



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

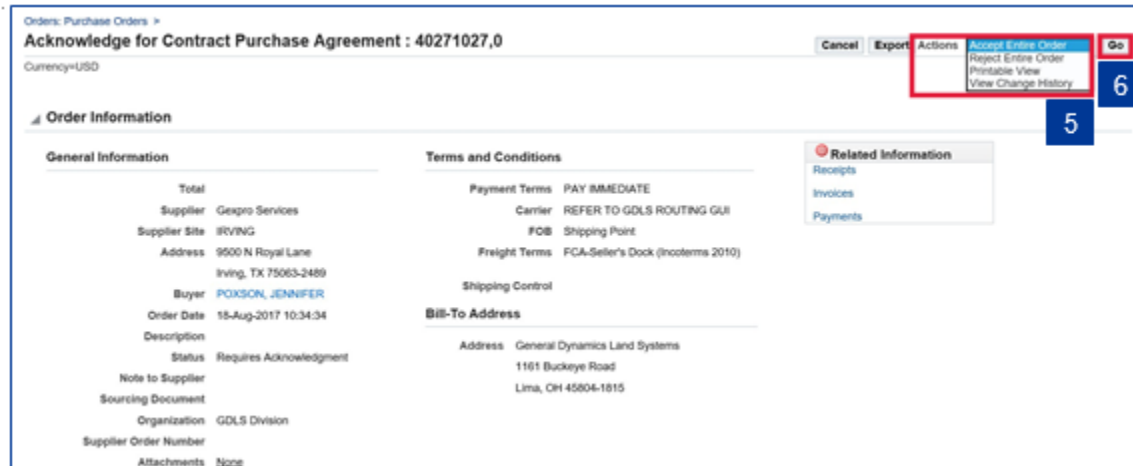
To acknowledge a PO:

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

Select	PO Number	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
<input type="radio"/>	40271028	GDS Division	Standard PO		24-Aug-2017 07:50:27	BRYANT, SAUNDRA E	USD	1,800.00	Accepted	Rejected		
<input checked="" type="radio"/>	40271027	GDS Division	Global Contract Agreement	Global Contract Agreement	15-Aug-2017 10:34:34	FOXSON, JENNIFER	USD		Requires Acknowledgment	Requires Acknowledgment		
<input type="radio"/>	40271026	GDS Division	Global Contract Agreement	new cpa	15-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



7. Add a **Note to Buyer** as required

8. Click **Submit**

Orders: Purchase Orders > Acknowledge for Contract Purchase Agreement >
Acknowledge Purchase Order 40271027

Description
Currency USD
Amount
Order Date 18-Aug-2017 10:34:34
Action Accept

Note to Buyer

Cancel Submit

9. A **confirmation window** appears informing you of the acknowledgment

Orders: Purchase Orders > Acknowledge for Contract Purchase Agreement >
PO Acknowledgment Confirmation

Purchase Order 40271027 has been Acknowledged.

[Return to Purchase Order Summary](#)

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

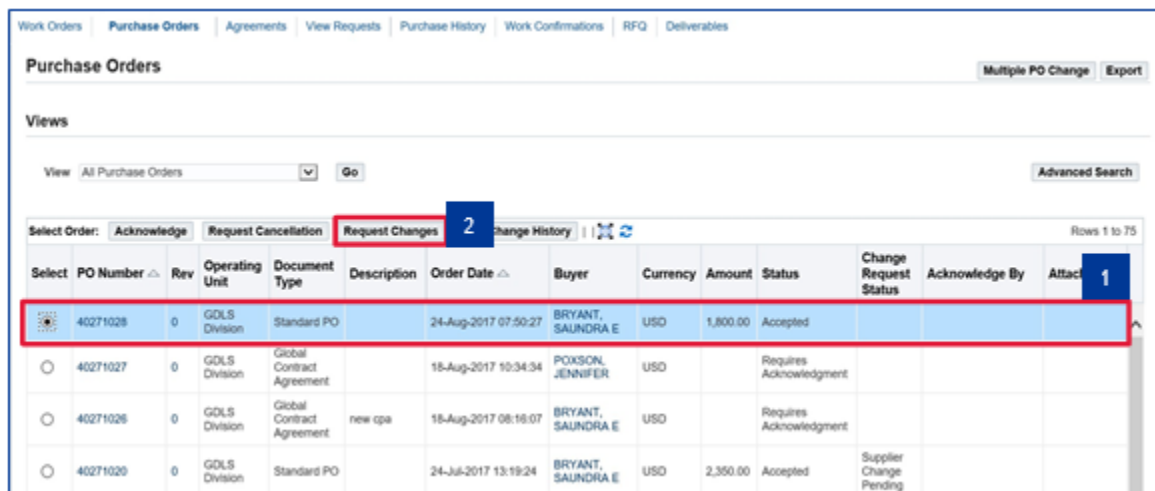
Changes to Multiple POs

- In this case, updates can be requested for multiple POs simultaneously

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



The screenshot shows the 'Purchase Orders' page in the iSupplier portal. The 'Request Changes' button is highlighted with a red box and a blue '2' callout. The first row of the table is highlighted with a red box and a blue '1' callout.

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attach
<input checked="" type="radio"/>	40271028	0	GDS Division	Standard PO		24-Aug-2017 07:50:27	BRYANT, SAUNDRA E	USD	1,800.00	Accepted			
<input type="radio"/>	40271027	0	GDS Division	Global Contract Agreement		18-Aug-2017 10:34:34	POKSON, JENNIFER	USD		Requires Acknowledgment			
<input type="radio"/>	40271026	0	GDS Division	Global Contract Agreement	new cpa	18-Aug-2017 08:16:07	BRYANT, SAUNDRA E	USD		Requires Acknowledgment			
<input type="radio"/>	40271020	0	GDS 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

Work Orders | Purchase Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFQ | Deliverables

Orders: Purchase Orders >
Request Changes for Standard Purchase Order : 40271028,0 (Total USD 1,800.00) Cancel Save **Submit** 7 Actions Printable View Go

Currency: USD

Order Information

General Information
 Total: 1,800.00
 Supplier: Geopros Services
 Supplier Site: IRVING
 Address: 9500 N Royal Lane
 Irving, TX 75063-2489
 Buyer: BRYANT, SAUNDRA E
 Order Date: 24-Aug-2017 07:50:27
 Description:
 Status: Accepted
 Reason:

Terms and Conditions
 Payment Terms: PAY IMMEDIATE
 Carrier: REFER TO GDLS ROUTING GLR
 FOB: Shipping Point
 Freight Terms: FCA-Seller's Dock (Incoterms 2010)
 Shipping Control:
Bill-To Address
 Address: General Dynamics Land Systems
 1161 Buckeye Road
 Lewis, OR 97034-1815

Related Information
 Receipts
 Invoices
 Payments

PO Details

Tip You can cancel the entire order or specific lines.
 Tip Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	4	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason	5
	1	Goods				PCR TEST (TEAM)	Each	10					Open					
	2	Goods				PCR TEST (TEAM)	Each	10					Open					

Update PO 6

7 Orders: Purchase Orders >
Change Order Confirmation

Change Request for Purchase Order 40271028 has been submitted for approval.

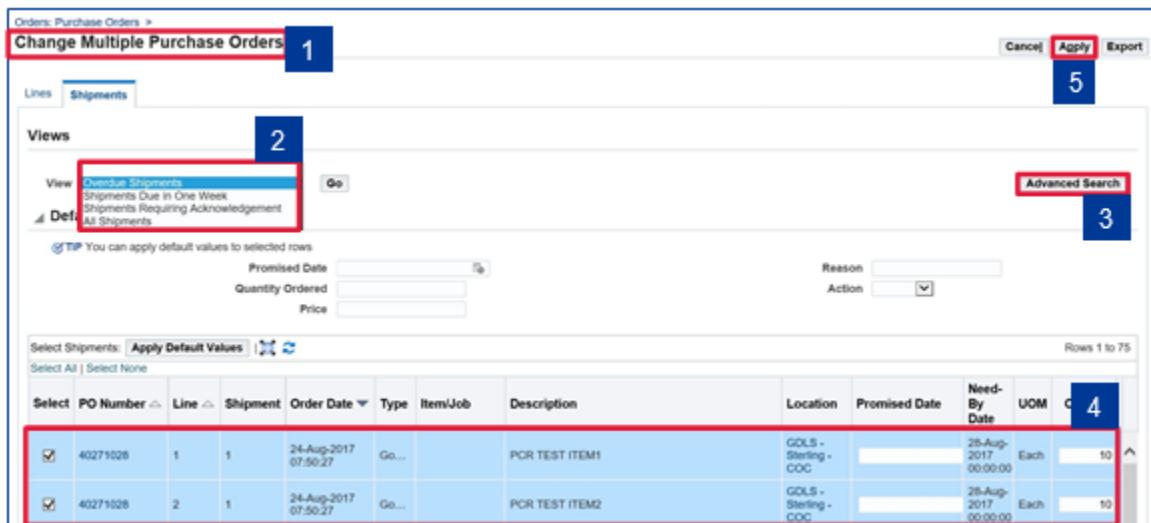
[Return to Purchase Order Summary](#)

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**



Select	PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Quantity
<input checked="" type="checkbox"/>	40271028	1	1	24-Aug-2017 07:50:27	Go...		PCR TEST ITEM1	GOLS - Sterling - COC		28-Aug-2017 00:00:00	Each	10
<input checked="" type="checkbox"/>	40271028	2	1	24-Aug-2017 07:50:27	Go...		PCR TEST ITEM2	GOLS - Sterling - COC		28-Aug-2017 00:00:00	Each	10

Statuses for Acknowledgement and Change Request processes				
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**

The screenshot shows the Oracle E-Business Suite interface. In the Navigator on the left, the 'Supplier Portal Full Access' option is highlighted with a red arrow. The Worklist on the right displays a table of tasks. The table has the following columns: From, Type, Subject, Sent, and Due. The tasks listed include various purchase orders and purchase agreements, many of which require approval or acceptance.

From	Type	Subject	Sent	Due
CHU STEVEN	PO Approval	GLS Division - Standard Purchase Order 4207792, 3		23-Mar-2018
CHU STEVEN	PO Approval	GLS Division - Standard Purchase Order 4207792.3 requires your acceptance		23-Mar-2018
JORDAN BRIAN	PO Approval	GLS Division - Standard Purchase Order 4207779, 5		22-Mar-2018
JORDAN BRIAN	PO Approval	GLS Division - Standard Purchase Order 4207779.5 requires your acceptance		22-Mar-2018
JORDAN BRIAN	PO Approval	GLS Division - Standard Purchase Order 4207779, 2		22-Mar-2018
JORDAN BRIAN	PO Approval	GLS Division - Standard Purchase Order 4207779.2 requires your acceptance		22-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Standard Purchase Order 4207795, 2		22-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Standard Purchase Order 4207795.2 requires your acceptance		22-Mar-2018
CHU STEVEN	PO Approval	GLS Division - Standard Purchase Order 4207795, 1		20-Mar-2018
CHU STEVEN	PO Approval	GLS Division - Standard Purchase Order 4207795.1 requires your acceptance		20-Mar-2018
JORDAN BRIAN	PO Approval	GLS Division - Standard Purchase Order 4207793, 3		20-Mar-2018
JORDAN BRIAN	PO Approval	GLS Division - Standard Purchase Order 4207793.3 requires your acceptance		20-Mar-2018
BERCYS CHRIS	Sourcing Publish	You are invited: RFQ 156291 (New RFQ)		20-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Contract Purchase Agreement 4207747, 3 requires your acceptance		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Contract Purchase Agreement 4207747, 2		15-Mar-2018
BERCYS CHRIS	PO Supplier Change	GLS Division - Response to your change request for Blanket Release 4207745-2.2		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Blanket Release 4207745-2, 2		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Blanket Release 4207745-2.2 requires your acceptance		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Blanket Release 4207745-1, 1		15-Mar-2018
BERCYS CHRIS	PO Supplier Change	GLS Division - Response to your change request for Blanket Release 4207745-1.1		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Blanket Purchase Agreement 4207745, 2		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Blanket Purchase Agreement 4207745.2 requires your acceptance		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Standard Purchase Order 4207744, 1		15-Mar-2018
BERCYS CHRIS	PO Approval	GLS Division - Blanket Release 4207745, 1		15-Mar-2018
BERCYS CHRIS	PO Supplier Change	GLS Division - Response to your change request for Blanket Release 4207745-1.1		15-Mar-2018

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

The screenshot displays the Supplier Portal interface. The 'Orders At A Glance' section contains a table with the following data:

PO Number	Description	Order Date
40257702		22-Mar-2018 18:11:41
40257776		22-Mar-2018 18:14:13
40257776		22-Mar-2018 13:05:08
40257768		22-Mar-2018 08:09:17
40257765		22-Mar-2018 14:40:43

The 'Full List' button is highlighted with a red box, and a red arrow points to the 'PO Number' column header.

3. Select **Go** button to Acknowledge receipt of purchase order

The screenshot displays the Supplier Portal interface for a purchase order. At the top, the browser address bar shows the URL: http://srm004.gbl.com:8053/CA_WPL/CA_gp704Func=POS_VIEW_ORDER&AG=POS_P. The page title is "Supplier Portal: View Order Details - Internet Explorer".

The main content area shows the following information:

- Supplier Home** > **Standard Purchase Order: 40297782, 3 (Total USD 3,863.00)**
- Buttons: [Actions](#) | [Acknowledge](#) | **Go** | [Export](#)

The **Go** button is highlighted with a red arrow.

Order Information

General	Terms and Conditions	Summary
Total: 3,863.00 Supplier: Supplier X Supplier Site: UTICA Supplier Contact: Address: 36550 Utica Rd Rt# 199 Suite 2 Utica Heights, MO 63489 Buyer: CHJ, STYVEN Order Date: 23-Mar-2018 10:11:41 Description: Status: Requires Acknowledgment Operating Unit: GDS Division Sourcing Document: Supplier Confirmation No: Attachments: None	Payment Terms: NET30 Center: BEEBETO GDS/ROUTING GDS FOB: Shipping Point Freight Terms: FCA-Seller's Dock (Incoterms 2010) Bill-To Address: Address: General Dynamics Land Systems 1161 Buckeye Road Utica, OH 45304 1810	Total: 3,863.00 Received: 0.00 Invoiced: 0.00 Payment Status: Not Paid

PO Details

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	SIS Code	Revision	Major End Item	Offset Percent	Closedout Status
1	Goods				tot	Each	2	190	380.00	Open							
2	Goods				tot	Each	3	1221	3,863.00	Open							

Return to Supplier Home

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

The screenshot displays the Supplier Portal interface for a purchase order. The page title is "Acknowledge for Standard Purchase Order : 40297782.3 (Total USD 3,863.00)". The currency is set to USD. The interface includes a navigation menu at the top with options like "Supplier Home", "Orders", "Shipments", "Planning", "Finance", and "Administration". Below the navigation, there are tabs for "Work Orders", "Purchase Orders", "Agreements", "View Requests", "Purchase History", "Work Confirmations", "RFQ", and "Deliverables".

The main content area is divided into several sections:

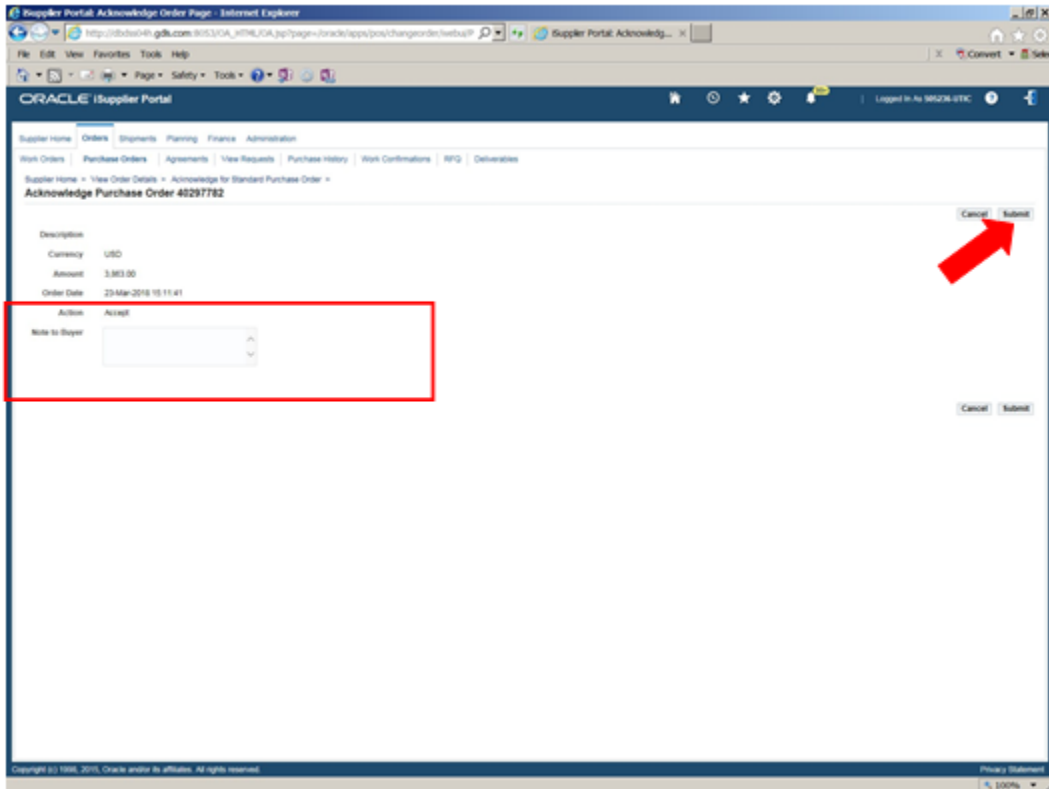
- Order Information:** Contains sub-sections for "General Information", "Terms and Conditions", and "Related Information".
 - General Information:** Lists details such as Total (3,863.00), Supplier (Supplier X), Supplier Site (UTCA), Address (3650 Ulca Rd, Bldg 590, Suite 2, Ulca Heights, MO 63408, CHJ, STEVEN), Order Date (23-Mar-2018 15:11:41), Description (Resource Acknowledgment), Note to Supplier, Sourcing Document, Organization (GOLS Division), Supplier Order Number, and Attachments (None).
 - Terms and Conditions:** Lists Payment Terms (NET30), Carrier (REFER TO GOLS ROUTING DUA), FOB (Shipping Point), Freight Terms (FOA-Seller's Deck Income), Shipping Control, and Bill-To Address (General Dynamics Land Systems, 1181 Buckeye Road, Lima, OH 45804-1815).
 - Related Information:** Includes links for Receipts, Invoices, and Payments.
- PO Details:** Includes a link to "Show All POs" and a table of order details.

The table of order details is as follows:

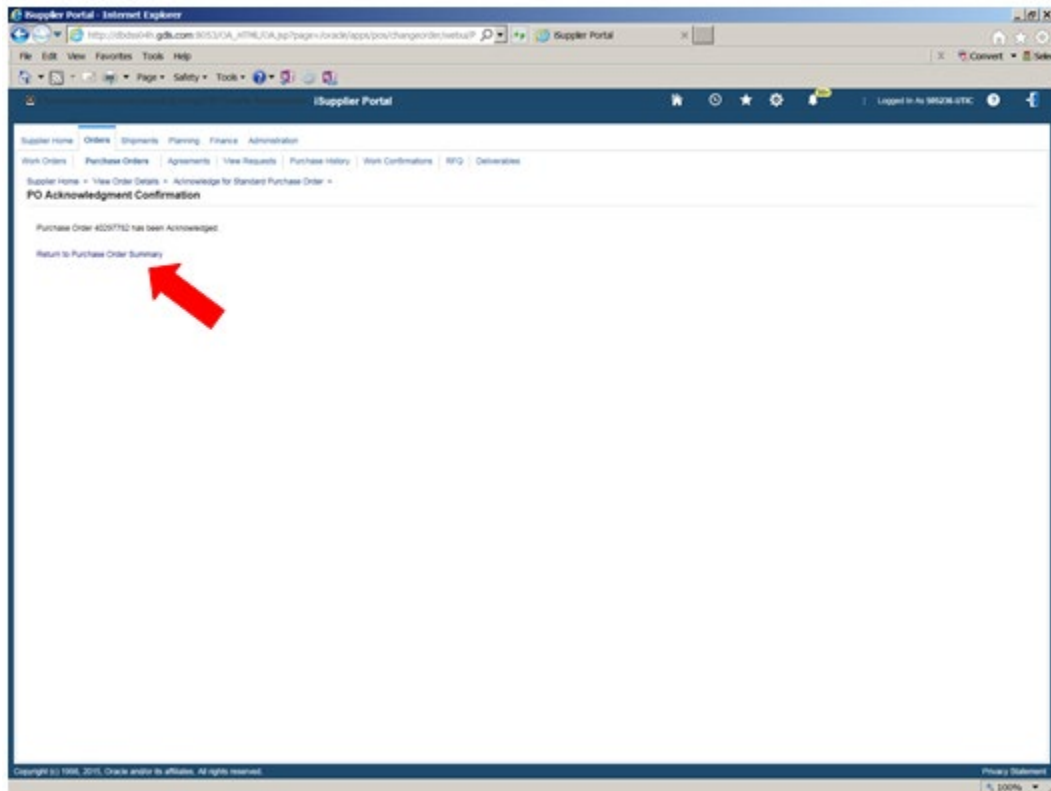
Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods				test	Each	2					Open				
2	Goods				test	Each	3					Open				

At the bottom of the PO Details section, there is an "UpdatePO" button and a "Return to View Order Details" link. A red arrow in the image points to the "Go" button located in the top right corner of the order summary area.

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



6. Select **Return** to Purchase Order Summary



7. Select PO Number

The screenshot displays the iSupplier Portal interface. At the top, there are navigation tabs for Supplier Home, Orders, Shipments, Planning, Finance, and Administration. Below these are sub-tabs for Work Orders, Purchase Orders, Agreements, View Requests, Purchase History, Work Confirmations, RFQ, and Deliverables. The main section is titled 'Purchase Orders' and includes a 'Views' dropdown set to 'All Purchase Orders' and an 'Advanced Search' button. A table lists various purchase orders with columns for 'Select PO Number', 'New', 'Opening Unit', 'Document Type', 'Description', 'Order Date', 'Buyer', 'Currency', 'Amount', 'Status', 'Change Request Status', 'Acknowledge By', and 'Attachments'. A red arrow points to the 'New' column of the first row, which has a value of '3'. The table contains 25 rows of data.

Select PO Number	New	Opening Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
40257702	3		Standard PO		23-Mar-2018 10:11:41	CHJ, STEVEN	USD	3,903.00	Accepted			
40257779			Standard PO		22-Mar-2018 10:14:13	JORDAN, BRIAN	USD	1,000.00	Requires Acknowledgment			
40257779			Standard PO		23-Mar-2018 13:05:56	JORDAN, BRIAN	USD	111.00	Requires Acknowledgment			
40257788	8		Standard PO		22-Mar-2018 08:09:17	BERDYS, CHRIS	USD	3,268.00	Requires Acknowledgment			
40257785	1		Standard PO		20-Mar-2018 14:48:43	CHJ, STEVEN	USD	102.30	Requires Acknowledgment			
40257783	8		Standard PO		20-Mar-2018 11:48:01	JORDAN, BRIAN	USD	1.00	Requires Acknowledgment			
40257747	8		Global Contract Agreement		15-Mar-2018 12:21:54	BERDYS, CHRIS	USD	10,000.00	Accepted			
40257746-2	8		Blanket Release		15-Mar-2018 10:48:39	BERDYS, CHRIS	USD	1,900.00	Accepted	Rejected		
40257746-1	1		Blanket Release		15-Mar-2018 10:41:17	BERDYS, CHRIS	USD	8,900.00	Open			
40257746	8		Blanket Agreement		15-Mar-2018 10:20:10	BERDYS, CHRIS	USD	25,000.00	Accepted	Rejected		
40257745-1	1		Blanket Release		15-Mar-2018 10:17:19	BERDYS, CHRIS	USD	8,300.00	Open			
40257744	1		Standard PO		15-Mar-2018 10:17:07	BERDYS, CHRIS	USD	10,712.00	Open			
40257745	8		Blanket Agreement		15-Mar-2018 09:57:08	BERDYS, CHRIS	USD	25,000.00	Accepted	Accepted		
40252213	1		Standard PO		15-Mar-2018 08:00:14	BERDYS, CHRIS	USD	0.00	Open			
40257616-1	2		Blanket Release		15-Mar-2018 07:54:45	BERDYS, CHRIS	USD	2,000.00	Open			
40257742	3		Standard PO		14-Mar-2018 10:14:30	JORDAN, BRIAN	USD	3.00	Rejected			
40257737	7		Standard PO		13-Mar-2018 12:29:49	YENDURU, VENKATA	USD	1,000.00	Requires Acknowledgment			
40257734	8		Standard PO		12-Mar-2018 00:20:10	YENDURU, VENKATA	USD	1,000.00	Accepted			
40256638	1		Standard PO		07-Mar-2018 12:00:36	BERDYS, CHRIS	USD	0.00	Accepted			
40257729	1		Standard PO		07-Mar-2018 07:44:39	BERDYS, CHRIS	USD	400.30	Rejected			
40257616	8		Blanket Agreement		13-Feb-2018 08:52:45	BERDYS, CHRIS	USD	12,000.00	Accepted	Accepted		

8. Select **Go** to Request Changes and **Show All Details** to display shipment information

Supplier Portal: View Order Details - Internet Explorer

Supplier Home | Orders | Shipments | Planning | Finance | Administration

Work Orders | Purchase Orders | Agreements | View Requests | Purchase History | Work Confirmations | RFP | Deliverables

Orders: Purchase Orders > Request Changes for Standard Purchase Order >

Standard Purchase Order: 40297782, 3 (Total USD 3,863.00)

Currency: USD

Actions: Request Changes **Go** Export

Order Information

General	Terms and Conditions	Summary
Total: 3,863.00	Payment Terms: NET30	Total: 3,863.00
Supplier: Supplier X	Carrier: SHIP TO GOLF ROUTING SLIP	Received: 0.00
Supplier Site: UTICA	FOB: Shipping Point	Received: 0.00
Supplier Contact:	Freight Terms: FCA-Seller's Dock (Incoterms 2010)	Payment Status: Not Paid
Address: 2650 Ulica Rd Bldg 508 Suite 2 Ulta Heights, MO 63450	Bill-To Address Address: General Dynamics Land Systems 1161 Business Road Lima, OH 45004-1815	
Room: CHL 570-EN		
Order Date: 23-Mar-2018 10:11:47		
Description:		
Status: Accepted		
Reason:		
Operating Unit: OGLB Division		
Sourcing Document:		
Supplier Confirmation No.:		
Attachments: None		

PO Details

Show All Details | Hide All Details | **Details List** | [Print](#)

Item	Item Description	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Status	Attachments	Reason	SDS Code	Revision	Major End Item	Offset Percent	Closed Status
1	Goods			test	Each	2	100	200.00	Open							
2	Goods			test	Each	3	1271	3,863.00	Open							

Return to Request Changes for Standard Purchase Order

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9. Enter **Promised Date**, **Reason**, and select **Change** from **Action** menu

The screenshot displays a web interface for managing purchase orders. At the top, there are sections for 'General Information' and 'Bills-To Address'. Below these is the 'PO Details' section, which includes a table of shipment information. Two red boxes highlight specific areas in the table: one around the 'Promised Date' column and another around the 'Action' column, where a dropdown menu is visible with 'Change' selected.

Line	Type	Item/Job	Item Revision	Supplier Item	Description	UCM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods				test		Each	2				Open				
Shipments																
Shipment	Ship To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ODLS - Sterling - COC	2	100			200.00	25-Mar-2018 00:00:00	25-Mar-2018 00:00:00					Accepted		Promised Date	Change
2	Goods						Each	3				Open				
Shipments																
Shipment	Ship To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ODLS - Sterling - COC	3	1021			3,063.00		25-Mar-2018 00:00:00					Accepted			

10. Select **Split** button to create additional shipment line

The screenshot displays the Oracle Request Changes for Standard Purchase Order interface. The top section contains header information for the purchase order, including Supplier (Supplier X), Order Date (23-Mar-2018 15:11:41), and Buyer (CHU, STEVEN). Below this is the 'PO Details' section, which includes a table of shipment lines. The table has columns for Line, Type, Item, Description, UOM, Qty, Price, Amount, Note to Supplier, Contractor Name, Status, Global Agreement, Supplier Config ID, Attachments, Split Reason, and Action. The first line (Line 1) is highlighted, and its 'Split Reason' column is enclosed in a red box. A blue arrow points from the right side of the screen towards this red box. The interface also includes a 'Shipments' section with a table showing shipment details, including Ship To Location, Quantity Ordered, Price, Quantity Received, Amount Received, Amount Promised, Date, Need By Date, Supplier Order Line, Discount (%), Start Effective Date, End Effective Date, Status, Attachments, Split Reason, and Action. The 'Split Reason' column in this table is also highlighted with a red box. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 6:16 AM on 4/4/2018.

Line	Type	Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	Goods		test	Each	2					Open				

Shipment	Ship To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ODL8 - Sterling - COC	2	100		200.00			23-Mar-2018 00:00:00					Accepted			
2	Goods												Open			

Shipment	Ship To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ODL8 - Sterling - COC	3	1221		3,663.00			23-Mar-2018 00:00:00					Accepted			

11. Enter **Quantity Ordered** (total quantity of shipments must total to line quantity), **Promised Date**, **Reason**, and select **Change** from **Action** menu

The screenshot displays a web interface for managing purchase orders. At the top, there are fields for Supplier Site, Address, Buyer, Order Date, and Description. Below this is the 'PO Details' section, which includes a table with columns: Details, Line, Type, Item/Job, Item Revision, Supplier Item, Description, Qty, Price, Amount, Note to Supplier, Contractor Name, Status, Global Agreement, Supplier Config ID, Attachments, and Reason. A red box highlights the 'Qty' field in the first row of this table.

Below the main table is a 'Shipments' section with a table that has columns: Shipment, Ship To Location, Quantity Ordered, Price, Quantity Received, Amount Received, Amount, Promised Date, Need By Date, Supplier Order Line, Discount (%), Start Effective Date, End Effective Date, Status, Attachments, Split Reason, and Action. Red boxes highlight the 'Quantity Ordered' and 'Promised Date' fields in the first row of this table. The 'Action' column contains a dropdown menu with 'Change' selected, also highlighted by a red box.

At the bottom of the page, there is a 'Return to Orders: Purchase Orders' link and a copyright notice: 'Copyright © 1998, 2001, Oracle and/or its affiliates. All rights reserved.'

12. Scroll to top of page and select **Submit**

The screenshot shows the 'Request Changes for Standard Purchase Order' page in the iSupplier Portal. The page title is 'Request Changes for Standard Purchase Order : 40297782.3 (Total USD 3,863.00)'. The page is divided into several sections: 'Order Information', 'PO Details', and 'Shipments'. The 'Order Information' section includes 'General Information', 'Terms and Conditions', and 'Billed Information'. The 'PO Details' section includes a table with columns for 'Details', 'Line', 'Type', 'Item', 'Revision', 'Supplier Item', 'Description', 'UCM', 'Qty', 'Price', 'Amount', 'Note to Supplier', 'Contractor Name', 'Status', 'Global Agreement', 'Supplier Config ID', 'Attachments', and 'Reason'. The 'Shipments' section includes a table with columns for 'Shipment', 'Ship To Location', 'Quantity Ordered', 'Price', 'Quantity Received', 'Amount Received', 'Amount Promised', 'Date', 'Need By Date', 'Supplier Order Line', 'Discount (%)', 'Start Effective Date', 'End Effective Date', 'Status', 'Attachments', 'Split Reason', and 'Action'. A red arrow points to the 'Submit' button in the top right corner of the form area.

Order Information

General Information

Total: 3,863.00
Supplier: Supplier X
Supplier Site: UTICA
Address: 30000 Utica Rd
Bldg 100
Bldg 2
Utica Heights, MO 63409
Buyer: CHU, STEVEN
Order Date: 23-Mar-2018 15:11:47
Description:
Status: Accepted
Reason:
Note to Supplier:
Sourcing Document:
Organization: OCL6 Division
Supplier Order Number:
Attachments: None

Terms and Conditions

Payment Terms: NET30
Carrier: REFER TO OCL6 ROUTING SLIP
FOB: Shipping Point
Freight Terms: FCA-Seller's Door (Incoterms 2010)
Shipping Control:
Bill-To Address:
Address: General Dynamics Land Systems
1761 Bunnys Road
Utica, OH 45309-1810

Billed Information

Receipts
Invoices
Payments

PO Details

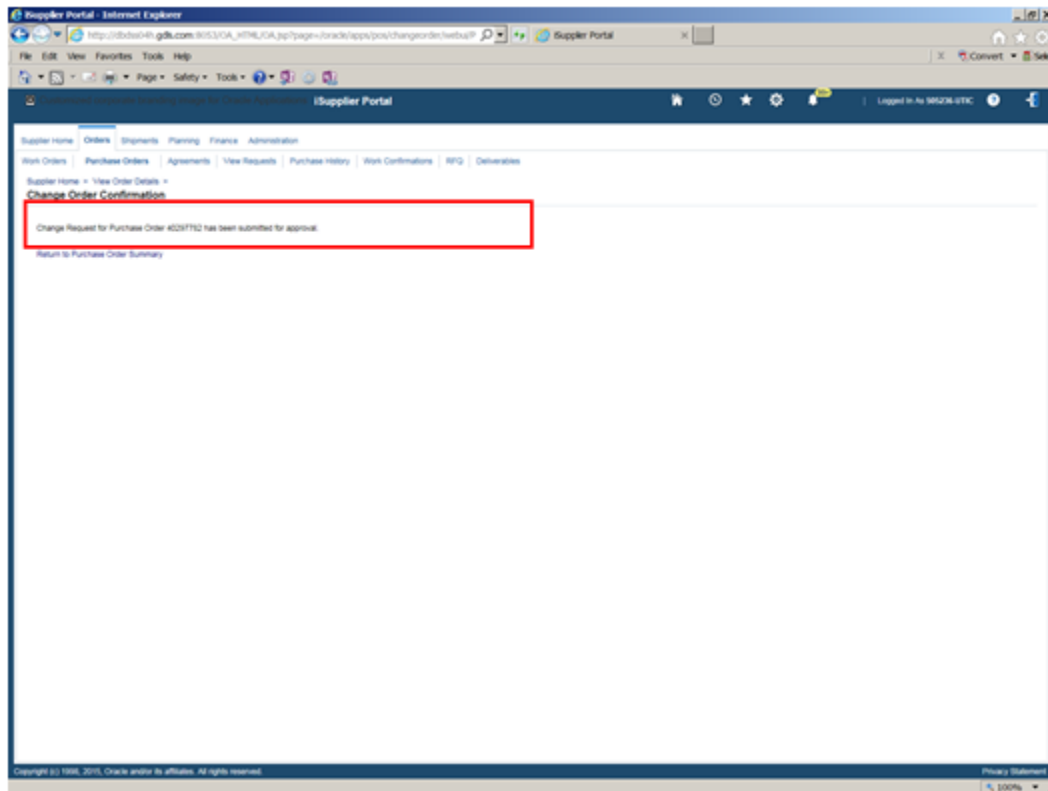
ⓘ TIP You can cancel the entire order or specific lines.
ⓘ TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the split line icon of the desired line and then make changes.
Show All Hide All

Details	Line	Type	Item	Revision	Supplier Item	Description	UCM	Qty	Price	Amount	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
1	1	Goods				test	Each	2					Open				

Shipments

Shipment	Ship To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Date	Need By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	OCL6 - Sterling -000	1	100			200.00	23-Mar-2018 00:00:00	23-Mar-2018 00:00:00					Accepted		Initial Shipment	
1	OCL6 - Sterling															

13. Receive **confirmation** of request submission



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