POWER INTERNATIONAL
- H O L D I N G -

HOW TO ACKNOWLEDGE PURCHASE ORDER

Step-by-Step Guide to Acknowledging Purchase Order in the Supplier Portal

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.

How to Acknowledge Purchase Order

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A. How to Acknowledge Purchase Order

1. Process Flow
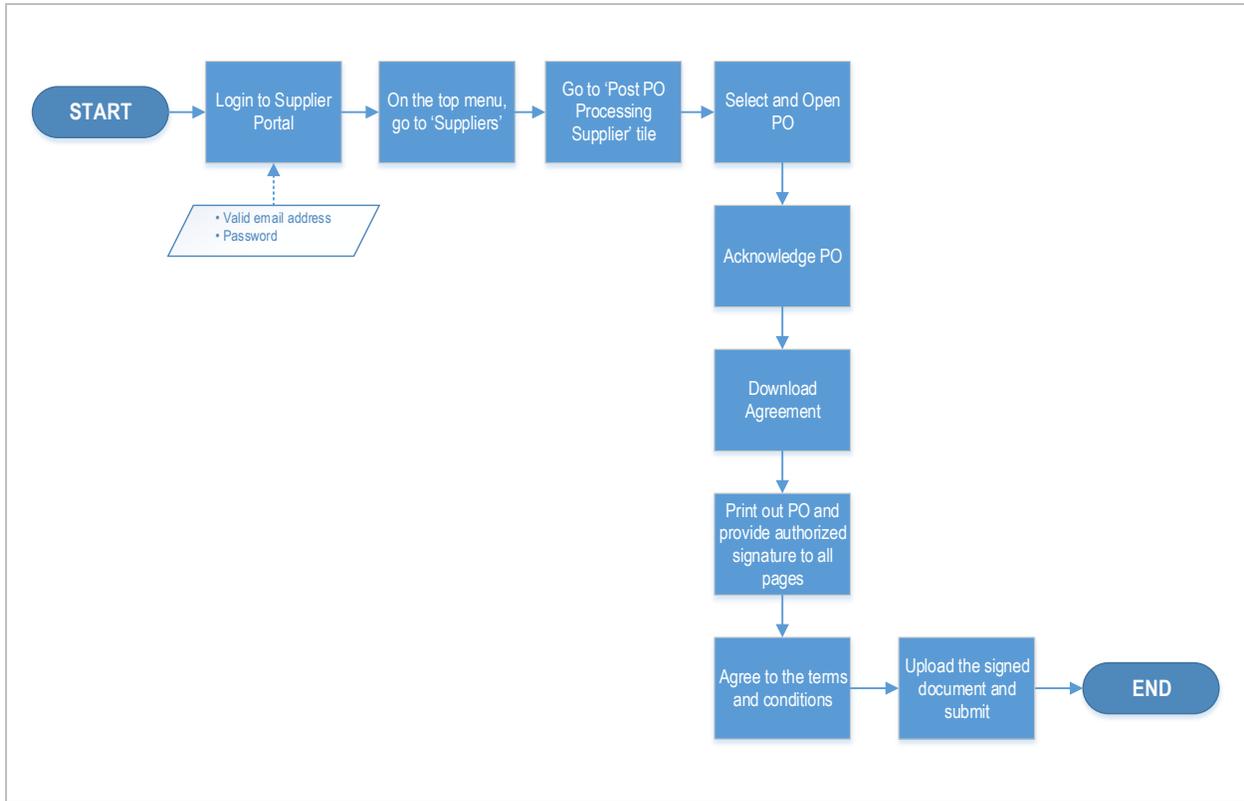
START → Login to Supplier Portal → On the top menu, go to 'Suppliers' → Go to 'Post PO Processing Supplier' tile → Select and Open PO

- Valid email address
- Password

Select and Open PO → Acknowledge PO → Download Agreement → Print out PO and provide authorized signature to all pages → Agree to the terms and conditions → Upload the signed document and submit → END

2. Supplier Portal Login
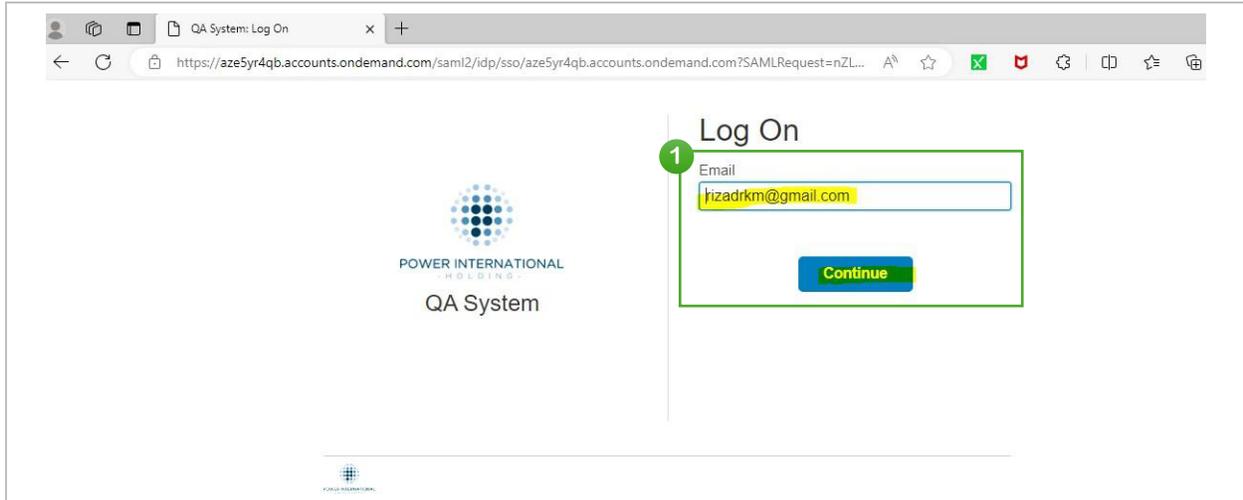
1	Input valid email address and click 'Continue.' *Note:* The system will validate if the email you provided is permitted to access the Supplier Portal so it is important to ensure that your email is valid.
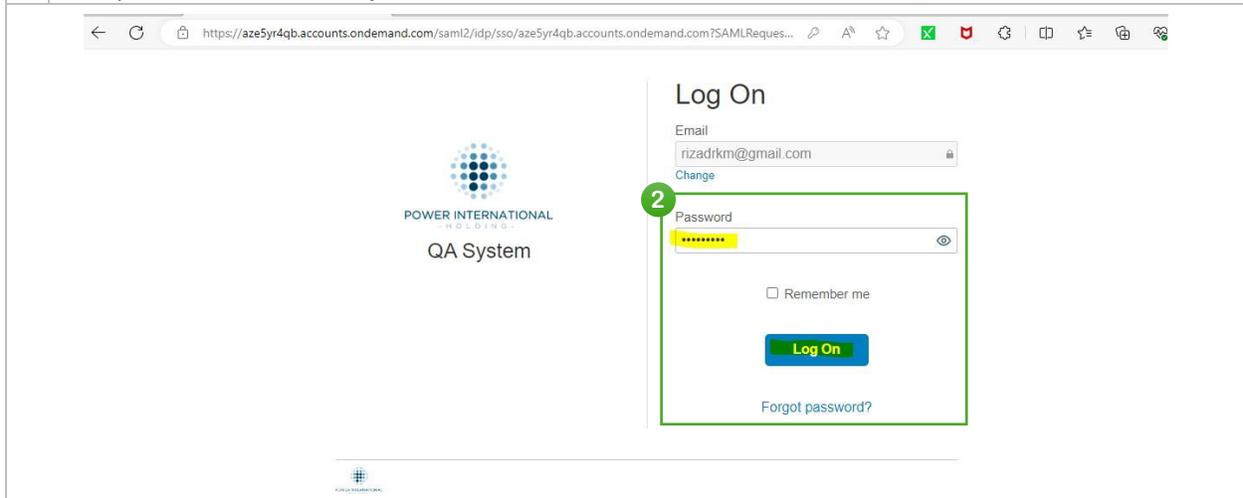
2	Once email is validated, enter your password and click 'Logon.' You may also tick the 'Remember me' checkbox if you would like to stay logged in the system. On the other hand, you may click 'Forgot password?' to reset your password if necessary.

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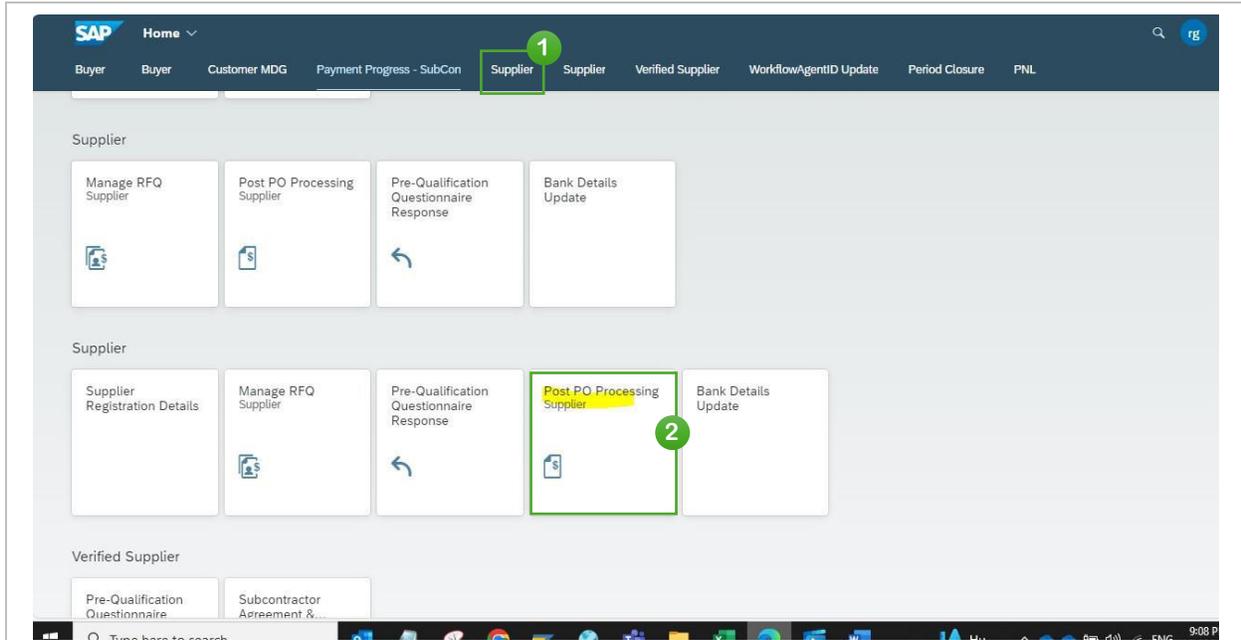
1	Once logged in, you will be able to access the Supplier Portal. On the Menu tab, click 'Supplier.'
2	Go to the 'Post PO Processing Supplier' tile.

4. Post PO Processing

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.

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

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5. Manage Purchase Order

1	Click on the 'Acknowledge' button.

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

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

| 4 | Return to the Supplier Portal and agree to the terms and conditions. |
| 5 | Upload the signed document. |
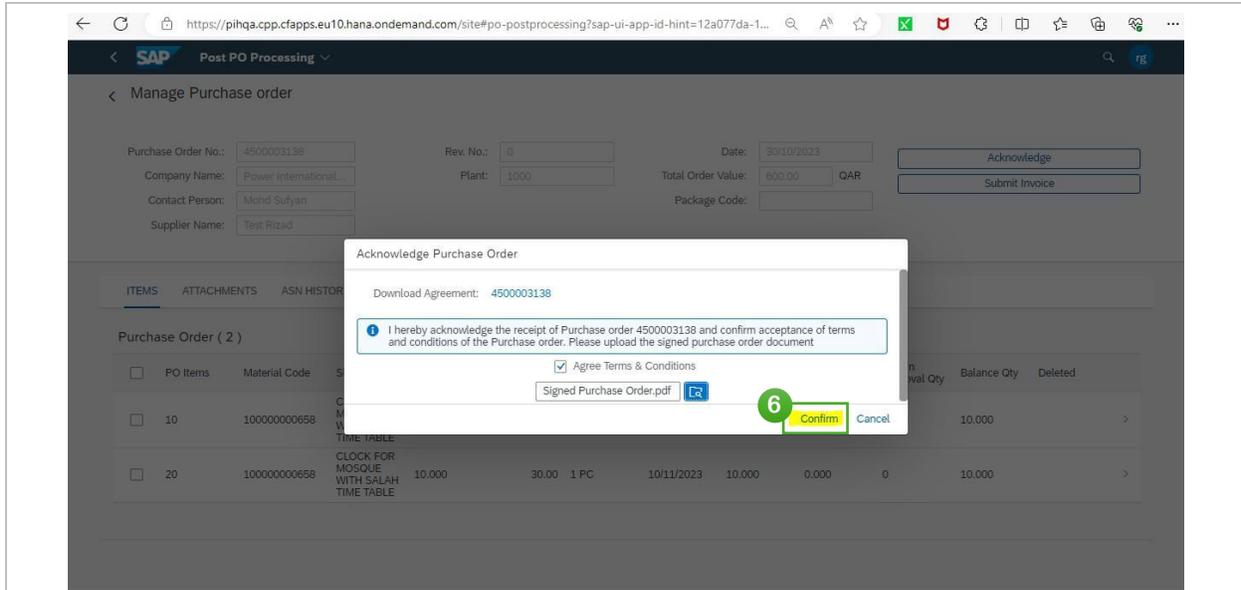
6	Once the document is uploaded, click on 'Confirm' to submit.
	This pop-up message will appear to confirm your submission.