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Purchase order change requests

The Purchase Order Change Request is an electronic transaction that a buyer uses to communicate updates to a previously submitted purchase order. It enables supply chain partners to revise and align order details after the original order has been issued. This transaction is typically sent to modify an existing purchase order and may also be used to confirm acceptance of changes proposed by the supplier. It includes the original purchase order details along with the specific updates requested, such as changes to quantities, pricing, delivery dates, or line items.

For more information about Purchase order change requests transactions guidelines, see Purchase order change requests transactions.

Create and submit purchase order change requests

Perform this task to create and submit new purchase order change requests. Additionally, customers can begin work on a purchase order change requests and save it for completion at a later time.

Create and submit a new purchase order change request

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the

header.

4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Customer from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Purchase Order Change Requests.
8. Select the New 

 button.
9. On the New Purchase Order Change Request screen, fill in the following fields:
   i. Purchase Order Change Request Number field – The unique identifier assigned to each purchase order change request report.
   ii. Purchase Order Change Request Date field – The date the purchase order change request was issued.
10. Select the Save 

 button.

    The screen refreshes with the saved purchase order change request in the draft state and with the required sections populated.
11. Select the Edit 

 button.
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. In the Purchase Order Change Request Information section fill in one or more of the following fields:
   i. Purchase Order Change Request Number field – The unique identifier assigned to each purchase order change request report.
      This field auto populates the value entered on the New Purchase Order Change Request screen.

   ii. Purchase Order Change Request Date field – The date the purchase order change request was issued.
       This field auto populates the value entered on the New Purchase Order Change Request screen.
   iii. Purchase Order Type drop-down – Indicates the type of Purchase Order.
   iv. Transaction Function Type drop-down – The code identifying the functional context of the transaction type.
   v. Action drop-down – A brief description stating the purpose of the transaction.

14. In the Reference Transactions section:
    a. Select the Add + icon.
    b. In the New Reference Transaction panel, fill in the following fields under Reference Transaction Information:
       i. Transaction Type drop-down – The type of transaction.
       iii. Transaction Number type-ahead field – The unique identifier of the transaction.
            If the value does not match the available options, the value must be entered manually.
    c. Transaction Date field - The transaction date.
15. Select Apply.

    The new reference transaction line item is added to the transaction reference table.

1. In the Purchase Order Change Request Reference Dates section:
   a. Select the Add + icon.
   b. In the New Purchase Order Change Request Reference Date panel, fill in the following fields under Purchase Order Change Request Reference Date Detail section:
      i. Referenced Date Type drop-down – The referenced dates at Purchase

Order header.

ii. Referenced Date field – The date associated with the referenced transaction.

iii. Time Zone field – The time zone reference used for the reported dates and times.

c. Select Apply.

The new purchase order change request reference date line item is added to the purchase order change request reference dates table.

2. In the Delivery Terms section select the Add + icon and fill in the following fields:

   i. Delivery Charge Payment Method Type field – The method of payment for delivery.
   ii. FOB Transfer Location drop-down – The exact city, terminal, or dock where the responsibility for the goods transfers.
   iii. Description field – A brief description for shipment of order.

3. In the Company Location Contact Information section select the Add + icon and fill in the following fields under Contact Information section:

   i. Contact Type drop-down – The contact role associated with the Purchase Order Change Request.
   ii. Contact Name field – The full name of the contact person responsible for matters related to the Purchase Order Change Request.
   iii. Contact Title field – The title or designation of the contact person associated with the Purchase Order.
   iv. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.
   v. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.

4. In the Terms Of Payment section select the Add + icon and fill in the following fields:
    i. Terms Of Payment Key field – The unique identifier for the payment terms associated with the Purchase Order.
    ii. Terms Of Payment Type Code drop-down – The code identifying type of payment terms.
    iii. Terms of Payment Date Basis drop-down – The code identifying the beginning of the terms period.
    iv. Number Of Payment Days field – The number of days within which payment must be made based on the defined date basis.
    v. Terms Of Payment Percent field – The terms of payment in percentage.
    vi. Invoice Payable Percent field – The percentage of the total invoice amount that is payable under these payment terms.
    vii. Payment Due Date field – The calculated or specified due date by which payment must be completed.
    viii. Payment Deferred To Date field – The date to which payment or a portion of the invoice amount has been deferred.
    ix. Payment Deferred Due Amount field – The deferred amount due for payment.
    x. Description field – A brief description of terms of payment description.
    xi. Discount Due Date field – The number of days within which payment must be made to receive the applicable discount.
    xii. Discount Due Number Of Days field – The state or region for this location.
    xiii. Day Of Month field – The specific day of the month.
5. In the Credits & Charges section:
    a. Select the Add + icon and fill in the following fields:
        i. Credit Charge Key Type drop-down – A key which identifies credit or charges as discounts or additional charges.
        ii. Credit Charge Type drop-down – The code representing the specific type of credit or charge associated with the Purchase Order.
        iii. Credit Charge Amount field – The total amount for the payment.

iv. Item Quantity field – The allowance or charge quantity for the Purchase Order.
v. Unit Of Measure drop-down – The unit of measure associated with the allowance or charge item quantity.
vi. Qualifying Amount field – The amount qualifying for cash discount, allowance, promotion, service or charge.
vii. Unit Price Amount field – The rate per unit used to calculate the allowance or charge amount for the Purchase Order.
viii. Credit Charge Currency Code field – The currency code applicable to the credit or charge amount on the Purchase Order.
ix. Credit Charge Percent Rate field – The percentage rate applied for cash discount, allowance, promotion, service or charge on the Purchase Order.
x. Percent Rate Basis Type Code drop-down – The code indicating the basis (e.g., gross amount, base price, item total) used to calculate the percentage-based allowance or charge.
xi. Credit Charge Handling Code drop-down – The codes which indicates how the credit or charge associated with the Purchase Order Change Requests is processed or applied.
xii. Description field – A brief description of credit or charge applied to the Purchase Order.
xiii. Allowance Or Charge Code drop-down – The a code identifying the type of allowance or charge associated with the Purchase Order.
xiv. Credit Charge Identifier field – The number for allowance or charge.
xv. Basis Amount For Percent field – The base amount used in calculating the percentage-based allowance, charge or tax.

b. Expand Credit Charge Currency Code panel select the Add + icon.
c. In the Credit Charge Descriptions section, fill in the following field:
   i. Description field – A brief description providing additional details about a credit or charge applied to a transaction.

6. In the Customer and Supplier section, fill in the following fields under Customer group:

i. Company type-ahead field – The name of the company receiving the purchase order change request. This company is the buyer requesting the goods specified in the Purchase Order. This field pulls from the Owner's company and location master data.

   The remaining Customer fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

ii. Address 1 field – The address of the particular location.
iii. Address 2 field – Any additional address information.
iv. Country drop-down – The two-letter country code with country name for this location.
v. State field – The state or region for this location.
vi. City field – The city for this location.
vii. Postal Code field – The postal code for this location's main address.
viii. Contact Telephone Number field – The company or location's phone number.
ix. Contact Fax Number field – The company or location's fax number
x. Transport Method drop-down – The method of transportation used for shipment.
xi. Contact Type drop-down – The contact role associated with the purchase order change request.
xii. Contact Name field – The full name of the contact person responsible for matters related to the purchase order change request.
xiii. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.
xiv. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
xv. Party ID Type drop-down – The identifier type used for this company or

location.

xvi. Party ID Value field – The value associated with the identifier type.

7. In the Customer and Supplier section, fill in the following fields under Supplier group:

    i. Company type-ahead field – The name of the company sending the purchase order change request. This company is the seller of goods specified in the Purchase Order.. This field pulls from the Owner's company and location master data.

       The remaining Supplier fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Transport Method drop-down – The method of transportation used for shipment.
    xi. Contact Type drop-down – The contact role associated with the purchase order change request.
    xii. Contact Name field – The full name of the contact person responsible for matters related to the purchase order change request.
    xiii. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.

xiv. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
xv. Party ID Type drop-down – The identifier type used for this company or location.
xvi. Party ID Value field – The value associated with the identifier type.

8. In the Bill To Entity and Ship To Location Entity section, fill in the following fields under Bill To Entity group:

    i. Company type-ahead field – Identifies the billing company associated with the purchase order change request. Includes company identifiers and address information relevant to billing purposes. This field pulls from the Owner's company and location master data.

    The remaining Bill to Entity fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Transport Method drop-down – The method of transportation used for shipment.
    xi. Contact Type drop-down – The contact role associated with the purchase order change request.
    xii. Contact Name field – The full name of the contact person responsible for

matters related to the purchase order change request.

xiii. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.
xiv. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
xv. Party ID Type drop-down – The identifier type used for this company or location.
xvi. Party ID Value field – The value associated with the identifier type.

9. In the Bill To Entity and Ship To Location Entity section, fill in the following fields under Ship To Location Entity group:

    i. Company type-ahead field – Identifies the delivery location where the grocery products specified in the Purchase Order are to be shipped. Includes ship to location company identifiers and address information relevant to billing purposes. This field pulls from the Owner's company and location master data.

    The remaining Ship to Location Entity fields are auto populated with the values from the company or location's master data entry. If the name of the company is not present in the Owners master data, the company name must be entered manually.

    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number

x. Transport Method drop-down – The method of transportation used for shipment.
xi. Contact Type drop-down – The contact role associated with the purchase order change request.
xii. Contact Name field – The full name of the contact person responsible for matters related to the purchase order change request.
xiii. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.
xiv. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
xv. Party ID Type drop-down – The identifier type used for this company or location.
xvi. Party ID Value field – The value associated with the identifier type.

10. In the Party Identification section select the Add + icon and fill in the following fields under Address Entity section:

    i. Company type-ahead field – The business party associated with the purchase order change request based on the selected Company Entity Type. This field pulls from the Owner's company and location master data.
    ii. Address 1 field – The address of the particular location.
    iii. Address 2 field – Any additional address information.
    iv. Country drop-down – The two-letter country code with country name for this location.
    v. State field – The state or region for this location.
    vi. City field – The city for this location.
    vii. Postal Code field – The postal code for this location's main address.
    viii. Contact Telephone Number field – The company or location's phone number.
    ix. Contact Fax Number field – The company or location's fax number
    x. Transport Method drop-down – The method of transportation used for shipment.

xi. Contact Type drop-down – The contact role associated with the Purchase Order Change Request.
xii. Contact Name field – The full name of the contact person responsible for matters related to the Purchase Order Change Requests.
xiii. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.
xiv. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
xv. Party ID Type drop-down – The identifier type used for this company or location.
xvi. Party ID Value field – The value associated with the identifier type.

11. In the Transportation Information section select the Add + icon and fill in the following fields:

    i. Party ID Type drop-down – The country-specific identification type code (e.g., TIN, CUIT, CNPJ) associated with the transportation party.
    ii. Routing Sequence Code drop-down – The sequence code for routing that indicates specific routing stage or handoff point in the transportation process.
    iii. Transport Method drop-down – The method of transportation used for shipment.
    iv. Shipment Charge Payment Method Type drop-down – The method of payment for delivery.
    v. Unit Load Option Code drop-down – The code identifying loading or unloading options for a shipment.
    vi. Routing Description field – A brief routing description providing additional routing or transportation instructions.
    vii. FOB Transfer Location drop-down – The type of location at which the risk of loss for the shipment transfers.
    viii. FOB Point Name field – The name of FOB transfer location point.

12. In the Purchase Order Change Request Item Details section:

a. Select the Add + icon.
b. In the New Line Item Detail panel, fill in the following fields under Line Item Information section:
    i. Line field – The number to identify the line item by (e.g. 50).
    ii. Action drop-down – A brief description stating the purpose of the transaction.
    iii. Adjustment Type Code drop-down – the exact type of change being made to this line, such as adding, deleting, or rescheduling.
    iv. Is Acknowledgment Required switch – Indicates whether a Purchase Order acknowledgment is required for this specific line item.
    v. Item Category field – The classification group used to organize this product within the internal inventory system.
    vi. Net Price field – The final price of the item after all discounts, allowances, and charges have been applied.
    vii. Plant Identifier field - The unique code identifying the specific factory or warehouse location associated with this item.
    viii. Unit Price Type Code drop-down - The source or "reason" for the price, such as a contract, catalog, or promotional deal
    ix. Item Unit Price field - The individual cost per unit for this product before any line-item adjustments.
c. Select Apply.

    The new line item is added.

d. Select a line row and then select the branch icon and fill in the following fields under Sub Line Item Information section:
    i. Item field – The product or material being referenced in the order.
    ii. Item Code Type drop-down – This column will display product code type used.
    iii. Item Code Value field – The product code value corresponding to the

selected item code type.

iv. Item Quantity field – The quantity of product at PO change request line item.
v. Item Quantity Unit Of Measure drop-down – The unit of measure associated with quantity value.
vi. Remaining Quantity field – The remaining quantity of the grocery product specified in the Purchase Order Change Request line item.
vii. Remaining Quantity Unit Of Measure drop-down – The unit of measure associated with Remaining Quantity.
viii. Packaged Quantity field – The total packaged quantity of the grocery product specified in the Purchase Order Change Request line item
ix. Packaged Quantity Unit Of Measure drop-down – The unit of measure associated with Packaged Quantity.
x. Inner Containers Quantity field – The quantity of inner containers applicable to the Purchase Order line item.
xi. Inner Containers Quantity Unit Of Measure drop-down – The unit of measure associated with Inner Containers Quantity.
xii. Unit Quantity field – The unit quantity applicable to the Purchase Order Change Request line item.
xiii. Unit Quantity Unit Of Measure drop-down – The unit of measure associated with Unit Quantity.
xiv. Quantity Type drop-down – The type of quantity being specified for the Purchase Order line item
xv. Quantity field – The grocery product requested or confirmed for the Purchase Order line item.
xvi. Unit Of Measure drop-down – The unit of measure applicable to the specified Quantity.
xvii. Weight Type drop-down – The weight type.
xviii. Weight field – The numerical measurement of the item's weight.
xix. Weight Unit Of Measure drop-down – The standard unit (such as pounds

or kilograms) used to measure the weight value.

xx. Packaging Length field – The package length.
xxi. Packaging Width field – The package width.
xxii. Packaging Height field – The package height.
xxiii. Packaging Unit Of Measure drop-down – The unit of measure for packaging dimensions
xxiv. Amount Type drop-down – The currency value represents, such as a Tax amount, a Contract total, or the Line Item Total.
xxv. Pricing Amount field – The specific monetary value or unit price being updated for this line item.
xxvi. Currency Code field – The currency for pricing amount.
xxvii. Additional Item Change Reason Code drop-down – The reason for the adjustment, such as moving to an estimated quantity or a mutually agreed-upon price change.
xxviii. Requested Change Date field – The provision to provide date change.
xxix. Product Quantity field – The product quantity or unit price basis quantity.

e. Select Apply.

   The sub line item detail line item is added.

f. Select the line item row drop down to view the sub line item detail line in a table.

13. In the Line Item Credits And Charges section:

    a. Select the Add + icon.
    b. In the New Line Item Credit Detail panel, fill in the following fields under Line Item Credit & Charges Detail section:
        i. Line field – The number to identify the line item by (e.g. 50).
        ii. Action drop-down – A brief description stating the purpose of the transaction.
        iii. Adjustment Type Code drop-down – The exact type of change being made to this line, such as adding, deleting, or rescheduling.
        iv. Is Acknowledgment Required switch – the supplier must send a formal

confirmation after processing this specific line item change.

v. Item Category field – The classification group used to organize this product within the internal inventory system.

vi. Net Price field – The final price of the item after all discounts, allowances, and charges have been applied.

vii. Plant Identifier field - The unique code identifying the specific factory or warehouse location associated with this item.

viii. Unit Price Type Code drop-down - Specifies the source or "reason" for the price, such as a contract, catalog, or promotional deal.

ix. Item Unit Price field - The individual cost per unit for this product before any line-item adjustments.

c. Select Apply.

The new line item credit and charges detail line is added.

d. Select a line item credit and charges detail row and then select the branch icon and fill in the following fields under Sub Line Item Credits & Charges Detail section:

i. Credit Charge Key Type drop-down – Specifies if the adjustment is a discount (Allowance), an extra fee (Charge), or if no adjustment applies.

ii. Credit Charge Type drop-down – The code representing type of credit or charge.

iii. Credit Charge Amount field – The total amount for the payment of credit or charge applied..

iv. Item Quantity field – The quantity used to calculate the allowance or charge for the associated line item.

v. Unit Of Measure drop-down – The unit of measure applicable to the allowance or charge item quantity.

vi. Unit Price Amount field – The per-unit rate used to calculate the allowance or charge amount for the line item.

vii. Credit Charge Percent Rate field – The percentage rate applied for cash discount, allowance, promotion, service or charge on the Purchase Order.
viii. Percent Rate Basis Type Code drop-down – The code indicating the basis (e.g., gross amount, base price, item total) used to calculate the percentage-based allowance or charge.
ix. Credit Charge Handling Code drop-down – The handling method indicating how the credit or charge is processed for the line item (e.g., Advance, Bill Back, Calculate, Cancel Allowance, Collect, Credit Customer).
x. Description field – A brief description of credit or charge applied to the Purchase Order.
xi. Credit Charge Identifier field – The identifier number for allowance or charge.

e. Select Apply.

   The sub line item credits and charges detail line item is added.

f. Select the line item credit and charges detail line row drop down to view the sub line item credits and charges detail in a table.

g. Select a sub line item credits and charges detail row and then select the branch icon and fill in the following fields under Credit Charge Description section:

   i. Description field – A brief description explaining the credit or charge.

h. Select Apply.

   The credit charge description line item is added.

i. Select the sub line item credits and charges detail row drop down to view the credit charge description in a table.

14. In the Line Item Delivery And Contact Information section:

   a. Select the Add + icon.

   b. In the New Delivery And Contact Information panel, fill in the following fields under Delivery & Contact Information section:

      i. Line field – The number to identify the line item by (e.g. 50).

    ii. Action drop-down – A brief description stating the purpose of the transaction.
    iii. Adjustment Type Code drop-down – Specifies the exact type of change being made to this line, such as adding, deleting, or rescheduling.
    iv. Is Acknowledgment Required switch – Indicates whether a Purchase Order acknowledgment is required for this specific line item.
    v. Item Category field – The classification group used to organize this product within the internal inventory system.
    vi. Net Price field – The final price of the item after all discounts, allowances, and charges have been applied.
    vii. Plant Identifier field - The unique code identifying the specific factory or warehouse location associated with this item.
    viii. Unit Price Type Code drop-down - Specifies the source or "reason" for the price, such as a contract, catalog, or promotional deal.
    ix. Item Unit Price field - The individual cost per unit for this product before any line-item adjustments.
c. Select Apply.

   The new delivery and contact information line is added.

d. Select a delivery and contact information row and then select the branch icon and fill in the following fields under Sub Line Delivery & Contact Information section:
    i. Contact Type drop-down – The contact role associated with the Purchase Order Change Request.
    ii. Contact Name field – The full name of the contact person responsible for matters related to the Purchase Order Change Request.
    iii. Contact Phone field – The telephone number of the contact person for communication regarding order processing, fulfillment or payment coordination.

iv. Contact Email field – The email address of the contact person for electronic communication related to the Purchase Order transaction.
v. Delivery Charge Payment Method Type field – The shipping costs and how the payment is handled (e.g., Prepaid or Collect).
vi. FOB Transfer Location drop-down – The type of location where the delivery terms apply, such as the City, Origin, or Destination.
vii. Delivery Place Description field – A brief description of the shipping point, plant, or destination for this item.

e. Select Apply.

The sub line delivery and contact information detail line item is added.

f. Select the delivery and contact information line row drop down to view the sub line delivery and contact information in a table.

15. In the Purchase Order Change Request Summary section, select the Add + icon and fill in the following fields:

a. In the New Purchase Order Change Request Summary panel, fill in the following fields under Purchase Order Change Request Summary Detail section:
i. Summary Type drop-down – The type type of summary applicable to the Purchase Order Change Request.
ii. Summary Value field – The value corresponding to the selected Summary Type for the Purchase Order Change Request.
iii. Summary Value Unit field – The unit of measure for summary value as defined by summary type.

b. Select Apply.

The new purchase order change request summary detail line is added.

16. In the Notes section, select the Add + icon to enter any additional comments or instructions.
17. To submit the purchase order change request:

To save the purchase order change request in a Draft state and finish it later, ensure the

Move To button is not selected and then select the Save Save button in the draft state.

a. Select the Move To button at the top of the screen.

   The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.

b. Select the Save Save button.

   The purchase order change request is submitted.

Tips

- Select the Add + icon, to add a new line item, where available.
- Select the Delete − icon, to remove an individual line item, where available.
- New purchase order change requests can also be created by selecting the New + New button on the Purchase Order Change Requests Details screen for an existing purchase order change request.

Submit a draft purchase order change request

Complete and submit a saved purchase order change request in the draft state.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific

Partner or internal location) in the header.

5. Select the Go button.
6. Select Commerce - Customer from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Purchase Order Change Requests.
8. Select the Filter [Filter] button to find the purchase order change request in Draft state.
9. Select the Purchase Order Change Request Number link in the results table.
10. Select the Edit [Edit] button.
11. In the Transaction Information section, select Submitted from the Process Status drop drown.
12. Confirm the purchase order change request details and select the Edit icon associated with that line item to modify the fields if required.
13. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
14. Select the Save [Save] button.

    The purchase order change request is submitted.

Tips

- Select the purchase order change request number row and then select the Delete icon on the top of the Search Purchase Order Change Requests screen, to delete a purchase order change request in the draft state.

A deleted transaction cannot be retrieved.

Search and view purchase order change requests

Perform this task to search for and view the details of the purchase order change requests sent or received by suppliers or customers. Viewing the details of a purchase order change request enables suppliers or customers to quickly access order information (e.g. the quantity for each line item in an order) in TraceLink without having to search through the actual B2B message.

Search for and view purchase order change requests

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Customer or Commerce - Supplier from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Purchase Order Change Requests.
8. Select the Filter Filter button.
9. In the Filters panel, fill in one or more of the following fields to filter the results:
   1. Purchase Order Change Request Number field – The unique identifier assigned to each purchase order change request report.
   2. Purchase Order Change Request Date field – The date the purchase order change request was issued.

iii. Purchase Order Type drop-down – Indicates the type of Purchase Order.

iv. State drop-down – The state of the purchase order change request:

- Draft – The transaction is in the draft state.
- Submit – The transaction has been created.
- Processing – The application is getting ready to handle incoming transactions by doing some initial tasks, such as copying the files it receives.
- Processed – The application changes the standard information into a format that is easy to use and specific to your transaction.
- Preparing to Send – The application is getting ready to send out a transaction and is doing some initial tasks, like copying the necessary information for the process.
- Sending –The application sends out business transactions to the buyer or supplier.
- Sent – The transaction is successfully completed and shared with the receiving party.

v. Supplier type-ahead – Displays only if the menu item is Sent Purchase Order Change Requests in Commerce - Customer. The name of the company the purchase order change request was sent to.

If the company name is not present in the Owners master data then the company's name must be entered manually.

vi. Customer type-ahead – Displays only if the menu item is Received Purchase Order Change Requests in Commerce - Supplier. The name of the company the purchase order change request was received from.
If the name of the company is not present in the Owner's master data then the company's name must be entered manually.

vii. Last Modified drop-down – The period of time in which the purchase order change request was last updated:

- Today – The transaction was modified within the last few hours.
- Yesterday – The transaction was updated within the past 24 hours.
- Last Week – The transaction was modified in the last 7 days.
- Last Month – The transaction was modified in the last 30 days.
- Last 3 Months – The transaction was modified in the last 90 days.
- Last 6 Months – The transaction was modified in the last 180 days.
- Custom Range – Select a specific period of time that the transaction was modified in from the calendar.

10. Select Apply.

    A list of purchase order change requests displays based on the filter results.

11. Select the link for the purchase order change request from the results table.

    The View Purchase Order Change Requests screen displays.

12. To view all fields for each line item, select the View icon on the Purchase Order Change Requests Details screen. .

Reprocess and resubmit purchase order change requests

Reprocess purchase order change requests

After the purchase order change request is submitted, the user might encounter an error and the processed status will be set to Paused With Error. Use the following procedure to resolve any error messages encountered while submitting purchase order change requests.

1. Select the Main Menu icon.
2. Select My Networks in the header.

3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Customer from the left menu.
   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Purchase Order Change Requests.
8. Select the Filter Filter button to find the purchase order change requests in Processing, Processed, Preparing to Send, or Sending state.
9. Select the Purchase Order Change Request Number link in the results table.
10. View the following fields for error in the Transaction Information section:
    - Process Status - Displays the status of the submitted transaction.
    - Last Transaction Error - Displays the error message.
11. Select the Edit Edit button..
12. In the Transaction Information section, select Submitted from the Process Status drop drown.
13. Select the Save Save button.
    The purchase order change requests request is moved from Processing state to Sending state indicating that the purchase order change request is submitted successfully.

Do not select the Move To button, as it will cause the transaction to skip a workflow state, preventing successful delivery.

Resubmit purchase order change requests

If a transaction is successfully sent to a partner but an issue occurs on the partner's side (e.g. in their ERP system), the sender can avoid re-entering all the details by rolling back to a previous workflow state and resending the transaction, thus saving time and effort for both parties.

1. Select the Main Menu icon.
2. Select My Networks in the header.
3. Select a [MPL Network] from the Select your Network drop-down in the header.
4. Select a Partner or Location (e.g. your entire company or a Link to a specific Partner or internal location) in the header.
5. Select the Go button.
6. Select Commerce - Customer from the left menu.

   Partners must have the correct rolesroles assigned if using the Owner's instance of Multienterprise Information Network Tower.
7. Select Purchase Order Change Requests.
8. Select Purchase Order Change Request Number in Sent state.
9. Select the Edit Edit button.

   The state of the purchase order change request is automatically moved to Sending state.
10. Select the Move To button at the top of the screen.

    The submit status indicator circle is filled in with green to indicate the desired action upon selecting save.
11. Select the Save Save button.

    The purchase order change request is submitted.

The statues of the purchase order change request moves to Sent state.

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