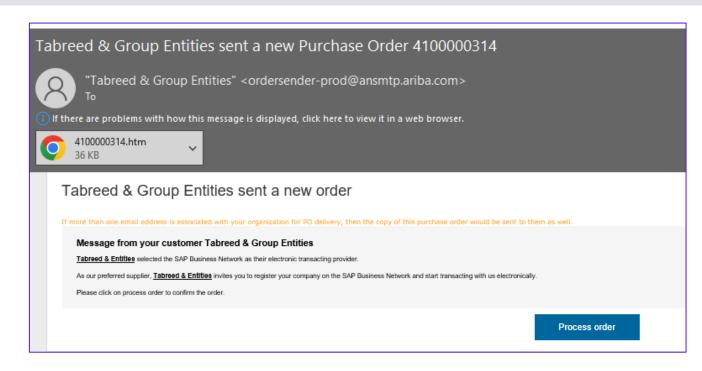


## Confirm you order

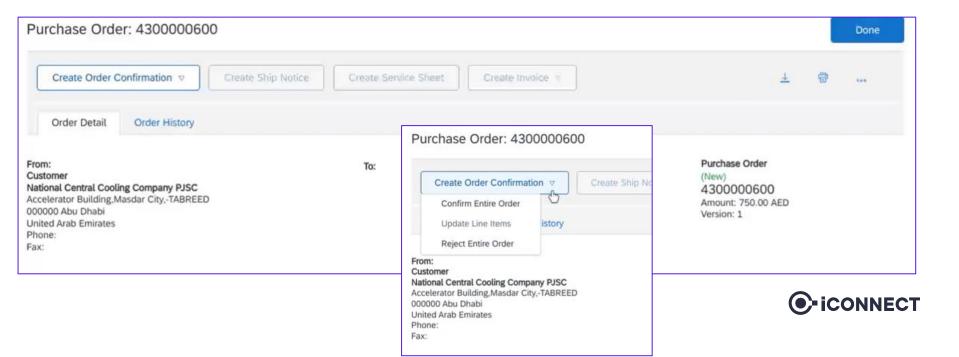


- Open the email notification of the PO you received
- Click on process order

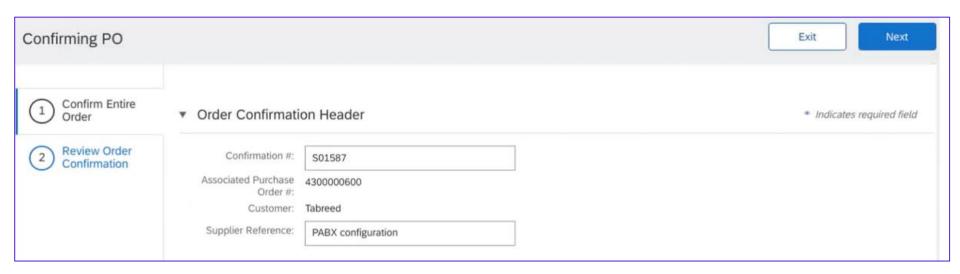


## Confirm you order

- The link in the email will take you to a sign-in page on Ariba
- Upon login, it will take you to the respective PO and related actions (order confirmation, invoice etc.)



## Confirm you order



- 1. Enter Confirmation Number (any number you use to identify the order confirmation).
- 2. Specify estimate completion (or delivery/shipment) date information. It applies to all line items.
- 3. Click **next** when finished.
- 4. Review the order confirmation and click **submit**.
- 5. Your order confirmation is sent to your customer.

