

	WORK INSTRUCTION	Page: 1 of 3
		Revision:
	How to Display Document Flow for PO	

Transaction Overview

What

To display document flow for PO.

When

Perform this to display document flow for PO 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

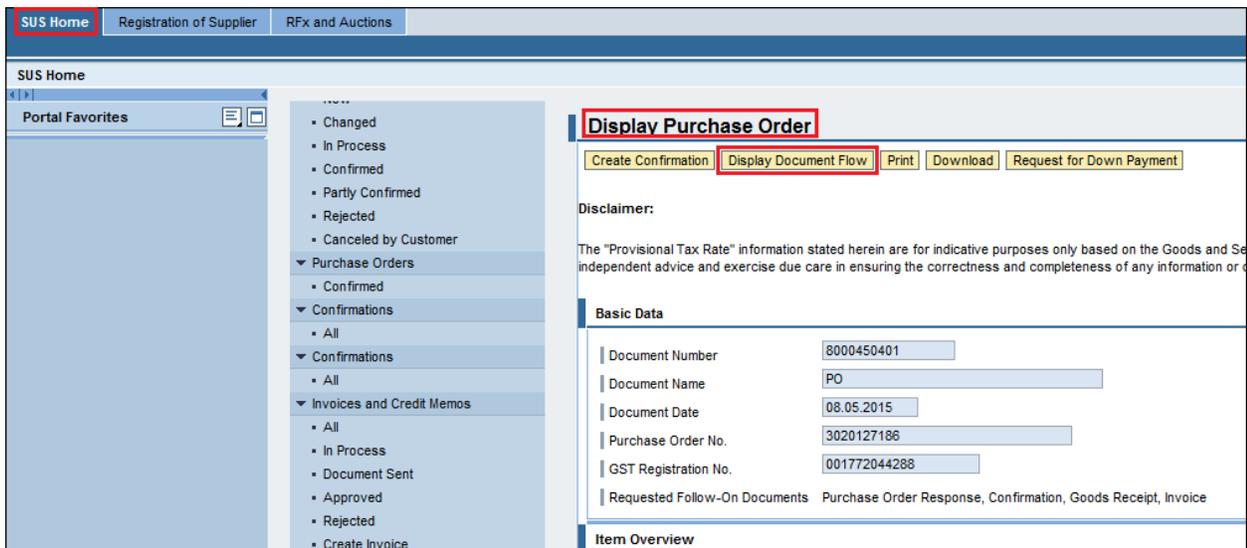
	WORK INSTRUCTION	Page: 2 of 3
		Revision:
	How to Display Document Flow for PO	

HOW TO DISPLAY DOCUMENT FLOW FOR PO

- 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.



- Under SUS Home -> 'Display Purchase Order', click on '**DISPLAY DOCUMENT FLOW**' button.



	WORK INSTRUCTION	Page: 3 of 3
		Revision:
	How to Display Document Flow for PO	

3. Pop-up Screen: Document Flow Display

[Start Page](#) > [List of Purchase Orders](#) > [Display Purchase Order](#) > Display Document Flow

Document Flow					
					Back to Document
Document Type	Document Number	Document Name	Document Date	Status	Total Value
Purchase Order	8000450401	PO	08.05.2015	Confirmed	317.50 MYR