

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.

Catalog Sourcing Contract Purchasing Su	pplier			Search			
My Tasks							
DRAFT (0) ACTION PENDING (99+) FOLLOW UP (0)							
Order 123							
Document Name	Document Number	Days in Current State	Order Total	Purchase Type			
P01 for Test Incotern 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			
	P23 001436-001		12,000.00	Limit Order - 2 way match			
FAC SO 2022.07455 Electrical Services for C-25-D	120.001400.001						

Key fields to review are:

1. Basic Details - Overview of Purchase Order Details

«	← ORDER: FAC SO 20	22.07455 Sent To Supplier				12,000.00 CAD 👻	Comments and Attachments
101 Home	>≡	✓ BASIC DETAILS					Manage Optional Fields
e e e e e e e e e e e e e e e e e e e	Basic Details	* Indicates mandatory fields					
0	Line Details	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
Supplier Profile	Supplier Details	Original Issue Date	Supplier Acknowledged Date	Currency			
	Inco Terms	05/01/2023		CAD			
More	Invoicing And Delivery						

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

	ER: FAC SO 2022.07455					12,000.00 CAD 👻 💌
«	ЭE	V LINE DETAILS				🥅 Indicates mandatory fields 🛛 🗗
血 Home	Basic Details	LINES				
. <u>@</u>	Line Details	0 Search	Manage Columns Show Filters			
My Tasks	Supplier Details					
dia Succion	Inco Terms	Line 1	Line 1 👻			
Profile	Invoicing And Delivery		Line Details			
 More	Terms And Conditions		Line 1	Line Description Electrical Services for C-25-D	Type Fixed ~	Category Camp & Subsistence-FC
	Notes & Attachments		Line Total			
	<		Quantity 1.00	uom Each	Unit Price 12,000.00	Sub Total 12,000.00
			FulFillment			
			Fulfillment Document Type Service Confirmation	Need By Date	Start Date 1 04/17/2023	End Date m 05/31/2023
			Item History View			
			Delivery			
			Promised Date	Requested Date	Ship To -	Ship To Address
			Additional Information			
			Comment ADD	Retention Indicator Yes ~		
			Contract Details			
			Contract Number C23.001613	Contract Expiry Date 03/14/2026		



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

← (DRDER: FAC SO 2022.07455 Sent To Supplier	5	12,000.00 CAD 👻 📃 🗄
اللہ اللہ اللہ اللہ اللہ اللہ اللہ الل	>= Basic Details Line Details Supplier Details Inco Terms	INCO TERMS Inco Term Location Location	Manage Optional Fields
Supplier Profile More	Invoicing And Delivery Terms And Conditions Notes & Attachments	INVOICING AND DELIVERY DETAILS Indicates mandatory fields Bill To Bill To Bill To Address Contact Email or Phone	Manage Optional Fields
		PETRONAS Canada 215 Second St. SW, Calgary, Alberta, Canada, bickshal.gera@gep.com	

- 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.

← OR	RDER: FAC SO 2022.07455						12,000.00 CAD 👻 📮	
«)=	* Indicates mandatory fields						
습 Home	Basic Details	Bill To	Bill To Address	Contact Email or Phone				
	Line Details	PETRONAS Canada	215 Second St. SW, Calgary, Alberta, Canada,	bickshal.gera@gep.com	bickshal.gera@gep.com			
:= My Tasks	Supplier Details							
ഭഷം	Inco Terms	Y TERMS AND CONDITIONS						
Supplier Profile	Invoicing And Delivery	* Indicates mandatory fields						
	Terms And Conditions	Invoicing Instructions:						
More	Notes & Attachments	res & Attachments Invoicing Instructions: All invoices to be submitted by logging in to www.openinvoice.com						
		V NOTES & ATTACHMENTS						
		* Indicates mandatory fields						
			File Unload	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 <u>scm@petronascanada.com</u>.

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

Phone:

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