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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.
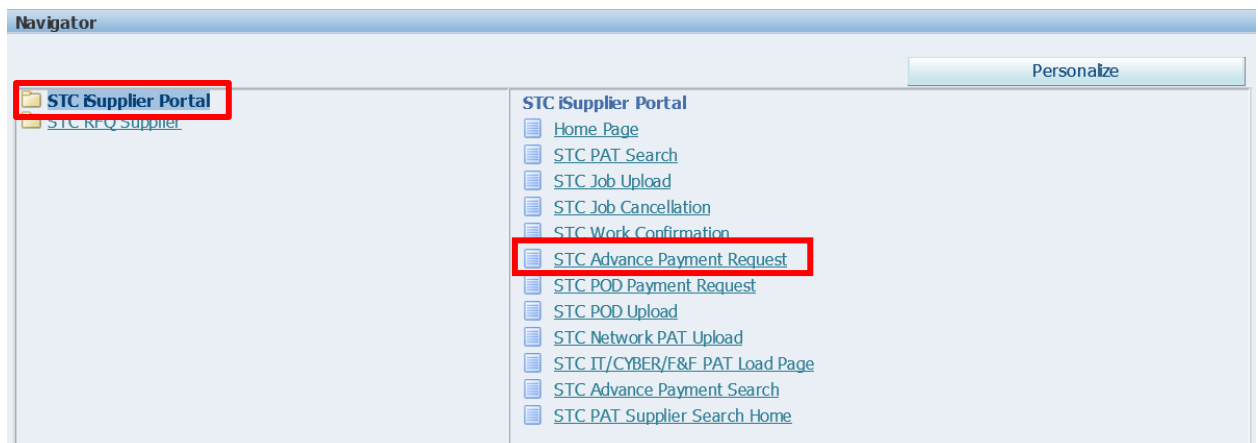
Important note:

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

Payment Request

stc

1. Advance payment request

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

2. To request an advance payment, click on:

    a. **stc** iSupplier portal

    b. **stc** advance payment request

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

4. Click on attach and submit button

Payment Request

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Supplier Name United Resource Real Estate Company
PO NUmber 423416

Payment Request Details

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 Status	Request Date
423416	04-Jul-2021	United Resource Real Estate Company	KUWAIT CITY	855,044.16	KWD	1	855,044.16	25	ADVANCE PAYMENT	213,761.04	213,761.0			🔍	DRAFT	14-Nov-2021

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

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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

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