This job aid will show you how to identify Purchase Orders shipments that are overdue or those that are coming due in the following week. You will be able to see the full list and submit any change requests for multiple shipments one at a time or in mass for approval.

Home | **Orders** | Admin | Finance

Purchase Orders | Agreements | Purchase History | View Requests

Purchase Orders

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

Step 2. Click on the **Multiple PO Change** button.

Multiple PO Change | Export

Views

View | All Purchase Orders

Advanced Search

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iSupplier Portal: Change

Secure | https://supplierqa.potashcorp.com:4504/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosMultPOChangePG&addBreadCrumb=Y&_ti=1362788999&oapc=23&oas=5AJM8ncfh9fNhtPbP-Cbg..

Helping Nature Provide

Please note that the page now opens in the Shipments Tab

Navigator ▼ | Favorites ▼ | Home Logout Preferences

Home | Orders | Admin | Finance

Purchase Orders | Agreements | Pu...

Orders: Purchase Orders >

Change Multiple Purchase Orders

Cancel | Apply | Export

Lines | **Shipments**

Views

View | Overdue Shipments | Go

Defau... | Overdue Shipments
         | Shipments Due in One Week
✔TIP Y | Shipments Requiring Acknowledgement
         | All Shipments

Promised Date
Quantity Ordered
Price

Select Shipments: | Apply Default Values

Select	PO Number	Line	Shipment	Order Date	Type	Item/Job	Description	L
	No search conducted.							

Step 3. Click on the drop down list. Then, select the Shipments you want to see.

Overdue Shipments: These are Shipments where the Promised Date is older than today and the shipment has not been received by Nutrien. If there is no promised date, then we look at the Need by Date.

Shipments due in one week: Where the Promised Date (or Need by Date, if there is no Promised date) is within the next 7 days.

Cancel | Apply | Export

Home Orders Admin Finance Home Logout Preferences

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Once the list of Purchase Order Shipments Populates, you can then manage these individually or in mass as follows in the next page…

Submitting individual Changes or Cancellations

Step 4. You can make individual changes or cancellations to each of your PO Shipments. Don't forget to enter a reason code for each change.

Note: you can make as many individual changes and then submit.

Step 5. Once you have finished making the changes, press Submit.

Submitting Changes in Mass

Step 6. Select the Shipments you want to update. You can select one at a time or Select them all.

Step 7. Populate the changes you want applied to all the selected records

Step 8. Don't forget to include a reason and the action you are taking. This will apply to all selected records.

Step 9. Once you are ready, click on Apply Default Values

PLEASE NOTE: If you see there are multiple pages of results, when you click on "Select all", only the first page gets selected. You have to go to the next pages and click "Select All" for those records to be selected.

As you can see, all default values have been updated and the reason code populated.

Step 10. Review the changes and if ready to submit for approval, press Apply.

If you get any errors, you will see the errors identified for you with the reason.

❌ Error
1. Row 15 Promised Date - Promise Date cannot be changed on fully received shipments for PO 1035030630 Line 16 Shipment 1 old Date new Date 2017-07-19 00:00:00
2. Row 18 Promised Date - Promise Date cannot be changed on fully received shipments for PO 1035030591 Line 4 Shipment 1 old Date new Date 2017-07-19 00:00:00

You can then scroll down to the lines with Errors.

Step 11. Unselect any lines with errors so you can submit all other lines and then take a closer look at these ones after.

Step 12. Remove the reason and change the Action to be blank as you will not be submitting change requests for these.

Click Apply Again. Once the Change Requests have been submitted, you will see a confirmation on your screen.

ⓘ Information
1. Purchase Order 1036008825 : - Change Request has been submitted for Approval
2. Purchase Order 1035030630 : - Change Request has been submitted for Approval
3. Purchase Order 1035030591 : - Change Request has been submitted for Approval
4. Purchase Order 1035030005 : - Change Request has been submitted for Approval
5. Purchase Order 1035030724 : - Change Request has been submitted for Approval
6. Purchase Order 1034024010 : - Change Request has been submitted for Approval
7. Purchase Order 1032029659 : - Change Request has been submitted for Approval
8. Purchase Order 1034024298 : - Change Request has been submitted for Approval
9. Purchase Order 1034000001-349 : - Change Request has been submitted for Approval
10. Purchase Order 1035030682 : - Change Request has been submitted for Approval
11. Purchase Order 1031031771 : - Change Request has been submitted for Approval
12. Purchase Order 1035030745 : - Change Request has been submitted for Approval
13. Purchase Order 1035030511 : - Change Request has been submitted for Approval
14. Purchase Order 1035030400 : - Change Request has been submitted for Approval