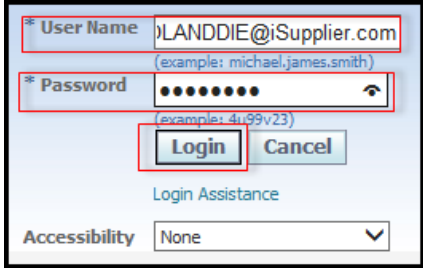
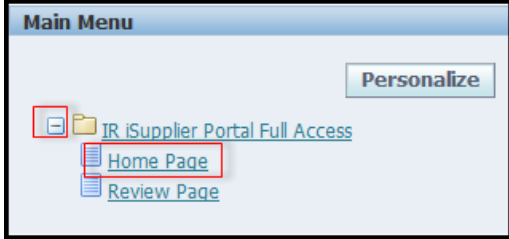
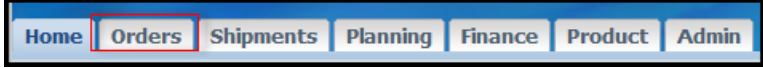
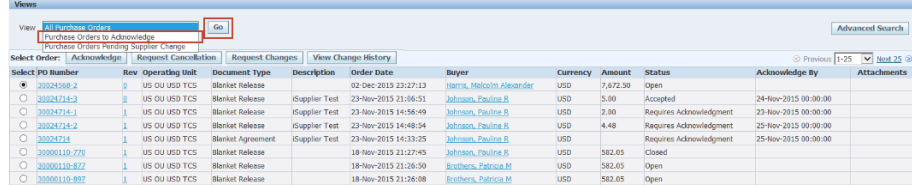



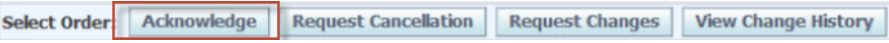
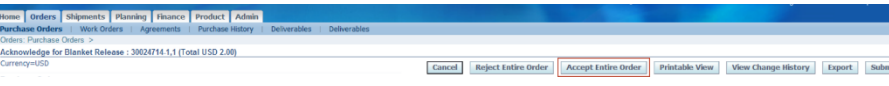
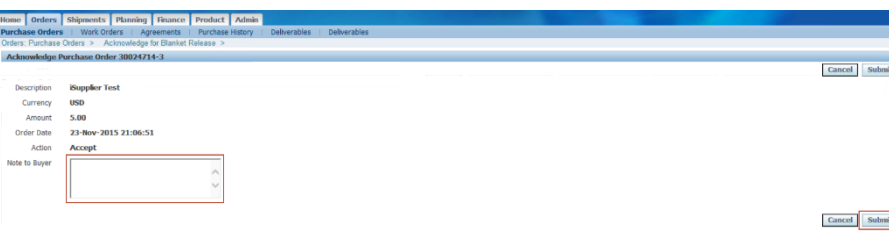
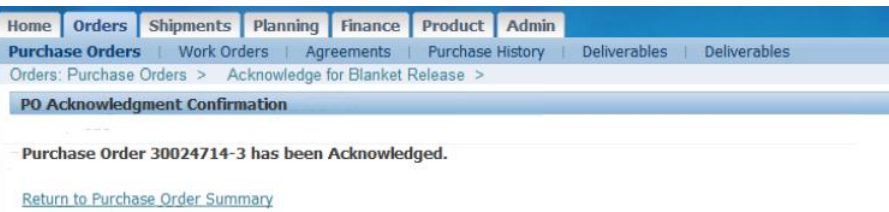
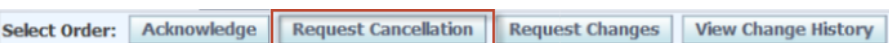
iSupplier How To Acknowledge, Change or Reject a Purchase Order

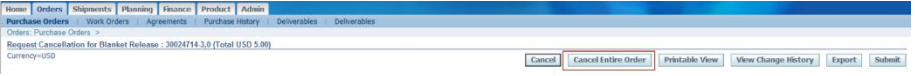
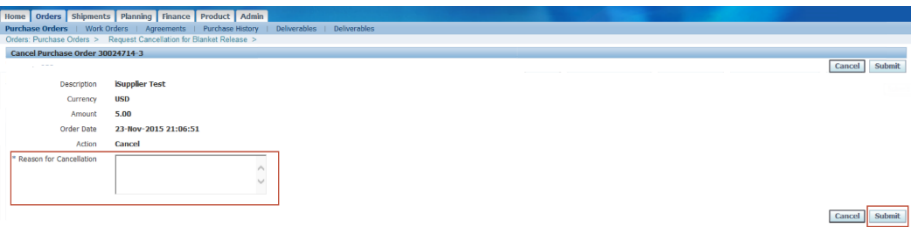
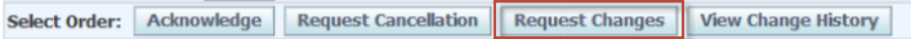

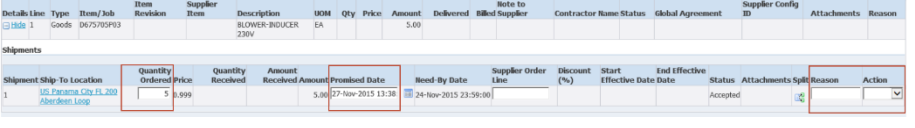
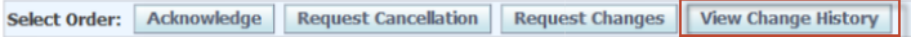
Contents

1.0 Acknowledge, Change or Reject a Purchase OrderError! Bookmark not defined.

1.0 Acknowledge, Change or Reject a Purchase Order

STEPS	DESCRIPTION																																																																																																																					
1. Log into iSupplier Portal	<p>Enter Username and Password then Click Login.</p> 																																																																																																																					
2. Go into Home Page	<p>Expand IR Supplier Portal Full Access then click Home Page.</p> 																																																																																																																					
3. Go to Orders	<p>Click Orders in the upper right hand corner.</p> 																																																																																																																					
4. Orders that need acknowledgement	<p>Click the drop down arrow in the View section and select Purchase Orders to Acknowledge, then click Go. This will bring up only the orders that will require your acknowledgement.</p>  <table border="1"> <thead> <tr> <th>Select</th> <th>PO Number</th> <th>Rev</th> <th>Operating Unit</th> <th>Document Type</th> <th>Description</th> <th>Order Date</th> <th>Buyer</th> <th>Currency</th> <th>Amount</th> <th>Status</th> <th>Acknowledge By</th> <th>Attachments</th> </tr> </thead> <tbody> <tr> <td>●</td> <td>3052458-2</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td>02-Dec-2015 23:27:13</td> <td>18-Nov-2015 21:06:51</td> <td>Jensen, Malcolm Alexander</td> <td>USD</td> <td>7,872.50</td> <td>Open</td> <td></td> <td></td> </tr> <tr> <td>○</td> <td>3052474-3</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td>Supplier Test</td> <td>23-Nov-2015 14:56:49</td> <td>Johnson, Paulina S</td> <td>USD</td> <td>5.00</td> <td>Accepted</td> <td>24-Nov-2015 09:00:00</td> <td></td> </tr> <tr> <td>○</td> <td>3052474-1</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td>Supplier Test</td> <td>23-Nov-2015 14:56:49</td> <td>Johnson, Paulina S</td> <td>USD</td> <td>2.00</td> <td>Requires Acknowledgment</td> <td>23-Nov-2015 09:00:00</td> <td></td> </tr> <tr> <td>○</td> <td>3052474-2</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td>Supplier Test</td> <td>23-Nov-2015 14:48:54</td> <td>Johnson, Paulina S</td> <td>USD</td> <td>4.48</td> <td>Requires Acknowledgment</td> <td>25-Nov-2015 09:00:00</td> <td></td> </tr> <tr> <td>○</td> <td>3052474</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Agreement</td> <td>Supplier Test</td> <td>23-Nov-2015 14:33:25</td> <td>Johnson, Paulina S</td> <td>USD</td> <td></td> <td>Requires Acknowledgment</td> <td>25-Nov-2015 09:00:00</td> <td></td> </tr> <tr> <td>○</td> <td>3059010-770</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td></td> <td>18-Nov-2015 21:27:45</td> <td>Johnson, Paulina S</td> <td>USD</td> <td>582.05</td> <td>Closed</td> <td></td> <td></td> </tr> <tr> <td>○</td> <td>3059010-872</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td></td> <td>18-Nov-2015 21:26:50</td> <td>Brothers, Patricia M</td> <td>USD</td> <td>582.05</td> <td>Open</td> <td></td> <td></td> </tr> <tr> <td>○</td> <td>3059010-897</td> <td>1</td> <td>US OU USD TCS</td> <td>Blanket Release</td> <td></td> <td>18-Nov-2015 21:26:08</td> <td>Brothers, Patricia M</td> <td>USD</td> <td>582.05</td> <td>Open</td> <td></td> <td></td> </tr> </tbody> </table>	Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachments	●	3052458-2	1	US OU USD TCS	Blanket Release	02-Dec-2015 23:27:13	18-Nov-2015 21:06:51	Jensen, Malcolm Alexander	USD	7,872.50	Open			○	3052474-3	1	US OU USD TCS	Blanket Release	Supplier Test	23-Nov-2015 14:56:49	Johnson, Paulina S	USD	5.00	Accepted	24-Nov-2015 09:00:00		○	3052474-1	1	US OU USD TCS	Blanket Release	Supplier Test	23-Nov-2015 14:56:49	Johnson, Paulina S	USD	2.00	Requires Acknowledgment	23-Nov-2015 09:00:00		○	3052474-2	1	US OU USD TCS	Blanket Release	Supplier Test	23-Nov-2015 14:48:54	Johnson, Paulina S	USD	4.48	Requires Acknowledgment	25-Nov-2015 09:00:00		○	3052474	1	US OU USD TCS	Blanket Agreement	Supplier Test	23-Nov-2015 14:33:25	Johnson, Paulina S	USD		Requires Acknowledgment	25-Nov-2015 09:00:00		○	3059010-770	1	US OU USD TCS	Blanket Release		18-Nov-2015 21:27:45	Johnson, Paulina S	USD	582.05	Closed			○	3059010-872	1	US OU USD TCS	Blanket Release		18-Nov-2015 21:26:50	Brothers, Patricia M	USD	582.05	Open			○	3059010-897	1	US OU USD TCS	Blanket Release		18-Nov-2015 21:26:08	Brothers, Patricia M	USD	582.05	Open		
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STEPS	DESCRIPTION
<p>5. Select Order</p>	<p>Select the order that you want to acknowledge.</p> 
<p>6. Acknowledge</p>	<p>Click Acknowledge.</p>  <p>From this page you will want to review all order requirements before taking an action. If you agree, click Accept Entire Order. Remember that by accepting you are agreeing to the pricing and this is what you will be paid. If you want to make changes to the order those should be made before accepting.</p>  <p>You may enter a note to your buyer, however it may be better to email them with any comments. Then click Submit.</p>  <p>You will receive a confirmation that your order has been acknowledge.</p>  <p><i>Note: You will receive an email when an order is ready for acknowledgement. You can acknowledge right from the email but it is not recommended as you are not able to see the full order information in the email. We suggest you always log into Oracle and follow these steps.</i></p>
<p>7. Request Cancellation</p>	<p>If you wish to cancel an order Click Request Cancellation. We recommend that you work with your Buyer/Planner before canceling an order.</p> 

STEPS	DESCRIPTION
	<p>If cancelling the entire order select Cancel Entire Order.</p>  <p>Here you will need to enter a reason for your cancellation because there is an asterisk which means it is required. Then click Submit.</p>  <p>You will receive a confirmation page that your order has been cancelled.</p>
<p>8. Request Changes</p>	<p>Click Request Changes.</p>  <p>Click the Show hyperlink to open up the line details to make changes.</p>  <p>You can change the Quantity Ordered or the Promise Date. Then you must enter a reason and an Action. Then click Submit.</p> 
<p>9. View Change History</p>	<p>Click View Change History.</p>  <p>There is a green astrick by your change and the response will show Pending until accepted or rejected by your buyer. Then click Ok.</p>



**iSupplier How To Acknowledge, Change or Reject a Purchase Order
GP-P2P-0011**

STEPS	DESCRIPTION																																				
	<p>Change History for Blanket Purchase Agreement: 30024714 Currency: USD <input type="checkbox"/> Indicates new values <input type="checkbox"/> Indicates cancellation</p> <table border="1"> <thead> <tr> <th>Details</th> <th>Request Date</th> <th>Line/Shipmet Item</th> <th>Supplier Item</th> <th>Description</th> <th>Qty</th> <th>Price / UOM</th> <th>Status</th> <th>Promised Amount</th> <th>Need By Date</th> <th>Start Date</th> <th>End Date</th> <th>Supplier Order Number</th> <th>Supplier Order Line Number</th> <th>Additional Changes</th> <th>Cancellation Split</th> <th>Request</th> <th>Response</th> </tr> </thead> <tbody> <tr> <td>Show</td> <td>20-Nov-2015 21:41:29.1</td> <td></td> <td>D675735P63</td> <td>BLOWER-INDUCER 230V</td> <td>EA</td> <td>9.999</td> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>No</td> <td>No</td> <td>Pending</td> </tr> </tbody> </table> <p>Return to View Order Details</p>	Details	Request Date	Line/Shipmet Item	Supplier Item	Description	Qty	Price / UOM	Status	Promised Amount	Need By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additional Changes	Cancellation Split	Request	Response	Show	20-Nov-2015 21:41:29.1		D675735P63	BLOWER-INDUCER 230V	EA	9.999	3								No	No	Pending
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