


Training Manual External	Saudi Electricity Company E-Invoice_PODownload_EN	
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Title

E-Invoice_PODownload_EN

Effective Date 19/12/22 Version : Revised	Copyright © 2018, Saudi Electricity Company. All rights reserved.	Training Manual Page 1 of 12
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Introduction

Purpose

{Use this transaction to %s.}

Scenario

{In this scenario you %s.}

Prerequisites

- XXXX
- XXXX

{Applicable Roles}

{Target audience:}

Menu Path

Use the following menu path(s) to begin this transaction:

- XXXX
- XXXX

Transaction Code

Procedure

1. Start the transaction using the menu path or transaction code.

Home - SAP NetWeaver Portal - Internet Explorer

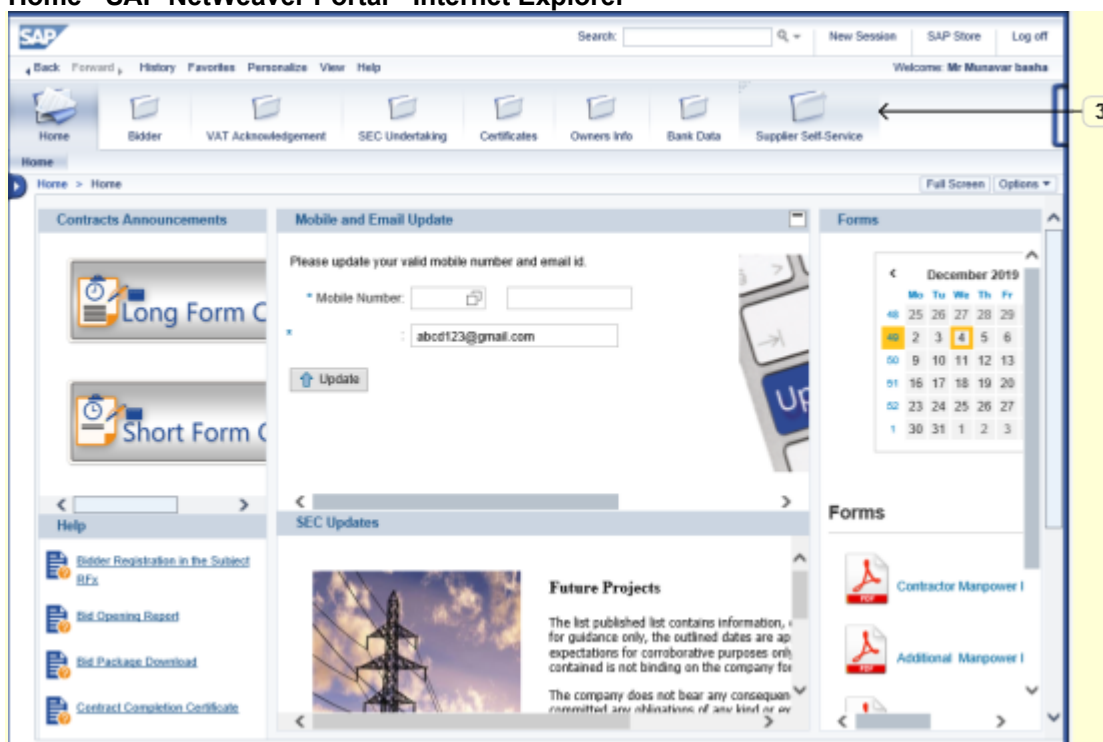
Scenario

In this scenario, the Supplier will search his Purchase Order number and click the PO Download link in order to view the printout.

Click anywhere to start...

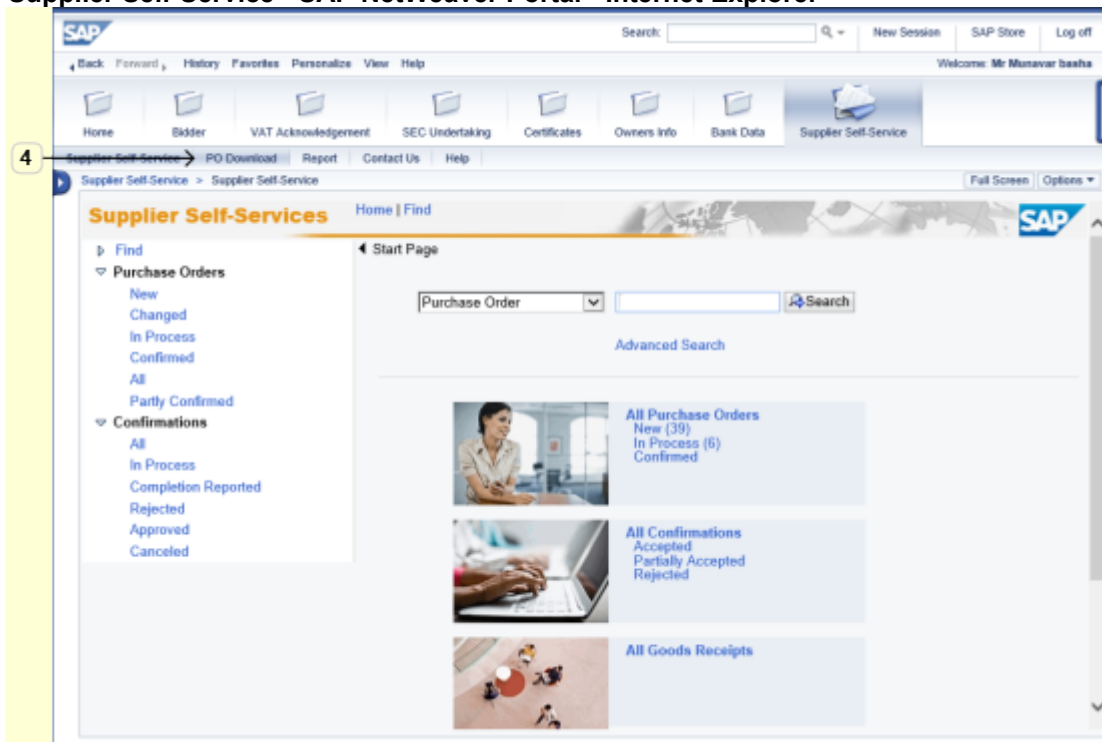
2. Scenario

Home - SAP NetWeaver Portal - Internet Explorer



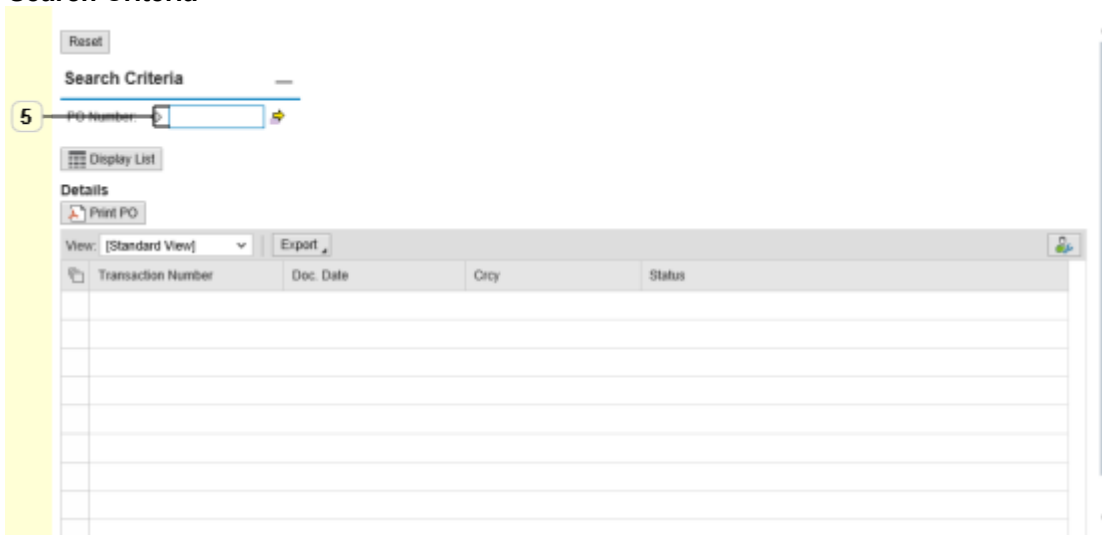
3. Click on the **Supplier Self-Service** tab

Supplier Self-Service - SAP NetWeaver Portal - Internet Explorer



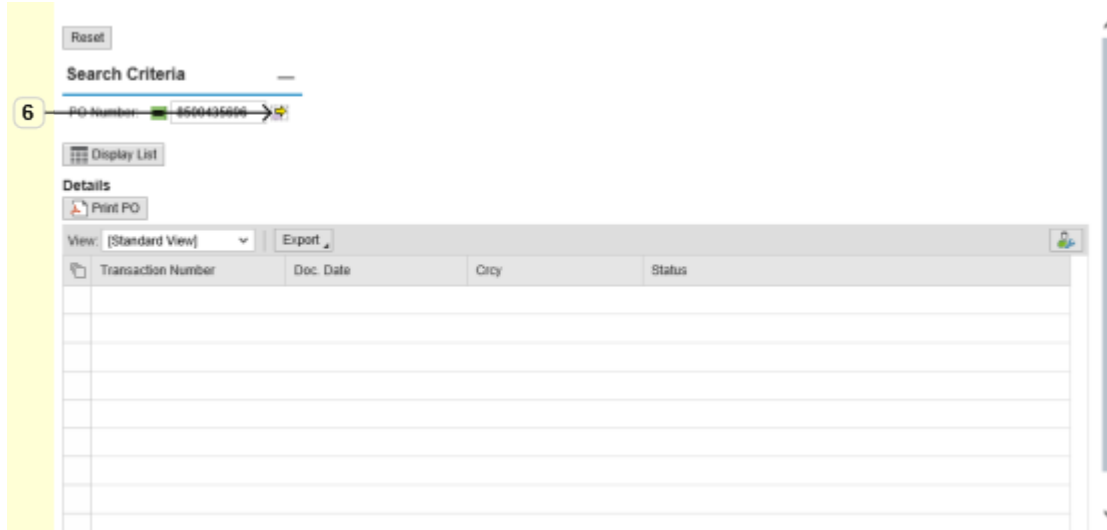
4. Click on the **PO Download** tab.

Search Criteria



5. As required, complete/review the following fields:

Search Criteria



Reset

Search Criteria

6 PO Number: 8500435696

Display List

Details

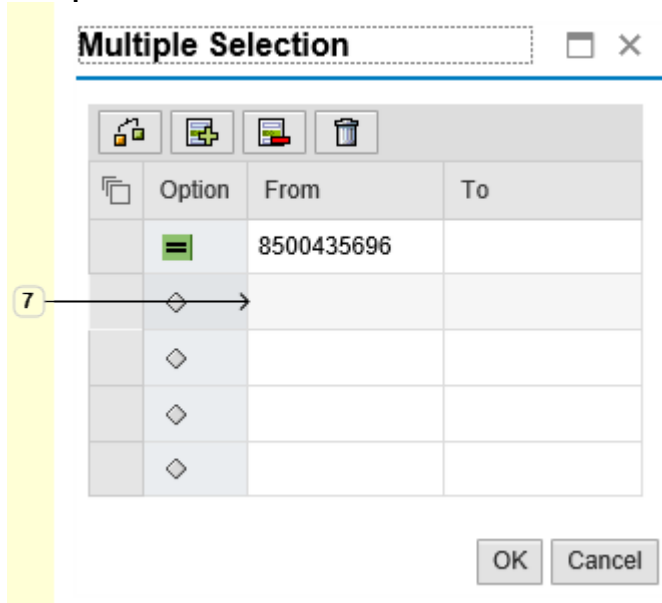
Print PO

View: [Standard View] Export

Transaction Number	Doc. Date	Crcy	Status

6. Click on the **Advanced Options** button.

Multiple Selection



Multiple Selection

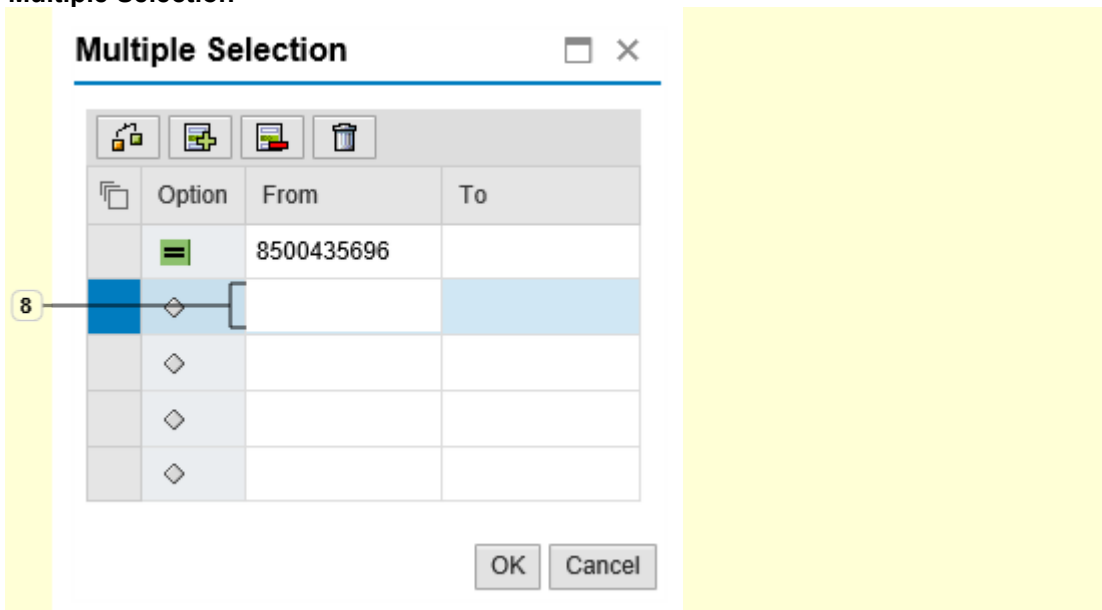
Option	From	To
=	8500435696	
◇		
◇		
◇		
◇		

7

OK Cancel

7. Click on the control.

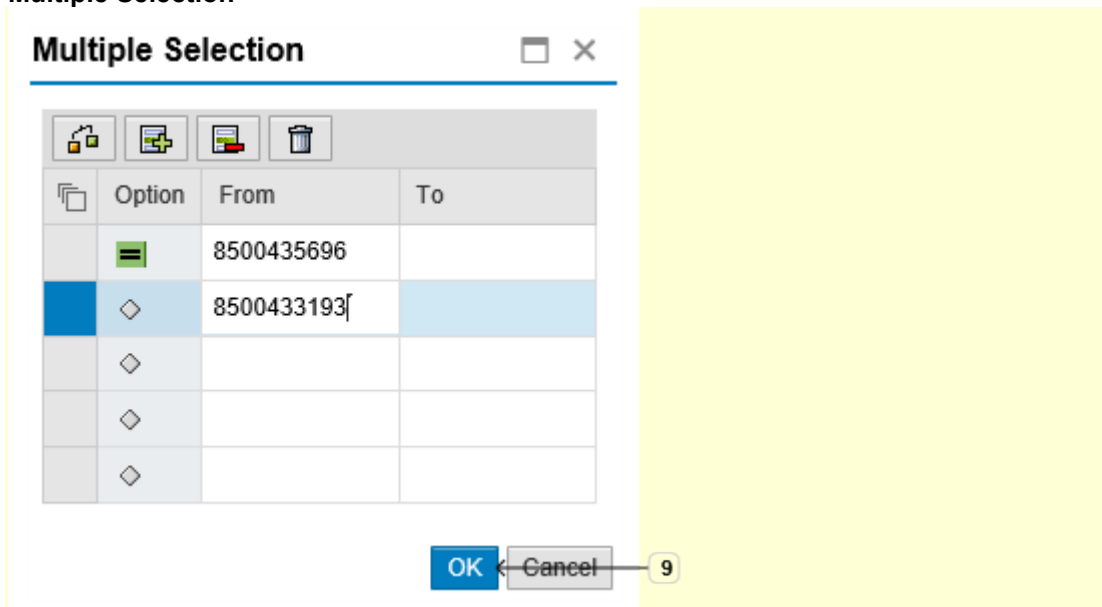
Multiple Selection




8. As required, complete/review the following fields:

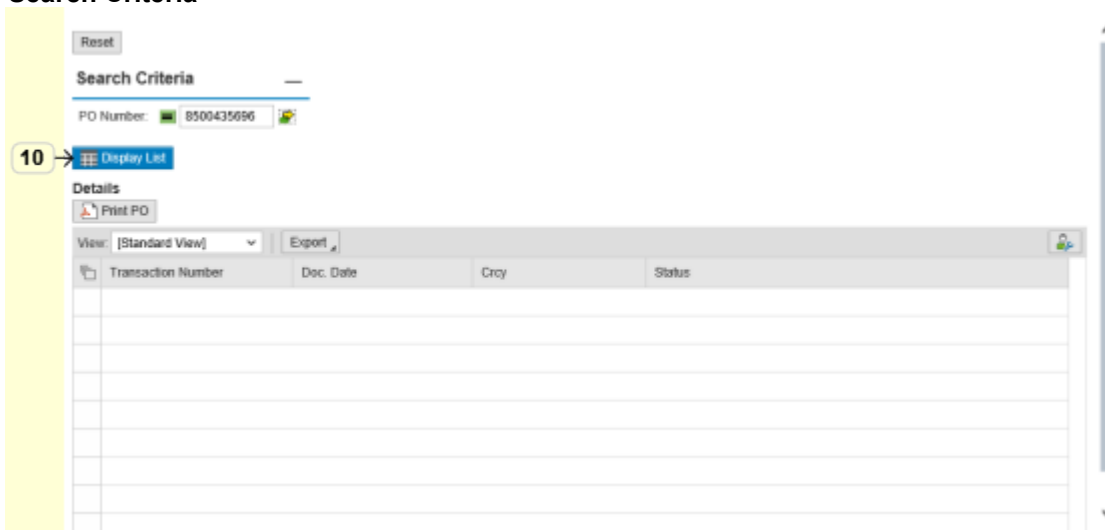
Field	R/O/C	Description
8500435696	R	Example: 8500433193

Multiple Selection



9. Click on the  control

Search Criteria



Reset

Search Criteria

PO Number: 8500435696

10 → **Display List**

Details

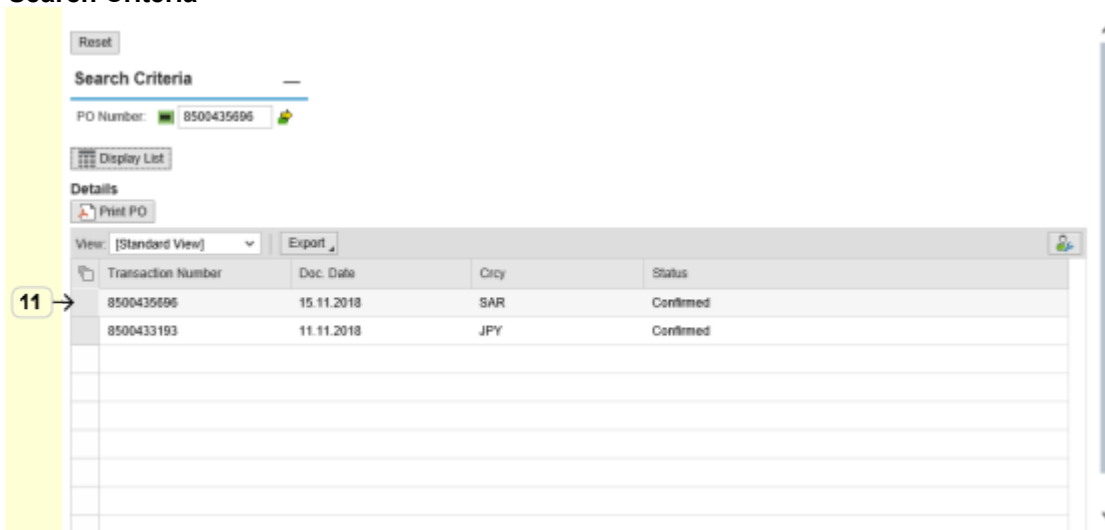
Print PO

View: [Standard View] Export

Transaction Number	Doc. Date	Crcy	Status
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10. Click on the **Display List** control

Search Criteria



Reset

Search Criteria

PO Number: 8500435696


Display List

Details

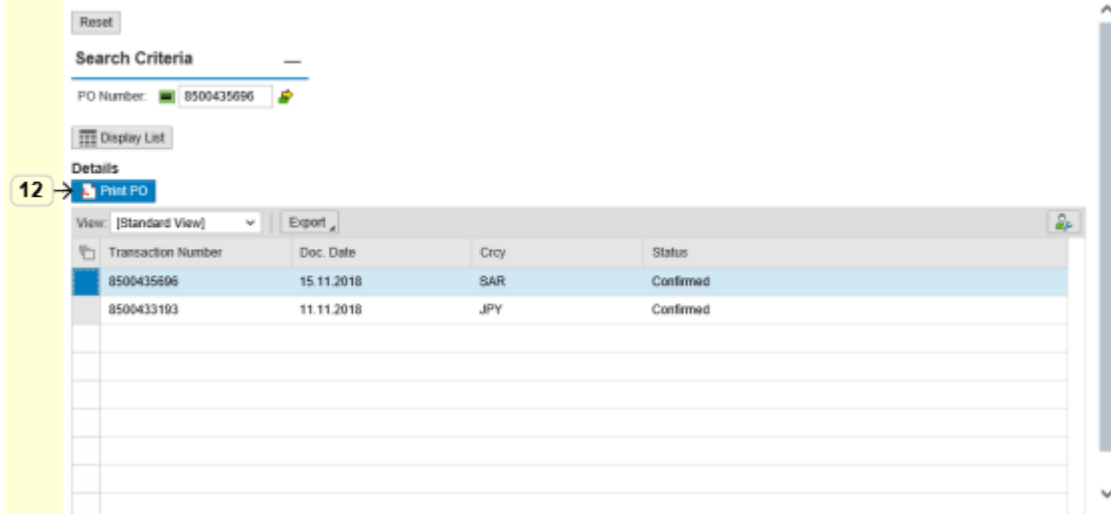
Print PO

View: [Standard View] Export

Transaction Number	Doc. Date	Crcy	Status
8500435696	15.11.2018	SAR	Confirmed
8500433193	11.11.2018	JPY	Confirmed

11. Click on the  control to highlight the selected row

Search Criteria



Reset

Search Criteria

PO Number: 8500435696

Display List

Details

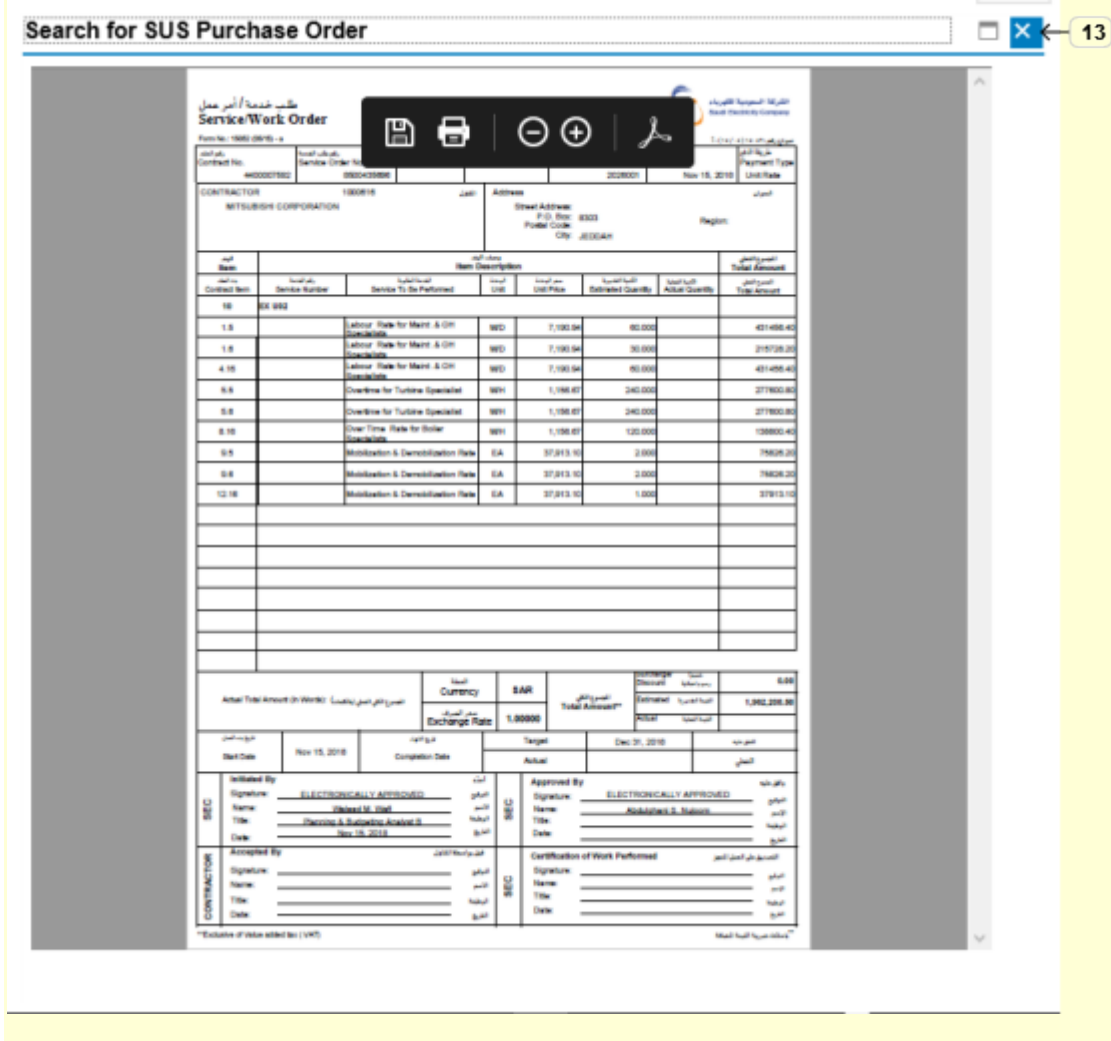
Print PO

View: [Standard View] Export

Transaction Number	Doc. Date	Crcy	Status
8500435696	15.11.2018	SAR	Confirmed
8500433193	11.11.2018	JPY	Confirmed

12. Click on the **Print PO** control

Search for SUS Purchase Order



Search for SUS Purchase Order

13

Service/Work Order

Contract No. 4600027802 Service Order No. 8500435696

CONTRACTOR: MITSUBISHI CORPORATION

Item No.	Item Description	Unit	Unit Price	Estimated Quantity	Actual Quantity	Total Amount
1.5	Labour Rate for Maint & OH	WD	7,193.94	60,000		471,636.40
1.8	Labour Rate for Maint & OH	WD	7,193.94	30,000		215,758.20
4.10	Labour Rate for Maint & OH	WD	7,193.94	60,000		471,636.40
6.9	Overtime for Turbine Specialist	WH	1,198.61	240,000		277,664.40
6.8	Overtime for Turbine Specialist	WH	1,198.61	240,000		277,664.40
8.10	Over Time Rate for Boiler	WH	1,198.61	120,000		139,833.20
9.9	Mobilization & Demobilization Rate	EA	37,813.10	2,000		756,262.00
9.8	Mobilization & Demobilization Rate	EA	37,813.10	2,000		756,262.00
12.10	Mobilization & Demobilization Rate	EA	37,813.10	1,000		378,131.00

Actual Total Amount (in Work) 1,962,238.80

Currency: SAR Exchange Rate: 1.00000

Start Date: Nov 15, 2018

Approved By: ELECTRONICALLY APPROVED

Approved By: ELECTRONICALLY APPROVED

13. Click on the **Close** link label

The PO form can be printed out directly from your printer device or save to your local hard drive as PDF file. The icons (SAVE, Print, reduce and increase view) pops up whenever you point your mouse cursor in the form. For older and other browsers, you need to right click the mouse cursor in order to show the Print option.

Search for SUS Purchase Order

Search for SUS Purchase Order

4.18	Labour: Help for Maint. & OH Description	MD	7,190.84	60.000	431456.40
5.5	Overtime for Turbine Specialist	MH	1,156.67	240.000	277906.80
5.5	Overtime for Turbine Specialist	MH	1,156.67	240.000	277906.80
8.18	Over Time Rate for Boiler Description	MH	1,156.67	120.000	138800.40
9.5	Mobilization & Demobilization Rate	EA	37,813.10	2.000	75626.20
9.5	Mobilization & Demobilization Rate	EA	37,813.10	2.000	75626.20
12.18	Mobilization & Demobilization Rate	EA	37,813.10	1.000	37913.10

Actual Total Amount (in Words):	المجموع الكلي المعلن بالكتابة:	0.00
Currency:	SAR	0.00
Exchange Rate:	1.00000	1,962,296.38
Total Amount**	المجموع الكلي	1,962,296.38

Start Date	Nov 15, 2018	Completion Date	Actual	Target	Dec 31, 2018
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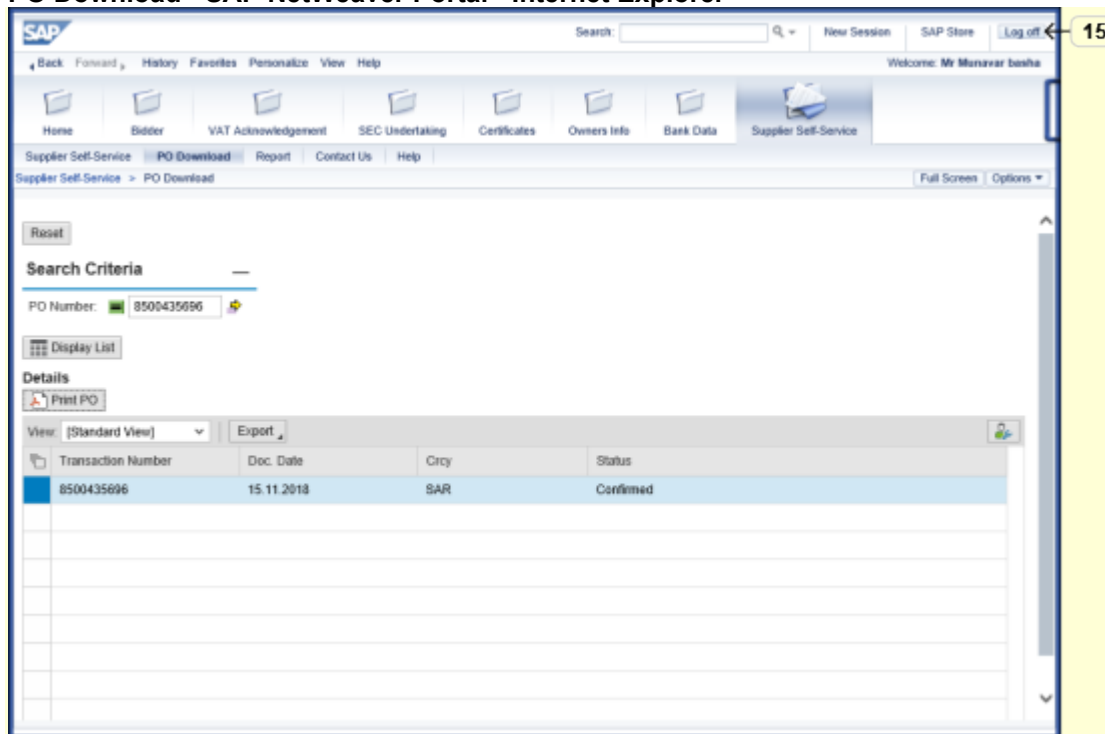
Initiated By	Signature: ELECTRONICALLY APPROVED	Approved By	Signature: ELECTRONICALLY APPROVED
Name: Mohamed M. Mial		Name: Abdulghani S. Nassim	
Title: Planning & Budgeting Analyst R		Title:	
Date: Nov 15, 2018		Date:	

Accepted By	Signature:	Certification of Work Performed	Signature:
Name:		Name:	
Title:		Title:	
Date:		Date:	

OK 14

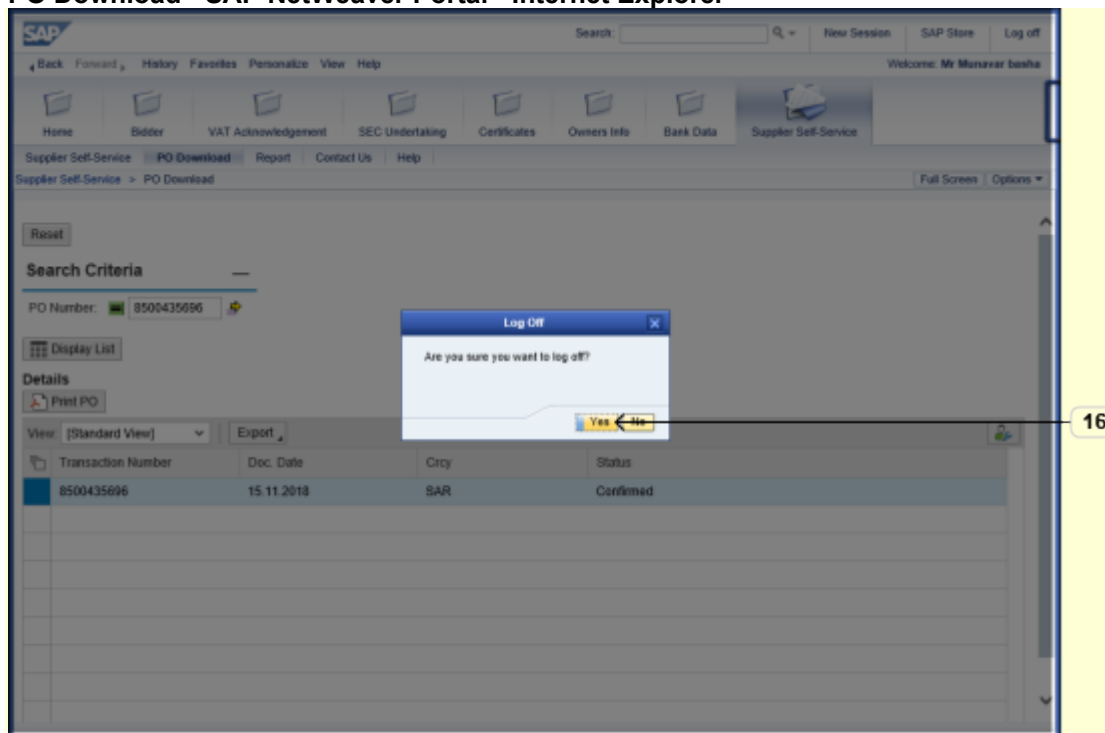
14. Click on the **OK** control

PO Download - SAP NetWeaver Portal - Internet Explorer

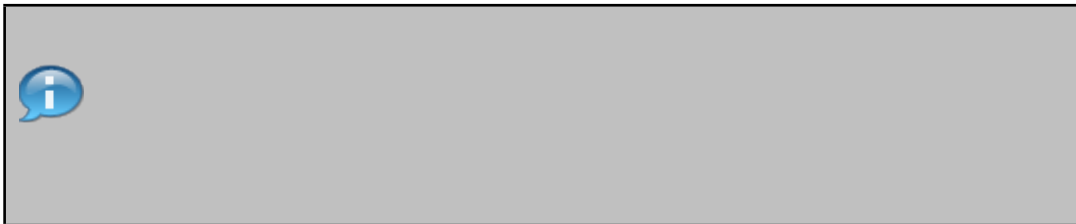



15. Click on the **Log off** button

PO Download - SAP NetWeaver Portal - Internet Explorer



16. Click on the **Yes** button



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Result

You have successfully completed this transaction.

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