



GREENFIELD

Making Multiple PO Change Request

11-October-2017

iSupplier - Making Multiple PO Change Request



This document will assist Supplier Users who would like to Update Multiple PO Change Requests within the same screen.

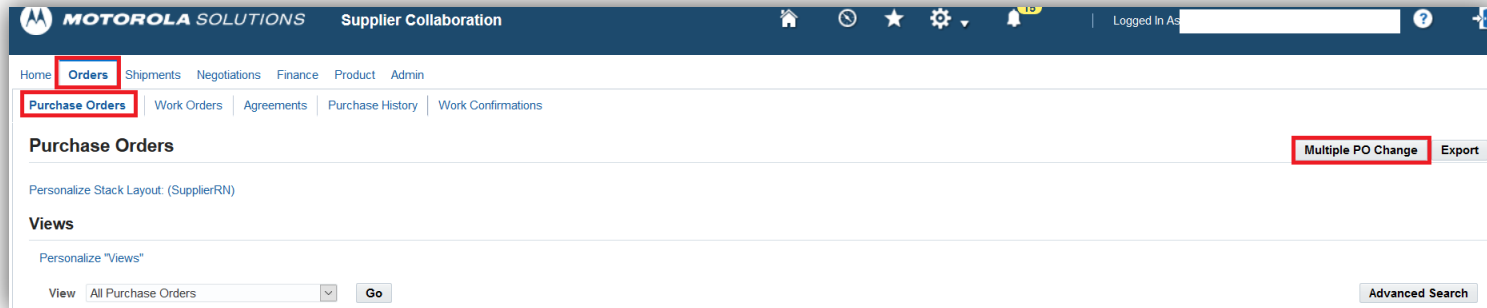
- For every new PO received, supplier would need to Acknowledged Acceptance of PO first.
- This Acceptance is to acknowledge receipt of PO by Supplier User, and that the Terms laid out is Acceptable.
- Once Accepted, supplier user can initiate any Change Requests to Promise Date, Price, Qty
- This can be done manually at the Individual PO or using the function "**Multiple PO Change**".



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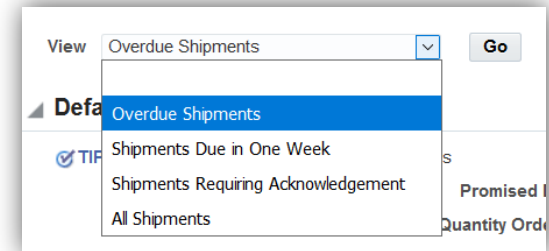
How do I perform “Multiple PO Change”?

- Go to Orders > Purchase Orders > Multiple PO Change



User could select list of PO(s) with criteria below:

- Overdue Shipments : Past due PO promised date
- Shipments Due in One Week : Shipment with promised date on current week
- Shipments Requiring Acknowledgement : Function not available
- All shipments : All available PO in iSupplier



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- Go to Advanced Search.

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Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations

Orders: Purchase Orders >
Change Multiple Purchase Orders Cancel Apply Export

Lines | **Shipments**

Views

View: All Shipments Go Advanced Search

Default Values

TIP You can apply default values to selected rows

Promised Date: Reason:
Quantity Ordered: Action:
Price:

- You could further add others search criteria by selecting “Add Another” and click on Add.
Example: Adding Item (Searching By an Item) as a search criteria.

Orders: Purchase Orders >
Change Multiple Purchase Orders Cancel Apply Export

Lines | **Shipments**

Advanced Search

Show table data when all conditions are met
 Show table data when any condition is met Views

PO Number is
Order Date is (example: 13-Sep-2017)
Buyer is
Promised Date is

Go Clear Add Another Item Add



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- Enter “Item” and hit “GO”

Advanced Search

Personalize "Advanced Search"
Personalize Advanced Search: (ShipAdvSrch)

Show table data when all conditions are met.
 Show table data when any condition is met.

PO Number is

Order Date is (example: 13-Sep-2017)

Buyer is

Promised Date is

Item is

- If you want to query more than one item at the same time, Add Another “Item”. This would create a second “Item” line. Add as many as you need.

Advanced Search

Personalize "Advanced Search"
Personalize Advanced Search: (ShipAdvSrch)

Show table data when all conditions are met.
 Show table data when any condition is met.

PO Number is

Order Date is (example: 13-Sep-2017)

Buyer is

Promised Date is

Item is

Item is



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- Once your list of POs had been selected, there are 2 methods to Mass Update Changes

Method 1: Directly making changes in the columns
Below highlighted columns are editable.

Personalize "PO Shipments"

Select Shipments:

Select All | Select None Rows 1 to 75

Select	PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason
<input checked="" type="checkbox"/>		1		07-Sep-2017 11:33:12	Go...			US1 - Elgin Mfg	11-Sep-2017 00	08-Sep-... 00:00:00	EA...	567				<input type="text"/>	Acce...		<input type="button" value="Split"/>	<input type="text"/>
<input checked="" type="checkbox"/>		1		06-Sep-2017 12:55:42	Go...			US1 - Elgin Mfg	14-Sep-2017 00	14-Sep-... 00:00:00	EA...	5				<input type="text"/>	Acce...		<input type="button" value="Split"/>	<input type="text"/>
<input checked="" type="checkbox"/>		1		25-Aug-2017 10:16:56	Go...			US1 - Elgin Mfg	08-Sep-2017 22	08-Sep-... 19:00:00	EA...	2200				<input type="text"/>	Open		<input type="button" value="Split"/>	<input type="text"/>

- A reason will need to be provided. For example: PO promised date changed.
Action: Select from Dropdown "Change".

Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
07-Sep-2017 11:33:12	Go...			US1 - Elgin Mfg	20-Sep-2017 19	08-Sep-... 00:00:00	EA...	567				<input type="text"/>	Acce...		<input type="button" value="Split"/>	>d date char	Change
06-Sep-2017 12:55:42	Go...			US1 - Elgin Mfg	21-Sep-2017 00	14-Sep-... 00:00:00	EA...	5				<input type="text"/>	Acce...		<input type="button" value="Split"/>	>d date char	Change
25-Aug-2017 10:16:56	Go...			US1 - Elgin Mfg	22-Sep-2017 22	08-Sep-... 19:00:00	EA...	2200				<input type="text"/>	Open		<input type="button" value="Split"/>	>d date char	Change



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- Click Apply at the top right column.

Orders: Purchase Orders >
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Lines **Shipments**

Personalize Stack Layout: (ChangeShipContainer)

Home **Orders** Shipments Negotiations Finance Product Admin

Purchase Orders | Work Orders | Agreements | Purchase History | Work Confirmations

Orders: Purchase Orders >

Information

1. Purchase Order AF95042124 : - Change Request has been submitted for Approval
2. Purchase Order AF95056789 : - Change Request has been submitted for Approval
3. Purchase Order AF95056795 : - Change Request has been submitted for Approval

- The PO Status in ISupplier would be "Supplier Change Pending" until Buyer approves the Changes. Change Request would be sent to Buyer's Notification as per below

Personalize "Notification List"

Select Notifications: Open Reassign Close Refresh Print Settings Help

Select All | Select None

Select	To	Type	Subject	Sent	Due
<input type="checkbox"/>	MARZEC, MARLA	PO Supplier Change	Change requests from Supplier for Standard Purchase Order AF95056795, 0 (Total 1,479.87 USD)	14-Sep-2017	
<input type="checkbox"/>	YACOB, SITI SYARINA	PO Supplier Change	Change requests from Supplier for Standard Purchase Order AF95042124, 3 (Total 20,288.00 USD)	14-Sep-2017	
<input type="checkbox"/>	MARZEC, MARLA	PO Supplier Change	Change requests from Supplier for Standard Purchase Order AF95056789, 0 (Total 13.05 USD)	14-Sep-2017	



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Method 2: Using the “Apply Default Value” button.

- If you have a Default Value that can be applied to the POs, you can select the PO# checkbox and apply the default values across all selected Line(s).
- Add in the Default Values as below, and “Apply Default Values” to selected PO(s).

Default Values

TIP You can apply default values to selected rows

Promised Date: 20-Sep-2017 07:22:44

Quantity Ordered:

Price:

Reason:

Action: Change

Personalize "PO Shipments"

Select Shipments: **Apply Default Values**

Select All | Select None

Select	PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split
<input checked="" type="checkbox"/>		1	3	25-Aug-2017 10:12:12	Goods			US2 - Elgin DC	19-Sep-2017 19:00:00	07-Sep-2017 19:00:00	EACH	250				<input type="text"/>	Open		
<input checked="" type="checkbox"/>		1	1	25-Aug-2017 10:12:12	Goods			US2 - Elgin DC	19-Sep-2017 19:00:00	28-Aug-2017 19:00:00	EACH	500				<input type="text"/>	Open		
<input checked="" type="checkbox"/>		1	2	25-Aug-2017 10:12:12	Goods			US2 - Elgin DC	19-Sep-2017 19:00:00	01-Sep-2017 19:00:00	EACH	150				<input type="text"/>	Open		



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- Default Value(s) will populate across the selected PO(s)

Default Values

TIP You can apply default values to selected rows

Promised Date: 20-Sep-2017 07:22:44

Quantity Ordered:

Price:

Reason:

Action:

Personalize "PO Shipments"

Select Shipments: **Apply Default Values** |

Select All | Select None

Select	PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split
<input checked="" type="checkbox"/>		1	3	25-Aug-2017 10.12.12	Goods			US2 - Elgin DC	20-Sep-2017 19:00:1	07-Sep-2017 19:00:00	EACH	250				<input type="text"/>	Open		
<input checked="" type="checkbox"/>		1	1	25-Aug-2017 10.12.12	Goods			US2 - Elgin DC	20-Sep-2017 19:00:1	28-Aug-2017 19:00:00	EACH	500				<input type="text"/>	Open		
<input checked="" type="checkbox"/>		1	2	25-Aug-2017 10.12.12	Goods			US2 - Elgin DC	20-Sep-2017 19:00:1	01-Sep-2017 19:00:00	EACH	150				<input type="text"/>	Open		

Orders: Purchase Orders >

Change Multiple Purchase Orders Cancel **Apply** Export

Lines: **Shipments**

Personalize Stack Layout: (ChangeShipContainer)

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Orders: Purchase Orders >

Information

Purchase Order CQ95042109 : - Change Request has been submitted for Approval

❑ The PO Status in iSupplier would be "Supplier Change Pending" until Buyer approves the Changes.