



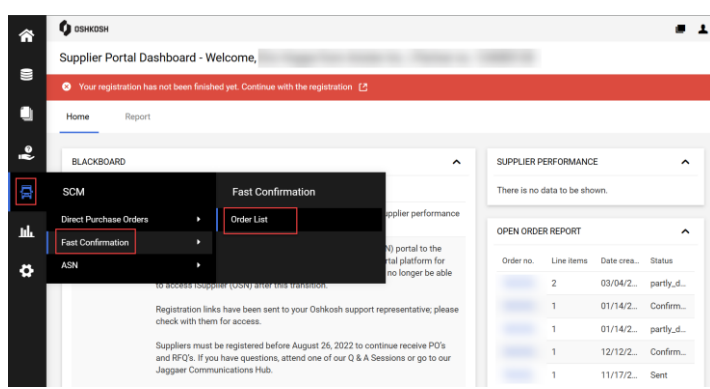
## Jaggaer – Fast & Mass Confirmation

### Brief

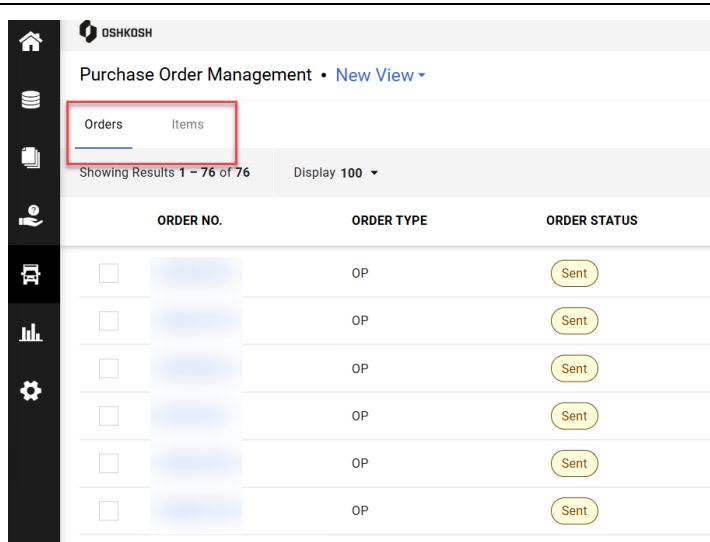
This job aid will provide instructions on properly using Fast/Mass Confirmation for POs in Jaggaer. Utilizing this functionality allows suppliers the ability confirm orders without opening, in mass if desired.

### Process Steps

1. Using the truck icon, select **Fast Confirmation -> Order List**
  - a. For general PO maintenance (PO Changes, advising ASNs... you will still need to use **Direct Purchase Orders**



2. PO confirmation can be done both at the head-level or at the position level
  - a. Toggle between them with the tabs at the top





### Jaggaer – Fast & Mass Confirmation

<p>3. Orders that need confirmation will either be in a status of “Sent” or “Partially Confirmed”</p>	
<p>4. To select an order(s) to confirm simply select the check box next to it, and once ready select the blue box at the bottom <b>Fast Confirmation</b></p>	
<p>5. A confirmation number is required for each order being confirmed</p>	
<p>6. Upon successful confirmation you will see a notification indicating the number of orders confirmed.</p> <p>a. <b>NOTE:</b> Once you complete a fast/mass confirmation, Jaggaer requires at least a 5 minute wait time for executing another.</p>	