

# STCS New Supplier Invoice Request Process

Internal IT

Date: 20/02/2019



# Agenda

---

Supplier Invoice Request process enables you to raise invoice request against PO after delivery of material and services from STCS iSupplier Portal.

Now New Invoice request process is single step i.e. Invoice Request creation and submission. By this process GRN request process will be discarded from system.

Below are the functions for new Invoice request process from iSupplier portal :

- **Create Invoice Request and Submit for Processing**
- **Track invoice Request**

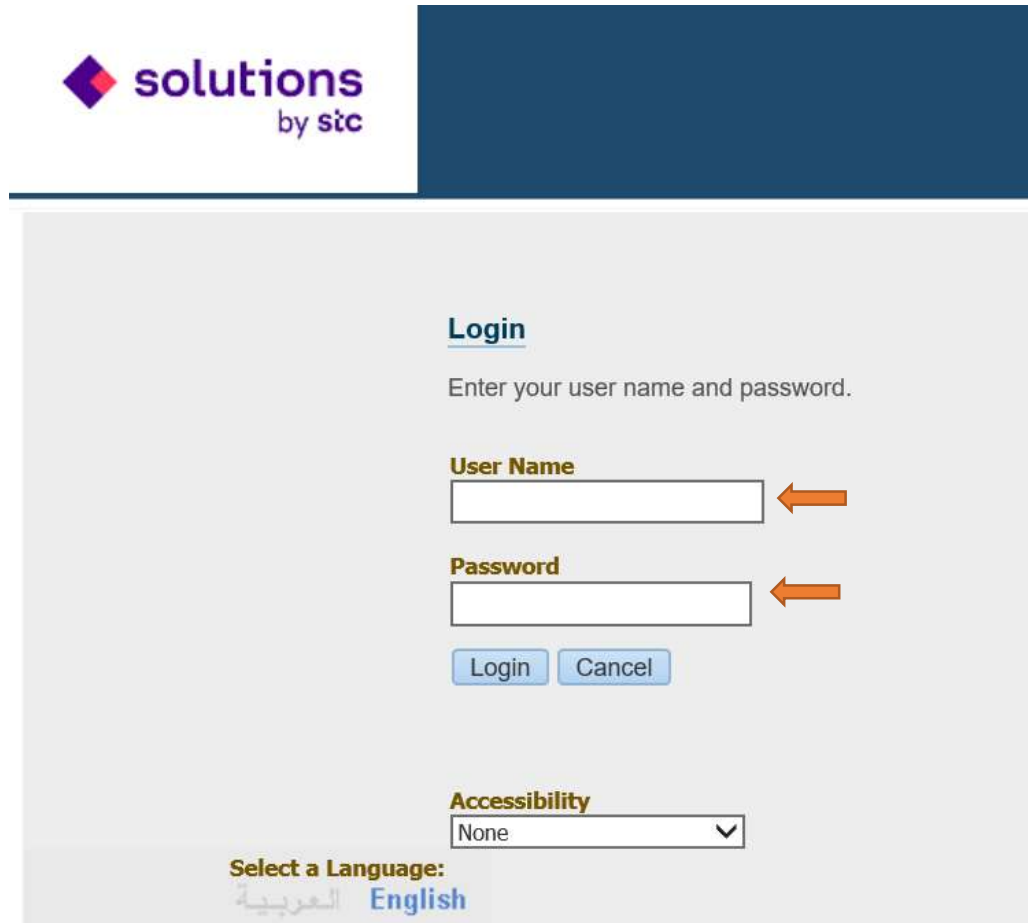
This user guide provide you steps to **Create Supplier Invoice request, Submit and track** functionality from iSupplier portal.

---

# Supplier Login in iSupplier Portal to Raise Invoice Request

---

Login with your iSupplier portal credential by click on <https://ebsdmz.stcs.com.sa:4448> link



**solutions**  
by stc

**Login**

Enter your user name and password.

**User Name**

**Password**

Login Cancel

**Accessibility**

None

Select a Language:  
العربية English

# Click on iSupplier Portal full Access Responsibility

Click on **iSupplier Portal Full Access Responsibility** to raise invoice request

The screenshot displays the 'solutions by stc' E-Business Suite interface. The top navigation bar includes the logo, 'E-Business Suite' text, and user status 'Logged In As...'. Below the navigation bar is a search section with 'Enterprise Search' and 'Contract Documents' dropdown, a search input field, a 'Go' button, and 'Search Results Display Preference' set to 'Standard'. The main content area is titled 'Home' and contains two sections: 'Navigator' and 'Worklist'. In the 'Navigator' section, there is a 'Personalize' button and a folder icon for 'iSupplier Portal Full Access, Standard', which contains a 'Home Page' link. An orange arrow points to this 'Home Page' link. The 'Worklist' section shows a table of notifications with columns for From, Type, Subject, Sent, and Due. Two notifications are listed, both from 'Alaa Abdulrahman Ahmad' regarding 'Supplier Notification' on '08-Apr-2019'. A 'Full List (2)' button is located above the table. A 'TIP Vacation Rules' notification is also visible at the bottom of the worklist.

Enterprise Search Contract Documents  Go Search Results Display Preference Standard

Home

Navigator [Personalize](#)

- iSupplier Portal Full Access, Standard
  - Home Page ←

Worklist [Full List \(2\)](#)

From	Type	Subject	Sent	Due
Alaa Abdulrahman Ahmad	Supplier Notification	Test	08-Apr-2019	
Alaa Abdulrahman Ahmad	Supplier Notification	Please P2p	08-Apr-2019	

[TIP Vacation Rules](#) - Redirect or auto-respond to notifications.

# Create Invoice Request from iSupplier Portal

Click on **Invoice request** link to create invoice request from iSupplier portal

The screenshot displays the iSupplier Portal interface. At the top left is the 'solutions by stc' logo and the text 'iSupplier Portal'. The top right contains navigation icons (home, clock, star, gear, notification) and a 'Logged In' status. Below the header is a navigation bar with tabs: Home, Orders, Shipments, Planning, Finance, Product, and Admin. A search bar is located below the navigation bar, with a dropdown menu set to 'PO Number' and a 'Go' button. Below the search bar is a link to 'Download New Invoice Request Training Manual...'. The main content area is divided into three sections: 'Notifications', 'Orders At A Glance', and 'Shipments At A Glance'. Each section has a 'Full List' button. The 'Notifications' section contains a table with two rows: 'Test' (08-Apr-2019 14:54:46) and 'Please P2p' (08-Apr-2019 12:29:56). The 'Orders At A Glance' section shows 'No results found.' The 'Shipments At A Glance' section also shows 'No results found.'. On the right side, there is a sidebar menu with categories: Planning (Forecast Schedules, VMI), Orders (Purchase Orders, Purchase History), Shipments (Delivery Schedules, Overdue Receipts, Advance Shipment Notices), Receipts (Receipts, Returns, On-Time Performance), Invoices (Invoices, Advance Payment Invoices, Invoice Request), and Payments (Payments). An orange arrow points to the 'Invoice Request' link in the Invoices section.

Search PO Number

[Download New Invoice Request Training Manual...](#)

**Notifications**

Subject	Date
Test	08-Apr-2019 14:54:46
Please P2p	08-Apr-2019 12:29:56

**Orders At A Glance**

PO Number	Description	Order Date
No results found.		

**Shipments At A Glance**

Shipment Number	Packing Slip	Shipment Date
No results found.		

**Planning**

- Forecast Schedules
- VMI

**Orders**

- Purchase Orders
- Purchase History

**Shipments**

- Delivery Schedules
- Overdue Receipts
- Advance Shipment Notices

**Receipts**

- Receipts
- Returns
- On-Time Performance

**Invoices**

- Invoices
- Advance Payment Invoices
- Invoice Request

**Payments**

- Payments

# Create Invoice Request from iSupplier Portal

Below is the Invoice Request Search Screen. You can search existing invoice request by enter Invoice number or PO Number.

For Create new Invoice request. Click on **Create invoice with PO** button.



# Enter Invoice Request Header Detail

For Create Invoice Request, You have to enter **Invoice Header Detail, Invoice Line detail and Attachment** of all supporting document for approve the invoice request.

**Invoice Header Detail:** Enter the below header detail and **click on Show link**

- Enter **PO Number** for which invoice need to be raise. Line detail will not show without enter PO No
- Enter **Invoice No, Invoice Date, Due Date for Payment and Invoice Description.**
- Enter **Commercial Invoice No** if material delivered at STCS warehouse.
- Enter **Deliver at** STCS Office, Direct delivery to Customer or STCS warehouse where material and Services is delivered.

Home Orders Shipments Finance

### Invoice Request

Save Submit Cancel

* PO Number	13093	←
Supplier Name	<input type="text"/>	
Supplier Number	<input type="text"/>	
Supplier Site		
Currency Code	SAR	
Payment Term	100% After Delivery (45 days from invoice date)	
Invoice Status	Draft	

* Invoice Number	13093 Invoice no	←
* Invoice Date	25-Mar-2019	←
Invoice Description	Invoice Description	←
Commercial Invoice Num	<input type="text"/>	
* Deliver At	Direct Delivery To Customer	←
* Due Date	25-Apr-2019	←

Invoice Lines:

▶ Show ←

# Enter Invoice Request Line Detail

By Click on Show link, You can find all the eligible line for invoice. You can search the PO line by enter PO line number and **click on Go**.

You have to **select PO line number** whose invoice need to be create and click on **Add Row** Button. You can check ordered, received, Invoiced and available for invoicing quantity.

[Hide](#)

Search

---

Note that the search is case insensitive

Line Num

Select All | Select None

Select	PO Number	Line Num	Shipment	Item Number	Item Description	UOM	Unit Price	Currency Code	Ordered	Received	Available to Invoicing	Invoiced
<input checked="" type="checkbox"/>	13093	1	1	SW-2-8040A-VN-STOR	SW-2;FlexArray Virtualization;8040A	Each	8655.9375	SAR	4	2	2	2
<input type="checkbox"/>	13093	2	1	CS-N-SSP-VA	NetApp SW Support Plan;VA	Each	4500	SAR	4	4	0	4
<input checked="" type="checkbox"/>	13093	3	1	X1133A-R6	HBA;4-Port FCP Trgt/Init 16Gb PCIe w/SFP+	Each	5500.3125	SAR	4	2	1	2
<input type="checkbox"/>	13093	4	1	X66250-15	Cable;LC-LC;OM4;15m	Each	458.4375	SAR	8	8	0	8

PO Number	Line Num	Shipment	Item Number	Item Description	UOM	Unit Price	Currency	Ordered	Received	Invoiced	Available to Invoicing	* Invoice Quantity	Amount	Delete
No results found.														
												<b>Total</b>	0	
Invoice Amount (including VAT)														



# Enter Invoice Request Line Detail

By Click on **Add row Button**, Selected PO line will be come automatically in Invoice line detail section  
You can delete the Invoice line if it is wrongly selected.

You can add multiple PO line by select PO Line From PO line section

In Invoice Line, You have to enter **Invoice quantity** in Invoice quantity field. You can not enter invoice quantity greater then **Available to invoicing quantity**. Invoice Line amount and total invoice amount (including VAT if applicable) will be automatically calculated by system.

Select	PO Number	Line Num	Shipment	Item Number	Item Description	UOM	Unit Price	Currency Code	Ordered	Received	Available to Invoicing	Invoiced
<input checked="" type="checkbox"/>	13093	1	1	SW-2-8040A-VN-STOR	SW-2;FlexArray Virtualization;8040A	Each	8655.9375	SAR	4	2	2	2
<input type="checkbox"/>	13093	2	1	CS-N-SSP-VA	NetApp SW Support Plan;VA	Each	4500	SAR	4	4	0	4
<input checked="" type="checkbox"/>	13093	3	1	X1133A-R6	HBA;4-Port FCP Trgt/Init 16Gb PCIe w/SFP+	Each	5500.3125	SAR	4	2	1	2
<input type="checkbox"/>	13093	4	1	X66250-15	Cable;LC-LC;OM4;15m	Each	458.4375	SAR	8	8	0	8

PO Number	Line Num	Shipment	Item Number	Item Description	UOM	Unit Price	Currency	Ordered	Received	Invoiced	Available to Invoicing	* Invoice Quantity	Amount	Delete
13093	1		SW-2-8040A-VN-STOR	SW-2;FlexArray Virtualization;8040A	Each	8655.9375	SAR	4	2	2	2	<input type="text" value="1"/>	8655.94	
13093	3	1	X1133A-R6	HBA;4-Port FCP Trgt/Init 16Gb PCIe w/SFP+	Each	5500.3125	SAR	4	2	2	1	<input type="text" value="1"/>	5500.31	
<b>Total</b>												14156.25		
Invoice Amount (including VAT) <b>14864.0625</b>														

# Enter Invoice Attachment in Invoice Request

In Invoice Attachment Section, You have to attach mandatory attachment by **Click on Attachment link**

- Proof Of Delivery (POD)/Delivery Note(DN) and Completion Certificate (COC) - **Mandatory**
- Supplier Invoice - **Mandatory** (Local Supplier have to follow below Supplier Invoice copy instruction)
  - Add STCS VAT# 300000157210003
  - Add STCS address in Arabia “الرياض-العليا-العقارية بلازا-الدور الرابع”
  - Item’s description must be in Arabic language.
- Other Supporting Document for Invoice approval - **Optional**

PO Number	Line Num	Shipment	Item Number	Item Description	UOM	Unit Price	Currency	Ordered	Received	Invoiced	Available to Invoicing	* Invoice Quantity	Amount	Delete
13093	1	1	SW-2-8040A-VN-STOR	SW-2;FlexArray Virtualization;8040A	Each	8655.9375	SAR	4	2	2	2	1	8655.94	
13093	3	1	X1133A-R6	HBA;4-Port FCP Trgt/Init 16Gb PCIe w/SFP+	Each	5500.3125	SAR	4	2	2	1	1	5500.31	
<b>Total</b>													14156.25	
Invoice Amount (including VAT)													14864.0625	

## Invoice Attachments:

Attachment Type	Attachments
* Proof of Delivery(POD)/Delivery Note(DN)/Completion Certificate(CoC)	
* Supplier Invoice	
Other Supporting Document for Invoice Approval	

To avoid payment delay for Local suppliers, please follow below invoice copy instruction:

- Add STCS VAT# 300000157210003
- Add STCS address in Arabia "الرياض-العليا-العقارية بلازا-الدور الرابع"
- Item's description must be in Arabic language.

Save Submit Cancel

# Submit Invoice Request for Processing

After attach all mandatory document. Verify all invoice header and Line detail and Submit the invoice request **by Click on Submit button**. After submit, Status of invoice request will change from **Draft to In-Process**.

You can save the invoice request by click on **Save button** status of invoice request will be in **Draft** and You can submit it later.

PO Number	Line Num	Shipment	Item Number	Item Description	UOM	Unit Price	Currency	Ordered	Received	Invoiced	Available to Invoicing	* Invoice Quantity	Amount	Delete
13093	1	1	SW-2-8040A-VN-STOR	SW-2;FlexArray Virtualization;8040A	Each	8655.9375	SAR	4	2	2	2	<input type="text" value="1"/>	8655.94	
13093	3	1	X1133A-R6	HBA;4-Port FCP Trgt/Init 16Gb PCIe w/SFP+	Each	5500.3125	SAR	4	2	2	1	<input type="text" value="1"/>	5500.31	
<b>Total</b>													14156.25	

Invoice Amount (including VAT) **14864.0625**

## Invoice Attachments:

Attachment Type	Attachments
* Proof of Delivery(POD)/Delivery Note(DN)/Completion Certificate(CoC)	
* Supplier Invoice	
Other Supporting Document for Invoice Approval	

To avoid payment delay for Local suppliers, please follow below invoice copy instruction:

- Add STCS VAT# 300000157210003
- Add STCS address in Arabia "الرياض-العيثاء-الحقارية بئرا-الدور الرابع"
- Item's description must be in Arabic language.

# Track Submitted Invoice Request

You can track supplier invoice request status by searching the invoice request by **invoice no and PO Number**. Enter the invoice no and **Click on Go Button**

After Submit, Status will show In-Process and You can check pending with (PM Team, Warehouse Team and AP team) department. For check invoice request detail click on Detail link.



The screenshot displays a web application interface for tracking submitted invoice requests. At the top, there is a navigation menu with tabs for Home, Orders, Shipments, Planning, Finance, Product, and Admin. Below this is the 'Invoice Search' section, which includes a search form. The search form has two input fields: 'Invoice Num' (containing '13093invoiceno') and 'Purchase Order'. A 'Go' button is located below the search fields. A note above the search form states: 'Note that the search is case insensitive'. Below the search form is a table with the following data:

Invoice Num	Invoice Date	Invoice Amount	Invoice Currency	Purchase Order	Payment Due Date	Status	Pending With	Details
13093invoiceno	20-Feb-2019	14156.25	SAR	13093		In-Process	PM Team	<a href="#">Details</a>

# Track Submitted Invoice Request

There are below status in Invoice request. You can track it in invoice search page.

- **Draft** – It is created and saved by you but It is not submitted of processing.
- **In-Process** – It is submitted and pending for PM, Warehouse and AP team Approval
- **Rejected** - It is rejected by STCS Team with comment and notify to you.
- **Approved, Not Paid** – It is approved by all and Pending for payment
- **Partial Paid** – It is partial paid by AP Team
- **Fully Paid** - It is fully paid by AP Team.

Home Orders Shipments Planning Finance Product Admin

### Invoice Search

Search


Note that the search is case insensitive

Invoice Num

Purchase Order

Go Clear

Create Invoice with PO

Invoice Num	Invoice Date	Invoice Amount	Invoice Currency	Purchase Order	Payment Due Date	Status	Pending With	Details
13093invoiceno	20-Feb-2019	14156.25	SAR	13093		Approved, Not Paid		

# Thank you

