Update Line Items - Order Confirmation

Quick Reference Guide

Update Line Items is used to request ARROW ENERGY approval to changes to details of the purchase order (PO) prior to invoicing, e.g., price, date etc. For a multiple line items PO, update line items function allows to update the status against each line item.

This material is split into 2 sections: Service PO and Material PO.

- **Service PO**

Step-1: Click 'Create order Confirmation' and select 'Update Line Items':

Step-2: Enter the confirmation number:

Step-3: Go through each line items and select the action (Uncofirm/Confirm/Reject) accordingly:

1. Confirm

Step-4: Select 'Confirm' and click 'Details':

Step-5: Click on the drop down and select line item 1 then 'OK':

Note: The Est. Completion Date is automatically populated. You can change the date within the 14 days tolerance if needed. If date entered exceed the tolerance, Arrow will review and approve:

After clicking OK, the new date shows below the original date.

2. Reject

When you select 'Reject - line item', the reason must be provided:

3. Unconfirm

No actions needed and this line item will remain unconfirmed.

Step-6: Click 'Next':

Step-7: Click 'Submit':

Note: Order status will change to Partially Confirmed if there are some unconfirmed items and confirmed items in the same PO.

- **Material PO**

Step-1: After click 'Create order Confirmation' and select 'Update Line Items', enter the confirmation number:

Step-2: Enter the number of items you would like to confirm and click 'Details'. A quantity change (Within the tolerance) will update the ARROW ENERGY system, if exceed the tolerance, approval from Arrow is required:

Step-3: Complete the required fields and click 'OK'. The Est Delivery Date can be changed at this step:

The changes made will display at the new screen:

Step-4: Click 'Submit':

The Order confirmation document can be found in the 'Related Documents':

Purchase Order: 4520008187

Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾

Order Detail   Order History

arrow energy
go further

From:
Customer
Arrow Energy Pty Ltd
Level 39, 111 Eagle St
Brisbane Queensland 4001
Australia
Phone:
Fax:

To:
Arrow Energy - TEST
L 39, 111 Eagle Street
Brisbane Queensland 4000
Australia
Phone: +1 (123) 123
Fax:
Email: alphonse.legoria@arrowenergy.com.au

Purchase Order
(Partially Confirmed)
4520008187
Amount: $100.00 AUD
Version: 1

Track Order

Payment Terms ⓘ
Due 30 days from Invoice Rcpt

Comments
Header text: Please supply as per Estimate 40839

Contact Information
Supplier Address
TOLL ENERGY AND MARINE LOGISTICS
LEVEL 4, 30 THE ESPLANADE
PERTH Western Australia 6000
Australia
Email: acn.prathapmudenaik@arrowenergy.com.au
Phone: +61 () 08 93460400
Fax: +61 () 08 93460400

Routing Status: Acknowledged
External Document Type: Standard PO (NbStandard)
Related Documents: Untitled 07/04/2023

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