

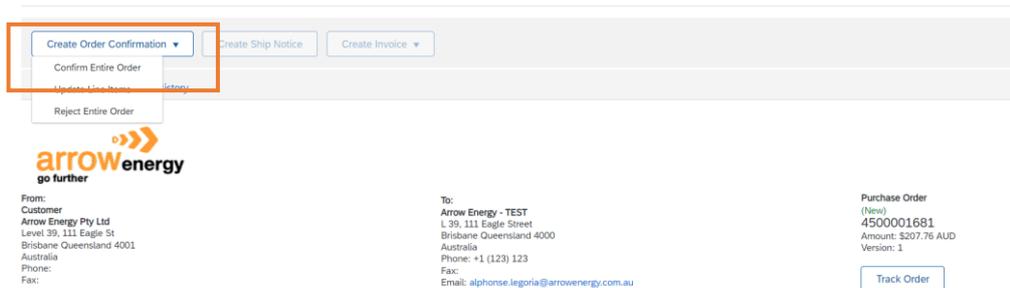
Confirm Entire Order - Order Confirmation

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).

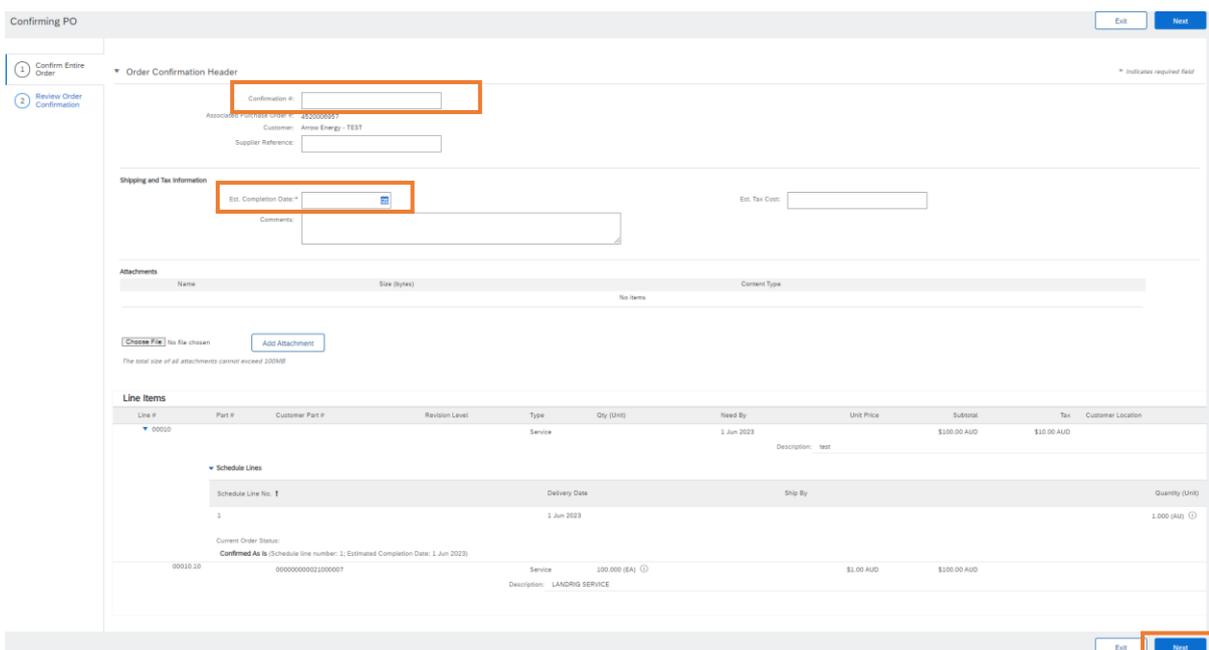
When there is no change to the PO required, please see the following training guide to performance confirming the entire PO. Otherwise please see the QRGs for how to update line items or reject PO.

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



Step-2:

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



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

Confirming PO Exit **Next**

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #:

Associated Purchase Order #: 4500001681
Customer: Arrow Energy - TEST
Supplier Reference:

Shipping and Tax Information

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Step-3: Click 'Submit':

Confirming PO Previous **Submit** Exit

1 Confirm Entire Order
2 Review Order Confirmation

Confirmation Update

Confirmation #: OC_5954
Supplier Reference: C06954
Attachments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Type	Qty (Units)	Need By	Unit Price	Subtotal	Tax	Customer Location
00010				Service		1 Jun 2023		\$200.00 AUD	\$20.00 AUD	
Description: LPH A189 Nitrogen System Hire AtlasCoppo										
Schedule Lines										
Schedule Line No. 1				Delivery Date	Ship By		Quantity (Units)			
1				1 Jun 2023			1.000 (AU) Ⓞ			
Current Order Status: Confirmed As Is (Schedule line number: 1; Estimated Completion Date: 1 Jun 2023)										
00010.10		000000000032180903		Service	2.000 (EA) Ⓞ		\$100.00 AUD	\$200.00 AUD		
Description: GENERAL SERVICE										

Previous **Submit** Exit