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	How to Create PO Confirmation	

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

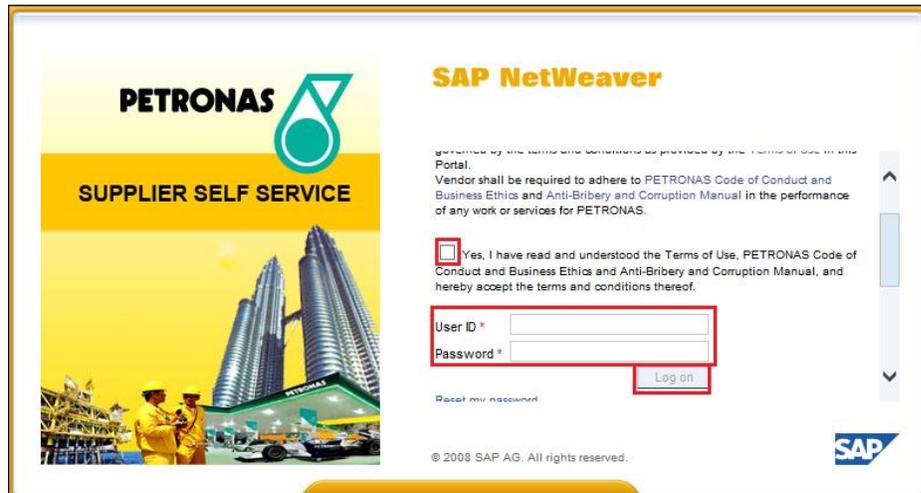
Helpful Hints

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

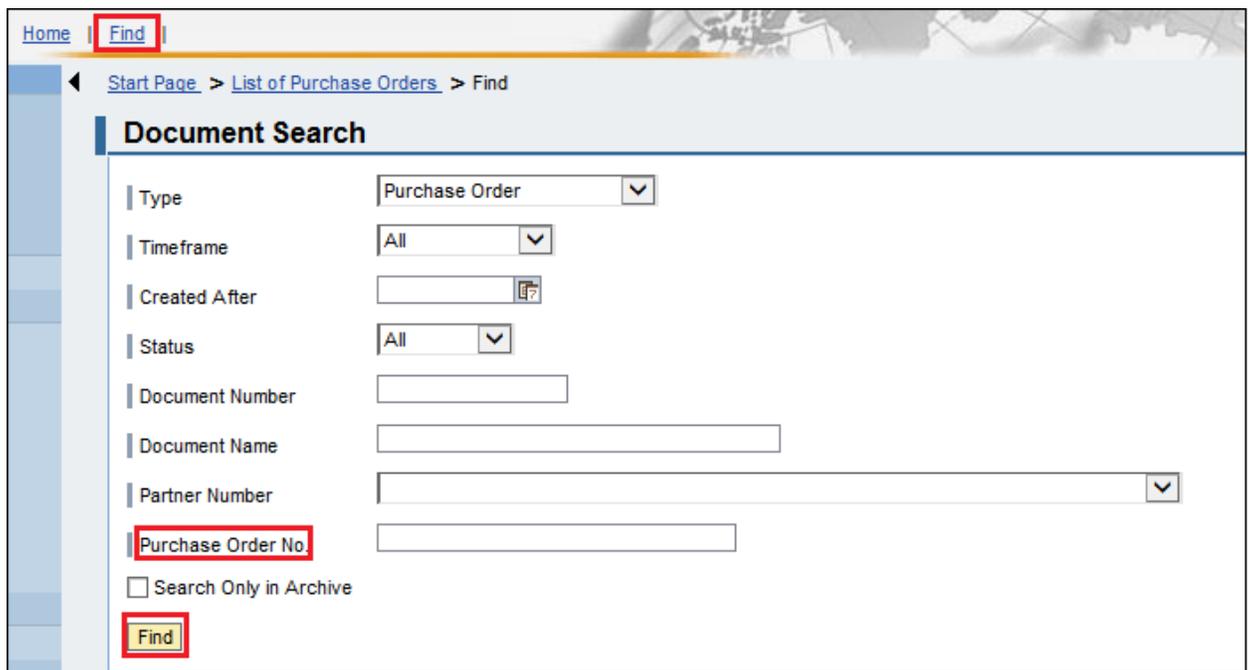
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HOW TO CREATE PO CONFIRMATION.

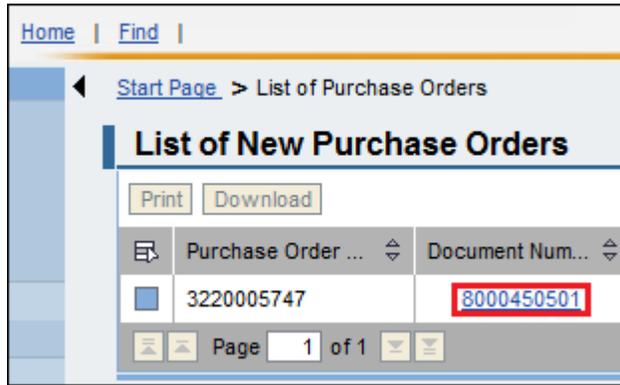
- Go to <https://supplier-selfservice.petronas.com.my/irj/portal> to login to SUS portal. Please tick the term of use and enter your User ID and Password and click Log on.



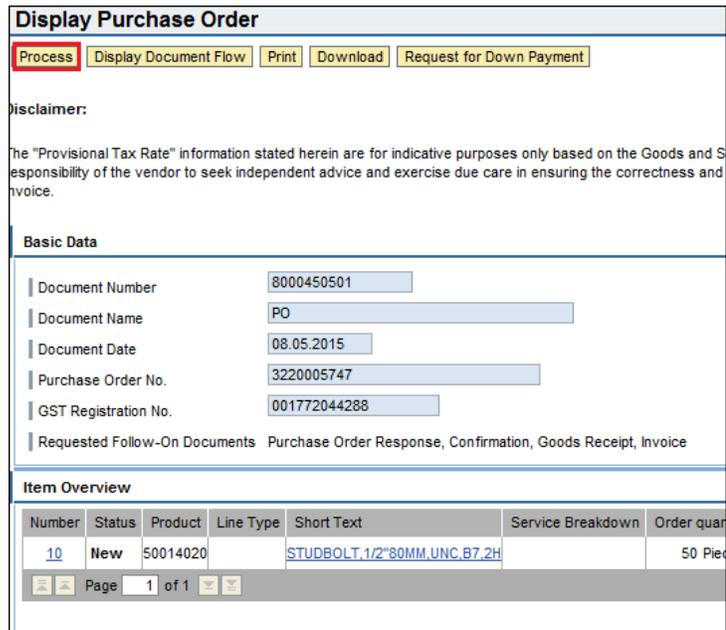
- Click 'Find' link. Enter PO number and click 'FIND' button.



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



4. Click 'PROCESS' button.



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

Process Purchase Order

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Basic Data

Document Number	8000450501
Document Name	PO
Document Date	08.05.2015
Purchase Order No.	3220005747
Requested Follow-On Documents	Purchase Order Response, Confir
Status	In Process

Item Overview

Number	Status	Product	Line Type	Short Text	Order
The table does not contain any entries					
Page 0 of 0					
<input type="button" value="Confirm All Items"/> <input type="button" value="Deselect All Items"/>					

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

Item Overview										
	Number	Status	Product	Line Type	Short Text	Order quantity	Purchase Order Value	Confirmed Quantity	De	
▼	1	Confirmed			Activity (Service - with OA)	1.000 Activ.unit	900.00 MYR	1.000 Activ.unit	1!	
└	1.1	Confirmed	SM2010300	Standard Line	GENERAL MANPOWER FOR OFFICE SERVICES	1.000 Activ.unit	900.00 MYR	1.000 Activ.unit		
Page 1 of 1										
<input type="button" value="Confirm All Items"/> <input type="button" value="Deselect All Items"/> <input type="button" value="Expand All"/> <input type="button" value="Collapse All"/>										

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

Process Purchase Order

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Basic Data

Document Number	8000050475
Document Name	PO
Document Date	15.01.2014
Purchase Order No.	3620014951
Requested Follow-On Documents	Purchase Order Response, Confirmation, Goods Receipt, Invoice
Status	In Process