



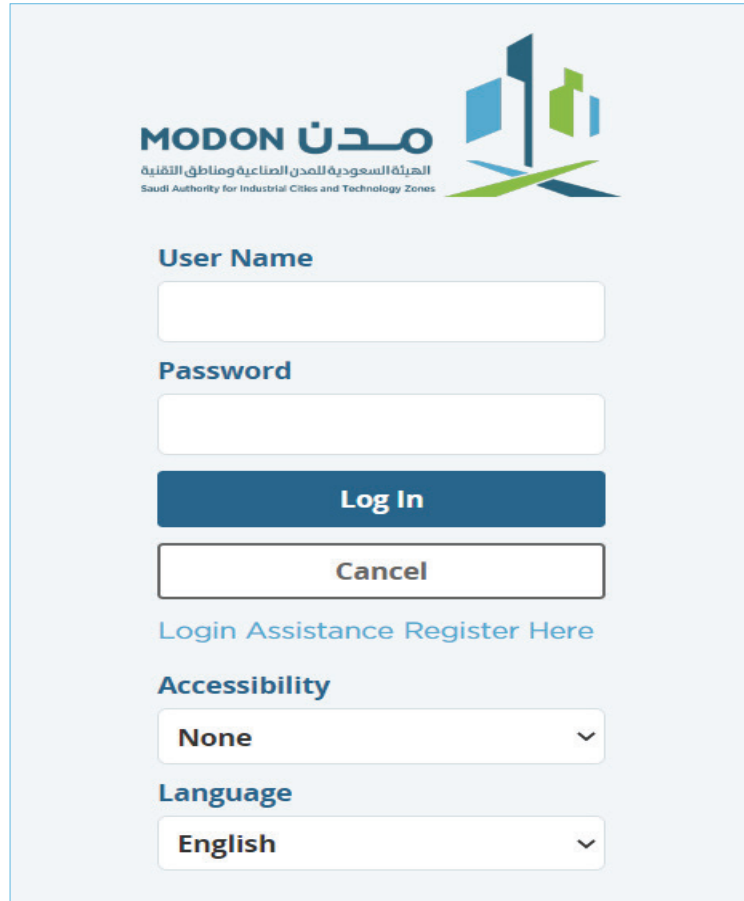
User Manual

Create Work confirmation requests

الهيئة السعودية للمدن الصناعية ومناطق التقنية
Saudi Authority for Industrial Cities and Technology Zones

Create Work Confirmation

1. Log in "Suppliers Portal"



MODON مدن
الهيئة السعودية للمدن الصناعية ومناطق التقنية
Saudi Authority for Industrial Cities and Technology Zones

User Name

Password

Log In

Cancel

[Login Assistance](#) [Register Here](#)

Accessibility
None

Language
English

2. Click "Orders"

[Supplier Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Product](#) [Administration](#)

3. Click PO Number

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer
<input type="radio"/>	9099	0	هيئة المدن الصناعية ومناطق التقنية	Standard PO		31-05-2023 08:23:35	
<input type="radio"/>	8870	1	هيئة المدن الصناعية ومناطق التقنية	Standard PO		26-04-2023 11:47:57	

4. Select “Create work confirmation” then Click “Go”

Supplier Home Orders Shipments Planning Finance Product Administration

Purchase History Work Confirmations RFQ Deliverables Timecards Modon - Work Orders

Actions Create Work Confirmation Go Export

5. Select “All Pay Items” then click “Go”

View All Pay Items Go

Personalize "Pay Items"

<input type="checkbox"/>	Line	Pay Item	Description	Need-By Date	UOM
No Data Exists					

Inspect MDS Contents

6. Select work confirmation line

7. Click “Next” after selecting work confirmation line

Create Work Confirmation (عقود أمن: 8870)

Currency=SAR

Ordered 1,606,517.04
Approved 281,758.61

Description تقديم خدمات الاشراف بالمدينة المناعية الأولى بحة

Views

View All Pay Items Go

Advanced Search

Line	Pay Item	Description	Need-By Date	UOM	Ordered	Previous	
						Requested/Delivered	Progress(%)
<input checked="" type="checkbox"/>	1	مشرف عام		Count		5	20.83
<input type="checkbox"/>	2	مشرف فترة		Count		16	16.67

8. Enter contract number in work confirmation EX:1-8870

9. Select Date and Period of Performance

10. Enter Requested/Delivered or Progress

11. Click “Submit” after all steps

Create Work Confirmation (8870 : عقود أمن) Cancel Back Save Preview Submit

* Indicates Required Field
Currency=SAR

Ordered 1,606,517.04
Approve 281,758.61

* Work Confirmation
Comments

Description تقديم خدمات الاشراف بالمدينة الصناعية الاولى بجدة
* Date 12-11-2023
Period of Performance (28-10-2023) To

Work Confirmation Details

Line	Pay Item	Description	Need-By Date	UOM	Price	Ordered	Previous		Current			Total		Attachments	Delete	
							Requested/Delivered	Progress (%)	Requested/Delivered	Material Stored	Amount	Progress (%)	Requested/Delivered			Progress (%)
1	1	مشرف عام		Count	14005.77	24	5	20.83	19		266109.63	79.17	24	100	+	



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