



## 如何确认订单?

### 序言

我们创建了本指南，以帮助您向捷普发送订单确认时应该采取的步骤和操作。

### 沟通捷普新的和未交付的采购订单

您将收到一封来自 e2open 系统有 Excel 附件的电子邮件，电子邮件地址为:

[mailer@services.e2open.com](mailto:mailer@services.e2open.com)

供应商根据捷普的采购订单状态收到两种类型的通知:新的或未交付的订单

请参阅下表:

通知类型	描述
采购订单汇总	这是关于每周捷普未交付订单的详细信息和所需操作的通知
新订单通知	这是关于每日捷普采购员下的当天所有新订单的通知，需要供应商确认

### 确认采购订单的选项

您有 3 个可用的订单确认选项

#	订单确认选项	描述
1	<a href="#">认可</a>	如果您能满足捷普所需的日期和数量
2	<a href="#">编辑承诺</a>	如果您需要将承诺数量分成多个交货日期
3	<a href="#">无承诺</a>	如果您不能确认捷普订单



## 确认采购订单的程序

使用以下步骤:

步骤	操作								
1	下载 Excel 文件并打开								
2	根据提供的说明在 Excel 中更新您的确认: <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>如果</th> <th>那么</th> </tr> </thead> <tbody> <tr> <td>您可以接受捷普的订单, 并完全满足捷普要求的交货日期和数量</td> <td>请转到<a href="#">选项 1</a></td> </tr> <tr> <td>您可以接受捷普订单但需要更改捷普所需的交货日期和数量</td> <td>请转到<a href="#">选项 2</a></td> </tr> <tr> <td>您不能满足捷普要求的交货日期和数量</td> <td>请转到<a href="#">选项 3</a></td> </tr> </tbody> </table>	如果	那么	您可以接受捷普的订单, 并完全满足捷普要求的交货日期和数量	请转到 <a href="#">选项 1</a>	您可以接受捷普订单但需要更改捷普所需的交货日期和数量	请转到 <a href="#">选项 2</a>	您不能满足捷普要求的交货日期和数量	请转到 <a href="#">选项 3</a>
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## 采购订单状态

状态	描述	所需操作
新订单	之前没有确认的新订单	需要供应商确认
未交付订单	有订单数量, 交货日期或价格变化的订单	需要供应商确认
已确认订单	供应商确认过并完全符合捷普要求的日期和数量的订单	如果供应商承诺没有变化-保持原样
有更改交期的已确认订单	供应商确认过但没有完全满足捷普要求的日期和数量的订单	如果供应商承诺没有变化-保持原样



## 选项 1

### 认可

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## 选项 2

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## 选项 3

### 无承诺

步骤	操作	例子
1	日期和数量-如果您不能确认订单, 请留空	
2	在“未承诺理由”下拉列表中选择未承诺原因	
3	在供应商评论区分享进一步的备注或信息	
4	保存附件。 请不要重命名附件!	
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