

- a. The Supplier Logs into Oracle Applications using the URL link <http://sourcing.stc.com.kw> and the **username/password** provided.



The login form contains the following elements:

- *User Name: (example: michael.james.smith)
- *Password: (example: 629923)
- Buttons: Login | Cancel
- TIP: For any Support, Please contact to Service Desk (servicedesk@stc.com.kw)
- Reset Password link
- Select a Language: العربية | English

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- b. To upload the PAT Request, Supplier clicks on **STC Network PAT Upload**

The Navigator sidebar shows the following menu items:

- STC Supplier Portal
 - STC RFQ Supplier
 - STC Home Page
 - STC PAT Search
 - STC Job Upload
 - STC Job Cancellation
 - STC Work Confirmation
 - STC Advance Payment Request
 - STC POD Payment Request
 - STC POD Upload
 - STC Network PAT Upload** (highlighted with a red box)
 - STC IT/CYBER/F&F PAT Load Page
 - STC Advance Payment Search
 - STC PAT Supplier Search Home

- c. Enter/Select PO number

The search interface includes:

- * PO:
- TIP Select the PO Number
-
- Job Orders
 - Asset Addition Report Upload** (highlighted with a red box)

Details PO Number	Site ID	Job Order Name	View Uploaded PAT and OIL	PAT Status
No search conducted.				

- d. Click on Asset Addition Report Upload button to upload the file

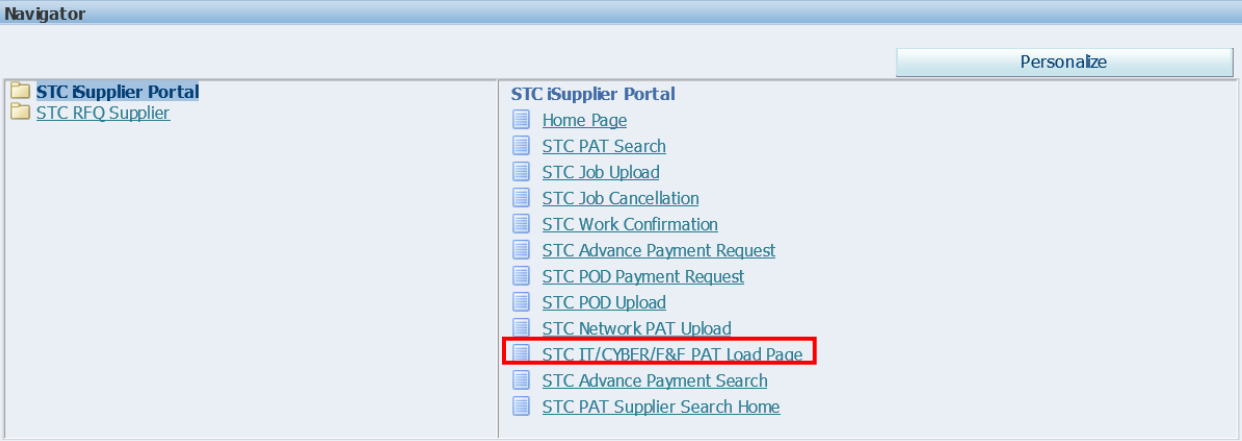
- e. Click on Download Template, vendor can save prefilled template and as per pat requirement vendor should filled required information

- f. Select the filled template
- g. Click on Upload

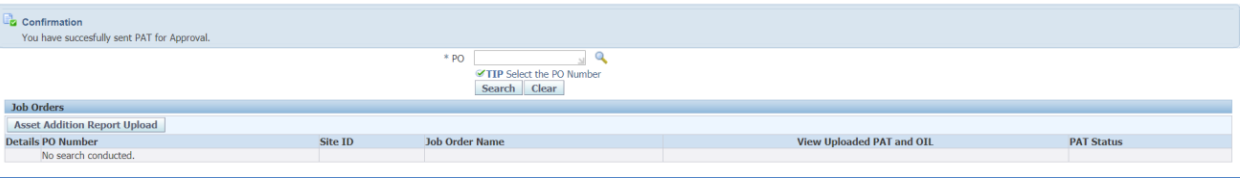
- h. System will validate the template data and it will process PAT file successfully.
- i. Job Names should be within the selected PO
- j. Sites should be within the selected PO
- k. Serial numbers for each loaded Item should be unique
- l. Cul Code should be within the selected PO
- m. Click on Confirm to Upload the PAT request file

IF PO is related to IT/Cyber Security or Furniture and Fixture

1. To upload the PAT Request, Supplier clicks on **STC IT/CYBER/F&F PAT Load Page**



2. Select PO Number
3. Click on **Download Template**, vendor can save prefilled template and as per pat requirement vendor should filled required information



4. Select the filled template and click on browse button and click on Submit button

5. Once uploaded click on **Validate item**.

The screenshot shows a web interface for 'PAT Lead'. At the top right, there are two buttons: 'Validate Items' and 'PAT Upload Details', both highlighted with red boxes. The form contains fields for 'Supplier Name' and '* PO Number'. Below these is a 'Download Template' button (highlighted with a red box) and a 'Browse...' button. A 'Please select a Template File' label is present, along with a 'Submit' button (highlighted with a red box). Below the form is a table with the following columns: Job Order Name, Location, Pat Request Date, Tag/Sl Number, Cul Code, Cul Code Description, Parent Child, Parent, Parent Cul Code, Parent SI No, and Quantity. The table content is empty, showing 'No search conducted.' At the bottom right of the table area, there are two buttons: 'Validate Items' and 'PAT Upload Details'.

6. Job Names should be within the selected PO
7. Sites should be within the selected PO
8. Serial numbers for each loaded Item should be unique
9. Cul Code should be within the selected PO
10. Once validation done
11. Click on Confirm to Upload the PAT request file