


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.**

Slide 2



iSupplier Order Management Training -
How to Submit a Quantity Change

Play

The image shows a video player interface with a green gradient background. At the top left is the NCR logo, which consists of a stylized infinity symbol followed by the letters 'NCR'. Below the logo is a horizontal dashed line. Underneath the line, the text 'iSupplier Order Management Training - How to Submit a Quantity 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 video player, there is a small red icon of a play button.

iSupplier Order Management Training - How to Submit a Quantity Change

Slide 3

Scenario #7 - How to Submit a Quantity Change

Click Here

Select PO Number	Rev	Unit	Operating Unit	Document Type	Description	Date	Time	Buyer	Currency	Amount	Status	Acknowledge By	Attachment
2010831069	4		United States Operating Unit	Standard PO	Example PO for ISP Training	04-25-2012	13:18:59	CHURCHILL, DAVID	USD	51,019.00	Open		
2010830996	1		United States Operating Unit	Standard PO		04-25-2012	13:11:53	MEYER, SANDY	USD	5,101.90	Accepted	04-16-2012 00:00:00	
2010785417	2		United States Operating Unit	Standard PO		04-12-2012	20:31:18	GOBER, KERRY	USD	3,913.00	Open		
2010811218	5		United States Operating Unit	Standard PO		04-12-2012	20:14:14	HENDRIX, BRENDA	USD	51,500.00	Open		

iSupplier Order Management Training - How to Submit a Quantity 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:

Select Order: 1-25 25

Select	PO Number	Rev	Operating Unit	Document Type	Description	Order Date	Request Change	Agency	Amount	Status	Acknowledge By	Attachment
<input checked="" type="radio"/>	2010831070	1	United States Operating Unit	Standard PO	Example PO for ISP Training	04-25-2012 13:25:35	CHURCHILL, DAVID	USD	51,500.00	Open		
<input type="radio"/>	2010831069	4	United States Operating Unit	Standard PO	Example PO for ISP Training	04-25-2012 13:18:59	CHURCHILL, DAVID	USD	51,019.00	Open		
<input type="radio"/>	2010830996	1	United States Operating Unit	Standard PO		04-25-2012 13:11:53	MEYER, SANDY	USD	5,101.90	Accepted	04-16-2012 00:00:00	
<input type="radio"/>	2010785417	2	United States Operating Unit	Standard PO		04-12-2012 20:31:18	GOBER, KERRY	USD	3,913.00	Open		
<input type="radio"/>	2010811218	5	United States Operating Unit	Standard PO		04-12-2012 20:14:14	HENDRIX, BRENDA	USD	51,500.00	Open		

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 Submit a Quantity 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 selected, and the page title is 'Purchase Orders | Purchase History'. The main content area shows details for a specific purchase order: 'Request Changes for Standard Purchase Order : 2010831070,1 (Total USD 51,500.00)'. Below this, there are buttons for 'Cancel', 'Cancel 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 (51,500.00), 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 13:25:35), Description (Example PO for ISP Training), Status (Open), Note to Supplier, Organization (United States Operating Unit), and Supplier Order Number (with an 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 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	51,500.00
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 13:25:35
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	

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 Submit a Quantity 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** 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.

Details	Line	Type	Item/Job	Revision	Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Contractor	Supplier Name	Status	Global Agreement
Show	1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	10	5150	51,500.00					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 Submit a Quantity 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, 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 details for a specific purchase order: 'Request Changes for Standard Purchase Order : 2010831070,1 (Total USD 51,500.00)'. Below this, there are buttons for 'Cancel', 'Cancel 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 (51,500.00), 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 13:25:35), Description (Example PO for ISP Training), Status (Open), 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 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 bottom of the screen shows a taskbar with 'Done', 'Local intranet', and '100%' zoom level.

General Information

Total	51,500.00
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 13:25:35
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	

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 Submit a Quantity 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** 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/Job	Item Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Note to Billed Supplier	Contractor Name	Status	Global
Hide	1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	10	5150	51,500.00				Open	

Shipments

Shipment	Ship-To Location	Quantity Ordered	Quantity Shipped	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date
1	UNITEDSTATES-001	<input type="text" value="10"/>		51,500.00	05-04-2012 12:33:00	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).

Done Local intranet 100%

Type "8" Here

iSupplier Order Management Training - How to Submit a Quantity 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** 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 / Job	Revision	Supplier Item	Description	UOM	Qty	Price	Amount	Delivered	Billed	Note to Supplier	Contractor Name	Status	Global
<input type="checkbox"/> Hide	1	Goods	2361M109		2361-1000-85	NCR TouchPort 70 - 17"	Each	10	5150	51,500.00					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	UNITEDSTATES-001	8			51,500.00	05-04-2012 12:33:00	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).

Done Local intranet 100%

iSupplier Order Management Training - How to Submit a Quantity Change

Slide 10

one

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
...uchPort 70 - "	Each	10	5150	51,500.00					Open				

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Split Reason	Action
	51,500.00	05-04-2012 12:33:00	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.
(76).

Done

Local intranet 100%

iSupplier Order Management Training - How to Submit a Quantity Change

Slide 11

one

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
...uchPort 70 -	Each	10	5150	51,500.00					Open				

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Action
	51,500.00	05-04-2012 12:33:00	05-04-2012 12:33:00					Open			

Click Here

Change

Information

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

Done

Local intranet 100%

iSupplier Order Management Training - How to Submit a Quantity Change

Slide 12

one

To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes. If you are submitting a quantity change or 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
...uchPort 70 -	Each	10	5150	51,500.00					Open				

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Re
	51,500.00	05-04-2012 12:33:00	05-04-2012 12:33:00					Open		

Click Here

Change Acti

Information

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

Done Local intranet 100%

iSupplier Order Management Training - How to Submit a Quantity Change

Slide 13

one

To split a line into multiple delivery dates, click the split line icon of the desired row and then make changes. If you are requesting 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	<input type="text" value="5150"/>	51,500.00					Open				<input type="text"/>

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split Reason	Action
	51,500.00	<input type="text" value="05-04-2012 12:33:00"/>	<input type="text" value="05-04-2012 12:33:00"/>	<input type="text"/>				Open		Reduce Qty	<input type="button" value="Change"/>

Information

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

Done Local intranet 100%

iSupplier Order Management Training - How to Submit a Quantity Change

Slide 14

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	Note to Billed Supplier	Contractor Name	Status	Global Agreement	Supplier Config ID	Attachments	Reason
SR TouchPort 70 - "	Each	10	5150	51,500.00				Open				

Amount Received	Amount	Promised Date	Need-By Date	Supplier Order Line	Discount (%)	Start Effective Date	End Effective Date	Status	Attachments	Split	Reason	Action
	51,500.00	05-04-2012 12:33:00	05-04-2012 12:33:00					Open			Reduce Qty	Change

Information

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

[Click Here](#)

Cancel Cancel Entire Order View Change History Export Submit

gments Product Finance Home Logout Preferences Help

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Submit

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 Submit a Quantity Change

Slide 15

NCR | iSupplier Portal

Home Orders Shipments Product Finance

Purchase Orders | Purchase History

Change Order Confirmation

Change Request for Purchase Order 2010831070 has been submitted for approval.

[Return to Purchase Orders](#)

Click Here

Home Orders Shipments Product Finance Home Logout Preferences Help

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