MacGregor supplier portal training
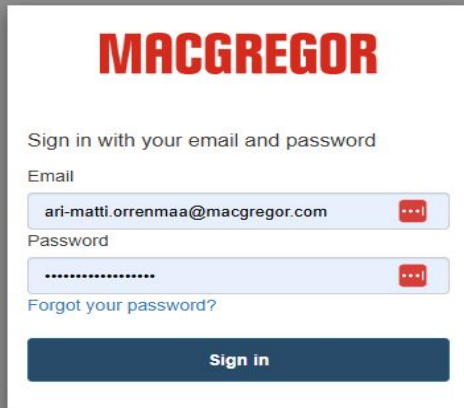
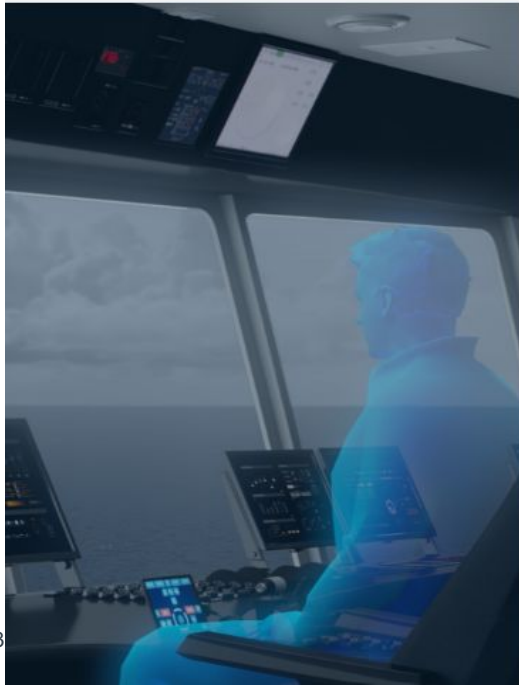September 15th, 2025

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MacGregor supplier portal

You will receive user credentials and link to the tool via email.

After opening the link you can fill in the user details and login

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MacGregor supplier portal

After login you are taken to MyMacGregor. Click the link MacGregor Supplier Portal
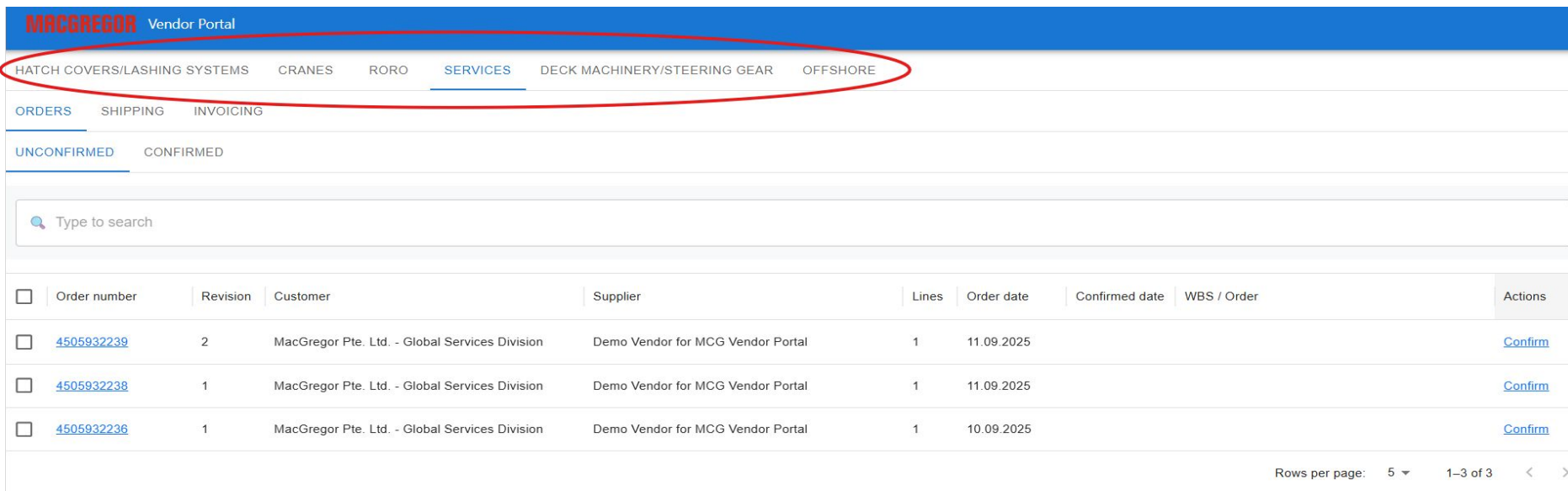
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Main view

Then you are in the Supplier Portal.

The main view is divided between different **product lines**. Orders for each product line can be found separated under these tabs.

Order handling

Below the **product lines** you can find different parts of the order process.

	Order number	Revision	Customer	Supplier	Lines	Order date	Confirmed date	WBS / Order	Actions
☐	4505932239	2	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	11.09.2025			Confirm
☐	4505932238	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	11.09.2025			Confirm
☐	4505932236	1	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	1	10.09.2025			Confirm

Order handling

Below **Orders** tab, you can find **Unconfirmed** and **Confirmed** orders. In the **Unconfirmed** you can find the orders that are not confirmed yet, and require actions from you. In the **Confirmed** tab, you can find the ones that you have already confirmed.

Confirming the order

When you receive a new order, you will also receive an email letting you know of the new order. In this mail you will find the order number and also link to the portal.

!TEST! MacGregor Finland Oy - Hatch Covers/Lashing Systems - ORDER 4505932248 arrived.

✦ Summarise this email

no-reply-info@macgregor.com

Dear supplier, the following order has arrived to Hatch Covers/Lashing Systems.

Order number: 4505932248
Message type: ORDERS
Customer: MacGregor Finland Oy
Recipient: Demo Vendor for MCG Vendor Portal
Time of arrival: 12.09.2025 13:06 UTC

Direct link to order: https://test.orderform.macgregor.com/?v=2&id=f352847a-79f9-45ae-99fe-9e0074107a25
Link to portal: https://test.orderform.macgregor.com

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Confirming the order

To view and confirm the order. Click open the order you want to confirm or press **Confirm** in the Actions column

Confirming the order

Order view is separated into 3 sections. On top you get the header level information like order number, buyer, delivery address and references. In the middle you see the item lines and the ordered items and after the lines you will see general information about the order process and in some cases some more instructions from us.

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Order layout - header

In the header, you can find all the relevant general information like **order number**, **parties**, and different **references**.

Please note that you can find the **invoicing details** from this view.

Order response number is an active field, and **mandatory** to be filled before confirming the order.

Below order response field you might also find some **instructions** from us.

Order layout - item lines

There are 4 active fields in this view

- **Quantity**
- **Delivery date**
- **Price**
- **Your comment**

These can be edited if needed, **please include your comments**, if you change any of the values

When order is ready to be confirmed, you can press the **Confirm** button and this will send information to our purchaser, that the order has been confirmed, you will also receive an email about the confirmation, including a pdf copy.

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Confirmation email

!TEST! Order confirmation 4505932234 Demo Vendor for MCG Vendor Portal - OK

✦ Summarise this email

no-reply-info@macgregor.com
to me ▾

Order confirmation 4505932234 Demo Vendor for MCG Vendor Portal - OK

Purchase order number: 4505932234

Purchase order date: 2025-09-10

Supplier confirmation number: testorderconfirmation

Project / WBS No.: 1/11/2111.2023-6FI.C.WD

Goods marking: Goods marking: seals to yard END

Supplier: Demo Vendor for MCG Vendor Portal

One attachment · Scanned by Gmail Security Sandbox ⓘ

PDF 4505932234.pdf

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Order layout - general information and footer

Notes

Due to mandatory regulations the Non-EU Supplier needs to provide the Buyer with documentation which evidences the exclusion of any Russian or Belarusian steel or iron inputs in the goods. The aforementioned goods containing steel or iron shall not have any origin in Russia or Belarus shall they have been previously exported from Russia or Belarus. By preference, such evidencing documentation shall be a Mill Test Certificate (MTC). The aforementioned documentation shall be provided by the Seller to the Buyer together with the other documents related to the Purchase Order. Failure to comply with the aforementioned requirements shall constitute a material breach and cause Supplier to indemnify the Buyer.

Order confirmation

Kindly confirm your receipt and acceptance of this Purchase Order by sending your Order Confirmation as soon as possible and at the latest within three (3) working days of the date of this Purchase Order. The terms and conditions stated herein or referred to hereby shall be applicable to this Purchase Order.

Packing, marking and delivery

All packing, marking and delivery must follow the instructions as informed by the respective MacGregor product line in written. MacGregor article numbers should be marked to all documentation.

Postal address, invoice & other references

Please note that any original certificates and similar documents should be sent directly to the address mentioned in the footer of this Purchase order unless otherwise specified. All invoices and other documentation must be marked with the information stated in the field "Our reference" including our Purchase Order number and purchaser name.

MacGregor Pte. Ltd.	Telephone:+65 6597 3888	Company Reg. No. 201311633G
Cargo Stowage & Securing	Fax: +65 6597 3513	VAT / GSD Reg. No. 201311633G
31 International Business Park Rd,		
#05-01, 609921		
www.macgregor.com		

Below the item lines you can find **general information** and **instructions** from us.

And at the very bottom, our **company details**.

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Confirmed order

Order number	Revision	Confirmation number	Customer	Supplier	Order date	Confirmed date	Dispatched lines	WBS / Order	Actions
4505932239	2	TSTSG4_250912_...	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	11.09.2025	12.09.2025	0 / 1		Reconfirm
4505932240	2	TSTSGC4_250912...	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	11.09.2025	12.09.2025	1 / 2		Reconfirm
4505932238	1	asasd	MacGregor Pte. Ltd. - Global Services Division	Demo Vendor for MCG Vendor Portal	11.09.2025	12.09.2025	0 / 1		Reconfirm

Confirmed order can be found from the **Confirmed** tab. You can access the order by clicking the **Order number**.

You also have the possibility to **re-confirm** the order by opening it, or by clicking the **Re-confirm**-button.

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Shipping an order

When the order is ready to be shipped, this can be done in the Shipping view, which is divided into **Not shipped**, **Shipped** and **Shipments**.

You can ship the order from the Not shipped view, by clicking **Ship**. Before shipping, you still also have the possibility to **Re-confirm** the order.

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Shipping an order

After clicking the **Ship** button, a new view opens for the actual shipping.

Shipment means that that the goods are ready for pick-up and dispatch.

Mandatory fields are **Shipping number** and **Shipping date**.

Pay close attention to **Shipping date**, it can't be in the past

In the item lines, the only editable field at this point is the **quantity**.

After all the details have been entered and verified, you can click **Confirm**. This will let us know that you have shipped the order.

Shipping an order

If the order was fully shipped, it will transfer to **Shipped** tab, if some items remained not shipped, then the order remains still in the **Not shipped** tab

Shipments can be inspected in the **Shipments** tab

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Shipment

Shipping No.	Customer	Lines	Date created	Date shipped	Order number	Actions
TST_SHIPSGC4_4505932239	MacGregor Pte. Ltd. - Global Services Division	1	12.09.2025	12.09.2025	4505932239	Ship
TST_SHIPGC4_4505932240	MacGregor Pte. Ltd. - Global Services Division	2	12.09.2025	12.09.2025	4505932240	Ship

NOT SHIPPED   SHIPPED   SHIPMENTS

🔍 Type to search

You can open the shipment by pressing the **Shipping No**. button.

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Shipment

In case you need to print the shipment, you can right click on the shipment and choose print.