Supplier Training

Order Confirmations

One Line

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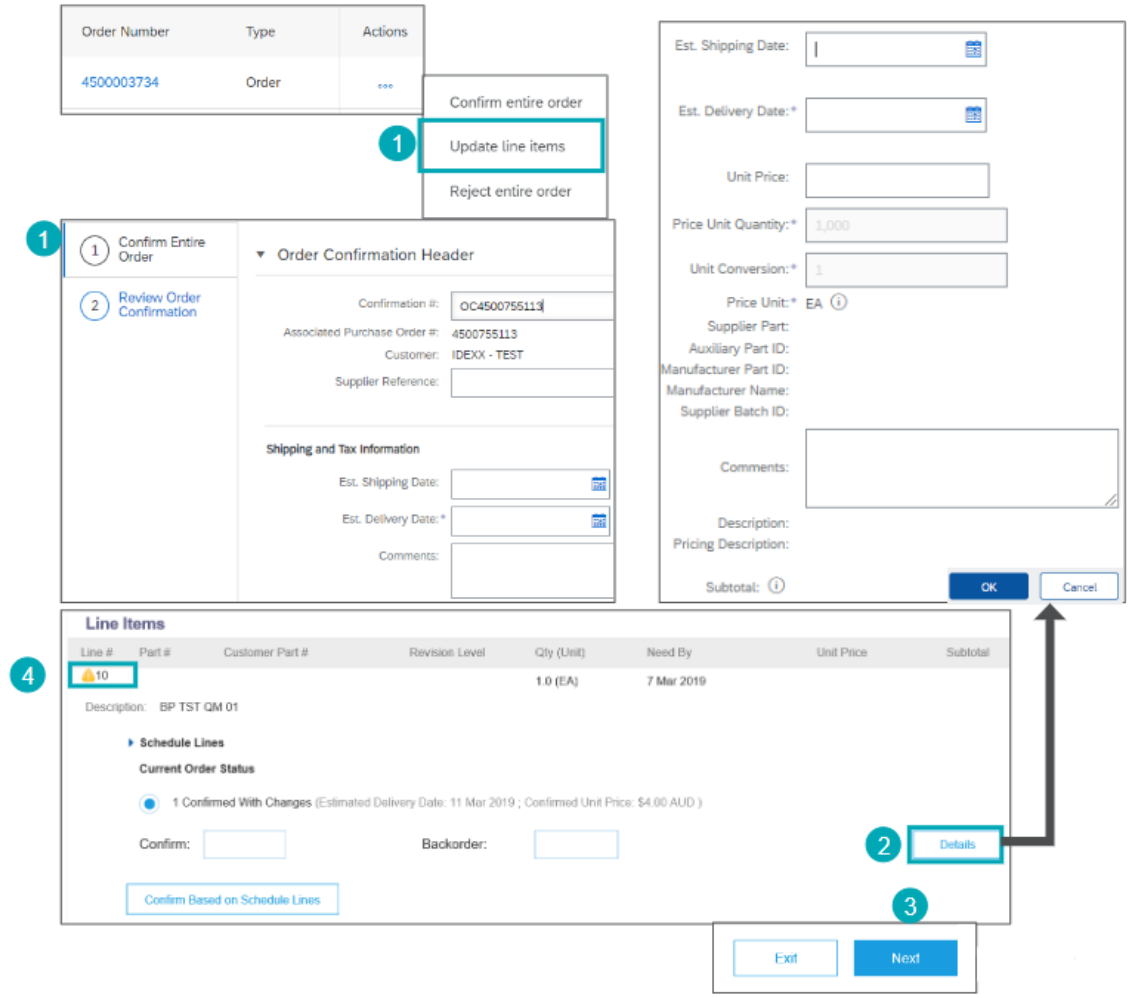
How to confirm a purchase order for one line?

1. If you select **Update Line Items**, confirm, reject and/or update line-item information. Order confirmations have a **header** and a **line-item** section
   - At the **header** level, add comments, attachments and further order confirmation details
   - At a **line** level, confirm items fully or partially or confirm and reject items partially
2. Click **Details** button at a line level, Detail screen opens, then modify information about the shipping and delivery dates or add comments. Once completed, click OK to return to main screen
3. After confirming all requested items, click **Next** button in the bottom of the screen
4. If there is any deviation in Order Confirmation yellow triangle appears



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