Supplier Training

Order Confirmations
Confirm a 1-line PO as is

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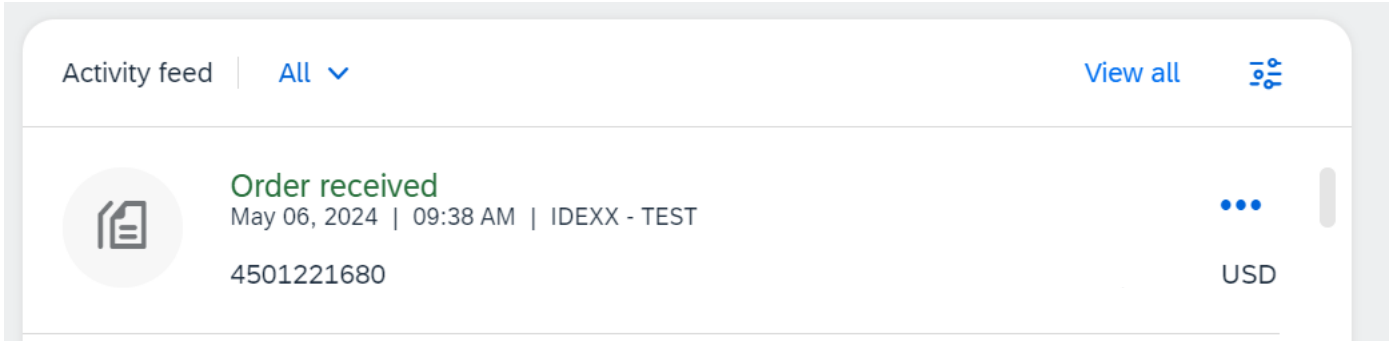
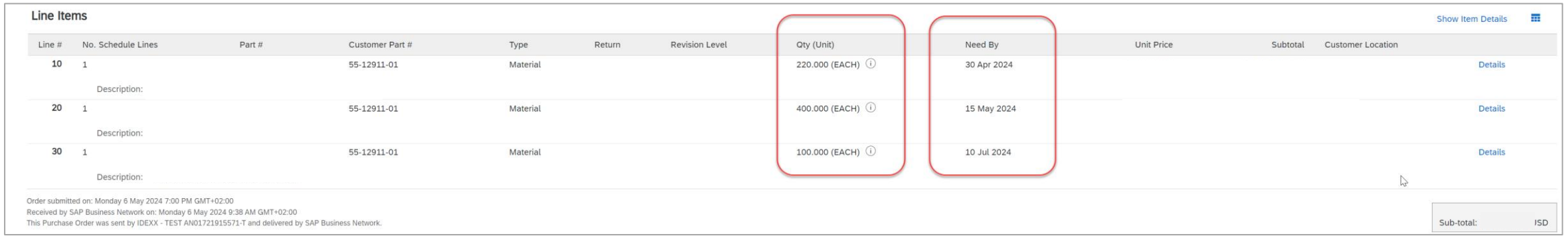
Order Confirmations – PO has been received, What are the next steps?



1. Click on the link to see more details
2. Review the PO lines and IDEXX requirements for quantities and delivery dates.



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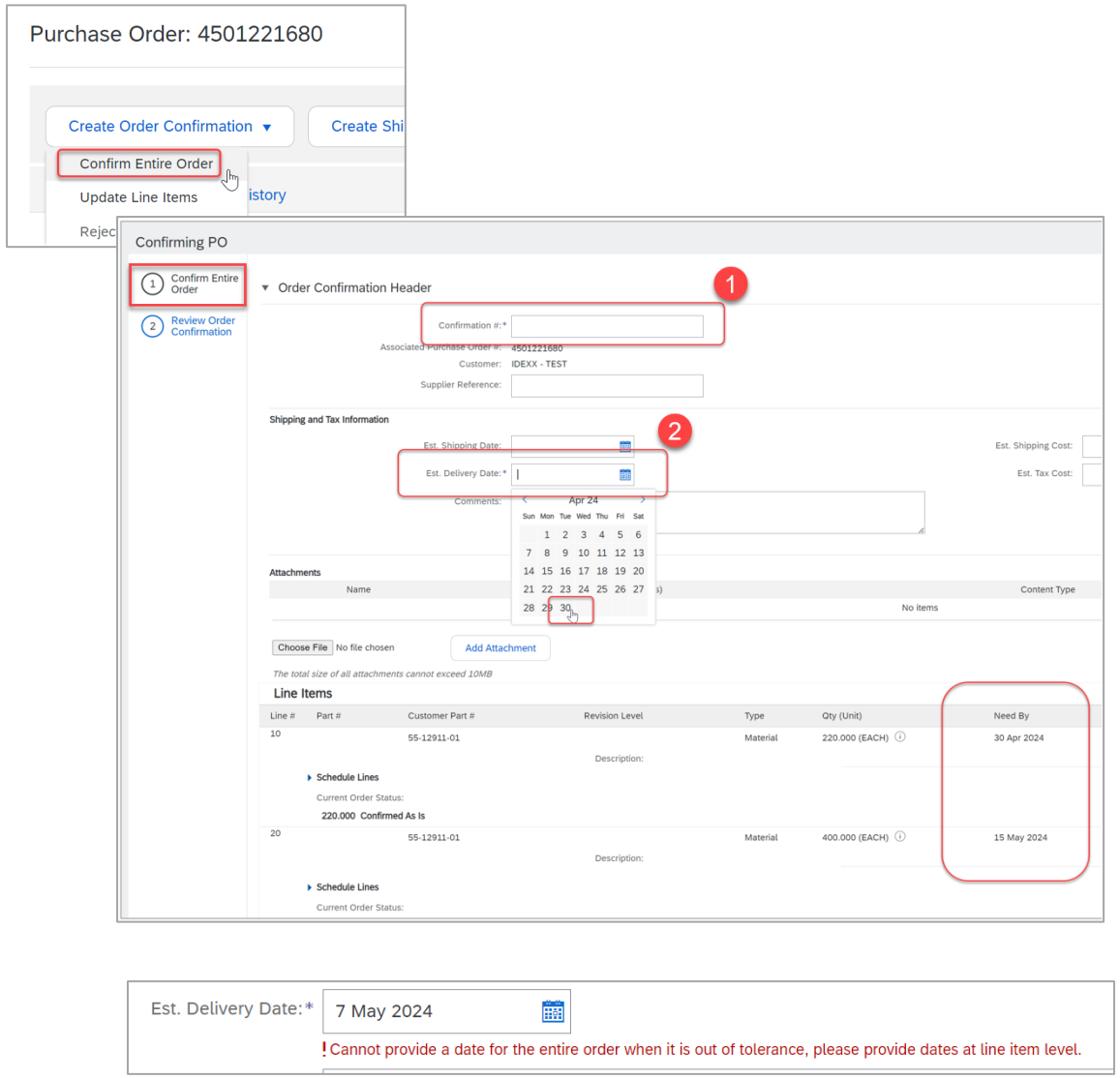
Order Confirmations – Confirm the entire order



1. Enter your Confirmation number or Sales Order number reference (less than 20 characters)
2. Select confirmed delivery date for the entire order
3. Click Next and review overview
4. Click Submit

Attention:

- If the PO has different delivery dates, this date will overwrite all lines' delivery dates
- If you select a date outside of the allowed delivery tolerance (too early or too late), this will trigger Buyer approval, which means you will not be able to create an ASN unless Buyer approves the changes you made
- You may get an error message if you are outside of the allowed delivery date tolerance for any of the lines. Follow the steps HERE to resolve this error

Order Confirmations

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