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Suppliers Guide

Creating an Invoice



Saudi Commission for Health Specialties
(SCHS iSupplier)
Suppliers Guide – Creating an Invoice

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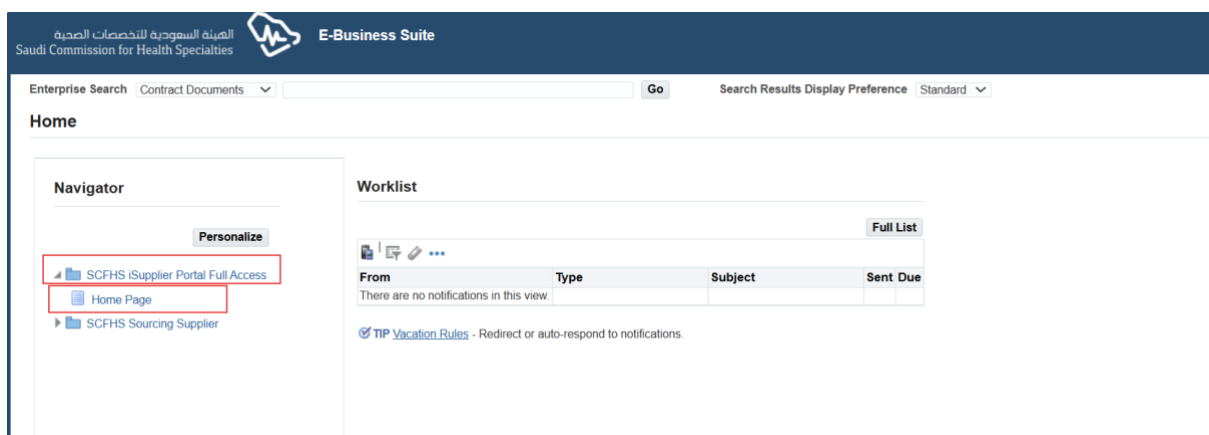
Introduction

Introduction - Finance

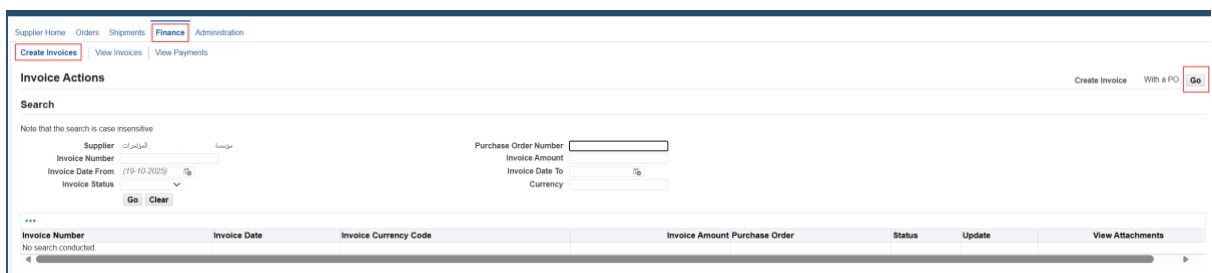
After the supplier ships the service or goods to the **Saudi Commission for Health Specialties** and confirms that a notice exists in the system indicating that the requesting department has completed the receipt process, the user can begin **creating the invoice**.

Steps to Create an Invoice

To do so, navigate to the “**Finance**” tab, then click on the “**Create Invoice**” sub-tab. The screen shown in the image below will then appear.



- Then click on the “**Go**”



- The user must follow the steps below:

Enter the Purchase Order Number only, then click Go. The purchase order line will appear, and the line to which the invoice will be added should be selected.

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 8953

Purchase Order Date (19-10-2025)

Buyer

Organization

Advances and Financing Excluded

Go Clear

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
8953	1	1		test 1			1000	500	0	Each	1	SAR	Riyadh	SCHS OU		
8953	1	1		test 1			1000	500	0	Each	1	SAR	Riyadh	SCHS OU		

Select the purchase order line, then click Next

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices View Payments

Create Invoice: Purchase Orders

Search

Note that the search is case insensitive

Purchase Order Number 8953

Purchase Order Date (19-10-2025)

Buyer

Organization

Advances and Financing Excluded

Go Clear

Select Items: Add to Invoice

PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
8953	1	1		test 1			1000	500	0	Each	1	SAR	Riyadh	SCHS OU		
8953	1	1		test 1			1000	500	0	Each	1	SAR	Riyadh	SCHS OU		

Purchase Order Items Added to Invoice

Select Items: Remove from Invoice

PO Number	Line	Shipment	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization
8953	1	1	test 1			500	500	0	Each	1	SAR	Riyadh	SCHS OU

Enter the Invoice Number and Invoice Date, and add the necessary attachments

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices View Payments

Create Invoice: Details

Supplier

Supplier Tax Payer ID

Remit To Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

Invoice Number test 1

Invoice Date 03-11-2025

Invoice Type Invoice

Currency SAR

Invoice Description

Context

Attachment

Customer

Customer Tax Payer ID 310353647

Customer Name

Address

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
8953	1	1		test 1		Riyadh	500	500	1	Each	500



Then verify that the **quantity** and **amount** match the invoice, and click **Next**

Create Invoice: Details

Indicates required field

Supplier

Supplier
Tax Payer ID
Remit To: Riyadh, Al Sula
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

Invoice Number: test 1
Invoice Date: 06-05-2025
Invoice Type: Invoice
Currency: SAR
Invoice Description
Context
Attachment
TIP: Kindly attach (IBAN picture & Invoice document)

Customer

Customer Tax Payer ID: 310253847400003
Customer Name: الهيئة السعودية للتخصصات الصحية
Address: SA_0006 SA

Items

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
8953	1	1		test 1		Riyadh	500	500	1	Each	500

Verify all the information displayed on the page, then click **Submit**.

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 Next Submit

Supplier

Supplier
Tax Payer ID
Remit To: Riyadh, Al Sula
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

Invoice Number: test 1
Invoice Date: 06-05-2025
Invoice Type: Standard
Currency: SAR
Invoice Description
Attachment

Customer

Customer Tax Payer ID: 310253847400003
Customer Name: الهيئة السعودية للتخصصات الصحية
Address: SA_0006 SA
Requester Email
Requester First Name
Requester Last Name

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice	UOM	Unit Price	Amount
8953	1	1	test 1		Riyadh	500	500	Each	1	500.00

Shipping and Handling

Charge Type
No results found

Invoice Summary

Items	500.00
Less Retainage	0.00

Supplier Home Orders Shipments Finance Administration

Create Invoices View Invoices View Payments

Confirmation

Invoice test 1 was submitted to our Accounts Payable department on 03-11-2025. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: test 1

Printable Page Create Another

View and Query Invoices

The user can view all previously created invoices and verify them by following these steps:

1. Navigate to the “Finance” tab, then to the “View Invoices” sub-tab. The page shown below will open.

Supplier Home Orders Shipments **Finance** Administration

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
PO Number
Release Number
Payment Number
Invoice Status
Payment Status
Invoice Amount From
Amount Due From
Invoice Date From
Due Date From

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
No search conducted.												

2. Enter the search criteria (Purchase Order Number and Invoice Number) and click the Go icon. The page shown below will appear.

Supplier Home Orders Shipments **Finance** Administration

Create Invoices **View Invoices** View Payments

View Invoices Export

Simple Search Advanced Search

Invoice Number
PO Number
Release Number
Payment Number
Invoice Status
Payment Status
Invoice Amount From
Amount Due From
Invoice Date From
Due Date From

Invoice	Invoice Date	Type	Currency	Amount	Due Status	On Hold	PO Number	Receipt	Payment Status	Payment	Scheduled Payments	Attachments
test 1	06-05-2025	Standard	SAR	500.00	500.00 In-Process		6953	9041	Not Paid			
85	04-08-2024	Standard	SAR	350,434.90	0.00 Approved		7780	8608	Paid	2024011047		
85	04-08-2024	Standard	SAR	127,576.40	0.00 Approved		7838	8619	Paid	2024011058		
240034	24-04-2024	Standard	SAR	682,572.15	0.00 Approved		7212		Paid	2024006727		
240039	18-04-2024	Standard	SAR	47,081.00	0.00 Approved		7432		Paid	2024006593		

Inquiry on Payment Date and Transfer Date

The supplier can check the status of the invoice by following these steps

Supplier HomeOrdersShipmentsFinanceAdministration

Create InvoicesView InvoicesView Payments

View Payments

Export

Simple Search

Advanced Search

Note that the search is case insensitive

Payment Number

Invoice Number

PO Number

Release Number

(example: 1234)

(example: 1234-2)

Go

Clear

Status

Payment Amount From

Payment Date From

To

To

To

(19-10-2025)

To

Payment	Remit-to Supplier	Remit-to Supplier Site	Payment Date	Currency	Amount	Method	Status	Status Date	Bank Account	Invoice	PO Number
2024011058			06-08-2024	SAR	127,576.40	Electronic	Cleared	06-08-2024	البنك الأهلي - حروف فارسي	85	7838
2024011047			04-08-2024	SAR	350,434.90	Electronic	Cleared	07-08-2024	البنك الأهلي - حروف فارسي	86	7780
2024006727			30-04-2024	SAR	682,572.15	Electronic	Cleared	05-05-2024	البنك الأهلي - حروف فارسي	240034	7212
2024006593			23-04-2024	SAR	47,081.00	Electronic	Cleared	24-04-2024	البنك الأهلي - حروف فارسي	240039	7432

The Payment Date will be displayed, indicating the date of the financial processing

The Transfer Date will be displayed, indicating the date the amount is debited from the Commission's account

Supplier HomeOrdersShipmentsFinanceAdministration

Create InvoicesView InvoicesView Payments

Finance: View Payments >

Payment: 2024006727 (Total SAR 682,572.15)

Export

Payment Date

Method

Status

Status Date

Remit-to Supplier

Remit-to Supplier Site

30-04-2024

Electronic

Cleared

05-05-2024

البنك الأهلي - حروف فارسي

البنك الأهلي - حروف فارسي

Supplier

Supplier Site

Address

مؤسسة

Riyadh, Al Sula

الرياض

Bank Account

البنك الأهلي - حروف فارسي

Included Invoices

Invoice	Invoice Date	Type	Currency	Amount	Status	Payment Status	Payment PO Number	Receipt	Attachments
240034	24-04-2024	Standard	SAR	682,572.15	Approved	Paid	15-7212		

Return to Finance: View Payments

الهيئة السعودية للتخصصات الصحية
Saudi Commission for Health Specialties



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