

Supplier QRG - Update Order Confirmation

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they are available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button
7. If inputting quantities in the Backorder or Reject field(s), **click Details**
 - a. Enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page; OR,
 - b. Enter a reason for the rejection in the Comments field on the Status Details page.
8. **Click OK** when done.
9. **Click Next.**

Purchase Order: 20150415_PO2

From: Sandbox Buyer - Test
Radlicka
15000 Praha
Czech Republic

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #: 1

Associated Purchase Order #: 20150415_PO2

Customer: TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm: Backorder: Reject: Details

Item

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: 1 Backordered

Est. Shipping Date:

Est. Delivery Date: 18 Nov 2015

Comments:

OK Cancel

Item

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: 1 Rejected

Rejection Reason: Please Select

Comments:

OK Cancel