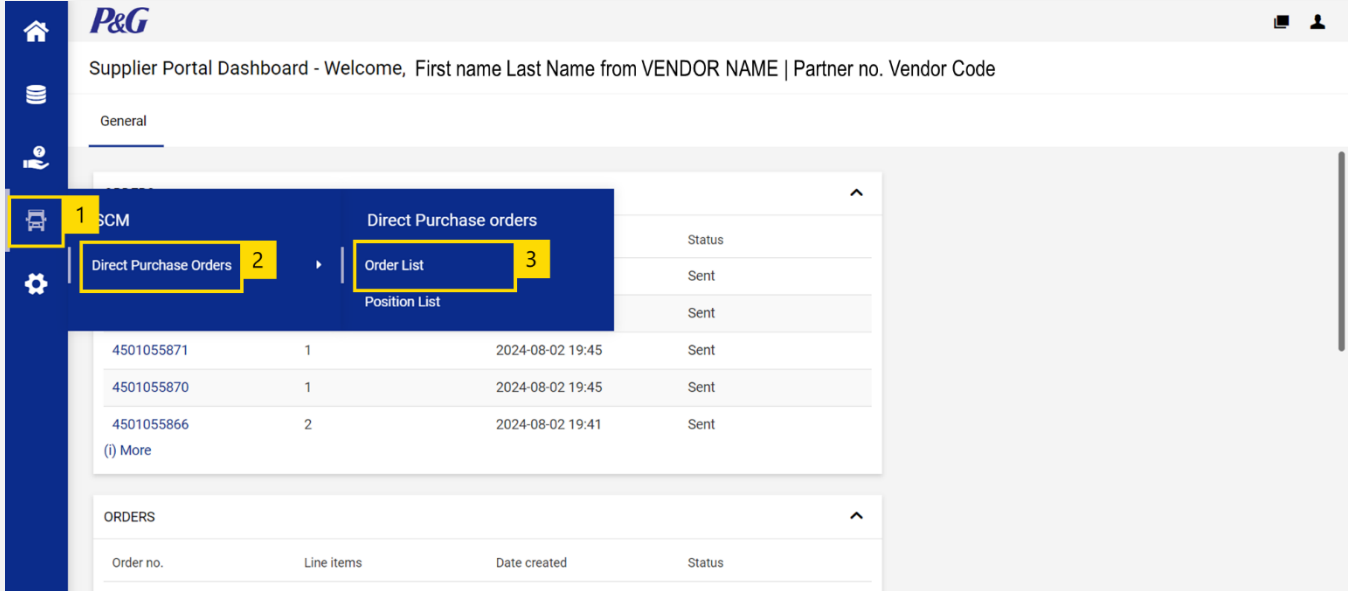




Step 1: Login to <https://app12.jaggaer.com/portals/pg2>.

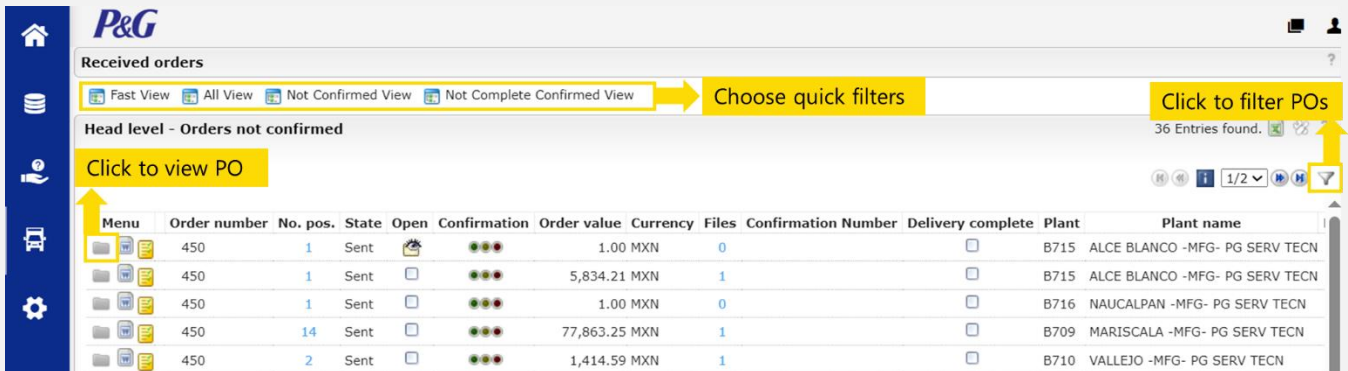
Step 2: Click > Direct Purchase Orders > Order List



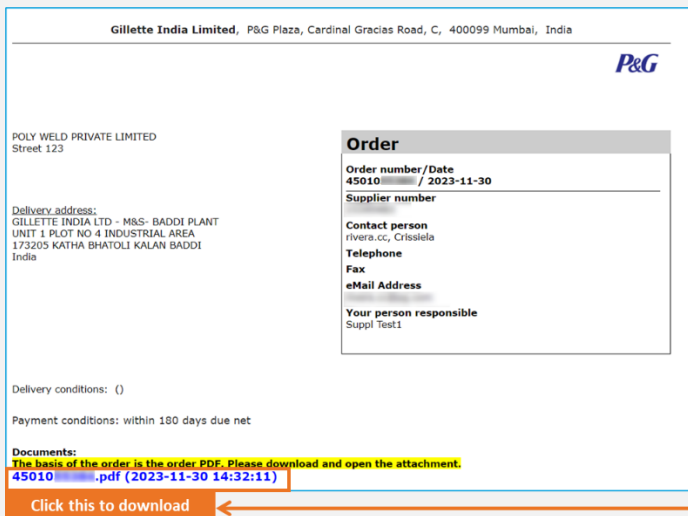
Step 3: Click to view the PO.

Tips how to find PO:


1. Check if you are using the correct quick filter.
 - a. **Fast View** – Recent orders
 - b. **All View** – All orders
 - c. **Not Confirmed View** (default) – Orders sent to you but not yet opened and confirmed.
 - d. **Not Complete Confirmed View** – Partially confirmed and unconfirmed orders.
2. If you have a lot of POs, click to filter.





Step 4: Download ALL the purchase order PDF available.




IMPORTANT
 It is **required to download the purchase order document** to confirm the PO.
 This is the legal binding document between your company and P&G.

- Important:** You cannot make any updates if there is a PDF not yet downloaded. Downloaded POs are marked with the  icon after the download link.

In the sample below, only 4 POs are downloaded hence the fields can't be edited.	In the sample below, all 5 POs are downloaded Hence the fields are editable.																												
																													
<p>BUYER may withhold payment if SELLER's invoice is inaccurate or does not meet BUYER's invoice requirements or if SELLER's invoice does not meet legal or tax requirements. BUYER's invoice requirements and latest status of submitted invoices can be found at www.pgsupplier.com</p> <p>The Gillette Company LLC One Gillette Park BOSTON MA 02127 UNITED STATES</p> <p>Visit P&G's Supplier Portal at www.pgsupplier.com to securely view the status of your invoices and payments or to find the right sup</p> <table border="1"> <thead> <tr> <th>Pos.</th> <th>Mat.No/Details</th> <th>Quantity</th> <th>Delivery date</th> <th>Price/Unit</th> <th>Confirmation number</th> <th>Net value (USD)</th> </tr> </thead> <tbody> <tr> <td>10</td> <td></td> <td>2.00 EA</td> <td>2025-06-04</td> <td>1,500.00 USD/1.00 EA</td> <td></td> <td>3,000.00</td> </tr> </tbody> </table>	Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)	10		2.00 EA	2025-06-04	1,500.00 USD/1.00 EA		3,000.00	<p>BUYER may withhold payment if SELLER's invoice is inaccurate or does not meet BUYER's invoice requirements or if SELLER's invoice does not meet legal or tax requirements. BUYER's invoice requirements and latest status of submitted invoices can be found at www.pgsupplier.com</p> <p>The Gillette Company LLC One Gillette Park BOSTON MA 02127 UNITED STATES</p> <p>Visit P&G's Supplier Portal at www.pgsupplier.com to securely view the status of your invoices and payments or to find the right sup</p> <table border="1"> <thead> <tr> <th>Pos.</th> <th>Mat.No/Details</th> <th>Quantity</th> <th>Delivery date</th> <th>Price/Unit</th> <th>Confirmation number</th> <th>Net value (USD)</th> </tr> </thead> <tbody> <tr> <td>10</td> <td></td> <td>2 EA</td> <td>2025-06-04</td> <td>1,500.00 USD/1.00 EA</td> <td></td> <td>3,000.00</td> </tr> </tbody> </table>	Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (USD)	10		2 EA	2025-06-04	1,500.00 USD/1.00 EA		3,000.00
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Step 5: If you want:

- To confirm POs, click **Save and send back**.
- To update POs, add **Remarks** to provide background of update. Click the **quantity**, **delivery date** or **price** field to edit then click **Save and send back**.
- To decline whole PO, add **Remarks** then click **Decline** at the bottom of the page.
- To decline line item only, add **Remarks** then click **Decline** at the line-item level then click **Save and send back**.

 **Important:** Adding clear context of the update in the Remarks field will allow fast and efficient P&G review whether the change should be approved or not.

Pos.	Mat.No/Details	Quantity	Delivery date	Price/Unit	Confirmation number	Net value (MXN)
10		<input type="text" value="3"/> EA	2024-06-04	<input type="text" value="71.03"/> MXN/1.00 EA	<input type="checkbox"/> <input checked="" type="checkbox"/>	213.09
		<input type="button" value="Edit quantity"/>	<input type="button" value="Edit delivery date"/>	<input type="button" value="Edit price"/>	Item state: Sent Ackn. Req. : No	<input type="button" value="Decline line item"/>
Remarks						
<input type="text"/>						
20		50 M	2024-06-04	24.03 MXN/1.00 M	<input type="checkbox"/> <input checked="" type="checkbox"/>	1,201.50
Remarks						
<input type="text"/>						
Net total without VAT MXN						1,414.59
Supplier confirmation number: <input type="text"/>						<input type="button" value="Save and send back"/>
Remark of decline (copy to all positions)						
<input type="button" value="Decline whole PO Remarks"/>		<input type="text"/>				
<input type="button" value="Decline"/>						<input type="button" value="Decline whole PO"/>

For any technical issues encountered, follow the links below.

Jaggaer support for suppliers - webform	https://jaggaer.my.site.com/SupplierSupportRequest/s/
Jaggaer supplier support portal	https://www.jaggaer.com/supplier-support
Jaggaer Support Global Phone numbers	https://www.jaggaer.com/support/support-phone-numbers
Any issues or questions on PO	P&G contact on purchase order