

Vendor Purchase Order (PO) Acknowledgement Guidelines

TO ACKNOWLEDGE A 'NEW' OR 'CHANGE' PURCHASE ORDER (PO)

1. PO Issuance

All PO will be sent to vendors via email.

2. PO Acknowledgement Requirement

Vendors are required to acknowledge receipt of all new and revised (changed) PO by emailing to the appropriate mailbox below:

- **Material PO:** bsp-msc11-inbound-sc@bsp-shell.bn
- **Service PO:** SAPAutoPOSupport@bsp-shell.bn

3. Acknowledgement Timeline

PO acknowledgements must be submitted within three (3) working days from the date the PO is received.

4. Email Subject Format

- **If the PO is Accepted** - Use the following email subject: **ACK Receipt & Accept PO**
- **If the PO is Rejected** - Use the following email subject: **ACK Receipt & REJ due to *Delivery Date / Quantity / Value / Currency / Incoterm differs***

Example:

ACK Receipt & REJ due to Delivery Date

ACK Receipt & REJ due to Incorrect Quantity

ACK Receipt & REJ due to Incorrect Price

5. Additional Requirement for Material PO Rejection

If a Material PO is rejected, the vendor must send the rejection email to the respective Buyer / PO Creator & Copy (CC) **bsp-msc11-inbound-sc@bsp-shell.bn**.

