مدن
MODON

iSupplier
User Guide

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

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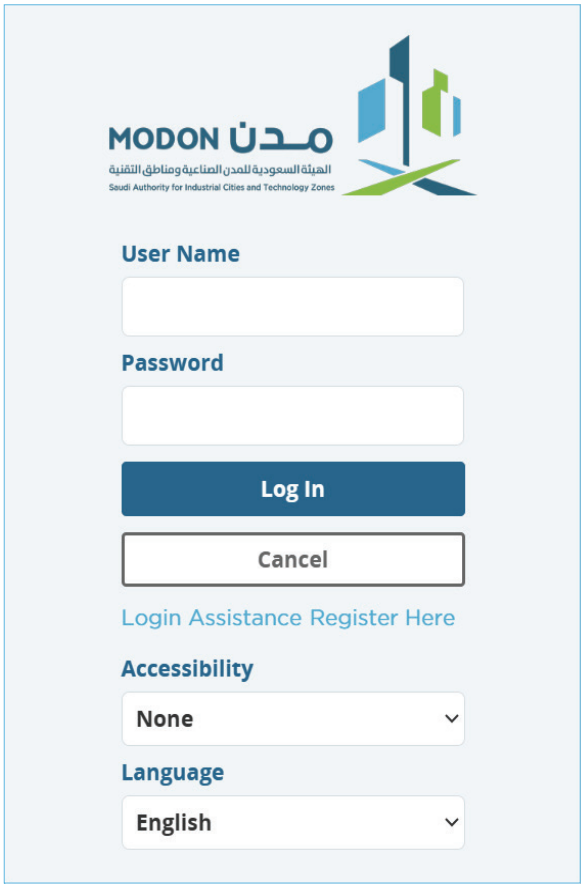
Introduction

- Oracle iSupplier Portal is a collaborative application that enables Modon and its suppliers to communicate with each other through a secure, self-service web environment. It also enables suppliers to have real-time access to information regarding open orders, shipments, creation of invoices etc.

- Benefits associated with using iSupplier include:
- Offers suppliers an integrated experience by providing access to purchase orders (POs), invoices and payments in one location.
- Improved efficiency by decreasing the number of calls between Suppliers and Accounts Payable.
- Provides a central location for all PO information, and gives Suppliers access to historical PO information.
- Increases on-time payment by using web invoicing which reduces time spent tracking down delayed or held payments.
- Enhances the visibility of the transactions that occur between Modon and its Suppliers.

Logging into iSupplier Portal

Login to iSupplier Portal



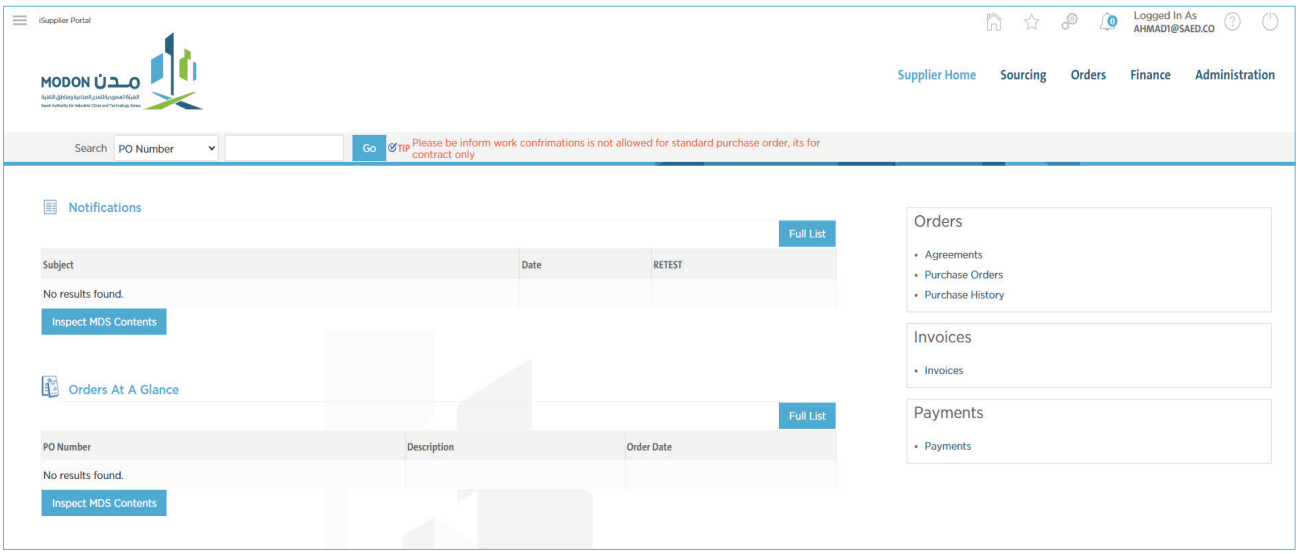
Registered and Approved users can log on to iSupplier Portal and view transactions which occur between the supplier and Modon.

To login to iSupplier Portal, go to URL: **https://isupplier.modon.gov.sa**

iSupplier Home page

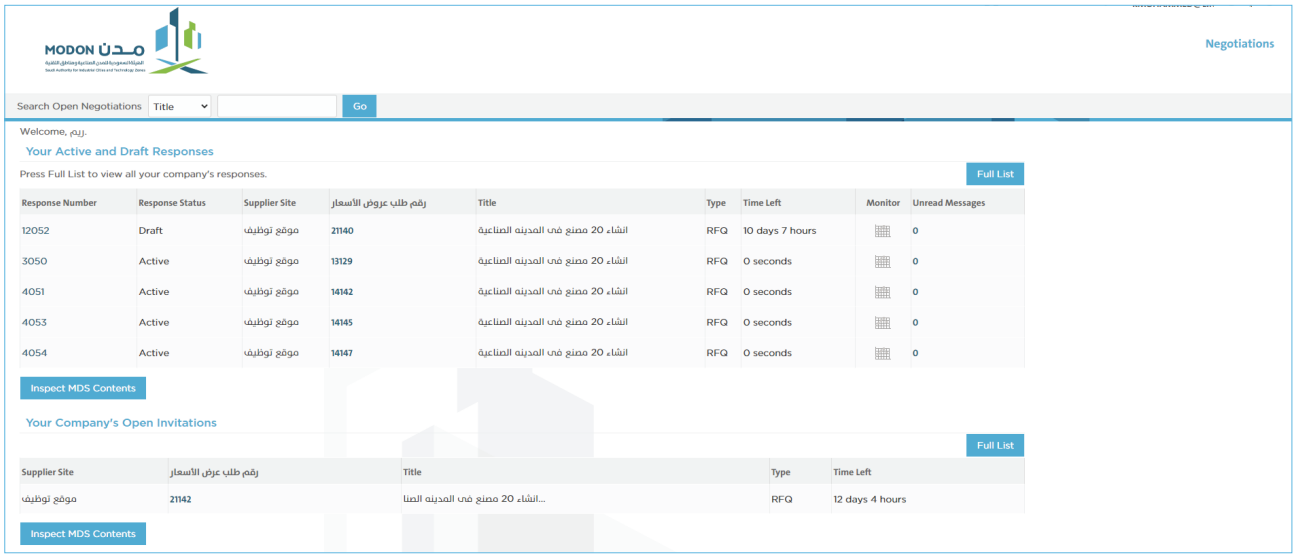
iSupplier Portal Home Page: When you access the Oracle iSupplier Portal application using the username and password provided to you, the Oracle iSupplier Portal Home page displays.
Quick Links: This section is displayed on the right and provides links for the procure-to-pay flow; through the Oracle iSupplier Portal application. Click any link to go directly to the corresponding page.
Notifications: Notifications are messages waiting for your review. Some notifications are view- only, while other notifications require action. To view your notifications, click the linked subject to open the
Orders at a Glance: This section displays the five most recent purchase orders. Click a purchase order number to view purchase order details.
Home Page Tabs: The following tabs display on the home page and all Oracle iSupplier Portal pages

- Home
- Sourcing
- Orders
- Finance
- Administration



Sourcing Tab

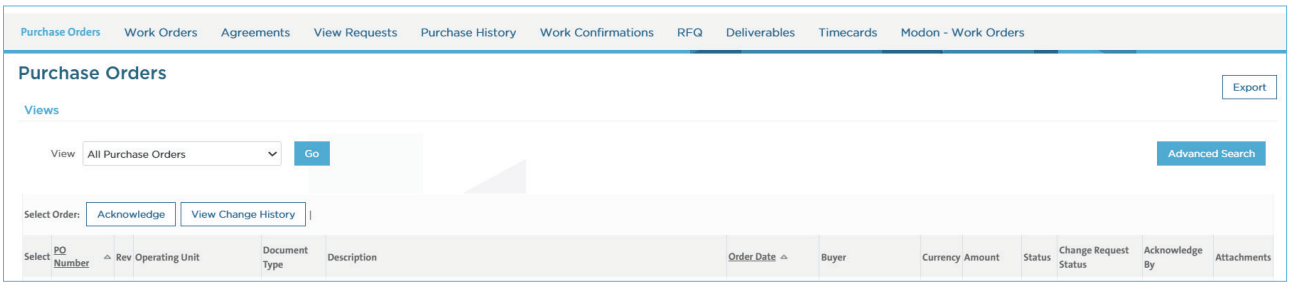
- Oracle Sourcing Suppliers use the product functionality to quickly locate and respond to negotiations.
- You can respond to negotiations to which you have been specifically invited, view the Open Invitations section of the Negotiations Home page.
- To respond to a negotiation, click the negotiation number. Use the Search Negotiations fields to search for a particular negotiation.
- To monitor the negotiations in which you are participating, check the Your Active and Draft Responses section.
- You can find the full steps in the below URL.



Order Tab

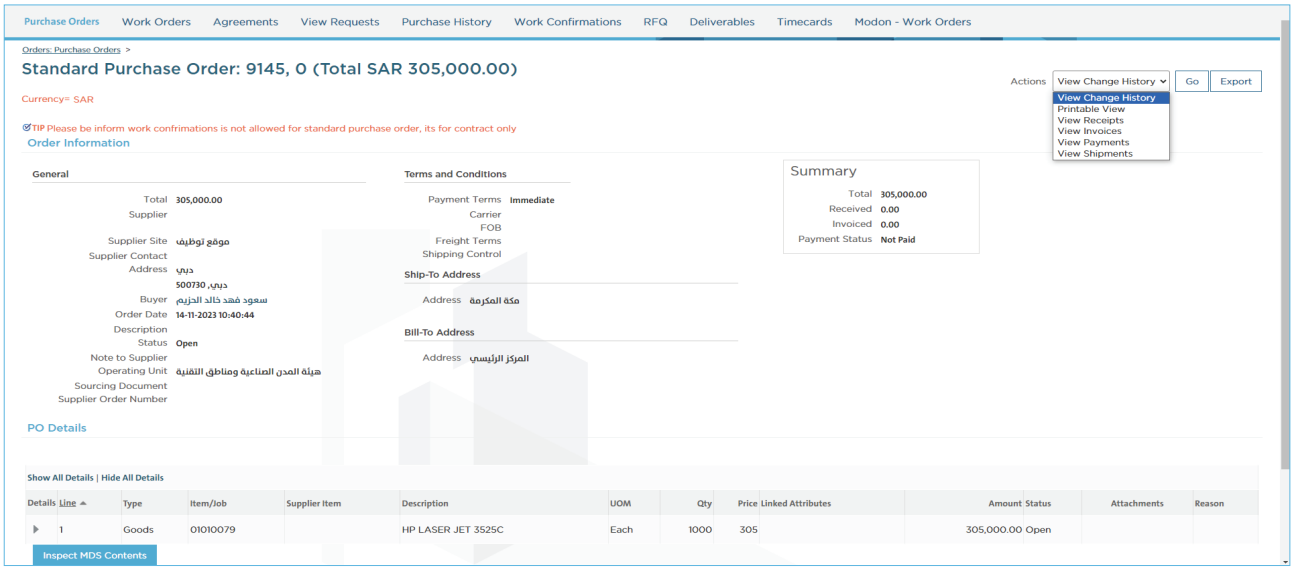
- The real-time data provided in Oracle iSupplier Portal allows you to communicate procure-to-pay information with Modon while viewing the purchase order flow.
- Using purchase order information, you can acknowledge purchase orders, You can also view supplier agreements and the revision history of a purchasing document.
- This section includes the following topics:
  - Purchase Orders
  - Work Confirmation

Purchase Orders



- When Modon enters a purchase order, the purchase order details are available to the supplier in Oracle iSupplier Portal.
- The View Purchase Orders page display the most recent 25 purchase orders.
- Oracle iSupplier Portal enables you to track your purchase orders throughout the entire procure-to-pay flow.
- The purchase order section includes:
  - View Purchase Order: You can view details of a purchase order such as terms and conditions, lines, shipments, and attachments from the Purchase Order Details page.
  - Acknowledge Purchase Orders: You acknowledge purchase orders to communicate to Modon that you have received, reviewed the details of, and accepted or rejected a purchase order. You can also communicate changes to the purchase order during acknowledgment.
  - View Change History: This view enables you to view the history of change requests submitted on a document, and the corresponding buyer response.

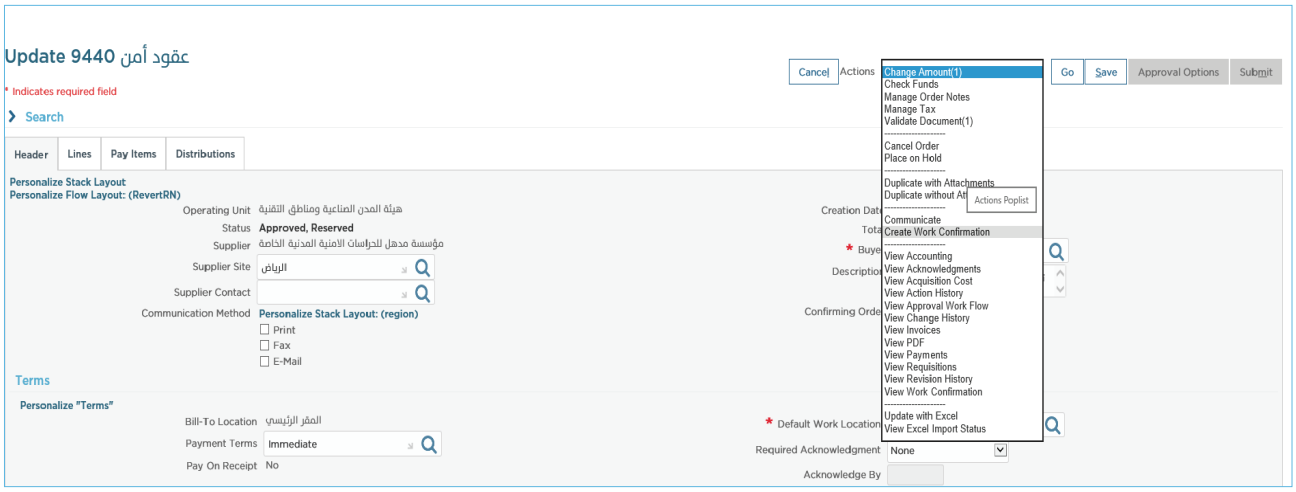
From Action menu: You can view Receipts, Invoices, Payments, etc.



Work Confirmation

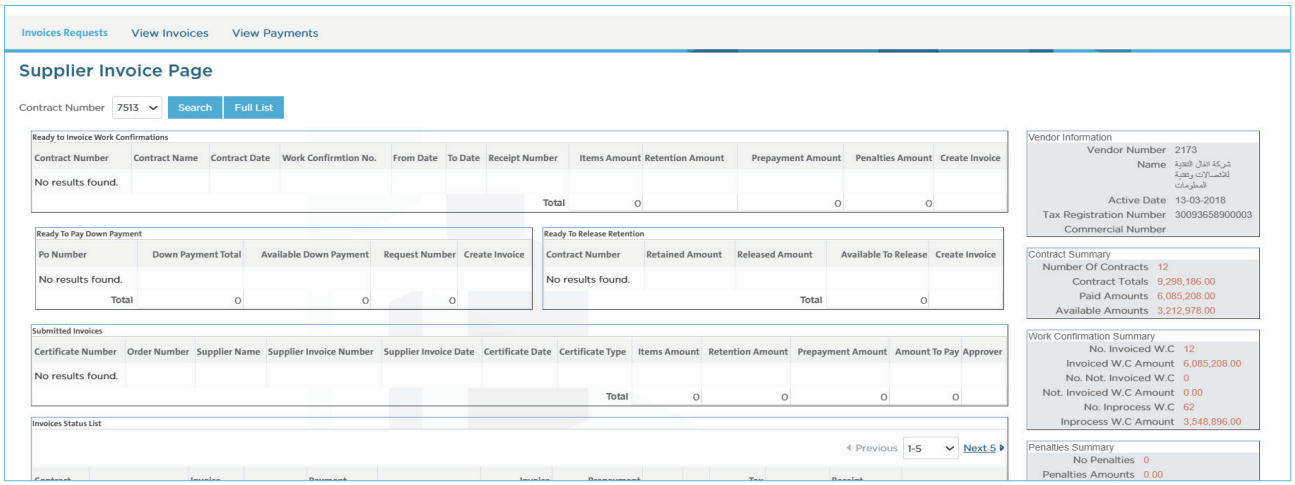
- Work Confirmation, this appears only for Contract POs where you “as a supplier” need to initiate the completion certificate of a certain milestone by creating a work confirmation for that milestone.
- The project manager and the section head will need to approve this work confirmation and the system will automatically issue a receipt to this milestone.
- You can create invoice to that milestone.
- To Create Work Confirmation:
- Navigate to Order > Purchase Orders > Select the required order > from pop window > select create work confirmation.
- You can find the full steps in the below URL.

From Action menu: You can create Work Confirmation.



Finance Tab

- This tab is used fro Create invoice, view invoices and payments.
- You can find the full steps in the below URL.



Administration Tab

- Supplier Profile Management enables the supplier to manage key profile details used to establish or maintain a business relationship with Modon.
- This profile information includes address information, names of main contacts, user accounts, business classifications, banking details, and category information about the goods and services the supplier is able to provide to Modon.
- The Supplier benefits from managing his profile himself. Supplier Profile Management enables the supplier to effectively represent themself to Modon and update their profiles details as necessary, making important information accurate.
- Overview This section describes the following topics:
  - General Company Information
  - Company Profile
  - Address Book
  - Contact Directory
  - Business Classifications
  - Products and Services
  - Banking Details
- You can find the full steps in the below URL.

modon.gov.sa