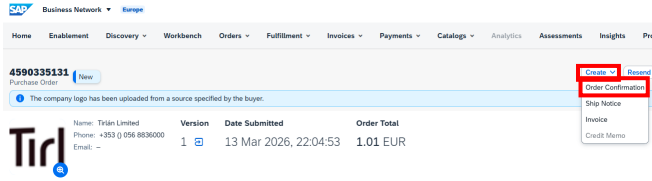


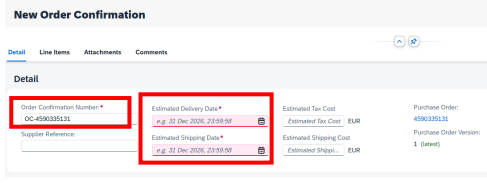
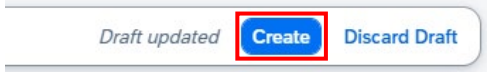
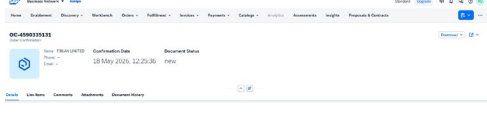
ORDER CONFIRMATIONS

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

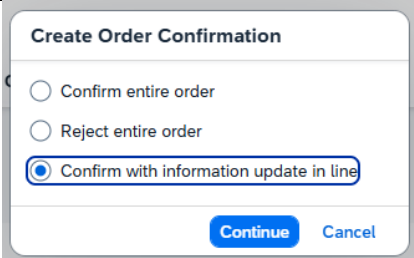
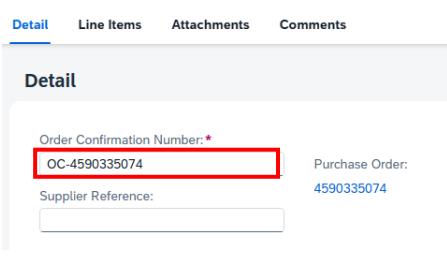
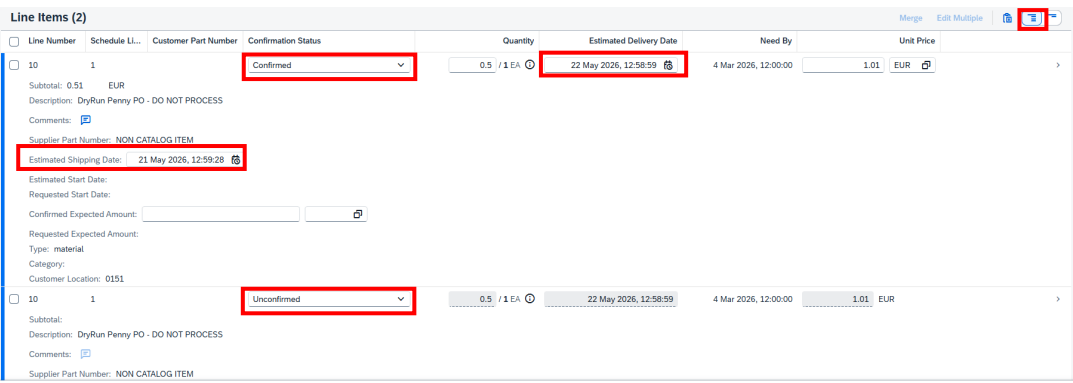
INSTRUCTIONS:

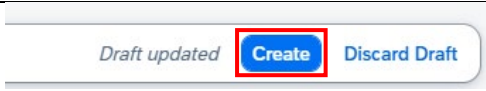
ACCESSING THE PURCHASE ORDER	
1.	Log into Ariba to locate the PO that requires action by clicking here .
2.	Enter your username and password that you generated during the registration process. See guide: Ariba Registration Guide. Select Sign In. Supplier sign-in Username Password Sign In
3.	When you have successfully logged in to Ariba, locate the order that an Order Confirmation needs to be issued against, and click the PO number to open it. See guide: Locating Purchase Orders.

CREATING THE ORDER CONFIRMATION	
4.	At the top of the screen, click 'Create', then click 'Order Confirmation'. 
5.	If you wish to confirm the entire PO and make no changes to quantities, select Confirm Entire Order. If you need to update quantities and delivery dates per line item, please skip to step 12. 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. Create Order Confirmation ☒ Confirm entire order ☐ Reject entire order ☐ Confirm with information update in line Continue Cancel

6.	Enter your Order Confirmation reference. Enter your estimated Shipping Date and estimated Delivery Date .	
7.	Select Create .	
8.	A summary page will appear with the details entered previously. This page is confirmation that the order confirmation is sent to Tirlán.	

UPDATING LINE ITEM QUANTITIES AND DELIVERY DATES

9.	To update delivery date details and quantities per line item, select Confirm with information update in line .	
10.	Enter your Order Confirmation Number .	
11.	For each line item, select a Confirmation Status (i.e. Confirmed, Unconfirmed, Rejected) Then click 'Show more per row' button in the top right corner of the Line Item section. Select an 'Estimated Delivery Date' and 'Estimated Shipping Date'.	

12.	Repeat step 11 for each line item on the PO.	
13.	Select Create .	
14.	A summary page will appear with the details entered previously. This page is confirmation that the order confirmation is sent to Tirlán.	