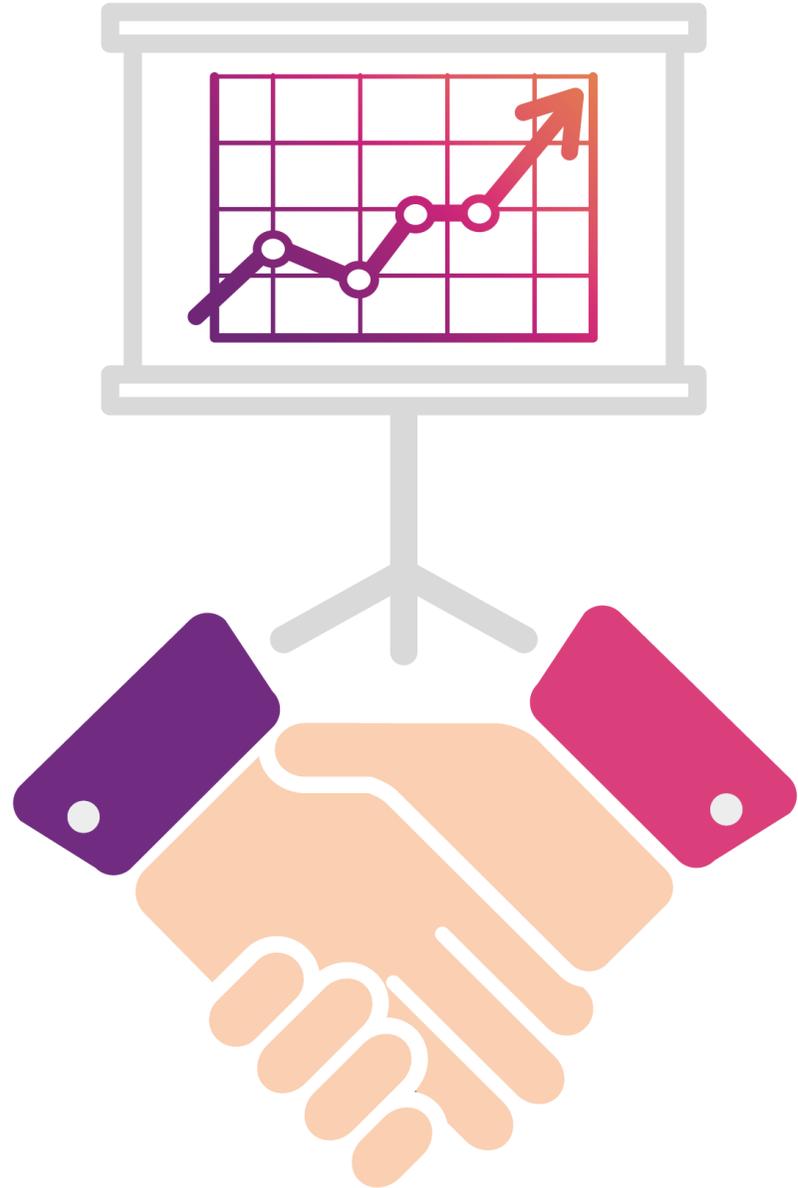




## STCS Supplier WHT Certificate Automation Process

Internal IT

**Date: 23/03/2023**



# Agenda

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Supplier WHT certificate automation process enables you to raise WHT Certificate request and receive WHT certificate from STCS iSupplier Portal.

Now WHT certificate Process is single step process i.e., WHT certificate Request creation and submission. By this process offline process will be discarded from system.

Below are the functions for New WHT Certificate Automation Process from iSupplier portal :

- **Create WHT Certificate Request and Submit**
- **Track and Receive WHT Certificate against raised Request**

This user guide provide you steps to **Create WHT Certificate Request, Submit request, Track and Receive WHT Certificate** functionality from iSupplier portal.

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# Supplier Login in iSupplier Portal to Raise WHT Certificate Request

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

**solutions**  
by stc

Login

Enter your user name and password.

**User Name**

**Password**

Login Cancel

# Click on iSupplier Portal full Access Responsibility

Click on **iSupplier Portal Full Access Responsibility** to raise WHT Certificate Request.

The screenshot displays the 'solutions by snc E-Business Suite' interface. At the top left, the logo and 'E-Business Suite' text are visible. On the top right, there are icons for a star, settings, and a notification bell with a red '2' badge, along with the text 'Logged In As...'. Below the header is an 'Enterprise Search' section with a dropdown menu set to 'Contract Documents', a search input field, a 'Go' button, and a 'Search Results Display Preference' dropdown set to 'Standard'. The main content area is titled 'Home' and contains two primary sections: 'Navigator' and 'Worklist'. The 'Navigator' section includes a 'Personalize' button and a folder icon labeled 'iSupplier Portal Full Access, Standard', which contains a 'Home Page' link. An orange arrow points to this 'Home Page' link. The 'Worklist' section features a 'Full List (2)' button and a table with columns: 'From', 'Type', 'Subject', 'Sent', and 'Due'. Below the table, there is a checked checkbox for 'Vacation Rules' with the text 'Redirect or auto-respond to notifications.'

# Create WHT Certificate Request from iSupplier Portal

Click on **WHT Certificate Request** link to create WHT Certificate Request from iSupplier Portal

## Notifications

[Full List](#)

Subject	Date ▲
WHT Certificate Request WHTCert-42 has been Approved and WHT Cert...	19-Feb-2023 12:26:04
WHT Certificate Request Cert-36 has been Approved and WHT Certifi...	08-Feb-2023 12:12:24
WHT Certificate Request Cert-32 has been Approved and WHT Certifi...	07-Feb-2023 23:19:31
Invoice: martest3 request has been Approved by Project Manager	06-Mar-2022 11:59:40
Invoice: martest3 request has been Submitted for Approval.	06-Mar-2022 11:57:55

## Orders At A Glance

[Full List](#)

PO Number	Description	Order Date
No results found.		

## Shipments At A Glance

[Full List](#)

Shipment Number	Packing Slip	Shipment Date
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## eShary

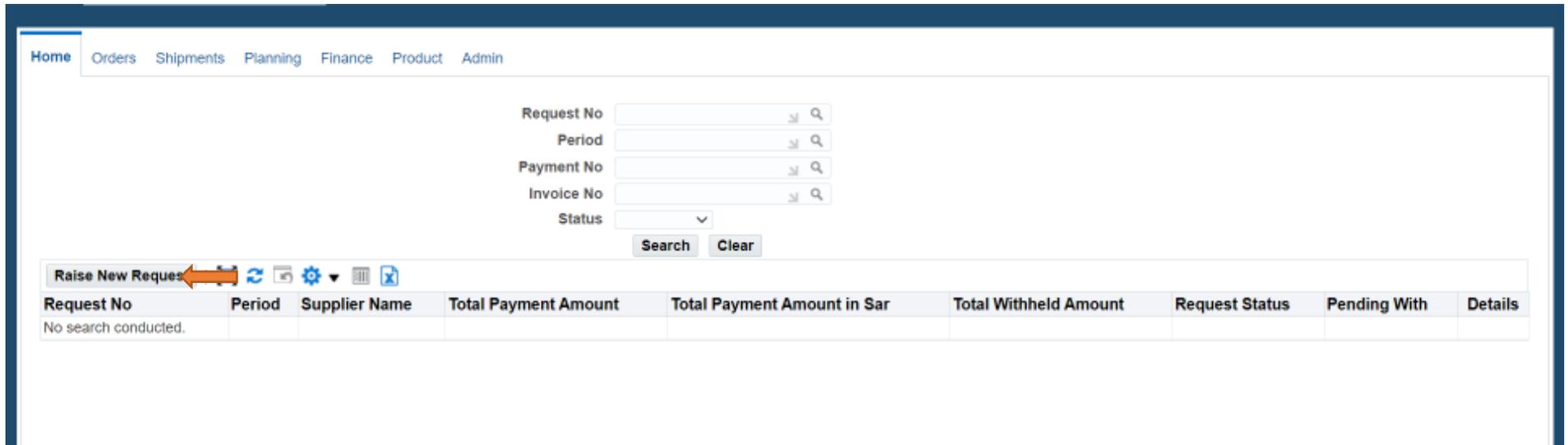
eShary

<b>Planning</b>
<ul style="list-style-type: none"><li>Forecast Schedules</li><li>VMI</li></ul>
<b>Orders</b>
<ul style="list-style-type: none"><li>Purchase Orders</li><li>Purchase History</li></ul>
<b>Shipments</b>
<ul style="list-style-type: none"><li>Delivery Schedules</li><li>Overdue Receipts</li><li>Advance Shipment Notices</li></ul>
<b>Receipts</b>
<ul style="list-style-type: none"><li>Receipts</li><li>Returns</li><li>On-Time Performance</li></ul>
<b>Invoices</b>
<ul style="list-style-type: none"><li>View Invoices</li><li>Advance Payment Invoice Request</li><li>Invoice Request</li><li>WHT Certificate Request ←</li></ul>

# Create WHT Certificate Request from iSupplier Portal

Below is the WHT Certificate Request Search Screen. You can search existing WHT Certificate Request by enter Request no and Period.

To Create WHT Certificate Request . Click on **Raise New Request** button.



Request No

Period

Payment No

Invoice No

Status

**Raise New Request** 

Request No	Period	Supplier Name	Total Payment Amount	Total Payment Amount in Sar	Total Withheld Amount	Request Status	Pending With	Details
No search conducted.								

# Create WHT Certificate Request from iSupplier Portal

For Create WHT Certificate Request, You must enter **period for which WHT certificate required** and Attach the supporting documents for justification and click on Submit button to Submit the request.

Home Orders Shipments Planning Finance Product Admin

Submit

### WHT Certificate Request Header

Request no	WHTCert-54	Request Status	Draft
* Period	SEP-21	Total Payment Amount (Foreign Currency)	5406.05
Supplier Name	Microsoft Ireland Operations LTD	Total Payment Amount (SAR)	5406.05
Supplier No	50551	Total Withheld Amount	40.58
Taxpayer Id			
Tax Registration No			

### Payment and Invoice Detail

Line No	Period	Supplier Name	Supplier No	Supplier Site	Payment No	Payment Date	Payment Currency	Invoice No	Invoice Date	Invoice Amount	Withheld Amount	Amount Paid
1	SEP-21	Microsoft Ireland Operations LTD	50551		82065		USD	MSWHT02	23-Sep-2021	5446.63	40.58	5406.05

### Supplier Supporting Documents

Add Attachment

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

# Submit WHT Certificate Request from iSupplier Portal

Below screen will come after submit the WHT Certificate Request. You can track the request by request Number and click on Search button.

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation menu with 'Home', 'Orders', 'Shipments', 'Planning', 'Finance', 'Product', and 'Admin'. Below this is a yellow confirmation banner that reads: 'Request Number WHTCert-54 has been submitted successfully'. To the right of this banner is a search form with the following fields: 'Request No', 'Period', 'Payment No', 'Invoice No', and 'Status'. Each of the first four fields has a search icon (magnifying glass) to its right. Below the search fields is a 'Search' button. Below the search form is a toolbar with icons for 'Raise New Request', refresh, print, settings, and other functions. At the bottom, there is a table with the following columns: 'Request No', 'Period', 'Supplier Name', 'Total Payment Amount', 'Total Payment Amount in Sar', 'Total Withheld Amount', 'Request Status', 'Pending With', and 'Details'. The table currently shows 'No search conducted.'

Confirmation

Request Number WHTCert-54 has been submitted successfully

Request No

Period

Payment No

Invoice No

Status

Search

Raise New Request

Request No	Period	Supplier Name	Total Payment Amount	Total Payment Amount in Sar	Total Withheld Amount	Request Status	Pending With	Details
No search conducted.								

# Track Submitted WHT Certificate Request

You can track Request by searching the WHT Certificate Request no, Period and Invoice no  
Enter the Request no and **Click on Search Button**

You can check pending with whom and detail by click on detail button.

The screenshot shows a web application interface for tracking WHT Certificate Requests. At the top, there is a navigation menu with options: Home, Orders, Shipments, Planning, Finance, Product, and Admin. Below the navigation menu, there is a search section with the following fields:

- Request No
- Period
- Payment No
- Invoice No
- Status

Below the search fields, there are two buttons: Search and Clear. Below the search section, there is a table with the following columns:

Request No	Period	Supplier Name	Total Payment Amount	Total Payment Amount in Sar	Total Withheld Amount	Request Status	Pending With	Details
WHTCert-54	SEP-21	Microsoft Ireland Operations LTD	5406.05	5406.05	40.58	In Process	Talal Mohammed Aljarba	
WHTCert-49	OCT-21	Microsoft Ireland Operations LTD	13950	13950	1050	Rejected		
WHTCert-52	OCT-21	Microsoft Ireland Operations LTD	13950	13950	1050	In Process	Talal Mohammed Aljarba	

Two orange arrows point to the 'Details' column of the table, specifically to the details button icons for the first and third rows.

# Receive WHT Certificate from Solutions by stc Tax Team

After review from solutions by stc Tax team, you can receive below notification, and you can download the WHT Certificate attachment by click on below notification.

The screenshot shows an enterprise search interface. At the top, there is a search bar with 'Enterprise Search' and 'Contract Documents' selected, followed by a 'Go' button and 'Search Results Display Preference' set to 'Standard'. Below this is a 'Home' section with a 'Navigator' on the left containing 'ISupplier Portal Full Access' and 'Home Page', and a 'Worklist' on the right. The worklist contains one entry with columns for From, Type, Subject, Sent, and Due. An orange arrow points to the 'Sent' column of the entry.

From	Type	Subject	Sent	Due
Maqsood Ahmed	STCS Wht Certificate Workflow Request	WHT Certificate Request WHTCert-42 has been Approved and WHT Certificate is generated	14 Feb 2023	

# Receive WHT Certificate from Solutions by stc Tax Team

Click on link to download WHT certificate.

## WHT Certificate Request Header

Request no	WHTCert-54	Request Status	Approved
Period	SEP-21	Total Payment Amount (Foreign Currency)	5406.05
Supplier Name	Microsoft Ireland Operations LTD	Total Payment Amount (SAR)	5406.05
Supplier No	50551	Total Withheld Amount	40.58
Taxpayer Id		Address	
Tax Registration No			

## Payment and Invoice Detail

Line No	Period	Supplier Name	Supplier No	Supplier Site	Payment No	Payment Date	Payment Currency	Invoice No	Invoice Date	Invoice Amount	Withheld Amount	Amount Paid
1	SEP-21	Microsoft Ireland Operations LTD	50551		82065		USD	MSWHT02	23-Sep-2021	5446.63	40.58	5406.05

## Supplier Supporting Documents

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete
No results found.								

## WHT Certificate Attachment

Title 	Type 	Description 	Category 	Last Updated By 	Last Updated 	Usage 	Update	Delete
2023-04-03 17:18:37 STC...		2023-04-03 17:18:12 STC...	ADI Kiosk Default Logo	TCS_MANISH1	03-Apr-2023	One-Time		



# Thank you

