

User Manual

Purchase Order Acknowledgement

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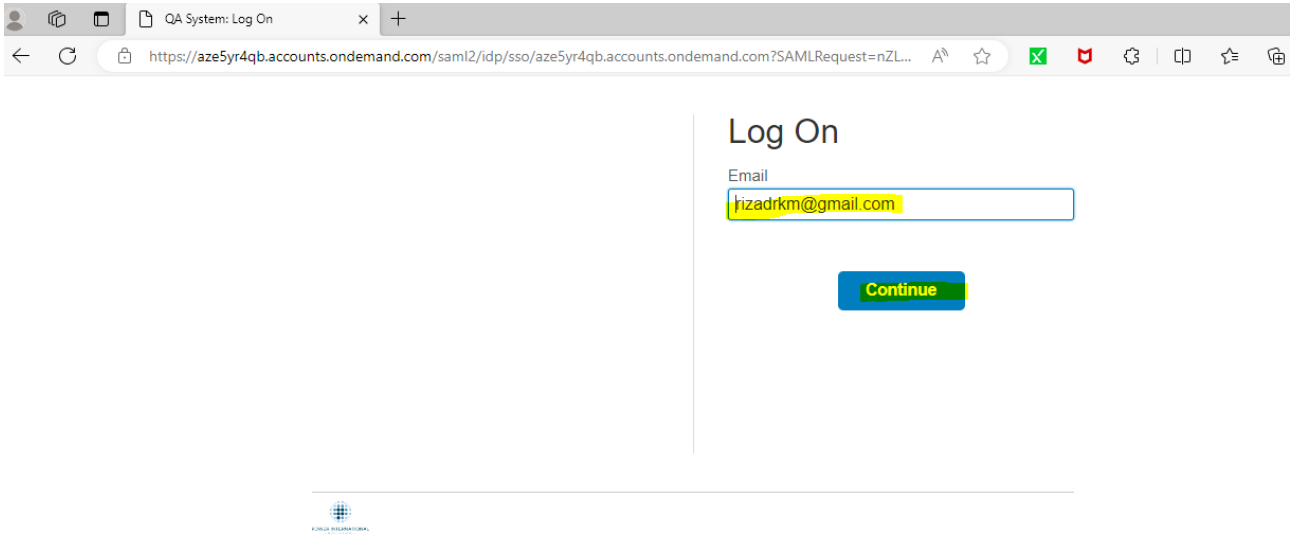
In this Process, Supplier Receives (Through email with Approved Copy) the Approved Purchase Order from buyer and will be available in Post PO Processing Supplier Application with all the details.

Once after viewing the Purchase Order, the Supplier performs the following steps as a Purchase Order Acknowledgement process

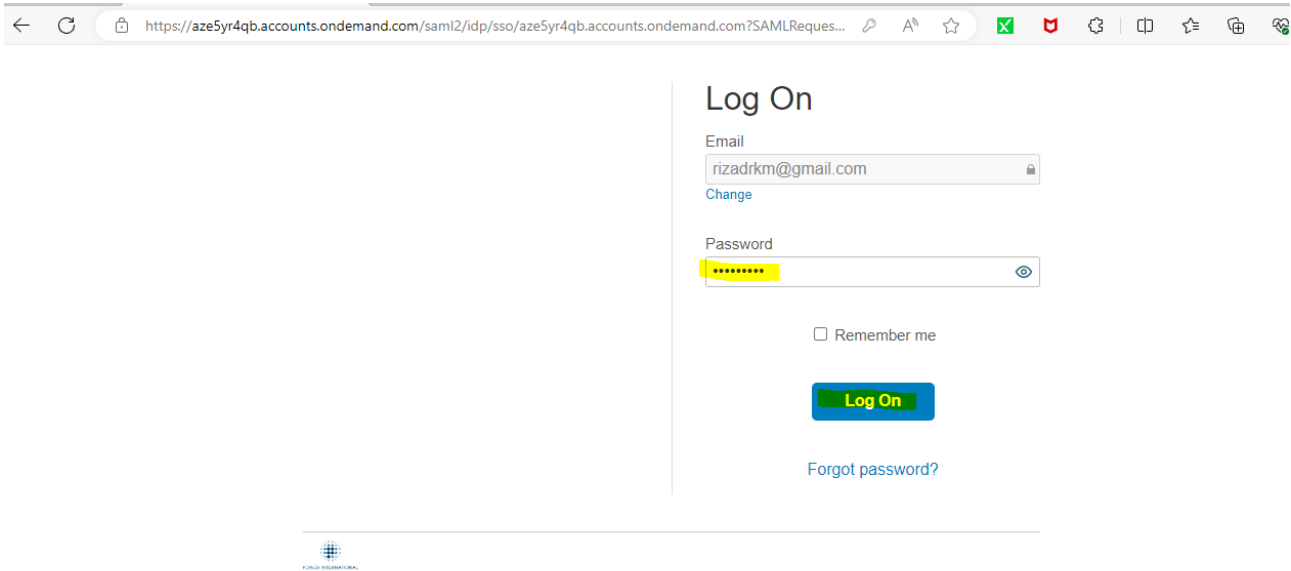
1. Take the Printout of Purchase order.
2. Provide the Authorized Signature on all pages of Purchase Order
3. Upload the Signed document in Post PO processing Supplier application.

1. Login into Supplier Portal

1.1. Input valid email and Click on Continue button.

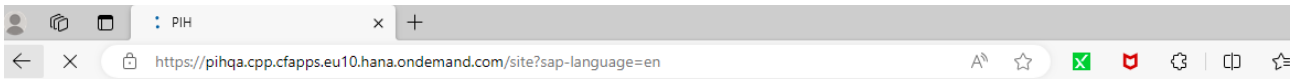


1.2. Input the Password and click on the Logon button.

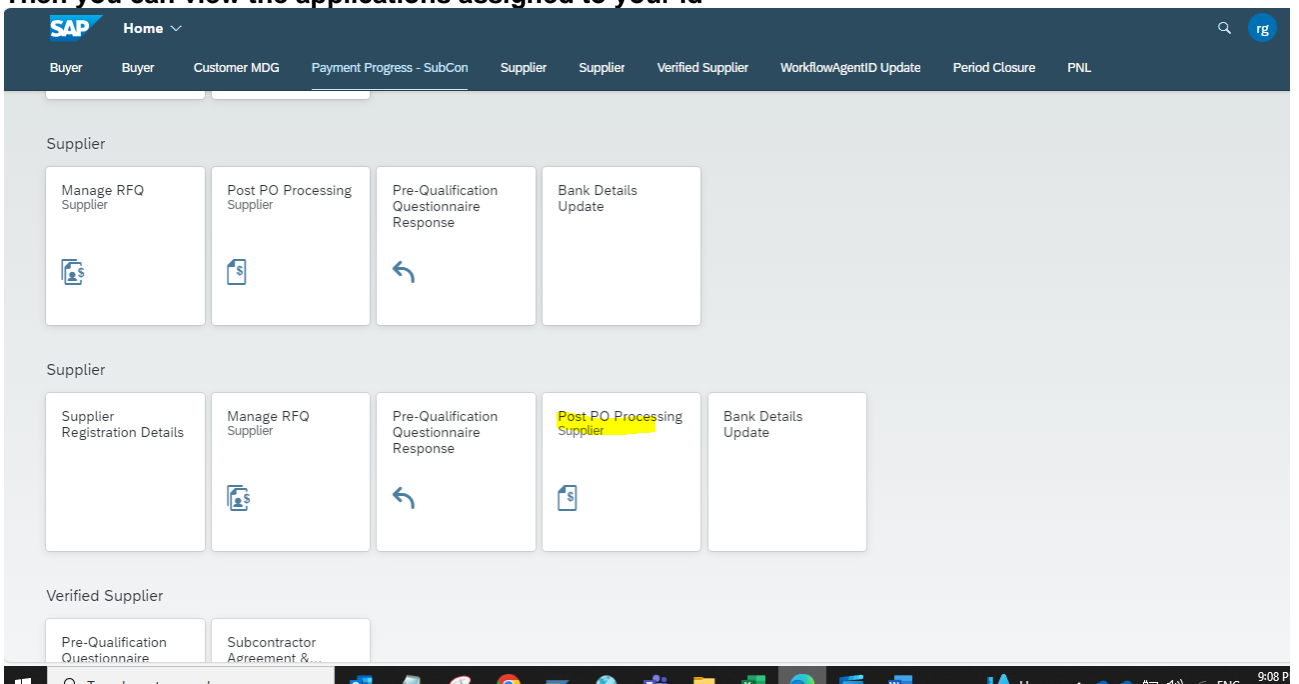


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1.3. Once click on the Logon button you can see the following screen.



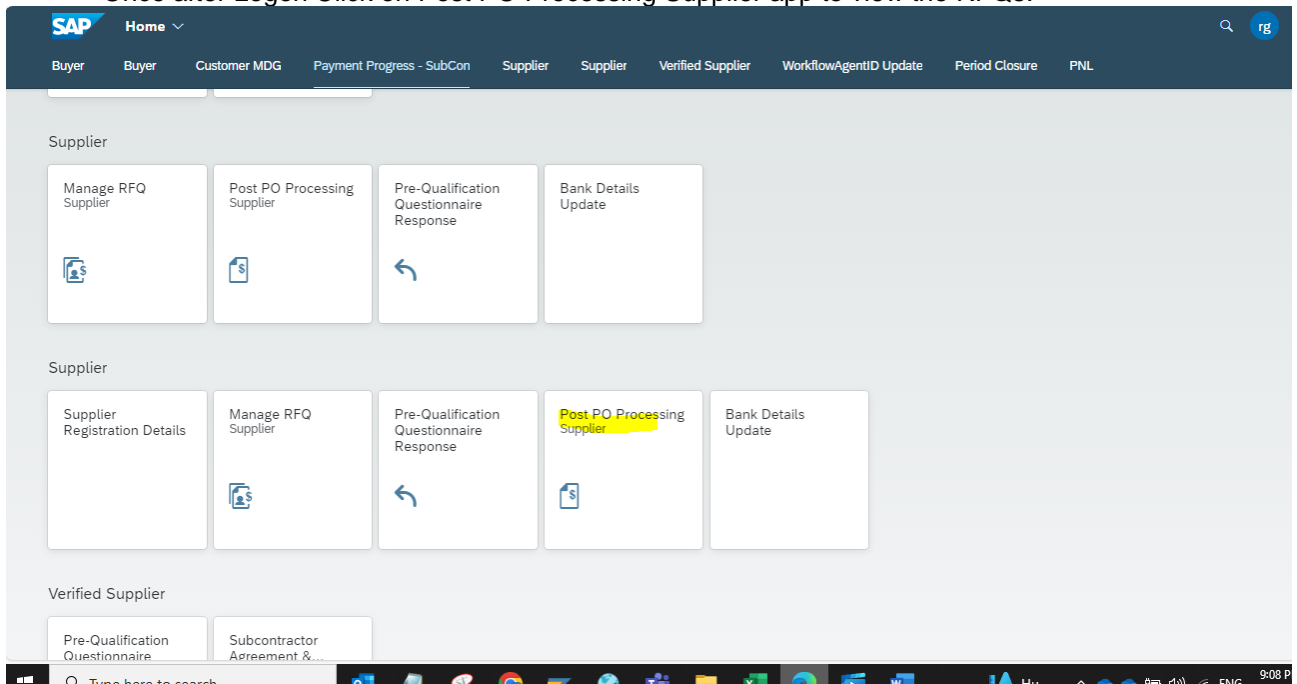
Then you can view the applications assigned to your id



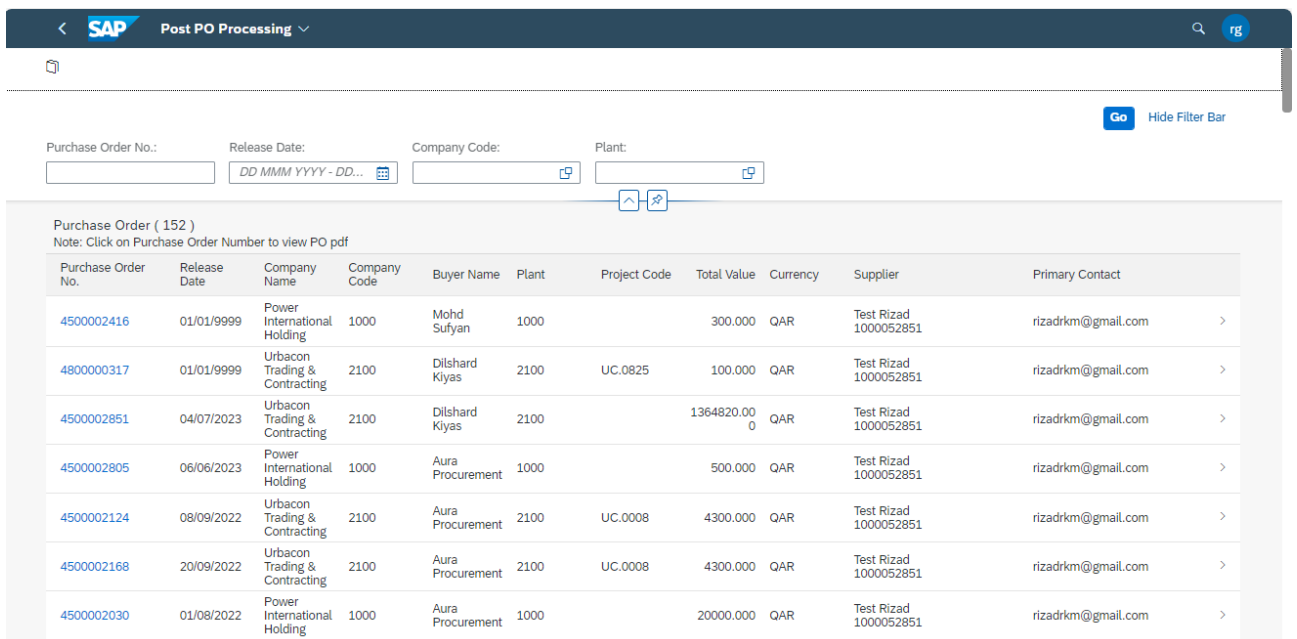
2. Purchase Order Review

2.1. Purchase Order Review

Once after Logon Click on Post PO Processing Supplier app to view the RFQs.



2.2. Once after clicking the app, you can view all Purchase Orders s related to your supplier ID, here you can use filter options (E.g.: Company code, Plant, Purchase Order Number, Release Date) to find relevant Purchase Order.



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2.3. Search your Purchase order and click on the Go button.

Purchase Order (152)
Note: Click on Purchase Order Number to view PO pdf

| Purchase Order No. | Release Date | Company Name | Company Code | Buyer Name | Plant | Project Code | Total Value | Currency | Supplier | Primary Contact |
|--------------------|--------------|-------------------------------|--------------|------------------|-------|--------------|-------------|----------|-----------------------|--------------------|
| 4500002416 | 01/01/9999 | Power International Holding | 1000 | Mohd Sufyan | 1000 | | 300.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4800000317 | 01/01/9999 | Urbacon Trading & Contracting | 2100 | Dilshard Kiyas | 2100 | UC.0825 | 100.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002851 | 04/07/2023 | Urbacon Trading & Contracting | 2100 | Dilshard Kiyas | 2100 | | 1364820.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002805 | 06/06/2023 | Power International Holding | 1000 | Aura Procurement | 1000 | | 500.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002124 | 08/09/2022 | Urbacon Trading & Contracting | 2100 | Aura Procurement | 2100 | UC.0008 | 4300.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002168 | 20/09/2022 | Urbacon Trading & Contracting | 2100 | Aura Procurement | 2100 | UC.0008 | 4300.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |
| 4500002030 | 01/08/2022 | Power International Holding | 1000 | Aura Procurement | 1000 | | 20000.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |

2.4. Click on the arrow button to review the Purchase Order.

Manage Purchase order

Purchase Order (1)
Note: Click on Purchase Order Number to view PO pdf

| Purchase Order No. | Release Date | Company Name | Company Code | Buyer Name | Plant | Project Code | Total Value | Currency | Supplier | Primary Contact |
|--------------------|--------------|-----------------------------|--------------|-------------|-------|--------------|-------------|----------|-----------------------|--------------------|
| 4500003138 | 30/10/2023 | Power International Holding | 1000 | Mohd Sufyan | 1000 | | 600.000 | QAR | Test Rizad 1000052851 | rizadrkm@gmail.com |

You can view the Purchase Order Line items

Purchase Order Acknowledgement

Manage Purchase order

| | | | | | | |
|---------------------|---|---------------|-----------------------------------|--------------------|---|---|
| Purchase Order No.: | <input type="text" value="4500003138"/> | Rev. No.: | <input type="text" value="0"/> | Date: | <input type="text" value="30/10/2023"/> | <input type="button" value="Acknowledge"/> |
| Company Name: | <input type="text" value="Power International..."/> | Plant: | <input type="text" value="1000"/> | Total Order Value: | <input type="text" value="600.00"/> QAR | <input type="button" value="Submit Invoice"/> |
| Contact Person: | <input type="text" value="Mohd Sufyan"/> | Package Code: | <input type="text"/> | | | |
| Supplier Name: | <input type="text" value="Test Rizad"/> | | | | | |



ITEMS ATTACHMENTS ASN HISTORY INVOICE HISTORY INVOICE DOCUMENTS

Purchase Order (2)

| <input type="checkbox"/> | PO Items | Material Code | Short Text | Order Quantity | Net Price Material | Per Unit | Delivery Date | To Be Delivered | To Be Invoiced | ASN in Approval Qty | Balance Qty | Deleted |
|--------------------------|----------|---------------|--|----------------|--------------------|----------|---------------|-----------------|----------------|---------------------|-------------|---------|
| <input type="checkbox"/> | 10 | 100000000658 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10.000 | 30.00 | 1 PC | 10/11/2023 | 10.000 | 0.000 | 0 | 10.000 | > |
| <input type="checkbox"/> | 20 | 100000000658 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10.000 | 30.00 | 1 PC | 10/11/2023 | 10.000 | 0.000 | 0 | 10.000 | > |

Purchase Order Acknowledgement

3. Acknowledge the Purchase Order

3.1. Click on Acknowledge button

The screenshot shows the SAP 'Post PO Processing' interface. At the top, there's a navigation bar with 'SAP' and 'Post PO Processing'. Below it, a 'Manage Purchase order' section contains various input fields: Purchase Order No. (4500003138), Rev. No. (0), Date (30/10/2023), Company Name (Power International...), Plant (1000), Total Order Value (600.00 QAR), Contact Person (Mohd Sufyan), Package Code, and Supplier Name (Test Rizad). Two buttons are visible: 'Acknowledge' (highlighted in yellow) and 'Submit Invoice'. Below this is a tabbed interface with 'ITEMS' selected, showing a table of purchase order items.

| PO Items | Material Code | Short Text | Order Quantity | Net Price Material | Per Unit | Delivery Date | To Be Delivered | To Be Invoiced | ASN in Approval Qty | Balance Qty | Deleted | |
|--------------------------|---------------|--------------|--|--------------------|----------|---------------|-----------------|----------------|---------------------|-------------|---------|---|
| <input type="checkbox"/> | 10 | 100000000658 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10.000 | 30.00 | 1 PC | 10/11/2023 | 10.000 | 0.000 | 0 | 10.000 | > |
| <input type="checkbox"/> | 20 | 100000000658 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10.000 | 30.00 | 1 PC | 10/11/2023 | 10.000 | 0.000 | 0 | 10.000 | > |

3.2. Click on PO Number to Download as shown below.

This screenshot shows the same SAP interface as above, but with an 'Acknowledge Purchase Order' dialog box open. The dialog box contains the following text: 'Download Agreement: 4500003138', 'I hereby acknowledge the receipt of Purchase order 4500003138 and confirm acceptance of terms and conditions of the Purchase order. Please upload the signed purchase order document', an unchecked checkbox for 'Agree Terms & Conditions', and a button labeled 'Please upload signed ag...'. At the bottom of the dialog are 'Confirm' and 'Cancel' buttons. The background interface is dimmed.

Purchase Order Acknowledgement

3.3. Take the Printout of Purchase Order and provide the Authorized Signature on all Pages and store in sytem (This step is outside of the system)

PURCHASE ORDER

| | |
|--|---|
| To : TEST RIZAD PO BOX 123465 DOHA QATAR | Order No : 4500003138 Rev : 0 / 30-Oct-2023, Monday Date : 30-October-2023, Monday |
|--|---|

| | |
|--------------------------------|------------------------------------|
| Attention of : | E-mail : rizadrkm@gmail.com |
| Telephone No : 70103045 | Mobile : 70103045 |
| Fax : 70103045 | |

| | |
|-----------------------|---|
| Name & Ref | Group Finance Department [1000010102] |
|-----------------------|---|

Further to your quotation reference no. dated and subsequent discussion with our – , we confirm our order for the above project as per the following:

| S.No | DESCRIPTION | QUANTITY | UNIT | RATE | AMOUNT | |
|--|--|----------|------|-------|------------------|---------------|
| | Stock on Hand | | | | | |
| 1 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10,000 | PC | 30.00 | 300.00 | |
| 2 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10,000 | PC | 30.00 | 300.00 | |
| Amount In Words : Qatari Riyal Six Hundred Only | | | | | Sub-Total | 600.00 |
| | | | | | *Discount | 0.00 |
| | | | | | Total QAR | 600.00 |

3.4. Click on Post PO processing window

PURCHASE ORDER

| | |
|--|---|
| To : TEST RIZAD PO BOX 123465 DOHA QATAR | Order No : 4500003138 Rev : 0 / 30-Oct-2023, Monday Date : 30-October-2023, Monday |
|--|---|

| | |
|--------------------------------|------------------------------------|
| Attention of : | E-mail : rizadrkm@gmail.com |
| Telephone No : 70103045 | Mobile : 70103045 |
| Fax : 70103045 | |

| | |
|-----------------------|---|
| Name & Ref | Group Finance Department [1000010102] |
|-----------------------|---|

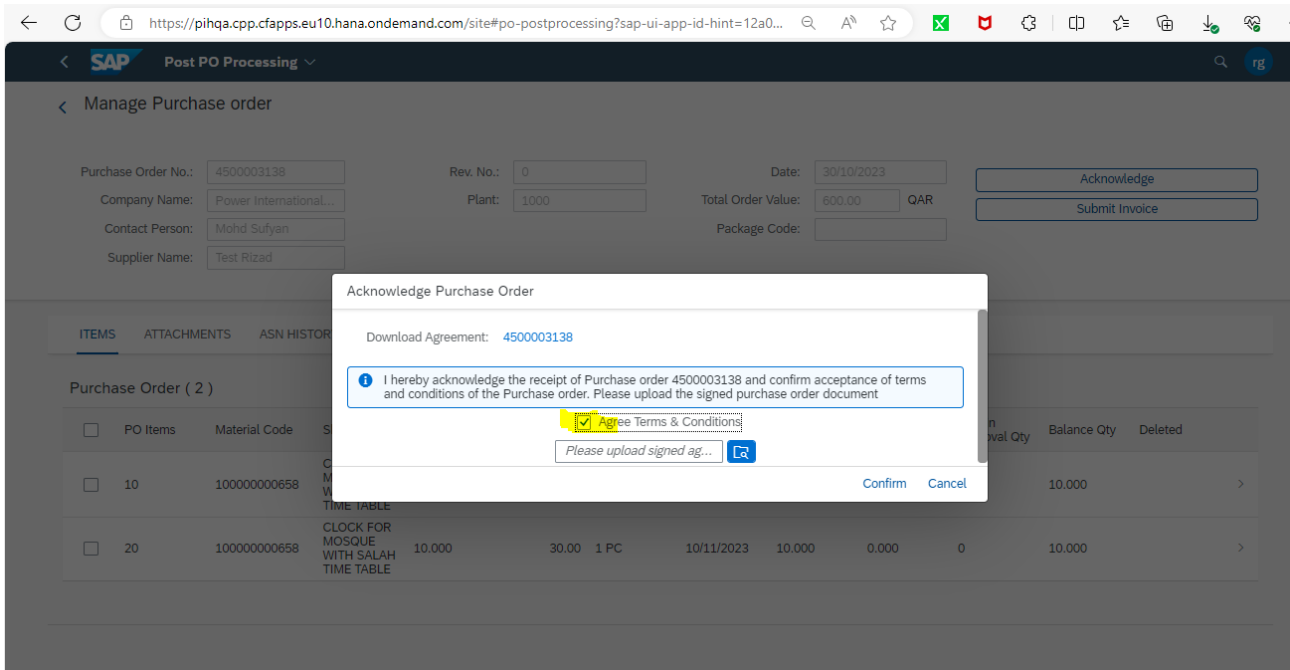
Further to your quotation reference no. dated and subsequent discussion with our – , we confirm our order for the above project as per the following:

| S.No | DESCRIPTION | QUANTITY | UNIT | RATE | AMOUNT | |
|--|--|----------|------|-------|------------------|---------------|
| | Stock on Hand | | | | | |
| 1 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10,000 | PC | 30.00 | 300.00 | |
| 2 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10,000 | PC | 30.00 | 300.00 | |
| Amount In Words : Qatari Riyal Six Hundred Only | | | | | Sub-Total | 600.00 |

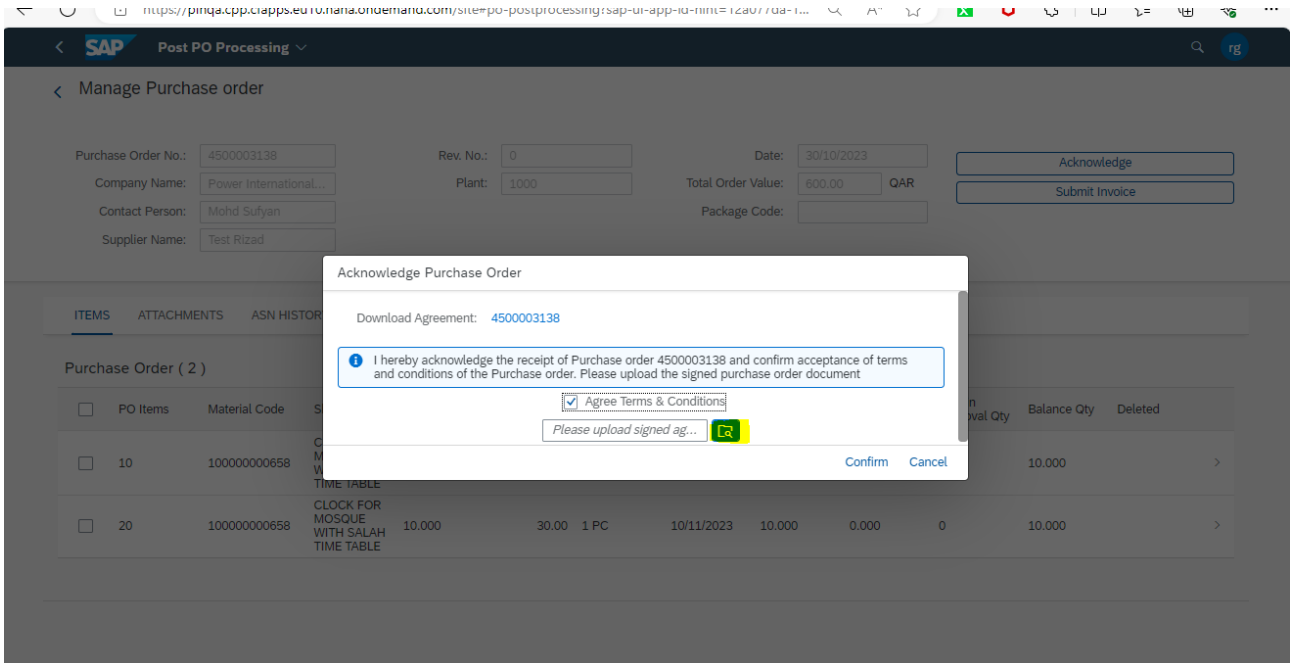
Purchase Order Acknowledgement

4. Confirm the Acknowledgement

4.1. Click on Agree, Terms and Conditions check box to accept the Purchase Order

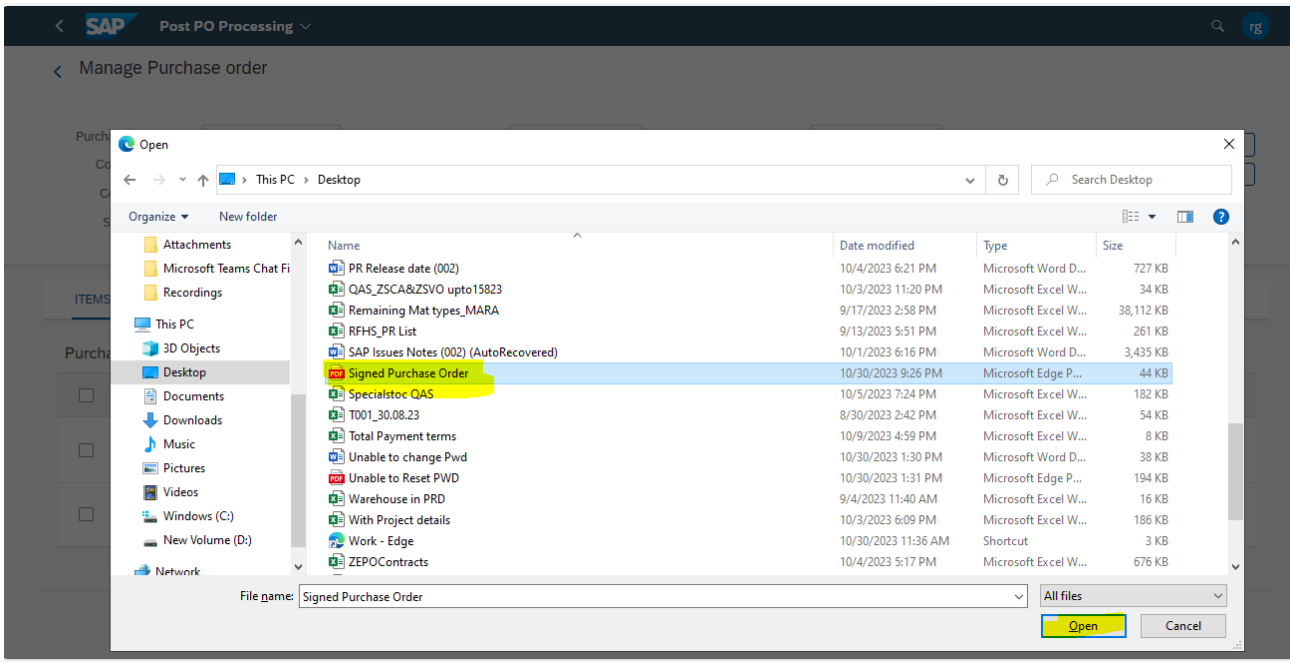


4.2. Now click on search option to upload the signed Purchase Order

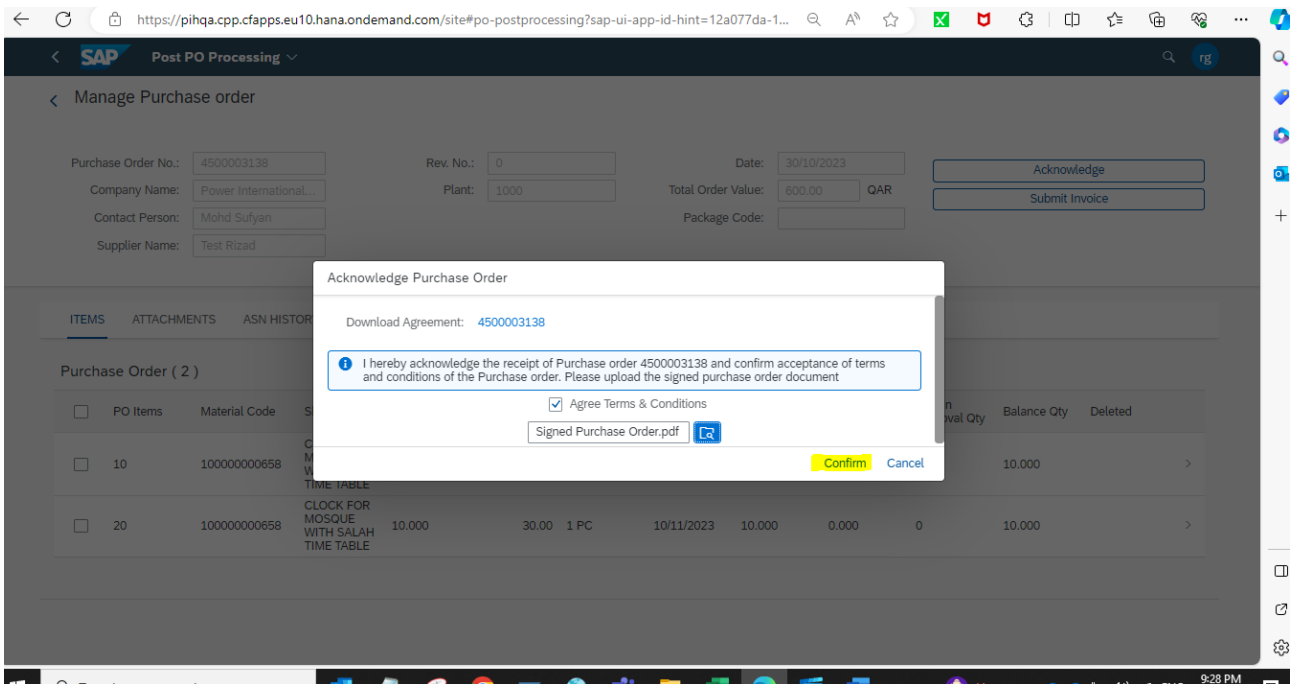


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4.3. Select signed PO and click on Open button.



4.4. Now click on Confirm button.



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4.5. You can find the success message now click on OK button to complete the process.

The screenshot shows the SAP 'Post PO Processing' interface. At the top, there are navigation arrows and the SAP logo. Below that, the title 'Manage Purchase order' is visible. The main area contains several input fields for purchase order details: Purchase Order No. (4500003138), Rev. No. (0), Date (30/10/2023), Company Name (Power International...), Plant (1000), Total Order Value (600.00 QAR), Contact Person (Mohd Sufyan), Package Code, and Supplier Name (Test Rizad). There are two buttons: 'Acknowledge' and 'Submit Invoice'. Below the input fields, there are tabs for 'ITEMS', 'ATTACHMENTS', 'ASN HISTORY', and 'INVOICE HISTORY'. A success message dialog box is overlaid on the screen, displaying a green checkmark, the word 'Success', and the text 'PO Number 4500003138 is Acknowledge'. An 'OK' button is located at the bottom right of the dialog box. Below the dialog box, a table lists the purchase order items. The table has columns for PO Items, Material Code, Short Text, Order Quantity, and other details. Two items are listed, both with a quantity of 10.000 and a material code of 100000000658. The short text for both items is 'CLOCK FOR MOSQUE WITH SALAH TIME TABLE'.

| PO Items | Material Code | Short Text | Order Quantity | | | | | | | | | |
|--------------------------|---------------|--------------|--|--------|-------|------|------------|--------|-------|---|--------|---|
| <input type="checkbox"/> | 10 | 100000000658 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10.000 | 30.00 | 1 PC | 10/11/2023 | 10.000 | 0.000 | 0 | 10.000 | > |
| <input type="checkbox"/> | 20 | 100000000658 | CLOCK FOR MOSQUE WITH SALAH TIME TABLE | 10.000 | 30.00 | 1 PC | 10/11/2023 | 10.000 | 0.000 | 0 | 10.000 | > |