



Procurement Portal User Guide

A man and a woman are riding bicycles on a paved path. The man is on the left, wearing a dark t-shirt and light-colored pants, riding a standard mountain bike. The woman is on the right, wearing a light-colored t-shirt and light-colored pants, riding a bicycle with a front basket. The background shows trees and a clear sky. The entire image is overlaid with a blue tint. The text "Billing and Payment Instructions 05" is centered in white.

Billing and Payment Instructions 05

Billing and Payment Instructions

All invoices are directed to the National Housing Company and the following is attached:

1. A VAT registration certificate in case the supplier / service provider is registered.
2. An electronic tax invoice that complies with the requirements of the Zakat, Tax and Customs Authority in the Kingdom of Saudi Arabia (for more details, please see the electronic invoicing guide):
 - The tax invoice must be in Arabic in addition to any other language it may be issued in.
 - The date the invoice was issued.
 - The serial number that identifies and identifies the tax invoice.
 - Supplier and customer tax identification number.
 - The name and address of both the supplier and the customer.
 - The quantity and nature of the goods supplied, or the scope and nature of the services rendered.
 - Amounts subject to tax according to the rate or exemption, and the unit price does not include value-added tax, and any discounts or rebates if they are not included in the unit price.
 - applicable tax rate.
 - The amount of VAT due is shown in Saudi Riyals.
3. A copy of the purchase order.
4. A copy of the contract - renewal or modification of the contract, if any.
5. A copy of the updated account statement with each invoice.
6. A copy of the following valid documents: Commercial Register - Gosi certificate - Saudization Certificate - Zakat Certificate.



Billing and Payment Instructions

The following requirements must also be mentioned in the invoice to avoid refusal to receive the invoice or delay in payment:

- The name of the service provider as in the commercial register.
- Contact information: name, mobile number, email.
- Purchase order number.
- The invoice currency is the same as the currency in the purchase order.
- National Housing Corporation tax number: 302007854700003
- Address of the National Housing Company: Olaya Street, Al-Sahafa District, Riyadh.
- The national address of the service provider.
- The bank account registered in the invoice must be matched with the bank account registered with the Procurement Department in the contract.

Service providers must submit invoices through the National Housing Company system In the event of any inquiries, clarification or support, please visit the National Housing Company website and fill out the form through the following link: <https://nhc.sa/ar/contactus>





Thank you

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