

POWER INTERNATIONAL

HOW TO ACKNOWLEDGE PURCHASE ORDER

This manual outlines the step-by-step process for receiving, reviewing, and acknowledging purchase orders, ensuring that suppliers can confirm their acceptance or address any discrepancies with ease. It covers how to navigate the portal, verify order details, and send acknowledgment responses directly through the system. By following the instructions in this user manual, you, as a supplier, will be able to streamline their order acknowledgment process, improve communication with buyers, and ensure accurate and timely processing of purchase orders. Step-by-Step Guide to Acknowledging Purchase Order in the Supplier Portal



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1. Process Flow



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2. Supplier Portal Login

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3. Supplier Portal Main Page

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4. Post PO Processing

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