

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

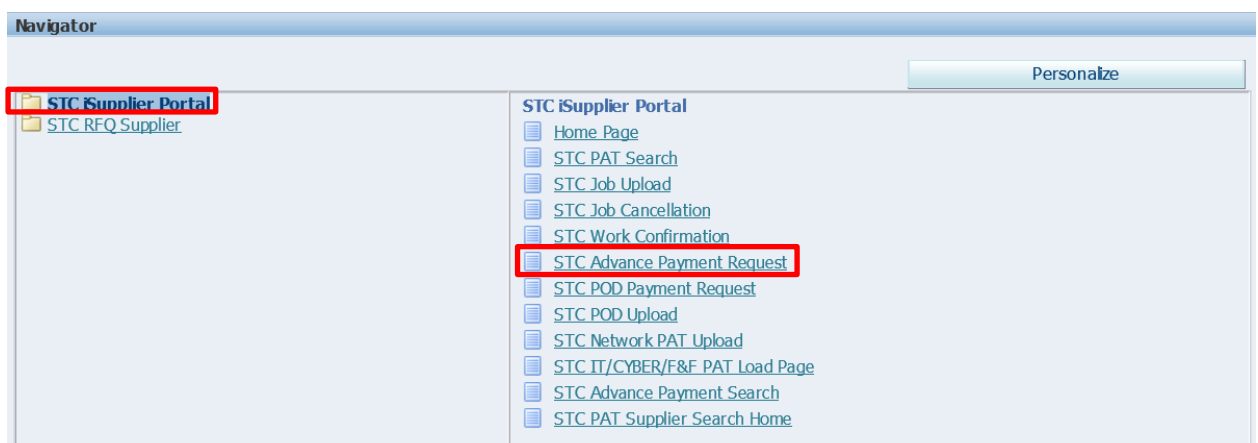
Before proceeding with invoice creation, please note that you must first complete advanced payment requests should this apply to the project scope. Afterwards, POD upload request is to be submitted. Once these two steps are completed, should they apply to the nature of the job, you may create an invoice.

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'



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 417443

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	

Diagnostic Home Logout Preferences Personalize Page

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	Advance Amount PO Currency	Advance Amount (KWD)	*Invoice Number	*Bank Account	Payment Request Status	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	KW53NBOK0000000000	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	Advance Amount PO Currency	Advance Amount (KWD)	*Invoice Number	*Bank Account	Payment Request Status	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	KW53NBOK0000000000	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

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



*User Name:

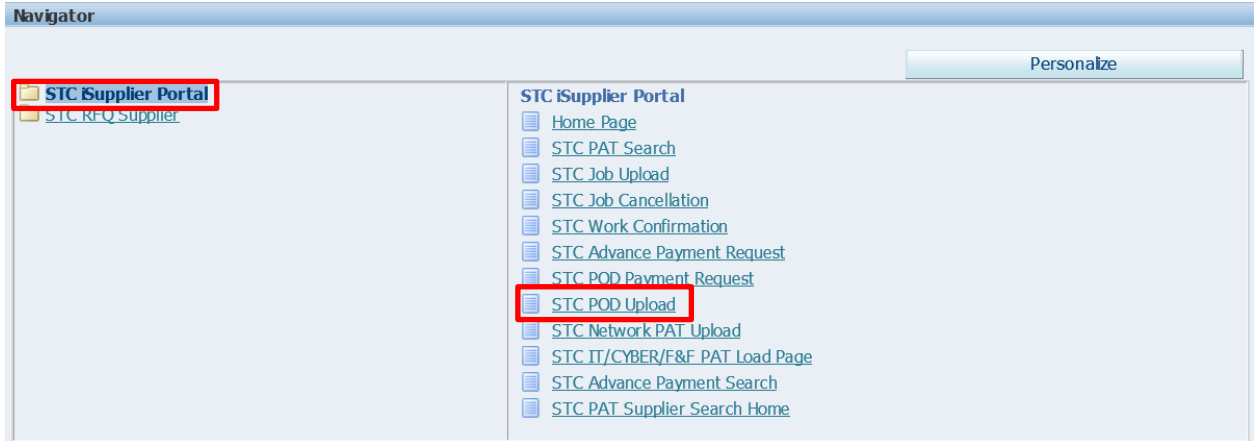
*Password:

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

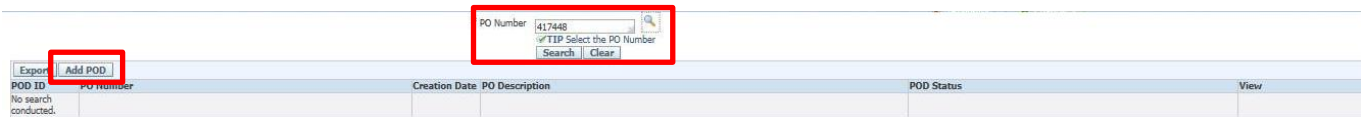
[Reset Password](#)

Select a Language:
العربية English

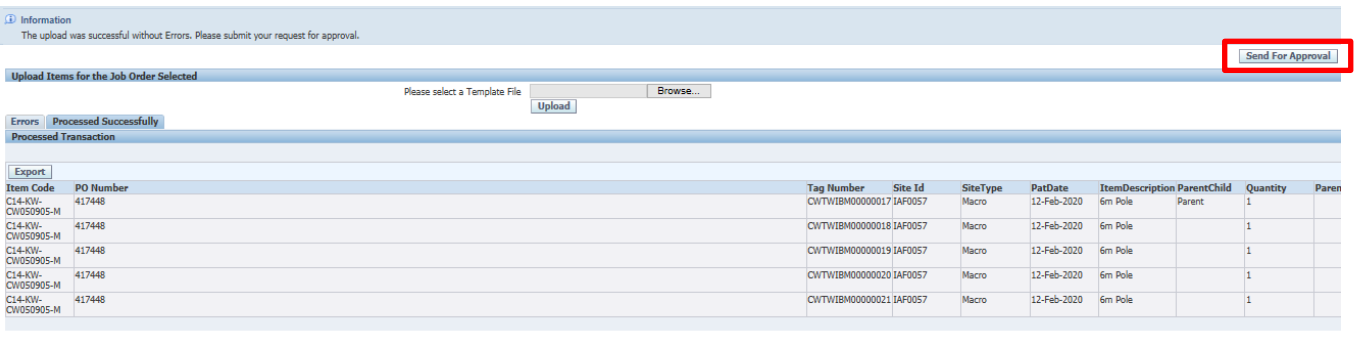
- To upload the POD details, please click on '**stc POD upload**'



- Enter the PO number and click on add POD button



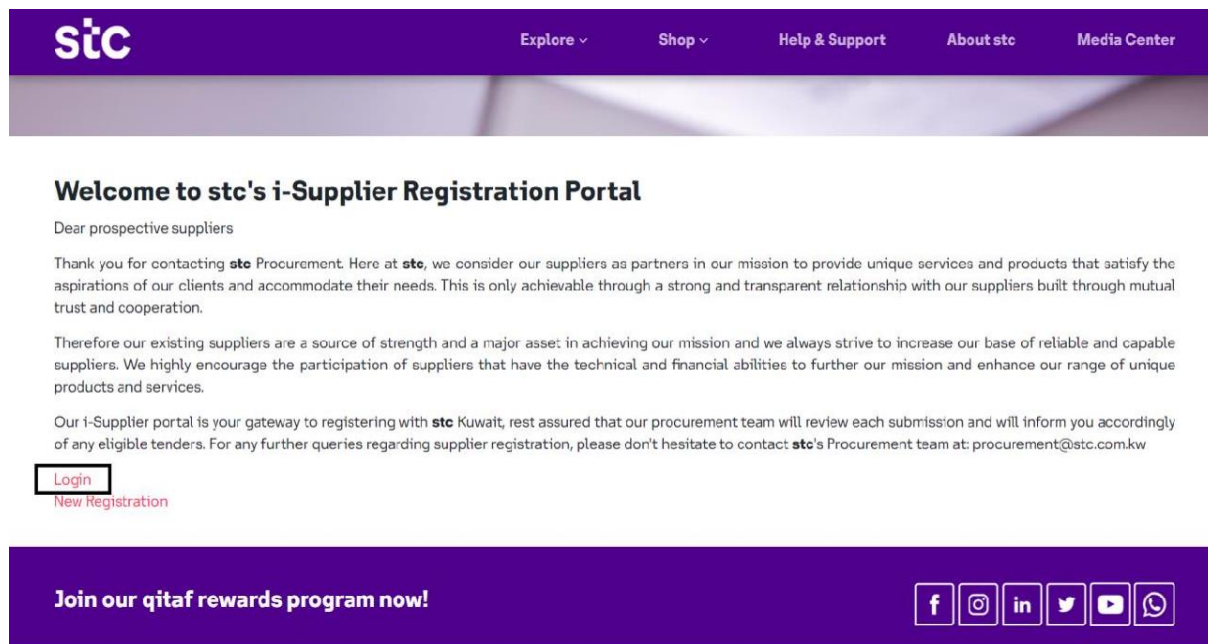
- Click on send for approval button for approval



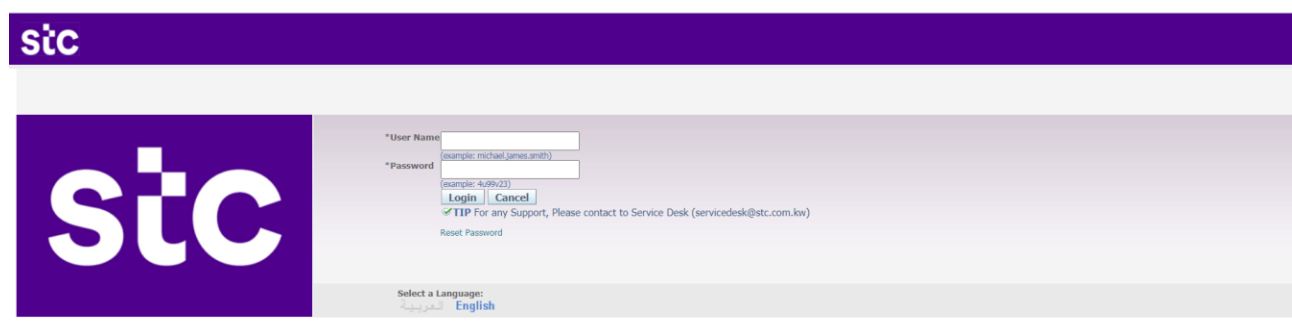
Invoice creation

1. Visit the **stc** link:

<https://www.stc.com.kw/en/about/vendor-relations>

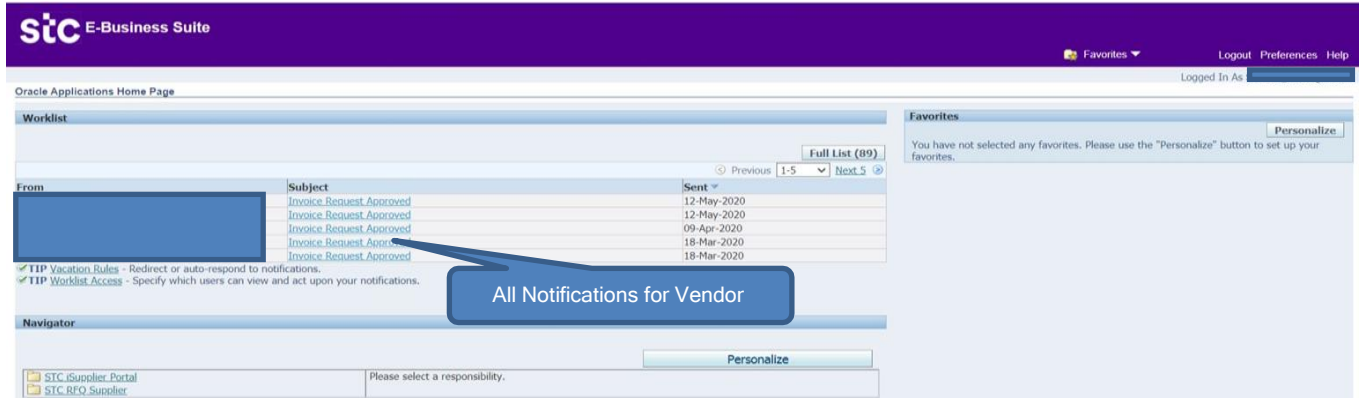


2. Click on 'login'
3. Enter username and password (shared via email at the time of registration)
4. Click 'login' to login iSupplier portal

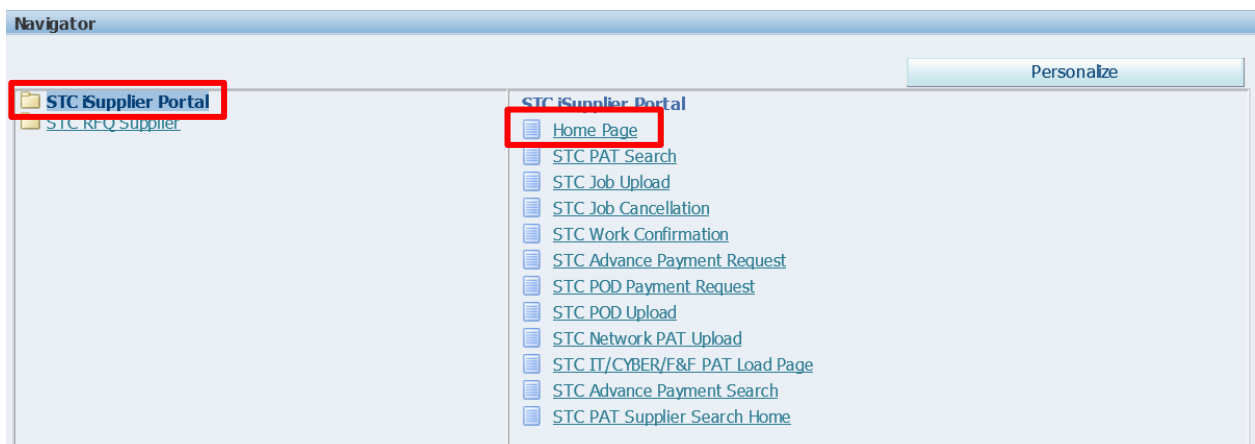


After successfully logging into the system, you can see homepage and all notifications

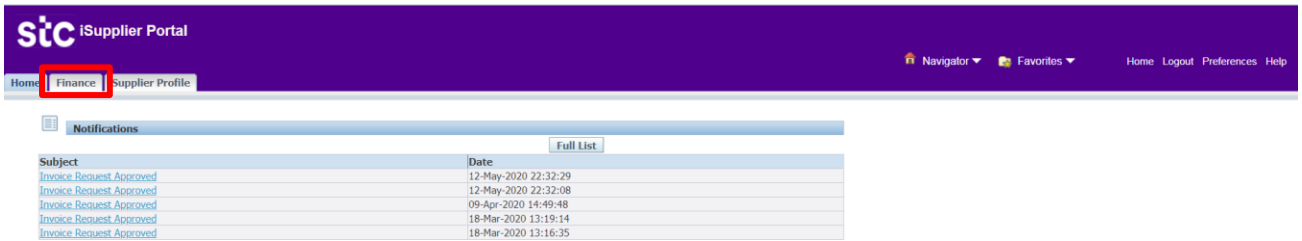
Example:



5. For invoice creation, click on **stc** iSupplier portal responsibility and click on 'homepage'

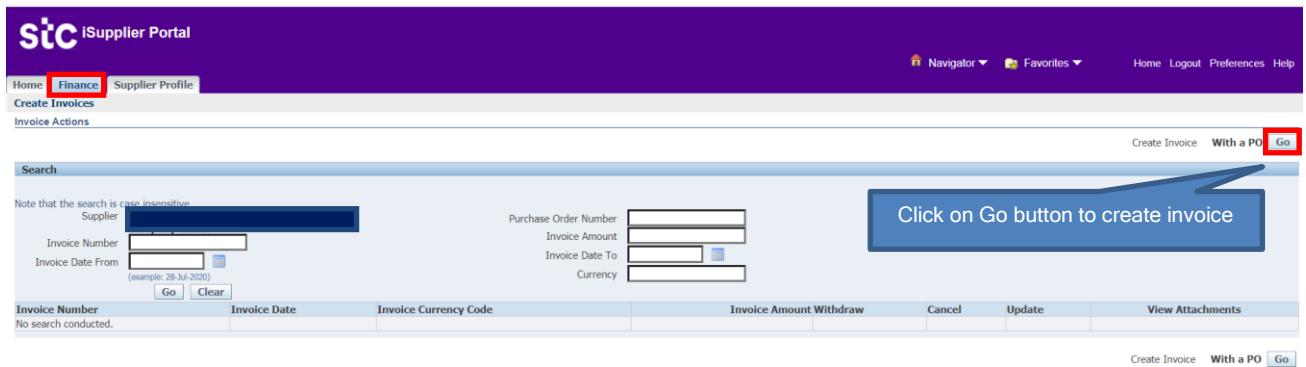


6. Click on finance tab

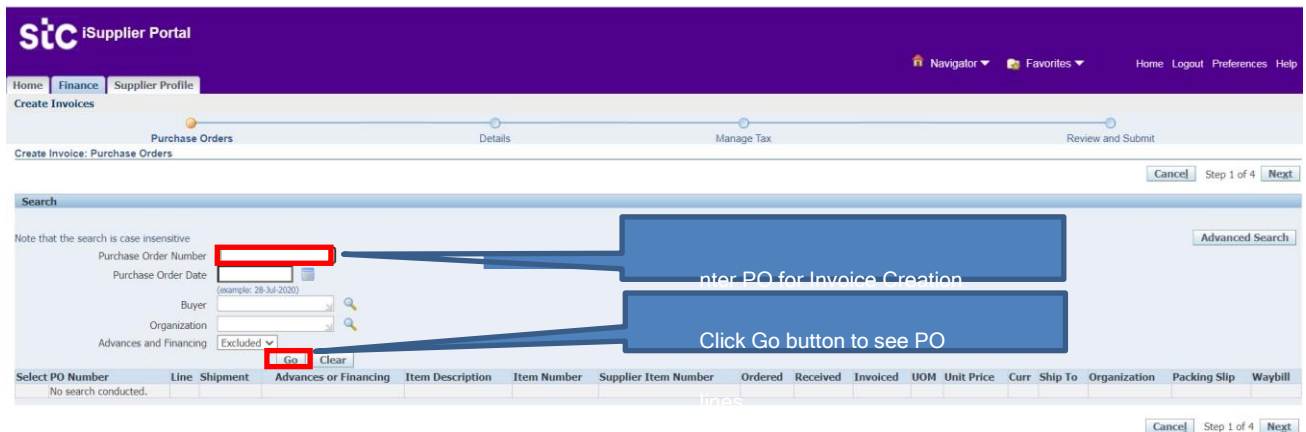


7. Enter the search criteria to view existing invoices

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

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

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

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

Invoice Summary

Items	Amount
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.

Amount	Description

Invoice Summary

Items	12,600.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00

13. 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