a. The Supplier Logs into Oracle Applications using the URL link
    https://sourcing.stc.com.kw andthe **username**/**password**
    provided.

b. To upload the Work Confirmation Supplier clicks on Work
    Confirmation Upload Page
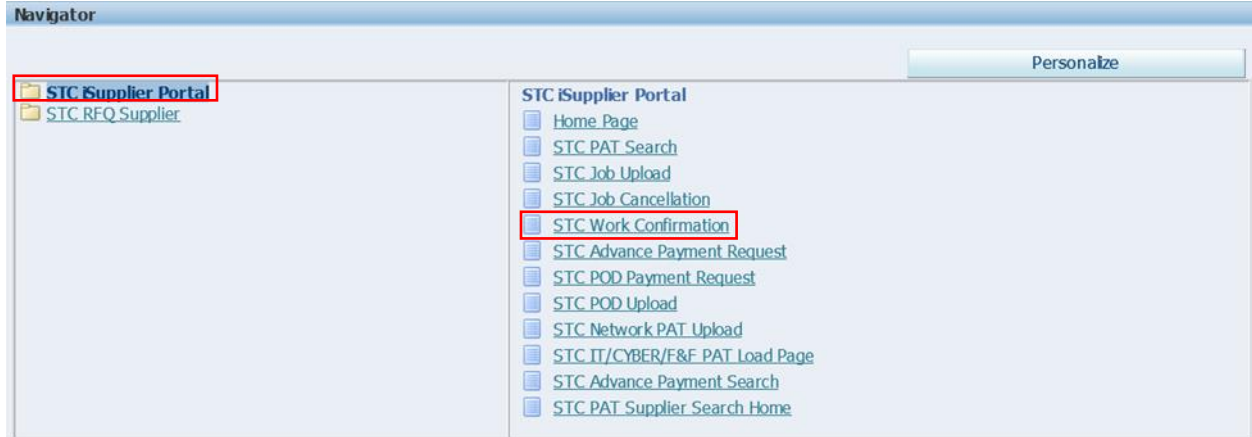
c. Enter Approved PO Number and click Go

Note: there are two options for Work Completion:
1. **Clicking Work Confirmation in case you have less jobs**

a. Select the Job

b. Click on Work Confirmation/Work Confirmation Upload

c. Enter % Completed

d. Click on Submit for Approval
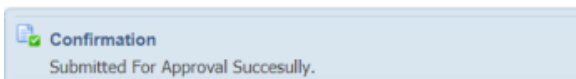
e. Confirmation message will pop up by system

f. stc Business team will receive the Work Confirmation Approval Notification to approve the work confirmation submitted by

Supplier

g. Once the stc Business user approves the work confirmation an FYI notification will goes to Supplier

2. **Clicking Work Confirmation Upload in case you have many jobs**

a. *Upload template per below instruction and click Browse*
b. *Click Submit*
c. *Click Validate Items*
d. *Click Submit for Approval*