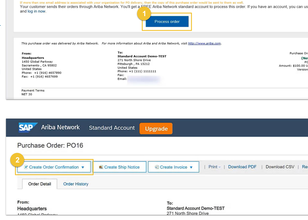
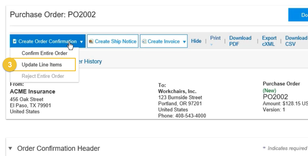
HOW TO UPDATE THE LINE ITEMS OF A PURCHASE ORDER - PARTIAL CONFIRMATION

The confirmation of the Purchase Order is **mandatory**.

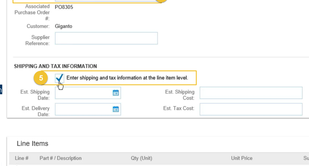
1 Click on the Process order link that you find on the Purchase order interactive email and access the platform using your credentials.



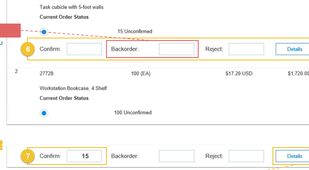
2 Click on the Create Order Confirmation menu button.



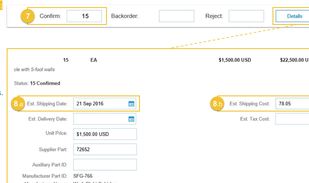
3 Select Update Line Items



4 Enter the order confirmation number.

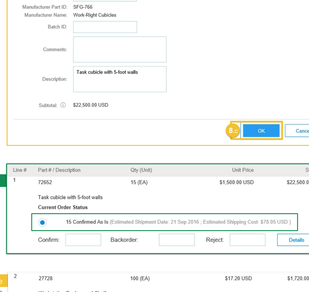


5 Select Enter shipping and tax information at the line level.

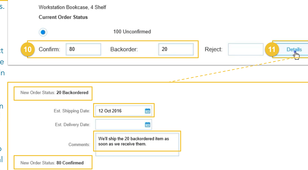


6 You can Confirm, Backorder and Reject specific quantities.

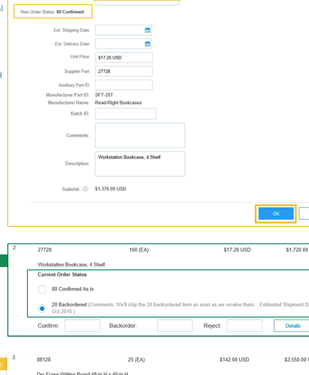
Backordering means that you will delay shipment until the requested items are available from you or the manufacturer.



7 Line 1 example: enter the full quantity in the Confirm box.



8 You can click Details to add shipment, tax and comments.

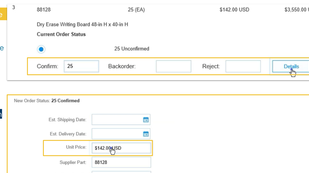


8a Select the estimated shipping date.

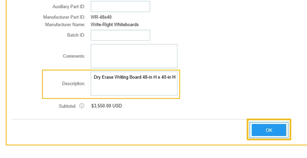
8b Add the estimated shipping cost.

8c Click OK.

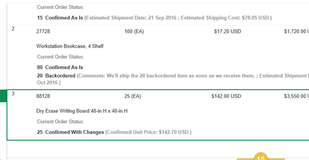
9 Line 1 is confirmed, and you can see the updated details.



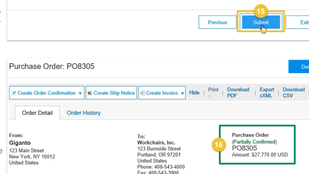
10 Line 2 example is for 100 items. Suppose you have only 80 items in stock and you expect to receive more soon. Add 80 in the Confirm box and the remaining 20 in the Backorder.



11 Click Details to fill in additional information. It will open two separate boards for Backordered and Confirmed items. After filling in the information, click OK.



12 Line 2 is updated



13 Line 3 example: Suppose the prices are out of date. If a line item contains an incorrect unit price, number or description, simply Confirm the line and click Details. Then, change the value and click OK.

14 Line 3 is updated.

15 After updating all the lines, click Submit to send the order confirmation.

16 The Purchase Order status changes to Partially Confirmed.

17 Later, when you receive the backordered items, create another order confirmation to inform that those items are available and will be shipped.