delete
1	1	Test Complex PO line 1	30-Apr-2026 00:00:00	SAR		2000000	0	0	2000000	2000000	2000000	100	2000000	100	+	-

Inspect MDS Contents

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1. Create Work Confirmation

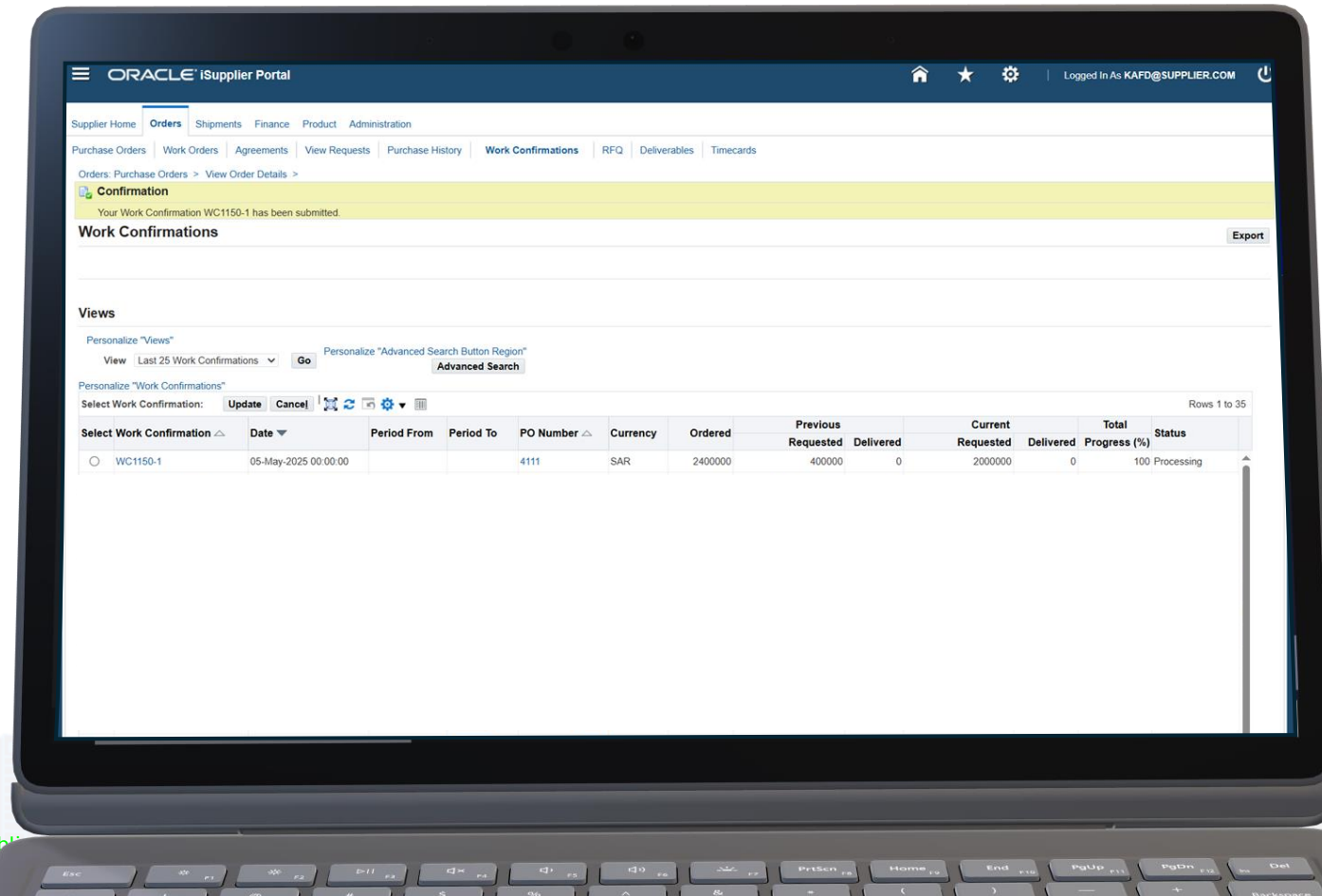
1.9 Enter a Work Confirmation Number.

1.10 Enter the Date.

1.11 Click on "Submit"

For any general inquiries, please contact us via email at:
vm@kafd.sa

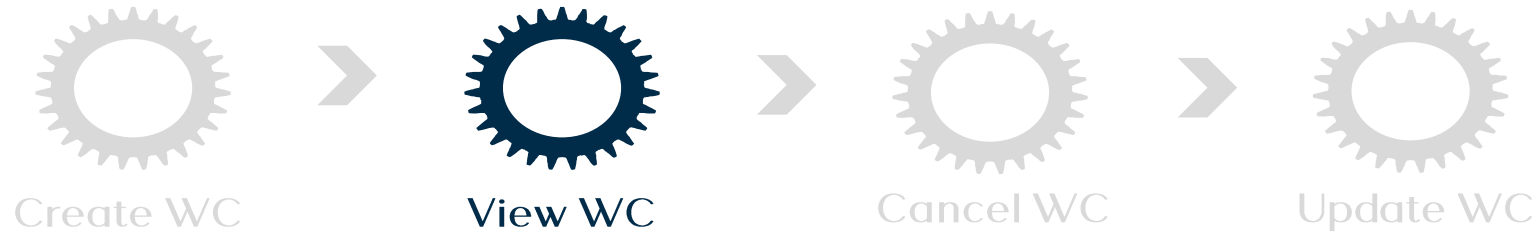
Work Confirmation (WC)



1.12 Once the WC is submitted, a confirmation message will be displayed

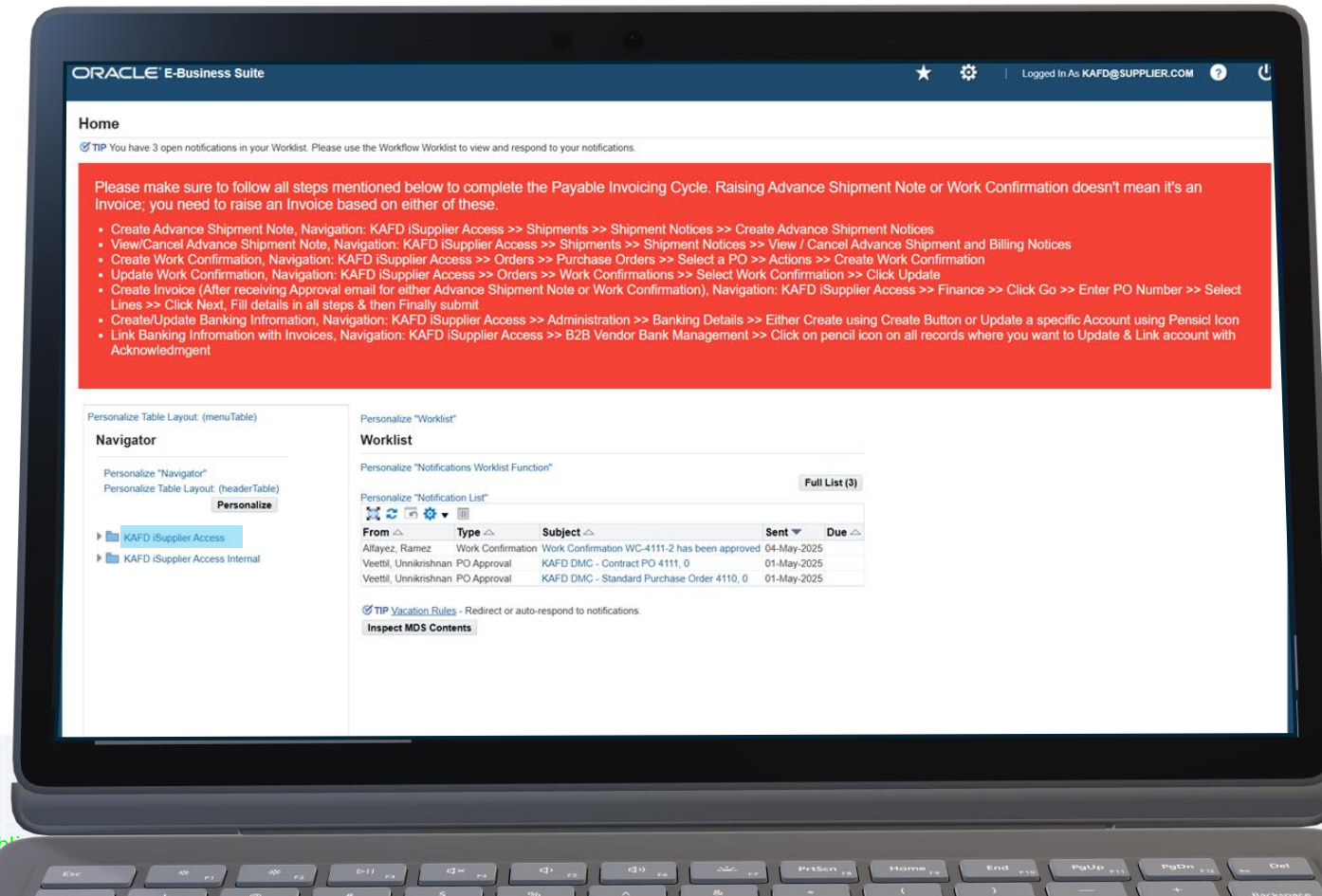
For any general inquiries, please contact us via email at: vm@kafd.sa

Work Confirmation (WC)



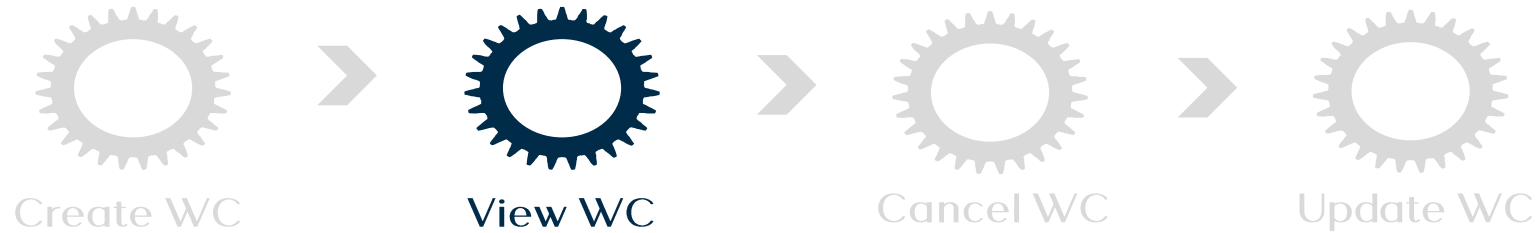
2. View Work Confirmation

2.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Confirmation (WC)



2. View Work Confirmation

2.2 Click on “Orders” Tap.

2.3 Here, you can view the status of the WC.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Work Confirmations

Views

View Last 25 Work Confirmations Go Advanced Search

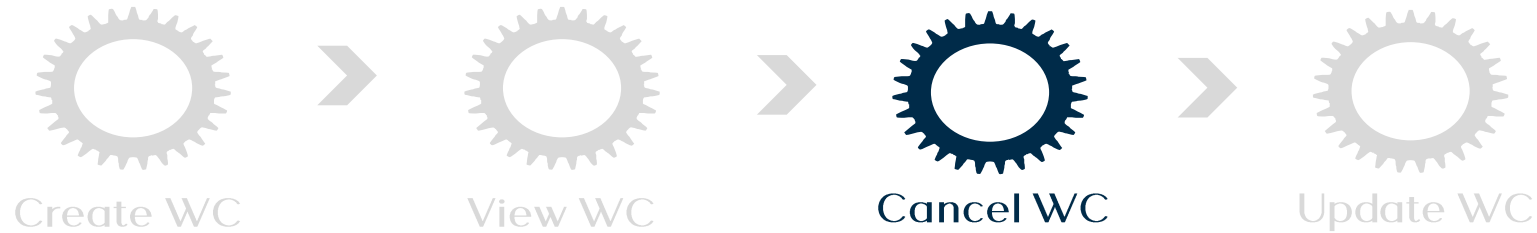
Select Work Confirmation: Update Cancel

Rows 1 to 75

Select Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Delivered	Current Requested	Delivered	Total Progress (%)	Status
☐ WC1150-1	22-May-2025 00:00:00			4247	SAR	150224150	95000	0	95000	0	0.13	Processed
☐ WO01	18-May-2025 00:00:00			4247	SAR	150224150	0	0	95000	0	0.06	Pending Approval

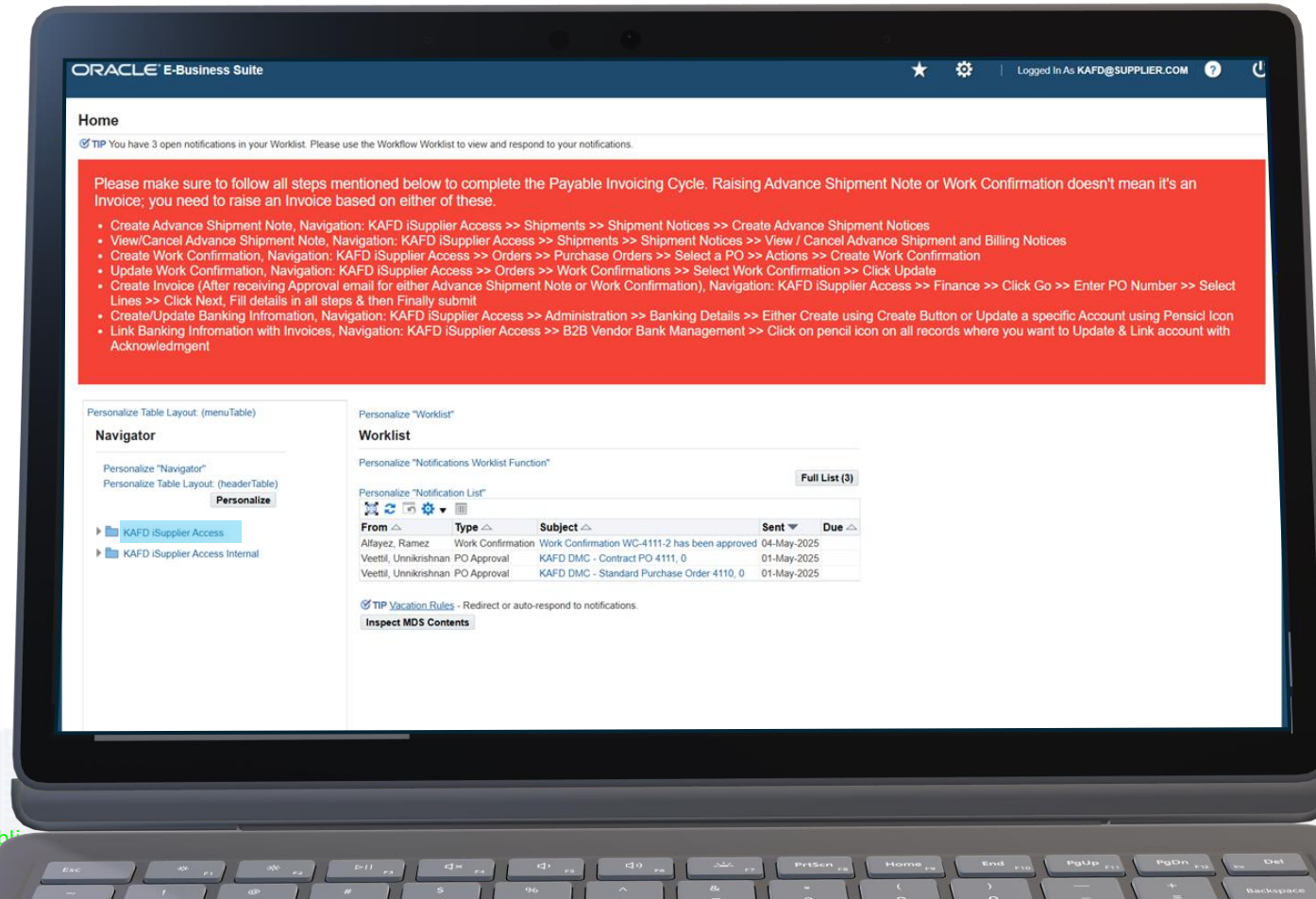
For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Confirmation (WC)



3. Cancel Work Confirmation

3.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

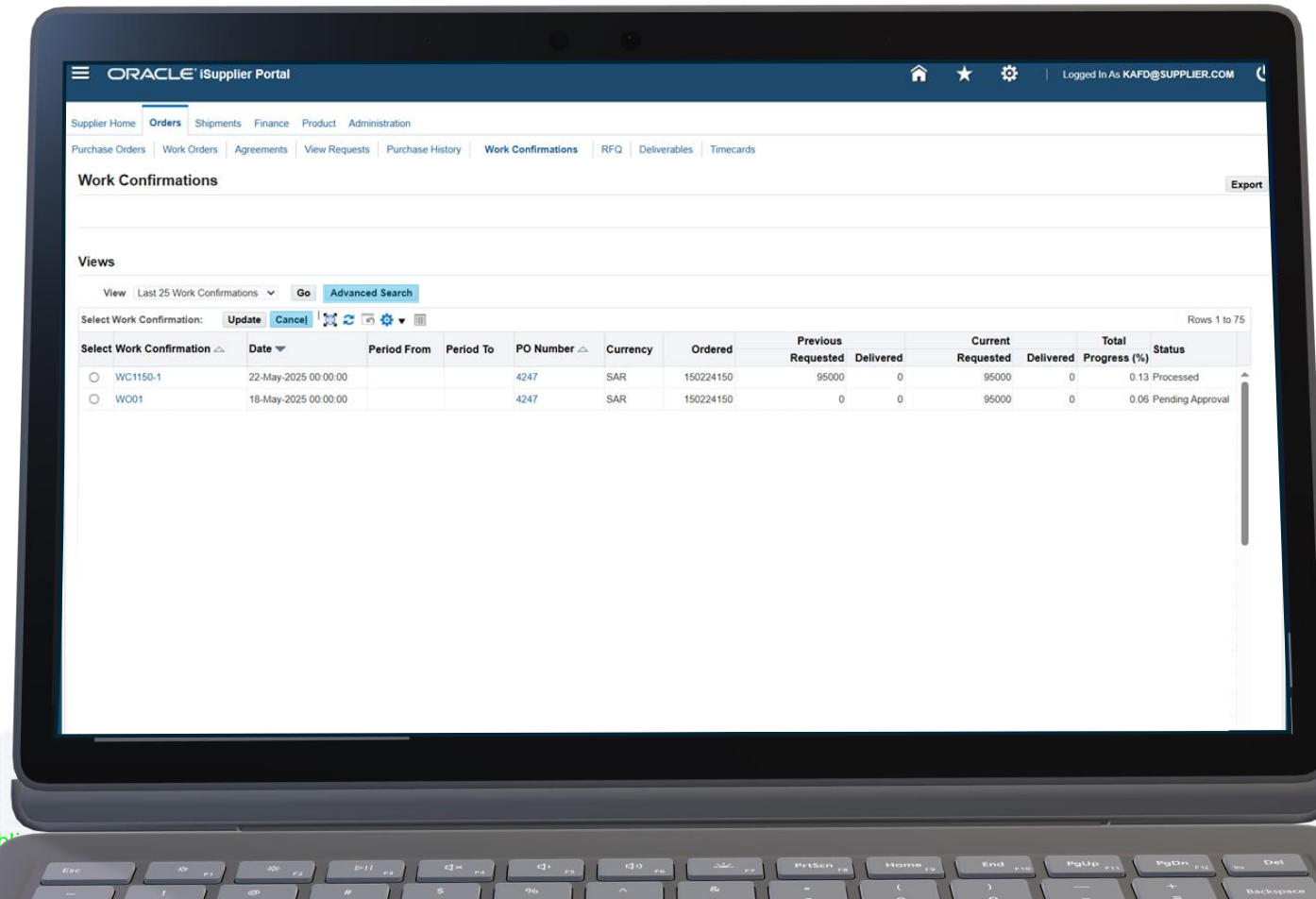
Work Confirmation (WC)



3. Cancel Work Confirmation

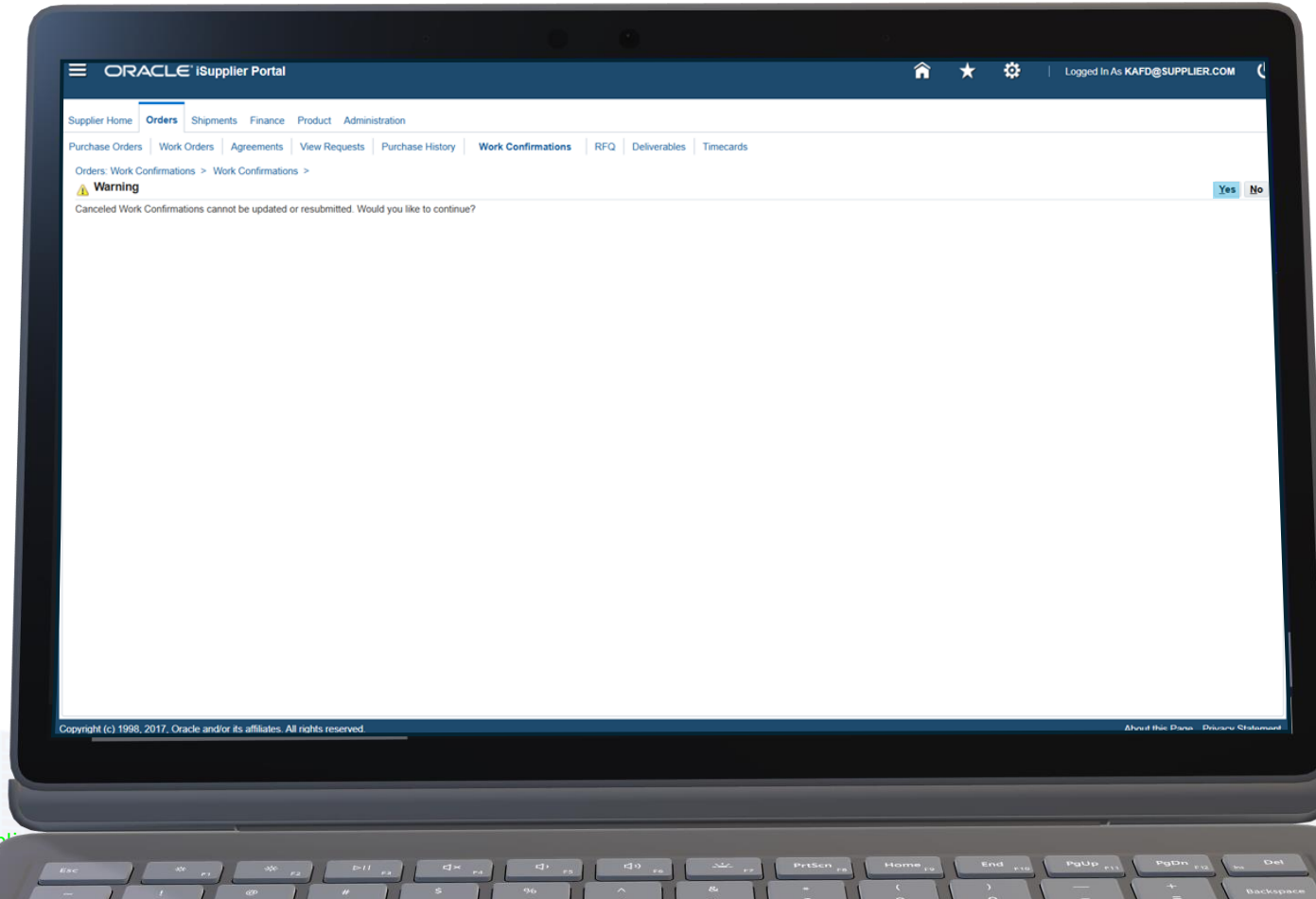
3.2 Click on “Orders” Tap.

3.3 Click on “Cancel” to cancel the selected order



For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Confirmation (WC)

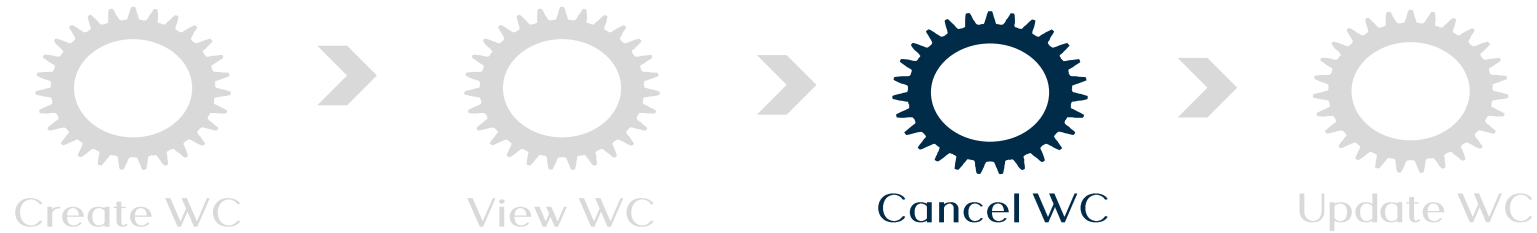


3. Cancel Work Confirmation

3.4 Click on “Yes” to confirm the cancellation.

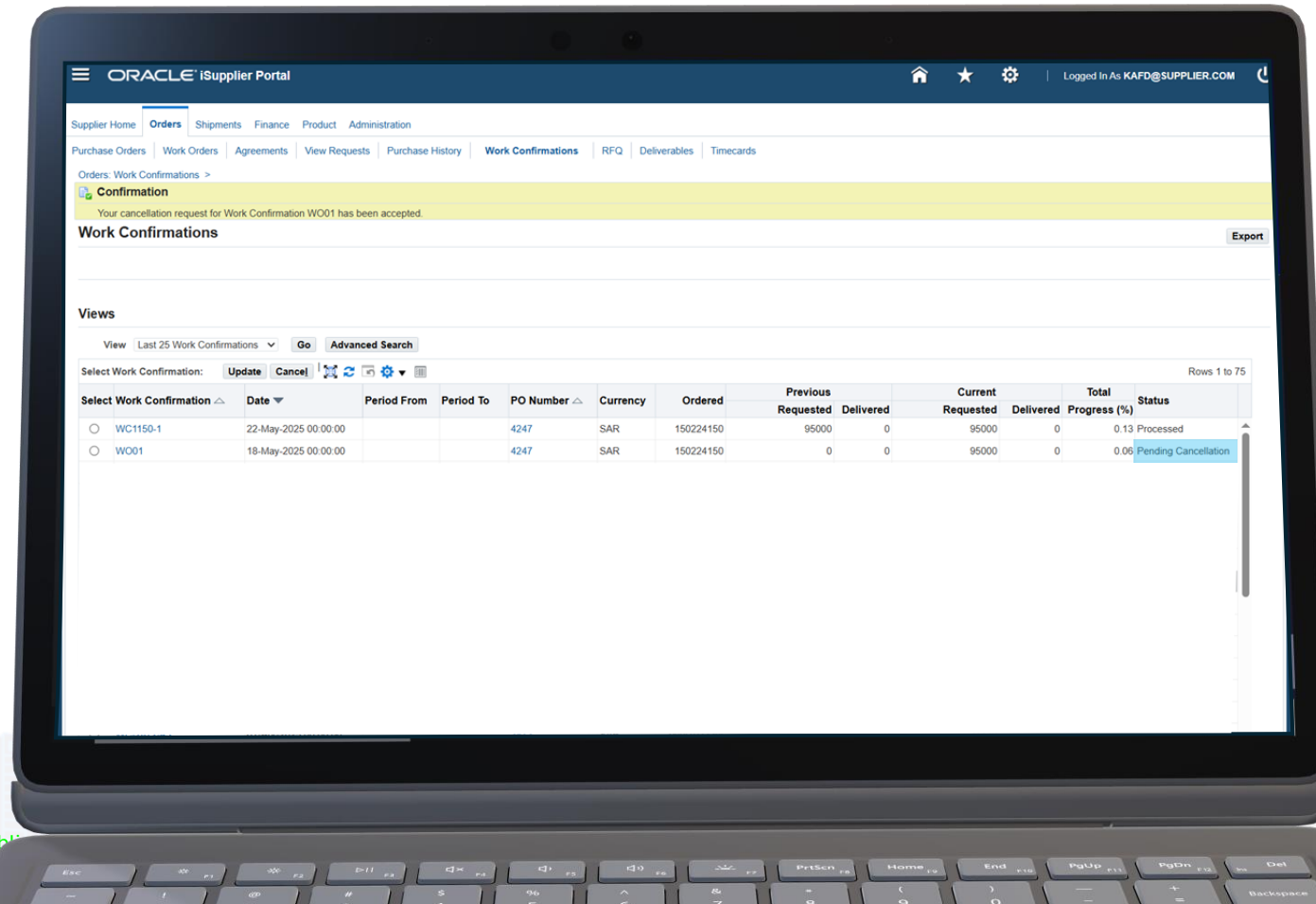
For any general inquiries, please contact us via email at:
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Work Confirmation (WC)



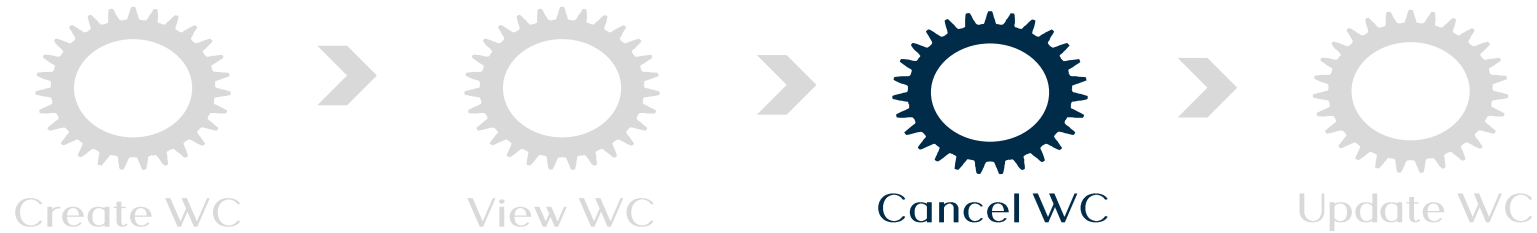
3. Cancel Work Confirmation

3.5 The status of the WC will remain as “Pending Approval” until it is approved.



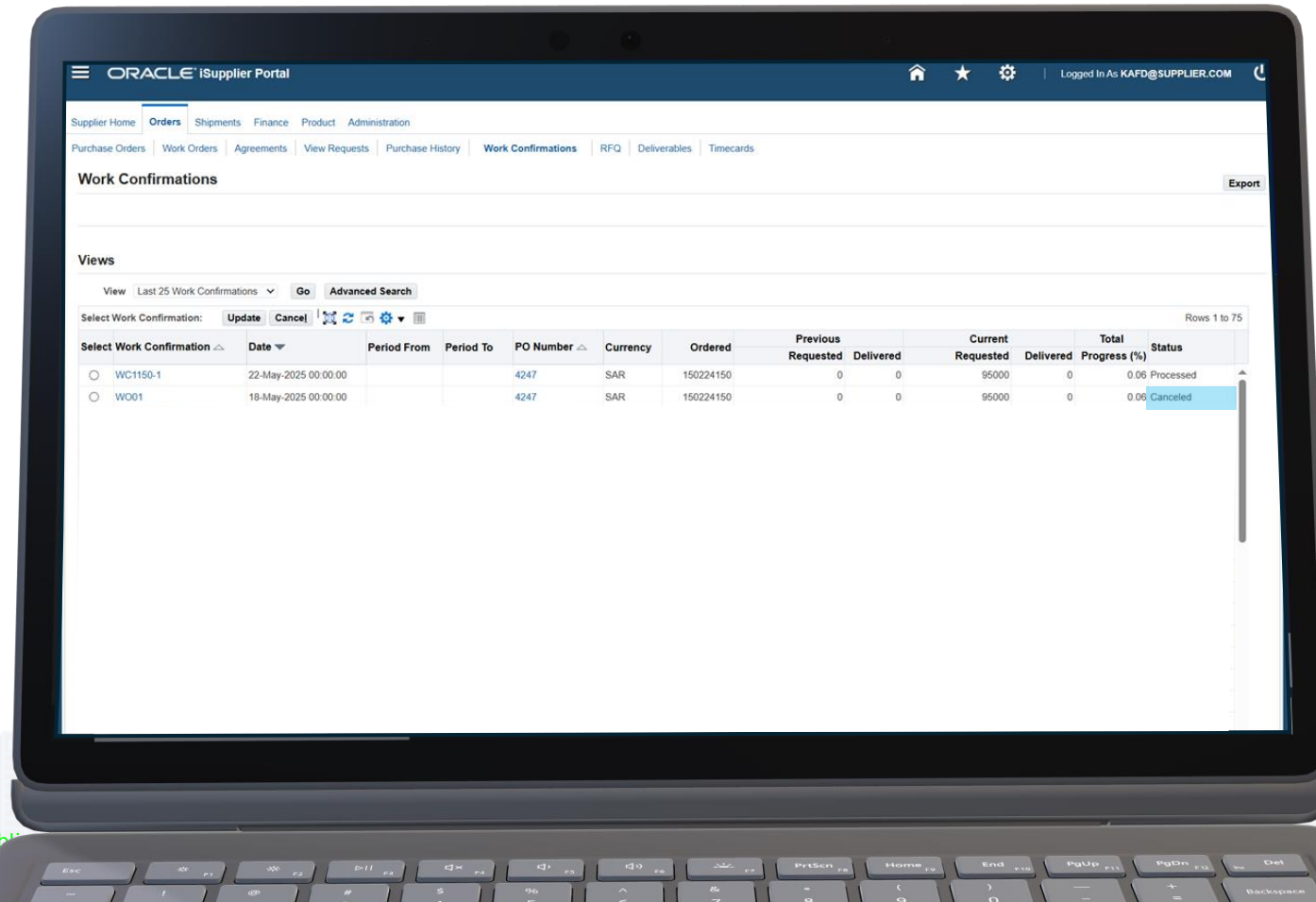
For any general inquiries, please contact us via email at:
vm@kafd.sa

Work Confirmation (WC)



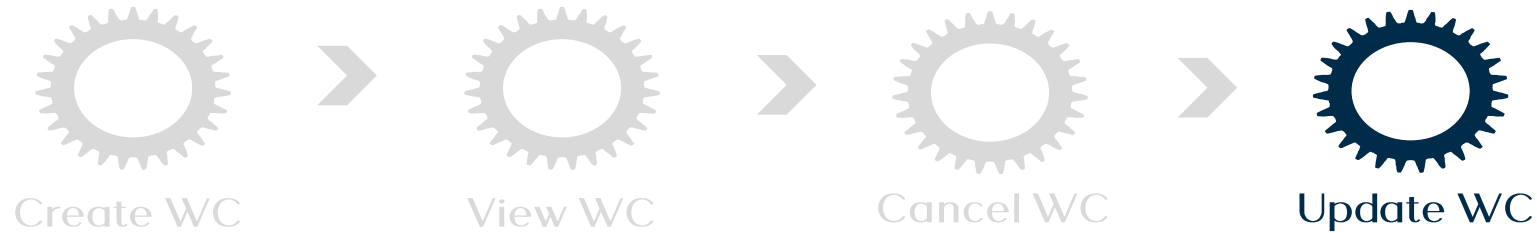
3. Cancel Work Confirmation

3.6 Once the request is approved, the status will change to “Canceled”.



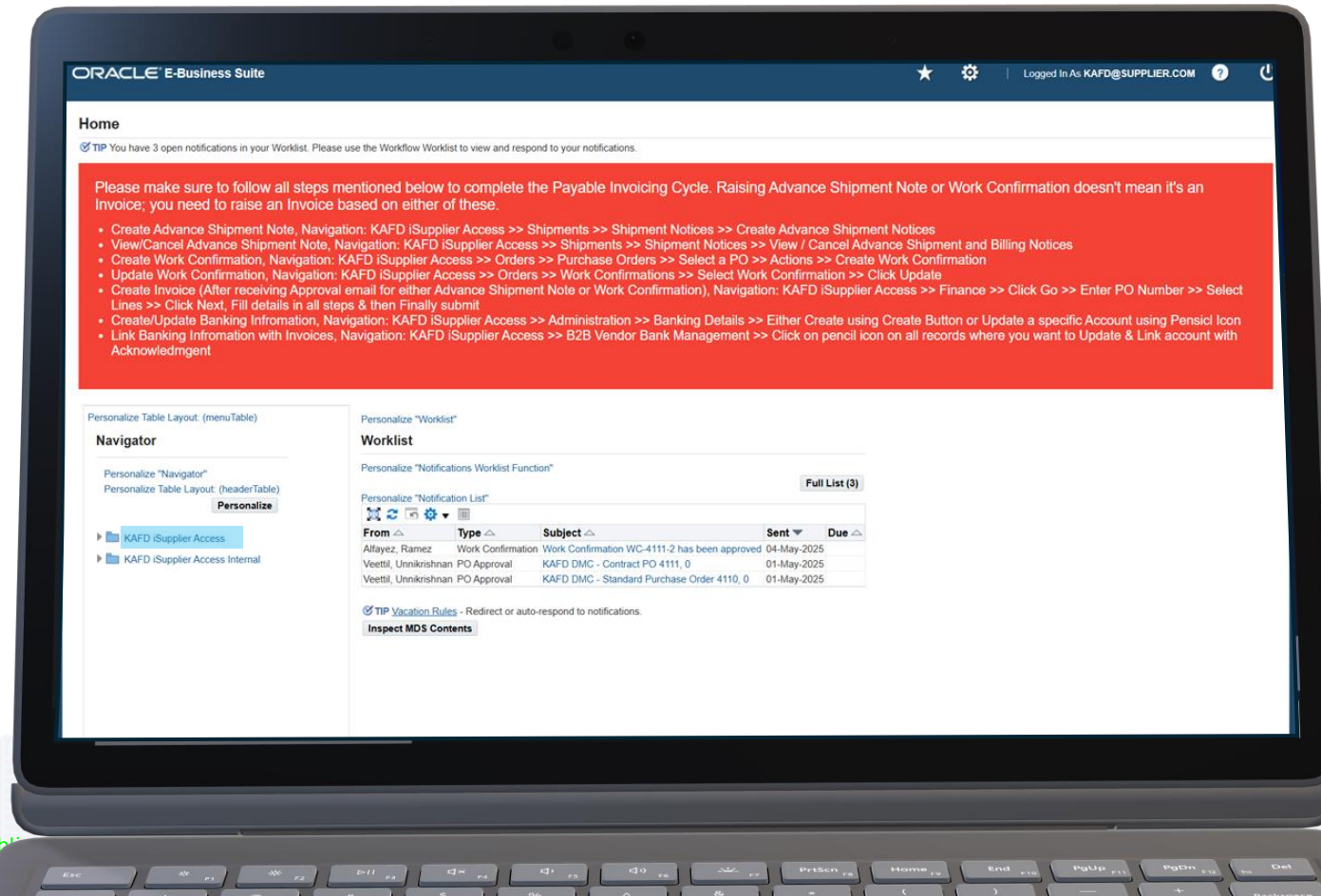
For any general inquiries, please contact us via email at:
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Work Confirmation (WC)



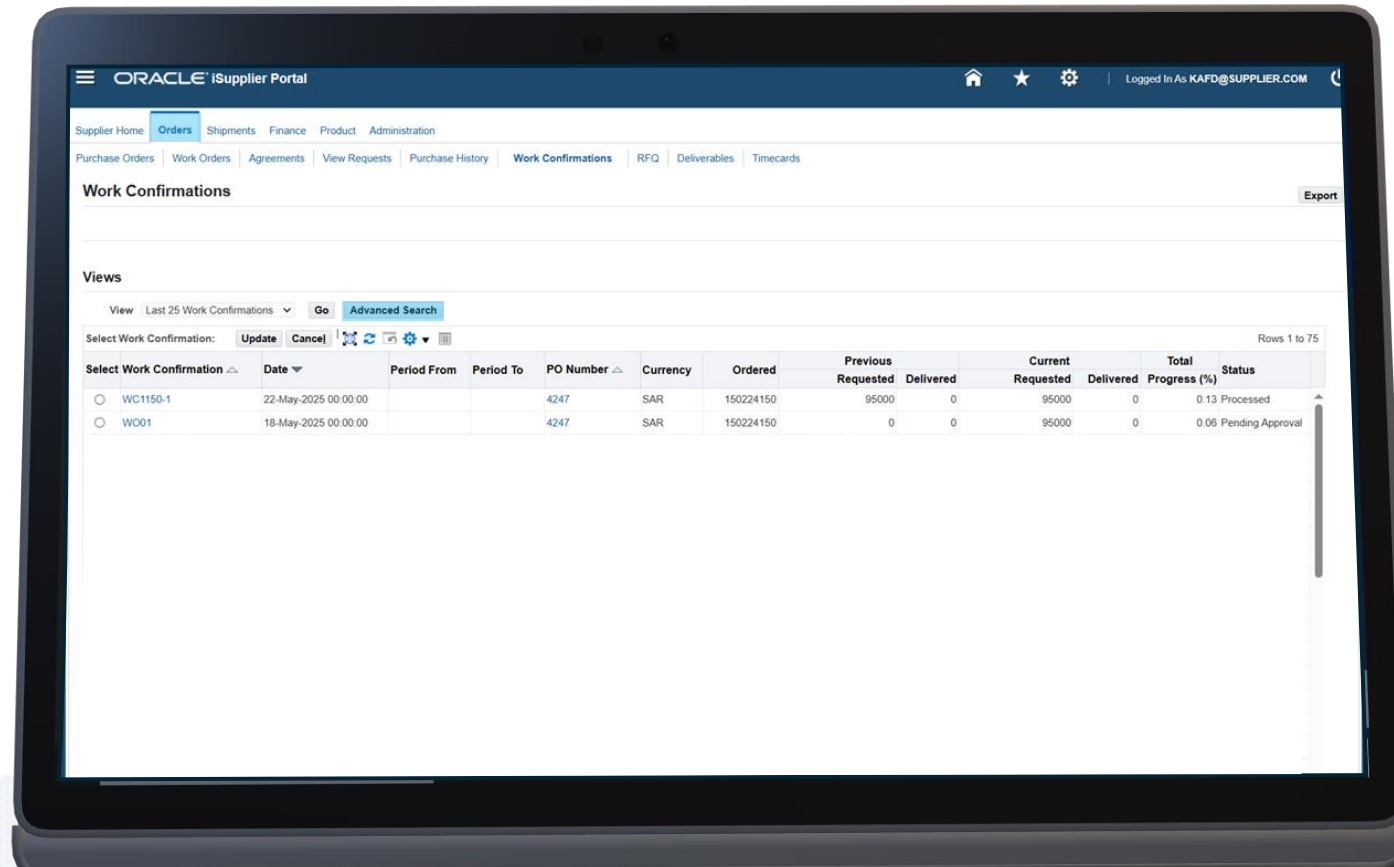
4. Update Work Confirmation

4.1 Click on “KAFD iSupplier Access”.



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Work Confirmation (WC)



4. Update Work Confirmation

4.2 Click on “Orders” Tap.

4.3 Click on “Advance search” if you want to search by PO number.

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Work Confirmation (WC)



4. Update Work Confirmation

4.4 Select the required WC.

4.5 Click on “Update”

Oracle iSupplier Portal

Supplier Home | Orders | Shipments | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | **Work Confirmations** | RFQ | Deliverables | Timecards

Orders: Work Confirmations >

Work Confirmations Export

Advanced Search Views

Specify parameters and values to filter the data that is displayed in your results set.

Match ☒ All ☐ Any

Work Confirmation is
Date is
PO Number is
Period From Date is

Select Work Confirmation:

Select Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Previous Delivered	Current Requested	Current Delivered	Total Progress (%)	Status
☐ 11	22-May-2025 00:00:00			4247	SAR	150224150	205000	0	9000	0	0.14	Processing
☐ 10	22-May-2025 00:00:00	15-May-2025	18-Jun-2025	4247	SAR	150224150	190000	0	15000	0	0.14	Rejected
☒ 12	22-May-2025 00:00:00			4247	SAR	150224150	214000	0	10000	0	0.15	Draft
☐ WC-011	22-May-2025 00:00:00			4247	SAR	150224150	95000	0	95000	0	0.13	Processed
☐ WC1150-1	22-May-2025 00:00:00			4247	SAR	150224150	0	0	95000	0	0.06	Processed
☐ W001	18-May-2025 00:00:00			4247	SAR	150224150	0	0	95000	0	0.06	Canceled

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Work Confirmation (WC)



4. Update Work Confirmation

4.6 Update the necessary changes.

4.7 Click on “Submit”.

ORACLE iSupplier Portal

Supplier Home | Orders | Shipments | Finance | Product | Administration

Purchase Orders | Work Orders | Agreements | View Requests | Purchase History | **Work Confirmations** | RFQ | Deliverables | Timecards

Orders: Work Confirmations > Work Confirmations >

Update Work Confirmation: 12 (Contract PO: 4247)

Cancel | Save | Preview | **Submit**

Currency=SAR

Ordered: 150224150.00
Approved: 190000.00
Status: Draft
Comments:

Description:
Date: 22-May-2025
Period of Performance: 22-May-2025 To 22-May-2025

Work Confirmation Details

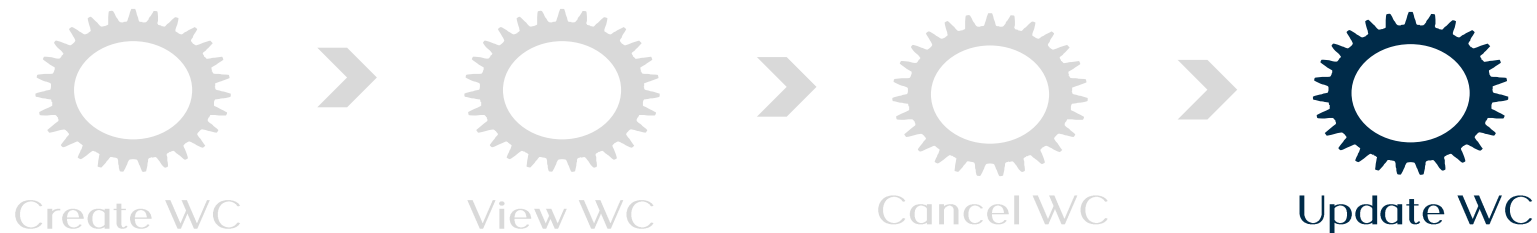
Add Pay Item

Line	Pay Item	Description	Need-By Date	UOM	Price Ordered	Previous Requested/Delivered	Progress (%)	Requested/Delivered	Current Material Stored Amount	Current Progress (%)	Total Requested/Delivered	Total Progress (%)	Attachments	Delete
1		Test description	31-May-2025 00:00:00	SAR	10000	0	0	5000	5000	50	5000	50		

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Work Confirmation (WC)



4. Update Work Confirmation

4.8 a confirmation message will appear, indicating that your request has been submitted.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Product Administration

Purchase Orders Work Orders Agreements View Requests Purchase History Work Confirmations RFQ Deliverables Timecards

Orders: Work Confirmations > Work Confirmations >

Confirmation

Your Work Confirmation 12 has been submitted.

Work Confirmations Export

Views

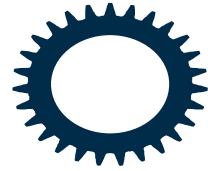
View Last 25 Work Confirmations Go Advanced Search

Select Work Confirmation: Update Cancel Refresh Settings Help

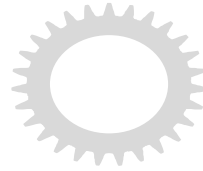
Select Work Confirmation	Date	Period From	Period To	PO Number	Currency	Ordered	Previous Requested	Delivered	Current Requested	Delivered	Total Progress (%)	Status
☐ 10	22-May-2025 00:00:00	15-May-2025	18-Jun-2025	4247	SAR	150224150	190000	0	15000	0	0.14	Rejected
☐ WC-011	22-May-2025 00:00:00			4247	SAR	150224150	95000	0	95000	0	0.13	Processed
☐ WC1150-1	22-May-2025 00:00:00			4247	SAR	150224150	0	0	95000	0	0.06	Processed
☐ 12	22-May-2025 00:00:00			4247	SAR	150224150	214000	0	5000	0	0.15	Processing
☐ 11	22-May-2025 00:00:00			4247	SAR	150224150	205000	0	9000	0	0.14	Processing
☐ WO01	18-May-2025 00:00:00			4247	SAR	150224150	0	0	95000	0	0.06	Canceled

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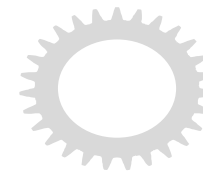
Invoices for Standard / contract PO



Create Invoice



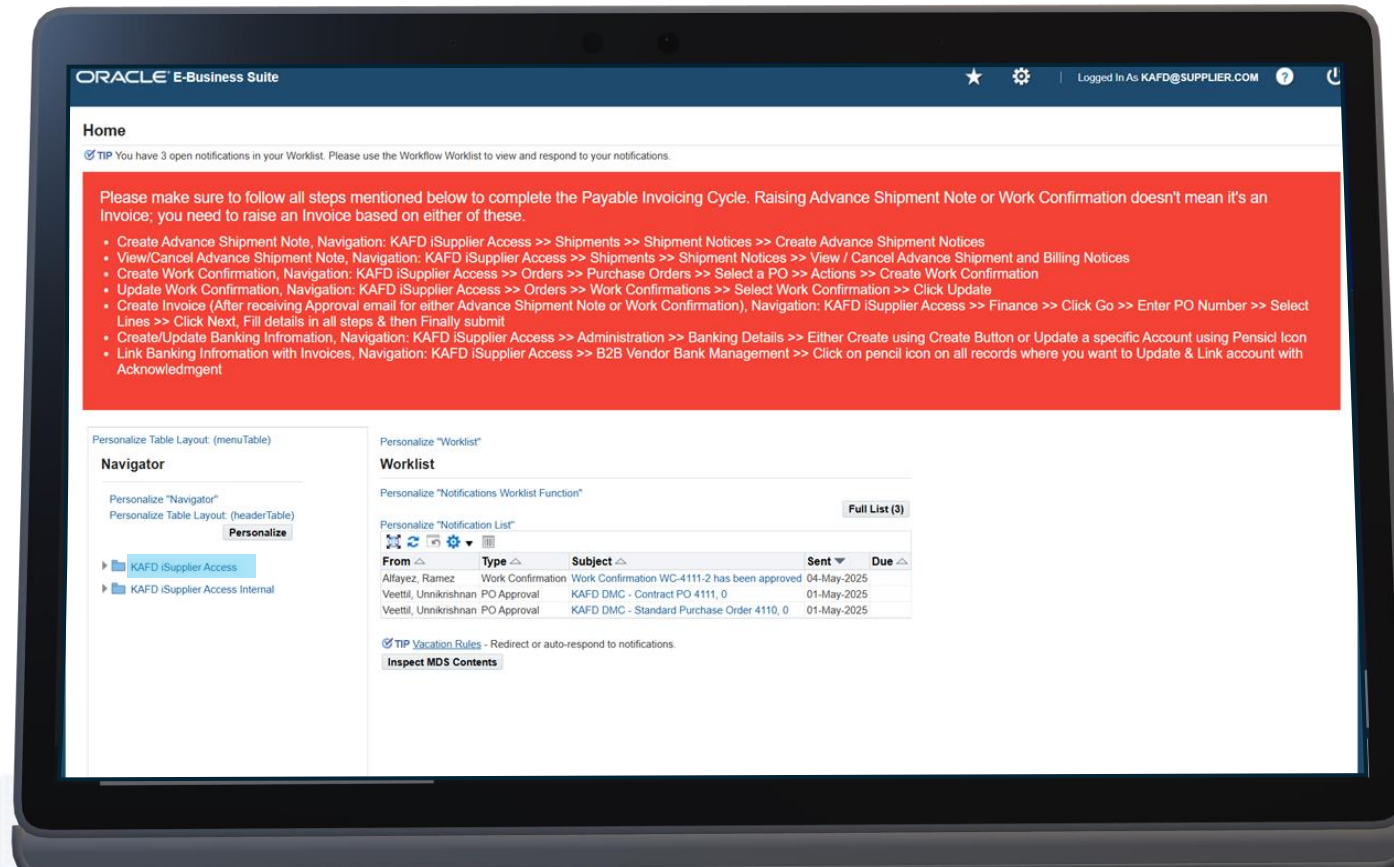
View Invoice



View Payment

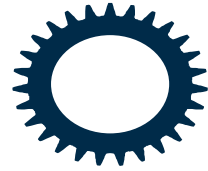
1. Create invoice

1.1 Click on “KAFD iSupplier Access”.

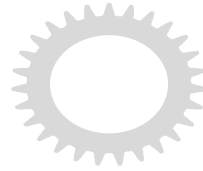


For any general inquiries, please contact us via email at:
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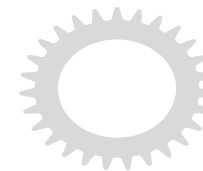
Invoices for Standard / contract PO



Create Invoice



View Invoice

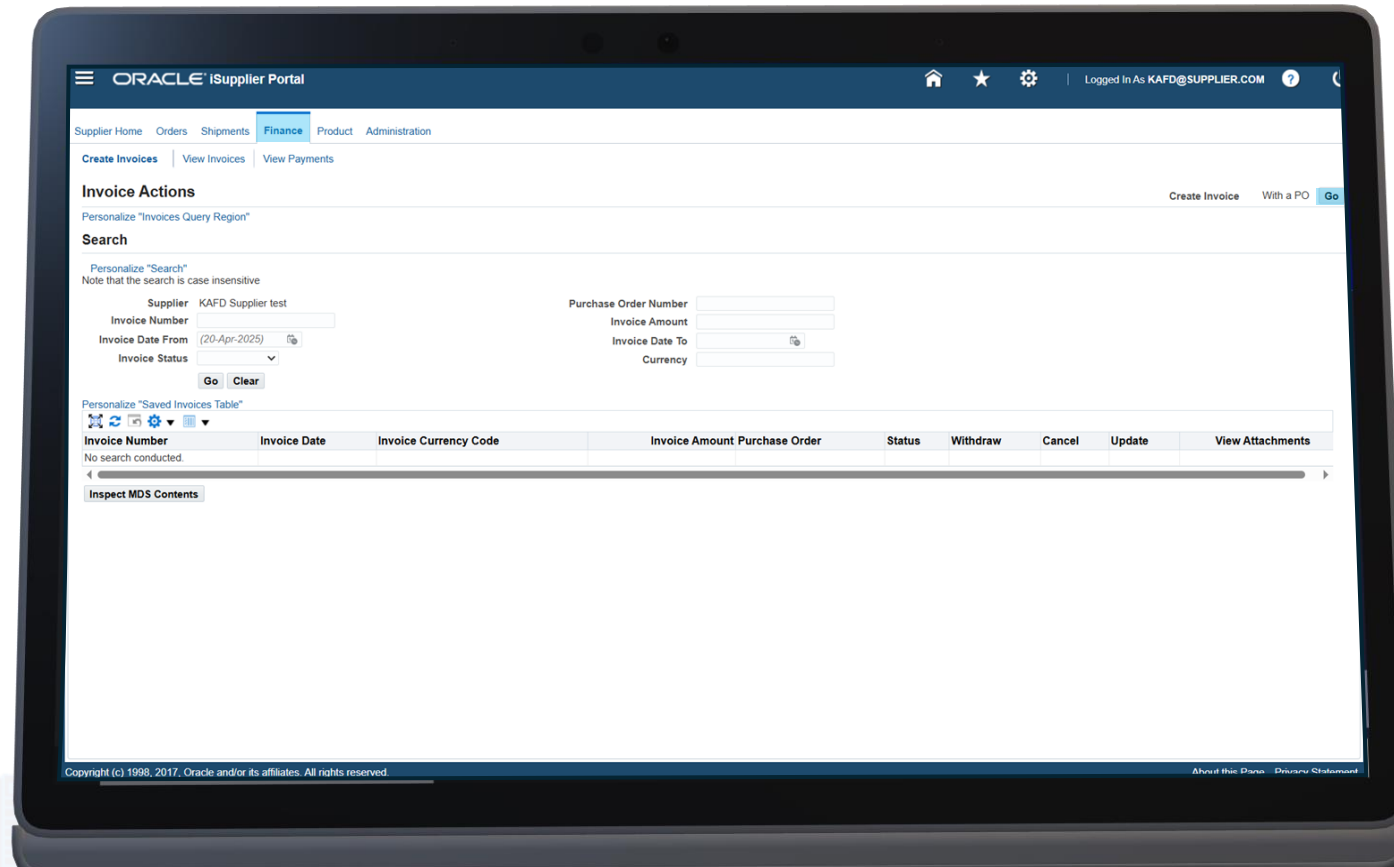


View Payment

1. Create invoice

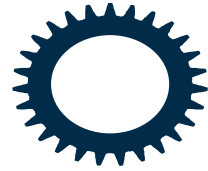
1.2 Click on “Finance” Tab.

1.3 Click on 'Go' to Search by the PO Number.

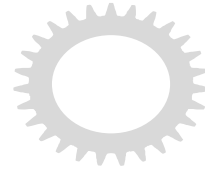


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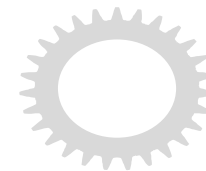
Invoices for Standard / contract PO



Create Invoice



View Invoice



View Payment

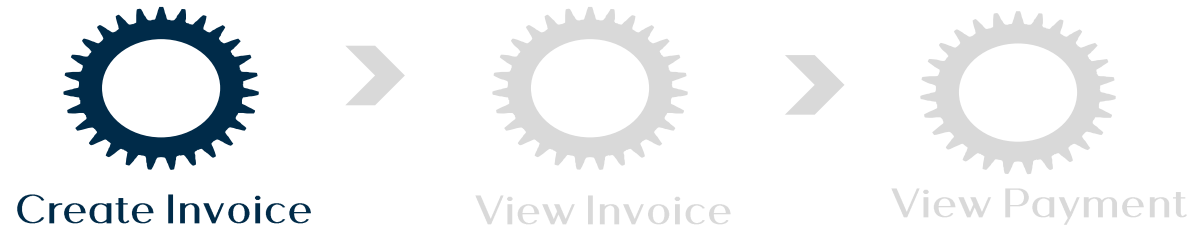
2. Purchase Orders

2.1 Enet the PO Number.

2.2 Click on “Go”.

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Invoices for Standard / contract PO



Oracle iSupplier Portal

Supplier Home Orders Shipments Finance Product Administration

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 4246

Purchase Order Date (26-May-2025)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

PO Number	WC / ASN Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Wayt
4246	SH-122	1	1	☒	Blue Pen	CO0000110		10	10	0	Box	100	SAR	KAFD HQ	KAFD DMC		

Inspect MDS Contents

2. Purchase Orders

2.3 Select the required PO.

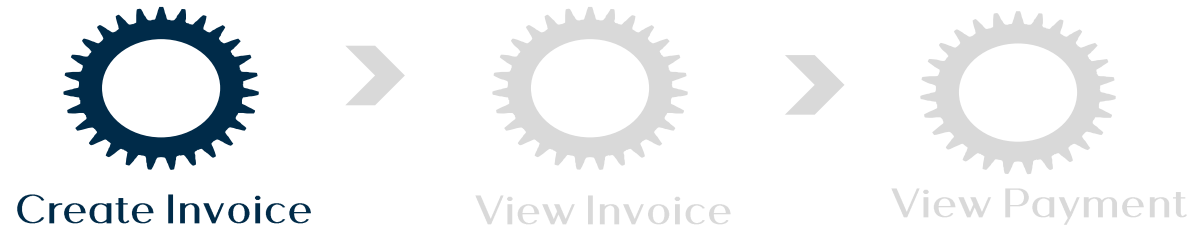
2.4 Click on “Add to Invoice”.

2.5 Click on “Next”

Note:

If an advance payment is specified in the PO, the 'Advance of Financing' option will be checked.

Invoices for Standard / contract PO



Create Invoice

View Invoice

View Payment

3. Details

3.1 Enter the Invoice Number.

3.2 Enter the Invoice Date.

3.3 Enter the Invoice Deception.

3.4 Attach all related documents and check the Acknowledgment checkbox.

3.5 Click on “Next”.

Note:

- The soft copy of the invoice and PO documents are mandatory, the request will be rejected if not provided.
- You can Edit the Credit Note Amount (if needed)

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Product Administration

Create Invoices View Invoices View Payments

Create Invoice: Details

Supplier

Supplier: KAFD Supplier test

Tax Payer ID: 4030254702

Remit To: 3378 Albaladiah

Address: 2.14 Metro st Al Aqeeg Riyadh 12211

Invoice

Invoice Number - As exists in hard copy: INT-4246-01

Invoice Date - As exists in hard copy: 26-May-2025

Invoice Type: Invoice

Currency: SAR

Invoice Description: Test

Attachment

I have acknowledged to attach all required documents as following:

- * Invoice Document (Category Invoice)
- * PO Document (Category PO)
- * other related supported attachments (Category From Supplier)

Items

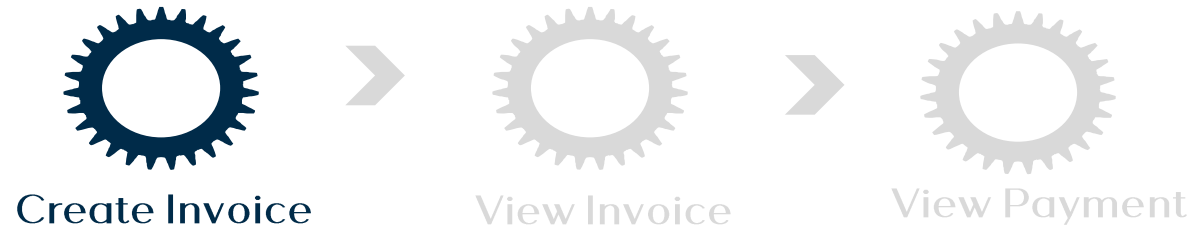
Note: You must fill credit note amount in case if there is credit applied for this invoice to avoid rejection or delay

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount	Credit Note Amount (Deduction)
4246	1	1	CO0000110	Blue Pen		KAFD HQ	10	10	100	Box	1000	

Inspect MDS Contents

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Invoices for Standard / contract PO



Create Invoice

View Invoice

View Payment

4. Manage Tax

4.1 Click on “Calculate” and validate the following: “Tax Status Code,” “Tax Rate Code,” and “Tax Amount”.

4.2 Click on “Next”.

ORACLE Supplier Portal

Supplier Home Orders Shipments Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Supplier Invoice

Supplier: KAFD Supplier test
Tax Payer ID: 4030254702
Remit To: 3378 Albaladiyah
Address: 2.14 Metro st Al Aqeeq Riyadh 12211

Invoice Number: INT-4246-01
Invoice Date: 26-May-2025
Invoice Type: Standard
Currency: SAR
Invoice Description: Test
Attachment: None

Summary Tax Lines

Calculate

Summary Tax Line Number	Tax Regime Code	Tax	Tax Status Code	Tax Jurisdiction Code	Tax Rate Code	Tax Rate	Tax Amount	Line Status
1	KAFD_TAX_REGIME	KAFD_KSA_VAT	KAFD_KSA_NEW_STD_TSC	KAFD_KSA_VAT_JURISDICTION	KSA NEW STD REC RATE	15	150	Active

Inspect MDS Contents

Items

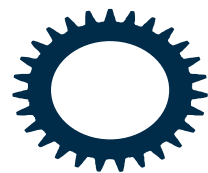
PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
4246	1	1	Blue Pen		KAFD HQ	10	10	Box	100	1000.00

Inspect MDS Contents

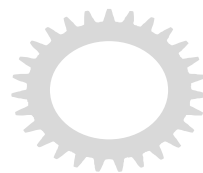
Invoice Summary

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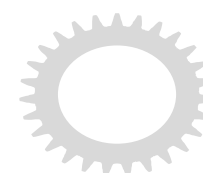
Invoices for Standard / contract PO



Create Invoice



View Invoice



View Payment

5. Review and Submit

5.1 Click on “Submit”.

ORACLE iSupplier Portal

Supplier Home Orders Shipments Finance Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Review and Submit

Cancel Back Step 4 of 4 Submit

Supplier Invoice

Supplier: KAFD Supplier test
Tax Payer ID: 4030254702
Remit To: 3378 Albaladiyah
Address: 2.14 Metro st Al Aqeeq Riyadh 12211

Invoice Number: INT-4246-01
Invoice Date: 26-May-2025
Invoice Type: Standard
Currency: SAR
Invoice Description: Test
Attachment: None

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
4246	1	1	Blue Pen		KAFD HQ	10	10	Box	100	1000.00

Inspect MDS Contents

Invoice Summary

Items	1000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	150.00
Total (SAR)	1150.00

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Invoices for Standard / contract PO



Supplier Home Orders Shipments **Finance** Product Administration

Create Invoices View Invoices View Payments

Purchase Orders Details Manage Tax Review and Submit

Confirmation

Invoice INT-4246-01 was submitted to our Accounts Payable department on 26-May-2025. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: INT-4246-01 [Printable Page](#) [Create Another](#)

Supplier

Supplier: KAFD Supplier test
Tax Payer ID: 4030254702
Remit To: 3378 Albaladiah
Address: 2-14 Metro st Al Aqeeq Riyadh 12211

Invoice

Invoice Number: INT-4246-01
Invoice Date: 26-May-2025
Invoice Type: Standard
Currency: SAR
Invoice Description: Test
Attachment: None

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
4246	1	1	Blue Pen		KAFD HQ	10	10	Box	100	1000.00

[Inspect MDS Contents](#)

Invoice Summary

Items	1000.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	150.00
Subtotal	1150.00
Less Advances and Financing	0.00
Total (SAR)	1150.00
Total (SAR)	109250.00

[Return to Invoices](#)

5. Review and Submit

5.1 Review and validate the information to ensure accuracy before proceeding.

5.2 Click on “submit”.

Note:

In case of a retention and/or advance payment, you will encounter a similar case.

Items	500,000.00
Less Retainage	-50,000.00
Freight	0.00
Miscellaneous	0.00
Tax	75,000.00
Subtotal	525,000.00
Less Advances and Financing	-57,500.00
Total (SAR)	467,500.00

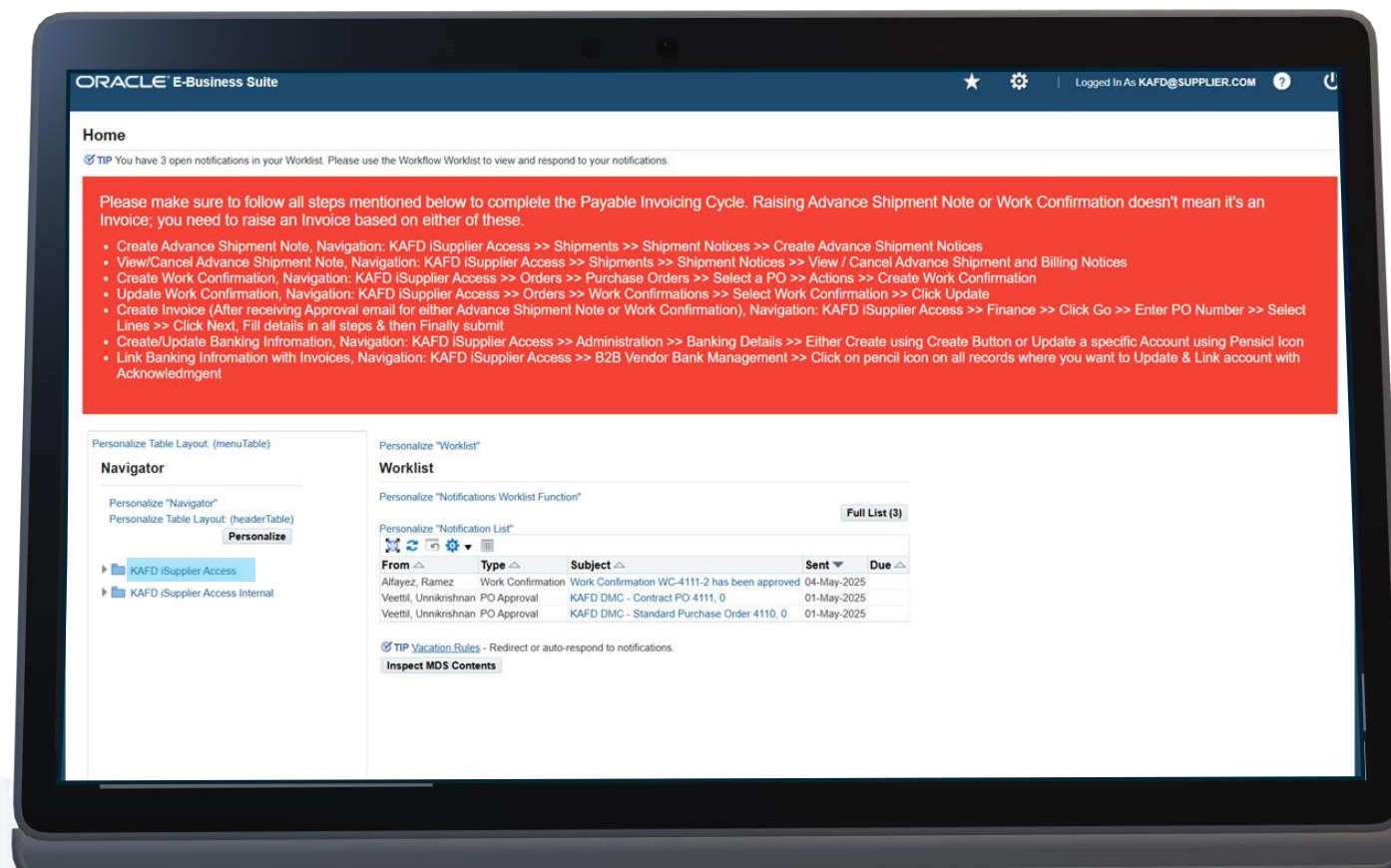
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Invoices for Standard / contract PO



2. View invoice

1.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

Invoices for Standard / contract PO



2. View invoice

1.2 Go to Finance Tab.

1.3 Click on “View Invoices”

1.4 Enter the Invoice Number or PO Number.

1.5 Click on “Go”.

1.6 Invoices status will be Visible.

Oracle iSupplier Portal

Supplier Home Orders Shipments **Finance** Product Administration

Create Invoices **View Invoices** View Payments

View Invoices

Personalize Query (InvoiceSearchRN) [Export](#)

Simple Search [Advanced Search](#)

Personalize "Simple Search"

Invoice Number: INV-123
PO Number: (example: 1234)
Release Number: (example: 1234-2)
Payment Number:
Invoice Status:
[Go](#) [Clear](#)

Payment Status:
Invoice Amount From: To:
Amount Due From: To:
Invoice Date From: To:
Due Date From: (20-Apr-2025) To:

Personalize "Invoice Results"

Invoice	Invoice Date	Type	Currency	Amount	Due	Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
INV-123	04-Mar-2025	Standard	SAR	460000.00	460000.00	In-Process		4111	7433	Not Paid			

[Inspect MDS Contents](#)

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Invoices for Standard / contract PO



2. View invoice

1.7 Once the invoice is approved, the status will change to “Approved”.

ORACLE iSupplier Portal

Supplier Home Orders Shipments **Finance** Product Administration

Create Invoices **View Invoices** View Payments

View Invoices

Personalize Query: (InvoiceSearchRN) [Export](#)

Simple Search [Advanced Search](#)

Personalize "Simple Search"

Invoice Number: 4111
PO Number: (example: 1234)
Release Number: (example: 1234-2)
Payment Number:
Invoice Status:

Payment Status:
Invoice Amount From: To:
Amount Due From: To:
Invoice Date From: To:
Due Date From: (20-Apr-2025) To:

[Go](#) [Clear](#)

Personalize "Invoice Results"

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
INV-123	04-Mar-2025	Standard	SAR	460000.00	0.00	Approved	4111	7433	Paid	840001		

[Inspect MDS Contents](#)

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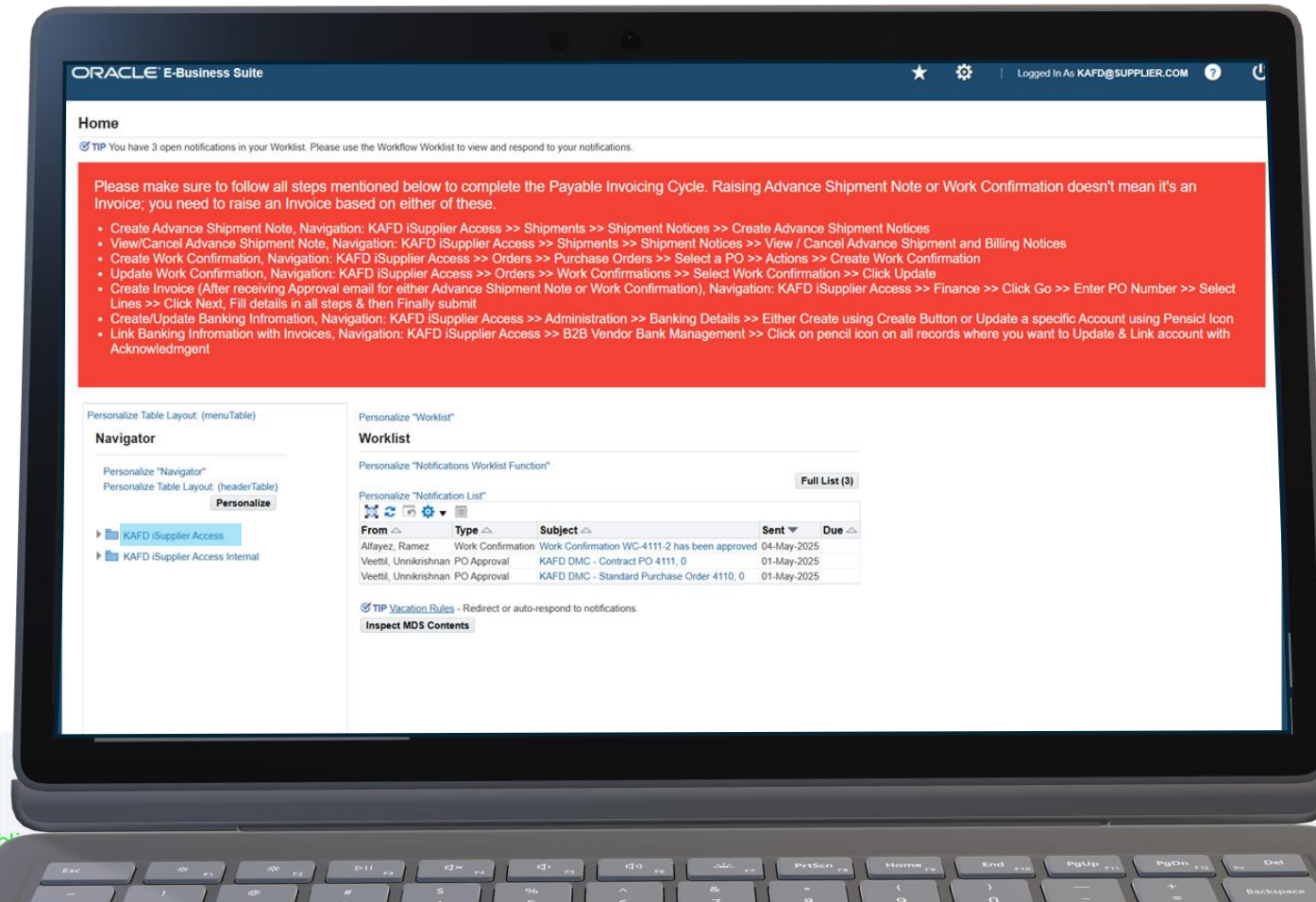
For any general inquiries, please contact us via email at:
vm@kafd.sa

Payments



3. View Payment

3.1 Click on “KAFD iSupplier Access”.



For any general inquiries, please contact us via email at:
vm@kafd.sa

Payments



3. View Payment

3.2 Go to Finance Tab.

3.3 Click on “View Payment”

3.4 Enter the Invoice Number or PO Number.

3.5 Click on “Go”.

ORACLE iSupplier Portal

Supplier Home Orders Shipments **Finance** Product Administration

Create Invoices View Invoices **View Payments**

View Payments

Personalize Query (PaymentSearchRN) Export

Simple Search Advanced Search

Personalize "Simple Search"
Note that the search is case insensitive

Payment Number
Invoice Number
PO Number
(example - 1234)
Release Number
(example - 1234-2)
Go Clear

Status
Payment Amount From To
Payment Date From To

Personalize "Payment Results"

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
840001			05-May-2025	SAR	460000.00	Wire	Negotiable	05-May-2025	Al Bilad A/C 452222222620023	INV-123	4111
809615			17-Feb-2025	SAR	568866.30	Wire	Reconciled	18-Feb-2025	SABB Call Account	Multiple	2093
809380			09-Jan-2025	SAR	7660375.45	Wire	Reconciled	12-Jan-2025	SABB Call Account	304	2093
809154			23-Dec-2024	SAR	199005.71	Wire	Reconciled	25-Dec-2024	SABB Call Account	281	3090
808831			19-Nov-2024	SAR	760574.09	Wire	Reconciled	20-Nov-2024	SABB Call Account	Multiple	3345
808675			17-Oct-2024	SAR	839074.14	Wire	Reconciled	20-Oct-2024	SABB Call Account	Multiple	2093
808441			18-Sep-2024	SAR	285171.69	Wire	Reconciled	19-Sep-2024	SABB Call Account	249	2093
808239			18-Aug-2024	SAR	190162.15	Wire	Reconciled	19-Aug-2024	SABB Call Account	231	2093
808054			25-Jul-2024	SAR	174290.76	Wire	Reconciled	28-Jul-2024	SABB Call Account	Multiple	2093
807893			04-Jul-2024	SAR	686975.09	Wire	Reconciled	07-Jul-2024	SABB Call Account	Multiple	2093
807481			13-May-2024	SAR	115000.00	Wire	Reconciled	14-May-2024	SABB Call Account	219	3090
807447			08-May-2024	SAR	2249759.15	Wire	Reconciled	09-May-2024	SABB Call Account	Multiple	2093
807080			18-Mar-2024	SAR	2118889.37	Wire	Reconciled	19-Mar-2024	SABB Call Account	Multiple	2093
806777			30-Jan-2024	SAR	724770.13	Wire	Reconciled	01-Feb-2024	SABB Call Account	Multiple	2093
806722			22-Jan-2024	SAR	3428730.28	Wire	Reconciled	23-Jan-2024	SABB Call Account	Multiple	2093
806716			21-Jan-2024	SAR	688310.49	Wire	Reconciled	22-Jan-2024	SABB Call Account	Multiple	2093
806443			27-Dec-2023	SAR	1499052.73	Wire	Reconciled	28-Dec-2023	SABB Call Account	Multiple	2093
806444			27-Dec-2023	SAR	2236873.96	Wire	Reconciled	28-Dec-2023	SABB Call Account	Multiple	2093
806407			25-Dec-2023	SAR	3038971.35	Wire	Reconciled	26-Dec-2023	SABB Call Account	Multiple	2093

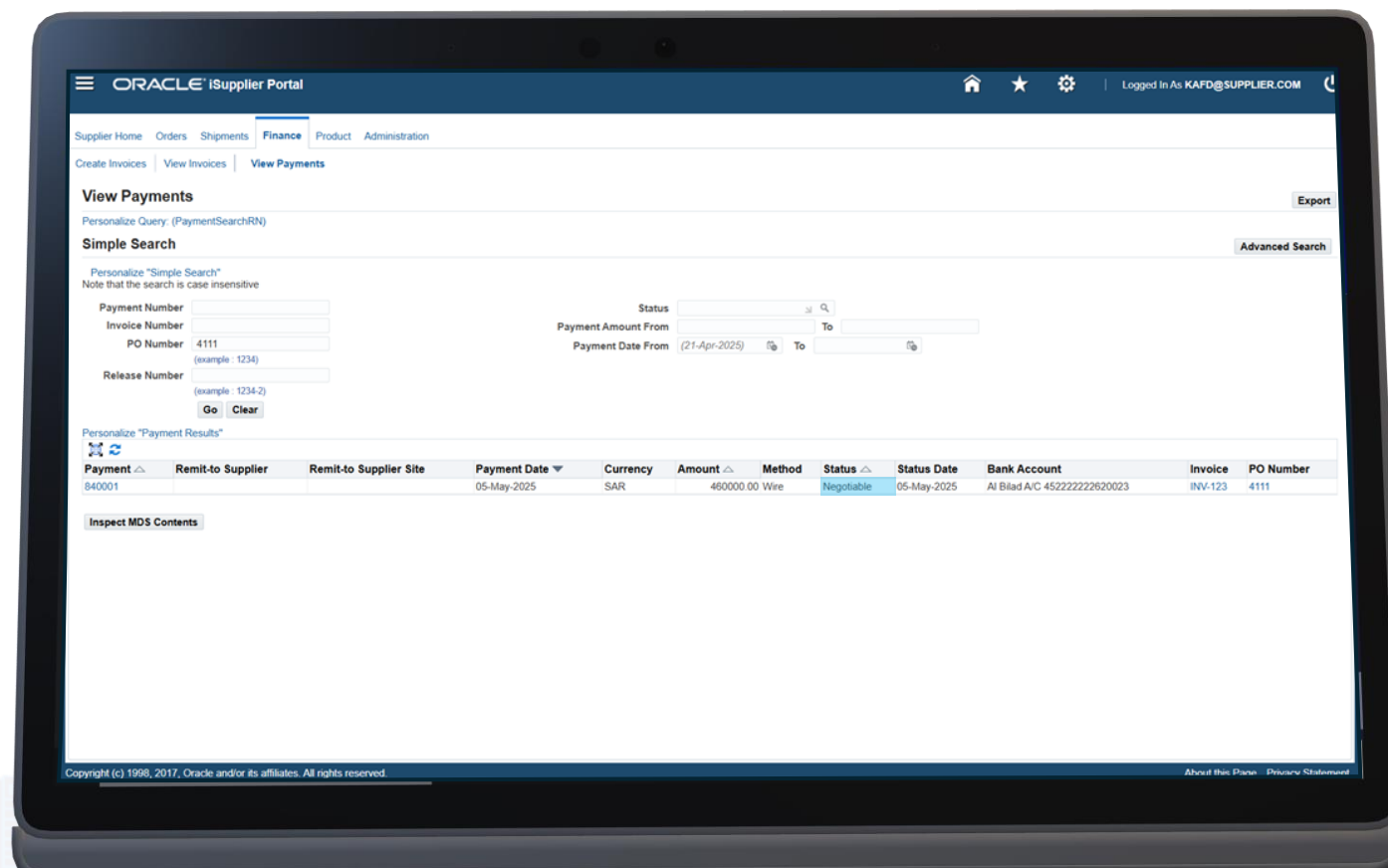
For any general inquiries, please contact us via email at:
vm@kafd.sa

Payments



3. View Payment

3.6 You can verify the status of the invoice here.



For any general inquiries, please contact us via email at:
vm@kafd.sa

Frequently Asked Questions About Login



What is iSupplier Portal?

iSupplier Portal is a self-service application within the Oracle ERP system that enables suppliers and buying companies to conduct business transactions electronically. It provides suppliers with real-time access to essential data such as purchase orders, delivery schedules, and payment details.



Is registration required to use iSupplier Portal?

Yes, only registered suppliers can access the portal and conduct e-business transactions. Once a supplier completes all registration steps, they will receive a username and password to log in to the Vendor Portal.



My account is locked, and I am unable to login to the portal. What should I do?

Follow the [Reset Password](#) steps.



Do I need an internet connection to access Oracle iSupplier Portal?

Yes, an internet connection is required. The portal is accessible via web browsers such as Internet Explorer (minimum version 8).



Is there a fee to use iSupplier Portal?

No, the service is provided free of charge to all vendors and service providers.



Do I need to install additional software?

No, you only need internet access and a compatible web browser—no extra software is required.

Frequently Asked Questions About Work Confirmation



What is a Work Confirmation in iSupplier?

A Work Confirmation is a formal acknowledgment submitted by the supplier within Oracle iSupplier to confirm that the agreed-upon services or deliverables have been successfully completed in accordance with the Purchase Order (PO) or Service Contract. This confirmation enables the buyer to review the completion status and proceed with the payment process.



Why can't I see the Work Confirmation option in the iSupplier Portal?

The Purchase Order (PO) may not be eligible for Work Confirmation, as if the PO is for goods rather than services, you may need to create an Advance Shipment Notice (ASN) instead.



Why am I unable to submit a Work Confirmation?

Review the PO details and ensure all required fields are completed. If the problem persists, consider the following possible reasons:

- The PO line has already been fully confirmed.
- Some required fields have not been properly filled out.
- Submission is attempted outside the allowed date or service period (Period of Performance).



Can I update or cancel a submitted Work Confirmation?

Once a Work Confirmation is submitted and its status is 'Pending,' it can be canceled but not updated. If changes are required, request the buyer to reject it or submit a new one.



What should I do if the Work Confirmation is rejected?

Review the buyer's reason for rejection and make the necessary corrections. Cancelling the rejected Work Confirmation is a crucial step to ensure the reserved amount is released. Once this is done, you can submit a new Work Confirmation with the corrected details.

Frequently Asked Questions About Login



Can multiple employees from my company register on iSupplier Portal?

Yes, multiple employees can be registered. Primary contact is designated and registered using their email address through registration URL. Once granted access, the primary contact can then authorize and add additional employees as needed.



Can I obtain copies of invoices from iSupplier?

No, invoice copies are not available on iSupplier. Invoices are sent directly to suppliers or agents upon billing.



Who should I contact for inquiries and support?

For qualification-related queries, please reach us at: vm-pqq@kafd.sa

For the technical issues, contact our support team at: vms@kafd.sa

For any general inquiries, please contact us via email at: vm@kafd.sa



How can I view notifications sent to me via the portal?

On the KAFD Supplier Portal Home Page, navigate to Worklist and click Full List. Then, select the appropriate notification type from the dropdown menu.



What is the KAFD method of payment?

KAFD processes payments exclusively via the SWIFT network, and all transfers are conducted as wire transfers.



How can a supplier update their profile information?

A supplier can update their profile information through the Administration tab, where they can modify details such as their address, contact information, business classification, products and services, and bank account. Any changes made will be sent to the VM team for review and approval before they take effect.

Frequently Asked Questions About Advanced Shipping Notice



What is an ASN in the iSupplier Portal?

An ASN (Advanced Shipping Notice) is a document that suppliers submit to inform the buyer about upcoming deliveries. It includes details such as item descriptions, quantities, packaging information, and expected delivery dates.



Why am I unable to create an ASN in the iSupplier Portal?

The purchase order (PO) must be approved and available. If the PO has already been fully received or closed, it will no longer be eligible for ASN creation.



Why is my ASN stuck in 'Pending' status?

Because ASN is awaiting internal approval or processing.



How will I be notified of ASN status?

You will receive a notification once the internal approval process is completed, indicating whether your ASN has been approved or rejected. If rejected, the reason for rejection will be clearly provided, allowing you to make the necessary corrections in the next submission.



Can I edit or cancel an ASN after submission

Once an ASN is submitted, it cannot be edited, but cancellation might be possible if the ASN has not yet been received or the transaction status is "processed".



Why are ASN quantities not matching the PO?

ASN quantities may not match the PO due to over-shipment restrictions, Unit of Measure (UOM) mismatches, or the line item already being fully received.



Can I resend or recreate an ASN?

If the ASN is rejected or cancelled, you can usually create it using the same PO, unless it has been fully received or closed.

Frequently Asked Questions About Invoice



When can an invoice be submitted?

An invoice can only be submitted if the ASN (Advance Shipping Notice) or WC (Work Confirmation) has received final approval.



Why is the advance payment missing when creating the invoice?

Ensure that the advance payment is defined in the Purchase Order (PO).



Why is the retention line missing from the invoice?

Ensure that the retention line is correctly defined in the Purchase Order (PO).

THANK YOU