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



level.	Est. Delivery Date:	Est. Tax Cost:	
6 You can	Line Items		
Confirm, Backorder and	Line # Part # / Description	Qty (Unit)	Unit Price Subtotal
Reject specific quantities.	Task cubicle with 5-foot wal	IS (EA)	\$1,500.00 USD \$22,500.00 USD
Backordering	Current Order Status	15 Unconfirmed	
means that you will delay	6 Confirm:	Backorder:	Reject: Details i
shipment until the requested	2 27728	100 (EA)	\$17.20 USD \$1,720.00 USD
items are available from	Workstation Bookcase, 4 St Current Order Status	nelf	
you or the manufacturer.		100 Unconfirmed	
7 line 1 example:			
enter the full	Confirm: 15	Backorder:	Reject: Details 8
Confirm box.			
8 You can click Details to add	15 EA cle with 5-foot walls		\$1,500.00 USD \$22,500.00 USD
shipment, tax and comments.	Status: 15 Confirmed		
8.a Select the	8.a Est. Shipping Date: 21 Sep 201 Est. Delivery Date: 21 Sep 201	6	8.b Est. Shipping Cost: 78.05 Est. Tax Cost:
estimated shipping date.	Unit Price: \$1,500.00	USD	
8.b Add the	Auxiliary Part ID:		
estimated shipping cost.	Manufacturer Part ID: SFG-766 Manufacturer Name: Work-Right C	Cubicles	
	Comments:		
	Task cubic	e with 5-foot walls	
	Description:		
	Subtotal: (i) \$22,500.00 U	JSD	
8.c Click OK.			8.c OK Cancel
9 Line 1	Image: Image: Part # / Description 1 72652	Uty (Unit) 15 (EA)	Unit Price Subtotal \$1,500.00 USD \$22,500.00 USD
and you can	Task cubicle with 5-foot wall Current Order Status	s	
updated details.	etails. Confirm: Backorder: Backorder: Backorder:		
	Confirm:	васкогder:	Reject: Details (i)
10 Line 2 example	2 27728	100 (EA)	\$17.20 USD \$1,720.00 USD
is for 100 items. Suppose you	Workstation Bookcase, 4 Sh Current Order Status	elf	
have only 80 items in stock	have only 80 tems in stock and you expect to receive more soon. Add 80 in the Confirm box and the		
to receive more			
the Confirm			
remaining 20 in the Backorder.	Est. Shipping Date:	12 Oct 2016	
	Est. Delivery Date:	We'll ship the 20 backordered item as	
11 Click Details to fill in additional	New Order Status: 80 Confirmed		
will open two	Est. Shipping Date:		
boards for Backordered	Est. Delivery Date: Unit Price:	517.20 USD	
and Confirmed items. After	Supplier Part: 2 Auxiliary Part ID:	27728	
filling in the information,	Manufacturer Part ID: SF Manufacturer Name: Re Batch ID:	T-20T ead-Right Bookcases	
click <mark>OK</mark> .	Comments:		
	Non-printing 1	Workstation Bookcase, 4 Shelf	
		270.00.000	
	Subtotal: () \$1	,376.00 USD	
			Cancer
12 Line 2	d 2 27728 100 (EA) \$17.20 USD \$1,720.00 USD Workstation Bookcase, 4 Shelf Current Order Status 0 80 Confirmed As Is		
is updated			
	Oct 2016)	ments: We'll ship the 20 backordered item a	s soon as we receive them. ; Estimated Shipment Date: 12
	Confirm:	Backorder:	Reject: Details (i)
13) Line 3 example	3 88128	25 (EA)	\$142.00 USD \$3,550.00 USD
Suppose the prices are out	Dry Erase Writing Board 48-i Current Order Status	n H x 40-in H	
of date. If a line item contains	Confirm: 25	25 Unconfirmed	Reject: Details 13
an incorrect unit price,			
number or description, simply Confirm	New Order Status: 25 Confirmed		
the line and click Details	Est. Shipping Date: Est. Delivery Date:		
Then, change the value and	click Details. Then, change the value and click OK.		
click <mark>OK</mark> .			
	Auxiliary Part ID: Manufacturer Part ID: Man	128 -48x40	
	Auxiliary Part ID: Manufacturer Part ID: WR- Manufacturer Name: Write Batch ID:	128 -48x40 e-Right Whiteboards	
	Auxiliary Part ID: Manufacturer Part ID: WR- Manufacturer Name: Writ Batch ID: Comments:	128 -48x40 e-Right Whiteboards	
	Auxiliary Part ID: Manufacturer Part ID: WR- Manufacturer Name: Writ Batch ID: Image: Comments: Comments: Image: Comments: Description: Image: Comments:	128 -48x40 e-Right Whiteboards	
	Auxiliary Part ID: Manufacturer Part ID: WR- Manufacturer Name: Writ Batch ID: Image: Comments: Comments: Image: Comments: Description: Image: Comments: Subtotal: image: S3,5	128 -48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H	
	Auxiliary Part ID: Manufacturer Part ID: WR- Manufacturer Name: Write Batch ID: Image: Comments: Comments: Image: Comments: Description: Image: Comments: Subtotal: 3,5	128 -48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H	
	Auxiliary Part ID: Manufacturer Part ID: WR: Manufacturer Name: Writ Batch ID:	128 -48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H	
	Auxiliary Part ID: Manufacturer Part ID: WR- Manufacturer Name: Writ Batch ID: Image: Comments: Comments: Image: Comments: Subtotal: 10 Subtotal: 10 State State Manufacturer Name: Image: State Batch ID: Image: State Comments: 15 Confirmed As Is (Estime) 2 2 27728	128 -48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H 550.00 USD 550.00 USD ated Shipment Date: 21 Sep 2016 ; Estimation 100 (EA)	tted Shipping Cost: \$78.05 USD)
	Auxiliary Part ID: Manufacturer Part ID: WR Manufacturer Name: Writ Batch ID:	128 48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H 550.00 USD ated Shipment Date: 21 Sep 2016 ; Estimated 100 (EA)	Ited Shipping Cost: \$78.05 USD) \$17.20 USD
	Auxiliary Part ID: Manufacturer Part ID: WR-Manufacturer Name: Manufacturer Name: Writ Batch ID: Image: Comments: Comments: Image: Comments: Description: Image: Comments: Subtotal: 10 Subtotal: 10 Subtotal: 15 Confirmed As Is (Estimated As Is) Current Order Status: Vorkstation Bookcase, 4 Sheet Support Order Status: Subtotal: 15 Confirmed As Is 2 2 27728 Workstation Bookcase, 4 Sheet Support Subtotal: 10 Confirmed As Is 20 Backordered (Comment Comment	128 -48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H 550.00 USD ated Shipment Date: 21 Sep 2016 ; Estimation 100 (EA) off ts: We'll ship the 20 backordered item as	Ited Shipping Cost: \$78.05 USD) \$17.20 USD \$1,720.00 USD soon as we receive them. ; Estimated Shipment Date: 12
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14 Line 3 is updated.	Auxiliary Part ID: Manufacturer Part ID: WR Manufacturer Name: Writ Batch ID: Image: Comments: Comments: Image: Comments: Description: Image: Comments: Subtotal: \$3,5 Current Order Status: \$3,5 Subtotal: \$15 Confirmed As Is (Estimated As Is (Estin))))))))))))))))))))))))))))))))))))	128 -48x40 e-Right Whiteboards y Erase Writing Board 48-in H x 40-in H 550.00 USD ated Shipment Date: 21 Sep 2016 ; Estimated 100 (EA) off ts: We'll ship the 20 backordered item as 25 (EA) in H x 40-in H	Inted Shipping Cost: \$78.05 USD) \$17.20 USD \$1,720.00 USD soon as we receive them. ; Estimated Shipment Date: 12 \$142.00 USD \$3,550.00 USD
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