Supplier Training

Order Confirmations (all scenarios)

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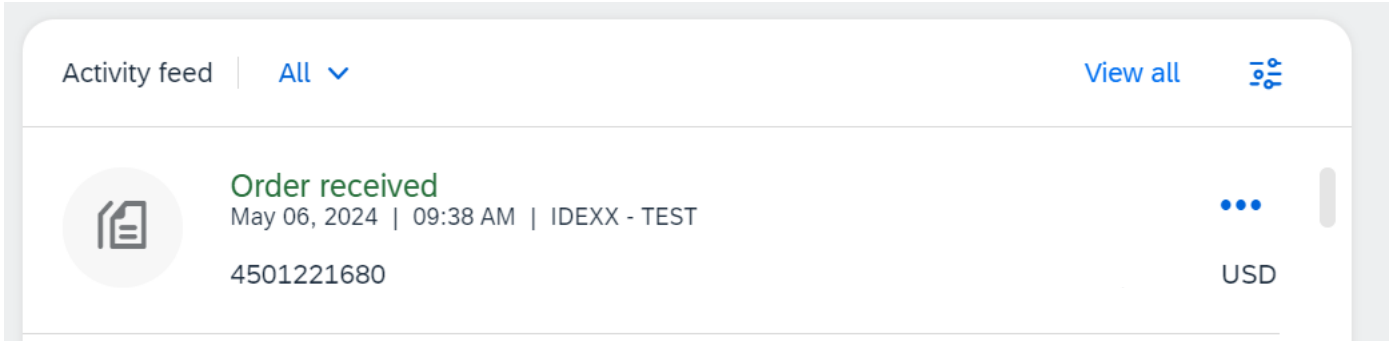
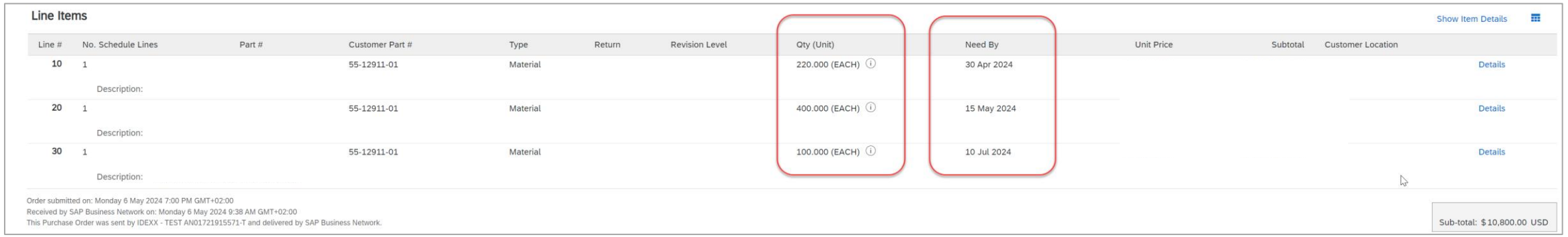
Order Confirmations – PO has been received, What are the next steps?



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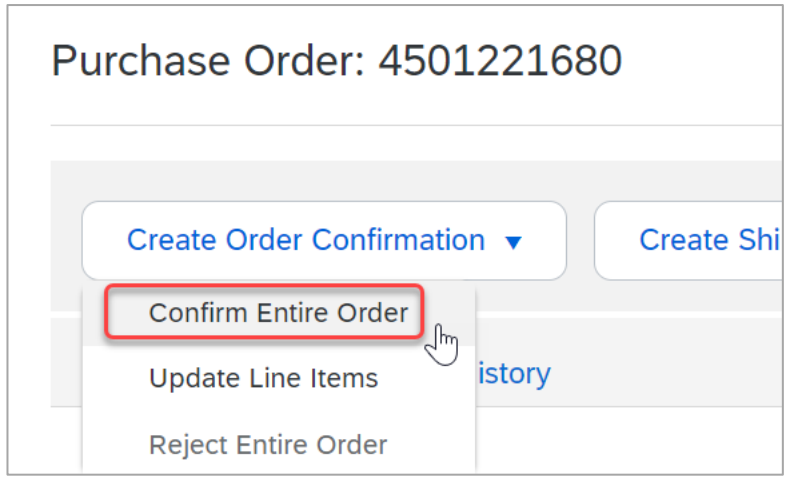
Order Confirmations – PO has been received, What are the next steps?

Scenario #1 – PO has 1 line or multiple lines for same date – Can you confirm as is?

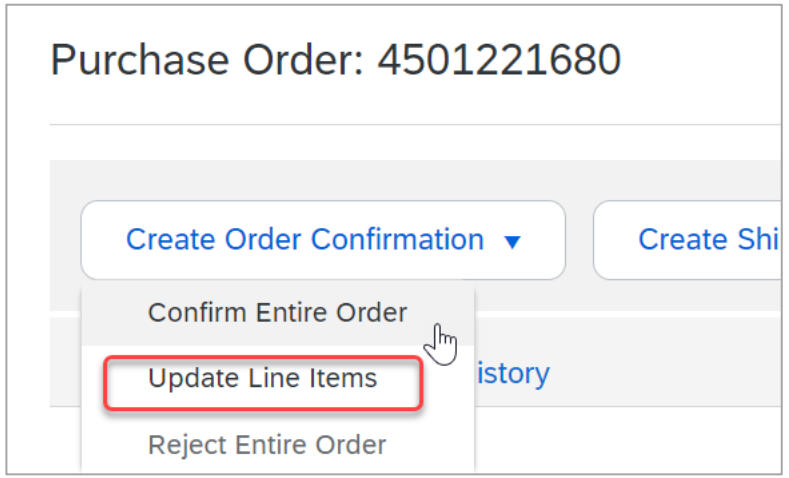
YES: Confirm the PO as is by selecting Confirm entire order

Click here to follow the steps if answered YES



NO: Confirm the PO (with your changes) by selecting Update Line Items

Click here to follow the steps if answered NO



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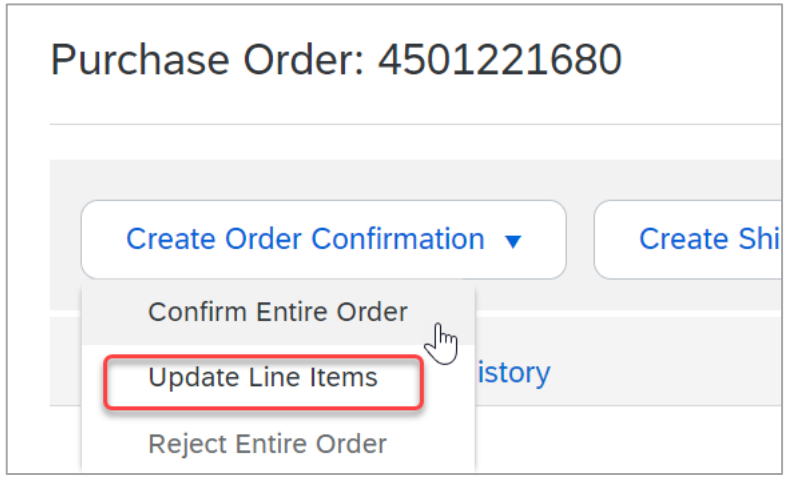
Order Confirmations – PO has been received, What are the next steps?

Scenario #2 – PO has multiple lines with different dates or changes need to be made in the order confirmation

Confirm the PO (with your changes) by selecting Update Line Items

Click here to follow these steps to update line items



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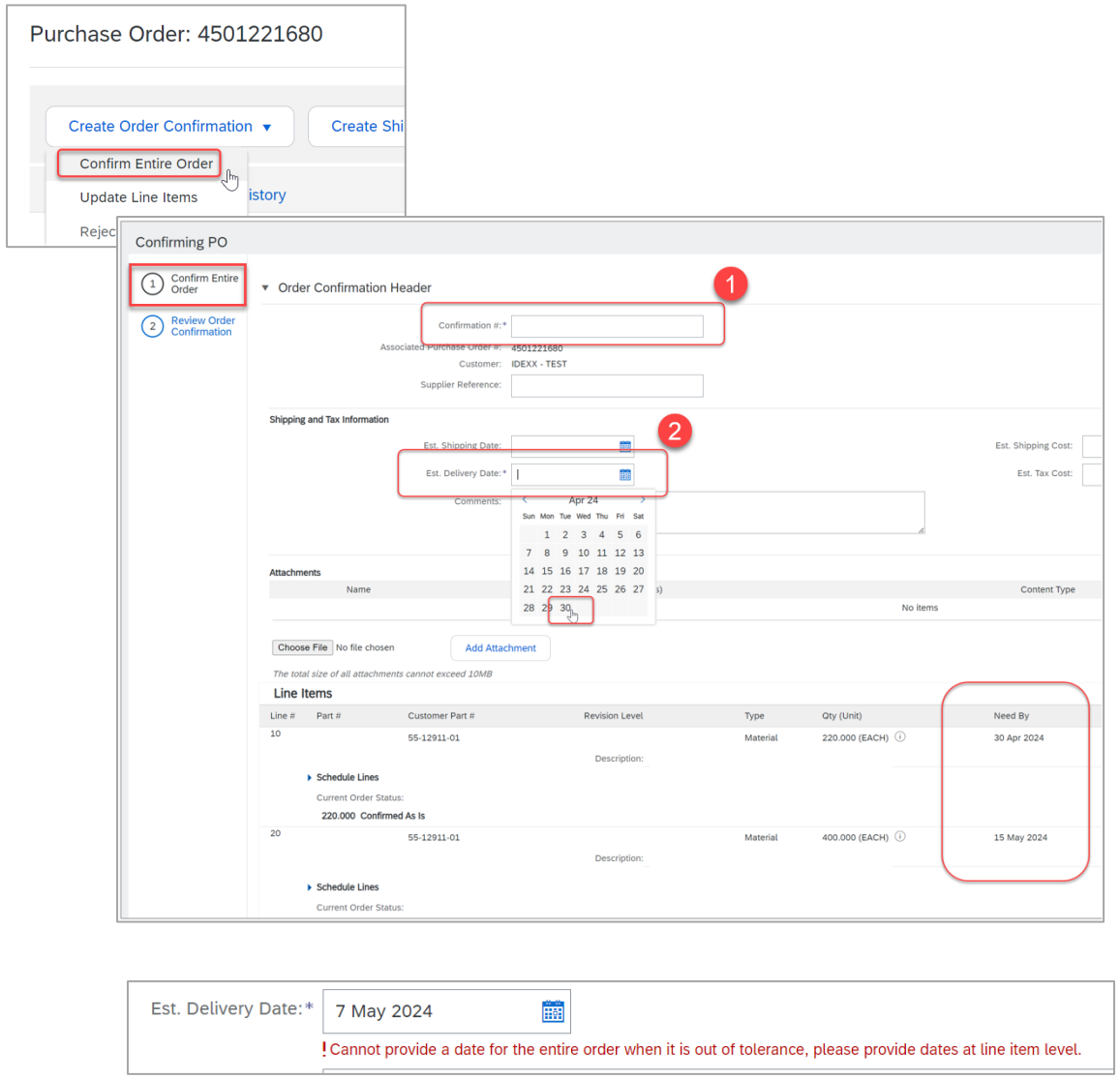
Order Confirmations – Confirm the entire order



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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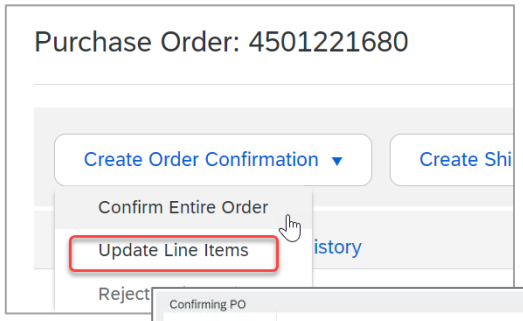
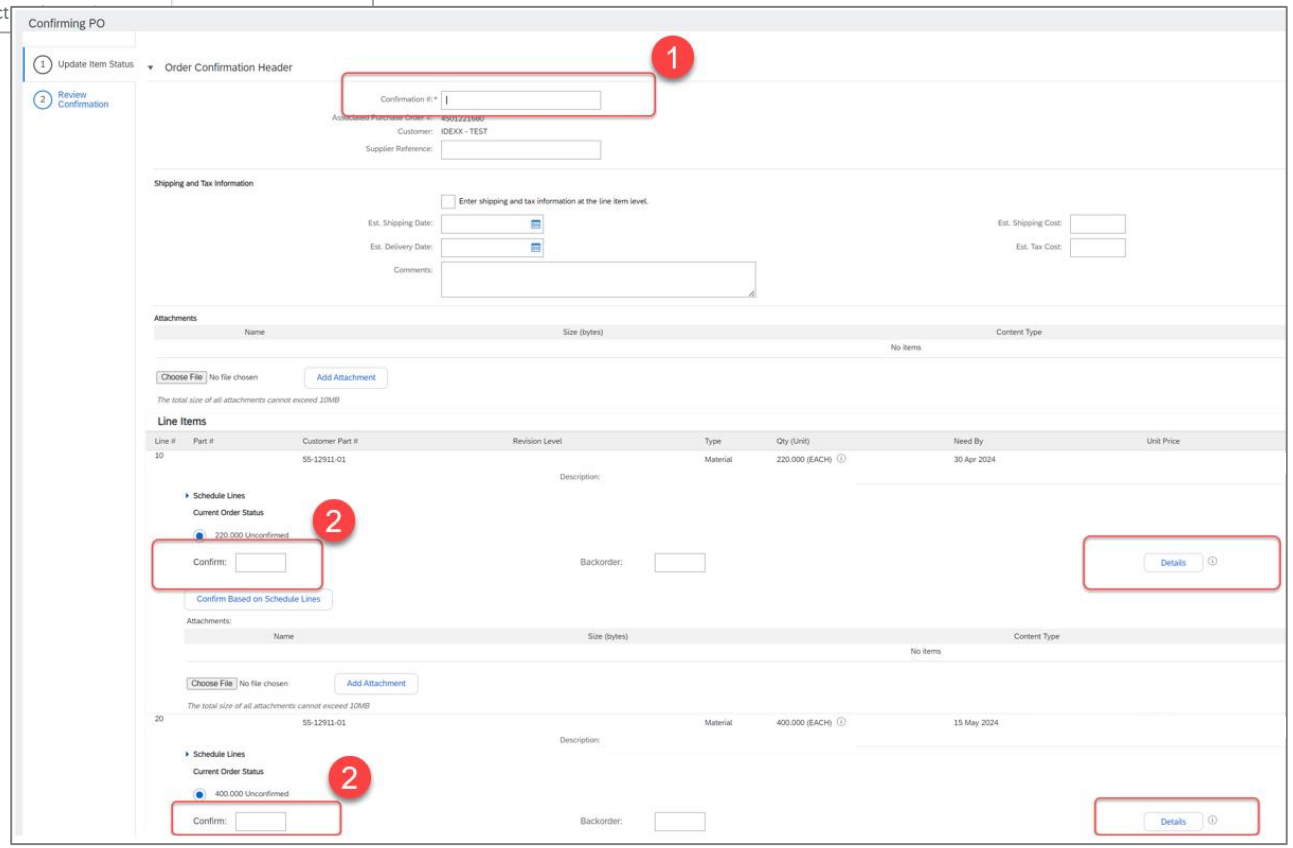
Order Confirmations – Confirm the entire order by Update Line Items





1. Enter the Confirmation number or Sales Order number reference (less than 20 characters)
2. Confirm quantity line by line, make changes if necessary
3. Select Details to confirm or change delivery dates line by line

Attention:

- If you select a date or quantity outside of the allowed tolerance (too early or too late, or exceeding overdelivery tolerance), this will trigger Buyer approval, which means you will not be able to create ASN unless Buyer approves the changes you made.

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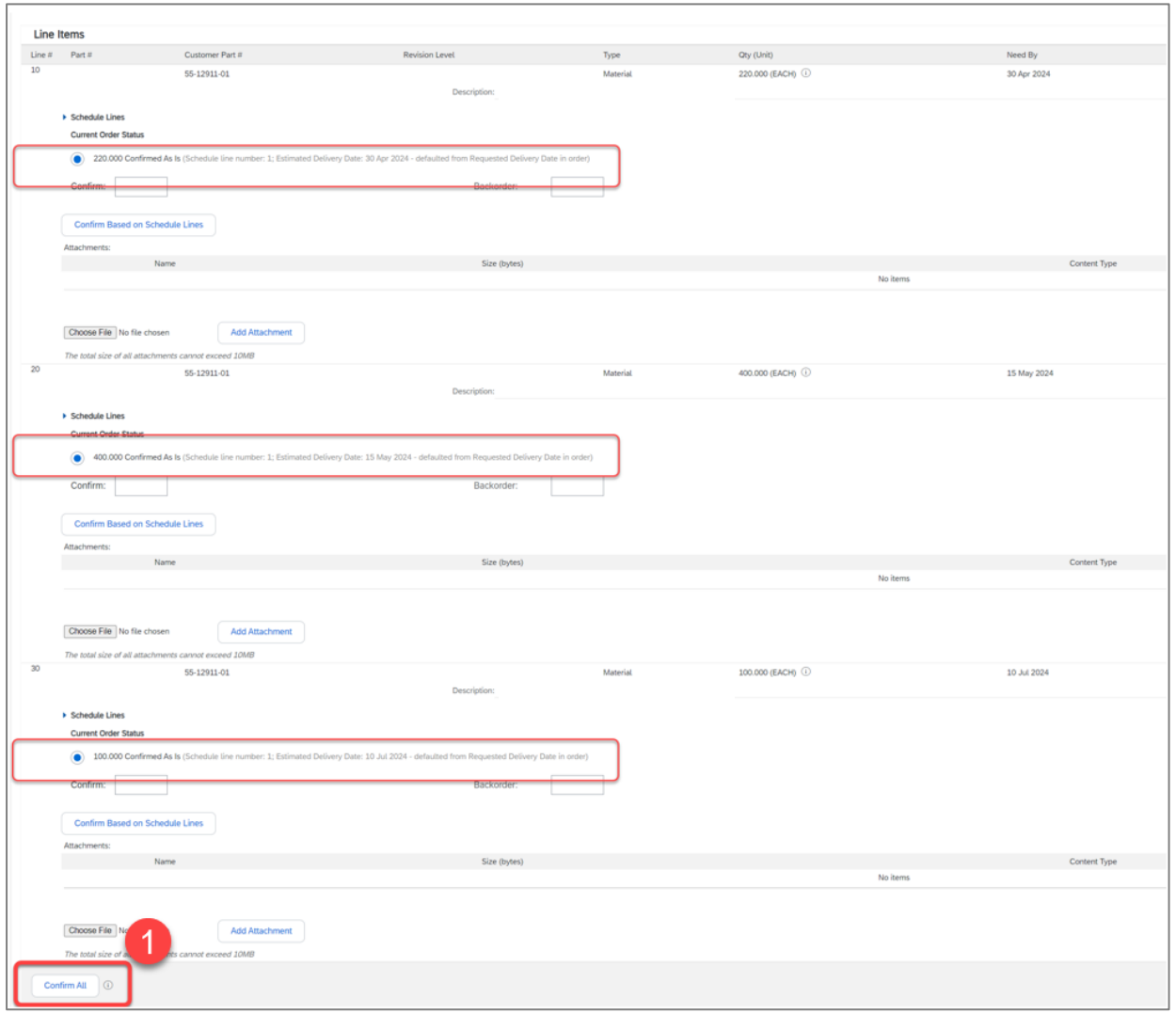
Order Confirmations – No changes needed on Multiple-Line PO?



1. Click Confirm All (bottom left)
2. Click Next and review OC summary
3. Click Submit (bottom right)

Tip:
This will default to dates and quantities matching the PO

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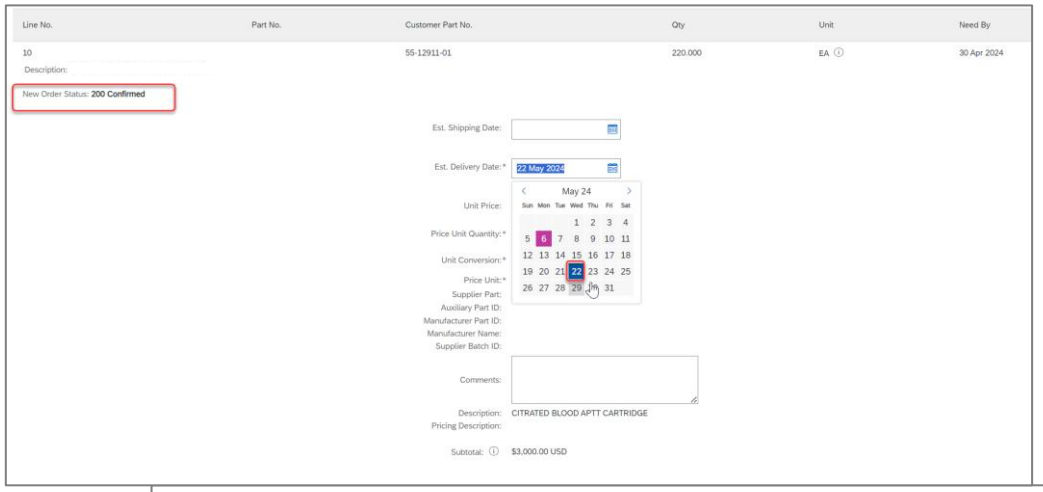
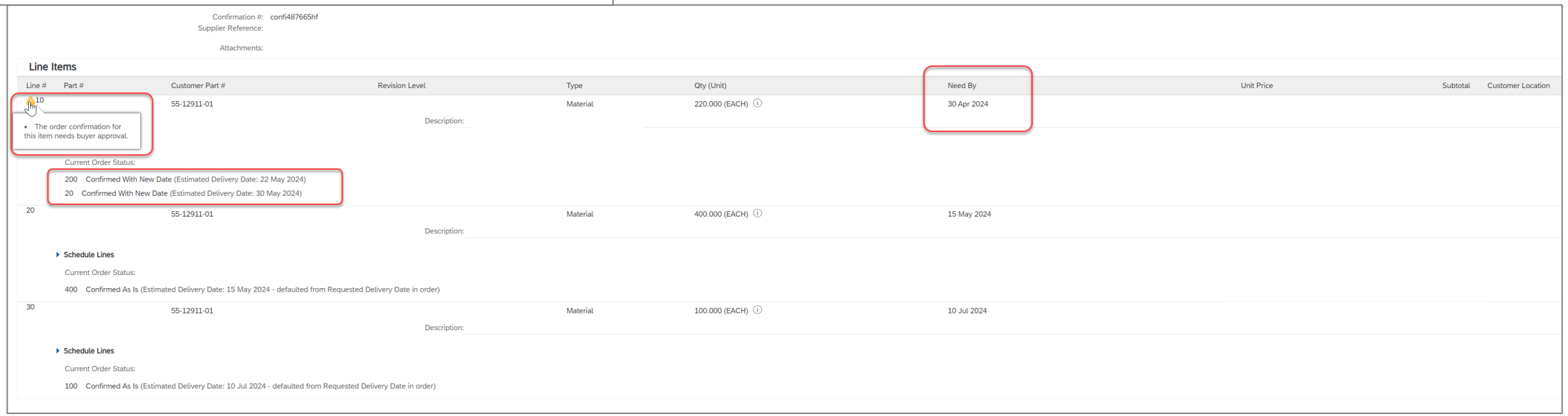
Order Confirmations – Changes needed? Process line by line



1. Type in quantities and select dates line by line in Details
2. Click OK and Next
3. Review summary - depending on the deviation, this may trigger Buyer approval (yellow triangle)
4. Click Next and Submit



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