

1

Select order lines

Go to the "Order lines to confirm" menu, insert the PO Number and click on "Apply for selection";

Select the order lines, or all lines at once by clicking the checkbox next to "PO Number".

2

Apply a group action

Activate the group- or line action; first make your adjustments before you confirm the selected lines.

Confirming order lines	Edit expected delivery date	Edit expected quantity
<p>Group action: Confirm order lines Activate</p> <p>Click on "Confirm selected order lines"</p> <p>Group action: Confirm order lines Confirm selected order lines Cancel</p> <p>The lines you previously selected are now shown.</p> <p>Click on "Yes, confirm lines" if you are sure you want to confirm.</p> <p>Group action: Confirm order lines You are about to confirm 4 selected lines. Are you sure? No, cancel group action Yes, confirm lines</p> <p>The order lines are now confirmed.</p>	<p>Group action: Edit expected delivery date Activate</p> <p>Expected delivery date</p> <p>Use this option if you wish to propose a different delivery date than the requested date.</p> <p>Group action: Edit expected delivery date Expected delivery date Update selected order lines</p> <p>Choose a date for the selected lines and press "Update selected order lines".</p>	<p>Line action: Edit expected quantity Activate</p> <p>You can now edit the quantities in the selected order lines.</p> <p>Line action: Edit expected quantity Update selected order lines Cancel</p> <p>"Update selected order lines" to save the modifications.</p>

3

Process all open actions

Repeat this procedure until no more order lines appear in the "Order lines to confirm" screen. All open actions are now processed.

If all lines are confirmed by both parties you can create a shipment.

You can check the Confirmation status in the "Order line overview":

4

Shipment creation

Select the order in the "Orders to ship" menu, click on "Create shipment" and walk through the Wizard.

Step 3: Number of pallets/ colli

Note! The correct shipment load is automatically selected;

"Pallet loaded" (cargo is loaded on Europallets) or "Floor loaded" (not on Europallets). Shipment reference is optional for Pallet loaded deliveries, for containers it's required.

Step 4: Select delivery time

Choose one of the available timeslots

Step 5: Confirm shipment

Please check the information and confirm;

Step 6: Done

When the shipment ID appears you have successfully created a shipment