

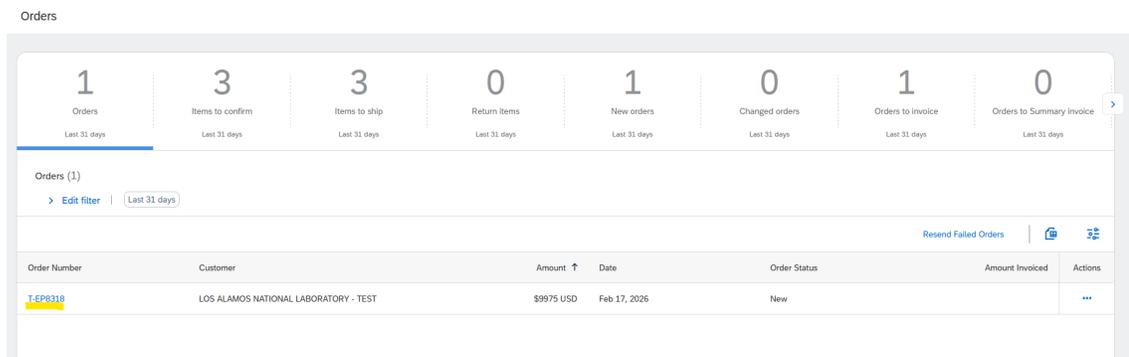
LANL Supplier Guide to Confirming a Purchase Order with Updated Delivery Dates

Background Information:

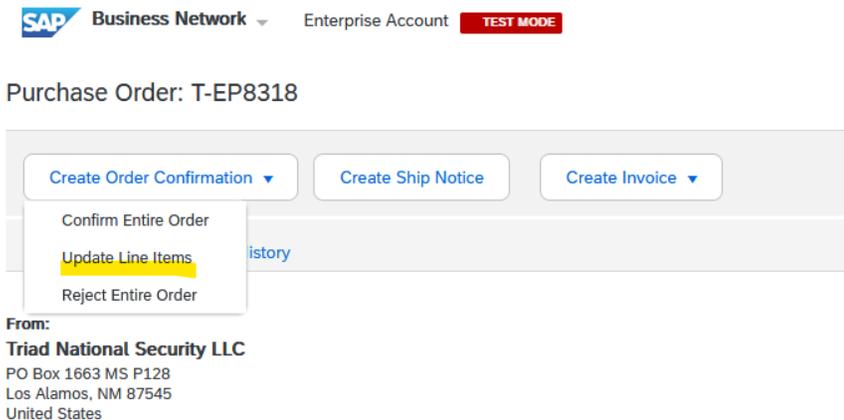
Ensuring LANL has been provided with the most accurate delivery date on a materials purchase order is crucial to meeting expectations of the requester and allows LANL to meet our mission. Responding through the SAP Business Network to the Purchase Order via confirmation allows LANL to update the order in our system and accurately track order receipt as well as supplier performance.

Confirming Purchase Orders

1. From the Orders Workbench in the SAP Business Network, click on the order number you wish to confirm with corrected delivery dates.



2. Click on the **Create Order Confirmation** button and select **Update Line Items**.



- Fill in any appropriate fields in the **Order Confirmation Header** then scroll down to **Line Items** section.
- Enter numeric values in one or more of the **Confirm**, **Backorder**, and **Reject** fields.

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
1	AB3343 Electric Motor AB3343	Material	5 (EA)	27 Feb 2026	\$1,269.00 USD	\$6,345.00 USD						
<p>Current Order Status</p> <p><input checked="" type="radio"/> 5 Unconfirmed</p> <p>Confirm: <input type="text" value="5"/> Backorder: <input type="text"/> Reject: <input type="text"/> Details ⓘ</p> <p>Attachments:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Size (bytes)</th> <th>Content Type</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;">No items</td> </tr> </tbody> </table> <p>Browse... No file selected. Add Attachment</p> <p><small>The total size of all attachments cannot exceed 100MB</small></p>							Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type										
No items												
2	AR85833 Wiring Harness AR85833	Material	5 (EA)	27 Feb 2026	\$384.00 USD	\$1,920.00 USD						
<p>Current Order Status</p> <p><input checked="" type="radio"/> 5 Unconfirmed</p>												

- Click **Details** for that line item and enter the correct **Est. Delivery Date**. Please note this is the date which you anticipate LANL will receive the shipment for the items you are confirming.

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
1	AB3343 Electric Motor AB3343	5	EA	27 Feb 2026		\$1,269.00 USD	\$6,345.00 USD
<p>New Order Status: 5 Confirmed</p> <p>Est. Shipping Date: <input type="text"/></p> <p>Est. Delivery Date: * <input type="text" value="12 Mar 2026"/></p> <p>Unit Price: <input type="text" value="\$1,269.00 USD"/></p> <p>Supplier Part: <input type="text" value="AB3343"/></p> <p>Auxiliary Part ID: <input type="text"/></p> <p>Manufacturer Part ID: <input type="text"/></p> <p>Manufacturer Name: <input type="text"/></p> <p>Supplier Batch ID: <input type="text"/></p> <p>Comments: <input type="text"/></p> <p>Description: Electric Motor AB3343</p> <p>Subtotal: ⓘ \$6,345.00 USD</p>							
							<input type="button" value="OK"/> <input type="button" value="Cancel"/>

- Click **OK** after you have finished updating the details.
- Repeat step 5 through 7 for the remaining lines, note that each line can have a different estimated delivery date.
- Click **Next**.

- Review the order confirmation. Note that each line should show a quantity **Confirmed with New Date** and display the new estimated delivery date. If any detail is incorrect click Previous and make the appropriate correction.

Confirming PO Previous Submit Exit

Confirmation #: Untitled 02/17/2026
Supplier Reference:
Attachments:

1 Update Item Status
2 Review Confirmation

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	AB3343 Electric Motor AB3343	Material	5 (EA)	27 Feb 2026	\$1,269.00 USD	\$6,345.00 USD
Current Order Status: 5 Confirmed With New Date (Estimated Delivery Date: 12 Mar 2026)						
2	AR85833 Wiring Harness AR85833	Material	5 (EA)	27 Feb 2026	\$384.00 USD	\$1,920.00 USD
Current Order Status: 5 Confirmed With New Date (Estimated Delivery Date: 6 Mar 2026)						
3	CT9838 Contact Sensor CT9838	Material	20 (EA)	27 Feb 2026	\$85.50 USD	\$1,710.00 USD
Current Order Status: 20 Confirmed With New Date (Estimated Delivery Date: 6 Mar 2026)						

Previous Submit Exit

- Click **Submit**.

- The purchase order should now show a status of **Confirmed**.

Download Refresh

Purchase Order
Confirmed
T-EP8318
Amount: \$9,975.00 USD
Version: 1

Track Order

Routing Status: Acknowledged
Related Documents: Untitled 02/17/2026

- Once LANL has reviewed your confirmation and applied your changes the Purchase Order will now reflect a status of **Changed**.

Purchase Order
Changed
T-EP8318
Amount: \$9,975.00 USD
Version: 2 (Previous Version)

Track Order

Routing Status: Sent

13. In the Line Items section, you will see the updated need by dates that now reflect the estimated delivery dates you provided in your confirmation.

Line Items [Show Item Details](#) 

Line #	No. Schedule Lines	Change	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		→ Edited	AB3343 Electric Motor AB3343	Material		5 (EA)	12 Mar 2026 22-Feb-2026	\$1,269.00 USD	\$6,345.00 USD	Details
2		→ Edited	AR85833 Wiring Harness AR85833	Material		5 (EA)	6 Mar 2026 22-Feb-2026	\$384.00 USD	\$1,920.00 USD	Details
3		→ Edited	CT9838 Contact Sensor CT9838	Material		20 (EA)	6 Mar 2026 22-Feb-2026	\$85.50 USD	\$1,710.00 USD	Details

Order submitted on: Tuesday 17 Feb 2026 3:26 PM GMT-07:00
 Received by SAP Business Network on: Tuesday 17 Feb 2026 3:31 PM GMT-07:00
 This Purchase Order was sent by LOS ALAMOS NATIONAL LABORATORY - TEST AN01460290704-T and delivered by SAP Business Network.

Sub-total: \$ 9,975.00 USD

BUS-ASM-COE-6008

February 19, 2026