Manage Purchase Orders
Lesson: Manage Purchase Orders .................................................................3

  Acknowledge Purchase Orders ............................................................................................................. 4
  Request Purchase Order Changes ........................................................................................................ 7
  Request changes to a single PO .......................................................................................................... 8
  Request changes to multiple Purchase Orders simultaneously ......................................................... 10
  Entering Promise Dates & Split Shipments ......................................................................................... 12

Questions? .................................................................................................................................25

Revision History ............................................................................................................................... 26
Lesson: Manage Purchase Orders

### KEY TERMS

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

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
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**

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:

<table>
<thead>
<tr>
<th>Changes to a single PO</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In this case, updates are requested for a single PO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Changes to Multiple POs</th>
</tr>
</thead>
<tbody>
<tr>
<td>• In this case, updates can be requested for multiple POs simultaneously</td>
</tr>
</tbody>
</table>
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.
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
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
### Statuses for Acknowledgement and Change Request processes

<table>
<thead>
<tr>
<th>Action Taken</th>
<th>Supplier Status</th>
<th>Supplier Change Request Status</th>
<th>Buyer Status</th>
<th>Buyer Acknowledgement Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Submitted (Supplier Acknowledgement required)</td>
<td>Requires Acknowledgement</td>
<td>-</td>
<td>Approved</td>
<td>Requires Acknowledgement</td>
</tr>
<tr>
<td>Supplier Saves Order</td>
<td>Requires Acknowledgement</td>
<td>Draft</td>
<td>Approved</td>
<td>Supplier Locked</td>
</tr>
<tr>
<td>Supplier Requests Change</td>
<td>Requires Acknowledgement</td>
<td>Changes Submitted</td>
<td>In Process</td>
<td>Requires Acknowledgement</td>
</tr>
<tr>
<td>Buyer Accepts All Changes</td>
<td>Requires Acknowledgement</td>
<td>-</td>
<td>Approved</td>
<td>Requires Acknowledgement</td>
</tr>
<tr>
<td>Buyer Rejects All Changes</td>
<td>Requires Acknowledgement</td>
<td>Changes Rejected</td>
<td>Approved</td>
<td>Requires Acknowledgement</td>
</tr>
<tr>
<td>Buyer Approves Few Changes</td>
<td>Requires Acknowledgement</td>
<td>-</td>
<td>Approved</td>
<td>Requires Acknowledgement</td>
</tr>
<tr>
<td>Supplier Accepts Entire Order</td>
<td>Accepted</td>
<td>-</td>
<td>Approved</td>
<td>Accepted</td>
</tr>
<tr>
<td>Supplier Rejects Entire Order</td>
<td>Rejected</td>
<td>-</td>
<td>Approved</td>
<td>Rejected</td>
</tr>
<tr>
<td>Supplier Acknowledges Complete Order (Accepts few shipments and Rejects others)</td>
<td>Accepted</td>
<td>-</td>
<td>Approved</td>
<td>Acknowledged</td>
</tr>
<tr>
<td>PO Submitted (Supplier Acknowledgement required)</td>
<td>Requires Acknowledgement</td>
<td>-</td>
<td>Approved</td>
<td>Requires Acknowledgement</td>
</tr>
</tbody>
</table>
Entering Promise Dates & Split Shipments

1. Upon log in, select **iSupplier Portal Full Access**
2. Select **PO Number** or **Full List** button to display all purchase orders
3. Select **Go** button to Acknowledge receipt of purchase order
4. Select **Go** button to Accept Entire Order (drop down menu will list additional options)
5. Enter **Note to Buyer**, if desired, and select **Submit** button
6. Select **Return** to Purchase Order Summary
7. Select PO Number
8. Select **Go** to Request Changes and **Show All Details** to display shipment information
9. Enter Promised Date, Reason, and select Change from Action menu
10. Select **Split** button to create additional shipment line
11. Enter **Quantity Ordered** (total quantity of shipments must total to line quantity), **Promised Date, Reason**, and select **Change** from **Action** menu.
12. Scroll to top of page and select **Submit**
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

<table>
<thead>
<tr>
<th>Revision #</th>
<th>Date</th>
<th>Revision Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>2019</td>
<td>Initial release to align with upgrade from Oracle 11.0 to Oracle 12.2</td>
</tr>
<tr>
<td>1</td>
<td>11/30/2021</td>
<td>Updates by iSupplier Manual Project Team</td>
</tr>
</tbody>
</table>