

GUIDE FOR OPU PURCHASE ON PETRONAS SHOP WEBSITE



Convenient

One-click checkout
with Setel



Rewarding

Pay with Setel & earn
Mesra points with every purchase



Original

Authentic PETRONAS products
at your fingertips

PETRONAS SHOP

Your one-stop shop for all
PETRONAS products



SCAN ME

TO SHOP NOW



PARTICIPATING BRANDS



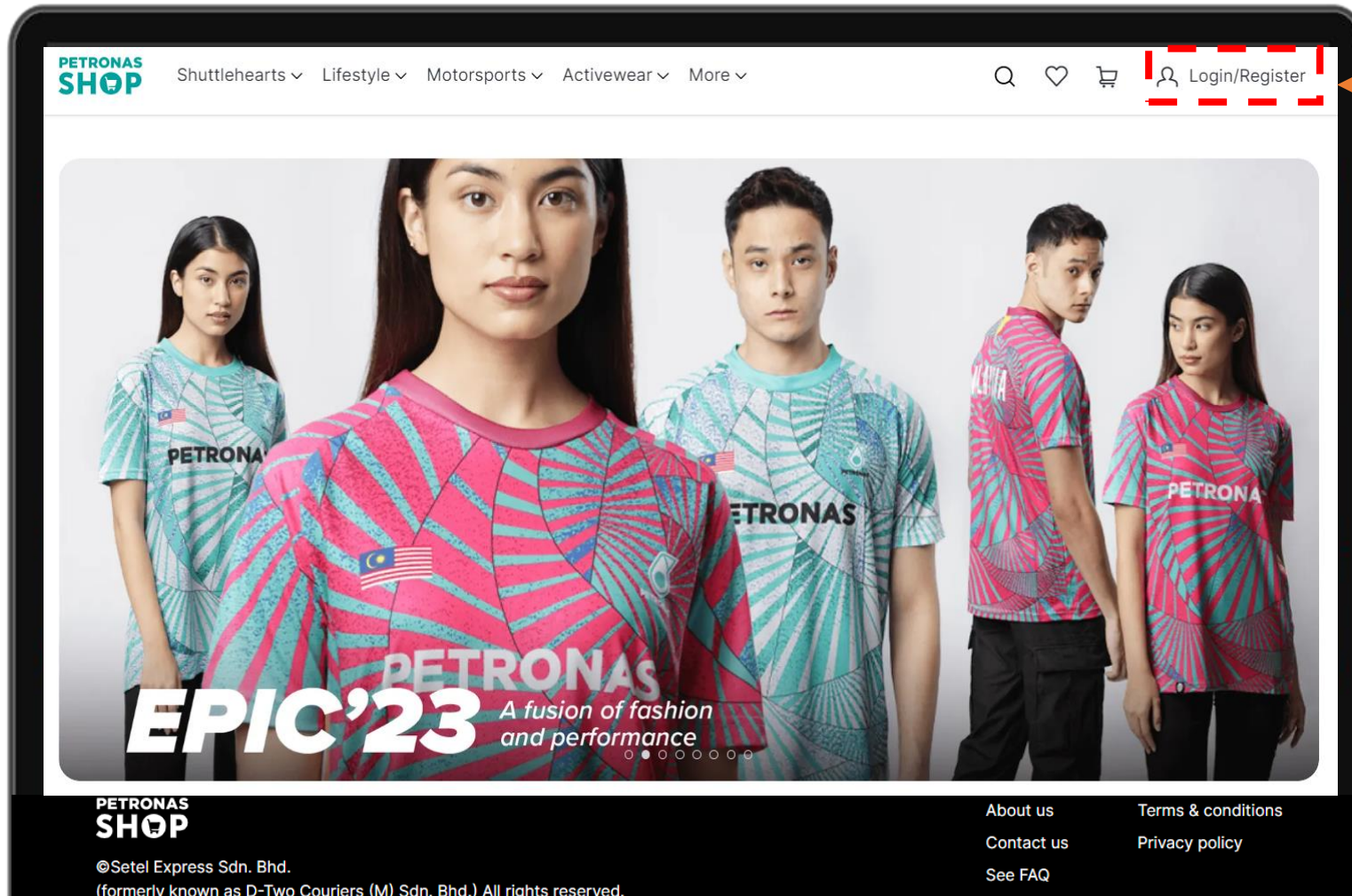
PRVSM



PETROSAINS

PETRONAS
Sprinta

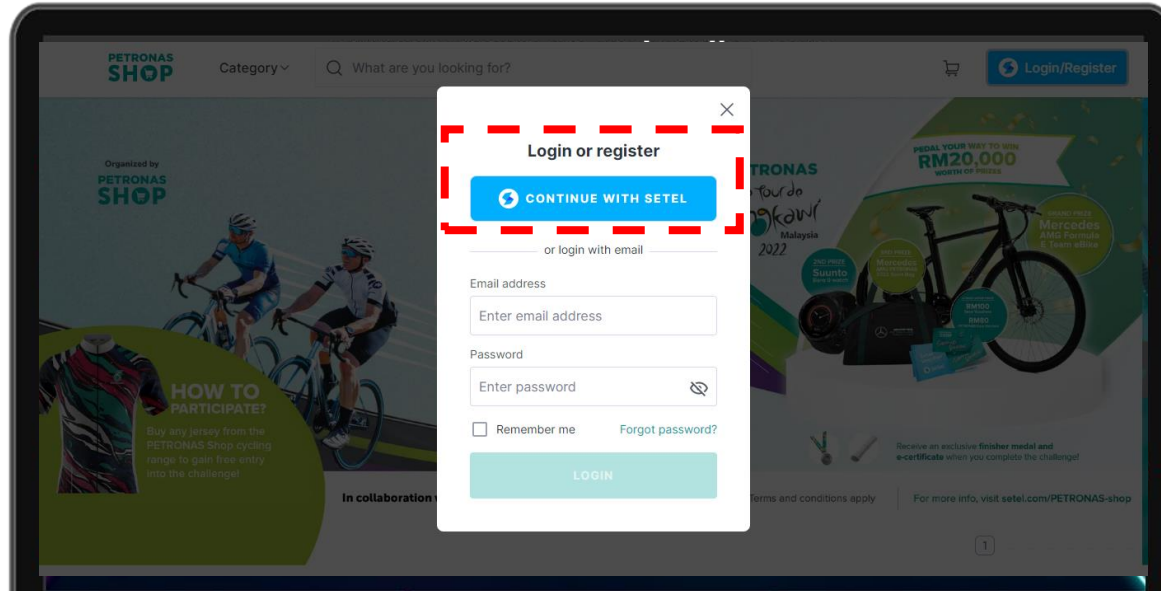
PETRONAS
Syntium



**LOGIN/REGISTER TO VIEW STAFF/
BULK PRICE**

Login as staff to enjoy Staff Price
and Bulk Price

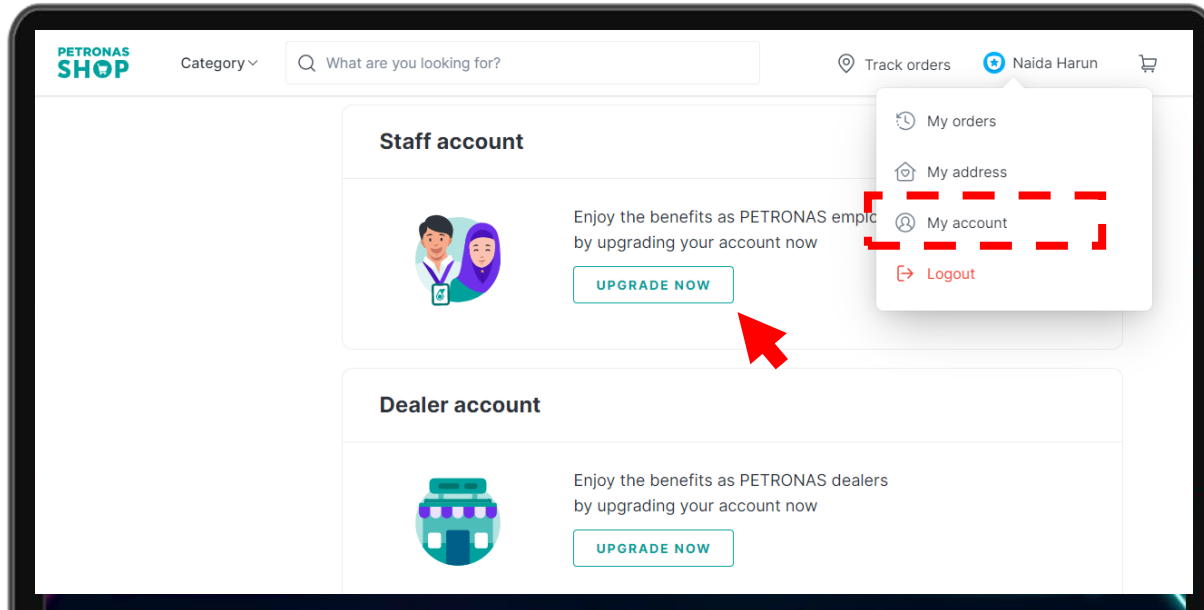
Click on button Login/Register



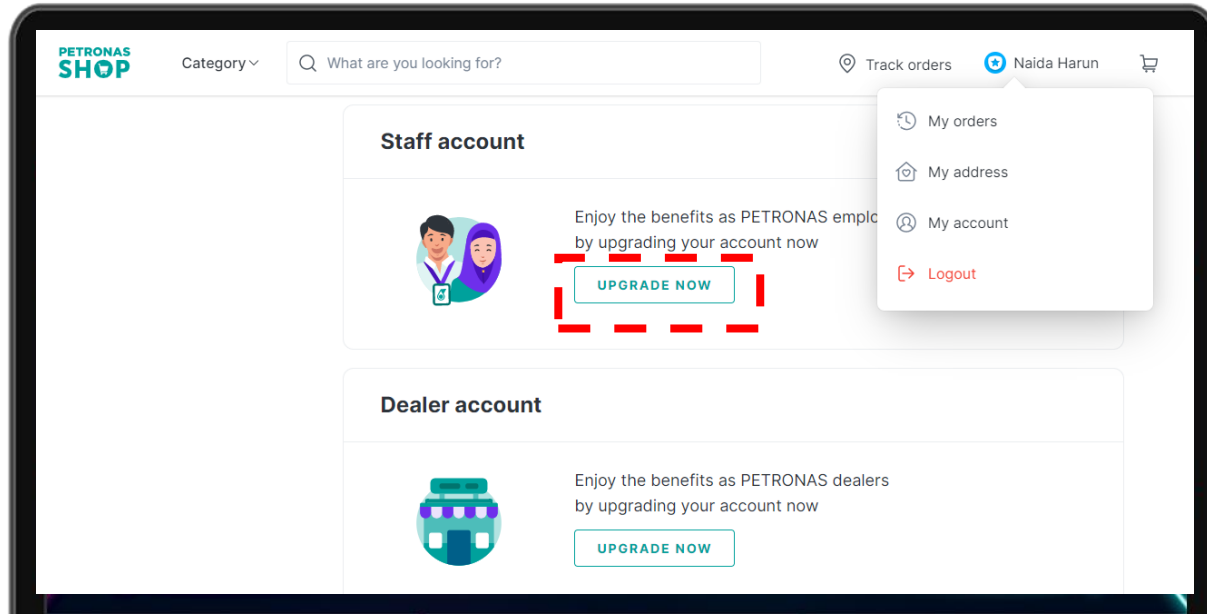
YOU CAN REGISTER AND LINK YOUR SETEL ACCOUNT

REGISTER as Staff using @petronas.com email

To upgrade as Staff, go to profile and click My Account.



PURCHASING ON WEBSITE AS STAFF/ OPU BULK



- Upgrade your account under Staff Account

- Fill in your
 - Email address
 - Company name (from drop down list)
 - Staff ID

- Click save
- Check your work email for verification

Staff verification

Staff email address *

Company name *

Staff ID

SAVE

Staff verification

Staff email address *

Company name *

- DEWAN FILHARMONIK PETRONAS
- PETRONAS ICT SDN BHD
- PETRONAS Energy & Gas Trading Sdn Bhd (PEGTSB)
- Tigon Petroleum International BV
- INDIAN OIL PETRONAS PRIVATE LTD

PRISM | Category ▾ | What are you looking for? | Track orders | Naida Haruliza H... | 6

Home > Jerseys > PETRONAS Pure Grid Jersey

PETRONAS Pure Grid Jersey

RM 26.90

Size: XS S M L XL 2XL 3XL

Quantity: - 4 +

Bulk prices		
Quantity	1 - 3	4+
Price per unit	RM 29.90	RM 26.90

ADD TO CART

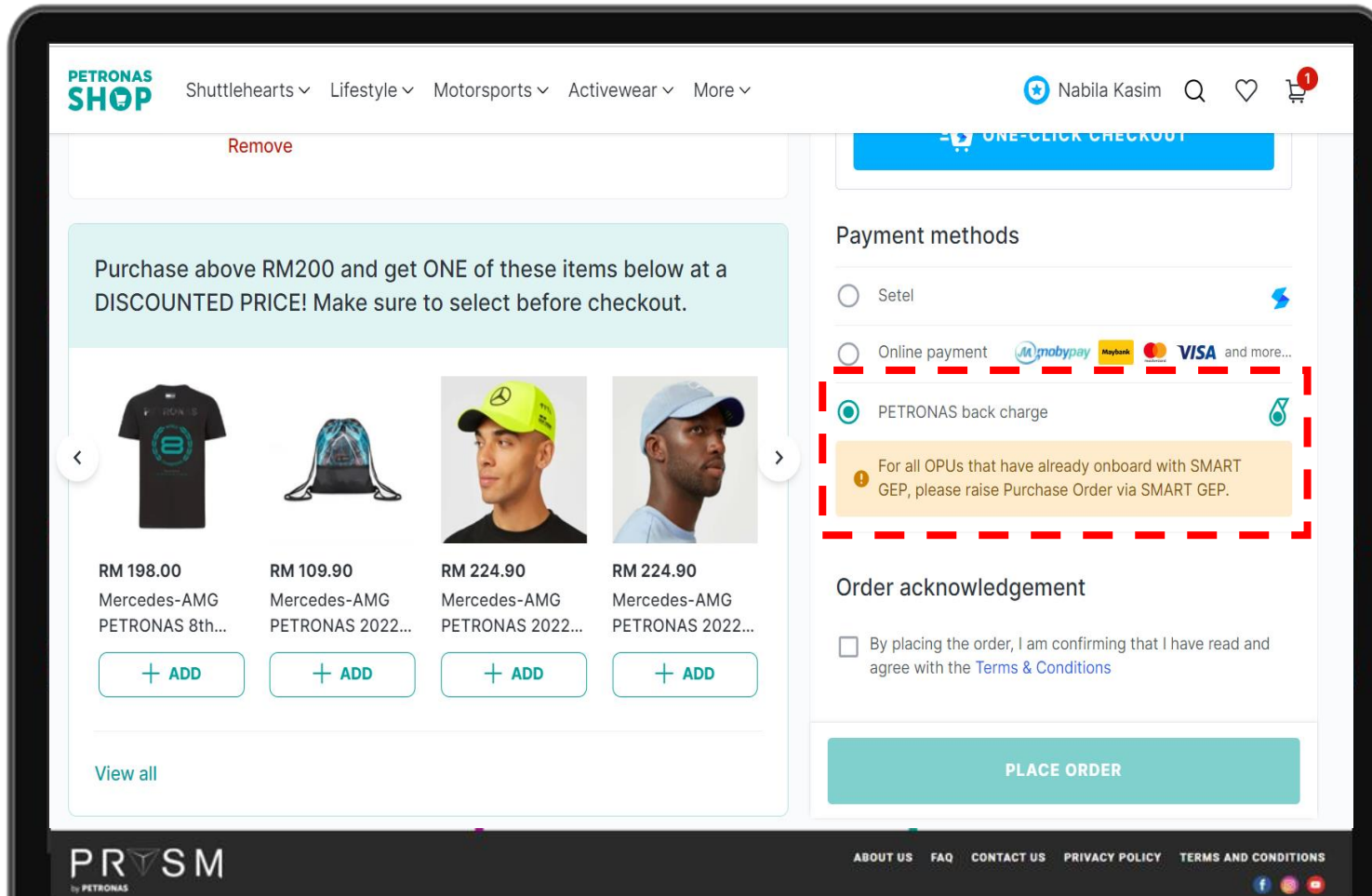
Share: WhatsApp, Twitter, Facebook, Messenger, ...

PRISM by PETRONAS

ABOUT US | FAQ | CONTACT US | PRIVACY POLICY | TERMS AND CONDITIONS

Once verified as Staff,

- You will be able to view Staff Price
- You will also be able to view Bulk Price
- **ADD TO CART** any items that you wish to purchase and **CHECK OUT**




PAYMENT METHOD


- Select PETRONAS Back Charge
- Tick Order acknowledgement
- Click **PLACE ORDER**

PAYMENT APPROVAL

← Cancel payment

 PETRONAS Shop

Order summary

	Mercedes-AMG PETRONAS 8th Championship T-Shirt 1 x RM 198.00/unit	RM 198.00
Total		RM 198.00

Powered by Setel | [Term & Condition](#) · [Privacy](#) · [Help](#) · English

PETRONAS company back charge

GL number
e.g. (xxxxxxx)

Cost centre number
e.g. (xxxxxxxx)

Approver's email
Immediate superior, head of department or others

Description (optional)

PAY • RM 198.00

 We'll send a confirmation to the email address you used for this order.



Thank you for your order, your order request is sent for approval.

Order - PRY-BCH-00176404 **PENDING APPROVAL**

16 Feb 2023, 10:59 AM

[VIEW](#)



PETRONAS Court 101 Badminton T-Shirt
XS x1

RM 49.90

Subtotal	RM 49.90
Shipping fee	RM 3.00
Total	RM 52.90

PAYMENT APPROVAL DETAILS

Please fill in

- GL number/ cost element
- Cost Centre
- Approver's email (according to LoA)
- Description: For your reference
- Click "PAY"

**Once completed,
order will be sent for approval.**

PAYMENT APPROVAL


Reply Reply All Forward IM

Naida Haruliza Harun (VIBE2/PDB) | Nur Nabila M Kasim 11:06 AM

FW: Nabila Kasim's order is pending for your approval.

From: PETRONAS Shop <no-reply-petronas-shop@setel.com>
Sent: Thursday, 16 February, 2023 11:00 AM
To: Naida Haruliza Harun (VIBE2/PDB) <nidaharuliza.harun@petronas.com.my>
Subject: Nabila Kasim's order is pending for your approval.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Order approval needed

We have received an order submission from Nabila Kasim for your approval.

You are receiving this email because you are the designated person to receive order approval requests from someone within your organisation.

Please respond this by 2 Mar 2023, 10:59 AM, else the order will be cancelled.

Order - PRY-BCH-00176404 **PENDING APPROVAL**

Shipping details

Ship to
Nabila Kasim, + [REDACTED]
[REDACTED]

Tracking number
Processing. You'll be notify again via email when shipment is ready.

VIEW ORDER


APPROVAL EMAIL WILL BE SENT TO APPROVER from no-reply-petronas-shop@setel.com

Do let your approver know.


click **“VIEW ORDER”** at the bottom of the email

PAYMENT APPROVAL

PETRONAS SHOP

 Order submission from Nabila Kasim for approval

Order - PRY-BCH-00176404 **PENDING APPROVAL**
16 Feb 2023, 10:59 AM

 PETRONAS Court 101 Badminton T-Shirt XS x1 RM 49.90

Subtotal	RM 49.90
Shipping fee	RM 3.00
Total	RM 52.90

ACCEPT ORDER

Reject order

click "**ACCEPT ORDER**" to approve the order.

ONCE YOUR ORDER IS APPROVED,

A PIC from PETRONAS Shop will contact you via email/Microsoft Teams on the next steps to raise Purchase Order (PO) on SmartGEP.

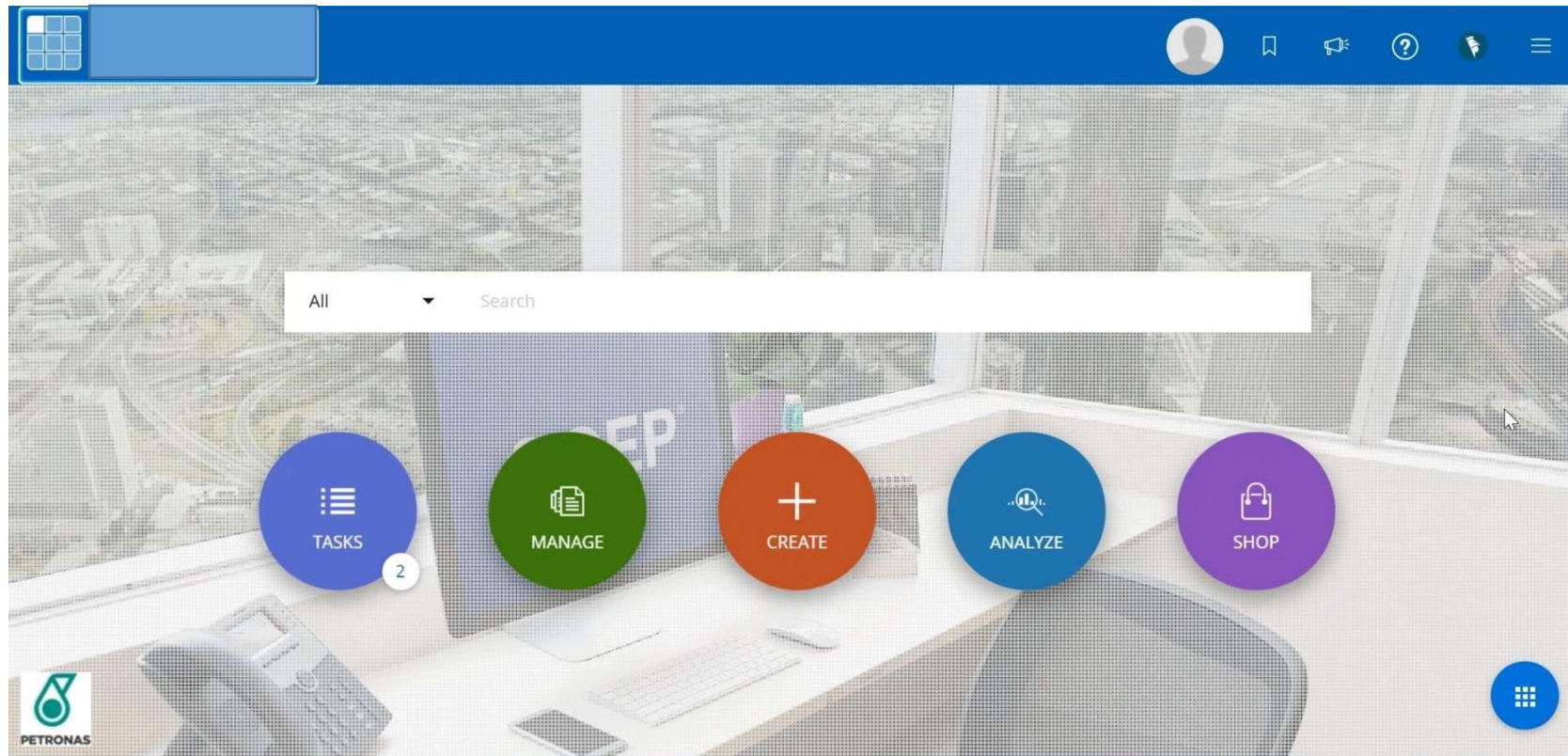
ORDER WILL ONLY PROCEED ONCE **PO IS RAISED.**

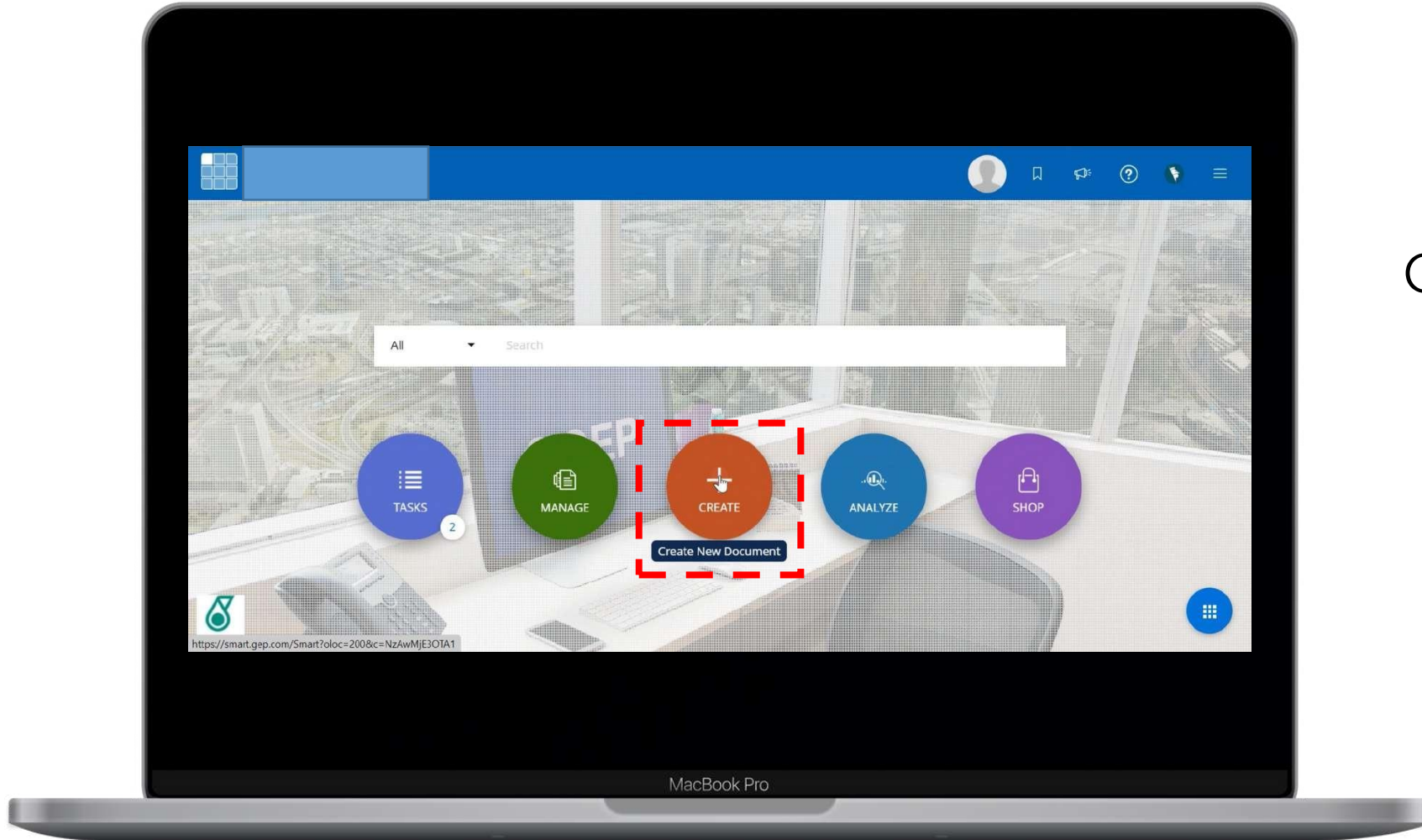
SMART GEP

Guidelines for customer

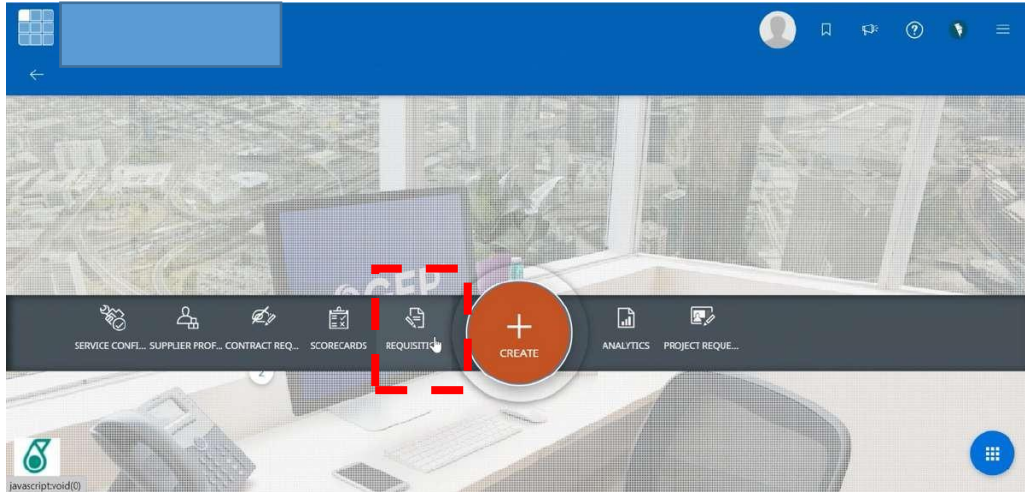
Create Purchase Order

Purchase Orders are sent to suppliers in SMART GEP. Suppliers will be able to view and acknowledge the purchase orders.



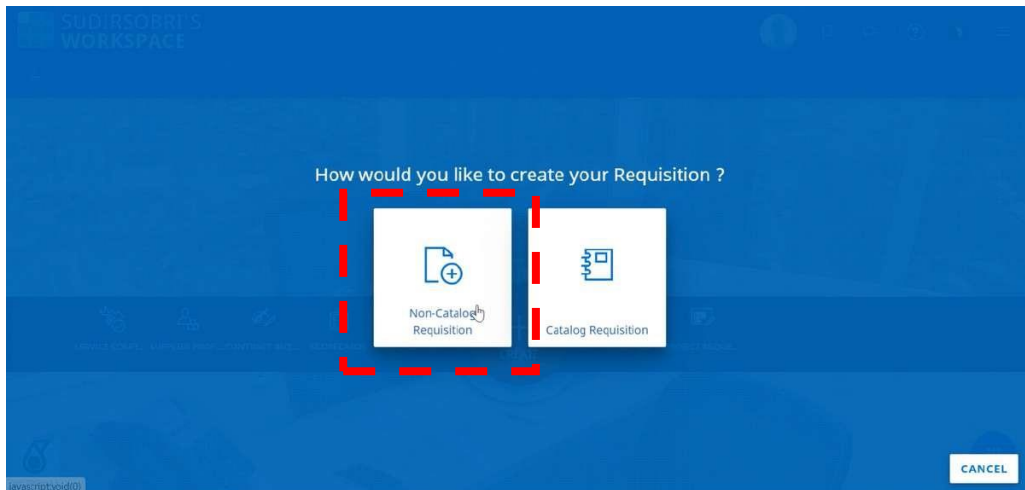


Click "Create"



Step 1

Choose and click "REQUISITION"



Step 2

Create your requisition : Non-catalogue Requisition

Basic Details

Requisition: Requisition2 - - (Draft) 0.00 MYR More

BASIC DETAILS Manage Optional Fields

* Indicates mandatory fields

Requisition Name* Setel Express Sdn Bhd- PEG Corporate	Requisition Number --	Created By Sudirsobri Musar	Created On 09/12/2022
Currency* MYR	Purchase Type Standard	Create on Behalf of (OBO)	Organization* SAP 30-200
<input type="checkbox"/> Mark as Urgent	Division* SAP 30-200	Company Code* 0001 PETROLIAM NASIONAL BERHAD (...)	Plant* M004 PHCO Sarawak Reg. Office
Cost Center Group* PHCO : 00119B-000 - RO - Sarawak Re...	Interface Status --		

PRINT PREVIEW SAVE SUBMIT

Step 3

Fill up the Requisition Name to follow the PRYSM website Order ID, for example: PRY-BCH-001010XXX, for easier tracking.

For website please follow the quotation name as advised by PETRONAS Shop sales team.

Additional Information

← Requisition: Setel Express Sdn Bh... - - (Draft) 0.00 MYR ▾ | More

ADDITIONAL INFORMATION

* Indicates mandatory fields

Q1. Header Note
PETRONAS Shop - corporate Gift 2022 for Engagement

**Put the name of your event
or any notes for your own reference**

Q2. HOLD FOR PD
NO
YES

PRINT PREVIEW SAVE SUBMIT

Line Details

Click the line description and fill up with the product/item's name. Please refer to the quotation given by PRYSM.

IMPORTANT NOTE:
Please fill in 1 product per line item.

Eg: if you have 6 products, you should have 6 Line descriptions.

The screenshot shows a web application interface for a requisition. The title bar at the top reads "Requisition: Setel Express Sdn Bh... - (Draft)" and includes a currency dropdown set to "0.00 MYR" and a "More" menu. Below the title bar, there is a "LINE DETAILS" section with a dropdown arrow. Underneath, there are two tabs: "LINES" (which is active and has a red notification icon) and "ACCOUNTING". Below the tabs, it says "Line (1) | 3 Errors" and "Indicates mandatory fields" with a legend icon. A yellow error message banner reads "Lines1 : Line Description is mandatory". Below this is a table with the following columns: Line Number, ERP Line Referenc..., Line Description, Line Type, Item Number, Supplier Name, and Ordering Location. The first row of the table has the following values: Line Number: 1, ERP Line Referenc...: (empty), Line Description: Petronas Shop PEG-2, Line Type: Material, Item Number: (empty), Supplier Name: (empty), and Ordering Location: (empty). The "Petronas Shop PEG-2" text in the Line Description column is highlighted with a red box. At the bottom of the form, there is a "PRINT PREVIEW" button on the left, and "SAVE" and "SUBMIT" buttons on the right. A system tray at the very bottom shows the time as 08:38 and various system icons.

Line Number	ERP Line Referenc...	Line Description	Line Type	Item Number	Supplier Name	Ordering Location
1		Petronas Shop PEG-2	Material			

Line Details

← Requisition: Setel Express Sdn Bh... - - (Draft) 0.00 MYR | More

LINE DETAILS

LINES ACCOUNTING

Line (1) | 2 Errors Indicates mandatory fields

Lines1 : Category is mandatory

Line Number	ERP Line Referenc...	Line Description	Line Type	Item Number	Supplier Name	Ordering Location
1		Petronas Shop PEG..	Variable			

Rows Per Page: 10 1 - 1 Of 1

PRINT PREVIEW SAVE SUBMIT

**Choose Line Type :
Variable**

Line Details

← Requisition: Setel Express Sdn Bh... - - (Draft) 0.00 MYR ▾ | More

LINE DETAILS

LINES ! ACCOUNTING

Line (1) | 2 Errors ▢ Indicates mandatory fields

Lines1 : Category is mandatory

Line Number	ERP Line Referenc...	Line Description	m Number	Supplier Name	Ordering Location	Supplier Ordering A...
✓ 1		Petronas Shop PEG...		Setel Express Sdn. Bhd		

Rows Per Page: 10 ▾ 1 - 1 Of 1 < >

PRINT PREVIEW

SAVE SUBMIT

Supplier Name : Setel Express Sdn. Bhd

Line Details

Requisition: Setel Express Sdn Bh... - (Draft) 0.00 MYR

LINE DETAILS

LINES ACCOUNTING

Line (1) | 2 Errors

Indicates mandatory fields

Lines1 : Category is mandatory

Line Number	ERP Line Referenc...	Line Description	Supplier Item Numb...	Category	Quantity/Efforts	UOM
1		Petronas Shop PEG...		ADR	1,000	

PRINT PREVIEW

Add Category as per

For example:

Corporate Services > External Engagement

Requisition: Setel Express Sdn Bh... - (Draft) 0.00 MYR

LINE DETAILS

LINES ACCOUNTING

Line (1) | 2 Errors

Lines1 : Category is mandatory

Category

- Chemicals
- Civil, Marine, Infrastructure & Building Maintenance
- Corporate Services
- Digital & ICT
- Electrical Equipment & Services
- Engineering, Construction & Projects (EC&P)
- General Equipment, Maintenance & Spares
- Geological & Geophysical (G&G)
- Health, Safety, Security, & Environment
- Human Resource Services

SHOW SELECTED

RESET SAVE CLOSE

PRINT PREVIEW

Line Details

Requisition: Setel Express Sdn Bh... - - (Draft) 0.00 MYR | More

LINE DETAILS

LINES ACCOUNTING

Line (1) | 1 Error Indicates mandatory fields

Lines1 : Effective Unit Price - Enter valid value.

Line Number	ERP Line Referenc...	Line Description	UOM	Start Date	End Date	Effective Unit Price
1		Petronas Shop PEG...	Each	09/12/2022	24/12/2022	0.00

Rows Per Page: 10 1 - 1 Of 1

PRINT PREVIEW SAVE SUBMIT

Start Date : Date of order requested

End Date : Date of expected delivery

***Kindly refer to page 29 for the order SLA**

Line Details

← Requisition: Setel Express Sdn Bh... - - (Draft) 0.00 MYR | More

LINE DETAILS

LINES 1 ACCOUNTING


Line (1) | 1 Error Indicates mandatory fields

Lines1 : Effective Unit Price - Enter valid value.

Line Number	ERP Line Referenc...	Line Description	End Date	Effective Unit Price	Unit Price	Price Per
1		Petronas Shop PEG...	24/12/2022	0.00	0.00	1

Rows Per Page: 10 | 1 - 1 Of 1

PRINT PREVIEW SAVE SUBMIT

NO	PRODUCT ID	ITEM(S)	QUANTITY	SIZE	UNIT PRICE	TOTAL PRICE
1	P1043311	PETRONAS Passion Reusable Cup - PETRONAS Green - One size	60	N/A	29.90	1,794.00
2	P1043312	PETRONAS Passion Reusable Cup - Gold - One size	60	N/A	29.90	1,794.00
3	P1043313	PETRONAS Passion Reusable Cup - Black - One size	60	N/A	29.90	1,794.00
4	P1043314	PETRONAS Passion Reusable Cup - White - One size	60	N/A	29.90	1,794.00
5	P1043315	PETRONAS Passion Reusable Cup - Pastle Pink - One size	60	N/A	29.90	1,794.00
6	P1043316	PETRONAS Passion Reusable Cup - Pastle Green - One size	60	N/A	29.90	1,794.00
7	P1043317	PETRONAS Passion Reusable Cup - Magenta - One size	60	N/A	29.90	1,794.00
8	P1043318	PETRONAS Passion Reusable Cup - Yellow - One size	60	N/A	29.90	1,794.00
9	P1043319	PETRONAS Passion Reusable Cup - Setel Blue - One size	60	N/A	29.90	1,794.00
10	P1043320	PETRONAS Passion Reusable Cup - Mint Green - One size	60	N/A	29.90	1,794.00
11						-
12						-
13						-
14						-
15						-
16						-
TOTAL			600 units			17,940.00
DISCOUNT			0%			0.00
AMOUNT TO BE BACKCHARGED						17,940.00
PREPARED BY			REQUESTED BY			
Wan Amirul Asmawi Wan Mohd Ridduean Shah Executive Sales B2B, PRYSM, PETRONAS Shop						
TERMS & CONDITIONS						
1 This quotation is only valid for the period of 30 days from the stated date.						
2 Payment will be due prior to delivery of service and goods.						
3 Payment shall be made to CIMB account 8605160700 under Setel Express Sdn Bhd						
THANK YOU FOR YOUR BUSINESS!						

Effective Unit Price and Unit Price can refer to the quotation given.

For Example : Unit Price - RM29.90

Effective Unit Price - RM17940.00

Accounting Details

← Requisition: Setel Express Sdn Bh... - (Draft) 4,958.70 MYR | More

Buying Channel

Click "Accounting" tab

LINE DETAILS

LINES ACCOUNTING

Line (1) Indicates mandatory fields

Line Number	ERP Line Referenc...	Line Description	ess	Deliver To	Manufacturer Details	Contract Number	Contract N
1		Petronas Shop PEG...isma Nai...			ADD		

PRINT PREVIEW

12:49

← Requisition: Setel Express Sdn Bh... - (Draft) 4,958.70 MYR | More

Buying Channel

LINE DETAILS

LINES ACCOUNTING

Line (1) | 2 Errors Indicates mandatory fields

Line1 : Account Category should not be left blank

Line	Line Description	Split Type	Cost Center Group	Account Category	Cost Center	WBS Element
1	Petronas Shop PEG...	AMOUNT	PHCO : 00119B-000 -...			

PRINT PREVIEW

13:02

SAVE SUBMIT

Account Category : K Cost Centre

Cost Center : Department's cost center

Accounting Details

← Requisition: Setel Express Sdn Bh... - (Draft) 4,958.70 MYR | More

Buying Channel

LINE DETAILS

LINES ACCOUNTING

Line (1) | 2 Errors

Line1 : Account Category should not be left blank

Line	Line Description	Split Type	Cost Center Group
1	Petronas Shop PEG...	AMOUNT	PHCO : 00119B-000 -...

PRINT PREVIEW

13:08

← Requisition: Setel Express Sdn Bh... - (Draft) 4,958.70 MYR | More

Buying Channel

LINE DETAILS

LINES ACCOUNTING

Line (1) | 1 Error

Indicates mandatory fields

Line1 : Cost Center should not be left blank

Line	Line Description	Split Type	Cost Center Group	Account Category	WBS Element
1	Petronas Shop PEG...	AMOUNT	PHCO : 00119B-000 -...	K Cost Center	00119b-00

Rows Per Page: 10 1 - 1 Of 1

PRINT PREVIEW

13:16

SAVE SUBMIT

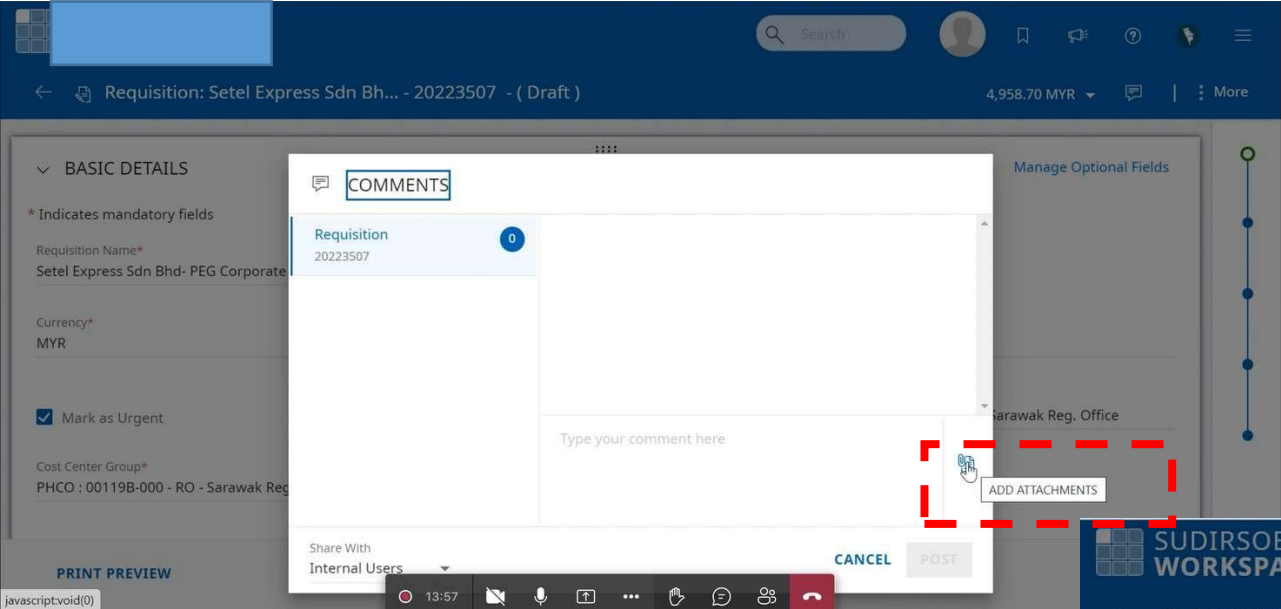
Additional Details-Comments

The screenshot shows a SAP requisition form for 'Setel Express Sdn Bhd' (Draft). The top right corner features a navigation bar with a search bar, user profile, and icons for bookmark, chat, help, and notifications. A red dashed box highlights the 'Comments' icon, which is a speech bubble with a plus sign. Below the icon, the text 'Comments' is visible. The main form area is titled 'BASIC DETAILS' and contains various fields for requisition information. At the bottom right, there are 'SAVE' and 'SUBMIT' buttons.

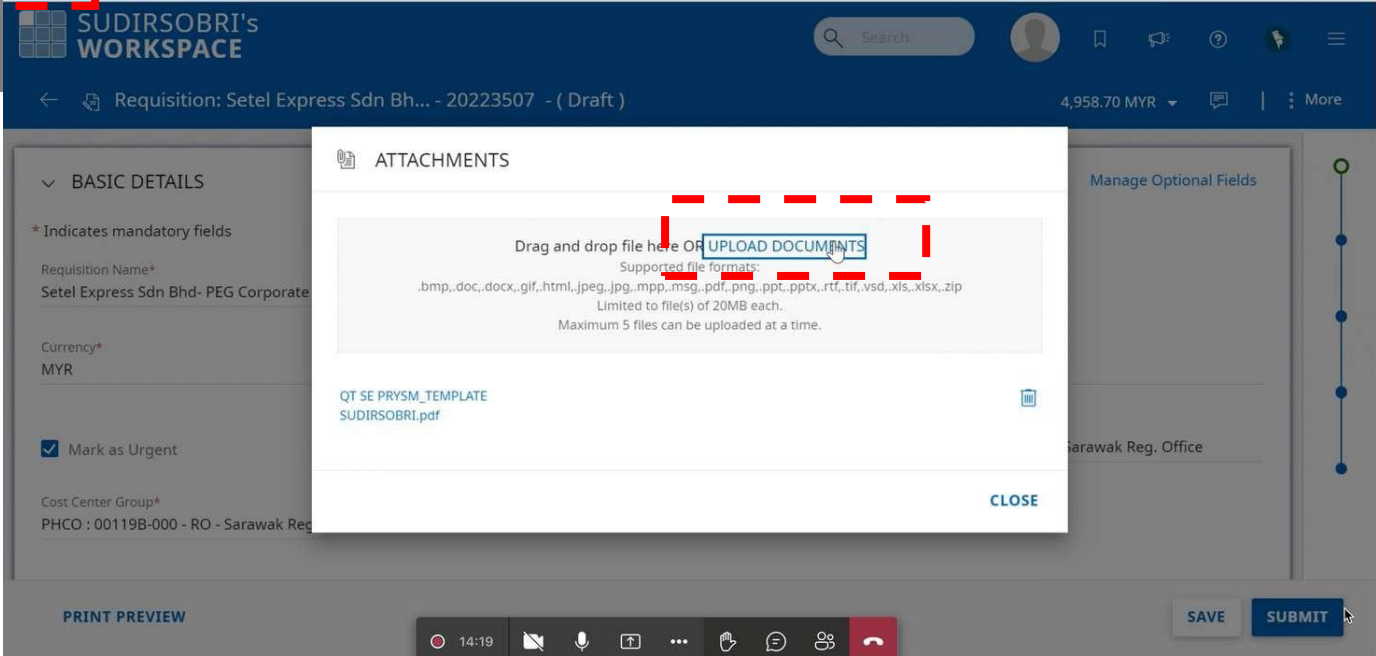
Field	Value
Requisition Name*	Setel Express Sdn Bhd- PEG Corporate ...
Requisition Number	--
Created By	Sudirsobri Musar
Created On	09/12/2022
Currency*	MYR
Purchase Type	Standard
Organization*	SAP 30-200
Division*	SAP 30-200
Company Code*	0001 PETROLIAM NASIONAL BERHAD (...)
Plant*	M004 PHCO Sarawak Reg. Office
Cost Center Group*	PHCO : 00119B-000 - RO - Sarawak Re...
Interface Status	--

Click "comments" on the top right corner of your workspace

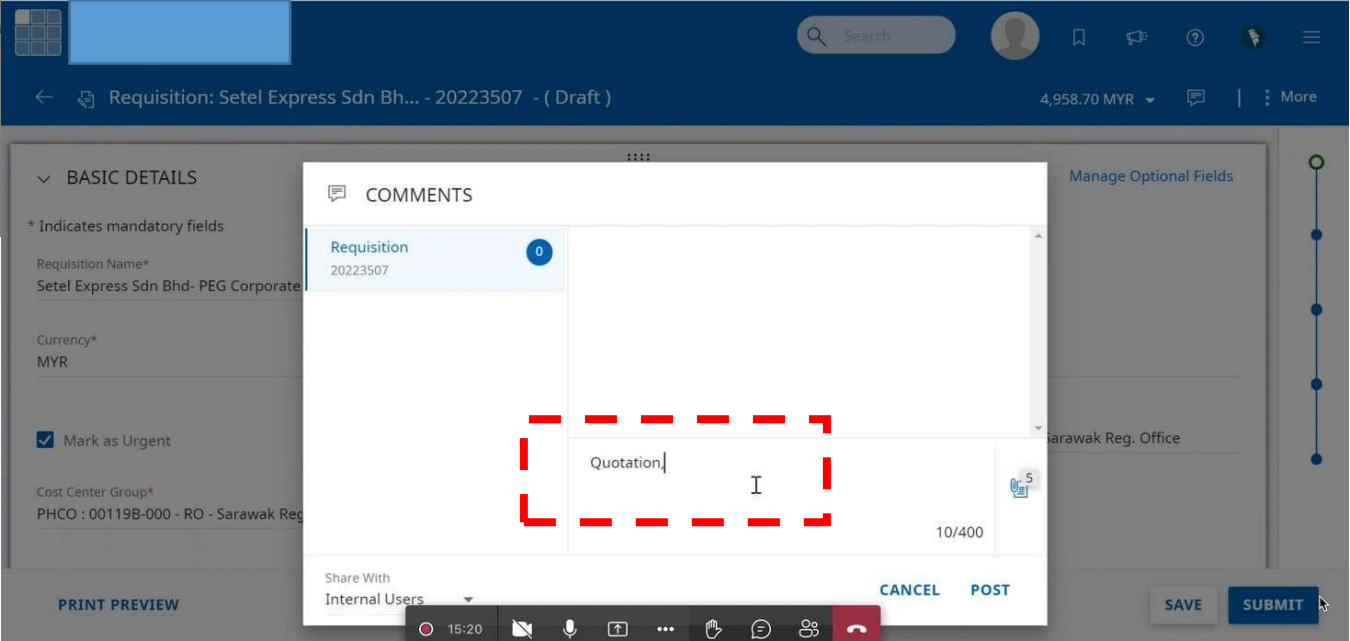
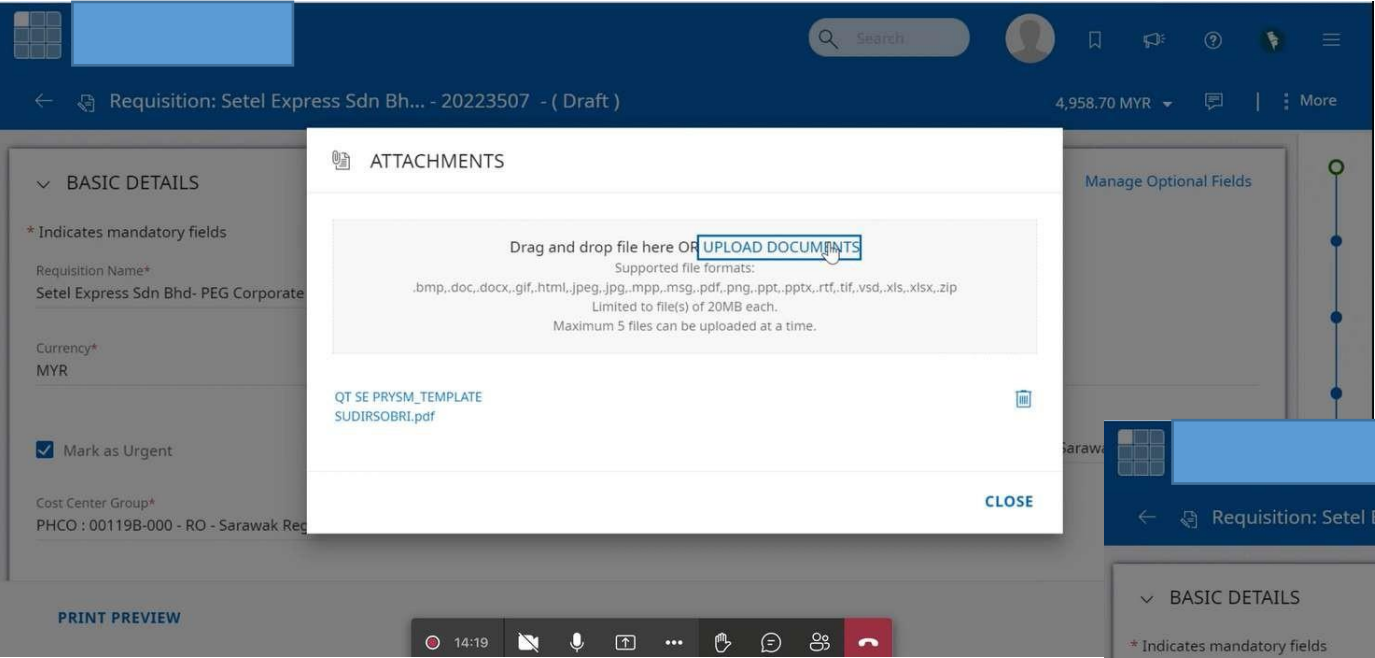
Additional Details-Comments



Click add attachments and upload the Quotation/ Order Form



Additional Details-Comments



Name the files that you have uploaded in the notes space (Quotation, MyMemo, etc) and click "Post"

Manage Approvals

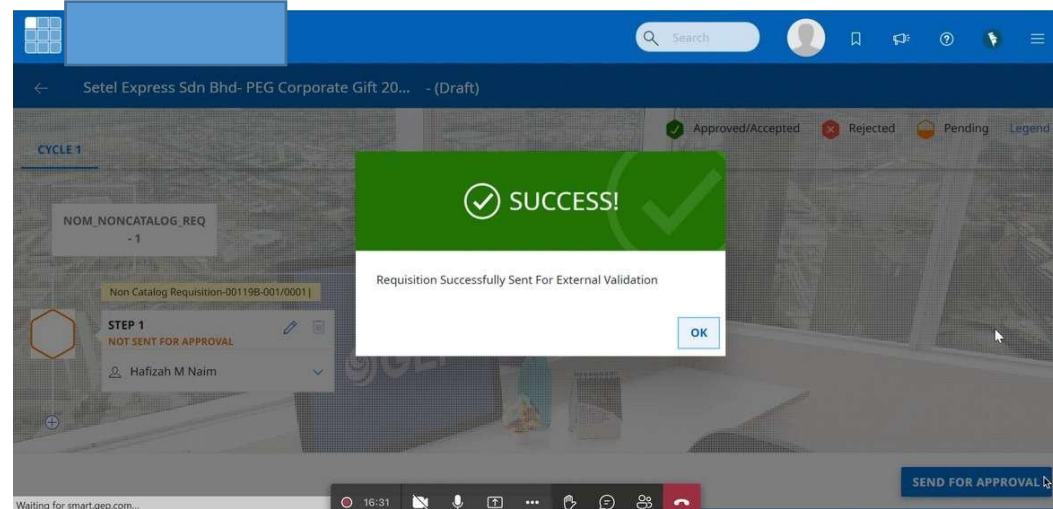
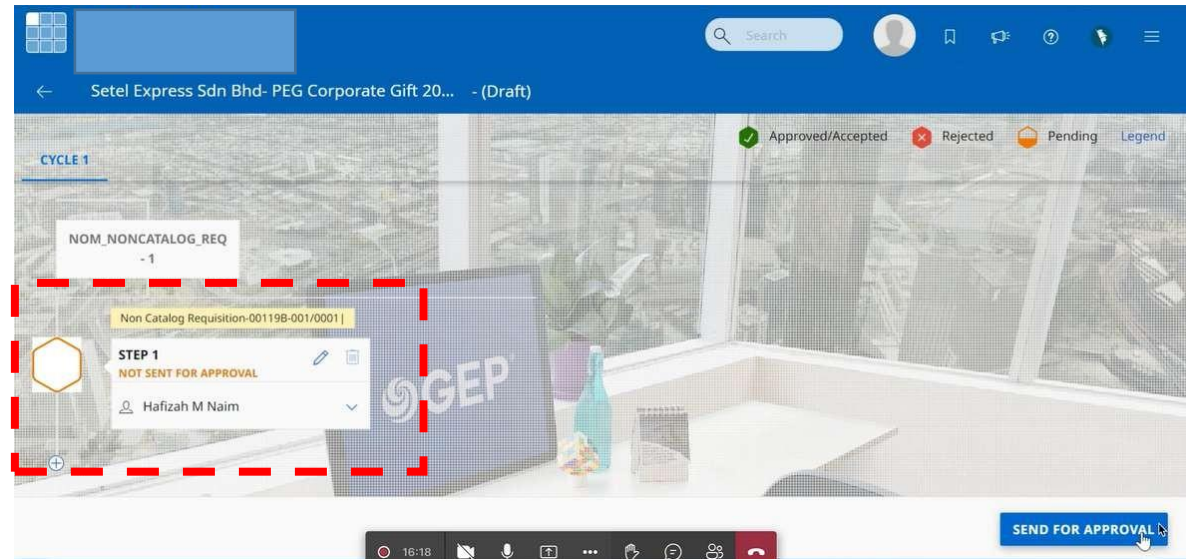
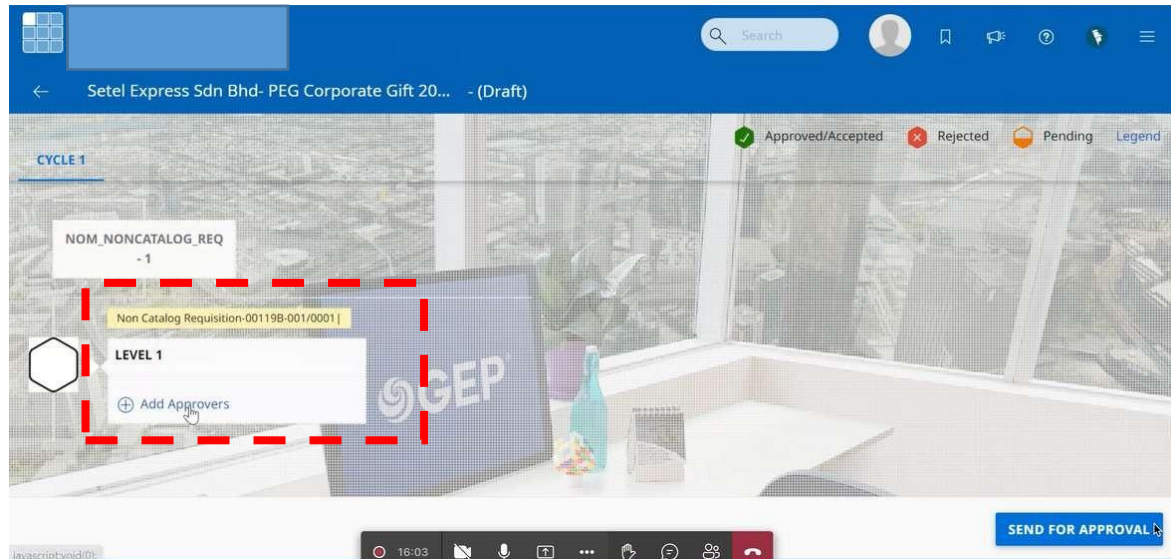
The screenshot shows a workspace interface for a requisition. The top bar is blue and contains the text "WORKSPACE" and "Requisition: Setel Express Sdn Bh... - 20223507 - (Draft)". A value "4,58.70 MY" is visible on the right. A "More" menu is open in the top right corner, listing options: "Manage Approvals", "Delete", "Copy Requisition", "Interface Status Details", and "Audit Trail". The main content area is titled "BASIC DETAILS" and contains a form with the following fields:

* Indicates mandatory fields			
Requisition Name*	Requisition Number	Created By	Created On
Setel Express Sdn Bhd- PEG Corporate ...	20223507	Sudirsobri Musar	09/12/2022
Currency*	Purchase Type	Create on Behalf of (OBO)	Organization*
MYR	Standard		SAP 30-200
<input checked="" type="checkbox"/> Mark as Urgent	Division*	Company Code*	Plant*
	SAP 30-200	0001 PETROLIAM NASIONAL BERHAD (...)	M004 PHCO Sarawak Reg. Office
Cost Center Group*	Interface Status		
PHCO : 00119B-000 - RO - Sarawak Re...	--		

At the bottom of the workspace, there is a "PRINT PREVIEW" button on the left and "SAVE" and "SUBMIT" buttons on the right. A system tray at the very bottom shows the time "15:54" and various icons.

Click "More" on the top right corner of your workspace and "Manage Approvals"

Manage Approvals



Add your approvers and click "Send For Approval".

Once successful, kindly provide us the PO number/Order Number for our reference.

ORDER WILL PROCEED AS SOON AS THE PO IS APPROVED.

Order SLA

Purchase Request

2-3 Days

- Check the Stocks Availability
- Confirm the order request
- Raise PR via SMART GEP

Acknowledge & Pack Order

48 hours after the Supplier acknowledges the purchase order.

ETA for Delivery

Klang Valley - 2 - 5 Days

Other States (WM) - 4-7 Days

Sabah & Sarawak - 7-14 Days

**For any issues with website orders via
Smart GEP, contact:**

nurulsyafiqah.abdrau@petronas.com.my

PRISM



PETRONAS

PETRONAS
SHOP

Solution for OPU : Custom combo, giftbox, merchandise add-on



Contact Us

For more information or customization request, do reach out for our assistance.

Naida Haruliza Harun

naidaharuliza.harun@petronas.com.my

Nur Nabila Kasim

nurnabila.mkasim@petronas.com.my