



**SUPPLIER PORTAL USER MANUAL
(Acknowledge Purchase Order)**

SUPPLY CHAIN MANAGEMENT





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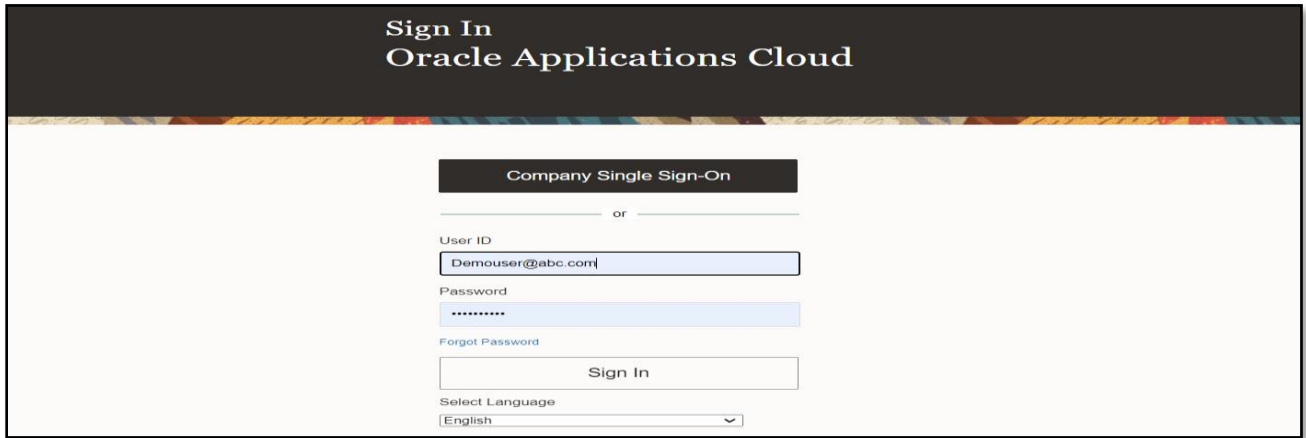
1. ACKNOWLEDGE THE PURCHASE ORDER BY SUPPLIER..... 3

1.1 ACKNOWLEDGE THE PURCHASE ORDER BY SUPPLIER 3

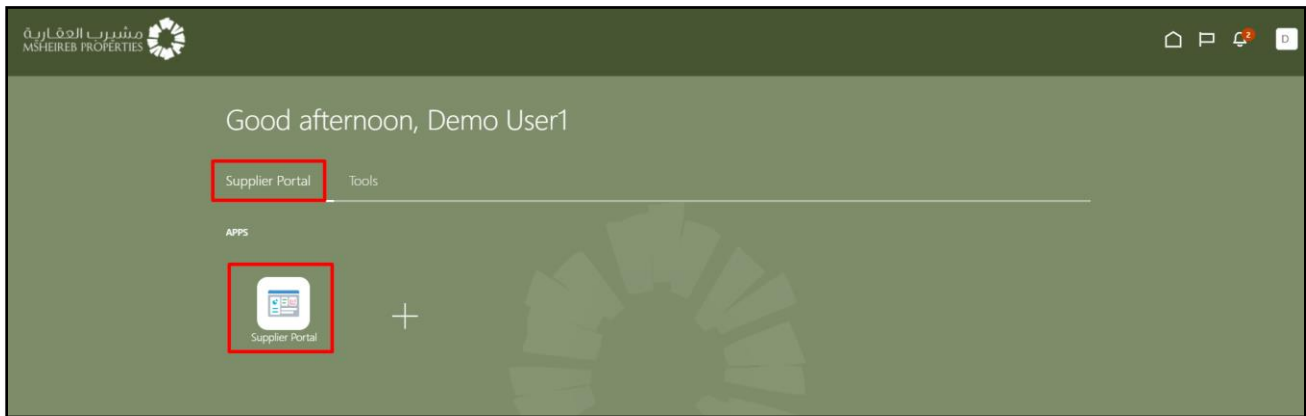


Acknowledge the Purchase Order by supplier

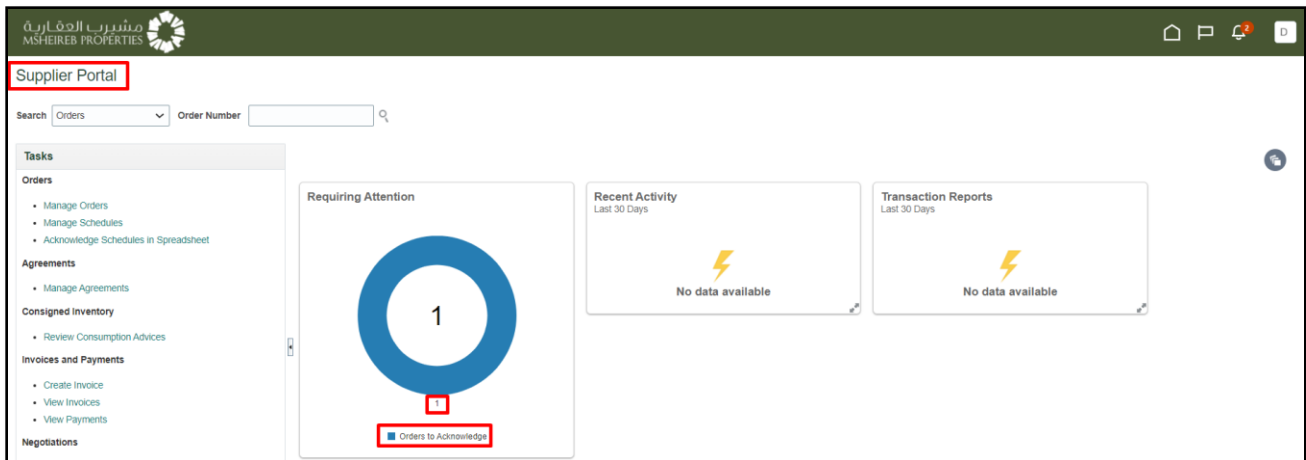
Step 1: Enter the login details.



Step 2: Select **Supplier Portal** → Click **Supplier Portal**.



Step 3: **Supplier Portal** overview page will appear → Click the value above **Orders to Acknowledge**.



Step 4: Purchase Order page will open.

Msheireb Standard Purchase Order: MP/2024/PO/10154

[Acknowledge](#) [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

Main

General

Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered	20,000.00 QAR
Bill-to BU	Msheireb Properties WLL	Supplier Site	Main Office	Description	Supply and Installation of PC
Order	MP/2024/PO/10154	Supplier Contact	Demo User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Additional Contact Email		Negotiation	
Buyer	Rosalie Mayores	Bill-to Location	Doha	Supplier Order	
Creation Date	05-Jun-2024	Ship-to Location	Project office - Mh40D		

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	08-Jun-2024	Freight Terms	None
Payment Terms	Net 30	FOB	None

— Pay on receipt
— Confirming order

Step 5: Click View PDF → Document will be downloaded to view PO Details.

Acknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154

[Accept](#) [Reject](#) [View PDF](#) [Cancel](#)

Main

General

Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered	20,000.00 QAR
Order	MP/2024/PO/10154	Supplier Site	Main Office	Description	Supply and Installation of PC
Status	Pending Supplier Acknowledgment	Supplier Contact	Demo User1	Source Agreement	
Buyer	Mayores, Rosalie	Additional Contact Email		Supplier Order	<input type="text"/>
Creation Date	05-Jun-2024	Bill-to Location	Doha	Communication Method	None
		Ship-to Location	Project office - Mh40D		

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 30
Acknowledgment Due Date	08-Jun-2024	Shipping Method	

— Pay on receipt
— Confirming order

Step 6: Click Acknowledge

Msheireb Standard Purchase Order: MP/2024/PO/10154

[Acknowledge](#) [View PDF](#) [Actions](#) [Refresh](#) [Done](#)

Main

General

Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered	20,000.00 QAR
Bill-to BU	Msheireb Properties WLL	Supplier Site	Main Office	Description	Supply and Installation of PC
Order	MP/2024/PO/10154	Supplier Contact	Demo User1	Source Agreement	
Status	Pending Supplier Acknowledgment	Additional Contact Email		Negotiation	
Buyer	Rosalie Mayores	Bill-to Location	Doha	Supplier Order	
Creation Date	05-Jun-2024	Ship-to Location	Project office - Mh40D		

Terms Notes and Attachments

Required Acknowledgment	Document	Shipping Method	
Acknowledgment Due Date	08-Jun-2024	Freight Terms	None
Payment Terms	Net 30	FOB	None

— Pay on receipt
— Confirming order



Step 7: Acknowledge Document page will open → Enter the **Acknowledge Note** .

Acknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	Msheireb Properties W.L.L.	Supplier	Demo Supplier	Ordered	20,000.00 QAR
Order	MP/2024/PO/10154	Supplier Site	Main Office	Description	Supply and Installation of PC
Status	Pending Supplier Acknowledgment	Supplier Contact	Demo User1	Source Agreement	
Buyer	Mayores, Rosalie	Additional Contact Email		Supplier Order	
Creation Date	05-Jun-2024	Bill-to Location	Doha	Communication Method	None
		Ship-to Location	Project office - Mh10D		

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 30	— Pay on receipt
Acknowledgment Due Date	06-Jun-2024	Shipping Method		— Confirming order
Acknowledgment Note	Acknowledged	Freight Terms	None	
		FOB	None	

Step 8: Click Accept.

Acknowledge Document (Msheireb Standard Purchase Order): MP/2024/PO/10154

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	Msheireb Properties W.L.L.	Supplier	Demo Supplier	Ordered	20,000.00 QAR
Order	MP/2024/PO/10154	Supplier Site	Main Office	Description	Supply and Installation of PC
Status	Pending Supplier Acknowledgment	Supplier Contact	Demo User1	Source Agreement	
Buyer	Mayores, Rosalie	Additional Contact Email		Supplier Order	
Creation Date	05-Jun-2024	Bill-to Location	Doha	Communication Method	None
		Ship-to Location	Project office - Mh10D		

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 30	— Pay on receipt
Acknowledgment Due Date	06-Jun-2024	Shipping Method		— Confirming order
Acknowledgment Note	Acknowledged	Freight Terms	None	
		FOB	None	

Step 9: Click OK.



MSHEIREB PROPERTIES
Acknowledgment Document (Msheireb Standard Purchase Order): MP/2024/PO/10154

Accept Reject View PDF Cancel

Main

General

Sold-to Legal Entity	Msheireb Properties WLL	Supplier	Demo Supplier	Ordered	20,000.00 QAR
Order	MP/2024/PO/10154	Supplier Site	Main Office	Description	Supply and Installation of PC
Status	Pending Supplier Acknowledgment			Source Agreement	
Buyer	Mayores, Rosalie			Supplier Order	
Creation Date	05-Jun-2024			Communication Method	None
		Ship-to Location	Project office - MH60		

Warning

The document will be accepted. Do you want to continue? (PO-2055013)

OK Cancel

Terms Notes and Attachments

Required Acknowledgment	Document	Payment Terms	Net 30		— Pay on receipt
Acknowledgment Due Date	06-Jun-2024	Shipping Method			— Confirming order
Acknowledgment Note	Acknowledged	Freight Terms	None		
		FOB	None		

