

How to confirm an order?



Confirm Entire Order

Update Line Items

Reject Entire Order

1

You can confirm an entire order and the order line items will be transferred, that is, the original items. with their quantities, conditions, characteristics and amounts are approved.

Confirmation no. is not a compulsory field, but it helps for internal control purposes. It should be assigned by the supplier for their internal control.

Example: **NC4500001726**

Order Confirmation Header

Confirmation #:

Associated Purchase: 45000015

Order #:

Customer: EXOLUM - EST

Supplier Reference:

2

Estimated delivery date is the only field containing an asterisk (\*), meaning it is the only compulsory field.

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Delivery Date: \*

Comments:

3

The supplier has the option to select a file and add an attachment whenever appropriate.

Choose File  Add Attachment

The total size of all attachments cannot exceed 10MB

4

Lastly, you can review the order line items to check that everything is correct and confirmation is applicable.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need #
10	COAT		1,000 (EA)	30 Oct
Current Order Status:				

5

Once the confirmation is complete, click on "Next".

The next screen will show a summary of the document, which can be verified. Once verified, click on the "Submit" button.

If you click on "Previous", you will go to the previous screen and can make any changes needed when verifying the document.

If you click on the "Submit" button, the document will be sent.

IMPORTANT INFORMATION:

While processing an order, the supplier can only modify quantity and taxes. Therefore, if a mistake is detected in the original order, it should be cancelled and amended by the requester.

Create Order Confirmation ▾

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Steps 1 → 2 → 3 are the same as when confirming an entire order.

4 In this case, access to each line item is available and the user can confirm, reject or leave unconfirmed, until any missing required details are verified, for each of the lines included in the order. Therefore, it is possible to confirm only what the supplier can actually deliver or execute.

**Line Items**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
▼ 1	C00821 Service Line I080		26 Apr 2021		6,89 EUR	1,45 EUR

Unconfirm → This line is allowed to remain in stand-by while the supplier verifies whether it can be delivered or not.  
 Confirm → To confirm the line.  
 Reject Please Specify a reason:

**Attachments:**

Name	Size (bytes)	Content Type
No items		

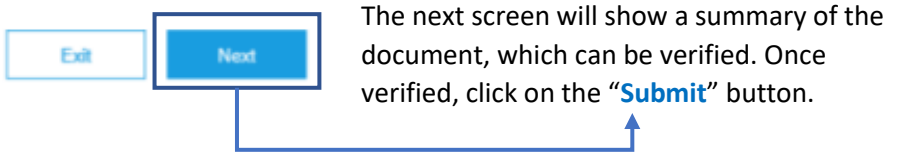
- Please Select
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number

To reject the line, state the reason for rejection and add a comment.

If you click on "Previous", you will go to the previous screen and can make any changes needed when verifying the document.

If you click on the "Submit" button, the document will be sent.

5 Once the confirmation is complete, click on "Next".



Previous Submit Exit



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- Reject Entire Order**

Steps

1

Enter the Order confirmation number



Order Confirmation Number

Confirmation #

2

Select the most appropriate reason in the dropdown menu.



Rejection Reason:

Please Select

Comments:

Please Select

- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UQM
- Not our Product Line

3

There is a field for any comments the supplier may want to add.



Comments:

4

Reject Order

Cancel

If you click on "Reject order", the document will be sent.

