شركة ريمات
الرياض للتنمية
Remat Al-Riyadh

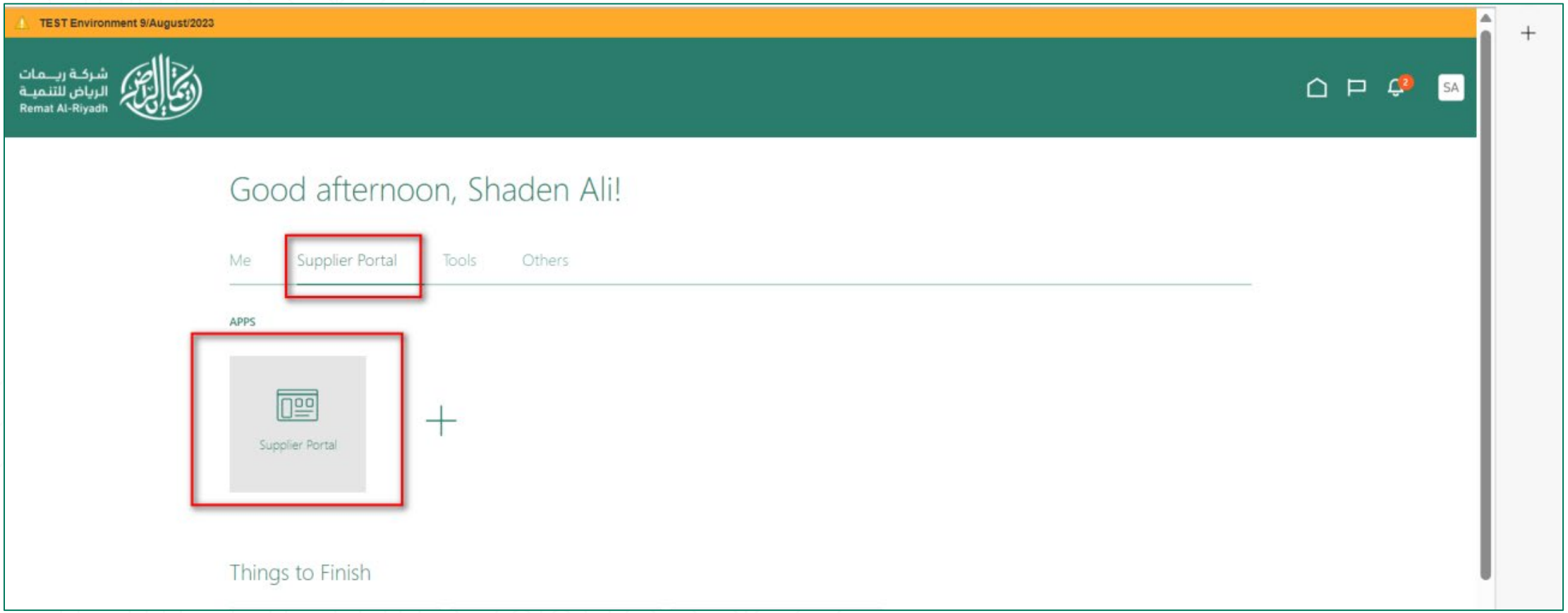
# Work Confirmation User Guide

REMAT Al-Riyadh

شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

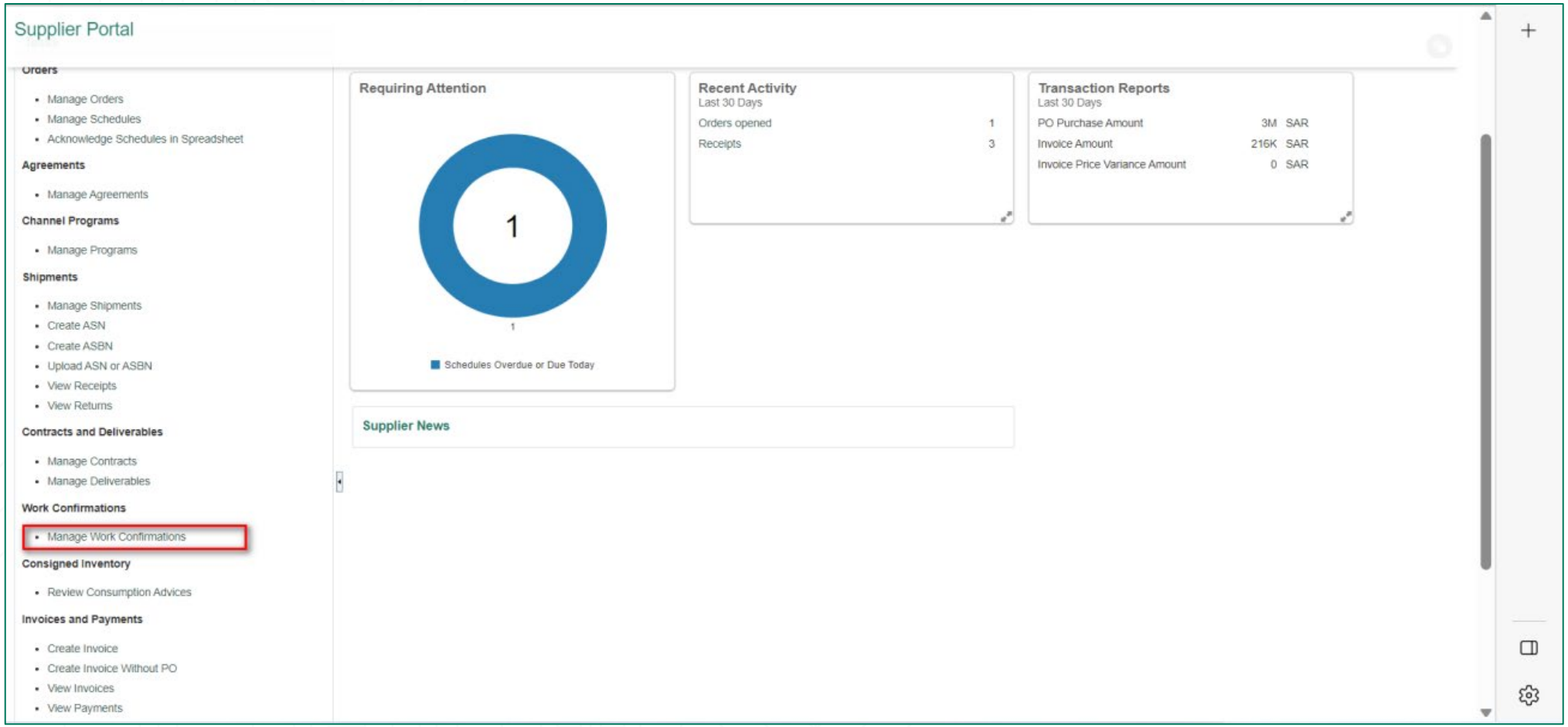
After logging in the Supplier portal by the username and password, follow the below :



شركة ريمات الرياض للتنمية
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# Work confirmation

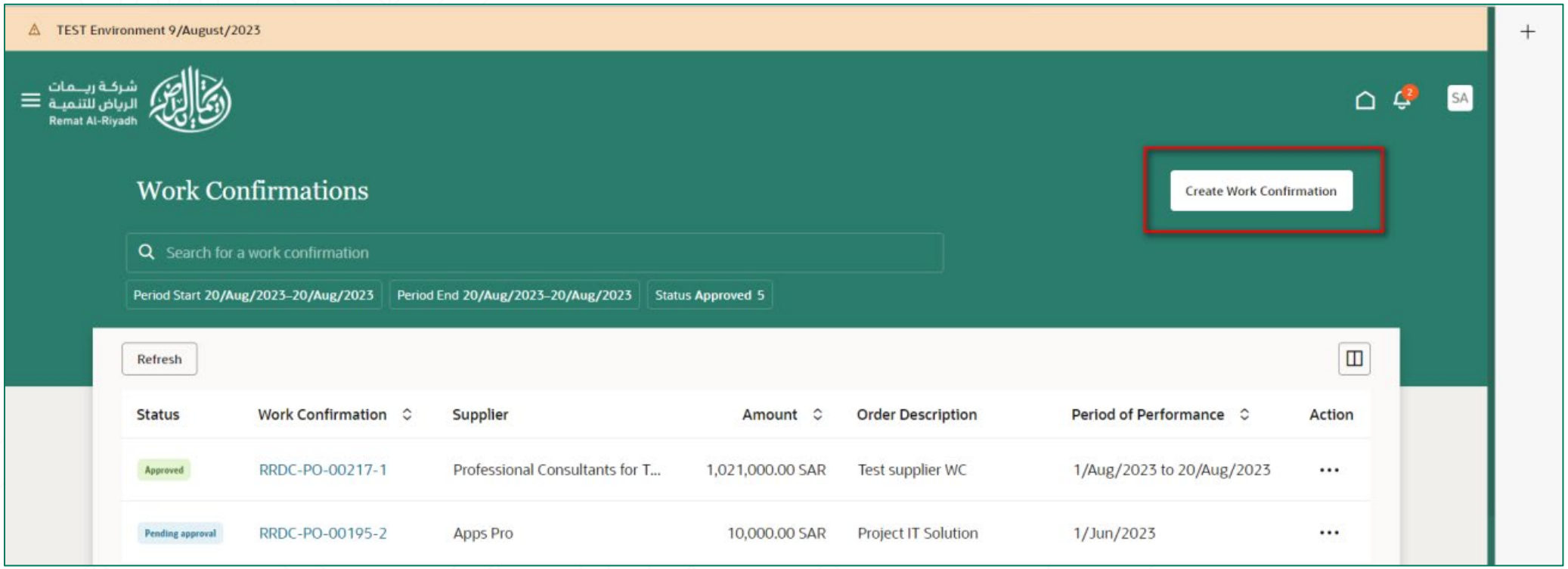
On the left menu click on “ Manage Work Confirmation “ .



شركة ريـمات الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

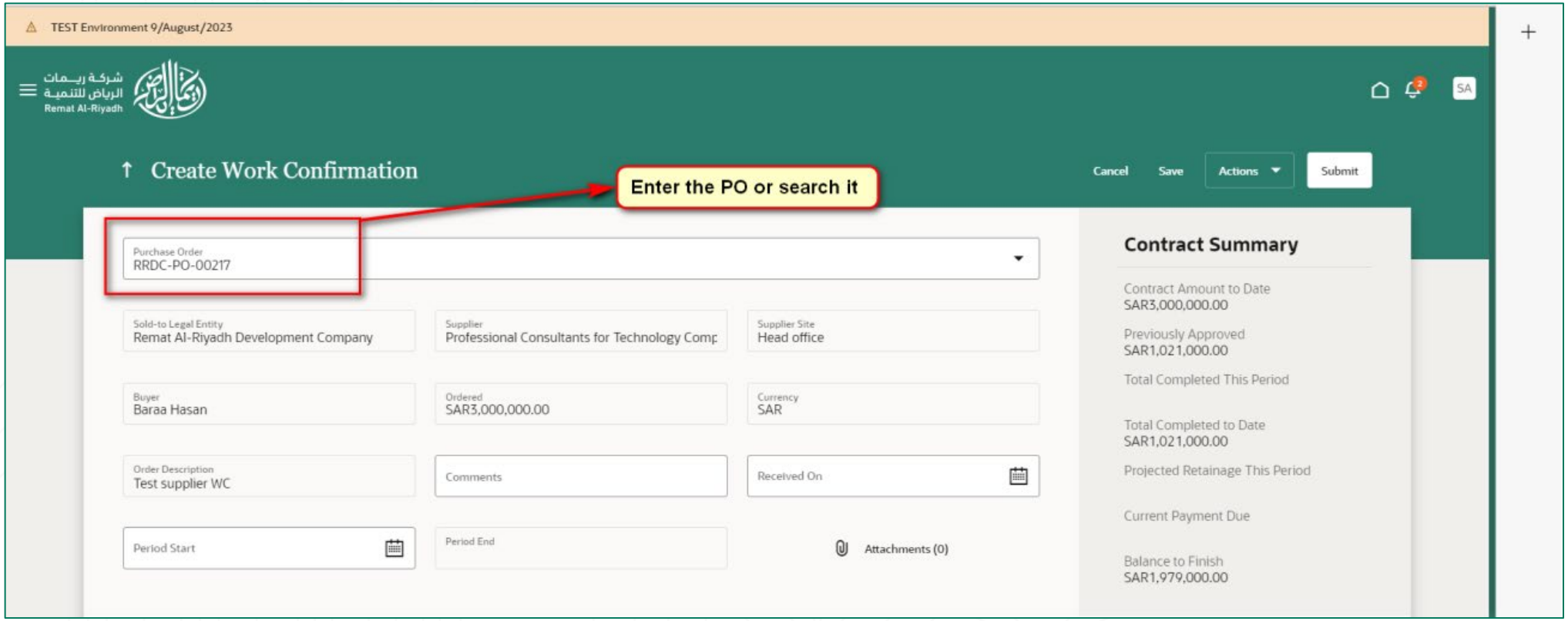
Click on “ Create Work Confirmation”.



شركة ريـمات الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

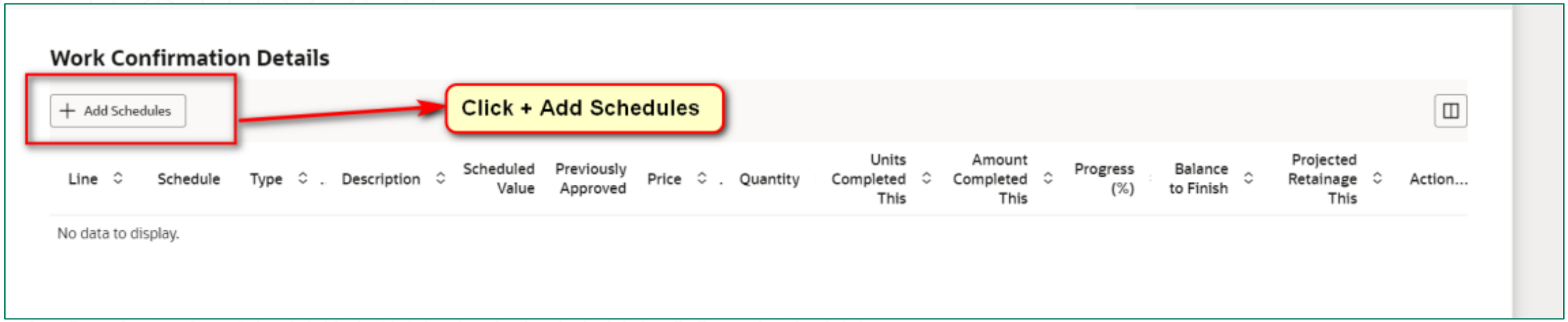
On this page, you can type the PO No. or search in the PO assigned to your account.



شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

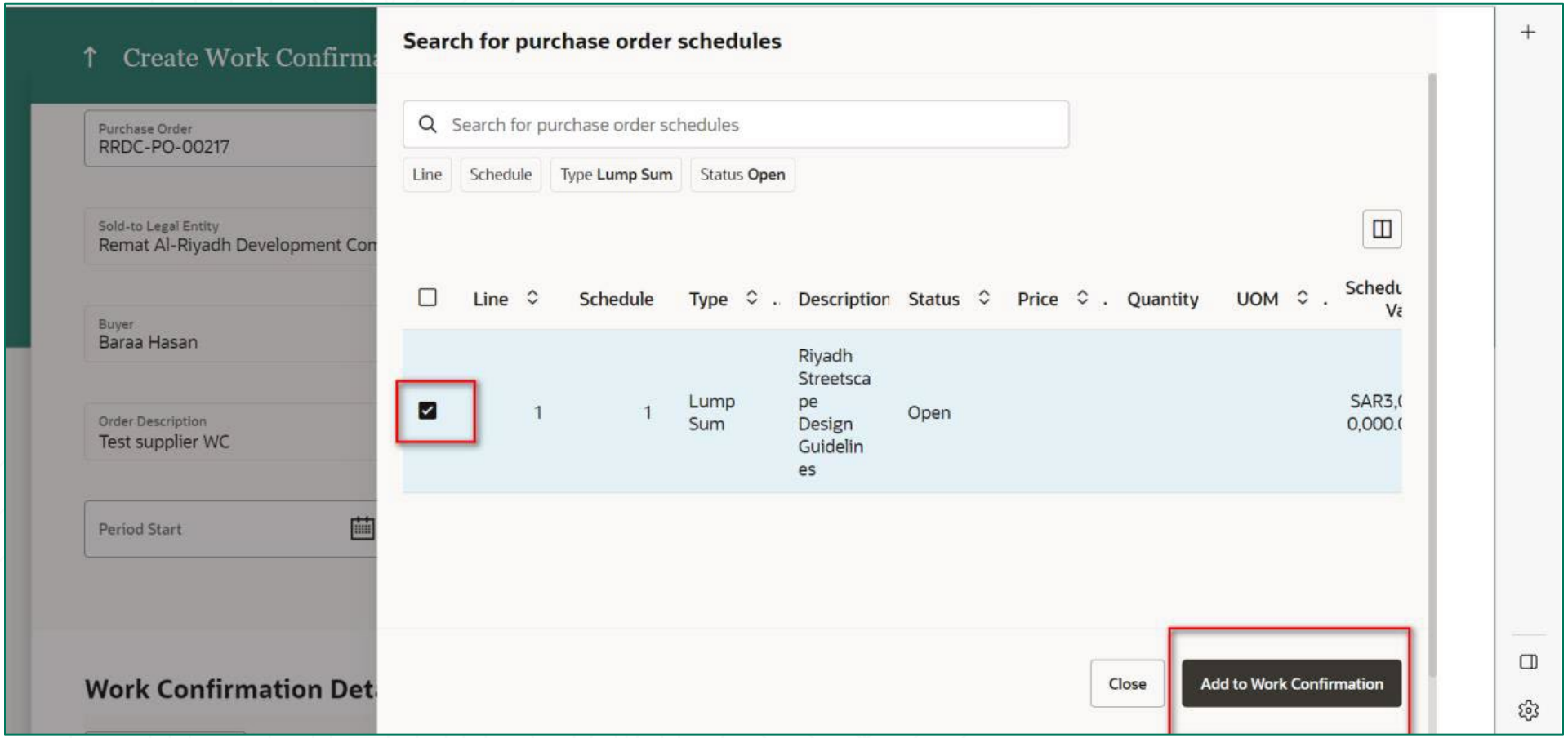
Click on “ Add Schedules” and a pop-up will be display to you the PO lines



شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

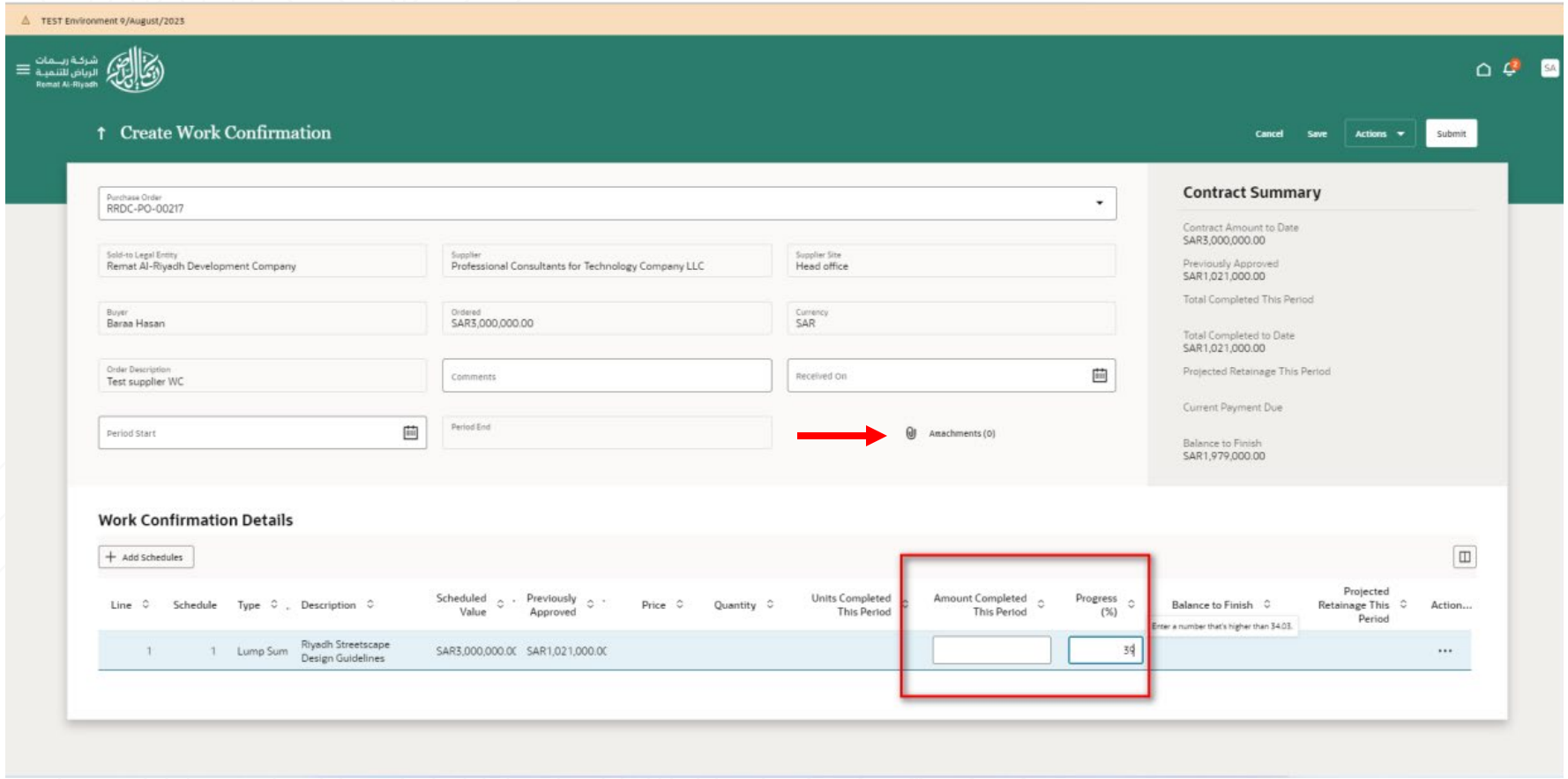
Select the line which the Work confirmation is related to from the PO lines and click “ Add to Work confirmation”.



شركة ريـمات
الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

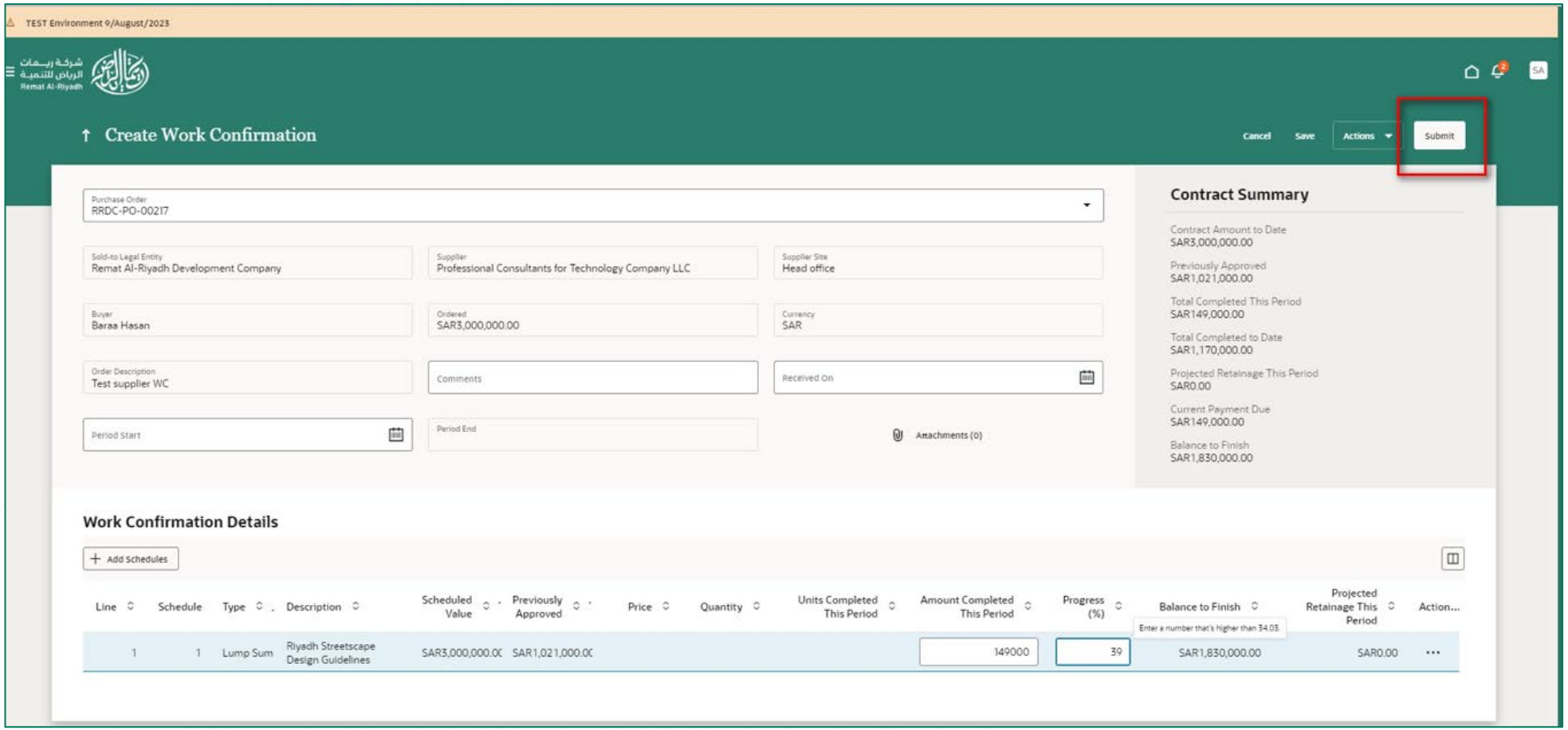
Enter the Invoice amount and the % of Completion, also attach all documents related to this line of the PO.



شركة ريـمات الرياض للتنمية
Remat Al-Riyadh

# Work confirmation

After attaching all needed documents, click on “ Submit”.

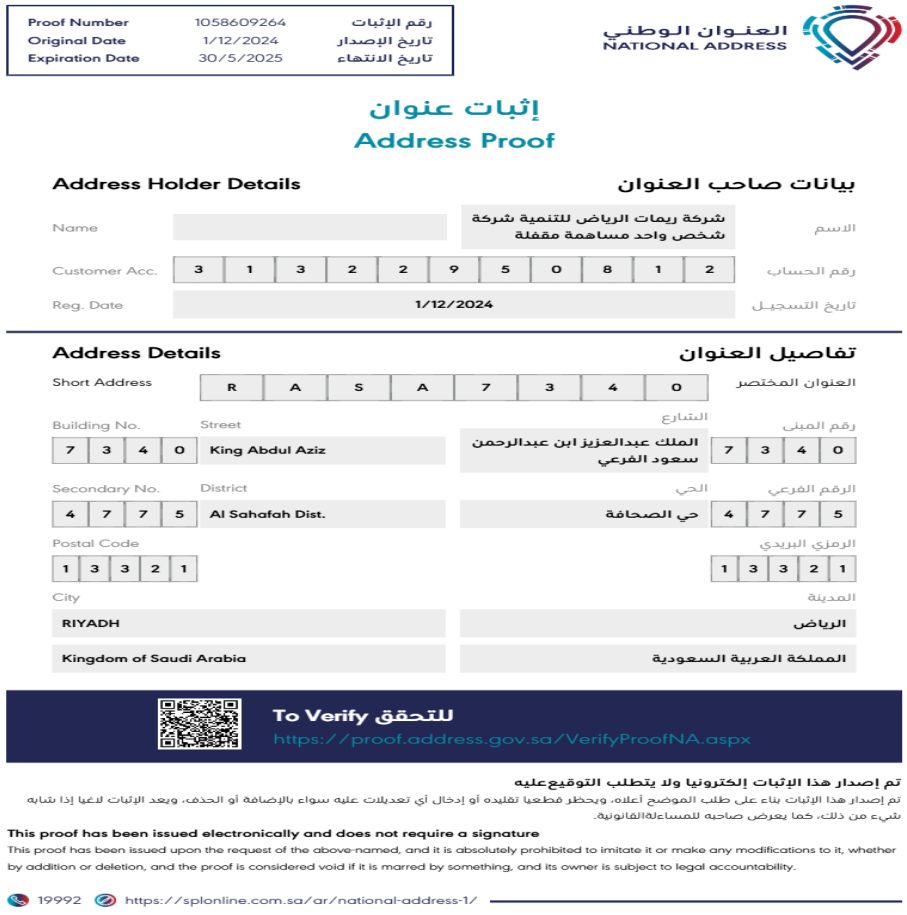


# 2. Invoicing

شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Invoice

- Ensure that your invoice is issued in Arabic and fully complies with ZATCA regulations.
- Review the requirements carefully before submission to avoid any delays in processing.



| | | |
|---|---|---|
| Proof Number | 1058609264 | رقم الإثبات |
| Original Date | 1/12/2024 | تاريخ الإصدار |
| Expiration Date | 30/5/2025 | تاريخ الانتهاء |

العنوان الوطني
NATIONAL ADDRESS

## إثبات عنوان
## Address Proof

**Address Holder Details** — **بيانات صاحب العنوان**

| | | |
|---|---|---|
| Name | | الاسم: شركة ريمات الرياض للتنمية شركة شخص واحد مساهمة مقفلة |
| Customer Acc. | 3 1 3 2 2 9 5 0 8 1 2 | رقم الحساب |
| Reg. Date | 1/12/2024 | تاريخ التسجيل |

**Address Details** — **تفاصيل العنوان**

| | | |
|---|---|---|
| Short Address | R A S A 7 3 4 0 | العنوان المختصر |
| Building No. | 7 3 4 0 | رقم المبنى |
| Street | King Abdul Aziz | الشارع: الملك عبدالعزيز ابن عبدالرحمن سعود الفرعي |
| Secondary No. | 4 7 7 5 | الرقم الفرعي |
| District | Al Sahafah Dist. | الحي: حي الصحافة |
| Postal Code | 1 3 3 2 1 | الرمزي البريدي: 1 3 3 2 1 |
| City | RIYADH | المدينة: الرياض |
| | Kingdom of Saudi Arabia | المملكة العربية السعودية |

To Verify للتحقق
https://proof.address.gov.sa/VerifyProofNA.aspx

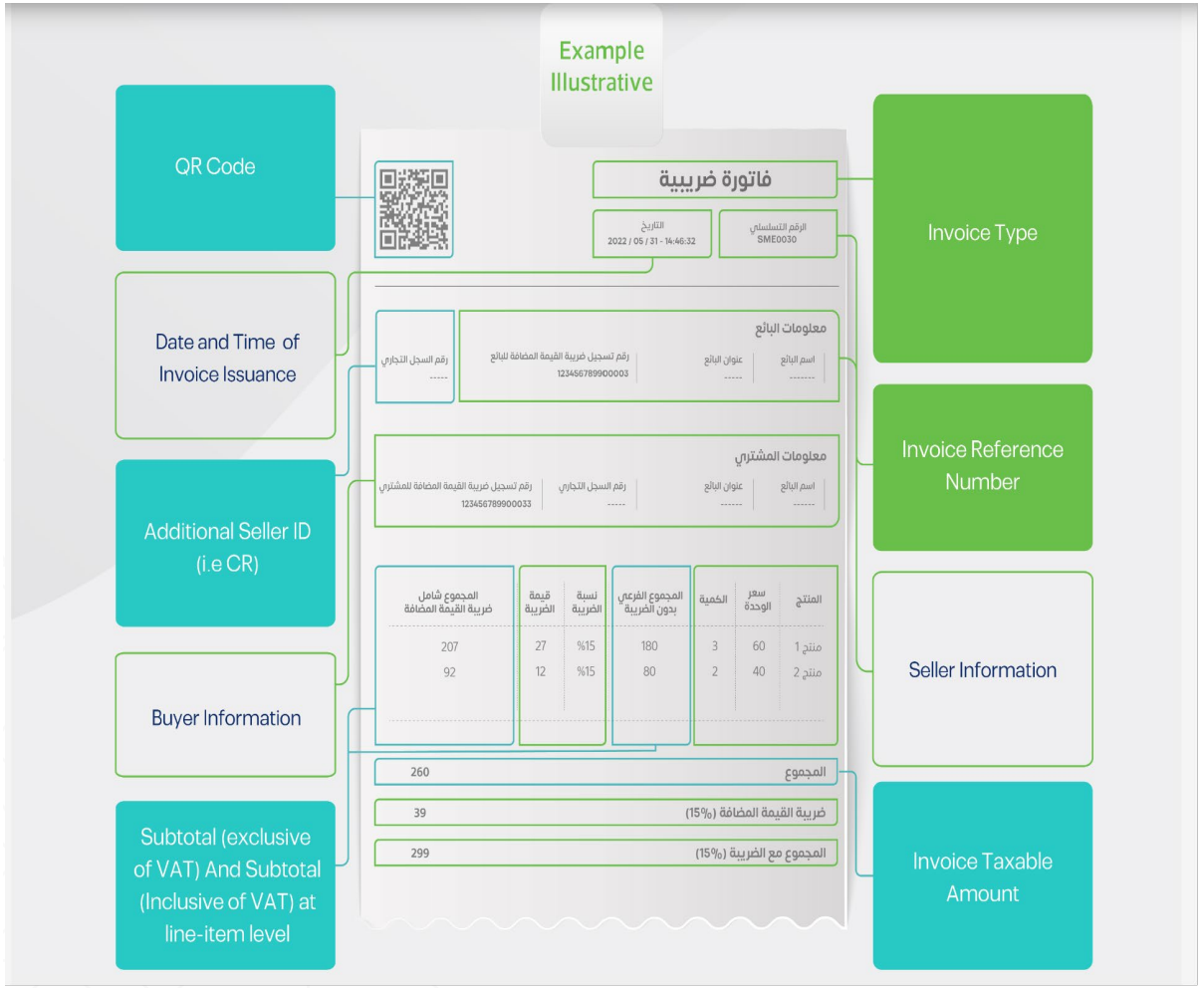
**تم إصدار هذا الإثبات إلكترونيا ولا يتطلب التوقيع عليه**

تم إصدار هذا الإثبات بناء على طلب الموضح أعلاه، ويحظر قطعيا تقليده أو إدخال أي تعديلات عليه سواء بالإضافة أو الحذف، ويعد الإثبات لاغيا إذا شابه شيء من ذلك، كما يعرض صاحبه للمساءلة القانونية.

**This proof has been issued electronically and does not require a signature**

This proof has been issued upon the request of the above-named, and it is absolutely prohibited to imitate it or make any modifications to it, whether by addition or deletion, and the proof is considered void if it is marred by something, and its owner is subject to legal accountability.

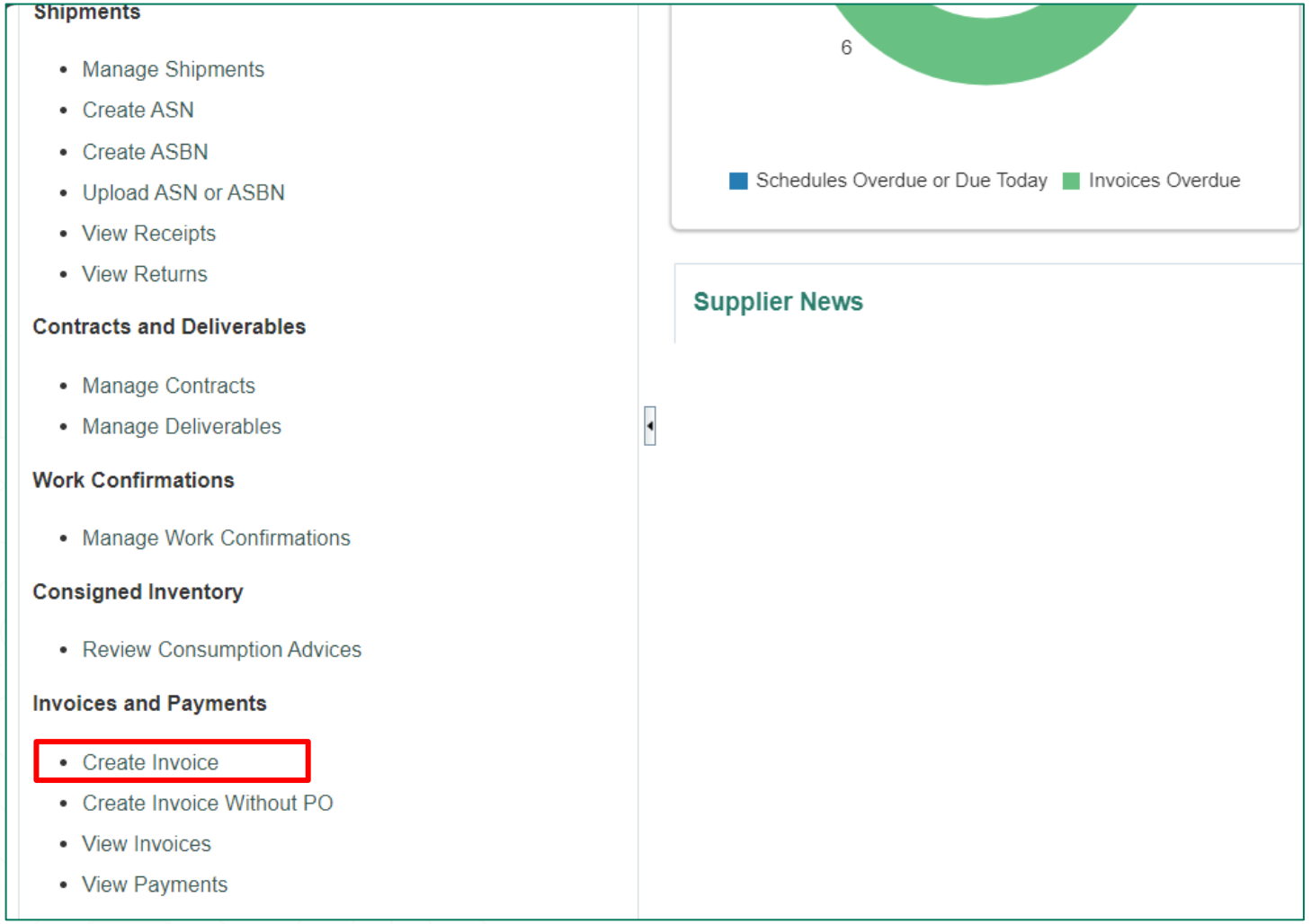
19992 https://splonline.com.sa/ar/national-address-1/



شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Invoicing

After Work Confirmation is approved, start creating the invoice by clicking on “Create Invoice”



شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Invoicing

Fill the fields below :

## Create Invoice

Invoice Actions | Save | Save and Close | Submit | Cancel

* Identifying PO: RRDC-PO-00217
Supplier: Professional Consultants for Technology Company LLC
VAT Number:
* Supplier Site: Head office
Address: Prince Mohammed bin Salman Road, Spring Towers, Tower 1B, Floor 1, P.O. Box 14364, Riyadh 11424, Saudi Arabia, Riyadh
Supplier Tax Registration Number:

Remit-to Bank Account:
Unique Remittance Identifier:
Unique Remittance Identifier Check Digit:
* Description: 50% of the service has been provided
Attachments: None
Tax Control Amount:

* Number: INV-20023
* Date: 8/Oct/2023
* Type: Invoice
Invoice Currency: SAR - Saudi Riyal
Payment Currency: SAR - Saudi Riyal

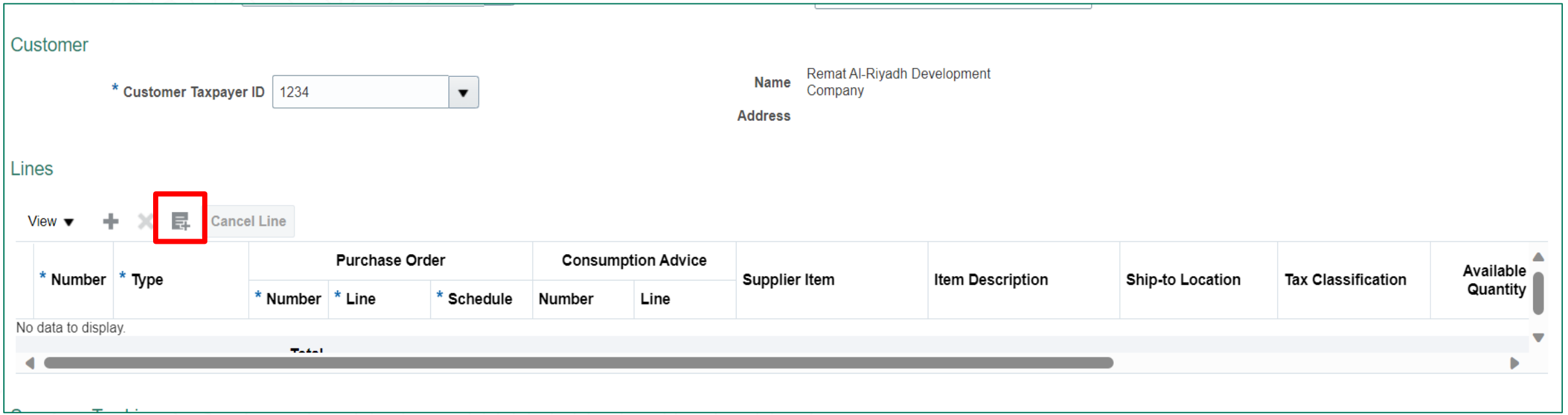
### Customer

* Customer Taxpayer ID: 1234
Name: Remat Al-Riyadh Development Company

شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Invoicing

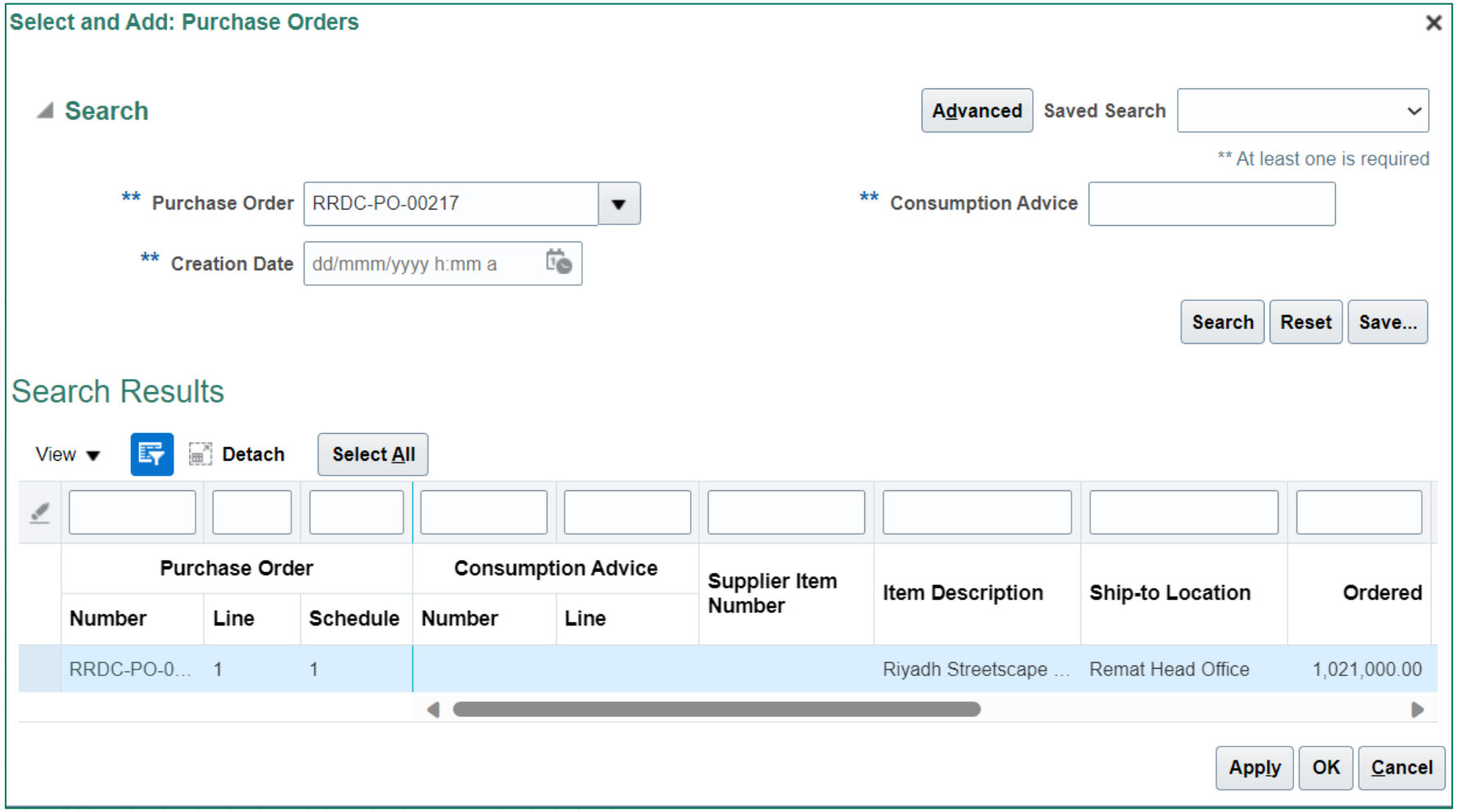
Select below to add new invoice .



شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Invoicing

Select the PO and the line for the invoice.



شركة ريمات الرياض للتنمية
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# Invoicing

Select the line and enter the Amount and the Description.

Lines

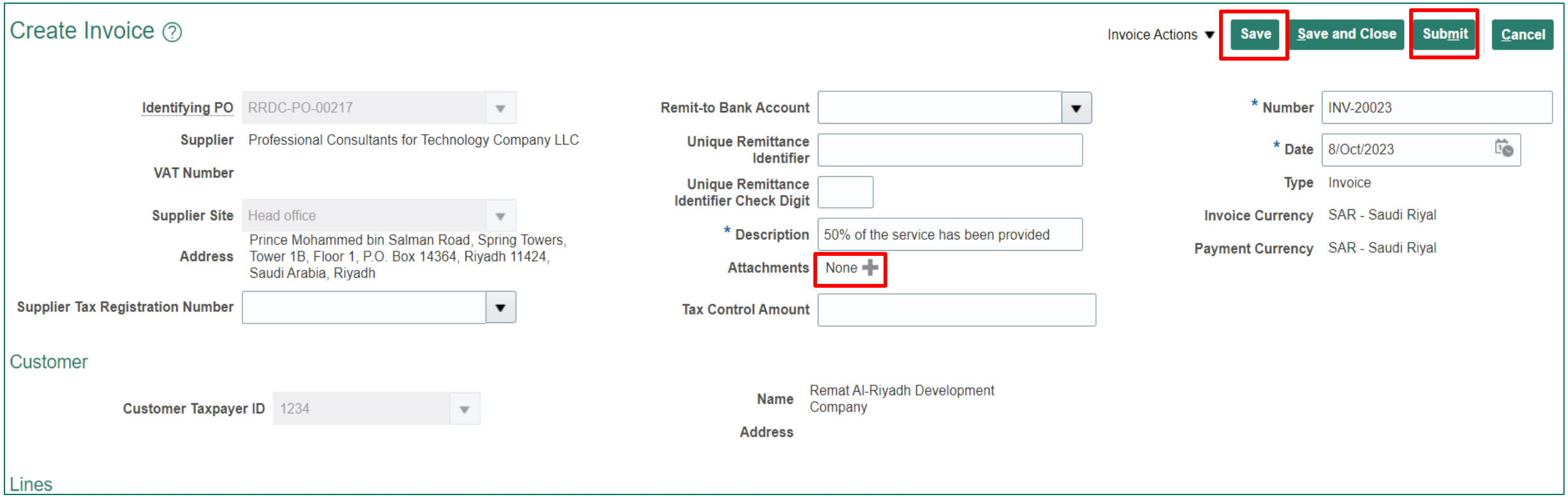
View | Cancel Line

| Consumption Advice nber | Consumption Advice Line | Supplier Item | Item Description | Ship-to Location | Tax Classification | Available Quantity | Quantity | Unit Price | UOM | * Amount | Description |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Riyadh Streetscape Design... | Remat Head Of | | | | | | 1,021,000.00 | Riyadh Streets |
| | | | | | | | | | | 1,021,000.00 | |

شركة ريمات الرياض للتنمية
Remat Al-Riyadh

# Invoicing

After attaching the invoice then click on “Save” and “Submit” if all details are filled.



# Thank you

For any further inquiries, please feel free to contact us at
**SRM@remat.sa**