



PETRONAS

Supply Chain Management

Acknowledging a Purchase Order in GEP SMART

Launch GEP Smart.

Select **My Tasks**, located on the vertical menu bar, on the left side of the screen.

Select **ACTION PENDING**, followed by **Order**.

Click on the Document Name to open a record.

Document Name	Document Number	Days in Current State	Order Total	Purchase Type
PO1 for Test Incoterm DPU - INC0034628	P23.001559		5,000.00	Limit Order - 2 way match
INC0034877 - QA TEST	P23.001549		10,000.00	Limit Order - 3 way match
Test PO pdf	P23.001543		35,000.00	Limit Order - 2 way match
Facilities C23.004316 E & I Services for D-39-B	P23.001448-002		25,000.00	Limit Order - 2 way match
FAC SO 2022.07455 Electrical Services for C-25-D	P23.001436-001		12,000.00	Limit Order - 2 way match
Facilities SO 120395 Actuators/E & I Services for Peace River Facilit...	P23.001433-002		25,000.00	Limit Order - 2 way match

Key fields to review are:

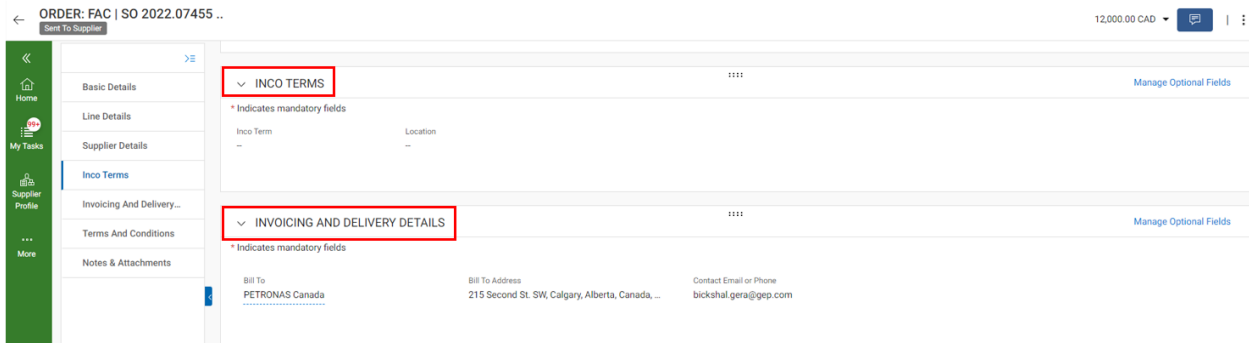
1. Basic Details - Overview of Purchase Order Details

Field	Value
Order Number	P23.001436-001
Order Name	FAC SO 2022.07455 Electrical Ser...
Order Contact	Martha Buyer
Order Author	Martha Buyer
Purchase Type	Limit Order - 2 way match
Creation Date	05/01/2023
Original Issue Date	05/01/2023
Supplier Acknowledged Date	--
Currency	CAD

2. Line details – Description of Services, Order Value, Fulfillment requirements and Contract Details

Section	Field	Value
Line Details	Line 1 Description	Electrical Services for C-25-D
	Type	Fixed
Line Total	Quantity	1.00
	Unit Price	12,000.00
Fulfillment	Service Confirmation	Need By Date: -
	Start Date	04/17/2023
	End Date	05/31/2023
Delivery	Requested Date	-
	Ship To Address	-
Additional Information	Comment	ADD
	Retention Indicator	Yes
Contract Details	Contract Number	C23.001613
	Contract Expiry Date	03/14/2026

3. Inco Terms – If Applicable
4. Invoicing and Delivery Details – Bill to and Invoicing information



ORDER: FAC | SO 2022.07455 .. 12,000.00 CAD

Save To Supplier

Basic Details

Line Details

Supplier Details

INCO TERMS

* Indicates mandatory fields

Inco Term	Location
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Manage Optional Fields

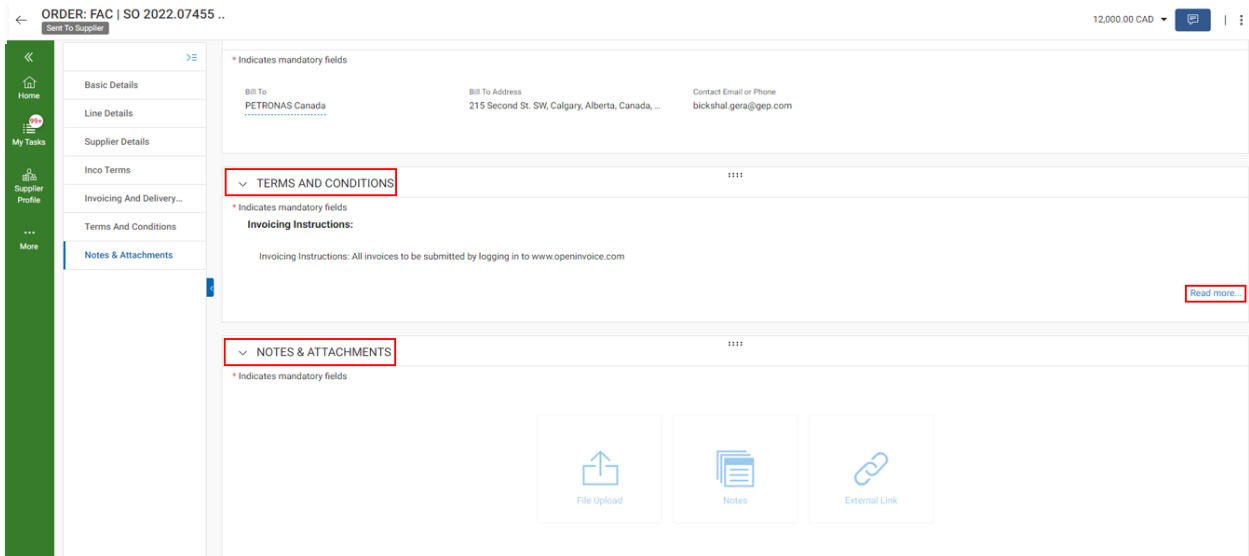
INVOICING AND DELIVERY DETAILS

* Indicates mandatory fields

Bill To	Bill To Address	Contact Email or Phone
PETRONAS Canada	215 Second St. SW, Calgary, Alberta, Canada, ...	bickshal.gera@gep.com

Manage Optional Fields

5. Terms and Conditions – Applicable to that specific Purchase Order. Select [Read more...](#) to view.
6. Notes and Attachments – May contain scope of work, maps, diagrams, specifications, or negotiated Terms and Conditions.



ORDER: FAC | SO 2022.07455 .. 12,000.00 CAD

Save To Supplier

Basic Details

Line Details

Supplier Details

Inco Terms

Invoicing And Delivery...

TERMS AND CONDITIONS

* Indicates mandatory fields

Invoicing Instructions:

Invoicing Instructions: All invoices to be submitted by logging in to www.openinvoice.com

[Read more...](#)

NOTES & ATTACHMENTS

* Indicates mandatory fields

File Upload

Notes

External Link

Select **Acknowledge Order**, in the lower right corner, to proceed with the Purchase Order.

Support & Assistance

If you require additional assistance relating to GEP SMART processes, Purchase Orders, Contracts or Pricebooks, please contact us for further support at scm@petronascanada.com.

If you require additional technical assistance relating to GEP SMART application functionality and access, please contact GEP SMART at Support@gep.com.

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