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# 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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	INTRODUCTION INITIATING SUPPLIER CHANGE ORDER REQUEST SPLITTING SHIPMENTS SUBMITTING MULTIPLE PO CHANGES PURCHASE ORDER CANCELLATION VIEW BLANKET AGREEMENTS AND RELEASES VIEW PLANKET AGREEMENTS AND RELEASES VIEW PO CHANGE HISTORY

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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.

					Sup	oplier Home	Orders	Ship	ments	Finan	ce		
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	PO Numb           2167024-3           2167024-4           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024-2           2167024           2167024           2167024           2167024           2167024           2167024           2167024	s all the Ackno ber 스	Purch Rev 0 0 0 0 0 0 0 0 1	dge Request Document Type Blanket Releast Blanket Releast Standard PO Standard PO	I last 60 days (Si E ancellation Description Percent Port Port Port Port Training Port Training Port Training Port	Request Changes           Order Date           15-Dec-2020 15:32:36           15-Dec-2020 15:31:55           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06           15-Dec-2020 14:48:07           15-Dec-2020 14:37:03           15-Dec-2020 14:33:43           15-Dec-2020 14:33:07	View Change History Buyer Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Rapavi, David Michael Rapavi, David Michael	Currency USD USD USD USD USD USD USD USD USD	Amount 1,148.16 333.46 5,272.25 25,000.00 728.64 1,679.88	Status Requires Acknowledgment Requires Acknowledgment Acknowledgment Accoepted Requires Acknowledgment Requires Acknowledgment	Change Request Status	Acknowledge By 18-Dec-2020 15:32:36 18-Dec-2020 15:31:55 18-Dec-2020 14:48:08 18-Dec-2020 14:48:54 18-Dec-2020 14:37:03 18-Dec-2020 00:00:00 18-Dec-2020 00:00:00	Attachments @a

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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					Sup	pplier Home	Orders	Ship	ments	Finan	ce		
urc	hase Orders	s Worl	k Ord	lers Agreemer	nts Purchase	History		-					
				dia Agreemen		Thatory							
u	chase u	Jraer	s									Multiple PO Cha	nge Expor
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V	iew Recer	nt Purcha	ase O	Orders	V	Go						Advar	nced Search
V Th ele	iew Recer	nt Purcha s all the pu Acknov	ase O urchase vledg	Drders ie orders approved i je Request C	in last 60 days (Sin Cancellation	Go nce 16-Oct-2020). Request Changes	View Change History	1 🗮 😂				Advar	nced Search
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2.3 Scroll down the page to view the Purchase Order details.

	Supplier Home	Orders	Shipments	Finance		
hase Orders Work Orders A	greements Purchase History					
ers: Purchase Orders >						
quest Changes for St	andard Purchase Order :	2167022,0 (Total US	D 728.64)	Cancel Save Su	Ibmit Export Actions Accept Entire Order	Go
encv=USD						
000						
Order Information						
General Information		Terms and Condition	s		Related Information	
Total	728.64	Payment Torms	N30		Receipts	
Supplier	ABC CORPORATION	Carrier	UPS		Invoices	
Supplier Site	SITE 1	FOB	FOB Shipping Point		Payments	
Address	1600 PENNSYLVANIA AVE	Freight Terms	Prepaid & Add			
	NW	Shipping Control				
	WASHINGTON, DC 20001					
Buyer	Rapavi, David Michael	Ship-To Address				
Order Date	15-Dec-2020 14:37:03		205 2012			
Description	PO for Training	Address /15/ RI				
Status	Requires Acknowledgment	Hanovel	r, MD 21076			
Note to Supplier		Bill-To Address				
Organization	Intralox, L.L.C. Oper Unit					
Ourselling Onder Musslage		Address POBO	X 50699			
Supplier Order Number	None	New Orl	leans, LA 70150			
Attachments						

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

Currency=USD								Counter   Care   C				Entire Order	•
	· · · ·												
▲ Order In	formation						-						
General	nformation			Terms and Conditions			Related Inf Receipts	ormation					
	Total Supplier Supplier Site	728.64 ABC CORPORATIO SITE 1	N	Payment Terms N30 Carrier UPS FOB FOB Shipping Point			Invoices Payments						
	Address	1600 PENNSYLVAN NW WASHINGTON, DC	IIA AVE 20001	Freight Terms Prepaid & Add Shipping Control									
	Buyer Order Date Description Status	Rapavi, David Micha 15-Dec-2020 14:37:0 PO for Training Requires Acknowled	el )3 gment	Address 7157 RIDGE ROAD Hanover, MD 21076									
	Note to Supplier Organization	Intralox, L.L.C. Oper	Unit	Bill-To Address									
Su	plier Order Number			Address POBOX 50600									
Suj	oplier Order Number Attachments	None		Address P O BOX 50699 New Orleans, LA 70150									
<sub>Suj</sub> PO Details	oplier Order Number Attachments	None		Address P O BOX 50699 New Orleans, LA 70150									
Sup PO Details TIP Click of Show All Hide Tim C Details Line	Attachments Attachments In the Show link to view e All Type Item/Job	None shipment details of a	line. To split a line in Supplier Item	Address P O BOX 50699 New Orleans, LA 70150 to multiple delivery dates, click the split line icon of the desired Description	row and the	en make	e changes. Price	Amount Note to S	upplier	Status	Attachments	Reason	
Sup PO Details TIP Click of Show All Hidd Details Line 1	pplier Order Number Attachments In the Show link to view All Type Item/Job Goods DPP-00000	None shipment details of a tem Revision 3	line. To split a line in Supplier Item	Address P O BOX 50699 New Orleans, LA 70150 to multiple delivery dates, click the split line icon of the desired Description [FESTO LNZG-32] PNEUMATICS TRUNNION SUPPORT	row and the UOM Each	en make Qty 33	e changes. Price 22.08	Amount Note to S 728.64	upplier	Status Open	Attachments	Reason	
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Genera	al Informa	tion				Terms and C	Conditions				Receipt	ated Inf	ormation	1		
		Tota	al 728.64			Payme	ant Terms N30				Invoices					
		Supplie	ar ABC CO	RPORATION		T dynie	Carrier LIPS				Involces	5				
	s	Supplier Sit	e SITE 1				FOB FOB Shit	opina Poi	nt		Paymer	nts				
	-	Addres	s 1600 PE	NNSYI VANIA AVE		Freid	the Terms Prepaid	& Add								
			NW			Shinning	a Control									
			WASHIN	GTON, DC 20001		emphane.	geonaor									
		Buye	r Rapavi, [	David Michael		Ship-To Add	iress									
		Order Dat	e 15-Dec-2	2020 14:37:03												
		Descriptio	n PO for Tr	raining		Address	s 7157 RIDGE ROA	D								
		Statu	s Requires	Acknowledgment			Hanover, MD 2107	76								
	Note	to Supplie	ər			Bill-To Addre	855									
	C	organizatio	n Intralox,	L.L.C. Oper Unit												
s	Supplier Or	der Numbe	ər			Address	s P O BOX 50699									
	Δ	ttachment	s None				New Orleans, LA	70150								
) Detail	Is	ow link to vi	ew chinmont	details of a line. To	enlit a line	into multiple delivery	datas, click the solit l	ine icon c	of the desired row a	nd then mak	changes					
D Detail	IS k on the Sho	ow link to vi	ew shipment	details of a line. To	split a line	into multiple delivery	dates, click the split I	ine icon c	of the desired row an	nd then make	e changes.					
O Detail TIP Click Show All H	Is sk on the Sho	ow link to vi	ew shipment	details of a line. To	split a line	into multiple delivery	dates, click the split I	ine icon c	of the desired row an	nd then mak	e changes.					
D Detail TIP Click show All H Click chow All H	Is k on the Sho Hide All	ow link to vi	ew shipment	details of a line. To Item Revision	split a line Supplier	Into multiple delivery	dates, click the split I	ine icon d	of the desired row an	nd then make	e changes. ce Amo	ount Not	te to oplier	Statu	s Att	ta
D Detail TIP Click Show All H tails	Is k on the Sho Hide All	Type Goods	ew shipment Item/Job DPP-000003	details of a line. To Item Revision	split a line Supplier	Into multiple delivery	dates, click the split I ription TO LNZC-32] IMATICS INION SUPPORT	uom Each	of the desired row an Qty 33	nd then make Prio 22.0	e changes. ce Amo 8 72	ount Not Su 28.64	te to oplier	Statu: Open	s Att	ta
D Detail TIP Click Show All H Click Show All H Click Shipmen	Is the on the Sho Hide All Line 1 1 nts	Type Goods	ew shipment	details of a line. To Item Revision	split a line	Into multiple delivery	ription ro LN2G-32] MATICS INION SUPPORT	uom Lon Each	of the desired row and the	nd then make Price 22.0	e changes.	Dunt Su 8.64	te to oplier	Statu: Open	s Att	ta
O Detail TIP Click Show All H Click Show All H Click Shipmen Shipmen	Is tk on the Sho lide All Line 1 Ship-To Location	Type Goods Quant Order	ew shipment Item/Job DPP-000003 ity Price G	Item Revision 3 Juantity Amoun eceived Received	Supplier	Into multiple delivery of the second	ription ro LNZG-32] IMATICS INION SUPPORT	UOM Each	of the desired row and a state	Prid 22.0 Discount (%)	e changes. se Amo 8 72 Start I Effective I Date I	End Effective Date	te to oplier	Open	s Att	ta

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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.

urchase Orders Work Orders A rders: Purchase Orders > Request Changes for Si	greements Purchase	e History ase Order : 2	167022.0 (Total	USD 728.64)				Cancel Save Submit	Fyport Actions	Accent F	ntire Order V
urrency=USD				,				Guider Save Sublinit	Export Actions	Accept	
Order Information											
General Information			Terms and Cond	litions			Related Info	ormation			
Total	728.64		Payment T	erms N30			Invoices				
Supplier	ABC CORPORATION	N	Ca	rrier UPS			Payments				
Supplier Site	SITE 1			FOB FOB Shipping Point			T dymonto				
Address	1600 PENNSYLVAN	IA AVE	Freight To	erms Prepaid & Add							
	NW	20004	Shipping Co	ntrol							
Buwar	Rapavi David Michae	20001	Ship-To Addres								
Order Date	15-Dec-2020 14:37:0	13									
Description	PO for Training		Address 7	57 RIDGE ROAD							
Status	Requires Acknowledg	gment	н	anover, MD 21076							
Note to Supplier			Bill-To Address								
Organization	Intralox, L.L.C. Oper	Unit	Billero Address								
Supplier Order Number			Address P	O BOX 50699							
Attachments	None		N	ew Orleans, LA 70150							
O Details											
TIP Click on the Show link to view	v shipment details of a	line. To split a line in	to multiple delivery date	s, click the split line icon of the desired	row and th	en make ch	anges.				
Show All Hide All											
Show All Hide All			-								-

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 Buye	1600 PEN NW WASHIN Rapavi, f	INSYLVANIA GTON, DC 2/ David Michae	. AVE 0001		Freigh Shipping Ship-To Addı	nt Terms Control ress	Prepaid & Add												
	[ Note	Order Date Description Status to Supplie	15-Dec-20 PO for Tr Requires	J20 14:37:03 aining Acknowledgi	ment		Address	7157 RIE Hanover	DGE ROAD r, MD 21076												
Sc BO Detaile	Or upplier Ord A	ganization ler Number ttachments	Intralox, L None	L.C. Oper Ur	nit		Address	P O BOX	K 50699 eans, LA 70150												
Show All Hit	on the Sho de All	w link to vie	v shipment	details of a lir	ne. To spli	it a line into i	multiple delivery c	tates, click	: the split line icon of (	he desir	red row and the	en make char	nges.								
Details	Line	Type If	.em/Job	Item Rev	vision S	upplier Iter	m Desc	ription		лом	Qty	ſ	Price /	Amount Su	te to oplier	Statu	us A	ttachme	ents	Reason	
4	1	Goods [	/PP-000003	,3			[FEST TRUI	TO LNZG-: NNION SU	32] PNEUMATICS	Each	33	2	22.08	728.64	PP	Open	i				
Shipment Shipment	s Ship-To Location	Quar 1 Orde	itity ered Price	Quantity Received	Amou Receiv	nt Amount	t Promised Dat	e	Need-By Date	Sup	plier Order	Discount (%)	Start Effective	End Effective	Status		Attachmer	nts Spli	t Reaso	on	Action
1	ILOX US (Hanover, MD)		35 22.08			728.64	28-Dec-2020 1	<mark>6:33:</mark> 📬	18-Dec-2020 17:00:	00			Date	Date	Requires Acknowler	dgment		1	ge Qty	y and PD	Change
	l Chang	e Reque	sts	ítion to thos	e that hay	e been subi	mitted above, yo	u can spe	-16. ab												
Additiona	to submit a	more chang	aca mudan.						city them here												
Additiona If you need Additional C	to submit Changes	more chan							cony mem nere			$\sim$									

	ntralov <sup>®</sup>	SUBJ	ECT: PURCHASE C	Order Changes & Revision History for SUP	PLIERS
		TITLE: ILOX-WI-111	PAGE 6 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
-		TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
		CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

					Supplier	Home Orders		Shipmen	15	Finance				
urchase Or rders: Purc <b>Ceques</b> 1	rders Wi hase Orde t Chang	ork Orders rs > <b>ges for</b>	Agreements Standard	Purchase History Purchase O	rder : 216702;	2,0 (Total USD 728.64)				Cancel	Save Submit	Export Actions Ac	cept Entire Order	V
urrency=US	sd Informa	ation												
Genera	al Inform	ation			Term	s and Conditions			Rela	ted Information				
		To Suppi Supplier S Addre Bu Order D Descript	tal 728.64 ier ABC CORF ite SITE 1 ss 1600 PENN NW WASHING yer Rapavi, Da ate 15-Dec-202 on PO for Trai	PORATION NSYLVANIA AVE TON, DC 20001 vid Michael 20 14:37:03 ning	Ship	Payment Terms N30 Carrier UPS FOB FOB Shipping Freight Terms Prepaid & Ad Shipping Control TO Address 7157 RIDGE ROAD	l Point		Invoices Payment	S				
	Not	Sta to Supp Organizat	tus Requires A ier ion Intralox, L.L	cknowledgment	Bill-T	Hanover, MD 21076								
	Supplier O	rder Num Attachme	nts <u>None</u>			Address P O BOX 50699 New Orleans, LA 7015	0							
Show All H	is k on the Sł łide All	now link to	view shipment d	etails of a line. To s	plit a line into multiple	delivery dates, click the split line ic	con of the desi	red row and th	ien make changes.					
etails	Line	Туре	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount Note to Supplie	r Status	Attachments	Reason	
4	1	Goods	DPP-0000033			[FESTO LNZG-32] PNEUMAT	ICS Fach	22	22.08	700 64	Open			

### NOTE

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

			<b>E</b>				
			Supplier Home	Orders	Shipments	Finance	
				17.50			
Purchase Orders	Work Orders	Agreements F	Purchase History				
Orders: Purchase	Orders >						
Change Orde	r Confirmati	ion					
Change Reques	t for Purchase O	rder 2167022 has	s been submitted for approval.				

#### 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.

intralov <sup>®</sup>	SUBJ	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 7 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

					Sup	oplier Home	Orders	Ship	oments	Finan	ice		
		1					_	-					
urci	lase Orders	Wor	'k Ord	ers Agreemen	its Purchase	History							
u	chase O	rder	S									Multiple PO Cha	nge Expor
V	iew Recent	t Purch	ase C	Irders	~	Go						Advar	nced Search
Th ele	is view displays	all the p	wiedg	e orders approved i	in last 60 days (Sir Cancellation	Request Changes	View Change History						
Th ele	is view displays ct Order: 7 PO Numbe	all the p Acknov er   F	wiedg Rev	se orders approved i ge Request C Document Type	in last 60 days (Sir Cancellation Description	Request Changes	View Change History	I 💢 2 Currency	Amount	Status	Change Request Status	Acknowledge By	Attachmer
Th ele	is view displays ct Order: PO Numbe 2167024-3	all the p Acknov er   F	wied Rev [ ) E	ge Request ( Document Type Banket Release	in last 60 days (Sir Cancellation Description	Request Changes Order Date  15-Dec-2020 15:32:36	View Change History   Buyer Richard Gordon, Walter Julien Ratnak	USD	<b>Amount</b> 1,148.16	Status Requires Acknowledgment	Change Request Status	Acknowledge By 18-Dec-2020 15:32:36	Attachmer
Th ele	ct Order: 7 PO Numbe 2167024-3 2167024-2	all the p Acknor er   F 0 0	wieds Rev <mark>1</mark> ) E	se orders approved i je Request ( Document Type 3lanket Release 3lanket Release	in last 60 days (Sir Cancellation Description	nce 16-Oct-2020). Request Changes Order Date △ 15-Dec-2020 15:32:36 15-Dec-2020 15:31:55	View Change History   Buyer Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak	I 📜 2 Currency USD USD	Amount 1,148.16 333.46	Status Requires Acknowledgment Requires Acknowledgment	Change Request Status	Acknowledge By 18-Dec-2020 15:32:36 18-Dec-2020 15:31:55	Attachmer
Th ele	ct Order: 7 PO Numbe 2167024-3 2167024-2 2167024-1	Acknor er   F 0 0	wieds Rev I ) E	ge Request ( Document Type 3lanket Release 3lanket Release	in last 60 days (Sir Cancellation Description	Request Changes           Order Date            15-Dec-2020 15:32:36           15-Dec-2020 15:31:55           15-Dec-2020 14:48:06	View Change History   Buyer Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak	I 💢 😂 Currency USD USD USD	Amount 1,148.16 333.46 5,272.25	Status Requires Acknowledgment Requires Acknowledgment Acknowledgment	Change Request Status	Acknowledge By 18-Dec-2020 15:32:36 18-Dec-2020 15:31:55 18-Dec-2020 14:48:06	Attachmer ①
Thele	Ct Order: PO Number 2167024-3 2167024-2 2167024-1 2167024	all the p Acknov er   F 0 0 0 0	wiede Rev I D E D E D E	e orders approved i Type Ilanket Release Ilan	in last 60 days (Sir	Request Changes           Order Date            15-Dec-2020 15:32:36           15-Dec-2020 15:31:55           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06           15-Dec-2020 14:48:54	View Change History   Buyer Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak	I 💓 22 Currency USD USD USD USD	Amount 1,148.16 333.46 5,272.25 25,000.00	Status Requires Acknowledgment Requires Acknowledgment Requires Acknowledgment Accepted	Change Request Status	Acknowledge By 18-Dec-2020 15:32:36 18-Dec-2020 15:31:55 18-Dec-2020 14:48:06 18-Dec-2020 14:46:54	Attachmer
Th ele C C C C C C C C C C C C C C C C C C	et Order: PO Numbe 2167024-3 2167024-2 2167024-1 2167024 2167024 2167024	Acknor er A F C C C C C C C C C C C C C C C C C C C	wieds Rev I 0 E 0 E 0 E 0 E 0 E 0 E 0 E 0 E	se orders approved i ge Request of Document Type 3lanket Release 3lanket Release	in last 60 days (Sir Cancellation Description PO for Training	Request Changes           Order Date            15-Dec-2020 15:32:36           15-Dec-2020 15:31:55           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06           15-Dec-2020 14:48:06	View Change History   Buyer Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak	I 💢 🗲 Currency USD USD USD USD USD	Amount 1,148.16 333.46 5,272.25 25,000.00 728.64	Status Requires Acknowledgment Requires Acknowledgment Accepted Requires Acknowledgment	Change Request Status	Acknowledge By 18-Dec-2020 15:32:36 18-Dec-2020 15:31:55 18-Dec-2020 14:48:06 18-Dec-2020 14:46:54 18-Dec-2020 14:37:03	Attachmer
Th ele C C C C C C C C C C C C C C C C C C	ct Order:         7           PO Number         2167024-3           2167024-2         2167024-4           2167024-1         21670224           2167022         2167022	Acknow er A F C C C C C C C C C C C C C C C C C C C	wiedg Rev I D E D E D E D E D E D E D E D E D E D E	se orders approved i ge Request of Document Type Blanket Release Blanket Release Blanket Release Blanket Agreement Standard PO Standard PO	Cancellation Description PO for Training Training PO	Request Changes           Order Date            15-Dec-2020 15:32:36           15-Dec-2020 15:31:55           15-Dec-2020 14:48:06           15-Dec-2020 14:46:54           15-Dec-2020 14:37:03           15-Dec-2020 14:33:43	View Change History     I       Buyer     I       Richard Gordon, Walter     Julien Ratnak       Rapavi, David Michael     Rapavi, David Michael	I 💓 <table-cell></table-cell>	Amount 1,148.16 333.46 5,272.25 25,000.00 728.64 1,679.88	Status Requires Acknowledgment Requires Acknowledgment Acknowledgment Accoepted Requires Acknowledgment Requires Acknowledgment	Change Request Status Supplier Change Pending	Acknowledge By 18-Dec-2020 15:32:36 18-Dec-2020 15:31:55 18-Dec-2020 14:48:06 18-Dec-2020 14:46:54 18-Dec-2020 14:37:03 18-Dec-2020 00:00:00	Attachmen Dis Dis

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

intralov <sup>®</sup>	SUBJI	E <b>CT: P</b> URCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
A HOLEN	TITLE: ILOX-WI-111	PAGE 8 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

# **3** SPLITTING SHIPMENTS

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

	Supplie	er Home	Orders	Shipments	Finance			
Purchase Orders Work Orders	Agreements Purchase His	tory						
Purchase Orders							Multiple PO Cha	nge Export
Views								
View Recent Purchase Orders	∠ G	0					Advar	ced Search
This view displays all the purchase order	rs approved in last 50 days (Since 2	20-Oct-2020).	Change History					
PO Number  Rev Type	ment Description	Order Date 스	Buyer	Currency An	nount Status	Change Request Status	Acknowledge By	Attachments
2158247 1 Stand	ard PO	09-Dec-2020 15:20:45	Richard Gordon, Walter Julien Ratnak	USD 3,6	85.50 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.

PO Details  To P Cick 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 AI  To Type tem/Job tem Revision Supplier tem Description UOM Oty Price Amount Note to Supplier Status Attachments Reason  To Goods DPP-0024433   Line Type tem/Job tem Revision Supplier tem Description Type tem/Job tem Revision Supplier tem Revision Supplier tem Revision Supplier tem Description Type tem/Job tem Revision Supplier tem Revision Supplier tem Supplier Type tem/Job tem Revision Supplier tem Revision Supplier Type tem/Job tem Revision Supplier tem Supplier Type tem/Job tem Revision Supplier Type tem Supplier tem Supplier Type t		N Supplie	Order Descrij S lote to Sur Organiz r Order Nu Attachr	Tathak Date 09-Dec-2 ption tatus Requires pplier tation Intralox, imber None	Sordon, Walter J 1020 15:20:45 Acknowledgmer L.L.C. Oper Unit	ulien nt		Address 7 F Bill-To Address Address 1 7	7157 F Hanov S P O B New C	RIDGE ROAD rer, MD 21076 0X 50699 Orleans, LA 70150										
Image: Problem in the state were stated as a line. To split a line into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and them make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and the desired row and the make changes.         Supplier is into multiple delivery dates, click the split line loon of the desired row and the desired row an	°O Detai	ls																		
Ine         Type         Item/Job         Item Revision         Supplier         Description         UOM         Oty         Price         Amount         Note to Supplier         Status         Attachments         Reason           1         Goods         DPP-0024433         Item Revision         Supplier         Each         50         73.71         3.885.50         Open         Item         Attachments         Reason         Item         Attachments         Supplier         Attachments         Supplier         Attachments         Split         Reason         Item         Attachments         Split         Attachments         Split         Reason         Attachments         Split         Attachments         Split         Reason         Attachments         Split         Attachments         Split         Reason         Attachments         Split<	TIP Clic	k on the	Show link t	to view shipment	details of a line.	To split a lin	e into multi	ple delivery dates, clic	ck the	split line icon of th	te desired row and the	in make chan	ges.							
Shipment     Ship-To Location Location     Quantity (Harrywer, Store)     Quantity (Harrywer, Store)     Attachments (Harrywer, Store)	a 2		_											. Note t	10					
I       Good       DPP-0024433       Import PART       Each       50       73.71       3,085.50       Open         Shipments         Shipment Ship-To Ordered Price       Quantity Received       Amount Promised Date       Need-By Date       Suppler Order Line       Discount       Start Bate       Effective Date       Start Bate       Attachments       Split Reason       Action         1       ILCXUS (Hanover, MD)       50       73.71       3,885.50       To-Dec-2020 17:00:00       Image: Split Reason       Attachments       Split Reason       Action         Additional Change Requests	etails	Line	Туре	Item/Job	Item Revisio	on Supplie	er Item	Description	1 ET TIE	UOM	Qty	Price	Amou	Int Suppli	ier Status	Atta	chmer	nts Re	aason	
Shippents         Shippents       Quantity Creation Ordered Price       Quantity Received Amount Promised Date       Need-By Date       Supplier Order Une       Discount Start Effective Status       End effective Status       Attachments Spil Reason       Action         1       0.000 </td <td>4</td> <td>1</td> <td>Goods</td> <td>DPP-0024433</td> <td></td> <td></td> <td></td> <td>SHORT PAP</td> <td>RT III</td> <td>Each</td> <td>50</td> <td>73.71</td> <td>3,685.</td> <td>.50</td> <td>Open</td> <td></td> <td></td> <td></td> <td></td> <td></td>	4	1	Goods	DPP-0024433				SHORT PAP	RT III	Each	50	73.71	3,685.	.50	Open					
Shipp-To Uccation       Quantity Ordered       Processed       Amount Received       Promised Date       Need-By Date       Supplier Order Line       Discount Preside       Status       Attachments       Spil       Reason       Action         1       ILCANUSE MDD       60       73.71       0       0       3,085.50       17.Dec-2020 17.00.00       0       0       Requires Acknowledgment       0	Shipmer	nts																		
1       ILOX VANOVER, MDD       50       73.71       3.685.50       17-Dec-2020 17:00.00       Requires Addinover, Processor         Addinover, MDD						Amount .	nount Br	omised Date	Ne		Supplier Order	Discount	Start Effective	End Effective	Status	Attachmen	ts Spli	it Reason	ı	Action
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	Shipmer	nt Ship Locat	To (	Quantity Ordered Price	Quantity A Received Re	eceived Ar	ilount ri	onnoou Duto		ed-By Date	Line	(%)	Date I	Date						
	Shipmei 1	nt Ship Loca ILOX I (Hano MD)	JS ver,	Ordered Price	Quantity Received R	Seceived Ar	585.50	1	17-	-Dec-2020 17:00:0	10	(%)	Date	Date	Requires Acknowledgment		C;			5

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

intralov <sup>®</sup>	SUBJ	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 9 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

PO Detai	N Supplier Is k on the Hide All	Descri S ote to Su Organiz Order Nu Attachr	iption Status R pplier action Ir Imber nents <u>N</u> to view sh	equires . tralox, L one	Acknowledgme	ent t	it a line into r	Bill-To Addre Address multiple delivery dates, r	P O BO New Or	DX 50699 rleans, LA	x 70150	desired row and the	en make chai	iges.						
12																				
Details	Line	Туре	Item/J	ob	Item Revis	ion Su	upplier Iter	m Descripti	ion	1	иом	Qty	Pric	e Amou	nt Note Supp	to lier Statu	us Attach	ments	Reason	
4	1	Goods	DPP-0	024433				LEG GUS	SET TIE S	SHORT	Each	50	73.71	3,685.	50	Open				
Shipmer 1	ILOX ( Hanor MD)	To ion JS ver,	Quantity Ordered 50	<b>Price</b> 73.71	Quantity Received R	Amoun	nt Amount 3,685.50	Promised Date	Nee	ed-Bv Da	17:00:00	Supplier Order Line	Discount (%)	Start I <u>Effective I</u> Date I	ind Iffective Date	Status Requires Acknowledgmer	Attachments	Split Re	ason	Action
2	ILOX ( (Hanor MD)	JS ver,	0						i 17-D	Dec-2020	17:00:00									
Addition If you nee Additional	al Cha d to subi I Change	nge Re	quests	in additi	on to those th	at have	e been subn	nitted above, you can	specify ti	them here	2		< >							

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

PO Detai	No Supplier <b>Is</b>	Descri S ote to Su Organiz Order Nu Attachr	iption Status Requires pplier tation Intralox, L imber ments <u>None</u>	Acknowledgment		Bill-To Addres	P O BOX 5068 New Orleans,	9 19 LA 70150									
Show All H	k on the S lide All	Show link	to view shipment o	details of a line. To	split a line into m	ultiple delivery dates, c	click the split line	icon of the	e desired row and th	en make char	iges.						
<b>z</b>	La c	-	the set of the balance	it an Bardalan		Description			24	Dela		, Note t	0 04-4-				
Jetalis	Line	Goode	DPP 0024422	Item Revision	Supplier Item	LEG GUSS	on SET TIE SHORT	Each	Qty 50	72.71	e Amo	unt Suppl	ier Status	Attac	nments	Reason	
Shipmer	nt Ship-1 Locati ILOX U (Hanov MD)	To ion JS ver,	Quantity Ordered Price	Quantity Am Received Rece	ount Amount F 3,685.50	Promised Date	Need-By I	<b>Date</b> 20 17:00:00	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status Requires Acknowledgment	Attachments	Split Re	eason Split Qty	Action
2	(Hanov MD)	ver,	25			23-Dec-2020 16:04: (	17-Dec-202	20 17:00:00	D							Split Qty upda	
dditiona	al Char	nge Re	quests	ion to those that h	ave heen suhmi	itted above you can se	nacify them he	10									
Additional	Change	s								$\langle \rangle$							

#### 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.

intralov <sup>®</sup>	SUBJ	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 10 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

	Supplier Home	Orders	Shipments	Finance	
Purchase Orders Work Orders Agreements Pr Orders: Purchase Orders >	urchase History		_		
Change Order Committation Change Request for Purchase Order 2158247 has Return to Purchase Order Summary	been submitted for approval.				

#### 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.

							KO2			
		Supplier I	lome	Orders	Shipmen	its	Finance			
Purchase Orders V	/ork Orders Agreer	nents Purchase Histor	y							
Purchase Ord	ers								Multiple PO Cha	nge Export
Views										
View Recent Pur	chase Orders	ved in last 50 days (Since 20-0	Det-2020).						Adva	nced Search
Select Order: Ack	nowledge Reque	st Cancellation Req	uest Changes View	/ Change History     🕽	a 2					
PO Number	Rev Document	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
0 2158247	1 Standard PO		09-Dec-2020 15:20:45	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Requires Acknowledgment	Supplier Change Pending	6-Dec-2020 15:08:05	

# 4 SUBMITTING MULTIPLE PO CHANGES

4.1 Select the Multiple PO Change button

					Supplier H	Home	Orders	Shipmer	nts	Finance			
Purch	ase Orders	rs Wo	ork Or	ders Agreem	ents Purchase Histor	У							
Pur	chase (	Orde	rs									Multiple PO Cha	nge Export
V	lew Recei	ent Purch	hase (	Orders	Go							Advar	nced Search
Thi Selee	s view display ct Order: PO Numb	ys all the Ackno ber △	purcha owled Rev	se orders approve ge Reques Document Type	td in last 50 days (Since 20-0 tt Cancellation Req Description	Oct-2020). uest Changes View Order Date 스	r Change History    ) Buyer	🕻 😂 Currency	Amount	Status	Change Request Status	Acknowledge By	Attachments
Thi Selec	s view display at Order: PO Numb 2158252	Ackno ber 스	purcha owled Rev 0	se orders approve ge Reques Document Type Standard PO	d in last 50 days (Since 20-0 t Cancellation Req Description	oct-2020). Uest Changes View Order Date A 09-Dec-2020 16:13:36	/ Change History     ] Buyer Richard Gordon, Walter Julien Ratnak	<b>℃ arrency</b> USD	<b>Amount</b> 3,685.50	Status Requires Acknowledgment	Change Request Status	Acknowledge By 16-Dec-2020 15:08:05	Attachments
Thi Select	s view display ct Order: PO Numk 2158252 2158250	Ackno ber 스	purcha owled Rev 0	ge Reques Document Type Standard PO Standard PO	d in last 50 days (Since 20-4 t Cancellation Req Description	Uest Changes         View           Order Date         09-Dec-2020 16:13:36           09-Dec-2020 16:13:17         09-Dec-2020 16:13:17	Change History     ]     Buyer     Richard Gordon, Walter     Julien Ratnak     Richard Gordon, Walter     Julien Ratnak	Currency USD USD	Amount 3,685.50 3,685.50	Status Requires Acknowledgment Requires Acknowledgment	Change Request Status	Acknowledge By 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05	Attachments
Select O O	s view display <b>PO Numk</b> 2158252 2158250 2158249	Ackno ber	purcha owled Rev 0 0	se orders approve ge Requess Document Type Standard PO Standard PO Standard PO	d in last 50 days (Since 20-4 t Cancellation Req Description	Oct-2020).         View           Order Date         09-Dec-2020 16:13:36           09-Dec-2020 16:13:17         09-Dec-2020 16:13:02	Change History    } Buyer Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak Richard Gordon, Walter Julien Ratnak	Currency USD USD USD	Amount 3,685.50 3,685.50 3,685.50	Status Requires Acknowledgment Requires Acknowledgment Acknowledgment	Change Request Status	Acknowledge By 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05	Attachments
Select O O O O	s view display ct Order: PO Numb 2158252 2158250 2158249 2158248	Ackno ber	purcha powled Rev 0 0 0 0 0	se orders approve ge Reques Document Type Standard PO Standard PO Standard PO Standard PO	d in last 50 days (Since 20-4 t Cancellation ) Req Description	Order Date         View           Order Date         09-Dec-2020 16:13:36           09-Dec-2020 16:13:17         09-Dec-2020 16:13:02           09-Dec-2020 16:13:02         09-Dec-2020 16:13:02	Change History         Buyer     Richard Gordon, Walter     Julien Ratnak	Currency USD USD USD USD USD	Amount 3,685.50 3,685.50 3,685.50 3,685.50	Status Requires Acknowledgment Requires Acknowledgment Requires Acknowledgment Requires	Change Request Status	Acknowledge By 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05	Attachments
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4.2 Under the **Shipment** tab, query the Purchase Order(s) that needs to be changed.

intralov <sup>®</sup>	SUBJE	CT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
A CHARTER OF	TITLE: ILOX-WI-111	PAGE 11 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	TRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

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

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	Quantit	y Ordered			Action	
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intralov <sup>®</sup>	SUBJE	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 12 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

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						Supplie	r Home		Orders			Shipme	nts		Finar	ice					
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			01.1	Order	Tune	item/Job	Description	Location	Promised	Need- By	иом	Ordered	Received	Price	Amount	Supplier Order	Status	Attachments	Split R	Reason /	Action
	PO Number	Line	Snipment	Date	Type					Date						Line					

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

					Su	pplier Home	Orde	rs	Shipments	Finance						
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- 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

intralov <sup>®</sup>	SUBJ	ECT: PURCHASE C	Order Changes & Revision History for SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 13 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

an	ge Multiple	Purch	ase Orc	lers											Ca	nce <u>l</u> Aj	pply Ex	хp
es	Shipments																	
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4.7 New Promise Date, Reason and Action values will be updated automatically for the selected PO's.

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			Sup	plier Home		Orders		Shi	pments	Finance					
rchase Orde ders: Purcha hange N	ers Work Orders A ase Orders > Multiple Purcha	greements Purc	hase History											Cancel A	upply Ex
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Select Ship	ments: Apply Default	Values   💢 🎗													Rows 1 to 7
ltem/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: 🚳	17-Dec- 2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment		CC3	Promise Date (	Change
DPP- 0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00: 🐞	17-Dec- 2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment		5	Promise Date (	Change
DPP- 0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00: 🐞	17-Dec- 2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment		C\$	Promise Date (	Change
DPP- 0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00: 🏀	17-Dec- 2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment		ES.	Promise Date (	Change
DPP-	LEG GUSSET TIE	ILOX US	24-Sep-2020 17:00: 🐞	24-Sep- 2020	Each	5		73.71	368.55	123	Accepted		ES3		

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

intralov <sup>®</sup>	SUBJ	E <b>CT: P</b> URCHASE <b>C</b>	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 14 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

			Sup	plier Home		Orders		Ship	oments	Finance					
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Select Shi	Description	/alues   💢 🕿	Promised Date	Need-By Date	иом	Ordered	Received	Price	Amount	Supplier Order Line	Status	Attachments	Split	Reason	Rows 1 to 75
DPP- 0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00: 1%	17-Dec- 2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment		1	Promise Date (	Change
DPP- 0024433	LEG GUSSET TIE SHORT PART	ILOX US (Hanover, MD)	28-Dec-2020 00:00: 🍋	17-Dec- 2020 17:00:00	Each	50		73.71	3,685.50		Requires Acknowledgment		13	Promise Date (	Change

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

_				Supplier Home	Orders	Shipments	Finance			
Purc	hase Orders Work Ord-	ers Agreements	Purchase History							
Orde	ars: Purchase Orders >									
<b>i</b> I	nformation									
1. 2. 3. 4. 5.	Purchase Order 2158030 Purchase Order 2158250 Purchase Order 2158249 Purchase Order 2158248 Purchase Order 2158252	Change Request     Change Request     Change Request     Change Request     Change Request     Change Request	as been submitted for Ap has been submitted for Ap has been submitted for Ap has been submitted for A has been submitted for A	oproval oproval oproval oproval oproval						
Ch	ange Multiple Pu	rchase Order	s						Cancel	Apply Expor
Lin	es Shipments									
v	iews									
	View All Shipments		✓ Go						Ad	anced Search
12	Default Values									
	<b>⊗ TIP</b> You can apply de	fault values to select	ed rows Promised Date 2 Quantity Ordered Price	8-Dec-2020 16:27:29 👸				Reason Promise Date Action Change	Change	
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	and branches and									1
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Pui	chase Orders								Multiple PO Cha	nge Export
Vie	ws									
v	liew Recent Purchas	e Orders	~ C	30					Advar	iced Search
Th	is view displays all the pur	chase orders approv	ad in last 50 days (Since	20-Oct-2020).						
	A alum au				liew Change History	12				
Sele	Acknow	edge Reque	st Cancellation	Request Changes V	new change matory					
Sele	PO Number  Re	v Document Type	st Cancellation I Description	Request Changes ۱ Order Date 스	Buyer	Currency Amoun	nt Status	Change Request Status	Acknowledge By	Attachments
Sele	PO Number          Re           2158252         0	V Document Type Standard PO	st Cancellation	Request Changes \ Order Date 09-Dec-2020 16:13	Buyer :36 Richard Gordon, Walter	Currency Amoun	nt Status	Change Request Status Supplier Change	Acknowledge By 16-Dec-2020 15:08:05	Attachments
Sele O	PO Number         Rt           2158252         0           2158250         0	V Document Type Standard PO Standard PO	st Cancellation	Order Date         \           09-Dec-2020 16:13         09-Dec-2020 16:13	Buyer i:36 Richard Gordon, Walte Julien Ratnak :17 Richard Gordon, Walte	Currency Amour USD 3,685.50 USD 3,685.50	Status       0     Requires Acknowledgment       0     Requires Acknowledgment	Change Request Status Supplier Change Pending Supplier Change Pending	Acknowledge By 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05	Attachments
Sele	PO Number         Ri           2158252         0           2158250         0           2158249         0	Bedge Reque     Document     Type     Standard PO     Standard PO     Standard PO	st Cancellation	Order Date         \)           09-Dec-2020 16:13         09-Dec-2020 16:13           09-Dec-2020 16:13         09-Dec-2020 16:13	Buyer 8:36 Richard Gordon, Walte 2:17 Richard Gordon, Walte 2:17 Richard Gordon, Walte 3:28 Richard Gordon, Walte 3:20 Lulien Ratnak	Currency Amour USD 3,685.50 USD 3,685.50 USD 3,685.50	Status       0     Requires Acknowledgment       0     Requires Acknowledgment       0     Requires Acknowledgment	Change Request Status Supplier Change Pending Supplier Change Pending Supplier Change Pending	Acknowledge By 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05 16-Dec-2020 15:08:05	Attachments

intralov <sup>®</sup>	SUBJ	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
	TITLE: ILOX-WI-111	PAGE 15 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
	TEAM ASSIGNED: SC		CREATED BY: MEGAN HEROLD	DATE: 8/11/2020
	CATEGORY: WORK INS	STRUCTION	LAST MODIFIED BY: ISP PROJECT TEAM	DATE: 12/18/2020

# **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.

				Supplier Hon	ne Orders	sr	ipments		Finance				
urch	hase Orders W	ork O	rders Agree	ments Purchase History									
ur	chase Orde	ers									Multiple PO	Change Ex	(po
e	WS	Work Orders     Agreements     Purchase History       se Orders     Multiple PO Change     Export											
v	iew All Purchase	e Ord	ers	Go							A	dvanced Sear	ch
ele	ct Order: Ackn	owle	dge Requ	est Cancellation Reques	st Changes View Change His	story    💢 😂						Rows 1 to	57
	PO Number 🛆	Rev	Document Type	Description	Order Date 🛆	Buyer	Currency	Amount	Status	Change Request Status	Acknowledge By	Attachment	ts
С	2158254	0	Standard PO		09-Dec-2020 17:11:36	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Open				
0	2158253	0	Standard PO		09-Dec-2020 17:08:39	Richard Gordon, Walter Julien	USD	3,685.50	Accepted		16-Dec-2020 15:08:05	5	

- ,	Supplier Home	Orders	Shipments	Finance	
Purchase Orders Work Orders Ar	greements Purchase History				
Orders: Purchase Orders > Request Cancellation fo	r Standard Purchase Order : 2′	158253.0 (Total US	D 3,685.50)	Cancel Save Submit Expo	
Currency=USD					
General Information		Terms and Condition	s		Related Information
Total	3,685.50	Payment Terms	N30		Invoices
Supplier		Carrier	UPS		Payments
Supplier Site		FOB	FOB Shipping Point		
Address	-	Freight Terms Shipping Control	Prepaid & Add		

5.2 Select Action Cancel Entire Order and click on Go.

intralov <sup>®</sup>	SUBJ	E <b>CT: P</b> URCHASE <b>C</b>	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
A CHARTER OF	TITLE: ILOX-WI-111	PAGE 16 of 21	DOCUMENT STATUS: COMPLETE	VERSION: 0.1
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	Sup	pplier Home	Orders	Shipments	Finance		
Purchase Orders Work Order Orders: Purchase Orders > Re Cancel Purchase Order	rs Agreements Purchase F quest Cancellation for Standard r 2158253	listory I Purchase Order >					
Description Currency Amount Order Date Action * Reason for Cancellation	USD 3,685.50 09-Dec-2020 17:08:39 Cancel Material Shortage.	$\widehat{}$				Cancel	Submit
						Cancel	Submit

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

	Supplier Home	Orders	Shipments	Finance	
Purchase Orders         Work Orders         Agreements           Orders: Purchase Orders > Request Cancellati         Cancel Order Confirmation	s Purchase History on for Standard Purchase Order >				
Cancellation Request for Purchase Order 215 Return to Purchase Order Summary	8253 has been submitted for approval.				

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

					Supp	lier Home		Orders	Shipm	3 nents		Finance		
Purch	ase Orders	Wor	< Orde	rs Agreen	nents Purchase H	istory			-					
Pure	chase O	rder	s										Multiple PO Cha	nge Expor
/iew	/s													
Vie	ew Recent	t Purcha	ase Or urchase	ders orders approve	ed in last 50 days (Since	<b>Go</b> e 20-Oct-2020).							Advar	nced Search
Selec	t Order:	Acknow	vledge	Reques	st Cancellation	Request Changes	Viev	w Change History	<b>X</b> 2					
	PO Numbe	er 🛆 F	lev D	ocument ype	Description	Order Date 🛆		Buyer	Currency	Amount	t Status	Change Request Status	Acknowledge By	Attachmen
0	2158254	C	SI	andard PO		09-Dec-2020 17:1	11:36	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Open			
0	2158253	C	St	andard PO		09-Dec-2020 17:0	08:39	Richard Gordon, Walter Julien Ratnak	USD	3,685.50	Accepted	Supplier Cancellation Pending	16-Dec-2020 15:08:05	

intralov <sup>®</sup>	SUBJE	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
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# 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

			<b>:</b>				6	l					
		Suppli	er Home	Orders		Shipi	ments	Fi	nance				
						_							
urchase Orders Work Orders	Agreements	Purchase Histo	огу										
Supplier Agreements													Expo
imple Search												Adv	anced Searc
ote that the search is case insens	itive												
PO Number	2167024												
Global	~												
Effective-From Date			Čo .										
Effective-To Date	Go Clear		10										
🗮 😂 🕞 🍄 🔻 💷													
O Number	al 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			0

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

		Supplier Home	Orders	Shipments	Finance		
				_			
Irchase Orders Wo	rk Orders Agreements Purcha	se History					
rders: Agreements >							
Blanket Agree	ment: 2167024 Revisio	n: 0 (Total: US	SD 25,000.00)				
	PO Number	2167024			Approved Date	15-Dec-2020 14:46	:54
	Revision	0			Supplier	ABC CORPORATIO	ON
	Description				Buyer	Richard Gordon, Wa	alter 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					
eleases							
1 2 5 <b>4</b> - 1	10						
O Number	Revision	Status	Order Date	Cı	rrency	Amount	Receipts
167024-1	0	Approved	15-Dec-2020 14:47:53	US	D	5,272.25	
167024-2	0	Approved	15-Dec-2020 15:30:57	US	D	333.46	
167024-3	0	Approved	15-Dec-2020 15:32:24	US	D	1,148.16	

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# 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.

					9 <b>9</b>			• 8						
				Supp	lier Home	Orders		Shipments		Finance				
Purch	nase Orders Wo	/ork Ord	lers Agreer	nents Purchase F	listory									
Pur	chase Orde	ers										Multiple PO	Change Exp	00
liev	NS													
Viev Vi Selec	iew All Purchase ct Order: Acknow PO Number △	e Orden	s ge Reque Document	St Cancellation	Go Request Changes	s View Change Hi Drder Date 스	istory   💢	Currency	Amount	Status	Change Request	A Acknowledge By	dvanced Search Rows 1 to	:h
Viev Vi Selec	INS Iew All Purchase ct Order: Ackno PO Number △	e Orden	s je Reque Document Type	St Cancellation	Go Request Changes	s View Change Hi Drder Date 스	istory   💢	<b>2</b> Currency	Amount	Status	Change Request Status	A Acknowledge By	dvanced Search Rows 1 to 1 Attachments	:h 7:
Viev Vi Selec	VS iew All Purchase ct Order: Ackno PO Number  2158248	e Orden	s ge Reque Document Type Standard 20	✓       st Cancellation       Description	Go Request Changes C	s View Change Hi Order Date A 19-Dec-2020 16:12:52	istory Buyer Richard Gordon, Walter Julien Ratnak	Currency USD	<b>Amount</b> 3,685.50	Status Requires Acknowledgment	Change Request Status Supplier Change Pending	A Acknowledge By 16-Dec-2020 15:08:05	dvanced Search Rows 1 to 7	:h 7

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

				Supplie	er Home	c	Orders			Ship	ments	Finance					
								-									
urchase	e Orders Work Order	rs Agree	ements Purch	nase Histor	ry												
orders: P	Purchase Orders >																
hanç	ge History for S	Standa	ard Purcha	ase Or	der: 21	58247											
urronou																	
unency	y-000																
Indic	cates new values																
Indic Indic	cates new values cates cancellation																
Indic	cates new values cates cancellation																
Indic Indic	cates new values cates cancellation																
Indic Indic Indic	acates new values cates cancellation	Line 🛆	Shipment 🛆	Item	Supplier Item	Description △	Qty		Price / An Rate	nount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additio Change
Indic Indic Indic Indic	cates new values cates cancellation Request Date △ 09-Dec-2020 16:08:48	Line A	Shipment a	<b>Item</b>	Supplier Item	Description LEG GUSSET TIE SHORT PART	<b>Qty</b> 25 ₩	UOM R	Price / An Rate	nount	Promised Date	Need-By Date	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additio
Indic Indic Indic	cates new values cates cancellation	Line △ 1 1	Shipment A	Item DPP- 0024433 DPP- 0024433	Supplier Item	Description C LEG GUSSET TIE SHORT PART LEG GUSSET TIE SHORT PART	Qty 25 30 25 25	UOM R Each Each	Price / An Rate	nount	Promised Date 23-Dec-2020 16:04:25 🐲 17-Dec-2020 16:04:04 🐲	Need-By Date 17-Dec-2020 17:00:00 17-Dec-2020 17:00:00	Start Date	End Date	Supplier Order Number	Supplier Order Line Number	Additic Change

7.3 Click on Details for more additional Information.

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					J	L	J	2		·	6	KO2					
				Supplier	Home	Orc	lers			Shipr	nents	Finance					
urchase	• Orders Work Order	rs Agre	ements Purcl	nase Histor	у												
hang	Purchase Orders > ge History for \$	Standa	ard Purch	ase Ore	der: 21	58247											Ok
Indic	=USD cates new values cates cancellation																
💢 2 Details	📧 🔅 🔻 🏢 👻	Line 🛆	Shipment 🛆	Item	Supplier Item	Description 🛆	Qty	иом	Price Rate	Amount	Promised Date	Need-By Date	Star Date	t End Date	Supplie Order Number	Supplie Order Line Number	r Addition Changes
A.	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					
			Req Chang Respons	uested By je Reason se Reason	APX Split Qty Accepte	r update New PD d the Split Qty and	d new	v Prom	ise Date	9			Res Resp	ponde oonse	d By <u>Ric</u> Date 09-	hard Gord Dec-2020	on, Walter J 17:49:27
	09-Dec-2020 16:08:48	1	1	DPP- 0024433		LEG GUSSET TIE SHORT PART	50 25	Each			17-Dec-2020 16:04:04 💭	17-Dec-2020 17:00:00					
			Req Chang Respons	uested By je Reason se Reason	APX Split Qty Accepte	d the Split Qty							Res Resp	ponde oonse	d By <u>Ric</u> Date 09-	hard Gord Dec-2020	on, Walter J 17:49:27

intralov <sup>®</sup>	SUBJE	ECT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
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# **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

						1			<b>-</b> 9		KON			
					Supplier	Home	Ord	lers	Shipmer	its	Finance			
				_				_	-					
rchase Ord	iers Work	Orders	Agreement	s Purchas	e History	(								
urchas	e Order	Revis	ion His	tory										E
imple Se	earch													Advanced Se
ote that the	search is ca	se insens	itive											
	Release	Number	2156247		×									
		Rev												
	Docume	ent Type		64-	N Q									
	Revis	sed Date		io.										
			Go CI	lear										
a 2 🖻	<b>☆</b> - Ⅲ													
O Numbe	er Re	ev Opera	ating	Description	n Buyer	Creation Date	Revised Date	Currency	otal Ship-To		Compare to Origin PO	al Compa	re to Previous PO	Show all PO Changes
o search														
					-						KOX			
						Jome	Order		Shinmante		Einance			
				9	Supplier H	Home	Order	rs	Shipments		Finance			
				\$	Supplier H	Home	Order	rs	Shipments		Finance			
urchase Or	rders Work	Orders	Agreement	s Purchase	Supplier H	Home	Order	rs	Shipments		Finance			
urchase Or Purchas	rders Work	Orders Revis	Agreement	s Purchase	Supplier H	Home	Order	<b>s</b>	Shipments		Finance			Export
urchase Or Purchas	rders Work se Order	Orders Revis	Agreement	s Purchase	Supplier F e History	Home	Order	rs	Shipments		Finance			Export
Purchase Or Purchas Simple S	nders Work se Order Search	Orders Revis	Agreement	s Purchase	Supplier H	Home	Order	ns ———	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S Note that the	ders Work se Order Search e search is ca	Orders Revis	Agreement	s Purchase	Supplier H	Home	Order	rs	Shipments		Finance			Export Advanced Search
urchase Or Purchas Simple S Note that the	rders Work se Order Search e search is ca PO	Orders Revis	Agreement sion His itive 2158247	s Purchase	Supplier H	lome	Order	<b>)</b> rs	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S	rders Work se Order Search e search is ca PO Release	Orders Revis ase insens Number Number	Agreement sion His ittive 2158247	s Purchase	Supplier H	łome	order	) rs 	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S Note that the	rders Work se Order Gearch Release Door	Orders Revis ase Insens Number Number Rev	Agreement sion His sitive 2158247	s Purchase	E History	tome	orde	) s	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S Note that the	rders Work se Order Bearch e search is ca PO Release Docum Creat	Orders Revis ase insens Number Number Rev ent Type tion Date	Agreement sion His sitive 2158247	s Purchase tory	E History	tome	orde	<b>5</b>	Shipments		Finance			Export Advanced Search
urchase Or Purchas Simple S	rders Work se Order Search e search is ca PO Release Docum Creat Revi	Orders Revis ase insens Number Number Rev ent Type tion Date sed Date	Agreement sion His ittive 2158247	s Purchase tory	Supplier P e History	tome	order	rs	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S Note that the	rders Work se Order Search e search is ca PO Release Docum Creat Revi	Orders Revis nse insens Number Rev ent Type tion Date sed Date	Agreement sion His 2158247 Go Cl	s Purchase tory	Eupplier H	tome	Order	rs	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S Note that the	ders Work se Order Search e search is cc PO Release Docum Creat Revi Revi	Orders Revis Number Rev Number Rev ent Type ent Type ent Type	Agreement sion His itive 2158247 Go CI	s Purchase tory	Supplier History	łome	Order	rs	Shipments		Finance			Export Advanced Search
Purchase Or Purchas Simple S Note that the Note that the PO PO Number	ders Work se Order Search e search is cc PO Release Docum Creat Revi Rev Rev Opera	Orders Revis ase insens Number Rev ent Type ent Type ent Type ent Type ent Type ent Type ent Type ion Date	Agreement sion His itive 2158247 Go CI	s Purchase tory	Supplier History	łome	on Date 🛆	Revised Date	Shipments	Total	Finance Ship-To Location C	ompare to riginal PO	Compare to Previous PO	Export Advanced Search Show all PO Changes

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.

intralov <sup>®</sup>	SUBJE	CT: PURCHASE C	ORDER CHANGES & REVISION HISTORY FOR SUP	PLIERS
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Orders: Purc	hase History	>							
PO Com	parison	Result					Compare to Original PO	Compare to Previous PO	Export
		PO Number 21582	247		Ship-To Location	ILOX US (Hanover, MD)	Bill-To Loca	tion ILOX US New Orleans	Bill To
		Revision 2			Ship Via	UPS	Payment Te	rms N30	
		Type Stand	lard PO		FOB	SHIPPING POINT	Fre	ight PREPAID & ADD	
		Currency USD			Total	3,665.50	ы	Ratnak	rJulien
Comparis	ons are sorte	d by Revision, Line	and Shipment.						
Comparis	ons are sorte ☆ ▼ III Line	d by Revision, Line	and Shipment.	Price Differential	Enabled Organ	ization Field Altered	Changed From	Changed To	
Comparis	ons are sorte ↓ ↓ ↓ ↓ ↓ ↓ Line 1 ↓ ↓	d by Revision, Line Item/Job DPP-0024433	and Shipment. Shipment 1	Price Differential	Enabled Organ	<b>Field Altered</b> Quantity	Changed From 50	Changed To 25	
Comparis	Line	Item/Job           DPP-0024433           DPP-0024433	Shipment 1	Price Differential	Enabled Organ	ization Field Altered Quantity Promised Date	Changed From 50	25 17-Dec-2020 16:04:0	)4
Comparis Comparis Revision		by Revision, Line           Item/Job           DPP-0024433           DPP-0024433           DPP-0024433	Shipment.           Shipment           1           1           1	Price Differential	Enabled Organ	ization Field Altered Quantity Promised Date Last Acceptance D	Changed From 50 ate	Changed To           25           17-Dec-2020 16:04:0           16-Jan-2021 16:04:0	14
Comparis Comparis Revision 2 2 2 2 2 2		by Revision, Line           Item/Job           PP-0024433           PP-0024433           PP-0024433           PP-0024433           PP-0024433	and Shipment.           Shipment           1           1           1           2	Price Differential	Enabled Organ	ization Field Altered Quantity Promised Date Last Acceptance D New	Changed From 50 ate	Changed To           25           17-Dec-2020 16:04:0           16-Jan-2021 16:04:0	94
Comparis Revision 2 2 2 1	Image: Second	Item/Job           PP-0024433           PP-0024433           PP-0024433           PP-0024433           PP-0024433           PP-0024433	and Shipment. Shipment 1 1 1 2 2	Price Differential	Enabled Organ	Field Altered       Quantity       Promised Date       Last Acceptance D       New       Amount	Changed From 50 ate 2 147.42	Changed To           25           17-Dec-2020 16:04:0           16-Jan-2021 16:04:0           3685.5	14
Comparis Revision 2 2 2 1 1	ons are sorte ↓ ↓ ↓ 1 Line 1 ↓ ↓ 1 ↓ ↓	by Revision, Line           Item/Job           0PP-0024433           0PP-0024433           0PP-0024433           0PP-0024433           0PP-0024433           0PP-0024433           0PP-0024433	and Shipment. Shipment	Price Differential	Enabled Organ	ization Field Altered Quantity Promised Date Last Acceptance D New Amount Quantity	Changed From           50           ate           147.42           2	Changed To           25           17-Dec-2020 16:04:0           16-Jan-2021 16:04:0           3685.5           50	4

#### 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.