

Slide 1




---

**Welcome to NCR Web Based Training  
for ERP Oracle Version R12**

**You can pause and rewind at anytime using the  
control bar at the bottom of the page.**

iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 2



iSupplier Order Management Training -  
How to acknowledge a PO that requires acceptance  
(no changes)

Play

The image shows a green gradient background with the NCR logo at the top left. Below the logo is a dashed horizontal line. Underneath the line, the text 'iSupplier Order Management Training - How to acknowledge a PO that requires acceptance (no changes)' is displayed in white. At the bottom center, there is a green rectangular button with the word 'Play' in white. In the bottom right corner of the slide, there is a small red icon of a play button.

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 3

**Click Here**

**Scenario #1 - How to acknowledge a PO that requires acceptance (no changes)**

PO Number	Description	Order Date
<a href="#">2010831069</a>	Example PO for ISP Training	04-25-2012 12:54:18
<a href="#">2010831070</a>	Example PO for ISP Training	04-25-2012 12:44:44
<a href="#">2010785417</a>		04-12-2012 20:31:18
<a href="#">2010811218</a>		04-12-2012 20:14:14
<a href="#">2010830996</a>		04-12-2012 19:50:27

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 4

**Note:** When you ACCEPT an entire PO or each line individually, the need-by-date becomes your promised date. SUPPLIER METRICS WILL INCLUDE VALIDITY OF YOUR PROMISE DATES.

**IMPORTANT:** If you have any PO with a PARTIALLY ACKNOWLEDGED status, you must complete the acknowledgement. The Buyer will not be able to respond to your change request until each PO ship line has been actioned (acknowledged or changed).

Views  
View **All Purchase Orders** Go Advanced Search

Select Order: **Acknowledge** Request Cancellation Request Changes View Change History Previous 1-25 Next 25

Select PO	Number	Rev	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
<input type="radio"/>	<a href="#">2010831069</a>	1	United States Operating Unit	Standard PO	Example PO for ISP Training	04-25-2012 12:54:18	<a href="#">CHURCHILL, DAVID</a>	USD	51,019.00	Open		
<input checked="" type="radio"/>	<a href="#">2010831069</a>	1	United States Operating Unit	Standard PO	Example PO for ISP Training	04-25-2012 12:44:44	<a href="#">CHURCHILL, DAVID</a>	USD	51,019.00	Requires Acknowledgment	04-27-2012 00:00:00	
<input type="radio"/>	<a href="#">2010785417</a>	2	United States Operating Unit	Standard PO		04-12-2012 20:31:18	<a href="#">GOBER, KERRY</a>	USD	3,913.00	Open		
<input type="radio"/>	<a href="#">2010811218</a>	5	United States Operating Unit	Standard PO		04-12-2012 20:14:14	<a href="#">HENDRIX, BRENDA</a>	USD	51,500.00	Open		
<input type="radio"/>	<a href="#">2010830996</a>	0	United States Operating Unit	Standard PO		04-12-2012 19:50:27	<a href="#">MEYER, SANDY</a>	USD	5,101.90	Requires Acknowledgment	04-16-2012 00:00:00	

Local intranet 100%

## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 5

**Note:** When you ACCEPT an entire PO or each line individually, the need-by-date becomes your promised date. SUPPLIER METRICS WILL INCLUDE VALIDITY OF YOUR PROMISE DATES.

**IMPORTANT:** If you have any PO with a PARTIALLY ACKNOWLEDGED status, you must complete the acknowledgement. The Buyer will not be able to respond to your change request until each PO ship line has been actioned (acknowledged or changed).

Views  
View: All Purchase Orders

Select Order: **Acknowledged** | Relation | Request Changes | View Change History | Previous 1-25 | Next 25

Select	PO Number	Rev	Unit	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
<input type="radio"/>	<a href="#">2010831069</a>	1	United States Operating Unit	Standard PO Example PO for ISP Training	04-25-2012 12:54:18	<a href="#">CHURCHILL, DAVID</a>	USD	51,019.00	Open		
<input checked="" type="radio"/>	<a href="#">2010831070</a>	0	United States Operating Unit	Standard PO Example PO for ISP Training	04-25-2012 12:44:44	<a href="#">CHURCHILL, DAVID</a>	USD	51,019.00	Requires Acknowledgment	04-27-2012 00:00:00	
<input type="radio"/>	<a href="#">2010785417</a>	2	United States Operating Unit	Standard PO	04-12-2012 20:31:18	<a href="#">GOBER, KERRY</a>	USD	3,913.00	Open		
<input type="radio"/>	<a href="#">2010811218</a>	5	United States Operating Unit	Standard PO	04-12-2012 20:14:14	<a href="#">HENDRIX, BRENDA</a>	USD	51,500.00	Open		
<input type="radio"/>	<a href="#">2010830996</a>	0	United States Operating Unit	Standard PO	04-12-2012 19:50:27	<a href="#">MEYER, SANDY</a>	USD	5,101.90	Requires Acknowledgment	04-16-2012 00:00:00	

http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/pos/orders/webui/PosVpoMainPG&\_ri=177&OASF: Local intranet 100%

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 6

The screenshot displays the iSupplier Portal interface for a purchase order. At the top, there is a navigation bar with the NCR logo and 'iSupplier Portal' text. Below this, there are tabs for 'Home', 'Orders', 'Shipments', 'Product', and 'Finance'. The 'Orders' tab is selected, and the page title is 'Purchase Orders | Purchase History'. The main content area shows the order details for 'Acknowledge for Standard Purchase Order : 2010831070,0 (Total USD 51,019.00)'. The currency is set to USD. There are several action buttons: 'Cancel', 'Reject Entire Order', 'Accept Entire Order', 'View Change History', 'Export', and 'Submit'. The 'Order Information' section is expanded, showing 'General Information', 'Terms and Conditions', 'Ship-To Address', and 'Bill-To Address'. The 'General Information' section includes fields for Total (51,019.00), Supplier (MANUFACTURED ASSEMBLIES CORPORATION), Supplier Site (ISP-BUFORD), Address (1810 SATELLITE BOULEVARD, SUITE 500, BUFORD, GA 30518), Buyer (CHURCHILL, DAVID), Order Date (04-25-2012 12:44:44), Description (Example PO for iSP Training), Status (Requires Acknowledgment), Note to Supplier, Organization (United States Operating Unit), and Supplier Order Number (with an empty input field). The 'Terms and Conditions' section includes Payment Terms (Net 45 Days), Carrier, FOB (FOB - Origin), Freight Terms (Prepaid), and Shipping Control. The 'Ship-To Address' section includes Address (NCR CORPORATION, Suwanee, GA 30024). The 'Bill-To Address' section includes Address (NCR CORPORATION, Attn: Accounts Payable US, 3097 SATELLITE BLVD, BUILDING 700, DULUTH, GA 30096). The 'Related Information' section includes links for Receipts, Invoices, and Payments. The bottom of the page shows a status bar with 'Done', 'Local intranet', and '100%' zoom level.

**NCR | iSupplier Portal**

Home | **Orders** | Shipments | Product | Finance

Purchase Orders | Purchase History

Orders: Purchase Orders >

**Acknowledge for Standard Purchase Order : 2010831070,0 (Total USD 51,019.00)**

Currency=USD

Cancel | Reject Entire Order | **Accept Entire Order** | View Change History | Export | Submit

**Order Information**

**General Information**

Total **51,019.00**

Supplier **MANUFACTURED ASSEMBLIES CORPORATION**

Supplier Site **ISP-BUFORD**

Address **1810 SATELLITE BOULEVARD  
SUITE 500  
BUFORD, GA 30518**

Buyer [CHURCHILL, DAVID](#)

Order Date **04-25-2012 12:44:44**

Description **Example PO for iSP Training**

Status **Requires Acknowledgment**

Note to Supplier

Organization **United States Operating Unit**

Supplier Order Number

Customer Contact

Contact Phone #

Sales Country

Customer PO Number

Customer PO Number

**Terms and Conditions**

Payment Terms **Net 45 Days**

Carrier

FOB **FOB - Origin**

Freight Terms **Prepaid**

Shipping Control

**Ship-To Address**

Address **NCR CORPORATION  
Suwanee, GA 30024**

**Bill-To Address**

Address **NCR CORPORATION  
Attn: Accounts Payable US  
3097 SATELLITE BLVD, BUILDING 700  
DULUTH, GA 30096**

**Related Information**

[Receipts](#)

[Invoices](#)

[Payments](#)

Done Local intranet 100%

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 7

Supplier Order Number

Customer Contact  
Contact Phone #  
Sales Country  
Customer PO Number  
Shipping Instructions  
Packing Instructions  
Procurement  
Customer Number  
Solution Team Number  
Sales Order Number  
PECS 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.  
✔ **TIP IMPORTANT:** If you are submitting a change with your acknowledgement or you are acknowledging each line individually, make sure you select an ACTION for each ACTION.

[Show All](#)

**Click Here**

Details	Line	Type	Item	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Supplier Name	Status	Global Agreement
<a href="#">Show</a>	1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	10	5101.9	51,019.00					Open	

### Configured Item Change Request - Additional Price Information

The field below should ONLY be used to provide component/feature prices for a configured item. Use the price field above to provide the configured item new rolled up price and the field below to list the new components prices. A configured item contains the letter "M" in it (Example: 3444M76).

[Return to Orders: Purchase Orders](#)

http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/pos/orders/webui/PosVpoMainPG&\_ri=177&OASF Local intranet 100%

**iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)**

Slide 8

The screenshot displays the iSupplier Portal interface. At the top, there is a navigation bar with the NCR logo and 'iSupplier Portal' text. Below this, there are tabs for 'Home', 'Orders', 'Shipments', 'Product', and 'Finance'. The 'Orders' tab is active, showing 'Purchase Orders' and 'Purchase History' options. The main content area is titled 'Acknowledge for Standard Purchase Order : 2010831070,0 (Total USD 51,019.00)'. Below the title, there are buttons for 'Cancel', 'Reject Entire Order', 'Accept Entire Order', 'View Change History', 'Export', and 'Submit'. The 'Order Information' section is expanded, showing 'General Information', 'Terms and Conditions', and 'Related Information'. The 'General Information' section includes fields for Total (51,019.00), Supplier (MANUFACTURED ASSEMBLIES CORPORATION), Supplier Site (ISP-BUFORD), Address (1810 SATELLITE BOULEVARD, SUITE 500, BUFORD, GA 30518), Buyer (CHURCHILL, DAVID), Order Date (04-25-2012 12:44:44), Description (Example PO for ISP Training), Status (Requires Acknowledgment), Note to Supplier Organization (United States Operating Unit), and Supplier Order Number (empty field). The 'Terms and Conditions' section includes Payment Terms (Net 45 Days), Carrier, FOB (FOB - Origin), Freight Terms (Prepaid), and Shipping Control. The 'Ship-To Address' section includes Address (NCR CORPORATION, Suwanee, GA 30024). The 'Bill-To Address' section includes Address (NCR CORPORATION, Attn: Accounts Payable US, 3097 SATELLITE BLVD, BUILDING 700, DULUTH, GA 30096). The 'Related Information' section includes links for Receipts, Invoices, and Payments. The browser status bar at the bottom shows 'Done', 'Local intranet', and '100%' zoom.



**iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)**

Slide 9

Supplier Order Number

Customer Contact  
 Contact Phone #  
 Sales Country  
 Customer PO Number  
 Shipping Instructions  
 Packing Instructions  
 Procurement  
 Customer Number  
 Solution Team Number  
 Sales Order Number  
 PECS 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.  
 ✓ **TIP IMPORTANT:** If you are submitting a change with your acknowledgement or you are acknowledging each line individually, make sure you select an ACTION for each line.

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

Details	Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status
<a href="#">Hide</a>	1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	10	5101.9	51,019.00					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
	<a href="#">UNITED STATES-001</a>	10				51,019.00	<input type="text"/>	05-04-2012 12:33:00	<input type="text"/>			

---

**Configured Item Change Request - Additional Price Information**

The field below should ONLY be used to provide component/feature prices for a configured item.  
 Use the price field above to provide the configured item new rolled up price and the field below to list the new components prices.  
 A configured item contains the letter "M" in it (Example: 3444M76).

Done Local intranet 100%

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 10

Number  
Number  
Number  
None

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.  
When submitting a change with your acknowledgement or you are acknowledging each line individually, make sure you select an ACTION for each line. DO NOT leave lines without

Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supp Conf
09		2361-1000-85	NCR TouchPort 70 - 17"	Each	10	5101.9	51,019.00					Open		

Quantity Ordered	Price	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attach
10				51,019.00		05-04-2012 12:33:00					Requires Acknowledgment	

**Request - Additional Price Information**

be used to provide component/feature prices for a configured item.  
provide the configured item new rolled up price and the field below to list the new components prices.  
the letter "M" in it (Example: 3444M76).

Click Here

Cancel Reject Entire Order **Accept Entire Order** View Change History Export Submit

Home Orders Shipments Product Finance Home **Accept Entire Order** as Help

Copyright (c) 2006, Oracle. All rights reserved.

http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosChangePOPG&\_ri=17

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 11

**NCR | iSupplier Portal**

Home | Orders | Shipments | Product | Finance

Purchase Orders | Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

**Acknowledge Purchase Order 2010831070**

Cancel Submit

Description: **Example PO for iSP Training**

Currency: **USD**

Amount: **51,019.00**

Order Date: **04-25-2010**

Action: **Accept**

Note to Buyer:

Cancel Submit

Home Orders Shipments Product Finance Home Logout Preferences Help

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Done Local intranet 100%

## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 12

**NCR | iSupplier Portal**

Home | Orders | Shipments | Product | Finance

Purchase Orders | Purchase History

Orders: Purchase Orders > Acknowledge for Standard Purchase Order >

**Acknowledge Purchase Order 2010831070**

Cancel Submit

Description: **Example PO for iSP Training**  
Currency: **USD**  
Amount: **51,019.00**  
Order Date: **04-25-2012 12:44:44**  
Action: **Accept**

Note to Buyer:

Click Here

Cancel Submit

Submit

Home Orders Shipments Product Finance Home Logout Preferences Help

Privacy Statement Copyright (c) 2006, Oracle. All rights reserved.

Done Local intranet 100%

## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)

Slide 13

The screenshot displays the iSupplier Portal interface. At the top, the NCR logo and 'iSupplier Portal' are visible. Navigation links include 'Home', 'Orders', 'Shipments', 'Product', and 'Finance'. A secondary navigation bar shows 'Purchase Orders' and 'Purchase History'. The main content area features a blue header for 'PO Acknowledgment Confirmation' and a message: 'Purchase Order 2010831070 has been Acknowledged.' Below this, a link 'Return to Purchase Order Summary' is circled in red. A green callout box with the text 'Click Here' and an arrow points to this link. A green dotted line extends from the callout to a mouse cursor icon on the right side of the page. The footer contains 'Privacy Statement' and 'Copyright (c) 2006, Oracle. All rights reserved.' The browser address bar at the bottom shows the URL: 'http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?\_rc=POS\_VPO\_MAIN\_PAGE&\_ri=177&SearchType=Simple&menu=Y&'. The browser title is 'Local intranet' and the zoom level is '100%'.

**iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (no changes)**

Slide 14

