

# SRM GUIDE

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## PURCHASE ORDER CONFIRMATION

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## PURCHASE ORDER CONFIRMATION

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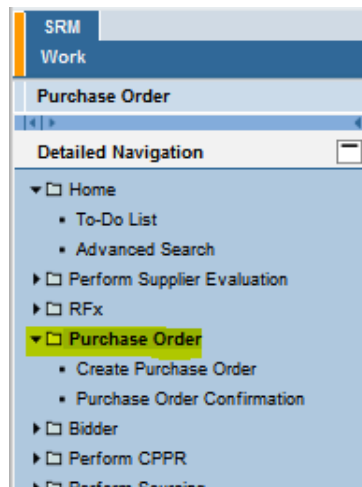
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# PURCHASE ORDER CONFIRMATION

## HOW TO SEARCH FOR PURCHASE ORDER

### 1. How to search for Purchase Order (PO).

- a. Click on Purchase Order on the Left Menu bar.



- b. Click on Purchase Order “All” link in the main window.

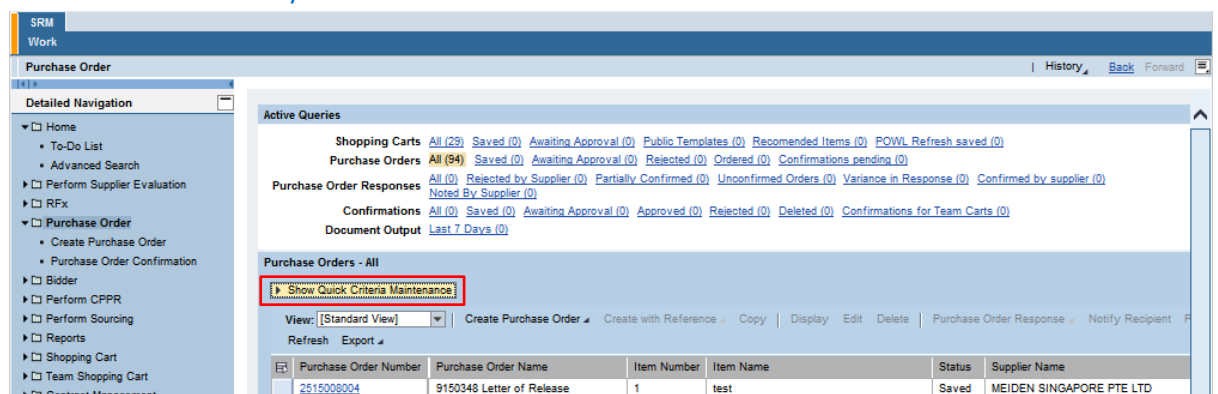


- c. If the PO you require is not shown in the results screen, click on the “Show Quick Criteria Maintenance” button and enter the PO number in the “Number” field and click on the “Apply” button at the bottom.

Note: You may also make use of the other criteria fields to search for your PO if you cannot remember the PO number.

I.e. If you recall there is a keyword in the PO name, you can use asterisk (\*) to search for it by entering \*keyword\* in the Purchase Order Name field.

E.g. If keyword is “Stationery”, you enter \*stationery\* for the system to run a wild card search based on this keyword.



# PURCHASE ORDER CONFIRMATION

## HOW TO SEARCH FOR PURCHASE ORDER

The screenshot shows the 'Purchase Order' search page in the SRM Work application. The left sidebar contains a 'Detailed Navigation' menu with options like Home, To-Do List, Advanced Search, RFX, Purchase Order, Bidder, Perform CPPR, Perform Sourcing, Reports, Shopping Cart, Team Shopping Cart, Contract Management, and Contract Demerits. The main area is titled 'Active Queries' and lists various query types with counts. Below this, the 'Purchase Orders - All' section is visible, featuring a search form with fields for Number, Purchase Order Name, Item Description, Status, Timeframe, Creation Date, Purchasing Organization, Purchasing Group, Supplier, Requestor, Preferred Supplier, and Goods Recipient. The 'Number' field is highlighted with a red box.

This screenshot shows the same search page as the previous one, but with the 'Number' field filled with the value '2015008106'. The 'Apply' button at the bottom left of the search form is highlighted with a red box. A red '1' is placed next to the 'Number' field, and a red '2' is placed next to the 'Apply' button.

- d. Click on your required PO hyperlink shown in the results list to display your PO.

**Note:** The search result may display multiple rows of same PO number based on the number of line items in the PO. Just click on any one of the PO number to display the PO.

The screenshot shows the search results page. The search form is still visible at the top. Below it, a table displays the search results. The first row is highlighted with a red box.

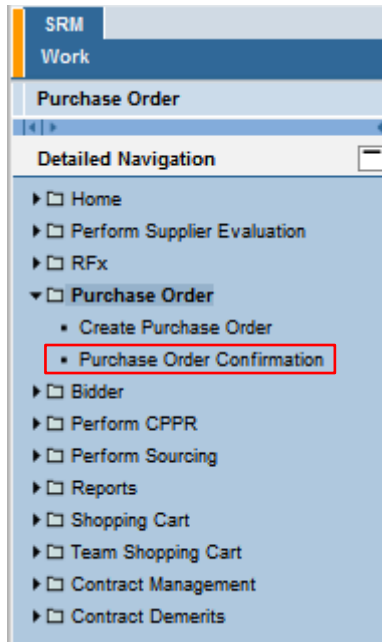
Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status
2015008106	TEST FOR PO FORM VALUE	1	CABLE LT 4C 35MM2 CU/XLPE/SPA/PVC	Ordered
2015008106	TEST FOR PO FORM VALUE	2	CABLE LT 4C 35MM2 CU/XLPE/SPA/PVC	Ordered
2015008106	TEST FOR PO FORM VALUE	3	CABLE LT 4C 35MM2 CU/XLPE/SPA/PVC	Ordered
2015008106	TEST FOR PO FORM VALUE	4	CABLE LT 4C 35MM2 CU/XLPE/SPA/PVC	Ordered

# PURCHASE ORDER CONFIRMATION

## HOW TO CREATE PURCHASE ORDER CONFIRMATION

### 2. How to create Purchase Order Confirmation

- a. Under Purchase Order, click on “Purchase Order Confirmation”.



- b. In the pop-up window, enter the PO number in the “Purchase Order Number” field, then click on the “Search” button. Once the PO has been found, click on the “Continue” button.

The screenshot shows the 'Purchase Order Confirmation' search form. The 'Purchase Order Number' field contains the value '2015008106' and is highlighted with a red box. The 'Search' button is also highlighted with a red box. The form includes fields for Item Description, Product ID, Shopping Cart Number, and Shopping Cart Name. A 'Continue' button is visible at the top left of the form.

The screenshot shows the search results for the purchase order. The table lists the search results, including the purchase order number, document name, item name, ordered quantity, ordered value, confirmed quantity, confirmed value, invoice value, unit, currency, created by, posting date, created on, and logical system. The search results are displayed in a table format.

Purchase Order / Item Number	Document Name / Item Name	Ordered Quantity	Ordered Value	Confirmed Quantity	Confirmed Value	Invoice Value	Unit	Currency	Created By	Posting Date	Created On	Logical System
2015008106									PO Creator	13.10.2015	13.10.2015	GEMCLNT100

## PURCHASE ORDER CONFIRMATION

### HOW TO CREATE PURCHASE ORDER CONFIRMATION

- c. In the Create Confirmation window, click on the Header Tab.

The screenshot shows the 'Purchase Order Confirmation' window with the 'Create Confirmation' tab active. The 'Header' sub-tab is selected, indicated by a red box. The window displays the following information:

- Confirmation Number: 6500000053
- Purchase Order Number: 2015008106
- Status: In Process
- Confirmed Value: 0.00 SGD

Below this, there are tabs for Overview, Header, Item, Notes & Attachment, Approval, and Tracking. The 'Header' tab is highlighted. The 'Confirmation Name' and 'Reference Document' fields are empty. The 'Delivery Date' is set to 11.11.2015. A note states: 'To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".'

The 'Item Overview' section shows a table with the following data:

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/ILPE/SWA/PVC	C/LV	500.000	0.000	M	16.173.36	SGD	1,000	10.12.2015			<input type="checkbox"/>	2015008106	0000000001
2	Material	101721	CABLE LT 4C 35MM2 CU/ILPE/SWA/PVC	C/LV	4,500.000	0.000	M	16.173.36	SGD	1,000	10.12.2015			<input type="checkbox"/>	2015008106	0000000002
3	Material	101721	CABLE LT 4C 35MM2 CU/ILPE/SWA/PVC	C/LV	3,000.000	0.000	M	16.173.36	SGD	1,000	07.01.2016			<input type="checkbox"/>	2015008106	0000000003
4	Material	101721	CABLE LT 4C 35MM2 CU/ILPE/SWA/PVC	C/LV	3,000.000	0.000	M	16.173.36	SGD	1,000	07.01.2016			<input type="checkbox"/>	2015008106	0000000004

- d. Enter the following fields:

- Confirmation Name: e.g. Goods/Services received/completed, etc
- Reference: e.g. Delivery Order Number / Service Order Number
- Delivery Date: By default, system will populate the date this PO Confirmation is created, to change if necessary with the actual delivery/service completion date.
- Confirmation Approver User: Click on the dropdown list to see all available Confirmation Approvers. Select the applicable Approver.
- Posting Date: By default, system will populate the date this PO Confirmation is created, to change if necessary. Posting date is date of creation of this PO Confirmation.

The screenshot shows the 'Purchase Order Confirmation' window with the 'Create Confirmation' tab active. The 'Header' sub-tab is selected. The 'Basic Data' section is expanded, showing the following fields:

- 1 Confirmation Name: [Empty field]
- 2 Reference: [Empty field]
- 3 Delivery Date: \* 11.11.2015 [Calendar icon]
- 4 Confirmation Approver User: \* [Dropdown menu]
- 5 Posting Date: 11.11.2015 [Calendar icon]

The 'Status and Statistics' section shows the following information:

- Created By: Confirmation Creator
- Created On: 11.11.2015 10:39:12
- Changed On: 11.11.2015 10:39:12
- Changed By: Confirmation Creator

## PURCHASE ORDER CONFIRMATION

### HOW TO CREATE PURCHASE ORDER CONFIRMATION

The screenshot shows the 'Basic Data' tab of the 'Purchase Order Confirmation' form. It is divided into several sections: Identification, Service and Delivery, Dates, and Status and Statistics. The 'Confirmation Name' field is empty. The 'Reference' and 'PCard no.' fields are also empty. The 'Posting Date' is set to 11.11.2015. The 'Delivery Date' is set to 11.11.2015. The 'Bill of Lading' field is empty. The 'Created By' field is set to 'Confirmation Creator'. The 'Created On' field is set to 11.11.2015 10:39:12. The 'Changed On' field is set to 11.11.2015 10:39:12. The 'Changed By' field is set to 'Confirmation Creator'. The 'Confirmation Approver User' field is empty, and a red box highlights the selection icon next to it.

Section	Field	Value
Identification	Confirmation Name	
	Reference	
	PCard no.	
Dates	Posting Date	11.11.2015
Service and Delivery	Delivery Date	11.11.2015
	Bill of Lading	
Status and Statistics	Created By	Confirmation Creator
	Created On	11.11.2015 10:39:12
	Changed On	11.11.2015 10:39:12
	Changed By	Confirmation Creator
	Confirmation Approver User	

Note: If you do not see any result shown here or if you do not see your required approver, send in email to SRM Support with the following details:

1. Purchasing Group:
2. Purchasing Organisation:
3. Approver's User ID:

The screenshot shows the search results for 'Confirmation Approver User'. The results list contains two entries: 'Confirmation Approver 1' and 'Confirmation Approver 2'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

User
Confirmation Approver 1
Confirmation Approver 2

- e. Click on the Item Tab. All Items in the PO will be shown.

The screenshot shows the 'Create Confirmation' form, 'Item Overview' tab. It displays a table of items with columns: Line Number, Item Type, Product ID, Description, Product Category, Outstanding Quantity, and Confirm Qu. The table contains four rows of items, all with Product ID 101721 and Description 'CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC'. The 'Outstanding Quantity' values are 500,000, 4,500,000, 3,000,000, and 3,000,000 respectively. The 'Confirm Qu' column is empty for all items.

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Qu
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500,000	
2	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	4,500,000	
3	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000,000	
4	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000,000	

## PURCHASE ORDER CONFIRMATION

### HOW TO CREATE PURCHASE ORDER CONFIRMATION

This Outstanding Quantity will show you how many items are still left in the PO pending delivery. If the Outstanding Quantity is 0, this means all the required quantities for the item has been fully confirmed (received).

Overview Header Item Notes & Attachment Approval Tracking																
To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".																
Item Overview																
Details Add Item Copy Paste Duplicate Delete Copy All Outstanding Quantities Filter Settings																
Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	0 M	M	16,173.36	SGD	1,000	10.12.2015			<input type="checkbox"/>	2015008106	0000000001
2	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	4,500.000	0 M	M	16,173.36	SGD	1,000	10.12.2015			<input type="checkbox"/>	2015008106	0000000002
3	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000.000	0 M	M	16,173.36	SGD	1,000	07.01.2016			<input type="checkbox"/>	2015008106	0000000003
4	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000.000	0 M	M	16,173.36	SGD	1,000	07.01.2016			<input type="checkbox"/>	2015008106	0000000004

Enter the quantity you have received to confirm the receipt in this Confirm Quantity column.

**Note:** You can do partial confirmation in terms of item quantity or items.

E.g. for Line item 1, you can confirm 200 quantity if not all quantities have been received.

You can also confirm all 500 quantities for item 1 and leave the rest of Line item 2 to 4 with 0 quantity if you have not received the delivery for these items.

Overview Header Item Notes & Attachment Approval Tracking																
To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".																
Item Overview																
Details Add Item Copy Paste Duplicate Delete Copy All Outstanding Quantities Filter Settings																
Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	0 M	M	16,173.36	SGD	1,000	10.12.2015			<input type="checkbox"/>	2015008106	0000000001
2	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	4,500.000	0 M	M	16,173.36	SGD	1,000	10.12.2015			<input type="checkbox"/>	2015008106	0000000002
3	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000.000	0 M	M	16,173.36	SGD	1,000	07.01.2016			<input type="checkbox"/>	2015008106	0000000003
4	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000.000	0 M	M	16,173.36	SGD	1,000	07.01.2016			<input type="checkbox"/>	2015008106	0000000004

- f. Optional: If you would like to leave remarks for the approver, click on the Header Tab. You may leave your remarks for the Approver in the "Header Approval Note" field.

Purchase Order Confirmation

Create Confirmation

Confirm
Print Preview
Check
Close
Save
System Information
Create Memory Snapshot
Related Links

Confirmation Number 6500000053
Purchase Order Number: 2015008106
Status In Process
Confirmed Value 8,086.68 SGD

Overview
Header
Item
Notes & Attachment
Approval
Tracking

Current Status: Initial
Current Process Step:
Currently Processed By:
Approval Process Data: [Download as XML](#)
Follow Up: ☐ Work Item to Requester at Process End

Header Approval Note

HeaderItem



## PURCHASE ORDER CONFIRMATION

### HOW TO CREATE PURCHASE ORDER CONFIRMATION

Note: You may check here that the Approver's name is shown once you have selected your Confirmation Approver correctly. If you do not see your Confirmation Approver name here, please follow [Step 2d](#) above to ensure you have selected your Confirmation Approver. If error persists, please contact SRM Support Team.

**Create Confirmation**

Confirmation Number: 6500000053 Purchase Order Number: 2015008106 Status: In Process Confirmed Value: 8,086.88 SGD

Overview Header Item Notes & Attachment Approval Tracking

Current Status: Initial Header Approval Note

Current Process Step:

Currently Processed By:

Approval Process Data: Download as XML

Follow Up: ☐ Work Item to Requester at Process End

**Header Approval Status**

Sequence	Process Step	Level Status	Status	Processor Determination	Processor	Received On	Processed On	Forwarded By
001	SRM Confirmation Approval	Valid (Can be Started)	Open (No Decision Made)	Confirmation Approver	Confirmation Approver's Name			

**Reviewer(s) for the Document**

Reviewer Level	Reviewer Type	Processor	Work Item Created At	Received On	Processed On	Forwarded By
The table does not contain any data						

- g. Now go back to Overview Tab. You should see that the entries made by you are shown and the Confirmed Value is also displayed. If the Confirmed Value is 0.00, this means you have not entered the quantity to be confirmed against the required Line items.

**Create Confirmation**

Confirmation Number: 6500000053 Purchase Order Number: 2015008106 Status: In Process Confirmed Value: 8,086.88 SGD

Overview Header Item Notes & Attachment Approval Tracking

Confirmation Name: Goods Received Reference Document: DO12345

Delivery Date: 11.11.2015

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

**Item Overview**

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500,000	500,000	M	16,173.36	SGD	1,000	10.12.2015				2015008106	0000000001
2	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	4,500,000	0,000	M	16,173.36	SGD	1,000	10.12.2015				2015008106	0000000002
3	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000,000	0,000	M	16,173.36	SGD	1,000	07.01.2016				2015008106	0000000003
4	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000,000	0,000	M	16,173.36	SGD	1,000	07.01.2016				2015008106	0000000004

- h. Once you have confirmed this confirmation is in order, click on the "Confirm" button.

**Create Confirmation**

Confirmation Number: 6500000053 Purchase Order Number: 2015008106 Status: In Process Confirmed Value: 8,086.88 SGD

Overview Header Item Notes & Attachment Approval Tracking

Confirmation Name: Goods Received Reference Document: DO12345

Delivery Date: 11.11.2015

To confirm: Update the "Confirm Quantity" field or select the "Last Delivery" checkbox and choose "Confirm".

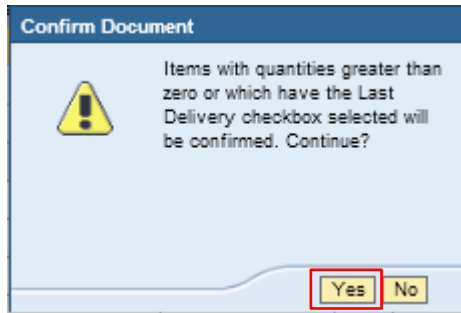
**Item Overview**

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500,000	500,000	M	16,173.36
2	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	4,500,000	0,000	M	16,173.36
3	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000,000	0,000	M	16,173.36
4	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	3,000,000	0,000	M	16,173.36

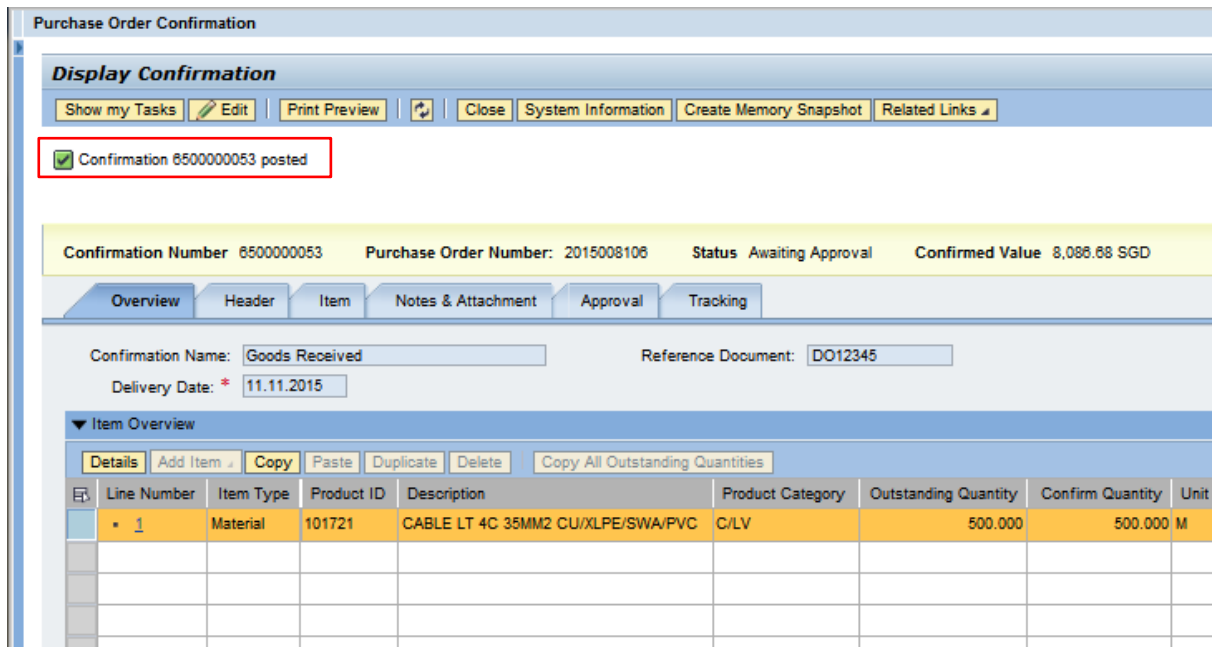
## PURCHASE ORDER CONFIRMATION

### HOW TO CREATE PURCHASE ORDER CONFIRMATION

- i. The following pop-up box will be shown. Click on “Yes” button to continue.



You will see the following message appear in the main window. Note that now, only the item confirmed is shown. The rest of the items that are not confirmed will not be shown. Once the PO Confirmation Approver approves the Confirmation, the PO Confirmation is completed.

The main window is titled "Purchase Order Confirmation". It has a menu bar with "Display Confirmation" and a toolbar with buttons: "Show my Tasks", "Edit", "Print Preview", "Close", "System Information", "Create Memory Snapshot", and "Related Links". Below the toolbar, a message box says "Confirmation 6500000053 posted" with a green checkmark icon. The main content area shows a summary: "Confirmation Number 6500000053", "Purchase Order Number: 2015008106", "Status Awaiting Approval", and "Confirmed Value 8,086.68 SGD". There are tabs for "Overview", "Header", "Item", "Notes & Attachment", "Approval", and "Tracking". The "Overview" tab is active. It shows "Confirmation Name: Goods Received" and "Reference Document: DO12345". Below this is a section titled "Item Overview" with a table. The table has columns: Line Number, Item Type, Product ID, Description, Product Category, Outstanding Quantity, Confirm Quantity, and Unit. The first row is highlighted in orange and contains: 1, Material, 101721, CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC, C/LV, 500.000, 500.000, M. Above the table are buttons: "Details", "Add Item", "Copy", "Paste", "Duplicate", "Delete", and "Copy All Outstanding Quantities".

-End of PO Confirmation Creation-

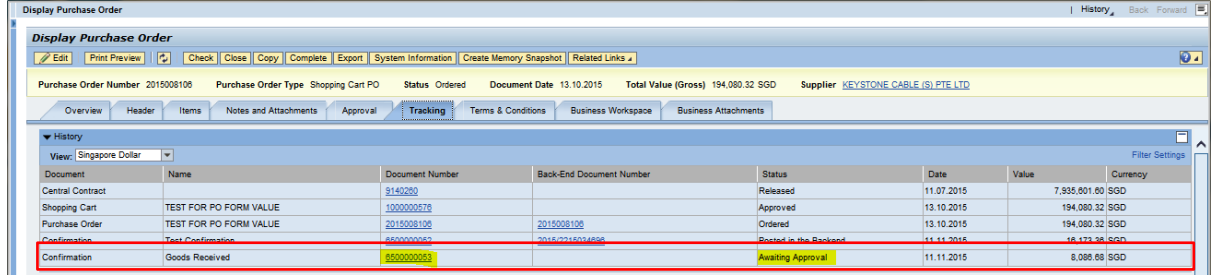
# PURCHASE ORDER CONFIRMATION

## HOW TO EDIT PURCHASE ORDER CONFIRMATION

### 3. How to edit PO Confirmation.

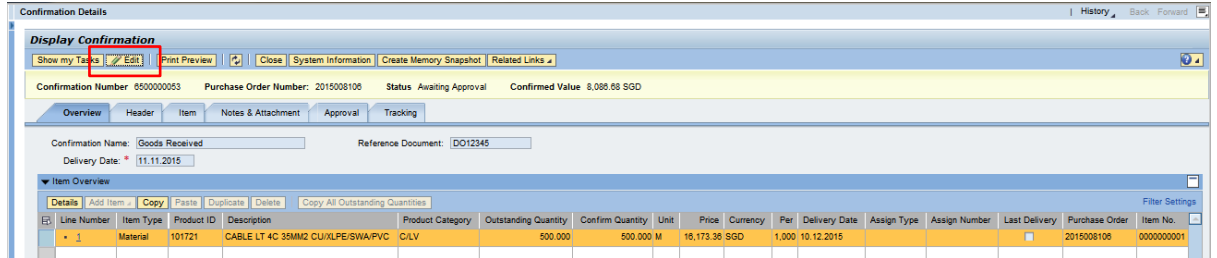
Note: Edit is only available if the PO Confirmation is not yet approved by the PO Confirmation Approver.

- a. Search for your PO (see [Step 1](#) above on how to search for your PO) and go to the PO Tracking Tab. Click on the Document Number for the Confirmation you wish to edit.



Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Central Contract		9140280		Released	11.07.2015	7,935,001.60	SGD
Shopping Cart	TEST FOR PO FORM VALUE	10000000278		Approved	13.10.2015	194,080.32	SGD
Purchase Order	TEST FOR PO FORM VALUE	2015008106	2015008106	Ordered	13.10.2015	194,080.32	SGD
Confirmation	Test Confirmation	65000000053	2015/2015008106	Booked in the Backend	11.11.2015	16,173.36	SGD
Confirmation	Goods Received	65000000053		Awaiting Approval	11.11.2015	8,086.68	SGD

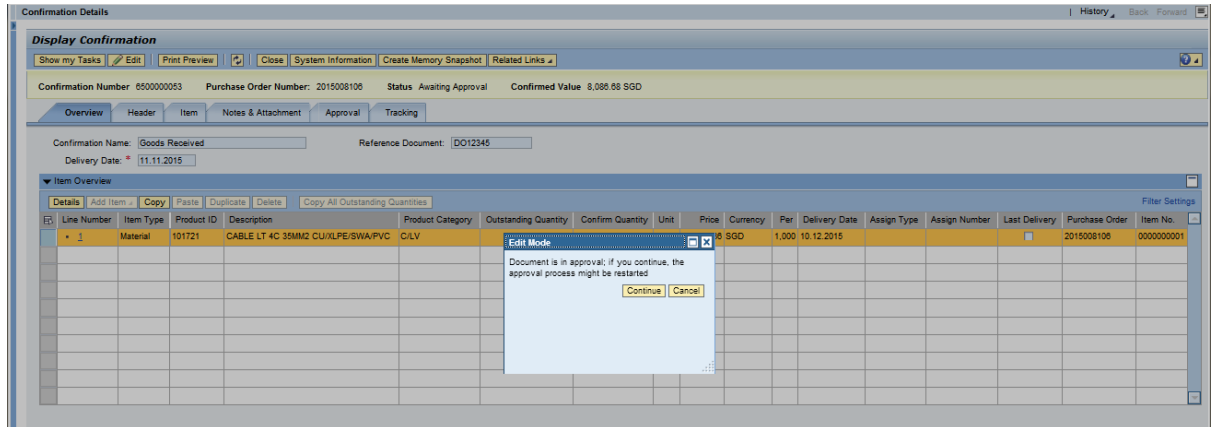
- b. In the pop-up window, click on the “Edit” button.



Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SPA/PVC	C/LV	500.000	500.000	M	16,173.36	SGD	1,000	10.12.2015				2015008106	0000000001

A pop-up box will be shown. Click on the “Continue” button.

Note: By clicking on the “Continue” button, the workflow that was sent to the PO Confirmation Approver will be recalled, i.e. this PO Confirmation will be removed from the Approver’s To-Do list and no longer available for the Approver to approve.



Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SPA/PVC	C/LV	500.000	500.000	M	16,173.36	SGD	1,000	10.12.2015				2015008106	0000000001

## PURCHASE ORDER CONFIRMATION

### HOW TO EDIT PURCHASE ORDER CONFIRMATION

- c. The window will now display the Confirmation to be in Edit mode. You can continue to edit this confirmation by changing the entries detailed in [Step 2d](#) and [Step 2e](#) above and click on the “Confirm” button to send this confirmation to the Approver for approval.

**Note:** You cannot edit the PO Confirmation document to include any previously unconfirmed item. I.e. for this example, item numbers 2 to 4 were not confirmed earlier during creation. The editing of this confirmation will not show items 2 to 4 to be added for confirmation. You must create a new Confirmation document to confirm items 2 to 4 if required.

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	500.000	M	16.173	SGD	1,000	10.12.2015				2015008106	0000000001

- d. If this confirmation is to be deleted (i.e. confirmation is no longer required or postponed to a later date to confirm due to some reason), then click on the “Delete” button.

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency	Per	Delivery Date	Assign Type	Assign Number	Last Delivery	Purchase Order	Item No.
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	500.000	M	16.173	SGD	1,000	10.12.2015				2015008106	0000000001

## PURCHASE ORDER CONFIRMATION

### HOW TO EDIT PURCHASE ORDER CONFIRMATION

- e. Click on “Yes” button at the pop-up box.

The screenshot shows the 'Edit Confirmation' window for Confirmation Number 8500000053. The status is 'Awaiting Approval' and the confirmed value is 8,088.88 SGD. The delivery date is 11.11.2015. A pop-up box titled 'Delete / Cancel document?' with a warning icon is displayed over the table, with the 'Yes' button highlighted by a red box.

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Current
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV				8 SGD

- f. The message that this confirmation has been deleted will be displayed. This completes the deletion of PO Confirmation Document.

The screenshot shows the 'Display Confirmation' window for Confirmation Number 8500000053. The status is 'Deleted' and the confirmed value is 8,088.88 SGD. A message box states: 'Confirmation 8500000053 has been deleted'. The table below shows the item details.

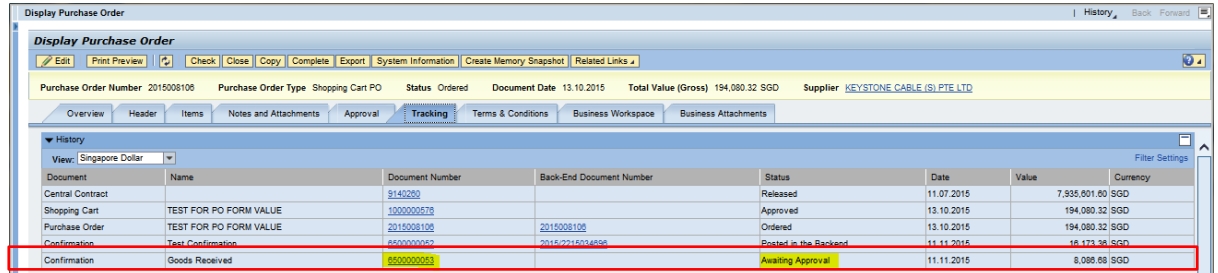
Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	500.000	M

## PURCHASE ORDER CONFIRMATION

### HOW TO EDIT PURCHASE ORDER CONFIRMATION

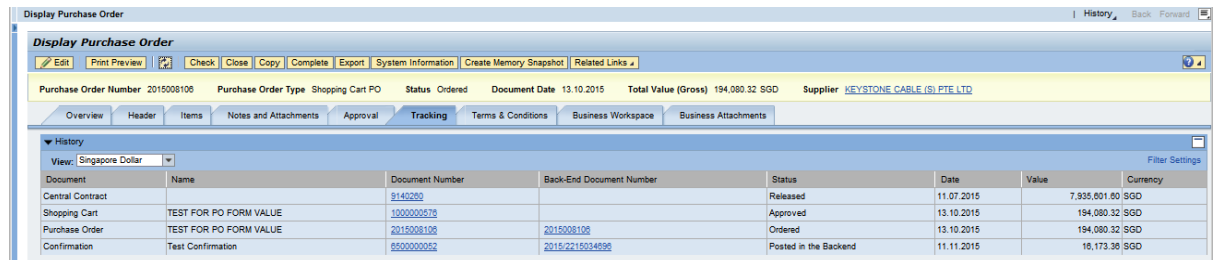
- g. If you go back to the PO Tracking Tab, you will find this PO Confirmation document (that was deleted) will no longer be shown.

BEFORE deletion



Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Central Contract		9140280		Released	11.07.2015	7,935,601.60	SGD
Shopping Cart	TEST FOR PO FORM VALUE	1000000578		Approved	13.10.2015	194,080.32	SGD
Purchase Order	TEST FOR PO FORM VALUE	2015008108	2015008108	Ordered	13.10.2015	194,080.32	SGD
Confirmation	Test Confirmation	8500000062	2015/2215034596	Posted in the Backend	11.11.2015	16,173.36	SGD
Confirmation	Goods Received	8500000063		Awaiting Approval	11.11.2015	8,086.68	SGD

AFTER deletion (no longer shown)



Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Central Contract		9140280		Released	11.07.2015	7,935,601.60	SGD
Shopping Cart	TEST FOR PO FORM VALUE	1000000578		Approved	13.10.2015	194,080.32	SGD
Purchase Order	TEST FOR PO FORM VALUE	2015008108	2015008108	Ordered	13.10.2015	194,080.32	SGD
Confirmation	Test Confirmation	8500000062	2015/2215034596	Posted in the Backend	11.11.2015	16,173.36	SGD

-End of PO Confirmation Edit-

# PURCHASE ORDER CONFIRMATION

## HOW TO CANCEL AN APPROVED PURCHASE ORDER CONFIRMATION

### 4. How to cancel an approved PO Confirmation.

Note: Cancellation is only available after the PO Confirmation has been approved by the PO Confirmation Approver. Editing the PO Confirmation (e.g. to change quantity, delivery date or delivery order number, etc) will not be available once PO Confirmation has been approved. You can only cancel this confirmation and re-do the PO Confirmation.

- a. Search for your PO (see [Step 1](#) above on how to search for your PO) and go to the PO Tracking Tab. Click on the Document Number for the Confirmation you wish to cancel.

Note: Click on the document number hyperlink under Document Number column, do not click on the number at Back-End Document Number column.

Display Purchase Order

Purchase Order Number: 2015008106 Purchase Order Type: Shopping Cart PO Status: Ordered Document Date: 13.10.2015 Total Value (Gross): 194,080.32 SGD Supplier: KEYSTONE CABLE (S) PTE LTD

Overview Header Items Notes and Attachments Approval Tracking Terms & Conditions Business Workspace Business Attachments

History

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Central Contract		8140280		Released	11.07.2015	7,935,601.60	SGD
Shopping Cart	TEST FOR PO FORM VALUE	1000000576		Approved	13.10.2015	194,080.32	SGD
Purchase Order	TEST FOR PO FORM VALUE	2015008106	2015008106	Ordered	13.10.2015	194,080.32	SGD
Confirmation	Test Confirmation	6500000052	2015/2215034598	Posted in the Backend	11.11.2015	16,173.36	SGD

- b. In the pop-up window displaying the PO Confirmation, click on the “Cancel” button.

Confirmation Details

Display Confirmation

Print Preview Close Cancel Return Delivery System Information Create Memory Snapshot Related Links

Confirmation Number: 6500000052 Purchase Order Number: 2015008106 Status: Posted in the Backend Confirmed Value: 16,173.36 SGD

Overview Header Item Notes & Attachment Approval Tracking

Confirmation Name: Test Confirmation Reference Document: DO12345

Delivery Date: 11.11.2015

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	1,000.000	M	16,173.36	SGD

- c. In the pop-up box, click on “Yes” button to confirm the cancellation.

Confirmation Details

Display Confirmation

Print Preview Close Cancel Return Delivery System Information Create Memory Snapshot Related Links

Confirmation Number: 6500000052 Purchase Order Number: 2015008106 Status: Posted in the Backend Confirmed Value: 16,173.36 SGD

Overview Header Item Notes & Attachment Approval Tracking

Confirmation Name: Test Confirmation Reference Document: DO12345

Delivery Date: 11.11.2015

Item Overview

Line Number	Item Type	Product ID	Description	Product Category	Outstanding Quantity	Confirm Quantity	Unit	Price	Currency
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	500.000	1,000.000	M	16,173.36	SGD

Delete / Cancel Document

Delete / Cancel document?

Yes No

## PURCHASE ORDER CONFIRMATION

### HOW TO CANCEL AN APPROVED PURCHASE ORDER CONFIRMATION

- d. You will now see that the document is in Edit Cancellation mode.

The screenshot shows the 'Confirmation Details' page in 'Edit Cancellation' mode. The 'Edit Cancellation' button is highlighted with a red box. The interface includes a toolbar with buttons: Confirm, Print Preview, Check, Close, Save, System Information, Create Memory Snapshot, and Related Links. Below the toolbar, the Confirmation Number is 6500000054, Purchase Order Number is 2015008106, Status is In Process, and Confirmed Value is 16,173.36 SGD. The 'Overview' tab is selected. The 'Name of Cancellation' is 'Test Confirmation' and the 'Reference Document' is 'DO12345'. The 'Canceled on' date is 11.11.2015. A message states: 'Select the line item that you want to cancel and click 'Confirm'. You can also select multiple line items by holding CTRL key and selecting the line items th'. Below this is the 'Item Overview' section with a table:

Line Number	Item Type	Product ID	Description	Product Category	Confirmed Quantity	Unit
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	1,000.000	M

- e. Click on the "Confirm" button.

This screenshot is identical to the previous one, but the 'Confirm' button in the toolbar is now highlighted with a red box, indicating it has been clicked.

- f. The message that the cancellation document is posted will be shown.

The screenshot shows the 'Confirmation Details' page in 'Display Cancellation' mode. The 'Display Cancellation' button is highlighted with a red box. The interface includes a toolbar with buttons: Show my Tasks, Edit, Print Preview, Close, System Information, Create Memory Snapshot, and Related Links. Below the toolbar, a message states: 'Cancellation 6500000054 posted'. The Confirmation Number is 6500000054, Purchase Order Number is 2015008106, Status is Awaiting Approval, and Confirmed Value is 16,173.36 SGD. The 'Overview' tab is selected. The 'Name of Cancellation' is 'Test Confirmation' and the 'Reference Document' is 'DO12345'. The 'Canceled on' date is 11.11.2015. Below this is the 'Item Overview' section with a table:

Line Number	Item Type	Product ID	Description	Product Category	Confirmed Quantity	Unit
1	Material	101721	CABLE LT 4C 35MM2 CU/XLPE/SWA/PVC	C/LV	1,000.000	M



## PURCHASE ORDER CONFIRMATION

### HOW TO CANCEL AN APPROVED PURCHASE ORDER CONFIRMATION

- g. Note that the cancellation will require the Confirmation Approver to approve. The cancellation workflow will be sent to the original Confirmation Approver of the confirmation. You can see the Confirmation Reversal (cancellation) document displayed in the PO Tracking Tab.

Display Purchase Order

History Back Forward

Display Purchase Order

Edit Print Preview Check Close Copy Complete Export System Information Create Memory Snapshot Related Links

Purchase Order Number: 2015008106 Purchase Order Type: Shopping Cart PO Status: Ordered Document Date: 13.10.2015 Total Value (Gross): 194,080.32 SGD Supplier: KEYSTONE CABLE (S) PTE LTD

Overview Header Items Notes and Attachments Approval Tracking Terms & Conditions Business Workspace Business Attachments

History

View: Singapore Dollar

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Central Contract		9140280		Released	11.07.2015	7,935,001.60	SGD
Shopping Cart	TEST FOR PO FORM VALUE	1000000576		Approved	13.10.2015	194,080.32	SGD
Purchase Order	TEST FOR PO FORM VALUE	2015008106	2015008106	Ordered	13.10.2015	194,080.32	SGD
Confirmation	Test Confirmation	6500000054	2015008106	Posted in the Backend	11.11.2015	16,173.36	SGD
Reversal Document	Test Confirmation	6500000054		Awaiting Approval	11.11.2015	16,173.36	SGD

You can click on the Document Number and check at the Approval Tab to see who is the Approver for this confirmation reversal document. Once the Approver approves this confirmation reversal document, the cancellation of confirmation is completed.

Confirmation Details

History

Display Cancellation

Show my Tasks Edit Print Preview Close System Information Create Memory Snapshot Related Links

Confirmation Number: 6500000054 Purchase Order Number: 2015008106 Status: Awaiting Approval Confirmed Value: 16,173.36 SGD

Overview Header Item Notes & Attachment Approval Tracking

Current Status: Active

Current Process Step: SRM Confirmation Approval

Currently Processed By: Khoo Chung Joo Jacqueline

Approval Process Data: Download as XML

Follow Up: ☐ Work Item to Requester at Process End

Header Approval Note

Header Approval Status

Add Approver Remove Approver

Sequence	Process Step	Level Status	Status	Processor Determination	Processor	Received On	Processed On	For
001	SRM Confirmation Approval	Active (Assigned Process is Running)	Open (No Decision Made)	Confirmation Approver	Confirmation Approver's Name	11.11.2015 12:17:07		

-End of PO Confirmation Cancellation-