

## A.Advance payment B.POD payment

### Job Order Creation and POD Upload must be completed first

#### Note:

You can submit for 'Advanced Payment' (if the process is applies to the job nature). Once confirmed, please complete and upload the required details to create jobs and submit for approval processing by stc business users. Once the job is approved, you will get a notification and then initiate the job at the site.

Please submit 'POD Payment' request only for hardware before completing 'Work Confirmation' process. You're requested to ensure serial numbers/tags are obtained from the Asset Management Team for the job numbers that have trackable assets associated.

Once the job is completed, the supplier submits the work confirmation (Mandatory to have 100% work confirmation approval on the specific Job Number to be applied for PAT, and not partial) and work confirmation will be approved by the stc business user after the site verification.

Please obtain confirmation from acceptance on the BOQ being offered for PAT, prior to PAT upload in the system.

Please submit the PAT file to claim the final milestone payment against PAT. If there is any variance between the Design Job Number issued quantities and PAT offered quantities; the specific Job Number will be forwarded to the Project Manager for approval on the variance; subsequent to which it will be notified for PAT in the system.

#### Important note:

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

### **Payment Request**

1. Advance payment request

SiC	*User Name (example: michael james anth)) *Password (example: 4u/9Vc23) Login Cancel * TIP For any Support, Please contact to Service Desk (servicedesk@stc.com.kw) Reset Password
	Select a Language: المراجعة English

SiC

1. Log in to Oracle Applications using the URL link <u>https://sourcing.stc.com.kw</u> and the username/password provided.

Navigator		
		Personalize
STC Supplier Portal	STC iSupplier Portal 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 STC. Network PAT Upload STC Advance Payment Search STC PAT Supplier Search Home	

- 2. To request an advance payment, click on:
  - a. **stc** iSupplier portal
  - b. **stc** advance payment request

Payment Request											
Simple Search											
Note that the sea Supplier Name PO Number	rch is case insensitive Huawei Technologie 417443 Go Clear	s Kuwait Co. W.L.L.									
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	200.0	0 KWD	1		20 DRAFT	12-Feb-2020	<b></b>

- 3. Enter PO Number and click on go button, below is the details displayed
- 4. Click on attach and submit button

Pa	ayı	ment	Re	ques	t						sic
Paymen	t Reques	st									
											Submit Back
Paymen	t Reques	st Details			Supplier Nam PO NUmbe	e United Resource Real Estate Co er 423416	ompany				
РО	PO			РО	Amount		Advance Amount	Advance			Payment
Number 423416	Date 04-Jul- 2021	Supplier Name United Resource Real Estate Company	Site KUWAIT CITY	PO Total Currence 855,044.16 KWD	y Rate(KWD) 1 855,044.1	6 25 ADVANCE PAYMENT	213,761.0	Amount(KWD) 04 213,761.0	*Invoice Number	*Bank Account	DRAFT 14-Nov-2021
				LG None Add	TCC None Add	* PO None Add * Contra	t None Add *	Invoice None Ad	d Others None	dd	
											Submit Back

- 5. Enter the invoice number, bank details and add required attachments:
  - a. PO
  - b. Contract
  - c. Invoice
  - d. Supporting documents (depending on scope)
- 6. Click on submit button to send for approval to **stc** business use

# Payment Request

