

# HOW DO I RESPOND TO PURCHASE ORDERS AND SEND ACKNOWLEDGEMENTS?



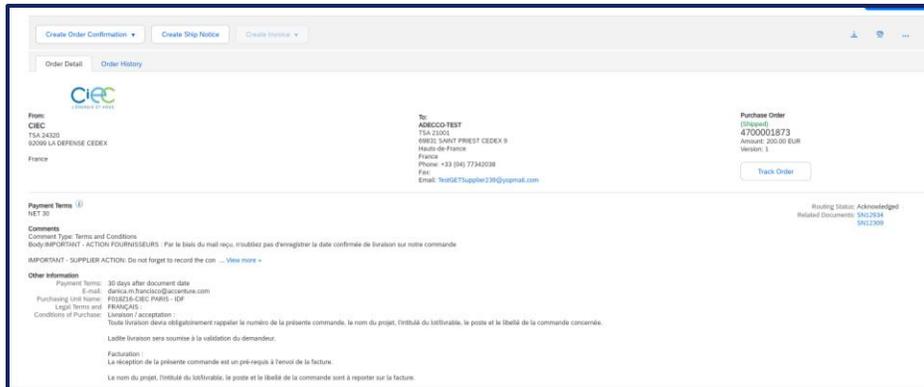
# Tutorial: How do I respond to purchase orders and send acknowledgements? (1/3)

You are concerned by these actions as a supplier wishing to respond to a purchase order. With this sheet, you will be able to find out how to:

- Create PDF and confirm an order
- Reject a purchase order
- Edit PO lines in a purchase order

## 7 steps

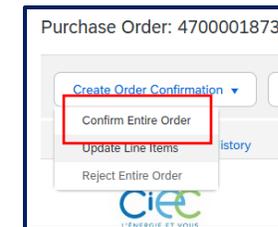
**1** On your SAP home page, on the **"orders"** tab, click on the order number to open the purchase order.



**2** You can click on the **"Download PDF"** option to download the order form in PDF format/



**3** To confirm a purchase order in its entirety, from the purchase order view, click on the **Create Order Confirmation** option and click on **"Confirm Entire Order"**.



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# Tutorial: How do I respond to purchase orders and send acknowledgements? (2/3)

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Fill in all the required fields, including information related to **expected** shipping dates and finally click Next. Review the order confirmation and click the Submit button.

5

To **reject a purchase order**, from the purchase order view, click on the Create Order Confirmation option and click on the "Reject Order Entirely" option. Fill in all the required fields and finally click on Reject

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	ESF_184 Chaudières au sol	Material	10 (EA)	20 Mar 2024	20.00 EUR	200.00 EUR

Current Order Status

10 Unconfirmed

Confirm:  Backorder:  Reject:  [Details](#) ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		



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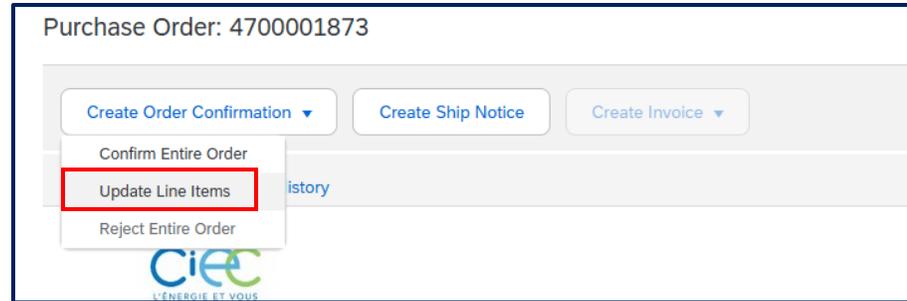
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# Tutorial: How do I respond to purchase orders and send acknowledgements? (3/3)

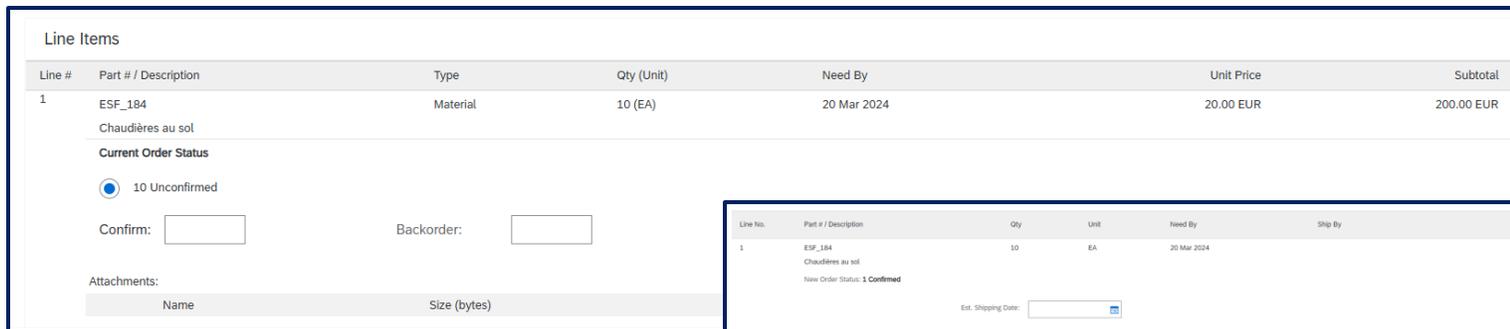
6

To edit the details of each PO line in the PO, from the PO view, click on the "update PO lines" option

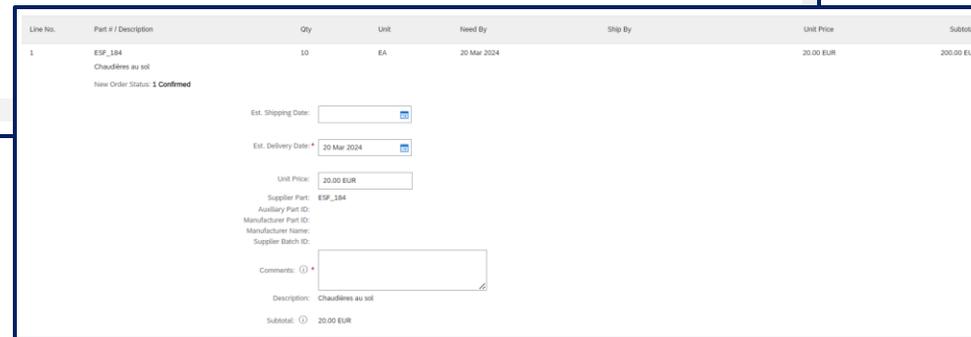


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Scroll down to view all the items and update the purchase order. You can indicate if the items are out of stock or indicate another reason. Depending on the fields you fill in, the Details button will display different options, such as changing the price, offering substitute items and most importantly specifying the shipping date. Finally click OK



The order status will show as Partially Confirmed/Pending/Rejected, if the items have not been fully confirmed, put on hold, or rejected.



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