



POWER INTERNATIONAL  
- H O L D I N G -

# 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

# How to Acknowledge Purchase Order



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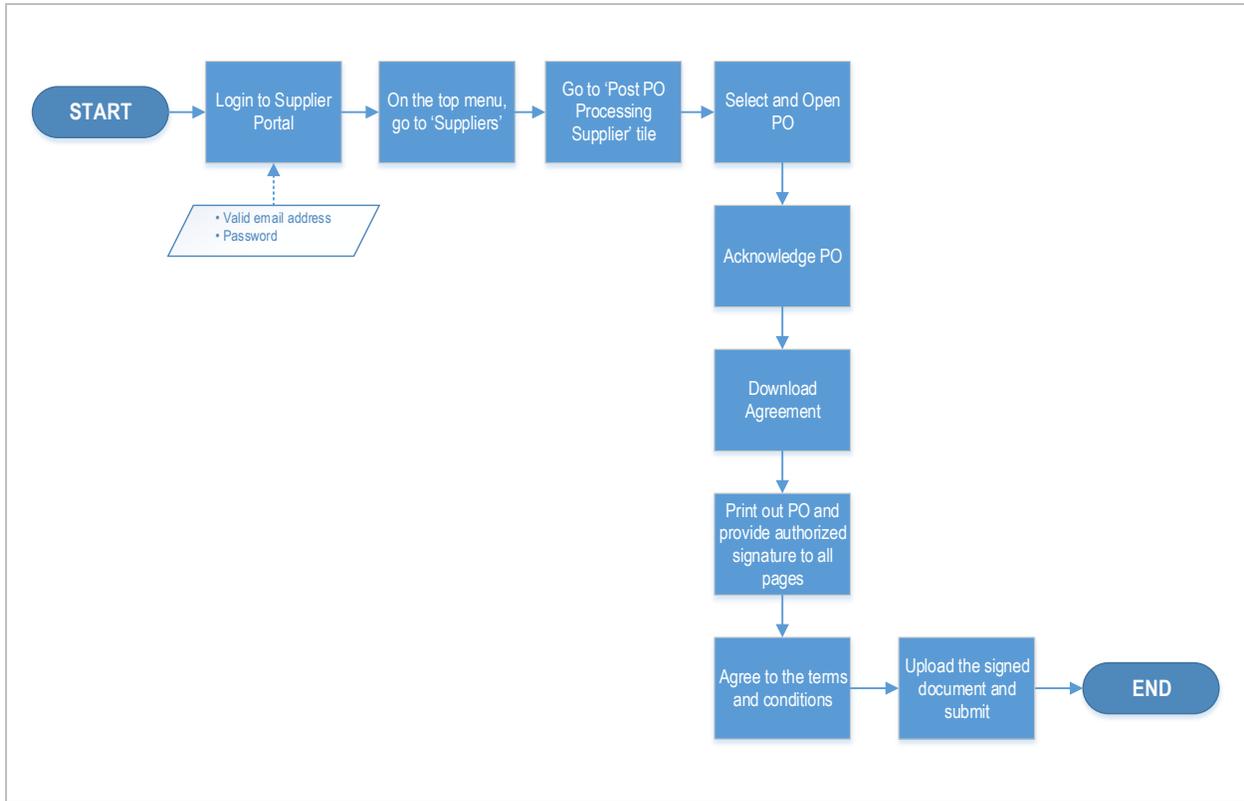
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# How to Acknowledge Purchase Order

## A. How to Acknowledge Purchase Order

### 1. Process Flow

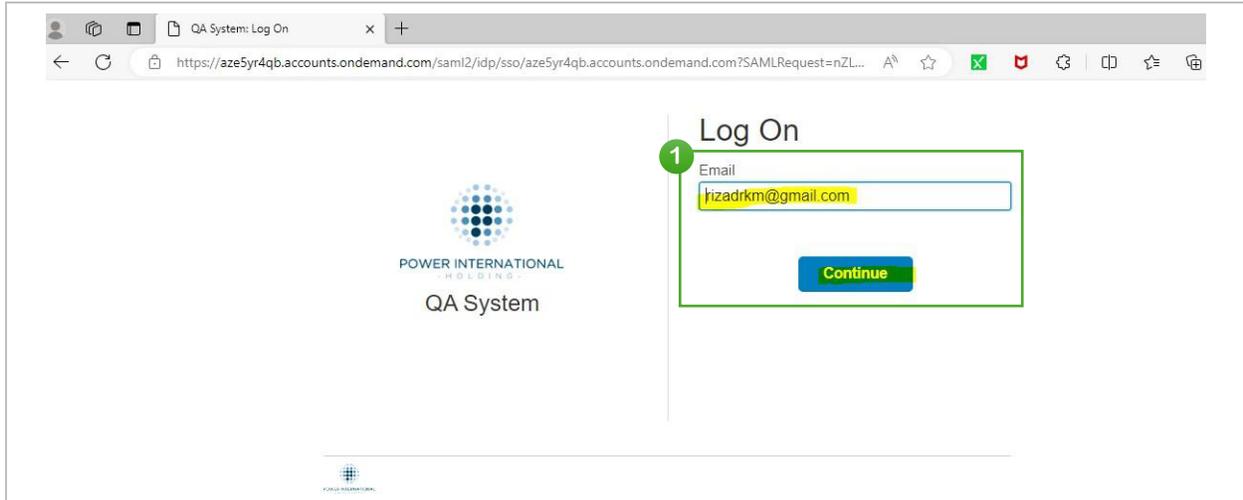


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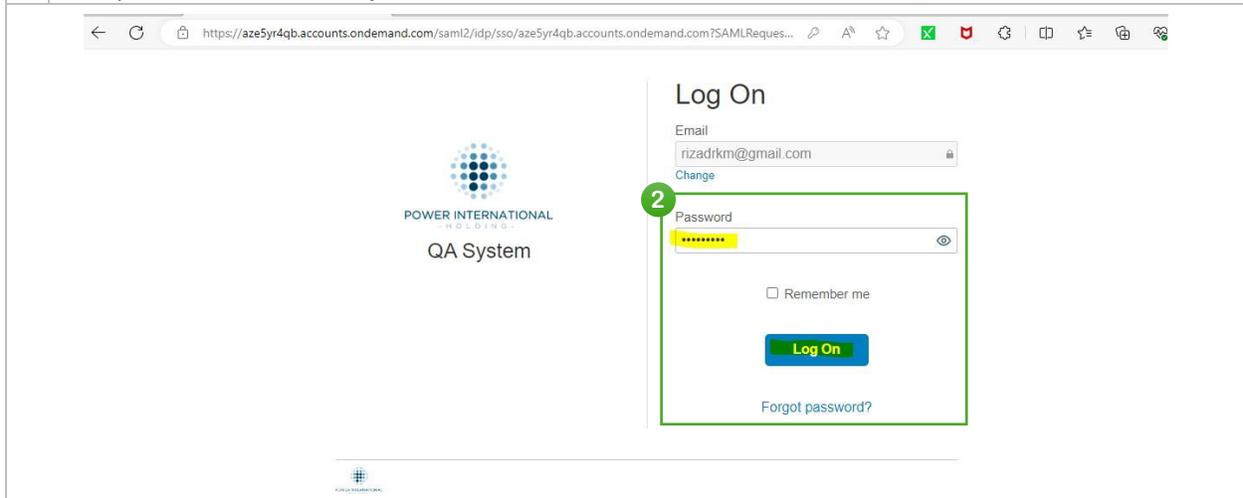


## 2. Supplier Portal Login



1 Input valid email address and click 'Continue.'

**Note:** The system will validate if the email you provided is permitted to access the Supplier Portal so it is important to ensure that your email is valid.



2 Once email is validated, enter your password and click 'Logon.'

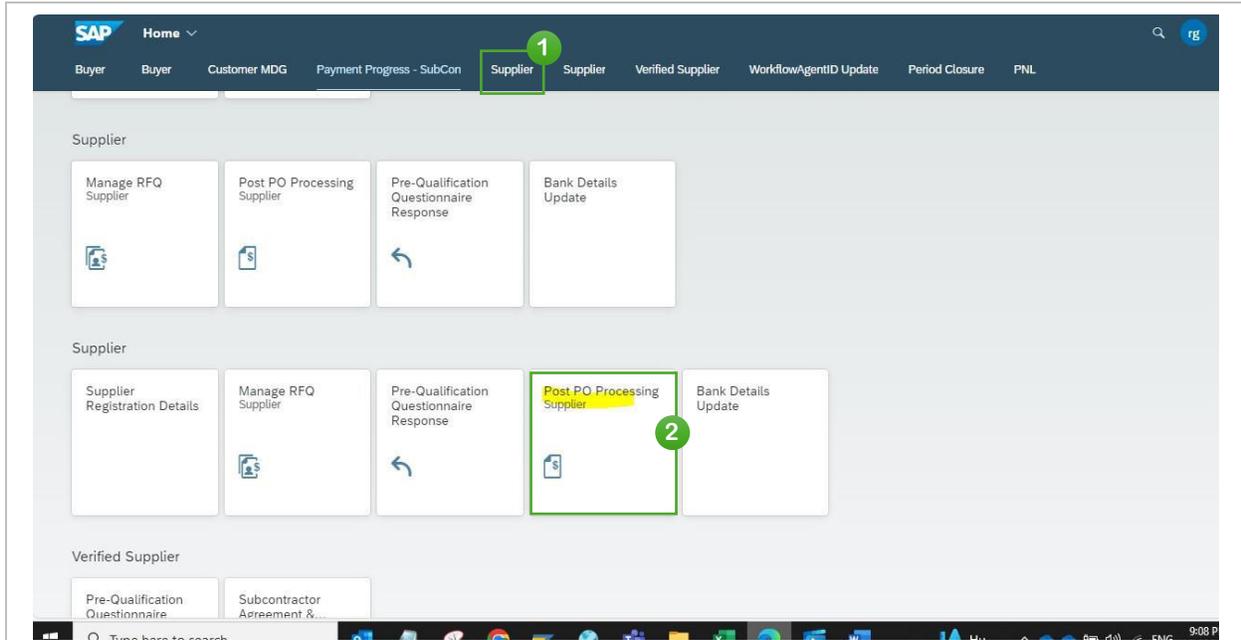
You may also tick the 'Remember me' checkbox if you would like to stay logged in the system. On the other hand, you may click 'Forgot password?' to reset your password if necessary.

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## 3. Supplier Portal Main Page



- 1 Once logged in, you will be able to access the Supplier Portal. On the Menu tab, click 'Supplier.'
- 2 Go to the 'Post PO Processing Supplier' tile.

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## 4. Post PO Processing

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 |
| 480000317          | 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  |              | 1364820.00  | 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 |

- 1 Once clicked on the tile, you can view all the Purchase Orders assigned to your Supplier ID. You may also use the filter bar to narrow down the list.

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 |                 |

- 2 Search Purchase Order No.
- 3 To open the PO, click the arrow on the right.

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## 5. Manage Purchase Order

The screenshot shows the SAP 'Manage Purchase Order' interface. At the top, there are fields for 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 Sulyan), Supplier Name (Test Rizad), and Package Code. A green box highlights the 'Acknowledge' button, with a circled '1' next to it. Below the header, there are tabs for ITEMS, ATTACHMENTS, ASN HISTORY, INVOICE HISTORY, and INVOICE DOCUMENTS. The 'ITEMS' tab is active, showing a table with 2 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 |
|----------|---------------|--|----------------|--------------------|----------|---------------|-----------------|----------------|---------------------|-------------|---------|
| 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      | >       |
| 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      | >       |

1 Click on the 'Acknowledge' button.

The screenshot shows the same SAP 'Manage Purchase Order' interface, but with an 'Acknowledge Purchase Order' dialog box open. The dialog box has a title bar and contains the following text: 'Download Agreement: 4500003138' (with a circled '1' next to it), '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', a checkbox for 'Agree Terms & Conditions', and a button labeled 'Please upload signed ag...'. There are 'Confirm' and 'Cancel' buttons at the bottom of the dialog box.

2 Click on the PO Number (hyperlink) to download the PO.

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3

### PURCHASE ORDER

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

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

|                       |   |
|-----------------------|---|
| <b>Name &amp; Ref</b> | 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           |
| <b>Amount In Words : Qatari Riyal Six Hundred Only</b> |  |          |      |       |                  |
|  |  |          |      |       | <b>Sub-Total</b> |
|  |  |          |      |       | <b>*Discount</b> |
|  |  |          |      |       | <b>Total QAR</b> |

3 Print out the Purchase Order and provide Authorized Signature on all pages.

4

5

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

Agree Terms & Conditions

Please upload signed ag...

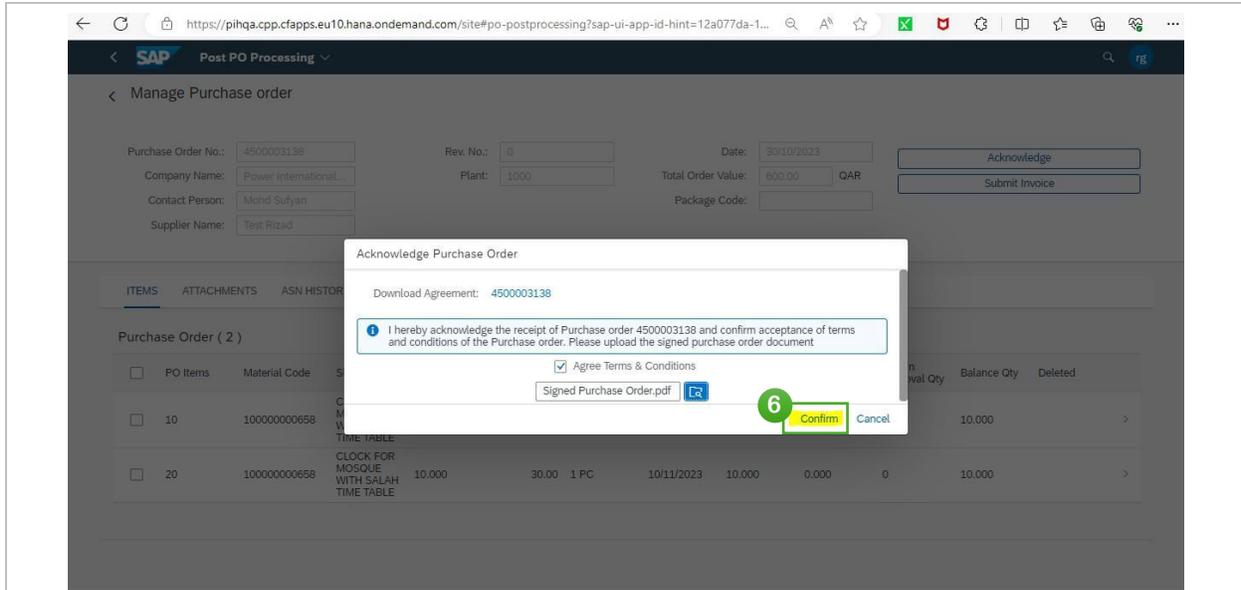
Confirm Cancel

4 Return to the Supplier Portal and agree to the terms and conditions.

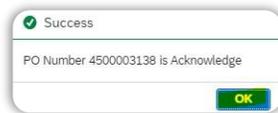
5 Upload the signed document.

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- 6 Once the document is uploaded, click on 'Confirm' to submit. This pop-up message will appear to confirm your submission.



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