

Invoice Creation - OPEX

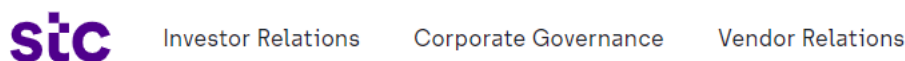


The purpose of this exercise is for vendors to upload their invoices manually and avoid any paper submission. In order to do so, vendors must create invoices by entering all information requested in required fields once they sign into iSupplier portal and submit all information relevant to the completed project.

Important note:

- 1. Submission of invoices should be based on contract payment terms approved on the contractual agreement**
- 2. Before invoice submission, partner must share invoice copy to concerned departments point of contact (SPOC) to complete invoice receiving process and then proceed with steps below**

1. Visit this [link](#) and click on Vendor Relations:



Welcome to stc's i-Supplier Registration Portal

Dear prospective suppliers

Thank you for contacting **stc** Procurement. Here at **stc**, we consider our suppliers as partners in our mission to provide unique services and products that satisfy the aspirations of our clients and accommodate their needs. This is only achievable through a strong and transparent relationship with our suppliers built through mutual trust and cooperation.

Therefore our existing suppliers are a source of strength and a major asset in achieving our mission and we always strive to increase our base of reliable and capable suppliers. We highly encourage the participation of suppliers that have the technical and financial abilities to further our mission and enhance our range of unique products and services.

Our i-Supplier portal is your gateway to registering with **stc** Kuwait, rest assured that our procurement team will review each submission and will inform you accordingly of any eligible tenders. For any further queries regarding supplier registration, please don't hesitate to contact **stc**'s Procurement team at: procurement@stc.com.kw

I agree to the [terms and conditions](#)




2. Click on "I agree to the terms and conditions" and then 'login'
3. Enter username and password (shared via email at the time of registration)
4. Click 'login' to login iSupplier portal

Invoice Creation - OPEX



stc



*User Name:
*Password:

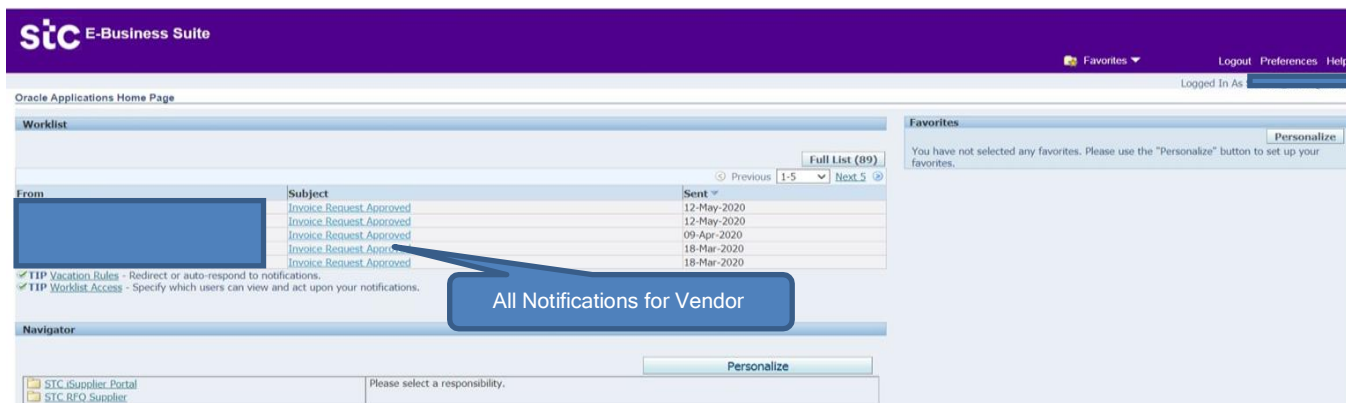
✔ **TIP** For any Support, Please contact to Service Desk (servicedesk@stc.com.kw)
[Reset Password](#)

Select a Language:
[العربية](#) [English](#)

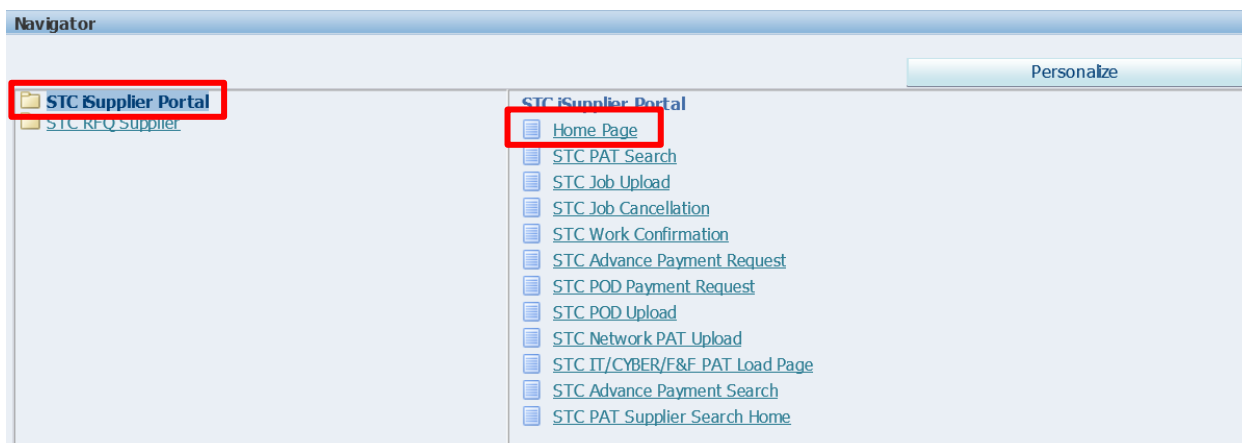
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Note: after successfully logging into the system, you can see homepage and all notifications:



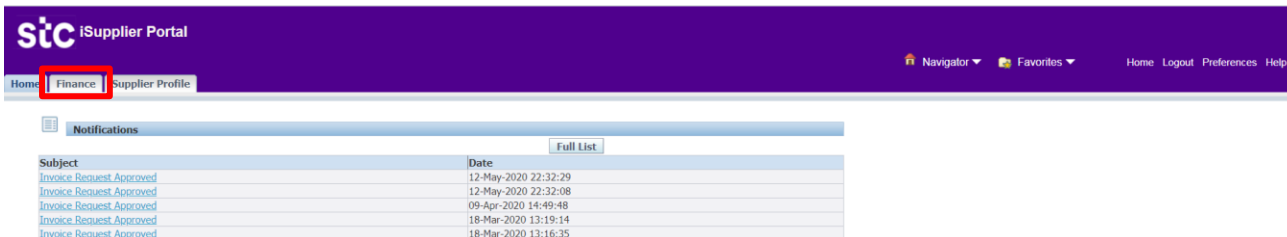
5. For invoice creation, click on **stc iSupplier Portal** responsibility and click on 'Homepage'



Invoice Creation - OPEX

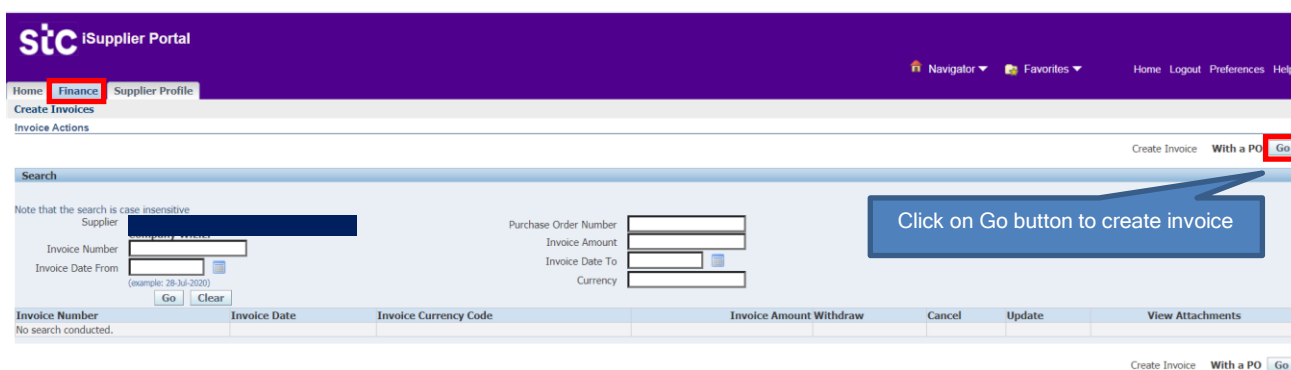


6. Click on finance tab

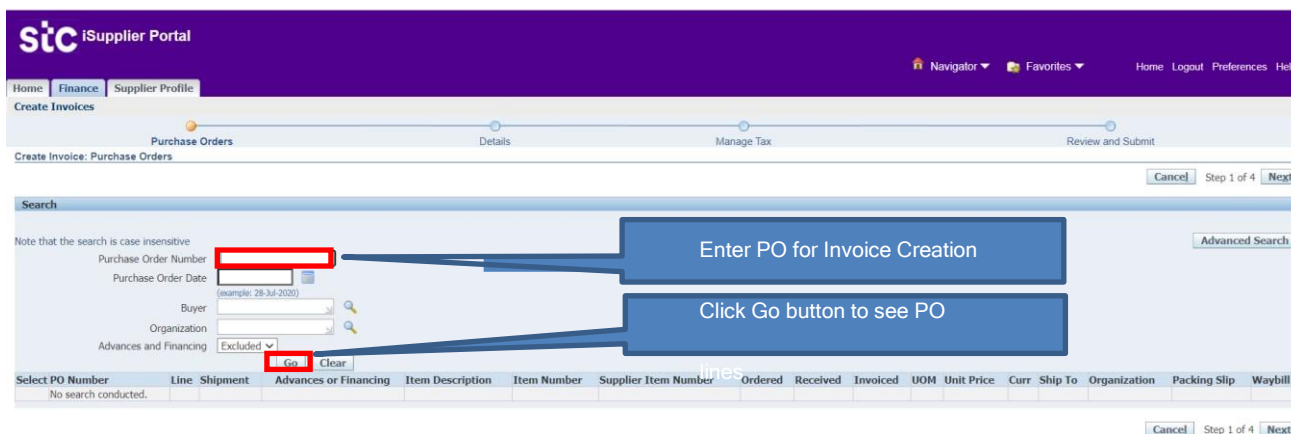


7. Enter the search criteria to view existing invoices

8. Next click on 'Go' to create invoice with a PO to initiate the invoice process



9. Enter PO Number and click on the 'Go' button to select PO line.



Invoice Creation



Once PO lines have been selected, click on the next button

Select PO lines for invoice

Once line are selected, click on next

- Select remit to bank account
- Enter invoice number
- Select invoice date
- Enter invoice description
- Attach required documents
- Enter quantity/amount at each line

Supplier

Supplier Tax Payer ID
Remit To Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

Invoice Number: INV123
Invoice Date: 14-Mar-2018
Invoice Type: Invoice
Currency: USD
Invoice Description
Conversion Rate
Test

Customer

Customer Tax Payer ID: 1
Customer Name: Kuwait Telecom Company
Address: Al Salmiya Kuwait KW

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
	1	1	MH261			Stores	198	20	630	Each	12600
	2	1	MH228			Stores	18	18	0	Each	0

Invoice Creation



10. Once information is entered, then click the next button

Home Orders Finance Supplier Profile

Create Invoices

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 **Next** Submit

Supplier

- * Supplier
- Tax Payer ID
- * Remit To
- Address
- Remit To Bank Account XXXXXXXXX1160
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number 1243
- * Invoice Date 14-Mar-2018
- Invoice Type Standard
- * Currency USD
- Invoice Description test
- Conversion Rate

Test

- Purchase Order Attachment List
- Invoice Attachment List
- Contract Copy Attachment List
- Acceptance Document None
- Quotations None
- Others None

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
	1	1			Stores	500	1.00 Each	513.00	513.00

Shipping and Handling

Charge Type

No results found.

Amount Description

Shipping and Handling

Charge Type

No results found.

Amount Description

Invoice Summary

Items	513.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	513.00

Recalculate Total

Cancel Save Back Step 3 of 4 **Next** Submit

11. Review the page and click on **Next** button

12. Click on **submit** button for invoice submission to **stc**

Invoice Creation



Home | Orders | Finance | Supplier Profile

Create Invoices

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Review and Submit

Cancel | Save | Back | Step 4 of 4 | **Submit**

Supplier

- * Supplier
- Tax Payer ID
- * Remit To Address
- Remit To Bank Account XXXXXXXXX1160
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: INV123
- * Invoice Date: 14-Mar-2018
- Invoice Type: Standard
- * Currency: USD
- Invoice Description
- Conversion Rate

Test

- Purchase Order: Attachment List...
- Invoice: Attachment List...
- Contract Copy: Attachment List...
- Acceptance Document: None
- Quotations: None
- Others: None

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
	1	1			Stores	198	20.00 Each	630.00	12,600.00
	2	1			Stores	17	18.00 Each	0.00	0.00

Shipping and Handling

Charge Type: No results found.

Invoice Summary

Items	12,600.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00

Note: Once the invoice is submitted, a confirmation message will appear and the concerned department will be notified

Create Invoices

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation

Invoice 1243 was submitted to our [redacted] department on 14-Mar-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 1243

Printable Page | Create Another

Supplier

- * Supplier
- Tax Payer ID
- * Remit To Address: Salmiya
- Remit To Bank Account XXXXXXXXX1160
- Unique Remittance Identifier
- Remittance Check Digit

Invoice

- * Invoice Number: 1243
- * Invoice Date: 14-Mar-2018
- Invoice Type: Standard
- * Currency: USD
- Invoice Description: test
- Conversion Rate

Test

- Purchase Order: Attachment List...
- Invoice: Attachment List...
- Contract Copy: Attachment List...
- Acceptance Document: None
- Quotations: None
- Others: None

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
	1	1			Stores	500	1.00 Each	513.00	513.00

Invoice Summary

Items	513.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Subtotal	513.00
Less Advances and Financing	0.00
Total (USD)	513.00

Return to Invoices | Printable Page | Create Another