



# **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':

Create Order Confirmation  Create Ship Notice Create Invoice		<u>+</u>
Update Line Items istory Reject Entire Order		
arrowenergy go further		
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							Ex	it Next
Update Item Status     Review     Confirmation	<ul> <li>Order Confirmat</li> </ul>	ion Header						Indicates required field
Commission		Associated Purchase Order #: Customer: Supplier Reference:	450001676 Arrow Energy - TEST					
	Shipping and Tax Inform	ation Est. Completion Date: Comments:	Enter tax information at the line item lavel.	,		Est. Tax Cont		
	Attachments Nom	0	Size (bytes)		No items	Content Type		
	Choose File No file o	hosen Add Attach	ment					





# $\hat{i}$ Information sheet

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

Line Items										
Line #	Part # Customer Part #	Revision Level	Туре	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 Dat	9	Ship By					Quantity (Unit)
	1		5 Jun 2023							1.000 (AU) 🛈
	Unconfirm									
	Confirm	Details								
	Reject - Please specify a reason:	Please Select	~	1						
	Confirm Based on Schedule Lines									
00010.10	0000000003000020		Service	500.000 (HUR) ①		\$1.00 AUD	\$500.00 AUD			
				Description: Unit Testing						
	Attachments:									
	Name	Size (bytes)			Content Type					
				No items						
	Choose File No file chosen 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 Dat	*	Ship By					Quantity (Unit)
	1		5 Jun 2023							1.000 (AU) 🛈
	Unconfirm									
	Confirm	Details								
	Reject - Please specify a reason:	Please Select	~	li						
	Confirm Based on Schedule Lines									
00020.10	000000000000000000000000000000000000000		Service	500.000 (HUR)		\$1.00 AUD	\$500.00 AUD			
				overcription: Onit reacing						

### 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	
[	Onfirm	Details	(Estimated Completion Date: 5 Jun 2023)	
	Reject - Please specify a reason:	Please Select	v //	
	Confirm Based on Schedule Lines			







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

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	Customer Location
10			1.000	AU ()	5 Jun 2023		\$500.00 AUD	\$500.00 AUD	\$50.00 AUD	A501
Description: Test 1										
New Order Status: 1000 Commed										
		Schedule Line: ① * Line number	1 - quantity 1 - date 5 Jun	2023 🗸						
		Est. Completion Date: Choose a s	thedule line							
		Line numbe	r 1 - quantity 1 - date 5 Ju	2023						
		Commenter								
		commune.								
										OK Cancel

**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:

Schedule Line: 🛈 * 🛛 Line number 1 - quantity 1 - date 20 Jun 2023 🗸
Est. Completion Date: 23.1MB 2022 19
Comments:

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

▼ Schedule Lines	
Schedule Line No. 🕇	Delivery Date
1	20 Jun 2023
Confirm	Details (Schedule line number: 1; Estimated Completion Date: 23 Jun 2023)
Reject - Please specify a reason:	Please Select
Confirm Based on Schedule Lines	

### 2. Reject

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

▼ 00030		Service	5 Jun 2023 Description: Test 3		\$500.00 AUD	\$50.00 AUD	
	▼ Schedule Lines						
	Schedule Line No. †	Delivery Date	Shi	р Ву		Quant	itity (Unit)
	1	5 Jun 2023				1.000 (	(AU) (i)
[	Confirm	Details					
	Reject - Please specify a reason:	Incorrect Delivery Date V 10 Jun 2023					
	Confirm Based on Schedule Lines	Please Select					
00030.10	000000000000000000000000000000000000000	Incorrect Description n: Unit Testing	00.000 (DAY) ① // Day	\$1.00 AUD	\$500.00 AUD		
	Attachments:	Incorrect Price					
	Name	Incorrect Stock/Part Number	Con	tent Type			
		Incorrect UOM	NO Items				
	Choose File No file chosen Add Attachment	Other					







### 3. Unconfirm

No actions needed and this line item will remain unconfirmed.

- 00000					
• 00020		Service	5 Jun 2023	\$500.00 AUD	\$50.00 AUD
			Description: Test 2		
	<ul> <li>Schedule Lines</li> </ul>				
	Schedule Line No. †	Delivery Date	Ship By		Quantity (Unit)
	1	5 Jun 2023			1.000 (AU) ①
	Unconfirm				
	Confirm	Details			
	Reject - Please specify a reason:	Please Select V			
	Confirm Based on Schedule Lines				
00020.10	00000000003000021	Service 500.000 (HUR) (i)	\$1.00 AUD	\$500.00 AUD	
		Description: Unit Testing			
	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-6: Click 'Next':

Confirming PO			Next
1 Update Item Status	<ul> <li>Order Confirmation Header</li> </ul>	* Indicates in	equired field
2 Review Confirmation	Confirmation #:	CO1476	
	Associated Purchase Order #:	450001676	
	Customer	Aron EX+E2- 1531	
	Supplier Reference:		
	Shipping and Tax Information		
		Enter tax information at the line kern level.	
	Est. Completion Date:	8 Aur 2023 💼 Ett. Tas Cost	
	Comments:		

# Note: <t

### Step-7: Click 'Submit':





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

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### • Material PO

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

1 Update Item Status	<ul> <li>Order Confirmation Header</li> </ul>			* Indicates required field
2 Review Confirmation	Confirmation #: Associated Purchase Order #: Customer: Supplier Reference:	1 453000187 Areas Energy - TEST		
	Shipping and Tax Information Est. Shipping Date:	Differ shipping and tax information at the line item level.	Est. Shipping Cost:	]
	Est. Delivery Date: Comments:		Est. Tax Cost	
	Attachments	an a s	A	

**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	Items									
Line #	Part #	Customer Part #	Revision Level	Туре	Qty (Unit)	Need By	Unit Pric	s Subtotal	Tax	Customer Location
10		000000001003000884		Material	100.000 (EA) (i)	26 Jul 2023	\$1.00 AU	\$100.00 AUD	\$10.00 AUD	
			Description: COOLANT PROBE,30020212,	SHLBYPWR						
	<ul> <li>Schedule Lines</li> </ul>									
	Schedule Line No	. T		Delivery Date			Ship By			Quantity (Unit)
	1			26 Jul 2023						100.000 (EA) ①
	Current Order Sta	tus								
	100.000 Ur	confirmed							1	
	Confirm:		Backorder:					Details		
	Reject All 🕕								-	
	Confirm Based	on Schedule Lines								
	Attachments:									
	N	ame	Size (bytes)				Content Type			
					No i	items				







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

10	000000001003000884	100.000	EA 🛈	26 Jul 2023	\$1.00 AUD	\$100.00 AUD	\$10.00 AUD	A501
Description: COOLANT PROBE,30020212,SHLBYPWR								
New Order Status: 95 Confirmed								
	Schedule Line: (i) * Line number 1 - c	uantity 100 - date 26 Jul 2023 💊						
	For Objects Date: 1	-						
	Est. Shipping Date:	<b>F</b>						
	Est. Delivery Date:* 30 Jul 2023	<b>1</b>						
	Unit Balance Concerning							
	Unit Price: \$1.00 AUD							
	Price Unit Quantity:*							
	Unit Conversion: * 1							
	Price Unit * Fa (i)							
	Supplier Part:							
	Auxiliary Part ID:							
	Manufacturer Part ID:							
	Manufacturer Name:							
	Supplier Batch ID:							
	Comments:							
		6						
	Description: COOLANT PROBE;	0020212,SHLBYPWR						
	Pricing Description:							
	Subtotal: (i) \$95.00 AUD							
								OK Cancel

### 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 (j)						
Confirm Based on Schedule Lines						
· ·						

### Step-4: Click 'Submit':

Confirming PO										Previous Sub	mit Exit
1 Update Item Status	Continuation H: United 07642023 Bagelar Belanco:										
2 Review Confirmation	Line	Items	Allacoments.								
	Line #	Part #	Customer Part #	Revision Level	Туре	Qty (Unit)	Need By	Unit Price	Subtotal	Tax Customer Loca	tion
	10		00000001003000884		Material	100.000 (EA) ①	26 Jul 2023	\$1.00 AUD	\$100.00 AUD	\$10.00 AUD	
				Description: COOLANT PROBE,300	20212,SHLBYPWR						
	+ Schedul Line										
	Schedule Line No. †		Delivery Date		Ship By				Quantity (Unit)		
			26 Jul 2023	26 Jul 2023					100.000 (EA) 🛈		
	Current Order Status:										
	95 Confirmed With New Date (Schedule line number: 1), Estimated Delivery Date: 30 Jul (2023)										
		5.000 Unconfin	med								
										Previous	mit Exit

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		
Control Contro	To: Anno Enorgy - TEST L. 39, 111 Equit Flower Constant Automatic Prover 4 (121) 123 Four 4 (121) 123 Four 1	Purchase Order (Flucing) 45200008187 vision00100 Version 1 Teach Order
Payment Theme ① Cost & Stays from Invasion Report Versioner Context Information Supplier Advances TOLL RENROY AND MARINE LOGISTICS LUTION, a) STIP Enformation TOLL RENROY AND MARINE LOGISTICS LUTION Automite Automite Automite Automite Automite Automite		Reuting Exclusion Actionation and Communication and Communication and Communications Reutined Decomments: United 21(542)223

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