Payments system guide
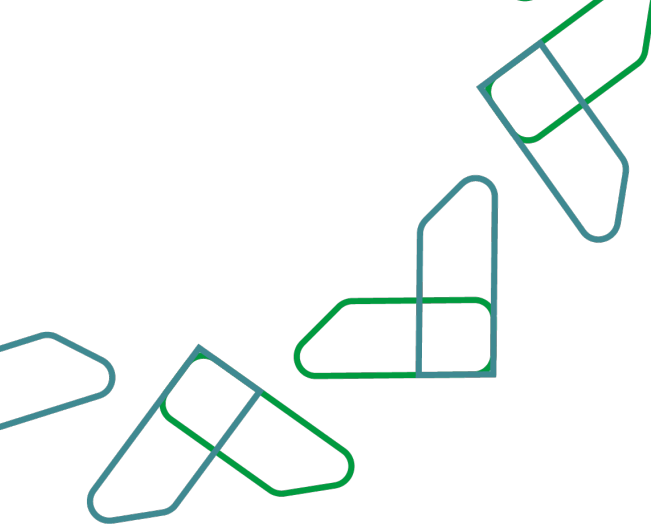
Financial claims for contracts

Version 1

March 2023

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Financial Claims for Contracts

Introduction

Introduction to Financial Claims for Contract

This service enables the private sector to create financial claims for contracts previously registered on the platform through contract management.

Through this document, we will explain all the steps of creating a financial claim for contracts and their workflow.
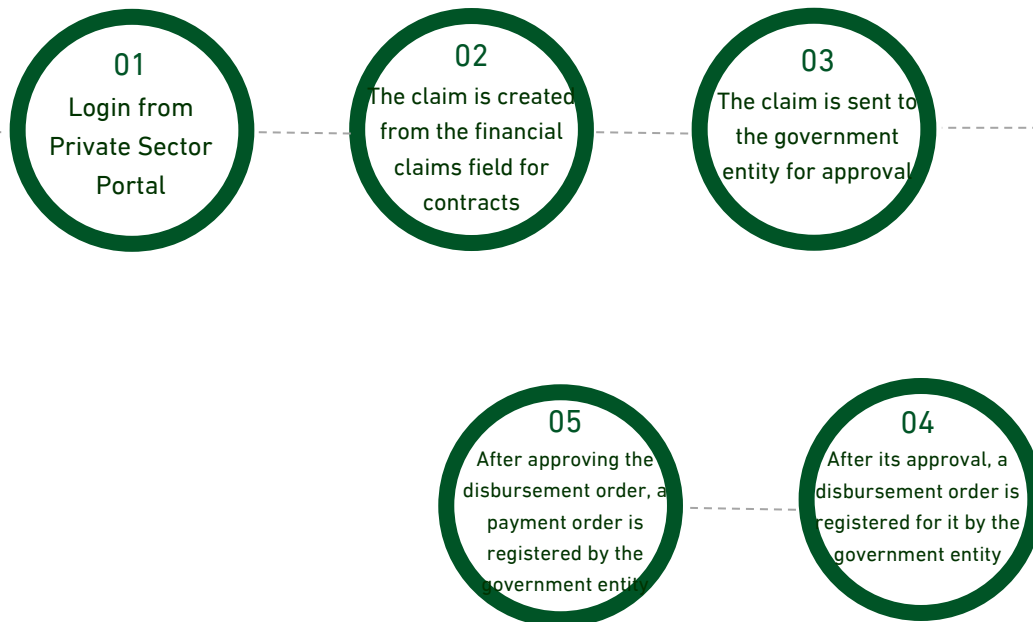
The financial claims service for contracts enables the private sector user to create claims for contracts previously registered in the Etimad platform through contract management.
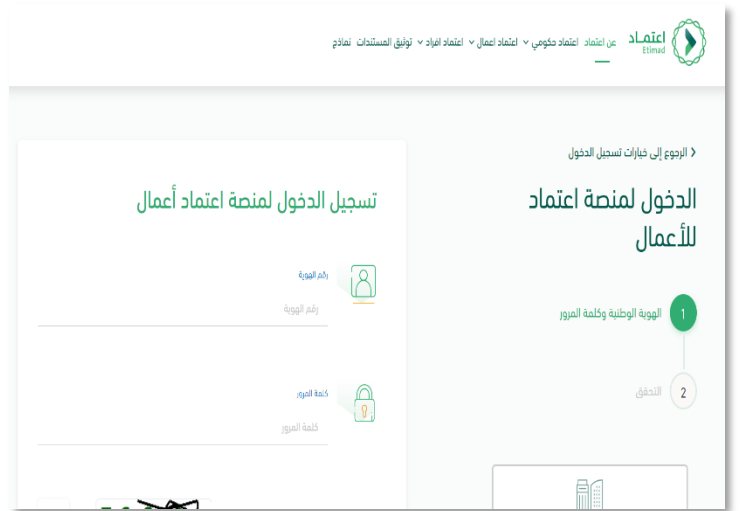
Financial Claims for Contracts

Service Workflow

01
Login from Private Sector Portal

02
The claim is created from the financial claims field for contracts

03
The claim is sent to the government entity for approval

04
After its approval, a disbursement order is registered for it by the government entity

05
After approving the disbursement order, a payment order is registered by the government entity

1. Log in to Etimad platform though the following link:

/https://etimad.sa

Then click on the "Login" icon at the top, then select the user type, enter the ID number, password and verification code, and click on the "Login" icon.
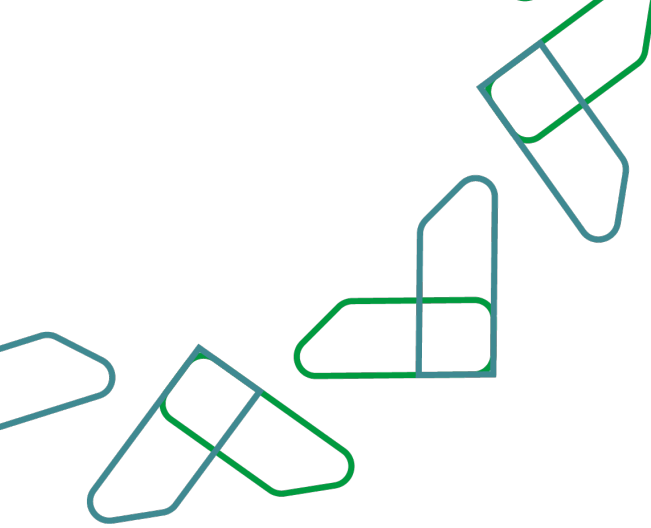

2. Log in to the to "Payments Management" services.

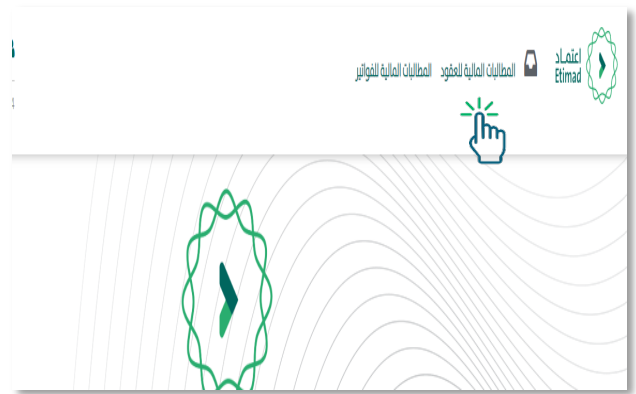After being logged in by the private sector user, the "Payments Management'' icon is clicked on the home page.

3. Click "Financial claims for contracts" at the top of the page.

4. Through this page, the financial claims of contracts are reviewed.
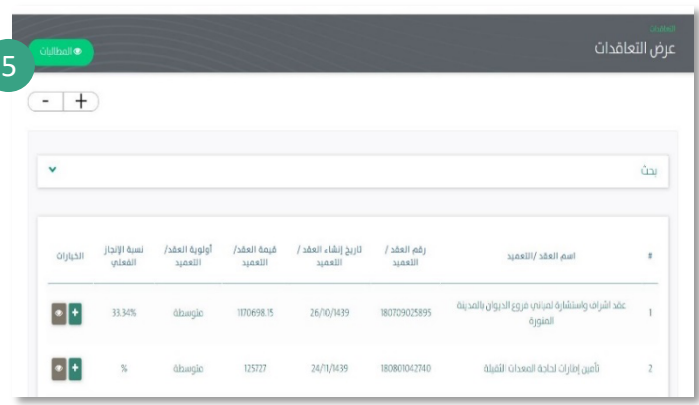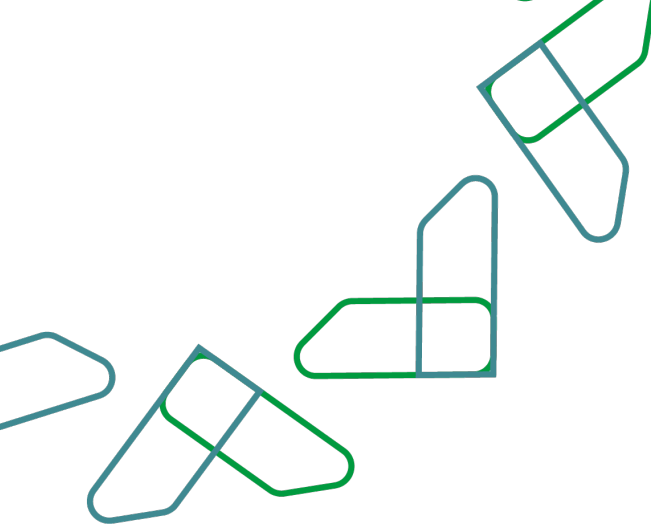To create a new financial claim, click on the 'Contracts' icon.

**5. The contract is searched Available search options and then click on the ➕**
 To create the financial claim on the selected contract.

6. Through this page a 'financial claim is added'.

Claim data is entered (claim value / invoice number / claim description ....)

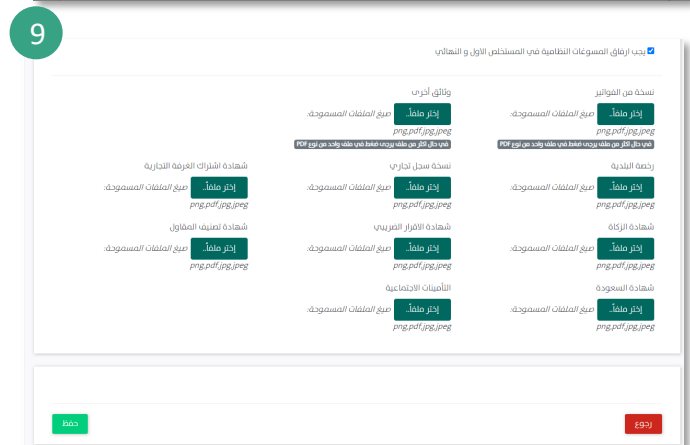- If 'Prior Years Receivable' is selected, the user can select the due year.

- If the claim includes VAT and the 'Edit VAT' is clicked, the condition must be agreed and when you click 'Save', the 'Value VAT' field can be edited.
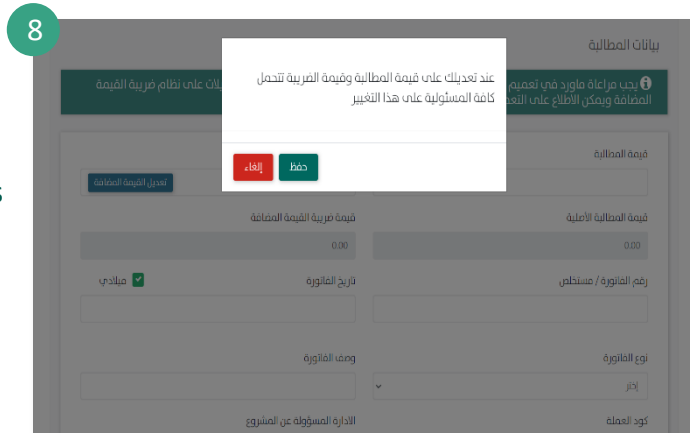
- You must agree to 'attach statutory documents' and attach the required documents 'copy of invoices' in format (png, pdf, jpg, jpeg) and then click on the 'Save' icon.

- A message is displayed to confirm the success of the action (claim reference number) and successfully raise the claim.
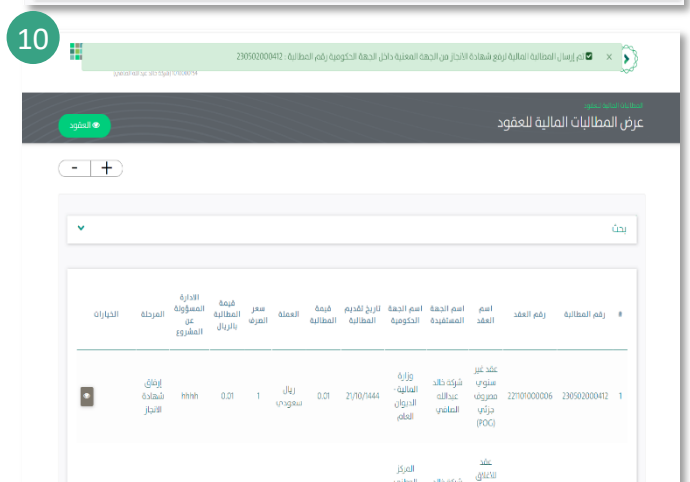
اعتماد
Etimad

Thank you

وزارة المـالـيــة
Ministry of Finance

NCGR
المركز الوطني لنظم
المـوارد الحكـومية

EtimadSA