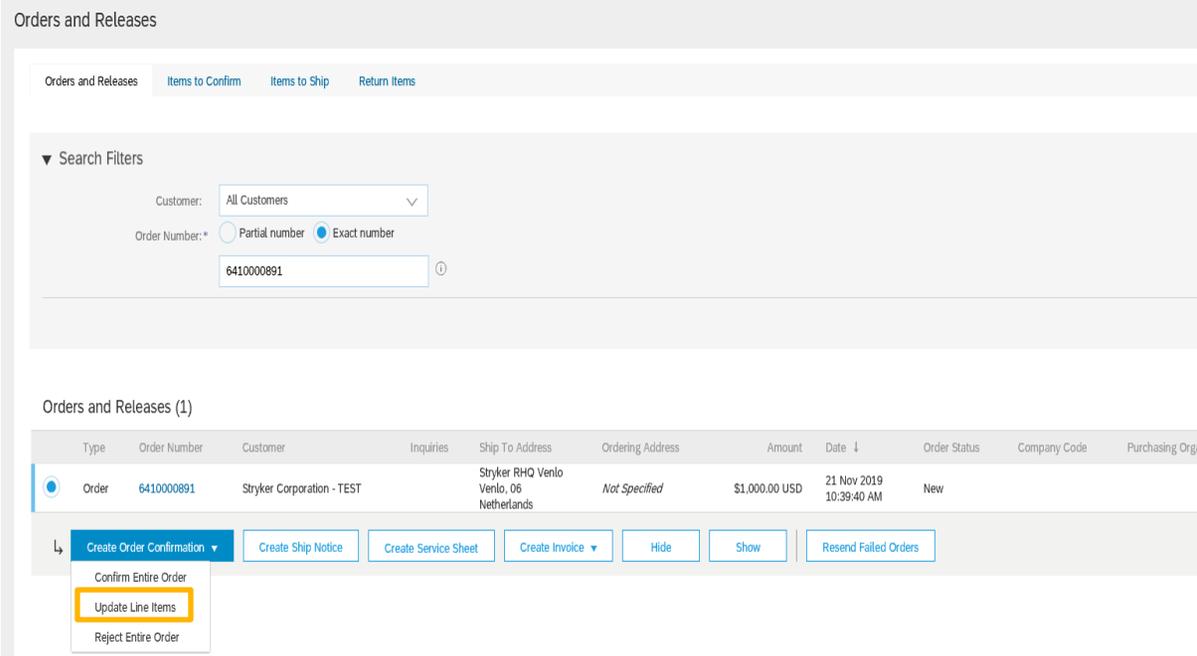


# Purchase Order Confirmation – Multiple Ship Dates to Confirm

Description	Screenshot
<p><b>Confirming PO with Multiple Ship Dates</b></p> <p>Search for the Purchase Order in the inbox in Orders and Releases</p> <p>Click the radio button for the order</p> <p>Click <b>Create Order Confirmation</b> button</p> <p>Click <b>Update Line Items</b></p>	 <p>The screenshot shows the 'Orders and Releases' interface. At the top, there are tabs for 'Orders and Releases', 'Items to Confirm', 'Items to Ship', and 'Return Items'. Below this is a 'Search Filters' section with a dropdown for 'Customer' (set to 'All Customers'), radio buttons for 'Order Number' (with 'Exact number' selected), and a text input field containing '6410000891'. Below the search filters is a table titled 'Orders and Releases (1)'. The table has columns for Type, Order Number, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, Company Code, and Purchasing Orga. The first row is an 'Order' with Order Number '6410000891', Customer 'Stryker Corporation - TEST', Ship To Address 'Stryker RHQ Venlo, Venlo, 06 Netherlands', Ordering Address 'Not Specified', Amount '\$1,000.00 USD', Date '21 Nov 2019 10:39:40 AM', and Order Status 'New'. Below the table is a row of action buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', 'Create Invoice', 'Hide', 'Show', and 'Resend Failed Orders'. The 'Create Order Confirmation' button has a dropdown menu open, showing three options: 'Confirm Entire Order', 'Update Line Items' (highlighted with an orange box), and 'Reject Entire Order'.</p>

**Description**

**Insert Confirmation Number**  
Insert the PO Confirmation Number / Acknowledgement Number

**Est. Delivery Date – LEAVE BLANK**

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

**Screenshot**

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header \* Indicates required field

Confirmation # 123214324

Associated Purchase Order #: 6400021321

Customer: Stryker Corporation - TEST

Supplier Reference:

**Shipping and Tax Information**

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

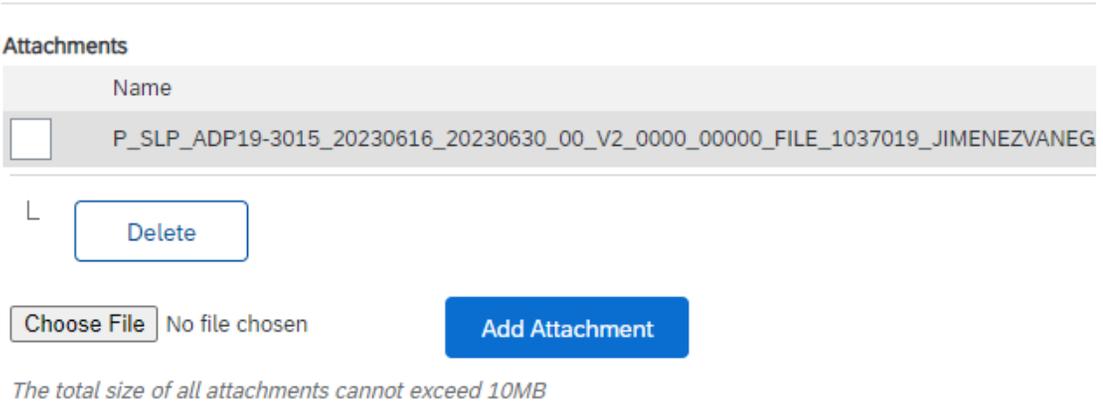
Comments:

**Attachments**

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

No file chosen

*The total size of all attachments cannot exceed 10MB*

Description	Screenshot
<p><b>Adding Attachments</b></p> <p>Search for the file within your computer.</p> <p>Click on Add Attachment (be aware that only PDF/CSV format documents can be uploaded.)</p>	 <p>The screenshot displays the 'Attachments' section of a user interface. At the top, there is a header 'Attachments'. Below it is a table with a single row. The table has a 'Name' column. The row contains a small square icon, a long alphanumeric string 'P_SLP_ADP19-3015_20230616_20230630_00_V2_0000_00000_FILE_1037019_JIMENEZVANEG', and a 'Delete' button. Below the table, there is a 'Choose File' button, the text 'No file chosen', and a blue 'Add Attachment' button. At the bottom, there is a note: 'The total size of all attachments cannot exceed 10MB'.</p>

Description

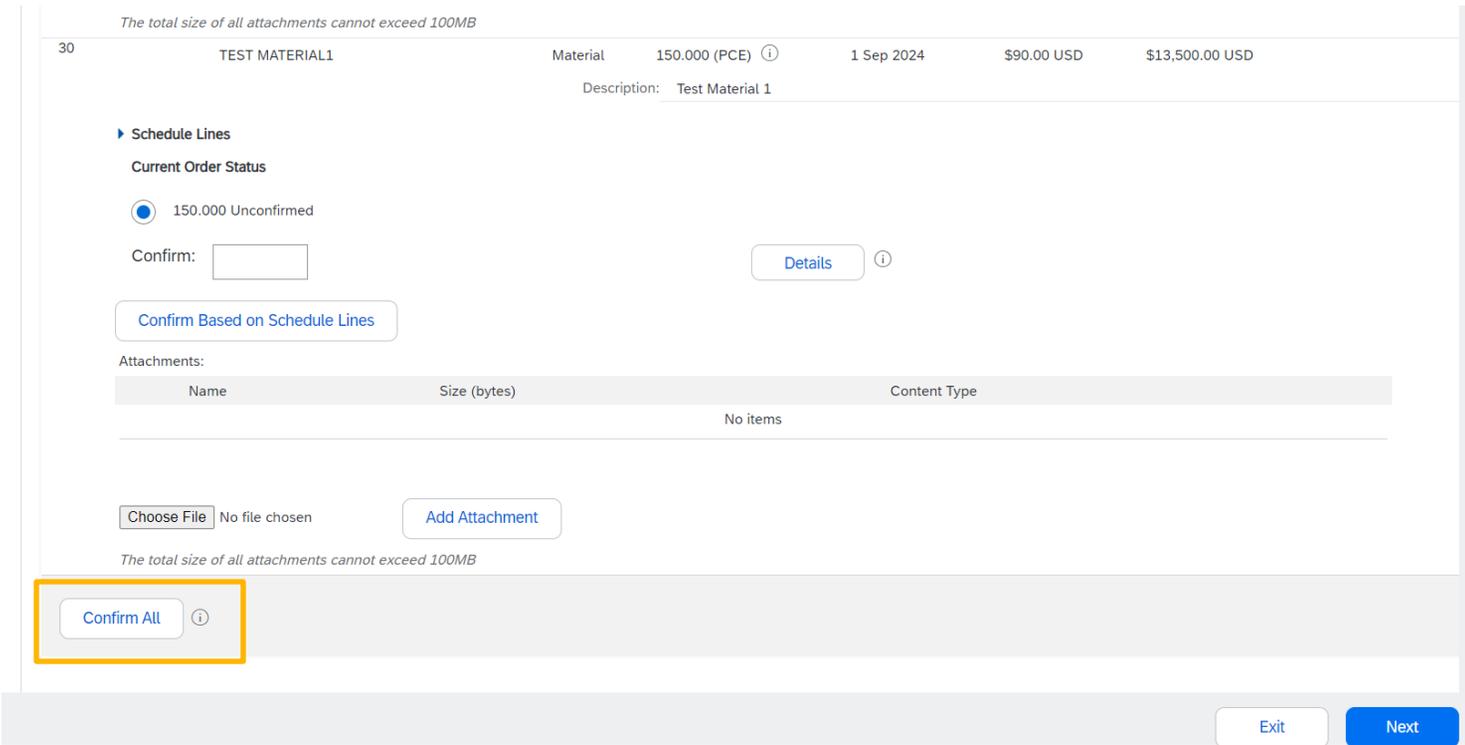
Scroll to the bottom of the screen

Select "Confirm All"

This will confirm the PO quantities and the multiple dates that are in the Purchase Order.

After selecting "Confirm All", you will see that the line has been confirmed As-Is.

Screenshot



Schedule Lines

Current Order Status

150.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Sep 2024 - defaulted from Requested Delivery Date in order)

Confirm:

Details ⓘ

Description

Updating Quantity, Date and/or Price

If you're needing to update any of the line items for a change in quantity, date or price, complete the following

- 1. Enter the quantity to confirm
- 2. Select Details
- 3. Update Est. Delivery Date or Unit Price
- 4. Then Select "OK" at the bottom

Screenshot

30 TEST MATERIAL1 Material 150.000 (PCE) 1 Sep 2024  
Description: Test Material 1

► Schedule Lines  
Current Order Status

150.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Sep 2024 - defaulted from Requested Deliv

1 Confirm: 50 2 Details

Confirm Based on Schedule Lines

30 TEST MATERIAL1 150.000 PCE  
Description: Test Material 1  
New Order Status: 50 Confirmed

Est. Shipping Date: |

Est. Delivery Date: \*

Unit Price: \$90.00 USD

Price Unit Quantity: \* 1

Unit Conversion: \* 1

Price Unit: \* PCE  
Supplier Part:  
Auxiliary Part ID:  
Manufacturer Part ID:

OK Cancel

**Description**

**Submitting the POC**  
Select Next at the bottom of the screen  
In the next screen, review the POC details that have been entered.  
**To Note:** 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.  
Select **Submit**  
Your PO Confirmation has now been sent to your buyer to review.

**Screenshot**

The screenshot shows a purchase order review interface. At the top, there are two buttons: 'Exit' and 'Next'. The 'Next' button is highlighted with a yellow border. Below this, there is a 'Line Items' section with a table:

Line #	Part #
10	NV00002653-02

A warning icon is next to line 10, with a tooltip that says: "The order confirmation for this item needs buyer approval." Below the table, there are three sections, each starting with 'Schedule Lines' and 'Current Order Status':

- 50.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Jul 2024 - defaulted from Requested Delivery Date in order)
- 20 TEST MATERIAL1 Material 100.000 (PCE) 1 Aug 2024 \$90.00 USD \$9,000.00 USD
- 100.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Aug 2024 - defaulted from Requested Delivery Date in order)
- 30 TEST MATERIAL1 Material 150.000 (PCE) 1 Sep 2024 \$90.00 USD \$13,500.00 USD
- 100.000 Confirmed As Is (Schedule line number: 1; Estimated Delivery Date: 1 Sep 2024 - defaulted from Requested Delivery Date in order)
- 50 Confirmed As Is (Estimated Delivery Date: 1 Sep 2024 - defaulted from Requested Delivery Date in order)

At the bottom of the screen, there are three buttons: 'Previous', 'Submit', and 'Exit'. The 'Submit' button is highlighted with a yellow border.