Purchase Order Acknowledgement

User Manual

Purchase Order Acknowledgement

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- 3. Acknowledge the Purchase Order
- 4. Confirm the Acknowledgement

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.

Purchase Order Acknowledgement

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.

Log On	
Email	
rizadrkm@gmail.com	
Change	
Password	
······	
C Remember me Log On	
Forgot password?	

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



Then you can view the applications assigned to your id

apptici						
Manage RFQ Supplier	Post PO Processing Supplier	Pre-Qualification Questionnaire Response	Bank Details Update			
es.	S	5				
Ipplier						
Supplier Registration Details	Manage RFQ Supplier	Pre-Qualification Questionnaire Response	Post PO Processing Supplier	Bank Details Update		
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2. Purchase Order Review

2.1. Purchase Order Review

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

Manage RFQ Supplier	Post PO Processing	Pre-Qualification	Bank Details		
		Response	opulie		
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upplier					
Supplier Registration Details	Manage RFQ Supplier	Pre-Qualification Questionnaire Response	Post PO Processing Supplier	Bank Details Update	
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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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urchase Order No.:	Rele	ease Date: D MMM YYYY - I	DD 🛅	Company Code:	G	Plant:	C]		Go Hide Filter B
Purchase Order (Note: Click on Purch Purchase Order No.	hase Order Numb Release Date	per to view PO p Company Name	df 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		1364820.00 0	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

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

< SAP	Post PO Proc	essing \sim								٩
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										Go Hide Filter Ba
urchase Order No.:	Rele	ease Date:		Company Code:		Plant:		_		
4500003138	D	D MMM YYYY -	DD 🛅		G		G]		
Purchase Order (Note: Click on Purch	152) hase Order Numb	ber to view PO p	df							
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		1364820.00 0	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.

< SAP Post PO Processing \							Q 🕝
Manage Purchase order							
						Go	Hide Filter Bar
Purchase Order No.: Release Date:	Company Code:	Plant:					
4500003138 DD MMM Y	YY - DD 🟥	e	G				
Purchase Order (1)							
Note: Click on Purchase Order Number to view	PO pdf						
Purchase Order Release Compa No. Date Name	y Company Buyer Name Code	Plant Project Code	Total Value	Currency	Supplier	Primary Contact	
Power 4500003138 30/10/2023 Interna Holding	onal 1000 Mohd Sufyan	1000	600.000	QAR	Test Rizad 1000052851		<mark>~</mark>



Purchase Order Acknowledgement

Manag	ge Purcha	ise order												
Purchase	Order No.:	4500003138		Rev. No.:	0			Date:	30/10/2023			Acknow	ledøe	
Comp	pany Name:	Power Internation	al	Plant:	1000		Total Order	Value:	600.00	QAR		Submit Ir	nvoice	
Conta	tact Person:	Mohd Sufyan					Package	Code:				Submit i		
Supp	plier Name:	Test Rizad												
ITEMS	ATTACHME	INTS ASN HIST	ORY INVOID	CE HISTORY IN	VVOICE DOCU	IMENTS	8							
Purchase	ATTACHME e Order (2 20 Items	ENTS ASN HIST	ORY INVOIO	CE HISTORY IN Order Quantity	NVOICE DOCU Net Price Material	IMENTS Per Unit	Image: Second secon	To Be Deliver	To red Inv	Be oiced	ASN in Approval Ofv	Balance Qty	Deleted	
Purchase	ATTACHME e Order (2 PO Items	NTS ASN HIST) Material Code 10000000658	ORY INVOID Short Text CLOCK FOR MOSQUE WITH SALAH TIME TABLE	Order Quantity 10.000	NOICE DOCU Net Price Material 30.00	Per Unit 1 PC	Delivery Date	To Be Deliver	red Inv) 0.0	Be oiced 00	ASN in Approval Qty O	Balance Qty 10.000	Deleted	2

3. Acknowledge the Purchase Order

3.1. Click on Acknowledge button

	PO Processing ~												
Manage Purcha	ase order												
Purchase Order No.:	4500003138		Rev. No.:				Date:	30/10/202	3		Acknowl	edge	
Company Name:	Power Internation	al	Plant:	1000		Total Order	Value:	600.00	QAR		Submit Ir	nvoice	٦
Contact Person:	Mohd Sufyan					Package	Code:						_
Supplier Name:	Test Rizad												
TEMS ATTACHM	ENTS ASN HIST	ORY INVOID	CE HISTORY IN	IVOICE DOCU	IMENTS	2							
Purchase Order (2	ENTS ASN HIST	ORY INVOIC	CE HISTORY IN	IVOICE DOCU	IMENTS	Ø							
Purchase Order (2	ENTS ASN HIST	ORY INVOIO	CE HISTORY IN Order Quantity	IVOICE DOCU Net Price Material	MENTS Per Unit		To Be Delivered	To ed Inv	Be voiced	ASN in Approval Qty	Balance Qty	Deleted	
ITEMS ATTACHMI Purchase Order (2 PO Items 10	ENTS ASN HIST	ORY INVOID Short Text CLOCK FOR MOSQUE WITH SALAH TIME TABLE	Order Quantity 10.000	Noice Docu Net Price Material 30.00	Per Unit 1 PC	Delivery Date	To Be Delivere	ed Inv 0.0	Be roiced	ASN in Approval Qty 0	Balance Qty 10.000	Deleted	>

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

Purchase Order No.:		Rev. No.:		Date:				Acknowledge	
Company Name:		. Plant:		Total Order Value:		QAR		Submit Invoice	
Contact Person:				Package Code:					
Supplier Name:									
		Acknowledge Purchase (Drder						
Purchase Order (2	1ENTS ASN HISTOR	Download Agreement: I hereby acknowledge and conditions of the	4500003138 the receipt of Purchase or Purchase order. Please up	rder 4500003138 and confirm cload the signed purchase ord	acceptance of er document	terms			
Purchase Order (:	2)	Download Agreement: I hereby acknowledge and conditions of the	the receipt of Purchase or Purchase or Purchase order. Please up	rder 4500003138 and confirm load the signed purchase ord rms & Conditions	acceptance of er document	terms	n	Deleges Oby - Delete	-
Purchase Order (:	2) Material Code S	Download Agreement: I hereby acknowledge and conditions of the	4500003138 e the receipt of Purchase or Purchase order. Please up Agree Ter <i>Please upload</i>	rder 4500003138 and confirm load the signed purchase ord rms & Conditions signed ag	acceptance of er document	terms	n əval Qty	Balance Oty Delete	ed
Purchase Order (: PO Items	2) Material Code S 10000000658 M W W	Download Agreement: I hereby acknowledge and conditions of the ME LABLE	4500003138 e the receipt of Purchase or Purchase order. Please up Agree Ter Please upload	rder 4500003138 and confirm Joad the signed purchase ord rms & Conditions signed ag	acceptance of er document	terms m Cancel	n aval Qty	Balance Qty Delete	ed >

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)

← C 🗘 https://power-interr	national-h	olding-pihqa-qa-vendorp	ortal-approuter.o	cfapps.eu10.h	ana.ondemai	nd.com/	compihve ☆		(3 中	£≡	<u>ب</u>) ~~
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			PUR	CHASE	ORDE	R						
	To :	TEST RIZAD PO BOX 123465 DOHA QATAR			Order No Rev : Date :	0 / 30-0	003138 / 30-Oct-2023, Monday October-2023, Monday	,				
	Attentio	n of :			E-mail :	rizad	frkm@gmail.com					
	Telepho	Telephone No : 70103045 Mobile : 70103045					3045					
	Name 8	Ref	Group Finance De	partment [1000	10102]							
	Further t the follow	o your quotation reference no wing: DEs	. dated and subse	equent discussio	on with our _,	We confir	m our order for the a	bove project as per				
			Stock on Hand									
	1	CLOCK FOR MOSQUE WITH S	ALAH TIME TABLE		10.000	PC	30.00	300.00				
	2	CLOCK FOR MOSQUE WITH S	ALAH TIME TABLE		10.000	PC	30.00 Sub-Total	300.00 600.00				
	Amour	it in Words : Qatari Riyal Six	CHUNDRED ONLY				*Discount	0.00				
							Total QAR	600.00				
3.4. Click on	Post	PO process	sing wir	ndow								
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POWE	RINTERNATIONAL		Prepared By : E-mail : Tel : Fax :	+97455	me es,uatar 790249		
		PURCHASE	ORDE	R			
To :	TEST RIZAD PO BOX 123465 DOHA QATAR		Order No Rev : Date :	: 450 0 30-	0003138 / 30-Oct-2023, Mor October-2023, Mon	nday	
Attenti	on of :	Mobile - 70403045	E-mail :	riza	drkm@gmail.com		
Name	& Ref	Group Finance Department [10000	10102]				
Further the follo	to your quotation reference no. wing:	dated and subsequent discussion	n with our – , v	we confi	rm our order for t	he above project as per	
S.No	DES	CRIPTION	QUANTITY	UNIT	RATE	AMOUNT	
	5	Stock on Hand					
1	CLOCK FOR MOSQUE WITH S	ALAH TIME TABLE	10.000	PC	30.00	300.00	
2 Amou	CLOCK FOR MOSQUE WITH S	ALAH TIME TABLE Hundred Only	10.000	PC	30.00 Sub-Total	300.00 600.00	
				-		-	

4. Confirm the Acknowledgement

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

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4	SAP P	ost PO Processing \sim												
<	Manage Pu	rchase order												
	Purchase Order	No.: 4500003138		Rev. No.:		Dat	e: 30/10/2				Acknow	ledge		٦
	Company Na	me: Power Internation		Plant:		Total Order Valu	e: 600.00	Q/	AR (Submit I	nvoice		
	Contact Per	son: Mohd Sufyan				Package Cod	e:							
	Supplier Na	me: Test Rizad												
			Acknowle	edge Purchase O	rder									
	1771.0													
			Downlo	ad Agreement: 4	500003138									
	Purchase Orde	er (2)	I he and	reby acknowledge t conditions of the P	the receipt of Purchase Purchase order. Please u	order 4500003138 and con upload the signed purchase	firm accepta order docum	nce of term ient	IS					
	PO Item	s Material Code	S			Terms & Conditions				n əval Qty	Balance Qty	Deleted		
	10	10000000658	C M W		Ticase apioa			Confirm	Cancel		10.000			
			TIME TABLE											
	20	10000000658	CLOCK FOR MOSQUE WITH SALAH	10.000	30.00 1 PC	10/11/2023 10	.000	0.000	0		10.000			
			TIME TABLE											

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

and a second	ise order									
Purchase Order No.:		Rev. No.:		Date:		r		Acknowle	edge	
Company Name:		Plant:		Total Order Value:	600.00 G	AR (Submit In	voice	
Contact Person:				Package Code:						
Supplier Name:										
		Acknowledge Purchase Ord	ler							
		Download Agreement: 45	00003138							
Purchase Order (2	:)	Download Agreement: 45 I hereby acknowledge th and conditions of the Pu	e receipt of Purchase o rchase order. Please up	rder 4500003138 and confirm load the signed purchase orde	acceptance of terr er document	ns				
Purchase Order (2) Material Code S	Download Agreement: 45 I hereby acknowledge th and conditions of the Pu	e receipt of Purchase o rchase order. Please up Agree Te Please upload	rder 4500003138 and confirm Ioad the signed purchase orde rms & Conditions signed ag	acceptance of terr ar document	ns	n oval Qty B	alance Qty	Deleted	
Purchase Order (2	ASK HISTO Material Code S 10000000658 V	Download Agreement: 45 Thereby acknowledge th and conditions of the Pu	e receipt of Purchase o rchase order. Please up Q Agree Te Please upload	rder 4500003138 and confirm load the signed purchase orde rms & Conditions signed ag	acceptance of term er document	ns Cancel	n Ival Qty B	alance Qty 0.000	Deleted	

4.3. Select signed PO and click on Open button.

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< Mai	nage Purchase order					
Purch	C Open					×
	¢ → ∽ ↑ 🗖 > This PC	> Desktop		ע טֿ ג Sea	rch Desktop	5
	Organize 🔻 New folder					
	Attachments	Name	Date modified	Туре	Size	^
	Microsoft Teams Chat Fi	PR Release date (002)	10/4/2023 6:21 PM	Microsoft Word D	727 KB	- 10
ITCM	Recordings	QAS_ZSCA&ZSVO upto15823	10/3/2023 11:20 PM	Microsoft Excel W	34 KB	- 199
TIEMS		Remaining Mat types_MARA	9/17/2023 2:58 PM	Microsoft Excel W	38,112 KB	
	This PC	RFHS_PR List	9/13/2023 5:51 PM	Microsoft Excel W	261 KB	
Purch	👔 3D Objects	SAP Issues Notes (002) (AutoRecovered)	10/1/2023 6:16 PM	Microsoft Word D	3,435 KB	- 19
	📃 Desktop	🚾 Signed Purchase Order	10/30/2023 9:26 PM	Microsoft Edge P	44 KB	- 199
	🗄 Documents	B Specialstoc QAS	10/5/2023 7:24 PM	Microsoft Excel W	182 KB	_
	Downloads	T 001_30.08.23	8/30/2023 2:42 PM	Microsoft Excel W	54 KB	
	b Music	Total Payment terms	10/9/2023 4:59 PM	Microsoft Excel W	8 KB	
	Dictures	🖬 Unable to change Pwd	10/30/2023 1:30 PM	Microsoft Word D	38 KB	
	Video V	Drable to Reset PWD	10/30/2023 1:31 PM	Microsoft Edge P	194 KB	
	Videos	Warehouse in PRD	9/4/2023 11:40 AM	Microsoft Excel W	16 KB	
	Windows (C:)	With Project details	10/3/2023 6:09 PM	Microsoft Excel W	186 KB	- 199
_	New Volume (D:)	殻 Work - Edge	10/30/2023 11:36 AM	Shortcut	3 KB	- 199
	A Network	ZEPOContracts	10/4/2023 5:17 PM	Microsoft Excel W	676 KB	~
	File <u>n</u> ame:	Signed Purchase Order		 ✓ All files 		~
				Оре	n Car	ncel
						.::

4.4. Now click on Confirm button.

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Durahasa Ordar Na		Day A							
Company Name		Rev. r		Total Order Value		OAR		Acknowledge	
Contact Person				Package Code		QAR		Submit Invoice	
Supplier Name									
		Acknowledge Purcha	se Order						
	6.6.6.66	Acknowledge Fulcha	se oldel						
ITEMS ATTACH	MENTS ASN HISTOR	Download Agreemen	t: 4500003138						
		A Lbaraby acknowle	adra the receipt of Purchase	order 4500002128 and conf	irm accentance of t	arme			
Purchase Order (2)	and conditions of	the Purchase order. Please u	pload the signed purchase of	order document	511115			
				0					
PO Items	Material Code S		✓ Agree T	erms & Conditions			n wal Otv	Balance Qty Deleted	
PO Items	Material Code S		Signed Purcha	ierms & Conditions ase Order.pdf			n oval Qty	Balance Qty Deleted	
PO Items10	Material Code S 10000000658 W		Signed Purcha	ierms & Conditions ase Order.pdf	Confirm	1 Cancel	n oval Qty	Balance Qty Deleted	
 PO Items 10 	Material Code S 10000000658	ME TABLE	Signed Purcha	ierms & Conditions ase Order.pdf	Confirr	1 Cancel	n xval Qty	Balance Oty Deleted	
 PO Items 10 20 	Material Code S 10000000658 M 10000000658 M 10000000658 M 10000000658 M	ME TABLE LOCK FOR DSQUE THE SALAD 10.000	Agree T Signed Purcha 30.00 1 PC	ierms & Conditions ase Order.pdf	Confirr 000 0.000	1 Cancel	n xval Qty	Balance Qty Deleted	
 PO Items 10 20 	Material Code S 100000000658 M 100000000658 M 100000000658 M 100000000658 M	ME TABLE LOCK FOR OSQUE TH SALAH 10.000 ME TABLE	Agree T Signed Purcha 30.00 1 PC	erms & Conditions ase Order.pdf R 10/11/2023 10.	Confir 000 0.000	n Cancel	n xval Qty	Balance Oty Deleted 10.000 10.000	
 PO Items 10 20 	Material Code S 100000000658 M 100000000658 M 100000000658 M	ME FABLE LOCK FOR OSQUE TH SALAH 10.000 ME TABLE	Agree T Signed Purcha 30.00 1 PC	ase Order.pdf 🔽	Confir 000 0.000	n Cancel O	n sval Qty	Balance Oty Deleted 10.000 10.000	

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

<		st PO Processing \vee												۹	rg
<	Manage Pure	chase order													
	Purchase Order No			Rev. No.:				Date:				Acknowl	ledge		h
	Company Nam	e: Power Internationa		Plant:			Total Order \	/alue:		QAR		Submit Ir	nvoice		j
	Contact Perso						Package (Code:							
	Supplier Nam	e: Test Rizad													
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				E HISTORY IN	Succe	ess									
	Purchase Order	(2)			PO Numb	er 450000	03138 is Acknowledge								
	PO Items	Material Code	Short Text	Order Quantity			ОК		Ted Ir	b Be hvoiced	ASN in Approval Qty	Balance Qty	Deleted		
	10	10000000658	CLOCK FOR MOSQUE WITH SALAH TIME TABLE	10.000	30.00	1 PC	10/11/2023	10.000) 0	.000	0	10.000			
	20	10000000658	CLOCK FOR MOSQUE WITH SALAH TIME TABLE	10.000	30.00	1 PC	10/11/2023	10.000	0 0	.000	0	10.000			