Transaction Overview

What

To create PO confirmation.

When

Perform this to create PO confirmation in SUS portal.

Menu Path

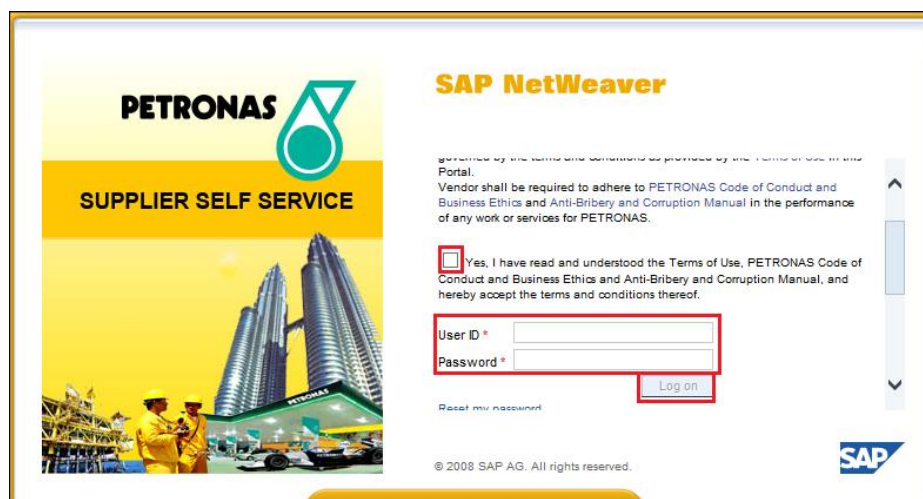https://supplier-selfservice.petronas.com.my/

Roles

Vendor

Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry
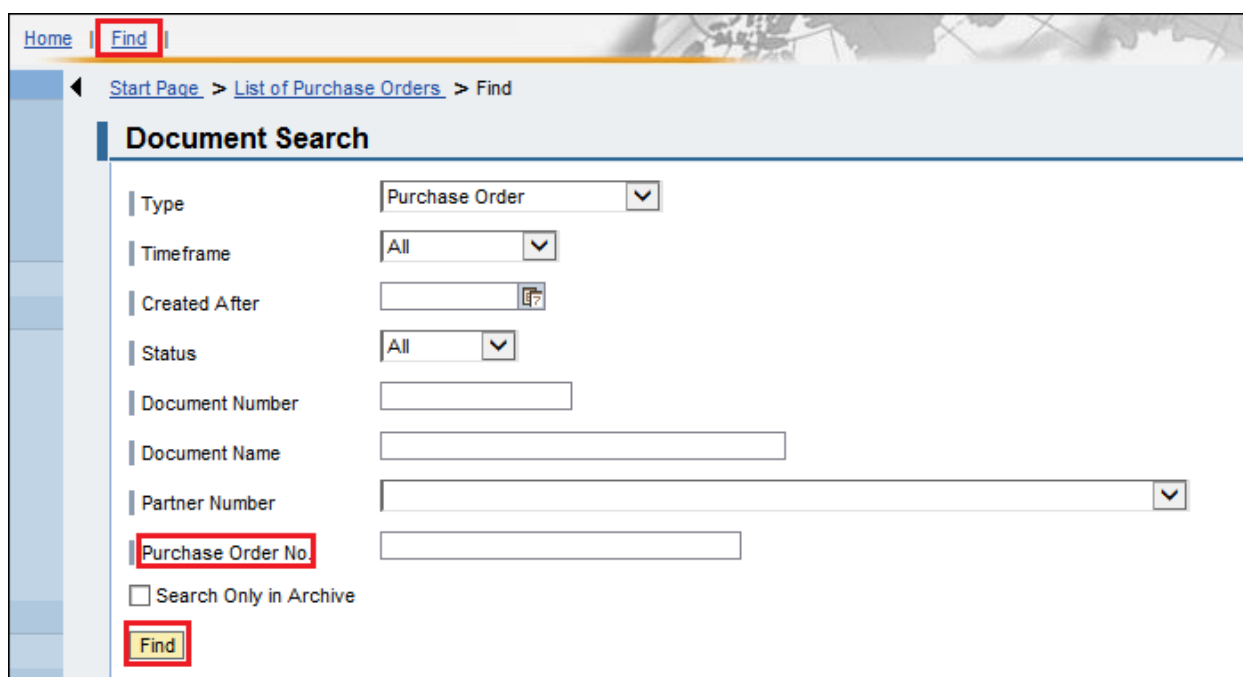
HOW TO CREATE PO CONFIRMATION.

1. 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.
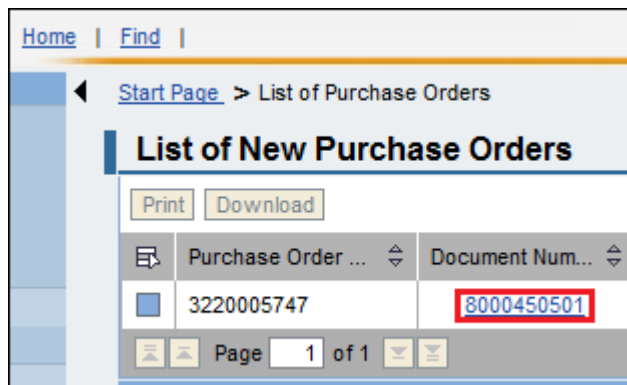
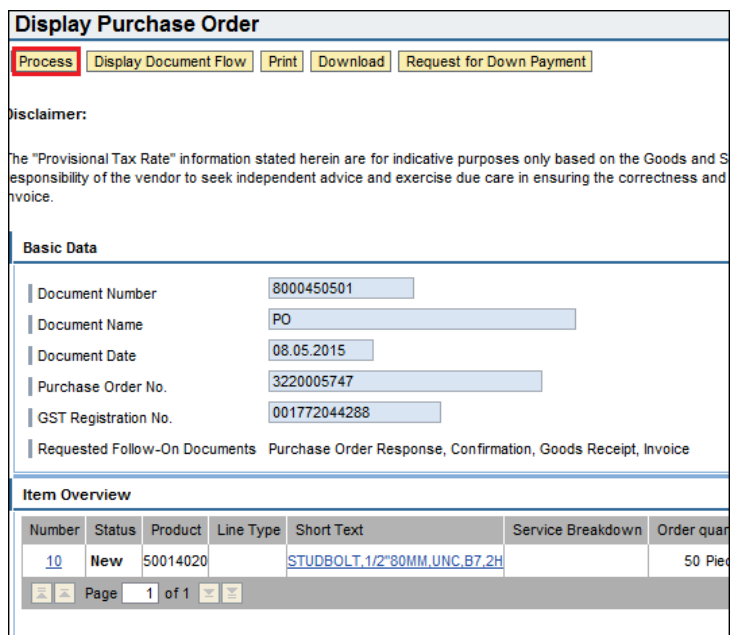2. Click '**Find'** link. Enter PO number and click '**FIND**' button.

3. Then, click document number 8xxxxxxxxx to display PO.

4. Click '**PROCESS'** button.

5. Enter Document Name and click **'CONFIRM ALL ITEMS'** button.

6. Item status will update from '**In Process'** to '**Confirmed'.**

7. Finally click '**SEND**' button**.**