



# **PAYMENTS & INVOICE INSTRUCTIONS**

# PAYMENTS & INVOICES INSTRUCTIONS

- An electronic tax invoice compliant with the requirements of the Zakat, Tax and Customs Authority in the Kingdom of Saudi Arabia(for more details, please refer to the Electronic Invoicing Guide).
- The invoice must be in Arabic in addition to any other language in which it may be issued.
- The serial number that distinguishes the tax invoice.
- The tax identification number of the client and the supplier.
- The invoice issuance date.
- Include the name and address of the client and the service provider.
- The quantity and nature of the goods supplied, or the scope and nature of the services provided.
- The amounts subject to tax according to the rate or exemption and the unit price excluding VAT, along with any discounts or reductions if not included in the unit price.
- The applicable tax rate.
- The VAT amount is due in Saudi Riyals.
- The service provider must submit invoices through the National Housing Company system.

## PAYMENTS & INVOICES REQUIREMENTS:

Please attach the following requirements to the invoice to avoid rejection or delay in payment:

- The supplier's name must match the commercial register.
- Contact information: name, email, and mobile number.
- The invoice currency should match the currency stated in the purchase order.
- The Tax Registration Number associated with the contracting company.
- The national address of the contracting company.
- The account registered in the invoice must match the account registered with the procurement department in the contract.
- Purchase order number.
- The invoice issuance date must be after the Certificate of Completion (GR) date.
- Clarifying the work period in the invoice (From – To).

## GENERAL PAYINVOICEINVOICES GUIDELINES:

The requirements that must be attached with the invoice to avoid rejection of the invoice or delay in payment:

- A copy of the purchase order.
- A copy of the contract, renewal, or amendment of the contract if available.
- An updated account statement with each invoice.
- Copies of valid documents (commercial registration –Zakat certificate –social insurance certificate –Saudization certificate).

If you have any requests, or inquiries, or need more information, please do not hesitate to contact us via Vendor Care.

**Contact us | NHC National Housing**



## Group Tax Registration Number:

- The Tax Registration Number of National Housing Company, NHC (302007854700003).
- The Tax Registration Number of National Housing Services Company, NHCS (302008745900003).
- The Tax Registration Number of National Asset Management Company, NAMC (310359932600003).
- The Tax Registration Number of National Support Financing Services Company, NFSC (310533118800003).



**Submission Invoices through  
the System**

**Follow up Receipts**

# LOGIN

Sign In  
Oracle Applications Cloud

User ID

User ID

Enter Username

Password

Password

Enter Password

[Forgot Password](#)

Sign In

Select Language


English





ORACLE


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




# Click on home button






Welcome, 




You have a new home page!





Open it with the home icon or the company logo.  
You can continue to access this page by selecting the **My Dashboard** item in the navigation menu.





# Open the “supplier portal” function






Good afternoon,

Supplier PortalTools

APPS



Supplier Portal

+


Things to Finish

Assigned to Me

1

Created by Me

0



You have hidden all open notifications.

Before creating an invoice for a particular purchase order, please ensure that there are receipts to the purchase order by click on “view receipt” tab

NHC

Supplier Portal

Search

Negotiations

Negotiation Number

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Negotiations
- Manage Responses

View purchase order receipts

Requiring Attention

72

Schedules Overdue or Due Today

Negotiation Messages

Invoices Overdue

20

32

20

Recent Activity

Last 30 Days

Negotiation invitations

1

Transaction Reports


Last 30 Days





No data available

Supplier News

Please be sure your supplier profile is up to date

Search by purchase order number or receipt number, click on (search) then click (receipt number) to view receipt details





View Receipts

Done

Search

Advanced

Saved Search

All Receipts

\*\* At least one is required

\*\* Receipt

Organization

\*\* Purchase Order

Supplier Item

\*\* Shipment

\*\* Item

\*\* Receipt Date

01/11/22

-

27/11/24

Search

Reset

Save...

Search Results

View

You are now able to view all receipt details including (receipt date, net receipt quantity, item description) to be used to create invoice

Receipt: 302

SocialDone

Summary

SupplierPacking Slip  
ShipmentWaybill  
Shipped DateBill of Lading  
Shipping MethodNote  
Number of Supplier Packing Units  
Supplier Site Riyadh

Additional Information

Lines

ActionsView

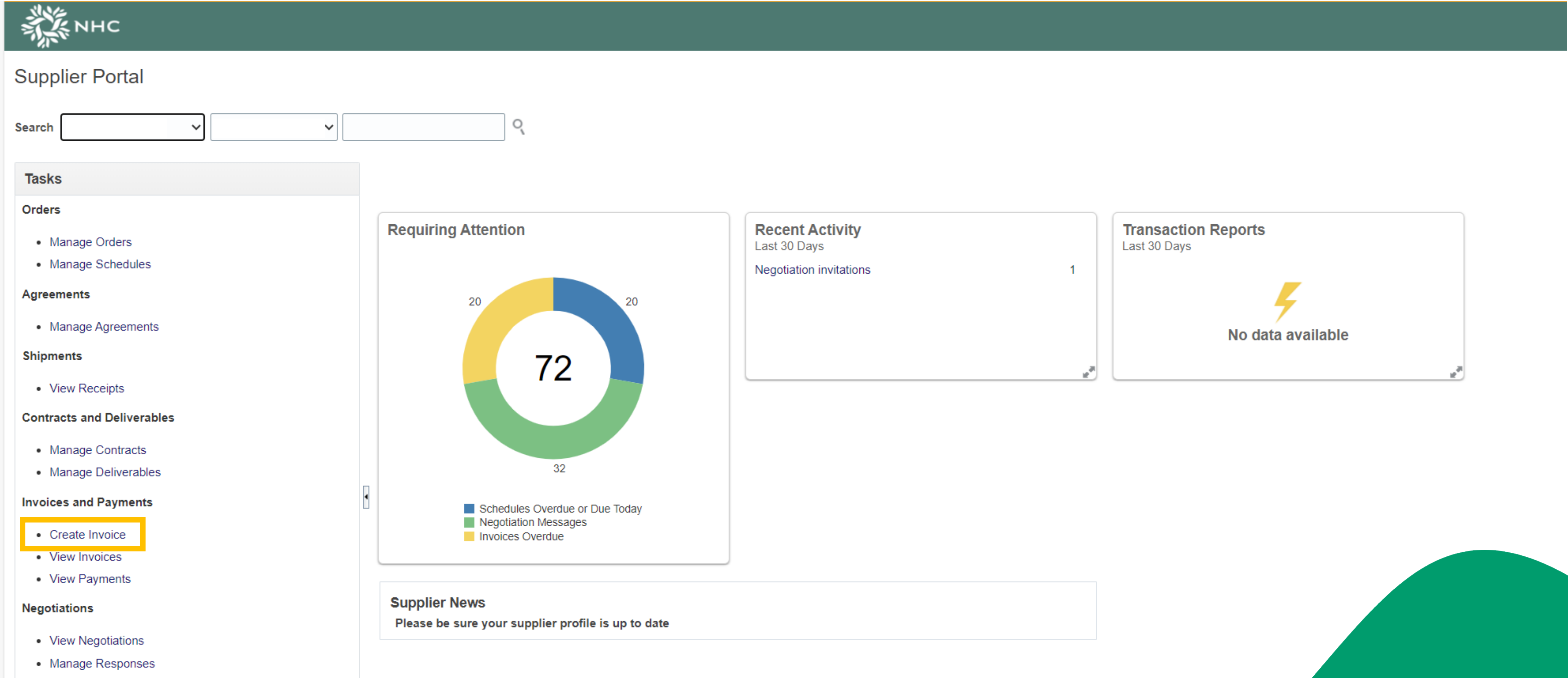
Item	Item Description	Document Type	Document Number	Quantity				UOM Name	Currency	Receipt Date
				Ordered	Returned	Net Received	Rejected			
	OM7266a - Dipl...	Purchase order	NHC-20000049	3	0	3	0	Each		17-04-2020 12:...
	FS1130 B/F port...	Purchase order	NHC-20000049	1,000	0	1,000	0	Each		17-04-2020 12:...



**Submission Invoices through  
the System**

**Create Invoice**

# Tracking your Create invoice





You can click on identifying PO then search on your(PO number) that you would like to match with your invoice then select it and click OK

Create Invoice ?

\* Identifying PO

Supplier

Taxpayer ID

\* Supplier Site

حي المحمدية

Address

Supplier Tax Registration Number

\* Remit-to Bank Account

Unique Remittance Identifier

\* Number

\* Date

dd/mm/yy

\* Type

Invoice

Invoice Currency

SAR - Saudi Riyal

Payment Currency

SAR - Saudi Riyal

Customer

\* Customer Taxpayer ID

Lines

View

Cancel Line

* Number	* Type	Purchase Order	Consumption Advice	Supplier Item	Item Description	Ship-to Location	Tax Classific	Av Qu	Quant	Unit Price
* Number		* Line	* Sched	Number	Line					
No data to display.										

Invoice Actions

Save

Save and Close

Submit

Cancel

Search and Select: Identifying PO

Search

Advanced

\*\* Purchase Order

NHC-22000068

\*\* Supplier

Supplier Site

Search

Reset

Purchase Order

Supplier

Supplier Site

No rows to display

OK

Cancel



You can click on add purchase order line to select po lines and Click on (Apply) then Click on (ok)

Create Invoice ?

Invoice Actions

Save Save and Close Submit Cancel

\* Identifying PO NHC-20000049

Supplier Khilayat al 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

\* Customer Taxpayer ID 1010464768

Lines

View + - Cancel Line

* Number	* Type	* Number	* Line	* Schedule	Number
No data to display					
Total					

Select and Add: Purchase Orders

Search Results

View

Detach

Select All

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	2				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 )

Create Invoice ?

Invoice Actions 

Save Save and Close Submit Cancel

Identifying PO NHC-20000049

Supplier Khyat a hasuop trading EST

Taxpayer ID

Supplier Site Suleymanyah

Address 01324, Riyadh

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description Invoice Description

Attachments None

\* Number X123456

\* Date 31-08-2020

Type Invoice

Invoice Currency SAR - Saudi Riyal

Payment Currency SAR - Saudi Riyal

Customer

Customer Taxpayer ID 1010464768

Name NHC Legal Entity

Address

You can add invoice attachment (Required)

Edit Invoice ?

Invoice Actions

SaveSave and CloseSubmitCancel

Identifying PO

NHC-20000049

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

Invoice Description

Attachments

None +

\* Number

123456

\* Date

31-08-2020

Type

Invoice

Invoice Currency

SAR - Saudi Riyal

Payment Currency

SAR - Saudi Riyal

Customer

Customer Taxpayer ID

1010464768

Lines

View

+

×

Cancel Line

* Number	* Type	Purchase Order			Number	Line	Schedule	Number	Line	Description	Location of Discharge
		* Number	* Line	* Schedule							
1	Item	NHC-20000049	1	1						Five 5G routers 2 years	NHC_Head_Office

Attachments

Actions

View

+

×

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

Rows Selected 1

OK

Cancel

You can click on invoice action >> (calculate tax – Cancel invoice – Delete invoice )

Create Invoice ?

\* Identifying PO

Supplier

Taxpayer ID

Supplier Site

Address

Supplier Tax Registration Number

Remit-to Bank Account

Unique Remittance Identifier

Unique Remittance Identifier Check Digit

Description

Attachments None

Customer

Customer Taxpayer ID

Invoice Actions

Save

Save and Close

Submit

Cancel

Calculate Tax

Ctrl+Alt+X

Cancel Invoice

Delete Invoice

Type

Invoice

Invoice Currency

Payment Currency

3-mm-yyyy

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-20000049

Supplier Khayat 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 Invoice Description

Attachments None

\* Number X123456

\* Date 31-08-2021

Type Invoice

Currency SAR - Saudi Riyal

Payment Currency SAR - Saudi Riyal

Customer

\* Customer Taxpayer ID 1010464768

Name NHC Legal Entity

Address

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

Advanced

Saved Search

All Invoices

At least one is required

Search

\*\* Invoice Number

123456

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

Search

Reset

Save...

Search Results

View

Print

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		Khilyat a hasuooop trading.EST	Sulaymaniyah	SAR 8,445.80	SAR 8,445.80	Incomplete	Unpaid		

After (Submit) invoice status is (Approved)and created in AP Module

View Invoices

Done

Search

AdvancedSaved SearchAll Invoices

\*\* At least one is required

\*\* Invoice Number123456

\*\* Supplier

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

SearchResetSave...

Search Results

View ▾PrintDetach


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	Khlyat a hasuop trading EST	Sulaymaniyah	8,445.80 SAR	8,445.80 SAR	Approved	Unpaid		





**Submission Invoices through  
the System  
View Invoice**

# Tracking your view invoices



Supplier Portal

Search

Tasks

Orders

- Manage Orders
- Manage Schedules

Agreements

- Manage Agreements

Shipments

- View Receipts

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Invoices and Payments

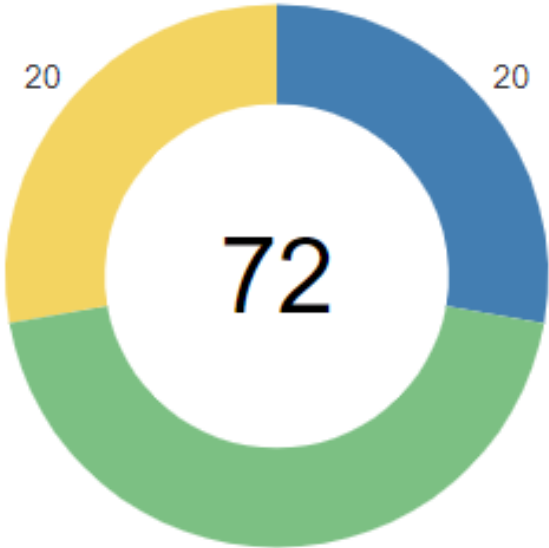
- Create Invoice
- View Invoices
- View Payments

Negotiations

- View Negotiations
- Manage Responses

Requiring Attention

72



Schedules Overdue or Due Today

Negotiation Messages

Invoices Overdue

Recent Activity

Last 30 Days

Negotiation invitations1

Transaction Reports

Last 30 Days

No data available

Supplier News

Please be sure your supplier profile is up to date



You can search on invoices by (invoice number – supplier name – PO Number – payment number)

View Invoices

Done

Search

AdvancedSaved SearchAll Invoices

\*\* At least one is required

\*\* Invoice Number

\*\* Supplier

Khliyat a hasuooop trading. EST

Supplier Site

\*\* Purchase Order

Consumption Advice

Invoice Status

Paid Status

Payment Number

You can click on Search

SearchResetSave...

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
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

Invoice: X1223456

Done

Business Unit NHC - National Housing Company  
Legal Entity Name NHC Legal Entity  
Supplier or Party Khliyat a hasuop trading.ES  
Supplier Site Sulaymaniyah  
Address 01324, Riyadh  
Invoice Date 31-08-2020


Invoice Amount 0.00 SAR  
Unpaid Amount 0.00 SAR  
Payment Currency SAR

Invoice Type Standard  
Description dfgdfgdfgdfgdfg  
Funds Status  Not applicable

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






**Submission Invoices through  
the System**

**View Payments**

# Tracking your View Payments



Supplier Portal

Search

Tasks

Orders

Manage Orders

Manage Schedules

Agreements

Manage Agreements

Shipments

View Receipts

Contracts and Deliverables

Manage Contracts

Manage Deliverables

Invoices and Payments

Create Invoice

View Invoices

View Payments

Negotiations

View Negotiations

Manage Responses

Requiring Attention

20

20

32

72

Schedules Overdue or Due Today

Negotiation Messages

Invoices Overdue

Recent Activity

Last 30 Days

Negotiation invitations

1

Transaction Reports


Last 30 Days





No data available

Supplier News

Please be sure your supplier profile is up to date

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

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

dd/mm/yy

Advanced

Saved Search

All Payments

\*\* At least one is required

You can Click on Search

Search

Reset

Save...

Search Results

View


Detach





Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
No search conducted.								





You can click on payment number to view your payment details





View Payments

Done

Search

\*\* Payment Number

Payment Status

Payment Amount

\*\* Supplier

Supplier Site

Payment Date

dd/mm/yy

Advanced

Saved Search

All Payments

\*\* At least one is required

Search

Reset

Save...

Search Results

View

Detach

Payment Number	Payment Date	Payment Type	Invoice Number	Supplier	Supplier Site	Payment Amount	Payment Status	Remit-to Account
30943	19/09/24	Quick	739-1		حي المحمدية	8,089,146.15 ...	Negotiable	62512042000101
29518	16/07/24	Quick	728		حي المحمدية	2,943,251.53 ...	Cleared	62512042000101

# Thank You

## To Support



Scan here

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