

# CREATE ORDER CONFIRMATION



## This Section explains How to Confirm the Entire Order

1. From the Orders Section on the Home Page, select Purchase Orders Option, click on Actions, and select Confirm Entire Order.
2. Enter the Confirmation Number.
3. Click Next.
4. Review the order confirmation, and then Submit.
5. Your order confirmation is sent to Air Canada.

## This Section explains How to Reject the Entire Order

6. Enter a reason for rejecting the order (required field for Air Canada)
7. If you have any questions do not hesitate to contact the Air Canada Supplier Enablement Team by completing this [form](#).

The screenshot displays the 'Orders' section of the Air Canada system. At the top, there are navigation tabs: Home, Enablement, Integration, Discovery, Workbench, **Orders**, Fulfillment, Invoices, Payments, and More. Below the navigation, there are six summary cards for 'Last 31 days': Orders (2), Items to confirm (0), Items to ship (0), Return items (0), New orders (2), and Changed orders (0). A dropdown menu is open over the 'Orders (2)' card, listing actions: Confirm entire order (1), Update line items, Reject entire order, Create ship notice, Create service sheet, Standard invoice, Create credit memo, Create line-item credit memo, and Create line-item debit. Below the summary cards, there are filters for Customers, Order numbers, Creation date, and Order status. The 'Confirming PO' form is visible, with a 'Next' button (3) and a 'Submit' button (4). The form includes fields for Confirmation # (2), Associated Purchase Order #, Customer, and Supplier Reference. It also has sections for Shipping and Tax Information with fields for Est. Shipping Date, Est. Delivery Date, Est. Shipping Cost, and Est. Tax Cost. A 'Confirmation Update' section shows the Confirmation # as 'Untitled 05/10/2024' and the Supplier Reference as 'Attachments:'. A table of Line Items is shown with one item: Line # 1, Part # / Description 'Not Available Where my shine points', Type 'Material', Qty (Unit) '10 (EA)', Unit Price '\$10.00 CAD', and Subtotal '\$100.00 CAD'. The current order status is '10 Confirmed As Is'.