ساسرف SASREF [icon] Detailed Work Instructions for Services Suppliers' PO's Confirmation & Invoice Creation

> **Introduction:**

a. Sasref supplier portal shall be accessed via
   https://supplier.sasref.com.sa/irj/portal using Internet Explorer v. 11 only
b. PO's shall be accepted (Processed) prior starting any work with Sasref
c. Please communicate directly with the requestor dept. of the services provided to Sasref in case PO's are not appearing on the portal
d. Please communicate with SQ@SASREF.COM.SA for any missing username & password or any log in related issues.
e. Please communicate directly to SQ@SASREF.COM.SA with a clear screen shot if the following error message appears on the portal:
   "No portal roles are assigned for this user"
f. There are two types of PO's:
   1. A standard/standalone PO
   2. A PO released/called from an existing contract

1. PO Acceptance Work Instructions:
a. Sasref supplier portal shall be accessed via
   https://supplier.sasref.com.sa/irj/portal
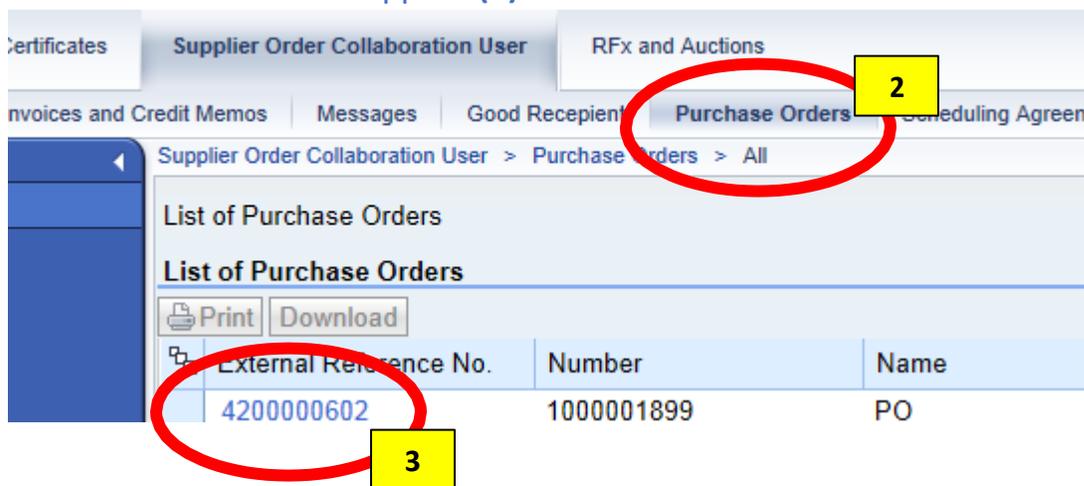   using Internet Explorer v. 11 only

b. Prior starting work with Sasref, the PO content shall be reviewed and accepted

c. Navigate to the "Supplier Order Collaboration User Tab" (1) as shown in below screen shot

d. Click on the **"Purchase Orders' tab (2)**

e. Click on the PO numbers appearing in **blue color**. The below page screenshot shall appear **(3)**

f. Click on **PROCESS** tab **(4)**

g. Scroll down, click **Confirm All Items** (5)

h. Scroll up and click on **SEND** as shown in below screenshot

2. PO Progress update & confirmation

a. Sasref supplier portal shall be accessed via
https://supplier.sasref.com.sa/irj/portal using Internet Explorer v. 11
only
b. **Click on the "Supplier Order Collaboration User Tab" (1)**
c. **Click on the "Purchase Orders' tab as shown in below (2)**
d. Click on **CREATE CONFIRMATION** tab as shown in below screenshot
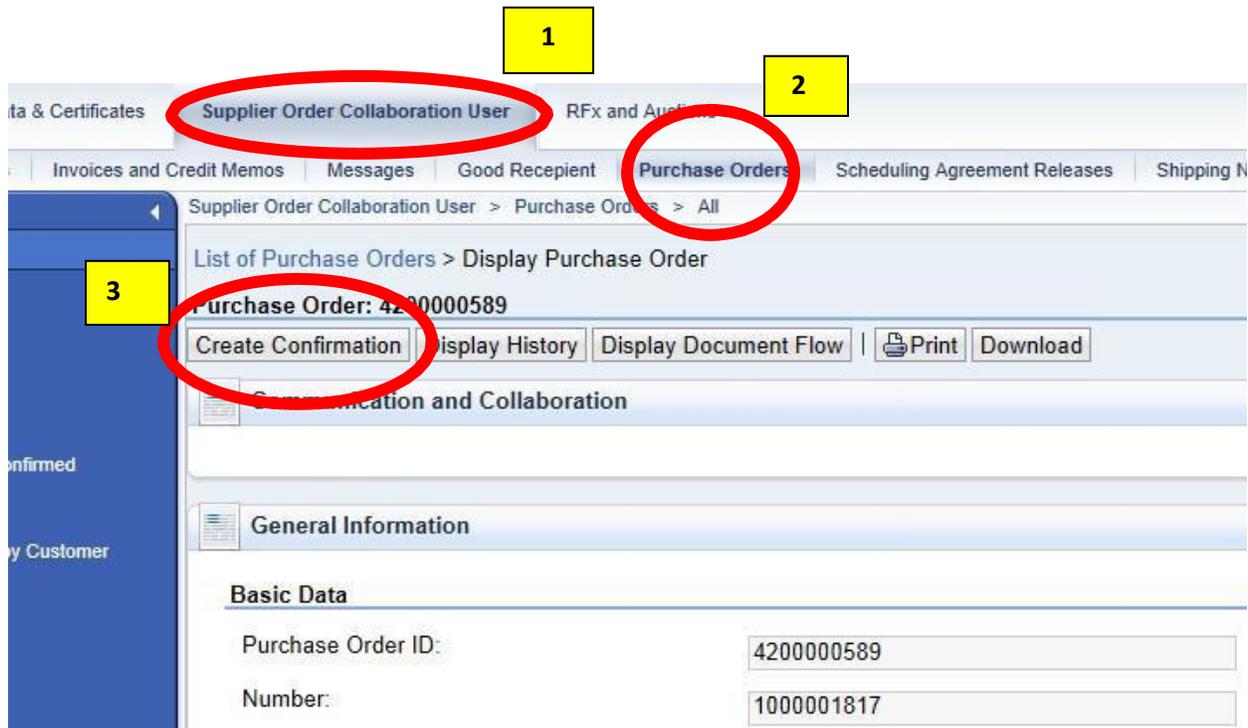
e. scroll down and follow either of the below 3 options:

- Option #1 . For fully executed PO's, scroll down and click on **SELECT ALL (4)** & then click on **PRUPOSE OUTSTANDING QUANTITIES (5)** as shown in below screenshot then Click on **UPDATE PRICES (6)**, then scroll up and write a reference in the PO text field then click on **Confirm (7)**
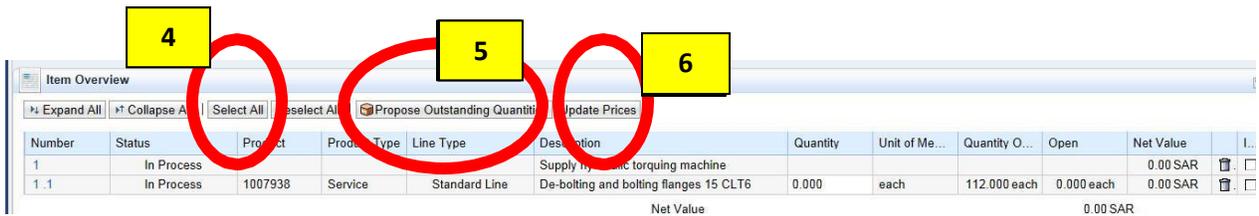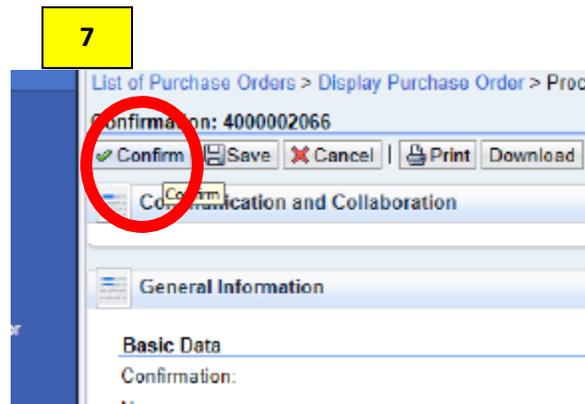
- Option #2: For PO's with some line items(services) executed, scroll down and click on **EXPAND ALL (4),** then **check mark (5)** only executed items then click **PRUPOSE OUTSTANDING QUANTITIES (6)** as shown in below screenshot. ex. 1, & 2 only or only 1 then Click on **UPDATE PRICES (7)** then scroll up and write a reference in the PO text field then click on **confirm tab (8)**

4   **6**   Propose Outstanding Quantiti Update Prices   **7**   **5**

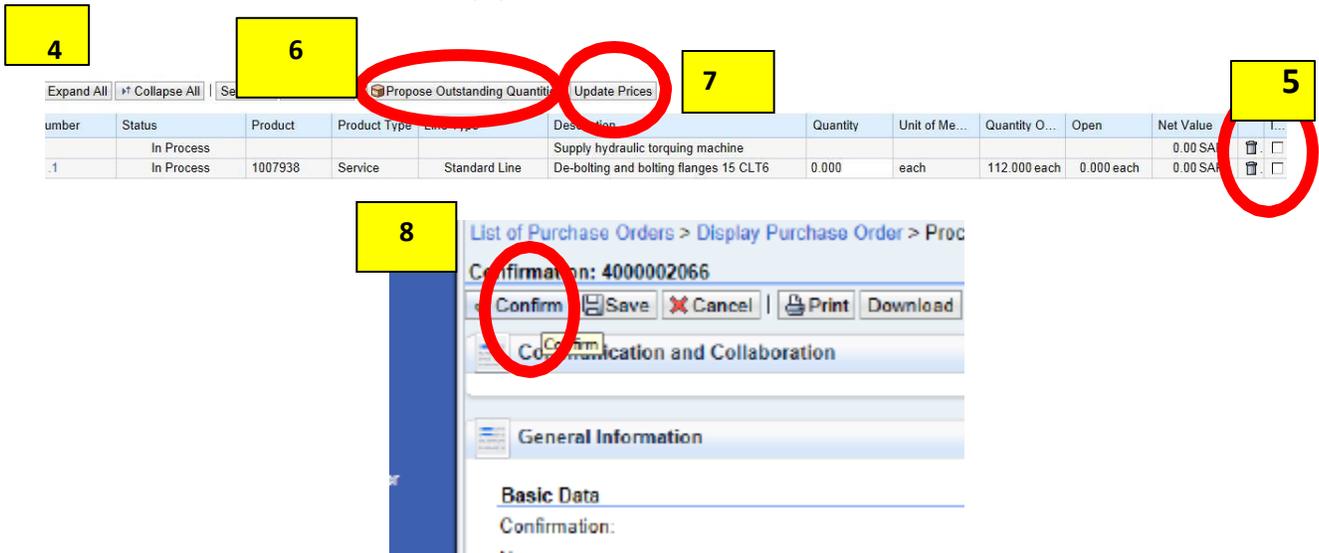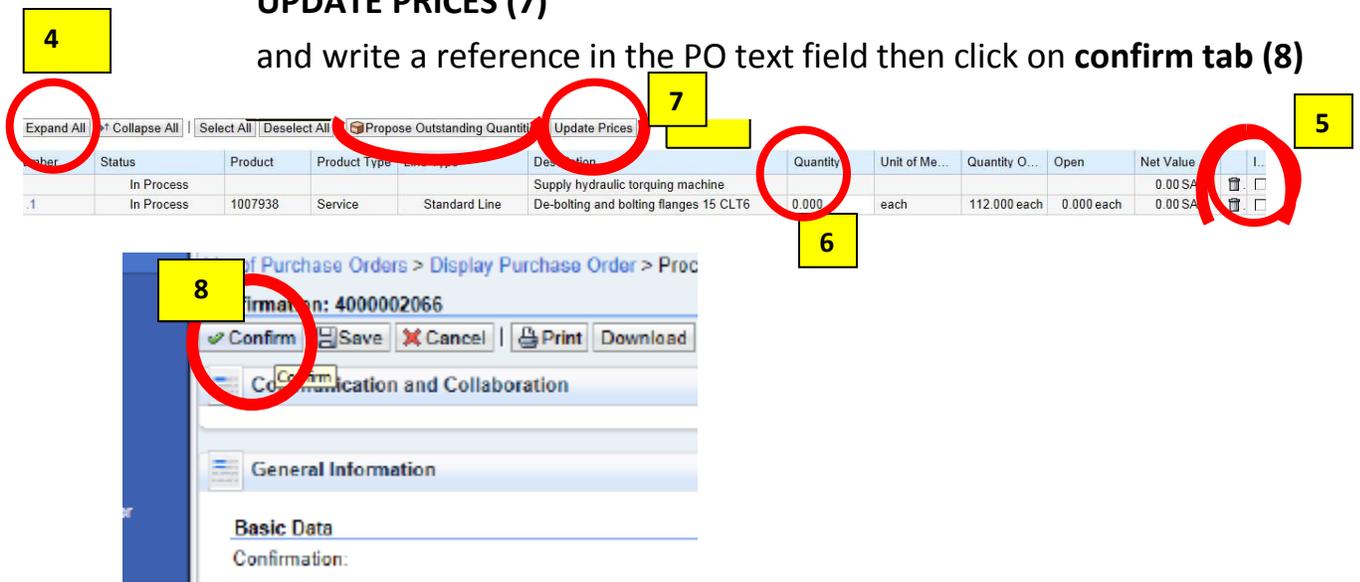| umber	Status	Product	Product Type	EMC Type	Description	Quantity	Unit of Me...	Quantity O...	Open	Net Value		I...
	In Process				Supply hydraulic torquing machine					0.00 SAF	🗑	☐
.1	In Process	1007938	Service	Standard Line	De-bolting and bolting flanges 15 CLT6	0.000	each	112.000 each	0.000 each	0.00 SAF	🗑	☐

8

List of Purchase Orders > Display Purchase Order > Proc

Confirmation: 4000002066

Confirm Save Cancel | Print Download

Communication and Collaboration

General Information

Basic Data
Confirmation:

- Option # 3: for PO's where services are partially executed, scroll down and click on **EXPAND ALL (4), check mark (5)** only executed items then **enter the correct quantity such as 0.5 for 50% completion (6),** then click on **UPDATE PRICES (7)**

  and write a reference in the PO text field then click on **confirm tab (8)**

4   Expand All Collapse All Select All Deselect All Propose Outstanding Quantiti Update Prices   **7**   **5**

...ber	Status	Product	Product Type	EMC...	Description	Quantity	Unit of Me...	Quantity O...	Open	Net Value		I...
	In Process				Supply hydraulic torquing machine					0.00 SAF	🗑	☐
.1	In Process	1007938	Service	Standard Line	De-bolting and bolting flanges 15 CLT6	0.000	each	112.000 each	0.000 each	0.00 SAF	🗑	☐

6

8 ...f Purchase Orders > Display Purchase Order > Proc

firmation: 4000002066

Confirm Save Cancel | Print Download

Communication and Collaboration

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At this point the PO is fully accepted, confirmed & updated and it is submitted for Sasref acceptance

3. Creating the invoice:

a. Sasref supplier portal shall be accessed via
https://supplier.sasref.com.sa/irj/portal using Internet Explorer v. 11 only

b. Navigate to the "**Supplier Order Collaboration User Tab**" as shown in below screen shot (1)

c. **1**

d. Navigate to the "**Invoices & Credit Memos**" as shown in below screen shot **(2)**

e. 3 Options after clicking on the **CREATE INVOICE (3)** button shall appear:

   1. **For a Confirmation** (USUALLY FOR SERVICES PROVIDORS)
   2. **ASN** (USUALLY FOR MATERIAL SUPPLIERS)
   3. **For a Purchase Order**
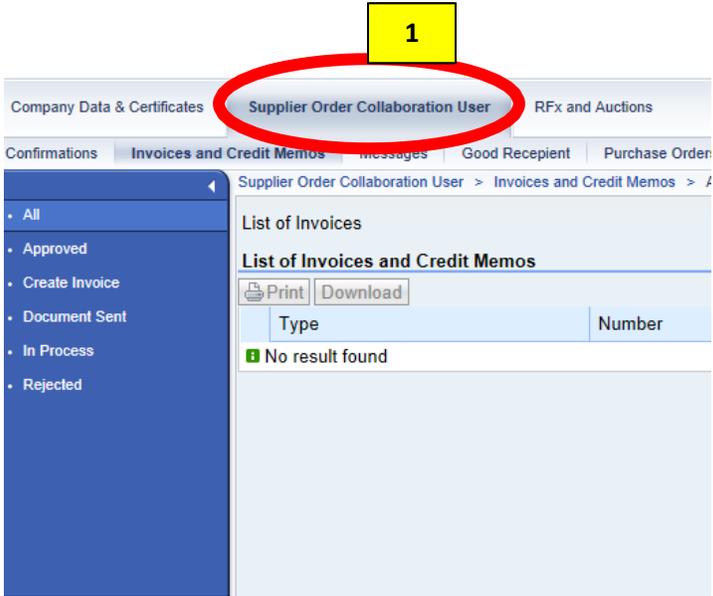
f. click on For a Confirmation **as shown in the shown screen shot (4)**

g. A page will appear with the confirmation number for the PO that was completed and confirmed in previous steps.

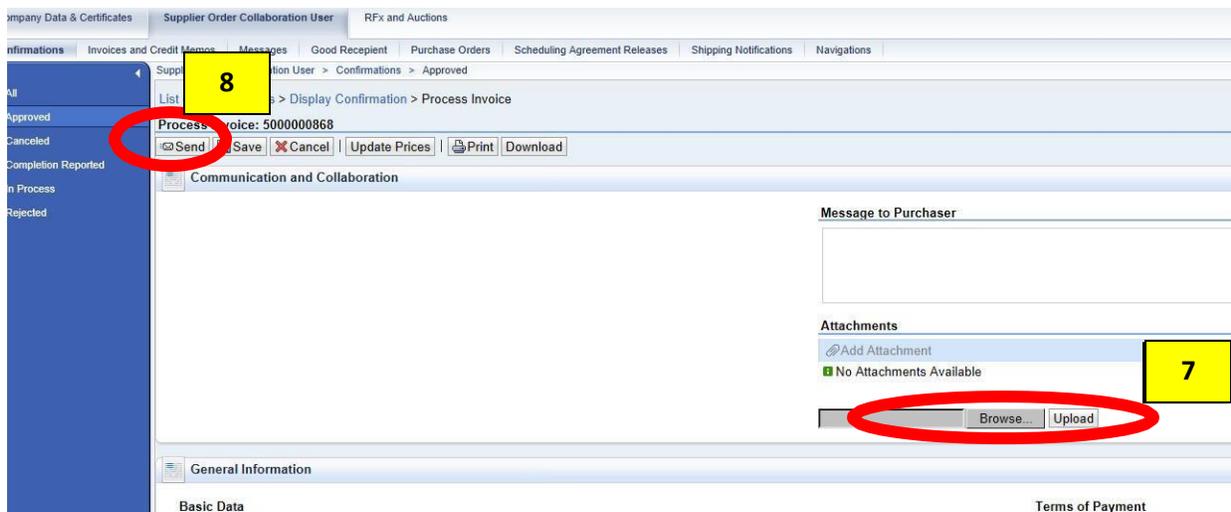h. The status shall be (**Accepted by costumer**). Otherwise the create invoice tab will not appear

i. Highlight the related confirmation number as shown below **(5)**

j. Click on the **CREATE INVOICE(6)** tab above **as shown in below screen shot**
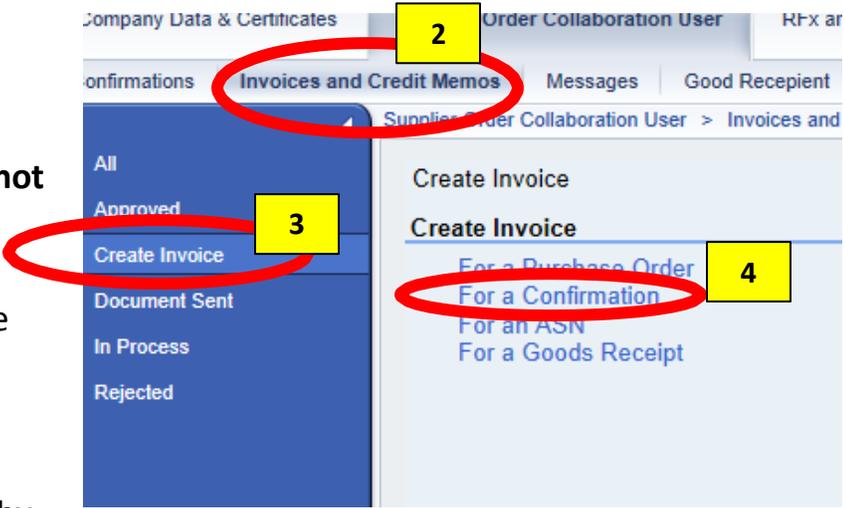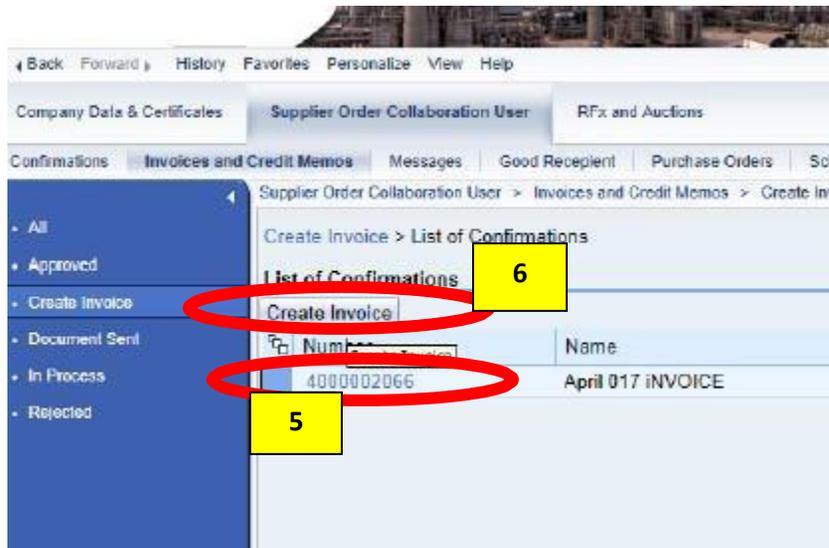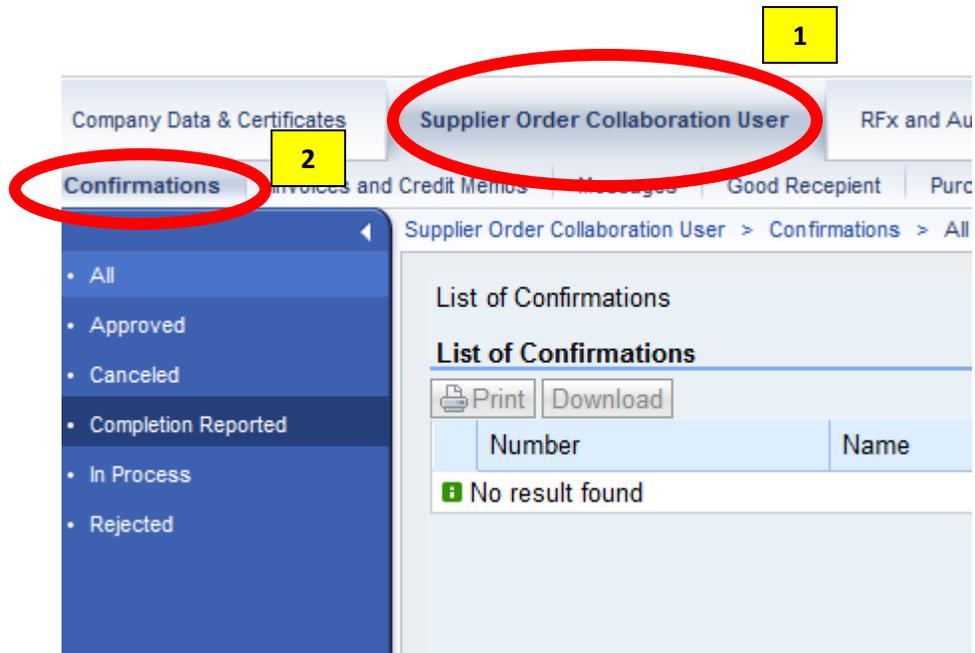
a. Click **BROWSE (7)** and attach a PDF file for the invoice, then click **SEND (8)**button **as shown in below screen shot**

b. To check on your confirmations status, navigate **supplier order collaboration User** as shown below **(1).** Then click on CONFIRMATIONS tab **(2)**

c. Invoice is submitted to Sasref Finance team for further processing

- **STATUSES MEANINGS IN THE PORTAL:**

   A. **(Confirmed):** This will come after the successful completion of STEP # 1
   B. **(Completion Reported):** This will come after the successful completion of STEP # 2
   C. **(Accepted by Customer):** This will come after Sasref's approval of your confirmation. Then completion reported will become *(Accepted by Customer)* and invoice-STEP # 3 can be created only after this status appears.
   D. **(Rejected by Customer):** This will come if your confirmation was rejected by Sasref or if the confirmation was done from Sasref's side which should not happen. In this case, you shall communicate directly to the end-user and submit your invoice only manually as STEP # 3 will not be enabled in your portal

Greetings,

SASREF

Contracting & Procurement Dept.

Contracting Section