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**".

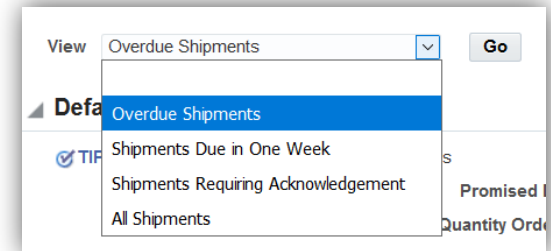# iSupplier - Making Multiple PO Change Request

How do I perform "Multiple PO Change"?

• Go to Orders > Purchase Orders > Multiple PO Change
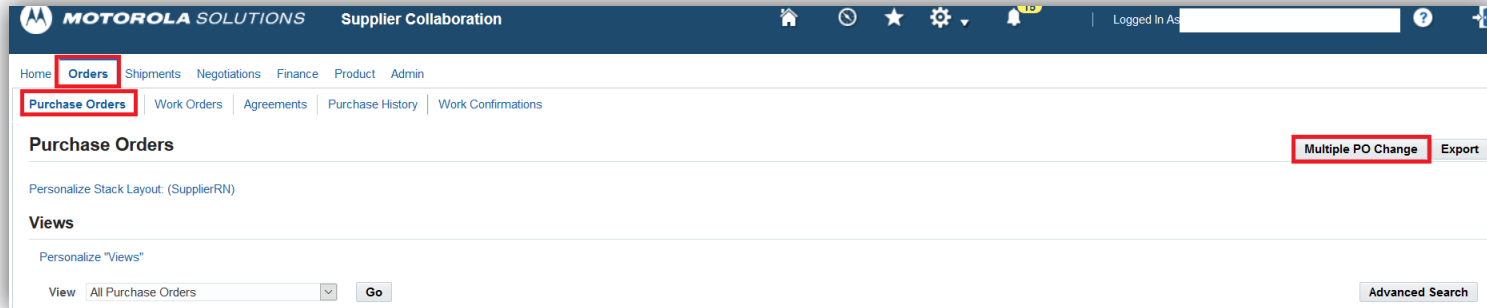
User could select list of PO(s) with criteria below:
o Overdue Shipments   : Past due PO promised date
o Shipments Due in One Week   : Shipment with promised date on current week
o Shipments Requiring Acknowledgement   : Function not available
o All shipments   : All available PO in iSupplier

iSupplier - Making Multiple PO Change Request

- Go to Advanced Search.

- 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.

iSupplier - Making Multiple PO Change Request

•Enter "Item" and hit "GO"

•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.

iSupplier - Making Multiple PO Change Request

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

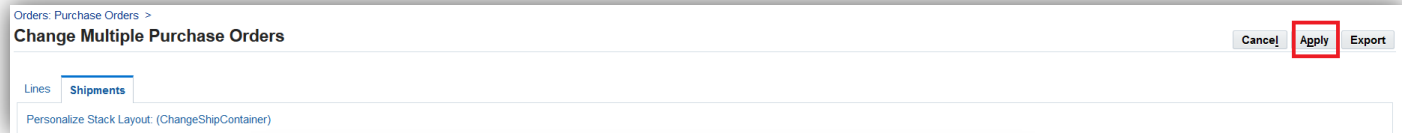**Method 1**: Directly making changes in the columns
Below highlighted columns are editable.

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

iSupplier - Making Multiple PO Change Request

• Click Apply at the top right column.
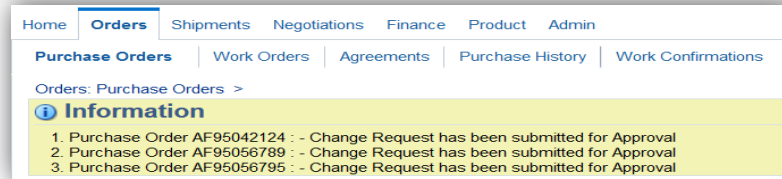
• The PO Status in ISupplier would be "Supplier Change Pending" until Buyer approves the Changes. Change Request would be sent to Buyer's Notification as per below

iSupplier - Making Multiple PO Change Request

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 Defaut Values" to selected PO(s).

iSupplier - Making Multiple PO Change Request

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

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