

# Order Confirmations

**Please note:** Order Confirmations are **mandatory**. Suppliers must submit an Order Confirmation before they can submit an Advanced Ship Notice/Service Entry Sheet or Invoice.

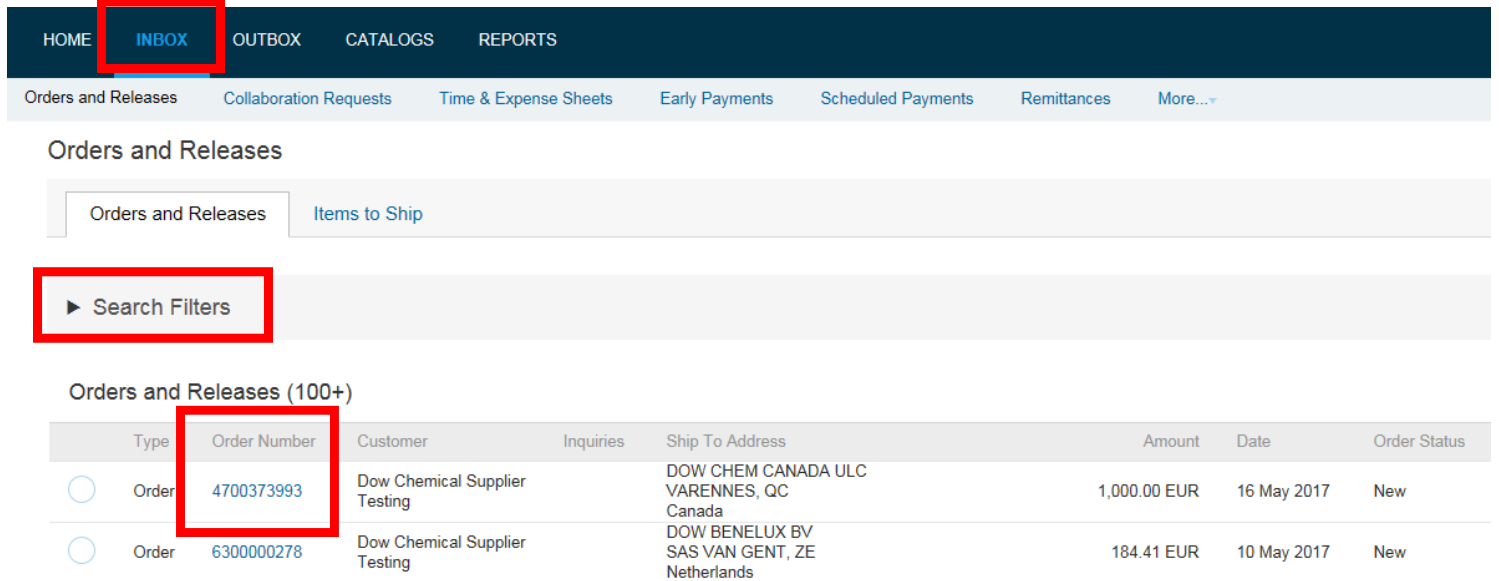
# Submitting Order Confirmations

Order Confirmations are required for all service and material orders. To submit an OC:

1. Select the Inbox tab
2. Find your PO by utilizing the Search Filters or by scrolling through the list of POs
3. Open the PO by clicking on the Order Number

**Note:** Order Confirmations are required for both material and service POs

**Note:** Order Confirmations only need to be submitted once for blanket POs and service POs



Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status
Order	4700373993	Dow Chemical Supplier Testing		DOW CHEM CANADA ULC VARENNES, QC Canada	1,000.00 EUR	16 May 2017	New
Order	6300000278	Dow Chemical Supplier Testing		DOW BENELUX BV SAS VAN GENT, ZE Netherlands	184.41 EUR	10 May 2017	New

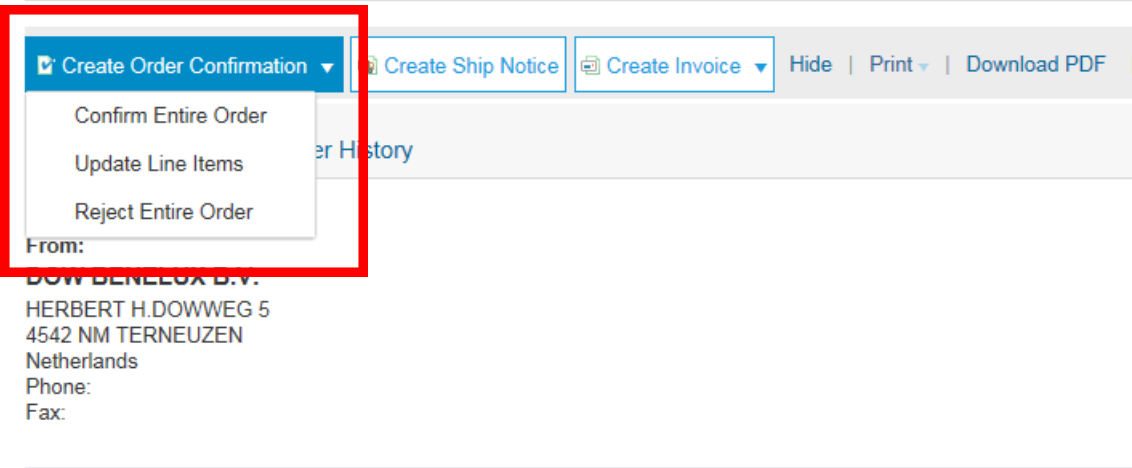
## Submitting Order Confirmations (cont.)

4. At the top left hand corner of the PO, select “Create Order Confirmation” and select one of the following options:

- a) **Confirm Entire Order** – Confirm the entire order as is
- b) **Update Line Items** – Change something on the order (ex. price or quantity)
- c) **Reject Entire Order** – If you do not want to accept the order

**Note:** If you submit any changes on the material PO (by selecting Update Line Items), the Order Confirmation will be sent to Dow for approval. If approved, a new PO will be sent with the updated details and you will **need to submit an additional Order Confirmation** (the original PO will be obsoleted)

Purchase Order: 6300000278



From:

DOW BENELUX B.V.  
HERBERT H.DOWWEG 5  
4542 NM TERNEUZEN  
Netherlands  
Phone:  
Fax:

# Submitting Order Confirmations – Confirming Entire Order (cont.)

To confirm an order as is:

1. Fill in required fields and confirm that all Line Items are correct
  - All required fields are indicated by an asterisk
  - Confirmation # can be any number of your choosing that will help you identify the document

2. Click “Next”

For material orders, the estimated delivery date on an OC specifies the date you anticipate Dow will receive the order. For service orders the estimated completion date specifies the date you anticipate the service to be completed. Submitting a date different from the need by date on the PO will not cause a change order to be sent.

Confirming PO Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

\* Indicates required field

Confirmation #:

Associated Purchase Order #: 6300000278

Customer: Dow Chemical Supplier Testing

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: \*

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	2700900797 TUBE,VORTEX,VOR-106-2-H	1.000 (EA)	18 May 2017	184.41 EUR	184.41 EUR

Current Order Status: 1.000 Confirmed

Exit Next

# Submitting Order Confirmations – Confirming Entire Order

## 3. Review order and select “Submit”

**Note:** Do not reject orders because of price. You can change the price by selecting “Update Line Items” instead of “Confirm Entire Order”

**Note:** If the order is confirmed as is, you will be able to submit an Advanced Ship Notice immediately after submitting the Order Confirmation. If you submitted a changed order, it will take about 24 hours to receive the new changed PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: Untitled 06/13/2017

Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	2700900797 TUBE,VORTEX,VOR-106-2-H	1.000 (EA)	18 May 2017	184.41 EUR	184.41 EUR

Current Order Status: **1.000 Confirmed** (Estimated Delivery Date: 1 Jun 2017 )

Previous

Submit

Exit

# Submitting Order Confirmations – Updating Line Items (Quantity Change)

To update the quantity on the order:

1. Fill in all required fields indicated by an asterisk
  2. Select the number of units you would like to confirm, backorder or reject:
- **Confirm** – you received the PO and will send the ordered items
  - **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm
  - **Reject** – Enter a reason why these items rejected in the Comments field by clicking the Details button

▼ Order Confirmation Header \* Indicates required field

Confirmation #:

Associated Purchase Order #: 6200000778

Customer: Dow Chemical Supplier Testing

Supplier Reference:

SHIPPING AND TAX INFORMATION

☐ Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	2700900797 TUBE,VORTEX,VOR-106-2-H	1.000 (EA)	18 May 2017	184.41 EUR	184.41 EUR

Current Order Status

1.000 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

[Confirm All](#)

[Exit](#) [Next](#)

# Submitting Order Confirmations – Price Changes

## Price Changes for Material Orders

- You can only change the price on Order Confirmations for material orders, not service orders
- Price updates can only be done for material orders when submitting Order Confirmations. If a PO needs to be changed after the Order Confirmation is submitted, contact the Purchasing Helpdesk

## Price Changes for Service Orders

- You cannot change the price of a service order on the Order Confirmation. If you are decreasing the price, you can change the price when submitting your Service Entry Sheet. If you are increasing the price, contact the Purchasing Helpdesk, who's contact information is available on your PO

# Submitting Order Confirmations – Updating Line Items (Price Change)

To update the price on an order:

1. Select “Details” under the Line Items section on the Order Confirmation
2. Make the desired changes to your order, add why you are changing the details in the Comments section, and click “Ok”, which will take you back to the main Order Confirmation view
3. Select “Next”
4. Review that all of the information on the order is correct and click “Submit”

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	2700900797 TUBE,VORTEX,VOR-106-2-H	1.000 (EA)	18 May 2017	184.41 EUR	184.41 EUR

Current Order Status

☒ 1.000 Unconfirmed

Confirm:  Backorder:  Reject:  **Details** ⓘ

Confirm All

Est. Shipping Date: 11 May 2017

Est. Delivery Date:\* 12 May 2017

Unit Price: £50.00 GBP

Unit Conversion:\* 1

Price Unit:\* EA

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Comments:\*

Pricing Description:

Subtotal: ⓘ £50.00 GBP

**OK** Cancel