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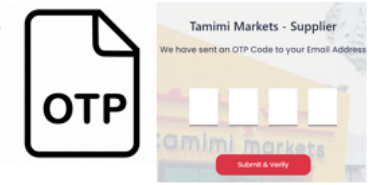
HOW TO GENERATE DSD ORDERS IN SUPPLIER PORTAL

1

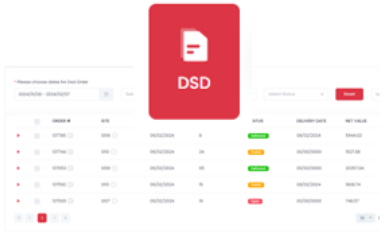
Login to Supplier Portal using your Supplier ID and Email Address

2



Input the OTP sent on your email

3



Go to DSD and generate the PO by selecting the date range.

4

Select the PO/s you want to download and click the Download button.

5

Click Acknowledge and Download the PO to proceed.

6

PDF files will be saved on your computer.

7

Deliver the items on the specified delivery date to complete the order.

Prepared by: Digital Team

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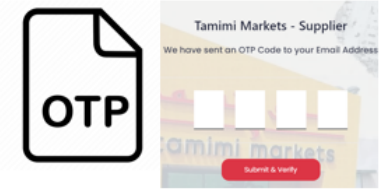
HOW TO GENERATE WAREHOUSE ORDERS IN SUPPLIER PORTAL

1

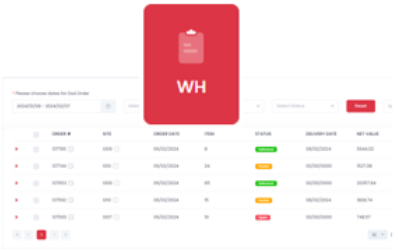
Login to Supplier Portal using your Supplier ID and Email Address

2



Input the OTP sent on your email

3



Go to DSD and generate the PO by selecting the date range.

4

Select the PO/s you want to download and click the Download button.

5

Click Acknowledge and Download the PO to proceed.

6

PDF files will be saved on your computer.

7

Deliver the items on the specified delivery date to complete the order.

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HOW TO GENERATE RTV ORDERS IN SUPPLIER PORTAL

1

Login to Supplier Portal using your Supplier ID and Email Address

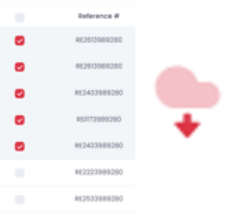
2

Input the OTP sent on your email

3

Go to DSD and generate the PO by selecting the date range.

4



Select the RTV/s that you want to download and click the Download button.

5

Click Acknowledge and Download the RTV to proceed.

6

PDF files will be saved on your computer.

7

Pick up the RTV items on the specified date and location to complete the RTV process.

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HOW TO UPDATE CONTACT DETAILS IN SUPPLIER PORTAL

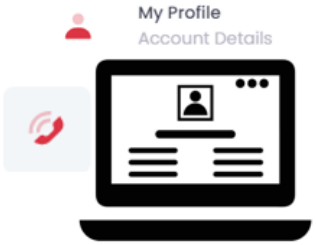
1

Login to Supplier Portal using your Supplier ID and Email Address

2

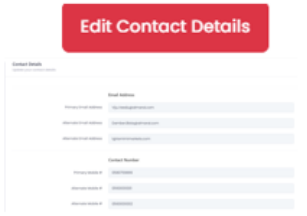
Input the OTP sent on your email

3



Go to Account Settings > My Profile > Contact Details.

4



You may see the existing contact details who are receiving the Pos and RTVs. To update this, click on Edit Contact Details button.

5

Update the necessary information and click Save Changes button.

6

New contact details will be updated in the system.

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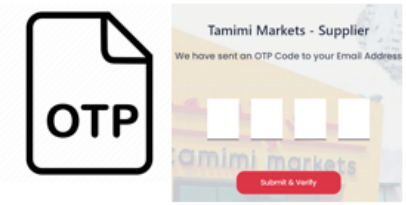
HOW TO ADD A SUB-ACCOUNT (FOR PRIMARY ACCOUNT ONLY)

1

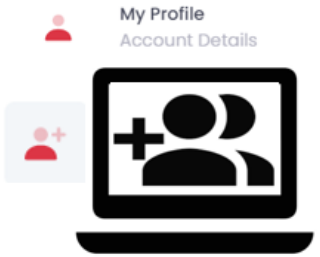
Login to Supplier Portal using your Supplier ID and Email Address

2



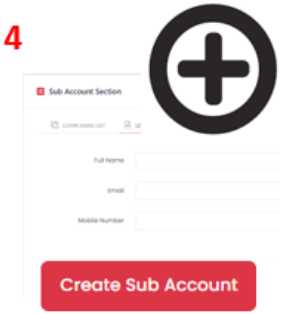
Input the OTP sent on your email

3



Go to Account Settings > My Profile > New Sub Account.

4



Fill up the form and click the Create Sub Account button. Make sure to properly select the Account Type and Role Access of the new user.

5

Added user can now access the Supplier Portal using the supplier ID and email address.

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HOW TO UPDATE A SUB-ACCOUNT (FOR PRIMARY ACCOUNT ONLY)

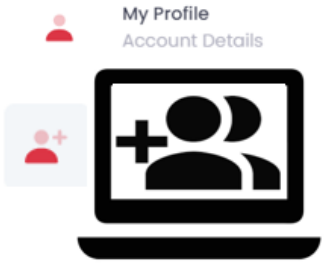
1

Login to Supplier Portal using your Supplier ID and Email Address

2

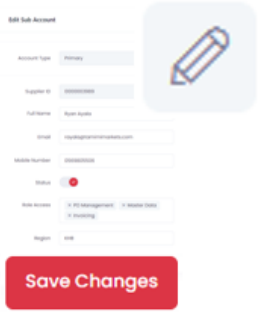
Input the OTP sent on your email

3



Go to Account Settings > My Profile > New Sub Account.

4



In Login Email List, choose the account that you want to update and click the Edit button. Once done updating the necessary information, click Save Changes button.

5

User account will be updated based on the changes made.

Prepared by: Digital Team