



هيئة الاتصالات وتقنية المعلومات
Communications & Information
Technology Commission

NTR Tool User Manual - English

13 December 2020

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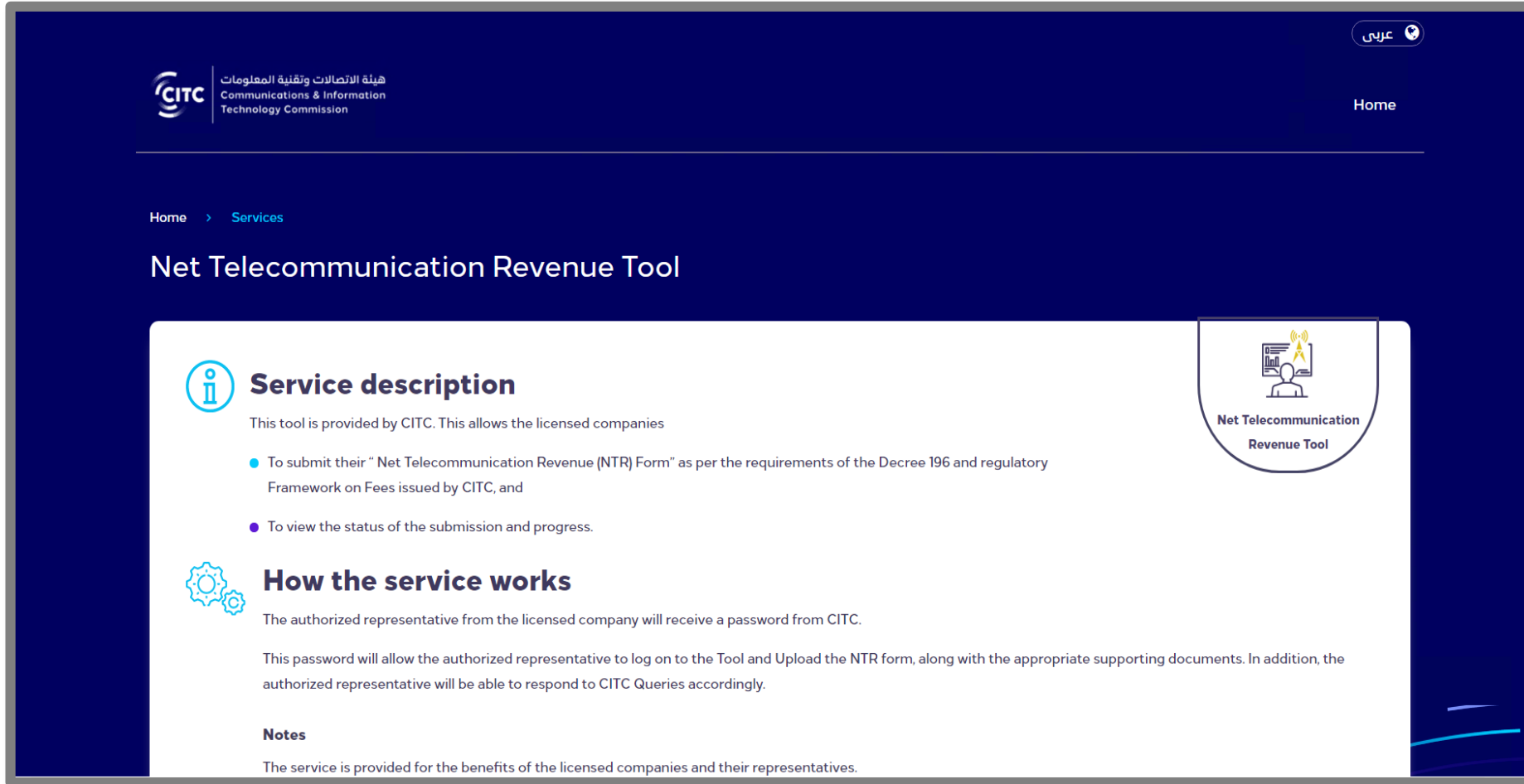
Secured access to the
tool for Operator /
Admin1 / Admin 2



**NTR tool
Login**

All User View- Introduction Page

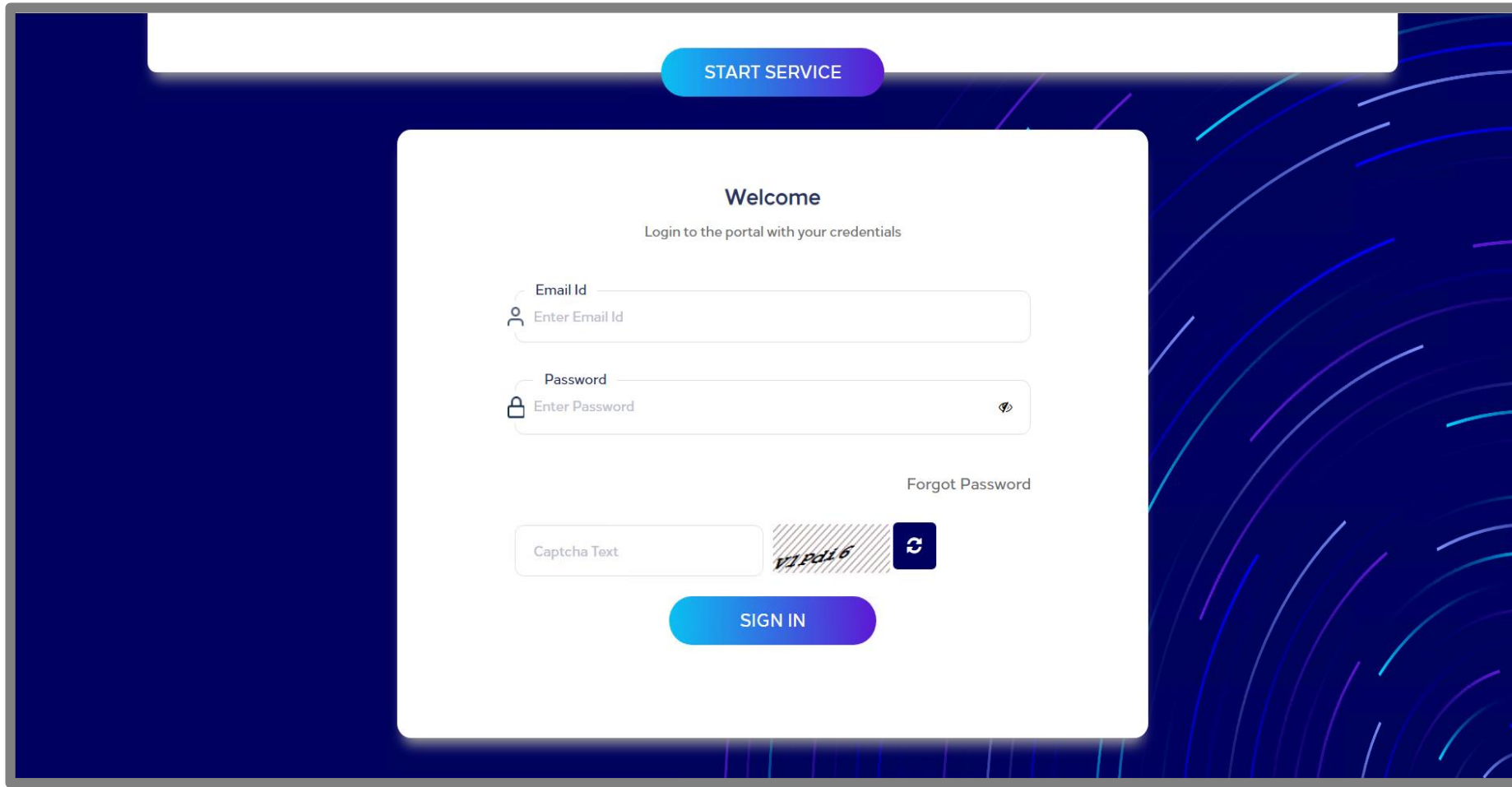
- NTR tool introduction page



- This is the Introduction Page of the tool
- It contains the service description and how the tool works in brief.
- The tool is available in dual languages (Arabic & English). The user can toggle between the languages by clicking on the language button at the top corner of the screen

All User View- Secured Login

- Login details page



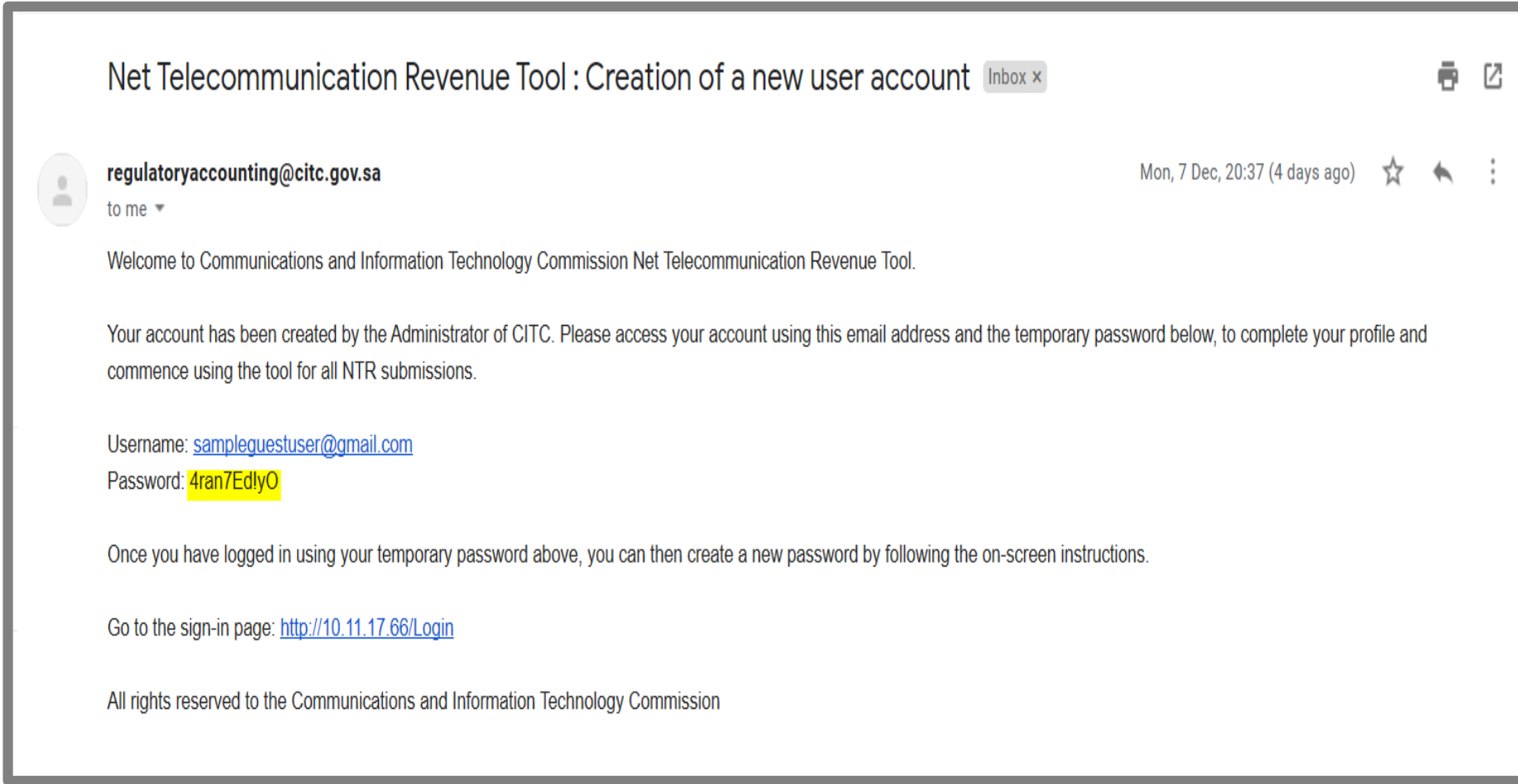
The screenshot shows a login interface with a dark blue background featuring abstract light blue and white curved lines. At the top, a white header bar contains a blue button labeled "START SERVICE". Below this, a white card contains the following elements:

- A "Welcome" heading followed by the text "Login to the portal with your credentials".
- An "Email Id" input field with a user icon and placeholder text "Enter Email Id".
- A "Password" input field with a lock icon, placeholder text "Enter Password", and a toggle icon for password visibility.
- A "Forgot Password" link.
- A "Captcha Text" input field, a captcha image showing the text "v1Pd16", and a refresh button with a circular arrow icon.
- A blue button labeled "SIGN IN" at the bottom.

- The tool offers a secured access to users to login to the tool
- In order to login to the tool, the user needs to enter the registered email ID, password and an alphanumeric captcha
- For first time login, the user will be provided a temporary password on the registered email id. Post entering the temporary password, the user can set the desired password (this will be separately discussed in detail in the "Change Password" section)
- If the user finds it difficult to read the alphanumeric text for the captcha, then the user can click on the "refresh" button to change the captcha

All User View- Secured Login

- **First time login - Temporary password will be received on registered email ID**



- If the user is logging in for the first time, then the user shall receive the temporary password on the registered email ID
- This screenshot shows the email which is received by the user once the Admin creates the account in the tool
- The password has been highlighted in "yellow"

All User View- Secured Login

- First time login - Change password

Change Password

ⓘ Password must be atleast 8 characters, containing at least 1 upper & lowercase, numeric and special characters

Change Password

* Current Password

* New Password

* Confirm New Password

CHANGE PASSWORD

- Post entering the temporary password, the user is asked to set a new password
- The tool has an inbuilt password creation policy that ensures that the password which is set by the user is
 - at least 8 characters long
 - contains at least 1 upper case alphabet, 1 lowercase alphabet, 1 numeric digits from (0-9) and 1 special characters

All User View- Secured Login

- 5 digit OTP for secured access and login

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Home

Welcome

OTP (One time password) has been sent to the registered mobile number and email

The OTP is active for 15 minutes

OTP
Enter OTP

SUBMIT OTP

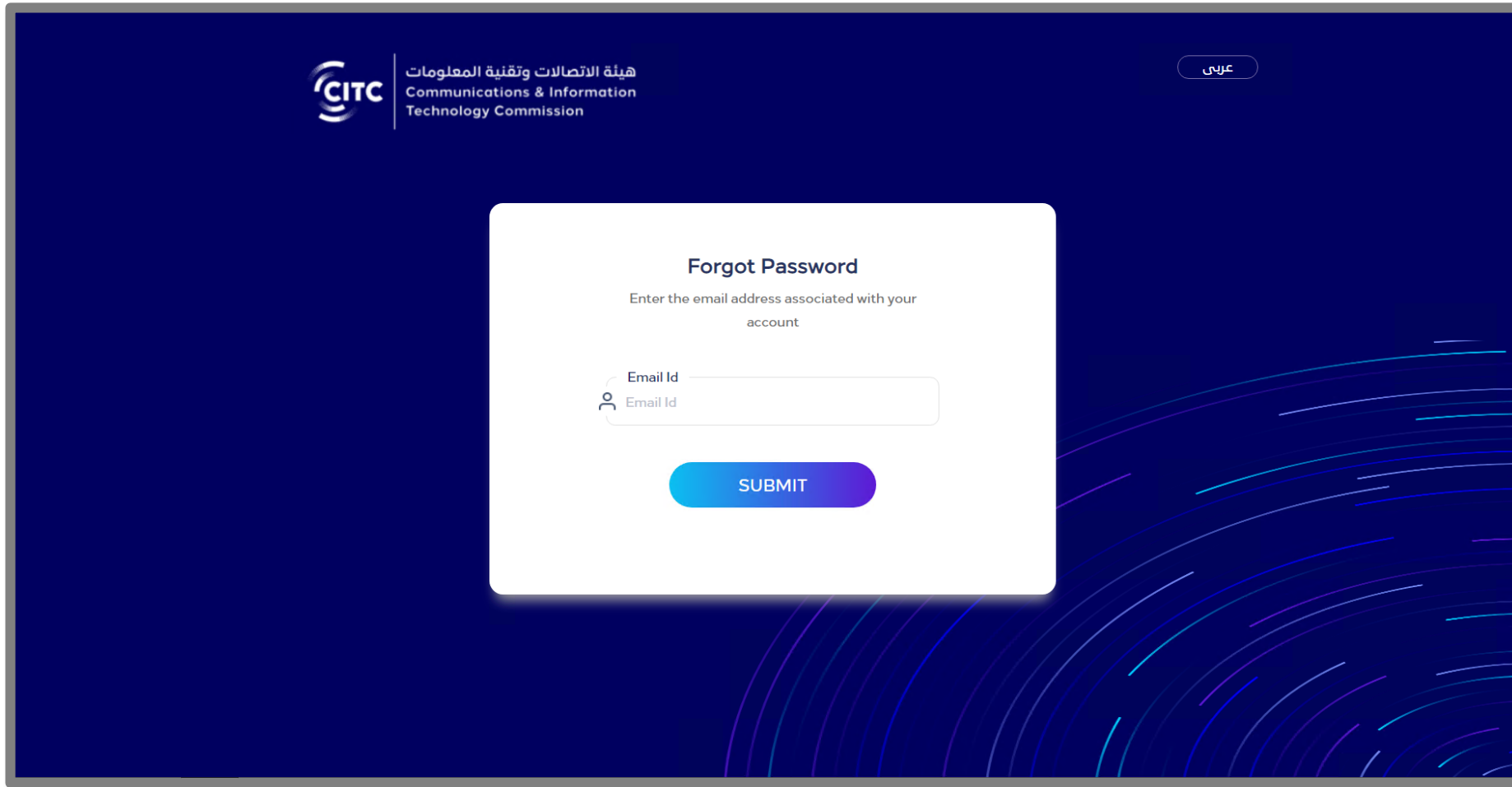
RESEND OTP

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- To login into the tool, the user also needs to enter a 5 digit OTP which will be sent to the user's registered email ID and registered phone number
- The OTP sent to the user will be active for 15 mins, post which it shall expire
- The tool does allow the user to resend the OTP by clicking on the "Resend OTP" button
- This "Resend OTP" button is activated only after 20 seconds of receiving the earlier OTP

All User View- Login Page

- Option for forgot password



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Forgot Password

Enter the email address associated with your
account

Email Id
Email Id

SUBMIT

- The tool also has the “forgot password” functionality
- In order to get to this page, the user needs to click on the “forgot password” button on the login details page
- Once this window opens, the user needs to enter the registered email ID.
- The tool will automatically send a temporary password to the registered email ID
- Post receiving the temporary password, the user will be asked to change the password and set a new one (change password - page 6)

Operator's View



**NTR tool
Functionalities
for Operator**

Operator view- Profile details

- Operator details registered on the tool

* All fields marked with asterisk sign are mandatory

Operator Details

Licensed Company Name *

Contact Person Name *

Email ID *

sampleguestuser@gmail.com

License Type *

Unified License

Contact Person Name *

المستعمل

Contact Number *

+966

Submission Type *

Quarterly

Service Type Details

خدمات الاتصالات الصوتية المتنقلة (Mobile Voice Communication Services) 3

VIEW LOGS

CURRENT STATUS	SERVICE TITLE	YEAR	CPF RATE (%)	LICENSE FEE RATE (%)	LICENSE EXPIRY DATE	LICENSE NO.
Active	خدمات الاتصالات الصوتية الثابتة (Fixed Voice Communication Service)	3	10.000	1.000	05/05/2021	01-01-01
Active	خدمات الاتصالات الصوتية المتنقلة (Mobile Voice Communication Services)	3	10.000	1.000	04/14/2021	02-02-02

SAVE DETAILS

- The operator profile page shows all the operator details which were entered by the Admin 1 while creating the operator account on the tool
- On this page none of the fields are editable except the "Contact Person Name" and the "Contact Number". If these fields are changed, then the operator needs to click on the "Save details" button to save the details on the tool
- In case there are any errors in these details, then the operator needs to inform CITC about the discrepancy
- If the operator is logging into the tool for the first time or some changes to the profile has been made by the admin, then the operator profile page will be the first page that would open up when the operator successfully logs in to the tool. In such cases, it is mandatory for the operator to check the details and click on the "Save details" button to proceed further

Operator view- Navigation Bar

- Modules / functionalities provided to the operator on the navigation bar

The screenshot shows the Operator view interface. At the top, there is a navigation bar with the CITC logo and name in Arabic and English. The navigation bar includes links for 'NTR Form', 'NTR Submissions', and 'Approved NTR'. A 'Welcome' dropdown menu is visible, and a 'NTR Tool' button is located in the top right corner. Below the navigation bar, the 'My Profile' section is displayed. It contains a message: 'Please verify the details and click on the "Save details" button to proceed.' Below this message, there is a form titled 'Operator Details' with the following fields: 'Licensed Company Name', 'Contact Person Name', 'Email ID', 'Contact Number', 'License Type', and 'Submission Type'. A note indicates that all fields marked with an asterisk are mandatory.

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NTR Form NTR Submissions Approved NTR

Welcome المستعمل

NTR Tool

My Profile

Please verify the details and click on the "Save details" button to proceed.

* All fields marked with asterisk sign are mandatory

Operator Details

Licensed Company Name*	Contact Person Name* المستعمل
Email ID* sampleguestuser@gmail.com	Contact Number* +966
License Type* Unified License	Submission Type* Quaterly

- The navigation bar of the operator view has the following modules
- NTR Form - This module allows the operator to download the NTR excel template and import the filled NTR template into the tool
- NTR Submissions - This module shows all the submissions which have been done by the operator, but have not been approved
- Approved NTR - This module shows all the submissions which have been approved by the CITC Admin
- Welcome - Beside "Welcome", there is a dropdown option provided. This dropdown option allows the user to view the operator profile, change password or log out from the tool

Operator view- NTR Submission

- NTR form module

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NTR Form

NTR Submissions

Approved NTR

Welcome

المستعمل

Download Template

Import Template

NTR Tool

NTR Submissions

Draft, submitted and sent back submissions can be seen in this section. Click on the "view" button to check the detailed submission.

ACTION	PERIOD	LICENSE TYPE	SUBMITTED ON DATE	STATUS	DOWNLOAD EXCEL TEMPLATE	NET T
<div>VIEW</div>	<div>4</div> <div>Q 2020</div>	Unified License	12/07/2020	Review	<div></div>	140,00
<div>VIEW</div>	<div>1</div> <div>Q 2021</div>	Unified License	12/07/2020	Sent Back Edited	<div></div>	90,00

Showing 1 to 2 of 2 records (filtered from 3 total entries)

Previous

1

Next

- For the "NTR form" module, a drop down is available. This dropdown allows the operator to either Download the NTR excel Template or Import the template onto the tool
- This dropdown shall appear whenever the operator hovers on the NTR Form option

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Operator view- NTR Submission

- Downloading the NTR Excel Template

The screenshot displays the 'NTR Submissions' interface. At the top, there is a header with the CTC logo and the text 'هيئة الاتصالات وتقنية المعلومات Communications & Information Technology Commission'. A pop-up message is centered on the screen, stating: 'Please make sure that you will be uploading the latest version of the template when submitting the Net Telecom Revenue details. If the template is of older version, it will be rejected by the system.' Below the message are 'CANCEL' and 'DOWNLOAD' buttons. The main content area is titled 'NTR Submissions' and includes a note: 'Draft, submitted and sent back submissions can be seen in this section. Click on the "view" button to check the detailed submission.' Below this is a table with columns: ACTION, PERIOD, LICENSE TYPE, SUBMITTED ON DATE, STATUS, DOWNLOAD EXCEL TEMPLATE, and NET T. The table contains two rows of data. The first row shows a submission for '4 Q 2020' with a 'Unified License' type, submitted on '12/07/2020', with a status of 'Review' and a net telecom revenue of '140,00'. The second row shows a submission for '1 Q 2021' with a 'Unified License' type, submitted on '12/07/2020', with a status of 'Sent Back Edited' and a net telecom revenue of '90,00'. At the bottom of the table, it says 'Showing 1 to 2 of 2 records (filtered from 3 total entries)' and has 'Previous', '1', and 'Next' navigation buttons.

ACTION	PERIOD	LICENSE TYPE	SUBMITTED ON DATE	STATUS	DOWNLOAD EXCEL TEMPLATE	NET T
VIEW	4 Q 2020	Unified License	12/07/2020	Review	Download	140,00
VIEW	1 Q 2021	Unified License	12/07/2020	Sent Back Edited	Download	90,00

- On clicking the "Download Template" button on the NTR Form dropdown, a pop-up box opens up
- This pop-up box informs the user that the tool only accepts the latest version of the NTR Excel template. Therefore it is advisable for the operator to always download the new template from the tool before proceeding with the submission
- The NTR excel file shall be downloaded on the local computer, once the operator clicks on the "Download" button

Operator view- NTR Submission

• Importing NTR Excel Template

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NTR Form ▾ NTR Submissions Approved NTR

Welcome ▾
المستخدم

NTR Tool

NTR Form - Import Template

④ You can use the "Download Template" option to download the latest file template. The file format can be .xlsx or .xls. Please wait while the template is getting imported, it may take up few seconds. Do not refresh the page or move to other page while the file is getting imported it may cause loss of data.

Submission Year ▾
2021

Select Quarter ▾
2nd qtr

Upload Template

Choose a file

IMPORT

- This page is the import template page which opens up after clicking the "Import template" option provided in the NTR form dropdown
- To proceed with the upload, the tool mandates the user to select the submission year and submission quarter (if the operator is to perform quarterly submissions) or only the submission year (if the operator is to perform annual submissions)
- Post selecting the period, the operator needs to upload the filled NTR excel template
- After all the details have been filled, the operator can click on the "Import button"
- The tool ensures that the operator does not make duplicate submissions. Therefore, it throws an error if the period selected by the operator is already in the submission process

Operator view- NTR Submission

- Auto-population of details on NTR tool after importing

CTC

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NTR Form

NTR Submissions

Approved NTR

Welcome

المستعمل

NTR Tool

NTR Submissions

1 In this section, the detailed NTR computation can be viewed. Before submission, option for re-importing the NTR excel template has also been provided to the operator.

2 In case of sent back submissions, an option to view the feedback and edit the prior submission is also available to the operator.

Licensed Company Name

Current Status - Draft

License Type : Unified License

Submitted On

-

2

Q 2021

CPF Fee Rate

10.00 %

License Fee Rate

1.00 %

Summary

RE-IMPORT

VIEW LOGS

Particulars	Amount (SAR)	Particulars	Amount (SAR)
Total operating income (A) (1+2)	200,000.00	CPF fees (10.00%)	14,000.00
Revenue from operations (1)	165,000.00	License fees (1.00%)	1,400.00
Other than telecom business income (2)	35,000.00		
Total Permissible Deductibles (B)	60,000.00		
Net Telecom Revenue (A-B)	140,000.00		

OPERATING REVENUE * (A):

PERMISSIBLE DEDUCTIBLES (B)

EXCLUSIONS (C)

PARTICULARS

AMOUNT

- While importing the NTR Excel template, the tool does perform mandatory checks like
 - Negative NTR value
 - Incorrect data types in numeric fields
 - Blank operator details, 0 operating revenues, 0 permissible deductibles, etc
- Whenever these issues are noted, the tool throws an error while importing the file
- If the file is successfully imported, then values in the template are auto-populated into the tool
- If a wrong file has been imported by the operator, then the tool provides the operator an option to re-import the file by clicking on the “re-import” button located on the top corner of the summary tab
- The tool automatically computes the CPF value and License fee value based on the imported file. The CPF rates and License fee rates applicable to an operator are pre-configured into the tool by the Admin

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Operator view- NTR Submission

- Consolidated view of all the revenue / deductibles / exclusions entered by the operator

PAGE 1: CONSOLIDATED VIEW OF NTR DETAILS	
OPERATING REVENUE * (A):	PERMISSIBLE DEDUCTIBLES (B)
EXCLUSIONS (C)	
PARTICULARS	AMOUNT
1. Operating Revenue - Mobile Communication Services	6,000.00
2. Operating Revenue - Fixed Telecommunications Service	25,000.00
3. Operating Revenue - Mobile, Fixed and Satellite Data Services	50,000.00
4. Operating Revenue - Domestic and International Roaming Services	25,000.00
5. Operating Revenue - Interconnection Services	4,000.00
6. **Revenue Mobile Phone associated with Licensed Telecommunications Services	0.00
7. ** Revenue of Devices and Accessories associated with Licensed Telecommunications Services (excluding mobile phones)	40,000.00
8. Revenue share on Direct Billing Service	0.00
9. Revenue share from Value Added Service	15,000.00
10. Revenue from IT services (for example, cloud computing or device sharing) associated with licensed telecommunications services	0.00
11. Operating income from Infrastructure projects associated with Licensed Telecommunications Services	0.00
12. Operating Revenue - Satellite Transmission Services	0.00
13. Operating Revenue - Other General Licenses for IT services	0.00
14. This line item has been intentionally kept blank for future purposes	0.00
15. This line item has been intentionally kept blank for future purposes	0.00
16. This line item has been intentionally kept blank for future purposes	0.00
17. Revenue from Core Operations (Total)	165,000.00
18. Other income	35,000.00
19. Total Operating Income (1+2) (A)	200,000.00

* If a company operates as a group with more than one subsidiary, details of taxable revenue including revenues from subsidiaries at the group level (consolidated) must be provided. In case one of the

- Post importing the file, the tool has 4 pages where the details are populated
- This is the first page that refers to the "Consolidated view of NTR details".
- This page shows all the details which were present in the excel template which was imported.
- The operator can browse through the different sections (i.e. Operating revenue, Permissible deductibles and Exclusions) by clicking on the respective tabs

- **Service bifurcation values to be entered by the operator**

- Post importing the file, the tool has 4 pages where the details are populated
- This is the second page - "Bifurcation of NTR details at service level"
- In this page, the different services assigned to the operator are shown. The complete name of the service can be seen by hovering on the respective service
- The operator needs to enter the service wise bifurcation for the operating revenue, permissible deductibles and exclusions. The value needs to be entered in the respective boxes provided against each of the line items
- The tool ensures that the sum of the service wise bifurcated values for each line item matches to the total value displayed for that line item

Operator view- NTR Submission

• Variance analysis

PAGE 3 : VARIANCE ANALYSIS REPORT

① Previous period and current period comparison has been shown on this page. Please click on the respective tabs ["Operating revenue", "Permissible deductibles", "Exclusion"] to view the variance.

② It is mandatory to provide comments and supporting documents when variance (highlighted in 'orange / red') has been noted.

OPERATING REVENUE * (A): **PERMISSIBLE DEDUCTIBLES (B)** **EXCLUSIONS (C)**

Variance Documents : Max Size 10 MB

Sample pdf

Comments: Operating revenue comments

PARAMETERS	CURRENT Q (AMOUNT IN SAR)	PREVIOUS Q (AMOUNT IN SAR)	VARIANCE VALUE
1. Operating Revenue - Mobile Communication Services	6,000.00	10,000.00	-40.00%
2. Operating Revenue - Fixed Telecommunications Service	25,000.00	20,000.00	25.00%
3. Operating Revenue - Mobile, Fixed and Satellite Data Services	50,000.00	0.00	NA
4. Operating Revenue - Domestic and International Roaming Services	25,000.00	25,000.00	0.00%
5. Operating Revenue - Interconnection Services	4,000.00	0.00	NA
6. **Revenue Mobile Phone associated with Licensed Telecommunications Services	0.00	12,000.00	-100.00%
7. ** Revenue of Devices and Accessories associated with Licensed Telecommunications Services (excluding mobile phones)	40,000.00	25,000.00	60.00%
8. Revenue share on Direct Billing Service	0.00	0.00	0.00%

- Post importing the file, the tool has 4 pages where the details are populated
- This is the third page - "Variance Analysis report"
- In this page, the tool shows a comparison between the current period values and the previous period values.
- Any variance of more than +10% is highlighted in red and more than -10% is highlighted in orange
- The tool mandates the operator to provide explanation for these variances in the comment section and also upload supporting documents (either .xlsx or pdf)
- The tool checks for variance in all the three sections (i.e. operating revenue, permissible deductible and exclusion). The operator needs to check all these three sections by clicking on the respective tabs and provide reasoning, supporting documents in case of variance exceeding +/-10%

Operator view- NTR Submission

• Uploading of supporting documents

Current Status - Draft

License Type : Unified License

Submitted On - 2 Q 2021

CPF Fee Rate 10.00 % License Fee Rate 1.00 %

Particulars	Amount (SAR)	Particulars	Amount (SAR)
Total operating income (A) (1+2)	200,000.00	CPF fees (10.00%)	14,000.00
Revenue from operations (1)	165,000.00	License fees (1.00%)	1,400.00
Other than telecom business income (2)	35,000.00		
Total Permissible Deductibles (B)	60,000.00		
Net Telecom Revenue (A-B)	140,000.00		

PAGE 4: UPLOAD OF DOCUMENT AND FINAL SUBMIT

④ Upload the relevant supporting documents to ensure of completeness of submission.

* All fields marked with asterisk sign are mandatory

- * Audited financial statement (Only '.pdf' with max size 10 mb allowed)
- * Reconciliations (Only '.pdf' with max size 10 mb allowed)
- * Signed NTR form (Only '.pdf' with max size 10 mb allowed)
- Other files (All file formats with max size 10 mb allowed)

Comment by operator

PREVIOUS SAVE AS DRAFT SUBMIT

- Post importing the file, the tool has 4 pages where the details are populated
- This is the fourth page - "Upload of supporting documents"
- In this page, the operator needs to upload the supporting documents to proceed with the submission on the tool
- The names of the supporting documents have been specified. The operator needs to click on the "+", button besides each of the respective headers and upload the file
- The formats and sizes applicable for upload in each of the section have also been specified against the respective headers
- The tool also allows the operator to enter any comments if needed. (not mandatory)

Operator view- NTR Submission

• Confirmation before submission

Licensed Company Name

Current Status - Draft

License Type: Unified License

Submitted On: 2 Q 2021

CPF Fee Rate: 10.00 %

License Fee Rate: 1.00 %

RE-IMPORT VIEW LOGS

Do you want to submit this NTR form for Q2 2021 for CITC review?

Please note that by submitting this NTR form Q2 2021, no correction can be made until CITC has reviewed.

☐ Please note that your Net Telecommunication Revenue Form will be submitted to CITC. Management of the company is responsible for the correctness of the information submitted to CITC as per regulations. Please note that the submission is subject to CITC review as per CITC rule and network.

Please tick to confirm and to proceed with your submission.

Cancel Submit

PAGE 4: UPLOAD OF DOCUMENT AND FINAL SUBMIT

Upload the relevant supporting documents to ensure of completeness of submission.

* All fields marked with asterisk sign are mandatory

* Audited financial statement (Only '.pdf' with max size 10 mb allowed)

* Reconciliations (Only '.pdf' with max size 10 mb allowed)

* Signed NTR form (Only '.pdf' with max size 10 mb allowed)

Other files (All file formats with max size 10 mb allowed)

Comment by operator

PREVIOUS SAVE AS DRAFT SUBMIT

- Post uploading the supporting documents, the operator has three options -
 - Go to the previous screen by clicking on the "previous button"
 - Save the submission as a draft by clicking on "Save as Draft" button
 - Proceed with the submission by clicking on "Submit" button
- After clicking on the submit button, a confirmation message opens up where the operator needs to check a box before proceeding with the submission
- Post submitting the computation the status of the submission changes from "Draft" to "Review"

Operator view – NTR Submission

- List of all Submitted NTRs (along with its status)

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NTR Form

NTR Submissions

Approved NTR

Welcome

المستعمل

NTR Tool

NTR Submissions

Draft, submitted and sent back submissions can be seen in this section. Click on the "view" button to check the detailed submission.

ACTION	PERIOD	LICENSE TYPE	SUBMITTED ON DATE	STATUS	DOWNLOAD EXCEL TEMPLATE	NET T
	Select values	Select values	Select values	<div>REVIEW</div> <div>SENT BACK</div>		Select v
<div>VIEW</div>	2 Q 2021	Unified License	12/11/2020	Sent Back	<div></div>	140,00
<div>VIEW</div>	1 Q 2021	Unified License	12/07/2020	Review	<div></div>	90,000
<div>VIEW</div>	4 Q 2020	Unified License	12/07/2020	Review	<div></div>	140,00

Showing 1 to 3 of 3 records (filtered from 4 total entries)

Previous

1

Next

- This is the NTR submissions page, where all the submissions (not approved) are listed in the form of a table
- This page shows all the submissions which are in “draft”, “review” and “sent back” status
- The details for a respective submission can be viewed by clicking on the “View” button in the “Action” column

Operator view – NTR Submission

- Functionality to edit / re-import the submission in case of sent back

The screenshot displays the 'NTR Submissions' page for an operator. The header includes the CITC logo, navigation links for 'NTR Form', 'NTR Submissions', and 'Approved NTR', and a user profile section with 'Welcome' and 'المستعمل' (User) and a 'NTR Tool' button. The main heading is 'NTR Submissions'. Below it, two informational notes are provided: 1. In this section, the detailed NTR computation can be viewed. Before submission, option for re-importing the NTR excel template has also been provided to the operator. 2. In case of sent back submissions, an option to view the feedback and edit the prior submission is also available to the operator.

The main content area shows a submission with the status 'Current Status - Sent Back'. The submission details include: License Type: Unified License, Submitted On: 11 December 2020, CPF Fee Rate: 10.00 %, and License Fee Rate: 1.00 %. A 'Summary' tab is active, showing a table of financial particulars and a list of documents.

PARTICULARS	AMOUNT (SAR)
Total operating income (A) (1+2)	200,000.00
Revenue from operations (1)	165,000.00
Other than telecom business income (2)	35,000.00
Total Permissible Deductibles (B)	60,000.00
Net Telecom Revenue (A-B)	140,000.00
CPF fees (10.00%)	14,000.00
License fees (1.00%)	1,400.00

The 'DOCUMENTS' section lists the following files with download icons:

- Imported File**: NTR Template Q2 2021_63743279768662626.xlsx
- Audited financial statement**: Sample4bb7ad4-6511-4bb7-9e99-9f0e3bbfb955.pdf
- Reconciliations**: Sample706212f6-ba69-4b7e-8f57-d5b90296ecd6.pdf
- Signed NTR form**: Sample7c1821fd-ff88-49d5-be53-c833292d2dd4.pdf
- Other files**

At the bottom of the summary section, it says 'PAGE 1: CONSOLIDATED VIEW OF NTR DETAILS'. Above the summary table, there are buttons for 'VIEW FEEDBACK', 'RE-IMPORT', 'EDIT', and 'VIEW LOGS'.

- The tool allows the Admin 1 to send back a submission to the operator if any discrepancies are noted
- These submissions are shown with the status "Sent back" in the NTR submissions listing page
- In the detailed view of these submissions the operator can check the feedback by clicking on the "View feedback" button on the summary bar
- The tool allows the operator to re-import/edit the previous submission and submit it again. These buttons are also available on the "summary bar"
- If the uploaded NTR template is correct and the only change that is required is in the comments, supporting documents or values in the bifurcation page, then the operator shall use the "edit button"
- However, if there is a requirement to upload a new NTR template, then the operator needs to click on the "re-import" button

- **Sent Back status changes to review, post resubmission**

- In case of a sent back submission, the operator has the option to edit / re-import a submission
- Post re-submission, the computation is sent again to the Admin for validation.
- The status for these submissions changes from "Sent back" to "Review"

Operator view – NTR Submission

- NTR submission logs including CITC comments (in case of sent back submissions)

View Logs

Submission Logs

LICENSED COMPANY NAME	PERIOD OF SUBMISSION	DATE	TIME	USER NAME
Select values	Select values	Select values	Select values	Select values
	2 Q 2021	12/11/2020	14:18:49	Kartikya Tandon
	2 Q 2021	12/11/2020	14:07:33	المستعمل
	2 Q 2021	12/11/2020	10:36:09	المستعمل

Showing 1 to 3 of 3 records

Previous 1 Next

Request for credit or installments Logs

LICENSED COMPANY NAME	PERIOD OF SUBMISSION	DATE	TIME	USER NAME
-----------------------	----------------------	------	------	-----------

OK

View Logs

Submission Logs

EMAIL ID	PREVIOUS STATUS	CHANGED STATUS	COMMENT
Type to filter	Select values	Select values	Select values
kartikya.tandon@n.ey.com	Review	Sent Back	Sending back the submission due to testing purposes
samplequestuser@gmail.com	Draft	Review	Operator comments for testing purpose
samplequestuser@gmail.com		Draft	

Showing 1 to 3 of 3 records

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Request for credit or installments Logs


LICENSED COMPANY NAME	PERIOD OF SUBMISSION	DATE	TIME	USER NAME
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OK

- The tool maintains the logs for all status changes related to a submission
- The operator can view these logs by clicking on the “View logs” button in the summary tab of the detailed submission
- In these logs, the operator can see all the details of the submission including feedback comments by CITC in case submissions have been sent back.

Operator view – Approved NTR

- List of all approved NTR (along with its respective status)



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NTR Form

NTR Submissions

Approved NTR

Welcome

المستعمل

NTR Tool

Approved NTR

Paid and invoiced submissions can be seen in this section. Click on the "view" button to check the detailed submission.

ACTION	LICENSED COMPANY NAME	LICENSE TYPE	PERIOD	STATUS	SUBMITTED ON DATE
<div>VIEW</div>		Unified License	2 Q 2021	Invoiced	12/11/2020

Showing 1 to 1 of 1 records

Previous

1

Next

- In the Approved NTR page, the tool shows all the submissions which have been approved by the CITC Admin
- Only submissions with status "Invoiced", "CPF Paid", "LF Paid", "Paid" are shown in this page
- The details pertaining to a submission can be viewed by clicking on the "View" button under the "Action" column

Operator view – Approved NTR

- Invoice numbers, SADAD numbers and downloading of invoice pdfs for a submission

Licensed Company Name

Current Status - Invoiced

License Type : Unified License

Submitted On

03 December 2020

3

Q 2021

CPF Fee Rate

10.00 %

License Fee Rate

1.00 %

Invoice Date

03 December 2020

CPF Invoice No.

77237

License Fee Invoice No.

77238

CPF SADAD No.

1201203077237

License Fee SADAD No.

1201203077238

Invoice Pdf (CPF Fee)

XXCITC_AR_TRX_2131

2639_1.PDF

Invoice Pdf (License Fee)

XXCITC_AR_TRX_21312

636_1.PDF

Summary

VIEW LOGS

PARTICULARS	AMOUNT (SAR)	DOCUMENTS
Total operating income (A) (1+2)	270.00	Imported File CPF NTR template (Q3, 2021 New I). 637426043991126899.xlsx
Revenue from operations (1)	240.00	
Other than telecom business income (2)	30.00	
Total Permissible Deductibles (B)	120.00	Audited financial statement Sample (4) (f)3d356a9b-bb9a-4a33-acd5-3ee4a3a76053.pdf
Net Telecom Revenue (A-B)	150.00	
CPF fees (10.00%)	15.00	Reconciliations Sample (4) (f)c98dfb47-4a88-425a-a8b4-d3d0bfaadc48.pdf
Adjustment	- 5.00	
CPF fee total	10.00	Signed NTR form Sample (4) (f)0492ae32-93bc-4065-a5e6-ab17a6badc63.pdf
License fees (100%)	1.50	
Adjustment	- 0.50	Other files NTRSupportingDoc_24_0 (3)4d385833-0e87-4374-85d9-1924227b5469.zip
License fee total	1.00	Comment by operator Testing 12

- Once a submission is invoiced, the submission is treated as approved and is available in the "Approved NTR" section
- When a submission is invoiced, the tool generates the following
 - Invoice number (for CPF & License fees)
 - SADAD number (for CPF & License fees)
 - Invoice pdfs (for CPF & License fees)
- The operator can check these details either on the listing page or the detailed submission by clicking on the "view" button
- The tool allows the operator to download the respective invoice pdfs by clicking on the download button placed next to it

Operator view – Approved NTR

- Credit request functionality available for 'Paid' submissions

CTC

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NTR Form

NTR Submissions

Approved NTR

Welcome

Guest User

NTR Tool

Approved NTR

In this section, the detailed NTR computation can be viewed. Before submission, option for re-importing the NTR excel template has also been provided to the operator.

In case of sent back submissions, an option to view the feedback and edit the prior submission is also available to the operator.

Licensed Company Name

Current Status - Paid

License Type : Unified License

Submitted On

17 November 2020

1

Q 2021

CPF Fee Rate

10.00 %

License Fee Rate

1.00 %

Invoice Date

18 November 2020

CPF Invoice No.

License Fee Invoice No.

Summary

REQUEST FOR CREDIT OR INSTALMENTS

VIEW LOGS

PARTICULARS	AMOUNT (SAR)	DOCUMENTS
Total operating income (A) (1+2)	200,000.00	Imported File NTR Template Q1 2021_637412349185539268.xlsx
Revenue from operations (1)	165,000.00	
Other than telecom business income (2)	35,000.00	
Total Permissible Deductibles (B)	60,000.00	Audited financial statement Sample5393fafc-ab18-4c67-9e09-69c24b400311.pdf
Net Telecom Revenue (A-B)	140,000.00	Reconciliations Sample773873f6-4e31-43ab-a4dc-2802afee43e4.pdf
CPF fees (10.00%)	14,000.00	
Adjustment	0.00	
CPF fee total	14,000.00	Signed NTR form Sample8dde53e3-df4d-4fd4-9c64-c4204b265095.pdf
License fees (1.00%)	1,400.00	
Adjustment	0.00	
License fee total	1,400.00	Other files
		Comment by operator
		Operator can state comments (if any)

- The status of the submission changes from “Invoiced” to “Paid” once the operator completes the payment for the CPF invoice and the license fee invoice
- Post payment of the invoices, the tool provides the operator an option to raise request for credit or instalments.
- The button for “request for credit or instalments” will start to appear besides the “view logs” button as soon as the status changes to paid

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Operator view – Approved NTR

- Raising of credit request against paid submissions

The screenshot displays the CITC NTR Tool interface. A modal window titled "Please enter credit request details" is open, featuring a text area for remarks, a file upload section (max 10 MB), and "SUBMIT" and "Cancel" buttons. The background shows a summary of a paid submission for a Unified License, including submission date, fees, and a table of financial particulars.

PARTICULARS		AMOUNT (SAR)	DOCUMENTS
Total operating income (A) (1+2)		200,000.00	
Revenue from operations (1)		165,000.00	
Other than telecom business income (2)		35,000.00	
Total Permissible Deductibles (B)		60,000.00	
Net Telecom Revenue (A-B)		140,000.00	
CPF fees (10.00%)		14,000.00	
Adjustment		0.00	
CPF fee total		14,000.00	
License fees (1.00%)		1,400.00	
Adjustment		0.00	
License fee total		1,400.00	

DOCUMENTS

- Imported File**
NTR Template Q1 2021_637412349185539268.xlsx
- Audited financial statement**
Sample5393fafc-ab18-4c67-9e09-69c24b400311.pdf
- Reconciliations**
Sample773873f6-4e31-43ab-a4dc-2802afee43e4.pdf
- Signed NTR form**
Sample8dde53e3-df4d-4fd4-9c64-c4204b265095.pdf
- Other files**

Comment by operator
Operator can state comments (if any)

- To raise a credit request, the operator needs to click on the "Request for Credit or Instalments" button located besides the "View logs" button in the NTR detailed submission view
- On clicking the button, a pop up window shall open. In this pop-up window the operator needs to specify the reason behind raising the credit request.
- The tool also allows the operator to upload any supporting documents (.xlsx,.pdf) to substantiate the request
- After providing these details, the operator shall click on the "submit" button to submit the credit request.
- The request is sent to the CITC Admin for review and the status of these requests is shown as "Requested"

- **Credit request comments and supporting documents** (in case of rejected requests)

- When a request has been reviewed and rejected by the CITC Admin, the status of the request is shown as "Rejected"
- The rejection comments can be seen by the operator in the "CITC Comments" section
- The operator can re-submit the request by providing the proper reasoning for the request and clicking on the submit button
- The operator can also upload supporting documents (.xlsx, .pdf) to substantiate the request
- Post re-submission of the request, the status of the request shall changed from "rejected" to "requested"

Operator view – Approved NTR

- **Logs of credit request** (along with operator and CITC comments)

Request for credit or installments Logs

LICENSED COMPANY NAME	PERIOD OF SUBMISSION	DATE	TIME	USER NAME
Select values	Select values	Select values	Select values	Select values
	1 Q 2021	12/12/2020	15:53:36	Kartikeya Tandon
	1 Q 2021	11/18/2020	11:10:46	Guest User

Showing 1 to 2 of 2 records

Previous1Next

OK

Request for credit or installments Logs

EMAIL ID	PREVIOUS STATUS	CHANGED STATUS	COMMENT
Type to filter	Select values	Select values	Select values
kartikeya.tandon@in.ey.com	Requested	Rejected	Sending back the request as no supporting document...
questuser.submission@gmail.com		Requested	Raising credit request- provide reason

Showing 1 to 2 of 2 records

Previous1Next

OK

- The tool shall allow the operator to view credit request logs. These logs are available in the “View Log” section under the submission logs
- The logs shall allow the operator to track the changes in the status of such credit requests along with necessary comments provided by CITC / Operator



Thank You