



## **Confirm Entire Order - Order Confirmation**

## **Quick Reference Guide**

A Purchase Order (PO) confirmation document is sent as an acceptance of a purchase order. It allows you to confirm if you could deliver the scope of the PO within the time frame. You will need to confirm the order to create the invoices against the 'confirmed' order line(s).

When there is no change to the PO required, please see the following training guide to performance confirming the entire PO. Otherwise please see the QRGs for how to update line items or reject PO.

**Step-1:** Click 'Create order Confirmation' and select 'Confirm Entire Order':

Create Order Confirmation 👻	ce Create Invoice 🔻	
Confirm Entire Order		
Reject Entire Order		
arrowenergy go further		
	То:	Purchase Order

Step-2:

For Service PO: Provide the confirmation number and the estimate completion date then click 'Next':

Confirming PO									Eit	Next
Confirm Entire Order     Review Order Confirmation	Order Confirmation	Header Confirmation in Confirmation in Confirmation Arrow Energy - 1537 Suppler Patrence								ndicates required field
	Shipping and Tax Information	Est. Completion Date:*				Est. Tax Cost:				
	Attachments									
	Name	Size (b	ytes)		No items	Content Type				
	Choose File No file choses The total size of all attachme	Add Attachment								
	Line Items									
	Line #	Part # Customer Part #	Revision Level	Type	Qty (Unit)	Need By	Unit Price	Subtotal.	Tax Customer Loca	tion
	▼ 00010			Service		1 Jun 2023 Description	test	\$100.00 AUD	\$10.00 AUD	
		Schedule Lines								
		Schedule Line No. †		Delivery	Date	Ship By				Quantity (Unit)
		1		1 Jun 20	23					1.000 (AU)
		Current Order Status: Confirmed As Is (Schedule line number: 1; Estimated Compli	rtion Date: 1 Jun 2023)							
	00010.10	00000000021000007		Service	100.000 (EA) ①		\$1.00 AUD	\$100.00 AUD		
				Description: LANDR	IG SERVICE					
									Exit	Next





## i Information sheet

For Material PO: Provide the confirmation number then click 'Next':

Confirming PO		Exit Next
1 Confirm Entire Order	▼ Order Confirmation Header	* Indicates required field
2 Review Order Confirmation	Confirmation #:	
	Attachments	
	Name Size (bytes) Content Type	
	Choose File No file chosen Add Attachment The total size of all attachments cannot exceed 100MB	

## Step-3: Click 'Submit':

Confirming PO												Previous	Submit	Exit
Confirm Entire     Order     Review Order     Confirmation	Confirmation Update Confirmation #: 0C_69 Supplier Reference: C0695 Attachments:	54												
	Line Items													
	Line #	Part#	Customer Part #	F	Revision Level	Type	Qty (Unit)	Need By		Unit Price	Subtotal	Tax	Customer Location	
	▼ 00010			Description: LPH A189 1	Nitrogen System Hire AtlasCo	Service		1 Jun 202	3		\$200.00 AUD	\$20.00 AUD		
		<ul> <li>Schedule Lines</li> </ul>												
		Schedule Line No	at in the second s			Delivery Dat	10 10		Ship By					Quantity (Unit)
		1				1 Jun 2023								1.000 (AU) 🛈
		Current Order Stat	tus: (Schedule line number: 1; Est	timated Completion Date:	1 Jun 2023)									
	00010.10		00000000032180903			Service	2.000 (EA) (i)			\$100.00 AUD	\$200.00 AUD			
					D	escription: GENERAL S	ERVICE							
														_
												Previous	Submit	Exit

