	WORK INSTRUCTION	Page: 1 of 3
		Revision:
	How to Find PO number	

Transaction Overview

What

To find PO number.

When

Perform this to find purchase order number 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

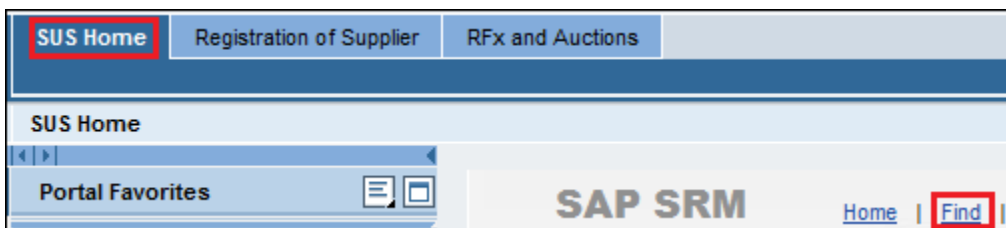
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HOW TO FIND PURCHASE ORDER NUMBER

- 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.

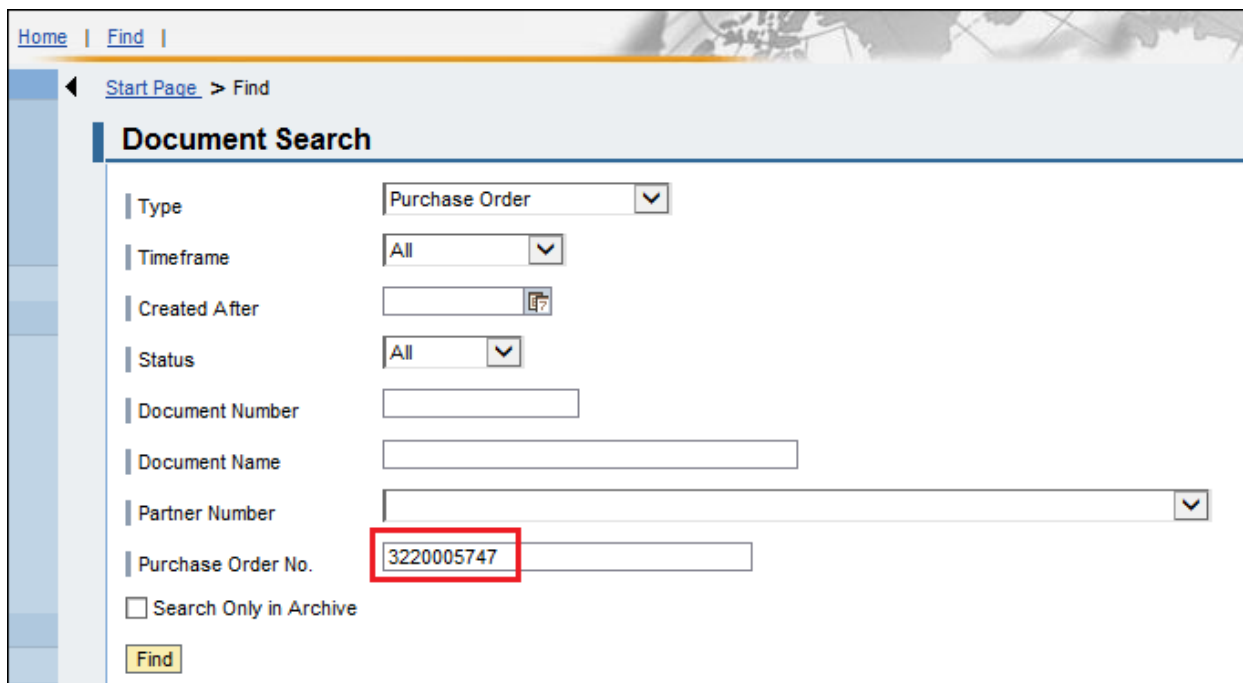


- SUS Home, click on 'Find' link



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3. Pop-up Screen: Document Search



Home | Find |

Start Page > Find

Document Search

Type: Purchase Order

Timeframe: All

Created After:

Status: All

Document Number:

Document Name:

Partner Number:

Purchase Order No.: 3220005747

☐ Search Only in Archive

Find

- Enter Purchase Order Number.
- Click '**FIND**' button.