

This job aid will provide the navigation for an iSupplier user to search for an approved purchase order and to request a change.

Step 1. In iSupplier, click the **Orders** Tab and the **Purchase Orders** sub-tab.

Step 2. Select **All Purchase Orders** from the dropdown menu. Click **Go**.

Step 3. Select the PO Number.

Step 4. Click **Change Request**.

Select	PO Number	Rev	Unit	Operating Document Type	Description	Order Date	Supplier	Currency	Amount	Status	Acknowledge By	Attachments
<input type="radio"/>	2101061054	0	AUR OU	Standard PO		2017-05-23 10:25:47		USD	636.20	Accepted		
<input type="radio"/>	2101061053	0	AUR OU	Standard PO		2017-05-08 13:21:47		USD	1,000.00	Open		
<input checked="" type="radio"/>	2101061052	0	AUR OU	Standard PO		2017-05-08 13:21:47	Stephenson, Michelle	USD	1,699.00	Open		
<input type="radio"/>						2017-05-02 08:37:09	Stephenson, Michelle	USD		Open		

Step 5. Note that only the Supplier Order Number, can be changed at the header level. Click **Expand** to make changes to the lines.

Order Information

General Information

Total: 1,699.00
 Supplier: UPK SUPPLIER
 Supplier Site: MAIN OFFICE
 Address: 123 MAIN STREET, KALAMAZOO, MI 49001
 Buyer: Stephenson, Michelle
 Order Date: 2017-05-08 13:21:47
 Description: Open
 Status: Open
 Note to Supplier:
 Sourcing Document:
 Organization: AUR OU
 Supplier Order Number:
 Attachments: None

Terms and Conditions

Payment Terms: NET 30
 Carrier: FOB
 Freight Terms:
 Shipping Control:
Ship-To Address
 Address: PCS PHOSPHATE AURORA DIVISION, 1530 NC HIGHWAY 306 S, AURORA, NC 27806-9245
Bill-To Address
 Address: PCS PHOSPHATE COMPANY, IINC., AURORA DIVISION, 1530 NC HIGHWAY 306 S, AURORA, NC 27806-9245

PO Details

PO Line 1

Item	Type	Item/Job Revision	Supplier	Description	UOM	Qty	Price	Amount	Delivered	Billed	Supplier Name	Status	Global Agreement ID	Attachments	Reason
<input checked="" type="checkbox"/>	Goods	2214722		BRNG, ROLLER, CYL. COMP W/RMVB INNER RA	EACH	50	33.98	1,699.00				Open			

Step 6. Enter any changes in the available fields. This includes: **Supplier Item, Reason, Quantity Ordered, Promised Date, Supplier Order line, Action or Split (to split the order line into multiple lines)**. Any other changes, such as price, should be requested using the **Additional Change Requests** textbox.

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	AUR AURORA	50	33.98		1,699.00		2017-05-26 11:29:	2017-05-26 23:59:00					Open		<input type="checkbox"/>		

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](#)

Step 7. Click the **Split** icon to split the line.

Step 8. Enter the new **Quantity** for each

Step 9. Enter the new **Promise Date** for each line.

Step 10. Enter the **Reason** for each line.

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	AUR AURORA	26	33.98		1,732.98		2017-05-26 11:29:	2017-05-26 23:59:00					Open		<input type="checkbox"/>	Only have 26	Change
2	AUR AURORA	25					2017-05-30 11:29:	2017-05-26 23:59:00							<input type="checkbox"/>	New arrival	

Additional Change Requests

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Additional Changes

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Step 11. Enter the **Action Change**.

Step 12. Enter any **additional change request** in the textbox.

Step 13. Click **Submit**.

Change Order Confirmation

Change Request for Purchase Order 2101061052 has been submitted for approval.

[Return to Purchase Order Summary](#)

SUCCESS!! You have now requested a change for a purchase order. You will be notified once your change request has been approved or rejected.