

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 does not require acceptance

Slide 2



iSupplier Order Management Training -  
How to Acknowledge a PO that does not require  
acceptance.

Play



# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

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

Select PO Number	Rev	Operating Unit								Acknowledge By	Attachment
<a href="#">2010831069</a>	1	United States Operating Unit		Training							
<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	
<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		
<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		
<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	Supplier Change Pending	04-16-2012 00:00:00	

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# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

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	Operating Unit	Document Type	Description	Order Date	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
<input type="radio"/>	<a href="#">2010831070</a>	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>	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>	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>	United States Operating Unit	Standard PO		04-12-2012 19:50:27	<a href="#">MEYER, SANDY</a>	USD	5,101.90	Supplier Change Pending	04-16-2012 00:00:00	

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# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

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:     Previous 1-25 Next 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Agency	Amount	Status	Acknowledge By	Attachment
<input checked="" type="radio"/>	<a href="#">2010831069</a>	1	United States Operating Unit	Standard PO	Example PO for ISP Training	04-25-2012 12:54:18	CHURCHILL, DAVID	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	CHURCHILL, DAVID	USD 51,019.00	Accepted	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	GOBER, KERRY	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	HENDRIX, BRENDA	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	MEYER, SANDY	USD 5,101.90	Supplier Change Pending	04-16-2012 00:00:00	

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# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 6

**NCR | iSupplier Portal**

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

Purchase Orders | Purchase History

Orders: Purchase Orders >

**Request Changes for Standard Purchase Order : 2010831069,1 (Total USD 51,019.00)**

Currency=USD

**Order Information**

**General Information**

Total	<b>51,019.00</b>
Supplier	<b>MANUFACTURED ASSEMBLIES CORPORATION</b>
Supplier Site	<b>ISP-BUFORD</b>
Address	<b>1810 SATELLITE BOULEVARD SUITE 500 BUFORD, GA 30518</b>
Buyer	<a href="#">CHURCHILL, DAVID</a>
Order Date	<b>04-25-2012 12:54:18</b>
Description	<b>Example PO for iSP Training</b>
Status	<b>Open</b>
Note to Supplier	
Organization	<b>United States Operating Unit</b>
Supplier Order Number	<input type="text"/>
Customer Contact	
Contact Phone #	
Sales Country	
Customer PO Number	
Shipping Instructions	
Shipping Instructions	

**Terms and Conditions**

Payment Terms	<b>Net 45 Days</b>
Carrier	
FOB	<b>FOB - Origin</b>
Freight Terms	<b>Prepaid</b>
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](#)

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## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 7

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** You can cancel the entire order or specific lines.  
✔ **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](#) **Click Here**

Details	Line	Type	Item/Job	Revision	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?\_rc=POS\_VPO\_MAIN\_PAGE&\_ri=177&SearchType=Simple&searchTyf Local intranet 100%

## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 8

**NCR | iSupplier Portal**

Navigator Favorites Home Logout Preferences Help

Home Orders Shipments Product Finance

Purchase Orders | Purchase History

Orders: Purchase Orders >

Request Changes for Standard Purchase Order : 2010831069,1 (Total USD 51,019.00)

Currency=USD

Cancel Cancel 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	<a href="#">CHURCHILL, DAVID</a>
Order Date	04-25-2012 12:54:18
Description	Example PO for ISP Training
Status	Open
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	
<a href="#">Receipts</a>	
<a href="#">Invoices</a>	
<a href="#">Payments</a>	

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# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

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** You can cancel the entire order or specific lines.  
 ✔ **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	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Note to Billed Supplier	Contractor Name	Status	Global
<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	Quantity Received	Amount Received	Amount	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	<a href="#">UNITEDSTATES-001</a>	10			51,019.00	05-04-2012 12:33:00				

**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

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# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 10

The screenshot displays a web application interface for managing supplier orders. A date picker window is open, showing the month of April 2012. A green callout box with the text "Click Here" is positioned over the date picker. A red arrow points from this callout to the date picker, and another red arrow points from the callout to a "Split Line" icon in the "Shipments" table.

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

  

Shipments	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	UNITEDSTATES-001	10			51,019.00		05-04-2012 12:33:00				

**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).

# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 11

The screenshot shows a web application interface. At the top, a 'Pick a Date' dialog box is open, displaying a calendar for April 2012. A green callout box with the text 'Click Here' points to the date picker. Below the dialog, a table lists PO line items. The first row is highlighted and contains the following data:

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

Below the table, there is a 'Shipments' section with a table containing the following data:

Shipment	Ship-To Location	Quantity Ordered	Quantity Received	Amount Received	Amount Promised	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	UNITEDSTATES-001	10			51,019.00		05-04-2012 12:33:00				

At the bottom, there is a section titled 'Configured Item Change Request - Additional Price Information' with explanatory text:

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).

# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 12

The screenshot shows a web application interface. At the top, a date picker window titled "Pick a Date - Windows Internet Explor..." is open, displaying the month of May 2012. A green callout box with the text "Click Here" points to the date 4 (Friday, May 4th). Below the date picker, a table displays PO details. The table has columns for Details, Line, Type, Item/Job Revision, Supplier Item, Description, UOM, Qty, Price, Amount, Delivered, Note to Billed Supplier, Contractor Name, Status, and Global. The first row shows a line item with a price of 5101.9 and an amount of 51,019.00. Below the table, there is a "Shipments" section with a table showing shipment details for line 1, including a ship-to location of UNITEDSTATES-001, a quantity ordered of 10, and a need-by date of 05-04-2012 12:33:00. At the bottom, there is a section titled "Configured Item Change Request - Additional Price Information" with explanatory text and a text input field.

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

  

Shipment	Ship-To Location	Quantity Ordered	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>	10			51,019.00		05-04-2012 12:33:00				

**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).

## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 13

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** You can cancel the entire order or specific lines.  
 ✔ **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	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Note to Billed Supplier	Contractor Name	Status	Global
<input type="checkbox"/> Hide	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	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>	10			51,019.00	05-04-2012 09:05:00	05-04-2012 12:33:00				

**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 does not require acceptance

Slide 14

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

Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
IR uchPort 70 - "	Each	10	5101.9	51,019.00					Open				

  

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Split Reason	Action
	51,019.00	05-04-2012 09:05:00	05-04-2012 12:33:00						

Information

ature prices for a configured item.  
olled up price and the field below to list the new components prices.  
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## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 15

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

Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
IR uchPort 70 - "	Each	10	5101.9	51,019.00					Open				

  

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split
	51,019.00	05-04-2012 09:05:00	05-04-2012 12:33:00					Open		

**Click Here**

Information

ature prices for a configured item.  
 olled up price and the field below to list the new components prices.  
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## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 16

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

Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
FR uchPort 70 - "	Each	10	5101.9	51,019.00					Open				

  

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Action
	51,019.00	05-04-2012 09:05:00	05-04-2012 12:33:00					Open			

**Click Here**

**Change Action**

**Information**

ature prices for a configured item.  
 olled up price and the field below to list the new components prices.  
 (76).

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## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 17

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To 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.

Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
IR uchPort 70 - "	Each	10	5101.9	51,019.00					Open				

  

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	51,019.00	05-04-2012 09:05:00	05-04-2012 12:33:00					Open		On Schedule	Change

Information

ature prices for a configured item.  
olled up price and the field below to list the new components prices.  
76).

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# iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 18

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

Description	UDM	Qty	Price	Amount	Delivered	Note to Billed Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
IR uchPort 70 - "	Each	10	5101.9	51,019.00				Open				

  

Amount Paid	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
	51,019.00	05-04-2012 09:05:00	05-04-2012 12:33:00					Open			On Schedule	Change

Information

ature prices for a configured item.  
 illed up price and the field below to list the new components prices.  
 (76).

[Click Here](#)

Cancel Cancel Entire Order View Change History Export Submit

Components Product Finance Home Logout Preferences Help

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## iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance

Slide 19

**NCR | iSupplier Portal**

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

Purchase Orders | Purchase History

**Change Order Confirmation**

Change Request for Purchase Order 2010831069 has been submitted for approval.

[Return to Purchase Orders](#)

Click Here

Privacy Statement

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**iSupplier Order Management Training - How to Acknowledge a PO that does not require acceptance**

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Slide 20

