

View purchase orders

Step 1

Log into the **Supplier/ Partner portal**

Welcome to MSD's Secure Access Login

To keep your data safe, we need to confirm it's really you. Please choose a log in method to secure your credentials.

Login using a RealMe® account.

[Partner/Supplier Login](#)

Step 2

After logging in, click on the **Supplier Portal** tile – you will then have access to the Supplier/Partner portal home page and task bar.



Supplier Portal

Step 3

From the task menu, select **Manage Orders**.

Orders

• [Manage Orders](#)

Step 4

This will take you to the **Manage Orders** landing page. To locate a specific purchase order, enter the corresponding purchase order number into the search field titled Order, then click Search.

Order

Status

Include Closed Documents

[Search](#)

[Reset](#)

[Save...](#)

Step 5

To access all purchase orders linked to your partner profile, leave all search text boxes empty and click **Search**.

Search Reset

Step 6

A list of purchase orders linked to your partner profile will be displayed.

Order

Order Date

MSCP00004562

07/11/2025

MSCP00004514

04/11/2025

MSCP00004047

10/10/2025

Step 7

To view purchase order details, click the relevant purchase order number. This opens the purchase order landing page where you can access contract and purchase order information.

Contract Number 9368

Lines Schedules

Actions View Format Freeze Detach

Line

Item

Description

1

Nelson/Marlborough - Drivers Licence

2

Canterbury - Drivers Licence

3

Otago/Southland - Drivers Licence

Other quick reference guides are available at:
[Resources to guide you through the changes](#)

