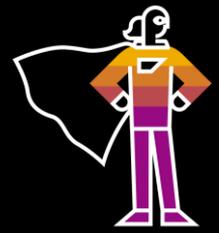


Changing PO Details on Ariba® Network for the suppliers of Shell



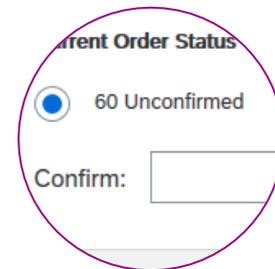
To operate a change in a Purchase Order, you'll need to use the **PO Confirmation** process. Locate the PO, open it and use the option **Update Line Items**.

Changing Quantity, Price & Delivery Date

In the Line Items section, enter the quantity to confirm in the **Confirm** field.

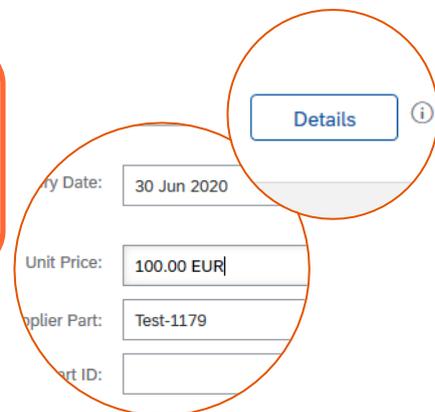
Quantity cannot be lower than the requested amount!
If quantity reduction is needed, please contact your Shell Buyer.

The contact details are in the Header section of the PO



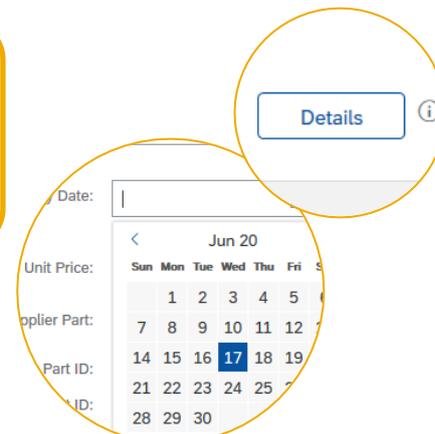
To modify the price, press on **Details** at the end of the confirmed line item.

Once on the Details page, fill in the new price in the **Unit Price** field, then click **OK** to confirm.



To modify the delivery date, press on **Details** at the end of the confirmed line item.

Once on the Details page, choose the new **Estimated Delivery Date**, then click **OK** to confirm.



Changing PO Details on Ariba® Network for the suppliers of Shell



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