GENERAL DYNAMICS

Land Systems



Manage Purchase Orders

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Lesson: Manage Purchase Orders

	KEY TERMS
Key Term / Concept	Definitions
Purchase Order (PO)	A commercial document issued by a buyer to a seller, indicating
	types, quantities, and agreed prices for products.
Change Order	A document that alters the details in the PO, requires
	acknowledgment from the buyer for the changes to be
	incorporated.

On completing this lesson, you should be able to:

- Acknowledge Purchase Orders
- Request changes to a Purchase Order
- Steps to Acknowledge Purchase Orders and Manage Promise Dates including Splitting Shipments

Acknowledge Purchase Orders

After a purchase order is approved, you will receive a notification requesting acknowledgement.

The following notifications are used to acknowledge the Purchase Order (PO):

- 1. Watchlist Notification: Notifications received through iSupplier portal
- 2. Email Notification: Notifications received through your mailbox

To acknowledge a PO:

- 1. Navigate to Purchase Orders tab (iSupplier portal > Orders tab > Purchase Orders tab)
- 2. Select the desired POs using the View drop down menu
- 3. Select the PO which needs to be acknowledged from the displayed list
- 4. Click Acknowledge. The Acknowledgement page appears

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Select	PO Number	4	Operating Unit	Document Type	Description	Order Date 🗠	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachme	ents
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۲	40271027	0	GDLS Division	Global Contract Agreement		18-Aug-2017 10:34:34	POXSON, JENNIFER	USD		Requires Acknowledgment				
0	40271026	0	GDLS Division	Global Contract Agreement	new cpa	18-Aug-2017 08:16:07	BRYANT, SAUNDRA E	USD		Requires Acknowledgment				

- 5. You can perform the following acknowledgement actions on a PO:
 - a. Accept the order: Select Accept Entire Order at the document header level. The document status is updated to 'Accepted'
 - b. **Reject the order**: Select **Reject Entire Order** at the document header level. The document status is updated to 'Rejected'
- 6. Click **GO** after selecting the desired action. The **Acknowledge Purchase Order** page opens

mency=USD						Reject Entire Order Printable View View Change History	Γ
Order Information						5	Ŀ
General Information		Terms and Condition	s	Relate	d Information		
Total		Payment Terms	PAY IMMEDIATE	Invoices			
Supplier	Gexpro Services	Carrier	REFER TO GDLS ROUTING GUI	Payments			
Supplier Site	IRVING	FOB	Shipping Point	- aprend			
Address	9500 N Royal Lane	Freight Terms	FCA-Seller's Dock (Incoterms 2010)				
	Irving, TX 75063-2489	Shinalan Gastral					
Buyer	POXSON, JENNIFER	snipping control					
Order Date	18-Aug-2017 10:34:34	Bill-To Address					
Description		Address General	Dynamics Land Systems				
Status	Requires Acknowledgment	1161 B	ckeye Road				
Note to Supplier		Lima, O	H 45804-1815				
Sourcing Document							
Organization	GDLS Division						
Supplier Order Number							
Attachments	None						

7. Add a Note to Buyer as required

8. Click Submit

Orders: Purchase O Acknowledge	Sers > Acknowledge for Contract Purchase Agreement > Purchase Order 40271027	
	c	ancel Submit
Description		
Currency	450	8
Amount		
Order Date	18-Aug-2017 10:34:34	
Action	Accept	
Note to Buyer		

9. A confirmation window appears informing you of the acknowledgment



Request Purchase Order Changes

As a supplier, you can suggest changes to the current version of a PO during issuance and fulfillment.

Changes to the PO can be made due to:

- Changes to the order delivery schedule
- Pricing revision
- Changes to item quantity

Changes can be made to a PO in the following ways:

Changes to a single PO

• In this case, updates are requested for a single PO

Changes to Multiple POs

• In this case, updates can be requested for multiple POssimultaneously

Request changes to a single PO

To submit a single change request for a PO:

- 1. Navigate to **Purchase Orders tab** (**iSupplier** portal > **Orders** tab > **Purchase Orders** tab), and search for the PO for which the change request is to be submitted
- 2. Click **Request Changes**. The **Request Changes** for **Standard Purchase Order** page appears
- 3. On the **Request Changes for Standard Purchase Order** page, you can make the required changes to the order line items prior to submission

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0	40271026	0	GDLS Division	Global Contract Agreement	new cpa	18-Aug-2017 08:16:07	BRYANT, SAUNDRA E	USD		Requires Acknowledgment				
0	40271020	0	GDLS Division	Standard PO		24-Jul-2017 13:19:24	BRYANT, SAUNDRA E	USD	2,350.00	Accepted	Supplier Change Pending			

- 4. Enter the changed value for the **Supplier Item** field
- 5. Enter the reason for requesting changes in the Reason field
- 6. Click Update PO
- 7. Click Submit. The Change Order Confirmation page appears

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Request changes to multiple Purchase Orders simultaneously

Update multiple Purchase Orders simultaneously:

To make simultaneous changes to multiple PO:

- 1. Navigate to Change Multiple Purchase Orders page (iSupplier portal > Orders tab > Purchase Orders tab > Change Multiple Purchase Orders page)
- 2. Select the required **PO View**
- 3. Apart from the list of POs, you can also use **Line Selection** or **Advanced Search** to identify the POs to be changed
- 4. Enter the required changes in the respective fields and provide a reason for requesting changes
- 5. Click Apply

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Statu	ises for Acknowledge	ment and Chang	ge Request proo	cesses
Action Taken	Supplier Status	Supplier Change Request Status	Buyer Status	Buyer Acknowledgement Status
PO Submitted (Supplier Acknowledgement required)	Requires Acknowledgement	-	Approved	Requires Acknowledgement
Supplier Saves Order	Requires Acknowledgement	Draft	Approved	Supplier Locked
Supplier Requests Change	Requires Acknowledgement	Changes Submitted	In Process	Requires Acknowledgement
Buyer Accepts All Changes	Requires Acknowledgement	-	Approved	Requires Acknowledgement
Buyer Rejects All Changes	Requires Acknowledgement	Changes Rejected	Approved	Requires Acknowledgement
Buyer Approves Few Changes	Requires Acknowledgement	-	Approved	Requires Acknowledgement
Supplier Accepts Entire Order	Accepted	-	Approved	Accepted
Supplier Rejects Entire Order	Rejected	-	Approved	Rejected
Supplier Acknowledges Complete Order(Accepts few shipments and Rejects others	Accepted	-	Approved	Acknowledged
PO Submitted (Supplier Acknowledgement required)	Requires Acknowledgement	-	Approved	Requires Acknowledgement

Entering Promise Dates & Split Shipments

1. Upon log in, select **iSupplier Portal Full Access**

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2. Select PO Number or Full List button to display all purchase orders

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3. Select Go button to Acknowledge receipt of purchase order

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4. Select Go button to Accept Entire Order (drop down menu will list additional options)

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5. Enter Note to Buyer, if desired, and select Submit button

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6. Select Return to Purchase Order Summary



7. Select PO Number

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13. Receive confirmation of request submission

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Questions?

- The Purchase Order home page is your access point to all purchase orders in which you can acknowledge, accept, request changes, enter Promise Dates and/or Split Shipments
- Terms and Conditions are an important part of any purchase orders received and need to be reviewed, where applicable before you can proceed further

Getting Help

In the event that you have questions regarding Managing Purchase Orders, please contact your GDLS buyer.

Revision History

Revision #	Date	Revision Description
0	2019	Initial release to align with upgrade from
		Oracle 11.0 to Oracle 12.2
1	11/30/2021	Updates by iSupplier Manual Project
		Team