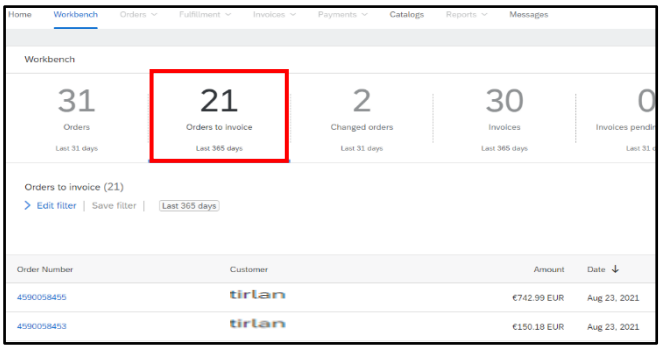
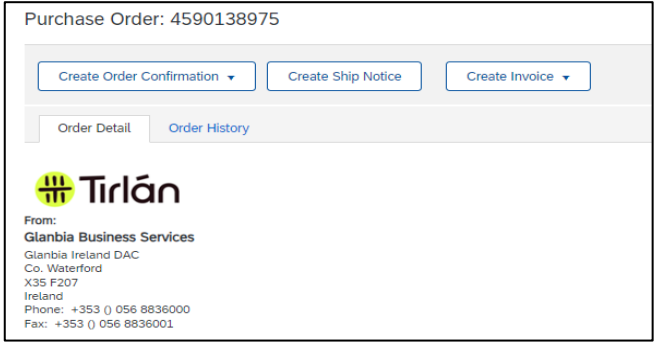
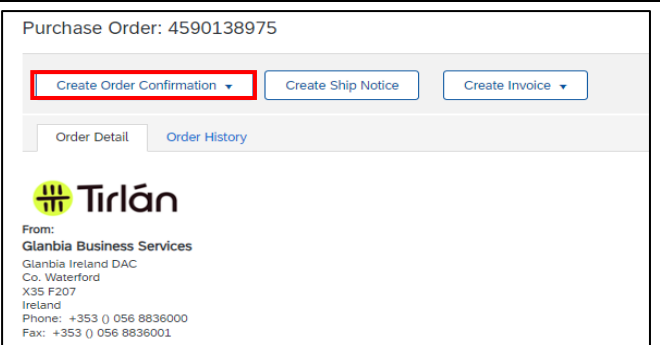


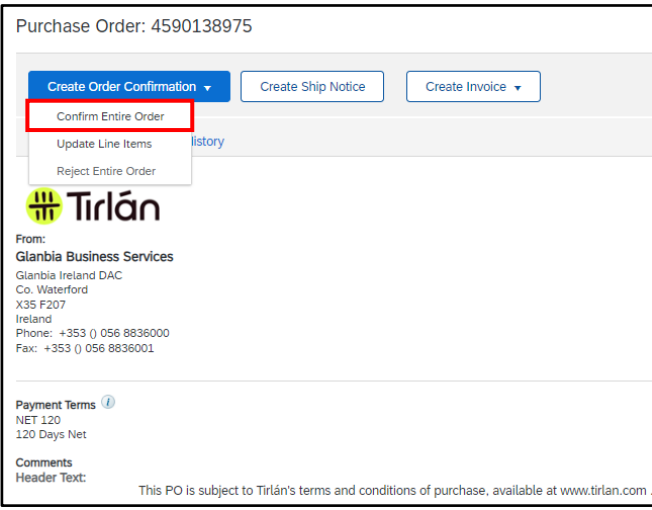
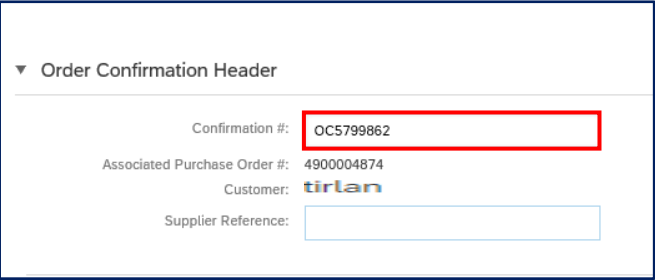
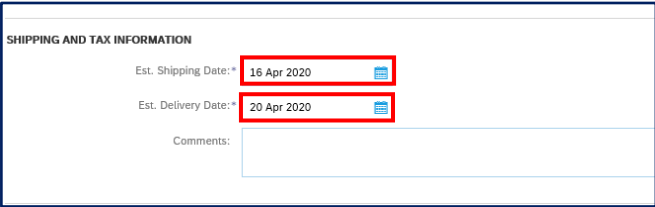
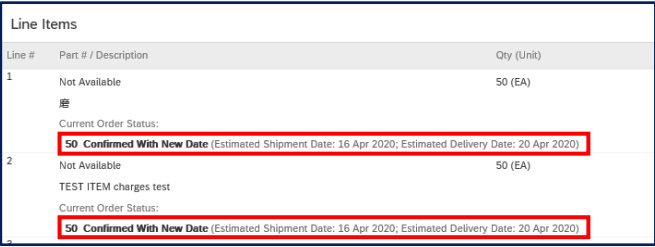

ORDER CONFIRMATIONS

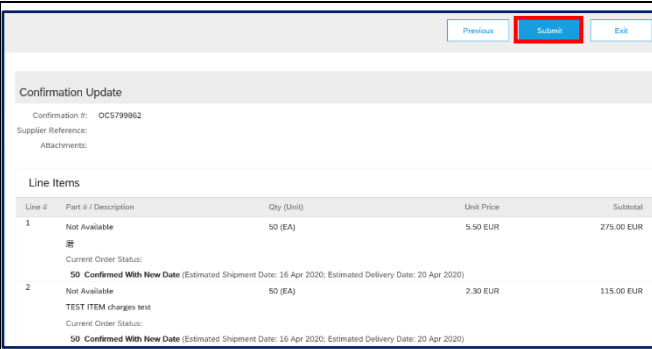
This guide is relevant if you need to submit an order confirmation against a Tirlan Purchase Order (PO) sent to you through Ariba.

INSTRUCTIONS:

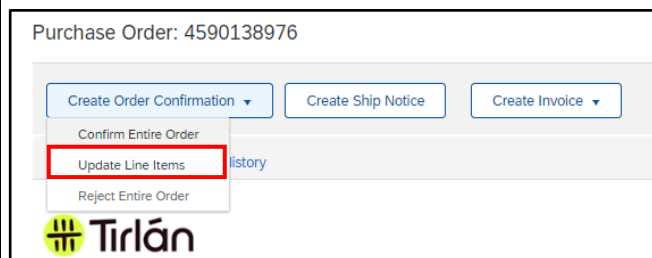
ACCESSING THE PURCHASE ORDER	
<p>1. Log into Ariba with your username and password.</p> <p>From your workbench click on the 'Orders to Invoice' tile and select the PO that you wish to submit an order confirmation against.</p>	 <p>The screenshot shows the Ariba Workbench dashboard. At the top, there are navigation tabs: Home, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Messages. Below these, there are five tiles: '31 Orders' (Last 31 days), '21 Orders to Invoice' (Last 365 days, highlighted with a red box), '2 Changed orders' (Last 31 days), '30 Invoices' (Last 365 days), and '0 Invoices pending' (Last 31 days). Below the tiles, there is a section for 'Orders to invoice (21)' with links for 'Edit filter', 'Save filter', and 'Last 365 days'. At the bottom, there is a table with columns: Order Number, Customer, Amount, and Date. The table contains two rows of data for Tirlán orders.</p>
<p>2. You will be brought directly to the PO that an Order Confirmation needs to be issued against.</p>	 <p>The screenshot shows the 'Purchase Order: 4590138975' details page. At the top, there are three buttons: 'Create Order Confirmation' (highlighted with a red box), 'Create Ship Notice', and 'Create Invoice'. Below these buttons, there are tabs for 'Order Detail' and 'Order History'. The Tirlán logo is displayed, followed by the text 'From: Gianbia Business Services' and contact information for Gianbia Ireland DAC, including address, phone, and fax numbers.</p>

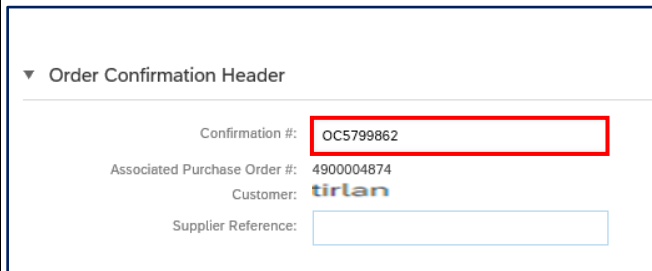
CREATING THE ORDER CONFIRMATION	
<p>3. At the top of the screen, click Create Order Confirmation.</p>	 <p>This screenshot is identical to the one in the previous table, showing the 'Purchase Order: 4590138975' details page. The 'Create Order Confirmation' button is highlighted with a red box.</p>

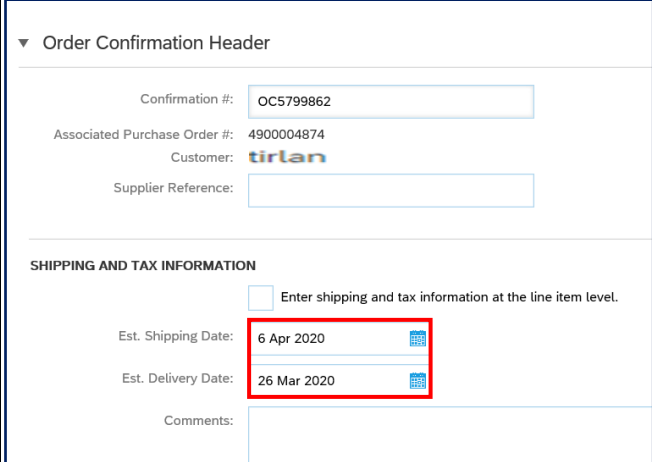
<p>4.</p>	<p>If you wish to confirm the entire PO and make no changes to quantities, select Confirm Entire Order.</p> <p>If you need to update quantities and delivery dates per line item, please skip to step 12.</p> <p>By selecting Confirm Entire Order, you will be able confirm your delivery date for all items within the PO. You will not be able to change the quantity or delivery date per line item.</p>	
<p>5.</p>	<p>Enter your Order Confirmation reference if available.</p>	
<p>6.</p>	<p>Enter your estimated Shipping Date and estimated Delivery Date.</p>	
<p>7.</p>	<p>The confirmation details will be populated against each line item.</p>	
<p>8.</p>	<p>Select Next.</p>	

<p>9. A summary page will appear. Review the details and select Submit to send your order confirmation to Glanbia.</p>	 <p>The screenshot shows a 'Confirmation Update' page with a 'Submit' button highlighted in red. Below the header, there is a table of 'Line Items' with columns for Line #, Part # / Description, Qty (UoM), Unit Price, and Subtotal.</p> <table border="1"> <thead> <tr> <th>Line #</th> <th>Part # / Description</th> <th>Qty (UoM)</th> <th>Unit Price</th> <th>Subtotal</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Not Available</td> <td>50 (EA)</td> <td>5.50 EUR</td> <td>275.00 EUR</td> </tr> <tr> <td>2</td> <td>Not Available</td> <td>50 (EA)</td> <td>2.30 EUR</td> <td>115.00 EUR</td> </tr> </tbody> </table>	Line #	Part # / Description	Qty (UoM)	Unit Price	Subtotal	1	Not Available	50 (EA)	5.50 EUR	275.00 EUR	2	Not Available	50 (EA)	2.30 EUR	115.00 EUR
Line #	Part # / Description	Qty (UoM)	Unit Price	Subtotal												
1	Not Available	50 (EA)	5.50 EUR	275.00 EUR												
2	Not Available	50 (EA)	2.30 EUR	115.00 EUR												

UPDATING LINE ITEM QUANTITIES AND DELIVERY DATES

<p>10. To update delivery date details and quantities per line item, select Update Line Items.</p>	 <p>The screenshot shows a 'Purchase Order: 4590138976' page with a dropdown menu open. The 'Update Line Items' option is highlighted with a red box.</p>
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<p>11. Enter your Order Confirmation reference if available.</p>	 <p>The screenshot shows the 'Order Confirmation Header' section with the 'Confirmation #' field highlighted in red, containing the value 'OC5799862'.</p>
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<p>12. If the estimated shipping and delivery date is the same for all line items, you can enter it here. If you need to specify this information per line item, you can leave this section blank.</p>	 <p>The screenshot shows the 'SHIPPING AND TAX INFORMATION' section. The 'Est. Shipping Date' and 'Est. Delivery Date' fields are highlighted in red, with values '6 Apr 2020' and '26 Mar 2020' respectively.</p>
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<p>13.</p>	<p>To specify a delivery date per line item, enter the Confirmed quantity and other relevant details such as Backorder and Reject.</p>	<p>The screenshot shows the 'Line Items' section of a form. A table lists one item: Line # 1, Part # / Description 'Not Available', Qty (Unit) '50 (EA)', Unit Price '5.50 EUR', and Subtotal '275.00 EUR'. Below the table, the 'Current Order Status' is '50 Confirmed With New Date'. The 'Confirm' field is highlighted with a red box and contains the value '50'. Other fields for 'Backorder' and 'Reject' are empty. A 'Details' button is visible to the right.</p>
<p>14.</p>	<p>Then select Details.</p>	<p>This screenshot is identical to the previous one, but the 'Details' button is now highlighted with a red box.</p>
<p>15.</p>	<p>Enter the estimated Shipping Date and Delivery Date. Repeat steps 13-15 for each line item on the PO.</p>	<p>The screenshot shows the 'New Order Status: 50 Confirmed' form. The 'Est. Shipping Date' field is highlighted with a red box and contains '6 Apr 2020'. The 'Est. Delivery Date' field is also highlighted with a red box and contains '26 Mar 2020'. Other fields include 'Unit Price: 5.50 EUR', 'Supplier Part', 'Auxiliary Part ID', 'Manufacturer Part ID', 'Manufacturer Name', 'Supplier Batch ID', 'Comments', and 'Description'. The subtotal is '275.00 EUR'.</p>
<p>16.</p>	<p>Select Next.</p>	<p>The screenshot shows two buttons: 'Exit' and 'Next'. The 'Next' button is highlighted with a red box.</p>
<p>17.</p>	<p>A summary page will appear. Review the details and select Submit to send your order confirmation to Tirlan.</p>	<p>The screenshot shows the 'Confirmation Update' summary page. It includes the confirmation number 'OC5799862', supplier reference, and a list of line items. The 'Submit' button at the top right is highlighted with a red box. The line items table shows two items: Line # 1 (Not Available, 50 EA, 5.50 EUR, 275.00 EUR) and Line # 2 (Not Available, 50 EA, 2.30 EUR, 115.00 EUR).</p>