RESORTS WORLD™ SENTOSA

Purchase Order & Order Confirmation EA

Oct 2024

View Purchase Orders - Enterprise Account

- Click the "Inbox" tab to manage your Purchase Orders.
- 2. Click the link in the Order Number column to view the purchase order details.
- 3. Search filters allows you to search using multiple criteria.

Ver

1

Customer

Ltd - TEST

Create Ship Notice

Resorts World at Sentosa Pte

Inquiries

Create Invoice ▼

Orders and Releases (8)

Order

Order

Order

Order

Order

Order

Order

Order

Order Number

EP4260

EP4272

EP4269

EP4262

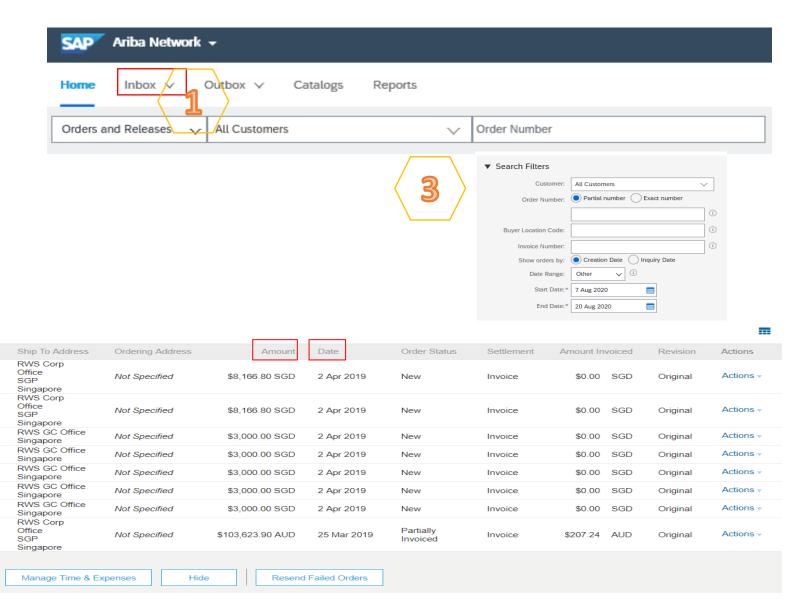
EP4257

EP4256

EP4237

EP4092

Create Order Confirmation v



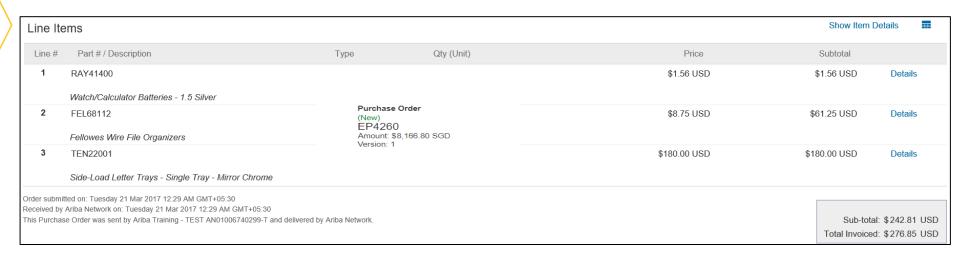
Purchase Orders Details

1. Order Header



2

2. Line Items



3. PO Summary



Purchase Order

Note:-

- You can always resend a PO which was not sent to your email address by clicking on "Resend" button.
- You can also create a pdf of a PO by clicking on "Download PDF".

(If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.)



Order Confirmation

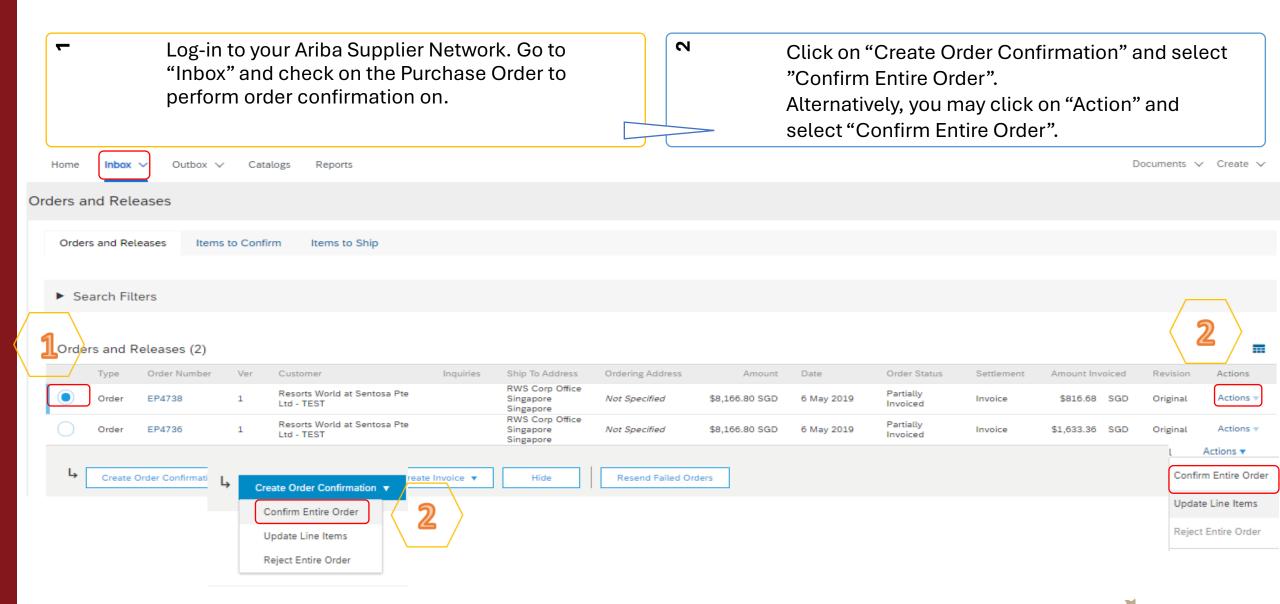
Points to Note

Order Confirmation

- This functionality allows Supplier to perform order confirmation on all orders from RWS through the network.
- Confirmation can be created through 3 ways:-
 - > Confirm entire order,
 - Update line level (partial confirm or back order),
 - > Reject order.



Order Confirmation by using "Confirm Entire Order"



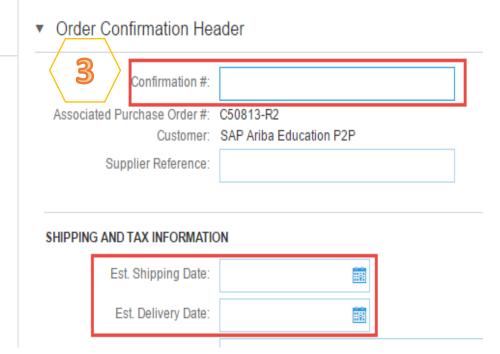
Order Confirmation by using "Confirm Entire Order"

Enter "Confirmation
Number" which is any
number you use to
identify the order
confirmation.

It is mandatory to enter the "Est. Shipping Date" and it will be applied to all line items. When you confirm
entire order, you will not
be able to edit the line
item details like
Quantity. All the line
items and quantities will
be selected by default.

Click "Next" when finished. Review the order confirmation and click "Submit".





Note:

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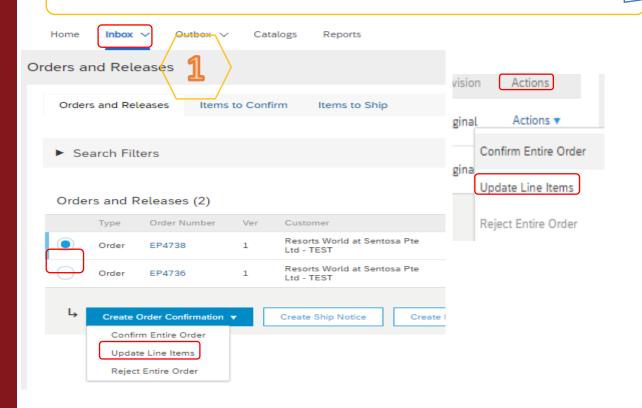
Once the order confirmation is submitted, the **Order Status** will reflect as **"Confirmed".** When viewing documents online, links to all related documents are displayed. Click "Done" to return to the Inbox.

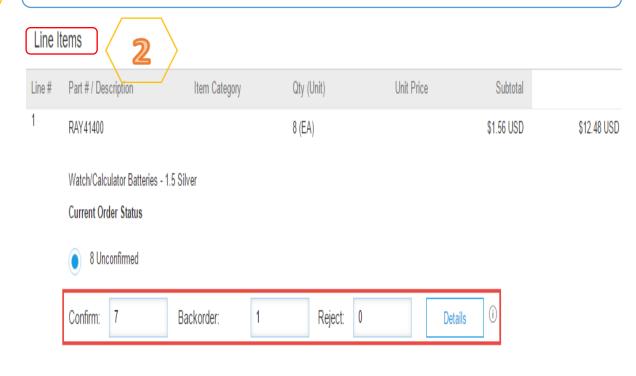
Order Confirmation by using "Update Line Items"

Go to "Inbox" and check on the Purchase Order to perform order confirmation on. Click on "Create Order Confirmation" and select "Update Line Items". Alternatively, you may click on "Action" and select "Update Line Items".

Scroll down to view the line items and choose among possible values:

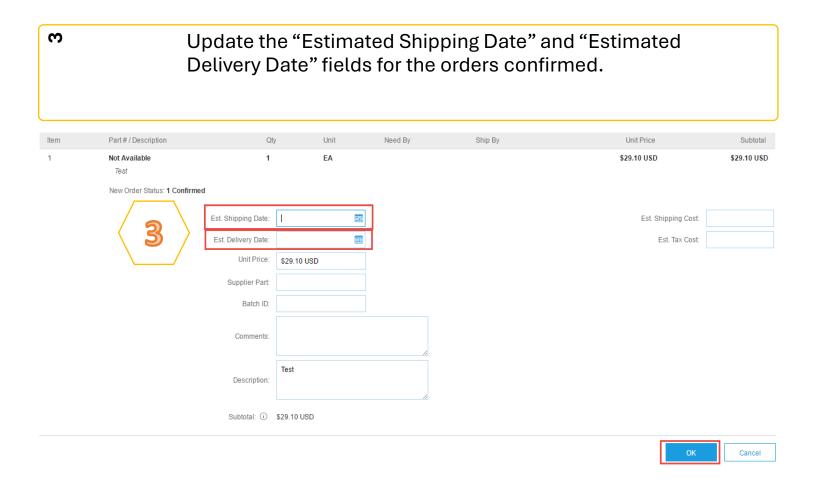
- Confirm You received the PO and will send the ordered items.
- Backorder Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.





2

Order Confirmation by using "Update Line Items"



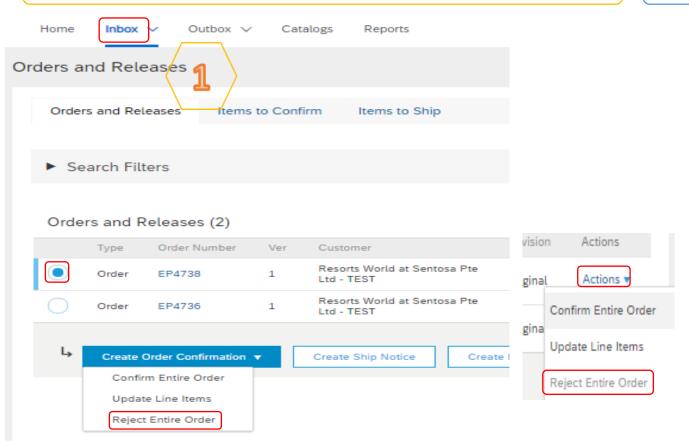
Note:

Whenever a line item details are changed, comments should be included to state what the issues are.

Order Confirmation by using "Reject Entire Order"

Go to "Inbox" and check on the Purchase Order to perform order confirmation on. Click on "Create Order Confirmation" and select "Reject Entire Order". Alternatively, you may click on "Action" and select "Reject Entire Order".

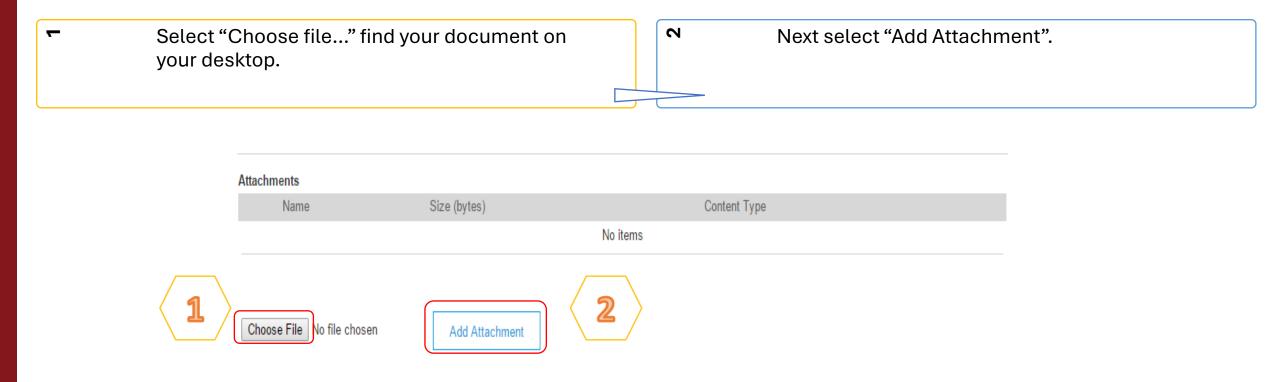
2 Enter a Confirmation # and a reason for rejecting the order. Click on "Reject Order".





Add Attachments

Attachments can be added for supporting documentation during Order Confirmation. The total size of each file cannot exceed 10 MB.



Transaction Status

Purchase Order Status	
Unconfirmed	The Supplier has not confirmed the order. Initial state.
Obsoleted	The purchase order has been changed and the previous version of the order has been cancelled.
Confirmed	The Supplier confirmed the order.
Backordered	The Supplier backordered the line item and ship when goods are available.
Shipped	The Supplier has shipped the order.
New	A new purchase order has been received.
Changed	The purchase order was changed.
Partially Confirmed or Shipped	Only part of the order has been confirmed or shipped.

