

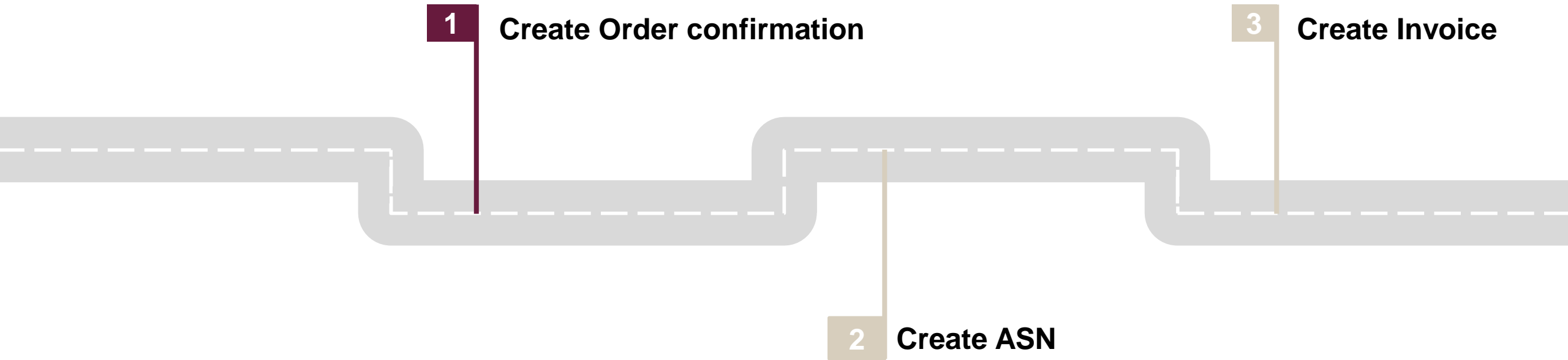


QUICK GUIDE FOR ORDER CONFIRMATION

Schaan, August 2021



PO COLLABORATION PROCESS WITH SCC



CREATE THE ORDER CONFIRMATION TO COMPLETE THE FIRST STEP OF THE PO COLLABORATION

The aim of this guide is to provide a step-by-step explanation on how to make an order confirmation. For more details or complementary information, please use the complete **PO Collaboration Guide**.

- In this guide, it will be explained two ways of managing the order confirmation (OC) of the PO:
 - **Manage Individual OC**
 - **Manage Mass OC**



MANAGE INDIVIDUAL OC



MANAGE INDIVIDUAL OC: CREATE THE ORDER CONFIRMATION TO COMPLETE THE FIRST STEP OF THE PO COLLABORATION

1. Go to Orders, click “Orders and Releases”.
2. Select the PO which you want to confirm and click “Create Order confirmation”.
3. Click “Confirm Entire Order”.

The screenshot displays the 'Orders and Releases' interface. On the left, a navigation menu shows 'Orders and Releases' highlighted with a red box and a red circle '1'. The main table lists one order with the following details:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4529850995	1	Hilti Aktiengesellschaft - TEST		Hilti Aktiengesellschaft HRL Nendeln Rampe Wareneingang Nendeln Liechtenstein		\$27,603.60 USD	18 Feb 2021	New	Invoice	\$0.00 USD	Original	Actions ▾

Below the table, a row of action buttons is visible. The 'Create Order Confirmation' button is highlighted with a red circle '2'. A dropdown menu is open below it, showing three options: 'Confirm Entire Order' (highlighted with a red circle '3'), 'Update Line Items', and 'Reject Entire Order'. Other buttons in the row include 'Create Ship Notice', 'Create Invoice ▾', 'Hide', and 'Resend Failed Orders'.

FOLLOW THE MANDATORY STEPS TO ENSURE PROPER DATA ENTRY

4. Enter the **Delivery Date** (see the Need By date in the Line item).



Note: For the order confirmation, the date entered must be up to -5 to 0 days before the delivery date in the PO. In case the delivery date is already in the past, please reach out to your contact person at Hilti to solve it.

5. Click “Next”.

6. Click “Submit” after having checked the data.

Shipping and Tax Information

Est. Shipping Date:

4 Est. Delivery Date: * 31 Mar 2021

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
10	202	000000000000050396	A6	600,000.000 (PCE)	31 May 2021 CEST 31 May 2021 Buyer time

Exit 5 Next

6 Previous Submit Exit

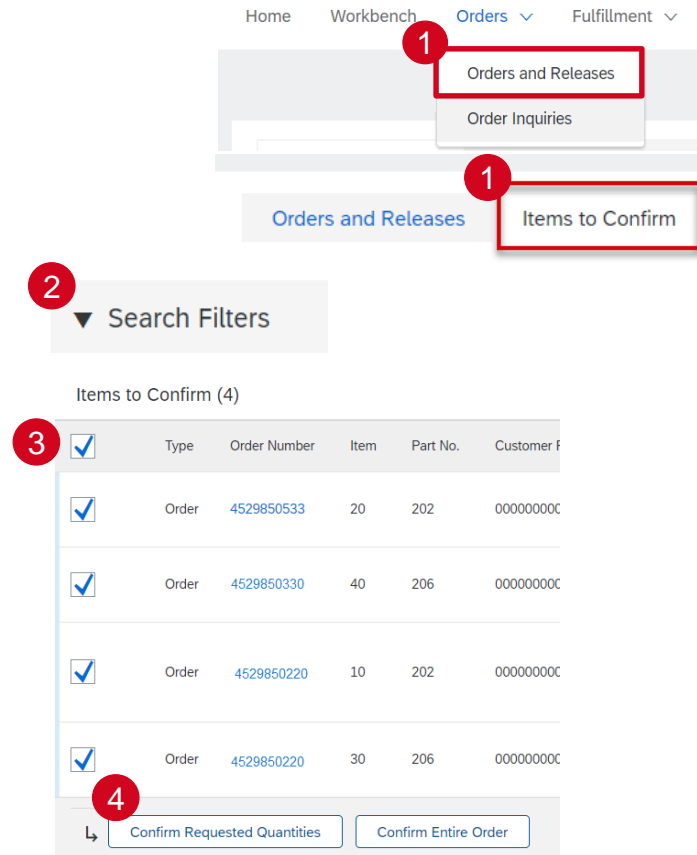


MANAGE MASS OC



MANAGE MASS OC: YOU CAN OPT TO DO MASS CONFIRMATION OF DIFFERENT POS AT THE SAME TIME

1. Go to "Orders", click "Orders and Releases" and then "Items to Confirm" tab.
2. Search filters will help you to identify the POs you need to manage. Enter search criteria and click "Search".
3. Select your order(s).
4. Click on "Confirm Requested Quantities".



YOU CAN REVIEW ALL YOUR ORDERS BEFORE CONCLUDING THE ORDER CONFIRMATION

5. A similar screen will appear with the overview of all orders you want to confirm.

6. Click “Summit” to conclude the order confirmation.

5 Items to Confirm
Total: 7

Line No. 1	Part No.	Customer Part No.	Customer	Estimated Shipping	Estimated Delivery	Supplier Batch ID	Confirm Qty	Need By	Ship By
▼ Order No.: 4529850533 (4)									
10	202	000000000000050396	Hilti Aktiengesellschaft - TEST	19 Apr 2021	18 May 2021 GMT+01:00 18 May 2021 Buyer time		600,000 (PCE)	18 May 2021 GMT+01:00 18 May 2021 Buyer time	19 Apr 2021
Description: DX Cartridge 5.5/16 .22 brown									
20	202	000000000000050396	Hilti Aktiengesellschaft - TEST	27 Jan 2021	26 Feb 2021 GMT+01:00 26 Feb 2021 Buyer time		1,200,000.000 (PCE)	26 Feb 2021 GMT+01:00 26 Feb 2021 Buyer time	27 Jan 2021
Description: DX Cartridge 5.5/16 .22 brown									
30	206	000000000000050404	Hilti Aktiengesellschaft - TEST	5 Jul 2021	31 Jul 2021 GMT+01:00 31 Jul 2021 Buyer time		420,000.000 (PCE)	31 Jul 2021 GMT+01:00 31 Jul 2021 Buyer time	5 Jul 2021
Description: DX Cartridge 5.5/16 .22 red									
40	206	000000000000050404	Hilti Aktiengesellschaft - TEST	27 Jan 2021	26 Feb 2021 GMT+01:00 26 Feb 2021 Buyer time		1,920,000.000 (PCE)	26 Feb 2021 GMT+01:00 26 Feb 2021 Buyer time	27 Jan 2021
Description: DX Cartridge 5.5/16 .22 red									
▼ Order No.: 4529850535 (3)									
10	202	000000000000050396	Hilti Aktiengesellschaft - TEST	19 Apr 2021	18 May 2021 GMT+01:00 18 May 2021 Buyer time		600,000 (PCE)	18 May 2021 GMT+01:00 18 May 2021 Buyer time	19 Apr 2021
Description: DX Cartridge 5.5/16 .22 brown									
20	206	000000000000050404	Hilti Aktiengesellschaft - TEST	19 Apr 2021	18 May 2021 GMT+01:00 18 May 2021 Buyer time		100,000 (PCE)	18 May 2021 GMT+01:00 18 May 2021 Buyer time	19 Apr 2021
Description: DX Cartridge 5.5/16 .22 red									
40	206	000000000000050404	Hilti Aktiengesellschaft - TEST	5 Jul 2021	31 Jul 2021 GMT+01:00 31 Jul 2021 Buyer time		420,000.000 (PCE)	31 Jul 2021 GMT+01:00 31 Jul 2021 Buyer time	5 Jul 2021
Description: DX Cartridge 5.5/16 .22 red									

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THANK YOU

If you have any doubts, please reach out to the following e-mail: HAGTeam.Ariba@hilti.com

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