

	WORK INSTRUCTION	Page: 1 of 3
		Revision:
	How to Find PO number	

Transaction Overview

What

To find PO number.

When

Perform this to find purchase order number in SUS portal.

Menu Path

<https://supplier-selfservice.petronas.com.my/>

Roles

Vendor

Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry

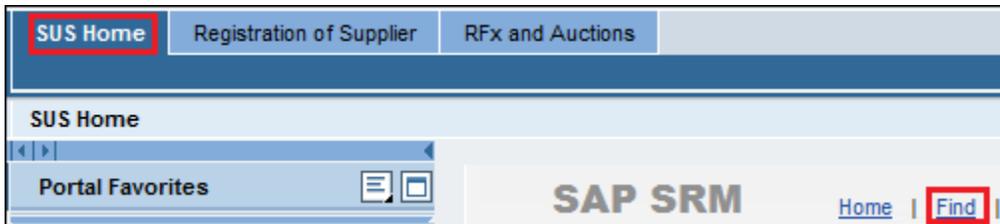
	WORK INSTRUCTION	Page: 2 of 3
		Revision:
	How to Find PO number	

HOW TO FIND PURCHASE ORDER NUMBER

- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.

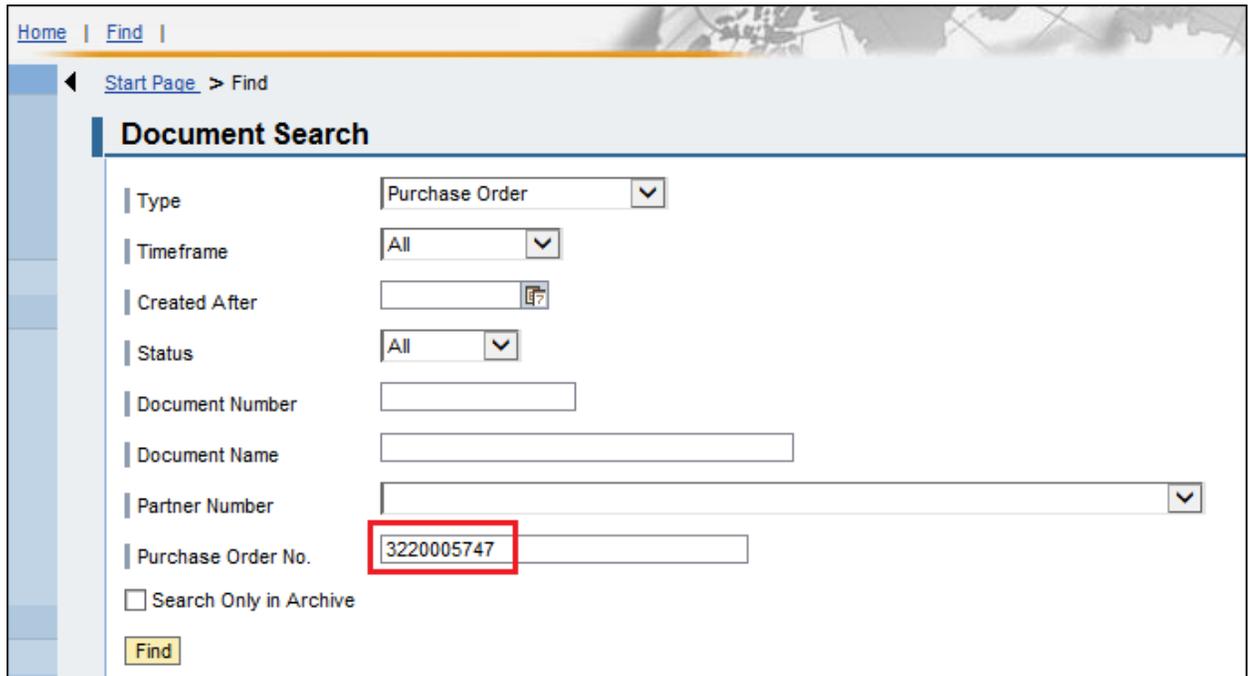


- SUS Home, click on 'Find' link



	WORK INSTRUCTION	Page: 3 of 3
		Revision:
	How to Find PO number	

3. Pop-up Screen: Document Search



The screenshot shows a web application interface for document search. At the top, there are navigation links for 'Home' and 'Find'. Below this is a breadcrumb trail: 'Start Page > Find'. The main heading is 'Document Search'. The search criteria are as follows:

- Type: Purchase Order (dropdown menu)
- Timeframe: All (dropdown menu)
- Created After: (empty text field with a calendar icon)
- Status: All (dropdown menu)
- Document Number: (empty text field)
- Document Name: (empty text field)
- Partner Number: (empty text field with a dropdown arrow)
- Purchase Order No.: 3220005747 (text field, highlighted with a red box)
- Search Only in Archive
- Find** button

- Enter Purchase Order Number.
- Click '**FIND**' button.