



## 如何确认订单?

### 序言

我们创建了本指南，以帮助您通过电子邮件文本协作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** 系统邮件正文文本中嵌入 HTML 表的电子邮件，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 2 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="#">不承诺</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	打开您收到的电子邮件，点击“回复”>>，您就可以开始编辑电子邮件正文中的表格了。						
2	<p>根据提供的说明在电子邮件表格中更新您的确认:</p> <table border="1"> <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，并能完全满足或不能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>您不能确认捷普订单&gt;&gt;不承诺</td> <td>请转到<a href="#">选项 2</a></td> </tr> </tbody> </table>	如果	那么	您可以接受捷普的订单，并能完全满足或不能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>	您不能确认捷普订单>>不承诺	请转到 <a href="#">选项 2</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

### 不承诺

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