



# 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

**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 ▾

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

The screenshot shows the Oracle iSupplier Portal Home page. At the top left is the MODON logo. The top right shows the user is logged in as AHMADI@SAED.CO. Below the header is a navigation bar with tabs for Supplier Home, Sourcing, Orders, Finance, and Administration. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number'. A 'Go' button is next to the search bar. A tip message is displayed: 'Please be inform work confirmations is not allowed for standard purchase order, its for contract only'. The main content area is divided into two columns. The left column contains two sections: 'Notifications' and 'Orders At A Glance'. Both sections show a table with columns for Subject, Date, and RETEST (for Notifications) and PO Number, Description, and Order Date (for Orders At A Glance). Both sections indicate 'No results found.' and have an 'Inspect MDS Contents' button. The right column contains three summary boxes: 'Orders' (with links for Agreements, Purchase Orders, and Purchase History), 'Invoices' (with a link for Invoices), and 'Payments' (with a link for Payments). Each box has a 'Full List' button.

# 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.

MODON مودون  
الهيئة العامة للغذاء والدواء  
Saudi Food & Drug Authority

Negotiations

Search Open Negotiations Title  Go

Welcome, رجب.

**Your Active and Draft Responses**

Press Full List to view all your company's responses. [Full List](#)

Response Number	Response Status	Supplier Site	رقم طلب عروض الأسعار	Title	Type	Time Left	Monitor	Unread Messages
12052	Draft	موقع توظيف	21140	انشاء 20 مصنع في المدينة المناعية	RFQ	10 days 7 hours		0
3050	Active	موقع توظيف	13129	انشاء 20 مصنع في المدينة المناعية	RFQ	0 seconds		0
4051	Active	موقع توظيف	14142	انشاء 20 مصنع في المدينة المناعية	RFQ	0 seconds		0
4053	Active	موقع توظيف	14145	انشاء 20 مصنع في المدينة المناعية	RFQ	0 seconds		0
4054	Active	موقع توظيف	14147	انشاء 20 مصنع في المدينة المناعية	RFQ	0 seconds		0

[Inspect MDS Contents](#)

**Your Company's Open Invitations**

[Full List](#)

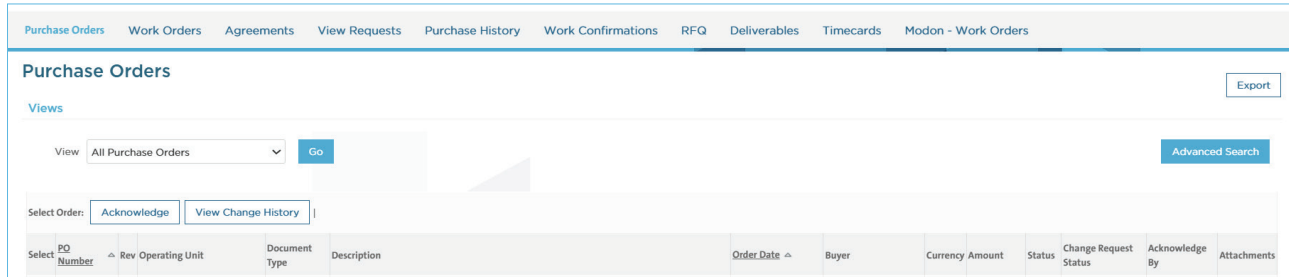
Supplier Site	رقم طلب عروض الأسعار	Title	Type	Time Left
موقع توظيف	21142	انشاء 20 مصنع في المدينة المناعية...	RFQ	12 days 4 hours

[Inspect MDS Contents](#)

# Order Tab

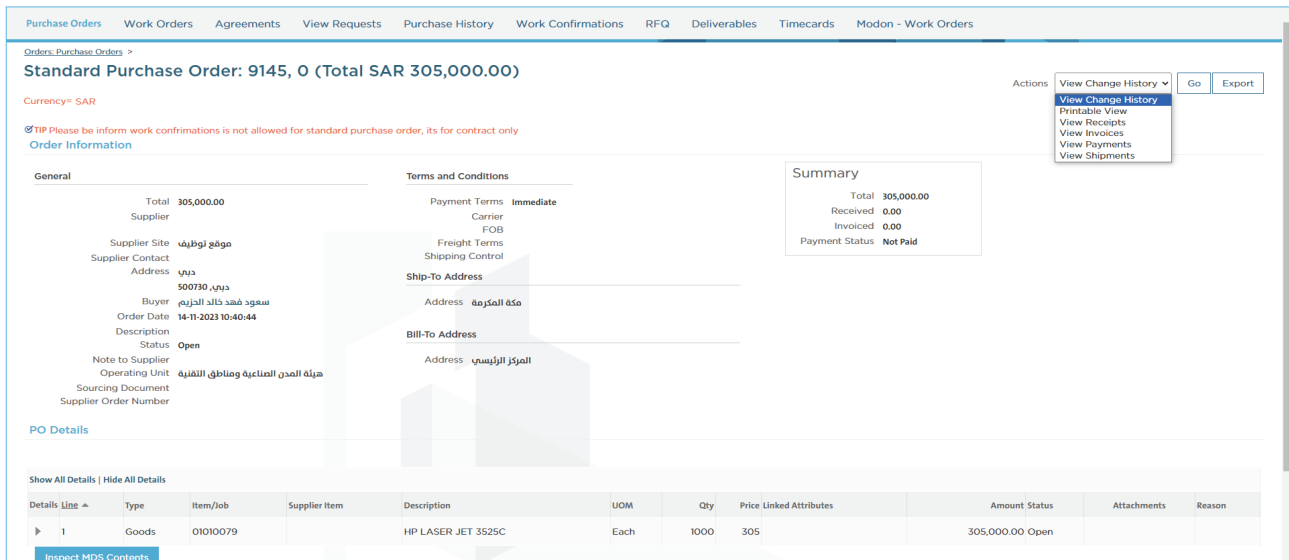
- The real-time data provided in Oracle iSupplier Portal allows you to communicate procure-to-pay information with Modon while viewing the purchase order flow.
- Using purchase order information, you can acknowledge purchase orders, You can also view supplier agreements and the revision history of a 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.**

Update 9440 عقود أمن

\* Indicates required field

Search

Header Lines Pay Items Distributions

Personalize Stack Layout  
Personalize Flow Layout: (RevertRN)

Operating Unit هيئة المدن الصناعية ومناطق التقنية  
Status **Approved, Reserved**  
Supplier مؤسسة مدخل للدراسات الأمنية المدنية الخاصة  
Supplier Site الرياض  
Supplier Contact  
Communication Method Personalize Stack Layout: (region)  
 Print  
 Fax  
 E-Mail

Terms

Personalize "Terms"  
Bill-To Location المقر الرئيسي  
Payment Terms Immediate  
Pay On Receipt No

Cancel Actions

- Change Amount(1)
- Check Funds
- Manage Order Notes
- Manage Tax
- Validate Document(1)
- Cancel Order
- Place on Hold
- Duplicate with Attachments
- Duplicate without Attachments
- Communicate
- Create Work Confirmation
- Buyer Accounting
- View Accounting
- View Acknowledgments
- View Acquisition Cost
- View Action History
- View Approval Work Flow
- View Change History
- View Invoices
- View PDF
- View Payments
- View Requisitions
- View Revision History
- View Work Confirmation
- Update with Excel
- View Excel Import Status

Creation Date  
\* Default Work Location  
Required Acknowledgment None

Acknowledge By

Go Save Approval Options Submit



# Finance Tab

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

Invoices Requests View Invoices View Payments

### Supplier Invoice Page

Contract Number 7513 Search Full List

Ready to Invoice Work Confirmations											
Contract Number	Contract Name	Contract Date	Work Confirmation No.	From Date	To Date	Receipt Number	Items Amount	Retention Amount	Prepayment Amount	Penalties Amount	Create Invoice
No results found.											
Total							0		0	0	

Ready To Pay Down Payment					Ready To Release Retention				
Po Number	Down Payment Total	Available Down Payment	Request Number	Create Invoice	Contract Number	Retained Amount	Released Amount	Available To Release	Create Invoice
No results found.					No results found.				
Total		0	0	0	Total		0	0	0

Submitted Invoices										
Certificate Number	Order Number	Supplier Name	Supplier Invoice Number	Supplier Invoice Date	Certificate Date	Certificate Type	Items Amount	Retention Amount	Prepayment Amount	Amount To Pay Approver
No results found.										
Total							0	0	0	0

Invoices Status List										
4 Previous 1-5 Next 5										

**Vendor Information**

Vendor Number 2173  
 Name شركة امدال العامة للتصاريح وخدمات المبيعات  
 Active Date 13-03-2018  
 Tax Registration Number 30093658900003  
 Commercial Number

**Contract Summary**

Number Of Contracts 12  
 Contract Totals 9,298,186.00  
 Paid Amounts 6,085,208.00  
 Available Amounts 3,212,978.00

**Work Confirmation Summary**

No. Invoiced W.C 12  
 Invoiced W.C Amount 6,085,208.00  
 No. Not. Invoiced W.C 0  
 Not. Invoiced W.C Amount 0.00  
 No. Inprocess W.C 62  
 Inprocess W.C Amount 3,548,896.00

**Penalties Summary**

No Penalties 0  
 Penalties Amounts 0.00

## 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 themselves to Modon and update their profile 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](http://modon.gov.sa)