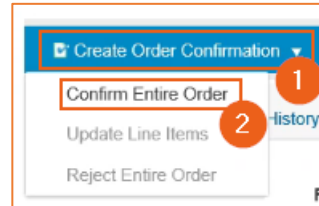


Order Confirmation - Supplier

Chapter 2 - Create Order Confirmation

Open the Purchase Order via the email (in case of a standard account)

- 1) When you click on 'Create Order Confirmation' you have the possibility to create an Order Confirmation
- 2) Confirm the entire Order
- 3) Put in a Confirmation #
- 4) Select the 'Estimated Completion Date'
- 5) Provide Comments in case the 'Estimated Completion Date' differs from your customers 'Need-by Date' mentioned on the Purchase Order
- 6) If needed, you can add an Attachment to your Order Confirmation
- 7) In case you made a change, e.g. adjusted the Estimated Completion Date, this information is added here
- 8) Review the information on the Order Confirmation and click on 'Next'



▼ Order Confirmation Header * Indicates required field

Confirmation #: 3

Associated Purchase Order #: 4200002954
Customer: Nouryon - TEST
Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Completion Date: * 4 Est. Tax Cost:

Comments: 5

Attachments

Name	Size (bytes)	Content Type
No items		

6

The total size of all attachments cannot exceed 100MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	1 (EA) ⓘ	21 Aug 2019	40,000.00 EUR	40,000.00 EUR
IP Licenses for NL locations					
Current Order Status: <input type="text" value="1 Confirmed With New Date (Estimated Completion Date: 23 Aug 2019)"/> 7					

8

9) If your Order Confirmation is finalized you click on 'Submit'

Confirmation Update

Confirmation #: 4200002954OC1
 Supplier Reference:
 Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available IP Licenses for NL locations	1 (EA)	21 Aug 2019	40,000.00 EUR	40,000.00 EUR

Current Order Status:
1 Confirmed With New Date (Estimated Completion Date: 23 Aug 2019)

10) After submitting the Order Confirmation the Purchase Order status will be updated to **Confirmed**

Purchase Order
 (Confirmed)
 4200002954
 Amount: 40,000.00 EUR
 Version: 1

Routing Status: Acknowledged
 Related Documents: 4200002954OC1

11) The Order Confirmation you just created is available to view under 'Related Documents'. All Documents e.g. Service Sheets, Order Confirmation, Invoice related to a certain Purchase Order will be available in this 'Related Documents' overview.