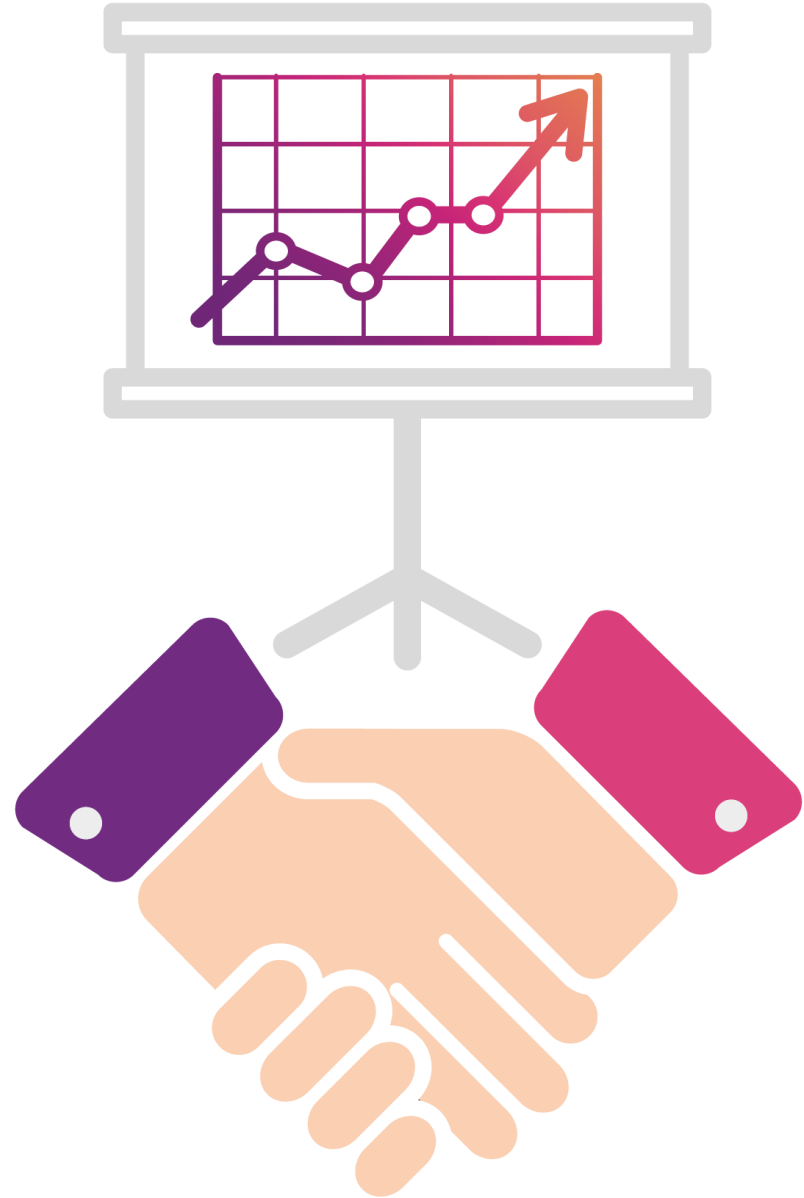


STCS iSupplier Advance Payment Request Process

MS&O – Internal IT

Date: 26 /Feb/2018



Agenda

This document provides Advance payment request against PO process from iSupplier portal. Once supplier register themselves with STCS iSupplier portal, they will be able to login in portal and will be able to raise advance payment request against PO and track advance invoice status .

Below are the steps for this process:

- 1. Submit the advance payment request from iSupplier portal**
 2. STCS Payable team will process the request
 - 3. Track advance invoice status in iSupplier portal**
-

Raise Advance Payment Request Against PO

Login into iSupplier Portal with your credentials and click on iSupplier portal full Access >>
Home page responsibility

Enterprise Search Contract Documents Search Results Display Preference

Home

Navigator

- [-] iSupplier Portal Full Access
 - [+] Home Page
 - [+] Sourcing Supplier

Worklist

From	Type	Subject	Sent	Due
Maqsood Ahmed	PO Approval	STCS OU - Standard Purchase Order 12342, 0	05-Nov-2017	
Maqsood Ahmed	PO Approval	STCS OU - Standard Purchase Order 12343, 0	05-Nov-2017	
Mansood	PO	STCS OIJ - Standard Purchase Order 12340 0 requires your

Raise Advance Payment Request Against PO

Click on Advance payment invoice link under invoices

Home Orders Shipments Planning Finance Product Admin

Search PO Number Go

Notifications [Full List](#)

Subject	Date
STCS OU - Standard Purchase Order 12342, 0	05-Nov-2017 09:20:19
STCS OU - Standard Purchase Order 12343, 0	05-Nov-2017 09:19:53
STCS OU - Standard Purchase Order 12340,0 requires your acceptanc...	31-Oct-2017 09:28:03
STCS OU - Standard Purchase Order 12340, 0	31-Oct-2017 09:27:47
STCS OU - Standard Purchase Order 12339,0 requires your acceptanc...	30-Oct-2017 15:20:02

Orders At A Glance [Full List](#)

PO Number	Description	Order Date
12343	P.R No: 9066 Internal Use	05-Nov-2017 09:19:30
12342	P.R No: 9066 Internal Use	05-Nov-2017 09:19:25
12340		31-Oct-2017 09:27:21
12339		30-Oct-2017 15:19:23

Planning

- Forecast Schedules
- VMI

Orders

- Agreements
- Purchase Orders
- Purchase History

Shipments

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

Receipts

- Receipts
- Returns
- On-Time Performance

Invoices

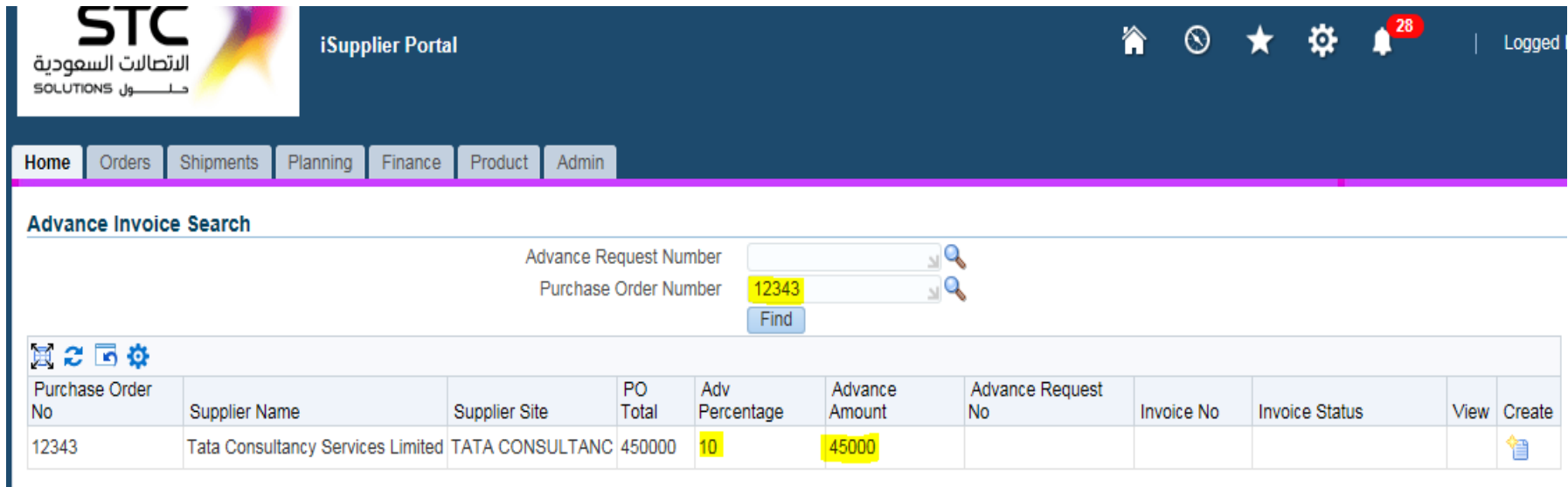
- Invoices
- Advance Payment Invoices

Payments

- Payments

Raise Advance Payment Request Against PO

Search the PO in advance payment request page and click on find. It will show the advance percentage defined in PO and advance amount.



The screenshot shows the STC iSupplier Portal interface. The top navigation bar includes the STC logo, the text 'iSupplier Portal', and several icons (home, refresh, star, settings, notification) with a notification badge showing '28'. Below the navigation bar is a menu with tabs for Home, Orders, Shipments, Planning, Finance, Product, and Admin. The main content area is titled 'Advance Invoice Search' and contains two search input fields: 'Advance Request Number' and 'Purchase Order Number'. The 'Purchase Order Number' field is populated with '12343'. A 'Find' button is located below the search fields. Below the search area is a table with the following data:

Purchase Order No	Supplier Name	Supplier Site	PO Total	Adv Percentage	Advance Amount	Advance Request No	Invoice No	Invoice Status	View	Create
12343	Tata Consultancy Services Limited	TATA CONSULTANC	450000	10	45000					

Raise Advance Payment Request Against PO

Click on create icon for create the new advance request




The header of the iSupplier Portal features the STC logo on the left, the text 'iSupplier Portal' in the center, and navigation icons (home, clock, star, gear, bell) on the right. The bell icon has a red notification badge with the number '28'. Below the header is a horizontal menu with tabs for 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The 'Home' tab is currently selected.

Advance Invoice Search

Advance Request Number

Purchase Order Number

Purchase Order No	Supplier Name	Supplier Site	PO Total	Adv Percentage	Advance Amount	Advance Request No	Invoice No	Invoice Status	View	Create
12343	Tata Consultancy Services Limited	TATA CONSULTANC	450000	10	45000					

Raise Advance Payment Request Against PO

Enter the Invoice no and invoice date at header

Attachment invoice copy has been added successfully but not committed; it would be committed when you commit the rest of the current transaction.

Advance Invoice Entry

Save Submit Back



Invoice Header

Advance Request No 28
Invoice Status Draft
PO Num 12343
PO total 450000
Invoice Description 10% advance for PO 1234
Remit To Address TATA CONSULTANC

* Invoice No PO@12343
* Invoice Date 06-Nov-2017
Currency SAR
Advance Amount 45000
Supplier Name Tata Consultancy Services Limited



Item Description	Amount
10% advance for PO 123	45000

Raise Advance Payment Request Against PO

Attach the invoice copy by click on attachment

Remit To Address



Item Description	Amount
10% advance for PO 123	<input type="text" value="45000"/>

Add Attachment...



Title ^	Type ^	Description ^	Category ^	Last Updated By ^	Last Updated ^	Usage ^	Update	Delete
invoice copy	File		Miscellaneous	ALIK.KHANNA@TCS.COM	06-Nov-2017	One-Time		

Raise Advance Payment Request Against PO

Click on submit button for submit the request. System generate the unique request for tracking the status of request

Confirmation

Thank you for submitting the invoice no PO@12343. Your Invoice has been submitted for approval and you can track the status against the request no 28 from same page

Advance Invoice Entry

Save Submit Back



Invoice Header

Advance Request No	28	* Invoice No	PO@12343
Invoice Status	Draft	* Invoice Date	06-Nov-2017
PO Num	12343	Currency	SAR
PO total	450000	Advance Amount	45000
Invoice Description	10% advance for PO 1234	Supplier Name	Tata Consultancy Services Limited
Remit To Address	TATA CONSULTANC		

Raise Advance Payment Request Against PO

Search by request no in the search page by click on back button

STC
الاتصالات السعودية
SOLUTIONS حلول

iSupplier Portal

Home Orders Shipments Planning Finance Product Admin

Advance Invoice Search

Advance Request Number 28

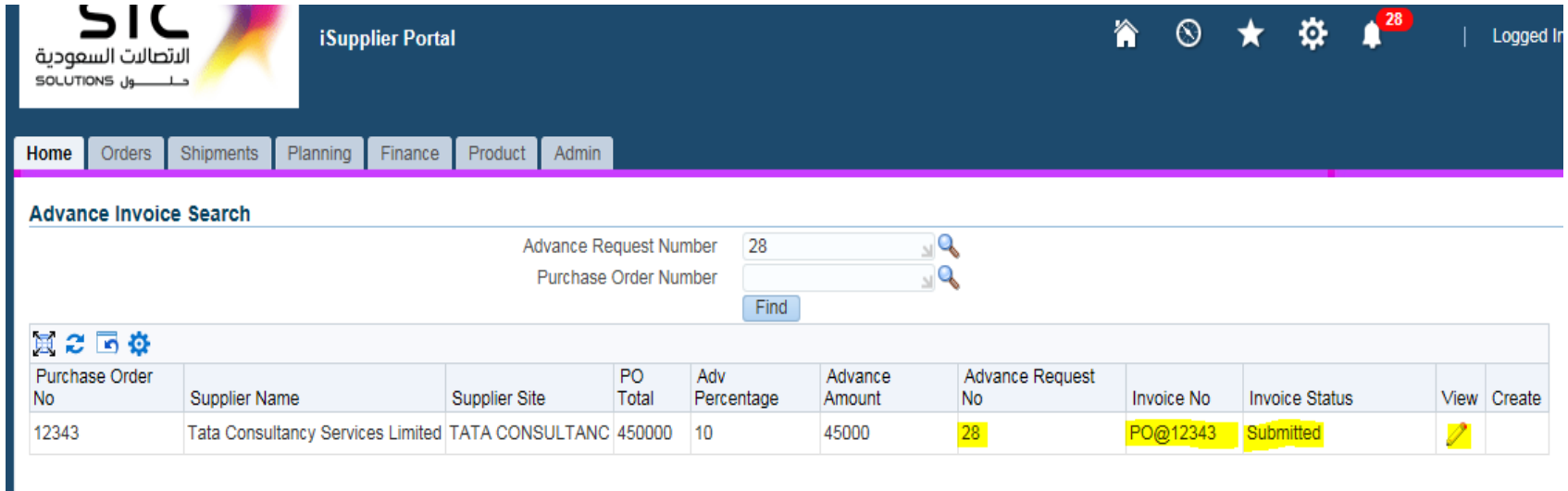
Purchase Order Number

Find


Purchase Order No	Supplier Name	Supplier Site	PO Total	Adv Percentage	Advance Amount	Advance Request No	Invoice No	Invoice Status	View	Create
No search conducted.										

Raise Advance Payment Request Against PO

First request status will be submitted and you can see the detail by click on view button



The screenshot displays the iSupplier Portal interface. At the top left is the SIC logo with Arabic text 'الاتصالات السعودية' and 'SOLUTIONS'. The main header includes 'iSupplier Portal' and navigation icons for home, clock, star, settings, and a notification bell with '28'. A 'Logged In' status is visible on the right. Below the header is a navigation menu with 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. The main content area is titled 'Advance Invoice Search' and contains two search input fields: 'Advance Request Number' with the value '28' and 'Purchase Order Number'. A 'Find' button is located below these fields. Below the search area is a table with the following data:

Purchase Order No	Supplier Name	Supplier Site	PO Total	Adv Percentage	Advance Amount	Advance Request No	Invoice No	Invoice Status	View	Create
12343	Tata Consultancy Services Limited	TATA CONSULTANC	450000	10	45000	28	PO@12343	Submitted		

Track Advance Payment Request

Search by request no in the search page and click on find

الاتصالات السعودية SOLUTIONS

iSupplier Portal

Home Orders Shipments Planning Finance Product Admin

Advance Invoice Search

Advance Request Number 28

Purchase Order Number

Find


Purchase Order No	Supplier Name	Supplier Site	PO Total	Adv Percentage	Advance Amount	Advance Request No	Invoice No	Invoice Status	View	Create
No search conducted.										


Track Advance Payment Request





Status of invoice will be changed from submitted to Inv Approved, unpaid when invoice is validate by AP use


Home Orders Shipments Planning Finance Product Admin

Advance Invoice Search

Advance Request Number 

Purchase Order Number 

Purchase Order No	Supplier Name	Supplier Site	PO Total	Adv Percentage	Advance Amount	Advance Request No	Invoice No	Invoice Status	View	Create
12343	Tata Consultancy Services Limited	TATA CONSULTANC	450000	10	45000	28	PO@12343	Inv Approved,Unpaid		

Thank you