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	How to Print PO layout	

Transaction Overview

What

To print purchase order layout.

When

Perform this to print purchase order layout in SUS portal.

Menu Path


<https://supplier-selfservice.petronas.com.my/>

Roles

Vendor

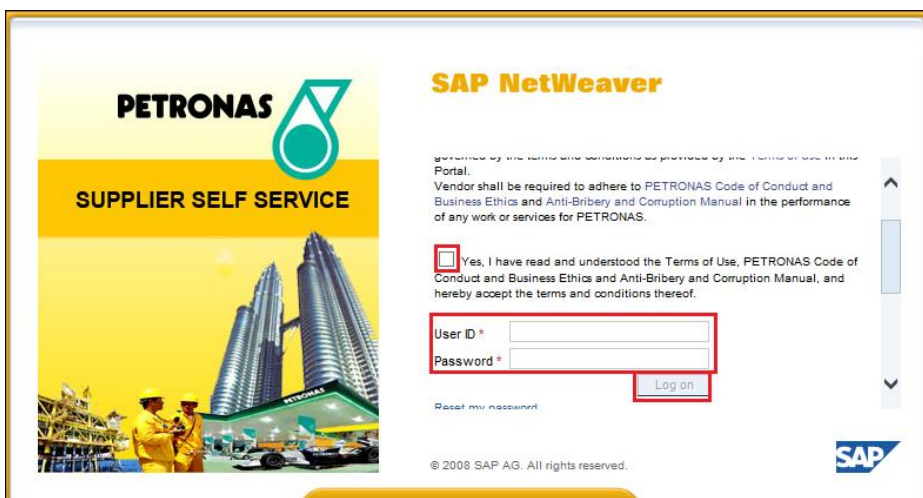
Helpful Hints

R	Required field entry
O	Optional field entry
C	Conditional field entry

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HOW TO PRINT PURCHASE ORDER LAYOUT

- 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.



PETRONAS

SAP NetWeaver

SUPPLIER SELF SERVICE

governed by the terms and conditions as provided by the Terms of Use in this Portal.
Vendor shall be required to adhere to PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual in the performance of any work or services for PETRONAS.

☐ Yes, I have read and understood the Terms of Use, PETRONAS Code of Conduct and Business Ethics and Anti-Bribery and Corruption Manual, and hereby accept the terms and conditions thereof.

User ID *

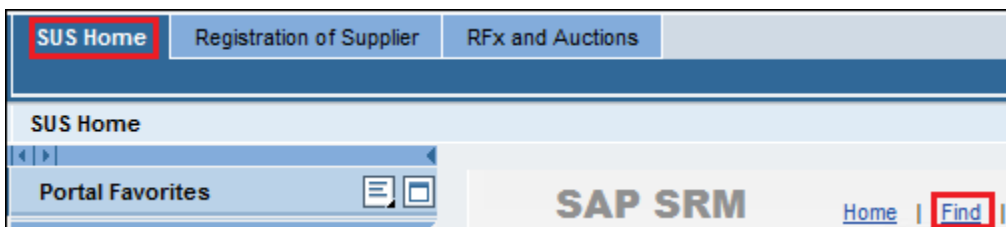
Password *

[Forgot my password](#)

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SAP

- SUS Home, click on “Find” link




SUS Home | Registration of Supplier | RfX and Auctions

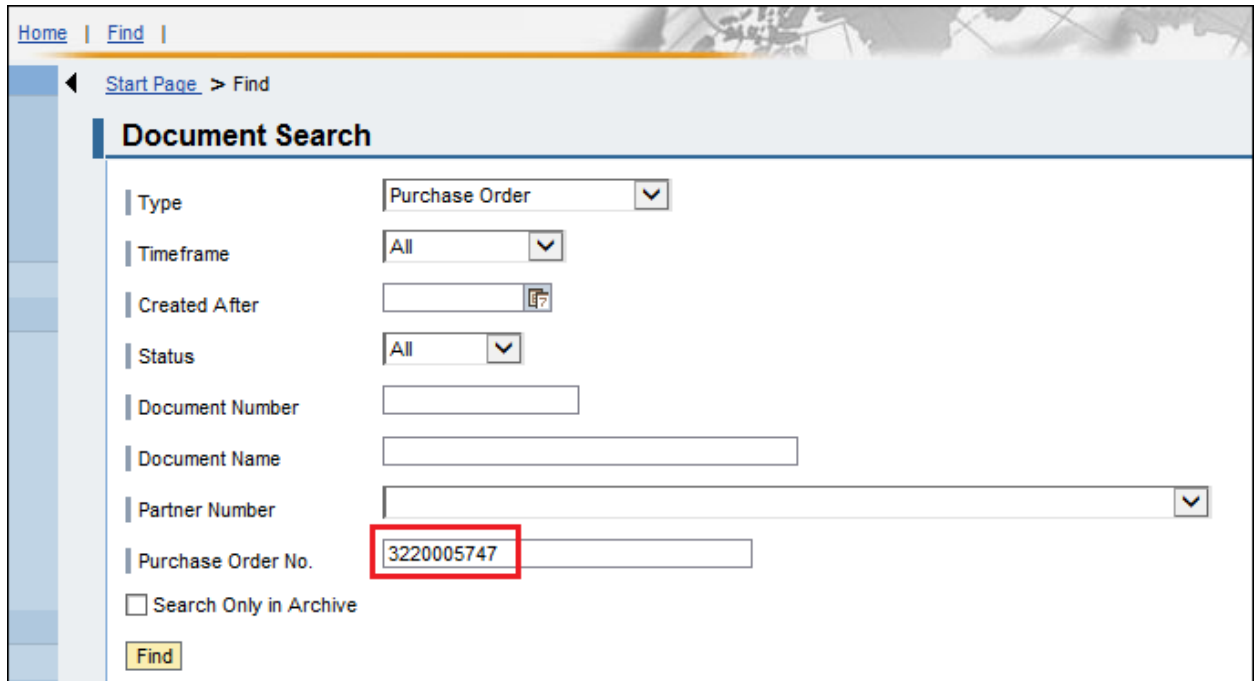
SUS Home

Portal Favorites

SAP SRM | [Home](#) | [Find](#) |

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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'**.

2. Under SUS Home ->Display Purchase Order, click on **'PRINT'** button.



SUS Home | Registration of Supplier | RFx and Auctions

SUS Home

Portal Favorites


- Changed
- In Process
- Confirmed
- Partly Confirmed
- Rejected
- Canceled by Customer
- Purchase Orders
 - Confirmed

Display Purchase Order

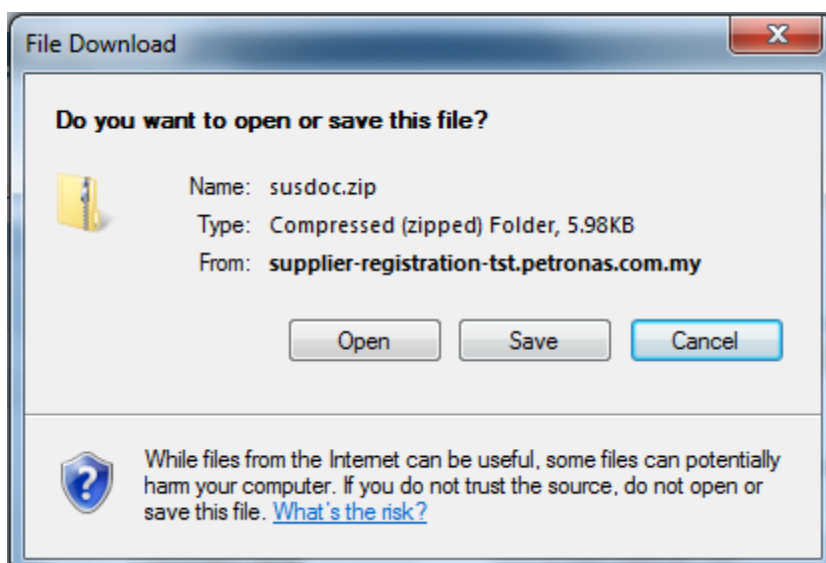
Create Confirmation | Display Document Flow | Print | Download | Request for Down Payment

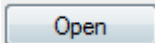
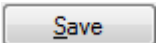
Disclaimer:

The "Provisional Tax Rate" information stated herein are for indicative purposes only based on the Goods independent advice and exercise due care in ensuring the correctness and completeness of any information





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3. Pop-up Screen: File Download



- Click  to open the file directly.
- Click  to save the file to your local directory.

4. Purchase Order Layout Sample.

		PETRONAS CARIGALI SDN.BHD 		
Company 		Purchase order		
Your Vendor number with us: C1000007		Information Description : TTT 03 Nov Material - LB Order number : 4506000545 Date : 12.10.2011 Contact person : PCHO-KD Telephone : Fax : E-mail : Status : Acknowledged PO		
Delivery Address 				
Terms of deliv.: Terms of payt: Within 25 days Due net Currency: MYR Malaysian Ringgit				
Item	Product no.	Description	Unit price	Net value
	Delivery date	Quantity unit		
1	55500025 18.12.2011	VALVE,BA,RF,SS,2"150,CS,316,RS,SS 20 EA	1,000.00 MYR / 1 EA	20,000.00 MYR
Total value				20,000.00 MYR