

There are two ways to Acknowledge a GEP Purchase Order:

- 1. Via email notification
- 2. Via GEP SMART online web portal

Acknowledging your GEP Purchase Order via GEP email notification

Once a PETRONAS Energy Canada Ltd purchase order is approved, GEP automatically emails supplier contacts, including a copy of the purchase order and options to either login and view the PO record in the GEP SMART online web portal, or to acknowledge the order in a single mouse click.

- Your PETRONAS Energy Canada Ltd Purchase Order will be attached as a PDF for reference
- To review and Acknowledge your PO within the GEP web portal, click the GEP SMART hyperlink
- To review and Acknowledge your PO via email, click the <u>Acknowledge Order</u> hyperlink

Purchase Order: 3 Way - Safety Supplies - OPS (P24.013825) from PETRONAS Canada Energy Ltd. for is pending for acknowledgement
PO attachment as PDF
Dear DTS Test Supplier03 Order Desk,
Purchase Order Name: 3 Way - Safety Supplies - OPS - P24.013825 from PETRONAS Canada Energy Ltd. is issued to DTS Test Supplier03 for acceptance. The Purchase Order document is attached to this email, and all relevant attachments to the Purchase Order are available electronically on GEP SMART by clicking the first link below.
Where this Purchase Order is issued pursuant to a master "call-off" agreement, the terms and conditions of the applicable master call-off agreement shall apply to this Purchase Order. Where a master call-off agreement is not in place, this Purchase Order is governed by the terms and conditions attached to the Purchase Order in the GEP SMART system.
By acknowledging this Purchase Order electronically using either of the methods below, DTS Test Supplier03 acknowledges that it has read and understands the terms and conditions of the Purchase Order and all applicable attachments in the GEP SMART platform and agrees to be contractually bound by them. The individual accepting the Purchase Order represents that they have the authority to bind DTS Test Supplier03 contractually.
Please select one of these two options: PO within the GEP portal 1. If you wish to access the GEP SMART statem to review the Purchase Order and all applicable attachments and then be given the opportunity to acknowledge the Purchase Order, please use the following link: <u>GEP SMART</u> 2. If you have already reviewed the Purchase Order and all applicable attachments and wish to acknowledge the Purchase Order directly from this email, please use the following link: <u>GEP SMART</u>
Thank you, Click to Acknowledge the PO directly from an email PETRONAS Canada Energy Ltd.

Occasionally, suppliers will report that the GEP response to acknowledging orders via email, results in a misleading status confirmation "The Order has been already acknowledged". This is generally caused by your IT team enabling Microsoft Defender safe links, which verifies email hyperlinks are not malicious. This can be confirmed by forwarding a GEP PO Acknowledgement email to an external email service (ie. Hotmail, or Gmail) then requesting that your IT team add the gep.com domain to their white list.

The Order has been already acknowledged



Acknowledging your GEP Purchase Order via GEP SMART online web portal <u>Step 1: Accessing the Electronic Purchase Order Record in GEP SMART</u>

1. Click the GEP SMART hyperlink from your latest email notification

Alternatively;

- 1. Launch GEP Smart portal (smart.gep.com), or GEP Business Network (businessnetworkidp.gep.com) website, then login to your GEP SMART supplier account.
- 2. Select My Tasks, located on the vertical menu bar, on the left side of the screen.
- 3. Select the ACTION PENDING folder, followed by the Order Tile.
- 4. Click on the Document Name to open a record.

PETR	KONAS Catalog Sourcing Contract Purchasin	ig Supplier		[Search Q	57° ? TD
«	My Tasks					
습 Home	DRAFT (0) ACTION PENDING (22) FOLLOW UP (0)					
My Tasks	Order RFX					
요 Bab Supplier Profile						
₽ĥ	Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
My Clients	INC0045082 - Internal Change Order Testing	P24.012712-003		5,000.00	Limit Order - 3 way match	
	Internal Change Order testing	P24.012721-001		8,000.00	Limit Order - 3 way match	
	INC0045082 - #2 Internal Change Order Testing	P24.012717		6,000.00	Limit Order - 3 way match	

Step 2: Review your Purchase Order

Key sections and fields include:

Basic Details - Provides an overview of your purchase order information

«	← ORDER: INC004508	2 - Interna Sent To Supplier				5,000.00 CAD 👻 📑 Comr	nents and Attachments
山 Home)=	✓ BASIC DETAILS					Manage Optional Fields
22	Basic Details	* Indicates mandatory fields					
My Tasks	Supplier Details	Order Number P24.012712-003	Order Name INC0045082 - Internal Chang	Order Contact Bob Lawblaw	Order Author Bob Lawblaw	Purchase Type Limit Order - 3 way match	Creation Date 07/29/2024
成品 Supplier Profile	Line Details	Original Issue Date	Supplier Acknowledged Date	Currency			
	Additional Details	07/31/2024		CAD			
Liih My Clients	Terms And Conditions						

Line Details – Provides PO line description, line/order value, fulfillment data, and Contract reference(s)



PETRONAS Energy Canada Ltd.

Acknowledging a Purchase Order in GEP SMART

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	Supplier Details							
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Profile	Terms And Conditions		Line Details					
≞	Invoicing And Delivery		Line 1	Line Description Complex Service and Supply for Location Site	Type Fixed v	Category Contract Services-CD		
by clema	Inco Terms							
	Notes & Attachments		Field Supervisor					
			Line Total					
			Quantity 1.00	uom Each	Unit Price 5,000.00	Sub Total 5,000.00		
			FulFillment					
			Fulfilment Document Type Service Confirmation	Need By Date	58art Date 07/29/2024	End Date 08/13/2024		
			Delivery					
			Promised Date	Requested Date	ship To	Ship To Address		
			Additional Information					
			Comment ADD	Line applicable to Builders Lien holdback (10%)? No $$\mathbf{v}$$				
			Contract Details					
			Contract Number C24.003476	Contract Name Supplier Agreement for XYZ	Contract Expry Date 12/31/2027			

INCO terms – If applicable

Invoicing and Delivery Details - Bill to and invoicing requirements

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ش Home	Basic Details	V INCO TERMS	Manage Optional Fields
22	Supplier Details	* Indicates mandatory fields	
:== My Tasks	Line Details	inco term Location	
e aa	Additional Details		
Supplier Profile	Terms And Conditions		
Ē	Inco Terms	✓ INVOICING AND DELIVERY DETAILS	Manage Optional Fields
My Clients	Invoicing And Delivery	* Indicates mandatory fields	
	Notes & Attachments	Bill To Address Contact Email or Phone PETRONAS Canada 215 Second St. SW, Calgary, Alberta, C	

Terms and Conditions – Terms and conditions applicable specifically for the purchase order. Select Read more... to view all available terms and conditions.

÷	ORDER: INC0045082 - Intern Sent To Supplier	a 5.000.00 CAD 👻 🛃 :
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ل Home	Basic Details	V TERMS AND CONDITIONS
	Supplier Details	* Indicates mandatory fields INVOICING INSTRUCTIONS:
: == My Tasks	Line Details	INVOICING REQUIREMENTS FOR SUPPLIERS
6 22	Additional Details	Overlage shall extend involves and electronic field totate to DPO's electronic involvies matters Ferrora Over Totat as employed, and is the eveness identified in the execution
Supplier Profile	Terms And Conditions	Supplier shall source in one set of the electronic neutronic involucity system Envelus Open invoice and open incret, as approache, and in the currency identified in the associated Purchase Order. How-to guides for the electronic submission of tickets & invoices are available on PETRONAS Canada's webpage (www.PETRONAScanada.com) on the "Supplier & Contractor Management" approaches
Ēh	Inco Terms	PECL shall compensate Supplier for the Work in accordance with the applicable Purchase Order and associated pricebook, as applicable.
My Client	s Invoicing And Delivery	Readmore
	Notes & Attachments	U

Notes and Attachments – May contain scope of work, maps, diagrams, specifications, or specially negotiated terms and conditions



PETRONAS Energy Canada Ltd.

Acknowledging a Purchase Order in GEP SMART

Supplier Profile	Terms And Conditions	✓ NOTES & ATTACHMENTS]			
My Clients	Invoicing And Delivery	Indicates mandatory fields				
	Notes & Attachments					
		It's common that no Notes and Attachments are included. If they are, they will be accessible here. Just click any hyperlink to access.	File Upload	Notes	External Link	
	Print Preview					Acknowledge Order

Step 3: Acknowledge your PETRONAS Energy Canada Ltd. Purchase Order

Once you're satisfied with the review, click Acknowledge Order, in the lower right corner.



Acknowledging your PO will send the order to OpenInvoice, where your Accounts Receivable team can use it for billing.

Should you identify any concerns with your Purchase Order, please contact your PETRONAS Energy Canada Ltd. Supply Chain representative.

Support & Assistance

Should you have any questions related to the GEP SMART application, please contact any available support resources:

eMail:

scm@petronascanada.com

support@gep.com

GEP Support Lines:

Canada: +1 416-482-2900 USA: +1 732 428 1578 Asia: +91 22 61 372 148 Europe: +42 022 59 86 501