

Slide 1




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## **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 (date change)

Slide 2



iSupplier Order Management Training -  
How to acknowledge a PO that requires acceptance  
(date change)

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 (date change)' 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 green area, there is a small red icon of a play button.

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 3

**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 [Req] [Previous] 1-25 [Next] 25

Select	PO Number	Rev	Operating Unit	Docu Type	Status	Acknowledge By	Attachment
<input type="radio"/>	<a href="#">2010831069</a>	1	United States Operating Unit	Standard PO			
<input type="radio"/>	<a href="#">2010831070</a>	1	United States Operating Unit	Standard PO	Noted	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="#">2010871218</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="#">2010830930</a>		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

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## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

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

Select Order:      1-25  25

Select	PO Number	Rev	Unit	Open	Ac	Location	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 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	Accepted	04-27-2012 00:00:00	
<input type="radio"/>	<a href="#">2010785417</a>		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?\_rc=POS\_VPO\_MAIN\_PAGE&\_ri=177&SearchType=Simple&searchTyf Local intranet 100%

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 5

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 : 2010830996,0 (Total USD 5,101.90)'. Below this title, there are several buttons: 'Cancel', 'Reject Entire Order', 'Accept Entire Order', 'View Change History', 'Export', and 'Submit'. The 'Currency=USD' is also indicated. The 'Order Information' section is expanded, showing 'General Information' on the left and 'Terms and Conditions' on the right. The 'General Information' section includes fields for Total (5,101.90), Supplier (MANUFACTURED ASSEMBLIES CORPORATION), Supplier Site (ISP-BUFORD), Address (1810 SATELLITE BOULEVARD, SUITE 500, BUFORD, GA 30518), Buyer (MEYER, SANDY), Order Date (04-12-2012 19:50:27), Description, 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 'Related Information' section on the right has links for Receipts, Invoices, and Payments. The 'Ship-To Address' section shows the address for NCR CORPORATION in Suwanee, GA 30024. The 'Bill-To Address' section shows the address for NCR CORPORATION in Duluth, GA 30096. The browser's address bar at the bottom shows 'Local intranet' and a zoom level of 100%.

**General Information**

Total	5,101.90
Supplier	MANUFACTURED ASSEMBLIES CORPORATION
Supplier Site	ISP-BUFORD
Address	1810 SATELLITE BOULEVARD SUITE 500 BUFORD, GA 30518
Buyer	MEYER, SANDY
Order Date	04-12-2012 19:50:27
Description	
Status	Requires Acknowledgment
Note to Supplier	
Organization	United States Operating Unit
Supplier Order Number	<input type="text"/>
Customer Contact	
Contact Phone #	
Sales Country	
Customer PO Number	
Shipping Instructions	

**Terms and Conditions**

Payment Terms	Net 45 Days
Carrier	
FOB	FOB - Origin
Freight Terms	Prepaid
Shipping Control	

**Related Information**

- [Receipts](#)
- [Invoices](#)
- [Payments](#)

**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

## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 6

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/Job	Revision	Item	Supplier	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	1	5101.9	5,101.90					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](#)

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

http://sun5562.daytonoh.ncr.com:8021/OA\_HTML/OA.jsp?\_rc=POS\_VPO\_MAIN\_PAGE&\_ri=177&SearchType=Simple&searchTyf

Local intranet

100%

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# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 7

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 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 : 2010830996,0 (Total USD 5,101.90)'. 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' and 'Terms and Conditions'. The 'General Information' section includes fields for Total (5,101.90), Supplier (MANUFACTURED ASSEMBLIES CORPORATION), Supplier Site (ISP-BUFORD), Address (1810 SATELLITE BOULEVARD, SUITE 500, BUFORD, GA 30518), Buyer (MEYER, SANDY), Order Date (04-12-2012 19:50:27), Description, 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 shows the address for NCR CORPORATION in Suwanee, GA 30024. The 'Bill-To Address' section shows the address for NCR CORPORATION in Duluth, GA 30096. A 'Related Information' sidebar on the right contains links for Receipts, Invoices, and Payments. The bottom of the screen shows a taskbar with 'Done', 'Local intranet', and a zoom level of 100%.

**General Information**

Total	5,101.90
Supplier	MANUFACTURED ASSEMBLIES CORPORATION
Supplier Site	ISP-BUFORD
Address	1810 SATELLITE BOULEVARD SUITE 500 BUFORD, GA 30518
Buyer	MEYER, SANDY
Order Date	04-12-2012 19:50:27
Description	
Status	Requires Acknowledgment
Note to Supplier	
Organization	United States Operating Unit
Supplier Order Number	<input type="text"/>
Customer Contact	
Contact Phone #	
Sales Country	
Customer PO Number	
Shipping Instructions	

**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](#)

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 8

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	1	5101.9	5,101.90					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
1	<a href="#">UNITEDSTATES-001</a>	1				5,101.90		04-17-2012 00:00:00				

**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).

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## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 9

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	1	5101.9	5,101.90					Open

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	<a href="#">UNITEDSTATES-001</a>	1		5,101.90	04-17-2012 00:00:00				

**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).

[http://sun5562.daytonoh.ncr.com:8021/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosChangePOPG&\\_ri=17](http://sun5562.daytonoh.ncr.com:8021/OA_HTML/OA.jsp?page=/oracle/apps/pos/changeorder/webui/PosChangePOPG&_ri=17)
Local intranet 100%

# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 10

The screenshot shows a web application interface. At the top, a 'Pick a Date' window is open, displaying a calendar for April 2012. The date 27 is circled in red, and a green callout box with the text 'Click Here' and an arrow points to it. Below the calendar, a table of order details is visible. The table has columns: Details Line, Type, Item/Job, Item Revision, Supplier Item, Description, UOM, Qty, Price, Amount, Delivered, Billed Supplier, Note to Supplier, Contractor Name, and Status. The first row shows: 1, Goods, 2361M109, 2361-1000-85, NCR TouchPort 70 - 17", Each, 1, 5101.9, 5,101.90, and Status 'Open'. Below this is a 'Shipments' section with columns: Shipment, Ship-To Location, Quantity Ordered, Price, Quantity Received, Amount Received, Amount, Promised Date, Need-By Date, Supplier Order Line, Discount (%), Start Effective Date, and End Effective Date. The first row shows: 1, UNITEDSTATES-001, 1, 5,101.90, and Need-By Date 04-17-2012 00:00:00. A green callout box with a hand icon points to the 'Promised Date' field. At the bottom, there is a section titled 'Configured Item Change Request - Additional Price Information' with a text area and a small input field.

Details Line	Type	Item/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed Supplier	Note to Supplier	Contractor Name	Status
1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	1	5101.9	5,101.90					Open

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
1	UNITEDSTATES-001	1				5,101.90		04-17-2012 00:00:00				

## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 11

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	Note to Billed Supplier	Contractor Name	Status
<a href="#">Hide</a>	1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	1	5101.9	5,101.90				Open

**Shipments**

Shipment	Ship-To Location	Quantity Ordered	Price	Quantity Received	Amount Received	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	<a href="#">UNITEDSTATES-001</a>	1			5,101.90	04-27-2012 09:02:00	04-17-2012 00:00:00				

**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).

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## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 12

Click a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
If you are acknowledging each line individually, make sure you select an ACTION for each line. DO NOT leave lines without an ACTION.

Action	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
EachPort	Each	1	5101.9	5,101.90					Open				

Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Split Reason	Action
5101.90	04-27-2012 09:02:00	04-17-2012 00:00:00						

Type "10-days Late" Here

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## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 13

Click a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
If you are acknowledging each line individually, make sure you select an ACTION for each line. DO NOT leave lines without an ACTION.

Action	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
EachPort	Each	1	5101.9	5,101.90					Open				

Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Action
5101.90	04-27-2012 09:02:00	04-17-2012 00:00:00					Requires Acknowledgment			

**Click Here**

Change F

ices for a configured item.  
price and the field below to list the new components prices.

Local intranet 100%

## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 14

Click a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
If you are acknowledging each line individually, make sure you select an ACTION for each line. DO NOT leave lines without an ACTION.

Action	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	Each	1	5101.9	5,101.90					Open				

Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
5,101.90	04-27-2012 09:02:00	04-17-2012 00:00:00					Requires Acknowledgment		10-Days Late	

Click Here

- Accept
- Change
- Reject

Change Act

ices for a configured item.  
price and the field below to list the new components prices.

Local intranet 100%



# iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 16

Split a line into multiple delivery dates, click the split line icon of the desired row and then make changes.  
If you are acknowledging each line individually, make sure you select an ACTION for each line. DO NOT leave lines without an ACTION.

Action	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
	Each	1	5101.9	5,101.90					Open				

Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
5,101.90	04-27-2012 09:02:10	04-17-2012 00:00:00					Requires Acknowledgment			10-Days Late	Change

Click Here

Entire Order   Accept Entire Order   View Change History   Export   Submit

Product Finance Home Logout Preferences Help

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## iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 17

The screenshot displays the iSupplier Portal interface. At the top, the NCR logo and 'iSupplier Portal' are visible. Navigation links include 'Navigator', 'Favorites', 'Home', 'Logout', 'Preferences', and 'Help'. Below this, a menu bar contains 'Home', 'Orders', 'Shipments', 'Product', and 'Finance'. The current page is titled 'Purchase Orders' with a sub-link for 'Purchase History'. The main content area features a 'Change Order Confirmation' header and a message: 'Change Request for Purchase Order 2010830996 has been submitted for approval.' Below the message is a link 'Return to Purchase Orders'. A red dashed circle highlights the 'Orders' part of this link. A green callout box with the text 'Click Here' and a hand cursor icon points to this red circle. A red arrow also originates from the callout box and points to the 'Orders' link. The bottom of the page includes a 'Privacy Statement' link and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.' The browser's 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's status bar indicates 'Local intranet' and '100%' zoom.

iSupplier Order Management Training - How to Acknowledge a PO that requires acceptance (date change)

Slide 18

