GREENFIELD

Making Multiple PO Change Request

11-October-2017
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.

  ![Advanced Search Image]

• 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.

  ![Add Another Search Image]
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- 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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**Table Example**

<table>
<thead>
<tr>
<th>PO Number</th>
<th>Line</th>
<th>Description</th>
<th>Location</th>
<th>Promised Date</th>
<th>Need-By Date</th>
<th>UOM</th>
<th>Ordered</th>
<th>Received</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07-Sep-2017 11:33:12</td>
<td>1</td>
<td></td>
<td>US1 - Elgin Mfg</td>
<td>20-Sep-2017 10:30:00</td>
<td>09-Sep-00:00:00</td>
<td>EA</td>
<td>507</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>06-Sep-2017 12:55:42</td>
<td>1</td>
<td></td>
<td>US1 - Elgin Mfg</td>
<td>21-Sep-2017 00:00:00</td>
<td>14-Sep-00:00:00</td>
<td>EA</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25-Aug-2017 10:16:56</td>
<td>1</td>
<td></td>
<td>US1 - Elgin Mfg</td>
<td>22-Sep-2017 00:00:00</td>
<td>09-Sep-10:00:00</td>
<td>EA</td>
<td>2200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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.