GREENFIELD

Making Multiple PO Change Request

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This document will assist Supplier Users who would like to Update Multiple PO Change Requests within the same screen.

- For every new PO received, supplier would need to Acknowledged Acceptance of PO first.

- This Acceptance is to acknowledge receipt of PO by Supplier User, and that the Terms laid out is Acceptable.

- Once Accepted, supplier user can initiate any Change Requests to Promise Date, Price, Qty

- This can be done manually at the Individual PO or using the function "Multiple PO Change".
How do I perform “Multiple PO Change”?  

• Go to Orders > Purchase Orders > Multiple PO Change

User could select list of PO(s) with criteria below:  
- Overdue Shipments: Past due PO promised date  
- Shipments Due in One Week: Shipment with promised date on current week  
- Shipments Requiring Acknowledgement: Function not available  
- All shipments: All available PO in iSupplier
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• Go to Advanced Search.

• You could further add others search criteria by selecting “Add Another” and click on Add. Example: Adding Item (Searching By an Item) as a search criteria.
- Enter “Item” and hit “GO”

- If you want to query more than one item at the same time, Add Another “Item”. This would create a second “Item” line. Add as many as you need.
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• Once your list of POs had been selected, there are 2 methods to Mass Update Changes

**Method 1**: Directly making changes in the columns
Below highlighted columns are editable.

• A reason will need to be provided. For example: PO promised date changed.
Action: Select from Dropdown “Change”.
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• Click Apply at the top right column.

• The PO Status in iSupplier would be "Supplier Change Pending" until Buyer approves the Changes. Change Request would be sent to Buyer’s Notification as per below.
**Method 2:** Using the “Apply Default Value” button.

- If you have a Default Value that can be applied to the POs, you can select the PO# checkbox and apply the default values across all selected Line(s).

- Add in the Default Values as below, and “Apply Default Values” to selected PO(s).
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- Default Value(s) will populate across the selected PO(s)

*The PO Status in iSupplier would be "Supplier Change Pending" until Buyer approves the Changes.*