Supplier Home Page after logging in

Notificati	ons				Planning
				Full List	- Forecast Schedules
2 🗆 🔅					Orders
Subject			Date		- Agreements
No results found.					Purchase Orders
					- Purchase History
					Shipments
Orders A	A Glance				Delivery Schedules
Cidera A	A Glance				Overdue Receipts
				Full List	
-1					 Advance Shipment Notices
X 2					Advance Shipment Notices Receipts
💢 😂 PO Number	Description		Order Date		Advance Shipment Notices Receipts Receipts
💢 😂 PO Number	Description Auto-Created from Requisition No.		Order Date 28-Sep-2018 08:50:10		Advance Shipment Notices Receipts Recei
∑ 2 PO Number	Description Auto-Created from Requisition No. Auto-Created from Requisition No.		Order Date 28-Sep-2018 08:50:10 24-Sep-2018 08:38:38 01-Sen-2018 15:07:20		Advance Shipment Notices Receipts Receipts Returns
⊠ 2 PO Number	Description Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No.		Order Date 28-Sep-2018 08:50:10 24-Sep-2018 08:38:38 01-Sep-2018 15:07:20 28-Auc-2018 15:66:13		Advance Shipment Notices Receipts Receipts Returns On-Time Performance
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X C PO Number	Description Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No.		Order Date 28-Sep-2018 08:50:10 24-Sep-2018 08:38:38 01-Sep-2018 15:07:20 28-Aug-2018 15:56:13 11-Jul-2018 21:58:45		Advance Shipment Notices Receipts Receipts Returns On-Time Performance Invoices Payments Payments Payments
₩ 2 PO Number	Description Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No. Auto-Created from Requisition No.		Order Date 28-Sep-2018 08:50:10 24-Sep-2018 08:38 01-Sep-2018 15:07:20 28-Aug-2018 15:56:13 11-Jul-2018 21:58:45	Full List	Advance Shipment Notices Receipts Receipts Returns On-Time Performance Invoices Payments Payments
PO Number	Description Auto-Created from Requisition No. Set At A Glance		Order Date 28-Sep-2018 08:50:10 24-Sep-2018 08:38:38 01-Sep-2018 15:07:20 28-Aug-2018 15:56:13 11-Jul-2018 21:58:45	Full List	Advance Shipment Notices Receipts Receipts Returns On-Time Performance Invoices Payments Payments

Click on PO number link, then click on GO with Action set to Request Changes



Open line details by clicking arrow in Details

PO Details

STIP You can cancel the entire order or specific lines.

STIP 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.

2. 🐱																			
etails	Line	Туре	Item/Job	Item Revision	Supplier In	ltem D	Description	UOM	Qty	Price	Amou	nt Note to Supplier	Contractor Name	Status	Global Ag	greement	Supplier Config ID	Att	tachr
	1	Materials	453.0324801.	1	No Part N	Numbe Numbe	HAMMER DOUBLE HEADED NELSON PAINT CO P/N PH2 TIE MARKING PAINT NEL-SPOT TYPE	EACH	2			2		Open					
	_																		
Snipment	s																		
Shipment	s Ship-To Locatio	o Qu on Or	antity dered Price	Quantity Received R	Amount Received Am	mount F	Promised Date		Need	By Date	S	Supplier Orde ine	r Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Rea

Return to View Order Details

Cancel Save Submit Export Actions Printable View 🗸 Go

Enter new quantity, Reason, and Action of Change

Quantity Price Quantity Amount Ordered Price Received Received Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	/	Action
4	04-Oct-2018 08:49:(👘	04-Oct-2018 08:49:07					Accepted		Ľ,	ested by I	Buyer	Change 🗸

Click Submit, and look for a Change Order Confirmation message



Change Request for Purchase Order has been submitted for approval.

Return to Purchase Order Summary