

	WORK INSTRUCTION	Page: 1 of 4
		Revision:
	How to Print PO layout	

Transaction Overview

What

To print purchase order layout.

When

Perform this to print purchase order layout 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

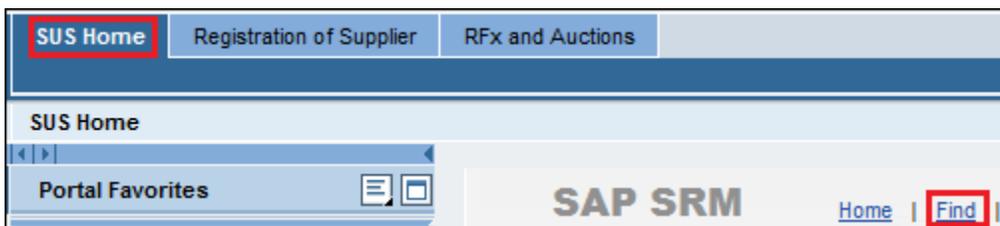
	WORK INSTRUCTION	Page: 2 of 4
		Revision:
	How to Print PO layout	

HOW TO PRINT PURCHASE ORDER LAYOUT

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.

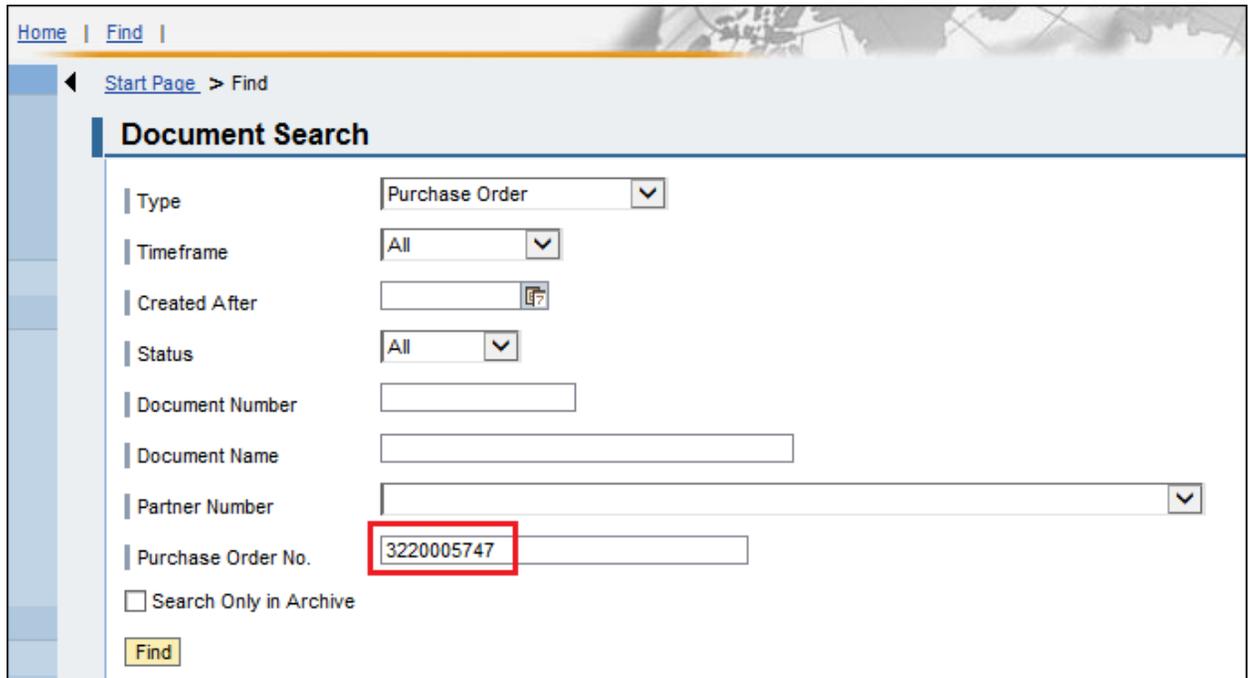


2. SUS Home, click on “Find” link



	WORK INSTRUCTION	Page: 3 of 4
		Revision:
	How to Print PO layout	

3. Pop-up Screen: Document Search



Home | Find |

Start Page > Find

Document Search

Type: Purchase Order

Timeframe: All

Created After: [Calendar icon]

Status: All

Document Number: [Text box]

Document Name: [Text box]

Partner Number: [Text box]

Purchase Order No.: **3220005747**

Search Only in Archive

Find

- a. Enter Purchase Order Number.
- b. Click **'FIND'**.

2. Under SUS Home ->Display Purchase Order, click on **'PRINT'** button.



SUS Home | Registration of Supplier | RFX and Auctions

SUS Home

Portal Favorites

- Changed
- In Process
- Confirmed
- Partly Confirmed
- Rejected
- Canceled by Customer
- ▼ Purchase Orders
 - Confirmed

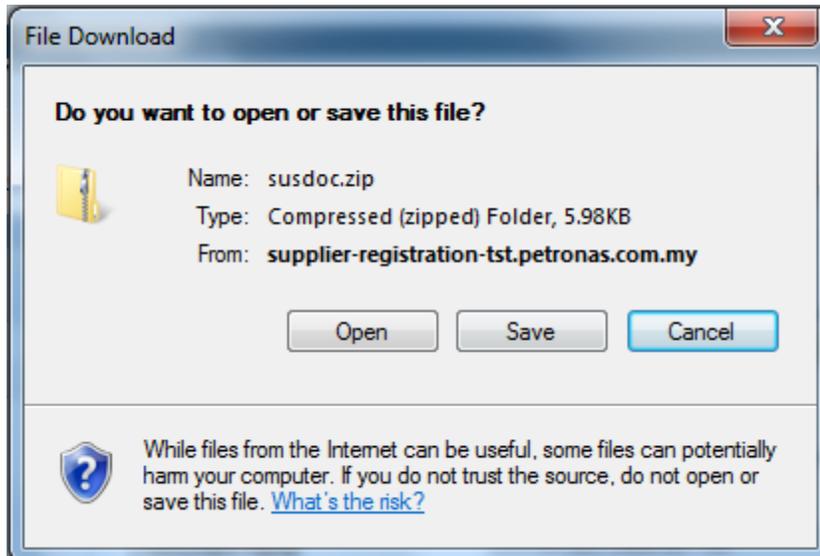
Display Purchase Order

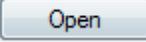
Create Confirmation | Display Document Flow | **Print** | Download | Request for Down Payment

Disclaimer:

The "Provisional Tax Rate" information stated herein are for indicative purposes only based on the Goods independent advice and exercise due care in ensuring the correctness and completeness of any informa

3. Pop-up Screen: File Download



- a. Click  to open the file directly.
- b. Click  to save the file to your local directory.

4. Purchase Order Layout Sample.

		PETRONAS CARIGALI SDN.BHD 		
Company 		Purchase order		
Your Vendor number with us: C1000007		Information Description : TTT 03 Nov Material - LB Order number : 450000545 Date : 12.10.2011 Contact person : PCHO-KD Telephone : Fax : E-mail : Status : Acknowledged PO		
Delivery Address 		Terms of deliv.: Terms of payt: Within 25 days Due net Currency: MYR Malaysian Ringgit		
Item	Product no.	Description	Unit price	Net value
	Delivery date	Quantity unit		
1	5090026 18.12.2011	VALVE,BA,RF,SS,2"150,CS,316,RF,SS 20 EA	1,000.00 MYR / 1 EA	20,000.00 MYR
Total value				20,000.00 MYR