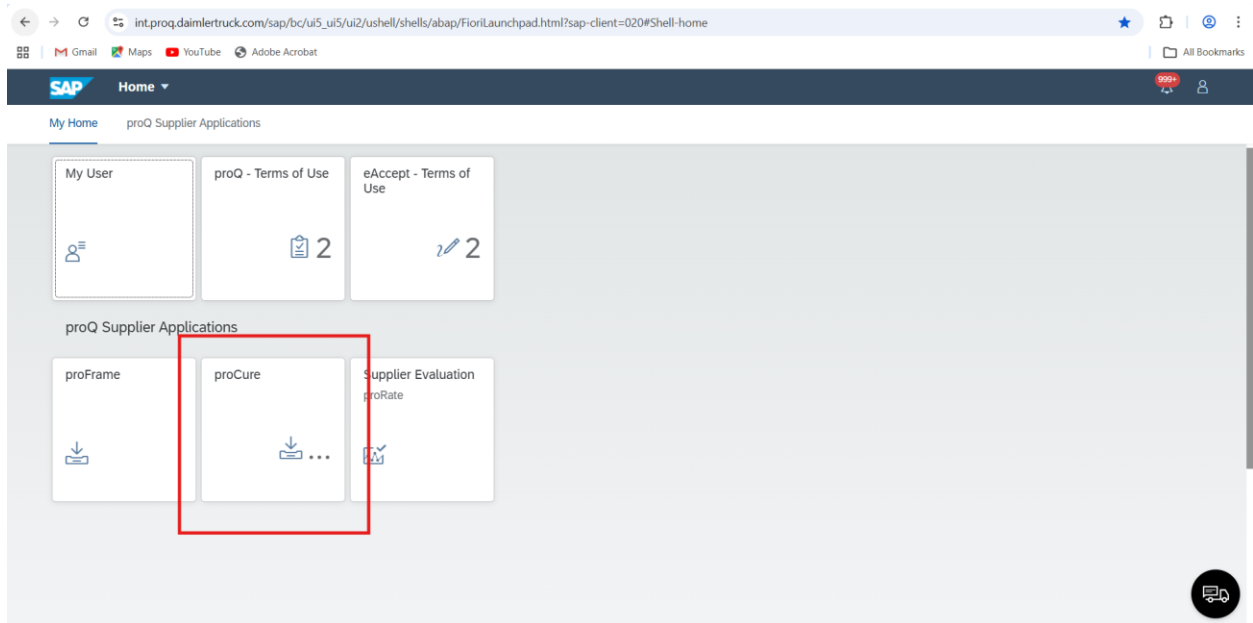
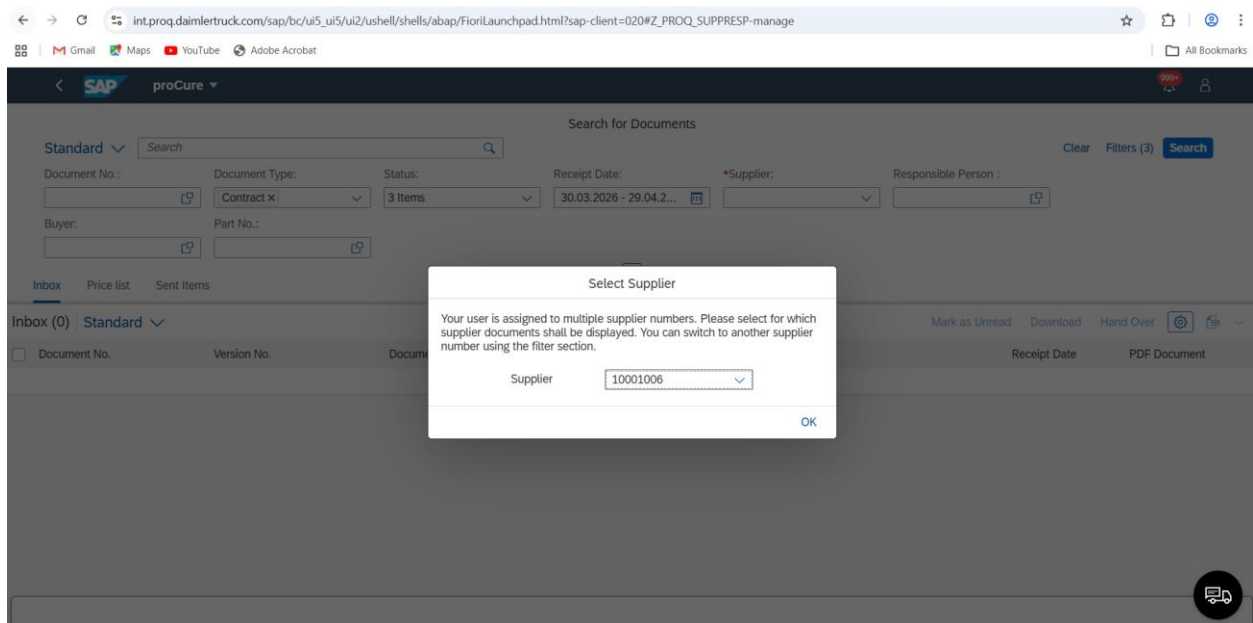


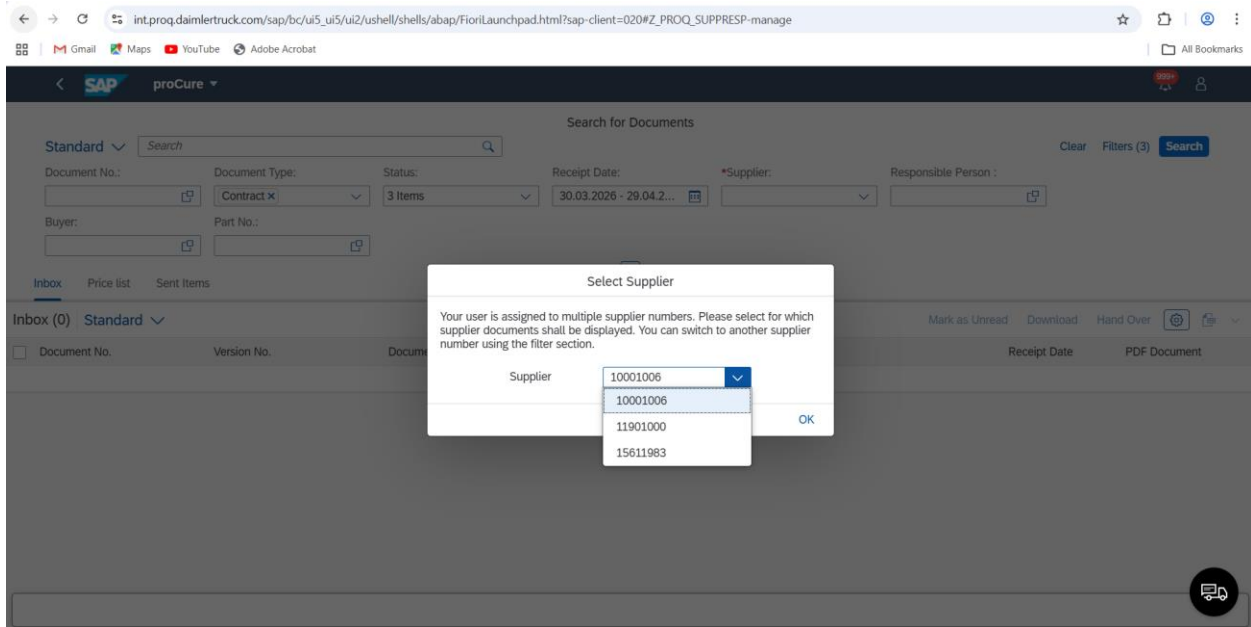
How to Confirm/Reject a PO

Step 1: Open proCure application

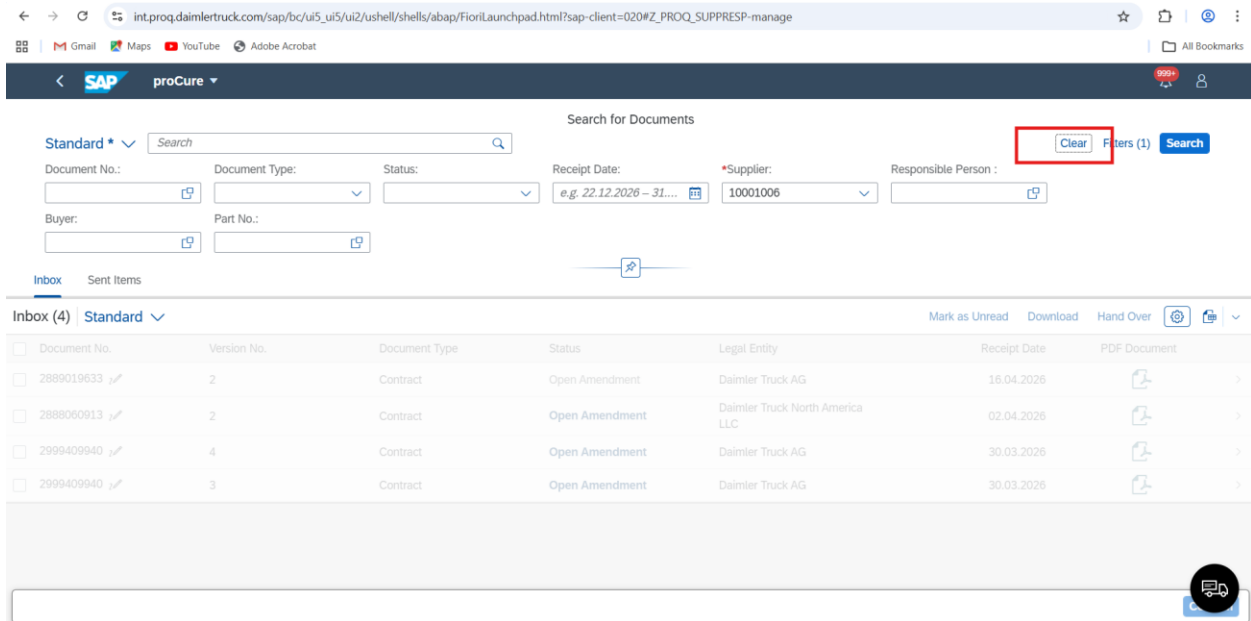


Step 2: Select the supplier from dropdown for which you want to view the document





Step 3: Clear all the filters



Step 4: Search with the document number

Search for Documents

Standard * Search

Document No.: Document Type: Status: Receipt Date: *Supplier: Responsible Person :

=5000117409 x e.g. 22.12.2026 - 31... 10001006

Buyer: Part No.:

Inbox Sent Items

Inbox (1) Standard

Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
5000117409	1	Purchase Order	Open	Daimler Truck AG	30.03.2026	

Confirm

Step 5 (a): You can select the document on page 1 and click on “Confirm” to confirm the document

Search for Documents

Standard * Search

Document No.: Document Type: Status: Receipt Date: *Supplier: Responsible Person :

=5000117409 x e.g. 22.12.2026 - 31... 10001006

Buyer: Part No.:

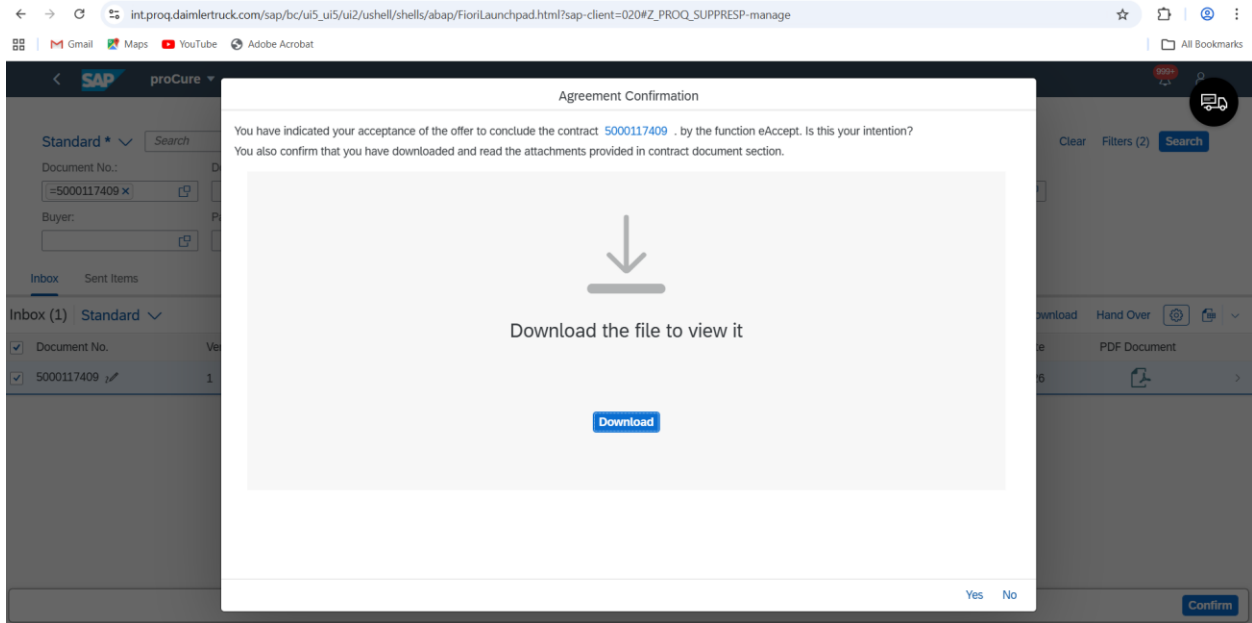
Inbox Sent Items

Inbox (1) Standard

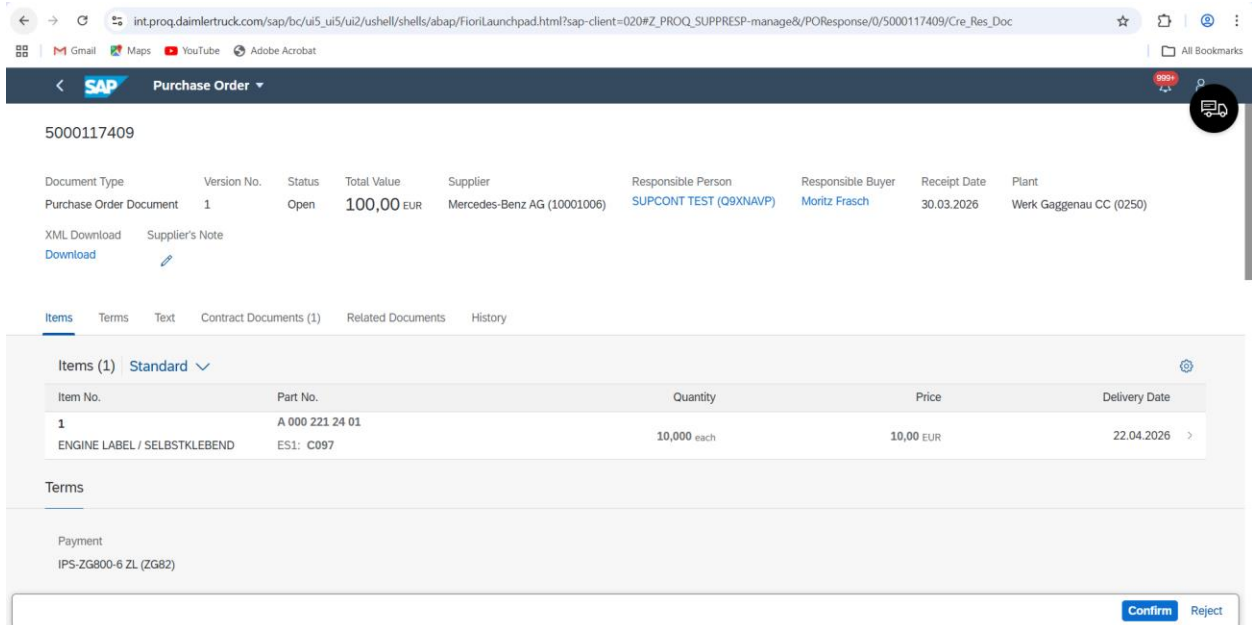
Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
5000117409	1	Purchase Order	Open	Daimler Truck AG	30.03.2026	

Confirm

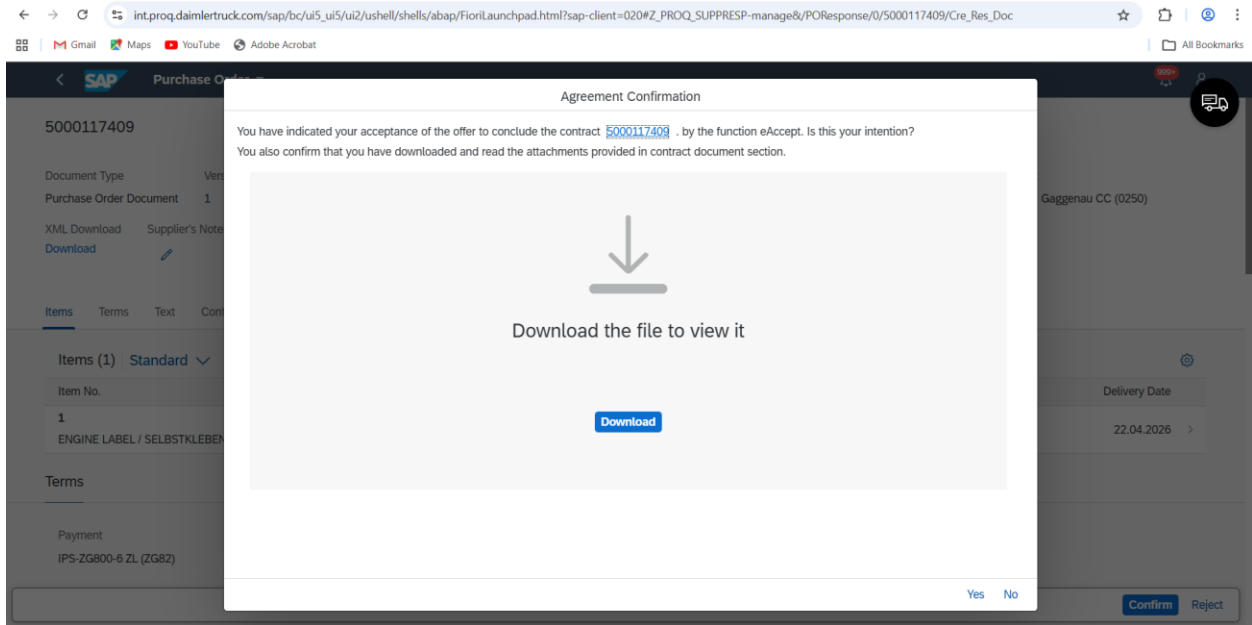
Step 6(a): Click on “Yes” to confirm the document



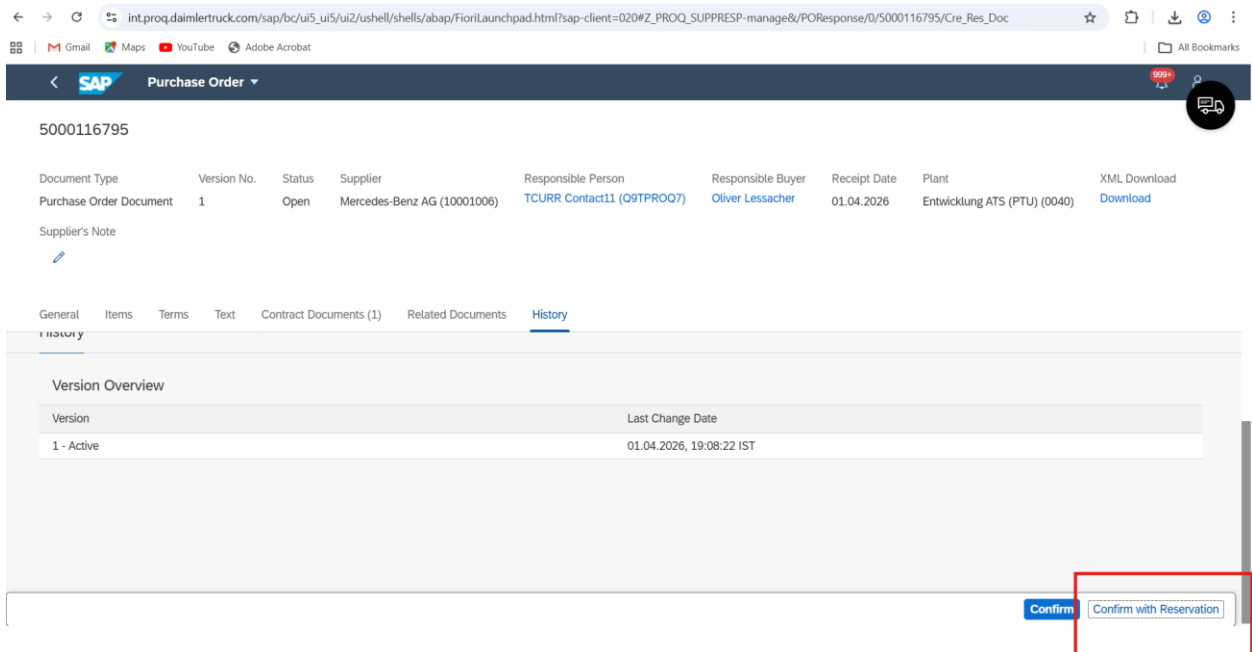
Step 5(b): Click on the document to go to page 2



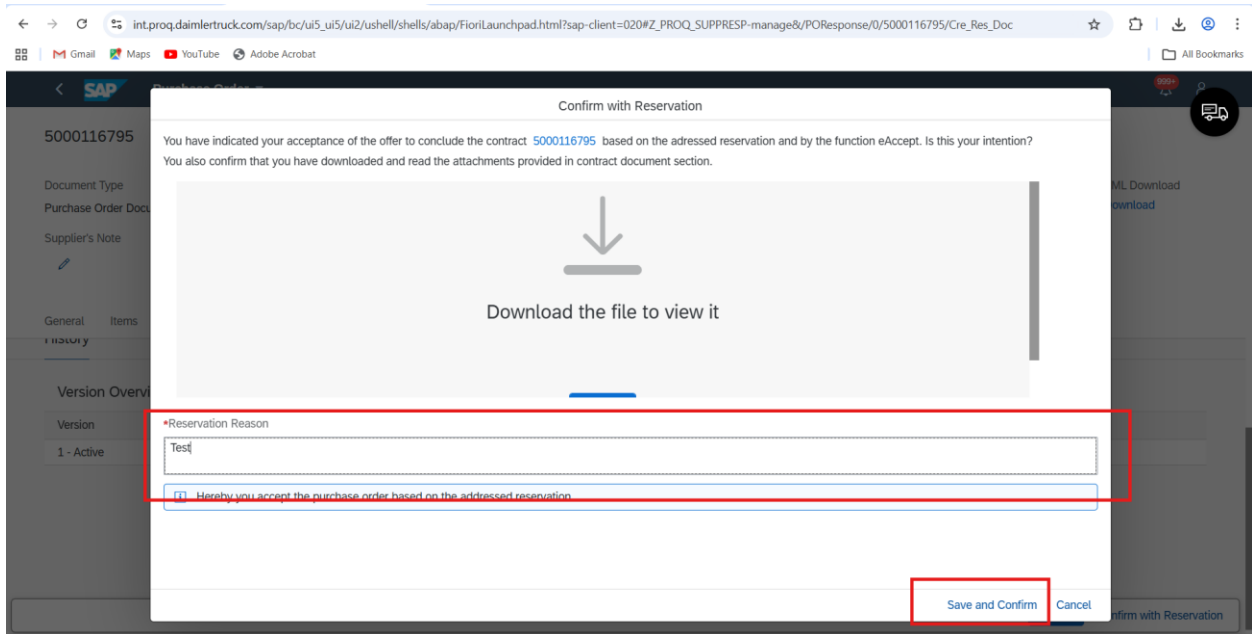
Step 6(b): Click on the "Confirm" button and then yes to confirm the document



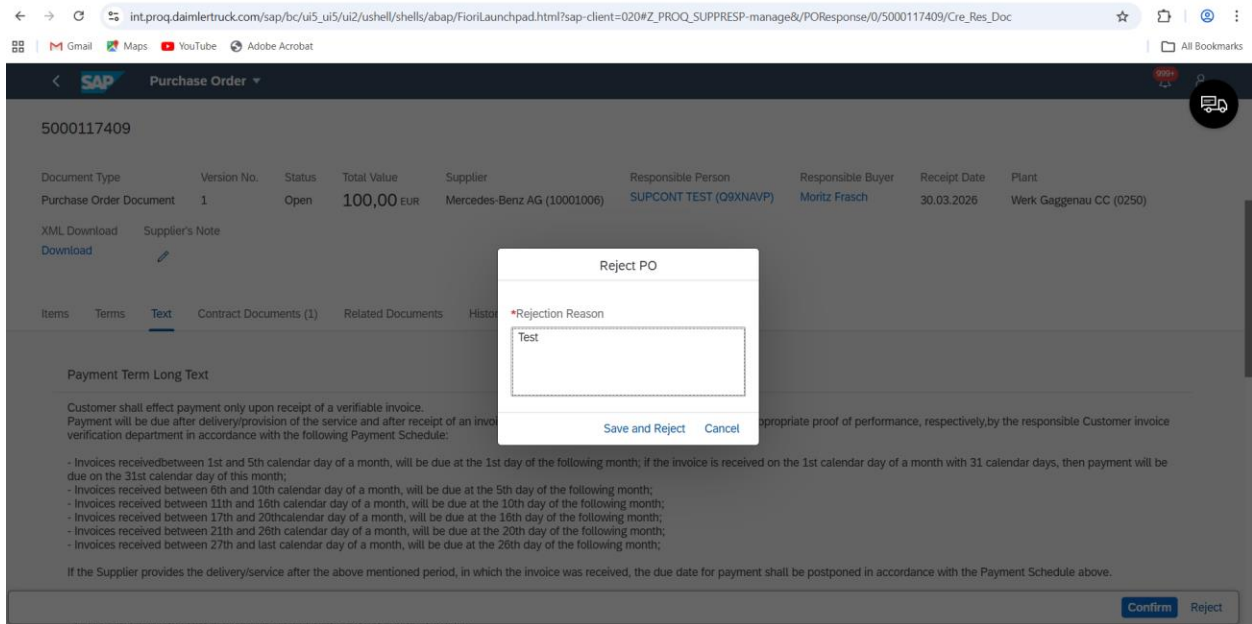
Step 7: To confirm the document with some reservation, click on the “Confirm with reservation” button



Step 8: Enter the reservation reason and click on “Confirm with reservation”



Step 9: To reject the document, click on reject and then enter the reason on the next screen



Step 10: Click on "Save and Reject" to reject the document

Step 11: To download the PDF for the Purchase Contract, click on the pdf icon on the first page or you can download the PDF from the second page by clicking on the pdf attachment

Search for Documents

Standard * Search [input] Clear Filters (2) Search

Document No.: [input]=5000116795 x Document Type: [input] Status: [input] Receipt Date: [input] e.g. 22.12.2026 - 31... *Supplier: [input] 10001006 Responsible Person: [input]

Buyer: [input] Part No.: [input]

Inbox (1) Standard

Document No.	Version No.	Document Type	Status	Legal Entity	Receipt Date	PDF Document
5000116795	1	Purchase Order	Open	Daimler Truck AG	01.04.2026	

5000116795

Document Type	Version No.	Status	Supplier	Responsible Person	Responsible Buyer	Receipt Date	Plant	XML Download
Purchase Order Document	1	Open	Mercedes-Benz AG (10001006)	TCURR Contact11 (Q9TPRO07)	Oliver Lessacher	01.04.2026	Entwicklung ATS (PTU) (0040)	Download

Supplier's Note

General Items Terms Text Contract Documents (1) Related Documents History

PO_5000116795_20260401_133800.pdf
Uploaded By: RFC_PO_DTAG - Uploaded On: 01.04.2026 - Last Changed On: 01.04.2026 - File Size: 61 KB

Related Documents

> proCure Documents

History