

Purpose and Scope

This guide explains how registered DAI suppliers can work view Purchase Orders, create and view Invoices and Payments, Manage Agreements and Notifications.

To watch a video on creating and viewing invoices, go to <https://supplier-support.dai.com>, the “Instructional Videos” section, and select video 4: Create or View invoices.

Key Terms

Term	Definition	Description
PO	Purchase Order	A commercial document issued by DAI authorizing the purchase of goods or services.
FYI	For Your Information	A portal notification that does not require action.

View Purchase Orders

View purchase orders issued by DAI, including item details, quantities, pricing, delivery schedules, and shipment information.

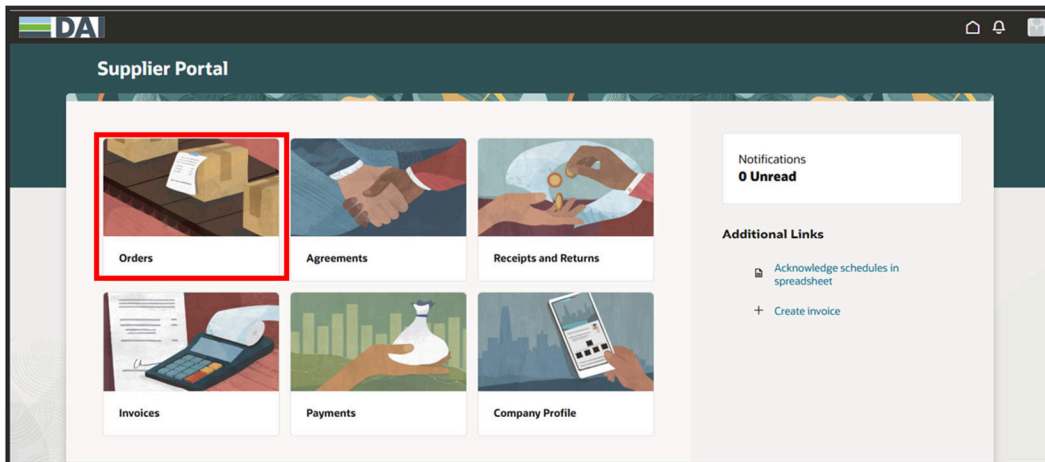
1. Navigate back to the home page

Navigate back to the home page using the **Home** icon at the top of your page, then click on **Supplier Portal**.



2. Open Manage Orders

From the Supplier Portal, select **Orders** (Manage Orders). The Manage Orders page is displayed.



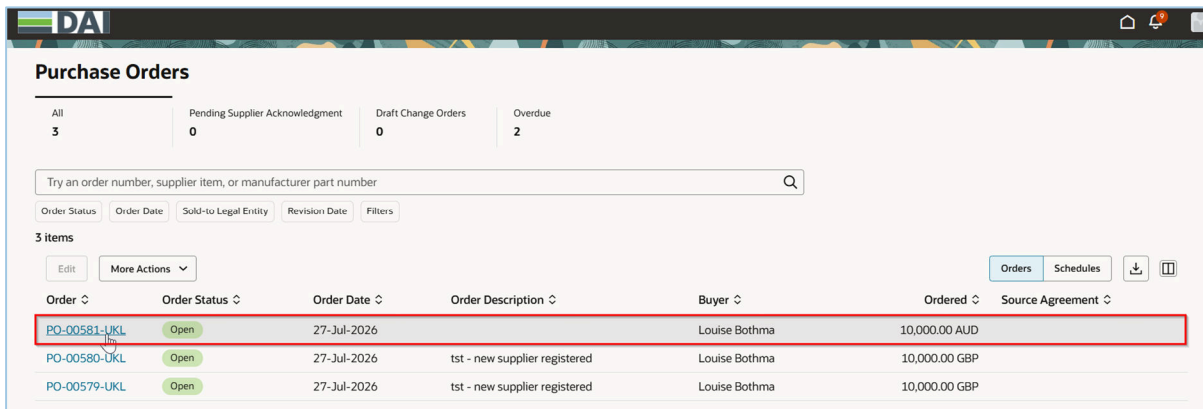
3. Search for Your Purchase Orders

Select **Search** to list all your purchase orders, or search by **Order** number, date or status.

4. Open Purchase order

Select the **purchase order number** hyperlink to open the order and review the details - items, quantities, prices, delivery schedule and ship-to location.

NOTE: If an order has a change order against it, the system indicates this with an information icon on the order row.



Order	Order Status	Order Date	Order Description	Buyer	Ordered	Source Agreement
PO-00581-UKL	Open	27-Jul-2026		Louise Bothma	10,000.00 AUD	
PO-00580-UKL	Open	27-Jul-2026	tst - new supplier registered	Louise Bothma	10,000.00 GBP	
PO-00579-UKL	Open	27-Jul-2026	tst - new supplier registered	Louise Bothma	10,000.00 GBP	

Manage Agreements

View and review the agreements in place between your company and DAI.

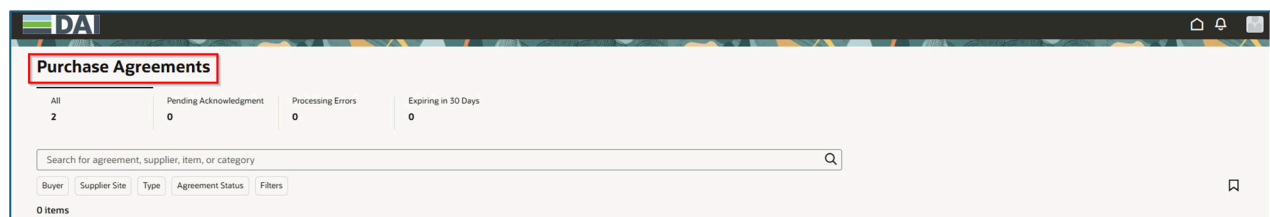
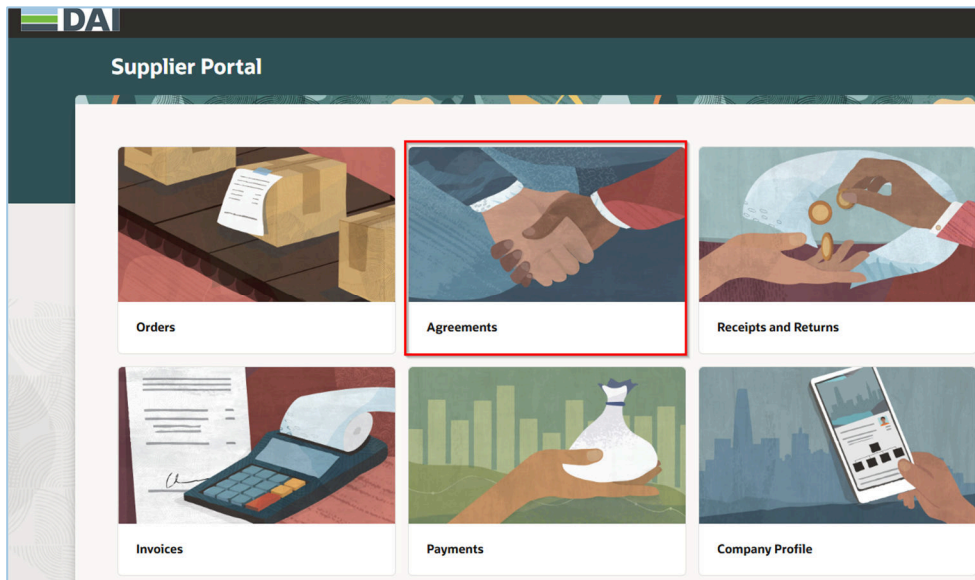
1. Navigate back to the home page



Navigate back to the home page using the '**Home**' icon at the top of your page, then click on **Supplier Portal**

2. Navigate to Manage Agreements

From the Supplier Portal landing page, select **Agreements**. The **Purchase Agreements** screen appears.

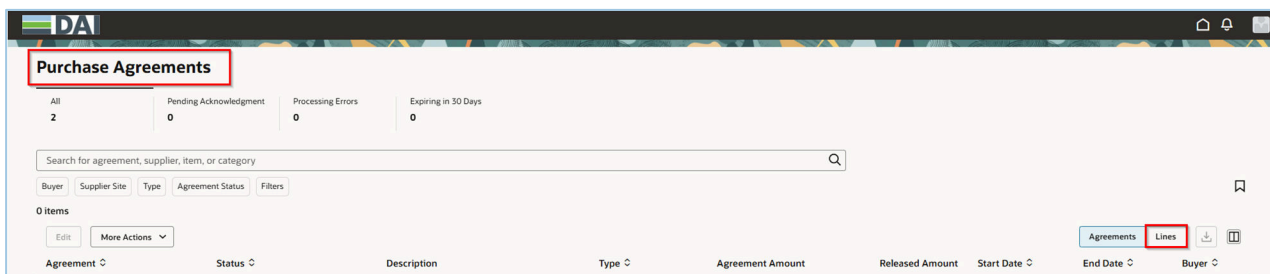


3. Open Agreement

Search for and select an **Agreement**. Click on the **Agreement** to view the agreement details.

4. View the summary via Lines

To view the managed agreement summary, select **Lines** in the top-left corner. Search results are grouped by **Headers** for the agreement-level view and **Lines** for the line-level summary.



Notifications and Things to Finish

View and act on portal notifications requiring your attention or acknowledgement.

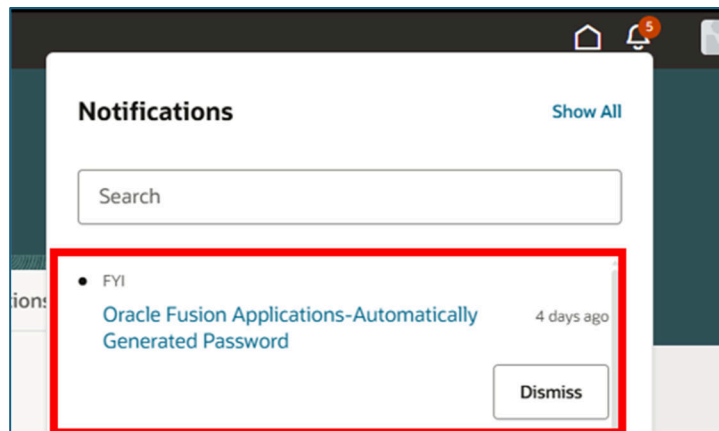
1. Navigate back to the home page

Navigate back to the home page using the '**Home**' icon at the top of your page.



2. Open your notifications

You are notified in the portal - as **FYI** (for your information) or **ACTION REQUIRED** - for activities that need your acknowledgement. Access notifications from the **bell icon** in the top-right corner.



Notifications you may receive include:

- **User accounts** - Supplier contact User account created, updated or inactivated.
- **Profile change requests** - change request approved, rejected or cancelled by DAI; contact change request approved or rejected.

Support

Still need help? Visit <https://supplier-support.dai.com>. This site contains **Supplier training resources**, in addition to the **Support request form**.

When reporting an issue, please include the following information to help us investigate promptly:

- Registered user account / email
- Company Name / Registration Number
- Type of issue / question
- Depending on the type of issue, you may be requested to select DAI Contracting Entity
- Description of the issue with Date and Time the issue occurred / time zone
- Screenshot of any error message (if applicable)

Providing this information will help us resolve your request as quickly as possible!