

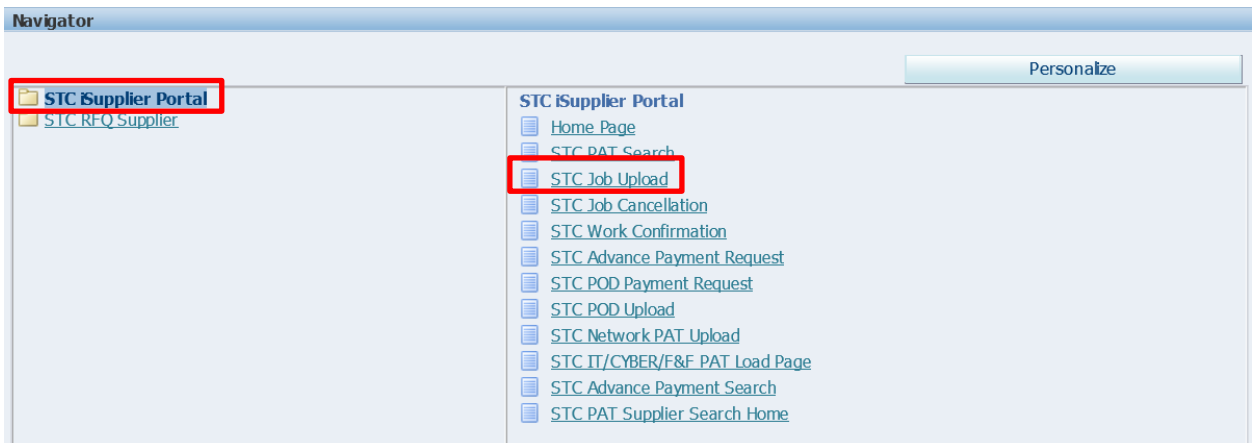


*User Name: (example: michael.james.smith)
*Password: (example: 4/99/23)

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

Select a Language:
English

- a. The supplier logs into Oracle application using the URL link: <https://sourcing.stc.com.kw> and the username/password provided.



- b. To upload the job details, clicks on **stc** job upload page

STC iSupplier Portal

Supplier Name: Aldar Systems General Trading& Contracting Company W.L.L.
PO Number:

Please select a Template File

SI No	PO Number	Site ID	Additional Job Order Description	Elements	Cal Code	Cal Code Description	UOM	Quantity	FOC Type	Remarks
No search conducted.										

- c. Enter approved PO number
- d. Click on download template

Job Creation Request



- e. The prefilled template will be available to download and save. You should complete template based on job request.

- f. Once template completed, click on 'browse' and then 'submit' to upload the required details to initiate the job

Sample below:

PO Line	NPO No	Site ID	Additional Elements	Culcode	Descriptio	UOM	Job Order	Remarks	Foc Type	Available	Quantity
30	420996	Head Offic	Head Offic	MATERIAL	IT-Infr-IT1	Purley 2P EA			FOC	14	

Job Creation Request



- g. Once file is uploaded, it should be validated to ensure if the Cul code, quantity and site are aligned with the PO order details. This is done by clicking on the 'validate items' button

Confirmation
You have uploaded your item list successfully

Validate Items Job Order Details

Upload Item
Personalize "Upload Item"

Supplier Name
* PO Number 417400
Please select a Template File

Item Details
Personalize "Item Details"
Personalize: Advanced Table: (region21)

SI	PO Number	Site ID	Site Description	Elements	Cul Code	Cul Code Description	UOM	Quantity	FOC Type	Remarks
1	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	78210623	Dual-band Combiner,1710-11880/1920-2170,double unit, S1/P2,7-16	EA	5	Payable	Software
2	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	03030KAF	Optical transceiver(1550nm,9.95Gb/s to 11-1G,Singlemode,80km)	EA	5	Payable	Software
3	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	0231OFFA	Rectifier Module, R4850, 1U, 3000W, High Efficiency	EA	5	Payable	Software
4	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	78210631	Triple-band combiner 900/1800/umts	EA	5	Payable	Software
5	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	3-AT-2200II-TBD	UMTS BAND Selective Repeater 65dB UL:13dBm/DL :7dBm Main unit ,power supply,mount,embedded service antenna, 10 m CFD200E white cable, 70BI UMTS antenna UL:1920 - 1980MHZ DL: 2100-2170mhz	EA	5	Payable	Software
6	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	KW-CWWE5015001	Rechargeable battery,VRLA battery(Front terminal),48V,150Ah,battery group(12V monobloc),4* (551*109*288)mm (ENERSYS)	EA	5	Payable	Software
7	417400	IAA0123	DWDM&NFV Software Upgrading service	Material	KWTP48400B	Power System, TP48400B, with max 400A capacity and max 4 banks of batteries	EA	5	Payable	Software

Validate Items Job Order Details

- h. Validate the details of generated job number and submit for approval to **stc** business user

Submit For Approval Back

Details Job Order Name	Site Id	Site Name	PO Number	Job Order Status	Job Order Amount	Currency Code	Revision	Comments	Requested Date
Jobs JOB-417400-HUA-NET-POW-IAA0123-MATERIAL-PAYABLE-V1	IAA0123	DWDM&NFV Software Upgrading service	417400	DRAFT	70600	KWD	V1		19-Dec-2019
Jobs JOB-417400-HUA-NET-RAD-IAA0123-MATERIAL-PAYABLE-V1	IAA0123	DWDM&NFV Software Upgrading service	417400	DRAFT	9900	KWD	V1		19-Dec-2019
Jobs JOB-417400-HUA-NET-LTE-IAA0123-MATERIAL-PAYABLE-V1	IAA0123	DWDM&NFV Software Upgrading service	417400	DRAFT	11700	KWD	V1		19-Dec-2019

Submit For Approval Back

- i. stc business team will receive the job approval notification and after the job is approved by the **stc** business user, you will receive a confirmation notification