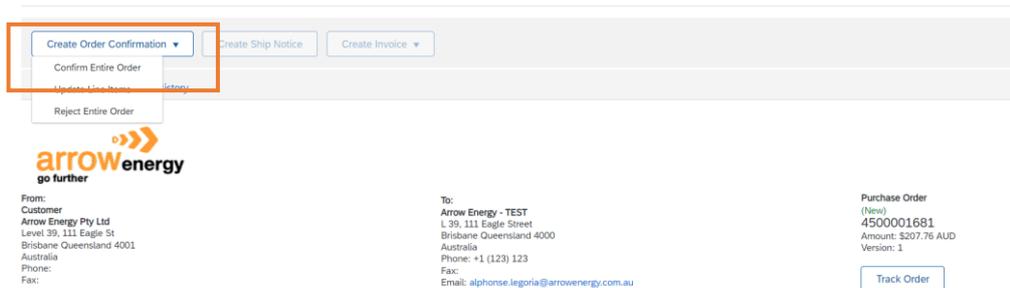# Confirm Entire Order - Order Confirmation

Quick Reference Guide

A Purchase Order (PO) confirmation document is sent as an acceptance of a purchase order. It allows you to confirm if you could deliver the scope of the PO within the time frame. You will need to confirm the order to create the invoices against the 'confirmed' order line(s).

When there is no change to the PO required, please see the following training guide to performance confirming the entire PO. Otherwise please see the QRGs for how to update line items or reject PO.

Step-1: Click 'Create order Confirmation' and select 'Confirm Entire Order':

Step-2:

For Service PO: Provide the confirmation number and the estimate completion date then click 'Next':
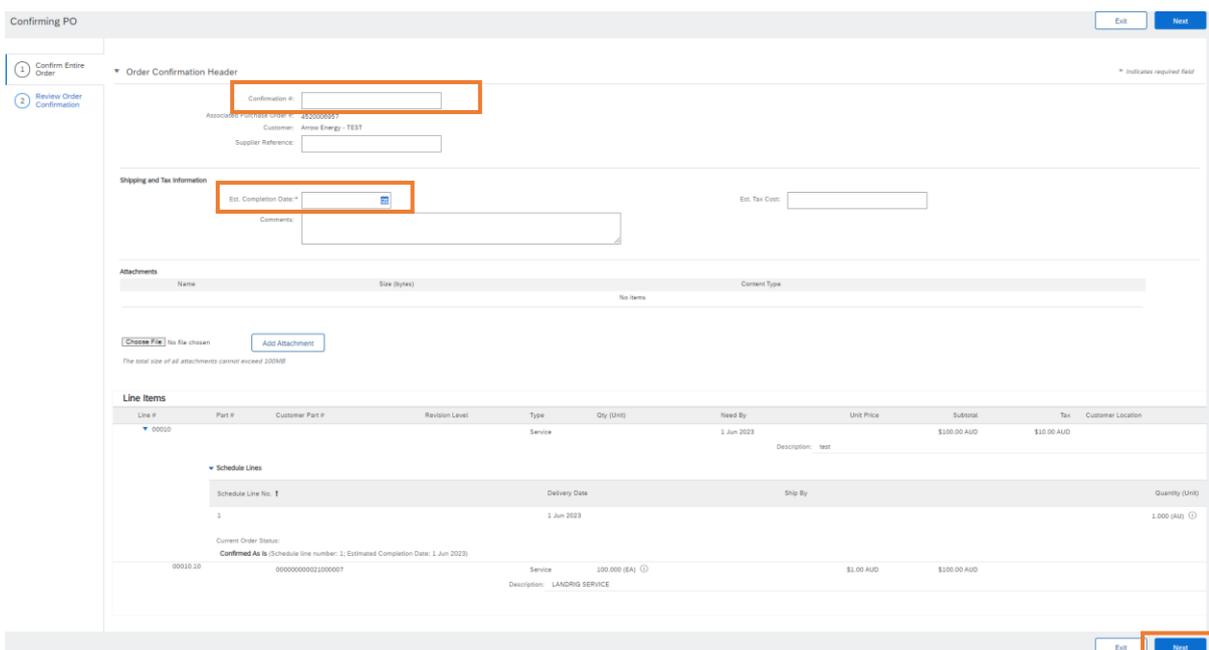
For Material PO: Provide the confirmation number then click 'Next':

Step-3: Click 'Submit':