

الشركة الوطنية للإسكان  
National Housing Company

— NHC —



## ERP .Supplier Guidelines:

Supplier Portal

# ERP PHASE TWO SUPPLIER PORTAL

- [Create Invoice.](#)
- [View Invoice.](#)
- [View Payment.](#)

الشركة الوطنية للإسكان  
National Housing Company

— NHC —



# SUPPLIER PORTAL

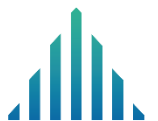
- **Registration Benefits:**

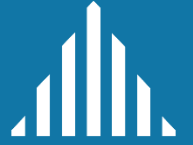
1. Web based self service registration.
2. Supplier profile self management.
3. Consolidated supplier work area.
4. Embedded learning.
5. Ability to submit an invoice online (if enabled by NHC).
6. Ability to participate in NHC negotiations by submitting proposals and quotes online.
7. Ability to create Invoices .

*Once you obtain the registration link, open it and follow the guide.*

الشركة الوطنية للإسكان  
National Housing Company

— NHC —





## ERP .Supplier Guidelines:

Supplier Portal – Create Invoice.

# LOGIN



SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

Enter Username

.....

Enter Password

[Forgot Password](#)

Sign In

English

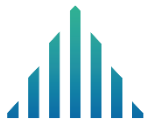
ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

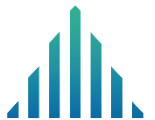
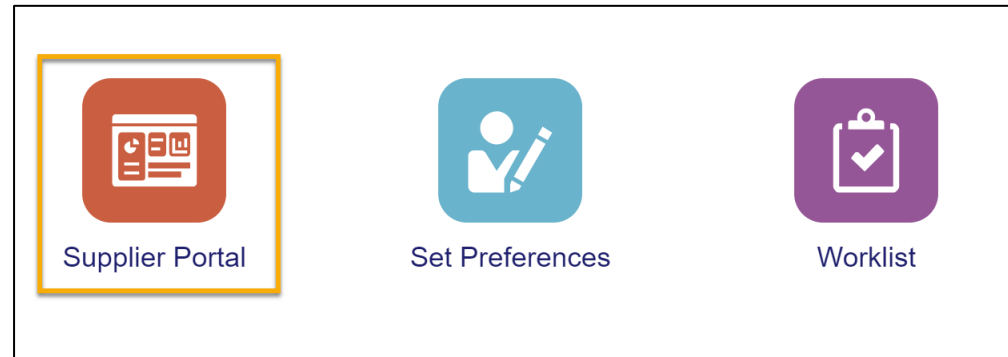
**Note:**  
You can choose the  
desired language.

الشركة الوطنية للإسكان  
National Housing Company

NHC



# OPEN THE “SUPPLIER PORTAL” FUNCTION



# TRACKING YOUR CREATE INVOICE

The screenshot displays the Supplier Portal interface. The browser address bar shows the URL: [https://eghj-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=kq3jlsgot\\_9](https://eghj-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=kq3jlsgot_9). The page title is "Supplier Portal".

Search: Orders [Order Number] [Search]

**Tasks**

- Orders**
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Consigned Inventory**
  - Review Consumption Advices
- Invoices and Payments**
  - Create Invoice** (highlighted with a blue arrow)
  - Create Invoice Without PO
  - View Invoices
  - View Payments
- Negotiations**
  - View Active Negotiations
  - Manage Responses

**Requiring Attention**

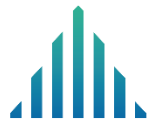
Category	Count
Schedules Overdue or Due Today	4
Questionnaires	1
Negotiation Messages	1
Invoices Overdue	58

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
----------------------------	---

**Transaction Reports**  
Last 30 Days

Invoice Amount	0	SAR
Invoice Price Variance Amount		SAR

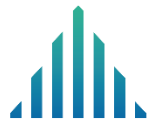


YOU CAN CLICK ON IDENTIFYING PO THEN SEARCH ON YOUR(PO NUMBER) THAT YOU WOULD LIKE TO MATCH IT WITH YOUR INVOICE THEN SELECT IT AND CLICK ON OK

The screenshot shows the 'Create Invoice' interface of the National Housing Company (NHC). A modal window titled 'Search and Select: Identifying PO' is open, allowing the user to search for a purchase order to match with the invoice. The modal contains the following fields and controls:

- Search:** A section with an 'Advanced' button and a note: '\*\* At least one is required'.
- Search Criteria:**
  - \* Purchase Order:** NHC-20000049
  - \*\* Supplier:** Khlyat a hasuop trading.EST
  - Supplier Site:** Sulaymaniyah
- Buttons:** 'Search' and 'Reset' buttons are located below the search criteria. A blue arrow points to the 'Search' button.
- Results Table:** A table with columns 'Purchase Order', 'Supplier', and 'Supplier Site'. It contains one row with the following data:

Purchase Order	Supplier	Supplier Site
NHC-2000...	Khlyat a hasuop trading.EST	Sulaymaniyah
- Modal Controls:** 'OK' and 'Cancel' buttons are located at the bottom right of the modal. A blue arrow points to the 'OK' button.





YOU CAN CLICK ON ADD PURCHASE ORDER LINE TO SELECT PO LINES AND CLICK ON (APPLY) THEN CLICK ON (OK)

**Create Invoice**

Identifying PO: NHC-2000049  
Supplier: Khliyat a hasuop trading.EST  
Taxpayer ID:  
Supplier Site: Sulaymaniyah  
Address: 01324, Riyadh  
Supplier Tax Registration Number:  
Remit-to Bank Account:  
Unique Remittance Identifier:  
Unique Remittance Identifier Check Digit:  
Description:  
Number: 123456  
Date: 09-09-2020  
Type: Invoice  
Invoice Currency: SAR - Saudi Riyal

Customer Taxpayer ID: 1010464768

**Lines**

View + [Add Purchase Order Line] Cancel Line

Purchase Order			Consumption Advice		Supplier Item Number	Item Description	Ship-to Location	Ordered
Number	Line	Schedule	Number	Line				
NHC-20000...	1	1				Five 5G routers 2 y...	NHC_Head_Office	2
NHC-20000...	1					Five 5G routers 2 y...	NHC_Head_Office	3

Apply OK Cancel

# YOU CAN FILL YOUR REQUIRED INVOICE DETAILS ( INVOICE NUMBER – INVOICE DATE – INVOICE DESCRIPTION – INVOICE ATTACHMENT – INVOICE TYPE )

← → ↻ 🏠 [https://eghj-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=kq3jlsot\\_9](https://eghj-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=kq3jlsot_9) 90% ⋮ 📄 📧 📁

الشركة الوطنية للإسكان  
National Housing Company  
NHC

🏠 🚩 📧 1 A

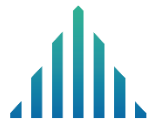
## Create Invoice ?

Invoice Actions ▼ **Save** **Save and Close** **Submit** **Cancel**

<b>Identifying PO</b>	NHC-20000049	<b>Remit-to Bank Account</b>		<b>* Number</b>	X123456
<b>Supplier</b>	Khliyat a hasuop trading.EST	<b>Unique Remittance Identifier</b>		<b>* Date</b>	31-08-2020
<b>Taxpayer ID</b>		<b>Unique Remittance Identifier Check Digit</b>		<b>Type</b>	Invoice
<b>Supplier Site</b>	Sulaymaniyah	<b>Description</b>	Invoice Description	<b>Invoice Currency</b>	SAR - Saudi Riyal
<b>Address</b>	01324, Riyadh	<b>Attachments</b>	None +	<b>Payment Currency</b>	SAR - Saudi Riyal
<b>Supplier Tax Registration Number</b>					

**Customer**

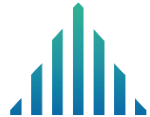
<b>Customer Taxpayer ID</b>	1010464768	<b>Name</b>	NHC Legal Entity
		<b>Address</b>	



# YOU CAN ADD INVOICE ATTACHMENT (REQUIRED)

The screenshot displays the 'Edit Invoice' page in the Oracle Fusion SCM system. The main form includes fields for identifying PO (NHC-20000049), supplier (Khliyat a hasuoop trading.EST), and invoice details (Number: 123456, Date: 31-08-2020). The 'Attachments' field is currently set to 'None' with a '+' icon. An 'Attachments' dialog box is open, showing a table with one entry: 'Test Invoice I Supplier.docx'. The 'Update...' button for this entry is highlighted with a blue box and an arrow. The 'OK' button at the bottom right of the dialog is also highlighted with a blue box and an arrow.

Type	Category	* File Name or URL	Title	Description	Attached By
File	From Supplier	Test Invoice I Supplier.docx	Test Invoice I Supplier.doc		Ahmad Al Ra



# YOU CAN CLICK ON INVOICE ACTION >> (CALCULATE TAX – CANCEL INVOICE – DELETE INVOICE )

https://eghj-dev1.fa.em2.oracledcloud.com/fscmUI/faces/FuseWelcome?\_adf.ctrl-state=kq3jlsot\_9

90%

الشركة الوطنية للإسكان  
National Housing Company  
NHC

### Create Invoice ?

\* Identifying PO

Supplier

Taxpayer ID

Supplier Site

Address

Supplier Tax Registration Number

Customer

Customer Taxpayer ID

Remit-to Bank Account

Unique Remittance

Unique Remittance

Attachments None +

Name

Address

Invoice Actions

Save Save and Close Submit Cancel

Calculate Tax Ctrl+Alt+X

Cancel Invoice

Delete Invoice

Type Invoice

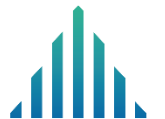
Invoice Currency

Payment Currency

You can click on to calculate tax Amount

You can click on cancel invoice (After submitting invoice to AP team in NHC)

You can Delete Your Invoice (Before submitting it to AP team in NHC)



# YOU CAN CLICK ON (SAVE) AND (SUBMIT)

Create Invoice ?

Invoice Actions Save Save and Close Submit Cancel

\* Identifying PO NHC-2000049

Supplier Khliyat a hasuop trading.EST

Taxpayer ID

\* Supplier Site Sulaymaniyah

Address 01324, Riyadh

Supplier Tax Registration Number

Customer

\* Customer Taxpayer ID 1010464768

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description invoice Description

Attachments None +

Name NHC Legal Entity

Address

\* Number X123456

\* Date 31-08-2020

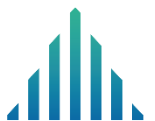
Type Invoice

Currency SAR - Saudi

Currency SAR - Saudi

You can click on (SAVE) after fill invoice details

After Click on (Save) . You can click on (Submit)



# YOU CAN SEARCH ON INVOICE NUMBER AFTER (SAVE)

**View Invoices** Done

**Search** Advanced Saved Search All Invoices \*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search Reset Save...

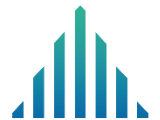
**Search Results**

View    **Detach**

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
123456	31-08-2020	Standard	NHC-20000049		Khliyat a hasuop trading.EST	Sulaymaniyah	SAR	8,445.80 SAR	Incomplete	Unpaid		

الشركة الوطنية للإسكان  
National Housing Company

NHC



# AFTER (SUBMIT) INVOICE STATUS IS (APPROVED) AND CREATED IN AP MODULE

View Invoices Done

Search Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

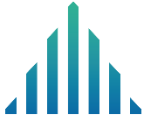
Payment Number

Search Reset Save...

Search Results

View   Detach

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
123456	31-08-2020	Standard	NHC-20000049	30-09-2020	Khliyat a hasuooop trading.EST	Sulaymaniyah	8,445.80 SAR	8,445.80 SAR	Approved	Unpaid		





## ERP .Supplier Guidelines:

Supplier Portal – View Invoices.



# LOGIN



SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

Enter Username

.....

Enter Password

[Forgot Password](#)

Sign In

English

ORACLE

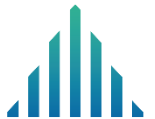
Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

## Note:

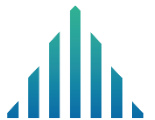
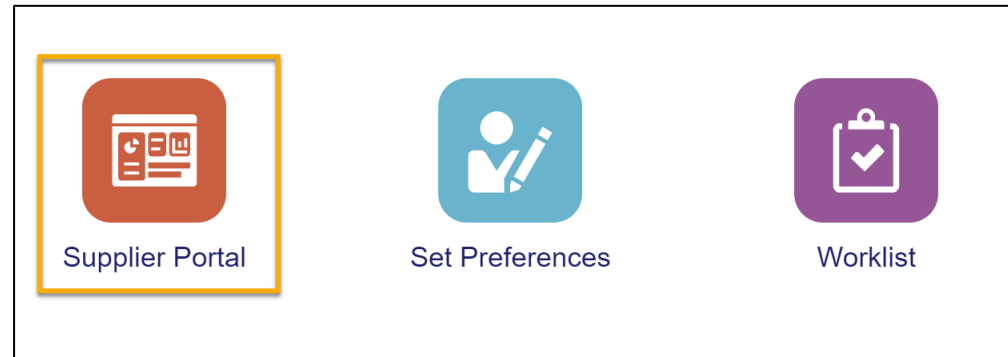
You can choose the desired language.

الشركة الوطنية للإسكان  
National Housing Company

NHC



# OPEN THE “SUPPLIER PORTAL” FUNCTION



# TRACKING YOUR VIEW INVOICES

The screenshot shows the National Housing Company (NHC) Supplier Portal. The browser address bar displays the URL: [https://eghj-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=kq3jlsot\\_9](https://eghj-dev1.fa.em2.oraclecloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=kq3jlsot_9). The page title is "Supplier Portal".

**Search:** Orders [dropdown] Order Number [input field]

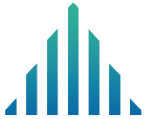
**Tasks:**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices** (highlighted with a blue arrow)
  - View Payments

**Dashboard Metrics:**

- Requiring Attention:** A donut chart showing 64 total items. A legend indicates "Schedules Overdue or Due Today" with a value of 58. Other categories are represented by small segments with values 4, 1, and 1.
- Recent Activity (Last 30 Days):** Orders changed or canceled: 1
- Transaction Reports (Last 30 Days):**

Invoice Amount	0	SAR
Invoice Price Variance Amount		SAR



# YOU CAN SEARCH ON INVOICES BY ( INVOICE NUMBER – SUPPLIER NAME – PO NUMBER – PAYMENT NUMBER)

View Invoices Done

**Search** Advanced Saved Search All Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

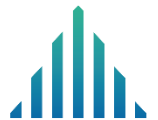
Payment Number

**You can click on Search**

Search Results

View

Invoice Number	Invoice Date	Type	Purchase Order	Due Date	Supplier	Supplier Site	Unpaid Amount	Invoice Amount	Invoice Status	Paid Status	Payment Number	Comments
X1223456	31-08-2020	Standard	NHC-20000049	30-09-2020	Khliyat a hasuooop trading.EST	Sulaymaniyah	0.00 SAR	0.00 SAR	Canceled	Unpaid		
sdfsdf	22-07-2020	Standard		22-07-2020	Khliyat a hasuooop trading.EST	Sulaymaniyah	0.00 SAR	0.00 SAR	Canceled	Unpaid		
2019-491	31-12-2019	Standard		30-01-2020	Khliyat a hasuooop trading.EST	Sulaymaniyah	0.00 SAR	30,135.00 SAR	Approved	Paid	7502	
2019-491	30-12-2019	Standard	119003158	29-01-2020	Khliyat a hasuooop trading.EST	Sulaymaniyah	30,135.00 SAR	30,135.00 SAR	Approved	Unpaid		
2019-492	30-12-2019	Standard		29-01-2020	Khliyat a hasuooop trading.EST	Sulaymaniyah	0.00 SAR	23,677.50 SAR	Approved	Paid	7502	



# YOU CAN CLICK ON INVOICE NUMBER TO VIEW YOUR INVOICE

Browser address bar: [https://eghj-dev1.fa.em2.oracledcloud.com/fscmUI/faces/FuseWelcome?\\_adf.ctrl-state=kq3jlsqot\\_9](https://eghj-dev1.fa.em2.oracledcloud.com/fscmUI/faces/FuseWelcome?_adf.ctrl-state=kq3jlsqot_9)

Logo: الشركة الوطنية للإسكان National Housing Company NHC

Invoice: X1223456 Done

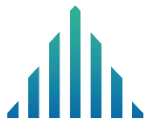
<b>Business Unit</b>	NHC - National Housing Company	<b>Invoice Amount</b>	0.00 SAR	<b>Invoice Type</b>	Standard
<b>Legal Entity Name</b>	NHC Legal Entity	<b>Unpaid Amount</b>	0.00 SAR	<b>Description</b>	dfgdfgdfgdfgdfg
<b>Supplier or Party</b>	Khliyat a hasuop trading.EST	<b>Payment Currency</b>	SAR	<b>Funds Status</b>	✔ Not applicable
<b>Supplier Site</b>	Sulaymaniyah				
<b>Address</b>	01324, Riyadh				
<b>Invoice Date</b>	31-08-2020				

**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	0.00	Five 5G routers 2 years	03-09-2020	✔ Not applicable	0	7,678	Each	NHC-2000...	1	1	239	2			NHC_Head_Office





## ERP .Supplier Guidelines:

Supplier Portal – View Payments.

# LOGIN



SIGN IN  
ORACLE APPLICATIONS CLOUD

supplier\_user|

Enter Username

.....

Enter Password

[Forgot Password](#)

Sign In

English

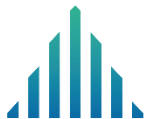
ORACLE

Copyright(C) 2011, 2016, Oracle and/or its affiliates. All rights reserved.

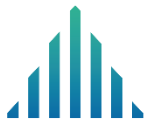
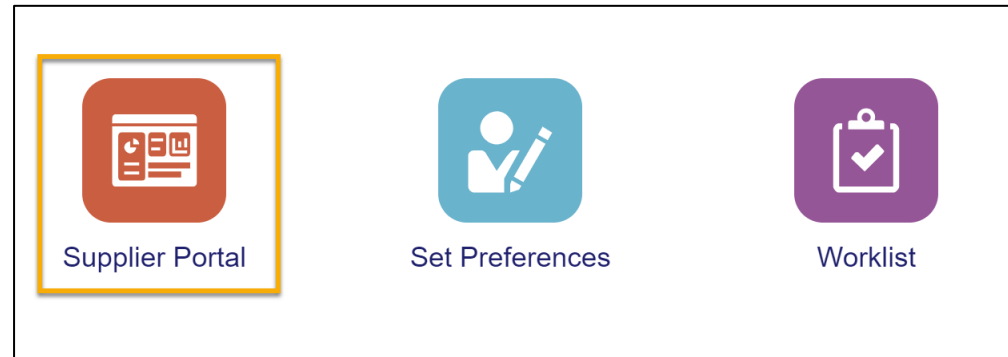
**Note:**  
You can choose the  
desired language.

الشركة الوطنية للإسكان  
National Housing Company

NHC



# OPEN THE “SUPPLIER PORTAL” FUNCTION





# TRACKING YOUR VIEW PAYMENTS

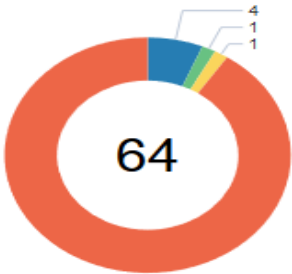
Supplier Portal

Search  Order Number

**Tasks**

- Orders
  - Manage Orders
  - Manage Schedules
  - Acknowledge Schedules in Spreadsheet
- Consigned Inventory
  - Review Consumption Advices
- Invoices and Payments
  - Create Invoice
  - Create Invoice Without PO
  - View Invoices
  - View Payments**

**Requiring Attention**



64

58

■ Schedules Overdue or Due Today

**Recent Activity**  
Last 30 Days

Orders changed or canceled	1
----------------------------	---

**Transaction Reports**  
Last 30 Days

Invoice Amount	0	SAR
Invoice Price Variance Amount		SAR



YOU CAN CLICK ON VIEW PAYMENTS TO SEARCH ON PAYMENT BY ( PAYMENT NUMBER – PAYMENT AMOUNT – SUPPLIER NAME – PAYMENT DATE - PAYMENT STATUS )

**View Payments** Done

**Search** Advanced Saved Search All Payments

\*\* At least one is required

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

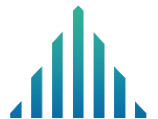
Supplier Site

Payment Date

**Search Results**

View

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Bank Account	Remit-to Account
7502	16-01-2020	Quick	Multiple	Khliyat a hasuooop trading.EST	Sulaymaniyah	688,946.35 SAR	Cleared	Bank NHC - Alrajhi C/A	
7177	11-12-2019	Quick	2019-483	Khliyat a hasuooop trading.EST	Sulaymaniyah	167,649.30 SAR	Cleared	Bank NHC - AlBilad C...	
7178	11-12-2019	Quick	Multiple	Khliyat a hasuooop trading.EST	Sulaymaniyah	652,291.50 SAR	Cleared	Bank NHC - Alrajhi C/...	
6811	14-11-2019	Quick	2019/400	Khliyat a hasuooop trading.EST	Sulaymaniyah	17,640.00 SAR	Cleared	Bank NHC - AlBilad C...	
6778	13-11-2019	Quick	2019-443	Khliyat a hasuooop trading.EST	Sulaymaniyah	14,700.00 SAR	Cleared	Bank NHC - Alrajhi C/...	
6497	22-10-2019	Quick	2019-415	Khliyat a hasuooop trading.EST	Sulaymaniyah	57,624.00 SAR	Cleared	Bank NHC - Alrajhi C/...	



# YOU CAN CLICK ON PAYMENT NUMBER TO VIEW YOUR PAYMENT DETAILS

Payment: 7177 Done

**Business Unit** MOH - National Housing Company  
**Payee** Khliyat a hasuooop trading.EST  
**Payee Site** Sulaymaniyah  
**Address** 01324, Riyadh  
**Payment Status** Cleared

**Payment Amount** 167,649.30 SAR  
**Payment Date** 11-12-2019  
**Payment Type** Quick  
**Remit-to Account**  
**Payment Document**

Paid Invoices

Number	Invoice Date	Type	Purchase Order	Receipt	Consumption Advice	Paid Amount	Invoice Amount	Invoice Status	Due Date	Paid Status
2019-483	10-12-2019	Standard	119002955	Multiple		167,649.30 SAR	167,649.30 SAR	Workflow ...	09-01-2020	Fully paid

