Supplier Training

Order Confirmations
Confirm a multiple-line PO with changes

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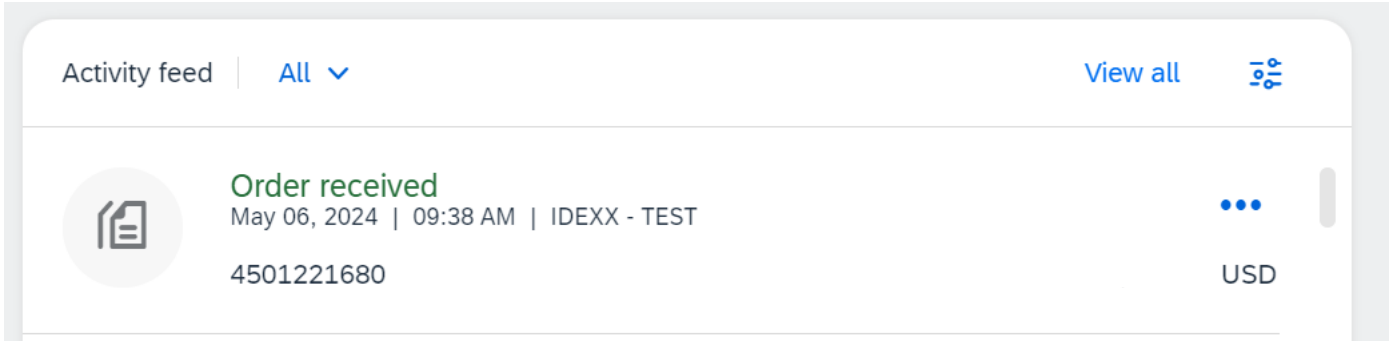
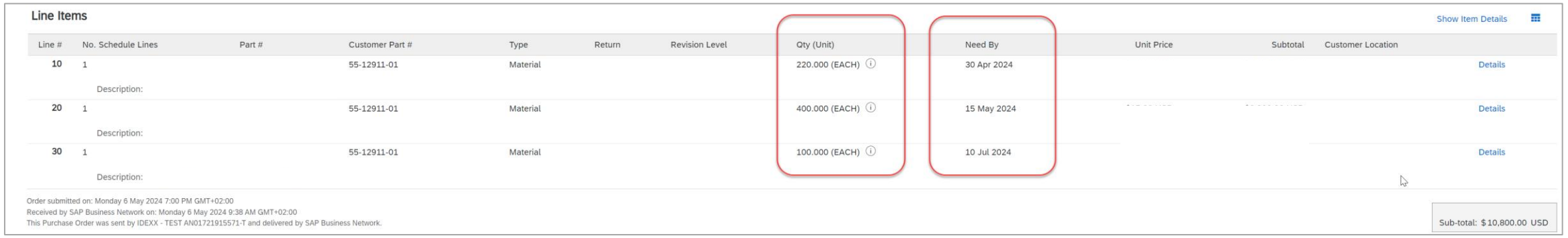
Order Confirmations – PO has been received, What are the next steps?



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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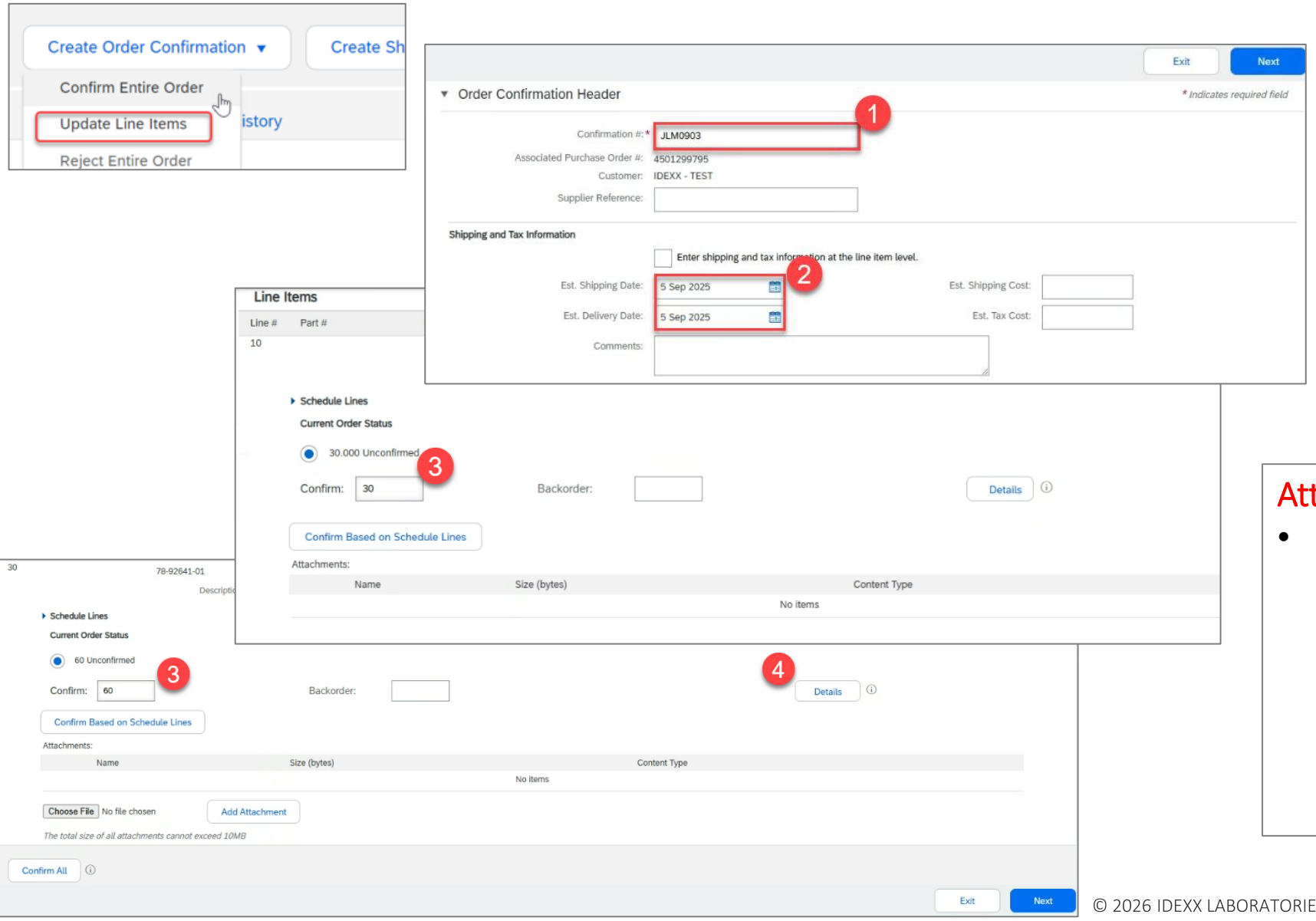
Order Confirmations – Confirm the entire order by selecting Update Line Items



1. Enter the Confirmation number or Sales Order number reference (less than 20 characters)
2. Enter Est. Shipping Date and Delivery Date
3. Confirm quantity line by line, make changes if necessary
4. 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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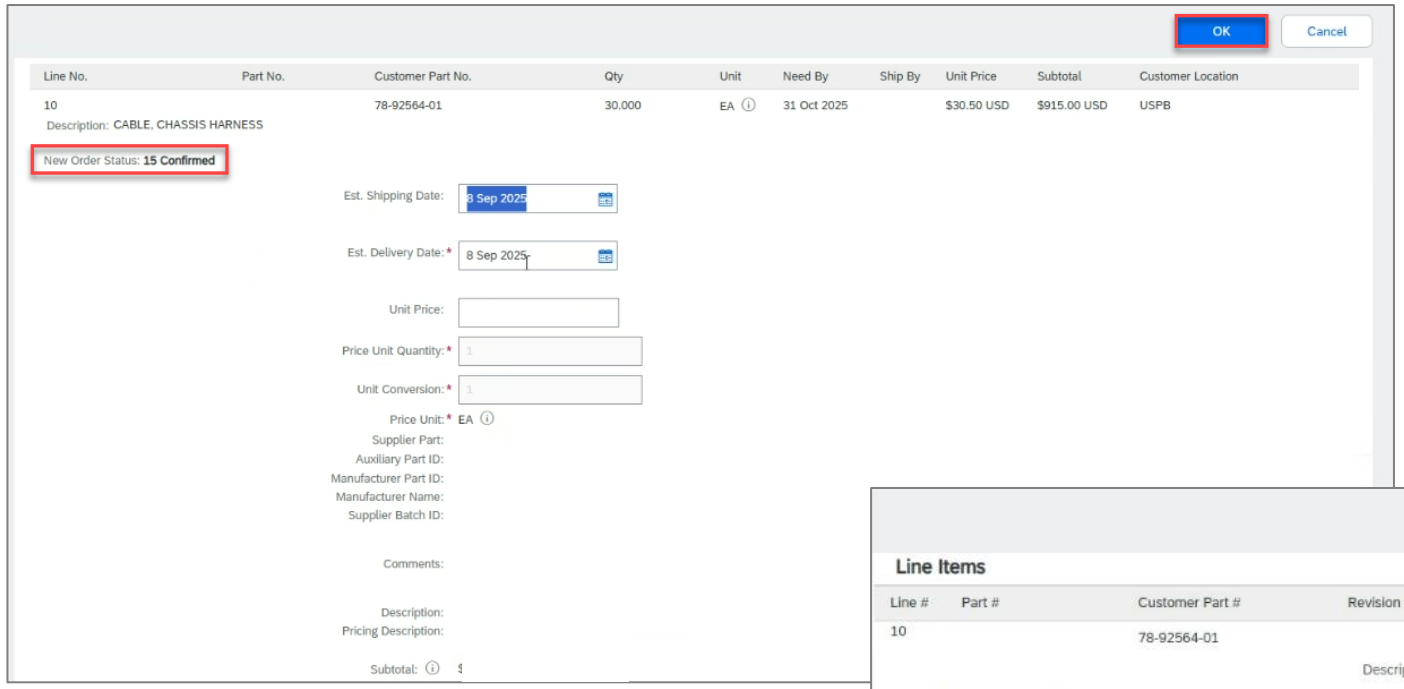
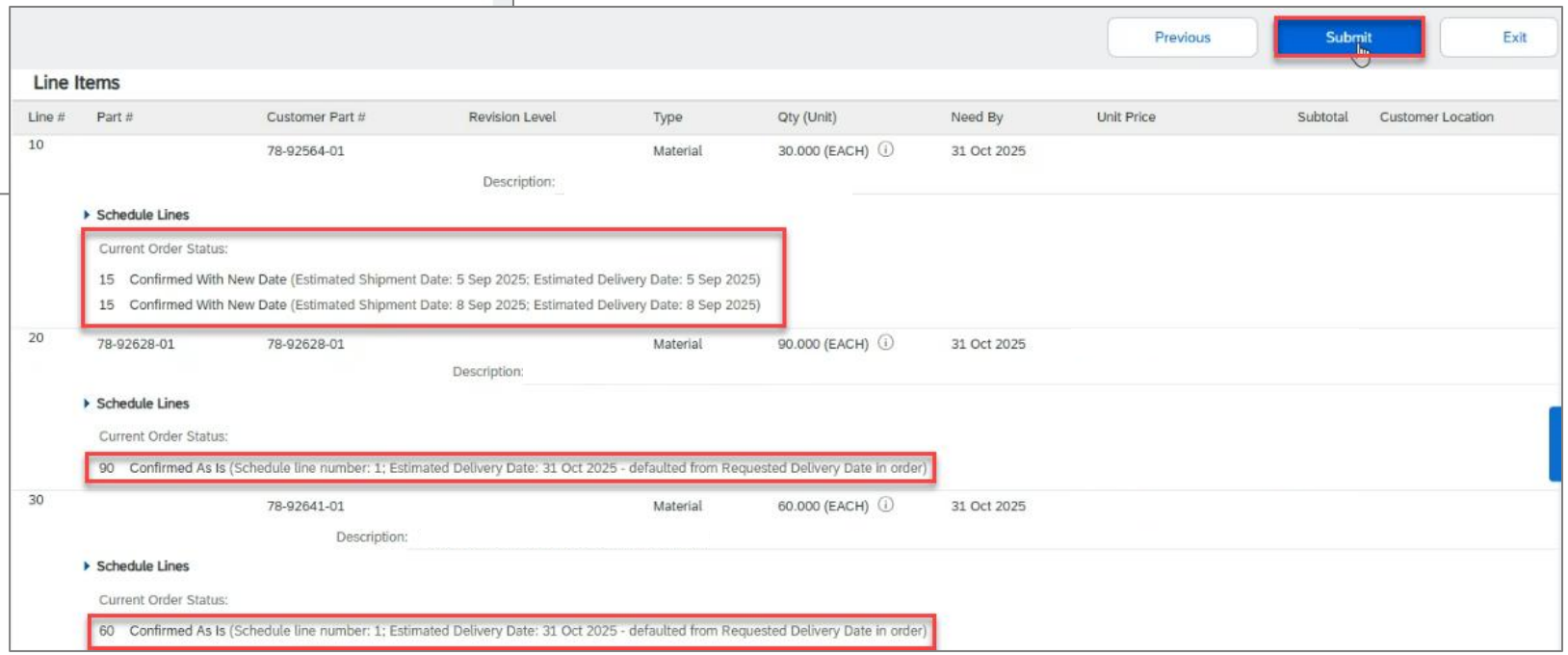
Order Confirmations – Changes needed? Process line by line



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



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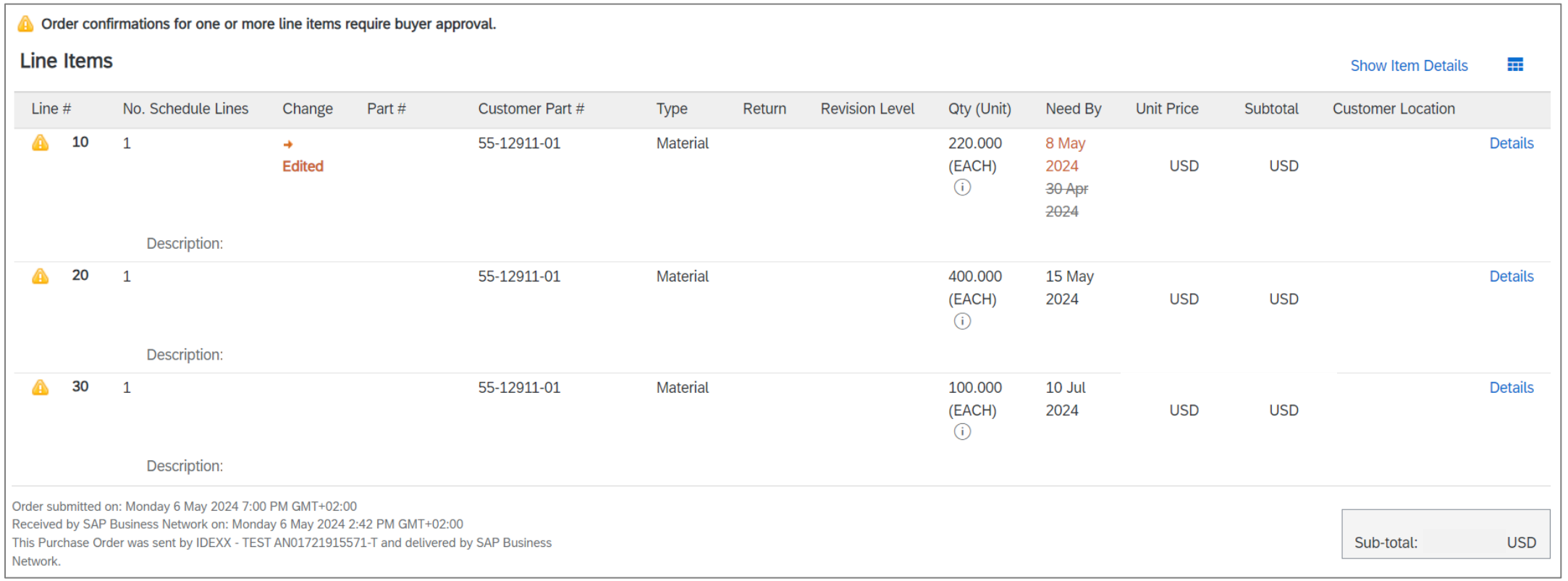
Order Confirmations – Buyer approval is pending; ASN creation is not possible until Buyer approves deviation(s)



Order confirmations for one or more line items require buyer approval.

Line Items

Show Item Details

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1	→ Edited		55-12911-01	Material			220.000 (EACH)	8 May 2024 ~~30 Apr 2024~~	USD	USD		Details
	Description:												
20	1			55-12911-01	Material			400.000 (EACH)	15 May 2024	USD	USD		Details
	Description:												
30	1			55-12911-01	Material			100.000 (EACH)	10 Jul 2024	USD	USD		Details
	Description:												

Order submitted on: Monday 6 May 2024 7:00 PM GMT+02:00
Received by SAP Business Network on: Monday 6 May 2024 2:42 PM GMT+02:00
This Purchase Order was sent by IDEXX - TEST AN01721915571-T and delivered by SAP Business Network.

Sub-total: USD

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Order Confirmations – A new version of the PO will be received with changes approved

Line Items — Show Item Details

Line #	No. Schedule Lines	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location	
10	1	→ Edited		55-12911-01	Material			240.000 ~~220.000~~ (EACH)	8 May 2024	USD	USD ~~USD~~		Details
	Description:												
20	1	→ Edited		55-12911-01	Material			400.000 (EACH)	30 May 2024 ~~15 May 2024~~	USD	USD		Details
	Description												
30	1	→ Edited		55-12911-01	Material			120.000 ~~100.000~~ (EACH)	17 Jul 2024 ~~10 Jul 2024~~	USD	USD ~~USD~~		Details

- You can see the major changes highlighted with red

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