

Invoice Creation - OPEX



The purpose of this exercise is for vendors to upload their invoices manually and avoid any paper submission. In order to do so, vendors must create invoices by entering all information requested in required fields once they sign into iSupplier portal and submit all information relevant to the completed project.

Important note:

- 1. Submission of invoices should be based on contract payment terms approved on the contractual agreement**
- 2. Before invoice submission, partner must share invoice copy to concerned departments point of contact (SPOC) to complete invoice receiving process and then proceed with steps below**

1. Visit this [link](#) and click on Vendor Relations:

stc Investor Relations Corporate Governance Vendor Relations

Welcome to stc's i-Supplier Registration Portal

Dear prospective suppliers

Thank you for contacting **stc** Procurement. Here at **stc**, we consider our suppliers as partners in our mission to provide unique services and products that satisfy the aspirations of our clients and accommodate their needs. This is only achievable through a strong and transparent relationship with our suppliers built through mutual trust and cooperation.

Therefore our existing suppliers are a source of strength and a major asset in achieving our mission and we always strive to increase our base of reliable and capable suppliers. We highly encourage the participation of suppliers that have the technical and financial abilities to further our mission and enhance our range of unique products and services.

Our i-Supplier portal is your gateway to registering with **stc** Kuwait, rest assured that our procurement team will review each submission and will inform you accordingly of any eligible tenders. For any further queries regarding supplier registration, please don't hesitate to contact **stc**'s Procurement team at: procurement@stc.com.kw

☐ I agree to the [terms and conditions](#)

Login stc Registration solutions by stc Registration

2. Click on "I agree to the terms and conditions" and then 'login'
3. Enter username and password (shared via email at the time of registration)
4. Click 'login' to login iSupplier portal

Invoice Creation - OPEX



*User Name:

*Password:

✓ **TIP** For any Support, Please contact to Service Desk (servicedesk@stc.com.kw)

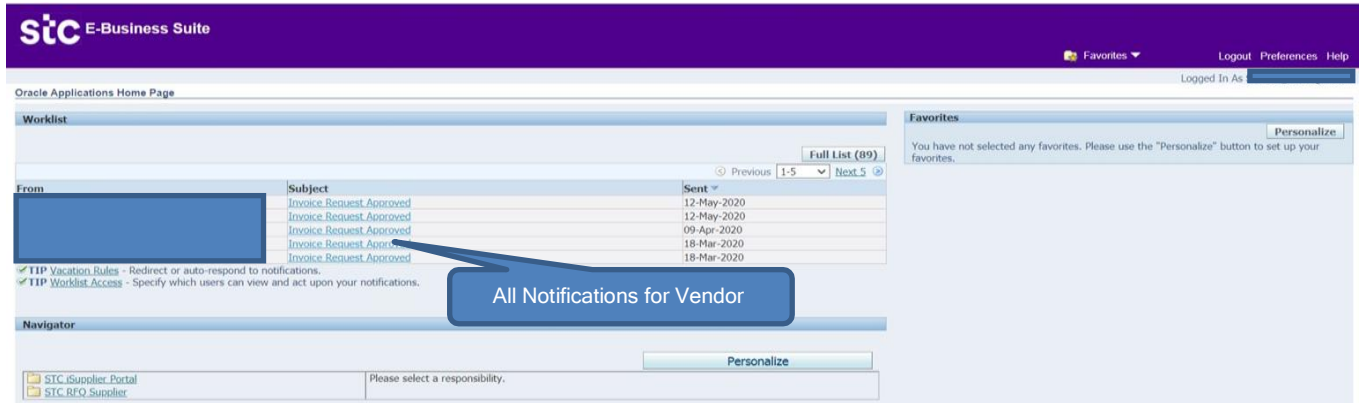
[Reset Password](#)

Select a Language:
[العربية](#) [English](#)

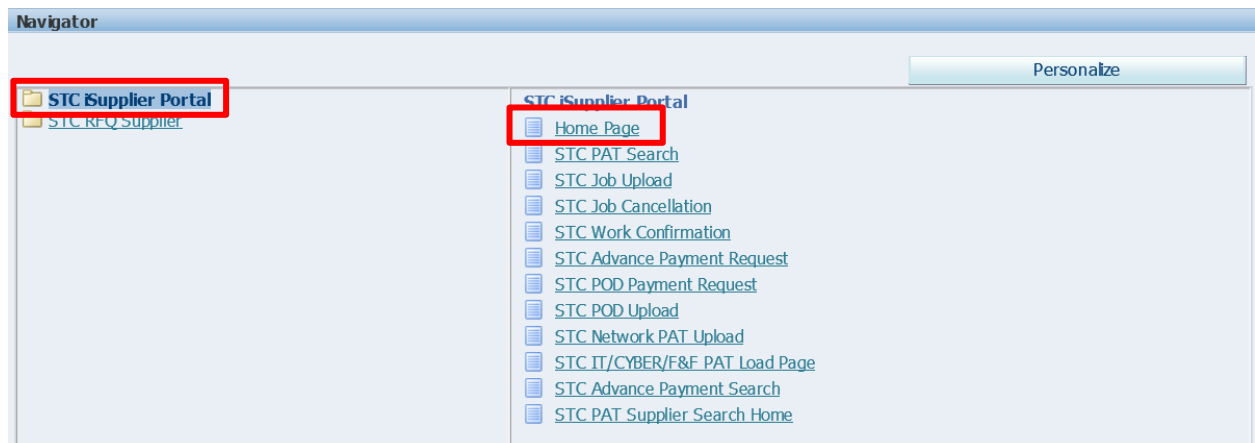
Invoice Creation - OPEX



Note: after successfully logging into the system, you can see homepage and all notifications:



5. For invoice creation, click on **stc iSupplier Portal** responsibility and click on 'Homepage'



Invoice Creation - OPEX



6. Click on finance tab

The screenshot shows the stc iSupplier Portal interface. The top navigation bar is purple with the stc logo and 'iSupplier Portal' text. Below it, a secondary navigation bar contains 'Home', 'Finance' (highlighted with a red box), and 'Supplier Profile'. To the right of this bar are links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there is a 'Notifications' section with a 'Full List' button and a table of notifications. The table has two columns: 'Subject' and 'Date'. The subjects are all 'Invoice Request Approved' and the dates range from 12-May-2020 to 18-Mar-2020.

7. Enter the search criteria to view existing invoices
8. Next click on 'Go' to create invoice with a PO to initiate the invoice process

The screenshot shows the 'Create Invoices' section of the stc iSupplier Portal. The top navigation bar is purple with the stc logo and 'iSupplier Portal' text. Below it, a secondary navigation bar contains 'Home', 'Finance' (highlighted with a red box), and 'Supplier Profile'. To the right of this bar are links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there is a 'Create Invoices' section with a 'Create Invoice' button and a 'With a PO' button (highlighted with a red box). Below these buttons is a search form with fields for 'Supplier', 'Purchase Order Number', 'Invoice Number', 'Invoice Date From', 'Invoice Date To', 'Invoice Amount', and 'Currency'. A blue callout box points to the 'Go' button and says 'Click on Go button to create invoice'. Below the search form is a table with columns: 'Invoice Number', 'Invoice Date', 'Invoice Currency Code', 'Invoice Amount Withdraw', 'Cancel', 'Update', and 'View Attachments'. The table shows 'No search conducted.'

9. Enter PO Number and click on the 'Go' button to select PO line.

The screenshot shows the 'Create Invoice: Purchase Orders' section of the stc iSupplier Portal. The top navigation bar is purple with the stc logo and 'iSupplier Portal' text. Below it, a secondary navigation bar contains 'Home', 'Finance' (highlighted with a red box), and 'Supplier Profile'. To the right of this bar are links for 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below the navigation bar, there is a 'Create Invoice: Purchase Orders' section with a 'Create Invoice' button and a 'With a PO' button (highlighted with a red box). Below these buttons is a search form with fields for 'Purchase Order Number', 'Purchase Order Date', 'Buyer', 'Organization', and 'Advances and Financing'. A blue callout box points to the 'Go' button and says 'Click Go button to see PO'. Another blue callout box points to the 'Purchase Order Number' field and says 'Enter PO for Invoice Creation'. Below the search form is a table with columns: 'Select PO Number', 'Line', 'Shipment', 'Advances or Financing', 'Item Description', 'Item Number', 'Supplier Item Number', 'Ordered', 'Received', 'Invoiced', 'UOM', 'Unit Price', 'Curr', 'Ship To', 'Organization', 'Packing Slip', and 'Waybill'. The table shows 'No search conducted.'

Invoice Creation



Once PO lines have been selected, click on the next button

stc iSupplier Portal

Home Finance Supplier Profile

Create Invoices

Navigator Favorites Home Logout Preferences Help

Create Invoice: Purchase Orders

Cancel Step 1 of 4 Next

Select PO lines for invoice

Once line are selected, click on next

Select PO Number	Line	Shipment	Advances or Financing	Item Description	Item Number	Supplier Item Number	Ordered	Received	Invoiced	UOM	Unit Price	Curr	Ship To	Organization	Packing Slip	Waybill
	1	1						0	6250	Currency	1	KWD	Head Office	KTC Operating Unit		
	2	1						0	1000	Currency	1	KWD	Head Office	KTC Operating Unit		
	3	1						0	1000	Currency	1	KWD	Head Office	KTC Operating Unit		

Cancel Step 1 of 4 Next

- Select remit to bank account
- Enter invoice number
- Select invoice date
- Enter invoice description
- Attach required documents
- Enter quantity/amount at each line

Home Orders Finance Supplier Profile

Create Invoices

Navigator Favorites Home Logout Preferences Help

Create Invoice: Details

* Indicates required field

Cancel Back Step 2 of 4 Next

Supplier

* Supplier Tax Payer ID

* Remit To Address

Remit To Bank Account

Unique Remittance Identifier

Remittance Check Digit

Invoice

* Invoice Number INV123

* Invoice Date 14-Mar-2018

Invoice Type Invoice

Currency USD

Invoice Description

Conversion Rate

Test

Purchase Order Attachment List Add...

* Invoice Attachment List Add...

* Contract Copy Attachment List Add...

Acceptance Document None Add...

Quotations None Add...

Others None Add...

Customer

* Customer Tax Payer ID 1

Customer Name Kuwait Telecom Company

Address Al Salmiya Kuwait KW

PO Number	Line	Shipment	Item Number	Item Description	Supplier Item Number	Ship To	Available Quantity	Quantity	Unit Price	UOM	Amount
	1	1	MH261			Stores	198	20	630	Each	12600
	2	1	MH228			Stores	18	18	0	Each	0

Invoice Creation



10. Once information is entered, then click the next button

Home Orders Finance Supplier Profile

Create Invoices

Purchase Orders Details Manage Tax Review and Submit

Create Invoice: Manage Tax

Cancel Save Back Step 3 of 4 **Next** Submit

Supplier

* Supplier
Tax Payer ID
Remit To
Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Invoice

* Invoice Number
* Invoice Date
Invoice Type
* Currency
Invoice Description
Conversion Rate

Test
Purchase Order
Invoice
Contract Copy
Acceptance Document
Quotations
Others

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
	1	1			Stores	500	1.00 Each	\$13.00	\$13.00

Shipping and Handling

Charge Type	Amount Description
No results found.	

Shipping and Handling

Charge Type	Amount Description
No results found.	

Invoice Summary

Items	513.00
Less Retainage	0.00
Freight	0.00
Miscellaneous	0.00
Tax	0.00
Total (USD)	513.00

Recalculate Total

Cancel Save Back Step 3 of 4 **Next** Submit

11. Review the page and click on **Next** button

12. Click on **submit** button for invoice submission to **stc**

Invoice Creation



Home | Orders | Finance | Supplier Profile

Create Invoices

Purchase Orders | Details | Manage Tax | Review and Submit

Create Invoice: Review and Submit

Cancel | Save | Back | Step 4 of 4 | **Submit**

Supplier

* Supplier
* Tax Payer ID
* Remit To Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

XXXXXXXX1160

Invoice

* Invoice Number: INV123
* Invoice Date: 14-Mar-2018
Invoice Type: Standard
* Currency: USD
Invoice Description
Conversion Rate

Test
Purchase Order: Attachment List...
Invoice: Attachment List...
Contract Copy: Attachment List...
Acceptance Document: None
Quotations: None
Others: None

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
	1	1			Stores	198	20.00 Each	630.00	12,600.00
	2	1			Stores	17	18.00 Each	0.00	0.00

Shipping and Handling

Charge Type
No results found.

Amount Description

Invoice Summary

	Items	Amount
	Items	12,600.00
	Less Retainage	0.00
	Freight	0.00
	Miscellaneous	0.00

Note: Once the invoice is submitted, a confirmation message will appear and the concerned department will be notified

Create Invoices

Purchase Orders | Details | Manage Tax | Review and Submit

Confirmation

Invoice 1243 was submitted to our department on 14-Mar-2018. The confirmation number for this invoice is the invoice number. You can query its status by using Search by navigating to the Home page.

Invoice: 1243

Printable Page | Create Another

Supplier

* Supplier
* Tax Payer ID
* Remit To Address
Remit To Bank Account
Unique Remittance Identifier
Remittance Check Digit

Salmiya
XXXXXXXX1160

Invoice

* Invoice Number: 1243
* Invoice Date: 14-Mar-2018
Invoice Type: Standard
* Currency: USD
Invoice Description: test
Conversion Rate

Test
Purchase Order: Attachment List...
Invoice: Attachment List...
Contract Copy: Attachment List...
Acceptance Document: None
Quotations: None
Others: None

Items

PO Number	Line	Shipment	Item Description	Supplier Item Number	Ship To	Available Qty	Quantity To Invoice UOM	Unit Price	Amount
	1	1			Stores	500	1.00 Each	513.00	513.00

Invoice Summary

	Items	Amount
	Items	513.00
	Less Retainage	0.00
	Freight	0.00
	Miscellaneous	0.00
	Tax	0.00
	Subtotal	513.00
	Less Advances and Financing	0.00
	Total (USD)	513.00

Return to Invoices | Printable Page | Create Another