

Receive PO

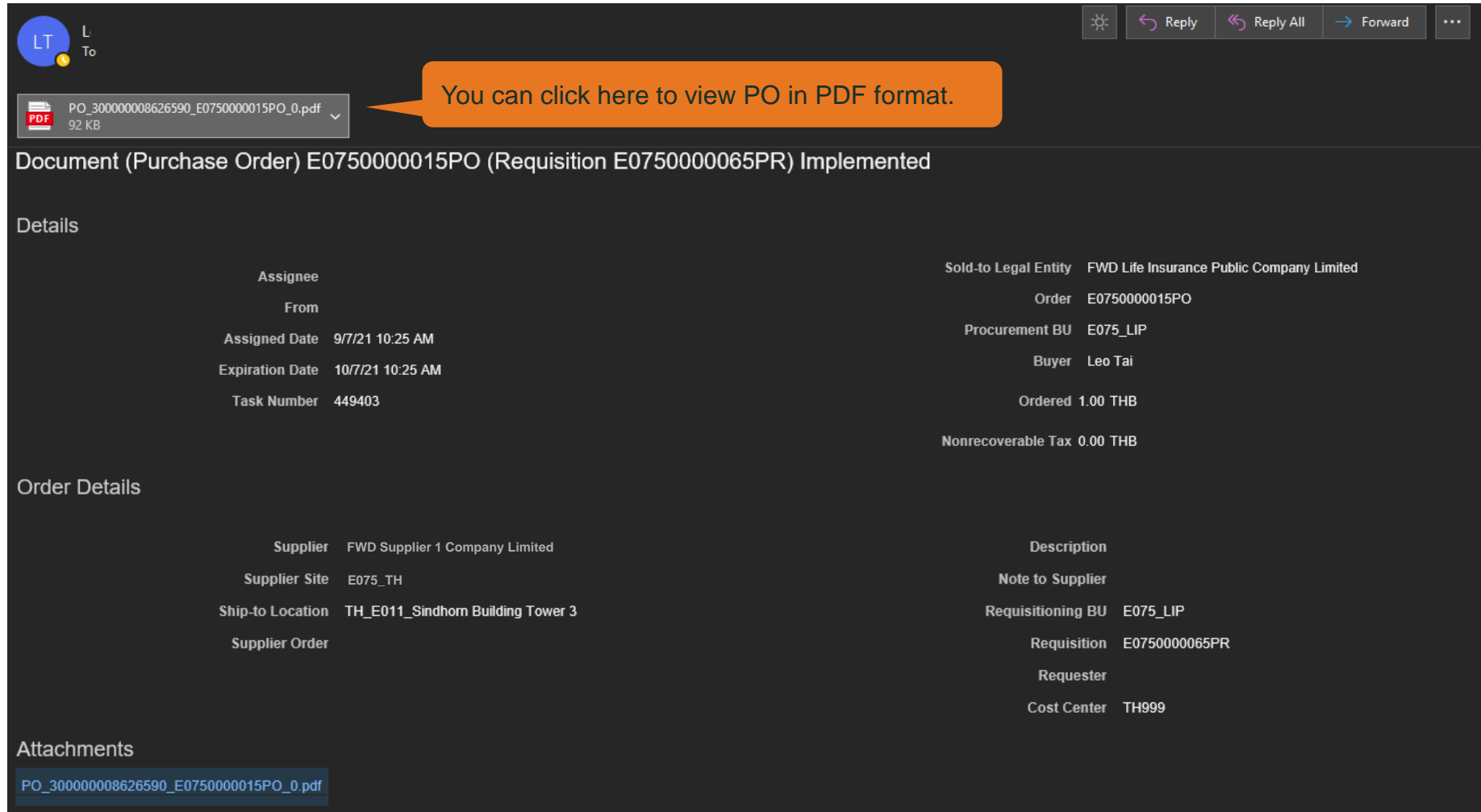
August 2022

C1 - Public



Receive PO via email

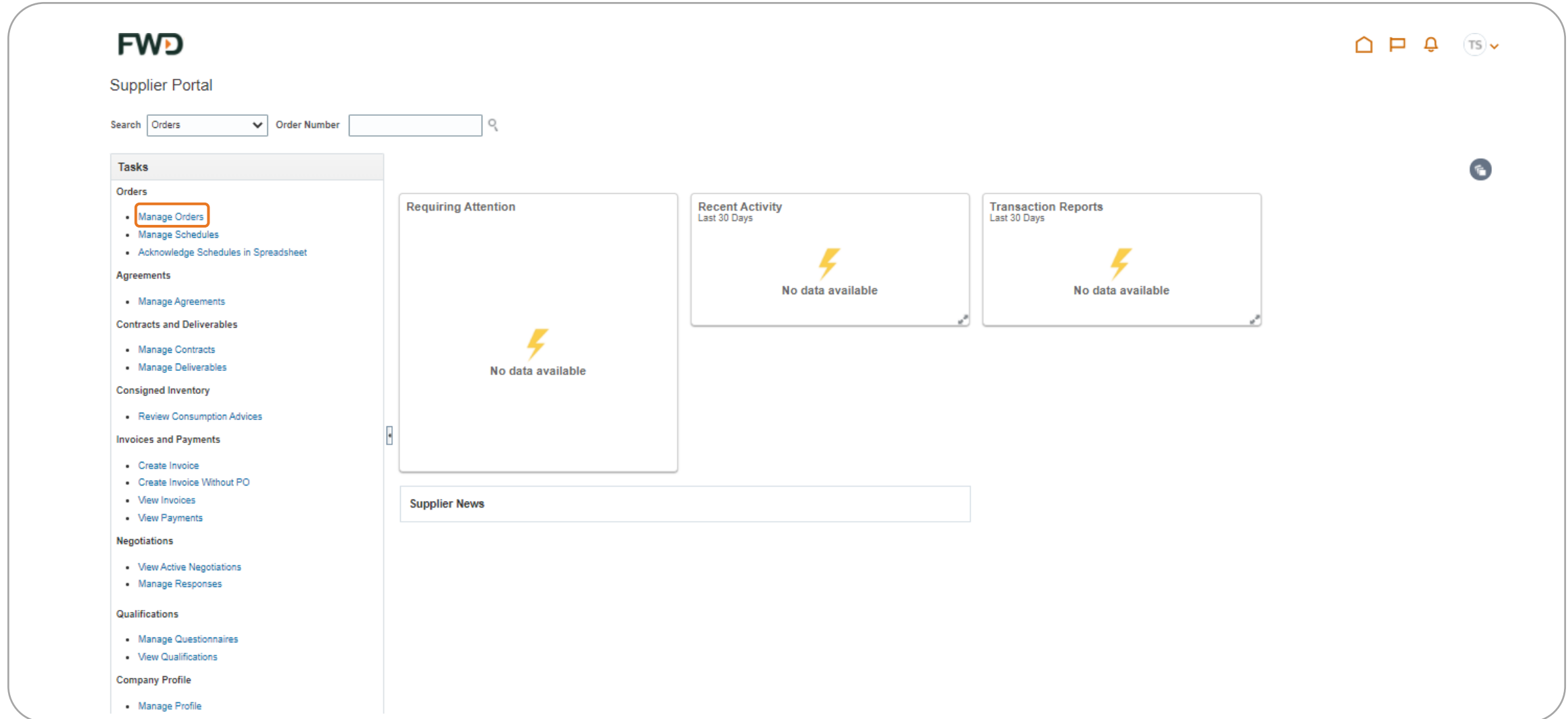
1. Supplier will receive PO via email with attached PO in PDF format.



The screenshot shows an email interface with a dark theme. At the top right, there are action buttons: a sun icon, 'Reply', 'Reply All', 'Forward', and a three-dot menu. The email header shows a profile icon 'LT' and 'To'. An attachment is visible: a PDF icon, the filename 'PO_300000008626590_E0750000015PO_0.pdf', and '92 KB'. An orange callout bubble points to the attachment with the text 'You can click here to view PO in PDF format.' Below the attachment is the subject line: 'Document (Purchase Order) E0750000015PO (Requisition E0750000065PR) Implemented'. The 'Details' section is divided into two columns. The left column contains: Assignee (From), Assigned Date (9/7/21 10:25 AM), Expiration Date (10/7/21 10:25 AM), and Task Number (449403). The right column contains: Sold-to Legal Entity (FWD Life Insurance Public Company Limited), Order (E0750000015PO), Procurement BU (E075_LIP), Buyer (Leo Tai), Ordered (1.00 THB), and Nonrecoverable Tax (0.00 THB). The 'Order Details' section is also divided into two columns. The left column contains: Supplier (FWD Supplier 1 Company Limited), Supplier Site (E075_TH), Ship-to Location (TH_E011_Sindhorn Building Tower 3), and Supplier Order. The right column contains: Description, Note to Supplier, Requisitioning BU (E075_LIP), Requisition (E0750000065PR), Requester, and Cost Center (TH999). At the bottom, the 'Attachments' section shows the same PDF file as a clickable link.

Receive PO via Supplier Portal

1. In the “Supplier Portal” page, click “Manage Orders”.



The screenshot shows the FWD Supplier Portal interface. At the top left is the FWD logo. Below it, the text "Supplier Portal" is displayed. To the right of the logo are navigation icons: a home icon, a list icon, a notification bell, and a user profile icon labeled "TS". Below the logo is a search bar with a dropdown menu set to "Orders" and a search input field labeled "Order Number".

On the left side, there is a "Tasks" sidebar menu with the following categories and items:

- Orders**
 - Manage Orders (highlighted with a red box)
 - Manage Schedules
 - Acknowledge Schedules in Spreadsheet
- Agreements**
 - Manage Agreements
- Contracts and Deliverables**
 - Manage Contracts
 - Manage Deliverables
- Consigned Inventory**
 - Review Consumption Advices
- Invoices and Payments**
 - Create Invoice
 - Create Invoice Without PO
 - View Invoices
 - View Payments
- Negotiations**
 - View Active Negotiations
 - Manage Responses
- Qualifications**
 - Manage Questionnaires
 - View Qualifications
- Company Profile**
 - Manage Profile

The main content area features three dashboard cards, each with a yellow lightning bolt icon and the text "No data available":

- Requiring Attention**
- Recent Activity** (Last 30 Days)
- Transaction Reports** (Last 30 Days)

At the bottom of the main content area is a "Supplier News" section.

Receive PO via Supplier Portal

2. In the “Manage Orders” page, enter “Search parameter”. Then, click “Search”.
3. Purchase Orders will display in “Search Results” area.
4. Select Purchase Order that you would like to view.

The screenshot shows the 'Manage Orders' page in the FWD system. An orange callout box provides search parameters for FWD Thailand: **Sold-to Legal Entity** : FWD Life Insurance Public Company Limited and **Bill-to BU** : E075_BU. The search filters are set to 'Advanced' and 'All Orders'. The search results table shows one entry: Order E075000065PO, dated 9/17/21, from Supplier Site E075_TH, Buyer Vongchavalit, K..., with a status of 'Open' and a creation date of 9/17/21. A 'Click here' callout points to the first column of the search results table.

For FWD Thailand, you can enter :
Sold-to Legal Entity : FWD Life Insurance Public Company Limited
Bill-to BU : E075_BU

Manage Orders ?

Headers Schedules

Search

Advanced Manage Watchlist Saved Search All Orders

1

Sold-to Legal Entity

Bill-to BU E075_LIP

Supplier Site

Order

Status

Include Closed Documents No

2

Search Reset Save...

Search Results

Actions View Format Freeze Detach Wrap

Order	Order Date	Description	Supplier Site	Buyer	Ordered	Currency	Status	Life Cycle	Creation Date
E075000065PO	9/17/21		E075_TH	Vongchavalit, K...	5.00	THB	Open		9/17/21

Columns Hidden 24

Click here

Receive PO via Supplier Portal



Tips : You can view Purchase Order in PDF format by click "View PDF".

5. Purchase order details will display.

FWD
Purchase Order: E0750000065PO

Acknowledge **View PDF** Refresh Done

Main

General

Sold-to Legal Entity	FWD Life Insurance Public Company Limited	Supplier	FWD Supplier 1 Company Limited	Ordered	5.00 THB
Bill-to BU	E075_LIP	Supplier Site	E075_TH	Description	
Order	E0750000065PO	Supplier Contact		Source Agreement	
Status	Open	Bill-to Location	TH_E075_01_14th, 16th, 26th - 29th Floor,	Supplier Order	
Buyer		Ship-to Location	TH_E011_Sindhorn Building Tower 3		
Creation Date	9/17/21				

Terms | Notes and Attachments

Required Acknowledgment	None	Shipping Method	— Requires signature
Payment Terms	Net 30	Freight Terms	— Pay on receipt
		FOB	— Confirming order

Additional Information

Context Prompt

Lines | Schedules

Actions View Format Freeze Detach Wrap

Line	Item	Description	Quantity	UOM	Price	Ordered	Status
1		Test service			5.00	5.00	Open

Columns Hidden 15

Receive PO via Supplier Portal



Tips : Example of Purchase Order in pdf format.

Cover Page

Purchase Order E0750000345PO

Supplier Details:

Company SP_FWD03_Indi
 Contact
 Address 191 Wireless road
 Phatumwan Bangkok 10221
 THAILAND

Submit your response to:

Company FWD Life Insurance Public Company Limited
 Contact Vongchavalit
 Address 14th, 16th, 26th - 29th Floor
 130-132 Sindhorn Building Tower 3
 Wireless Road, Lumpini, Pathumwan
 Bangkok 10330
 THAILAND
 Phone
 Fax
 E-mail Kochnamtip.V@fwd.com

This document has important legal consequences. The information contained in this document is proprietary of FWD Life Insurance Public Company Limited. It shall not be used, reproduced, or disclosed to others without the express and written consent of FWD Life Insurance Public Company Limited.

This agreement between FWD Life Insurance Public Company Limited and SP_FWD03_Indi is authorized for binding commitment. The parties hereto have read and executed this agreement as of the ____ day of _____, _____.

PO Detail



Purchase Order E0750000345PO

Order	E0750000345PO
Order Date	14-FEB-2022
Change Order	0
Change Order Date	14-FEB-2022
Revision	0
Ordered	250.00 THB

Sold To FWD Life Insurance Public Company Limited
 14th, 16th, 26th - 29th Floor
 130-132 Sindhorn Building Tower 3
 Wireless Road, Lumpini, Pathumwan
 Bangkok 10330
 THAILAND

Supplier SP_FWD03_Indi
 191 Wireless road
 Phatumwan Bangkok 10221
 THAILAND

Bill To E075_LIP
 14th, 16th, 26th - 29th Floor,
 Sindhorn Building Tower 3
 130-132 Wireless Road, Lumpini
 Pathumwan Bangkok 10330
 THAILAND

Ship To 29th Floor,
 Sindhorn Building Tower 3
 130-132 Wireless Road, Lumpini
 Pathumwan Bangkok 10330
 THAILAND

Notes THB = Baht

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
	17617	Net 30			
Confirm To Vongchavalit			Deliver To Contact Vongchavalit E-mail:kochnamtip.V@fwd.com		

Type	File Name or URL	Title	Description
Attachments			

Line Item	Price	Quantity	UOM	Ordered	Taxable
1 Monitor	100.00		Each		

Type	File Name or URL	Title	Description
Attachments			

		Requested	2/21/22	2	Each	200.00	<input checked="" type="checkbox"/>
		Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.					

Type	File Name or URL	Title	Description
Attachments			

				Line Total	200.00		
2 XXXX		Requested	2/21/22	1	Each	50.00	<input checked="" type="checkbox"/>
		Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.					

Type	File Name or URL	Title	Description
Attachments			

		Requested	2/21/22	1	Each	50.00	<input checked="" type="checkbox"/>
		Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.					

Type	File Name or URL	Title	Description
Attachments			

				Line Total	50.00
				Total	250.00



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Thank you