



## **Supplier Guide to Uploading a Service or Goods Shipment**



**Electronic Suppliers Portal**  
**Saudi Commission for Health Specialties**

**(SCFHS iSupplier Portal)**  
**Supplier Guide to Uploading a Service or Goods Shipment**

**Shipments Page**

**Shipments:** A shipment refers to the supplier's submission of an invoice for the service performed or the goods delivered. This allows the requesting department to confirm receipt via the portal. After confirmation, the supplier uploads the invoice again to the Finance Department for payment processing.

**Suppliers must create** pre-shipment notifications **through the Suppliers Portal on the Authority's website by following these steps:**

**Navigate to the "Shipments" tab.**

**Select the "Shipment Notifications" sub-tab.**

1. Click on **"Configure Submitted Shipment Notifications"** tab.
2. Select the **"Shipment Notifications"** sub-tab.
3. Click on **"Configure Submitted Shipment Notifications."**

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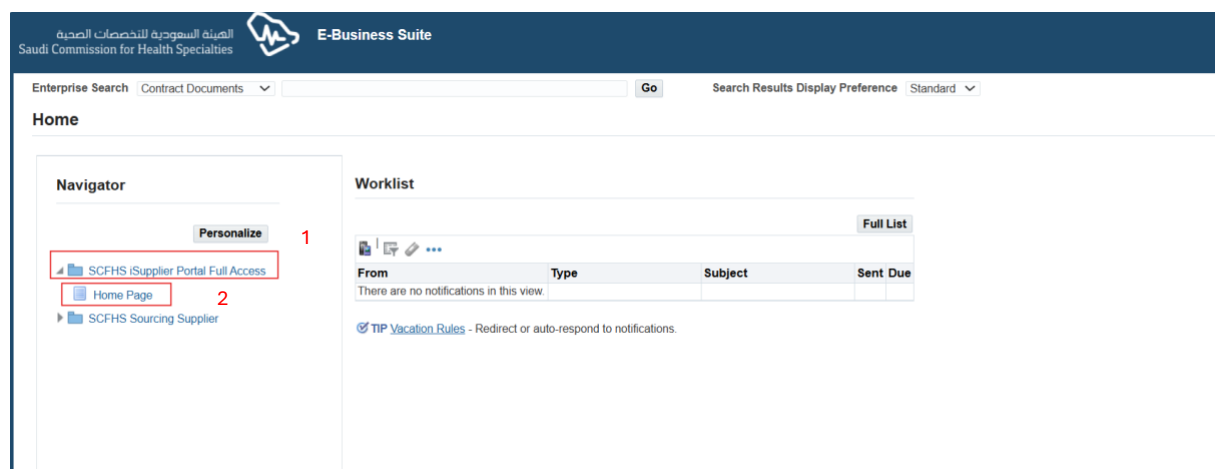
## Introduction

### Definition of a Service or Goods Shipment:

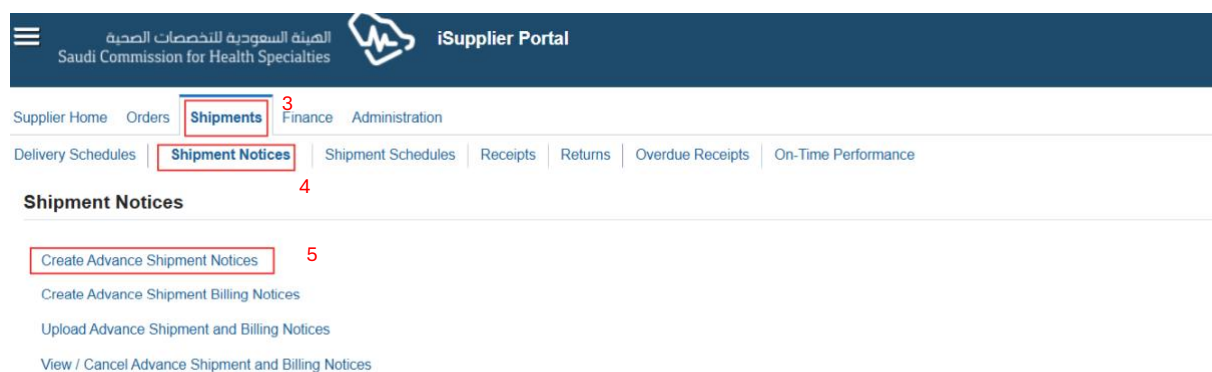
A shipment is the process in which the supplier submits an invoice for the service performed or goods delivered, allowing the requesting department to confirm receipt via the portal. The supplier then uploads it again to the Finance Department for payment processing. Suppliers must create pre-shipment notifications via the iSuppliers Portal on the Saudi Commission for Health Specialties website.

### Steps to create shipping notifications via iSupplier:

1. SCFHS iSupplier Portal Full Access
2. Home Page



3. Navigate to the “Shipments” tab.
4. Select the “Shipment Notifications” sub-tab.
5. Click the “Configure Submitted Shipment Notices” icon.



6. From the **View** option, change the selection from “Shipments Due This Week” to “Shipments Due Anytime.”
7. Then, proceed to **Go**.

**Create Advance Shipment Notice**

**Views**

View: Shipments Due Any Time **Go** Advanced Search

Select PO Shipments: **Add to Shipment Notice** \*\*\*

PO Number	Line	Shipment Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name
874	4	1	والصناعات	تجهيز قاعة الإسعاف بعمارة الجيزة من خلال توكيلات داخلية وخارجية و مسطحات و نظام صوتي برفع	12-03-2025 00:00:00		0	0	Each	Riyadh	SCHS OU
874	20	1	والصناعات	تجهيز قاعة الإسعاف بعمارة الجيزة من خلال توكيلات داخلية وخارجية و مسطحات و نظام صوتي برفع	12-03-2025 00:00:00		1	0	Each	Riyadh	SCHS OU
874	19	1	والصناعات	تجهيز قاعة الإسعاف بعمارة الجيزة من خلال توكيلات داخلية وخارجية و مسطحات و نظام صوتي برفع	12-03-2025 00:00:00		0	0	Each	Riyadh	SCHS OU

8. When the purchase order appears, select the line or lines to be shipped.
9. Then select “Add to Shipment Notification,” and the screen shown below will appear.
10. Specify the quantity according to the quantity and amount of the invoice line (excluding VAT). The tax amount will be added and displayed in the invoice.
11. It is mandatory to attach the invoice at the line-item level only (one line per invoice).

**Create Advance Shipment Notice**

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip:  Container Number:   
Country Of Origin:  Truck Number:   
Bar Code Label:  Comments:

**Shipments in Advance Shipment Notice**

ضرورة ارفاق صورة من الفاتورة لمطابقة الكمية في الفاتورة مع الكميات في الشحلات

Details	PO Number	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
▶	874	4	1		تجهيز قاعة الإسعاف بعمارة الجيزة من خلال توكيلات داخلية وخارجية و مسطحات و نظام صوتي برفع	12-03-2025 00:00:00	2730.4	0	Each	2730.4	Riyadh		+		

12. Then select the **Shipment Address**, and the screen shown below will appear.
13. Enter the supplier's **Shipment Number**, **Shipment Date**, and select the **Expected Receipt Date** and **Shipment**.
14. Then select **Submit**.

- After the following notification appears, contact the requesting department to confirm receipt of the service or goods.
- After the requesting department confirms receipt, proceed with the next step to upload the invoice in the system and process the financial entitlements (as outlined in the Supplier Guide for Creating Invoices).

## Advanced Search

\*\*\* If the purchase order does not appear in the previous steps, follow the image below and click Advanced Search to create a Pre-Shipment Notification.

Supplier Home | Orders | **Shipments** | Finance | Administration

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

**Create Advance Shipment Notice**

Views

View: Shipments Due This Week | Go | **Advanced Search**

PO Number	Line	Shipment	Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
No results found.														

Return to Shipments: Shipment Notices

- As shown in the image below, add the Purchase Order and click Go.
- When the purchase order appears, select the line or lines to be shipped.

Supplier Home | Orders | **Shipments** | Finance | Administration

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

**Create Advance Shipment Notice**

Advanced Search

To search, please enter at least one search criteria.  
Specify parameters and values to filter the data that is displayed in your results set.

Match: ☒ All ☐ Any

PO Number is 874

Ship-To Location is

Item is

Organization is

Go | Clear | Add Another Item | Add

Select PO Shipments: **Add to Shipment Notice**

PO Number	Line	Shipment	Supplier	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Shipped	Quantity Received	UOM	Ship-To Location	Organization Name	Ship-To Organization	Currency
874	19		مستشفى القوات المسلحة - الرياض		لحوم ذبابة الاضفار بعمود الجيدة من داخل عبوات بلاستيكية ومغطاة بغطاء مطبق معوي في ابريق	12-03-2025 00:00:00	894.8	0	0	Each	Riyadh	SCHS OU	مستشفى القوات المسلحة	SAR
874	20		مستشفى القوات المسلحة - الرياض		لحوم ذبابة الاضفار بعمود الجيدة من داخل عبوات بلاستيكية ومغطاة بغطاء مطبق معوي في ابريق	12-03-2025 00:00:00	894.8	1	0	Each	Riyadh	SCHS OU	مستشفى القوات المسلحة	SAR

- Then click the “Add to Shipment Notification” icon, and the screen shown below will appear.
- Specify the quantity according to the quantity and amount of the invoice line (excluding VAT).  
The tax amount will be added and displayed in the invoice only.
- It is mandatory to attach the invoice at the line-item level only (one line per invoice).

Supplier Home | Orders | **Shipments** | Finance | Administration

Delivery Schedules | **Shipment Notices** | Shipment Schedules | Receipts | Returns | Overdue Receipts | On-Time Performance

Shipments: Shipment Notices >

**Create Advance Shipment Notice**

Cancel | Add Shipments | Submit

Shipment Header | **Shipment Lines**

**Shipment Line Defaults**

Enter Shipment Line Defaults and click Default to All Lines to copy to all shipment lines.

Packing Slip  
Country Of Origin  
Bar Code Label

Container Number  
Truck Number  
Comments

Default to All Lines

**Shipments in Advance Shipment Notice**

ضرورة ارفاق صورة من الفاتورة لمطابقة الكمية في الفاتورة مع الكمية في الشحنة

Show All Details | Hide All Details

Details	PO Number	Line	Line	Shipment	Supplier Item	Item Description	Due Date	Quantity Ordered	Quantity Received	UOM	Quantity Shipped	Ship-To Location	LPN/Lot/Serial	Add Attachments	Split	Remove
	874	19	1			لحوم ذبابة الاضفار بعمود الجيدة من داخل عبوات بلاستيكية ومغطاة بغطاء مطبق معوي في ابريق	12-03-2025 00:00:00	94	0	Each	8	Riyadh		+		



Supplier Home
Orders
**Shipments**
Finance
Administration

Delivery Schedules
**Shipment Notices**
Shipment Schedules
Receipts
Returns
Overdue Receipts
On-Time Performance

Shipments
Shipment Notices >

Create Advance Shipment Notice
Cancel
Add Shipments
Submit

Shipment Header
Shipment Lines

**Shipment Information**

\* Indicates required field

\* Shipment Number
110

\* Shipment Date
02-11-2025 13:28:03

Expected Receipt Date
02-11-2025 13:28:07

Note: Shipment Date cannot be later than today

**Freight Information**

Freight Terms	Ship-From Location
Number of Containers	Freight Carrier
Waybill/Airbill Number	Bill of Lading
Packaging Code	Packing Slip
Tar Weight	Special Handling Code
Net Weight	Tar Weight UOM
Comments	Net Weight UOM

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Saudi Commission for Health Specialties

iSupplier Portal

Supplier Home
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Shipment Schedules
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Overdue Receipts
On-Time Performance

**Advance Shipment Notice Confirmation**

Your Advance Shipment Notice 100 has been submitted.

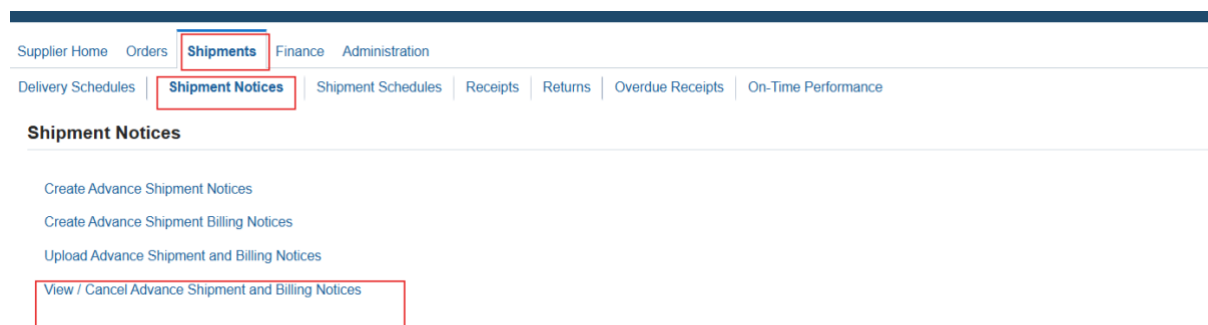
[Return to Advance Shipment Notices](#)

\*\*\* If the purchase order does not appear, proceed to the Finance section as outlined in the Supplier Guide for Creating Invoices.



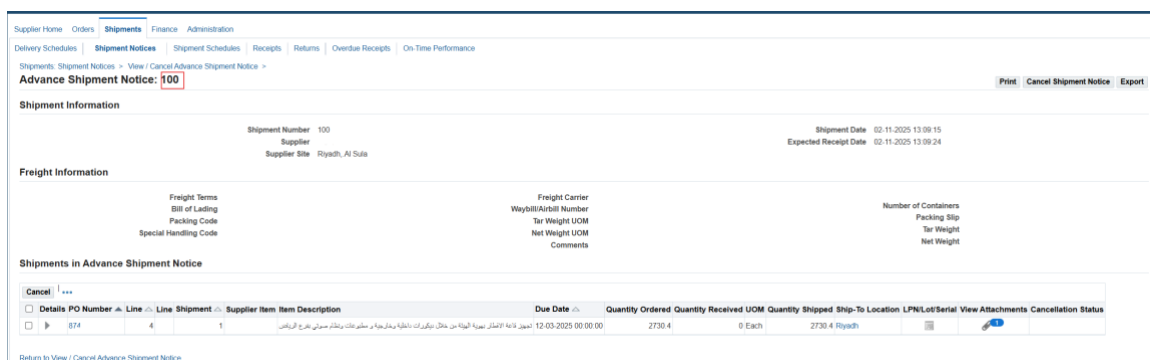
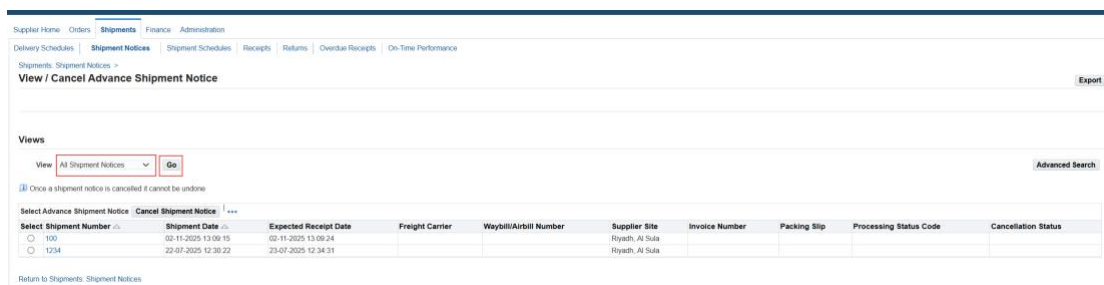
## View or Cancel Pre-Shipment and Edit Invoices

The user can view Pre-Shipment Notifications and verify that the shipments have been received by navigating to the “Shipments” tab, then selecting the “Shipment Notifications” sub-tab, followed by the “View or Cancel Pre-Shipment and Edit Invoices” option.



The page will then open as shown in the image below.

Select the “All Shipment Notifications” option, then click Go. The Processing Status icon will appear; if it shows Pending, it means the shipment has not been received.



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