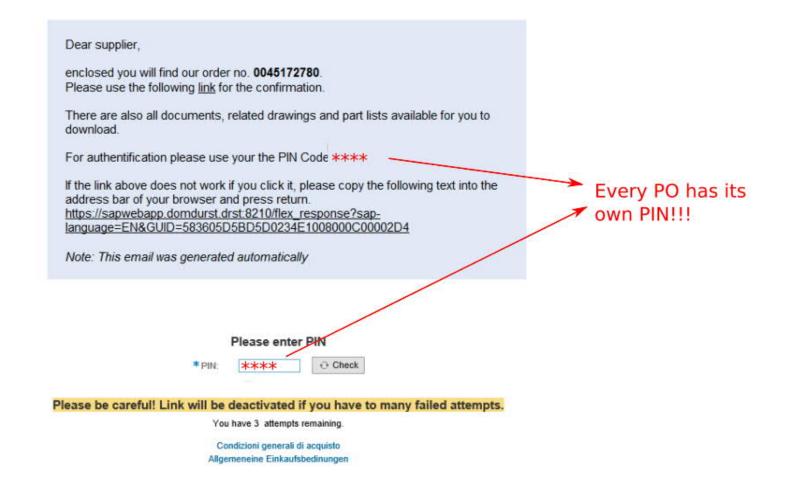
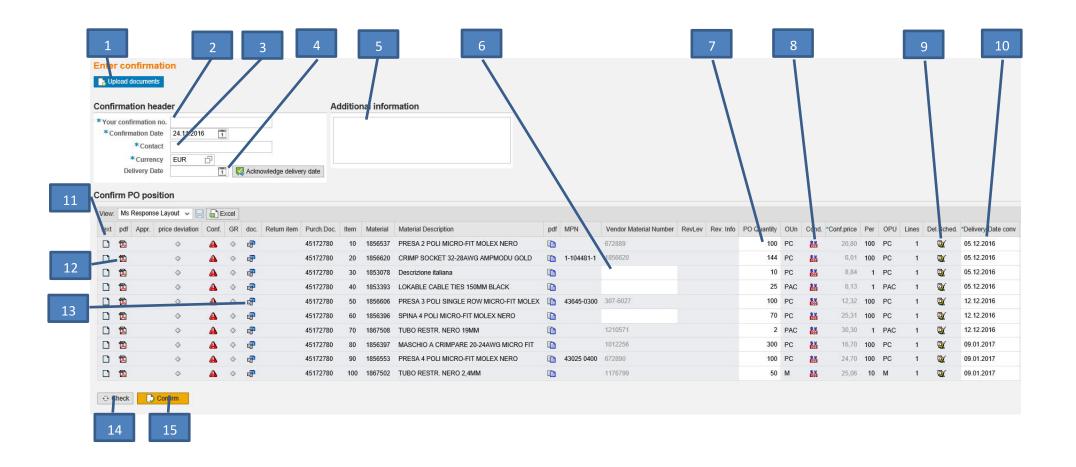


Instructions to enter an order confirmation:



durst





- 1. Upload the order confirmation in PDF format -> not obligatory
- 2. Enter the order confirmation number
- 3. Enter the contact person
- 4. Enter the delivery date-> Only if the same delivery date applies for all delivery items
- 5. Additional information concerning the entire order
- 6. If not yet entered, the vendor number can be entered
- 7. In exeptional cases quantities can be adjusted
- 8. If a price is no longer up-to-date, this can be changed
- 9. In exceptional cases, delivery schedules can be made
- 10. Enter the delivery date for delivery item
- 11. Additional information on the delivery item can be entered
- 12. Open the PO in PDF
- 13. Additional documents can be viewed (technical drawings...)
- 14. Check
- 15. Confirm
- Only if technical problems should occur you can contact the following email: stefan.messner@durst-group.com
- Please confirm via Web Link! Please do not send an additional order confirmation via Email!
- One time confirmed you can not change the order confirmation. If something can not be respected (delivery date...) please write an Email or phone us