



# NTC SUPPLIER PORTAL'S GUIDE



## Revisions

Revision #	Date
0.1	21/Jun/2023

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## Summary

As part of our continuous support to our partners and suppliers, we are always keen to improve our interaction with them by eliminating unnecessary process steps and decreasing as much turnaround time as possible.

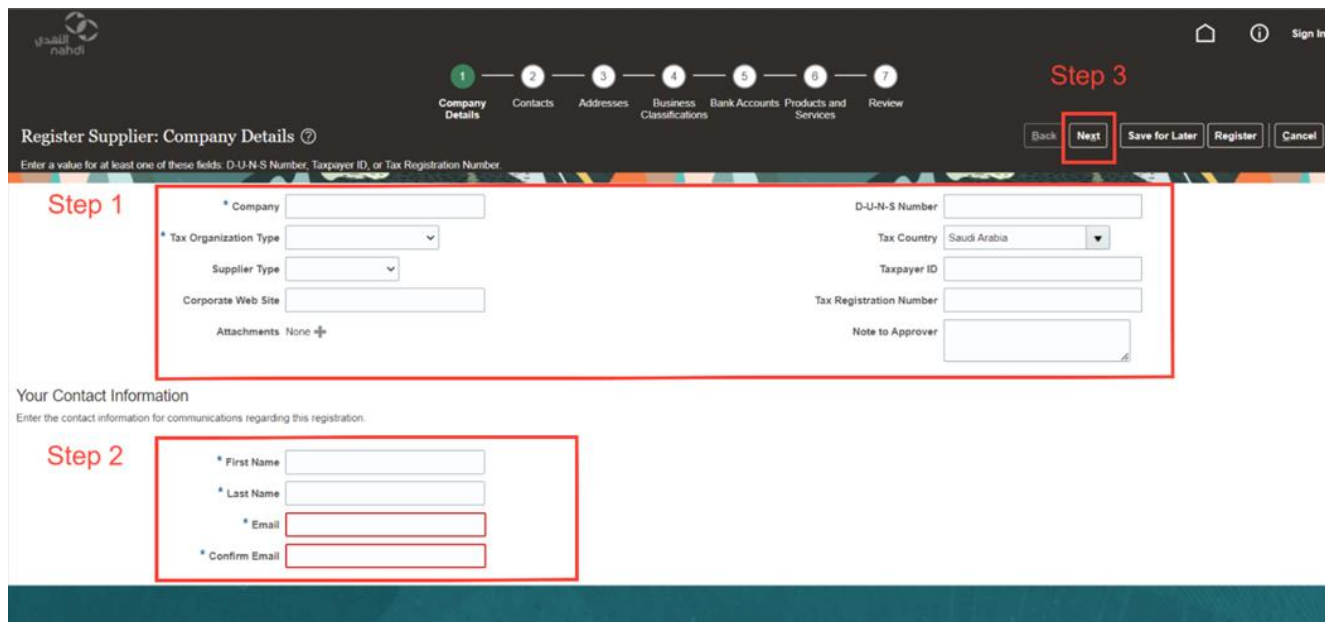
This supplier portal's guide should help all NTC suppliers in acknowledging, fulfilling, updating, and invoicing, and viewing payments to orders created by NTC buyers.

Additional NTC services will be provided to all suppliers once it is ready and approved by NTC team.

## Supplier Registration

In order to register as an NTC supplier, you must fill the required details in the [supplier registration link](#) and follow the steps.

### Company Details



**Step 1**

\* Company

\* Tax Organization Type

Supplier Type

Corporate Web Site

Attachments None

D-U-N-S Number

Tax Country Saudi Arabia

Taxpayer ID

Tax Registration Number

Note to Approver

**Step 2**

\* First Name

\* Last Name

\* Email

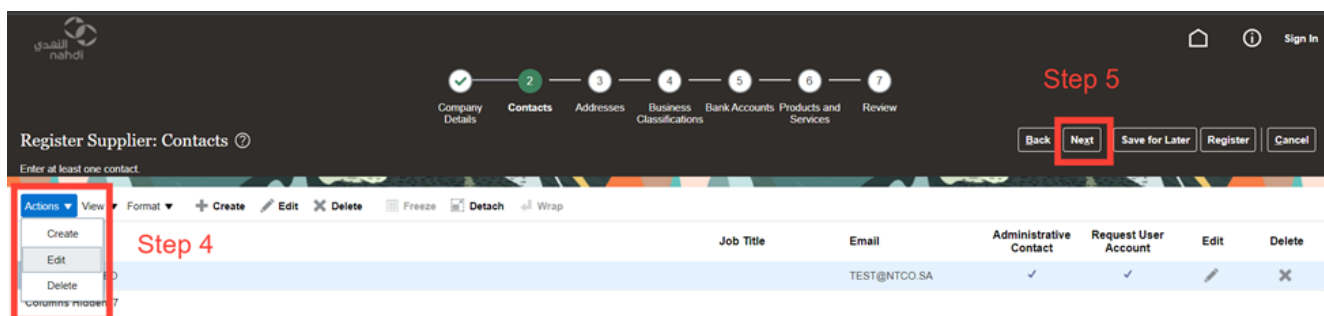
\* Confirm Email

**Step 3**

Back Next Save for Later Register Cancel

- Step 1: Enter your company information in the required fields then upload all necessary and supporting documents such as, commercial registration (CR), bank account on official bank letterhead, national address, contract, etc. in the attachments.
- Step 2: Enter your contact information.
- Step 3: Click Next to go to the next page.

## Supplier Contacts



Register Supplier: Contacts

Enter at least one contact.

Step 5

Back Next Save for Later Register Cancel

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review

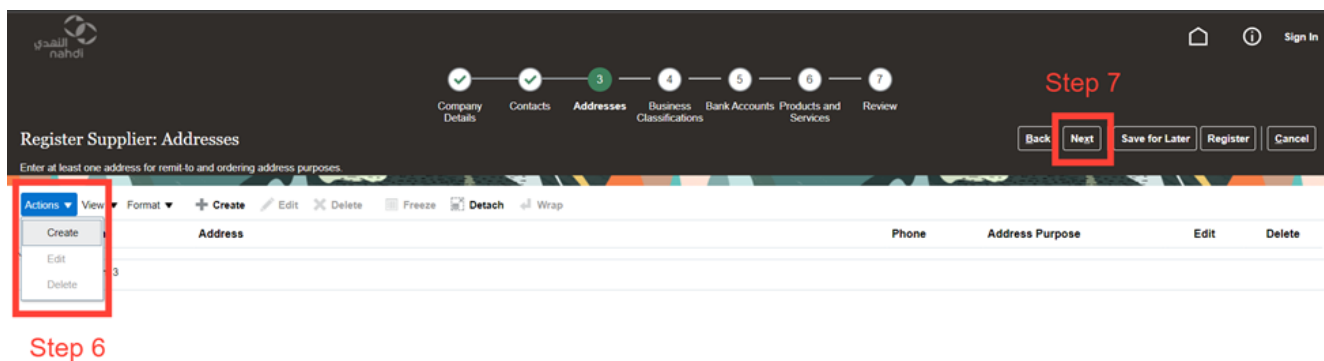
Actions View Format Create Edit Delete Freeze Detach Wrap

Step 4

Job Title	Email	Administrative Contact	Request User Account	Edit	Delete
	TEST@NTCO.SA	✓	✓	✎	✕

- Step 4: Click on Actions → Edit → Complete the rest of your contact information → Click OK.
- Step 5: Click Next to go to the next page.

## Addresses



Register Supplier: Addresses

Enter at least one address for remit-to and ordering address purposes.

Step 7

Back Next Save for Later Register Cancel

Company Details Contacts Addresses Business Classifications Bank Accounts Products and Services Review

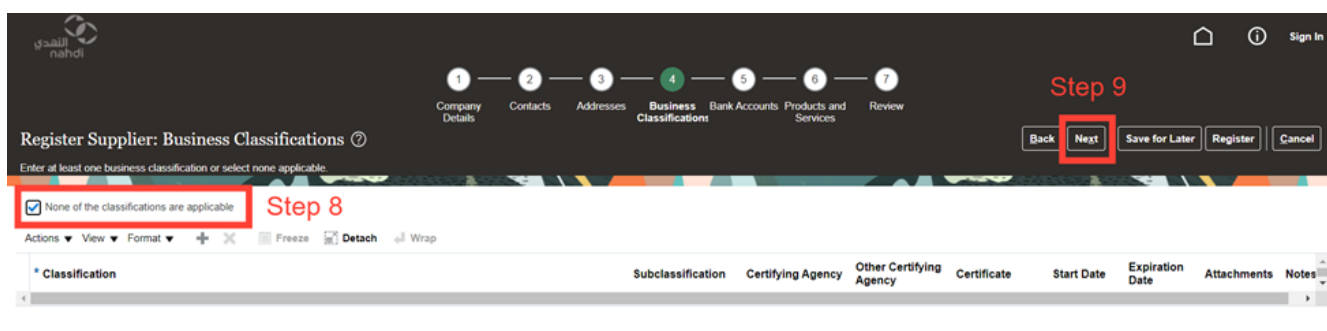
Actions View Format Create Edit Delete Freeze Detach Wrap

Step 6

Address	Phone	Address Purpose	Edit	Delete

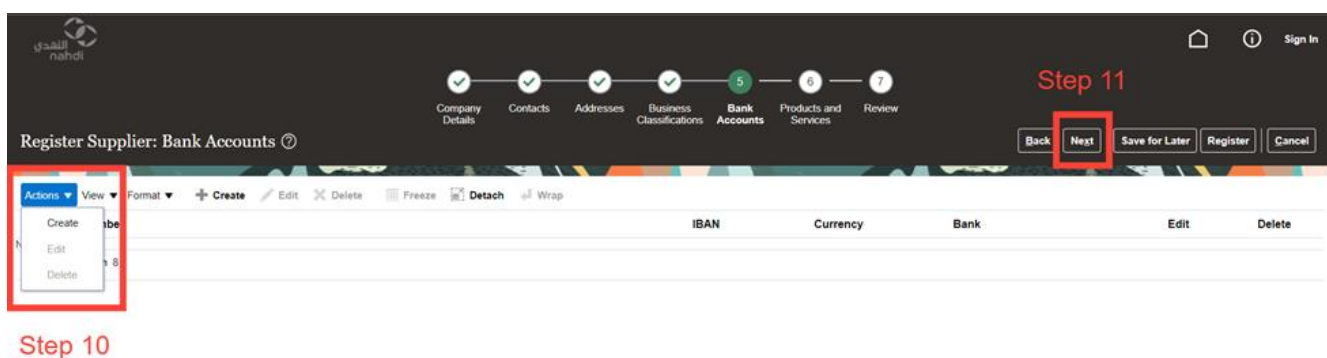
- Step 6: Click on Actions → Create → Enter company address → Click OK.
- Step 7: Click Next to go to the next page.

## Business Classifications



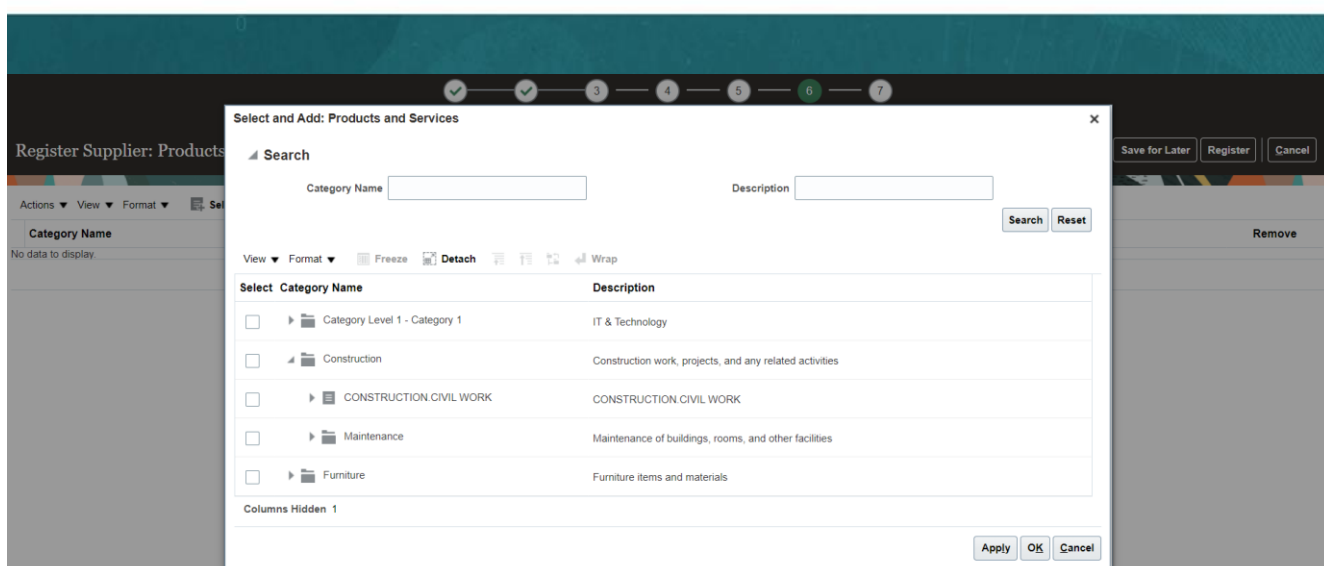
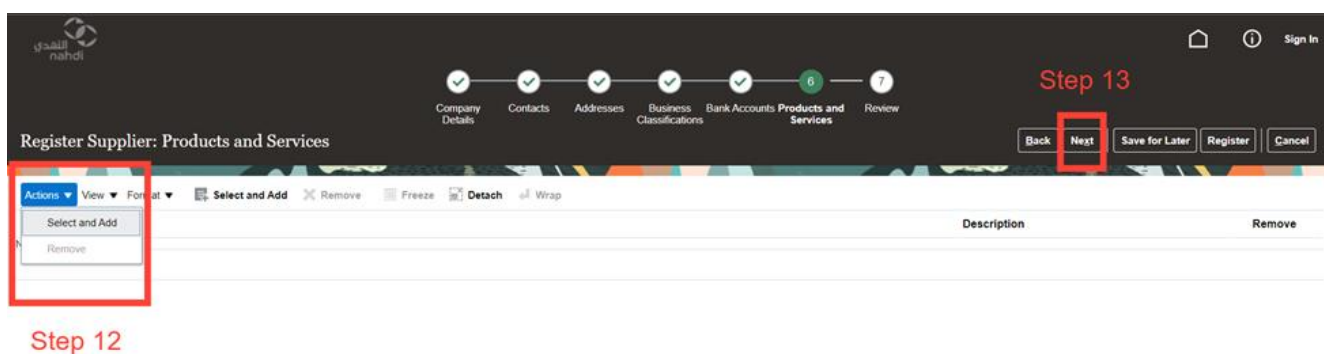
- Step 8: You can add your business classification if applicable by clicking on Action → Add Row → Choose from the drop-down menu the applicable option, if not, check “None of the classifications are applicable” box as shown above.
- Step 9: Click Next to go to the next page.

## Bank Accounts



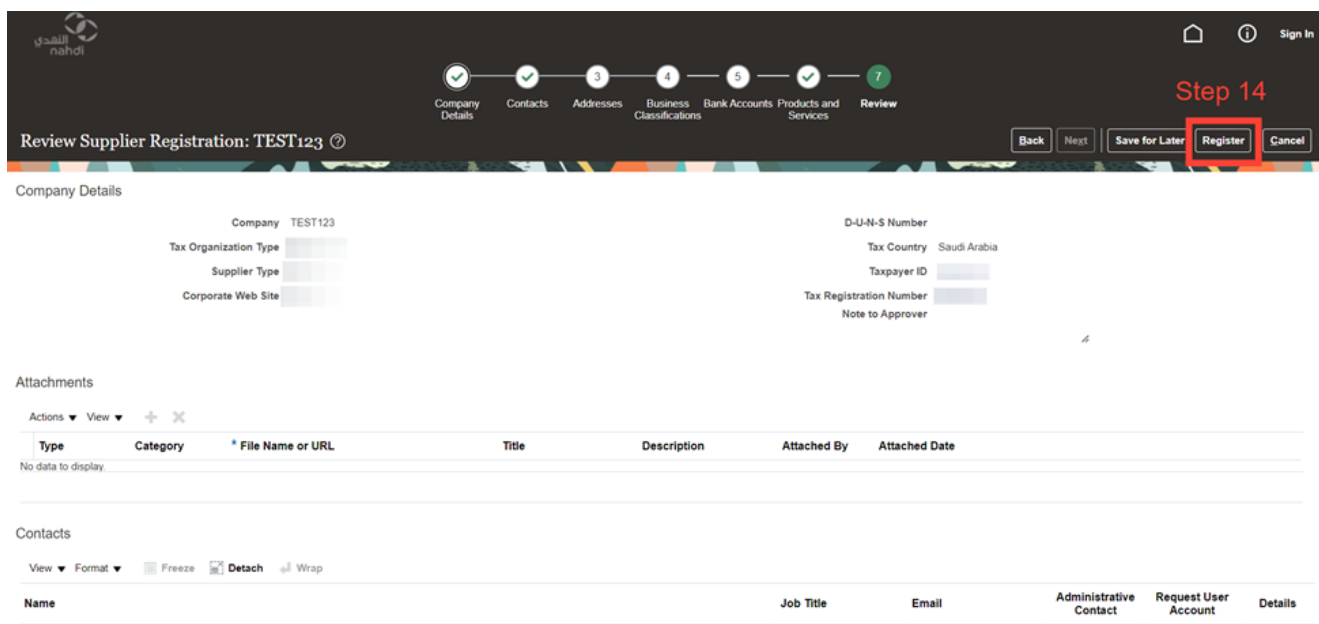
- Step 10: Click on Actions → Create → Add the company bank account information → Click OK.
- Step 11: Click Next to go to the next page.

## Products & Services



- Step 12: Click on Actions → Select and Add → Choose from the list the category that best describes your company's type of commerce, products, or services → Click Apply then OK.
- Step 13: Click Next to go to the review page.

## Review



The screenshot shows the 'Review Supplier Registration: TEST123' interface at Step 14. A progress bar at the top indicates steps 1 through 7, with Step 7 'Review' highlighted. The 'Register' button is highlighted with a red box. The form contains the following sections:

**Company Details**

Company: TEST123

Tax Organization Type: [input field]

Supplier Type: [input field]

Corporate Web Site: [input field]

D-U-N-S Number: [input field]

Tax Country: Saudi Arabia

Taxpayer ID: [input field]

Tax Registration Number: [input field]

Note to Approver: [input field]

**Attachments**

Actions: View, +, X

Type	Category	* File Name or URL	Title	Description	Attached By	Attached Date
No data to display.						

**Contacts**

View, Format, Freeze, Detach, Wrap

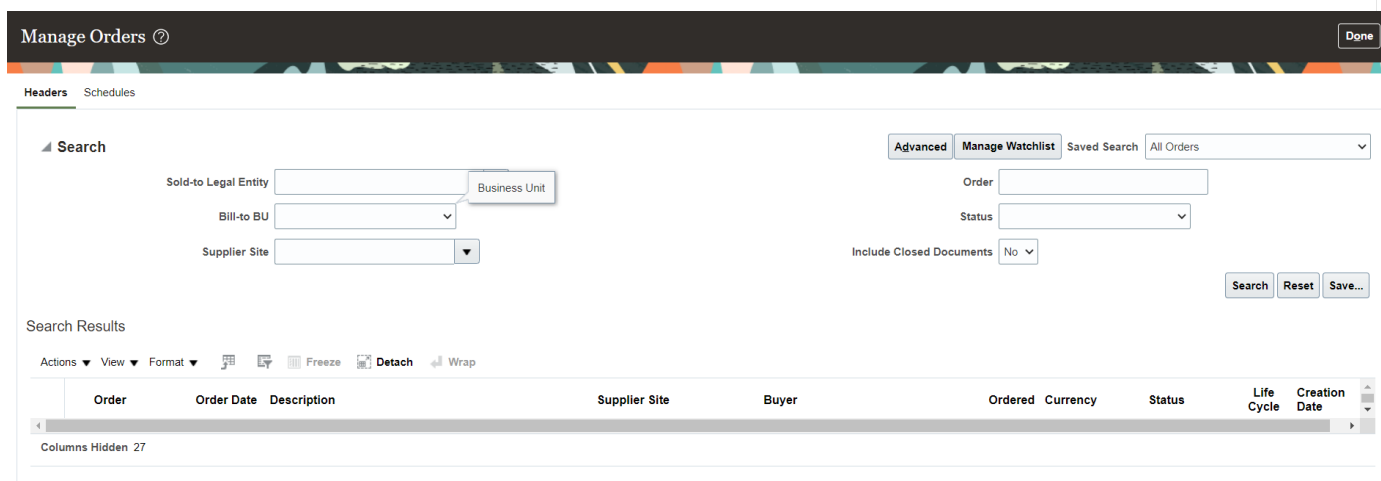
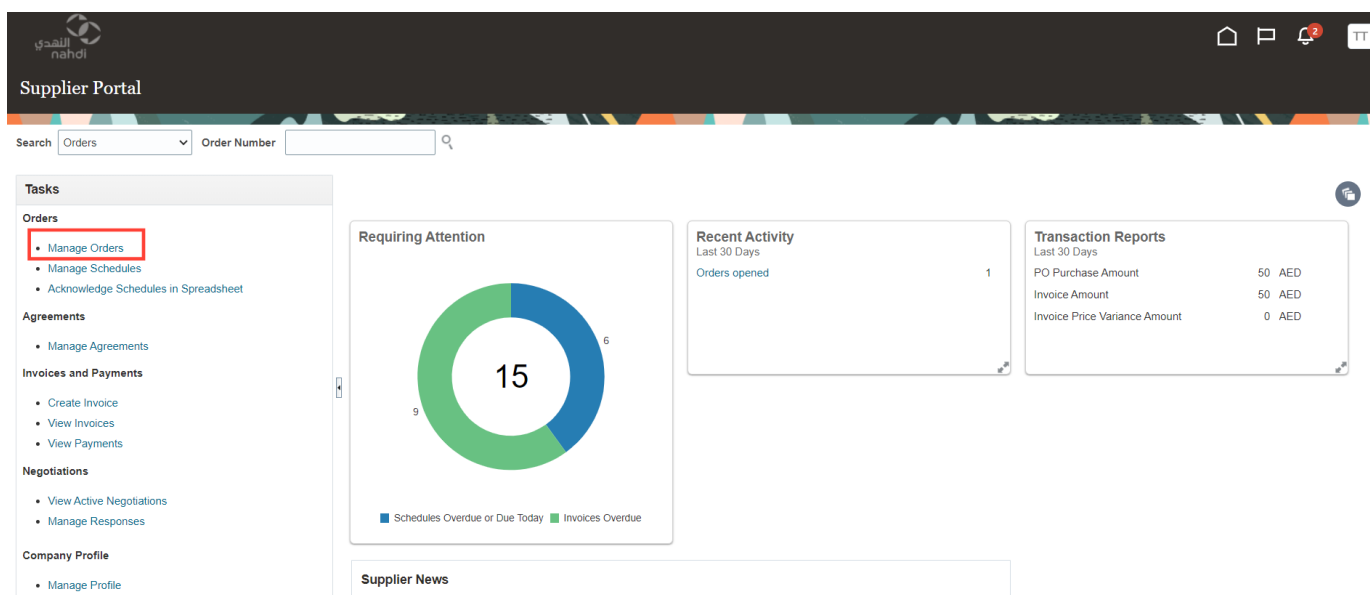
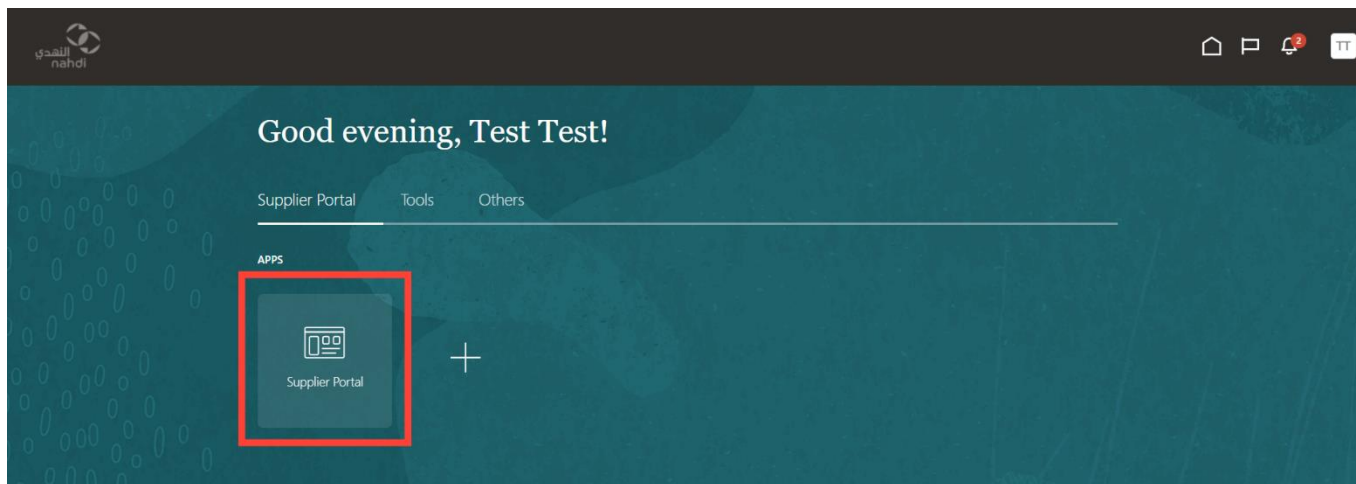
Name	Job Title	Email	Administrative Contact	Request User Account	Details
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- Step 14: Review all the information you have entered, then click Register. Your request will be sent to the concerned team for the final review and approval.
- Once your account is approved, you will get a confirmation by email.



# Order Management

To manage your orders, log in to the Oracle Fusion "Supplier Portal" using your credentials, then click on "Manage Orders".



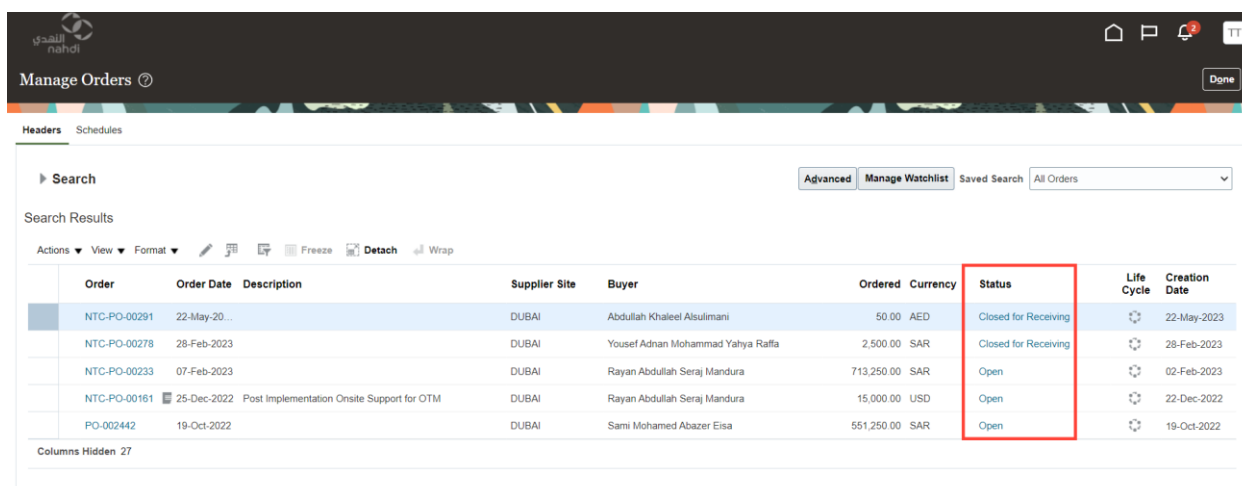
- If you want to view all purchase orders, including pending and closed POs, choose the option "Yes" in "Include Closed Documents".
- Click "Search" to view the list of all POs.

### Order Status Indicators

**Open:** Means order is approved but items/services are not yet delivered and/or received.

**Closed for Receiving:** Means order was received, but not yet invoiced.

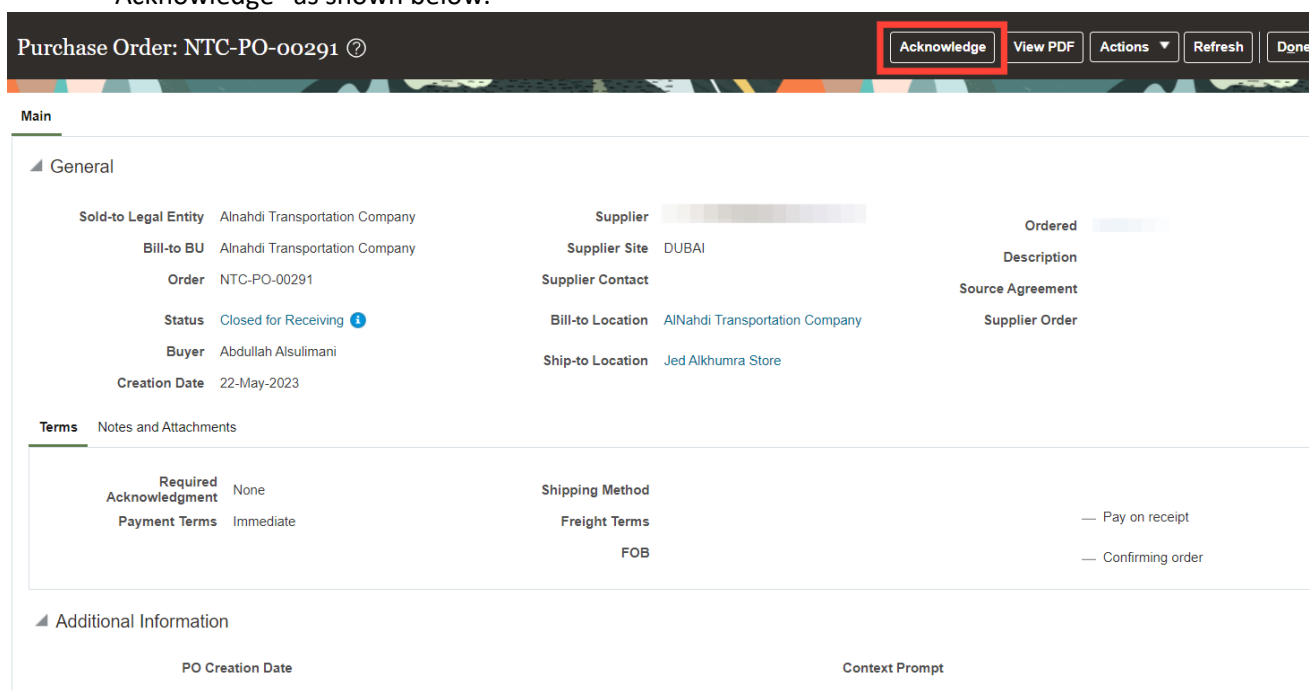
**Closed:** Means order was invoiced and payment was received.



Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
NTC-PO-00291	22-May-20...		DUBAI	Abdullah Khaeel Alsulimani	50.00	AED	Closed for Receiving		22-May-2023
NTC-PO-00278	28-Feb-2023		DUBAI	Yousef Adnan Mohammad Yahya Raiffa	2,500.00	SAR	Closed for Receiving		28-Feb-2023
NTC-PO-00233	07-Feb-2023		DUBAI	Rayan Abdullah Seraj Mandura	713,250.00	SAR	Open		02-Feb-2023
NTC-PO-00161	25-Dec-2022	Post Implementation Onsite Support for OTM	DUBAI	Rayan Abdullah Seraj Mandura	15,000.00	USD	Open		22-Dec-2022
PO-002442	19-Oct-2022		DUBAI	Sami Mohamed Abazer Eisa	551,250.00	SAR	Open		19-Oct-2022

### Acknowledge Orders

- To acknowledge receiving a PO, locate the purchase order that you want to acknowledge as received. You may need to use search filters or browse through the list of orders to find the specific one.
- Once you have found the purchase order, open it to view the details, then click on "Acknowledge" as shown below.



Purchase Order: NTC-PO-00291

**Acknowledge** View PDF Actions Refresh Done

**Main**

**General**

<b>Sold-to Legal Entity</b> Alnahdi Transportation Company	<b>Supplier</b>	<b>Ordered</b>
<b>Bill-to BU</b> Alnahdi Transportation Company	<b>Supplier Site</b> DUBAI	<b>Description</b>
<b>Order</b> NTC-PO-00291	<b>Supplier Contact</b>	<b>Source Agreement</b>
<b>Status</b> Closed for Receiving	<b>Bill-to Location</b> AlNahdi Transportation Company	<b>Supplier Order</b>
<b>Buyer</b> Abdullah Alsulimani	<b>Ship-to Location</b> Jed Alkhumra Store	
<b>Creation Date</b> 22-May-2023		

**Terms** Notes and Attachments

<b>Required Acknowledgment</b> None	<b>Shipping Method</b>
<b>Payment Terms</b> Immediate	<b>Freight Terms</b> — Pay on receipt
	FOB — Confirming order

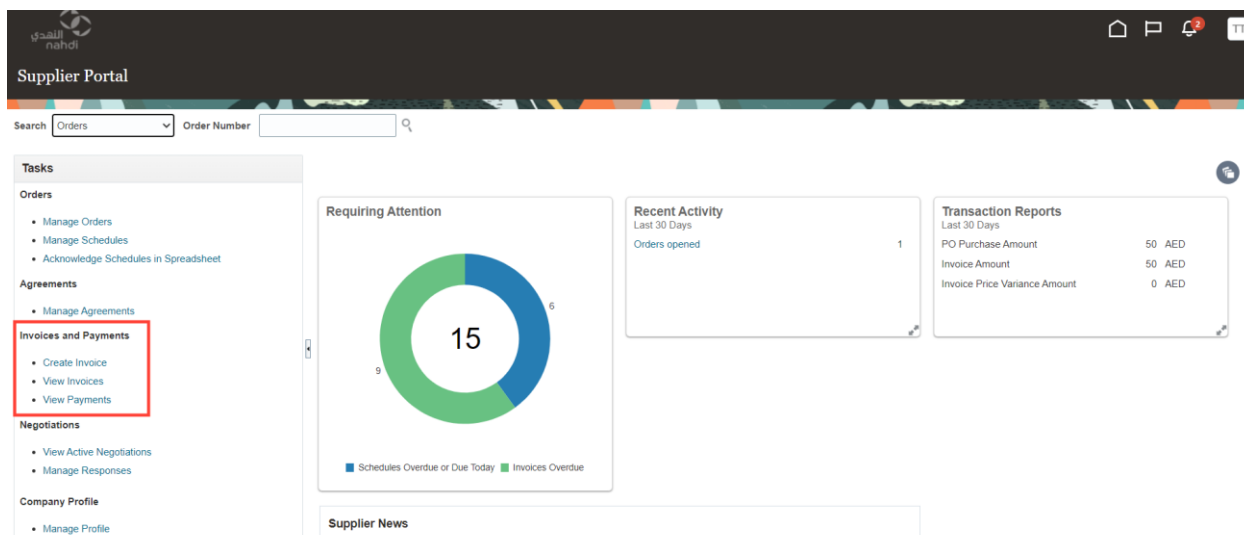
**Additional Information**

PO Creation Date Context Prompt

- Provide any required information or details related to the receipt, such as the date of receipt, quantity received, condition of the items, or any additional comments as needed.
- After entering the necessary information, review it carefully to ensure its accuracy. Make any necessary adjustments or corrections before proceeding.
- Once you are satisfied with the information provided, submit the acknowledgement of receipt.
- After successfully submitting the acknowledgment, you should receive a confirmation message or notification indicating that the receipt has been acknowledged.

## Invoice Management

Invoice management in the supplier portal streamlines the invoicing process, improves efficiency, enhances collaboration between suppliers and buyers, and provides transparency into the status and history of invoices. It simplifies administrative tasks for suppliers and helps ensure accurate and timely invoice processing and payment.

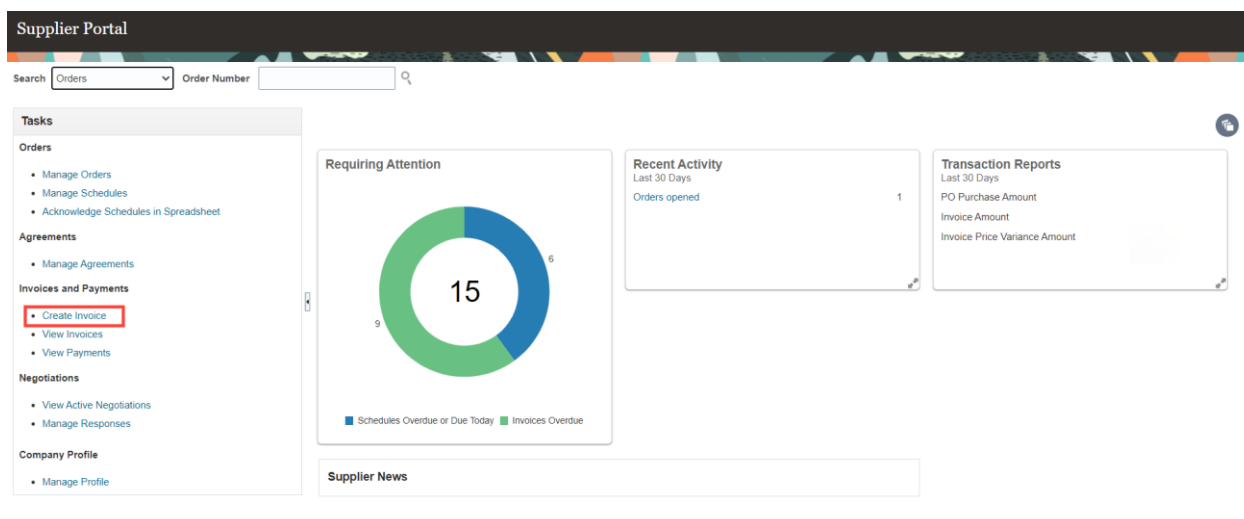


The screenshot shows the Supplier Portal interface. On the left sidebar, under the 'Invoices and Payments' section, the 'Create Invoice' option is highlighted with a red box. The main dashboard area includes a 'Requiring Attention' donut chart with a total of 15 items (9 Schedules Overdue or Due Today, 6 Invoices Overdue), a 'Recent Activity' table showing 1 order opened, and a 'Transaction Reports' table for the last 30 days.

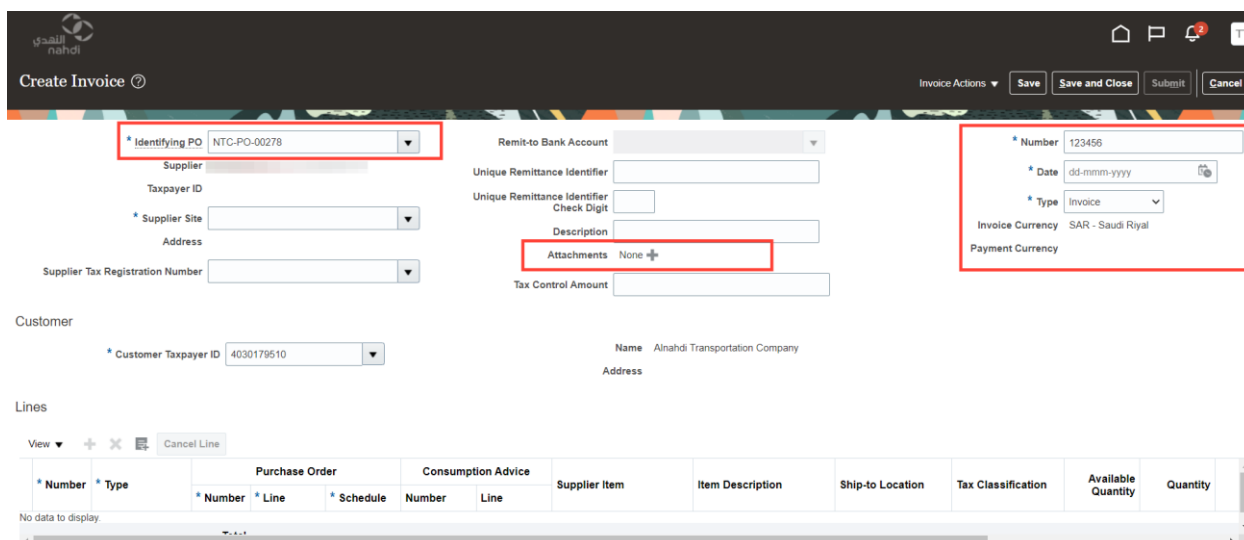
Category	Amount
PO Purchase Amount	50 AED
Invoice Amount	50 AED
Invoice Price Variance Amount	0 AED

## Creating Invoices

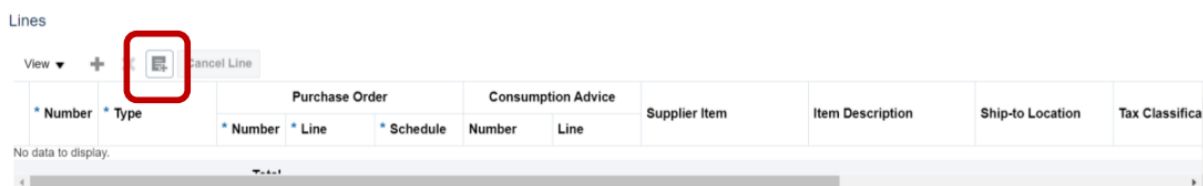
To create an invoice, on the home page, click on "Create Invoice" under "Invoices and Payments" as shown below.



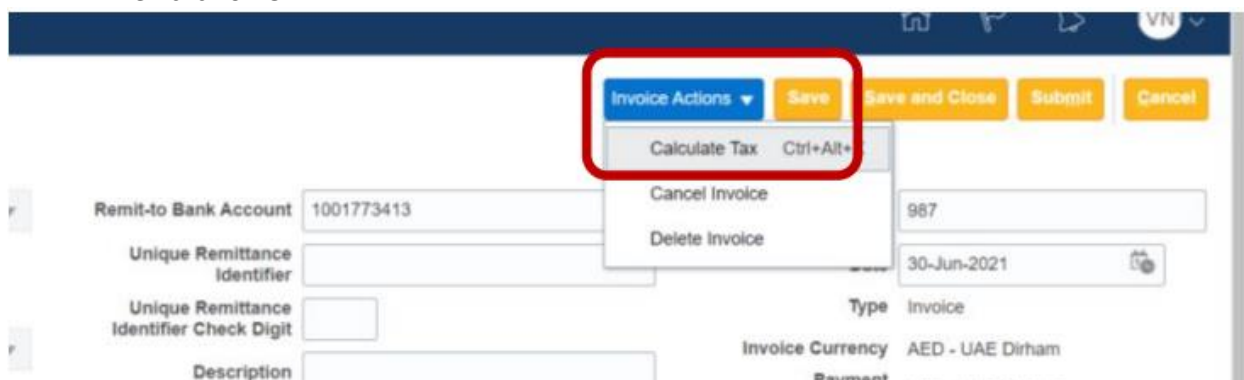
This screenshot is identical to the previous one, but the 'Create Invoice' option in the 'Invoices and Payments' section of the left sidebar is highlighted with a red box.



- Choose the PO number you want to invoice. You can select the PO from the drop-down menu.
- Add the invoice number, date and type of the invoice.
- You can attach any related documents in the attachments, for instance, a copy of the invoice, delivery notes, GRNs, etc.

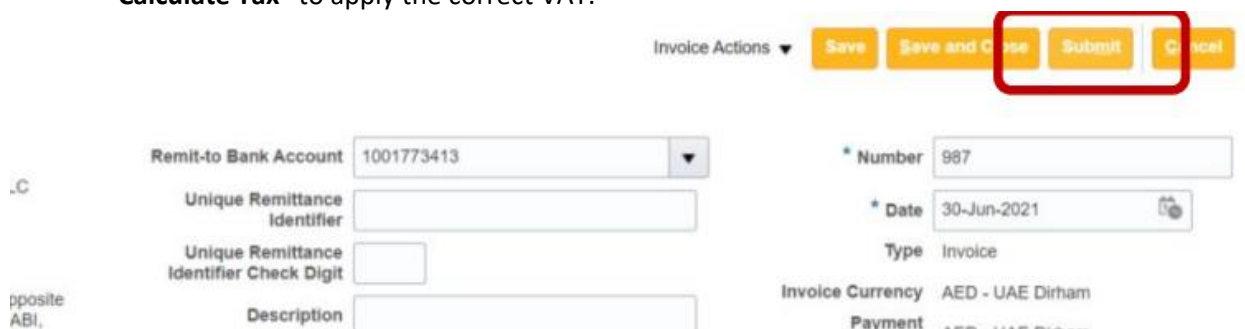


- After the Invoice number and date details are updated, the “Select and Add” Button will be enabled. Click the button to select the PO lines.
- Click “Select All” to match all the PO lines for invoice creation or select only the required PO lines to match only those line items to create invoice.
- **Add description:** Provide a description of each item or service being invoiced.
- **Add quantity:** Specify the quantity of each item.
- **Add Base Price:** Enter the price per unit for each item.
- Then click on OK.



- Click on Invoice Actions and Click the Calculate Tax.
- Check the VAT rate and VAT value applied correctly and matches with the attached Tax Invoice.

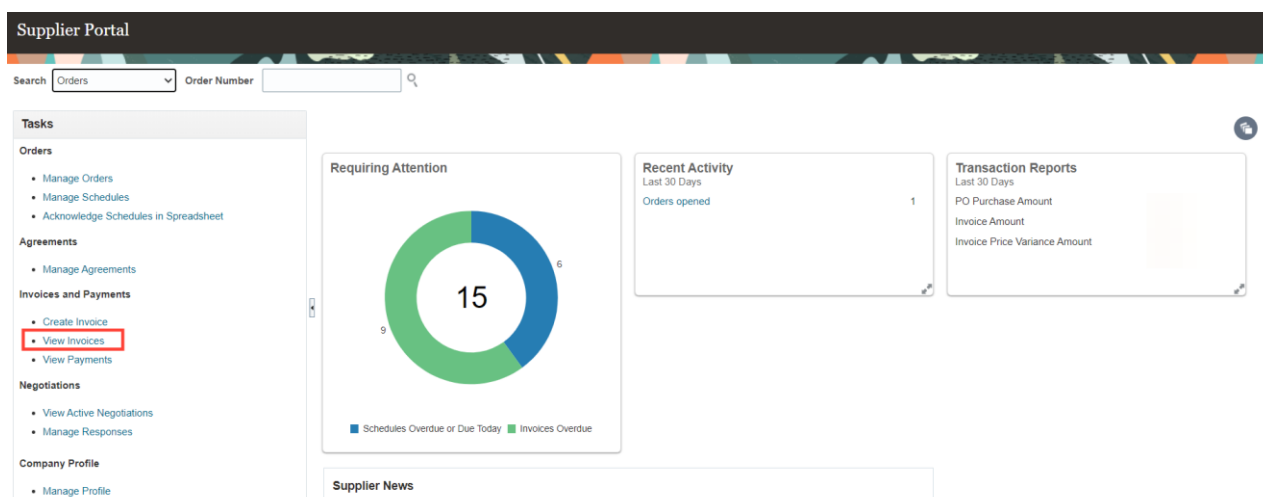
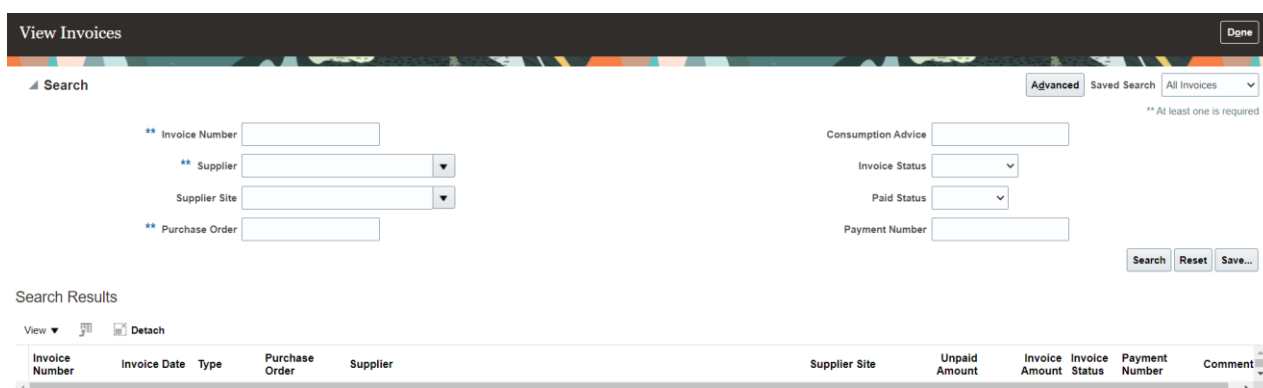
- If VAT not shown or shown with incorrect rate, select the correct VAT code under Tax Classification. Choose the option: "KSA\_STD\_15".
- After selecting the Correct Tax Classification, once again click **"Invoice Actions"** and click **"Calculate Tax"** to apply the correct VAT.



- After checking all entered information, click on the "Submit" button.

## Viewing Invoices

To view invoices, go to **"Invoices and Payments"** on the home page, then click on **"View Invoices"** as shown below.

- Use the available search filters or sorting options to refine your search for invoices. These filters may include invoice number, date range, supplier name, invoice status, or other relevant criteria.

- Locate the specific invoice you want to view from the list and click on it to access the detailed view.
- In the detailed invoice view, you will find comprehensive information about the invoice, such as invoice number, date, payment terms, currency, line items, quantities, unit prices and taxes.

#### Search Results

View   Detach

Invoice Number	Inv Da	Type	Purchase Order	Supplier	Supplier Site	Unpaid Amount	Invoice Amount
TESTINVOICE51CREDIT				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE81CREDIT				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE91CREDIT				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE1				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE1112				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE10				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE1111				BGIS TEST SUPPLIER	-XX-MA-11...		
TESTINVOICE21				BGIS TEST SUPPLIER	-XX-MA-11...		

- If needed, you can navigate back to the list of invoices to view other invoices or modify your search criteria to find specific invoices.

### Viewing Payments

To view payments, go to "**Invoices and Payments**" on the home page, then click on "**View Payments**" as shown below.





- Click on a specific payment entry to view more details about that payment. This will typically provide you with additional information such as the payment method, payment reference number, and any associated notes or comments.

**Invoice: MTEST\_01** Done

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<b>Business Unit</b> Alnahdi Transportation Company <b>Legal Entity Name</b> Alnahdi Transportation Company <b>Supplier or Party</b> <span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px;"> </span> <b>Supplier Site</b> DUBAI <b>Address</b> PO BOX: 346055, 505 SABA TOWER 1, CLUSTER E, JUMEIRAH LAKES TOWERS, DUBAI, DUBAI, UNITED ARAB EMIRATES. 346055, DUBAI, United Arab Emirates <b>Invoice Date</b> 21-Jun-2023	<b>Invoice Amount</b> <span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px;"> </span> <b>Unpaid Amount</b> 0.00 SAR <b>Payment Currency</b> SAR <b>Tax Control Amount</b>	<b>Invoice Type</b> Standard <b>Description</b> <b>Funds Status</b> <span style="background-color: #ccc; border: 1px solid #ccc; padding: 2px;"> </span> <b>Attachment</b> None
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**Lines** Payments

**Items**

View ▼ 📄 🔗 Detach

Line	Amount	Description	Budgetary Control		Quantity	Unit Price	UOM Name	Purchase Order			Receipt		Consumption Advice		Tax Determinants
			Budget Date	Funds Status				Number	Line	Schedule	Number	Line	Number	Line	Ship-to Location
1			21-Jun-2023												

Summary Tax Lines Shipping and Handling

## Support

Please reach us for any further support on the below:

EMAIL: [SupplierPortal@ntco.sa](mailto:SupplierPortal@ntco.sa)

TEL: 920007530      EXT: 710

Please do not send any payment follow-ups on the above emails as this is intended for portal-related guidance only.