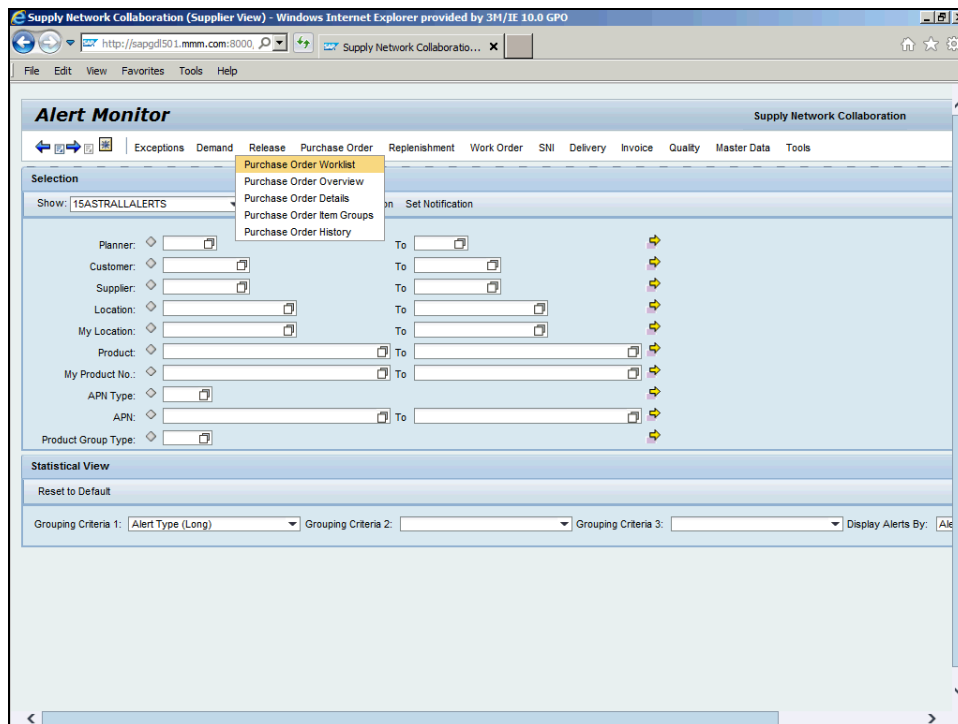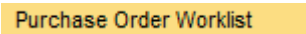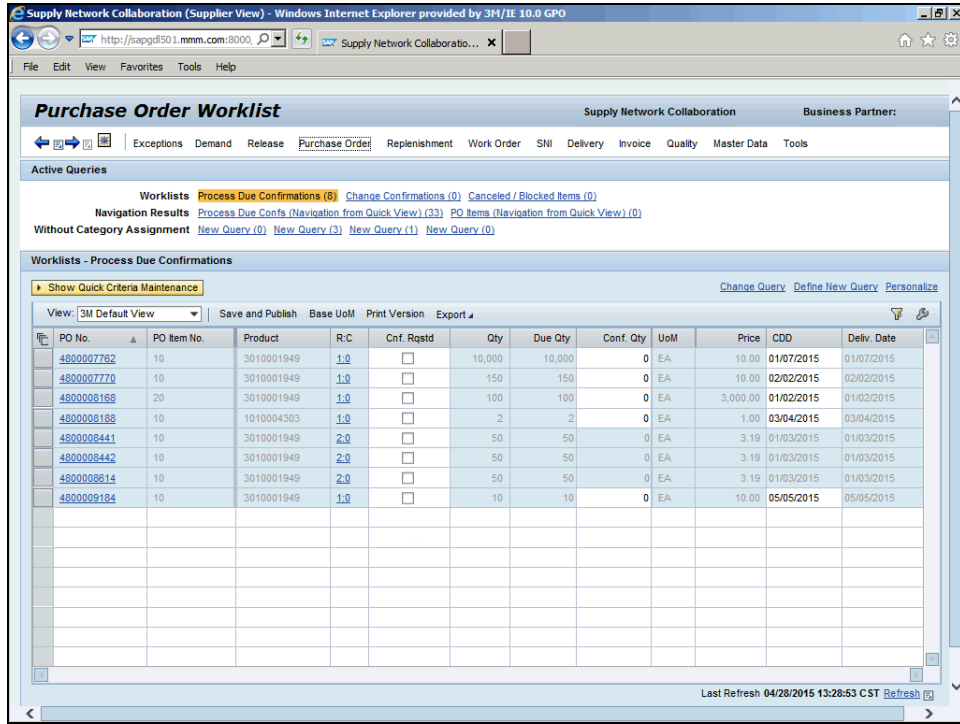# Confirm Purchase Order using PO Worklist EN

Use this Supplier portal activity to confirm Purchase Orders via the PO Worklist.

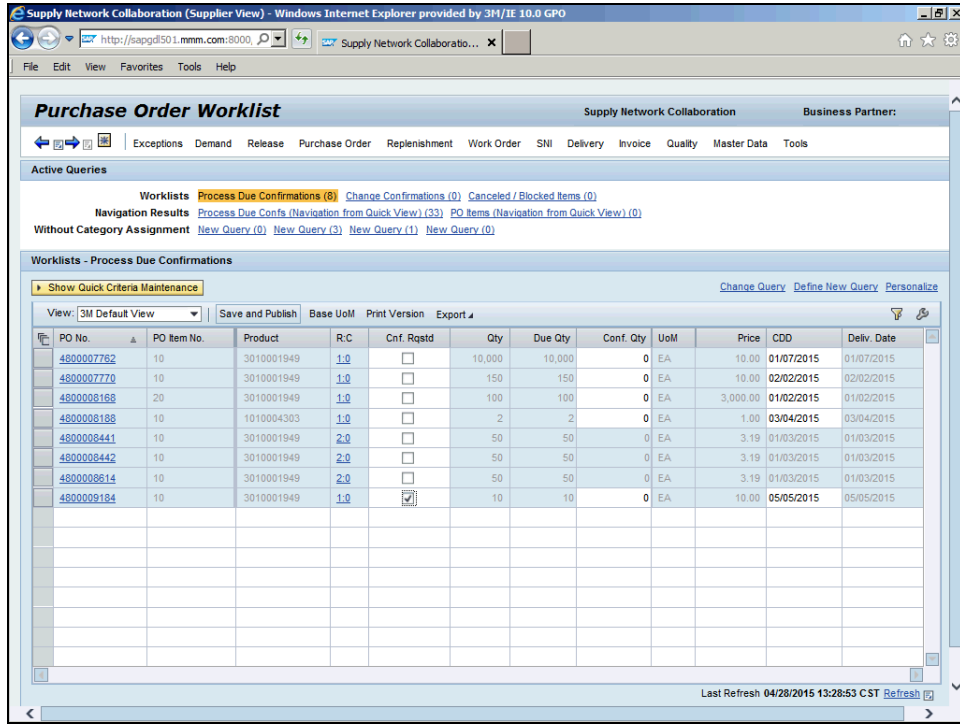| Step	Action
1.	Upon logging into the SAP SNC system, the *Alert Monitor* displays.
2.	Click the **Purchase Order** menu. ![Purchase Order]

Step	Action
3.	Click the **Purchase Order Worklist** menu item. ![Purchase Order Worklist]
4.	The *Purchase Order Worklist* displays.
5.	The number of Confirmations Due displays at the top of the screen. In this example, there are 8 POs awaiting confirmation.

Step	Action
6.	Click **Conf. Rqstd**. ☐
7.	Select the Confirmation Requested checkbox for all POs to be confirmed. **Note:** POs cannot be changed during the confirmation process when using the PO Worklist.

Step	Action
8.	Save and Publish
9.	The confirmed POs are no longer in the list and the number of Confirmations Due at the top of the screen is reduced (to 7 in this example).

Step	Action
10.	You have completed this activity. **End of Procedure.**