

Create Order Confirmation

Update Line Items

You should Confirm/Update a Line Item when line items do not have the same estimated delivery date (EDD), and/or when there is a quantity or price discrepancy with a line item.

1. Click Create Order Confirmation > **Update Line Items** to set the status of each line item.
2. Enter the **Confirmation #** for your reference to identify the order confirmation.
3. Scroll down to view the line items and choose among the possible values:
 - **Confirm:** Enter quantity ordered (you are confirming you can supply entire quantity on the line). If you cannot supply the entire quantity, contact the buyer.
 - **Backorder:** If the shipment will be delayed, let the EST Delivery Date field in your confirmation reflect the final delivery date. **Do not populate the Backorder field.**
 - **Details:** Click here to provide an EDD at the line level and/or request an update to the price.

1.

Purchase Order: 4500001

Create Order Confirmation

Confirm Entire Order

Update Line Items

Reject Entire Order

From:
Plattsburgh Mill

Order Confirmation Header

2. Confirmation #:

Associated Purchase Order #: 4500001714

Customer: Georgia-Pacific LLC - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Est. Shipping Cost:

Est. Tax Cost:

Comments:

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	GP00011031 SWAGELOK	GP00011031	2.000 (EA)	29 Mar 2019	\$30.00 USD	\$60.00 USD

Current Order Status

2 Confirmed With New Date (Estimated Delivery Date: 31 Mar 2019)

3. Confirm: Backorder:

Confirm Order

Update Line Items – Price and EDD

1. After clicking **Details** from the previous page, enter the **Est. Delivery Date**.
 - If an order is delayed/backordered, input the EDD of the final shipment.
2. **Unit Price:** Update the pricing or leave the current text if pricing is correct. If you do change the unit price, the change will be sent to the GP buyer for review. If they are aligned with the price change, the PO will be updated, and a change order will be sent back to you via the Ariba network. **Please do not confirm a unit price of \$0. If you cannot provide what is being requested, please email the buyer directly.**
3. Click **OK**.

Note: You will **not** be able to adjust the total \$ amount of a service order. Please contact the buyer directly is a service order price change is needed.

Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	GP00011031 SWAGELOK	GP00011031	2.000 (EA)	29 Mar 2019	\$30.00 USD	\$60.00 USD

Current Order Status

2 Confirmed With New Date (Estimated Delivery Date: 31 Mar 2019)

Confirm: Backorder: **Details** ⓘ 1.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	GP00011031 SWAGELOK	2.000	EA	29 Mar 2019		\$30.00 USD	\$60.00 USD

New Order Status: 2 Confirmed

Est. Shipping Date:

1. Est. Delivery Date:

2. Unit Price:

Price Unit Quantity: *

Unit Conversion: *

Price Unit: *

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID: SS-600-2-8
Manufacturer Name: SWAGELOK

Supplier Batch ID:

Comments:

Description:

Pricing Description:

Subtotal: ⓘ \$60.00 USD

Confirm Order

Update Line Items

1. Continue to update the status for each line item on the purchase order. Once finished, click **Next** to proceed to the Review Page.
2. Review the order confirmation and click **Submit**. Your order confirmation is sent to Georgia-Pacific.
3. Click **Done** to return to the Inbox.

Name	Size (bytes)	Content Type
No items		
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Add Attachment"/>
<small>The total size of all attachments cannot exceed 10MB</small>		
<input type="button" value="Confirm All"/>		
		<input type="button" value="Exit"/> <input type="button" value="Next"/>

Line Items						
Line #	Part # / Description	Customer Part #	Qty (Unit)	Need By	Unit Price	Subtotal
10	GP00011031	GP00011031	2.000 (EA)	29 Mar 2019	\$30.00 USD	\$60.00 USD
Current Order Status: 2 Confirmed With New Date (Estimated Shipment Date: 30 Mar 2019 ; Estimated Delivery Date: 31 Mar 2019)						
20	Not Available	GP00011031	4.000 (EA)	29 Mar 2019	\$30.00 USD	\$120.00 USD
Current Order Status: 4.000 Unconfirmed						
30	Not Available	GP00011031	6.000 (EA)	29 Mar 2019	\$30.00 USD	\$180.00 USD
Current Order Status: 6.000 Unconfirmed						
40	Not Available	GP00011031	8.000 (EA)	29 Mar 2019	\$30.00 USD	\$240.00 USD
Current Order Status: 8.000 Unconfirmed						
					<input type="button" value="Previous"/> <input type="button" value="Submit"/> <input type="button" value="Exit"/>	