KAFD
مركز الملك عبدالله المالي

iSupplier User's Guide v0.1

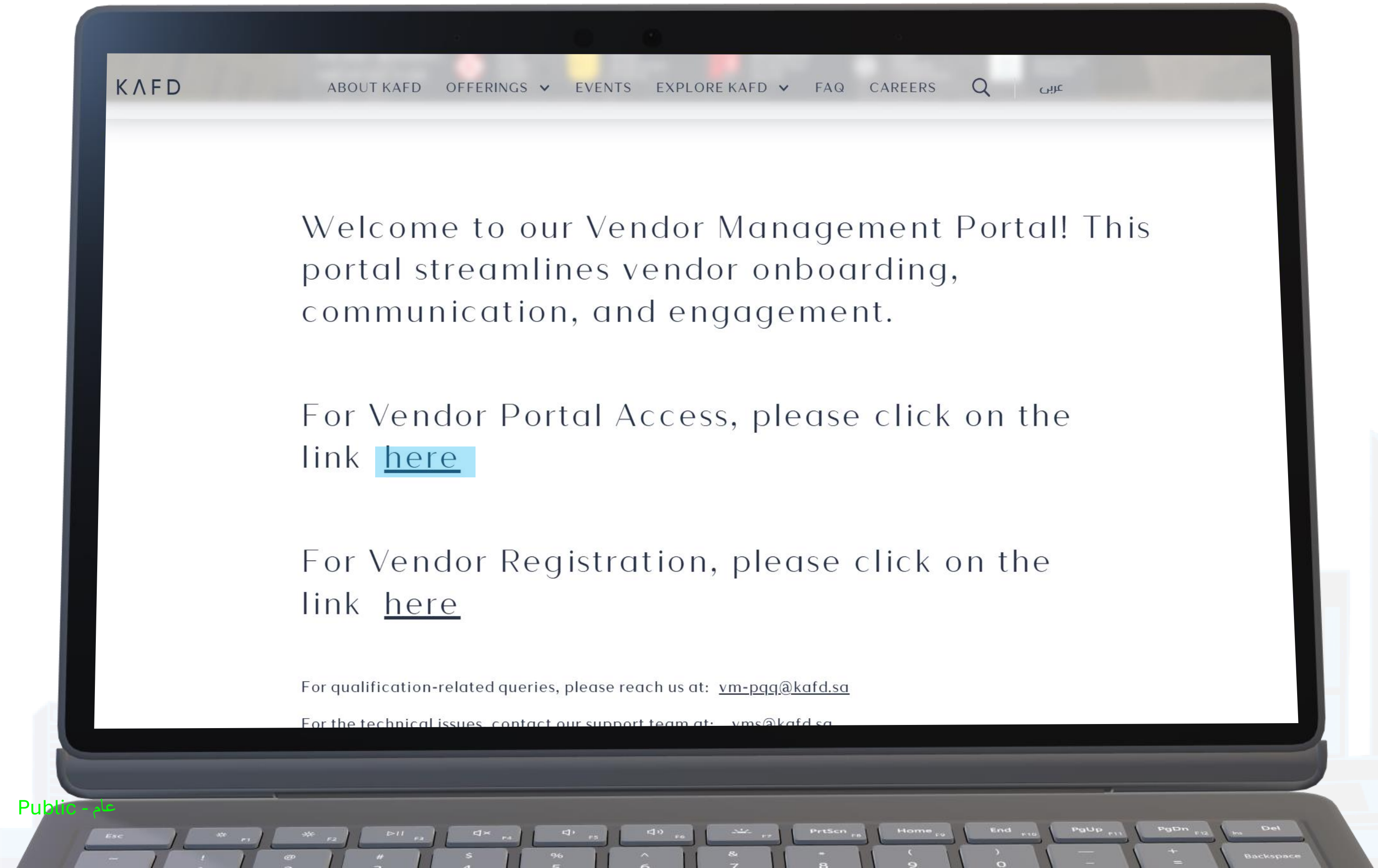
For External Suppliers

28/ 05 / 2025

Owned by إحدى شركات
صندوق الاستثمارات العامة
Public Investment Fund

Registration process for the New Supplier

1- Go To KAFD Vendor Management Portal



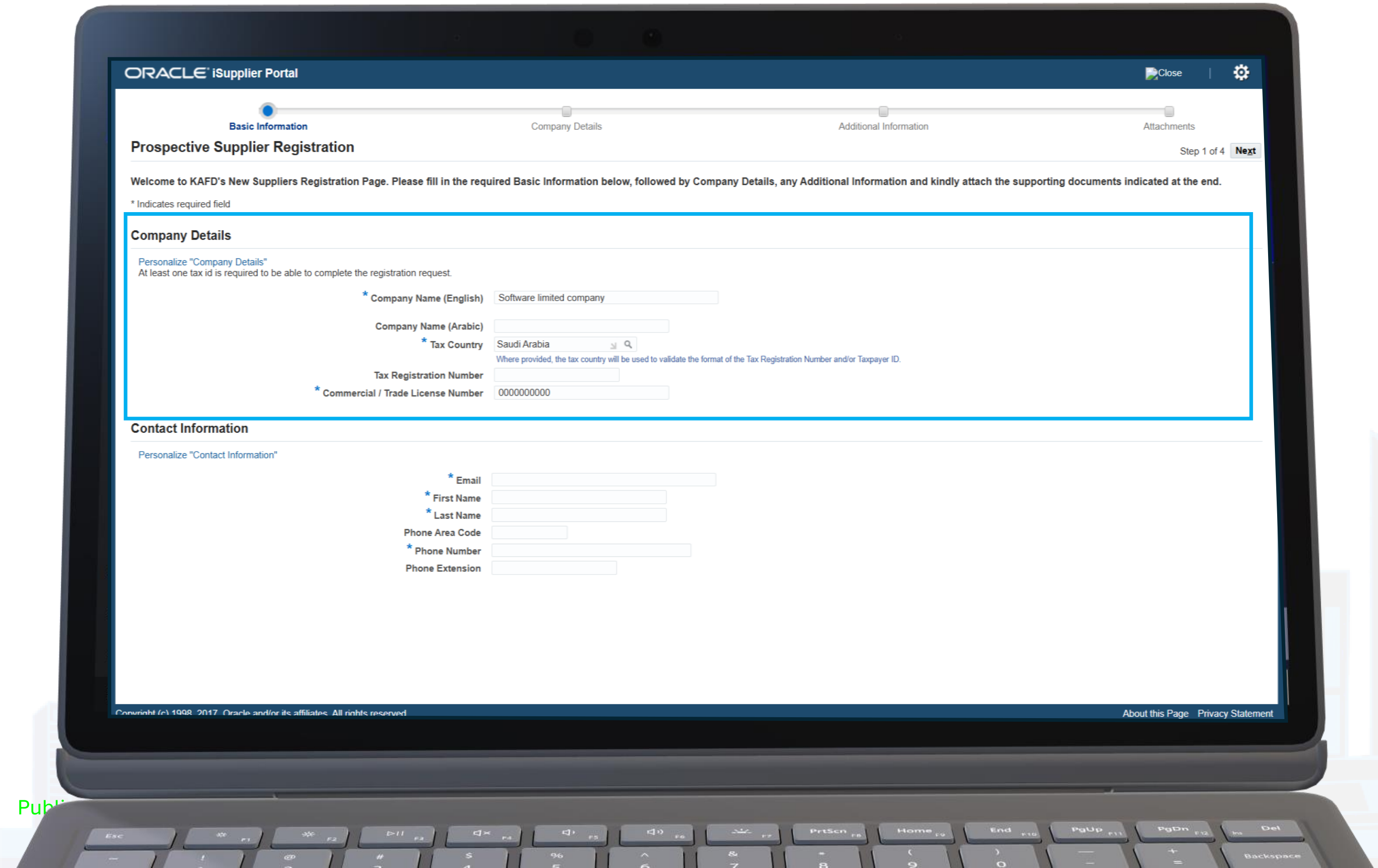
1.1 Click here to direct you to KAFD Vendor Management Portal to start the Registration process

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



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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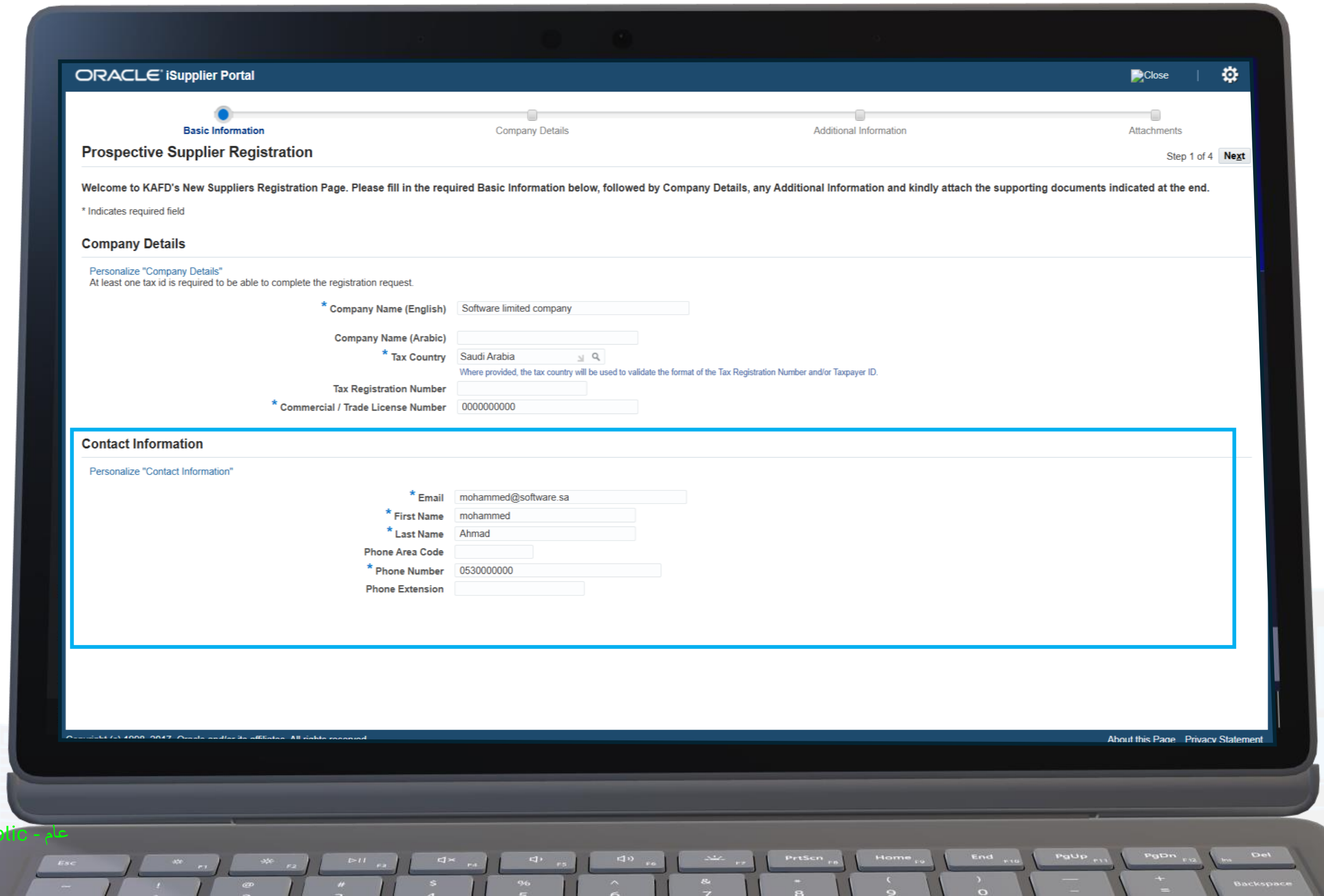
Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | 4- Attachment



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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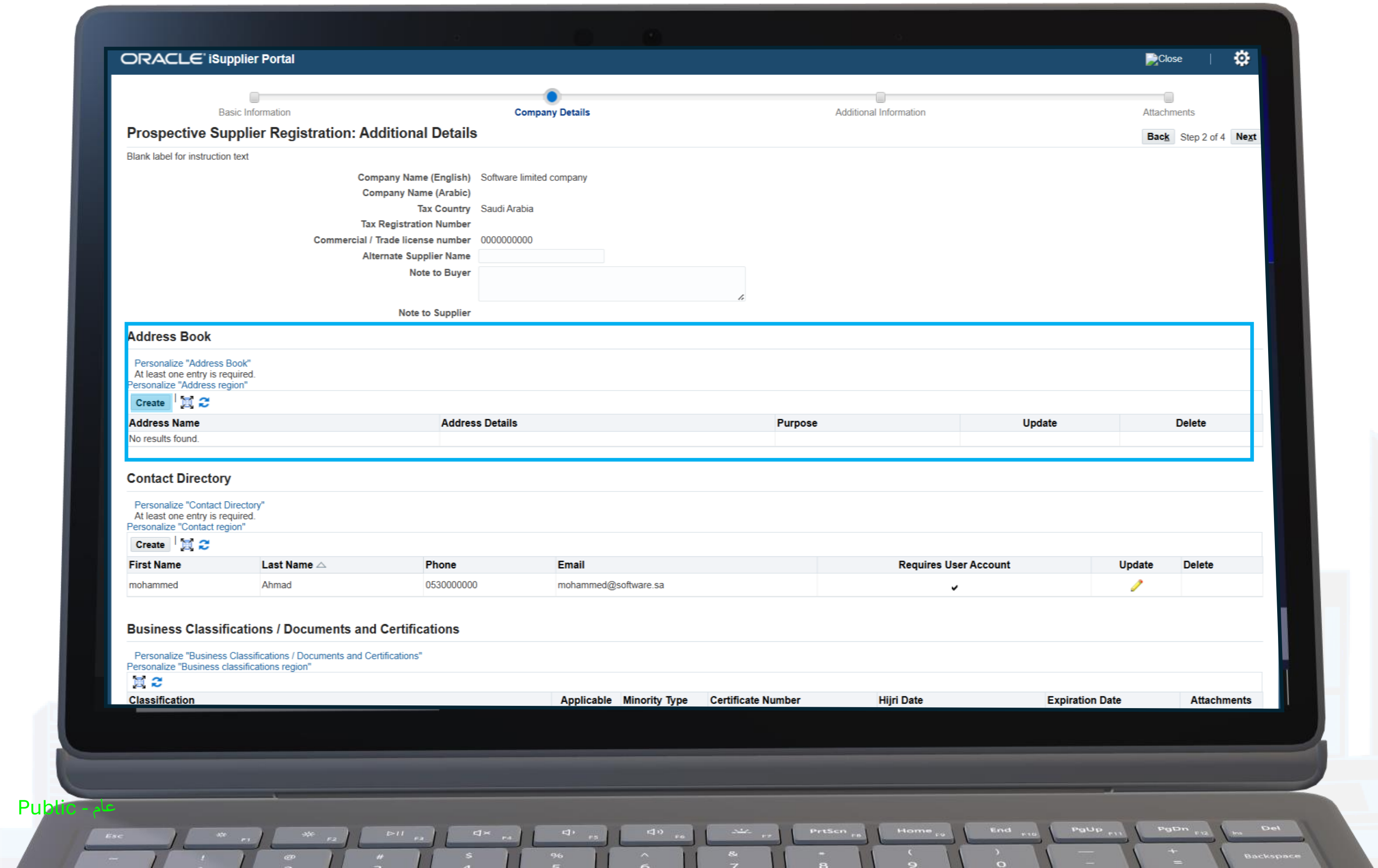
Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | 4- Attachment

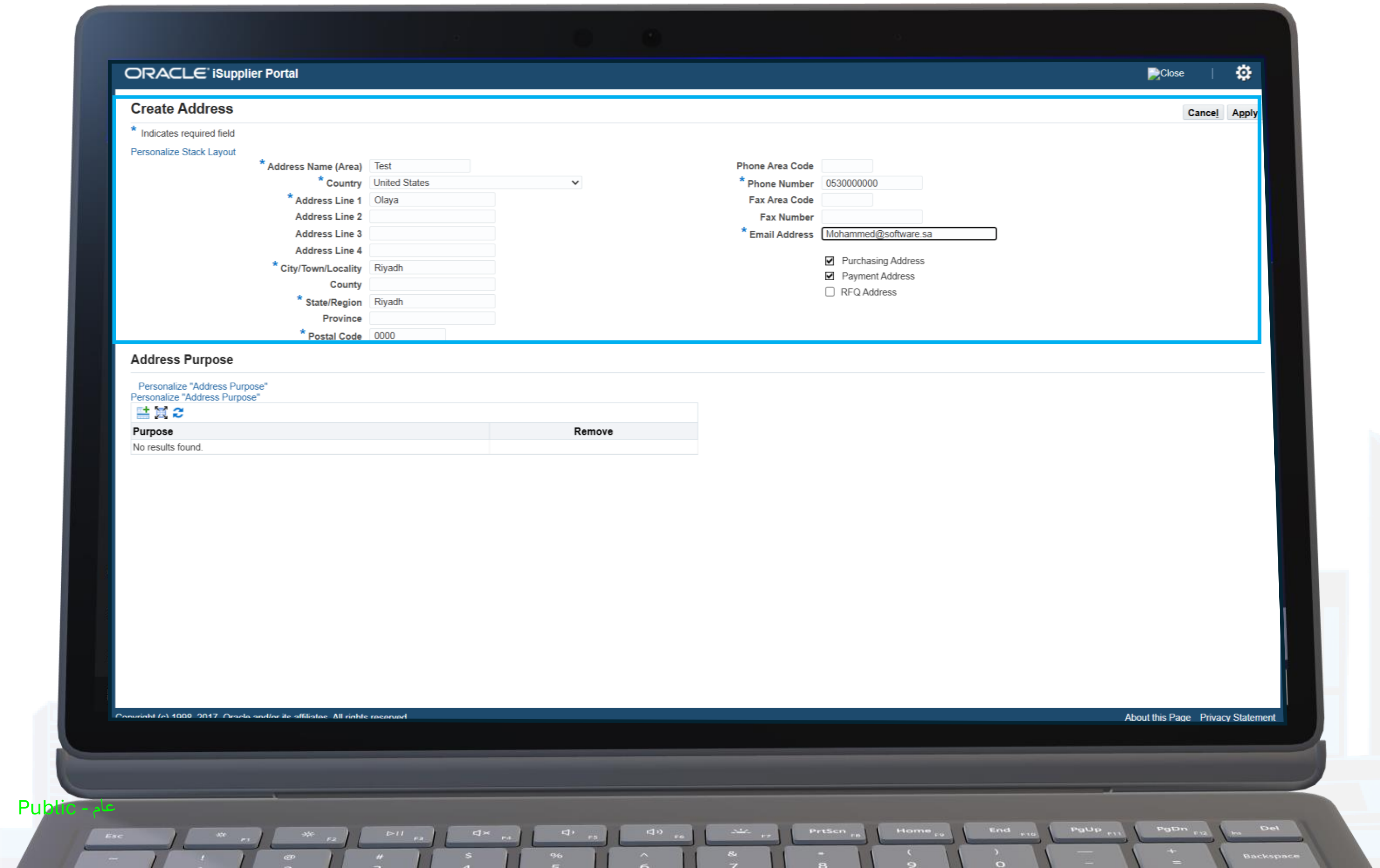


2.1 Adress Book

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

Registration process for the New Supplier

1- Basic Information | **2- Company Details** | 3- Additional Information | 4- Attachment



2.2 Crate Adress

2.2.1 Enter Adress Name.

2.2.2 Enter Your Country Name.

2.2.3 Enter Adress 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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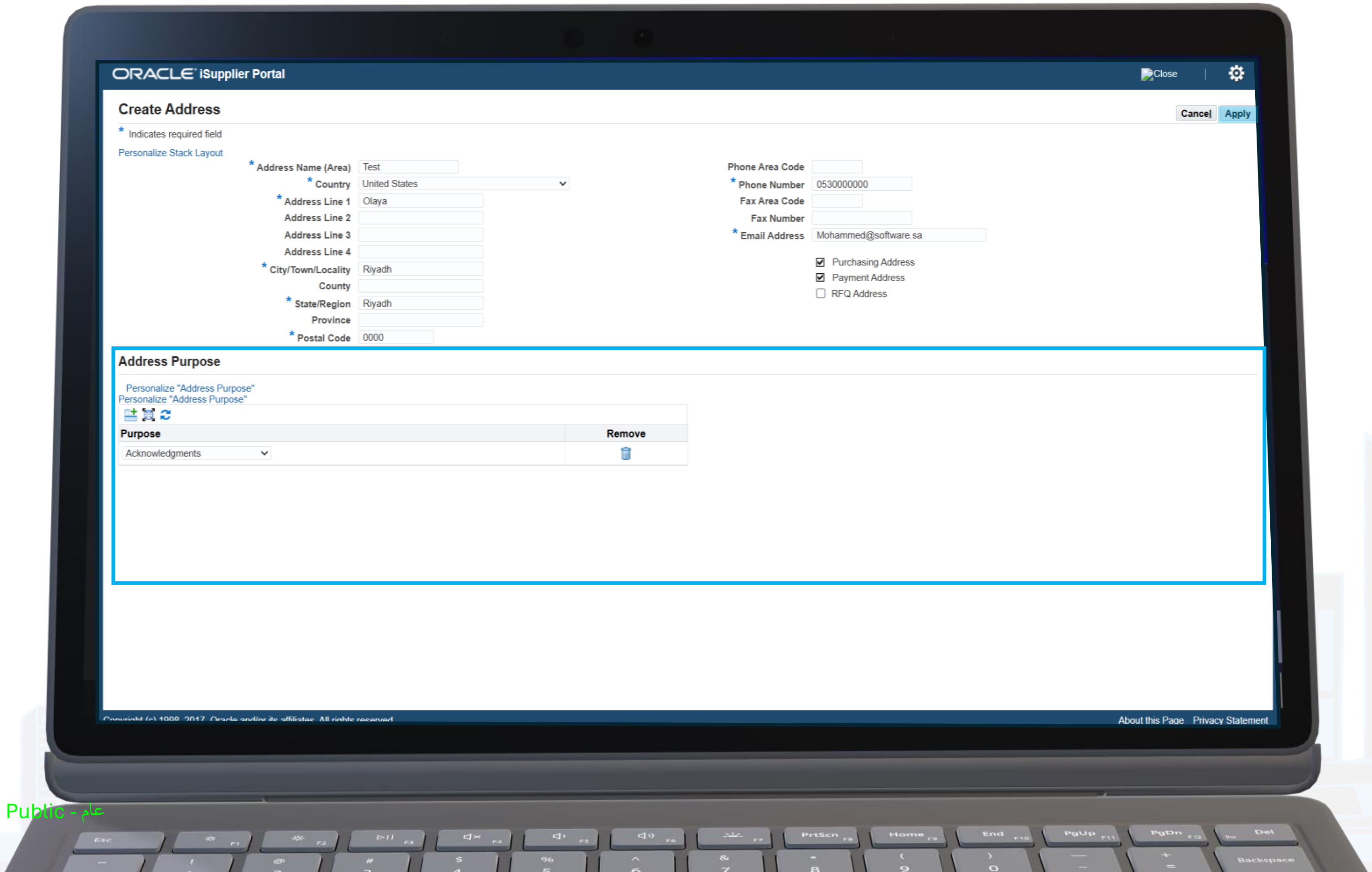
Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | 4- Attachment



2.3 Adress Purpose

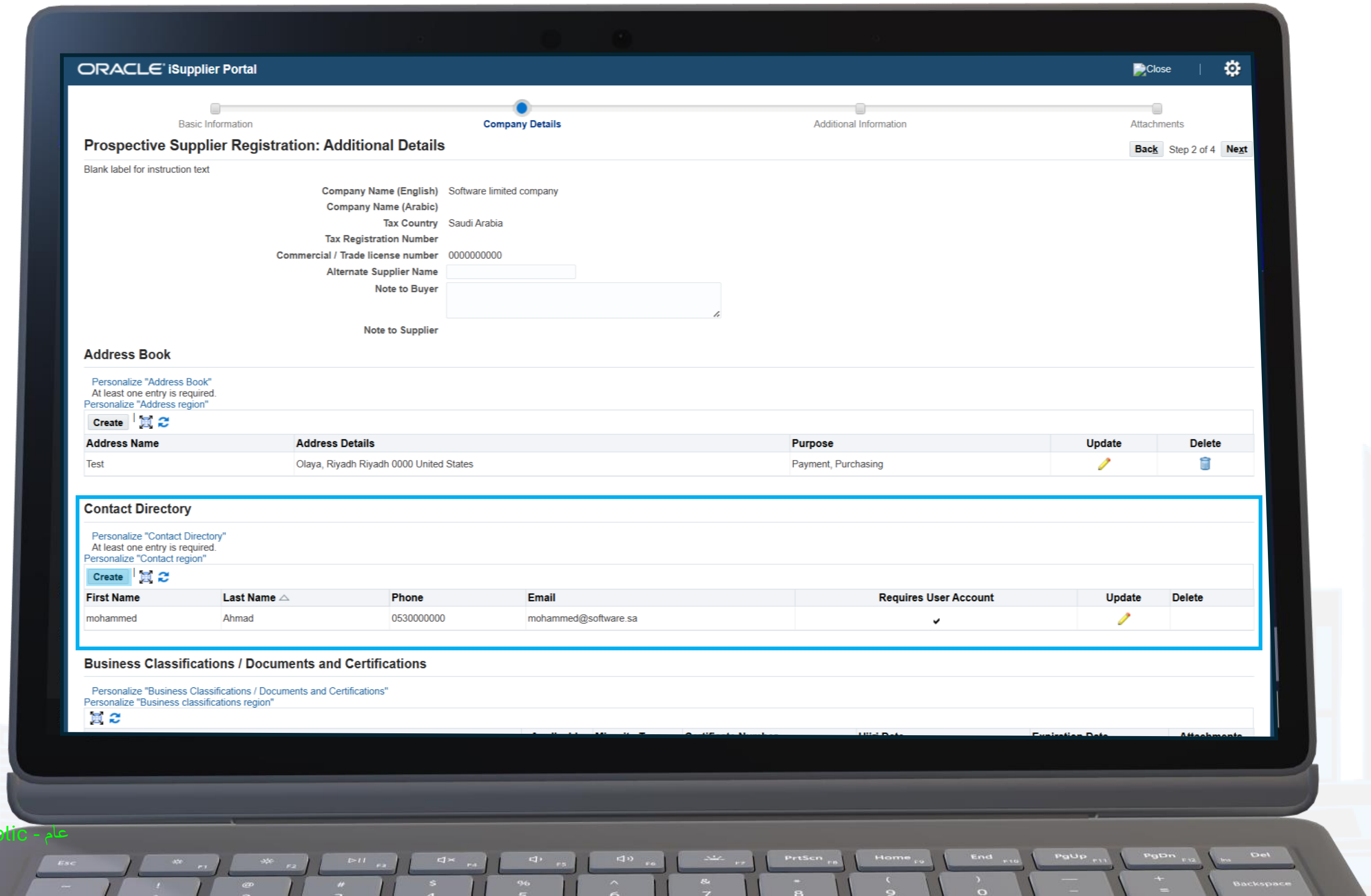
2.3.1 Click on the Add icon to Create a new Entry.

2.3.2 Choose the Purpose from the Drop-down menu.

2.3.3 Click on “Apply”.

Registration process for the New Supplier

1- Basic Information | **2- Company Details** | 3- Additional Information | 4- Attachment



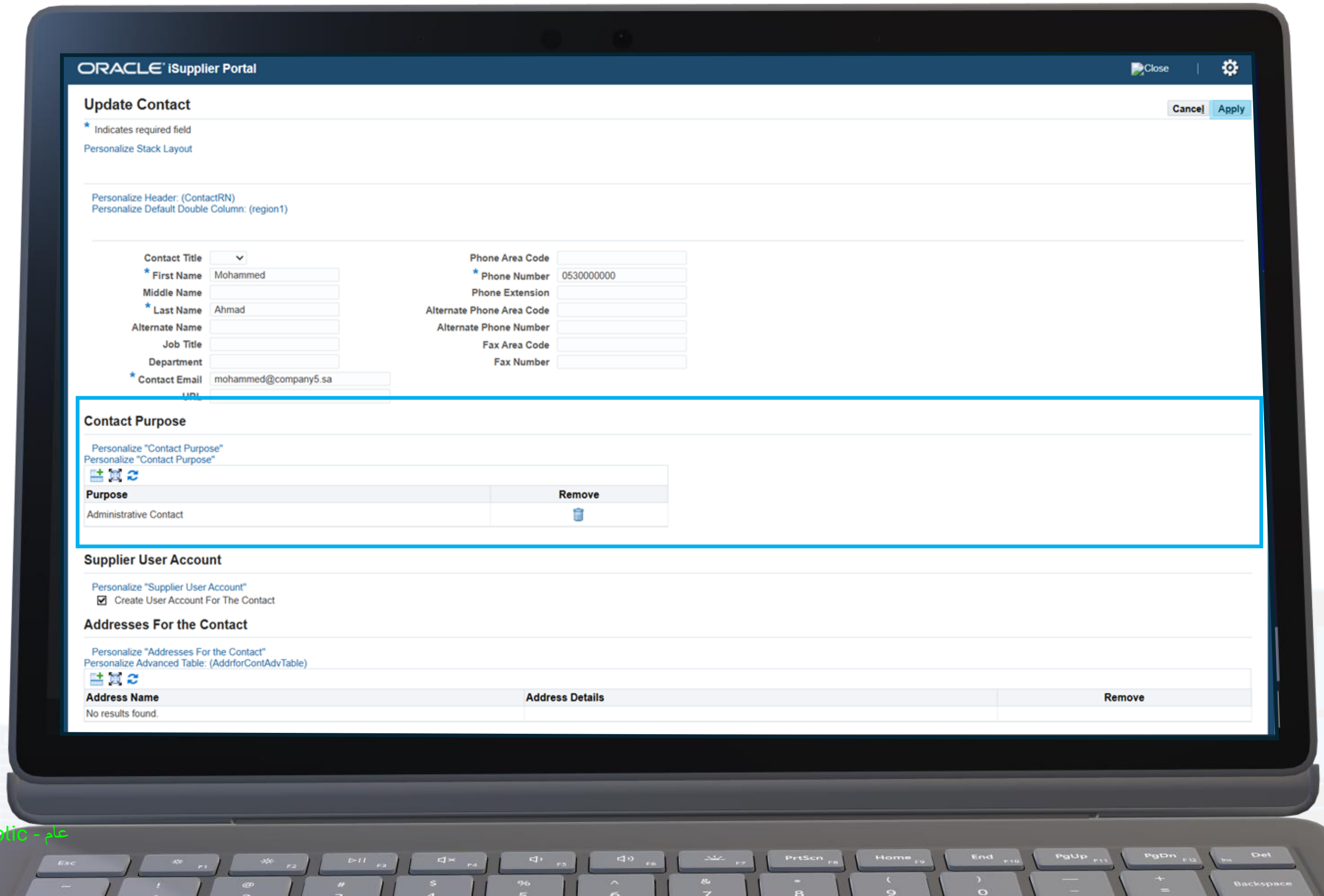
2.4 Contact Directory

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.

Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | 4- Attachment



2.5 Contact Purpose

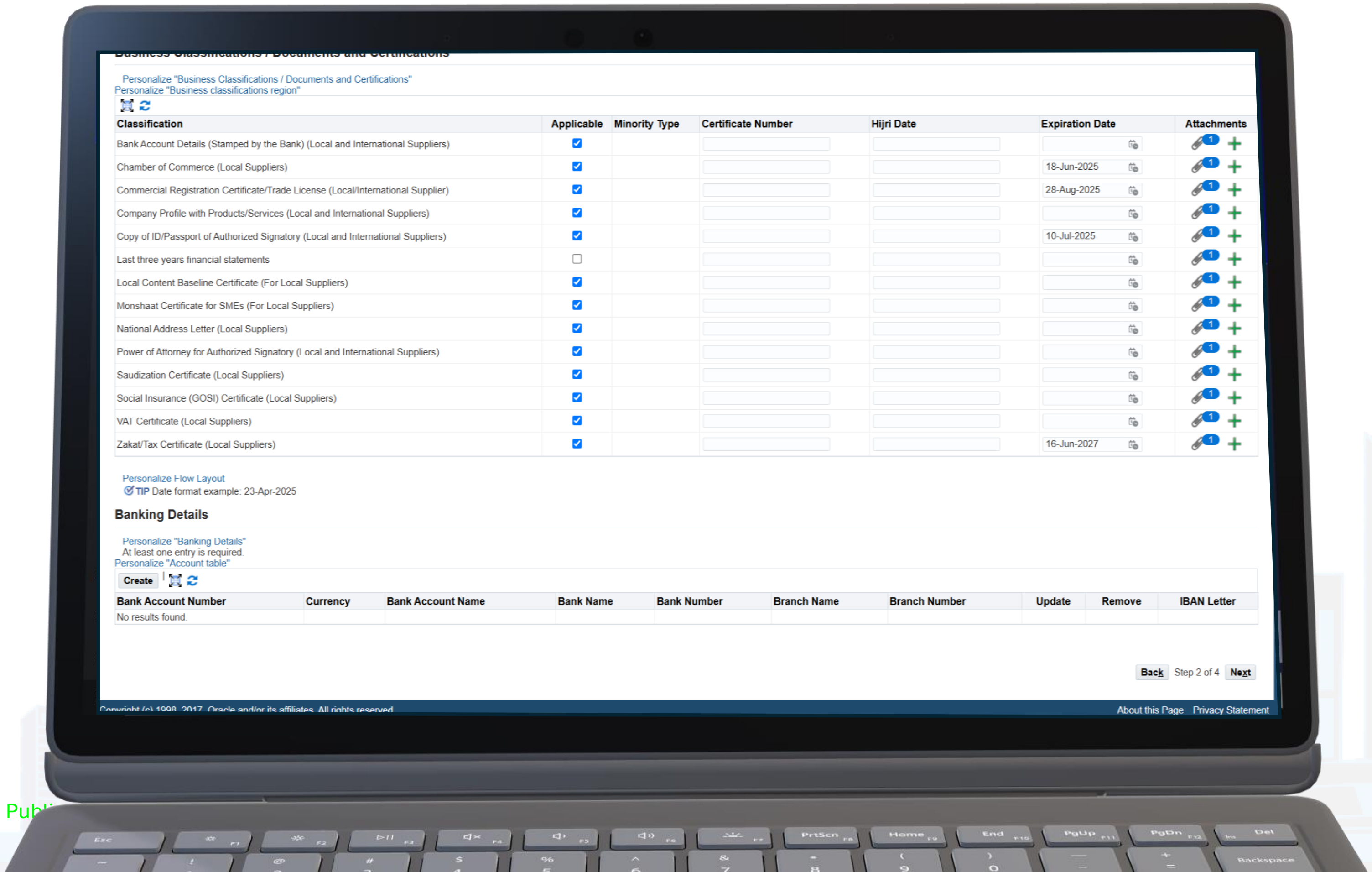
2.5.1 Select the purpose

2.5.2 Click on “Apply”

Public - عام

Registration process for the New Supplier

1- Basic Information | **2- Company Details** | 3- Additional Information | 4- Attachment


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)	☑					1
Chamber of Commerce (Local Suppliers)	☑				18-Jun-2025	1
Commercial Registration Certificate/Trade License (Local/International Supplier)	☑				28-Aug-2025	1
Company Profile with Products/Services (Local and International Suppliers)	☑					1
Copy of ID/Passport of Authorized Signatory (Local and International Suppliers)	☑				10-Jul-2025	1
Last three years financial statements	☐					1
Local Content Baseline Certificate (For Local Suppliers)	☑					1
Monshaat Certificate for SMEs (For Local Suppliers)	☑					1
National Address Letter (Local Suppliers)	☑					1
Power of Attorney for Authorized Signatory (Local and International Suppliers)	☑					1
Saudization Certificate (Local Suppliers)	☑					1
Social Insurance (GOSI) Certificate (Local Suppliers)	☑					1
VAT Certificate (Local Suppliers)	☑					1
Zakat/Tax Certificate (Local Suppliers)	☑				16-Jun-2027	1

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

2.6 Business Classification / Documents and Certifications

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

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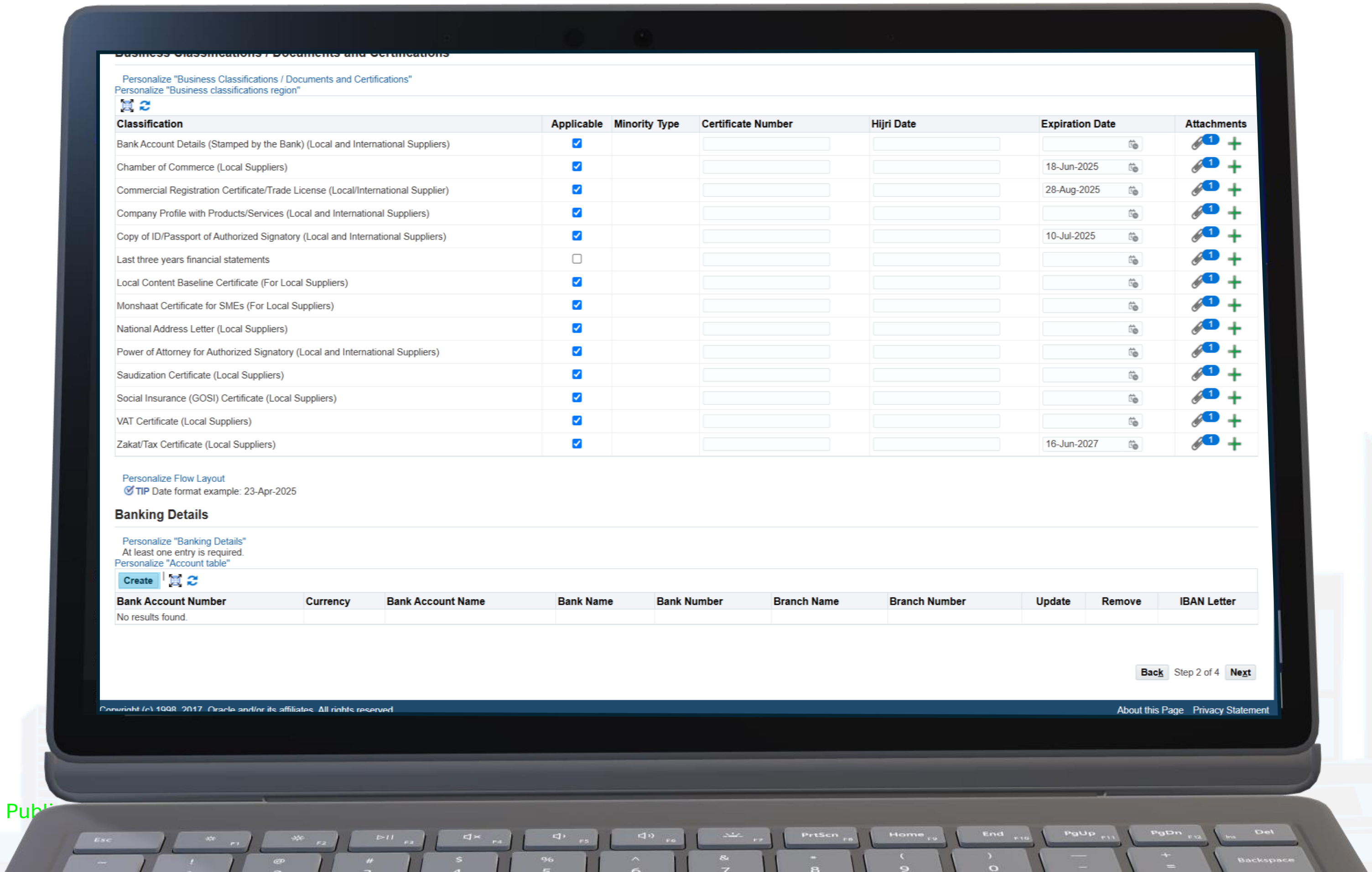
Registration process for the New Supplier

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.

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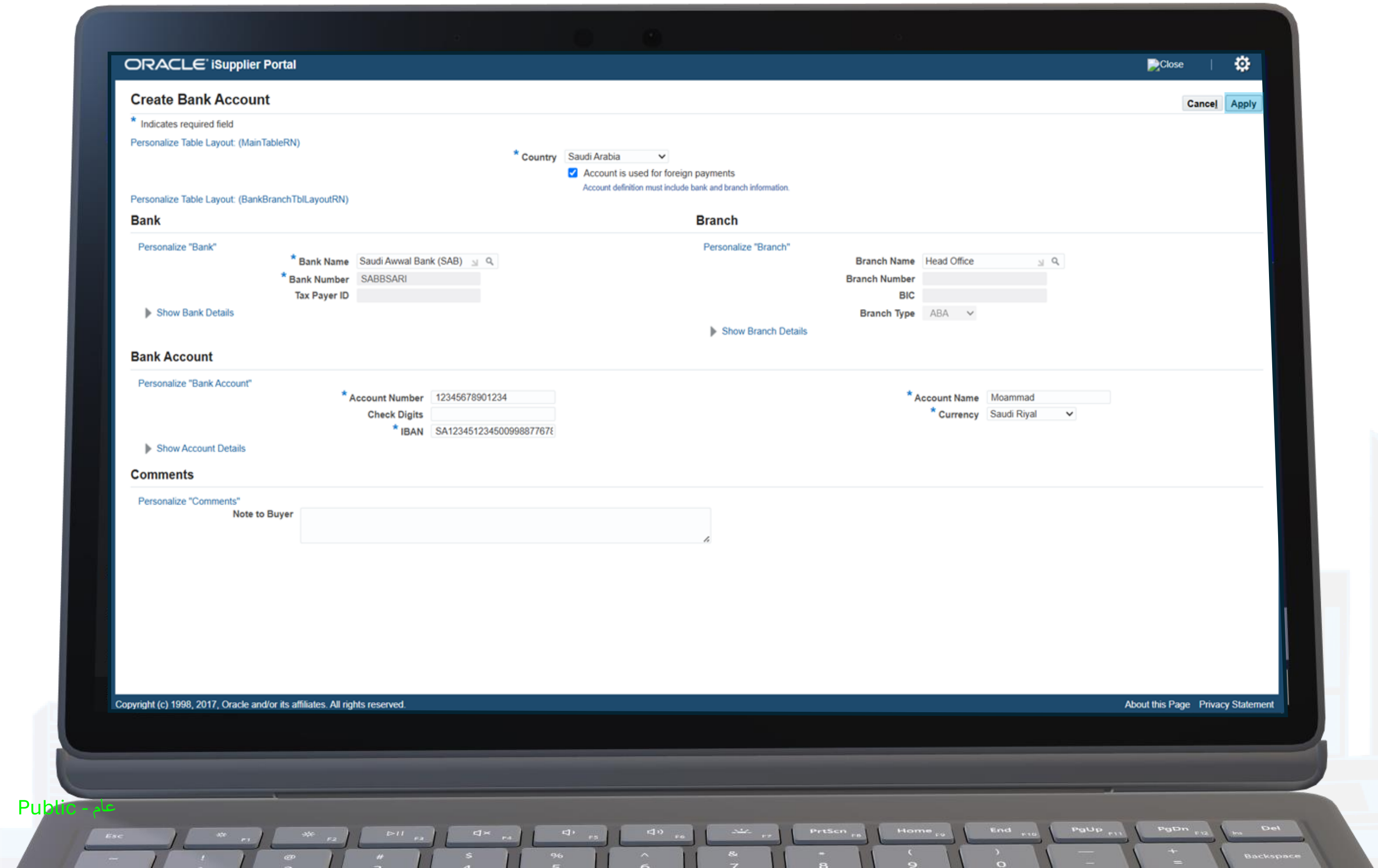
Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | 4- Attachment



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 .

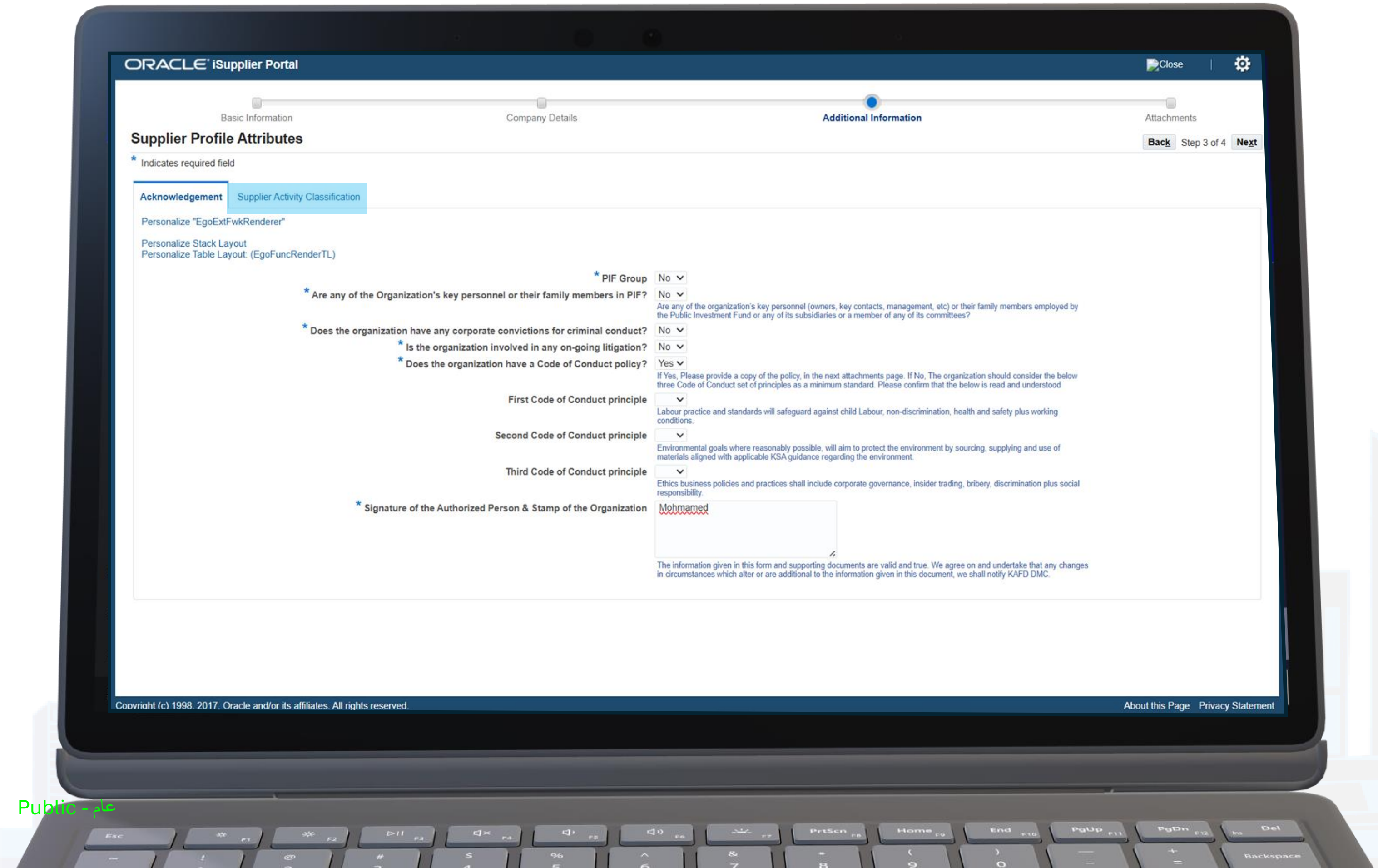
2.7.6 Add the Account Name.

2.7.7 Select “Country”.

2.7.8 Click on “Apply”

Registration process for the New Supplier

1- Basic Information | 2- Company Details | **3- Additional Information** | 4- Attachment



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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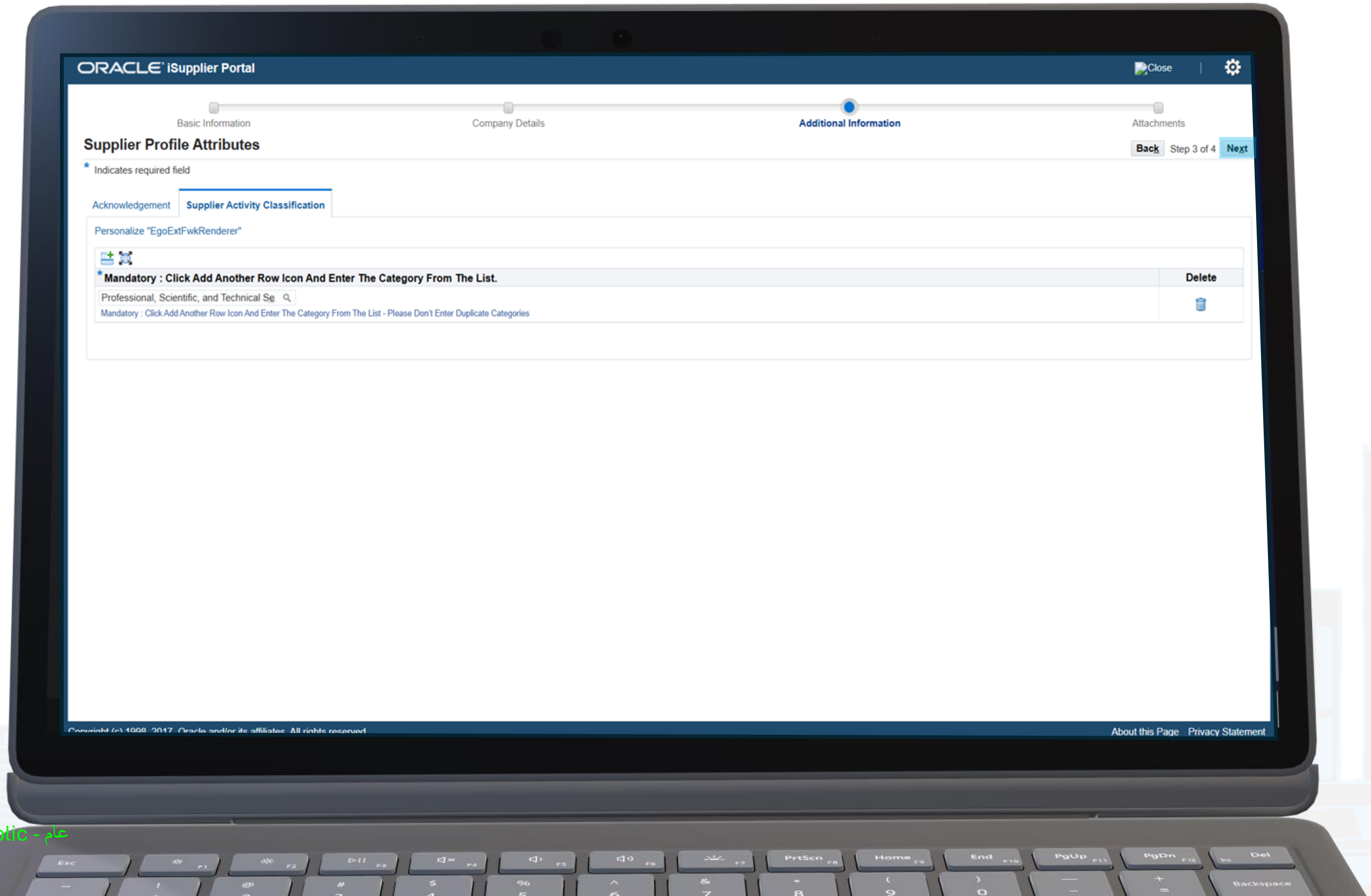
Registration process for the New Supplier

1- Basic Information | 2- Company Details | **3- Additional Information** | 4- Attachment



3.2 Supplier Activity classification Page

3.2.1 Click on Add icon to Add your Company Activates.

3.2.2 Click on "Next".

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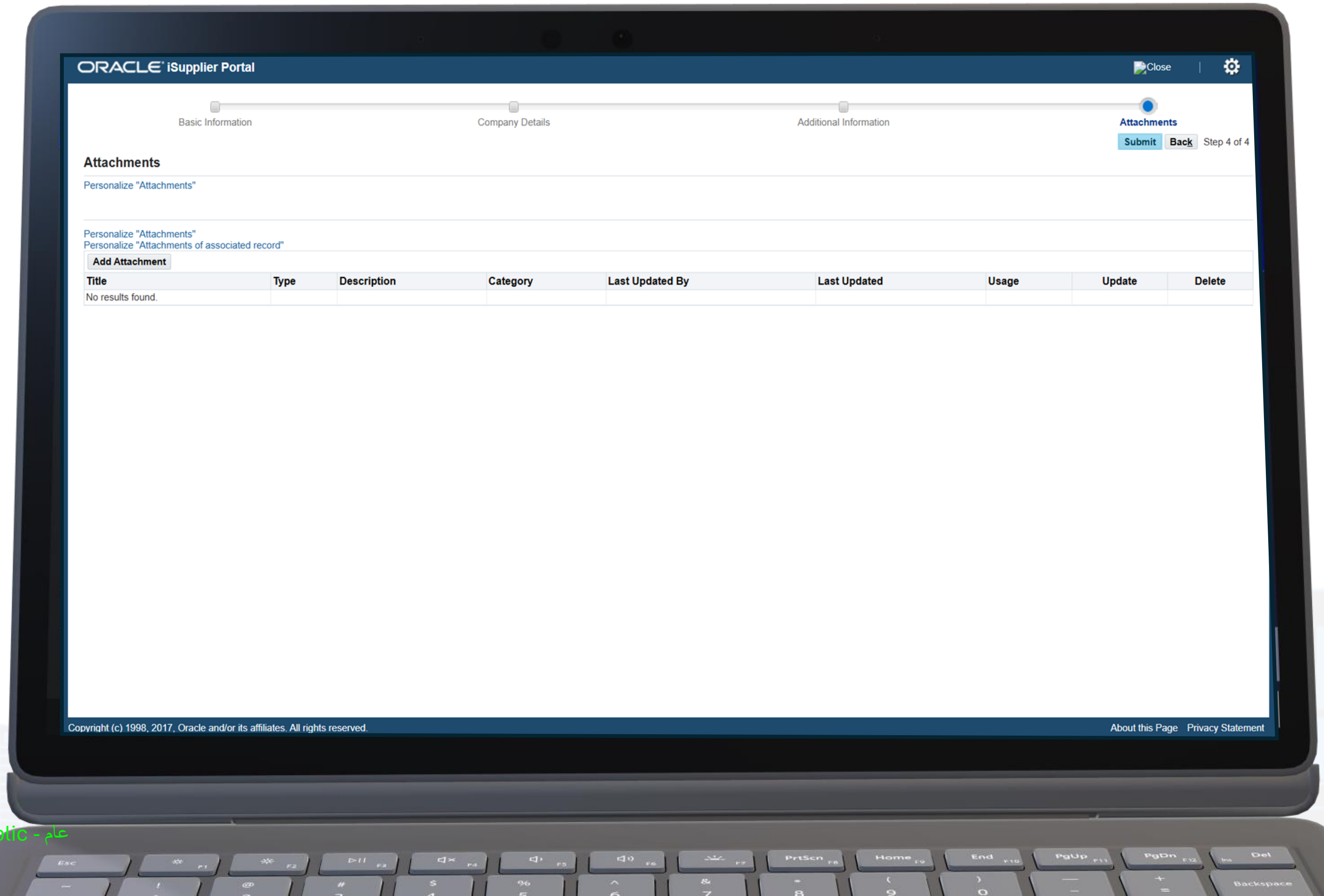
Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | **4- Attachment**



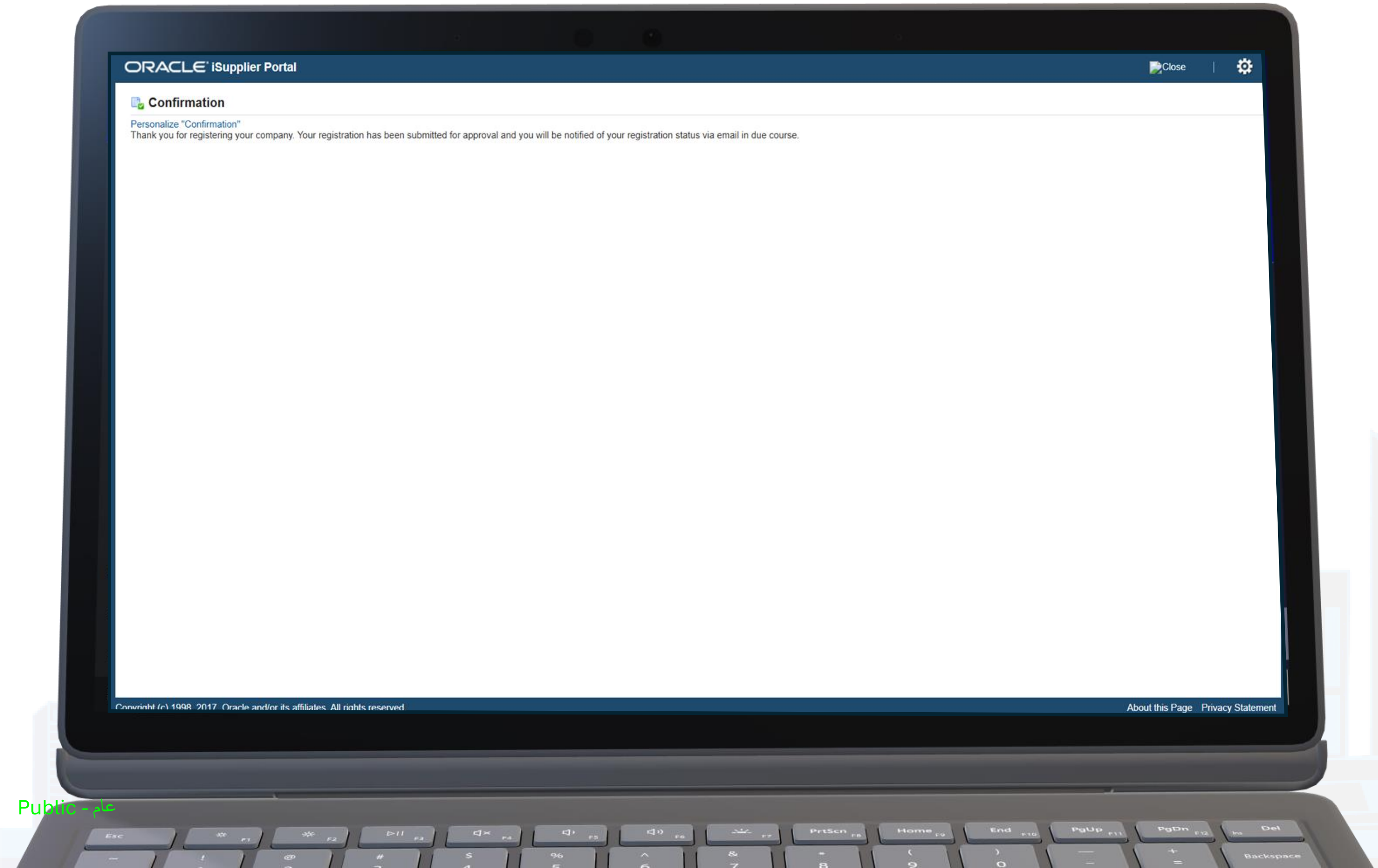
4.1 Attachments

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”.

Registration process for the New Supplier

1- Basic Information | 2- Company Details | 3- Additional Information | **4- Attachment**



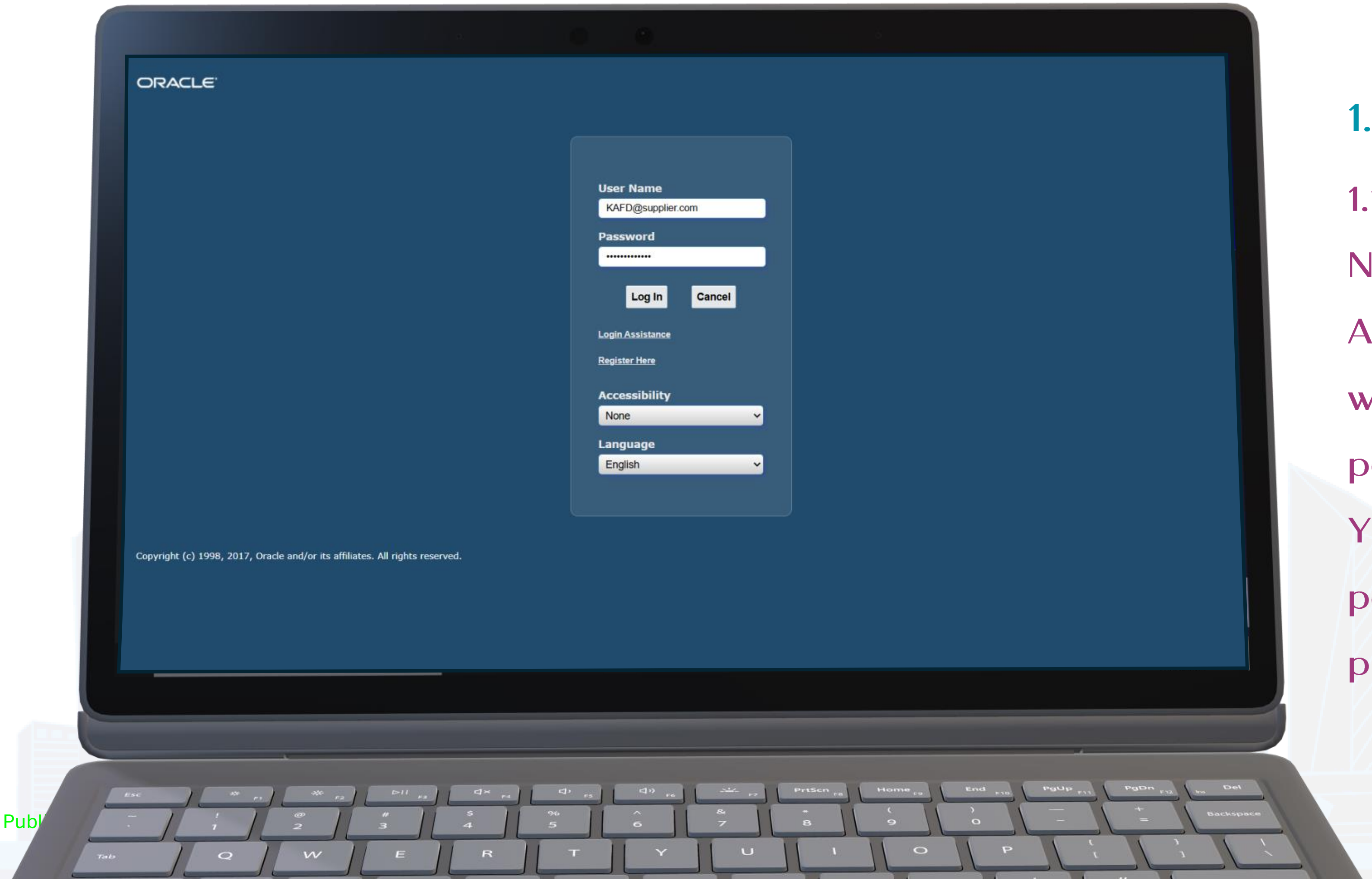
5.1 Submission

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.

iSupplier Login

1. iSupplier Login process



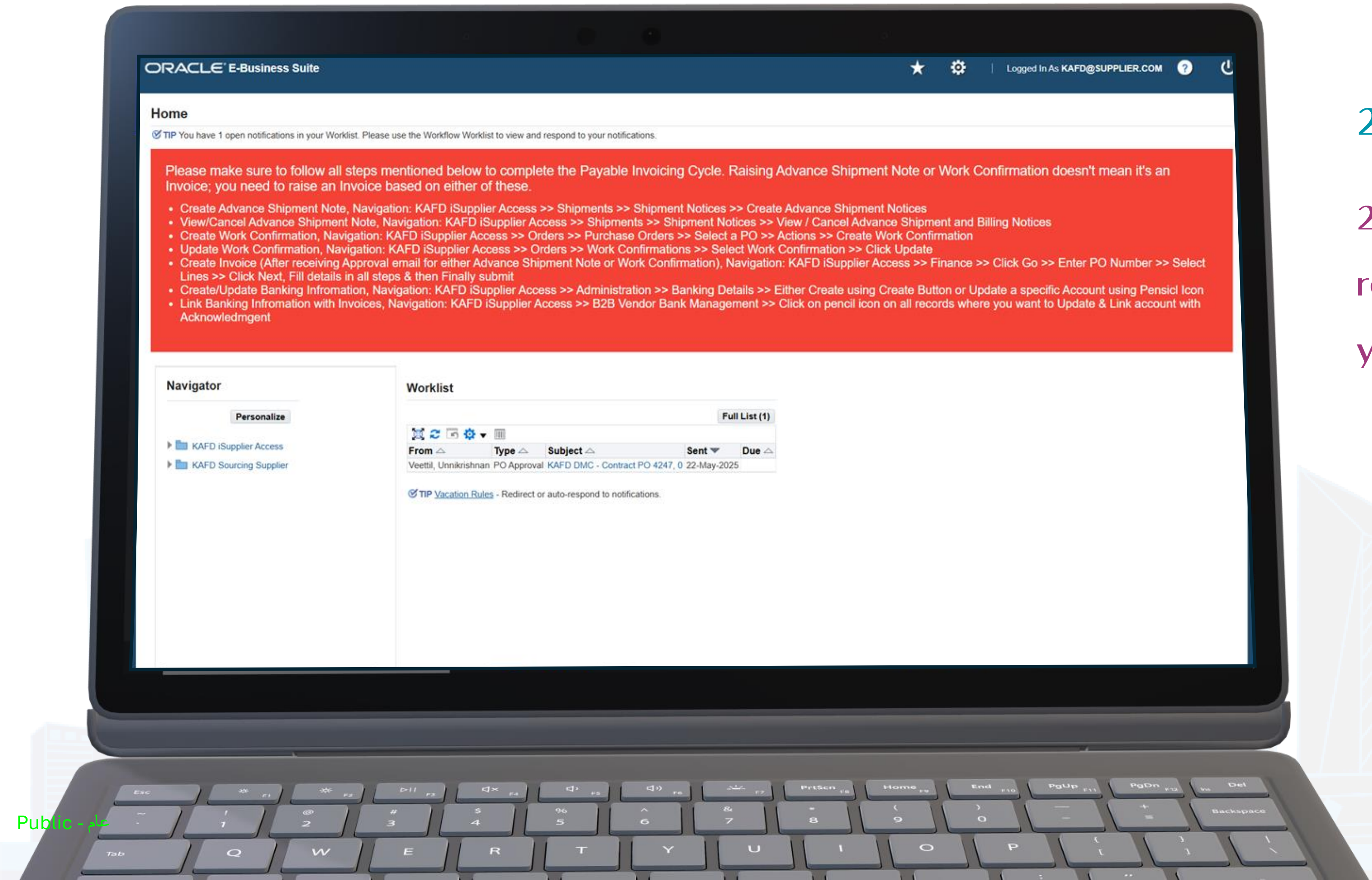
1.1 iSupplier Login

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.

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.

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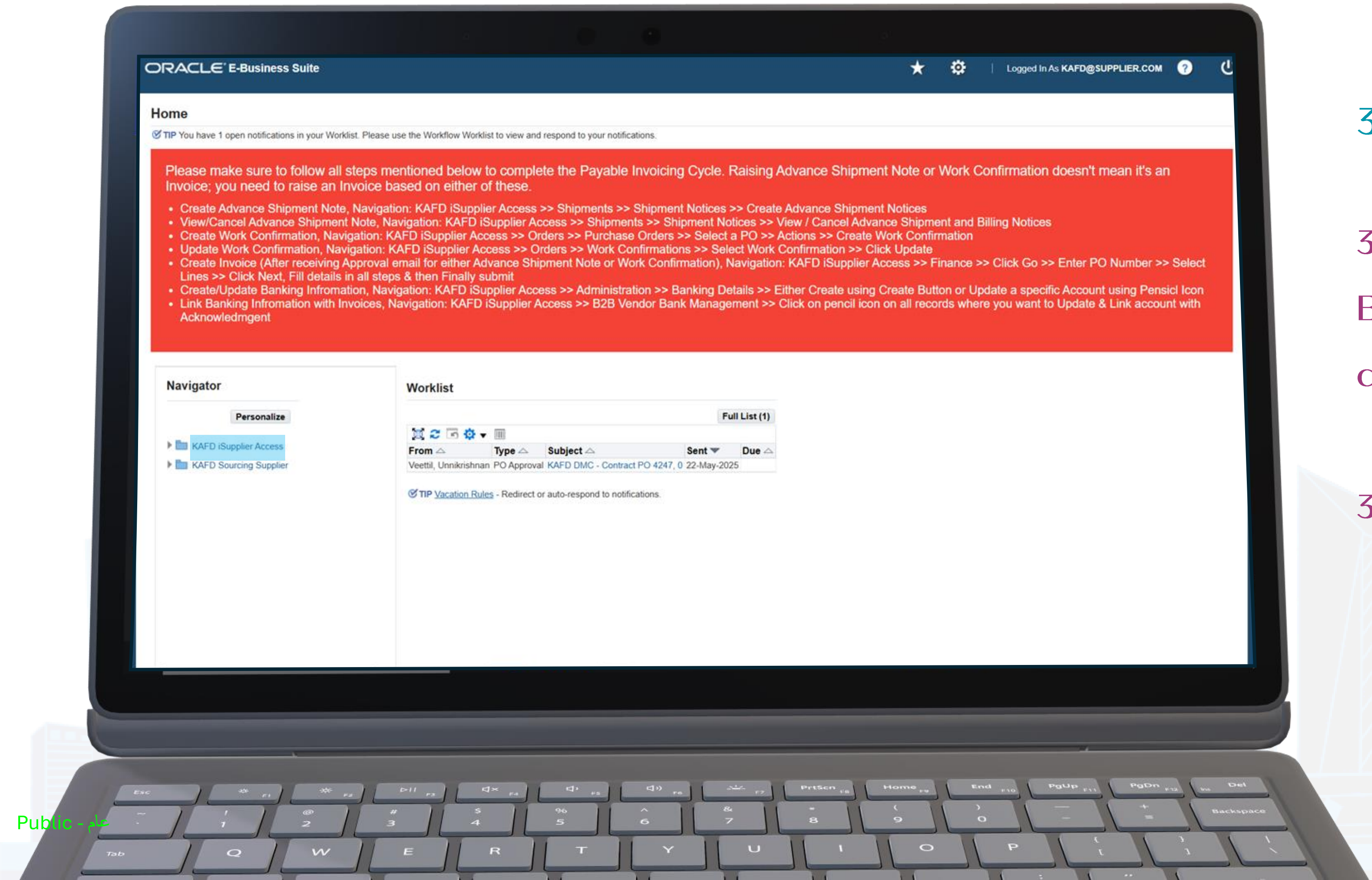
iSupplier Login

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”.

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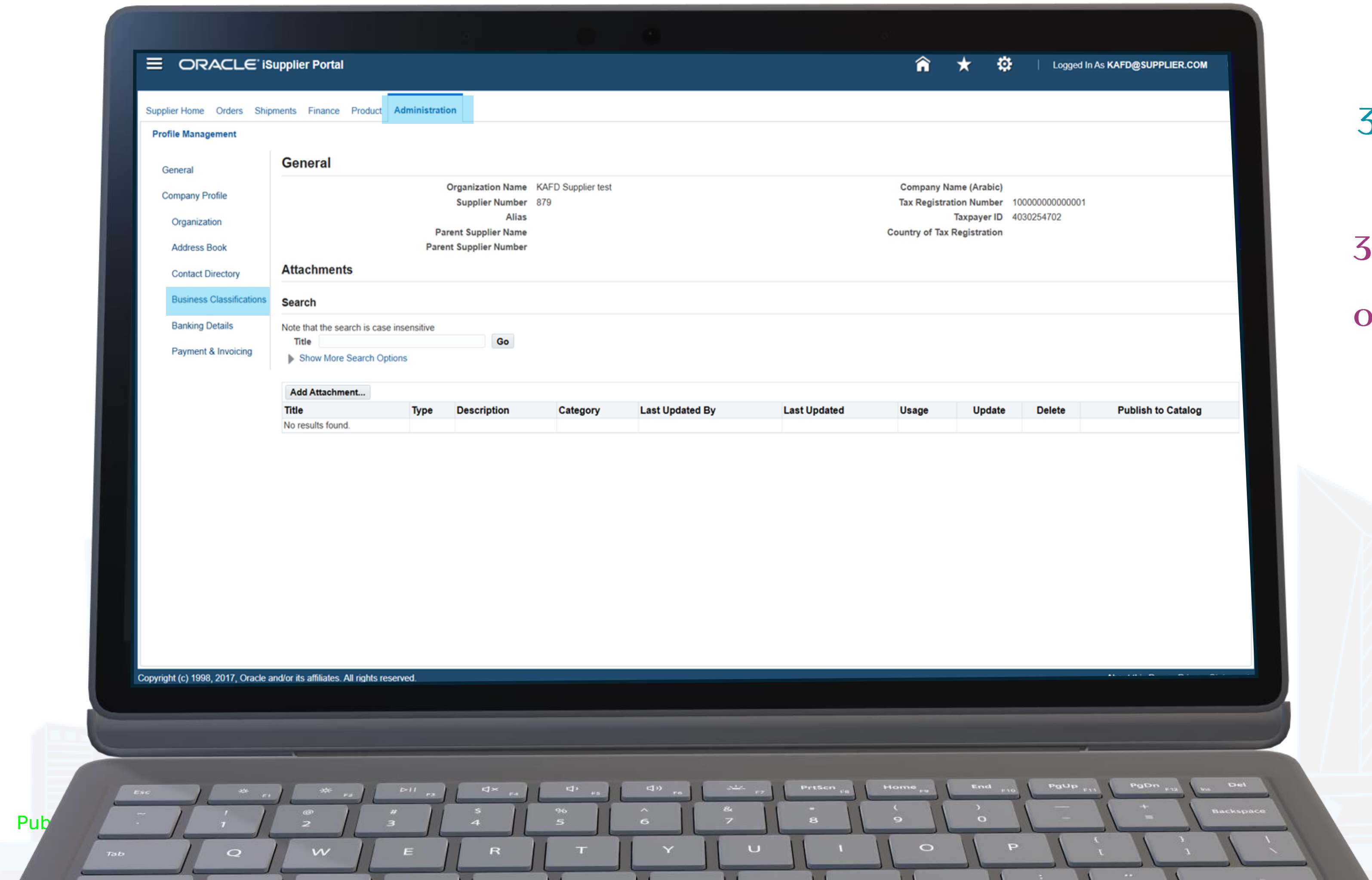
iSupplier Login

3. Change the Supplier Details



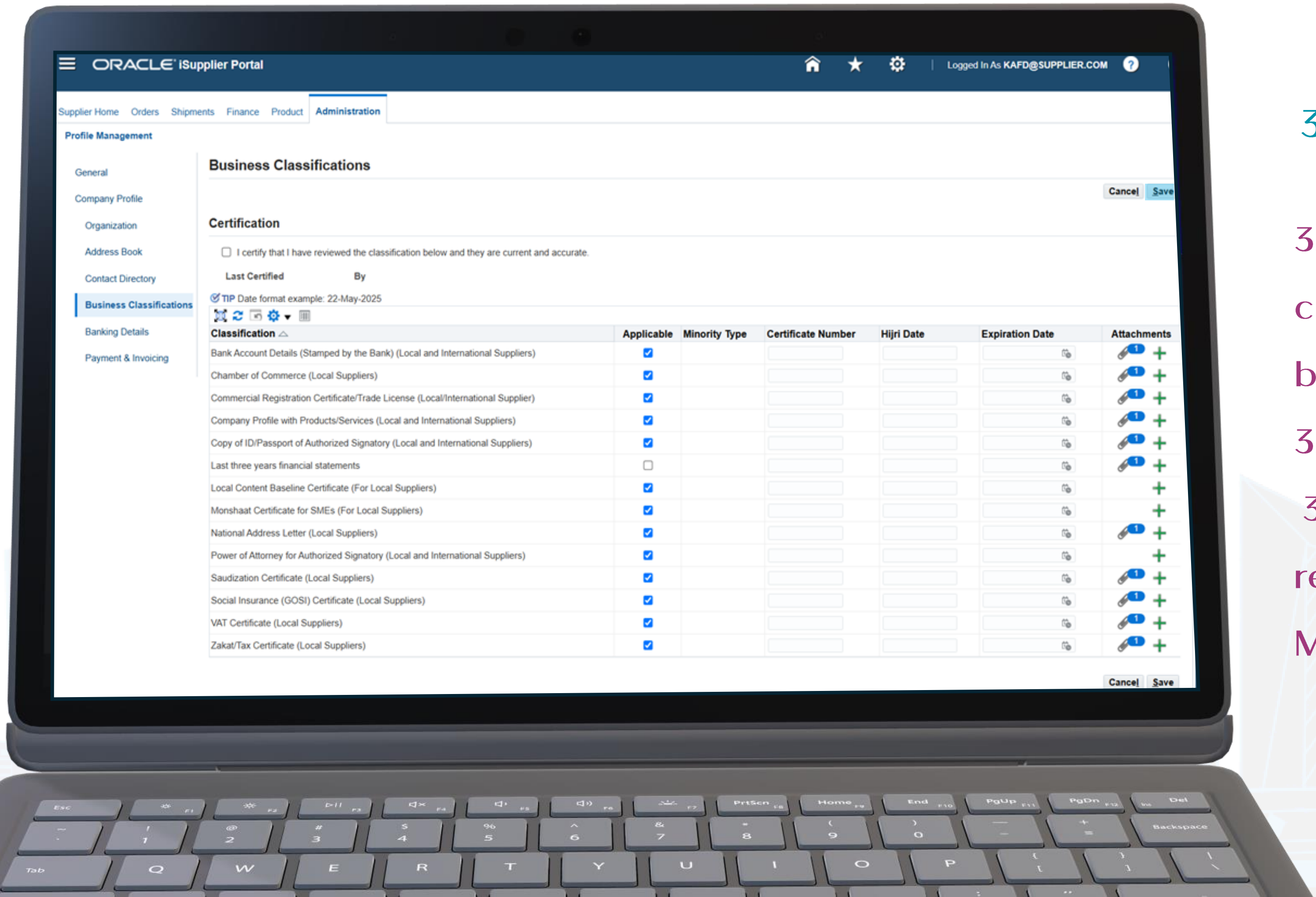
3.1 Update Business Classification

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

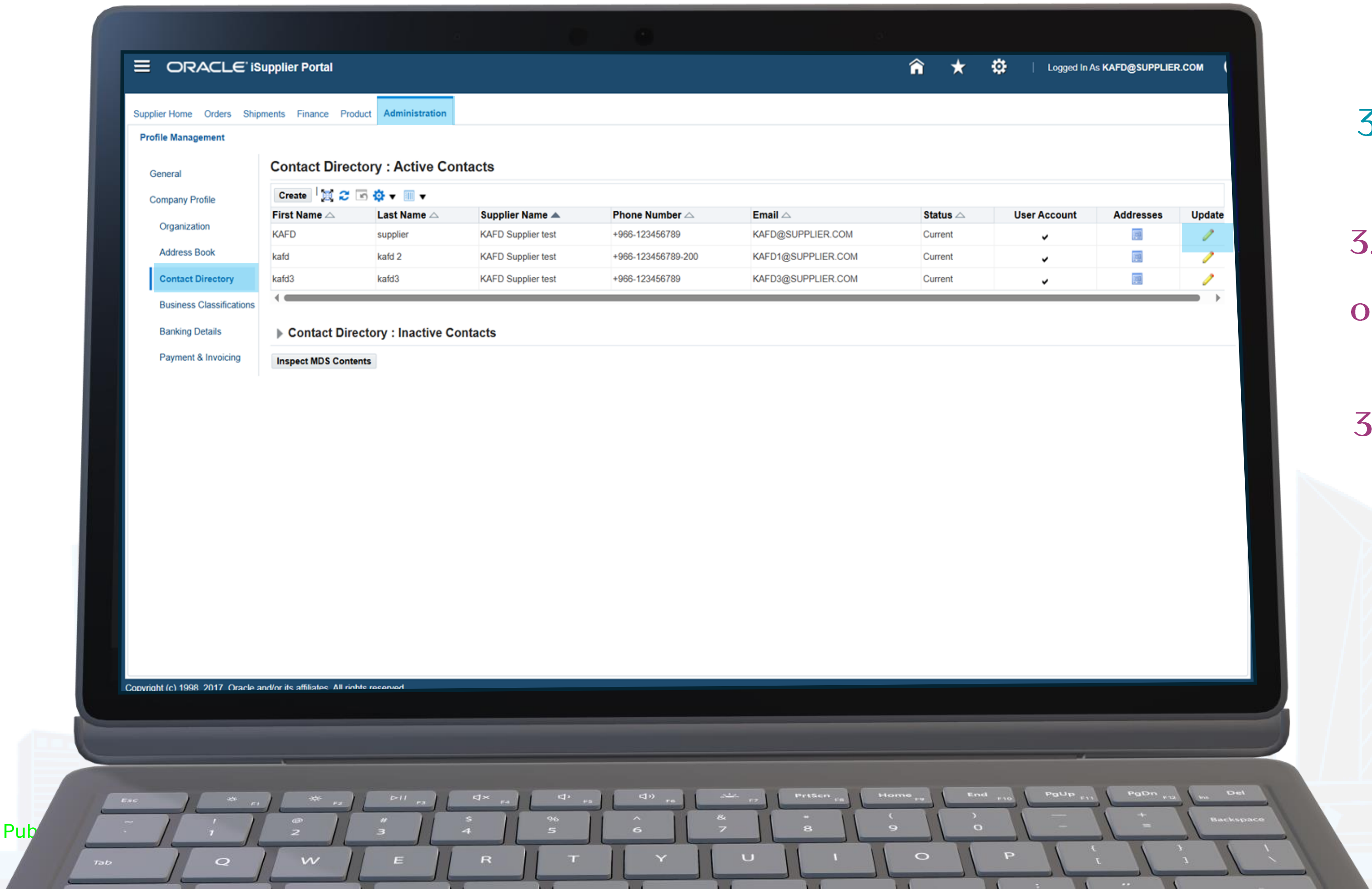
3.1.4 After making the necessary changes, check the Acknowledgment box.

3.1.5 Click on “Sava”.

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 .

Pub

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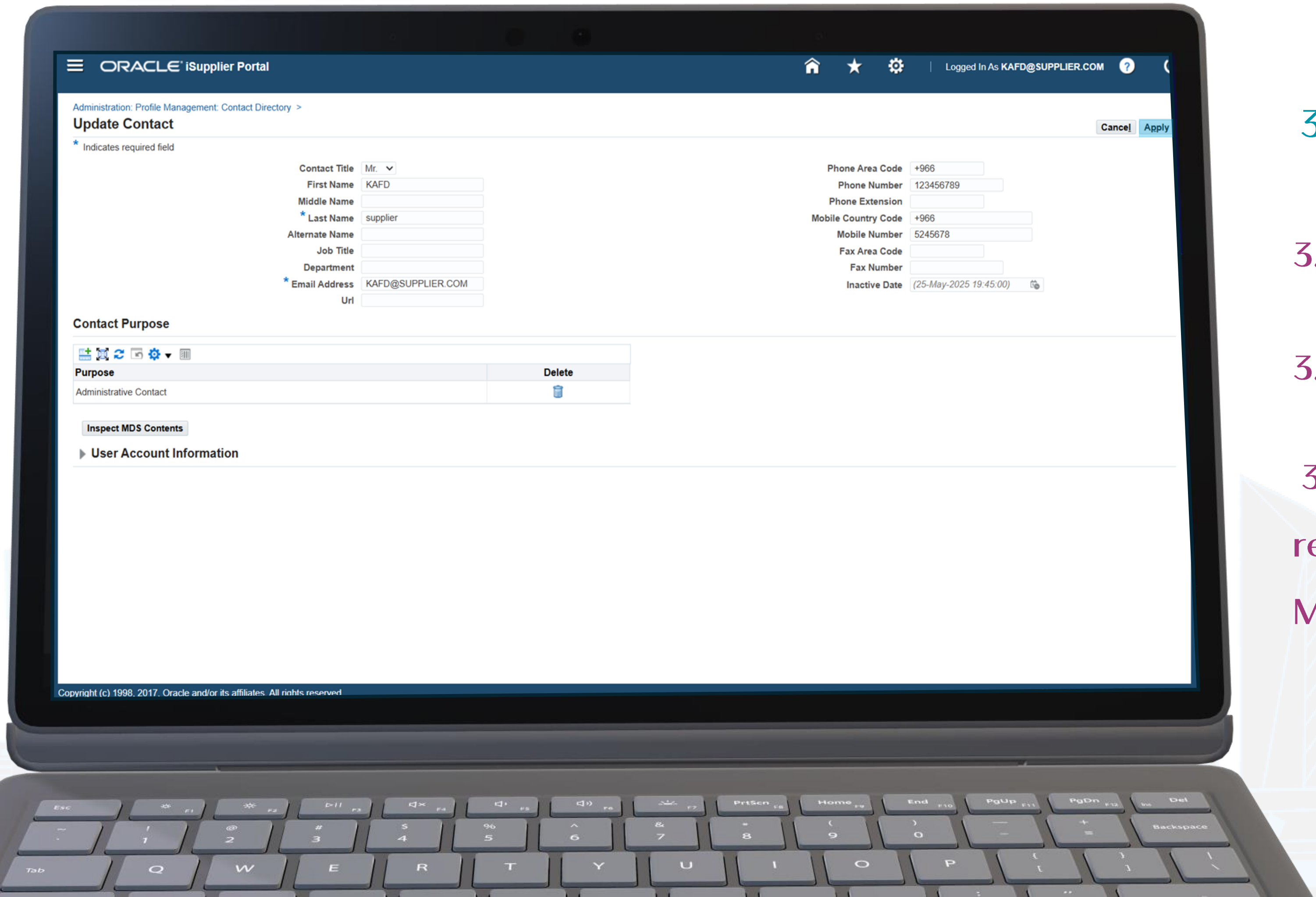
iSupplier Login

3. Change the Supplier Details



3.2 Update Contact Directory

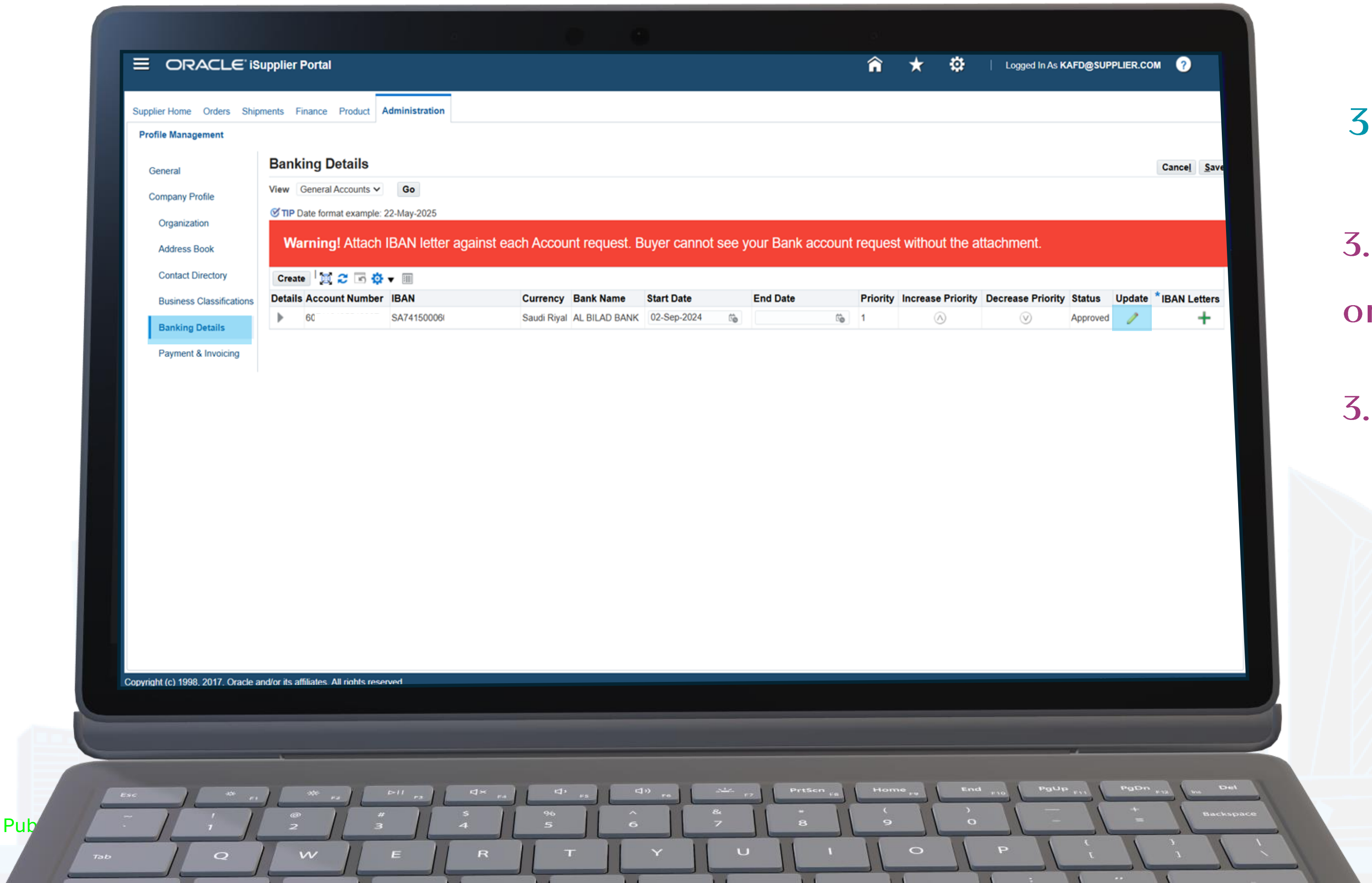
3.2.3 Make the necessary changes.

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



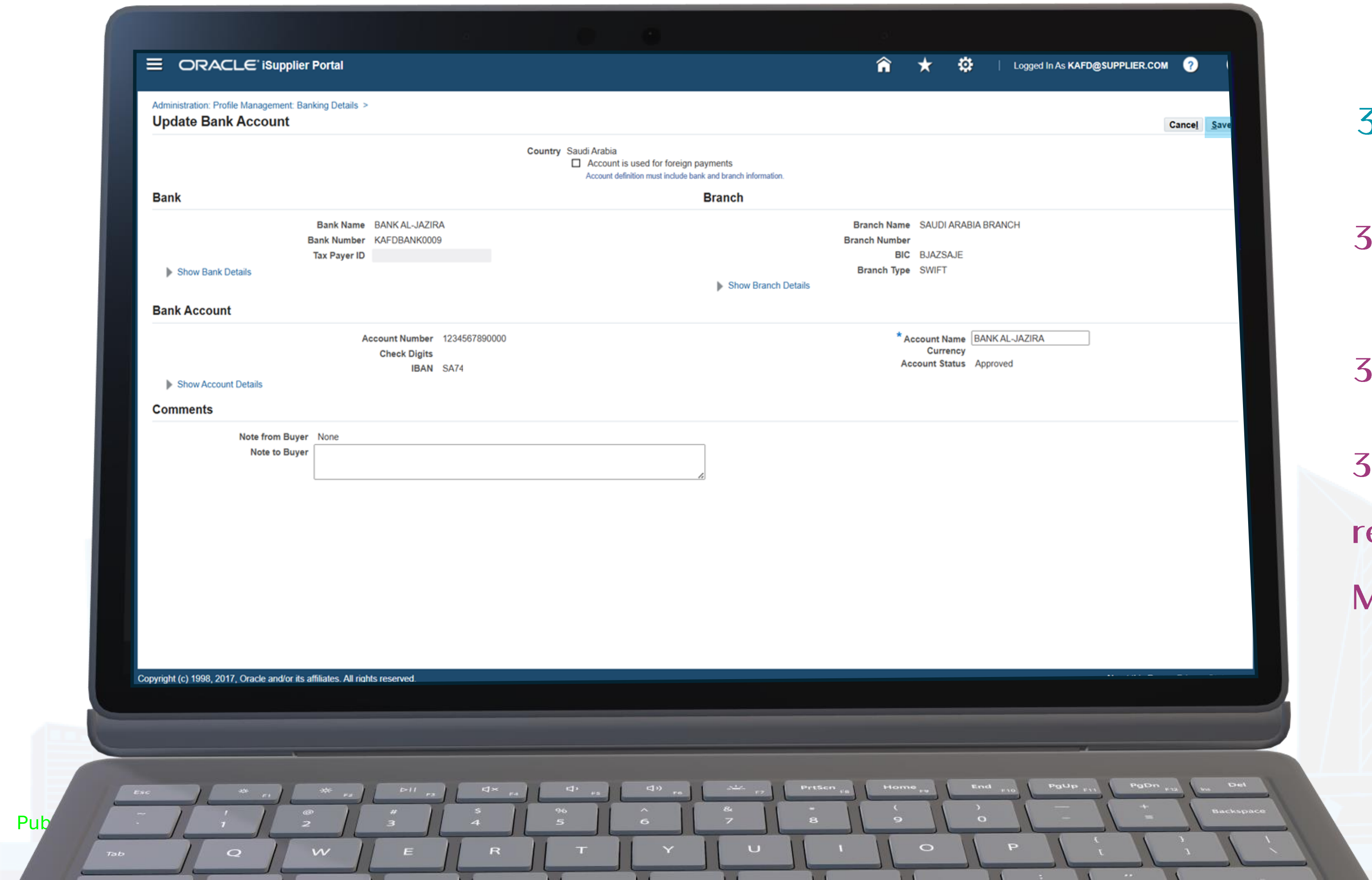
3.3 Update Banking Details

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.

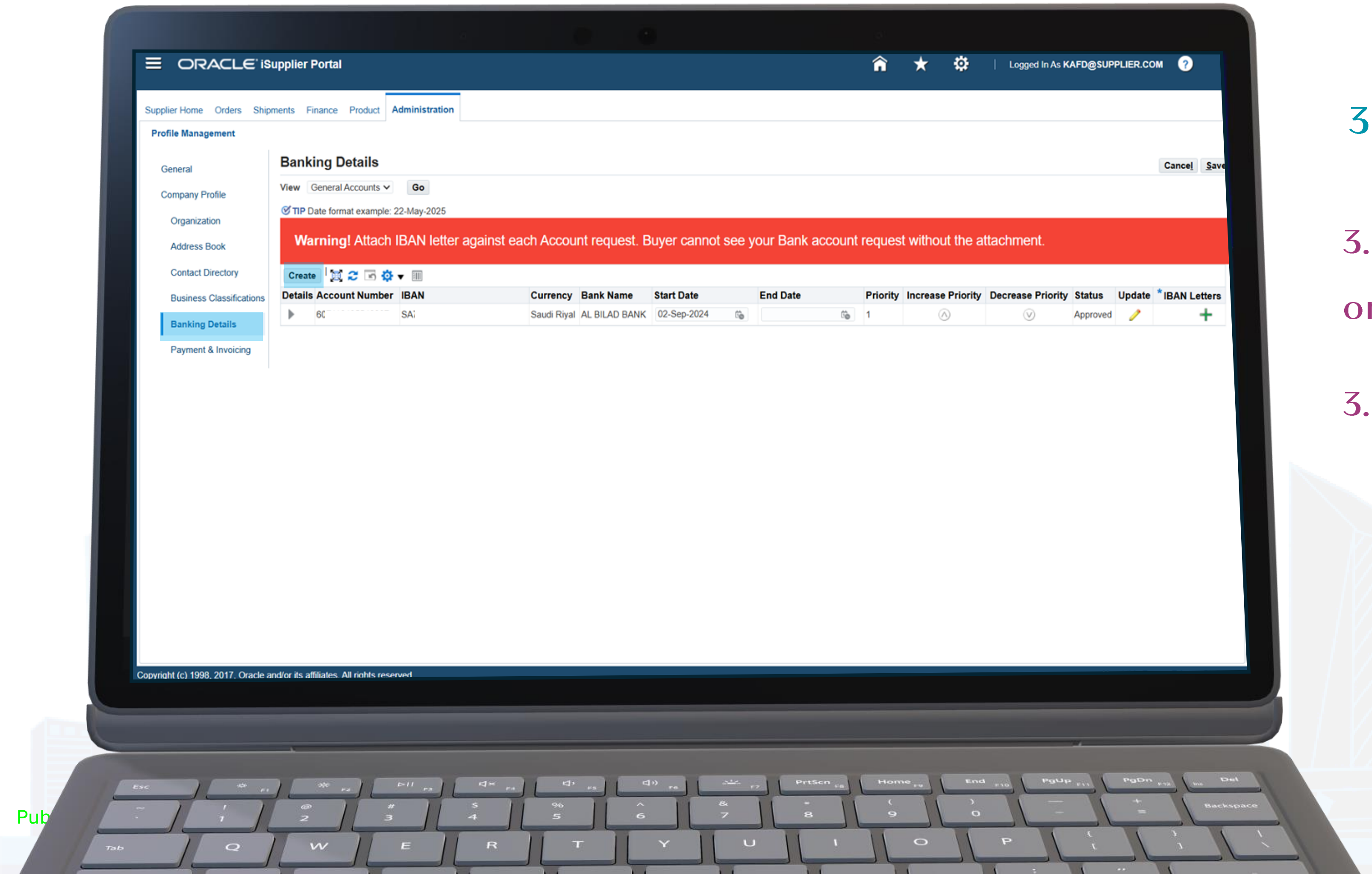
3.3.4 Click on “Save”.

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

Pub

iSupplier Login

3. Change the Supplier Details



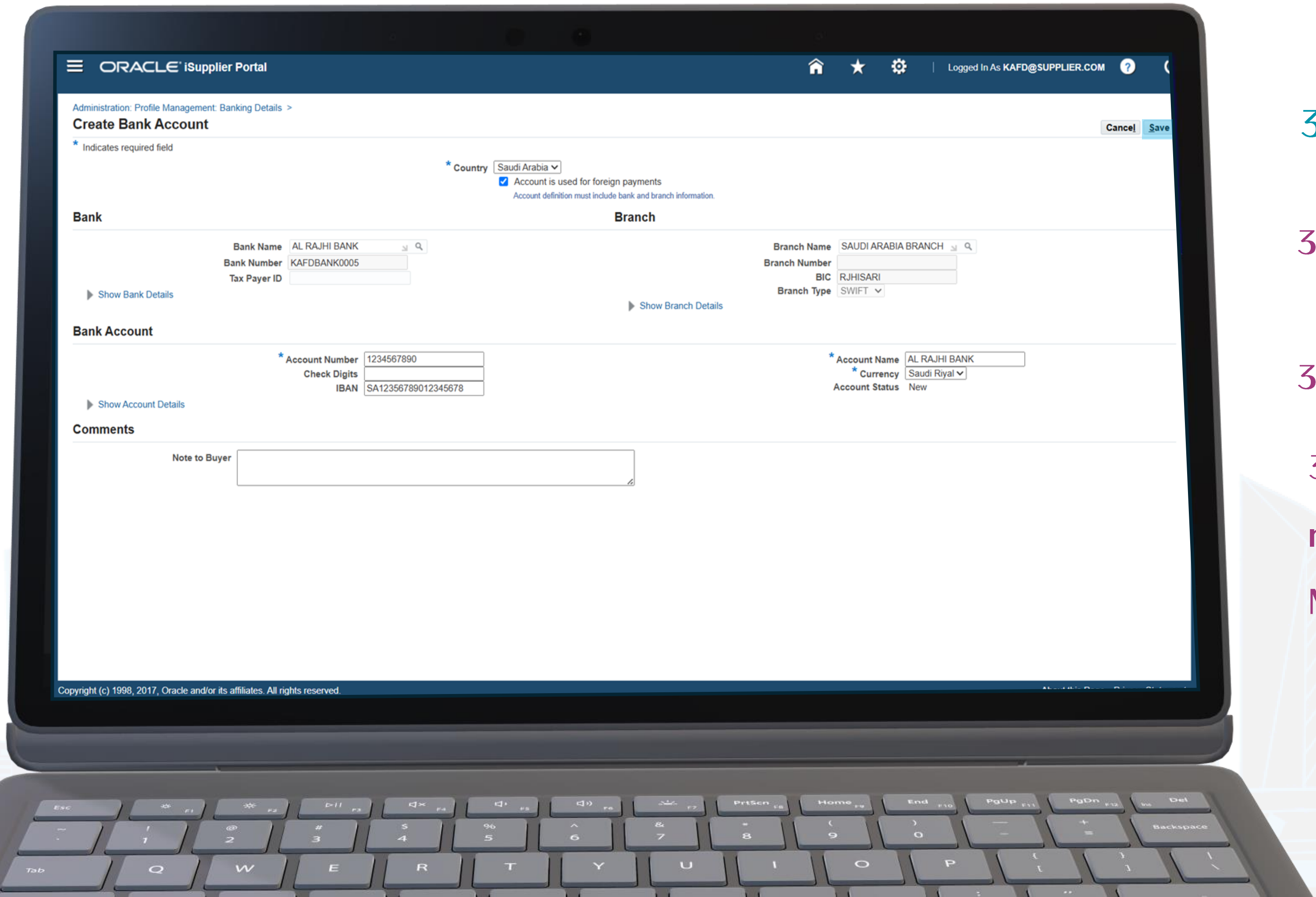
3.4 Create Bank account

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

3.4.2 Click on “Create”.

iSupplier Login

3. Change the Supplier Details



3.4 Create Bank account

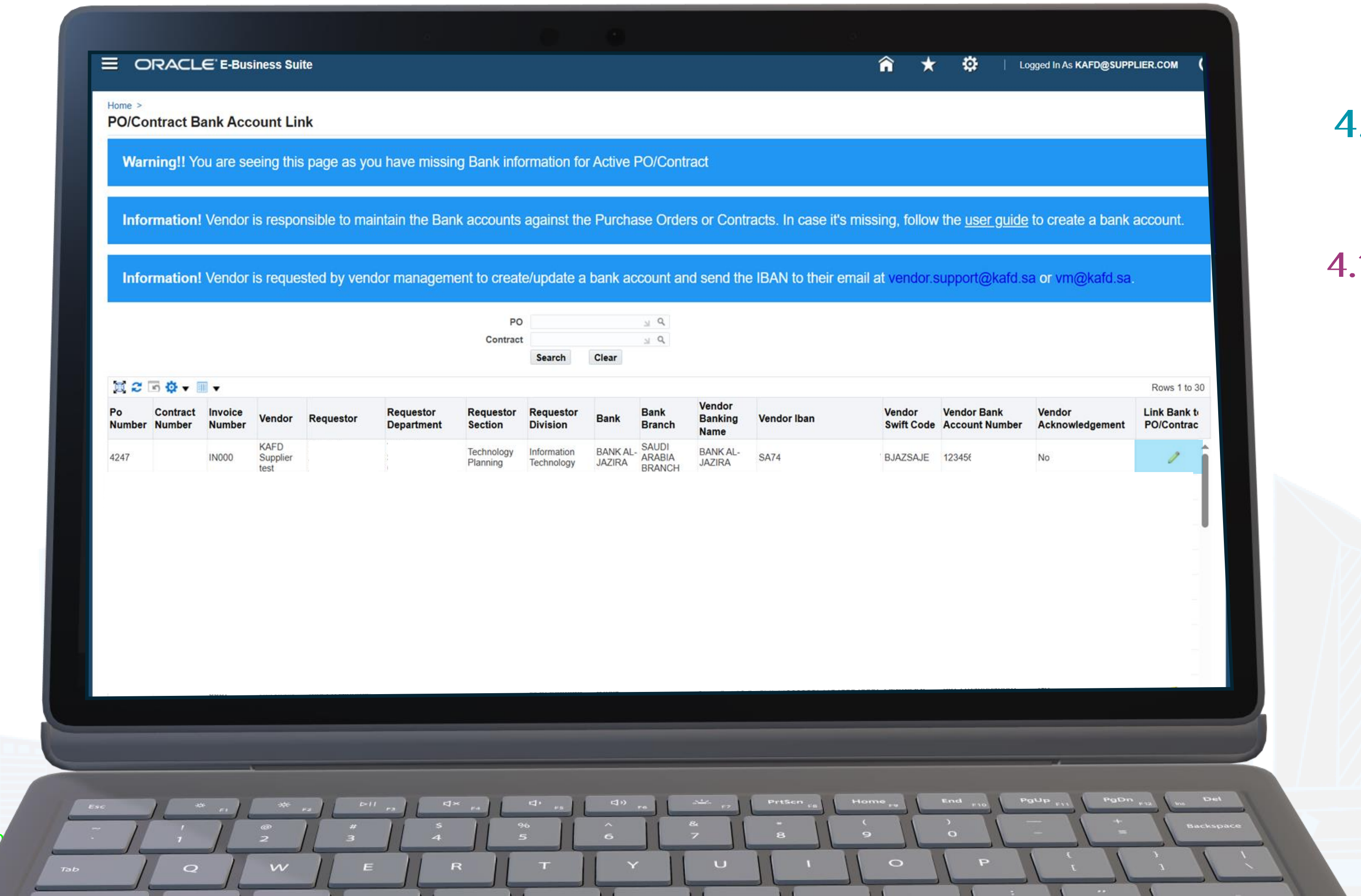
3.4.3 Make the necessary changes.

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.

iSupplier Login

4. Link Bank to PO/Contract



4.1 Update Account

4.1.1 Click the Update icon.

Pub

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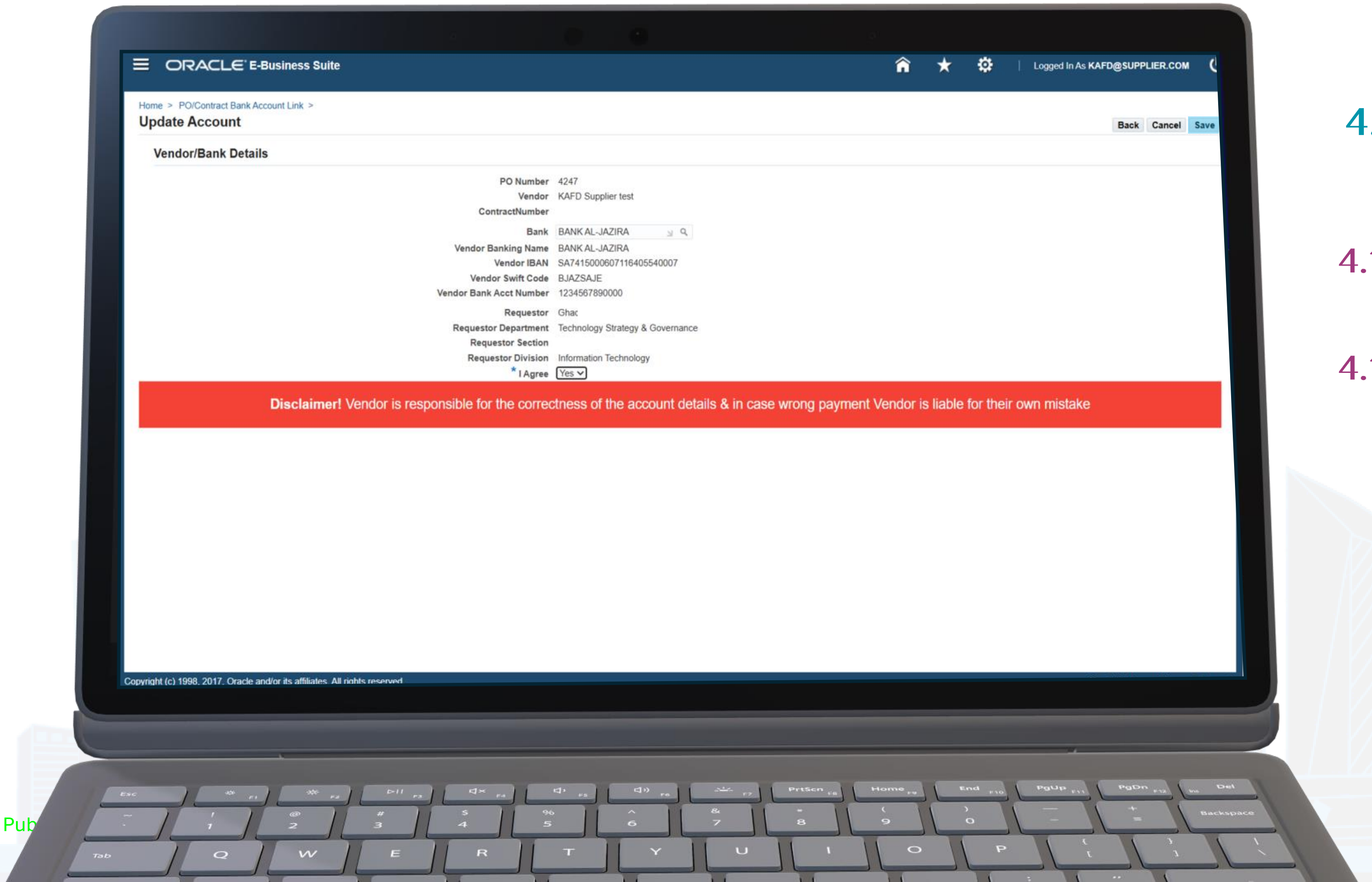
iSupplier Login

4. Link Bank to PO/Contract



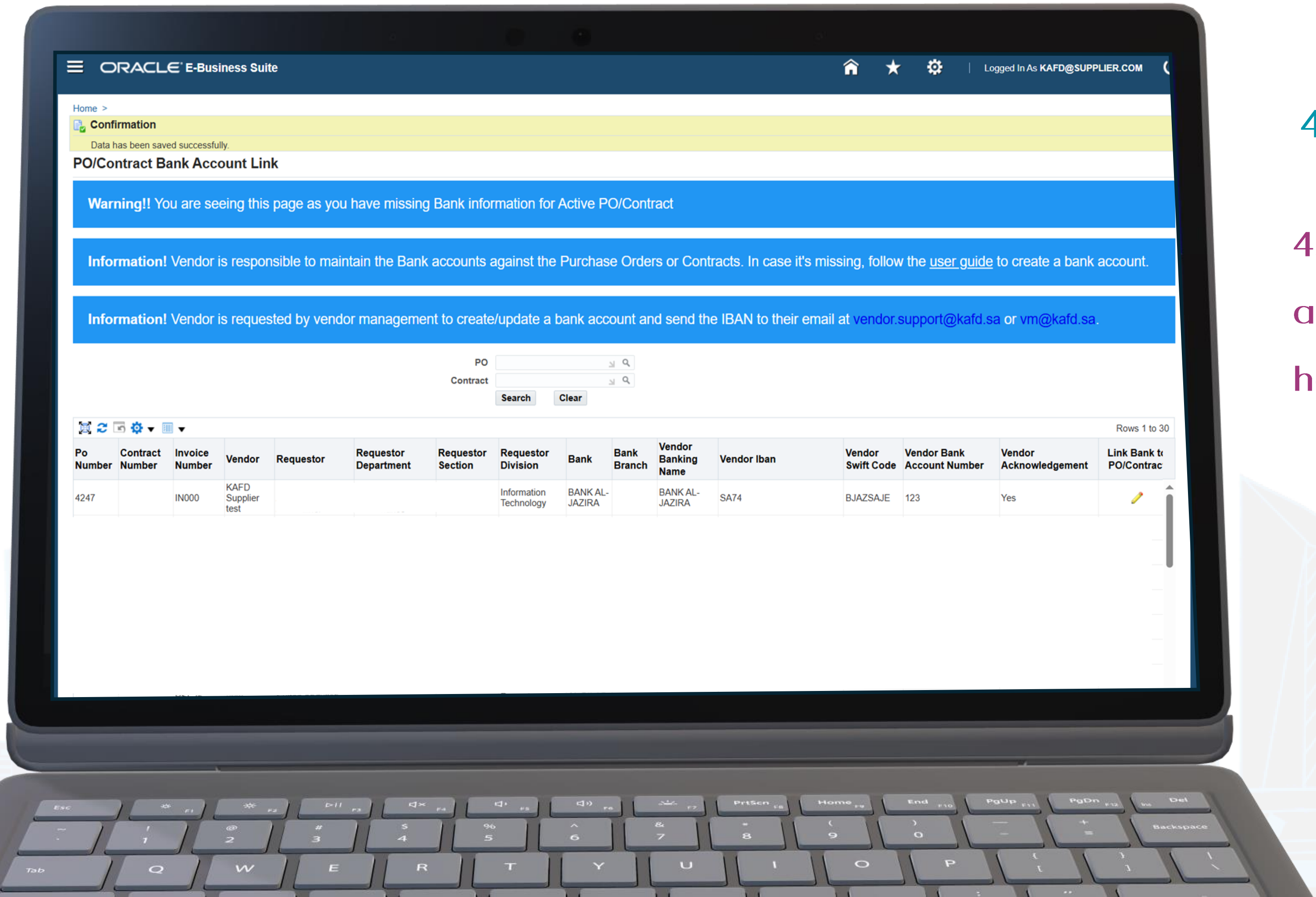
4.1 Update Account

4.1.1 Make the Necessary Changes.

4.1.2 Click on “Save”.

iSupplier Login

4. Link Bank to PO/Contract



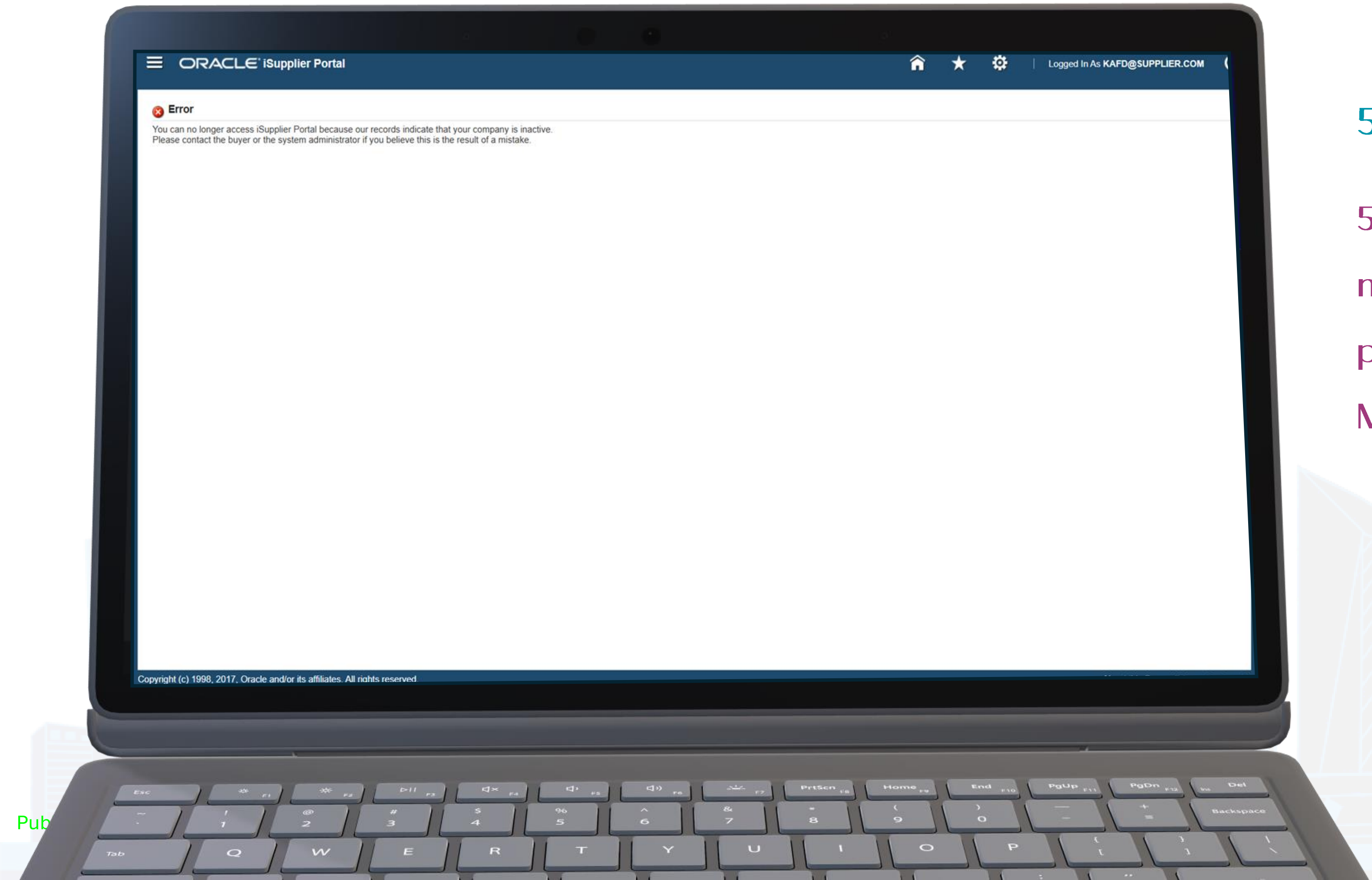
4.1 Update Account

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

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

iSupplier Login

5. Account Expiry

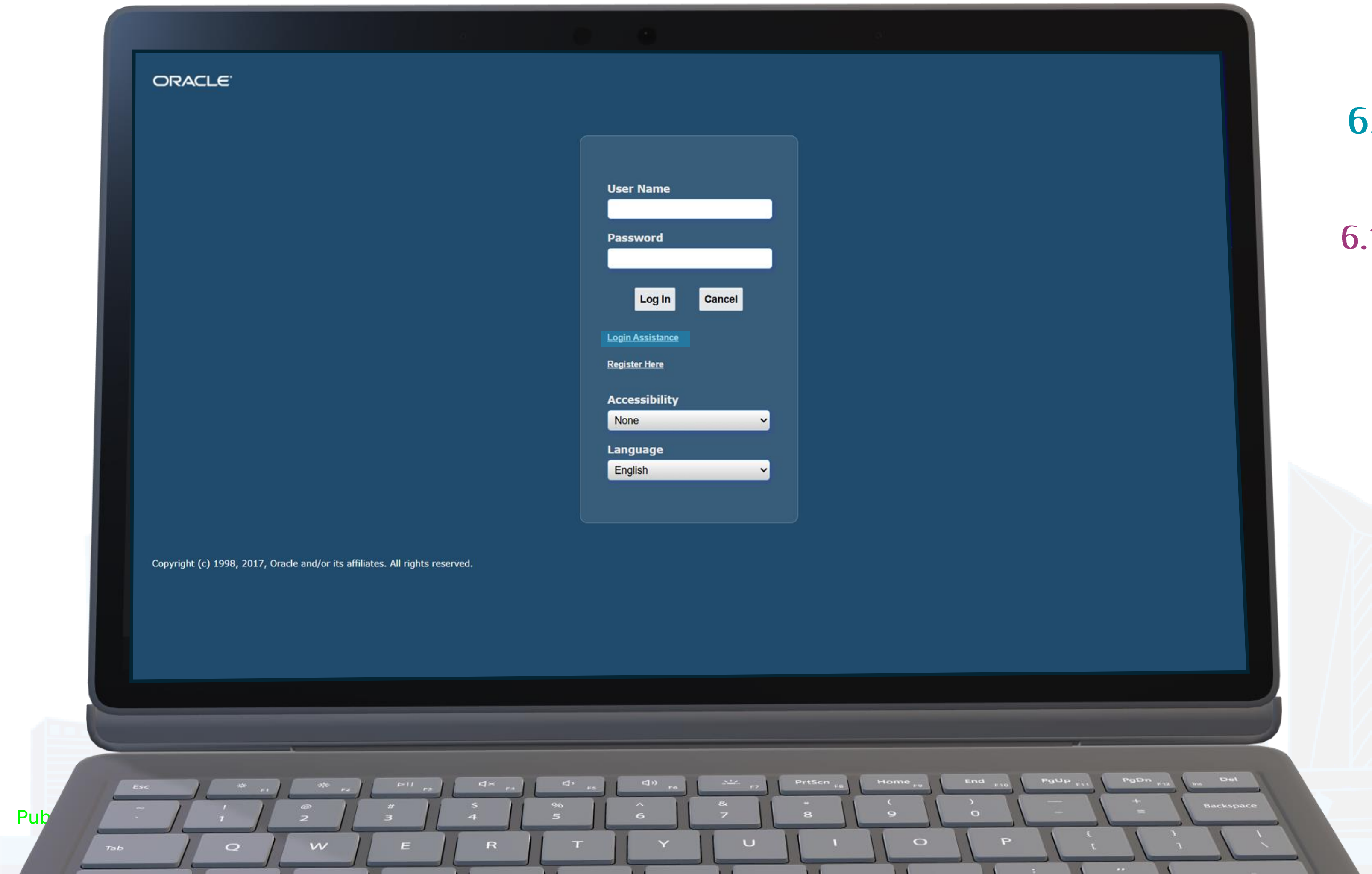


5.1 Account Expiry Case

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

iSupplier Login

6. Reset the Password and Username

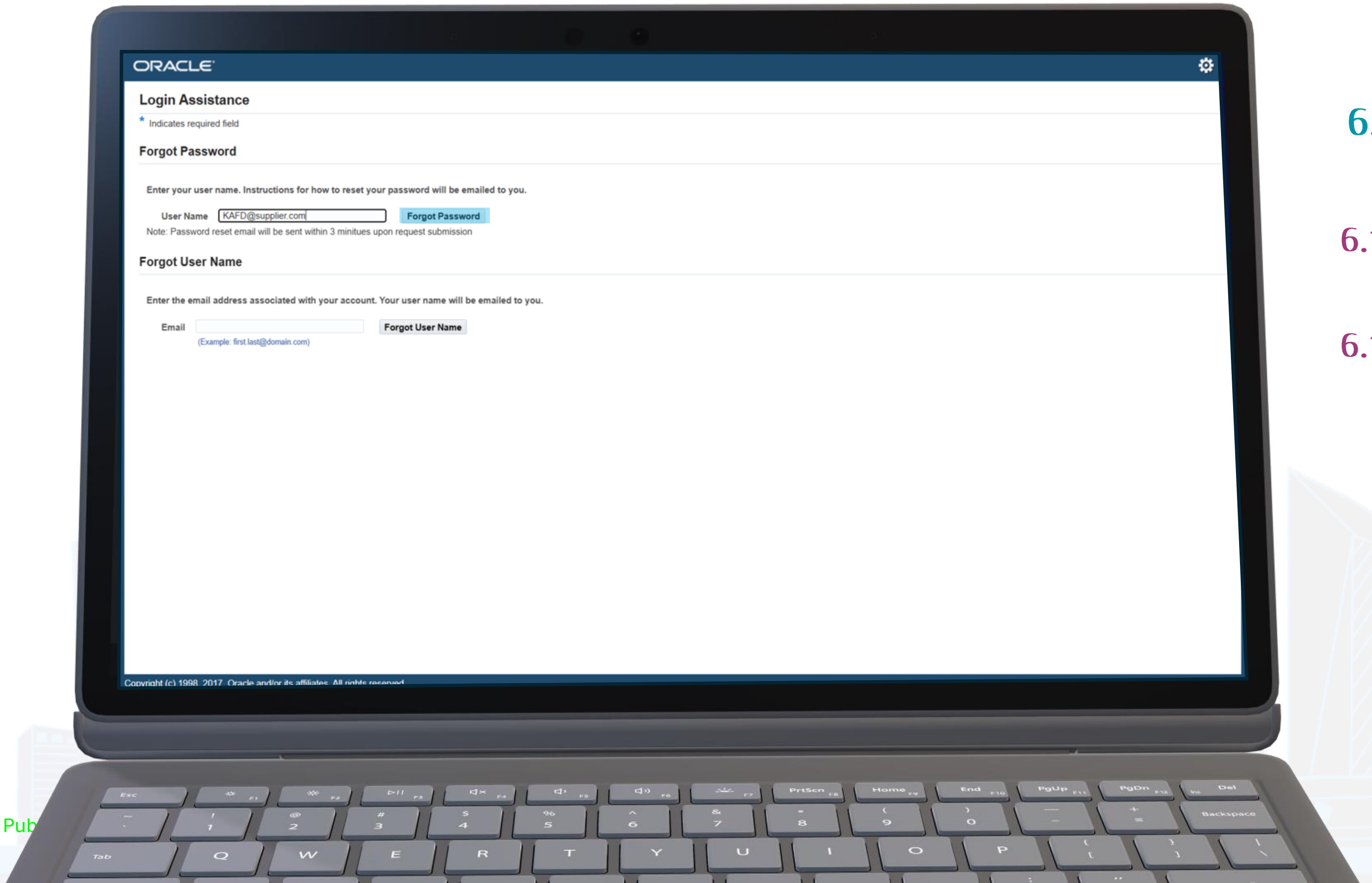


6.1 Reset the password

6.1.1 Click on “Login Access”.

iSupplier Login

6. Reset the Password and Username



6.1 Reset the password

6.1.2 Enter your Username.

6.1.3 Click on “Forgot password”.

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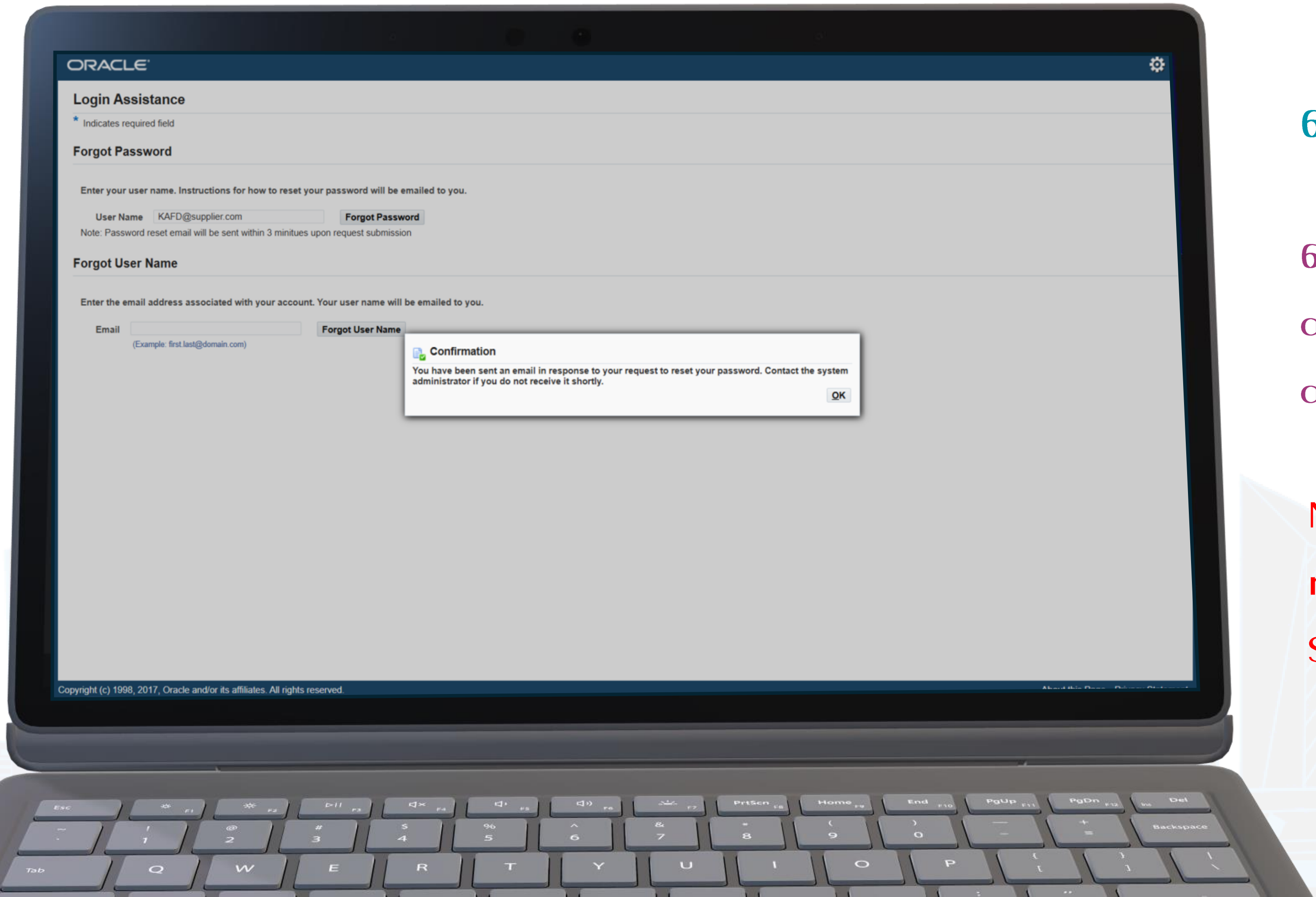
iSupplier Login

6. Reset the Password and Username



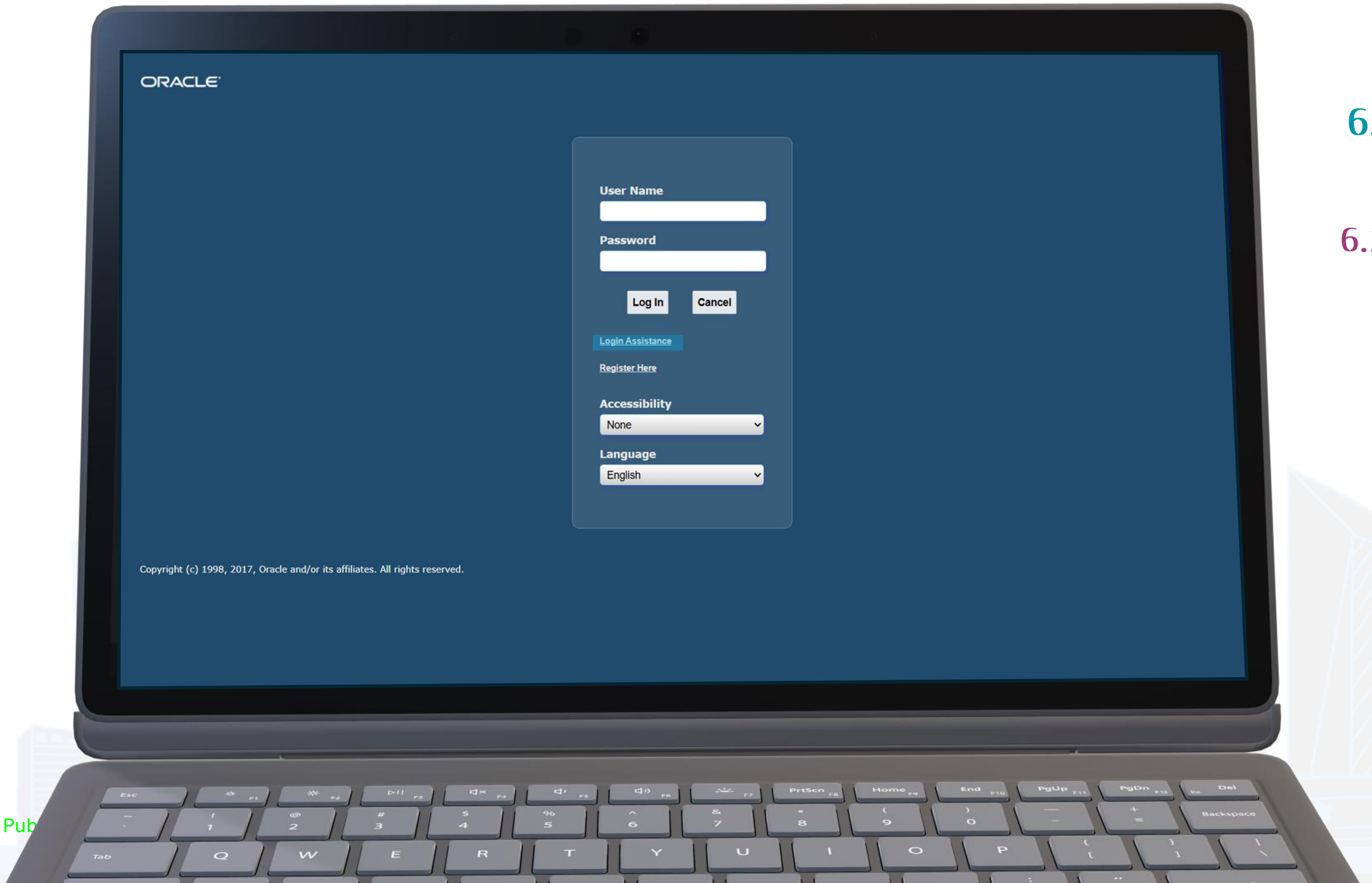
6.1 Reset the password

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

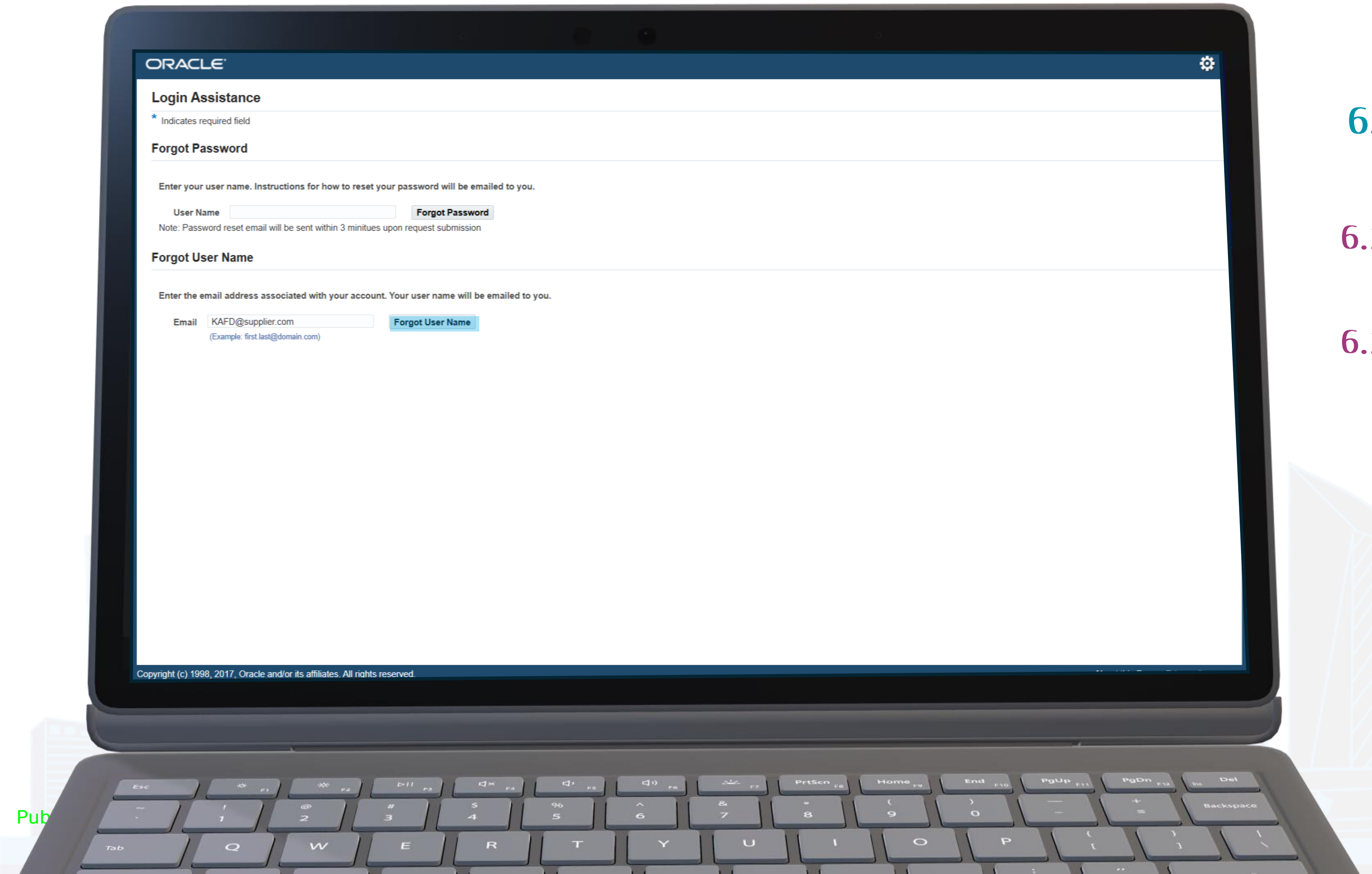
6.2.1 Click on “Login Access”.

Pub

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

iSupplier Login

6. Reset the Password and Username



6.2 Reset the username

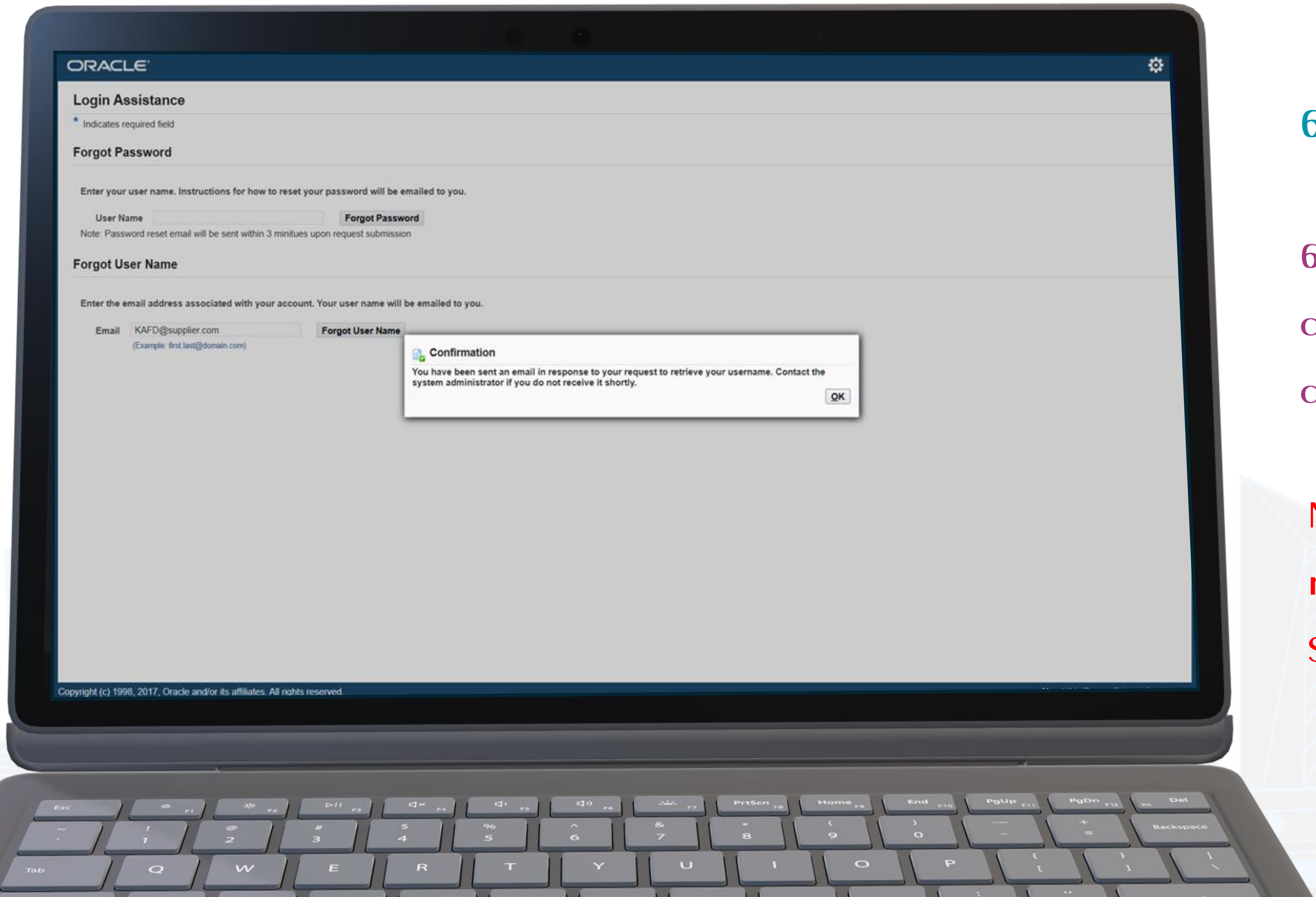
6.2.2 Enter your Email.

6.2.3 Click on “Forgot User Name”.

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

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.

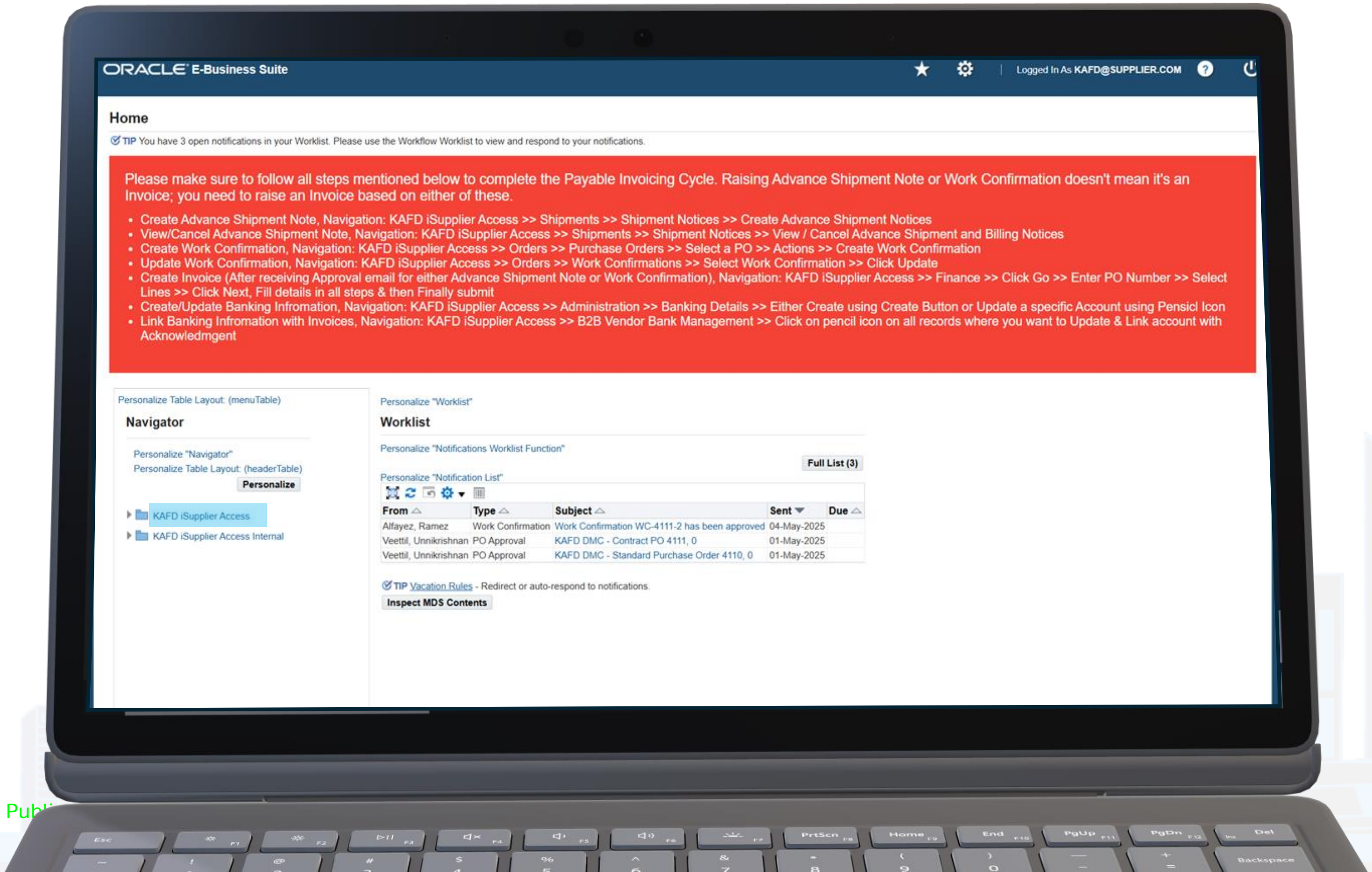
For any general inquiries, please contact us via email at:
vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



1. Create Advance Shipment Notices

1.1 Click on “KAFD iSupplier Access”.

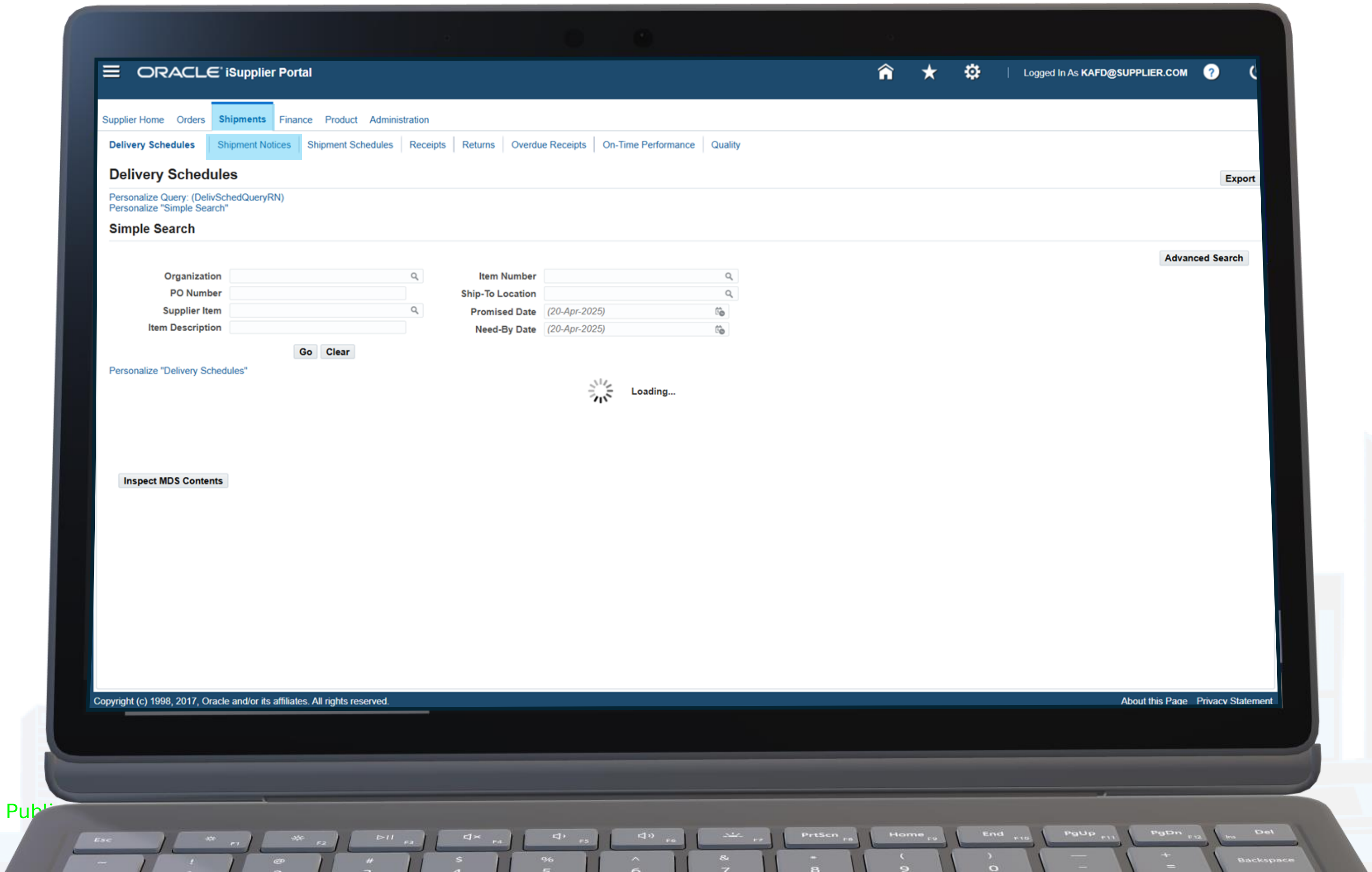
For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



1. Create Advance Shipment Notices

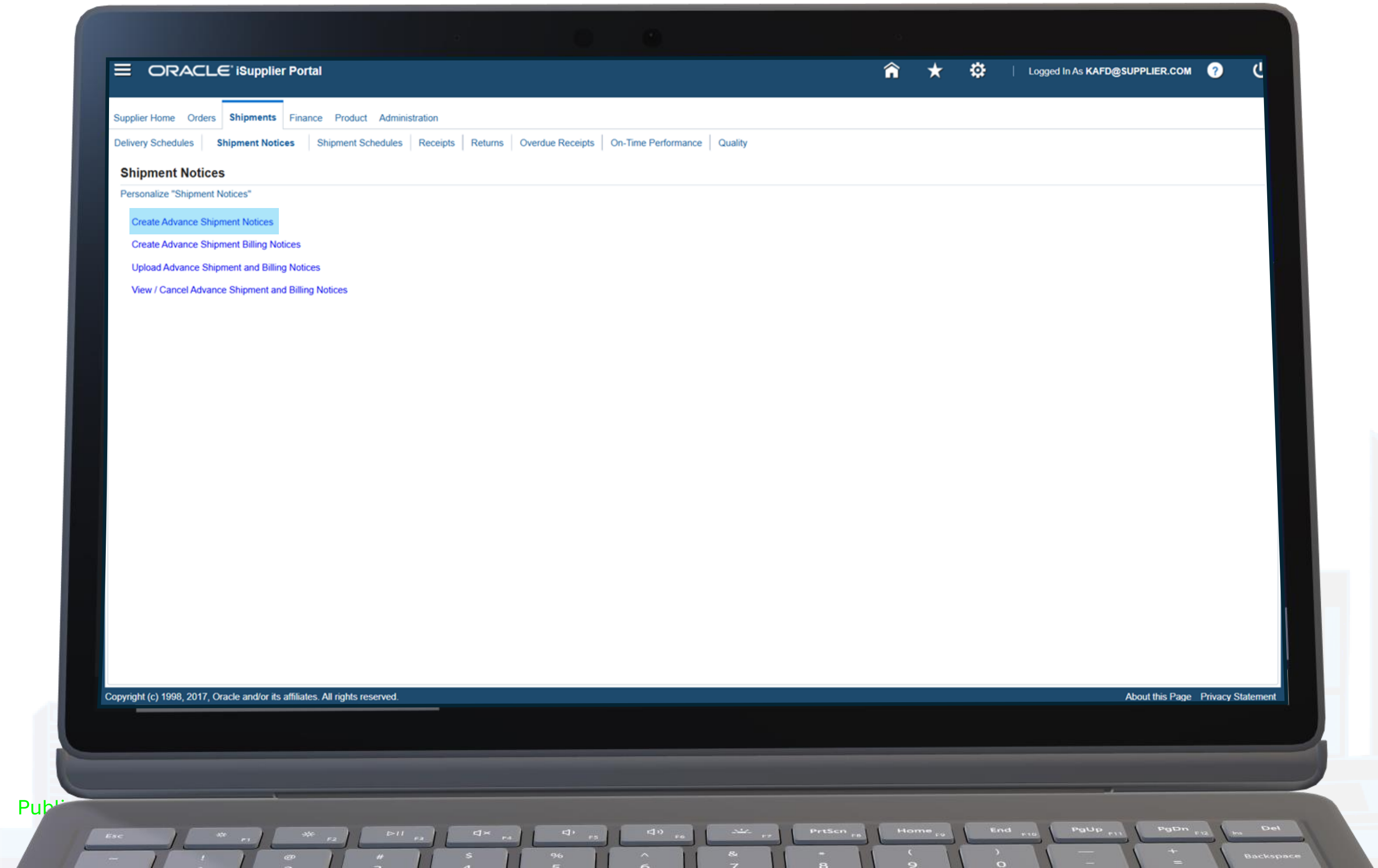
1.2 Click on “Shipments” Tap.

1.3 Click on “Shipment Notices”.

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

Advance Shipment Notices (ASN)

Create ASN
View ASN
Cancel ASN



1. Create Advance Shipment Notices

1.4 Select the 'Advance Shipment Notices' option".

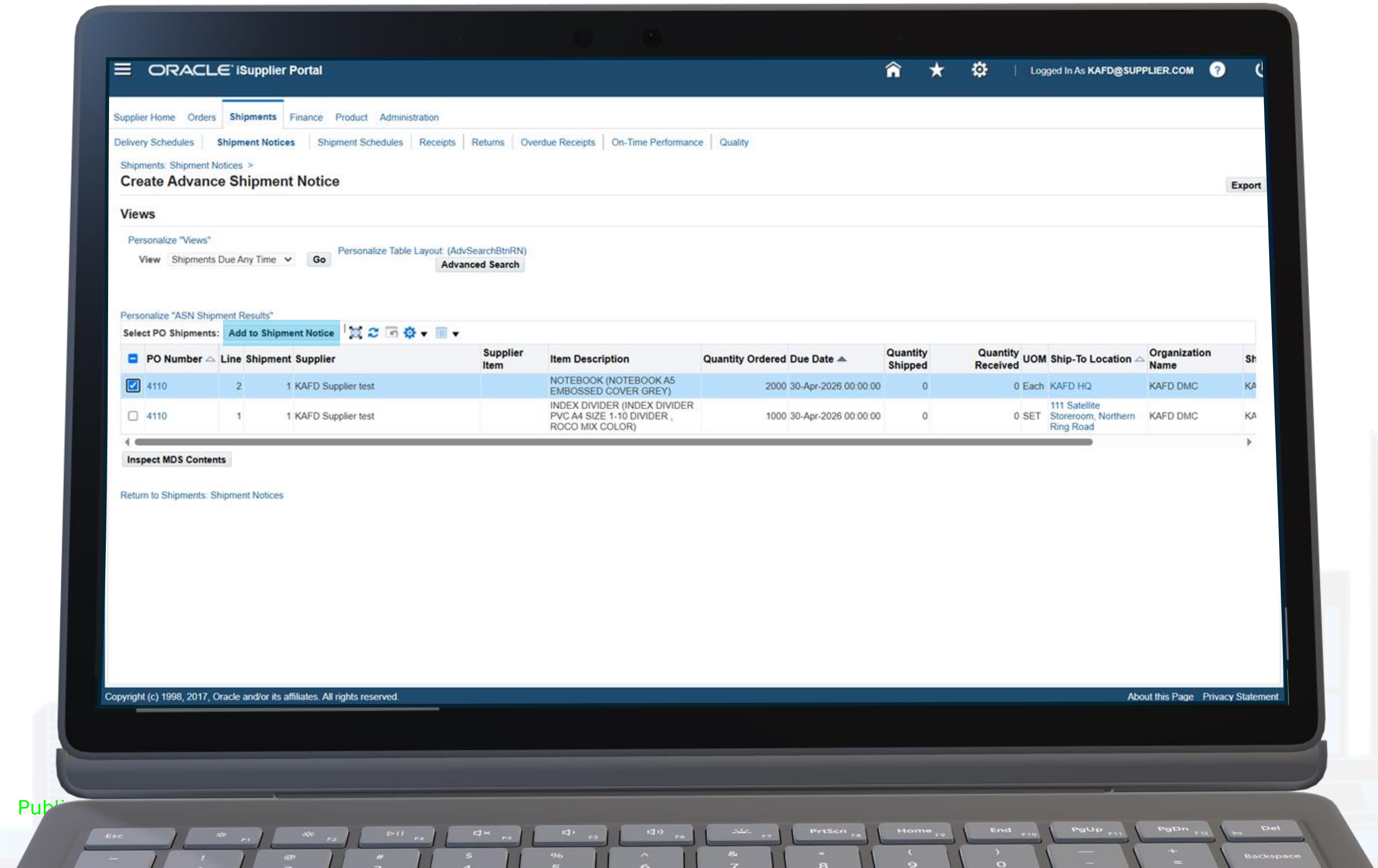
For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



1. Create Advance Shipment Notices

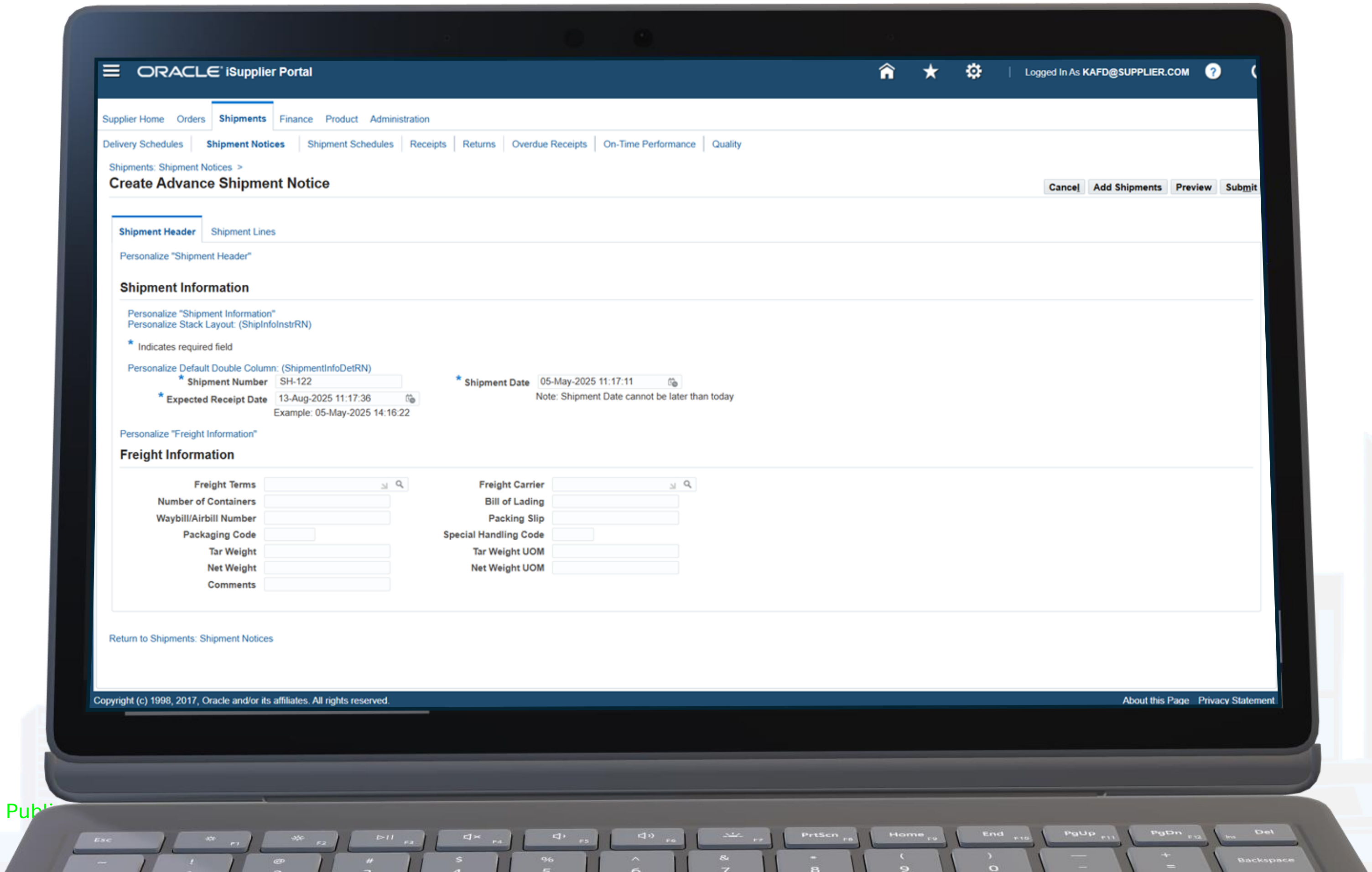
1.5 Select the Item.

1.6 Click on “Add Shipment Notice”.

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

Advance Shipment Notices (ASN)

Create ASN › View ASN › Cancel ASN



2 Shipment Header

2.1 Enter a Shipment Number.

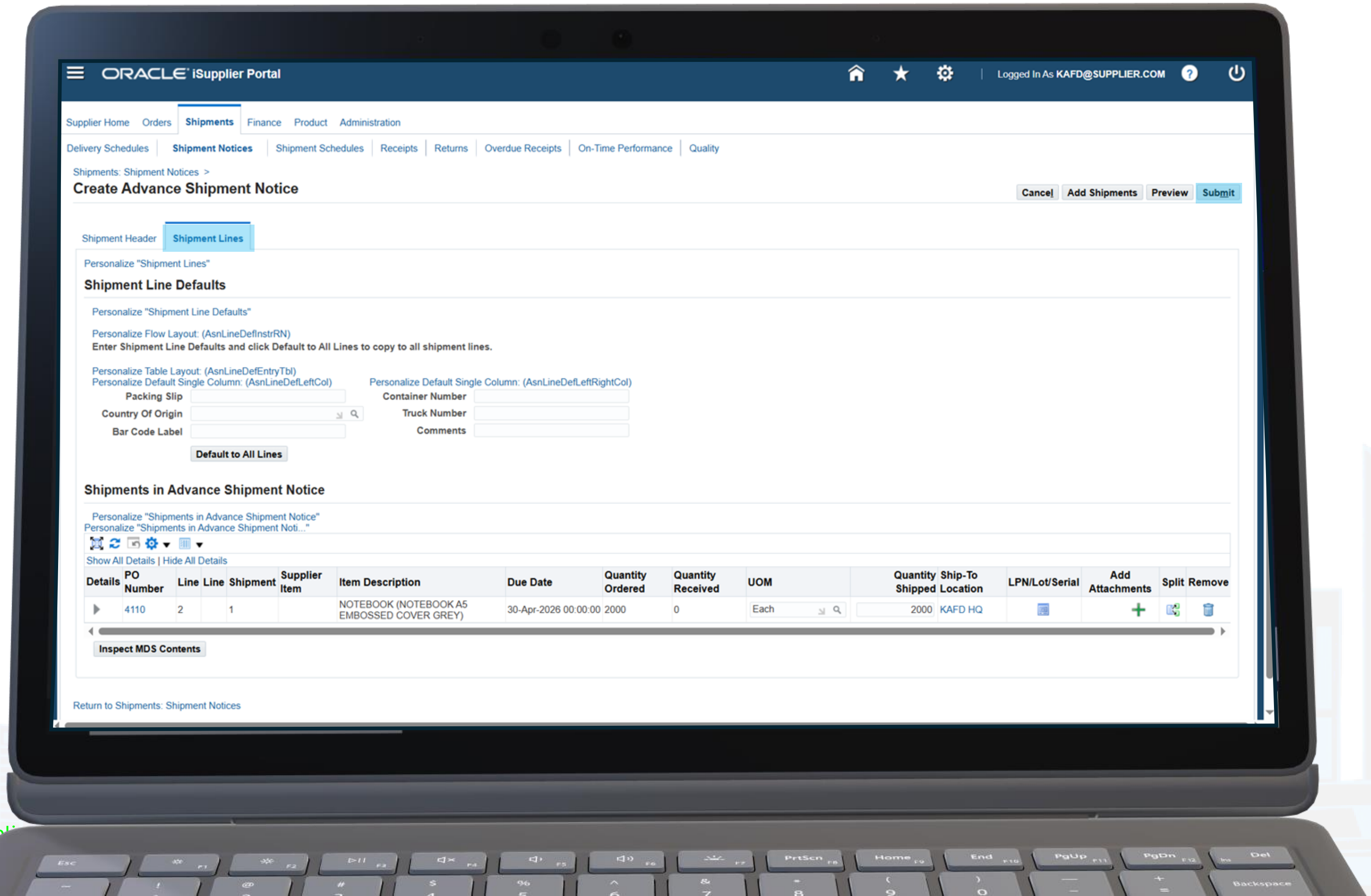
2.2 Enter the Shipment Date.

2.3 Enter the Expected Receipt Date.

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

Advance Shipment Notices (ASN)

Create ASN › View ASN › Cancel ASN



3 Shipment Line

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

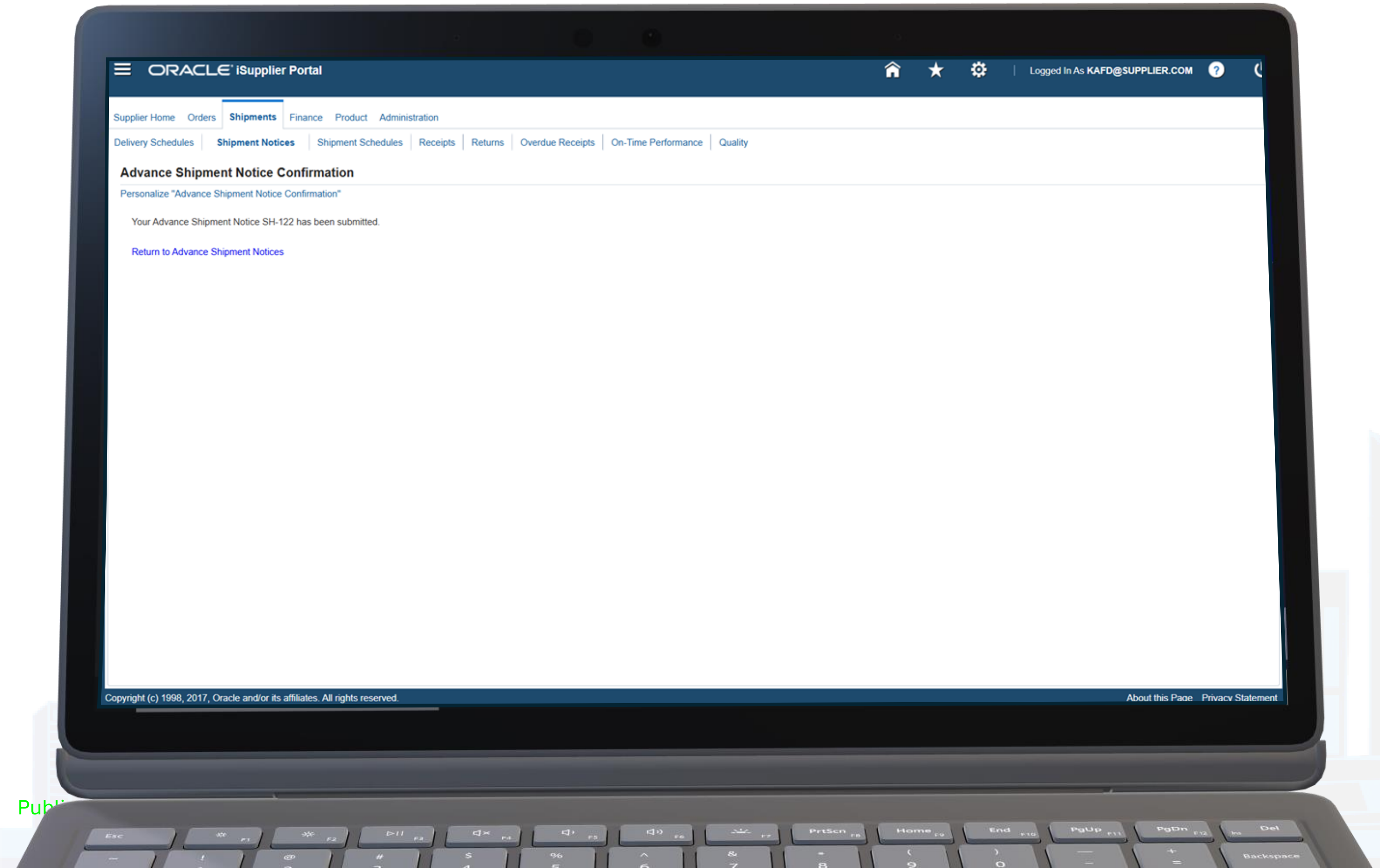
3.2 Click on “Submit”.

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



4 ASN Confirmation

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

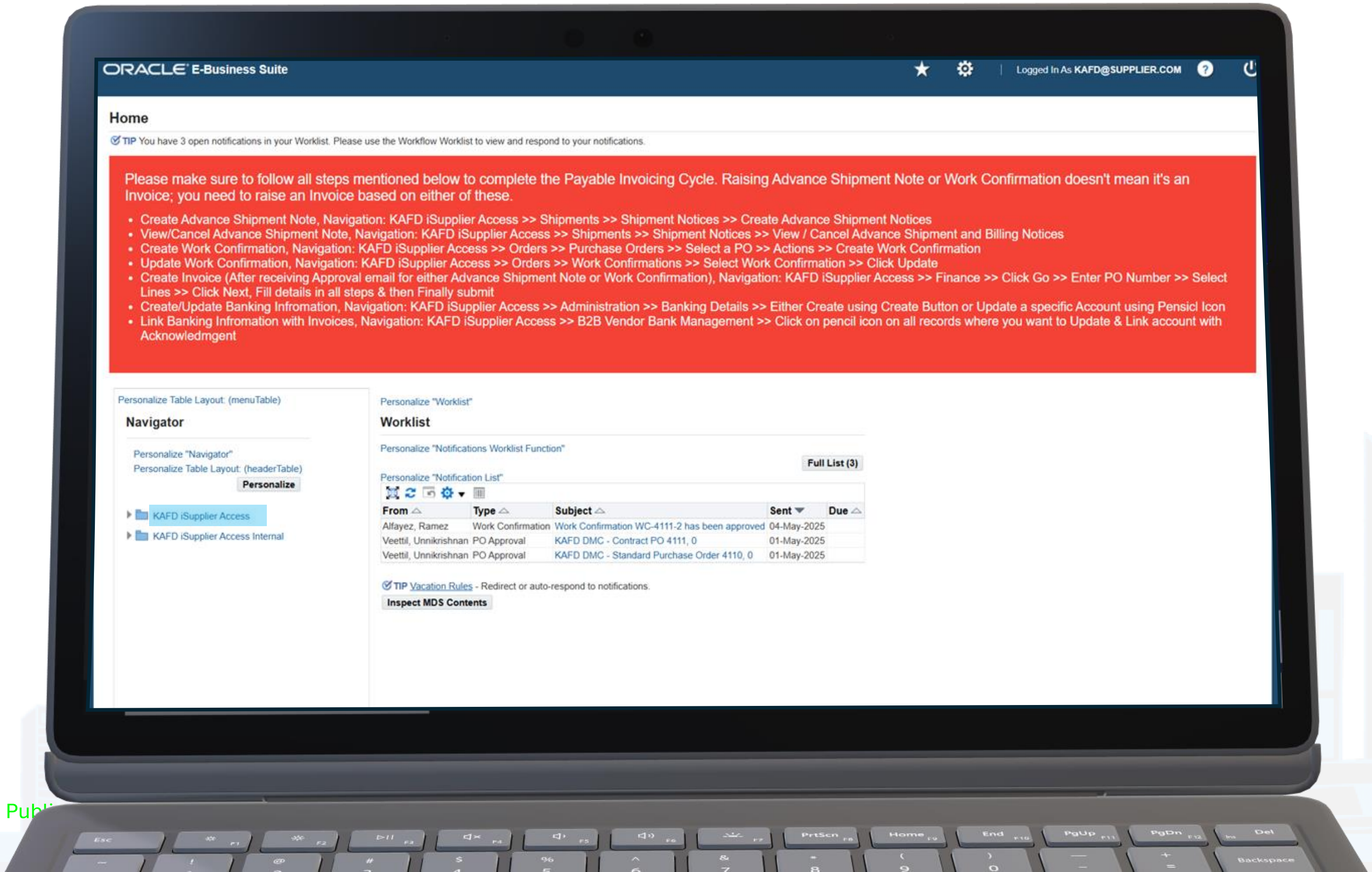
For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



2. View Advance Shipment Notices

2.1 Click on “KAFD iSupplier Access”.

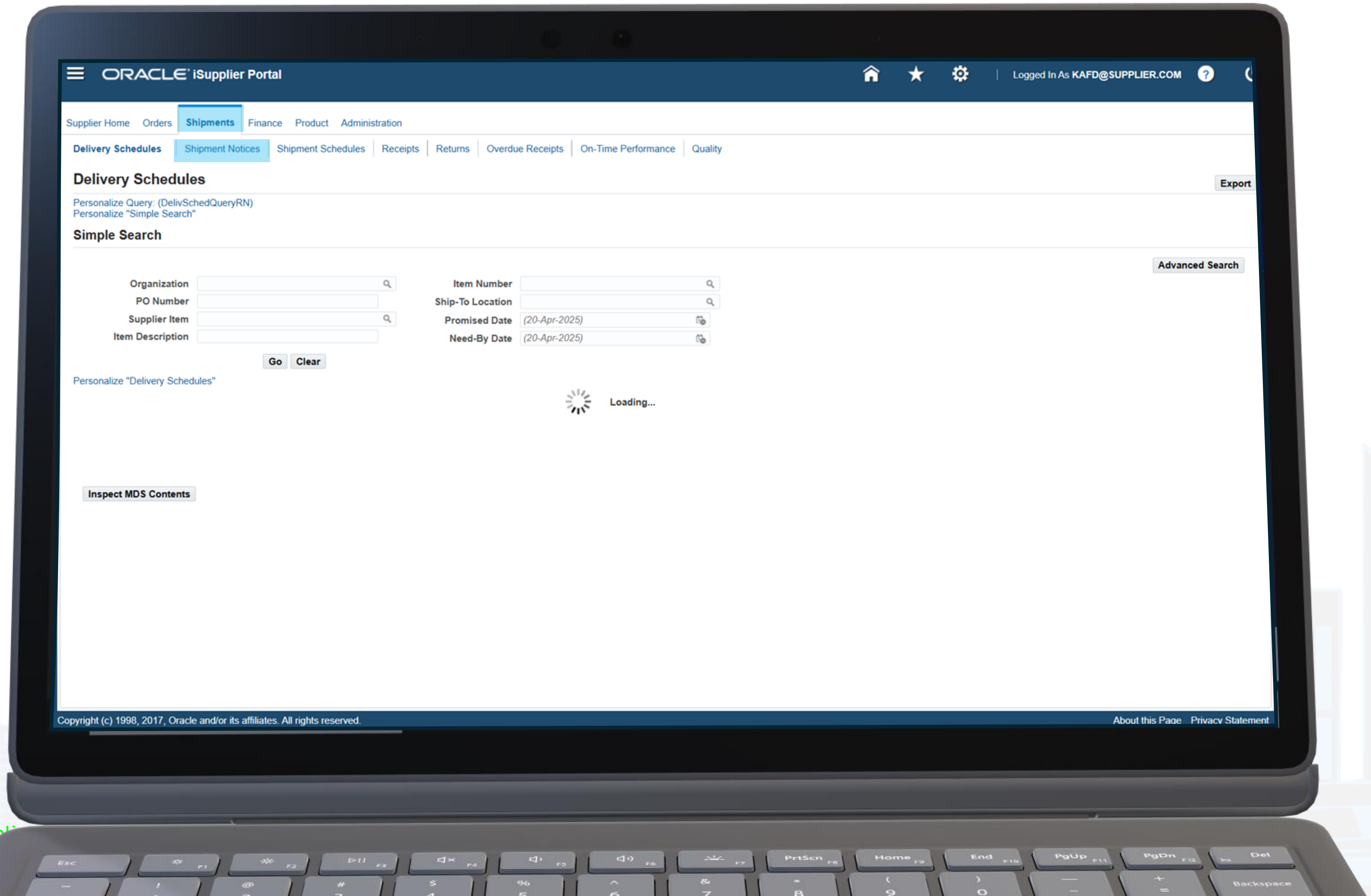
For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



2. View Advance Shipment Notices

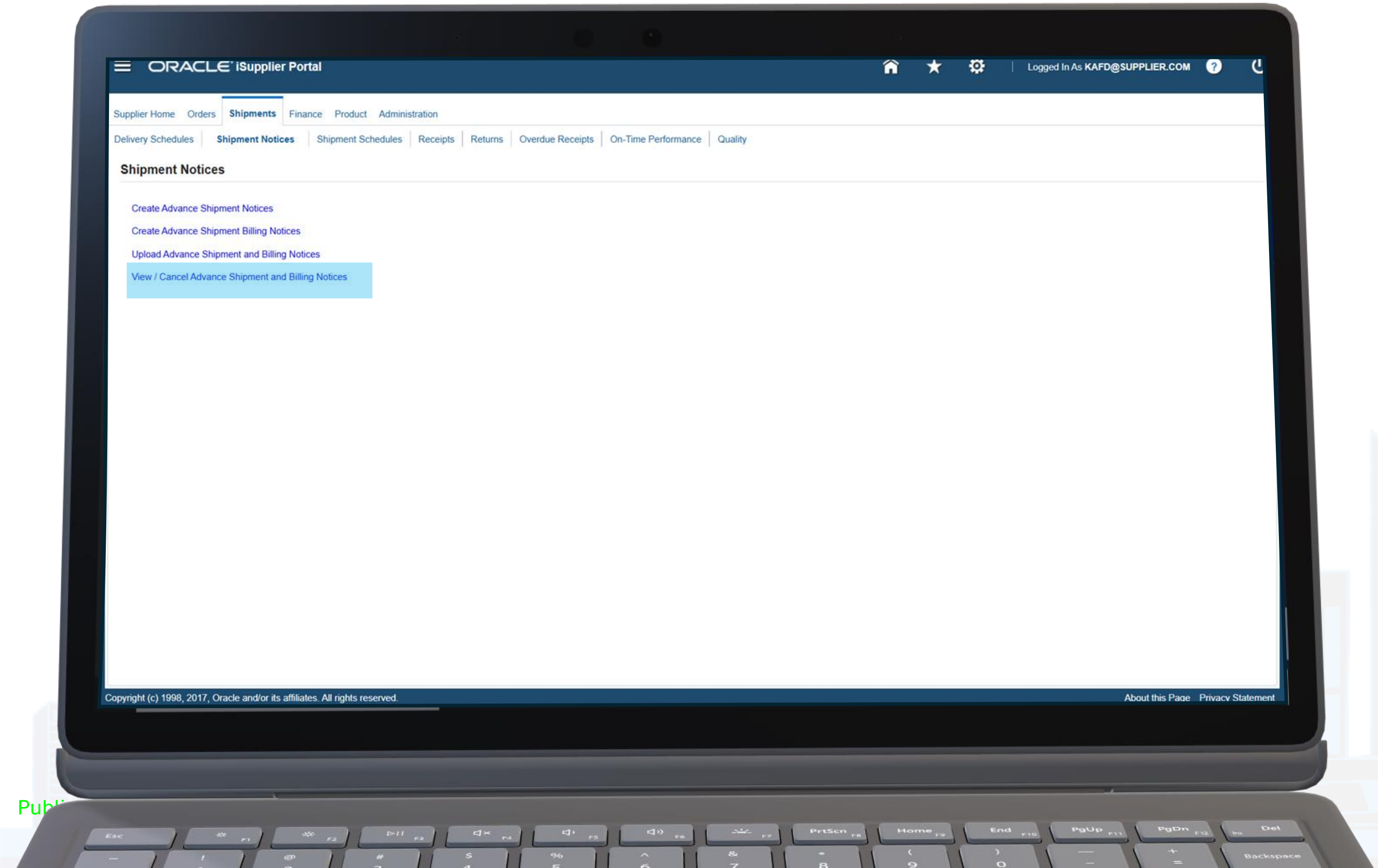
2.2 Click on “Shipments” Tap.

2.3 Click on “Shipment Notices”.

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

Advance Shipment Notices (ASN)

Create ASN | View ASN | Cancel ASN



2. View Advance Shipment Notices

2.4 Select "View/Cancel Advance shipment and Billing Notices".

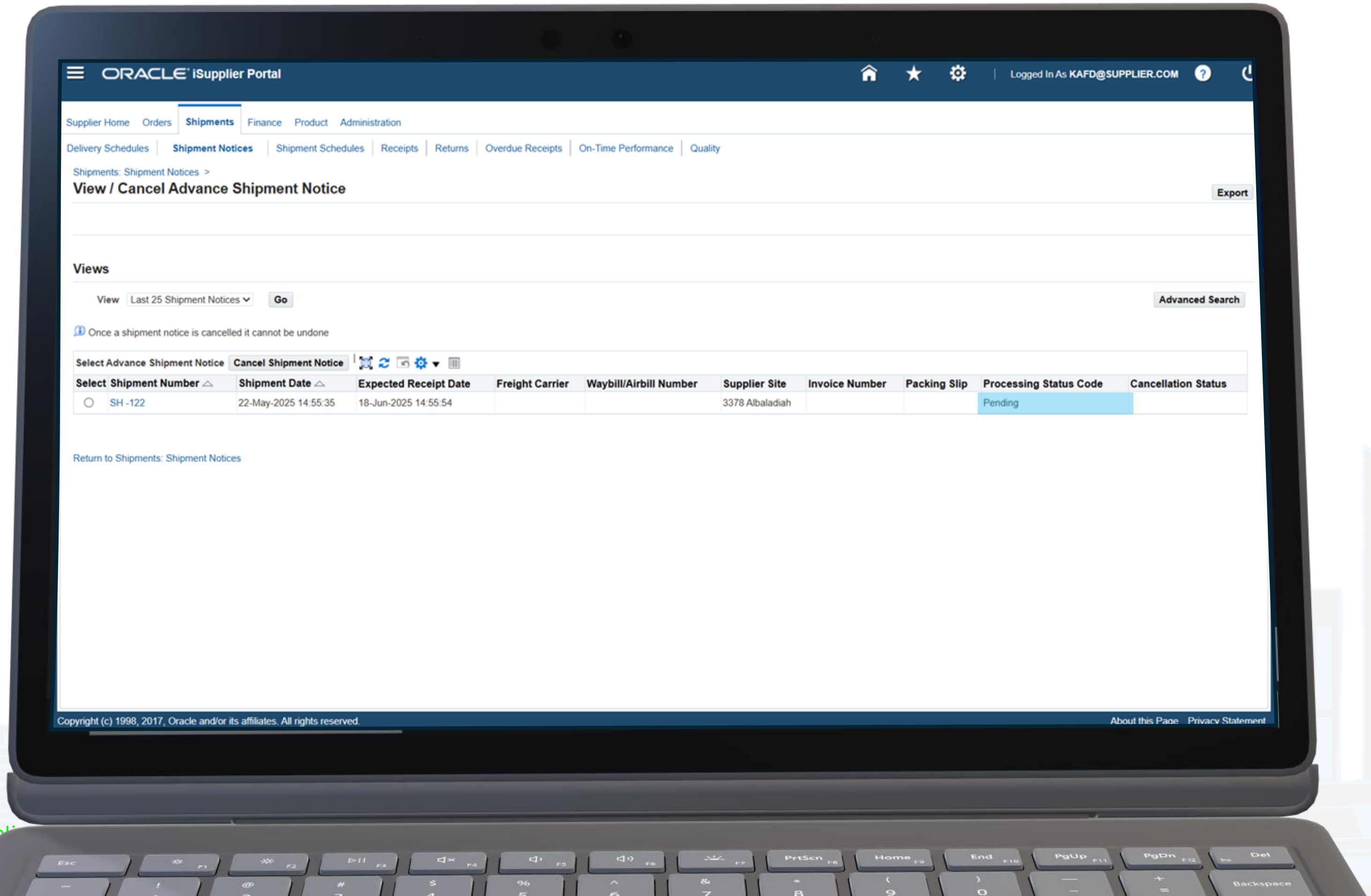
For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



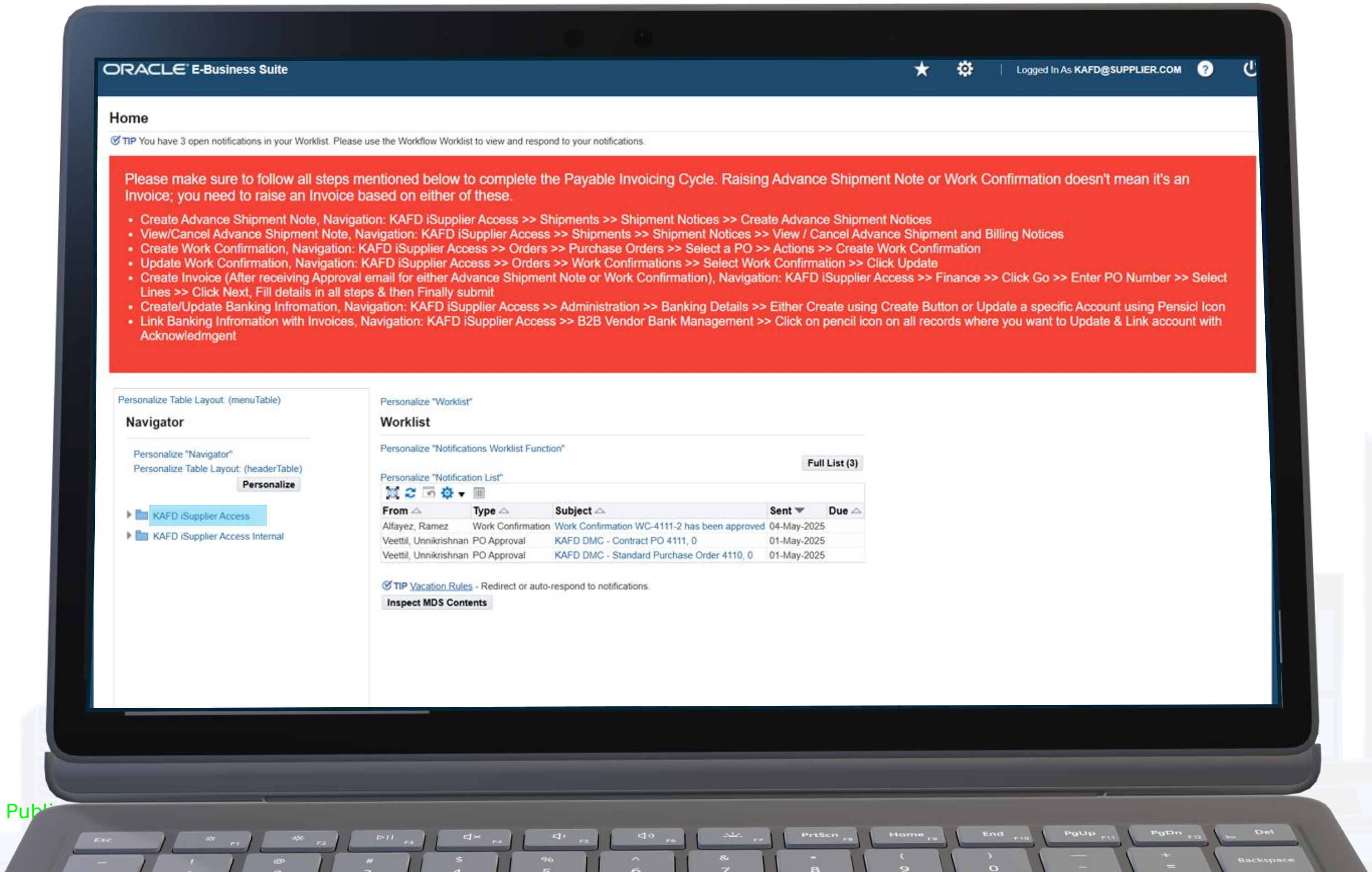
2. View Advance Shipment Notices

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)

Create ASN
View ASN
Cancel ASN

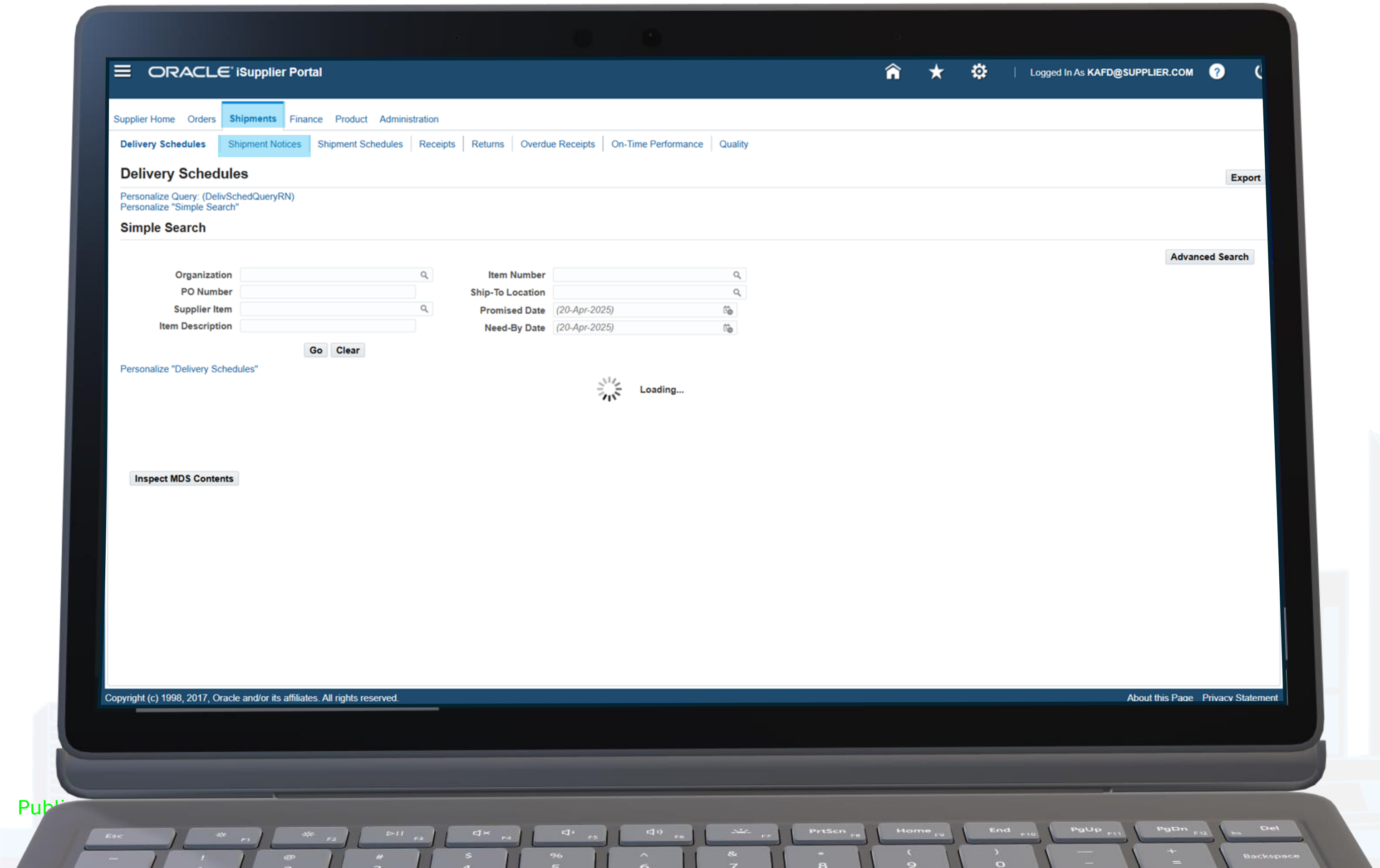


3. Cancel Advance Shipment Notices

3.1 Click on “KAFD iSupplier Access”.

Advance Shipment Notices (ASN)

Create ASN › View ASN › Cancel ASN



3. Cancel Advance Shipment Notices

3.2 Click on “Shipments” Tap.

3.3 Click on “Shipment Notices”.

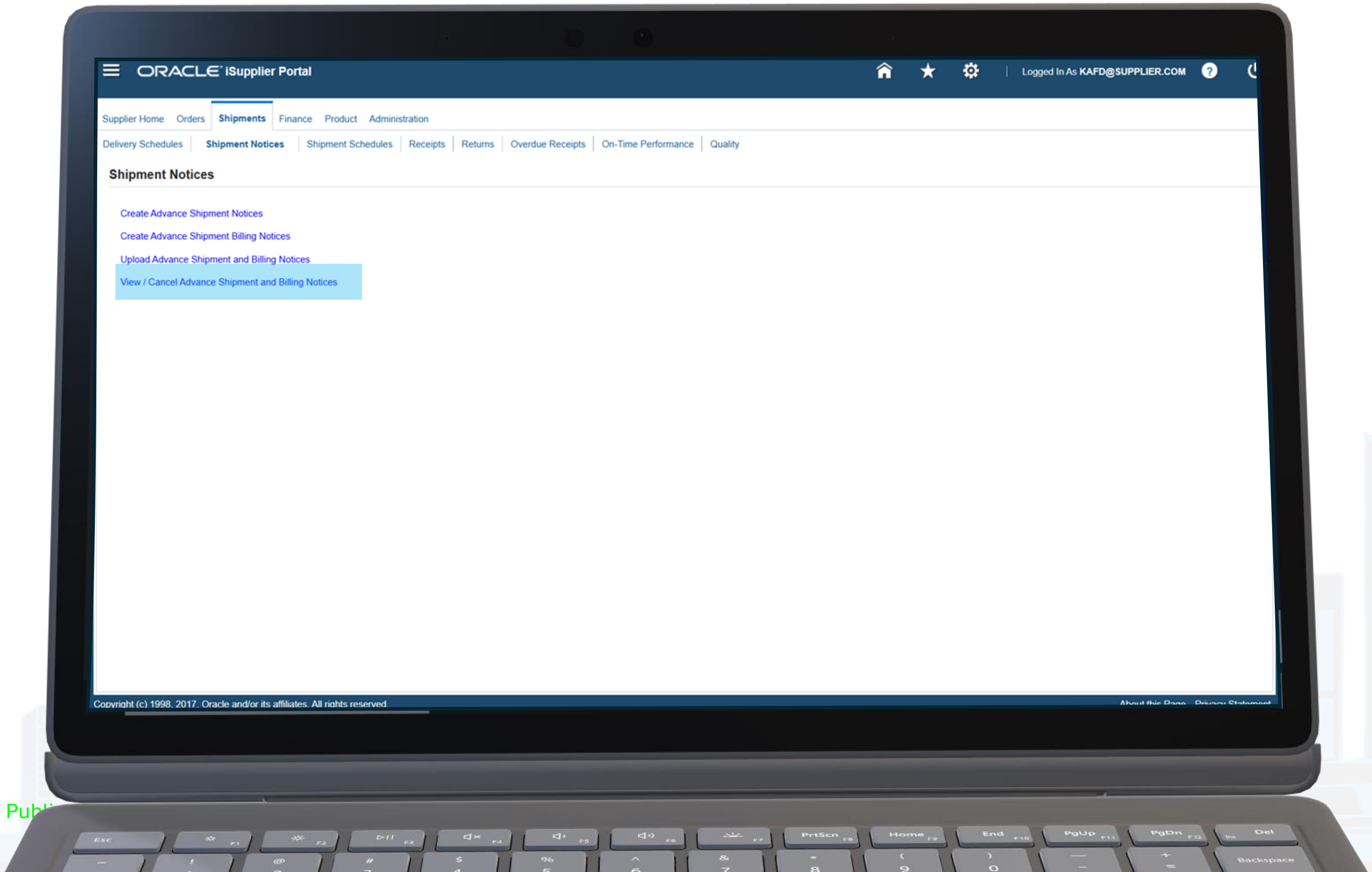
For any general inquiries, please contact us via email at: vm@kafd.sa

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



3. Cancel Advance Shipment Notices

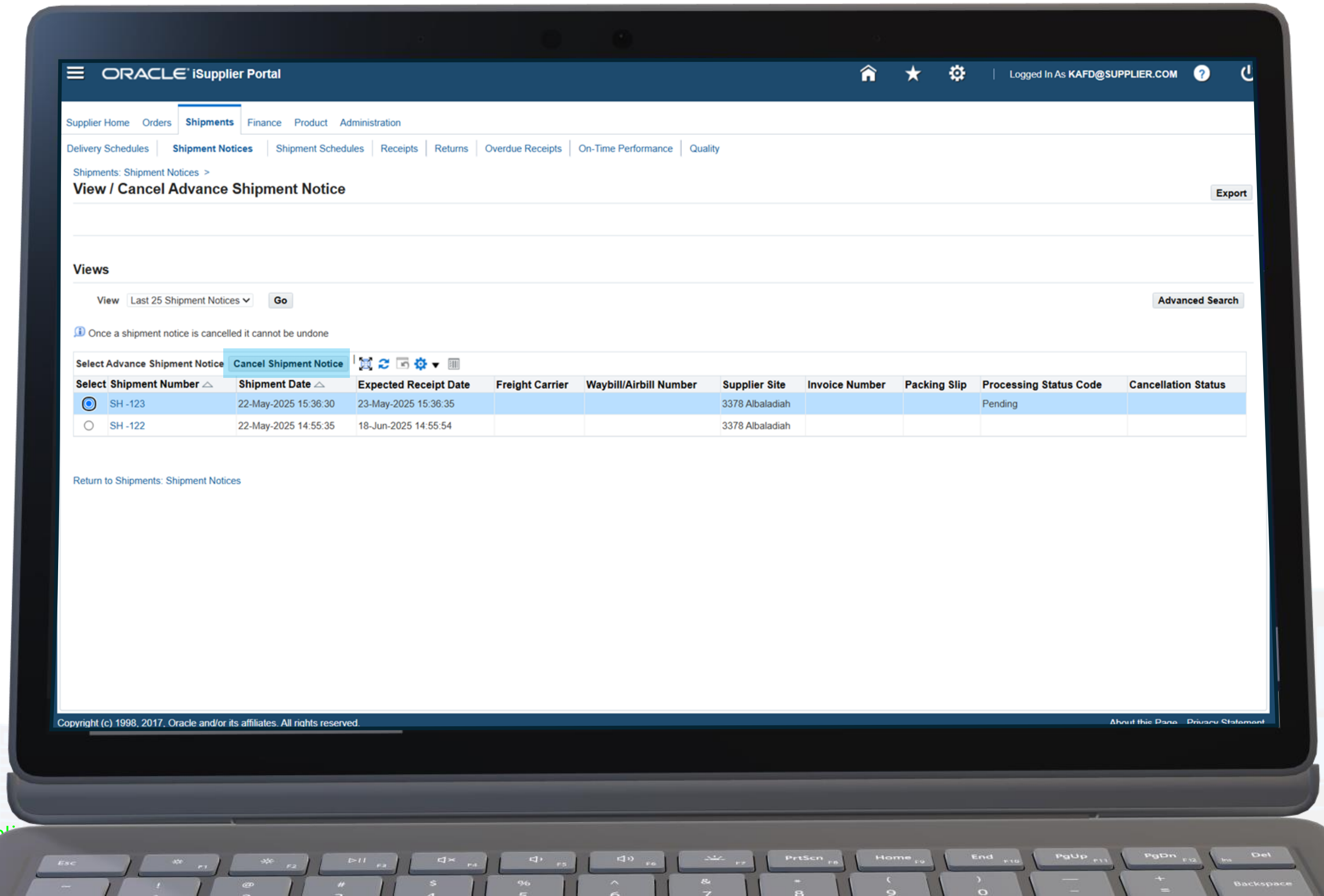
3.4 Select "View/Cancel Advance shipment and Billing Notices".

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN



3. Cancel Advance Shipment Notices

3.5 Select the ASN you would like to Cancel.

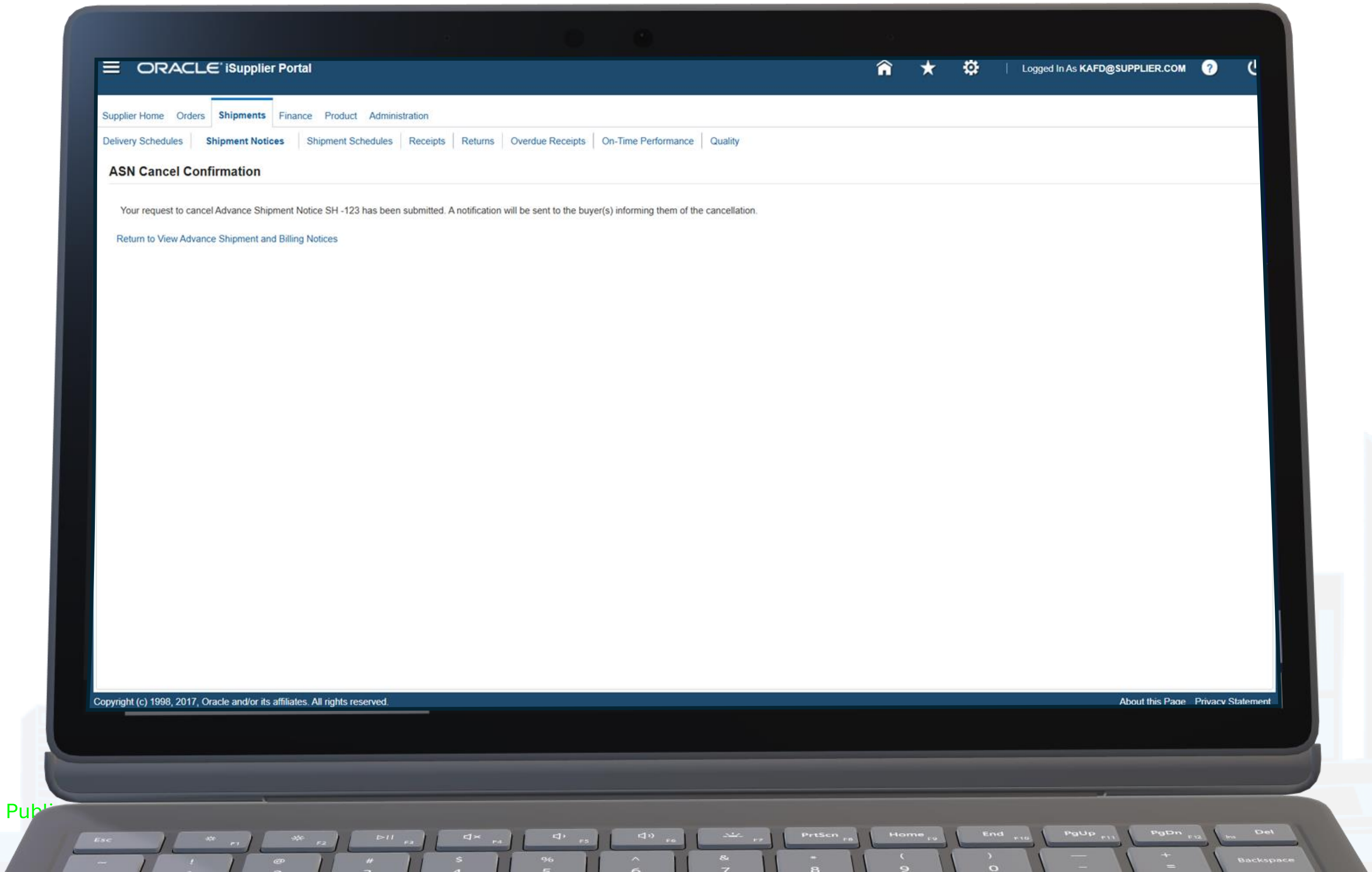
3.6 Click on “Cancel Shipment Notice”.

Advance Shipment Notices (ASN)

Create ASN

View ASN

Cancel ASN

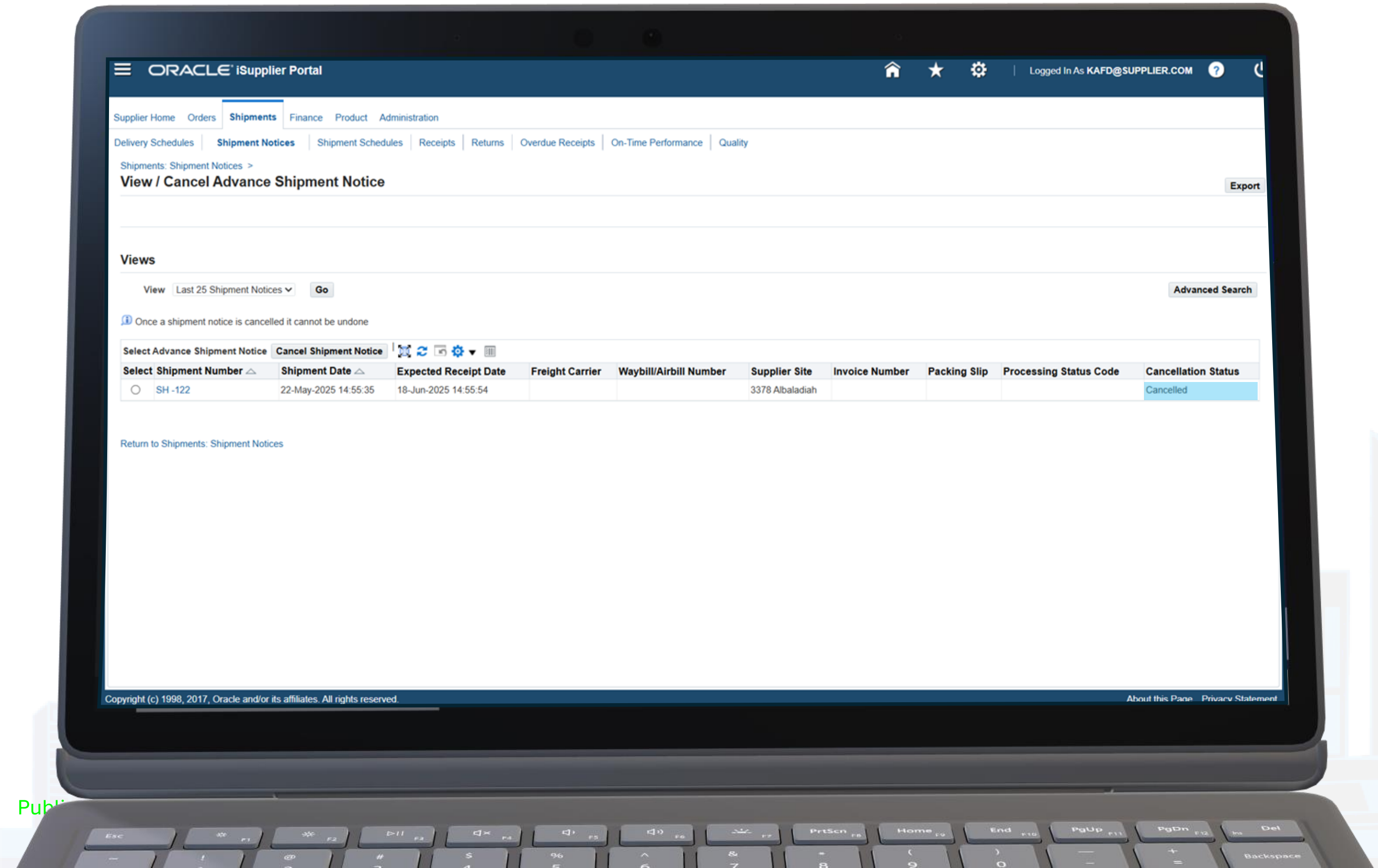


3. Cancel Advance Shipment Notices

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

Advance Shipment Notices (ASN)

Create ASN › View ASN › Cancel ASN



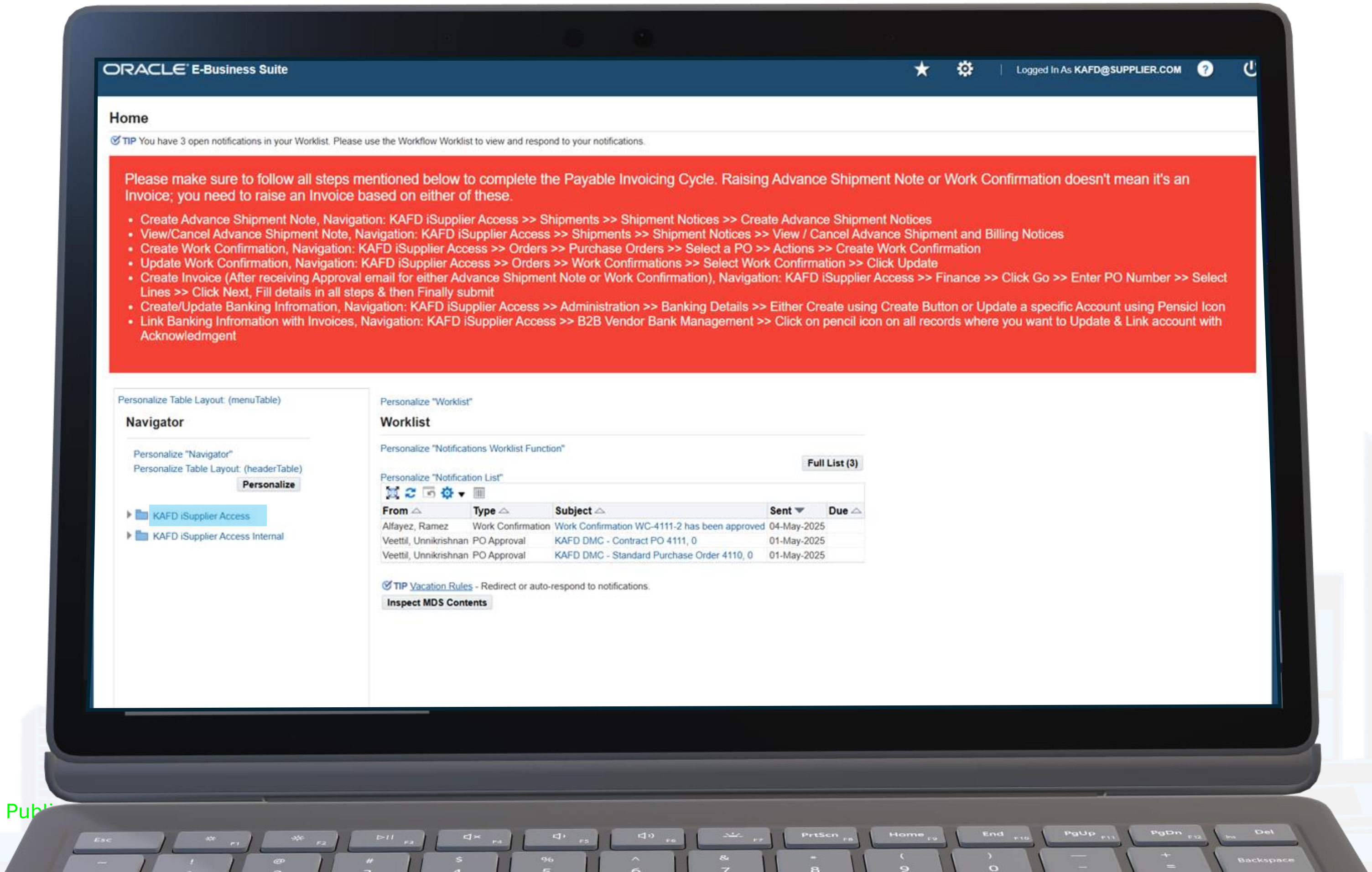
3. Cancel Advance Shipment Notices

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

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

Work Conformation (WC)

Create WC | View WC | Cancel WC | Update WC



1. Create Work Conformation

1.1 Click on “KAFD iSupplier Access”.

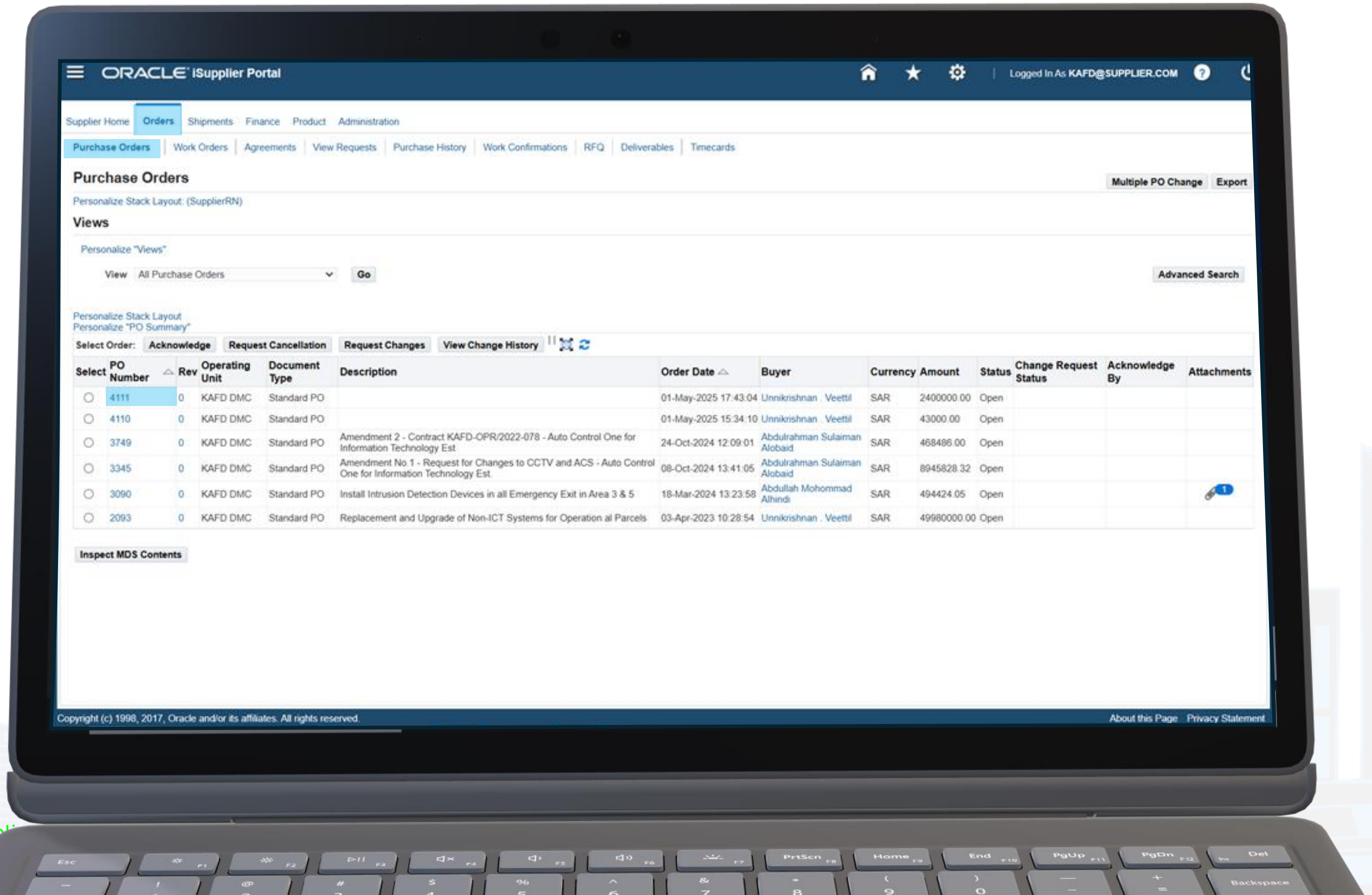
Work Conformation (WC)

Create WC

View WC

Cancel WC

Update 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.

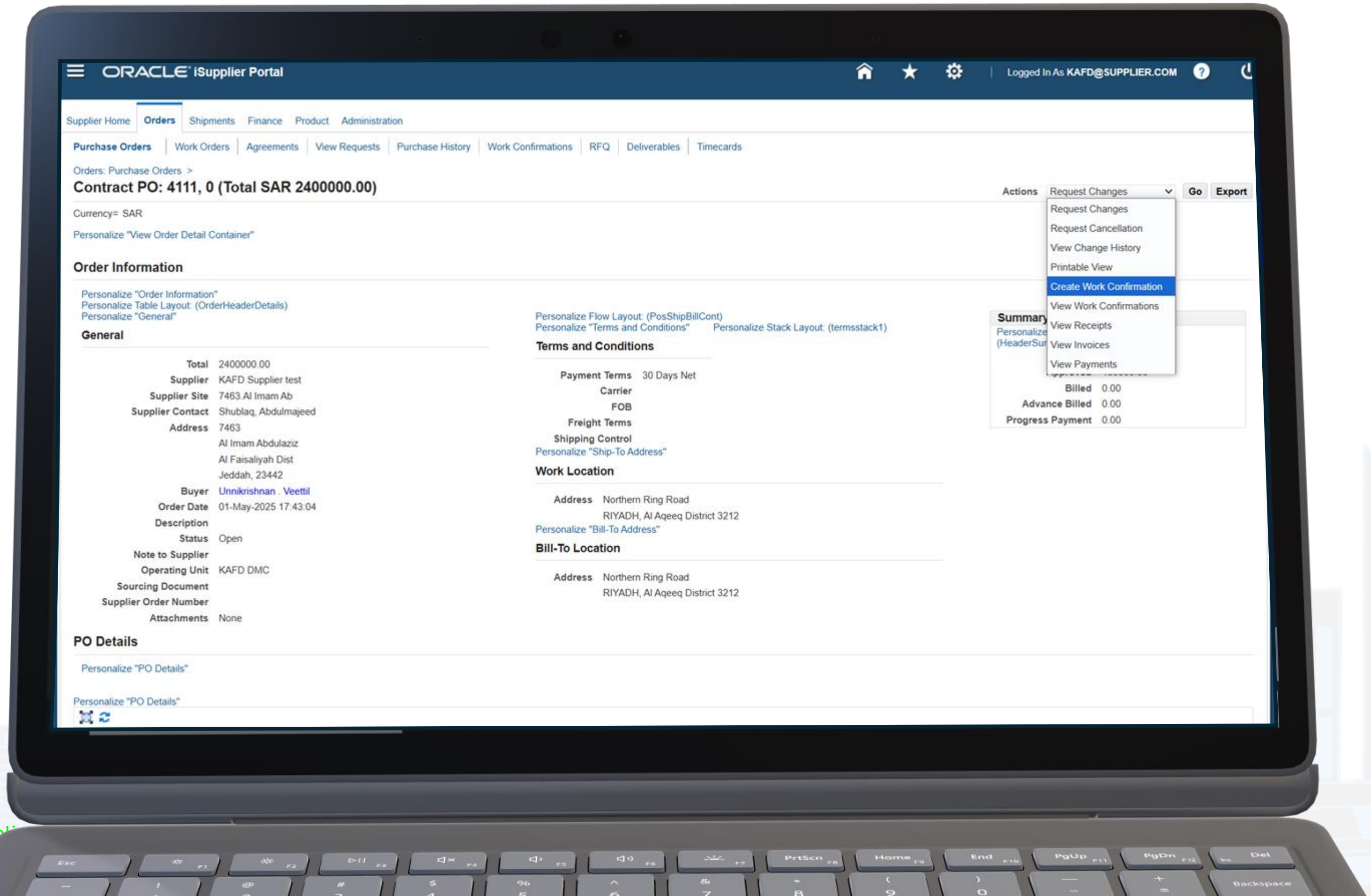
Work Conformation (WC)

Create WC

View WC

Cancel WC

Update WC



1. Create Work Conformation

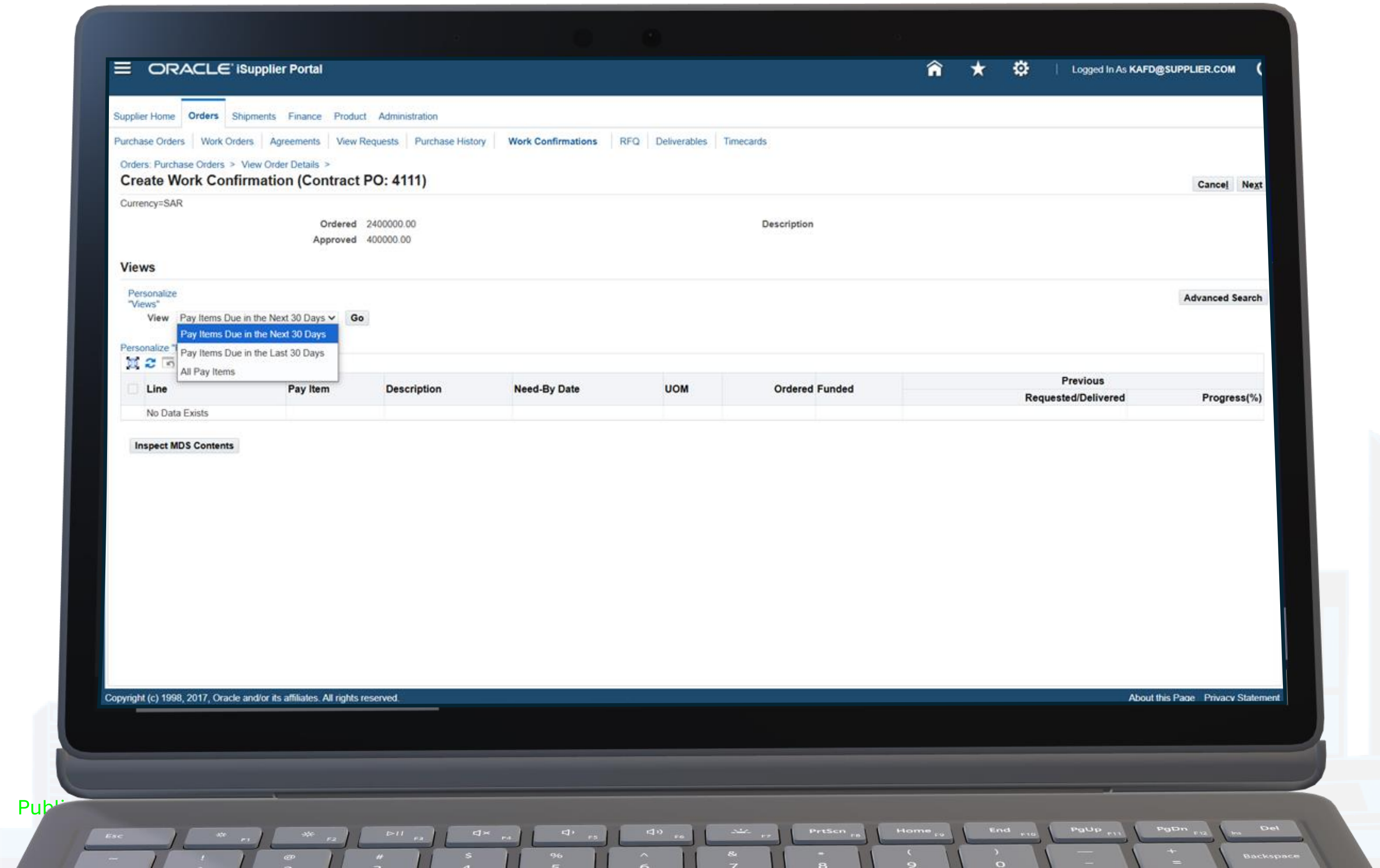
1.5 Choose 'Work Confirmation' from the drop-down Menu.

Pub

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

Work Conformation (WC)

Create WC → View WC → Cancel WC → Update WC



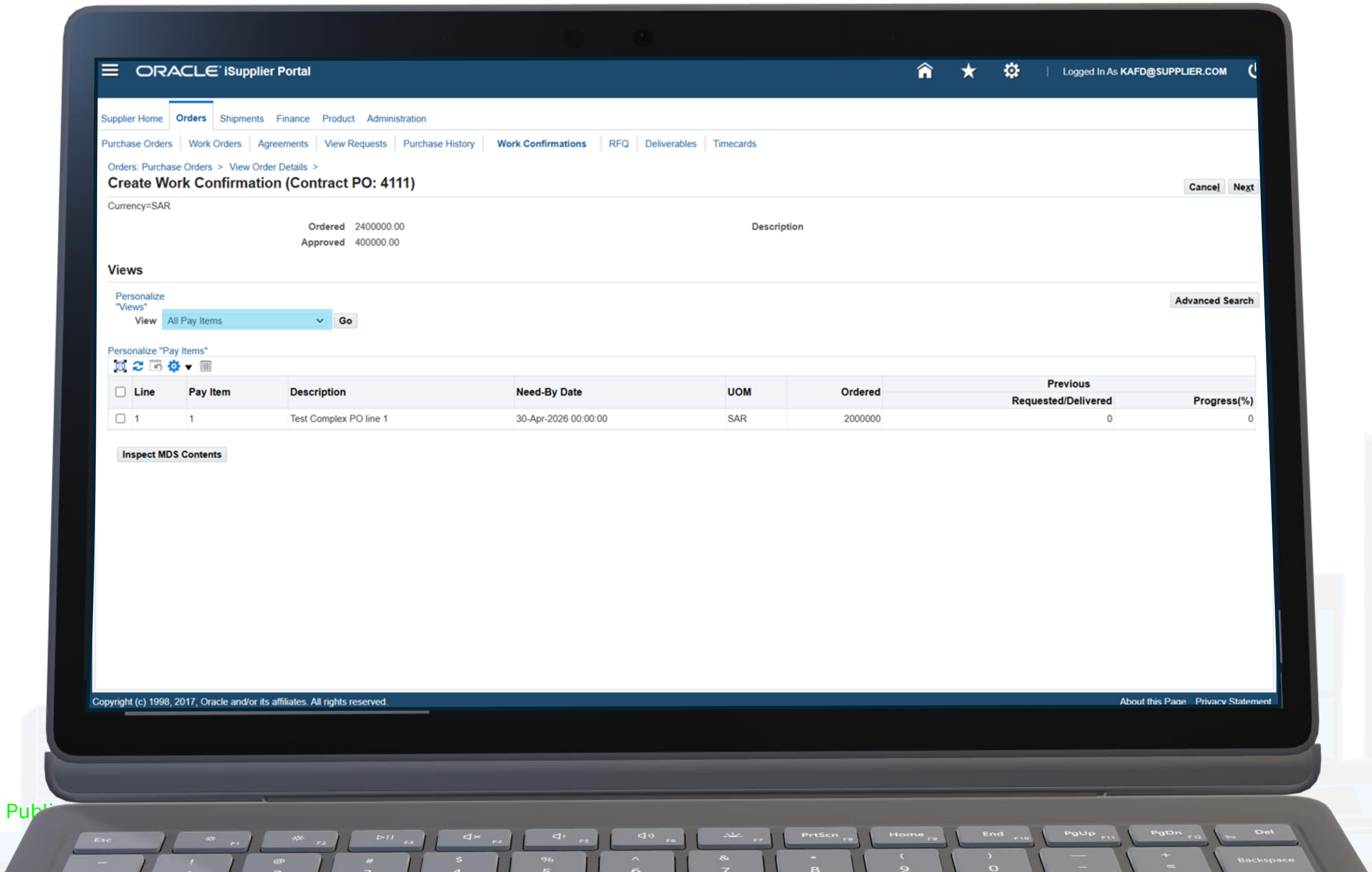
1. Create Work Conformation

1.6 Change the View to 'All Page Items'.

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

Work Conformation (WC)

Create WC → View WC → Cancel WC → Update WC



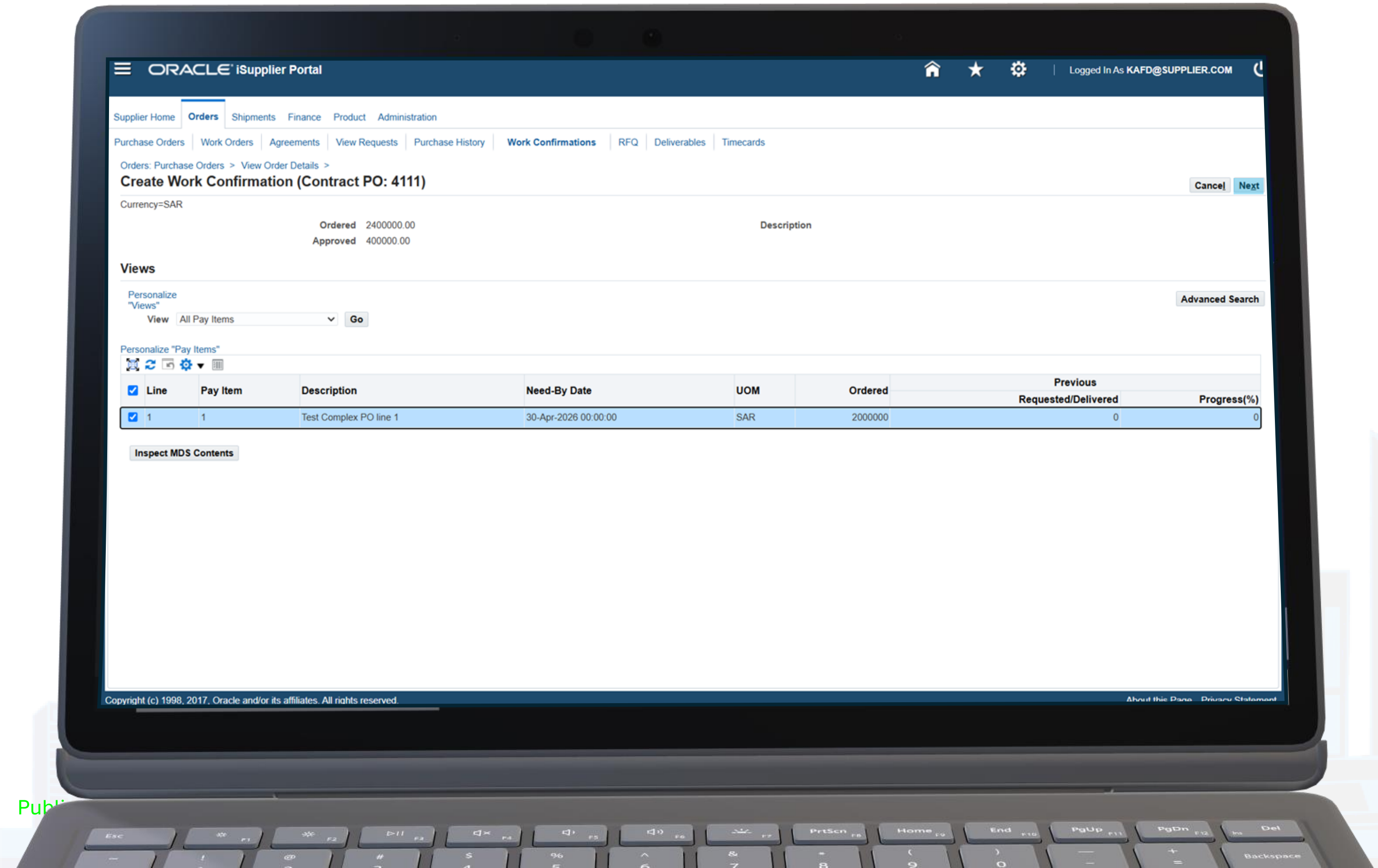
1. Create Work Conformation

1.6 Change the View to 'All Page Items'.

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

Work Conformation (WC)

Create WC › View WC › Cancel WC › Update WC



1. Create Work Conformation

1.7 Click on the Required item.

1.8 Click on “Next”.

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

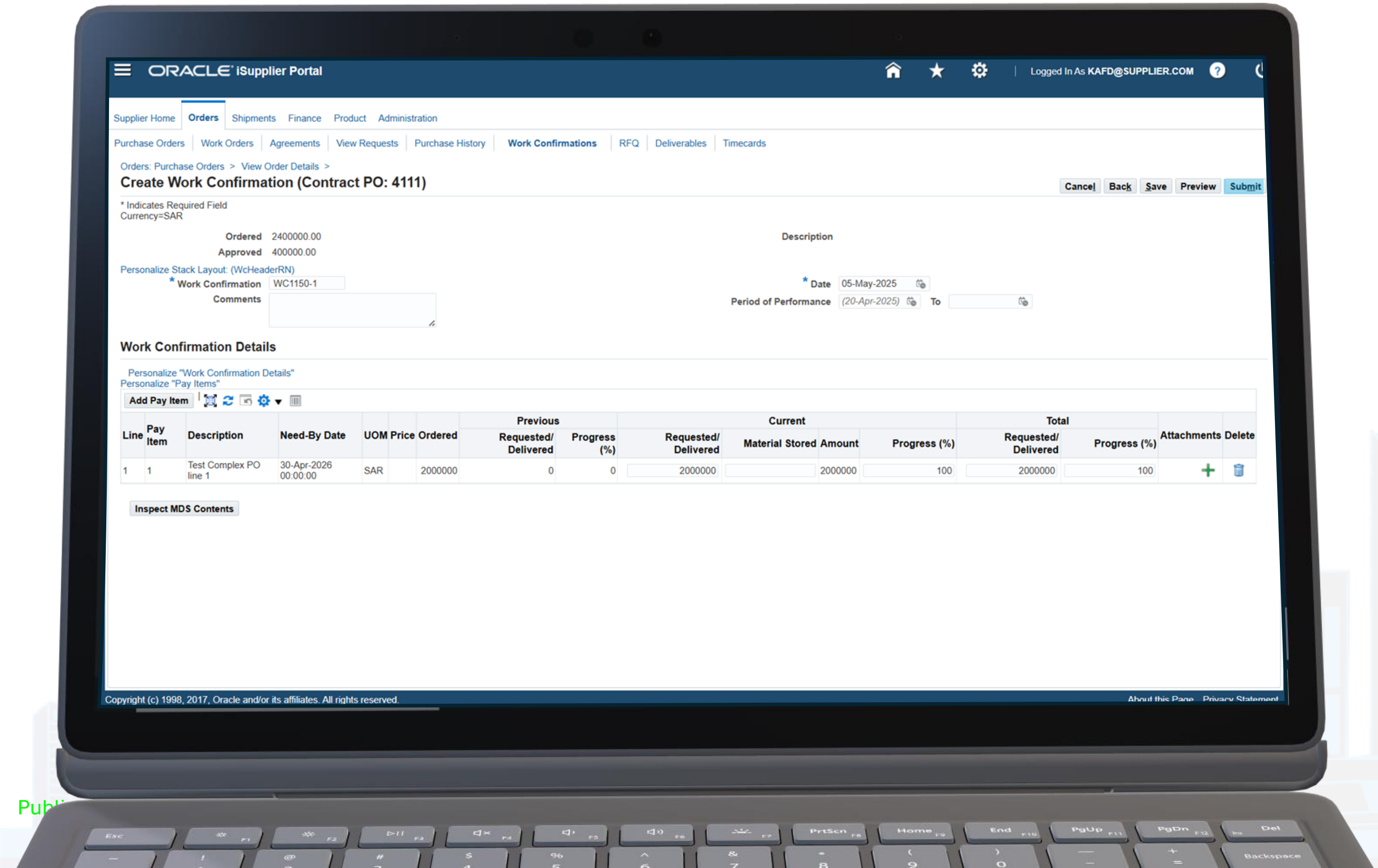
Work Conformation (WC)

Create WC

View WC

Cancel WC

Update WC



1. Create Work Conformation

1.9 Enter a Work Confirmation Number.

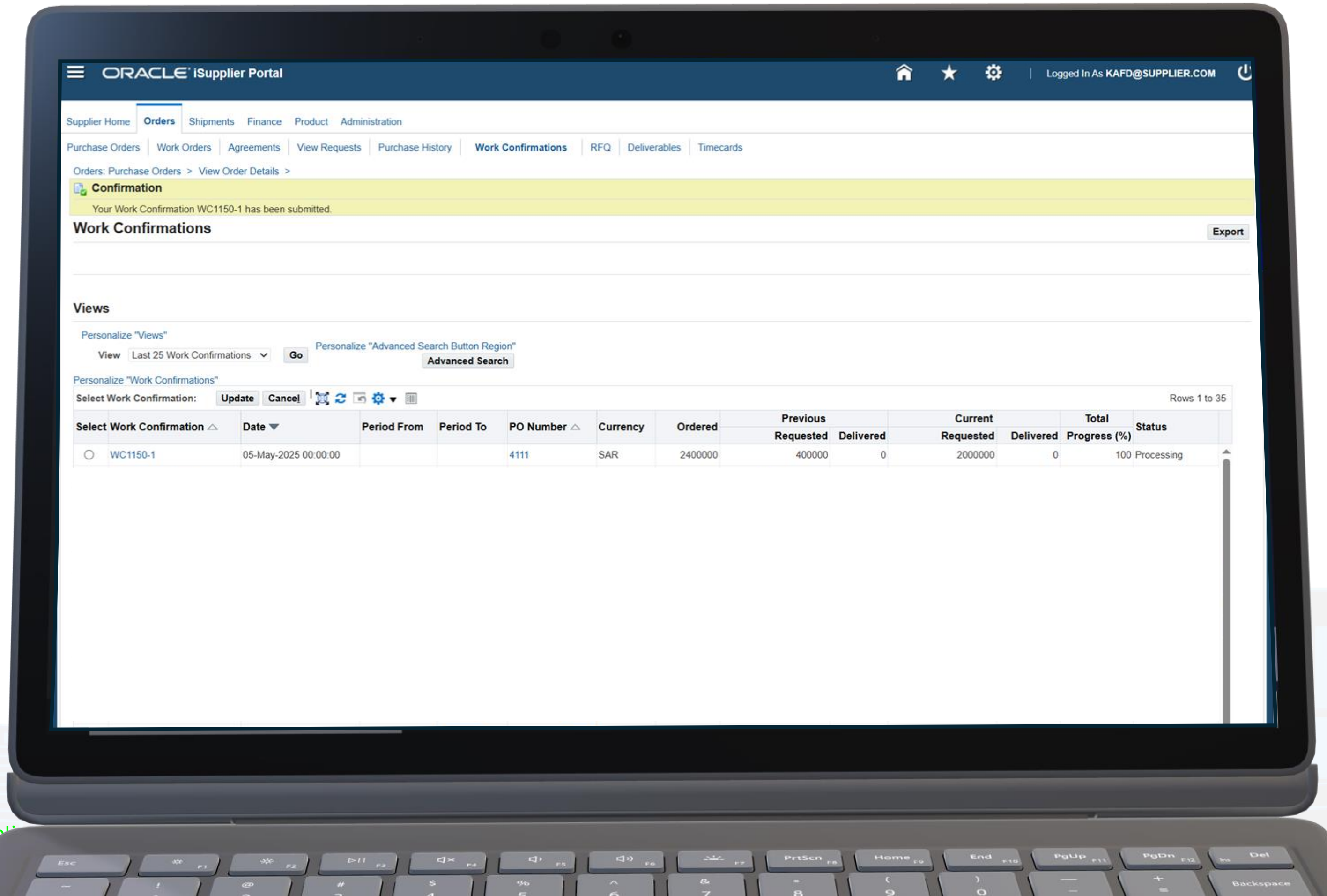
1.10 Enter the Date.

1.11 Click on "Submit"

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

Work Conformation (WC)

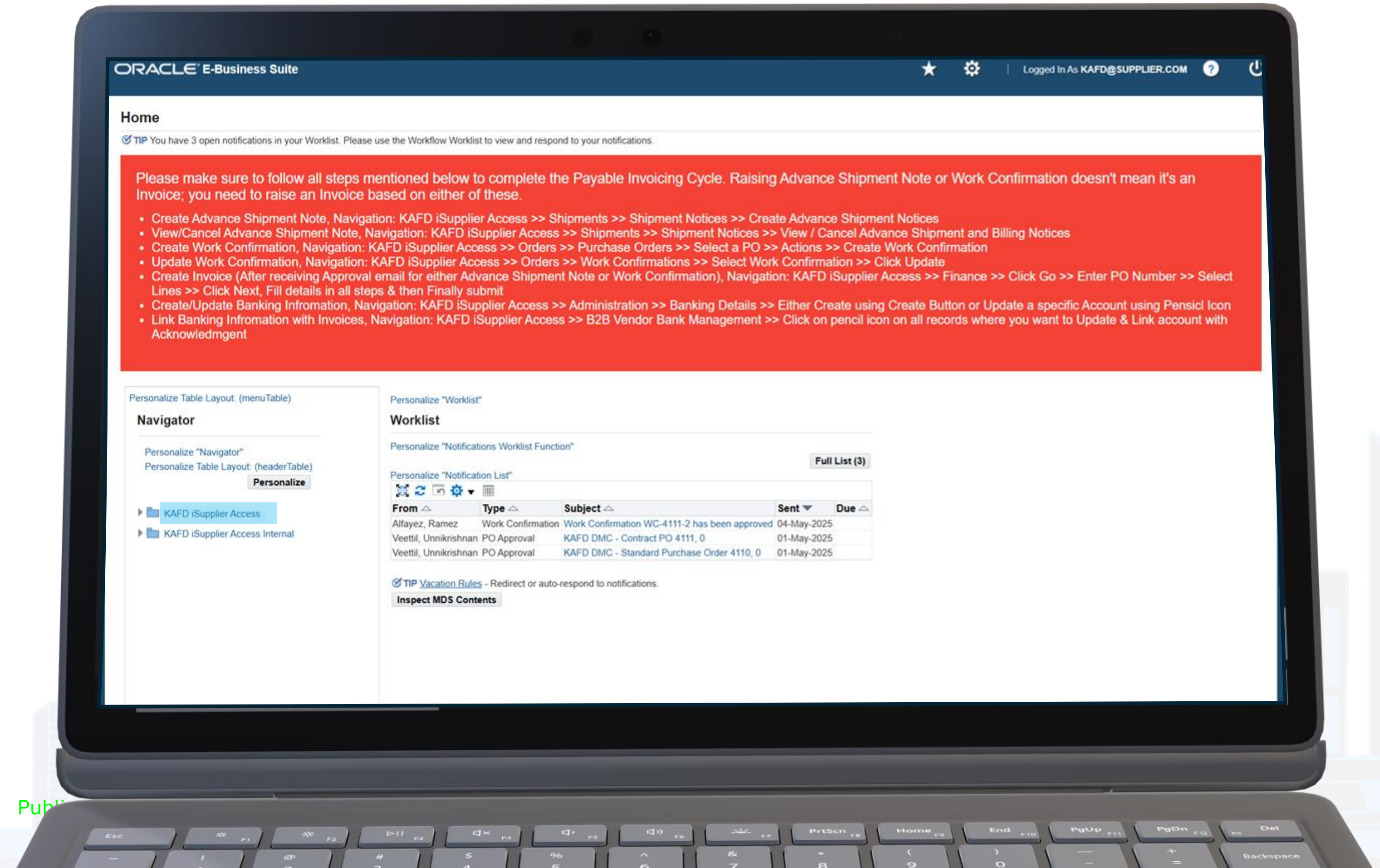
Create WC
View WC
Cancel WC
Update WC



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

Work Conformation (WC)

Create WC › **View WC** › Cancel WC › Update WC



2. View Work Conformation

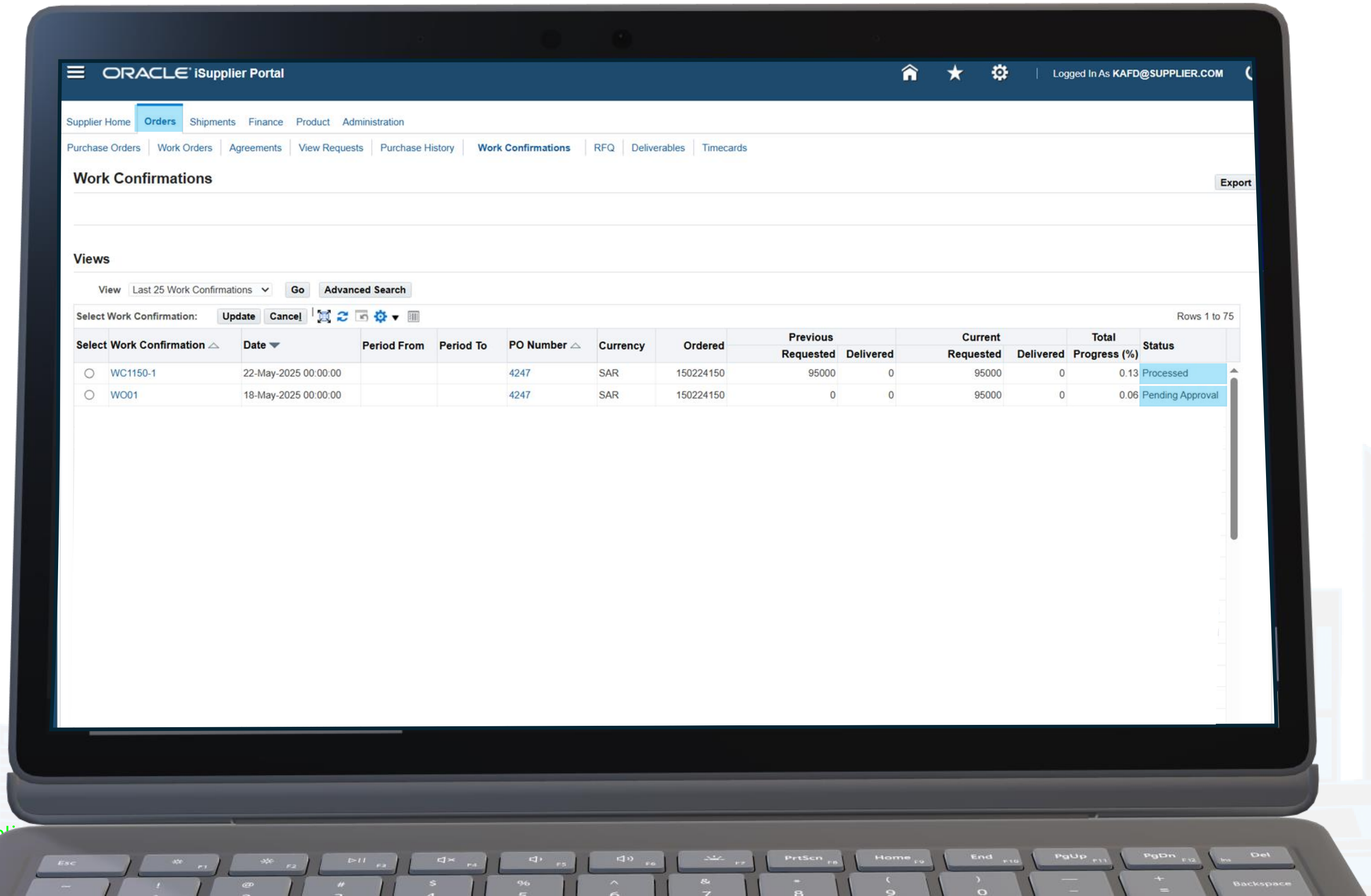
2.1 Click on “KAFD iSupplier Access”.

Publ

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

Work Conformation (WC)

Create WC → **View WC** → Cancel WC → Update WC



2. View Work Conformation

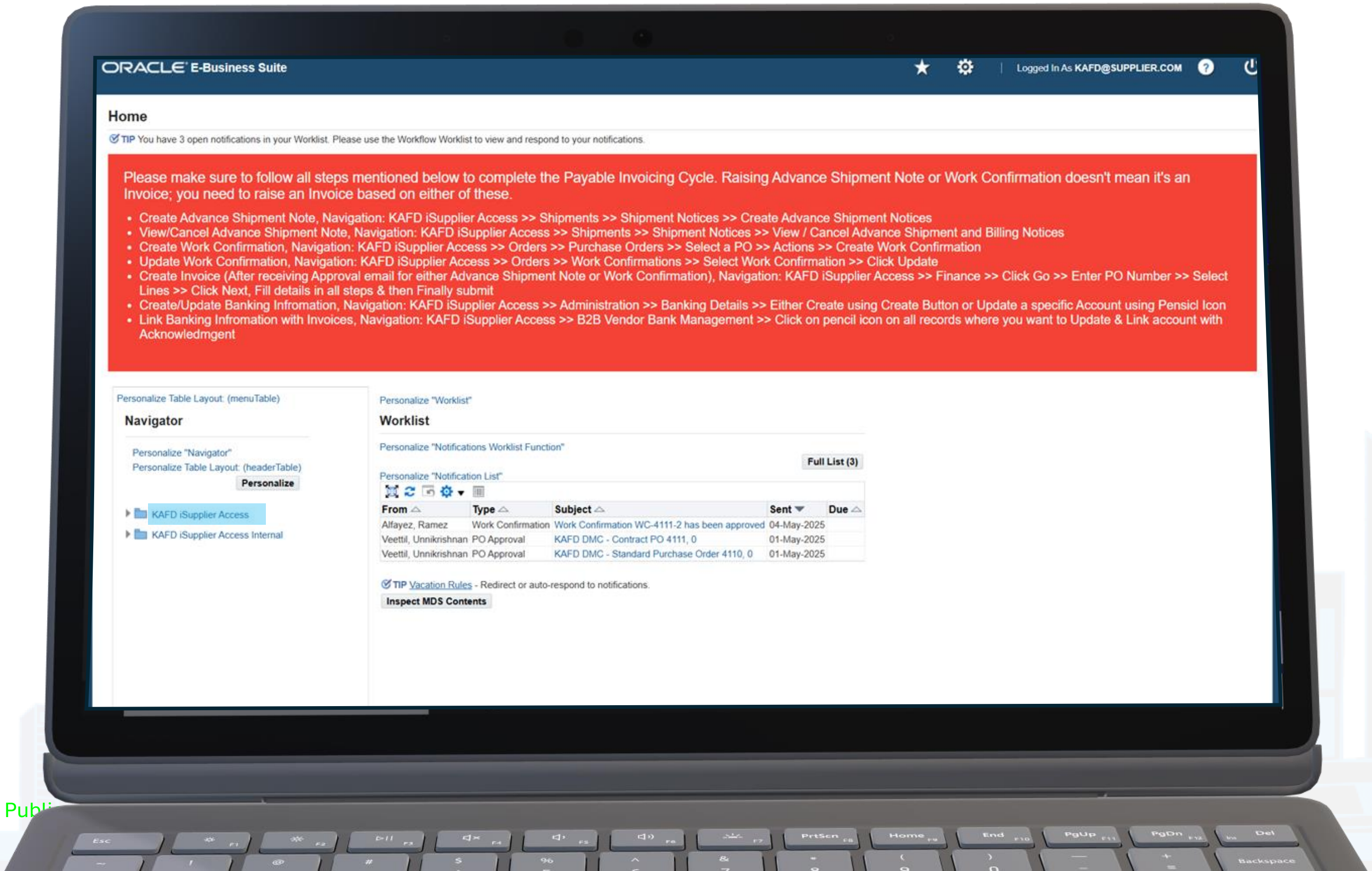
2.2 Click on “Orders” Tap.

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

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

Work Conformation (WC)

Create WC › View WC › **Cancel WC** › Update WC

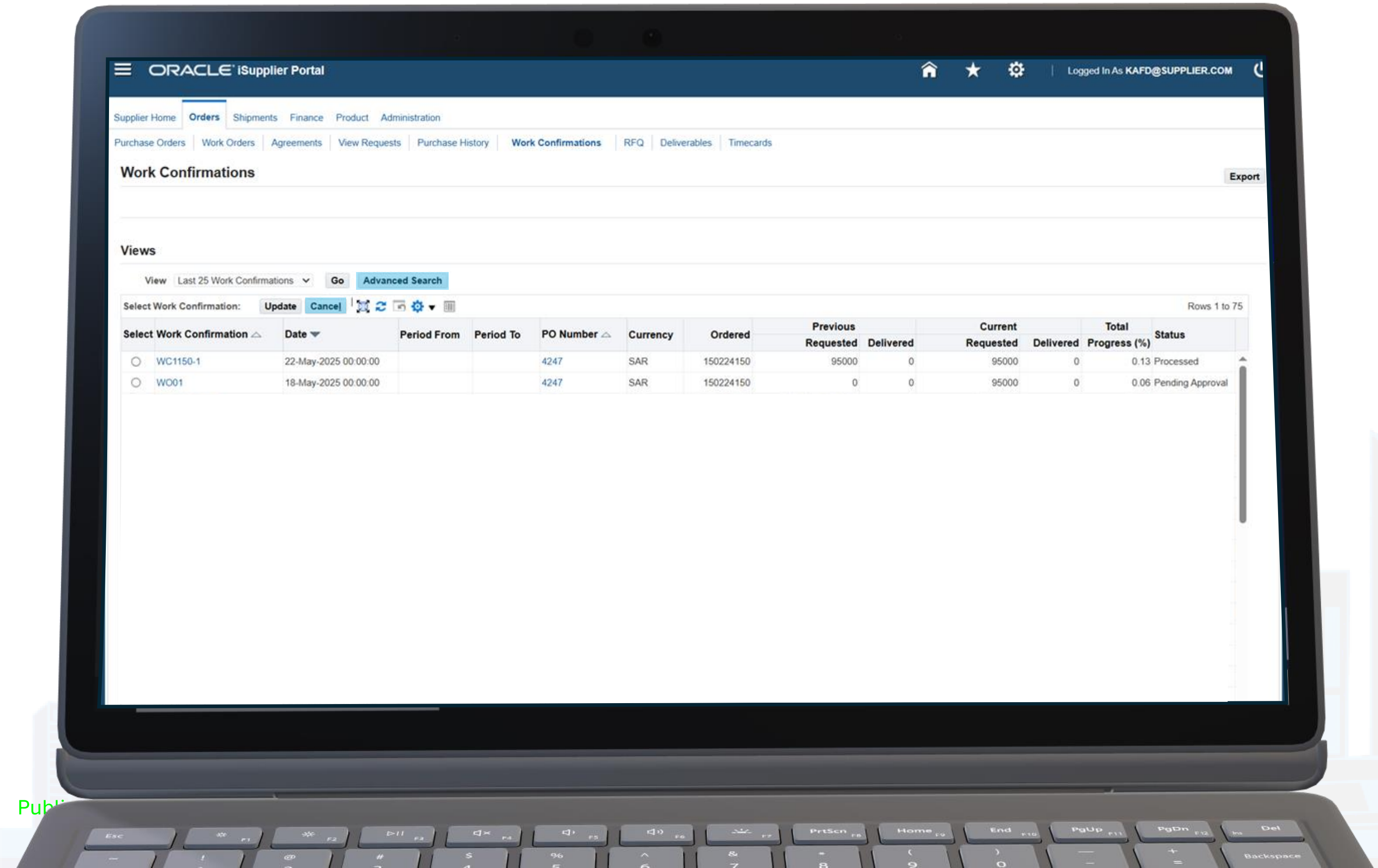


3. Cancel Work Conformation

3.1 Click on “KAFD iSupplier Access”.

Work Conformation (WC)

Create WC › View WC › **Cancel WC** › Update WC



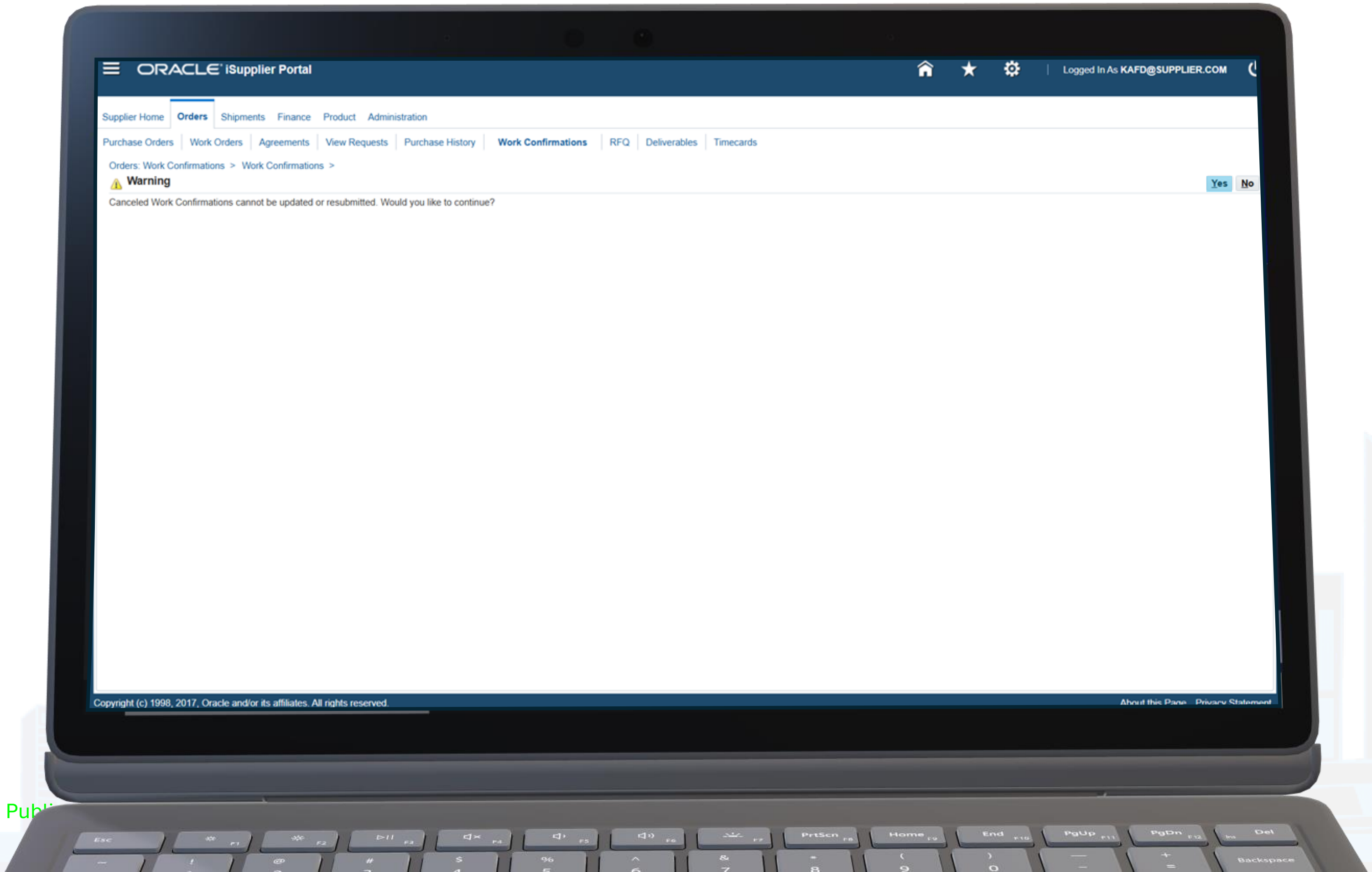
3. Cancel Work Conformation

3.2 Click on “Orders” Tap.

3.3 Click on “Cancel” to cancel the selected order

Work Conformation (WC)

Create WC › View WC › **Cancel WC** › Update WC



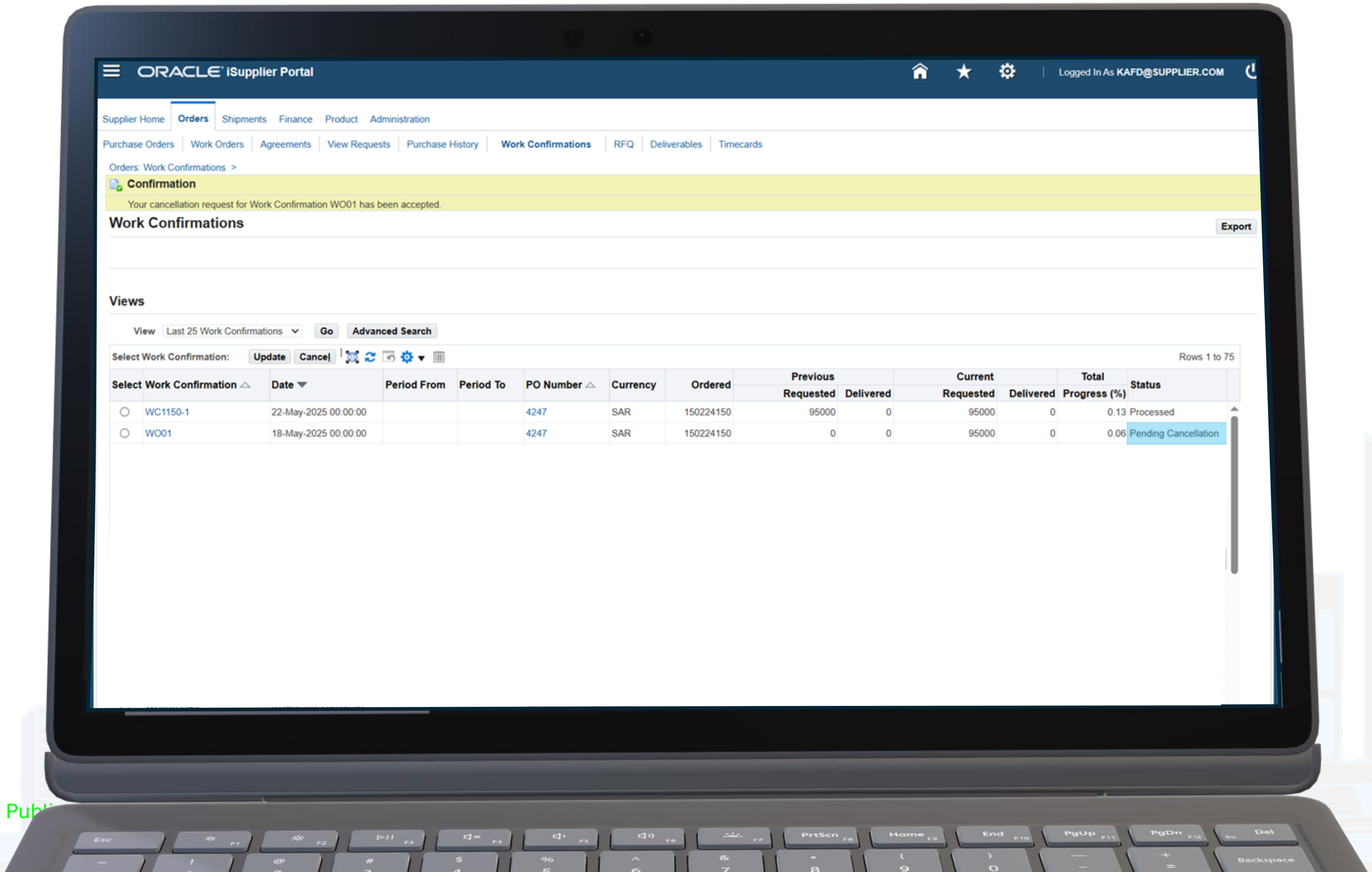
3. Cancel Work Conformation

3.4 Click on “Yes” to confirm the cancellation.

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

Work Conformation (WC)

Create WC → View WC → **Cancel WC** → Update WC

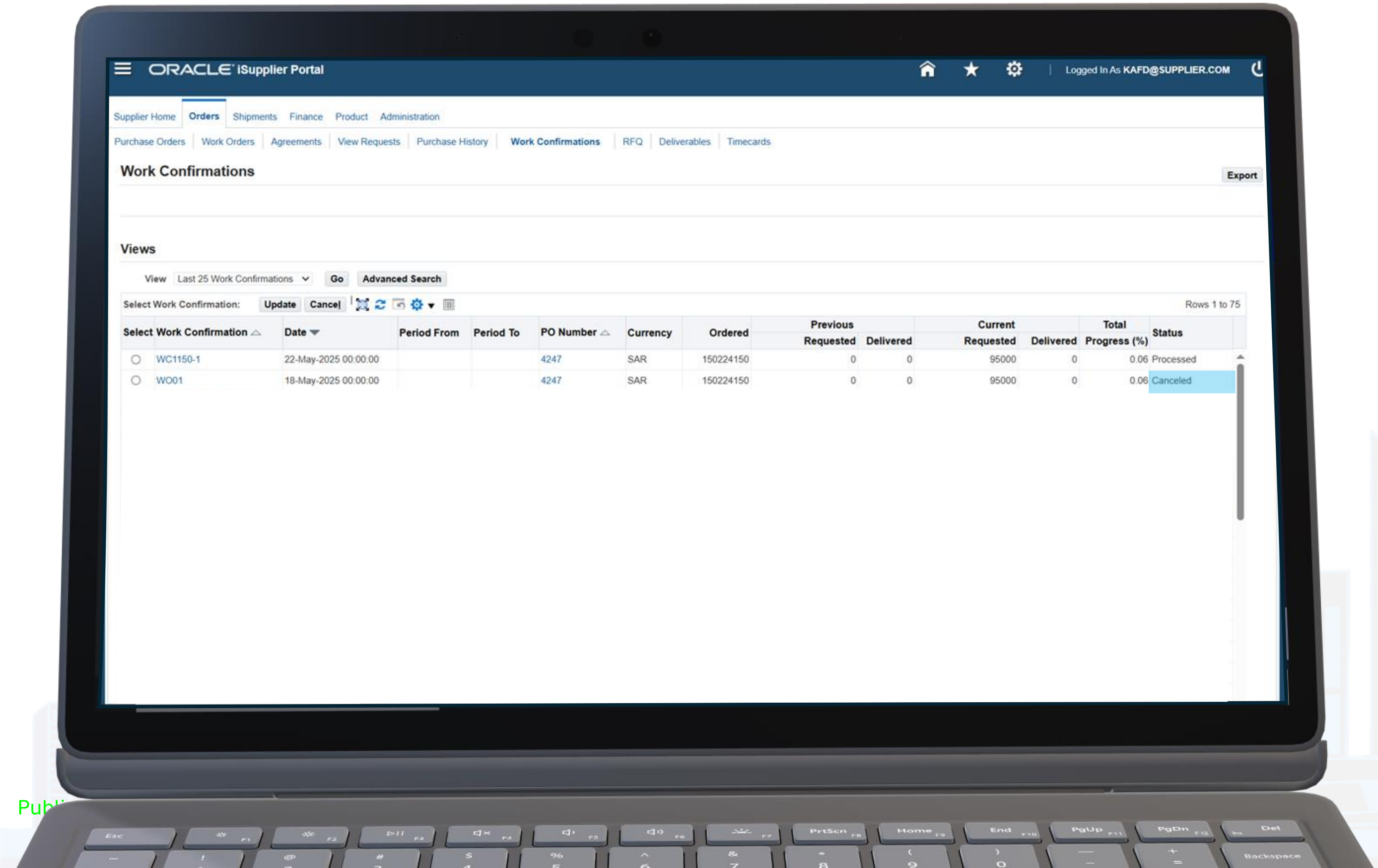


3. Cancel Work Conformation

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

Work Conformation (WC)

Create WC › View WC › **Cancel WC** › Update WC



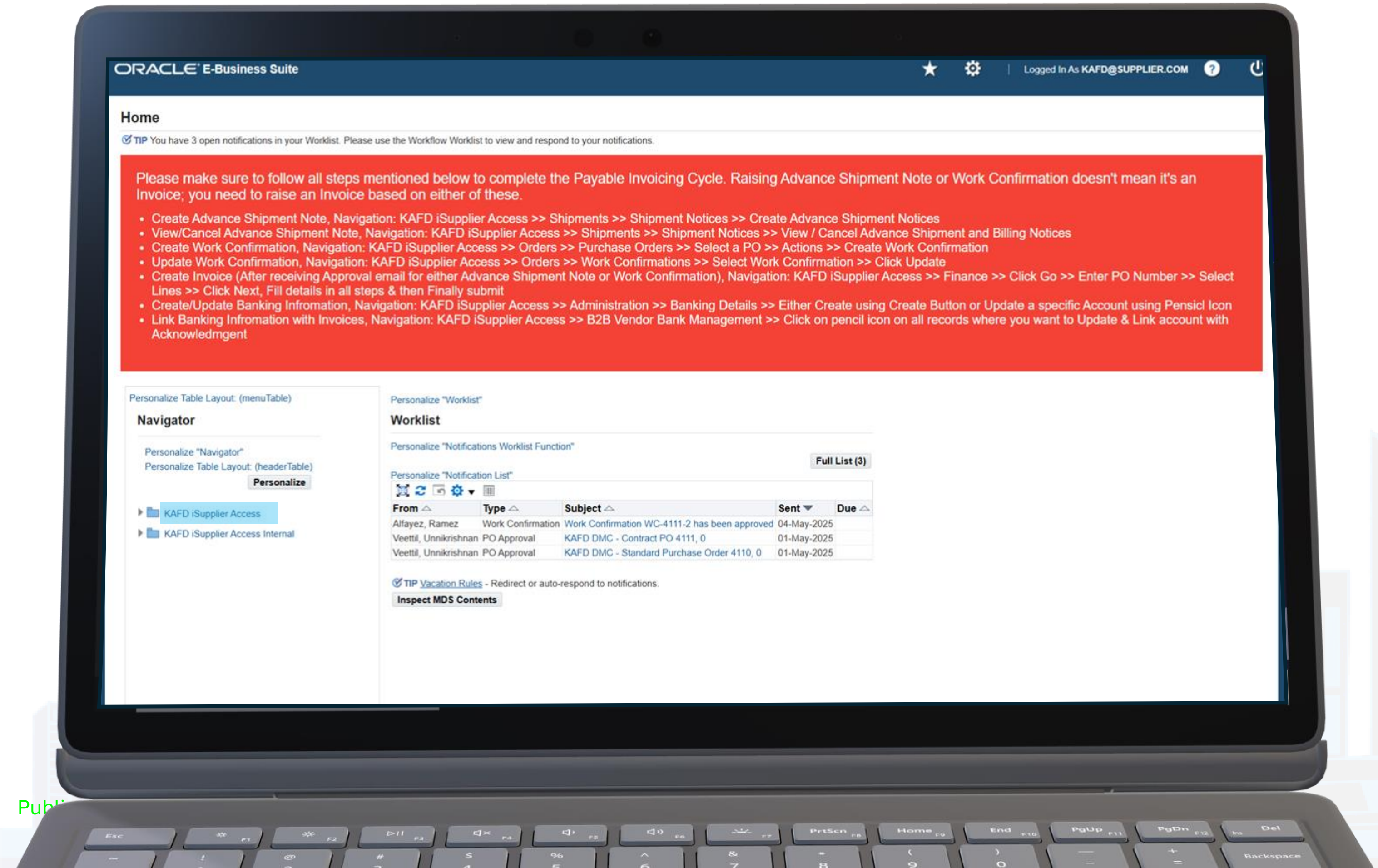
3. Cancel Work Conformation

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

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

Work Conformation (WC)

Create WC > View WC > Cancel WC > Update WC

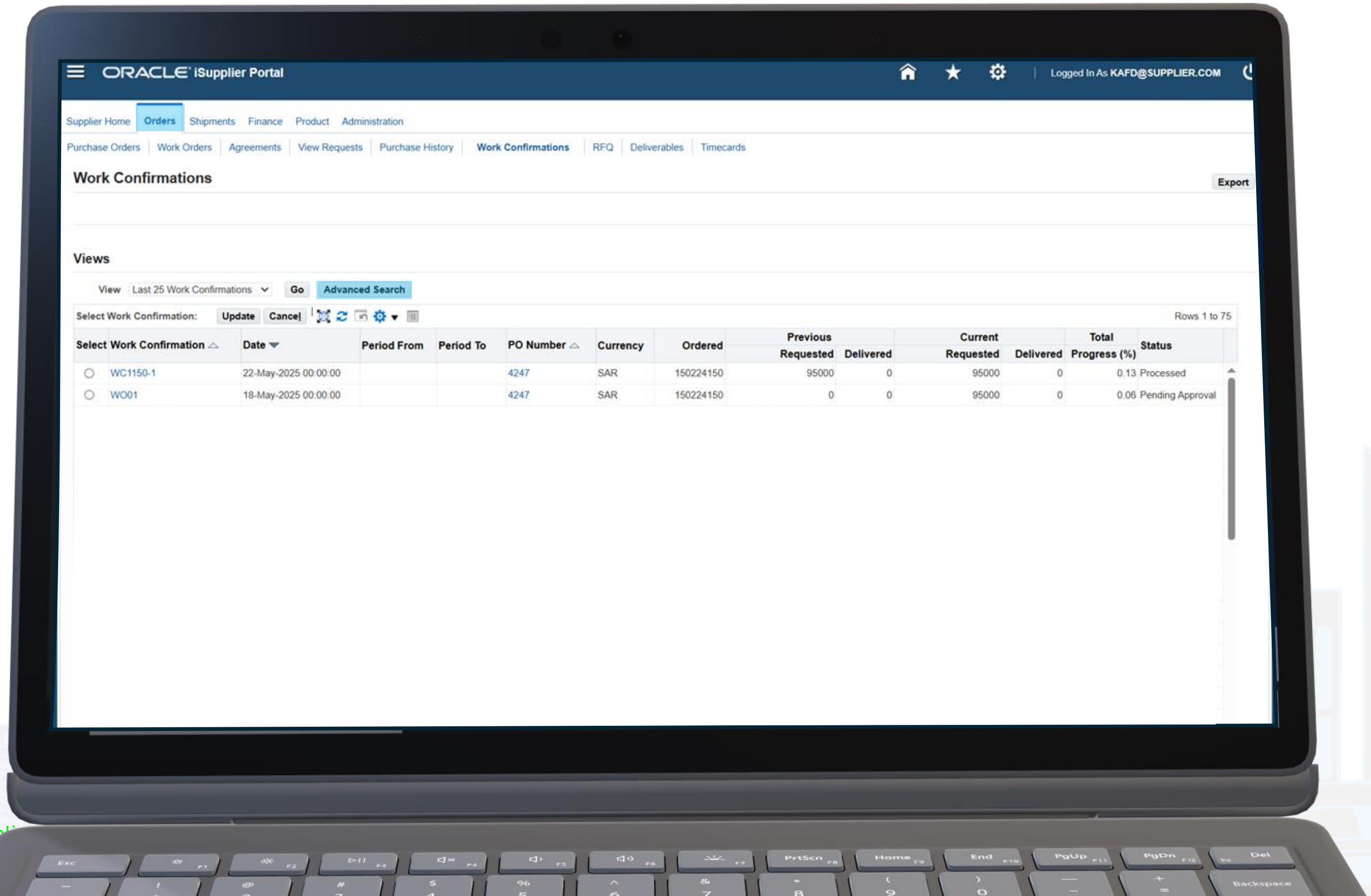


4. Update Work Conformation

4.1 Click on “KAFD iSupplier Access”.

Work Conformation (WC)

Create WC > View WC > Cancel WC > **Update WC**



4. Update Work Conformation

4.2 Click on “Orders” Tap.

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

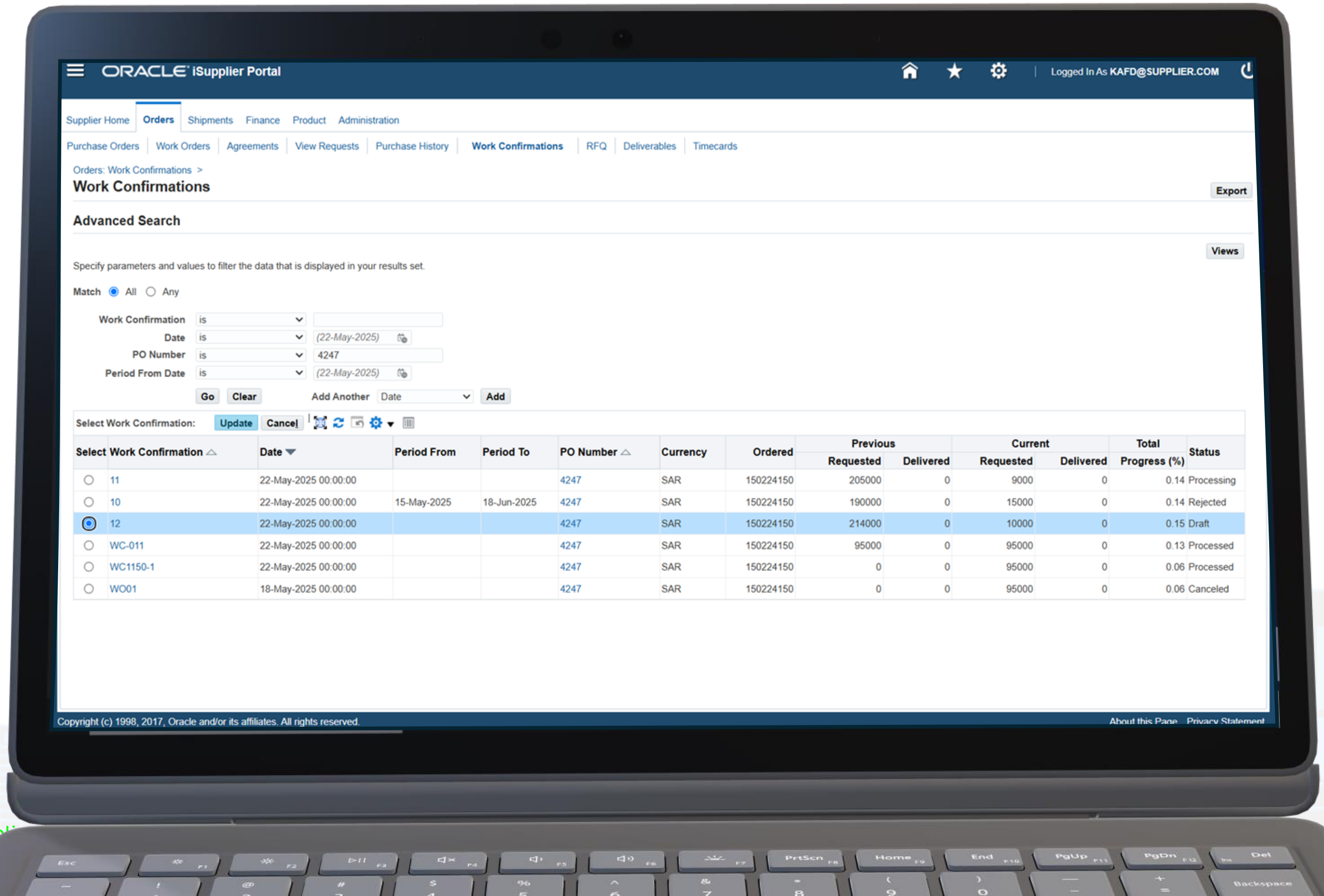
Work Conformation (WC)

Create WC

View WC

Cancel WC

Update WC



4. Update Work Conformation

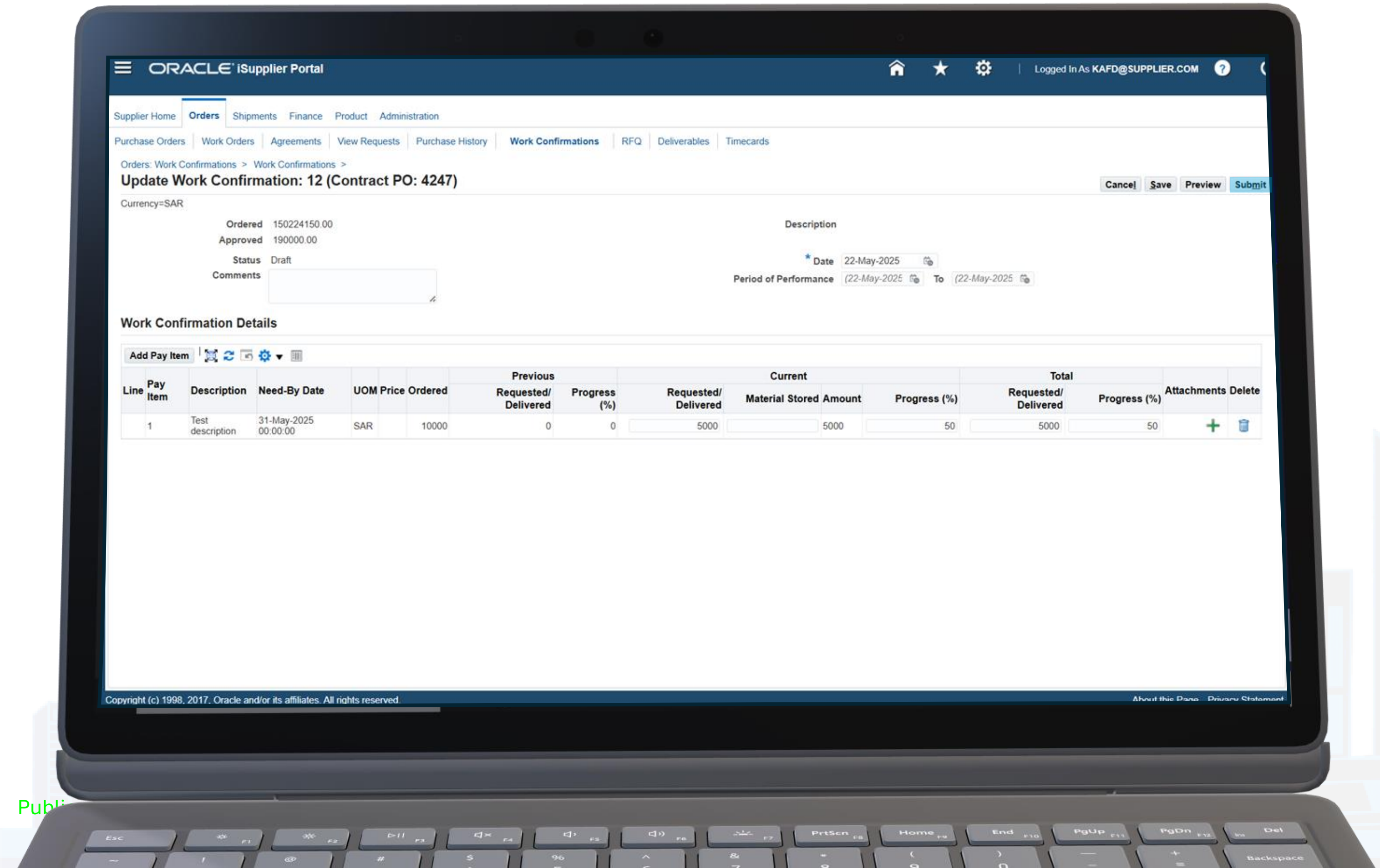
4.4 Select the required WC.

4.5 Click on “Update”

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

Work Conformation (WC)

Create WC → View WC → Cancel WC → **Update WC**



4. Update Work Conformation

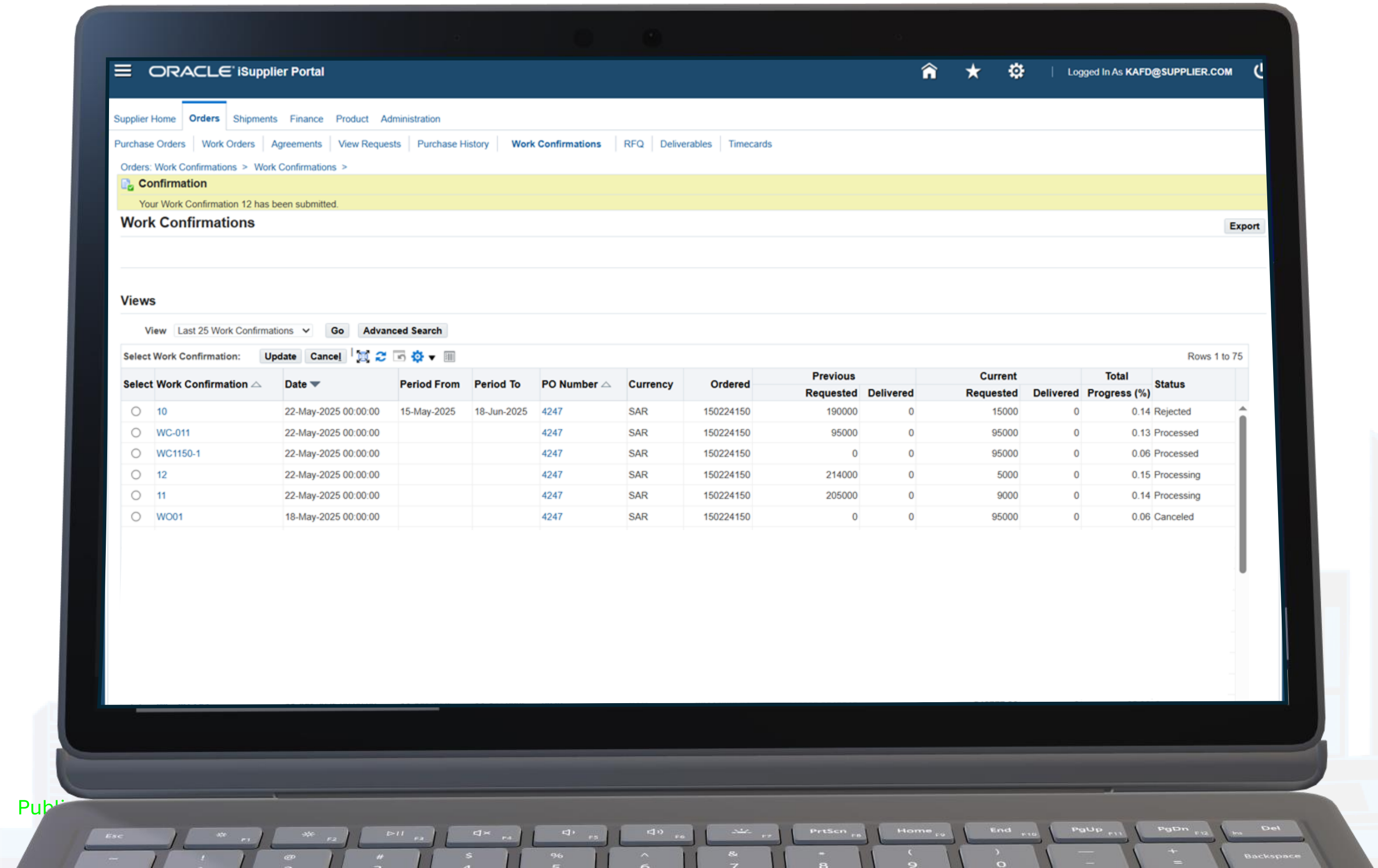
4.6 Update the necessary changes.

4.7 Click on “Submit”.

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

Work Conformation (WC)

Create WC › View WC › Cancel WC › **Update WC**

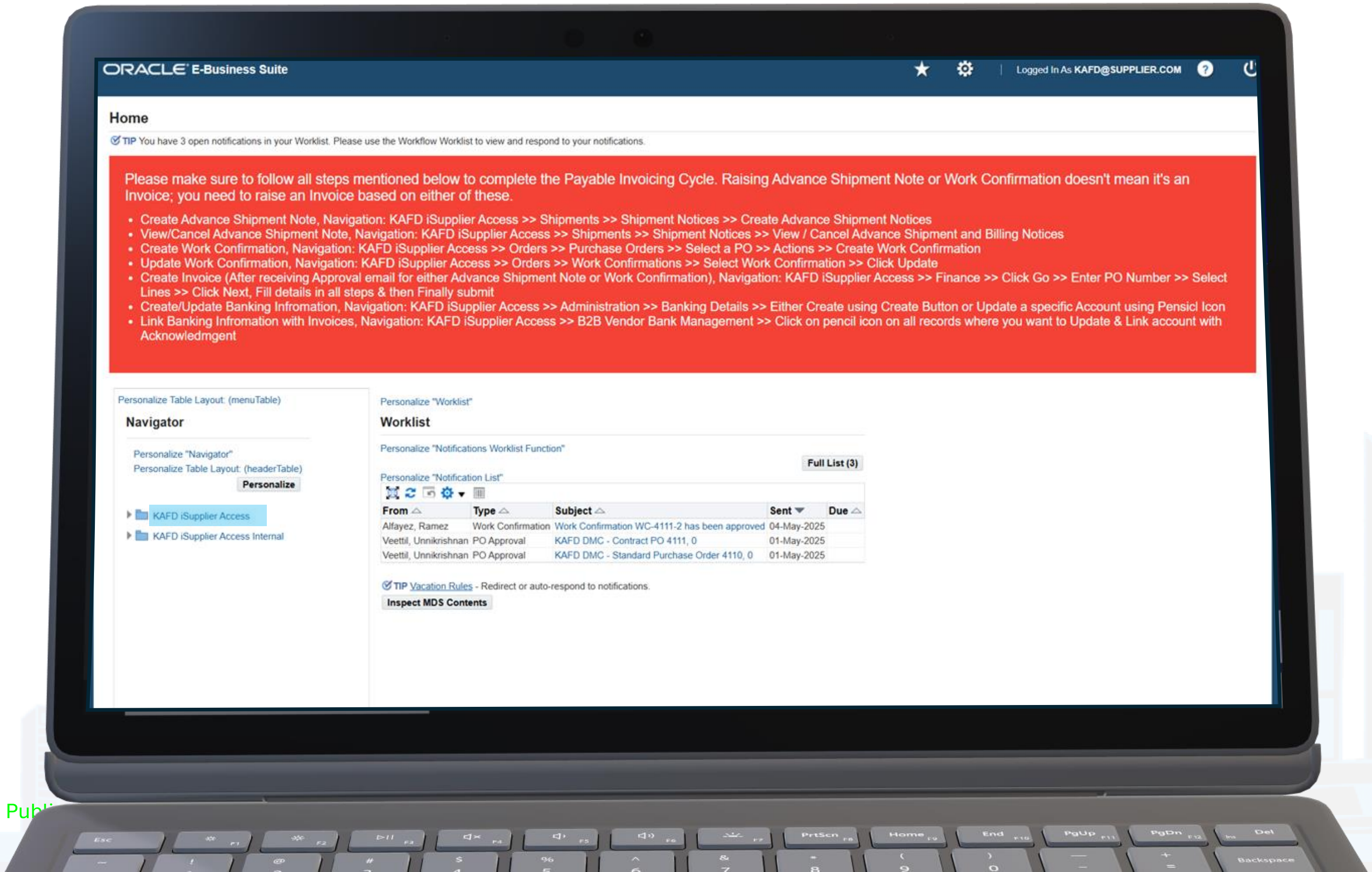


4. Update Work Conformation

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

Invoices for Standard / contract PO

Create Invoice › View Invoice › View Payment



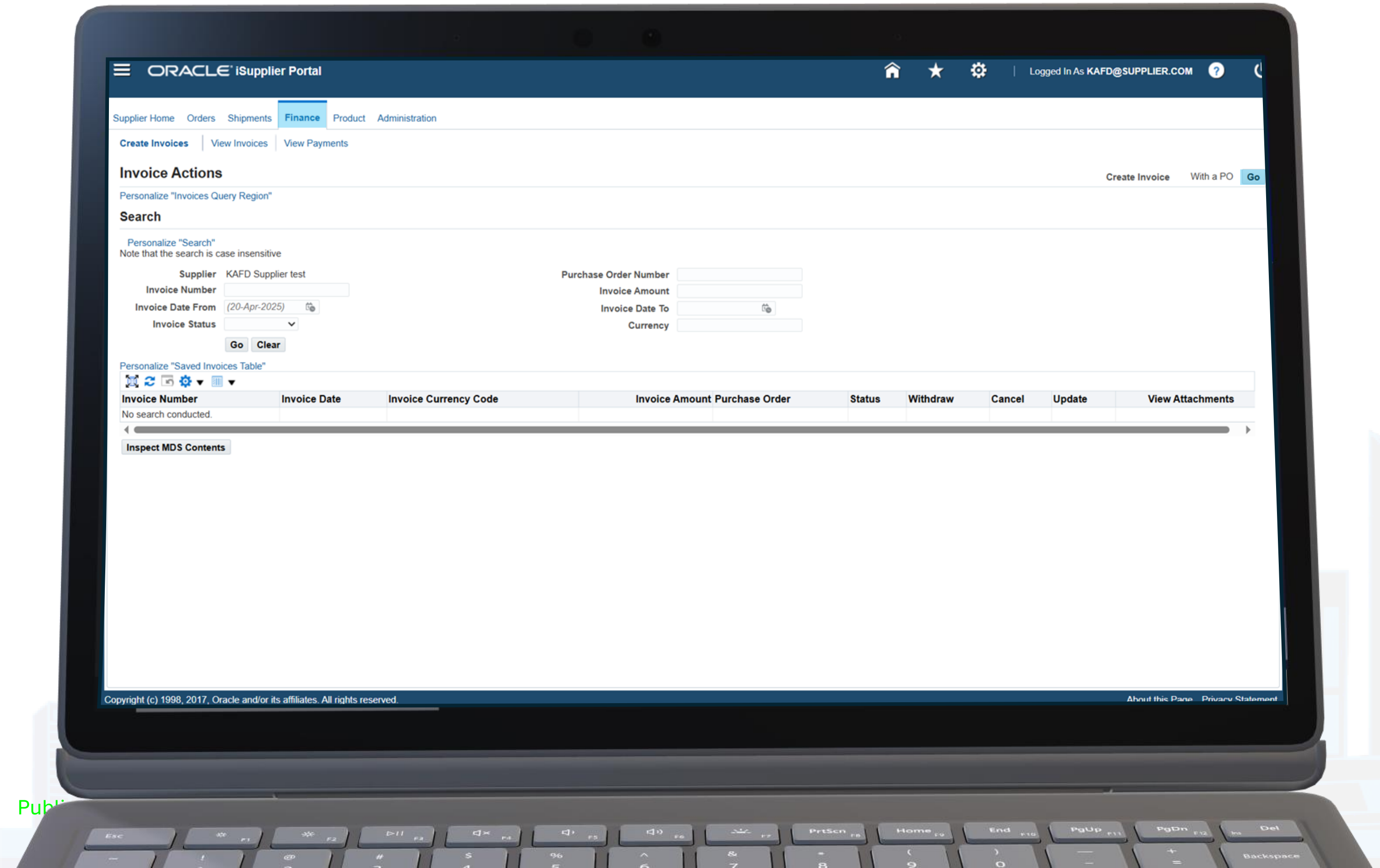
1. Create invoice

1.1 Click on “KAFD iSupplier Access”.

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

Invoices for Standard / contract PO

Create Invoice
View Invoice
View Payment



1. Create invoice

1.2 Click on “Finance” Tab.

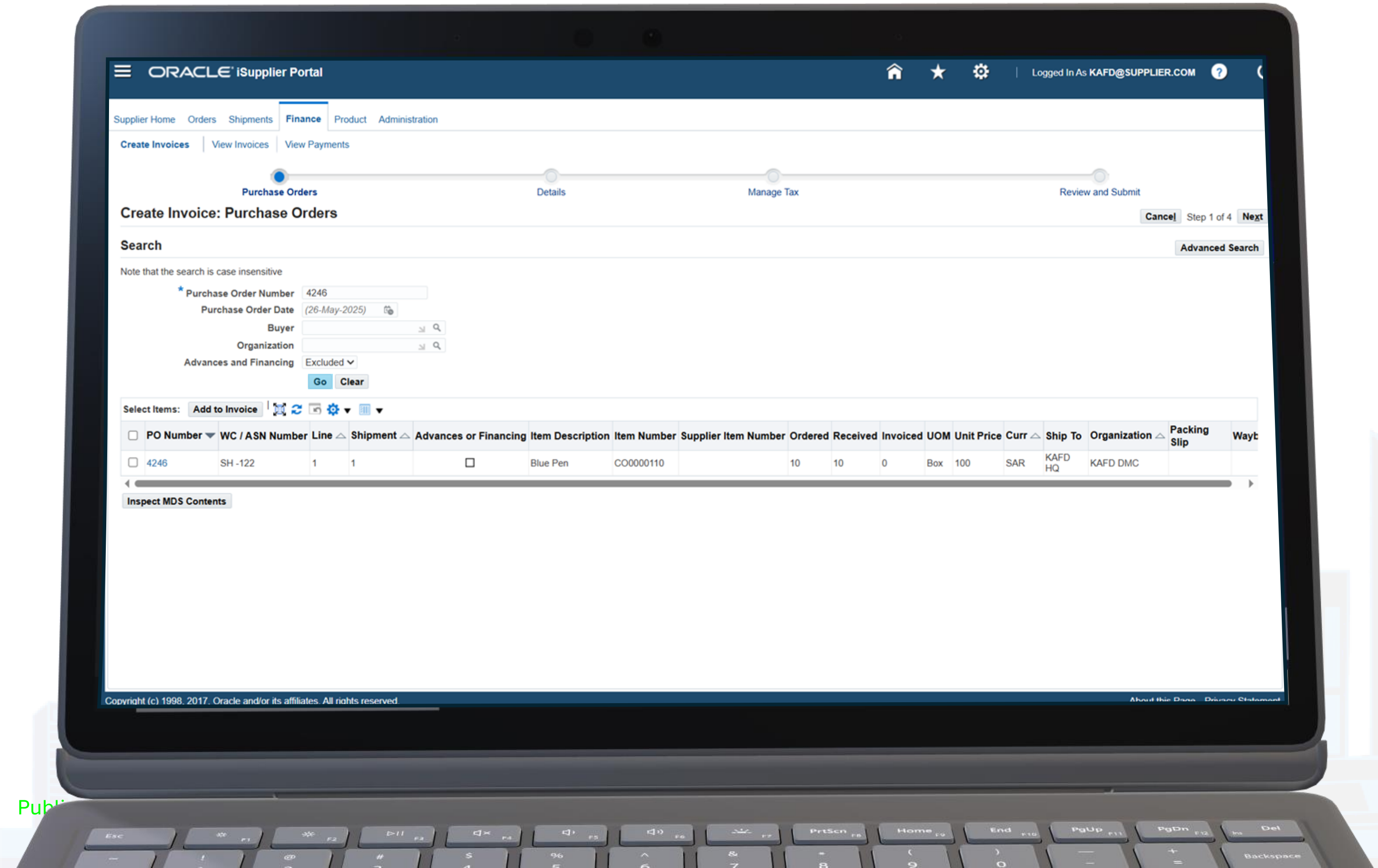
1.3 Click on 'Go' to Search by the PO Number.

Invoices for Standard / contract PO

Create Invoice

View Invoice

View Payment



2. Purchase Orders

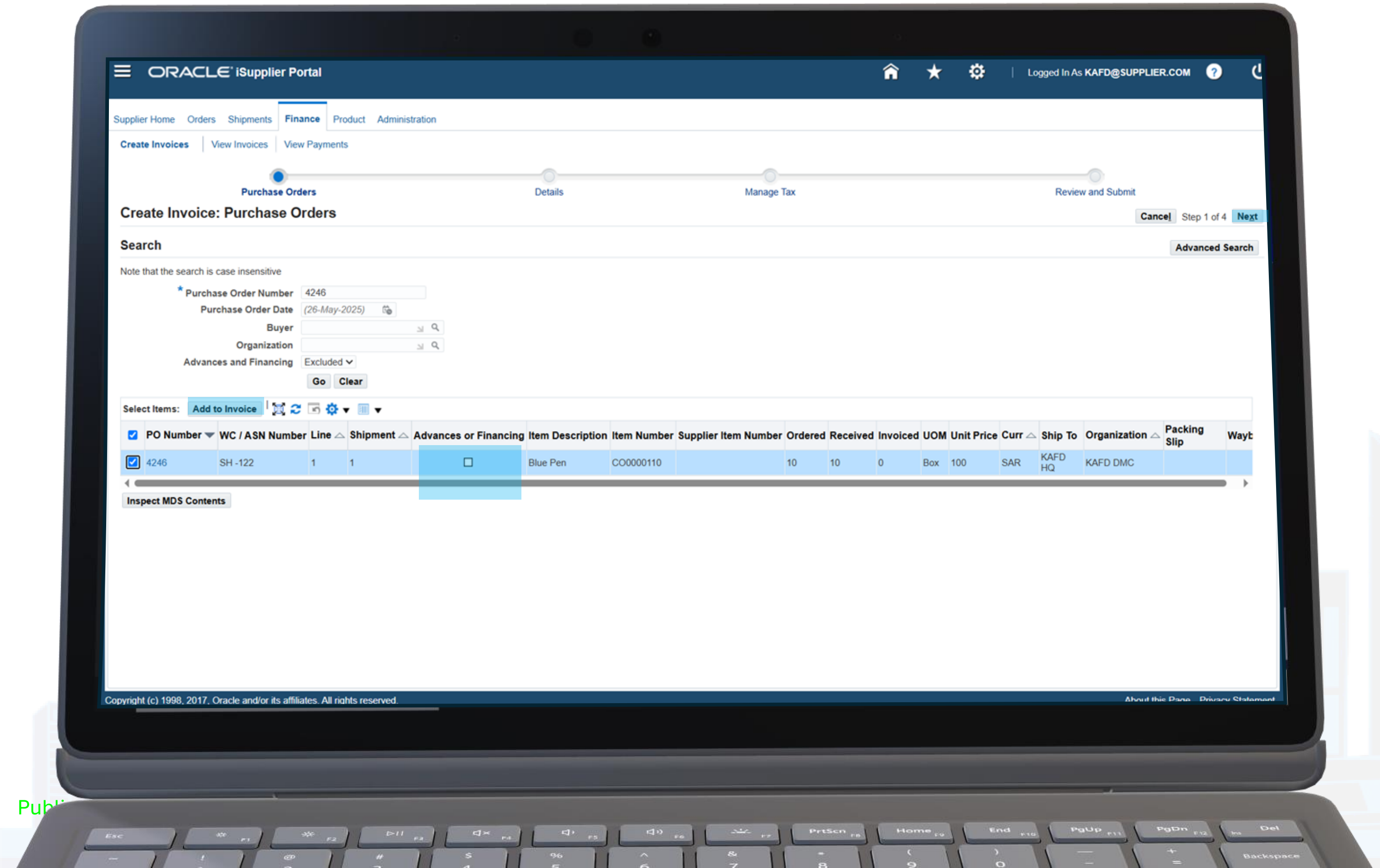
2.1 Enet the PO Number.

2.2 Click on “Go”.

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

Invoices for Standard / contract PO

Create Invoice → View Invoice → View Payment



2. Purchase Orders

2.3 Select the required PO.

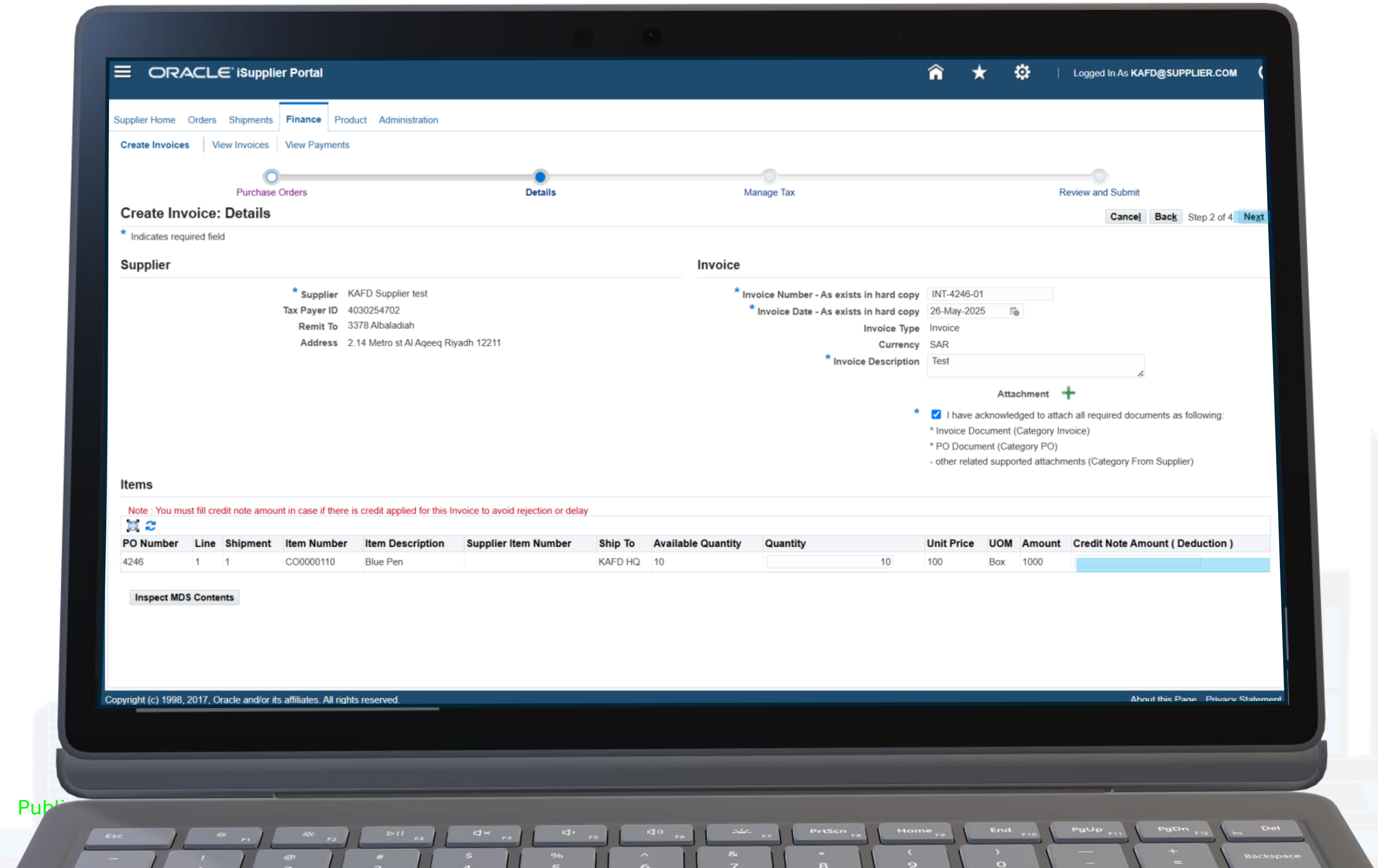
2.4 Click on “Add to Invoice”.

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:

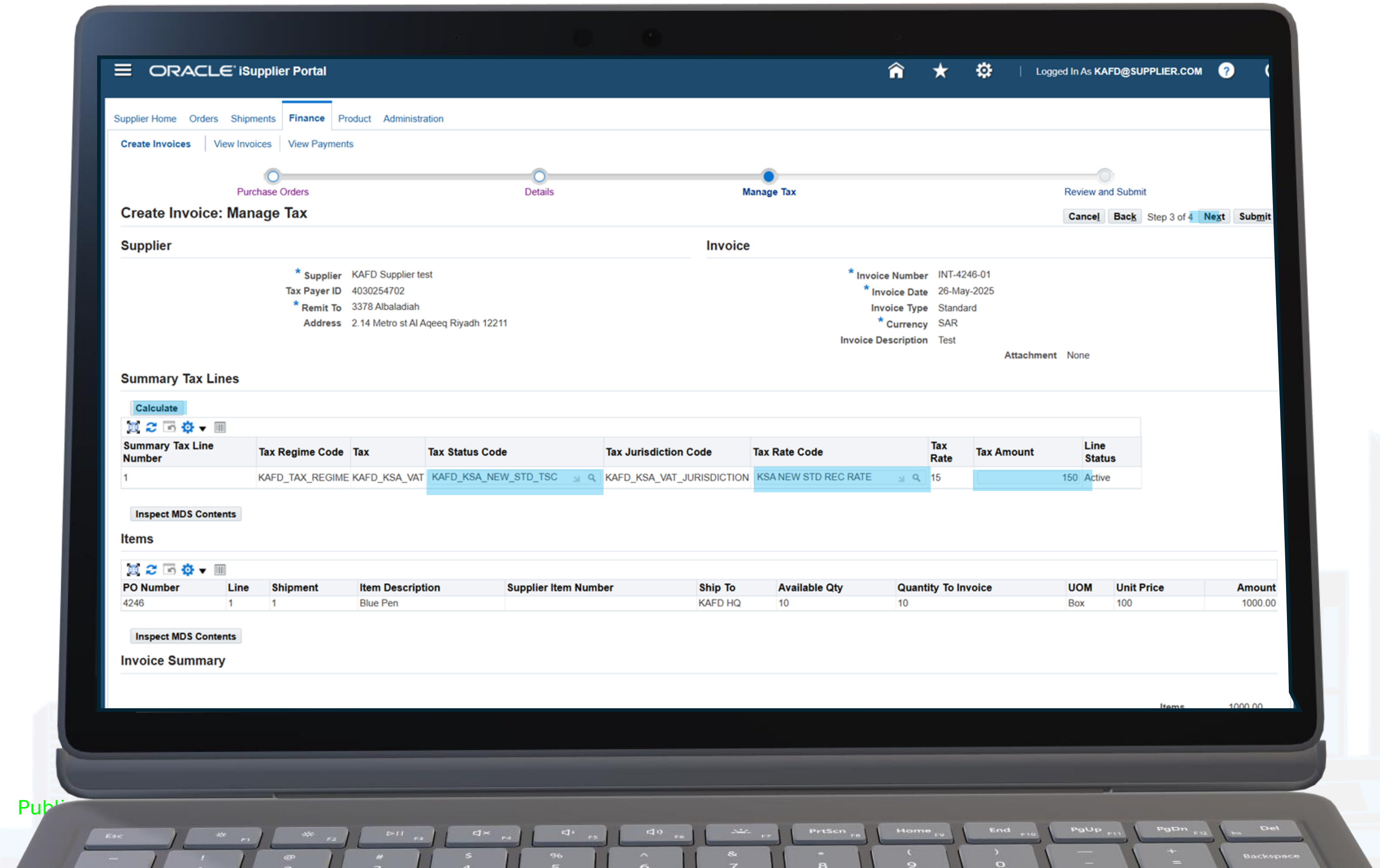
- The soft copy of the invoice and PO documents are mandatory, the request will be rejected if not provided.
- You can Edite the Creidit Note Amount (if needed)

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".

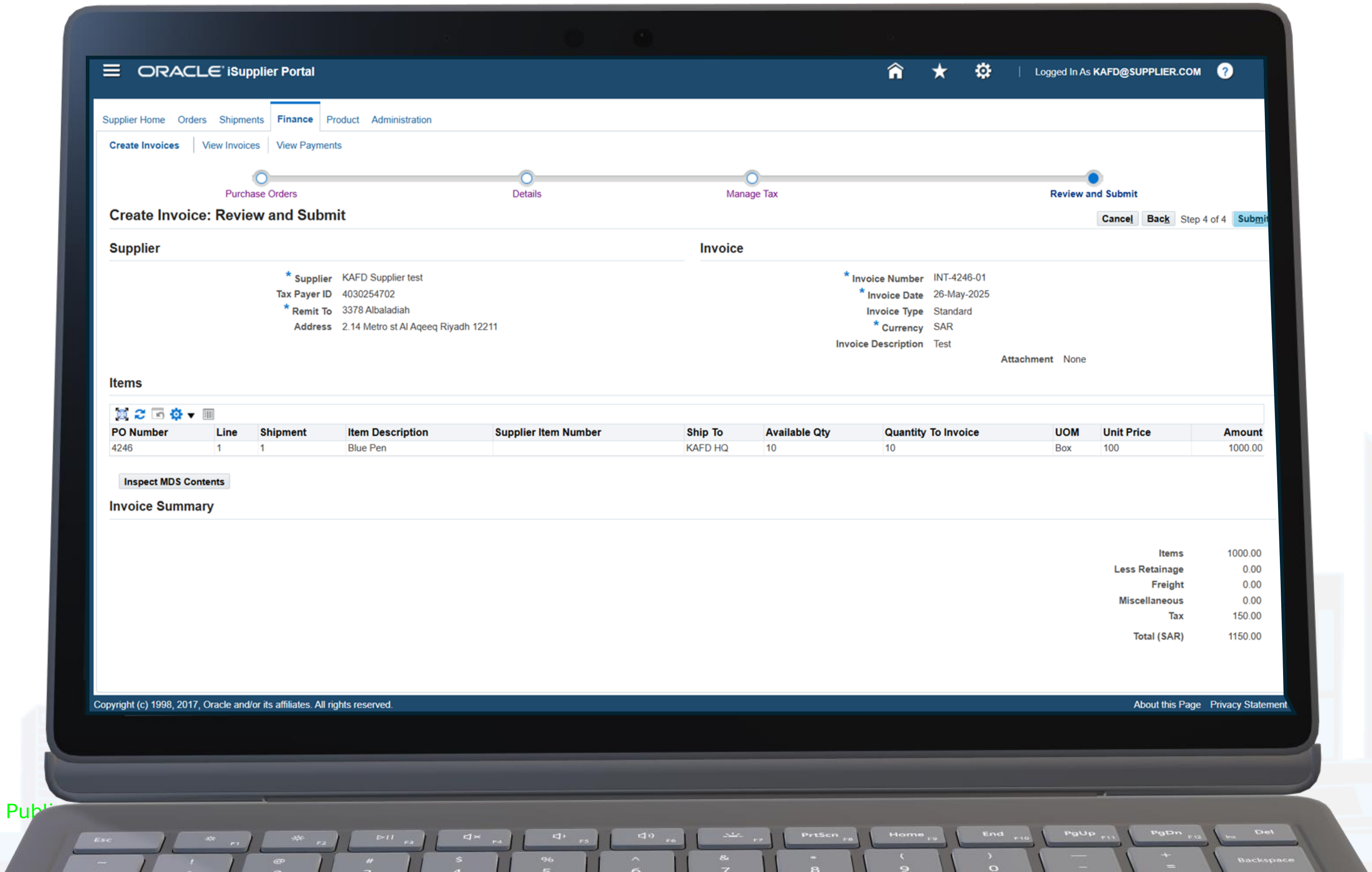
For any general inquiries, please contact us via email at: vm@kafd.sa

Invoices for Standard / contract PO

Create Invoice

View Invoice

View Payment



5. Review and Submit

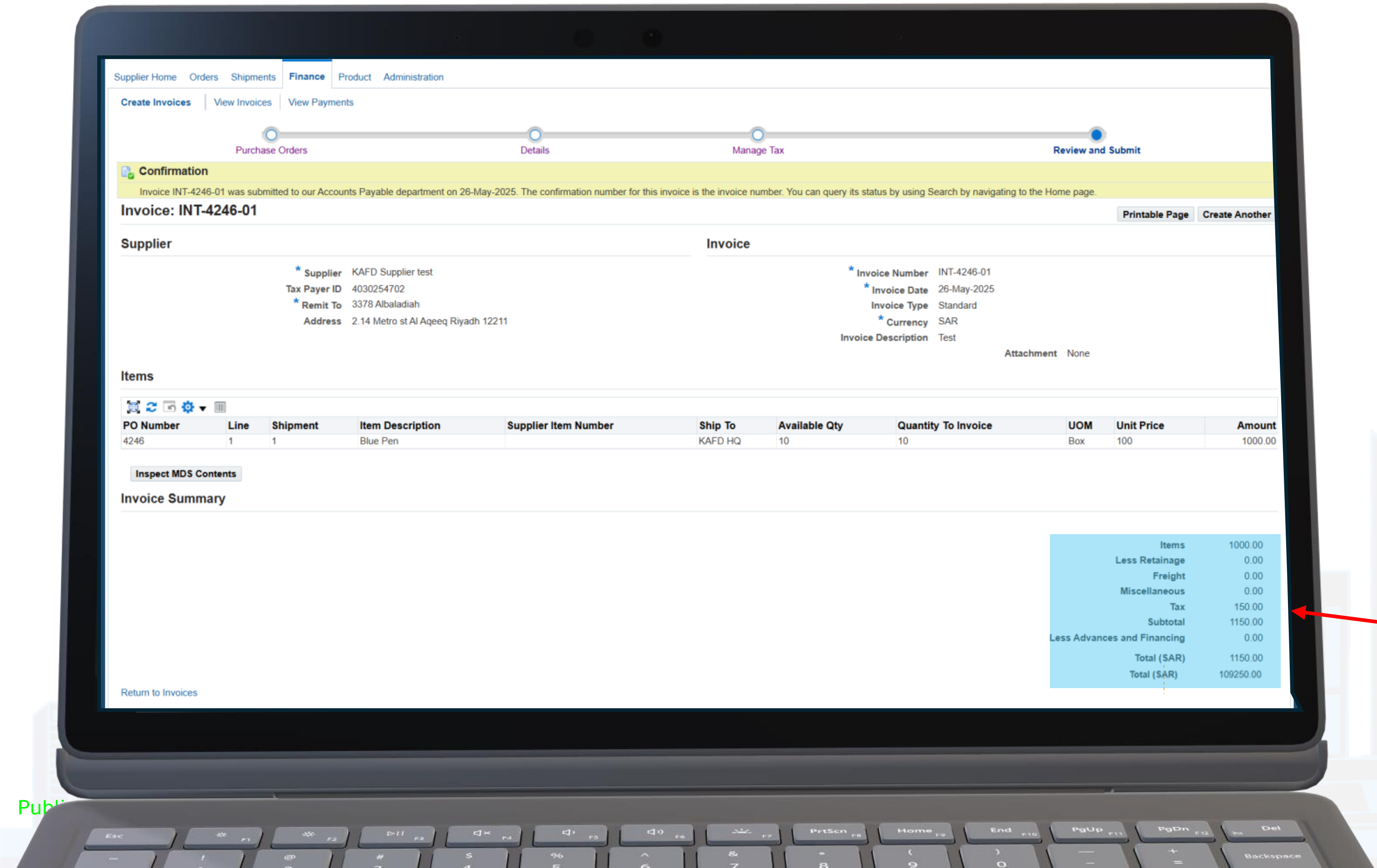
5.1 Click on “Submit”.

Pub

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

Invoices for Standard / contract PO

Create Invoice
View Invoice
View Payment



5. Review and Submit

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

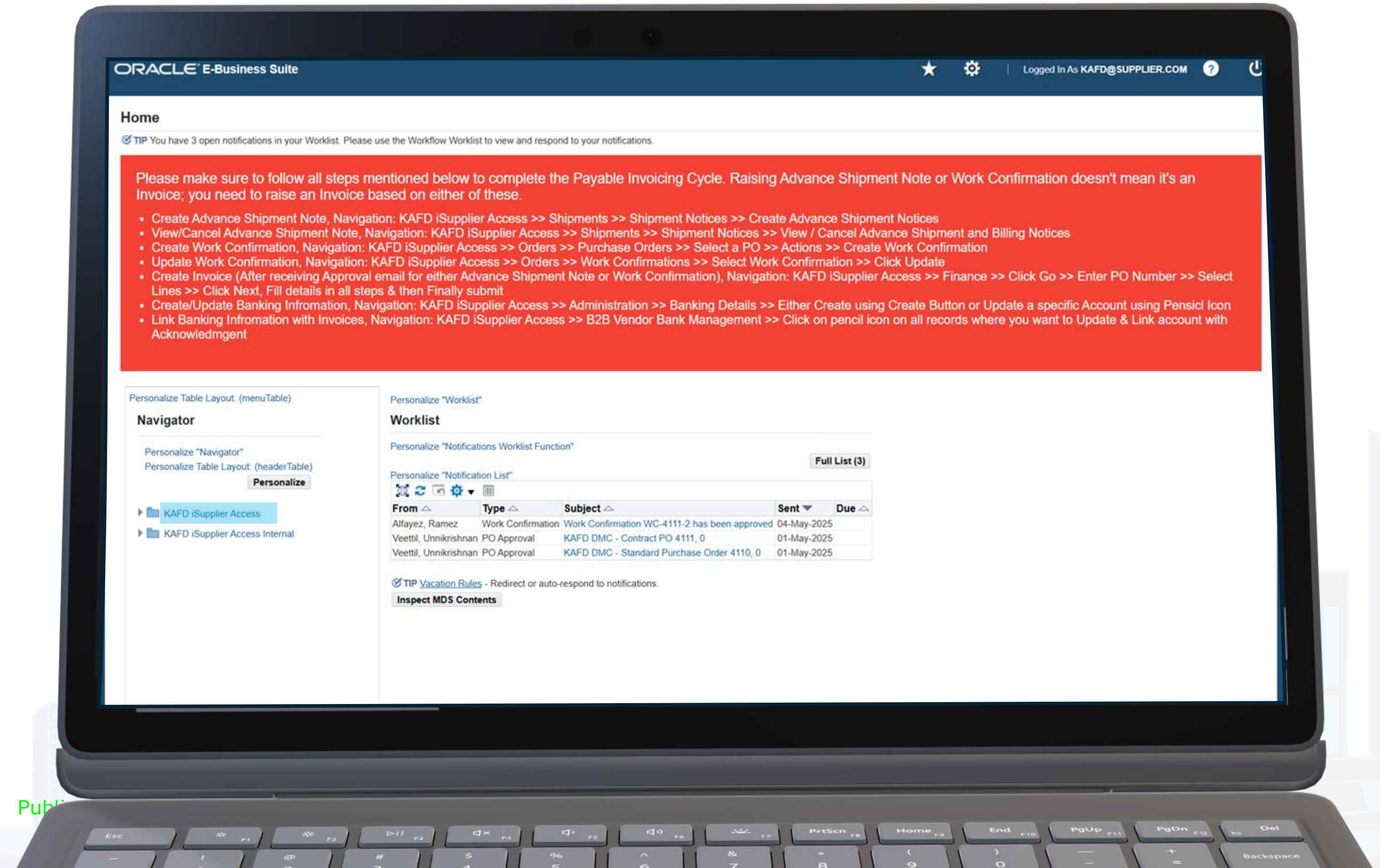
5.2 Click on "submit".

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

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

Invoices for Standard / contract PO

Create Invoice > **View Invoice** > View Payment



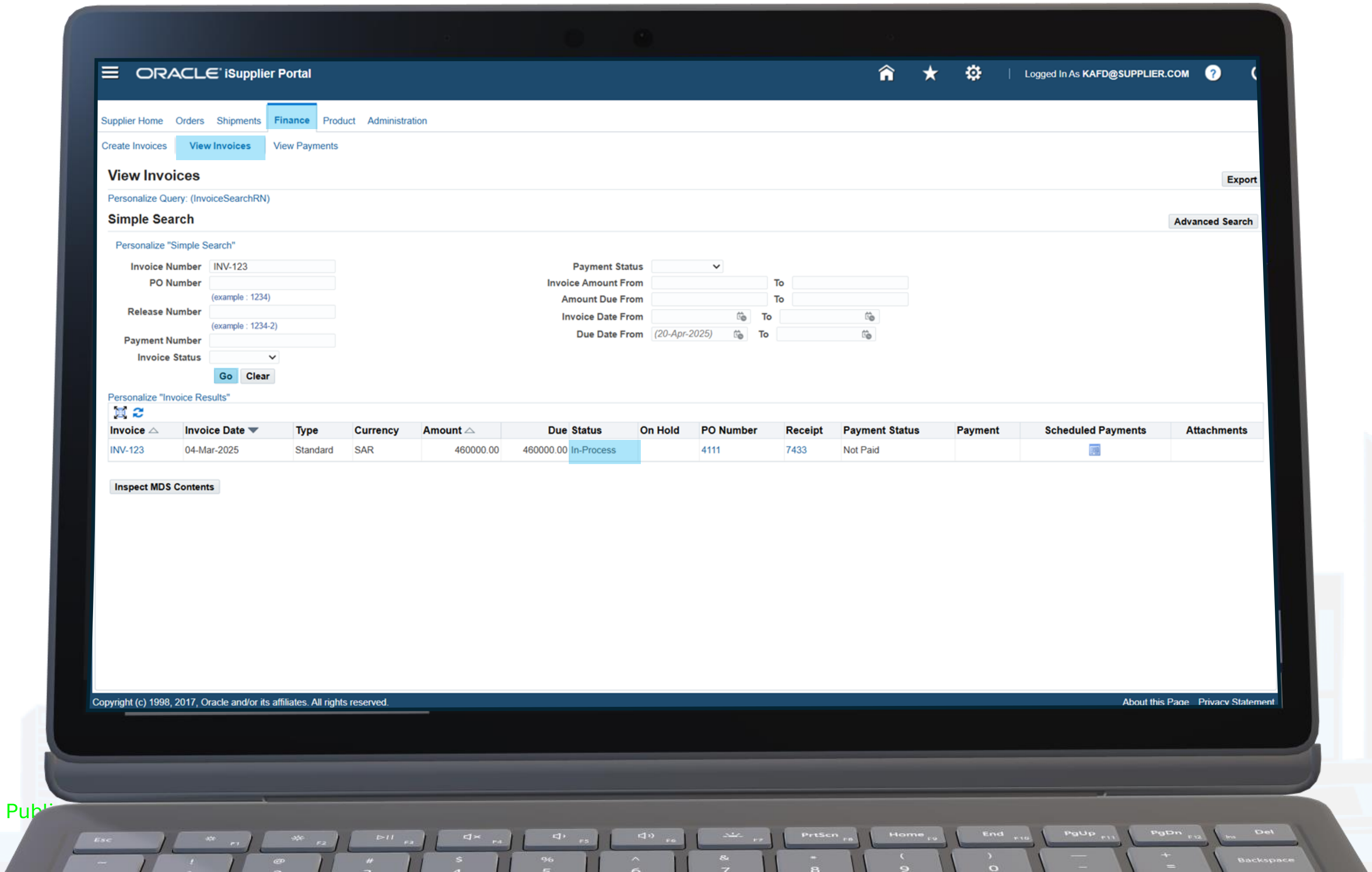
2. View invoice

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

Create Invoice → **View Invoice** → View Payment



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.

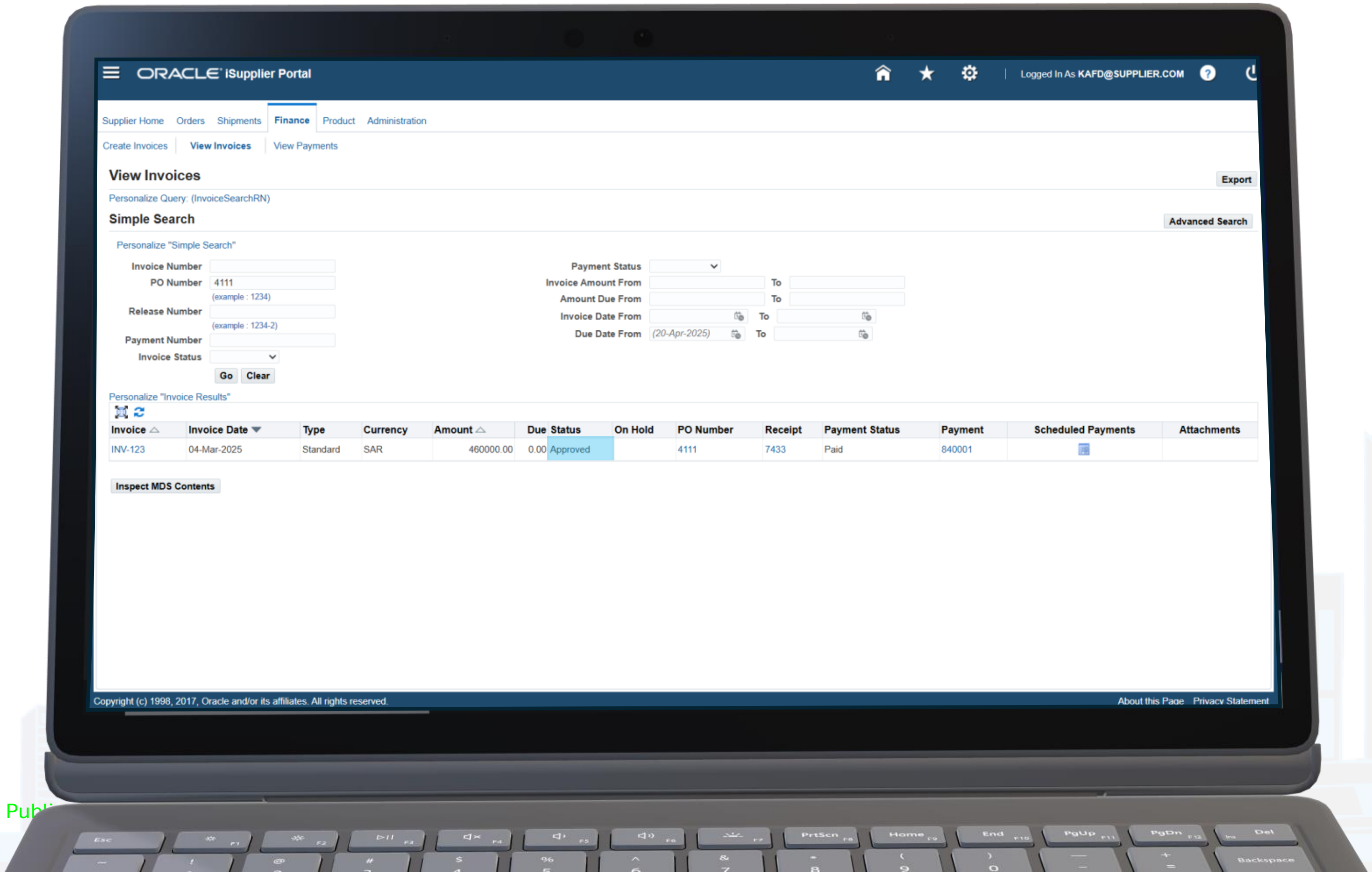
For any general inquiries, please contact us via email at: vm@kafd.sa

Invoices for Standard / contract PO

Create Invoice

View Invoice

View Payment



2. View invoice

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

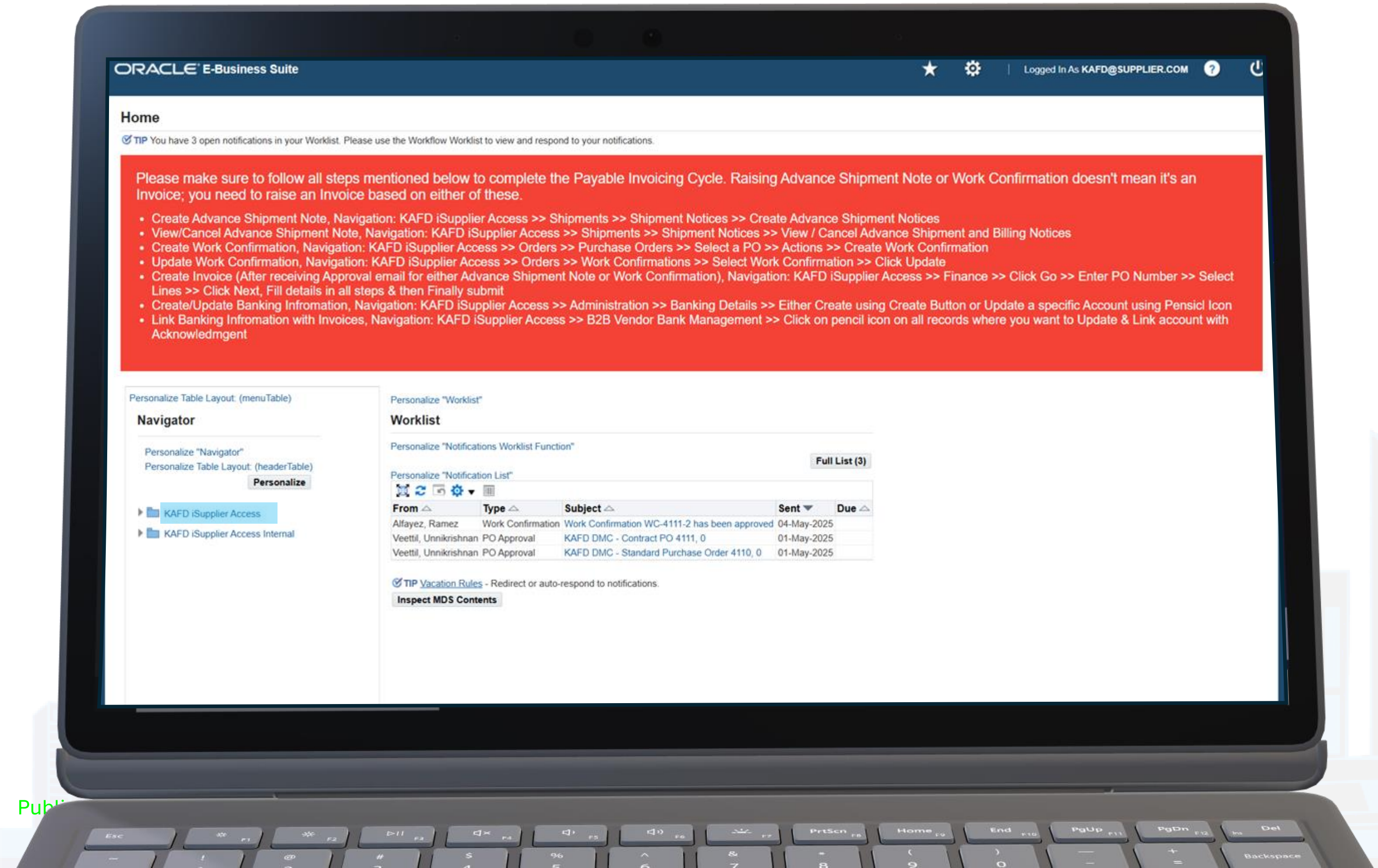
For any general inquiries, please contact us via email at: vm@kafd.sa

Payments

Create Invoice

View Invoice

View Payment



3. View Payment

3.1 Click on “KAFD iSupplier Access”.

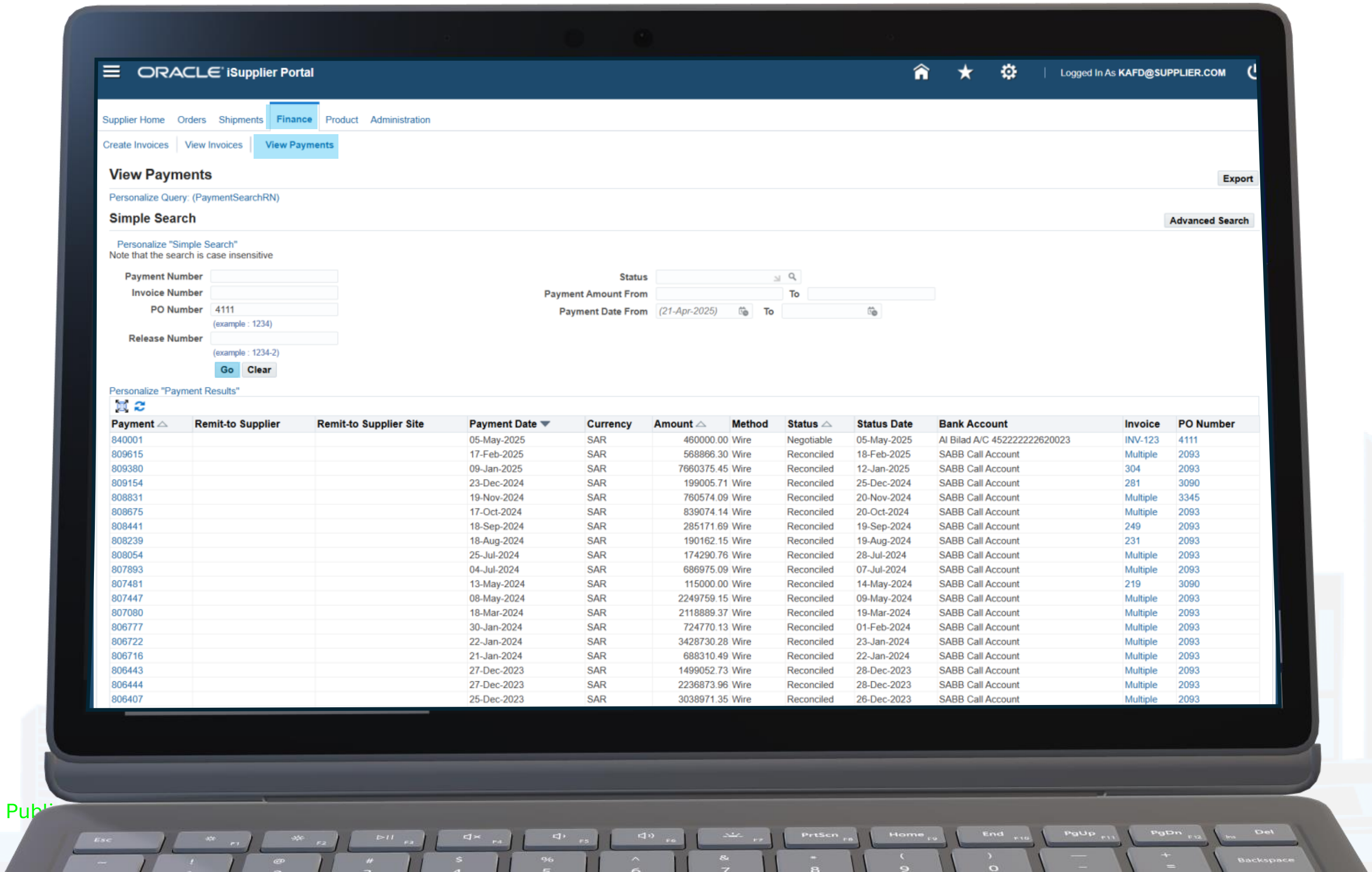
For any general inquiries, please contact us via email at: vm@kafd.sa

Payments

Create Invoice

View Invoice

View Payment



ORACLE iSupplier Portal

Logged In As KAFD@SUPPLIER.COM

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

Create Invoices | View Invoices | View Payments

View Payments

Export

Personalize Query: (PaymentSearchRN)

Simple Search

Advanced Search

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

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

Status
Payment Amount From To
Payment Date From (21-Apr-2025) To

Go Clear

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

3. View Payment

3.2 Go to Finance Tab.

3.3 Click on “View Payment”

3.4 Enter the Invoice Number or PO Number.

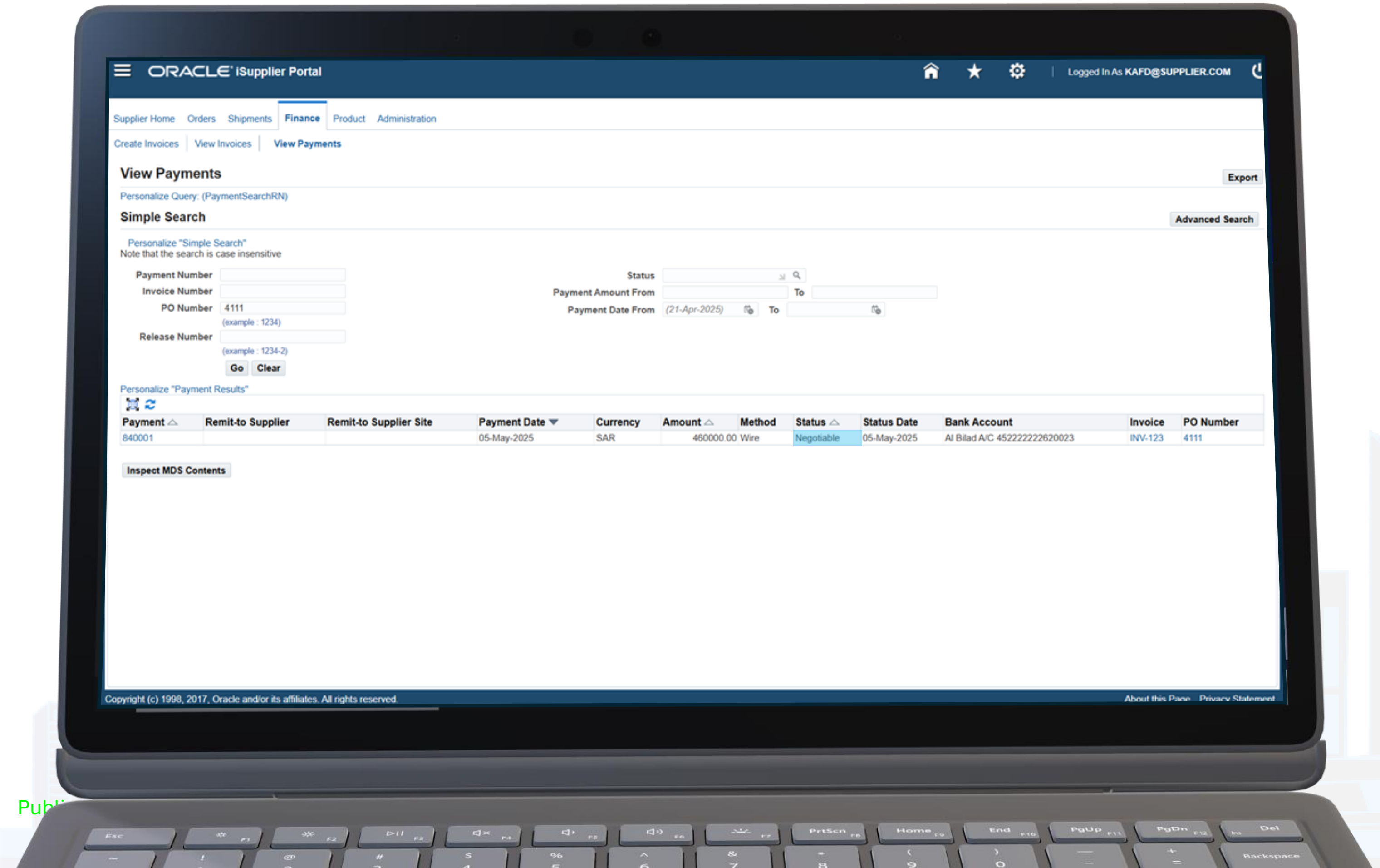
3.5 Click on “Go”.

Payments

Create Invoice

View Invoice

View Payment



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).

KAFD
مركز الملك عبدالله المالي

THANK YOU

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