

Invoice Creation - CAPEX



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: Submission of invoices should be based on contract payment terms approved on the contractual agreement

A. Preliminary steps before invoice creation

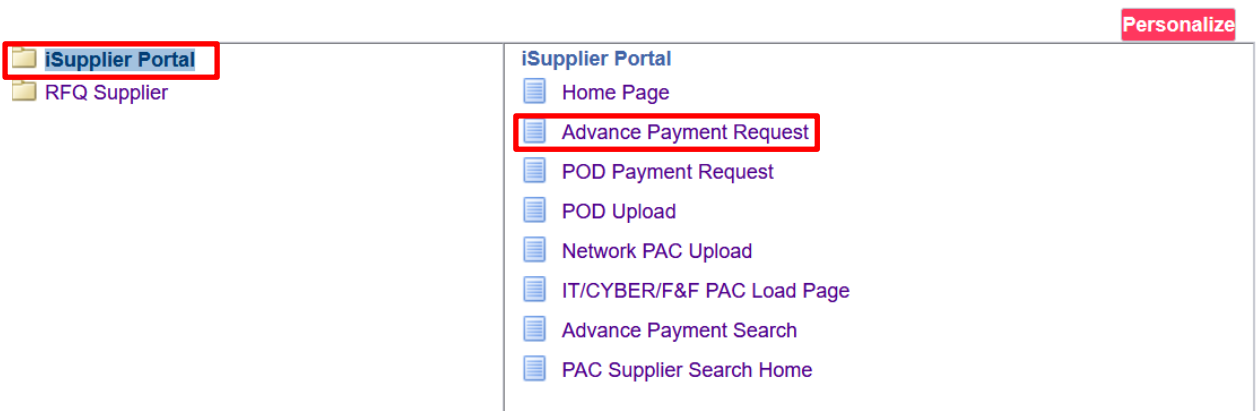
Before proceeding with invoice creation, please note that you must first complete advanced payment requests should this apply to the project scope. Afterwards, POD upload request is to be submitted. Once these two steps are completed, should they apply to the nature of the job, you may create an invoice.

1A. Advance payment request

1. Supplier logs into Oracle application using the URL link <http://sourcing.stc.com.kw> and the username/password provided.



2. To request the advance payment, please click on 'request advance payment'



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3. Enter PO Number and click on the 'go' button, below is the details displayed

Payment Request

Simple Search

Note that the search is case insensitive
Supplier Name Huawei Technologies Kuwait Co. W.L.L.

PO Number

Export

PO Date	PO Number	Prepayment Type	Supplier Name	Site	PO Total	PO Currency	Rate	Advance%	Status	Payment Requi
No search conducted.										

4. Click on the icon under 'attach and submit'

Payment Request

Simple Search

Note that the search is case insensitive
Supplier Name Huawei Technologies Kuwait Co. W.L.L.

PO Number

Export

PO Date	PO Number	Prepayment Type	Supplier Name	Site	PO Total	PO Currency	Rate	Advance%	Status	Payment Request Date	Attach & Submit
10-Feb-2020	417443	ADVANCE PAYMENT	Huawei Technologies Kuwait Co. W.L.L.	Salmiya	200.00 KWD		1		20 DRAFT	12-Feb-2020	

Diagnoslics Home Logout Preferences Personalize Page

Invoice Creation



5. Enter the invoice number and bank details

Payment Request

Supplier Name Huawei Technologies Kuwait Co. W.L.L.
PO Number 417443

PO Number	PO Date	Supplier Name	Site	PO Total	PO Currency	Amount Rate (KWD)	Advance%	Prepayment Type	Currency	Advance Amount PO (KWD)	Advance Amount (KWD)	Invoice Number	Bank Account	Payment Request Status	Payment Request Date
417443	10-Feb-2020	Huawei Technologies Kuwait Co. W.L.L.	Salmiya	200.00	KWD	1 200.00	20	ADVANCE PAYMENT		40.00	40.00	12FEB2020	KW53NBCK0000000000	DRAFT	12-Feb-2020

LG None Add... TCC None Add... * PO None Add... * Contract None Add... * Invoice None Add... Others None Add...

Submit Back

6. Add required attachments (PO, contract, invoice)

Payment Request

Supplier Name Huawei Technologies Kuwait Co. W.L.L.
PO Number 417443

PO Number	PO Date	Supplier Name	Site	PO Total	PO Currency	Amount Rate (KWD)	Advance%	Prepayment Type	Currency	Advance Amount PO (KWD)	Advance Amount (KWD)	Invoice Number	Bank Account	Payment Request Status	Payment Request Date
417443	10-Feb-2020	Huawei Technologies Kuwait Co. W.L.L.	Salmiya	200.00	KWD	1 200.00	20	ADVANCE PAYMENT		40.00	40.00	12FEB2020	KW53NBCK0000000000	DRAFT	12-Feb-2020

LG None Add... TCC None Add... * PO None Add... * Contract None Add... * Invoice None Add... Others None Add...

Submit Back

7. Click on submit button to send for approval to **stc** business user

2A. POD Upload Request

1. Supplier logs into Oracle application using the URL link <http://sourcing.stc.com.kw> and the username/password provided.



*User Name:
(example: michael.james.smith)

*Password:
(example: 4d99v23)

Login Cancel

TIP For any Support, Please contact to Service Desk (servicedesk@stc.com.kw)

Reset Password

Select a Language: [English](#)

Invoice Creation



2. To upload the POD details, please click on '**POD upload**'

[Personalize](#)

<ul style="list-style-type: none"> iSupplier Portal RFQ Supplier 	<p>iSupplier Portal</p> <ul style="list-style-type: none"> Home Page Advance Payment Request POD Payment Request POD Upload Network PAC Upload IT/CYBER/F&F PAC Load Page Advance Payment Search PAC Supplier Search Home
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3. Enter the PO number and click on add POD button

TIP Select the PO Number

Export	Add POD				
POD ID	PO Number	Creation Date	PO Description	POD Status	View
No search conducted.					

[Table Diagnostics](#)

4. Click on send for approval button for approval

Information
 The upload was successful without Errors. Please submit your request for approval.

[Send For Approval](#)

Upload Items for the Job Order Selected

Please select a Template File

Errors | [Processed Successfully](#)

Processed Transaction

Export									
Item Code	PO Number	Tag Number	Site Id	SiteType	PatDate	ItemDescription	ParentChild	Quantity	Parent
C14-KW-CW050905-M	417448	CWTWIBM00000017	IAF0057	Macro	12-Feb-2020	6m Pole	Parent	1	
C14-KW-CW050905-M	417448	CWTWIBM00000018	IAF0057	Macro	12-Feb-2020	6m Pole		1	
C14-KW-CW050905-M	417448	CWTWIBM00000019	IAF0057	Macro	12-Feb-2020	6m Pole		1	
C14-KW-CW050905-M	417448	CWTWIBM00000020	IAF0057	Macro	12-Feb-2020	6m Pole		1	
C14-KW-CW050905-M	417448	CWTWIBM00000021	IAF0057	Macro	12-Feb-2020	6m Pole		1	