



SupplyOn Supplier Training Material

How to confirm Purchase Orders (POs)



INNIO Jenbacher

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Agenda

How to confirm Purchase Orders (POs) in SupplyOn

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- [Step 6: Processing Options](#)
- [Step 7: Confirm Purchase Orders](#)

Confirm Purchase Orders

Step 1: Navigate to the Dashboard

The screenshot displays the SupplyOn dashboard interface. At the top left, the 'SUPPLYON QAS/PrePRD' logo is visible. A navigation menu is open under 'SupplyOn Services', with 'Supply Chain Collaboration' highlighted and circled in green with a '1'. Below this menu, a 'Supply Chain Collaborat...' card is highlighted with a green '2' and an 'Open' button. The dashboard also features sections for 'Sourcing' (with 0 requests due and 0 open requests), 'Business Directory', and 'Flexible Survey'. A 'User Trainings' section for 'INNIO TRG Acceptance' is on the left, and a 'Tips & tricks' box is on the right.

- Go to “SupplyOn Services” → “Supply Chain Collaboration” (SCC) (1)
- Alternatively, you can also click on the “Open” button in the “Supply Chain Collaboration” box (2)

Confirm Purchase Orders

Step 2: Access Orders 1/2

From this overview there are multiple options to find the required POs:

- Recommended:** Use the box for „Orders“ (1).
By clicking on the red bars you will be directly forwarded to the POs with the respective response status. Alternatively, you can also click the „Edit confirmations“ button to get to the overview of orders with all three response statuses.
- Go to „Demand“ > „Orders“ in the menu on the left (2).
- Search for a specific order using the „Search“ functionality (3).

The screenshot displays the SupplyOn dashboard for Supply Chain Collaboration. The top navigation bar includes 'SUPPLYON QAS/PrePRD', 'SupplyOn Services', 'News', 'Administration', and 'More'. The user is logged in as 'INNIO TRG Acceptance - Trainings User'. The dashboard shows a search bar (3) and three main sections: 'Orders' (1), 'Forwarder Pickup Advice', and 'Advance Shipping Notice'. The 'Orders' section includes a table of confirmation statuses and an 'Edit confirmations' button. The 'Forwarder Pickup Advice' section shows 'FPA Creation Due' (880) and 'Pending FPA' (33), along with 'Due Deliveries' (Overdue: 880, Due Today: 0, Due Next 7 Days: 0) and a 'Create FPA' button. The 'Advance Shipping Notice' section shows 'ASN Creation Due' (0) and 'Pending ASN' (49), along with 'Due Deliveries' (FPA "Sent" for ASN: 64) and a 'Create ASN' button. The left sidebar menu has 'Demand' (2) and 'Orders' (99+) highlighted.

Confirmation status	Count
Dated	118
Partly confirmed	12
Open	808

Category	Count
FPA Creation Due	880
Pending FPA	33
Overdue	880
Due Today	0
Due Next 7 Days	0

Category	Count
ASN Creation Due	0
Pending ASN	49
Overdue	0
Due Today	0

Confirm Purchase Orders

Step 2: Access Orders 2/2

➤ When using the recommended option „a“ you will be forwarded to the Orders Overview (1), with the according filter in place. You can modify this filter under „Advanced Search“ (2).

➤ Column „**Confirmation status**“ (3):
Open = PO was not confirmed yet
Partly = PO was partially confirmed (in case of multiple PO lines)
Dated = PO was confirmed but there was a change that requires reapproval

➤ The column „**Confirmation**“ highlights all POs where a confirmation is still required (4).

Note: only POs with „**Confirmation**“ > „**Not required**“ are available for transport registration (FPA/ASN creation).

SupplyOn > Supply Chain Collaboration > Orders

News Administration More

INNIO TRG Acceptance - Trainings User Log Out

Orders Order line items

Edit confirmations Download More

2 applied search criteria Search Advanced search View

	Order	Order status	Confirmation	Read	Confirmation status	Customer	Customer...	Order date	Order type	Material
<input type="checkbox"/>	2275375	Updated	Required	Read	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Undefined	9025911 --
<input type="checkbox"/>	2275377	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Purchase ord...	9025911 --
<input type="checkbox"/>	2275376	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Purchase ord...	9036067 --
<input type="checkbox"/>	2275374	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Purchase ord...	9036067 --
<input type="checkbox"/>	2268778	Updated	Required	Read	Dated	INNIO Jenbac...	INNIO Jenbac...	2023/02/09	Undefined	9028459
<input type="checkbox"/>	1027978	Initial	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2010/06/30	Purchase ord...	OSP_118046,
<input type="checkbox"/>	2268776	Initial	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/06	Purchase ord...	1255480 --
<input type="checkbox"/>	2245440-2	Initial	Required	Read	Open	INNIO Jenbac...	INNIO Jenbac...	2022/10/26	Purchase ord...	1219111 --
<input type="checkbox"/>	2245440-3	Initial	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2022/10/26	Purchase ord...	1219111 --
<input type="checkbox"/>	2245440-1	Initial	Required	Read	Open	INNIO Jenbac...	INNIO Jenbac...	2022/10/26	Purchase ord...	1219111 --
<input type="checkbox"/>	1058014	Updated	Required	Read	Dated	Distributed Po...	Distributed Po...	2022/08/31	Purchase ord...	741252 101
<input type="checkbox"/>	2225732	Initial	Required	Read	Open	INNIO Jenbac...	INNIO Jenbac...	2022/12/14	Purchase ord...	1255480 --
<input type="checkbox"/>	2225731	Initial	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2022/12/14	Purchase ord...	1079887 --
<input type="checkbox"/>	2225714	Updated	Required	Read	Dated	INNIO Jenbac...	INNIO Jenbac...	2022/11/22	Purchase ord...	381848, 38184
<input type="checkbox"/>	2225672	Updated	Required	Read	Dated	INNIO Jenbac...	INNIO Jenbac...	2022/10/13	Purchase ord...	1244516 --
<input type="checkbox"/>	2225706	Partially confirmed	Required	Read	Partly	INNIO Jenbac...	INNIO Jenbac...	2022/11/17	Purchase ord...	381848 -H

Rows per page: Auto 1-16 of 938

Confirm Purchase Orders

Step 3: Access Order line items

- By clicking on „Order line items“ you can change the view to PO position level (1). Here you can view each PO position, incl. requested material, quantity, need-by date, etc.
- The column „Confirmation“ highlights again all POs with required confirmation (2).

SupplyOn > Supply Chain Collaboration > Orders

Orders **Order line items** 1

Edit confirmations Download More

Search Advanced search View

	Order number	Supplier reference	Customer	Line item	Confirmation	Unloading point	Confirmation status	Material number	Requ
<input type="checkbox"/>	2275379	123	INNIO Jenbac...	1	Not required	CSW_NUREMBERG	Confirmed as requested	9025911 --	
<input type="checkbox"/>	2275379	123	INNIO Jenbac...	2	Not required	CSW_NUREMBERG	Confirmed as requested	9025911 --	
<input type="checkbox"/>	2268783	as is	INNIO Jenbac...	1	Not required	CSW_NUREMBERG	Confirmed as requested	1247607 --	
<input type="checkbox"/>	2268782	as is	INNIO Jenbac...	1	Not required	CSW_NUREMBERG	Confirmed as requested	1250520 --	
<input type="checkbox"/>	2268781	as is	INNIO Jenbac...	1	Not required	CSW_NUREMBERG	Confirmed as requested	1247607 --	
<input type="checkbox"/>	2268780	as is	INNIO Jenbac...	1	Not required	JENBACH_AT	Confirmed as requested	9035087 --	
<input type="checkbox"/>	2275375		INNIO Jenbac...	1	⚠ Required	CSW_NUREMBERG	No response	9025911 --	
<input type="checkbox"/>	2275377		INNIO Jenbac...	1	⚠ Required	CSW_NUREMBERG	No response	9025911 --	
<input type="checkbox"/>	2275377		INNIO Jenbac...	2	⚠ Required	CSW_NUREMBERG	No response	9025911 --	
<input type="checkbox"/>	2275376		INNIO Jenbac...	1	⚠ Required	CSW_NUREMBERG	No response	9036067 --	
<input type="checkbox"/>	2275374		INNIO Jenbac...	1	⚠ Required	CSW_NUREMBERG	No response	9036067 --	
<input type="checkbox"/>	2268778	456	INNIO Jenbac...	1	⚠ Required	JENBACH_AT	Confirmed as requested	9028459	
<input type="checkbox"/>	2268767	123456	INNIO Jenbac...	1	Not required	JENBACH_AT	Confirmed with changes	9035087 --	
<input type="checkbox"/>	2268777	123	INNIO Jenbac...	1	Not required	JENBACH_AT	Confirmed as requested	9028459 --	
<input type="checkbox"/>	1027978		INNIO Jenbac...	1	⚠ Required	JENBACH_AT	No response	OSP_535084	
<input type="checkbox"/>	1027978		INNIO Jenbac...	10	⚠ Required	JENBACH_AT	No response	OSP_462195	

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Confirm Purchase Orders

Step 4: Customize Orders and Order line items 1/2

You have the possibility to **customize the overview** by managing the columns:

1. You can show and hide columns by going to “View” (1). With “+Show hidden columns” (2) you can extend the list of available fields.
2. You can create different profiles and save them (3).
3. You can reorganize the columns through drag and drop (4).

We recommend to take this one-time effort to ensure you get all required information at a glance.

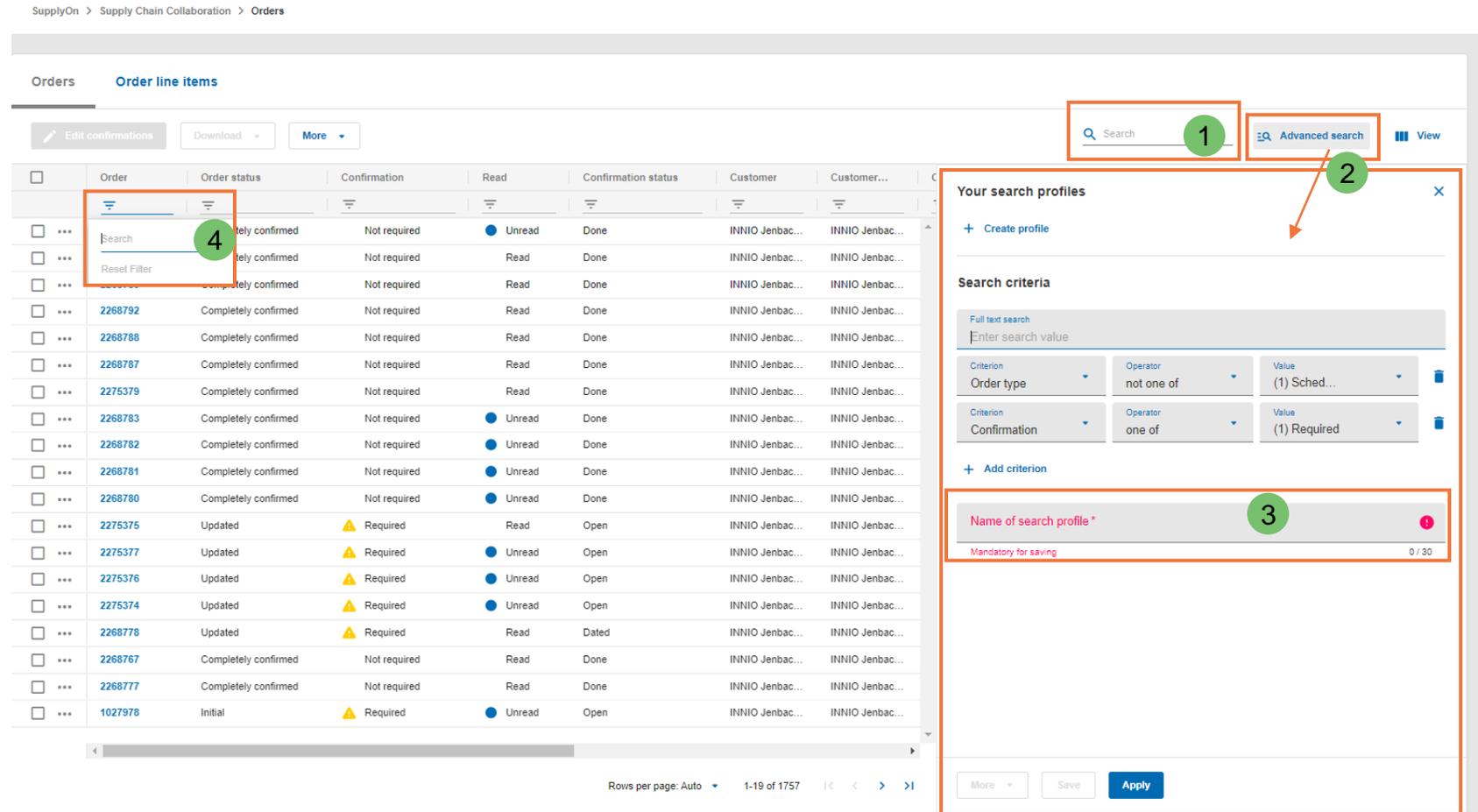
	Order number	Supplier reference	Customer	Line item	Confirmation	Unloading point
<input type="checkbox"/>	2275379	123	INNIO Jenbac...	1	Not required	CSW_NUREMBERG
<input type="checkbox"/>	2275379	123	INNIO Jenbac...	2	Not required	CSW_NUREMBERG
<input type="checkbox"/>	2268783	as is	INNIO Jenbac...	1	Not required	CSW_NUREMBERG
<input type="checkbox"/>	2268782	as is	INNIO Jenbac...	1	Not required	CSW_NUREMBERG
<input type="checkbox"/>	2268781	as is	INNIO Jenbac...	1	Not required	CSW_NUREMBERG
<input type="checkbox"/>	2268780	as is	INNIO Jenbac...	1	Not required	JENBACH_AT
<input type="checkbox"/>	2275375		INNIO Jenbac...	1	Required	CSW_NUREMBERG
<input type="checkbox"/>	2275377		INNIO Jenbac...	1	Required	CSW_NUREMBERG
<input type="checkbox"/>	2275377		INNIO Jenbac...	2	Required	CSW_NUREMBERG
<input type="checkbox"/>	2275376		INNIO Jenbac...	1	Required	CSW_NUREMBERG
<input type="checkbox"/>	2275374		INNIO Jenbac...	1	Required	CSW_NUREMBERG
<input type="checkbox"/>	2268778	456	INNIO Jenbac...	1	Required	JENBACH_AT
<input type="checkbox"/>	2268767	123456	INNIO Jenbac...	1	Not required	JENBACH_AT
<input type="checkbox"/>	2268777	123	INNIO Jenbac...	1	Not required	JENBACH_AT
<input type="checkbox"/>	1027978		INNIO Jenbac...	1	Required	JENBACH_AT
<input type="checkbox"/>	1027978		INNIO Jenbac...	10	Required	JENBACH_AT

Confirm Purchase Orders

Step 4: Customize Orders and Order line items 1/2

Filtering the data:

1. You can use the search area to filter e.g. by PO number or item number (1)
2. Alternatively, you can use the “Advanced search” to filter by multiple criteria (2). You also have the option to save a specific search profile (3).
3. You also have the possibility to set filters to multiple columns, using the  sign (4).



SupplyOn > Supply Chain Collaboration > Orders

Orders **Order line items**

Edit confirmations Download More

Order	Order status	Confirmation	Read	Confirmation status	Customer	Customer...
...	Completely confirmed	Not required	Unread	Done	INNIO Jenbac...	INNIO Jenbac...
...	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
...	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
2268792	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
2268788	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
2268787	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
2275379	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
2268783	Completely confirmed	Not required	Unread	Done	INNIO Jenbac...	INNIO Jenbac...
2268782	Completely confirmed	Not required	Unread	Done	INNIO Jenbac...	INNIO Jenbac...
2268781	Completely confirmed	Not required	Unread	Done	INNIO Jenbac...	INNIO Jenbac...
2268780	Completely confirmed	Not required	Unread	Done	INNIO Jenbac...	INNIO Jenbac...
2275375	Updated	Required	Read	Open	INNIO Jenbac...	INNIO Jenbac...
2275377	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...
2275376	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...
2275374	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...
2268778	Updated	Required	Read	Dated	INNIO Jenbac...	INNIO Jenbac...
2268767	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
2268777	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...
1027978	Initial	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...

Rows per page: Auto 1-19 of 1757

Your search profiles

+ Create profile

Search criteria

Full text search
Enter search value

Criterion Order type Operator not one of Value (1) Sched...

Criterion Confirmation Operator one of Value (1) Required

+ Add criterion

Name of search profile *

Mandatory for saving 0 / 30

More Save Apply

Confirm Purchase Orders

Step 5: Check Purchase Order Information 1/3

Orders Order line items

Edit confirmations Download More

Search Advanced search View

	Customer	Order number	Line item	Confirmation	Confirmation status	Confirmation due date	Material number	Requested del. date	Requested qty.	Unloading point
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2268782	1	Not required	Confirmed as requested	2023/02/20	1250520 --	2023/02/13	2 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2268781	1	Not required	Confirmed as requested	2023/02/20	1247607 --	2023/08/16	2 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2268780	1	Not required	Confirmed as requested	2023/02/20	9035087 --	2023/03/30	2 EA	JENBACH_AT
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2275375	1	⚠ Required	No response	2023/02/20	9025911 --	2023/02/23	0 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2275377	1	⚠ Required	No response	2023/02/20	9025911 --	2023/02/24	5 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2275377	2	⚠ Required	No response	2023/02/20	9025911 --	2023/04/10	3 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2275376	1	⚠ Required	No response	2023/02/20	9036067 --	2023/04/13	100 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2275374	1	⚠ Required	No response	2023/02/20	9036067 --	2023/04/13	100 EA	CSW_NUREMBERG
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2268778	1	⚠ Required	Confirmed as requested	2023/02/16	9028459	2023/05/23	0 EA	JENBACH_AT
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2268767	1	Not required	Confirmed with changes	2023/02/16	9035087 --	2023/03/30	2 EA	JENBACH_AT
<input type="checkbox"/>	INNIO Jenbacher GmbH...	2268777	1	Not required	Confirmed as requested	2023/02/16	9028459 --	2023/05/23	10 EA	JENBACH_AT
<input type="checkbox"/>	INNIO Jenbacher GmbH...	1027978	1	⚠ Required	No response	2023/02/13	OSP_535084	2010/07/05	20 EA	JENBACH_AT

- In the „Orders“ and „Order line items“ you will find all relevant information on the PO, including PO position, material, quantity, need-by date, unloading point as well as the confirmation due date.

Confirm Purchase Orders

Step 5: Check Purchase Order Information 2/3

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Contact | Help for this page | Print

Order: 2225725 - Customer: INNIO Jenbacher GmbH & Co OG, Site code (Customer): 101 View order changes by customer

1 **Line items** Header Details Parties 3

LI	Material	Material Description	Unloading Point	Net value	First Delivery Date	UoM	Qty.	Respond-by date	Response Date	Response Re...	Delivery Status	Responded by
1	381848 -H	Holder	JENBACH_AT	3.200,00 EUR	15.12.22	EA	20	08.12.22 23:59		no response	Open	
2	381848 -H	Holder	JENBACH_AT	2.400,00 EUR	20.12.22	EA	15	08.12.22 23:59		no response	Open	

Pos. 1: 381848 -H - Holder Previous Line Item Next Line Item

Material (Supplier): LG 25 Price Unit: 1
 Unloading Point: JENBACH_AT
 Ordered Quantity: 20 EA
 Price per price unit: 160,00 EUR
 Net Value: 3.200,00 EUR

Line Item Details
 Additional Information: Drawing Number: J 06681322 00 08

Schedule Lines

Customer Information			Supplier Information				
Commit	Requ. Del. Date	Requ. Qty.	Cum. Dev.	PSID	Del. Date	Del. Qty.	Last Resp.
Fix	15.12.22	20	0		15.12.22	20	Split Delivery
Total planned		20				20	
Total shipped						0	
Total pending ASN quantity						0	

2

- You can also view the PO details by clicking on the blue PO number; above screen will appear
- The PO positions are listed in the tab „Line Items“ (1). You can switch between positions by clicking on the respective line.
- The „Customer Information“ shows need-by date as well as ordered quantity (2)
- You can see until when the PO confirmation is required (Respond-by date) as well as the date of your confirmation („Response Date“) (3)

Confirm Purchase Orders

Step 5: Check Purchase Order Information 3/3

- The tab „Header Details“ (1) gives information about the order subtype (e.g. SPO = Standard PO, FPQ = First Piece Qualification, KAN = Kanban ...) (2)

The order subtype is also visible in the Orders view and can be used for filtering.

- In case the INNIO planner entered additional information on the PO, you will find it under „Order Information“ (3).

- The tab „Parties“ gives general information on customer and supplier.

My SupplyOn > Supply Chain Collaboration > Orders > Order details

Contact | Help for this page | Print

Order: 2259961 - Customer: INNIO Jenbacher GmbH Co OG, Site code (Customer): 101 View order changes by customer

Line items | **Header Details** | Parties

Document Data

Dates	References and Instructions
Order Date: 15.12.22	Message Number: 900157
Last Change: 15.12.22	Order Number: 2259961
Message Date: 15.12.22	Order Type: Purchase Orders
Order change information: Original	Order Subtype: FPQ
	Incoterms Code: FCA

Status

Delivery Status: Not fulfilled
Invoice Status: Not fulfilled

Order Information: FPQ INSP please contact with SQE for further question

Corporate footer: PO: 2259961 Rev: 0

Confirm Purchase Orders

Step 6: Processing Options

➤ There are various processing options for PO handling, with a slight difference on Orders and Order line items level:

- 1) Via the three-dot menu on the very left of the table you can e.g. access the PO history, download a pdf document or a confirmation template
- 2) Under “More” you have the possibility to upload your confirmations
- 3) You can also view the PO details via click to the blue marked PO numbers

➤ On the Order line items level you additionally have the option to reset your confirmation to the requested values (under 1 and 2)

Order	Order status	Confirmation status	Read	Confirmation status	Customer	Customer...	Order date	Order type	Material	Total price	L
2268791	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...	2023/02/23	Purchase ord...	1247607 --		2
2275375	Updated	Required	Read	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Undefined	9025911 --		2
2275377	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Purchase ord...	9025911 --		2
2275376	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Purchase ord...	9036067 --		2
2275374	Updated	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2023/02/13	Purchase ord...	9036067 --		2
2268778	Updated	Required	Read	Dated	INNIO Jenbac...	INNIO Jenbac...	2023/02/09	Undefined	9028459		2
2268767	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...	2023/02/01	Purchase ord...	9035087 --		2
2268777	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...	2023/02/09	Purchase ord...	9028459 --		2
1027978	Initial	Required	Unread	Open	INNIO Jenbac...	INNIO Jenbac...	2010/06/30	Purchase ord...	OSP_118046_OSP_4...		2

Confirm Purchase Orders

Step 7: Confirm Purchase Orders 1/2

SupplyOn > Supply Chain Collaboration > Orders

Orders Order line items

2 Edit confirmations Download More 3 rows selected

Order	Order status	Confirmation	Read	Confirmation status	Customer	Customer...	Supplier	Order date	Order type	Order subtype
<input type="checkbox"/> ... 2275377	Partially confirmed	⚠ Required	Read	Partly	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/13	Purchase ord...	SPO
<input type="checkbox"/> ... 2275376	Completely confirmed	Not required	● Unread	Done	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/13	Purchase ord...	SPO
<input checked="" type="checkbox"/> ... 2275374	Updated	⚠ Required	● Unread	Open	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/13	Purchase ord...	SPO
<input checked="" type="checkbox"/> ... 2268778	Updated	⚠ Required	Read	Dated	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/09	Undefined	SPO
<input type="checkbox"/> ... 2268767	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/01	Purchase ord...	SPO
<input type="checkbox"/> ... 2268777	Completely confirmed	Not required	Read	Done	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/09	Purchase ord...	SPO
<input type="checkbox"/> ... 1027978	Initial	⚠ Required	● Unread	Open	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2010/06/30	Purchase ord...	SPO
<input checked="" type="checkbox"/> ... 2268776	Initial	⚠ Required	● Unread	Open	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/02/06	Purchase ord...	SPO
<input type="checkbox"/> ... 345156	Completely confirmed	Not required	Read	Done	INNIO Wauke...	INNIO Wauke...	INNIO TRG A...	2023/02/02	Purchase ord...	SPO
<input type="checkbox"/> ... 1063318	Completely confirmed	Not required	● Unread	Done	Distributed Po...	Distributed Po...	INNIO TRG A...	2023/02/01	Purchase ord...	SPO
<input type="checkbox"/> ... 1063317	Completely confirmed	Not required	● Unread	Done	Distributed Po...	Distributed Po...	INNIO TRG A...	2023/02/01	Purchase ord...	SPO
<input type="checkbox"/> ... 2268756	Completely confirmed	Not required	● Unread	Done	INNIO Jenbac...	INNIO Jenbac...	INNIO TRG A...	2023/01/23	Purchase ord...	SPO

Orders Order line items

Edit confirmations Download More 3 applied search criteria Search Advanced search View

Order number	Line item	Confirmation	Confirmation status	Material number	Requested qty.	Confirmed qty.	Requested del. date	Confirmed date
2275374	1	⚠ Required	No response	9036067 --	100 EA		2023/04/13	
2268778	1	⚠ Required	Confirmed as requested	9028459	0 EA	! 10 EA	2023/05/23	2023/05/23
2268776	1	⚠ Required	No response	1255480 --	1 EA		2023/04/26	

- You have the possibility to choose POs for confirmation in the “Orders” view or directly in “Order line items”.
- To confirm POs, tick the box in the corresponding line (1) and go to “Edit confirmations” (2). If you are in the “Orders” view, you will be directly forwarded to the “Order line items”, where only the ticked orders will be visible.

Confirm Purchase Orders

Step 7: Confirm Purchase Orders 2/2

5 ✔ 3 confirmations have been saved and sent to the customer ✕

2 Edit confirmations Download More 3 rows selected

	Order nu...	Line item	Confirm...	Confirmation status	Confirmation ...	Material number	Requested del. date	Confirmed date	Requested qty.	Confirmed qty.	Unloading point	Supplier reference
<input type="checkbox"/>	2275379	1	Not re...	Confirmed as requested	2023/02/21	9025911 --	2023/02/24	2023/02/24	5 EA	5 EA	CSW_NUREMBERG	123
<input type="checkbox"/>	2275379	2	Not re...	Confirmed as requested	2023/02/21	9025911 --	2023/04/10	2023/04/10	3 EA	3 EA	CSW_NUREMBERG	123
<input type="checkbox"/>	2268783	1	Not re...	Confirmed as requested	2023/02/20	1247607 --	2023/06/28	2023/06/28	1 EA	1 EA	CSW_NUREMBERG	as is
<input checked="" type="checkbox"/>	2268782	1	Not re...	Confirmed (draft) ✎	2023/02/20	1250520 --	2023/02/13	2023/02/13	2 EA	2 EA	CSW_NUREMBERG	as is
<input type="checkbox"/>	2268781	1	Not re...	Confirmed as requested	2023/02/20	1247607 --	2023/08/16	2023/08/16	2 EA	2 EA	CSW_NUREMBERG	as is
<input type="checkbox"/>	2268780	1	Not re...	Confirmed as requested	2023/02/20	9035087 --	2023/03/30	2023/03/30	2 EA	2 EA	JENBACH_AT	as is
<input type="checkbox"/>	2275375	1	⚠ Required	No response	2023/02/20	9025911 --	2023/02/23		0 EA		CSW_NUREMBERG	
<input checked="" type="checkbox"/>	2275377	1	⚠ Required	Confirmed (draft) ✎	2023/02/20	9025911 --	2023/02/24	2023/02/24	5 EA	5 EA	CSW_NUREMBERG	
<input type="checkbox"/>	2275377	2	⚠ Required	No response	2023/02/20	9025911 --	2023/04/10		3 EA		CSW_NUREMBERG	
<input checked="" type="checkbox"/>	2275376	1	⚠ Required	Confirmed (draft) ✎	2023/02/20	9036067 --	2023/04/13	2023/04/13	100 EA	100 EA	CSW_NUREMBERG	
<input type="checkbox"/>	2275374	1	⚠ Required	No response	2023/02/20	9036067 --	2023/04/13		100 EA		CSW_NUREMBERG	

1 Send confirmations 4

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- In the “Order line items” tick the box in the corresponding line (1) and go to “Edit confirmations” (2). This will automatically mark the confirmation status of the ticked lines as “draft”.
- “Confirmed date” (= promised date) and “Confirmed qty.” are defaulted from the “requested” columns but can be modified by you.
- Enter the “Supplier Reference” (= your order confirmation number) (3) and click “Send confirmations” (4). A banner will appear, validating your successful confirmation (5).

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