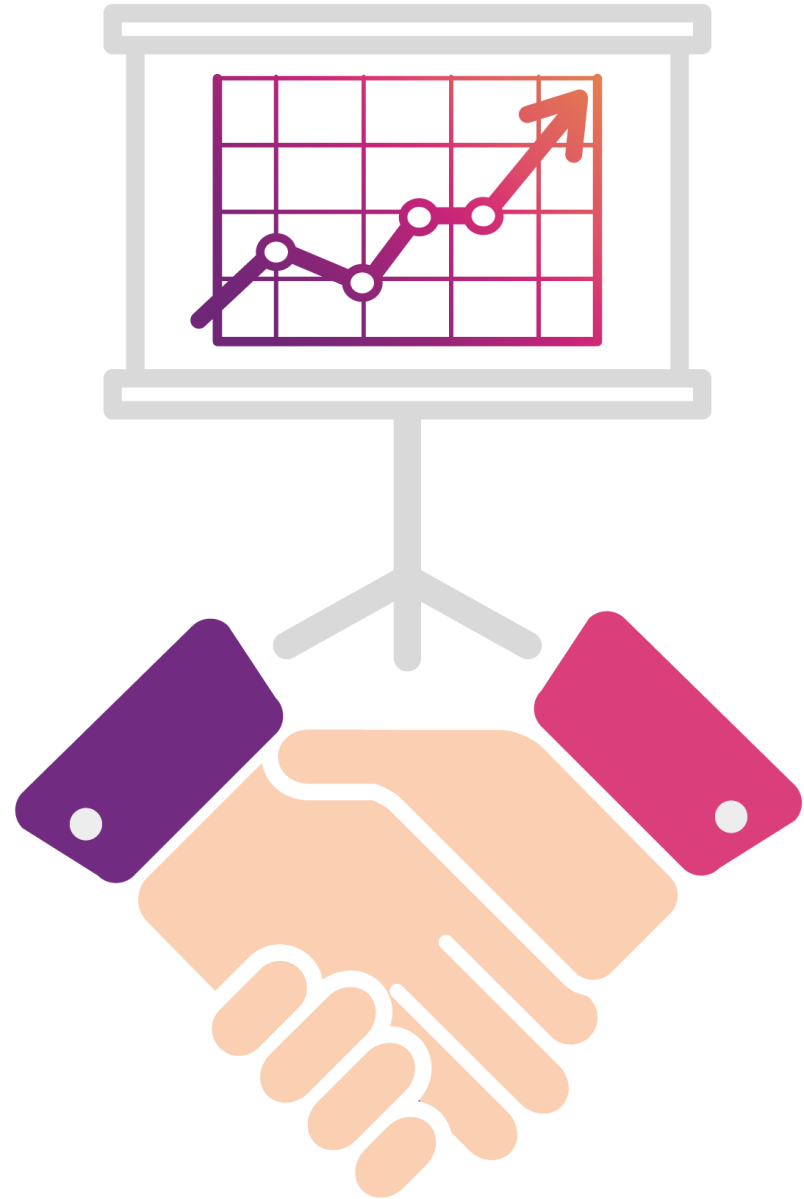


# STCS iSupplier Advance Payment Request Process

MS&O – Internal IT

Date: 26 /Feb/2018



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

Personalize

- iSupplier Portal Full Access
- Home Page**
- Sourcing Supplier

Worklist

Full List (28)


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



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.


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					


## Raise Advance Payment Request Against PO

Click on create icon for create the new advance request


[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 CONSULTANCY	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 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		



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	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 CONSULTANCY SERVICES LIMITED		

## Raise Advance Payment Request Against PO

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


[Home](#) [Orders](#) [Shipments](#) [Planning](#) [Finance](#) [Product](#) [Admin](#)

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### 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

[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
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

[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.										


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





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
12343	Tata Consultancy Services Limited	TATA CONSULTANC	450000	10	45000	28	PO@12343	Inv Approved,Unpaid		

# Thank you