



NTC SUPPLIER PORTAL'S GUIDE



NTC Procurement Team ALNAHDI TRANSPORTTION COMPANY

www.ntco.sa



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 <u>supplier registration</u> <u>link</u> and follow the steps.

Company Details

														Ū	Sign In
3.099550		(1) - Company Dataits	— 2 — Contacts A	3 —	- (4)	— 5 — Bank Accounts	Products and	- 7 Review		S	Step 3	3			
Register Supplie	er: Company Details 🗇	Cetanis								Back	Negt	Save for L	Later Reg	pister	Cancel
Enter a value for at least or	ne of these fields: D-U-N-S Number, T	axpayer ID, or Tax Registration Num	xer.						-			-		_	
Step 1	* Company							-U-N-S Number							
	* Tax Organization Type	•						Tax Country	Saudi Arabia			_			
	Supplier Type	~						Taxpayer ID							
	Corporate Web Site						Tax Regis	stration Number							
	Attachments None =	÷					N	ote to Approve							
												h			
Your Contact Infor	mation														
Enter the contact informatio	in for communications regarding this re	gistration.													
Step 2	* First Name														
	* Last Name														
	* Email														
	* Confirm Email														
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- 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

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	⊘ _ 2 _ 3 _ 4 _ 6 _ 6		ер 5	
Register Supplier: Contacts ⑦	Company Contacts Addresses Business Bank Accounts Products Details Classifications Service	and Review Is Back	Negt Save for Later Regist	ter
Enter at least one contact.				
Actions View - Format - + Create / Edit 💥 Delete 💿 Freez	e 📰 Detach 🚽 Wrap			
Create Step 4	Job Title	Email Administrative Contact	Request User Edit	Delete
Edit Delete		TEST@NTCO.SA ✓	1 1	×
Columns nicoen 7				

• Step 4: Click on Actions \rightarrow Edit \rightarrow Complete the rest of your contact information \rightarrow Click OK.

• Step 5: Click Next to go to the next page.

(i) Sign In ſ \Box - 6 \odot \sim - 3 4 6 7 Compar Register Supplier: Addresses Save for Later Register Next Enter at least one ad s for remit-to and or 🖋 Edit 💥 Delete 📰 Freeze 🔛 Detach 🚽 Wrap + Create ns 🔻 Address Create Phone Address Purpose Edit Delete

Step 6

Addresses

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



Business Classifications

			🖒 (i) Sign In
	1 2 3 4 5 Company Contacts Addresses Business Bank Ac	ccounts Products and Review	Step 9
Register Supplier: Business Classifications ⑦	Details Classifications	Services	Back Negt Save for Later Register Cancel
Enter at least one business classification or select none applicable.			
None of the classifications are applicable Step 8			
Actions 🔻 View 👻 Format 👻 🕂 🗮 Freeze 🔛 Detach 🚽 W	IP.		
* Classification	Subclassification	Certifying Agency Other Certifying Certificate	Start Date Expiration Attachments Notes
¢			•

- 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

									the state of the state of the	٢	ס נ) Sign In
	<u>_</u>	~	- 0 -	- <u>-</u>	-6)-	— <u>6</u> —	- 7		Step *	11		
	Company Details	Contacts	Addresses	Business Classifications	Bank Accounts	Products and Services	Review					
Register Supplier: Bank Accounts ⑦									Back Next	Save for Later	Register	Cancel
									1000			
Actions View Format + Create / Edit X Delete	e 📄 Detac	ah → ^I Wra	P									
Create abe				IB	AN	Curren	cy	Bank		Edit		Delete
Edit 8												
Delete												

Step 10

• 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

	0		
	<u> </u>	-3 - 4 - 5 - 6 - 7	
	Select and Add: Products and Services		×
Dogiston Cumplian Drodusts			
Register Supplier: Froducts	✓ Search		
	Category Name	Description	
Actions ▼ View ▼ Format ▼ E Sel			Search Reset
Category Name			
NO Gala to display.	View View Format View Freeze	ell Wrap	
	Select Category Name	Description	
	Category Level 1 - Category 1	IT & Technology	
	Construction	Construction work, projects, and any related activities	
		CONSTRUCTION.CIVIL WORK	
	Maintenance	Maintenance of buildings, rooms, and other facilities	
	Furniture	Furniture items and materials	
	Columns Hidden 1		
		A	pp <u>ly</u> O <u>K</u> Cancel

- 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

					<u>с</u>) Sign In
	Company Contacts Addres	es Business Bank Account Classifications	ts Products and Review Services		Step 1	4
Review Supplier Registration: TEST123 ②				Back	Save for Later Register	Cancel
Company Details						
Company TEST123			D-U-N-S Number			
Tax Organization Type			Tax Country	Saudi Arabia		
Supplier Type			Taxpayer ID			
Corporate Web Site			Tax Registration Number			
			Note to Approver			
				4		
Attachments						
Actions 🔻 View 👻 🕂 💥						
Type Category * File Name or URL	Title	Description	Attached By Attached I	Date		
No data to display.						
Contacts						
View 👻 Format 👻 🧰 Freeze 📓 Detach 🚽 Wrap						
Name			Job Title Ema	ail Adminis Con	strative Request User tact Account	Details

- 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".

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Good e Supplier Portal APPS Supplier Port	evening, Test Test!			
Supplier Portal	् ्			
Tasks Orders • Manage Orders • Manage Schedules • Acknowledge Schedules in Spreadsheet Agreements • Manage Agreements Invoices and Payments • Create Invoice • View Payments Negotiations • View Active Negotiations • Manage Responses	Requiring Attention	Recent Activity Last 30 Days Orders opened	1 Transaction Reports Last 30 Days PO Purchase Amount Invoice Amount Invoice Price Variance Amount	60 AED 50 AED 0 AED 0 AED
Company Profile • Manage Profile Manage Orders ②	Supplier News			Den
Headers Schedules Sold-to Legal Entity Bill-to BU Supplier Site	Business Unit	Advanc	ed Manage Watchlist Saved Search All Orders Order Status v Documents No v	· · ·
Search Results Actions View View Format I Freeze Order Order Date	📰 Detach 🚽 Wrap Supplier Site	Buyer	Ordered Currency Status	Search Reset Save



- 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.

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Manage Ord	ders (?)									Done
Headers Sched	lules						-			
Search Result Actions Vie	ts	人用同	Freeze 27 Detach al Woo			Advanced Man	age Watchlist	Saved Search All Ord	lers	~
Ord	ler	Order Date Descripti	on	Supplier Site	Buyer	Orde	red Currenc	/ Status	Life Cycle	Creation Date
NTC	C-PO-00291	22-May-20		DUBAI	Abdullah Khaleel Alsulimani	5	.00 AED	Closed for Receiving	9 0	22-May-2023
NTC	C-PO-00278	28-Feb-2023		DUBAI	Yousef Adnan Mohammad Yahya Raffa	2,50	.00 SAR	Closed for Receivin	9 O	28-Feb-2023
NTC	C-PO-00233	07-Feb-2023		DUBAI	Rayan Abdullah Seraj Mandura	713,25	.00 SAR	Open	0	02-Feb-2023
NTC	C-PO-00161 📕	25-Dec-2022 Post Imple	mentation Onsite Support for OTM	DUBAI	Rayan Abdullah Seraj Mandura	15,00	.00 USD	Open	0	22-Dec-2022
PO-0	002442	19-Oct-2022		DUBAI	Sami Mohamed Abazer Eisa	551,25	.00 SAR	Open	0	19-Oct-2022
Columns Hidd	len 27									

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: NI	C-PO-00291 ⑦	Acknowledge	View PDF	Actions v	Refresh	Done		
Main								P
▲ General								
Sold-to Legal Entity	Alnahdi Transportation Company	Supplier						
Bill-to BU	Alnahdi Transportation Company	Supplier Site	DUBAI					
Order	NTC-PO-00291	Supplier Contact		Source Agreement				
Status	Closed for Receiving 3	Bill-to Location	AlNahdi Transportation Company	Su	pplier Order			
Buyer	Abdullah Alsulimani	Ship-to Location	Jed Alkhumra Store					
Creation Date	22-May-2023							
Terms Notes and Attachm	ents							
Require Acknowledgmen	d None	Shipping Method						
Payment Term	s Immediate	Freight Terms				 Pay on receiption 	ot	
		FOB				 Confirming o 	rder	
Additional Information	on							

Context Prompt

PO Creation Date



- 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.

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Supplier Portal					
Search Orders V Order Number	о,				
Tasks					6
Orders Manage Orders Manage Schedules Adamage Schedules in Spreadsheet Agreements Manage Agreements Involces and Payments Create Invoice View Invoices View Payments Negotilations	Requiring Attention	Recent Activity Last 30 Days Orders opened 1	Transaction Reports Last 30 Days PO Purchase Amount Invoice Amount Invoice Price Variance Amount	50 AED 50 AED 0 AED	*
View Active Negotiations Manage Responses	Schedules Overdue or Due Today Invoices Overdue				
Company Profile Manage Profile	Supplier News				

Creating Invoices

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

Supplier Portal			
Search Orders Vorder Number	٩		
Tasks			6
Orders Manage Schedules Adarage Schedules in Spreadsheet Agreements Manage Agreements Invoices and Payments Create Invoice View Invoices View Payments	Requiring Attention	Recent Activity Last 30 Days Orders opened 1	Transaction Reports Last 30 Days PO Purchase Amount Invoice Amount Invoice Price Variance Amount
Negotiations View Active Negotiations Manage Responses Company Profile Manage Profile	Supplier News		



النمدي nahdi									P 🗘 🗆
Create Invoice ②						Invoice /	Actions v Save	ave and Close	Submit Cancel
* Identifying	PO NTC-PO-00278	•	Remit-to B	Bank Account		v	* Number	123456	
Supp	lier		Unique Remitta	nce Identifier			* Date	dd-mmm-yyyy	ŝ
Taxpaye	ID		Unique Remitta	nce Identifier Check Digit			* Туре	Invoice	~
* Supplier	lite	•		Description			Invoice Currency	SAR - Saudi Riya	4
Addr	255		Г	Attachments None 🕂			Payment Currency		
Supplier Tax Registration Num	ber	•	Tax Co	ntrol Amount					
Customer									
* Customer Taxp	4020179510	-		Name Alnahdi	Transportation Company				
Create Invoice ⑦ Invoice Actors ♥ Save and Cleage Invoice Currency Supplier Tax Registration Number Invoice Taxpayer ID <									
Lines									
View Canc	elline								
	Burehees	Order	Consumption Advice						
* Number * Type	* Number * Liss	* Sabadula	where Line	Supplier Item	Item Description	Ship-to Location	Tax Classification	Available Quantity	Quantity
No data to display	Number	Schedule Nu	Line						
4	T						_		

- 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.

					MMM1999				
	cel Line								
* Number * Type		Purchase Order			Consumption Advice Supplier Item		Item Description	Ship-to Location	Tax Classifica
No data to display.	* Number	* Line	* Schedule	Number	Line				
¢	T-4-1								•

- 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.

		Invoice Actions 👻 Seve Seve	e and Close Submi	Cence	
		Calculate Tax Ctrl+Alt+			
Remit-to Bank Account	1001773413	Cancel Invoice	987		
Unique Remittance Identifier		Delete Invoice	30-Jun-2021	5	
Unique Remittance Identifier Check Digit		Type Invoice Currency	Invoice AED - UAE Dirham		
Description		Payment	155 115 51		

- 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.

			Invoice Act	ons 🔹 Save Sav	e and C see Subm	1 C 101
	Remit-to Bank Account	1001773413	•	* Number	987	
	Unique Remittance Identifier			* Date	30-Jun-2021	66
	Unique Remittance Identifier Check Digit			Туре	Invoice	
isite I,	Description			Invoice Currency Payment	AED - UAE Dirham	

- 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.

Supplier Portal			
Search Orders V Order Number	Q		
Tasks Ordes • Manage Orders • Manage Schedules • Achnowledge Schedules in Spreadsheet Agreements Invoices and Payments • Create Invoice • Vew Invoices • Vew Invoices • Vew Invoices • Vew Payments Negotiations • Manage Responses Company Profile	Requiring Attention	Recent Activity Last 30 Days Orders opened 1	Constant of the second
View Invoices			Dgne
⊿ Search			Advanced Saved Search All Invoices V
** Invoice Number ** Supplier	•	Consumption Advice Invoice Status	Au reast one is required
Supplier Site	•	Paid Status Payment Number	
Search Results View ▼			Search Reset Save
Invoice Invoice Date Type Purcha Number Order	se Supplier	Supplier Site	Unpaid Invoice Invoice Payment Comment

- 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.

View 🔻 🎢 📓 Detach Purchase Order Unpaid Amount Invoice Inv Type Supplier Site Invoice Number Supplier 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

Search Results

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



Supplier Portal				
Search Orders V Order Number	्			
Tasks				6
Orders Manage Orders Manage Schedules Acknowledge Schedules in Spreadsheet Agreements Manage Agreements Invoices and Payments Create Invoices Were Invoices Were Invoices Were Invoices Vere Invoices Vere Invoices Vere Invoices Company Profile Manage Profile	Requiring Attention	Recent Activity Last 30 Days Orders opened 1	Transaction Reports Last 30 Days PO Purchase Amount Invoice Amount Invoice Price Variance Amount	50 AED 50 AED 0 AED **
View Payments				Done
▲ Search			A <u>d</u> vanced Sa	wed Search All Payments
** Payment Number Payment Status	<pre></pre>	** Supplier Supplier Site	•	** At least one is required
Payment Amount		Payment Date dd-mmm-yyyy	60	
				Search Reset Save
Search Results				
Payment Number Payment Date Payment Type	Invoice Supplier Number	Supplier	r Site Payment Paym Amount Statu	nent Remit-to Account

- In the Payments section, you should see a list of payments associated with your account. The list may include information such as payment dates, payment amounts, invoice numbers, and payment status.
- You can use the search or filter options provided to narrow down the list of payments based on specific criteria such as payment date range, payment number, or payment status.
- Select the supplier company from the dropdown to view all the invoices.
- To search with the Invoice number Provide the Invoice reference and Click Search.

View Paym	ents							Done
						~~		
Search						A <u>d</u> vanced	Saved Search	All Payments 🗸
							A1	At least one is required
		** Payment Num	ber	** Supplier		•		
		Payment Sta	itus 🗸 🗸	Supplier Site		•		
		Payment Amo	unt	Payment Date	dd-mmm-yyyy]		
							Sea	rch Reset Save
Search Results	6							
View 🔻 🎵	Detach							
Payment Number	Payment Date	Invoice Number	Supplier		Sup	oplier Site	Payment Amount	Remit-to Account
Payment Number 475	Payment Date	Invoice Number MTEST_01	Supplier		Sup	oplier Site	Payment Amount	Remit-to Account
Payment Number 475 476	Payment Date 21-Jun-2023 21-Jun-2023	Invoice Number MTEST_01 MTEST_02	Supplier		Sur DUE DUE	BAI	Payment Amount	Remit-to Account
Payment Number475476477	Payment Date 21-Jun-2023 21-Jun-2023 21-Jun-2023	Invoice Number MTEST_01 MTEST_02 TEST_005	Supplier			BAI BAI BAI	Payment Amount	Remit-to Account
Payment Number 475 476 477 400009	Payment Date 21-Jun-2023 21-Jun-2023 21-Jun-2023 04-May-2023	Invoice Number MTEST_01 MTEST_02 TEST_005 PO TEST 2	Supplier		Sup Due Due Due Due	BAI BAI BAI BAI BAI	Payment Amount	Remit-to Account
Payment Number 475 476 477 400009 400006	Payment Date 21-Jun-2023 21-Jun-2023 21-Jun-2023 04-May-2023 02-May-2023	Invoice Number MTEST_01 MTEST_02 TEST_005 PO TEST 2 THERE	Supplier			BAI BAI BAI BAI BAI BAI	Payment Amount	Remit-to Account
Payment Number 475 476 477 400009 400006 400007	Payment Date 21-Jun-2023 21-Jun-2023 21-Jun-2023 04-May-2023 02-May-2023 02-May-2023	Invoice NUMBER MTEST_01 MTEST_02 TEST_005 PO TEST 2 THERE 1000	Supplier			SAI SAAI SAAI SAAI SAAI SAAI SAAI SAAI	Payment Amount	Remit-to Account



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.

voice: MTES	Г_01																D <u>o</u> ne
													-				
	Business Unit	Alnahdi Transporta	tion Company			Invoice Amount											
L	egal Entity Name	Alnahdi Transporta	tion Company								Invoice Type Standard						
	Supplier or Party				Unpaid Amount 0.00 SAR							Description	otandaro				
	Supplier Site	DUBAI PO BOX: 346055, 505 SABA TOWER 1, CLUSTER F. JUMEIRAH LAKES		Pa	yment Currency	SAR						Description					
				Tax	Control Amount							Funds Status					
	Address	CLUSTER E, JUMEIRAH LAKES TOWERS, DUBAI, DUBAI, UNITED ARAB EMIRATES, 346055, DUBAI, United Arab Emirates											Attachment	None			
	Invoice Date	21-Jun-2023															
es Payments	Detach		Budgeta	ry Control			UOM	P	urchase (Drder	Rece	əipt	Consui	nption	Tax D	Determina	nt
Line A	mount Descripti	on			Quantity	Unit Price	UOM Name						Advice				
			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 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.