

# iSupplier

## Requesting Changes

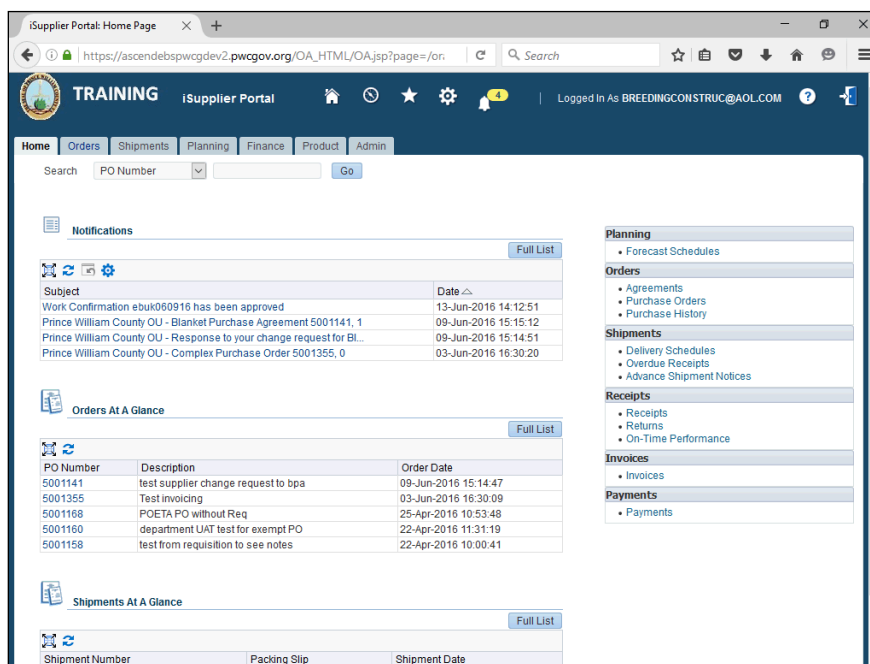
### Create Work Confirmation


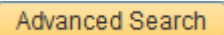

The purpose of this topic is to demonstrate how to create a Work Confirmation


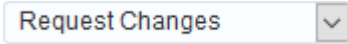
#### Procedure

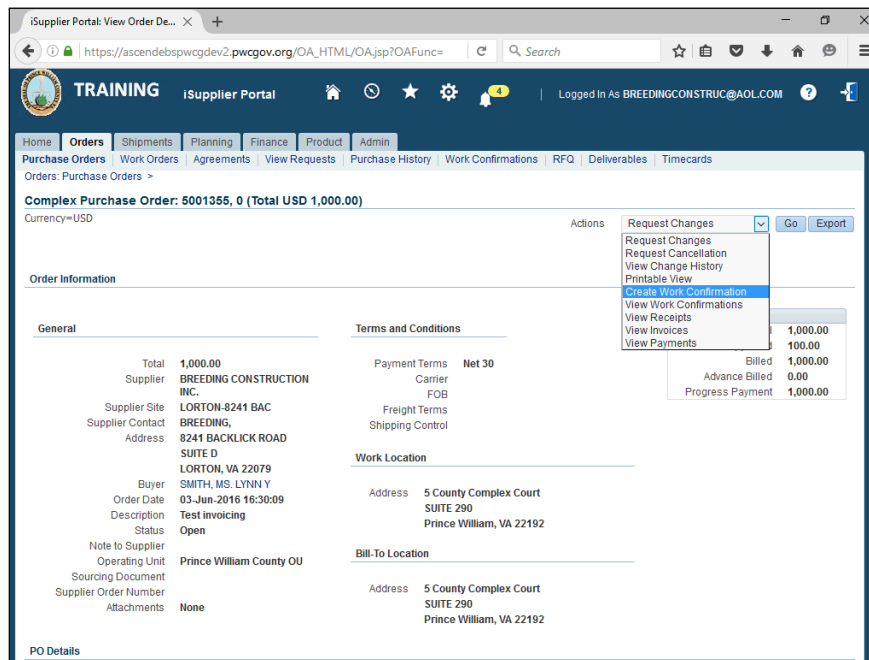
This topic covers the following


- 1) Create a work confirmation

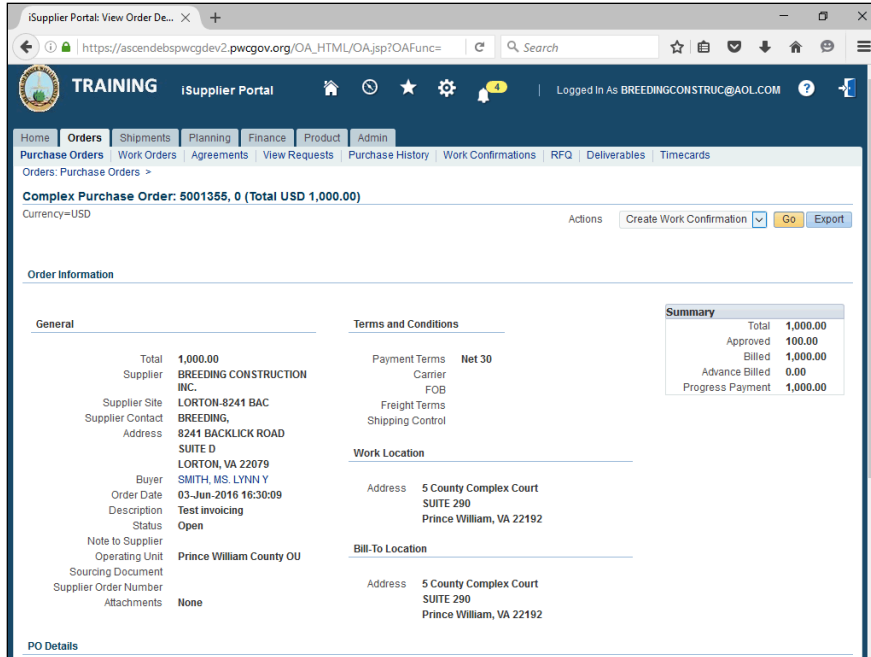



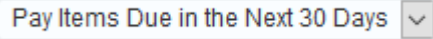
Step	Action
1.	Click the <b>Orders</b> link. 
2.	Click the <b>Advanced Search</b> button. 
3.	Click in the <b>PO Number</b> field. 
4.	Enter the Purchase Order number.  Enter the desired information into the <b>PO Number</b> field. Enter " <b>500</b> ".

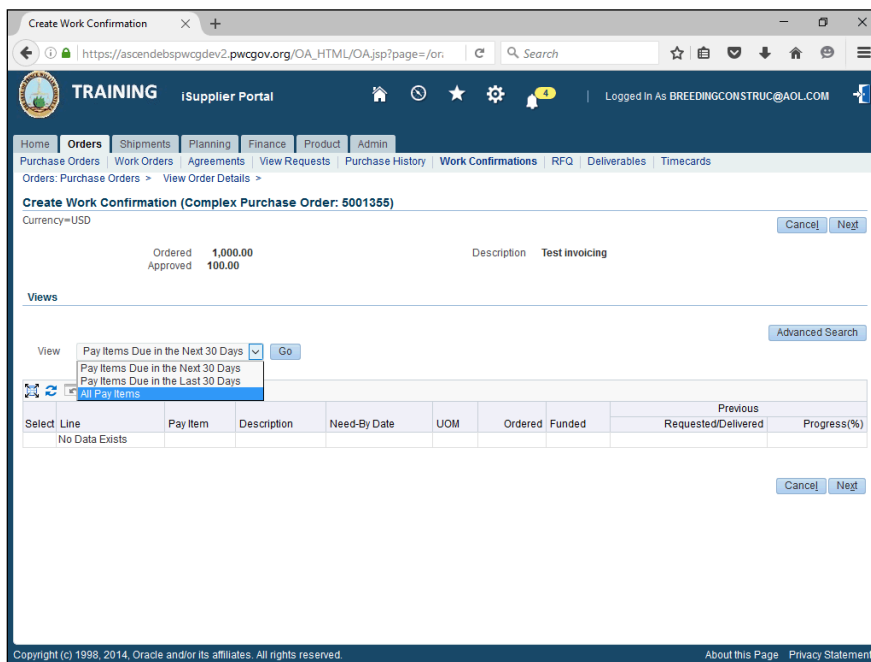
Step	Action
5.	Click the <b>Go</b> button. 
6.	Click the <b>5001355</b> link. <a href="#">5001355</a>
7.	Click the list. 




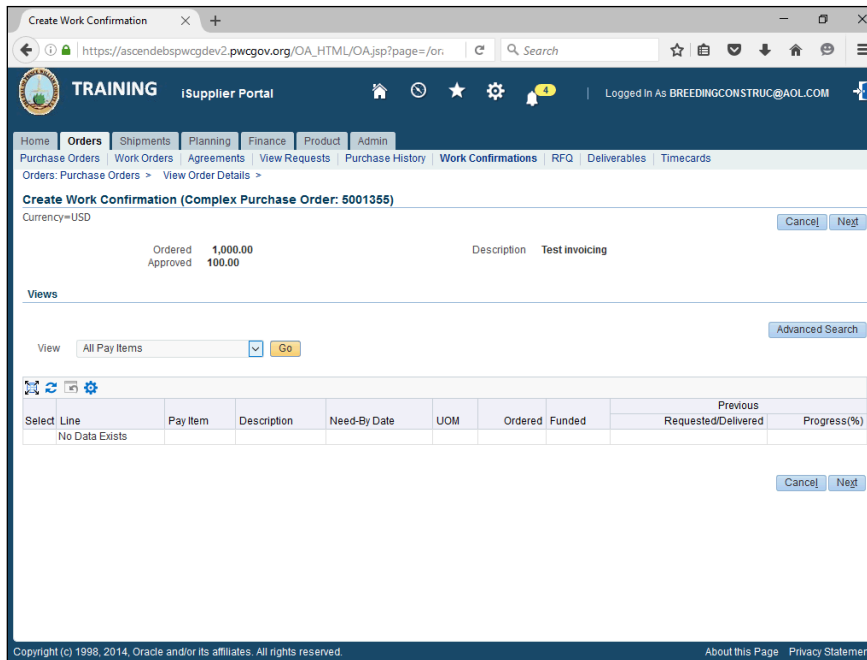
Step	Action
8.	Click the <b>Create Work Confirmation</b> list item. 





Step	Action
9.	Click the <b>Go</b> button. 
10.	Click the <b>View</b> list. 



Step	Action
11.	Click the <b>All Pay Items</b> list item. 



Step	Action
12.	Click the <b>Go</b> button. 
13.	Select the Item(s) you wish to Confirm.  Click the <b>Select</b> option. <input type="checkbox"/>
14.	Click Next.  Click in the <b>Ne</b> field. 
15.	Click in the <b>Work Confirmation</b> field. <input type="text"/>
16.	Enter a unique Work Confirmation number. There is no defined format for this number. It is suggested to use your username, the two digit month, and the two digit date.  Enter the desired information into the <b>Work Confirmation</b> field. Enter " <b>0615</b> ".

Step	Action
17.	Press the left mouse button and drag the mouse to select the desired text.
18.	<p>Change the amount delivered/completed if necessary.</p> <p>Click Submit.</p> <p>Click in the <b>m</b> field.</p> <p><b>m</b></p>
19.	<p>A Confirmation appears.</p> <p>Click in the <b>Your Work Confirmation BREEDINGCONSTRUC@AOL.COM 0615 has been submitted.</b> field.</p>
20.	<p>This topic covered the following</p> <p>1) Create a work confirmation</p> <p><b>End of Procedure.</b></p>