

Update Line Items - Order Confirmation

Quick Reference Guide

Update Line Items is used to request ARROW ENERGY approval to changes to details of the purchase order (PO) prior to invoicing, e.g., price, date etc. For a multiple line items PO, update line items function allows to update the status against each line item.

This material is split into 2 sections: Service PO and Material PO.

- **Service PO**

Step-1: Click 'Create order Confirmation' and select 'Update Line Items':

From:
Customer
Arrow Energy Pty Ltd
Level 39, 111 Eagle St
Brisbane Queensland 4001
Australia
Phone:
Fax:

To:
Arrow Energy - TEST
L 39, 111 Eagle Street
Brisbane Queensland 4000
Australia
Phone: +1 (123) 123
Fax:
Email: alphonse.legoria@arrowenergy.com.au

Purchase Order
(New)
4500001681
Amount: \$207.76 AUD
Version: 1

[Track Order](#)

Step-2: Enter the confirmation number:

Confirming PO

1 Update Item Status
2 Review Confirmation

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4500001675

Supplier Reference:

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date:

Est. Tax Cost:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen [Add Attachment](#)

The total size of all attachments cannot exceed 100MB.

Step-3: Go through each line items and select the action (Unconfirm/Confirm/Reject) accordingly:

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
▼ 00010				Service		5 Jun 2023		\$500.00 AUD	\$50.00 AUD	
Description: Test 1										
▼ Schedule Lines										
Schedule Line No. ↑			Delivery Date			Ship By			Quantity (Unit)	
1			5 Jun 2023						1.000 (AU) ⓘ	
<input checked="" type="radio"/> Unconfirm <input type="radio"/> Confirm <input type="radio"/> Reject - Please specify a reason:			<input type="button" value="Details"/> <input type="text" value="Please Select"/>							
<input type="button" value="Confirm Based on Schedule Lines"/>										
00010.10		000000000003000020		Service	500.000 (HUR)		\$1.00 AUD	\$500.00 AUD		
Description: Unit Testing										
Attachments:										
Name Size (bytes) Content Type										
No Items										
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>										
The total size of all attachments cannot exceed 100MB										
▼ 00020				Service		5 Jun 2023		\$500.00 AUD	\$50.00 AUD	
Description: Test 2										
▼ Schedule Lines										
Schedule Line No. ↑			Delivery Date			Ship By			Quantity (Unit)	
1			5 Jun 2023						1.000 (AU) ⓘ	
<input checked="" type="radio"/> Unconfirm <input type="radio"/> Confirm <input type="radio"/> Reject - Please specify a reason:			<input type="button" value="Details"/> <input type="text" value="Please Select"/>							
<input type="button" value="Confirm Based on Schedule Lines"/>										
00020.10		000000000003000021		Service	500.000 (HUR)		\$1.00 AUD	\$500.00 AUD		
Description: Unit Testing										

1. Confirm

Step-4: Select 'Confirm' and click 'Details':

▼ 00010				Service		5 Jun 2023				
Description: Test 1										
▼ Schedule Lines										
Schedule Line No. ↑			Delivery Date			Ship By				
1			5 Jun 2023							
<input checked="" type="radio"/> Confirm <input type="radio"/> Reject - Please specify a reason:			<input type="button" value="Details"/> <input type="text" value="Please Select"/>			(Estimated Completion Date: 5 Jun 2023)				
<input type="button" value="Confirm Based on Schedule Lines"/>										

Step-5: Click on the drop down and select line item 1 then 'OK':

Note: The Est. Completion Date is automatically populated. You can change the date within the 14 days tolerance if needed. If date entered exceed the tolerance, Arrow will review and approve:

After clicking OK, the new date shows below the original date.

2. Reject

When you select 'Reject - line item', the reason must be provided:

3. Unconfirm

No actions needed and this line item will remain unconfirmed.

00020 Service 5 Jun 2023 \$500.00 AUD \$50.00 AUD
Description: Test 2

Schedule Lines

Schedule Line No. 1	Delivery Date	Ship By	Quantity (Unit)
1	5 Jun 2023		1.000 (AU)

Unconfirm
 Confirm
 Reject - Please specify a reason:

00020.10 00000000003000021 Service 500.000 (HUR) \$1.00 AUD \$500.00 AUD
Description: Unit Testing

Attachments:

Name	Size (Bytes)	Content Type
No Items		

No file chosen
The total size of all attachments cannot exceed 100MB

Step-6: Click 'Next':

Confirming PO

1 Update Item Status **Order Confirmation Header** * Indicates required field

2 Review Confirmation

Confirmation #: CD1476
 Associated Purchase Order #: 4500001476
 Customer: Arrow Energy - TEST
 Supplier Reference:

Shipping and Tax Information

Enter tax information at the line item level.
 Est. Completion Date: 5 Jun 2023
 Est. Tax Cost:

Comments:

Step-7: Click 'Submit':

4 Review Confirmation

Attachments:

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010				Service		5 Jun 2023		\$500.00 AUD	\$50.00 AUD	
Description: Test 1										
Schedule Lines										
Schedule Line No. 1										
		Delivery Date			Ship By					
		1	5 Jun 2023							
Current Order Status:										
1.000 Confirmed As Is (Schedule line number: 1, Estimated Completion Date: 5 Jun 2023)										
00010.10		00000000003000020		Service	500.000 (HUR)		\$1.00 AUD	\$500.00 AUD		
Description: Unit Testing										
00020				Service		5 Jun 2023		\$500.00 AUD	\$50.00 AUD	
Description: Test 2										
Schedule Lines										
Schedule Line No. 1										
		Delivery Date			Ship By					
		1	5 Jun 2023							
Current Order Status:										
1.000 Unconfirmed										
00020.10		00000000003000021		Service	500.000 (HUR)		\$1.00 AUD	\$500.00 AUD		
Description: Unit Testing										
00030				Service		5 Jun 2023		\$500.00 AUD	\$50.00 AUD	
Description: Test 3										
Schedule Lines										
Schedule Line No. 1										
		Delivery Date			Ship By					
		1	5 Jun 2023							
Current Order Status:										
1.000 Rejected (Rejection Reason: Incorrect Delivery Date, Comments: 10 Jun 2023)										
00030.10		00000000003000010		Service	500.000 (DAY)		\$1.00 AUD	\$500.00 AUD		
Description: Unit Testing of Day										

Note: Order status will change to Partially Confirmed if there are some unconfirmed items and confirmed items in the same PO.

- **Material PO**

Step-1: After click 'Create order Confirmation' and select 'Update Line Items', enter the confirmation number:

Step-2: Enter the number of items you would like to confirm and click 'Details'. A quantity change (Within the tolerance) will update the ARROW ENERGY system, if exceed the tolerance, approval from Arrow is required:

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax	Customer Location
10		00000000100300884		Material	100,000 (EA)	26 Jul 2023	\$1.00 AUD	\$100.00 AUD	\$10.00 AUD	

Description: COOLANT PROBE.30020212.SHL.BYPWR

Schedule Lines

Schedule Line No.	Delivery Date	Ship By	Quantity (Unit)
1	26 Jul 2023		100,000 (EA)

Current Order Status: 100,000 Unconfirmed

Confirm: Backorder: Details

Step-3: Complete the required fields and click 'OK'. The Est Delivery Date can be changed at this step:

The changes made will display at the new screen:

Current Order Status

95 Confirmed With New Date (Schedule line number: 1; Estimated Delivery Date: 30 Jul 2023)

5.000 Unconfirmed

Confirm: Backorder:

Reject All

[Confirm Based on Schedule Lines](#)

Step-4: Click 'Submit':

The Order confirmation document can be found in the 'Related Documents':

Purchase Order: 4520008187

Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)[Order Detail](#) [Order History](#)

From:
Customer:
Arrow Energy Pty Ltd
Level 30, 111 Eagle St
Brisbane Queensland 4001
Australia
Phone:
Fax:

To:
Arrow Energy - TEST
1, 39, 111 Eagle Street
Brisbane Queensland 4000
Australia
Phone: +1 (129) 129
Fax:
Email: alphorse.agnora@arrowenergy.com.au

Purchase Order
(Manually Created)
4520008187
Amount: \$100.00 AUD
Version: 1

[Track Order](#)

Payment Terms
Due 30 days from Invoice Rcpt

Comments
Header text: Please supply as per Estimate 40839

Contact information
Supplier Address
TOLL ENERGY AND MARINE LOGISTICS
LEVEL 4, 30 THE ESPLANADE
FISHERY (Western Australia) 6000
Australia
Email: rcp_jpr@arrowenergy.com.au
Phone: +61 (0) 8 93400400

Routing Status: Acknowledged
Related Documents: Unrated 07/04/2023