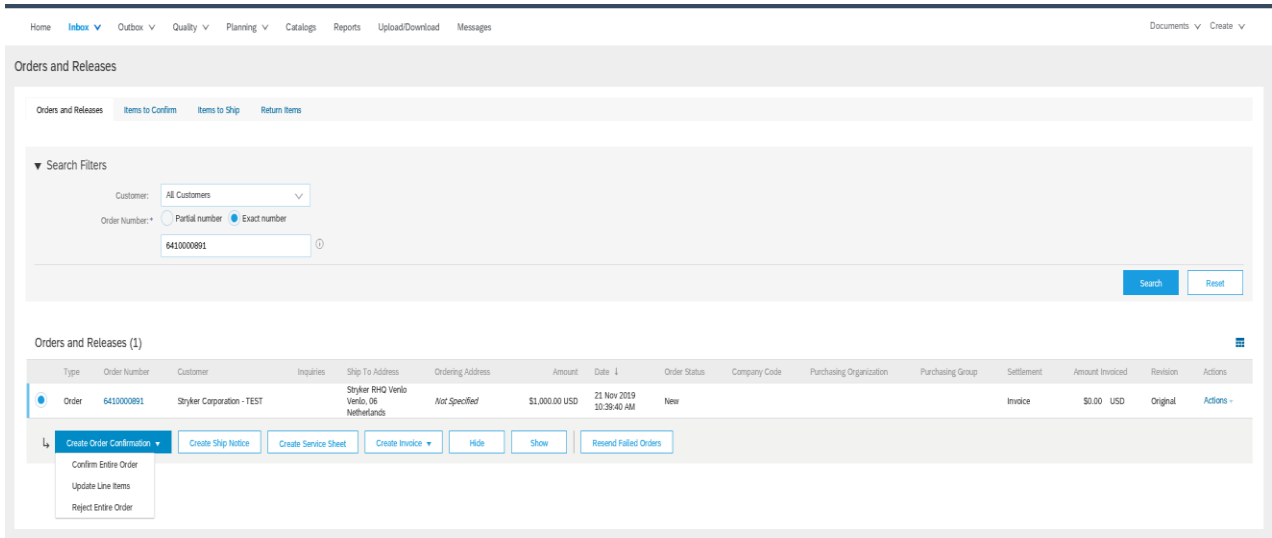


# Purchase Order Confirmation - Partial

## Description

**Creation - Confirm order**  
Search for the Purchase Order in the inbox in Orders and Releases  
Click the radio button for the order  
Click create order confirmation button  
Click confirm entire order (To confirm purchase order line items as is for quantity and delivery date)

## Screenshot



**Description**

**Screenshot**

**Creation – Confirm Partial Order**

Insert Confirmation Number  
Click calendar icon and select estimated shipping date at header level (will be applied to all line items of order confirmation)  
Click calendar icon and select estimated delivery date at header level (will be applied to all line items of order confirmation).

**Adding Attachments**

If there are any attachments necessary for your purchase order confirmation, click on Choose file to upload.

**Attachments**

Name	Size (bytes)
------	--------------

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB

**Description**

**Screenshot**

**Adding Attachments**

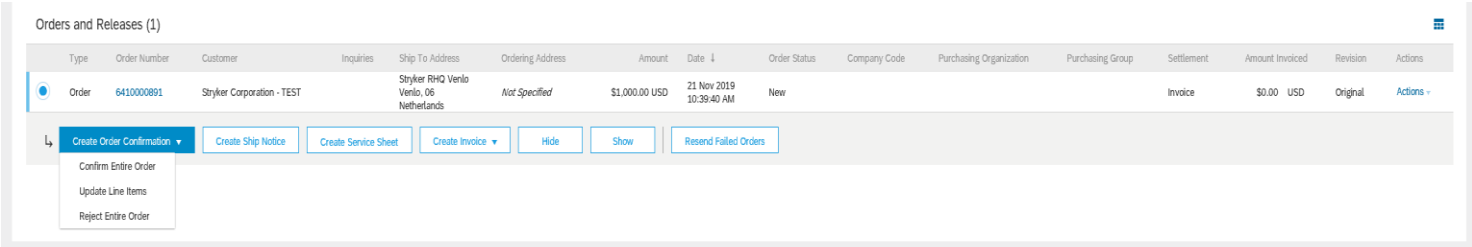
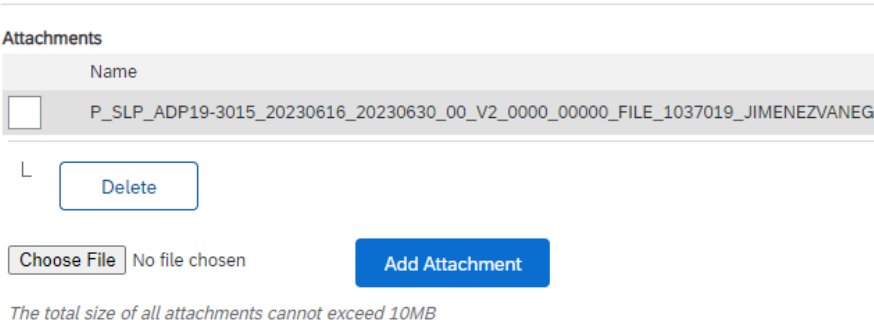
Search for the file within your computer.

Click on Add Attachment (be aware that only PDF format documents can be uploaded.)

**Creation - Updating Line Items**

Follow the same process to confirm your order, but select 'Update Line Items' in the drop-down menu

This allows you to change the quantity on the confirmation



Description

Screenshot

Confirming PO

Enter the Confirmation Number  
Enter the Estimated Delivery Date  
(required)

Updating Quantity and/or Price

Here is where you will enter the deviating quantity and pricing for the partial confirmation.

Confirming PO

**1** Confirm Entire Order ▼ Order Confirmation Header \* Indicates required field

**2** Review Order Confirmation

Confirmation #:

Associated Purchase Order #: 6400020066

Customer: Stryker Corporation - TEST

Supplier Reference:

---

**SHIPPING AND TAX INFORMATION**

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: \*

Est. Tax Cost:

Comments:

---

**Line Items**

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10		TEST MATERIAL1		Material	50,000 (PCE)	30 Mar 2024	\$90.00 USD	\$4,500.00 USD	
Description: Test Material 1									

▼ Schedule Lines

**Current Order Status**

50,000 Unconfirmed

Confirm:

Attachments:

Name	Size (bytes)	Content Type
No items		

No file chosen

Est. Shipping Date:

Est. Delivery Date: \*

Unit Price:

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \* PCE

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: Test Material 1

Pricing Description:

Subtotal: \$4,500.00 USD

**Description**

**Partial confirming Purchase Order**  
If you deviate from the quantities or dates in the purchase order, you will receive alerts in the review page that you are deviating from the original amount. This will trigger a buyer approval process.

If you agree with all of the information added, click on **submit**. Otherwise, click on previous and fix/change any information required.

**Screenshot**

Line Items				
Line #	Part #	Customer Part #	Revision Level	Type
10	NV00002653-02	3324325-000		Material
Description: LABEL, TAMPER EVIDENT, LPCR2				
Schedule Lines				
Current Order Status:				
20	Confirmed As Is	(Estimated Shipment Date: 17 Jul 2023; Estimated Delivery Date: 20 Jul 2023 - defaulted from Requested)		
5.000	Unconfirmed			
20		3348247-900		Material
Description: RSC CONTAINER, SHIPPING, LPCR2				
Schedule Lines				
Current Order Status:				
5	Confirmed As Is	(Estimated Shipment Date: 17 Jul 2023; Estimated Delivery Date: 28 Jul 2023 - defaulted from Requested)		
5.000	Unconfirmed			

**Line Items**

Line #	Part #
10	NV00002653-02

- The order confirmation for this item needs buyer approval.