

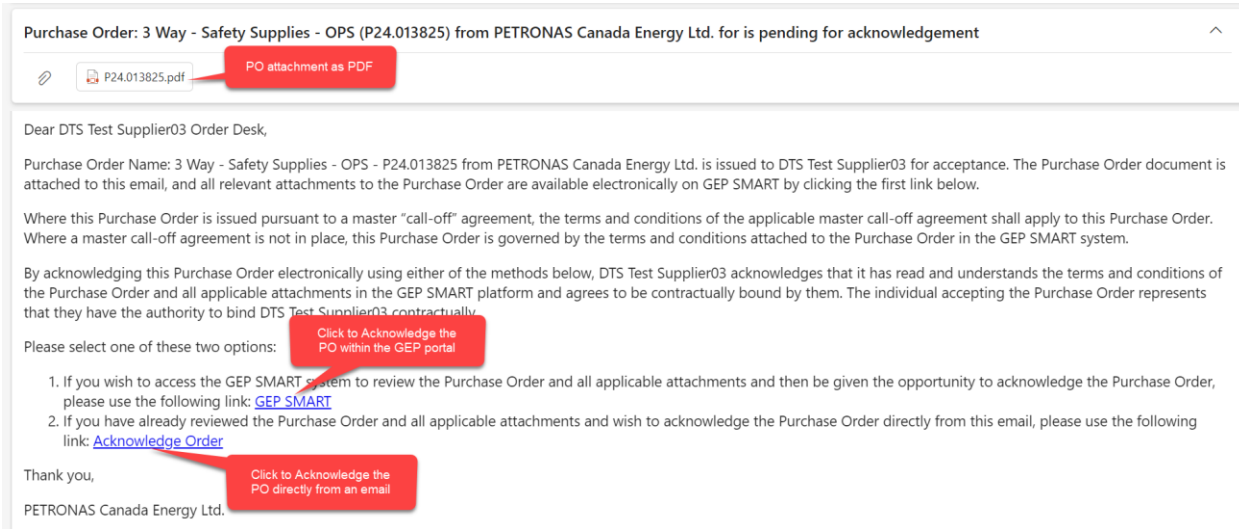
There are two ways to Acknowledge a GEP Purchase Order:

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 [Acknowledge Order](#) hyperlink



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

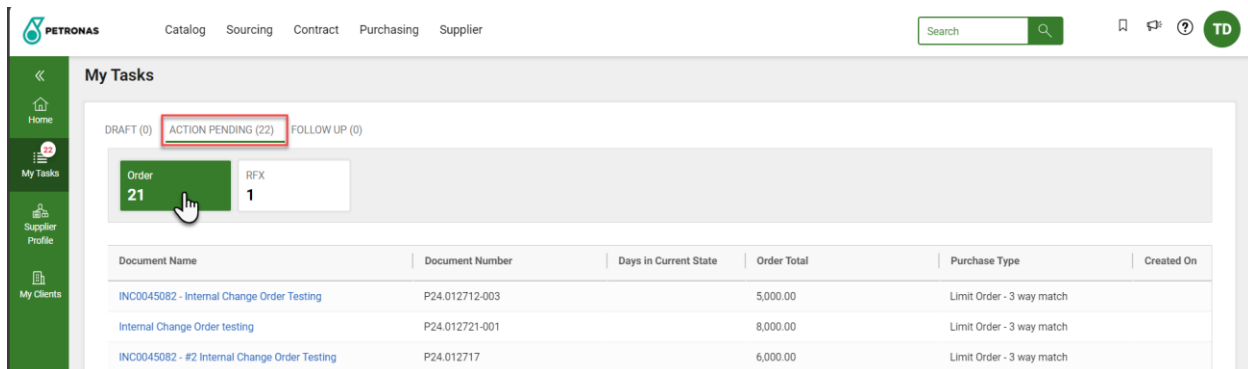
Acknowledging your GEP Purchase Order via GEP SMART online web portal

Step 1: Accessing the Electronic Purchase Order Record in GEP SMART

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

Alternatively;

1. Launch GEP Smart portal (smart.gep.com), or GEP Business Network (businessnetwork-idp.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.

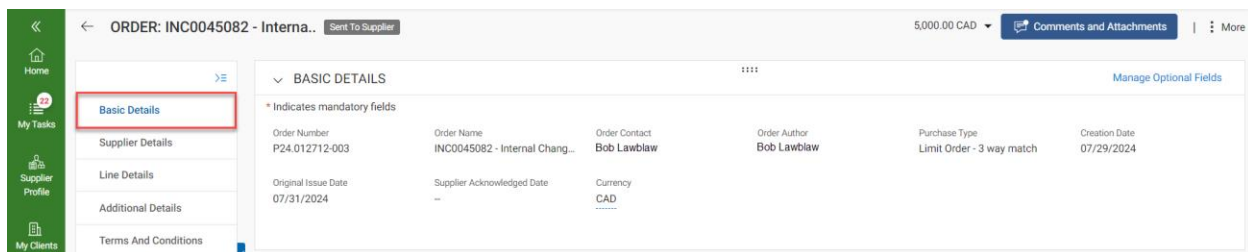


Document Name	Document Number	Days in Current State	Order Total	Purchase Type	Created On
INC0045082 - Internal Change Order Testing	P24.012712-003		5,000.00	Limit Order - 3 way match	
Internal Change Order testing	P24.012721-001		8,000.00	Limit Order - 3 way match	
INC0045082 - #2 Internal Change Order Testing	P24.012717		6,000.00	Limit Order - 3 way match	

Step 2: Review your Purchase Order

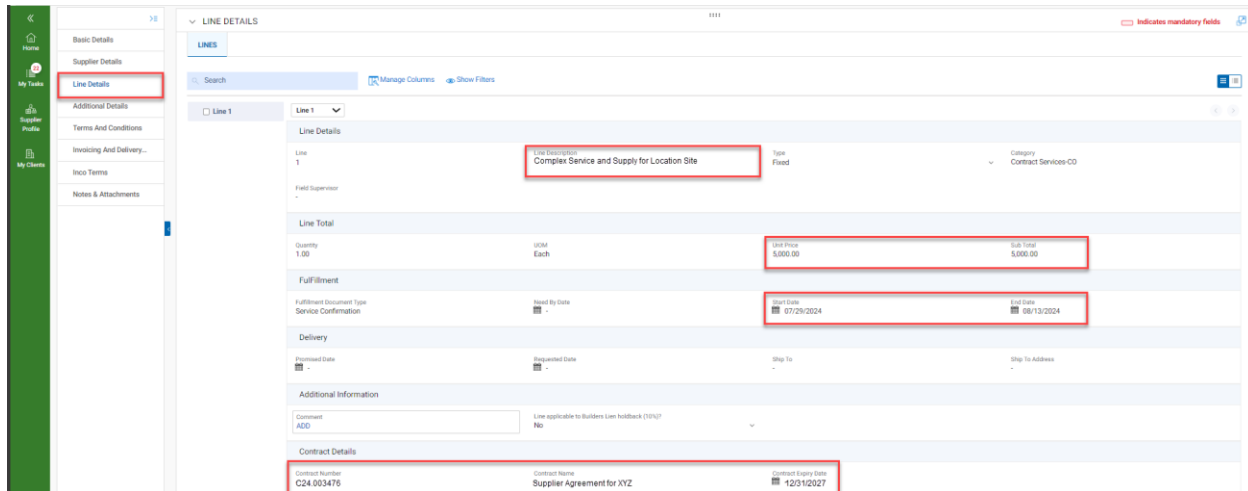
Key sections and fields include:

Basic Details – Provides an overview of your purchase order information



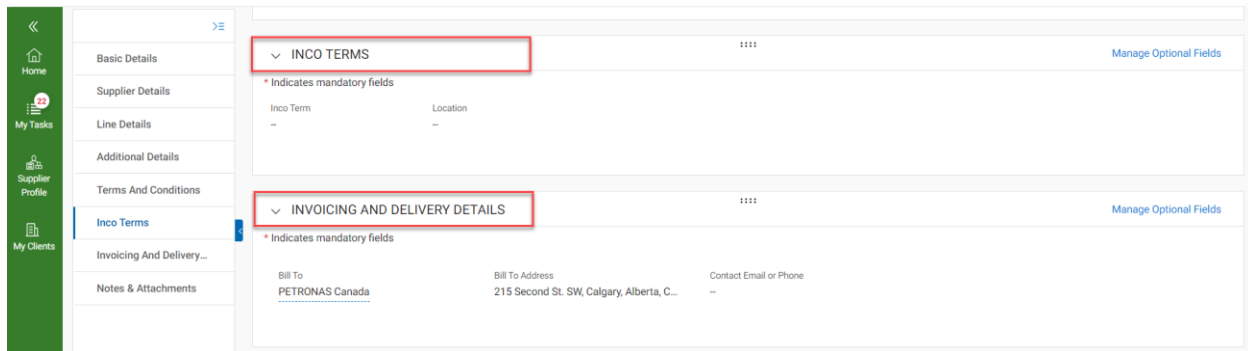
BASIC DETAILS					
Order Number P24.012712-003	Order Name INC0045082 - Internal Chang...	Order Contact Bob Lawblaw	Order Author Bob Lawblaw	Purchase Type Limit Order - 3 way match	Creation Date 07/29/2024
Original Issue Date 07/31/2024	Supplier Acknowledged Date --	Currency CAD			

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

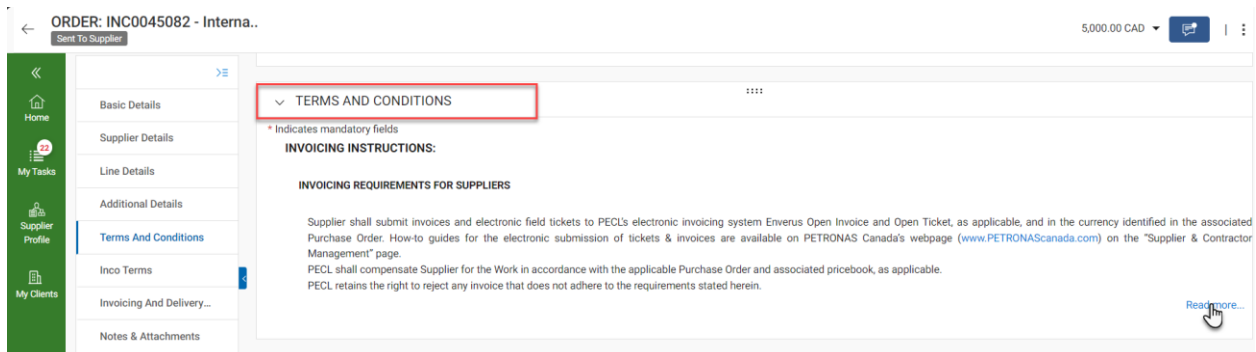


INCO terms – If applicable

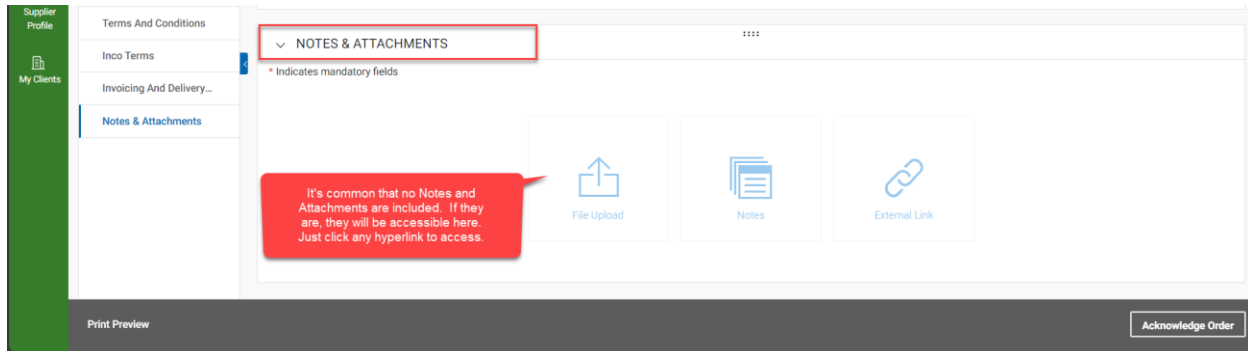
Invoicing and Delivery Details – Bill to and invoicing requirements



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



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



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