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TEAM ASSIGNED: SC	CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
CATEGORY: WORK INSTRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020



**WORK INSTRUCTION  
ILOX-WI-111**

**PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS**

Work Instruction Overview:

This work instruction explains the steps associated with Supplier initiating Purchase Order Changes, reviewing, and accepting/rejecting PO, view purchase order revisions history in the Intralox iSupplier portal

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## 1 INTRODUCTION

Oracle iSupplier Portal enables Suppliers to request changes to the purchase order when modifications are needed to fulfill the order. Suppliers can make necessary changes before and after order acknowledgment. These changes can be made to a single purchase order, or, depending on the changes required, to multiple purchase orders.

## 2 INITIATING SUPPLIER CHANGE ORDER REQUEST

2.1 From the iSupplier Home Page, click on the **Orders** tab.

The screenshot shows the Oracle iSupplier Portal interface. The navigation bar at the top has four tabs: Supplier Home, Orders (highlighted with a red box), Shipments, and Finance. Below the navigation bar, the 'Purchase Orders' section is active. It includes a 'Purchase Orders' header with 'Multiple PO Change' and 'Export' buttons. Underneath, there are 'Views' and a search filter set to 'Recent Purchase Orders'. A table of purchase orders is displayed with the following data:

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2167024-3	0	Blanket Release		15-Dec-2020 15:32:36	Richard Gordon, Walter Julien Ratnak	USD	1,148.16	Requires Acknowledgment		18-Dec-2020 15:32:36	
2167024-2	0	Blanket Release		15-Dec-2020 15:31:55	Richard Gordon, Walter Julien Ratnak	USD	333.46	Requires Acknowledgment		18-Dec-2020 15:31:55	
2167024-1	0	Blanket Release		15-Dec-2020 14:48:06	Richard Gordon, Walter Julien Ratnak	USD	5,272.25	Requires Acknowledgment		18-Dec-2020 14:48:06	
2167024	0	Blanket Agreement		15-Dec-2020 14:46:54	Richard Gordon, Walter Julien Ratnak	USD	25,000.00	Accepted		18-Dec-2020 14:46:54	
2167022	0	Standard PO	PO for Training	15-Dec-2020 14:37:03	Rapavi, David Michael	USD	728.64	Requires Acknowledgment		18-Dec-2020 14:37:03	
2167021	0	Standard PO	Training PO	15-Dec-2020 14:33:43	Rapavi, David Michael	USD	1,679.88	Requires Acknowledgment		18-Dec-2020 00:00:00	
2167017	1	Standard PO	Training PO	15-Dec-2020 14:33:07	Rapavi, David Michael	USD	1,679.88	Requires Acknowledgment		18-Dec-2020 00:00:00	
2167019	1	Standard PO	Training PO	15-Dec-2020 14:29:39	Rapavi, David Michael	USD	1,746.12	Requires Acknowledgment		18-Dec-2020 00:00:00	

2.2 On the **View Purchase Orders** page, search for specific purchase order to initiate the Change request. Click the radio button near PO Number entire line color changed to Blue and then Click the Request changes Button.



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Supplier Home **Orders** Shipments Finance

Purchase Orders | Work Orders | Agreements | Purchase History

**Purchase Orders** Multiple PO Change Export

Views

View: Recent Purchase Orders  Advanced Search

This view displays all the purchase orders approved in last 60 days (Since 16-Oct-2020).

Select Order: Acknowledge Request Cancellation **Request Changes** View Change History |

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2167024-3	0	Blanket Release		15-Dec-2020 15:32:36	Richard Gordon, Walter Julien Ratnak	USD	1,148.16	Requires Acknowledgment		18-Dec-2020 15:32:36	
2167024-2	0	Blanket Release		15-Dec-2020 15:31:55	Richard Gordon, Walter Julien Ratnak	USD	333.46	Requires Acknowledgment		18-Dec-2020 15:31:55	
2167024-1	0	Blanket Release		15-Dec-2020 14:48:06	Richard Gordon, Walter Julien Ratnak	USD	5,272.25	Requires Acknowledgment		18-Dec-2020 14:48:06	
2167024	0	Blanket Agreement		15-Dec-2020 14:46:54	Richard Gordon, Walter Julien Ratnak	USD	25,000.00	Accepted		18-Dec-2020 14:46:54	
2167022	0	Standard PO	PO for Training	15-Dec-2020 14:37:03	Rapavi, David Michael	USD	728.64	Requires Acknowledgment		18-Dec-2020 14:37:03	
2167021	0	Standard PO	Training PO	15-Dec-2020 14:33:43	Rapavi, David Michael	USD	1,679.88	Requires Acknowledgment		18-Dec-2020 00:00:00	

2.3 Scroll down the page to view the Purchase Order details.

Supplier Home **Orders** Shipments Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders >

**Request Changes for Standard Purchase Order : 2167022,0 (Total USD 728.64)** Cancel Save Submit Export Actions Accept Entire Order

Currency=USD

**Order Information**

<p><b>General Information</b></p> <p>Total 728.64</p> <p>Supplier ABC CORPORATION</p> <p>Supplier Site SITE 1</p> <p>Address 1600 PENNSYLVANIA AVE NW WASHINGTON, DC 20001</p> <p>Buyer Rapavi, David Michael</p> <p>Order Date 15-Dec-2020 14:37:03</p> <p>Description PO for Training</p> <p>Status Requires Acknowledgment</p> <p>Note to Supplier</p> <p>Organization Intralox, L.L.C. Oper Unit</p> <p>Supplier Order Number <input type="text"/></p> <p>Attachments <a href="#">None</a></p>	<p><b>Terms and Conditions</b></p> <p>Payment Terms N30</p> <p>Carrier UPS</p> <p>FOB FOB Shipping Point</p> <p>Freight Terms Prepaid &amp; Add</p> <p>Shipping Control</p> <p><b>Ship-To Address</b></p> <p>Address 7157 RIDGE ROAD Hanover, MD 21076</p> <p><b>Bill-To Address</b></p> <p>Address P O BOX 50699 New Orleans, LA 70150</p>	<p><b>Related Information</b></p> <p><a href="#">Receipts</a></p> <p><a href="#">Invoices</a></p> <p><a href="#">Payments</a></p>
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**PO Details**

TIP Click on the Show link to view shipment details of a line. To split a line into multiple delivery dates, click the edit line icon of the desired row and then make changes.



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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Select Show All link under PO details or click on Details arrow mark to view the PO Line Detail information

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders >

**Request Changes for Standard Purchase Order : 2167022,0 (Total USD 728.64)** Cancel Save Submit Export Actions Accept Entire Order Go

Currency=USD

**Order Information**

<b>General Information</b> Total 728.64 Supplier ABC CORPORATION Supplier Site SITE 1 Address 1600 PENNSYLVANIA AVE NW WASHINGTON, DC 20001 Buyer Rapavi, David Michael Order Date 15-Dec-2020 14:37:03 Description PO for Training Status Requires Acknowledgment Note to Supplier Organization Intralox, L.L.C. Oper Unit Supplier Order Number <input type="text"/> Attachments None	<b>Terms and Conditions</b> Payment Terms N30 Carrier UPS FOB FOB Shipping Point Freight Terms Prepaid & Add Shipping Control <b>Ship-To Address</b> Address 7157 RIDGE ROAD Hanover, MD 21076 <b>Bill-To Address</b> Address P O BOX 50699 New Orleans, LA 70150	<b>Related Information</b> <a href="#">Receipts</a> <a href="#">Invoices</a> <a href="#">Payments</a>
--	--	--

**PO Details**

TIP 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.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attachments	Reason
	1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	33	22.08	728.64		Open		

**Additional Change Requests**

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

PO Line and Shipment details are visible for the user.

<b>General Information</b> Total 728.64 Supplier ABC CORPORATION Supplier Site SITE 1 Address 1600 PENNSYLVANIA AVE NW WASHINGTON, DC 20001 Buyer Rapavi, David Michael Order Date 15-Dec-2020 14:37:03 Description PO for Training Status Requires Acknowledgment Note to Supplier Organization Intralox, L.L.C. Oper Unit Supplier Order Number <input type="text"/> Attachments None	<b>Terms and Conditions</b> Payment Terms N30 Carrier UPS FOB FOB Shipping Point Freight Terms Prepaid & Add Shipping Control <b>Ship-To Address</b> Address 7157 RIDGE ROAD Hanover, MD 21076 <b>Bill-To Address</b> Address P O BOX 50699 New Orleans, LA 70150	<b>Related Information</b> <a href="#">Receipts</a> <a href="#">Invoices</a> <a href="#">Payments</a>
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**PO Details**

TIP 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.

[Show All](#) [Hide All](#)

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attach
	1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	33	22.08	728.64		Open	

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Sp
1	ILOX US (Hanover, MD)	33	22.08		728.64		18-Dec-2020 17:00:00					Requires Acknowledgment		



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2.4 To initiate a price change, enter the new price and the reason at line level and click Submit Button.

**Request Changes for Standard Purchase Order : 2167022,0 (Total USD 728.64)**

Cancel Save Submit Export Actions Accept Entire Order Go

Currency=USD

### Order Information

General Information	Terms and Conditions	Related Information
Total: 728.64	Payment Terms: N30	Receipts
Supplier: ABC CORPORATION	Carrier: UPS	Invoices
Supplier Site: SITE 1	FOB: FOB Shipping Point	Payments
Address: 1600 PENNSYLVANIA AVE NW, WASHINGTON, DC 20001	Freight Terms: Prepaid & Add	
Buyer: Rapavi, David Michael	Shipping Control:	
Order Date: 15-Dec-2020 14:37:03	<b>Ship-To Address</b>	
Description: PO for Training	Address: 7157 RIDGE ROAD, Hanover, MD 21076	
Status: Requires Acknowledgment	<b>Bill-To Address</b>	
Note to Supplier:	Address: P O BOX 50699, New Orleans, LA 70150	
Organization: Intralox, L.L.C. Oper Unit		
Supplier Order Number:		
Attachments: None		

### PO Details

TIP 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.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attachments	Reason
	1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	33	25	728.64		Open		Price Change

2.5 Supplier can initiate Changes for Quantity Order or promise date, enter the new values at the shipment line level, and record the reason for the change. Then select the action as **Change** from the drop down, and then click on Submit **Button**.

Address: 1600 PENNSYLVANIA AVE NW, WASHINGTON, DC 20001

Buyer: Rapavi, David Michael

Order Date: 15-Dec-2020 14:37:03

Description: PO for Training

Status: Requires Acknowledgment

Note to Supplier:

Organization: Intralox, L.L.C. Oper Unit

Supplier Order Number:

Attachments: None

Freight Terms: Prepaid & Add

Shipping Control:

**Ship-To Address**

Address: 7157 RIDGE ROAD, Hanover, MD 21076

**Bill-To Address**

Address: P O BOX 50699, New Orleans, LA 70150

### PO Details

TIP 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.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attachments	Reason
	1	Goods	DPP-0000033			[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	33	22.08	728.64		Open		

### Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ILOX US (Hanover, MD)	35	22.08			728.64	28-Dec-2020 16:33	18-Dec-2020 17:00:00					Requires Acknowledgment		Change Qty and PD	Change

### Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes

Return to Orders: Purchase Orders

Cancel Save Submit Export Actions Accept Entire Order Go



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**Request Changes for Standard Purchase Order : 2167022,0 (Total USD 728.64)**

Cancel Save **Submit** Export Actions Accept Entire Order Go

Currency=USD

### Order Information

General Information	Terms and Conditions	Related Information
<b>Total</b> 728.64 <b>Supplier</b> ABC CORPORATION <b>Supplier Site</b> SITE 1 <b>Address</b> 1600 PENNSYLVANIA AVE NW WASHINGTON, DC 20001 <b>Buyer</b> Rapavi, David Michael <b>Order Date</b> 15-Dec-2020 14:37:03 <b>Description</b> PO for Training <b>Status</b> Requires Acknowledgment <b>Note to Supplier</b> <b>Organization</b> Intralox, L.L.C. Oper Unit <b>Supplier Order Number</b> <input type="text"/> <b>Attachments</b> None	<b>Payment Terms</b> N30 <b>Carrier</b> UPS <b>FOB</b> FOB Shipping Point <b>Freight Terms</b> Prepaid & Add <b>Shipping Control</b> <b>Ship-To Address</b> <b>Address</b> 7157 RIDGE ROAD Hanover, MD 21076 <b>Bill-To Address</b> <b>Address</b> P O BOX 50699 New Orleans, LA 70150	<b>Receipts</b> <b>Invoices</b> <b>Payments</b>

### PO Details

[TIP](#) 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.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attachments	Reason
	1	Goods	DPP-0000033		<input type="text"/>	[FESTO LN2G-32] PNEUMATICS TRUNNION SUPPORT	Each	33	22.08	728.64		Open		<input type="text"/>

### NOTE

When **Save** is selected instead, the Purchase Order document will be in draft status.

### Change Order Confirmation

Change Request for Purchase Order 2167022 has been submitted for approval.

[Return to Purchase Order Summary](#)

**Figure 5: - Supplier Change Request Submitted**

2.6 Once supplier submit the change order for approval the Change Request status will be in Supplier Change Order Pending.



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Supplier Home   Orders   Shipments   Finance

**Purchase Orders** Multiple PO Change   Export

**Views**

View Recent Purchase Orders  Advanced Search

This view displays all the purchase orders approved in last 60 days (Since 16-Oct-2020).

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2167024-3	0	Blanket Release		15-Dec-2020 15:32:36	Richard Gordon, Walter Julien Ratnak	USD	1,148.16	Requires Acknowledgment		18-Dec-2020 15:32:36	
2167024-2	0	Blanket Release		15-Dec-2020 15:31:55	Richard Gordon, Walter Julien Ratnak	USD	333.46	Requires Acknowledgment		18-Dec-2020 15:31:55	
2167024-1	0	Blanket Release		15-Dec-2020 14:48:06	Richard Gordon, Walter Julien Ratnak	USD	5,272.25	Requires Acknowledgment		18-Dec-2020 14:48:06	
2167024	0	Blanket Agreement		15-Dec-2020 14:46:54	Richard Gordon, Walter Julien Ratnak	USD	25,000.00	Accepted		18-Dec-2020 14:46:54	
2167022	0	Standard PO	PO for Training	15-Dec-2020 14:37:03	Rapavi, David Michael	USD	728.64	Requires Acknowledgment	Supplier Change Pending	18-Dec-2020 14:37:03	
2167021	0	Standard PO	Training PO	15-Dec-2020 14:33:43	Rapavi, David Michael	USD	1,679.88	Requires Acknowledgment		18-Dec-2020 00:00:00	
2167017	1	Standard PO	Training PO	15-Dec-2020 14:33:07	Rapavi, David Michael	USD	1,679.88	Requires Acknowledgment		18-Dec-2020 00:00:00	

2.6 Upon submission, an Intralox Buyer will be notified of the Supplier Initiated Change Order request and will respond and perform any necessary action.

Additional option information can be recorded while initiating change order request.

- Supplier Item
- Supplier Order Reference Number



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### 3 SPLITTING SHIPMENTS

3.1 Select the purchase order by selecting the check box and click on **Request Changes**.

The screenshot shows the 'Supplier Home' navigation bar with icons for Supplier Home, Orders, Shipments, and Finance. Below the navigation bar, the 'Purchase Orders' section is active, showing a list of orders. The selected order (PO Number 2158247) has a red box around the 'Request Changes' button. The table below shows the details of the selected order.

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158247	1	Standard PO		09-Dec-2020 15:20:45	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment		16-Dec-2020 15:08:05	

3.2 Scroll down and expand the details under **PO Details**.

3.2.1 Select the **Split** icon, as shown below.

The screenshot shows the 'PO Details' page for PO 2158247. The 'Shipments' section is expanded, showing a table with columns for Shipment, Ship-To Location, Quantity Ordered, Price, Quantity Received, Amount Received, Amount Promised Date, Need-By Date, Supplier Order Line, Discount (%), Start Effective Date, End Effective Date, Status, Attachments, Split Reason, and Action. A new shipment line is added with a split icon (two arrows) in the 'Split Reason' column.

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ILOX US (Hanover, MD)	50	73.71		3,685.50		17-Dec-2020 17:00:00					Requires Acknowledgment			

New Shipment Line is added to enter the Split quantity, Promised Date and Reason.



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Order Date: 09-Dec-2020 15:20:45  
Description: Requires Acknowledgment  
Status: Requires Acknowledgment  
Note to Supplier: Intralox, L.L.C. Oper Unit  
Organization: Intralox, L.L.C. Oper Unit  
Supplier Order Number: [ ]  
Attachments: None

Bill-To Address  
Address: P O BOX 50699  
New Orleans, LA 70150

PO Details

TIP 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.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attachments	Reason
	1	Goods	DPP-0024433			LEG GUSSET TIE SHORT PART	Each	50	73.71	3,685.50		Open		

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ILOX US (Hanover, MD)	50	73.71			3,685.50		17-Dec-2020 17:00:00					Requires Acknowledgment			
2	ILOX US (Hanover, MD)	0						17-Dec-2020 17:00:00								

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes: [ ]

Return to Orders: Purchase Orders

Cancel Save Submit Export Actions Accept Entire Order Go

### 3.2.2 Enter the changed value(s) as appropriate.

Order Date: 09-Dec-2020 15:20:45  
Description: Requires Acknowledgment  
Status: Requires Acknowledgment  
Note to Supplier: Intralox, L.L.C. Oper Unit  
Organization: Intralox, L.L.C. Oper Unit  
Supplier Order Number: [ ]  
Attachments: None

Bill-To Address  
Address: P O BOX 50699  
New Orleans, LA 70150

PO Details

TIP 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.

Show All Hide All

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Note to Supplier	Status	Attachments	Reason
	1	Goods	DPP-0024433			LEG GUSSET TIE SHORT PART	Each	50	73.71	3,685.50		Open		

Shipments

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
1	ILOX US (Hanover, MD)	25	73.71			3,685.50	17-Dec-2020 16:04	17-Dec-2020 17:00:00					Requires Acknowledgment		Split Qty	Change
2	ILOX US (Hanover, MD)	25					23-Dec-2020 16:04	17-Dec-2020 17:00:00							Split Qty update	

Additional Change Requests

If you need to submit more changes in addition to those that have been submitted above, you can specify them here

Additional Changes: [ ]

Return to Orders: Purchase Orders

Cancel Save Submit Export Actions Accept Entire Order Go

### 3.2.3 Enter a reason for the change

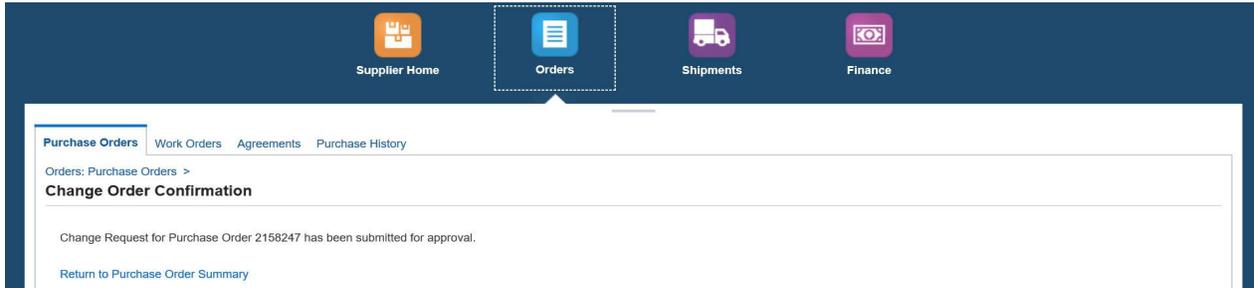
#### NOTE

Additional change request information can be placed in the Additional Change Request text box.

### 3.2.4 Select the appropriate action from the drop-down menu.

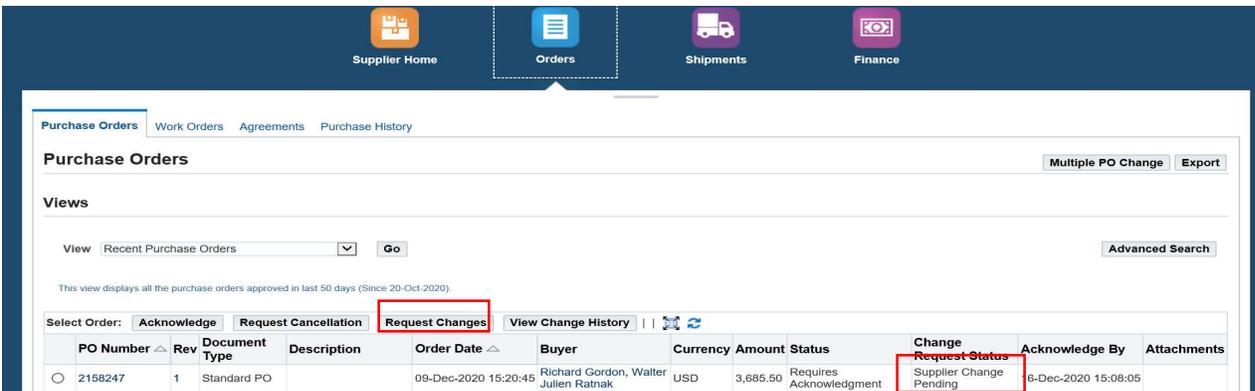
### 3.2.5 Select **Submit**.

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	CATEGORY: WORK INSTRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM		DATE: 12/18/2020



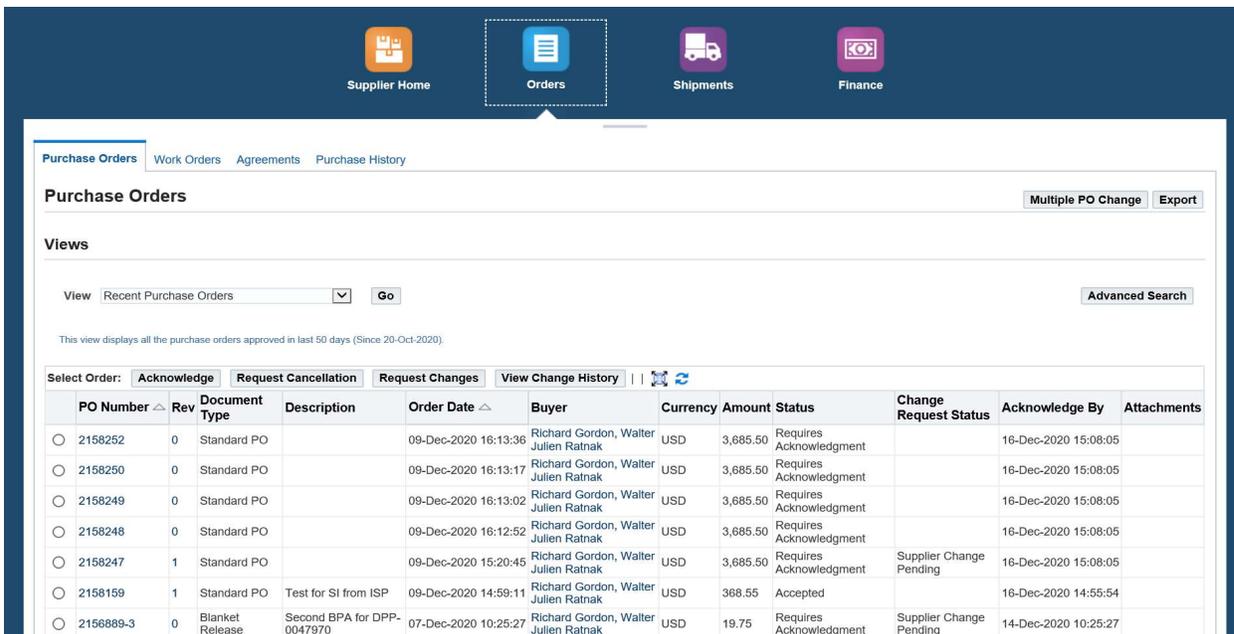
**Figure 7 - Change Order Confirmation**

3.2.6 On the Orders/Purchase Orders View, the Change Request Status will be 'Supplier Change Pending' until the buyer responds to the change request.



## 4 SUBMITTING MULTIPLE PO CHANGES

4.1 Select the Multiple PO Change button



4.2 Under the **Shipment** tab, query the Purchase Order(s) that needs to be changed.



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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CATEGORY: WORK INSTRUCTION		LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

The screenshot shows the 'Change Multiple Purchase Orders' interface. At the top, there are navigation icons for Supplier Home, Orders, Shipments, and Finance. Below the navigation, there are tabs for Purchase Orders, Work Orders, Agreements, and Purchase History. The main heading is 'Change Multiple Purchase Orders' with buttons for Cancel, Apply, and Export. A 'Lines' tab is active, and the 'Shipments' sub-tab is selected. Below this, there is a 'Views' section with a dropdown menu set to 'Overdue Shipments' and a 'Go' button. An 'Advanced Search' button is visible on the right. A 'Default Values' section contains a tip and input fields for Promised Date, Quantity Ordered, Price, Reason, and Action. At the bottom, there is a table header with columns: PO Number, Line, Shipment, Order Date, Type, Item/Job, Description, Location, Promised Date, Need-By Date, UOM, Ordered, Received, Price, Amount, Supplier Order Line, Status, Attachments, Split, Reason, and Actions. The table content shows 'No search conducted.'

4.3 Click on the **Advanced Search** button to enter different search criteria, then select **Cancel**.

This screenshot shows the 'Advanced Search' form open on the 'Change Multiple Purchase Orders' page. The 'Advanced Search' section has a 'Match' dropdown set to 'All' and a 'Views' button. There are four search criteria: 'PO Number is', 'Order Date is' (with a date picker showing '24-Nov-2020'), 'Buyer is', and 'Promised Date is'. Below these are 'Go' and 'Clear' buttons, and an 'Add Another' section with a 'Buyer' dropdown and an 'Add' button. The 'Default Values' section is also visible at the bottom, identical to the previous screenshot.



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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CATEGORY: WORK INSTRUCTION		LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

Supplier Home | Orders | Shipments | Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders >

### Change Multiple Purchase Orders

Cancel | Apply | Export

Lines | Shipments

Views

View: **All Shipments** | Go | Advanced Search

Default Values

TIP You can apply default values to selected rows

Promised Date:  Reason:   
Quantity Ordered:  Action:   
Price:

Select Shipments:  Apply Default Values |

PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
No search conducted.																				

4.4 Select the LOV from **View** to search by All Shipments.

Supplier Home | Orders | Shipments | Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders >

### Change Multiple Purchase Orders

Cancel | Apply | Export

Lines | Shipments

Views

View: All Shipments | Go | Advanced Search

Default Values

TIP You can apply default values to selected rows

Promised Date:  Reason:   
Quantity Ordered:  Action:   
Price:

Select Shipments:  Apply Default Values |

PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
2158252	1	1	09-Dec-2020 16:13:36	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50						
2158250	1	1	09-Dec-2020 16:13:17	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50						
2158249	1	1	09-Dec-2020 16:13:02	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50						
2158248	1	1	09-Dec-2020 16:12:52	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50						

4.5 Select the POs to be changed.

4.6 Enter the new value, change reason and action that needs to be updated on the selected PO document and then click on 'Apply Default Values' button or update each line individually



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders >

### Change Multiple Purchase Orders

Cancel | Apply | Export

Lines | Shipments

Views

View All Shipments [Go] [Advanced Search]

**Default Values**

TIP You can apply default values to selected rows

Promised Date	28-Dec-2020 16:27:29	Reason	Promise Date Change
Quantity Ordered		Action	Change
Price			

Select Shipments: [Apply Default Values] [Refresh]

PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Line
2158252	1	1	09-Dec-2020 16:13:36	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50	
2158250	1	1	09-Dec-2020 16:13:17	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50	
2158249	1	1	09-Dec-2020 16:13:02	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50	
2158248	1	1	09-Dec-2020 16:12:52	Goods	DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)		17-Dec-2020 17:00:00	Each	50		73.71	3,685.50	

4.7 New Promise Date, Reason and Action values will be updated automatically for the selected PO's.

Supplier Home | Orders | Shipments | Finance

Purchase Orders | Work Orders | Agreements | Purchase History

Orders: Purchase Orders >

### Change Multiple Purchase Orders

Cancel | Apply | Export

Lines | Shipments

Views

View All Shipments [Go] [Advanced Search]

**Default Values**

TIP You can apply default values to selected rows

Promised Date	28-Dec-2020 16:27:29	Reason	Promise Date Change
Quantity Ordered		Action	Change
Price			

Select Shipments: [Apply Default Values] [Refresh]

Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00:00	17-Dec-2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment			Promise Date (	Change
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00:00	17-Dec-2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment			Promise Date (	Change
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00:00	17-Dec-2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment			Promise Date (	Change
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00:00	17-Dec-2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment			Promise Date (	Change
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	24-Sep-2020 17:00:00	24-Sep-2020 17:00:00	Each	5		73.71	368.55	123	Accepted				

4.8 Select **Apply** when finished, as shown below.



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
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Item/Job	Description	Location	Promised Date	Need-By Date	UOM	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Actions
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00:00	17-Dec-2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment			Promise Date C	Change
DPP-0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00:00	17-Dec-2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment			Promise Date C	Change

4.9 The purchase order(s) have been submitted for approval.

**Information**

- Purchase Order 2158030 - Change Request has been submitted for Approval
- Purchase Order 2158250 - Change Request has been submitted for Approval
- Purchase Order 2158249 - Change Request has been submitted for Approval
- Purchase Order 2158248 - Change Request has been submitted for Approval
- Purchase Order 2158252 - Change Request has been submitted for Approval

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158252	0	Standard PO		09-Dec-2020 16:13:36	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	16-Dec-2020 15:08:05	
2158250	0	Standard PO		09-Dec-2020 16:13:17	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	16-Dec-2020 15:08:05	
2158249	0	Standard PO		09-Dec-2020 16:13:02	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	16-Dec-2020 15:08:05	
2158248	0	Standard PO		09-Dec-2020 16:12:52	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	16-Dec-2020 15:08:05	



## SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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## 5 PURCHASE ORDER CANCELLATION

### CAUTION

Cancellations cannot be undone.

5.1 Select the Purchase order that needs to be cancelled and click on Request Cancellation button.

### NOTE:

Only Purchase Orders in Open and Accepted status can be cancelled.

The screenshot shows the 'Orders' section of the Intralox system. The 'Request Cancellation' button is highlighted in red. Below the button is a table of purchase orders.

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158254	0	Standard PO		09-Dec-2020 17:11:36	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Open			
2158253	0	Standard PO		09-Dec-2020 17:08:39	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Accepted		16-Dec-2020 15:08:05	

The screenshot shows the 'Request Cancellation for Standard Purchase Order : 2158253,0 (Total USD 3,685.50)' page. The 'Cancel Entire Order' button is highlighted in red. Below the button is the 'Order Information' section.

**Order Information**

General Information	Terms and Conditions	Related Information
Total: 3,685.50	Payment Terms: N30	Receipts
Supplier:	Carrier: UPS	Invoices
Supplier Site:	FOB: FOB Shipping Point	Payments
Address:	Freight Terms: Prepaid & Add	
	Shipping Control:	

5.2 Select Action Cancel Entire Order and click on Go.



## SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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Supplier Home Orders Shipments Finance

Purchase Orders Work Orders Agreements Purchase History

Orders: Purchase Orders > Request Cancellation for Standard Purchase Order >  
**Cancel Purchase Order 2158253**

Cancel Submit

Description  
Currency USD  
Amount 3,685.50  
Order Date 09-Dec-2020 17:08:39  
Action Cancel

\* Reason for Cancellation Material Shortage.]

Cancel Submit

5.3 Enter a Reason and then select **Submit**.

Supplier Home Orders Shipments Finance

Purchase Orders Work Orders Agreements Purchase History

Orders: Purchase Orders > Request Cancellation for Standard Purchase Order >  
**Cancel Order Confirmation**

Cancellation Request for Purchase Order 2158253 has been submitted for approval.

[Return to Purchase Order Summary](#)

5.4 The order will go into a Supplier Cancellation Pending status until it is accepted by the buyer.

Supplier Home Orders Shipments Finance

Purchase Orders Work Orders Agreements Purchase History

**Purchase Orders** Multiple PO Change Export

Views

View Recent Purchase Orders Go Advanced Search

This view displays all the purchase orders approved in last 50 days (Since 20-Oct-2020).

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158254	0	Standard PO		09-Dec-2020 17:11:36	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Open			
2158253	0	Standard PO		09-Dec-2020 17:08:39	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Accepted	Supplier Cancellation Pending	16-Dec-2020 15:08:05	



## SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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CATEGORY: WORK INSTRUCTION		LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

## 6 VIEW BLANKET AGREEMENTS AND RELEASES

Suppliers can view the Blanket Purchase Agreements and related releases.

6.1 From the iSupplier Home Page, select the **Orders** tab. Enter the Blanket Number and click on Go button

Supplier Home **Orders** Shipments Finance

Purchase Orders Work Orders **Agreements** Purchase History

Supplier Agreements Export

Simple Search Advanced Search

Note that the search is case insensitive

PO Number

Global

Effective-From Date

Effective-To Date

PO Number	Revision	Global	Description	Document Type	Buyer	Order Date	Currency	Amount Agreed	Amount Released	Effective-From Date	Effective-To Date	Status	Attachments	Upload Status	Edit Agreement
2167024	0	No		Blanket Purchase Agreement	Richard Gordon, Walter Julien Ratnak	15-Dec-2020 14:46:54	USD	25,000.00	6,753.87	01-Dec-2020	29-Dec-2021	Accepted			

Click the PO Number to view all the Blanket releases created against the Blanket Purchase Agreement.

Supplier Home **Orders** Shipments Finance

Purchase Orders Work Orders **Agreements** Purchase History

Orders: Agreements >

**Blanket Agreement: 2167024 Revision: 0 (Total: USD 25,000.00)**

PO Number	2167024	Approved Date	15-Dec-2020 14:46:54
Revision	0	Supplier	ABC CORPORATION
Description		Buyer	Richard Gordon, Walter Julien Ratnak
Currency	USD	Amount Agreed	25,000.00
Amount Released	6,753.87	Status	
Global	No	Effective Start Date	01-Dec-2020
Effective End Date	29-Dec-2021		

Releases

PO Number	Revision	Status	Order Date	Currency	Amount	Receipts
2167024-1	0	Approved	15-Dec-2020 14:47:53	USD	5,272.25	
2167024-2	0	Approved	15-Dec-2020 15:30:57	USD	333.46	
2167024-3	0	Approved	15-Dec-2020 15:32:24	USD	1,148.16	

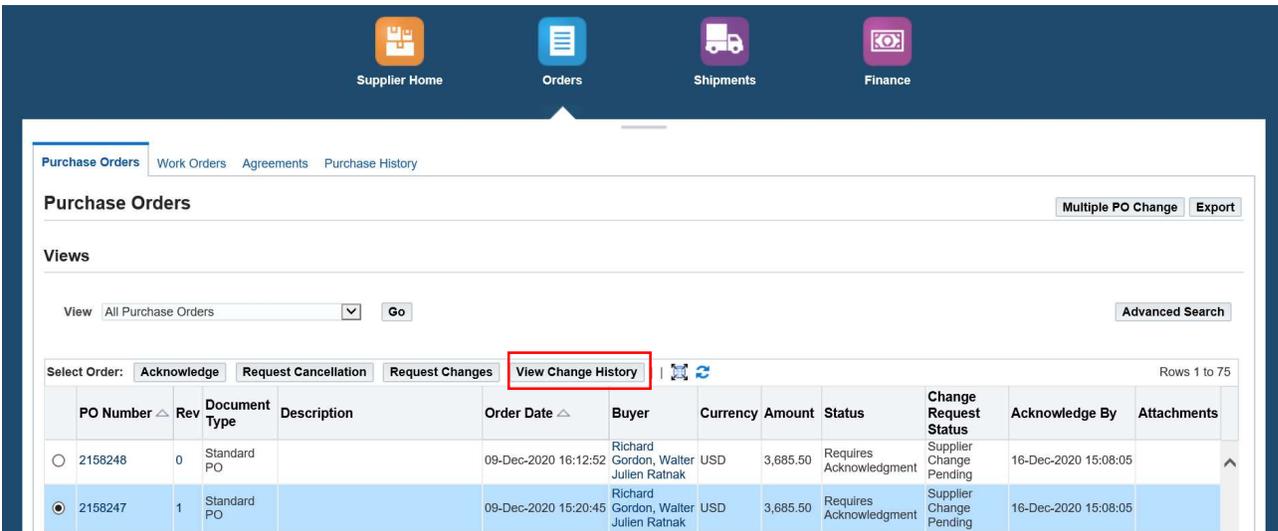
[Return to Orders: Agreements](#)

	<b>SUBJECT: PURCHASE ORDER CHANGES &amp; REVISION HISTORY FOR SUPPLIERS</b>			
	TITLE: ILOX-WI-111	PAGE 18 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INSTRUCTION		LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

## 7 VIEW PO CHANGE HISTORY

Suppliers can view PO revisions, compare to original PO, compare to previous PO version, or view all PO revisions over time.

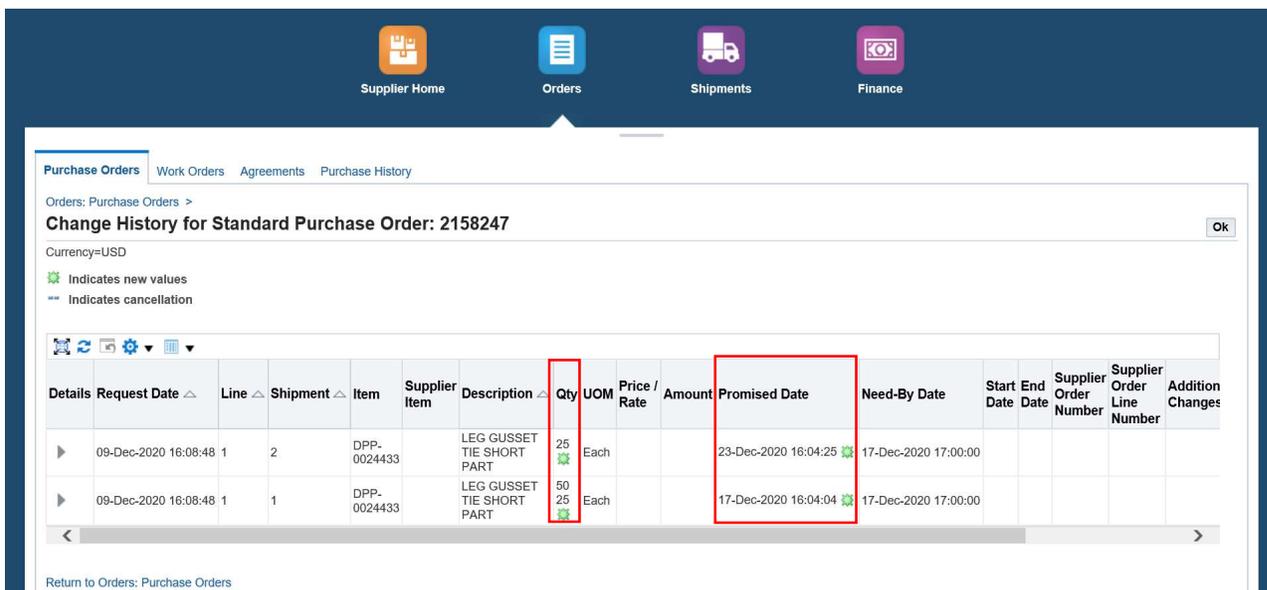
7.1 From the iSupplier Home Page, select the **Orders** tab.



The screenshot shows the iSupplier interface with the 'Orders' tab selected. The 'View Change History' button is highlighted with a red box. Below the navigation bar, there are tabs for 'Purchase Orders', 'Work Orders', 'Agreements', and 'Purchase History'. The 'Purchase Orders' section is active, showing a table of purchase orders. The 'View Change History' button is located above the table.

PO Number	Rev	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
2158248	0	Standard PO		09-Dec-2020 16:12:52	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	16-Dec-2020 15:08:05	
2158247	1	Standard PO		09-Dec-2020 15:20:45	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	16-Dec-2020 15:08:05	

7.2 Select a purchase order and then click **View Change History** button.



The screenshot shows the 'Change History for Standard Purchase Order: 2158247' page. The 'Details' column header is highlighted with a red box. The page displays a table of change history items with columns for 'Request Date', 'Line', 'Shipment', 'Item', 'Supplier Item', 'Description', 'Qty', 'UOM', 'Price / Rate', 'Amount', 'Promised Date', 'Need-By Date', 'Start Date', 'End Date', 'Supplier Order Number', and 'Supplier Order Line Number'. The 'Promised Date' and 'Need-By Date' columns are also highlighted with red boxes.

Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Addition Changes
09-Dec-2020 16:08:48	1	2	DPP-0024433		LEG GUSSET TIE SHORT PART	25	Each			23-Dec-2020 16:04:25	17-Dec-2020 17:00:00					
09-Dec-2020 16:08:48	1	1	DPP-0024433		LEG GUSSET TIE SHORT PART	50	Each			17-Dec-2020 16:04:04	17-Dec-2020 17:00:00					

7.3 Click on Details for more additional Information.



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

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Supplier Home Orders Shipments Finance

Purchase Orders Work Orders Agreements Purchase History

Orders: Purchase Orders >

### Change History for Standard Purchase Order: 2158247

OK

Currency=USD

Indicates new values  
Indicates cancellation

Details	Request Date	Line	Shipment	Item	Supplier Item	Description	Qty	UOM	Price / Rate	Amount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Addition Changes
	09-Dec-2020 16:08:48	1	2	DPP-0024433		LEG GUSSET TIE SHORT PART	25	Each			23-Dec-2020 16:04:25	17-Dec-2020 17:00:00					
Requested By APX Change Reason Split Qty update New PD Response Reason Accepted the Split Qty and new Promise Date																	
													Responded By	Richard Gordon, Walter J			
													Response Date	09-Dec-2020 17:49:27			
	09-Dec-2020 16:08:48	1	1	DPP-0024433		LEG GUSSET TIE SHORT PART	50	Each			17-Dec-2020 16:04:04	17-Dec-2020 17:00:00					
Requested By APX Change Reason Split Qty Response Reason Accepted the Split Qty																	
													Responded By	Richard Gordon, Walter J			
													Response Date	09-Dec-2020 17:49:27			



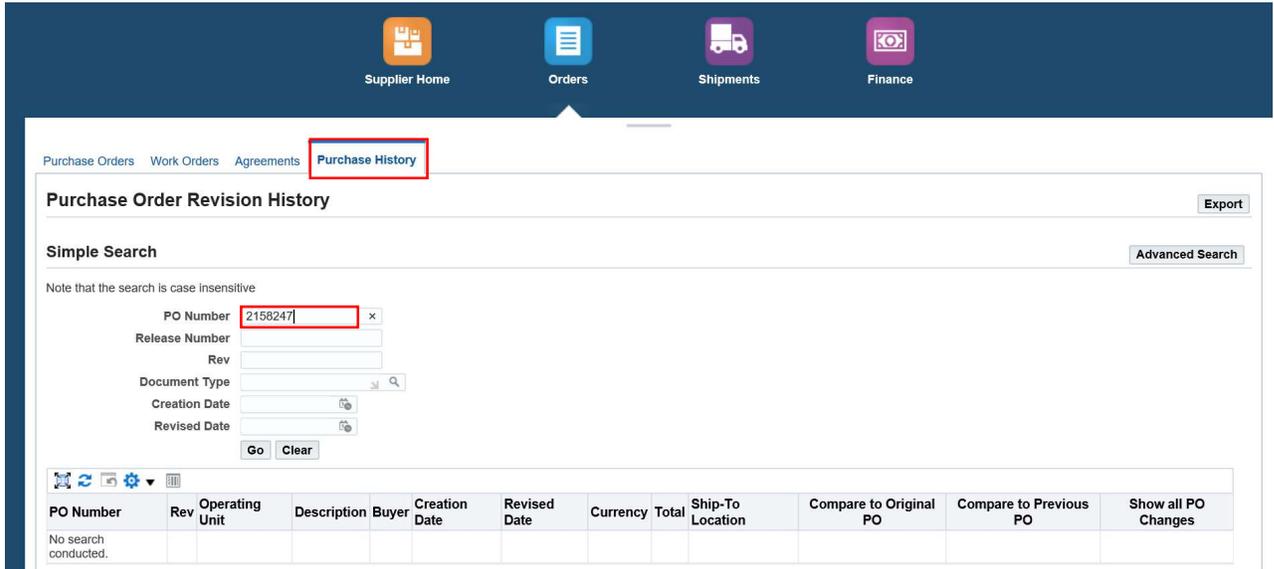
## SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

TITLE: ILOX-WI-111	PAGE 20 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
CATEGORY: WORK INSTRUCTION		LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

## 8 VIEW PURCHASE HISTORY

8.1 From the **Orders** Dashboard, click 'Purchase History' tab to search the history of Specific Purchase Order.

Enter specific Purchase Order number and click on Go button



Supplier Home Orders Shipments Finance

Purchase Orders Work Orders Agreements **Purchase History**

### Purchase Order Revision History

Export

#### Simple Search

Advanced Search

Note that the search is case insensitive

PO Number  x

Release Number

Rev

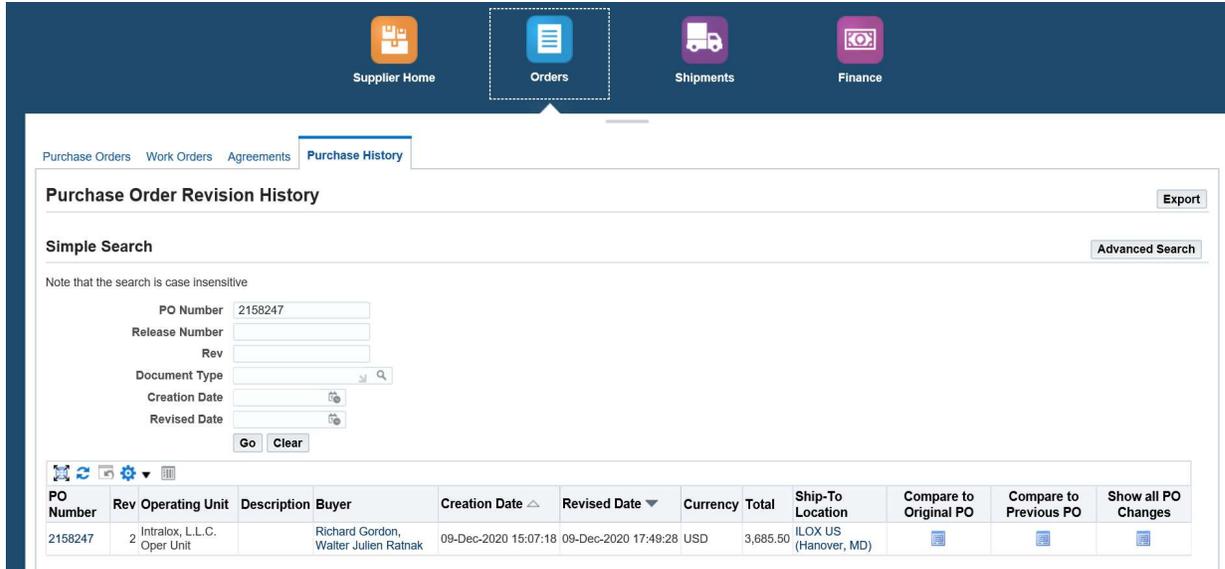
Document Type

Creation Date

Revised Date

Go Clear

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
No search conducted.												



Supplier Home Orders Shipments Finance

Purchase Orders Work Orders Agreements **Purchase History**

### Purchase Order Revision History

Export

#### Simple Search

Advanced Search

Note that the search is case insensitive

PO Number

Release Number

Rev

Document Type

Creation Date

Revised Date

Go Clear

PO Number	Rev	Operating Unit	Description	Buyer	Creation Date	Revised Date	Currency	Total	Ship-To Location	Compare to Original PO	Compare to Previous PO	Show all PO Changes
2158247	2	Intralox, L.L.C. Oper Unit		Richard Gordon, Walter Julien Ratnak	09-Dec-2020 15:07:18	09-Dec-2020 17:49:28	USD	3,685.50	ILOX US (Hanover, MD)			

8.2 From **Purchase History**, click **Compare to Original PO** or **Compare to Previous PO** to show specific change revisions, or **Show all PO Changes** to view revision history.



# SUBJECT: PURCHASE ORDER CHANGES & REVISION HISTORY FOR SUPPLIERS

TITLE: ILOX-WI-111	PAGE 21 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
CATEGORY: WORK INSTRUCTION		LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

Purchase Orders Work Orders Agreements **Purchase History**

Orders: Purchase History >

**PO Comparison Result** Compare to Original PO Compare to Previous PO Export

<b>PO Number</b> 2158247	<b>Ship-To Location</b> ILOX US (Hanover, MD)	<b>Bill-To Location</b> ILOX US New Orleans Bill To
<b>Revision</b> 2	<b>Ship Via</b> UPS	<b>Payment Terms</b> N30
<b>Type</b> Standard PO	<b>FOB</b> SHIPPING POINT	<b>Freight</b> PREPAID & ADD
<b>Currency</b> USD	<b>Total</b> 3,685.50	<b>Buyer</b> Richard Gordon, Walter Julien Ratnak

**Show All PO Changes**

Comparisons are sorted by Revision, Line and Shipment.

Revision	Line	Item/Job	Shipment	Price Differential	Enabled Organization	Field Altered	Changed From	Changed To
2	1	DPP-0024433	1			Quantity	50	25
2	1	DPP-0024433	1			Promised Date		17-Dec-2020 16:04:04
2	1	DPP-0024433	1			Last Acceptance Date		16-Jan-2021 16:04:04
2	1	DPP-0024433	2			New		
1						Amount	147.42	3685.5
1	1	DPP-0024433				Quantity	2	50
1	1	DPP-0024433	1			Quantity	2	50

## NOTE

Previous revisions can be printed at any time using the **Print Document Revisions** function at the bottom of the PO Comparison Result page to view the Purchase Order Document.