



Information Technology

Ministry of National Guard – Health Affairs Sourcing Supplier

NGHA_User_Training_Sourcing_Supplier_V1.0

MNG-HA



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Introduction

Oracle iSupplier Portal is a web-based application within the Oracle E-Business Suite. It allows suppliers to collaborate with a buying organization in real-time through a secure interface.

Objectives

The objective of this manual is to ensure that Key Users understand how to perform the following Sourcing Supplier reports through Oracle iSupplier.



STEP:1

- Open the I-supplier portal using the Login link.
- Enter your “Username” and “Password”.
- Click on “Log In”.

Kingdom of Saudi Arabia
Ministry of National Guard
Health Affairs

المملكة العربية السعودية
وزارة الحرس الوطني
الشؤون الصحية

User Name

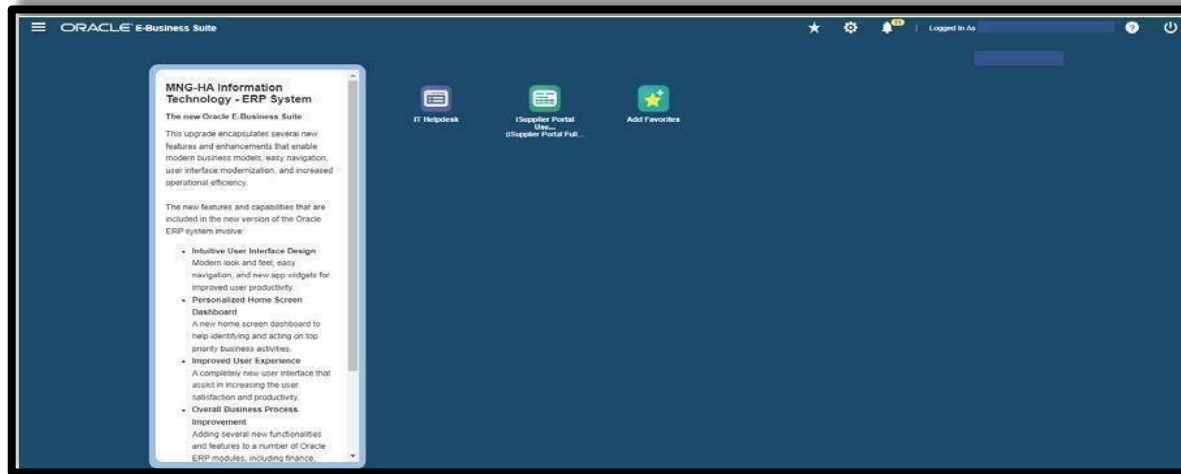
Password

Log In Cancel

[Login Assistance](#)



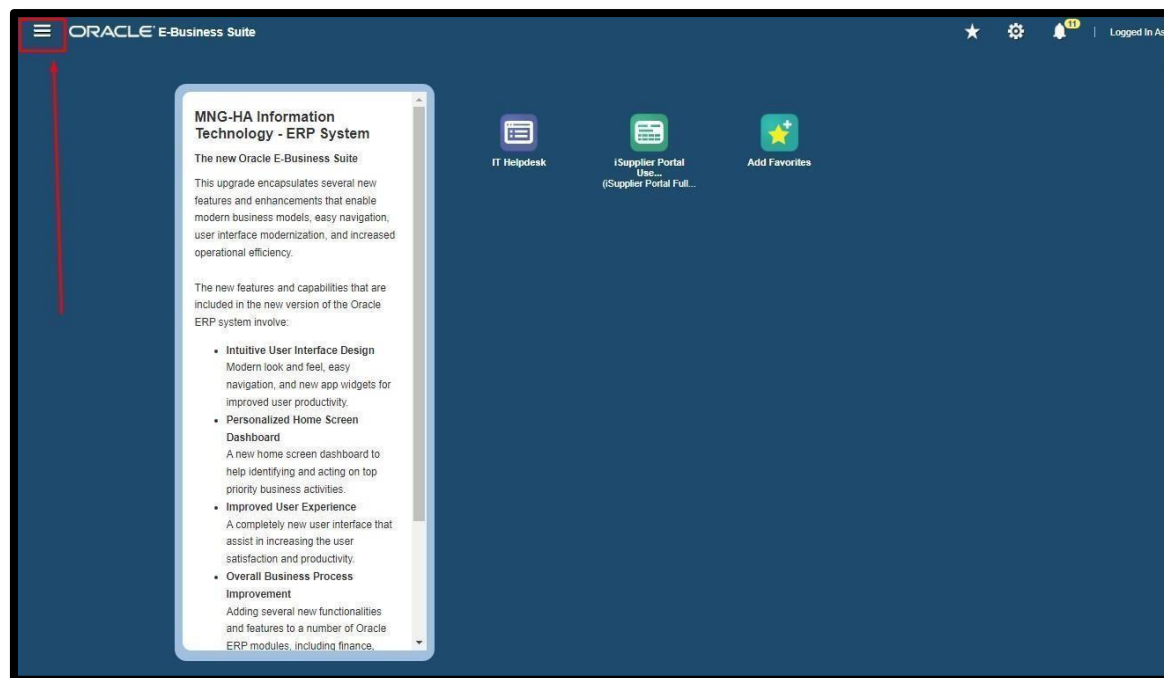
- This will be your landing page once you successfully logged in





STEP:2

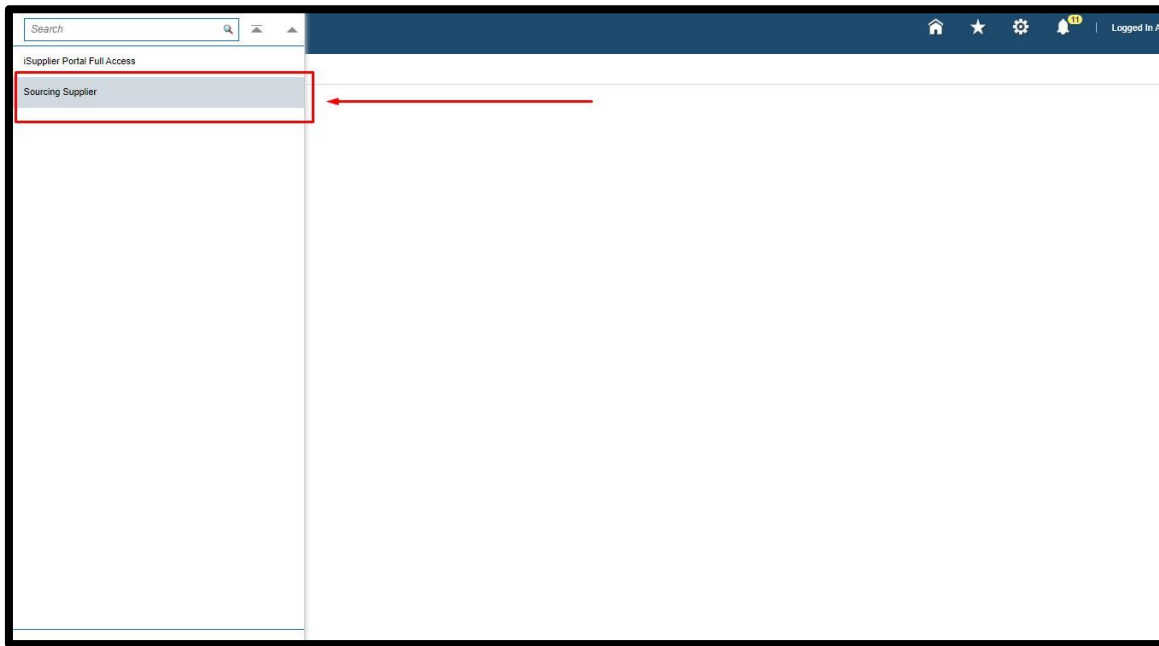
- On the very left corner, Click on the “Menu” icon.





STEP:3

- Select “Sourcing Supplier” from the list.





STEP:4

- Select the type of report you want to open.

The screenshot displays a software interface. On the left, a grey header bar contains the text 'Sourcing Supplier'. Below it, a dropdown menu is open, titled 'Sourcing'. The menu lists several options, each preceded by a small blue icon: 'RFQ Printing', 'MRR Report' (highlighted with a red border), 'SANG Vendor Wise PAF Details Sorted by PAF Date', 'SANG Unpaid Receipts Without Invoices', and 'User Manuals'. To the right of the dropdown menu, there is a dark blue sidebar. At the top of the sidebar is a white icon of a helpdesk, with the text 'IT Helpdesk' below it. The background of the interface is white, and there are some faint, partially visible text elements on the right side of the page.



1- MRR Report

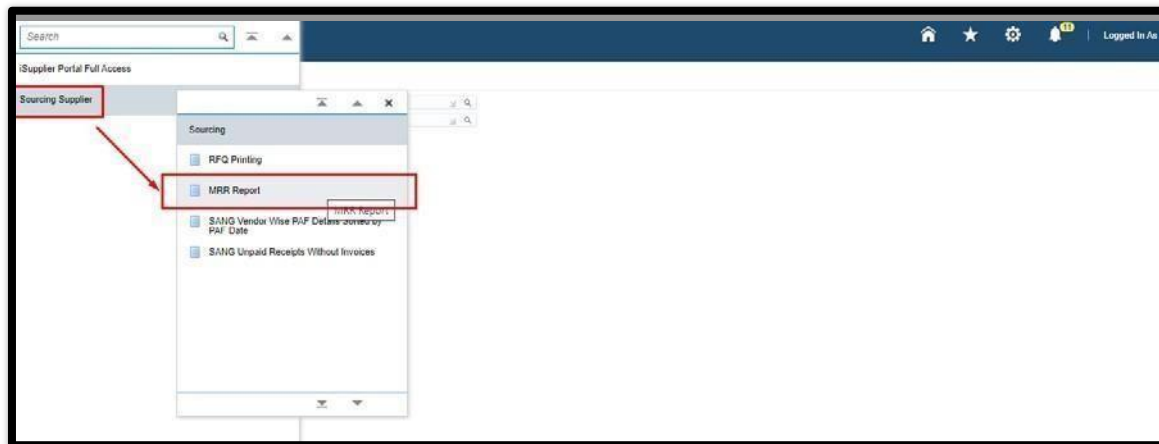
MRR (Material Receipt Report) shows the details of all material receipts into inventory or directly to a project (depending on configuration). It is commonly used to:

- Verify deliveries from suppliers
- Track the status of received items
- Match receipts with invoices for payment



MRR Report Manual

- Select “MRR Report”.





- Enter the PO Number or Receipt Number and click on “Submit”.

ORACLE Sourcing Supplier

MRR Report Search

Po Number

Receipt Number

Submit

2- SANG Vendor Wise PAF details Sorted by PAF Date

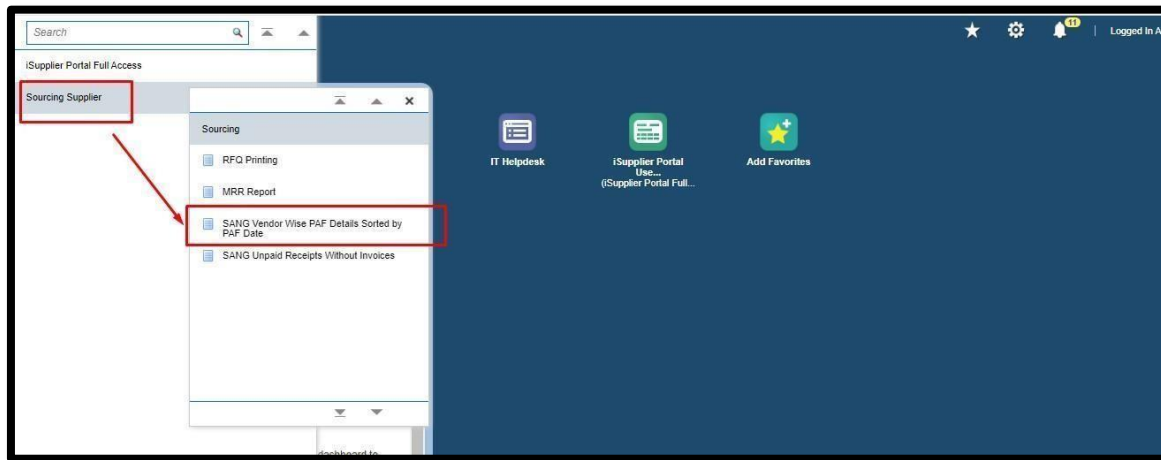
Vendor Wise PAF Details Sorted by PAF Date" is a custom procurement report that provides a detailed view of" all approved Purchase Approval Forms (PAFs), organized by vendor (supplier) and sorted by the approval date

This report is used to:

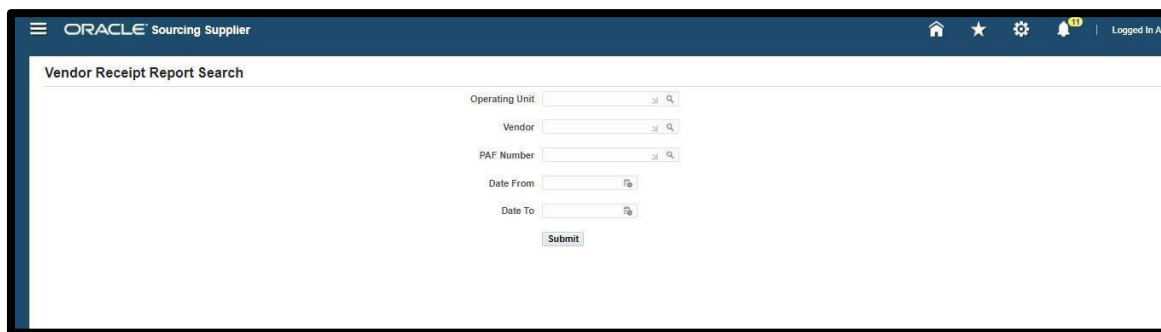
- Track which vendor received which PAFs
- Monitor purchasing trends and approvals over time
- Help the procurement and finance teams with auditing and decision-making

The Manual

- Select “SANG Vendor Wise PAF details Sorted by PAF Date”.



- Enter the required information, then click on “Submit”.





3- SANG Unpaid Receipts Without Invoices

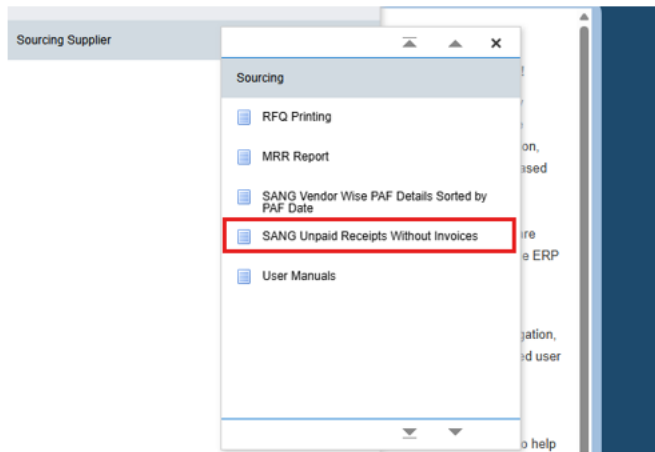
Vendor Wise Unpaid Receipts without Invoices Details Sorted by Date" is a custom procurement report that provides a detailed view of all Unpaid Receipts

This report is used to:

- Track the receipts are Unpaid without Invoices

The Manual

- Select "SANG Unpaid Receipts Without Invoices".





- Enter the required information, then click on “Submit”.

ORACLE Sourcing Supplier Home Star Settings Notifications Logged In

Unpaid Receipt Report Search

Operating Unit

Vendor

Date From 01-JAN-2016

Date To