

procure.BN Supplier User Guide: Purchase Order (PO) Management

Welcome to the comprehensive user guide for managing purchase orders on the procure.bn platform. This manual has been developed specifically for suppliers to navigate the platform efficiently and process purchase orders with confidence. The following pages will walk you through the essential procedures from logging in to accepting purchase orders, with detailed step-by-step instructions and visual guidance.

As a valued supplier within the procure.bn ecosystem, understanding these processes is crucial for maintaining seamless business operations and ensuring prompt fulfilment of orders. This guide aims to simplify your experience and optimise your workflow on the platform.

Supplier Management



Order
Management



Confidentiality Statement and Introduction

Statement of Confidentiality

All information presented in this document or shared with the addressee, as part of the User Training process is considered strictly confidential. As such, the addressee should not disclose this document or any attachments in whole, or in part to any third party without the prior written consent of procure.bn.

The addressee also acknowledges that information shared here within is the intellectual property of procure.bn and is subject to a disclosure agreement as recognised by the copyright and intellectual property protection regulations.

Introduction and Objective

This comprehensive User Manual serves as a detailed guide for suppliers to effectively manage and verify Purchase Order (PO) acceptance in the procure.bn Platform. The guide covers all essential aspects of the PO management process, from logging into the system to successfully accepting purchase orders.

By following this guide, suppliers will be able to navigate the platform efficiently, respond to purchase orders promptly, and maintain clear communication with buyers through the system. This streamlined approach ensures that all business transactions proceed smoothly and according to established protocols.

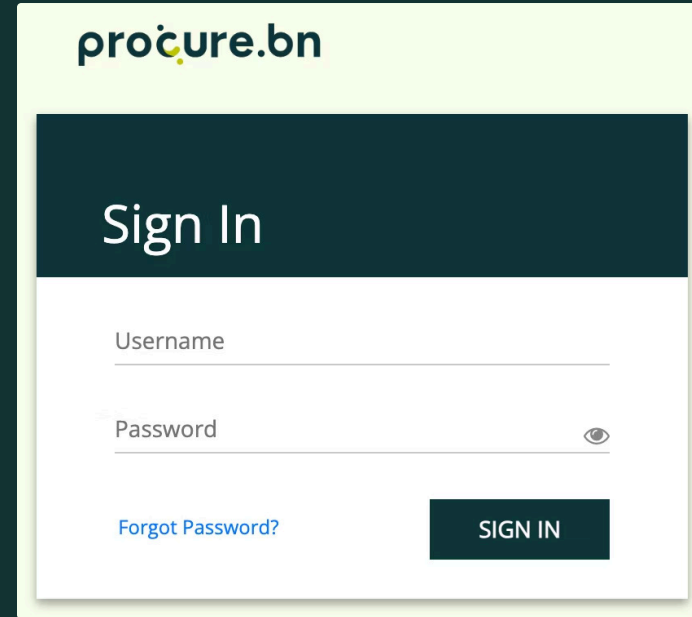
The procure.bn platform has been designed with user experience in mind, offering intuitive navigation and clear processes for all supplier activities. This manual will highlight the specific features and functions relevant to purchase order management, allowing you to maximise the platform's capabilities for your business operations.

Logging on to procure.bn Platform

Accessing the procure.bn platform requires proper authentication to ensure security and data protection. Follow these detailed steps to log in successfully:

1. Navigate to the official procure.bn website using your preferred web browser
2. Locate and click the "Click to Login" button prominently displayed on the homepage
3. You will be redirected to the secure login page where you will need to enter your credentials
4. In the Username field, enter your assigned valid username (case-sensitive)
5. In the Password field, enter your personal password (also case-sensitive)
6. Click the "SIGN IN" button to authenticate your credentials
7. Upon successful authentication, you will be directed to the platform dashboard

For security purposes, the platform may occasionally prompt you to change your password. It is recommended to use strong passwords containing a combination of letters, numbers, and special characters.

The image shows a screenshot of the procure.bn Sign In page. At the top, the 'procure.bn' logo is displayed in a dark blue font on a light yellow background. Below the logo is a dark blue header with the text 'Sign In' in white. The main content area is white and contains two input fields: 'Username' and 'Password'. The 'Password' field has a small eye icon to its right, indicating a toggle for password visibility. Below the 'Password' field is a blue link that says 'Forgot Password?'. To the right of the link is a dark blue button with the text 'SIGN IN' in white.

The login page features a clean, straightforward design with clearly marked fields for your username and password. If you encounter any difficulties accessing your account, there is a "Forgot Password" option available, or you can contact the procure.bn support team for immediate assistance.

Note: After three unsuccessful login attempts, your account may be temporarily locked as a security measure. Contact your system administrator if you need to reset your access.

Navigating to the Purchase Order Section

Access Home Screen

After successfully logging into the procure.bn Platform, you will be directed to the HOME screen. This serves as your central dashboard for all procurement activities and provides quick access to various modules.

Navigate to Purchase Order List

You have two options to access the Purchase Order section:

- Click the "Purchase Order in Order Management" button directly from the Home screen
- Select "Purchase Order in Order Management" from the dropdown menu in the main navigation bar

Locate Specific Purchase Orders

Once in the Purchase Order List page, you can search for specific POs using the search functionality:

- Enter the Application Reference number in the search field
- Alternatively, search by Source Document Reference number
- The system will display matching results, showing POs with their current status

New POs from buyers will display a status of "PO Issued"

The Purchase Order List provides a comprehensive overview of all POs relevant to your business, with filtering options to help you quickly identify orders requiring your attention. The system is designed to prioritise new orders, clearly indicating those that need immediate action through visual indicators and status labels.

Purchase Order List							
Ref#	Create Date	Approved Date	Short Name	Source Doc Ref#	Source Doc Date	Status	Action
PO-1072	12-06-2025	12-06-2025	RFq	RFQ-RES-1029	12-06-2025	PO Issued	Action
PO-1061	21-05-2025		Laptop Apple	RFQ-RES-1012	21-05-2025	PO Accepted	Action
PO-1049	03-05-2025	03-05-2025	PR02052025	RFT-RES-1003	03-05-2025	PO Accepted	Action
PO-1040	17-04-2025		solar install	CON-1015	17-04-2025	PO Accepted	Action
PO-1008	10-04-2025		Dining Chair Rimba Site 68	1744266875814	10-04-2025	PO Accepted	Action
PO-1024	04-04-2025		PR04042025	1743727532132	04-04-2025	PO Accepted	Action
PO-1014	25-03-2025		Service contract for the ma	CON-1003	25-03-2025	PO Accepted	Action
PO-1008	25-03-2025		Cleaning Services	QT01	24-03-2025	PO Accepted	Action
PO-1003	25-03-2025		Purchase of electrical item:	1742794656017	24-03-2025	PO Accepted	Action
PO-1002	24-03-2025		AMC for aircondition unit	CON-1001	24-03-2025	PO Accepted	Action
Page Size: 50				1 to 10 of 10 < > Page 1 of 1 < >			

Accessing Individual Purchase Orders

Opening a Purchase Order

After locating the desired Purchase Order in the list view, you need to open it to review the details and proceed with acceptance. You can access the full PO through either of these methods:

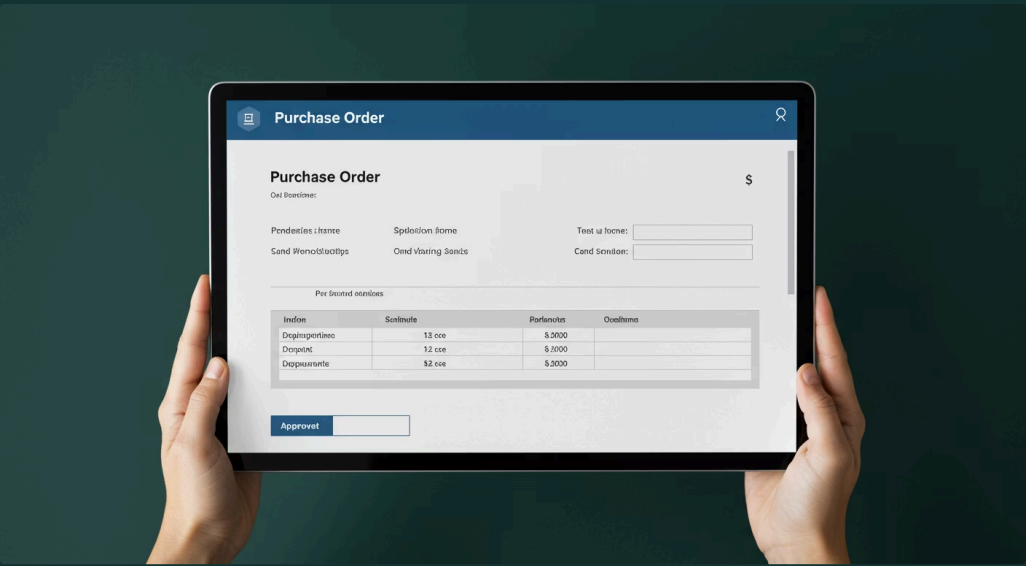
- Click directly on the hyperlinked Application Reference number associated with the PO
- Select the "View" option from the Action menu dropdown at the right side of the PO entry

Both methods will direct you to the detailed Purchase Order page where you can examine all particulars of the order. The system ensures that all relevant information is presented in a structured, easy-to-read format to facilitate quick and accurate verification.

Purchase Order Detail View

The PO detail page displays comprehensive information about the order, including:

- Buyer details and contact information
- Order reference numbers and dates
- Itemised list of products or services with quantities and prices
- Delivery information and required timelines
- Terms and conditions applicable to the order
- Payment terms and any special instructions



Initiating the Acceptance Process

To begin the formal acceptance process:

1. Review all information displayed in the Purchase Order thoroughly
2. Verify that product specifications, quantities, prices, and delivery terms are correct
3. Check that payment terms align with your agreed arrangements
4. Once reviewed, locate and click the "Acceptance" button in the action area

This action will direct you to the PO Acceptance page, where you can formally respond to the order. The system maintains a log of all actions taken, providing a clear audit trail for both buyers and suppliers throughout the procurement process.

Purchase Order

Company Name*

H

Header

Source

RFQ

Order Status*

PO Issued

procure.bn Order#

PO-1072

Purchase Type*

Either

ERP PO#

Purchase Order Number

Purchase Order Type*

General Purchase Order

Order Date

12-06-2025

Purchase Classification*

General Purchase (Default)

Supplier*

Spend Type

Not Applicable

Delivery Date

30-06-2025

Quotation Ref*

RFQ-RES-1029

Quotation Date*

12-06-2025

Short Name*

RFq

Description*

RFq04

Pay Terms*

60 days

Bill to Address*

Ship to Address*

PO Currency*

BND

☐ Need by Date

☐ Ship to Site

☐ Enable Item Level Discount

☐ Enable Item Level Tax

Total Value: 0,000.00

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Floluse	\$5.00)	\$088
Fnidet	\$5.02)	\$162
Dusentiens	\$0.00)	\$888
Quantity		
Premmatte	\$0.00)	\$108
tem	\$1.50)	\$190
Sderipion	\$8.92)	\$420
Ducripion	2.1.02)	\$520
Preerpipters	\$3.02)	7.280
istratation	\$8.00)	0.190
Quarity	\$9.92)	2.890
Cuperatingtiterd	2.0.02)	\$790
Sndereding indunuity	\$1.02)	2.402
Jdas ury	\$9.05)	\$390
Coyee inticigrat		
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Carefully read and verify all information in the purchase order, including:

- ## Make Acceptance Decision

- "Read & Agree" if all details are correct and acceptable
- "Read & Disagree" if you cannot accept the order as presented

Provide Comments

- Your rationale for agreement or disagreement
- Any clarifications needed from the buyer
- Proposed alternatives if disagreeing

The PO acceptance process is designed to ensure clear communication between buyers and suppliers. By providing comprehensive feedback through the comments section, you help maintain transparency and facilitate prompt resolution of any discrepancies. All communications are recorded within the system for future reference, creating a complete audit trail of the transaction history.

☒ PO Acceptance

☐ Not Accepted and Requires Further Discussion

Comments*

We are pleased to accept.

Back

Save

Submit

Finalising the Purchase Order Acceptance

Saving Your Response

After reviewing the PO details and selecting your acceptance option, you must save your response before final submission:

1. Click the "Save" button located at the bottom of the PO Acceptance page
2. The system will process your input and display a confirmation message: "PO Acceptance Details Saved Successfully"
3. At this point, your response is saved in the system but not yet submitted to the buyer
4. You can still make changes to your response if needed

Saving your response creates a draft that allows you to review your decision once more before final submission. This intermediate step helps prevent errors and ensures that your communication with the buyer is accurate and complete.

Submit Button Activation

The "Submit" button will only become active after you have successfully saved your response. This sequential process ensures that all required information has been properly recorded in the system before transmission to the buyer.

Final Submission Process

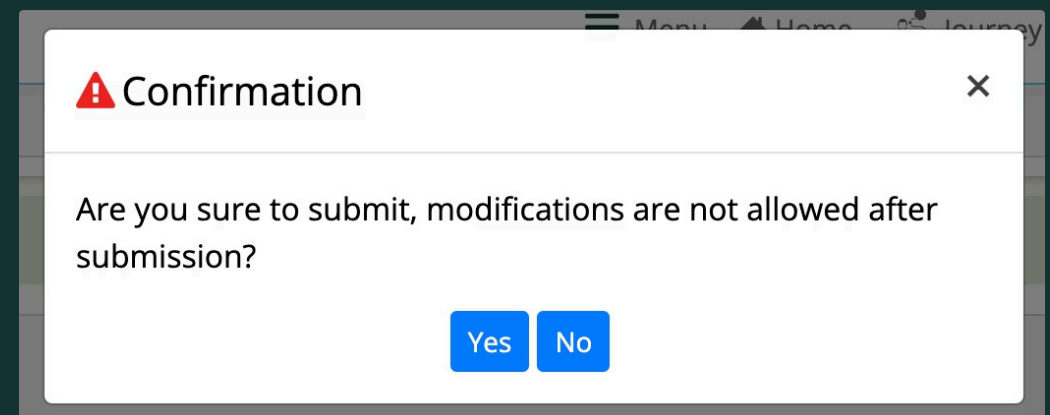
To complete the PO acceptance process and notify the buyer of your decision:

1. Click the now-enabled "Submit" button
2. A confirmation popup will appear asking you to confirm your action
3. Select "Yes" to proceed with the submission
4. Select "No" if you wish to return to the form and make changes

Upon clicking "Yes" and confirming submission, the system will process your response and display a success message: "PO Accepted Successfully" (if you selected "Read & Agree") or an appropriate message for disagreement.

Post-Submission Status

After submission, the PO status in your list view will update to reflect your decision. If you accepted the PO, the status will change to "PO Accepted" and the procurement process will proceed to the next stage. If you disagreed, the buyer will be notified of your response and may contact you for further discussion.



Best Practices and Support Information

Review POs Promptly

Timely review and response to purchase orders ensures smooth business operations. We recommend checking the system daily for new POs and responding within 24-48 hours. This practice helps maintain efficient supply chain operations and strengthens business relationships with buyers.

Provide Detailed Comments

When accepting or declining a PO, include comprehensive comments that clearly explain your position. If declining, offer alternatives or suggestions that might help resolve issues. Detailed communication reduces the need for multiple exchanges and accelerates resolution of any discrepancies.

Maintain Accurate Records

While procure.bn maintains system records of all transactions, it's good practice to keep your own documentation as well. Consider downloading or printing important POs for your records, especially for high-value or complex orders that may require special attention.

Contact Support When Needed

If you encounter any difficulties using the platform or have questions about specific purchase orders, contact the procure.bn support team at support@procure.bn or call +44 (0)20 XXXX XXXX during business hours (9:00-17:00 GMT, Monday-Friday).

Thank you for using the procure.bn platform. This user manual will be updated periodically to reflect system enhancements and process improvements. Please refer to the version number and date on the cover page to ensure you are using the most current guide. Your feedback on the platform and this documentation is valuable to us—please share any suggestions through your account manager or our support channels.

Remember that the procure.bn team is committed to your success on our platform and is available to provide training sessions or additional support as needed to ensure you can manage purchase orders efficiently and effectively.