
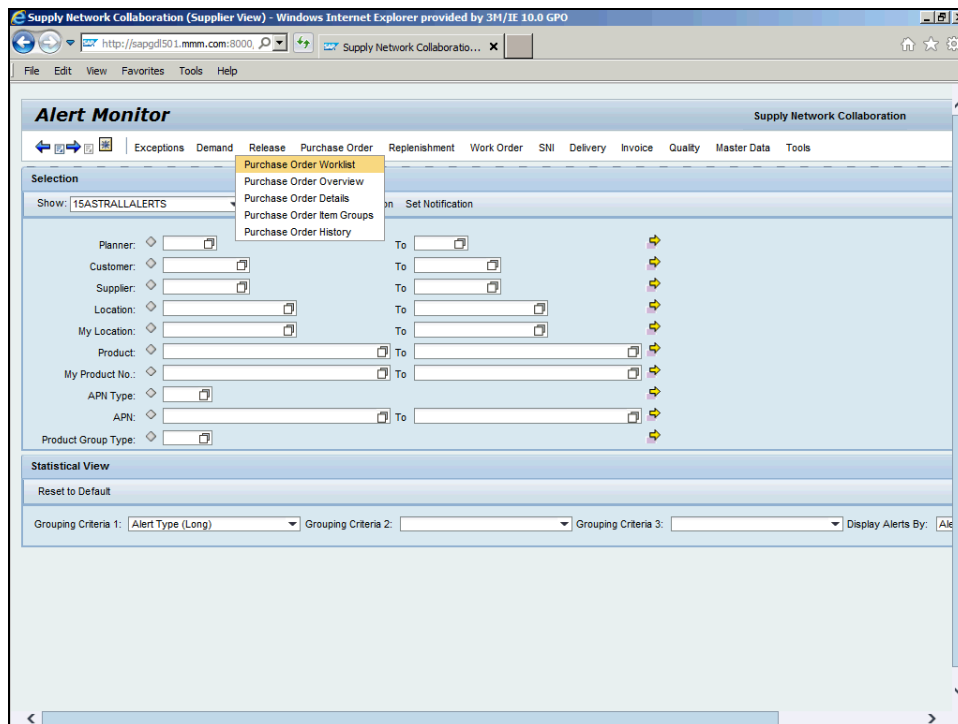
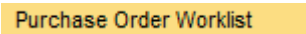


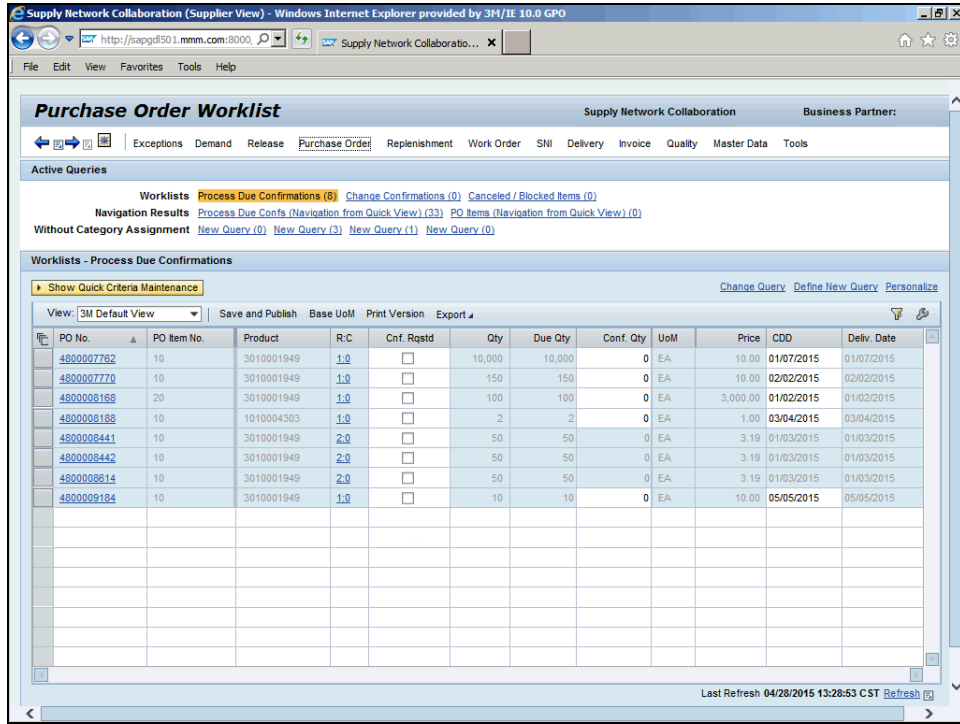
## Confirm Purchase Order using PO Worklist EN

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

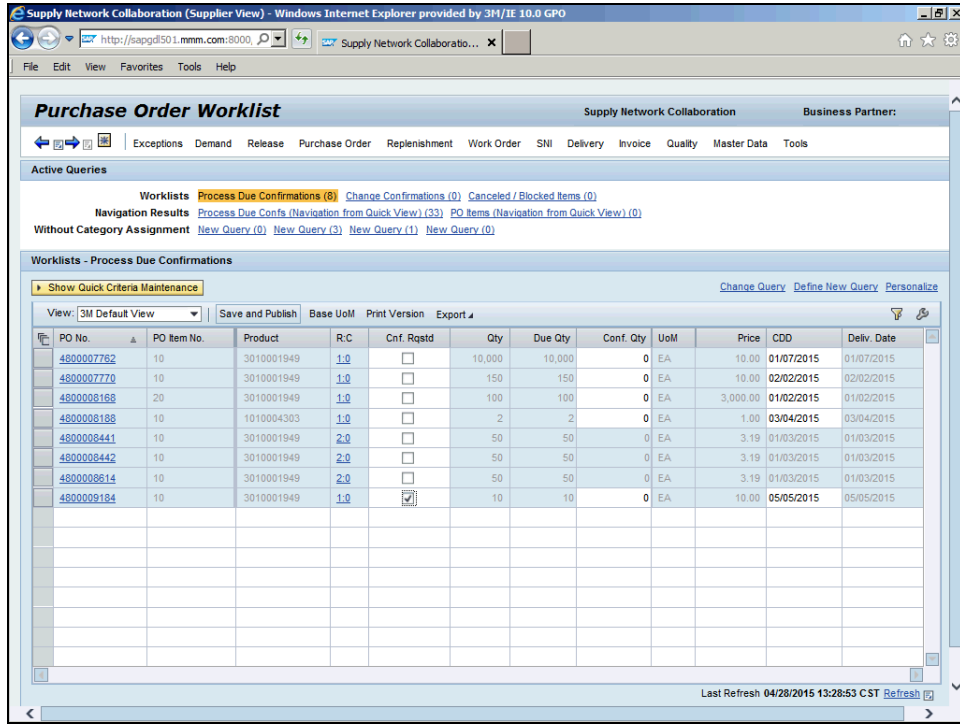
Step	Action
1.	Upon logging into the SAP SNC system, the <i>Alert Monitor</i> displays.
2.	Click the <b>Purchase Order</b> menu. 



Step	Action
3.	Click the <b>Purchase Order Worklist</b> menu item. 
4.	The <i>Purchase Order Worklist</i> 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 <b>Conf. Rqstd.</b> <input type="checkbox"/>
7.	Select the Confirmation Requested checkbox for all POs to be confirmed.  <b>Note:</b> POs cannot be changed during the confirmation process when using the PO Worklist.



Step	Action
8.	<b>Save and Publish</b>
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).

Supply Network Collaboration (Supplier View) - Windows Internet Explorer provided by 3M/IE 10.0 GPO

http://sapgd501.mmm.com:8000

Supply Network Collaboratio...

File Edit View Favorites Tools Help

### Purchase Order Worklist

Supply Network Collaboration Business Partner:

Exceptions Demand Release Purchase Order Replenishment Work Order SNI Delivery Invoice Quality Master Data Tools

Order 480009184 was saved

Order 480009184: Outbound processing of ReplOrdConfirmation triggered

Display Message Log

Active Queries

Worklists [Process Due Confirmations \(7\)](#) [Change Confirmations \(0\)](#) [Canceled / Blocked Items \(0\)](#)

Navigation Results [Process Due Confs \(Navigation from Quick View\) \(33\)](#) [PO Items \(Navigation from Quick View\) \(0\)](#)

Without Category Assignment [New Query \(0\)](#) [New Query \(3\)](#) [New Query \(1\)](#) [New Query \(0\)](#)

Worklists - Process Due Confirmations

Show Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

View: 3M Default View Save and Publish Base UoM Print Version Export

PO No.	PO Item No.	Product	R:C	Cnf. Rqstd	Qty	Due Qty	Conf. Qty	UoM	Price	CDD	Deliv. Date
480007762	10	3010001949	1:0	<input type="checkbox"/>	10,000	10,000	0	EA	10.00	01/07/2015	01/07/2015
480007770	10	3010001949	1:0	<input type="checkbox"/>	150	150	0	EA	10.00	02/02/2015	02/02/2015
480008168	20	3010001949	1:0	<input type="checkbox"/>	100	100	0	EA	3,000.00	01/02/2015	01/02/2015
480008188	10	1010004303	1:0	<input type="checkbox"/>	2	2	0	EA	1.00	03/04/2015	03/04/2015
480008441	10	3010001949	2:0	<input type="checkbox"/>	50	50	0	EA	3.19	01/03/2015	01/03/2015
480008442	10	3010001949	2:0	<input type="checkbox"/>	50	50	0	EA	3.19	01/03/2015	01/03/2015
480008614	10	3010001949	2:0	<input type="checkbox"/>	50	50	0	EA	3.19	01/03/2015	01/03/2015

Step	Action
10.	You have completed this activity. <b>End of Procedure.</b>