Supplier Training

Order Confirmations
Confirm multiple-line PO as is

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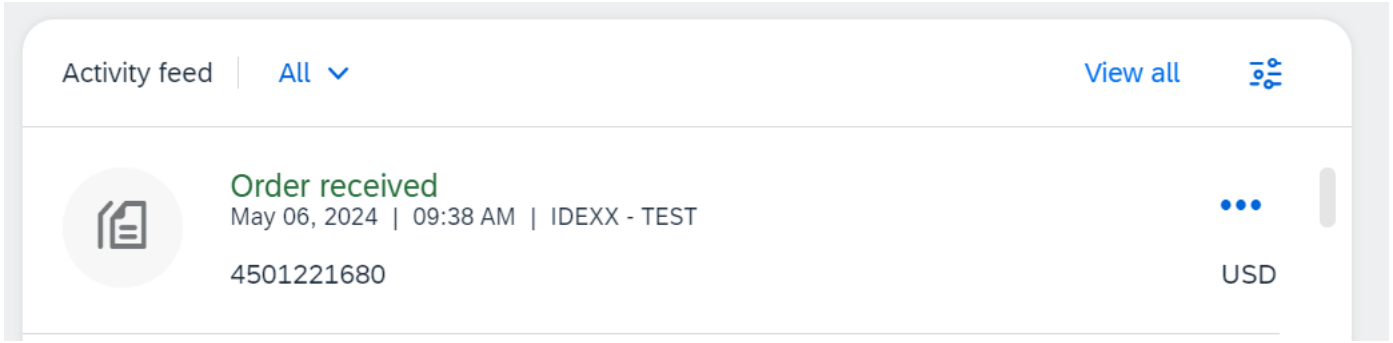
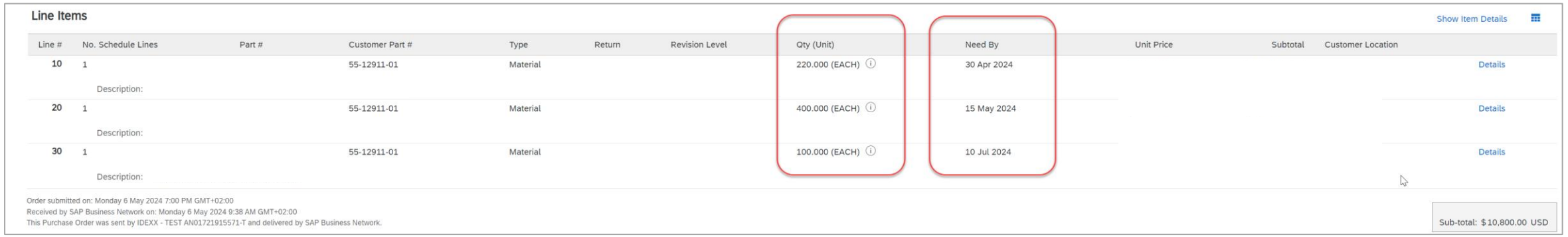
Order Confirmations – PO has been received, What are the next steps?



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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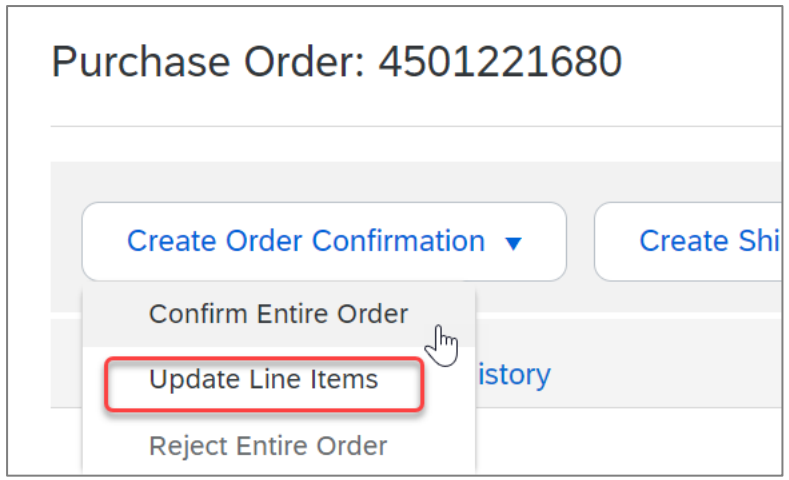
Order Confirmations – Confirm the multiple-line PO as is



1. Select Update Line Items

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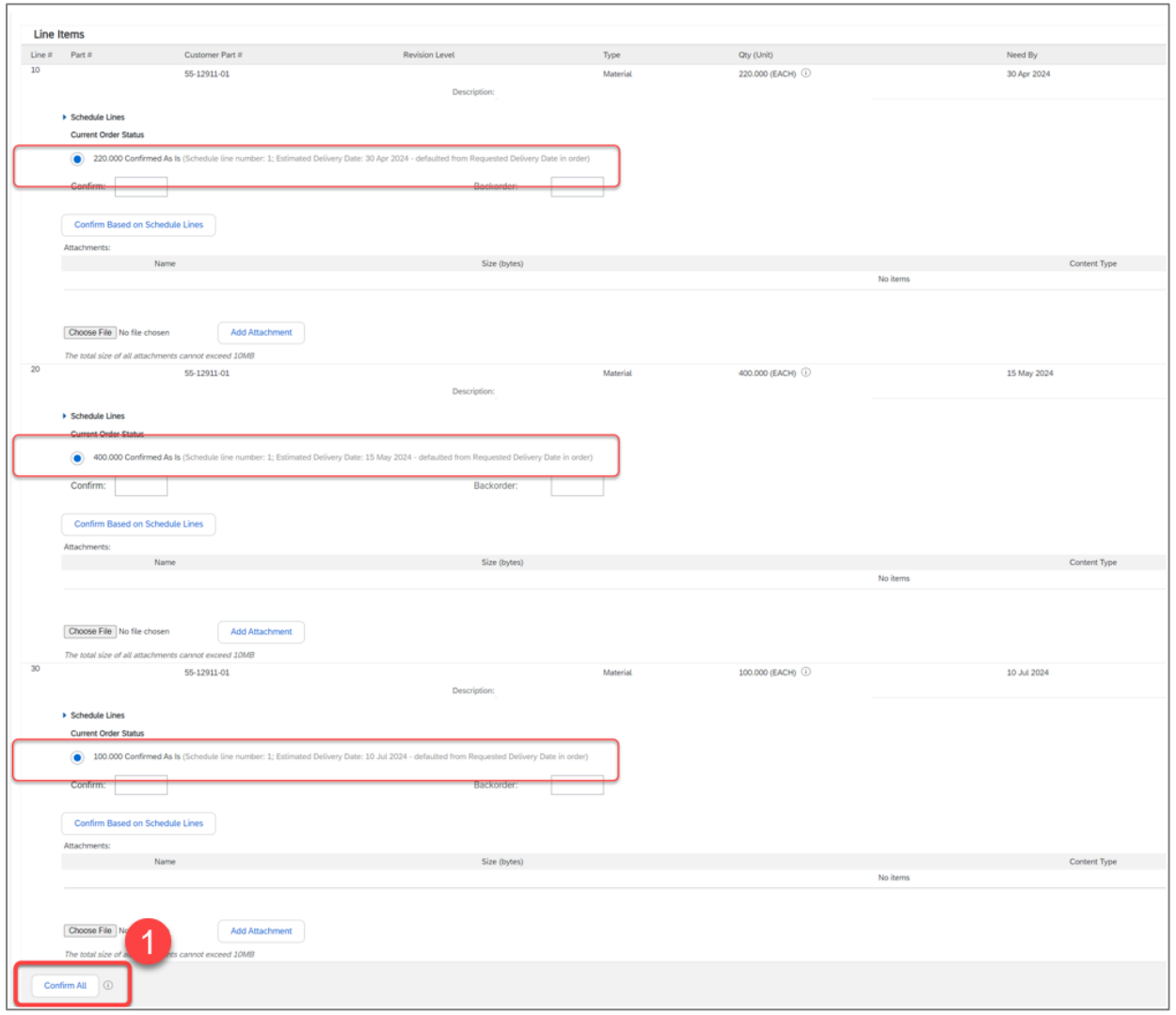
Order Confirmations – No changes needed on Multiple-Line PO?



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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