



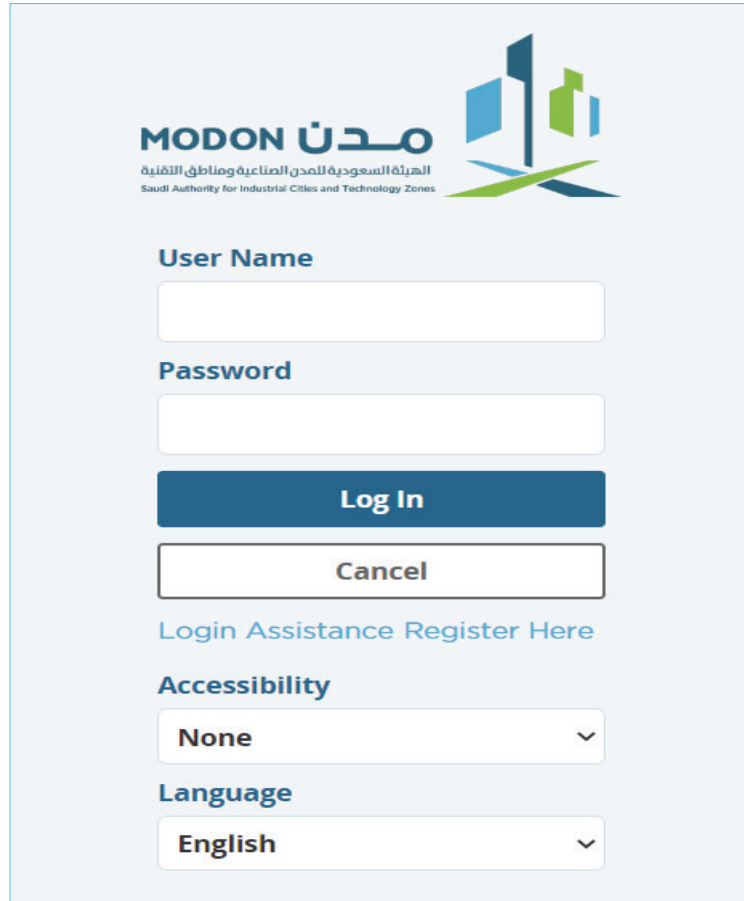
# User Manual

## financial claims

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

# Financial Claim Request

## 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 "Finance"

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

## 3. Click Create Invoice

Ready to Invoice Work Confirmations

◀ Previous 1-5 Next 5 ▶

Contract Number	Contract Name	Contract Date	Work Confirmation No.	From Date	To Date	Receipt Number	Items Retention Amount	Prepayment Amount	Penalties Amount	Create Invoice
8870	تقديم خدمات الاشراف بالمدينة الصناعية الأولى بجدة	15-03-2023	8870-1			16703	14,005.77 0.00	0.00	0.00	

## 4. Enter Incoming Document Number

## 5. Enter Social Insurance Number

## 6. Attach Invoice and required certificates

## 7. Click Submit Invoice

Finance: Invoices Requests >

### Invoice Request

Save Changes Submit Invoice

**Order Information**

Order Number 8870  
Revision Number 1  
Comments تقديم خدمات الاعتراف بالمدينة الصناعية الأولى بجدد  
Vendor Name شركة اساس للتأمين والتعويض المدن الصناعية  
Po Amount 1,606,517.04  
PO Attachments

**Certificate Information**

Certificate Number 317700  
Payment Description Draft Invoice: RECPAY  
Vendor Invoice Number 99358-99358-317700  
Vendor Invoice Date 05-11-2023  
Certificate Status Draft  
Approval Status Pending  
\* Incoming Document Number  
\* Social Insurance No#  
Tip Please Enter The Social Insurance Certificate No#, Incase there are No Social Insurance please enter 0

**Amount Summary**

Items Amount 14,005.77  
Retention Total 0.00  
Prepayment 0.00  
Deductions Amount 0.00  
Amount To Pay 14,005.77

**Vendor Invoice Information**

Certificate Number 317700  
Cert Status Draft  
Approval Status Pending  
Description Draft Invoice: RECPAY  
Vendor Invoice 99358-99358-317700  
Vendor Invoice Date 05-11-2023

**Deductions (-)**

Seq	Description	Amount
No results found.		
Total		0

**Attachments**

4 Previous 1-10 Next 10

Attachment Seq	Arabic Description	English Description	Required Flag	Attachments
1	أصل الفاتورة		N	+
2	شهادة الإنجاز		N	+
3	شهادة الرضا		N	+
4	شهادة السعودة		N	+
5	التأمينات الاجتماعية		N	+
6	السجل التجاري		N	+



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